



**Sublette County Hospital District Special Board Meeting Minutes  
February 14, 2024 at 4:00 p.m.  
Marbleton Town Hall**

The Sublette County Hospital District Board of Trustees met for a Special Board Meeting at the Marbleton Town Hall on February 14, 2024 at 4:00 p.m. with Dave Bell, Ashli Tatro, Tonia Hoffman, Kenda Tanner & Jamison Ziegler present. Also present by Zoom were Nathan Pitman, Shawn Leisure, Lena Moeller, Lindsey Bond, Kari Dewitt, Karl Leuschow, JD Dreyer and Michelle Stauthamer.

At 4:06 p.m., the meeting was called to Order by Chair Tonia Hoffman.

**Set Agenda**

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

**New Business – Change Orders**

Karl shared an update on change orders in process. CO #9 & #10 are still out for approval. No new news or movement on change orders from last week. HVAC & generator CO's have not been resubmitted. Karl will speak to Layton regarding CO #15 to put final documentation together in order to submit. Amendments for Davis Partnership have been resubmitted. CO's #11, #12, & #13 have been submitted to USDA for review. Need labor procured and plastic ordered for the covering of the windows, etc. to prepare for the concrete pour. CO #13 includes some of the costs for the plastic and materials to weather proof the building and Layton will need to start to spending some money ahead of approval. Layton is willing to take on the cost for now and be reimbursed so the concrete pour scheduled for next week is not delayed and board supported that decision.

A revised submittal from Centurylink was received this week. Shawn is working with Centurylink and the City as to where existing lines need to be relocated to. There is an estimate from Teletractors for around \$15,000 that should cover their work for trenching and back filling when the lines are relocated.

USDA has confirmed that the nurse call system upgrade for the clinic side cannot be included in the construction project. The estimate for the clinic side of nurse call system is around \$100,000 and will need to be funded in some other way outside of the project. Reminded board that the quote that was received for the system is only good for 30 days and then that price could possibly increase and quote was dated on 1/16/24. Layton will check to see if the nurse call system quote can be extended beyond the 30 days.

Under cabinet lighting and MRI buildout is continuing to being worked on with no updates as of now.

An update was given on the generator that is included in CO #10 which was submitted in December. This piece of equipment is in the production que. It was originally estimated that there was a 72-week lead time. Anticipated production completion date is now 1/2/25 and will take an additional 3 weeks to get equipment on site and an additional few weeks for set up. The company requires a certain percentage of the equipment to be paid for when it is moved to the front of the line of production que. We will have until February 23<sup>rd</sup> to pay the percentage to stay in the front of the production line. Result of not releasing funds could delay delivery until well past construction completion date. Subcontractor has a portion of the cost in his contract but board needs to give commitment to this change order so he can go back and pay the generator company for whatever portion is due. This item can be taken care of at 2/21 meeting.

Discussed contingency summary which is similar to what was reported last week.

#### **New Business – Pay Applications & Draw Schedule**

Chair Hoffman moved order of agenda and skipped over these two items until later in the meeting.

#### **New Business – Review of any current Invoices from Finance Department**

There is one invoice for Crank Legal in the amount of \$44,002.75 and one for Henry Schein in the amount of \$54,028.62. Discussion was had on the process of these invoices being paid. Finance department was told that anything over \$20,000 could be brought to the weekly construction meetings to be approved. Dave prefers that these bills be brought to the regular meeting at the end of the month but further discussion will be had as some vendors need to be paid quickly. They would like these bills to go through Finance Committee first and then brought back to regular meeting.

JD from Davis Partnership spoke to the amendments that were approved by board and the need to release funds in the amount of \$85,182.35. The amendments included payment of signage, medical equipment procurement, etc. These services are not normally provided and Davis needs to keep the medical equipment process going. Davis has already written a check to Susan Ratchman, medical equipment procurer, and Davis is requesting to get paid back for those services. There are other outstanding payments and Davis is willing to wait for the USDA to approve them but Davis needs this payment requested to keep things rolling. Chair Hoffman is optimistic that things will be moving forward with the USDA in the next week or so. The USDA has requested a larger sample of our general ledger before approving the audit that was presented to them as well as a simple change on the Roles and Responsibilities Matrix and Dan from MCM is working on getting what they have asked for.

Dave Bell motioned to approve payment of \$85,182.35 to Davis Partnership. Kenda Tanner seconded. All were in favor and motion carried.

Question was asked how we pay that amount to Davis, out of operating or construction account? Lena recommended that Michelle pay out of operations and then reimburse that account from the construction account when funds are received for the USDA. All payments from the USDA will go into the construction account. Kaitlyn from USDA has given her permission that the construction account could reimburse the operating account and that we needed to be sure to be detailed in the memo portion as to what the amount goes towards. Michelle and JD will work together to finalize these amendments.

There are two invoices for Cobb Mechanical for the release of equipment. These invoices are specified to come out of the ARPA grant. Hospital has completed everything needed to set up an account for Ferguson. There is

an initial billing of \$524,788.58 that would go to the ARPA grant but funds need to be released now. Cobb has spoken to vendors and they have agreed to wait one more week but Layton said that is critical for the board to approve tonight as Cobb is very reluctant to wait for ARPA funds to be released. Kari stated that ARPA is eager to release \$7.2 million to SCHD but is about a 5 week turn around.

Dave Bell motioned to that we pay \$524,788.58 to the respective vendors and Cobb Mechanical. Jamison seconded. All were in favor and motion carried.

The bid that was received from Cobb Mechanical included sales tax. Cobb's contract will be reduced by the amount of the cost of materials with taxes then SCHD will pay cost of materials without taxes and Layton will reduce their contract in the amount of the difference between the two and it will go towards the cost savings on line item budget which is around \$100,000 for tax savings. Overall target of additional tax savings is around \$300,000.

Discussed ARPA grant and the request for funds from the SLIB board.

Dave Bell motioned to approve a signatory authority for Chair Hoffman to be able to sign the grant request for the SLIB Board. Kenda Tanner seconded. All were in favor and motion carried.

#### **New Business – Burn Rate**

Burn rate sent out last week showed where we were at. Will need approval at a later date to continue funds for winter conditions. Layton will continue to send out weekly burn rate tracking reports.

#### **New Business – Pay Applications & Draw Schedules**

Pay App #6 has been approved by board to be paid a few weeks ago. Board will need to approve Appendix D which is the draw request for Pay App #6. Dan from MCM has created a form to show how funds will be dispersed as they come in.

Dave Bell motioned to approve Appendix D Form of Request for Disbursement from project fund request #4. Kenda Tanner seconded. All were in favor and motion carried.

Pay App #7 was discussed. Karl reminded board that Pay App #6 needs to be approved first by the USDA but that Pay App #7 has been submitted to the USDA. Pay App #7 was scrutinized by Dan at MCM, Layton, Davis Partnership and Karl's team. Dan made some adjustment prior to submitting to the USDA that brought the document up to accounting standards. Dan has helped to drive the understanding of how funds are being paid and from which source. A detailed payment summary and Appendix D has been included with Pay App #7. Dave asked to have further explanation from Dan at MCM on the capitalized interest amount of \$624,000.

Dave Bell motioned to approve Pay Application #7 for December in the amount of \$2,972,957.55 and its associated documents. Kenda Tanner seconded. All were in favor and motion carried.

#### **Public Comments**

None

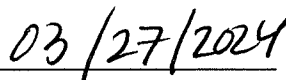
**Adjournment**

Jamison Ziegler motioned to adjourn meeting. Ashli Tatro seconded. All in favor and motioned carried. Meeting adjourned at 5:31 p.m.

Following adjournment there was a workshop presentation with Morgan Hunter regarding the current CEO search.

Minutes taken by Jann Maxfield

  
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Tonia Hoffman, Board Chair

  
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Date