



To: MCHCD Board of Directors

From: Katharine Wylie, MS Ed.

Date: 9/26/2024

Subject: Agency Administrator's Report

### **November 2024 Election update**

The District has received the Mendocino County Board of Supervisors appointments for Directors Garza and McGourty to this board until the 2026 elections. The League of Women Voters has proposed to co-host a local candidate forum, on October 2, 2024, from 6 - 7:30pm at Fort Bragg Town Hall. You will see this item on tonight's consent calendar for your approval.

### **Measure C**

The Measure C Committee held a meeting on September 16, 2024. The committee approved the past committee minutes as distributed, discussed current capital expenditures lists prepared by Adventist Health Mendocino Coast Hospital President Judy Leach, and received a first draft of a Measure C annual report prepared by Chair Hurst. CFO Allen will be opening a new district controlled, interest-bearing Tri-counties bank account and deposit the 2024 Measure C receipts in this fund. A subsequent Measure C special committee meeting will be held in October, date TBA. Attached to this report are AH capital expenditures lists, and correspondence re: Measure C funds. The minutes of this meeting are attached to this report.

### **Seismic Retrofit Extension**

The seismic retrofit bill SB 1432 was vetoed by the Governor. However, AB 869 was passed by the Assembly and is on the Governor's desk for signature. AB 869 amends Section 130065 of, and to add Sections 130065.1, 130065.15, 130078.5, and 130078.6 to, the Health and Safety Code, extending the seismic retrofit deadline. There is a consent calendar item on tonight's agenda to approve a letter from this Board recommending that the Governor sign this legislation. Information on the bill may be found at: <https://legiscan.com/CA/bill/AB869/2023>

### **District Strategic Plan**

The 2030 Hospital team, a community based study group, recently received a report from Dudley Campbell, Devenney Group, on a Consolidated hospital concept, and a floor plan blueprint for Howard Hospital. The team continues to work with Adventist



Health staff to understand reimbursement rates for inpatient and outpatient services, and how they affect Adventist Health's ability to recover costs and maintain a sustainable business model. Members of the 2030 team include: Chair Garza, Board member McGourty, CFO Wayne Allen, Agency Administrator Kathy Wylie, Dr. William Miller, AH President Judy Leach, AH facilities Manager Peter Johnston, AH Ambulance service manger Davey Beak, Devenney Group Engineers Dudley Campbell and Andrew Flanigan, Mendocino Coast Healthcare Foundation board members Terry Ramos and Charlene McAllister, Robin Garrity, Props and Measures, and 5th District Supervisor Ted Williams.

A 15 minute video clip and floor plan concept may be found at:

<https://www.mendocinohcd.gov/2030-hospital-concepts>

### **By the Numbers**

\*There are a total of 11,120 properties subject to tax assessment for this district this year, with a total amount of annual revenue projected at \$1,601,280.

\*There were 12,961 page views for the District's website to date, for the Month of September 2024.

My focus on the management of this district continues to be:

- ⇒ Fiscal Responsibility and Transparency for the District Residents
- ⇒ Facilities Maintenance and Planning
- ⇒ Community Engagement
- ⇒ Compliance



**KATRINA BARTOLOMIE**  
ASSESSOR  
COUNTY CLERK-RECORDER  
REGISTRAR OF VOTERS  
COMMISSIONER OF  
CIVIL MARRIAGES

**COUNTY OF MENDOCINO**

OFFICE OF ASSESSOR-COUNTY CLERK-RECORDER  
501 LOW GAP ROAD, RM. 1020  
UKIAH, CALIFORNIA 95482  
E-MAIL: [mcvotes@mendocinocounty.gov](mailto:mcvotes@mendocinocounty.gov)

**TONYA MOUNTS**  
ASSISTANT ASSESSOR  
(707) 234-6800  
ASSESSOR FAX: (707) 463-6597

**AMANDA WOLTER**  
ASSISTANT REGISTRAR OF VOTERS  
ASSISTANT CLERK RECORDER  
(707) 234-6819

Business Property (707) 234-6815  
County Clerk: (707) 234-6822  
Recorder: (707) 234-6823  
CLERK-RECORDER FAX: (707) 463-4257

September 13, 2024

Dear District Secretary / Manager:

RE: November 5, 2024 Presidential General Election

The enclosed is a copy of your district's certificate to the Board of Supervisors requesting appointment in lieu of election for those candidates who completed their declaration of candidacy paperwork. The item is scheduled to be on the Mendocino County Board of Supervisors (BOS) agenda as a Consent Item on September 24, 2022.

Because the number of candidates who filed their declaration of candidacy paperwork did not exceed the number of offices to be filled, your district will not go to election, but the BOS will appoint those who completed their declaration of candidacy paperwork in lieu of election.

For positions where no one filed declaration of candidacy paperwork, the BOS is authorized to appoint any interested electors residing within the boundaries of your district. Those interested in serving on your board should write a letter of interest addressed to the Mendocino County Board of Supervisors, 501 Low Gap Rd., Rm 1010, Ukiah, CA 95482, requesting appointment to your board. Appointments should be made by Election Day, so please encourage individuals to write to the BOS as quickly as possible.

Certificates of Appointment & Oath will be sent out to your candidates by the Clerk of the Board after the meeting date mentioned above. The Oaths will be mailed to the addresses provided by the candidate. The Oaths of office can be brought to the first board meeting after December 6, 2024, where the District Secretary can swear them in. The candidates can also complete this oath with a notary or bring them into our Ukiah office at 501 Low Gap Rd.

We must receive the originals within 15 days of execution.

If you have any questions you can call us at 707 234-6819.

Sincerely,

Katrina Bartolomie  
Assessor, County Clerk, Recorder

enclosure

**CERTIFICATE  
(SECTION 10515 ELECTION CODE)**

**TO THE HONORABLE BOARD OF SUPERVISORS  
COUNTY OF MENDOCINO**

I, **KATRINA BARTOLOMIE, ASSESSOR-COUNTY CLERK-RECORDER**, do hereby certify that at 5:00 p.m. on **AUGUST 14, 2024** the number of nominees did not exceed the number of offices to be filled and that no petition requesting a special election in the **MENDOCINO COAST HEALTH CARE DISTRICT** was filed with the County Clerk.

**NOW THEREFORE**, pursuant to Election Code 10515 (a), the following persons have filed their declaration of candidacy papers and are required to be appointed prior to **NOVEMBER 5, 2024** to the terms as shown:

Term to begin December 6, 2024 at noon and end the first Friday in December of 2026.

<b>Paul Garza, Jr.</b>	16521 Mitchell Creek Dr., Fort Bragg 95437	714-348-9844
<b>Jan McGourty</b>	110 N. Lincoln St., Fort Bragg 95437	621-0171

No other appointments need to be made at this time

**WITNESS MY HAND AND OFFICIAL SEAL THIS 13<sup>th</sup> DAY OF September, 2024.**

(SEAL)



---

KATRINA BARTOLOMIE, County Clerk  
in and for the County of Mendocino  
State of California

cc: District Secretary



Minutes of the Proceedings  
Measure C Committee - Regular Meeting  
September 16, 2024  
Mendocino Coast Healthcare Foundation Office,  
130 N. Main Street, Fort Bragg CA.

CONDUCT OF BUSINESS

1. OPEN SESSION

The meeting was called to order at 1:12pm. In attendance were Jim Hurst - Chair, Gabriel Maroney - Member, Dr. Diane Harris - Member. Jessica Grinberg - Member, attended via Zoom. Board Liaison Sara Spring, CFO Wayne Allen, and Agency Administrator Kathy Wylie, Adventist Health Mendocino Coast Hospital President Judy Leach, and Adventist Health Coast Hospital Facilities Manager Peter Johnston were also in attendance.

A quorum of the Measure C Committee was present.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

3. REGULAR CALENDAR

3a) Member Maroney moved to approve the draft minutes of the 4/23/2024 Special Meeting as distributed, and Member Harris seconded. The motion was approved by a Vote of 3:0, with Member Grinberg abstaining.

3b) CFO Allen presented the Official Record of Measure C Receipts, Capital Expenditures and Fund Balance, to date. There was discussion about the allowable reimbursements for the 3rd Measure C list, totaling \$13,668,149.

Committee Member Grinberg left the meeting.

Chair Hurst stated that he agreed with all the Financial figures and totals as presented by CFO Allen. CFO Allen will add an 'accrued' column in the capital expenditures report, indicating amounts that had not yet been spent.

The committee also received files from AH President Leach, clarifying the Capital expenditure project timelines.

It was agreed that CFO Allen will open a Measure C interest-bearing, district-owned account at Tri-Counties Bank for the fiscal year 2024-25 Measure C receipts. The Measure C receipts



of August 2024, totaling \$110,094.77, will be deposited as soon as possible.

Chair Hurst noted that this item was not presented in the order he had preferred.

#### 4. REPORTS

4a). Chair Hurst led a committee discussion re: the draft Annual Measure C report for Fiscal Years 2022-23 and 2023-24 and solicited feedback from committee members.

#### 5. ADJOURNMENT

The meeting was adjourned at 3:02 pm by a vote of 3:0, with Member Grinberg absent.

The next regular meeting of the Measure C committee will be held on October 3, at 1:00 pm, location to be determined.

Dated: September 17, 2024

Katharine Wylie, MS Ed  
Agency Administrator, MCHCD





**DEPARTMENT LEGEND**

- Administration Areas
- Clinical Support
- Emergency Department
- General Support
- I.T./ Comm.
- Imaging/UCU
- Mechanical/ Elec./ Vertical Circulation
- Patient Unit
- Public
- Surgery

**CIRCULATION LEGEND**

- PUBLIC
- EMERGENCY
- MED SURG
- SURGERY / PACU
- IMAGING
- MATERIALS SERVICES



## Mendocino Coast - District Funds Summary

<i>From June 30, 2020 to July 31, 2024</i>	
Received - Improvement Funds	9,523,666
Received - Special Allocation Funds	2,000,000
<b>Total funds received</b>	<b>11,523,666</b>
<i>Capital Spending &amp; Building Repairs from June, 2020 to July 31, 2024</i>	
Projects - Spent	5,308,235
Building Repairs	1,838,314
<b>Total Spent</b>	<b>7,146,549</b>
<b>Committed (not spent)</b>	<b>4,377,117</b>
<b>Amount Available</b>	-
Total Open Projects remaining balance to complete	5,499,009
Balance needed to complete	(1,121,892)



Mendocino Coast Health Care District

Reconciliation as of 08-16-2024



Approved MCHCD Expenditures

Sub	Capital Description	Approved - Grand Total	AH Actual spending	Difference between approved MCHCD vs AH spent	Estimated remaining amount to complete CIP	Total Capital Cost	Capital in Progress YES/NO	Notes
<b>Completed Projects</b>								
3.1	Radio System- Emergency Management	30,365	30,364	(1)		30,364	No	Closed
3.2	Ambulance Replacement Unit	245,774	191,976	(53,798)		191,976	No	Closed
4.5	Medical Air Replacement	1,242,689	1,192,661	(50,028)		1,192,661	No	Closed
4.6	Fire Sprinkler	43,612	43,612	-		43,612	No	Closed
4.7	Roof Repair- Patient Support Building	375,997	375,269	(728)		375,269	No	Closed
4.8	3 D Mammography- Facility Remodel	164,096	164,096	-		164,096	No	Closed
5.1	Surgery- ESU Machine & Force Triad Ligature	29,898	29,898	-		29,898	No	Closed
5.2	Surgery- Medical Waste Device	41,903	41,903	-		41,903	No	Closed
5.4	HVAC- Surgery & Central Sterile Supply	442,817	443,812	995		443,812	Yes	Phase 1 completed. Phase 2 no started yet
4.9	Roof Repair- Main Building	57,040	57,040	-		57,040	No	Closed
4.10	Fire Roll-Down NFPA Code Replacement	135,000	98,234	(36,766)	78,766	177,000	No	Project completed, \$78,114.83 invoices in transit
4.11	Infection Control - Lobby Flooring	132,722	132,722	-		132,722	No	Closed
4.12	Oncology-Infection Control Updates	60,480	64,900	4,420		64,900	No	Closed
4.14	Infection Control - ER Waiting, Front lobby, PT, Lab	275,998	258,498	(17,500)		258,498	No	Closed
4.15	Infection Control - Flooring - RT Cardio, PT Rooms	153,455	153,455	-		153,455	No	Closed
4.17	ED Hot Water Heater	20,516	22,944	2,428		22,944	No	Closed
4.18	Zoll Defibrillators (7)	170,540	170,540	-		170,540	No	Closed
N/A	Legionella Compliance Equipment Replacement	11,202	-	(11,202)				Garrett Callahan - Purchase service
1.1	ED - Med Room - Flooring	-	4,223	4,223		4,223	No	Closed. No included in MCHCD's list
4.19	Regulatory/Deferred - Generator Maintenance	-	55,466	55,466		55,466	No	Closed. No included in MCHCD's list
4.23	Furniture (Registration, ER Waiting, Front Lobby, PT, Lab, ICU)	-	111,090	111,090		111,090	No	Closed. No included in MCHCD's list
4.25	Platelet Agitator	-	10,051	10,051		10,051	No	Closed. No included in MCHCD's list
4.26	Ice Makers	-	58,170	58,170	48,830	107,000	No	
5.5	Sterile processing feasibility study	-	55,490	55,490		55,490	No	Closed. No included in MCHCD's list
<b>Capital Projects In-progress</b>								
4.1	Building Repairs	-	1,838,314	1,838,314		1,838,314	Yes	No included in MCHCD's list
1.2	ED HVAC (South and Center 3 Units) & ED Lobby	-	86,572	86,572	1,163,428	1,250,000	Yes	No included in MCHCD's list
1.3	Auto Transfer Switch - ED	1,700,000	-	(1,700,000)	1,700,000	1,700,000	Yes	Pending estimated cost depending on the State requirements.
4.4	AutoTransfer Switch - Main	846,802	920,117	73,315	25,000	945,117	Yes	Pending estimated cost depending on the State requirements.
4.2	Regulatory/Deferred Maintenance Investigation	-	274,165	274,165	-	274,165	Yes	No included in MCHCD's list
4.16	Pharmacy Fridge Replacement Project	-	22,017	22,017	42,983	65,000	Yes	No included in MCHCD's list, got the equipment, installation is in progress
4.21	PSB Areas - Flooring	-	-	-	52,000	52,000	Yes	No included in MCHCD's list, it has not started
4.22	Patient Care Areas - Flooring	-	65,545	65,545	77,890	143,435	Yes	No included in MCHCD's list, it has not started
4.24	Vacuum Pump Replacement	500,000	450	(499,550)	499,550	500,000	Yes	It hasn't started yet
4.27	AHMC Lab Equipment Replacement	-	159,056	159,056	358,304	517,360	Yes	No included in MCHCD's list
5.3	Two OR Rooms and Surgical Area Flooring Repairs	58,810	-	(58,810)	58,810	58,810	Yes	It hasn't started yet
5.6	Sterile Processing Dept. Renovation, (No Rental)	-	13,900	13,900	1,316,100	1,330,000	Yes	No included in MCHCD's list, it has not started
4.28	Generator (4) Annual repairs & maintenance - 2024	-	-	-	77,347	77,347	Yes	No included in MCHCD's list
<b>Total Project Expenses</b>		<b>\$6,739,716</b>	<b>\$7,146,549</b>	<b>\$406,833</b>	<b>\$5,499,009</b>	<b>\$12,645,558</b>		

# AHMC / MCHCD - Facility Project - Plan 2024-25

Additional to the 2020-2024 MCHCD Approved List of Expenditures

Project Start Date	Duration / Completion	HCAi Permit Required	Reoccurring Annual Cost	Area / Dept.	Project	Detailed	Estimate Project Cost	AH Project Management & Staff Support of Project (AH Labor Cost 10%)	Total Project Estimate Cost
Scheduled					Description	Justification			
2023	2023	No		Main	TV Replacement - 25 - Purchased and Completed	Replace failing TV's in MedSurg & ICU	\$12,500	\$1,250	\$13,750
2024	2024	No		BioMed	18 MedSurg, 4 ICU - Hospital Beds - Purchased	Bed Replacement, Patient Safety	\$246,981	\$24,698	\$271,679
2024	2024	No		BioMed	Alaris Infusion Pumps - Purchased and Completed	Patient Safety, EMR, Pharmacy, Patient Continuity	\$242,214	\$24,221	\$266,435
2024	2024	Yes		OR	Ultrasonic Cleaner - CSS - Purchased - Installation Pending 9/12/24	Equipment Failure - Required for functional OR	\$27,500	\$2,750	\$30,250
2024	2025	No		DI	Ongoing CT Repairs & Maintenance	Downtime, Emergency Repairs / Maintenance - Service Agreement	\$98,250	\$9,825	\$108,075
2024	2025	No		DI	Ongoing MRI Repairs & Maintenance	Downtime, Emergency Repairs / Maintenance - Service Agreement	\$110,229	\$11,023	\$121,252
2024	2024	Yes		Facility	Pharmacy BD Pyxis - Equipment / Installation	Computerized Rx Dispense and tracking equipment	\$357,659	\$3,968	\$361,628
2024	2024	Yes	Yes	Facility	Generator PM's - Annual - Completed for 2024	Emergency Power Compliance & Safety \$74.1k per year - One Year	\$74,100	\$7,410	\$81,510
2024	2024	Yes		Main	Fan coil replacement repair TJC finding airflow	TJC Finding for Airflow	\$750,000	\$75,000	\$825,000
2024	2025	Yes		Lab	Clinical Lab Equipment - Level 1 (Critical Instruments)	Replace End of Life, High Maintenance cost Equipment	\$668,423	\$66,842	\$735,265
2024	2024	No	Yes	Facility	Electrical IR Panel Survey - Annual	Compliance Testing - Annual 18k per year - One Year	\$18,000	\$1,800	\$19,800
2024	2025	No		Facility	Door Replacement - Failed Exterior / Interior Damaged	Ongoing Door replacements as identified during inspections, Staff entrance, Old OB as examples	\$100,000	\$10,000	\$110,000
2024	2024	No		Facility	Painting Exterior - Old OB, DI, MedSurg	Lifecycle - Exterior patching and Paint	\$48,000	\$4,800	\$52,800
2024	2025	No		BioMed	Nurse Call System - Updates to integrate Beds "Alarms"	Integrate bed alarms and nurse call for patient safety and fall prevention, existing panels will be upgraded	\$39,683	\$3,968	\$43,651
2024	2025	Yes		Main	MedSurg - Pantry - Repairs	Repair / replace casework and FFE to create a compliant space for food service	\$50,000	\$5,000	\$55,000
2024	2025	No		Plant	Plumbing Leaks - Central Plant	Copper Piping Leaks at multiple locations	\$175,000	\$17,500	\$192,500
2024	2025	No		Main	Plumbing Leaks - Main Hospital	Copper Piping Leaks at multiple locations	\$75,000	\$7,500	\$82,500
2024	2025	Yes		Lab	Electrical - Add outlets for Lab Refrigerators / Freezers	Multiple pieces of Clinical Refrigeration Equipment single circuit breakers	\$100,000	\$10,000	\$110,000
2024	2025	Yes		Main	Walk-in Shower Med Surg	Patient & Nurse Safety	\$50,000	\$5,000	\$55,000
2024	2025	Yes		Facility	Exhaust Fans - Roof	Repair / replace existing rooftop exhaust fans at EOL	\$150,000	\$15,000	\$165,000
2024	2029	Yes		Facility	CCTV System & Door Access "Security"	Safety & Security of staff & patient	\$729,417	\$72,942	\$802,359
2025	2025	No		Facility	Fire Damper Testing - 5 Year	Compliance Testing	\$18,500	\$1,850	\$20,350
2025	2025	No		DI	MRI Lighting Upgrade	Existing Incandescent lamps are no longer available, Upgrade to Direct Current LED	\$15,000	\$1,500	\$16,500
2025	2025	Yes		Facility	Electrical - add charging locations for Medical Equipment	Power Taps (Strips) are not a substitute for permanent power.	\$75,000	\$7,500	\$82,500
2025	2026	Yes		Facility	IT Infrastructure / Paging System Equipment	EPIC - EMR update will require this to be completed	\$1,975,000	\$197,500	\$2,172,500
<b>Totals</b>							<b>\$6,206,456</b>	<b>\$588,848</b>	<b>\$6,795,304</b>

AH has Paid in 2024	\$1,254,579
Project to start and complete in 2024	\$1,841,517
Project to start in 2024 and will continue into 2025	\$3,699,209
<b>Total</b>	<b>\$6,795,304</b>