



Sublette County Hospital District Special Board Meeting Minutes
January 31, 2024 at 4:00 p.m.
By Zoom Only

The Sublette County Hospital District Board of Trustees met for a Special Board Meeting by Zoom on January 31, 2024 at 4:00 p.m. with Tonia Hoffman, Jamison, Ziegler, Kenda Tanner and Ashli Tatro present. Also in attendance were Scott Manis, Lindsey Bond, Shawn Leisure, Nathan Pitman, Lena Moeller & JD Dreyer.

At 4:00 p.m., the meeting was called to Order by Tonia Hoffman.

Set Agenda

Kenda Tanner moved to set agenda. Ashli Tatro seconded. All in favor and agenda was approved.

Tonia Hoffman asked that any items to do with the construction project come through the board. She would like a slower more methodical approach to get proper approvals moving forward. Change orders, Pay Applications and draws must go through the board.

Discussion was had regarding assignments within the district organization regarding the construction project. All assignments should go through Lindsey and she will disperse assignments to appropriate departments. Tonia should be copied on emails/assignments as well.

New Business – Change Orders

Karl gave an update on change orders. Change orders 07-011 have been returned by the USDA. A letter has been prepared by Layton and that letter should accompany all change orders it pertains to per USDA.

There are 5 amendments for Davis Partnerships and some of them have been as issue since August. Some of these amendments could hold up the project and they need to be signed ASAP as Layton needs to move forward with contractors. Davis has prepared letters that describes all of the fees associated with all of the items such as signage, low voltage, medical equipment, etc. Board can sign these documents but assumes the risk if USDA does not approve funding for the items included in the letters. Lena recommended that the board sign the letters because of timing issue and possibly holding up the project.

Jamison Ziegler motioned to approve the Chair to sign change orders #7, 8, 9, 10, and 11 if required from the USDA. Kenda Tanner seconded. All in favor and motion carried.

Jamison Ziegler motioned to approve Amendments 2, 4 & 5 with its reference to fee proposals and that the Chair would also have signatory authority once the paperwork is done. Ashli Tatro seconded. All in favor and motion carried.

JD is working on dates to visit the site but reiterated to Board that there have been several site visits by Davis for review of the concrete and steel. Architects will be out to review the architectural design now that walls are going up. They will try to align visit with Karl's trips at the end of the month.

Change Order 013 was discussed regarding shielding for the MRI. Shielding was not in the GMP contract and Layton needs to secure a shielding vendor to design and build box for MRI room. Layton received 4 bids and they went with the cheapest most qualified bid. The MRI project is funded by the Foundation. It is critical to have this change order approved as it will drive this MRI project schedule.

Ashli motioned that Chair may approve change order PCO-13. Kenda Tanner seconded. All in favor and motion carried.

Layton discussed that there might be a negative effect if additional projects continue to get pushed through such as landscaping, playground, etc. that are being funded by the Foundation. Layton would like to discuss ramifications to timeline if items are added back in that were not included in original design. Each item should be discussed individually moving forward.

Layton is collecting information on the nurse call system which is change order 012 and will report back to board. Reminded board that USDA won't approve change orders out of order.

Layton was asked to forecast winter conditions through April and part of that process is the need for a few skilled laborers. They will need to be skilled as they will be filling in windows with wood and plastic and will be up at higher levels on the project and using power tools. They estimate that they will need to pay around \$40-\$50/hr. Layton will get specifics regarding duration and hours but this cost will be part of the winter conditions change order.

Ashli Tatro motioned to approve increase labor for skilled laborers for winter conditions as part of change order. Kenda Tanner seconded. All in favor and motion carried.

New Business –Pay Applications


Dan is continuing to do analysis and has been in communication with the USDA. Nothing is getting approved and moving forward until forensic analysis is done and will continue to delay future pay apps. There is some supporting documentation that is needed to be submitted to the USDA. It is unclear whether USDA will want to do their own review of analysis and may be a timing factor to get funds released. Board stated it is hard to make decisions until all of the information is released. Dan sent more information today that suggests that Karl could resubmit pay apps 1-6 immediately. Discussion had on possible delay of December pay app and when it is due.

Ashli Tatro made a motion to provide Chair with approval to sign pay apps as long as Dan has reviewed and approved. Jamison Ziegler seconded. All in favor and motioned carried.

Adjournment

Jamison Ziegler motioned to adjourn meeting. Ashli Tatro seconded. All in favor and motioned carried.
Meeting adjourned at 5:38 p.m.

Minutes taken by Jann Maxfield



Tonia Hoffman, Board Chair

02/28/2024
Date