

## Regular Board Meeting Minutes (file 170518)

May 18, 2017 – Alpine Bank, Ridgway, Colorado

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

Present: Board members: Michael Boland, Joey Huddleston and Richard Wojciechowski.; RSA administrator Karla Cline  
Mountain Medical Center: Dr. Joel Gates, Susie Blakney

1. **Call to Order** at 1231 by Michael Boland.
2. **Review of Agenda:** No changes.
3. **Minutes: MOTION** by Joey, second by Richard, to accept the minutes from April 20. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:**
  - Joel stated there were no known issues.
  - Susie will talk to Dave Drew to see if repairing the hit and run damage to the south exterior wall is within his capabilities and comfort level. If so, Susie is requested to have Dave Drew repair it; if not advise the board.
  - Susie reported Dave Drew inspected the water fountain, indicated the piping is corroded internally and recommended it be removed. Susie indicated everyone uses the Culligan water dispenser in the break room, not the water fountain. Discussion concluded the water fountain should be removed, the piping capped. Susie to authorize Dave Drew to accomplish this.
  - Aquatech contacted Susie, had scheduled turning the water on for May 19 [Ridgway had just received about 12" of snow.]
  - Susie reported MMC has experienced savings on the electrical bills due to installation of the LED lights. Susie will provide a comparison over time.
  - Roof heat tape has been turned off.
6. **Old Business:**
  - a. Ratification of **Resolution 2017-05, Ratification of Property Disposal.** **MOTION** by Richard, second by Joey to ratify the resolution. Motion passed. The listed assets can be moved from pending status to disposed status.
  - b. Social Event. Susie reported MMC's action officer is Delight. RSA's action officer is Coleen. Neither is present. Issue deferred to June meeting.
  - c. Action item review.
    - Most action items completed.
    - Item 6.d: Verifying the budget procedure addresses all relevant resolutions; Mike is still working on that.
    - Item 7.a: Audit exemption: DoLA indicated it will be several months before DoLA reviews the request, therefore there is nothing to publish.
    - Item 7.c.i: Discussion that expenditures may not be showing up because QuickBooks is set to "accrual" rather than "cash" accounting. Karla will experiment to see if payments this year against prior year invoice show up if setting is changed to cash basis.

- Item 8.d: Karla plans on attending the Special District Association training session in Durango. Karla will register and pay by debit card.
- Item 8.f.ii: Social event: awaiting plan from the social committee.
- Discussion that packages of items scanned are easier to handle if packages are in a single file rather than having each page as a separate file.

**7. Report from Administrator.** Karla presented a comprehensive written report.

- a. Calendar review. Nothing special upcoming. Karla plans to attend June Special District Association training which is likely to identify any legislative changes.
- b. Correspondence:
  - Board accepted Randy Cassingham's recommendation to pay for four years rather than two years of domain registration.
  - Public Health sent a presentation showing the results of a survey on health care needs prioritization.
  - IRS letter requiring RSA to withhold 28% of payments to Joshua Kinne and Deidra Silbert until TIN's are obtained, due to missing TIN's on 2015 report. IRS does not require response.
    - Board is no longer paying Ms. Silbert, so no action required there.
    - Joshua Kinne was doing business as a proprietorship, is now doing business as JMK Management, LLC. Karla has JMK's EIN. To make sure RSA has the correct information, Karla will send an IRS Form W-9 for JMK Management to accomplish and return to RSA for RSA file, and checks will be made out to JMK, not to Mr. Kinne.
  - Karla's recommendation that she upload items for the next board meeting into a packet for the upcoming month was received positively. Once items are resolved, they are to be moved to an appropriate folder.
- c. Financial statements: Only comment was a disconnect between cash and accrual accounting.
- d. Invoices/checks. **MOTION** by Richard, second by Joey, to approve and pay the invoices presented. Motion passed.
- e. Discussion of organizing and placing into labeled accordion folders the documents in the file cabinet.

**8. New Business**

- a. Financial Review Committee: Joey reported that when he went to reconcile the accounts he found that Vonnie had already done all the work and there was only a single question. That question was raised because prior to initiation of transfers electronically, replenishment of the debit card appeared to be a cash withdrawal rather than a transfer. Committee reported the first quarter accounts are fully and properly reconciled.
- b. MMC sign: Susie reported that Josie was familiar with the town's requirements from three years ago and brought the relevant Ridgway Town ordinances. Discussion that if MMC wishes to have a replacement sign, it would use a contractor to ascertain whether the old electronic sign can be repurposed within current Town regulations, and what it would cost, so traffic from the west could see the sign.
- c. Marketing:
  - Discussion that signage and some advertising are appropriate. Advertising in the Ouray News Summer Guide would be aimed at tourists, but that local residents in many cases are unaware of the services offered by MMC and most are not aware of RSA's role in supporting MMC. After informal discussion prior week MMC ascertained Ouray News deadline for Summer Guide advertising had passed, but they would allow MMC to place an advertisement in the next few days. Susie provided Ouray News advertising rate sheet. Ouray News has dramatically increased advertising rates, and has dropped the ball on providing minimal advertising for members of the Chamber of Commerce. A surprising number of local residents are not aware of the existence of the clinic, and fewer are aware of the RSA and its role.

- **MOTION** by Richard, second by Joey, that RSA reimburse 50% of the cost of a half-page (about \$475) advertisement in the Ouray Summer Guide which includes a statement that RSA supports MMC. Motion passed.
  - Discussion that there is benefit to raising awareness among the citizens of RSA's role in facilitating the existence of the clinic, and that an article in the local newspaper would be beneficial in preparing for the 2018/2019 issues, but that we are not ready to start that. There have been recent changes in availability of medical care with insurance company payers, and residents may not be aware of MMC's availability.
  - A future effort could include an article about the history of the RSA, the improvements in services available at MMC, and the future path of RSA/MMC.
- d. Damage to building. Susie will ascertain whether Dave Drew is comfortable repairing the damage and if so, take action to have him repair it. If he isn't comfortable with it, Susie will report back.
- e. Building security.
- Security requirements in three categories were discussed.
    - Susie indicated she believes the current alarm system does report smoke/fires and will verify that.
    - Although MMC has treated patients injured in the Mountain Market parking lot, there have not been any incidents involving injuries in the MMC parking lot. Joel does not consider surveillance cameras of the exterior for liability reasons to be warranted.
    - MMC does not have much in the way of drugs to induce intrusion. The only incidents of intrusion have occurred outside of business hours while staff was still in the building and an exterior door had not been locked. Joel is careful to lock the exterior doors after hours when staff is still working inside. The light outside the back door installed last year has been a great help.
    - Current alarm system is considered adequate. Adding video surveillance would entail additional workload.
  - Conclusion that no changes are required in the security system.
- f. Other: no other topics.
- 9. Next meetings:**
- a. Regular meeting on June 15 at 1230, the Alpine Bank, Ridgway. Note a major bicycling event, Ride the Rockies, occurs that day with about 3,000 bicycle riders in town, which will congest traffic. A concert is also scheduled the previous evening and that evening.
- b. June 8 had been reserved for a workshop, but there does not appear to be a need for a workshop at this time. Mike will be out of town and Coleen had suggested workshops be dropped during the summer.
- 10. Adjourned** at 1406 pursuant to **MOTION** by Joey, second by Richard; motion passed.

Submitted by:  
*Richard Wojciechowski*  
 Secretary

Approved by the Board on June 15, 2017  
*Michael Boland*  
 President

Enclosures:  
 Agenda  
 Action items

**Ouray County Regional Service Authority**  
**Regular Board Meeting May 18, 2017**  
12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

1. Call to Order
2. Review of Agenda
3. Approval of Minutes from April 20, 2017
4. Public Input
5. Discussions with Medical Provider (Dr. Gates and/or staff)
6. Old Business
  - a. Ratify Resolution 2017-05, Ratification of Property Disposal.....
  - b. Social event
  - c. Action item review
7. Report from Administrator
  - a. Calendar review
  - b. Correspondence
  - c. Financial statements
  - d. Invoices/checks
8. New Business
  - a. Financial Review committee report
  - b. MMC sign
  - c. Marketing
  - d. Damage to building
  - e. Building security
  - f. Other
9. Next meetings
  - a. Regular meeting June 15 at 1230; Alpine Bank, Ridgway
  - b. Workshop - summer recess or June 8?
10. Adjourn

**Action Items from May 18, 2017 Board Meeting**

(numbered in accordance with agenda)

- 5.i/8d: Contact Dave Drew to repair south exterior wall after hit and run. (MMC/Susie)
- 5.ii: Contact Dave Drew to remove water fountain, cap piping, cover area. (MMC/Susie)
- 5.iii: Compare electric bills pre and post installation of LED lighting. (MMC/Susie)
- 6.b. Present social event plan. (Coleen & Delight)
- 6.c.i: Verify budget procedure addresses all resolutions. (Mike)
- 6.c.ii: Ascertain whether shifting QuickBooks from accrual to cash mode shows AED expenditure in 2017. (Karla)
- 7.b: Obtain IRS Form W-9 from JMK management. (Karla)
- 8.b: Report whether old electronic sign can be repurposed, cost of doing so. (MMC/Susie)
- 8.c. Develop and place advertisement in Ouray/Ridgway Summer Guide. (MMC/Susie/Josie)