



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
August 8, 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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Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA August 8, 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 July 11, 2023
Acknowledgement of Receipt of July Financial Summary
5. **Action Agenda Items**
Approval of Bond Oversight Committee Charter
6. **Discussion Items**
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 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, July 11, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Mercedes Bostick-Cook (attended virtually)
Kevin Scoggin
Lena Barry
David Rouse

Directors Absent:

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

Media: None

Public Attending: Shannon Wedding, Redmond City Council liaison

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:33am

Adjustments to the Agenda: None

2. Swearing in of New Board Members:
Lena Berry and David Rouse took their oath of office.

3. Communications: None

4. Consent Agenda

Approval of the General Board Meeting Minutes from June 13, 2023

Acknowledgement of Receipt of June Financial Summary

Lena Berry made a motion to approve the consent agenda as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

5. Action Agenda

Election of Board Officers

Katie Hammer explained that there were three positions, Chair, Vice Chair and Secretary. She said that Matt Gilman, Mercedes Bostick-Cook and Kevin Scoggin were eligible to serve as chair, but that any board member could serve as Vice Chair and Secretary.

Kevin Scoggin made a motion to elect Matt Gilman as Chair, Kevin Scoggin as Vice Chair and Mercedes Bostick-Cook as Secretary. Lena Berry seconded the motion. Motion passed unanimously.

Resolution #1 2023-24 Approving Signers for Bank Accounts

Katie Hammer explained that resolution removes Zack Harmon and Ed Danielson as signers and adds Lena Berry and David Rouse as signers. Kevin Scoggin made a motion to approve Resolution #1 2023/24 Approving Signers for Bank Accounts. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Resolution #2 2023/24 Approval of Opening Money market Account for Bond Proceeds

Katie Hammer said that bond proceeds were received in June.

The funds will need to move because we will exceed the total aggregate amount when tax funds are disbursed to us in November. David Rouse made a motion to approve Resolution #2 2023/24 Approval of Opening Money Market Account for Bond Proceeds. Lena Berry seconded the motion. Motion passed unanimously.

6. Discussion Items

Board Meeting Dates/Times for Fiscal Year 2023/24

The board members all agreed that this current meeting time and date will work for them.

Community Recreation Center Update

Katie Hammer said we had a design meeting June 28 with all consultants. She said that HMK had their marketing coordinator at the meeting, and they interviewed multiple people for social media ads that will begin on August 1st. She also added that site drilling would begin today. She said the next design meeting will be July 26th.

7. Public Comments: None

8. Board & Staff Comments:

Mike Elam, Recreation Manager, said that the pickleball tournament went well. He said that UK soccer began yesterday. He added that enrichment programs are also going well.

Jessica Rowan, Aquatic Director, said that the transition into summer has been smoother this year. She said she is running a lot of lifeguarding classes this year as well. She mentioned that she is looking for maintenance/janitorial staff. She said that the water polo jamboree is coming up in August.

David Rouse, Board Member, said he is excited to be on the board and looking forward to working with everyone.

Kevin Scoggin, Board Member, thanked the staff and Katie for her efforts and hours she has put in.

Lena Berry, Board Member, thanked the staff for their hard work.

Mercedes Bostick-Cook, Board Member, thanked Katie and staff for their work and thanked the board.

Matt Gilman, board director, said this was the best year for the pickleball tournament yet. He said we did a nice job this year. He added that he medaled in the 3.5. Matt also commented that Zack Harmon, a previous board director was a CPA and was leaned on heavily to look over our accounting. He asked that the board really take a hard look at the numbers each month.

8. Adjournment

Matt Gilman adjourned the meeting at 8:22am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
 Financial Summary
 July 31, 2023

Summary

July 31, 2023 is 8.33% of the 2023/2024 Fiscal year.

Financial Performance By Fund

General			
Resources (% of 23/24 Budget)	0%	Resources change from FY 22/23	-74%
Expenditures (% of 23/24 Budget)	4%	Expenses change from FY 22/23	-51%

	YTD FY July 22/23	YTD FY July 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 19,193	\$ 4,941	\$ 1,922,000	0%	4.0%
Personnel Services	\$ 34,955	\$ 30,001	\$ 500,500	6%	8.0%
Materials & Services	\$ 31,740	\$ 2,632	\$ 225,500	1%	11.0%
Debt Service			\$ 99,000	0%	0.0%
Capital Outlay				0%	0.0%
Transfers & Contingency			\$ 1,305,000	0%	0.0%

Aquatic			
Resources (% of 23/24 Budget)	10%	Resources change from FY 22/23	-50%
Expenditures (% of 23/24 Budget)	6%	Expenses change from FY 22/23	-23%

	YTD FY July 22/23	YTD FY July 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 52,708	\$ 26,224	\$ 257,000	10%	10.0%
Personnel Services	\$ 55,765	\$ 64,946	\$ 808,000	8%	8.0%
Materials & Services	\$ 18,897	\$ 5,989	\$ 221,000	3%	7.0%
Debt Service	\$ 17,899		\$ 35,800	0%	0.0%
Capital Outlay			\$ 50,000	0%	0.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 23/24 Budget)	6%	Resources change from FY 22/23	-38%
Expenditures (% of 23/24 Budget)	6%	Expenses change from FY 22/23	-13%

	YTD FY July 22/23	YTD FY July 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 8,114	\$ 5,009	\$ 85,500	6%	7.0%
Personnel Services	\$ 5,046	\$ 7,649	\$ 79,200	10%	8.0%
Materials & Services	\$ 4,483	\$ 664	\$ 50,700	1%	5.0%

Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	9%	Resources change from FY 22/23	-74%
Expenditures (% of 23/24 Budget)	8%	Expenses change from FY 22/23	-13%

	YTD FY July 22/23	YTD FY July 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 113,541	\$ 29,726	\$ 322,200	9%	10.0%
Personnel Services	\$ 19,921	\$ 23,355	\$ 427,500	5%	8.0%
Materials & Services	\$ 37,633	\$ 26,778	\$ 234,000	11%	10.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	0%	Resources change from FY 22/23	-100%
Expenditures (% of 23/24 Budget)	4%	Expenses change from FY 22/23	-29%

	YTD FY July 22/23	YTD FY July 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 171	\$ -	\$ 6,000	0%	0.0%
Personnel Services	\$ 12,751	\$ 10,953	\$ 147,500	7%	8.0%
Materials & Services	\$ 4,960	\$ 1,569	\$ 61,900	3%	6.0%
Capital Outlay	\$ -		\$ 95,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 23/24 (Current)	-
FY 23/24 (Budget, current yr)	1,835,000
FY 22/23	-
FY 21/22	-
FY 20/21	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 23/24 (Current)	3,964
FY 23/24 (Budget, current yr)	105,000
FY 22/23	
FY 21/22	
FY 20/21	

Pool Activities Expenses

FY 23/24 (Current)	38
FY 23/24 (Budget, current yr)	14,000
FY 22/23	
FY 21/22	
FY 20/21	

Youth Sport Leagues

Youth Sports League Resources

FY 23/24 (Current)	21,422
FY 23/24 (Budget, current yr)	137,500
FY 22/23	
FY 21/22	
FY 20/21	

Youth Sports League Expenses

FY 23/24 (Current)	215
FY 23/24 (Budget, current yr)	89,000
FY 22/23	
FY 21/22	
FY 20/21	

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

Enrichment Resources

Enrichment Resources

FY 23/24 (Current)	1,028
FY 23/24 (Budget, current yr)	40,500
FY 22/23	955
FY 21/22	11,251
FY 20/21	2,789

Enrichment Expenses

FY 23/24 (Current)	7,220
FY 23/24 (Budget, current yr)	25,300
FY 22/23	3,802
FY 21/22	4,652
FY 20/21	2,661

Fitness

Fitness Resources

FY 23/24 (Current)	496
FY 23/24 (Budget, current yr)	15,000
FY 22/23	90
FY 21/22	926
FY 20/21	1,327

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 23/24 (Current)	720
FY 23/24 (Budget, current yr)	7,500
FY 22/23	413
FY 21/22	11
FY 20/21	19

Adult Sport Leagues

Adult Sport League Resources

FY 23/24 (Current)	0
FY 23/24 (Budget, current yr)	15,500
FY 22/23	0
FY 21/22	0
FY 20/21	0

Adult Sport League Expenses

FY 23/24 (Current)	207
FY 23/24 (Budget, current yr)	9,400
FY 22/23	300
FY 21/22	426
FY 20/21	0

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

Updated 8/2/23

Redmond Area Park & Recreation District

Balance Sheet

	July 2023	July 2022	\$ Variance	% Variance
ASSETS				
Current Assets				
PAYROLL POSTING ERROR	2.00	2.00	0.00	0.0%
First Interstate Bank - Checking	79,256.04	57,524.91	21,731.13	37.8%
Petty Cash Fund	110.00	110.00	0.00	0.0%
Cash Fund - Cash Drawer	75.00	75.00	0.00	0.0%
Cash - LGIP	1,729,891.60	1,722,962.67	6,928.93	0.4%
First Interstate Bank - MM - General	446,633.89	50,374.16	396,259.73	786.6%
Property Taxes Receivable	34,193.09	34,193.09	0.00	0.0%
Employee Advances- (Draws)	1,213.38	450.00	763.38	169.6%
LGIP Bond Project Fund	54,470,353.75	0.00	54,470,353.75	100.0%
Accounts Receivable	1,167.00	13,241.48	(12,074.48)	-91.2%
TOTAL Current Assets	56,762,895.75	1,878,933.31	54,883,962.44	2921.0%
TOTAL ASSETS	56,762,895.75	1,878,933.31	54,883,962.44	2921.0%
LIABILITIES				
Current Liabilities				
Accounts Payable	(102.00)	25,524.10	(25,626.10)	-100.4%
FICA & FWT Payable	(53.75)	0.00	(53.75)	100.0%
SWT Payable	(1,568.02)	(1,568.02)	0.00	0.0%
SUI Payable	1,678.77	1,568.02	110.75	7.1%
OR ER PFML	(0.27)	0.00	(0.27)	100.0%
TOTAL Current Liabilities	(45.27)	25,524.10	(25,569.37)	-100.2%
Long-Term Liabilities				
Payroll Taxes Payable	16,899.00	16,899.00	0.00	0.0%
Accrued Compensated Absenses	39,912.00	39,912.00	0.00	0.0%
Deferred Revenue - Property Tax	24,199.76	24,199.76	0.00	0.0%
Deferred Revenue - Program Fund	5,652.26	5,652.26	0.00	0.0%
TOTAL Long-Term Liabilities	86,663.02	86,663.02	0.00	0.0%
TOTAL LIABILITIES	86,617.75	112,187.12	(25,569.37)	-22.8%
FUND BALANCE				
Designated	834,476.00	834,476.00	0.00	0.0%
Designated	17,067.00	17,067.00	0.00	0.0%
Undesignated - General	434,426.00	434,426.00	0.00	0.0%
Reserve for Debt Service - General	129,807.00	129,807.00	0.00	0.0%
Excess Rev. Over (under) Expen	55,388,307.72	401,652.17	54,986,655.55	13690.1%
Year-to-Date Earnings	(127,805.72)	(50,681.98)	(77,123.74)	-152.2%
TOTAL FUND BALANCE	56,676,278.00	1,766,746.19	54,909,531.81	3107.9%

	<i>July 2023</i>	<i>July 2022</i>	<i>\$ Variance</i>	<i>% Variance</i>
TOTAL LIABILITIES & FUND BALANCE	56,762,895.75	1,878,933.31	54,883,962.44	2921.0%



Redmond Area Park and Recreation District Bond Oversight Committee Charter

The Purpose of the Redmond Area Park and Recreation District (RAPRD) Bond Oversight Committee shall be to oversee the expenditures and use of the 2022 General Obligation Bond proceeds to ensure that their use on the types of projects stated in the Bond Measure.

Duties:

The Bond Oversight Committee shall have the following duties:

1. To ensure that the bond proceeds are expended only on the types of projects identified in the voter approved 2022 Bond Measure and consistent with state law.
2. Stay informed of key information related to the bond to ensure transparency to community stakeholders.
3. Review bond program financial reports

The Bond Oversight Committee shall have no jurisdiction over the following types of activities:

1. Prioritization of projects.
2. Approval of contracts.
3. Approval of change orders.
4. Investment of bond proceeds.
5. Budgets and line item expenditures.
6. Handling of any legal matters.
7. Approval of project plans and schedules.
8. Approval of the sale of bonds.
9. Technical matters such as project means and methods.
10. Personnel matters.

Membership.

Members of the Bond Oversight Committee shall be residents of the District. District officials and employees are prohibited from serving on the committee.

The committee shall be comprised of five to seven members and an ex-officio representative from the RAPRD Board of Directors. Members shall be appointed by the RAPRD Board of Directors, with a majority approval.

Each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee, and may be reappointed to as many successive terms as the Board of Directors shall determine. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

Vacancies shall be filled for the remainder of the expired term in the same manner as original appointments.

The RAPRD board may remove any member of the Commission after conducting a hearing, for misconduct or nonperformance of duty. A member may be removed for cause by a majority vote of the RAPRD Board. Cause shall include, but not be limited to missing two meetings in a year.

A District staff representative to the Committee will attend all meetings to provide historical data and Board policies, to advise regarding projects, and to provide such other information as may be requested by the Committee.

Meeting Frequency: The committee shall meet quarterly, more frequently as needed.

Officers:

At the first meeting of each fiscal year, they shall nominate and appoint a committee chairperson and vice-chairperson who will work with staff liaisons to plan committee meetings and activities and to facilitate committee meetings.

Sunset Clause:

The committee will sunset when the RAPRD Measure 9-150 project work is completed and financial statements have been successfully audited and acknowledged by the RAPRD Board of Directors.

Approved: