



**Sublette County Hospital District Special Board Meeting Minutes
February 21, 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 21, 2024 at 4:00 p.m. with Dave Bell, Tonia Hoffman and Kenda Tanner present. Ashli Tatro was present by Zoom. Also present by Zoom were Nathan Pitman, Shawn Leisure, Lena Moeller, Lindsey Bond, Kari Dewitt, JD Dreyer, Dawn Walker, Carolyn St. James and Scott Manis.

At 4:08 p.m., the meeting was called to Order by Chair Tonia Hoffman.

Set Agenda

Dave Bell motioned to set agenda. Ashli Tatro seconded. All in favor and agenda was approved.

Standing Business – Change Orders

Layton discussed change orders with the board. Layton asked the board to approve CO #10 and that they were not asking for payment but just to approve the increase in the cost of the generator so they can move forward with the release of the generator so it will stay in the front of the production line.

Dave Bell motioned to approve Change Order #10 so they can increase contractor's contract by \$78,978 to include the increase in cost of the generator so Layton can release that for production. Kenda seconded.

Lena reminded the board that they assume the risk for this if it is not approved by the USDA.

All were in favor and motion carried.

CO #9 is the mechanical buyout and is signed by all parties and waiting for USDA approval. Sub-contractors need to get approval to release the equipment through Cobb Mechanical.

Dave Bell motioned to approve Change Order #9 for Cobb Mechanical to increase their contract by \$174,294.12 to release equipment for vendors to begin production. Kenda Tanner seconded.

Board was again reminded by Lena that they assume this risk but she is holding out optimism that USDA will approve soon.

All were in favor and motion carried.

Winter conditions moving forward are handled in the 2nd change order to replenish the budget for winter conditions. Need plastic and other supplies to enclose building for concrete pour. Monthly burn is approximately \$40,000. Layton will continue to spend their own funds until the additional winter conditions change order is approved. First winter condition change order has been depleted but they were able to get an extra 4 weeks out of those initial funds. Change order for winter conditions through May is \$245,812.86.

Dave motioned to continue to spend the average monthly burn rate of approximately \$40,000 per month out of the winter conditions Change Order #13 as pending in the amount of \$245,812.86. Kenda Tanner seconded.

Question was asked if Layton anticipates anything to change in the next few days or are things staying consistent with regards to winter conditions? Layton stated they are confident with the numbers they have come up with for the remainder of the winter season.

All were in favor and motion carried.

JD reported that the tile estimate was received by Davis Partnership so now they will begin to look for tile. Light submittal for an alternate product has been submitted back and is in Layton's hands. Electrical room layout changes have been received and waiting on an RFI report and a power study then design changes can be made. Layton has received Switchgear information and waiting for a response from the team. JD reported that he will be in attendance in person for the regular board meeting next week.

Standing Business – Pay Applications

December Pay App #6 for Layton in the amount of \$2,172,367.81 was discussed. There are other invoices from Jorgensen, Leuschow and Titan Construction that will be in addition to the Pay App. Funds will need to be transferred in order to pay the total amount. Dave stated that the finance committee is prepared to make that transfer.

Dave Bell motioned that we pay Layton Pay App #6 in the amount of \$2,244,350.93 and in doing so will transfer from the Wyostar account to First Bank regular checking and then transfer money from First Bank regular checking to the construction account at the Bank of Jackson Hole. The total amount of the transfer will be \$2,245,000 with two board members signing the disbursement. Kenda Tanner seconded.

Dave commented that he has grave concerns about what is going on with the Pay Applications and the pace of the USDA approving them. Concerned that we cannot withstand another month of transfers and we cannot continue any longer paying bills in advance of the USDA approving them while draining our reserves. Tonia stated that many are working very hard with the USDA and they are receiving some positive feedback and hopes that it will be resolved before the regular board meeting in March. Discussion was had on if Pay Apps were being submitted in a timely manner. Ashli questioned why the USDA has not approved the audit that was submitted last week and Tonia reported that the USDA asked for additional information so it held up the process. Tonia hopes to have an answer back from the USDA in the next 24 hours regarding the audit. USDA is reviewing items in a certain order based on impacts to the project and the schedule and Tonia believes they have the best order of approval in place for highest risk. The board does have the right to change the order of approval if they see the need. Memo is being issued that will need to be attached to Pay Apps 1-5. Lena anticipates that early next

week the bottleneck of approvals will be resolved. Tonia said that the USDA has been making themselves readily available for discussions and what they have been asking for is reasonable.

All were in favor and motion carried.

Standing Business – Draw Schedules & Current Invoices

No items to discuss at this time on these two agenda items.

New Business – Artwork for New Facility

Artwork for new facility was discussed. Davis Partnership has been in discussions that include what type of art is being suggested and the number of pieces that are needed. Dave suggested that the Foundation Committee take this project on. Kari confirmed that Foundation has discussed this project in last two meetings and would be willing to take this project on. An Art Committee could be formed and Foundation is already working on possible art donations from the community members. There has been \$20,000 already pledged for artwork in the new facility. There was also some suggestion that there is a \$25,000 line item in the budget for artwork but that will need to be confirmed. Kari has agreed that the foundation could take this project on and Lena stated that no formal action was needed on this item. Donor wall was briefly discussed. Layton mentioned that the State Health department might have some requirements based on the size and type of material for artwork and how much wall space it could cover. There are specific areas in the project that are designated for art and the Foundation will need to focus on those areas. Board agreed that Foundation could take over the artwork project for the new facilities.

Lena asked board to consider who might sign documents in the absence of an owner's rep. Question whether it was required by the USDA to have an owner's rep signature on Pay Apps and Change Orders. Layton confirmed that the change orders do have a line to be signed by an owner's rep to say that they have reviewed it but that the Pay Application does not have a signatory line. Lena will confirm with the USDA whether a signature is required on any of the forms by an owner's rep.

Lena discussed with board whether utilities that are for the construction site could be changed over into the hospital district's name. Nathan explained that originally there was a discussion, that probably included the previous Administrator, that the utility bills such as water, electricity and natural gas for the project would be looped into the hospital districts bills because they may be getting a better rate or have some tax savings. Layton said somewhere along the way after that decision, it was discussed that those bills should be put into Layton's name. Town has not installed water meter and they said there would just be a minimal fee for water and since then they are receiving substantial bills for water. There are now substantial costs to Layton and they asked that those bills be put into SCHD name and they be responsible. Power was discussed as well. Tonia said that she would like the history of the conversation with the town regarding water and Rocky Mountain Power and she will follow up on those items and get back to Layton next week. Ashli asked that Layton give an approximate cost to board for the water and power and what the impact would be on the district's operating account. Layton reported that the last bill from the town was \$375 for the month and the power bill has been around \$1,200/mo.

Tonia reported to the board that the USDA sent an email to her at 4:58 today with the approval of the audit and the memo.

Public Comments:

None

Adjournment:

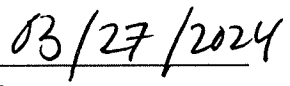
Dave Bell motioned to adjourn meeting. Kena Tanner seconded. All in favor and motioned carried. Meeting adjourned at 5:17 p.m.

Following adjournment there was a workshop presentation with Avocet Management Company.

Minutes taken by Jann Maxfield



Tonia Hoffman, Board Chair



Date