

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
January 9th, 2025
Regular Meeting Minutes**

I. CALL TO ORDER

Linda Crandell called the meeting to order at 12:00pm at Clatsop Care Memory Community in Warrenton, OR.

A. Roll Call: Present = P Excused = E Absent = A

Board Members		Management & Staff	
Linda Crandell	P	Mark Remley Aidan Health Services	E
Chuck Meyer	P	Nicole Easley, Aidan Health Services (Zoom)	P
Megan Lampson	E	Jennifer Woolley, Aidan Health Services	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	E	Ann Rubino, Administrator CRV	P
Mary Nauha	P	Hannah Ross, Administrator CCMC	P
Christian Honl	P	Debi Martin, Director IHC	P
		Stacey Dempsey, HR	P
		Michael Martin, Marketing	P
		Melissa Schacher, Billing Specialist	P
Members of the Public via Zoom		Members of the Public	
Don Harris	P	Kara Cooper, NP	P

II. CONSENT AGENDA

- A. Agenda approval. Chuck Meyer made a motion to approve as presented. Mike Aho seconded. Motion carried.
- B. Approval of the December 5th, 2024, regular board meeting minutes. Mike Aho made a motion to approve the minutes. Christian Honl seconded the motion. Motion carried.

III. PUBLIC COMMENT This is an opportunity for anyone to give a 3-minute presentation about any item on the agenda OR any topic of board concern that is not on the agenda.

There were no public comments.

IV. CLATSOP CARE CENTER BUILDING UPDATE – DON HARRIS

Please see Don Harris's report in the board packet. Don shared that the City of Astoria has confirmed that our new care center project at the CRV site will fall under the current floodplain maps vs the pending new maps that would categorize the site into a different floodplain zone. The City of Astoria rezoning will not be approved until the end of 2025 or into 2026. The grading permit will be submitted to the City of Astoria by early summer. Mike Aho asked how long will the grading permit be valid upon receipt? Don replied that it is normally valid for 18 months, however he would confirm with the City of Astoria and get back to Mike. Don shared that the wetlands mitigation application is still being worked on and is expected to be sent to the board for a final review by next Wed, 1/15/25. Mike Aho asked if we would be able to make the Spring 2026 referendum and Don Harris replied that he believes we will.

V. ADMINISTRATION REPORTS

- A. Kendra Webb provided an update on Clatsop Care Health and Rehabilitation. Please see her report for details. Kendra Webb commented that the census is should be back up by the end of the week, that for staffing we need 2 night nurses, 1 RCM and that we have six in the CNA class.
- B. Ann Rubino provided an update on Clatsop Retirement Village. Please see her report for details. There are two inquiries for the Respite program and four inquiries for standard admission. Ann and Jennifer Woolley are working on a written plan for heating the communal areas while work is being done on the roof.
- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details. Hannah Ross commented that the census is thirty and expects to be full at 32 by next week. Hannah will be completing the Montessori program training this month. CCMC had their annual kitchen inspection with zero tags and the new generator worked great during the recent power outage.
- D. Debi Martin provided an update on In-Home Care. Please see her report for details.

- E. Michael Martin provided an update on Marketing and Recruiting. Please see his report for details. Michael reminded everyone that the employee party is next Friday, 1/17 at Ft. George Brewery. There was a discussion about the upcoming budget review and adding billboard advertising to the marketing budget.
- F. Jennifer Woolley provided a CEO update on Clatsop Care Health District in Mark Remley's absence. Please see his report for details. Jennifer shared that she would get the RFP for the remodel of the third floor at CRV sent out to the Levy Sub-committee. The audit was completed, and Marcy will be at the next board meeting to review. The board members were sent a copy of the audit.
- G. Jennifer Woolley provided a financial report in Mark Remley's absence. Please see his report for details. Mike Aho asked if the holiday bonuses were on the November financials. Jennifer replied that yes, they were.

VI. ACTION ITEMS

A. Resolution No. 2025-19

Chuck Meyer made a motion to amend and approve resolution 2025-19 adding:

Whereas, the estimate is updated to allow up to \$500.00 in additional floor prep and any amount over \$500.00 will be subject to the discretion of the CEO.

Mary Nauha seconded the motion.

There was discussion about the resolution which included a consensus that there needs to be more than one bid received for levy projects and that the proposal needs to be complete when coming before the board. Nicole Easley shared that the capital project policy does not clearly state the number of bids required and that the policy would be updated per the discussion.

Roll call vote to the board: Chuck Meyer, Aye. Mary Nauha, Aye. Mike Aho, Nay. Christian Honl, Aye. Chair votes Aye. Motion carries.

VII. GENERAL DISCUSSION

There were no items for discussion.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Chuck Meyer: Thanked those present for their work in our facilities.

Mary Nauha: Mary shared that she would really like to see what would come from expanded marketing for In Home Care and CRV.

Mike Aho: Pending items to for the board to review are Benefits and the Aidan contract.

Christian Honl: No comment

Linda Crandell: Went over upcoming meeting calendar

IX. FUTURE MEETING DATES

- A. Jan. 16th, 2025 – Tax Levy Oversight Committee
- B. Jan. 28th, 2025 – Strategic Plan, 1:00 PM Clatsop Retirement Village
- C. Feb. 6th, 2025 – Board Meeting at Clatsop Care Memory Community, 12pm
- D. Feb. 20th, 2025 – Tax Levy Oversight and Mid-Year Financial Review at CCC, 10am

X. ADJOURNMENT

Linda Crandell asked for a motion to adjourn. Mary Nauha made the motion. Chuck Meyer seconded. The meeting adjourned at 1304.

Signature

Date

Minutes recorded by Stacey Dempsey

Clatsop Care Center: January 2025

Census: At the time of this writing our census is currently 31/41 on a budget of 31.

Medicare: 9 Medicaid: 16 Private Pay: 5

Average Daily Census for January was 31.

Staffing: At this time our needs are and RCM (Resident Care Manager) 2 noc nurses, 1 day CNA, 2 evening CNA, 1 noc CNA, PRN CNAs, part time dietary aide/cook. We are anticipating 4 total hires from our Winter CNA class. 2 have already begun orientation. 2 are pending due to their start dates. We currently have 9 students signed up for our February CNA class.

Building Updates:

KONE is anticipating receiving the equipment for the elevator upgrades in May and starting the project in June.

The clean out of the basement required for testing should be completed Monday (February 3). From there the engineers will schedule a time to visit the building and complete their concrete integrity testing and after results are reviewed the development of the plan will begin.

Community Life: Our new activity assistant is fitting in well with the residents and they are enjoying time with her. The Pet Club has been a hit with residents and staff! Bus outings are currently twice a week depending on residents desires to go different places such as Fred Meyers, Walmart, ect. Savannah is starting to schedule and plan some more outings with the nicer weather around the corner.

Respectfully,

Kendra Webb

Clatsop Retirement Village February 6, 2025, Board Report

Current Census: 57 (one out at the hospital) residents on a budget of 65. 29 PP and 28 MCD on a budget of 35 PP and 30 MCD.

Average Daily Census for January 56.87 on a budget of 65. 29.26 PP and 27.61 MCD on a budget of 35 PP and 30 MCD.

Admissions/Discharges: We had no move ins for January. Two move-ins were postponed due to COVID outbreak and will still plan to move in when outbreak is over. We had 1 move out in January due to death.

Marketing/Census: One of the respite inquires from last month will not be coming now due to terminal diagnosis. The other is tentatively scheduled for mid-February. Working on our marketing plan and budget for fiscal year 2026. We are partnering with the pre-school for a reading program and the high school with art projects and the home schoolers are planning to come for a Valentine's event, pending outbreak status.

Operations/Staffing: We have hired a noc shift caregiver and two swing caregivers. The RCCs will be going Jennings's McCall once the outbreak is over. We will be experiencing higher expenses in January for PPE and disposable kitchen supplies. No major expenses foreseen.

Agency: No agency in the building.

Healthcare: We have had a total of 31 residents test positive and 9 staff as of this report for our outbreak. Group dining and communal activities are on hold during the outbreak and we are working with the county health department and DHS.

Maintenance: The front lobby flooring is currently being installed. We have a back up plan for our heating in the common areas that we will be submitting to the state for approval and then we can communicate with Bealer and P and L to have the units removed from the roof and hope for a break in weather to continue on the roof.

Ann Rubino, Administrator

Clatsop Care Memory Community
Board Report
February 2025

Census 31

- 21 private pay and 10 Medicaid on a budget of 19 PP and 11 Medicaid.
- ADC in January 30.87 on a budget of 30.
- Two on Hospice.
- Assessment will be scheduled for the open room.

Staffing and Training

- Thirty-four total staff.
- Ads are running for Caregiver PT and FT.
- All staff meeting on 31st last month. Since we had a Flu outbreak mid last month, we went over Infection Control and Prevention.
- Fire drill and Elopement drill on Day shift last month. Drills are going well. We see more communication between staff and times keep improving too.

Operations/Life Enrichment Programming

- Bus rides and outings are happening depending on the weather.
- Animal visits are happening on Mondays now. Residents are getting hands on with the animals (parrot, chicken, puppies, rabbit) and really enjoying it. We are still looking for local baby farm animal visits.
- A resident's daughter has started a group "Friendship Circle" that meets on Thursdays at 3pm. Reading magazines, having snacks and socializing.
- Resident outings last month were Lunch at Peter Pan and Heritage Museum.
- Some residents have requested baking activities. Nadine did a peanut butter cookie baking activity and it was very well received. Baking Activities will be put on the calendar starting next month.

Covid-19 Update

- Monthly reporting of vaccination status it still happening.
- No Covid in the building this month.

Special Projects

- Tub room remodel in progress. The flooring is in, and the plumbing will be next to get tub and toilet installed. Sink will be installed after tub is in.
- Cabinet storage for all bathrooms.
- Hallway murals done by Warrenton High School students.
- CCMC signature training program for care delivery.

Respectfully,

Hannah Ross

Administrator

Board Report

Clatsop Care in Home Services

Report for January 2025

Clients: At the time of this report, we have a census of 48 active clients. We had 1 client (Medicaid) pass away and another client (private pay) we had transferred to Clatsop Care for ICF needs.

We have only one client that is on an *as needed* basis, for a total census of 49. We are providing medication services to one client.

Our census went down a little but requests for additional hours went up.

Payors: Eleven of these clients are VA contract. We have two clients through the Providence Elderplace program, seventeen of our clients are Medicaid, one is Long term care insurance and the remaining eighteen clients are private pay.

Location: of our current active clients 20 are in Astoria, twelve are in Seaside/Gearhart area, twelve are in Warrenton/Hammond area. We have two clients in Knappa/Svenson area. We have two clients in Cannon Beach. Currently we have one client in Westport.

Employees: We currently have 27 employees, including myself. We lost one FT caregiver, but hired a replacement right away.

I am doing exit interviews and he left due to house he was renting sold and he was unable to secure a rental he could afford in the area.

15 caregivers are full-time. The rest are, by choice, part time with up to 20-25 hours per week.

Accidents/Incidents: We have had no injuries or accidents.

General: Projected service hours for January total 1989 . January was a pretty stable month. The staff that attended the employee party had a good time. They especially like the gift certificates that were given away.

We have several clients that are increasing their hours starting in February.

Currently we are preparing for the snow/ice weather and road conditions that always seems to arrive in February. Hoping it won't be too bad. We always put "Caregiving In Place" during the those times and it is very helpful.

Hoping everyone has a wonderful new year.

Respectfully,
Debi Martin

CLATSOP IN-HOME CARE HOURS

		Avg. Hours/Client				Avg. Hours/Client
July 2024	1,930.00	36.41		July 2025	1490.5	
August 2024	1,761.15	35.22		August 2025	1535	
September 2024	1,679.00	35.72		September 2025	1390.5	
October 2024	1,843.00	36.86		October 2025	1429.25	
November 2024	1,897	35.12		November 2025	1429.28	27.49
December 2024	1,831	35.91		December 2025	1334.33	27.23
January 2025	1989	40.59				
February 2025						
March 2025						
April 2025						
May 2025						
June 2025						

Clatsop Care Health District Board Report

Marketing and Communications Update

Mike Martin

January 30, 2025 (for the February 6, 2025, Board meeting)

Foundation

Interviewing new Candidates. Two have been eliminated. Elizabeth Malaphy, Michael Miller, Jade Jaconetti, Tiffany Myers-Wagner, Erin Carroll, Casandra Reeves, Dorothy Williams, Rhiannon Burns, Bernice Moore, Faeya Harper, Sarah Hein, Joseph Sweet. Please let me know if any of you are familiar with these people.

Auxiliary

Regular monthly meeting. Taking a break for January. Back in February to put together another raffle basket event in February/March Spring.

Recruitment

Published Jobs	Drafts & Closed jobs	All Jobs
16	8	24
Pending Jobs		
0		

Status	Date	Title [ID]	Location	New	Candidates
Published	01/30/2025	Housekeeper [3015880]	Clatsop Care Health & Rehabilitation	0	0
Published	01/06/2025	Registered Nurse - Resident Care Manager [2954500]	Clatsop Care Health & Rehabilitation	0	2
Published	12/19/2024	Caregiver (NOC shift) - Assisted Living Facility [2700754]	Clatsop Retirement Village	26	42
Published	12/06/2024	Dietary Aide (Skilled Nursing Facility) [2724605]	Clatsop Care Health & Rehabilitation	46	60
Published	12/06/2024	Dietary Cook (Skilled Nursing Facility) [2724621]	Clatsop Care Health & Rehabilitation	30	38
Published	11/21/2024	Clatsop Cares Foundation Board Member [2876998]	Clatsop Care Center Health District	11	12
Published	11/21/2024	Dietary Aide - Assisted Living [2700679]	Clatsop Retirement Village	28	89
Published	11/06/2024	Caregiver - Memory Community [2700596]	Clatsop Memory Community	4	78
Published	10/15/2024	Certified Medication Assistant (skilled nursing facility) [2797720]	Clatsop Care Health & Rehabilitation Center	0	12
Published	09/03/2024	Team Leader (non-certified medication tech) [2700768]	Clatsop Retirement Village	48	122
Published	09/03/2024	Caregiver - Assisted Living Facility [2700754]	Clatsop Retirement Village	22	79
Published	09/03/2024	In-Home Caregiver [2700562]	Clatsop Care In-Home Services	61	89
Published	09/03/2024	Certified Nursing Assistant (CNA) - Skilled Nursing [2700531]	Clatsop Care Health & Rehabilitation Center	0	17
Published	09/03/2024	Licensed Practical Nurse (LPN) - Skilled Nursing [2700510]	Clatsop Care Health & Rehabilitation Center	0	5
Published	09/03/2024	Certified Nursing Assistant (CNA) training program [2700489]	Clatsop Care Health & Rehabilitation Center	2	97
Published	08/22/2024	Registered Nurse (RN) - Skilled Nursing [2676072]	Clatsop Care Health & Rehabilitation Center	0	5

Other Advertising/Events

CIHS: Continuing to run additional ads on radio and in print for increasing hours. Have been getting training on Paylocity, Carefeed, Aaine/SmartCare Survey modules to see if these can be utilized more effectively for next survey.

CCC: Continuing to run expanded Nurse, LPN and CNA ads on Indeed in Portland. Have added signage at CCC for RN's. Also, working with Indeed on improving the current campaigns. We were able to get 10 CNA students for this next class.

CMC: Progress on Warrenton high school art students has been made with specific timelines and goals set.

CRV: CRV is a large part of the new FY Marketing plan and budget with more events and coordinated activities throughout the year.

District wide: Have been working on the 2025/2026 FY Marketing plan and budget. Have had meetings with the Administrators and Aiden to lay out events and projects. Plan includes regular ads in print, radio and on-line to have more frequency throughout the year rather than event-only based campaigns. Working on comparative analysis and should be ready mid-February. Lots of changes with ownership changes and management changes.

We have quotes for billboards. Costs vary from \$750 to \$1,000 per month for available billboards. Also, started the process to have Astoria-Warrenton/DOT directional signs placed pointing to CCC, CRV and CMC. Movie Theatre screens still seem to be a good deal. \$300 per month for Astoria and \$300 for Seaside. Putting in as part of new budget.

Events

We had 65 people come to the Company Employee Appreciation Celebration, Friday, January 17, 2025, Fort George Lovell Showroom. We had good feedback on the prizes and format of the event. In the marketing review meeting, we all agreed that we would like to have a Spring/Summer event that more can attend with spouses, partners and children.

CLATSOP CARE CENTER HEALTH DISTRICT

CEO BOARD REPORT 2/6/25

I should start by thanking everyone involved in the strategic planning for the District. This was certainly a collaborative effort, and one that I feel like we walked away with a document that will not sit on a shelf, and one that isn't unreasonable to accomplish. This will be something to bring in to the board at the end of each quarter to speak to how we are tracking to our plan.

With COVID in CRV, it is another reminder that we still have to react swiftly when there is an outbreak in the community. We will be speaking about what we do internally in the buildings when we have this happen at the meeting.

CRV has the \$100,000 still outstanding from HUD on the Roof through the replacement reserve. I will continue to reach out to them to get a timeline on when that reimbursement will come in. I have also put in all the requested documents to get reimbursed for the insurance. Since we pre-paid it, we will be able to get that lump sum paid back out of escrow. As a reminder, this amount is put into escrow and typically at the end of the year we request reimbursement, however, this year having pre-paid it, we needed to request it prospectively.

The legislative session is now open in Oregon. There are many bills being tracked through Oregon Health Care Association. This is the long session, so I will keep you posted on anything material that may change. As this is also time for the biennium budget to be approved, we will also see what funding looks like on the Medicaid side for CRV, CCMC, and In Home Care. The Care Center at this point was set in statute again last year.

I have at this point signed signature cards at Umpqua Bank, and am waiting for them to verify there is nothing left at this time for anyone to do.

Lastly, the LGIP account is currently receiving a 4.7% interest rate; just wanted to communicate that.

Respectfully,

Mark Remley

Aidan Health Services

This document was exported from Numbers. Each table was converted to an Excel worksheet. All other objects on each Numbers sheet were placed on separate worksheets. Please be aware that formula calculations may differ in Excel.

Numbers Sheet Name	Numbers Table Name	Excel Worksheet Name
Sheet1		
	Table 1	Sheet1
Sheet1		
	Table 1	Sheet1
Sheet2		
	Table 1	Sheet2
Sheet3		
	Table 1	Sheet3

CASH SNAPSHOT							
1/24/2025							
CRV GENERAL					81,832		
CCC GENERAL					300,847		
PAYROLL MANUAL CHECKS					12,565		
RETIREMENT VILLAGE PROPERTY LLC					170,130		
MEMORY CARE COMMUNITY					182,065		
DISTRICT ADMINISTRATION					66,205		
IN HOME CARE SERVICES					15,533		
LGIP					5,819,146		
TOTAL					6,648,323		

Clatsop Care Health District
Statement of Net Position
As of December 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC
CURRENT ASSETS							
Cash and cash equivalents	\$6,869,968	\$6,353,703	\$402,422	\$62,837	\$15,215	(\$131,602)	\$167,392
Restricted funds held in escrow	318,506						318,506
Receivables:							
Resident receivables, net	1,014,008		703,701	68,780	82,301	159,226	
uncollectible amounts							
Tax revenue	192,126	192,126					
Other receivables	18,167	-	16,888	565	713	-	7,363,495
Resident funds held in trust	4,687		638	2,790		1,259	
Due from other funds	-	-	4,842,347	-	-	-	-
Prepaid expenses	107,569	-		45,363		43,846	18,359
Total current assets	8,525,030	6,545,829	5,965,997	180,336	98,230	72,729	7,867,752
LONG TERM ASSETS							
Restricted funds held in escrow	169,791						169,791
CAPITAL ASSETS							
Capital assets not being depreciated:							
Land	259,150		40,150				219,000
Construction in progress	974,257	373,563	359,935	10,239		230,520	-
Capital assets, net of							
accumulated depreciation:							
Land improvements	115,315		104,147	30			11,138
Buildings	2,977,404		353,385				2,624,019
Building improvements	2,055,270		339,390	101,178		69,743	1,544,959
Moveable equipment	147,074		52,025	54,791		40,258	
Vehicle	129,442		(0)	129,443			
Total capital assets, net	6,657,913	373,563	1,249,032	295,680	-	340,522	4,399,117
Property under capital lease, net of accumulated amortization	5,714,333			5,714,333		6,977,878	
Total Assets	\$21,067,066	\$6,919,392	\$7,215,029	\$6,190,349	\$98,230	\$7,391,128	\$12,436,659

Clatsop Care Health District
Statement of Net Position
As of December 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC
CURRENT LIABILITIES							
Accounts payable	\$549,229	\$88,636	\$366,753	\$28,266	\$199	\$65,376	\$0
Accrued liabilities	140,668	75,067	14,613	28,993	508	33,370	5,686
Accrued salaries and employee benefits	331,776	(1,120)	335,013	(2,963)	(167)	1,013	-
Accrued interest	11,640	-	-	-	-	-	11,640
Compensated absences	177,648	13,315	76,605	34,265	16,966	36,497	-
Resident funds held in trust	4,687	-	638	2,790	-	1,259	-
Due to other funds	-	2,686,376	-	1,212,079	(82,537)	736,558	289,871
Deferred revenue	-	-	-	-	-	-	6,977,878
Current portion of obligations under capital leases	233,763	-	-	233,763	-	307,189	-
Current maturities of long-term debt	201,181	-	-	-	-	-	201,181
Total current liabilities	1,650,592	2,862,274	793,622	1,537,194	(65,032)	1,181,261	7,486,256
LONG-TERM DEBT, NET OF CURRENT MATURITIES							
Obligations under capital leases	6,198,158	-	-	6,198,158	-	7,038,737	-
Long-term debt	4,665,902	-	-	-	-	-	4,665,902
Total liabilities	12,514,651	2,862,274	793,622	7,735,351	(65,032)	8,219,998	12,152,157
NET POSITION							
Net investment in capital assets	1,073,243	373,563	1,249,032	(421,908)	-	(27,526)	(467,966)
Restricted	590,104	101,808					488,296
Unrestricted	6,889,069	3,581,747	5,172,375	(1,123,094)	163,261	(801,343)	264,171
Total net position	8,552,416	4,057,117	6,421,407	(1,545,002)	163,261	(828,870)	284,502
Total liabilities and net position	\$21,067,066	\$6,919,392	\$7,215,029	\$6,190,349	\$98,230	\$7,391,128	\$12,436,659

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	Fund Balance Reconciliation						
Beg Balance - 06/30/23	\$7,258,387	\$3,343,427	\$5,812,477	(\$1,536,260)	\$150,295	(\$679,765)	\$168,213
FY24 Change in Net Position	\$1,294,029	\$713,691	\$608,930	(\$8,742)	\$12,966	(\$149,105)	\$116,289
Ending Balance	\$8,552,416	\$4,057,117	\$6,421,407	(\$1,545,002)	\$163,261	(\$828,869)	\$284,502
Validation Check	0	-	-	-	-	0	(0)

Clatsop Care Health District
Statement of Revenues, Expenditures, and Changes in Net Position
For the Month Ended December 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS
Revenues								
Charges for services								
Medicare A	\$138,602	\$0	\$138,602	\$0	\$0	\$0	\$0	
Medicare B	4,339	-	4,339	-	-	-	-	
Medicare C	532	-	532	-	-	-	-	
Private	422,327	-	72,516	169,569	16,882	163,360	-	
Medicaid	556,717	-	392,856	44,099	24,861	94,900	-	
Elderplace	55,157	-	-	31,383	7,579	16,195	-	
Veterans Affairs	21,565	-	-	-	21,565	-	-	
Oregon Project Independence	1,828	-	-	-	1,828	-	-	
Taxes								
Property Taxes	10,143	10,143	-	-	-	-	-	
Local Option Taxes	19,716	19,716	-	-	-	-	-	
Timber Taxes	51,000	51,000	-	-	-	-	-	
Community SIP Fund/Other	-	-	-	-	-	-	-	
Rent Revenue	-	-	-	-	-	-	46,230	(46,230)
ERTC/Provider Relief Funds	-	-	-	-	-	-	-	
Investment income	25,707	25,621	3	-	-	1	17,650	(17,569)
Donations	100	-	-	100	-	-	-	
Miscellaneous revenue	11,503	-	11,503	-	-	-	-	
Total Revenues	1,319,235	106,479	620,351	245,152	72,716	274,456	63,880	
Expenditures								
Health services								
Personnel services	425,598	-	177,528	90,933	55,531	101,606	-	
Temp Agency - Health Svcs	97,181	-	97,181	-	-	-	-	
Materials and supplies	91,839	-	83,496	1,980	5,624	739	-	
Therapy								
Materials and supplies	28,341	-	28,341	-	-	-	-	
Administration								
Personnel services	24,915	24,915	-	-	-	-	-	
Materials and supplies	6,191	6,191	-	-	-	-	-	
Facility administration								
Personnel services	54,796	-	23,262	14,797	-	16,737	-	
Materials and supplies	85,588	-	33,628	15,052	332	42,923	8,309	(14,656)

Management Fee	72,064	-	36,531	14,703	4,363	16,467	-	
Management Travel	1,282	-	561	248	-	474	-	
Debt Service	37,958	-	-	26,317	-	17,569	11,640	(17,569)
Capital outlay	-	-	-	-	-	-	-	
Maintenance Services								
Personnel services	27,535	-	8,384	9,481	-	9,670	-	
Materials and supplies	13,750	-	8,095	2,720	-	2,934	-	
Laundry/housekeeping								
Personnel services	17,657	-	17,657	-	-	-	-	
Materials and supplies	4,941	-	4,941	-	-	-	-	
Activities								
Personnel services	17,053	-	5,756	6,282	-	5,015	-	
Materials and supplies	1,239	-	(65)	549	-	755	-	
Dietary								
Personnel services	89,693	-	26,232	24,240	-	39,221	-	
Materials and supplies	40,746	-	13,455	9,151	-	18,140	-	
Social services								
Personnel services	4,893	-	4,893	-	-	-	-	
Materials and supplies	-	-	-	-	-	-	-	
Depreciation	34,594	-	7,494	4,730	-	2,166	20,204	
Amortization	29,762	-	-	29,762	-	31,574	-	(31,574)
Total Expenditures	1,207,618	31,107	577,369	250,946	65,850	305,991	40,153	
Excess (deficiency) of revenues over expenditures	111,618	75,373	42,982	(5,795)	6,866	(31,535)	23,727	
Other Financing Sources (Uses)								
Transfers in	160,000	-	160,000	-	-	-	-	
Transfers out	(160,000)	(160,000)	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	(160,000)	160,000	-	-	-	-	
Changes in Net Position	\$111,618	(\$84,627)	\$202,982	(\$5,795)	\$6,866	(\$31,535)	\$23,727	

Clatsop Care Health District
Statement of Revenues, Expenditures, and Changes in Net Position
For the Six Months Ended December 31, 2024

	CONSOLIDATED	DISTRICT	CCC	CCMC	IHC	CRV	LLC	ELIMINATIONS
Revenues								
Charges for services								
Medicare A	\$855,407	\$0	\$855,407	\$0	\$0	\$0	\$0	
Medicare B	14,592	-	14,592	-	-	-	-	
Medicare C	6,800	-	6,800	-	-	-	-	
Private	2,466,925	-	398,340	1,067,186	98,020	903,378	-	
Medicaid	3,140,926	-	2,182,364	276,134	133,937	548,492	-	
Elderplace	322,119	-	-	163,176	51,616	107,327	-	
Veterans Affairs	123,749	-	-	-	123,749	-	-	
Oregon Project Independence	10,666	-	-	-	10,666	-	-	
Taxes								
Property Taxes	550,653	550,653	-	-	-	-	-	
Local Option Taxes	744,147	744,147	-	-	-	-	-	
Timber Taxes	334,587	334,587	-	-	-	-	-	
Community SIP Fund/Other	3,647	3,647	-	-	-	-	-	
Rent Revenue	-	-	-	-	-	-	251,316	(251,316)
ERTC/Provider Relief Funds	55,760	-	-	27,880	-	27,880	-	
Investment income	146,776	146,281	15	-	-	5	106,791	(106,315)
Donations	100	-	-	100	-	-	-	
Miscellaneous revenue	11,781	-	11,535	-	-	245	-	
Total Revenues	8,788,636	1,779,315	3,469,053	1,534,476	417,989	1,587,328	358,107	
Expenditures								
Health services								
Personnel services	2,442,847	-	975,406	530,655	344,164	592,622	-	
Temp Agency - Health Svs	744,409	-	726,738	-	-	17,671	-	
Materials and supplies	485,845	-	426,678	13,958	31,822	13,387	-	
Therapy								
Materials and supplies	160,312	-	160,312	-	-	-	-	
Administration								
Personnel services	147,538	147,538	-	-	-	-	-	
Materials and supplies	101,999	101,999	-	-	-	-	-	
Facility administration								
Personnel services	356,572	-	161,207	90,144	-	105,221	-	
Materials and supplies	660,915	-	208,924	169,243	3,957	290,500	50,162	(61,872)

Management Fee	416,471	-	207,450	90,390	25,079	93,552	-	
Management Travel	9,736	-	4,133	1,141	-	4,462	-	
Debt Service	229,467	-	-	159,034	-	106,315	70,433	(106,315)
Capital outlay	-	-	-	-	-	-	-	
Maintenance Services	-							
Personnel services	159,563	-	48,007	51,198	-	60,358	-	
Materials and supplies	117,685	-	47,793	23,432	-	46,460	-	
Laundry/housekeeping								
Personnel services	106,347	-	106,347	-	-	-	-	
Materials and supplies	15,039	-	15,039	-	-	-	-	
Activities								
Personnel services	110,710	-	36,518	39,718	-	34,474	-	
Materials and supplies	7,551	-	(73)	3,507	-	4,118	-	
Dietary								
Personnel services	566,133	-	171,628	149,405	-	245,100	-	
Materials and supplies	236,515	-	70,599	61,124	-	104,793	-	
Social services								
Personnel services	32,674	-	32,674	-	-	-	-	
Materials and supplies	138	-	138	-	-	-	-	
Depreciation	207,568	-	44,964	28,382	-	12,998	121,224	
Amortization	178,573	-	-	178,573	-	189,445	-	(189,445)
Total Expenditures	7,494,608	249,537	3,444,483	1,589,903	405,023	1,921,474	241,819	
Excess (deficiency) of revenues over expenditures	1,294,029	1,529,777	24,569	(55,427)	12,966	(334,146)	116,289	
Other Financing Sources (Uses)								
Transfers in	816,087	-	584,361	46,684	-	185,042	-	
Transfers out	(816,087)	(816,087)	-	-	-	-	-	
Total Other Financing Sources (Uses)	-	(816,087)	584,361	46,684	-	185,042	-	
Changes in Net Position	\$1,294,029	\$713,691	\$608,930	(\$8,742)	\$12,966	(\$149,105)	\$116,289	

RESOLUTION ADOPTING APPROPRIATIONS 2024-2025

December 2024	BUDGET		ACTUAL		VARIANCE - Over (Under)		TOTAL ANNUAL BUDGET
	DECEMBER	YEAR TO DATE	MONTH	YEAR TO DATE	MONTH	YEAR TO DATE	
CLATSOP CARE HEALTH DISTRICT GENERAL FUND							
PERSONNEL SERVICES	\$19,538	\$126,119	\$24,915	\$147,538	\$5,378	\$21,420	\$251,968
MATERIALS AND SERVICES	\$19,250	\$115,498	\$6,191	\$101,999	(\$13,058)	(\$13,499)	\$230,995
CAPITAL OUTLAY	\$62,500	\$375,000	\$0	\$132,768	(\$62,500)	(\$242,232)	\$750,000
CONTINGENCY	\$49,410	\$296,460	\$0	\$0	(\$49,410)	(\$296,460)	\$592,958
TOTAL	\$150,697	\$913,076	\$31,107	\$382,305	(\$119,591)	(\$530,772)	\$1,825,921
CLATSOP CARE HEALTH AND REHABILITATION CENTER							
PERSONNEL SERVICES	\$254,941	\$1,579,645	\$263,712	\$1,531,788	\$8,772	(\$47,856)	\$3,108,909
MATERIALS AND SERVICES	\$219,031	\$1,304,332	\$306,163	\$1,867,731	\$87,132	\$563,399	\$2,605,201
CAPITAL OUTLAY	\$0	\$0	\$42,931	\$132,236	\$42,931	\$132,236	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$473,972	\$2,883,977	\$612,806	\$3,531,756	\$138,834	\$647,779	\$5,714,110
CLATSOP CARE RETIREMENT VILLAGE, LLC							
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MATERIALS AND SERVICES	\$7,655	\$45,053	\$8,309	\$50,162	\$654	\$5,108	\$90,981
CAPITAL OUTLAY	\$9,000	\$54,000	\$205,204	\$404,065	\$196,204	\$350,065	\$108,000
DEBT SERVICE	\$28,186	\$169,117	\$28,147	\$168,881	(\$39)	(\$235)	\$338,233
TOTAL	\$44,841	\$268,170	\$241,660	\$623,109	\$196,819	\$354,938	\$537,214
CLATSOP CARE IN-HOME SERVICES							
PERSONNEL SERVICES	\$47,131	\$318,834	\$55,531	\$344,164	\$8,400	\$25,330	\$626,115
MATERIALS AND SERVICES	\$10,083	\$59,908	\$10,319	\$60,859	\$236	\$951	\$121,434
TOTAL	\$57,214	\$378,742	\$65,850	\$405,023	\$8,636	\$26,281	\$747,549
CLATSOP CARE RETIREMENT VILLAGE							
PERSONNEL SERVICES	\$178,504	\$1,069,920	\$172,249	\$1,037,774	(\$6,254)	(\$32,146)	\$2,141,340
MATERIALS AND SERVICES	\$100,253	\$596,257	\$82,432	\$513,070	(\$17,820)	(\$83,187)	\$1,193,499
TOTAL	\$278,757	\$1,666,177	\$254,682	\$1,550,844	(\$24,075)	(\$115,333)	\$3,334,839
CLATSOP CARE MEMORY COMMUNITY							
PERSONNEL SERVICES	\$139,195	\$851,925	\$145,733	\$861,119	\$6,538	\$9,194	\$1,673,803
MATERIALS AND SERVICES	\$46,753	\$274,119	\$44,404	\$362,794	(\$2,349)	\$88,675	\$550,072
CAPITAL OUTLAY	\$0	\$0	\$12,725	\$17,930	\$12,725	\$17,930	\$0
DEBT SERVICE	\$26,270	\$157,620	\$44,838	\$269,033	\$18,568	\$111,413	\$315,290
TOTAL	\$212,218	\$1,283,664	\$247,700	\$1,510,877	\$35,482	\$227,213	\$2,539,165
GRAND TOTAL YTD	\$1,217,698	\$7,393,806	\$1,453,804	\$8,003,913	\$236,106	\$610,107	\$14,698,798
TOTAL UNAPPROPRIATED RESERVE AMOUNTS							\$6,666,292
DISTRICT TOTAL							\$21,365,090

	BUDGET		ACTUAL		VARIANCE - Over (Under)		TOTAL ANNUAL BUDGET
	DECEMBER	YEAR TO DATE	MONTH	YEAR TO DATE	MONTH	YEAR TO DATE	
REVENUES							
Charges for Services	\$1,118,605	\$6,625,290	\$1,201,067	\$6,941,185	\$82,462	\$315,895	\$13,274,810
Taxes	\$172,754	\$1,036,524	\$80,859	\$1,633,034	(\$91,895)	\$596,511	\$2,073,047
Other Funds			\$0	\$55,760	\$0	\$55,760	
Investment Income	\$16,717	\$100,300	\$25,707	\$146,776	\$8,990	\$46,476	\$200,600
Miscellaneous Income	\$0	\$0	\$11,503	\$11,781	\$11,503	\$11,781	\$0
	\$1,308,076	\$7,762,114	\$1,319,135	\$8,788,536	\$11,060	\$1,026,423	\$15,548,457

**Clatsop Care Health District (CCC)
Local Option Property Tax Levy Revenue
Cumulative through 12/31/24**

Last Revised: 1/29/25

FY2025 Receipts by Month	
Date	Amount
07/31/24	\$6,629.13
08/31/24	\$4,564.03
09/30/24	\$2,975.93
10/31/24	\$95,817.79
11/30/24	\$614,444.77
12/31/24	\$19,715.72
Total Current FYTD	\$744,147.37
FY2019	\$568,108.62
FY2020	\$579,372.99
FY2021	\$651,146.07
FY2022	\$668,429.23
FY2023	\$699,581.88
FY2024	\$812,187.65
Cumulative Funds	\$4,722,973.81

Funds Summary - Cumulative:

Funds Received	\$4,722,973.81
Funds Spent	(\$2,834,257.60)
CRV LLC Credit*	\$290,009.40
Remaining Available	\$2,178,725.61

*Reimbursement for CRV Siding Project from HUD
Cash Reserves (received 04/21; 08/21 6/22)

*Reimbursement for CRV Elevator from HUD Cash
Reserves (received 10/23)

General Ledger Detail Report
Local Option Property Tax Levy Spend
Cumulative through 12/31/24

Capital Outlay - Administration 6595-461-51-10 (Sage) / 79950-600-10 (PCC)

Period	Date	Vendor	Journal	Source	Debit (Credit)	Cumulative Spend	Resolution Approved \$	Project
Totals for FY 2020					\$798,197.15			
Totals for FY 2021					\$282,571.64			
Totals for FY 2022					\$46,331.56			
Totals for FY 2023					\$381,199.53			
Totals for FY 2024					\$591,706.11			
FY 2025 Spend								
1	07/31/24	P&L Johnson Mechanical Inc	51704	AP-IN	\$10,806.97	\$2,185,874.02		Condenser-Evaporator WI Cooler
1	07/31/24	P&L Johnson Mechanical Inc	51730	AP-IN	\$4,680.41	\$2,190,554.43		Laundry Room
1	07/31/24	Lenity Architecture Inc	20240514	AP-IN	\$4,711.25	\$2,195,265.68		Vista Pointe Development Phase 2
1	07/24/24	Pacific Habitat Services, Inc.	1-7951-03	AP-IN	\$1,953.75	\$2,197,219.43		Wetland Celineation
1	07/01/24	Pacific Habitat Services, Inc.	1-7951-02	AP-IN	\$2,451.25	\$2,199,670.68		Wetland Celineation
1	07/01/24	Pacific Habitat Services, Inc.	1-7951-02	AP-IN	\$4,123.30	\$2,203,793.98		Wetland Celineation
1	07/31/24	Lenity Architecture Inc	20240514	AP-IN	\$4,711.25	\$2,208,505.23		Vista Pointe Development Phase 2
2	08/28/24	Bealer Construction Inc	2546-1	AP-IN	\$170,000.00	\$2,378,505.23	\$577,237.58	Roof
2	08/08/24	Ryan Osburn Plumbing Inc	6014-12	AP-IN	\$7,150.00	\$2,385,655.23		Laundry Room
2	08/19/24	Randall Lee's Flooring America	6061-24	AP-IN	\$6,850.00	\$2,392,505.23		Laundry Room
2	08/14/24	AKS Engineering & Forestry LLC	3124-3	AP-IN	\$310.00	\$2,392,815.23		Vista Pointe Development Phase 2
2	08/31/24	Lenity Architecture Inc	3194-6	AP-IN	\$4,555.00	\$2,397,370.23		Vista Pointe Development Phase 2
2	08/23/24	Pacific Habitat Services, Inc.	1-7951-04	AP-IN	\$3,612.50	\$2,400,982.73		Wetland Celineation
2	08/13/24	Coastline Sign	0100	AP-IN	\$12,000.00	\$2,412,982.73	\$12,000.00	Sign-Memory Care
3	09/06/24	City of Warrenton	36213	AP-IN	\$603.51	\$2,413,586.24		Sign-Memory Care
3	09/30/24	Vista Pointe Development Co., LLC	09302024	AP-IN	\$18,800.00	\$2,432,386.24		Vista Pointe Development Phase 2
3	09/23/24	Pacific Habitat Services, Inc.	1-7951-05	AP-IN	\$4,040.00	\$2,436,426.24		Wetland Celineation
3	09/30/24	P&L Johnson Mechanical Inc	52752	AP-IN	\$3,278.75	\$2,439,704.99	\$3,278.75	Roof Exhaust Fans
3	09/30/24	P&L Johnson Mechanical Inc	52735	AP-IN	\$8,191.63	\$2,447,896.62	\$16,383.25	Rooftop HVAC Unit
3	09/09/24	SMT Health	81515	AP-IN	\$13,017.26	\$2,460,913.88	\$11,500.00	Sit to Stand Lifts
3	09/01/24	P&L Johnson Mechanical Inc	51447	AP-IN	\$3,260.00	\$2,464,173.88		Laundry Room
4	10/24/24	Direct Supply Inc.	33578667-33576388	AP-IN	\$17,989.90	\$2,482,163.78	\$19,399.80	Electric Beds
4	10/03/24	Direct Supply Inc.	33519572	AP-IN	\$21,180.01	\$2,503,343.79	\$33,677.01	Whirlpool Tub
4	10/24/24	Inland Electric	66192	AP-IN	\$1,472.12	\$2,504,815.91		Laundry Room
4	09/30/24	Lenity Architecture Inc	20240751	AP-IN	\$931.25	\$2,505,747.16	\$135,000.00	Vista Pointe Development Phase 3
4	10/31/24	Vista Pointe Development Co., LLC	10312024	AP-IN	\$8,751.13	\$2,514,498.29		Vista Pointe Development Phase 3
4	10/31/24	Lenity Architecture Inc	20240908	AP-IN	\$2,682.50	\$2,517,180.79		Vista Pointe Development Phase 3
5	11/30/24	Vista Pointe Development Co., LLC	11302024	AP-IN	\$4,095.00	\$2,521,275.79		Vista Pointe Development Phase 3
5	11/30/24	Lenity Architecture Inc	20241040	AP-IN	\$1,330.00	\$2,522,605.79		Vista Pointe Development Phase 3
5	11/30/24	P&L Johnson Mechanical Inc	53215	AP-IN	\$8,191.62	\$2,530,797.41		Rooftop HVAC Unit

General Ledger Detail Report
Local Option Property Tax Levy Spend
Cumulative through 12/31/24

Capital Outlay - Administration 6595-461-51-10 (Sage) / 79950-600-10 (PCC)

Period	Date	Vendor	Journal	Source	Debit (Credit)	Cumulative Spend	Resolution Approved \$	Project
5	11/18/24	Kone Inc.	1	AP-IN	\$42,600.00	\$2,573,397.41	\$200,000.00	Elevator-CCC
6	12/31/24	Lenity Architecture Inc	20250036	AP-IN	\$476.25	\$2,573,873.66		Vista Pointe Development Phase 3
6	12/31/24	Vista Pointe Development Co., LLC	12312024	AP-IN	\$13,480.69	\$2,587,354.35		Vista Pointe Development Phase 3
6	12/10/24	Bealer Construction Inc		AP-IN	\$205,204.43	\$2,792,558.78		Roof
6	12/19/24	Direct Supply Inc	33759440	AP-IN	\$12,591.00	\$2,805,149.78	\$12,816.00	Steamer
6	12/02/24	Smart Solutions Remodeling & Painting LLC	12022024	AP-IN	\$5,675.00	\$2,810,824.78		Whirlpool Tub
6	12/19/24	Ryan Osburn Plumbing Inc	20364	AP-IN	\$5,200.00	\$2,816,024.78		Whirlpool Tub
6	12/19/24	Ryan Osburn Plumbing Inc	20365	AP-IN	\$1,850.00	\$2,817,874.78		Whirlpool Tub
6	12/19/24	Evans Plumbing, Inc.	160375	AP-IN	\$16,382.82	\$2,834,257.60		Water Heater-CRV
Totals for FY 2025					\$659,190.55			

(\$16,382.82) check totals

\$2,834,257.60

\$0.00 check totals

**Clatsop Care Health District (CCC)
Local Option Property Tax Levy Spend
Summary by Project
Cumulative through 12/31/24**

Row Labels	Sum of Debit (Credit)	Sum of Resolution Approved \$	Completed
CCC AED Stations	\$3,641.98		Y
CCC New Slings (Equip Refresh)	\$4,080.54		Y
CCC Nurse Call Computer	\$9,812.00		Y
CCC Nurse Call System	\$22,927.00		Y
CCC Reclining Shower Chairs	\$2,608.41		Y
CCC Volaro Lifts	\$24,899.39		Y
CCC Wireless Access Points	\$917.72		Y
CCMC Common Area Furniture	\$24,994.30		Y
CCMC Fire Alarm Repair	\$8,309.31		Y
CCMC Wireless Access Points Upgrade	\$2,002.00		Y
CMCC Fuel for New Tank	\$689.16		Y
CMCC Fuel Tank	\$28,158.42		Y
CMCC Hoyer	\$6,488.95		Y
CRV Porte Cochere	\$249,462.54		Y
CRV Porte Cochere-Expense	\$289.80		Y
CRV Siding Project	\$643,275.00		Y
CRV Wireless Access Points	\$21,825.00		Y
CRV/CCC Phone System	\$23,266.50		Y
Email Cloud Conversion	\$5,906.25		Y
Matrixcare eMAR Upgrade	\$52,504.91		Y
New Bus for CCC	\$65,378.23		Y
OneBeat CPR	\$3,349.00		Y
CRV Elevator Replacement	\$304,400.00		Y
CCMC Computer Server	\$10,216.64		Y
CRV Computer Server	\$10,216.64		Y
Radiant Heaters	\$32,250.00		Y

Vista Pointe Development Phase 1	\$6,500.00		Y
Bladder Scanner	\$6,560.00		Y
Pre-Construction Fit Test	\$8,431.25		Y
Vista Pointe Development Phase 2	\$283,272.28		Y
Fire Panel	\$17,025.00		Y
Generator Move	\$66,929.20		Y
Bariatric Beds	\$6,366.90		Y
CRV Oven	\$15,984.00		Y
Domain Controller	\$4,275.00		Y
WI Cooler	\$8,063.89		Y
Backflow	\$12,905.00		Y
Water Heater	\$9,720.00		Y
Bus	\$158,245.76	\$155,745.76	Y
Furniture - Patio-Dining	\$25,000.00		Y
Laundry Room	\$28,445.93	\$10,410.00	Y
Leak Repairs	\$3,585.94		Y
Fire System Repair	\$2,519.14		Y
Condenser-Evaporator WI Cooler	\$16,675.07	\$10,806.97	Y
Wetland Celineation	\$16,180.80		Y
Roof	\$375,204.43	\$577,237.58	TBD
Roof Exhaust Fans	\$3,278.75	\$3,278.75	Y
Rooftop HVAC Unit	\$16,383.25	\$16,383.25	Y
Sit to Stand Lifts	\$13,017.26	\$11,500.00	Y
Sign-Memory Care	\$12,603.51	\$12,000.00	Y
Electric Beds	\$17,989.90	\$19,399.80	Y
Whirlpool Tub	\$33,905.01	\$33,677.01	Y
Vista Pointe Development Phase 3	\$31,746.82	\$135,000.00	TBD
Elevator-CCC	\$42,600.00	\$200,000.00	TBD
Steamer	\$12,591.00	\$12,816.00	Y
Water Heater-CRV	\$16,382.82		Y
Grand Total	\$2,834,257.60	\$1,198,255.12	

**Clatsop Care Health District (CCC)
 Local Option Property Tax Levy Spend
 Summary by Project
 Cumulative through 12/31/24**

Sum of Debit (Credit)	Column Labels			
Row Labels	Vista Pointe Development Phase 1	Vista Pointe Development Phase 2	Vista Pointe Development Phase 3	Grand Total
Lenity Architecture Inc		112,933.26	5,420.00	118,353.26
Vista Pointe Development Co., LLC	6,500.00	157,431.95	26,326.82	190,258.77
AKS Engineering & Forestry LLC		12,597.07		12,597.07
AKS Engineering & Forestry LLC		310.00		310.00
Grand Total	6,500.00	283,272.28	31,746.82	321,519.10

Resolution No. 2025-20

February 6, 2025 2025-20 Resolution to approve the proposal for the renovation of the shower room at Clatsop Care Center

Whereas, The Board of Directors would like to approve the bid from Charter Construction to repair the issues in the shower room at Clatsop Care Center;

Whereas, the Board of Directors agrees to the cost of \$17,734.08;

Whereas, the Board of Directors directs the CEO to execute on the quote from Charter Construction for the shower room repair.

Whereas, the Board of Directors agree to pay for this through the Tax Levy Funding.

Be it therefore resolved that the Clatsop Care Center Health District Board approves this request to proceed with the above request and gives the authority to Mark Remley, Clatsop Care Center Health District CEO to proceed.

Printed Name

Title

Signature

Date



AGREEMENT DATE:	11/26/2024
PROJECT NAME/NUMBER:	Clatsop Care - Shower Leak Repair / 2472663
PROJECT ADDRESS:	646 16th St, Astoria, OR 97103
PROJECT OWNER: <i>(Name, Address, Phone, Email)</i>	Clatsop Care Center Health District (CCCHD), 646 16th St, Astoria, OR 97103, (503) 325-0313, billing_office@clatsopcare.org
PROJECT REPRESENTATIVE: <i>(Name, Phone, Email)</i>	Shane Watson, 503-298-9835, maintenance@clatsopcare.org
CONTRACTOR:	Charter Construction, LLC 3747 SE 8 th Ave, Portland, Or 97202 (503) 546-2600 WASHINGTON: CHARTCL776J5 OREGON: 244159
CONTRACTOR REPRESENTATIVE: <i>(Name, Phone, Email)</i>	Calvin Peet, 971-219-6549, calvin.peet@chartercon.com

Repair Proposal

SCOPE OF WORK: Contractor proposes to perform the following:

1. Demolition and Removal

- Remove existing floor tiles and a portion of wall tiles to expose the underlying shower pan and adjacent materials for inspection.
- Safely dispose of all removed materials, including tiles, grout, and sealants, adhering to local waste disposal regulations (dump fee included).

2. Inspection and Diagnosis

- Inspect the shower pan for cracks, improper slope, or water damage.
- Examine the substrate and wall backing for signs of rot or structural issues.
- Assess the condition of the drainage system, including the drain trap and pipes, to identify any clogs or leaks.
- Check for inadequate waterproofing or compromised seals at the junctions of different materials.

3. Antimicrobial Treatment

- Treat all affected areas with professional antimicrobial solutions to eliminate potential microbial growth and prevent future issues.
- Remove and replace any materials irreversibly damaged by moisture or microbial growth (e.g., substrate or wood framing).

4. Repairs and Replacement

- Replace the shower pan if cracks, improper slope, or irreparable damage is identified.
- Replace the substrate (cement board or similar moisture-resistant material) in areas with water damage or rot.
- Install a new drain system, including a drain trap and connecting pipes, if current components are damaged or outdated.
- Apply a waterproof membrane to all exposed areas before installing new tiles to ensure long-term water resistance.



5. Tile Installation

- Supply and install new floor and wall tiles, matching the style and dimensions of the original where feasible.
- Use high-quality, waterproof grout and sealant to ensure durability and resistance to water penetration.
- Seal all junctions between tiles and other materials with flexible, water-resistant caulking.

6. Finishing and Testing

- Conduct water tests to ensure that all repairs are watertight and the drainage system is functioning properly.
- Perform a final inspection to confirm that all repairs meet project requirements and industry standards.
- Clean the work area and dispose of any remaining debris.

Job site and work areas will be cleaned daily and a final clean will be done when repairs are complete. Crews will remove and dispose of all construction related debris daily.

Amount:

Contractor shall furnish all material and labor—complete in accordance with the above specifications, for the sum of \$17,734.08 (Work to be tracked on a Time and Materials basis per labor rates listed below)

Charter’s Labor Rates

The Owner agrees to pay Contractor for satisfactory performance of the Work at the following rates:

Project Manager	\$100.00/HR
Superintendent	\$90.00/HR
Lead Carpenter	\$80.00/HR

All costs including labor, material, equipment, and subcontractors have been marked up with a 16% fee.

Note: Washington state sales tax is not included in the price listed above, but will be the responsibility of the owner to pay at the local rates

Assumptions/Exclusions:

Assumptions

- 1. Site Access and Parking**
 - Adequate site access and parking will be provided by the Owner as needed to facilitate the work.
- 2. Utilities**
 - Contractor will be permitted to use the Owner’s power and water, free of charge, during the course of the project.
- 3. Material Availability**
 - All required materials for the project (tiles, sealants, etc.) are assumed to be readily available. If delays occur due to material shortages, adjustments to the schedule may be necessary.
- 4. Project Scope**
 - The project scope is based on visible conditions during the walkthrough. Any hidden damage discovered during the demolition phase may require additional work, which will be addressed via a change order.



Exclusions

- 1. Lead and Asbestos Testing or Abatement**
 - Lead or asbestos testing (good faith survey) and any associated abatement work are excluded from this proposal. Should such work be required, it will be the Owner's responsibility to arrange and complete prior to the commencement of the project.
- 2. Pre-Existing Conditions**
 - The contractor is not responsible for any pre-existing structural or system deficiencies outside the defined project scope.
- 3. Permit Fees**
 - Any permit fees or inspections required by the local jurisdiction are not included in this estimate unless explicitly stated.
- 4. Restoration Beyond Scope**
 - Restoration of areas beyond the immediate work zone, unless caused directly by the work performed, is not included in this scope.
- 5. Post-Construction Cleaning Outside Work Area**
 - Cleaning or restoration beyond the defined construction area is excluded unless otherwise agreed upon in writing.

General Conditions:

Labor includes all time associated with performing the work including material purchasing and delivery, acquiring equipment and any other project related requirements.

If the scope of work changes or exceeds the original scope, Contractor will notify the Owner or the designated Owner Representative to obtain approval prior to exceeding the estimated scope and cost of Contractor's work.

The Owner, without nullifying this Agreement, may direct Contractor to make changes to the scope of work. Adjustment, if any, in the contract price or contract time resulting from such changes shall be set forth in a written Change Order.

Prior to the start of the Work, Contractor shall procure and maintain in force for the duration of the Work, Worker's Compensation Insurance, Employer's Liability Insurance, and General Liability Insurance.

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and shall provide property insurance to cover the value of the Owner's property. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents, and employees, each of the other; and (2) the Owner, Owner's consultants, and any of their agents and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance.



Contractor warrants its work against all deficiencies and defects in materials and/or workmanship and agrees to satisfy same without cost to Owner from a period of one (1) year from the date of Substantial Completion of the Project or per Contract Documents, whichever is longer.

Note: This proposal may be withdrawn by Contractor at any time prior to acceptance.

Owner and any successors specifically release Charter Construction, LLC. and its subcontractors from any and all liabilities, claims and/or litigation for any and all defects discovered on portions of the existing building that were not part of the scope of repair work performed by Charter Construction, LLC. as part of this contract.

Payment Terms: Net 15 – Progress payments will be made to contractor for work satisfactorily performed, no later than fifteen (15) days after date of invoice.

Deposits or Down payment may be requested and is due prior to work starting.

Any portion of the balance that is not paid after thirty (30) days of completion of the project will be subject to a 9% per annum charge towards the balance.

ACCEPTANCE - The above prices, specifications, and conditions are satisfactory and are hereby accepted. Contractor is authorized to perform the work as specified. Owner agrees to payment terms outlined above.

Date of Acceptance (Above)	Date of Acceptance
Owner Signature (Above)	Contractor Signature (Above)
Owner Printed Name and Title	Contractor Printed and Title

Please provide the following for correct billing information, if billing more than one party please attach additional sheets:

BILL TO NAME:	Clatsop Care Center Health District (CCCHD)
ATTENTION TO/CLAIM OR REFERENCE #:	N/A
BILL TO ADDRESS:	646 16th St, Astoria, OR 97103
BILL TO CONTACT(IF DIFFERENT FROM BILL TO NAME):	Melissa Schacher
BILL TO EMAIL:	billing_office@clatsopcare.org
BILL TO PHONE:	(503) 325-0313 x 1212
PREFERRED METHOD:	Email <input checked="" type="checkbox"/> USPS Mail <input checked="" type="checkbox"/>

Coast Home Remodeling
3595 Hwy 101 N
Gearhart OR 97138
503-717-3205
CCB# 237473

Proposal

Proposal submitted to: Shane Watson (Clatsop Care) Date: 9/8/2024
Address: 646 16th St
Astoria OR, 97103
503-325-0313
maintenance@clatsopcare.org

We hereby propose to furnish material and labor necessary for the completion of:
Investigative Leak at the 4th floor shower room

- Attempt to determine the cause of the water leak @ the 4th floor shower above room 327
- Mask off from the elevator on the 3rd floor to room 327 to prevent dust entering the facility
- Cut down the water damaged drywall @ the ceiling in room 327 and haul away
- Water test the shower and attempt to locate the source of the leak
- Inform Shane of findings and perform a separate estimate to repair the damage once the investigation is complete

Price is @ \$1560.00 Per day (Labor Only)

Estimated days to complete is (3) working days

Tenant in room 327 must vacate the premises during project

Coast Home Remodeling will assist in ordering and scheduling the delivery of the materials

The client is to pay for all materials necessary to complete the project in addition to the below labor estimate

Material is estimated to be approximately \$1000.00

The following proposal above is labor only in accordance with above specifications for the sum of estimated (3 days) \$4680.00 Twenty-three thousand four hundred dollars. With the payments to be made as follows; \$2000.00 Down, \$2680.00 Upon successful completion of the project.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by workmen's compensation insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized signature Charles Lippincott III Date 9/8/2024

Coast Home Remodeling
3595 Hwy 101 N
Gearhart OR 97138
503-717-3205
CCB# 237473

This proposal may be withdrawn by us if not accepted within 10 Days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to complete the work as specified. Payments will be made as outlined above.

Date of Acceptance_____

Signature_____

Signature_____

- Original Request
- Repeat Request
FY: ____

CAPITAL/LEVY PROJECT REQUEST FORM

Funding Year: <u>2024</u> <input type="checkbox"/> <input type="checkbox"/> Levy Funds <input checked="" type="checkbox"/> Capital Expense <input type="checkbox"/> Replacement reserves Estimated Cost: \$17,734.08	Rank priority: <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High Date of Submittal: 1/13/2025	
Project Name: 4 th Floor Shower Repair	Requires multiple bids: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Request for Proposal Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Facility Name: Clatsop Care Center		
Project Description Summary: CCC is in need of a shower repair on the 4 th floor.		
Department Submitting Proposal: Administration/Maintenance		
Requested start date: TBD	Requested completion date: TBD Number of Weeks: 1-7 days	
PROJECT TYPE (please select one classification from below)		
Feasibility/Planning: <input type="checkbox"/>	Renovation: <input checked="" type="checkbox"/>	
New Construction: <input type="checkbox"/>	Code or Infrastructure Deficiency: <input type="checkbox"/>	
Interior Upgrade: <input type="checkbox"/> (includes furniture)	Exterior Upgrade: <input type="checkbox"/> (Includes landscape and lighting)	Equipment/Systems: <input checked="" type="checkbox"/>
PROJECT JUSTIFICATION		
Which one of the CCHD Goals does this project support and why? Providing residents with ease of showering and dignity. Maintaining personal hygiene is a fundamental need but also crucial to respect the residents individual need, preferences, and prioritizes person centered care.		
Please describe the benefits to CCHD of implementing this project? This would allow residents on the 4 th floor to be taken to the shower room in the most discreet way. The shower room also leaks into the room below which makes it nearly impossible to have a resident occupy that room. We only have 1 shower room on our 4 th floor. This makes it difficult to get residents to the other shower rooms as many of them use equipment such as		

shower chairs. When a resident is placed into a shower chair they are covered with a bathing blanket which can be embarrassing and cause a resident to refuse cares not to mention issues with continence and privacy.

Project Description: We are asking for the approval of the

PROJECT APPROVAL (please type in name, date and check box)

Administrator: K.Webb <input checked="" type="checkbox"/> Approved Date: 1/13/2025	Levy Committee <input type="checkbox"/> Approved Date:
CEO: <input type="checkbox"/> Approved Date:	Board Chairperson <input type="checkbox"/> Approved Date:

Clatsop Care Center Health District Strategic Plan 2025

Goals and Action Plans	Who is Responsible	Q1	Q2	Q3	Q4
Objective 1: The district will be financially solvent (Community)					
Goal: The district will achieve budgeted targets					
Care settings will work with Medicaid on appropriate level of care reimbursement	Administrators		x		
Present respite care options to the community and residents/clients across district settings	Mike Martin	x			
Care center will maximize PDPM reimbursement	Michele Z/Ken Manning			x	
Create an annual budget cycle calendar	Administrators	x			
Evaluate 403b administrative costs	Stacey			x	
Review and implement internal controls to ensure audit compliance	Tiffany	x			
Implement revised capital expense policy	Nicole/Jennifer	x			
Move to bi-monthly payroll cycle	Stacey			x	
Implement resident ACH/Carefeed payments	Melissa S		x		
Review implementation of a PTO balancing account	Tiffany			x	
Objective 2: Community members choose the district for long-term care (compassion/community)					
Goal: The district will increase customer satisfaction survey response for recommendation to others by 5% over the next 12 months.					
Memory care will create a defined program for training and care delivery	Hannah				x
Clatsop Care Center will continue to move towards re-building in a new location	Board/Aidan				x
CRV will begin remodeling 3rd floor	Aidan and Ann				x
Resident/client wellness program (nutrition, cognitive, social, physical well-being)	Administrators			x	
Quarterly life engagement meetings	Administrators/Activities	x			

Clatsop Care Center Health District Strategic Plan 2025

Goals and Action Plans	Who is Responsible	Q1	Q2	Q3	Q4
Objective 3: The district is the health care employer of choice in Clatsop County. (Dedication)					
Goal: Turnover will decrease by 5% and retention will increase by 5% over the next 12 months					
Implement 30/90 day feedback reviews for new hires	Administrators/Stacey		x		
Review and establish district baseline turnover and retention measures	Stacey/Nicole/Jennifer	x			
Create an employee onboarding welcome presentation	Mike Kerwin		x		
Provide education to all staff on benefits/financial management	Stacey		x		
Explore creating employee education assistance program	Aidan	x			
Conduct competitive wage and benefit analysis	Stacey	x			
District-wide employee feedback survey	Stacey/Mike Martin	x			
Create a program for wearable items featuring the district	Mike Martin				x
Formalize a district-wide mentorship program	Stacey			x	
Objective 4: The community feels a positive connection to the district. (Community)					
Goal: 50% of district care recipients knew about the district prior to needing care within the next 12 months					
Explore directional street signage	Mike Martin		x		
Direct mail district education/service offerings campaign	Mike Martin		x		
Create a district community outreach event annual calendar	Administrators/Mike Martin	x			
Explore partnership opportunities with senior center/Meals on Wheels	Mike Martin	x			
Utilize CRM/Inquiry tracking district wide	Administrators/Mike Martin		x		
Update our comprehensive marketing plan to coincide with the annual budget	Mike Martin/Aidan/Administrators	x			