

MINUTES
SPECIAL BOARD MEETING
WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)
245 East 6th South, Mountain Home, ID 83647
April 8, 2020 at 6:00PM

I. CALL MEETING TO ORDER/ ESTABLISH QUORUM

President Dan Gillies called the meeting to order at 6:01PM, and a quorum was established with all Directors present: Dan Gillies, Lee Pierce, and Doug Meyer.

Others in attendance:

Michelle Heins, WECRD Administrator

Guests: Vivian Meyer and Betty Ashcraft

II. ARCHITECT/CONSTRUCTION/ENGINEERING

1. Open, review, and discuss submitted proposals for phase II site improvements

The bids have been reviewed by Wright Brothers and summarized in a report for the Board to review. Bids came from Twin Falls, Boise and only one from Mountain Home. Sunroc was the lowest price bid. They were 8-9% lower and able to do the complete scope of work. The estimate report showed this phase of construction would cost at most, \$847,771. Lee went through the estimate report provided by Wright Brothers. He explained that there will be some change orders and some of the line items would be less than estimated. Lee explained some of the areas where there would be changes are demolition of dirt pile, demolition of cut and removal of trees, and supervision due to past experience with Sunroc. The removal of the dirt pile may come from another contractor that would charge less. Lee is working on getting that coordinated.

Lee mentioned that the Board could look at removing the surety bond which is approximately \$8,782. The Board understands this bond is there in case Sunroc or Wright Brothers goes bankrupt. The Board will check with their attorney to see if there is a legal reason to have the surety bond. The Board would entertain the idea of not having the bond and saving that money if there isn't a legal requirement.

On the estimate there is an expense for light poles and site lighting. Lee asked the Board if they would rather go with a temporary power source now and again later or put in the permanent power source and be done with it? There was discussion on the meter, amp requirements, and long term costs associated with the permanent power supply. Lee will find out how much power is required and the costs associated.

There was general discussion as the Board looked through the pricing estimate.

2. Accept bid for phase II site improvements and allow contractors to begin construction - ACTION ITEM

Lee Pierce made a motion to notify Wright Brothers and allow the contractors to begin phase II site improvements. Doug Meyer second the motion. All Directors voted in favor of the motion. The motion carried.

3. Construction budget and financial status update

Wright Brothers provided an updated cost summary including Phase I and Phase II of site work improvements. The Board reviewed that document and discussed different line items. Lee explained some cost savings would be in the site work portion since they are moving ahead with Phase II now. The

general requirements budget line will be higher due to breaking the project into phases. It will require a little more work from Wright Brother's than estimated.

4. General Construction Discussion

All of the discussion was held in the previous agenda items. There was no further discussion at this time.

III. NEW BUSINESS

1. Advertisement in the 2020 Mountain Home city street map - ACTION ITEM

Doug Meyer made a motion to go ahead with the advertisement for the 2020 Mountain Home city street map for the smaller, \$250 ad. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.

2. Check signers - ACTION ITEM

Due to the COVID19 situation Dan would like to add a third person on the account as a check signer. This person would act only as a backup in case Judy or Dan are unavailable to sign checks. The Board discussed having Michelle or another Director as the signer. Lee wanted to make sure there was a policy in place for check signers and if not we would need to develop one. Michelle will check into it and have it on the agenda at the next meeting.

Doug Meyer made a motion to appoint Michelle Heins as signatory on the checking account with Pioneer Federal Credit Union to pay bills in the absence of another signatory. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.

3. Easement discussion on WECRD property - ACTION ITEM

Larry Ashcraft asked Michelle if the Board decided on accepting the transfer of ownership document provided by Rich Urquidi or if they decided to change the language.

Lee Pierce made a motion to proceed with changing the easement description and adding the new description. Doug Meyer seconded the motion. All Directors voted in favor of the motion. The motion carries.

IV. GENERAL DISCUSSION / PUBLIC COMMENT

Vivian is submitting articles to the El-Wyhee Hi-Lites and when she went to submit it for April the paper was already full. She will revise it and make sure she gets it in the paper next month

Lee is on a short notice hold for the deployment due to COVID19. He will inform the board when he knows anything about a departure date.

V. ADJOURN

Doug Meyer made a motion to adjourn the meeting. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The meeting adjourned at 7:01pm.

Submitted by:

Michelle Heins
Michelle Heins, Administrator

4/22/2020
Date

APPROVED: as written as amended

Dan Gillies
Dan Gillies, President

4/22/2020
Date