

Del Norte Healthcare District
Board of Directors Meeting

Agendized
Board Packet

Tuesday March 26, 2024

4a

**FEBRUARY/MARCH
2/22/2024 – 3/20/2024**

| <u>DATE</u> | <u>NAME</u> | <u>DESCRIPTION</u> | <u>CK#</u> | <u>AMOUNT</u> |
|--------------------|-------------------|-----------------------------------|------------|---------------|
| 2/23 | DN Scholarships | 2024 school year | 10665 | 2000.00 |
| 2/29 | Beth Austen | Feb. services | 10666 | 200.00 |
| 2/29 | Doris Hendricks | Feb. Payroll | D/D | 1446.45 |
| 2/29 | Paychex | Accounting | EFT | 125.47 |
| 2/29 | U.S. Treasury | Payroll Taxes | EFT | 430.95 |
| 3/4 | Dwayne Reichlin | 2 nd Qrt Reimbursement | 10667 | 553.50 |
| 3/4 | Mike Young | 2 nd Qrt Reimbursement | 10668 | 503.50 |
| 3/4 | Blue Star Gas | Inv. 1581532 | EFT | 2131.30 |
| 3/4 | CalPers | March Premium | EFT | 2986.02 |
| 3/11 | DNOS | Inv.701377, 702005 | 10669 | 88.13 |
| 3/11 | McMillan & M. | February Service | 10670 | 930.00 |
| 3/11 | Frontier | Elevator line | 10671 | 87.91 |
| 3/11 | Gateway Ed. | Inv. 62 | 10672 | 11691.54 |
| 3/14 | Spectrum | 3/1/24-3/29/24 | EFT | 169.97 |
| 3/14 | D/V/RX | Past member reimbursement | 10673 | 399.32 |
| 3/14 | Tri Counties Bank | Credit Card | 10674 | 68.00 |
| | | Postage 68.00 | | |
| 3/15 | City of CC | Jan Swim lessons | 10675 | 3170.00 |
| 3/15 | City of CC | Jan Senior passes | 10676 | 2200.00 |
| 3/15 | City of CC | Jan Saturday swims | 10677 | 900.00 |
| 3/18 | CCWD | 2/8/24-3/7/24 | 10678 | 319.55 |
| 3/18 | CCWD | Garden | 10679 | 22.49 |
| 3/18 | Northridge Elec. | Inv. 20933 DHHS | 10680 | 105.00 |
| 3/18 | Blue Star Gas | Inv. 1589476 | EFT | 2187.23 |
| 3/19 | Pacific Power | 2/12/24-3/12/24 | 10681 | 2845.54 |
| 3/19 | Beth Austen | March services | 10682 | <u>200.00</u> |
| Monthly Total Paid | | | | 35,758.54 |

4b

Del Norte Healthcare District
Financial Report
February 29, 2024

| ACCOUNT | February 1, 2024 | September 30, 2021 | February 29, 2024 |
|---|---------------------|--------------------|---------------------|
| | Bk./Inv. Acct. Bal. | Note Payable | Bk./Inv. Acct. Bal. |
| LAIF (Investment Account) | 2,690,393.00 | | 3,290,393.00 |
| Tri Counties- Bus. Cking. Acct. | 34,595.44 | | 38,765.29 |
| Tri Counties - Money Mkt. (holding) Acct. | 673,480.56 | | 73,452.97 |
| Tri Counties- W.C. USDA Auto Pay | 0.00 | closed acct. | 0.00 |
| TOTAL BK./INV. ACCT BALANCES | 3,398,469.00 | 0.00 | 3,402,611.26 |

| BUDGET CATEGORY INCOME | Anticipated Income | Income Received To Date | Remaining/(Surplus) Anticipated Income |
|-------------------------------------|-----------------------|----------------------------|---|
| Interest LAIF & bank Accts | 54,000.00 | 71,130.86 | -17,130.86 |
| Tax Receipts | 655,000.00 | 454,587.40 | 200,412.60 |
| Rent (Open Door \$ 10250.00) | 123,000.00 | 82,000.00 | 41,000.00 |
| DHHS Lease (\$6800.00) | 87,720.00 | 58,480.00 | 29,240.00 |
| Utility Reimbursement 80% | 68,000.00 | 32,266.30 | 35,733.70 |
| Insurance Reimbursement Pers-D/V/RX | 600.00 | 400.00 | 200.00 |
| Miscellaneous Income | 1,000.00 | 0.00 | 1,000.00 |
| Sub-Total | 989,320.00 | 698,864.56 | 290,455.44 |
| TOTAL AVAILABLE RESOURCES | 989,320.00 | 698,864.56 | 290,455.44 |

| EXPENDITURES | Annual Budget | Paid to Date | Budget Amt. Available |
|---|-------------------|------------------|-----------------------|
| <i>Personnel Expenses</i> | | | |
| Payroll | 23,000.00 | 14,031.86 | 8,968.14 |
| General Benefits/SSI/EDD/WC | 6,200.00 | 4,455.84 | 1,744.16 |
| Cal Pers | 42,500.00 | 23,371.97 | 19,128.03 |
| Dental, Vision, RX | 28,500.00 | 1,018.86 | 27,481.14 |
| Past Board Health Benefits | 18,000.00 | 5,522.78 | 12,477.22 |
| TOTAL PERSONNEL EXPENSES | 118,200.00 | 48,401.31 | 69,798.69 |
| <i>Operating Expenses</i> | | | |
| Pacific Power | 27,000.00 | 19,981.19 | 7,018.81 |
| Blue Star Gas | 36,000.00 | 17,508.12 | 18,491.88 |
| Crescent City W & S | 22,000.00 | 3,642.49 | 18,357.51 |
| Telephone & Internet | 4,500.00 | 2,587.48 | 1,912.52 |
| Office Supplies and Expenses | 4,000.00 | 946.55 | 3,053.45 |
| Training & Education | 3,000.00 | | 3,000.00 |
| Memberships | 4,000.00 | 3,391.00 | 609.00 |
| TOTAL UTILITIES AND OFFICE EXPENSE | 100,500.00 | 48,056.83 | 52,443.17 |

**DEL NORTE HEALTHCARE DISTRICT
MONTHLY FINANCIAL REPORT, PAGE 2
February 29, 2024**

| Budget Category | Annual Budget | Paid to Date | Budget Amt. Available |
|---|----------------------|---------------------|------------------------------|
| Professional Services Expense | | | |
| Legal | 10,000.00 | 0.00 | 10,000.00 |
| Accounting | 17,000.00 | 3,863.42 | 13,136.58 |
| Election Expense | 0.00 | | 0.00 |
| Other Professional Expenses | 5,000.00 | 600.00 | 4,400.00 |
| Insurance | 27,000.00 | 26,432.00 | 568.00 |
| TOTAL PROFESSIONAL EXPENSE | 59,000.00 | 30,895.42 | 28,104.58 |
| Building Maintenance | | | |
| Materials & Supplies | 10,000.00 | 0.00 | 10,000.00 |
| Grounds Keeping | 16,000.00 | 8,180.00 | 7,820.00 |
| Maintenance Services | 32,000.00 | 25,684.30 | 6,315.70 |
| TOTAL BUILDING MAINTENANCE | 58,000.00 | 33,864.30 | 24,135.70 |
| Contributions | | | |
| High School Scholarship (\$500.00 x 4) | 2,000.00 | 2,000.00 | 0.00 |
| Childcare Scholarship | 5,000.00 | | 5,000.00 |
| CR Nursing Scholarship | 10,000.00 | 0.00 | 10,000.00 |
| Grad Night Safety Program | 500.00 | | 500.00 |
| Sharps Containers | 600.00 | 150.00 | 450.00 |
| Food Hub Operations | 20,000.00 | 20,000.00 | 0.00 |
| Non-Emergency Transport | 35,000.00 | | 35,000.00 |
| Gateway Education | 68,000.00 | 41,145.08 | 26,854.92 |
| Swim Lessons | 40,000.00 | 11,061.00 | 28,939.00 |
| Senior Swim Passes | 27,000.00 | 12,550.00 | 14,450.00 |
| Public Swim Project | 11,700.00 | 6,075.00 | 5,625.00 |
| TOTAL CONTRIBUTIONS | 219,800.00 | 92,981.08 | 126,818.92 |
| New Projects | | | |
| Beachfront Exercise Loop Stations | 100,000.00 | 0.00 | 100,000.00 |
| Kids Town hard surface | 175,000.00 | 0.00 | 175,000.00 |
| TOTAL NEW PROJECTS | 275,000.00 | 0.00 | 275,000.00 |
| TOTAL OPERATING EXPENSES | 830,500.00 | 254,198.94 | 576,301.06 |
| CAPITAL EXPENSES | | | |
| | Annual Budget | Paid to Date | Budget Amt. Available |
| Fixed Assets | 0.00 | | 0.00 |
| Building Repairs (LHHS) | 20,000.00 | 8,169.68 | 11,830.32 |
| TOTAL CAPITAL EXPENSES | 20,000.00 | 8,169.68 | 11,830.32 |
| TOTAL OPERATING & CAPITAL EXPENSES | 850,500.00 | | |
| CONTINGENCY FUND | 20,000.00 | 0.00 | 20,000.00 |
| TOTAL OPERATING EXPENDITURES | 870,500.00 | 262,368.62 | 608,131.38 |
| TOTAL ANTICIPATED INCOME | 989,320.00 | | |
| MINUS TOTAL OPERATING EXPENDITURES | 870,500.00 | | |
| SURPLUS | 118,820.00 | | |

**Minutes of the Regular Board Meeting
Del Norte Healthcare District
February 27, 2024 @ 6:30 p.m.**

Regular Meeting

- 1. **CALL TO ORDER:** Meeting was called to order at 6:30 p.m.
- 2. **ROLL CALL:**
Present: Directors Babich, Caldwell, Young and Chair Pearcey in attendance.
Absent: Director Mason.
- 3. **PUBLIC COMMENT:** Robert Derego, Expressed his concerns that the district is not pursuing healthcare industry recruitment in collaboration with Sutter and Open Door.
- 4. **CONSENT CALENDAR:**
 - a. Ratification of invoices paid from 1/17/2024 – 2/21/2024
 - b. Approval of financial report for January 2024.

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 JANUARY 23, 2024, MEETING.**

Director Caldwell made a motion to approve the minutes as submitted. Director Babich seconded the motion.
Motion passed 3 - 1
Ayes – 3
Abstain – 1, Director Young was not present at the meeting.

- 6. **COMMUNICATIONS:**
 - a. Open Door: Hilda, We have discovered termite damage in two locations. We have an estimate for the work to be done of 4886.00.

Director Young made a motion to approve the repair work for the termite damage in the amount of 4886.00. Director Caldwell seconded the motion.

Motion passed 4 – 0.

Hilda, Also we are going to do a remodel. We have been having trouble with the pharmacies. We will be turning the medical records room into a pharmacy. We are having vandalism in the garden all the time. Lastly, our medical van is almost done and should be here at the end of April.

- b. Del Norte Child Care Council: Representatives Mike Michelin and Carrie Castillo.

Introduction of Carrie Castillo as new director and to get some direction and clarification from the board on past scholarship programs. We are making adjustments to the criteria to bring things current and when completed we will get that information to you.

7. COMMITTEE REPORTS:

A. BUDGET/FINANCE COMMITTEE: (Directors Young and Caldwell)

- 1. Discussion/Approval of budget transfer of 24,700.00 from surplus for the following: Payroll and payroll tax benefits of 6,200.00 due to increase in pay for Executive Secretary. D/V/RX for new director benefits of 4,500.00. Increase in audit of 2,000.00. The unexpected cost of the AV unit of 7,000.00 and the under budgeted amount to the Food Hub of 5,000.00.

Director Young made a motion to approve the budget transfers for a total of 24,700.00. Director Caldwell seconded the motion.

Motion passed 4 - 0

B. COMMUNITY OUTREACH COMMITTEE: (Chair Pearcey).

- 1. Proposed Facebook Posts (Webmaster)
- 2. National Brain Injury Awareness Month (Chair Pearcey)
- 3. National Kidney Month (Chair Pearcey)
- 4. Endometriosis Awareness Month (Chair Pearcey)
- 5. De-Junk Your Diet (Webmaster)

Director Caldwell made a motion to approve items 1 – 5 to be published. Director Babich seconded the motion.

Motion passed 4 - 0

- 6. Update on the nutritional education status for the Del Norte County Schools. (Director Babich)

Director Babich, What I am trying to do is get information to the kids in grade school about processed food versus unprocessed food. I spoke with Julie Clark, the nutrition director at the schools. Pre covid the school board had discussed doing some programs but at this time there are no nutritional programs being done. The school board has adopted a "Guide to School Wellness" but does not seem to be implemented.

C. HEALTHCARE EXPANSION:

1. Mental Health Update: (Chair Pearcey)
2. Food Hub Update: (Director Caldwell)
The are still working on becoming independent.

D. HEALTH PROMOTION:

1. Swimming Programs: (Director Young)
Nothing Currently.
2. Outdoor Activity: (Director Mason)
Nothing currently.
3. Non-emergency Transport: (Director Young)
The program is up and running. Advertising is out.

8. REPORT OF THE EXECUTIVE SECRETARY: As reported

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

- a. Discussion regarding the District having individual email addresses for its Directors. (Chair Pearcey)

Emails to be set up with director's names and email addresses.

- b. Approval of Resolution 2024-1 updating the authorization forms to LAIF giving Chair Pearcey and Vice Chair/Treasurer Young the authority to transfer and deposit funds to LAIF when approved by the Board.

Director Babich made a motion to approve Resolution 2024-1. Director Caldwell seconded the motion.

Motion passed 4 – 0

- c. Discussion/Possible action on selecting a quote for additional fencing and possible tree removal for fence placement.

Director Babich asked that further information be obtained regarding one of the quotes and that this item be agendized for the March meeting.

- 11. **INDIVIDUAL DIRECTORS REPORT OF ACTIVITIES**
- 12. **PUBLIC COMMENT FOR ANY CLOSED SESSION ITEMS:** No closed session items.
- 13. **ADJOURNMENT TO CLOSED SESSION:**
- 14. **RETURN TO OPEN SESSION AND REPORT OF ANY ACTION:**
- 15. **ADJOURNMENT:** Meeting adjourned at 7:35p.m.

Minutes prepared and submitted by:

Minutes approved by:

Doris Hendricks, Executive Secretary

Dave Mason, Board Secretary



3/18/24

DNATL CFC Director Report

Strategic Planning:

- New office, 295 Highway 101, acquired. Still in the process of setting up with furniture, systems, signs, and opening hours.
- Slow moving strategic planning with consultant. Two working meetings this week and next to evaluate timeline and tasks.
- Working on updating budgets and make cash flow projections and needs
- Tentative timeline:
 - Application for public benefit corp and 501C3 submitted April/May
 - Draft Fiscal Sponsorship agreement and separation Plan with FRCR
 - Compiling supply, asset, and fund list CFC will request to take with them.
 - 501C3 Status awarded Aug/Sept
 - NOAA grant ends Aug
 - RFSPG 2nd year ends Aug, change contract to CFC
 - Transfer TCE contract & grant money when 501C3 status is awarded. Re-apply for TCE funding under CFC for 2025.
 - Transfer KPN contract to CFC (remaining contract goes until 2026)
 - If needed Transfer BFTG to CFC (ends in Nov 2024 but might be extended)

Grant Applications:

Submitted

- Resilient Food Systems Infrastructure Grant with NCGA
 - Applicant NCGA- subcontract to DNATL CFC
 - Will fund refrigerated van, cold storage nodes, wash and pack, software, and staff time for Harvest Box and Food Hub activities.
 - \$650,000 Oct 1 2024-2027
- Better Food Policy Food Council Grant
 - Unrestricted funds to support Food Policy Councils \$30,000/year over 2 years
 - April 15, 2024-March 2026

Planning

- CDFA Farm to Fork School Incubator Grant- Due April 4, 2024
 - Apply for \$350,000 to support school gardens infrastructure, programming, and harvest of the month in elementary schools.



DEL NORTE & TRIBAL LANDS
COMMUNITY FOOD COUNCIL

- CA Jobs First Catalyst Funding- 9 million in regional planning money to get project shovel ready
 - Sit on the Working Lands Sector table for the region.
 - Planning funds for Design and construction of new Community Food Hub Building.
- Beginning Farmer & Rancher Development Grant- Due April 4, 2024
 - NCGA applying with sub-contract to DNATL CFC
 - Build Education, training, and technical assistance to beginning farmers
- NRCS Grants- Cooperation/Contribution (\$75,000/\$150,000) Due April 3 & 8
 - NCGA/subcontract to DNATL CFC for Agricultural program support for farmers
 - Urban Agriculture and Innovative Production (UAIP)- Due April 9th
- HAF/WRCF Strategy Grant for building capacity as new non-profit organization
 - \$25,000 1 year unrestricted funds. Due bi-monthly

TCE

- Over 500 community members attended the Seed & Plant Exchange at Fairgrounds Florals Building
- Seed to Supper - hybrid online/in person beginning gardening class starts April 21 with two hands on sessions April 6th & 20th. Eddie Tanner, UCCE Special Crops Advisor will teach on April 20th. **(flier)**
- How to sell to the pantry & farmers market workshop April 18th
- Training with Downtown Divas to support outreach & management of Wednesday Farmers Market
- Mini-Grants available for school & community garden projects. **(flier)**

KPN

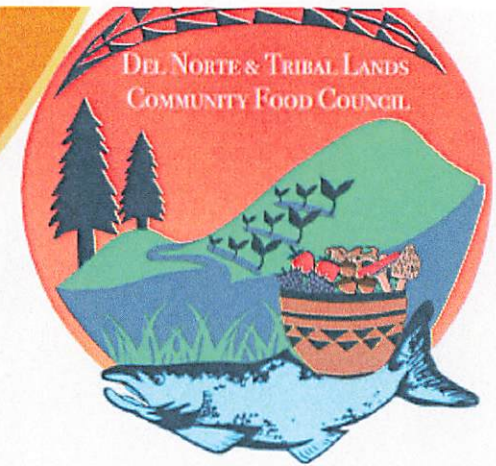
- 47 Highschool CTE students attended agricultural career panel at CR Del Norte with 5 examples of farm careers (Rumiano (cheese), Alexandre (dairy), Prairie Companion (meat) , Deep Seeded Farm (veg), and Ocean Air Farms(veg) and local healthy lunch.
- 2nd Career panel for Friday Aug 26th with focus on flowers, mushrooms, and value added. **(Flier)**
- Planning for Food & Farm camps in Crescent City and Klamath - Summer 2024
- School Garden projects ramping up at Margaret Keating, Smith River, Crescent Elk, Joe Hamilton, and Bess Maxwell.

RFSPG

- 6 focus groups on Smith River Fire Complex response around emergency food and mapping.
- Fourteen 1 on 1 interviews will be planned in April/May
- Trainings with consultant on writing an emergency feeding plan
- 2nd round of focus group June/July....

NOAA

- Permitting and location delays
- Development of Fishline App for Del Norte
- Local fish cook book



Cultivating Careers A SPEAKER SERIES ON FOOD SYSTEMS, AGRICULTURE AND ENTREPRENEURSHIP

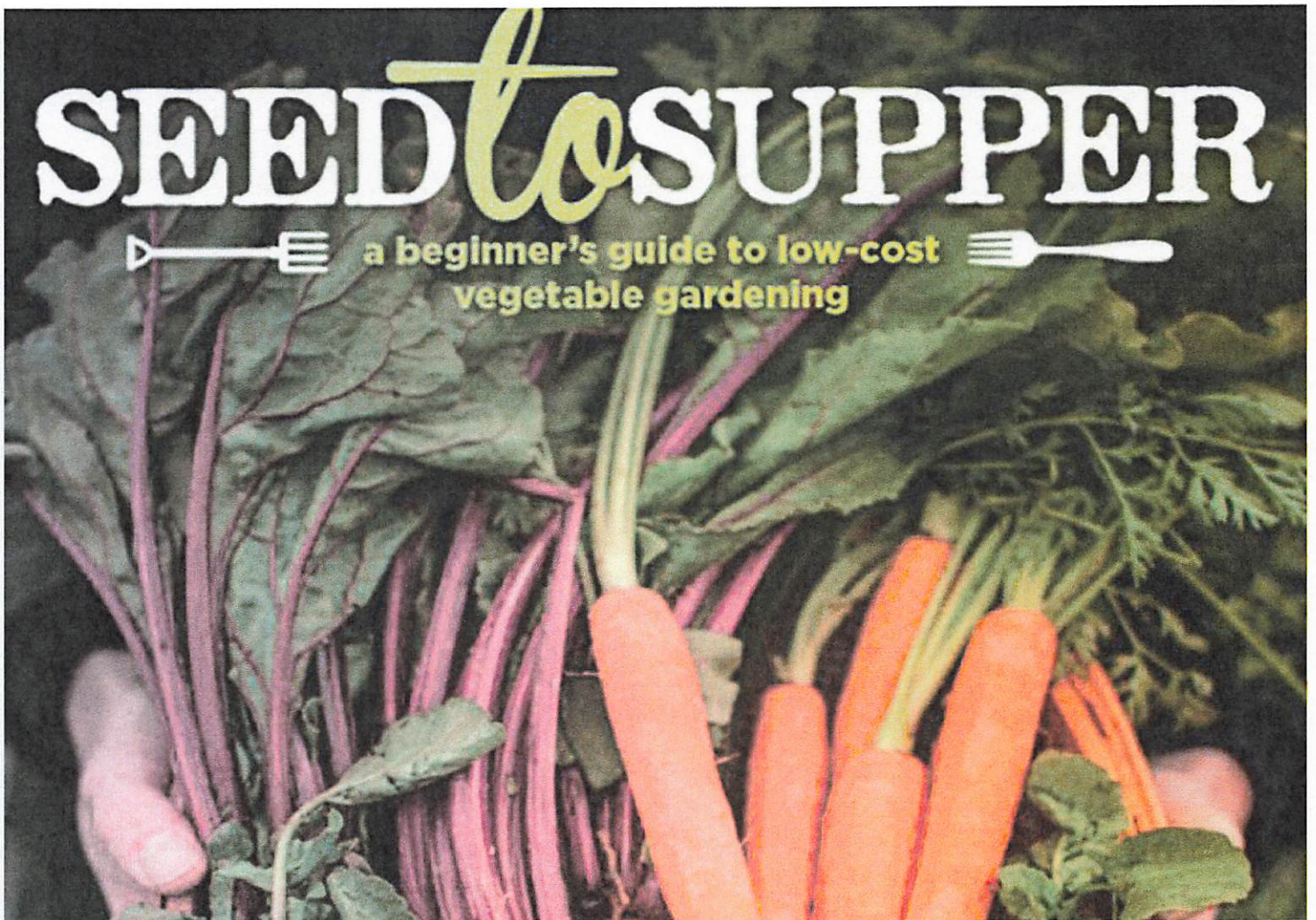
Friday, April 26rd 10 am -1pm @
College of the Redwoods Del Norte
RM 34

CONTACT IYA MAHAN FOR MORE INFO:
IMAHAN@FRCREDWOODS.ORG

SEED to SUPPER



a beginner's guide to low-cost
vegetable gardening



HYBRID IN PERSON & AT HOME LEARNING

Thursday, March 21 5:30pm
In-Person Intro to Program
Family Resource Center of the
Redwoods

Saturday, April 6th 10am-1pm
Hands On Class at the Crescent City
Food Forest

Saturday, April 27th 10am-2pm
Hands on Class at the Crescent City
Food Forest

Register here to participate:



DEL NORTE & TRIBAL LANDS
COMMUNITY FOOD COUNCIL

COURSE BOOK ONLINE VIDEO LECTURES HANDS-ON SESSIONS

- Topic 1: Planning your garden
- Topic 2: Getting started with healthy soil
- Topic 3: Planting your garden
- Topic 4: Caring for your growing garden
- Topic 5: Caring for your growing garden
- Topic 6: Harvesting & Using your bounty

For more information, contact: Angela Gray
agray@frcdwoods.org

www.dnatlfood.com





Haz crecer tu Jardín Comunidad

Acerca de Mini Grant

¡Reciba hasta \$500 para apoyar su proyecto de jardín comunitario nuevo o existente!

Fecha límite de solicitud:

- Último día de cada mes en 2024

DNATL CFC revisará las solicitudes y otorgará los fondos en un plazo de 4 a 6 semanas a partir de la presentación.

Correo electrónico

foodcouncildnatl@gmail.com

o código de escaneo

para aplicar:



Espacios cubiertos:

Escuelas

Iglesia

Inicio Temprano

Espacios públicos

¡Y más!





Grow Your Community Garden

About Mini Grant

Receive up to \$500 to support your new or existing community garden project!

Spaces Covered:

Schools
Churches
Head Start
Public Spaces
...and more!

Application Deadline:

- Last day of each month in 2024
- DNATL CFC to review applications & award funds within 4-6 weeks from submission.

Email foodcouncildnatl@gmail.com

or scan code
to apply!



7 d 1



BILLING REQUEST

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

| | | |
|---|--|--------------------------------|
| Customer Name: Del Norte Healthcare District | Revenue Account: 001 -480 -3716 -00000 | Amount: \$900.00 |
| Customer Billing Address: | - - - | \$ |
| | - - - | \$ |
| <i>Total Invoice: \$ 900.00</i> | | |
| Billing Description: 4 Saturday Swims at Rental fee of \$225.00 1/6, 1/13, 1/20, 1/27 2024 with the slide Total= \$900.00 | | |
| Additional Notes: January 2024 Attendance: 190 | | |

Requesting Department: **Pool**

APPROVED
ataylor, 2/16/2024, 5:00:00 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.



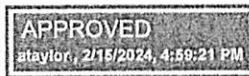
BILLING REQUEST

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

| | | |
|---|---|--|
| Customer Name: Del Norte Healthcare District | Revenue Account: 001 -480 -3735 -00000 - - - - - - <i>Total Invoice: \$ 3,170.00</i> | Amount: \$3,170.00 \$ \$ |
| Customer Billing Address: | | |
| Billing Description: Babies and Tots 10 @ \$35.00 = \$350.00 Pre Swim School 10 @ \$48.00 = \$480.00 Swim School 17 @ \$45.00 = \$765.00 Stroke School 35 @ \$45.00 = \$1575.00 Total = \$3170.00 | | |
| Additional Notes: January 2024 | | |

Requesting Department: Pool

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.



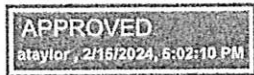
BILLING REQUEST

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

| Customer Name: | Revenue Account: | Amount: |
|--|-------------------------------------|------------|
| Del Norte Healthcare District | 001 -480 -3735 ¹⁶ -00000 | \$2,200.00 |
| Customer Billing Address: | - - - | \$ |
| | - - - | \$ |
| <i>Total Invoice: \$ 2,200.00</i> | | |
| Billing Description: 44 Senior monthly passes @ \$50.00 per pass = \$2,200.00 | | |
| Additional Notes: January 2024 | | |

Requesting Department: **Pool**

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.

8

Secretary Report

March 2024

Just a reminder regarding ethics compliance. It is every two years. I have information at the office for the CSDA classes.

I have enclosed a letter from the County Clerk/Recorders office regarding your Form 700 statements for 2024.

For those that receive the Del Norte Ambulance benefit the renewal will be coming to you directly. When you receive them, please update the application, and return them to me at the office. I will take care of it from there. Thank you.

I have been working on the audit. I am waiting for CBH to install updates on QB's for me and to show me how to input our yearly budget on QB. As soon as this is complete, I should have everything Terry needs to complete the audit.

I spoke with Matt at CBH regarding possible 401K benefits. There may be some available. I have a meeting with an agent at Edward Jones later this month to discuss what options are available.

I ordered a bulletin board for the lobby with the approval of Chair Pearcey for posting agendas and other information that the board would like to get out to the public.

I have started the process of the new signature cards at the bank. The bank is gathering all the information currently. As soon as they are ready, I will let you know. We have two weeks to get them all signed.

FEB 05 2024



The County of Del Norte

Alissia D. Northrup

Registrar of Voters

981 H Street, Suite 160
Crescent City, CA 95531
707-464-7216

TO: SPECIAL DISTRICTS
FROM: ALISSIA D. NORTHRUP – County Clerk/Recorder
DATE: FEBRUARY 1, 2024
SUBJECT: **FORM 700 STATEMENT OF ECONOMIC INTERESTS - DUE BY 5PM ON OR BEFORE TUESDAY, APRIL 2, 2024**

The Form 700 Statement of Economic Interests are to be done electronically again with NetFile. You should receive an email soon from NetFile notifying you of this. If you do not receive an email, the NetFile link is: <http://netfile.com/filer>.


If the Board Member(s) is/are not able to do their Form 700 Statement of Economic Interests with NetFile, they may obtain a paper copy of the form from the FPPC website: www.fppc.ca.gov or from the County Clerk's Office. Once the form is completed, it must be filed with the County Clerk's Office.

It is your responsibility to have the Board Member(s) who assume or leave a designated position complete a Form 700 Statement of Economic Assuming Office or Leaving Office. It needs to be filed with NetFile or the County Clerk within 30 days of assuming or leaving said office.

If you have any questions, please contact the County Clerk/Recorder's Office at (707) 464-7216 and we will be glad to assist you with this matter.

Thank you,

Alissia D. Northrup
County Clerk/Recorder/Registrar of Voters

By: 
Erik Feldstein
Elections Clerk

9a

Fence Solutions
707-464-2253
1700 Carole In
Crescent City, CA 95531

Prepared For
Doris Handricks
Del Northe Healthcare District
550 E Washinton
Crescent City, CA 95531

Estimate Date
01/22/2024

Estimate Number
0000104

| Description | Rate | Qty | Line Total |
|---|-------------|-----|-------------|
| Chain link fencing proposal | \$0.00 | 1 | \$0.00 |
| Construction 527' linear feet of 6 ' chain link fencing and 2" 3/8 metal poles set in concrete and 1 gate 4'x6' | \$17,984.00 | 1 | \$17,984.00 |
| Subtotal | | | 17,984.00 |
| Tax | | | 0.00 |
| Estimate Total (USD) | | | \$17,984.00 |

w/ top rail w/ 2 gates .
encroachment
permit county .

Terms

Please note that after five day form the above date due to fluctuating costs of supplies this quote will have to be rechecked in order to determine if labor and material costs are still the same. A deposit of 40% is required; the remainder is due upon completion of work. Payments can be made by mailing check to the above address or by delivering check or cash to worm's nursery 1675 Broad Crescent city if there are any questions please do not hesitate to contact me .If you wish to proceed, please contact me so that i can make the necessary arrangements.

Ins.
Bonded .

Del Norte Healthcare District

From: David Mason <ddrdelnorte@gmail.com>
Sent: Wednesday, January 24, 2024 6:16 AM
To: Doris Hendricks
Subject: Fence

Hi Doris,

I checked with the Contractors State License Board. Fence Solutions is currently licensed and bonded, however they state that they do not have any employees and are therefore exempt from workers compensation insurance.

This is kind of a big job for one person, so I have concerns. Perhaps you could ask them for proof of insurance. Workers comp and liability insurance would be necessary for any work done.

It wouldn't hurt to get an estimate from a tree service for removal of the six danger trees either way.



Review your proposal

Review each line item. Then just click the accept button to confirm and set up service.

Review the proposal below. Check any services that you want.



Del Norte Healthcare Dist.-550 E. Wash
550 East Washington Blvd.
Crescent City, CA 95531

Step #1: check services that you want
Step #3: Print your name after signing

Step #2: accept and sign at bottom of estimate

Step #4: Click accept proposal

| Service Name | Estimate Description | Amount |
|---|--|-------------|
| <input type="checkbox"/> Installing A Fence | This includes installing a 6ft chain link fence to enclose the area that the customer and Your Local Mow Man discussed on the initial interaction. We will dig the fence posts, 8 feet on center, install the 2 3/8" posts with caps, concrete them and let them set. Once the posts are set, we will install Our top rails, 11-gauge chain link, tension bars, tension wires, and tension bands (four on each panel end). We will install two four foot gates as shown per the plans and depending on the setback from the county, we may have to clear some brush on the south-side of the property to off-set the fence from the sidewalk. This estimate is for 550 linear ft of chain link fence. Materials - \$14,137 Equipment - \$600 | 27316.45 |
| Subtotal | | \$27,316.45 |
| Total | | \$27,316.45 |

Clean Up & Install Agreement

The following agreement applies to any and all one-time clean up or installation jobs done by Your Local Mow Man.

Auto-Pay and Card on File

Your Local Mow Man will need a card on file before we can begin/continue service. This card will be used for auto-pay purposes when the job is complete or for progress payments in specific circumstances. Once the card number is entered into our system, the CVC, and first 12 digits are hidden from any account representative (including the owner), so that the card's information can be stored securely. If this agreement is being sent to a commercial customer, then the card on file does not apply.

Service Schedule

Dates/Times are estimated and not set in stone. If there is a conflict with the schedule that permits pushing a job forward or backwards, the customer will be notified in advance. The customer has within 48 hours of the time that the job was finished to request any touch up work. After that time-line, all sales are final.

Initial Scope of Work

The Customer understands that this quote is based on the initial interaction/conversation with the customer. Any changes to the quote will revert in a price change to the final amount. Any changes should be made within 72 hours of the job starting, and a written approval of the new subject amount will be needed before the changes can take place. ANYTHING NOT IN WRITING ON THIS QUOTE WILL NOT BE INCLUDED IN THE JOB. PLEASE REQUEST CHANGES TO THE QUOTE IF THERE IS SOMETHING YOU WOULD LIKE ADDED.

Late Fees

This quote is valid for the next 30 days, after which prices may be subject to change. Payment is due upon receipt. If payment is not made within 14 days of receipt, the customer authorizes a charge of the credit card on file with a 2.9% credit card charge. Any residential customer that does not pay their bill within 30 days of receipt will be subject to a 10% late fee on their invoice, and 10% will be added on for every subsequent month following the receipt. By signing this quote and/or providing a deposit (if necessary), you are authorizing Your Local Mow Man to provide the service(s) presented here in this quote. All deposits will be non-refundable if the client wishes to cancel this said agreement. The customer will be responsible for any attorney/legal/debt collection agency fees associated with legal action that will have to be taken to remit payment for a past-due invoice.

Unforeseen Work Site Conditions Clause

If concealed or unknown conditions, including, but not limited to, surface, subsurface, and/or site environmental conditions, which affect in whole or in part, the performance of the Work, then the Contractor shall stop work and give notice by verbal or by the "Change Order Form" to the Owner before conditions are further disturbed. The customer shall either sign the Change Order Form OR if the customer is not present, deliver to our staff a written confirmation of the change order. The Agreement (e.g., costs, prices, schedule, etc.) shall be adjusted and revised for the customer's review. Examples of this include, but are not limited to, items under brush that have to be moved and worked around, concrete/other items in tall grass that our mowers could run into, cords running through shrubs that are not made aware of beforehand, that our hedge trimmers could cut.

Objects in the Yard

If there are any in-organic materials in the project that were not made aware of before hand, that damage our equipment, a \$120 fee will be applied to the final invoice at the end. Any damage to our mowers for undisclosed objects in the ground will result in the customer and contractor splitting the cost of repairs, 50/50. If there are any in-organic objects inside of trees that we are cutting, that are not made aware of before hand, that dull, break, or damage our equipment/chain(s), an \$85 fee will be applied to the final invoice.

Photo Release Clause

I hereby grant permission to Your Local Mow Man to take photographs of my property, including the yard, and to use and publish these photographs for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I release Your Local Mow Man from any and all claims and demands that may arise in connection with the use of the photographs, including without limitation any claims for invasion of privacy or defamation. This release is binding on me, my heirs, and assigns. The customer understands that we will not publish any areas that will allow for identification of the property and its address.

Ca Cont. Lic. 1079969

Thank you for your business! Sign below to accept your quote.

Click here to sign estimate

Thank you for using our online account management solution! If you have any questions or concerns you may contact us by email by [clicking here](#)

About your proposal:
707-572-8986



Estimate

Estimate no.: 134

Estimate date: 01/08/2024

From

**EMERALD RIDGE
CONSTRUCTION Ca lic#
1084423**

Russ Olson
emeraldridgeconstruction707@gmail.com
7079544816
101 Purdy Lane Crescent City
California 95531

Bill to

Doris Hendricks

dnhcd@delnortehealth.com
7074649494
550 E. Washington suite 400 Crescent
City , Ca, 95531

| DESCRIPTION | RATE, USD | QTY | AMOUNT, USD |
|-------------|-----------|-----|-------------|
|-------------|-----------|-----|-------------|

| | | | |
|---|--------|---|--------|
| All work and service is performed at address listed above. Propose work location is located on NorthEast of property. | \$0.00 | 1 | \$0.00 |
|---|--------|---|--------|

| | | | |
|--|-------------|---|-------------|
| Propose scope of work. Remove approximately six large hazardous trees. Trees will be cut approximately 1 foot above ground level. All debris will be removed off of premises. Note proposed work is listed in attached pictures and documents. All fencing listed below will be 6 foot high chain-link fence with top rails and support. It would be purchase and installed by Emerald Ridge construction. Unless notified later in writing. Add additional fencing to existing fence. Add approximately 34 feet fence going north south from existing fence. Install fence approximately 197 feet going east west | \$38,900.00 | 1 | \$38,900.00 |
|--|-------------|---|-------------|

through wooded area average level ground. Note a 4 foot gate will be installed in this area. Install approximately 220 feet going north south. This is also a wooded average level ground area. Note a 4 foot gate will be located in this area also. Install approximately 43 feet fence going north south with approximately 5 foot downhill slope. Install approximately 56 feet of fencing to existing fence going with East West side walk. Proposed work on far north east of property. Fix damaged existing chain-link fence to correct current problem with unlawful entry.

Payment Instruction

Total:

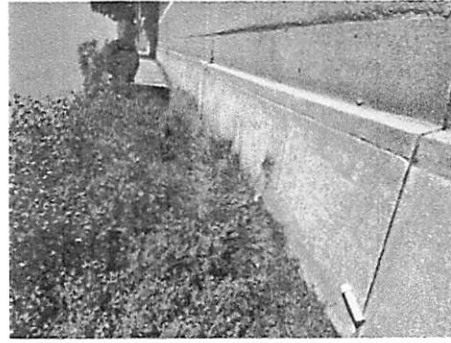
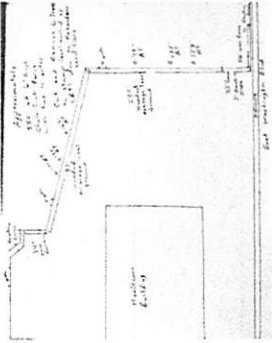
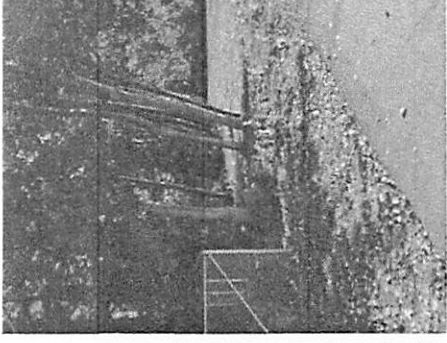
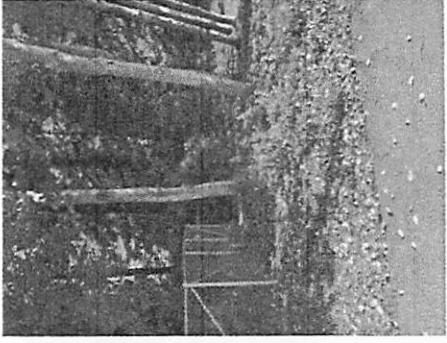
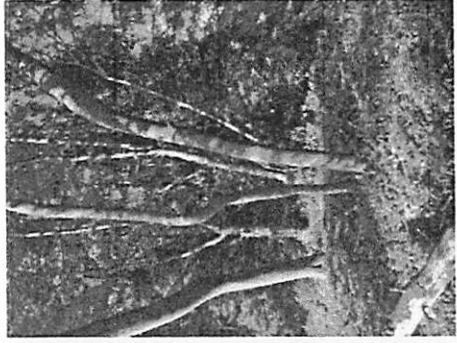
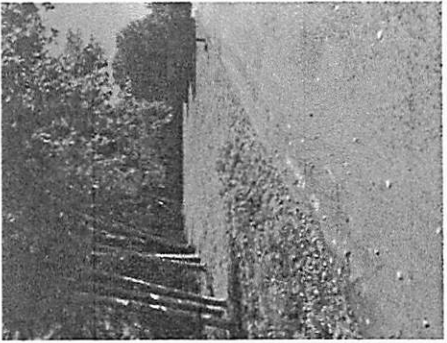
\$38,900.00

Make checks payable to:
Emerald Ridge Construction.
Estimate is valid for 30 days.

Notes

Emerald ridge construction will provide all materials to complete this project as followed per payment plan. Payments as followed 35% down (\$13,615) for supplies and materials. Additional 55% (\$21,395) due after fence is completed. Remaining 10% (\$3,890) due after all debris is removed off property and customer satisfied. If you agree to these terms please sign and return with deposit. Work will begin within 15 days of signed contract and payment. Weather permitting. thank you for your business.

Attached photos



East Washington Blvd.

Sidewalk

56' new fence to existing fence

43' fence
5' downhill slope

0 158' RT

0 132' RT

0 75' RT

220' wooded average level ground

4' gate

Healthcare Building

197' wooded average level ground

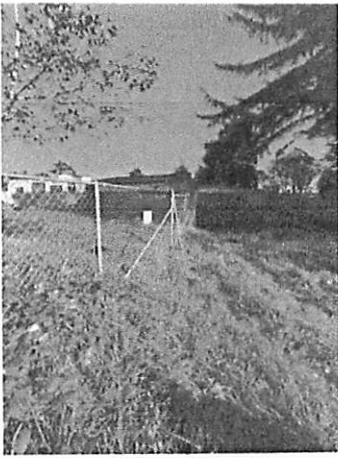
Approximate
550' of 6' high chain-link fence with two 4' gates
Cut and Remove 6 Trees (RT) due to hazardous conditions.
0 167' RT to stump level marked as

0 171' RT
0 135' RT

4' gate

34' new fence

4' fence



Russ Olson

Business signature
**EMERALD RIDGE CONSTRUCTION Ca lic#
1084423**



YOUR LOCAL TREE EXPERT

Quote #655

Awaiting response

Del Norte Healthcare District

50 East Washington Boulevard / Crescent City, California 95531
074649494

Sent on
Feb 20, 2024

Option 1: Tree Removal

This includes removing the 43 marked Alder trees on the north northeast side of the property in the vicinity of where the cyclone fence is to be constructed. We will be cutting all stumps down as low as we are safely able to with a chainsaw. This does not include stump grinding or removal of the stumps. We will be hauling away all wood and chipping all debris created from this project. We will haul away the chips. A detailed clean up will be performed at the end. The price of this quote includes 15% off promotional pricing. If the scope of this project changes, customer agrees to allow Your Local Tree Expert to submit an updated quote.

| QTY. | UNIT PRICE | TOTAL |
|------|-------------|------------|
| 1 | \$13,700.00 | \$13,700. |
| | | Not Includ |

Option 2: Tree Removal

This includes removing 6 Alder trees to be marked by the customer on the north northeast side of the property in the vicinity of where the new cyclone fence is to be constructed. We will be cutting all stumps down as low as we are safely able to with a chainsaw. This does not include stump grinding or removal of the stumps. We will be hauling away all wood and chipping all debris created from this project. We will haul away the chips. A detailed clean up will be performed at the end. The price of this quote includes 15% off promotional pricing. If the scope of this project changes, customer agrees to allow Your Local Tree Expert to submit an updated quote.

| QTY. | UNIT PRICE | TOTAL |
|------|------------|------------|
| 1 | \$3,175.00 | \$3,175. |
| | | Not Includ |

Option 3: Tree Removal

This includes removing the 43 marked Alder trees on the north northeast side of the property in the vicinity of where the cyclone fence is to be constructed. We will be cutting all stumps down as low as we are safely able to with a chainsaw. This does not include stump grinding or removal of the stumps. We will be chipping all debris created from this project and hauling away the chips only. We will be leaving all logs as they lay on site with the customer. This does not include bucking any logs into firewood rounds or hauling away any of the wood. A detailed clean up will be performed at the end. The price of this quote includes 15% off promotional pricing. If the scope of this project changes, customer agrees to allow Your Local Tree Expert to submit an updated quote.

| QTY. | UNIT PRICE | TOTAL |
|------|-------------|------------|
| 1 | \$10,275.00 | \$10,275. |
| | | Not Includ |

Clean Up Agreement PG 1

CLEAN UP AGREEMENT: The customer understands that this quote is based off of the initial interaction/conversation with the customer. Any changes to the quote will revert in a price change to the final amount. Any changes should be made within 72 hours of the job starting and a written approval of the new subject amount will be needed before the changes can take place.

ANYTHING NOT IN WRITING ON THIS QUOTE, WILL NOT BE INCLUDED IN THE JOB. PLEASE REQUEST ANY CHANGES TO THE QUOTE IF THERE IS SOMETHING WE MISSED. ALL LOGS AND LIMBS WILL NOT BE CUT UP INTO FIREWOOD/KINDLING LENGTHS UNLESS SPECIFICALLY SPECIFIED IN THIS QUOTE.

The Customer has within 48 hours of the time that the job was finished to request any touch up work. After that time-lir sales are final.

PERFORMANCE: Work crews may arrive at the job site unannounced unless otherwise noted herein. Contractor shall : to meet all performance dates, but shall not be liable for damages due to delays from inclement weather or ANY other c beyond our control.

WORKMANSHIP: All work will be performed professionally by experienced personnel outfitted with the appropriate t and equipment to complete the job properly. Unless otherwise indicated herein, Contractor will remove wood, brush, an debris incidental to the work to a reasonable standard. Tree work by nature requires heavy equipment that can and will c incidental damages to the job site. The Contractor will make every effort to repair any damages done by equipment but not be held liable for any damages requiring repair from outside sources. Customer assumes full responsibility for dama any walkways, driveways, yards or the like.

INSURANCE: Contractor and any subcontractors are insured for \$1 million in General Liability resulting from injury t persons or property. Anything not covered by the policy will be the responsibility of the customer. The customer agrees waive ANY indemnification or deferred liability, against or toward the Contractor, in excess of the Contractor's policy.

lean Up Agreement PG 2

OWNERSHIP: The customer warrants that all trees, plant material and property upon which work is to be performed ar either owned by him/her or that permission for the work has been obtained from the owner. Contractor is to be held har from all claims for damages resulting from the customer's failure to obtain such permission.

SCHEDULING/CANCELLATION FEE: Contractor kindly requests that the authorizing party provide at least 72 hours advance notice of any full or partial work cancellation for jobs that have been scheduled in advance. If a crew has been dispatched to the job site for scheduled work, and the customer cancels the job, the customer may be assessed a mobiliz fee of at least \$200 (up to incurred damages) for incurred expenses.

SAFETY: Contractor warrants that all arboricultural operations will follow the industry safety standards. The authorizir party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

PET WASTE: Pet waste is extremely hazardous to the health of our crews. Pet waste can carry diseases such as salmon coli, and other infections. Pet waste is VERY TOXIC and extremely disgusting. We have a ZERO TOLERANCE policy pet waste. If pet waste is present in the work area when the crew arrives, the crew will not perform any work. They will and you will forfeit your 25% deposit. No exceptions.

TREE DECLINE/FAILURE: Contractor will make the customer aware of any problems found with trees while on prop is impossible to know or identify all problems and predict all failures. We will give our best opinion of structural stabili tree health based on visual inspection. Customer acknowledges the contractor is not to be held responsible for any decli tree health or failure of trees or damage caused by failure of any or all trees once crews leave the site. It shall be express known by the customer to ensure that all tasks were performed to standard and are acceptable BEFORE crews depart.

lean Up Agreement PG 3

RATES AND SETTLEMENTS: Due to the highly volatile nature of the industry, it shall be expressly known that all rat settlements are based on contract rates. At no time, for any reason, shall rates be considered pro-rated except at the sole discretion of the Contractor. Services may be rendered under less than ideal circumstances in which case, it shall be exp to reach a mutual understanding as to fair and just reimbursement. Although the contractor may offer additional service:

completion of initial services, this shall by no means obligate the contractor to any additional terms.

TERMS OF PAYMENT: A standard and customary, non-refundable deposit is required to commence work. Any deposit made on work that has started by the performance date may be subject to refund. Due to volatility in conditions or for another unforeseen reason, projects that have begun and are still making progress after the performance date will still be subject to full payment upon completion. All accounts are net payable due upon receipt of the invoice.

Your Local Tree Experts will need a card on file before we can begin/continue service. This card will be used for auto-pay purposes. Once the card number is entered into our system, the exp. date, CVC, and 16 digits are hidden from any account representative (including the owner), so that the card's information can be stored securely. If this agreement is being sent to a commercial customer, then the card on file does not apply. A service charge of 5% will be added monthly to accounts not paid 30 days subsequent to the invoice date. Customer is responsible for all costs associated with the collection, including but not limited to, attorney fees and court costs.

Unforeseen Work Site Conditions Clause

If concealed or unknown conditions, including, but not limited to, surface, subsurface and/or site environmental conditions which affect in whole or in part, the performance of the Work then the Contractor shall stop work and give notice by verbal or written by the "Change Order Form" to Owner before conditions are further disturbed. The customer shall either sign the Change Order Form OR if the customer is not present, deliver to our staff a written confirmation of the change order. The Agreement (e.g., costs, prices, schedule, etc.) shall be adjusted and revised for the customer's review. Examples of this include, but are not limited to, items under brush that have to be moved and worked around, concrete/other items in tall grass that our mowers could run into, cords running through shrubs that are not made aware to us before-hand, that our hedge trimmers could

If there are any in-organic materials in the project that was not made aware to us before hand, that damages our equipment a \$70 fee will be applied to the final invoice at the end. If there are any in-organic objects inside of trees that we are cutting and are not made aware to us before hand, that dull, break, or damage our equipment/chain(s), a \$85 fee will be applied to the final invoice. Any damage to our mowers for undisclosed objects in the ground will result in the customer and contractor splitting the cost of repairs, 50/50.

total 0 OF 3 ITEMS \$0.
total \$0.

This quote is valid for the next 30 days, after which prices may be subject to change. Payment is due upon receipt. If payment is not made within 14 days of receipt, the customer authorizes charge of credit card on file with a 2.9% credit card charge. By signing this quote and/or providing a deposit (if necessary), you are authorizing Your Local Tree Experts to provide the service(s) presented here in this quote. All deposits will be non-refundable if the client wishes to cancel this agreement. Invoiced customers that have not paid their bill for 30 days will be subject to a 10% late fee.

Quote Total \$0.00

Contact Your Local Tree Expert

3990 Broadway Street, Eureka, California 95503

707-407-4077 office@yourlocaltreeexpert.com <https://www.yourlocaltreeexpert.com/>

 Created with getjobber.com

10c

RECORDING REQUESTED BY:

Family Resource Center

WHEN RECORDED MAIL TO:

Family Resource Center
494 Pacific Ave.
Crescent City
California 95531

Assessor's Parcel No: 117-041-0200-000

(Above Space for Recorder's Use Only)

**Substitution of Trustee, Full Reconveyance
and Termination of Fixture Filing**

Del Norte Healthcare District having an address at 550 E. Washington Blvd., #400, Crescent City, CA 95531 (the "**Beneficiary**"), a California Special District is the present and sole Beneficiary under the deed of trust dated the 12th day of October, 2023, made by **Family Resource Center of the Redwoods**, a California nonprofit charitable public benefit corporation, (California Organizational number 3895061; Charitable Registration number CT0254730) having an address at 494 Pacific Ave., Crescent City, California 95531, as **Trustor**, to **First American Title Company** a California Corporation, as original **Trustee**, for the benefit of **Del Norte Healthcare District** and recorded on 12th day of October, 2023 as Document No. 2023498, UCC File No. 023-019, in the Official Records of Del Norte County, California the Official Records of Del Norte County, California (the "**Deed of Trust**"); and

Del Norte Healthcare District desires to substitute a new trustee under the deed of trust in place of the original Trustee and, as present and sole beneficiary under the Deed of Trust, **DOES HEREBY APPOINT AND SUBSTITUTE Del Norte Healthcare District** itself as the Trustee in lieu of the original Trustee under the Deed of Trust in accordance with the provisions of the Deed of Trust; and

Del Norte Healthcare District, being duly appointed and substituted as the successor Trustee under the Deed of Trust, **DOES HEREBY RECONVEY** to the person or persons legally entitled thereto, without warranty, all the estate, title, and interest acquired by the original Trustee and now held by **Del Norte Healthcare District** as successor Trustee under the Deed of Trust.

The **Del Norte Healthcare District** is the Secured Party in the fixture filing (UCC File No. 023-019.) The effectiveness of the Financing Statement is terminated with respect to the security interest.

Del Norte Healthcare District hereby accepts the appointment as Trustee under the Deed of Trust and, pursuant to the request to reconvey from the Beneficiary (as holder of the obligations secured by the Deed of Trust) and in accordance with the provisions of the Deed of Trust, as the duly appointed and substituted successor Trustee under the Deed of Trust, **DOES HEREBY RECONVEY** to the person or persons legally entitled thereto, without warranty, all the estate, title, and interest acquired by the original Trustee and now held by **Del Norte Healthcare District** as successor Trustee under the Deed of Trust.

Date: March _____, 2024

AS BENEFICIARY:

**Del Norte Healthcare District, a California
Special District**

By: _____

Name: Tonya Pearcey

Title: President

AS SUCCESSOR TRUSTEE:

**Del Norte Healthcare District, a California
Special District**

By: _____

Name: Tonya Pearcey

Title: President

Beneficiary and Successor Trustee Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

) ss.

County of Del Norte)

On March ____, 2024 before me, NOTARY personally appeared, Tonya Pearcey, President of **Del Norte Healthcare District** who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)]

Signature _____