

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA
June 29th, 2023 - at 3:00 p.m.**

- 1) **Call to Order.** In lieu of President, Jerri Nielsen's, planned absence, Kenneth Crandall, Secretary, was the Chairperson of the Board Meeting. The Secretary called the meeting to order at 3:00pm
- 2) **Board Members Roll Call.** The Secretary acknowledged the following Board Members as present/absent:
 - Jerri Nielsen, President, Present – Joined the Meeting via Zoom at 100 Boyes Blvd., Sonoma, CA 95476 / Ph: 925-324-4186
 - Kenneth Crandall, Secretary, Present
 - Sherrie Thrall, Vice-President, Present
 - Rich Randall, Treasurer, Present
 - Shelley Stelzner, Assistant Secretary-Treasurer, Present
- 3) **Pledge of Allegiance** was led by Kenneth Crandall at 3:01pm.

Closed Session Announcement.

The Board will meet in Closed Session pursuant to:

- a. **Government Code §54956.9(d)(1)** Conference with Legal Counsel – Existing Litigation.
[Paragraph (1) of subdivision (d) of Section 54956.9]
 - **Velez vs SHD - Case: DFEH #202110-15186025**
- b. **Government Code §54956.9(d)(1)** Conference with Legal Counsel – Existing Litigation.
[Paragraph (1) of subdivision (d) of Section 54956.9]
 - **Robles vs SHD - Case: #CV22-00177**
- c. **Health and Safety Code §32106** – Report(s) involving Trade Secrets.

4) Public Comment(s) Period.

This is an opportunity for public attendees to address the Board regarding items which are not on the agenda. Please state your name for the record. Comments are limited to three (3) minutes. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Board cannot act on any item that is not listed on the agenda. The Board Chair may choose to acknowledge the comment. When appropriate, the Board Chair may briefly answer a question; refer the matter to staff; or move to set the item for discussion at a future meeting.

- 5) **The Board Responds to Public Comment(s).** No public comments were submitted for review to the Board. There were no attending or online members of the community with comments or concerns.

Agenda - Items Requiring Action:

6) Approval of Board Meeting Minutes.

Tab A

The Board reviewed for approval, the Minutes of the May 25th, 2023, Regular Board Meeting as submitted by Deborah Housen, Board Clerk.

Sherrie Thrall motioned to approve the Minutes as presented. Rich Rydell seconded the motion. Motion approved by roll call vote. Shelley Stelzner: Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye; Sherrie Thrall: Aye.

7) Fire Sprinkler Subcontractor NTP to Boldt Bid.

Tab B

Board approval requested and presented by Donna Huntingdale, Building Rx.

Jerri Nielsen motioned to approve the Subcontractor as introduced by Boldt. Shelley Stelzner seconded the motion. Motion approved by roll call vote. Shelley Stelzner: Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye; Sherrie Thrall: Aye.

8) Request for Special Board Meeting for July 12th, 2023 @ 1:00PM.

Board approval requested by Donna Huntingdale, Building Rx.

Shelley Stelzner motioned to approve the Special Board Meeting request. Sherrie Thrall seconded the motion. Motion approved by roll call vote. Shelley Stelzner: Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye; Sherrie Thrall: Aye.

9) Medical Staff Report.

The June 2023 Medical Staff Meeting was cancelled. The next Medical Staff Meeting will be held on July 11th, 2023. A tallied vote (for the following medical staff) was collected via email by JoAnn Mahloch, Medical Staff Coordinator. The tallied votes approved the appointed medical staff. The medical staff (files) were signed off by Dr. Ware and Dr. Walls for Bill Watson, MD, and Erin Munjar, RD. The medical staff (file) for Heather Smith, PA, was signed off by Dr. Walls.

Initial Appointment Medical Staff:

- **Heather Smith, PA-C Term: 7-3-2023 to 9-3-2025 – Sixty (60) days**

Reappointment Medical Staff:

- **Bill Watson, MD Orthopedist Term: 6-14-2023 to 6-14-2025 – Two (2) Years**
- **Erin Munjar, RD Term: 6-26-2023 to 6-26-2025 Term: Two (2) Years**

Initial Allied Health Practitioner: N/A

Reappointment Allied Health Practitioner: N/A

Sherrie Thrall motioned to approve the Medical Staff Appointments as presented. Rich Rydell seconded the motion. Motion approved by roll call vote. Shelley Stelzner: Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye; Sherrie Thrall: Aye.

10) Policies and Procedures.

Due to cancellation of the June 2023 meeting, there were no Policy and Procedures submitted by Charlene Almocera, RHIA CHC.

No action required from the Board.

- 11) April 2023 Financial Report (in Draft Form).** **Tab C**
Submitted for discussion and acceptance (draft form), the April 2023 Financial Report.
Presented by Steve Boline, CFO.
Rich Rydell motioned to approve the April 2023 Financial Report as presented in draft form.
Shelley Stelzner seconded the motion. Motion approved by roll call vote. Shelley Stelzner:
Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye; Sherrie Thrall: Aye.

Agenda items – Information only:

- 12) Healthcare Resource Group (HRG).** **Tab D**
Steve Boline, CFO, will present HRG's May 2023 Summary Report.
- 13) SPT New Critical Access Hospital (CAH) Report Updates / EMS Helicopter Landing Site Information.** **Tab E**
Presented by Donna Huntingdale, Building, Rx.
- 14) CEO Report.** **Tab F**
Presented by Shawn McKenzie, CEO.
- 15) CNO Report.** **Tab G**
Presented by Judith Cline, CNO.
- 16) Departmental Documents/Reports.** **Tab H**
a. Compliance – Charlene Almocera, HIM Director – **No report submitted.**
b. IT/Clinical Informatics – TK Trumpf, IT Director – **No report submitted.**
c. Human Resources Job List & Newsletter – Corie Howe, HR Assistant – Report submitted.
d. Marketing/PR – Chelssa Outland, PR Manager – Report submitted.
- 17) Closed Session.**
The Board adjourned to Closed Session at 5:06pm.
- The Regular Board Meeting reconvened at 5:59pm
- 18) Report on Closed Session.** The Secretary stated there were no actions taken to report.
- 19) Next Regular Board Meeting Announcement.**
- **Date:** July 27th, 2023
 - **Time:** 3:00 p.m.
 - **Location:** LAC-Conference Room

The Regular Board Meeting concluded at 6:00pm.

SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES
Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA
July 12th, 2023 - at 1:00 p.m.

- 1) **Call to Order.** The Board President, Jerri Nielsen, called the Special Board Meeting to order at 1:01pm.
- 2) **Board Members Roll Call.** The President acknowledged the following Board Members as present/absent:
 - Jerri Nielsen, President, Present
 - Sherrie Thrall, Vice-President, Present
 - Kenneth Crandall, Secretary, Present
 - Rich Randall, Treasurer, Present
 - Shelley Stelzner, Assistant Secretary-Treasurer, Present
- 3) **Pledge of Allegiance** was conducted by Jerri Nielsen, President at 1:01pm.

Closed Session Announcement.

The Board was scheduled to meet in Closed Session pursuant to:

a. Health and Safety Code §32106 – Report(s) involving Trade Secrets.

This action was not conducted due to a last-minute change in the Special Board Meeting Agenda. Grant Obrach of BBK Law Office stated the subject matter was approved for discussion in Open Session.

4) Public Comment(s) Period.

This is an opportunity for public attendees to address the Board regarding items which are not on the agenda. Please state your name for the record. Comments are limited to three (3) minutes. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Board cannot act on any item that is not listed on the agenda. The Board Chair may choose to acknowledge the comment. When appropriate, the Board Chair may briefly answer a question; refer the matter to staff; or move to set the item for discussion at a future meeting.

- 5) **The Board Responds to Public Comment(s).** No requests for public comments were submitted to the Board. No present or online community members had any questions for the Board.

Agenda - Items Requiring Action:

6) Closed Session.

The Board did not adjourn to Closed Session, as noted at the start of the meeting.

- 7) **Report on Closed Session.** The President indicated there would be no reporting on Closed Session, as it was not implemented in the meeting.

8) New CAH/SNF Licensed Timber Operator Selection.

Presented for review and approval by Donna Huntingdale, Building Rx.

Tab A

Due to language discrepancies in the document, this item was tabled to an additional Special Board Meeting scheduled for Tuesday, July 18th, 2023, to commence at 3:00pm. The Board, the CEO, Shawn McKenzie, Donna Huntingdale, Building Rx, and Grant Orbach of BBK Law Offices – all agreed to the Special Board Meeting, as noted.

9) May 2023 Financial Report (in Draft Form).

Tab B

Submitted for discussion and acceptance (draft form), the May 2023 Financial Report. Presented by Steve Boline, CFO.

The Board agreed to table this report to be reviewed for acceptance at the Special Board Meeting on July 18th at 3:00pm

Agenda items – Information only:

It was noted at the end of session that the Groundbreaking Ceremony would be discussed at the Special Board Meeting on July 18th, 2023.

10) Next Special Board Meeting Announcement.

- **Date:** July 18th, 2023
- **Time:** 3:00 p.m.
- **Location:** LAC-Conference Room

11) Next Regular Board Meeting Announcement.

- **Date:** July 27th, 2023
- **Time:** 3:00 p.m.
- **Location:** LAC-Conference Room

The Special Board Meeting adjourned at 1:09pm.

SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES
Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA
July 18th, 2023 - at 3:00 p.m.

- 1) **Call to Order.** The Board President, Jerri Nielsen, called the Special Board Meeting to order at 3:00pm.
- 2) **Board Members Roll Call.** The President acknowledged the following Board Members as present/absent:
 - Jerri Nielsen, President, Present
 - Sherrie Thrall, Vice-President, Present
 - Kenneth Crandall, Secretary, Present
 - Rich Randall, Treasurer, Present
 - Shelley Stelzner, Assistant Secretary-Treasurer, Present
- 3) **Pledge of Allegiance** was led by President, Jerri Nielsen, at 3:01pm.

Closed Session Announcement.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section §54956.9: One Case.

4) Public Comment(s) Period.

This is an opportunity for public attendees to address the Board regarding items which are not on the agenda. Please state your name for the record. Comments are limited to three (3) minutes. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Board cannot act on any item that is not listed on the agenda. The Board Chair may choose to acknowledge the comment. When appropriate, the Board Chair may briefly answer a question; refer the matter to staff; or move to set the item for discussion at a future meeting.

- 5) **The Board Responds to Public Comment(s).** There were no public comments or concerns presented to the Board.

During this time space, a video was shared with the Board and online Zoom viewers. The video demonstrated a “fly through” (presented via virtual imagery) of how the NEW Seneca Healthcare District Hospital will appear upon completion of the build. Board members expressed appreciation of the video, noting it was very well done, and clearly showed the entirety of the exterior of the new campus. The video is available to the public on Seneca Healthcare District’s Website at: <https://senecahospital.org/new-hospital-build-campaign/>

Agenda - Items Requiring Action:

6) May 2023 Financial Report (in Draft Form).

Tab A

Submitted for discussion and acceptance (draft form), the May 2023 Financial Report. Presented by Steve Boline, CFO. Discussion also occurred regarding the FY 2023-2024 budget. Steve Boline will make a recommendation at the next meeting for interim tracking of regular revenues/expenses until the formal budget is drafted and adopted. This will occur after deadlines are met for submitting detailed information required for the new hospital build funding. There are no major changes in revenues or expenses anticipated before a budget is adopted. It was also noted that the June 2023 Financial Report (draft form) will be added to the Agenda of the July 27th, 2023, Regular Board Meeting. Rich Rydell motioned to accept the May 2023 Financial Report as presented. Kenneth Crandall seconded the motion. Motion approved by roll call vote. Shelley Stelzner: Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Aye; Sherrie Thrall: Aye Jerri Nielsen.

7) Consideration of Award of Contract to Almanor Tree Removal as Lowest Responsible Bidder for SHD Replacement CAH/SNF.

Tab B

Donna Huntingdale of Building Rx, and Grant Orbach of BBK Law Offices, requested authorization be granted to the Seneca Healthcare District (SHD) CEO or designee, to award the contract for the Licensed Timber Operator at the site of the SHD replacement Critical Access Hospital (CAH) and the Skilled Nursing Facility (SNF) to Almanor Tree Removal as the lowest responsible, responsive bidder. Subject to and only upon completion of all approvals and processes as required by the National Environmental Policy Act (NEPA). Sherrie Thrall motioned to grant the authorization as presented. Rich Rydell seconded the motion. Motion approved by roll call vote. Shelley Stelzner: Aye; Kenneth Crandall: Aye; Rich Rydell: Aye; Sherrie Thrall: Aye Jerri Nielsen: Aye.

8) Closed Session.

The Board adjourned to Closed Session at 4:15pm.

The Special Board Meeting was reconvened at 4:41pm.

9) Report on Closed Session. The President stated there were no reportable actions taken during the Closed Session.

10) Next Regular Board Meeting Announcement.

- **Date:** July 27th, 2023
- **Time:** 3:00 p.m.
- **Location:** LAC-Conference Room

11) The Groundbreaking Ceremony information was announced. It will be held at the new hospital build site on July 26th, 2023, from 9:00am to 11:00am.

The Special Board Meeting ended at 4:42pm.

**DESIGNATED GOVERNMENTAL UNIT CHARITABLE IMPACT FUND
AGREEMENT BETWEEN
THE ALMANOR
FOUNDATION AND
SENECA HEALTHCARE DISTRICT**

THIS AGREEMENT is made effective August 1, 2023, by and between **THE ALMANOR FOUNDATION** (the "Foundation"), and **SENECA HEALTHCARE DISTRICT** (the "Organization").

WHEREAS, the Organization is a California Special District organized under the Local Health Care District Law as set forth in the Health and Safety Code of the State of California and desires to create a Designated Governmental Unit Charitable Impact Fund for enhancing charitable contributions to it; and

WHEREAS, the Foundation is a California public benefit nonprofit corporation exempt from taxation under Internal Revenue Code section 501(c)(3) and is an appropriate organization within which to establish such a charitable fund.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Foundation is willing and able to create this fund as a Designated Governmental Unit Charitable Impact Fund, subject to the following terms and conditions:

- 1. NAME OF THE FUND.** There is hereby established in the Foundation, and as a part thereof, a fund designated as the **Seneca Build Fund** ("Fund") to receive and administer gifts in whatever form of money or property.
- 2. PURPOSE.** The primary purpose of this fund is to enhance the charitable contributions to the Organization through the Foundation website and provide an opportunity for donations to be made online with credit cards.
- 3. GIFTS.** Subject to the right of the Foundation to reject any particular gift, any person whether an individual or organization ("Donors") may make gifts to the Foundation for the purposes of the Fund by a transfer to the Foundation of property acceptable to the Foundation. Gifts are defined as property contributed by Donors without any tangible benefit received in return for the gifts. All such gifts to this Fund are irrevocable once accepted by the Foundation and will be acknowledged by the Foundation as charitable contributions in accordance with Internal Revenue Service requirements.
- 4. DISTRIBUTIONS FROM THE FUND.** The Fund balance, net of the fees and expenses set forth in paragraph 9, shall be made directly to the Organization at least quarterly. At the end of each quarter, Foundation will distribute the balance in the Fund that exceeds \$100. No other distributions shall be made on behalf of the Organization unless specifically agreed to in writing by Foundation. Should Organization's status be suspended for failure to comply with federal or California laws, distributions shall be suspended until proof of compliance is provided to Foundation.
- 5. ADMINISTRATIVE PROVISIONS.** Notwithstanding anything herein to the contrary, the Fund and all operations related thereto shall be subject to the provisions of applicable federal and California laws governing nonprofit organizations as well as the Foundation's Articles of Incorporation and Bylaws as amended from time to time. The Fund is subject to the Foundation's governing instruments including the Foundation's power to modify any restriction or condition

on the distribution of funds for any specified charitable purposes or to specified charitable purposes or to specified organizations if in the sole judgment of the Foundation Board of Directors such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served. This power of modification is referred to as the variance power.

6. TERMINATION. This agreement is for the period August 1, 2023, through August 31, 2024. Parties will meet each subsequent year to discuss markup to the contract prior to each additional contracted timeframe. The Fund shall continue so long as assets are available in the Fund and the purposes of the Fund can be served by its continuation. The Fund may be terminated by either the Foundation or Fund Advisor upon thirty (30) days written notice. Should the Organization be dissolved or go out of business, any fund balance remaining may be designated by the Organization to another charitable organization. Otherwise, the variance power provided in Paragraph 5 shall apply. Should the Foundation be dissolved or go out of business, all monies in the Fund shall be transferred to the Organization prior to dissolution.

7. NOT A SEPARATE TRUST. The Fund shall be a component part of the Foundation. All money and property in the Fund shall be held as general assets of the Foundation and not segregated as separate trust. However, the receipts and disbursements of this Fund shall be accounted for separately and apart from those of other funds held by the Foundation.

8. INVESTMENT OF FUNDS. The Foundation shall have all powers necessary, or in its sole discretion desirable, to carry out the purposes of the Fund, including, but not limited to, the power to retain, invest, and reinvest the Fund and the power to commingle the assets of the Fund with those of other funds for investment purposes. Based on the intent of this Fund it is understood and agreed that monies will be invested as cash or cash equivalents. There are no earnings or returns on such investments to the Fund.

9. COSTS OF THE FUND. The Foundation shall collect fees as prescribed by Exhibit A hereto attached.

10. FUND ADVISOR. Organization hereby designates Steve Boline, Jerri Nielsen, Shawn McKenzie, and Chelssa Outland as the Fund Advisors who are responsible for communicating with Foundation. The Fund Advisors contact information has been provided to Foundation. The Fund Advisors are responsible for notifying the Foundation of any changes to their contact information. The Board of Directors of Seneca Healthcare District has the authority to modify or terminate this Agreement. The Foundation shall provide all available donor information to the Organization at least quarterly, and immediately upon request.

11. ACCOUNTING PROCEDURE. The money held in the Fund is owned by the Organization. At the end of Foundation's fiscal year (December 31), Foundation will show the balance in the fund as an asset but will also show it as a liability to the Organization. Distributions from the Fund will be accompanied by a statement showing income and expenses of the Fund to be recorded on the books of Organization. The balance in the Fund at the year-end of Organization shall be shown as an asset of the Organization.

12. NOFICATION OF CERTAIN FUNDS RECEIVED. Foundation shall make the Fund Advisors aware of any donations over \$5,000 within 24 hours of receiving the donation.

13. MISCELLANEOUS.

A. This Agreement may be amended by written mutual consent of the Organizations Board of Directors and the Foundation. Successor Fund Advisors may be designated in writing by the Organization through submission of the successor name and contact information to the Foundation.

B. The Foundation shall be responsible for initial thank you letters, emails or call for all donations made through the foundation. Thank you letters and email templates shall be approved by a Fund Advisor. All changes to the donor letters shall be approved by a Fund Advisor.

C. All activities including meetings or events convened to raise monies for this Fund are done so under the personal liability, risk and control of the Organization unless specifically approved by the Foundation in advance, in writing, and in compliance with all provisions of this Agreement.

D. The Fund Advisor signing this Agreement confirms to Foundation that she/he is authorized to act as Fund Advisor under the terms of this Agreement and enter into this Agreement by the Board of Directors of Organization.

E. This Agreement shall be governed by California law.

EXHIBIT A

FUND FEE SCHEDULE

The Foundation shall charge a fee on each gift made to the Fund based upon the following fee schedule.

Cash Donations: Cash donations tracking, reporting and distribution require little administrative work, therefore there will be no fee for collection of cash donations. Seneca will provide a one-time yearly donation to support the infrastructure necessary to meet the requirements of the administrative overhead of the foundation in managing cash donations. This donation will be negotiated annually. TAF will provide detailed information to support initial and subsequent annual fee requirements.

Real Estate/Property:

- One time 2% of the tax assessed value at the time of giving.

Stocks and Market Equities

- One-time 2% of the value at the time of transference.

Endowments

- One-time 2% fee of the first installment only.

If in the event the Organization wishes to use the Foundation resources for event planning, event work and event supplies, Foundation will submit to the Organization an estimated Scope of Work (SOW) document outlining the proposed costs for the event. The actual costs will be tracked by Foundation and submitted to the Organization. The Organization will pay Foundation from the Fund the actual costs of the event.

Any costs to the Foundation in accepting, transferring, or managing non-cash property donated to the Foundation for the Fund shall also be paid from the Fund in accordance with the fee schedule above. These costs will be defined and provided to the Organization for review and approval prior to the Foundation accepting the non-cash property.

Fees for credit card processing should be considered in the calculation for the administrative work for accepting cash donations. These fees will be included in the yearly one-time donation as defined above.

The Fund Advisor has executed this Agreement on behalf of Organization and the Foundation has approved it as indicated by the signatures below.

The Almanor Foundation
"Foundation"

X_____

Signature **Title**

Printed Name: _____

Date: _____

Seneca Healthcare District
"Organization"

X_____

Signature **Title**

Printed Name: _____

Date: _____

TAB

E

Review of DBE contract status
and sources/uses Cashflow.

Request for approval of
Boldt General
Conditions/Requirements –
GMP_GC CR's

GENERAL CONDITIONS THROUGH END OF 2023

General Conditions for Phase I Construction

Date: June 22, 2023

BOLDT
BUILD BOLDY

	QTY	Unit	PROD.	HOURS	L	M	E	O	LABOR	MATER.	EQUIP.	OTHER	TOTAL
	5	mth	\$	-	-	-	-	10,688.33	\$ 927,632	\$	-	\$	\$ 927,632
Reimbursables	1	ls	225.00	360.00	225.00	-	-	-	\$ 81,000	-	-	53,442	\$ 53,442
Project Executive	1	ls	210.00	132.00	210.00	-	-	-	\$ 27,720	-	-	-	\$ 27,720
Director of Preconstruction	1	ls	175.00	504.00	175.00	-	-	-	\$ 88,200	-	-	-	\$ 88,200
Sr. Project Manager	1	ls	160.00	1,128.00	160.00	-	-	-	\$ 180,480	-	-	-	\$ 180,480
Project Manager	1	ls	175.00	660.00	175.00	-	-	-	\$ 115,500	-	-	-	\$ 115,500
Preconstruction & Estimating Manager	1	ls	161.00	1,056.00	161.00	-	-	-	\$ 170,016	-	-	-	\$ 170,016
Superintendent	1	ls	90.00	1,000.00	90.00	-	-	-	\$ 90,000	-	-	-	\$ 90,000
Project Engineer	1	ls	110.00	200.00	110.00	-	-	-	\$ 22,000	-	-	-	\$ 22,000
BIM/VDC Engineer	1	ls	140.00	660.00	140.00	-	-	-	\$ 92,400	-	-	-	\$ 92,400
Estimator	1	ls	151.00	256.00	151.00	-	-	-	\$ 38,656	-	-	-	\$ 38,656
Safety Manager	1	ls	95.00	228.00	95.00	-	-	-	\$ 21,660	-	-	-	\$ 21,660
Project Accountant/Admin													

GENERAL CONDITIONS & REQUIREMENTS

Seneca Healthcare: Critical Access Hospital & Skilled Nursing Facility

Date: 20-Jul-23

BOLDT
BUILD BOLDY

	QTY	Unit	PROD.	HOURS	LABOR	MATERIAL	EQUIPMENT	SUB / OTHER	LABOR	MATERIAL	EQUIPMENT	OTHER	TOTAL
	1	LS	0	0	-	-	-	1,400.00	215,586	141,560	308,805	307,701	1053652
General Conditions	1	LS	0	0	-	-	-	1,400.00	-	-	-	1,400	1,400
Office Trailer Set-Up - Boldt	138	WK	0	0	-	-	725	-	-	-	100,188	-	100,188
Office Trailer Removal - Boldt	1	LS	0	0	-	-	-	9,911.00	-	-	-	9,911	9,911
Office Trailer Rental - Boldt (One - Double Wide w/RR) - 2280/08080 (typ)	138	WK	0	0	-	-	190	-	-	-	13,800	-	13,800
Office / Conference Room Furnishings	1	LS	0	0	-	-	-	4,500.00	-	-	-	4,500	4,500
Office Printer / Copier	138	WK	0	0	-	-	-	-	-	12,420	-	-	12,420
Temporary Power Connection - Project Offices	138	WK	0	0	-	-	300	-	-	19,320	-	-	19,320
Temporary Power Consumption - Project Offices	138	WK	0	0	-	-	140	-	-	19,320	-	-	19,320
Temporary Sewer / Holding Tanks - Project Offices	138	WK	0	0	-	-	140	-	-	19,320	-	-	19,320
Office Supplies	138	WK	0	0	-	-	-	-	-	-	-	16,560	16,560
Drinking Water - Project Offices only	138	WK	0	0	-	-	-	-	-	-	-	2,200	2,200
Meals / Snacks (OAC, Staff, other)	1	LS	0	0	-	-	-	2,200.00	-	-	-	31,740	31,740
Telephone / Internet - Account Set-up / Initial Charges - Project offices	138	WK	0	0	-	-	-	100	-	-	-	13,800	13,800
Telephone / Internet - Monthly Charges - Project offices	138	WK	0	0	-	-	-	250	-	-	-	34,500	34,500
Cleanup - Project Offices	138	WK	0	0	-	-	-	125	-	-	-	17,250	17,250
Sanitized Payroll Software (LCPTracker / eCPR)	138	WK	0	0	-	-	-	150	-	-	-	20,700	20,700
Project Management / Document Control (ACC)	138	WK	0	0	-	-	-	130	-	-	-	17,940	17,940
Other	138	WK	0	0	-	-	-	-	-	38,640	-	-	38,640
vPlanner / TouchPlan	1	LS	0	0	-	-	-	-	-	4,000	-	-	4,000
Fuel (PX, PM, SUPT, FLD SUPT, SAFETY)	138	WK	0	0	-	-	-	500	-	-	-	69,000	69,000
Electrical Hook Up	138	WK	0	0	-	-	-	-	-	-	19,320	-	19,320
Electrical Power Charges	138	WK	0	0	-	-	-	-	-	-	-	-	-
Temporary Lighting	138	WK	0	0	-	-	190	-	-	-	26,220	-	26,220
Temporary Heating	138	WK	0	0	-	-	160	-	-	-	22,080	-	22,080
Phone Rental	138	WK	0	0	-	-	250	-	-	-	34,500	-	34,500
Portable Toilets	138	WK	0	0	-	-	-	-	-	-	-	-	-
Portable Handwash Sinks	138	WK	0	0	-	-	-	-	-	-	-	-	-
SWPPP - QSD Plan	1	LS	0	0	-	-	-	22,000.00	-	-	-	22,000	22,000
SWPPP - Install / Maintenance	138	WK	2	276	96	220	-	-	26,496	30,360	-	-	56,856
Tool Trailer (7' x 14' Enclosed) - 2270/08200	34.5	MO	0	0	-	-	400	-	-	-	13,800	-	13,800
Storage / Tool Trailer Transport (to and from Sacramento yard)	1	LS	0	0	-	-	500	-	-	-	500	-	500
First Aid / AED	1	LS	0	0	-	-	-	-	-	-	-	-	-
First Aid Replacement Supplies	138	WK	0	0	-	-	25	-	-	-	-	-	-
Flagman / Site Logistics	138	WK	2	276	87	-	-	-	24,012	-	-	-	24,012
Fire Watch	138	WK	4	552	87	-	-	-	48,024	-	-	-	48,024

TOTAL MONTHLY GRs 5 MONTHS 138,638

TOTAL GRs 1,053,652

BUILD BOLDY

N/A	Fire Protection	138	WK	1	138	87	-	-	12,006	-	-	12,006
	Incentives / Focused Recognition	138	WK	0	0	-	-	-	6,900	-	-	6,900
	Personal Protection Equipment - Bold Only	138	WK	0	0	-	-	-	3,450	-	-	3,450
	Construction Warning Signs (11 x 17 - laminated)	10	EA	0.5	5	96	20	-	480	-	-	680
	Site Fence / K-rail	150	LF	0.25	38	96	5	-	3,600	-	-	4,350
	Site Fence / K-rail Maintenance	150	LF	0.1	15	96	0.5	-	1,440	-	-	1,515
	Access Gates	1	EA	0	0	-	1,500.00	-	-	1,500	-	1,500
	Scum / Mesh / Privacy Screening (3 sides only - Hospital / Nuptle / 8th)	900	SF	0	0	-	0.75	-	-	675	-	675
	X-Ray Slabs	1	LS	0	0	-	-	-	-	-	-	-
	General Clean-up Labor	138	WK	8	1104	87	-	-	25,000.00	-	-	25,000
N/A	Final Cleaning - Bold Labor	1	WK	40	40	87	-	-	96,048	-	-	96,048
	Trash Chute	1	LS	0	0	-	-	-	3,480	-	-	3,480
	Dumpsters - 30 yd	69	PULL	0	0	-	-	15,000.00	-	-	15,000	
	Project Office Alarm System	96	WK	0	0	-	600	-	-	-	41,400	
	Site Forklift (Bold-Owned 10 Ton gas)) - 1244/29300	16	MO	0	0	-	1,215.00	50	-	-	4,800	
	Small Tools	96	WK	0	0	-	225	-	-	-	19,497	
										-	-	21,600

TAB

F

Signage Bid(s)

Total of Four (4) Bids

Weidner/ TakeForm/
Shannon Hackley/ GNU

Including - Bid Eval

SHD Signage Bid Comparison

7/20/2023

	Weidner		TakeForm		Shannon Hackley			GNU	Notes
	Quantity	Low	High	Quantity	Low	High	Low	High	
Design			26385			29295	91595	108710	GNU Design fee includes separate
Reimbursables						2930		8000	"Implementation Management" fee line-
SUBTOTAL DESIGN/REIMB			26385			32225	91595	116710	itemed elsewhere in their proposal
Interior Room ID		20025	25125			13200	50000	136836	Weidner - confirm reimbursables
Restroom - ADA Tactile Wall									
Sign	20	4500	5500	26					
Restroom - Title 24 Door Sign -									
All Gender	20	5000	6000	26					
Room ID Primary	29	9425	12325	68					
Room ID Office with Name									
Insert	4	1100	1300	52					
Interior Wayfinding		9100	10500			5900			
Directory				2					
Flag				5					
Overhead Directional	7	9100	10500	7					
Exterior		44100	53300			27000	47000	135912	
Main Monument	1	26000	32000	1					
Dimensional Lettering				2					
Emergency Room Entrance									
(Illuminated)	0			1					Weidner - Apply parking sign allowance here
Site - Directionals - Secondary	2	850	1050						
Site - Monument - Primary	2	750	950						
Vehicular Directional - Post &									
Panel	1	1400	1600	1					Weidner - Apply parking sign allowance here
Parking - Accessible Stall - Post									
Direct Burial	10	11000	13000	14					To be removed - under Site Contractor
Parking - Accessible Regulatory									
- Post Direct Burial	2	2200	2600						To be removed - under Site Contractor
Parking - Police / Priority									
Parking	2	1900	2100						To be removed - under Site Contractor
No Parking	42	46200	54600						To be removed - under Site Contractor
Branding		6800	8500			5200			
On-Building Branding Identity	1	6800	8500	2					
Window Vinyl Sets	0			2					
Bed Bay Overhead	3	675	975						
Donor Wall	1			1		2000	10000	20000	Assumed PACU
Entry - Glass Vinyl - Code	2	750	850				40000		Weidner - Apply parking sign allowance here

	Weidner		TakeForm		Shannon Hackley		GNU	Notes
	Quantity	Low	High	Quantity	Low	High		
Evacuation Map	2	850	950					
Exiting Message	11	2200	2475					
Exit Route	45	9000	10125					
Garage - Bang Bar	0							
Hospital Entrance	1	750	875					
Room ID Secondary	113	25425	28250					
Room Max Occupancy	1	200	225					
History Wall	1							Weidner - Apply parking sign allowance here
Symbol - No Smoking Plaque	1	225	250					
Symbol - No Smoking Vinyl	3	600	675					
Surveillance Camera Disclaimer	6	2250	2550					
Contingency		8925	10592					
Permitting		5000	5000				5000	
SUBTOTAL SIGNAGE		183075	215817		53300	81940	297748	
Tax		9341	11614					Weidner - tax miscalculated in bid?
Technical Site Audits							21813	No Tax indicated in TakeForm or Hackley bid
Packaging / Handling							2400	
Shipping							10919	
							36807	
Installation								Installation included in Weidner Signage costs above
Engineering, Shop Dwgs & Color Matching							102212	
		9341	11614				18938	
SUBTOTAL TAX + EXTRAS				0	0	0	193089	
							55000	
TOTAL SUBMITTED BID		218801	253816		85525	114165	607547	
Reallocation amount		61300	72300					
					238595	341595		



Seneca Health District

Signage & Wayfinding Design-Build Proposal

Prepared by:
Randy Wagner
Senior VP of Business Development
916.709.6410
Randyw@WeidnerCA.com

Revised
July 18, 2023

Weidner^{CA}
Right Ideas. Right Delivery

Right Ideas, Right Delivery.

For over six decades, WeidnerCA has been consistently delivering signage and graphics programs that enhance our clients' brands. We have grown to become the trusted architectural branding partner for some of California's most noteworthy developers and contractors.

Along the way, we have pioneered a winning formula for project success, **Define. Design. Deliver.** Through design-build leadership that brings the right ideas to the table, experienced project management for reliable project delivery, a proactive approach to solving problems, and a track record of advocating for each client's bottom line, our promise is to provide the Right Ideas, Right Delivery.

Our body of work encompasses tens of thousands of projects delivered across many project types, with a unique focus on multi-family residences, healthcare environments and educational and corporate campuses. Our trusted reputation has attracted long-term relationships with top developers and contractors.

Proud Member of:

IIDA



**Urban Land
Institute**



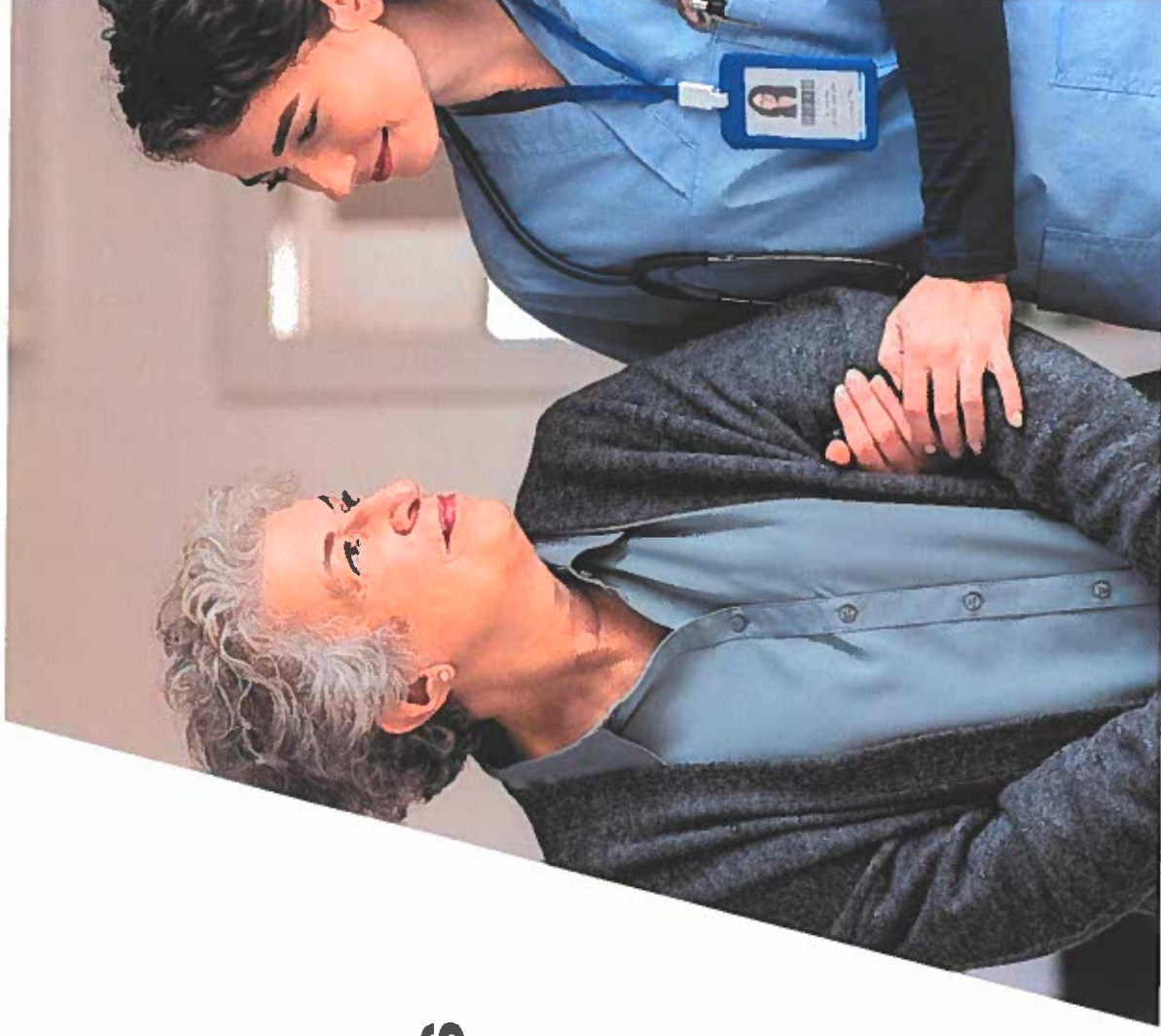
NAA
NATIONAL ARCHITECT ASSOCIATION

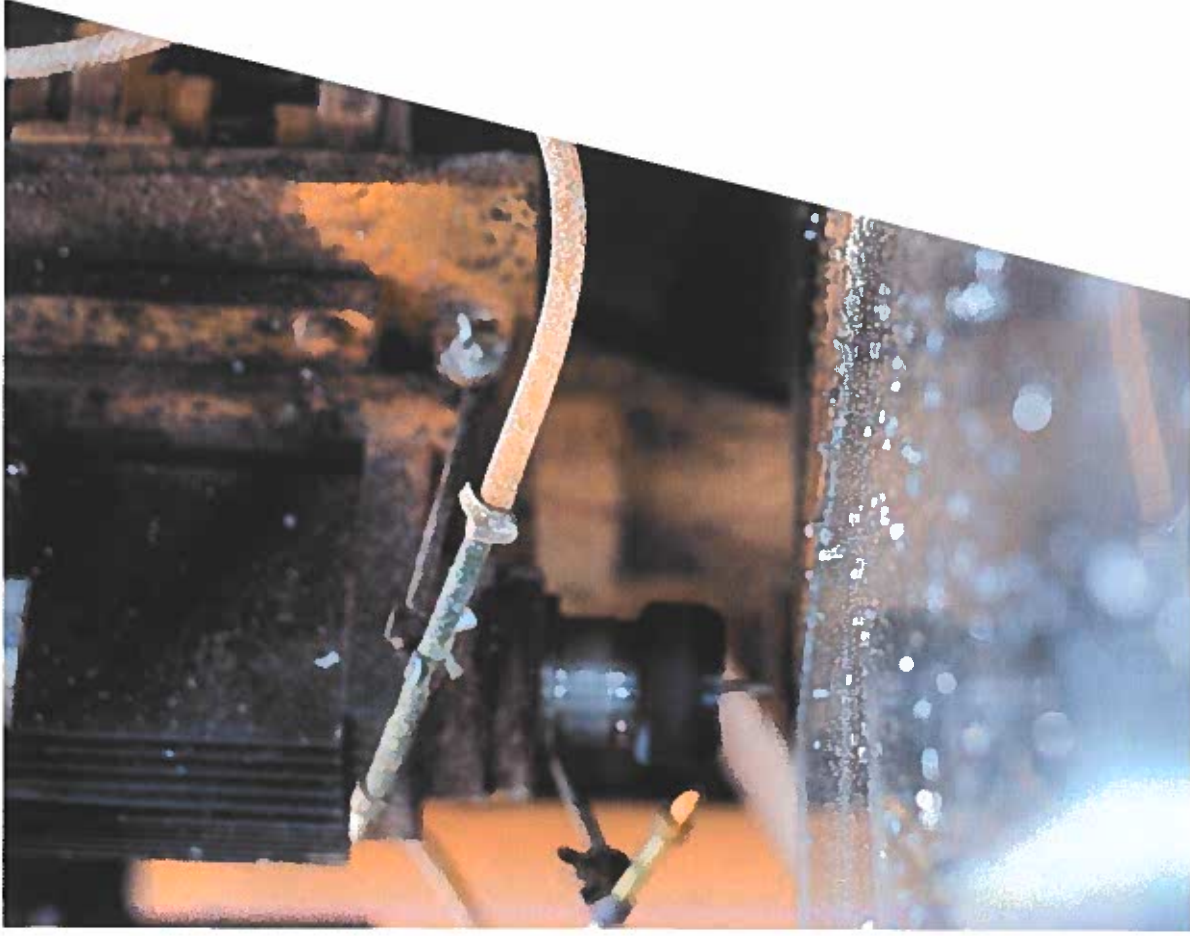
Weidner^{CA}

Let's **enhance** healing environments

Our approach to branding, wayfinding and problem solving enhances the overall patient experience and perception of healthcare facilities. Our process focuses on:

- Patient Experience
- Embracing Technology
- Brand Consistency
- Ease of Navigation
- Doctor Retention
- On Time & On Budget





We know what it takes to **build successfully**

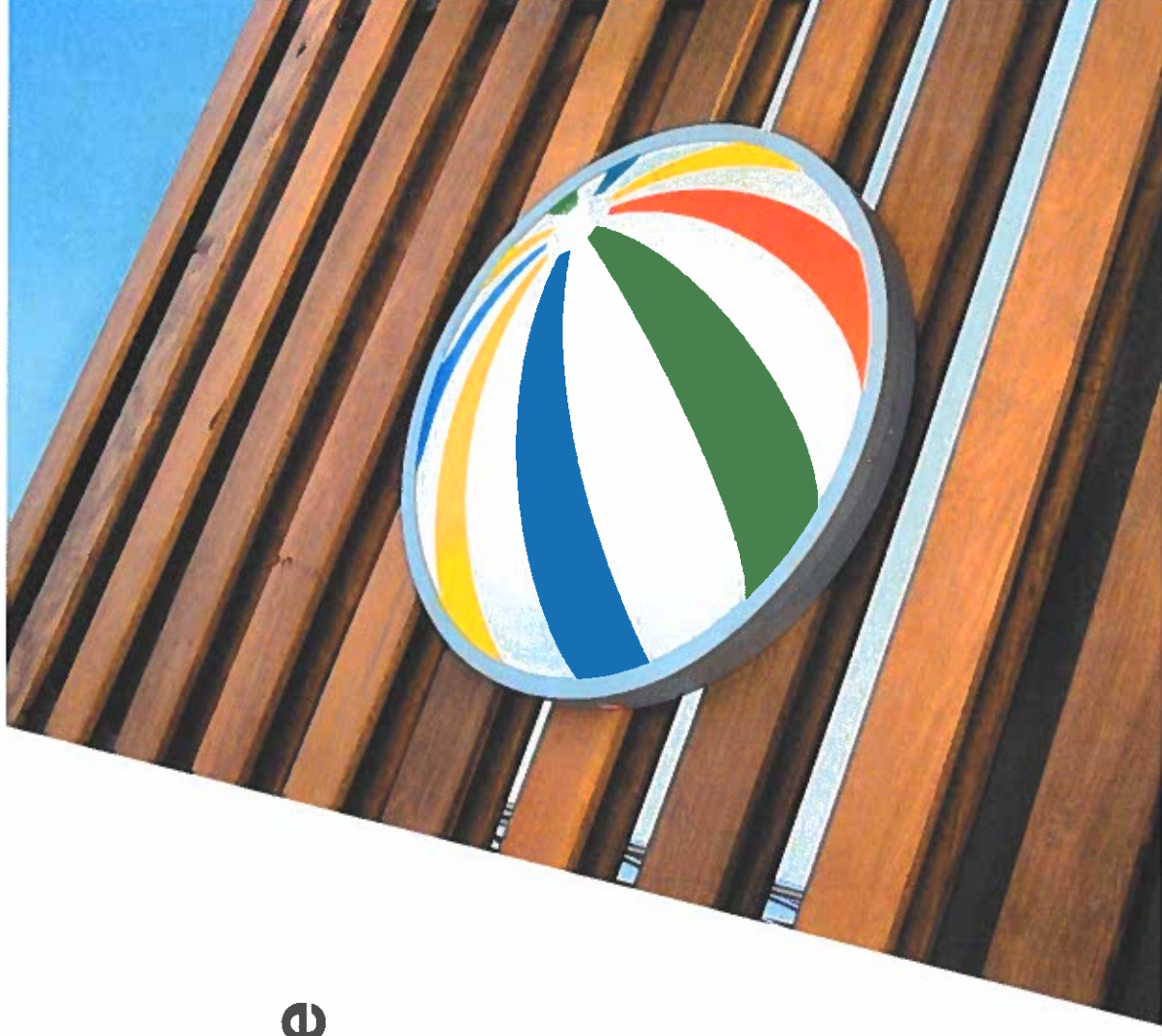
Whether it's complex code-required signage or highly creative signs and environmental graphics, our team has you covered to support your success.

- Within Budget
- Turn-Key Solutions
- Schedule Adherence
- Easy to Work With
- Code Compliance Expertise
- Design-Centric Solutions

Designing sustainable solutions

By making the most out of our materials and recycling whenever possible, we ensure our designs leave a positive environmental and ecological impact on the world. Our fabrication process uses:

- Low VOC materials
- Post-Consumer materials
- Programs that minimize material consumption
- Methods that maximize durability & longevity



The digital experience

Creating engaging spaces for employees and guests alike goes beyond the physical environment. Digital placemaking creates immersive experiences that leave memorable impressions and help tell your brand story.

Our insights-driven approach maps out the journey for employees and guests. We ensure our solution is complementary to your brand, the space and the end-user experience.

Services include:

- Experience Design + Strategy
- Digital Content Creation
- Content Deployment + Management
- AV Systems Integration and more



We offer broad support for brand development

Our team works fluently with marketing pros, architects, interior designers, and even landscapers to ensure your brand is cohesively and creatively presented.

While our creative foundation is deeply rooted in signage and wayfinding, our company has steadily expanded over the past decade to support a broad spectrum of integrated brand development services, including:

- Naming & Identity
- Marketing Collateral
- Specialty Advertising
- Environmental Graphics
- Video Walls & Content
- Art Consulting & Procurement



More about WeidnerCA

How we measure up:

60

Team members
and counting...

98%

Average customer service
approval rating over 15 years

.62

Workers compensation
experience modification rating

From inception to installation, we've got you covered:



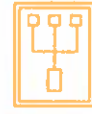
Creative Design
Team



Design-Engineering
Team



3D Visualization
Team



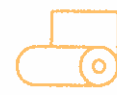
Project Management
Team



Permit Expediting
Team



Art Consulting
Team



Graphic Production
& Application Team



Code & ADA
Compliance Team



Raster Copy & Braille
Application Team



Fabrication &
Assembly Team



Finish & Coatings
Team



Installation
Team

We're making an
impact across the
West Coast.

Project Team

We believe good design has the power to make places more interesting, experiences more memorable, destinations easier to find and businesses more successful.



Randy Wagner
SVP Business Development
(916) 464-2110
Randy@WeidnerCA.com
With WeidnerCA Since 1992

As a senior member of WeidnerCA's executive team, Randy has signed well over 45,000 apartment units in his career and is an active member of the National Apartment Association (NAA) and the California Apartment Association (CAA). Randy brings a deep understanding of the design-build process to signage delivery as well as a wealth of knowledge about materials, fabrication and applications to his work. He is valued by his clients for his direct approach, flexibility and resourcefulness.



Will Rodriguez
Vice President of Design
Will@WeidnerCA.com
With WeidnerCA Since 2007

Will is a multi-disciplined designer with a background in branding and industrial design. As a former co-founder of a Sacramento based design agency, Will brings over 15 years of professional experience leading and working on projects of various magnitudes. At WeidnerCA, Will oversees the company's design, marketing and technology strategies as well as heads our in-house R&D initiatives. His passion for design-thinking and creating unique experiences reflects in the innovative solutions he brings to the WeidnerCA design build team.



Megan Daly
Senior Creative Designer
MeganD@WeidnerCA.com
With WeidnerCA Since 2019

Megan is a proud Sacramento native who has been working in the local creative community for more than two years. She has a background in design problem-solving, and a passion for experiential and interactive design that will be further developed at WeidnerCA. She enjoys using both left and right brain to solve complex design problems when approaching wayfinding strategy, experiential environments, and brand development. In her free time, she cultivates her love for the traditional arts and great music.



Nicolette Countryman-Loomis
Project Manager
NicoletteL@WeidnerCA.com
With WeidnerCA Since 2019



Ronnie Mattila
Director of Plant Operations
RonnieM@WeidnerCA.com
With WeidnerCA Since 1992



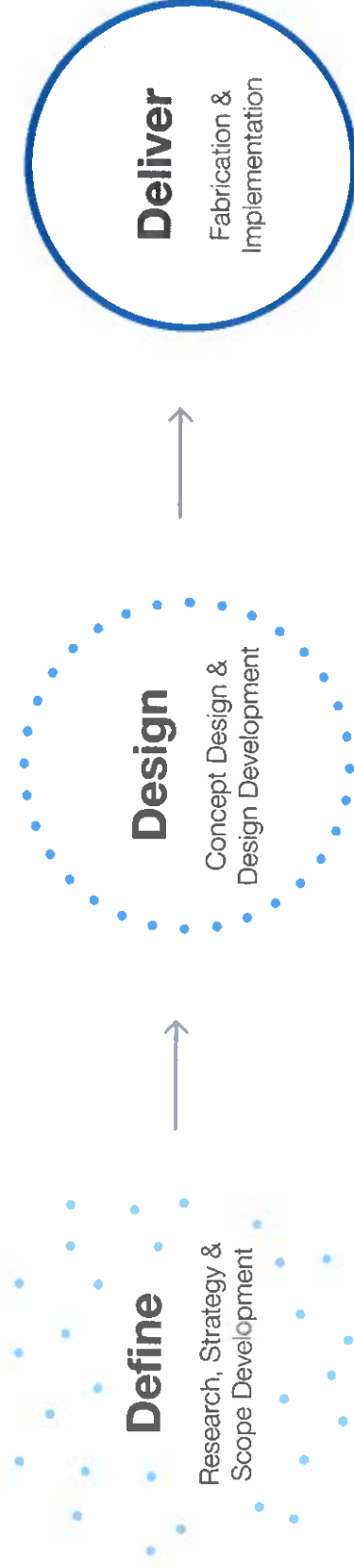
Sam Loma
Director of Design Engineering
SamL@WeidnerCA.com
With WeidnerCA Since 2012



Mike Herlow
Director of Field Operations
MikeH@WeidnerCA.com
With WeidnerCA Since 2000

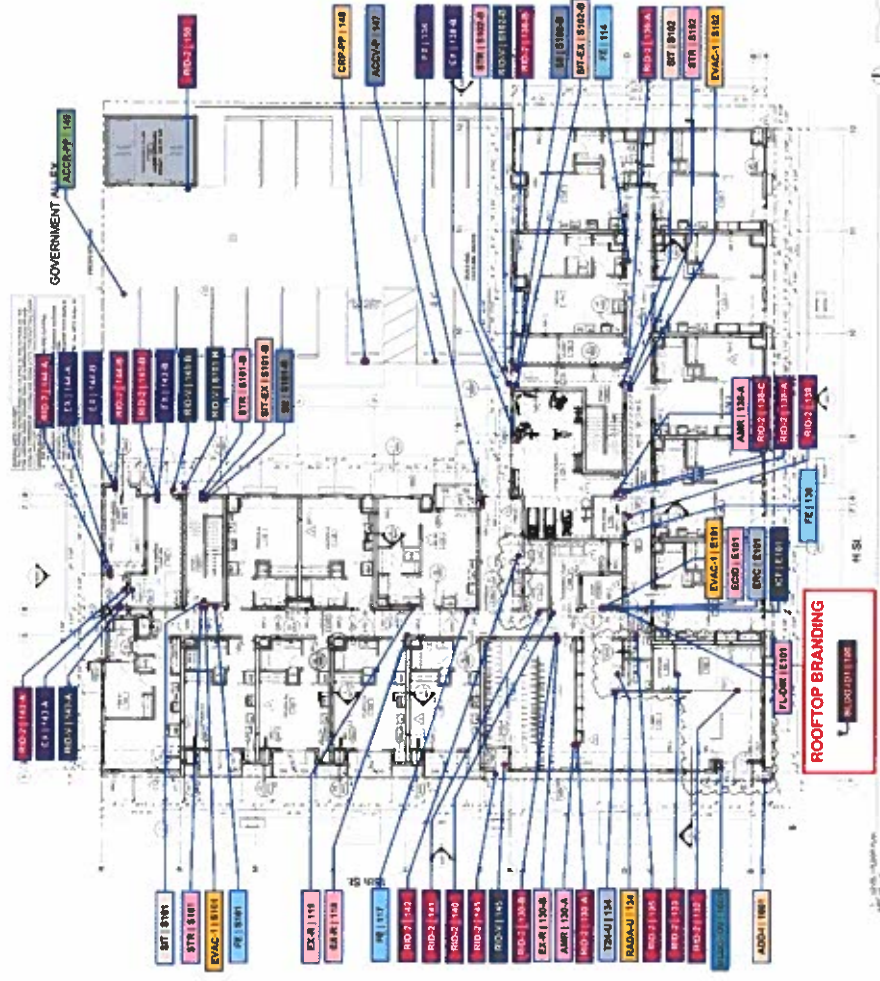
Our Process

It's how we take projects from Right Ideas to Right Delivery.



Define & Analyze

We evaluate each project's needs for effective wayfinding while ensuring all code required signage is captured in the scope of work. We also research any local ordinances to ensure our designs are compliant.



Design in Context

We believe great design is complementary to its surroundings. We work closely with architects, interior designers and decorators to ensure our work enhances the end user experience.



Deliver an Experience

Creating positive experiences is our passion. We know just how diverse target demographics can be, so it's important to us to deliver effective results every time.

No matter the context, we aim to provide our clients with branded experiences that are both welcoming and immersive.



Here's what we'll provide for Seneca Health District

Design-Assist

- ☐ Design Engineering
- ☐ Signage Programming / Scope Refinement
- ☐ Dedicated Permit Expeditor
- ☐ Structural Engineering
- ☐ Code Compliance (ADA & CBC)
- ☐ Fabrication / Installation
- ☐ Optional Union Installation
- ☐ Pre-construction Budgeting
- ☐ Value Engineering

Design-Build

- ☒ Creative Design
- ☒ Signage Programming / Scope Development
- ☒ Design Engineering
- ☒ Structural Engineering
- ☒ Dedicated Permit Expeditor
- ☐ Optional Union Installation
- ☒ Fabrication / Installation
- ☒ Code Compliance (ADA & CBC)
- ☒ Project Budgeting

Art Consulting

- ☐ Art Planning / Programming
- ☐ Project Budgeting
- ☐ Art Procurement
- ☐ Custom Framing
- ☐ Artist Commissioning / Coordination
- ☐ Public Art Consulting
- ☐ Installation / Implementation

Marketing

- ☐ Print Collateral
- ☐ Website / Interactive
- ☐ Photography
- ☐ Packaging
- ☐ Environmental Video Content
- ☐ Lease-up Signage

Brand Strategy & Development

- ☐ Naming
- ☐ Identity
- ☐ Brand Positioning
- ☐ Brand Realignment
- ☐ Core Message Development
- ☐ Standards Development

Architectural Enhancements

- ☐ Placemaking
- ☐ Decorative Architectural Features
- ☐ Custom Lighting Fixtures
- ☐ Exterior Paint Schemes

What to expect, because planning matters

Our Process

We are
Here



Weidner

What we'll deliver

Goal Alignment & Vision Planning

- 1.1 WeidnerCA will meet with your team for formal project kick-off.
- 1.2 Your team will provide WeidnerCA the full architectural plans including floor plans, reflected ceiling plans, electrical, egress and landscaping plans.
- 1.3 WeidnerCA to perform project take-off and scope of all code required signage as well as identify wayfinding and branding opportunities.
- 1.4 WeidnerCA will coordinate with your team to gather inspiration and design materials such as brand documents, architectural plans and mission/value statements.
- 1.5 WeidnerCA will develop ideation/inspiration mood boards. Typically consisting of imagery and/or rough sketches designed to establish a visual aesthetic.
- 1.6 WeidnerCA will present ideation/inspiration mood boards to your team.

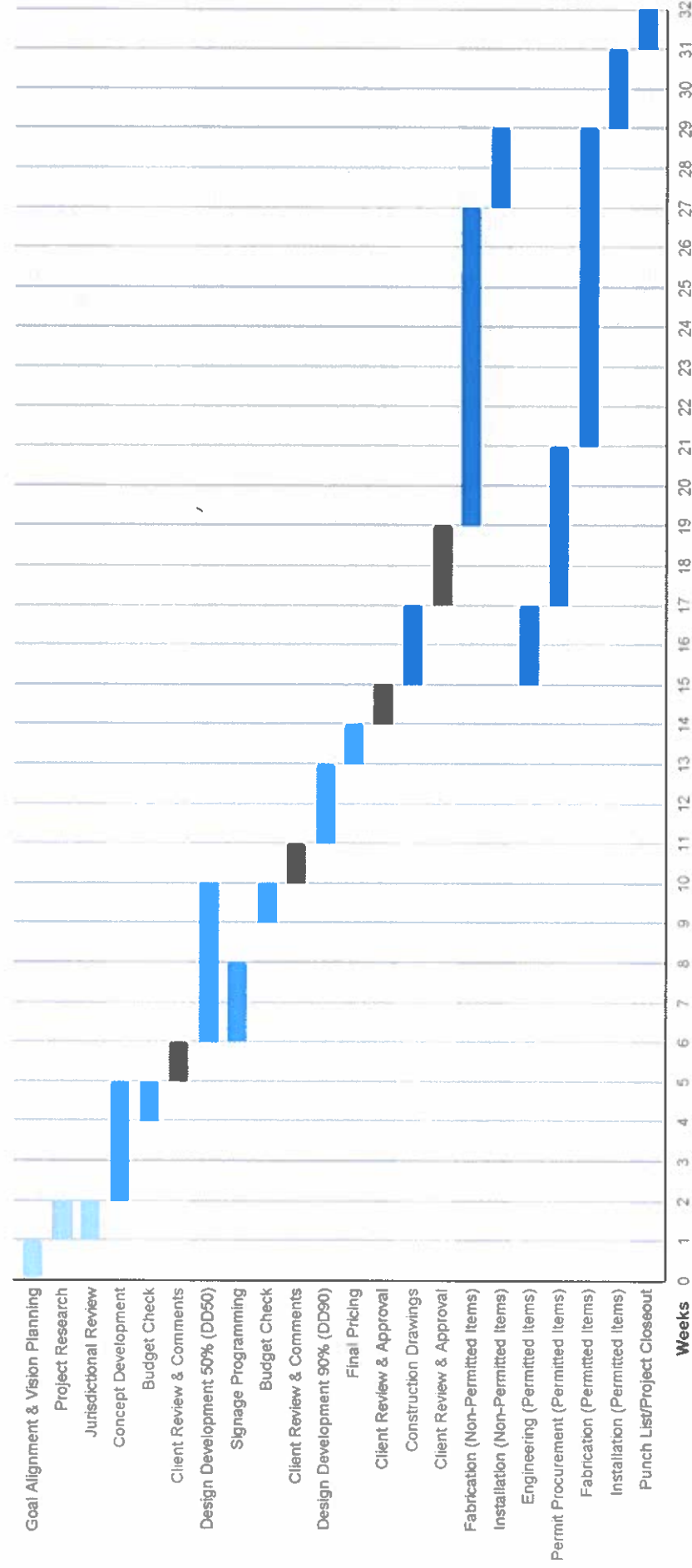
Concept Design

- 2.1 WeidnerCA will develop three concepts / strategies with one revision based on approved design direction. Concept drawing package will include two-dimensional drawings, elevations of key areas and reference images to help illustrate concepts.
- 2.2 WeidnerCA will present concept drawing package to your team for review.
- 2.3 Your team will select one (1) concept to proceed. WeidnerCA to refine the selected concept up to one (1) time before proceeding to Design Development.
- 2.4 Includes one in-person meeting and virtual meetings as needed.

Design Development

- 3.1 Upon approval of a concept, WeidnerCA will develop Design to 50% completion. DD50 package will include drawings, color and material specifications with corresponding signage location plans.
- 3.2 WeidnerCA will conduct a page-turn review with your team.
- 3.3 Your team will review the DD50 package and provide combined feedback for revision.
- 3.4 WeidnerCA will develop Develop Design to 90% completion. DD90 package will include drawings, color and material specifications, signage layouts, with corresponding signage location plans.
- 3.5 Your team will review and approve DD90 package and final approval of the build proposal.
- 3.6 Includes virtual meetings as needed

Project Plan Seneca Health District



Weidner^{CA}

Preliminary Project Budget

Seneca Health District Signage & Branding Design-Build Proposal

Preliminary Project Budget

Design Fees

• Goal Alignment & Visual Planning	\$ 1,225
• Concept Development	\$ 10,800
• Design Development (includes 7.25% sales tax)	\$ 14,360

Design Fees Total

\$ 26,385

Based on information gathered from the current Seneca New Hospital - V8 - Detailed - HCAI designation pdf, and using our experience with similar projects, we estimate the following range for fabrication and installation, including permitting/engineering allowances, and applicable taxes.

- Recommended Fabrication & Installation Budgets \$ 192,415 to \$ 227,430

Recommended Project Budget Total

\$ 218,800 to \$ 253,815

The "Total Recommended Project Budget" ranges above, include the "Design Fees" as well as our "Recommended Fabrication & Installation Budgets," and all other line items as detailed in the "Preliminary Detailed Budget" on the next page. A 50% deposit of design fees is due at time of proposal acceptance. Monthly progress billings consisting of the percentage of work completed during the month. Monthly progress billings will first be offset against the deposit.

This agreement is subject to the attached WeidnerCA "Exhibit A - General Terms and Conditions." The Copyright of all design are owned by WeidnerCA and will transfer to you upon receipt of final payment on the completed project, including manufacturing and installation.

TO BEGIN PROJECT, SIGN BELOW

Authorized Signature _____ Date _____

WeidnerCA

General Provisions

Although we do not anticipate any additional travel or reimbursables, these services will be provided upon client request and will be billed as an addition to this agreement at cost.

Travel and printing itemized in "Meetings" and "Deliverables" on previous pages are included in proposed fees. Additional time beyond the outlined scope of work will be billed hourly at the rates listed below.

Designer Billing: \$185/hour

Project Manager: \$145/hour

The copyright of all designs are owned by WeidnerCA and will transfer to you upon receipt of final payment on the completed project.

Signature below authorizes WeidnerCA to proceed with Design as described at the left and on previous pages.

Engineering & Permit Acquisition

Engineering and sign permits are an additional service. Engineering (if required) will be billed at cost plus a 15% administration fee. Sign permits are billed at \$120.00 per hour for the time to acquire the permits plus the cost of the permit and governmental fees.

Deliverables: Stamped engineering drawings and signage permits.

Preliminary Detailed Budget 1 of 3

Seneca Health District Signage & Wayfinding Design-Build Proposal

Code Signage

Sign ID	Sign Function / Description	Qty	Value Range	Total Range
BBO	Bed Bay Overhead	3	\$225 to	\$675 to
DON	Donor Wall	1	\$0 to	\$0 to
E-GV-C	Entry - Glass Vinyl - Code	2	\$375 to	\$750 to
ER-ID	Emergency Room Entrance	0	\$425 to	\$0 to
EVAC	Evacuation Map	2	\$425 to	\$850 to
EX	Exiting Message	11	\$200 to	\$2,200 to
EX-R	Exit Route	45	\$225 to	\$9,000 to
G-BB	Garage - Bang Bar	0	\$1,300 to	\$0 to
HE-ID	Hospital Entrance	1	\$750 to	\$750 to
OHD	Overhead Directional	7	\$1,300 to	\$9,100 to
P-ACC-PP	Parking - Accessible Stall - Post Direct Burial	10	\$1,100 to	\$11,000 to
P-ACR-P	Parking - Accessible Regulatory - Post Direct Burial	2	\$1,100 to	\$2,200 to
P-RES-PP	Parking - Police / Priority Parking	2	\$950 to	\$1,900 to
R-ADA	Restroom - ADA Tactile Wall Sign	20	\$225 to	\$4,500 to
R-T24-AG	Restroom - Title 24 Door Sign - All Gender	20	\$250 to	\$5,000 to
RID-1	Room ID - Primary	29	\$325 to	\$9,425 to
RID-2	Room ID - Secondary	113	\$225 to	\$25,425 to
RID-OI	Room ID - Office with Name Insert	4	\$275 to	\$1,100 to
RM-MO	Room - Maximum Occupancy	1	\$200 to	\$200 to
S-DIR-2	Site - Directionals - Secondary	2	\$425 to	\$850 to
S-MON-1	Site - Monument - Primary	2	\$375 to	\$750 to
SHW	Seneca History Wall	1	\$0 to	\$0 to
SYM=NS-P	Symbol - No Smoking - Plaque	1	\$225 to	\$225 to
SYM=NS-V	Symbol - No Smoking - Vinyl	3	\$200 to	\$600 to
282				
Subtotal			\$86,500	\$100,975
Estimated Sales Tax (7.25%)			\$4,547	\$5,857
Code Signage Installed			\$91,047	\$106,832

Preliminary Detailed Budget 2 of 3

Wayfinding / Branding Signage

Item ID	Sign Function / Description	Qty	Value Range	Total Range
1R	Vertical Directional - Post and Panel	1	\$1,400 to	\$1,400 to
	No Parking	42	\$1,100	\$46,200
	Surveillance Camera Disclaimer	6	\$375 to	\$2,250 to
1-W	On-Building Branding Identity	1	\$6,800 to	\$6,800 to
1-M	Main Monument	1	\$26,000 to	\$26,000 to
			\$32,000	\$32,000
		51	Subtotal	\$82,650
				\$99,250

Preliminary Detailed Budget 3 of 3

Estimated Sales Tax (7.25%) Wayfinding / Branding Signage Installed	\$4,794 \$87,444	\$5,757 \$105,007
Project Contingency (5%) Engineering and Permitting (Allowance)	\$8,925 \$5,000	\$10,592 \$5,000
Recommended Fabrication & Installation Budgets	\$192,415	\$227,430
Goal Alignment and Visioning Conceptual Design Design Development & Programming	\$1,225 \$10,800 \$14,360	\$1,225 \$10,800 \$14,360
Design Fees Total	\$26,385	\$28,385
Total Project Recommended Budget Range	\$218,800	\$253,815

We'll take care of you even after the project is finished!

Our online eOrder system allows you to easily order extra signs as you need them.



Thank you!

We value the opportunity to collaborate with you on the Seneca Health District project and look forward to building a successful relationship.

WeidnerCA
Right Ideas. Right Delivery

Exhibit "A" | General Terms and Conditions

Acceptance

This proposal will be deemed accepted and a legally binding and enforceable contract once signed by the Customer and returned to WeidnerCA (Weidner) together with any required deposit or deposits. This proposal shall be referenced and incorporated into any subsequent agreement entered into by Weidner and Customer for the subject project. The assumptions and conclusions identified in the Proposal shall take precedence over any work, terms, or conditions identified in any other contract documents for the subject project.

Payment Terms

Payment terms may be modified at the discretion of Weidner and upon 30 days notice to the Customer with payment due upon Customer's receipt of a billing statement. In addition, it is agreed by Weidner, in the event of a failure by Customer to pay within 30 days of Customer's receipt of a billing statement, Weidner may terminate the contract and any further obligations on the part of Weidner under the contract shall immediately cease. A billing statement shall be deemed to be received by Customer upon the third (3rd) day after Weidner's deposit of the same in the U.S. Mail, with postage prepaid. In addition, any amounts due from Customer to Weidner and unpaid within 30 days of Customer's receipt of a billing statement shall accrue interest each month at the rate of ten (10%) percent per annum until paid. Customer shall remain responsible for payment of any permit fees, taxes and/or assessments levied by any governmental and/or agency.

Risk of Loss

The risk of physical loss and/or damage to Weidner's work shall pass to Customer upon the earliest of any one of the following:

1) Weidner's completion of work required of it under its contract with Customer; 2) the installation of works of improvement identified as those for which Weidner is responsible under its contract with Customer; or 3) Customer's acceptance of work required to be performed by Weidner under its contract with Customer. Regardless of the passing of the risk of loss, Customer shall have an absolute, unwaivable and unassignable duty to protect Weidner's work from theft, physical damage or injury of any kind once installed, and whether or not Weidner's work is complete.

Completion

Weidner's work under its contract with Customer shall be deemed complete on the occurrence of the earliest of the following events: 1) Customer's acceptance of the work as complete; 2) ten (10) days after Weidner's notice to Customer of the completion of its work; and Customer's failure to reject the work; 3) Customer's use of goods and/or materials supplied by Weidner in the course of Customer's ordinary business operations; or 4) 30 days following Weidner's cessation of labor due to events reasonably beyond Weidner's control which prevent Weidner from actually completing the work under its contract with Customer.

Indemnification/Limitation of Liability

Weidner agrees to indemnify, hold harmless and defend Customer from any claims, actions, liabilities and/or damages which are related to the production of its product and/or the performance of its services and which arise prior to the date of completion as defined in the contract between Customer and Weidner. Weidner, however, shall not be obligated under this Agreement to indemnify, including the cost to defend, the indemnified Parties for claims arising out of, pertaining to, or relating to the active negligence or willful misconduct of the indemnified Parties, or for

Governing Law

The parties agree that the contract between Weidner and Customer shall be understood, interpreted, performed and enforced according to the laws of the State of California. The parties further agree that for all purposes including establishing venue in the event of a dispute concerning the contract between Weidner and Customer, said parties acknowledge and stipulate that their contract was entered into and is to be performed and was in fact performed in Sacramento, California.

Attorneys' Fees and Costs:

In the event of a dispute or where any action is made necessary to enforce and/or interpret the contract between Weidner and Customer, or which arises out of that agreement in any way, the prevailing party in such a dispute or action shall be entitled to his reasonable attorneys' fees and costs.

Warranty

Weidner warrants and represents that all work shall be performed in a good and workmanlike manner, free from defects in workmanship and materials for a period of one year. Electrical components are warranted by the component manufacturer. Weidner's sole obligation under this warranty is limited to either, at Weidner's option, repairing or furnishing a replacement for the parts thereof which Weidner determines do not conform to this warranty. Customer's exclusive remedy for breach of any such warranty will be enforcement of such obligation of Weidner. Weidner's obligations hereunder shall extend only to defects for which Customer shall have given written notice thereof and shall in no event extend to consequential damages or damages for loss of use of the signage.

Entire Agreement

This proposal sets forth the entire terms of the integrated agreement between Weidner and Customer and, when accepted, shall constitute the entire contract between parties concerning the subject matter addressed herein. At the point of acceptance, all verbal discussions, negotiations, correspondence and/or other writings of any kind not set forth in the contract shall be null and void and of no further force and effect whatsoever, unless set forth in a subsequent writing, signed by the parties to be changed and acknowledged as part of the contract entered into between Weidner and Customer.

WeidnerCA

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED. WEIDNER DISCLAIMS ANY WARRANTY OF ANY OTHER KIND, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

Miscellaneous Provisions

In compliance with Section 7030 of the Business and Professional Code of the State of California, the following statement is hereby set forth: "Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractor's State License Board, P.O. Box 2000, Sacramento, CA 95826."

February 2019

PROPOSAL

The Seneca Healthcare District

Interior + Exterior Signage Design,
Fabrication, and Installation Services

Prepared for:

Lisa Lazalier
Business Development &
Marketing Specialist
931.247.0684
Lisa@building-rx.com

Prepared by:

Keri Fate
Director of Healthcare
480.268.3797
krf@takeform.net

July 20, 2023

takeform

Summary of Litigation, Arbitration, and Negotiated/ Settled History with Previous Clients

Takeform has not had any litigation, arbitration, and/or negotiated/settled history with previous clients in the last five years or in our 20+ years in business.

[Narrative Setting Forth Proposed Scope of Work]

The following proposal is to design, fabricate, and install interior and exterior signage for the new Seneca Healthcare District Hospital in Chester, CA per the noted building specifications in the RFP (OSHPD-1 Building/Hospital – 29,643 square feet; OSHPD-2 Building/Skilled Nursing Facility – 14,740 square feet; Non-OSHPD Support Services Building (Shop Building) – 2,200 square feet). Over the last 20 years, we have built our organization of 250+ professionals to design and implement wayfinding, signage, and experiential graphics projects for healthcare clients across the US. The following summarizes our makeup to give you a sense for why we are ideally suited to deliver a great project outcome.

Wayfinding Design. Takeform's award-winning design studio is made up of 37 in-house team members with deep expertise in both wayfinding and graphic design. It's a team who understands there is an intersection between wayfinding and brand that, when executed skillfully, elevates the value of an organization and builds stronger connections with those it serves. And it's a team who understands that good wayfinding means fewer signs, not more.

Seamless Project Delivery. Takeform is made up of a full wayfinding consultancy and a state-of-the-art manufacturing facility under one roof. We have every necessary functional area covered – including wayfinding design, project management, code compliance, engineering, manufacturing, installation, and ongoing ownership support. It allows us to provide clients with a tightly coordinated, end-to-end project outcome that reduces costs, shortens project duration, and enhances execution.

Engineering, Testing & Manufacturing. Takeform has a team of 21 engineers. So, every product we sell undergoes rigorous testing to assure longevity against a variety of challenges including – temperature changes, humidity, chemicals, color stability, mounting methods, wind loads, etc. Most companies in our space do not take this engineered product approach, exposing clients to unnecessary risk.

Post-Installation. Takeform's deliverable extends years beyond installation. Our solution includes a suite of ongoing ownership services designed to reduce the lifetime cost of ownership and ensure you never lose control of your newly created wayfinding standard. It includes the most comprehensive warranty in our industry, ongoing account management, price protection, lead time guarantees, annual on-site sign audit, and password protected web portal.



The Seneca Healthcare District project will be executed by a multi-disciplinary team led by **Senior Project Manager, Amanda Vereecke**. She will be the orchestrator of the overall project process, the strategic and tactical lead and primary point of contact.

Amanda will lead and facilitate all meetings, provide structure and organization to the process through effective and timely communication and use tools that allow for transparency into project status, schedule, next steps, deliverables and action items.

We approach our work as fun and engaging and will bring this to our engagement together.



Amanda Vereecke
Senior Project Manager
 University of Detroit Mercy
 Masters in Business Administration
 Bachelor of Science, Health Administration
Notable Project Experience:
 American University
 Harvard
 Rochester Institute of Technology
 Cornell University



Keri Fata
Director of Healthcare
 Kent State University
 Bachelor of Science
Notable Project Experience:
 Dignity Health, Honor Health
 Terros Health, Winona Health



Jacob Zimmerman
Design Director, EDA
 OCAD University
 Bachelor of Design
 in Environmental Design
Notable Project Experience:
 Dignity Health, NBC Telemundo
 Johns Hopkins Medicine



Jessica Gates
Senior Graphic Designer
 State University College at Brockport
 Bachelor of Science,
 Studio Art & Graphic Design
Notable Project Experience:
 Rochester Institute of Technology,
 Boeing, American Greetings, Kroger,
 General Electric



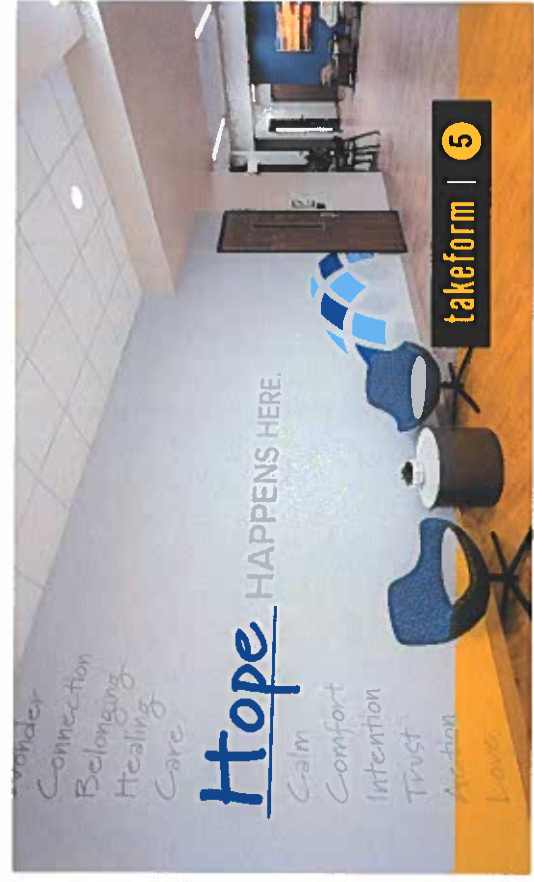
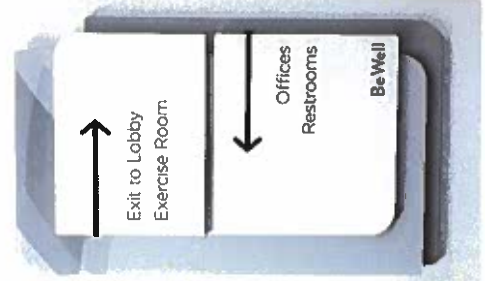
Jason Bezabout
Senior Planner
 Marywood University
 Bachelor of Science, Architecture
Notable Project Experience:
 Illumina, M&T Bank,
 Hoag Health, Dignity Health



Chris Phillips
Director of Engineering
 Rochester Institute of Technology
 Bachelor of Science, Information Technology
Notable Project Experience:
 Rochester Institute of Technology
 Harvard
 American University
 Georgetown University

Project team is subject to change depending on contract execution date.

Relevant Projects





Foothill Ranch Health Center

- **Amplify** Custom Wallcovering & Window Films
- **Ethos** Dimensional Letters & Logos
- **Fusion** Interior Signage Collections

Foothill Ranch is a health system that offers concierge-level service to its surrounding community with a full range of health needs, from urgent care to women's health to imaging, radiology, and sports medicine. The health system behind the project purchased a bigbox retail site, gutted it, and reimaged the 45,000 square-foot space from the ground up. Opened in 2020, the spa-like destination features an open floor plan, high ceiling, wood floors, natural light, micro-retail, and sophisticated graphics.

Location:

Orange County, CA

Size:

45,000 square-foot space

Scope:

Design-Build of interior wayfinding, signage, and experiential graphics.



ProSport
Physical Therapy &
Performance



Orthopedic
Institute
Sports Medicine

114

PERFORM
AT THE BEST
LEVEL OF
YOU





the children's center
REHABILITATION HOSPITAL

Children's Center Rehabilitation Hospital

- **Ethos** Dimensional Letters & Logos
- **Fusion** Interior Signage Collections
- **Moxie** Graphic Panels

The Children's Center offers a wide range of medical services, rehabilitative care and social services to children with complex medical needs. It's an organization with a long history of providing exceptional care for kids dealing with big challenges.

Our relationship began with a discussion of wayfinding and branding, but grew into a project that not only improved navigation, it brightened the lives of the Children's Center's priceless patients.

The wayfinding program brought graphics, color and moments of joy to a facility where it is most appreciated.

Services:

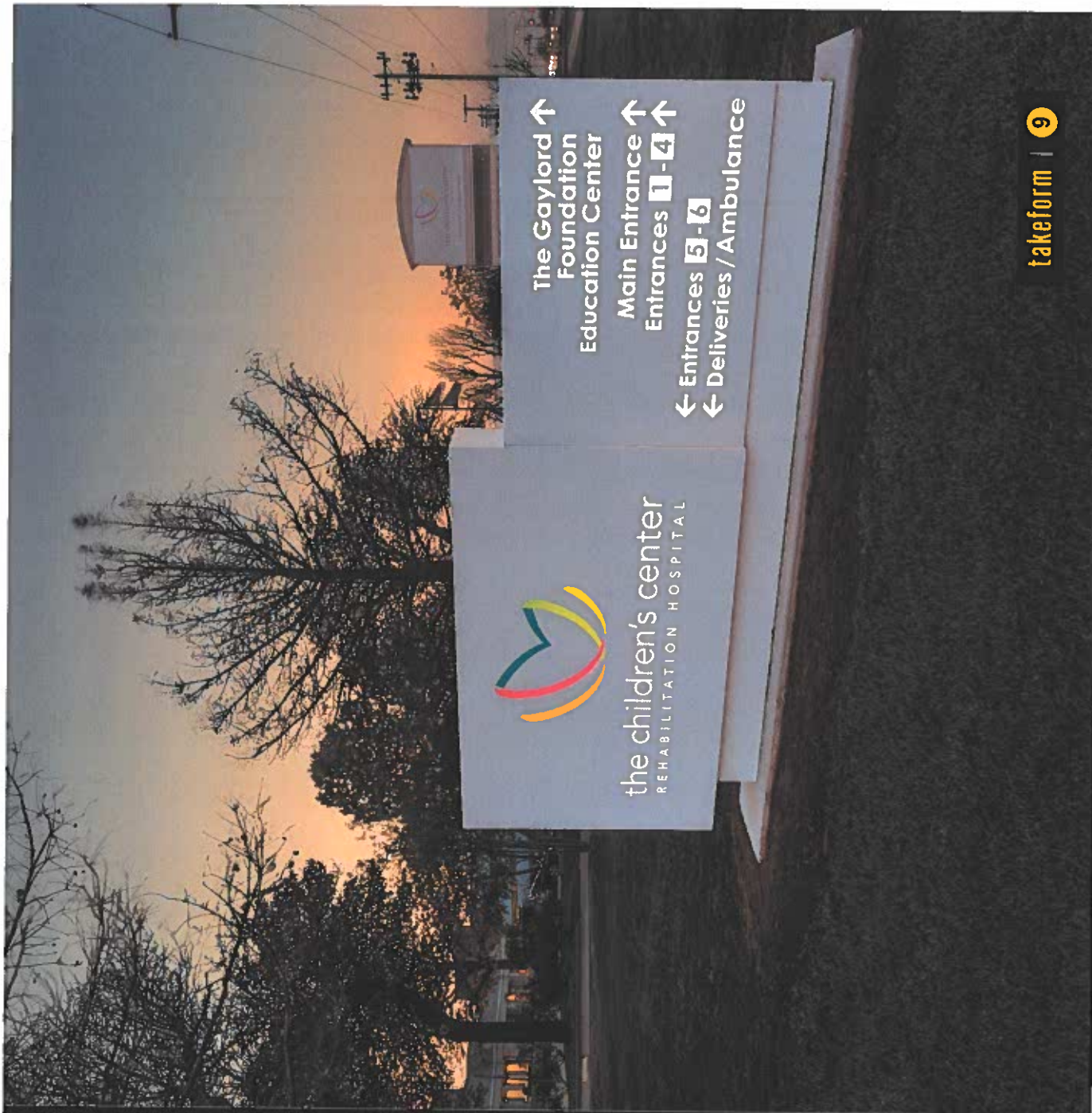
Wayfinding
Design
Engineering
Printing
Manufacturing
Installation

Size:

Four-story
100,000 square-foot space

Location:

Oklahoma City, OK









Dignity Health®

Dignity Health Chandler Regional Medical Center

- **Ethos** Dimensional Letters & Logos
- **Fusion** Interior Signage Collections
- **Moxie** Graphic Panels

As Dignity Health—Chandler Regional Medical Center of Chandler, Arizona—part of CommonSpirit—prepared to embark on an expansion of its hospital campus, Takeform was there. Being the preferred signage and graphics partner, Takeform helped plan, design, and implement wayfinding and experiential graphics that would reflect the system's engaging brand in the most effective way possible.

Services:

Wayfinding
Design
Engineering
Printing
Manufacturing
Installation

Size:

214,000 square-foot space

Location:

Chandler, AZ



 Patient Rooms D310 - 314

Hello



References



Common Spirit

Rashell Reneau | Sr. Project Coordinator, National Real Estate Services
rashell.reneau@dignityhealth.org



Atlanta VA

Kenneth Scott | Interior Designer
Kenneth.scott@va.gov



University of Missouri

Missouri University Health Care

Matthew Cline | Health Facilities Project Manager, Signage and Wayfinding
clinemk@health.missouri.edu

Not to Exceed Total Compensation

This Agreement, for the provision of services described, is entered into this 20th of July, 2023, by and between the parties below, pursuant to the terms and conditions set forth herein.

Design & Engineering Fee + Implementation Budget

Design, Planning & Engineering Fee: \$32,225
Implementation Budget: \$53,300 - \$81,940
Total: \$ 85,525 - \$114,165

Terms & Conditions

- 50% of design fee due 30 days from contract execution
- 50% of design fee due upon design completion

IN ACCEPTANCE OF THIS AGREEMENT AS STIPULATED ABOVE

Building Rx

Signature

Date

Takeform

Signature

Date

ROB RIDGEWAY

DIRECTOR, BUSINESS DEVELOPMENT

Overall Approach, Plan & Fees

DESIGN DEVELOPMENT (2-4 weeks)									
Task No.	Task/Activity	Project Manager	Project Architect	Graphic Designer	Planner	TOTAL HOURS	TOTAL FEE		
1.01	Stakeholder meeting to discuss scope, process, stakeholder group definition, schedule expectations and associated meeting preparation	10	13	19	3	45	\$	6,410	700
1.02	Analysis and discovery of brand identity and design influences to create initial concept package for branding, wayfinding, identification, donor recognition and co-branding for interior and exterior signage.	2	2	12	0		\$	2,380	
1.03	Code research on exterior signage. Calls to municipality as needed.	2	0				\$	000	
1.04	Stakeholder meeting to present concept package.	1	1	1	1		\$	505	
1.05	Refinement of concept package based on client feedback.	2	2	4	0		\$	1,180	
1.06	Stakeholder meeting to present designs and recommendations	1	1	1	1		\$	505	
DELIVERABLE: Approved Design Concepts									
CONSTRUCTION DOCUMENTS (4-8 weeks)									
Task No.	Task/Activity	Project Manager	Project Architect	Graphic Designer	Planner	TOTAL HOURS	TOTAL FEE		
2.01	Development of initial interior planning documents. Location plan, message schedule and destination database for 3 sections	18	18	24	30	90	\$	12,570	
2.02	Development of interior rendering and signage standards with finish, sizing and material callouts.	2	2	0	10		\$	1,800	
2.03	Development of initial exterior planning documents. Location plan and elevation selection for exterior signage.	2	2	0	8		\$	1,580	
2.04	Development of exterior rendering with messages, sizing and material call outs.	2	2	0	2		\$	1,730	
2.05	Stakeholder meeting to present initial planning documents and renderings	1	1	1	1		\$	505	
2.06	Development of full design package-to include location plan, interior proofs and exterior and exterior renderings. Will include construction drawings, engineering drawings (if needed) and footer drawings of exterior signage. Will include setbacks and visibility triangles for exterior signage as needed based on code research.	2	2	0	6		\$	2,230	
2.07	Development of implementation budgets	4	4	0	0		\$	1,180	
2.08	Stakeholder meeting to present full design and construction package	1	1	1	1		\$	505	
2.09	Revisions to full design and construction package based on client meeting feedback	2	2	2	2		\$	1,130	
DELIVERABLE: Approved Design & Construction Package									
PERMITTING (1 week. Concurrent to Construction Documents)									
Task No.	Task/Activity	Project Manager	Project Architect	Graphic Designer	Planner	TOTAL HOURS	TOTAL FEE		
3.01	Creation of permit package and gathering of needed documents	10	3	0	0	13	\$	2,235	
3.02	Filing for permit package.	2	2	0	0		\$	580	
3.03	Site walk through and stake out of exterior signage. Coordination of initial utility marking to ensure placement is valid	0	1	0	0		\$	65	
DELIVERABLES: Filed Permits & Approved Locations									
Fabrication (4 weeks interior, 6 weeks exterior after permit approval)									
Task No.	Task/Activity	Project Manager	Project Architect	Graphic Designer	Planner	TOTAL HOURS	TOTAL FEE		
4.01	Final product, shipping and installation budgets created and sent to client for approval.	4	4	2	0	10	\$	1,480	
4.02	Creation of production files for interior and exterior signage. Release to production.	2	2	0	0		\$	580	
DELIVERABLES: Final Fabrication Budgets and Production Files									
Installation and Close-Out (4 weeks)									
Task No.	Task/Activity	Project Manager	Project Architect	Graphic Designer	Planner	TOTAL HOURS	TOTAL FEE		
5.01	Pre-installation site walk through to confirm final conditions prior to installation	32	4	0	0	36	\$	6,020	
5.02	Installation Supervision at beginning and end of installation.	12	0	0	0		\$	2,340	
5.03	Creation of punchlist and any associated change orders. Coordination of drawings and production of punch list items.	18	0	0	0		\$	3,120	
5.04	Contract closeout documentation	2	2	0	0		\$	580	
DELIVERABLES: Product, Installation & Close-out Documentation									
TOTAL FEE - SERVICES									
							148	\$	29,295
								\$	2,900
								\$	32,225
REIMBURSABLES ALLOWANCE (NOT TO EXCEED)									
TOTAL FEE INCLUDING REIMBURSABLES									

Implementation Budget Range

* Final price depends upon quantities, finishes and sign types

CRITICAL ACCESS HOSPITAL + SKILLED NURSING FACILITY				
SIGNAGE TYPE	Cost		Description	
	LOW	HIGH		
Exterior	\$ 27,000	\$ 37,500	(1) Monument, (1) Directional, (2) Dimensional Lettering, (1) Emergency Illuminated Lettering, (14) HC/EV Parking, Installation	
Interior Room ID	\$ 13,200	\$ 19,300	(26) Restrooms (with door symbols), (67) Standard Rooms, (9) Offices with Insert, (43) Room ID's with Insert, (1) Conference Room, Installation	
Interior Wayfinding	\$ 5,900	\$ 8,140	(2) Directories, (5) Flag Signs, (7) Directionals, Installation	
Branding	\$ 5,200	\$ 7,000	(2) Branding Lettering/Logo Sets, (2) Window Vinyl Sets, Installation	
Donor Recognition	\$ 2,000	\$ 10,000	(1) Donor Display	

Thank you

We can't wait
to get started.

11601 Maple Ridge Road
Medina, New York 14103

P: 585.798.8888 | F: 585.798.8889

takeform



Seneca District Hospital

Signage Design & Implementation

RFQP Response

July 19, 2023

SL #3600 r3



SHANNON LEIGH
STRATEGIC PLACEMAKING

July 19, 2023

Seneca Hospital Signage – Design & Implementation (#3600 r3)

ZSeneca District Hospital
Building Rx
Sacramento, CA 95831
Attn: Lisa Lazalier

Dear Lisa,

We are presenting our proposal for an interior and exterior wayfinding signage program, the Seneca District Hospital Replacement Project.

Shannon Leigh (SL) is a specialist in healthcare sign program design. We are very successful at establishing standards for healthcare systems including UC Davis Health, El Camino Health and Zuckerberg SF General. SL has 17 years of experience working with large and small hospital systems private and public.


Our goal at Shannon Leigh is to provide easy accessibility for all people regardless of mobility, language, or other differences. Our team understands the challenges faced by patients, staff, and visitors and we design wayfinding tools and strategies to implement successful signage programs. We are experienced with HCAI and all ADA and building codes relating to healthcare programs.

Our proposal breaks out the costs for interior and exterior design fees and provides a range of pricing for the product and installation. We can work with your client to establish the best direction for the design and give realistic targets for the product, but we can't confirm a product price until we have actual counts, brand importance, exterior levels of aesthetics and whether illumination will be included.

We are the right consultant for this project and will work hard to create a standard that will last and budgets that are real. Give us a target and we will adjust the scope and design to meet it.

We are excited to see this project launching and look forward to the opportunity to work with you.

Regards,



Shannon Hackley, Principal



Seneca Hospital Signage – Design & Implementation (#3600 r3)

Project Narrative and Scope: Seneca Healthcare District (SHD) proposes to provide for the continuing care of their Plumas County and Chester area community through the construction of a new acute-care hospital, skilled nursing facility and support services building to replace their existing aged hospital facility.

To support this effort, SHD has acquired 10 acres of land on a parcel adjacent to their existing campus, and have completed a lot line adjustment to merge this acreage with their existing clinic parcel 100-110-030.

Shannon Leigh (SL) will develop a new interior and exterior sign program for the new facility to include wayfinding, brand identity, room identification, donor recognition and code signage. Our goal will be to prototype this clinic to create a Signage Guidelines for roll out to other facilities to maintain branding and code compliance.

SL will interface and coordinate with the project teams relevant to our areas of responsibility during the course of the project.

SL has prepared a signage fabrication and installation rough order of magnitude (ROM) budget for planning purposes only.

SL will be responsible for design development, construction documentation, and construction administration for the interior and exterior signage program as outlined. Fabrication and installation will be procured and coordinated by SL.

Important to understand the pricing for fabrication and installation will be provided as a high and low range because the signs have not been designed and your team may want additional quantities or finishes that cannot be priced before having an approved take off and design.

NOTE: Donor programs and/or recognition displays can also have a wide range of fabrication and installation pricing dependent upon number of names, size, lighting, finishes etc.

We are happy to work with an established budget. We are proposing a range to work with to help you make decisions.

WBENC



Seneca Hospital Signage – Design & Implementation (#3600 r3)

Shannon Leigh will complete this scope of work in the following three phases:

1. Design Development/Programming

a. Interior

b. Exterior

Includes sign location plan indicating where signs will be placed and sign message schedule indicating the quantity and message of each sign and elevations as required. Concepts will be developed to establish fonts, colors, icons, and a complete family of sign types that can be used as the future guidelines for the healthcare system.

2. Construction Documentation – Interior and Exterior

Expands on the DD/Programming package to include all material and fabrication specifications for fabrication and installation.

3. Construction Administration – Interior and Exterior

Includes coordination with the signage fabricator and management of installation.

Signage Fabrication and Installation budget includes range for:

a. Permitting

b. Fabrication

c. Installation and close out

Please see the details and deliverables of each phase described further below.



Seneca Hospital Signage – Design & Implementation (#3600 r3)

1a. Design Development/Programming – Interior

- Project team kick-off meeting
- Project set-up, plan review, and development of planning document to reflect circulation, operational flow and space usage
- Review preliminary concepts with client/architect including color palettes, font family, material specifications, etc.
- Develop two (2) design concepts. Develop one (1) selected design concept into a comprehensive interior sign program of up to six (6) sign types
- Submit designs for review and comment
- Incorporate design changes from client comments
- Present final family of sign types
- Prototypes can be provided for an additional fee
- Program sign types. Provide sign location plans and sign messages as well as elevations as required for sign locations (includes donor recognition and directories)
- Review via conference call with project team
- Submit 75% Design Development and Programming for review and comment
- Meet with project team via conference call to review progress set
- Prepare final sign location plans, sign schedule, construction drawings, and specifications
- Submit 100% Design Development and Programming
- Evacuation Maps: SL to provide design

Meetings and/or site visits: (3) Three via conference call

Deliverables: 75% Design Development and Programming package
100% Design Development and Programming package

Seneca Hospital Signage – Design & Implementation (#3600 r3)

1b. Design Development/Programming – Exterior

- Design scope includes: one (1) monument sign, up to six (6) entrance glass ID, one (1) building ID, one (1) secondary ID, up to three (3) vehicular directionals.
- Develop two (2) design concepts. Develop one (1) selected design concept into a comprehensive interior sign program of up to five (5) sign types
- Submit designs for review and comment
- Incorporate design changes from client comments
- Present final family of sign types.
- Prototypes of construction material can be provided for an additional fee
- Submit 75% Design Development and Programming for review and comment
- Meet with project team via conference call to review progress set
- Prepare final sign location plans, sign schedule, construction drawings, and specifications
- Submit 100% Design Development and Programming

Meetings and/or site visits: (2) Two via conference call

Deliverables: 75% Design Development and Programming package
100% Design Development and Programming package

2. Construction Documentation

- Update schedules and update project teams
- Create evacuation map base design template (rotations for each location can be provided for an additional fee)
- Create a 100% Construction Documentation package suitable to be sent to a fabricator. Package includes font, color palette, symbols, sign location plans, and message schedule, mounting elevations for non-standard locations (up to 6), material callouts and fabrication specifications from client-provided manual
- Deliver 100% Construction Documentation Package to client

Meetings: Three (3) online meetings (if needed)

Deliverables: 100% Construction Documentation Package



Seneca Hospital Signage – Design & Implementation (#3600 r3)

3. Construction Administration

- a. Permitting
- b. Fabrication
 - Respond to fabricator RFIs
 - Review first shop drawing submittal and submit comments
 - Review comments with project team
 - Review second shop drawing submittal and submit comments/approval for fabrication
- c. Installation
 - Coordinate pre-install walk
 - Schedule and coordinate signage installation
 - Respond to questions regarding signage installation
 - Review final installation and provide punch list documentation (two (2) people, one (1) visit)
- d. Close-out
 - Monitor punch list and ensure completion of all punch list items (includes one (1) backpunch visit)

Deliverable: Punchlist documentation

Meetings/Site Visits: One (1) pre-install walk, one (1) onsite punch walk, one (1) backpunch visit, up to two (2) conference calls

Seneca Hospital Signage – Design & Implementation (#3600 r3)

The fees proposed are based on the following schedule of hourly rates.

Shannon Leigh Rates as of April 1, 2023

Principal	\$250.-
Design Director	\$225.-
Project Manager	\$190.-
Senior Designer	\$190.-
Designer	\$175.-
Project Coordinator	\$175.-
Project Administration	\$120.-

HOURLY RATE SCHEDULE



Seneca Hospital Signage – Design & Implementation (#3600 r3)

Phase	Interior Sign Program	Fee
1.	Design Development	\$19,790.-
	a) Donor Recognition	\$8,040.-
	b) Evacuation Map Artwork	\$3,040.-
2.	Construction Documentation	\$8,695.-
3.	Construction Administration	<u>\$9,305.-</u>
	Total Interior Signage Design Fees	\$48,870.-

Interior Fabrication and Installation Cost range given to be confirmed after design is approved.
 Scope for Donor Recognition needs details and confirmation, ROM is based on one (1) donor display and not multiple sign types for individual room/space recognition

a. Fabrication (ROM)	50-75k
b. Installation (ROM)	20-25k
c. Donor Display or Program (ROM)	10-40k

Interior Sign Product and Install Range	80-140k
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Seneca Hospital Signage – Design & Implementation (#3600 r3)

Phase	Exterior Sign Program	
1.	Design Development	\$19,925.-
2.	Construction Documentation	\$13,020.-
3.	Construction Administration	<u>\$ 9,780.-</u>
	Total Exterior Signage Design Fees	\$42,725.-

Exterior Fabrication and Installation

a.	Permitting (ROM)	\$5k
b.	Fabrication (ROM) One (1) monument sign, six (6) entrance glass ID, one (1) building ID (EMERGENCY) one (1) secondary ID, three (3) vehicular directionals	\$47-75k
c.	Installation (ROM)	\$15-30k

Exterior Sign Product and Install Range	67k-110k
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Services will be invoiced monthly on a fixed fee basis by progress complete.
Deposit for fabrication will be required upon approvals.

Seneca Hospital Signage – Design & Implementation (#3600 r3)

PROJECT ASSUMPTIONS

- All sign location plans and design packages will be submitted as PDF files on architectural backgrounds. All signs will be located on plans.
- The design packages will be submitted in 11 x 17 format. The sign schedule will not be imported into CAD/Revit.
- Signage and design will comply with federal, state, and local code requirements including, but not limited to, Title 24, Title 19, and Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- All signage will be in English only.

EXCLUSIONS, MAY BE PROVIDED AS ADDITIONAL SERVICES

- Additional meetings beyond those stated in this document
- Certified translations for multilingual signage
- Electronic wayfinding in any format
- Photography services
- Digital signage
- Maps (SL to provide Evacuation Map template only)
- Evacuation map rotations for each location
- Temporary signage
- Logo design branding
- Print and amenity design
- Digital media / advertising / display content
- Prototypes



July 19, 2023

Seneca Hospital Signage – Design & Implementation (#3600 r3)

If selected we would request two edits to the District's contract for service, to be reviewed on contract award.

Section 3.5.5 Indemnification

Delete the word "alleged" on line five; Shannon Leigh is responsible only for its actual acts and omissions.

Section 3.5.12 Construction; References; Captions

Delete the first sentence; Shannon Leigh has not participated in the preparation of the Agreement.

CONTRACT COMMENTS



Seneca Hospital Signage – Design & Implementation (#3600 r3)

NUMBER OF YEARS IN BUSINESS

17 years

CERTIFICATIONS

National Women's Business Enterprise, WBE National Council
Small Business, State of California Department of General Services
Small, Local, Emerging Business, Alameda County
Local Impact Area Business Enterprise, Port of Oakland
California Green Business, Alameda County

LOCATIONS

Full time staff located in San Leandro, CA and Sacramento, CA

DEBARMENT

Shannon Leigh has never been debarred from providing services to any state or federal agency.

LITIGATION HISTORY

Shannon Leigh has had no litigation, arbitration, or settlement in the last five years (or ever).

NUMBER OF STAFF BY DISCIPLINE

1 Principal in Charge
1 Design Director
2 Senior Signage Project Managers / Wayfinding Consultants
4 Designers
3 Project Coordinators

ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

We will work to the height of industry possibility to reveal any areas where our product can be specified with the least amount of impact on the environment, utilizing recycled raw materials and environmentally-preferred methods while protecting the integrity of the durability of the product.



Seneca Hospital Signage – Design & Implementation (#3600 r3)

REIMBURSEMENTS

Consultant shall be compensated for reimbursable expenses, including both in-house charges and outside expenditures made in the interest of the project. Examples of reimbursable expenses include, photocopies, mileage at IRS reimbursable rate per mile, parking, travel, out of town meals and lodging.

PAYMENT SCHEDULE

Fees and reimbursable expenses will be billed monthly as project scope progresses and is completed. Progress billing is due within 15 days. Consultant shall be entitled to reimbursement of all costs incurred in collecting overdue accounts including, but not limited to, legal fees. Entire fee is due upon scope completion and without retention fees withheld.

PROJECT DELAYS

If this project is suspended in whole or in part, or is delayed for four weeks or more, Consultant reserves the right to charge a restart fee of 5% of the contract value to accommodate the additional start/stop time or renegotiate the fee to reflect any changes in hourly rates, expenses, or project scope. In the case of project suspension, Consultant shall be paid for all services performed and reimbursable expended to date.

Consultant will use its best efforts during design activities to meet Client's target dates. However, if there are delays in the project, whether caused by Client, fabricator, or others, Consultant shall not be liable to Client for any expenses, lost profits or damages sustained as a result of these delays.

ARBITRATION

Project disputes in excess of \$2,500 arising out of this Agreement shall be submitted to binding arbitration in the state of California and conducted in accordance with all the rules of the American Arbitration Association. The prevailing party shall be entitled to all arbitration court costs and reasonable attorney fees.

ENGINEERING

Consultant shall design all items required for this project including specifications for materials and construction details. However, it is understood by Client that Consultant is not a licensed engineer or architect, and that responsibility for the interpretation of design, design drawings, and engineering of all work performed under this contract to yield an effective and safe product is the responsibility of Client and its architect, engineer, or fabricator. It is further agreed that Client shall indemnify, defend, and hold



Seneca Hospital Signage – Design & Implementation (#3600 r3)

Consultant harmless from and against any claim, suit damages, and expense, including attorney's fees arising from any claim by any party in this regard. This Agreement

constitutes the entire agreement between the parties and supersedes any prior or concurrent agreements, understandings, arrangements and negotiations. No amendment or modification of this Agreement shall be valid or enforceable unless in writing and signed by the parties affected.

IMPLEMENTATION

Client shall contract and pay directly for implementation services such as fabrication and installation. Consultant shall not be held responsible for the quality or timeliness of the fabricator's work, whether or not Consultant assists Client in evaluating, selecting or monitoring the fabricator or installer.

LIABILITY

Liability of Consultant shall be limited to the total design fee for the project. Use of project document or derivative works by Client on other projects shall entitle Consultant to further compensation equal to the original project fee unless otherwise agreed to in writing by both parties. If Client reuses designs or specifications at any other time or in another location, Client shall hold Consultant harmless against claims for loss or damages resulting from the failure of these designs encountered with such reuse.

REPRESENTATIONS

Client represents that it has full power and authority to enter into this Agreement and that it is binding and enforceable in accordance with its terms.

SEVERABILITY

All provisions of this Agreement are separate and divisible, and if any part is held invalid the remaining provisions shall continue in full force.

TERMINATION

Either party may terminate this Agreement after 10 days' written notice. In the event of the termination of this Agreement, Consultant shall be paid in full for all services performed up to the termination date, based on standard hourly rates, along with associated reimbursable expenses.



July 19, 2023

Seneca Hospital Signage – Design & Implementation (#3600 r3)

Please indicate your acceptance of this proposal by signing below and returning a signed copy for our files. If you prefer to prepare your own agreement for our review and signature please use the authorized signature information below. Agreements should be emailed to contracts@shannonleigh.net.

Thank you for the opportunity to be a part of this project.

Shannon-Leigh Associates, LLC

Consultant



Authorized Signature: Shannon Hackley, Managing Member

July 19, 2023

Seneca Healthcare District

Client

Authorized Signature

Printed Name and Title

Date

SIGNATURE





Seneca Health District

Interior & Exterior Signage Design Services
Critical Access Hospital/Skilled Nursing Facility
July 20, 2023



July 20, 2023

Lisa Lazalier
Business Development & Marketing Specialist
Building Rx
5 Shelter Point Court
Sacramento, CA 95831

RE: Seneca Health District – Interior & Exterior Signage Design Proposal

Dear Lisa,

It is very clear through this RFP scope that there are great things developing at Seneca Health's new Critical Access Hospital and Skilled Nursing Facility in Chester, CA. It is with great excitement that we submit our proposal and qualifications for **Interior & Exterior Signage Design Services** for Seneca Health.

GNU Group has a 40-year plus history of impacting people's lives by effectively planning, designing and implementing Environmental Branding, Wayfinding and Signage solutions. Our team is organized to expertly manage the entire creative process and ensure solutions always meet our client's needs through detailed documentation.

Developing and implementing standards and methods for a holistic campus-wide signage experience is a key factor to the success of the wayfinding program. Success is the full seamless integration of signage in a cohesive experience for all patients, staff and visitors. In order to provide this outcome we rely on the following system:

- **A Team of Experts:** We bring together a team of designers, project managers and thought leaders to address the needs of the project in a collaborative way.
- **Healthcare Experience:** GNU Group's experience spans a broad range of organizations and locations across the country. We have developed wayfinding master plans, signage systems, donor recognition, and environmental graphics for healthcare clients that include UCSF, Kaiser Permanente, and Sutter Health to name a few. We will bring this experience and the best practices developed over time to provide the best outcome possible.
- **Collaborative Approach:** We will engage Seneca Health and project partners with the goal of creating a clear and comprehensive wayfinding master plan. We look forward to working in partnership with Seneca Health's representatives and stakeholders to create continuity of wayfinding and identity that create good experience outcomes for all.

Within this proposal we are presenting our relevant experience with healthcare work as well as similar projects. We have provided for a robust team of designers and project managers to provide a broad range of services and expertise. We welcome the opportunity to partner with you on this project.

Best Regards,

Kevin Wilhelm
Senior Vice President
GNU Group

Client Litigation History:

We attest that Impec Group, LLC dba GNU Group has not had any litigation, arbitration, or negotiated settlements with any current or previous clients over the past five years.

SECTION A: Company Background

GNU Group helps people find their way by planning, designing and building possibilities through a human-centered design approach to environmental branding, architectural signage, and wayfinding solutions.

GNU Group has a 40-year plus history of impacting people's lives—founded in our practice of design and creativity. Our success has been a product of award-winning, inventive and innovative design. Design that solves problems. Design that is appropriate to situation and context. Design and language that works.

1. Thought Leadership

To be truly valuable to our clients we need to know their businesses as well as we know our own. We must understand the issues that determine their success and the values that drive their endeavors. We must be on the leading edge of markets, trends and behavior and in a position to advance the quality of our solutions.

2. Creative Design Solutions

While our style is business, the foundation of our practice is creativity. Through four decades, success has been a product of inventive, innovative and problem solving design.

3. A Pain-Free Program Management Experience

Our culture demands that we take care of our clients. Making the process pain-free means we respect our relationships with our clients. When we do what we say we'll do, clients appreciate and remember. They invite us back.

16

Employees

9

Markets
We Serve

48

Years in
Business

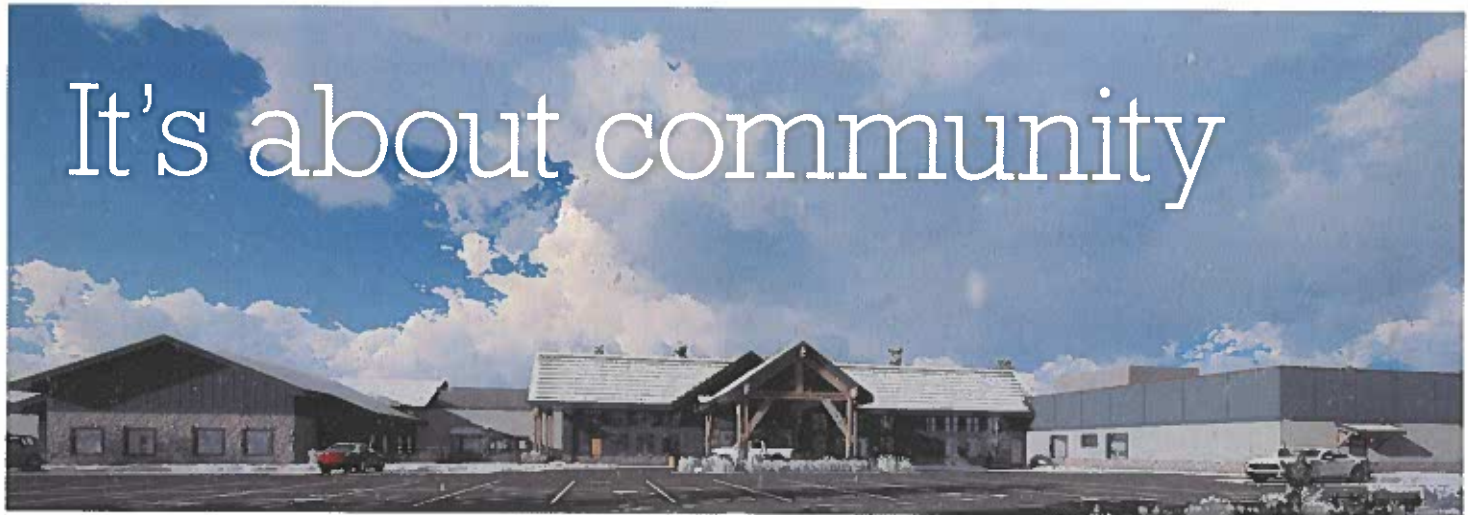
259

Cumulative Years
of Experience

Our Client Pledge is the platform for our commitment to clients and the value we bring to their projects and businesses. Our pledge has mandates that guide our behavior.



SECTION B: Project Approach



This project is all about community health. Quality of care, access to health services, individual wellbeing, accessibility and a welcoming environment all contribute to the patient experience. Clearly Seneca Health has checked off these key criteria that will serve the community's health needs for decades to come. There are three key areas where we see our firm playing a pivotal role in ensuring the success of this new facility:

Integrated and on Brand

GNU Group will work closely with Seneca Health's marketing team to ensure the building is properly identified at key entry points and at the main arrival lobby. Building identification will be appropriately integrated and on-brand. Clear identification of the project and sense of arrival will be important to establish and reinforce the brand experience.



Intuitive Wayfinding

While the majority of people navigating the building will be patients, it is important to strike the right aesthetic balance of wayfinding information for staff and guests. GNU Group often takes a light touch, "hospitality" balanced approach ensuring the information is effectively presented in an elegant and sophisticated manner.



Code Requirements

Exterior and interior signage often are driven by code such as ADA and Fire Life Safety. Our design team is well versed in these requirements and are dedicated in ensuring they are designed to be both compliant and aesthetically appropriate to the project. We are dedicated to designing programs that are highly integrated to the built environment and feel purposeful.

SECTION C:

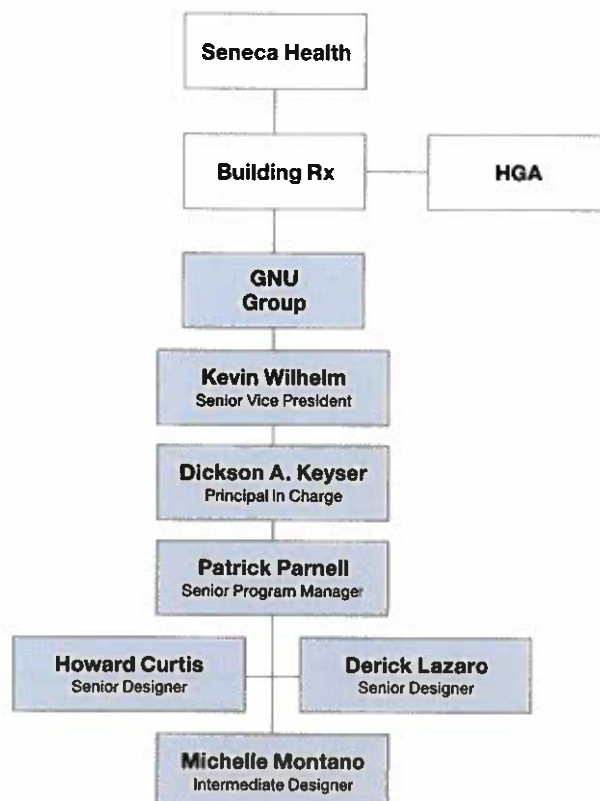
Organization & Staffing



Our studio employs a creative staff of professionals and project managers who provide planning, design, and turn-key implementation for small and large real estate projects throughout the US and the world. Attracting, harnessing, and retaining the right talent is the key to our success.

GNU's team for this project is comprised of the firm's senior professionals including: Kevin Wilhelm, Senior Vice President; Dickson A. Keyser, Principal & Director of Design; Louise Rising, Project Manager, who will control day-to-day supervision of the project; and Howard Curtis, Senior Designer, and a strong team of planning, design, and documentation specialists. We are accustomed to working on projects with complexities and unique conditions including dynamic and multifaceted projects such as this.

Our staff will handle all in house and is prepared to commence work immediately. Upon award of project, we will issue a detailed work plan and schedule; at which point we can look at possibly streamlining process if desired.



WE IMPROVE PEOPLE'S LIVES THROUGH EXPERIENTIAL DESIGN.

Our Team. GNU's culture is open and collaborative. Our style is informal but always with purpose, energy and focus.

Creativity. Our success has been a product of award winning, inventive and innovative design. Design that solves problems.

Collaboration. GNU embraces collaboration with other consultants and value our client's role as part of our team and process.

Specialists. We understand construction and the critical issues of the interface between signs and the spaces they occupy.

Implementation. We are structured to provide turn-key solutions to respond to our clients' demands for single-source responsibility.

Our Pledge. Our practice is founded on three guiding mandates: thought leadership, creative design solutions, and a pain-free program management experience.

SECTION C: Organization & Staffing



Kevin Wilhelm
Senior Vice President

Kevin Wilhelm, GNU Group's Senior Vice President, brings over 30 years of experience developing and managing branding and signage programs. For every project, Kevin's ability to efficiently develop and effectively apply creative and project management strategies enables GNU Group to service all our clients' needs. In addition to managing key projects, he is responsible for all aspects of the firm's professional, financial, administrative, and client service performance, and manages the turnkey implementation of many of the firm's design/build projects.

NUMBER OF YEARS
WITH FIRM: 5

EDUCATION:
Bachelor of Arts
Graphic Design
CSU Sacramento

RELEVANT PROJECTS:

- Sutter Health, various locations
- Kaiser Permanente, various locations
- Ridgecrest Regional Hospital, Ridgecrest, CA
- San Mateo County Health, Wellness Center, San Mateo, CA
- Valley Health Center North County, Palo Alto, CA
- ServiceNow, various US & International locations
- Reputation, various US & International locations



Dickson A. Keyser
Principal, Director of Design

As Director of Design for the GNU Group, Dickson develops creative strategies, provides design direction and manages the execution of design solutions for the firm's branding, environmental graphic and print communications programs.

Dickson began his career with the GNU Group over two decades ago, as a member of the design team. Dickson is well versed in the design and implementation of donor recognition programs and his creative solutions balance creative flair with pragmatic and workable solutions.

NUMBER OF YEARS
WITH FIRM: 18

EDUCATION:
BA Graphic Design & Speech
Communication
Humboldt State University

RELEVANT PROJECTS:

- Alaska Native Medical Center
- Ravenswood Family Health Center
- La Clinica Sign Standards (6 various sites)
- Dignity Sequoia Hospital, Donor Recognition Program
- Dignity Marian Hospital, Donor Recognition & History Display Programs
- Salinas Valley Memorial Health Foundation, Donor & History Displays
- UCSF Mount Zion, History Display
- City of South San Francisco, Community Center
- SWC Wellness & Aquatic Center, Southwestern College

SECTION C:

Organization & Staffing



Patrick Parnell

Senior Program Manager

Patrick joined GNU Group as a Senior Program Manager and now leads many projects across multiple markets. His knowledge of signage and built environments is extensive and his understanding of the challenges facing large scale projects and his ability to address their ever changing needs makes him a strong asset to any project. Patrick's diverse background in signage design and fabrication allows him to approach each project from a holistic perspective, ensuring all team members are successful in their roles. Patrick's considerable experience, tireless work ethic, reliability, communications skills, and dedication to our clients, has proven to be a great addition to the team.

NUMBER OF YEARS WITH FIRM: 1

EDUCATION:

Bachelor of Arts
Industrial Arts
San Francisco State University

RELEVANT PROJECTS:

- Henry Ford Health, Michigan-based Hospital Network Rebrand
- Catholic Health Services, New York-based Hospital Network Consolidation
- Quest Diagnostics, East Coast HQ and Patient Center Experience Design
- Christus Health System, Campus Redesign
- Genentech / Roche, Corporate/GMP Signage Standards and Implementation
- SSF Community Civic Campus, South San Francisco, CA
- SSF Library Park & Recreation Donor Program, South San Francisco, CA
- City of Tracy's Legacy Sports Complex, Tracy, CA
- SFSU West Campus Green, San Francisco, CA



Howard Curtis

Senior Designer

Howard is the catalyst for bringing the creativity of the firm's designers to life. Our work typically involves techniques, materials and environmental conditions that call for new or different approaches to making concepts viable. Howard melds his creative talents with an exceptional understanding of the technology and the fabrication of signage to achieve the most efficient and cost effective outcomes.

His role has evolved from designer to the leader of the Design Studio. He was the technical author of the firm's Sign System Navigator™ manual, our proprietary methodology for developing comprehensive signage programs.

NUMBER OF YEARS WITH FIRM: 20

EDUCATION:

Bachelor of Arts in Photography
Sonoma State University
Associates in Graphic Design

RELEVANT PROJECTS:

- Alaska Native Medical Center
- Ravenswood Family Health Center
- Ridgecrest Regional Hospital
- San Mateo Medical Center
- Dignity Sequoia, New Medical Tower & Wayfinding
- City of South San Francisco, Community Center
- SWC Wellness & Aquatic Center, Southwestern College

SECTION C:

Organization & Staffing



Derick Lazaro

Senior Designer

Derick is one of GNU's lead designers and has participated in comprehensive real estate signage wayfinding programs. He served in a generalist role with the Union City signage company, JB Signs, where he gained valuable experience in all areas of sign design, fabrication and installation.

Derick's addition to the GNU team provides the firm with the insight from his participation in all facets of the signage design process. This balanced perspective allows Derick to create effective communications that are aesthetically impactful, contextually appropriate and pragmatic in their fabrication and implementation.

NUMBER OF YEARS
WITH FIRM: 14

EDUCATION:

Computer Graphics
Silicon Valley College

RELEVANT PROJECTS:

- Alaska Native Medical Center
- Ravenswood Family Health Center
- Ridgecrest Regional Hospital
- City of South San Francisco, Community Center
- La Clinica Sign Standards (6 various sites)



Michelle Montano

Intermediate Designer

Michelle is a design-passionate member of the GNU team. Much of Michelle's passion stems from her previous career working on the fabrication side of Environmental Graphics and Signage Design industry. Her knowledge of how things get built has served GNU and our clients well on all the projects she has worked on. This balances well with her experience in the planning and documentation of graphics, signage and wayfinding programs.

With a background in illustration, Michelle focuses on the details of each project and ensuring that the initial design vision is carried through to the final results.

NUMBER OF YEARS
WITH FIRM: 2

EDUCATION:

Bachelors of Fine Arts
Graphic Design
California College of the Arts

RELEVANT PROJECTS:

- Diablo Valley College Campus Wayfinding, Contra Costa Community College District, Pleasant Hill, CA
- UCSF (multiple projects), San Francisco, CA
- 220 Park, Burlingame, CA
- 1389 Moffett, Sunnyvale, CA
- Meta LAX Brickyards, Los Angeles, CA
- 5601 Arnold, Dublin, CA

SECTION D:

Design & Project Management Approach

The GNU Group engages a comprehensive analysis, planning, design, and documentation process on every project. We work in a very hands-on manner, ensuring collaboration with all project stakeholders.

We execute project-specific QA/QC Plan's in a manner that engages all project staff, subcontractors, vendors and consultants. Non-compliant materials or workmanship is unacceptable. We plan and document for compliance with a goal of zero corrective work completed prior to starting any subsequent work:

Project Management

GNU places tremendous emphasis on project management. Our proprietary process—the Sign System Navigator™—vigorously guides our work. This methodology allows us to efficiently compartmentalize or aggregate any or all parts of a project.

Analysis and budgeting

Regardless of the projects, solutions are expected to be as economical as possible. This doesn't always mean the cheapest price but rather a fiduciary responsibility to get the most appropriate combination of quality and costs. To meet these expectations, the first step in our Sign System Navigator™ process identifies all issues and answers all of the key questions, early in the process. The question of what a program will cost is always a central focus. We call this first step the Sign Profile Analysis™ (SPA™). Here we define needs, establish the wayfinding strategy, the hierarchy of sign types, quantities, locations, design criteria, interface with architecture and

landscape and a host of other factors that point to the most effective solution. This information allows us to develop budgets early on. We assign a high and low price to each sign type and extend the numbers to the entire sign inventory. We then match budgets and design options to client needs and resources. This approach has delighted our clients by giving them unprecedented control over how their programs will be budgeted, phased and implemented.

Quality Control & Quality Assurance

Quality control and quality assurance are part of our DNA. We manage the implementation of project-specific QA/QC in coordination with the project team and our strategic partners. We assure that sufficient, qualified specialized staff are assigned to provide the required knowledge and experience to execute the plan. We maintain a collaborative working relationship with the project team to ensure that the project-specific QA/QC plan delivers a fully compliant project. We are part of the team holistically and provide constructive input and direction. We are part of the solution.

Safety Planning

Safety planning includes a thorough understanding of the project execution plan and coordination of QA/QC procedures at appropriate stages of the work, in line with the project

schedule. We have developed a culture that provides the safest workplace possible for our employees, clients and communities in which we work. We are dedicated to elevating the standards for safety.

Our Tools

We employ a variety of tools for communication, collaboration and documentation to empower our team and processes.

We're always exploring new technologies and we are open to adopting additional tool sets to increase collaboration with our clients and partners.

- Zoom
- Slack
- Box
- SignAgent
- PlanGrid
- WayFindIt
- AutoCAD Revit LT
- Sketchup
- Adobe Creative Cloud



SECTION E:

Fee Proposal, Services, Expenses & Rates

Design Fee Proposal

A summary of fees for the project scope is outlined below. Please see additional detailed work plans on the following pages for a breakdown of tasks and hours. Design Fees to be billed monthly based on progress.

Phase	Fee
1 Planning & Needs Assessment	\$12,435
2 Schematic Design	\$17,970
3 Design Development	\$21,480
4 Construction Intent Documentation	\$21,800
5 Construction Administration	\$15,225
6 Donor Recognition Sign Program	\$9,600
Design Fee Subtotal	\$98,510

Fabrication/Installation Proposal

A summary of fees for the project scope is outlined below. Please see additional detailed design/build pricing sheets on the following pages for a breakdown of sign types, quantities, unit costs and fees. A 50% deposit is required prior to releasing signs into fabrication.

Phase	Fee
Fabrication – Interior Signage	\$136,836
Fabrication – Exterior Signage	\$135,912
Fabrication – Donor Signage Allowance	\$20,000
Engineering, Shop Drawings, and Color Matching	\$18,938
Technical Site Audits	\$2,400
City Planning, Permitting & Labor Fees	\$5,000
Packaging and Handling	\$10,919
Shipping	\$36,807
7.25% Tax Allowance	\$21,813
Installation	\$102,211
Implementation Management	\$10,200
Fabrication/Installation Subtotal	\$501,036
Reimbursables NTE	\$8,000

PROJECT GRAND TOTAL **\$607,546**

Fee Assumptions

- Upon award of project, we will issue a detailed work plan; at which point we can look at possibly streamlining process if needed.
- GNU will have access to all updated drawings and plans for the project (i.e.: PDFs)
- Does not include any Master Sign Program submittal.
- Fabrication/Installation pricing is only good for 60 days due to fluctuations in labor and materials costs. Project will need to be re-bid in late 2024 based on the approved design package.
- Fabrication/Installation pricing is based on the sign types and quantities detailed in the design/build pricing sheets. Any additional needed sign types or quantities identified in the design process will be additional costs.
- Fabrication/Installation pricing does not include standard DOT signage, parking lot striping, or signage specific to the helicopter pad.
- Electrical supply to be handled by the GC.

HOURLY BILLING RATES

Principal	\$265.
Senior Designer	\$170.
Project Manager	\$170.
Designer	\$155.
Admin	\$95.

SECTION E:

Fee Proposal, Services, Expenses & Rates

GNU
GROUP

GNU
GROUP

3-178 Buskirk Ave, Suite 265, Pleasant Hill, CA 94523 | T.925.444.2066 | gnu@gnu.com

Work and Fee Plan:

Client Name: Seneca Health
Project Name: Seneca Health New Hospital and Skilled Nursing Facility - Interior and Exterior Signage Design
Date: June 23, 2023

Blue: On-Site Meeting/Review

Purple: Remote Meeting

Orange: Internal Meeting

Yellow: Deliverable

White: Internal Task

Green: Client Review Time/Sign Off

Gray: Not Applicable

Scope Description: Comprehensive Interior & Exterior Sign Program including Branding, Wayfinding, Identification & Code Signage.

OSHPD-1 Building/Hospital (I-2 Occupancy) - 29,643 square feet: Acute-care - 8 beds; Standby Emergency Services; Pharmaceutical Services; Surgery; Laboratory Services; Dietary Services; Imaging Services; Central Utility Plant.

OSHPD-2 Building/Skilled Nursing Facility (I-2 Occupancy) - 14,740sf: Skilled Nursing Beds - 24 semi-private and 2 private/isolation; Occupational Therapy; Physical Therapy.

Non-OSHPD Support Services Building (Shop Building) - 2200sf: Maintenance/Shop; Offices; Additional Storage

Assumptions:

Does not include any master sign program submittal.

Deliverables format: Full Sign Locations Plans, and Message Schedule to be supplied along with full visual layouts as PDFs and excel formats in SignAgent Pro.

\$265 \$170 \$170 \$170

Principal
Sr. Project
Manager
Sr. Designer
Designers

TOTAL HOURS

TOTAL FEE

% COMPLETE

1 PLANNING & NEEDS ASSESSMENT (tentatively 6 weeks)

	11	25	29	2	0	67	\$ 12,435
1.01 Internal Planning Kick-off meeting to discuss unknowns and prioritize items for discussion with client (i.e. Scope, Process, Expectations)	2	4	4	2		12	\$ 2,230
1.02 External Client kick-off meeting (1) to CONFIRM scope, process, schedule expectations	1	1	1	0		3	\$ 605
1.03 Site Survey (1) of existing construction state	0	4	4	0		8	\$ 1,360
1.04 Research and Review of Existing Documentation, Standards, and Plans	2	2	4	0		8	\$ 1,550
1.05 Research and Review of Applicable Building, Permit, Fire and Life Safety Codes	0	4	4	0		8	\$ 1,360
1.06 Internal Analysis of Tenant Needs and Standards	1	4	4	0		9	\$ 1,625
1.07 Propose Wayfinding Enhancements	1	2	4	0		7	\$ 1,285
1.08 Written wayfinding project narrative reflecting planning and needs	2	2	2	0		6	\$ 1,210
1.09 Client meeting (1) to review Planning Submission	2	2	2	0		6	\$ 1,210

2 SCHEMATIC DESIGN (tentatively 7 weeks)

	12	24	45		0	81	\$ 17,970
2.01 Develop Schematic Package including:							
• Determine Wayfinding Approach and Strategy	2	2	4	0		8	\$ 1,550
• Planning: Circulation Flows of Select Users	2	2	4	0		8	\$ 1,550
• Planning: Outline Space Usage including Vertical Circulations and Amenities	0	2	4	0		6	\$ 1,020
• Programming: Sign Type list development	0	2	1	4		7	\$ 1,190
• Programming: Sign Placements (no sign #s or copylist for SPA)	0	2	1	4		7	\$ 1,190
• Propose locations for Landmark Wayfinding Features as needed	0	2	4	0		6	\$ 1,020
• Develop Conceptual Designs for Custom Signage and Landmarking	2	0	16	8		26	\$ 4,610
• Develop Wayfinding Enhancements	2	2	4	0		8	\$ 1,550
• Development of budget ROM (range of magnitude, high/low)	0	6	0	0		6	\$ 1,020
2.02 Coordination meetings (3)	3	3	3	0		9	\$ 1,815
2.03 Client to review Schematic Package							
2.04 Revisions to Schematic Package based on client feedback	1	1	4	2		8	\$ 1,455
2.05 Submission of FINAL Schematic Package for client sign off							

3 DESIGN DEVELOPMENT (tentatively 12 weeks)

	6	27	42	48	0	123	\$ 21,480
3.01 Commence Design Development Package including:							
• Development of Custom Signage Design	2	2	16	16		36	\$ 6,310
• Development of Final Locations Plans, including full sign numbers and sign types and correct orientations	0	6	4	20		30	\$ 5,100
• Development of Final Copy List, reflecting all design changes and client nomenclature guidance.	0	2	0	8		10	\$ 1,700
• Revision of budget estimate to reflect ROM and updated quantities and design	0	6	4	0		10	\$ 1,700
3.02 Refinement of Wayfinding Enhancements	1	0	6	0		7	\$ 1,285
3.03 Coordination meetings (4)	2	8	8	0		18	\$ 3,250
3.04 Client to review Design Development Package							
3.05 Revisions to Design Development Package based on client feedback	0	1	4	4		9	\$ 1,530
3.06 Submission of FINAL Design Development Package for client sign off	1	2	0	0		3	\$ 605
3.07 Client sign-off of FINAL Design Development Package, proceed to Phase 4							

SECTION E:

Fee Proposal, Services, Expenses & Rates

3 DESIGN DEVELOPMENT (tentatively 12 weeks)	0	27	42	48	0	123	\$ 21,480
3.01 Commence Design Development Package including:							
• Development of Custom Signage Design	2	2	16	16		36	\$ 6,310
• Development of Final Locations Plans, including full sign numbers and sign types and correct orientations	0	6	4	20		30	\$ 5,100
• Development of Final Copy List, reflecting all design changes and client nomenclature guidance.	0	2	0	8		10	\$ 1,700
• Revision of budget estimate to reflect ROM and updated quantities and design	0	6	4	0		10	\$ 1,700
3.02 Refinement of Wayfinding Enhancements	1	0	6	0		7	\$ 1,285
3.03 Coordination meetings (4)	2	8	8	0		18	\$ 3,250
3.04 Client to review Design Development Package							
3.05 Revisions to Design Development Package based on client feedback	0	1	4	4		9	\$ 1,530
3.06 Submission of FINAL Design Development Package for client sign off	1	2	0	0		3	\$ 605
3.07 Client sign-off of FINAL Design Development Package, proceed to Phase 4							
4 CONSTRUCTION DOCUMENTS (tentatively 14 weeks)	4	20	32		0	56	\$ 21,800
4.01 Develop 50% Construction Documents including:							
• Finalize details for all sign types including: technical detailing, final materials and colors, specific required dimensions	1	2	8	12		23	\$ 4,005
• Finalize Locations Plans	0	2	2	10		14	\$ 2,380
• Finalize Copy List	0	2	0	8		10	\$ 1,700
• Provide Written specifications and bid instructions - Define required samples and prototypes	0	2	4	0		6	\$ 1,020
• Develop all required artwork, including Fire Evac Maps and digital graphics for production	0	2	0	16		18	\$ 3,060
• Revision of budget estimate to reflect updated quantities and design	0	1	0	0		1	\$ 170
4.02 Prepare updates to 50% CD and release 75% Construction Documents	0	2	2	6		10	\$ 1,700
4.03 Prepare updates to 75% CD and release 100% Construction Documents	0	2	2	6		10	\$ 1,700
4.04 Coordination meetings (4)	2	2	8	0		12	\$ 2,230
4.05 Client to review Construction Intent Package							
5 CONTRACT ADMINISTRATION (tentatively 8 months)	1	44	44		0	89	\$ 15,225
5.01 Shop drawing and production scheduling coordination	0	4	4	0		8	\$ 1,360
5.02 Shop drawing/proof review from fabricator	0	4	4	0		8	\$ 1,360
5.03 Pre-install walk through with install and project team	0	8	8	0		16	\$ 2,720
5.04 Installation management - RFI responses	0	4	4	0		8	\$ 1,360
5.05 Fabrication and final install scheduling by fabricator							
5.06 Punchlist walk through as schedule allows (2 reviews max)	0	8	8	0		16	\$ 2,720
5.07 Provide Punchlist Reports to Client and Fabricator	0	4	4	0		8	\$ 1,360
5.08 Identify any outstanding items needed	1	4	4	0		9	\$ 1,625
5.09 Provide guidance to fabricator for Punch items	0	4	4	0		8	\$ 1,360
5.10 Project Close-out with Punch Item Verification	0	4	4	0		8	\$ 1,360
TOTAL FEE - BASIC SERVICES							\$ 88,910
REIMBURSABLES to be pre-authorized by client							\$ 5,000
TOTAL FEE INCLUDING REIMBURSABLES	34	140	192		418		\$ 93,910
POTENTIAL ADDITIONAL SERVICES							
6.01 Donor Sign Program (includes time for planning & schematic design; additional DD/CD/CA TBD based on scope of approved program)	8	8	24	12		52	\$ 9,500

SECTION E:

Fee Proposal, Services, Expenses & Rates

Interior Fabrication/Installation Breakdown

Seneca Health – Interior Signage					
SIGN TYPE	SIZE	QUANTITY	UNIT PRICE	EXTENDED	ASSUMPTIONS
WAYFINDING					
AX1240SF Building Directory - MAIN	8 Strips Map	2	\$ 1,200.00	\$ 2,400.00	Modular Acrylic Strip System, Integral Acrylic, direct print copy
Dimensional Letters	3" h x 1.4" d	2	\$ 850.00	\$ 1,700.00	1.4" Brushed Aluminum Letters
AX2010SF Building Orientation / Wayfinding	5 Strips Map	12	\$ 900.00	\$ 10,800.00	Modular Acrylic Strip System, Integral Acrylic, digital print copy
AX2410C Primary Overhead Directional	8" x 6" x 1.2"	14	\$ 1,000.00	\$ 14,000.00	Acrylic Face Panel, direct print copy (2 sided)
AX3400 Primary Dept. Plaque	12" x 12"	12	\$ 200.00	\$ 2,400.00	Tactile Acrylic Plaque w/ Changeable Dept. Panel, digital print copy
AX3700TBC Department Flag	12" x 12"	40	\$ 320.00	\$	Acrylic, metal bracket, digital print copy
AX3800TBP Drinking Fountain Flag	12" x 12"	2	\$ 300.00	\$ 600.00	Acrylic, metal bracket, digital print copy
IDENTIFICATION					
AX3200 Permanent Room Tactile ID	6" x 6"	115	\$ 175.00	\$ 20,125.00	Tactile Acrylic Plaque
AX3310 Office Tactile ID	6" x 6"	4	\$ 175.00	\$ 700.00	Tactile Acrylic Plaque w/ office insert
AX3310 Conference Room	6" x 10"	2	\$ 175.00	\$ 350.00	Tactile Acrylic Plaque
AX3220 Patient Room ID	6" x 6"	24	\$ 200.00	\$ 4,800.00	Tactile Acrylic Plaque w/ large number
AX3310 Exam/Consult Room	6" x 6"	5	\$ 175.00	\$ 875.00	Tactile Acrylic Plaque w/ large number, open mouse slider
AX3720TBC Treatment Bay Flag	9" x 9"	8	\$ 225.00	\$ 1,800.00	Acrylic, metal bracket, digital print copy
AX3250 Maintenance Tag	1" x 3"	250	\$ 30.00	\$ 7,500.00	Acrylic, metal bracket, digital print copy
INFORMATION					
AX5030 No Smoking Within 25 Ft.	9" x 9"	18	\$ 160.00	\$ 2,880.00	Vinyl on door
AX4010 Authorized Personnel Only	9" x 9"	4	\$ 160.00	\$ 640.00	Acrylic Plaque, digital print copy
AX4110 8.5 x 11 Holder w/ Insert - Wall	9" x 12"	20	\$ 155.00	\$ 3,100.00	Acrylic holder w/ clear lense
AX4000 Tank Decals / Labels	9" x 12"	40	\$ 85.00	\$ 3,400.00	Digital print decals
REGULATORY					
AX3600 Restroom ID - Door	12" diameter	54	\$ 175.00	\$ 9,450.00	Acrylic Plaque, digital print copy
AX3600 Restroom ID - Wall	9" x 9"	54	\$ 175.00	\$ 9,450.00	Tactile Acrylic Plaque
AX3800TBP Restroom Flag	12" x 12"	9	\$ 320.00	\$ 2,880.00	Acrylic Plaque, digital print copy (at common restrooms only)
AX5110 Evacuation Map Holder & Insert	12" x 18"	21	\$ 175.00	\$ 3,675.00	Acrylic Plaque, digital print copy
AX4000 Exit Tactile ID	6" x 6"	27	\$ 85.00	\$ 2,295.00	Tactile Acrylic Plaque
AX4000 Maximum Occupancy	12" x 12"	2	\$ 85.00	\$ 170.00	Acrylic Plaque, digital print copy
AX4000 Emergency Exit Only	9" x 9"	10	\$ 85.00	\$ 850.00	Acrylic Plaque, digital print copy
AX5220TBP AED Flags	12" x 12"	10	\$ 150.00	\$ 1,500.00	Acrylic Plaque, digital print copy
AX5200TBP Fire Extinguisher Flags	12" x 12"	20	\$ 150.00	\$ 3,000.00	Acrylic Plaque, digital print copy
Mandated Postings	24" x 36"	2	\$ 750.00	\$ 1,500.00	Acrylic holder w/ clear lense, printed insert
AX5310 Biohazard	6" x 6"	4	\$ 85.00	\$ 340.00	Acrylic Plaque, digital print copy
AX5310 Hazardous Waste	6" x 6"	4	\$ 85.00	\$ 340.00	Acrylic Plaque, digital print copy
AX5340 X-Ray	6" x 6"	4	\$ 85.00	\$ 340.00	Acrylic Plaque, digital print copy
SUB-TOTAL PRODUCT		757 Total	\$ 136,836.00		
Engineering, Shop Drawings, and Color Matching			\$	6,341.80	
Technical Site Audits			\$	1,200.00	
City Planning Permitting & Labor Fees			\$		
Packaging and Handling			\$	6,341.80	
Shipping			\$	16,420.32	
7.25% Tax Allowance			\$	9,920.61	
Installation			\$	41,050.50	
Implementation management					
TOTAL			\$ 219,111.33		

SECTION E:

Fee Proposal, Services, Expenses & Rates



Exterior Fabrication/Installation Breakdown

Seneca Health — Exterior Signage					
SIGN TYPE	SIZE	QUANTITY	UNIT PRICE	EXTENDED	ASSUMPTIONS
WAYFINDING					
Address Numbers Building Mounted	18" h	2	\$ 650.00	\$ 1,300.00	Painted acrylic letters, non-illuminated
Building Identification - Building Mounted	2" h	1	\$ 3,000.00	\$ 3,000.00	Painted acrylic letters
Building Identification - Freestanding	4" w x 10" h	1	\$ 25,000.00	\$ 25,000.00	Illuminated aluminum cabinet, routed face, vinyl graphics
Entrance Identification	12" h	1	\$ 6,500.00	\$ 6,500.00	Illuminated Channel Letters
Vehicular Directional - Cabinet	36" w x 48" h	1	\$ 3,500.00	\$ 3,500.00	Painted aluminum cabinet, vinyl graphics
REGULATORY					
Accessible Parking Stall	12" w x 18" h	2	\$ 1,000.00	\$ 2,000.00	Aluminum panel, galvanized round single pole
Accessible Parking Stall - Van	12" w x 18" h	1	\$ 1,000.00	\$ 1,000.00	Aluminum panel, galvanized round single pole
EV Ready / EV Charging Only / Emergency Vehicle Only	12" w x 18" h	17	\$ 1,000.00	\$ 17,000.00	Aluminum panel, galvanized round single pole
Do Not Enter, Emergency Vehicles Only	24" w x 24" w	1	\$ 675.00	\$ 675.00	Aluminum panel, galvanized round single pole
CVC Entry Regulations	12" w x 18" h	2	\$ 1,000.00	\$ 2,000.00	Aluminum panels, galvanized round single pole
Entrance & Door Vinyls - Large	Varies	4	\$ 250.00	\$ 1,000.00	Vinyl, second surface
Entrance & Door Vinyls - Small	Varies	16	\$ 100.00	\$ 1,600.00	Vinyl, first surface
Overhead - Drop Off Zone / One Way, Do Not Enter	12" w x 12" h	4	\$ 1,000.00	\$ 4,000.00	Aluminum panels, installed on awnings
Exterior Grade Tactile ID	12" w x 12" h	12	\$ 150.00	\$ 1,800.00	Exterior grade tactile
Misc. Fire Equipment (FDC, PIV, OS&Y, etc)	6" w x 6" h	16	\$ 85.00	\$ 1,360.00	Exterior grade engraved signs
SUB-TOTAL PRODUCT	99 Total			\$ 135,912.00	
Engineering, Shop Drawings, and Color Matching				\$ 12,096.17	
Technical Site Audits				\$ 1,200.00	
City Planning, Permitting & Labor Fee Allowance				\$ 5,000.00	
Packaging and Handling				\$ 4,077.36	
Shipping/Delivery				\$ 20,386.50	
7.25% Tax Allowance				\$ 11,892.50	
Installation - Non-Union @ Non-Prevailing Wage				\$ 61,160.40	
TOTAL				\$ 251,725.03	

SECTION F:

Relevant Healthcare Experience

Kaiser Permanente Oakland Medical Center Oakland, CA

This vehicular and pedestrian wayfinding program pioneers are integrated system that includes appointment notices, the Kaiser website and the on-campus signage. Appointment notices include directional information that are supported by additional detail on the website and are reinforced by the on-site physical sign system.

SCOPE:

Master sign program including interior, exterior, parking and pedestrian signage and wayfinding

CLIENT:

Kaiser Permanente

ARCHITECT:

NBBJ



SECTION F: Relevant Healthcare Experience

UCSF Medical Center *San Francisco, CA*

GNU Group was engaged by UCSF Medical Center at Mount Zion to develop a series of graphic displays to honor the past, present and future of Mount Zion in San Francisco, CA.

Early in the process GNU met with key UCSF Health stakeholders for an extensive series of meetings where the goal was to help craft the overall story and structure of information within each of the exhibits. The finished displays, which are located in the main building lobby, became a mix of modern graphic design, historical imagery and custom illustration.

SCOPE:

Environmental Graphic Displays

CLIENT:

UCSF Medical Center



SECTION F:

Relevant Healthcare Experience

La Clinica Exterior & Interior Sign Standards

Northern California

La Clinica provides healthcare services to a multi-ethnic clientele at 38 Bay Area locations. GNU developed a sign system with a graphic vocabulary and iconography that easily conveys directions to an audience with limited English proficiency. The design standards and implementation program includes GNU's Sign Insert Management™ software that allows La Clinica to change a majority of messages in-house. GNU also developed the Donor Display program.

SCOPE:

Developed a sign standards program at multiple locations. In addition, GNU Group provided documentation and management of the process from start to finish

CLIENT:

La Clinica de la Raza



SECTION F:

Relevant Healthcare Experience

Ravenswood Family Health Center

Palo Alto, CA

Ravenswood Family Health Center in Palo Alto was in the midst of a remodel of their facilities when GNU was approached to design, fabricate and install the entirety of their exterior and interior signage program, donor recognition, and branding elements.

After 15 years of operating out of modular buildings, the move to a spacious 70,000 sq. ft., colorful, light filled two story facility is an important addition to quality healthcare for everyone. The Center is made possible by generous donations from individuals and organizations. GNU designed the Center's Donor Recognition program. Prominently acknowledging donors through naming rights and identification within the Center was key to the program.

SCOPE:

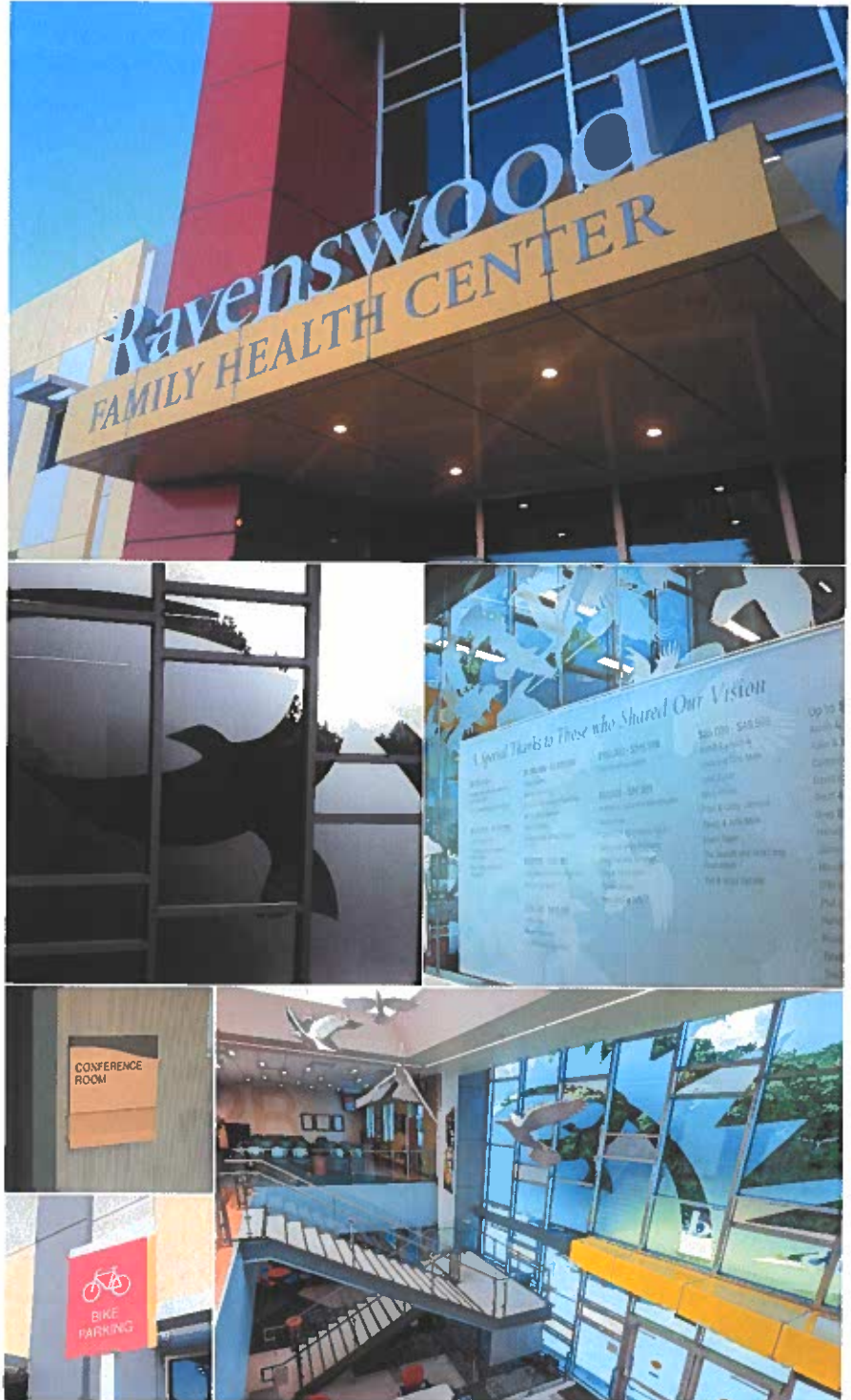
Exterior and Interior Signage Program, Donor Recognition, and Branding Elements

CLIENT:

Ravenswood Family Health Center

ARCHITECT:

INDE Architects



SECTION F:

Relevant Healthcare Experience

Sutter Health Brand Roll-Out *Northern California*

Ambitious growth plans dictated that Sutter Health explore ways to achieve economy of scale and quality control in all aspects of its facilities management. Signage standards enable lower procurement cost and increased service response. The standards define and document the entire hierarchy of signs and ultimately formalize the procurement and installation of all signage with a single-source fabricator to assure predictable pricing and service.

SCOPE:

GNU Group managed and documented the removal of existing signage, fabrication and installation of re-branded signage at 220 sites across Northern California.

CLIENT:

Sutter Health

PROJECT TEAM:

Monigle Associates
Icon Identity Solutions



SECTION F: Relevant Healthcare Experience

Advocate Children's Hospital Illinois

The Wayfinding Master Plan includes unique communication tools to enhance the patients/visitors wayfinding experience. Research findings developed with stakeholder meetings, onsite observations and GNU's electronic wayfinding questionnaire provided the intelligence to design a truly user friendly program.

SCOPE:

Wayfinding Master Plan for Advocate Children's Hospitals, Two Flagship Hospitals and Pediatric Outpatient Facility.

CLIENT:

Advocate Health



SECTION F:

Relevant Healthcare Experience

Dignity Health Sequoia Hospital *Redwood City, CA*

When Dignity Sequoia Hospital added a 104-bed Cardiovascular Center adjacent to the existing Redwood City hospital, linking the old and new buildings presented complex wayfinding challenges. GNU created Sequoia Walk a wayfinding brand for a circuitous pedestrian spine that linked the facilities. This orientation trail provides continuous guidance along with simple alpha-numeric wayfinding language, traditional signage and other directional tools.

SCOPE:

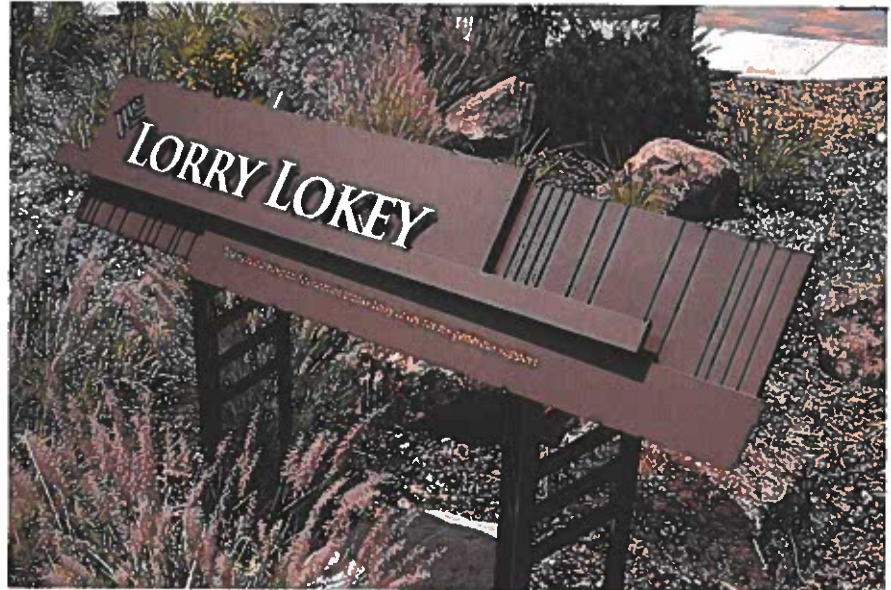
Comprehensive sign program focusing on a wayfinding strategy using universal iconography, a zoning system and cohesive design aesthetic to connect the existing facility conditions with the new.

CLIENT:

Dignity Health / Sequoia Foundation

PROJECT TEAM:

Moon Mayoras Architects &
Deborah Brandt Interiors



SECTION F: Relevant Healthcare Experience

Vietnamese American Services Center

San Jose, CA

GNU Group worked with Aedis Architects and the County of Santa Clara to implement the county sign standards program in their impressive new Vietnamese Services Center Building in San Jose, CA.

GNU handled the programming of the standards, as well as the coordination of custom artwork for select room IDs throughout the building, which will aim to provide accessible and culturally responsive social and health services to support the local San Jose community.

SCOPE:

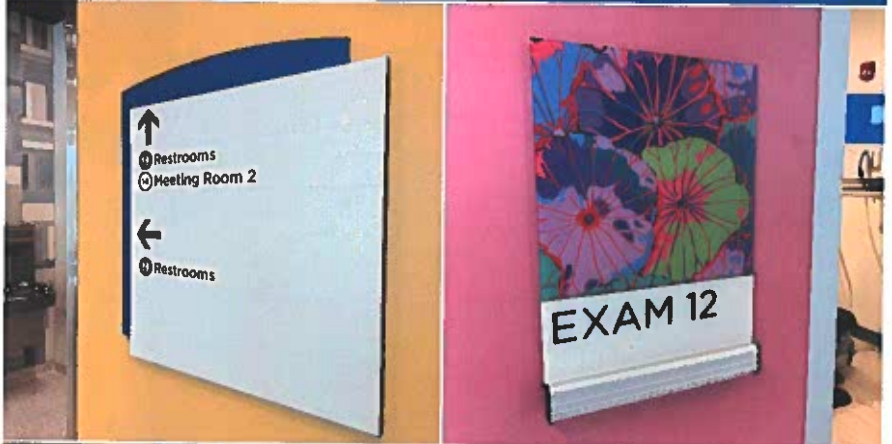
Exterior & Interior Signage and
Environmental Graphics

CLIENT:

County of Santa Clara

ARCHITECT:

Aedis Architects



TAB

G

Add-service for CEQA/NEPA
Consultant - AMENDMENT
Three (3) Sequoia CEQA NEPA
Consulting Services - Backup

Sequoia CEQA/NEPA Consulting Contract Summary

Current Contract - \$97,847.00

Remaining Balance - \$3,716.00

Pending Invoices - $(22271 + 6176 + 1020) = \$29,467.00$

Requested Add-Service - $(29467 - 3716) = \$25,751.00$

Bill From:

1342 Creekside Dr
Walnut Creek CA 94596
United States

Phone 925-855-5500

Bill To:

Seneca Healthcare District
130 Brentwood Drive, PO BOX 737
Chester CA 96020
United States

Date Range:

5/1/2023 - 5/31/2023



SEQUOIA
Ecological Consulting, Inc.

7/18/2023
2023210

DATE:**INVOICE #:****Client Project Number:**

Invoice Amount: \$22,271.00

Previously Invoiced: \$94,131.00

Total Invoiced to Date: \$116,402.00

Task Order Total: \$116,402.00

Budget Remaining: \$0.00

Percentage of Budget Spent: 100%

Retainer Held:

CEQA NEPA Consulting Services

Task #	Billing Classification	Quantity	Rate	Amount
9. NEPA Revisions	GIS Technician	3.5	\$132.00	\$462.00
9. NEPA Revisions	Principal	2.25	\$240.00	\$540.00
9. NEPA Revisions	Subcontractor	70.75	\$240.00	\$16,980.00
6. Attend Public Hearings/Noticing	Unit Cost	1	\$4,289.00	\$4,289.00
Total				\$22,271.00

THANK YOU FOR YOUR BUSINESS!

Bill From:
1342 Creekside Dr
Walnut Creek CA 94596
United States
Phone 925-855-5500

Bill To:
Seneca Healthcare District
130 Brentwood Drive, PO BOX 737
Chester CA 96020
United States
Date Range:
6/1/2023 - 6/30/2023



DATE: 7/6/2023
INVOICE #: 2023275
Client Project Number:

Invoice Amount: \$6,176.00
Previously Invoiced: \$119,282.00
Total Invoiced to Date: \$125,458.00
Task Order Total: \$125,458.00
Budget Remaining: \$0.00
Percentage of Budget Spent: 100%
Retainer Held: -

CEQA NEPA Consulting Services

Task #	Billing Classification	Quantity	Rate	Amount
9. NEPA Revisions	Project Manager	10.25	\$148.00	\$1,517.00
9. NEPA Revisions	Principal	6.75	\$240.00	\$1,620.00
9. NEPA Revisions	GIS Technician	5.75	\$132.00	\$759.00
9. NEPA Revisions	Subcontractor	9.5	\$240.00	\$2,280.00
Total				\$6,176.00

THANK YOU FOR YOUR BUSINESS!

Task : Service Item	Date	Employee	Notes	Hours
9. NEPA Revisions : GIS Technician	6/23/2023	Anderson, Nicolas	NEPA EA updates, updates to exhibits, compiling and organization of exhibits, communications and meetings	4.75
9. NEPA Revisions : GIS Technician	6/26/2023	Anderson, Nicolas	report edits	1.00
9. NEPA Revisions : GIS Technician Total				5.75
9. NEPA Revisions : Principal	6/1/2023	Blanchfield, Sarah	emails and coordination	0.25
9. NEPA Revisions : Principal	6/15/2023	Blanchfield, Sarah	USDA comments and work delegation	0.25
9. NEPA Revisions : Principal	6/19/2023	Hanshew, Brett	Project management/assist Liz	0.25
9. NEPA Revisions : Principal	6/19/2023	Reebs, Jesse	BRR/EA review w/ internal team, USDA edits/response	1.00
9. NEPA Revisions : Principal	6/20/2023	Reebs, Jesse	EA review w/ internal team, USDA edits/response	2.00
9. NEPA Revisions : Principal	6/22/2023	Reebs, Jesse	EA review w/ internal team, USDA edits/response	1.00
9. NEPA Revisions : Principal	6/26/2023	Blanchfield, Sarah	catchup on last week's activities, updated exhibits w/ cultural and wq items.	2.00
9. NEPA Revisions : Principal Total				6.75
9. NEPA Revisions : Subcontractor	6/5/2023	Douglas Herring & As	revisions to Draft EA	9.50
9. NEPA Revisions : Subcontractor Total				9.50
9. NEPA Revisions : Project Manager	5/22/2023	Lopez, Elizabeth	respond to email to Doug re rare plants	0.25
9. NEPA Revisions : Project Manager	6/19/2023	Lopez, Elizabeth	iPac and troubleshoooting, edits to report	2.50
9. NEPA Revisions : Project Manager	6/21/2023	Lopez, Elizabeth	finish up EA comments and compile cultural. send for final review	2.50
9. NEPA Revisions : Project Manager	6/22/2023	Lopez, Elizabeth	finalize edits to EA, track down cultural, communications with PaleoWest and SHC, communications with Nic Anderson about mapping needs and exhibits, trouble shooting getting files to Doug	2.50
9. NEPA Revisions : Project Manager	6/23/2023	Lopez, Elizabeth	clarify exhibits with Doug, exhibits with Nic, pass off and track down exhibits	2.00
9. NEPA Revisions : Project Manager	6/24/2023	Lopez, Elizabeth	project status and handoff to Sarah	0.50
9. NEPA Revisions : Project Manager Total				10.25

Bill From:
1342 Creekside Dr
Walnut Creek CA 94596
United States
Phone 925-855-5500

Bill To:
Seneca Healthcare District
130 Brentwood Drive, PO BOX 737
Chester CA 96020
United States
Date Range:
7/1/2023 - 7/14/2023



DATE:
7/18/2023
INVOICE #:
2023288
Client Project Number:

Invoice Amount:
\$1,020.00
Previously Invoiced:
\$122,578.00
Total Invoiced to Date:
\$123,598.00
Task Order Total:
\$123,598.00
Budget Remaining:
\$0.00
Percentage of Budget Spent:
100%
Retainer Held:
-

CEQA NEPA Consulting Services

Task #	Billing Classification	Quantity	Rate	Amount
9. NEPA Revisions	Subcontractor	3.25	\$240.00	\$780.00
9. NEPA Revisions	Principal	1	\$240.00	\$240.00
Total				\$1,020.00

THANK YOU FOR YOUR BUSINESS!

Task : Service Item	Date	Employee	Notes	Hours
9. NEPA Revisions : Subcontractor	7/14/2023	Douglas Herring & Associates	revisions to Draft EA	3.25
9. NEPA Revisions : Subcontractor Total				3.25
9. NEPA Revisions : Principal	7/14/2023	Blanchfield, Sarah	project close out	1.00
9. NEPA Revisions : Principal Total				1.00

Task : Service Item	Date	Employee	Notes	Hours
6. Attend Public Hearings/Noticing : Principal	5/12/2023	Blanchfield, Sarah	Mtg w/ USDA; review EA guidance, budget and other PM tasks	2.25
6. Attend Public Hearings/Noticing : Principal	5/15/2023	Blanchfield, Sarah	NEPA Strategy w/ Doug	0.50
6. Attend Public Hearings/Noticing : Principal	5/16/2023	Blanchfield, Sarah	project coordination	0.25
6. Attend Public Hearings/Noticing : Principal Total				3.00
9. NEPA Revisions : Subcontractor	5/31/2023	Douglas Herring & Associates	prepared Responses to Comments, resolved acreage discrepancies, revised Responses to Comments document, phone meetings with client	70.75
9. NEPA Revisions : Subcontractor Total				70.75
6. Attend Public Hearings/Noticing : Subcontractor	5/29/2023	Douglas Herring & Associates	Prepared Responses to Comments, resolved acreage discrepancies, revised Responses to Comments document ,phone meetings with client	12.00
6. Attend Public Hearings/Noticing : Subcontractor Total				12.00
9. NEPA Revisions : GIS Technician	5/25/2023	Lachman, Spencer	Technical edits for NEPA appendices and attachments	2.00
9. NEPA Revisions : GIS Technician	5/26/2023	Lachman, Spencer	Finished editing PDF's for Doug Herring and Sarah B	1.50
9. NEPA Revisions : GIS Technician Total				3.50
9. NEPA Revisions : Principal	5/26/2023	Blanchfield, Sarah	NEPA EA QA/QC	2.00
9. NEPA Revisions : Principal	5/31/2023	Blanchfield, Sarah	Proj Coordination, file management	0.25
9. NEPA Revisions : Principal Total				2.25
8. National Environmental Policy Act Compliance : Principal	5/4/2023	Blanchfield, Sarah	CatEx checklist review, mtg w/ USDA, post mtg coordination	1.25
8. National Environmental Policy Act Compliance : Principal	5/5/2023	Blanchfield, Sarah	NEPA mtg w/ Seneca	1.00
8. National Environmental Policy Act Compliance : Principal Total				2.25



Seneca Healthcare District
Financial Statements - Board Report (DRAFT)
June 2023

Summary

Seneca Healthcare District had a net loss of \$301k, during the month, compared to budgeted income of \$1.2M; for a negative variance of \$1.5M. This was due to negative variances in total net patient revenue (inpatient utilization) and non-operating revenue (timing of the recognition of income related to COVID provider relief funds of \$835k and HQAF supplemental payments in the amount of \$535k).

Revenues

Gross patient revenue, for the month, ended at \$1.86M compared to a budgeted amount of \$2.08M, for a negative variance of \$219k. This was due to a large drop in inpatient utilization (mostly swing bed) and a small decrease in outpatient utilization. Net patient revenue as a percentage of gross was 62.6% compared to a budget of 62.8%.

There were 15 acute inpatient days in the month (budget of 22), and 0 swing bed days (budget of 22), resulting in an average daily census (ADC) of .50 patients per day. The skilled nursing unit had an ADC of 13.00 (budget of 15), resulting in an occupancy percent of 81.25%.

Outpatient revenue was \$1.48M versus a budget of \$1.51M for a negative variance of \$33k. Lake Almanor Clinic visits were 589 versus a budgeted amount of 654.

Expenses

Total operating expenses for the month were \$2.04M, versus a budget of \$2.06M, for a positive variance of \$25k.

Salaries & Wages: Salaries and wages were over budget by \$79k.

FTEs, for the month, were 101.07 versus a budget of 100.75 and the average hourly wage (AHW) was \$39.73 versus a budget of \$38.08.

Contract Labor: Contract labor was over budget by \$90k, this month. FTEs, for the month, were 14.70 versus a budget of 9.80 and the AHW was \$103.09 versus a budget of \$97.00. There were unbudgeted FTEs in the the nursing (ED), lab, and surgery departments due to the demands of the Cerner implementation and staff on extended leaves of absence.

Pro Fees Medical: See attached analysis

Purchased Services/Other Pro Fees: Under budget \$184k due to unexpended and unencumbered amounts related to the Cerner system implementation.

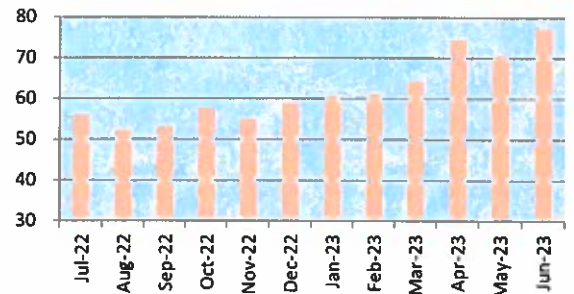
Additional Information

Days of cash on hand decreased from 205.00 to 171.98. This was mainly due to the decreased patient AR collections, delay in payment of county property taxes, and new build project expenditures.

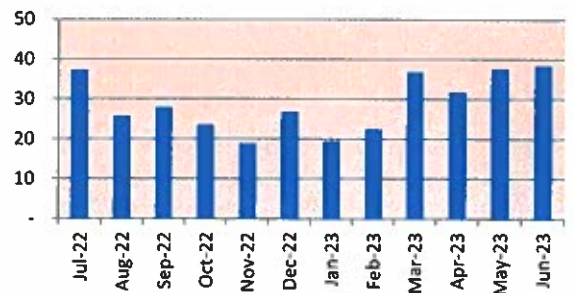
Revenue Cycle

Gross accounts receivable ended the month at \$4.81M, which is a \$353k increase (LTC payment issues and Cerner implementation) over last month. Gross accounts receivable days increased this month to 77.3 and remained well outside the best practices target of 45-55 days.

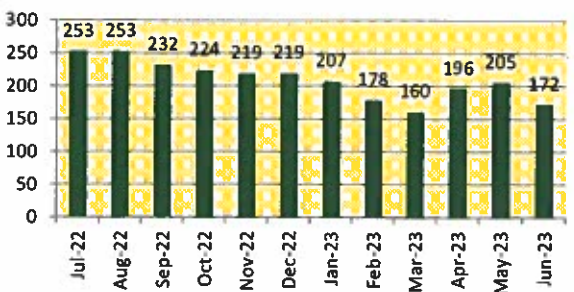
Days in Accounts Receivable



Days in Accounts Payable



Days Cash on Hand



Key Financial Ratios - YTD

Current Ratio.....	3.08
Operating Margin.....	-38.2%
Days in Accounts Receivable.....	77.3
Long-Term Debt to Capitalization.....	0.01
Debt Service Coverage.....	2,438%
Days Cash on Hand Excl. Board Restr.....	172.0

**Seneca Healthcare District
Income Statement (DRAFT)
For the Month of June 2023**

	% Net Pt Revenue	Actual	Month-to-Date Budget	\$ Variance	% Net Pt Revenue	Actual	Year-to-Date Budget	\$ Variance
1 REVENUE								
2 Inpatient Revenue - Acute		48,435	72,653	(24,218)		875,059	883,939	(8,880)
3 Inpatient Revenue - Swing Bed		-	71,528	(71,528)		241,604	870,251	(628,647)
4 Inpatient Revenue - SNF		294,590	271,200	23,390		3,276,829	3,175,500	101,329
5 Inpatient Revenue - Ancillary		45,221	159,031	(113,810)		1,310,088	1,890,812	(580,724)
6 Inpatient Revenue - Total		388,246	574,411	(186,165)		5,703,580	6,820,502	(1,116,922)
7 Outpatient Revenue		1,476,308	1,509,585	(33,277)		18,659,423	17,759,829	899,594
8 Total Patient Revenue		1,864,555	2,083,997	(219,442)		24,363,004	24,580,331	(217,328)
9 Contractual Allowances		(538,063)	(655,799)	117,736		(7,630,121)	(7,735,017)	104,896
10 Charity Discount		(112,714)	(3,717)	(108,997)		(207,610)	(43,836)	(163,775)
11 Other Allowances		(30,642)	(69,397)	38,755		(753,355)	(818,527)	65,172
12 Bad Debt		(15,704)	(47,323)	31,619		(670,590)	(558,169)	(112,421)
13 Total Deductions		(697,124)	(776,236)	79,112		(9,261,676)	(9,155,549)	(106,127)
14 Net Patient Revenue		1,167,431	1,307,761	(140,330)		15,101,327	15,424,782	(323,455)
% of Gross Revenue	62.6%		62.8%	-0.1%		62.0%	62.8%	-0.8%
15 Meaningful Use Revenue		-	-	-		-	-	-
16 Quality Payments		-	-	-		-	-	-
17 Other Operating Revenue		576	4,167	(3,590)		21,656	50,000	(28,344)
18 Total Operating Revenue		1,168,007	1,311,928	(143,920)		15,122,984	15,474,782	(351,799)
19 EXPENSES								
20 Salaries & Wages	59.4%	(693,436)	(614,338)	(79,098)	55.8%	(8,428,853)	(7,980,648)	(448,205)
21 Employee Benefits	12.2%	(142,333)	(137,135)	(5,198)	11.1%	(1,682,586)	(1,719,019)	36,433
22 Contract Labor	20.8%	(242,451)	(152,100)	(90,351)	10.8%	(1,635,938)	(1,635,000)	(938)
23 Professional Fees - Medical	23.4%	(272,930)	(266,643)	(6,287)	21.0%	(3,164,608)	(3,166,916)	2,308
24 Professional Fees - Other	3.1%	(36,218)	(78,233)	42,016	1.8%	(268,733)	(293,200)	24,467
25 Supplies	11.0%	(127,856)	(146,150)	18,294	8.8%	(1,332,699)	(1,426,225)	93,527
26 Purchased Services	32.5%	(379,020)	(520,637)	141,616	15.5%	(2,341,540)	(2,515,730)	174,190
27 Insurance	2.0%	(23,516)	(16,259)	(7,257)	1.7%	(250,331)	(195,102)	(55,228)
28 Rentals and Leases	1.2%	(13,632)	(15,192)	1,560	1.1%	(172,133)	(182,300)	10,167
29 Repairs and Maintenance	0.9%	(10,237)	(15,567)	5,330	1.7%	(258,554)	(229,420)	(29,134)
30 Utilities and Telephone	1.8%	(21,293)	(33,110)	11,817	2.5%	(376,780)	(391,322)	14,542
31 Depreciation & Amortization	3.1%	(36,194)	(36,966)	772	2.8%	(428,587)	(443,593)	15,006
32 Other Expenses	3.1%	(36,639)	(28,379)	(8,261)	3.7%	(561,581)	(434,960)	(126,621)
33 Total Operating Expenses	174.4%	(2,035,755)	(2,060,708)	24,953	138.4%	(20,902,923)	(20,613,436)	(289,487)
34 Income From Operations	-74.3%	(867,748)	(748,781)	(118,967)	-38.3%	(5,779,939)	(5,138,653)	(641,286)
35 Tax Revenue	22.3%	260,000	310,000	(50,000)	4.0%	607,209	600,000	7,209
36 IGT - Incoming Portion	0.0%		512,713	(512,713)	31.0%	4,678,960	4,940,327	(261,367)
37 Non Capital Grants and Donations	26.1%	304,387	1,124,962	(820,575)	3.9%	590,615	1,143,296	(552,681)
38 Interest Income	0.2%	2,750	250	2,500	1.6%	236,973	60,000	176,973
39 Interest Expense	0.0%	(101)	(252)	151	0.0%	(5,706)	(3,734)	(1,972)
40 Non-Operating Income (Expense)	0.0%			-	-0.2%	(33,356)	-	(33,356)
41 Total Non-Operating Gain (Loss)	48.6%	567,036	1,947,673	(1,380,637)	40.2%	6,074,694	6,739,888	(665,194)
42 Net Income	-25.8%	(300,712)	1,198,892	(1,499,604)	2.0%	294,754	1,601,235	(1,306,480)
43 Operating Margin %		(74.3%)	(57.1%)	-17.22%		(38.2%)	(33.2%)	-5.01%
44 Net Margin %		(25.7%)	91.4%	-117.13%		1.9%	10.3%	-8.40%
45 Payroll as % of Operating Expense		34.06%	29.81%	4.25%		40.32%	38.72%	1.61%
46 IGT Transaction Summary								
47 Outgoing		-	-	-		1,447,325	1,682,127	234,802
48 Incoming		-	512,713	(512,713)		4,678,960	4,940,327	(261,367)
49 Net Impact		-	512,713	(512,713)		3,231,634	3,258,199	(26,565)

**Seneca Healthcare District
Income Statement (DRAFT)
13-Month Trend Ended June 30, 2023**

1	REVENUE	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
2	Inpatient Revenue - Acute	22,603	35,519	29,061	119,473	25,832	100,099	142,076	138,847	12,916	45,206	12,916	164,679	48,435
3	Inpatient Revenue - Swing	114,444	19,074	-	73,117	-	-	-	-	-	89,012	19,074	-	-
4	Inpatient Revenue - SNF	223,250	246,816	249,916	241,855	254,257	260,459	269,141	257,262	287,037	319,517	291,569	304,410	294,590
5	Inpatient Revenue - Ancillary	127,889	57,577	53,728	226,865	50,997	190,696	210,676	186,226	54,007	128,180	41,349	64,566	45,221
6	Inpatient Revenue - Total	488,186	358,986	332,705	661,310	372,414	551,253	621,893	582,335	353,959	581,915	364,908	533,655	388,246
7	Outpatient Revenue	1,632,779	1,769,547	1,852,746	1,775,759	1,796,058	1,468,780	1,548,012	1,511,744	1,341,411	1,413,841	1,351,551	1,553,665	1,476,308
8	Total Patient Revenue	2,120,965	2,128,533	1,985,451	2,437,069	2,168,472	2,020,034	2,169,904	2,094,079	1,695,371	1,995,757	1,716,459	2,087,320	1,864,555
9	Contractual Allowances	(558,074)	(644,846)	(551,455)	(790,961)	(672,755)	(593,285)	(747,583)	(709,935)	(546,038)	(641,637)	(590,480)	(603,084)	(538,063)
10	Charity Discount	(6,817)	(8,196)	(13,784)	(993)	-	(18,363)	(7,213)	(22,548)	(2,556)	(4,505)	-	(16,738)	(112,714)
11	Other Allowances	(140,779)	(94,463)	(58,286)	(37,429)	(75,926)	(87,935)	(67,310)	(71,204)	(49,272)	(67,155)	(20,504)	(93,230)	(30,642)
12	Bad Debt	(21,438)	(41,917)	(81,238)	(74,468)	(65,357)	(73,368)	(42,659)	(49,265)	(88,155)	(66,331)	(47,995)	(44,131)	(15,704)
13	Total Deductions	(725,107)	(789,422)	(704,763)	(903,851)	(814,038)	(772,952)	(864,765)	(852,952)	(666,021)	(779,628)	(658,979)	(757,183)	(697,124)
14	Net Patient Revenue	1,395,858	1,339,112	1,280,689	1,533,218	1,354,434	1,247,082	1,305,140	1,241,127	1,029,350	1,216,128	1,057,479	1,330,137	1,167,431
15	% of Gross Revenue	65.6%	62.9%	64.5%	62.9%	62.5%	61.7%	60.1%	59.3%	60.7%	60.9%	61.6%	61.7%	62.6%
16	Meaningful Use Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
17	Quality Payments	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Other Operating Revenue	2,045,573	1,544	1,626	5,374	3,675	1,578	866	1,165	1,164	1,022	435	2,631	576
19	Total Operating Revenue	3,441,431	1,340,656	1,282,315	1,538,592	1,358,109	1,248,660	1,306,005	1,242,293	1,030,514	1,217,150	1,057,914	1,332,767	1,168,007
20	EXPENSES													
21	Salaries & Wages	(628,378)	(735,926)	(684,412)	(642,354)	(702,357)	(673,881)	(727,030)	(761,394)	(631,624)	(736,097)	(665,543)	(774,799)	(693,436)
22	Employee Benefits	(135,973)	(142,507)	(127,879)	(128,026)	(126,941)	(120,214)	(128,148)	(146,083)	(137,230)	(135,315)	(140,854)	(207,057)	(142,333)
23	Contract Labor	(115,923)	(160,617)	(136,809)	(87,029)	(94,570)	(101,356)	(103,543)	(99,054)	(109,088)	(151,966)	(178,649)	(170,805)	(242,451)
24	Professional Fees - Medical	(242,563)	(240,648)	(246,365)	(279,561)	(293,412)	(250,960)	(242,342)	(266,203)	(246,341)	(287,021)	(264,495)	(272,329)	(272,930)
25	Professional Fees - Other	(35,109)	(26,806)	(33,164)	(18,143)	(18,213)	(12,913)	(40,782)	(20,198)	(17,267)	(22,926)	(16,530)	(5,554)	(36,218)
26	Supplies	(85,121)	(74,673)	(104,709)	(280,006)	(88,996)	(70,029)	(61,127)	(91,570)	(63,100)	(132,711)	(102,010)	(116,512)	(127,856)
27	Purchased Services	(169,742)	(168,873)	(132,700)	(180,888)	(205,636)	(182,950)	(127,581)	(176,901)	(171,518)	(176,472)	(215,565)	(223,437)	(379,020)
28	Insurance	(12,359)	(22,066)	(22,237)	(22,228)	(22,301)	(22,285)	(12,263)	(22,365)	(22,552)	(22,281)	(22,367)	(23,516)	(23,516)
29	Rentals and Leases	(14,470)	(15,412)	(15,419)	(14,119)	(15,101)	(15,101)	(21,381)	(7,358)	(7,088)	(16,274)	(17,780)	(13,932)	(13,632)
30	Repairs and Maintenance	(14,801)	(22,036)	(31,692)	(18,872)	(22,165)	(14,964)	(8,927)	(10,193)	(25,146)	(51,602)	(33,553)	(9,167)	(10,237)
31	Utilities and Telephone	(29,816)	(32,914)	(34,284)	(31,855)	(27,422)	(25,622)	(31,028)	(27,378)	(22,125)	(64,505)	(28,947)	(29,407)	(21,293)
32	Depreciation & Amortization	(35,797)	(36,039)	(36,038)	(32,493)	(36,150)	(36,150)	(35,885)	(35,885)	(35,885)	(35,885)	(36,024)	(35,958)	(36,194)
33	Other Expenses	(34,776)	(41,090)	(51,380)	(32,628)	(59,262)	(39,750)	(62,002)	(49,143)	(45,492)	(47,864)	(53,066)	(43,265)	(36,639)
34	Total Operating Expenses	(1,554,827)	(1,719,607)	(1,658,508)	(1,768,719)	(1,711,544)	(1,566,175)	(1,622,041)	(1,705,230)	(1,534,267)	(1,881,190)	(1,775,297)	(1,924,590)	(2,035,755)
35	Income From Operations	1,886,604	(378,951)	(376,193)	(230,127)	(353,435)	(317,515)	(316,035)	(462,937)	(503,753)	(664,040)	(717,383)	(591,822)	(867,746)
36	Tax Revenue	265,767	-	-	-	-	-	-	-	-	-	347,209	-	260,000
37	IGT - Incoming Portion	-	-	-	-	-	-	-	-	-	1,169,611	3,509,348	-	-
38	Non Capital Grants and Donations	29,138	2,020	11,855	520	132	130,209	150	4,175	137,167	-	-	-	304,387
39	Interest Income	2,391	24,800	2,634	2,040	42,984	2,266	1,975	68,094	4,175	200	78,861	6,193	2,750
40	Interest Expense	(567)	(505)	(328)	(958)	(348)	(362)	(83)	(388)	(691)	(656)	(738)	(738)	(101)
41	Non-Operating Income (Expense)	-	-	-	-	-	-	-	-	3,000	4,401	(40,758)	-	-
42	Total Non-Operating Gain (Loss)	296,729	26,316	14,161	1,601	42,768	132,113	2,043	71,881	143,651	1,173,556	3,894,113	5,456	567,036
43	Net Income	2,183,332	(352,636)	(362,033)	(228,525)	(310,667)	(185,402)	(313,993)	(391,056)	(360,102)	509,516	3,176,730	(586,367)	(300,712)
44	Operating Margin %	54.8%	(28.3%)	(29.3%)	(15.0%)	(26.0%)	(25.4%)	(24.2%)	(37.3%)	(48.9%)	(54.6%)	(67.8%)	(44.4%)	(74.3%)
45	Net Margin %	63.4%	(26.3%)	(28.2%)	(14.9%)	(22.9%)	(14.8%)	(24.0%)	(31.5%)	(34.9%)	41.9%	300.3%	(44.0%)	(25.7%)
46	Payroll as % of Operating Expense	40.41%	42.80%	41.27%	36.32%	41.04%	43.03%	44.82%	44.65%	41.17%	39.13%	37.49%	40.26%	34.06%
47	IGT Transaction Summary													
48	Outgoing	-	-	-	-	-	-	-	-	1,432,505	-	14,820	-	-
49	Incoming	-	-	-	-	-	-	-	-	-	1,169,611	3,509,348	-	-
50	Net Impact	-	-	-	-	-	-	-	-	(1,432,505)	1,169,611	3,494,528	-	-

Seneca Healthcare District
Comparative Balance Sheets - Board Report (DRAFT)
Dates as Indicated

	Unaudited FY 2023 6/30/2023	Audited FY 2022 6/30/2022	Audited FY 2021 6/30/2021	Audited FY 2020 6/30/2020	FY 2023-2022	
					\$ Change	% Change
ASSETS						
Current Assets						
Cash	\$ 75,696	\$ 747,360	\$ 3,115,934	\$ 18,884	\$ (671,665)	-89.87%
Short-term Investments	9,573,855	12,528,820	7,618,504	7,317,637	(2,954,965)	-23.59%
Total Cash and Equivalents	9,649,550	13,276,180	10,734,438	7,336,520	(3,626,630)	-27.32%
Patient Accounts Receivable	4,813,200	3,826,687	3,570,234	4,582,957	986,513	25.78%
Accounts Receivable Reserves	(2,807,090)	(2,695,705)	(2,453,764)	(3,096,844)	(111,384)	4.13%
Net Accounts Receivable	2,006,111	1,130,982	1,116,470	1,486,113	875,129	77.38%
<i>% of Gross Accounts Receivable</i>	<i>41.7%</i>	<i>29.6%</i>	<i>31.3%</i>	<i>32.4%</i>		
Inventory	396,128	337,226	325,481	250,386	58,901	17.47%
Other Assets- Due (to)/from gov't payers	466,491	202,390	1,540,757	669,462	264,101	130.49%
Board Restricted Funds - Facility Capital	351,545	449,934	1,253,165	513,400	(98,389)	
Board Restricted Funds	1,044,630	1,776,243	2,456,135	612,125	(731,613)	-41.19%
Total Other Assets	2,258,794	2,765,794	5,575,539	2,045,374	(507,000)	-18.33%
Total Current Assets	13,914,455	17,172,955	17,426,447	10,868,007	(3,258,501)	-18.97%
Fixed Assets						
Land	90,610	90,610	90,610	90,610	0	0.00%
Buildings	6,188,081	5,801,899	5,762,782	5,532,267	386,182	6.66%
Capital Equipment	9,040,660	6,905,562	5,861,094	5,033,846	2,135,097	30.92%
Total Plant & Equipment	15,319,350	12,798,071	11,714,485	10,656,723	2,521,279	19.70%
Accumulated Depreciation	(10,214,911)	(9,811,659)	(9,363,323)	(8,493,946)	(403,251)	4.11%
Net Fixed Assets	5,104,439	2,986,411	2,351,162	2,162,778	2,118,028	70.92%
TOTAL ASSETS	\$ 19,018,894	\$ 20,159,367	\$ 19,777,608	\$ 13,030,785	\$ (1,140,473)	-5.66%
LIABILITIES AND RETAINED EARNINGS						
Current Liabilities						
Accounts Payable	\$ 1,671,658	\$ 1,598,381	\$ 513,833	\$ 626,379	\$ 73,277	4.58%
Accrued Payroll & Benefits	884,546	918,467	620,243	562,461	(33,922)	-3.69%
Accrued Other Liabilities	1,956,434	1,956,434	4,501,218	207,968	0	0.00%
Total Current Liabilities	4,512,637	4,473,282	5,635,295	1,396,807	39,355	0.88%
Long-Term Liabilities						
Loans	0	0	1,508,168	14,250	0	#DIV/0!
Capitalized Leases	33,607	60,864	110,836	133,793	(27,257)	-44.78%
Total Long-Term Liabilities	33,607	60,864	1,619,004	148,043	(27,257)	-44.78%
TOTAL LIABILITIES	4,546,244	4,534,146	7,254,299	1,544,850	12,098	0.27%
FUND BALANCE	14,472,649	15,625,220	12,342,178	11,485,935	(1,152,571)	-7.38%
TOTAL LIABILITIES AND FUND BALANCE	\$ 19,018,894	\$ 20,159,367	\$ 19,596,476	\$ 13,030,785	\$ (1,140,473)	-5.66%

Seneca Healthcare District
Detail of Long Term Debt
As of June 30, 2023

<u>Description</u>	<u>Original Amount</u>	<u>Origination Date</u>	<u>Interest Rate</u>	<u>Monthly Payment</u>	<u>Maturity</u>	<u>Secured By</u>	<u>Balance on June 30, 2023</u>
<u>Loans</u>							
CHFFA Help II Loan	387,890	July 2011	3.00%	0	September 2018	Patient AR	0
CHFFA Help II Loan	400,000	January 2015	3.00%	0	February 2019	Patient AR	0
Evident	114,000	October 2017	0.00%	0	September 2019	Equipment	0
PPP Loan	1,508,168	May 2020			May 2022		0
<u>Total Loans</u>	<u>2,410,058</u>			<u>0</u>			<u>0</u>
<u>Capitalized Leases</u>							
Siemens	172,672	September 2017	5.63%	2,492	August 2024	Equipment	33,607
Jules	500,081	February 2013	5.80%	0	February 2018	Equipment	0
<u>Total Capitalized Leases</u>	<u>672,753</u>			<u>2,492</u>			<u>33,607</u>
<u>Total Long Term Liabilities</u>	<u>3,082,811</u>			<u>2,492</u>			<u>33,607</u>

Seneca Healthcare District
Summary Statement of Cash Flows - Board Report
Fiscal Year-to-Date

	YTD
	6/30/2023
Net Income (Loss)	\$ 294,754
Changes in:	
Depreciation	388,579
(Increase)/Decrease in Net Accounts Receivable	(875,129)
(Increase)/Decrease in Inventory	(58,901)
(Increase)/Decrease in Other Assets	(264,101)
Increase/(Decrease) in Accounts Payable	87,949
Increase/(Decrease) in Accrued Payroll & Benefits	(33,922)
Increase/(Decrease) in Other Accrued Liabilities	-
Net Cash Provided (Used) by Operating Activities	<u>(755,525)</u>
Purchases of Equipment	(2,521,279)
Net Cash Provided (Used) in Investing Activities	<u>(2,521,279)</u>
Proceeds from New Loans	-
Principal Payments of Loans	-
Principal Payments under Capital Leases	(27,257)
Principal Payments under Inter-Governmental Transfer Program	(1,447,325)
Net Cash Provided (Used) in Financing Activities	<u>(1,474,582)</u>
Net Change in Cash and Cash Equivalents	(4,456,632)
Cash and Cash Equivalents, Beginning of Period	<u>15,502,357</u>
Cash and Cash Equivalents, End of Period	<u><u>\$ 11,045,725</u></u>
*Inclusive of Board Restricted Cash	

Cash Detail by Account

Operating Checking - Plumas Bank	\$ 50,161
Suspense General Ledger for Receipts Pending R.A.'s	(3,876)
Payroll Checking - US Bank	28,126
Business Savings - Plumas Bank	318,193
Petty Cash - Receptionists	1,284
Local Agency Investment Fund	10,590,853
Series EE Bonds	60,984
Total Cash and Cash Equivalent Detail	<u><u>\$ 11,045,725</u></u>

**SENECA HEALTHCARE DISTRICT
ACTIVITY SUMMARY
FOR THE MONTH OF JUNE 2023**

MONTH TO DATE

	CURRENT MONTH JUNE 2023	PRIOR MONTH MAY 2023	PRIOR YEAR MONTH JUNE 2022
1. In Patient Stays			
1.a Admissions	2	8	4
1.b Discharges	5	5	5
2. Out Patient Observations	12	19	20
3. Out Patient Surgeries	15	12	10
4. Emergency Visits	235	239	264
5. Lab Procedures	1,705	2,250	2,513
6. Radiology Procedures	240	310	307
6.a X-Ray Procedures	156	181	187
6.b Mammography	0	0	0
6.c MRI	1	5	2
6.d Ultrasound	10	6	0
6.e C T Scan	73	118	118
6.f Dexascanner	0	0	0
7. Respiratory Therapy/ABG/PFT	71	49	47
8. CardioPulmonary EKG/Holter	51	62	73
9. Stress Tests	0	1	0
10. Physical Therapy	350	359	333
11. Lake Almanor Clinic Visits	589	647	692
Dr. Ware	124	140	171
Dr. Walls	90	68	109
Dr. Cooper/Physician Office	140	204	73
NP Office	0	0	0
NP Walk-in/Hayden	177	180	236
Specialty/Other	58	55	103

YEAR TO DATE

JULY 2022 - JUNE 2023	JULY 2021 - JUNE 2022
80	96
79	95
188	138
225	198
2,865	2,445
27,652	26,506
3,493	2,855
2,020	1,795
0	0
50	59
92	44
1,331	957
0	0
1,398	1,392
719	580
4	3
3,508	3,094
6,732	7,204
1,161	1,769
880	1,219
1,600	1,431
133	47
2,166	1,885
792	853

ACUTE CARE

12. Acute Patient Days	15	51	7
13. Acute ADC	0.50	1.65	0.23
14. % Occupancy	5.00	16.45	2.33
15. Avg Length of Stay	7.50	6.38	1.75
16. Swing Bed Days	0	0	36
17. Swing Bed ADC	0.00	0.00	1.20
18. Total ADC	0.50	1.65	1.43

	272	398
	0.75	1.09
	7.45	10.90
	3.40	4.15
	76	189
	0.21	0.52
	0.95	1.61

SKILLED NURSING UNIT

19. Patient Days	390	403	360
20. Average Daily Census	13.00	13.00	12.00
21. % Occupancy	81.25	81.25	75.00

	4,852	4,774
	13.29	13.08
	83.08	81.75

TOTALS

22. Patient Days	405	454	403
23. Average Daily Census	13.50	14.65	13.43
24. Total Adjusted Patient Days	1,540	1,322	1,751

	5,200	5,361
	14.25	14.69
	17,012	17,316

Seneca Healthcare District
Gross Outpatient Revenue
June 2023

	Month Ended 6/30/23			Year to Date 6/30/23		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Acute			-			-
Swing			-			-
SNF			-			-
Observation	43,422.00	42,611.04	810.96	644,090.00	501,306.33	142,783.67
ER	387,697.00	259,483.28	128,213.72	3,398,270.00	3,052,744.42	345,525.58
ER Phy	118,987.00	94,942.62	24,044.38	1,260,976.00	1,116,972.00	144,004.00
Surgery	55,215.00	68,255.03	(13,040.03)	741,262.00	803,000.39	(61,738.39)
Anesth	5,663.00	4,472.19	1,190.81	52,329.00	52,614.01	(285.01)
CS	5,042.00	11,672.52	(6,630.52)	181,115.78	137,323.80	43,791.98
LAC	176,377.48	193,450.40	(17,072.92)	2,112,432.92	2,275,887.12	(163,454.20)
LAB	183,465.79	264,328.20	(80,862.41)	2,892,911.33	3,109,743.53	(216,832.20)
Blood Gas	3,342.00	3,332.72	9.28	45,117.00	39,208.47	5,908.53
Blood Bank	-	1,192.72	(1,192.72)	5,262.00	14,032.00	(8,770.00)
EKG	33,948.00	27,666.20	6,281.80	419,771.20	325,484.71	94,286.49
Stress	-	434.32	(434.32)	5,288.00	5,109.61	178.39
Radiology	71,923.00	76,721.60	(4,798.60)	951,696.60	902,607.07	49,089.53
Mammo			-	-	-	-
MRI	3,265.00	27,123.44	(23,858.44)	179,745.00	319,099.27	(139,354.27)
Ultrasound	11,127.00	-	11,127.00	83,870.00	-	83,870.00
CT Scan	198,717.00	152,627.03	46,089.97	2,381,790.00	1,795,612.09	586,177.91
OP Proc	1,801.00	4,250.00	(2,449.00)	68,009.00	50,000.00	18,009.00
Pharmacy	53,391.00	156,063.89	(102,672.89)	1,835,946.45	1,836,045.78	(99.33)
RT	8,668.00	15,488.78	(6,820.78)	237,667.00	182,220.99	55,446.01
PT	114,257.00	105,469.51	8,787.49	1,161,874.00	1,240,817.73	(78,943.73)
OT			-			-
Telemed			-			-
Totals	1,476,308.27	1,509,585.49	(33,277.22)	18,659,423.28	17,759,829.30	899,593.98

Seneca Healthcare District
Professional Fees- Medical
June 30, 2023

G/L #	Description	Actual ME 6/30/2023	Budget ME 6/30/2023	(Over)/Under Budget	Actual YTD 6/30/2023	Budget YTD 6/30/2023	(Over)/Under Budget
	Grand Total	272,930.18	266,642.99	(6,287.19)	3,164,607.93	3,166,915.83	2,307.90
41220040	EMERG RM PHYSICIAN FEES	105,354.00	111,600.00	6,246.00	1,384,824.00	1,357,800.00	(27,024.00)
	SHD Contracted Physicians	62,530.00	63,705.00	1,175.00	940,435.00	950,382.50	9,947.50
	Locums Physicians	42,824.00	47,895.00	5,071.00	444,389.00	407,417.50	(36,971.50)
41220044	SURGERY PHYSICIAN FEES	32,714.66	26,373.89	(6,340.77)	327,519.00	316,486.71	(11,032.29)
41220044	Surgery - Surgeries Call	15,381.22	14,173.89	(1,207.33)	162,802.36	170,086.71	7,284.35
	Clinic	8,933.44	7,500.00	(1,433.44)	96,316.64	90,000.00	(6,316.64)
	CRNA	8,400.00	4,700.00	(3,700.00)	68,400.00	56,400.00	(12,000.00)
41220049	LK ALMANOR PHYSICIAN FEES	80,159.14	82,370.83	2,211.69	935,432.40	937,050.00	1,617.60
41229049							
	SHD Contracted Physicians	32,649.85	39,166.67	6,516.82	443,169.54	470,000.00	26,830.46
	FNP Supervision	3,300.00	2,937.50	(362.50)	34,950.00	35,250.00	300.00
	Locums Providers	26,828.57	21,666.67	(5,161.90)	272,939.01	195,000.00	(77,939.01)
	Walk-In Clinic	15,730.72	13,600.00	(2,130.72)	145,398.85	176,800.00	31,401.15
	Telemedicine (non-physician)	1,650.00	5,000.00	3,350.00	38,975.00	60,000.00	21,025.00
		80,159.14	82,370.83	2,211.69	935,432.40	937,050.00	1,617.60
Note:							
SHD Contracted Physicians includes Dr. Walls, Dr. Ware, ED physician hospitalist services, and Telemedicine							
Other Professional Fees- Medical		54,702.38	46,298.26	(8,404.12)	516,832.53	555,579.11	38,746.58

SPT Report to the SHD Board

7/27/2023

SWIMLANES	SUBCATEGORIES	General Summary	Updates
CEQA	General / SHD approval	For compliance with CEQA (state) environmental requirements, an environmental review is required to evaluate project followed by approval of the GPA/RZ and LAFCO (see below). Sequoia Environmental is the consultant that has been contracted to lead this process. SHD has been identified as the lead agency for the CEQA review/approval.	COMPLETE
	GPA/Rezone	This application has been submitted to the Plumas County Planning	COMPLETE
	LAFCO Annexation	LAFCO approval of annexation of project parcel to CPUD for fire/water/sewer needs to follow Board of Supervisors' approval of the General Plan Amendment/Rezone.	LAFCO approved annexation at 7/17/23. COMPLETE
NEPA		For anticipated USDA financing (see below), an environmental review is required to evaluate project compliance with NEPA (federal) requirements. Sequoia Environmental is the consultant that has been contracted to lead this process. USDA is identified as the lead agency for the NEPA review/approval.	Environmental Assessment (EA) NEPA document was approved for noticing/public comment that ran 7/7 to 7/21. At time of preparing this update to the BOD, no comments have been received nor are expected. USDA will need to approve this document prior to site activities beginning.
EMS Helicopter Landing Site		Emergency Medical Services Helicopter Landing Site (HLS) in lieu of a full Heliport is being investigated for transport of patients as needed to nearby hospital partners. The size and infrastructure for the HLS will be such that a Heliport approval could potentially be pursued in the future if desired.	FlightCare pilot from Enloe Medical Center completed a fly over to give feedback on what is needed to ensure HLS is feasible, indicating that to be the case. Shawn has had conversation with Division of Aeronautics to best understand the parameters of the HLS. We are working now with Boldt/HGA to ensure inset lights, fencing, and lighted windsock & beacon on rooftop is incorporated appropriately into the design.

Harvest Plan		<p>Sierra Timber Services (STS) has been retained to prepare a Timber Harvesting Plan (THP) and associated Timberland Conversion permit (TCP). This is needed in order to clear trees as needed for the development, and will also be a component of the CEQA/NEPA analysis.</p>	<p>CALFIRE has approved Timber Conversion Plan and Timber Harvest Plan, and we are set to have STS perform onsite post-approval supervision of tree removal, filing of completion reports, Water Quality Monitoring.</p> <p>Additionally, dust control plan approval through NSAQMD is being reviewed to address that required mitigation management.</p> <p>As approved at the 7/18 BOD meeting, Almanor Tree Removal has been awarded the contract for tree and stump removal. A coordination meeting was held 7/19 including LTO, biologist (who found no active nests nor any sensitive plant species onsite), geotech/earthwork observation representative, STS, Boldt, and SHD representation. A pre-construction site meeting is scheduled for 7/25 at 3pm. Work is anticipated to complete within 5 weeks.</p>
Wildwood Easement		<p>There is a potential need for easement across the SW corner of Wildwood in order to properly access the new site. Communications are ongoing with Wildwood for that and for an easement for emergency access only through the North-most drive of Wildwood.</p>	<p>No update from 6/29 BOD meeting re the existing easement. The easement approved by both SHD & PCCDC for potential work at Wildwood's SW corner for main access from Reynolds Rd to the planned new facility has been recorded. Design-Build Entity may have an alternate/more cost-effective solution but if that is the case we can later record a retraction of the easement.</p> <p>The previously-discussed potential secondary emergency access/egress at the North (Meadow Lane) is not anticipated to be needed at this time...site plans have been submitted to the County with alternate secondary access/egress behind the clinic to Brentwood.</p>

Financing	USDA Financing	A loan is being pursued from USDA to provide revenue-supported financing for the project.	We continue to work with USDA to get all questions answered, Financial Feasibility Study updated, and PAR finalized. We have committed to USDA to get FFS to the local office by 8/4 so that recommendations can go to national office by 8/14 for a 9/30 funding deadline.
	Other Funding	Anticipating a combination of state/federal funds, Philanthropy and public support.	<p>The Application for Federal Community Project Funding for a Medical Equipment package was denied. We will keep this application on the radar for next year.</p> <p>No update from 6/29 BOD meeting on SB395 and Philanthropy. SHD has applied for SB395 funding for reimbursement for the fee associated with development of the Criteria Documents (\$280k). We are awaiting feedback on the application. There will be future additional opportunities to apply for future funding under this legislature as well.</p> <p>Philanthropy discussions ongoing. Final architectural renderings have been completed and donor packets are being developed.</p>
Schedule		Design-Build Entity Validation Phase Schedule provided for 1/26/23 meeting. Construction completing 11/25/25, first patient Q1 2026.	The schedule is fully dependent upon maximizing timber removal and grading/site work during the summer of 2023 and resuming building construction Spring of 2024. The effect of the delay of USDA/NEPA has been evaluated by Boldt such that if we are not able to proceed with grading/site work this year, 1st patient pushes from Q1 2026 to Q3 2026. We are working diligently to avoid this.

Budget		Design-Build Entity Validation Phase cost model provided for 1/26/23 meeting. Project budget at \$72M.	Construction costs have been validated at \$55.5M by the Design-Build Entity leading to an overall Project Cost (including soft costs) of \$72M. Note that excluded from these costs is the construction of the Support Services building for which the team is looking at cost efficiencies to have that done by a metal building company.
Design	Design Documentation	The Boldt Company with HGA Architects have been contracted as the project Design-Build Entity (DBE).	We have gotten work from Plumas County that grading package is approved, and we await formal documentation around that. CPUD has given approval on water & sewer, and we are working with them for review of fire control/access. Nonetheless, we expect to be ready to obtain permit and start grading after tree removal. Interiors design has moved into Construction Documents, and Core & Shell designs remain with HCAI for 1st review. Building design interiors will go to HCAI in Nov/Dec.
	Medical Equipment Planning	Contract has been executed with Ross & Baruzzini (R&B), changing company name to Introba, for Medical Equipment Planning & Procurement services. They will be involved in the project through procurement with a decision at a later point if they will also provide installation management (cost defined within their contract as a potential additional service).	We continue to work with Introba to determine the path to vendor selection. They will be proceeding ASAP with setting up vendor meetings for architecturally-significant equipment followed by RFPs from which SHD will be able to select the appropriate vendors.
Construction	Ground-breaking Ceremony	A ground-breaking ceremony is being planned prior to the tree removal phase of the project.	Scheduled for 7/26, 9-11am
	Boldt Contract GMP timing	Due to timing of bidding during the busy Summer months, bid coverage has been very light, leading to recommendation to the BOD to push GMP development to end of Construction Documents.	Planned for discussion within the "For Approval" section of the BOD meeting.

	Site Construction Contract	There are ongoing discussions as to whether the site construction scope-of-work will need to be contracted direct to SHD due to inability to comply with Skilled & Trained workforce requirements under the Boldt contract.	Boldt has bid to over 50 site subcontractors over much of Northern CA & Reno finding no available subs that also meet the Skilled & Trained State Design-Build workforce requirements. As a result, with the aim at getting grading started immediately after tree removal, SHD Legal is facilitating a direct bid to potential site subcontractors, with SHD Legal and Boldt Legal are working through the details of this modification to Boldt's contract.
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July 27, 2023

Seneca Healthcare Board of Directors Meeting CEO Report

Monthly Updates:

New Hospital Build Effort:

As of the preparation of this report, Seneca is waiting on final NEPA approval from the USDA. The final day for public comment is Friday, July 21. To date no public comment has been received clearing the way for NEPA completion. The timber harvest start is dependent on completion of the NEPA requirements.

Dialog continues with the USDA as it pertains to our funding application. Meetings have continued to ensure the USDA can fully vet our financials and build costs. These meetings and iterations of documents continue as we work to secure USDA funding for the project.

Our ground-breaking ceremony is scheduled for Wednesday, July 26th (yesterday). The plan is to have the Licenced Timber Operator (LTO) commence work immediately following the ceremony, but this work activity is dependent on the NEPA completion. If NEPA is not completed, the ground breaking will be ceremonial with timber harvest following as quickly on the heels of the ceremony upon NEPA approval. The project schedule for the remainder of 2023 is dependent on the ability to complete the timber harvest in the next 4-6 weeks.

Chelssa has posted the video rendering of the new facility [here](#). This video accurately depicts the new facility including color pallettes and exterior materials. This is an excellent video and open to share with anyone interested in getting a good look at the new facility.

Legislative updates:

Several bills have been introduced into the legislator that will be tracked by Seneca and our advocacy associations. The most pressing are two (2) specifically impactful bills to watch carefully.

1. AB 869 Seismic– The bill was heard in the Senate Health Committee – no transcription available– Continue tracking
2. SB 525 – Amended in the Assembly - July 3, 2023. Continue tracking

Seneca Campus updates:

Campus upgrades with the exception of the continued effort in the LTC will be stopped, or severely scrutinized as we focus our attention on the new facility build. We might bid the clinic “boneyard” on the second floor of the clinic to see what the cost would be for space use infill.



July 27, 2023

Physician & Mid-level Recruitment Update:

Site Visit Interview with Bill McGinnis, FNP is tentatively scheduled for August 6th

Site Visit Interview with Dr. Wang being scheduled

Several recruiter submissions are being vetted with the recruiter – interviews to follow

Dr. Russo is returning to Seneca August 7th for a five (5) month LOCUM position. This is a return to Seneca and we will be discussing a permanent option during his assignment.

Seneca Healthcare Campus Upgrades:

LTC renovation continues

Potential bid process for the upstairs “boneyard” location at the clinic.



JULY 2023

Seneca Healthcare District Board of Directors Meeting

CNO Report

COVID and Other Public Health Updates:

Plumas County COVID-19 By the Numbers:

- CDC now recommends that counties use COVID-19 hospital admission levels to guide prevention decisions. Currently the Plumas County COVID-19 hospital admission level = **LOW**. Still seeing COVID cases in our community.

CDC COVID-19 Hospital Admission Levels	Seneca Masking Requirements
LOW	Masking is not required. Admission COVID testing not required (unless patient to be admitted exhibits s/s of COVID). SHD COVID testing for outpatient endoscopies/colonoscopies will follow the Hospital Admission Level guidelines. SHD will continue pre-procedure COVID testing for general surgery.

Bat Exposures:

Summer is here and the bats have returned! Some patients have qualified for the rabies series due to potential bat exposures.

Cerner Project:

Cerner implementation has been with a variety of issues, but daily progress is being made.

Physicians are doing well overall with their documentation, and we are monitoring several measures as they relate to regulatory activity ("Promoting Interoperability"):

1. Electronic prescribing—do better than expected (per Cerner)
2. Query of Prescription Drug Monitoring Program: ED = OK, Observation status = volume too low
3. Provide Patients Electronic Access to their Health Information = Excellent
4. Continued work on Health Information Exchange interface (SacValley Medshare).

Nursing Recruitment & Retention:

Seneca LVN on Acute floor just passed her NCLEX and is now a new-grad Seneca RN.

Three students remain enrolled in the CNA course, and we will be receiving financial assistance (Butte Training Place) for any of those who are retained as full-time Seneca employees 90 days post course.

New-grad LVN hired for LTC. Will receive 50% reimbursement through AFWD following 90 days of employment.

New Critical Access Hospital:

Working on interior finishes, “Mall” specialty walls, furniture, and medical equipment selection (among many other details!).

Regulatory Updates:

On 6/28/23, the Board of Pharmacy arrived for an anticipated survey of our new Pyxis systems. We are required to license all automated drug dispensing machines. The pharmacist surveyor had several recommendations to bring our drug room in line with new regulations. Seneca clinical leadership has been meeting with our pharmacists to develop new workflows to be following these regulations. Two of our nurses are working on certification as pharmacy technicians in an effort to comply.

On 7/12/23, a CDPH surveyor arrived for an unannounced abbreviated standard survey for one facility report incident—LTC resident fall. The incident was rapidly closed with no findings.

Upcoming survey: anticipating an unannounced standard survey with CDPH soon. Seneca LTC filed a misconduct report related to a travel CNA abandoning her duties mid-shift. Her contract was immediately terminated.

Respectfully submitted,

Judy Cline, MSN, RN, PHN

Chief Nursing Officer

TAB

L.a

No Compliance Report
Submitted

TAB

L.b

No IT Report Submitted

List of Staff: Additions & Deletions

June 1st-30th, 2023

Activity/Event	Status	Job Title	Start/End Date
ADDITIONS	Temp	CNA Student	06/12/2023
	Temp	CNA Student	06/12/2023
	Temp	CNA Student	06/12/2023
CONDITIONAL ADDITIONS			
DELETIONS	FT	Materials Mgmt. & Plant Ops Assist.	06/09/2023

Open Positions for April 2023:

- Registered Nurse (Full Time, Part Time, Per Diem) (Acute & ER experience preferred)
- LVN (Full Time, Part Time, Per Diem)
- CNA (Full Time, Part Time, Per Diem)
- Respiratory Therapist (Per Diem)
- Clinic Coordinator/Administrative Assistant (Full Time)
- Clinical Laboratory Scientist (Full Time, Part Time, Per Diem)
- Housekeeper (Per Diem)
- Surgical Technician (Part Time, Per Diem)
- Diet Aide/Kitchen Helper (Per Diem)
- Maintenance Worker (Full Time)
- Materials Mgmt. and Plant Ops Assistant (Full Time)
- Ultrasound Technician (Full Time)

Corie Kribs, HR Assistant

Seneca Healthcare District NEWSLETTER

Focusing On The “New Seneca”

BY JUDY CLINE, CNO

Have you ever noticed that when participating in certain activities, such as watching a beautiful firework show over the lake, you have no problem staying attuned? Yet, with everyday tasks, you lose focus. Like having to turn down the radio when driving in difficult conditions, searching for your reading glasses that were firmly on top of your head, or misplacing your keys that were in your hand while you unlocked your car to look for your keys?? (OK, that didn't really happen...🙄)

Here is what has happened. We survived a pandemic, we have coped with very frightening fire disasters, we endured a long and harsh winter, we've been intensely involved in the new hospital planning, and we have recently transitioned to a new electronic health record, “Cerner”.

Additionally, over the past two years there has been a concerted effort to work on our internal culture, training, education, and overall sense of pride at Seneca.

With so many distractors vying for our attention, how do we stay focused on our very important jobs? Is it possible to stay focused on the vision of rebuilding our “New Seneca”?

The neurosciences have always been one of my favorite areas to study. Have you ever been asked in an interview how well you can “multi-task”? As it turns out, we have limited attention spans. Our ability to focus is based primarily on our quality of attention, how we prioritize incoming data, and how we stay “tuned in”. One neuroscientist likens the ability to focus on what you can see when directly shining a flashlight on an object. Even if you had multiple flashlights, you could only focus on one thing at a time.

Did you know that “Be Focused” is one of Seneca's core values? Let's review.

‘Seneca Core Value: Be Focused—Be Consistent, Safe, Service Oriented, Detailed, Truthful’

- We have a commitment to serving the community and providing open access to Seneca for all community members.
- We believe that providing high quality, accessible health care is our reason for being.
- Involvement by our staff in the community enhances our ability to provide effective health care. Improving the community will improve the health of our customers.
- Partnerships with education, government, and other community organizations will multiply the resources for and the effectiveness of our work.
- By instilling confidence in our patients, they will become positive forces in the community and contribute to the health of others.
- We use a team approach to providing health care and involve the patient as part of our team.
- Our integrity and ethics will never be compromised.”

We as an organization have done a fantastic job navigating pandemics and disasters and planning our new hospital and Cerner (oh my!). How have we been successful? We have been intensely focused!

We understand you may lose your focus from time to time—just do your best to prioritize and use your “flashlight” when needed. When not at work, we need you to focus on yourself, your health, your family, and the amazing energy that is you.

The “New Seneca” is well on its way, because of you. Stay focused on this important core value. In the meantime, enjoy the fireworks!!

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Notes & News

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The Staff Corner

PAGE 4 & 5

Departmental
Updates

PAGE 6

General Updates



NOTES & NEWS

Provider Updates

New family practice provider Heather Smith, PA is anticipated to start at Seneca in August. Heather is joining us as a Physician Assistant, she will serve the community by providing a wide variety of primary care medical needs including routine checkups, medication refills, and immunizations for children and adults. She completed her education at the University of Southern California in 1986 and is a Board-Certified primary care and surgery PA.

Dr. Russo is set to return on August 8th, where he will resume his work with SHD as a family medicine provider. He has agreed to work with us for an additional 5 months.

Business Cards

Please connect with Marketing if you need a business card. We would like to make sure business cards are reordered prior to October of this year with current updated phone contact information.



Dress Code Reminder

I know we had a **VERY** long and cold winter and we may want to "strip down" to cooler more comfortable clothing, but you do need to be mindful of the dress code here at Seneca.

- Tank tops or spaghetti straps must be covered by a jacket or sweater
- Absolutely no shorts of any length, leather pants, cutoffs, overalls or yoga pants
- Blue jeans may be worn only on Fridays or other specified occasions except for the preapproved departments.
- No cleavage
- No artificial nails for those in direct patient care
- Open toed shoes are only allowed in non-patient care area.
- No flip flops, slippers, or bare feet
- Seneca logo only

JULY WORK ANNIVERSARIES

1 Year

July 19 - Monica Pitlock
July 20 - Skyler Sobol

3 Years

July 3 - Katie Monday

4 Years

July 8 - Brianna Denny
July 15 - Sue Capella
July 15 - Lindsey Anderson

6 Years

July 17 - Debra Conley

8 Years

July 6 - Sheila Loyd

10 Years

July 10 - Kim Cocilova
July 10 - Jim White

17 Years

July 12 - Steven Stoops

23 Years!

July 17
JJ Gorbet



Fun August Holidays:

- August 3 - National Watermelon Day
- August 4th - National Chocolate Chip Cookie Day
- August 13 - Left Handers Day
- August 16 - National Tell a Joke Day
- August 31 - National Eat Outside Day

The Staff Corner

Employees of the Month: Bonnie Brower



JULY EMPLOYEE OF THE MONTH

Bonnie has worked diligently from the start of her hire. She is friendly, caring, hard working and eager to help/please others. She always has a positive attitude no matter what situation she might be in. I would strongly agree that she represents all four of Seneca's Core Values!

She is always present in the moment.

She is always creative within the task at hand.

She is always focused on what she is doing.

She is always courageous in everything she does.

Bonnie is a joy to be around and is a great team player. She is loved by her patients and is very provider focused.

Seneca is lucky to have her!

Nominated by: Ashli Pleau, RN

I'm with Bonnie?

Thank you for going above & beyond.

As an employee of Seneca, you have demonstrated our Seneca Core Values. What would you recommend others to do to demonstrate these Core Values as well?

- I recommend each staff member to smile as it may bring a smile to the face of someone who is having a bad day.

What qualities do you possess that make you stand out as an excellent team member at Seneca?

- I do not feel like I stand out anymore than any of the staff at Seneca. I do however, take pride in making each of our patients feel heard and cared about because if not for them we would not be here.

What have been your biggest accomplishments on our team?

- Learn not only one but 2 different computer systems at the same time.

Who are some of your biggest inspirations within the company?

- My inspirations would have to be my two direct supervisors, JJ and Ashli. They have both come beside me by encouraging me to be the best I can be. They have each given me opportunities to learn new skills and are both kind, patient and great teachers.

My name is Shantel I am 27 years old, married and have 5 kids and 7 family pets! I lived in Greenville for almost 10 years now. I am also a tribal member from the Greenville Rancheria. My favorite activities are fishing, hiking, puzzles, beading and coloring books. I can be shy at first but once you get to know me, my bubbly personality will come out. I am excited to be part of Seneca's CNA program!!

My name is Kayla, mother of 2 year old Chase and soon to be wife to Colton. I live by the saying "she believed she could, so she did" and I've applied that to my life this past year. I have believed in myself and achieved every goal I've set for myself. The next goal is to become a CNA. I've chosen this career path with the goal to be the best CNA possible, and to make someone's day better than it was when they woke up. Through the years of caregiving I've had, I've seen how big of a difference my presence has made in someone's day, and it makes me excited to see what I can do as a CNA.

What is the most unique part about working here?

- Working with my daughter Daphne as if it was not for her encouraging me to apply at Seneca I would not be here.

How have you grown professionally over the last several years?

- Over the last few years, I have been able to use old skills and have learned new skills to better serve my patients.

What are your career goals?

- My goal is to take any learning opportunity to be the best Seneca employee that I can be.

Why do you love working at Seneca Healthcare District?

- I love working one on one with patients and I love working with each person at Seneca.

WELCOME TO SENECA HEALTHCARE DISTRICT



Shantel Chavez-Sanchez
CNA Student



Kayla Daniel
CNA Student



Brianna Diaz
CNA Student

Welcome

Departmental Updates

SNF Bi-Weekly BBQ

\$8.00 a person every payday Friday on the SNF patio. Donations go to the SNF residents activities fund.

BBQ sign-up sheet is by the time clocks at the clinic and hospital. If the sign-up sheets are gone, please ask the kitchen staff to add you to the list no later than 10:00 am Friday morning of the BBQ.

You pay the day of the BBQ when you get your plate. There will be a donation jar on the table.

BBQ Dates: 7/7, 7/21, 8/4, & 8/18 (unless otherwise noted).



Take the Time to Introduce yourself!

*This one is so important... we decided to share it again!
(It might come back next month too!)*



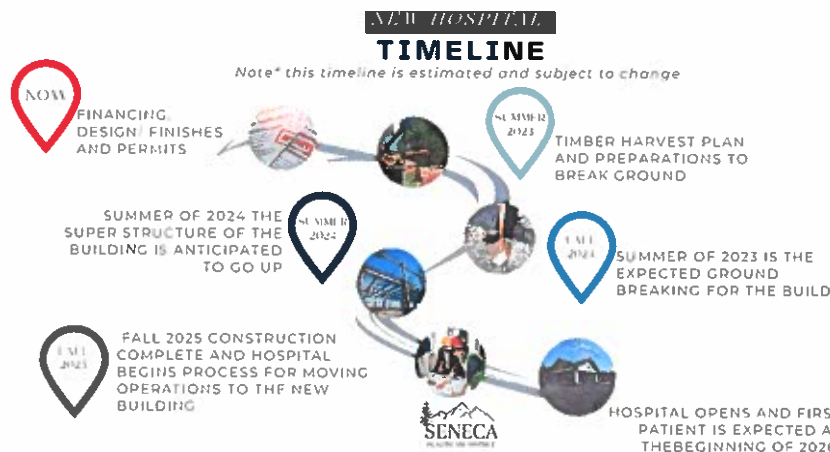
Don't forget to introduce yourself, look patients in the eyes and say "Hi, my name is _____ and I will be your _____ today."

That one sentence can help many patients feel more at ease and welcomed to our facility.

We want to encourage ALL employees to practice using AIDET. AIDET is a useful strategy to improve communication for the healthcare team. Studies show that using AIDET helps to increase overall patient satisfaction

Current Hospital Build Timeline

The groundbreaking ceremony is anticipated to take place on July 25th. This is a tentative date and staff will be updated as soon as possible on this date.



THANK YOU TO OUR COMMUNITY FOR ALL YOUR SUPPORT

Departmental Updates Continued...

Compliance or Privacy Reporting

If you have privacy or compliance concerns to report, please call:

Charlene Almocera

(833) 227-3743/Internal Ext. 1516

To report anonymously, please leave a message at:

Compliance Hotline

(833) 227-3743 / Internal Ext. 1525

We also have blank compliance forms for you to complete and drop into one of the Compliance Drop Boxes next to each Time Clock. Concerns or reports submitted are all investigated without fear of retaliation to the reporting employee. We prefer that you leave your name so that Compliance can respond to you timely with the status of your report as some issues may take longer to investigate and work through remediation.

4th of July with Seneca

CLOSED JULY 4TH

LAKE ALMANOR WALK-IN CLINIC

CLOSED FOR THE HOLIDAY

7/4/2023

The Emergency Room is open for all emergent needs!

4th of July

SENECA
HEALTHCARE DISTRICT

Seneca will have a float in the 4th of July Parade. If you would like to participate, please connect with Chelssa .



**COMMUNITY
COMPASSION
TRADITION**



BACK TO THE FUTURE WITH SENECA

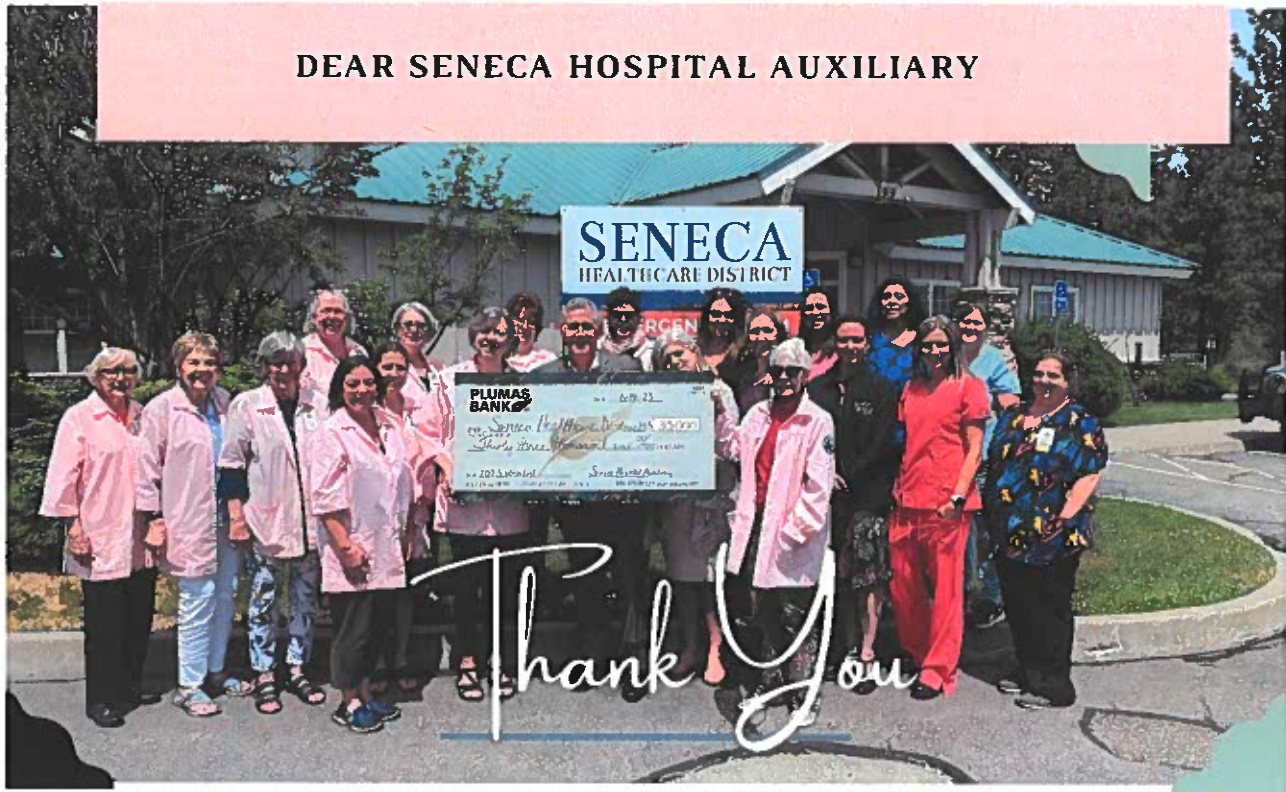
2026

FIRST PATIENT AT NEW HOSPITAL



HEALTHCARE DISTRICT

DEAR SENECA HOSPITAL AUXILIARY



The Seneca Hospital Auxiliary donated \$33 thousand to Seneca Healthcare District (SHD) for support programs and research initiatives for the hospital, resulting in over \$780,000 donated to SHD since the auxiliary's inception in 1977 in support of high-quality healthcare for the community of the Lake Almanor Basin.

"Our first contribution in 1978 was \$2,400. Thanks to our growth and the continued generosity of our community we currently contribute over \$30,000 each year" said Nancy Foote, 2022-23 Auxiliary president. "Every dollar raised represents a commitment to the health and welfare of the community. We are so grateful for our loyal supporters, volunteers and donors who have made the efforts of the auxiliary possible."

Thank you Staff for Helping with the Auxiliary Appreciation Lunch!

Many staff members helped with the planning and execution of the annual appreciation lunch for the Auxiliary. This was headed by Judy, and administration would like to thank all those who helped. From sending out invites, preparing food, making drinks, setting up the room, clean up and more. Thank you!

New to OUR Website!

Seneca has added a page to our website about colon health and screenings.

www.senecahospital.org/colonhealth



Why get screened?



When caught in the early stages, colon cancer is treatable in about 90% of people.²



The American Cancer Society recommends those at average risk get screened starting at age 45, since colon cancer is on the rise in people under the age of 50.³



Many patients with early-stage colon cancer have no symptoms and are diagnosed through screening.¹

Current Projects Update July 2023

Seneca won first place in this year's 4th of July Parade!

- **New Build Campaign /Philanthropy**

- Donor Tree/Heavy Timber
 - Waiting to hear more information/confirmation from Collins on what timbers they will mill. They have let us know which ones they are not able to help with.
- Continuing tracking donations and what donors will be eligible for bricks and leaves. Working with the Build Team on the possible design of this wall.
- Donor Brief: waiting on final edits then we will sent to the printer
- New Build Video: Working to utilize the new build video and share with the public through several different medias
- Groundbreaking Ceremony: Finalizing details for the groundbreaking ceremony for 7/26/23.
 - This event is taking a lot of time and planning and has been a priority item for marketing

- **General Marketing**

- Radio Ads: New radio ads being completed to start rotation for august.
- LACC Newsletter - Continual updates are released and ads in the LACC, we are also advertising in the highlife magazine.
- Highlife magazine – new ad is being finalized for August.
- MVL Magazine – quarterly ads are going out with them, and we also have a banner ad on their website. Ads have been finalized for the fall season
- Phonebook: working on phone book information for next year.
- Ravenlight Productions: The first video is complete has been added to our website, it will start airing at the theatres in Susanville in August.
 - Addition meeting with Ravenlight scheduled to talk about possible next projects.
- Website Updates
 - New Page for RFPS add to website for publishing/legal requirements
 - The Leadership page has been updated and current terms and images have been added.
 - Provider Recruitment Page -The recruitment page is in progress and once the PD and further information is gathered it will go live.

- **Provider Recruitment**

- Working on back-end website updates, and position description updates as well as scheduling social media posts.
 - Working with new candidate to plan an onsite visit.

- **Community Wellness Screenings:**

- More information is coming soon. The screenings are tentatively set for the second and third week of September.
 - This will be worked on further after the groundbreaking ceremony.