

Special Meeting Agenda - Measure C Committee
Tuesday, April 23, 2024 - 4:00 pm
MCHCD District Office, 775 River Drive, Fort Bragg CA.
Adventist Health Mendocino Coast Hospital Campus

Supporting documentation for this agenda is available at:

<https://www.mchcd.org/measure-c-agendas>

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Join Zoom Meeting

<https://zoom.us/j/9210401893?pwd=SE9PY1JBNUZvSEVIYotYnNm9iTdhdzdzO9&omn=93494019922>

Meeting ID: 921 040 1893

Passcode: 634678

CONDUCT OF BUSINESS

1. OPEN SESSION

1a. Roll Call: Jim Hurst - Chair, Gabriel Maroney - Member, Dr. Diane Harris - Member
(2 Committee member vacancies)

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

This portion of the Special meeting is reserved for people desiring to address the Measure C committee on any matter on this agenda, which is within the subject matter jurisdiction of the Committee. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all comments. The Measure C committee can take no action on your presentation but can seek clarification of the points made in your presentation or comments. If general public comment exceeds the 20 minute time limit, members of the public who have not had the opportunity to speak on items not on this agenda will have the opportunity to do so after the business on the agenda is concluded. The public is invited to comment on each agenda item as it is announced by the Chair. The same 3 minutes per speaker apply.

3. REGULAR CALENDAR

3a) Consideration and approval of the minutes of the 01/22/2024 Measure C Committee Regular Meeting minutes.

Recommended Action - Approve the minutes of the 01/22/2024 Measure C Regular Meeting minutes.

Attachments: *minutes of the 01/22/2024 Measure C Committee Regular Meeting*

3b) Consideration and approval of the minutes of the 02/05/2024 Measure C Special Meeting minutes.

Recommended Action - Approve the minutes of the 02/05/2024 Measure C Special Meeting minutes.

Attachments: *minutes of the 02/05/2024 Measure C Committee Special Meeting*

3c) Consideration and approval of the Measure C Fund cash receipts and disbursements record.

Recommended Action - Approve the Measure C Fund cash receipts and disbursements record and recommend adoption by the Mendocino Coast Health Care District Board of Directors.

Attachments: *Measure.C.Fund.cash.disbursements.receipts.04-30-2024.pdf*

3d) Consideration and approval of the 4/17/24 Adventist Health Improvements list

Recommended Action - Approve Items from the 4/17/24 Adventist Health Improvements list and recommend transfer of funds by the Mendocino Coast Health Care District Board of Directors.

Attachments: *Measure.C.AHMCrequest.4-17-24.pdf*

4. REPORTS

4a. Committee Member Reports

5. ADJOURNMENT

The next regular meeting of the Measure C committee will be held on September 13, 2024, at 1:00 pm, at the District Office, 775 River Drive, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca.

Dated: April 21, 2024

Katharine D. Wylie

Katharine Wylie, MS Ed
Agency Administrator, MCHCD

MEASURE C - PURPOSE

The proceeds of the healthcare parcel tax shall be deposited into a separate account created by the District. Funding provided is for maintaining emergency room services, attracting and retaining high quality doctors and nurses, maintaining ambulance and related 911 services and providing essential healthcare to residents of Mendocino County, with no proceeds used for administrators' salaries, benefits and pensions, the voters of the Mendocino Coast Health Care District ("District") approved by a 2/3 majority, for a healthcare parcel tax to be imposed for a period of twelve years starting on July 1, 2018 at a rate of \$144 per parcel per year, and to implement accountability measures, including independent taxpayer oversight, to ensure the funds are used to help:

- Maintain local emergency room services;
- Attract and retain high quality doctors and nurses;
- Maintain local ambulance and related 911 services;
- Make critical repairs and upgrades to medical equipment and facilities;
- Maintain local surgical services; and
- Maintain local obstetric services.

ACCOUNTABILITY MEASURES

The following accountability measures, among others, shall apply to the healthcare parcel tax: (a) the specific purposes of the healthcare parcel tax shall be those purposes identified above; (b) the proceeds of the healthcare parcel tax shall be applied only to those specific purposes identified above; (c) a separate, special account shall be created into which the proceeds of the healthcare parcel tax must be deposited; and (d) an annual written report shall be made to the Board of Directors of the District showing (i) the amount of funds collected and expended from the proceeds of the healthcare parcel tax and (ii) the status of any projects or programs required or authorized to be funded from the proceeds of the healthcare parcel tax, as identified above. In addition to the accountability measures required by law, if any, the District will establish an independent taxpayer oversight committee to provide oversight as to the expenditure of healthcare parcel tax revenues. The District estimates that the annual parcel tax revenues will be \$1.7 million dollars.

**MINUTES OF THE PROCEEDINGS
MEASURE C COMMITTEE REGULAR MEETING OF THE
MENDOCINO COAST HEALTH CARE DISTRICT**

January 22, 2024

CONDUCT OF BUSINESS

1. Call to Order, 1:00pm
Roll Call: Jim Hurst - Chair, Gabriel Maroney - Member, Dr. Diane Harris - Member, were present. There are 2 committee member vacancies.
2. Public Comment
Linda Williams commented on backup materials for the meeting.
3. New Business

Items 3a) Review *Measure C Net Of Approved Allocations January 1, 2024* report, 3b) Review *Official Record of Receipt and Uses of Measure C Fund, January 1, 2024*, and 3c) Consideration of recommended expenditure for items listed on the November 1, 2023 AH *Report on Building Maintenance and Equipment Expenditures*, were tabled by a vote of 3:0 to a special meeting on 2/05/2024.

4. Adjournment
The meeting was adjourned at 3:15pm. The next Special meeting of the Measure C Committee is February 5, 2024 at 1:00 pm.

Katharine D. Wylie

Katharine Wylie, Agency Administrator.

MINUTES OF THE PROCEEDINGS
MEASURE C COMMITTEE SPECIAL MEETING OF THE
MENDOCINO COAST HEALTH CARE DISTRICT

February 12, 2024

CONDUCT OF BUSINESS

1. Call to Order, 1:00pm
Roll Call: Jim Hurst - Chair, Gabriel Maroney - Member, Dr. Diane Harris - Member, were present. There are 2 committee member vacancies.
2. Public Comment
None.
3. New Business
 - a) Review *Measure C Net Of Approved Allocations January 1, 2024* report
 - b) Review *Official Record of Receipt and Uses of Measure C Fund, January 1, 2024.*

The committee considered items 3a) and 3b) together. The committee determined by unanimous vote that the current Measure C fund balance is \$4,795,559. The committee determined by unanimous vote that the current Measure C bank balance contains a \$1,063,856 discrepancy. The chair and the MCHCD Board Treasurer will provide a true-up balance to the committee and MCHCD board.

- c) Consideration of recommended expenditure for items listed on the November 1, 2023 AH *Report on Building Maintenance and Equipment Expenditures.*

The committee reviewed a list of Measure C projects and agreed by unanimous vote to recommend a total of \$2,255,428. in Measure C funds allocation for projects from the AH *Report on Building Maintenance and Equipment Expenditures*, either underway or completed, to date, leaving a Measure C fund balance to date of \$2,210,403.

4. Adjournment

The meeting was adjourned at 3:15pm. The next regular meeting of the Measure C Committee is April 22, 2024 at 1:00 pm.

Katharine D. Wylie

Katharine Wylie, Agency Administrator.

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS DISBURSEMENTS

Measure C- Parcel Tax Revenue Account	FYE Ended June 30, 2019		
	Actual	Sub-Total	Total
1. CASH ON HAND- MEASURE C CHECKING			
[Beginning] October 15, 2018			\$100
2. CASH RECEIPTS			
(a) <u>Tax Collections</u>			
01-14-2019	\$946,294		
04-26-2019	\$653,803		
Subtotal- Tax Collections		\$1,600,098	\$1,600,098
(b) <u>Less: Tax Rebates</u>			
02-28-2019	(\$18,144)		
04-03-2019	(\$5,040)		
04-17-2019	(\$1,584)		
05-30-2019	(\$1,152)		
06-07-2019	(\$1,296)		
Subtotal- Tax Rebates		(\$27,216)	(\$27,216)
3. NET CASH TAX RECEIPTS			
[2a + 2b = 3]			\$1,572,882
4. TOTAL CASH AVAILABLE			
[Before cash out] (1 + 3)			\$1,572,982
5. CASH PAID OUT			
(a) <u>Project Expenses</u>			
Meditech IT Upgrade	(\$700,000)		
Subtotal- Project Expenses		(\$700,000)	(\$700,000)
6. TOTAL CASH INCREASE (DECREASE)			
[Total- (#3 minus #5)]			\$872,882
7. CASH- MEASURE C CHECKING			
[Ending] June 30, 2019			\$872,982

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS and DISBURSEMENTS

Measure C- Parcel Tax Revenue Account	FYE Ended June 30, 2020		
	Actual	Sub-Total	Total
1. CASH ON HAND- MEASURE C CHECKING			
[Beginning] July 01, 2019			\$872,982
2. CASH RECEIPTS			
<u>(a) Tax Collections</u>			
08-20-2019	\$119,016		
12-17-2019	\$886,840		
05-31-2020	\$612,726		
Subtotal- Tax Collections		\$1,618,582	\$1,618,582
<u>(b) Less: Tax Rebates</u>			
07-19-2019	(\$4,608)		
07-24-2019	(\$288)		
08-09-2019	(\$1,296)		
12-04-2019	(\$864)		
12-19-2019	(\$576)		
Subtotal- Tax Rebates		(\$7,632)	(\$7,632)
3. NET CASH TAX RECEIPTS			
[2a + 2b = 3]			\$1,610,950
4. TOTAL CASH AVAILABLE			
[Before cash out] (1 + 3)			\$2,483,932
5. CASH PAID OUT			
<u>(a) Project Expenses</u>			
ED & Surgery Flooring	(\$56,088)		
Nitrous Manifold	(\$24,650)		
OOGIQ E10 Ultrasound	(\$136,568)		
NCFHC	(\$314,564)		
ED	(\$314,564)		
Labor & Delivery	(\$314,564)		
Subtotal- Project Expenses		(\$1,160,998)	(\$1,160,998)
6. TOTAL CASH INCREASE (DECREASE)			
[Total- (#3 minus #5)]			\$449,952
7. CASH- MEASURE C CHECKING			
[Ending] June 30, 2020			\$1,322,934

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS and DISBURSEMENTS

Measure C- Parcel Tax Revenue Account	FYE Ended June 30, 2021		
	Actual	Sub-Total	Total
1. CASH ON HAND- MEASURE C CHECKING			
[Beginning] July 01, 2020			\$1,322,934
2. CASH RECEIPTS			
<u>(a) Tax Collections</u>			
09-15-2020	\$109,060		
12-28-2020	\$873,091		
04-23-2021	\$603,127		
Subtotal- Tax Collections		\$1,585,278	\$1,585,278
<u>(b) Less: Tax Rebates</u>			
07-15-2020	(\$3,168)		
07-24-2020			
08-09-2020			
12-04-2020			
12-19-2020			
Subtotal- Tax Rebates		(\$3,168)	(\$3,168)
3. NET CASH TAX RECEIPTS			
[2a + 2b = 3]			\$1,582,110
4. TOTAL CASH AVAILABLE			
[Before cash out] (1 + 3)			\$2,905,044
5. CASH PAID OUT			
<u>(a) Project Expenses</u>			
AutoTransfer Switch	(\$660,000)		
Medical Air Replacement	(\$283,001)		
HVAC- Surgery & Central Sterile Supply	(\$424,250)		
Fire Sprinkler	(\$35,502)		
Roof Repair- Patient Support Building	(\$375,997)		
3 D Mammography- Facility Remodel	(\$163,788)		
Surgery- ESU Machine & Force Triad Ligature	(\$29,898)		
Surgery- Medical Waste Device	(\$41,903)		
Radio System- Emergency Management	(\$30,365)		
Ambulance Replacement Unit	(\$180,774)		
Subtotal- Project Expenses		(\$2,225,478)	(\$2,225,478)
6. TOTAL CASH INCREASE (DECREASE)			
[Total- (#3 minus #5)]			(\$643,368)
7. CASH- MEASURE C CHECKING			
[Ending] June 30, 2021			\$679,565

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS and DISBURSEMENTS

Measure C- Parcel Tax Revenue Account	FYE Ended June 30, 2022		
	Actual	Sub-Total	Total
1. CASH ON HAND- MEASURE C CHECKING			
[Beginning] July 01, 2021			\$679,565
2. CASH RECEIPTS			
(a) <u>Tax Collections</u>			
08-26-2021	\$111,679		
12-29-2021	\$866,428		
04-14-2022	\$598,098		
Subtotal- Tax Collections		\$1,576,205	\$1,576,205
(b) <u>Less: Tax Rebates</u>			
10-19-2021	(\$5,040)		
Subtotal- Tax Rebates		(\$5,040)	(\$5,040)
3. NET CASH TAX RECEIPTS			
[2a + 2b = 3]			\$1,571,165
4. TOTAL CASH AVAILABLE			
[Before cash out] (1 + 3)			\$2,250,730
5. CASH PAID OUT			
(a) <u>Project Expenses</u>			
Subtotal- Project Expenses			
6. TOTAL CASH INCREASE (DECREASE)			
[Total- (#3 minus #5)]			\$1,571,165
7. CASH- MEASURE C CHECKING			
[Ending] June 30, 2022			\$2,250,729

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS and DISBURSEMENTS

Measure C- Parcel Tax Revenue Account	FYE Ended June 30, 2023		
	Actual	Sub-Total	Total
1. CASH ON HAND- MEASURE C CHECKING			
[Beginning] July 01, 2022			\$2,250,729
2. CASH RECEIPTS			
(a) <u>Tax Collections</u>			
08-19-2022	\$110,233		
12-29-2022	\$864,953		
04-13-2023	\$609,130		
Subtotal- Tax Collections		\$1,584,316	\$1,584,316
(b) <u>Less: Tax Rebates</u>			
02-03-2023	(\$720)		
04-13-2023	(\$12,183)		
Subtotal- Tax Rebates		(\$12,903)	(\$12,903)
3. NET CASH TAX RECEIPTS			
[2a + 2b = 3]			\$1,571,413
4. TOTAL CASH AVAILABLE			
[Before cash out] (1 + 3)			\$3,822,142
5. CASH PAID OUT			
(a) <u>Project Expenses</u>			
Subtotal- Project Expenses			
6. TOTAL CASH INCREASE (DECREASE)			
[Total- (#3 minus #5)]			\$1,571,413
7. CASH- MEASURE C CHECKING			
[Ending] June 30, 2023			\$3,822,143

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS and DISBURSEMENTS

Measure C- Parcel Tax Revenue Account	FYE Ended June 30, 2024		
	Actual	Sub-Total	Total
1. CASH ON HAND- MEASURE C CHECKING			
[Beginning] July 01, 2023			\$3,822,143
2. CASH RECEIPTS			
(a) <u>Tax Collections</u>			
08-31-2023	\$108,307		
12-21-2023	\$882,763		
04-25-2024	\$597,148		
Subtotal- Tax Collections		\$1,588,218	\$1,588,218
(b) <u>Less: Tax Rebates</u>			
12-21-2023	(\$17,655)		
Subtotal- Tax Rebates		(\$17,655)	(\$17,655)
3. NET CASH TAX RECEIPTS			
[2a minus 2b = 3]			\$1,570,563
4. TOTAL CASH AVAILABLE			
[Before cash out] (1 + 3)			\$5,392,706
5. CASH PAID OUT			
(a) <u>Project Expenses</u>			
AutoTransfer Switch	(\$186,802)		
Medical Air Replacement	(\$959,688)		
HVAC- Surgery & Central Sterile Supply	(\$18,567)		
Fire Sprinkler	(\$8,110)		
Roof Repair- Main Building	(\$57,040)		
Fire Roll-Down NFPA Code Replacement	(\$135,000)		
Infection Control- Lobby Flooring	(\$132,722)		
Oncology- Infection Control Updates	(\$60,480)		
Infection Control- ER Waiting, Front Lobby, PT, Lab	(\$275,998)		
Infection Control Flooring- RT, Cardio, PT Rooms	(\$153,455)		
3 D Mammography- Facility Remodel	(\$308)		
Ambulance Replacement Unit	(\$11,202)		
Legionella Compliance Equipment Replacement	(\$65,000)		
ED Hot Water Heater	(\$20,516)		
Zoll Defibrillators (7)	(\$170,540)		
Subtotal- AH Project Expenses		(\$2,255,428)	(\$2,255,428)
Subtotal- MCHCD Project Expenses (Roofing Repair)			(\$129,957)
Total Project Expenses			(\$2,385,385)
6. TOTAL CASH INCREASE (DECREASE)			
[Total- (#3 minus #5)]			(\$814,822)
7. CASH- MEASURE C CHECKING			
[Ending] April 30, 2024			\$3,007,321

MENDOCINO COAST HEALTH CARE DISTRICT
STATEMENT OF CASH RECEIPTS and DISBURSEMENTS

Improvements Fund per Lease

	Fiscal Year Ended				TOTAL
	6/30/2021	6/30/2022	6/30/2023	6/30/2024	
1. MCHCD Supplemental Funds (Footnote 1)					
(a) Net Cash Tax Receipts	\$1,582,110	\$1,571,165	\$1,571,413	\$1,570,563	
(b) MCHCD Supplemental Funds (Footnote 2)	\$417,890	\$488,835	\$550,387	\$484,934	\$1,942,046
(c) Total Improvements Funds	\$2,000,000	\$2,060,000	\$2,121,800	\$2,055,497	
2. Cash- Measure C Fund					
[beginning] April 30, 2024 before MCHCD allocation					\$3,007,321
3. Add: MCHCD Supplemental Funds					\$1,942,046
4. Cash- Restricted Improvements Fund					
[ending] April 30, 2024 after MCHCD allocation					\$4,949,367

Footnote 1:

Per the Lease Agreement with Adventist Health, an "Improvements Fund" was purportedly included in Article 7 (Maintenance and Construction) specifically 7.1 (Obligation to Maintain). **MCHCD would deposit \$2,000,000 annually** in the Fund beginning with the fiscal year ending on June 30, 2021. It was known that **Measure C parcel tax receipts would represent about 75% of the funding and MCHCD would remit the shortfall dollar amount to achieve the \$2,000,000 annual threshold. Such funds will be deposited in a designated banking account** and approved disbursements will be made from that account. The Tenant shall manage the account and have authority to withdraw money related to expenses for approved projects. The **Fund's target amount will be inflated each year by an annual CPI adjustment** beginning on the second year lease anniversary date.

Footnote 2:

For FYE 06-2024, the target amount was computed to be \$2,185,454. However, MCHCD paid directly to a roofing contractor \$129,957 for roof repairs. Therefore, the revised target amount should be \$2,185,454 minus \$129,957 which equals \$2,055,497.



Measure C Request April 2024

Lease Funds		Commitment	Total Project Cost Actual/ Estimated	Total Capital Expenses Incurred	Remaining of Committed Funds	Total 2024	Total 2025	Total 2026	Total
Status	Description	Lease Funds							
New	Paging System Equipment & Installation only	48,000	TBD	-	48,000	-	(48,000)	-	(48,000)
New	Roof replacement Portions of Main Building and ED	300,000	300,000	-	300,000	-	(300,000)	-	(300,000)
New	CCTV System & Door Access	729,417	729,417	-	729,417	-	(729,417)	-	(729,417)
New	HVAC - Kitchen (2 Units)	1,665,000	1,665,000	-	1,665,000	-	(1,665,000)	-	(1,665,000)
New	Vacuum pump replacement	500,000	500,000	-	500,000	(50,000)	(450,000)	-	(500,000)
New	HVAC - Pharmacy	50,000	50,000	-	50,000	-	(50,000)	-	(50,000)
New	Fan coil replacement repair TJC finding airflow	750,000	750,000	-	750,000	(75,000)	(675,000)	-	(750,000)
New	Cerner Wireless Access "IT infrastructure upgrade"	2,500	TBD	-	-	-	-	-	-
New	*ED /Lab - Automatic Transfer Switch	1,700,000	1,700,000	-	1,700,000	-	(1,133,333)	(566,667)	(1,700,000)
New	OR's and Surgical Area Flooring Repairs	58,810	58,810	-	58,810	58,810			(58,810)
Totals		5,803,727	3,994,417	-	5,742,417	(125,000)	(5,050,750)	(566,667)	(5,742,417)

* Priority