

OURAY COUNTY REGIONAL SERVICE AUTHORITY

2015 Board Members: Mike Boland (mikeboland@frontier.net); Jennifer Fedel (tm2trvl@hotmail.com); Dick Gingery (dgingery@g.com), president; Linda Ingo (fisherranch@ridgwayco.net), vice-president; Richard Wojciechowski (RichardRSA4@OurayHorsefeathers.org), secretary.
Diedra Silbert, (Ouraycountyrsa@gmail.com), administrator
Dr. Joel Gates (reception@ridgwaymountainmedical.com), medical provider

REGULAR BOARD MEETING Minutes (file 111915a1)

November 19, 2015, 12:30 PM – Alpine Bank, Ridgway, Colorado

(Note: Items recorded in accordance with adopted agenda notwithstanding sequence of discussion)

Present: Board members: Boland, Gingery, and Wojciechowski, administrator Silbert.

Others: Dr. Joel Gates (medical provider, Mountain Medical Clinic (MMC)).

1. **Call to Order** at 1235 by Dick Gingery.
2. **Review of Agenda:** Richard suggested the sequence of item 6.e. new administrator process be reversed.
3. **Approval of Minutes from 10/15/15: MOTION** to approve the minutes by Richard, second by Mike; motion passed.
4. **Public Input:** None.
5. **Discussions with Medical Provider, Dr. Gates:**
 - Joel reported things are going well.
 - Joel negotiated down the price of migrating the computer system to the new firewall and does not have to pay the \$450 mentioned last month. Most items are being upgraded today, but the company did not send the firewall so the server will remain until that is received, anticipated next week to complete the migration. Expect the internet speeds to be higher.
 - There have been a number of power outages that knocked out the printer used for laboratory labels. MMC may need an uninterruptable power supply for that.
 - While the front desk has two screens per computer, the checkout station also needs a second screen so the operator can view different files simultaneously.
 - Checkout area reconfiguration proposed by Joel is to change the counter top height, raising the height near the entry and lowering the height near the exit. He has discussed the project with Jake Coulter who said it should not be difficult. Richard reminded the board it had suggested that MMC reconfigure the way it wishes, bearing the cost, and RSA will pay for installation of a manually operated electric door opener. This work needs to be completed before the floor project gets underway.
 - **MOTION** by Richard, second by Mike to authorize an additional monitor with a dual monitor support arm at a cost of up to \$250. Motion passed. (Recent purchase of two additional monitors with support arms cost \$188 for two arms including shipping, and monitors cost \$140 each.)
 - Diedra stated RSA has received a letter dated October 30 from AllScripts claiming there is an outstanding balance due that she is unaware of; requested MMC investigate this and provided the letter to Joel.
6. **Old Business:**
 - a. Building Projects (Flooring, lighting, extra ceiling tiles, water heater)
 - Flooring Project

- Mike submitted the draft contract to the attorney for review. He reported the attorney did not suggest any material changes.
- Mike passed out his draft request for proposals and draft contract and requested any comments be provided by Sunday, November 22nd. Instead of including a number of different contacts, e.g. Mountain Medical clinic, administrator, etc., he lists himself as the sole contact for the project.
- Mike's proposed schedule is to release the solicitation Monday (November 23), with proposals due by December 16 with a board decision selecting the contractor at the regular meeting on December 17 subject to a satisfactory post-selection conference, and formal award at the January board meeting.
- Board discussed advertisements to be run in one weekly edition of the Ouray Plaindealer, one week in the Montrose Daily Press and one edition of The Watch (regional paper). Diedra will draft proposed advertisements and send them out for comments.
- Board consensus that Mike release the solicitation after considering any comments he receives by Sunday. Mike said he would deliver the solicitation to potential bidders on Monday, November 23rd. Diedra will arrange for advertising in the Ouray Plaindealer and Montrose Daily Press for one week each.
- Mike reported that Linda Ingo has requested she not be designated as an Authorized Representative in the contract.
- Lighting Project
 - Mike passed out a table showing the location and status of lights in different areas of the clinic, based upon inventory by Susie and Diedra. There are 80 fixtures in 33 rooms, 320 tube locations of which only 163 are operating. Mike has ordered a small quantity of materials so that three different types of tubes (light temperature) can be installed and their light assessed for different types of areas before ordering the full complement of lights. His schedule is to install the test lights after they arrive in mid-December, assess them over several weeks, and then proceed in January with the total project.
 - Mike reported he has been working with Ken Haynes of E3 Insight, associated with Cooperative Business Lighting and an agent for San Miguel Power Association in the rebate program. Mike recommended going with Haynes for a turnkey operation. Haynes can assess the rooms for appropriate lighting location, quantity, assist in ordering materials, perform installation including converting fixtures, and process the rebate paperwork, as well as recycling of removed tubes and ballasts.
 - Mike's estimate for the project, including a contingency, is \$9,139.63 for the baseline project plus \$1,707.75 for the occupancy sensor switches, the latter based upon internet research which identified a wide range of features and prices. Mike indicated he does not believe all 320 tubes locations need to be populated. Mike indicated there is no need to fund part of the project this calendar year. Haynes can install the test sets during 2015. Board discussion set an \$11,000 budget amount.
 - Discussion that with an estimated cost above \$5,000 the RSA, while not bound by county regulations, should check for other sources, despite Haynes being associated with the rebate program with San Miguel Power Association. Mike will check with

several other potential sources to ascertain their interest and rough order of magnitude prices. The special rebate deal on tubes was available from two sources at identical pricing.

- Joel pointed out that Kersen has done work on the lighting previously. Not all are happy with the work.
 - Ceiling Tiles. Jake Coulter had purchased one box of ten ceiling tiles more than the replacement of water damaged tiles required. Prior board member comments were split on retaining these or returning them to the vendor for a refund of \$96. Board discussion concluded that the lighting project is likely to damage some tiles so these should be retained. **MOTION** by Mike, second by Richard, to retain the tiles and pay Jake Coulter for them. Diedra will cut a second check to Jake Coulter accordingly.
 - Water heater.
 - Diedra discussed with Bryan of A&B the problem reported by Susie related to the water heater. A&B inadvertently left the switch on when they drained the heater to flush it, causing the elements to burn out. A&B replaced both elements at their own expense.
 - The invoice that had been misinterpreted to be charging RSA for the water heater element was not doing so; it is just A&B's format for periodic maintenance invoices.
 - With respect to Susie's comment last month that the water heater did not appear to be working well all the time, Joel clarified that the water does not heat up until mid-morning. Discussion concluded that the timer on the hot water circulator circuit may have been affected by both the series of recent power outages and the switch to standard time, so it does not come on until later than intended. Joel will investigate the settings on the timer controlling the hot water recirculation circuit.
- b. CDoT temporary easement
- Richard presented the negotiated easement including corrections from the draft he had explained at the November 12 work shop, specifically correcting identification of parking space allocation. CDoT's authorized negotiators also verified in writing that they were authorized to and did in fact grant an extension to the time RSA had for signing an easement and benefiting from the incentive payment.
 - Richard summarized the easement terms as negotiated for Joel.
 - **MOTION** by Mike, second by Richard, to approve and execute the easement with associated documents as negotiated; motion passed. Richard will scan the easement documents and send them to the CDoT team and send the original by mail, and provide a copy of the signed easement to Diedra for the official files.
 - Joel asked whether MMC will receive any of the easement payment. The board clarified that it will pay for any signs MMC believes are necessary to guide patients into parking spaces and to the building during construction as a related cost, and that the funds will be available to replace the landscaping (i.e. the trees) should those die due to the construction work. Richard explained that CDoT would not agree to a physical barrier blocking patient access to the easement dedicated parking area because such a barrier would interfere with CDoT contractors' operations.
- c. Business insurance

- Diedra reported the insurance agent advised her there are no better deals available for RSA. The broker indicated several companies declined to insure medical equipment.
 - The current invoice is for \$9,565. Action is required by November 29, prior to the next regular board meeting.
 - Discussion whether or not to reject the terrorism coverage. The cost is \$48, a minor amount.
 - One of the coverage options the insurance agents suggested considering dropping is “employee dishonesty and ERISA compliance.” As the RSA does not provide retirement benefits, there is no need for ERISA coverage. It was not clear whether the employee dishonesty is part of the same rider as ERISA.
 - The broker suggested increasing the deductible, but has not responded with the differences in premium if deductible is raised from \$500 to \$1,000 or \$2,500.
 - Joel opined that there is real significant risk, e.g. someone slipping on the snow or during CDoT construction or even damage to a car.
 - **MOTION** by Richard, second by Mike, to authorize renewal of current policy, subject to (i) excluding ERISA coverage, (ii) excluding terrorist coverage, and (iii) increasing deductible to \$2,500 if the premium decrease due to the higher deductible is more than \$200. If premium decreases more than \$200 with a \$2,500 deductible, purchase the higher deductible. Motion passed.
 - Board discussion that being presented with changes in the last minute without time to research issues is unacceptable. The insurance agent, Mountain West has had changes and others are apparently also finding their lack of responsiveness frustrating. Board desire to investigate other insurance brokers in the coming year well before renewal is due. Mike suggested that he will contact other brokers after year-end to explore other brokers and what they have to offer.
- d. HIPAA policy
- Richard presented the HIPAA policy with the changes suggested at the October board meeting discussion. MOTION by Richard, second by Mike to adopt the policy as presented. Motion passed. RSA Policy 2015-02 is in effect.
- e. New administrator process
- Diedra presented her estimates of the time her function typically takes by tasks, in the context of someone in the first or second year of the job: 2 hours per week on routine weekly tasks (post office, web site, bank); monthly preparing for board meetings 6-8 hours; 3-5 hours for monthly meetings and post meeting errands; 5-6 hours to prepare minutes of board meetings; 3 hours to coordinate an agenda for each monthly meeting; 2-3 hours per month on liaison with medical provider and others but largely depends on what is going on; 2 hours for data entry and book keeping; 1-2 hours to update the web site monthly; 1-2 hours for filing and organizing. In addition, on annual basis 20 hours for budget development and reporting; 5 hours to prepare the report to the Colorado Dept. of Local Affairs; 10 hours to prepare documentation for the exemption from audit request; 4 hours to update board manuals; and every other year 3-5 hours to coordinate elections. Inventory annually may take time unless someone is hired to perform the inventory.

- Richard suggested the process should follow the following sequence:
 1. Outline process; set aside dates for interviews e.g. Dec 3, Dec 10, Dec 15
 2. Develop position description
 3. Advertise in newspapers, Plaindealer, Watch, Montrose Daily Press
 4. Send advertisement out to friends, associates
 5. Put together information packet (position description, more detailed list of functions, Q&A package), distribute to those interested.
 6. Arrange interviews
 7. Put together questions for interviews
 8. Decide on splitting or retaining in-house book-keeping function
- To hire an administrator in time for January, discussion concluded that an advertisement should be published as soon as possible in the Ouray Plaindealer, the Montrose Daily Press and the Watch. Advertisement text was outlined. Dick's e-mail address will be used for applications; the RSA e-mail address for requests for additional information.
- Prior suggestions related to a draft position description had not yet been consolidated. Mike volunteered to draft a position description.
- Schedule is to request applications by December 8, considering the earliest an advertisement could appear in the Plaindealer and Watch would be November 26, a holiday, with interviews potentially to be held at the December 10 meeting.
- Richard suggested that all interested persons be provided an RSA response which includes (i) the position description, (ii) the Question and Answer document regarding the position, and (iii) questions he had drafted for candidates to review in advance of interviews.

7. Reports from Administrator:

- a. Invoice Review: invoices were approved as presented, as were an additional payment of \$96 to Jake Coulter for the excess ceiling tiles which the RSA is retaining, and the payment of approximately \$9,600 for insurance premium, the checks for which are to be cut.
MOTION to approve all presented payments as well as the \$96 for tiles and \$9,600 for insurance, the latter subject to downward adjustment, by Mike, second by Richard; motion passed.
- b. Correspondence: There was no correspondence other than from the insurance company reflected above.
- c. Financial Statements: Diedra reported the coding correction for capital assets on the financial statements remains to be corrected. She also noted the financial statements contain an error, a duplicate \$1,400 entry for a deposit in a prior month (September?), which she will correct.
- d. Other: Diedra presented the business associate agreement approved at the October meeting to Dick to sign.

8. New Business:

- a. Resignation of Jennifer Fedel, District 1.

- The board regrets receiving the resignation of Jennifer Fedel as board member. Dick indicated the board needs to accept the resignation. **MOTION** by Dick, second by Mike to accept the resignation. Dick and Mike voted in favor, Richard opposed; motion passed.
 - Joel stated that while having board members who are not patients of Mountain Medical Clinic has benefits he would prefer to have board members who are patients of Mountain Medical Clinic and therefore experience the care first hand. Joel suggested RSA should seek a board member who is a patient of the clinic. Diedra will send Joel a listing of eligible District 1 residents to compare to his patient list. Mike indicated Joel had recently broached the subject of giving preference to a patient as a board member.
 - Dick brought up the desirability of advertising the vacancy in the newspaper. Conclusion that advertising in the Ouray paper is sufficient. Diedra will also post at the court house.
- b. 2016 budget approval.
- No public comments have been received with regard to the RSA proposed budget for 2016.
 - The budget that had been developed at the October 8 work shop and adopted at the October 15, 2015 regular meeting was amended as follows:
 - Element 5100.75, previously titled “Lockbox” is renamed “PO Box & Phone” and increased to \$750 to correct oversight of the post office box fee (\$90) and anticipated new cost for an RSA telephone line into the medical facility (estimated at \$55/month for a total of \$660/year).
 - Element 5400.10, Building Infrastructure upgrades, all capital items, is increased to \$52,500 to reflect the entire estimated cost of the flooring project (\$40,000) to be incurred during 2016 as opposed to splitting it between 2015 and 2016, a lower than previously projected estimated cost for the lighting project (rounded to \$11,000), plus the cap on the RSA’s cost of changing the exit door switching system (\$1,500).
 - Element 5400.50, Insurance, was increased to \$9,600 to reflect the actual 2015 cost of insurance.
 - The budget document was corrected to reflect the consolidation of elements 5400.25 (Interior maintenance), 5400.26 (Interior maintenance/non-recurring), and 5400.65 (plumbing maintenance) into element 5400.80 (general building repairs/maintenance) without changing the aggregate dollar amount budgeted at \$4,200.
 - **MOTION** by Mike, second by Richard to adopt the 2016 budget as amended. Motion passed.
 - The board corrected the draft resolution to set the mil-levy by inserting the correct dollar amount and removing meaningless “section” designations.
 - The board corrected the resolution to appropriate sums of money to reflecting the above changes to the budget.

- The board corrected the resolution to adopt the 2016 budget, to reflect the above changes made to the budget.
- The board approved the budget message with a change in the language of the introductory paragraph and paragraph 2.
- Diedra will calculate and double check all the dollar amounts inserted into the resolutions.
- Discussion related to timing: the county assessor's final certification of values may not be received until December 10, but the RSA budget is due to the county by December 15, and the next regular board meeting is scheduled after that for December 17, so there will not be time to approve any changes to the budget that may be necessitated by a revised statement from the assessor. Conclusion that the meeting scheduled for December 10 should be noticed as a special meeting for purposes of revising the budget if necessary, immediately followed by a work shop. The meeting could also be used to interview applicants for the administrator position if the scheduling works out.
- Discussion that if the board were to schedule two regular meetings per month, one only for urgent matters to be followed by workshops, would need to be reflected in the annual transparency notice, which advises the public when and where board meetings will be held.
- **MOTION** to approve the resolution to set the mil levy, to appropriate sums of money, to adopt the budget, and to authorize the budget message by Richard, second by Mike; motion passed. These resolutions need to be ratified at the next board meeting.

9. Other/Next Meeting

- Regular board meeting: Thursday, December 17, 2015 at Alpine Bank.
- Board workshop is scheduled for December 10, 2015 5:30-7:30 p.m. This will be noticed as a SPECIAL MEETING to consider any changes to the budget required as a result of Ouray County Assessor's final certification of value to the RSA of projected revenues, after which the board will close the special meeting and convene as a work shop. [Location was not stipulated.]

10. **Adjourned at 1557** by Dick Gingery pursuant to **MOTION** by Mike, second by Richard, motion passed.

Submitted by:

Richard Wojciehowski, secretary

Approved by the Board on December 17, 2015:

Dick Gingery, president