



Regular Meeting Agenda
05/04/2021

AGENDA

EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS

REGULAR MEETING

8101 Bay Ave. CALIFORNIA CITY

Our mission is to expend financial resources to help residents of the District satisfy their healthcare needs.

05/04/2021 5:00PM

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/83702998254>

Meeting ID: 837 0299 8254

Passcode: 855664

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

Please indicate comments on the subject line.

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL

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

Staff Present: Alex Lemieux- Legal Counsel-by phone
David Aranda, BHI Consultant

Linda Cook, Consultant

Public Present: Lois Peralta

5. APPROVAL OF AGENDA

Motion _____ Second _____

Action _____

ACTION ITEMS: NEW BUSINESS

6. INTERVIEW, DISCUSSION AND APPOINTMENT OF ONE INDIVIDUAL, LOIS PERALTA, TO FILL ONE VACANCY FOR DIRECTOR, EAST KERN HEALTH CARE DISTRICT WITH TERM TO END 2022.

Motion _____ Second _____

Action _____

7. OATH OF OFFICE: Lois Peralta

8. ROLL CALL

Director R. Foley

Chair K. Macedonio

Director R. Macedonio

Director L. Patrick

Director L. Peralta

9. PUBLIC PRESENTATIONS:

This portion of the meeting is reserved for persons desiring to address the Board on any matter not on this agenda and over which the Board has jurisdiction. Please be advised that the Brown Act prohibits action on items that are not listed on the agenda. The board may set such items for consideration at some future Board meeting.

**10. PRESENTATION BY JEREMY KOSICK, CAL CITY FIRE CHIEF
DISCUSSION AND POSSIBLE ACTION/DIRECTION IN REGARD HIS
PRESENTATION ABOUT CAL CITY AMBULANCE SERVICES.**

11. CONSULTING REPORT: Shawn Sprague

12. CONSULTING REPORT: BHI, David Aranda

13. CONSULTING REPORT: Linda Cook

14. APPROVAL OF MINUTES FROM APRIL 6, 2021 REGULAR MEETING:

Motion _____ Second _____

Action _____

**15. Approve Warrants 3 EFT, and check #'s 35667-35686 for a total amount \$16,574.08
See attached Check Detail & Petty Cash Report: No Transactions**

Motion _____ Second _____

Action _____

**16. APPROVAL OF FINANCIAL REPORTS - Profit and Loss report March & April
2021, Bank Balances with Interest Report, and Deposit Detail for March, 2021.**

Motion _____ Second _____

Action _____

**17. DISCUSSION AND APPROVAL FOR AN INCREASE IN LEGAL FEES WITH
OLIVAREZ MADRUGA LEMIEUX O'NEILL, LLP OF 1.9% OR \$17.00 PER
MONTH TO \$899.00 PER MONTH IN CONJUNCTION WITH THE
CONSUMER PRICE INDEX AND THE COST OF LIVING.**

Motion _____ Second _____

Action _____

**18. DISCUSSION TO DETERMINE A DATE FOR A PLANNING SESSION WITH
THE BOARD OF DIRECTORS BASED ON PRELIMINARY INFORMATION
SUBMITTED BY EACH DIRECTOR.**

Motion _____ Second _____

Action _____

19. DISCUSSION OF PRELIMINARY DRAFT BUDGET FOR FISCAL YEAR 2022.

Motion _____ Second _____

Action _____

**20. DISCUSSION AND APPROVAL OF REMOVAL AND ADDITION OF NAMES
TO SIGNATURE CARDS FOR KERN COUNTY VOUCHERS**

Motion _____ Second _____

Action _____

21. DISCUSSION AND DIRECTION REGARDING LANDSCAPING WORK AT NORTH LOOP PROPERTIES.

Motion _____ Second _____

Action _____

22. DISCUSSION AND DIRECTION IN REGARD TO POSSIBLE ADJUSTMENT TO THE BHI CONSULTING CONTRACT

Motion _____ Second _____

Action _____

23. DISCUSSION AND DIRECTION IN REGARD TO DIRECTORS FOR EAST KERN HEALTH CARE DISTRICT COMMITTING TO THE REQUIRED TRAINING AND FOLLOWING THROUGH ON BOARD DIRECTION FOR ITEMS SUCH AS BEING AUTHORIZED CHECK SIGNERS

24. UPDATES AND DISCUSSION IN REGARD TO THE 2020 AUDIT AND PAST AND FUTURE AUDITS.

FUTURE AGENDA ITEMS:

Dir. R. Foley
Dir. K. Macedonio:
Dir. R. Macedonio:
Dir. L. Patrick:
Dir. L. Peralta

DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:

Dir. R. Foley
Dir. K. Macedonio:
Dir. R. Macedonio:
Dir. L. Patrick:
Dir. L. Peralta

STAFF COMMENTS:

Linda Cook:
David Aranda:
Alex Lemieux:

ADJOURNMENT

Motion _____ Second _____ Time _____

NEXT REGULAR MEETING: June 1, 2021 5:00 pm. 8101 Bay Ave California City, CA

“Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification 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](tel:7603732804) or Cell (661) 220-6100 at least 48 hours prior to said meeting.”

Agenda posted 04/30/2021

AGENDA SUPPORTING INFORMATION

AGENDA #6

Subject: Interview, discussion and appointment of one individual to the Board of Directors for East Kern Health Care District.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: The East Kern Health Care District is governed by a Board of five individuals who are normally elected to the position for four-year terms.

Due to the resignations of Director Tawny Sparks and Shirley Heathman, the existing three directors, as per the elections code, may appoint two vacant seats.

After consulting with Kern County Board of Elections, a notice was posted and advertised for the two vacant positions. Two individuals had submitted the letters to be considered for the appointments, but one withdrew.

The District received a letter of interest from Ms. Peralta. Please see the attached paperwork. This would give the District the five Board members serving EKHCD.

Recommendation:

The Board should review the information as submitted and if the Board finds the information submitted meets the qualifications to serve on the East Kern Health Care District Board they should by motion, second and vote to appoint the one individual applying for the position.



Directorship

1 message

<lois@averaging.com>
To: admin@ekhcd.org

Mon, Apr 19, 2021 at 4:44 PM

Thank you for the opportunity. Yes, I'm interested in becoming a director for the East Kern Health District.

Best regards,

Lois Peralta



Application for Board of Directors Vacancy

Name LOIS PERALTA	
Address	Residence: 01036 LEWIS AVE Mailing: CALIFORNIA CITY CA 93505
Telephone Please provide at least one (661) 524-1554	Home: _____ Work: _____ Cell: _____
Email LOISPERALTA@YMAIL.COM	
Educational Background BA - 2yr. CITY college	
Employment Background ADMINISTRATIVE IN FILM, DISTRIBUTION, PURCHASING & EVENT PROMOTIONS.	
Civic Involvement NONE AT THIS TIME.	
Past experience beneficial in serving on the Board of Directors of the East Kern Health Care District CARE GIVEN TO PARENTS WHO WERE DISABLED.	

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Name LOIS PERALTA		
Address	Residence: 01636 LEWIS AVE Mailing: CALIFORNIA CITY CA 93505	
Telephone Please provide at least one (661) 524-1554	Home:	Work:
Email LOISPERALTA@YMAIL.COM	Cell:	
Educational Background BA - L.A. CITY COLLEGE		
Employment Background ADMINISTRATIVE IN FILM, DISTRIBUTION, PURCHASING & EVENT PROMOTIONS.		
Civic Involvement NONE AT THIS TIME.		
Past experience beneficial in serving on the Board of Directors of the East Kern Health Care District CARE GIVEN TO PARENTS WHO WERE DISOBEYED.		

Why do you wish to serve?	INTEREST OF HEALTHCARE OF THE ELDERLY LIKE. WANT AN <u>URGENT CARE</u> IN CAL CITY
Are you committed to attending Board meetings and other District functions?	BASED ON THE SCHEDULE I WAS TOLD, YES!
Have you attended any meetings of the Board of the East Kern Health Care District?	NO
Do you presently hold a position that might conflict with your duties on the Board of the East Kern Health Care District?	NO
Additional Comments	LOOK FORWARD TO BEING PART OF A GREAT GROUP OF PEOPLE.

Certifications:

I hereby certify that I am a registered voter in the State of California, residing in the East Kern Health Care District service boundaries, who is at least 18 years of age, and that I am not imprisoned or on parole for the conviction of a felony.

I hereby certify under penalty of perjury under the laws of the State of California that the information on this application is true and correct. I understand that this is a public document and by assuming this responsibility my background and/or qualifications, including financial interests, could become public knowledge.

Name: (printed) LOIS F. PERALTA

Signature: Lois Peralta Date: 4-19-21

RETURN FORM TO: General Manager, East Kern Health Care District, PO Box 2546 California City, CA 93504 or email to admin@ekhcd.org. Call 760-373-2804 with any questions.

- Subject:** Swearing in of one new director to East Kern Health Care District.
- Submitted by:** David Aranda, BHI Consultant
- Meeting Date:** May 4, 2021
- Background:** The previous agenda item properly outlined the process in appointing a director to East Kern Health Care District. This agenda item will allow that individual to immediately be seated on the board for the remainder of the meeting.
- Secretary Richard Macedonio will use the attached Oath of Office to virtually swear each individual in. Linda Cook will then be responsible for seeing that the actual paperwork is properly filled in, signed, and submitted to Kern County Elections Department.
- Recommendation:**
- As noted above.

OATH

For the Office of Director, East Kern Healthcare District

I, Lois Peralta, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Appointee, Lois Peralta

Subscribed and sworn before me this 4th day of May, 2021

**Signature of Person Administering Oath
Richard Macedonio, Secretary**

AGENDA SUPPORTING INFORMATION

AGENDA #10

Subject: Presentation by Jeremy Kosick,
California City Fire Chief

Submitted by: Jeremy Kosick

Meeting Date: May 4, 2021

Background: The California City Fire Chief, Jeremy Kosick will make a presentation at this time.

AGENDA SUPPORTING INFORMATION

AGENDA #11

Subject: Presentation by Shawn Sprague Consulting

Submitted by: Shawn Sprague

Meeting Date: May 4, 2021

Background: Shawn Sprague of Shawn Sprague Consulting will make a presentation at this time.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Board of Directors
East Kern Health Care District
California City, CA 93505

April 22, 2021

From: David Aranda, Sr. Associate
BHI Management Consulting
(661) 300-1231

Subject: Report from BHI Management Consulting (BHI) regarding work for East Kern Health Care District (District) in April. Section 1 outlines activities resulting in effort hours for the District in the month of April. Invoice #021-16 capture this work. April was authorized by the Board of Directors at 30 hrs. of Mr. Aranda's time.

SECTION 1: ACTIVITIES

- Communicated with Streamline regarding them working with Linda on a Web page. Confirmed the first three months are free and there is no contract involved, cancellation at any time. This was per Board Approval at the April Board meeting.
- Obtained a cell phone for the District. See attachment "A". This was per Board Approval at the April Board Meeting.
- Composed and directed Linda to send a letter to each tenant providing them with direction on how to contact the District. See attachment "B"
- Confirmed with the representative from CalPERS/Social Security that EKHCD is not a member of CalPERS but would abide by the law of paying Director Stipends through a payroll system that includes deductions for Social Security.
- Communicated and obtained the necessary documents for EKHCD to sign on with SoCalREN.
- Communicated with Alex in regard to legal fees (see agenda item).
- Communicated with Tawny, Shirley and Tiffanie in regard to seeing that they received their resolutions of appreciation.
- Communicated with Witt's in regard to removing Tiffanie's name on the account and placing Linda on the account.
- Met with the City Manager and had numerous e-mail conversations with California City personal regarding an assessment the City places on owners of property in the Aspen Mall. See attachment "C".
- Zoom meeting with Karen and Richard regarding the Bay area building.

- Worked with First American Title in obtaining a free and clear grant deed for EKHCD. See attachment “D”
- Submitted a grant request to the SDLF for a copier/scanner.
- Communicated with Jim at Adventist Health regarding the desire by Adventist Health to not use the vendor specified in the rental agreement. Gave direction to Jim was to provide us the request, including the vendor they wish to use and the cost, in writing. It was understood that the District would not spend more than was in the agreement.
- Conversation with UMPQ Bank regarding attaining a credit card for the District. Determined by looking at their paperwork the District would not qualify, so I am working with Bank of the Sierra to obtain the credit card for the District.
- Communication with WestPoint Therapy regarding the direction that was given by Tiffanie to pay certain utility bills. Because they share the building, I directed Amber at WestPoint to not change nor pay any utility bills until the District could come up with an equitable pay rate.
- Spoke to the CEO for ACHD in regarding COVID costs. EKHCD did not incur any costs and she was appreciative of the information. The Association of Health Care Districts is attempting to compile a list of health care districts that have absorbed COVID costs.
- Spoke to Cole Karr of CSDA a few times regarding to the Recovery Bill and possible money available. See attachment “E”.
- Eliminated the District fax number, reducing the Frontier phone bill and internet bill by over \$100 per month.
I spent a number of hours on the phone with Frontier regarding the internet being down at the office.
- Met with Consultant Shawn Sprague. See attachment “F”.
- Contacted Rios Design Studio to discuss plans Ms. Rios was working on a Landscaping Plan at the N. Loop Building. See agenda item.
- Contacted State Fund regarding the District’s Worker’s Compensation Insurance. I was routed to several people and was asked to submit information via e-mail. I have not had a reply.
- Communicated with SDRMA regarding guidance for the District to obtain a quote for both Worker’s Compensation Insurance and Property/Liability Insurance. It will take some work to obtain the information needed to obtain quotes from SDRMA.
- Communicated with Paul Kaymark regarding the Financial Audit. See attachment “G”. Linda has been providing Paul and his staff the necessary documents to process the 2020 fiscal year audit.

- Composed memo to the Directors in an attempt to get the juices going for long and short-range planning.
- Reviewed correspondence regarding the minutes, school district communication with EKHCD, Karsh Center, etc.

- Made hard copies of the District’s administrative code for Directors who do not have a copy and had an electronic copy made for future changes to the code. A hard copy of Government Code 32000 was made to be available for reference in the office.

- Worked on a draft budget for the district for fiscal year 2022.

SECTION 2: RECOMMENDATIONS:

1. Hopefully with a full board the Board of Directors can select a day in May to work on long and short-range planning.
2. Continue to work on the pending list which includes tree trimming at N. Loop, Shade Cover at N. Loop, Utility separation at N. Loop, and other items.
3. Work with Board to assure that specific priorities are being addressed.

Please feel free to contact me with any questions or thoughts about this report.

ATTACHMENTS AND AGENDA SUPPORTING INFORMATION FOR EKHCD
MAY BOARD MEETING

ATTACHMENT "A"

To: Board of Directors and T-Mobile Contract File for East Kern Health
Care District

From: David Aranda, Consultant for BHI

Subject: Cell phone purchase and contract

Background/Information:

At the March Board meeting the subject was presented of purchasing a cell phone for the District. After some discussion the Board asked that the options of purchasing a cell phone be looked at again. At the April Board meeting the Board approved the District purchasing a cell phone and provided direction for consultant David Aranda to do such.

David spent time speaking with T-Mobile representatives and AT&T representatives. It was determined that the best pricing available was from T-Mobile.

David entered into a two year agreement with T-Mobile. The phone was free but there was \$118 expended for the tax on the phone, the phone cover and protector.

The monthly bill will be \$47.25 and for now it will be paid automatically from David's credit card account.

When the District obtains a credit card David will have the charges changed over to the EKHCD credit card.



Service Terms

Date: 04/15/2021
Account #: 973718171
Account Type: POSTPAID
Bill Format: Mail-In

Store
 T-MOBILE-591D
 (661) 750-0300
 Rep: Austin Monticelli

Customer
 DAVID ARANDA
 (661)-220-6100

Transaction Details

Account & Lines Description

(661) 220-6100 Essentials 55+
 IMEI:353929591470672, SIM: 8901260504762642590
 Visual Voicemail
 Caller ID Opt-in
 T-Mobile Essentials

Monthly Charges
 \$45.00

+ Taxes

\$45.00

Autopay on
 DA'S
 CC

Total Estimated Monthly Charges

Excluding device charges (if applicable)
 Taxes & Surcharges which are approximately 6% to 28% of your bill

CUSTOMER ACCEPTANCE:

By accepting this form, activating or using T-Mobile service, you agree that:

- You will be charged a monthly Regulatory Programs ("RPF") & Telco Recovery Fee ("TRF") (not a government required tax or charge) totaling \$3.18 for Voice Lines and \$1.16 for Mobile Internet Lines ("MI") (subject to change without notice; plus tax). Of the \$3.18 total charge for voice lines, \$0.60 is applied to the RPF and \$2.58 is applied to the TRF. For MI lines \$0.15 is applied to the RPF and \$1.01 is applied to the TRF. These fees may not apply to certain data devices/services. International rates and roaming charges may apply. Certain rates are subject to change at any time. Your first service cycle may start several days after your activation. If you have a device or accessory under one of our device programs, refer to your agreement for the specific terms and conditions of that program.
- You may be charged a one-time Assisted Support charge of \$20 per line of Service.
- **Paperless Billing.** You are consenting to receive your bill electronically and will not receive a paper bill. You can review your paperless bill by accessing your account at www.T-Mobile.com or by following the link provided in your notification e-mail or text message. You can print a copy of your bill for free and request a mailed copy of your bill. You can update your billing preferences in your account at www.T-Mobile.com or by calling T-Mobile. Please read the complete Paperless Billing Terms & Conditions available at www.t-mobile.com/billterms.
- Your "Agreement" with T-Mobile includes: (a) this Service Agreement; (b) T-Mobile's "Terms and Conditions"; and (c) any terms specific to your Rate Plan or service. **You can obtain copies of T-Mobile's Terms and Conditions and your Rate Plan specific terms at www.T-Mobile.com (www.T-Mobilepr.com for Puerto Rico customers), or by calling Customer Care at (800) 937-8997 or 611 from your T-Mobile phone.** You agree you have received and read your Agreement. The English version of this Agreement will control over any other version.
- **Disputes.** T-Mobile requires **ARBITRATION OF DISPUTES UNLESS YOU OPT-OUT WITHIN 30 DAYS OF ACTIVATION.** For details see www.T-Mobile.com/terms-conditions.
- **Cancellation Policy.** You may cancel your Rate Plan by going back to the original point of purchase and returning all devices you acquired with your activation **within 14 days from your activation date (Cancellation Period).**
- You authorize T-Mobile and its agents to obtain information about your credit history and to share that information with credit reporting agencies.

Receipt

Store
 T-MOBILE - 591D
 1054 W VALLEY BLVD STE C
 TEHACHAPI, CA, 93561-2176
 (661) 750-0300
 Sales Rep #: ****148

Customer
 DAVID ARANDA
 (661) 220-6100

Date: 04-15-2021 15:31:11
Account #: *****171
Register #: 15
Trans #: 63

Transaction Details

SKU	Description	Qty @ Price	Down Payment Due Today
Installment Purchases			
00000610214668899	SAM A125U A12 32G BLK KIT Mobile Number : 6612206100 IMEI353929591470672 Activation Not Discount Eligible TAX	1 @ 180.00 180.00 @ 7.25%	\$0.00 T \$13.05

Sale Amount \$180.00
 Installment Purchases Down Payment \$0.00
 TAX 180.00 @ 7.25% \$13.05
Installment Purchases Total \$193.05
Installment Purchases Down Payment Total \$13.05

SKU	Description	Qty @ Price	Extension
Purchases Not on Installment			
TM8080	SIM CARD Mobile Number : 6612206100 Not Discount Eligible TAX	1 @ 10.00 10.00 @ 7.25%	\$10.00 T \$0.73
ONSUPCHG	ASSISTED SUPPORT Mobile Number : 6612206100 Not Discount Eligible	1 @ 20.00	\$20.00 E
00000840104257678	SAM A12 OB COMM LITE VIOLET Not Discount Eligible TAX	1 @ 29.99 29.99 @ 7.25%	\$29.99 T \$2.17
00000610214668738	SAM A12 GOTO TEMP GLASS SP Not Discount Eligible TAX	1 @ 39.99 39.99 @ 7.25%	\$39.99 T \$2.90

Sale Amount \$99.98
 TAX 79.98 @ 7.25% \$5.80
Purchases Not on Installment Total \$105.78

Purchases Not on Installment \$99.98
 Installment Purchases Down Payment \$0.00
 Total TAX 259.98 @ 7.25% \$18.85
 Total Tax \$18.85
 Total Due Today \$118.83
 VISA ****1943 04303D C/O \$-118.83
 Reference # - 772838147
 AID: A0000000031010
 CHASE VISA

DA's CC →

Visit my.t-mobile.com to view details on your account

If you activate or use T-Mobile service, or purchase a T-Mobile device, you agree to T-Mobile's Terms and Conditions and any terms specific to your rate plan.

If you have a device or accessory under one of our device programs, refer to your agreement for the specific terms and conditions of that program.

Disputes. T-Mobile REQUIRES ARBITRATION OF DISPUTES unless for new customers YOU OPT OUT WITHIN 30 DAYS OF



THIS BILL SUMMARY

	Line Type	Plans	Equipment	Services	Total
Totals		\$47.25	\$0.00	\$0.00	\$47.25
(661) 220-6100	Voice	\$47.25	\$0.00	-	\$47.25

DETAILED CHARGES

PLANS \$47.25

MID-CYCLE CHANGES Apr 15 - Apr 15 \$0.00

VOICE LINE

(661) 220-6100 Essentials 55+ \$0.00
Includes \$1.50 AutoPay Discount

REGULAR CHARGES Apr 16 - May 15 \$40.00

VOICE LINE

(661) 220-6100 Essentials 55+ \$40.00
Includes \$5.00 AutoPay Discount

TAXES & FEES

T-Mobile fees & charges \$6.45
Government taxes & fees \$0.80

EQUIPMENT \$0.00

Here's where you'll get the details about the equipment you're paying for.

HANDSET

(661) 220-6100 SAM A125U A12 32G BLK KIT \$0.00
\$7.50 installment with -\$7.50 T472 2021 Smartphone Activate P1
ID: 202104151109771057, Balance: \$172.50, Installment 1 of 24

YOU SAVED

TOTAL **\$14.00**

AutoPay discounts \$6.50
Device discounts \$7.50

YOU USED

0.01^{GB}
of unlimited data
with T-Mobile Essentials

(661) 220-6100 **0.01^{GB}**

0 minutes of talk &
1 messages.
But no worries, it's all
unlimited with T-Mobile
Essentials!

Please see important unlimited plan details below

TAXES & FEES BREAKDOWN

Below are your T-Mobile fees & charges and your government taxes & fees

The taxes & fees below were summarized as line items above. Here is the breakdown of the individual charges.





"B"

April 19, 2021

Tim Rifenberg
2705 Verbena
San Clemente, CA 92672

RE: Important Information

Dear Mr. Rifenberg;

The East Kern Health Care District wishes to thank you for your work in the community and leasing your facility from our agency. In order for us to be as responsive as possible please note the following:

1. You can reach the District Office at 760-373-2804 and leave a message.
2. In case of an emergency or the need for immediate attention, please call 661-220-6100.
3. You may email the District at eastkernhealthcaredistrict@gmail.com.
4. An alternate number for emergency assistance is 661-300-1231.

We are asking you to provide us with an emergency contact person and number for your business phone followed by a 24 hour contact number, as well as a valid email address. This will assist us in reaching you when necessary.

Sincerely,

Linda Cook
Consultant
East Kern Health Care District

Sent to all tenants

East Kern Health Care District
PO Box 2546
California City, CA 93504
760-373-2804
eastkernhealthcaredistrict@gmail.com
ekhcd.org

Subject: Discussion and direction regarding Lighting and Landscape District Assessment on Bay Avenue Property.

Background: In looking over "pending items" the District has been receiving invoices from California City for "Aspen Mall Landscape and Lighting District".

I have spoken to a number of people at City Hall and expressed my desire to see the records in regard to this assessment (a public records request) and requested that East Kern Health Care District be exempt from this assessment due to being a governmental agency.

I have attached the correspondence. You will note that legal counsel for Cal City ruled that the District must pay the assessment. You will also note I have not received my public records request.

I feel that the City may not be handling this assessment correctly, especially when you consider very little has been done to maintain the mall.

The Board should know that the District has not received any assistance from the assessment in regard to landscaping care and in fact the District hired an outside company to properly maintain the area around the Bay area building.

Recommendation: I would recommend that this issue be put on hold until I receive more information from the City about the assessment and how it is in fact being used to benefit the District's property.

David



From: David <daranda300@gmail.com>
Sent: Wednesday, April 21, 2021 1:24 PM
To: 'Baron J. Bettenhausen'; 'Denise Hilliker'
Cc: 'Karen Macedonio'
Subject: RE: CaliforniaCity-Ca.gov: Public Records Request East Kern Health Care District

Mr. Bettenhausen: Thank you for the response. With this response I am going to move forward with a public records request I placed a few weeks ago and ask that I receive all pertained information in regard to the original formation of the landscape/lighting district, monies collected, monies expended etc. I do not need the routine resolutions each year but I do want a good paper trail of this assessment. The District has been paying for a maintenance company to trim and clean the area around our building on Bay because it was so out of control, homeless people were sleeping in the overgrown bushes. I need to understand exactly what has been going on with the assessment in regard to monies and work. Thank you. David Aranda for East Kern Health Care District.

From: Baron J. Bettenhausen [mailto:bjb@jones-mayer.com]
Sent: Wednesday, April 21, 2021 1:15 PM
To: 'Denise Hilliker' <cityclerk@californiacity-ca.gov>; 'David' <daranda300@gmail.com>
Subject: RE: CaliforniaCity-Ca.gov: Public Records Request East Kern Health Care District

Good afternoon,

It was an interesting question. My conclusion is that EKHD is NOT exempt from an assessment. The reason is that an assessment is not taxation. Local government agencies are exempt from taxation, including property tax. However, an Assessment is a charge for recover of providing a specific benefit. In this case, landscape and lighting. Because of that, government is NOT exempt from assessments.

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The above cited case involved an assessment for street improvement an not a landscape and lighting district. However, the reasoning applies just the same.

Baron J. Bettenhausen
Jones & Mayer
3777 N. Harbor Blvd.
Fullerton, CA 92835
(714)446-1400 tel
(714)446-1448 fax
bjb@jones-mayer.com

PRIVILEGED AND CONFIDENTIAL COMMUNICATION

This electronic transmission, and any documents attached hereto, may contain confidential and/or legally privileged information. The information is intended only for use by the recipient named above. If you have

received this electronic message in error, please notify the sender and delete the electronic message. Any disclosure, copying, distribution, or use of the contents of information received in error is strictly prohibited.

-----Original Message-----

From: Denise Hilliker <cityclerk@californiacity-ca.gov>
Sent: Tuesday, April 20, 2021 11:03 AM
To: 'David' <daranda300@gmail.com>; Baron J. Bettenhausen <bjb@jones-mayer.com>
Subject: RE: CaliforniaCity-Ca.gov: Public Records Request East Kern Health Care District

David,

I believe the first step is to verify if the EKHCD is exempt from the assessment. Again, this is an assessment, not a tax. If it is found that the district should be paying the assessment, then we can re-evaluate your request for records.

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I will advise you as soon as the attorney confirms if the district pays the assessment, or not.

Denise Hilliker
City Clerk
21000 Hacienda Blvd.
California City, CA 93505
760.373.7140

-----Original Message-----

From: David <daranda300@gmail.com>
Sent: Thursday, April 15, 2021 10:40 AM
To: Denise Hilliker <cityclerk@californiacity-ca.gov>
Subject: RE: [Spam] CaliforniaCity-Ca.gov: Public Records Request

Denise: Thank you for reaching out to me. If I told you the Resolutions, except for the original one, do not interest me would that lessen the documents I am requesting? Specifically I am attempting to look at the enabling approval and the financial information of what has been collected from the property owners and what has been expended and for what. As I said to Anna, I do not believe Governmental Agencies should be charged this assessment because they are NOT on the property tax rolls which is how you charge all the other property owners. Let me know if we need to talk. Thanks David.

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From: Denise Hilliker [<mailto:cityclerk@californiacity-ca.gov>]
Sent: Wednesday, April 14, 2021 5:48 PM
To: 'David Aranda' <daranda300@gmail.com>
Subject: FW: [Spam] CaliforniaCity-Ca.gov: Public Records Request

David,

I wanted to touch base on how voluminous the records you are requesting intel. There are 111 documents just in Resolutions.

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When the building was purchased from Tim Riffenburg, the paperwork from the Title Company, should have disclosed that there was an annual assessment, for being a property within the Aspen Mall Lighting and Maintenance District.

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Denise Hilliker

Denise Hilliker
City Clerk
21000 Hacienda Blvd.
California City, CA 93505
760.373.7140

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David,
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I will keep you updated.

Beat Regards,

Denise Hilliker

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City Clerk
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From: California City <cityclerk@californiacity-ca.gov>
Sent: Thursday, April 01, 2021 10:41 AM
To: Denise Hilliker <cityclerk@californiacity-ca.gov>
Subject: [Spam] CaliforniaCity-Ca.gov: Public Records Request

This is an enquiry email via <http://www.californiacity-ca.gov/CC> from:
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Please send me documents that show the formation of the Aspen Mall Landscape and Lighting District. I would also appreciate documents that apply to this Assessment District through the current month from its inception. If you have questions please contact me. Thank you. THIS IS A PUBLIC RECORDS REQUEST

David

From: California City <cityclerk@californiacity-ca.gov>
Sent: Thursday, April 1, 2021 10:41 AM
To: daranda300@gmail.com
Subject: Copy of: Public Records Request

This is a copy of the following message you sent to Denise Hilliker via CaliforniaCity-Ca.gov

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David Aranda <daranda300@gmail.com>

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California City, CA 93505
760.373.7140

-----Original Message-----

From: California City <cityclerk@californiacity-ca.gov>

David

From: Anna Linn <ALinn@californiacity-ca.gov>
Sent: Monday, April 19, 2021 5:12 PM
To: David
Cc: Denise Hilliker
Subject: RE: PRA

David,

I was just going to check on this and saw your email. I am cc'ing Denise as well. Denise, can we get an update?

Thank you.

Anna

From: David <daranda300@gmail.com>
Sent: Monday, April 19, 2021 8:28 AM
To: Anna Linn <ALinn@californiacity-ca.gov>
Subject: RE: PRA

Hi Anna: I hope you had a nice weekend. I know you have many things going on but I am wondering if you could check with Denise in regard to my Public Records request. She sent me an e-mail explaining the volume of my request and I explained to her in more detail what I needed (not the 111 resolutions) but I did not hear back from her. My understanding is that the report and resolutions that were on the consent calendar were pulled. Might you share with me what you have in mind moving forward with the Lighting and Landscaping Assessment program? Thank you. David.

From: Anna Linn [<mailto:ALinn@californiacity-ca.gov>]
Sent: Monday, April 12, 2021 11:06 AM
To: daranda300@gmail.com; Denise Hilliker <cityclerk@californiacity-ca.gov>; Marie Stowers <mstowers@californiacity-ca.gov>
Cc: Karen Macedonio <kmacedonio@californiacity-ca.gov>
Subject: PRA

Dave,

Thank you for coming in today and for your patience. Staff is gathering the requested documents regarding the Aspen Malls assessments and the relationship between EKHCD and the City.

In the meantime I will look at the invoices that were or are being sent to EKHCD and narrow down the City's obligation as well. I have included Denise, our City Clerk and Marie Stowers who is working on the APN's and the details on each one for Aspen Mall.

Let's all stay connected and in the same conversation so we can get to the bottom of this. It is great to finally be working with EKHCD to meet our City's healthcare needs.

Respectfully,

David

From: Denise Hilliker <cityclerk@californiacity-ca.gov>
Sent: Wednesday, April 21, 2021 1:43 PM
To: David
Subject: Re: CaliforniaCity-Ca.gov: Public Records Request East Kern Health Care District

David,
Your Public Records Request will be handled accordingly. The City will be exercising its right for an additional 14 days. At that time I will advise what documents have been located and how much more time is anticipated for completion.

From: David <daranda300@gmail.com>
Sent: Wednesday, April 21, 2021 1:23 PM
To: 'Baron J. Bettenhausen'; Denise Hilliker
Cc: 'Karen Macedonio'
Subject: RE: CaliforniaCity-Ca.gov: Public Records Request East Kern Health Care District

Mr. Bettenhausen: Thank you for the response. With this response I am going to move forward with a public records request I placed a few weeks ago and ask that I receive all pertained information in regard to the original formation of the landscape/lighting district, monies collected, monies expended etc. I do not need the routine resolutions each year but I do want a good paper trail of this assessment. The District has been paying for a maintenance company to trim and clean the area around our building on Bay because it was so out of control, homeless people were sleeping in the overgrown bushes. I need to understand exactly what has been going on with the assessment in regard to monies and work. Thank you. David Aranda for East Kern Health Care District.

From: Baron J. Bettenhausen [mailto:bjb@jones-mayer.com]
Sent: Wednesday, April 21, 2021 1:15 PM
To: 'Denise Hilliker' <cityclerk@californiacity-ca.gov>; 'David' <daranda300@gmail.com>
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PAID
11/7/17 JB

1 pmt. # 1099.10

City of California City

received
10/16/17 JB

INVOICE FOR FISCAL YEAR 2017/18

Mail Payment to: **City of California City**
Attn: Jan Sprague
Administrative Secretary
Deputy City Clerk
21000 Hacienda Blvd
California City, CA 93505

If you have any questions, please call
Willdan Financial Services
(866) 807-6864

(NOTIFY OFFICE OF ANY CHANGE OF ADDRESS OR OWNERSHIP)
EAST KERN HEALTHCARE DIST
PO BOX 2546
CALIFORNIA CITY, CA 93504

Parcel Number: **203-090-41-00**
District: **Aspen Mall Landscape and Lighting District**

Installment 1 Due by **November 1, 2017**, and delinquent after **December 10, 2017** pd. ck # 3078 on 11/7/2017

Assessment/Special Tax: \$1,099.10

Installment 2 Due by **March 1, 2018**, and delinquent after **April 10, 2018**

pd. ck # 3131 on 2/16/2018
PAID
2/16/18 JB

Assessment/Special Tax: \$1,099.10

The above referenced parcel is within a Citywide Assessment Services and the annual levy was not included in your County property tax bill. A 10% penalty will be added after the delinquency date. In addition, a 1.5% penalty will be added July 1st and each month thereafter. Do not mail payment to the County. Mail payments to the address shown above.

(RETAIN TOP PORTION FOR YOUR RECORDS)

-----cut and mail with payment-----

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Attn: Jan Sprague
Administrative Secretary
Deputy City Clerk
21000 Hacienda Blvd
California City, CA 93505

EAST KERN HEALTH CARE DISTRICT • California City, CA 93505

Date	Type	Reference	Original Amount	Balance Due	Payment
02/06/2018		City of California City			3131
02/02/2018	Bill		1,099.10	1,099.10	1,099.10
		Check Amount			1,099.10

This is the last payment that was made.

1135 Mission Bank C Parcel# 203-090-41-00 Aspen Mall Landscape & Lighting 03/1/18 pmt 1,099.10

City of California City

INVOICE FOR FISCAL YEAR 2019/20

Mail Payment to: **City of California City**
Attn: Diego Ibanez
21000 Hacienda Blvd.
California City, CA 93505

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Willdan Financial Services
(866) 807-6864



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PO BOX 2546
CALIFORNIA CITY, CA 93504

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Mail Payment to: **City of California City**
Attn: Diego Ibanez
21000 Hacienda Blvd.
California City, CA 93505

2019/20 - 2

Installment 2 Due by **March 1, 2020**, and delinquent after **April 10, 2020**

Assessment/Special Tax: \$1,099.10

-----cut and mail with payment-----

Parcel Number: **203-090-41-00**
District: **Aspen Mall Landscape and Lighting District**

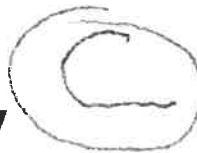
Mail Payment to: **City of California City**
Attn: Diego Ibanez
21000 Hacienda Blvd.
California City, CA 93505

2019/20 - 1

Installment 1 Due by **November 1, 2019**, and delinquent after **December 10, 2019**

Assessment/Special Tax: \$1,099.10

City of California City



received
9/30/2020 JB

INVOICE FOR FISCAL YEAR 2020/21

Mail Payment to: **City of California City**
Attn: Finance Department
21000 Hacienda Blvd.
California City , CA 93505

If you have any questions, please call
Willdan Financial Services
(866) 807-6864

(NOTIFY OFFICE OF ANY CHANGE OF ADDRESS OR OWNERSHIP)
EAST KERN HEALTHCARE DIST
PO BOX 2546
CALIFORNIA CITY, CA 93504

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California City , CA 93505

2020/21 - 2

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Parcel Number: **203-090-41-00**
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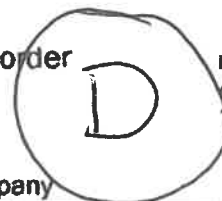
Mail Payment to: C

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CAL CITY NOW
OPERATES THE
GROUNDS KEEPING
FOR THE ASPEN MALL
DIST. -
CONTACT THEM FOR
NEEDS. SH 5-1-17

Jon Lifquist, Assessor-Recorder
Kern County Official Records



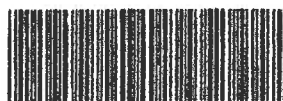
DW
4/13/2021
10:49 AM

RECORDING REQUESTED BY:
First American Title Company

AND WHEN RECORDED MAIL DOCUMENT TO:
Timothy S. Rifenberg
2705 Via Verbena
San Clemente, CA 92672

Recorded Electronically by:
53P First American Title Company

DOC#: 221068131



221068131

Stat Types: 2	Pages: 2
FEEES	50.00
TAXES	.00
OTHER	150.00
PAID	200.00

Space Above This Line for Recorder's Use Only

A.P.N.: 203-090-41-00-5

File No.: 1504-4432509 (TB)

SUBSTITUTION OF TRUSTEE AND FULL RECONVEYANCE

The Undersigned, present Beneficiary under that certain Deed of Trust dated August 6, 2013 executed by East Kern Healthcare District, a Special District, as Trustor to First American Title Company as original Trustee and recorded on September 3, 2013 as Instrument No. 000213128387, in Book ---, Page(s) ---, Official Records of the County of Kern, State of [?], **HEREBY APPOINTS AND SUBSTITUTES THE UNDERSIGNED** as the new and substituted Trustee thereunder in accordance with the terms and provisions contained therein, whose address is 2705 Via Verbena, San Clemente, CA 92672.

As such duly appointed and substituted Trustee thereunder, the undersigned **DOES HEREBY RECONVEY** to the person or persons legally entitled thereto, without warranty all the estate, title and interest acquired by the original Trustee and by the undersigned as the said substituted Trustee under said Deed of Trust. Wherever the text of this document so requires, the singular includes the plural.

Dated: March 31, 2021



Timothy S. Rifenberg

Receipt/Deposit Summary Report

Processing Region: 06243 - California
 Office Name: 1504 - CA CEN Tehachapi Escrow (1145)
 Office Address: 1001 W Tehachapi Blvd, Suite B-300, Tehachapi, CA 93561
 Office Phone/Fax: (661)823-1630 / (866)780-1507

File No.: 1504-4432509

Officer: Tracy Jones / tj

Est Settlement Date: 09/03/2013
 Settlement Date: 09/03/2013
 Disbursement Date: 09/03/2013

Buyer: East Kern Healthcare District
 Seller: Rifenberg
 Property: 8051 & 8101 Bay Avenue
 California City, CA 93505

Receipt No. / Status	Dep Status / Dep Date	Issue Date / Transmit Dt	Payer	Receipt Amt After Hours?	Representing / Description Type	Credit To / Received From	Deposit Institution Bank Code - Account Number Processed By - Date
11451070 39 Issued	Deposited Receipt 8/7/2013	8/7/2013 2:21:12 PM 8/7/2013 6:18:53 PM	East Kern Healthcare District	\$428,140.00	Closing Costs	Buyer	First American Trust, FSB - 002 - 3011450000 Teresa Behnke - 8/7/2013 2:21:12 PM
11451071 63 Issued	Deposited Receipt 8/30/2013	8/30/2013 4:13:40 PM 8/30/2013 6:27:34 PM	Timothy S. Rifenberg	\$17,700.00	Closing Costs	Seller	First American Trust, FSB - 002 - 3011450000 Teresa Behnke - 8/30/2013 4:13:40 PM
11451246 88 Issued	Deposited Receipt 4/14/2021	4/14/2021 3:46:53 PM 4/14/2021 5:56:49 PM	David Aranda For EKHCD	\$200.00	Funds For Closing	Buyer	First American Trust, FSB - 002 - 3011450000 Tracy Jones - 4/14/2021 3:46:53 PM

Receipt Issued Total \$446,040.00

Net Receipt Adjustments \$0.00

Net Receipt Issued \$446,040.00

A.P.N.: 203-090-41-00-5

Substitution of Trustee and
Full Reconveyance - continued

File No.: 1504-4432509 (TB)

Date: 04/01/2021

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California)SS
COUNTY OF Orange)

On 04/12/2021, before me, Harvey Charles Waters III, Notary Public, personally appeared *****Timothy S. Rifenberg*****, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

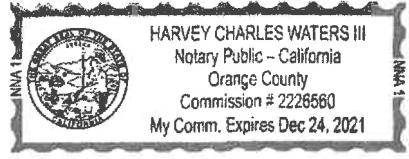
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

This area for official notarial seal



Notary Signature



Purpose: To document the purchase for the \$130,000 land in 2006, and the payment in fiscal year 2012-13.

ORIGINAL

PURCHASE AND SALES AGREEMENT

As of February 3, 2006, the **REDEVELOPMENT AGENCY OF THE CITY OF CALIFORNIA CITY** ("Agency") and **EAST KERN HEALTHCARE DISTRICT** ("District"), agree as follows.

1. Purpose.

Agency owns unimproved real property situated in California City, California. Agency determined the property is not needed by the Agency and that disposition of the property is in the public interest. District desires to purchase the property. This agreement sets forth the terms and conditions of the sale.

2. Description of Property.

Agency agrees to sell, and District agrees to purchase, unimproved real property consisting of approximately ten (10) acres in the City of California City, County of Kern, State of California, and more particularly described in Exhibit "A", attached hereto and incorporated herein (the "subject property").

3. Consideration.

(a) The purchase price for the subject property is \$130,000, due and payable on the tenth anniversary of this agreement, provided the Agency may waive the purchase price if the Agency has paid the City of California City ("City") the amounts due under a promissory note dated September 27, 1993, in the amount of \$4,500,000 in full, according to the conditions thereof.

(b) District shall annually pay Agency interest on \$130,000 at the rate of 3.3% per annum, in the amount of \$357.50 monthly as per the amortization schedule attached hereto as Exhibit "B", until the principal amount is fully paid or fully abated.

(c) District shall execute a promissory note secured by deed of trust on the terms set forth herein.

(d) Until the purchase price is paid, District will not hypothecate, lien or otherwise encumber, or sell, transfer, sublet or assign the subject property without the Agency's written approval.

4. Conveyance.

(a) Agency shall convey fee simple title to the subject property, free and clear of all title defects, liens, encumbrances, deeds of trust, and mortgages, except as expressly provided herein.

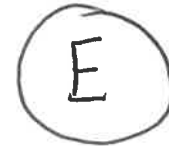
(b) District shall accept delivery of the subject property and record the transfer of fee simple title which shall be vested in the District, free and clear of all liens, encumbrances, assessments, easements, leases (recorded or unrecorded), and taxes, except that taxes for the tax year in which this escrow closes shall be cleared

DATE 10/30/14
INT. [Signature]

SCANNED

David

From: Cole Karr <colek@cda.net>
Sent: Tuesday, April 20, 2021 10:11 AM
To: David
Subject: Treasury Update



Hey, David. Quick update on some of the latest from US Treasury.

The U.S. Department of the Treasury released preliminary requirements for governments seeking the American Rescue Plan (ARP) Act's Coronavirus State and Local Fiscal Recovery Funds.

According to the [Treasury update](#), all state and local governments as outlined in ARP must register with the System for Awards Management (SAM) and acquire a Data Universal Numbering System (DUNS) number, which is used to track federal financial assistance. Although the guidance more specifically outlines this requirement for governments receiving direct payments from the Coronavirus State and Local Recovery Funds, those receiving pass through monies, such as non-entitlement units of local government, must also register for DUNS and SAM. As states, counties and cities have authority within ARP to transfer these funds to special districts, thus providing pass-through dollars, districts are strongly recommended to complete these processes for ARP relief monies. Secondly, registering for SAM and DUNS now may be beneficial for future federal programs.

DUNS processing may take several business days and SAM processing could take as long as three weeks. Both programs are free of charge.

[Click here](#) to register for a DUNS number or check whether a district's DUNS number is valid. Districts may also call (866) 705-5711 to get started.

[Click here](#) to register for SAM. All entities receiving federal financial assistance must maintain an active SAM registration. Renewal is required on an annual basis. The U.S. Government Services Administration (GSA) has an overview of the SAM program [at this link](#).

Districts anticipating relief payments should gather payment information to file as well, including:

- Federal Entity Identification Number (EIN), name, and contact information
- Name and title of an authorized representative of the entity
- Financial institution information such as routing and account number, financial institution name and, and contact information.

While preparing for the potential access to funds, districts should also be preparing to demonstrate need for ARP state/local relief. ARP outlines the following use of funds as eligible:

- Emergency funding to respond to the COVID-19 public health emergency
- Programs responding to the negative economic impacts of the pandemic including assistance to households, small businesses, and nonprofits, or aid to impacted industries, such as tourism, travel, and hospitality.
- Revenue loss for the most recent completed fiscal year.
- Providing premium pay for government workers providing "essential work."
- "Necessary investments" in water, sewer, and broadband infrastructure.

Guidance on the use of ARP fiscal recovery funds is still pending and is expected to be released in the coming weeks, which will specify what "essential work" and "necessary investments" means in eligible use of funds.

Cole Karr

Public Affairs Field Coordinator

Federal Advocacy Coordinator

(417) 861-7418

colek@cdda.net

Register Now for [2021 Special Districts Legislative Days](#)

California Special Districts Association

National Special Districts Coalition

1112 I Street, Suite 200

Sacramento, CA 95814

(877) 924-2732

www.cdda.net

A Proud California Special Districts Alliance Partner.

California Special Districts Association

Special District Risk Management Authority

CDDA Finance Corporation



F

To: Shawn Sprague Consulting File and the Board of Directors for East Kern Health Care District.

From: David Aranda, BHI Consultant

Subject: Meeting with Consultant Shawn Sprague

The District has a consulting agreement with Shawn Sprague which is attached.

On April 19, 2021 David Aranda met with Shawn Sprague at the N. Loop Property.

Mr. Sprague took David Aranda around the properties and pointed out the following:

1. Parking lot had been redone a few years ago but will need to seal coated every two or three years.
2. Trees need to be trimmed
3. Provided an outline of what was projected to happen with major landscaping changes, i.e. removal of grass, sidewalk additions, and new signs for tenants, and cover for Adventist etc. See agenda item regarding Rios Design.
4. Walked me through the Bartz rental area and the empty space next to Bartz and explained that Bartz was using portions of the empty building.
5. Told me about the electrical problem
6. Told me about the inability to fix water leaks without shutting off all the tenants due to not having separated water meters.
7. Felt that the buildings need painting and some roof repair but no details were discussed.
8. Explained that the waste management trucks are not good for the maintenance of the parking lot.

9. He did not have time to go to the Bay building on that day so we agreed to do it sometime soon.

I pointed out to Mr. Sprague that he needed to provide the District a monthly invoice for auditing/accounting reasons. I also asked Mr. Sprague to please join us for the May board meeting so that Directors may be able to ask him questions on their minds.

CONSULTANT AGREEMENT

As of February 2, 2021, East Kern Health Care District, hereinafter called "Agency," and Shawn Sprague, hereinafter called "Consultant," agree as follows:

1. Purpose, Services, and Limitations.

(a) Pursuant to this agreement, Consultant shall, in good workmanlike and professional manner and with consultation from Agency, utilize Consultant's expertise and knowledge to aid the Agency's efforts to maintain safe and quality facilities. Consultant shall routinely inspect Agency's facilities and properties for the purpose of identifying safety and maintenance concerns. Consultant shall make recommendations for resolving issues, and be available to facilitate maintenance repairs/projects. Consultant's specific duties include, but are not necessarily limited to:

- Being on call as Agency's point of contact for facilities issues;
- Working closely with Agency on facilities issues;
- Reviewing and identifying safety hazards and other facilities issues;
- Attending Agency's board meetings and reporting on observations;
- Identifying scope of work needed and making recommendations for repairs;
- Soliciting bids as needed for maintenance and repairs; and
- Being the point of contact for new tenants as it relates to facilities concerns and providing move-in assistance.

2. Consideration.

(a) In sole consideration for Consultant's work for Agency, as described within this Agreement, Agency shall pay Consultant a monthly rate of \$350.00 for up to 10 hours of work per month. Any time in excess of 10 hours per month will be charged at \$35.00 per hour.

(b) Consultant shall complete and submit invoices showing date(s) of work, description of work performed, amount of invoice, and supporting documentation on a monthly basis. Agency shall be afforded a minimum of thirty (30) days to pay each of the above-referenced invoices.

3. Term.

This Agreement shall commence on the date above written and expire automatically one year after the date of commencement, unless otherwise terminated by either party. Notwithstanding the foregoing, either party may terminate this agreement, with or without cause, on thirty (30) days' written notice.

4. Ownership of Data, Reports, and Documents.

The Consultant shall deliver to Agency on demand or termination of this Agreement data, notes, reports, studies, and other materials and documents pertaining

to Consultant's work for Agency, which shall be the property of the Agency. If the Agency uses any of the data, notes, reports, studies, and other materials and documents furnished or prepared by the Consultant for projects other than the project described in paragraph 1 above, the Consultant shall be released from responsibility to third parties concerning the use of the data, notes, reports, studies, and other materials and documents. The Consultant may retain copies of the materials. The Agency may use or reuse the materials prepared by Consultant without additional compensation to Consultant.

5. Subcontracts.

The Consultant shall not subcontract or assign responsibility for performance of any portion of this Agreement without the prior written consent of the Agency. Except as otherwise specifically approved by Agency, Consultant shall include appropriate provisions of this Agreement in subcontracts so rights conferred to Agency by this Agreement shall not be affected or diminished by subcontract. There shall be no contractual relationship intended, implied, or created between Agency and any subcontractor with respect to services under this Agreement.

6. Independent Contractor.

The Consultant is an independent contractor, and not an employee of Agency.

7. Indemnification.

Consultant shall defend, indemnify, and hold harmless Agency, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act or omission to act, including any negligent act or omission to act by Consultant or Consultant's officers, employees, or agents. Consultant's duty to indemnify and defend does not extend to the damages or liability caused by the Agency's sole negligence, active negligence, or willful misconduct.

8. Miscellaneous.

(a) Neither party hereto shall assign, sublet, or transfer interests hereunder without first obtaining written consent from the other party.

(b) The waiver by either party of any breach of this agreement shall not bar the other party from enforcing any subsequent breach thereof.

(c) Notices shall be deemed received when deposited in the U.S. Mail with postage prepaid and registered or certified addressed as follows unless advising in writing to the contrary:

Agency:
East Kern Health Care District
ATTN: General Manager
P.O. Box 2546
California City, CA 93505

Consultant:
Shawn Sprague
21282 Jeffery Rd.
Tehachapi, CA 93561

(d) If an action at law or in equity is brought to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees and costs.

9. Integration.

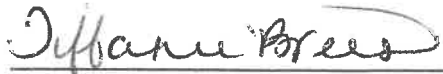
This Agreement represents the entire understanding of Agency and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by both parties.

10. Governing Law.

This Agreement shall be interpreted and construed under, and the rights of the parties will be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed the date first above written.

APPROVED:
East Kern Health Care District



General Manager for Agency
Tiffanie Breen

APPROVED:
Shawn Sprague



Consultant

APPROVED AS TO FORM:

By: _____

Alex Lemieux, District Counsel

EKHCD Report #2

Accomplishments:

The following things have been accomplished:

- ✓ Prepared spreadsheet to track prepaid expenses for fiscal year 2020/2021; made journal entries to accurately report each month's prepaid expenses going forward.
- ✓ Set up new phone with email & voicemail for the District.
- ✓ Reclassify several accounts mis-coded in GL; Reclassify transfer to LAIF for 5K coded as an expense to taxes. Prepare expense offset to correct account balance. Clean up in accounts (ongoing)
- ✓ Prepared sample spreadsheet showing pro-rata shares for possible tenant utility billing.
- ✓ Set up email, file, and filings (form 700, oath) for director R. Foley.
- ✓ Prepare Business Cards & Government ID's for Directors.
- ✓ Contact LAIF to change signature; Prepare and send signed letter by Karen Macedonio.
- ✓ Worked extensively on office files for 2020/2021 to get them into Fiscal year order, as governmental accounting standards require vs. calendar year.
- ✓ Worked on getting Tiffanie's name off online accounts, email, etc.
- ✓ Prepared letters to Mission Bank and Bank of Sierra to add new signer, Rubi Foley.
- ✓ Delivered Notices to tenants of vaccination clinic put on by Bartz.
- ✓ Prepared letters as directed by DA to tenants requesting contact information, as well as giving EKHCD's contact info to them.
- ✓ Filled out application for SoCAL REN.
- ✓ Forward trial balance information to DA for budget preparation.
- ✓ Prepare tenant lease informational spreadsheet to share with DA.
- ✓ Various regular office duties performed; typing minutes, agenda's letters, emails, fill out credit application, pick up office supplies, pick up mail, prepare A/P, bills to tenants, deposits, etc.

QuickBooks Online Findings Resolved:

There have been several issues with the QuickBooks Online Accounting System which were noted last month: **I have been able to resolve some of those issues.**

1. The EKHCD was set up as a Non-Profit, form 990 Organization. While EKHCD is a Special District, under California, it would not be a form 990 reporting organization, such as a 501c3. **Changed settings to a regular business (not non-profit).**
2. Due to the fact EKHCD manages property, this was a critical mistake, because it does not even show an option to create an invoice for rent bills, they are listed as "pledges", which is completely inaccurate. **After changing the setting in #1, it now shows "invoices" instead of "pledges".**
3. I believe there is software out there more suitable to the rental side of the accounting system, this would be a much greater help in dealing with lease deadline, and all those things we need to keep track of regarding rental properties.
4. There are also several large Journal Entries hanging out there from long ago making the A/R look funky. In QB Online, if the right workflow is not followed, it leaves behind a mess in the A/R. There is an example on the spreadsheet provided to David. Unfortunately, these journal entries were done several years ago, and fixing that workflow now, would almost be impossible. I believe starting fresh on some new software would give us a "clean slate" opportunity beginning July 1, 2021, if this is acceptable to the new auditor the board chooses. **I have been working to clear out these old entries, and have cleared about half of them.**
5. For the time being, I have cleaned up the Chart of Accounts, and matched accounts with the Budget accounts, by creating "sub accounts". The Budget, with added account numbers has been presented to David, along with the original, showing the budget numbers have not changed. I have just restructured it, along with adding the account numbers. There needs to be additional work on the chart of accounts, but when you try to do something, and it gives you a warning, each of those must be researched, and resolved first. With that said, this is still being worked on for more cleanup. **I did the research, and have cleared up most of these at this time.**
6. I have been doing the same type of clean-up, when possible with the A/R. Currently, most of the bank accounts are accurate, except for the closed account left with a negative balance that Eva was doing a Journal Entry to clear up. I have, at this time, not seen her list of Journal Entries. **Eva completed her journal entries, which cleared this account balance, but left more A/R issues for me, which again, I have cleaned up half of them.**

East Kern Health Care District
Utility Billing Pro-Rata Share Spreadsheet

So Cal Edison-9300 N. Loop	1/11/21-2/9/21	57.71	2/9/21-3/11/21	79.33
3-048-5214-03		24.8		
3-050-4497-99				
3-053-6074-91		279.69		55.11
3-013-9058-94		362.2		269.79
So Cal Gas-9300 N. Loop	2/11/21-3/15/21		3/15/2021-4/13/21	404.23
049-013-9910-7				232.58
Waste Mgmt-9300 N. Loop	3/1/21-3/31/21			107.16
11-36667-23001				515.91
California City Water	2/14/21-3/13/21			
103347.01-9300 N. Loop				652.88

	Sqr Ft	Adventist Health	Adventist Modularity	Bartz	Dr. Sri	Westpoint
Total		1805.6				
Adventist Health	2500	25.35%	7.30%	12.65%	25.50%	29.20%
9350 N. Loop Blvd		\$165.50	\$47.66	\$82.62	\$166.46	\$190.65
		\$58.96	\$16.98	\$29.43	\$59.30	\$67.92
		\$102.47	\$29.51	\$51.15	\$103.06	\$118.04
		\$130.78	\$37.66	\$65.28	\$131.53	\$150.65
		\$457.69	\$131.82	\$228.48	\$460.35	\$527.26
Adventist Health-Modularity	720					
9350 N Loop Blvd						
Bartz-Altadonna	1248					
9300 N. Loop Blvd #C						
TJ Srijaerajah MD	2514.5					
9278 N. Loop						
Westpoint Physical Therapy	2880					
9300 N. Loop A&B						
Total Sq Footage	9862.5					\$1,805.60

EAST KERN HEALTH CARE DISTRICT
TENANT INFO SHEETS

RENTER NAME AMOUNT CONTACT INFO NOTES

Adventist Health
9350 North Loop Blvd
California City, CA

\$1,248.00 760-373-1785
ozatall@ah.org

Term: 3 yrs 7/2/19-7/2/22 (automatically extended for 2 3 year terms
Needs 6 mo's prior notice, to end current terms/or terminate.
Square Feet: 1248
Rent is paid prior to 25th of each mo, or 1.5% penalty
Utilities: Paid by Tenant
Insurance Req: 2 Mill-Comp, 2 Mill-Liab

Adventist Health-Mod.
9350 North Loop Blvd
(Modulars)
California City, CA

\$738.97

Term: 3 yrs 11/1/20-11/1/23 (May be extended 2 Add'l Yrs if tenant
provides 180 days prior w/ntc)
Square Feet: 720 (2 modular buildings)
Rent is paid prior to 25th of each mo, or 1.5% late penalty
Utilities: Paid by Tenant
Insurance Req: 1 Mill-Bodily Injury, 1 Mill-Aggregate, \$100,000 Prp Dmg
+ Medical Malpractice 1 Mill

Bartz-Altadonna
9300 N. Loop Blvd #A
California City, CA

\$812.50 7/1/20
\$937.50 1/1/21
\$1250.00 7/1/21

661-874-4050 Ofc
Mary Cummings
43322 Gingham Ave
Lancaster, CA 93535
661-874-4050 ex 201

Term: 5 yrs 3/4/20-4/1/25 (5 YR Lease-Automatically Ext 2 add'l 5yr terms
unless 6 mo's prior notice) First 4 mo's Free
Square Feet: ???
Insurance Req: 2 Mill-Liability, 2 Mill-Property Comp

T.J. Srijaerajah, MD
9278 North Loop Blvd.
California City, CA

\$1,600.00 760-373-4809 Ofc

Term: 3 yrs 5/1/18-5/1/21, 3 yrs extendable
Square Feet: ???
Rent is paid prior to 1st, 1.5% late after 60 days delinquent
Utilities: Tenant Pays Holdover- tenant becomes m-t-m
Insurance Req: 1 Mill-Bodily Injury, 3 Mill-Aggregate, 1 Mill-Prp Dmg
+ Medical Malpractice 1 Mill

EAST KERN HEALTH CARE DISTRICT
TENANT INFO SHEETS

Westpoint Physical Therapy
9300 N. Loop Blvd, #A&B
California City, CA

\$900.00

760-373-7338 Ofc
661-265-0060 X102
Amber

Term: 3 yrs 5/1/18-5/1/21 (Can be extended add'tl 2 yrs w/ 6mo's prior ntc)
Square Feet: 2400

Insurance Req: 1 Mill-Bodily Injury, 1 Mill-Aggregate, 100,000-Prp Liab
+ Medical Malpractice 1 Mill

Tim Rifenberg
8101 Bay Avenue
California City, CA

\$150.00

Term: Month to Month
Square Feet: 500
Utilities: Landlord Pays
Insurance Req: 1 Mill-Bodily Injury, 3 Mill-Aggregate



Regular Meeting Agenda
04/06/2021

**MINUTES
REGULAR MEETING
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS
4/6/2021**

8101 Bay Ave. CALIFORNIA CITY

*Our mission is to expend financial resources to help
residents of the District satisfy their healthcare needs.*

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/83560756408>

Meeting ID: 835 6075 6408

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

CALL TO ORDER: By President Karen Macedonio at 5:04PM

ROLL CALL

Directors present:

Macedonio, Karen
Macedonio, Richard
Patrick, LaMiya

Staff Present:

Alex Lemieux- Legal Counsel-by phone

Public Present:

David Aranda, BHI Consultant
Linda Cook, Consultant
Rubi Foley, Candidate for Board of Directors

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion by Director L. Patrick, Seconded by Director R. Macedonio

APPROVED 3 Ayes

Director K. Macedonio: Aye

Director L. Patrick: Aye

Director R. Macedonio: Aye

ACTION ITEMS: NEW BUSINESS

- A. Approve the appointment of one individual, Rubi Foley, to fill one vacancy for Director, East Kern Health Care District with term to end 2022.**

Motion: Director R. Macedonio, Second not necessary on this item

APPROVED 3 Ayes

Director K. Macedonio: Aye

Director L. Patrick: Aye

Director R. Macedonio: Aye

- B. Approval of Resolution 2021-04-01 A Resolution of the Board of Directors of East Kern Health Care District in gratitude for faithful service of Tiffanie Breen.**

Motion: Director R. Macedonio, Second Director L. Patrick

APPROVED 3 Ayes

Director K. Macedonio: Aye

Director L. Patrick: Aye

Director R. Macedonio: Aye

- C. Approval of Resolution 2021-04-02 A Resolution of the Board of Directors of East Kern Health Care District in gratitude for faithful service of Tawny Sparks.**

Motion: Director R. Macedonio, Second Director L. Patrick

APPROVED 3 Ayes

Director K. Macedonio: Aye

Director L. Patrick: Aye

Director R. Macedonio: Aye

- D. Approval of Resolution 2021-04-03 A Resolution of the Board of Directors of East Kern Health Care District in gratitude for faithful service of Shirley Heathman.**

Motion: Director K. Patrick, Second Director R. Macedonio

APPROVED 3 Ayes

Director K. Macedonio: Aye

Director L. Patrick: Aye

Director R. Macedonio: Aye

OATH OF OFFICE: Director R. Macedonia administered the oath of office for Rubi Foley

ROLL CALL

Directors Present:

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

PUBLIC COMMENTS RELATED TO ITEMS ON AGENDA: None

SPRAGUE STATUS REPORT: Report for Mr. Sprague was made by David Aranda based upon a telephone conversation Mr. Aranda had with Mr. Sprague. Mr. Sprague had no comments. Mr. Sprague notes the roofer never showed up, Action items D were tabled from a prior meeting, 1 Aye, 3 Noes. Need to have Mr. Sprague call into the next meeting.

CONSENT CALENDAR:

Approve Warrants 4 EFT, 3 debit card transactions, and check #'s 35614-35666 for a total amount \$15,521.70. 4 Voided Checks #35511, 35641, 35651, & 35652. See attached Check Detail.

Motion to Approve by Director R. Macedonio, Second by Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

APPROVAL OF MINUTES AND REPORTS:

A. Approve Minutes from March 02, 2021 Regular Meeting, March 10, 2021 Special Meeting, and March 17, 2021 Special Meeting.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

B. Approval of Financial Reports - Profit and Loss report February 2021, Bank Balances with Interest Report, and Deposit Detail.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

ACTION ITEMS: NEW BUSINESS:

E. Presentation and discussion of BHI Management Consulting Report.

- **Mr. Aranda is setting up a meeting with Mr. Sprague**
- **Mr. Aranda confirmed the District has no relationship or contract with CALPERS.**
- **Mr. Aranda is working on the billing for landscape and lighting.**
- **Mr. Aranda says there is \$ available from the American Rescue Plan**
- **R. Macedonio says there is a form created to do walk thru and there needs to be a review of the bills for Aspen Mall.**

No further action necessary.

F. Presentation of Report from Linda Cook.

Action to approve consultant agreement with Linda Cook for 90 days from today, with review and/or renewal/cancellation on the July 6, 2021 meeting.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

G. Approval of district cell phone purchase, with exception of keeping internet and office telephone with the same current carrier (Frontier). Approval to discontinue the current fax line.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

H. Discussion and approval of financial information that includes, bank statements, petty cash, and debit card transactions.

Motion Director L. Patrick, Second Director R. Macedonio

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

I. Presentation in regard the American Rescue Plan Act.

Mr. Aranda is taking the lead on researching this for the District.

J. Approval for the District to contract with Nigro & Nigro as auditor for fiscal years 2020, 2021 and 2022.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

K. Approval for the District to obtain 2 credit cards through CSDA for the District.

Motion Director L. Patrick, Second Director R. Macedonio

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

L. Discussion regarding JPA's that East Kern Health Care District has been involved with.

David Aranda contacted a former director, Director Smith, who explained that EKHCD helped obtain funding for Tehachapi Hospital by forming the JPA. The JPA was also formed to coordinate in Eastern Kern County with other agencies regarding healthcare needs. Currently EKHCD needs to get a Community Health needs assessment. No further Action taken.

M. Motion to update the District website to include greater community engagement, with new website provider, Streamline for \$50 per month.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye
Director L. Patrick: Aye
Director K. Macedonio: Aye
Director R. Macedonio: Aye

N. Approval to meet legal requirements that all Director stipends will be paid as employees. Directors to receive W2's moving forward.

President Karen Macedonio to negotiate this with Eva. All Directors should fill out a W4 form ASAP.

Motion Director R. Macedonio, Second Director L. Patrick

APPROVED 4 Ayes

Director R. Foley: Aye

Director L. Patrick: Aye

Director K. Macedonio: Aye

Director R. Macedonio: Aye

GENERAL MANAGER REPORT:

1. All directors need to complete Ethics training and Sexual Harassment training ASAP.

FUTURE AGENDA ITEMS:

Dir. K. Macedonio: Has invited the Fire Chief for next Board Meeting Presentation on future ambulance services

Need to have a conversation about insurance.

Dir. R. Macedonio: Need to discuss possibly having more than one meeting per month.

Dir. L. Patrick: No comments

Dir. R. Foley: No comments

DIRECTORS COMMENTS FOR NON-AGENDA ITEMS:

Dir. K. Macedonio: Bartz has vaccinated 200 people. Need to have a workshop to show what the District is all about.

Dir. R. Macedonio: North Loop Building – Need to discuss changing to separate utility meters.

Dir. L. Patrick: Need Business card and District ID's

Dir. R. Foley: No comments

PUBLIC COMMENTS FOR NON-AGENDA ITEMS:

STAFF COMMENTS:

Linda Cook:

David Aranda:

Alex Lemieux: Need to have Director Foley complete form 700. Need to complete AB1234 requirements within 1 year. Alex will email some information.

ADJOURNMENT Motion by Director R. Macedonio Second by Director Patrick Time: 7:45PM

NEXT REGULAR MEETING: May 04, 2021 5:00pm. 8101 Bay Ave California City, CA

SIGNED:

Karen Macedonio, President/Director

LaMiya Patrick, Vice President/Director

EAST KERN HEALTH CARE DISTRICT
Check Detail
April 7-30, 2021

Date	Transaction Type	Num	Name	Clr	Amount
1135 Mission Bank Checking					
04/13/2021	Bill Payment (Check)	ACH90867	SCE Paid Via Online ACH# 300000890867		-679.48
04/13/2021	Bill Payment (Check)	ACH10109	SoCalGas Paid Online Via ACH 1110109		-107.16
04/13/2021	Bill Payment (Check)	ACH10039	SoCalGas Paid Online VIA ACH 1110039		-25.25
04/30/2021	Bill Payment (Check)	35667	BHI Management Consulting		-4,712.33
04/30/2021	Bill Payment (Check)	35668	Linda Cook		-3,209.73
04/30/2021	Bill Payment (Check)	35669	Digitech		-42.99
04/30/2021	Bill Payment (Check)	35670	Frontier		-246.82
04/30/2021	Bill Payment (Check)	35671	D. David Hebebrand		-250.00
04/30/2021	Bill Payment (Check)	35672	Mojave Desert News		-64.40
04/30/2021	Bill Payment (Check)	35673	Olivarez Madruga Lemieuz O'neill LLp		-882.00
04/30/2021	Bill Payment (Check)	35674	Rios Design Studio		-2,000.00
04/30/2021	Bill Payment (Check)	35675	Sharper Landscaping Services, Inc		-640.00
04/30/2021	Bill Payment (Check)	35676	Thugs to Bugs Pest Control Co. Inc.		-295.00
04/30/2021	Bill Payment (Check)	35677	Witts		-160.66
04/30/2021	Bill Payment (Check)	35678	Mobile Modular		-638.98
04/30/2021	Bill Payment (Check)	35679	Senior Citizen Association of California City		-250.00
04/30/2021	Bill Payment (Check)	35680	Shawn Sprague		-350.00

Date	Transaction Type	Num	Name	Clr	Amount
04/30/2021	Bill Payment (Check)	35681	City of California City		-1,140.28
04/30/2021	Bill Payment (Check)	35682	San Bernardino County Registrar of Voters		-79.00
04/30/2021	Bill Payment (Check)	35683	Rubi Foley		-100.00
04/30/2021	Bill Payment (Check)	35684	Richard Macedonio		-300.00
04/30/2021	Bill Payment (Check)	35685	LaMiya Patrick		-300.00
04/30/2021	Bill Payment (Check)	35686	Karen Macedonio		-100.00
					-16,574.08

Wednesday, Apr 28, 2021 12:27:09 PM GMT-7

East Kern Health Care District

Petty Cash Log

For 03/30/2021 through 04/30/2021

Balance \$98.59

Date	Receipt No.	Description	Amount Deposited	Amount Withdrawn	Charged to	Received by	Approved by
3/30/2021		Balance Forward	\$98.59				
4/30/2021		No petty cash used in April					

Total

0

\$98.59

\$0.00

BALANCE
\$98.59

REIMBURSEMENT CK \$0.00

MISSION BANK
 PO Box 317
 Bakersfield CA 93302-0317
 1 (888) 965-7783

*Reconciled
 4/21/21 LE*

*Agewalt
 16*



2778581

EAST KERN HEALTH CARE DISTRICT
 PO BOX 2546
 CALIFORNIA CITY CA 93504

Date	3/31/21	Page	1
Account Number	XXXXXXXXX3904		
Enclosures			24

CHECKING ACCOUNTS

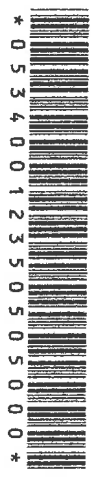
BUSINESS CHECKING		Number of Enclosures	24
Account Number	XXXXXXXXX3904	Statement Dates	3/01/21 thru 3/31/21
Previous Balance	142,359.98	Days in the statement period	31
1 Deposits/Credits	1,305.42	Average Ledger	133,319.21
32 Checks/Debits	16,371.23	Average Collected	133,319.21
Monthly Service Fee	.00		
Interest Paid	.00		
Ending Balance	127,294.17		

Deposits and Credits

Date	Description	Amount
3/19	ACCTS PAY COUNTY OF KERN PPD 2956000925 21/03/19 TRACE #-091000011124307	1,305.42

Withdrawals and Electronic Debits

Date	Description	Amount
3/01	DBT CRD 2030 02/26/21 62322548 CALIFORNIA SPECIAL DIS 916-442-7887 CA C#0613	175.00-
3/08	DBT CRD 1225 03/04/21 35520617 CALIFORNIA SPECIAL DIS 916-442-7887 CA C#0613	525.00-
3/08	PAYMENTS SO CALIF EDISON PPD 0088778600 21/03/08 TRACE #-021000022940811	683.34-
3/09	DBT CRD 0606 03/08/21 07612904 INT*QuickBooks Online 800-446-8848 CA C#0613	645.00-
3/11	DBT CRD 1833 03/09/21 92166267 CALIFORNIA SPECIAL DIS 916-442-7887 CA C#0613	175.00-
3/12	PAYROLL PAYROLL 4462800242 21/03/12 TRACE #-111000025293228	1,147.07-
3/22	PAYMENTS SO CALIF EDISON PPD 0088778600 21/03/22	619.59-



EAST KERN HEALTH CARE DISTRICT
 PO BOX 2546
 CALIFORNIA CITY CA 93504

Date 3/31/21 Page 2
 Account Number XXXXXXXXX3904
 Enclosures 24

BUSINESS CHECKING XXXXXXXXX3904 (Continued)

Withdrawals and Electronic Debits
 Date Description Amount
 3/30 PAYROLL PAYROLL 901.59-
 4462800242 21/03/30
 TRACE #-111000025353955

Checks in Serial Number Order

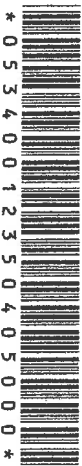
Date	Check No	Amount	Date	Check No	Amount
3/29	35604	350.00	3/12	35628	882.00
3/10	35616*	1,142.48	3/09	35629	200.00
3/10	35617	1,170.24	3/08	35630	500.00
3/10	35618	1,104.96	3/18	35631	250.00
3/10	35619	1,498.10	3/23	35632	540.00
3/11	35620	42.00	3/29	35633	350.00
3/18	35621	100.00	3/29	35634	800.00
3/11	35622	458.08	3/10	35635	15.00
3/09	35623	42.99	3/11	35636	196.54
3/12	35624	247.28	3/11	35637	55.08
3/08	35625	300.00	3/09	35638	100.00
3/12	35627*	638.98	3/08	35640*	515.91

* Denotes missing check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
3/01	142,184.98	3/11	132,815.26	3/22	130,235.76
3/08	139,660.73	3/12	129,899.93	3/23	129,695.76
3/09	138,672.74	3/18	129,549.93	3/29	128,195.76
3/10	133,741.96	3/19	130,855.35	3/30	127,294.17

If you have been paying multiple overdraft fees we offer products to help you avoid unnecessary fees. Come in or call your Business Banking Center at 1-888-965-7783 to discuss your options. Report any discrepancies on your statement immediately.



BANK OF THE SIERRA
 PO Box 1930
 Porterville CA 93258
 (888) 454-2265

*Reconciled to
 4/21/21 LG*



9410271
 East Kern Health Care District
 P O Box 2546
 California City CA 93504

Date	3/31/21	Page	1
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Checking Account

Update for Zero Balance Closure
 Zero Balance: If you initiate a transaction that brings your account to a zero balance for a period of 30 days, your account will automatically be closed. However, if a bank initiated entry brings your account to a zero balance, the account may close anytime between same day to 30 days.

Public Demand Account Number	XXXXXX6398	Number of Enclosures	0
Previous Balance	205,462.97	Statement Dates	3/01/21 thru 3/31/21
1 Deposits/Credits	4,386.97	Days in the statement period	31
Checks/Debits	.00	Average Ledger	206,736.60
Service Charge	.00	Average Collected	206,601.54
Interest Paid	.00		
Ending Balance	209,849.94		



Deposits and Credits

Date	Description	Amount
3/23	Business Deposit	4,386.97

Daily Balance Information

Date	Balance	Date	Balance
3/01	205,462.97	3/23	209,849.94

Keep Climbing

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

April 28, 2021

LAIIF Home
PMIA Average Monthly
Yields

EAST KERN HEALTH CARE DISTRICT

ADMINISTRATOR
P.O. BOX 2546
CALIFORNIA CITY, CA 93504

Reconciled
4/28/21 LC

Tran Type Definitions

Account Number: 20-15-002

March 2021 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	671,570.75
Total Withdrawal:	0.00	Ending Balance:	671,570.75



PO Box 317
 Bakersfield CA 93302-0317
 1 (888) 965-7783



*Reconciled
 4/21/21 LC*

2778578

EAST KERN HEALTH CARE DISTRICT
 CANCER ASSISTANCE FUND
 PO BOX 2546
 CALIFORNIA CITY CA 93504

Date	3/31/21	Page	1
Account Number	XXXXXXXXX2526		
Enclosures			

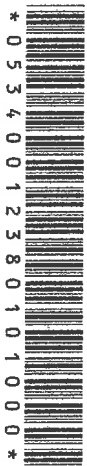
CHECKING ACCOUNTS

BUSINESS CHECKING		Number of Enclosures	0
Account Number	XXXXXXXXX2526	Statement Dates	3/01/21 thru 3/31/21
Previous Balance	28,954.45	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	28,954.45
Checks/Debits	.00	Average Collected	28,954.45
Monthly Service Fee	.00		
Interest Paid	.00		
Ending Balance	28,954.45		

Daily Balance Information

Date	Balance
3/01	28,954.45

If you have been paying multiple overdraft fees we offer products to help you avoid unnecessary fees. Come in or call your Business Banking Center at 1-888-965-7783 to discuss your options. Report any discrepancies on your statement immediately.





MISSION BANK

Account: CD 0003 Current Time: 04/28/21 11:11:36 AM

Current Balance: \$11,956.07

Date ▾	Ref/Check No	Description	Debit	Credit	Balance
04/15/2021		Interest Added Back		\$2.03	\$11,956.07
Totals:		Transactions: 1	Debits: \$0.00	Credits: \$2.03	

EAST KERN HEALTH CARE DISTRICT

Deposit Detail

March 2021

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
1135 Mission Bank Checking							
03/19/2021	Payment	V011565408	Kern Cty Taxes			R	1,305.42
			Kern Cty Taxes				-1,305.42
1155 Bank of Sierra							
03/02/2021	Payment	ck#20036140	Adventist Health			R	998.00
			Adventist Health				-998.00
03/02/2021	Payment	ck#20036140	Adventist Health- Modular Unit			R	738.97
			Adventist Health- Modular Unit				-738.97
03/10/2021	Payment	ck#2237	T.Rifenberg			R	150.00
			T.Rifenberg				-150.00
03/10/2021	Payment	ck#41399	Westpoint Physical Therapy			R	900.00
			Westpoint Physical Therapy				-900.00
03/22/2021	Payment	ck#9807	T.J. Sri, M.D.			R	1,600.00
			T.J. Sri, M.D.				-1,600.00

East Kern Health Care District Account Balances

Checking Account Balances as of March 30, 2021

Account Name:	Account Balance	Interest Rate
Mission Bank Checking #3904	\$127,294.17	N/A
Bank of Sierra #6398	\$209,849.94	N/A
Total:	\$337,144.11	

Cancer Fund Account Balances as of March 30, 2021

Account Name:	Account Balance	Interest Rate
Mission Bank Cancer Fund Checking #252	\$28,954.45	N/A
Cancer Fund CD #2810	\$11,956.07	0.20%
Total:	\$40,910.52	

LAIF Account Balances as of March 30, 2021

Account Name:	Account Balance	Interest Rate
Local Agency Investment Fund	\$671,570.75	As of 7/15/2020 1.47%
Total:	\$671,570.75	

Grand Total of Account Balances per bank as of March 30, 2021

Bank Name:	
Mission Bank Grand Total:	\$168,204.69
Bank of Sierra Grand Total:	\$209,849.94
Local Agency Investment Fund:	\$671,570.75
Total:	\$1,049,625.38

Grand Total of Accounts as of March 30, 2021

Grand Total:	\$1,049,625.38
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EAST KERN HEALTH CARE DISTRICT

Profit and Loss by Month

March 2021

	MAR 2021	TOTAL
Income		
4010 Property Tax Revenues	1,305.42	\$1,305.42
4040 Interest Income	32.18	\$32.18
Total Income	\$1,337.60	\$1,337.60
GROSS PROFIT	\$1,337.60	\$1,337.60
Expenses		
6120 Bank Service Charges	0.00	\$0.00
6155 Directors Fees	1,100.00	\$1,100.00
6170 Groundskeeper	540.00	\$540.00
6180 Insurance	687.42	\$687.42
6240 Miscellaneous		\$0.00
6241 Donation- Senior Center Association	250.00	\$250.00
Total 6240 Miscellaneous	250.00	\$250.00
6243 Modular Unit Rental	638.98	\$638.98
6270 Professional Fees		\$0.00
6280 Legal Fees	1,764.00	\$1,764.00
6282 Consulting-Shawn Sprague	350.00	\$350.00
6284 Professional Services- District Secretary	100.00	\$100.00
Total 6270 Professional Fees	2,214.00	\$2,214.00
6281 Board Meeting Costs	15.00	\$15.00
6300 Repairs & Maintenance		\$0.00
6310 R&M- North Loop Bldg	1,170.00	\$1,170.00
6330 Alarm Monitoring-Bay Ave Bldg	42.99	\$42.99
Total 6300 Repairs & Maintenance	1,212.99	\$1,212.99
6350 Conference and Travel	700.00	\$700.00
6390 Utilities		\$0.00
6340 Telephone	247.28	\$247.28
6400 Gas and Electric	1,554.55	\$1,554.55
6410 Water	458.08	\$458.08
6420 Trash	515.91	\$515.91
Total 6390 Utilities	2,775.82	\$2,775.82
6500 Office Expenses		\$0.00
6550 Office Supplies	645.00	\$645.00
Total 6500 Office Expenses	645.00	\$645.00
6560 Payroll Expenses	2,048.66	\$2,048.66
6561 Payroll EDD Taxes	632.72	\$632.72
Total 6560 Payroll Expenses	2,681.38	\$2,681.38
Total Expenses	\$13,460.59	\$13,460.59
NET OPERATING INCOME	\$ -12,122.99	\$ -12,122.99
NET INCOME	\$ -12,122.99	\$ -12,122.99

EAST KERN HEALTH CARE DISTRICT

Profit and Loss by Month

April 2021

	APR 2021	TOTAL
Income		
4010 Property Tax Revenues	54,372.81	\$54,372.81
4011 Donations	-103.87	\$ -103.87
4030 Lease Income	4,386.97	\$4,386.97
Total Income	\$58,655.91	\$58,655.91
GROSS PROFIT	\$58,655.91	\$58,655.91
Expenses		
6120 Bank Service Charges	0.00	\$0.00
6155 Directors Fees	2,200.00	\$2,200.00
6166 ELECTION COSTS - SAN BERNARDINO	79.00	\$79.00
6170 Groundskeeper	640.00	\$640.00
6180 Insurance	687.42	\$687.42
6240 Miscellaneous		\$0.00
6241 Donation- Senior Center Association	250.00	\$250.00
Total 6240 Miscellaneous	250.00	\$250.00
6243 Modular Unit Rental	638.98	\$638.98
6270 Professional Fees	2,000.00	\$2,000.00
6280 Legal Fees	882.00	\$882.00
6282 Consulting-Shawn Sprague	350.00	\$350.00
6283 Prof Services Accounting	250.00	\$250.00
6286 Consulting-BHI	7,957.65	\$7,957.65
6289 Consulting-Linda Cook	3,940.00	\$3,940.00
Total 6270 Professional Fees	15,379.65	\$15,379.65
6281 Board Meeting Costs	172.40	\$172.40
6300 Repairs & Maintenance		\$0.00
6310 R&M- North Loop Bldg	265.00	\$265.00
6330 Alarm Monitoring-Bay Ave Bldg	85.98	\$85.98
Total 6300 Repairs & Maintenance	350.98	\$350.98
6350 Conference and Travel		\$0.00
6380 Travel	105.28	\$105.28
Total 6350 Conference and Travel	105.28	\$105.28
6390 Utilities		\$0.00
6340 Telephone	493.64	\$493.64
6400 Gas and Electric	1,092.07	\$1,092.07
6410 Water	1,883.32	\$1,883.32
6420 Trash	515.91	\$515.91
Total 6390 Utilities	3,984.94	\$3,984.94
6500 Office Expenses		\$0.00
6550 Office Supplies	170.39	\$170.39
Total 6500 Office Expenses	170.39	\$170.39
Total Expenses	\$24,659.04	\$24,659.04
NET OPERATING INCOME	\$33,996.87	\$33,996.87
NET INCOME	\$33,996.87	\$33,996.87

AGENDA SUPPORTING INFORMATION

AGENDA #17

Subject: Discussion and approval for an increase in legal fees with Olivarez Madruga Lemieux O'Neill, LLP of 1.9% or \$17.00 per month to \$899.00 per month in conjunction with the consumer price index and the cost of living.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: This law firm has been serving the East Kern Health Care District for many years. They provide legal services for a monthly retainer and we can be very thankful for the work they do and in keeping the costs to a consistent amount each month. They have not had a price increase for a few years.

In looking at the attached letter the District received from Olivarez Madruga... it should be noted that there will be in future agreements the potential each year for a price increase based on Cost of Living as measured by the Consumer Price Index.

Recommendation:

Approve the price increase and continue to work with Olivarez Madruga Lemieux etc. for 1.9% and acknowledge that the agreement will include potential future cost of living increases with Olivarez Madruga Lemieux etc.

March 30, 2021

BY U.S. MAIL & EMAIL

Via Email: eastkernhealthcaredistrict@gmail.com

Tiffanie Breen, District Manager
East Kern Healthcare District
PO Box 2546
California City CA 93504

**Re: Amending Professional Services Agreement and Legal Fees
Confidential Attorney-Client Communication**

Dear Ms. Breen:

Olivarez Madruga Lemieux O'Neill, LLP is proud of our association with East Kern Healthcare District. We are grateful for the opportunity to provide legal services to the District.

Because of our sensitivity to your budget concerns, we have had a continuing commitment to keep our costs down. As a result, we have not asked for a rate adjustment since July 1, 2019. However, due to the positive changes to the economy, our costs have increased significantly over the past years.

We are aware that the District is in the process of preparing its annual budget. We ask to amend our agreement with the District to include the following cost-of-living adjustment language:

“Cost-of-Living Adjustment. The rates and amounts described herein shall be automatically increased as follows: Blended rates and retainer amounts will be adjusted annually using the cost of living index. At the start of Client’s fiscal year in July and every July thereafter, rates and amounts shall be increased based on the change in the cost of living for the 12-month period published for the most recent calendar year according to the Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles County area as reported by the U.S. Bureau of Labor Statistics, provided, however, that no such adjustment shall be less than zero or more than five percent (5%). Nothing in this Agreement prevents rate increases at any other time. Rates which are specific to individual attorneys or other staff are reviewed annually and may be increased from time to time with written notice to Client.”

Based on the CPI for July 2020, we are asking for a modest fee increase of one-point-nine percent (1.9%) to be considered by the District as part of its budget for the next fiscal year. Please let us know if you have any questions regarding this request.

Tiffanie Breen, District Manager
East Kern Healthcare District
Page 2 of 2

Again, we are grateful for the opportunity to provide legal services to the District.

Olivarez Madruga Lemieux O'Neill, LLP

Very truly yours,



Keith Lemieux

I agree and accept terms as defined above

Tiffanie Breen, District Manager

David

From: Alexander Lemieux <ALemieux@omlolaw.com>
Sent: Monday, April 12, 2021 7:01 PM
To: david aranda
Subject: FW: New agreement
Attachments: EKCD OMLO Legal Fees.pdf; Breen.PSA.OMLO.pdf

Good Evening David,

Attached is the letter that was sent and most recent PSA. We are requesting a small increase of 1.9% and are asking to amend the PSA to include an annual cost of living adjustment.

The new increase will be \$17.00 making the retainer \$899 a month. We only bill a monthly retainer on East Kern.

Please let me know if that answers your question.

Alex Lemieux
OLIVAREZ MADRUGA LEMIEUX O'NEILL, LLP
500 S GRAND AVE, FLOOR 12, LOS ANGELES, CA 90071
TEL: 213.213.9835 • FAX: 213.744.0093

-----Original Message-----

From: david aranda <daranda300@gmail.com>
Sent: Thursday, April 8, 2021 1:15 PM
To: Alexander Lemieux <ALemieux@omlolaw.com>
Subject: Re: New agreement

We received a letter from your firm of a slight increase. I just wanted that increase translated into the new dollar amount the district will be paying monthly. If you need to call me to discuss feel free. Thanks

Sent from my iPhone

> On Apr 8, 2021, at 12:00 PM, Alexander Lemieux <alemieux@omlolaw.com> wrote:

>

> Good Morning David - I am not sure what you're referring to.

>

> Alex Lemieux
> OLIVAREZ MADRUGA LEMIEUX O'NEILL, LLP
> 500 S GRAND AVE, FLOOR 12, LOS ANGELES, CA 90071
> TEL: 213.213.9835 * FAX: 213.744.0093

>

> -----Original Message-----

> **From:** david aranda <daranda300@gmail.com>
> **Sent:** Thursday, April 8, 2021 8:49 AM
> **To:** Alexander Lemieux <ALemieux@omlolaw.com>
> **Subject:** New agreement



March 23, 2017

Tiffanie Breen, District Manager:
East Kern Health Care District
P.O. Box 2546
California City, CA 93504

Re: Revision of Professional Services Agreement

Executive Summary

The following correspondence is being prepared in anticipation of a closed session to be held on April 4, 2017. As you know, the entirety of our firm is merging with another firm to create the Law Firm of Olivarez Madruga Lemieux O'Neill. To continue to provide legal services for the District, I will need the Board's approval for a revised professional services agreement that identifies our new law firm name.

Please note, at this time, we are not requesting any change to our rates. Further, all of our attorneys will continue to provide legal services as part of the new partnership, and we do not anticipate any change in representation. However, the merger provides access to lawyers with additional expertise beneficial to the District, and may diminish the District's need to retain services provided for by outside counsel, as set forth below.

Discussion

Attached hereto you will find a redline and final version of a revised professional services agreement for Olivarez Madruga Lemieux O'Neill. As you can see, the agreement has been revised to change the identification of the law firm.

Potential for Additional Services

We have also enclosed resumés for some of the attorneys working in our new partnership who provide legal services in an area not formerly available to Lemieux & O'Neill.

For example, Terrence Gallagher has 20 years of experience in representing public entities in employment law practice and oversees an additional 5 attorneys who assist him in this area of law. We also now have on our staff, Mr. David Gondek. Mr. Gondek has been Deputy Senior City

Tiffanie Breen, District Manager:
East Kern Health Care District
March 23, 2017
Page 2 of 2

Attorney for the City of El Monte for 20 years, and as you can see from his resumé, he has experience with redevelopment law and other related matter.

Please do not hesitate to contact me with any questions or comments.

Sincerely,

OLIVAREZ MADRUGA LEMIEUX O'NEILL

A handwritten signature in black ink, appearing to read 'W. Keith Lemieux', written over the printed name.

W. Keith Lemieux

KL/mdd
Enclosures

RETAINER SERVICES AGREEMENT

As of April 4, 2017, **OLIVAREZ MADRUGA LEMIEUX O'NEILL**, a limited liability partnership, and **EAST KERN HEALTH CARE DISTRICT**, a public agency, agree as follows:

Section 1. Purpose

This Agreement sets forth the terms under which Olivarez Madruga Lemieux O'Neill provides legal services to East Kern Health Care District.

Section 2. Definitions

The following terms are defined for the purposes of this agreement:

Law Office means Olivarez Madruga Lemieux O'Neill.

Counsel means lawyers employed by Olivarez Madruga Lemieux O'Neill who provide legal advice to East Kern Health Care District.

Client means East Kern Health Care District.

Board means the Board of Directors of the District.

Transactional Matters means preparation of documents, legal analysis and all other matters not related to litigation or lobbying. Analysis of claims filed with the Client, and claims the Client may file, are transactional matters until a lawsuit or proceeding is filed in a court or administrative tribunal.

Litigation means a lawsuit or administrative proceedings filed by or against the Client. Litigation does not include lobbying or advice concerning potential lawsuits.

Lobbying means preparation of documents and analyses for meetings and attendance at meetings with members of executive or legislative branches of state or federal government concerning proposed laws or regulations promulgated by federal or state government.

External expense means costs incurred on behalf of the Client paid to third party vendors by the Law Office.

Internal expenses mean Law Office overhead and other expenses incurred on behalf of the Client not involving a third party vendor.

Section 3. **General**

Law Office is engaged by Client on the basis of this contract to provide legal advice on transactional matters and litigation. The Client is the District itself, acting through the Board. Counsel shall work with the General Manager to implement the policies of the Client as established by the Board. If the Counsel and the General Manager disagree as to the content of the Client's policy, the Counsel and the general manager shall consult the Board.

Section 4. **Transactional Matters**

(a) Law Office shall advise Client on all transactional matters affecting the Client by: attending all regular meetings of the Board, either in person or telephonically; attending special meetings of the Board, personally or telephonically, as requested if Counsel does not have a calendar conflict; providing legal advice by telephone or in writing; preparing documents and attending other meetings as requested by the Board or General Manager.

(b) The Board establishes the policies of the Client at public meetings. Counsel shall advise the Board in writing or orally during such meetings. Counsel shall provide legal advice to the General Manager concerning the implementation of Client's policies on a day-to-day basis.

(c) Law Office shall submit a monthly invoice to Client for transactional work. Client shall pay Law Office the sum of \$800.00 per month in arrears during the month the invoice is tendered. Law Office will *not* seek additional amounts for transactional services, regardless of the amount of time actually expended for such services.

Section 5. **Litigation Services**

(a) Law Office shall report on any lawsuit or proceeding filed by or against the Client. The report shall include an evaluation of the case, recommended attorney assignments, proposed litigation goals and a preliminary budget.

(b) The General Manager, Board and Counsel shall review litigation report in closed session. If the Board engages the Law Office to perform the work, a task order shall be prepared setting forth: litigation goals, attorney assignment and preliminary budget.

(c) Law Office shall submit a monthly invoice to the Client for litigation services. The

invoice shall describe the type and amount of work performed by counsel on specified dates. Law Office shall be compensated for litigation services as set forth on the task order on an hourly, flat fee or other basis as approved in advance by Client. Client shall pay the monthly invoice during the month tendered.

Section 6. Expenses

Client shall pay Law Office for reasonable and necessary *external* expenses incurred in providing legal services under this agreement. Whenever feasible, Law Office shall obtain Client's prior approval of external expenses expected to exceed \$500. Client shall *not* pay *internal* expenses incurred by Law Office in providing service under this Agreement.

Section 7. Representation of Other Clients

(a) Rules of Professional Conduct of the State Bar of California require attorneys to inform clients of representation of other clients with potentially adverse interests. The Rules require Law Office to obtain the affirmed written consent of current clients and former clients before Law Office represents a client with an adverse interest. We are not aware of existing or potential adverse interests involving Client.

(b) Counsel may advise officers and employees of the client concerning conflicts of interest issues if the officer or employee acknowledges no attorney-client relationship is created between the Law Office or Counsel and the officer and employee and if the officer or employees allows Counsel to report such advice to the Board. Counsel shall not represent any officer or employee of the District without the prior written consent of the Board.

Section 8. Term

This agreement commences April 1, 2017, and terminates April 1, 2018, and shall continue from year-to-year thereafter, provided, either party may terminate this agreement upon 30 days prior written notice.

Section 9. Other

(a) Legal advice to the Client may be confidential on the basis of the Attorney-Client privilege. Confidential advice shall be directed to the General Manager for transmittal to the

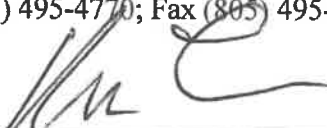
Board. Only the Board may waive the Attorney-Client privilege.

(b) The Law Office shall maintain errors and omission coverage of at least \$1,000,000.00 per occurrence up to a maximum of at least \$3,000,000.00 per policy term.

APPROVED:

Dated: 3/23, 2017

OLIVAREZ MADRUGA LEMIEUX O'NEILL
4165 E. Thousand Oaks Blvd., Suite 350
Westlake Village, CA 91362
(805) 495-4770; Fax (805) 495-2787

By: 

W. Keith Lemieux, Partner

Dated: _____, 2017

EAST KERN HEALTH CARE DISTRICT
P.O. Box 2546
California City, CA 93504
(760) 373-2804; Fax: (760) 373-1054

By: _____
Its: _____

Billing Address (if different from above):

AGENDA SUPPORTING INFORMATION

AGENDA #18

Subject: Discussion to determine a date for a planning session with the Board of Directors based on preliminary information submitted by each Director.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: Many changes have taken place over the past few months. It is time for the Board of Directors for East Kern Health Care District to meet and look at what the vision, mission and goals for the District should be over the next few years.

This agenda item is to simply determine when directors are not available in May so that a meeting date can be established for the planning session.

AGENDA SUPPORTING INFORMATION

AGENDA #19

Subject: Discussion of preliminary draft budget for fiscal year 2022.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: In looking over the District's Administrative Code it states "The Finance Committee shall present a proposed budget to the Board prior to May 1 of each year." "The Board shall approve a budget by July 1, of each year."

I thought that the Board can discuss this preliminary draft budget for fiscal year 2022 and determine how the Board wishes to proceed in having the ability to approve a budget at the June 2021 meeting.

There have been some suggestions of utilizing an outside consultant to assist with the budget, i.e. Nigro and Nigro or Moats & Hebebrand.

Recommendation:

The Board should have a discussion on how to proceed with presenting and approving a fiscal 2022 year budget.

EAST KERN HEALTH CARE DISTRICT

Budget

Revenue:	Annual
4010 Property Tax Revenues	\$200,000.00
4030 Lease Income	\$70,000.00
Other Misc Income	\$10,000.00
Total Revenue:	\$280,000.00

Expenses:	Annual
Payroll Expenses:	
6286 Professional Fees:Consulting-BHI	\$18,000.00
6289 Prof Fees:Consulting-Linda Cook	\$20,000.00
6282 Prof Fees:Consult-Shawn Sprague	\$4,200.00
6283 Prof Fees:Prof Services Accounting	\$1,500.00
Auditing Expense	\$11,000.00
6155 Directors Fees	\$18,000.00
	<u>\$72,700.00</u>

6160 Dues and Subscriptions	\$1,000.00
6280 Professional Fees:Legal Fees	\$11,000.00
6170 Groundskeeper	
6190 Insurance:Work Comp	\$5,000.00
6180 Insurance (Prop/Liab)	\$10,000.00
6350 Conference and Travel	\$5,000.00
6300 Repairs & Maintenance Bay Ave	\$2,000.00
6310 R & M- North Loop Bldg	\$5,000.00
Utilities:	
6400 Utilities: Gas Bay Ave	\$3,000.00
6400 Utilities: Electric Bay Ave	\$6,000.00
6410 Utilities:Water Bay Ave	\$8,000.00
6340 Utilities:Telephone	\$2,100.00
6420 Utilities:Trash	\$6,500.00
6243 Modular Unit Rental	\$8,400.00
6330 R & M Alarm Monitoring-Bay Ave	\$1,500.00
6550 Office Expenses:Office Supplies	\$3,000.00
	<u>\$77,500.00</u>

Total Expenses: **\$150,200.00**

Net Profit **\$129,800.00**

6561 Payroll Expenses:Payroll EDD Taxes

4035 Cancer Fund Income

7010 Cancer Fund Awards

TOTAL

AGENDA SUPPORTING INFORMATION

AGENDA #20

Subject: Discussion and approval of removal and addition of names to signature cards for Kern County Vouchers.

Submitted by: David Aranda, BHI Consultant

Requested by: Linda Cook, Consultant

Meeting Date: May 4, 2021

Background: The process that Linda and I are familiar with in regard to property tax money involves the county depositing property tax money in a county account that is specific for the District. That money is moved by voucher by having authorized signatures approve the movement of the money from the county account to a District Checking Account.

It appears that for East Kern Health Care District the county automatically deposits property tax money into the Mission Bank checking account.

While this may be acceptable to the board and the district continues accepting money this way what must change is the removal of names that Kern County Auditor's office has as authorized to move money from the County who are no longer affiliated with the District and adding current Directors to the authorized list.

Recommendation:

A specific motion as follows: I make a motion to approve adding the following names to the County Voucher authorization list (list each person's name) and I also include in the motion to see that all other names are removed from the County Voucher list since they are no longer affiliated with East Kern Health Care District.

SIGNATURE AUTHORIZATION

(1-4: SEE INSTRUCTIONS OTHER SIDE)

3) Dept. Number: _____

1) I hereby _____ Authorize, or _____ Revoke, permission for _____
whose signature appears below, to sign the following documents: _____

for the _____ Department(s)/District. 4) Employee ID# 999- _____

2) Authorization is to be _____ permanent; or _____ temporary from _____, 20 _____
to _____, 20 _____.

(Signature of Employee)

(Date)

(Signature of Department head)

Name of Employee: _____

Department: _____

AUDITOR 192 (9/16)

INSTRUCTIONS

1. Indicate by checking the appropriate blank before the word "Authorize" or "Revoke" your intended usage of this form.
2. Indicate by checking the appropriate blank if permission is to be permanent until revoked or temporary with applicable dates to be effective.
3. Enter the employee's payroll department number in the upper right corner.
4. Enter the employee's county ID number.
5. Distribute as follows: Original to Auditor-Controller, copy for your file, copy for other departments as required (e.g. Human Resources, Purchasing, etc.).
6. Refer to Administrative Bulletin No. 23 for further information concerning the purpose and guidelines governing use of this card.

AGENDA SUPPORTING INFORMATION

AGENDA #21

Subject: Discussion and direction regarding landscaping work at the North Loop Properties.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: A number of months ago (Oct. 2020) the existing board by majority vote approved moving forward with a company to design changes at the North Loop Property which included removing the grass, adding sidewalks, adding signs etc. I have attached the proposal from Rios Design Studio which it appears became the agreement to move forward.

In speaking with Ms. Megan Rios the week of April 19th, and in speaking with the Board President I gave instructions to Ms. Rios to bill us for the work that had been performed but to stop all other work until the current Board of Directors had an opportunity to discuss how they wish to move forward.

In the payables Ms. Rios billed the District for surveying costs at \$2000.

One specific item that should be discussed and addressed that was in the scope of the original project was a cover for the Adventist Health entrance. More information on this will be presented verbally.

Recommendation:

The Board needs to discuss the entire concept of work that was proposed and then decide if it would be better served to determine a priority of what must be done for the tenants and what does not need to be done right away.



Regular Meeting
12/01/2020

**MINUTES
REGULAR MEETING
EAST KERN HEALTH CARE DISTRICT BOARD OF DIRECTORS
12/01/2020**

8101 Bay Ave. CALIFORNIA CITY

Our mission is to expend financial resources to help residents of the District satisfy their healthcare needs.

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/87278424884>

Meeting ID # 872 7842 4884

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 6699006833 US or email eastkernhealthcaredistrict@gmail.com

CALL TO ORDER: By President Heathman at 5:00PM

ROLL CALL

Directors present:

Bentley, Connie
Heathman, Shirley
Macedonio, Karen
Smith, Robert
Sparks, Tawney

Staff present:

Lemieux, Alex- Legal Counsel-by phone
Breen, Tiffanie- General Manager

Public present: None

2. Approval of Financial Reports - Profit and Loss Statement for October 2020, Bank Balances and Interest, and Deposit Detail.

Motion by Dir. R. Smith Second by Dir. C. Bentley

APPROVED 5 Ayes

D. Bentley: Aye
D. Heathman: Aye
D. Macedonio: Aye
D. Smith: Aye
D. Sparks: Aye

PRESENTATIONS ON AGENDA ITEMS: None

ACTION ITEMS: NEW BUSINESS

A. Approve Rios Design Studio proposal for landscaping design at North Loop properties. Estimated cost of \$7,500.00 for land survey, preliminary plans, and construction documents. Plus, an hourly rate of \$140.00 for construction administrative services not to exceed \$2,500.00. Total cost of \$10,000.00.

Motion by Dir. K. Macedonio Second by Dir. R. Smith

APPROVED 5 Ayes

D. Bentley: Aye
D. Heathman: Aye
D. Macedonio: Aye
D. Smith: Aye
D. Sparks: Aye

B. Approve Investment Policy and Procedure

Motion by Dir. C. Bentley Second by Dir. R. Smith

APPROVED 5 Ayes

D. Bentley: Aye
D. Heathman: Aye
D. Macedonio: Aye
D. Smith: Aye
D. Sparks: Aye

C. Approve Mobile Modular invoice for \$3,025.48 for installation of skirting on modular building.

Motion by Dir. R. Smith Second by Dir. C. Bentley

APPROVED 5 Ayes

D. Bentley: Aye
D. Heathman: Aye
D. Macedonio: Aye
D. Smith: Aye
D. Sparks: Aye

David

From: Megan Rios <megan@riosdesign.com>
Sent: Friday, April 23, 2021 11:27 AM
To: daranda300@gmail.com
Subject: East Kern Health Care District
Attachments: 20-576 Inv 706.pdf; 20-576 9300LOOP - Standard.zip

David,

Here is the invoice for Land survey. I had not done as much as I had thought so I did not include any additional work. I included the CAD files from the Land surveyor for your future use.

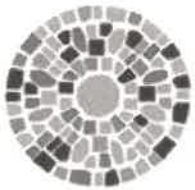
I was asked to remove all lawn, add 10' x 10' area next to Adventist Health for waiting room;

keep most of the trees, add a sidewalk, add new sign and have it perpendicular to the street like the Adventist Health sign,

and add trees to meet County minimum on parking lot shade calculations for all three buildings.

Megan Rios, President

o: 661-835-9259 ; c: 661-431-2801; megan@riosdesign.com



Rios Design Studio
Landscape Architecture
& Design

Proud member and active of the following organizations:



AIA
Golden Empire



NAWBO
Bakersfield
National Association of Women Business Owners



Rios Design Studio Landscape Architecture & Design

3805 Ora Vista Ave. Bakersfield CA 93309 (661) 835-9259 riosdesign.com PLA #2979

Tiffany Breen, District Manager
East Kern Care District
PO Box 2546
California City, CA 93504

October 23, 2020

Landscape Design Proposal- 9700 North Loop Boulevard

Dear Tiffany

Rios Design Studio (RDS) is pleased to provide a proposal for Landscape Architectural design services for the new front area along North Loop Blvd in California City, CA. The existing Bermuda turf area with various trees has become overwhelming to keep the thatch down and lower the water use. The District wants to add a 5' wide sidewalk adjacent to the curb and remove the turf and adding a flowering xeriscape curb appeal that will reduce the high maintenance for turf. Existing trees are to remain. We are to use the existing water service and add equipment to bring up to MWELo standards. There will be two new signs, which will be perpendicular to the street. The building which the most east has an existing sign which will remain. A concrete pad for the Adventist Health Building with a pergola is to be designed. RDS will prepare the plans as per the latest State MWELo standards and the City of California City.

Rios Design Studio will be contracting with Unique Land Surveyors to survey the area to create a base plan and report existing elevations of the elements, buildings, trees, utilities etc. Once RDS receives the CAD findings, we will provide the Preliminary plan and Construction Documents with soils recommendations as per the State requirements; this includes the Hydrozone plan, Irrigation plan, and Planting plans with specifications and detail for the City of California City submittal. The Preliminary plan will include plant photos for the owners review and approval. The Preliminary Plan will be complete within three weeks of receiving signed contract and CAD drawings of the site plan from the District. Once the Preliminary plan is approved, RDS will prepare the Construction Documents which will require six weeks to complete. Construction Administration service work with you through bidding and installation to verify the works was installed per plan.

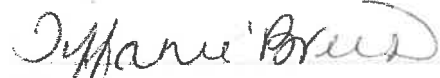
Phase 1: Land Survey	\$ 2000
Phase 2: Preliminary Plan	\$ 2000
Phase 3: Construction Documents	\$ 3500
Phase 4: Construction Administration Services	hourly rate

RDS will submit electronic files only, (dwg's and/or PDFs as requested). Any requested reproduction and delivery costs will be an additional fee unless it can be billed to the Client's account. The proposal is subject to your review and approval. Once approved, we will prepare a contract for you for your signature.


Respectfully Submitted,

Megan Rios

President, Rios Design Studio LLC



Tiffany Breen



Date

AGENDA SUPPORTING INFORMATION

AGENDA #22

Subject: Discussion and direction in regard to possible adjustments to the BHI Consulting Contract.

Submitted by: David Aranda, BHI Consultant

Request by: Karen Macedonio, President

Meeting Date: May 4, 2021

Background: The Board approved a consulting contract (attached) to work with BHI in assisting The East Kern Health Care District to develop both administratively and from a governance standpoint.

As most of you are aware the scope of work took a dramatic turn when the General Manager and two seated directors resigned a few days after the board meeting of March 2, 2021.

The Board President sent an e-mail acknowledging the need to increase one of the Consultants, David Aranda's monthly hours and stated that this request would be fully addressed in an agenda item.

Recommendation:

Board discussion and direction by the board is needed if they board wishes to continue moving forward with assistance from BHI.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Board of Directors
East Kern Health Care District
8101 Bay Street
California City, CA 93505

February 13, 2021

Subject: Proposal for District

Dear Madam Board President,

BHI Management Consulting has been asked by the Board of Directors of the East Kern Health Care District to assist with an assessment of charter, administrative, organizational, and governance related gaps, then proceed with working with the Board to prioritize and address agreed needs. This proposal provides general detail regarding scope of work, deliverables, costs and expenses related for the project. References and a short bio of each Consultant is also included. This proposal recommends David Aranda to lead this effort with support and approach strategy from Brent Ives, Principal of BHI.

Scope of Work - The scope of tasks for this project could include, but is not limited to, establishing a clear basis and documentation for District charter, administrative and Board related practices and policies, financial and property related identification and documentation, Board of Director scope of authority and direction and more.

Deliverables – the overall set of deliverables is difficult to fully anticipate at this time. The first month of the assignment will act as a preliminary assessment of the broad set of items underlined above.

Assuming the notice to proceed is received at the March 2021 Board of Directors meeting, the Board will receive a report from BHI at the April Board meeting outlining findings and clarity of approach for the next month of activities. The Board of Directors will receive a written report at each regular Board meeting during the term of engagement outlining the findings for the prior month and the approach for the next month of activities. After the first two months of the engagement, if there are any issues that cannot be resolved through discussion, the Board has the option to cancel the remainder of the contract with a majority vote.

The Board is also provided the opportunity to discontinue the work at each month thereafter for a minimum of two months. It is expected that overall deliverables will be solid District charter basis, stronger administrative practices and procedures, and overall Mission and direction for future activities.

Proposed costs - The proposal is for Mr. Aranda to devote 20 hrs./mo. and Mr. Ives at 6 hrs./mo. at a fixed effort (fee) price of \$3100/mo. Expenses for travel to/from the District would also be charged with the monthly costs estimated to include mileage and food expenses from Tehachapi, CA to California City, CA at \$250/mo. for up to five trips to California City. This proposal is for 6 months of effort for a total of \$18,600.00, plus expenses. Mr. Aranda will coordinate all site visits to the District with the District General Manager.

Consultants-

Mr. David Aranda - David has been a General Manager of Special Districts in California for over 23 years along with brings 15 years in executive management in the private sector. He is a known subject matter expert in local agency governance for California Special Districts, teaching thousands in good board work across California. David most recently managed a community services district in Kern County. David has taught the class in Governance Foundations for the California Special Districts Association for nearly 20- years. Like Brent, he has taught hundreds of Board members and executive staff in the subject of organizational health, good governance and best practices. He offers his experience and background through BHI to a wide variety of clients in the State. David will assist in assessment and remedial activities, and training. He will be a point contact for follow-up for with District and provide service to the District throughout the project.

Mr. Brent Ives, Principal of BHI Management Consulting, will also provide assessment of findings and recommendations in partnership with Mr. Aranda for this project. He is an experienced organizational consultant having worked with hundreds of Boards' for Districts all over California. He has assisted public agencies through BHI Management Consulting for 20 years.

AGENDA SUPPORTING INFORMATION

AGENDA #23

Subject: Discussion and direction in regard to Directors for East Kern Health Care District committing to the required training and following through on board direction for items such as being authorized check signers.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: The District essentially has no staff but is working with two consultants, Linda Cook and David Aranda. It would be appreciated if all board members communicate with either David or Linda in regard to what they have or have not accomplished in regard to the required training that elected officials are required to attend and in regard to seeing that they have placed the names on the appropriate check signers listing with our respective banks.

Recommendation:

Help your consultants by all of us communicating with what has been done and what still needs to be done so we can be on the same page and in compliance with policies and governmental law.

AGENDA SUPPORTING INFORMATION

AGENDA #24

Subject: Updates and discussion in regard to the 2020 audit and past and future audits.

Submitted by: David Aranda, BHI Consultant

Meeting Date: May 4, 2021

Background: The Board approved entering into an agreement with Nigro & Nigro to perform the 2020, 2021 and 2022 audit.

Attached you will find correspondence in regard to the work that has been done.

It should be noted that it appears that Paul with Nigro and Nigro will be able to make a presentation to the Board at the June 1, 2021 board meeting for the 2020 audit.

Recommendation:

Possibly some new directors may wish additional information on past audits which we can discuss verbally. I would encourage all directors to prepare questions for the presentation of the audit in June.



Audit proposal

5 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: pkaymark@nncpas.com

Mon, Mar 8, 2021 at 1:32 PM

Hello Paul,

I got your contact information from David Aranda. We are seeking a new firm to handle our annual audits. Our past firm is no longer performing audits.

We need an audit for the year ending June 30, 2020 to be completed soon and we would like to contract to have future audits done. We also need the State Controller's report done.

We use Quickbooks Online accounting software. We bank with Mission Bank in Mojave, Bank of Sierra, and LAIF. I have attached our 2019 audit report along with the State Controller's report.

Thank you,

Tiffanie Breen
East Kern Health Care District
District Manager
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

2 attachments

 **Controller's Report - East Kern Healthcare District.PDF**
762K

 **June 30, 2019 audit.pdf**
10335K

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Mar 8, 2021 at 1:37 PM

Tiffanie:

Yes, I know Burkey Cox has stopped performing audits. I picked up a few from them this year.

Would you like a Full Proposal or just a price? The State is expecting the State Controllers report to be completed by 3/18/21.

That's not much time...

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



25220 Hancock Ave., Ste #400, Murrieta, CA 92562 / Phone: 951-698-8783 / Fax: 951-699-1064

2121 N. California Blvd., Ste #290, Walnut Creek, CA 94596 / Phone: 844-557-3111 / Fax: 844-557-3444

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Circular 230: As a result of certain perceived abuses, the Treasury Department has promulgated regulations that require all attorneys and accountants who provide certain written communications to a client to include an extensive analysis and disclosure in such written communications. To comply with our obligations under these regulations, we wish to inform you that this communication does not contain all of such analysis and disclosure and was not written or intended by us to be used, and may not be used, by any taxpayer for the purpose of avoiding any tax penalty that may be imposed on the taxpayer. In addition, any tax advice contained in this communication may not be used to promote, market or recommend a transaction.

[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Mon, Mar 8, 2021 at 1:48 PM

I think a full proposal would be best for our Board to review.

I am aware the State Controller's report is late. Our notice said the report was due February 1, 2021. I did email the State Controller's office informing them that we had been unable to hire an auditing firm. The State said we need to complete the report asap with or without audited numbers and that we could be fined the longer it takes to get the report in. Hopefully we can schedule the audit for June 30, 2020 soon and then get the report complete.

Tiffanie Breen
East Kern Health Care District
District Manager
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Mar 8, 2021 at 1:56 PM

Ok, I will see what I can do.

[Quoted text hidden]

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 7, 2021 at 9:10 AM

Tiffanie:

With the Board awarding our firm the audit contract, will you be our main contact?

Thanks

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



25220 Hancock Ave., Ste #400, Murrieta, CA 92562 / Phone: 951-698-8783 / Fax: 951-699-1064

2121 N. California Blvd., Ste #290, Walnut Creek, CA 94596 / Phone: 844-557-3111 / Fax: 844-557-3444

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From: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Sent: Monday, March 8, 2021 1:32 PM

To: Paul J. Kaymark, CPA <pkaymark@nncpas.com>

Subject: Audit proposal

Hello Paul,

[Quoted text hidden]



Audit proposals and New Board Applications

5 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: David <daranda300@gmail.com>

Mon, Mar 29, 2021 at 11:54 AM





David,

Here are the three proposals and the two Letters of Intent and Application Form suggested from Karen. Both Letters of Intent came via email. I will send each applicant the application and ask that it be completed and returned by Wednesday.

please let me know if we forgot to send anything.

Tiffanie Breen
East Kern Health Care District
District Manager
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

4 attachments

-  **Brown Armstrong Letter.pdf**
394K
-  **Nigro and Nigro Proposal.pdf**
1346K
-  **Stern and Co Proposal.pdf**
2545K
-  **New BoD application and Letters of Intent.pdf**
1513K

David <daranda300@gmail.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Mar 29, 2021 at 12:27 PM

Thanks. David.

[Quoted text hidden]

David <daranda300@gmail.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Tue, Mar 30, 2021 at 1:57 PM

Hi: Do you have a phone number for Ms. Green who is applying to be on the Board? I sent an e-mail but did not get a response. Thanks David.

From: East Kern Health Care District [mailto:eastkernhealthcaredistrict@gmail.com]
Sent: Monday, March 29, 2021 11:54 AM

To: David <daranda300@gmail.com>
Subject: Audit proposals and New Board Applications

David,

[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: David <daranda300@gmail.com>

Tue, Mar 30, 2021 at 3:43 PM

Hi David,

I do not have any other contact information for her.

I also just received an email stating she can no longer serve. I'll forward that email to you.

Thanks,

Tiffanie

[Quoted text hidden]

--

Tiffanie Breen
District Manager

[Quoted text hidden]

david aranda <daranda300@gmail.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Tue, Mar 30, 2021 at 3:47 PM

Thank you

Sent from my iPhone

On Mar 30, 2021, at 3:43 PM, East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
wrote:

[Quoted text hidden]



East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Contact

9 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 7, 2021 at 11:26 AM

Hi Paul,

I saw your email. Tiffanie is no longer with East Kern Health Care District, but myself and David will be here on a consulting basis throughout the next 3 months or so, getting things straightened up. So I guess David or I will be your main contact.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 7, 2021 at 11:28 AM

Ok Great!

Can I get the Accountant's Copy of QuickBooks to get going?

Call me at the office if you would like to chat more.

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



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[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 7, 2021 at 11:58 AM

Paul,
I sent you a QuickBooks Online invite, let me know if you do not receive it.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 7, 2021 at 12:23 PM

Ok, I'm in.

[Quoted text hidden]

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 7, 2021 at 12:24 PM

Linda:

Who is the Interim District Manager now to send the audit engagement letter too?

[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 7, 2021 at 12:31 PM

That would be David

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Thu, Apr 8, 2021 at 3:09 PM

Linda:

Please have David sign the attached letter and PDF it back to us to get started.

[Quoted text hidden]

 **EKHCD EL 2020.pdf**
245K

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Thu, Apr 8, 2021 at 3:09 PM

Linda:

Please place and print the attached letter on District Letterhead.

Then have it signed and PDF'd and Email it to Jennifer and CC me on the email. So we can talk to the prior auditors.

Thanks

[Quoted text hidden]

 **EKHCD - Prior Auditor Letter.docx**
14K

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: David <daranda300@gmail.com>

Fri, Apr 9, 2021 at 9:38 AM

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

 **EKHCD - Prior Auditor Letter.docx**
14K



East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

LAIF

3 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 14, 2021 at 8:27 AM

Paul,

The LAIF account number is 20-15-002

The other documents are in the office, we will get you next Monday.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Apr 19, 2021 at 11:27 AM

Will you be sending me the other requests today?

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



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[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Mon, Apr 19, 2021 at 1:42 PM

My apologies,
The internet has been down in the office, will have to scan and send from home.

Linda
[Quoted text hidden]

2 attachments



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[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Mon, Apr 19, 2021 at 3:30 PM

Paul,
I have not found anything like that, I found this CD statement, but it does not have the same account you indicated.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

 **Cancer CD.pdf**
211K

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Apr 19, 2021 at 3:34 PM

That's the one. You may need to call this bank to find out what that maturity value was at 12/15/20.

[Quoted text hidden]

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Apr 19, 2021 at 3:34 PM

Then I can estimate the balance at 6/30/20.



RE: Approval

6 messages

Paul J. Kaymark, CPA <pkaymark@nncpas.com>

Tue, Apr 13, 2021 at 10:18 AM

To: David <daranda300@gmail.com>

Cc: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

David and Linda:

Any word on these letters.

Also, I need some things:

LAIF account number

PDF of the Cancer Fund CD Statement at 6/30/2020

PDF Copy of Liability Insurance – Nationwide – Invoice paid 8/6/2019 for \$7,851

PDF Copy of Workers Comp Premium – State Fund – Invoice paid 11/5/2019 for \$1,455.76

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



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any tax penalty that may be imposed on the taxpayer. In addition, any tax advice contained in this communication may not be used to promote, market or recommend a transaction.

From: David <daranda300@gmail.com>
Sent: Tuesday, April 6, 2021 7:55 PM
To: Paul J. Kaymark, CPA <pkaymark@nncpas.com>
Subject: Approval

Hi Paul: We just finished the East Kern Health Care District Board of Directors meeting and the Board approved entering into a contract with Nigro for 2020, 2021 and 2022. Let me know how you wish to proceed. Thanks David.

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Mon, Apr 19, 2021 at 3:10 PM

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

Paul,

I was able to get these two items, but David may have the State Fund File, I was not able to locate it.
[Quoted text hidden]

2 attachments

 **Cancer Fund 6.30.20.pdf**
238K

 **Nationwide Ins 7.19.19 thru 7.19.20.pdf**
328K

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Apr 19, 2021 at 3:18 PM

Linda:

Sorry I meant the Cancer Fund CD account 1145 with a balance of \$12,001.55.

Thanks

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

State Fund Invoice Paid 11/5/19

3 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 21, 2021 at 7:25 AM

Paul,

Was able to retrieve this from David yesterday at Stallion.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504



State Fund Invoice Paid 11.5.19.pdf
334K

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 21, 2021 at 8:52 AM

Any word on the CD?

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



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[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
Draft To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 21, 2021 at 10:07 AM

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]



East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

CD Info

3 messages

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 21, 2021 at 10:32 AM

Paul,
I was able to retrieve this info from the bank online. I hope it helps.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

 **6.30.18 thru 6.30.20 CD Info.pdf**
279K

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 21, 2021 at 11:45 AM

Linda:

Did the Board President sign the engagement letter attached?

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219

NIGRO & NIGRO^{PC}
A PROFESSIONAL ACCOUNTANCY CORPORATION

25220 Hancock Ave., Ste #400, Murrieta, CA 92562 / Phone: 951-698-8783 / Fax: 951-699-1064

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[Quoted text hidden]

 **EKHCD EL 2020.pdf**
245K

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>

Wed, Apr 21, 2021 at 3:47 PM

Paul,

I have never seen this. I assumed Tiffanie took care of it, but I will print it and get them to sign the next time I see a director.

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]



EKHCD Audit 6-30-2020

4 messages

Paul J. Kaymark, CPA <pkaymark@nncpas.com>

Wed, Apr 21, 2021 at 12:20 PM

To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>, David <daranda300@gmail.com>

Cc: Anabel Cruz <acruz@nncpas.com>, Stacy Macias <smacias@nncpas.com>, Jared Solmonsens <jsolmonsens@nncpas.com>

David & Linda:

We are getting started on the audit.

Does the State Controller's Report for 2020 need completion too?

I am turning over the work on this audit to Out Team and they will be putting together items to be PDF'd to us as support for our workpapers.

Is there a phone number they can reach you two at for questions?

Thanks

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



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David <daranda300@gmail.com>

Wed, Apr 21, 2021 at 12:22 PM

To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>, East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Cc: Anabel Cruz <acruz@nncpas.com>, Stacy Macias <smacias@nncpas.com>, Jared Solmons <jsolmons@nncpas.com>

Hi Paul: Yes the State Controllers report for 2020 does need to be completed and submitted. Your team can always call me at 661-300-1231 and Linda now has a district cell phone that they can call which is 661-750-0300. Thanks Paul, David.

[Quoted text hidden]

East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Wed, Apr 21, 2021 at 3:49 PM

To: David <daranda300@gmail.com>

That is the District telephone, the cell phone is 661-220-6100

Linda Cook
East Kern Health Care District
Consultant
Phone 760-373-2804
Fax 760-373-1054
PO Box 2546
California City CA 93504

[Quoted text hidden]

David <daranda300@gmail.com>

Wed, Apr 21, 2021 at 4:12 PM

To: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Thanks. Sorry.

[Quoted text hidden]



Questions

2 messages

David <daranda300@gmail.com>
To: "Paul J. Kaymark, CPA" <pkaymark@nncpas.com>
Cc: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Apr 26, 2021 at 9:39 AM

Hi Paul: Sorry to bother you but I need to get some information from you to cover myself at our upcoming board meeting. First, would you give me a guesstimate of when you would be making a presentation for the 2020 fiscal year audit you are doing for EKHCD? Second, correct me if I am wrong but the quote you gave us has nothing to do with you assisting the District in regard to developing their 2022 fiscal year budget? If I am correct about that what would you estimate to be a cost to do such? In my opinion the budget is simple and as you know I am capable of putting it together but the Board President seems to want outside people involved. Thanks for your help. David.

Paul J. Kaymark, CPA <pkaymark@nncpas.com>
To: David <daranda300@gmail.com>
Cc: East Kern Health Care District <eastkernhealthcaredistrict@gmail.com>

Mon, Apr 26, 2021 at 9:42 AM

David:

We should be able to make a presentation in May.

No on the budget just the audit.

I could help for say \$1,500 for budget discussions and help with preparation.

Paul J. Kaymark, CPA

Audit Services Partner

951-698-8783 x 219



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[Quoted text hidden]



Audit

1 message

Jared Solmonsens <jsolmonsens@nncpas.com>

Mon, Apr 26, 2021 at 1:52 PM

To: "daranda300@gmail.com" <daranda300@gmail.com>, "eastkernhealthcaredistrict@gmail.com" <eastkernhealthcaredistrict@gmail.com>

Hi David & Linda,

Attached please find a worksheet containing audit samples. Please note that there are multiple tabs containing samples.

In addition to the attached worksheet, could you also provide the following:

1. The June 2020 and July 2020 bank statements for Mission Bank Checking, Mission Bank Cancer Fund, and Bank of Sierra. Also, the Mission Bank Checking Register balance as of 06/30/20 per the bank reconciliation is \$174,580.28 and the GL is \$172,830.31. What is the reason for the variance?
2. Copy of all rental agreements.
3. Minutes for all Board meetings from 7/1/2019 to most recent meeting.
4. Invoice(s) for the painting of the building (\$20,700) that was completed in December of 2019. This was the only addition to Capital Assets during FY 2020.

Finally, could you provide the name and availability of the person(s) who would be best to speak to regarding the procedures around, and controls over, each of the following functions;

1. Cash receipts
2. Expenditures, purchasing and receiving
3. Capital Assets
4. Financial Closing & Budgeting
5. IT/General Computer Controls
6. Journal Entries

Thank You,

Jared Solmonsens, CPA

Supervisor



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