

TEHACHAPI VALLEY HEALTHCARE DISTRICT

**NOTICE OF REGULAR MEETING
FINANCE COMMITTEE**

MARCH 13, 2024

12:30 PM

**116 W. E Street
Tehachapi, CA 93561**

AGENDA

I. Call to Order

II. Public Comments on Items Not on The Agenda

The public may comment on any item not on the agenda that is within the jurisdiction of the District. Time is limited to 3 minutes per speaker. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Committee taking action on the item.

III. Consent Agenda

A. Approval of Committee Meeting Minutes for February 14, 2024

IV. Reports

- A. Finance Reports for February 2024
- B. American Express February 2024
- C. Petty Cash February 2024

V. Old Business

- A. Warriors Pantry (THS) TVHD Community Outreach Donation
- B. TVHD Move, 116 West F. Street Building update
- C. Diamond IT Contract agreement

VI. New Business

- A. No New Business

VII. Director Comments on Items Not On The Agenda

VIII. Adjournment

TEHACHAPI VALLEY HEALTHCARE DISTRICT
FINANCE COMMITTEE MINUTES
February 14, 2024
116 W E Street
Tehachapi, CA 93561
12:00 PM

Board Members Present: Duane Moats, Carl Gehricke
Staff Present: Peggy Mendiburu, CEO, Lisa Hughes, Business Manager
Transcribed by: Lisa Hughes

Approval: _____ Date: _____

I. CALL TO ORDER

Director Moats called the Finance Committee Meeting to order at 12:00pm

II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

III. APPROVAL OF MINUTES

January, 2024, minutes approved. **MSA: Gehricke/Moats**

IV. REPORTS

A. Finance Reports

1. Committee reviewed finance report for January 2024, with no comments.

B. American Express

Committee reviewed American Express for January. with no questions.

C. Petty Cash

Reviewed for January. 2024. With no questions

V. OLD BUSINESS

A. Guild Building Roofs, 101 West E. Street.

1. Both Shed, and Guild Building are completed. With a new lease, there will be a 3 month walk-through to make sure things are kept up.

B. IT System

1. CEO, Mendiburu and Legal Counsel, Nave are negotiating the current contract (Diamond).
2. TVHD new IT, is Golden Hills-IT, they will be our IT set up and contact person(s) for all computer issues.
3. Healthland was finalizes 3/4/2024

VI. NEW BUSINESS

A. Warrior Pantry

Community Outreach agreed to donate \$1000.00.

B. TVHD move (116 West F. St.) estimate date 3/27-29/2024

C. Quick-Books training (replacing Healthland)

Staff has started entering for FY2024 and will be using its reporting for Finance meetings. Still training in new areas w3ith 6Pence QuickBooks consulting.

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

1. CEO, P. Mendiburu request Grant Policy bring back to the District. Future discussion of when, how much and the criteria when applying.

VIII. ADJOURNMENT

Meeting adjourned at 1:35pm.

THVD BANK ACCOUNTS

FEB. 2024

BOS		BANK OF THE SIERRA	
<u>TYPE</u>	<u>ACCT. #</u>	<u>BALANCE AS 2/29/2024</u>	<u>DESCRIPTION</u>
CHECKING	2100218569	\$ 380,943.11	DAILY OPERATION PAID EXPENSES (Currently open for AH Medi-Cal payments)
PAYROLL	2100218577	Closed 10/2023	PAY EMPLOYEES
IGT	2100216217	Closed 11/2023	YEARLY PROGRAM FUND ACCOUNT FOR TRANSERS
PREPORY TAX	2120065470	Closed 11/2023	MONTHLY HOME OWNER TAX PAYMENTS ARE DEPOSITED

LAIF	20-15-003	\$ 5,596,260.28	INTEREST ACCOUNT AND FOR TRANSFERING FOR IGT
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VALLEYSTRONG NEW ACCOUNTS	
CHECKING	#10020000758627 \$ 154,854.65 DAILY OPERATION EXPENSES
PAYROLL	#10040000758627 \$ 126,169.91 EMPLOYEE STAFF
MONEY MARKEY ACCT.	#10030000758627 \$ 4,800,528.17 INTEREST ACCOUNT--PROPERTY TAX ACCT.
IN-HOUSE SAVINGS ACCT.	#10010000758627 \$ 38,729.82 BANK REQUIREMENT FOR MONEY MARKET ACCOUNT--1.6 115 WEST E. LOT PROJECT

BOND WELLS FARGO BANK	
KERN CO. BONDS 2009 SER. 2013	#46495700 CLOSED 11/2023 GENERAL OBLIGATION BONDS
KERN CO. ESCROW 2009 SER. 2013	#99509100 CLOSED 11/2023 REFUNDING ESCROW BONDS
KERN CO. 2009 SER. 2021A	#99530800 \$ - GENERAL OBLIGATION REFUNDING BONDS (CONVERTIBLE)

FEB. 2024

TVHD – Summary of bank balances

Valley Strong – Smart Business Money Market	\$	4,800,528.17
Valley Strong – Checking payroll	\$	126,169.91
Valley Strong – Basic Business checking	\$	154,854.65
Valley Strong – Share Savings	\$	38,729.82
Total – Valley Strong Credit Union	\$	5,120,282.55
Wells Fargo Bank	\$	-
Local Agency Investment Fund	\$	5,596,260.28
BOS	\$	380,943.11
TOTAL BANK ACCT BALANCE	\$	11,097,485.94

TVHD – Summary of bank balances

	<u>OCT</u>	<u>NOV. 2023</u>	<u>DEC. 2023</u>	<u>JAN. 2024</u>	<u>FEB. 2024</u>
Valley Strong – Smart Business Money Market	\$ 4,586,834.00	\$ 4,458,390.74	\$ 4,971,991.54	\$ 4,986,030.49	\$ 4,800,528.17
Valley Strong – Checking payroll	\$ 31,694.40	\$ 109,169.17	\$ 95,704.05	\$ 82,550.27	\$ 126,169.91
Valley Strong – Basic Business checking	\$ 100.00	\$ 96,822.40	\$ 81,249.22	\$ 37,893.48	\$ 154,854.65
Valley Strong – Share Savings	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 38,729.82
Total – Valley Strong Credit Union	\$ 4,618,633.40	\$ 4,664,387.31	\$ 5,148,949.81	\$ 5,106,479.24	\$ 5,120,282.55
Wells Fargo Bank					
Local Agency Investment Fund (LAIF)	\$ 38,723.97	\$ 38,723.97	\$ 38,723.97	\$ 38,723.97	\$ -
BOS	\$ 4,346,559.35	\$ 5,546,559.35	\$ 5,546,559.35	\$ 5,546,559.35	\$ 5,596,260.28
	\$ 222,292.53	\$ 380,926.39	\$ 380,926.39	\$ 380,943.11	\$ 380,943.11
TOTAL OF ALL BANK ACCOUNTS	\$ 9,226,209.25	\$ 10,630,597.02	\$ 11,115,159.52	\$ 11,072,705.67	\$ 11,097,485.94

TEHACHAPI VALLEY HEALTHCARE DISTRICT

Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
1001-011 Valley Strong			
02/22/2024	102068	4508 UNITEDHEALTHCARE	-3,342.50
02/22/2024	105	220TVHD	-325.00
02/22/2024	106	1787 AMEX	-254.09
02/22/2024	107	2347 DIAMOND TECHNOLOGIES, INC	-2,824.43
02/22/2024	108	4809 E.R. MOORE TERNITE & PEST CONTROL	-80.00
02/22/2024	109	558 WITT'S	-125.15
02/09/2024	110	4831 HARRISON HANDYMAN & RESTORATION	-1,057.60
02/21/2024	111	4832 LYDIA CHANEY	-1,297.01
02/21/2024	112	4845 GOLDEN HILLS IT	-6,538.79
02/21/2024	114	4113 MOATS, DUANE R.	-200.00
02/21/2024	115	4345 NIXON, MIKE	-200.00
02/21/2024	116	4820 GEHRICKE, CARL	-200.00
02/21/2024	117	4815 STREAMLINE	-126.00
02/21/2024	118	37SPECTRUM	-7.46
02/21/2024	119	455 STEELE, BILL	-200.00
02/28/2024	120	JOEY NELSON	-1,800.00
02/21/2024	121	4827 EQUIFAX WORKFORCE SOLUTIONS	-81.69
02/21/2024	122	4455 DELFIN TORIBIO	-300.00
02/21/2024	123	10 CITY OF TEHACHAPI	-169.10
02/21/2024	124	52 GAS COMPANY	-307.26
02/22/2024	142026	35 BETA HEALTHCARE GROUP	-657.83
02/22/2024	142049	775 AFLAC	-144.14
02/22/2024	142053	2624 HEALTHLAND	-2,858.83
02/22/2024	142054	4841 WESTERN PACIFIC ROOFING	-11,679.94
02/22/2024	142055	4844 6PENCE BOOKKEEPING, LLC	-450.00
02/22/2024	142056	4816 ADVANCED DATA STORAGE, INC.	-37.03
02/22/2024	142057	4802 ALERT 360	-53.45
02/22/2024	142058	85 ALLIANT INSURANCE SER IN	-2,812.00
02/22/2024	142059	35 BETA HEALTHCARE GROUP	-657.83
02/22/2024	142060	4743 HUMANA INSURANCE CO.	-435.36
02/22/2024	142061	4595 JWT & ASSOCIATES, LLP	-1,940.00
02/22/2024	142062	4797 LUIS & CONSUELO RUIZ	-700.00
02/22/2024	142064	2074 ROTARY CLUB OF TEHACHAPI	-200.00
02/22/2024	142065	4815 STREAMLINE	-126.00
02/22/2024	142066	4786 TOSHIBA FINANCIAL SERVICES	-567.15
02/22/2024	142067	220TVHD	-156.48
02/27/2024	142070	4846 CHICAGO TITLE	-9,500.00
02/27/2024	142071	4847 CAL-PRO REAL ESTATE INSPECTIONS	-675.00
02/28/2024	142077	MITCH OWENS	-4,000.00
02/29/2024	142082	220TVHD	-740.49
Total for 1001-011 Valley Strong			\$ -57,827.61
Not Specified			
02/28/2024	2001	2439DHCS	0.00

TEHACHAPI VALLEY HEALTHCARE DISTRICT
116 W E ST
TEHACHAPI CA 93561-1608

0106

90-7372/3222

DATE 2-9-2024

PAY TO THE
ORDER OF

American Express

\$ 254.09

Two hundred-fifty-four and 09/100

DOLLARS



VALLEY
STRONG
CREDIT UNION

P.O. BOX 9506
BAKERSFIELD, CA 93389

P. M. Newland

MEMO

1-28-2024

⑆3 2 2 2 7 3 7 2 2⑆ 100 20000864 3 20⑆⑆0 106

copy



**Corporate Card
Statement of Account**

**Sign-up For
Online Statements**

www.americanexpress.com/gopaperless

Prepared For
**PEGGY MENDIBURU
TV HEALTHCARE DSTRCT**

Account Number
XXXX-XXXXX0-61001

Closing Date
01/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
2,073.59	254.09	0.00	2,073.59	0.00	254.09

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

▼ Please fold on the perforation below, detach and return with your payment ▼

Do not staple or use paper clips
Payment Coupon

Account Number 3794-185030-61001

AB 01 021874 81955 H 82 B



PEGGY MENDIBURU
TV HEALTHCARE DSTRCT
PO BOX 669
TEHACHAPI CA 93581-0669

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

**Amount Due
\$254.09**

Checks or drafts must be drawn against banks located in the U.S.

Mail Payment to:



See reverse side for instructions on how to update your address, phone number, or email.

**AMERICAN EXPRESS
PO BOX 96001
LOS ANGELES CA 90096-8000**

MENDIBURU
HCARE DSTRCT

Account Number
XXXX-XXXXX0-61001

Closing Date
01/28/24

Page 3 of 3



Transaction or posting date	Reference Code	Amount \$
01/11/24 PAYMENT RECEIVED - THANK YOU 01/11	04610000000	-2,073.59
01/09/24 HOMEDEPOT.COM 800-430-3376 GA REF# 010808119151 800-430-3376 01/08/24	080811915	* 47.59
01/10/24 CKE STEAMPUNK CAFE & TEHACHAPI CA REF# 999999940093 6618234469 01/09/24	9999994009 ?	46.68
01/10/24 HOMEDEPOT.COM 800-430-3376 GA REF# 010908119894 800-430-3376 01/09/24	01090811989	* 24.82
01/11/24 INTUIT QBOOKS ONLIN 800-446-8848 CA REF# T1-13A9B20D- CL.INTUIT.COM 01/11/24		90.00
01/11/24 INTUIT QBOOKS ONLIN 800-446-8848 CA REF# AE112A170501 CL.INTUIT.COM 01/11/24		45.00
Total for PEGGY MENDIBURU	New Charges/Other Debits Payments/Other Credits	254.09 -2,073.59

Approved Invoice
P. Mendiburu



Tehachapi Valley Healthcare District

Quality healthcare. Right here. Right now.

AMERICAN EXPRESS

Friday, February 9, 2024

Balance \$254.09

Date	Vendor	Column:	Description	Amount Withdrawn	Charged to
1/9/2024	HOMEDEPOT		MELT ICE FOR 116 WEST E. ST.	\$47.59	8610-365
1/10/2024	STEAMPUNK		LUNCH WITH COREY TVRPD	\$46.68	8610-835
1/10/2024	HOMEDEPOT		ALIEN TAPE	\$24.82	8610-365
1/11/2024	QUICKBOOKS		WEBSITE	\$90.00	8610-380
1/11/2024	QUICKBOOKS		WEBSITE	\$45.00	8610-380
Total					\$254.09

DATE 2-8-2024 0105
 TO TVHD
 FOR A-1 Balance
 BALANCE _____
 ADD deposits or _____
 SUBTRACT charges _____
 NEW BALANCE 725.00
 THIS CHECK cash 325.00
 BAL FORWARD 400.00

TEHACHAPI VALLEY HEALTHCARE DISTRICT
 116 WEST ST
 TEHACHAPI CA 93561-1608

0105
 90-7372/3222

DATE 2-8-24

PAY TO THE ORDER OF TVHD
Three hundred - twenty five ^{00/100} \$ 325.00
 DOLLARS

VALLEY STRONG CREDIT UNION
 P.O. BOX 9506
 BAKERSFIELD, CA 93389

MEMO Balance A-1 Plumbing Peggy Mendiburn

⑆3 2 2 2 7 3 7 2 2⑆ 100 200008643 20110 105

copy



Inquiries Call: 800-221-3311
 Acct XXXXXX4320 TEHACHAPI VALLEY
 Eff: 02/08/24 Date: 02/08/24
 Tlr: 0237 12:24pm

4845

Comment for BASIC BUS CHECKING 0002
 Checks Cashed 001 for 325.00
 Seq: #1004573

Withdraw from BASIC BUS CHECKING 0002
 Prev Bal: 43,235.46
 Amount: 325.00
 New Bal: 42,910.46
 Check number: 0000000105
 Tracer number: 880500000074851
 Seq: #1004575

Comment for BASIC BUS CHECKING 0002
 ON US DRAFT
 Seq: #1004576

Acct XXXXXX4320
 Avail Bal 90002 42,910.46
 Check Cleared On Us 0000000105-325.00

Check Received On Us 0000000105325.00
 Cash Dispense Clearing -325.00
 Ref number: 803

Cash Received by

Valley Strong - Recognized as One of
 America's Best Credit Unions!
 #wearevalleystrong

A-1 Plumbing

INVOICE

2721 ERIC CT
BAKERSFIELD, CA, 93306
Phone 661-376-3327
Rromoa1services@gmail.com

JOB #0
INVOICE #
DATE 2-7-2024

NAME *Lissa*
116 W F St
Bakersfield, Ca
93301

Description	Amount
#1 Service call fee	\$125.00
#2 front toilet fill valve and flapper	\$100.00
#3 Back Bathroom toilet fill valve and flapper	\$100.00
#4 Installed new faucet in Back Bath Sink	\$200.00
#5 Cut and capped lines for front room sink	\$100.00
#6 Cut and capped lines for Back room sink	\$100.00

Cash paid 2-7-24
\$400.00

Lissa *R/R*

~~\$225.00 owe~~
2-8-24

Total \$725.00

If you have any questions concerning this invoice, contact RICK ROMO | 661-376-3327 | rromoa1services@gmail.com

THANK YOU FOR YOUR BUSINESS!



TEHACHAPI VALLEY HEALTHCARE DISTRICT
CHECK REQUEST

DATE: 2/1/2024

CHECK AMOUNT: \$156.48

MAKE CHECK PAYABLE TO:

PETTY CASH

SPECIAL INSTRUCTIONS:

CASH AND PUT BACK INTO CASH BOX

REASON FOR PAYMENT:

REIMBURSE PETTY CASH FUND

VENDOR ID	INVOICE NO.	G/L ACCT NUMBER	AMOUNT
220	1/2024 EXP.	1007-013	\$156.48

TOTAL: \$156.48

REQUESTED BY: LISA HUGHES

2/1/2024

APPROVED BY: P. Mendilorum

1/31/24



**Tehachapi Valley
Healthcare District**
Quality healthcare. Right here. Right now.

Petty Cash Log

Thursday, February 1, 2024

Balance \$156.48

Date	Receipt No.	Amount	Description	Amount Withdrawn	Charged to	Received by	Approved by
1/3/2024	152493		OFFICE TAPE FOR 116 WEST F. SIGNS	\$6.63	8610-365	PM	LH
1/16/2024	152494		ALIEN TAPE	\$19.98	8610-365	LH	PM
1/23/2024	152495		TVHD NOTARY SAM.GOV REGISTRATION	\$15.00	8610-375	PM	LH
1/26/2024	152496		LUNCH MEETING WITH COREY W/TVRP	\$53.97	8610-835	PM	LH
1/29/2024	152497		2 X OVER NIGHT	\$60.90	8610-375	LH	PM

Total

5

\$156.48

TEHACHAPI VALLEY HEALTHCARE DISTRICT

P.O. BOX 669
TEHACHAPI, CA 93581
661-750-4848
GENERAL CHECKING ACCOUNT



VALLEY
STRONG
CREDIT UNION

90-7372/3222



142082

PAY TO THE
ORDER OF

TVHD
PC

3/1/2024

142082 \$

\$740.49

DOLLARS

*****SEVEN HUNDRED-FOURTY DOLLARS AND 49/100*****



Raymond...
AUTHORIZED SIGNATURE

MEMO 2/2024 EXP.

⑈ 14 208 2⑈ 1232273722⑈ 10020000864320⑈

TVHD, P.O. BOX 669 TEHACHAPI, CA 93581

142082

Security features. Details on back



TEHACHAPI VALLEY HEALTHCARE DISTRICT
CHECK REQUEST

DATE: 3/1/2024

CHECK AMOUNT: 740.49

MAKE CHECK PAYABLE TO:

PETTY CASH

SPECIAL INSTRUCTIONS:

CASH AND PUT BACK INTO CASH BOX

REASON FOR PAYMENT:

REIMBURSE PETTY CASH FUND

VENDOR ID	INVOICE NO.	G/L ACCT NUMBER	AMOUNT
220	2/2024 EXP.	1007-013	\$ 740.49

TOTAL: 740.49

REQUESTED BY: LISA HUGHES

3/1/2024

APPROVED BY: P. Mondli [Signature]

3/1/24



**Tehachapi Valley
Healthcare District**

Quality healthcare. Right here. Right now.

Petty Cash Log

Friday, March 1, 2024

Balance \$740.49

Date	Receipt No.	Amount	Description	Amount Withdrawn	Charged to	Received by	Approved by
2/6/2024	152498		OFFICE SUPPLIES, GUILD CONES FOR PARKING LOT	X \$113.15	8610-365	LH	PM
2/6/2024	152499		MELT ICE FOR GUILD SHOP	X \$15.12	8610-365	LH	PM
2/7/2024	152500		A-1 PLUMBING 116 WEST F. ST.	X \$400.00	8610-390	LH	PM
2/6/2024	30201--NEW RECEIPT BOOK		KEY COPIES FOR 116 WEST F. BUILDING	X \$13.87	8610-365	LH	PM
X 2/8/2024	30202		LOCK SMITH 116 WEST E. GARAGE	X \$107.00	8610-250	LH	PM
2/26/2024	30203		2 X OVERNIGHTS (PROP TAX & DHCS)	\$60.90	8610-375	LH	PM
2/28/2024	30204		OVER NIGHT TO AH	\$30.45	8610-375	LH	PM

Total 7 \$740.49