

AGENDA
MEASURE C OVERSIGHT COMMITTEE
Thursday July 7, 2022
2:00 PM TO 3:30 PM

Mendocino Coast Health Care District is inviting you to a scheduled Zoom meeting.

Topic: Mendocino Coast Health Care District's Zoom Meeting
Time: Jul 7, 2022 02:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88549796376?pwd=WkpnUXo5Yk1qcDVSb2N0a3NtcVdIZz09>

Meeting ID: 885 4979 6376

Passcode: 819504

One tap mobile

+16694449171,,88549796376#,,,,*819504# US

+12532158782,,88549796376#,,,,*819504# US (Tacoma)

Dial by your location

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

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+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

Meeting ID: 885 4979 6376

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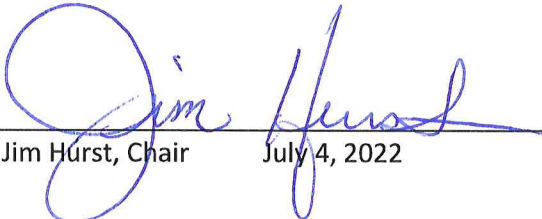
Find your local number: <https://us06web.zoom.us/j/88549796376?pwd=WkpnUXo5Yk1qcDVSb2N0a3NtcVdIZz09>

PLEASE TAKE NOTICE a meeting of the Measure C Oversight Committee has been called for July 7, 2022. **This meeting will be held via Zoom Conference only in order to reduce the risk of spreading coronavirus (COVID-19) and pursuant to the Governor's Executive Orders N-25-20 and N-29-20.** No physical location from which members of the public may observe the meeting and offer publiccomment will be provided.

CONDUCT OF BUSINESS

- I. 2:00 pm CALL TO ORDER Jim Hurst, Chair
- II. ROLL CALL John Redding, MCDH Representative to Measure C Committee
- III. COMMUNITY COMMENTS: This portion of the meeting is reserved for persons desiring to address the Committee on any matter related to the Committee that is not on the Agenda. You must state your name and address for the record. The Committee can take no action on your comments, but can seek clarification to points made in your presentation.
- IV. APPROVAL OF MINUTES
- June 8, 2022 [TAB 1](#)
 - November 18, 2021 [TAB 2](#)
- V. APPROVAL OF AGENDA Jim Hurst, Chair
- VI. UPDATE ON CHANGE TO BYLAWS John Redding
- VII. NEW BOARD POLICY FOR MCOC (discussion) John Redding [TAB 3](#)
- VIII. OFFICIAL RECORD OF RECEIPT AND USES OF FUNDS Kaye Handley [TAB 4](#)
Info/Action
- IX. MEASURE C FUND BALANCE AS OF JUNE 30, 2022 John Redding [TAB 5](#)
- X. APPROVE REALLOCATION FUNDS PREVIOUSLY AUTHORIZED Kaye Handley [TAB 6](#)
- XI. ANNUAL REPORT PREPARATION FOR 2020-2021 FISCAL YEAR
- XII. 2022/2023 PROJECTS/NEEDS
- XIII. HOUSEKEEPING
- Vacancy on Committee
 - 2022 Meeting Schedule – Thursday October 6, Thursday January 4, 2023
 - [Measure C Section on District Website, Mendocino Coast Health Care District – Community Health Care \(mchcdorg.com\)](#)
- XIV. COMMITTEE MEMBER COMMENTS
- XV. ADJOURNMENT

Signed:



Jim Hurst, Chair July 4, 2022

TAB 1

Minutes of the Meeting of the

Measure C Oversight Committee

June 8, 2022

1. The meeting was called to order at 4:30 pm by Jim Hurst, Chair
2. The Roll Call resulted in a quorum. Members present were Jim Hurst, Kaye Handley, Lea Christensen, Terry Ramos.
 - Board representatives John Redding and Jessica Grinberg were also present.
 - Warren Tetz, CFO of Adventist Health (Mendocino County) was present.
3. Jim Hurst was re-elected to the position of committee Chair.
 - Motion by Kaye Handley with a second from Lea Christensen. The motion was approved unanimously.
4. Kaye Handley was elected to the position of committee Vice-Chair
 - Motion by Jim Hurst with a second from Lea Christensen. The motion was approved unanimously.
5. The minutes of the November 18, 2021 meeting was unanimously accepted without comment.
6. The agenda was unanimously approved following a motion from Kaye and a second from Lea.
7. John Redding reported that the proposed change to the committee's bylaws reducing the number of members from seven (7) to five (5) was not taken up at the Board's recent meeting.
8. John Redding provided the committee with his proposal for a new Board policy that describes the process flow for identifying and approving new Measure C expenditures. He asked for comments to be provided at the next meeting.
9. John Redding provided an update on parcel received during the current fiscal year.

Date paid	Gross parcel tax	Fees	Net receipts
April 23, 2022	\$ 615,435.84	\$ 12,308.72	\$ 603127.12
Jan. 6, 2022	\$ 884,109.60	\$ 17,682.19	\$ 866,427.41

10. John Redding presented a list of recent rebates from 2019. He reported that there have been no new applications for rebates for several months.
11. Kaye Handley presented and discussed a spreadsheet that provides an historical record of the flow of money. She and John Redding agreed to consult offline to reach an agreement on the receipt and use of funds. The purpose is the create a record that the Committee and the Board can adopt as the official one for purposes of establishing what the balance of the Measure C Restricted account should be.
12. John Redding reported that the balance of the Measure C Restricted Account was \$866,415.23 as of June 8, 2022.
13. Warren Tetz presented and discussed a list of capital projects and equipment purchases need by AH. He asked the committee to review and “reallocate” funds to these projects from those that had been proposed and approved earlier but were not undertaken. No action was taken at this time.
 - Note: such a review would result in an email to the Board with the Committee’s recommendations.
 - Original Allocation \$2,225,478
 - Expended and committed as of December 31, 2021 \$634,719
 - Unused Funds for requested reallocation by AH \$1,590,759
14. Jim Hurst led a discussion about the preparation of the annual report which was due on January 1, 2022. It was agreed that this report would be prepared after the historical record being prepared by Kaye and John was complete.
15. Jessica Grinberg led a discussion of possible healthcare related projects that could be funded with Measure C money. One of those might be locating tiny homes on wheels on the District’s unused five (5) acres adjacent to the clinic and make these available to the medical staff, travelling nurses, or locums (travelling doctors.)
16. It was agreed that the next meeting would be held on July 7th starting at 2:00 pm.
17. The meeting was adjourned by the Chair at approximately 5:45 pm.

Prepared by:

John Redding
June 30, 2022

Note: A Zoom recording of this meeting can be found using this link.
<https://mchcdorg.com/zoom-recordings-of-mcoc-meetings/>
The passcode is provided.

TAB 2

Minutes of November Meeting

MISSING

NEW BOARD POLICY FOR MCOC (discussion) John Redding

Board Policy _____
Process for the Oversight of Measure C Funding

1. Parcel Tax Receipts
 - 1.1. August – payment resulting from the true up of the previous fiscal year
 - 1.2. December – first payment is received
 - 1.3. April – second payment is received
 - 1.4. A small fee is deducted by the County for processing the parcel tax
 - 1.5. These funds are deposited in Tri County bank entitled “Measure C Restricted Fund”

Example FY22

Figure 1: FY21 True Up

MENDOCINO COUNTY AUDITOR CLAIM		
Vendor No: 7794	Batch # 5325	
Vendor: Mendocino Coast Hospital 700 River Drive Fort Bragg CA 95437	Control # 11105219	
	Check #	
	Date Paid: AUG 26 2021	
Total Claim: 182,039.03	Approved for Payment: LOYD WEER, Auditor-Controller <i>by Darlene Betts</i> For questions contact: Darlene Betts, 707-234-6874	
Fund-Acct No.	Description:	Amount:
	Current Secured	56,525.85
	Current Unsecured	917.62
	Prior Secured	-
	Prior Unsecured	539.99
	SB813 Supplemental	70.08
	HOPTR	3,257.00
	Highway Property Rental	-
	Timber Tax	7,047.07
	FBRDA Residual	2,003.06
	Prop 1-A Reimbursement	-
	Spec Assmt - Measure C	113,945.76
	Less Spec Assmt Fee	(2,267.40)
2110-760134	Total	182,039.03

Figure 3: First Payment

MENDOCINO COUNTY AUDITOR CLAIM		
FY 21-22 55% Tester Distribution		
Vendor No: 7794	Batch # 6456	
Vendor: Mendocino Coast Hospital 700 River Drive Fort Bragg CA 95437	Control # 11102885	
	Check #	
	Date Paid: JAN 06 2022	
Total Claim: 1,324,927.58	Approved for Payment: Chamisse Cubisson, Acting Auditor-Controller <i>by Darlene Betts</i> For questions contact: Darlene Betts, 707-234-6874	
Fund-Acct No.	Description:	Amount:
	Current Secured	458,500.17
	Current Unsecured	-
	Prior Secured	-
	Prior Unsecured	-
	SB813 Supplemental	-
	HOPTR	-
	Highway Property Rental	-
	Timber Tax	-
	FBRDA Residual	-
	Prop 1-A Reimbursement	-
	Spec Assmt - Measure C	884,109.60
	Less Spec Assmt Fee	(17,682.19)
2110-760134	Total	1,324,927.58

Figure 2: Second Payment

MENDOCINO COUNTY AUDITOR CLAIM		
FY 21-22 38% Tester Distribution		
Vendor No: 7794	Batch #	
Vendor: Mendocino Coast Hospital 700 River Drive Fort Bragg CA 95437	Control #	
	Check #	
	Date Paid: 109 11 2022	
Total Claim: 922,492.34	Approved for Payment: Chamisse Cubisson, Acting Auditor-Controller <i>by Darlene Betts</i> For questions contact: Darlene Betts, 707-234-6874	
Fund-Acct No.	Description:	Amount:
	Current Secured	324,394.73
	Current Unsecured	-
	Prior Secured	-
	Prior Unsecured	-
	SB813 Supplemental	-
	HOPTR	-
	Highway Property Rental	-
	Timber Tax	-
	FBRDA Residual ROPS B	-
	Prop 1-A Reimbursement	-
	Spec Assmt - Measure C	610,303.68
	Less Spec Assmt Fee	(12,206.07)
2110-760134	Total	922,492.34

2. Relationship to Improvements Fund

- 2.1. In accordance with Section 7.1 of the [Lease Agreement](#) entered into by the District and Adventist Health Network, the District makes two equal deposits annually (July 1 and Jan. 1) into a restricted account at Tri County Bank entitled Improvements Fund.
- 2.2. The amount is escalated by the lesser of the CPI or 3.0%. The escalation is cumulative from year to year.
- 2.3. For FY23, such deposits will total \$2.06 million
- 2.4. These deposits can be made from either the Tax Revenue Account which holds the property tax or from the Restricted Measure C Fund account or both.
- 2.5. The Board has the final discretion on how much of each revenue source to use. However, prior to transferring funds from the Measure Account, the MCOC and the Board must issue a finding that the funded projects are compliant with the ballot language.
- 2.6. For purposes of clarity, it is noted that that the money raised by the Measure C parcel tax is not an additional source of funding for projects or equipment purchases requested by Adventist Health. The Improvements Fund as defined in the Lease Agreement is the sole source of such funding. As noted above money deposited into the Improvements Fund may include Measure C money and will be disbursed only if projects comply with the legal purpose as defined by the ballot language

3. Process for Funding Approval

- 3.1. At any time, AH may bring to the Board a proposal to fund an identified need as allowed under the Lease Agreement.
- 3.2. After receiving this proposal, Board designated representatives and the MCOC will meet to review the proposal. The MCOC will inform the Board that it has either accepted or rejected the proposal as-is.
- 3.3. The full Board will then vote to approve or deny the funding request.

4. Format of the proposal and progress reports

- 4.1. Each proposal must include a written description of the project and why it is needed.
- 4.2. It must include an estimate of the cost and schedule. The schedule should include the start date, dates of several intermediate milestones and an estimated completion date.
- 4.3. During the course of the projects, AH will submit to the Board periodic reports that indicate actual costs incurred to date, a request for more funds if necessary, and progress toward the milestones. These reports will serve in lieu of the monthly reports required by the Lease Agreement.
- 4.4. These progress reports will be shared by the Board designated representatives with the MCOC at its regularly scheduled meetings.
- 4.5. Upon completing a milestone, AH may ask for a disbursement of funds from the Improvement Fund representing the estimated costs for reaching that milestone.

- 4.6. Upon completion of the project, AH will submit to the District in auditable form, the actual costs. Should actual costs exceed the original estimate, a true up will be made after consultations between the District and AH.

5. Annual Report

- 5.1. Within sixty days of the close of each fiscal year, the Measure C Oversight Committee will submit an annual report to the Board of Directors.
- 5.2. At the next possible Board meeting, this report will be agendaized by the Board chair and will be presented to the Board by the MCOC chair in open session for review and approval.

Drafted by John Redding
April 20, 2022

Check – Redding’s Version

	NET RECEIPTS	FEEES	GROSS RECEIPTS			
Apr-22	\$ 598,097.61	\$ 12,206.07	\$ 610,303.68			
Jan-22	\$ 866,427.41	\$ 17,682.00	\$ 884,109.41			
Aug-21	\$ 111,678.36	\$ 2,267.00	\$ 113,945.36			
Apr-21	\$ 603,127.12	\$ 12,309.00	\$ 615,436.12		Adjusted Net Revenue	\$ 6,335,321.36
Dec-21	\$ 873,091.15	\$ 17,815.00	\$ 890,906.15		Funds Expended	\$ 3,882,785.00
Aug-20	\$ 109,060.36	\$ 2,267.00	\$ 111,327.36		Balance	\$ 2,452,536.36
May-20	\$ 612,726.11	\$ 12,505.00	\$ 625,231.11		Bank	\$ 1,464,512.84
Dec-19	\$ 886,840.42	\$ 18,099.00	\$ 904,939.42		True Up	\$ 988,023.52
Aug-19	\$ 119,016.00	\$ 2,428.90	\$ 121,444.90			
Apr-19	\$ 653,803.00	\$ 13,342.92	\$ 667,145.92			
Jan-19	\$ 946,294.00	\$ 19,312.12	\$ 965,606.12			
	\$ 100.00					
Jul-18	Goes into effect					
TOTAL NET	\$ 6,380,261.54	\$130,234.01	\$ 6,510,395.55			
REBATES	\$ (44,928.00)					
BANK FEES	\$ (12.18)					
ADJ. NET	\$ 6,335,321.36					

TAB 5
MEASURE C FUND BALANCE AS OF JUNE 30, 2022

Reported on Jun 27, 2022 9:00 AM PDT

Current Balance \$866,415.23
Available Balance \$1,464,512.84
Relationship Balance \$1,464,512.84
Interest Paid YTD \$0.00
Interest Rate 0.0000%

- | Actions |
|------------------------------------|
| Transfer From |
| Transfer To |
| Transaction Search |
| Balance Reporting |
| Export Report |

Date	Description	Credit	Debit	Running Balance
06/27/2022	Memo Credit OLB TFR FR 000671015861	\$598,097.61		\$1,464,512.84
04/14/2022	DEBIT Analysis/Treasury Charges		\$12.18	\$866,415.23
03/28/2022	ONLINE BANKING CREDIT OLB XFER FR DDA 000671015861 TRANSFER FROM CHECKING *5	\$866,427.41		\$866,427.41

TAB 6

Projects Completed or In Progress	Budget	Actual
Auto Transfer Switch (in progress)	\$ 660,000	\$ 567,835
Roof (Patient Support Building)	\$ 300,000	\$ 318,957
Roof (Main Hospital repairs)	\$ 60,000	\$ 57,040
Fire Sprinkler Pipes	\$ 28,575	\$ 25,656
Surgery Waste Device	\$ 41,093	\$ 41,093
Surgery -- (2 ESU Machines)	\$ 29,898	\$ 29,898
EMS Replacement Radio System	\$ 30,365	\$ 30,365
Installation of 3D Mammography	\$ 163,788	\$ 163,788
HVAC Central Supply and Surgery	\$ 424,250	\$ 424,250
New Ambulance	\$ 260,000	\$ 180,744
Medical Air Replacement (in progress)	\$ 283,001	\$ 182,161
TOTAL	\$ 1,620,970	\$ 1,453,952

All Projects including those proposed

Patient Support Building re-roof	300,000	318,957	18,957	318,957	-	Completed	
Main Hospital Roof Repairs	60,000	57,040	(2,960)	57,040	-	Completed	
Roof Future Projects	575,000	-	(575,000)	-	-		Not approved at this time
HVAC Kitchen and Emergency Department	960,000	-	(960,000)	-	-		Not approved at this time
HVAC Central Supply and Surgery	-	424,250	424,250	424,250	-	Completed	
New Ambulance	260,000	180,774	(79,226)	180,774	-	Q2 2022	Final equipment being installed shortly.
Fire Sprinkler Pipes	28,575	35,502	6,927	35,502	-	Completed	
Surgery Waste Device	41,903	41,903	-	41,903	-	Completed	
Surgery - (2 ESU Machines)	-	29,898	29,898	29,898	-	Purchased	
Auto Transfer Switch	-	660,000	660,000	567,835	92,165	Q2 2022	Significantly in progress, \$92,165.
EMS Replacement Radio System	-	30,365	30,365	30,365	-	Purchased	
Installation of 3D Mammography	-	163,788	163,788	163,788	-	Completed	
Medical Air Replacement	-	283,001	283,001	182,161	100,840	Q4 2022	The estimated total cost \$283,001 is being used to allocate. If the Measure allocation at this time the project could be up to \$100,840.
TOTAL OF RE-ALLOCATED FUNDS	2,225,478	2,225,478	-	2,032,473	193,005		