

## OURAY COUNTY REGIONAL SERVICE AUTHORITY

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

### **REGULAR BOARD MEETING Minutes (file 091715)**

**September 17, 2015**, 12:30 PM – Alpine Bank conference room, Ridgway, Colorado

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

Present: Board members: Fedel, Gingery, Ingo and Wojciechowski, administrator Silbert.

Others: Dr. Joel Gates and Susan Blakney, Mountain Medical Clinic (MMC)

1. **Call to Order** at 1232 by Dick Gingery.
2. **Review of Agenda:** Added interior lighting to Item 6, Old Business.
3. **Approval of Minutes from 8/13/15: MOTION** by Richard, second by Jennifer, to approve the minutes as presented. Minutes had been sent out on 8/16/15 by Richard in draft form. Motion passed unanimously without discussion.
4. **Public Input:** None.
5. **Discussions with Medical Provider, Dr. Gates:**
  - Volume of business is holding steady despite having two new providers.
  - Nurse who left has returned at full time. She had had the radiology training, was not comfortable with associated testing for the Colorado certification; she had completed the Nebraska training program (the program is based on Nebraska requirements) but Colorado has added components which require testing.
  - As reported last time MMC has moved billing in-house, but has needed outside support to make the automated procedures function. There is concern regarding cash flow due to the October 1<sup>st</sup> switch to ICD-10 requirements, as some payers require reporting in ICD-9 and do not accept ICD-10 coding, while others in ICD-10.
  - AllScripts cloud has not always been available, shutting down the entire system for an entire afternoon last week as AllScripts wide was down. This is a cloud issue. Because MMC sends data to QHN (Quality Health Network) Joel was able to see prior visit notes. MMC was not able to access any of its AllScripts records; there is no local data operation option. AllScripts advertised 99.7% availability but MMC has experienced hours of the system being down on several occasions.
  - Patient Health Navigator, paid for in conjunction with Tri-County Health, is now at the clinic three days a week, 20 hours/week. He is building a database on chronic health care patients, follows up with patients regarding their medications, referrals, etc. The navigator has master's level credentials, works the other days for Ouray Health department working on marijuana education.
  - Had an exterminator remove some wasps that had gotten into an interior vent, probably came in through an open door. Most likely just a random incursion.
  - The on-going heating/cooling problem of one part of the building may have been due to incorrect adjustment of vents; vents at the front (waiting room) were fully open, thus all the conditioned air was dumping into the front. The new HVAC contractor, Bryan with A&B, adjusted those to 40% open to see how that works. It appears to make an excellent

difference. Comments indicated this contractor is sending the same technicians all the time; they are very professional, very polite, calling both Diedra and Susie ahead of time, checking in, etc.

- Imaging: Sixteen images were taken in August, and “30 plus” in July.
- In budget discussion as to whether the computer network server is still being used or will need to be replaced, MMC indicated (i) the server is still being used to connect to the outside; (ii) Susie will check on the next steps (Janie is talking to Todd DeJulio of Rocky Mountain Health) to see what the next steps are in connectivity; (iii) the computer connections are NOT going well and the system may need higher bandwidth to handle the data transfers; and (iv) dollars may need to be budgeted to “refresh” not “repair” that equipment.

## 6. Old Business:

### a. Flooring Project:

- Linda said she had visited Carpet One in Longmont and Grand Junction. They handle Mohawk brand. Bigelow is a little bit better than what she had been looking at. Linda showed off a picture of a sample, and had Diedra pull up more samples on the internet and reviewed those and pictures of “luxury vinyl.”
- Linda said she would like to get the flooring project done before winter but that is not possible. She noted the process takes time. Her goal now is to have the project finished by March 31. Linda indicated her schedule is now: pre-bid conference October 6 at 5:30 p.m.; board approval of the request for bids at the October meeting, accept bids November 4; special board meeting to select the contractor November 9, approve the contract and make payment in this year’s budget.
- Linda asked whether a morning when patients are not being seen would be available for potential bidders who cannot be at the pre-bid conference to view the facility in a morning time. Joel indicated MMC has its staff meeting from 8 to 9 on Tuesdays. Susie indicated other potential vendors took 30-45 minutes to see the facility and take measurements.
- Linda stated none of the vendors want to order material until they are paid. She would like to get a contract before the end of the year. She believes the cost of the project could be split half and half this year and next year.
- Linda indicated the request for bids needs considerable revision, addition of specifications, workflow suggestions, requirements for a “business associate agreement” requiring contractor employees to comply with HIPPA, etc. This has to be accomplished before issuing the request for proposal, but believes before doing this the color of the carpet has to be decided upon as that determines what is to be done with other rooms.
- In response to a question of when the request for bids would be available for board review if the bids are due to be submitted by November 4, Linda indicated that will occur when it gets done. With regard to relative timing of board approval of the request for bids and the pre-bid meeting, Linda said the board could approve the request at its October meeting (which comes after the pre-bid meeting). Discussion indicated the request for bids should be complete before the pre-bid meeting, and Linda indicated that

- as the specs are different from what was previously considered the completion date may move out to May 31.
- Linda indicated she did not consider it necessary to advertise the request for bids in the newspaper, but Diedra indicated that is a requirement.
  - Linda suggested that large 30” square floating tiles that are held down by their weight are preferable to glued tile which could present a problem the next time tile needs to be replaced. She wants to get away from existing tile, does not want to pull up the old tile; she wants to get away from composition vinyl which requires waxing.
  - Joel commented that the board had never fully addressed a policy of contracting locally to benefit the local economy, nor how considerations of low price v. supporting local business will be handled. Joel pointed out there are tensions between three different pressures: using an unbiased contracting process, obtaining the best price and quality of installation, and favoring local businesses. Linda pointed out that there was only one vendor located in the county, which did not wish to propose due to restrictions placed on the work, but that Montrose and Delta could be considered local, as might Grand Junction.
  - Linda asked how vendors in more distant locations such as Grand Junction would know about the request for bids. Richard suggested lists of potential vendors can be pulled together from Yellow Pages and industry sources, and they can be called or sent letters telling them the RSA has this project and where the solicitation may be obtained.
  - Joel commented that the process appears to be taking a very long time if completion is not planned until the end of March. Linda pointed out that in doing a private home a vendor is just called in to do it, and one doesn’t have to go through the very long competitive process in which the RSA has meetings, bidders have to have time to prepare bids, schedule the work, etc. and that RSA’s project is not as lucrative as doing a whole hotel in Telluride.
  - Linda indicated all board members should individually sign “associate contractor agreements” with MMC; Joel indicated that is not necessary, but MMC would be happy to have a single such agreement with RSA and it would be up to RSA to have individual acknowledgements signed by board members and staff. Joel pointed out that MMC only needs an agreement with vendor contractors, which requires the contractor to train its people, but MMC does not obtain individual signatures from individual vendor personnel. The same concept would apply to RSA. Linda suggested the board pass a resolution that it agrees with HIPPA requirements. Richard suggested a policy could be written requiring appropriate training, and acknowledgement forms maintained centrally by the administrator. Richard can draft up such a policy.
  - With regard to the repeat topic of carpet and vinyl color selections, the consensus of the board and others at the meeting was to just go ahead and get it done.
  - Linda understood the board had not been happy with the prior color selection and needs a decision in that regard. Joel indicated MMC can live with any of the proposals Linda has brought forward. Board consensus: let’s just do it.
  - With regard to floor maintenance, Susie indicated MMC has researched vacuum cleaners, has one on order, but doesn’t believe it needs to be used on the current carpet. Linda stated the beater type vacuum does need to be used now, as carpet deteriorates due to

- dirt accumulation at the bottoms of the fiber. Susie said MMC will obtain the vacuum immediately.
- b. Inventory policy proposal revision: Richard has been waiting to receive the list of fields and their order in the input screens for the inventory software from Diedra, but had not received it. Diedra indicated she would send Richard the fields the inventory software uses, and make the inventory laptop computer and its software available.
- c. Budget preparation:
- Diedra sent out a draft 2016 budget late at night on 9/15.
  - Richard suggested the board work on a proposed budget at the scheduled October 8 work session as previously discussed. Richard said he had not had time to review the proposal, had spent the morning attempting to convert what Diedra had sent out to the format the board had previously requested be used, which allows assessment of recent year and year to date data to develop individual budget line items, but has not had time to finish that. Richard did not have the 2013 actual revenue and expenditure data to insert into the spread sheet (attachment 2) showing recent actual financial history but will try to insert those into the spreadsheet for the October 8 work shop. Diedra said she could provide that easily and would. Richard said he had not seen the projections through the end of 2015 Diedra had been requested to provide.
    - Diedra said she has and can provide the 2013 data easily with a report from QuickBooks, and that she could do her best to generate a projection through the end of 2015.
    - Diedra made the comment that never before has the entire board gone through the detail to develop a budget.
    - Richard requested the budget be reviewed in detail as previously planned at the scheduled October 8 work session and adopt a budget as a result of that meeting.
  - Linda requested the 2016 budget be reviewed and adopted at this meeting so Diedra could publish the proposed budget prior to the board's October meeting. Linda said the budget should be discussed at a regular board meeting where minutes are kept and insisted it be done at this meeting.
  - Diedra indicated she would not be able to return from a commitment in Durango in time to attend the October 8 meeting.
  - In compliance with Linda's request the board went through the line items of the proposed budget. See attachment two (updated to include results of this meeting in column labeled "Cut#2").
  - Discussion reviewed the requirements and Diedra clarified:
    - Public notice that the draft budget will be available for review (but not the actual proposed budget) needs to be in the newspaper on October 15, so arrangements for newspaper advertisement are required prior to that date.
    - Draft budget needs to be sent to county clerk on October 15.
    - Traditionally RSA board has reviewed the budget proposal at its November meeting. Last year the budget was approved at the November meeting.

- Final budget needs to be adopted by December 15 but this year the December meeting is scheduled for December 17<sup>th</sup>.
- Diedra stated she is required to post notice of when the budget will be considered by the board and suggested the board could accelerate the December meeting to a date prior to December 15 so budget could be adopted in December. The notice of proposed budget is required to state at which meeting the budget will be considered for approval.
- Consensus that budget will be discussed further at the October 8 workshop, on the agenda for the October 15 meeting, and on the agenda for adoption at the November 19 meeting; if it is not adopted at that meeting, appropriate schedule changes can be determined at that time.
- Diedra pointed out that revenues listed in her proposed budget are subject to change and that she expects updated information from the county in early December.
- **MOTION** by Linda, seconded by Jennifer, that Diedra be authorized to post the budget in the newspaper and submit today's results as the preliminary budget to the county. Discussion focused on providing Diedra time to submit to newspaper; Richard preferred to go through the detail at the October 8 work session as previously planned, with the ability for the board to review the proposed budget in light of recent prior history before adoption at the October meeting; the notice in the newspaper simply says the budget will be available; it does not include the actual budget. Richard stated he had no problem placing a notice in the paper that the budget would be available but preferred not to adopt the preliminary budget prior to further work at the October 8 meeting. Motion passed: Linda and Dick in favor, Richard opposed, Jennifer abstaining.
- As part of the budget discussion it was revealed that the inventory project issue with the "\$22,000 server" was actually a dollar figure without substantiation that had been agreed upon in the past for purposes of attributing MMC's aggregate expenses, and reimbursing them, for the entire suite of hardware and software that included the server, and for inventory purposes had been attributed to the server hardware.
- d. Exterior Lighting: Letter from Town of Ridgway building inspector citing violation of Town ordinance regarding exterior lighting for the third year in a row. The town rules are different for signs with "interior lights" (as is the current MMC sign) and flood lights shining down on a sign, with more restrictions on signs with interior lights. MMC received the same notice and a visit from the building inspector. Susie explained that on his visit, John Hatfield, the building inspector was shown copies of e-mail correspondence with him regarding what kind of sign is allowed to be lit during what hours, that he had stated MMC was grandfathered in, and that MCC was complying with the building inspector's direction. He admitted that his directions were incorrect and contrary to the Town ordinances. The Town building inspector's misdirection has cost MMC \$2,000 in additional costs when they replaced the sign they would not have incurred had the directions from the building inspector been correct. Susie indicated MMC has already adjusted the sign light timer to comply with the Town ordinance.
- e. Interior lighting:
  - Diedra has performed the survey, found a number of fixtures in which only two of four fluorescent bulbs were operating.

- Discussion indicated that the electrician had gotten all the lights to work recently and those failures since then may be related to ballasts which are failing.
- Richard reminded board that Mike had offered to take action but that the action was dependent upon the scope of work required, and that was to have been ascertained by the survey. Richard requested Diedra send survey results to Mike. Diedra said she would when she converted the survey results to readable form.

## 7. Reports from Administrator:

- a. Invoice Review: Diedra provided the check detail. **MOTION** by Richard, second by Jennifer, that invoices be approved as presented. Motion passed unanimously.
- b. Correspondence:
  - Assessor provided the certification of values. Total assessed valuation against which mill levy will be assessed is \$156,505,050.
  - E-mail from insurance company regarding renewal of business owner policy; insurance company asked a number of different questions, e.g. size of buildings, number of employees, etc. Diedra has responded with the requested data.
  - Letter from Town of Ridgway building inspector citing violation of Town ordinance regarding exterior lighting for the third year in a row. Discussed above under Exterior Lighting.
- c. Financial Statements:
  - Dick noted that despite many months of discussion the financial statements still do not reflect assets correctly. Diedra is not comfortable inserting asset values into QuickBooks without having Scott Middleton showing her how to do that.
  - Diedra indicated she still had not met with Scott Middleton to correct the financial statements. Diedra said she will contact Scott Middleton.
  - Richard reminded Diedra that she had also been requested to ascertain Scott Middleton's availability for RSA work.
- d. Inventory Project:
  - Diedra stated she had not prepared the requested resolution regarding assets previously disposed of, but had a listing of them with one item unresolved, a Kyocera scanner that she did not understand the issue as serial numbers appeared to match. Diedra stated she will get with Joey to resolve the issue. Other items on the list appear accurate to Diedra. The \$1,400 densitometer may still be in the building, but could not be located. It was procured for use solely for quality assurance of radiation films, but films are no longer being used as the system is not digital.
  - **MOTION** by Linda, second by Jennifer, that the board adopt Diedra's report as presented with the provision that the scanner issue be investigated. In discussion, Linda stated that no matter what other government entities did she did not think a resolution was necessary to document disposition of assets and wanted to have the issue resolved with a board adoption now. Richard stated his understanding that disposition of assets requires a board resolution. Motion failed, Linda in favor, Richard and Jennifer opposed.

- Linda requested Diedra be tasked with researching for future use whether disposition of assets requires a resolution.

## 8. New Business:

### a. CDoT temporary easements.

- Joel expressed concern that, no matter the oral representations of the CDoT contractor representative that the easement would only be used for a short period of time, once a six-month easement is signed, CDoT contractors could decide they want to park equipment in the easement during the six month period, and the written document would govern. Linda asserted that she trusts CDoT representations because she believes the contractors do not wish to use the easement; she has gone to CDoT meetings with town, and there is great cooperation; that CDoT contractor needs flexibility in timing of the project, e.g. working on a section, leaving, and coming back and working on it again.
- Diedra stated all board members except Jennifer had visited the site while meeting with Mr. Rhodes. Diedra has been meeting with David Rhodes, the CDoT representative. Diedra stated Mr. Rhodes indicated compensation would likely be above \$2,000 but below \$5,000. Diedra indicated the RSA would have 35 days to sign an easement from the time CDoT provided an official offer; he had not made an official offer yet to allow time for RSA to consider the easement, but she expects a CDoT offer in the next several weeks. The 35 days is a limitation on an incentive payment.
- Richard asked whether a list of issues had been identified at the second visit with CDoT. There is no list, but ADA access to the front door was raised. Richard presented a draft easement that addressed issues noted during the first visit (Mike, Richard, Joel and Susie with Mr. Rhodes) and Richard's subsequent review of the markings by the surveyor (attachment 3). Richard showed photographs showing the survey markings and noted some of the issues identified during the visit.
- Susie asked whether CDoT would provide alternate employee parking; Diedra indicated CDoT would not do that. That would be up to MMC or RSA to take up with neighboring businesses. Discussion indicated the current employee parking is not suitable for handicapped access due to lack of a ramp. Linda recommended north side of the parking lot in front of the dumpster be used with head-on parking on non-trash collection days (Tuesdays), but that is not suitable as it would block access for the ambulance entry.
- Diedra did indicate the alley on the west side of MMC is private CDoT and would not provide access to MMC through the alley.
- Linda objected stating CDoT would never accept the format or conditions Richard identified and that CDoT would automatically provide access and it was not necessary to address such items and that based on her being at public meetings with CDoT they would be very cooperative, provide continual access and not disturb the medical clinic. Richard noted he had prepared his draft prior to receiving the CDoT temporary easement format, but the format itself is not the issue, and that he suspected the outline of the proposed/desired easement area had been based on reviewing a plat, which does not show the curbs and landscaping.
- Richard recommended the board authorize one or two board members to enter discussions with CDoT with the objective of resolving the identified issues. Linda stated

that is a job for the administrator. Diedra recommended Richard discuss the issues with CDoT as he had done the research. After discussion Dick obtained board consensus and authorized Richard and Mike to enter discussions with CDoT.

- Linda requested the record reflect that CDoT needs a 180 day easement but does not want to tie the contractor's to specific dates but to provide the contractor flexibility and to include a large enough area that the contractor has freedom to work.

**b. Purchasing process:**

- Diedra said she had not written up anything on this but she and Susie indicated they had discussed the purchasing process and were thinking of developing some kind of requisition process so that everyone would understand what was desired. Susie indicated they had discussed the sales tax issue and the need to record items for the inventory.
- Richard mentioned that the inventory policy form that was being developed should be helpful in this regard, as well as in disposal actions, it just wasn't ready yet, [item 6.a. above.]
- Diedra agreed to bring in the RSA inventory computer so Richard can see the fields and input forms used in the inventory software. Susie agreed a form for inventory would be very helpful in this process.

c. New business from the floor: None.

**9. Other/Next Meeting:**

- October 8, 2015 at 5:30, work session to further discuss budget. The work shop will be limited to two hours. Diedra may not be back from Durango but will make arrangements to provide access to Town Hall.
- Regular board meeting October 15, 2015 at 12:30 p.m.

**10. Adjourned at 1639** by Dick Gingery.

**Attachments:**

1. Diedra's proposed 2016 budget.
2. Richard's recast budget - "Cut 1" column is Diedra's proposed budget; updated to show "Cut 2" column with draft budget as discussed in board meeting.
3. Backup for Cut#2 of draft budget.
4. Rough draft easement addressing issues prepared by Richard dated 9/14/15.

Submitted by:

*Richard Wojciechowski*, Secretary

Approved by the Board on October 15, 2015

*Dick Gingery*, President