

**MINUTES**  
**REGULAR BOARD MEETING**  
**WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)**  
**245 East 6<sup>th</sup> South, Mountain Home, ID 83647**  
**May 27, 2020 at 6:00PM**

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

Vice President Lee Pierce called the meeting to order at 6:11PM, and a quorum was established with Directors Lee Pierce (via Zoom) and Doug Meyer present.

Others in attendance:

Michelle Heins, WECRD Administrator

Judy Erwin, WECRD Treasurer

Guest: Vivian Meyer

**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, April 22, 2020 and Special Board Meeting May 18, 2020
2. FINANCIAL REPORT – Report dated May 21, 2020.
3. BILLS - As of 05/25/2020 in the amount of \$5,384.90.

Director Dan Gillies arrived at 6:13pm to the meeting.

*Doug Meyer made a motion to approve the consent agenda as is. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.*

**III. OLD BUSINESS**

1. Review of Check Signer Policy and Paying the Bills Policy - ACTION ITEM

Judy Erwin edited the Paying the Bills Policy to include the Check Signer Policy points that we discussed at the last meeting. The Board reviewed the policy as written and only had a couple minor changes.

*Lee Pierce made a motion to approve the policy with the discussed changes. Doug Meyer seconded the motion. All Directors voted in favor of the motion. The motion carries.*

**IV. NEW BUSINESS**

1. Items removed from the consent agenda - ACTION ITEM

There were no items removed from the consent agenda.

2. Financial Items

- a. Certificate of Deposit at CapEd - ACTION ITEM

The Board had a discussion on the \$776,939.77 and earned interest of CapEd funds that are maturing. Lee wanted to make sure the WECRD had enough liquidity in the accounts to pay for Phase II sitework of construction. If all the CapEd funds rolled over for another year, Lee felt it would be risky to lock those funds in a CD for another year to make \$1,800 in interest for that year. Judy mentioned there is a large tax

check that comes in July and there are other smaller CD's that will come due before July 30th. The end of July is when all of the construction bills will need to be paid out as well as regular bills for the month.

***Lee Pierce made a motion to reinvest \$500,000 in two CD's at CapEd and transfer the remaining balance to Pioneer Federal Credit Union checking account. Doug Meyer seconded the motion. All Directors voted in favor of the motion. The motion carries.***

b. Approve Zwygart John & Associates to Perform the Annual Audit - ACTION ITEM  
Judy received the engagement letter from Zwygart John & Associates which included the cost to perform the audit of \$4,900. The Board felt it was good to keep the continuity with the auditors.

***Doug Meyer made a motion to approve Zwygart John & Associates to do the annual audit this year. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.***

c. Quickbooks Upgrade - ACTION ITEM  
Judy has been getting 'no support' warnings in QuickBooks, but after asking her personal accountant about it she felt there was no need to upgrade at this time. Once the new building is up and the WECRD hires more people then it would be a good time to upgrade.

***Lee Pierce made a motion to table the QuickBooks update to a future meeting when needed. Doug Meyer seconded the motion. All Directors voted in favor of the motion. The motion carries.***

d. Initial Budget Discussion for Fiscal Year 2020-2021  
Judy wanted to mention that in the coming months the Board will be reviewing and approving the 2020-2021 budget. She is waiting to run reports until all of the May checks are entered into the computer. She would like a Board member to review the budget draft with her before the June meeting. Doug volunteered to help work on the budget with Judy.

## **V. ARCHITECT/CONSTRUCTION/ENGINEERING**

### **1. Construction Update and Discussion**

The conex box was delivered today. There is nothing in it at the moment, but the Board needs to figure out a time to move the equipment over. The construction crew mentioned to move the equipment and store on a pallet in the conex box in case it is not "wind and water tight." There will be a lock on the door, and Wright Brothers will get a key.

There are no major updates as construction is moving along pretty well. If you drive by you can see that there is top soil in the planter beds throughout the parking lot and the drainage swells are also in place. There were two days of weather delay, but it will not affect the completion date.

There was some discussion on the grass/weeds growing in the front 40 feet and who is responsible for mowing that. Lee mentioned it is part of the SWPPP plan so there would need to be some coordination with the construction crew since Wright Brothers is currently responsible for the property site. Judy thought there was something in the HUD grant about not being able to spray chemicals on the property. She will look back in the paperwork and ask Betty her input on the situation.. Judy asked if the City was responsible for maintaining the weeds in the retention pond. Once the agreement is finalized, yes they would be responsible for it. Lee did say that they put in 15 different plant seeds to help with the water adsorption so those "weeds" are meant to be in there.

## **VI. GENERAL DISCUSSION / PUBLIC COMMENT**

Vivian Meyer put another article in the El-Wyhee Hi-lites. They mentioned putting an ad in their paper

for the year. Vivian will get the WECRD the paperwork and thought it was \$75/year.

Michelle mentioned that her children's daycare is hoping to open back up June 15th. She can get back to the office on a regular basis once they go back.

Judy and Dan will do the CapEd banking next week, and they figured since they were doing that banking they would also go to Pioneer Federal Credit Union with Michelle to get her on the account as a check signer.

**VII. 74-206. EXECUTIVE SESSION -** In accordance with Idaho Code §74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student - ACTION ITEM

*Doug Meyer made motion to enter into executive session pursuant to Idaho code section 74-206 (1)(b) to discuss the evaluation of an employer. Lee Pierce seconded the motion The following vote was recorded*

<b>Dan Gillies</b>	<b>AYE</b>
<b>Lee Pierce</b>	<b>AYE</b>
<b>Doug Meyer</b>	<b>AYE</b>

The vote was unanimous and therefore the motion was passed and carried.

The Board went into executive session at 7:05pm.

The Board came out of executive session at 7:25PM.

The Board has agreed to give Michelle Heins a pay raise under the stipulation that she gets QuickBooks training as soon as possible. Michelle agreed to the stipulation.

*Doug Meyer made a motion to increase Michelle Heins pay by \$3/hr to \$20/hr beginning June 1st with the stipulation that sometime in the next year she completes the first available QuickBooks class/training. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.*

**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 ended at 7:30pm*

Submitted by:

\_\_\_\_\_  
Michelle Heins, Administrator

\_\_\_\_\_  
Date

APPROVED:      as written      as amended

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

\_\_\_\_\_  
Date