

MINUTES OF MEETING OF KINGSBURG TRI-COUNTY HEALTH CARE DISTRICT BOARD OF DIRECTORS

Date: July 8, 2020

Time: 4:00 p.m.

Place: Kingsburg Tri-County Health Care District
1425 Marion Street
Kingsburg, CA 93631

Members Present:

Arlie Rogers, Chairman
Lori Sanders, Secretary
Tiffany Dix, Treasurer
Gary Nelson, Member

Also Present:

Attorney Moses Diaz
Shereme Watson, Administrative Clerk, Deputy Secretary

Members absent:

Lejf Knutson

Item #1: Call to Order and Roll Call

The meeting was called to order by Chairman Arlie Rogers at 4:01 p.m. Members Rogers, Sanders, Dix and Nelson were present. There was a quorum to conduct business.

Item #2: Public Comment

Jason Garcia, VP of Baseball Operations for KYBA, gave the board an update on the construction of the new baseball diamond, Hank Ash Field. He stated they have construction plans in place, and asked if the board can reallocate grant funds in order to begin the project sooner. Chairman Rogers asked Jason to put the request in writing, along with the dollar amount(s) to be reallocated, and present it at the August meeting.

Items #3 and #4: Consent Calendar

Tiffany Dix made a motion to approve all items on the Consent Calendar. Second by Lori Sanders.

Ayes: Rogers, Sanders, Dix and Nelson

Noes: None

Absent: Knutson

Abstain: None

Item #5: Closed Session

The board entered into closed session at 4:58 and came back into open session at 5:41. No reportable action was taken in closed session.

Item #6: Resolution in response to COVID-19, review/ratification of expenditures since last board meeting and continuation of related determination of local emergency

The resolution re-ratifies expenditures from the original resolution, and states that the district is still in a state of emergency at both the county and state level.

Tiffany Dix made a motion to accept amendment number five of the Resolution in Response to COVID-19. Second by Gary Nelson.

Ayes: Rogers, Sanders, Dix and Nelson

Noes: None

Absent: Knutson

Abstain: None

Item #7: Review, consideration and potential action on draft 2020 grant cycle grant agreements

Grant recipients requesting lump sum payments will receive funding within 30 days of the district receiving a signed agreement. The Safe Harbor Home application requested a lump sum, but the draft agreement provides for repayment if Bill Matthews chooses to be reimbursed. Mr. Matthews spoke with Chairman Rogers and said they will most likely request reimbursement.

Tiffany Dix made a motion to accept the agreement for Safe Harbor Homes. Second by Lori Sanders.

Ayes: Rogers, Sanders, and Dix

Noes: Nelson

Absent: Knutson

Abstain: None

The Young Life Organization notified the board they aren't able to sign the grant agreement the way it was presented to them. No action was taken by the board.

Item# 8: Update and potential action on draft budget for the 2020-21 fiscal year and notice from the Fresno County Tax Collector.

Chairman Rogers spoke with Rick Jackson about best practices which can be implemented in our yearly audit to document outstanding grant funds not yet awarded before the next budget cycle begins.

The district received a notice from the Fresno County Tax Collector, dated 6/03/2020, stating the CA State Controller's Office performed an Apportionment and Allocation of Property Tax Revenue Audit for Fresno County. This requires Fresno County to review and possibly recalculate tax disbursements the district received from July 1, 2015, through June 30, 2019. This may result in overpayment or underpayment of tax revenue the district has received during this time frame. Moses Diaz informed the board that typically the county will withhold funds from the upcoming tax payment if overpayment was made during this three year period. Shereme will reach out to the county regarding when to expect further contact and the amount of the possible overpayment or underpayment. No action was taken by the board.

Item # 9: Review and potential action on draft of Request For Proposal (RFP) for independent audit services.

The board reviewed the draft RFP and Moses Diaz will have it ready to be finalized for a vote at the August 2020 meeting. The board can choose which proposal is best suited for the district, as this is not a bid process where the lowest bid must be accepted. The next audit most likely won't start until mid-late January 2021.

Key Dates for Proposal Evaluation and Selection:

- Time Table - Distribution of RFP July 15, 2020
- Deadline for submission of questions July 31, 2020
- Proposal submission August 20, 2020
- Proposal review (completed) August 31, 2020
- Oral presentations, as needed September 9, 2020
- Board approval (no later than) October 14, 2020
- Notification (of decision) to finalists November 11, 2020
- Required signing of Contract within ten (10) working days after District notification

Tiffany Dix made a motion to accept the RFP subject to the addition of supplemental information discussed, and adjusting above listed dates approximately 1 month earlier. Second by Lori Sanders.

Ayes: Rogers, Sanders, Dix and Nelson

Noes: None
Absent: Knutson
Abstain: None

Item # 10: Review and consideration of estimates for landscaping upkeep at former hospital facility

Member Nelson received estimates from several lawn companies for sprinkler repair and ground maintenance at the Crestwood facility. Moses will reach out to Lori Schrum, attorney for Crestwood, and propose an amendment to the current lease agreement to include ground maintenance since the grounds are not being kept up to the satisfaction of the board.

The lease amendment will include the following:

1. The district will cover the cost to repair the current sprinkler system and remove all underground soaker hoses currently on the grounds.
2. The board will control all landscaping viewable by the public and will hire, at their discretion, a lawn maintenance company to perform all ground care at the facility. This will include sprinkler repair, mowing, edging, weeding, trimming of trees and hedges, and removal of all green waste. This does not include care of the grounds within the barrier wall, but may possibly include pond upkeep.
3. Crestwood will reimburse the district monthly for all ground maintenance costs in addition to their monthly lease payment.

Gary Nelson made a motion to open up negotiations with Crestwood regarding the board taking over ground maintenance, including possible pond upkeep. Second by Tiffany Dix.

The district also received a letter from Crestwood advising board members of Crestwood's right as a tenant to peaceful enjoyment of the facility. This was in response to Member Nelson's visit and conversation in June with the current groundskeeper at the facility. Board members feel there has been a misunderstanding by Crestwood. The letter seems to relate that Crestwood was under the assumption the board was going to take action on maintenance of the grounds. This was never the intent of the board. Shereme will write a letter to Crestwood, with legal assistance, stating that the board has never had any intention of overstepping their landlord tenant boundary and make repairs or changes at the facility.

Lori Sanders made a motion to authorize Shereme to write a letter, with legal assistance, to Crestwood regarding the ground maintenance misunderstanding. Second by Tiffany Dix.

Ayes: Rogers, Sanders, Dix and Nelson
Noes: None
Absent: Knutson
Abstain: None

Item# 11: Board member reports, updates and items of interest

Member Sanders informed the board of a segment dealing with special districts which recently aired on the Maddy Report. Shereme will send the hyperlink to all other board members so they can watch it as well.

Item # 12: Staff and/or consultant reports and updates

None.

Item # 13: ADJOURNMENT

The meeting was adjourned at 6:09 p.m. to the next regularly scheduled meeting to be held on August 19, 2020 at 4 p.m.

Respectfully submitted,

Lori Sanders, Secretary