



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
April 13, 2021

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

April 13, 2021

7:30AM

This meeting will take place electronically using the following link:
<https://global.gotomeeting.com/join/152627069>

There is also an option to call in to the meeting at this number (toll free)
1-866-899-4679
Access Code: 152-627-069

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 March 9, 2021

Acknowledgement of Receipt of March Financial Summary

4. Action Agenda Items

Appoint Budget Committee Member

Approval of Smith Rock Bicycle Park Lease Agreement

Approval of Remote Working Policy

5. Discussion Items

District Name Change/Marketing

Future Community Center Location(s)

Board Member Duties and Responsibilities policy

Board Member Orientation

Goals Progress

6. Public Comments

7. Board/Staff Comments

8. 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 March 8, 2021 will be read during the public comment section of the meeting on March 9, 2021. Comments by video or phone will be taken during the public comment section of the meeting on March 9, 2021; 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, March 9, 2021 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Matt Gilman
JoAnne Fletcher
Ed Danielson

Directors Absent: Zack Harmon

Staff: Katie Hammer, Executive Director
Jessica Rowan, Aquatic Director (left meeting at 7:58am)
Mike Elam, Recreation Manager
Vicki Osbon, Administrative Services Manager

Media: None

Public: Jon Bullock, Redmond City Council
Mercedes Cook-Bostick

GENERAL MEETING:

1. Call to Order:

Hayes McCoy called the meeting to order at 7:31am

Adjustments to the Agenda:

2. Communications:

None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from February 9, 2021;

Acknowledgment of Receipt of February 2021 Financial Summary:

Matt Gilman made a motion to approve the consent agenda. Ed Danielson seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Approval of Tractor Purchase:

Katie Hammer explained that our current tractor needs repairs often and that our park maintenance staff feel that it isn't safe while operating it. She said this purchase was budgeted in this fiscal year. District staff received three quotes on equivalent tractors

Joanne Fletcher made a motion to approve the purchase of the New Holland tractor. Ed Danielson seconded the motion. Motion passed unanimously.

5. Discussion Items:

- a. District Name Change Discussion: Katie Hammer said that the most popular name is Redmond Activities District. Matt Gilman said that he and Katie Hammer have had several discussions regarding going out for bond and what changes would be needed to move forward. He would like to have a marketing consultant to work with. Matt proposed over the next month that there is more discussions among the board members and have more name options by the next board meeting. Katie Hammer is looking into marketing options.
- b. Goals Progress: Katie said the janitorial handbook is completed except for staff training because we don't have our full staff back yet. She said they are still working on a community needs assessment and expects the survey will be ready to send out in April. We also should be receiving quotes for software providers next month.
- c. RAPRD Facility/Programs Status: Jessica Rowan, Aquatic Director spoke about getting restarted with programs. She said we can have 2 people per lane now and aqua fitness has started again. She said we did lose our OSU kayaking class due to restrictions on their end. We do have a potential partnership with Consumer Cellular that she is working on. She also talked about beginning swim lessons again but there is challenges with staffing. Jessica also talked about the HVAC system and repairs that are needed to it.

Katie Hammer said that Deschutes County will be moving into the moderate risk level which will mean that we can move into 50% building capacity.

6. Public Comments: None

7. Board Staff Comments:

Mike Elam said that he is putting the final touches on spring soccer. He said that numbers are up over the fall season. He talked about parents concerns over wearing masks while playing. He added that fitness classes are going well.

Katie Hammer reminded the board that we have three board positions up for election and the deadline to register is March 18th. She said she thinks there are two running but don't know about the third position. We also still have an opening on the budget committee,

8. Adjournment:

Hayes McCoy adjourned the meeting at 8:04am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
March 31, 2021

Summary

March 31, 2021 is 75% of the 2020/2021 budget year.

Financial Performance By Fund

General			
Resources (% of 20/21 Budget)	100%	Resources change from FY 19/20	6%
Expenditures (% of 20/21 Budget)	68%	Expenses change from FY 19/20	-5%

	YTD FY Mar 19/20	YTD FY Mar 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,533,347	\$ 1,626,008	\$ 1,620,000	100%	100%
Personnel Services	\$ 257,791	\$ 257,643	\$ 370,600	70%	71%
Materials & Services	\$ 104,293	\$ 86,135	\$ 164,350	52%	58%
Debt Service	\$ 88,824	\$ 82,384	\$ 95,000	87%	93%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%
Transfers & Contingency	\$ -	\$ -	\$ 1,237,000	0%	0%

Aquatic			
Resources (% of 20/21 Budget)	27%	Resources change from FY 19/20	-68%
Expenditures (% of 20/21 Budget)	44%	Expenses change from FY 19/20	-37%

	YTD FY Mar 19/20	YTD FY Mar 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 165,079	\$ 53,095	\$ 198,299	27%	65%
Personnel Services	\$ 405,384	\$ 265,179	\$ 619,250	43%	68%
Materials & Services	\$ 129,147	\$ 69,846	\$ 188,100	37%	66%
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	99%	99%
Capital Outlay	\$ 6,450	\$ 10,850	\$ 30,000	36%	30%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 20/21 Budget)	28%	Resources change from FY 19/20	-41%
Expenditures (% of 20/21 Budget)	22%	Expenses change from FY 19/20	-63%

	YTD FY Mar 19/20	YTD FY Mar 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 35,257	\$ 20,747	\$ 73,800	28%	53%
Personnel Services	\$ 22,895	\$ 15,817	\$ 41,100	38%	52%
Materials & Services	\$ 28,300	\$ 3,089	\$ 43,000	7%	75%

Financial Performance By Fund

Programs			
Resources (% of 20/21 Budget)	20%	Resources change from FY 19/20	-70%
Expenditures (% of 20/21 Budget)	36%	Expenses change from FY 19/20	-49%

	YTD FY Mar 19/20	YTD FY Mar 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 143,289	\$ 42,401	\$ 209,700	20%	60%
Personnel Services	\$ 162,460	\$ 98,399	\$ 233,600	42%	62%
Materials & Services	\$ 94,718	\$ 33,817	\$ 133,950	25%	62%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%

Activity Center			
Resources (% of 20/21 Budget)	19%	Resources change from FY 19/20	-76%
Expenditures (% of 20/21 Budget)	37%	Expenses change from FY 19/20	-40%

	YTD FY Mar 19/20	YTD FY Mar 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 42,740	\$ 10,283	\$ 52,750	19%	75%
Personnel Services	\$ 79,978	\$ 45,137	\$ 131,750	34%	63%
Materials & Services	\$ 24,770	\$ 17,577	\$ 37,400	47%	57%
Capital Outlay	\$ -	\$ -	\$ -		0%

Parks			
Resources (% of 20/21 Budget)	43%	Resources change from FY 19/20	-17%
Expenditures (% of 20/21 Budget)	49%	Expenses change from FY 19/20	-3%

	YTD FY Mar 19/20	YTD FY Mar 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 669	\$ 556	\$ 1,300	43%	51%
Personnel Services	\$ 69,684	\$ 64,394	\$ 121,300	53%	68%
Materials & Services	\$ 21,810	\$ 24,228	\$ 49,200	49%	55%
Capital Outlay	\$ 563	\$ 15,194	\$ 40,750	37%	30%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 20/21 (Current)	1,558,987
FY 20/21 (Budget, current yr)	1,515,000
FY 19/20	1,449,279
FY 18/19	1,331,742
FY 17/18	1,286,193

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 20/21 (Current)	21,036
FY 20/21 (Budget, current yr)	70,000
FY 19/20	58,119
FY 18/19	54,855
FY 17/18	58,161

Pool Activities Expenses

FY 20/21 (Current)	4,300
FY 20/21 (Budget, current yr)	14,000
FY 19/20	10,438
FY 18/19	11,478
FY 17/18	13,436

Youth Sport Leagues

Youth Sports League Resources

FY 20/21 (Current)	27,882
FY 20/21 (Budget, current yr)	97,500
FY 19/20	76,783
FY 18/19	90,406
FY 17/18	98,412

Youth Sports League Expenses

FY 20/21 (Current)	11,078
FY 20/21 (Budget, current yr)	62,750
FY 19/20	39,192
FY 18/19	47,358
FY 17/18	39,782

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

Enrichment Resources

Enrichment Resources

FY 20/21 (Current)	10,685
FY 20/21 (Budget, current yr)	35,600
FY 19/20	23,408
FY 18/19	30,601
FY 17/18	15,051

Enrichment Expenses

FY 20/21 (Current)	17,986
FY 20/21 (Budget, current yr)	26,500
FY 19/20	29,944
FY 18/19	30,964
FY 17/18	14,334

Fitness

Fitness Resources

FY 20/21 (current)	7,774
FY 20/21 (Budget, current yr)	17,552
FY 19/20	38,941
FY 18/19	34,224
FY 17/18	33,429

Fitness Expenses

FY 20/21 (current)	968
FY 20/21 (Budget, current yr)	10,500
FY 19/20	7,375
FY 18/19	6,777
FY 17/18	6,932

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

Adult Sport Leagues

Adult Sport League Resources

FY 20/21 (Current)	1,750
FY 20/21 (Budget, current yr)	17,200
FY 19/20	5,470
FY 18/19	6,443
FY 17/18	5,276

Adult Sport League Expenses

FY 20/21 (Current)	210
FY 20/21 (Budget, current yr)	9,000
FY 19/20	4,287
FY 18/19	5,639
FY 17/18	3,716

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

Updated 4/5/21

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: April 13, 2021

SUBJECT: Appoint Budget Committee Member

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to Appoint Budget Committee Member

BACKGROUND:

RAPRD has one opening on its budget committee for a position expiring June 30, 2021. District staff advertised these openings during the months of January-March 2021. We have received two applications for this position.

The applicants are:

- David Byrd –He and his family participates in RAPRD activities, he is a retired parks director and has many years of municipal budget experience.
- Cathleen Wallace – She participates in RAPRD activities. She is a retired teacher and has volunteered in Redmond schools. (She is a previous RAPRD employee but is not currently employed by RAPRD)

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

BUDGETARY IMPACT: None

RECOMMENDED MOTION

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: April 13, 2021

SUBJECT: Smith Rock BMX Lease

STAFF RESOURCE: Katie Hammer, Executive Director

BACKGROUND:

Smith Rock BMX (SRBMX) is a non-profit association run by volunteers for the purpose of operating a family bicycle park in Redmond Oregon. (Please note: the registered name of the non-profit is Redmond Family Bicycle Park) SRBMX is open to the public and operates under the sanctioning body of USABMX and oversees competitions from approximately early April until late October (weather permitting). Races are held an average of twice weekly during these month.

SRBMX built the track at the High Desert Sports Complex in 2001 and has operated it since. This track is one of 13 tracks located in Oregon and one of two located in Deschutes County.

Smith Rock BMX is requesting that the lease for the BMX track at the High Desert Sports Complex be renewed for a five year term at a lease amount of \$1 annually in addition to reimbursing the district for electricity expenses.

This lease was scheduled to be renewed in December 2020 but was missed by staff.

BUDGETARY IMPACT: None

RECOMMENDED ACTION: Approve the Smith Rock BMX lease for a five year term in the amount of \$1 annually.

Family Bicycle Park Lease Agreement

This agreement of lease is by and between Central Oregon Park and Recreation District, hereinafter called “Lessor” and, Redmond Family Bicycle Park (Also known as Smith Rock BMX) hereinafter called “Lessee”. The parties agree as follows:

In consideration of the promises, covenants and agreements to be performed by Lessee, the Lessor does hereby lease approximately two acres of property located on the south east side of the High Desert Sports Complex at 1859 NE Maple Ave., Redmond, Oregon with right of ingress and egress over establish driveways and roadways to said leased area.

TERM OF LEASE

The term of this lease shall be for a period of one (5) years and shall commence on the 1st day of January 2021 and continue through December 31, 2025. Lessee’s right to possession and obligation under this lease shall commence upon execution hereof.

RENT

As rent therefore, Lessee shall pay all charges for utilities attributable to the property which is being leased to Lessee. Lessee shall also pay the Lessor an amount of \$1 a year.

USE OF PROPERTY

Lessee shall use the premises as a BMX bike track, for BMX races and other related events, and for no other purpose without Lessor’s written consent. Lessee promises and agrees to make no unlawful or offensive use of said property, nor to suffer to permit any waste or trip thereof. Lessee further, promises and agrees to comply with all laws, ordinances and regulation of any public authority respecting the use of said property.

LESSOR’S OBLIGATION

The Lessor shall have the following responsibility and obligations:

- Assist Lessee in coordination with Deschutes County and other agencies for improvements at site.

LESSEE’S OBLIGATIONS

- Lessee hereby promises and agrees that during the term of this lease they will be responsible for all and any maintenance of the leased premises, including irrigating and mowing all (any) grass areas, AND lessee will maintain the leased premises in as good a state of repair and condition as the property now is or may be put in, reasonable use and wear thereof and damage by the elements excepted.
- Lessee shall keep the park open to the public from April – October each year. (The Family Bicycle Park Committee will have access and ability to use the property year round.)
- Lessee shall provide labor and materials for up keep of property.
- Lessee’s use of the property shall be in such a manner that it will not interfere with Lessors’ use of surrounding property, and Lessee’s use shall not create any hazards of dangers to others who may be using adjoining or adjacent properties of Lessor.

- Lessee shall provide Lessor a list each year of board members, and a schedule of events.
- Lessee shall be responsible for reimbursement to Lessor for damages to non-leased properties during BMX racking events at actual cost. (i.e. Restrooms, etc)
- Lessee shall be responsible for reimbursement to Lessor for electricity costs. Lessee's electricity is tracked on a separate meter.
- Lessee specifically covenants and agrees not to allow any portion of said premises to become subject to any lien or claim by reason of any obligation of it incurred.

INSURANCE

The Lessee shall defend and hold the Lessor harmless from any claim, loss or liability arising out of or related to the use by the Lessee of the leased premises or related to any condition of the leased property in the possession or under the control of the Lessee, and shall indemnify the Lessor therefore. Lessee shall provide proof of insurance in the amount \$1,000,000 which names Lessor as additional insured.

RIGHT OF INSPECTION

Lessee promises and agrees that it will at all reasonable times, permit or allow Lessor or those representing Lessor, to enter into and upon the premises for the purpose of examining the condition thereof, and to exhibit the same to prospective mortgages and/or purchasers.

SIGNS

Any signs to be installed by Lessee shall be approved by and comply with Lessor's requirements for signs and all applicable public sign code requirements.

ASSIGNMENT AND SUBLEASE

No part of the leased property may be assigned, mortgaged, transferred, pledged, hypothecated, surrendered or subleased, nor may a right of use of any portion of the leased property be conferred on any third person by any other means, without the prior written consent of Lessor.

REMEDIES OF LESSOR

In the event that Lessee shall fail to make any utility payments and become in the arrears on any amount to be paid to Lessor for a period of thirty (30) days, or if Lessee shall neglect or fail to do or perform any promises, or agreements herein contained the Lessor shall, at this option, subject to the requirements of notice herein provided have the following rights:

1. Lessee shall vacate the property immediately and remove any property of Lessee's
2. Lessor may re-enter, take possession of the premises, and remove any persons or property by legal action or by self-help with use of reasonable force and without liability for damages.
3. Lessor, following re-entry or abandonment, may relet the premises.
4. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to the Lessor under applicable law including Lessor's right for damages to property as a result of the breach of this Lease Agreement.

Lessee shall not be deemed in default for failure to perform any covenant or condition of this lease other than the failure to make payments as provided herein, until notice of said default shall

have been given by Lessor to Lessee, and Lessee shall fail to remedy said default within thirty (30) days after giving of notice. Notice of this purpose shall be deemed to have been given by deposit in the mail of a certified letter continuing said notice and addressed to the Lessee at its last known address.

DAMAGES:

In the event of termination on default, Lessor shall be entitled to recover the following amounts as damages:

1. The reasonable cost of re-entry and reletting, including without limitation, the cost of any clean-up, refurbishing, removal of Lessee's property and fixtures, or any other expense occasioned by Lessee's failure to exit the premises upon termination, to leave them in the required condition, any remodeling costs, attorney fees, court cost, broker commissions and advertising cost.

SUCCESSOR IN INTEREST

The conditions and terms of this agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representative and assigns of the parties hereto.

NON WAIVER:

Waiver by either party of strict performance of any provision of this lease shall not be a waiver of, or prejudice, the party's right to require strict performance of the same provision in the future of any other provision.

NOTICE TO TERMINATE.

Either party may terminate this lease upon a sixty day (60) written notice.

VIOLATIONS OF AGREEMENT.

If the Lessee violates any part of this contract he will have 72 hours for vacate premises.

The parties hereby make this Lease Agreement effective by signing as shown below.

LANDLORD

Hayes McCoy, RAPRD Board Chairman

Date

TENANT

Family Bicycle Park, Lessee

Date

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: April 13, 2021

SUBJECT: Telecommuting Policy

STAFF RESOURCE: Katie Hammer, Executive Director

BACKGROUND:

The District does not currently have a formal telecommuting policy allowing flexibility for staff working locations. There are a couple of items occurring soon that prompt district staff to propose that the board of directors consider adopting a permanent telecommuting policy.

One part time district employee has worked at home for the entire duration of their employment (over 10 years) due to lack of office space to accommodate them. Additionally, a variety of the district full time staff have been working remotely intermittently for the past year.

The district's current Payroll/Human resources specialist is moving out of the area but staying in Oregon. This employee has been in this position since January 2018. The largest benefits of allowing this position to remote (at least temporarily) is keeping stability with this position since this person already knows our processes so we wouldn't need to hire and train someone as we are entering our busiest season and they can assist with current hiring challenges due to COVID19. We realize that there will be some challenges with this remote work arrangement, if approved because the employee will be living approximately four hours from Redmond. These challenges include communication with supervisors, being available for other staff as needed and access to our time clock. This person has been working remotely two-three days a week in the last year and we have not seen a decrease in availability or work output, and I am confident we can find solutions for the communication and time clock challenges. This individual is also planning on being in the office a couple days a month.

The other item happening within the next 12 months is that the district will need to move out of the Activity Center building. This facility serves as the office location for our Recreation Manager, three Recreation Coordinators (Enrichment, sports, and group fitness), and our Development Director. These positions are not dependent on having the activity center as programs occur in other locations. We are in conversations with

our partners including the senior center to move some program offerings there and we plan on using Redmond School District facilities and the Pleasant Ridge Community Hall for activities as well. Staff has not been successful finding another affordable solution for office space for these staff and telecommuting may be an option that would be beneficial to our community so we will not interrupt services.

Communications and team building are challenges when you have staff working remotely however, weekly in person meetings this should help with this. Ensuring that productive work is occurring is another challenge that would need to be addressed. A couple of months ago I began requiring all full time and a few of our part time staff to submit a weekly work plan which outlines accomplishments for the previous week, what their focus is for the current week and what they are planning for the following week. This document allows me and their immediate supervisor if that is not me to track staff accomplishments weekly and give feedback if tasks are not being done or if their focus needs to be adjusted to another priority. This has been helpful so far to ensure that projects are being completed.

RECOMMENDED ACTION: Motion to approve telecommuting policy.

Telecommuting/Remote/Work from Home Policy

Objective

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. Redmond Area Park and Recreation District considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs, but not for others. Telecommuting is not an entitlement, it is not a district-wide benefit, and it in no way changes the terms and conditions of employment with Redmond Area Park and Recreation District.

Procedures

Telecommuting can be information such as working from home for a short-term project or on the road during business travel, or a formal set schedule of working away from the office. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the district. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Redmond Area Park and Recreation District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. The minimum term of continuous, regular employment may be waived if the district lacks office space for employees and a telecommuting arrangement is beneficial for service continuity.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the human resources specialist, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability: the employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters. (self-motivated, strong time management skills, highly organized, pays attention to detail, collaborative, strong communication skills, trust, etc.)
- Job responsibilities: the employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations, and scheduling issues: the employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications: the employee must determine any tax or legal implication under IRS, state and local laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and the human resource specialist concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face or virtual meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications.

Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working on-site in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working on-site in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Redmond Area Park and Recreation District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Executive Director department will serve as resources in this matter. Equipment supplied by the district is maintained by the district. Equipment supplied by the employee, if deemed appropriate by the district, will be maintained by the employee.

Redmond Area Park and Recreation District accepts no responsibility for damage or repairs to employee-owned equipment. Redmond Area Park and Recreation District reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the district is to be used for business purposes only. The telecommuter must sign an inventory of all Redmond Area Park and Recreation District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all property will be returned to the district, unless other arrangements have been made.

Redmond Area Park and Recreation District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Redmond Area Park and Recreation District will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. Redmond Area Park and Recreation District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the district's expectations of information security for employees working on-site, telecommuting employees will be expected to ensure the protection of proprietary district and customer/patron information accessible from their home worksite. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Redmond Area Park and Recreation District will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the district's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees will be required to accurately record all hours worked using Redmond Area Park and Recreation District's time-keeping system. Hours worked in excess of those scheduled per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, pandemic, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the district and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the district.

Adopted:

Redmond Area Park and Recreation District
Board of Directors Duties and Responsibilities Policy

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Adopted: November 10, 2015

RAPRD BOARD OF DIRECTORS POLICY STATEMENT

1. The Redmond Area Park and Recreation District Board of Directors shall operate directly under the general provisions for park and recreation districts established by the State of Oregon, following general operating procedures.
2. These policies are intended to provide a general understanding and uniformity in the practices and procedures for the operation of the Redmond Area Park and Recreation District.
3. These policies express the judgment and will of the Redmond Area Park and Recreation District Board of Directors and are binding on all employees.
4. In the event that any part or parts of these policies are found to be in conflict with the law, then only such part or parts so found shall be null and void and the remainder thereof shall remain in full force and effect.

AMENDMENT OR SUSPENSION OF POLICY

1. These policies of the Redmond Area Park and Recreation District Board of Directors may be amended or suspended by majority of the Directors at any Board meeting, provided that each Director shall have been notified in writing of the proposed amendment or notice of the proposed suspension at least forty-eight (48) hours in advance of the meeting.
2. Where a new policy replaces or amends an existing policy, the Board shall repeal the older one by direct action.
3. The Managers may, in case of emergency, suspend any part of these rules and regulations, which may be in conflict with handling an emergency; provided, however, that the Managers shall report the fact of, and the reason for, such suspension at the next meeting of the Board; and provide further that the suspension shall expire at the time of said report unless continued in effect by the Board.

POWERS AND DUTIES OF THE REDMOND AREA PARK AND RECREATION BOARD OF DIRECTORS

It is the policy of the board of directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the district.

Formulation and Interpretation of District Policy

Board members only have the right and responsibility to participate in board meetings and vote on district matters as part of the board. The most important activity of the board in performing this responsibility is the formulation and interpretation of district policies. To this end, the board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other district officers and personnel.

Recognizing the legal definition of its duties, the Board of Directors, in providing adequate and suitable parks and recreation services for the citizens of the Redmond Area Park and Recreation District, shall consider its major responsibilities to be:

Communications

- Develop regular channels of communication with board members and staff.
- Encourage participation of staff members on appropriate committees.
- Develop procedures for bringing staff opinions and recommendations to the board, as well as board opinions and decisions to the staff.
- Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
- Recognize that certain information obtained at board meetings may be non-public and confidential making disclosure a breach of trust.
- Respect the opinion of other members and accept the principle of majority rule in board decisions.

Financial

- Approve the annual budget.
- Monitor district finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

Policies, Objectives, and Plans

- Abide by and become familiar with all laws and policies governing the operation of the district.
- Approve the strategic plan or plan of operations.

- Approve policies for the district.
- Recognize that the district manager should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established board policy. The board's basic function is policy making.
- Develop and approve long-range plan of growth and development for the district.
- Approve specific important projects.
- Approve any significant departure from established plans or policy.
- Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- Where applicable, bring other local governments or community groups into the planning and decision-making process.
- Approve contracts binding the district.
- Approve major changes in the district's organization or structure.
- Approve board plans of action.
- Pass district resolutions, or adopt ordinances.

Management

- Select the board chairman and other officers.
- Select and employ a professionally trained and experienced executive to administer the District.
- Define the duties and responsibilities for the, executive director, chairman, officers, and major committee chairpersons.
- Select legal counsel and consultants for the board.
- Approve contracts for professional services required by and for the board.
- Authorize officers or board agents to enter into contracts or to sign other written instruments and to take financial actions.
- Approve the form, and amount of Executive Director compensation.
- Evaluate the performance of the Executive Director annually.

- Provide advice and consultation to management on matters within the purview of the board's responsibilities.

Employee Relations

- Approve any employee benefit plans.
- Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.
- Do not allow personnel problems, other than problems with the Executive Director, to be brought into board considerations.

Control

- Identify types of information needed by the board to analyze effectively the district's directions and achievement. Create a process for collecting and analyzing information.
- Realize that the citizens within the boundaries of the district are the true "owners" of the district.
- Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
- Analyze major "shortfalls" in achievement.
- Identify obstacles, sense changing needs, and propose new directions or goals.
- Ensure that the district is in compliance with all federal, state, and local laws.

Board of Directors

- Motivate board members to accept positions of leadership and responsibility.
- Appoint, change, or abolish committees of the board.
- Define powers and responsibilities of committees of the board.
- Do not make commitments on any matter that should come before the board as a whole.
- Recognize that an individual board member has no legal status to act for the entire board.
- Realize that if a quorum of the board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.
- Discussions on matters of overall policy outside of regular board meetings can violate the open meetings law.

Public Accountability

- Keep the public informed on all district matters.
- Make decisions based on the wishes and needs of the public.
- Spend the district's money with prudence and trust.
- Place the needs of the public above the ambitions of the board or the district.

MEMBERSHIP ON THE BOARD OF DIRECTORS

Positions and Terms

- The board of directors of the district shall consist of five members serving four year staggered terms. No person shall be eligible to be a board member who is not at the time of election or appointment a resident in the district.
- All board members shall serve at large.

Election of Board Members

The election of board members shall be conducted as provided by ORS 266 and ORS Chapter 255.

Qualifications

No person elected or appointed to the board shall be sworn in unless such person meets the qualifications for office set forth in ORS 266. If questions exist regarding the eligibility of any candidate, the board shall obtain an opinion from legal counsel prior to swearing in such person.

Oath of Office

Each newly elected or appointed board member shall take an oath of office at a board meeting prior to assuming the duties of the position.

Term of Office – Starting Date

Except where the board is filling a vacancy on the board, terms of office shall start on July 1.

Vacancies

Vacancies on the board shall be filled by appointment by a majority of the remaining members of the board. If a majority of the membership of the board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the county commission of Deschutes County. The period of service of a person appointed to fill a vacancy shall expire on June 30 after the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 following his or her election.

BOARD MEMBER ORIENTATION POLICY

Cooperation with Board Candidates

The board, through its staff, shall cooperate impartially with candidates for the board and provide them with information about board policies, administrative regulations, and other aspects of the operation of the district.

Orienting New Board Members

The board and its staff shall assist each new member-elect and appointee to understand the board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- New members shall be invited to attend and participate in public board meetings prior to being sworn in.
- The Executive Director shall provide material pertinent to district meetings and respond to questions regarding such material.
- New members shall be invited to meet with the Executive Director and other district personnel to discuss the services each performs for the district.
- The district manager shall give each new board member:
 - An updated copy of the district's policies and procedures.
 - A copy of the Attorney General's "Public Records and Meetings Manual."
 - Copies of the minutes of all board meetings, except for executive sessions, for the preceding twelve (12) months.
 - Copies of the district's last five (5) budgets.
 - Copies of the district's insurance policies.
 - Copies of all such documents as the attorney for the district may recommend with respect to any pending claims or lawsuits.
 - A list of all district personnel by position.
 - Such other materials as the board may direct or the district manager deems appropriate .

PUBLIC MEETING POLICY

Preparation for Board Meetings

- Distribution of materials to board members
The agenda and financial summary shall be given to each member of the board of directors at least four (4) days prior to any regularly scheduled board meeting.
At the same time, the Executive Director shall provide members detailed information relative to the agenda, including existing board policy pertinent to agenda items.
- Distribution of agenda to the public

The proposed agenda will simultaneously be distributed to all district officers and other facilities, local and other news media, and posted at one or more convenient locations for review by district personnel and the public.

BOARD MEETING AGENDA

- 1.0 Call to Order
 - 1.1 Adjustments to the Agenda
- 2.0 Communications (comments from citizens)
- 3.0 Consent Agenda
 - 3.1 Approval/Correction of Minutes
 - 3.2 Acknowledge Receipt of Financial Summary
- 4.0 Action Agenda Items
- 5.0 Standing and Special Committee Reports
- 6.0 Other Business (Discussion Items)
- 7.0 Public Comments
- 8.0 Staff Comments
- 9.0 Remarks from the Directors
- 10.0 Adjournment

Notice and Location of Meetings

- Application

This policy applies to all meetings of the board of directors of the district and to any meetings of subcommittees or advisory groups appointed by the board, if such subcommittees or advisory groups normally have a quorum requirement, takes votes, and form recommendations as a body for presentation to the board of directors.
- Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710 and 192.990.
- Locations of Meetings

All meetings shall be held within the geographic boundaries of the district, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, sexual preference, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- Meetings Held by Telephone

Meetings held by telephone or other electronic communication is subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by

telephone or other electronic means may be listened to by members of the public. ORS 192.670(2).

- **Regular Meetings**

The board shall hold regular monthly meetings on the **second Tuesday** of each month. Such meetings shall be held at **Cascade Swim Center, 465 SW Rimrock Dr, Redmond Oregon**, at **7:30am** or at such other places and times as the board may designate from time to time.

- **Special Meetings**

The board shall hold special meetings at the request of the president or any three members of the board. If the president is absent from the district, special board meetings may be held at the request of the vice-president. No special meeting shall be held upon less than 24 hours public notice.

- **Emergency Meetings**

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the district which would be substantially increased if the board were to delay in order to give 24 hours notice before conducting the meeting. The convenience of the board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the director or directors calling such meeting shall recite the reasons for calling such meeting and the reasons the meeting could not have been delayed in order to give at least 24 hours notice, which reasons shall be noted in the minutes. The board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

- **Notice of Meetings**

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted on the district's website at the following locations with the district: Cascade Swim Center, 465 SW Rimrock and RAPRD Activity Center, 2441 SW Canal, Redmond, OR. .

Written notice shall also be sent to any persons who the district knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media and interested persons shall be notified by mail or telephone. For emergency meetings, the

district shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- **Executive Sessions**

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings as set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

The chairman or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the president shall direct any representative of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the board as a whole.

- **Interpreters for the Hearing Impaired**

The district shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at board meetings, in accordance with the following rules:

- The district shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the district at least 48 hours notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the district may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.

Board Meeting Conduct

- **Presiding officer**

The president shall preside at board meetings. In the president's absence, the vice-president shall preside. If both the president and vice-president are absent, any other member of the board may preside.

- **Authority to Conduct Meetings**

The president or other presiding officer at any board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the

president or other presiding officer at the meeting may be overridden by a majority vote of the board.

- **Public Participation**

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Such persons become trespassers upon failure to do so.

- **Electronic Equipment**

The authority to control the meetings of the district board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the district board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the board and the public attending the meeting shall be of primary concern in formulating such rules.

- **Recording of Votes**

Votes shall be recorded. Any member may request that his or her vote be changed if such request is made prior to consideration of the next order of business.

ORGANIZATION

1. At the first Board meeting in July of every year, there shall be elected a Chairman, Vice Chairman and Secretary of the Board. Each officer so elected shall take office immediately and shall serve until the first Board meeting of the following July, or until his/her successor is elected and qualified to serve. In order for a member of the Board to be eligible for nomination for the office of Chairman, he/she shall have served one previous year.
2. If the Chairman should resign or for any reason be unable to fulfill his/her obligation during his/her term of office, the Vice Chairman shall automatically fill the position of Chairman. In the event any other office becomes vacant, the position found vacant shall be filled at the next regular meeting of the Board of Directors by nomination and vote of the remaining Board members.
3. The duties of the Chairman shall to be to preside at all meetings/work sessions of the Board, to sign all documents which require a formal signature of the Board, to create standing and special committees, and to appoint Board Members to those standing and special committees. Board concurrence will be requested on the creation of committees and the appointments to those committees.
4. The Vice Chairman shall preside in the absence of the Chairman and shall perform such other duties as may be assigned by the Chairman.
5. The Secretary of the Board need not be a member of the Board of Directors. He/she may be a manager or some other person designated by the Board to act in this capacity. He/she shall sign all documents formally requiring the signature of the District.

6. With the exception of the Secretary of the Board, no person shall fill the same office for more than two (2) consecutive years. An exception to this rule may be made with approval of the majority of the Board of Directors.
7. A Recording Secretary who shall not be a member of the Board of Directors shall be appointed by resolution at the first board meeting in July annually to take the minutes of all Board meetings and all informal minutes when requested by the Chairman to do so.

COMMITTEES

1. Special and standing committees may be created by the Chairman, with concurrence by the Board. Committee members will be appointed by the Chairman, with concurrence by the Board. Whenever desirable, the Board will function as a committee of the whole. Other committee members may be selected from the public when deemed desirable. The Chairman will set guidelines for each committee.
2. The functions of a committee shall be those designated by title. It shall be the responsibility of a committee to study topics referred to it and to make recommendations to the Board for final action.
3. The managers shall be eligible to attend any meetings of any standing or special committees except when his/her employment is under consideration.
4. All Special and Standing Committee meetings will be subject to the State of Oregon Public Meetings and Public Records statutes.

AUTHORITY OF MEMBERS

Board Members Authorized By Official Board Action Only

Board members have no individual powers separate from the powers of the board and have no authority to act individually without delegation of authority from a quorum of the board. Likewise, no individual board member may speak for or on behalf of the board or district, except as authorized to do so by official board action as recorded in the official minutes, guidelines, or policies of the district.

Management and Communication between Board and Staff

The primary responsibility of the Board is to make policy level decisions for the district. Management of the daily operations and staff is the responsibility of the district manager. Unless otherwise authorized by a quorum of the board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district. Moreover, unless otherwise authorized by the board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Any communications relative to district business must be directed to the board chair, who will then communicate the question, request or concern to the district manager.

All business must be conducted at valid meetings as defined by the Public Meeting Law and ORS 192.620. If a proposition or concern comes to a Director, he/she should not commit the Board. Routine matters should be referred to the managers. Matters of policy should come before the Board.

All District business brought to the attention of an individual Board member shall be handled in the following manner: Be courteous to the taxpayer and determine whether the stated business shall be referred to the managers or to the Board. Then direct the taxpayer to either call the manager or to appear at the next Board meeting and discuss the matter with the entire Board. (Be sure to notify the Executive Director so he/she can include this business item on the agenda.) No District business decision is ever to be made by an individual Board member and or individual Board members outside an official Board meeting.

Ethical Standards

Board members act as representatives of the citizens of the district. Therefore, board members shall adhere to the highest ethical standards in the conduct of district business

EDUCATION, TRAINING, AND CONFERENCES FOR BOARD MEMBERS POLICY

Redmond Area Park and Recreation District recognizes that participation in professional organizations, and participation in such organizations' annual conferences, is extremely vital to the continued growth of each Board Member. Further, it is the intention of the District to encourage participation by all Board Members whenever possible, and to see to it that Redmond Area Park and Recreation District is represented at all such conferences by a minimum of the Board Chairman or his/her designated appointee. In all such instances of conference travel, expenses will be incurred by the most cost-effective, efficient, means possible. Individual Board Members wishing to accept a position or committee appointment at a regional or national level must receive prior authorization from the Board of Directors.

State Conferences: All Board Members will be encouraged to attend professional society state conferences, particularly those sponsored by the Special District's Association of Oregon and Oregon Park and Recreation Association. Conference expenses for Board Members will be reimbursed in full for travel, lodging, meals, and conference registration. The Chairman of the Board of Directors shall make every attempt to represent the District annually at the Special District's Association of Oregon conference.

regional/ National Conferences: All Board Members will be encouraged to attend regional / national, professional conferences. At least one of the representative members should be the Chairman. Conference expenses for Board Members will be reimbursed in full for travel, lodging, meals, and conference registration.

Workshops, Seminars, Institutes, Education or Training Courses

General: It is the policy of the Redmond Area Park and Recreation District to encourage Board development and excellence of performance by reimbursing tuition for training or educational

courses. The District will pay the full cost of any workshop, seminar, institute, educational or training course that is directly related to the duties of the position of the Board Member in accordance with the budget considerations after obtaining Board approval.

Education, Training, and Conferences for Board Members Procedure

The Recording Secretary is responsible for per diem, registration, and lodging arrangements for Board Members attending state, regional, and national conferences. Board Members will make their own travel arrangements. Expense reporting forms will be forwarded to each Board Member attending a conference.

When a Board Member requests to attend a training or educational course and that request is approved by the Board of Directors, the Recording Secretary is responsible for the registration of the Board Member (example: workshops, seminars, etc.)

Upon returning from conferences, seminars, workshops, etc., each Board Member will either prepare a one (1) or two (2) page report or make a verbal report during the next Board Meeting detailing what was learned at the session(s) that will be of benefit to the District. Materials may be turned in to the Recording Secretary to be included in the library or the Administrative Building so that other Board Members and staff may have access to them.

Board Members are responsible for paying their own tuition for an educational course when requests are approved by the Board of Directors. Upon completion of that course, the Board Member will submit a request for reimbursement to the Recording Secretary. Copies of the authorization for payment will be forwarded to the Board of Directors.

RAPRD will use Special District's Association of Oregon's legal counsel as necessary. The managers and the Chairman of the Board may request any legal advice that may be needed in handling or in dealing with matters pertaining to the welfare of the Redmond Area Park and Recreation District, with a majority vote of the Board if possible. Individual Board Members should direct requests through the managers and/ or the Chairman.

AUDITOR POLICY

An auditor shall be selected and appointed by the Board and retained on a yearly retainer fee. The auditor must be a Certified Public Accountant and a member of the State Board of Accountancy roster authorized to conduct municipal audits.

The Executive Director and the Chairman of the Board may request advice on any financial matters pertaining to the financial welfare of the Redmond Area Park and Recreation District. Individual Board Members should direct requests through the Executive Director and/ or the Chairman.

INSURANCE AGENT(S) OF RECORD POLICY

An Insurance Agent(s) of Record shall be selected and appointed by the Board. The Agent(s) must be certified by the State. The Executive Director and the Chairman of the Board may request any advice that may be needed in handling or in dealing with insurance matters pertaining to the welfare of the Redmond Area Park and Recreation District. Individual Board Members should direct requests through the Executive Director and/ or the Chairman.

GROUND RULES

The Board of Directors of the Redmond Area Park and Recreation District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its residents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following ground rules shall be observed.

1. We, as a Board of Directors, value confirming the dignity of each individual Board member. We also recognize the importance of respecting the style, values, and opinions of one another. We encourage responsiveness and attentive listening in our communication.
2. We, as a Board of Directors, shall place the needs of the residents first.
3. We, as a Board of Directors, recognize that our primary responsibility is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District ought to be delegated to professional staff members of the agency.
4. We, as a Board of Directors, shall commit ourselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, talking behind people's backs, and other negative forms of interaction.
5. We, as a Board of Directors, shall commit ourselves to focusing on issues and not personalities. We will encourage the presentation of others' opinions. We will avoid cliques and voting blocks based on personalities rather than issues.
6. We, as a Board of Directors, commit to supporting Board action. The role of the Board member is not to place barriers once a decision has been made by the Board and is ready to be implemented. We acknowledge the right of individuals to disagree with ideas, without being disagreeable. Different points of view are healthy in contributing to the decision-making process.
7. We, as a Board of Directors, shall practice the following procedures in:
 - 1) seeking clarification on informational items;
 - 2) handling concerns;
 - 3) handling items related to participant safety;
 - 4) presenting items for discussion at Board meetings and in other forums; and
 - 5) seeking clarification for policy-related concerns.
 - **Informational Items.** Board members may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - **Handling Concerns from residents of the District.** Concerns made to members of the Board of Directors should be referred to the Executive Director of the District. The Board of Directors should encourage members of the community to attend a board meeting.
 - **Participant Safety.** Concerns for participant safety or hazards should be reported to the Executive Director or to the front desk at the administrative office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

- Agenda Items. Board members wishing to have items placed on the Board meeting agenda or at other Board functions should present these to the Executive Manager and/ or to a Board member when advisable.
 - Policy-related Concerns. Policy - related questions, especially related to personnel, legal action, land acquisition and development, finances, and programming should be directed to the Executive Director and/ or to a Board member when advisable.
 - Members of the Board of Directors, when approached by professional staff members concerning policy within the District, shall direct inquiries to their supervisor. The chain of command should be followed.
8. We, as a Board of Directors, shall observe State of Oregon Public Meeting Laws in conducting business meetings of the District.
 9. We, as a Board of Directors, recognize the work of the District as a team effort. All individuals shall work together in collaborative process, assisting each other and the Chair, in conducting the affairs of the District.
 10. We, as a Board of Directors, when responding to citizen requests and concerns, shall be courteous, responding to individuals in a positive manner and routing their concerns and interests through appropriate channels.
 11. We, as a Board of Directors, are encouraged to work with the managers at our convenience, to discuss current issues, concerns and District projects.
 12. We, as a Board of Directors, shall each operate as part of the whole. Issues will be brought to the attention of the Board as a whole, rather than to individual members selectively.
 13. We, as a Board of Directors, are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its vision.
 14. We, as a Board of Directors, shall be prepared by reviewing District materials and will engage in a program of development directed toward improving our legislative decision - making capabilities.
 15. We, as a Board of Directors, are committed to the pursuit of the vision of the Redmond Area Park and Recreation District. We are a part of a partnership between the District and the residents of the Redmond Area Park and Recreation District.

REDMOND AREA PARK AND RECREATION DISTRICT

DIRECTOR

GENERAL DESCRIPTION

As an elected representative of the residents of the Redmond Area Park and Recreation District, a Director serves a four (4) year term. The five- member Board of Directors is responsible for establishing a program and conducting the affairs of the District in compliance with Oregon Revised State Statutes. The Board of Directors has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

SUPERVISION RECEIVED

The Board of Directors is responsible to the voting constituency that has elected that individual. As such, it is the responsibility of the Director to seek out information concerning the leisure needs and interests of the residents of the District. A Director may be assigned committee work by the Chair of the Board with concurrence and may be counseled by the Chair to ensure that he/ she is in compliance with Board policies.

SUPERVISION EXERCISED

The Board of Directors, as a unit, directs the affairs of the District. In general, the Board of Directors is responsible for formulating and evaluating policy. In addition, the Board supervises the work of the managers, ensuring that they carry out directives in an efficient and effective manner.

DUTIES

1. To conduct the affairs of the District in such a manner that its integrity is maintained and it is perceived positively by its residents.
2. To engage in the process of legislative policy formulation and evaluation.
3. To promote the affairs of the District by engaging in public relations activities that in turn, assist in the cultivation of a positive public image.
4. To participate fully in short-term and long-term planning processes, ensuring that the resources of the District are utilized in an efficient manner.
5. To identify the needs of the residents of the community by encouraging the formulation and implementation of market studies and other forms of needs assessment.
6. To actively promote the vision, mission, philosophy, and programs of the District by engaging in promotional activities and events.

7. To instill pride in the residents of the District and the professional staff by encouraging the creation of the dynamic and responsive organization, dedicated to meeting the needs of its residents with excellence.
8. To contribute to the enhancement of the Board of Directors' legislative decision-making capabilities by engaging in developmental activities directed toward the acquisition of new skills, knowledge, and competencies.
9. To ensure the long-term survivability of the District by maintaining a stable fiscal base.
10. To develop, adopt, and monitor the District's compliance with the Oregon Revised Statutes.
11. To serve as a liaison with other related organizations, institutions, and agencies, nurturing a positive and mutually beneficial relationship.
12. To contribute to and participate in the legislative decision-making process of the Board of Directors by offering ideas, suggestions, and opinions concerning policy information.
13. To provide community leadership directed toward improving and enhancing the quality of life for the residents of the District.
14. To ensure that District residents are informed about the affairs, programs and other services of the District.
15. To participate, as practical, in professional associations on the state, regional, and national levels.
16. To participate in the goal-setting process by offering input in the form of ideas, opinions, and suggestions, thereby assisting in the active attainment of the vision of the District.
17. To encourage the use of forms of positive reinforcement to reward productive behavior among the professional staff and volunteers assisting the District.
18. To encourage and monitor a system of accountability, ensuring that the financial affairs, official minutes, and other documents of the District are maintained in a way that is consistent with Oregon Revised Statutes.
19. To hire and evaluate the Executive Director of the District to ensure continuity in operations.
20. To participate in programs of the District, as well as observe services, areas and facilities, assessing their effectiveness in meeting the needs of the residents of the District.

QUALIFICATIONS

There are two basic qualifications necessary in order to serve as a member of Board of Directors of the Redmond Area Park and Recreation District. An individual must be a resident of the district and, in addition, must be a registered voter (Oregon Revised Statute 266.310(2)).

SKILLS

The skills required of a member of the Board of Directors are varied and numerous. Some of the desirable skills include: knowledge of park and recreation theory, public policy, public administration, financial administration and budgeting, Oregon Revised Statutes, District policies and procedures, and knowledge of planning and goal setting. In addition, it is desirable that a Director be skilled in communications, building trust, delegation, and facilitating group behavior. Imagination and vision are also important competencies to possess.

REDMOND AREA PARK AND RECREATION DISTRICT

POSITION DESCRIPTION

CHAIR

GENERAL DESCRIPTION

The Chair of the Board of Directors of the Redmond Area Park and Recreation District serves as an official head and presiding officer of the Board. The Chair is responsible for conducting the official meetings of the Board of Directors and for supervising their activities to ensure compliance with District policies and procedures. The Chair serves as the official spokesperson of the Board of Directors.

SUPERVISION RECEIVED

The Chair of the Board of Directors is elected by the Board as a whole. This individual is not only accountable to the Board of Directors, but also to the citizens of the District. The term of this position is one year.

SUPERVISION EXERCISED

The Chair of the Board of Directors works in concert with other Board members and managers to establish an agenda for the District. This involves establishing meeting dates and times and calling special sessions of the Board of Directors. In addition, the Chair of the Board of Directors is responsible for creating and supervising standing and special committees, with Board concurrence, and for appointing members to those committees, with Board concurrence.

DUTIES

1. To preside over official meetings of the Board of Directors.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the managers.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with The Oregon Revised Statutes.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed.
5. To facilitate positive interaction between Board members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions.

6. To motivate the work of the Board of Directors and the managers by providing positive reinforcement and encouragement.
7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and the operating bylaws of the District.
8. To endorse drafts of the District, ensuring a high degree of fiscal responsibility and accountability.
9. To call special meetings and/ or work sessions for the Board of Directors as required.
10. To work to build consensus, commitment, and synthesis among board members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance and adhere to the policies of the District and are made aware of any deviation from same.
13. To serve as spokesman for the District, representing the actions of The Board as a whole in a manner that reflects positively on the District.
14. Has the authority to conduct investigations about complaints from the public and staff.
15. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.
16. To perform other duties as may be assigned by the Board of Directors of the Redmond Area Park and Recreation District.

QUALIFICATIONS

There are two basic qualifications necessary in order to serve as a Chair of the Board of Directors of the Redmond Area Park and Recreation District. An individual must be a resident of the District and, in addition, must be a registered voter (Oregon Revised Statute 266.310.(2)). In addition, the individual shall have served as a member of the Board of Directors for a minimum of one year.

SKILLS

In addition to the general skills required of a Board member, there are a number of specific skills desired to serve effectively as the Chair. Knowledge of group dynamics, communication, parliamentary procedures, leadership, problem solving, and conflict resolution are all desirable skills or competencies. Further, it is essential that the Chair have good speaking skills and abilities.

REDMOND AREA PARK AND RECREATION DISTRICT

POSITION DESCRIPTION VICE CHAIR

General Description

The Vice Chair of the Board of Directors of the Redmond Area Park and Recreation District serves as an official head and presiding officer of the Board in the absence of the Chair. The Vice Chair is responsible for conducting the official meetings of the Board of Directors and for supervising their activities to ensure compliance with District policies and procedures in the absence of the Chair. The Vice Chair serves as the official spokesperson for the Board of Directors in the absence of the Chair.

SUPERVISION RECEIVED

The Vice Chair of the Board of Directors is elected by the Board as a whole. This individual is not only accountable to the Board of Directors, but also to the citizens of the District. The term of this position is one year.

SUPERVISION EXERCISED

The Vice Chair of the Board of Directors works in concert with other Board members and managers to establish an agenda to the District in the absence of the Chair. This involves establishing meeting dates and times and calling special sessions of the board of Directors. In addition, the Vice Chair of the Board of Directors is responsible for creating and supervising standing and special committees, with Board concurrence in the absence of the Chair.

DUTIES

1. To preside over official meetings of the Board of Directors in the absence of the Chair.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the managers in the absence of the Chair.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with the Oregon Revised Statutes in the absence of the Chair.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed in the absence of the Chair.
5. To facilitate positive interaction between Board members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions in the absence of the Chair.

6. To motivate the work of the Board of Directors and the managers by providing positive reinforcement and encouragement.
7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and the operating bylaws of the District in the absence of the Chair.
8. To endorse drafts of the District, ensuring a high degree of fiscal responsibility and accountability in the absence of the chair.
9. To call special meetings and/ or work sessions for the Board of Directors as required in the absence of the Chair.
10. To work to build consensus, commitment, and synthesis among board members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance and adhere to the policies of the District and are made aware of any deviation from same in the absence of the Chair.
13. To serve as spokesman for the District, representing the actions of the Board as a whole in a manner that reflects positively on the District in the absence of the Chair.
14. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.
15. To perform other duties as may be assigned by the Board of Directors of the Redmond Area Park and Recreation District.

QUALIFICATIONS

There are two basic qualifications necessary in order to serve as a Vice Chair of the Board of Directors of the Redmond Area Park and Recreation District. An individual must be a registered voter (Oregon Revised Statute 266.310.(2)). In addition, the individual shall have served as a member of the Board of Directors for a minimum of one year.

SKILLS

In addition to the general skills required of a Board member, there are a number of specific skills desired to serve effectively as the Vice Chair. Knowledge of group dynamics, communication, problem-solving, and conflict resolution are all desirable skills or competencies. Further, it is essential that the Vice Chair have good speaking skills and abilities.



**Board of Directors
Procedures and Orientation Manual**

Approved: October 21, 2014

Mission Statement:

RAPRD leads our community to health and well-being by providing fun, high-quality recreational experiences and activities for all.

Vision Statement:

RAPRD is valued as a partner and recognized as key asset in our community, enhancing the quality of life with innovative and inclusive programs, facilities, parks and open spaces.

Core Values:

- Customer Service
- Quality programs and facilities
- Safety
- Inclusive
- Diverse

Core Services Statements (Guiding Principles):

1. RAPRD is committed to providing the best customer service at all levels of the organization.
2. RAPRD offers the highest quality recreation programs.
3. RAPRD operates clean, safe facilities and programs
4. RAPRD is committed to the concept of inclusion both for people with disabilities and people who may struggle to afford access to recreation opportunities.
5. RAPRD offers diverse recreation opportunities to meet the needs of the greater Redmond Community.
6. RAPRD is committed to recognizing and rewarding excellence.
7. RAPRD is committed to developing lifelong relationships with recreation among our community.

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I. PURPOSE

This manual has four purposes:

- to inform the current Board of Directors about state laws governing elected officials;
- to establish the framework within which board members work;
- to orient new board members about state laws and operating procedures governing board members' duties and responsibilities; and,
- to inform prospective board members, stakeholders, and other interested parties about the roles and responsibilities of the board.

This manual should be reviewed annually, at which time the board may choose to alter these operating procedures to best fit the board's scope and role in governing the Redmond Area Park and Recreation District (RAPRD).

II. AUTHORIZATION (ORS Chapter 198)

The Redmond Area Park and Recreation District is an Oregon special district as defined by Oregon Revised Statutes (ORS) Chapter 198, authorized to levy taxes and legally hold property for the purpose of providing park and recreation services to residents living within the district's taxing boundary. To provide these services, the district may purchase supplies, employ staff, enter into contracts, and perform other incidental tasks necessary to exercise the authority. The district is not authorized to provide other services typically provided by municipal governments.

The approximate 183 square mile Redmond Area Park and Recreation District was established by a vote of the citizens on July 8, 1975, in accordance with ORS 255, Special District Elections. The district is operated in accordance with ORS 198, Special Districts Generally and ORS 266, Park and Recreation Districts.

At this time, the district's facilities include the Cascade Swim Center and Activity Center within the Redmond City limits, and High Desert Sports Complex, Borden Beck Park, and undeveloped parks at Majestic Ridge in Redmond and outside the city limits at Tetherow Crossing and Lake Park Estates.

The Cascade Swim Center was built in 1979 and has an indoor 25 meter swimming pool which is utilized for public swimming, exercise classes, diving instruction, Redmond High School PE classes, Head Start programs, third grade swim lessons, senior and adult lap swims, general swimming instruction and a variety of other activities. A 1'-2' outdoor wading pool and a spray pad is utilized in the summer months for young children and their parents and is also a site for additional swimming lessons. Outside the facility, in Cascade Swim Center Park, we also have over one acre of park and picnic grounds, a beach sand volleyball court and a full-sized basketball court.

The RAPRD Activity Center has fitness equipment, racquetball court, fitness classes and space for youth and adult enrichment programs. This facility is owned by the city of Redmond. RAPRD entered into a 10 year lease to use the facility in 2011.

High Desert Sports Complex is a 40 acre site, just outside the Redmond urban growth boundary. This property was donated to the district for preservation and public use. The site was completely renovated by dedicated staff and volunteers and now contains four softball fields, a radio controlled model plane airstrip and a BMX track.

Borden Beck Park is a 26-acre natural park on the Deschutes River. This was another parcel of land donated to the district for preservation and public use. The park was constructed and developed entirely with private donations and gifts. It is primarily utilized for fishing on the Deschutes, hiking, and nature viewing.

Plans for the property at Majestic Ridge and Tetherow Crossing are currently in progress.

Various youth and recreation activities, sports camps and sports programs are held in each of the district's facilities, with Cascade Swim Center housing our administrative offices. Additional classes are held in Redmond School District facilities, in classrooms and gymnasiums.

Redmond Area Park and Recreation District is funded by a local property tax rate of \$.37/\$1,000. Proceeds from our swimming pool programs are used along with tax dollars to operate and maintain the parks and pool facility. Additional revenues from recreation programs and user fees are used to support the sports and recreation programs themselves.

The RAPRD Board of Directors is responsible for the district's fiscal integrity and serves an important role in setting policy that directs the provision of programs and the development and maintenance of park and recreation facilities. ORS 266 governs the board's duties, but the board determines its own general operating procedures. This manual provides the framework within which board members may lawfully execute their duties.

III. INDEMNITY (ORS 30.260–30.300)

The Board of Directors is entitled to indemnity under the Oregon Tort Claims Act (OTCA) when the board is acting within the course and scope of their elected position. OTCA states that, "The sole cause of action for any tort of officers, employees or agents of public body acting within the scope of their employment or duties... shall be an action against the public body only". When a board member acts outside the course and scope of their elected position, they have no protection under OTCA.

IV. THE BOARD OF DIRECTORS AS A TEAM

The RAPRD Board of Directors works together as a team of volunteers elected to represent district residents. The board is charged with developing policies, providing vision, and evaluating district functions and operations. The board conducts its business through the deliberation of agenda topics to reach sound decisions and provide clear direction to RAPRD managers and administrators. At the conclusion of these deliberations, each board member agrees to support final decisions formalized by a vote of the board, and to provide the executive director with a unified direction.

The following tenets support the board's team dynamics:

A. The Board of Directors is a team of five district residents elected to act on behalf of and for the benefit of all district residents. Each board member is equally responsible for ensuring that park and recreation services are properly managed in accordance with decisions reached by the board in regular, special, or executive-session meetings.

B. Board members should be free from commitment or obligation to any special group or interest. Board members must avoid any actual or perceived conflict of interest with respect to their fiduciary duties, or actions that personally benefit board member(s).

C. The board can transact business that is legally binding on the district only during a regular or special meeting with a quorum of the board present. No formal decision may be made in executive session. Minutes must be recorded for every board meeting, including executive sessions.

D. The board retains full legislative and judicial authority over the district in accordance with state laws and the expressed will of the citizens, but delegates all executive and operational decisions and supervisory authority to its executive director, hired by the board as its chief executive officer.

E. The board should avoid taking a direct hand in the administration of the district, thereby keeping the role and function of its executive officer clear to the public, RAPRD professional staff and other stakeholders.

F. The executive director serves the board as technical adviser in planning and policy-making, as an executive by ensuring that board actions are implemented, and as a consultant to evaluate the results of board actions. The board shall evaluate the executive director. Board members should not publicly express individual judgments of staff performance, but may express their concern to the executive director. Other duties of the executive director are defined in section VI, part E, below.

G. Board members exercise their duties only when the board is in session. However, many members of the community assume that board members are on duty 24 hours a day and expect them to answer questions and hear concerns at any time. An individual

board member has no authority to speak on the board's behalf; however, individual board members have both the right and the duty to discuss park and recreation matters with the public. Board members may choose to publicly express dissenting opinions after a vote but should respect the majority decision and the board's desire to move on to other business.

H. A citizen may confront an individual board member with concerns or complaints that should properly be addressed by the executive director or referred to the entire board. In this case, board members should relay the concern to the executive director to address or to produce a report for the full board's consideration. If satisfactory resolution cannot be accomplished through this procedure, the board may, if it deems it advisable, grant a hearing to the citizen. Such a hearing will be held during a regular or special session of the board. When a board member is confronted with a situation that justifies a departure from this procedure, the board member should withhold commitment or opinion until the matter has been presented to the board during a regular or special session where all aspects of the issue can be aired.

I. The board chair is the official spokesperson for the Board of Directors. On occasion the news media or special interest group will ask an individual board member to speak on a particular topic, in which case the board member should refer the person to the chair, who can either speak on behalf of the board or appoint a board member to do so. Interactions with the public, press, and other entities by individual board members should accurately represent and respect the board's final decision. Depending on the topic, the chair may also defer to the executive director as the official spokesperson of the district.

J. Board meetings are critically important to the district. They are the forum where park and recreation-oriented laypeople proficient in thinking and judging consider the executive director's recommendations and reports. An effective board meeting should have a well-planned agenda prepared by the executive director and the board chair.

V. THE BOARD OF DIRECTORS AS VISIONARIES

Visioning and long-range planning are among the board's most important tasks. Board members need to foresee and plan for future needs for parks, trails, natural areas, recreation facilities, and programs, and build community support to fund and develop them. Careful planning also coordinates diverse constituent interests, including the City of Redmond, Deschutes County, user groups, business owners, environmental groups, other recreation providers, and stakeholders. To balance the varying needs of these groups each board member needs to understand and carefully weigh varying interests, prior to making decisions.

VI. BOARD FUNCTIONS

The board recognizes and maintains the distinction between activities appropriate to the Board of Directors (as the district's legislative, governing body) and administrative duties performed by the executive director (as the delegated administrator). The board's three primary functions are policy-making, planning, and evaluation. The board conducts its business in formal meetings with the support of the executive director and district staff. The board elects a chair and vice chair annually and appoints a secretary and recording secretary at the first meeting of each fiscal year. Complete job descriptions of board officers appear in the RAPRD Board by-laws. The duties of the chair, vice chair, board members (i.e., directors), board secretary, recording secretary, and executive director are summarized here:

A. Chair:

1. To preside over official meetings of the Board of Directors.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the managers.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with The Oregon Revised Statutes.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed.
5. To facilitate positive interaction between Board members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions.
6. To motivate the work of the Board of Directors and the managers by providing positive reinforcement and encouragement.
7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and the operating bylaws of the District.
8. To endorse drafts of the District, ensuring a high degree of fiscal responsibility and accountability.
9. To call special meetings and/ or work sessions for the Board of Directors as required.

10. To work to build consensus, commitment, and synthesis among board members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance and adhere to the policies of the District and are made aware of any deviation from same.
13. To serve as spokesperson for the District, representing the actions of The Board as a whole in a manner that reflects positively on the District.
14. To represent the District on other community boards, commissions or committees.
15. Has the authority to conduct investigations about complaints from the public and staff.
16. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.

B. Vice Chair:

1. To preside over official meetings of the Board of Directors in the absence of the Chair.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the managers in the absence of the Chair.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with the Oregon Revised Statutes in the absence of the Chair.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed in the absence of the Chair.
5. To facilitate positive interaction between Board members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions in the absence of the Chair.
6. To motivate the work of the Board of Directors and the managers by providing positive reinforcement and encouragement.

7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and the operating bylaws of the District in the absence of the Chair.
8. To endorse drafts of the District, ensuring a high degree of fiscal responsibility and accountability in the absence of the chair.
9. To call special meetings and/ or work sessions for the Board of Directors as required in the absence of the Chair.
10. To work to build consensus, commitment, and synthesis among board members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance and adhere to the policies of the District and are made aware of any deviation from same in the absence of the Chair.
13. To serve as spokesperson for the District, representing the actions of the Board as a whole in a manner that reflects positively on the District in the absence of the Chair.
14. To represent the District on other community boards, commissions or committees.
15. To organize and conduct the annual evaluation of the Executive Director of the District in the absence of the chair.

C. Directors (i.e., Board Members):

1. Work as a team member in performing the duties of a director to assure that the board speaks with one voice.
2. To conduct the affairs of the District in such a manner that its integrity is maintained and it is perceived positively by its residents.
3. To engage in the process of legislative policy formulation and evaluation.
4. To promote the affairs of the District by engaging in public relations activities that in turn, assist in the cultivation of a positive public image.

5. To participate fully in short-term and long-term planning processes, ensuring that the resources of the District are utilized in an efficient manner.
6. To identify the needs of the residents of the community by encouraging the formulation and implementation of market studies and other forms of needs assessment.
7. To actively promote the vision, mission, philosophy, and programs of the District by engaging in promotional activities and events.
8. To instill pride in the residents of the District and the professional staff by encouraging the creation of the dynamic and responsive organization, dedicated to meeting the needs of its residents with excellence.
9. To contribute to the enhancement of the Board of Directors' legislative decision-making capabilities by engaging in developmental activities directed toward the acquisition of new skills, knowledge, and competencies.
10. To ensure the long-term survivability of the District by maintaining a stable fiscal base.
11. To develop, adopt, and monitor policies to ensure the District's compliance with the Oregon Revised Statutes.
12. To serve as a liaison with other related organizations, institutions, and agencies, nurturing a positive and mutually beneficial relationship.
13. To represent the District on other community boards, commissions or committees.
14. To contribute to and participate in the legislative decision-making process of the Board of Directors by offering ideas, suggestions, and opinions concerning policy information.
15. To provide community leadership directed toward improving and enhancing the quality of life for the residents of the District.
16. To ensure that District residents are informed about the affairs, programs and other services of the District.
17. To participate, as practical, in professional associations on the state, regional, and national levels.
18. To participate in the goal-setting process by offering input in the form of ideas, opinions, and suggestions, thereby assisting in the active attainment of the vision of the District.

19. To encourage the use of forms of positive reinforcement to reward productive behavior among the professional staff and volunteers assisting the District.
20. To encourage and monitor a system of accountability, ensuring that the financial affairs, official minutes, and other documents of the District are maintained in a way that is consistent with Oregon Revised Statutes.
21. To hire and evaluate the Executive Director of the District to ensure continuity in operations.
22. Communicate with district staff through the executive director, to maintain order and clear lines of authority within the organization.
23. To participate in programs of the District, as well as observe services, areas and facilities, assessing their effectiveness in meeting the needs of the residents of the District.

D. Board Secretary— The board is required to appoint a member as board secretary, in accordance with ORS 266.370. The board secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, and deeds, on behalf of the board and district.

E. Executive Director— The executive director is the district's chief executive officer and works under the direction of the Board of Directors. The executive director is responsible for all district administrative functions and for developing strategies and policies to assure that the board's objectives and the district's legal obligations are met. The executive director represents the district to its residents and other stakeholders and is charged with upholding the district's values.

The executive director hires and supervises all staff, and is ultimately responsible for the district's financial management. Documents guiding staffing and financial decisions are embedded in staff policies and the district's purchasing policy. The board may at any time create or amend policies to limit executive decisions.

F. Recording Secretary— A recording secretary who shall not be a member of the Board of Directors shall take the minutes of all board meetings and when requested by the chair. The recording secretary is customarily employed by the district as an executive assistant. The recording secretary:

1. Prepares and distributes meeting reports.
2. Makes public meeting notifications according to Oregon public meetings law.

3. Records the minutes of each board meeting (including special, work business, and executive sessions) and presents them for board approval, except for executive sessions where discussion is held confidential.
4. Maintains archives of minutes and other related board documents in accordance with district policy and state statute.

VII. BOARD MEETINGS

Public Meetings Act (ORS 192)

All regular meetings of the board shall be subject to Oregon public meetings statutes.

A. Regular Meetings— The board will determine the place and time for regular board meetings during the first regular meeting of each fiscal year. Regular board meetings have historically been held at the district office located at the Cascade Swim Center, 465 SW Rimrock, Redmond Oregon, at 6:30 a.m. on the second Tuesday of each month, except when the board has publicly posted an alternative date and/or location. The board may also choose to periodically conduct meetings throughout the community to ensure community engagement and inclusion. Visitors are invited to address the board at the beginning of regular business meetings, unless otherwise specified by the chair. Any visitor addressing the board shall state for the record their name, address, and subject matter. Notification of all meetings must be posted 24 hours in advance. The Recording Secretary posts meeting time, place, and topics on the district's web page, with local media, and on a district bulletin board located at the district office.

B. Special and Emergency Meetings— ORS 192.620–192.690

Special and emergency meetings may be called at any time by the chair by posting written public notification stating the time, place, and purpose of the meeting. If the chair calls a special or emergency meeting, the executive director shall be advised to ensure that proper public notification of the meeting is made in accordance with Oregon public meetings requirements. Minutes will be recorded of all special and emergency meetings.

C. Executive Sessions— ORS 192.660

Executive sessions may be conducted, in accordance with Oregon's public meetings law, to discuss land acquisition, litigation and personnel matters. All matters discussed in executive session shall be kept confidential by all board members. The board may not take action in executive session; however, it is acceptable to reach a consensus. If discussion in executive session results in a consensus requiring a formal decision of the board, the executive session must be adjourned and a business session convened in

order for a motion and vote of the board to be conducted. Minutes will be recorded for all executive sessions.

D. Quorum— ORS 192.660

The Board of Directors has five members; therefore, the presence of three members constitutes a quorum. If the board has a vacancy, a four-member board also requires a quorum of three. A board member participating via teleconference may be counted as present both for quorum and voting. Those participating in a meeting by teleconference shall have their votes recorded in the usual manner, and the minutes of the meeting shall indicate such presence by teleconference. To confirm their votes, the chair shall elicit an express response from any member participating by teleconference. A quorum of affirmative (i.e., “Aye”) votes is required to fill a board-officer vacancy, or to adopt any motion involving the expenditure of money, or the letting of any contract, or any motion upon which the “Ayes” and “Nays” are demanded by any board member

E. Agenda

An agenda, which shall set forth the order of business for meetings, shall be prepared and made available to the board and the public no less than 48 hours before the meeting. The agenda shall contain supporting data for the suggested items of business, with the executive director’s (or their designee’s) recommendations regarding each agenda item.

F. Minutes of Board Meetings

(ORS 192.650(1) and ORS 192.410–192.505)

The Public Records and Meetings. law (ORS 192.650) requires that minutes of each meeting be kept on file as a permanent record of the district. A record of board actions shall be set forth in full in the official minutes of the board. The recording secretary is custodian of the minutes and shall make them available to anyone, subject to Oregon public records statute and district public records policy.

G. Absence from a Meeting

Board members are expected to notify the board chair, executive director, or recording secretary if they are unable to attend a meeting. It is expected that board members are in attendance for a minimum of 75% of the meetings annually.

H. Vacancies

(ORS 198.320, Subsection 2, and Oregon Constitution, Article II, Section 9)

A board member’s office may become vacant if the board member resigns, moves outside the district boundaries, is recalled by election, dies, is convicted of a felony, refuses to take the oath of office, or is found to be mentally incapable of performing the duties of the position. In the event a vacancy in the membership of the board occurs, a

successor will be appointed by a vote of the board until the board calls a special election or the next general election. The period of service of the newly appointed board member will be subject to ORS 198.320, subsection (2): .Filling of vacancies on boards of certain districts.

I. Order of Business

The general order of business and agenda topics are usually managed by a rolling agenda and set by the chair and executive director. The order of business typically proceeds as follows:

- 1.0 Call to Order
- 1.0 - a Roll Call
- 1.0 - b Adjustments to the Agenda
- 2.0 Communications (comments from citizens)
- 3.0 Consent Agenda
- 3.0 - a Approval/Correction of Minutes
- 3.0 - b Summary of Financial Reports & Checks
- 4.0 Action Agenda Items
- 5.0. Standing and Special Committee Reports
- 6.0 Other Business (Discussion Items)
- 7.0 Public Comments
- 8.0 Staff Comments
- 9.0 Remarks from the Directors
- 10.0 Adjournment

J. Rules of Order

Procedures not provided for in this manual or by statute shall be determined by Robert's Rules of Order, as revised.

K. Voting

All votes on motions related to contracts, ordinances, expenditure of funds, employment of personnel, and all resolutions, shall be determined by recorded votes of "Aye" or "Nay". Ordinances must be approved by a roll call vote. Any board member may request a roll call vote.

L. Amendment or Suspension of Policies

Any board policy may be suspended or revoked by a majority vote of the board. The executive director may, in an emergency, suspend any part of these rules and regulations as they pertain to the administration of the district, provided that the executive director reports the facts and reasons for such suspension at the next board meeting, and provided that the suspension shall expire at the time of said report unless continued by the board.

M. Conflicts of Interest (ORS Chapter 244)

Oregon's Government Ethics law (ORS Chapter 244) describes two types of conflicts of interest:

1. Potential Conflict of Interest— Any action, decision, or recommendation of a public official, including RAPRD staff, the effect of which could be to the private pecuniary benefit (money or something of economic value) or avoidance of detriment (relief from financial obligation or other financial loss) of the person or their relative or business.

2. Actual Conflict of Interest— Any action, decision, or recommendation of a public official, including RAPRD staff, the effect of which would be to the private pecuniary benefit (money or something of economic value) or avoidance of detriment (relief from financial obligation or other financial loss) of the person or their relative or business.

All conflicts, whether actual or potential, must be disclosed by the board member with a conflict, in the public record, before consideration of the issue. In addition, a notice of the actual or potential conflict and how it was addressed must be provided to the Oregon Government Ethics Commission within a reasonable period. A public official may not appoint, employ, promote, discharge, or demote a relative or member of their household unless they comply with these provisions.

When a potential conflict has been disclosed the board member may participate and vote, unless participation would violate the Code of Ethics prohibitions regarding the use of office for financial gain. When an actual conflict exists, the board member may not participate or vote unless their vote is necessary to take official action. Discussion or debate of the issue in question is still prohibited.

N. Special Committees

The board chair may appoint special temporary board committees or task forces for any purpose approved by the board. The functions of such committees shall ordinarily be fact-finding, deliberative, and advisory, and they shall make a formal oral or written report to the board for discussion and possible action. The executive director shall be an ex officio member on all committees except when their employment is under consideration. Special committees will be discharged upon completion of their assignment. All special committees are subject to the Oregon open meetings and public records statutes, which require that meetings be properly noticed, open to the public, and that minutes be recorded and maintained as a public record.

VIII. ADMINISTRATION AND FINANCE

A. Fiscal Year

The district's fiscal year is from July 1 to June 30, as prescribed by state law.

B. Budget, Appropriation, and Tax Levy

The board shall adopt an annual budget and appropriation resolution and tax levy resolution at or before the first official board meeting in June of each fiscal year.

C. Annual Audit/Auditor of Record

Annually, all district funds and accounts shall be independently audited by Certified Public Accountants licensed in Oregon.

The Executive Director and the Chairman of the Board may request advice on any financial matters pertaining to the financial welfare of the Redmond Area Park and Recreation District. Individual Board Members should direct requests through the Executive Director and/ or the Chairman.

D. Evaluation of Board Operating Procedures

The board should evaluate and modify (as necessary) their operating procedures annually.

E. Insurance Agent of Record

An Insurance Agent(s) of Record shall be selected and appointed by the Board. The Agent(s) must be certified by the State. The Executive Director and the Chairman of the Board may request any advice that may be needed in handling or in dealing with insurance matters pertaining to the welfare of the Redmond Area Park and Recreation District. Individual Board Members should direct requests through the Executive Director and/ or the Chairman.

F. Attorney of Record

The district's attorney shall advise the board of directors and the executive director as requested or as required by due diligence. Historically the district uses Special Districts Association Legal counsel as the district's Attorney of Record.

G. Budget Committee— (ORS 294.336)

State statutes require the board to appoint a Budget Committee to review the district's annual budget proposal. The Budget Committee makes recommendations and approves the budget, which is then forwarded to the board for final consideration and adoption. The Budget Committee shall consist of all five members of the elected board and five district residents appointed by the board.

Each appointed member of the Budget Committee shall serve a three-year term. The terms of appointed members shall be staggered, with no more than three appointed members serving for the same three-year period. The board will advertise for interested

parties to fill any appointment vacancies that may occur on the Budget Committee. Applicants must be registered voters and reside within the district's boundaries.

To avoid bias favoring a vendor, service provider, or any unit of government, the following are prohibited from appointment to the Budget Committee: district officers, agents, or employees, or district vendors and service-providers. Interested parties must apply in writing, citing their qualifications and reasons for their interest in serving on the Budget Committee. Public interviews of interested applicants may also be conducted.

The board, by motion, will make appointments to the Budget Committee during a regular business meeting. The board may also designate an alternate Budget Committee appointee. The alternate appointee shall be encouraged to actively participate in budget discussions, but cannot vote. Designating an alternate appointed member will allow the board to immediately fill any appointment vacancies on the Budget Committee. At that point, the alternate member will become a full voting member of the Budget Committee. At the Budget Committee's first meeting each fiscal year, the committee shall elect a chairperson who shall conduct committee meetings, a vice-chair to conduct committee meetings in the absence of the chair, and appoint a recording secretary to record the minutes of the budget meetings.

H. Public Records— (ORS 192.001)

The records of the State of Oregon and its political subdivisions are so interrelated and interdependent that the decision as to what records are retained or destroyed is a matter of statewide public policy. Oregon public records law has been interpreted very broadly. Subject to the exemptions and conditions of the law, any covered documentation, whether in paper, electronic, or other format, can be considered a public record, must be retained according to records retention schedules, and must be produced upon request. This law pertains to district and private computers, personal digital assistants (PDAs), or other hand-held devices cell phones, text messages, tweets, e-mails, and postings on social networking Websites such as Facebook when used for district business.

The district's financial records, budgets, and minutes of board meetings are public property and as such are open to inspection at the district office by anyone, subject to Oregon public records statutes and district public records policy. Anyone, whether an individual or a group, may ask for a copy of public record(s), including memos, e-mails, and other board documents. All board members must retain all records generated during their service. When a board member's term ends, all records should be transferred to the district for retention and permanent storage. All public records requests should be immediately forwarded to the recording secretary for processing. Some requests will be processed by a decision of the executive director, whereas others may require legal review.

I. Knowledge of the Law Governing Public Agencies

All board members are expected to know and shall be responsible for observing all provisions of state and federal law and all board rules and regulations relating to their activities as board members. The executive director must notify the board should any board member be in violation of these requirements.

J. Participation in Professional Meetings

The district will reimburse board members' out of pocket expenses for all park- and recreation-oriented meetings they attend. A budget for national and state meetings will be approved in advance of such meetings. Board members are encouraged to attend meetings and conferences that will further the park and recreation services goals for the community.

IX. POLICY DEVELOPMENT

The differences among policies, ordinances, resolutions, and motions are often confused. The board has the authority to create policy directing the executive director to carry out the board's directives. The executive director can also establish policy to guide district operations. The board's decisions are implemented through the authority of three mechanisms: ordinances, resolutions, and motions, summarized below:

- A. Ordinances**—An ordinance is a local law. The board, through its executive director, has the authority to enact and enforce ordinances. Some ordinances, such as the Park Rules and Regulations Ordinance, can be enforced by state and local authorities. All ordinances must have been formally adopted by the board. Formal adoption requires two readings conducted during regular business meetings of the board and ample time for public comment before adoption. Examples of district ordinances include the Park Rules and Regulations.
- B. Resolution**—Resolutions are formal policies of the board governing internal district operations. As with ordinances, resolutions typically include a recitation of facts providing some historical context for the resolution. Resolutions can be adopted by a simple motion of the board. Examples of resolutions include the creation of the RAPRD pricing policy or approval of employee benefits.
- C. Adoption by Motion**—The least formal action of the Board of Directors is to grant direction by simple motion. Board action by motion typically directs the executive director to enter into a contract, award a bid, or appoint a committee.

The executive director has the authority to develop and approve procedures for the administration of the district. Administrative procedures direct RAPRD human resources, finance, or operational functions. Examples of administrative procedure include procedures governing facility reservation and registration, non-monetary personnel policies, and policies governing the operation of facilities such as the

Cascade Swim Center and the RAPRD Activity Center. Administrative procedures can be quickly and easily altered to accommodate changing conditions.

X. PROGRAM PARTICIPATION

Board members are encouraged to participate in district recreation programs and to frequent the many parks and facilities available to the public. Program participation is the best way to judge the quality of the programs the district offers and gives the board member first-hand field experience. Board Members do not received discounted program registration fees to participate in district programs.