

MINUTES
REGULAR BOARD MEETING
WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)
245 East 6th South, Mountain Home, ID 83647
March 25, 2020 at 6:00PM

I. CALL MEETING TO ORDER/ ESTABLISH QUORUM

President Dan Gillies called the meeting to order at 6:00PM, and a quorum was established with all Directors present: Dan Gillies, Lee Pierce, and Doug Meyer.

Others in attendance:

Michelle Heins, WECRD Administrator

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, February 26, 2020
2. FINANCIAL REPORT – Report dated March 19, 2020.
3. BILLS - As of 03/23/2020 in the amount of \$5,577.96

Michelle mentioned that the financial report was missing the Cap Ed CD amount. Lee requested to remove 2. Financial report to talk about later.

Lee Pierce made a motion to approve the consent agenda for 1 and 3 with the removal of the financial report. Doug Meyer seconded the motion. All directors voted in favor of the motion, the motion carried.

III. OLD BUSINESS

1. Website domain and email host change - ACTION ITEM

After the last regular scheduled board meeting when the Board made a motion to hire local business Nu2U Web Designs for website domain and email hosting, Dan Collins rescinded his bid for personal reasons. Michelle has gotten a couple quotes from other companies and explained those to the Board. Lee Pierce would like to look into the Google Business Suite options before deciding.

Doug Meyer made a motion to table the website domain and email host change until the next meeting. Lee Pierce seconded the motion. All Directors voted in favor of the motion, the motion carried.

IV. NEW BUSINESS

1. Items removed from the consent agenda - ACTION ITEM

The Board reviewed the financial report and discussed they would wait to approve it until it was fixed.

Lee Pierce made a motion to table the financial report dated March 19, 2020 until the next meeting. Doug Meyer seconded the motion. All Directors voted in favor of the motion, the motion carried.

2. Set the date, time and place of the 2020 Budget Hearing - ACTION ITEM

The County requires the notification of the date, time and place for the budget hearing in April. In the previous years the budget hearing was held right before the August Board meeting. The Board discussed when they would like to have the budget hearing.

Doug Meyer made a motion to set the budget hearing for August 26th, 2020 at 5:45pm at the Western Elmore County Recreation District office. Lee Pierce seconded the motion. All Directors voted in favor of the motion, the motion carried.

3. Schedule Change for Director, Lee Pierce Discussion

Due to the recent happenings Lee is unsure what will transpire as far as his deployment. In case he leaves soon the Board discussed how we will continue to work with him from afar. Lee will have a phone, email, and any meetings can be held through Zoom. Lee was confident there shouldn't be many hiccups during the construction phase of the parking lot and site improvements. If there were any emergencies and quick decisions that need to be made Doug volunteered to be the point of contact and decision maker.

Dan Gillies made a motion to appoint Doug Meyer to be the alternate signatory for construction documents for the indoor pool facility. Lee Pierce seconded the motion. All Directors voted in favor of the motion, the motion carried.

Lee asked the Board if he could take the laptop with him to use for District purposes. The Board agreed it was okay if he takes it with him.

V. ARCHITECT/CONSTRUCTION/ENGINEERING

1. Sign The Land Group contract for Site Construction Administration - ACTION ITEM

The WECRD received a contract from The Land Group for site construction administration during the next phase of construction. This phase of construction is heavy on The Land Group side and after this phase they won't be involved very much. This contract is for services not to exceed \$3,800.

Lee Pierce made a motion to sign the contract with The Land Group for site administration. Doug Meyer seconded the motion. All Directors voted in favor of the motion, the motion carried.

2. Sign Wright Brothers contract for Phase II and III Pre-Construction Services -ACTION ITEM

The WECRD received a contract from Wright Brothers for Phase II and III pre-construction services. This includes meetings, putting together the bid packages, leveling the proposals, kicking-off construction, and cost estimates and analysis. This contract is for services not to exceed \$68,593.

Doug Meyer made a motion to sign the Wright Brothers contract for Phase II and II pre-construction services. Lee Pierce seconded the motion. All Directors voted in favor of the motion, the motion carried.

3. Discussion and timeline on moving the dirt pile on the property.

Jeremy, from Wright Brothers, asked where we are at with the pile of dirt on the property since some of it is in the way of Phase II construction. Lee is talking to Jon Dodge to see if they would have a use for it and could haul some away. Lee contacted Civil Science to see if they could have Knife River come back out and take it away since it was not what they told the WECRD it was and what it could be used for. The contract between Knife River and Civil Science is closed so the likelihood of that happening is slim. Lee has reached out to the City of Mountain Home to see if they need it for any projects. It is unknown at this

time if they need some. The Board discussed options of what to do with the dirt that would be cost effective. The WECRD can use about 2,000 cubic yards of the dirt for landscape but the rest can get taken away. The front 40 feet will need to be gone before construction begins on the parking lot in mid May early June 2020.

Lee talked to Jeremy and there has been an increase in interest on our project. Due to the unknown of the pandemic, contractors are looking for work with a secure funding source. This may be a tough year for contractors but it might work out in our favor in getting competitive bids.

4. Discussion and timeline on removal of trees by the creek.

Lee explained that the trees are marked that need to be removed. He has kept three trees on the backside that hopefully will count towards the total required trees on site. The area would be a nice place for a bench or greenery in the future. Lee knew there was an issue with mud but will see if they started to cut them down. For liability purposes the trees need to be out by May, before construction starts on Phase II.

VI. GENERAL DISCUSSION

Dan Gillies would like to look into a flag-like banner for our current building. He would possibly purchase it for the District. Michelle and him will research costs.

Lee looked around the room and asked whose equipment was stored there. He would like to look into a storage cabinet that could be used in the new building as well. Lee and Michelle will research options.

Lee would like to do an inventory on the equipment that was purchased for the other project. Some, if not all, of the equipment will be used for the indoor pool. Doug and Lee will put an inventory together.

Michelle mentioned the conditional use permit was approved in May 2019 and asked how long it is good for. Lee thought it should be good for two years but Lombard Conrad and Wright Brothers will notify us if we need to do anything with it.

Michelle asked what the District will do now that Governor Little issued a stay-at-home order during the COVID 19 pandemic. The Board would like a notice put on the office doors that we are open by phone only during regular business hours. Michelle can work from home and calls will be forwarded to her.

VII. PUBLIC COMMENTS

No public comment.

VIII. ADJOURN

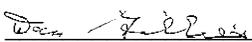
Doug Meyer made a motion to adjourn the meeting. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The meeting adjourned at 7:30pm.

Submitted by:


Michelle Heins, Administrator

4/22/2020
Date

APPROVED: as written as amended


Dan Gillies, President

4/22/2020
Date