

**CLATSOP CARE HEALTH DISTRICT
BOARD OF DIRECTOR'S MEETING
March 6th, 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	P
Chuck Meyer	P	Nicole Easley, Aidan Health Services	P
Megan Lampson	E	Jennifer Woolley, Aidan Health Services	P
Mike Aho	P	Kendra Webb, Administrator CCHR	P
Paul Radu	P	Ann Rubino, Administrator CRV	P
Mary Nauha	Zm	Hannah Ross, Administrator CCMC	P
Christian Honl	P	Debi Martin, Director IHC	P
		Stacey Dempsey, HR	P
		Michael Martin, Marketing	Zm
		Melissa Schacher, Billing Specialist	P
		Jessica Fike, In-Home	P
Members of the Public via Zoom		Members of the Public	
Don Harris	P		

II. CONSENT AGENDA

- A. Agenda modifications per Linda Crandell to include: Remove Board Guests and add Resolution 2025-21 as an Action Item for change order for renovation of the shower room. Mike Aho made a motion to approve the agenda as amended. Paul Radu seconded. Board votes aye unanimously. Motion carried.
- B. Approval of February 6th, 2025, regular board meeting minutes as presented. Chuck Meyer made a motion to approve the minutes. Paul Radu seconded the motion. Board votes aye unanimously. 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 Harris shared that the application is not yet complete. Pacific Habitat is still working on the graphical representation for the eighteen alternative building sites that will be presented with the application packet. The graphical representations for the alternative sites are comprised of ariel maps with overlays to include wetlands, line of tide, etc. Pacific Habitat projects the application to be ready by 3/14/25. Don is pushing to receive it sooner. Don requested the narrative portion of the graphical representation from Pacific Habitat so that the board can begin reviewing it. The topographical surveys completed by AKS will be included in the application packet. The FEMA maps will also be included and will remain the source of the relative information provided in the application. Don shared that there was a buffer of 2.5 months for meeting the ballot deadlines for this project and that 1 month of that has now been used.

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 thirty-five as of today. There are three students graduating from the CNA Class. There are three residents in COVID isolation.
- B. Ann Rubino provided an update on Clatsop Retirement Village. Please see her report for details. Ann shared that the roofing project will be continuing next week. Mike Aho asked about the census and what is being done to improve it. Ann shared that she and Michael Martin are collaborating with marketing to bring census back up.
- C. Hannah Ross provided an update on Clatsop Care Memory Community. Please see her report for details. Hannah Ross commented that she had nothing additional to add to her report.

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- D. Debi Martin provided an update on In-Home Care. Please see her report for details. Mike Aho asked if In-Home Care included offering short-term post-surgical care. Debi replied that yes, they do.
- E. Michael Martin provided an update on Marketing and Recruiting. Please see his report for details. Michael had nothing additional to add to his report. Mary Nauha asked Michael if more applications had been received for the foundation. Michael replied that yes, there were six – two will be present at the next foundation meeting.
- F. Mark Remley provided a CEO update on Clatsop Care Center Health District. Please see his report for details. Mark shared that he is tracking activity relevant to the district in the Legislative Session. Mark is working closely with the agencies (OHCA) that are advocating for providers.
- G. Mark Remley provided a financial report. Please see his report for details. Mark shared with the board that a third group has filed an appeal with Clatsop County and there could be a minor hold-back of 2.5% on the permanent tax payout as a result. There was a brief discussion summarizing the financial activity for each of the facilities. Mike Aho asked if RFPs had gone out for auditors for this next fiscal year and Mark replied that yes, three of the six are out. Three more will be sent. The RFP for the CRV remodel was issued with a May 30th, 2025, deadline.

VI. ACTION ITEMS

A. Resolution No. 2025-21

Resolution to approve the proposal for the change order on the renovation of the CCC shower room – represents change to Resolution 2025-20.

Mike Aho made a motion to approve resolution 2025-21.

There was discussion about the resolution to approve additional funding for the fourth-floor bathroom renovation at CCC. Nicole Easley, RDO, shared that the cost is projected to include most unforeseen expenses. Work is stopped until the asbestos testing is complete. A preliminary asbestos test in the hallway came back as negative.

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

VII. GENERAL DISCUSSION

There were no items for discussion.

VIII. BOARD NOTATIONS CLOSING COMMENTS

Mary Nauha: Mary thanked Ann Rubino for her work at CRV and recognized Michael Martin and Ann for their marketing collaboration. Mary applauded the efforts of Don Harris on the new building project.

Christian Honl: Christian shared that he would be meeting with Senator Weber and Rep. Javadi within the next week or two and he is open to receive emails if you have areas of concern or comments that he can share at his meeting.

Chuck Meyer: No comment

Paul Radu: Paul asked if the elevator was fixed at CCC. Nicole Easley, RDO, shared that June is the projected start date.

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Mike Aho: Mike shared that when reviewing financials at CCC there is a 322K positive change from the first seven months of last fiscal year to this fiscal year. Impressive.

Linda Crandell: Linda reminded the board members that March 20th is the deadline to sign up to run for the board and that there are two open positions.

IX. FUTURE MEETING DATES

- A. March 20th, 2025: Final Day to Submit Application for Election to the Board
- B. April 3rd, 2025: Board Meeting, Clatsop Retirement Village, 12pm
- C. April 17th, 2025; Budget Work Session
- D. May 8th, 2025: Board Meeting, Clatsop Retirement Village, 12pm
- E. June 5th, 2025: Board Meeting, Clatsop Retirement Village, 12pm

X. ADJOURNMENT

Linda Crandell asked for a motion to adjourn. Chuck Meyer made the motion.

The meeting adjourned at 12:53pm.

Signature

Date

Minutes recorded by Stacey Dempsey

RESOLUTION ADOPTING APPROPRIATIONS 2024-2025							
February 2025	BUDGET		ACTUAL		VARIANCE - Over (Under)		TOTAL ANNUAL BUDGET
	FEBRUARY	YEAR TO DATE	MONTH	YEAR TO DATE	MONTH	YEAR TO DATE	
CLATSOP CARE HEALTH DISTRICT GENERAL FUND							
PERSONNEL SERVICES	\$19,538	\$165,194	\$23,079	\$193,367	\$3,542	\$28,173	\$251,968
MATERIALS AND SERVICES	\$19,250	\$153,997	\$3,448	\$113,912	(\$15,802)	(\$40,085)	\$230,995
CAPITAL OUTLAY	\$62,500	\$500,000	\$2,453	\$138,994	(\$60,047)	(\$361,006)	\$750,000
CONTINGENCY	\$49,410	\$395,280	\$0	\$0	(\$49,410)	(\$395,280)	\$592,958
TOTAL	\$150,697	\$1,214,471	\$28,980	\$446,272	(\$121,717)	(\$768,199)	\$1,825,921
CLATSOP CARE HEALTH AND REHABILITATION CENTER							
PERSONNEL SERVICES	\$237,736	\$2,074,396	\$257,449	\$2,069,930	\$19,713	(\$4,465)	\$3,108,909
MATERIALS AND SERVICES	\$211,039	\$1,734,403	\$263,317	\$2,453,210	\$52,277	\$718,807	\$2,605,201
CAPITAL OUTLAY	\$0	\$0	\$11,589	\$178,236	\$11,589	\$178,236	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$448,776	\$3,808,799	\$532,355	\$4,701,376	\$83,579	\$892,577	\$5,714,110
CLATSOP CARE RETIREMENT VILLAGE, LLC							
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MATERIALS AND SERVICES	\$7,655	\$60,363	\$10,637	\$73,771	\$2,983	\$13,409	\$90,981
CAPITAL OUTLAY	\$9,000	\$72,000	\$0	\$404,065	(\$9,000)	\$332,065	\$108,000
DEBT SERVICE	\$28,186	\$225,489	\$28,146	\$225,174	(\$40)	(\$315)	\$338,233
TOTAL	\$44,841	\$357,851	\$38,784	\$703,011	(\$6,057)	\$345,160	\$537,214
CLATSOP CARE IN-HOME SERVICES							
PERSONNEL SERVICES	\$50,072	\$418,688	\$42,764	\$447,804	(\$7,307)	\$29,117	\$626,115
MATERIALS AND SERVICES	\$10,197	\$80,303	\$8,354	\$79,587	(\$1,843)	(\$716)	\$121,434
TOTAL	\$60,269	\$498,990	\$51,118	\$527,391	(\$9,151)	\$28,401	\$747,549
CLATSOP CARE RETIREMENT VILLAGE							
PERSONNEL SERVICES	\$166,085	\$1,414,509	\$157,096	\$1,377,524	(\$8,989)	(\$36,985)	\$2,141,340

MATERIALS AND SERVICES	\$98,472	\$794,821	\$84,443	\$661,445	(\$14,029)	(\$133,376)	\$1,193,499
TOTAL	\$264,557	\$2,209,330	\$241,539	\$2,038,970	(\$23,018)	(\$170,360)	\$3,334,839
CLATSOP CARE MEMORY COMMUNITY							
PERSONNEL SERVICES	\$127,716	\$1,119,185	\$134,139	\$1,138,527	\$6,423	\$19,342	\$1,673,803
MATERIALS AND SERVICES	\$44,015	\$364,887	\$47,028	\$458,408	\$3,013	\$93,521	\$550,072
CAPITAL OUTLAY	\$0	\$0	\$0	\$17,930	\$0	\$17,930	\$0
DEBT SERVICE	\$26,270	\$210,160	\$45,285	\$359,603	\$19,015	\$149,443	\$315,290
TOTAL	\$198,001	\$1,694,232	\$226,452	\$1,974,468	\$28,451	\$280,237	\$2,539,165
GRAND TOTAL YTD	\$1,167,141	\$9,783,673	\$1,119,228	\$10,391,488	(\$47,913)	\$607,815	\$14,698,798
TOTAL UNAPPROPRIATED RESERVE AMOUNTS							\$6,666,292
DISTRICT TOTAL							\$21,365,090

April 3, 2025 2025-22 Resolution to approve concrete testing in the basement of Clatsop Care Center

Whereas, The Board of Directors would like to approve the bid from Charter Construction to test the concrete in the basement ceiling and walls and provide engineering recommendations;

Whereas, the Board of Directors agrees to the bid of \$15,517.44;

Whereas, the Board of Directors directs the CEO to execute on the quote from Charter Construction for the basement testing.

Whereas, the Board of Directors agree to pay for this through the Tax Levy Funding. This will be part of an overall project to repair the basement should it need additional work.

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:	02/07/2025
PROJECT NAME/NUMBER:	Clatsop Care - Basement Wall Leak / 2472708
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

Concrete Strength Testing Proposal

SCOPE OF WORK: Contractor proposes to perform the following:

1. Project Management & Coordination

- Site visits and coordination with the client, engineers, and testing team.
- Communication with subcontractors and oversight of the testing process.
- Preparation of a detailed action plan based on test results.

2. Engineering Services

- Structural engineering consultation to determine testing locations.
- Review of existing conditions and assessment of structural vulnerabilities.
- Collaboration with testing technicians to ensure proper core sampling locations.

3. Concrete Testing Services

- **Core Drilling & Sample Testing:**
 - Core extraction from the basement ceiling and walls.
 - Compression strength testing of concrete samples.
 - Lab analysis of extracted samples.



- **Ground Penetrating Radar (GPR):**

- GPR scanning to document reinforcement placement within the slab.

Deliverables:

- Concrete strength test report from Carlson Testing.
- GPR scan report detailing reinforcement placement.
- Engineering recommendations based on test results.
- Updated scope of work for structural repairs, if necessary.

Project Timeline:

- **Testing Scheduling:** Upon approval of this proposal.
- **Testing Completion:** Estimated within [insert timeframe] days from mobilization.
- **Report Delivery:** Within 10 days after testing completion.

Amount:

Contractor shall furnish all material and labor—complete in accordance with the above specifications, for the sum of \$15,517.44 (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 & Clearance:**
 - The basement room will be cleared of stored materials before testing begins.
 - The testing team will have unobstructed access to the basement and parking area for drilling and GPR scanning.
 2. **Engineering Coordination:**
 - The structural engineer (Chris Nestlerode) will provide a final test plan and confirm the core sampling locations prior to testing.
 - The engineer will review test results and provide structural recommendations based on findings.
 3. **Testing Scope:**
 - Testing will include core sampling from the basement ceiling and walls, along with ground-penetrating radar (GPR) to document rebar placement.
 - No additional testing beyond compression strength and GPR scanning is included unless specifically requested.
 4. **Permit & Compliance:**
 - No permits are assumed to be required for the testing scope. If permits are needed, they will be an additional cost.
 - Work will comply with applicable industry standards for concrete testing and analysis.
 5. **Scheduling & Timeline:**
 - Testing will be scheduled upon proposal approval.
 - The estimated timeline for test completion and reporting will be determined based on Carlson Testing's availability.
-

Exclusions:

1. **Structural Repairs:**
 - This proposal does not include any structural repairs or waterproofing work.
 - Any required repairs identified through testing will be addressed in a separate proposal.
2. **Additional Testing Beyond Scope:**
 - No additional materials testing (e.g., chemical analysis, petrographic examination) is included.
 - If further testing is required, it will be quoted separately.
3. **Rooftop/Parking Lot Modifications:**
 - Any structural modifications or roof penetrations beyond those required for core drilling are not included.
 - If additional openings are needed, they will be the responsibility of the owner's roofer.
4. **Unforeseen Conditions:**
 - Any unforeseen site conditions requiring additional work (e.g., concealed damage, unexpected structural issues) will be assessed separately.
 - Additional services will be provided only after approval of a change order.



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"/>

☒ Original Request
☐ Repeat Request
 FY: ____

CAPITAL/LEVY PROJECT REQUEST FORM

Funding Year: ____ 2025 ____ <input type="checkbox"/> <input checked="" type="checkbox"/> Levy Funds <input type="checkbox"/> Replacement Reserves		Rank priority: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High Date of Submittal: 2/11/2025	
Project Name: Concrete Integrity Testing Charter Construction: \$15,517.44		Requires multiple bids: <input type="checkbox"/> Yes <input checked="" 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: (Please limit to 40 characters) Concrete strength testing will be performed with GPR scanning. GPR scanning will detail reinforcement needs and possible placement in the basement. Engineering recommendations will be based on results.			
Department Submitting Proposal: Admin/Maintenance.			
Requested start date: Schedule will be updated upon approval of this request.		Requested completion date: Result reports within 10 days and follow up TBD. Number of Weeks: TBD	
PROJECT TYPE (please select one classification from below)			
Feasibility/Planning: <input type="checkbox"/>		Renovation: <input type="checkbox"/>	
New Construction: <input type="checkbox"/>		Code or Infrastructure Deficiency: <input checked="" type="checkbox"/>	
Interior Upgrade: <input type="checkbox"/> (includes furniture)	Exterior Upgrade: <input type="checkbox"/> (Includes landscape and lighting)		Equipment/Systems: <input type="checkbox"/>
PROJECT JUSTIFICATION			
Which one of the CCHD Goals does this project support and why? (Please explain) Ensuring the building is safe and structurally sound.			
Please describe the benefits to CCHD of implementing this project? Providing insight into the stability and integrity of the basement concrete. Recommendations provided on how to proceed to ensure the building is safe.			

Project Description: Describe the scope, location and business impact. For equipment/systems please include a description of benefits.

Please see above.

Project Justification and Consequences of not funding: Describe how this project furthers CCHD goals or supports new initiatives and the negative impact of not funding.

The basement has leaked and had the generator placing weight on the walls for many years. The integrity of the concrete and its stability is in question and a safety concern.

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

Administrator: K. Webb

☒ Approved

Date: 2/11/2025

Levy Committee : ☐ Approved

Date:

CEO: ☐ Approved

Date:

Board Chairperson ☐ Approved

Date:

Resolution No. 2025-23

April 3, 2025 2025-23 Resolution to approve new private pay rates through the Clatsop Care Center Health District

Whereas, The Board of Directors would like to approve the rates as presented through the draft proposal from the operations team;

Whereas, the Board of Directors directs the CEO to execute on the new rates for the upcoming fiscal year 2025-26

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