



AGENDA

EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS

REGULAR MEETING

8101 Bay Ave. CALIFORNIA CITY

*Serving all members of our community with integrity and vision
to build health and well-being.*

MARCH 1, 2022 5:00 pm

Special Notice

Teleconference Accessibility

Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to protect both staff, our constituents, and elected officials, the East Kern Health Care District will hold its board meeting via teleconference or the most rapid means of communication at the time. The public may participate in the teleconference by clicking on the link below:

<https://us02web.zoom.us/j/87902247774?pwd=YmUyNTJ6YTN0Szh6Smhkai9mZDY1QT09>

Meeting ID: 879 0224 7774

Passcode: 345273

If you wish to access the meeting by telephone, please dial one of the numbers below, enter the meeting ID, and then press # (pound)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Public comments may be made through teleconference when prompted by the President during the public comment period. Public comments may also be provided by emailing eastkernhealthcaredistrict@gmail.com in advance of or during the meeting.

Please indicate "PUBLIC COMMENTS" in the subject line.

If you have difficulty connecting to the teleconference line, please call +1 669 900 6833 US or email eastkernhealthcaredistrict@gmail.com

- 1. PLEDGE OF ALLEGIANCE
- 2. CALL TO ORDER
- 3. ROLL CALL

Determination of Quorum

Director R. Foley
Director R. Macedonio
Director L. Patrick
Director L. Peralta
Chair K Macedonio

STAFF PRESENT:

Margaret Barragan - Office Manager
Penny Farris - Special Projects
Alex Lemieux - Attorney
Nicole Schenk - Technical Support

PUBLIC PRESENT:

4. APPROVAL OF AGENDA

Motion: _____ Seconded: _____

Action: _____

5. PUBLIC COMMENTS FOR AGENDA ITEMS

6. CONSENT CALENDAR

6A: APPROVAL OF MINUTES FOR:

SPECIAL MEETING 2/15/22	Pages 6-8
SPECIAL MEETING 11/16/21	Pages 9 - 10
SPECIAL MEETING 11/29/21	Pages 11 - 12

PENDING:

REGULAR MEETING 12/07/21

6B: WARRANTS, EFT, DEBIT CARD TRANSACTIONS, APPROVAL FOR CHECKS

6C: APPROVAL OF FINANCIAL REPORTS, PROFIT AND LOSS REPORTS, BANK BALANCE (WITH INTEREST), DEPOSIT DETAIL, PAYROLL

6D: RESOLUTION NO. 2022 - 0301

Pages 13 - 15

A Resolution of the Board of Directors of the East Kern Health Care District proclaiming a local emergency, ratifying the Proclamation of a State of Emergency by N-25-20, Dated March 12, 2020, and N-29-20, Dated March 17, 2020, and N-35-20 authorizing Remote Teleconference Meetings of the Legislative Bodies of the East Kern Health Care District for the period of March 1, 2022 to March 31, 2022, pursuant to Brown Act Provisions.

APPROVAL OF CONSENT CALENDAR

Motion: _____ **Seconded:** _____

Action: _____

7. COMMITTEE REPORTS:

7A. PRESIDENT'S COMMENTS

Brown Act, staff scheduling and skills/tasks backup

7B. STAFF UPDATES

Margaret Barragan - Office Manager

Pages 16 - 19

See item 8A (New Business)

Penny Farris - Special Projects

Records Retention Update

Nicole Schenk - Tech Support

Minutes backlog, staff training manual

7C. FACILITIES REPORT - Director R. Macedonio

- Tree trimming scheduled for May 2nd, 3rd, and 4th 8am - 2pm (Tenants need to be notified)
- Electrical for N. Loop
- Emergency lighting and interior lights for Bay Ave

8. NEW BUSINESS

**8A: POLICY AND PROCEDURES FOR EMERGENCY TENANT ISSUES,
LEASE REQUIREMENTS**

Example: Plumbing stoppage at 9300 N. Loop

Motion: _____ **Seconded:** _____

Action: _____

8B: BRIDGE FOR HOPE

Director R. Foley will give a proposal and open discussion

Motion: _____ **Seconded:** _____

Action: _____

9. NON-ACTION ITEMS

8101 BAY AVE, BUILDING USE:

Community Cleanup - Storing 35 unused Sharps Containers and Cal City Police Dept.

Storing 10 cots for preparedness of community disasters.

Storing 30 Covid home test kits, 2 tests per kit.

10. CALL FOR FUTURE AGENDA ITEMS

Director R. Foley

Director R. Macedonio

Director L. Patrick

Director L. Peralta

Chair K Macedonio

11. BOARD MEMBER UPDATES:

Director R. Foley

Director R. Macedonio

Director L. Patrick

Director L. Peralta

Chair K. Macedonio

12. ADJOURNMENT

Motion: _____ **Seconded:** _____

Action: _____

Next Regular Meeting: April 5, 2022

8101 Bay ave. California City, Ca (HYBRID)

“Pursuant to Government code section 54954.2(a), any request for a disability-related modifications or accommodation, including auxiliary aids or services, that is sought in order to participate in this agendized public meeting should be directed to the District’s office at (760) 373 - 2804 at least 48 hours prior to said meeting.”

Agenda posted: 2/25 2022 6:15 PM by Karen Macedonio, President



SUMMARY OF PROCEEDINGS

BOARD OF DIRECTORS - EAST KERN HEALTH CARE DISTRICT

8101 Bay Ave. CALIFORNIA CITY

Special Meeting Minutes

February 15, 2022 5:00pm

NOTE: The vote is displayed in bold below each item. For example, Macedonio - Patrick denotes Director Macedonio made the motion and Director Parick seconded the motion.

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER : 5:02pm**
- 3. Directors: Foley, Macedonio, Patrick, Peralta, Macedonio**
ROLL CALL: 4 Present, 1 Absent -Patrick (Arrived 5:06pm)

STAFF PRESENT

Margaret Barragan - Office Manager
Penny Farris - Special Projects
Nicole Schenk - Tech Support

PUBLIC PRESENT

None

- 4. APPROVAL OF AGENDA**
4 - 0, 1 Absent
R. Macedonio - Rubi Foley

Action: R. Foley, R. Macedonio, L. Peralta, K Macedonio
Absent: Director L. Patrick

- 5. PUBLIC COMMENT FOR AGENDA ITEMS**

None

- 6. APPROVAL OF CONSENT CALENDAR**

5-0

R. Macedonio - L. Peralta

R. Foley, R. Macedonio, L. Patrick, L. Peralta, K. Macedonio

7. COMMITTEE REPORTS

7A. PRESIDENT'S COMMENTS

Gave comments on Poll Everywhere (cell-phone based poll/questionnaire) to engage with community, cross-training-for everyone to be able to do jobs as needed to keep work/momentum going.

7B. STAFF UPDATES

Margaret Barragan - Office Manager

Gave info/comments on Microsoft subscription, status of filing and records management and storage, inquired about changing the office voice mail greeting

10. CLOSED SESSION (moved to earlier time to allow all members to participate)

CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.)

Agency Designated Representative: Alex Lemieux

Unrepresented employee: Margaret Barragan, Office Manager

Board voted unanimously to offer 19.55 per hour, and an increase to 15 hours each week, effective 2/16/22. This item was moved to the beginning of the meeting to allow KM to participate in the discussion.

7B. STAFF UPDATES

Penny Farris - Special Projects

Gave comments on records storage and managements, requested direction from Board on their expectations, and also how to proceed as far as what to keep, called CSDA to request support in doing records retention.

Nicole Schenk - Tech Support

Gave comments re: staff training manual and videos, working with Eva re: Quickbooks, and explained archive.org.

7C. C. FACILITIES REPORT - R. Macedonio

Gave comments re: equipment that might be donated to use at the Bay location, in storage by Lou Peralta, lights at N. Loop location and the wiring, completing the repair of the inside lights at the Bay Ave building.

8. CONTINUED BUSINESS

8A. MINUTE ORDER: MOTION TO APPOINT EVA HEBEBRAND, MBA, AS DESIGNATED DISTRICT FISCAL OFFICER FOR SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT

5-0

L Peralta - R. Foley

Action: R. Foley, R. Macedonio, L. Patrick, L. Peralta, K. Macedonio

8B. APPROVAL OF VISION STATEMENT

“Serving all members of our community with integrity and vision to build health and well-being.”

4-0, 1 Absent

R. Foley - L. Peralta

Action: R. Foley, R. Macedonio, L. Patrick, L. Peralta

Absent: K. Macedonio

9. APPROVAL OF TREE TRIMMING BID FROM TIP-TOP ARBORISTS

4-0, 1 Absent

R. Foley - R, Macedonio

Action: R. Foley, R. Macedonio, L. Patrick, L. Peralta

Absent: K. Macedonio

11. BOARD MEMBER UPDATES

R. Foley - Gave comments and opened discussion re: Bridge for Hope, and possibly collaborating with them to provide emergency relief for families in need, in case of disasters. L. Peralta asked that it be brought up at a future meeting in a more official way.

R. Macedonio - Gave comments re: more maintenance to be done at the N. Loop building

L. Patrick - None

L. Peralta - None

Chair K. Macedonio - Absent

12. ADJOURNMENT 6:15pm

4-0, 1 Absent

R. Foley - R, Macedonio

Action: R. Foley, R. Macedonio, L. Patrick, L. Peralta (K. Macedonio Absent)

Meeting adjourned at 6:15PM

Minutes adopted on: _____ / _____ / _____

Secretary’s Signature: _____

President’s Signature: _____



SUMMARY OF PROCEEDINGS

BOARD OF DIRECTORS - EAST KERN HEALTH CARE DISTRICT

8101 Bay Ave. CALIFORNIA CITY

Special Meeting Minutes

November 16, 2021 5:00pm

NOTE: The vote is displayed in bold below each item. For example, Macedonio - Patrick denotes Director Macedonio made the motion and Director Parick seconded the motion.

1. **CALL TO ORDER : 5:02pm**
2. **PLEDGE OF ALLEGIANCE**
3. **Directors: Foley, Macedonio, Patrick, Peralta, Macedonio**
ROLL CALL: 5 Present

STAFF PRESENT

Lynn Airheart- Office Manager

PUBLIC PRESENT

Nick Manzek and Michelle Stevens from Granicus

4. **APPROVAL OF AGENDA**
5, 0
R. Macedonio - L. Patrick
Action: R. Foley, R. Macedonio, L. Patrick, L. Peralta, K Macedonio

5. **PUBLIC COMMENT FOR AGENDA ITEMS**

Nick Manzek and Michelle Stevens from Granicus gave a detailed presentation on Bang the Table, Gov Delivery, and HQ Engage, and the Board discussed.

6. **DISCUSSION ITEMS**

- 6A. **BANG THE TABLE PRESENTATION**

The Board discussed various aspects of the information given by Nick Manzek and Michelle Stevens from Granicus.

- 6B. **ESTABLISHING CONNECTION AND COLLABORATION WITHIN COMMUNITY**

The Board discussed various aspects of what's involved with active community engagement.

6C. VISION / MISSION STATEMENT DISCUSSION

K. Macedonio gave comments on Vision and Mission concepts, and associated goals and actions.

7. COMMITTEE REPORTS

7A. PRESIDENT’S COMMENTS

K. Macedonio - Gave final comments on discussion items 5A and 5B.

7B. FACILITIES REPORT - R. Macedonio

Gave comments re: Exterior lights on Bay Ave building, interior and exterior lighting, and electrical repairs and replacements.

8. BOARD MEMBER UPDATES

R. Foley - Gave comments re: inviting a contact from the school district to attend a Board meeting

R. Macedonio - Clarified lighting information, safety around he building after dark

L. Patrick - None

L. Peralta - Gave comments re: what might needed to in order to partner with school districts

Chair K. Macedonio - Gave comments on administrative and discussion items

9. ADJOURNMENT

5-0

R, Macedonio - R. Foley

Action: R. Foley, R. Macedonio, L. Patrick, L. Peralta, K. Macedonio

Meeting adjourned at 6:35 PM

Minutes adopted on: _____ / _____ / _____

Secretary’s Signature: _____

President’s Signature: _____



SUMMARY OF PROCEEDINGS

BOARD OF DIRECTORS - EAST KERN HEALTH CARE DISTRICT

8101 Bay Ave. CALIFORNIA CITY

Special Meeting Minutes

November 29, 2021 5:00pm

NOTE: The vote is displayed in bold below each item.
For example, **R. Macedonio - L. Patrick** denotes Director Macedonio made the motion, and Director Patrick seconded the motion.

1. **CALL TO ORDER : 5:04pm**
2. **PLEDGE OF ALLEGIANCE**
3. **Directors: Foley, Macedonio, Patrick, Peralta, Macedonio**
ROLL CALL: 5 Present

STAFF PRESENT

Lynn Airheart- Office Manager
Alex Lemieux - Attorney

PUBLIC PRESENT

None

4. **APPROVAL OF AGENDA**
5, 0
L. Patrick - L. Peralta
R. Foley, R. Macedonio, L. Patrick, L. Peralta, K Macedonio

5. **PUBLIC COMMENT FOR AGENDA ITEMS**

None

6. **CONTINUED BUSINESS**

CB1: FACILITIES UPDATE, APPROVAL FOR DEFERRED MAINTENANCE

R. Macedonio gave updates re: tile, subfloor and slab repair status, new contractor information (Joe Barragan Construction), and various future maintenance projects. Board discussed the information given.

5,0

L. Patric, R. Foley

R. Foley, R. Macedonio, L. Patrick, L. Peralta, K Macedonio

CB2: ADDITION TO CASH HANDLING PROCEDURES, RENTAL INVOICING

Board discussed cash handling and a variety of bookkeeping issues.

CB3: TECHNICAL UPGRADES TO BAY AVENUE MEETING ROOM

Board discussed various options for upgrades to the meeting room at the Bay Ave location.

MOTION TO APPROVE UP TO \$6,000 FOR MEETING ROOM UPGRADES (\$3,000 IN CSDA GRANT, \$3,000 FROM EKHCD

5,0

L. Patrick - R. Foley

R. Foley, R. Macedonio, L. Patrick, L. Peralta, K Macedonio

7. APPROVAL OF UPGRADES INTERNET AND PHONE CONNECTIONS

Motion to approve option 2 from Spectrum internet

5,0

R. Macedonio - L. Patrick

R. Foley, R. Macedonio, L. Patrick, L. Peralta, K Macedonio

8. BOARD MEMBER UPDATES

R. Foley - Gave comments re: reviewing and updating office procedures, Agenda procedures.

R. Macedonio - None

L. Patrick - None

L. Peralta - None

Chair K. Macedonio - Gave comments in response to R. Foley re: office procedures, Agenda Procedures.

9. ADJOURNMENT

5-0

L. Patrick - R. Foley

R. Foley, R. Macedonio, L. Patrick, L. Peralta, K. Macedonio

Meeting adjourned at 6:02 PM

Minutes adopted on: _____ / _____ / _____

Secretary's Signature: _____

President's Signature: _____

RESOLUTION NO. 2022 - 0301

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY N-25-20, DATED MARCH 12, 2020, AND N-29-20, DATED MARCH 17, 2020, AND N-35-20 AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE EAST KERN HEALTH CARE DISTRICT FOR THE PERIOD OF JANUARY 1, 2022 TO JANUARY 31, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the EAST KERN HEALTH CARE DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of EAST KERN HEALTH CARE DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act, (CA Gov. Code 54950-54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code Section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 53953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present eminent risk to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, proclaiming the existence of COVID-19, increases in Kern County and the State of California; and

WHEREAS, meeting in person would present eminent risk to health and safety of attendees; and

WHEREAS, the Board of Directors does hereby find that as COVID-19 cases are on the rise in Kern County has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of EAST KERN HEALTH CARE DISTRICT shall conduct their meetings without compliance without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Section 54953, and that such legislative body shall comply with the requirements to provide the public with access to the meeting as prescribed in paragraph (2) of subdivision (e) of Section 54953; and

WHEREAS, the District continues to social distance via Zoom meetings, and other means of social distancing, nevertheless allowing unlimited Zoom access to meetings to the public.

SO NOW, THEREFORE, THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth are true and correct and are incorporated into the Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District and meeting in person would expose individuals to possible exposure of COVID-19 transmissions.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of November 1, 2021

Section 4. Remote Teleconference Meetings. The Board President, Karen Macedonio and legislative bodies of EAST KERN HEALTH CARE DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings with the Government Code Section 54953 (e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of December 31, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code Section 54953 (e)(3) to extend the time during which the legislative bodies of EAST KERN HEALTH CARE DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Section 54953.

PASSED AND ADOPTED by the Board of Directors of EAST KERN HEALTH CARE DISTRICT, this 4th day of JANUARY, 2022, by the following vote:

AYES:

NOS:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY that the foregoing Resolution is the Resolution of said District as duly passed and adopted by said BOARD OF DIRECTORS on this 4th Day of JANUARY 2022.

WITNESS my hand and seal of said Board of Directors on this 4th Day of JANUARY 2022.

Karen L. Macedonio, President

Rubi Foley, Board Secretary

Plumbing Issue Notes

Wednesday 2-16-2022

1. Justina from West Point (WP) left a voicemail message on the office phone at EKHCD Bay office that they had Plumbing issues.

Thursday 2-17-2022

1. Margaret received the voicemail on Thursday about 8am.
2. Margaret called Richard Macedonio to inform him of the call. Margaret informed him that she returned the call and the voicemail she received said that WP was closed on Thursdays. Richard stated he cannot get into the building and have a plumber look at it if he can't get access to the building.
3. Margaret called back WP and Justina answered and she explained to Margaret that the sinks were getting backed up and the floor had water coming out in their dark room area. Justina told me that at 8:45am Roto Rooter was sending someone to check the issue.
4. At 8:53 am Justina called and asked if EKHCD had an account with Roto Rooter (RR). Margaret told her she would have to find out.
5. At 9:09 am Justina called Margaret and told her that RR Rep. (Tony) said the Bartz bldg. had a toilet back up problem and that's what caused the plumbing issue in the WP.
6. At 9:15 am Richard informed Margaret EKHCD does not have a RR account and Margaret can give RR the EKHCD cell number so they could contact Richard about the issue.
7. 9:19 am Justina called, and Margaret gave her the EKHCD cell number to give to RR.
8. 9:35 am Karen called Margaret to inform her that there is a huge plumbing issue at Bartz Bldg. A lot of water damage.
9. 10:05 am, Margaret spoke to David from Servpro, scheduled him to come out to take care of the mitigation work.
10. 11:15 am Margaret spoke to Heidi from SDRMA insurance to start the claim.
11. At 11:30 am Margaret left the Bay Bldg. to go take pictures of the WP and Bartz damages.
12. At 11:50 am Margaret came back to Bay Bldg. to show Karen and Richard the pictures of the damages and wait for Servpro to get to WP.
13. At 12:35pm Margaret left the Bay Bldg. to meet Servpro at WP to sign documents to allow them to proceed with the mitigation work.
14. 1:15 pm Margaret left WP
15. Once Margaret received the Claim information, she sent it to David from Servpro via text

Friday 2-18-2022

1. 12:40 pm Margaret returned a call from Lee at RR. Left a voicemail message.
2. 12:45 pm Margaret spoke to Justina from WP she informed Margaret that Amber her office Manager had already signed all authorization with Monica from Titan Environmental so they can schedule someone to go on Monday (2-21-2022) to do the lead and asbestos tests.
3. 12:50 pm Margaret called Heidi from SDRMA Margaret received her voicemail that she will be out of the office, and they are closed until Tuesday. Margaret left her a message.
4. 12:55 pm Lee from RR called Margaret back and said the cast iron is falling apart and that Bartz Bldg. was having paper towels flushed down the toilet. Lee is going to email me a quote to clean out the cast iron line and email me pictures and videos of the inside of the cast iron.
5. I sent an email to Amber
6. 2:15 pm, I spoke to Rico from Servpro. Rico called to schedule an environmental company to go out to the West Point Bldg. I informed him that I spoke to Justina, and she said that Amber (WP Office Manager) had already signed the documents authorizing Monica from Titan Environmental to schedule someone to go on Monday to do the lead and asbestos testing. Rico said he would call Titan Environmental and after he speaks to them, he will email with an update.

Monday 2-21-2022

1. 1:00 pm Margaret spoke to Justina. Justina said the lead and asbestos tests were completed and they could not get the results until the invoice was paid. I asked her to ask Amber to respond to my email giving me the update of what has been done and the invoice so we can have documentation of everything.
2. Margaret spoke to Karen after she spoke to Justina and Karen agreed to have the email communication and due to WP signing the authorization, they should pay the invoice. EKHCD is on a stand still until we speak to insurance company on Tuesday.

Tuesday 2-22-2022

1. Margaret received voicemail message from Gayle the insurance adjuster. Gayle called Friday February 18, 2022, at 1:28pm
2. 7:45 am Margaret spoke to Heidi (SDRMA) and gave her an update on plumbing issue. Heidi requested that Margaret email her the tenant agreements (Margaret did and CC'd Karen & Alex). Heidi informed Margaret that EKHCD will obtain their own contractor and pay them directly and get reimbursed later.
3. 8:00 am Margaret returned Gayle's call. Left a voicemail message.
4. 8:35 am Margaret spoke to Justina. Justina was still waiting for the results for the lead & asbestos test. Justina said Servpro was scheduled to go to WP

between 1pm-2pm to look at the equipment to see if the moisture is being taken out.

5. Margaret spoke to Rico from Servpro to follow up on the email that was not sent. Rico informed Margaret that the lead & asbestos tests came out negative. Rico was going to schedule the demo today or tomorrow. Rico said he would be in contact with the contractor Kyle who Servpro works with to give him the information so Kyle can provide us with an estimate for the reconstruction. Rico & Margaret agreed to meet at WP at 12:00 pm.
6. 9:15 am Margaret spoke to Heidi. Heidi said once we receive the estimate from the contractor to then submit to SDRMA for approval.
7. 11:45 am Margaret left Bay Bldg to go to WP. Margaret took pictures of the progress to date. Spoke to David & Rico from Servpro and discussed scheduling demo and what the next steps were. Servpro will not do any demo to the carpet and instead just clean it.
8. 12:40 pm Justina called to ask if Servpro can cut the hoses off a printer that is on the area where the demo was going to be done. After getting some direction and having a discussion with Karen it was decided to not allow the hoses to be cut and the demo worked around the printer and the printer be covered up to be protected during the demo.

Wednesday 2-23-2022

1. Margaret spoke to Gayle and gave her an update as to what has occurred up to date. Gayle said at this point to contact her after the demo has been completed and she will schedule a time to go out to look at WP.
2. 11:00 am David (Servpro) called he said as they started demoing the flooring, they noticed mold underneath, so he asked if we wanted him to continue to demo, I told him yes, but then quickly called him back to say not to demo anything other than what was affected with the current plumbing situation only. We will deal with any other issues later.
3. 2:45 pm Margaret spoke to Kyle (contractor) to find out what his lead time is to get an idea of how long it would take to get the reconstruction done. This call was recommended by Gayle. Kyle said he has a small crew that he can have work if we agree on materials and material is available it should be done in a timely manner.

Thursday 2-24-2022

1. 8:00 am David said that demo was completed yesterday.
2. 8:30 am Margaret left Gayle a message informing her that the demo was complete
3. 8:40 am Justine called to find out what time Servpro was going to go to clean the carpet.
4. 8:45 am David said the guys are in route to WP and they should be done by 12:00 pm.
5. 9:15 am Margaret let Justina know the Servpro workers were in route.

6. 10:15 am Lee & Tony went to the Bay office to give Margaret the video showing the plumbing pipes. They provided 2 estimates suggesting what work needs to be done for the plumbing system.
7. 1:30 pm Margaret spoke to Gayle about going to WP tomorrow. Margert gave Gayle Kyle's number to discuss the reconstruction.

With everything up to date I would suggest we complete the existing plumbing issue. Then look into getting additional quotes for the work suggested by RR and any other issues/information that came up during this process.