



Redmond Area Park and Recreation District  
465 SW Rimrock Way  
Redmond Oregon 97756  
541-548-7275  
[www.raprd.org](http://www.raprd.org)

**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 9, 2021 at 7:30am.

**Attendance:**

Directors Present: Hayes McCoy  
Zack Harmon (arrived at 7:40am)  
Matt Gilman  
JoAnne Fletcher  
Ed Danielson

Directors Absent: None

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  
Mercedes Cook-Bostick  
Mike Schiel

**1. Call to Order:**

Hayes McCoy called the meeting to order at 7:31am  
Adjustments to the Agenda: None

**2. Communications:** None

**3. Presentation:**

a. Mid-Year Financial Review:

Katie Hammer said that at 50% into the fiscal year and we are at 74% budgeted income and at 34% of expenses. She said the bulk of our revenue is from property taxes resulting in the property tax percentage of revenue being higher than normal this year. Savings in expenses are in both personnel services and material and services due to reduced staff due to layoffs and not filling positions in addition to not operating as many programs therefore reducing expenses. It is anticipated that the district will end this fiscal year with an ending balance similar to the beginning of the year.

**4. Consent Agenda:**

Approval of the General Board Meeting Minutes from January 12, 2021;

Acknowledgment of Receipt of January 2021 Financial Summary:

Matt Gilman made a motion to approve the consent agenda with a spelling correction to Mercedes Cook-Bostick's name. JoAnne Fletcher seconded the motion. Motion passed unanimously.

**5. Action Agenda Items:** None

**6. Discussion Items:**

- a. Goals Progress: Katie Hammer presented the goals timeline. She said one of the strategic actions is improving the registration process and we completed research on park and recreation management software. We completed three demos last month, and Matt Gilman was able to participate in two of them. Katie said she is in the process of reviewing public contracting rules to make sure we are following them, and she said based on the expense we will have to go out for a formal RFP and will send it out late February or early March and the board will consider approval of a new software provider in April or May.

Katie also talked about the other goal scheduled to be completed in February which is the janitorial handbook for aquatics. This is almost completed, and Jessica Rowan is working on converting it to a flip book so she can easily email it to her staff. Jessica also is working on scheduling a more specific rotation for specific tasks which should be finished by the end of this month.

- b. RAPRD Facility/Program Status: Katie said the pool opened a week ago with 6 people allowed per time slot. She said we are the only aquatic facility open in the region and because of this it makes it difficult to get in to swim. She also said that the Activity Center can run in person fitness classes and people are able to come into the gym to work out too with a maximum of 6 people. She said that we are running hybrid fitness classes, streaming the classes so people can register for live or in person classes. She anticipates that we will be running hybrid classes through summer based on numbers we can have in our building. Katie also added

that we trying to run as many of our programs as possible while meeting the COVID guidelines.

- c. Spring and Summer Events: Katie said that we will not be able to offer a July 4<sup>th</sup> event like we have in past years based on the number of people that have attended. She said as a staff, we would like to offer something. We are working on a July 4<sup>th</sup> fields games day event. She said we are working out the details.

She said we are also planning on running an event at Tetherow in May and Touch a Truck. She said there will be a scavenger hunt and a fitness challenge in the spring as well.

**7. Public Comments:**

Mercedes Cook-Bostick asked about soccer registration numbers. Katie Hammer responded we are not where we would like to be and there is a possibility that we will extend the deadline. Mercedes asked if we did extend the registration deadline if we could have posts in Spanish because of language barriers.

**8. Board Staff Comments:**

Joanne Fletcher said she will be coming back to Redmond by the middle of March.

Matt Gilman said he has been back in the pool and is looking forward to more swimming and more times.

Zack Harmon said he may not be able to attend the next two meetings.

Ed Danielson asked if we are in a holding pattern for the Activity Center building. Katie Hammer informed the board that the city has confirmed that they are on schedule with the planned Odem-Medo extension and we have to vacate that building by March of 2022. We are planning on offering programs there through December then move our fitness classes to Pleasant Ridge or the Senior Center. Our enrichment programs will be moving to other locations as well. We will not have weights or cardio.

Hayes McCoy thanked Katie and the staff for keeping the district in the financial black.

**9. Adjournment:**

Hayes McCoy adjourned the meeting at 8:05am

---

Board Chair, Hayes McCoy

---

Recording Secretary, Vicki Osbon