

REGULAR BOARD MEETING Minutes (file 160818)**August 18, 2016, 12:30 PM – Alpine Bank, Ridgway, Colorado**

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

Present: Board members: Boland, Gingrich, McElroy, Huddleston and Wojciechowski, and administrator Liccardi.

1. **Call to Order** at 1232 by Mike Boland.
2. **Review of Agenda:** Richard requested ratification of Resolution 2016-07 be added to item 6, and that an item “other” be added to future agendas as the last item under “new business.”
3. **Minutes approval. MOTION** by Dick, second by Coleen to approve July 21, 2016 minutes as previously posted; motion passed.
4. **Public Input:** None.
5. **Discussions with Medical Provider:** Mountain Medical Clinic did not send a representative.
6. **Old Business:**
 - a. MMC storage shed.
 - Mike learned the cost of shipping and assembling the Toughshed building he had investigated is prohibitive as that model line is only carried on the Front Range; the model line Home Depot carries is sturdier, comes with dual vents, door hardware, higher snow-load rating, a steel base and other enhancements. The cost is higher at \$1,813.01 with the 3’ door and wall vents.
 - The other company Mike contacted was not interested, and was more expensive.
 - Mike discussed the shed with Ridgway Town’s building inspector and ascertained there are no issues with location, set back, etc.
 - In discussion of high cost Richard offered lumber if RSA hires someone to construct a shed; Coleen offered paving stones for the base.
 - **MOTION** by Coleen, second by Joey, to authorize purchase of the shed at the quoted price. Motion passed. Laura will provide Joey with sales tax exemption certificate; Joey will take payment to Home Depot and confirm order; Mike will install paving stone extension and coordinate delivery/erection.
 - b. **Resolution 2016-07, Financial Charter of Accounts: MOTION** by Richard, second by Joey to ratify. Motion passed.
 - c. Action item review.
 - Most items accomplished.
 - 6.b.i: stucco damage: Mike reported not done yet, he believes it can be accomplished by caulking.
 - 6.b.ii: Mike purchased a flexible down-spout extension, presented invoice for \$10.34. Discussion that formal motion is not required for this expenditure.
 - 6.c.i: Joey presented the written **Resolution 2016-05 Disposal of unused and unusable items from inventory**, which had been approved in April for ratification. **MOTION** by Richard, second by Joey to ratify. Motion passed.

- 6.c.ii: clear from review of Rainmaker contract that contractor has not been performing tasks required by contract, even if contract is their standard boilerplate, that RSA should identify alternative sources for the coming year. Mike will follow up.
- 6.c.iii: Richard reported the AED pad expiration date is May of 2018. Discussion that it makes no sense to purchase pads that expire ahead of time, but it may be appropriate to budget for one set of replacement pads each year, and the budget documentation may be the most effective place to record the expiration dates.
- 6.c.iv: Inventory status. Joey reported:
 - Lazy Kats completed the inventory in July, there is a short list of items that are “missing” which may mean the scanner didn’t read the bar code correctly. Board concurred it is not worth the effort to redo the entire scanning to locate those low value items. Inventory project considered completed. Effort was for 17.5 hours, as opposed to about 30 hours the first time. Joey will provide invoice to Laura.
 - Still has to scan in the District 3 Surface computer that Dick has.
 - Richard asked whether Lazy Kats could spend an additional hour to show Laura the entire process, then she can decide whether she wants to do the inventory next time or out-source the effort. Joey and Laura concurred. The policy has a fall time frame in which the annual inventory needs to be accomplished.
 - Lazy Kats is willing to do the work for the next session if the board desires.
- Election items discussed - see new business.
- 8.c: Tentative decision that standard financial report package will be the reports Richard suggested to Laura
 - 1. Balance Sheet - not the summary, but the full balance sheet, as of the end of the month preceding the meeting, so everyone has the same data
 - 2. Budget v. Actual - period - full year, but collapsed, columns set to accts v. quarters, not showing cents, Prevent data loss (smaller font, prints landscape on one page, still readable); only showing columns actual, budget, and percent of budget it fits landscape
 - 3. Current (most recent) Quarter Budget v. Actual expanded (shows various accounts) .
- 8.d.iii. Richard passed around a proposed budget development format which is in DropBox, as is the more detailed month by month financial record to date (Base 2 and Base 1 files, respectively).

7. Reports from Administrator:

- a. Invoices: **MOTION** by Coleen, second by Dick, to approve the invoices presented; motion passed.
- b. Correspondence:
 - Travelers’ insurance correspondence providing for selection of deductibles for workmen’s compensation insurance. Correspondence did not identify impact on premium. Discussion that premium is so low, it probably doesn’t make sense to add a deductible, but board requested Laura contact Travelers and ascertain premium impact.
- c. Finances:

- Laura reported correcting QuickBooks entries to align them with revised charter of accounts is much more difficult and time consuming than anticipated. She will be able to devote more time to it over the coming month.
- Laura requested replenishment of debit card. Mike taking action to transfer \$400.

8. New Business:

a. 2016 RSA board elections and IGA:

- County election official (clerk and recorder) Michelle Nauer had sent pro-forma Inter-Governmental Agreement (IGA) to manage election. Richard and Mike reviewed it, drafted changes to it to reflect RSA unique statutory provisions (county pays cost of RSA elections) and Laura provided the mark up to Michelle Nauer with the changes highlighted to avoid any surprise. Michelle advised Laura it looked fine. **MOTION** by Richard, second by Joey to execute the IGA with the county; motion passed. Mike signed the IGA as revised to be forwarded to the county.
- Laura provided self-nomination forms. Board members running for re-election need to get those witnessed by a registered voter and to Laura. The incorrect form needs to be removed from DropBox.
- Richard brought up the election calendar for review.
 - The legally required notice to the public of RSA elections has not appeared in the newspaper of record; Laura to take corrective action as soon as possible.
 - Self-nomination form acceptance closes September 2; prior resolution [2016-06] already directs Laura to cancel election in part or whole if not more than one nomination is received for a district.
 - Administrator/Designated Election Official needs to keep track of actions required.

b. Request for MMC 2017 budget input. Mike passed around a draft of a letter requesting MMC input for RSA 2017 budget considerations. Letter lists categories in an attempt to solicit comprehensive input. Board concurred, Mike signed letter and will deliver.

c. **Resolution 2016-08, Budget Re-alignment.** Draft of this had been presented at July meeting. Mike had suggested that a formal budget amendment is not required as the budget amounts are not being changed, but are being aligned to reflect the revised financial accounts. **MOTION** to approve by Richard, second by Coleen; motion passed.

d. Other:

- Richard passed around copy of Rocky Mountain Health press release, joining United Health.

9. Board Workshop:

Scheduled for September 8 at 5:30 p.m. to 7:30 p.m. at the Ouray county Land Use office. Need to start the 2017 budget development at this workshop.

10. Next Regular Board meeting:

scheduled for September 15 at 12:30 p.m.

10. Adjourned

at 1432 pursuant to **MOTION** by Joey, second by Richard; motion passed.

Submitted by:

Richard Wojciechowski

Secretary

Attachment: Action Items from July meeting reviewed

Approved by the Board on September 15, 2016

Michael Boland

President

Action Items from RSA Board Meeting - July 21, 2016 (file Action Items 160721)

(Items are numbered based on agenda topic numbering)

- 6.b.i Repair stucco damage. [Mike]
- 6.b.ii Repair rain gutter drain. [Mike]
- 6.c.i Provide board with written resolution 2016-05. [Joey]
- 6.c.ii Make copy of Rainmaker contract available to board. [Laua]
- 6.c.iii Obtain expiration dates on AED pads. [Richard]
- 6.c.iv Report on status of inventory project. [Joey]
- 6.c.v Post web page devoted to explaining election with self-nomination form on RSA web site, prior to deadline for start of self-nomination process (August 10). [Laura]
- 6.c.vi Post schedule of board meetings in upcoming events page (or reference there) of RSA web site. [Laura]
- 6.d. Finalize selection of shed and procure/install shed. [Mike]
- 7.b. Respond to CDoT survey. [Richard]
- 8.b.i Develop draft of web page regarding elections, provide to Laura. [Richard]
- 8.b.ii Verify Michelle Nauer has received notice of intent to hold election. [Laura]
- 8.b.iii Call Michelle Nauer and request proposed IGA be provided in time for board members to review prior to August meeting. [Laura]
- 8.b.iv Review legal notice of election (call for nominations) to public and provide any comments to Laura. [All board members]
- 8.b.v Review electio procedure, identify when actions need to be taken relative to board meeting schedule. [All board members]
- 8.c. Review QuickBooks reports, identify candidates for standard monthly board report package to Laura. [All board members]
- 8.d.i Review suggested adjustments to charter of accounts and allocation of approved 2016 budget to revised accounts. [Mike, Richard, Laura]
- 8.d.ii Review 2016 budget in light of revised account structure, develop suggestions for amended budget in time for August workshop. [Mike, Richard, Laura]
- 8.d.iii Prepare budget development format for 2017 budget. [Richard]