



**BOARD OF DIRECTORS
REGULAR MEETING
February 5, 2015**

1. **CALL TO ORDER:** Vice Chair Navarro called the meeting to order at 1700 hours at the PHCD Offices, Board Room, 1819 Trousdale Drive, Burlingame, CA.
2. **ROLL CALL:** Present: Rick Navarro, MD, Dennis Zell, Esq., Helen Galligan, RN, and Dan Ulliyot, MD. Absent: Larry Cappel, PhD. Also present were: Cheryl Fama, Colin Coffey, and Ashley McDevitt.
3. **CONSENT CALENDAR:**
DIRECTOR ULLYOT MOVED AND DIRECTOR ZELL SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS PRESENTED. THE MOTION CARRIED 4/0.
4. **ORAL COMMUNICATIONS:** No oral communications were offered.
5. **COMMITTEE REPORTS:**
 - A. **Long Term Planning: Committee:** Chair Ulliyot reported on the Health Focused Neighborhood Open House on 2/3/2015. He noted the event was successful and had a good turnout.
 - B. **Community Health Investment:** Chair Galligan noted the Community Partners Event on 1/29/15 was a success as supported by the feedback about program layout, location and guest attendance.
6. **BOARD CHAIR'S REPORT:** Deferred.
7. **TREASURER'S REPORT:** Director Zell reported on the following two meetings:
 - A. Keith Hearle, President, Verite Consulting provided detail on the financial obligations in the Master Agreement with Sutter health and the evolution of the Board's Finance Policy approved in December 2007 to the Long Term Strategic Finance Policy adopted in June 2013.
 - B. PHCD's Accountant prepared a financial analysis comparing the fees and performance of investment managers. Total returns minus fees ranged from a high of 0.82% by Fiduciary Trust to a low of 0.24% by LAIF. Bond options are very restricted for public agencies. He noted he would like to diversify the District's portfolio by investing in more real estate. Investing in property as a joint venture with non-profit organizations that are carrying out the District's mission and values would help build capital, allows the District to get ahead of inflation, and makes economic sense.
8. **CEO REPORT:** Ms. Fama distributed her report. She commented on the following:
 - A. CEO Annual Performance Review. Chair Cappel is asking each director to complete a CEO evaluation tool and send it to him by 2/20/15. The feedback will be incorporated into the Board's performance discussion scheduled for 2/26 in closed session just before the regular meeting that day.
 - B. Chair Cappel appointed Directors Galligan and Navarro as the Nominating Committee. Candidate interviews will take place as soon as the deadline for submissions has closed.
 - C. The District received a Public Records Request for information; staff is in the process of collecting documents. All requested information is available.
 - D. A candidate interview tool was distributed to the Board for review and feedback.
9. **COMMUNITY OUTREACH COORDINATOR REPORT:** Nothing was reported.

10. OLD BUSINESS: None

11. NEW BUSINESS:

- A. The Trousdale Project Abatement and Demolition Public Works Bid Summary and Recommended Contractor: David Marks, NOVA Partners, Construction Manager gave an overview of the public bidding process for the Abatement/Demolition contractor. There were seven qualifying responses to the RFQ and a range of cost proposals presented. Patano Demolition was qualified and was the low bidder at \$332K.

IT WAS MOVED BY DIRECTOR ZELL SECONDED BY DIRECTOR ULLYOT AND PASSED 4/0 TO APPROVE A CONTRACT WITH PATANO DEMOLITION IN THE AMOUNT OF \$332,000.

AYES: DIRECTORS, GALLIGAN, NAVARRO, ZELL AND ULLYOT

NOES: NONE

ABSTENTIONS: NONE

- B. The Trousdale Project General Contractor Public Works Bid Summary and Recommended Contractor: David Marks, NOVA Partners, Construction Manager gave an overview of the public bidding process used to determine their recommendation for a Construction Manager firm. There were three qualifying responses to the RFQ. Nova Partners is recommending the Board engage Rudolph and Sletten as the General Contractor; they qualified based on the RFQ and were the lowest bidder at \$3,974,592.

IT WAS MOVED BY DIRECTOR ZELL, SECONDED BY DIRECTOR ULLYOT AND PASSED 4/0 TO APPROVE A CONTRACT WITH RUDOLPH AND SLETTEN IN THE AMOUNT OF \$3,974,592.

AYES: DIRECTORS, GALLIGAN, NAVARRO ZELL AND ULLYOT

NOES: NONE

ABSTENTIONS: NONE

- C. Election of Board Officers: Vice Chair Navarro stated that Board officers need to be elected per the Bylaws at the start of each odd calendar year [2015]. He then nominated Director Cappel as the Chair.

IT WAS MOVED BY VICE CHAIR NAVARRO SECONDED BY DIRECTOR GALLIGAN AND PASSED 4/0 TO APPOINT LAWRENCE CAPPEL AS CHAIR OF THE PHCD BOARD.

AYES: DIRECTORS GALLIGAN, NAVARRO, ZELL AND ULLYOT

NOES: NONE

ABSTENTIONS: NONE

Director Galligan nominated Director Navarro as Vice Chair.

IT WAS MOVED BY DIRECTOR GALLIGAN, SECONDED BY DIRECTOR ULLYOT AND PASSED 3/0 WITH 1 ABSTENTION TO APPOINT RICK NAVARRO AS VICE CHAIR OF THE PHCD BOARD.

AYES: DIRECTORS, GALLIGAN, ZELL AND ULLYOT

NOES: NONE

ABSTENTIONS: NAVARRO

Director Navarro nominated Director Galligan for Secretary.

IT WAS MOVED BY VICE CHAIR NAVARRO, SECONDED BY DIRECTOR ZELL AND PASSED 3/0 WITH 1 ABSTENTION TO APPOINT DIRECTOR GALLIGAN AS SECRETARY OF THE PHCD BOARD.

AYES: DIRECTORS NAVARRO, ZELL AND ULLYOT

NOES: NONE

ABSTENTIONS: GALLIGAN

Director Navarro nominated Director Zell for Treasurer.

IT WAS MOVED BY VICE CHAIR NAVARRO, SECONDED BY DIRECTOR ULLYOT AND PASSED 3/0 WITH 1 ABSTENTION TO APPOINT DENNIS ZELL AS TREASURER OF THE PHCD BOARD.

AYES: DIRECTORS, GALLIGAN, NAVARRO AND ULLYOT

NOES: NONE

ABSTENTIONS: ZELL

12. **MEDIA CORRESPONDENCE:** No items were pulled for discussion.

13. **Other:** Vice-Chair Navarro acknowledged that this was Director Ulliyot's last meeting. Director Ulliyot was thanked for all he has done for the District and for his role as a leader and mentor for the other Directors. Ms. Fama reported that there will be agenda time at the start of the February 26th meeting dedicated to honoring Director Ulliyot.

14. **ADJOURNMENT:** The meeting was adjourned at 19:18 hours.

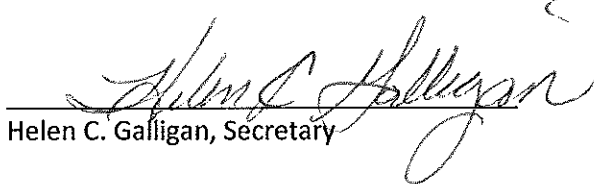
Next Regular Board Meeting: Thursday February 26, 2015, 5:45pm, Burlingame City Hall, 501 Primrose Road, Burlingame, CA.

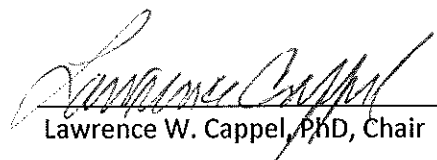
Written and submitted by:



Ashley McDevitt, Community Outreach Coordinator

Approved:


Helen C. Galligan, Secretary


Lawrence W. Cappel, PHD, Chair