



## BOARD OF DIRECTORS

*Steve Pittson, DC, President*  
*Becky Campo, Secretary*  
*Anne Stokman, RN, Treasurer*  
*Gallo Mac Master, Board Member*  
*Luis Avila, Board Member*

PO Box 187, Patterson, CA 95363  
Phone (209) 892-8781 Fax (209) 892-3755

### BOARD OF DIRECTORS REGULAR MEETING

January 25, 2021 @ 6:30 pm

**Our Board meeting will be held remotely via Zoom. You can join on your computer and/or call in.**

Screen share at <https://us02web.zoom.us/j/4792915693?pwd=VGVuSUVTbGVrdzErdTZlQnhsWVZtUT09>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio.

**Call (669) 900-6833 and enter ID 479 291 5693. The meeting password is DelPuerto**

Note that everyone will be muted by default.

If you would like to speak during the public comment portion of the meeting, you have the following options:

Online – raise your hand or use the Chat options.

Phone – press \*9 to raise your hand, \*6 to send a request to be unmuted to submit comments

The Del Puerto Health Care District welcomes you to this meeting, which is regularly held the last Monday of each month, and your interest is encouraged and appreciated.

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period, however California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

**CONSENT CALENDAR:** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

**REGULAR CALENDAR:** These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.

**CLOSED SESSION:** Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the item is announced by the Board President. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period of time.

**BOARD AGENDAS AND MINUTES:** Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meeting-agendas>.

# Del Puerto Health Care District Board of Directors

January 25, 2021

## Regular Meeting Agenda

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**

*"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."*
5. **Public Comment Period** *[Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on matters that are list on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]*
6. **Declarations of Conflict** *[Board members disclose any conflicts of interest with agenda items]*
7. **Approval of Agenda** **Action**  
*[\*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]*
8. **Consent Calendar\*** *[Routine committee reports, minutes, and non-controversial items]* **Action**
  - A. \*Approve December 7, 2020 Special Board Meeting Minutes
  - B. \*Adoption of Board Meetings Regular Calendar for CY 2021
  - C. \*Approve Finance Committee Meeting Minutes for October 21, 2020
  - D. \*Accept Month End Financials & Warrants for October, November & December 2020
  - E. \*Adopt Resolution to change to Credit Card Issuer to Umpqua Bank
  - F. \*Adopt Policy on Disposal of Surplus Equipment & Real Estate
  - G. \*Adopt Policy on Electronic Device Replacement
  - H. \*Adopt Policy on Statement of Investment
9. **Regular Calendar**
  - A. *\*Any Consent calendar items moved to regular calendar* **Action**
  - B. FYE June 30, 2020 Audited Financial Statements Report & Request for Acceptance **Action**
  - C. Annual Election of Board Officers **Action**
  - D. Annual Banking Access Resolution #21-03 **Action**
  - E. Selection of (2) Board members to Meet Quarterly with the Patterson City Council **Appointment**
  - F. District & Ambulance Headquarters Plan Refresher **Information Only**
  - G. Review of Ambulance Acquisition Plan **Information Only**
10. **Reports**

A.	<u>Employee Anniversaries &amp; New Hires</u>	<u>December/January</u>	<u>Years</u>
	Ambulance:	Dennis Flannery	19 Years
		Chantale Pakosz	1 Year
	Health Center:	Eneida Barrera	17 years
	Administration	None	
B.	District Wide Community Assessment – Director Stokman		
C.	West Side Health Care Task Force – Director Mac Master		
D.	CEO Annual Performance Evaluation – Director Campo		
E.	Ambulance – Director, Paul Willette		

# Del Puerto Health Care District Board of Directors

January 25, 2021

## Regular Meeting Agenda

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- F. Health Center - Manager, Suzie Benitez
- G. Administration – Administrative Director/CEO, Karin Hennings

11. **Director Correspondence, Comments, Future Agenda Items** **Information**

12. **Upcoming Regular Board and Standing Committee Meeting Dates**

Finance – Wed, Feb 17, 2021 @ 3:00pm	Board – Mon, Feb 22, 2021 @ 6:30pm
Finance – Wed, Mar 24, 2021 @ 3:00pm	Board – Mon, Mar 2, 2021 @ 6:30pm
Finance – Wed, Apr 21, 2021 @ 3:00pm	Board – Mon, Apr 26, 2021 @ 6:30pm

13. **Closed Session** *[Board of Directors may recess to closed session for discussion of certain matters as legally permitted. Any action taken shall be reported in open session.]*

- A. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or significant exposure to litigation: Two (2) potential cases.

14. **Reconvene to Open Session – Report of Closed Session**

15. **Adjourn**



## SPECIAL BOARD OF DIRECTORS MEETING

December 07, 2020 @ 6:30 pm

Via Zoom

### Board of Directors Minutes

1. **Call to order** @ 6:32 By President Pittson
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

**Directors Present:** Director, Steve Pittson  
Director, Anne Stokman  
Director, Becky Campo  
Director, George Galloway Mac Master  
Director, Avila

**Directors Absent:** None

**Staff Present:** Administrative Director/CEO, Karin Hennings  
Financial Accounting Manager, Maria Reyes-Palad  
Clerk of the Board, Cheryle Pickle

**District Legal Council:** Dave Ritchie, Cole Huber, LLP

We have a Quorum

4. **Reading of the Mission Statement**

*“The District’s primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District.”*

5. **Public Comment Period**

**Present:** None Present

6. **Swearing in for Board Members Elected on November 03, 2020.**

Ms. Hennings explained that there were two Board member who were elected to complete a two year assignment. They ran unopposed. They were Becky Campo ad George Galloway Mac Master. There were two seats for a 4-year term. Anne Stokman and Luis Avila were elected to these seats. All four were sworn in with the following Oath of Office:

***Oath of Office for Director of Del Puerto Health Care District Board***

*I, [name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*



## SPECIAL BOARD OF DIRECTORS MEETING

December 07, 2020 @ 6:30 pm

Via Zoom

### Board of Directors Minutes

Congratulations to our new board members! Instructions were given for each Director to sign their Oath and return to the District office.

**7. Declarations of Conflict:** There were no conflicts of interest.

**8. Approval of Agenda:**

**M/S/C To accept the agenda.** Director Stokman / Director Campo

**Ayes:** Directors Pittson, Stokman, Campo, Mac Master, Avila

**Nays:** None

**Abstain:** None

**Passed 5/0**

**9. Consent Calendar** \* [*Routine committee reports, minutes, and non-controversial items*]

A. \*Approve Board Meeting Minutes for November 30, 2020

**M/S/C That the Board of Directors accept the Consent Calendar as presented.** /Director Stokman / Director Mac Master

**Ayes:** Directors Pittson, Stokman, Campo, Mac Master, Avila

**Nays:** None

**Abstains:** None

**Passed 5/0**

**10. Regular Calendar**

A. \*Any Consent calendar items moved to regular calendar

None

B. Approve Capital Expense for Asset Replacement-Windows 2019 Server

Ms. Hennings explained that this was the second part to obtaining the licenses for Microsoft Office Suite including email to Exchange Cloud Server. New server software is required to continue to store and access District files and other programs from our local virtual machine.

**M/S/C That the Board of Directors accept approve a capital expenditure of \$4,502.16 for the Windows Server Operating System Upgrade** /Director Stokman / Director Avila

**Ayes:** Directors Pittson, Stokman, Campo, Mac Master, Avila

**Nays:** None

**Abstains:** None

**Passed 5/0**

C. Adopt Resolution #2020-09 Affirming Liability Coverage for Employees and Directors

Ms. Hennings explained that the CSDA requested that we have a resolution affirming liability coverage for employees attending Stanislaus County chapter meetings. This means that we would bill Beta (our liability carrier) for any claims.



## SPECIAL BOARD OF DIRECTORS MEETING

December 07, 2020 @ 6:30 pm

Via Zoom

### Board of Directors Minutes

**M/S/C That the Board of Directors adopt Resolution number 2020-09 affirming liability coverage for employees participating ion meetings and activities of the Stanislaus county chapter of the California Special Districts Association**

/Director Campo / Director Mac Master

**Ayes:** Directors Pittson, Stokman, Campo, Mac Master, Avila

**Nays:** None

**Abstains:** None

**Passed 5/0**

#### D. Required Board Training – Ethics, Anti-Harassment

Ms. Pickle reviewed the instructions for signing into Target Solutions for the required biennial training. Instructions were given to printout the Certificate of Completion for each module and send them into the District office. Any questions or problems, please contact Ms. Pickle.

#### 11. Director Correspondence, Comments, Future Agenda Items

Ms. Hennings updated the Board regarding Covid testing. We receive 80 rapid tests that we can use to test employees that were exposed to a positive person. We had some employees that were tested today. That provides a good tool to make sure our employees are safe.

Also, Mr. Willette was absent tonight due to a death in the family. Ms. Hennings and Chantale have the PDA staff managed in Mr. Willette's absence.

#### 12. Upcoming Regular Board and Standing Committee Meeting Dates

Discussion was had on whether or not to have a separate meeting on January to receive the Audit report. It was decided to have just one meeting at the regular scheduled time.

Finance – December – no meeting

Finance – Wednesday, Jan 20,2021 3:00 PM      Board – Monday, Jan 25, 2021 6:30 PM

Finance – Wednesday, Feb 17, 2021 3:00 PM      Board – Monday, Feb 22, 2021 6:30 PM

**Adjourned @ 7:00 p.m.**

# Del Puerto Health Care District Board Meeting Calendar

DRAFT

2021

## IMPORTANT DATES

### JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### JULY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Pay Days	
January 1	New Year's Day
January 18	Martin Luther King Jr. Day
January 20	Finance Committee
January 25	Board Meeting
February 15	President's Day
February 17	Finance Committee
February 22	Board Meeting
March 17	Finance Committee
March 29	Board Meeting
April 04	Easter
April 21	Finance Committee
April 26	Board Meeting
May 19	Finance Committee
May 24	Special Board Meeting
May 31	Memorial Day*
June 16	Finance Committee
June 28	Board Meeting
July 21	Finance Committee
July 04	Independence Day
July 26	Board Meeting
August 18	Finance Committee
August 30	Board Meeting
September 15	Finance Committee
September 06	Labor Day
September 27	Board Meeting
October 20	Finance Committee
October 25	Board Meeting
November 11	Veteran's Day
November 17	Finance Committee
November 25	Thanksgiving
November 29	Board Meeting
December 15	Finance Committee
December 24	Christmas Day Recognized
December 27	Board Meeting
Dec 31	New Year's 2022 Recognized

**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street - Patterson, California 95363**  
**FINANCE MEETING via Zoom Video Conference**  
**MINUTES OCTOBER 21, 2020**

**I. Call to order/Attendance**

The meeting was called to order by Anne Stokman, Committee Chair, 3:03PM

**Other Board Members Present:** Becky Campo, Committee Member

**Other Staff Members Present:** Maria Reyes-Palad, Financial Accounting Manager; Paul Willette, Ambulance Director; Suzie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant

**II. Public Participation – No comments**

**III. Acceptance of Agenda**

M/S/C Anne Stokman/Becky Campo to accept the agenda as presented.

**IV. Finance Report Review**

**A.** Review for Approval: September 23, 2020 Finance Meeting Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for September 23, 2020 as presented.

**B.** Review Financial Report for September 2020

Maria Reyes-Palad reviewed the report and answered all questions regarding the Financial Report.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Financial Report as presented.

**C.** Review for Recommendation September 2020 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the warrants.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the warrants as presented.

**IV. Old Business**

**A.** Behavioral Health Clinician/LCSW – Update

M/S/C Becky Campo/Anne Stokman to table until November meeting.

**V. New Business – None**

**A.** Policy 2112 Capital Expense – Policy Update

The committee asked for a copy of the current Capital Expense Policy to be included in the Board Packet for comparison.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the Policy 2112 Capital Expense as presented.

**B.** Policy 2150 Requests for Public Funding – Policy Proposal

M/S/C Anne Stokman/Becky Campo to table until November meeting.

**VI. Accounting and Finance Manager Report**

**A.** Update on Grant and Stimulus Monies Received

Maria Reyes-Palad presented the reports:

- COVID-19 Summary and Details
- Telehealth Grant Balance as of September 30, 2020 Report  
Information Only – No Action



**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street - Patterson, California 95363**  
**FINANCE MEETING via Zoom Video Conference**  
**MINUTES OCTOBER 21, 2020**

- B.** Updates on Cal-Fire P&L  
Maria Reyes-Palad presented the report.  
Information Only – No Action
- C.** Set Schedule for Committee Review of Account Reconciliations  
The District Office Staff will contact the Committee Members after  
Monday, October 26, 2020 for their availability to review the Account  
Reconciliations.

**VII. Meeting adjourned – 3:37PM**

Respectfully submitted,

Anne Stokman, Treasurer

**Del Puerto Health Care District**  
**Balance Sheet**  
As of October 31, 2020

	Oct 31, 20	Sep 30, 20	% Change	Oct 31, 19	% Change
<b>ASSETS</b>					
Current Assets					
Total Checking/Savings	2,497,786	2,918,221	(14%)	2,573,727	(3%)
Total Accounts Receivable	500,841	507,201	(1%)	660,347	(24%)
Total Other Current Assets	667,133	527,549	26%	609,506	9%
<b>Total Current Assets</b>	<b>3,665,760</b>	<b>3,952,971</b>	<b>(7%)</b>	<b>3,843,580</b>	<b>(5%)</b>
Fixed Assets					
Total 151.000 · Capital assets	5,308,827	5,322,751	(0%)	5,315,025	(0%)
Total Fixed Assets	5,308,827	5,322,751	(0%)	5,315,025	(0%)
<b>TOTAL ASSETS</b>	<b>8,974,587</b>	<b>9,275,722</b>	<b>(3%)</b>	<b>9,158,605</b>	<b>(2%)</b>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Total Current Liabilities	527,671	531,042	(1%)	548,493	(4%)
Total Long Term Liabilities	2,247,322	2,531,765	(11%)	2,701,127	(17%)
<b>Total Liabilities</b>	<b>2,774,993</b>	<b>3,062,807</b>	<b>(9%)</b>	<b>3,249,620</b>	<b>(15%)</b>
Equity					
350.000 · Unrestricted Assets	1,082,320	1,082,320		980,351	10%
Total 360.000 · Assigned Fund Balance	2,292,357	2,292,357		1,967,000	17%
Total 370.000 · Restricted Fund Balance	234,488	234,488		226,440	4%
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762	
<b>Net Income</b>	<b>97,667</b>	<b>110,990</b>	<b>(12%)</b>	<b>242,432</b>	<b>(60%)</b>
Total Equity	6,199,594	6,212,917	(0%)	5,908,985	5%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,974,587</b>	<b>9,275,724</b>	<b>(3%)</b>	<b>9,158,605</b>	<b>(2%)</b>

	Operating Acct
Month End Cash Balance	2,497,786
101.015 · TCB - Keystone C 8641	(88,239)
103.100 · TCB-USDA Debt Reserve 7237	(122,871)
280.000 · Deferred Grant Revenue	(65,641)
370.010 · Mitigation Fees	(119,804)
360.030 · Asset Replacement Fund	(876,357)
AP & Payroll Liability	(359,411)
<b>Unencumbered Cash</b>	<b>865,463</b>
Percent of Operating Cash Reserve Goal	61%
360.070 · Operating Cash Reserve	1,416,000

**Del Puerto Health Care District**  
**YTD by Class**  
 July through October 2020

	Total 01 DPHCD			Total 02 Patterson District Ambulance			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul - Oct 20	Budget	% of Budget	Jul - Oct 20	Budget	% of Budget	Jul - Oct 20	Budget	% of Budget	Jul - Oct 20	Budget	% of Budget	Jul - Oct 20	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				2,922,385	2,811,667	104%	697,289	755,846	92%				3,619,674	3,567,513	101%
401.021 · Del Puerto Health Center															
403.000 · Adjustments				(2,038,546)	(1,881,461)	108%	(92,655)	(47,261)	196%				(2,131,201)	(1,928,722)	110%
405.000 · Bad Debt				(186,519)	(204,088)	91%	1,242		100%				(185,277)	(204,088)	91%
407.000 · Other Income	1,425	667	214%	121,653	11,983	1,015%	52,897	62,467	85%				175,975	75,117	234%
<b>Total Income</b>	<b>1,425</b>	<b>667</b>	<b>214%</b>	<b>818,973</b>	<b>738,101</b>	<b>111%</b>	<b>658,773</b>	<b>771,052</b>	<b>85%</b>				<b>1,479,171</b>	<b>1,509,820</b>	<b>98%</b>
Gross Profit	1,425	667	214%	818,973	738,101	111%	658,773	771,052	85%				1,479,171	1,509,820	98%
Expense															
601.000 · Salaries & Wages	144,952	142,230	102%	420,225	367,280	114%	312,935	367,489	85%				878,112	876,999	100%
602.000 · Employee Benefits	39,902	42,355	94%	99,846	104,858	95%	96,465	117,722	82%				236,213	264,935	89%
603.000 · Professional Fees	25,553	22,000	116%	2,357	2,120	111%	238,548	240,398	99%				266,458	264,518	101%
604.000 · Purchased Services	3,825	3,762	102%	71,683	64,190	112%	86,870	97,573	89%				162,378	165,525	98%
605.000 · Supplies	1,828	3,147	58%	34,543	30,867	112%	32,331	30,783	105%				68,702	64,797	106%
606.000 · Utilities	2,568	2,567	100%	7,897	6,433	123%	13,964	14,373	97%				24,429	23,373	105%
607.000 · Rental and Lease	1,513	1,650	92%	126	133	95%	1,910	1,980	96%				3,549	3,763	94%
608.000 · Insurance Coverages	11,832	11,122	106%	57,196	59,247	97%	41,163	38,661	106%				110,191	109,030	101%
609.000 · Maintenance & Repairs	781	1,033	76%	21,166	28,767	74%	6,447	9,240	70%				28,394	39,040	73%
610.000 · Depreciation and Amortization	3,272	3,235	101%	55,505	55,390	100%	25,446	25,440	100%	16,040	16,000	100%	100,263	100,065	100%
611.000 · Other operating expenses	14,757	16,673	89%	35,369	54,925	64%	31,882	25,982	123%				82,008	97,580	84%
<b>Total Expense</b>	<b>250,783</b>	<b>249,774</b>	<b>100%</b>	<b>805,913</b>	<b>774,210</b>	<b>104%</b>	<b>887,961</b>	<b>969,641</b>	<b>92%</b>	<b>16,040</b>	<b>16,000</b>	<b>100%</b>	<b>1,960,697</b>	<b>2,009,625</b>	<b>98%</b>
Net Ordinary Income	(249,358)	(249,107)	100%	13,060	(36,109)	(36%)	(229,189)	(198,589)	115%	(16,040)	(16,000)	100%	(481,527)	(499,805)	96%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	473,332	473,333	100%	81,000	81,000	100%							554,332	554,333	100%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	4,492	5,900	76%	0			0						4,492	5,900	76%
704.000 · Interest Expense							(20,310)	(20,000)	102%	(14,234)	(14,333)	99%	(34,544)	(34,333)	101%
705.000 · Tenant Revenue							2,400	2,400	100%	48,528	43,217	112%	50,928	45,617	112%
710.000 · Misc Other Income				6,800		100%	1,470	4,000	37%				8,270	4,000	207%
<b>Total Other Income</b>	<b>477,824</b>	<b>479,233</b>	<b>100%</b>	<b>87,800</b>	<b>81,000</b>	<b>108%</b>	<b>(16,440)</b>	<b>(13,600)</b>	<b>121%</b>	<b>34,294</b>	<b>28,884</b>	<b>119%</b>	<b>583,478</b>	<b>575,517</b>	<b>101%</b>
Other Expense															
802.000 · Keystone District Expense										4,287	2,739	157%	4,287	2,739	157%
810.000 · Misc Other Expense															
<b>Total Other Expense</b>										<b>4,287</b>	<b>2,739</b>	<b>157%</b>	<b>4,287</b>	<b>2,739</b>	<b>157%</b>
Net Other Income	477,824	479,233	100%	87,800	81,000	108%	(16,440)	(13,600)	121%	30,007	26,145	115%	579,191	572,778	101%
<b>Net Income</b>	<b>228,466</b>	<b>230,126</b>	<b>99%</b>	<b>100,860</b>	<b>44,891</b>	<b>225%</b>	<b>(245,629)</b>	<b>(212,189)</b>	<b>116%</b>	<b>13,967</b>	<b>10,145</b>	<b>138%</b>	<b>97,664</b>	<b>72,973</b>	<b>134%</b>

# Del Puerto Health Care District Warrants by Bank Account

Type	Date	Num	Name	Credit	NOTES
<b>101.000 - Cash and cash equivalents</b>					
<b>101.010 - Tri Counties Bank</b>					
<b>101.011 - TCB-Operating Checking 1739</b>					
Check	10/15/2020	eft	USDA Rural Development Loan-EFT	11,066.00	
Bill Pmt -Check	10/01/2020	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	10/09/2020	EFT	U.S. Bank Equipment Finance - EFT	149.95	
Bill Pmt -Check	10/09/2020	EFT	U.S. Bank Equipment Finance - EFT	140.24	
Bill Pmt -Check	10/26/2020	EFT	City Of Patterson-H2O, sewer, garbag	583.14	
Bill Pmt -Check	10/01/2020	29508	Greenway Health	1,925.54	
Bill Pmt -Check	10/01/2020	29509	MD - Blythe, Diana	23,951.33	
Bill Pmt -Check	10/01/2020	29510	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	10/01/2020	29511	MedTech Billing Services, Inc	1,315.06	
Bill Pmt -Check	10/01/2020	29512	Terminix	60.00	
					<i>Loan Partial</i>
Bill Pmt -Check	10/01/2020	29513	Tri Counties Bank-EFT	275,000.00	<i>Payment</i>
Bill Pmt -Check	10/01/2020	29514	Verizon Wireless	257.55	
Check	10/09/2020	29515	U.S. Bank Corporate Payment Center	8,590.16	
Bill Pmt -Check	10/09/2020	29516	ACHD-Assoc of CA Healthcare Distric	4,058.00	
Bill Pmt -Check	10/09/2020	29517	Airgas USA, LLC	164.51	
Bill Pmt -Check	10/09/2020	29518	American Ambulance Association	525.00	
Bill Pmt -Check	10/09/2020	29519	AMR-American Medical Response	5,342.30	
Bill Pmt -Check	10/09/2020	29520	AMS Software Inc.	181.00	
Bill Pmt -Check	10/09/2020	29521	"Misprint"	VOID	
Bill Pmt -Check	10/09/2020	29522	"Misprint"	VOID	
Bill Pmt -Check	10/09/2020	29523	"Misprint"	VOID	
Bill Pmt -Check	10/09/2020	29524	"Misprint"	VOID	
Bill Pmt -Check	10/09/2020	29525	Crescent Work & Outdoor #1	239.42	
Bill Pmt -Check	10/09/2020	29526	Data Path, Inc	6,320.83	
Bill Pmt -Check	10/09/2020	29527	Frontier-3755	199.77	
Bill Pmt -Check	10/09/2020	29528	Frontier - HC 8639	204.95	
Bill Pmt -Check	10/09/2020	29529	GreenWorks Janitorial Services	3,877.00	
Bill Pmt -Check	10/09/2020	29530	Intrado (West) Interactive Services	309.07	
Bill Pmt -Check	10/09/2020	29531	Language Line	100.04	
Bill Pmt -Check	10/09/2020	29532	Life-Assist	1,740.96	
Bill Pmt -Check	10/09/2020	29533	McAuley Ford	2,558.29	
Bill Pmt -Check	10/09/2020	29534	McKesson Medical Surgical Inc.	1,246.78	
Bill Pmt -Check	10/09/2020	29535	MedTech Billing Services, Inc	14,975.65	
Bill Pmt -Check	10/09/2020	29536	Mission Linen Supply	537.54	
Bill Pmt -Check	10/09/2020	29537	O'Reilly Auto Parts	187.14	
Bill Pmt -Check	10/09/2020	29538	Pacific Records Management	193.04	
Bill Pmt -Check	10/09/2020	29539	Patterson Irrigator	30.00	
Bill Pmt -Check	10/09/2020	29540	Paul Oil Co., Inc.	3,811.32	
Bill Pmt -Check	10/09/2020	29541	Physicians Service Bureau	378.26	
Bill Pmt -Check	10/09/2020	29542	Pitney Bowes - Meter Lease	220.07	
Bill Pmt -Check	10/09/2020	29543	Ray's Radio Shop	156.44	
Bill Pmt -Check	10/09/2020	29544	ReadyRefresh by Nestle	12.69	
Bill Pmt -Check	10/09/2020	29545	Sanofi Pasteur, Inc	2,910.64	
Bill Pmt -Check	10/09/2020	29546	Stan Med Soc / CA Medical	1,284.00	
Bill Pmt -Check	10/09/2020	29547	Staples Advantage	174.83	
Bill Pmt -Check	10/09/2020	29548	TID Turlock Irrigation District +06	1,612.17	
Bill Pmt -Check	10/09/2020	29549	Westside Landscape & Concrete	292.50	

## Del Puerto Health Care District Warrants by Bank Account

October 2020					
Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	10/09/2020	29550	Beta Healthcare - Workers Comp	1,163.00	
Bill Pmt -Check	10/09/2020	29551	BICSEC Security, Inc	25.00	
Bill Pmt -Check	10/09/2020	29552	CA Occupational Physicians	200.00	
Bill Pmt -Check	10/09/2020	29553	Comcast - Other	69.52	
Check	10/26/2020	29554	REFUND - Contra Costa Health Plan	220.80	
Check	10/26/2020	29555	REFUND - Humana Insurance	1,593.19	
Check	10/26/2020	29556	REFUND - Noridian Medicare Part B -	212.89	
Check	10/26/2020	29557	REFUND - Logisticaare Solutions	552.42	
Check	10/26/2020	29558	REFUND - Valley Health Plan	439.93	
Check	10/26/2020	29559	REFUND - Alameda Alliance For Heal	445.50	
Check	10/26/2020	29560	REFUND - Logue, James	236.75	
Bill Pmt -Check	10/26/2020	29561	A West Side Self Storage	228.60	
Bill Pmt -Check	10/26/2020	29562	Airgas USA, LLC	124.24	
Bill Pmt -Check	10/26/2020	29563	Beta Healthcare - Workers Comp	5,119.00	
Bill Pmt -Check	10/26/2020	29564	Beta Healthcare Group	17,279.67	
Bill Pmt -Check	10/26/2020	29565	Bound Tree Medical LLC	1,490.03	
Bill Pmt -Check	10/26/2020	29566	City Of Patterson-H2O, sewer, garbag	452.64	
Bill Pmt -Check	10/26/2020	29567	Cole Huber (Cota Cole)	1,763.00	
Bill Pmt -Check	10/26/2020	29568	Comcast - Other	180.42	
Bill Pmt -Check	10/26/2020	29569	Comcast Business Voice Edge	416.20	
Bill Pmt -Check	10/26/2020	29570	Data Path, Inc	10,102.88	
Bill Pmt -Check	10/26/2020	29571	DeHart Plumbing Heating & Air Inc	789.00	
Bill Pmt -Check	10/26/2020	29572	Digital Deployment/Streamline	300.00	
Bill Pmt -Check	10/26/2020	29573	Graphic Print Stop	37.74	
Bill Pmt -Check	10/26/2020	29574	iHeart Media	2,250.00	
Bill Pmt -Check	10/26/2020	29575	Jorgensen & Co.	427.30	
Bill Pmt -Check	10/26/2020	29576	Life-Assist	2,126.35	
Bill Pmt -Check	10/26/2020	29577	Life Line	224.93	
Bill Pmt -Check	10/26/2020	29578	Malm Fagundes LLP	767.00	
Bill Pmt -Check	10/26/2020	29579	McKesson Medical Surgical Inc.	4,402.56	
Bill Pmt -Check	10/26/2020	29580	MedTech Billing Services, Inc	467.82	
Bill Pmt -Check	10/26/2020	29581	Mid Valley IT	360.00	
Bill Pmt -Check	10/26/2020	29582	Mission Linen Supply	823.20	
Bill Pmt -Check	10/26/2020	29583	Mr. Rooter Plumbing	220.19	
Bill Pmt -Check	10/26/2020	29584	NextGen Healthcare, Inc	546.00	
Bill Pmt -Check	10/26/2020	29585	Patterson Tire	561.01	
Bill Pmt -Check	10/26/2020	29586	Paul Oil Co., Inc.	1,277.30	
Bill Pmt -Check	10/26/2020	29587	PG&E	23.77	
Bill Pmt -Check	10/26/2020	29588	Quest Diagnostics	200.00	
Bill Pmt -Check	10/26/2020	29589	Shred-it US JV LLC	674.79	
Bill Pmt -Check	10/26/2020	29590	Solutions Group	26.60	
Bill Pmt -Check	10/26/2020	29591	Staples Advantage	86.01	
Bill Pmt -Check	10/26/2020	29592	Stericycle	682.50	
Bill Pmt -Check	10/26/2020	29593	West Side Storage Baldwin	187.20	
Bill Pmt -Check	10/26/2020	29594	Workbench True Value Hdwe.	6.70	
Bill Pmt -Check	10/26/2020	29595	Zoll	1,058.70	
Total 101.011 - TCB-Operating Checking 1739				473,185.13	
<b>101.012 - TCB-Payroll Account 2999</b>					
Liability Check	10/14/2020		Payroll Direct Deposit	55,375.36	
Liability Check	10/28/2020		Payroll Direct Deposit	55,447.85	
Liability Check	10/23/2020	EFT	Metlife - Group Benefits	1,004.82	

## Del Puerto Health Care District Warrants by Bank Account

October 2020					
Type	Date	Num	Name	Credit	NOTES
Liability Check	10/01/2020	E-pay	EDD State of California	3,960.27	
Liability Check	10/01/2020	E-pay	Internal Revenue Service	23,159.58	
Liability Check	10/01/2020	E-pay	EDD State of California	698.94	
Liability Check	10/15/2020	E-pay	EDD State of California	4,250.00	
Liability Check	10/15/2020	E-pay	Internal Revenue Service	24,428.58	
Liability Check	10/29/2020	E-pay	EDD State of California	4,670.80	
Liability Check	10/29/2020	E-pay	Internal Revenue Service	26,138.74	
Liability Check	10/30/2020	E-pay	EDD State of California	31.66	
Liability Check	10/30/2020	E-pay	Internal Revenue Service	222.08	
Paycheck	10/01/2020	24708	Employee Payroll	2,990.87	
Paycheck	10/01/2020	24709	Employee Payroll	1,478.06	
Paycheck	10/01/2020	24710	Employee Payroll	991.13	
Paycheck	10/01/2020	24711	Employee Payroll	1,036.92	
Paycheck	10/01/2020	24712	Employee Payroll	1,438.60	
Paycheck	10/01/2020	24713	Employee Payroll	3,028.91	
Paycheck	10/01/2020	24714	Employee Payroll	1,940.32	
Liability Check	10/01/2020	24715	AIG (VALIC)	11,160.09	
Liability Check	10/01/2020	24716	United Steelworkers	392.44	
Paycheck	10/05/2020	24717	Employee Payroll	0.00	
Paycheck	10/15/2020	24718	Employee Payroll	1,478.03	
Paycheck	10/15/2020	24719	Employee Payroll	1,018.30	
Paycheck	10/15/2020	24720	Employee Payroll	1,755.98	
Paycheck	10/15/2020	24721	Employee Payroll	1,036.80	
Paycheck	10/15/2020	24722	Employee Payroll	2,844.09	
Paycheck	10/15/2020	24723	Employee Payroll	1,438.57	
Paycheck	10/15/2020	24724	Employee Payroll	1,932.83	
Liability Check	10/15/2020	24725	AIG (VALIC)	11,212.35	
Liability Check	10/15/2020	24726	United Steelworkers	403.07	
Liability Check	10/23/2020	24727	CA Choice	34,697.61	
Liability Check	10/23/2020	24728	Delta Dental	3,584.93	
Liability Check	10/23/2020	24729	MES Vision	575.66	
Liability Check	10/23/2020	24730	LegalShield	306.05	
Liability Check	10/23/2020	24731	AFLAC	2,523.58	
Paycheck	10/29/2020	24732	Employee Payroll	2,264.93	
Paycheck	10/29/2020	24733	Employee Payroll	1,525.18	
Paycheck	10/29/2020	24734	Employee Payroll	1,246.75	
Paycheck	10/29/2020	24735	Employee Payroll	1,049.79	
Paycheck	10/29/2020	24736	Employee Payroll	1,500.72	
Paycheck	10/29/2020	24737	Employee Payroll	3,200.08	
Paycheck	10/29/2020	24738	Employee Payroll	1,975.56	
Paycheck	10/29/2020	24739	Employee Payroll	2,448.38	
Liability Check	10/29/2020	24740	AIG (VALIC)	11,934.85	
Liability Check	10/29/2020	24741	United Steelworkers	415.99	
Paycheck	10/30/2020	24742	Employee Payroll	957.03	
Total 101.012 · TCB-Payroll Account 2999				317,173.13	3 Payrolls
<b>101.015 · TCB - Keystone C 8641</b>					
Bill Pmt -Check	10/09/2020	EFT	Tri Counties Bank-EFT	7,442.07	
Bill Pmt -Check	10/09/2020	10210	Gilberto Arroyo-06	355.00	
Bill Pmt -Check	10/09/2020	10211	TID Turlock Irrigation District +06	580.76	
Bill Pmt -Check	10/26/2020	10212	City Of Patterson-H2O, sewer, garbag	157.68	
Bill Pmt -Check	10/26/2020	10213	DeHart Plumbing Heating & Air Inc	561.00	
Total 101.015 · TCB - Keystone C 8641				9,096.51	
Total 101.010 · Tri Counties Bank				799,454.77	

# Del Puerto Health Care District Warrants by Bank Account

Type	Date	Num	Name	Credit	NOTES
Total 101.000 · Cash and cash equivalents				799,454.77	
<b>103.000 · Restricted Funds</b>					
<b>103.100 · TCB-USDA Debt Reserve 7237</b>					
Check	10/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>	
Total 103.000 · Restricted Funds				<u>10,060.00</u>	
<b>TOTAL</b>				<b><u>809,514.77</u></b>	
Less: Irregular Items					
TCB Loan Partial Payment				(275,000.00)	
3rd Payroll				<u>(83,967.11)</u>	
<b>TOTAL WARRANTS ISSUED - OCTOBER 2020</b>				<b><u>450,547.66</u></b>	

**Del Puerto Health Care District**  
**Balance Sheet**  
As of November 30, 2020

	%					
	Nov 30, 20	Oct 31, 20	Change	Nov 30, 19	% Change	NOTES
<b>ASSETS</b>						
Current Assets						
Total Checking/Savings	2,263,897	2,497,786	(9%)	2,140,085	6%	less collections (AMB & HC)
Total Accounts Receivable	625,491	500,841	25%	621,117	1%	
Total Other Current Assets	776,470	667,133	16%	738,362	5%	
Total Current Assets	3,665,858	3,665,760		3,499,564	5%	
Fixed Assets						
Total 151.000 · Capital assets	5,286,457	5,308,827	(0%)	5,500,646	(4%)	
Total Fixed Assets	5,286,457	5,308,827	(0%)	5,500,646	(4%)	
<b>TOTAL ASSETS</b>	<b>8,952,315</b>	<b>8,974,587</b>	<b>(0%)</b>	<b>9,000,210</b>	<b>(1%)</b>	
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Total Current Liabilities	521,177	527,671	(1%)	484,697	8%	
Total Long Term Liabilities	2,237,647	2,247,322	(0%)	2,693,259	(17%)	
Total Liabilities	2,758,824	2,774,993	(1%)	3,177,956	(13%)	
Equity						
350.000 · Unrestricted Assets	1,082,320	1,082,320		980,351	10%	
Total 360.000 · Assigned Fund Balance	2,292,357	2,292,357		1,967,000	17%	
Total 370.000 · Restricted Fund Balance	234,488	234,488		226,440	4%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	91,566	97,667	(6%)	155,699	(41%)	YTD Overall
Total Equity	6,193,493	6,199,594	(0%)	5,822,252	6%	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,952,317</b>	<b>8,974,587</b>	<b>(0%)</b>	<b>9,000,208</b>	<b>(1%)</b>	

<b>Operating Acct</b>	
Month End Cash Balance	2,263,897
101.015 · TCB - Keystone C 8641	(89,423)
103.100 · TCB-USDA Debt Reserve 7237	(122,873)
280.000 · Deferred Grant Revenue	(54,831)
370.010 · Mitigation Fees	(119,804)
360.030 · Asset Replacement Fund	(876,357)
AP & Payroll Liability	(364,704)
<b>Unencumbered Cash</b>	<b>635,905</b>
Percent of Operating Cash Reserve Goal	45%
360.070 · Operating Cash Reserve	1,416,000



Del Puerto Health Care District  
YTD by Class  
July through November 2020

	Total 01 DPHCD			Total 02 Patterson District Ambul			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul - Nov 20	Budget	Budget t	Jul - Nov 20	Budget	% of Budget	Jul - Nov 20	Budget	% of Budget	Jul - Nov 20	Budget	% of Budget	Jul - Nov 20	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				3,704,965	3,514,583	105%	956,655	936,621	102%				4,661,620	4,451,204	105%
401.021 · Del Puerto Health Center															
403.000 · Adjustments				(2,538,012)	(2,351,827)	108%	(223,066)	(61,416)	363%				(2,761,078)	(2,413,243)	114%
405.000 · Bad Debt				(309,432)	(255,110)	121%	(2,826)		100%				(312,258)	(255,110)	122%
407.000 · Other Income	1,425	833	171%	121,653	12,517	972%	77,385	77,133	100%				200,463	90,483	222%
Total Income	1,425	833	171%	979,174	920,163	106%	808,148	952,338	85%				1,788,747	1,873,334	95%
Gross Profit	1,425	833	171%	979,174	920,163	106%	808,148	952,338	85%				1,788,747	1,873,334	95%
Expense															
601.000 · Salaries & Wages	180,171	177,788	101%	505,839	459,100	110%	383,188	459,359	83%				1,069,198	1,096,247	98%
602.000 · Employee Benefits	49,105	52,944	93%	119,374	131,071	91%	117,882	147,153	80%				286,361	331,168	86%
603.000 · Professional Fees	26,779	27,500	97%	3,059	2,650	115%	297,754	299,154	100%				327,592	329,304	99%
604.000 · Purchased Services	4,782	4,577	104%	88,044	80,122	110%	107,373	121,932	88%				200,199	206,631	97%
605.000 · Supplies	2,609	3,933	66%	48,468	38,583	126%	43,314	38,479	113%				94,391	80,995	117%
606.000 · Utilities	3,181	3,208	99%	9,429	8,042	117%	17,198	17,967	96%				29,808	29,217	102%
607.000 · Rental and Lease	1,837	2,063	89%	158	167	95%	2,387	2,470	97%				4,382	4,700	93%
608.000 · Insurance Coverages	14,611	13,903	105%	71,924	74,059	97%	50,914	48,327	105%				137,449	136,289	101%
609.000 · Maintenance & Repairs	927	1,292	72%	26,401	35,958	73%	7,710	11,545	67%				35,038	48,795	72%
610.000 · Depreciation and Amortization	4,002	4,025	99%	68,160	67,990	100%	31,359	31,240	100%	19,952	20,000	100%	123,473	123,255	100%
611.000 · Other operating expenses	17,137	20,842	82%	56,531	65,069	87%	36,655	32,467	113%				110,323	118,378	93%
Total Expense	305,141	312,075	98%	997,387	962,811	104%	1,095,734	1,210,093	91%	19,952	20,000	100%	2,418,214	2,504,979	97%
Net Ordinary Income	(303,716)	(311,242)	98%	(18,213)	(42,648)	43%	(287,587)	(257,755)	112%	(19,952)	(20,000)	100%	(629,468)	(631,645)	100%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	591,665	591,667	100%	101,250	101,250	100%							692,915	692,917	100%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	4,688	6,050	77%	0			0						4,688	6,050	77%
704.000 · Interest Expense							(25,430)	(25,000)	102%	(16,938)	(17,917)	95%	(42,368)	(42,917)	99%
705.000 · Tenant Revenue							3,000	3,000	100%	59,456	54,109	110%	62,456	57,109	109%
710.000 · Misc Other Income				6,800		100%	1,470	4,000	37%				8,270	4,000	207%
Total Other Income	596,353	597,717	100%	108,050	101,250	107%	(20,960)	(18,000)	116%	42,518	36,192	117%	725,961	717,159	101%
Other Expense															
802.000 · Keystone District Expense										4,929	3,424	144%	4,929	3,424	144%
810.000 · Misc Other Expense															
Total Other Expense										4,929	3,424	144%	4,929	3,424	144%
Net Other Income	596,353	597,717	100%	108,050	101,250	107%	(20,960)	(18,000)	116%	37,589	32,768	115%	721,032	713,735	101%
Net Income	292,637	286,475	102%	89,837	58,602	153%	(308,547)	(275,755)	112%	17,637	12,768	138%	91,564	82,090	112%

# Del Puerto Health Care District Balance Sheet

As of November 30, 2020

Type	Date	Num	Name	Credit
101.000 · Cash and cash equivalents				
101.010 · Tri Counties Bank				
101.011 · TCB-Operating Checking 1739				
Check	11/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00
Bill Pmt -Check	11/02/2020	EFT	U.S. Bank Equipment Finance - EFT	126.27
Bill Pmt -Check	11/11/2020	EFT	City Of Patterson-H2O, sewer, garbag	648.92
Bill Pmt -Check	11/11/2020	EFT	U.S. Bank Equipment Finance - EFT	149.95
Bill Pmt -Check	11/11/2020	EFT	U.S. Bank Equipment Finance - EFT	140.24
Bill Pmt -Check	11/23/2020	EFT	Athena Health, Inc.	257.89
Bill Pmt -Check	11/02/2020	29596	MD - Blythe, Diana	23,951.33
Bill Pmt -Check	11/02/2020	29597	MD - Rodriguez, Jose	35,333.33
Bill Pmt -Check	11/02/2020	29598	PG&E	45.46
Bill Pmt -Check	11/02/2020	29599	Terminix	60.00
Bill Pmt -Check	11/02/2020	29600	Verizon Wireless	258.02
Check	11/11/2020	29601	U.S. Bank Corporate Payment Center	6,473.85
Bill Pmt -Check	11/11/2020	29602	ADT / Protection One	230.36
Bill Pmt -Check	11/11/2020	29603	Airgas USA, LLC	104.78
Bill Pmt -Check	11/11/2020	29604	AMR-American Medical Response	5,342.30
Bill Pmt -Check	11/11/2020	29605	AMS Software Inc.	181.00
Bill Pmt -Check	11/11/2020	29606	BICSEC Security, Inc	25.00
Bill Pmt -Check	11/11/2020	29607	Bound Tree Medical LLC	1,982.19
Bill Pmt -Check	11/11/2020	29608	City of Patterson-Business Licenses	55.02
Bill Pmt -Check	11/11/2020	29609	City Of Patterson-H2O, sewer, garbag	402.49
Bill Pmt -Check	11/11/2020	29610	Cole Huber (Cota Cole)	1,741.50
Bill Pmt -Check	11/11/2020	29611	Comcast - Other	249.93
Bill Pmt -Check	11/11/2020	29612	Comcast Business Voice Edge	1,885.74
Bill Pmt -Check	11/11/2020	29613	Crescent Work & Outdoor #1	185.04
Bill Pmt -Check	11/11/2020	29614	CSDA-California Special Dist Assoc	7,805.00
Bill Pmt -Check	11/11/2020	29615	Data Path, Inc	4,687.50
Bill Pmt -Check	11/11/2020	29616	Digital Deployment/Streamline	300.00
Bill Pmt -Check	11/11/2020	29617	Frontier-3755	199.87
Bill Pmt -Check	11/11/2020	29618	Frontier - HC 8639	192.49
Bill Pmt -Check	11/11/2020	29619	Graphic Print Stop	21.41
Bill Pmt -Check	11/11/2020	29620	Greenway Health	1,925.54
Bill Pmt -Check	11/11/2020	29621	GreenWorks Janitorial Services	3,877.00
Bill Pmt -Check	11/11/2020	29622	iHeart Media	2,250.00
Bill Pmt -Check	11/11/2020	29623	Intrado (West) Interactive Services	<b>VOID</b>
Bill Pmt -Check	11/11/2020	29624	Language Line	106.09
Bill Pmt -Check	11/11/2020	29625	Life-Assist	863.72
Bill Pmt -Check	11/11/2020	29626	McAuley Ford	543.90
Bill Pmt -Check	11/11/2020	29627	McKesson Medical Surgical Inc.	1,361.70
Bill Pmt -Check	11/11/2020	29628	MedTech Billing Services, Inc	16,295.96
Bill Pmt -Check	11/11/2020	29629	Mission Linen Supply	545.98
Bill Pmt -Check	11/11/2020	29630	NARHC	450.00
Bill Pmt -Check	11/11/2020	29631	NextGen Healthcare, Inc	546.00
Bill Pmt -Check	11/11/2020	29632	O'Reilly Auto Parts	17.25
Bill Pmt -Check	11/11/2020	29633	Pacific Records Management	199.47
Bill Pmt -Check	11/11/2020	29634	Patterson Irrigator	30.00
Bill Pmt -Check	11/11/2020	29635	Paul Oil Co., Inc.	1,903.18

# Del Puerto Health Care District Balance Sheet

As of November 30, 2020

Type	Date	Num	Name	Credit
Bill Pmt -Check	11/11/2020	29636	Pfizer Inc.	1,979.78
Bill Pmt -Check	11/11/2020	29637	Physicians Service Bureau	264.19
Bill Pmt -Check	11/11/2020	29638	Pitney Bowes - Meter Refil	301.50
Bill Pmt -Check	11/11/2020	29639	Sanofi Pasteur, Inc	2,583.27
Bill Pmt -Check	11/11/2020	29640	SEMSA Sierra Medical Services Allian	7,798.66
Bill Pmt -Check	11/11/2020	29641	Stanislaus Co. Tax Collector	2,333.38
Bill Pmt -Check	11/11/2020	29642	Staples Advantage	639.66
Bill Pmt -Check	11/11/2020	29643	Stryker Sales Corporation	5,785.98
Bill Pmt -Check	11/11/2020	29644	Terminix	121.00
Bill Pmt -Check	11/11/2020	29645	Thompson Chevrolet Buick GMC Inc.	543.96
Bill Pmt -Check	11/11/2020	29646	TID Turlock Irrigation District +06	1,397.01
Bill Pmt -Check	11/11/2020	29647	Westside Landscape & Concrete	292.50
Bill Pmt -Check	11/11/2020	29648	WIPFLi LLP	20,000.00
Bill Pmt -Check	11/11/2020	29649	Workbench True Value Hdwe.	91.52
Check	11/20/2020	29650	Wakefield	86.42
Bill Pmt -Check	11/23/2020	29651	A West Side Self Storage	228.60
Bill Pmt -Check	11/23/2020	29652	Beta Healthcare - Workers Comp	5,119.00
Bill Pmt -Check	11/23/2020	29653	Beta Healthcare Group	17,279.67
Bill Pmt -Check	11/23/2020	29654	West Side Storage Baldwin	187.20
Total 101.011 - TCB-Operating Checking 1739				201,045.97
101.012 - TCB-Payroll Account 2999				
Liability Check	11/10/2020		Payroll Direct Deposit	53,395.96
Liability Check	11/24/2020		Payroll Direct Deposit	53,855.67
Liability Check	11/25/2020	EFT	Metlife - Group Benefits	737.42
Liability Check	11/04/2020	E-pay	EDD State of California	15.83
Liability Check	11/04/2020	E-pay	Internal Revenue Service	242.28
Liability Check	11/12/2020	E-pay	EDD State of California	4,020.19
Liability Check	11/12/2020	E-pay	Internal Revenue Service	22,507.18
Liability Check	11/23/2020	E-pay	EDD State of California	3,986.35
Liability Check	11/23/2020	E-pay	Internal Revenue Service	21,660.96
Paycheck	11/03/2020	24743	Employee Payroll	1,446.65
Paycheck	11/12/2020	24744	Employee Payroll	1,885.10
Paycheck	11/12/2020	24745	Employee Payroll	970.83
Paycheck	11/12/2020	24746	Employee Payroll	962.61
Paycheck	11/12/2020	24747	Employee Payroll	1,438.60
Paycheck	11/12/2020	24748	Employee Payroll	2,879.91
Paycheck	11/12/2020	24749	Employee Payroll	1,990.34
Liability Check	11/12/2020	24750	AIG (VALIC)	11,354.35
Liability Check	11/12/2020	24751	United Steelworkers	413.91
Liability Check	11/12/2020	24752	LegalShield	278.15
Liability Check	11/20/2020	24753	CA Choice	28,401.49
Liability Check	11/20/2020	24754	Delta Dental	2,701.88
Paycheck	11/25/2020	24755	Employee Payroll	2,069.11
Paycheck	11/25/2020	24756	Employee Payroll	37.96
Paycheck	11/25/2020	24757	Employee Payroll	1,089.63
Paycheck	11/25/2020	24758	Employee Payroll	1,048.89
Paycheck	11/25/2020	24759	Employee Payroll	1,519.50
Paycheck	11/25/2020	24760	Employee Payroll	3,381.20
Paycheck	11/25/2020	24761	Employee Payroll	1,933.35
Liability Check	11/25/2020	24762	AIG (VALIC)	10,733.70
Liability Check	11/25/2020	24763	United Steelworkers	401.64

# Del Puerto Health Care District Balance Sheet

As of November 30, 2020

Type	Date	Num	Name	Credit
Liability Check	11/25/2020	24764	MES Vision	443.77
Liability Check	11/25/2020	24765	AFLAC	2,278.10
Liability Check	11/25/2020	24766	LegalShield	278.15
Total 101.012 · TCB-Payroll Account 2999				<u>240,360.66</u>
101.015 · TCB - Keystone C 8641				
Bill Pmt -Check	11/11/2020	EFT	Tri Counties Bank-EFT	9,162.20
Bill Pmt -Check	11/11/2020	10214	City Of Patterson-H2O, sewer, garbag	202.80
Bill Pmt -Check	11/11/2020	10215	Gilberto Arroyo-06	385.00
Bill Pmt -Check	11/11/2020	10216	Stanislaus Co. Tax Collector	2,638.87
Bill Pmt -Check	11/11/2020	10217	TID Turlock Irrigation District +06	536.50
Total 101.015 · TCB - Keystone C 8641				<u>12,925.37</u>
Total 101.010 · Tri Counties Bank				<u>454,332.00</u>
Total 101.000 · Cash and cash equivalents				<u>454,332.00</u>
103.000 · Restricted Funds				
103.100 · TCB-USDA Debt Reserve 7237				
Check	11/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00
Total 103.000 · Restricted Funds				<u>10,060.00</u>
<b>TOTAL</b>				<b><u><u>464,392.00</u></u></b>

**Del Puerto Health Care District**  
**Balance Sheet**  
As of December 31, 2020

	Dec 31, 20	Nov 30, 20	% Change	Dec 31, 19	% Change	NOTES
<b>ASSETS</b>						
Current Assets						
Total Checking/Savings	2,184,758	2,263,897	(3%)	2,050,539	7%	low collections
Total Accounts Receivable	459,612	625,491	(27%)	571,751	(20%)	
Total Other Current Assets	892,190	776,470	15%	839,375	6%	
<b>Total Current Assets</b>	<b>3,536,560</b>	<b>3,665,858</b>	<b>(4%)</b>	<b>3,461,665</b>	<b>2%</b>	
Fixed Assets						
Total 151.000 · Capital assets	5,273,527	5,286,457	(0%)	5,498,401	(4%)	
Total Fixed Assets	5,273,527	5,286,457	(0%)	5,498,401	(4%)	
<b>TOTAL ASSETS</b>	<b>8,810,087</b>	<b>8,952,315</b>	<b>(2%)</b>	<b>8,960,066</b>	<b>(2%)</b>	
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Total Current Liabilities	527,537	521,177	1%	405,641	30%	
Total Long Term Liabilities	2,227,686	2,237,647	(0%)	2,685,245	(17%)	
<b>Total Liabilities</b>	<b>2,755,223</b>	<b>2,758,824</b>	<b>(0%)</b>	<b>3,090,886</b>	<b>(11%)</b>	
Equity						
350.000 · Unrestricted Assets	1,082,320	1,082,320		980,351	10%	
Total 360.000 · Assigned Fund Balance	2,292,357	2,292,357		1,967,000	17%	
Total 370.000 · Restricted Fund Balance	234,488	234,488		226,440	4%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	(47,060)	91,566	(151%)	202,627	(123%)	Overall YTD
Total Equity	6,054,867	6,193,493	(2%)	5,869,180	3%	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,810,090</b>	<b>8,952,317</b>	<b>(2%)</b>	<b>8,960,066</b>	<b>(2%)</b>	

**Operating Acct**

Month End Cash Balance	2,184,758
101.015 · TCB - Keystone C 8641	(105,775)
103.100 · TCB-USDA Debt Reserve 7237	(122,875)
280.000 · Deferred Grant Revenue	(46,692)
370.010 · Mitigation Fees	(119,804)
360.030 · Asset Replacement Fund	(876,357)
AP & Payroll Liability	(381,567)
<b>Unencumbered Cash</b>	<b>531,688</b>
Percent of Operating Cash Reserve Goal	38%
360.070 · Operating Cash Reserve	1,416,000

**Del Puerto Health Care District**  
**YTD by Class**  
 July through December 2020

	Total 01 DPHCD			Total 02 Patterson District Ambul:			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul - Dec 20	Budget	% of Budget	Jul - Dec 20	Budget	% of Budget	Jul - Dec 20	Budget	% of Budget	Jul - Dec 20	Budget	% of Budget	Jul - Dec 20	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				4,495,219	4,217,500	107%	1,114,414	1,117,396	100%				5,609,633	5,334,896	105%
401.021 · Del Puerto Health Center															
403.000 · Adjustments				(3,087,945)	(2,822,192)	109%	(366,106)	(75,571)	484%				(3,454,051)	(2,897,763)	119%
405.000 · Bad Debt				(380,972)	(306,132)	124%	(244)		100%				(381,216)	(306,132)	125%
407.000 · Other Income	1,664	1,000	166%	121,653	13,000	936%	85,900	91,800	94%				209,217	105,800	198%
<b>Total Income</b>	<b>1,664</b>	<b>1,000</b>	<b>166%</b>	<b>1,147,955</b>	<b>1,102,176</b>	<b>104%</b>	<b>833,964</b>	<b>1,133,625</b>	<b>74%</b>				<b>1,983,583</b>	<b>2,236,801</b>	<b>89%</b>
Gross Profit	1,664	1,000	166%	1,147,955	1,102,176	104%	833,964	1,133,625	74%				1,983,583	2,236,801	89%
Expense															
601.000 · Salaries & Wages	218,377	213,345	102%	609,382	550,919	111%	466,625	551,231	85%				1,294,384	1,315,495	98%
602.000 · Employee Benefits	59,495	63,533	94%	135,806	157,286	86%	140,214	176,585	79%				335,515	397,404	84%
603.000 · Professional Fees	27,868	61,000	46%	4,357	6,680	65%	356,508	364,408	98%				388,733	432,088	90%
604.000 · Purchased Services	5,857	5,393	109%	105,464	96,285	110%	123,448	146,350	84%				234,769	248,028	95%
605.000 · Supplies	3,148	4,720	67%	61,429	46,300	133%	51,349	46,175	111%				115,926	97,195	119%
606.000 · Utilities	3,892	3,850	101%	10,728	9,650	111%	20,564	21,560	95%				35,184	35,060	100%
607.000 · Rental and Lease	2,380	2,475	96%	189	200	95%	2,864	2,960	97%				5,433	5,635	96%
608.000 · Insurance Coverages	17,391	16,684	104%	86,653	88,870	98%	60,663	57,992	105%				164,707	163,546	101%
609.000 · Maintenance & Repairs	1,074	1,550	69%	31,832	43,150	74%	8,973	13,850	65%				41,879	58,550	72%
610.000 · Depreciation and Amortization	4,859	4,840	100%	81,197	80,990	100%	37,413	37,240	100%	23,994	24,000	100%	147,463	147,070	100%
611.000 · Other operating expenses	19,521	25,010	78%	63,327	89,562	71%	46,817	38,952	120%				129,665	153,524	84%
<b>Total Expense</b>	<b>363,862</b>	<b>402,400</b>	<b>90%</b>	<b>1,190,364</b>	<b>1,169,892</b>	<b>102%</b>	<b>1,315,438</b>	<b>1,457,303</b>	<b>90%</b>	<b>23,994</b>	<b>24,000</b>	<b>100%</b>	<b>2,893,658</b>	<b>3,053,595</b>	<b>95%</b>
Net Ordinary Income	(362,198)	(401,400)	90%	(42,409)	(67,716)	63%	(481,475)	(323,678)	149%	(23,994)	(24,000)	100%	(910,076)	(816,794)	111%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	709,998	710,000	100%	121,500	121,500	100%							831,498	831,500	100%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	4,745	6,200	77%	0			0						4,745	6,200	77%
704.000 · Interest Expense							(30,371)	(30,000)	101%	(19,541)	(21,500)	91%	(49,912)	(51,500)	97%
705.000 · Tenant Revenue							3,600	3,600	100%	70,383	65,001	108%	73,983	68,601	108%
710.000 · Misc Other Income				6,800		100%	1,470	4,000	37%				8,270	4,000	207%
<b>Total Other Income</b>	<b>714,743</b>	<b>716,200</b>	<b>100%</b>	<b>128,300</b>	<b>121,500</b>	<b>106%</b>	<b>(25,301)</b>	<b>(22,400)</b>	<b>113%</b>	<b>50,842</b>	<b>43,501</b>	<b>117%</b>	<b>868,584</b>	<b>858,801</b>	<b>101%</b>
Other Expense															
802.000 · Keystone District Expense										5,570	4,109	136%	5,570	4,109	136%
810.000 · Misc Other Expense															
<b>Total Other Expense</b>										<b>5,571</b>	<b>4,109</b>	<b>136%</b>	<b>5,571</b>	<b>4,109</b>	<b>136%</b>
Net Other Income	714,743	716,200	100%	128,300	121,500	106%	(25,301)	(22,400)	113%	45,271	39,392	115%	863,013	854,692	101%
<b>Net Income</b>	<b>352,545</b>	<b>314,800</b>	<b>112%</b>	<b>85,891</b>	<b>53,784</b>	<b>160%</b>	<b>(506,776)</b>	<b>(346,078)</b>	<b>146%</b>	<b>21,277</b>	<b>15,392</b>	<b>138%</b>	<b>(47,063)</b>	<b>37,898</b>	<b>(124%)</b>

# Del Puerto Health Care District Warrants by Bank Account

December 2020

Type	Date	Num	Name	Credit	NOTES
<b>101.000 - Cash and cash equivalents</b>					
<b>101.010 - Tri Counties Bank</b>					
<b>101.011 - TCB-Operating Checking 1739</b>					
Check	12/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00	
Bill Pmt -Check	12/01/2020	EFT	U.S. Bank Equipment Finance - EFT	126.27	
Bill Pmt -Check	12/11/2020	EFT	City Of Patterson-H2O, sewer, garbag	607.06	
Bill Pmt -Check	12/11/2020	EFT	U.S. Bank Equipment Finance - EFT	149.95	
Bill Pmt -Check	12/11/2020	EFT	U.S. Bank Equipment Finance - EFT	140.24	
Bill Pmt -Check	12/28/2020	EFT	Athena Health, Inc.	2,607.39	
Check	12/01/2020	29655	REFUND - Humana Insurance	533.77	
Check	12/01/2020	29656	REFUND - Noridian Medicare Part B-	594.45	
Bill Pmt -Check	12/01/2020	29657	Amazon	356.92	
Bill Pmt -Check	12/01/2020	29658	Bound Tree Medical LLC	1,816.11	
Bill Pmt -Check	12/01/2020	29659	Life-Assist	1,296.05	
Bill Pmt -Check	12/01/2020	29660	Mattos Newspapers, Inc	35.00	
Bill Pmt -Check	12/01/2020	29661	McKesson Medical Surgical Inc.	8,789.96	
Bill Pmt -Check	12/01/2020	29662	MD - Blythe, Diana	23,951.33	
Bill Pmt -Check	12/01/2020	29663	MD - Rodriguez, Jose	35,333.33	
Bill Pmt -Check	12/01/2020	29664	Mid Valley IT	360.00	
Bill Pmt -Check	12/01/2020	29665	Mission Linen Supply	545.98	
Bill Pmt -Check	12/01/2020	29666	MO-CAL Office Solutions	843.26	
Bill Pmt -Check	12/01/2020	29667	Paul Oil Co., Inc.	1,284.88	
Bill Pmt -Check	12/01/2020	29668	PG&E	224.40	
Bill Pmt -Check	12/01/2020	29669	ReadyRefresh by Nestle	158.48	
Bill Pmt -Check	12/01/2020	29670	Shred-it US JV LLC	313.23	
Bill Pmt -Check	12/01/2020	29671	WIPFLi LLP	450.00	
Bill Pmt -Check	12/01/2020	29672	Zoll	649.70	
Bill Pmt -Check	12/01/2020	29673	Amazon	43.87	
Bill Pmt -Check	12/01/2020	29674	CA Occupational Physicians	662.00	
Check	12/02/2020	29675	U.S. Bank Corporate Payment Center	2,778.13	
Bill Pmt -Check	12/11/2020	29676	Airgas USA, LLC	743.56	
Bill Pmt -Check	12/11/2020	29677	American Academy of Family Physicia	794.00	
Bill Pmt -Check	12/11/2020	29678	AMR-American Medical Response	5,733.20	
Bill Pmt -Check	12/11/2020	29679	AMS Software Inc.	181.00	
Bill Pmt -Check	12/11/2020	29680	BICSEC Security, Inc	25.00	
Bill Pmt -Check	12/11/2020	29681	Bound Tree Medical LLC	4,821.38	
Bill Pmt -Check	12/11/2020	29682	City Of Patterson-H2O, sewer, garbag	435.30	
Bill Pmt -Check	12/11/2020	29683	Cole Huber (Cota Cole)	1,397.50	
Bill Pmt -Check	12/11/2020	29684	Comcast - Other	69.51	
Bill Pmt -Check	12/11/2020	29685	Crescent Work & Outdoor #1	511.20	
Bill Pmt -Check	12/11/2020	29686	Data Path, Inc	4,687.50	
Bill Pmt -Check	12/11/2020	29687	DHCS GEMT-QAF	14,567.30	Quarterly
Bill Pmt -Check	12/11/2020	29688	eso (Ambulance Scheduling)	3,990.00	
Bill Pmt -Check	12/11/2020	29689	Frontier-3755	202.39	
Bill Pmt -Check	12/11/2020	29690	Frontier - HC 8639	193.38	
Bill Pmt -Check	12/11/2020	29691	Greenway Health	1,925.54	
Bill Pmt -Check	12/11/2020	29692	GreenWorks Janitorial Services	3,877.00	
Bill Pmt -Check	12/11/2020	29693	Intrado (West) Interactive Services	5,400.00	Contract termination fee

**Del Puerto Health Care District**  
**Warrants by Bank Account**  
**December 2020**

Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	12/11/2020	29694	Language Line	100.00	
Bill Pmt -Check	12/11/2020	29695	Life-Assist	4,365.12	
Bill Pmt -Check	12/11/2020	29696	McAuley Ford	3,592.09	
Bill Pmt -Check	12/11/2020	29697	McKesson Medical Surgical Inc.	426.90	
Bill Pmt -Check	12/11/2020	29698	MedTech Billing Services, Inc	6,505.79	
Bill Pmt -Check	12/11/2020	29699	Mission Linen Supply	545.98	
Bill Pmt -Check	12/11/2020	29700	National Association of EMS Educator	95.00	
Bill Pmt -Check	12/11/2020	29701	NextGen Healthcare, Inc	546.00	
Bill Pmt -Check	12/11/2020	29702	O'Reilly Auto Parts	109.21	
Bill Pmt -Check	12/11/2020	29703	Pacific Records Management	311.20	
Bill Pmt -Check	12/11/2020	29704	Patterson Irrigator	30.00	
Bill Pmt -Check	12/11/2020	29705	Paul Oil Co., Inc.	2,006.58	
Bill Pmt -Check	12/11/2020	29706	Physicians Service Bureau	278.83	
Bill Pmt -Check	12/11/2020	29707	ReadyRefresh by Nestle	30.73	
Bill Pmt -Check	12/11/2020	29708	Staples Advantage	464.96	
Bill Pmt -Check	12/11/2020	29709	Stericycle	682.50	
Bill Pmt -Check	12/11/2020	29710	Stryker Sales Corporation	7,140.00	
Bill Pmt -Check	12/11/2020	29711	Teleflex / Arrow	3,017.57	
Bill Pmt -Check	12/11/2020	29712	Terminix	60.00	
Bill Pmt -Check	12/11/2020	29713	Thomas EMS	510.96	
Bill Pmt -Check	12/11/2020	29714	Thompson Chevrolet Buick GMC Inc.	281.03	
Bill Pmt -Check	12/11/2020	29715	TID Turlock Irrigation District +06	1,117.18	
Bill Pmt -Check	12/11/2020	29716	Verizon Wireless	258.02	
Bill Pmt -Check	12/11/2020	29717	Westside Landscape & Concrete	292.50	
Check	12/15/2020	29718	Wakefield	37.50	
Check	12/28/2020	29719	REFUND - Noridian Medicare Part B -	209.88	
Check	12/28/2020	29720	REFUND - Alma Gerhardt	200.00	
Check	12/28/2020	29721	REFUND - Marroquin, Jose	100.00	
Check	12/28/2020	29722	REFUND - Rosette, Maria	40.00	
Bill Pmt -Check	12/28/2020	29723	A West Side Self Storage	228.60	
Bill Pmt -Check	12/28/2020	29724	Beta Healthcare - Workers Comp	5,119.00	
Bill Pmt -Check	12/28/2020	29725	Beta Healthcare Group	17,279.67	
Bill Pmt -Check	12/28/2020	29726	Comcast - Other	180.62	
Bill Pmt -Check	12/28/2020	29727	Comcast Business Voice Edge	2,031.96	
Bill Pmt -Check	12/28/2020	29728	Digital Deployment/Streamline	300.00	
Bill Pmt -Check	12/28/2020	29729	Life-Assist	1,458.58	
Bill Pmt -Check	12/28/2020	29730	Malm Fagundes LLP	839.90	
Bill Pmt -Check	12/28/2020	29731	McKesson Medical Surgical Inc.	488.16	
Bill Pmt -Check	12/28/2020	29732	Mid Valley IT	360.00	
Bill Pmt -Check	12/28/2020	29733	Mission Linen Supply	545.98	
Bill Pmt -Check	12/28/2020	29734	MO-CAL Office Solutions	540.72	
Bill Pmt -Check	12/28/2020	29735	Patterson Tire	543.62	
Bill Pmt -Check	12/28/2020	29736	Paul Oil Co., Inc.	1,508.96	
Bill Pmt -Check	12/28/2020	29737	PG&E	86.62	
Bill Pmt -Check	12/28/2020	29738	Shred-it US JV LLC	315.07	
Bill Pmt -Check	12/28/2020	29739	Solutions Group	108.47	
Bill Pmt -Check	12/28/2020	29740	Teleflex / Arrow	900.00	
Bill Pmt -Check	12/28/2020	29741	West Side Storage Baldwin	187.20	
Bill Pmt -Check	12/28/2020	29742	Workbench True Value Hdwe.	75.05	



**Del Puerto Health Care District**  
**Warrants by Bank Account**  
December 2020

Type	Date	Num	Name	Credit	NOTES
Bill Pmt -Check	12/28/2020	29743	Zoll	649.70	
Total 101.011 · TCB-Operating Checking 1739				211,369.93	
<b>101.012 · TCB-Payroll Account 2999</b>					
Liability Check	12/09/2020		Payroll Direct Deposit	49,949.05	
Liability Check	12/23/2020		Payroll Direct Deposit	50,088.27	
Liability Check	12/28/2020	EFT	Metlife - Group Benefits	616.59	
Liability Check	12/10/2020	E-pay	EDD State of California	3,700.48	
Liability Check	12/10/2020	E-pay	Internal Revenue Service	20,171.04	
Liability Check	12/15/2020	E-pay	EDD State of California	68.18	
Liability Check	12/15/2020	E-pay	Internal Revenue Service	986.14	
Liability Check	12/24/2020	E-pay	EDD State of California	4,178.02	
Liability Check	12/24/2020	E-pay	Internal Revenue Service	21,874.32	
Liability Check	12/24/2020	E-pay	EDD State of California	743.84	
Paycheck	12/10/2020	24767	Employee Payroll	2,282.72	
Paycheck	12/10/2020	24768	Employee Payroll	998.25	
Paycheck	12/10/2020	24769	Employee Payroll	962.61	
Paycheck	12/10/2020	24770	Employee Payroll	1,340.37	
Paycheck	12/10/2020	24771	Employee Payroll	3,428.96	
Paycheck	12/10/2020	24772	Employee Payroll	1,936.34	
Liability Check	12/10/2020	24773	AIG (VALIC)	9,401.02	
Liability Check	12/10/2020	24774	United Steelworkers	380.44	
Liability Check	12/10/2020	24775	Franchise Tax Board	462.24	
Paycheck	12/15/2020	24776	Employee Payroll	325.00	
Paycheck	12/15/2020	24777	Employee Payroll	325.00	
Paycheck	12/15/2020	24778	Employee Payroll	325.00	
Paycheck	12/15/2020	24779	Employee Payroll	325.00	
Paycheck	12/15/2020	24780	Employee Payroll	325.00	
Paycheck	12/15/2020	24781	Employee Payroll	325.00	
Paycheck	12/15/2020	24782	Employee Payroll	325.00	
Paycheck	12/15/2020	24783	Employee Payroll	325.00	
Paycheck	12/15/2020	24784	Employee Payroll	325.00	
Paycheck	12/15/2020	24785	Employee Payroll	325.00	
Paycheck	12/15/2020	24786	Employee Payroll	325.00	
Paycheck	12/15/2020	24787	Employee Payroll	650.00	
Paycheck	12/15/2020	24788	Employee Payroll	650.00	
Paycheck	12/15/2020	24789	Employee Payroll	650.00	
Paycheck	12/15/2020	24790	Employee Payroll	650.00	
Paycheck	12/24/2020	24791	Employee Payroll	2,655.38	
Paycheck	12/24/2020	24792	Employee Payroll	2,173.30	
Paycheck	12/24/2020	24793	Employee Payroll	1,025.66	
Paycheck	12/24/2020	24794	Employee Payroll	962.63	
Paycheck	12/24/2020	24795	Employee Payroll	1,460.79	
Paycheck	12/24/2020	24796	Employee Payroll	3,909.81	
Paycheck	12/24/2020	24797	Employee Payroll	1,936.33	
Liability Check	12/24/2020	24798	AIG (VALIC)	9,249.12	
Liability Check	12/24/2020	24799	United Steelworkers	404.70	
Liability Check	12/24/2020	24800	Franchise Tax Board	462.24	
Liability Check	12/28/2020	24801	CA Choice	30,681.15	
Liability Check	12/28/2020	24802	Delta Dental	3,126.58	
Liability Check	12/28/2020	24803	MES Vision	406.34	
Liability Check	12/28/2020	24804	AFLAC	2,120.54	
Total 101.012 · TCB-Payroll Account 2999				240,318.45	

# Del Puerto Health Care District Warrants by Bank Account

December 2020

Type	Date	Num	Name	Credit	NOTES
<b>101.015 - TCB - Keystone C 8641</b>					
Bill Pmt -Check	12/11/2020	EFT	Tri Counties Bank-EFT	7,442.07	
Bill Pmt -Check	12/11/2020	10218	City Of Patterson-H2O, sewer, garbag	175.02	
Bill Pmt -Check	12/11/2020	10219	Gilberto Arroyo-06	330.00	
Bill Pmt -Check	12/11/2020	10220	TID Turlock Irrigation District +06	419.65	
Bill Pmt -Check	12/28/2020	10221	DeHart Plumbling Heating & Air Inc	1,475.00	
Total 101.015 · TCB - Keystone C 8641				<u>9,841.74</u>	
Total 101.010 · Tri Counties Bank				<u>461,530.12</u>	
Total 101.000 · Cash and cash equivalents				461,530.12	
<b>103.000 - Restricted Funds</b>					
<b>103.100 - TCB-USDA Debt Reserve 7237</b>					
Check	12/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00	
Check	12/15/2020	eft	USDA Rural Development Loan-EFT	10,060.00	
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>	
Total 103.000 · Restricted Funds				<u>10,060.00</u>	
<b>TOTAL WARRANTS ISSUED</b>				<b><u>471,590.12</u></b>	
				<u>(19,967.30)</u>	
				<u>451,622.82</u>	

Less: Irregular Items

(19,967.30)

**DECEMBER TOTAL WARRANTS**

**451,622.82**

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting – January 25, 2021**

**Board Resolution # 21-01 UMPQUA Authorizing Agreement**

**Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: Yes

4/5 Vote Required: No

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**SUBJECT:** Umpqua Commercial Card Application

**STAFF REPORT:** District is currently using US Bank Commercial Card for years. Cardholders and admin encountered some issues and challenges on card usage and maintenance of the account. Communicating with customer support is another challenge when needed. Admin is recommending replacing US bank with Umpqua Bank.

**CONSIDERATIONS:** Umpqua Bank was identified through CSDA and is currently serving eighty (80) special districts. Offers a 1% annual rebate on all commercial card spending. Online access capability and 24/7 help support will be a solution to current problem.

**DISTRICT PRIORITY:** Providing convenient mode of payment for efficient workflow.

**FISCAL IMPACT:** None; no cash outlay.

**STAFFING IMPACT:** Admin training on card account maintenance.

**CONTACT PERSON:** Karin Hennings

**ATTACHMENT(S):** Board Resolution # 21-01 UMPQUA Authorizing Agreement

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**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: NO

RECOMMENDED MOTION: *I move the Board of Directors approve UMPQUA Authorizing Agreement and hereby adopt the resolution.*

**DEL PUERTO HEALTH CARE DISTRICT**

RESOLUTION NO. 21-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE **DEL PUERTO HEALTH CARE DISTRICT** AUTHORIZING AGREEMENT WITH **UMPQUA BANK** TO PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM

**WHEREAS**, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Del Puerto Health Care District and

**WHEREAS**, the California Special Districts Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions, and

**WHEREAS**, the CSDA District Purchasing Card Program is available to members of the CSDA and the District is a member of the CSDA; and

**WHEREAS**, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards; and

**WHEREAS**, the District has a Standard Practice of procedures for using credit cards as required by the Program,

**NOW THEREFORE BE IT RESOLVED**, that the Governing Board of the Del Puerto Health Care District directs the following actions:

- a. Authorize participation with Umpqua Bank in the CSDA District Purchasing Card program
- b. Authorize the application to the Program for credit cards or purchasing cards;
- c. Authorize the **CEO/Administrative Director** to execute any necessary agreements
- d. Authorize **Karin Hennings, CEO/Administrative Director**, or **Maria Reyes-Palad, Financial Accounting Manager** to add new participants or cancel former employees.

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS \_\_\_ day of \_\_\_, 2021.

DEL PUERTO HEALTH CARE DISTRICT

\_\_\_\_\_  
PRESIDENT, Board of Directors

ATTEST:

\_\_\_\_\_  
Name, Deputy Clerk & ex-officio Secretary

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Name, Legal Counsel

<b>DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT</b>	EFFECTIVE DATE
	1/25/2021

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: California Special Districts Association Best Practice	

**Purpose:** To establish standards for determination of surplus property and to delineate the procedures to be followed in appropriate disposal of surplus property from the District. The intent of the policy is to ensure that the District does not waste scarce storage space by warehousing property determined to be surplus and where possible, to timely recover the appropriate value of property no longer being used by the District.

**Policy:** Del Puerto Health Care District disposes of its surplus property in a fiscally responsible manner.

**Definitions:** Conflicts of Interest: As required by Government Code section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.

**Procedure:** Sale of Surplus Equipment:

1. Board of Directors takes action to declare equipment surplus.
2. Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
3. Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
4. Bidders are notified of Board's action.
5. Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

Sale of Real Estate:

1. Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
2. Property is offered to public agencies at the appraised price. (State law requires that public agencies can purchase property before advertisement to the general public.)
3. If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
4. Board acts at the next regular Board Meeting to accept or reject highest bid.
5. Bidders are notified of the Board's action.

<b>DISPOSAL OF SURPLUS EQUIPMENT OR REAL ESTATE</b>	EFFECTIVE DATE
	1/25/2021

REVIEW DATE:	REVISION DATE:
POLICY SOURCE: California Special Districts Association Best Practice	

**Purpose:** To establish standards for determination of surplus property and to delineate the procedures to be followed in appropriate disposal of surplus property from the District. The intent of the policy is to ensure that the District does not waste scarce storage space by warehousing property determined to be surplus and where possible, to timely recover the appropriate value of property no longer being used by the District.

**Policy:** Del Puerto Health Care District disposes of its surplus property in a fiscally responsible manner. The Administrative Director/CEO shall have the authority to dispose of surplus property that has a current value of less than \$1,000 (considered a de minimus value). Surplus property that has a current value of \$1000 or greater, shall be submitted to the Board for approval prior to disposal in the approved manner.

**Definitions:** Conflicts of Interest: As required by Government Code section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.

**Procedure:** **Equipment may be declared surplus property when it has been determined by the Administrative Director /CEO that the equipment:**

- Is no longer appropriate because of capability, size, age, operational readiness, etc., to fulfill the District's mission; or
- The equipment is obsolete or there is a change in operating methodology; or
- If a particular piece of equipment is more costly to maintain than to replace.

**Equipment that has been declared surplus, may be disposed of in one of the following manners:**

- Transfer of the surplus equipment to another public agency, educational institution or non-profit (501.C) upon a written request and determination that it is in the public interest to do so; or
- The excess equipment may be offered to other government entities and Districts on a bid basis; or
- Sold at the next scheduled Stanislaus County Auction; or
- Sold at auction through any other reputable auction organization, including on-line auctions.

**The surplus equipment may be discarded and/or recycled in the following situations:**

- When surplus equipment is not accepted by the Stanislaus County Auction; and/or
- When surplus equipment is returned to the District by the Stanislaus County Auction; and/or
- When there are no bidders/buyers.

<b>DISPOSAL OF SURPLUS EQUIPMENT OR REAL ESTATE</b>	<b>EFFECTIVE DATE</b>
	1/25/2021

**Sale of Surplus Equipment with a current value greater than \$1,000:**

1. Board of Directors takes action to declare equipment surplus.
2. Sold at the next scheduled Stanislaus County Auction; or
3. Sold at auction through any other reputable auction organization, including on-line auctions; or
4. Sold by District.
  - a. Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
  - b. Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
  - c. Bidders are notified of Board's action.

**Sale of Real Estate:**

1. Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
2. Property is offered to public agencies at the appraised price. (State law requires that public agencies can purchase property before advertisement to the general public.)
3. If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
4. Board acts at the next regular Board Meeting to accept or reject highest bid.
5. Bidders are notified of the Board's action.

<b>ELECTRONIC DEVICE REPLACEMENT POLICY</b>	<b>EFFECTIVE DATE</b>
	1/25/2021

<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>
POLICY SOURCE: California Special Districts Association Best Practice	

**Purpose:** To establish an IT-related equipment replacement and upgrade policy for the Del Puerto Health Care District to stay compliant with evolving technology requirements, reduce technical support issues, and improve employee's technical efficiency.

**Policy:** It is the District's policy to replace technology-related equipment as follows, based on the equipment's purchase date:

- Tablets and cellular phones will be replaced on a three-year cycle.
- Computers (workstations & laptops) will be replaced on a five-year cycle.
- Servers will be replaced on a five- to seven-year cycle.

**Procedure:** Guidelines and procedures are required to maintain a replacement cycle of District electronic equipment within the useful and expected lifetime of the equipment while preventing a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems.

#### CYCLE OF REPLACEMENT

- Workstations, laptops, and servers that have been replaced and are no longer appropriate for continued District use will have their hard drives removed and destroyed. The remaining components will be recycled, disposed, or donated in accordance with established District Surplus Policy.
- Tablets and cellular phones will have their memories flashed and reset to factory default settings. The devices will then be recycled disposed or donated in accordance with established District Surplus Policy.



**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting**

**Agenda Item 8H Statement of Investment Policy Update**

**Page 1 of 2**

<b>DEPT:</b> CHIEF EXECUTIVE OFFICE	<b>BOARD AGENDA:</b>	#8H
<b>CONSENT CALENDAR:</b> NO	<b>AGENDA DATE:</b>	1/25/2021
<b>CEO CONCURRENCE:</b> YES	<b>4/5 VOTE REQUIRED:</b>	NO

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**SUBJECT:** **Statement of Investment Policy Update**

**STAFF RECOMMENDATION:** The Board adopt the recommended update to the Investment Policy.

**CONSIDERATIONS:** The District has been guided by the Statement of Investment Policy since 2002. It has been reviewed three times, the last time in 2011. In October 2020, the policy was sent to an ACHD vendor for review. Fiduciary Trust International has helped companies since 1931 and specifically has worked with special districts with reserve investments of >\$5million. After meeting with two advisors they offered to review our existing investment policy since they have seen many districts without substantial guidelines.

Feedback from FTI included: overall a very solid policy with only a few recommendations. Define who is the finance committee and how they are selected, cite who decides the proportion of portfolio investments, include an easy to read table of acceptable investment instruments per government code, establish a benchmark by which investment portfolio performance is to be measured, include a conflict of interest policy statement, and include a process for regular review.

**POLICY ISSUE:** Fiscal accountability

**FISCAL IMPACT:** None

**DISTRICT PRIORITY:** Regular review of governance policies

**STAFFING IMPACT:** None

**CONTACT PERSON:** Karin Hennings

**ATTACHMENT(S):** Statement of Investment Policy Draft Update

**RECOMMENDED BOARD ACTION:**

**ROLL CALL REQUIRED:** YES

**RECOMMENDED MOTION:** *I move the Board of Directors adopt the updated Statement of Investment Policy as presented.*

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**BOARD MEETING ACTION SUMMARY**

*MOTION AMENDED: YES NO*

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting**

**Agenda Item 8H Statement of Investment Policy Update**

AMENDMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>Made By</i>	<i>Motion</i>	<i>Second</i>
<i>President Pittson</i>		
<i>Vice President Robinson</i>		
<i>Secretary Campo</i>		
<i>Treasurer Stokman</i>		
<i>Director Mac Master</i>		

VOICE VOTE TAKEN:    YES    NO  
\_\_\_\_\_ Pass    \_\_\_\_\_ Fail    \_\_\_\_\_ Mixed – take Roll Call Vote

<i>Roll Call Vote</i>	<i>Aye</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
<i>President Pittson</i>				
<i>Vice President Robinson</i>				
<i>Secretary Campo</i>				
<i>Treasurer Stokman</i>				
<i>Director Mac Master</i>				

MOTION IS:  
\_\_\_\_\_ *Approved*  
\_\_\_\_\_ *Denied*  
\_\_\_\_\_ *Approved as amended*  
\_\_\_\_\_ *Other*

<b>STATEMENT OF INVESTMENT POLICY</b>	EFFECTIVE DATE
	August 27, 2002

REVIEW DATES: August 2003 / June 2008 / September 2011	REVISION DATES: December 5, 2011; November 30, 2020
POLICY SOURCE: Established District Policy; Nov 2020 updates recommended by Fiduciary Trust International	

## PURPOSE

This statement provides guidelines for the prudent investment and cash management of the District's funds.

The purpose of this policy is to establish Del Puerto Health Care District's capital investment objectives, authority and responsibility, approval, instrument limitations, concentrations, terms, reporting, judgment and care, and Finance Committee's liability for all of its funds.

## OBJECTIVE

The District's cash management system is designed to monitor and forecast accurately expenditures and revenues, thus enabling the District to invest funds to the fullest extent possible. The District's primary objective is to safeguard the principal of the funds; the second objective is to meet the liquidity needs of the District; and the third objective is to achieve a return on the invested funds.

## POLICY

At all times, the District shall invest and deposit its funds in accordance with the rules and restrictions established by the laws of the State of California (Government Code Section 53600 et seq.). The District shall conduct its investments under the "prudent investor standard" set forth in California Government Code Section 53600.3:

*When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.*

## AUTHORITY AND RESPONSIBILITY

The Finance Committee shall have the authority and responsibility to purchase and invest prudently. [The Finance Committee is comprised of two Board Members, who meet monthly to review finances of the District. The member and the chairperson are appointed by the President at the first meeting immediately upon the election of officers, and shall serve for one \(1\) year, unless sooner removed or resigns \(DPHCD Bylaws\).](#) The Board hereby delegates to the CEO/Administrator with the approval and recommendations of the Finance Committee, the

<b>STATEMENT OF INVESTMENT POLICY</b>	EFFECTIVE DATE
	August 27, 2002

authority to determine and select appropriate investments and direct the deposit of District funds in accordance with this Policy.

The Finance Committee shall review investments and policy matters and shall make recommendations, at least annually, to the Board of Directors.

The CEO/Administrator will investigate and recommend investments within the guidelines of this policy. The CEO/Administrator shall have the authority to act pursuant to the instructions and directions of the Finance Committee with respect to investing and depositing District funds within the limitations of this policy.

#### CRITERIA FOR INVESTMENTS

1. Criteria for Selecting Investments. Criteria for selecting investments are:
  - a. Safety. The safety and risk associated with an investment refer to the potential loss of principal, interest, or a combination of these amounts. The District shall operate only in those investments that are considered very safe as determined by a qualified investment broker.
  - b. Liquidity. An adequate percentage of the portfolio, in the approximate amount of annual operating expenses, should be maintained in liquid short-term investments, which can be converted to cash if necessary to meet disbursement requirements. A short-term investment is defined as any investment, which matures within a one-year period.
  - c. Yield. Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
2. Delivery and Safekeeping of Securities. Securities shall be delivered by book entry, physical delivery or by third party custodial agreement. (California Government Code Section 53601). All securities will be kept safe in the name of Del Puerto Health Care District and will be held by a financial institution authorized by the Del Puerto Health Care Board of Directors.
3. Diversification. The portfolio should consist of a mix of authorized types of investments described in this policy. ~~As a general rule~~ As a rule, long-term maturities should not represent a significant percentage of the total portfolio, as the principal risk involved can outweigh the potential for higher earnings. No more than \$1,000,000 shall be invested in any one corporation or diversified management company. Subject to the requirements of this policy there shall be no restrictions on the amounts invested in the State of California Local Agency Investment Fund and in U.S. Government guaranteed instruments. No more than 20% of the total invested assets may be invested in securities of any one bank, corporation, or other legal entity.
4. Terms of Investments. Except for public statutory exceptions or when authorized by the Board of Directors either specifically or as part of an investment program no less than

<b>STATEMENT OF INVESTMENT POLICY</b>	EFFECTIVE DATE
	August 27, 2002

3 months prior to the investment, no investment shall be made in a security with a term remaining to maturity in excess of five years. (California Government Code Section 53601). Investments must be redeemable prior to maturity, even if with a penalty, or salable in an established secondary market.

Per the Del Puerto Board of Directors:

- No more than 60% of the portfolio is to be invested in instruments maturing beyond 2 years.
- No more than 20% of the portfolio is to be invested in instruments maturing beyond 4 years.

5. Allowable Investment Instruments. The District may invest in the investment instruments authorized by the California Government Code, subject to any conditions set forth in the California Government Code. The list of authorized investments is Attached hereto as Appendix A. Appendix A shall be revised as necessary to reflect any amendments to Government Code Section 53601.

<u>Investment Type</u>	<u>Maximum Remaining Maturity</u>	<u>Maximum Specified % Portfolio</u>	<u>Minimum Quality Requirements</u>	<u>Government Code Section</u>
<u>Local Agency Bonds</u>	<u>5 years</u>	<u>None</u>	<u>None</u>	<u>53601(a)</u>
<u>U.S. Treasury Obligations</u>	<u>5 years</u>	<u>None</u>	<u>None</u>	<u>53601(b)</u>
<u>State Obligations: CA and Others</u>	<u>5 years</u>	<u>None</u>	<u>None</u>	<u>53601(d)</u>
<u>CA Local Agency Obligations</u>	<u>5 years</u>	<u>None</u>	<u>None</u>	<u>53601(e)</u>
<u>U.S. Agency Obligations</u>	<u>5 years</u>	<u>None</u>	<u>None</u>	<u>53601(f)</u>
<u>Bankers' Acceptances</u>	<u>180 days</u>	<u>40%</u>	<u>None</u>	<u>53601(g)</u>
<u>Commercial Paper: Non-pooled Funds</u>	<u>270 days or less</u>	<u>25% of the agency's money</u>	<u>Highest letter and number rating by an NRSROH</u>	<u>53601(h)(2)(c)</u>
<u>Commercial Paper: Pooled Funds</u>	<u>270 days or less</u>	<u>40% of the agency's money</u>	<u>Highest letter and number rating by an NRSROH</u>	<u>53601(a)(1)</u>
<u>Negotiable Certificates of Deposit</u>	<u>5 years</u>	<u>30%</u>	<u>None</u>	<u>53601(i)</u>
<u>Non-negotiable Certificates of Deposit</u>	<u>5 years</u>	<u>None</u>	<u>None</u>	<u>53630 et seq.</u>
<u>Placement Service Deposits</u>	<u>5 years</u>	<u>30%</u>	<u>None</u>	<u>53601.8 and 53635.8</u>

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<a href="#"><u>Placement Service Certificates of Deposit</u></a>	<a href="#"><u>5 years</u></a>	<a href="#"><u>30%</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>53601.8 and 53635.8</u></a>
<a href="#"><u>Repurchase Agreements</u></a>	<a href="#"><u>1 year</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>53601(j)</u></a>
<a href="#"><u>Reverse Repurchase Agreements and Securities Lending Agreements</u></a>	<a href="#"><u>92 days</u></a>	<a href="#"><u>20% of the base value of the portfolio</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>53601(j)</u></a>
<a href="#"><u>Medium-term Notes N</u></a>	<a href="#"><u>5 years or less</u></a>	<a href="#"><u>30%</u></a>	<a href="#"><u>"A" rating category or its equivalent or better</u></a>	<a href="#"><u>53601(k)</u></a>
<a href="#"><u>Mutual Funds and Money Market Mutual Funds</u></a>	<a href="#"><u>N/A</u></a>	<a href="#"><u>20%</u></a>	<a href="#"><u>Multiple</u></a>	<a href="#"><u>53601(l) and 53601.6(b)</u></a>
<a href="#"><u>Collateralized Bank Deposits</u></a>	<a href="#"><u>5 years</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>53630 et seq. and 53601(n)</u></a>
<a href="#"><u>Mortgage Pass-through and Asset Backed Securities</u></a>	<a href="#"><u>5 years or less</u></a>	<a href="#"><u>20%</u></a>	<a href="#"><u>"AA" rating category or its equivalent or better</u></a>	<a href="#"><u>53601(o)</u></a>
<a href="#"><u>County Pooled Investment Funds</u></a>	<a href="#"><u>N/A</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>27133</u></a>
<a href="#"><u>Joint Powers Authority Pool</u></a>	<a href="#"><u>N/A</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>Multiple</u></a>	<a href="#"><u>53601(p)</u></a>
<a href="#"><u>Local Agency Investment Fund (LAIF)</u></a>	<a href="#"><u>N/A</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>16429.1</u></a>
<a href="#"><u>Voluntary Investment Program Fund</u></a>	<a href="#"><u>N/A</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>None</u></a>	<a href="#"><u>16340</u></a>
<a href="#"><u>Supranational Obligations</u></a>	<a href="#"><u>5 years or less</u></a>	<a href="#"><u>30%</u></a>	<a href="#"><u>"AA" rating category or its equivalent or better</u></a>	<a href="#"><u>53601(q)</u></a>

With respect to commercial paper and long-term debt, the following criteria shall apply:

- A. A-I/P-1 rating on commercial paper from Standard & Poor's or Moody's Investor Service.
  - ii
- B. Single "A" or better long-term debt rating from Standard & Poor's or Moody's Investor Service.

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- ~~5.6.~~ Local Agency Investment Fund. In addition to the investment instruments set forth in Appendix A, the Chief Financial Officer may invest District funds in the Local Agency Investment Fund pursuant to California Government Code Section 16429.1.
- ~~6.7.~~ Prohibited Investments. The District shall not invest any funds in inverse floaters, range notes or interest-only strips that are derived from a pool of mortgages. The District shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the District may hold a prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in California Government Code Section 53601.6.

### **GUIDELINES FOR REGULAR EVALUATION OF RESULTS**

DPHCD's investment portfolio will be evaluated against a benchmark representing a comparable investment in short-term US Treasuries. While yield and income can be important factors while evaluating budget and other concerns the portfolio should be evaluated on a "total return" basis, incorporating both income and market value in the performance calculation. The current performance benchmark for DPHCD's investment portfolio is Local Agency Investment Fund Quarterly Apportionment Rate. Changes to the benchmark in the future will be allowable through discussions between the CEO/Administrator and the Finance Committee and subject to board approval. Performance should be evaluated longer term in the context of a full market cycle which we consider to be in the range of 5-7 years.

### **CRITERIA FOR DEPOSIT OF FUNDS**

Unless otherwise invested pursuant to this Policy, all money belonging to or in the custody of the District including money paid to the District to pay the principal, interest or penalties of bonds, shall as far as possible be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by California Government Code Section 53630).

The District recognizes the need for local community support and therefore has designated investment in local community banks that serve within the District. Funds will be deposited with those banks with consideration to the need for preservation of capital, liquidity and yield.

Pursuant to California Government Code Section 53638, the maximum deposit shall not exceed the shareholder's equity in any depository bank; the total net worth of any depository savings association; or the total of unimpaired capital and surplus of any credit union or industrial loan company.

Pursuant to California Government Code Sections 53635, 53637 and 53638, the money

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shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

No more than \$1,000,000 principal shall be deposited in any single bank or savings and loan association with regulatory collateralization requirements. No more than the highest insured amount of principal shall be deposited in any single bank or savings and loan association with insurance through FDIC or FSLIC.

Banks or savings and loan associations must also have consistently profitable operations, and must have net worth ratios, which exceed their regulatory requirements.

## REPORTING

Monthly: The ~~CEO~~ CEO/Administrator shall render a monthly report to the Finance Committee of the District showing the type of investment, institution, date purchased, date of maturity, amount of deposit, and rate of interest.

Quarterly: In addition, the Finance Committee shall, each quarter, render to the Board a report that includes the following information:

1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the District;
2. description of any of the District's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. for all securities held by the District or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund, a current market value as of the date of the report and the source of this valuation;
4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
5. statement that the District has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

If the District places all of its investments in the Local Agency Investment Fund, Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association or county investment pool (or any combination of these three), the Treasurer can submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing items 4 and 5 above. (California Government Code Section 53646(b)-(e).)



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### DISTRICT TREASURER LIABILITY

When District funds are invested in accordance with this Statement of Investment Policy, the Finance Committee shall not be liable for any loss resulting from the default or insolvency of an authorized depository in the absence of negligence, malfeasance, misfeasance or nonfeasance on the part of the Finance Committee.

### CONFLICTS OF INTEREST

DPHCD recognizes that inherent conflicts of interest exist across a multi-faceted financial industry. DPHCD's Finance Committee and CEO/Administrator will strive to identify, document, and where necessary avoid known areas of conflict or potential conflicts of interest. At a minimum, known conflicts of interest must be documented for review and communicated to DPHCD's Finance Committee. Arrangements with potential conflict should be analyzed carefully weighing the conflicts against the opportunity. The CEO/Administrator is required to provide written notification disclosing conflicts of interest surrounding investments with affiliated entities such as mutual funds, investment managers, and service providers.

### PROCESS FOR REVIEWING THE INVESTMENT POLICY STATEMENT –

DPHCD's Investment Policy Statement shall be reviewed on a triennial basis at a minimum. Major changes to Investment Policy require the approval of DPHCD's Board on recommendation from the Finance Committee. Ongoing maintenance and minor changes to policy shall be the responsibility of the CEO/Administrator and will be reviewed by the Finance Committee, subject to final Board approval.

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APPENDIX A

- (a) Bonds issued by the District, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.
- (b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- (c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- (e) Obligations issued by banks for cooperatives, federal land banks, federal intermediate credit banks, federal home loan banks, the Federal Home Loan Bank Board, the Tennessee Valley Authority, or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participations, or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise.
- (f) Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers acceptances. Purchases of bankers acceptances may not exceed 180 days maturity or 40 percent of the agency's surplus money that may be invested pursuant to this section. However, no more than 30 percent of the agency's surplus funds may be invested in the bankers acceptances of any one commercial bank pursuant to this section.
- (g) Commercial paper of "prime" quality of the highest ranking or of the highest letter and numerical rating as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation. Eligible paper is further limited to issuing corporations that are organized and operating within the United States and having total assets in excess of five hundred million dollars (\$500,000,000) and having an "A" or higher rating for the issuer's debt, other than commercial paper, if any, as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed 270 days maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed 15 percent of the agency's surplus money that may be invested pursuant to this section. An additional 15 percent, or a total of 30 percent of the agency's surplus money, may be invested pursuant to this subdivision. The additional 15 percent may be so invested only if the dollar-weighted average maturity of the entire amount does not exceed 31 days. "Dollar-weighted average maturity" means the sum of the amount of each

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outstanding commercial paper investment multiplied by the number of days to maturity, divided by the total amount of outstanding commercial paper.

(h) Negotiable certificates of deposits issued by a nationally or state-chartered bank or a state or federal association (as defined by Section 5102 of the Financial Code) or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30 percent of the agency's surplus money, which may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposits do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638.

(i) (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of any securities authorized by this section, as long as the agreements are subject to this subdivision, including, the delivery requirements specified in this section.

(2) Investments in repurchase agreements may be made, on any investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

(3) Reverse repurchase agreements or securities lending agreements may be utilized only when either of the following conditions are met:

(A) The security was owned or specifically committed to purchase, by the local agency, prior to December 31, 1994, and was sold using a reverse repurchase agreement or securities lending agreement on December 31, 1994.

(B) The security to be sold on reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale; the total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency not purchased or committed to purchase, prior to December 31, 1994, does not exceed 20 percent of the base value of the portfolio; and the agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(4) After December 31, 1994, a reverse repurchase agreement or securities lending agreement may not be entered into with securities not sold on a reverse repurchase agreement or securities lending agreement and purchased, or committed to purchase, prior to that date, as a means of financing or paying for the security sold on a reverse repurchase

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agreement or securities lending agreement, but may only be entered into with securities owned and previously paid for a minimum of 30 days prior to the settlement of the reverse repurchase agreement or securities lending agreement, in order to supplement the yield on securities owned and previously paid for or to provide funds for the immediate payment of a local agency obligation. Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty by way of a reverse repurchase agreement or securities lending agreement, on securities originally purchased subsequent to December 31, 1994, shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security. Reverse repurchase agreements or securities lending agreements specified in subparagraph (B) of paragraph (3) may not be entered into unless the percentage restrictions specified in that subparagraph are met, including the total of any reverse repurchase agreements or securities lending agreements specified in subparagraph (A) of paragraph (3).

(5) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security, may only be made upon prior approval of the governing body of the local agency and shall only be made with primary dealers of the Federal Reserve Bank of New York.

- (6) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.
- (B) "Securities," for purpose of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.
- (C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.
- (D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

(E)

F

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or purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods. For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

(j) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by a nationally recognized rating service. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency's surplus money which may be invested pursuant to this section.

(k) (l) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following).

(3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally, recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) and with assets under management in excess of five hundred million dollars (\$500,000,000).

(4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:

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(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

(5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge and shall not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section. However, no more, than 10 percent of the agency's surplus funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).

(l) Notwithstanding anything to the contrary contained in this section, Section 53635, or any other provision of law, moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

(m) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

(n) Any mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond of a maximum of five years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated high A rating category of "AA" or its equivalent or better by a nationally recognized rating service.

Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency's surplus money that may be invested pursuant to this section.

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[Appendix A to be amended to reflect any amendments to Government Code Section 53601]

DRAFT

**BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**

**Board Meeting –January 25, 2021**

**9B FYE 2020 Audited Financial Statements9B FYE 2020 Audited Financial Statements**

**Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

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**SUBJECT:** Review of Audited Financial Statements FYE June 30, 2020

**STAFF REPORT:** Presentation by Jeff Johnson, Partner, and David Imus, Audit Manager of WIPFLI.

**CONSIDERATIONS:** Review of the District's financial reporting systems, account balances, cash flow statements, income statements, balance sheets, and internal control systems.

**DISTRICT PRIORITY:** Fiscal Transparency

**POLICY ISSUE:** Audited annual financial statements are required by the state.

**FISCAL IMPACT:** None

**STAFFING IMPACT:** None

**CONTACT PERSON:** Maria Reyes

**ATTACHMENT(S):** FYE 2020 Audit.pdf

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**RECOMMENDED BOARD ACTION:**

ROLL CALL REQUIRED: NO

**RECOMMENDED MOTION:** *I move that the Board of Directors accept the audited financial report for the fiscal year ending June 30, 2020*



# The Board of Directors of the Del Puerto Health Care District

## BOARD AGENDA ITEM

DEPT: CLERK OF THE BOARD

BOARD AGENDA: 9C

CONSENT CALENDAR: NO

AGENDA DATE: January 25, 2021

CEO CONCURRENCE: YES

4/5 VOTE REQUIRED: NO

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**SUBJECT:** Election of Board Officers

**STAFF RECOMMENDATION:** As required by the District Bylaw, the Board nominate and elect the following officers for the 2021 calendar year.

3.1 PRESIDENT. The President shall be the principal officer of the District and the Board and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairmen and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.

3.2 VICE PRESIDENT. The Vice President may assume and perform the duties of the President in the absence or disability of the President. The Vice President shall perform such other duties and have such other powers as the Board or the President shall designate from time to time.

3.3 SECRETARY. The Secretary shall (i) provide for the keeping of the minutes of all meetings of the Board, (ii) give or cause to be given appropriate notices, (iii) act as custodian of all records and reports and of the corporate seal, if any, assuring that it is affixed, when required by law, to documents executed on behalf of the District, and (v) shall have such other powers and perform such other duties as may be prescribed by the Board, the President or by these Bylaws.

3.4 TREASURER. Treasurer shall (i) be charged with the safekeeping and disbursement of all funds in the treasury of the District as approved by the Board and in accordance with District Law, and (ii) shall have such other powers and perform such other duties as may be prescribed by the Board, the President or by these Bylaws. [Chairs the Finance Committee]

### SUGGESTED PROCEDURE:

- In order of officers listed above, chair calls for nominations from the floor. Directors may nominate themselves or another Director
- Chair asks each Nominee, when named, if they accept or decline.
- When no further nominations, Nominees may make brief statement in favor of their candidacy.
- Election Process
  - Chair announces nominees
  - Chair calls for vote of each nominee by show of hands,
  - "All in favor of [1<sup>st</sup> nominee]." "All in favor of [2<sup>nd</sup> nominee]."
  - Clerk counts votes as taken
- Clerk announces winner.
- Winner immediately takes on role of that office

**POLICY ISSUE:** Fulfills Board of Director Bylaws

**FISCAL IMPACT:** None

**DISTRICT PRIORITY:** Good governance; transparency

**STAFFING IMPACT:** None

**CONTACT PERSON:** Cheryle Pickle, Clerk of the Board

**ATTACHMENT(S):** none

# The Board of Directors of the Del Puerto Health Care District

## BOARD AGENDA ITEM – Resolution #21-03

DEPT: CHIEF EXECUTIVE OFFICE	BOARD AGENDA:	9D
CONSENT CALENDAR: NO	AGENDA DATE:	1/25/2021
CEO CONCURRENCE: YES	4/5 VOTE REQUIRED:	NO

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**SUBJECT:** Approve Banking Access and Security Resolution

### STAFF RECOMMENDATION:

Following Board officer assignments update Banking Security officer, check signing, and online account privileges. Remove any past Board members Dan Robinson from bank account access.

### CONSIDERATIONS:

- Normal operations require administration to perform electronic and paper banking transactions.
- Billing companies need to “view” accounts to track electronic payments from third party payors.
- Within reasonable limits and safeguards to ensure money and financial transactions of the District are kept and conducted in a safe and transparent manner, allow specific people to conduct banking activities.
- Activities include:
  - Accessing account information,
  - Signing checks,
  - Stopping payment on checks,
  - Initiating and/or approving authorized payroll transfers, and
  - Approving other than payroll transfers (internal, ACH, wire).

### POLICY ISSUE:

Board adopted the **Banking Access and Security Policy** to permit specific Board members to access and/or authorize financial transactions. This action memorializes the specific people and their role in the District and what banking authorities they hold.

<b>FISCAL IMPACT:</b>	No cost; but allows financial transactions to happen efficiently
<b>DISTRICT PRIORITY:</b>	Financial Security and Transparency
<b>STAFFING IMPACT:</b>	Allows staff to better complete their work
<b>CONTACT PERSON:</b>	Karin Hennings
<b>ATTACHMENT(S):</b>	Resolution #21-XX – 2021 Banking Access and Security Resolution

## DeIPuerto Health Care District Banking Security and Access Matrix

VALID UNTIL AMENDED or February 28, 2022		CHECKS		SECURITY	DATA			TRANSFERS				
Role	Name	Solo Check Signer <small>Up to \$10,000</small>	Dual Check Signers Two Required	Banking Security Manager	Online Account View	Stop Payment	QB Export	General to Payroll Account Up to \$125,000	Intiate Other Internal *Requires Approval	ACH *Requires Approval	Wire *Requires Approval	*Transfer Approvers
Board President			X	X	All	X		X	X			X
Board Vice-Pres			X		All	X						X
Board Treasurer			X		All	X		X	X			X
Board Secretary												
Board Member												
Staff-CEO	Karin Hennings	X	Over \$10,000		All	X	X	X	X	X	X	
Staff-Finance & Accounting Manager	Maria Reyes				All	X	X	X		X	X	
Staff Accountant	Danae Skinner				All	X						
Billing-HC	Med Tech				HC Billing							
Billing-AMB	SEMSA				AMB Billing							

\*All checks over \$10k require two signatures

# Del Puerto Health Care District - Resolution #21-03

## 2021 BANKING ACCESS AND SECURITY RESOLUTION

WHEREAS the Del Puerto Board of Directors adopted an operational policy and procedure for Banking Access and Security; and,

WHEREAS, the policy requires annual adoption to authorize staff and specific Directors to access the finances and banking accounts of the District; and,

WHEREAS, the policy reasonably ensures unauthorized transfer will not be made; and,

WHEREAS, the Finance Committee has reviewed and recommends the Board adopt the following banking access and security levels;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Del Puerto Health Care District adopts the following persons as having the banking access and permissions as indicated:

Name	Role	Solo Check Signer up to \$10,000	Check Signer requires two signatures*	Banking Security Manager	Online Bank Account View	Stop Payment	QB Export	Internal Transfers Accts (limit)	ACH	Wire	Transfer Approval
	Board President		X	X	All	X		All (\$125k)			X
	Board Vice-President		X		All	X					X
	Board Treasurer		X		All	X					X
	Board Secretary										
	Board Member										
Karin Hennings	Staff-CEO	X	X		All	X	X	All (\$125k)	X	X	
Maria Reyes	Staff-Finance & Accounting Manager				All	X	X	General to Payroll (\$125k)	X	X	
Danae Skinner	Staff-Accountant				All	X					
Med Tech	Billing-HC				HC Billing						
SEMSA	Billing-AMB				AMB Billing						

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ that the foregoing resolution be adopted. Upon roll call the following vote was had:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

The \_\_\_\_\_ President declared the resolution adopted.

I, \_\_\_\_\_, Secretary of the Board of Directors of the DEL PUERTO HEALTH CARE DISTRICT, do hereby CERTIFY that the foregoing is a full, true, and correct copy of a resolution duly adopted at a regular meeting of said Board of Directors held the \_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_, Secretary  
Del Puerto Health Care District Board of Directors

\_\_\_\_\_  
Date

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Executive Summary Snapshot



Revenue Cycle Performance

11/30/20    10/31/20    12 Month Avg

11/30/20    10/31/20    12 Month Avg

Gross Charges

Month Ending

Charges by Class

\$787,129.00    \$701,565.00    \$724,795.17

11/30/20

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$343,679.00	\$290,605.00	\$284,457.67
Medicaid	\$246,675.00	\$232,175.00	\$236,736.67
Insurance	\$91,755.00	\$133,100.00	\$121,891.25
Self Pay	\$105,020.00	\$45,685.00	\$81,709.58
Facility	\$0.00		

Transports & Billable Dry Runs

191    173    173

11/30/20    10/31/20    12 Month Avg

Collections

Collection % Gross

Collections by Class

\$127,091.00    \$204,218.00    \$169,970.42

16.1%    29.1%    23.5%

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$35,065.00	\$31,095.00	\$37,380.00
Medicaid	\$15,223.00	\$39,089.00	\$27,123.50
Insurance	\$71,140.00	\$111,890.00	\$95,431.33
Self Pay	\$5,663.00	\$22,144.00	\$10,035.58
Facility	\$0.00	\$0.00	

Contractual Adjustments

Accounted for Funds

\$582,389.00    \$569,252.00    \$548,909.58

90.1%    112.1%    103.8%

Write Offs

Aging by Range

Transports by Class

\$93,266.00    \$60,413.00    \$63,222.42

Payor Class	Current Month	Previous Month	12 Month Avg
0 - 30	\$215,890.00	\$191,994.00	\$223,080.58
31 - 60	\$163,170.00	\$132,055.00	\$167,851.83
61 - 90	\$70,765.00	\$101,162.00	\$86,396.92
91 - 120	\$23,768.00	\$31,885.00	\$43,350.58
120+	\$81,186.00	\$100,507.00	\$140,645.33

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	77	64	64
Medicaid	58	55	57
Insurance	25	31	28
Self Pay	31	23	24
Facility	0		

Average Daily Revenue

\$26,237.63    \$22,631.13    \$24,159.84

Revenue Per Transport

Aging Payor Class

Pay Mix Transports

\$4,121.09    \$4,055.29    \$4,187.55

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$61,613.00	\$42,153.00	\$38,532.08
Medicaid	\$54,561.00	\$43,140.00	\$61,067.33
Insurance	\$203,086.00	\$235,032.00	\$271,259.50
Self Pay	\$230,654.00	\$232,413.00	\$288,027.00
Facility	\$4,865.00	\$4,865.00	\$2,367.50

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	40.3%	37.0%	36.8%
Medicaid	30.4%	31.8%	33.1%
Insurance	13.1%	17.9%	16.1%
Self Pay	16.2%	13.3%	14.0%
Facility	0.0%	0.0%	0.0%

Collections Per Transport

\$665.40    \$1,180.45    \$982.01

Contractual Allowance Per Transport

Days Sales Outstanding

Pay Mix Aging

\$3,049.16    \$3,290.47    \$3,171.36

21    21    25

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	11.1%	7.6%	5.8%
Medicaid	9.8%	7.7%	9.2%
Insurance	36.6%	42.2%	41.0%
Self Pay	41.6%	41.7%	43.6%
Facility	0.9%	0.9%	0.4%