

**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.

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
January 9th, 2025**

- 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

CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
January 9th, 2025

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

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

☒ **Approved**

Date: 1/13/2025

Levy Committee

☐ **Approved**

Date:

CEO:

☐ **Approved**

Date:

Board Chairperson

☐ **Approved**

Date: