

**MINUTES OF THE
REGULAR BOARD MEETING OF THE
WESTERN ELMORE COUNTY RECREATION DISTRICT
April 19, 2017 at 6:00 P.M.**

The regular meeting of the Western Elmore County Recreation District was called to order by President Art Nelson at 6:00 p.m. on April 19, 2017 at the WECRD office. The following were present:

President: Art Nelson
Secretary/Director: Judy Mayne
Attorney: Cherese McLain
Engineer: Amy Woodruff
Treasurer: Judy Erwin
Auditor: Jared Zwygart
Guests

I. Quorum:

A roll call was taken as follows: Art Nelson, aye; Judy Mayne, aye. The president established that there was a quorum with two directors present.

II. Minutes:

Minutes of the regular Board meeting of March 22, 2017, were available for the Board to review. Director Judy Mayne made a motion to accept the Board meeting minutes of March 22, 2017, as written. President Art Nelson seconded the motion. With both directors voting in favor of the motion, the motion passed.

III. Auditor's Presentation

Jared Zwygart of the firm Millington Zwygart, CPAs, PLLC, presented to the board copies of the audit for FY 2015-2016. He explained that he changed the audit from a proprietary type to a governmental accounting format. Mr. Zwygart suggested creating more oversight by having a director initial paid invoices. Attorney McLain noted that this oversight also protects the Treasurer, and the Board agreed. After discussion, Director Judy Mayne made a motion to accept the audit as written. President Art Nelson seconded the motion, and the motion passed.

IV. Legal Updates

A. City of Mountain Home Road Construction Project

John Matthews, the engineering tech for the City of Mountain Home, along with Shannon McNamara Graham, Real Estate Services Project Manager, Idaho Region, HDR, addressed the

Board concerning a (primarily) federally funded road construction project expected to begin no later than the summer of 2018 on South 18th East Street. The plan involves widening a section of the street. Curbs and gutters, but no sidewalks, would be added in front of the WECRD property. Since property boundaries extend into the middle of the street, the City wants the WECRD to deed the section of the road along its property back to the City, with a quit claim deed. In addition, the City would like to obtain an easement for a storm water retention pond on the WECRD property (approximately 81 feet x 75 feet by 4 feet deep) that the city would maintain. A location was suggested but other locations were discussed and possible. (Another retention pond on the junior high school property is also proposed but the school district has not signed off yet.) After discussion, it was concluded that more information is needed and the draft documents presented need work. The city and their attorney can contact the WECRD attorney and engineer with more input.

V. Engineer Updates

A. Floodplain Update

Engineer Amy Woodruff reported that the FEMA representative is unavailable until April 24. She hopes to have something to report at the next meeting.

B. Optimist Park Update

Amy Woodruff reported that the steel structure for the crow's nest is being assembled offsite. Construction at the site should start this week. The project is going well.

C. Tour of WECRD Property and potential project sites

Amy Woodruff reported that she had visited the WECRD property and several parks with President Nelson. She felt it was time well spent and now it was up to the District to prioritize the projects.

VI. Reports

A. Secretary's Report

1. PRIMA Training & Levy Training

Secretary Judy Mayne reported that there will be a PRIMA training in Boise on May 10. President Art Nelson made a motion to fund two registrations to attend the PRIMA training. The motion was seconded by Judy Mayne. Judy Erwin was asked to handle the online registrations for herself and Judy Mayne to attend.

The state Levy Training held by the Tax Commission will be held in May with the Nampa session on May 18th. Judy Erwin and President Nelson plan to attend; Director Mayne will be out of town. Since this is on a Thursday, the office may have to be closed on that day.

2. Change of Meeting Date

The Board discussed changing the dates for the WECRD Regular Board Meetings. Later in the month would work better than earlier for several people. Since the Budget Hearing meeting is already set for August 16th, the 3rd Wednesday in August, in conjunction with the Regular Board

Meeting, the Board decided not to change it. President Art Nelson made the motion that the WECRD move all future 2017 meetings to the 4th Wednesday of every month except for the August 16th meeting. Director Judy Mayne seconded the motion. With both Directors in favor of the motion, the motion passed. Director Mayne will update the 2017 Regular Board Meeting schedule, and it will be posted.

B. Treasurer's Report

1. Authorization to pay bills.

President Nelson made a motion to pay the bills presented in the amount of \$12,683.62. Director Judy Mayne seconded the motion, and the motion passed.

2. Review Revised March Treasurer's Report

Treasurer Judy Erwin explained that in preparing this month's report, she noticed a discrepancy in the report of March 21, 2017. She had typed a number in the wrong area which threw off the report. She had made the corrections and presented them to the Board. After reviewing the changes, President Nelson made a motion to accept the amended March 21, 2017 Treasurer's report. Director Judy Mayne seconded the motion. The motion passed.

3. Treasurer's Report of April 18, 2017

President Art Nelson made a motion to accept the April 18, 2017, Treasurer's Report as written. The motion was seconded by Director Judy Mayne. With both Directors in favor of the motion, the motion passed.

4. Transfer of Funds

Treasurer Judy Erwin explained that the accounts in both Pioneer Federal Credit Union and Westmark Credit Union were over the FDIC and NCUA insured limit. There was discussion as to filing for multiple EIN's and options. President Nelson requested that the matter be tabled until the May meeting.

VII. Old Business

A. Job Resumes Received

Judy Erwin reported that 5 resumes had been received and that copies were available for the directors. There was discussion as to a date for a Special Board Meeting to interview the applicants in Executive Session. Director Judy Mayne suggested a tentative date of Wednesday, April 26, 2017 at 10:00 a.m., but she would need to contact the applicants to see if they would be available that day.

B. Update of Projects

1. Dog Park

Director Judy Mayne reported that she had attended a City Council meeting and presented the Dog Park proposal. In the city master plan, a dog park location was identified across from Legacy Park, next to the "brown belt", by the community gardens and the council voted to continue working with the WECRD on the dog park proposal at that location. Input from the public will be sought. Research on costs for fencing, fountains, etc. is being done.

