



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
March 8, 2022

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

Mercedes Bostick-Cook, Director
Ed Danielson, Director
Matt Gilman, Director
Zack Harmon, 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
Margaret Maffai, Development Director

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541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

March 8, 2022

7:30AM

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/674039469>

You can also dial in using your phone.
Toll Free: 1-877-309-2073
Access Code: 674-039-469

AGENDA

1. Call to Order

Adjustments to the Agenda

2. Executive Session:

Oregon Law permits public bodies to meet in executive session to discuss specific items which are not open to the public. Final action or decisions on these matters will be made during regular session.

Real Property transactions - ORS 192.660 (2) (e) which authorizes executive sessions "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

Reconvene Regular Session;

3. Communications (Comments by Citizens are Limited to 3 Minutes)

4. Consent Agenda

Approval of the General Board Meeting Minutes from February 8, 2022
Acknowledgement of Receipt of February 2022 Financial Summary

5. Action Agenda Items

Actions Resulting from Executive Session
Appoint Budget Committee Member(s)
Approval of 2022-2023 Salary Schedule

6. Discussion Items

Recreation Facility Planning Discussion & 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 via video conference in Redmond, Oregon, February 8, 2022, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Zack Harmon
Kevin Scoggin (Virtually)
Ed Danielson, arrived at 7:34am (Virtually)
Mercedes Bostick-Cook at 7:36am (Virtually)

Directors Absent: None

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

Media: None

Public: Cat Zwicker, City Council Liaison (Virtually)

GENERAL MEETING:

1. Call to Order:

Matt Gilman called the meeting to order at 7:31am

Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from January 11, 2022;

Acknowledgment of Receipt of January 2022 Financial Summary:

Zack Harmon noted an error on the financial summary from January. The budget total for personnel services in the program fund was missing causing a formula error. Zack Harmon made a motion to approve the consent agenda with noted correction. Kevin Scoggin seconded the motion. Motion passed with three votes in support. Ed Danielson and Mercedes Bostick-Cook were not in attendance at the time of vote.

4. Action Agenda Items:

Approval of Centennial Park Spray Pad Operation Agreement:

Katie Hammer said historically the spray pad maintenance has been taken care of by the city's water department. The city recently approached the district staff to see if we would be interested in assisting with the daily operation of the spray pad because the city does not have a certified pool operator on staff in the parks department. The city will still be responsible for chemical costs and cost of large maintenance items. The district will be reimbursed by the city for staff hours. Jessica Rowan added that a C.P.O. would need to be available during the spray pad operating hours and the estimated time needed each day would be about an hour at the beginning of the day. Katie said this is one year trial to see how the season goes. She also added that she sent this agreement to special districts for review. Zack Harmon made a motion to approve the Centennial Park spray pad operation agreement. Kevin Scoggin seconded. Motion passed with four votes in support. Mercedes Bostick-Cook was not in attendance at the time of vote.

Approval of Municipal Services Agreement:

Katie Hammer said this agreement was originally signed in 2018 and is still in effect. She said that special districts are comfortable using the same agreement. Katie explained the need of the service to communicate with the community. Zack Harmon made a motion to approve the municipal services agreement. Kevin Scoggin seconded the motion. Motion passed with three votes in support. Ed Danielson and Mercedes Bostick-Cook were not in attendance at the time of the vote.

Actions resulting from January Executive Session

Matt Gilman, board chair, said that the board recommend a 7% raise for Katie Hammer. Overall, they board said that Katie Hammer has done a great job. They appreciate her accountability, leadership and added that fiscally she has done great. They also know and appreciate the extra hours that she works. Matt commented the board would still like to see more regular reports from Margaret Maffai, Development Director. Zack Harmon added that Katie's steadiness and approach to leadership is commendable. Ed Danielson thanked Katie for doing a great job. Zack Harmon made a motion to approve the 7% wage increase for Katie Hammer as executive director. Ed Danielson seconded the motion. Motion passed with four votes in support. Mercedes Bostick-Cook was not in attendance at the time of vote.

5. Discussion Items:

Recreation Facility Planning Discussion & Update:

Matt Gillman said that there has been a lot going on for planning. He said that the representatives for Barker Rinker Seacat (BRS) were here in January, there was a stakeholder meeting at the senior center and a community meeting at the library. He said BRS put together three different options of what a community center could look like for us. Katie added that the managerial staff and coordinator staff met and talked about the possible spaces and what new programs could be run in them. Katie said the executive team will meet with BRS tomorrow and talk about the three options and narrow them down further. The BRS representatives will be back in April to show the community the options and see if we are on track with the community needs. Zack added that he appreciated Matt's enthusiasm and willingness to be involved. Katie spoke about polling during the last bond measure and that BRS is recommending polling to assess community support. Katie that she will reach out to several companies to see what they offer. Ed Danielson commented he would like to see a public relations firm on board to help promote the bond.

Katie Hammer also mentioned that the executive team has recommend that we utilize efficient and sustainable design elements such as solar, tankless water heaters, etc. but not to seek any LEED certifications because of the increased costs to the costs of the building.

Public Comments: None

6. Board & Staff Comments:

Mike Elam, Recreation Manager, said that basketball has finished up. There were some scheduling challenges, but they were worked out. Soccer registration ends tomorrow, and registration numbers are up from last year. Lacrosse registrations are also happening now. The fitness equipment at the activity center is being liquidated. He said fitness classes are happening at the senior center and they are working through space challenges. The Silver Sneakers class is also growing very well.

Jessica Rowan, Aquatic Director, said that we are pretty much back to a normal programming schedule as we have seen in a couple years. Aqua fitness is going well, and numbers are up. We are hitting capacity numbers frequently. She commented that we have a lot of new folks coming in. She also said she is always trying to figure out how to accommodate the community with our limited availability. High school swim season is coming to an end and the Waves program will be coming in and running their program and we have had a successful program with OSU kayaking.

Katie Hammer, Executive Director said the ice rink is scheduled to close on Feb 15th. She commented that we were originally supposed to close on January 31st but the city asked if we could extend the season until February 15th because of valentine's day.

Zack Harmon asked about the special board meeting. Katie said that she and Mike will be looking at options for office space and will need board approval to secure it.

7. Adjournment:

Matt Gilman adjourned the meeting at 8:31am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
February 28, 2022

Summary

February 28, 2021 is 66% of the 2021/2022 budget year.

Financial Performance By Fund

General			
Resources (% of 21/22 Budget)	101%	Resources change from FY 20/21	10%
Expenditures (% of 21/22 Budget)	66%	Expenses change from FY 20/21	15%

	YTD FY Feb 20/21	YTD FY Feb 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,574,347	\$ 1,724,137	\$ 1,705,000	101%	97.0%
Personnel Services	\$ 230,542	\$ 225,312	\$ 401,750	56%	62.0%
Materials & Services	\$ 84,227	\$ 140,266	\$ 192,200	73%	51.0%
Debt Service	\$ 82,384	\$ 90,940	\$ 96,000	95%	87.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%
Transfers & Contingency	\$ -	\$ -	\$ 1,095,000	0%	0.0%

Aquatic			
Resources(% of 21/22 Budget)	94%	Resources change from FY 20/21	270%
Expenditures (% of 21/22 Budget)	50%	Expenses change from FY 20/21	39%

	YTD FY Feb 20/21	YTD FY Feb 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 47,046	\$ 173,904	\$ 184,500	94%	24.0%
Personnel Services	\$ 239,526	\$ 319,766	\$ 668,250	48%	40.0%
Materials & Services	\$ 63,480	\$ 102,446	\$ 186,000	55%	40.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	99.0%
Capital Outlay	\$ 10,850	\$ 3,972	\$ 30,000	13%	14.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 21/22 Budget)	27%	Resources change from FY 20/21	23%
Expenditures(% of 21/22 Budget)	39%	Expenses change from FY 20/21	65%

	YTD FY Feb 20/21	YTD FY Feb 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 13,393	\$ 16,538	\$ 60,700	27%	18.0%
Personnel Services	\$ 14,247	\$ 18,246	\$ 37,700	48%	35.0%
Materials & Services	\$ 3,078	\$ 10,288	\$ 36,200	28%	7.0%

Financial Performance By Fund

Programs			
Resources (% of 21/22 Budget)	96%	Resources change from FY 20/21	368%
Expenditures (% of 21/22 Budget)	57%	Expenses change from FY 20/21	96%

	YTD FY Feb 20/21	YTD FY Feb 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 39,197	\$ 183,465	\$ 190,950	96%	19.0%
Personnel Services	\$ 88,052	\$ 159,384	\$ 276,450	58%	38.0%
Materials & Services	\$ 27,325	\$ 66,692	\$ 121,750	55%	20.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Activity Center			
Resources (% of 21/22 Budget)	67%	Resources change from FY 20/21	91%
Expenditures (% of 21/22 Budget)	42%	Expenses change from FY 20/21	-11%

	YTD FY Feb 20/21	YTD FY Feb 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 9,177	\$ 17,490	\$ 25,950	67%	100.0%
Personnel Services	\$ 40,825	\$ 30,038	\$ 68,000	44%	100.0%
Materials & Services	\$ 15,392	\$ 20,189	\$ 51,500	39%	85.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Parks			
Resources (% of 21/22 Budget)	38%	Resources change from FY 20/21	-7%
Expenditures (% of 21/22 Budget)	41%	Expenses change from FY 20/21	18%

	YTD FY Feb 20/21	YTD FY Feb 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 523	\$ 488	\$ 1,300	38%	40.0%
Personnel Services	\$ 58,554	\$ 69,785	\$ 135,500	52%	48.0%
Materials & Services	\$ 19,822	\$ 22,829	\$ 47,700	48%	40.0%
Capital Outlay	\$ -	\$ -	\$ 41,400	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 21/22 (Current)	1,632,306
FY 21/22 (Budget, current yr)	1,615,000
FY 20/21	1,511,880
FY 19/20	1,405,759
FY 18/19	1,290,583

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 21/22 (Current)	83,928
FY 21/22 (Budget, current yr)	65,000
FY 20/21	20,840
FY 19/20	55,980
FY 18/19	48,303

Pool Activities Expenses

FY 21/22 (Current)	7,140
FY 21/22 (Budget, current yr)	14,000
FY 20/21	4,108
FY 19/20	10,054
FY 18/19	10,779

Youth Sport Leagues

Youth Sports League Resources

FY 21/22 (Current)	114,882
FY 21/22 (Budget, current yr)	88,000
FY 20/21	27,239
FY 19/20	73,634
FY 18/19	83,068

Youth Sports League Expenses

FY 21/22 (Current)	32,484
FY 21/22 (Budget, current yr)	59,000
FY 20/21	5,509
FY 19/20	25,192
FY 18/19	31,157

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

Enrichment Resources

Enrichment Resources

FY 21/22 (Current)	18,735
FY 21/22 (Budget, current yr)	18,750
FY 20/21	8,806
FY 19/20	21,603
FY 18/19	22,903

Enrichment Expenses

FY 21/22 (Current)	14,300
FY 21/22 (Budget, current yr)	14,350
FY 20/21	13,913
FY 19/20	26,097
FY 18/19	24,330

Fitness

Fitness Resources

FY 21/22 (Current)	5,037
FY 21/22 (Budget, current yr)	35,000
FY 20/21	7,168
FY 19/20	36,693
FY 18/19	29,834

Fitness Expenses

FY 21/22 (Current)	4,256
FY 21/22 (Budget, current yr)	7,000
FY 20/21	896
FY 19/20	6,973
FY 18/19	5,033

Note: Fitness includes: Movement that Matters and Fitness classes held at the Activity Center.

Adult Sport Leagues

Adult Sport League Resources

FY 21/22 (Current)	434
FY 21/22 (Budget, current yr)	14,500
FY 20/21	0
FY 19/20	5,470
FY 18/19	4,893

Adult Sport League Expenses

FY 21/22 (Current)	896
FY 21/22 (Budget, current yr)	9,450
FY 20/21	210
FY 19/20	3,307
FY 18/19	4,160

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

Updated 3/1/2022

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 8, 2022

SUBJECT: Appoint Budget Committee Member

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to Appoint Budget Committee Member

BACKGROUND:

RAPRD has two openings on its budget committee for position expiring June 30, 2024. We have received one application for these open positions, to date. If we receive another one prior to the board meeting staff will provide information on that applicant at the meeting.

The applicant is:

- David Byrd –He and his family participates in RAPRD activities, he is a retired parks director and has many years of municipal budget experience. He also is currently a member of the Friends of RAPRD group. David was appointed to a one year fill in term on the budget committee last year and is interested in continuing to serve.

Please let me know if you want to see the individual applications.

BUDGETARY IMPACT: None

RECOMMENDED MOTION: Motion to appoint David Byrd to a three-year term on the RAPRD Budget Committee.

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: March 8, 2022
SUBJECT: Salary Schedule
STAFF RESOURCE: Katie Hammer
ACTION PROPOSED: Approval of 2022-23 Salary Schedule

BACKGROUND:

The District is has had difficulty hiring a variety of positions. This is partially due to our wages not being competitive with the private sector and some public sector position. District staff conducted a wage comparison of similar sized agencies and based on this comparison is proposing a 10% -12% increase in the salary scale for district positions. While this increase will improve the wages offered to district staff and in more in line with park and recreation agencies of similar size, however the increase is still below starting wages for some other private and public employers in our region.

It is anticipated that the salary schedule will need to be updated every year.

BUDGETARY IMPACT: The budgetary impact for FY 2022-23 is anticipated to be \$45,000. District staff will be presenting a potential price increase for facility admissions and programs to assist with this additions expense at a future meeting.

RECOMMENDED MOTION: Motion to approve the 2022-23 salary schedule.

Redmond Area Park and Recreation District
Salary Scale 2022-23 (proposed March 2022)
Min wage \$13.5

Position	Department	Hourly Minimum	Hourly Maximum
Administrative Services Manager	Administration	\$ 25.11	\$ 32.95
Bookkeeper	Administration	\$ 18.34	\$ 26.47
Executive Director	Administration	\$ 33.41	\$ 47.30
Marketing	Administration	\$ 16.50	\$ 23.10
Payroll/Human Resources Specialist	Administration	\$ 17.50	\$ 25.93
Resource Development Coordinator	Administration	\$ 20.32	\$ 28.03
Aquatic Director	Aquatics	\$ 25.11	\$ 32.95
Aquatics Wellness Coordinator	Aquatics	\$ 16.65	\$ 26.85
Assistant Aquatic Director	Aquatics	\$ 16.06	\$ 23.23
Customer Service Specialist	Aquatics	\$ 14.75	\$ 17.75
Facility Maintenance Lead	Aquatics	\$ 21.00	\$ 27.62
Lifeguard	Aquatics	\$ 14.75	\$ 17.75
Lifeguard - Lead	Aquatics	\$ 16.25	\$ 21.85
Maintenance Technician/Custodian	Aquatics	\$ 15.35	\$ 21.95
Swim Coach	Aquatics	\$ 16.64	\$ 22.44
Swim Coach - Assistant	Aquatics	\$ 15.00	\$ 19.00
Swim Lesson Instructor	Aquatics	\$ 14.25	\$ 16.50
Water Polo Coach	Aquatics	\$ 16.50	\$ 21.12
Waterpolo Coach - Assistant	Aquatics	\$ 15.00	\$ 19.00
Facilities Maintenance Lead	Parks	\$ 21.00	\$ 27.62
Maintenance Technician	Parks	\$ 15.35	\$ 21.95
Activity Instructor	Recreation	\$ 15.50	\$ 17.75
Facility Supervisor/Attendant	Recreation	\$ 15.53	\$ 21.95
Ice Rink Attendant	Recreation	\$ 13.75	\$ 15.50
Ice Rink Lead	Recreation	\$ 15.75	\$ 19.50
Program Coordinator	Recreation	\$ 17.25	\$ 25.85
Recreation Lead I	Recreation	\$ 16.00	\$ 20.12
Recreation Lead II	Recreation	\$ 14.50	\$ 16.30
Recreation Manager	Recreation	\$ 25.11	\$ 32.95
Sports Official - Licensed	Recreation	\$ 14.50	\$ 17.05
Sports Official - Unlicensed	Recreation	\$ 14.00	\$ 15.95
Fitness Instructor (certified)	Recreation/Aquatics	\$ 19.50	\$ 25.30
Fitness Instructor (Not Certified)	Recreation/Aquatics	\$ 15.00	\$ 21.00

Approved: