

Del Norte Healthcare District
Board of Directors Meeting

Agendized
Board Packet

Tuesday September 22, 2026

September
8/20/2026 – 9/16/2026

4A

DATE	NAME	DESCRIPTION	CK#	AMOUNT
8/20	DNATL	advance of food hub	11232	10,000.00
8/20	CR	Nursing Scholarship	11233	10,000.00
8/20	Pacific Power	510 location	11234	512.34
8/20	CCWD	510 location	11235	110.12
8/20	CCWD	550 & garden	11236	701.57
8/20	Pacific Power	550 location	11237	3,604.41
8/24	City of CC	Inv. 7166302	11238	3,800.00
8/24	City of CC	Inv.'s 7166300, 7166301	11239	1,938.00
8/24	Dwayne Reichlin	4 th quarter Medicare Reimb.	11240	608.70
8/24	Monica Sperling	4th quarter Medicare	11241	608.70
8/24	Mountain Power Tree	Cypress tree and Maint.	11242	3,620.00
8/25	Clarke Moore	Dental reimbursement	11243	138.00
8/26	T mobile	7/18/26-8/17/26	11244	103.17
8/27	DNATL	Inv. 24-5941-06	11245	17,000.00
8/27	Edward Jones	SEP IRA Aug. contribution	11246	440.00
9/1	CalPers	Sept. premium	EFT	3,654.37
9/1	DNSWMA	Sharps Inv. 2414	11247	75.00
9/1	Doris Hendricks	RX reimbursement	11248	728.00
9/2	Wen-Cor	Inv. 2025000310	11249	300.00
9/3	Shellie Babich	Dental reimbursement	11250	196.00
9/8	McMillan & Mayle	Inv. 424 August & Field	11251	1,220.00
9/14	Peggy Thomas	D/V/RX reimbursement	11252	57.11
9/14	Spectrum	monthly	EFT	192.36
9/14	Tri Counties Credit C.	Credit Card statement	11253	397.36
		Microsoft 64.39		
		AVG 99.99		
		Grammarly 144.00		
		Adobe 24.98		
		Constant Cont. 64.00		
9/14	First Service Plumb.	Inv. 5790	11254	<u>410.00</u>
Total				60,415.21

4-b.

**Del Norte Healthcare District
Financial Report
August 31, 2026**

ACCOUNT	August 1, 2026		August 31, 2026
	BK./Inv. Acct. Bal.	Note Payable	45,991.00
LAIF (Investment Account)	4,325,495.07		4,325,495.07
Tri Counties- Bus. Cking. Acct.	119,196.49		75,249.32
Tri Counties - Money Mkt. (holding) Acct.	104,385.47		104,386.36
Tri Counties- W.C. USDA Auto Pay	0.00	closed acct.	0.00
TOTAL BK./INV. ACCT BALANCES	4,549,077.03	0.00	4,505,130.75

BUDGET CATEGORY INCOME	Anticipated Income	Income Received To Date	Remaining/(Surplus) Anticipated Income
Interest LAIF & bank Accts	140,000.00	40,448.06	99,551.94
Tax Receipts	765,000.00	93,152.21	671,847.79
Rent (Open Door \$ 10250.00)	123,000.00	30,750.00	92,250.00
510 DNTAL 3000.00 per month	50,000.00	6,000.00	44,000.00
Utility Reimbursement 80%	82,000.00	7,602.72	74,397.28
Utility Reimbursement 100% DNATL	10,000.00	2,211.50	7,788.50
Insurance Reimbursement Pers-D/V/RX	1,000.00	600.00	400.00
Miscellaneous Income	1,000.00	0.00	1,000.00
Sub-Total	1,172,000.00	180,764.49	991,235.51
TOTAL AVAILABLE RESOURCES	1,172,000.00	180,764.49	991,235.51

EXPENDITURES	Annual Budget	Paid to Date	Budget Amt. Available
Personnel Expenses			
Payroll	24,000.00	3,179.72	20,820.28
General Benefits/SSI/EDD/WC	14,000.00	1,648.74	12,351.26
Cal Pers	50,000.00	7,967.44	42,032.56
Dental, Vision, RX	30,000.00	1,262.39	28,737.61
Past Board Health Benefits	15,000.00	797.31	14,202.69
TOTAL PERSONNEL EXPENSES	133,000.00	14,855.60	118,144.40
OPERATING EXPENSES			
Pacific Power	50,000.00	7,784.65	42,215.35
Blue Star Gas	32,500.00	1,936.03	30,563.97
Crescent City W & S	21,000.00	1,278.05	19,721.95
Telephone & Internet	7,000.00	751.16	6,248.84
Office Supplies and Expenses	5,000.00	314.48	4,685.52
Training & Education	3,000.00	0.00	3,000.00
Memberships	4,500.00	0.00	4,500.00
TOTAL UTILITIES AND OFFICE EXPENSE	123,000.00	12,064.37	110,935.63
PROFESSIONAL SERVICES			
Legal	10,000.00	0.00	10,000.00
Accounting	20,000.00	400.00	19,600.00
Election Expense	10,000.00	0.00	10,000.00
Insurance	34,000.00	32,761.95	1,238.05
Other Professional	5,000.00	0.00	5,000.00
TOTAL PROFESSIONAL EXPENSE	79,000.00	33,161.95	45,838.05

DEL NORTE HEALTHCARE DISTRICT
MONTHLY FINANCIAL REPORT PAGE 2
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Budget Category		Annual Budget	Paid to date	Budget Amt. Available
BUILDING MAINTENANCE				
Materials & Supplies		10,000.00	0.00	10,000.00
Grounds Keeping		15,000.00	2,040.00	12,960.00
Maintenance Services		25,000.00	4,520.00	20,480.00
TOTAL BUILDING MAINTENANCE		50,000.00	6,560.00	43,440.00
CONTRIBUTIONS				
High School Scholarship (\$500.00 x 4)		2,000.00	0.00	2,000.00
CR Nursing Scholarship		10,000.00	10,000.00	0.00
Grad Night Safety Program		500.00	0.00	500.00
Sharps Containers		500.00	75.00	425.00
Food Hub Operations		10,000.00	0.00	10,000.00
Non-Emergency Transport		15,000.00	0.00	15,000.00
Local Medical Transportation		10,000.00	0.00	10,000.00
Gateway Education		55,370.00	0.00	55,370.00
Swim Lessons		30,500.00	2,076.00	28,424.00
Senior Swim Passes		48,000.00	7,800.00	40,200.00
Public Swim Project		13,000.00	1,800.00	11,200.00
Recruitment & Retention		175,000.00	0.00	175,000.00
Blueberry Legacy		4,000.00	800.74	3,199.26
TOTAL CONTRIBUTIONS		373,870.00	22,551.74	351,318.26
BUILDING REPAIRS				
510 E. Washington		20,000.00	0.00	20,000.00
Open Door		40,000.00	14,001.83	25,998.17
TOTAL REPAIRS		60,000.00	14,001.83	45,998.17
TOTAL OPERATING EXPENSES		818,870.00	103,195.49	715,674.51
CAPITAL EXPENSES				
Fixed Assets		0.00	0.00	0.00
TOTAL CAPITAL EXPENSES		0.00	0.00	0.00
TOTAL OPERATING & CAPITAL EXPENSES		818,870.00	103,195.49	715,674.51
CONTINGENCY FUND		0.00	0.00	0.00
TOTAL OPERATING EXPENDITURES		818,870.00	103,195.49	715,674.51
TOTAL ANTICIPATED INCOME		1,172,000.00		
MINUS OPERATING EXPENDITURES		818,870.00		
SURPLUS		353,130.00		

RESERVE FUNDS COMMITTED PROJECTS

LAIF FUNDS	4,000,000.00		
Unfunded OPEB	25,800.00		
CR Nursing Equipment	1,000,000.00		
Food Hub Building	2,000,000.00	27,000.00	1,973,000.00
Kid Town resurfacing	500,000.00		
Million Dollar Mission	350,000.00		
REMAINING BALANCE RESERVE	124,200.00		

**Minutes of the Regular Board Meeting
Del Norte Healthcare District
August 25, 2026 @ 5:30 p.m.**

Regular Board Meeting

- 1. CALL TO ORDER:** Meeting called to order at 5:31 p.m.
- 2. ROLL CALL :**
Present: Directors Sperling, Pearcey, Vice Chair Babich and Chair Caldwell.
Director Mason was 30 minutes late.
- 3. PUBLIC COMMENT:** None
- 4. CONSENT CALENDAR:**
 - a. Ratification of invoices paid from 7/16/2026 – 8/19/2026.
 - b. Approval of financial report for July 2026.

Director Pearcey made a motion to approve the consent calendar as submitted.
Director Sperling seconded the motion.
Motion passed 4 – 0.
- 5. REVIEW/POSSIBLE REVISION AND APPROVAL OF THE MINUTES FROM THE JULY 28, 2026, SPECIAL MEETING.**

Director Sperling made a motion to approve the minutes as submitted. Director Pearcey seconded the motion.
Motion passed 4 – 0.
- 6. COMMUNICATIONS:**
 - a. Open Door: Shauna Burdick. Nothing to report, things are going well.
 - b. Sutter Coast Hospital: Mike Lane: We are working with a group of cardiologists to be on site and tele health one week a month at Sutter Coast Hospital.
- 7. COMMITTEE REPORTS:**

A. BUDGET/FINANCE COMMITTEE: (Vice Chair/Treasurer Babich & Chair Caldwell)

Chair Caldwell: we will incorporate items 7A 1 & 2 with item 7C1d.

1. Discussion/possible approval of an invoice for \$27,000 from the Del Norte & Tribal Lands Community Food Council for pre-construction fees for the Food Hub building.
2. Discussion/possible approval of the budget transfer of \$27,000 from the surplus to the contingency fund to pay the invoice from DNATL Community Food Council. There is a commitment of 2 million dollars for the food hub building.

Items discussed and approved with item 7C1d.

B. COMMUNITY OUTREACH COMMITTEE: (Director Pearcey & Vice Chair Babich).
Nothing at this time.

C. HEALTHCARE EXPANSION:

1. Gather & Grow Food Hub Project update and Action Items by Andrea Lanctot:

- a. **Food Hub Project Update** – Brief presentation on project progress, current timeline, design/construction status, and funding.

There was a brief discussion from Andrea Lanctot regarding the Gather & Grow Food Hub. The presentation included the local food system infrastructure, community food access, farm & food entrepreneur support and the food system resilience. She also presented a visual presentation of the Food Hub design which included the layout of the warehouse for dry storage, lockers, equipment storage, cold storage, and a processing kitchen. There will also be offices, a public market and education/meeting space and event space. There was also discussion regarding the funding and grants that have been obtained for the project.

- b. **Food Hub Lease Agreement** – Discussion and possible action to expedite completion and execution of the lease agreement between DNHCD and the Del Norte and Tribal Lands Community Food Council for the Gather & Grow Food Hub.

Chair Caldwell: This item to be discussed with the subcommittee and attorney's to be completed within 1 month. Return back in September to discuss.

- c. **Transformative Climate Communities (TCC) Grant** – Discussion and possible action to approve DNHCD as a co-applicant/partner on the Strategic Growth Council Transformative Climate Communities grant application. The application is due at the end of September and could provide up to \$5 million toward the Food Hub Project.

Andrea Lanctot: Prior to the meeting our request has changed to a letter of support from the DNHCD for the K'vsh-chu (Redwood) Climate Resilience Project. Tim Hoone from Tolowa Dee-ni' Nation gave an overview of the project.

Vice Chair Babich made a motion to accept and provide the letter of support. Director Pearcey seconded the motion.
Motion passed 5 – 0.

- d. **Food Hub Architecture & Engineering Funding** – Discussion and possible action to provide CFC with DNHCD's \$229,000 towards share (50%) of architecture and engineering costs to support project cash flow and timely payment of current A & E and other project soft costs. Should other funds to support soft costs be awarded, these funds would be used towards construction.

Director Pearcey made a motion to approve the request for \$229,000 towards architecture and engineering costs and to pay the invoice for \$27,000 for schematic design expenses. This is to be added as a line item in the budget for further invoices towards the 2 million dollar commitment. Director Sperling seconded the motion.

Motion passed 5 – 0.

2. **Recruitment and Retention: (Director Pearcey & Chair Caldwell)**

Director Pearcey: In last month's meeting we made an adjustment to the Budget removing \$175,000 from the million dollar project since the Districts funds won't be needed for a couple of years for the retention portion of the program. The \$175,000 is coming from HAF. We need

to note in the budget that there is a commitment of \$350,000.
This will be added to the budget as a commitment line item.
We received a letter from HAF awarding the funds and formal guidelines.
I have not been able to find anyone in Del Norte county that is willing or
able to administer the million dollar mission project. There was
discussion about separating the project into two parts with Sutter
administering part and the district the other half. Both parties need to
discuss with legal counsel. Follow up at next meeting.

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

Janel presented a flyer for the 30 Years of Health in our Community event
That is being held on September 26, 2026, downtown on 3rd street in
Crescent City.

D. HEALTH PROMOTION:

1. **Swimming Programs:**
Nothing to report.
2. **Non-emergency Transport/Local Medical Transport:**
Nothing to report.

8. REPORT OF THE EXECUTIVE SECRETARY: Approved as submitted.

9. UNFINISHED BUSINESS:

- a. Follow up discussion with Detective Mello and Mike Lane from Sutter Coast
Hospital regarding the compliance and Sexual Assault Response Team Protocols.

Detective Mello: We are working on better communication and sitting down to
discuss the problems.

Mike Lane, Sutter Coast Hospital: Communication is the key and working on a
resolution and MOUs with Sutter and the County.

To be followed up at September's meeting.

10. NEW BUSINESS:

- a. Discussion/possible approval of the MOU between the Del Norte and Tribal
Lands Community Food Council and the Del Norte Healthcare District for the
lease of property for the construction of the food hub project.

Chair Caldwell: This item also be discussed with the subcommittee and attorneys over the next month.

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:** No closed session.
14. **RETURN TO OPEN SESSION AND REPORT OF ANY ACTION:** No action was taken.
15. **ADJOURNMENT:** The meeting adjourned at 6:30 p.m.

Minutes prepared and submitted by:

Minutes approved by:

Doris Hendricks, Executive Secretary

Dave Mason, Board Secretary



BILLING REQUEST

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

7 d 1

Customer Name:	Revenue Account:	Amount:
Del Norte Healthcare District	001 -480 -3716 -00000	\$900.00
Customer Billing Address:	- - -	\$
	- - -	\$
	<i>Total Invoice: \$ 202.00</i>	
Billing Description:		
4 Saturday Swims with the slide @ \$150/hr (4.5 hrs) = \$675.00 7/11 (73), 7/18 (54), 7/25 (65). Total attendance: 192		
Additional Notes:		

Requesting Department:

Admin

Department Head Signature: _____

APPROVED
kfeola , 8/4/2026, 8:20:08 AM

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 -00000	\$1,038.00
Customer Billing Address:	- - -	\$ _____
	- - -	\$ _____
	<i>Total Invoice: \$ 202.00</i>	
Billing Description:		
Starbabies 8 @ \$35.00= \$280.00 PreSwim 6 @ \$48.00= \$288.00 Swim/Stroke 16 @ \$45.00= \$720.00 Total = \$ 1,288		
Additional Notes:		
July 2026		

Requesting Department: Admin

Department Head Signature:

APPROVED
kfeola , 8/3/2026, 3:31:56 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

Customer Name:	Revenue Account:	Amount:
Del Norte Healthcare District	001 -480 -3735 -00000	\$3,800.00
Customer Billing Address:	- - -	\$
	- - -	\$
	<i>Total Invoice: \$ 202.00</i>	
Billing Description:		
76 Senior monthly passes @ \$50.00 per pass = \$3,800.00		
Additional Notes:		
July 2026		

Requesting Department: Admin

Department Head Signature:

APPROVED
kfeola , 8/4/2026, 3:05:31 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.

There was a water leak in the lobby at the drinking fountain. First Service Plumbing did the repair.

Dwayne Lemos brought the chairs for the conference room up from Arcata. He took one load of the old chairs to the transfer station. I will need to find someone to remove the remaining chairs and take them to the transfer station.

One of the large gates to the field has been cut and will need to be repaired.

On a personal note, I am waiting for the authorization from my insurance for surgery on my hand. I will need to take a couple of weeks off when this happens.



10a

LEASE AGREEMENT

This Lease Agreement is between Del Norte Healthcare District (Landlord), and The Del Norte and Tribal Lands Community Food Council (Tenant). Landlord will lease 510 E Washington Blvd, Crescent City, CA 95531, (Exhibit 1:) including an adjacent parking lot with 14 parking spots, to Tenant.

The rental terms and conditions are set forth below.

1. **TERM.** The term of the Lease begins on February 1, 2026 and ends on December 31, 2028
2. **RENT.** Tenant shall pay to Landlord a rental fee of three thousand dollars and no Cents (\$3,000) per month for office space. Each payment is due on the first day of the month and is late after the 5th.

The rental fee for any partial calendar month included in the Lease term will be prorated on a daily basis.

3. **CONDITION OF LEASED PREMISES**

Landlord warrants that at the time of the making of this lease, the premises are in good working condition and in compliance with all government laws and standards, including the Americans with Disability Act ("ADA"). Landlord, at its sole cost and expense, agrees to keep and maintain the Premises in full compliance at all times with all government laws and standards, including the ADA.

4. **TENANT CHARGES.** The following are not included in the monthly rental fee. The Tenant is responsible and will be billed monthly for the following:

- a. Electricity
- b. Water & Sewer

5. **TENANT RESPONSIBILITIES.** Tenant is responsible for the arrangement and payment of the following:

- a. Janitorial services or supplies needed for internal cleaning of the building
- b. Duplicate copies of keys to the office and building.
- c. Security or Alarm Services
- d. Minor repairs that don't require a contracted professional.



6. LANDLORD RESPONSIBILITIES FOR REPAIR AND MAINTENANCE.

Landlord shall perform, at Landlord's sole expense, all repairs and maintenance for the Leased Space and the Building as outlined in section A) Landlords Maintenance below.. Any repairs by Landlord shall be made promptly with first-class materials, in a good and workmanlike manner, in compliance with all applicable laws of all governmental authorities, and in a style, character, and quality conforming to the existing construction. Except in the case of an emergency, Landlord shall not enter the Leased Space for the purpose of effecting the repairs, alterations, or improvements other than during normal business hours, and shall give Tenant 24-hours' notice of the intention to enter for those purposes.

- a. Landlord, at its costs, shall maintain, in good condition, all structural parts of the building. Landlord shall also maintain the electrical and plumbing systems.
Landlord shall also maintain the exterior building and the grounds.
- b. Tenant, at its cost, shall maintain, in good condition, all nonstructural portions of the building, as well as all improvements installed by Tenant, and all nonstructural portions of the interior of the leased premises.
 - i. Any malfunction or damage caused by tenant or tenant's program users, space renting guests, or subleasing guests will be the responsibility of the tenant.

Except for cases of emergency, Landlord shall make all repairs required hereunder as soon as is practical. In the event Landlord has not made a repair referred to in a written notice from Tenant to Landlord within 30 days after the date of that notice, Tenant shall have the right to have the repair performed and be reimbursed by Landlord. If the full amount of reimbursement is not delivered by Landlord to Tenant within 10 days after Tenant's delivery to Landlord of a written statement or bill evidencing the cost of the repair, Tenant shall have the right to deduct the cost of the repair from the next monthly rent payable to Landlord.

- 7. INSURANCE.** Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, eater, criminal or negligent acts of others, or any other causes. Tenant will carry Commercial General Liability insurance in an amount of not less than \$1,000,000.00. Tenant's liability insurance will name the Landlord as additional insureds. Tenant will provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord will maintain Commercial General Liability insurance insuring Landlord, but not Tenant, in the amount of at least \$1,000,000.00, plus property insurance in an amount sufficient to cover the replacement cost of the property. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damages covered by insurance.



8. **ACCIDENT REPORTS.** Tenant agrees to require all staff and volunteers to immediately report any accidents occurring at the 510 E Washington to Del Norte Healthcare District, in addition to their own agency requirements.
9. **SUBLEASE AND ASSIGNMENT.** Tenant will be allowed to sublease part of the Leased premises, with approval of the Landlord, whose approval shall not unreasonably be withheld and will submit any office sublease payments to the Landlord. Rental fees for conference room, community room, or cold storage will be kept by the tenant. Tenant will provide landlord with quarterly summaries of all rental fees collected including a break down of what each fee was for.
10. **DEFAULT.** In the event of default by Tenant in the payment of rent when due to Landlord, or in the event of a default by Tenant in any of the other covenants or conditions to be kept, observed and performed by Tenant, Landlord will have any right to remedy available to the Landlord on account of any Tenant default, either in law or equity. Landlord will use reasonable efforts to mitigate its damages.
11. **LOST OR STOLEN ITEMS.** Landlord is not responsible for the loss or theft of any personal items, program materials or other goods of the Tenant. It will be the Tenant's responsibility to provide for the storage and safekeeping of such items.
12. **SECURITY DEPOSIT.** Landlord has not required a security deposit.
13. **NOTICE.** Any notice required or permitted under this Lease will be deemed sufficiently given or served if sent by U.S. certified mail, return receipt requested, addressed as follows:

Landlord: Del Norte Healthcare District
550 E. Washington Blvd.
Crescent City, CA 95531

Tenant: Del Norte and Tribal Lands Community Food Council
900 Northcrest Dr. #79
Crescent City, CA 95531

Landlord and Tenant will each have the right from time to time to change the place where notice is to be given under this paragraph by written notice thereof to the other party.

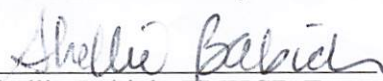


14. **WAIVER.** No waiver of any default of Landlord or Tenant hereunder may be implied from any omission to take any action on account of the default if the default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant will not be construed as a waiver of subsequent breach of the same covenant, term or condition.
15. **COMPLIANCE WITH LAW.** Tenant and Landlord each will comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased premises.
- a. By its signatures hereunder, Tenant certifies that Tenant is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Tenant will comply with such provisions in connection with any work performed on the premises. Any persons providing services with or on behalf of Tenant shall be covered by workers' compensation (or qualified self-insurance).
16. **GOVERNING LAW.** This Agreement will be enforced under the laws of the State of California.
17. **ATTORNEY'S FEES.** In any action to enforce or interpret the provisions of this Lease, the prevailing party is entitled to reasonable attorney's fees and costs in addition to any other remedy.
18. **FINAL AGREEMENT.** This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Lease as of the date signed below.

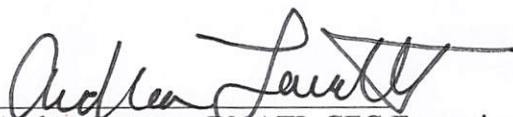
"Landlord"


Kevin Caldwell MD, DNHCD Chair


Shellie Babich, DNHCD Treasure

Date: 5/12/26

"Tenant"


Andrea Lancot, DNATL CFC Executive Director

Date: 5/12/26



Exhibit 1:

