



Rubi Rizo <rrizo@ekhcd.org>

### Special Events Liability Program

Teresa Guillen <TGuillen@sdrma.org>  
To: Rubi Rizo <rrizo@ekhcd.org>

Thu, May 14, 2026 at 1:36 PM

Hi Rubi,

According to the Liability Coverage Agreement, a Covered Individual is defined as below:

**Covered Individual(s) means:**

- A. Those individuals who were or now are elected or appointed officials of the Member, including members of its governing body or any other committees, trustees, boards or commissions of the Member, while acting in the course and scope of employment with or for or on behalf of the Member.
- B. Past or present individual employees and board members of the Member while acting for or on behalf of the Member.
- C. Any of the Members individual Volunteers while acting within the course and scope of their service or duties as Volunteers, or workers who participate in an internship or training program which may lead to employment with the Member, while acting within the scope of their duties in their internship or training program.
- D. Any individual added by endorsement.

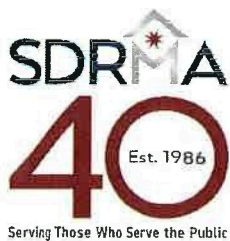
However, subject to A., B., C., and D. above, the phrase Covered Individual(s) does not include any individual using a Covered Auto who is not an Employee, Volunteer or board member of the Member unless that individual is specifically added by endorsement to this Agreement.

Please let me know if you have any additional questions, thank you.

Kind Regards,

**Teresa Byrne Guillen,**

*Underwriting Specialist II*



📍 Special District Risk Management Authority,  
1112 I Street, Suite 300, Sacramento, CA 95814

☎ Direct: 916.231.4131 or 800.537.7790

📄 916.231.4111 **Agenda Item (a) Page 174**

VENDOR	MEMO LINE	AMOUNT
Ace Hardware	30 Net Hardware Account Bits and Bolts for Outside signage, 2 utility knives	\$58.97
Amazon	District Supplies Toilet Paper, paper towels, cleaning solution, room spray, pens	\$148.67
Golden Hills IT	Invoice# 3991 Monthly Service fees 0502 to 0601 2026	\$2,637.30
Hiller	Repair and perform maintenance on fire extinguishers for 9278 North Loop, 9300 North Loop Suite A, 9300 North Loop Suite #B for total of 7 repairs, 1 renew and 2 new extinguishers with mounts	\$995.00
Hovde Engineering Inc.	Quotation for engineering services for 8101 Bay Ave Invoice # 36320 Mechanical design, calculations, and documentation required for permits	\$3,300
Pacific Engineers Group	ADA Compliances for Repair of 8101 Bay Avenue Bay Avenue Coordination, North Loop Site Improvement Plan Invoice# 36620 Code Compliance Upgrades	\$10,525.00
Spectrum	2026 0501 to 0531 Invoice# 126318801120126 8101 Bay 212948401 \$276.03 9300 N Loop, 127902701 \$130.00	\$436.03
<b>TOTAL ITEMS = 7</b>		<b>TOTAL = \$18,100.91</b>



**DEBIT CARD PAYMENT LIST**

DATE: May 19<sup>th</sup>, 2026

<b>VENDOR</b>	<b>MEMO LINE</b>	<b>AMOUNT</b>
Metro PCS	Monthly Plan Fees 0518 to 0618 2026 5 phone lines 3 Directors 1 District Manager 1 Maintenance Technician	\$115.00
United States Postal Service	100 Stamps for Office and 1 large envelope with mailing fee to San Bernardino Registrar's Office	\$ 82.99
<b>TOTAL ITEMS= 2</b>		<b>TOTAL= \$ 197.99</b>

**ACTION MINUTES**  
**EAST KERN HEALTH CARE DISTRICT**  
**BOARD OF DIRECTORS**

**5:30 p.m. Tuesday May 5th , 2026, (Hybrid and Zoom)**

*MISSION STATEMENT: "Building health,  
well -being, and resiliency*

<b>Video Time Code</b>	<b>ITEM AS AGENDIZED</b>	<b>BOARD ACTION</b> Motions are identified in bold as <b>First: Second</b>
5:32	<b>1. Open Meeting</b>	Shauna Royten
5:33	<b>A. PLEDGE OF ALLEGIANCE/INVOCATION</b>	Lois Peralta
5:35	<b>B. CALL TO ORDER AND ROLL CALL</b>	Present: Peralta.L, Rojas.J, Royten. S, Macedonio.K Director Patrick, L. attended as an online bystander 6:05 pm
5:40	<b>C. APPROVAL OF AGENDA</b>	<b>MOTION: Rojas. J, Royten. S</b>  Motion Carried with amendment to move pages 31-32 from Staff report to Agenda Item IV (d). 4-0

5:40	II. MEET AND GREET WITH ANGEL FLIGHT WEST	Russel Stern's presentation of services offered and client eligibility for Angel Flight West
5:58	III. TERISA NELSON PRESENTATION "WALK TO END ALZHEIMERS"	Teresa Nelson presented information on Alzheimer's walk, fundraising, and desire for support from East Kern Health Care District
6:08	IV. NEW BUSINESS a. Vendor Payments (INFORMATION ONLY) b. Turning West Resources c. Best Practices (Minute) Training Webinar	a. Macedonio. K requested that name and reason be swapped for mileage reimbursement lines on the vendor report and that the Pacific Engineering Group needs to have a board approved plan and potentially a special meeting before payment. b. Turning West training library will be brought back for the next budget meeting and the District Manage to compare other trainings c. Approval for Best Practices (Minute) Training Webinar MOTION: <b>Rojas. J, Macedonio. K,</b> d. Approval to receive grant to replace water heaters from Southern California Renewable Energy Network MOTION: <b>Rojas. J, Macedonio, K</b> Motions carried 4-0
6:19	V. PUBLIC COMMENTS	No Public Comments
6:20	VI. COMMUNITY ANNOUNCEMENTS	Rojas. J, announced publicly available training on debt at the Chamber of

		<p>Commerce to occur at 10:00am on 05/06/26, other training available on Chamber of Commerce website.</p> <p>Royten. S, announced Farmers Market Opening up for the season beginning 05/09/26 and ending 09/01/26 at the Aspen Mall, Ridgecrest Farmers Market also opening in the Tractor Supply parking lot</p> <p>Royten. S discussed the food policy council and the extra support that will be needed as many in our community lose SNAP benefits due to new eligibility requirements.</p> <p>Macedonio, K</p>
<p><b>6:23</b></p>	<p><b>VII. STAFF REPORT</b></p> <p>I.SDRMA Insurance Bond for Cancer Walk</p> <p>II. Director Compensation</p> <p>III. Volunteer Compensation for standing Committees</p> <p>IV. Ad-HOCS (Newsletter) –</p> <p>V. Tortoise Days</p> <p>VI. CAGE</p> <p>VII. Ridgecrest Chamber of Commerce or other commerce’s</p> <p>VIII. Cancer Fund, public participation</p> <p>IX. Building Updates/ Needed Maintenance Items</p> <p>X. Extra Phones</p>	<ul style="list-style-type: none"> <li>• Directives from Board of Directors of East Kern Health Care District <u>Rubi: Bring back documentation and full plan for Pacific Engineer Group ADA compliance work to the next agenda for board approval</u></li> <li>• <u>Rubi: Bring back information on additional training options (including leadership, strategic planning, grant writing) for board consideration</u></li> </ul>

		<p><u>before finalizing the annual budget</u></p> <ul style="list-style-type: none"><li>● <u>Rubi: Bring back information about insurance options (including special event insurance and workman's comp for volunteers) to the board for review</u></li><li>● <u>Rubi: Meet with Eva and the treasurer to review and clarify budget details, including workman's comp with new payroll, and present findings to the board</u></li><li>● <u>Rubi: Research and provide written clarification about when individual directors can send letters of support versus when board approval is needed</u></li><li>● <u>Rubi: Add regular facilities/maintenance update report to staff report section for monthly board review</u></li><li>● <u>Rubi: Reach out to Regional Government Services (or similar insurance consultant) for guidance on insurance coverage for</u></li></ul>
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		<p><u>interior building upgrades</u></p> <ul style="list-style-type: none"><li>● <u>Rubi: Revisit with Kayla (or Donnie Vasquez as alternative) about creating a 1-2 minute video about the district for \$50</u></li><li>● <u>Rubi: Add mission and vision review as an agenda item for the next meeting to begin strategic planning process</u></li><li>● <u>Rubi: Schedule joint meeting with Ridgecrest Regional Hospital to discuss how to add/improve physical and mental health services</u></li><li>● <u>Rubi: Add update on Kern County Multi-Jurisdictional Hazard Mitigation Plan to next agenda</u></li><li>● <u>Rubi: Schedule final budget discussion and adoption of 2026-27 budget before July 1</u></li><li>● <u>Rubi: Coordinate with Lester (Red Cross contact) to schedule presentation about emergency plans/disaster resources</u></li></ul>
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		<ul style="list-style-type: none"><li>● <u>Rubi: Bring back CERT training information and coordinate with senior centers about using their space for training</u></li><li>● <u>Rubi: Review and summarize all senior center related payments and bring back to next meeting</u></li><li>● <u>Rubi: Research and propose team building activity options for board and staff</u></li><li>● <u>Rubi: Research possibility of creating an unpaid internship program for local youth</u></li><li>● <u>Rubi: Look into the backdrop for special events.</u></li><li>● <u>Rubi: Reassign Kayla's phone to the maintenance person</u></li><li>● <u>Rubi: Check with Alex about insurance consultant recommendations</u></li><li>● <u>Rubi: Bring back information about legal requirements for volunteer insurance coverage</u></li><li>● <u>Rubi: Bring back information about mileage reimbursement</u></li></ul>
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		<p>policy for volunteers</p> <ul style="list-style-type: none"><li>• <u>Rubi: Bring back updated information about Ridgecrest Chamber membership for vote</u></li><li>• <u>Rubi: Bring back information about marketing presence improvements (LinkedIn, Facebook, other social media) for board discussion</u></li><li>• <u>Rubi: Bring back information about status of QuickBooks access and remaining questions</u></li><li>• <u>Rubi: Bring back information about status of \$700,000 account review</u></li><li>• <u>Rubi: Bring back information about required insurance for cancer fund events</u></li><li>• <u>Rubi: Bring back information about status of ADA compliance plans and city walkthrough</u></li></ul>
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6:51	<b>VIII. CONSENT CALENDER</b>  <b>A. APPROVAL OF MINUTES</b> 1. Special Meeting: March 31st, 2026 2. Regular Meeting Minutes April 21st, 2026	<b>MOTION: Macedonio. K, Peralta. L</b>  Motion carried 4-0
6:55	<b>XI. CLOSE MEETING</b>	
6:55	<b>A. PRESIDENT COMMENTS</b>	None
6:55	<b>B. DIRECTOR'S COMMENTS-AB 1234</b>	Macedonio. K attended several meetings and will be bringing back a directors report next meeting. Rojas. J discussed increasing social media presence and possibility of hiring videographer with a budget of \$50.00 Royten. S discussed the Senior Walking club at the Strata has restarted and is open to the public 5 days a week. Royten. S also mentioned attending the Women's empowerment Brunch with Director Macedonio,K.

6:55	<b>C. DIRECTOR'S REPORTS</b>	Reports covered in Director's comments
7:03	<b>D. FUTURE AGENDA</b> 1.. Financials and Budget with Eva Hebebrand 2. Good Samaritan 3. Administrative Code Review	Request to have a special meeting if needed for contract or building proposal updates. <ol style="list-style-type: none"> <li>1. Mission and Vision alignment with Strategic Plan</li> <li>2. Ridgecrest Regional Hospital , how to add or improve physical and mental health services</li> <li>3. Updates for the board on MJHMP</li> <li>4. 4.Rubi covering Strategic Plan</li> <li>5. Red Cross with Lester</li> <li>6. CERT Certificates</li> <li>7. Team building ideas</li> </ol>
7:13	<b>E. ADJOURNMENT</b>	