

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT  
SPECIAL PLANNING & FACILITIES COMMITTEE  
MEETING MINUTES  
FEBRUARY 21, 2017**

**MEMBERS PRESENT:** Donna Nicely, President Shelly Egerer, Admin. Assistant  
Jack Roberts, 2<sup>nd</sup> Vice President Michael Mursick, Plant manager  
John Friel, CEO

**STAFF:** Kerri Jex Garth Hamblin Kathy Breuer  
Jon Booth Mary Norman

**ABSENT:** None

**COMMUNITY MEMBERS:** Joseph Kelly

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**OPEN SESSION**

**1. CALL TO ORDER**

President Nicely asked that Board Member Roberts run the meeting due to her being ill. Board Member Roberts called the meeting to order at 12:00 p.m.

**2. ROLL CALL**

Donna Nicely and Jack Roberts were present. Also present were John Friel, CEO, Mike Mursick, Plant Manager and Shelly Egerer, Admin. Assistant.

**3. ADOPTION OF AGENDA\***

**Board Member Roberts motioned to adopt the February 21, 2017 agenda as presented. Second by President Nicely to adopt the February 21, 2017 agenda as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- President Nicely – yes
- Board Member Roberts- yes

**4. APPROVAL OF MINUTES\***

A. January 17, 2017

**Board Member Roberts motioned to approve the January 17, 2017 Planning Meeting Minutes as presented. Second by President Nicely to approve the January 17, 2017 Planning Meeting Minutes as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- President Nicely – yes
- Board Member Roberts- yes

**5. PUBLIC FORUM FOR OPEN SESSION**

Board Member Roberts opened the Hearing Section for Public Comment on Open Session items at 12:00 p.m. Hearing no request to address the Planning & Facilities Committee, Board Member Roberts closed the Hearing Section at 12:01 p.m.

**6. DIRECTORS COMMENTS**

- None

**7. OLD BUSINESS\***

- None

**8. NEW BUSINESS\***

**A. Discussion and Update on Bear Valley Community Healthcare District Email Service / Server:**

- Mr. Booth reported on Tuesday January 31, the server became inundated and exceeded the boundaries to what the system could do and shut down. All managers were asked to eliminate emails that were old. The email could not be archived and managers did not eliminate un-necessary emails, the system is poorly built.
- The committee asked that professional consultants are hired to fix the system; the committee felt that the current IT staff does not have the experience needed to get the system up and felt that prevention was not completed and would strongly urge Administration to give the IT Manager authority to lock any user that is not following the recommendations of the IT Manager. Mr. Booth further explained that Outlook 2013 exchange server has been built but is not running as of yet. The current consultant is paid at 25 hour increments; the cost will not exceed the CEO authority of \$25,000 expenditure at this time approximately \$5,000.00 has been spent on the system.
- Mr. Friel reported that IT had provided information to the Department Managers about keeping emails for a long amount of time; the district will need to provide education to all staff and IT will need to shut down staff systems if they do not follow the request of IT on storage capacity.

**Board Member Roberts reported no action required.**

**B. Discussion and Update on Potential Tractor Purchase / Equipment Upgrade**

- Mr. Friel reported that the committee had requested information on the tractor purchase and Mr. Mursick will provide a briefing.
- Mr. Mursick stated that with all of the snow that we have had this year he wanted to ensure that the district had the best equipment for snow removal; Mr. Mursick has looked into renting equipment and also upgrading current skid steer. Mr. Mursick provided information to the committee about upgrading the current skid steer; \$10,000 is built into the budget from previous capital budget and an additional \$10,000 cost to upgrade to a better model of the skid steer.
- The committee confirmed that Mr. Mursick was asking for an additional \$15,000 to upgrade the skid steer. Mr. Mursick reported that there is a unit that is available in April to purchase, at this time the School District is leasing it and would like to purchase the unit once the lease agreement is up.

The committee would like to know the rental cost, lease and confirmation of purchasing a new unit and asked that this item be brought to the Board of Directors at the March Board Meeting.

- Mr. Friel stated that this item is in the Capital Budget process and would like to make this acquisition for the next Fiscal Year Budget and he was supportive of an upgrade but not at this time.

**Board Member Roberts motioned to bring to the March Board Meeting with lease options, rental and purchase of a new skid steer unit. Second by President Nicely to bring to the March Board Meeting with lease options, rental and purchase of a new skid steer unit. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- President Nicely – yes
- Board Member Roberts- yes

## **9. PLANNING & FACILITIES\***

### **(1) Construction Project:**

- Mr. Mursick reported the following
  - CT Scanner
  - Mammography
  - SNF Fire Doors
    - Contractor is ready to install fire doors; the doors will require paint color and is a one day installation.
- Mr. Friel reported that the CT Scanner and Mammography, 10 day period for contractors to protest the awarded vendor has ended; there are no protests by other contractors; the contract will need to be signed by the contractor and will then find out when the contractor is going to break ground.
- Mr. Mursick reported that he has reached out to the architect and is continuing to move forward on the project.

### **(2) Potential Equipment Requirements:**

- Mr. Mursick reported the following:
  - Odyssey power switch is ready to be installed; looking at working on a Sunday. Staff has been contacted and is aware that Sunday is a good day; this will take place when there is no weather to be concerned about.
  - Sprinkler system riser needs to be replaced and will be in the Capital Budget.
  - Dry valve needs to be replaced; the valve is approximately 40 years old. Cost is approximately \$10,000 to get the system updated.
  - Electric cart purchase in lieu of driving the truck to PT or BBFRC (to ask about grants or residential that is selling a used cart).
  - Fascia painting was approved in previous budget and is on the list of things to do weather permitted.

### **(3) Repairs Maintenance (FHC, RHC, PT, Hospital):**

- Mr. Mursick reported the following:
  - Laboratory is being prepped for painting and the project will be completed by the beginning of March.
    - No OSHPD approval is required.

- RHC has been transformed in order to open for dental services; building has been painted and the Ribbon Cutting is scheduled for Friday, Feb. 24<sup>th</sup>.

**(4) District Master Plan:**

- Mr. Friel reported the following:
  - Strategic Plan review / needs will begin focus on a new building (review of master plan has been reviewed by Administration and Plant Maintenance Manger). Approximately \$1million per bed is average cost to build a new hospital does not include the purchase of property, would like to bring in a financial consultant to provide information to Administration and the Board.
    - General obligation bond.
    - Loan from USDA.
    - Contacted Mammoth & Tehachapi Hospital.
    - Higher Bank assists Special District with funding.
  - Will bring past Master Plan to the Planning Committee and review to move forward with what the district will need to do to bring the hospital to seismic standards or cost to build new hospital.
- Mr. Mursick stated there are different ratings on seismic ratings, has been in touch with a consultant that will assist the district in making the hospital compliant.

**Board Member Roberts called for a motion to approve the Planning & Facilities Report as presented. Second by President Nicely to approve the Planning & Facilities Report as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- President Nicely – yes
- Board Member Roberts- yes

**10. ADJOURNMENT\***

**Board Member Roberts called for a motion to adjourn the meeting. Second by President Nicely to adjourn the meeting. Board Member Roberts adjourned the meeting 1:01 p.m.**

- President Nicely - yes
- Board Member Roberts- yes