

Regular Board Meeting Minutes

June 15, 2017 – Alpine Bank, Ridgway, Colorado

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

Present: Board members: Michael Boland, Joey Huddleston, Vonnie Kuijvenhoven and Richard Wojciechowski; RSA administrator Karla Cline
Mountain Medical Center: none

1. **Call to Order** at 1231 by Michael Boland.
2. **Review of Agenda:** Agenda format discussion added under New Business/Other.
3. **Minutes: MOTION** by Vonnie, second by Joey to accept the minutes from May 18. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:** None.
6. **Old Business:**
 - a. Social event: Coleen not present, MMC not present. Vonnie volunteered/board requested she contact Delight at MMC, as time is running out.
 - b. Future contract status. Richard reported Dr. Gates had been requested in early May to provide comments on the draft contract, and a reminder e-mail was sent June 4. No communication has been received. Discussion that time is running out if we are to avoid last minute hectic attempts. Board requested Richard send MMC a formal reminder.
 - c. Action item review.
 - Most action items from May were for MMC action, thus no status is available.
 - Item 6.b: Social event planning to be addressed by Vonnie per above.
 - Item 6.ci. Verification that budget procedures capture all end-year requirements is still in progress by Mike.
 - Item 6.c.ii: Karla reported that shifting QuickBooks selection to “cash basis” does not reveal the equipment expenditure. Karla will consult with QB experienced user as to why the AED expenditure is not showing up.
 - Item 8.b.: Sign. No information from MMC regarding replacing the outdoor sign along the road. Repeat discussion that it is up to MMC and their sign contractor if they want to replace the sign, repurpose the old electronic sign, and obtain any necessary permits/approvals.
7. **Report from Administrator.**
 - a. Special District Training: Karla reported on the Special District Association training session she attended in Durango. Karla found this very informative. Among take-away points:
 - In opinion of presenter at the training session, board meeting agendas need to be posted physically 24 hours in advance (e.g. the courthouse), not just on the web page.
 - Reminder that e-mail correspondence among 3 or more board members is available to the public information as this constitutes a meeting.
 - Board members who miss three consecutive meetings (unexcused) are automatically removed. [Members reported Coleen has not responded to e-mails; Mike will call her to check on her well being.] [The 2015 SDA handbook states “[a] Director’s office shall be deemed vacant upon the occurrence of any one of the following: §32-1-905(1), C.R.S.: 7. Failure to attend three consecutive regular Board meetings, unless approval of the absence is entered in the minutes, or

absence is excused by temporary mental or physical disability or illness, followed by a fourth absence;”]

- New legislation, SB-40, addresses searchable, sortable digital document public access.
- b. Calendar review. Karla reviewed the upcoming calendar.
- c. Correspondence:
 - Karla reported the state has approved the request for exemption from audit. Discussion that there is no purpose in incurring newspaper legal notice cost to simply state that the state has accepted the request. Karla will post the letter to both the web site and drop box.
 - Public health is hosting a meeting on June 26 at 1130 until 1400. Richard will attend if available.
- d. Financial statements: Karla noted she will reassign the May furniture expenditure to a new appropriate accounting category. Joey noted that the inventory has been updated and posted to include the new chairs.
- e. Invoices/checks. **MOTION** by Richard, second by Joey, to approve and pay the invoices presented. Motion passed.

8. New Business

- a. Mileage reimbursement:
 - Richard found that besides the federal IRS reimbursement rates for mileage, Colorado legislation sets reimbursement for state employees at 90% and 95% of the federal rate for regular and four-wheel drive vehicles, respectively. For 2017 the state rate is 48 cents per mile and 51 cents per mile for regular and four-wheel drive vehicles. Board will apply the Colorado state rate.
 - Karla will create a new account category for administrator training expenses.
 - Discussion whether a resolution or policy is necessary was not conclusive. Affirmed that local travel is not reimbursed unless specifically stipulated.
- b. Other
 - Agenda format: Richard noted some boards include an agenda item for presentation of relevant news items. Discussion that this is not necessary; news can be discussed under New Business.
 - Richard noted from the Special District Association June magazine topics that may be of interest at the September conference, and the apparent availability of an insurance pool, as well as a state government entity, SIPA, that provides assistance with web pages and other features.
 - Karla will investigate the insurance pool offerings to see how they may relate to RSA needs.
 - The web site has old minutes; Karla will transfer those to Drop Box. Current and one prior year will be retained on the web site.

9. Next meetings:

- a. Regular meeting on July 20 at 1230, the Alpine Bank, Ridgway.
- b. No requirement for a workshop on July 13 noted at this time.

10. **Adjourned** at 1358 pursuant to **MOTION** by Joey, second by Vonnie; motion passed.

Submitted by:
Richard Wojciechowski
Secretary

Approved by the Board on July 20, 2017
Michael Boland
President

Enclosures: Agenda; Action items; Mileage rate reimbursement info packet

Ouray County Regional Service Authority
Regular Board Meeting June 15, 2017

12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

1. Call to Order
2. Review of Agenda
3. Approval of Minutes from May 2017
4. Public Input
5. Discussions with Medical Provider (Dr. Gates)
6. Old Business
 - a. Social event
 - b. Future contract status
 - c. Action item review
7. Report from Administrator
 - a. Special District Training experience
 - b. Calendar review
 - c. Correspondence
 - d. Financial statements
 - e. Invoices/checks
8. New Business
 - a. Mileage reimbursement
 - b. Other
9. Next meetings
 - a. Regular meeting 1230 July 20, 2017, Alpine bank
 - b. Workshop - no workshop in July
10. Adjourn

ACTION ITEMS

- 6.a. Plan social event [MMC/Coleen/Vonnie]
- 6.b. Letter to Dr. Gates requesting response regarding future contract. [Richard]
- 6.c.i. Verify budget procedure captures necessary year end actions. [Mike]
- 6.c.ii. Ascertain why AED expenditure not showing up. [Karla]
- 7.a.i. Welfare check on Coleen. [Mike]
- 7.a.ii. Review SB-40. [Richard]
- 7.c.i. Post audit exemption approval to web site. [Karla]
- 7.c.ii. Public health meeting? [Richard]
- 7.d. Add accounting subcategories for furniture [Karla]
- 8.a. Add accounting category for administrator training. [Karla]
- 8.b.i. Ascertain insurance pool offerings. [Karla]
- 8.b.ii. Move old minutes from web site to Drop Box. [Karla]