

**Tulare Local Health Care District  
Tower Construction Committee Meeting  
Tuesday, July 13, 2021 6:30 PM  
Evolutions Plaza Conference Room  
1425 E. Prosperity Ave., Tulare, CA  
(Use Prosperity Avenue entrance on north side of Plaza)**

**Electronic participation will be available via Zoom Webinar link/phone number below.**

**Zoom Webinar link and call in information<sup>1</sup>:**

<https://zoom.us/j/97427683391?pwd=N09YRWZzVVdsaE0vWHBSWTFaUGx2dz09>

**You can also dial in using your phone**

United States: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592

Webinar ID: 974 2768 3391

Passcode: 014971

**Special notice to individuals with disabilities:**

Please email [kmelendez@tulareregional.org](mailto:kmelendez@tulareregional.org) or call [\(559\) 685-3879](tel:559-685-3879)  
in order to request any reasonable modification or accommodation as may be needed  
to observe or participate in this meeting telephonically/electronically.

**Availability of Public Records.**<sup>2</sup> All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the committee members will be available for public inspection at TLHCD Administrative Offices, Annex Lab Building, 2nd Floor, 869 North Cherry Street, Tulare, California at the same time that the public records are distributed or made available to the committee members.

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<sup>1</sup> Pursuant to Executive Order N-29-20 dated March 17, 2020, in order to further combat the spread of the COVID-19 virus, California Governor Gavin Newsom has temporarily suspended certain provisions of the Brown Act respecting notice, quorum and accessibility requirements applicable to meetings of local legislative bodies. In accordance with said Order—a copy of which will be made available upon request—and related recommendations by the CDC, a physical location for public participation will be provided on a limited occupancy basis for the July 13, 2021, regular meeting of the Committee. To avoid unintentional transmission of COVID-19, interested members of the public are encouraged to observe and participate in this meeting telephonically or electronically using the information provided above. Any member of the public requiring assistance in accessing these offsite technologies should email Kathy Melendez at [kmelendez@tulareregional.org](mailto:kmelendez@tulareregional.org) or call [\(559\) 685-3879](tel:559-685-3879) at least three (3) hours prior to the scheduled commencement of this meeting.

<sup>2</sup> Due to present restrictions related to COVID-19, the District is operating under a modified schedule. Please call [\(559\) 685-3879](tel:559-685-3879) or email [kmelendez@tulareregional.org](mailto:kmelendez@tulareregional.org) to arrange viewing access to documents.

## MINUTES

### **Tower Construction Committee Members:**

Philip Smith	Committee Chair
Linda Crase	Committee Vice-Chair
Rick Albert	
John Atilano	
Ross Gentry	
Kevin Northcraft	
Mike Shaffer	

1. **Call to Order**

Chairman Philip Smith called the meeting to order at 6:32 PM.

2. **Public Comment:**

Citizen Alex Gutierrez spoke on the topic of the Veterans Administration being proposed at the Special Board of Directors meeting on Wednesday evening. Mr. Gutierrez is opposed to the proposal and stated it is not within the District's mission statement for healthcare access.

3. **Announcements – Committee Members**

Rick Albert reported on the first Community Forum held last month and noted it was well received and encouraging. Albert thanked Jan Smith and the Foundation for hosting the event.

Chairman Smith thanked John Atilano for his efforts on the committee and working with staff.

4. **Consent Agenda**

- a. 6/08/2021 Tower Construction Committee Meeting Minutes  
Motion was made by Linda Crase and seconded by Mike Shaffer to approve minutes as presented. Motion approved 7-0.

5. **Updates from Committee Liaisons**

- a. Grant Management Associates – Rick Albert, Ross Gentry:  
Ormonde reported that she and Jan Smith, Tulare Hospital Foundation, met with GMA and it was suggested that further meetings be placed on hold until a Project Manager is hired.
- b. Tulare Hospital Foundation – Linda Crase, John Atilano: No updates at this time.
- c. Adventist Health Central Valley Network and Adventist Health Tulare – Mike Shaffer, Kevin Northcraft: Shaffer reported that the last quarterly AH meeting was canceled and is rescheduled for August 24. In the meantime, Shaffer suggested forming topics for discussion with AH which included: (1) approach AH regarding strategic planning in possibly purchasing the hospital or the tower along with timelines, consequences, implications on existing agreement; (2) approach AH for a loan to proceed with tower construction; (3) inquire if the purpose and design of the tower is still consistent with its use; and (4) are there concerns AH may have to be inclusive.

Shaffer welcomed any other questions. It was a consensus that the liaisons approach AH with questions.

**6. Tower Tours Update – Jan Smith**

Jan Smith reported on the recent community forum held last month and stated the positive feedback where citizen concerns were addressed. The next community forum will be held on August 26 at Valley Christian Church.

A draft of a virtual tower tour was presented by Smith noting that the Hospital Foundation has purchased software to produce an interactive video for public view. Smith stated they will also add location tags to the video. Albert suggested this could possibly be used for marketing efforts. Crase added that this is a great tool to give a better perspective to the community instead of just seeing a shell of a building.

**7. Miscellaneous Projects Prior to Resuming Major Construction – Gary Sutherlin**

- a. Completion of Permanent Power in the Tower: Sutherlin advised that he and Ormonde met with OSHPD recently. In particular, discussion was had on the main electrical room in the basement as it would require compliance with OSHPD regulations for partial occupancy, leading to much higher costs than previously discussed. It is now a requirement by OSHPD to install a complete fire alarm system in the basement for partial occupancy versus requiring smoke detectors in the electrical room as previously discussed. Power is needed to power battery chargers, emergency generators, sump pumps, construction lighting and corridor exiting. Temporary power would be a less expensive solution considering the new OSHPD requirements for partial occupancy with permanent power solution. Sutherlin will continue seeking cost estimates for both permanent and temporary power solutions but expects that the future Project Manager will finalize total cost of permanent power project due to time it will take to get all estimates. Discussion continued regarding the expense of permanent power versus temporary power since both involve dollars spent on components that would not be used once build-out was completed.
- b. Update on List of Potential Projects: An amended list of suggested work to maintain construction activity and continue to be in compliance with the building permit was provided to the Board, noting the importance of continuing the projects to keep the permit valid. Sutherlin suggested to continue with site work on Cherry Street which is important for public perception. Sutherlin noted that it is most important at this time to hire a project manager to move the project along. Discussion ensued that smaller projects would be more feasible to keep the permit active.

**8. Discussion and Action Related to Proposed Job Description for Hiring Project Manager for Board Review and Approval**

It was the consensus of the Committee to task Atilano and Gentry with reviewing the job description and suggesting a permanent hire or contract hire for Board of Director consideration to start the hiring process. Northcraft noted that salary will be key but should be a minimum of 5% below the CEO.

**9. Discussion and Action Related to Proposed Request for Quotes for Inspector of Record for Board Review and Approval – John Atilano**

It was suggested that an Inspector of Record be hired prior to Gary Sutherlin retiring. Atilano is aware of a company who is willing to provide services in the interim. It is within the authority of the CEO to hire an interim IOR in order to protect our assets.

10. **Development of Requests for Qualifications/Proposals (RFQs/RFPs) Update – John Atilano**
  - a. Architect Of Record: It was the consensus of the Committee to come back at the next meeting with a draft RFQ for an AOR.
  - b. Project Management: Discussed under Item 8 above.
  
11. **TRMC Storm Water Reporting Services – Sandra Ormonde**

CEO Ormonde provided an update stating that the District received a notice of violation from State Water Board citing that we were not current in our annual reporting. With help from Atilano, the State Board staff and Provost and Pritchard, we were able to bring reports current and avoid penalties. It is within Ormonde’s authority to engage as necessary to maintain compliance with the Storm Water Pollution Prevention Plan.
  
12. **Discussion and Action Related to Developing Policies and Procedures in Response to 2018 State Audit Recommendations**

CEO Ormonde advised that policies and procedures need to be developed and documented to demonstrate that we are implementing the recommendations per the 2018 State Audit. Staff recommended that a member of the Committee work with District staff to develop policies and procedures. Chair Smith volunteered to assist staff.
  
13. **Adjournment at 8:07 PM – Next regular meeting will be Tuesday, August 10, 2021 at 6:30 p.m. at a location to be determined**