

# COAST LIFE SUPPORT DISTRICT

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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 8:30 am Sunday, April 28, 2013 <<<

Fort Ross Vineyard

15725 Meyers Grade Road, Jenner, CA 95450

1. Call to Order Toedter
  2. Adoption of the Agenda
  3. Minutes Approval
  4. Privilege of the Floor – Public Comment
  5. Old Business – Information or Action Rice
    - FY12 Audit Review and Approval – Action
  6. New Business
    - District Board Team Building and Planning Exercise
  7. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
    - o May 20 (tentative)



MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
March 18<sup>th</sup>, 2013

Call to Order. President Tom Toedter called the meeting to order at 4:30 p.m. Present: Directors Rice, Randolph, Schwartz, and Dodds.

Adoption of the Agenda. Director Rice moved to adopt the Agenda with the modification of moving the Audit Acceptance to the end of New Business to accommodate visitors. Director Schwartz requested the addition of a discussion on the RFP in New Business. Director Schwartz second, all ayes.

Approval of the February 18<sup>th</sup>, 2013 Minutes: At Director Schwartz's request, the minutes were corrected to read that Director Klopfer had offered to surrender his seat on the Community Healthcare Working Group. She also requested a sentence in Old Business section a. be changed to read, "Director Rice described the facilitator selection process and cost estimates, and asked the board to authorized DA Foster to contract." Director Dodds moved to adopt the minutes as amended. Director Randolph second, all ayes.

Privilege of the Floor: President Toedter asked that comments be restricted to non-agenda items; any comments on agenda items would be received during the discussion of that item. Mr. John Bower addressed the board regarding a need to resurface Ocean Ridge airport, which is used by all local emergency agencies. DA Foster pointed out the responsibility for determining need, eligibility, and priority lies with the local fire chief, although as a supporting agency CLSD would be happy to assist in any effort seeking political and funding support. Director Schwartz offered to attend the next South Coast FPD board meeting to voice CLSD support should they elect to take on this project.

Old Business: Information or Action

- a. Board Director Nominations. Director Randolph presented the Nominating Committee's slate of recommended candidates and briefly described the committee's reasoning. The nominees were Rich Perry and George Provencher. Director Randolph moved their appointment, Director Schwarz second, all ayes.
- b. New Director Oath of Office. President Toedter administered the Oath of Office to George Provencher, who then assumed a seat at the board table. Rich Perry was unable to attend and will be sworn in at a later date.
- c. Secretary Election. Director Schwartz nominated Director Randolph for the Secretary position; Director Dodds second, all ayes.
- d. Community Healthcare Joint Executive Committee (Sense of the Board): DA Foster began the discussion with a presentation outlining the history and reasoning for pursuing a consultant to develop a business plan for a community medical center, in addition to the current information regarding a tax increase to support extended-hours urgent care. He explained costs and revenues for each option and the benefits of each option. Brent Klopfer was recognized and read a prepared statement (attached) and made further remarks along the lines of his prepared statement. President Toedter then polled the board members regarding their position on pursuing a consultant to create a business plan for a community medical center. Each board member made comments in support of seeking a business consultant to develop a detailed plan.
- e. Request for Proposal. Director Schwartz expressed concern that some potential

vendors were not given the opportunity to submit a proposal, as they had not received the RFP in time, and inquired as to whether the submission deadline could be extended. DA Foster expressed his regret that they were not included, but explained that as a public agency his flexibility in extending deadlines is extremely limited and could invite a legal protest.

- f. **Audit.** Mr. Craig Collins presented the FY2011-12 audit, which included a finding of a material weakness. A strident discussion ensued over assignment of blame to either Management or the Auditor. Treasurer Rice asserts the blame is appropriately assigned to the auditor and requests the finding be excised; Mr. Collins regretfully informs the board that he cannot do that and remain in compliance with auditing standards. There is no motion to accept the audit. Treasurer Rice will craft a response strategy.
- g. **Strategic Planning Offsite Facilitator Recommendation/Action:** A one day board planning workshop has been scheduled for April 28<sup>th</sup>. Director Rice reviewed the facilitator selection process and cost estimates, and asked the board to authorize DA Foster to contract. Director Randolph moved to authorize DA Foster to enter into a contract with the facilitator selected by the committee. Director Schwarz second, all ayes.

#### New Business

- a. **FY13-14 Budget Guidance.** DA Foster reviewed the budget schedule and asked for any board input at this point. Director Schwarz suggested something might come out of the Strategic Planning Offsite April 28. DA Foster indicated he would assume a baseline budget with no programmatic changes other than election expense, and seek further guidance from the Finance Committee. He asked Directors to send their thoughts to the Finance Committee members for inclusion as appropriate.
- b. **Brown Act Training.** President Toedter explained his concern about board

members' understanding of the Brown Act, and suggested a training session by County Counsel. In the face of strong resistance by Directors Dodds and Schwarz, who questioned the need and expense, President Toedter agreed to reconsider and ask one of our new Directors (Provencher or Perry) to conduct a Brown Act review for the board.

#### Reports:

- Treasurer/Rice: none
- Board Officers: none
- District Administrator Foster's Report. See board packet.
- Business Mgr. Bold's February 2013 Write-Off Report was presented. Director Randolph moved for approval, Director Rice second, all ayes.

#### Other:

- Director Rice announced that the Strategic Planning Offsite will be conducted by Scott Oremerod of Leaps Solutions, Inc.
- Next Board Meeting: April 15th , 2013

**Adjournment.** Director Randolph moved for adjournment, Director Dodds second, all ayes. Meeting adjourned at 7:35 pm.

Minutes approved:

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Date