



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
July 11, 2023

Redmond Area Park and Recreation District  
465 SW Rimrock Dr  
PO BOX 843  
Redmond, OR 97756  
Administrative office phone – 541-548-7275

## **BOARD OF DIRECTORS**

Lena Berry, Director  
Mercedes Bostick-Cook, Director  
Matt Gilman, Director  
David Rouse, Director  
Kevin Scoggin, Director

## **RAPRD STAFF LEADERSHIP TEAM**

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

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None	



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[www.raprd.org](http://www.raprd.org)

## GENERAL BOARD MEETING AGENDA July 11, 2023

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:

<https://meet.goto.com/647496005>

You can also dial in using your phone.  
Toll Free: 877-309-2073  
Access Code: 647496005

### AGENDA

1. **Call to Order**
  - Adjustments to the Agenda
2. **Swearing in of New Board Members**
3. **Communications** (Comments by Citizens are Limited to 3 Minutes)
4. **Consent Agenda**
  - Approval of the General Board Meeting Minutes from June 13, 2023
  - Acknowledgement of Receipt of June Financial Summary
5. **Action Agenda Items**
  - Election of Board Officers (Chair, Vice-Chair, Secretary)
  - Resolution #1 2023/24 Approving signers for Bank Accounts
  - Resolution #2 2023/24 Approval of Opening Money Market Account for Bond Proceeds
6. **Discussion Items**
  - Board Meeting Dates/Times for Fiscal Year 2023/24
  - Community Recreation Center Update
7. **Public Comments**
8. **Board/Staff Comments**
9. **Adjournment**

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 or by email at [vicki.osbon@raprd.org](mailto:vicki.osbon@raprd.org) at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



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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, June 13, 2023 at 7:30am.

**Attendance:**

Directors Present: Matt Gilman  
Mercedes Bostick-Cook  
Kevin Scoggin  
Zack Harmon

Directors Absent: Ed Danielson (absent)

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

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks Planner/Project Manager  
Lena Berry (attended virtually), Chad Franke, HMK, David Ulbricht  
Director of Advisory Services, Special Districts of Oregon (attended  
virtually)

**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 May 9, 2023; Approval of the Special Board Meeting Minutes from May 23, 2023; Acknowledgement of Receipt of May Financial Summary.

Zack Harmon made a motion to approve the consent agenda as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

**4. Action Agenda Items:**

Entered Budget Hearing at 7:34am

Katie noted that the budget committee approved the proposed budget. Staff made an adjustment to the proposed budget, which was the debt service payment to the bond that was changed based on updated figures from our consultant.

Adjourned Budget Hearing at 7:35am.

The board reconvened the regular session at 7:35am.

Resolution #10 Adopting the Fiscal Year 2023-24 Budget; Resolution #11 Appropriations for the Fiscal Year 2023-24 Budget; Resolution #12 Imposing and Categorizing taxes for the 2023-24 Fiscal Year.

Katie Hammer gave an overview of the resolutions. Zack Harmon made a motion to approve resolutions #10, #11, and #12 as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

Resolution #13 Transfer from Contingency in the General Fund to Materials and Services in the Program Fund; Resolution #14 Transfer from Personnel Services in the Programs Fund to Materials and Services in the Program Fund; Resolution #15 Transfer from Contingency in the General Fund to Materials and Services in the RACE Fund; Resolution #16 Transfer from Personnel Services in the Aquatic Fund to Materials and Services in the Aquatic Fund; Resolution #17 Transfer from Personnel Services in the Park Fund to Materials and Services in the Park Fund

Zack Harmon made a motion to approve resolutions #13, #14, #15, #16, and #17 as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Resolution #18 Creation of the Capital Project Fund, Receive bond proceeds and Authorize Expenditures for Fiscal Year 2022/23

Katie Hammer explained that this will create the capital project fund for this fiscal year. It will also authorize potential expenditures that might be incurred this year.

Zack Harmon made a motion to approve resolution 18 as stated. Kevin Scoggin seconded the motion. Motion passed unanimously.

Award CMGC Contract for the Community Recreation Center

Chad Franke, HMK explained that CMGC proposals were received from three firms. After the selection committee reviewed the proposals, they asked Kirby Nagelhout Construction Company and Pence to interview. After the interviews, the selection committee chose Kirby Nagelhout based on their merit. Chad said that HMK is recommending that the board award the CMGC Contract for the Community Recreation

Center to Kirby Nagelhout Construction. Kevin Scoggin made a motion to award CMGC Contract for the Community Recreation Center to Kirby Nagelhout Construction. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

**5. Discussion Items:**

Community Recreation Center update:

Chad Franke, HMK said that HWA was onsite at 35<sup>th</sup> street and have completed the initial survey. He said that the Wallace Group will begin the geotechnical surveys by doing test pits on Thursday for soil samples and are scheduled to begin boring on July 11<sup>th</sup>. Chad also said that in between reviewing the proposals they also held their design kick off meeting and is looking forward to working with BRS. Katie added that the design team along with her and Chad had a preliminary meeting with the city to speak about the annexation.

David Ulbricht, Director of Advisory Services, Special Districts of Oregon said that the bond sale went live this morning and it's going very well.

**6. Public Comments:**

Maria Ramirez, City of Redmond Parks Planner/Project Manager, commented that the Redmond City Council approved resurfacing of the tennis courts and pickleball courts at Sam Johnson will begin in September. She also added that in addition to resurfacing the tennis courts at Valley View, they are going to convert one court into two pickleball courts.

**7. Board & Staff Comments:**

Zack Harmon commented that he really enjoyed participating in the design kickoff meeting. He said that he is interested in continuing to participate.

Kevin Scoggin commented that community outreach should begin soon. Katie Hammer responded that regular updates are beginning and Chad Franke, HMK added that their social media person will be meeting with Chad and Katie tomorrow.

Mike Elam, Recreation Manager, said that pickleball windscreens have been ordered. He added that softball, enrichment, and fitness programs are all doing well.

Mercedes Bostick-Cook asked Mike Elam about soccer registration numbers. Mike responded that registration is going well.

Jessica Rowan, Aquatic Director, said that there is a scheduled shutdown June 19-June 23 so we are in compliance with the city for the backflow. She also said she is in the process of scheduled staff training and lifeguard training.

Zack Harmon, board member said that he has enjoyed serving during his time on the board and thanked everyone.

Vicki Osbon, Administrative Services Manager said that she hired two new staff, one for the kiosk only and one who will work both at the kiosk and at the front desk at the pool.

**8. Executive Session**

**The board of Directors entered into an executive session under ORS 192.660 (2) (i) for the purposes of evaluating the job performance of the Executive Director at 8:26am.**

The board resumed regular session at 8:52am

**9. Action(s) as a result of Executive Session**

Zack Harmon made a motion to approve a salary of \$92,500 effective June 26, 2023 for Katie Hammer, Executive Director. Kevin Scoggin seconded the motion. Motion passed unanimously.

**10. Adjournment**

Matt Gilman adjourned the meeting at 9:04am.

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Board Chair, Matt Gilman

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Recording Secretary, Vicki Osbon



Redmond Area Park and Recreation District  
 Financial Summary  
 June 30, 2023

**Summary**

June 30, 2023 is 100% of the 2022/2023 Fiscal year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 22/23 Budget)	103%	Resources change from FY 21/22	2%
Expenditures (% of 22/23 Budget)	89%	Expenses change from FY 21/22	5%

	YTD FY June 21/22	YTD FY June 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,848,271	\$ 1,878,152	\$ 1,829,000	103%	100.0%
Personnel Services	\$ 354,400	\$ 369,361	\$ 436,000	85%	95.0%
Materials & Services	\$ 195,597	\$ 216,224	\$ 230,300	94%	95.0%
Debt Service	\$ 94,640	\$ 94,070	\$ 98,000	96%	99.0%
Capital Outlay				0%	0.0%
Transfers & Contingency	\$ 1,020,000	\$ 1,065,000	\$ 1,140,000	93%	95.0%

<b>Aquatic</b>			
Resources (% of 22/23 Budget)	146%	Resources change from FY 21/22	19%
Expenditures (% of 22/23 Budget)	77%	Expenses change from FY 21/22	16%

	YTD FY June 21/22	YTD FY June 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 235,510	\$ 280,631	\$ 192,500	146%	100.0%
Personnel Services	\$ 484,063	\$ 579,390	\$ 741,100	78%	95.0%
Materials & Services	\$ 164,530	\$ 181,767	\$ 200,700	91%	95.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	100.0%
Capital Outlay	\$ 16,152		\$ 52,000	0%	95.0%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 22/23 Budget)	141%	Resources change from FY 21/22	119%
Expenditures (% of 22/23 Budget)	97%	Expenses change from FY 21/22	76%

	YTD FY June 21/22	YTD FY June 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 42,484	\$ 93,004	\$ 66,000	141%	100.0%
Personnel Services	\$ 31,743	\$ 54,416	\$ 55,850	97%	95.0%
Materials & Services	\$ 26,457	\$ 47,765	\$ 50,000	96%	95.0%

### Financial Performance By Fund

Programs			
Resources (% of 22/23 Budget)	166%	Resources change from FY 21/22	71%
Expenditures (% of 22/23 Budget)	96%	Expenses change from FY 21/22	43%

	YTD FY June 21/22	YTD FY June 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 227,997	\$ 389,973	\$ 235,000	166%	100.0%
Personnel Services	\$ 235,318	\$ 285,687	\$ 297,500	96%	95.0%
Materials & Services	\$ 111,796	\$ 211,164	\$ 221,250	95%	95.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 22/23 Budget)	107%	Resources change from FY 21/22	32%
Expenditures (% of 22/23 Budget)	79%	Expenses change from FY 21/22	15%

	YTD FY June 21/22	YTD FY June 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,216	\$ 1,606	\$ 1,500	107%	100.0%
Personnel Services	\$ 112,511	\$ 126,837	\$ 141,700	90%	95.0%
Materials & Services	\$ 46,463	\$ 55,426	\$ 62,700	88%	95.0%
Capital Outlay	\$ 1,197	\$ 14,480	\$ 45,000	32%	95.0%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 22/23 (Current)	1,770,342
<b>FY 22/23 (Budget, current yr)</b>	<b>1,750,000</b>
FY 21/22	1,695,409
FY 20/21	1,603,343
FY 19/20	1,506,393

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 22/23 (Current)	134,143
<b>FY 22/23 (Budget, current yr)</b>	<b>75,000</b>
FY 21/22	122,432
FY 20/21	25,579
FY 19/20	57,074

##### Pool Activities Expenses

FY 22/23 (Current)	7,447
<b>FY 22/23 (Budget, current yr)</b>	<b>12,000</b>
FY 21/22	12,078
FY 20/21	6,895
FY 19/20	11,003

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 22/23 (Current)	152,728
<b>FY 22/23 (Budget, current yr)</b>	<b>119,500</b>
FY 21/22	128,568
FY 20/21	13,581
FY 19/20	50,100

##### Youth Sports League Expenses

FY 22/23 (Current)	66,477
<b>FY 22/23 (Budget, current yr)</b>	<b>65,000</b>
FY 21/22	44,151
FY 20/21	13,769
FY 19/20	34,789

Note: Youth Sports League include: Youth Basketball, Soccer and LaCrosse

#### Enrichment Resources

##### Enrichment Resources

FY 22/23 (Current)	61,066
<b>FY 22/23 (Budget, current yr)</b>	<b>24,000</b>
FY 21/22	39,726
FY 20/21	9,572
FY 19/20	27,488

##### Enrichment Expenses

FY 22/23 (Current)	45,005
<b>FY 22/23 (Budget, current yr)</b>	<b>16,000</b>
FY 21/22	22,034
FY 20/21	17,472
FY 19/20	23,089

## Fitness

### Fitness Resources

FY 22/23 (Current)	7,308
<b>FY 22/23 (Budget, current yr)</b>	<b>20,000</b>
FY 21/22	7,326
FY 20/21	11,078
FY 19/20	41,735

Note: Fitness classes are held at the Senior Center.

### Fitness Expenses

FY 22/23 (Current)	10,782
<b>FY 22/23 (Budget, current yr)</b>	<b>6,000</b>
FY 21/22	7,108
FY 20/21	1,227
FY 19/20	8,294

## Adult Sport Leagues

### Adult Sport League Resources

FY 22/23 (Current)	5,438
<b>FY 22/23 (Budget, current yr)</b>	<b>15,000</b>
FY 21/22	8,349
FY 20/21	4,925
FY 19/20	8,970

### Adult Sport League Expenses

FY 22/23 (Current)	1,482
<b>FY 22/23 (Budget, current yr)</b>	<b>10,000</b>
FY 21/22	2,517
FY 20/21	2,091
FY 19/20	5,996

Note: Adult Sport Leagues include, Adult Softball and Adult Basketball.

Updated 7/5/23

**RAPRD BOARD AGENDA COMMUNICATION**

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**MEETING DATE:** July 11, 2023

**SUBJECT:** Resolution #1 Approval of Signers for Bank Accounts and  
Resolution #2 Approval of Opening Money Market Account

**STAFF RESOURCE:** Katie Hammer

**ACTION PROPOSED:** Motion to approve Resolutions.

**BACKGROUND:**

Resolution #1:

RAPRD historically has all five board members as signers on the district bank accounts since at least one board member needs to sign checks. Resolution #1 updates the signers on the accounts to the current board members. There will be bank documents to sign in addition to this resolution.

Resolution #2:

The district keeps the majority of its funds in the Local Government Investment Pool (LGIP). The LGIP has an aggregate maximum that each organization is allowed to have in their account. District staff anticipates that for a temporary time the district will have more funds than the maximum allowed. First Interstate Bank (FIB) is a qualified depository in Oregon and participates in the Public Funds Collateralization program so the district may deposit more than the amount that is insured by the FDIC into accounts at the bank. FIB will match the LGIP interest rate for funds in this money market account for six months.

District Staff is recommending that \$5 million is transferred into this new money market account, with an additional transfer of \$2 million to occur if needed in October. It is anticipated that the total of district funds will be below the maximum LGIP limit by February 2024. At that time the district would transfer the funds back into LGIP.

District staff explored a couple of other options for the placement of these funds but is recommending using First Interstate Bank because of the LGIP interest rate match and since the district currently banks with FIB the account creation and transfer process is simple.

If the board would like further information on the public funds collateralization program please visit this website: <https://www.oregon.gov/treasury/public-financial-services/public-depository-information>.

**RECOMMENDED MOTION:** Staff is recommending approval of both Resolution #1 and #2 Resolution #2 could be tabled until August if the board would like more information.

Redmond Area Park & Recreation District  
**Resolution #1 - 2023/24**

**RESOLUTION TO AUTHORIZE SIGNERS FOR BANK ACCOUNTS**

**Be it resolved**, the Board of Directors of the Redmond Area Park and Recreation District authorizes the following individuals to be signers on the district accounts at First Interstate Bank:

- Matthew Gilman, Director
- Mercedes Cook-Bostick, Director
- Kevin Scoggin, Director
- Lena Berry, Director
- David Rouse, Director
- Katie Billington, Executive Director

**Adopted** on the 11th day of July 2023 by the Redmond Area Park and Recreation District Board of Directors.

\_\_\_\_\_  
Chairman,

\_\_\_\_\_  
Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District  
**Resolution #2 - 2023/24**

**RESOLUTION TO AUTHORIZE OPENING A MONEY MARKET ACCOUNT FOR BOND PROCEEDS**

**Be it resolved**, the Board of Directors of the Redmond Area Park and Recreation District authorizes opening a second money market account at First Interstate bank for the purpose of depositing a portion of bond proceeds.

**Be it resolved**, the Board of Directors of the Redmond Area Park and Recreation District authorizes the same individuals to be signers on this account as are on the other district accounts at First Interstate Bank:

**Adopted** on the 11th day of July 2023 by the Redmond Area Park and Recreation District Board of Directors.

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Chairman,

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Recording Secretary, Vicki Osbon