



Sublette County Hospital District Board Meeting Minutes
March 20, 2024 at 4:00 p.m.
By Zoom Only

The Sublette County Hospital District Board of Trustees met in a Special Board Meeting by Zoom on March 20, 2024 at 4:00 p.m. with Tonia Hoffman, Kenda Tanner, Ashli Tatro, Dave Bell and Jamison Ziegler present by Zoom. Also present by Zoom were Lindsey Bond, Jann Maxfield, Kari Dewitt, Nathan Pitman, JD Dreyer, Michelle Stauthamer, Shawn Leisure, Dawn Walker, Tyler Bell and Lena Moeller.

At 4:03 p.m., the meeting was Called to Order by Chair Hoffman.

Set Agenda

Ashli Tatro motioned to set the agenda. Kenda Tanner seconded. All in favor and motion carried.

Standing Business - Project Update

Nathan from Layton reported that slabs in sections A, B & C are 100% complete. Area D slabs should be done by end of this week. Plumbing is being worked on in area E. Steel contractors are almost finished and will have some inspections going on today and tomorrow on decking. Framers are working on exterior framing in area D. Waterproofing crew is here doing exterior waterproofing. Fireproofing has been pushed back due to delayed delivery of materials. Layton hopes to start exterior site work, such as parking lots, in the next couple of weeks.

Standing Business – Change Orders

There are currently no new change orders this week. Lena and Tonia have been working on Change Orders 11, 12 & 13 to revise some comments and get turned back in for USDA approval.

Standing Business - Owner's Purchased Equipment

A PO was prepared for the Mindray Monitor and sent to the board prior to meeting for review. Approval of the PO is needed by the board. Discussed the increase of \$125,514.62 for low voltage cost in addition to the monitor. Originally budgeted \$123,801.37 for this item. JD wondered if the additional cost could be a low voltage line item in the budget. Nathan stated that they hoped to have the total low voltage costs by the end of next week. Tonia suggested tabling the discussion until the budget has been fully reviewed. JD will check with Henry Schein on a firm deadline for this item and report back to the board.

JD will push this week to get a furniture estimate from the vendor and update the board at next construction meeting.

JD asked for an update on the Davis Amendments that are in the USDA que for approval. Lena reported that the Davis Amendments are being reviewed now by the USDA and they should have an answer soon.

Standing Business - Pay Applications

ARPA Pay App #2 has changed slightly from last week. Schedule of Value Summary was corrected to a total of \$613,806.63. An invoice for Morrison was updated and the Schedule of Value Summary was changed to reflect that change. Kari updated the board that a \$3.3 million payment from the State for the ARPA grant was deposited into the District's operating account today.

Jamison Ziegler motioned to approve the ARPA Pay App #2 for the amount of \$613,806.63. Ashli Tatro seconded. All in favor and motion carried.

ARPA funds received will be moved to the construction account and then invoices in ARPA Pay App #2 will be paid from that account.

Layton February Pay App was briefly discussed as well as the timeline to pay. This item will be further discussed at the April 3rd meeting.

Standing Business - Draw Schedule/Appendix D

Draw Schedule for ARPA grant was reviewed by the board in the amount of \$709,145.90. Kari reported that HVAC expenses will be reimbursed 100% with this current draw. Beginning with February's Pay App, the USDA wants ARPA funds to be included in reporting. Breakdown of the expenses in the draw were discussed.

Jamison Ziegler motioned to approve the draft request for ARPA Grant #HHS1064 in the amount of \$709,145.90 contingent on confirmation from SCHD finance department. Kenda Tanner seconded. All were in favor and motion carried.

Standing Business – Review of Any Current Invoices

No items at this time.

Old Business

No old business to discuss at this time.

New Business – Budget Update

Ashli, Tonia, Lena, Nathan and Shawn reviewed the budget last week. They wanted to be sure that everything was in order for preparation of the new Owner's Rep. Tonia asked Board if they thought that they should hire a 3rd party to review the budget as well or if they thought the new owner's rep could handle the project when they came on board? All board members agreed that it is a good plan of action for the new rep team to take on the project of reviewing the entire budget when they start.

New Business – Meeting Minutes

USDA has asked for official signed meeting minutes from March 6, 2024 to accompany the Adams contract before being given to the Office of General Council. Minutes were presented to Board for review prior to meeting.

Kenda Tanner motioned to approve meeting minutes from March 6, 2024 as presented. Ashli Tatro seconded. All were in favor and motion carried.

New Business – Adams Management Contract

The Board has chosen Adams Management as their new Owner’s Representative. Contract for Adams will be discussed in executive session.

Following motion was needed in order to transfer received ARPA funds.

Ashli Tatro motioned that we transfer the ARPA Grant funds received today from our operating account to the construction account. Kenda Tanner seconded. All were in favor and motion carried.

Michelle will initiate a wire transfer and will gather needed board signatures.

Public Comments

None

Executive Session

Ashli Tatro motioned to move into Executive Session to discuss contracts and legal. Jamison Ziegler seconded. All were in favor and motion carried. ES entered into at 4:58 p.m.

Entered back into regular session at 6:14 p.m.

Kenda Tanner motioned to give Tonia Hoffman, Board Chair, authorization to sign contract with Adams Management, the owner’s rep company. Dave Bell seconded. All were in favor and motion carried.

Dave Bell motioned to present an exception to the resolution allowing solely the ARPA funds for the construction project to be received in the District’s operating account and those funds immediately be transferred into the construction account with proof of such being provided to the USDA immediately. Jamison Ziegler seconded. All were in favor and motion carried.

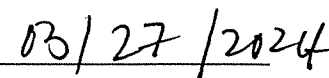
Adjournment

Dave Bell motioned to adjourn the meeting. Jamison Ziegler seconded. All in favor and motion carried. Meeting adjourned at 6:17 p.m.

Minutes taken by Jann Maxfield, Executive Assistant



Tonia Hoffman, Board Chair



Date