



BOARD OF DIRECTORS BOARD OF DIRECTORS

Luis Avila, President
Becky Campo, Vice-President
Timothy Benefield, Secretary
Anne Stokman, RN, Treasurer

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BOARD OF DIRECTORS **SPECIAL MEETING MINUTES**

Monday, June 12, 2023, @ 6:00 pm

1. **Call to order @ 6:14 pm** by President Avila

2. **Pledge of Allegiance**

3. **Roll Call**

Directors Present: President, Luis Avila

Vice President, Becky Campo

Treasurer, Anne Stokman

Directors Absent: Secretary, Timothy Benefield (arrived @ 6:16 pm)

Staff Present: CEO, Karin Freese

Health Center Manager, Suzie Benitez

Clerk of the Board/HR Manager, Cheryle Pickle

Director of Ambulance Operations, Paul Willette (via phone)

District Legal Council: Dave Ritchie, Cole Huber, LLP

Members of the Public: none

We have a quorum.

4. **Reading of the District's Vision, Mission, and Value Statements:**

Vision: "A locally cultivated, healthier community."

Mission: "To provide, promote, and partner in quality healthcare for all."

Values: "Compassion – Commitment – Excellence"

5. **Public Comment Period:** None

6. **Declarations of Conflict:** None

7. **Approval of Agenda:** **M/S/C: To approve the agenda as presented.**

Director Stokman/Campo

Ayes: Directors Avila, Campo, Stokman, Benefield

Nays: None

Abstain: None

Motion: Passed

8. **Design Bid Build vs. Design Build - Contracting Choice**

Ms. Freese addressed the question of transparency differences between the two contracting methods. She explained that transparency, regardless of method, starts in the bidding process, is addressed in the funding phase, and again in the release of the payments process. Legal Counsel Ritchie explained the bidding process in detail.

A Request For Proposal (RFP) is written and released for public bid. When the bids come in, they are ranked and scored according to the parameters set by the board in the RFP. The board decides if proposals will be reviewed by staff, staff and an ad hoc committee of board members, or staff, an ad hoc committee of board members, and a consultant. The board is not obligated to take the lowest bid. The results of the review of bids are presented to the board, and the Board awards the bid. Once a contractor is selected the construction contract is negotiated.

After the cost of the project is finalized, the district determines financing. This is an area where transparency is very important. However, DPHCD already has policies in place that provide parameters to help and guide the board. The district has already engaged a municipal advisor to assist with establishing funding.

There was a discussion regarding the value of hiring a building project consultant to provide guidance and ensure the details are covered at each step. This would be a contractual professional who is experienced with this type of building project.

There was much discussion on ensuring that local (Patterson) people and businesses are used on the job when possible. Mr. Ritchie explained that we could put wording in our RFP to award points if the proposal explained how the contractor would use local resources and people. But we really cannot control this aspect. We hire the contractor, the contractor hires the subcontractor, and orders the materials. Even if we found a contractor from Patterson, who won the bid, there is no guarantee he would hire local people or use local resources.

There was a discussion regarding the project's overall cost (current estimate \$15 million) and the need to make informed decisions since this is a big project. Ms. Freese reviewed the possible funding sources, including applications already submitted for federal and state grants, future mitigation funds from the housing growth in Patterson, existing mitigation funds, the issuance of bonds, an increase in revenue, and obtaining loans. Mr. Ritchie reiterated that the municipal advisors would guide the board in making the options and best choices.

Each board member was allowed to ask questions and make their observations on the differences between the Design-Bid-Build and Design-Bid. All questions were answered and discussed to everyone's satisfaction.

M/S/C. *I move the Board of Directors to adopt a Design-Build approach for the District Office and Ambulance Station construction project.*

Directors Benefield/Stokman

Roll Call Vote

Ayes; Directors Avila, Campo, Stokman, Benefield

Nays: None

Abstain: None

Motion: Passed

Direction was given to staff:

1. Begin the search for a building project consultant by asking other Districts who have done a similar project and ask for referrals. Report back to the board any information found and the estimated cost.
2. Place on the June 26 agenda the formation of an Ad Hoc Bid Review committee.

9. Nexus Study Requirements and Request for Proposal Publication Information Only

Ms. Freese reported that the California Mitigation Fee Act (CMFA) is a state law that provides guidelines and regulations for local agencies to impose fees on new development projects. There are two requirements:

1. The district must disclose in an annual report the income, interest income, and funds expended on what projects.
2. For any mitigation funds still held after 5 years, the District must submit a public report explaining what they are for and when the funds can reasonably be expected to be used.
3. After 2022, a Nexus Study must be done every 8 years.

Ms. Freese reported that the district's last Nexus Study was completed in 2006 and recommended issuing an RFP for a Development Impact Fee Nexus Study. Instructions were given to staff to do so.

10. Verbal Report - CEO Annual Evaluation – Directors Stokman and Campo

Director Stokman collected the CEO evaluation surveys previously provided to the Board of Directors and distributed a draft of the CEO's Proposed FY 2023-24 Work Plan and the 2023 CEO Salary Study data. Board members should study these items prior to the next board meeting.

11. Director Correspondence, Comments, Future Agenda Items

12. Upcoming Regular Board and Standing Committee Meeting Dates Information

Finance – Wed, Jun 21, 2023 @ 8:00 AM
Finance – Wed, Jul 26, 2023 @ 8:00 AM
Finance – Wed, Aug 23, 2023 @ 8:00 AM

Board - Mon, Jun 26, 2023 @ 6:00 PM
Board – Mon, Jul 31, 2023 @ 6:00PM
Board – Mon, Aug 28, 2023 @ 6:00 PM

- Prior to the regularly scheduled June 26th Board of Directors Meeting, there will be a Closed Session Meeting at 5:30 pm for the CEO's annual review.

13. Adjourned @ 7:11 pm

Respectfully Submitted:



Timothy Benefield, Board Secretary
7/31/23

Date Signed

