

# THOMPSON VALLEY HEALTH SERVICES DISTRICT

c/o TVEMS

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Thompson Valley Health Services District

Regular Board Meeting

July 30, 2009 - 5:30 p.m.

Station 320 Holdeman Room

**Call to Order** – E. Hughes called the meeting to order at 5:32 p.m.

**Roll Call – Present** - R. Bates, M. Childers, S. Gomez, E. Hughes, T. McNally, S. Linden, A. Washnock

Absent Excused

Absent Unexcused

**In attendance** – Chief R. Leshner, Ops Capt. S. Forman, Admin. Capt. M. Dolgener, Legal Counsel Adele Reester

**Public Comments** – Julia Stone of Bondi & Co. gave an overview of the 2008 audit process. Bondi & Co. staff members were onsite for about 4 days. All adjusting entries were normal year-end entries for closing books. Large adjustments were for depreciation and salary adjustments. The audit resulted in an unqualified opinion, which is the best opinion you can get. Julia noted that assets are up from 2007, not in any one category. Current liabilities increased and total net assets are up which is good. Unrestricted funds should have a 2-3 month reserve; District is at about 4 months of reserve. The change in net assets had a positive change all looks good there. Budget to actual statement (page 15), from a budget standpoint did a good job staying in budget. Related party transaction note 6. Report to Governance is a subjective report, based on observations made during audit process. Quick trend of AR over 60 days, percentage rose from 2007 to 2008, states a need to collect quicker. Items for improvement: There are 3 levels to report, control deficiency, significant deficiency, and material deficiency.

Material deficiency – Personnel in organization not able to prepare year-end financial statement – CPA should be the auditor only and not preparing the year-end closing entries. Significant deficiency – Capital assets: Prior auditor maintained depreciation, needs to be done in-house.

Physical inventory: Count of capital assets needs actual count at year-end.

District capitalization: Policy of \$1,000 for capital purchases, audit process found some items of less capitalized rather than expensed.

Recording of doubtful accounts accrual: These entries were done at year-end in the past and should be done monthly.

Contractual adjustments: Entries were done annually and should be done monthly when revenue is booked.

Payroll accrual monthly rather than annual.

Documentation and approval – There was no evidence of Chief's review or approval of credit card purchases and no secondary review of Chief's credit card purchases.

Cash reconciliation should have a second review consistently.

Form 941 reconciliation should have second review to match with general ledger.

Chief's time sheet should have a formal review for authorized time off.

AP construction in process accrual moved to 2008 when incurred rather than when paid.  
Tax receivable deferral booked at end of year based on certified levy.  
More supporting documentation required of monthly district journal entries.  
AR aging schedule in Amazon needs second review to reconcile to General Ledger  
District cash accounts need second review.  
Need to have written investment policy.  
Need more cross training within department.  
District board needs to respond to report to governance recommendations with Randy. M.  
Dolgener will change statement groupings to be consistent with audited statement groupings.  
Motion by R. Bates, second by T. McNally to accept audited statement as presented is  
unanimously approved.  
S. Linden suggested to budget in 2010 for additional training for Business Manager to meet the  
recommendations from auditor.

John Jackson, LCHC pharmacist – cancelled his presentation due to a family emergency. He  
asked to be put on the August agenda.

🗨️ **Approve Minutes** – E. Hughes asked that the June minutes be amended to show A.  
Washnock as excused absence. Motion by S. Gomez, second by T. McNally, the June  
minutes are unanimously approved with amendment.

🗨️ **Approve Treasurer's Report** – S. Gomez attended SDA one-day conference and said the  
bottom line is; he believes the District is doing well. S. Gomez updated his quest to find a bank  
that will provide excellent customer service, considering the amount of District funds that will  
be in their care. As of tonight's meeting, he has not had a response from Guaranty bank from  
a letter he sent 2 weeks ago; S. Gomez will not continue to pursue communication with  
Guaranty Bank, and has set appointments to meet with other banks. The plan is to measure  
the bank based on services offered and value to the District. The expense report looks better  
this month; calls are up, Admin working hard to collect on accounts. The year had a bad start,  
but seems like things are catching up. Motion by R. Bates, second by T. McNally to accept  
Treasurer's report as presented is unanimously approved.

## **Old Business**

- Board retreat – E. Hughes will secure location for October 31 retreat from 8:00 a.m. – 2:00  
p.m. Details will be available at August board meeting.

## 🗨️ **Committee Reports**

- Finance – Bank research findings – S. Gomez – (see Treasurer's report)
- Liaisons – T. McNally and E. Hughes met with S. Zsadir at Center for Mental Health (CMH) to  
explain that their funding would cease after the last check sent in June 2009. S. Zsadir was very  
understanding of financial changes and appreciated all the years of prior funding from the District.  
T. McNally read a letter from S. Zsadir stating that CMH may be able to provide CE training on first  
aid in mental health to our EMS staff (see attached). Chief Leshar will send M. Turner to open  
house. T. McNally and S. Gomez laid out criteria for grant requests and sent draft to each  
member for review. Discussion about whether to budget funds in advance of project request or  
after project request then put in next year budget. Motion by T. McNally, second by S. Gomez to  
budget \$50,000 in other medical expense for the 2010 budget, and table discussion to another  
meeting. 6 in favor, 1 opposed. Motion passed.
- SDA – Annual meeting attendee selection – Motion by S. Linden, second by R. Bates to send  
2 board members, Chief and Business Manager to 2009 annual SDA conference. Attending will  
be, T. McNally, A. Washnock, Chief Leshar, and M. Dolgener. T. McNally reported that the recent  
SDA newsletter focused mostly on legal issues.

- Amendment 54 – Legal counsel A. Reester gave update and explanation. District will send letter to sole source contractors when time comes. A. Reester also mentioned that beginning in August all board meetings will need to be recorded and recordings kept for 90 days. The District will have to have written destruction policy.

🔊 **New Business** - None

🔊 **Legal (Attorney)** - Nothing further to add to above.

🔊 **Chief's Report** – See handout for details. Chief Leshar said the Centerra Metropolitan District (CMD) board met last week and would like to extend the current MOU agreement with the District. CMD has reduced some available properties down to \$6.75 square foot, approximately \$294,000 for a 1-acre lot, with no infrastructure. There was some discussion about CMD available properties. Any property purchased with them has a stipulation to begin building within 18 months or they get it back. Chief Leshar is still thinking conservatively on the budget for 2010 & 2011 until assessor comes out with assessed valuation report. At this time, the thought is to have a 3000 sq. ft. building with 1500 sq. ft. being garage space. Question of how long the airport fire station will work well for EMS; it's good for now but not perfect, access to interstate is not ideal. Chief Leshar suggested that it probably will not work for more than 2 years, and district should have a project started in 2 years. Chief Leshar also reported that rescue pod airways have been added to the system. The Todd Seek Golf Tournament made enough profit to purchase a transport ventilator as the Seek family requested. Continued training has paid off with a recent patient where Rapid Sequence Intubation (RSI) was not an option and a field surgical cricothyroidotomy was used successfully.

🔊 **Mail/E-Mail** – Thank you from A. Washnock for flowers at her husband's funeral.

🔊 **Schedule Chief's Breakfast** – Wednesday, August 12, 7:00 a.m. at The Egg & I.

🔊 **Next Meeting:**

- Regular Board – August 27, 2009 – 5:30 p.m.

## **Adjournment**

Motion by R. Bates, second by M. Childers to adjourn the regular board meeting at 8:04 p.m. is unanimously approved.