

Del Norte Healthcare District  
Board of Directors Meeting

Agendized  
Board Packet

Tuesday January 27, 2026

**January**  
**12/18/2025 - 1/21/2026**

**4A**

| <u>DATE</u>  | <u>NAME</u>                      | <u>DESCRIPTION</u>   | <u>CK#</u>   | <u>AMOUNT</u>    |
|--------------|----------------------------------|----------------------|--------------|------------------|
| 12/18        | McMillan & Mayle                 | November service     | 11053        | 1020.00          |
| 12/18        | 1 <sup>st</sup> Service          | Inv. 4901 HVAC       | 11054        | 655.55           |
| 12/22        | CCWD                             | 550 location         | 11055        | 374.71           |
| 12/22        | CCWD                             | 510 Location         | 11056        | 62.09            |
| 12/22        | Pacific Power                    | 550 location         | 11057        | 4068.61          |
| 12/22        | Pacific Power                    | 510 location         | 11058        | 502.84           |
| 12/24        | Ace Hardware                     | Keys                 | 11059        | 6.47             |
| 12/24        | Edward Jones                     | SEP IRA              | 11060        | 475.00           |
| 12/24        | City of CC                       | Inv. 7164523         | 11061        | 4000.00          |
| 12/24        | City of CC                       | Inv. 7164520 - 7164  | 11062        | 2103.00          |
| 12/30        | Doris Hendricks                  | December Payroll     | EFT          | 1645.07          |
| 12/30        | United States Treas.             | Payroll taxes Dec.   | EFT          | 400.28           |
| 1/5/2026     | Katie Wheeler                    | January service      | EFT          | 200.00           |
| 1/5          | Wen Cor                          | Dec. service         | 11063        | 300.00           |
| 1/7/2026     | Blue Star Gas                    | Inv. 374745          | EFT          | 2084.40          |
| 1/7          | McMillan                         | Dec. Service         | 11064        | 1020.00          |
| 1/7          | CR                               | content development  | 11065        | 59000.00         |
| 1/7          | Locksmith                        | 510 door lock        | 11066        | 325.00           |
| 1/8          | 1 <sup>st</sup> service          | Inv. 4950            | 11067        | 285.74           |
| 1/9          | Spectrum                         | Monthly service      | EFT          | 181.25           |
| 1/9          | Ace Hardware                     | 510 supplies         | 11068        | 166.81           |
| 1/9          | Del Norte Office                 | Inv. 747218, 749491  | 11069        | 53.51            |
| 1/9          | Tri Counties Bank                | Constant Contact     | 110.00 11070 | 1004.65          |
|              |                                  | Microsoft Monthly    | 43.20        |                  |
|              |                                  | Canon Toner          | 851.45       |                  |
| 1/9          | Jennifer Pomilia                 | 510 Deep Cleaning    | 11071        | 3708.00          |
| 1/9          | Otis Elevator                    | Additional work      | 11072        | 4300.00          |
| 1/13         | 1 <sup>st</sup> Service Plumbing | Inv. 4962            | 11073        | 285.50           |
| 1/13         | Jennifer Pomilia                 | Cleaning             | 11074        | 2144.54          |
| 1/16         | 1 <sup>st</sup> service          | Inv. 4980            | 11075        | 412.96           |
| 1/16         | Mike Young                       | Vision reimbursement | 11076        | 1569.00          |
| 1/20         | CCWD                             | 550                  | 11077        | 262.36           |
| 1/20         | CCWD                             | 510                  | 11078        | 62.09            |
| 1/20         | Pacific Power                    | 550                  | 11079        | 3808.93          |
| 1/20         | Pacific Power                    | 510                  | 11080        | 784.04           |
| 1/20         | First Service                    | Inv. 4995            | 11081        | <u>266.48</u>    |
| <b>Total</b> |                                  |                      |              | <b>95,738.88</b> |

**Del Norte Healthcare District  
Financial Report  
December 31, 2025**

| ACCOUNT                                   | December 1, 2025    |              | December 31, 2025   |
|---|---------------------|--------------|---------------------|
|   | Bk./Inv. Acct. Bal. | Note Payable | 45,991.00           |
| LAIF (Investment Account)                 | 3,905,083.26        |              | 3,905,083.26        |
| Tri Counties- Bus. Cking. Acct.           | 62,876.03           |              | 75,241.54           |
| Tri Counties - Money Mkt. (holding) Acct. | 187,618.57          |              | 37,619.42           |
| Tri Counties- W.C. USDA Auto Pay          | 0.00                | closed acct. | 0.00                |
| <b>TOTAL BK./INV. ACCT BALANCES</b>       | <b>4,155,577.86</b> | <b>0.00</b>  | <b>4,017,944.22</b> |

| BUDGET CATEGORY<br>INCOME           | Anticipated<br>Income | Income Received<br>To Date | Remaining/(Surplus)<br>Anticipated Income |
|-------------------------------------|-----------------------|----------------------------|---|
| Interest LAIF & bank Accts          | 140,000.00            | 84,061.29                  | 55,938.71                                 |
| Tax Receipts                        | 765,000.00            | 126,416.80                 | 638,583.20                                |
| Rent (Open Door \$ 10250.00)        | 123,000.00            | 71,750.00                  | 51,250.00                                 |
| DHHS Lease (\$6800.00)              | 0.00                  |                            |   |
| Utility Reimbursement 80%           | 72,000.00             | 25,711.31                  | 46,288.69                                 |
| Insurance Reimbursement Pers-D/V/RX | 1,000.00              | 100.00                     | 900.00                                    |
| Miscellaneous Income                | 1,000.00              | 113.11                     | 886.89                                    |
| <b>Sub-Total</b>                    | <b>1,102,000.00</b>   | <b>308,152.51</b>          | <b>793,847.49</b>                         |
| <b>TOTAL AVAILABLE RESOURCES</b>    | <b>1,102,000.00</b>   | <b>308,152.51</b>          | <b>793,847.49</b>                         |

| EXPENDITURES                              | Annual Budget     | Paid to Date     | Budget Amt. Available |
|---|-------------------|------------------|-----------------------|
| <i>Personnel Expenses</i>                 |                   |                  |                       |
| Payroll                                   | 24,000.00         | 9,404.62         | 14,595.38             |
| General Benefits/SSI/EDD/WC               | 14,000.00         | 4,963.02         | 9,036.98              |
| Cal Pers                                  | 45,000.00         | 20,796.35        | 24,203.65             |
| Dental, Vision, RX                        | 30,000.00         | 3,719.22         | 26,280.78             |
| Past Board Health Benefits                | 15,000.00         | 3,843.40         | 11,156.60             |
| <b>TOTAL PERSONNEL EXPENSES</b>           | <b>128,000.00</b> | <b>42,726.61</b> | <b>85,273.39</b>      |
| <i>Operating Expenses</i>                 |                   |                  |                       |
| Pacific Power                             | 42,500.00         | 23,831.80        | 18,668.20             |
| Blue Star Gas                             | 32,500.00         | 6,772.17         | 25,727.83             |
| Crescent City W & S                       | 21,000.00         | 3,008.81         | 17,991.19             |
| Telephone & Internet                      | 6,000.00          | 1,497.09         | 4,502.91              |
| Office Supplies and Expenses              | 4,000.00          | 1,818.22         | 2,181.78              |
| Training & Education                      | 3,000.00          |                  | 3,000.00              |
| Memberships                               | 4,000.00          | 3,632.00         | 368.00                |
| <b>TOTAL UTILITIES AND OFFICE EXPENSE</b> | <b>113,000.00</b> | <b>40,560.09</b> | <b>72,439.91</b>      |
| <i>Professional Services Expenses</i>     |                   |                  |                       |
| Legal                                     | 10,000.00         |                  | 10,000.00             |
| Accounting                                | 20,000.00         | 3,295.00         | 16,705.00             |
| Election Expense                          |                   |                  |                       |
| Insurance                                 | 28,000.00         | 27,839.18        | 160.82                |
| Other Professional                        | 5,000.00          | 1,028.70         | 3,971.30              |
| <b>TOTAL PROFESSIONAL EXPENSE</b>         | <b>63,000.00</b>  | <b>32,162.88</b> | <b>30,837.12</b>      |

**DEL NORTE HEALTHCARE DISTRICT**  
**MONTHLY FINANCIAL REPORT PAGE 2**  
**31-Dec-25**

| Budget Category                               |  | Annual Budget       | Paid to date      | Budget Amt. Available |
|---|--|---------------------|-------------------|-----------------------|
| <b>Building Maintenance</b>                   |  |                     |                   |                       |
| Materials & Supplies                          |  | 10,000.00           |                   | 10,000.00             |
| Grounds Keeping                               |  | 15,000.00           | 6,120.00          | 8,880.00              |
| Maintenance Services                          |  | 25,000.00           | 6,359.54          | 18,640.46             |
| <b>TOTAL BUILDING MAINTENANCE</b>             |  | <b>50,000.00</b>    | <b>12,479.54</b>  | <b>37,520.46</b>      |
| <b>Contributions</b>                          |  |                     |                   |                       |
| High School Scholarship (\$500.00 x 4)        |  | 2,000.00            |                   | 2,000.00              |
| Childcare Scholarship                         |  | 5,000.00            |                   | 5,000.00              |
| CR Nursing Scholarship                        |  | 10,000.00           | 10,000.00         | 0.00                  |
| Grad Night Safety Program                     |  | 500.00              |                   | 500.00                |
| Sharps Containers                             |  | 500.00              | 150.00            | 350.00                |
| Food Hub Operations                           |  | 24,000.00           |                   | 24,000.00             |
| Non-Emergency Transport                       |  | 10,000.00           |                   | 10,000.00             |
| Gateway Education                             |  | 51,000.00           |                   | 51,000.00             |
| Swim Lessons                                  |  | 41,000.00           | 6,851.00          | 34,149.00             |
| Senior Swim Passes                            |  | 48,000.00           | 24,250.00         | 23,750.00             |
| Public Swim Project                           |  | 13,000.00           | 5,700.00          | 7,300.00              |
| Coastal Hospice                               |  | 150,000.00          | 150,000.00        | 0.00                  |
| Emergency Food Project                        |  | 32,000.00           | 32,000.00         | 0.00                  |
| CR development                                |  | 59,000.00           |                   | 59,000.00             |
| <b>TOTAL CONTRIBUTIONS</b>                    |  | <b>446,000.00</b>   | <b>228,951.00</b> | <b>217,049.00</b>     |
| <b>Projects</b>                               |  |                     |                   |                       |
| Beachfront Exercise Loop Stations             |  | 50,000.00           | 48,150.50         | 1,849.50              |
| Kids Town hard surface                        |  | 50,000.00           |                   | 50,000.00             |
| Local Medical Transportation                  |  | 10,000.00           |                   | 10,000.00             |
| Recruitment & Retention                       |  | 50,000.00           |                   | 50,000.00             |
| Swim Club Equipment                           |  | 51,000.00           |                   | 51,000.00             |
| Blueberry Legacy                              |  | 5,000.00            |                   | 5,000.00              |
| <b>TOTAL PROJECTS</b>                         |  | <b>216,000.00</b>   | <b>48,150.50</b>  | <b>167,849.50</b>     |
| <b>Building Repairs</b>                       |  |                     |                   |                       |
| 510 E. Washington                             |  | 35,000.00           | 8,274.99          | 26,725.01             |
| 510 Roof                                      |  | 60,000.00           | 650.00            | 59,350.00             |
| Open Door                                     |  | 40,000.00           |                   | 40,000.00             |
| <b>TOTAL REPAIRS</b>                          |  | <b>135,000.00</b>   | <b>8,924.99</b>   | <b>126,075.01</b>     |
| <b>TOTAL OPERATING EXPENSES</b>               |  | <b>1,151,000.00</b> | <b>413,955.61</b> | <b>737,044.39</b>     |
| <b>CAPITAL EXPENSES</b>                       |  |                     |                   |                       |
| Fixed Assets                                  |  | 0.00                |                   | 0.00                  |
| <b>TOTAL CAPITAL EXPENSES</b>                 |  | <b>0.00</b>         |                   | <b>0.00</b>           |
| <b>TOTAL OPERATING &amp; CAPITAL EXPENSES</b> |  | <b>1,151,000.00</b> | <b>413,955.61</b> | <b>737,044.39</b>     |
| CONTINGENCY FUND                              |  | 0.00                |                   | 0.00                  |
| <b>TOTAL OPERATING EXPENDITURES</b>           |  | <b>1,151,000.00</b> | <b>413,955.61</b> | <b>737,044.39</b>     |
| <b>TOTAL ANTICIPATED INCOME</b>               |  |                     |                   |                       |
|   |  | <b>1,102,000.00</b> |                   | <b>1,102,000.00</b>   |
| <b>MINUS OPERATING EXPENDITURES</b>           |  | <b>1,151,000.00</b> |                   | <b>1,151,000.00</b>   |
| <b>SURPLUS</b>                                |  | <b>-49,000.00</b>   |                   |                       |

**Minutes of the Regular Board Meeting  
Del Norte Healthcare District  
December 23, 2025 @ 5:30 p.m.**

Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 5:37 p.m.
2. **ROLL CALL:** Directors Babich, Caldwell and Mason were present.  
Absent: Chair Pearcey and Vice Chair/Treasurer Young excused absence.
3. **PUBLIC COMMENT:** None
4. **CONSENT CALENDAR:**
  - a. Ratification of invoices paid from 11/20/2025 – 12/17/2025.
  - b. Approval of financial report for November 2025.

Director Mason made a motion to approve the consent calendar. Director Babich seconded the motion.  
Motion passed 3 – 0.
5. **REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE NOVEMBER 25, 2025, MEETING.**

Director Mason made a motion to approve the November minutes as written. Director Caldwell seconded the motion.  
Motion passed 3 – 0.
6. **COMMUNICATIONS:**

Open Door: No one present
7. **COMMITTEE REPORTS:**
  - A. **BUDGET/FINANCE COMMITTEE:** (Directors Young & Caldwell)

1. Discussion/Approval of the engagement letter by Terry Krieg for \$800.00 to complete the District Financial Transaction Report to the State Controller for the 2024-2025 year.

Director Babich made a motion to approve. Director Mason seconded the motion.

Motion passed 3 – 0.

2. Discussion/Approval of the engagement letter by Terry Krieg for \$11,000.00 for the fiscal year ending June 30, 2025, audit.

Director Babich made a motion to approve. Director Mason seconded the motion.

Motion passed 3 – 0.

**B. COMMUNITY OUTREACH COMMITTEE: (Chair Pearcey & Director Babich)**

Nothing to report.

**C. HEALTHCARE EXPANSION:**

1. Community Food Council: (Directors Caldwell and Babich)  
Nothing to report.
2. Recruitment and Retention: (Director Caldwell)  
Nothing to report.
3. Mental/Public Health Updates: (Janel Obenchain)  
Nothing to report

**D. HEALTH PROMOTION:**

1. Swimming Programs: (Director Young).  
Reports were attached.
2. Non-emergency Transport: (Director Young)

**8. REPORT OF THE EXECUTIVE SECRETARY: See attached report.**

**9. UNFINISHED BUSINESS:**

- a. Discussion/Approval of the nomination for board positions for 2026.

Nominations are as follows:

Chairman of the Board – Kevin Caldwell

Vice Chair/Treasurer – Shellie Babich

Secretary of the Board – Dave Mason

Director – Tonya Percy

Director – Mike Young

Kevin Caldwell accepted the nomination as Board Chair.

Shellie Babich accepted the nomination as Vice-Chair/Treasurer

Dave Mason accepted the nomination as Secretary of the Board.

Director Mason made a motion to approve and accept the nominations. Director Babich seconded the motion.

Motion passed 3 – 0.

**10. NEW BUSINESS:**

**11. INDIVIDUAL DIRECTORS REPORT OF ACTIVITIES:** Nothing at this time.

**12. PUBLIC COMMENT FOR ANY CLOSED SESSION ITEMS:** Nothing at this time.

**13. ADJOURNMENT TO CLOSED SESSION:**

**14. RETURN TO OPEN SESSION AND REPORT OF ANY ACTION:**

**15. ADJOURNMENT:** The meeting adjourned at 5:42 p.m.

Minutes prepared and submitted by:

Minutes approved by:

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Doris Hendricks, Executive Secretary

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Dave Mason, Board Secretary



## BILLING REQUEST

City of Crescent City  
Finance Department  
377 J Street, Crescent City, CA 95531

7d1

DEC 24 2025

|   |   |  |
|---|---|--|
| <b>Customer Name:</b><br><br>Del Norte Healthcare District  | <b>Revenue Account:</b><br><br>001 -480 -3735 -00000<br><br>- - -<br><br>- - -<br><br><i>Total Invoice: \$ 1,128.00</i> | <b>Amount:</b><br><br>\$1,128.00<br><br>\$<br><br>\$ |
| <b>Customer Billing Address:</b><br><br>  |   |  |
| <b>Billing Description:</b><br><br>Starbabies 6 @ \$35.00= \$210<br>PreSwim 6 @ \$48.00= \$288.00<br>Swim/Stroke 14 @ \$45.00= \$630.00<br>Total = \$1,128.00 |   |  |
| <b>Additional Notes:</b><br><br>November 2025   |   |  |

Requesting Department:

Admin

Department Head Signature:

APPROVED  
kfeola , 12/10/2025, 3:37:48 PM

Date: \_\_\_\_\_

\*Please attach all supporting documents to this form and submit to the Account Clerk III to process your request.  
All invoices will be sent direct to the customer, once processed, unless otherwise noted.







## BILLING REQUEST

City of Crescent City  
Finance Department  
377 J Street, Crescent City, CA 95531

|   |   |  |
|---|---|--|
| <b>Customer Name:</b><br><br>Del Norte Healthcare District                                  | <b>Revenue Account:</b><br><br>001 -480 -3735 -00000<br><br>- - -<br><br>- - -<br><br><i>Total Invoice: \$ 4,000.00</i> | <b>Amount:</b><br><br>\$4,000.00<br><br>\$<br><br>\$ |
| <b>Customer Billing Address:</b>  |   |  |
| <b>Billing Description:</b><br><br>80 Senior monthly passes @ \$50.00 per pass = \$4,000.00 |   |  |
| <b>Additional Notes:</b><br><br>November 2025   |   |  |

Requesting Department: Admin

Department Head Signature: 

APPROVED  
kfeola , 12/10/2025, 3:36:28 PM

 Date: \_\_\_\_\_

\*Please attach all supporting documents to this form and submit to the Account Clerk III to process your request.  
All invoices will be sent direct to the customer, once processed, unless otherwise noted.



**Secretary Report**

**8**  
**January 2026**

I have finally received the police report so that I can file a claim regarding the broken windows.

I have been contacting Local Mow Man since September, and they have not responded to multiple requests for the fence repairs. I may have to find someone else to do the repairs.

The report to the State Controllers office has been completed and sent.

I am starting on the 24-25 audit.

The cleaning, painting and floor cleaning on getting done at the 510 location. Some minor plumbing issues were taken care of.

I dealt with a leak in the backflow device.

Otis Elevator was out and got the lift working. The compliance was sent to DIR to get the permit. Someone from the state should be out to do an inspection.

We have had to have the men's restroom worked on multiple times in the last month due to it being vandalized. It seems to happen mostly on Tuesdays. The same with the further fence damage.