



Redmond Area Park and Recreation District
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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of General Meeting**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, May 14, 2024, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Lena Berry (Attended virtually)
Mercedes Bostick-Cook
Kevin Scoggin

Directors Excused: David Rouse

Staff: Katie Hammer, Executive Director; Vicki Osbon, Administrative Services Manager; Mike Elam, Recreation Manager

Media: None

Public Attending: Chad Franke, HMK, Maria Ramirez, City of Redmond Parks Planner & Project Manager

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:33am
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from March 12, 2024,

Approval of the General Board Meeting Minutes from April 9, 2024,

Acknowledgement of Receipt of April Financial Summary:

Kevin Scoggin made a motion to approve the corrected general board meeting minutes of March 12, 2024, the general board meeting minutes of April 9 2024 and acknowledge the receipt of April financial summary. Mercedes Bostick-Cook seconded the motion. Motion passes unanimously.

4. Community Recreation Center Update:

Chad Franke said they received the 95% construction document set and the page turn is being scheduled to review them. He said they are getting prepared for the groundbreaking on June 1 at 3pm. He spoke about the budget, contingencies that are built into the budget. He said that the pre-engineered building will be in the construction queue soon, so the construction schedule stays on track.

5. Action Items

Contract Award for Guaranteed Maximum Price with KNCC for Bid Package 1

Chad said that the recommendation to award is in the board packet. He recommended that RAPRD board award the contract award for guaranteed maximum price amendment 1 for construction phase 1 of the new recreation center to KNCC in the amount of \$4,230,089. He spoke about what was included in this contract award; including construction services for early trade partners, budgets for the trade partners, and the site grading package. Kevin Scoggin made a motion to award the contract for guaranteed maximum price for bid package 1 to KNCC for the not to exceed amount of \$4,230,089. Mercedes Bostick-Cook seconded the motion. Motion passes unanimously.

Approval of 2024/25 Fee Schedule

Katie Hammer said we increase program prices based on cost recovery goals but have not increased drop in program fees since 2016. Katie said she did a survey of similar facilities in the state to see what their fee schedules were and the average drop in fee for an adult is \$5.00. Katie is recommending a dollar increase for drop-in fees. She also said that she is proposing a 1 month and 3 months pass addition and a pass that will include aqua fitness and senior center fitness. She explained that our pass prices are based on 3 visits a week with a graduated discount based on the length of a pass. Katie is also proposing an increase in fees for school programs and pool rentals based on staffing costs.

Matt Gilman recommended that the fee increase is rounded to even numbers.

Katie said the board can give her directions to increase the drop-in fees to \$5.00, \$4.00 and \$3.00. Kevin Scoggin made a motion to adopt the updated fee schedule as discussed, with rounding numbers up, with Katie updating board members at a later date via email. Mercedes Bostick-Cook seconded the motion. Motion passes unanimously.

Approval of 2024/25 Wage Schedule

Katie Hammer said she hired HR Answers to do a comprehensive wage study for the district. She said they take your job descriptions and wage scales and compare them to similar jobs in your industry category. She said that she is trying to match most of our positions to match their recommendations. She said that many of our staff wages are above the minimum in the scale currently and this scale was accounted for in the proposed FY 2024/25 budget. She also added that there will be new positions proposed next year, but they are not added to this report. This wage scale is only for 2025, a new one may be

proposed the next fiscal year. Kevin Scoggin made a motion to approve the salary schedule as presented. Mercedes Bostick-Cook seconded the motion. Motion passes unanimously.

6. Discussion Items: None

7. Public Comments:

Maria Ramirez, City of Redmond Parks Planner & Project Manager, gave an update on the Sam Johnson courts. Construction will begin next week and Valleyview courts reopened over the last weekend. She said that the Fairhaven Park playground equipment is going up for bid and a nearby church is interested in acquiring the equipment to add to their safe parking space. Katie said she and Maria, and the Parks Foundation are working on creating a “friends of” group that would go under the umbrella of the foundation instead of creating a nonprofit. Maria said there is an open house on the 30th of this month in the council chambers for their Park master plan update.

8. Board & Staff Comments:

Mike Elam, Recreation Manager, said we are transitioning from soccer to adult softball at the sports complex. He said that registrations for summer programs are going well. He said they are hiring a facility lead at the complex as well for adult and youth sports. Katie added that it’s a difficult position to fill due to the limited number of hours.

Vicki Osbon, Administrative Services Manager spoke about hiring summer season help for the kiosk. She said that the kiosk is opening on the 24th. Vicki said that we partnered with RPA again this year for summer program registration because they received grant funds. Vicki said that we are also partnering with the school district and Better Together for summer program registration because they received grant funds. Better Together is focusing on the Latino and low-income families and FAN will be reaching out to families as well.

Mercedes Bostick-Cook, board member spoke about Better Together. She also added that there are some typos on our website.

Matt Gilman, board chair, asked about the golf tournament. Mike responded that all teams but one showed up. He said that the feedback has been great.

Katie Hammer, Executive Director, said that we have been searching for someone to help us translate our activity guide and documents to Spanish. She is looking at hiring an independent contractor to help with registrations. Katie said that we have had some challenges with our RC track at the sports complex. One of the volunteers was overzealous and enforcing rules that they did not have the authority to do so. He has trespassed from all RAPRD facilities. She said that an RC committee will be formed. Katie said that there is a public hearing tonight at city council and that parking could be a hot topic. She added that she has had conversations with both nearby churches about overflow parking.

9. Adjournment

Matt Gilman adjourned the meeting at 8:49am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon