



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, December 17, 2024, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Mercedes Bostick-Cook
Lena Berry
Kevin Scoggin

Directors Absent: David Rouse

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

Media: None

Public Attending: Chad Franke, HMK, Heather McMeekin, CPA, Price, Fronk & Co, Barry Maroni, AIC Insurance

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:30am.

Adjustments to the Agenda

None

2. Communications

None

3. Consent Agenda

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

Acknowledgement of Receipt of November 2024 Financial Summary:

Lena Berry made a motion to approve the general board meeting minutes of November 10, 2024 and acknowledge receipt of the November 2024 financial summary as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

4. F/Y 2024 Audit Presentation

Heather McMeekin, CPA, Price, Fronk & Co. introduced herself. She spoke about the draft of the F/Y 2024 audit they provided for the board to review. Heather said that the independent auditor's report showed a clean opinion. Heather spoke about two areas of deficiencies that include a limited knowledge of GAAP for financial reporting and segregation of duties because of the size of our organization. She gave an overview of revenue and expenses, the budget, capital assets, PERS and OPED. Heather thanked the board for their time.

5. 2025 General Liability and Property Insurance Renewal

Barry Maroni, AIC Insurance, introduced himself. Barry gave an overview of the 2025 insurance. He spoke about a 3% increase across the board for all districts. He noted the increase in auto coverage due to the addition of a new truck. He spoke about machinery and earthquake coverage. He said that the premium overall increased just over 11%, mostly related to general liability rates. Barry said he included a comparison report to show where insurance costs have increased. Matt Gilman thanked Barry.

6. Community Recreation Center Update

Chad Franke, HMK, talked about delays caused early on by permitting. He said that they met with KNCC, and they made the decision to change the project superintendent. He said this change will enable them to catch up on the project timeline. He said they met with the project scheduler, and they were able to revamp the schedule. Chad said the metal building will arrive this week and will start going up in late January. He said that footings and walls are being poured and that everything is looking good now. Katie said that a board workshop could be scheduled so the board members could visit the site, or they could individually contact Katie or Chad to go onsite for a tour.

7. Action Agenda Items

Acknowledge Receipt of FY 2024 Audit

Katie Hammer said that this is formally acknowledging receipt of the audit. She said next month they will vote on the letter to the Secretary of State noting our deficiencies. Kevin Scoggin made a motion to acknowledge receipt of the F/Y 2024 audit. Lena Berry seconded the motion. Motion passed unanimously.

Community Recreation Center Name

Katie said this was tabled from last month. She said we will need to vote in January. She asked the board if they needed anything from her to help them decide. The board members didn't indicate that they needed anything further at this time. Kevin Scoggin

made a motion to table the community recreation center name until next month. Lena Berry seconded the motion. Motion passed unanimously.

Behavior Policy for Participants, Parent/Guardians and Spectators

Katie Hammer said that the sports official policy will be reviewed next month. She said that a youth behavioral specialist reviewed the policy for us and suggested some language changes. Katie and the board reviewed the changes and suggested additional edits. Lena Berry moved to approve the behavior policy for participants, parent/guardians and spectators with the changes outlined in the policy and adding in when to contact law enforcement/911, and if participant makes a direct threat of hurting themselves or others and a bulletin point of calling 911 for active threat and send to special districts for review. Kevin Scoggin seconded. Motion passed unanimously.

8. Discussion Items

None

9. Public Comments

None

10. Board/Staff Comments

Mike Elam, Recreation Manager, said that this is the last weekend for the first season of basketball. He said the second season will begin soon. He mentioned that the times for adult basketball league are late, and he would like to explore other gym spaces. He said that fitness classes at the Senior Center and PRCH are going well. He also said that spring soccer registration is beginning.

Jessica Rowan, Aquatic Director said that this is a slower season for swim lessons. She said she is using this as an opportunity to do ARC certification for staff for the 2024 protocols. She also said she is running a lifeguard course in early January. She also mentioned that she has added a Scuba course.

Matt Gilman, board chair, said that he was in attendance for the swim meet last weekend. He said that for the amount of teams in attendance our facility is small.

11. Executive Session

The board entered into executive Session pursuant to ORS 192.660 (2) (i) which authorizes executive sessions to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member.

Executive Session Convened at 8:52am

Reconvene Regular Session at 9:38am

12. Action (s) as a result of Executive Session: None

13. Adjournment

Matt Gilman adjourned the meeting at 9:39am

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon