

Del Norte Healthcare District
Board of Directors Meeting

Agendized
Board Packet

Tuesday October 28, 2025

October
9/18/2025 – 10/22/2025

4A

<u>DATE</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>CK#</u>	<u>AMOUNT</u>
9/18	Pacific Power	8/11/25-9/10/25	11003	3645.90
9/18	Pacific Power	510 E. Washington	11004	269.20
9/18	DNOS	Inv. 740423	11005	8.68
9/18	City of CC	Inv. 7163817, 7163819	11006	3874.00
		Inv. 7163818 swim programs		
9/18	Charter	September	EFT	181.25
9/18	GoDaddy	membership renewal	EFT	42.18
9/23	Doris Hendricks	D/V/RX reimbursement	11007	298.80
9/29	Shellie Babich	D/V/RX reimbursement	11008	235.00
9/29	Edward Jones	SEP IRA September contr.	11009	452.50
10/1	Katie Wheeler	October service	EFT	200.00
10/1	CalPers	October Premium	EFT	3274.57
10/1	Shellie Babich	D/V/RX reimbursement	11010	160.00
10/2	Wen-Cor	September service	11011	300.00
10/8	Tri Counties CC	Credit Card	11012	642.60
		Microsoft 43.20		
		Go Daddy 318.06		
		Power Wash 281.34		
10/10	1 st Service	Inv. 4713	11013	350.34
10/10	College of the Red.	Nursing scholarship	11014	10,000.00
10/13	Shellie Babich	dental reimbursement	11015	840.00
10/15	McMillan & Mayle	September service	11016	1020.00
10/15	DNOS	Inv. 740856	11017	143.30
10/15	Tax Collector	Fire 116-160-048-000	11018	281.20
10/15	Tax Collector	Fire 116-160-063-000	11019	747.40
10/21	Pacific Power	510 9/10/25-10/9/25	11020	272.09
10/21	Pacific Power	550 9/10/25-10/9/25	11021	3670.44
10/22	CCWD	510 9/5/25-10/8/25	11022	62.09
10/22	CCWD	550 9/5/25-10/8/25	11023	<u>512.03</u>
Total				31,483.57

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Del Norte Healthcare District
Financial Report
September 30, 2025

ACCOUNT	September 1, 2025	September 30, 2021	September 30, 2025
	BK./Inv. Acct. Bal.	Note Payable	BK./Inv. Acct. Bal.
LAIF (Investment Account)	3,862,885.79		3,862,885.79
Tri Counties- Bus. Cking. Acct.	124,483.43		79,921.32
Tri Counties - Money Mkt. (holding) Acct.	137,644.32		187,615.53
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
TOTAL BK./INV. ACCT BALANCES	4,125,313.54	0.00	4,130,422.64

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	140,000.00	41,863.82	98,136.18
Tax Receipts	765,000.00	91,567.20	673,432.80
Rent (Open Door \$ 10250.00)	123,000.00	41,000.00	82,000.00
DHHS Lease (\$6800.00)	0.00		
Utility Reimbursement 80%	72,000.00	17,560.89	54,439.11
Insurance Reimbursement Pers-D/V/RX	1,000.00	50.00	950.00
Miscellaneous Income	1,000.00	113.11	886.89
Sub-Total	1,102,000.00	192,155.02	909,844.98
TOTAL AVAILABLE RESOURCES	1,102,000.00	192,155.02	909,844.98

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
<i>Personnel Expenses</i>			
Payroll	24,000.00	4,706.26	19,293.74
General Benefits/SSI/EDD/WC	14,000.00	2,498.28	11,501.72
Cal Pers	45,000.00	10,413.94	34,586.06
Dental, Vision, RX	30,000.00	2,161.80	27,838.20
Past Board Health Benefits	15,000.00	1,563.70	13,436.30
TOTAL PERSONNEL EXPENSES	128,000.00	21,343.98	106,656.02
<i>Operating Expenses</i>			
Pacific Power	42,500.00	11,636.92	30,863.08
Blue Star Gas	32,500.00	2,061.96	30,438.04
Crescent City W & S	21,000.00	1,538.56	19,461.44
Telephone & Internet	6,000.00	1,024.59	4,975.41
Office Supplies and Expenses	4,000.00	1,136.21	2,863.79
Training & Education	3,000.00		3,000.00
Memberships	4,000.00		4,000.00
TOTAL UTILITIES AND OFFICE EXPENSE	113,000.00	17,398.24	95,601.76
<i>Professional Services Expenses</i>			
Legal	10,000.00		10,000.00
Accounting	20,000.00	2,695.00	17,305.00
Election Expense			
Insurance	28,000.00	27,839.18	160.82
Other Professional	5,000.00		5,000.00
TOTAL PROFESSIONAL EXPENSE	63,000.00	30,534.18	32,465.82

DEL NORTE HEALTHCARE DISTRICT
MONTHLY FINANCIAL REPORT PAGE 2
30-Sep-25

Budget Category		Paid to Date		Budget Amt. Available
Building Maintenance				
Materials & Supplies		10,000.00		10,000.00
Grounds Keeping		15,000.00	3,060.00	11,940.00
Maintenance Services		25,000.00	1,995.00	23,005.00
TOTAL BUILDING MAINTENANCE		50,000.00	5,055.00	44,945.00
Contributions				
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
Grad Night Safety Program		500.00		500.00
Sharps Containers		500.00	75.00	425.00
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	4,595.00	36,405.00
Senior Swim Passes		48,000.00	16,400.00	31,600.00
Public Swim Project		13,000.00	3,825.00	9,175.00
Coastal Hospice		150,000.00		150,000.00
TOTAL CONTRIBUTIONS		355,000.00	24,895.00	330,105.00
Projects				
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
TOTAL PROJECTS		216,000.00	48,150.50	167,849.50
Building Repairs				
510 E. Washington		35,000.00	5,320.70	29,679.30
510 Roof		60,000.00		60,000.00
Open Door		40,000.00		40,000.00
TOTAL REPAIRS		135,000.00	5,320.70	129,679.30
TOTAL OPERATING EXPENSES		1,060,000.00	152,697.60	907,302.40
CAPITAL EXPENSES				
Fixed Assets		0.00		0.00
TOTAL CAPITAL EXPENSES		0.00		0.00
TOTAL OPERATING & CAPITAL EXPENSES		1,060,000.00	152,697.60	907,302.40
CONTINGENCY FUND		0.00		0.00
TOTAL OPERATING EXPENDITURES		1,060,000.00	152,697.60	907,302.40
TOTAL ANTICIPATED INCOME		1,102,000.00		1,102,000.00
MINUS OPERATING EXPENDITURES		1,060,000.00		1,060,000.00
SURPLUS		42,000.00		

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

Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 5:30 p.m.
- 2. ROLL CALL:** Directors Babich, Caldwell, Young and Chair Pearcey present
Absent: Director Mason. Excused absence.
- 3. PUBLIC COMMENT:** None
- 4. CONSENT CALENDAR:**
 - a. Ratification of invoices paid from 8/21/2025 – 9/17/2025.
 - b. Approval of financial report for August 2025.

Director Young made a motion to approve the consent calendar as submitted.
Director Babich seconded the motion.
Motion passed 4 – 0.
- 5. REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE AUGUST 26, 2025, MEETING.**

Director Caldwell made a motion to approve the August 26, 2025, minutes as corrected.
Chair Pearcey seconded the motion.
Motion passed 3 – 0
Abstain 1
- 6. COMMUNICATIONS:**

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

Nothing to report.

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

Nothing to report.

C. HEALTHCARE EXPANSION:

1. Community Food Council: (Directors Caldwell and Babich)

- a. Discussion/Possible approval of the request by the Del Norte and Tribal Lands Food Council to lease the building at 510 E. Washington Blvd with the improvements listed.

The Del Norte and Tribal Lands Food Council was awarded 2 million dollar grant from the California Department of Food and Agriculture. Use permit will be done by September 2025. There are some repair items that need to be done to the 510 E. Washington location prior to DNTLFC moving into the location. There is a cold storage unit that would need to be placed on the property.

Director Babich made a motion to approve the cold storage container as a revocable license on the exterior placement.

Director Caldwell seconded the motion.
Motion passed: 4 - 0

2. Recruitment and Retention: (Director Caldwell)
Nothing at this time.

3. Mental/Public Health Updates: (Janel Obenchain)

Entered 1st stage of CHIP which is child abuse, then behavioral health and medical availability.

D. HEALTH PROMOTION:

1. Swimming Programs: (Director Young).
Nothing at this time.

2. Non-emergency Transport: (Director Young)
In county availability to be transported to medical appointments by RCTA. A plan is being discussed, and we should know something by November 1st, 2025.

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

9. UNFINISHED BUSINESS:

- a. Discussion/Possible approval of the letter of support for the volunteer fire personnel of Del Norte County and where the letter is to be posted.

Chair Pearcey made a motion to approve the letter of support for the volunteer fire personnel. Director Caldwell seconded the motion.

Motion passed 4 – 0.

- b. Coastal Hospice Inc. Please see attached letters as informational items.

Chair Pearcey made a motion to amend the agenda to reflect a discussion and possible approval of the request from Coastal Hospice Inc. for \$150,000 for the purchase of their building. Director Babich seconded the motion.

Motion passed 4 – 0.

Director Young made a motion to approve the request for \$150,000 from Coastal Hospice Inc. for the purchase of the building and to be deposited directly into the escrow account. For acquisition as intended by both parties. Director Caldwell seconded the motion.

Motion passed 4 – 0.

10. NEW BUSINESS:

- a. Discussion/Possible approval of the request by College of the Redwoods curriculum development. Please see attached letter.

The board would like further discussion with College of the Redwoods. Directors Young and Caldwell to meet with them.

- b. Discussion/Possible approval of Resolution 2025-01 which is a resolution defining a goal and plan of the district's mission is to maintain, improve, and restore the health of everyone in our community including through the use of financial assistance, including the use of grants, to organizations as may be necessary for the use of the district's real property, building, and lease in which a food bank shall acquire, store, prepare, distribute healthy food distribution, which operational objectives are hereby deemed to continue to be an "agency use" with a direct nexus to the district's restated bylaws.

Need further discussion with counsel. Add to October agenda.

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 p.m. 6.35

Minutes prepared and submitted by:

Minutes approved by:

Doris Hendricks, Executive Secretary

Dave Mason, Board Secretary

Recreation Swim- (September 8th-30th)

A total of 172 guests swam.

7 D 1

Group Lessons-

September				
Level	Lesson Fee	Number of sign ups	Total	
Star Babies/Tots	\$ 35.00		\$	
Pre-Swim School	\$ 48.00	4	\$	192.00
Swim School	\$ 45.00	6	\$	270.00
Stroke School	\$ 45.00		\$	
TOTALS		10	\$	462.00

William Morris

Aquatic Supervisor

(707)-458-4818

1000 Play Street

Crescent City, CA 95531

Email: wmorris@crescentcity.org

September 22, 2025

MEMO TO: Board of Directors

FROM: Joe Rye, Executive Director

SUBJECT: Discussion and Approval of Pilot Local Medical Shuttle Project



RECOMMENDATION:

Discuss and Approve Pilot Local Medical Shuttle Project.

BACKGROUND:

RCTA has partnered with Del Norte Healthcare District (DNHD) on provision of the Southern Oregon Medical Shuttle (SOMS) since 2023. Under an informal agreement between the two entities, policy and program requirements are collaboratively formed by both entities, and RCTA as the CTSA delivers the service, which is then cost shared 50/50 between the entities annually. During the planning discussions for cost sharing on the SOMS for FY 2025-26, DNHD asked if RCTA would be willing to participate in another project, this time to address perceived cost barriers that may be suppressing access to local (Crescent City area) medical facilities.

DISCUSSION:

DNHD believes that transportation costs are a barrier to local residents accessing available local medical services. This barrier is thought to exist in spite of the fact that RCTA provides DAR to both ADA and General Public (anyone who has not proven ADA eligibility) at very reasonable fares (\$2 or \$6 per one-way trip, depending on eligibility status). The proposed program would operate as a part of regular RCTA DAR, but would offer riders a 50% discount on DAR travel for any trip that originates or ends at a local medical facility. To offset negative impacts that increased DAR activity will have on RCTA's operating budget (all DAR trips are heavily subsidized already), DNHD will pay RCTA \$5 per trip for a total per-ride revenue collection of \$6-8 per medical DAR trip. This would not impact fares for non-medical facility DAR trips.

	Current Rider Fare	New Rider Medical Fare	DNHD Fare Support	DNHD Support to RCT	Total DNHD Support	Current RCTA DAR Total Ride Cost
General Public	\$6	\$3	\$3	\$5	\$8	\$40
ADA Eligible	\$2	\$1	\$1	\$5	\$6	\$40

Annual costs will depend on how many additional DAR trips are added, which is difficult to predict. Each DAR trip costs RCTA \$40. Even with the DNHD subsidy, each new DAR trip will cost RCTA \$32-34, so while a CTSA program, it could impact RCTA's main operating budget should demand grow significantly and RCTA's portion overwhelm limited CTSA funds. RCTA's limited CTSA annual budget is capped at 5% of RCTA's annual Transportation Development Act (TDA) Local Transportation Funds (LTF) monies, which range between

\$35,000 and \$45,000 per fiscal year. Any funds NOT consumed by RCTA CTSA would be available for regular operations. RCTA funds the following programs out of CTSA budgets:

CTSA Program	Current Annual Costs	Annual Cost at Maturity
ADA Eligibility Determination	\$5305	\$8000
Transit Travel Training	\$6000	\$8000
Call Center & Website	\$1000	\$2000
South Oregon Medical Shuttle	\$10,717 (half of \$21,435)	\$20,000 (half of \$40,000)
Miscellaneous & Event Transport	\$2586	\$4000
Total Program Costs	\$25,608	\$42,000

RCTA CTSA has between \$10,000 and \$20,000 of funding capacity for an additional project, depending on the year's TDA allocation (closely linked to the statewide economy). Should all existing CTSA programs mature as expected, that excess capacity will drop to \$0-\$3000. RCTA has submitted an application for FTA 5310 funding through Caltrans that, if successful, would provide funding to cover all the SOMS costs for the next 3 (?) years. However, there is no guarantee that this funding will materialize. RCTA should know by 2026 if this grant is funded.

DAR Impacts on RCTA Operating Budgets

RCTA must remain diligent with regards to expansion of DAR demand. DAR was once extremely active and failed to follow paratransit best practices, inflating RCTA costs. DAR hours were a high percentage of overall RCTA hours, and DAR threatened to consume budget that would cause RCTA to cut its fixed route service. RCTA receives no dedicated funding for DAR, all DAR costs serve to directly reduce RCTA's overall operating budget. In 2017 and 2018 RCTA made operational changes to how trips were reserved and delivered, and the growth trend reversed. This decline in DAR ridership continued through the pandemic, but grew notably in FY 2024-25. This helps frame the risks of this second DNHD project as follows:

- Deliberately increasing RCTA DAR activity could exhaust CTSA funds, and overflow costs will have to be paid out of RCTA general operating funds, already under pressure
- Should DNHD remove funding from either the SOMS or this project, RCTA will not have funding to sustain both programs from CTSA, impacting general operating budgets
- Delivering the program properly will require a new level of diligence for RCTA Transdev operations staff, as only medical-facility trips will be billed to program

Marketing

It is anticipated that RCTA would market the new program directly to local medical provider offices as well as adding spots into RCTA's ongoing radio advertisement campaigns, at little additional costs. This is similar to the strategy that RCTA used with the SOMS launch.

RECOMMENDATION

Approve launch of a pilot local medical shuttle DAR project as soon as November 1, 2025.

Secretary Report

8
October 2025

The windows are still waiting to be repaired. The cost will be around \$15,000.

A tree limb broke and did some damage to the fence again. I have contacted Local Mow man and still waiting for a response.

I have reached out to OTIS in regard to the scheduling of the elevator work. I'm still waiting for them to schedule the repair.

I have reached out to Stone Roofing for a quote and to see about a possible leak. I received a quote for 650.00 to seal the siding around the window dormer. They are about 2 weeks out in scheduling.

Hi-Tech Security has installed the updated equipment, and the alarm is being monitored on my phone.

The company, Powerwash Solutions also does sealcoating and striping for the parking lot. They sent a quote of 18,354.00 to seal coat the parking lot if the district is interested.

I had to have First Service out to repair the urinal in the men's lobby restroom.