



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
July 9, 2019**

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews – <i>Telephonic</i> Director Arthur Shorr – <i>Telephonic</i>	Chris Christensen, Interim CEO and CFO Stephen Huyck, Accounting Manager Andrea S. Hayles, Clerk to the Board	Vice-President Leticia De Lara

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3:00 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda with the addition of the lease agreement for Brad A. Wolfson, M.D. – Suite 2W 101.	It was moved and seconded (Chairman Matthews, Director Shorr) to approve the agenda with the addition of the lease agreement for Brad A. Wolfson, MD, Suite 2W 101. Motion passed unanimously.
III. Public Comment	None	
IV. Approval of Minutes 1. F&A Minutes – Meeting June 11, 2019	Chairman Matthews asked for a motion to approve the F&A Committees minutes.	It was moved and seconded (Chairman Matthews, Director Shorr) to approve the minutes. Motion passed unanimously.
V. CEO Report	See Chief Financial Officer’s report.	
VI. Chief Financial Officer’s Report 1. LPMP Leasing Update	Chris Christensen, Interim CEO, explained the three-year lease agreement for consideration of approval for Dr. Wolfson – unit 2W 201 – \$2 per square foot. The marketing company continues to advertise and promote the vacant units at Las Palmas Medical Plaza.	
VII. Financial Reports 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts	Chris Christensen, Interim CEO, explained the preliminary audit in May noting over \$10M in revenue and \$3M net income due to the investments, and less spending of \$230K with the CEO and COO vacancies. The property tax receipts exceeded	It was moved and seconded (Director Shorr, Chair Matthews) to approve the June 2019 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.



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<p>5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule</p>	<p>the budget based on favorable real estate values. The Retirement Protection Plan consulting firm is working on the actuarial report for any adjustments on the upcoming final audit.</p>	
<p>VIII. Other Matters 1. Consideration to approve Las Palmas Medical Plaza Landscape Service Proposal</p> <p>2. Consideration to approve the Las Palmas Plaza Suite 1W 201 – Wolfson Lease Agreement</p>	<p>Chris Christensen, Interim CEO, explained that the architect recommended Desert Modern Landscape, and the committee’s request for additional landscape service proposals. Mr. Christensen provided an overview of the TKD Associates, RGA Landscapes, and Desert Modern Landscape.</p> <p>Director Shorr moved to select Desert Modern Landscape which is familiar with the project and the Las Palmas Plaza.</p> <p>As described in item VI, the three-year lease renewal is \$2 per square foot base rent, and a Tenant Improvement Allowance (TI) of \$8 per square foot for a three-year lease.</p>	<p>It was moved and seconded (Director Shorr, Chairman Matthews) to approve and forward to the Board for approval. Motion passed unanimously.</p> <p>It was moved and seconded (Director Shorr, Chairman Matthews) to approve the Wolfson lease agreement and forward to the Board for approval. Motion passed unanimously.</p>
<p>IV. Adjournment</p>	<p>Chairman Matthews adjourned the meeting at 3:30 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

ATTEST: 
 Mark Matthews, Chair/Treasurer Finance & Administration Committee
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board