



**WESTERN ELMORE COUNTY RECREATION DISTRICT**  
**MINUTES of the REGULAR BOARD MEETING**  
**WECRD office, 245 E 6th S., Mountain Home, ID 83647**  
**October 25, 2023 at 5:00pm**

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

President Dan Gillies called the meeting to order at 5:00PM, and a quorum was established with Directors Dan Gillies, Lee Pierce, and Cassandra Nordin present.

Others in attendance:

Michelle Heins, WECRD Office Administrator/Treasurer

Guests: Betty Ashcraft, Merla Gillies, Frank Marsh, Martha Ralphs

**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 on September 27, 2023
2. FINANCIAL REPORT – Report dated October 23, 2023
3. BILLS - As of October 23, 2023 in the amount of \$18,517.70

***Cassandra Nordin made a motion to approve the consent agenda. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.***

**III. NEW BUSINESS**

1. Items removed from the consent agenda - ACTION ITEM

No items were removed.

2. Review and make revisions to the job description of Administrator and Treasurer
  - a. Approval of posting the job vacancies on various job boards - ACTION ITEM

The Board reviewed the job descriptions that Michelle provided and made some edits. They discussed the best platforms to post the jobs. They decided to use Indeed, Department of Labor, Monster, LinkedIn, Hi-Lites, Mountain Home News, Facebook, and the Website. ***Cassandra Nordin made a motion edit the descriptions for treasurer and administrator for the Western Elmore County Recreation District and approve the posting of the jobs on all available free platforms first. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.***

3. Discussion on the Chamber of Commerce Board of Director candidates and approve four names for the WECDR vote - ACTION ITEM

The Board reviewed the bios of each candidate. After a short discussion, ***Lee Pierce made a motion to vote for Ashlyn Roth, Athena Mabry, Jimmy Schipani, and Jordan Larmay. Cassandra Nordin seconded the motion. All Directors voted in favor of the motion. The motion carries.***

#### **IV. ARCHITECT/CONSTRUCTION/ENGINEERING**

1. Construction Update

Kyle Kolloff, Wright Brothers Project Manager, updated us on the schedule and the pending change orders. He said the overhead doors framing will be done this week. The slab and footing preparation is also in progress and should finish this week. The next steps are to form, inspect, and pour the footings, and then to tile the pool. Lee advised us to take photos before the slab pour, as we will have a better view of the room divisions. He also recommended inviting potential donors to see the project's progress. Lee is getting estimates for temporary heating and will compare them with Wright Brothers' quote. He will also cover the openings with visqueen himself, which will be a cost savings to the District.

- a. Budget Update

Kyle Kolloff submitted an updated expense report that covers the entire project so far. He addressed some change requests that affected the budget. He also corrected some errors that occurred in the previous stages.

- b. Next Steps - *possible* ACTION ITEM

There were no items that required a motion. The Board briefly discussed HVAC being the next priority and to look for funding opportunities.

#### **V. RECREATION FOUNDATION UPDATES**

1. Review and approve documents presented by the Foundation

- a. Donor Spotlight Banner - ACTION ITEM

Diana and Dale Hooley have offered to pay for a banner to showcase a donor spotlight monthly. The banner will be a 3ft by 6ft sign that displays the donors name and a short message of gratitude. It will be placed on the fence where it can be seen by visitors and passers-by. ***Lee Pierce approves the donor spotlight banner. Cassandra Nordin seconded the motion. All Directors voted in favor of the motion. The motion carries.*** The Board expressed their appreciation to Diana and Dale Hooley for their support and kindness.

Betty informed the Board that there is \$67,243.50 in the Foundation budget.

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

There was no further discussion or public comment.

#### **VII. ADJOURN**

***Lee Pierce made a motion to adjourn the meeting. Dan Gillies seconded the motion. All Directors voted in favor of the motion. The Board adjourned the meeting at 6:31pm.***

Submitted by:

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

\_\_\_\_\_  
Date

APPROVED:      as written      as amended

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

\_\_\_\_\_  
Date