

**Del Norte Healthcare District  
Board of Directors Meeting**

**Agendized  
Board Packet**

**Tuesday January 27, 2026**

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

**4A**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>CK#</b>	<b>AMOUNT</b>
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	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>

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**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 INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) 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
<i>Building Maintenance</i>				
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>
<i>Contributions</i>				
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>
<i>Projects</i>				
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>
<i>Building Repairs</i>				
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>
<b>CONTINGENCY FUND</b>		<b>0.00</b>		<b>0.00</b>
<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 Pearcy

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

Dave Mason, Board Secretary

7d1



DEC 24 2025

## BILLING REQUEST

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

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

Requesting Department: Admin

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

Department Head Signature: \_\_\_\_\_ 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

Customer Name:	Revenue Account:	Amount:
Del Norte Healthcare District	001 -480 -3716 -00000	\$ 975.00
Customer Billing Address:	- - -	\$
	- - -	\$
<i>Total Invoice: \$ 975.00</i>		
<b>Billing Description:</b>  3 Saturday Swims with the slide @ \$150/hr for 4.5 hrs = \$675.00 2 Saturday Swims W/O the slide @ &100/hr for 3 hrs = \$300.00 11/1 (24), 11/8 (76), 11/15 (75), 11/22 (80), 11/29 (72)  327 total attendance		
<b>Additional Notes:</b>  No Slide 11/22 & 11/29 due to mechanical issue.		

Requesting Department: Admin

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED  
kfeola , 12/10/2025, 3:39:16 PM

\*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

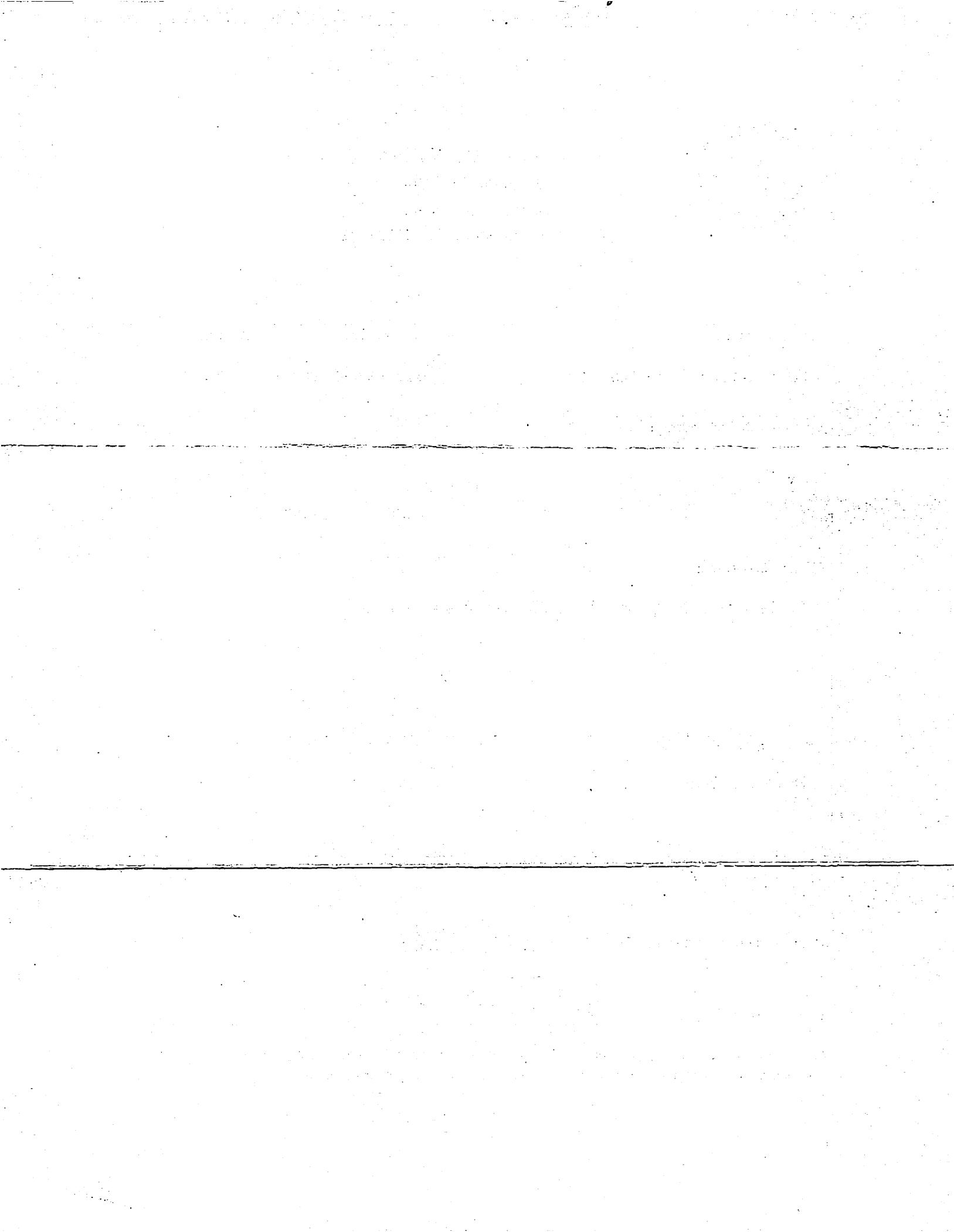
<b>Customer Name:</b>  Del Norte Healthcare District	<b>Revenue Account:</b>  001 -480 -3735 -00000	<b>Amount:</b>  \$4,000.00
<b>Customer Billing Address:</b>  	- - -	\$
	- - -	\$
<i>Total Invoice: \$ 4,000.00</i>		
<b>Billing Description:</b>  80 Senior monthly passes @ \$50.00 per pass = \$4,000.00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

Requesting Department: Admin

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

Department Head Signature: \_\_\_\_\_ 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

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.