

**Tulare Local Health Care District  
Tower Construction Committee Meeting  
Tuesday, June 8, 2021 6:30 PM  
Evolutions Plaza Conference Room  
1425 E. Prosperity Ave., Tulare, CA  
(Use Prosperity Avenue entrance on north side of Plaza)**

Electronic participation will be available via Zoom Webinar link/phone number below.

Zoom Webinar link and call in information<sup>1</sup>:

<https://zoom.us/j/91906151608?pwd=CHFkMHpkaVZ2b2tlc1ZKQ3ZMNDU2Zz09>

You can also dial in using your phone

United States: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592

Webinar ID: **919 0615 1608**

Passcode: **556532**

**Special notice to individuals with disabilities:**

Please email [kmelendez@tulareregional.org](mailto:kmelendez@tulareregional.org) or call [\(559\) 685-3879](tel:559-685-3879)  
in order to request any reasonable modification or accommodation as may be needed  
to observe or participate in this meeting telephonically/electronically.

**Availability of Public Records.**<sup>2</sup> All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the committee members will be available for public inspection at TLHCD Administrative Offices, Annex Lab Building, 2nd Floor, 869 North Cherry Street, Tulare, California at the same time that the public records are distributed or made available to the committee members.

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<sup>1</sup> Pursuant to Executive Order N-29-20 dated March 17, 2020, in order to further combat the spread of the COVID-19 virus California Governor Gavin Newsom has temporarily suspended certain provisions of the Brown Act respecting notice, quorum and accessibility requirements applicable to meetings of local legislative bodies. In accordance with said Order—a copy of which will be made available upon request—and related recommendations by the CDC, a physical location for public participation will be provided on a limited occupancy basis for the June 8, 2021, regular meeting of the Committee. To avoid unintentional transmission of COVID-19, interested members of the public are encouraged to observe and participate in this meeting telephonically or electronically using the information provided above. Any member of the public requiring assistance in accessing these offsite technologies should email Kathy Melendez at [kmelendez@tulareregional.org](mailto:kmelendez@tulareregional.org) or call [\(559\) 685-3879](tel:559-685-3879) at least three (3) hours prior to the scheduled commencement of this meeting.

<sup>2</sup> Due to present restrictions related to COVID-19, the District is operating under a modified schedule. Please call [\(559\) 685-3879](tel:559-685-3879) or email [kmelendez@tulareregional.org](mailto:kmelendez@tulareregional.org) to arrange viewing access to documents.

## MINUTES

### **Tower Construction Committee Members Present:**

Philip Smith	Committee Chair
Linda Crase	Committee Vice-Chair
John Atilano	
Ross Gentry	
Kevin Northcraft	
Mike Shaffer	

1. **Call to Order**  
The meeting was called to order by Chair Smith at 6:32 PM.
2. **Public Comment**  
Citizen Alex Gutierrez advised he will be creating a Facebook page to monitor the progress of the Tower construction.
3. **Announcements – Committee Members**  
Vice Chair Crase reported she had a great experience during a recent ER visit and the Adventist Health staff was awesome.
4. **Consent Agenda**
  - a. 4/20/2021 Tower Construction Committee Meeting Minutes
  - b. 5/11/2021 Tower Construction Committee Meeting MinutesMotion was made by John Atilano and seconded by Ross Gentry to approve minutes as presented. Motion approved 6-0.
5. **Updates from Committee Liaisons**
  - a. Grant Management Associates (Rick Albert, Ross Gentry) – No update at this time. A meeting is scheduled for June 9 and an update will be provided at next Tower meeting.
  - b. Tulare Hospital Foundation (Linda Crase, John Atilano) – No update at this time.
  - c. Adventist Health Central Valley Network and Adventist Health Tulare (Mike Shaffer, Kevin Northcraft) – Northcraft advised they will meet with AH next week and an update will be provided at next Tower meeting.
6. **Tower Tours Update – Jan Smith**  
Jan Smith reported on tours with Sunrise Rotary and Noon Kiwanis and received positive comments after the tours. A community forum is planned for June 22 to discuss roles and goals to stakeholders, and for better understanding of the nuances between the three entities – Adventist Health, Tulare Local Healthcare District and Hospital Foundation.
7. **Completion of Permanent Power in the Tower**
  - a. Update (Gary Sutherlin) – In absence of Sutherlin, Ormonde reported on her meeting with OSHPD today. It would be cost prohibitive to install and energize permanent power and there are some safety concerns. Sutherlin will work on a new list of meaningful work, including putting in a new stairwell into the basement and safety railings, asphalt work for temporary parking and proper exit signage to public

spaces. Ormonde to seek bids on make-ready work under the CEO's authority to proceed with work. Smith would like to see an on-going list of work that can be performed to proceed with the project. Direction was made to seek cost estimates for permanent power and come back to committee with results for Board consideration.

- b. Discussion and Action Related to Determining RFP Process for Construction Services for Recommendation to District Board  
Atilano and Ormonde met with a construction management company last month where they offered ideas for services. It was felt that a Request for Proposal will be needed but expects that the Inspector of Record will continue managing make ready projects in the near future.

**8. Development of Requests for Qualifications/Proposals (RFQs/RFPs) Update – John Atilano**

- a. Inspector Of Record – Atilano reported that a draft Request for Proposal will be presented at the July meeting for review.
- b. Architect Of Record – Atilano reported that a draft Request for Qualifications will be presented at the August meeting for review.
- c. Project Management – Atilano suggested that a full-time Project Manager position be considered. A job description will be drafted and presented at the July or August meeting.

**9. Discussion and Action Related to Project Management – John Atilano**

Review Options for Project Management to Determine Which to Recommend to District Board – Project Manager, Owner's Representative  
Motion was made by Linda Crase and seconded by Ross Gentry to draft a job description for Project Manager. Motion approved 6-0.

- 10. Adjournment at 7:27 PM– Next regular meeting will be Tuesday, July 13, 2021 at 6:30 p.m. at a location to be determined**