



**WESTERN ELMORE COUNTY RECREATION DISTRICT
MINUTES of the REGULAR BOARD MEETING
WECRD office, 245 E 6th S., Mountain Home, ID 83647
February 28, 2024, at 6:00pm**

I. CALL MEETING TO ORDER/ ESTABLISH QUORUM

President Dan Gillies called the meeting to order at 6:13PM, and a quorum was established with Directors Dan Gillies and Lee Pierce (via Zoom) present.

Others in attendance:

Michelle Heins, WECRD Office Administrator

Rachel Howard, WECRD Office Administrator

Shane Hampton, WECRD Treasurer

Recreation Foundation Members: Betty Ashcraft, Frank Marsh, Diana Hooley

Guests: Elaine Hooley, Merla Gillies

Dan Gillies made a motion to move item V Recreation Foundation updates to the beginning of the meeting at Bettys request. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.

II. RECREATION FOUNDATION UPDATES

Foundation presented a tapestry as a thank you to Elaine and Diana for their help in sealing off the doors and windows. The Aquatic Center is secure and locked up. Cathy from VA said due to them being a federal entity they are not authorized to write a letter of support and Betty was concerned about the AFB not giving support as well due to this but Mr. Giles from the base said he would route it up the chain and keep us updated. The newspaper will be here for the March meeting to write an article and take pictures. Lee asked if the newspaper wants to walk through prior to the meeting or after. Diana said she would ask and coordinate with the editor. Mr. Giles would like to see the site as well. Betty said an article about Boise Aquatic Center difficulties should be discussed. Lee spoke to Boise Aquatic Center manager and discussed issues last week with them. Lee will read the article for further information, and we can discuss it later. Betty departed at 6:23pm with Diana and Elaine.

III. 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 28, 2024
2. FINANCIAL REPORT – Report dated February 26, 2024.
3. BILLS - As of February 28, 2024, in the amount of \$12,440.92

Dan Gillies made a motion to approve the consent agenda as written. Lee Pierce 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
No items were removed from the consent agenda.
2. Introduction and Oath of office of new Administrator
Michelle swore Rachel in as the new administrator.
3. Discussion and decision on the article for the 2024 Guide to Elmore Co.- ACTION ITEM
Dan Gillies made the motion to approve and send in the revised article. Lee Pierce seconded the motion. All Directors voted in favor of the motion. The motion carries.
4. Discussion and decision on IT systems/accounts(s) - ACTION ITEM
Lee Pierce made a motion to Table this item until we can speak to Shawn Bailey in more detail about the IT requirements of the District. Dan Gillies seconded the motion. All Directors voted in favor of the motion. The motion carries.
5. Discussion and decision on Weed Spraying/Cleanup – ACTION ITEM
Lee will be at site next week to do cleanup. Spray second week of March scheduled, need to post what we spray and have signs out for certain chemicals. Hooleys will check with parks and rec for what is authorized to use to spray.
Lee Pierce made a motion to Table this item, Dan seconded the motion. All Directors voted in favor of the motion. The motion carries.
6. Discussion and decision on Secretary of State Filing for Business Account - ACTION ITEM
Lee says it is required by secretary of state and we are required to file.
Lee makes a motion to file with the secretary of state. Dan seconded the motion. All Directors voted in favor of the motion. The motion carries.
7. Authorized user on bank accounts/credit cards - ACTION ITEM
Shane added to bank accounts, Michelle questions should Lee or Rachel be on accounts, Lee said we need to create an SOP on authorization procedures and to add Rachel to PFCU bank account for emergencies only, need verbal authorization from director, and memo for record.
Lee made a motion to add Shane Hampton as an authorized signer on all bank accounts and authorized user on the WECRD credit card and authorize Rachel Howard as an authorized signer to the PFCU checking account. Dan seconded the motion. All Directors voted in favor of the motion. The motion carries.
8. Discussion and decision on Zoom/Teams - ACTION ITEM
Shane presented price differences between Zoom and Teams; zoom 30 hrs premium, \$160 a year or \$60 a month, Teams included in our 365 packages.
Dan Gillies made a motion to Table this item for discussion with Shawn to find out what the 365 microsoft package includes. Lee seconded the motion. All Directors voted in favor of the motion. The motion carries.
9. Discussion and decision on GoDaddy Renewal – ACTION ITEM
Renewals coming up in March (\$83.88 for year) and May, continue or research new web provider. Do we want to go for another year and then relook at it? Shane suggested relooking at it in a year. Lee requested to get information from Shawn for cost efficiency.
Lee made a motion to pay security essential for one year and to move the website to the most effective web provider. Dan seconded the motion. All Directors voted in

favor of the motion. The motion carries.

V. ARCHITECT/CONSTRUCTION/ENGINEERING

1. Construction Update

- a. Doors/windows bid package - ACTION ITEM Lee said bid number seemed small, Michelle says she talked to Wright Brothers to ensure doors/windows installation were included in the bid amount. Lee asked about the overhead rate and Michelle pulled up the contract and explained sliding scale from 13% to 10% but this was based on total amount of project. It will take 12 weeks overall. Lee wants to ensure that no demo is listed in the change order as he will do the demo himself for the wood that is currently over the doors/window.

Lee made a motion to approve the doors/windows bid once the change order is sent. Dan seconded the motion. All Directors voted in favor of the motion. The motion carries.

- b. Metal trim fabrication bid package - ACTION ITEM

Lee made a motion to Table this item until the bid comes in. Dan seconded the motion. All Directors voted in favor of the motion. The motion carries.

VI. GENERAL DISCUSSION / PUBLIC COMMENT

Lee met with Mike Simpson and his staff about WECRD. Mike Simpson is aware of the project but not of the progress. Lee would like to be able to present Mr Simpson with a PowerPoint presentation during his visit.

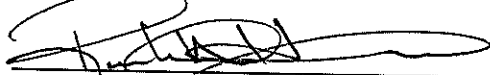
We need to purchase trash cans for the site; 3 50 gal size with lids was suggested.

No public discussion

VII. ADJOURN

Lee made a motion to adjourn the meeting. Dan seconded the motion. All Directors voted in favor of the motion. The Board adjourned the meeting at 720pm.

Submitted by:



Rachel Howard, Administrator

20 MAR 2024

Date

APPROVED: as written as amended



Dan Gillies, President

3-22-24

Date