

SPECIAL MEETING AGENDA
THURSDAY, JULY 13, 2023
6:30 PM*
REDWOODS ROOM, AHMC
700 RIVER DRIVE, FORT BRAGG, CA
<https://www.mchcd.org>

NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT

NOTICE IS HEREBY GIVEN in accordance with Section 54956 of the Government Code that a Special Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held on July 13, 2023, at 6:30 PM* in the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, California.

*** NOTE the different time for this meeting is at 6:30 PM.**

PLEASE ALSO NOTE: The outer doors to the Outpatient building where the Redwoods Room is located are locked at 7:00 PM. Anyone wishing to attend the meeting in person who arrives after 7:00 PM will see a sign on the doors indicating a phone number that can be used to bring someone from the meeting to open the door. In the event that anyone arrives to attend the meeting after 7:00 PM and does not have a cell phone, the hospital can be accessed through the Emergency Room where a security guard can be requested to provide an escort to the Redwoods Room.

In compliance with Government Code section 54954.2(a) the Mendocino Coast Health Care District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the District at 707-937-3089 at least 72 hours prior to the meeting. The Board reserves the right to mute or remove a member of the public for inappropriate behavior which is disruptive.

This Board Meeting is being held in person. Meeting attendees may also join virtually using the Zoom link below. See Appendix A for other links and phone numbers to access this meeting.

<https://us02web.zoom.us/j/84479308219?pwd=aGo4cThnT0RMSnpMb2J2L3l4S1ZXUT09>

CONDUCT OF BUSINESS

1. **Call to Order:** Lee Finney, Chair
2. **Roll Call:** Susan Savage, Secretary

BOARD AND COMMUNITY COMMENTS

3. **Comments from the Board**
4. **Comments from the Community**

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter over which the District has jurisdiction that is not on the agenda. Please state your name and

address for the record. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all comments. The Board of Directors can take no action on your presentation but can seek clarification of points made in your presentation or comments.

The public is invited to comment on each agenda item as it is announced by the Chair. The same 3 minutes per speaker and 20-minutes total time limits apply. The Board of Directors will then discuss the item without further public comment. The Agenda and the Minutes are approved without public comment.

Brown Act Requirements: Pursuant to the Brown Act, the Board of Directors cannot discuss or take action on items not on the agenda. This will limit the Board's response to requests and questions made during this comment period.

5. APPROVAL OF THE AGENDA - Lee Finney, Chair

6. COMMUNICATIONS

TAB 1

6.1 June 27, 2023, HCAI Notices:

6.1.1 The Hospital Building Safety Board (HBSB) Education and Outreach Committee will be meeting in Los Angeles with an MS Teams online option for the public on July 26, 10 AM – 4 PM

6.1.2 HCAI Payments Data Program Launches First Public Report

6.2 June 29, 2023, Email from Ruth Valenzuela to the Chair, District Director for District 2 Assemblymember Jim Wood, **The Wood Report**

6.3 July 5, 2023, Email from Joshua Taylor, Director of Energy, JLL Healthcare Solutions (Adventist Health) to all board members, inquiring about the status of a decision by the MCHCD on 2030 compliance plans and providing a Solar Proposal Update and report on the PACE program. The Chair responded to Mr. Taylor that no decision has been made regarding 2030 compliance options.

6.4 July 6, 2023, Invitation from Chris Norden, Field Coordinator for the California Special Districts Association to Lee Finney and Sara Spring, to meet with Mr. Norden on July 13, 2023, when he will be on the coast.

6.5 July 7, 2023, Invitation from the League of Women Voters of Mendocino County and the Grassroots Institute to join a zoom meeting with State Senator Mike McGuire regarding the state budget and current legislative impacts on Mendocino County on July 17, 4:00 PM

7. HOSPITAL SEISMIC COMPLIANCE ISSUE

7.1 **Discussion/Action:** Report from Cummings/Devenney Group on additional configurations for MedSurg beds in a proposed new hospital plan
– Lee Finney, Chair

TAB 2

8. OLD BUSINESS

8.1 **Discussion/Action:** Recommend approval of Letter of Instruction required by the Savings Bank of Mendocino to allow access to MCHCD accounts
– Jade Tippett, Treasurer

TAB 3

- 8.2 **Discussion/Action:** Recommend approval of form requesting increase in wire transfer limit for Tri Counties Bank – Jade Tippett, Treasurer **TAB 4**
- 8.3 **Discussion/Action:** Untable the Proposed Updates to the Bylaws from the Bylaws and Policies Ad Hoc Committee – Susan Savage
- 8.4 **Discussion/Action:** Review Proposed Updates to the Bylaws – Susan Savage, Ad Hoc Committee on Bylaws and Policies **TAB 5**

9. NEW BUSINESS

- 9.1 **Discussion/Action:** Recommend approval of Draft Job Description for Executive Director - Susan Savage, Ad Hoc Committee on Office and Hiring **TAB 6**
- 9.2 **Discussion/Action:** Report and Proposal on SMARSH Online Archiving Service – Lee Finney, Chair **TAB 7**
- 9.3 **Discussion/Action:** Consider change to date for August Regular Meeting – Lee Finney, Chair

10. Comments from the Community

This portion of the meeting is reserved for people desiring to address the Board of Directors on any matter which the district has jurisdiction. You must state your name and address for the record. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all comments. The Board of Directors can take no action on your presentation but can seek clarification of the points made in your presentation or comments.

10. Comments from the Board of Directors

11. Adjournment

Dated: July 10, 2023

STATE OF CALIFORNIA)
COUNTY OF MENDOCINO) §

I declare under penalty of perjury that I hold the position of Secretary of the Mendocino Coast Health Care District Board of Directors; and that I posted this notice at the Mendocino Coast Health Care District office on July 10, 2023.

Susan Savage, Secretary

Date

APPENDIX A

Topic: MCHCD Special Board Meeting
Time: Jul 13, 2023 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84479308219?pwd=aGo4cThnT0RMSnpMb2J2L3l4S1ZXUT09>

Meeting ID: 844 7930 8219

Passcode: 559950

One tap mobile

+16699006833,,84479308219#,,,,*559950# US (San Jose)

+16694449171,,84479308219#,,,,*559950# US

Dial by your location

- +1 669 900 6833 US (San Jose)
 - +1 669 444 9171 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
 - +1 719 359 4580 US
 - +1 253 205 0468 US
 - +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
 - +1 360 209 5623 US
 - +1 386 347 5053 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
 - +1 646 931 3860 US
 - +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
 - +1 305 224 1968 US

Meeting ID: 844 7930 8219

Passcode: 559950

Find your local number: <https://us02web.zoom.us/j/84479308219?pwd=aGo4cThnT0RMSnpMb2J2L3l4S1ZXUT09>

T

A

B


1

HBSB MEETING NOTICE: Education and Outreach Committee, July 26, 2023 at 10:00 am (In-person and Virtual Meeting)

HCAI HBSB <noreply@hcai.ca.gov>

Tue 6/27/2023 8:05 AM

To:Lee Finney <lfinney@mcdh.org>

 HCAI - Department of Health Care Access and Information

HBSB Education and Outreach Committee

Wednesday, July 26, 2023

10:00 am to 4:00 pm

This meeting will be held in-person as well as by teleconference.

Committee members must attend in person. Members of the public may join the meeting and provide public comment virtually through Microsoft Teams.

Teleconference access information and meeting locations are in the blue box below.

IN PERSON:

HCAI Sacramento

[2020 W. El Camino Avenue, Ste. 930](#)

[Sacramento, CA 95833](#)

HCAI Los Angeles:

[355 South Grand Avenue, Suite 2000](#)

[Los Angeles, CA 90071](#)

MICROSOFT TEAMS*:

For best results, please use Google Chrome or Microsoft Edge browsers to join meeting.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 219 473 867 383

Passcode: iUh79g

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

576732194@t.plcm.vc

Video Conference ID: 111 039 595 2

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 916-535-0978](tel:+19165350978), [745662458#](tel:+1916745662458) United States, Sacramento

Phone Conference ID: 745 662 458#

[Find a local number](#) | [Reset PIN](#)

*Members of the public are NOT required to identify themselves or provide other information to attend or participate in this meeting. If Microsoft Teams requires a name, they may enter "Anonymous." They may also input fictitious information for other requested information if required to attend the meeting (e.g., anonymous@anonymous.com).

The [meeting agenda](#), [draft meeting report](#), and [Guide for Working on Projects Under OSHPD Jurisdiction – Tips from the Experts](#) are available online here: <https://hcai.ca.gov/construction-finance/hbsb/>

If you have any questions, please email HBSBSupportStaff@hcai.ca.gov or call (916) 440-8453.



Department of Health Care Access and Information
Office of Statewide Hospital Planning and Development
<https://hcai.ca.gov>

Our mailing address is:

HCAI HBSB
2020 W El Camino Ave, Ste. 800
Sacramento, CA 95833-2988


Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.

Health Care Payments Data (HPD) Program Launches First Public Report – The HPD Snapshot

HCAI <noreply@hcai.ca.gov>

Tue 6/27/2023 11:02 AM

To:Lee Finney <lfinney@mcdh.org>

 HCAI - Department of Health Care Access and Information

Healthcare Payments Data (HPD) Program Launches First Public Report – The HPD Snapshot

The Department of Health Care Access and Information (HCAI) has released the Healthcare Payments Data (HPD) Program's first public report - [the HPD Snapshot visualization](#). The HPD System is intended to support greater healthcare cost transparency and will be used to inform policy decisions regarding the provision of quality health care and to reduce healthcare costs and disparities.

The HPD Snapshot is an overview of data currently available as submitted in the HPD System with visualizations that allow users to explore how many Californians received coverage from each type of insurer and the number of medical or pharmacy service records generated. Two of the visualizations highlight the 25 most frequently reported medical procedures and the 25 most reported drug prescriptions dispensed, with filters to view the frequency of specific procedure categories or prescription drug classes. Navigate through the visualizations using the four tabs at the bottom (Data Overview, Data Availability, Medical Procedures, Drug Prescriptions) and use the drop-down menus to filter the characteristics and types of information displayed.

This is just the start for HPD. Key milestones in the coming months include the release of additional visualizations through the public reporting program, and the launch of the data request process for non-public data.

HCAI collects and manages data from dozens of health plans, thousands of health facilities and prescription drug manufacturers, and tens-of-thousands of healthcare workforce practitioners and produces a variety of tools to make the data useful and meaningful. Reports and data visualizations are developed on timely health topics such as cost containment, health workforce, preventable hospitalizations, sepsis, and Cesarean (C-Section) births.

Please visit our [data and reports page](#) to view or download data products. You can also find data products from HCAI and other California Health and Human Services Agency (CalHHS) departments on the [CalHHS Open Data Portal](#).

[Subscribe to our mailing list](#) to receive announcements when new HCAI data becomes available.



Department of Health Care Access and Information

<https://hcai.ca.gov>


Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.

Wood Report

Valenzuela, Ruth <Ruth.Valenzuela@ASM.CA.GOV>

Thu 6/29/2023 4:26 PM

To:Valenzuela, Ruth <Ruth.Valenzuela@ASM.CA.GOV>

 1 attachments (235 KB)

Wood Report Mendocino May - June 2023.pdf;

Good afternoon,

Please see attached the Wood report- there's some good news!

Have a great holiday!

Ruth



Ruth Valenzuela | District Director

Assemblymember Jim Wood | District 2

200 S. School St. Ukiah 95482 | Phone 707-463-5770 | Fax 707-463-5773



Report from Assemblymember Jim Wood – May - June 2023 Mendocino County

The 2022-23 Legislative session is well underway. All the bills have gone through their house of origin and are now being considered in the opposite house. The budget has been signed however, there are still some budget related bills in process. For more news and updates – please check out my [website](#).

2023 BILLS

Below is a list of some of my bills that passed in the Assembly and are now awaiting hearings in Senate.

AB 50 - Interconnectivity Times and Distribution Planning

This bill strives to improve interconnectivity times for new and existing electric customers, promote more efficient distribution planning, and increase communication between large electric corporations, local governments, and the state government.

AB 242 – Employment Critical Access Hospitals

This measure would permanently allow critical access hospitals (CAHs) to employ physicians. CAHs are defined by the federal government as small hospitals with 25 or fewer beds, often located in remote and rural areas. Allowing physicians to be employed in CAHs where it would be financially challenging to start or operate an solo practice ensures the community will have the essential health care services in rural communities.

AB 286 – Broadband Infrastructure Mapping

This bill will improve broadband mapping resources and efforts in California by updating and overlaying data already collected by the CPUC and it would ensure that publicly available maps express subscriber's real internet speed data assuring that providers do not over represent the depth and breadth of their service territory.

AB 869 – Rural Hospital Seismic

AB 869 would help a targeted subset of financially distressed hospitals meet the state's seismic safety compliance requirements. The bill would allow the state to provide grants to financially distressed small rural and district hospitals to fund seismic upgrades, and delay the completion date to 2035 or whenever funds are available.

AB 1537 – Skilled Nursing Facilities

Ensures that skilled nursing facilities (SNFs) spend a minimum of 85 percent of non-Medicare health revenues from all payer sources in each fiscal year on direct care services for residents.

AB 1092 - Mergers and Acquisitions in Health Care

AB 1092 expands regulatory oversight over health plan transactions, building on prior legislation (AB 595, Wood, Chapter 292, Statutes of 2018), which requires an entity that intends to merge with a health plan to give notice to, and secure prior approval from, the Department of Managed Health Care.

AB 1272 – Drought Preparedness

This bill will direct the State Water Resources Control Board and California Department of Fish and Wildlife to develop principles and guidelines that can improve climate resiliency and drought preparedness which will benefit the water supplies for both people and fish in coastal Northern and Central California watersheds.

GREAT NEWS!!!

I was given an opportunity to ask for funding in this year's budget for a few special projects throughout the district and was successful on three requests in Mendocino County.

Mendonoma Health Alliance has been working on so many great projects; recently they have begun the process of launching a mobile health clinic to deliver primary care to the most underserved and most distant community members in their service area. I am happy to report that this year's budget includes \$350,000 to help them reach their goal.

I have met twice with the [Anderson Valley Service Learning Team](#) in my office in Sacramento. The work they did to reopen the Paul Dimmick campground a few years ago was really impressive and this year they talked with me about their efforts to build a skate park in Anderson Valley. I am thrilled that I was successful with a budget allocation of \$250,000 for that purpose.

In 2018, the Legislature approved California Fruit and Vegetable EBT Pilot Project with the goal of increasing the amount of California grown fruits and veggies available to people using the CalFresh program. For every dollar spent on a marked CA grown fresh product, the CalFresh customer gets \$1 in CalFresh credit. It's a great program but not one that is going to go statewide at this time. There are two retailers in the 2nd Assembly District who are participating in the program, [Harvest Market](#) in Fort Bragg and [Mendoza's](#) in Mendocino (both owned by the same family). I was able to get an additional \$250,000 approved in the budget for Harvest's program to assure that it continues a bit longer.

SOME BRIEF NEWS

Ukiah Prohousing designation

The state's Prohousing designation is awarded to acknowledge the policies local governments are undertaking to promote housing development. The program encourages jurisdictions to pass and implement policies that accelerate housing production, promote favorable zoning and land use, reduce construction and development costs, and provide financial subsidies. They also received \$455,000 from the Prohousing Incentive Pilot Program for the development of affordable multifamily housing.

Ukiah also received over \$517,000 in Permanent Local Housing Allocation funding for deposit in its Local Housing Trust Fund.

Point Arena received \$285,000 for the development of Accessory Dwelling Units and the rehabilitation of owner occupied housing.

Groundbreaking at the Ukiah Recovery Center

I joined Jacque Williams, the staff of the Ford Street Center and the Ukiah Recovery Center (URC) and a large group of community members to celebrate the ground breaking of the new URC facility. It has been a tremendous amount of work and has taken perseverance but Jacque, her staff and the board have succeeded and construction of the new facility will be underway soon.

Broadband Digital Equity Workshop

I participated in a workshop hosted in Santa Rosa by the North Bay North Coast Broadband Consortium (which includes Mendocino County), the California Department of Technology and the California Public Utilities Commission. The goal of the workshop was to gain input on the development on the State Digital Equity Plan and the Broadband Equity, Access, and Deployment Five-Year Action Plan. The turnout was good and it was a very robust discussion.

RE: Solar Proposal

Taylor, Joshua <Joshua.Taylor@jll.com>

Wed 7/5/2023 6:50 AM

To:

- Lee Finney <lfinney@mcdh.org>

Cc:

- Judy Leach <leachjl@ah.org>;
- Jade Tippett <jtippett@mcdh.org>;
- Susan Savage <ssavage@mcdh.org>;
- Sara Spring <sspring@mcdh.org>;
- Paul Katzeff <pk@thanksgivingcoffee.com> <pk@thanksgivingcoffee.com>

1 attachments (351 KB)

RD-FS-RUS-PACE_FINAL508.pdf;

Good Morning Lee,

I wanted to provide you an update regarding the potential on-site solar project since we last spoke. First, the interconnection application which safe harbors the project under the NEM-2.0 tariff was successfully accepted by PG&E, and grants us a 3 year period to complete the project if a decision is made to move forward. Secondly, we are investigating the possibility of additional tax credit benefits through the USDA's Powering Affordable Clean Energy (PACE) program which is part of the Federal IRA program, see attached pdf for reference. The PACE program is focused on the development of renewable energy sources in rural areas, and per the requirements the MCHD program may be eligible for a forgiveness credit up to 20% thus improving the overall financial aspects of the project. More to come on this as we work through the nuances with our developer.

I am also curious to hear if there has been any progress made around whether MCDH plans to shelter in place with the current hospital, or if a new hospital is to be built. Any updates would be greatly appreciated.

Thank You

Joshua Taylor, P.E., CEM

Director of Energy

JLL Healthcare Solutions

M: + 1-916-803-3304

Joshua.Taylor@jll.com

Powering Affordable Clean Energy Program (PACE)

What does this program do?

The Powering Affordable Clean Energy (PACE) program is part of the Inflation Reduction Act, (IRA – information is available at this link: <https://tinyurl.com/548c8tb7>), which represents the largest investment in rural electrification since President Franklin Delano Roosevelt signed the Rural Electrification Act into law in 1936. With \$1 billion in funding, PACE helps make clean, affordable, and reliable energy accessible to the people of rural America.

Under PACE, USDA Rural Development's Rural Utilities Service (RUS) will forgive up to 60 percent of loans for renewable energy projects that use wind, solar, hydropower, geothermal, or biomass, as well as for renewable energy storage projects.

PACE funding makes it more affordable for rural Americans to use clean, reliable energy to heat and cool their homes, run their businesses, and power their cars, schools, and hospitals.

Who is eligible for this program?

The PACE program is available to eligible applicants that generate electricity for resale to residents in both rural and nonrural areas. However, at least 50 percent of the population served by your proposed renewable energy project must live in communities with populations of 20,000 or fewer.

Eligible entities include:

- Corporations, states, and territories, along with their subdivisions and agencies
- Municipalities
- Utility districts
- Cooperatives
- Nonprofits
- Indian Tribes
- Alaska Native, regional, or village corporations
- Limited Liability Companies or other for-profit entities organized under the laws of any U.S. state or territory

We will only accept one application from each eligible entity. However, eligible groups can collaborate to package their proposed projects into one joint letter of interest.

You must demonstrate that your proposed project is:

- Eligible
- Financially and technically feasible
- Securable
- Reliable and resilient (can recover quickly following an unexpected disruption)
- Affordable

- Able to be completed within the allotted timeframe

Note: Individuals are not eligible to apply for the PACE program.

The program supports designated energy communities (You can learn more about energy communities at this link: <https://tinyurl.com/2bjkak5w>), disadvantaged communities, distressed communities, and Tribal communities. You can determine whether your proposed project is located in a disadvantaged or distressed community by entering the project address into the "Find address or place" search field on the map at this link: <https://tinyurl.com/5n7a46zd>.

How much funding is available?

Congress has authorized \$1 billion in PACE program funding. The maximum available loan is \$100 million including the forgivable portion. The minimum loan is \$1 million.

The PACE program allocates funding across three applicant categories:

1. Category 1: Provides up to 20 percent total loan forgiveness for applicants if they meet the minimum set of standards set forth in the PACE program Notice of Funding Opportunity (NOFO), published in the Federal Register and available on the PACE program webpage at: <https://tinyurl.com/bdh3599h>.
2. Category 2: Provides up to 40 percent total loan forgiveness if the project is in or serves 50 percent or more of the population of a designated energy community,

Powering Affordable Clean Energy (PACE)

disadvantaged community, or distressed community.

3. Category 3: Provides up to 60 percent total loan forgiveness if the project:
 - a. Is located in U.S. territories or in Compact of Free Association areas (COFA – information is available at this link: <https://tinyurl.com/4cm4k4tf>)
 - a. Serves areas with Tribal populations of 60 percent or greater, are owned by a Tribal government, or are in a Substantially Underserved Trust Area (SUTA – information is available at this link: <https://tinyurl.com/4rvtpsc9>)

You can apply for a loan of up to \$100 million. The percentage of loan forgiveness depends on the type of community the proposed project will serve (as described above and in the NOFO). Progress payments during construction of the renewable energy project are available only for system-financed loans. We will release funds for project-financed loans and debt forgiveness only after eligible projects are completed and verified.

Your interest rate is determined by the RUS municipal rate in effect at the time of the advance. These rates are set quarterly and can be found at this link: <https://tinyurl.com/u5uu742h>.



USDA's PACE program website

How can we use PACE program funds?

You can use PACE funds to finance wind, solar, hydropower, geothermal, or biomass renewable energy projects. Energy storage projects related to a renewable energy project are also eligible. Projects must be based on bankable power purchase agreements (PPAs – information is available at this link: <https://tinyurl.com/3dzhw7at>) or through a financial guarantee that ensures the financial feasibility of the project. Energy must be sold for resale to eligible off-takers which can include both utility and non-utility customers. The technologies used must be commercially available. PACE funding cannot support merchant power projects.

What are the loan terms?

Provided the project is otherwise financially feasible, loan terms are the shorter of:

1. 35 years
2. the useful life of the equipment financed
3. the term of the PPA, or
4. the term of any leased real property

How do we get started?

To be considered for funding, you must first submit a letter of interest (LOI). The application window is open June 30 – September 29, 2023, with applications processed on a rolling basis.

- Your LOI must arrive before September 29, 2023
- We will evaluate LOIs as they are received
- If we invite you to submit an application and it meets all program requirements, your project will be considered for funding.

Additional information about PACE is available in the NOFO published in the *Federal Register* and can be found on the PACE program webpage at this link: <https://tinyurl.com/bdh3599h>, and on the USDA Rural Development Information Reduction Act webpage at <https://tinyurl.com/548c8tb7>. Click the plus sign to the right of “Funding Opportunities,” and see the first bullet point: “Section 22001.”

Who can answer questions?

A list of Frequently Asked Questions (FAQs) can be found on the PACE webpage at this link: <https://tinyurl.com/bdh3599h>.

You can email PACE program questions to SM.RD.RUS.IRA.Questions@usda.gov.

What law governs this program?

Section 22001 of the Inflation Reduction Act (7 USC 8103 (h)) – available at this link: <https://tinyurl.com/2p8m9k7v> - PDF) governs the PACE program.

NOTE: Because information changes, always consult official program instructions or contact your local Rural Development office for help. A list is available at this link: <https://go.usa.gov/xJHPE>. You will find additional resources, forms, and program information at <https://rd.usda.gov>. USDA is an equal opportunity provider, employer, and lender.

CSDA Meeting Request

Christopher Norden <chrisn@cda.net>

Thu 7/6/2023 3:48 PM

To: Lee Finney <lfinney@mcdh.org>; Sara Spring <sspring@mcdh.org>

Good afternoon Lee and Sara, hope you are doing well. My name is Chris Norden, and I am the Northern California Field Coordinator for the CA Special Districts Association.

I am reaching out because I am going to be along the Mendocino Coast next week (Thursday July 13th).

I am hoping that you might have a few moments to meet so that we can catch up, and I can share a few things CSDA is working on this year. I would also appreciate hearing from you and see if there are any issues I can help with.

Thanks and look forward to meeting!

Chris Norden

Northern California Public Affairs Field Coordinator

Join us for the [2023 CSDA Annual Conference & Exhibitor Showcase](#)
August 28 – 31, 2023 in Monterey

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
916.442.7887 office
916.442.7889 fax
www.cda.net

A Proud California Special Districts Alliance Partner.

California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

from LWVMC: Senator McGuire, Zoom session, July 17, 4 pm


lwvmc-bounces@lists.mcn.org <lwvmc-bounces@lists.mcn.org>

on behalf of

LWV of Mendocino County via LWVMC <lwvmc@lists.mcn.org>

Fri 7/7/2023 4:32 PM

To:lwvmc@lists.mcn.org <lwvmc@lists.mcn.org>

 1 attachments (443 bytes)

ATT00001.txt;

An opportunity & invitation from LWV member, Peter McNamee, and the GrassRoots Institute:

Hello!

On Monday, July 17th at 4 pm, the GrassRoots Institute (GRI) will host a zoom session with our State Senator Mike McGuire. The Senator will discuss the recently adopted state budget and legislative initiatives impacting Mendocino County in a zoom session that will be open to the public.

The Institute is asking community based organizations to help us spread the word and encourage a good turnout for the zoom session. The Senator plans to provide a brief update on his legislative work and then open the session up to questions from the public.

Senator McGuire is the Majority Leader in the California's State Senate. As such, Senator McGuire has a key role in shaping the California Budget and enacting legislation that impacts all Californians.

He is a lifelong Californian. The Senator's family farmed in California for decades. The Senator's early life was marked by the importance of work and family. He's proud to note that he was raised by two incredibly strong women, his mother and grandmother.

As a legislative leader, Senator McGuire has been a champion for children and public schools. He marshaled a successful effort to stop the Trump Administration's offshore oil drilling initiatives, led the charge in the legislature on wildfire prevention & response, and is a leading voice in holding PG&E accountable for triggering catastrophic fires. The Senator is also recognized as a leading legislative voice for action to combat homelessness and build affordable housing in rural California. Most notably, he has spearheaded efforts to build a landmark rail to trail conversion project running from Eureka to the San Francisco Bay.

Previously, Senator McGuire served as a city council member and mayor of the City of Healdsburg and later as a Sonoma County Supervisor. He was elected to the California State Senate in 2014. In 2022, he became Majority Leader of the State Senate.

I hope you'll help get the word out about this important event by sending an email alert and invitation to your members. If you have any questions send me an email. The zoom access info is included below.

Thanks!!

Peter McNamee

On Behalf of the GrassRoots Institute

Here is the zoom access information for the session -

The GrassRoots Institute is inviting you to a scheduled Zoom meeting.

Topic: Senator McGuire - GrassRoots Institute

Time: Monday, Jul 17, 2023 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86342287626?pwd=bkJ4TUVoektvYzhOeThMNEFvdkMyQT09>

Meeting ID: 863 4228 7626

Passcode: 967217

One tap mobile

+16694449171,,86342287626#,,,,*967217# US

+16699006833,,86342287626#,,,,*967217# US (San Jose)

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people of all genders***

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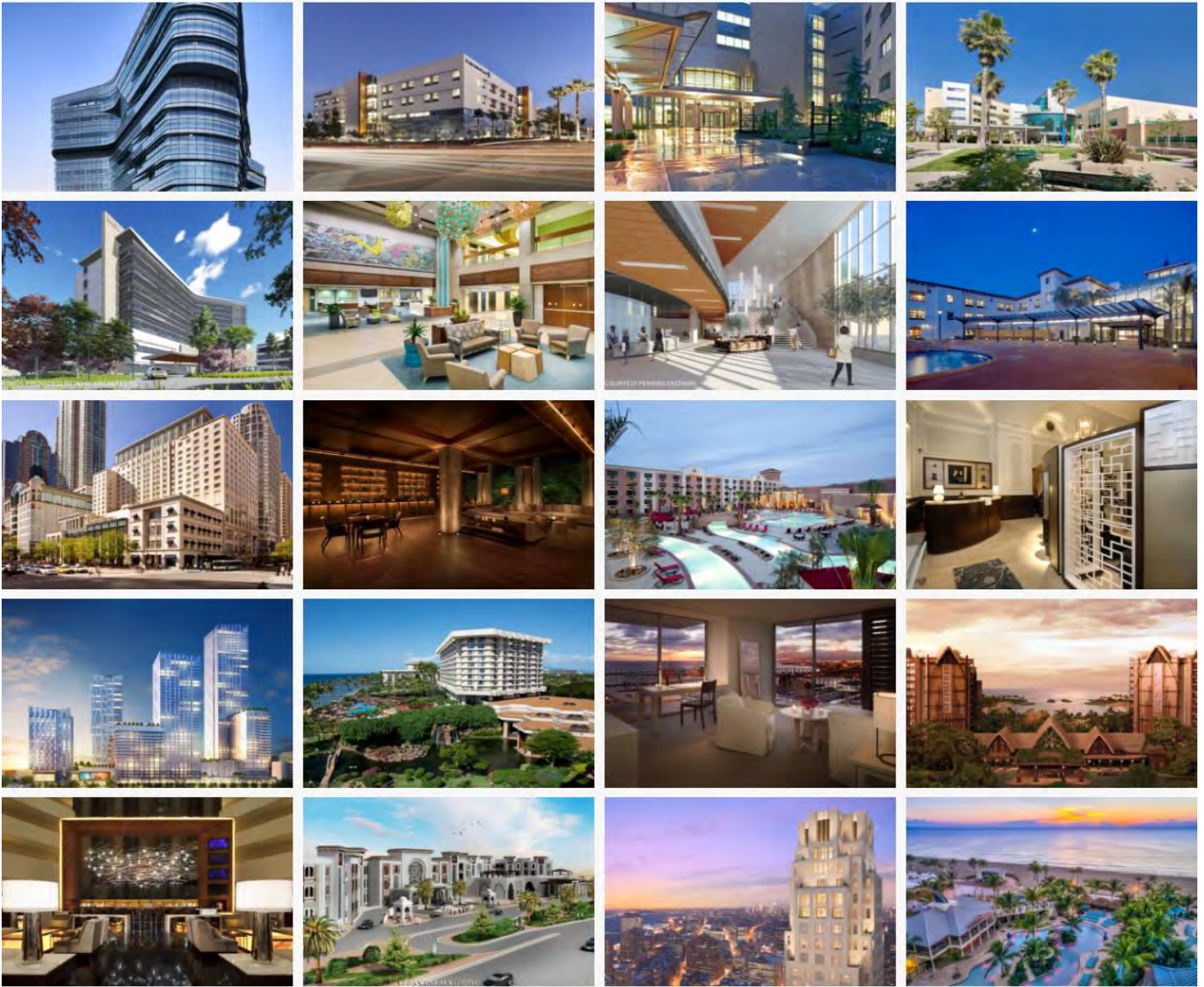
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Mendocino Coast District Hospital - Replacement Hospital

Space Program ROM Ver.2

July 7, 2023

22-01071.00



Prepared for Devenney Group

CUMMING
Building Value Through Expertise

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EXECUTIVE SUMMARY

1.1 Introduction

This estimate has been prepared, pursuant to an agreement between Devenney Group and Cumming, for the purpose of establishing a probable cost of construction at the space program rom ver.2 stage.

The project scope encompasses a new ground-up replacement hospital and central utility plant with 4 different sizing options for each.

1.2 Cost Estimation Breakdown

The total estimated project cost within our cost report is summarized below:

Description		OPTION 1	OPTION 2	OPTION 3	OPTION 4
A. Construction Costs					
Hospital Construction		\$91,294,576	\$89,155,156	\$82,572,436	\$76,736,446
CUP Construction		\$12,817,175	\$12,499,677	\$11,713,257	\$11,488,566
Subtotal Construction Costs		\$104,111,751	\$101,654,833	\$94,285,693	\$88,225,012
B. Soft Costs					
B1 - Architectural & Engineering	11.00%	\$11,452,293	\$11,182,032	\$10,371,426	\$9,704,751
B2 - Other Consultants	2.00%	\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
B3 - Permits & Fees	2.00%	\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
B4 - Inspection & Testing	2.50%	\$2,602,794	\$2,541,371	\$2,357,142	\$2,205,625
B5 - Project Management	5.00%	\$5,205,588	\$5,082,742	\$4,714,285	\$4,411,251
B6 - Owner's Contingency	10.00%	\$10,411,175	\$10,165,483	\$9,428,569	\$8,822,501
Subtotal Soft Costs		\$33,836,319	\$33,037,821	\$30,642,850	\$28,673,129
Total Project Costs		\$137,948,071	\$134,692,654	\$124,928,544	\$116,898,140

1.3 Project Schedule

	Start	Finish	Duration
Design & Engineering	Apr-23	Jun-26	39 months
Construction	Jun-26	Jun-28	25 months

EXECUTIVE SUMMARY

1.4 Escalation

Escalation / Inflation rates are very volatile in today's construction market. 2021 saw an unprecedented 13.4% escalation, and 2022 saw another 9.3% of escalation over 2021. With the information on hand, we are expecting after 2022, a slow decline in escalation from 2023-2026 until it once again reaches the ~4% range per year.

We have calculated escalation to be included thru the Mid-Point of Construction: **06/01/27**
 This rate calculated is a compounded rate from the estimate date thru the Mid-Point of Construction.

Year	Time	Rate	Total	Compounded Rate
2023	0.48	5.0%	2.4%	2.42%
2024	1.00	4.0%	4.0%	6.52%
2025	1.00	4.0%	4.0%	10.78%
2026	1.00	3.5%	3.5%	14.66%
2027	0.42	3.5%	1.5%	16.33%
2028-2030	0.00	3.0%	0.0%	16.33%

1.5 Key Assumptions & Exclusions

This document should be read in association with Appendices 1 - 4 which outline assumptions, project understanding, approach, and cost management methodology. Key assumptions built into the above cost breakdown include

Key Assumptions

- Design Bid Build Project
- Multi Phase Construction
- Normal time

Key Exclusions

- Project Soft Costs (example summary provided)
- New Hospital Equipment
- Hazardous Material Abatement
- Demolition of any existing buildings

SUMMARY

Element	Area	Cost / SF	Total
OPTION 1			
New Hospital - 21 M/S - 4 ICU	62,975 SF	\$1,449.70	\$91,294,576
CUP	2,624 SF	\$4,884.59	\$12,817,175
OPTION 1 TOTAL	62,975 SF	\$1,653.22	\$104,111,751
OPTION 2			
New Hospital - 20 M/S - 4 ICU	61,411 SF	\$1,451.78	\$89,155,156
CUP	2,559 SF	\$4,884.59	\$12,499,677
OPTION 2 TOTAL	61,411 SF	\$1,655.32	\$101,654,833
OPTION 3			
New Hospital - 15 M/S - 4 ICU	57,546 SF	\$1,434.89	\$82,572,436
CUP	2,398 SF	\$4,884.59	\$11,713,257
OPTION 3 TOTAL	57,546 SF	\$1,638.44	\$94,285,693
OPTION 4			
New Hospital - 10 M/S - 4 ICU	54,152 SF	\$1,417.06	\$76,736,446
CUP	2,352 SF	\$4,884.59	\$11,488,566
OPTION 4 TOTAL	54,152 SF	\$1,629.21	\$88,225,012

Mendocino Coast District Hospital - Replacement Hospital
 Fort Bragg, CA
 Space Program ROM Ver.2

SUMMARY MATRIX

Element	New Hospital - 21 M/S - 4 ICU 62,975 SF		New Hospital - 20 M/S - 4 ICU 61,411 SF		New Hospital - 15 M/S - 4 ICU 57,546 SF		
	Total	Cost/SF	Total	Cost/SF	Total	Cost/SF	
1 General Requirements (see below)	\$2,480,097	\$39.38	\$2,417,975	\$39.37	\$2,241,068	\$38.94	
2 Existing Conditions	\$17,610,810	\$279.65	\$16,881,060	\$274.89	\$13,639,710	\$237.02	
3 Concrete	\$23,214,520	\$368.63	\$23,214,520	\$378.02	\$23,214,520	\$403.41	
4 Masonry	\$950,040	\$15.09	\$950,040	\$15.47	\$950,040	\$16.51	
5 Metals	\$4,153,310	\$65.95	\$3,731,630	\$60.76	\$3,659,530	\$63.59	
6 Wood & Plastics	\$3,673,250	\$58.33	\$3,582,250	\$58.33	\$3,357,550	\$58.35	
7 Thermal & Moisture							
8 Doors & Windows							
9 Finishes							
10 Specialties							
11 Equipment							
12 Furnishings							
13 Special Construction							
14 Conveying							
15 Mechanical							
16 Electrical							
Subtotal Cost	\$52,082,027	\$827.03	\$50,777,475	\$826.85	\$47,062,418	\$817.82	
General Conditions	7.0%	\$3,586,560	\$56.95	\$3,586,560	\$58.40	\$3,287,680	\$57.13
Bonds & Insurance	2.5%	\$1,391,715	\$22.10	\$1,359,101	\$22.13	\$1,258,752	\$21.87
Contractor's Fee	4.0%	\$2,282,412	\$36.24	\$2,228,925	\$36.30	\$2,064,354	\$35.87
Design Contingency	20.0%	\$11,868,543	\$188.46	\$11,590,412	\$188.74	\$10,734,641	\$186.54
Construction Contingency	3.0%	\$2,136,338	\$33.92	\$2,086,274	\$33.97	\$1,932,235	\$33.58
Location Factor / Subsistence / ETC.	7.0%	\$5,134,332	\$81.53	\$5,014,012	\$81.65	\$4,643,806	\$80.70
Escalation to MOC, 06/01/27	16.3%	\$12,812,651	\$203.46	\$12,512,396	\$203.75	\$11,588,550	\$201.38
Total Estimated Construction Cost		\$91,294,576	\$1,449.70	\$89,155,156	\$1,451.78	\$82,572,436	\$1,434.89

Mendocino Coast District Hospital - Replacement H
 Fort Bragg, CA
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SUMMARY MATRIX

Element	New Hospital - 10 M/S - 4 ICU 54,152 SF		CUP 2,352 SF		
	Total	Cost/SF	Total	Cost/SF	
1 General Requirements (see below)	\$2,085,843	\$38.52	\$320,780	\$136.39	
2 Existing Conditions	\$10,787,910	\$199.22			
3 Concrete	\$23,214,520	\$428.69	\$542,936	\$230.84	
4 Masonry	\$950,040	\$17.54	\$185,526	\$78.88	
5 Metals	\$3,605,630	\$66.58	\$326,058	\$138.63	
6 Wood & Plastics	\$3,158,750	\$58.33	\$9,667	\$4.11	
7 Thermal & Moisture			\$160,712	\$68.33	
8 Doors & Windows			\$98,102	\$41.71	
9 Finishes			\$240,915	\$102.43	
10 Specialties			\$35,045	\$14.90	
11 Equipment			\$423	\$0.18	
12 Furnishings					
13 Special Construction					
14 Conveying					
15 Mechanical			\$2,429,052	\$1,032.76	
16 Electrical			\$2,387,162	\$1,014.95	
Subtotal Cost	\$43,802,693	\$808.88	\$6,736,377	\$2,864.11	
General Conditions	7.0%	\$2,988,800	\$55.19	\$268,992	\$114.37
Bonds & Insurance	2.5%	\$1,169,787	\$21.60	\$175,134	\$74.46
Contractor's Fee	4.0%	\$1,918,451	\$35.43	\$287,220	\$122.12
Design Contingency	20.0%	\$9,975,946	\$184.22	\$1,493,545	\$635.01
Construction Contingency	3.0%	\$1,795,670	\$33.16	\$268,838	\$114.30
Location Factor / Subsistence / ETC.	7.0%	\$4,315,594	\$79.69	\$646,107	\$274.71
Escalation to MOC, 06/01/27	16.3%	\$10,769,504	\$198.88	\$1,612,352	\$685.52
Total Estimated Construction Cost		\$76,736,446	\$1,417.06	\$11,488,566	\$4,884.59

Mendecino Coast District Hospital - Replacement Hospital

Fort Bragg, CA

Space Program ROM Ver.2

07/07/23

PROJECT COST SUMMARY

		Option 1 21 M/S - 4 ICU 62,975 BGSF	Option 2 20 M/S - 4 ICU 61,411 BGSF	Option 3 15 M/S - 4 ICU 57,546 BGSF	Option 4 10 M/S - 4 ICU 54,152 BGSF
CONSTRUCTION					
New Hospital		\$91,294,576	\$89,155,156	\$82,572,436	\$76,736,446
New CUP		\$12,817,175	\$12,499,677	\$11,713,257	\$11,488,566
Total Construction Costs		\$104,111,751	\$101,654,833	\$94,285,693	\$88,225,012
ARCHITECTURAL AND ENGINEERING					
A&E Full Services Construction Administration	10.00%	\$10,411,175	\$10,165,483	\$9,428,569	\$8,822,501
A&E Construction Contingency	1.00%	\$1,041,118	\$1,016,548	\$942,857	\$882,250
Total Architectural and Engineering Costs		\$11,452,293	\$11,182,032	\$10,371,426	\$9,704,751
CONSULTANTS					
Other Consultant Fees	2.00%	\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
Total Consultant Costs		\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
PERMITS AND FEES					
OSHPD Permit Fees	2.00%	\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
Total Permits and Fees Costs		\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
INSPECTION AND TESTING					
QA Testing & Certified Inspections	2.00%	\$2,082,235	\$2,033,097	\$1,885,714	\$1,764,500
Commissioning	0.50%	\$520,559	\$508,274	\$471,428	\$441,125
Total Inspection and Testing Costs		\$2,602,794	\$2,541,371	\$2,357,142	\$2,205,625
PROJECT MANAGEMENT					
Owner/Outside Project Management Fees	5.00%	\$5,205,588	\$5,082,742	\$4,714,285	\$4,411,251
Total Project Management Costs		\$5,205,588	\$5,082,742	\$4,714,285	\$4,411,251
OWNER'S CONTINGENCIES					
Owners Contingency	10.00%	\$10,411,175	\$10,165,483	\$9,428,569	\$8,822,501
Total Owner's Contingency Costs		\$10,411,175	\$10,165,483	\$9,428,569	\$8,822,501
TOTAL PROJECT COSTS		\$137,948,071	\$134,692,654	\$124,928,544	\$116,898,140
COSTS PER SQUARE FOOT					
Construction (Including Escalation)		\$1,653.22	\$1,655.32	\$1,638.44	\$1,629.21
Equipment & Furnishings		\$0.00	\$0.00	\$0.00	\$0.00
Architectural and Engineering		\$181.85	\$182.09	\$180.23	\$179.21
Consultants		\$33.06	\$33.11	\$32.77	\$32.58
Permits and Fees		\$33.06	\$33.11	\$32.77	\$32.58
Inspection and Testing		\$41.33	\$41.38	\$40.96	\$40.73
Project Management		\$82.66	\$82.77	\$81.92	\$81.46
Owner's Contingency		\$165.32	\$165.53	\$163.84	\$162.92
Total Cost per Square Foot		\$2,190.52	\$2,193.30	\$2,170.93	\$2,158.70

New Hospital - 21 M/S - 4 ICU

SUMMARY - NEW HOSPITAL - 21 M/S - 4 ICU

Element		Total	Cost / SF
1 General Requirements (Incl. Below)		\$2,480,097	\$39.38
2 In-Patient Nursing		\$17,610,810	\$279.65
3 Ancillary Services		\$23,214,520	\$368.63
4 Administrative Services		\$950,040	\$15.09
5 Building Services		\$4,153,310	\$65.95
6 Indirect Support		\$3,673,250	\$58.33
Subtotal		<u>\$52,082,027</u>	<u>\$827.03</u>
General Conditions	24 Months	\$3,586,560	\$56.95
Subtotal		<u>\$55,668,587</u>	<u>\$883.98</u>
Bonds & Insurance	2.50%	\$1,391,715	\$22.10
Subtotal		<u>\$57,060,301</u>	<u>\$906.08</u>
Contractor's Fee	4.00%	\$2,282,412	\$36.24
Subtotal		<u>\$59,342,713</u>	<u>\$942.32</u>
Design Contingency	20.00%	\$11,868,543	\$188.46
Subtotal		<u>\$71,211,256</u>	<u>\$1,130.79</u>
Construction Contingency	3.00%	\$2,136,338	\$33.92
Subtotal		<u>\$73,347,594</u>	<u>\$1,164.71</u>
Location Factor / Subsistence / ETC.	7.00%	\$5,134,332	\$81.53
Subtotal		<u>\$78,481,925</u>	<u>\$1,246.24</u>
Escalation to MOC, 06/01/27	16.33%	\$12,812,651	\$203.46
TOTAL ESTIMATED CONSTRUCTION COST		\$91,294,576	\$1,449.70

Total Area: 62,975 SF

DETAIL ELEMENTS - NEW HOSPITAL - 21 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
1 General Requirements				
General Requirements	5.0%		\$49,601,930	\$2,480,097
Total - General Requirements				\$2,480,097

2 In-Patient Nursing (IPN)				
Intensive Care / Critical Care Unit (ICU/CCU)	3,891	sf	\$910.00	\$3,540,810
Med/Surg Step-Down and Telemetry Acute Care Nursing Unit	13,400	sf	\$1,050.00	\$14,070,000
Total - In-Patient Nursing				\$17,610,810

3 Ancillary Services (ANC)				
Emergency Department	10,032	sf	\$910.00	\$9,129,120
Clinical Laboratory/ Blood Bank	883	sf	\$910.00	\$803,530
Imaging, Hospital	1,703	sf	\$910.00	\$1,549,730
Perioperative Services, Hospital (Operating Rooms)	5,672	sf	\$805.00	\$4,565,960
Pharmacy	1,200	sf	\$805.00	\$966,000
Recovery Service, Perioperative Services (PACU)	4,860	sf	\$910.00	\$4,422,600
Respiratory Care Services	956	sf	\$805.00	\$769,580
Sterile Processing (Hospital)	1,200	sf	\$840.00	\$1,008,000
Total - Ancillary Services				\$23,214,520

4 Administrative Services (MBR)				
Administration, Medical Center	130	sf	\$560.00	\$72,800
Admitting and Business Office Cashier	900	sf	\$490.00	\$441,000
Gift Shop	436	sf	\$560.00	\$244,160
Spiritual Care	343	sf	\$560.00	\$192,080
Total - Administrative Services				\$950,040

DETAIL ELEMENTS - NEW HOSPITAL - 21 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
5 Building Services				
Facility Services / Building Support	2,184	sf	\$490.00	\$1,070,160
Food and Nutritional Services	2,014	sf	\$700.00	\$1,409,800
Material Services	836	sf	\$490.00	\$409,640
Public Amenities	1,493	sf	\$700.00	\$1,045,100
Security Department	347	sf	\$630.00	\$218,610
Total - Building Services				\$4,153,310
6 Indirect Support				
Building Circulation / Gross Factor	10,495	sf	\$350.00	\$3,673,250
Total - Indirect Support				\$3,673,250

New Hospital - 20 M/S - 4 ICU

SUMMARY - NEW HOSPITAL - 20 M/S - 4 ICU

Element		Total	Cost / SF
1 General Requirements (Incl. Below)		\$2,417,975	\$39.37
2 In-Patient Nursing		\$16,881,060	\$274.89
3 Ancillary Services		\$23,214,520	\$378.02
4 Administrative Services		\$950,040	\$15.47
5 Building Services		\$3,731,630	\$60.76
6 Indirect Support		\$3,582,250	\$58.33
Subtotal		\$50,777,475	\$826.85
General Conditions	24 Months	\$3,586,560	\$58.40
Subtotal		\$54,364,035	\$885.25
Bonds & Insurance	2.50%	\$1,359,101	\$22.13
Subtotal		\$55,723,136	\$907.38
Contractor's Fee	4.00%	\$2,228,925	\$36.30
Subtotal		\$57,952,061	\$943.68
Design Contingency	20.00%	\$11,590,412	\$188.74
Subtotal		\$69,542,474	\$1,132.41
Construction Contingency	3.00%	\$2,086,274	\$33.97
Subtotal		\$71,628,748	\$1,166.38
Location Factor / Subsistence / ETC.	7.00%	\$5,014,012	\$81.65
Subtotal		\$76,642,760	\$1,248.03
Escalation to MOC, 06/01/27	16.33%	\$12,512,396	\$203.75
TOTAL ESTIMATED CONSTRUCTION COST		\$89,155,156	\$1,451.78

Total Area: 61,411 SF

DETAIL ELEMENTS - NEW HOSPITAL - 20 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
1 General Requirements				
General Requirements	5.0%		\$48,359,500	\$2,417,975
Total - General Requirements				\$2,417,975

2 In-Patient Nursing (IPN)				
Intensive Care / Critical Care Unit (ICU/CCU)	3,891	sf	\$910.00	\$3,540,810
Med/Surg Step-Down and Telemetry Acute Care Nursing Unit	12,705	sf	\$1,050.00	\$13,340,250
Total - In-Patient Nursing				\$16,881,060

3 Ancillary Services (ANC)				
Emergency Department	10,032	sf	\$910.00	\$9,129,120
Clinical Laboratory/ Blood Bank	883	sf	\$910.00	\$803,530
Imaging, Hospital	1,703	sf	\$910.00	\$1,549,730
Perioperative Services, Hospital (Operating Rooms)	5,672	sf	\$805.00	\$4,565,960
Pharmacy	1,200	sf	\$805.00	\$966,000
Recovery Service, Perioperative Services (PACU)	4,860	sf	\$910.00	\$4,422,600
Respiratory Care Services	956	sf	\$805.00	\$769,580
Sterile Processing (Hospital)	1,200	sf	\$840.00	\$1,008,000
Total - Ancillary Services				\$23,214,520

4 Administrative Services (MBR)				
Administration, Medical Center	130	sf	\$560.00	\$72,800
Admitting and Business Office Cashier	900	sf	\$490.00	\$441,000
Gift Shop	436	sf	\$560.00	\$244,160
Spiritual Care	343	sf	\$560.00	\$192,080
Total - Administrative Services				\$950,040

DETAIL ELEMENTS - NEW HOSPITAL - 20 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
5 Building Services				
Facility Services / Building Support	2,184	sf	\$490.00	\$1,070,160
Food and Nutritional Services	1,427	sf	\$700.00	\$998,900
Material Services	814	sf	\$490.00	\$398,860
Public Amenities	1,493	sf	\$700.00	\$1,045,100
Security Department	347	sf	\$630.00	\$218,610

Total - Building Services \$3,731,630

6 Indirect Support

Building Circulation / Gross Factor	10,235	sf	\$350.00	\$3,582,250
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Total - Indirect Support \$3,582,250

New Hospital - 15 M/S - 4 ICU

SUMMARY - NEW HOSPITAL - 15 M/S - 4 ICU

Element		Total	Cost / SF
1 General Requirements (Incl. Below)		\$2,241,068	\$38.94
2 In-Patient Nursing		\$13,639,710	\$237.02
3 Ancillary Services		\$23,214,520	\$403.41
4 Administrative Services		\$950,040	\$16.51
5 Building Services		\$3,659,530	\$63.59
6 Indirect Support		\$3,357,550	\$58.35
Subtotal		<u>\$47,062,418</u>	<u>\$817.82</u>
General Conditions	24 Months	\$3,287,680	\$57.13
Subtotal		<u>\$50,350,098</u>	<u>\$874.95</u>
Bonds & Insurance	2.50%	\$1,258,752	\$21.87
Subtotal		<u>\$51,608,850</u>	<u>\$896.83</u>
Contractor's Fee	4.00%	\$2,064,354	\$35.87
Subtotal		<u>\$53,673,204</u>	<u>\$932.70</u>
Design Contingency	20.00%	\$10,734,641	\$186.54
Subtotal		<u>\$64,407,845</u>	<u>\$1,119.24</u>
Construction Contingency	3.00%	\$1,932,235	\$33.58
Subtotal		<u>\$66,340,080</u>	<u>\$1,152.82</u>
Location Factor / Subsistence / ETC.	7.00%	\$4,643,806	\$80.70
Subtotal		<u>\$70,983,886</u>	<u>\$1,233.52</u>
Escalation to MOC, 06/01/27	16.33%	\$11,588,550	\$201.38
TOTAL ESTIMATED CONSTRUCTION COST		\$82,572,436	\$1,434.89

Total Area: 57,546 SF

DETAIL ELEMENTS - NEW HOSPITAL - 15 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
1 General Requirements				
General Requirements	5.0%		\$44,821,350	\$2,241,068
Total - General Requirements				\$2,241,068

2 In-Patient Nursing (IPN)				
Intensive Care / Critical Care Unit (ICU/CCU)	3,891	sf	\$910.00	\$3,540,810
Med/Surg Step-Down and Telemetry Acute Care Nursing Unit	9,618	sf	\$1,050.00	\$10,098,900
Total - In-Patient Nursing				\$13,639,710

3 Ancillary Services (ANC)				
Emergency Department	10,032	sf	\$910.00	\$9,129,120
Clinical Laboratory/ Blood Bank	883	sf	\$910.00	\$803,530
Imaging, Hospital	1,703	sf	\$910.00	\$1,549,730
Perioperative Services, Hospital (Operating Rooms)	5,672	sf	\$805.00	\$4,565,960
Pharmacy	1,200	sf	\$805.00	\$966,000
Recovery Service, Perioperative Services (PACU)	4,860	sf	\$910.00	\$4,422,600
Respiratory Care Services	956	sf	\$805.00	\$769,580
Sterile Processing (Hospital)	1,200	sf	\$840.00	\$1,008,000
Total - Ancillary Services				\$23,214,520

4 Administrative Services (MBR)				
Administration, Medical Center	130	sf	\$560.00	\$72,800
Admitting and Business Office Cashier	900	sf	\$490.00	\$441,000
Gift Shop	436	sf	\$560.00	\$244,160
Spiritual Care	343	sf	\$560.00	\$192,080
Total - Administrative Services				\$950,040

DETAIL ELEMENTS - NEW HOSPITAL - 15 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
5 Building Services				
Facility Services / Building Support	2,184	sf	\$490.00	\$1,070,160
Food and Nutritional Services	1,401	sf	\$700.00	\$980,700
Material Services	704	sf	\$490.00	\$344,960
Public Amenities	1,493	sf	\$700.00	\$1,045,100
Security Department	347	sf	\$630.00	\$218,610
Total - Building Services				\$3,659,530
6 Indirect Support				
Building Circulation / Gross Factor	9,593	sf	\$350.00	\$3,357,550
Total - Indirect Support				\$3,357,550

New Hospital - 10 M/S - 4 ICU

SUMMARY - NEW HOSPITAL - 10 M/S - 4 ICU

Element		Total	Cost / SF
1 General Requirements (Incl. Below)		\$2,085,843	\$38.52
2 In-Patient Nursing		\$10,787,910	\$199.22
3 Ancillary Services		\$23,214,520	\$428.69
4 Administrative Services		\$950,040	\$17.54
5 Building Services		\$3,605,630	\$66.58
6 Indirect Support		\$3,158,750	\$58.33
Subtotal		<u>\$43,802,693</u>	<u>\$808.88</u>
General Conditions	24 Months	\$2,988,800	\$55.19
Subtotal		<u>\$46,791,493</u>	<u>\$864.08</u>
Bonds & Insurance	2.50%	\$1,169,787	\$21.60
Subtotal		<u>\$47,961,280</u>	<u>\$885.68</u>
Contractor's Fee	4.00%	\$1,918,451	\$35.43
Subtotal		<u>\$49,879,731</u>	<u>\$921.11</u>
Design Contingency	20.00%	\$9,975,946	\$184.22
Subtotal		<u>\$59,855,677</u>	<u>\$1,105.33</u>
Construction Contingency	3.00%	\$1,795,670	\$33.16
Subtotal		<u>\$61,651,348</u>	<u>\$1,138.49</u>
Location Factor / Subsistence / ETC.	7.00%	\$4,315,594	\$79.69
Subtotal		<u>\$65,966,942</u>	<u>\$1,218.18</u>
Escalation to MOC, 06/01/27	16.33%	\$10,769,504	\$198.88
TOTAL ESTIMATED CONSTRUCTION COST		\$76,736,446	\$1,417.06

Total Area: 54,152 SF

DETAIL ELEMENTS - NEW HOSPITAL - 10 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
1 General Requirements				
General Requirements	5.0%		\$41,716,850	\$2,085,843
Total - General Requirements				\$2,085,843

2 In-Patient Nursing (IPN)				
Intensive Care / Critical Care Unit (ICU/CCU)	3,891	sf	\$910.00	\$3,540,810
Med/Surg Step-Down and Telemetry Acute Care Nursing Unit	6,902	sf	\$1,050.00	\$7,247,100
Total - In-Patient Nursing				\$10,787,910

3 Ancillary Services (ANC)				
Emergency Department	10,032	sf	\$910.00	\$9,129,120
Clinical Laboratory/ Blood Bank	883	sf	\$910.00	\$803,530
Imaging, Hospital	1,703	sf	\$910.00	\$1,549,730
Perioperative Services, Hospital (Operating Rooms)	5,672	sf	\$805.00	\$4,565,960
Pharmacy	1,200	sf	\$805.00	\$966,000
Recovery Service, Perioperative Services (PACU)	4,860	sf	\$910.00	\$4,422,600
Respiratory Care Services	956	sf	\$805.00	\$769,580
Sterile Processing (Hospital)	1,200	sf	\$840.00	\$1,008,000
Total - Ancillary Services				\$23,214,520

4 Administrative Services (MBR)				
Administration, Medical Center	130	sf	\$560.00	\$72,800
Admitting and Business Office Cashier	900	sf	\$490.00	\$441,000
Gift Shop	436	sf	\$560.00	\$244,160
Spiritual Care	343	sf	\$560.00	\$192,080
Total - Administrative Services				\$950,040

DETAIL ELEMENTS - NEW HOSPITAL - 10 M/S - 4 ICU

Element	Quantity	Unit	Unit Cost	Total
5 Building Services				
Facility Services / Building Support	2,184	sf	\$490.00	\$1,070,160
Food and Nutritional Services	1,401	sf	\$700.00	\$980,700
Material Services	594	sf	\$490.00	\$291,060
Public Amenities	1,493	sf	\$700.00	\$1,045,100
Security Department	347	sf	\$630.00	\$218,610
Total - Building Services				\$3,605,630
6 Indirect Support				
Building Circulation / Gross Factor	9,025	sf	\$350.00	\$3,158,750
Total - Indirect Support				\$3,158,750

CUP

SUMMARY - CUP

Element		Total	Cost / SF
1 General Requirements		\$320,780	\$136.39
2 Sitework			
3 Concrete		\$542,936	\$230.84
4 Masonry		\$185,526	\$78.88
5 Metals		\$326,058	\$138.63
6 Wood & Plastics		\$9,667	\$4.11
7 Thermal & Moisture		\$160,712	\$68.33
8 Doors & Windows		\$98,102	\$41.71
9 Finishes		\$240,915	\$102.43
10 Specialties		\$35,045	\$14.90
11 Equipment		\$423	\$0.18
12 Furnishings			
13 Special Construction			
14 Conveying			
15 Mechanical		\$2,429,052	\$1,032.76
16 Electrical		\$2,387,162	\$1,014.95
Subtotal		<u>\$6,736,377</u>	<u>\$2,864.11</u>
General Conditions	6 Months	\$268,992	\$114.37
Subtotal		<u>\$7,005,369</u>	<u>\$2,978.47</u>
Bonds & Insurance	2.50%	\$175,134	\$74.46
Subtotal		<u>\$7,180,504</u>	<u>\$3,052.94</u>
Contractor's Fee	4.00%	\$287,220	\$122.12
Subtotal		<u>\$7,467,724</u>	<u>\$3,175.05</u>
Design Contingency	20.00%	\$1,493,545	\$635.01
Subtotal		<u>\$8,961,268</u>	<u>\$3,810.06</u>
Construction Contingency	3.00%	\$268,838	\$114.30
Subtotal		<u>\$9,230,106</u>	<u>\$3,924.36</u>
Location Factor / Subsistence / ETC.	7.00%	\$646,107	\$274.71
Subtotal		<u>\$9,876,214</u>	<u>\$4,199.07</u>
Escalation to MOC, 06/01/27	16.33%	\$1,612,352	\$685.52

TOTAL ESTIMATED CONSTRUCTION COST		\$11,488,566	\$4,884.59
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Total Area: 2,352 SF

DETAIL ELEMENTS - CUP

Element	Quantity	Unit	Unit Cost	Total
1 General Requirements				
General Requirements	5.0%		\$6,415,597	\$320,780
Total - General Requirements				\$320,780
2 Existing Conditions				
General Demolition				
Remove ceilings as necessary for access				
Remove walls as necessary for access				
Total - Sitework				
3 Concrete				
Concrete				
Concrete Forming and Accessories	2,352	sf	\$102.02	\$239,951
Concrete Reinforcing	2,352	sf	\$41.57	\$97,773
Cast-in-Place Concrete	2,352	sf	\$86.38	\$203,166
Grouting	2,352	sf	\$0.87	\$2,046
Total - Concrete				\$542,936
4 Masonry				
Masonry				
Unit Masonry	2,352	sf	\$78.88	\$185,526
Total - Masonry				\$185,526
5 Metals				
Metals				
Structural Metal Framing	2,352	sf	\$74.19	\$174,495
Metal Decking	2,352	sf	\$9.97	\$23,449
Metal Fabrications	2,352	sf	\$54.47	\$128,113
Total - Metals				\$326,058
6 Wood & Plastics				
Woods				
Rough Carpentry	2,352	sf	\$1.82	\$4,281
Architectural Woodwork	2,352	sf	\$2.29	\$5,386
Total - Wood & Plastics				\$9,667

DETAIL ELEMENTS - CUP

Element	Quantity	Unit	Unit Cost	Total
7 Thermal & Moisture				
Thermal & Moisture Protection				
Dampproofing and Waterproofing	2,352	sf	\$8.72	\$20,509
Thermal Protection	2,352	sf	\$5.19	\$12,207
Membrane Roofing	2,352	sf	\$13.43	\$31,587
Flashing and Sheet Metal	2,352	sf	\$15.14	\$35,609
Roof and Wall Specialties and Accessories	2,352	sf	\$4.87	\$11,454
Fire and Smoke Protection	2,352	sf	\$19.49	\$45,840
Joint Protection	2,352	sf	\$1.49	\$3,504

Total - Thermal & Moisture				\$160,712
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8 Doors & Windows				
Openings				
Doors and Frames	2,352	sf	\$30.18	\$70,983
Specialty Doors and Frames	2,352	sf	\$3.16	\$7,432
Windows	2,352	sf	\$0.17	\$400
Glazing	2,352	sf	\$0.06	\$141
Louvers and Vents	2,352	sf	\$8.14	\$19,145

Total - Doors & Windows				\$98,102
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9 Finishes				
Finishes				
Plaster & Gypsum Board	2,352	sf	\$71.85	\$168,991
Tiling	2,352	sf	\$2.50	\$5,880
Ceilings	2,352	sf	\$2.33	\$5,480
Flooring	2,352	sf	\$1.66	\$3,904
Acoustic Treatment	2,352	sf	\$0.57	\$1,341
Painting and Coating	2,352	sf	\$23.52	\$55,319

Total - Finishes				\$240,915
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10 Specialties				
Specialties				
Information Specialties	2,352	sf	\$5.23	\$12,301
Interior Specialties	2,352	sf	\$0.97	\$2,281
Safety Specialties	2,352	sf	\$0.56	\$1,317
Storage Specialties	2,352	sf	\$0.50	\$1,176
Exterior Specialties	2,352	sf	\$7.64	\$17,969

Total - Specialties				\$35,045
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DETAIL ELEMENTS - CUP

Element	Quantity	Unit	Unit Cost	Total
11 Equipment				
Equipment				
Healthcare Equipment	2,352	sf	\$0.18	\$423

Total - Equipment				\$423
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15 Mechanical				
Fire Suppression				
Water-Based Fire-Suppression	2,352	sf	\$15.54	\$36,550
Plumbing				
Plumbing	2,352	sf	\$10.31	\$24,249
Plumbing Piping	2,352	sf	\$45.09	\$106,052
Plumbing Equipment	2,352	sf	\$1.07	\$2,517
Plumbing Fixtures	2,352	sf	\$5.21	\$12,254
Gas & Vacuum Systems	2,352	sf	\$49.34	\$116,048
Heating, Ventilating and Air Conditioning (HVAC)				
HVAC	2,352	sf	\$85.55	\$201,214
Facility Fuel Systems	2,352	sf	\$180.91	\$425,500
HVAC Piping and Pumps	2,352	sf	\$160.57	\$377,661
HVAC Air Distribution	2,352	sf	\$31.60	\$74,323
Central Heating Equipment	2,352	sf	\$134.18	\$315,591
Central Cooling Equipment	2,352	sf	\$199.33	\$468,824
Central HVAC Equipment	2,352	sf	\$32.80	\$77,146
Decentralized HVAC Equipment	2,352	sf	\$17.40	\$40,925
Integrated Automation				
Facility Controls	2,352	sf	\$63.86	\$150,199

Total - Mechanical				\$2,429,052
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16 Electrical				
Electrical				
Electrical	2,352	sf	\$266.47	\$626,737
Medium-Voltage Electrical	2,352	sf	\$84.19	\$198,015
Low-Voltage Electrical	2,352	sf	\$200.61	\$471,835
Facility Electrical Power Generating and Storing Equipment	2,352	sf	\$251.45	\$591,410
Electrical and Cathodic Protection	2,352	sf	\$4.24	\$9,972
Lighting	2,352	sf	\$35.31	\$83,049
Electrical Connections	2,352	sf	\$21.95	\$51,626

DETAIL ELEMENTS - CUP

Element	Quantity	Unit	Unit Cost	Total
Communications				
Communications	2,352	sf	\$36.32	\$85,425
Distributed Communicans and Monitoring Systems	2,352	sf	\$8.61	\$20,251
Electrical Safety and Security				
Electronic Safety and Security	2,352	sf	\$9.06	\$21,309
Electronic Access Control and Intrusion Detection	2,352	sf	\$17.33	\$40,760
Electronic Surveillance	2,352	sf	\$10.02	\$23,567
Electronic Detection and Alarm	2,352	sf	\$47.45	\$111,602
Electronic Monitoring and Control	2,352	sf	\$21.94	\$51,603
Total - Electrical				\$2,387,162

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MENDOCINO COAST HEALTH CARE DISTRICT
COMMUNITY HEALTH CARE

July xx, 2013

To:

Savings Bank of Mendocino County
Fort Bragg Banking Center
490 S. Franklin Street
Fort Bragg, CA 95437

Board of Directors

Lee Finney, Chair
lfinney@mcdh.org

Paul Katzeff, Vice Chair
pkatzeff@mcdh.org

Susan Savage, Secretary
ssavage@mcdh.org

Jade Tippett, Treasurer
jtippett@mcdh.org

Sara Spring, Member at Large
sspring@mcdh.org

RE: All accounts owned by the Mendocino Coast Health Care District or otherwise registered or associated with the Mendocino Coast Health Care District's Federal EIN: 95-2627981

This letter responds to the criteria described in an email to Sara Spring, dated August 16, 2022, delivered to current Board Treasurer Jade Tippett in late January or early February of this year by Danica Henman of the Savings Bank Fort Bragg Branch.

Please find attached:

- Board Minutes of the Mendocino Coast Health Care District Board of January 12, containing the record of the election of officers and the vote of the Board to appoint Lee Finney, Susan Savage and Jade Tippett as signers for all accounts belonging to the Mendocino Coast Health Care District and held by the Savings Bank of Mendocino County, including the Secretary's signed attestation that "...all the information contained in these minutes is true and correct".
- Mendocino Coast Health Care District Resolution 2023-02 appointing Lee Finney, Susan Savage and Jade Tippett as signers for accounts owned by the Mendocino Coast Health Care District and held by the Savings Bank of Mendocino County.
- Completed and stamped as filed copy of California Secretary of State form SF-405, Registry of Public Agencies, the successor document to the requested "Statement of Facts Roster of Public Agencies" which is obsolete and was rejected by the Secretary of State's Office of Special Filings when the Treasurer attempted to file a completed copy.

Post Office Box 579
Fort Bragg, CA 95437

Chair Lee Finney: 443-569-9756
Treasurer Jade Tippett: 707-489-4986



MENDOCINO COAST HEALTH CARE DISTRICT
COMMUNITY HEALTH CARE

LETTER OF INSTRUCTION

1. Per Resolution 2023-03, the Authorized Signers will be: Lee Finney, Susan Savage, Jade Tippet
2. Accounts to remain open: It is the intent of the District at this time to inventory the accounts held by the Savings Bank of Mendocino County and their intent when established, assess what funds they hold and whether those funds rightfully belong to the District as Unrestricted Funds, whether they are Restricted by some prior action, or whether they are being held in trust for another entity. Once these facts are determined, the District Board will instruct the Treasurer on how to proceed.
3. Consolidation of accounts: The District at this time holds accounts in three different banks, including the Savings Bank of Mendocino County. Following the completion of the financial separation between Adventist Health Mendocino Coast Hospital and the District, the District will likely undertake a necessary consolidation of accounts. At that time, the District may be open to proposals as to which banking entity will become the primary bank serving the District going forward.
4. The District certifies that none of the current Board members is a current signer on any of the District's accounts held by the Savings Bank of Mendocino.

Approved by the Board of Directors of the Mendocino Coast Health Care District this _____ of _____, 2023

Lee Finney, Chair

Susan Savage, Secretary

Paul Katzeff, Vice-Chair

Jade Tippet, Treasurer

Sara Spring, Member at Large

Post Office Box 579
Fort Bragg, CA 95437

Chair Lee Finney: 443-569-9756
Treasurer Jade Tippet: 707-489-4986

Danica L. Henman

From: Danica L. Henman
Sent: Tuesday, August 16, 2022 11:04 AM
To: [REDACTED]
Subject: Mendocino Coast Health Care District

*Etica
Mendocino Branch
Manager.*

Hi Sara,

Savings Bank of Mendocino County is requesting the following in regards to the Mendocino Coast Health Care District:

- Corporate Resolution or Board Meeting Minutes (Showing the Board has met and has outlined the details of the accounts). This must include a statement and be signed by the Secretary stating "that all of the information is true and correct".
- Letter of Instruction (This must be specific; who will all be authorized signers, what accounts will remain open, if any accounts will be closed, consider consolidation of accounts, what to do with the Volunteer Accounts (see below)). This must include a statement and be signed by the Secretary stating "that all of the information is true and correct". The Bank is requesting that this Letter of Instruction be signed by ALL Board members. *No known bad members on these accounts*
- Statement of Facts Roster of Public Agencies Filing
- Contract for Public Funds (to be completed by the Bank and signed by the Board Treasurer at the Bank).

Sara, please contact me to obtain a list of all of the Accounts. We are requiring that each account held in the name of the Mendocino Coast Health Care District be addressed and updated, this includes the accounts with title modifications for the volunteers. If the MCHCD does not have control or have part in this aspect these accounts may need to be closed.

Please let me know if you have any questions.

Thank you,

Danica Henman

Savings Bank of Mendocino County
Customer Service Representative 3
Fort Bragg Banking Center
(707) 964-4723 ext. 2447
490 S Franklin Street, Fort Bragg
PO BOX 3600, Ukiah, CA 95482
dhenman@savingsbank.com
www.savingsbank.com

Yesterday, Today, Tomorrow, Together Since 1903

Mendocino Coast Healthcare District Board Special Meeting

MINUTES

Members Present: Lee Finney, Paul Katzeff, Susan Savage, Sara Spring, Jade Tippett
Guests: Supervisor Dan Gjerde, Supervisor Ted Williams, Adventist Health representative Judy Leach, Mendocino Coast Healthcare Foundation representative Terry Ramos
Public Attendees: 3 persons from the public attended plus 16 persons via Zoom

DATE: January 12, 2023
TIME: 6:00 PM
PLACE: Redwood Room, Adventist Mendocino Coast Hospital
700 River Dr.
Fort Bragg, CA

I. Call to order – by incumbent Sara Spring at 6:01 PM

II. Approval of agenda – Sara

Moved by Jade seconded by Susan to accept the agenda as distributed. Sara requested that items dealing with rules of order, retirement savings accounts, minutes of prior board meetings, presence & consultation with an attorney, organizational discussion, fiscal controls, standing and ad hoc committees, and audit be pulled from the agenda. Susan pointed out that a motion to table or continue any item to a future meeting would be appropriate at any time. The question was called by Paul.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

The agenda as distributed was adopted.

III. Swearing in of new members – Sara

Sara welcomed Supervisors Dan Gjerde and Ted Williams. Supervisor Gjerde administered the oath of office to incoming Board members Lee Finney, Paul Katzeff, Susan Savage, & Jade Tippett.

IV. Election of Chair – Sara

Jade moved and Susan seconded to nominate Lee Finney for Chair. There being no further nominations, the vote was called:

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Lee Finney has been elected Chair. Jade presented Lee with a gavel.

V. Election of Vice Chair – Lee

Susan nominated Sara for Vice Chair. Jade nominated Paul Katzeff, who declined nomination. Sara then declined nomination also. Paul then rescinded his decline. There being no further nominations, the vote was called on electing Paul Vice chair.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Paul Katzeff has been elected Vice Chair.

VI. Election of Secretary – Lee

Jade nominated Susan for Secretary. There being no further nominations, the vote was called on electing Susan as Secretary.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Susan Savage has been elected Secretary.

VII. Election of Treasurer – Lee

Susan nominated Jade for Treasurer. Sara nominated herself. Both candidates were asked to say a few words about their qualifications. Sara emphasized her professional experience and history of board service. Jade defined the position as the public face of the district as it establishes fiscal priorities.

VOTE:

Lee: JADE

Paul: JADE

Susan: JADE

Sara: SARA

Jade: JADE

Jade Tippett has been elected Treasurer.

VIII. Board comments:

Paul: Encouraged the Board to not let process get in the way of good policy discussions.

Susan: Expressed appreciation for every member of the Board and their willingness to step up to do the people's business.

Jade: Thanked Adventist Health for the use of the Redwood Room for this meeting and encouraged the public to stay involved.

Sara: Expressed concern for the conduct of the meeting that had skipped her input twice and emphasized the importance of public input.

Lee: Encouraged the Board to focus on its commitment to the public as we rebuild trust, engage and educate the community, and strengthen relationships with all stakeholders.

IX. Public Comments:

Malcolm Macdonald raised a concern that presenting Lee with the gavel might raise Brown Act issues as it indicated foreknowledge that Lee would be elected Chair.

Judy Leach thanked the District on behalf of Adventist Health for the use of the building. In the 2 ½ years since the lease was initiated, the hospital has moved from serious jeopardy of closing to an increased current patient census of 19, reflecting growing public confidence. An improved electronic medical record system (EMR) is in process of being deployed to provide greater access to health information for both doctors and patients.

Gabriel Maroni suggested that any audits include an audit of services to provide a basis for building out healthcare services and suggested that affiliation with a university might be helpful in the future.

Karen Bowers shared that a healthcare working group is forming to support the District and encouraged anyone interested to contact her at karenbowersu2@gmail.com.

It was noted at 6:43 PM that the Zoom meeting was apparently not being recorded. This was rectified at that point, so any recording will reflect proceedings from 6:43 on.

X. Rules of Order – Lee

Susan moved and Jade seconded to adopt Roberts Rules of Order modified for small groups as the operating rules for conducting District business. There was discussion as to other possible models that might be considered. The question was called for.

VOTE:

Lee: YES

Paul: ABSTAINED

Susan: YES

Sara: YES

Jade: YES

Roberts Rules of Order modified for small groups was adopted.

XI. Minutes format – Susan

Susan requested Board preferences as to how minutes should be handled. Paul moved and Sara seconded that draft minutes be made available to the Board and the public within 7 days of any meeting, clearly watermarked as DRAFT and be posted on the website with any Zoom recordings.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

So ordered.

XII. Retirement Savings Accounts – Sara

An issue has been raised concerning 401A and 403B retirement savings accounts in place with employees of the hospital prior to the lease with Adventist. Sara has been in contact with the AIG plan representative and clarified that all participants in the 401A plans have received their funds and the account is closed. It is unclear at this time how many individuals remain in the 403B plan. Judy reminded the Board that Adventist cannot be involved, as this predated the lease agreement. Kendall` Smith shared a recent experience

with a very similar situation involving a plan for county employees that required the sign-off of the plan sponsor. It was moved by Paul, seconded by Susan to ask Sara to continue conversations with the AIG representative to clarify what's needed and report back in writing at our next meeting.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

So ordered.

XIII. Report by Devenney Group – Jade

Jade reported on a previously approved arrangement with the Devenney Group to evaluate the seismic retrofit options available to comply with the requirement to meet seismic standards by 2030. He also shared that there are grant funds available to help with the planning process that we should explore. While there is record of a proposal from the Devenney Group dating from November 2021, there was a question as to whether a contract for services was ever executed and who has a copy if so. It was moved by Jade, seconded by Susan to invite the Devenney Group to our next meeting for an update and to include as much back-up information as possible to the Board in writing in advance of the meeting. Kathy Wiley suggested that an ad hoc committee be created to shepherd the project and that seismic retrofit become a permanent agenda item. Norman De Vall requested that the Board give serious consideration to building a new hospital rather than just retrofitting the old one.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

So ordered.

XIV. Prior minutes – Sara

Sara reported on the painstaking work she has been doing to identify missing minutes from the last 2 years and to create minutes from Zoom recordings where available. These minutes are needed for District audits. Susan volunteered to create a database of the status of minutes for each meeting held since the last posting on the website in 2020. It was moved by Paul, seconded by Jade to hire someone to transcribe and create minutes needed from any available Zoom files. A report of the status of past minutes was requested at the next meeting.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

So ordered.

XV. Break Requested – Lee

A short 10-minute break was requested at 8:10 PM. The meeting was resumed at 8:20 PM.

XVI. Board presence of attorney – Lee

Lee reported that at this time, Alexander Henson is the attorney of record for the Board. This arrangement was authorized by the previous board on or about September 29, 2022, at approximately \$300 an hour. It was moved by Jade, seconded by Susan, to request Mr. Henson's presence via Zoom at our meetings to provide legal interpretations and advice as needed. Kendall Smith voiced a concern about the very large expense this would incur and suggested that the Board check on what role an attorney present might play and possible limitations on their ability to comment during a meeting. Kathy Wiley suggested the need for clear procedures for access to legal services and suggested that perhaps running the agenda by legal counsel prior to posting might be more helpful with the option to determine whether a particular item might benefit from legal presence at the meeting. The previous motion was withdrawn. It was then moved by Jade and seconded by Paul to authorize the chair as the single point of contact to consult with the attorney on the proposed agenda and to determine if any further support at the meeting would be needed. Sara suggested that the Board should evaluate the current attorney as to whether there is a good match with his skill set.

VOTE:

Lee: YES

Paul: NO

Susan: YES

Sara: NO

Jade: YES

Lee is hereby authorized to contact the attorney for this purpose.

XVII. Organizational Discussion – Paul

It was moved by Paul, seconded by Jade to move the organizational discussion to a special meeting or possibly a retreat.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Approved to move this item to a future special meeting or retreat.

XVIII. Banking authorizations – Jade

Jade introduced the following attached resolutions for adoption. Sara noted that these resolutions called for the addition of a third available signer where there had only been two in the past.

Resolution No 2023-01 to authorize the Chair, Secretary and Treasurer as signers on all current Bank of America accounts as attached and to require at least 2 signers for all transactions in excess of \$10,000.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

So authorized.

Resolution No 2023-02 to authorize the Chair, Secretary and Treasurer as signers on all current Savings Bank of Mendocino County accounts as attached and to require at least 2 signers for all transactions in excess of \$10,000.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

So authorized.

Resolution No 2023-03 to authorize the Chair, Secretary and Treasurer as signers on all current Tri-Counties Bank accounts as attached and to require at least 2 signers for all transactions in excess of \$10,000.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

So authorized.

Resolution No 2023-04 to authorize the deposit and withdrawal of District funds in the Local Agency Investment Fund in the California State Treasury in accordance with Government Code 16429.1 and to designate the Chair, Treasurer and Secretary or their successors to execute any and all documents necessary for this purpose.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

So authorized.

XIX. Pelican storage – Jade

At this time, there is storage space at Pelican Storage in Fort Bragg for unused equipment and furniture that needed to be removed from the hospital. Prior Board member Norman De Vall arranged for storage space to accommodate at personal expense of \$720 a month. It was moved by Jade, seconded by Sara, to change the contract with Pelican Storage from Norman as the owner/ responsible party to the District and to reimburse Norman for any

expenses he has incurred for this storage facility.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

So ordered.

XX. Motion to continue - Susan

It was moved by Susan and seconded by Jade to continue any items on the published agenda that have not been addressed at this meeting to the next meeting.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

So ordered for inclusion on the next agenda.

VIII. Adjournment - Lee

Moved by Jade, seconded by Susan to adjourn.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Meeting adjourned at 9:03 PM

Next meeting:

January 26 at 6:00 PM

Thanksgiving Coffee

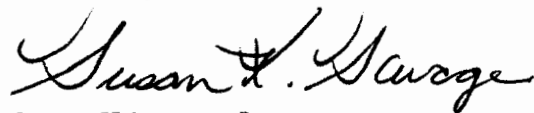
19100 S. Harbor Dr.

Fort Bragg, CA

Zoom option will be provided

I hereby certify that all the information contained in these minutes is true and correct.

Respectfully submitted,



Susan K Savage, Secretary

***Minutes approved 1/26/2023**

**MENDOCINO COAST HEALTH CARE DISTRICT
RESOLUTION NO. 2023-02**

WHEREAS, the Mendocino Coast Health Care District (hereinafter "District") maintains various bank accounts with the **Savings Bank of Mendocino County**; and

WHEREAS, due to the District having new Board of Director Officers and no Chief Executive Officer, it is necessary to notify the Savings Bank of Mendocino County of the needed changes of signatory authority and

WHEREAS, all persons who act as authorized signatories for the District are required to be covered under BETA Directors & Officers Healthcare Insurance Program for government entities for the benefit of Mendocino Coast Health Care District

A complete list of the District's accounts (last four numbers) at the Savings Bank of Mendocino County is attached to this Resolution as EXHIBIT A and incorporated by reference herein as though set forth in full.

NOW, THEREFORE, IT IS ORDERED AND RESOLVED that the following District Officers and/or Directors of the District have authority to disburse or withdraw funds from the District's bank accounts with Savings Bank of Mendocino County: **Lee Finney**, Chair of the Board of Directors or **Susan Savage**, Secretary of the Board of Directors or **Jade Tippett**, Treasurer of the Board Directors. Disbursement or withdrawals of District funds in excess of \$10,000.00 require the authorization of at least two (2) of the Officers/ Directors identified in this Resolution.

The Board of Directors of the Mendocino Coast Health Care District at a Special meeting of the Board passed this Resolution on January 12, 2023 by the following vote.

AYES: Paul Katzeff, Susan Savage, Lee Finney, Jade Tippett
Paul Katzeff, Susan Savage, Lee Finney, Jade Tippett

NOES: _____
Sara Spring

ABSENT: None

ABSTAIN: None

Lee Finney
Lee Finney, Chair of the Board of Directors

ATTEST:
Susan Savage
Susan Savage, Secretary of the Board of Directors

MENDOCINO COAST HEALTH CARE DISTRICT
BANK ACCOUNTS

ACCOUNT

ACCT#

SAVINGS BANK OF MENDOCINO

GIFT & MEMORIAL	*0686
PLAN FUND	*33748
CORPORATE ACCOUNT	*30660
HOME HEALTH & HOSPICE	*30678



Secretary of State
Registry of Public Agencies
 (Government Code section 53051)

SF-405

FILED
 Secretary of State
 State of California

JUN 02 2023

IMPORTANT — Read Instructions before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees - First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- Initial Filing (first Registry of Public Agencies filing for an agency)
 Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

Mendocino Coast Health Care District

b. Nature of Update (complete if Updated Filing)

UPDATE OFFICER AND BOARD MEMBER NAMES AND ADDRESSES

c. County

Mendocino

d. Official Mailing Address

P.O. Bx 579, Fort Bragg, CA, 95437

3. Chairperson, President, or Other Presiding Officer

a. Name

Lee Finney

b. Title

Chair

c. Business or Residence Address

44561 Gordon Lane, Mendocino, CA 95460

4. Clerk or Secretary

a. Name

Susan Savage

b. Title

Secretary

c. Business or Residence Address

31101 Thomas Lane, Fort Bragg, CA 95437

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name Jade Tippett	Business or Residence Address 236 Park Street, Fort Bragg, CA 95437
Name Paul Katzev	Business or Residence Address 43876 Road 409, Mendocino, CA 95460
Name Sara Spring	Business or Residence Address 41751 Little River Airport Road, Little River,
Name	Business or Residence Address
Name	Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

4/5/23

Date

Signature

Jade Tippett, Treasurer

Type or Print Name

Internal Revenue Service

Fax 9640830
Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Ms. Julie Vichi
Assistant Chief Financial Officer
Mendocino Coast Hospital District
700 River Drive
Fort Bragg, CA 95437

Person to Contact:
Barbara S. Cowans
Telephone Number:
(213) 894-2336
Refer Reply to:
EO (0420) 93
Date:

June 29, 1993

RE: Mendocino Coast Hospital District
EIN: 95-2627981

Gentlemen:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in April 1986 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in April 1986 continues to be in effect, subject to an advance ruling period until December 1990.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Barbara S. Cowans

BARBARA S. COWANS
Disclosure Assistant

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General Information - Primary Client		
Complete Legal Business Name MENDOCINO COAST HEALTH CARE DISTRICT		TIN 952627981
Reason for Request (choose all that apply):		
Add/Remove Account(s) <input type="checkbox"/>	Add/Remove Wire Type <input type="checkbox"/>	Limit Change <input checked="" type="checkbox"/>

List all accounts to be added or removed below					
Account Number	Add/Remove	Account Number	Add/Remove	Account Number	Add/Remove

Wire type(s) to be added or removed		Limit Change
USD	FX	New Limit Requested \$ 1,200,000.00

Billing Account Information
Please provide the account to be charged for any new fee(s) associated with this request N/A

Customer Authorization

X

Authorized Signature

Printed Name JAMES JADE TIPPETT

Date _____

Tri Counties Bank Representative

X

 Authorized Signature

Printed Name _____

Date _____

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Section 8. Appointment of ~~District Manager~~ Executive Director

- a. The Board shall be solely responsible for selecting a ~~District Manager~~ an Executive Director who shall be responsible for managing the District's operations, facilities, and property. The Board shall adopt a written ~~statement~~ job description, setting forth the qualifications, authority, and duties of the ~~District Manager~~ Executive Director. The Board shall set the ~~District Manager~~ Executive Director's compensation.
- b. Other employees may be authorized by the Board to assist the Executive Director in the implementation of policy.
- c. Directors may discuss District business with District employees but not direct employees in the exercise of their duties. Such employees shall, if possible, supply information requested in writing and shall inform the Executive Director when information is supplied.
- d. The Board shall ~~at least~~ annually conduct a review of the performance and compensation of the ~~District Manager~~ Executive Director.
- e. The ~~District Manager~~ Executive Director may recommend and shall implement policies adopted by the Board. ~~The Board~~ The Executive Director is not responsible for day-to-day management or operations of the District.
- d. ~~The Board and individual Directors may question the District Manager with respect to the development and implementation of District policy. The Board, but not the individual Directors, may direct the District Manager with respect to the development and implementation of District policy.~~
- e. ~~Individual Directors shall not direct employees in the performance of their duties~~
- f. ~~Any such direction shall be reported to the Board and District Manager~~
- f. The ~~District Manager~~ Executive Director may discuss District business with Directors outside a public meeting, but the ~~District Manager~~ Executive Director shall not communicate the views of Directors to one another, except at a Board meeting. The Board shall not discuss or act on the ~~District Manager's~~ Executive Director's recommendations, except at a public meeting

Section 9. Duties of the District Manager

~~The Board of Directors, unless otherwise stated, shall delegate to District Manager full charge and control of the affairs of the District consistent with the policies established by the Board. The District Manager shall work with the Board or any of its committees in a highly professional manner.~~

~~The District Manager also shall:~~

- a. ~~Present to, and upon Board approval, implement a District strategic plan.~~
- b. ~~Develop and implement a plan, along with the appropriate budget and schedule, that will meet the state of California's seismic upgrade requirement~~
- c. ~~Administer the Agreements.~~
- d. ~~Serve as liaison between the Board and District employees.~~

~~e. If an emergency arises and there is insufficient time to notify the Board, the District Manager may take appropriate and reasonable action otherwise within the Board's jurisdiction. The District Manager shall report such action to the Board as soon as possible.~~

~~f. The District Manager shall hire, with the concurrence of the Board, other District officers as the District may require, each of whom shall perform such duties as the Board may determine from time to time. Officers shall serve at will.~~

~~g. The District Manager may engage professional consultants to provide specialized service with the approval of the Board.~~

~~h. The District Manager may engage an engineer to assist in the planning and design of District facilities with the approval of the Board.~~

~~Section 10. Other Officers.~~

~~a. Other officers and employees shall assist the District Manager in the implementation of policy.~~

~~b. Directors may discuss District business with officers. The officers shall, if possible, supply information requested by Directors in writing, and shall inform the District Manager when information is supplied.~~

~~Section 11. Employees.~~

~~The District Manager shall serve as head of Human Resources. Directors are not encouraged to discuss District business with employees. If a Director inquires of an employee about District business, the employee shall respond to the Director and inform the District Manager~~

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**MENDOCINO COAST HEALTH CARE DISTRICT
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS

POSITION SUMMARY:

Plans, directs, coordinates, evaluates and reviews the activities and operations of the health care district; keeps the Board of Directors fully informed in all matters relating to District business; full charge and control of the affairs of the District consistent with the policies established by the Board

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

- Effective leadership
- Work effectively in a highly stressful environment which is politically influenced
- Strong problem-solving skills
- Ability to communicate effectively both orally and in writing.
- Strong computer skills
- Tactfully deal with public in oral communications and by telephone
- Be sufficiently adaptable to accept and perform work assignments that are outside the normal day-to-day routine in a timely and effective manner
- Maintain courteous, professional and effective working relationships with members of the Board of Directors and the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Prepares agendas for meetings of the Board of Directors.
- Attends meetings of Board, furnishing information and recommendations regarding District policies, programs and analysis.
- Enforces and administers the provisions of any applicable laws and regulations
- Receives special assignments from the Board.
- Negotiates and oversees the management of District contracts and agreements.
- Reports on District operation, policies, and problems.
- Directs the development of the annual budget, consults with the Board regarding budget priorities, and recommends a budget to the Board of Directors for adoption
- Represents the District's interests in relationships with the general public, community organizations, representatives of the media, and other agencies regarding District policies and programs.
- Researches and identifies potential sources of revenue to fund District priorities.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, governmental budgeting/finance, and agency management practices.
- Methods of analyzing, evaluating and modifying administrative policies and practices.
- Principles of organization and management.
- Laws and regulations affecting special districts

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively with the Board and the public, orally and in writing.
- Using email, spreadsheets, word processing and financial accounting software.
- Preparing clear and concise reports, correspondence and other written materials

Ability to:

- Serve efficiently as the administrative agent of the District
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such action.
- Prepare clear and comprehensive written reports.
- Speak effectively in public.
- Establish and maintain cooperative relationships with the Board, news media, the general public and representatives of other agencies in the capacity of agent for the District

DESIRED EDUCATION/EXPERIENCE:

Bachelor's Degree with major course work in public administration, health care, or related field. Two years of experience in a small special district or other governmental agency or one year at the level of Executive Director.

COMPENSATION:

Salary \$75,000 to \$95,000
Health benefit plan
PERS retirement system

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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(#Q-44801)

Order Form - Mendocino Coast Health Care District

Account Rep	Carrie Breedlove	Customer	Mendocino Coast Health Care District
Email	carrie.breedlove@smarsh.com	Service Address	775 River Dr Fort Bragg, California 95437-5496
Quote prepared on	6-Jul-2023	Billing Contact	Lee Finney
Quote valid until	6-Aug-2023	Contact Phone	443-569-9756
Subscription Term	12 Months	Contact Email	lfinney@mcdh.org
Billing Frequency	Annual	Technical Contact	Lee Finney

Services	Unit Price	Quantity	Contract Commitment
Cloud Capture			
Platform Fee - Cloud Capture - AWS		1	
SharePoint Online - Cloud Capture - AWS	\$ 24.00	5	\$ 120.00
Onboarding - Cloud Capture - Standard		1	\$ 4,000.00
Smarsh Support			
Professional Support - Basic		1	
Unified			
Platform - Professional Archive - SMG	\$ 850.00	1	\$ 850.00
Email - Professional Archive Capture	\$ 85.00	5	\$ 425.00
Onboarding - Professional Archive - QuickStart		1	\$ 700.00
Annual Subtotal			\$ 1,395.00
One-Time Subtotal			\$ 4,700.00

Notes



Terms & Conditions

On a date following the execution of this Order Form, Smarsh will provide Client with a license key for the Software or with login credentials to the applicable Service (“**Activation Date**”). Service Descriptions are available at www.smarsh.com/legal. The Services are subject to Smarsh Service Agreement-General Terms available at www.smarsh.com/legal/ServiceAgreement. The Services purchased by Client are also subject to the Information Security Addendum available at <https://www.smarsh.com/legal/InfoSec> and the following Service Specific Terms:

Connected Capture Service Specific Terms available at <https://www.smarsh.com/legal/SSTConnectedCapture>;
the Professional Archive Service Specific Terms available at <https://www.smarsh.com/legal/SSTProfessionalCloud>;
the applicable Professional Archive Onboarding package features described in more detail at <https://www.smarsh.com/legal/OnboardingServices-ProArchive>;

The Smarsh Service Agreement – General Terms, the Information Security Addendum, the Service Specific Terms, and this Order Form are, collectively, the “**Agreement**.” The Initial Term of the Services shall begin on the date this Order Form is executed and continue for the Subscription Term specified above, unless Client is adding the above Services to an existing Service account, in which case, the above Services will sync to and co-terminate with Client’s existing subscription Term. The Services will be subject to renewals as specified in the Agreement.

For AT&T Mobility subscribers, your signature below represents your acceptance of the AT&T Wireless Terms and Conditions available at www.smarsh.com/legal/ATT as they apply to AT&T messages that are archived by Smarsh.

“**Archive Fees**” are the Fees charged for access to the Connected Archive (i.e., Professional Archive or Enterprise Archive). “**Capture & Archive Fees**” are the Fees that are charged for capture and archive of a bundle of Connections within the Professional Archive. “**Capture Fees**” are the per-Connection Fees that are charged for the capture of Connections by Connected Capture (i.e., Cloud Capture or Capture Server). “**Premium Adj. Fees**” are the additional Fees that are charged for capture of Connections from premium Channels. “**Set-up Fees**” are the one-time Fees that are charged to implement a Service. “**Professional Services Fees**” are the Fees charged for hourly, monthly, or flat rate professional services.

The Platform Fees, the Capture & Archive Fees, the Capture Fees, and the Premium Adj. Fees, as applicable, are invoiced on an annual, up-front basis or a monthly basis in arrears, as specified on page 1 of this Order Form. Client agrees that the Recurring Subtotal above is Client’s minimum commitment during each year or month, as applicable, of the Term. Smarsh will invoice Client for any usage over the minimum quantities at the applicable rate indicated in this Order Form.

Third Party API Usage : In the event that any Third-Party Service charges any API usage fees, service fees, or pass through costs to Smarsh that are (i) in connection with the Client’s use of the Services set forth in this Order Form and such Third Party Service, and (ii) Smarsh can reasonably demonstrate that such costs are directly allocated to the Client, Smarsh reserves the right to pass those costs along to the Client (“Third Party Fees”). Client agrees to pay all such Third-Party Fees when Smarsh invoices the Client for such fees, which will include a breakdown and description of each such cost.

If not priced above, data import, conversion (if applicable), and storage Fees for Client's historical data and storage Fees for data from Connected Capture or other external capture mechanisms ingested into the Professional Archive are as follows:

Data Imports - One-time	\$10/GB
Import Data Conversion fees	\$3/GB
Data Storage – Annual	\$2.50/GB

Information about Smarsh data privacy compliance is available at www.smarsh.com/legal.

The following entities are fully owned subsidiaries of Smarsh: Digital Reasoning, Entreda, Privva, Actiance, MobileGuard

EXHIBIT A

Amendment to the Smarsh Service Agreement – General Terms

This first amendment (“**Amendment**”) to the Smarsh Service Agreement - General Terms amends the Agreement between Smarsh Inc. and Mendocino Coast Health Care District. This Amendment is effective on the date the Client signs the Order Form, to which this Amendment is attached as Exhibit A.

The parties agree:

1) **Replace Section 4.3 in its entirety, as follows:**

As between Client and Smarsh, Client is solely responsible for the content of Client Data. Client represents and warrants that (a) Client Data will not (i) infringe any third party right, including third party rights in patent, trademark, copyright, or trade secret, or (ii) constitute a breach of any other right of a third party, including any right that may exist under contract or tort theories; (b) Client will comply with all applicable local, state, national, or foreign laws, rules, regulations, or treaties in connection with Client’s use of the Services, including those related to data privacy, data protection, communications, SPAM, or the transmission, recording, or storage of technical data, personal data, or sensitive information; and (c) Client will comply with the Acceptable Use Policy available at www.smarsh.com/legal/AUP. Smarsh may update the Acceptable Use Policy from time to time.

2) **Replace Section 6.1 in its entirety, as follows:**

Term. The Agreement will begin on the Effective Date and will remain in effect for the term specified in the Order Form or, if no term is specified, 12 months (“**Initial Term**”). The Initial Term may be renewed by Client for additional, successive 12-month terms (each a “**Renewal Term**”) upon the execution of a Renewal Order Form. The Initial Term plus any Renewal Term are, collectively, the “**Term**.” Any Order Form executed after the Effective Date will co-terminate with Client’s then-current Term.

3) **Replace Section 6.2 in its entirety, as follows:**

Termination for Breach. Either party may terminate this Agreement if the other party materially breaches its obligations under this Agreement and such breach remains uncured for a period of 30 days following the non-breaching party’s written notice thereof. Smarsh may suspend Client’s access to the Services in the event Client fails to pay undisputed Fees within 60 days after the due date, and Smarsh will not be liable for any damages resulting from such suspension.

4) **Replace Section 9 in its entirety, as follows:**

Taxes. All Fees payable by Client under this Agreement are exclusive of taxes and similar assessments. Smarsh acknowledges that Client is tax-exempt.

5) **Replace Section 10.2 in its entirety, as follows:**

Obligations with Respect to Confidential Information. Each party agrees: (a) that it will not disclose to any third party, or use for the benefit of any third party, any Confidential Information disclosed to it by the other party except as expressly permitted by this Agreement; and (b) that it will use at least reasonable measures to maintain the confidentiality of Confidential Information of the other party in its possession or control but no less than the measures it uses to protect its own confidential information. Either party may disclose Confidential Information of the other party: (i) pursuant to the order or requirement of a court, administrative or regulatory agency, or other governmental body, provided that the receiving party, if feasible and/or legally permitted to do so, gives reasonable notice to the disclosing party to allow the disclosing party to contest such order or requirement; (ii) to the parties’ agents, representatives, subcontractors or service providers who have a need to know such information provided that such party shall be under obligations of confidentiality at least as restrictive as those contained in



this Agreement; or (iii) pursuant to a California public records request, provided that the Client gives notice to Smarsh in a reasonable amount of time to allow Smarsh the opportunity to seek a protective order preventing such disclosure. Each party will promptly notify the other party in writing upon becoming aware of any unauthorized use or disclosure of the other party's Confidential Information.

6) **Replace Section 13.1 in its entirety, as follows:**

Client Indemnification. To the extent permitted by California law, and without in any manner waiving its rights to sovereign immunity or increasing the limits of liability thereunder, Client will defend, indemnify and hold harmless Smarsh, its officers, directors, employees and agents, from and against all claims, losses, damages, liabilities and expenses (including fines, penalties, and reasonable attorneys' fees), arising from or related to the content of Client Data and Client's breach of the Service Specific Terms or Sections 4.2, 4.3, 4.4, 4.5, or 15.1 of this Agreement. Smarsh will (a) provide Client with prompt written notice upon becoming aware of any such claim; except that Client will not be relieved of its obligation for indemnification if Smarsh fails to provide such notice unless Client is actually prejudiced in defending a claim due to Smarsh's failure to provide notice in accordance with this Section 13.1(a); (b) allow Client sole and exclusive control over the defense and settlement of any such claim; and (c) if requested by Client, and at Client's expense, reasonably cooperate with the defense of such claim

7) **Replace Section 15.4 in its entirety, as follows:**

Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California, without regard to conflict/choice of law principles. Any legal action or proceeding arising under this Agreement will be brought exclusively in the federal or state courts located in SBQQ__QUOTE_COUNTY_GOVERNING_LAW, in the State of California, and the parties hereby irrevocably consent to the personal jurisdiction and venue therein.

8) **Replace Section 15.9 in its entirety, as follows:**

Entire Agreement; Electronic Signatures. This Agreement is the entire agreement between the parties with respect to its subject matter, and supersedes any prior or contemporaneous agreements, negotiations, and communications, whether written or oral, regarding such subject matter. Smarsh expressly rejects all terms contained in Client's purchase order documents, or in electronic communications between the parties, and such terms form no part of this Agreement. The parties agree that electronic signatures, whether digital or encrypted, give rise to a valid and enforceable agreement. This Agreement may only be modified, or any rights under it waived, by a written document executed by both parties.

9) **Delete Section 16, concerning alternative jurisdiction, in its entirety.**



Purchase Order Information

Client to Complete:

Is a Purchase Order (PO) required for the purchase of the Services on this Order Form?

No

Yes – Please complete below

PO Number:

PO Amount:

Upon signature by Client and submission to Smarsh, this Order Form shall become legally binding unless Smarsh rejects this Order Form for any of the following reasons: (i) changes have been made to this Order Form (other than completion of the purchase order information and the signature block); or (ii) the requested purchase order information or signature is incomplete; or (iii) the signatory does not have authority to bind Client to this Order Form.

Client authorized signature

By: _____ Name: _____

Title: _____ Date: _____

REPORT ON SMARSH ARCHIVING TECHNOLOGY RESEARCH

TO: MCHCD Board of Directors

FROM: Lee Finney, Chair

DATE: July 8, 2023

On June 26, 2023, I received a phone request from Director Spring to check out the potential benefits to the District of subscribing to SMARSH online archiving software. Director Spring indicated that she had spoken with SMARSH staff and believed that its technology would provide better records retention and capture to comply with CRPA requests or other needs. Due to Brown Act constraints, I did not also discuss SMARSH possibilities with the Secretary at this time.

I followed up with viewing short videos available on the SMARSH website and requested further information. I was contacted by SARMSH staff Claudia Haidel and Carrie Breedlove, Account Representative, who provided the attached Order Form outlining potential costs if the District subscribed to the email + attachments archiving service and the Microsoft 365 Sharepoint service containing other documents. My understanding of our conversation is summarized here:

SMARSH is primarily an archiving engine for many different kinds of data. For the archiving emails service, they will store for seven (7) years. Retention rules can be configured to meet the records retention policies of the District; all emails are indexed and nothing can be deleted or changed without Administrator approval; documents that are attachments will be included although other document capture would rely on an additional subscription to the Sharepoint service. SMARSH will not delete junk mail. Emails can be captured using their search function with keyword searches to quickly eliminate or include specific contents. All users must use the MCHCD email assigned to them to be included in the archive. SMARSH journals forward only so any emails already on the District's MS 365 could only be added to the archive at the rate of \$10 per gigabyte of data. The subscription costs for either or both Email Archiving and Sharepoint Archiving is per user so Carrie's proposal includes five (5) users for now. Email and/or Sharepoint data will be captured into the archive automatically once setup and any designated user may have one or more levels of access to export emails and data. At present SMARSH exports into the original format or can export into a PDF Print, one page at a time. By the end of the year they expect to be able to export directly into complete PDF's. There is a platform fee = \$850/year, a one time onboarding fee of \$700 for each separate archive service purchased, email access per user = \$85/year, 5 users = \$425 for a total of \$1275/year + \$700 for the email service only. Carrie Breedlove's attached proposal includes the more expensive Sharepoint service for five (5) users as well.

I recommend that the Secretary, who has primary responsibility for records maintenance, be authorized to follow-up further with SMARSH and make a recommendation to the Board whether it would provide a valuable service or recommend an alternative. The Bylaws and Policies AD Hoc Committee should develop and present a Records Retention Policy as soon as possible.