

Regular Board Meeting Minutes

May 17, 2018 – Alpine Bank, Ridgway, Colorado

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

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

1. **Call to Order** at 1230 by Vonnie Kuijvenhoven.
2. **Review of Agenda:** No changes.
3. **Minutes:**
 - **MOTION** by Joey second by Coleen to approve the minutes from March 15, 2018; motion passed.
 - **MOTION** by Joey second by Vonnie to approve the minutes from April 19, 2018; motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider, Dr. Gates:**
 - Activity has been crazy since beginning of year, very challenging. This has been a tense time for both patients and staff trying to accommodate patients despite low staffing. Joel hopes it will return to normal with the arrival of the new PA, but the influx of summer crowds is starting now, and Joel expects an influx of summer residents, both MMC patients and those who were patients of the Sherwood practice. Joel has done a lot of apologizing recently but is assuring patients it has not been like this and does not expect it to be this difficult in the future.
 - New PA, Angela Miller is in her third week at the clinic. Joel will bring her to introduce her next meeting.
 - Richard asked for Joel's views on RSA placing a small enclosed bulletin board for RSA's legal notices on the outside of the building. Joel would be concerned about repeated requests by patients and various organizations to post notices of their activities on an open bulletin board but is fine with a locked enclosed board restricted to RSA official notices to which MMC does not have access, so he isn't faced with requests from patients and various organizations.
 - Susie indicated she had watched carefully as the Aqua Tech representative crawled under a sink to adjust sprinkler settings and can include appropriate instructions in the reference book.
 - Joel noted the lawn is looking pretty dead in places; Susie assured Joel the sprinklers are set properly. Susie noted the breeze blows sprayed water away from the spot that is dead.
 - Joel noted MMC has had sufficient chaos for a while, had asked Coleen to hold up on projects to restore calm to the clinic.
 - Clarification with Susie regarding the inventory form, which has the party receiving an item filling in information (e.g. manufacturer, model, serial number) and then additional information (e.g. inventory tag number) is added so it can be input to the FATS inventory system. Backtracking is work intensive; data needs to be gathered by the individuals receiving items.
6. **Old Business:**
 - a. Alternative methods of payment, e.g. PayPal.
 - Joey summarized his prior thoughts that PayPal would enable on-line purchases without endangering debit card account. It could be tied to an RSA checking or savings account.

- Discussion that not all vendors accept PayPal, that perceived \$1,000 transaction limit may or may not be in effect, that other options may work as well, and that emergency payment requirements that cannot wait one or two days are rare. An RSA credit card is also an option. Richard expressed reservation about tying PayPal to RSA's checking account.
- Discussion of whether raising the amount typically in the debit card account. Coleen in favor of having the debit card account funded at a level of \$2500. No conclusion after discussion.
- Richard offered to inquire at Alpine regarding bank limits, fees and other possibilities. Joel noted increasing balance on debit card can make it work without needing yet another account.

b. Updates to facility reference book.

- Discussion noted that a number of changes have been made, especially in the plumbing system and sprinkler system, electrical wiring. The previously approved concept of a reference book for operations needs to have operating procedures documented for future reference.
- Susie indicated that in her spare time she is working with Coleen on this but was not sure of format.

c. Maintenance updates:

- Plumbing: Water line ending near outdoor sign:
 - Coleen indicated that water line had been used to water the tree, but in her opinion the tree does not need water. The head of the water line, the valve, had been knocked off by work on the sign. Coleen had the water line capped off.
 - Richard raised a concern that if it is simply capped off and not shut off by a valve inside the building, the line can freeze and then cause a significant water leak.
- Sprinkler: Susie reported Aqua Tech did come out and test and adjust the sprinkler system.
- Lawn care:
 - Joel noted a major problem is not the lawn mowing, which only took him 15 minutes a few days ago, but eradicating the weeds growing among the rocks and around the building. He also noted the community is extremely sensitive to use of chemicals such as weed killers.
 - Coleen had not contacted various companies that provide lawn care but did obtain quotations from two local individuals:
 - Mark Schroeder quoted a price of \$45/trip for mowing the lawn and \$48/trip for fertilizing and weed killer application every other time, plus a one-time clean-up effort at \$30/hour for an estimated 3-5 hours, plus another 2 -3 hours to sweep and clean up in general.
 - John Hammond (the plumber who repaired the stucco) provided a detailed set of rates by the job but does not find it cost effective to drive weekly from Montrose, plus a one-time clean up fee of \$250.
 - Vonnie spoke with Joseph Hornsburger of Mountain Grown who quoted a rate of \$48/trip for lawn mowing with fertilizing/weed treatment every other trip.
 - Richard had sent Coleen a list of companies from the yellow pages. As Joel noted, professional crews have a trailer, do multiple nearby properties at the same time. Mike had also provided a name to Coleen.
 - Karla noted she knows some people who may be interested.
 - Vonnie noted the difference between "landscapers" v. "lawn maintenance."
 - Vonnie noted Ridgway Secondary School is looking for community service projects.

- Discussion that prices appeared very high. In response to questions, Joel indicated that weekly lawn maintenance is required, as opposed to bi-weekly, because the lawn is being watered so it grows. Some confusion because the work scope hasn't been defined.
 - A tree on the north side needs trimming; Coleen would like to see it removed.
 - Conclusions:
 - Karla will contact a person she knows to ascertain his interest in mowing the lawn.
 - Vonnie will ascertain whether the secondary school children, who have been looking for a community service project would be interested in pulling the weeds and Vonnie will supervise.
 - Richard noted we cannot wait until the July meeting to authorize action, and the board requested Karla check with her potential source, check in Yellow Pages, and arrange for lawn maintenance. Karla has the authority to retain a lawn service and is trusted to use her judgment in arranging for the lawn maintenance.
 - After the initial weeding effort we can identify any additional work and arrange for that separately.
- d. Action item review.
- Many actions completed.
 - 5.iv – still need to remove EKG computer from inventory.
 - 5.vi. – old EKG computer did not make it to the recycling. Richard noted that Recla Metal sign indicates they take electronics.
 - 6.- obtaining three quotations for sidewalk options (Coleen) – not done.
 - 6.f. – find carpet repair vendor (Coleen) – not done. Coleen indicated repair not really required.
 - Coleen indicated she has also deferred action on wainscot.
- 7. Report of Financial Review Committee:**
- Vonnie and Joey reported they had reviewed the books and all is in order.
 - Karla requested guidance as to the appropriate account for the \$7,000 subsidy paid to MMC for recruiting personnel, whether a separate account needs to be created. Discussion that this is presumably an infrequent type of expense and creation of a general “other support” account under medical provider support would be appropriate. Vonnie recommended 70100.
- 8. Report from Administrator.** Karla had posted her monthly report to Drop Box.
- a. Calendar review. Clarified that because District 2 and 4 board positions are up for election this year notice of election does need to be sent to county election official. RSA does not have any ballot issues for the election.
 - b. Correspondence: State auditor has approved the request for audit exemption and Karla has arranged for a notice to that effect in the Plaindealer.
 - c. Financial statements:
 - Karla noted the accounts have been reconciled as of end April.
 - Karla requested replenishment of the debit card account noting that we will have two months of draws on it (about \$150/month) prior to the next meeting.
 - Richard noted that the checking account balance has dropped from about \$100,000 to about \$40,000, with massive spending on facility. April meeting had noted the probability of need to amend budget. RSA has already expended almost the entire annual budget.

- Richard reminded board that amending budget is a drawn-out process requiring development of a revised budget, a notice of public hearing, a public hearing, adoption of an amended budget, and report of such to the state.
- Richard suggested that each board member and Karla bring to the July meeting input for the budget for the balance of the year, so the process can move rapidly.
- Vonnie agreed this needs to be on the July agenda. Vonnie noted she did not find a requirement to amend the budget. Richard was certain it is required; legal requirement to be reviewed for the July meeting.

d. Invoices/checks.

- A&B mechanical.
 - On May 2 Coleen posted A&B Mechanical invoice number 22669 dated 2/15/15 for \$791 to Drop Box.
 - Susie noted A&B had called her about six weeks ago regarding the unpaid invoice and she referred A&B to Coleen. A&B called Susie again the morning of May 17 to follow up.
 - Karla indicated she had never received the invoice in the mail.
 - The morning of May 17 A&B Mechanical called Richard at home to say their February invoice had never been paid and they have been unsuccessful in their attempts to reach Coleen. A&B forwarded another copy of the invoice to Richard.
 - The morning of May 17 A&B Mechanical also called Susie regarding this invoice.
 - Richard found in QuickBooks the invoice entered with a date of 2/15/18 and a check number 2282 dated 2/15 listed, which does not show it being reconciled.
 - Discussion at the board meeting noted that while the invoice had been sent addressed to the new post office box, #1262, the zip code used was “81432-1010” which may have caused the postal service to send the invoice to the incorrect mail box or even to throw the correspondence out because the mailing address and zip+4 didn’t match. Check #2282 is the check Karla prepared for this meeting, with an incorrect check date based upon the invoice date. Problem appears to be the USPS using the +4 portion of the zip and not looking at the full address.
 - Check number 2282 was executed at the meeting to be sent to A&B mechanical. As per prior discussions, all invoices should be given to the administrator, not simply posted to Drop Box.
- **MOTION** by Vonnie, second by Joey to approve and pay invoices presented. Motion passed.
- Karla had received another invoice from MMC for reimbursement of another payment to Deeply Digital for \$403 that had not been previously approved by RSA (which had approved a Deeply Digital reimbursement of approximately \$1,900 plus a \$3,000 donation toward MMC’s new telephone system). MMC assumed RSA would pay for this as well.
- **MOTION** by Joey, second by Coleen to also reimburse this cost as it relates to installation of the upgraded communications and it should be the last of Deeply Digital work. Motion passed.
- Karla noted John Hammond’s invoices do not have an address. Agreement that Coleen would call him and obtain his mailing address for our records.

9. New Business

a. New shelving/cabinets for MMC:

- Leah Gates identified the cabinets MMC requested RSA purchase for MMC, available from Sam’s Club at \$299 each (“Seville Classics UltraHD Mega Storage Cabinet item, 200761”). Mrs. Gates requested two with a possible need for a third. Discussion that given the budget situation two makes more sense than three at this time.

- Joey asked whether existing empty cabinets would suffice for some storage, and Susie explained they are not suitable.
 - **MOTION** by Coleen, second by Richard, to approve purchase of two locking cabinets. Motion passed.
 - Discussion of how to purchase those cabinets as available only from Sam's Club concluded the savings on taxes would offset a membership fee (\$45) and board directed Karla to obtain a membership at Sam's Club with tax exempt status.
 - Shipping is expected to be a significant cost; Richard offered to drive to Sam's Club in Grand Junction to pick up the cabinets once ordered if available within a week or so.
- b. Drop Box v. Hard files: Richard raised the concern that (i) Drop Box is being inundated with material which may not need to be retained and (ii) some files, such as quarterly reports to the IRS but others as well, that need to be kept for an extended period should be kept in hard copy, not just in the cloud, as electronic files can be lost. Coleen commented that RSA has lots of file space in its file cabinet. Vonnie suggested the payroll company be requested to mail hard copies of quarterly reports rather than having RSA pull down copies from the web site.
- c. Plumbing – filtration system: Discussion that the filtration system recommendation passed on by Coleen from the plumber is not required; all the residents of Ridgway drink the water without a problem, and this would be an unnecessary expense.
- d. Old outdoor electronic sign: despite discussion last meeting no one had called the sign company to see if they wanted the old sign. Board requested Susie ask Josie, who knows the source of the sign, call the company to see if they want it for free to recycle it; otherwise the sign should be taken to ReclaMetal for recycling.
- e. Computer desk: following up on last meeting's discussion, conclusion computer desk in "RSA room" at MMC is not of high value, Coleen wants to get rid of it in her rearrangement of the MMC office space, and Delight may take it, but inventory disposal form with its inventory bar code number needs to be provided to Karla. Susie action to provide the disposal form to Karla.
- f. Lawn care: addressed under 6.c. above. Board requested Karla arrange for lawn care service specifically authorizing Karla to enter into a suitable arrangement. Discussion that whoever provides the service also provides the equipment.
- g. Posting legal notice/agenda location.
- Richard noted the court house will not be available/appropriate during its reconstruction for posting of legally required notices of meetings. Richard has obtained permission from the Ouray county Land Use office to post legal notices on their outside bulletin board during the court house renovation.
 - Discussion that Land Use is not a truly appropriate location for such notices, nor is Ridgway post office nor the Ridgway school bulletin board. The clinic building is the logical location. Discussion of procuring an appropriate outdoor bulletin board, with quick survey noting prices ranging \$69-\$250.
 - Richard offered two versions of a draft resolution regarding placement of legal notices, with interim location at the Land Use office, and one making the clinic building the official site once an appropriate notice board is acquired and installed. **MOTION** to adopt **resolution 2018-02** by Richard, second by Joey; motion passed.
 - Vonnie's research suggested Sam's club does not offer such boards.
- h. Reminder: open meetings; ethics policy.

- Richard followed up on April comments that RSA personnel needs to be mindful of open meeting legal requirements which consider e-mail discussions as meetings subject to legal posting requirements and should not be making decisions via e-mail. Open meeting requirements are summarized in the board member binders.
 - Richard also recommended board members refresh their review of the ethics policies, specifically the restrictions on *ex-parte* discussions, noting that discussions of issues with affected parties need to be at the board meetings not on the side, and that diversity of opinions has been shown to lead to better decisions and should be tolerated.
10. **Next meetings:** No meeting in June. Regular meeting on July 19 at 1230, the Alpine Bank, Ridgway.
11. **Adjourned** at 1421 pursuant to **MOTION** by Richard, second by Joey; motion passed.

Submitted by:



Secretary

Enclosures:

Agenda; Action items, Administrator's report

Approved by the Board on 7/19, 2017

President



ACTION ITEMS

5. Write up sprinkler system control locations/directions for Reference Binder. [Susie/Coleen]
- 6.a. Inquire regarding debit card limitations and other options. [Richard]
- 6.b. Write up plumbing & roof heat tape for Reference Binder. [Coleen]
- 6.c. Assess freeze danger of outdoor water line to sign. [Richard and Mike]
- 6.c. Ascertain willingness of secondary school community service group to pull weeds. [Vonnie]
- 6.c. Research availability of lawn mowing and arrange for such. [Karla]
- 6.c. Check on tree that needs trimming. [?]
- 6.d. Remove EKG compute from inventory. [Karla]
- 6.d. Take old EKG computer to recycling. [Joey?]
- 6.d. Obtain cost estimates/quotations on sidewalk repair options. [Coleen]
- 8.a. Notice to county election official of District 2 and 4 board seat election. [Karla]
- 8.a. Replenish debit card account. [Richard]
- 8.c. Identify likely needed expenditures for balance of year and bring to July meeting for input into budget amendment. [All board members and Karla]
- 8.c. Identify legal requirement for budget amendment. [Richard]
- 8.d. Obtain full contact information/ mailing address from John Hammond. [Coleen]
- 9.a. Obtain Sam's Club membership with tax exempt status. [Karla]
- 9.a. Order cabinets requested by MMC. [Karla and Richard]
- 9.a. Pick up cabinets from Sam's Club. [Richard]
- 9.b. Ensure significant documents be filed in hard copy. [Karla]
- 9.d. MMC ascertain whether sign company wants the old electronic sign. [MMC- Susie]
- 9.d. If sign company doesn't want it, take old electronic sign to Recla Metal. [Unassigned ??]
- 9.e. Provide inventory disposal form with bar code inventory number of computer desk being donated to Delight to Karla. [MMC - Susie]

**Ouray County Regional Service Authority
Regular Board Meeting May 17, 2018**

12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

1. Call to Order
2. Review of Agenda
3. Approval of Minutes from March 15 and April 19
4. Public Input
5. Discussions with Medical Provider (Dr. Gates)
6. Old Business
 - a. Alternative method of payment, PayPal.....
 - b. Updates to Facility Reference Book
 - i. Plumbing
 - ii. Sprinkler
 - iii. Lawn care
 - c. Action item review
7. Report of the Financial Review Committee
8. Report from Administrator
 - a. Calendar review
9. New Business
 - b. Correspondence
 - c. Financial statements
 - d. Invoices/checks
 - i. Old invoices – A&B mechanical?
 - a. New shelving/cabinets for MMC.....
 - b. Drop Box v. hard files
 - c. Plumbing – filtration system
 - d. Old outdoor electronic sign
 - e. Computer desk
 - f. Lawn care
 - g. Posting legal notice/agenda location
 - h. Reminder: open meetings; ethics policy
10. Next meeting: Regular meeting 12:30 July 19, 2018 at Alpine Bank, Ridgway.
11. Adjourn

Administrator Report - Karla Cline

Board Meeting 5/17/18

Calendar Review:

- July - Notice to County Clerk of any election

Correspondence :

- Colorado Office of the State Auditor - Application for Exemption from Audit year 2017

APPROVED

- Approved exemption from audit published in newspaper May 17, 2018

Financial: Accounts reconciled as of 4/30/18

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

Statement of Financial Position (Balance Sheet)

Debit card is at \$337.50. PLEASE TRANSFER MONEY.

Checks:

- All scripts - monthly maintenance \$1,785.18
- MMC
- A&B Mechanical \$791.00
- Ouray County - Abatement \$37.28
 - John Hammond \$2,480