

## RSA BOARD MEETING MINUTES

APRIL 18, 2019

- 1) Meeting Called to Order at 12:35pm. Present: *Board Members* Joey Huddleston, Coleen McElroy, Craig Hinkson, Mary Ann Jackson *Staff* Karla Cline *Provider* Dr. Gates, Susie Blakney Absent: Vonnie Kuijvenhoven
- 2) Review of Agenda
- 3) Public Input: None
- 4) Approval of Minutes: Coleen moves to accept minutes as presented, Mary Ann seconded; MOTION TO ACCEPT MARCH 21, 2019 MINUTES. MOTION PASSED
- 5) Discussion with Medical Provider (Dr. Gates)
  - a) Exam room 3 is currently not being used due to offensive odor. Cause is unknown. Plumber cannot identify source. Other buildings in town are having odor problems as well. Coleen is investigating.
- 6) Guest Speaker- Armando of Pro Services
  - a) Armando presented roofing proposal including concept, benefits and advantages of standing seam roofing system and explanation of construction process. Sample materials were made available for review. Numerous questions asked for understanding of project scope and timing. Proposal to include removal of existing asphalt shingles, roof flashing, heat tape and gutters. All roof shirring will be cleaned and inspected. Ice and water shield as well as roof flashing will be installed. Snow retention units will be used to prevent slide snow. 16 inch standing seam 1 inch rib 24 gauge roof with color chosen by RSA will be installed. Life of metal is 30-45 years. Heat tape will be reinstalled on North and over Emergency room exit as well as gutters. Debris will be cleaned up and disposed. Timing: 3-4 weeks needed to get material. Project should take about 4 days. Scheduling is 5-6 weeks out. **SCHEDULE AND PROJECT DATE COMPLETION DEPENDENT ON WEATHER!!!!**
  - b) MOTION: Craig moves to limit acquisition to standing seam roof proposals only. Mary Ann seconded. MOTION PASSED.
  - c) MOTION: Craig moves to contract with Pro Services for provision of standing seam roof. Coleen seconded. MOTION PASSED.
- 7) Old Business
  - a) Review of Roof Proposals: completed
  - b) Review of HVAC Proposals: Joey had Mike A look at HVAC units and determined that they are all working but have reached their life span. Units would be very difficult to be replaced when they no longer work (any time now) and thus it makes sense to replace the units when the roof is being replaced. Joey shares concerns with Mountain West's estimate that does not include condensing units. Susie had good experience with Mt. West. Tabled.
  - c) Review of HVAC Annual Maintenance Proposal: tabled until Vonnie returns

- d) Parking lot and sidewalk: Coleen met with Scott Taylor to discuss concrete vs. asphalt . Concrete holds up better. Bids to be limited to front area of parking lot and include removal of current material, dirt work, grading and compaction as well as pouring of concrete. Discussion as to whether parking lot needs to be engineered. General feeling that sidewalk and parking lot will need to be put off this year's agenda as roof and HVAC take priority.
- e) Action Item Review List:
  - i) Stainless steel backsplash at lobby water fountain – Vonnie will measure and order
  - ii) Bookkeeping adjustment resulting from Audit – Karla & Vonnie
- 8) Report from Administrator
  - a) Calendar Review
    - i) Personal Property Declaration schedule due to County Assessor 4/15 – submitted
    - ii) Audit results published in paper 4/30 – not received
    - iii) Turn off roof tape at MMC (May)
    - iv) Annual testing of sprinkler system (May)
  - b) Correspondence - none
  - c) Financial Statements- In Dropbox
  - d) Invoices/Checks
    - i) Don Moreland
    - ii) Ben Franklin
    - iii) Allscripts
  - e) Other: RSA website update: Please provide Board Bio if you have not already! Thanks
- 9) New Business
  - a) Exterior Facia Painting- **MUST BE COORDINATED WITH ROOFING**. Armando can recommend someone who can basically follow the roofing schedule. Bill Whit also contacted.
- 10) Next Meeting: May 16, 2019
- 11) Adjourn: Mary Ann MOTIONED to adjourn, Joey seconded, ADJOUNED AT 2:28pm.