

## Regular Board Meeting Minutes

July 19, 2018 – Alpine Bank, Ridgway, Colorado

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

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

1. **Call to Order** at 1230 by Michael Boland.
2. **Review of Agenda:** No changes
3. **Minutes: MOTION** by Vonnie second by Joey to approve the minutes from May 17, 2018. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:**
  - Dr. Gates introduced Angela Miller, physician's assistant. Ms. Miller's joining the staff has greatly reduced tensions, the situation at the clinic has calmed down.
  - Clinic is continuing training especially on quality measures.
  - New patient demand has diminished but the clinic is still receiving applications from new patients as they find they need to refill prescriptions, as well as some summer visitors, but patients can now receive appointments with a PA within a few days instead of several weeks. Typical uptick in travelers is also being seen.
  - Radiology report: Images taken were 33 in March, 41 in April, 40 in May, 29 in June and 19 in July to date. Jody the radiation tech is back with MMC (since November). All images are sent to a radiologist for interpretation (a medical legal decision), but with digital transmission capability an immediate determination can be obtained when appropriate whether a patient needs to be seen by a specialist right away, etc. This has made a huge difference in whether patients need to be sent to Montrose immediately.
  - Two staff toilets still are not working properly despite being rebuilt.
  - The tree along the rear driveway has blossomed fully, need to take action.
  - Lawn service is great, has been treating lawn weekly, actually showing up; MMC is very happy with the condition of the grounds.
  - Extra sprinkler head at the south side tree has been turned off. Sprinkler system has been programmed to turn on every other day rather than daily, especially not to turn on the night before lawn service is scheduled.
6. **Old Business:**
  - a. Lawn care: Karla hired a lawn service operated by Sean Kitchen; everyone is very happy with the results. Mr. Kitchen had previously provided lawn care to MMC.
  - b. Sam's Club: Karla arranged an organizational membership that is tax exempt, but Sam's club requires the two named individuals, president Boland and vice president Kuijvenhoven to pick up their membership cards in person. Vonnie has already done so.
  - c. Locking cabinets procurement for MMC. Richard purchased the two cabinets and brought them back from Grand Junction, saving about a \$198 shipping charge. Richard and Joey subsequently assembled the cabinets with Dr and Mrs. Gates. Coleen noted MMC does not need a third cabinet. Inventory form has been turned over to Karla; the cabinets need property tags.

- d. Facility reference book. Coleen is working on putting together a facility reference book with the sprinkler system and plumbing and air conditioning controls.
  - Coleen found there are three thermostats for three different zones and is looking for instructions on how to program those, as they are programmable hour by hour day by day. Dr. Gates likes his area cool while other staff members find that too cold.
- e. Ratification of Resolution 2018-2, location of legal notices.
  - Discussion that since last meeting county has announced a new location for public notices due to temporary relocation of county offices, but RSA had anticipated the issue and had already determined to use the outdoor bulletin board at the Land Use office.
  - **MOTION** by Richard, second by Joey, to ratify resolution; motion passed.
  - Board clarified guidance to Karla that per the resolution notices are to be posted at the Land Use office until RSA has its own notice board.
- f. Legal notice board.
  - Board had been discussed in May including comments by Dr. Gates, but not specifically approved. Board is to be an RSA only notice board. Review of locations indicated optimal location is on exterior wall adjacent to exit door. On-line search by Richard identified an appropriate weatherproof outdoor locked bulletin board sufficient for a header plus two regular sheets of paper, e.g. the transparency notice plus agenda for an upcoming meeting, for approximately \$145. Patients of the clinic are the most likely to be interested in RSA meetings. **MOTION** by Coleen, second by Joey, to procure notice board. Motion passed. Mike asked Karla to take action.
  - Joey noted that with visibility of board meetings to patient public RSA may be faced with patient complaints related to the clinic, and suggested RSA needs to develop a procedure for addressing or dismissing any such complaints, differentiating between comments related to the RSA owned building and those related to clinic operations. Discussion concluded that an approach can wait until such eventuality comes to pass. Actual issues are not anticipated.
- g. Budget amendment:
  - i. Karla and Richard both identified the legal requirement in DoLA guidance and legislation, respectively, to amend the budget prior to spending more than budgeted, and to follow the same procedures with regard to public notice, public hearing, and submission to state.
  - ii. Input from board and administrator:
    - Discussion that only the building maintenance budget line is significantly overspent, and that budget needs to be adjusted upward to reflect the costs incurred due to the water line break and consequent damages and repairs, while leaving some amount for repairs in the second half of the year, including costs of toilet repairs, tree removal and roof heat tape rewiring.
    - Only the facilities expenses to date are significantly over budget.
    - Facilities expense budget (account 60000) is currently \$15,100 including \$7,600 for insurance which has not been paid as yet, is normally payable near year end, but expenditures to date are already \$47,935, primarily due to repairs associated with water line break. Thus, expenditures over budget on non-insurance facilities are \$40,435. Of this \$32,849 was spent on plumbing alone and another \$3,985 on associated interior repairs. Thus, the budget needs to be adjusted upward by about that amount plus any additional facilities expenditures for the balance of the year. Mike suggested that in round numbers the annual budget has been over-run by about 50% or \$37,000 and adding that plus \$5,000 for any remaining expenses would be appropriate.
    - Additional facilities expenditures needed this year identified include:

- Two staff toilets
- Tree removal
- Rewire roof heat tape

iii. Schedule:

- August regular meeting will be publicized as public hearing on amended budget; Karla will place legal notice in newspaper; Karla will ensure bookkeeping and actual to budget report is up to date as of end July; a draft amended budget needs to be developed prior to public hearing and made available at top level with brief explanation and placed on web site; amendment will be voted on at August meeting and immediately forwarded to appropriate state office.
- Web site needs to have top level proposed budget amendment with brief explanation prior to the public hearing.
- Karla noted DoLA guidance requires budget amendment prior to expending in excess of budget. While expenditures as of end June do not exceed annual budget, they are about to do so. Vonnie and Karla noted there is a provision for budget contingencies for emergencies and amending the budget at August meeting should suffice. Alternatives would be holding special meeting or deferring some expenditures, but Joey noted RSA needs to pay its obligations on time, even if that means exceeding budget prior to its amendment, as RSA is not going into deficit expenditures. Richard brought attention to the requirements in legislation which are in the RSA reference files.

h. Action item review.

- Most items completed.
- 6.c. Joey stated it turns out there are two sprinkler heads at the tree near the road; the one that was buried by the road renovation is now turned off; the other one feeds the tree and surrounding vegetation, and is part of the sprinkler system, which will be turned off for the winter with the entire system.
- 6.c. tree issue addressed today; Coleen will have it removed at a cost of \$200.
- 6.d. Karla will verify that EKG computer has been removed from inventory.
- 6.d. Joey stated EKG computer has not been recycled; doesn't take much space, will wait until next electronics recycling day.
- 6.d. Sidewalk cost estimates deferred again. Now deferred to 2019.
- 9.d. No input from MMC on ascertaining any interest in old electronic sign. Mike agreed to take it to Recla Metal for recycling.
- 9.e. Not done. Coleen will provide Karla the inventory number of the desk being disposed of.

i. Meeting conduct. Reminder that frustrations need to be controlled, *ex-parte* communications are prohibited under the law, and members should express their own opinions and avoid attacking opinions of others.

**7. Report from Administrator.**

a. Calendar review.

- Donations such as the Wolf donation should not be on the calendar.
- Karla will prepare letter requesting MMC 2019 budget input as done in prior two years. (Last year it was mailed to the MMC office and Dr. Gates apparently never received it.)

b. Correspondence:

- Karla has been placing copies of correspondence in Drop Box under upcoming meetings; after the meetings will relocate items into correct folders.
- Received county assessor's RSA personal property valuation of \$14, 190.
- New SDA board member publication has been received. Karla will retain one, Coleen will place other in RSA space at MMC.
- 2017 Census survey of local governments received, Karla completed on-line.
- Warranty received from Whitey.
- Public Health department program on healthy living, filed.

c. Financial statements:

d. Invoices/checks.

- Four separate Allscripts invoices have been received. Discussion that Allscripts accounting has been problematic in the past, accordingly board requested Karla issue separate checks for each invoice with invoice number noted on each check to make resolution of subsequent confusion as simple as possible, and not leave it to Allscripts as to how to apply payments.
- Noted that contracts with MMC call for quarterly accounting of MMC portions (10%) of EMR/HER and insurance, which has not been done. Board requested Karla generate invoice with detailed back up to submit to MMC for MMC's share of such costs that had been paid by RSA.
- Noted that MMC request that RSA pay invoice for cyber insurance submitted by vendor to MMC is not consistent with contract; Karla to communicate to MMC with contract paragraph reference that MMC is to pay invoice and submit invoice for reimbursement of RSA's share to RSA.
- **MOTION** by Joey, second by Vonnie, to approve and pay the invoices presented except as indicated above. Motion passed.

## 8. New Business

- a. Disposition of removed large examination table (inventory number 00003001) from pediatric room, no longer wanted by MMC. Board approved disposition, Richard has temporarily stored the table, request members call around to see if anyone has a use for it rather than trashing it. First person to want it gets it. Karla to delete it from inventory.
- b. Richard advised board of Town of Ridgway new requirement to screen waste containers from view. Discussion that waste is MMC's arrangement with trash company, no action required by RSA at this time.
- c. Clarification of workers' compensation insurance: Karla advised ASAP payroll advised last bill was an auditing adjustment, everyone understands RSA has shifted to a different insurance carrier.
- d. File naming convention: discussion of how to name and electronically file documents to optimize searches. Joey suggested that any invoice document be named to indicate it is an invoice, e.g. "inv [date]". Computer sorting by date is better using the European system, e.g. year/month/day numerical format. Karla has already cleaned up much of the filing.
- e. Other:
  - In response to Dr. Gates' issue with the tree and subsequent to the May discussion, Coleen obtained two quotations for removing the tree, one for \$1,200 and another for \$200. Coleen will take action to hire the person who offered to remove the tree and clean up for \$200.
  - In response to recurring problem with two staff toilets, noted John Hammond had already charged RSA \$350 per toilet recently to replace the inner workings of each, but the issue is now believed to be mineral deposits in internal passages. Vonnie asked why Mr. Hammond should not be held responsible for completing the repair of the toilets after having charged so much for replacement of inexpensive internal components. Coleen stated she did not want Mr. Hammond

coming back after the ineffective work done. Coleen agreed to obtain quotations for total replacement of those toilets in time to include those in a draft revised budget for August.

- Coleen and Susie find the location of sprinkler system controls inconvenient; Coleen wants the controls moved to a different location. Any action deferred.
  - Coleen stated she wants to have roof heat-tape rewired by John Krepinsky. Coleen will obtain quotation from him immediately.
  - Joey will keep Coleen's RSA computer so it will be updated as necessary, as Coleen does not have wi-fi to keep it updated. Re-installing Windows 10 deleted Drop Box, so that has to be re-authorized.
9. **Next meetings:** Regular meeting on August 16, 2018 at 1230, the Alpine Bank, Ridgway which will include public hearing on budget amendment, adoption of an amended budget, and also the start of the 2019 budget preparation.
10. **Adjourned** at 1431 pursuant to **MOTION** by Vonnie, second by Coleen; passed by acclamation.

Submitted by:

  
Secretary

Approved by the Board on August 16, 2018

  
President

Enclosures: Agenda; Action items; Administrator's report

**Ouray County Regional Service Authority  
Regular Board Meeting July 19, 2018**

12:30 PM – Alpine Bank Conference Room, Ridgway

**AGENDA**

1. Call to Order
2. Review of Agenda
3. Approval of Minutes from May 17, 2018
4. Public Input
5. Discussions with Medical Provider (Dr. Gates)
6. Old Business
  - a. Lawn care
  - b. Sam's Club
  - c. Locking cabinets procurement for MMC
  - d. Facility reference notebook
  - e. Ratification Resolution 2018-02, location of legal notices
  - f. Legal notice board
  - g. Budget amendment
  - i. Legal requirement
    - ii. Input from board/administrator
    - iii. Schedule
- h. Action item review
- i. Meeting conduct
7. Report from Administrator
  - a. Calendar review
  - b. Correspondence
  - c. Financial statements
  - d. Invoices/checks
8. New Business
  - a. Disposition of removed large examination table
  - b. Town of Ridgway trash concealment requirements
  - c. Clarification on worker's compensation coverage (5/28 Travellers')
  - d. File naming conventions
  - e. Other
9. Next meeting: Regular meeting 12:30 August 16, 2017 at Alpine Bank, Ridgway.
10. Adjourn

## **ACTION ITEMS**

- 6.b. Pick up Sam's Club membership card in person. [Mike]
- 6.c. Update inventory with regard to new cabinets. [Karla]
- 6.d. Assemble facility reference binder. [Coleen]
- 6.f. Order outdoor notice board. [Karla]
- 6.g. Obtain cost quotations for toilets, including alternative types of toilets and installation. [Coleen]
- 6.g. Ensure bookkeeping is up to date through July or later for August meeting. [Karla]
- 6.g. Place legal notice of public hearing on budget amendment in newspaper. [Karla]
- 6.g. Place notice of public hearing on budget amendment on web site. [Karla]
- 6.g. Obtain quotation for rewiring roof heat tape. [Coleen]
- 6.g. Develop pro-forma budget amendment for web site prior to public hearing. [Karla]
- 6.h. Verify EKG computer has been removed from inventory. [Karla]
- 6.h. Recycle EKG computer. [Joey]
- 6.h. Recycle old electronic sign. [Mike]
- 6.h. Replenish debit card. [Mike]
- 7.a. Prepare letter requesting budget input for August meeting. [Karla]
- 7.a. Place legal notice in newspaper regarding nominations for District 2 and 4 board seats. [Karla]
- 7.d. Generate invoice year through June (two quarters) for MMC portions (10%) of Allscripts. [Karla]
- 7.d. Remind MMC that MMC is responsible for paying for cyber insurance and subsequently providing invoice to RSA for reimbursement of the RSA portion (90%). [Karla]
- 8.a. Delete old examination table, inventory number 00003001, from inventory. [Karla]
- 8.e. Remove tree on north driveway border. [Coleen]
- 8.e. Obtain electrician's quotation for rewiring roof heat tape. [Coleen]
- 8.e. Re-authorize Coleen's Drop Box account. [Karla]

## **Administrator Report - Karla Cline Board Meeting 7/19/18**

### Calendar Review:

- Wolf donation usually comes, but has not arrived yet.
- Project actual revenues and expenses through year-end
- Request medical provider input to budget
- Begin budget preparation
- Self-nomination forms due for board member candidates

### Correspondence :

- 2018 Personal Property Valuation
- 2018 SDA Board Member Manual
- 2017 Census Survey of Local Government Finance
- Whitey's Warranty
- HEAL
- County email below:

As you may be aware, Ouray County is undertaking a large restoration and new construction project for the Ouray County Courthouse. As a result, all County offices will be relocated to temporary offices for the duration of the project, which is expected to last for two years. During the Board of County Commissioners (BOCC) regular meeting yesterday, the Board voted to relocate the County's official posting place to **112 Village Square West, Ridgway, CO 81432**, effective July 1, 2018. Please update any resolution or official designation you may have for your special district.

Financial: Accounts reconciled as of 6/30/18

QB Reports Budget vs. Actual Year Statement of Activity (Profit & Loss)

Statement of Financial Position (Balance Sheet)

### Checks:

- All scripts - monthly maintenance \$2,172.97
- Mountain West \$4,495.95
- Quality Health Network \$225
- Aquatech \$208.65