

**MINUTES OF THE
REGULAR BOARD MEETING OF THE
WESTERN ELMORE COUNTY RECREATION DISTRICT
December 21, 2016 at 5:30 P.M.**

The regular meeting of the Western Elmore County Recreation District was called to order by President Art Nelson at 5:30 p.m. on December 21, 2016 with the following present:

President: Art Nelson
Secretary/Director: Judy Mayne
Director: Connie Clark
Attorney: Cherese McLain
Treasurer: Judy Erwin
Guests

I. Quorum:

President Nelson established by roll call that there was a quorum with all three directors present.

II. Minutes:

Minutes of the regular Board meeting of November 16, 2016, were available for the Board to view. Director Connie Clark made a motion to approve the minutes from November 16 as written. The motion was seconded by Director Judy Mayne. A vote was taken with all three directors in favor of accepting the minutes. Motion passed.

III. Reports:

A. Secretary's Report

1. HUD update: Secretary Judy Mayne reported that on November 1, 2016 the WECRD received the FY 2009 Economic Development Initiative-Special Project Fully Executed Grant Closeout Package and letter (dated October 5, 2106) from Holly A. Kelly, Office of Policy Development and Coordination. This administratively closes out the FY 2009 HUD grant.

2. 2017 Meeting Schedule: Secretary Mayne presented a proposed schedule of regular meeting dates for the board meetings of the WECRD. After some discussion as to dates that directors might be absent, President Nelson made a motion to accept the regular board meeting schedule of third Wednesdays for 2017 using March 22nd instead of Wednesday March 15 and combining the November and December meetings to November 29th. All meetings to be held at 6:00 p.m. Director Connie Clark provided a second to the motion. A vote was taken with all three directors in favor of the motion. The motion passed.

B. Treasurer's Report

1. Bills: A list of bills totaling \$4,059.42 was presented by the Treasurer. Director Connie Clark made a motion to pay the bills in the amount of \$4,059.42, and the motion was seconded by

Director Judy Mayne. The vote was unanimous in favor of paying the bills, and the motion passed.

2. Treasurer's Report: Treasurer Judy Erwin reported that Wells Fargo had discovered that the WECDR credit card was compromised. The card was cancelled, and a new one has been received. The bill this month from Wells Fargo had the one erroneous transaction reversed; the remaining transaction is legitimate. Director Judy Mayne made a motion to accept the Treasurer's Report, and Director Connie Clark seconded the motion. A vote was taken with all three Directors in favor of approving the report. The motion passed.

IV. Old Business

A. Floodplain Study Update

Attorney Cheresse McLain stated that a letter was recently sent to the cities of Mountain Home, Glens Ferry, and Elmore County to determine their interest in a joint effort to ask FEMA to conduct an updated floodplain study. If FEMA is willing, this might be conducted at no cost, but we would need to know their timeline for completing the study. The other option is to hire a hydraulic engineer to complete an analysis of our property only. She commented that the soil report shows the water table at 11-12 feet. She suggested that we wait for responses from all the other entities before proceeding. President Nelson stated that city employee, Mike McCain, responded positively to a joint effort floodplain approach.

B. RFP for Optimist Park Announcer's Stand

Attorney Cheresse McLain presented copies of a draft RFP for contractors for the announcers' stand at Optimist Park. The Board would be required to accept the lowest bid or reject all bids. It was agreed that President Art Nelson would work with Attorney McLain on behalf of the Board to meet the publishing requirements for the RFP and receiving the bids. She suggested that the Board add to the January agenda an RFP for a Professional Services contract with a civil engineer to be the project manager/engineer.

C. Library Cards- Mountain Home Public Library

Attorney Cheresse McLain provided the Board with a confidential memorandum indicating that the Board may legally proceed with this project. She also shared the memorandum with the City attorney. President Art Nelson will go back to the Library Board with actual terms and work out the details. There was some discussion as to what the cap should be and a maximum of \$35,000 was agreed upon. Director Judy Mayne offered to go to the county assessor to determine the number of WECDR households outside of the city. Attorney McLain suggested that the Board develop a mechanism to inform eligible county residents about the library card program to maximize participation, such as, postcards.

D. Hiring Auditor

After some discussion as to making the switch to a new auditor, Director Judy Mayne made a motion to hire the firm of Millington Zwygart to conduct the District audit. Director Connie Clark seconded the motion. A vote was taken, and it was unanimous in favor of the motion. Motion passed.

V. New Business

A. Possible New Projects

President Nelson suggested a number of possibilities for projects that could be funded including concession stand/restrooms for the MHHS football/track facility, improvements to the baseball fields, a dog park at the old City dog pound, an inclusive playset at either Carl Miller Park or East Elementary School. Director Mayne stated that Board members would be looking for other recreational opportunities.

B. Office Maintenance

President Nelson explained that in talking with the District's tech support, that there was a need to upgrade the network server. He felt it was better to be proactive and replace it before there was a problem. President Art Nelson made a motion to upgrade the District server with a cap of \$500.00. Director Connie Clark seconded the motion. The vote was unanimous, and the motion passed.

This was followed by a discussion concerning cleaning the carpets and possibly the chairs. Director Connie Clark made a motion to have the carpets and chairs cleaned with a maximum of \$500.00. President Nelson seconded the motion. The vote was unanimous, and the motion passed.

C. Facility Use Request

President Nelson said that he had had a request from Okanawan Karate to use the building for practice. There was a discussion as to whether this was a free program. Treasurer Erwin reminded the Board that the District facility use policy specifies that the building will be used by not-for-profit groups only. Attorney McLain brought up the issue of insurance and liability concerns. President Nelson stated that he will inquire more from the karate group.

VI. Public Comment

The only individual offering public comment was Councilman Geoff Schroeder who commented that spending money on other recreation does not preclude the District from building a recreation facility. He stated that it took the District 11 years to come to the conclusion that an indoor aquatic facility was not possible (2011).

VII. Executive Session

Director Judy Mayne made a motion to retire into Executive Session in accordance with *Idaho Code §74-206 (1) (a)* to discuss qualifications for hiring a potential employee and (f) Idaho A.G. [Attorney General] letter, Elmore County P.A. [Prosecuting Attorney] updates, and legislative issues. The motion to retire into Executive Session was seconded by Director Connie Clark, and the voice vote was recorded as follows, alphabetically:

