

**MINUTES**  
**REGULAR BOARD MEETING**  
**WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)**  
**245 East 6<sup>th</sup> South, Mountain Home, ID 83647**  
**November 28, 2018 at 6:00PM**

**I. CALL MEETING TO ORDER/ ESTABLISH QUORUM**

Director Dan Gillies called the meeting to order at 6:02PM, and a quorum was established with all directors present.

The following individuals were also present:

Treasurer, Judy Erwin; Administrator, Michelle Heins; Auditor, Jared Zwycart; and, Guests

**II. AUDIT PRESENTATION**

Jared Zwycart presented the audit for the year ended September 30, 2018. Zwycart John & Associates audited the financial statements of the governmental activities and the fund information of the WECRD. Jared went through the report and explained the various financial reports to the board. The auditors encountered no problems and the WECRD is in compliance according to U.S. generally accepted accounting principles. Jared did mention that WECRD has an excessive amount of EIN numbers and recommended the WECRD look into cancelling the ones not in use.

The audit presentation ended at approximately 6:20pm. Doug Meyer made a motion to approve the audit for the year ended September 30, 2018. Lee Pierce seconded the motion and all Directors voted in favor of the motion.

Since the auditor recommended cancelling the unused EIN numbers, Judy did look into it and contacted the IRS. The IRS stated you cannot get rid of any EIN number, meaning that number will never be used again by any entity, but you can cancel ones that are not in use. WECRD has five numbers that are not being used and can be closed out. Lee Pierce explained to the audience that the additional EIN numbers were created so the WECRD could open more than one Certificate of Deposit at the same bank. Someone asked if you have to file a tax return on each separate EIN, and the answer is no. There is only one EIN that is used for payroll and other tax purposes that the WECRD does file taxes on.

Doug Meyer made a motion to table the EIN discussion until the next board meeting. Dan Gillies seconded the motion and all Directors voted in favor of the motion.

Doug Meyer made a motion to move item **V. GENERAL DISCUSSION** up in the agenda for a presentation from the Elmore County Realtors Association. Lee Pierce seconded the motion and all Directors voted in favor of the motion.

**V. GENERAL DISCUSSION**

Jim Steelsmith and Floyd Beck from the Elmore County Realtors Association presented a check to the Recreation Foundation of Elmore County in the amount of \$2,000.00.

Doug Meyer received a phone call and it was expressed how well the WECRD has been doing and that he is pleased with the new board. Dan Gillies and Michelle Heins presented to the St. Luke's Foundation Board and members in the crowd were also pleased with the way the WECRD is being operated and how well the board is doing.

A long time supporter of the WECRD, Larry Steckelberg passed away. The WECRD will send a sympathy card to the family.

**III. CONSENT AGENDA** – All matters listed within this Consent Agenda section require formal action, but are typically routine or not of great controversy and will be enacted by one motion. Questions for the purpose of clarification may be asked about a particular item before the motion is voted on. However, for lengthy discussion or separate motion a board member or citizen may request an item be removed from the Consent Agenda section and placed on the Regular Agenda. ALL CONSENT AGENDA ITEMS LISTED BELOW ARE ACTION ITEMS.

- 1.. APPROVAL OF MINUTES: Regular Board Meeting October 24, 2018; and, Special Board Meetings – October 23, October 31, and November 14, 2018;
2. BILLS – up to 11/28/18 in the Amount of \$4,494.02
3. FINANCIAL REPORT – for the Period Ending 11/23/2018
4. December Board Meeting Date, Change to December 19, 2018

This is the first time CONSENT AGENDA has been on the WECRD board meeting agenda so Lee Pierce explained the reason WECRD went to a consent agenda and that basically it was to save time.

Lee Pierce made a motion to accept the consent agenda with item 4. December Board Meeting Date removed for further discussion. Doug Meyer seconded the motion and all Director voted in favor of the motion.

Lee Pierce will be out of town December 19, 2018 and would like to see if there is a different date and time that would work for everyone to have the December Board Meeting. There was discussion amongst the board and staff and they agreed to hold the board meeting after the meeting with LCA on December 12th. Lee Pierce made a motion to move the December Regular Board Meeting to December 12, 2018 at 1:00pm. Doug Meyer seconded the motion and all Directors voted in favor of the motion.

#### **IV. NEW BUSINESS**

Michelle Heins explained that the Personnel Policy is more of a handbook and has policies within the policy. Since the PRIMA training suggested taking a look at the personnel policy and updating it Michelle felt like this was good time to do so. It is a 26 page policy/handbook so Lee Pierce suggested breaking up the policy for review and changes. He suggested the board start by reviewing General Policy A-E and discuss it at the next meeting.

The board reviewed the Recreation Expenditure Policy and Doug Meyer made a motion to remove the Recreational Expenditure Policy dated October 19, 2016 since it is no longer applicable to the WECRD. Lee Pierce seconded the motion and all Directors voted in favor of the motion.

#### **VI. PUBLIC COMMENT**

Jeff Tibbitts asked the board why the new pool design no longer has the warm water lap swim lanes? Dan Gillies said it was at the discretion of the pool design team to help maximize the space in the natatorium. Jeff expressed that it is vital during swim meets to have a lap lane for warm up, cool down. The WECRD board is willing to discuss it with the pool design consultant and see what they can do to either put one in or add a lane to the lap pool. Cost will be a factor in putting it back in or not, but the board will see what they can do. Cyndi Cook expressed her concern for the warm up, cool down lane as well since it will help speed up the swim meets and having it will be pleasing from a competition side. She also mentioned it

will be in line with some of the pools in the surrounding area as they have eight lane lap pools for this purpose. Karen Bird agreed with their comments and added that if the general person wanted to swim laps during a meet then this would provide the space to do so.

**VII. ADJOURN**

Doug Meyer made a motion to adjourn the meeting. Lee Pierce seconded the motion and all Directors voted in favor of the motion. The meeting adjourned at 7:10PM.

Submitted by:

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Michelle Heins, Administrator

\_\_\_\_\_  
Date

APPROVED:

as written

as amended

\_\_\_\_\_  
Dan Gillies, President

\_\_\_\_\_  
Date

DRAFT