

**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 the Cascade Swim Center Conference Room, 465 SW Rimrock, Redmond, Oregon, December 8, 2015 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
 Tina Hinchliff
 Zack Harmon
 Heather Richards
 Ed Danielson

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

Public: Barry Maroni AIC Insurance
 Stuart Katter, Kerkoch, Katter & Nelson, CPA's

Media: None

GENERAL MEETING:

1.0 Call to Order: Hayes McCoy called the meeting to order at 7:33 am.

Adjustments to the Agenda: None

2.0 Communications:

Audit Presentation: Stuart Katter reviewed the results of the Fiscal Year 2014/15 audit with the board of directors. His discussion included the districts multiple fund balances, capital assets and PERS.

Insurance Presentation: Barry Maroni, AIC Insurance, gave an insurance presentation to the board of directors covering Special District's Insurance Services including; district premiums, the longevity rate lock agreement and insurance coverage for board members and officers.

Board members discussed insurance coverage at the Redmond Ice Rink, Tetherow Crossing property, and the districts contents stored inside the Centennial Park kiosk.

Katie Hammer mentioned that the district requested a valuation of the Cascade Swim Center property last year but didn't adjust the property coverage for this property because there is concern that the valuation isn't accurate. The district is currently looking at other facilities that are similar to the Cascade Swim Center to see what they cost to construct. Katie also spoke about including the longevity agreement on the December meeting agenda as an action item. Heather Richards requested that it be included on the meeting agenda.

3.0 Consent Agenda:

Approval of the Special Board Meeting Minutes October 28, 2015

Approval of the General Board Meeting Minutes from November 10, 2015

Acknowledgment of Receipt of November Financial Summary:

Hayes McCoy asked for a motion to approve the consent agenda as presented. Heather Richards made a motion to approve the consent agenda as presented. Zack Harmon seconded the motion. Motion passed unanimously.

4.0 Action Agenda Items:

Approval of Strategic Plan:

Katie Hammer discussed changes made to the strategic plan with board members. Zack Harmon moved to approve the strategic plan. Ed Danielson seconded the motion. Motion passed unanimously.

Approval of Sick Leave Policy:

Katie Hammer spoke about a new Oregon law that has been passed that requires any employer with 10 or more employees to receive paid sick leave. Katie's discussion with the board included employees accruing sick leave at the same rate, the tier for the maximum amount that can be accumulated, including a definition of family members and the start day of accrual. Tina Hinchliff made a motion to approve the sick leave policy as presented. Heather Richards seconded. Motion passed unanimously.

Approval of Rate Lock Agreement.

Heather Richards made a motion for Katie Hammer to sign the Special District Insurance Services Rate Lock Agreement. Ed Danielson seconded the motion. Motion passed unanimously.

5.0 Other Business: (Discussion Items).

Ed Danielson discussed security measures at the HDSC. Katie Hammer discussed creating a narrative and site plan to submit to the county.

Zack Harmon discussed the Centennial Park Kiosk performance this year. Katie Hammer talked about the year-end financials for the kiosk. The board also discussed the ice rink and marketing.

Ed Danielson added that he would like to meet in January with board members to discuss the board field trip that he, Katie Hammer, Jessica Rowan and Heather Richards attended to tour facilities in Oregon.

6.0 Public Comment:

7.0 Board/Staff Comments:

Mike Elam spoke about the deadline for tykes and girls basketball. He also added that fitness attendance is increasing for the winter.

Jessica Rowan spoke about improvement in numbers for the districts wellness programming.

Katie Hammer said that we received a donation towards providing services towards veterans. Jessica Rowan has scheduled a meeting with the county to discuss services that the district might be able to provide.

Katie Hammer also added that she, Zack Harmon and Ed Danielson are in the process of reviewing bank proposals. She is hoping to finish reviewing this week and make a recommendation to the board in January.

Tina Hinchliff commented that the entryway to the swim center looked especially inviting when she arrived.

Zack Harmon said that he received an email regarding basketball, and would like to encourage proofreading before they are sent out.

8.0 Adjournment:

Hayes McCoy adjourned the meeting at 9:00am.

Chairperson, Hayes McCoy

Recording Secretary, Vicki Osbon