



P. O. Box 95  
San Andreas, CA 95249  
(209) 754-4468 Phone  
(209) 754-2537 Fax

## Finance Committee Meeting

Wed. July 10, 2019

9:00am

Mark Twain Medical Center Education Center - Classroom 5  
San Andreas, CA

### Agenda

#### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

1. **Call to order:**
2. **Roll Call:**
3. **Approval of Agenda:** Action      Public Comment
4. **Public Comment On Matters Not Listed On The Agenda:**

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Committee action on such item.) **Limit of 3 minutes per speaker.** The Committee appreciates your comments however it will not discuss and cannot act on items not on the agenda.

5. **Consent Agenda:** Action      Public Comment

All Consent items are considered routine and may be approved by the Committee without any discussion by a single roll-call vote. Any Board Member or member of the public may remove any item from the Consent list. If an item is removed, it will be discussed separately following approval of the remainder of the Consent items.

#### **A. Un-Approved Minutes:**

- Finance Committee Meeting Minutes for June 12, 2019:
- Special Finance Committee Meeting Minutes for June 19, 2019

This Institution is an Equal Opportunity Provider and Employer

Agenda July 10, 2019 MTHCD Finance Committee Meeting

6. **Chief Executive Officer's Report:**.....Dr. Smart

- USDA (SF 271) Outlay Report for July:
- Escrow Settlement Statement / Final Accounting – TrueUP:
- Present Final 2019-20 Budget:

7. **Accountant's Report:** **Action**      **Public Comment** .....Mr. Wood

- Financial Status, Trends, Long-Term Views and Cashflow:
- June Financials Will Be Presented to The Committee:
- Update on Progress - Quick Books Conversion to OSHPD Formatting:
- Authorizing Investment of Monies in The Local Agency Investment Fund:

- **Resolution 2019- 06 LAIF:** **Action**      **Public Comment**

8. **Treasurer's Report:**.....Ms. Atkinson

9. **Comments and Future Agenda Items:**

10. **Next Meeting:**

- The next meeting will be Aug 14, 2019.

11. **Adjournment:** **Action**



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**Finance Committee Meeting**  
**Wed. June 12, 2019**  
**9:00am**  
**Mark Twain Medical Center Education Center - Classroom 5**  
**San Andreas, CA**

**Un- Approved Minutes**

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

**1. Call to order:**

The meeting was called to order by Treasurer, Susan Atkinson at 9:00am.

**2. Roll Call:**

Present for roll call was Ms. Atkinson and Ms. Hack. Ms. Radford was absent and excused.

**3. Approval of Agenda: Action**

Amended - #8 Treasurer’s Report: Budget Cycle Planning & Input is a duplicate so was removed.

Public Comment: Hearing None.

Ms. Hack moved to approve the Agenda. Ms. Atkinson provided her second and the motion passed 2-0

**4. Public Comment On Matters Not Listed On The Agenda:**

Hearing none.

**5. Consent Agenda: Action**

**A. Un-Approved Minutes:**

- **Finance Committee Meeting Minutes for May 8, 2019:**

**This Institution is an Equal Opportunity Provider and Employer**

Minutes June 12, 2019 Finance Committee Meeting Board Approved

Public Comment: Hearing None

Ms. Atkinson moved to approve Meeting Minutes. Ms. Hack provided her second and the motion passed 2-0.

## **6. Chief Executive Officer's Report**

- **USDA (SF 271) Outlay Report 5-31-2019:**

Dr. Smart: Explained summary tracking on Construction Cost which is on track; Explained Row 37 of the Out Lay report and the District's obligation to spend \$600K on furniture and IT with a total spent to date of \$137K; looking into purchasing a back-up generator for the clinic; signed and submitted loan draw to USDA.

- **Lease Closing - Update**

Dr. Smart; The new MTMC (30-year) Lease was closed on May 31<sup>st</sup>, 2019. The closing statement was handed out showing the final figures. The District will incur and pay all utilities for the next five (5) years.

- **Second Draft 2019-20 Budget: Action**

Dr. Smart: Explained the budget is a guide and may be a challenge due to no history; in the 1<sup>st</sup> quarter there will be no operation expenses so the budget needs to be based on 9 months of operations; budget salaries were discussed and the salary for the MD Family Practice is not competitive and needs to be raised; HR Manger title will be removed and HR duties will be handled (60%) by the contracted firm of Payroll People and (40%) by the Ex. Assist; account 7083.13 Group Health & Welfare Insurance needs to be changed to \$175K to be competitive; the acronym VSRHC will be changed to VSHWC.

Public Comment: Hearing None:

**No Action was taken. The Budget will undergo corrections and be presented at a Special Finance Committee Meeting in the District Office on Wednesday, June 19, 2019 at 7:00am.**

## **7. Accountant's Report: Action**

- **Financial Status, Trends, Long-Term Views and Cashflow:**

Mr. Wood: Explained the District is on track with the budget; the Property Tax the District has received, \$37k, is more than budgeted; The Balance Sheet shows a strong cash position; the June financials will reflect the new MTMC (30-year) lease.

- **May Financials Will Be Presented to The Committee:**

Mr. Wood: Handed out his **Draft** narrative; as the Minority Interest is not current on the Profit & Loss statement because MTMC hasn't closed their books for May.

- **Update on Progress to Quick Books Conversion to OSHPD Formatting:**

Mr. Wood: Discussed how QuickBooks has entry limitations and is looking into upgrading the program  
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and is also working on OSHPD programming.

- **Investment – Update:**

Mr. Wood: Handed out the Investments & Reserves Report; mentioned all investments are doing well; Cal Trust account earns 15 to 20 more base points; explained how Local Agency Investment Fund (LAIF) investing works and gave a recommendation to open an account.

Public Comment: Hearing None.

Ms. Hack moved to approve the May Financials including investments. Ms. Atkinson provided her second and the motion passed 2-0

**9. Comments and Future Agenda Items:**

Hearing None.

**10. Next Meeting:**

- The next meeting will be a Special Finance Committee meeting at the District Office on Wed. June 19, 2019.

**11. Adjournment: Action**

Ms. Hack moved to adjourn the meeting. Ms. Atkinson provided her second and the meeting was adjourned at 10:54am



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**Special Finance Committee Meeting  
Wed. June 19, 2019 7:00am  
Mark Twain Medical Center  
Administration Room  
768 Mt. Ranch Rd., San Andreas, CA**

## **Un- Approved Minutes**

### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

#### **1. Call to order:**

The meeting was called to order by Treasurer, Susan Atkinson at 7:00am.

#### **2. Roll Call:**

Present for roll call was Ms. Atkinson, Ms. Radford and Ms. Hack.

#### **3. Approval of Agenda: Action**

Public Comment: Hearing None.

Ms. Radford moved to approve the Agenda. Ms. Hack provided her second. The motion passed 3-0.

#### **4. Public Comment On Matters Not Listed On The Agenda:**

Hearing none.

#### **5. Chief Executive Officer's Report**

- **Third Draft 2019-20 Budget:** Action

Dr. Smart: The Budget was changed as follows; from 12 months to 9 months to reflect the 9 months of operations; acronym corrected to read VSHWC; changed the Labor Budget for the MD Positions from \$197K to \$250K to be competitive; HR duties and Work Areas were corrected; Health Benefits were discussed; IT will be outsourced to 2 companies and there will be 6 insurance policies from various insurance companies.

**This Institution is an Equal Opportunity Provider and Employer**

Minutes June 19, 2019 Special Meeting Finance Committee Meeting  
Board Approved

Public Comment: Hearing None.


Ms. Radford moved to approve the Third Draft 2019-20 Budget. Ms. Hack provided her second and the motion passed 3-0.

**6. Next Meeting:**

- The next meeting will be July 10, 2019.

**7. Adjournment: Action**

Ms. Radford moved to adjourn the meeting. Ms. Hack provided her second and the meeting was adjourned at 7:23am

	A	B	C	D	E	F	G	H	I	
1	<b>OUT LAY REPORT AND REQUEST FOR REIMBURSEMENT</b>									
2	<b>Draw Request Number:</b>	Mark Twain Health Care District			Construction of New Health Clinic					
3		768 Mountain Ranch Road, San Andreas, CA 95249			Payment Requested					
4	<b>#11</b>	Initial Budget	Current Budget	Previous Paid to Date	#11	Paid to Date		Balance Remaining	%	
5	<i>Misc. Soft Costs</i>									
6	Administrative/Legal	530,075.00	530,075.00	538,475.14	146.18	538,621.32		(8,546.32)	-1.61%	
7	Financing/Cost of issuance	325,000.00	275,000.00	233,124.25		233,124.25		41,875.75	15.23%	
8	Land Acquisition	890,000.00	890,000.00	890,000.00		890,000.00		-	0.00%	
9	Furniture Fixtures/Equipment	350,000.00	350,000.00	-		-		350,000.00	100.00%	
10	Structured cabling/IT	250,000.00	250,000.00	-		-		250,000.00	100.00%	
11				-		-				
12				-		-				
13				-		-				
14	Architectural design/other architectural			-		-				
15	Architect/Engineer fees	433,600.00	480,665.00	470,965.56	1,219.25	472,184.81		8,480.19	1.76%	
16	Other architectural and engineering fees			-		-				
17				-		-				
18	3rd party project management	157,725.00	269,820.00	240,037.72	12,383.84	252,421.56		17,398.44	6.45%	
19	Monument sign		30,000.00	12,748.69		12,748.69		17,251.31	57.50%	
20	<i>Construction w/ sales tax</i>									
21				-		-				
22				-		-				
23				-		-				
24				-		-				
25	Construction Contract	3,587,575.00	5,555,000.00	1,621,574.11	373,548.39	1,995,122.50		3,559,877.50	64.08%	
26				-		-				
27	sidewalks	25,000.00				-				
28				-		-				
29	Contingency	713,837.00	634,895.00	9,898.00		9,898.00		624,997.00	98.44%	
30										
31	Contingency as a Percent of Total	20.00%	11.00%							
32	<b>Total</b>	<b>7,262,812.00</b>	<b>9,265,455.00</b>	<b>4,016,823.47</b>	<b>387,297.66</b>	<b>4,404,121.13</b>		<b>4,861,333.87</b>	<b>52.47%</b>	
33										
34	<b>PROJECT FUNDING BREAKDOWN</b>									
35										
36	Mark Twain Health Care District (applicant)	1,062,812.00	1,205,455.00	1,205,455.00		1,205,455.00		-	0.00%	
37	Mark Twain Health Care District (applicant)	600,000.00	600,000.00	136,735.22	198,492.68	335,227.90		264,772.10	44.13%	
38	USDA Loan, Series A	5,600,000.00	6,782,000.00	3,812,783.74	387,297.66	4,200,081.40		2,581,918.60	38.07%	
39	USDA Subsequent Loan, Series B		678,000.00	34,000.00		34,000.00		644,000.00	94.99%	
40										
41	Total	<b>7,262,812.00</b>	<b>9,265,455.00</b>	<b>5,188,973.96</b>	<b>585,790.34</b>	<b>5,774,764.30</b>		<b>3,490,690.70</b>	<b>37.67%</b>	
42										
43	<b>FUNDS - DIFFERENCE</b>									
44	Date of Outlay Report	5/31/2019								
45	<b>APPROVAL AND SIGNATURE SECTION</b>									
46	OWNER'S APPROVAL:									
47										
48										
49	Executive Director or Board President	DATE		OWNER CERTIFICATION: I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.						
50										
51	ENGINEER/ARCHITECT APPROVAL:									
52										
53										
54	Architect	DATE		Invoices will be approved by the borrower and their engineer, as appropriate, and submitted to the processing office for concurrence. The review and acceptance of project costs, including construction pay estimates, by USDA Rural Development does not attest to the correctness of the amounts, the quantities shown or that the work has been performed under the terms of the agreements or contracts.						
55										
56	USDA RURAL DEVELOPMENT									
57	CONCURRENCE:									
58										
59										
60	Tonja Galentine	DATE								
61										



	42,327,023	9,510,360	TOTALS AS OF 5-31-19		
		(4,699,000)	Pre 2013 OFFSET		
	SUBTOTAL	4,811,360			
		1,995,268	CONSTRUCTION IN PROGRESS		
	FINAL PPE	6,806,628			
		6,949,431	PER 5/31/19 CLOSING TRANSACTION		
		<b>(142,803)</b>	ADJUSTMENT TO DISTRICT		

# Mark Twain Healthcare District

## BILL PAYMENT LIST

June 2019

DATE	NUM	VENDOR	AMOUNT
100.50 Stockton Bank of			
06/19/2019	1010	Diede Construction, Inc.	-447,702.09
<b>Total for 100.50 Stockton Bank of</b>			<b>\$ -447,702.09</b>
100.60 Five Star Bank			
06/06/2019	15420	Cheryl Duncan Consulting	-4,497.52
06/06/2019	15421	Outlet Tek	-160.50
06/06/2019	15422	PG&E 46578486352 VS Clinic # 10	-169.86
06/06/2019	15423	PG&E 46995152991 VS Clinic # 9	-250.27
06/06/2019	15424	Signal Service, Inc.	-1,207.36
06/06/2019	15425	California Special District Assn	-1,532.76
06/06/2019	15426	Condor Earth Technologies, Inc.	-1,011.50
06/06/2019	15427	Talibah Al-Rafiq	-100.00
06/06/2019	15428	Arnaudo Bros., L.P.	-19,331.89
06/06/2019	15429	Calaveras Telephone	-466.02
06/06/2019	15430	Helen Foraker Advertising	-247.50
06/06/2019	15431	Your Type Graphic Design	-687.48
06/06/2019	15432	Streamline	-200.00
06/06/2019	15433	Susan Atkinson	-100.00
06/06/2019	15434	Ann Radford	-100.00
06/06/2019	15435	Debbie Sellick	-100.00
06/06/2019	15436	Lin Reed	-100.00
06/06/2019	15437	Debbie Sellick	-38.28
06/06/2019	15438	Lin Reed	-364.24
06/12/2019	ACH 7	Umpqua Bank Credit Card	-749.32
06/13/2019	15439	J.S. West	-94.15
06/13/2019	15440	Your Type Graphic Design	-1,167.39
06/13/2019	15441	Condor Earth Technologies, Inc.	-1,811.25
06/13/2019	15442	PG&E 74021406306 SAFMC	-460.90
06/13/2019	15443	AT&T 248 134-7000	-37.36
06/13/2019	15444	AT&T 457-7	-4.64
06/13/2019	15445	AT&T OneNet	-1,175.72
06/13/2019	15446	PG&E 39918320076 Cancer	0.00
06/13/2019	15447	PG&E 71068388090 Pain Mgmt	-520.14
06/13/2019	15448	PG&E 89195984003 Cancer/Infusion	-503.01
06/13/2019	15449	Calaveras Power Agency	-22,607.00
06/13/2019	15450	PG&E 2306121143-1 ortho	-708.15
06/13/2019	15451	Suburban Propane-Ortho	-145.47
06/13/2019	15452	PG&E 42630399709 Hospital	-8,483.58
06/13/2019	15453	Dr. Randall Smart	-150.64
06/13/2019	15454	PG&E 39918320076 Cancer	-205.35
06/19/2019	15455	Susan Atkinson	-181.31
06/19/2019	15456	J.M. Keckler Medical Sales, Inc.	-198,492.68
06/19/2019	15457	AT&T 754-9362	-887.75
06/19/2019	15458	PG&E 11152462708 SOMO	-1,321.61

DATE	NUM	VENDOR	AMOUNT
06/19/2019	15459	Campora Propane	-46.91
06/19/2019	15460	Best Best & Krieger, LLP	-20,438.00
06/19/2019	15461	Mobile Modular	-383.84
06/19/2019	15462	Calaveras County Water District	-146.18
06/19/2019	15463	Ann Radford	-100.00
06/19/2019	15464	Debbie Sellick	-100.00
06/19/2019	15465	Lin Reed	-100.00
06/19/2019	15466	Susan Atkinson	0.00
06/19/2019	15467	Talibah Al-Rafiq	-100.00
06/20/2019	15468	Your Type Graphic Design	-3,636.31
06/20/2019	15469	Peggy Stout	-113.10
06/25/2019	15471	Suburban Propane-Ortho	-92.11
06/25/2019	15472	Ebbetts Pass Gas Services	-190.45
06/25/2019	15473	La Contenta Plaza	-1,268.78
06/25/2019	15474	Calaveras County Water District	-792.55
<b>Total for 100.60 Five Star Bank</b>			<b>\$ -297,880.83</b>

**RESOLUTION 2019-06**  
**MARK TWAIN HEALTH CARE DISTRICT**

ADDRESS 768 Mt. Ranch Rd., San Andreas, CA 95249

PHONE NUMBER 209-754-4468

**AUTHROIZING INVESTMENT OF MONIES**  
**IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, The local Agency Investment Fund (LAIF) is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEARAS**, The Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein is in the best interests of the Mark Twain Health Care District.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby authorizes the deposit and withdrawal of Mark Twain Health Care District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Mark Twain Health Care District offices holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated herby:

<u>Dr. Randall Smart</u>	<u>Lin Reed</u>	<u>Susan Atkinson</u>
<u>Chief Executive Director</u>	<u>President</u>	<u>Treasurer</u>
<u>(SIGNATURE)</u>	<u>(SIGNATURE)</u>	<u>(SIGNATURE)</u>

Section 2. This Resolution shall remain in full force and effect until rescinded by Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

**PASSED AND ADOPTED**, by the Board of Directors of Mark Twain Health Care District Calaveras County of State of California on July 31, 2019.

Attested by: \_\_\_\_\_  
Ann Radford, Secretary

**Note: Resolution must be adopted by the governing body. Please submit an original resolution or a certified copy of the resolution to LAIF. A certified copy is 1) a copy of the resolution affixed with the seal of the agency or 2) a copy of the resolution attested by the City Clerk/Board Secretary with his/her signature.**