

**MINUTES**  
**REGULAR BOARD MEETING**  
**WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)**  
**245 East 6<sup>th</sup> South, Mountain Home, ID 83647**  
**January 23, 2019 at 6:00PM**

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

Director Dan Gillies called the meeting to order at 6:03PM, and a quorum was established with all directors present.

Others in attendance:

Judy Erwin, Treasurer

Michelle Heins, Administrator

Attorney, Larry Ashcraft

Guests: Vivian Meyer, Betty Ashcraft, Stephanie Root, John Kieffer

**II. 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, December 12, 2018; and Special Board Meetings – December 12, 2018 and January 8, 2019
2. BILLS –As of 1/21/2019 in the Amount of \$42,493.59
3. FINANCIAL REPORT –Reports dated December 13, 2018 and January 17, 2019
4. EIN Numbers - Cancel the four EIN numbers that have not been used.

Doug Meyer made a motion to approve all items on the consent agenda. Lee Pierce seconded the motion. All directors voted in favor, the motion carried.

**III. LEGAL**

The WECRD received a draft contract AIA 133-2009, which is a standard form of agreement with the Owner (WECRD) and the Construction Manager as Constructor (Wright Brothers Construction). They also received a draft contract AIA 201-2007, which is the General Conditions of the Contract for Construction between the Owner (WECRD) and the Architect (LCA). Attorney, Larry Ashcraft advised the Board on appointing a contact person to speak and make decisions on behalf of WECRD for this project. Most decisions will still be made in a formal manner but with time sensitive decisions it is best to have someone appointed to make those decisions.

Doug Meyer made a motion to appoint Lee Pierce as the Point of Contact for WECRD. Dan Gillies seconded the motion. All Directors voted in favor of the motion. The motion carried.

The Board will begin making a list of questions regarding the contract. Larry Ashcraft will send over his comments and suggestions for the Board.

LCA had areas on the contract that needed to be filled in by the Board and the Board needs further clarification on them. WECRD will schedule a meeting with LCA and Wright Brothers to work through the contracts together.

#### **IV. OLD BUSINESS**

Lee Pierce has been working on the Maintenance and Operating Budget. After meeting with the individuals at the Caldwell YMCA on January 22, 2019 he was able to get a better idea of how many maintenance staff and lifeguards would need to be employed. He was also able to get their numbers on heating and cooling the building and how much they spend on water, sewer and electricity for the facility. The YMCA is much larger than what is planned for the WECRD indoor pool so the numbers would need to be scaled down. The WECRD is waiting on other costs from the Wright Brothers and LCA through their valued engineering process so once that information is released the M&O budget can be completed.

#### **V. NEW BUSINESS**

No items were removed from the Consent Agenda Section.

John Kieffer would like to utilize the 20 water shares on the 18th St. property of WECRD. He will pay the water share and keep the weeds down. Since irrigation is done by the 15th of September it should not be an issue with the construction process. The Board wanted John to be aware of the construction and to keep the lines of communication open if there are any problems during construction. Lee Pierce made a motion to carry the agreement as written for another year with John Kieffer. Doug Meyer seconded the motion. All Directors voted in favor of the motion. The motion carried.

Judy brought to the attention of the board that two Certificates of Deposit (CD) are coming due. One at Westmark on January 27, 2019 and the other one at Idaho Central Credit Union (ICCU) on February 2, 2019. The Board held discussion on the different accounts and Judy suggested, if they want to, to move some funds from Westmark to First Interstate Bank at 2.25%. She stated there are other CD's coming due in May and July. Lee Pierce would like the financial report to be revamped to show the liquid cash and when the CD's expire. Betty Ashcraft mention that First Interstate Bank is willing to listen to the Foundations grant proposal and she thought if the Board could bring more business to First Interstate Bank that will maybe help their chances.

Lee Pierce made a motion to roll over the ICCU Certificate at maturity with the 2.6% interest for another 12 months and at Westmark roll over that one all but \$100,000 with the \$100,000 to be put in a Certificate of Deposit at First Interstate Bank. Doug Meyer seconded the motion. All Directors voted in favor of the motion. The motion carried.

YMCA Tour Debrief - Some of this discussion was had during the Maintenance and Operating Budget discussion so the Board felt it didn't need to be reiterated at this time. Overall, they were pleased with the tour and felt it was a great opportunity to get some questions answered. It was exciting to see the visual and to talk about all the little details, i.e. swimsuit dryers.

Lee Pierce had a conversation with Dave Koga, the civil engineer of the Land Group, regarding the site plan. Dave talked about moving the mechanical systems outside to the SE side of the building instead of putting the heavy systems in the mezzanine. After talking with the City of Mountain Home, Dave said they will now move the retention pond to the NE corner of the property and it will be a quarter of the size as they predicted before. There was discussion about the sidewalk surrounding the building being asphalt or concrete. Dave mentioned the irrigation system and was unaware that WECRD owns the water rights so now he will revamp the plans and it should reduce the overall cost.

The Board is continuing to work on updating all the company policies but requested more time to review the Personnel Policies - IV. Employee Classification, Compensation, and Benefit and V. Employee

Performance and Discipline. They also would like more time to review the current Facility Use Policy. Judy sent an email to the Board with her suggested changes. Lee would like to see a Fee Schedule and Waiver developed for all groups to sign. The Facility Use Policy needs to be developed to reflect the new indoor pool facility as well. The discussion on policies will continue at the February meeting.

Wells Fargo has requested to use the building for a training in February. Since they do not fall under the 'recreation' section or the 'non-profit' section of the current policy the Board will need to make an exception to allow them to use the facility. Lee Pierce made a motion to waive the policy for Wells Fargo to use the space for their upcoming training. Doug Meyer seconded the motion and all Directors voted in favor of the motion. The motion carried.

## VI. GENERAL DISCUSSION

Administrator, Michelle Heins brought up the comments on Facebook. The Board advised her to reply with short but factual answers. Otherwise encourage them to attend a Board meeting and address their concerns then.

Judy Erwin mentioned the current external hard drive is full and she spoke with Dan Collins about getting a new one. Dan Collins suggested we get a 4TB one to last a while. It will be on next month's agenda as an action item.

Stamps are increasing in price so Judy asked if she should buy another roll before they go up. The Board agreed to go ahead and do that.

## VII. PUBLIC COMMENT

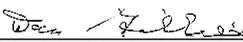
Betty Ashcraft asked when will we have a solid number for construction? She needs the figure for grants. The Board thought they should have something by the February board meeting.

## VIII. 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 8:00PM.

Submitted by:  
  
\_\_\_\_\_  
Michelle Heins, Administrator

2/27/2019  
Date

APPROVED:                      as written              as amended  
  
\_\_\_\_\_  
Dan Gillies, President

2/27/2019  
Date