

DIRECTOR INFORMATION for GENERAL BOARD MEETING November 10, 2020 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**

Hayes McCoy, Chairman Matt Gilman, Vice-Chairman Ed Danielson, Director JoAnne Fletcher, Director Zack Harmon, Director

## RAPRD STAFF LEADERSHIP TEAM

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

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Redmond Area Park and Recreation District 465 SW Rimrock Way Redmond Oregon 97756 541-548-7275 www.raprd.org

## GENERAL BOARD MEETING AGENDA November 10, 2020 7:30AM

This meeting will take place electronically using the following link: https://global.gotomeeting.com/join/249830653

There is also an option to call in to the meeting at this number (toll free) 877-568-4106, Access Code: 249-830-653

#### **AGENDA**

1. Call to Order

Adjustments to the Agenda

- 2. **Communications** (Comments by Citizens are Limited to 3 Minutes)
- 3. Consent Agenda

Approval of the General Board Meeting Minutes from October 13, 2020 Acknowledgement of Receipt of October Financial Summary

4. Action Agenda Items

Approval of US Bank payment via wire transfer

5. Discussion Items

Sand Volleyball Court Partnership

- 6. Public Comments
- 7. Board/Staff Comments
- 8. 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.

Executive Director Evaluation - 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..."

Reconvene Regular Session;

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

## 10. Adjournment

Public comments will be taken during the meeting. Written comments will also be accepted prior to the meeting. Written comments received by 5:00pm on November 9, 2020 will be read during the public comment section of the meeting on November 10, 2020. Comments by video or phone will be taken during the public comment section of the meeting on November 10, 2020; Comments, both written and electronic, will be subject to a 3-minute limit per community member.



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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, October 13, 2020 at 7:30am.

#### **Attendance:**

Directors Present: Hayes McCoy

Matt Gilman JoAnne Fletcher

Directors Absent: Zack Harmon

Ed Danielson

Staff: Katie Hammer, Executive Director

Jessica Rowan, Aquatic Director Mike Elam, Recreation Manager

Vicki Osbon, Administrative Services Manager

Media: None

Public: Jon Bullock, Redmond City Council

Tanner Robertson, General Duffy's Waterhole

Barry Maroni, AIG Insurance

#### **GENERAL MEETING:**

#### 1. Call to Order:

Hayes McCoy called the meeting to order at 7:33am

## Adjustments to the Agenda:

The board of directors will not enter executive session.

## 2. Communications:

Tanner Robertson said that he is happy to be here.

#### 3. Consent Agenda:

Approval of the General Board Meeting Minutes from September 08, 2020; Acknowledgment of Receipt of September 2020 Financial Summary: JoAnne Fletcher made a motion to approve the consent agenda as presented. Matt Gilman seconded the motion. Motion passed

#### 4. Action Agenda Items:

Letter of Support for South HWY 97 Urban Renewal District: Katie Hammer communicated with the city about adding language to the plan to include recreational opportunities after the September board meeting. The city responded that there should be a location in the plan to include this. Matt Gilman made a motion to have Katie draft a letter of support for South HWY 97 Urban Renewal District. JoAnne Fletcher seconded the motion. Motion passed unanimously. Katie said she would send the draft of the letter to board members prior to submitting one to the city.

Approval of Fee Schedule (revised Sept. 2020): Katie Hammer said the biggest change to the fee schedule is the addition of the Pleasant Ridge Community Hall. She discussed the fees, fee structures, and the flexibility to negotiate fees on a case by case basis. JoAnne Fletcher made a motion to accept the fee schedule. Matt Gilman seconded the motion. Motion passed unanimously.

#### 5. Discussion Items:

Lake Park Estates Property: Katie Hammer said she had a conversation with a Lake Park Estates board member regarding the potential land trade that the board has been discussing and steps that would need to occur to accomplish this. The board would like Katie to meet with the Lake Park Estate board member to look at their by-laws to see what would be needed for the land swap and if we were to consider donating the land back to Lake Park Estates that discussion should continue further so the absent board members could weigh in.

Pleasant Ridge Community Hall: Katie Hammer said that Pleasant Ridge Community Hall transfer of ownership occurred middle of September. She said that there are two groups who are committed to using it for monthly meetings for the next year, and several rentals that we are honoring that had been booked and a confirmed rental for December. She said that the coordinator staff met there last week to see what programs and classes could be held there. They are currently working on some program ideas.

Recreational Facility Planning: Katie Hammer said she has developed a timeline and wanted to discuss going out again for a community center. Her timeline included beginning the process of rebranding in the next month, doing a community needs assessment and agreeing on a location in the winter/spring of this year. She said her timeline included going out on the November 2022 ballot. She asked the board what their target would be to go out again. Matt Gilman said that he was glad that Katie brought it back up. The board members present agreed with Matt.

#### 6. Public Comments:

John Bullock, Redmond City Council commented that the recent metrics were released and that it showed the second highest number of cases that we have had since tracking those numbers and while the governor will revisit the metrics in October with her task force that unless those numbers go down the likely hood of schools opening up will decrease. He encouraged everyone to help do what is necessary to help get those numbers down so kids can go back to school.

#### 7. Board Staff Comments:

Mike Elam said that he has received positive feedback from soccer participants and parents that we are running the program. He said parents and spectators are doing a good job with social distancing and face masks. He also said that they are looking at fitness class numbers and how to increase those numbers.

Jessica Rowan, Aquatic Director, said that the current biggest challenge is figuring out the November schedule. They will be running high school swimming which will be a challenge with the regulations due to COVID-19. She also said that water polo could be run in the spring. She said that financially this is the bleakest year she has seen and trying to figure out ways to still serve the community and get the programs going and increase revenue.

Katie Hammer, Executive Director, said that the Fiscal year 2019-20 audit will begin next week and we should have a report at the December meeting. She also said she is working on some financial estimating for the end of the year because of lost revenue due to COVID since she is anticipating that restrictions currently in place will stay there until the spring.

JoAnne Fletcher said that they are in Arizona currently and because of limited phone and internet service the next meeting could be a challenge.

Matt Gilman said he is thankful that 12 people can be in the pool now and he is able to make reservations.

Hayes McCoy thanked everyone for being here.

8.	Adjournment:	Meeting adjourned at 8:08am.
Bo	ard Chair, Hayes	McCoy
Re	cording Secretary	y, Vicki Osbon

# Redmond Area Park and Recreation District Financial Summary

## October 31, 2020

## Summary

October 31, 2020 is 33.0% of the 2020/2021 budget year.

## **Financial Performance By Fund**

General							
Resources (% of 20/21 Budget)	3%	Resources change from FY 19/20	-57%				
Expenditures (% of 20/21 Budget)	33%	Expenses change from FY 19/20	-14%				

	YTD FY ct 19/20	C	YTD FY Oct 20/21	20	20/2021 YE Budget		Target %
Resources (Income)	\$ 96,789	\$	41,888	\$	1,620,000	3%	6.00%
Personnel Services	\$ 117,533	\$	112,484	\$	370,600	30%	32.00%
Materials & Services	\$ 35,357	\$	13,793	\$	164,350	8%	18.00%
Debt Service	\$ 88,824	\$	82,384	\$	95,000	87%	93.00%
Capital Outlay	\$ -	\$	-	\$	-	0%	0.00%
Transfers & Contingency	\$ -	\$	-	\$	1,237,000	0%	0.00%

Aquatic							
Resources (% of 20/21 Budget)	4%	Resources change from FY 19/20	-64%				
Expenditures (% of 20/21 Budget)	22%	Expenses change from FY 19/20	-35%				

		YTD FY		YTD FY		20/2021 YE		
	0	ct 19/20	С	oct 20/21		Budget	% Current Budget	Target %
Resources (Income)	\$	93,953	\$	34,262	\$	848,200	4%	37.00%
Personnel Services	\$	196,423	\$	136,598	\$	619,250	22%	32.00%
Materials & Services	\$	58,589	\$	28,854	\$	188,100	15%	30.00%
Debt Service	\$	17,899	\$	17,899	\$	36,000	50%	50.00%
Capital Outlay	\$	-	\$	5,075	\$	30,000	17%	

Redmond Aquatic Club Eels (RACE)							
Resources (% of 20/21 Budget)	11%	Resources change from FY 19/20	-54%				
Expenditures (% of 20/21 Budget)	11%	Expenses change from FY 19/20	-57%				

	YTD FY ct 19/20	7TD FY ct 20/21	20/2021 YE Budget		Target %
Resources (Income)	\$ 20,426	\$ 9,440	\$ 85,800	11%	26.00%
Personnel Services	\$ 9,852	\$ 8,212	\$ 41,100	20%	21.00%
Materials & Services	\$ 12,153	\$ 1,229	\$ 43,000	3%	25.00%

## **Financial Performance By Fund**

Programs						
Resources (% of 20/21 Budget)	5%	Resources change from FY 19/20	-71%			
Expenditures (% of 20/21 Budget)	17%	Expenses change from FY 19/20	-51%			

	,	YTD FY		YTD FY		20/2021 YE		
	Oc	t 19/20	0	ct 20/21		Budget	% Current Budget	Target %
Resources (Income)	\$	63,013	\$	18,028	\$	369,700	5%	26.00%
Personnel Services	\$	65,468	\$	45,022	\$	233,600	19%	25.00%
Materials & Services	\$	60,803	\$	17,231	\$	133,950	13%	25.00%
Capital Outlay	\$	-	\$	-	\$	-	0%	0.00%

Activity Center							
Resources (% of 20/21 Budget)	4%	Resources change from FY 19/20	-68%				
Expenditures (% of 20/21 Budget)	19%	Expenses change from FY 19/20	-27%				

	TD FY t 19/20	YTD FY ct 20/21	20	20/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 19,563	\$ 6,193	\$	159,250	4%	30.00%
Personnel Services	\$ 33,051	\$ 23,979	\$	131,750	18%	26.00%
Materials & Services	\$ 10,875	\$ 8,113	\$	37,400	22%	25.00%
Capital Outlay	\$ -	\$ -	\$	-	0%	0.00%

Parks			
Resources (% of 20/21 Budget)	0%	Resources change from FY 19/20	-29%
Expenditures (% of 20/21 Budget)	22%	Expenses change from FY 19/20	-19%

	YTD FY ct 19/20	YTD FY ct 20/21	20	20/2021 YE Budget		Target %
Resources (Income)	\$ 330	\$ 234	\$	186,300	0%	25.00%
Personnel Services	\$ 41,735	\$ 35,351	\$	121,300	29%	35.00%
Materials & Services	\$ 14,649	\$ 10,278	\$	49,200	21%	30.00%
Capital Outlay	\$ 563	\$ -	\$	40,750	0%	3.00%

## **Year to Date Comparison by Program Category**

## **YTD Detail**

## **Property Tax Collections**

FY 20/21 (Current)	-
FY 20/21 (Budget, current yr)	1,515,000
FY 19/20	-
FY 18/19	-
FY 17/18	-

## **Resources/Expense Detail**

## **Pool Activities**

<b>Pool Activities Resources</b>		<b>Pool Activities Expenses</b>	
FY 20/21 (Current)	17,308	FY 20/21 (Current)	1709
FY 20/21 (Budget, current yr)	70,000	FY 20/21 (Budget, current yr)	14,000
FY 19/20	30,187	FY 19/20	5349
FY 18/19	27,695	FY 18/19	5185
FY 17/18	27,682	FY 17/18	7821

## **Youth Sport Leagues**

<b>Youth Sports League Resource</b>	s	<b>Youth Sports League Expenses</b>	
FY 20/21 (Current)	7,984	FY 20/21 (Current)	1,951
FY 20/21 (Budget, current yr)	97,500	FY 20/21 (Budget, current yr)	62,750
FY 19/20	40,782	FY 19/20	16,342
FY 18/19	44,867	FY 18/19	20,975
FY 17/18	49,717	FY 17/18	18,802

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

## **Enrichment Resources**

<b>Enrichment Resources</b>		<b>Enrichment Expenses</b>	
FY 20/21 (Current)	8,909	FY 20/21 (Current)	11,596
FY 20/21 (Budget, current yr)	35,600	FY 20/21 (Budget, current yr)	26,500
FY 19/20	12,139	FY 19/20	27,429
FY 18/19	8,513	FY 18/19	23,254
FY 17/18	5,756	FY 17/18	5,254

## **Fitness**

Fitness Resources		Fitness Expenses	
FY 20/21 (current)	4,813	FY 20/21 (current)	171
FY 20/21 (Budget, current yr)	17,552	FY 20/21 (Budget, current yr)	10,500
FY 19/20	16,695	FY 19/20	3,677
FY 18/19	13,703	FY 18/19	2,508
FY 17/18	12,406	FY 17/18	734

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

## **Adult Sport Leagues**

Adult Sport League Resources		<b>Adult Sport League Expenses</b>	nses	
FY 20/21 (Current)	-	FY 20/21 (Current)	210	
FY 20/21 (Budget, current yr)	17,200	FY 20/21 (Budget, current yr)	9,000	
FY 19/20	-	FY 19/20	490	
FY 18/19	300	FY 18/19	1387	
FY 17/18	-	FY 17/18	1496	

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

Updated 11/2/20

## RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: November 10,2020

**SUBJECT:** US Bank Payment

**STAFF RESOURCE:** Katie Hammer

**ACTION PROPOSED:** Motion to authorize district staff to make the US Bank Payment by

wire transfer

#### **BACKGROUND:**

The district has a loan for the land purchase on SW 35<sup>th</sup> Street through the US Bank Flexlease program. Payments are due in November and July. The November payment is a principle and interest payment while the July payment is interest only. The district historically prints a paper check and mails these payments however due to the size of the payment district staff recommends a wire transfer for security reasons.

The district bank does not currently have controls in place which would require two authorizations for a wire transfer therefore this motion would provide some added security for district staff that this payment was authorized.

**RECOMMENDED MOTION:** Motion to authorize district staff to pay the US Bank invoice 1671968 in the amount of \$82,383.75 by wire transfer.



Invoice Date: 10/27/2020 Invoice Number: 1671968

Funds due on 11/30/2020

Redmond Area Park & Recreation District (OR) 2441 SW Canal Blvd. Redmond,, Oregon 97756

**Contact** Phone Fax **Email** 

Katie Hammer, Executive (541)-548-7275 katie.hammer@raprd.org

Director

Account Number: 203354000

## SPECIAL DISTRICTS ASSOCIATION OF OR FLEXLEASE PROGRAM CERTIFICATES OF PARTICIPATION, SERIES 2013A

**Invoice for Debt Service Payment on 1/1/2021** 

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/ Discount
58606TGP0	1/1/2021	7/1/2020	12/31/2020	180	\$75,000.00	3.45%	\$1,293.75	\$75,000.00	
68606TGQ8	1/1/2024	7/1/2020	12/31/2020	180	\$270,000.00	4.00%	\$5,400.00	\$0.00	
					\$345,000.00		\$6,693.75	\$75,000.00	

Interest Due:	\$6,693.75
Total Principal Due:	+ \$75,000.00
Principal Deposit Due:	
Administrative Fees:	+ \$690.00
Net Due:	\$82,383,75

#### PAYMENT SUMMARY

**Total Interest Due:** \$6,693.75 **Total Principal Due:** + \$75,000.00

**Total Adjustments:** + \$690.00

**TOTAL DUE 11/30/2020** \$82,383.75

**Notes** 

WIRING INSTRUCTIONS				
US Bank must receive funds prior to 10:30 A.M. CST to				
ensure DTCC receives funds prior to their same day settlement				
deadline of 2:00 P.M. CST. Any payments received by DTCC				
after the 2:00 P.M. deadline will be allocated the next day.				
ABA:	091000022			
BBK:	U.S. Bank N.A.			

deadline of 2.00 P.M. CST. Any payments received by DTCC				
after the 2:00 P.M. deadline will be allocated the next day.				
ABA:	091000022			
BBK:	U.S. Bank N.A.			
A/C:	180121167365			
BNF:	U.S. Bank Trust N.A.			
OBI:	SDAOFPC2013A			

## **CHECK INSTRUCTIONS**

If paying by check, please include a copy of this invoice and remit payment 5 business days prior to payment date.

U.S. BANK St. Paul CM-9705 P.O. BOX 70870

St Paul, MN 55170





## U.S. BANK CONTACTS

TFM Analyst Jacki Keller Email: jacqueline.keller@usbank.com Phone: (651)-466-6143
Account Christopher Cartier Email: christopher.cartier@usbank.com Phone: 503-464-4199

Manager

SDAOFPC2013A - Redmond Area Park & Rec

