

CALIFORNIA CLASS TERM SERIES II INDICATIVE RATES AS OF 09/21/2026

Every Dollar Matters. Make Every Dollar Count.

A pooled investment vehicle designed to deliver a fixed rate of return while prioritizing capital preservation, planned-date liquidity, and competitive yields - built on the same high-quality credit exposures as the California CLASS Prime Fund. Orders must be placed by Thursday, 11:00 a.m. PT for next business day settlement; rates reflect market conditions as of the date shown and are subject to change prior to execution.

Term Series II Rates

Minimum Months to Maturity	Minimum Days to Maturity	Investable Maturity Range		Net Indicative Rate (365 Basis)
		Start Date	End Date*	
2	60	11/21/2026	12/20/2026	3.99%
3	90	12/21/2026	1/19/2027	4.05%
4	120	1/20/2027	2/18/2027	4.12%
5	150	2/19/2027	3/20/2027	4.17%
6	180	3/21/2027	4/19/2027	4.28%
7	210	4/20/2027	5/19/2027	4.29%
8	240	5/20/2027	6/18/2027	4.34%
9	270	6/19/2027	7/18/2027	4.42%
10	300	7/19/2027	8/17/2027	4.47%
11	330	8/18/2027	9/21/2027	4.52%
12	365	9/22/2027	9/22/2027	4.57%

*Any planned redemption date (maturity date) may be selected within the investable maturity range, tailored to meet your specific liquidity needs. Rates are provided for indicative purposes only. Please contact a member of the team for customized offerings.

Term Series II (TS II) investments are funded through the existing California CLASS subaccount of your choosing, giving you additional visibility into your investment reporting.

- Rated AAAf by Fitch Ratings
- Minimum Investment of \$1,000,000 Per Term
- Competitive, Fixed Rate of Return
- Customized Redemption Date Selected by You!

For institutional use only. Rates shown are indicative only as of the date noted and are not guaranteed. PTMA reserves the right to change the indicative rate for any reason, including market changes, with such revised rates being communicated to Participants in advance of execution. Fees charged on investments in Term Series II may vary in order to achieve the quoted net indicative rate. Rates at time of execution may differ due to market dynamics, supply considerations, settlement timing, or other factors, and PTMA in its sole discretion may reduce, decline, or cancel an order, including if market rates decline significantly before execution. All investment rates are quoted net of fees and on a 365 basis unless noted otherwise. Products are designed to be held until the planned redemption date (maturity). Withdrawal prior to the maturity will likely incur an early redemption penalty which may be substantial; redemption value per share equals the purchase price plus dividends earned to date, reduced by any losses incurred by the Fund, if any, and any early redemption penalty. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Past performance is no guarantee of future results.

AGENDA ITEM II (a) PAGES 1-8

PMA Financial Network, LLC, PMA Securities, LLC, PMA Asset Management, LLC, and Public Trust Advisors, LLC, (collectively "PTMA") are under common ownership. Public Trust Advisors, LLC and PMA Asset Management, LLC, are both SEC registered investment advisers. PMA Securities is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC. Registration with the SEC does not imply a certain level of skill or training. Marketing, securities, institutional brokerage services and municipal advisory services are offered through PMA Securities, LLC. Public Trust Advisors and PMA Asset Management provide investment advisory services primarily to local government investment pools ("Funds") and separate accounts. All other products are provided by PMA Financial Network, LLC. For more information, please visit us at <http://www.ptma.com/>.

INVESTING MADE EASY.

Offering your local government a comprehensive approach to investing your funds.

Investment Option	Prime	Enhanced Cash	Term Series II
Portfolio Type	Prime-Style	Enhanced Cash	Target Maturity Fund
Purpose	Short-term liquidity	Strategic Reserves	Strategic Reserves
Rating	AAAm	AAAf/S1	AAAf
Liquidity Offered	Daily	Next-Day	Held to Planned Redemption Date (Maturity)
Minimum Investment	None	None	\$1 Million
Withdrawals	Unlimited	Unlimited	Planned Redemption Date
Investment Horizon	Day-to-Day	12-18 Months	60 to 365 Days
Dividends	Applied Daily	Accrue Daily, Paid Monthly	Accrue Daily, Paid at Maturity
WAM	≤60 days	90-200 Days	N/A
Net Asset Value (NAV)	Stable \$1.00 per share	Fluctuating	Principal at Maturity

Explore Your Investment Options!

California CLASS and California CLASS Enhanced Cash provide daily and next-day liquidity with no minimum investment requirement!

Prime		Enhanced Cash	
Daily Yield ¹	7-Day Yield ²	Daily Yield ¹	7-Day Yield ²
3.87%	3.78%	3.90%	3.87%

Yield information referenced above are as of **September 18, 2026**. ¹The California CLASS 7-Day Yield refers to income generated over the previous seven-day period; the income is then annualized. Data unaudited. Charts and/or values presented may not add up precisely to absolute figures due to rounding. Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS stable NAV fund(s) seek to preserve the value of your investment at \$1.00 per share, this is not guaranteed. Please review the applicable Information Statement(s) before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

The California CLASS prime-style portfolio is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated 'AAAf/S1' by FitchRatings. California CLASS Term Series II is rated 'AAAf' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

PMA Financial Network, LLC, PMA Securities, LLC, PMA Asset Management, LLC, and Public Trust Advisors, LLC, (collectively "PTMA") are under common ownership. Public Trust Advisors, LLC and PMA Asset Management, LLC, are both SEC registered investment advisers. PMA Securities is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC. Registration with the SEC does not imply a certain level of skill or training. Marketing, securities, institutional broker-dealer, and municipal advisory services are offered through PMA Securities, LLC. Public Trust Advisors and PMA Asset Management provide investment advisory services primarily to local government investment pools ("Funds") and separate accounts. All other products are provided by PMA Financial Network, LLC. For more information, please visit us at <http://www.ptma.com/>.

Official website of the State of California



State of California
Office of the
State Treasurer

LAIF Monthly Statements

LAIF Monthly Statement

EAST KERN HEALTH CARE DISTRICT
ADMINISTRATOR
P.O. BOX 2546
CALIFORNIA CITY, CA 93504

LAIF Account #: 20-15-002

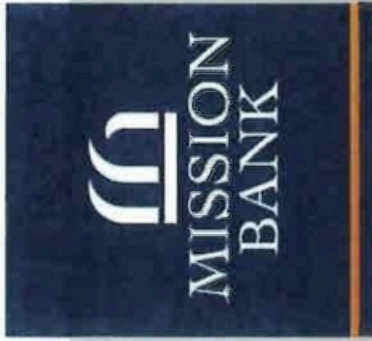
July 2026 Statement

4.17% increase

Transaction Date	Check Number	Check Type	Check Amount	Check Status	System	Amount
7/15/2026	7/14/2026	QRD	1802730	N/A	SYSTEM	7,586.31

Account Summary

Beginning Balance:	777,146.96
Total Deposit:	7,586.31
Total Withdrawal:	0.00
Ending Balance:	784,733.27



MISSION BANK

ICS ACCOUNT

WHO WE ARE

Our core purpose is to fuel and grow vibrant and prosperous communities.

OUR VISION

Mission Bank is the best business bank in California. Our brand represents the highest quality people and service. Business owners, organizational leaders and professionals desire to bank with us because of our reputation.

VALUES & BEHAVIORS

Integrity | "Walk Your Talk"

- We act with fairness, consistency and sincerity
- We demonstrate our values through our actions
- We speak honestly and truthfully and keep our commitments.
- We do what is right for our customers, team members and shareholders

Drive | "Good is the Enemy of Great"

- We seek out and embrace continuous improvement.
- We empower team members to challenge the status quo
- We encourage and support team member growth

Ownership | "Run It Like you Own it"

- We make decisions like we own Mission Bank
- We make Mission Bank and our communities the best place to live and work
- We accept responsibility for our decisions and performance

Collaboration | "Team Before Self"

- We consistently align team member goals with Mission Bank goals
- We support and encourage open communication and promote unity among team members
- We develop, implement and measure partnerships and alliances to accomplish Mission Bank's long-term goals.
- We respect and support group decisions.

STRATEGIC ANCHORS

- **Human Capital**
The foundation of our success is to attract, hire, train and promote the best people
- **Asset Quality and Internal Controls**
Maintain sound asset quality and internal controls to manage risk effectively as the Bank grows
- **Expense Control**
Maintain efficient operations through prudent expense control
- **Best Business Banking Experience**
Our customers desire to bank with us because of our extensive personal service
- **Revenue Growth**
Grow top line revenue to offset rising costs and provide opportunities for advancement

2028 GOAL

Assets	\$8 Billion
Equity	\$725 Million
Annual Earnings	\$130 Million
ROAA	1.60%
ROE	18%



MISSION BANK

Current LAIF account

- Limited monthly transactions (15) depending.
- Difficulty holding sub accounts
- Cut off times for transactions
- Lower returns during some market conditions
- Not FDIC insured
- Current yield 3.81%



Mission Bank Service comparison



- 0 fees
- Accessibility through our treasury management services.
 - Making transfers, usage and record keeping more accessible.
- ICS, provides FDIC coverage for high balance accounts.
- Offering yield, 3.25%

The Mission Bank Difference: Personalized Service, Local Impact:



- **Dedicated Relationship Banker:** Direct access to a banker who understands your needs—no call centers.
- **Local Impact:** Your deposits help support small businesses and strengthen the communities we serve.
- **Fast Access to Funds:** Same-day access to available funds to support your operations.
- **Personalized Solutions:** Customized treasury management and cash management services.
- **Local Decision-Making:** Faster responses and a banking relationship built on trust.

EAST KERN HEALTH CARE DISTRICT

RESOLUTION NO. 2026-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT AUTHORIZING A WITHDRAWAL AND TRANSFER OF FUNDS FROM THE LOCAL AGENCY INVESTMENT FUND (LAIF) TO MISSION BANK FOR THE NORTH LOOP SITE IMPROVEMENT PROJECT ADA PATHWAY COMPLIANCY AND DESIGNATING AUTHORIZED REPRESENTATIVES

WHEREAS, the East Kern Health Care District ("EKHCD" or "District") maintains investment funds with the California Local Agency Investment Fund (LAIF); and

WHEREAS, the Board of Directors has previously approved the North Loop Site Improvement Project to address ADA Pathway Compliance requirements and improve accessibility for patients, visitors, and the public; and

WHEREAS, the Board of Directors finds it necessary and in the best interests of the District to transfer funds from LAIF into the District's Mission Bank account to facilitate the timely completion of the North Loop Site Improvement Project ADA Pathway Compliance improvements; and

WHEREAS, the Board of Directors desires to designate authorized representatives of the District who may act on behalf of EKHCD in processing the withdrawal and transfer of such funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the East Kern Health Care District as follows:

SECTION 1. AUTHORIZATION OF FUND TRANSFER

The Board of Directors hereby authorizes the withdrawal and transfer of funds in the amount of:

\$\$277,000.00

from the District's Local Agency Investment Fund (LAIF) account to the District's Mission Bank account for the purpose of funding the approved North Loop Site Improvement Project ADA Pathway Compliance improvements.

This authorization is limited to a single transfer of \$277,000.00. Any additional withdrawal or transfer of District funds from LAIF shall require prior Board approval specifying the amount and purpose. Any prior delegation of authority to withdraw or transfer funds from LAIF without such Board approval is superseded to the extent of the conflict.

SECTION 2. DESIGNATION OF AUTHORIZED REPRESENTATIVES

The Board hereby designates the following officers as authorized representatives of the East Kern Health Care District for purposes of facilitating the withdrawal, transfer, deposit, and related banking transactions associated with this Resolution and subsequent LAIF withdrawals or transfers separately approved by the Board::

- Board President
- Board Vice President
- Board Treasurer

Each LAIF withdrawal or transfer shall receive the prior written approval of two distinct officers designated above. The approvals shall identify the amount, destination account, and Board-approved purpose and shall be retained in the District's records. After both approvals have been obtained, either approving officer whose authorization is on file with LAIF may submit the transaction instructions. Any LAIF or bank authorization forms requiring two signatures shall be executed by two distinct designated officers.

SECTION 3. BANKING AUTHORITY

Mission Bank and the California Local Agency Investment Fund (LAIF) are authorized to rely upon the instructions, certifications, signatures, and actions of the officers designated in Section 2 solely to implement transactions approved by the Board and processed in accordance with this Resolution. The officer designations shall remain effective until modified by future Board action. The District shall provide Mission Bank and LAIF with written notice of any change in the authorized representatives. Designation as an authorized representative does not confer independent authority to withdraw or transfer District funds.

The General Manager or Board Secretary is authorized to submit a certified copy of this Resolution and the completed LAIF authorization forms, together with any required proof of title. The individuals identified as transaction representatives on those forms shall be the officers designated in Section 2.

SECTION 4. USE OF FUNDS

Funds transferred pursuant to this Resolution shall be utilized solely for expenditures associated with the Board-approved North Loop Site Improvement Project ADA Pathway Compliance improvements and related project costs. Any incidental balance attributable to rounding the transfer amount shall remain in the District's Mission Bank account and may be used in accordance with existing budget and expenditure approvals and any applicable restrictions on the funds. This Resolution does not increase the approved project budget or contract amount or authorize additional work or expenditures beyond existing approvals.

SECTION 5. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the East Kern Health Care District at a duly held meeting on September 15, 2026, by the following vote:

AYES: 4

NOES: 0

ABSENT: 1

ABSTENTIONS: 0

ATTEST:

I certify that the foregoing Resolution was duly adopted by the Board of Directors of the East Kern Health Care District on the date and by the vote stated above.

Board Secretary

Date: _____

BOARD OF DIRECTORS SIGNATURES:

Board President

Date: _____

Board Vice President

Date: _____

Board Treasurer

Date: _____

Director

Date: _____

Director

Date: _____

District Legal Counsel

Date: _____

EAST KERN HEALTH CARE DISTRICT

RESOLUTION NO. 2026-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST KERN HEALTH CARE DISTRICT AUTHORIZING A WITHDRAWAL AND TRANSFER OF FUNDS FROM THE LOCAL AGENCY INVESTMENT FUND (LAIF) TO MISSION BANK FOR THE NORTH LOOP SITE IMPROVEMENT PROJECT ADA PATHWAY COMPLIANCY AND DESIGNATING AUTHORIZED REPRESENTATIVES

WHEREAS, the East Kern Health Care District ("EKHCD" or "District") maintains investment funds with the California Local Agency Investment Fund (LAIF); and

WHEREAS, the Board of Directors has previously approved the North Loop Site Improvement Project to address ADA Pathway Compliance requirements and improve accessibility for patients, visitors, and the public; and

WHEREAS, the Board of Directors finds it necessary and in the best interests of the District to transfer funds from LAIF into the District's Mission Bank account to facilitate the timely completion of the North Loop Site Improvement Project ADA Pathway Compliance improvements; and

WHEREAS, the Board of Directors desires to designate authorized representatives of the District who may act on behalf of EKHCD in processing the withdrawal and transfer of such funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the East Kern Health Care District as follows:

SECTION 1. AUTHORIZATION OF FUND TRANSFER

The Board of Directors hereby authorizes the withdrawal and transfer of funds in the amount of:

~~\$277,000.00~~ **\$276,741.00**

from the District's Local Agency Investment Fund (LAIF) account to the District's Mission Bank account for the purpose of funding the approved North Loop Site Improvement Project ADA Pathway Compliance improvements.

This authorization is limited to a single transfer of \$277,000.00. Any additional withdrawal or transfer of District funds from LAIF shall require prior Board approval specifying the amount and purpose. Any prior delegation of authority to withdraw or transfer funds from LAIF without such Board approval is superseded to the extent of the conflict.

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- Board Treasurer

Each LAIF withdrawal or transfer shall receive the prior written approval of two distinct officers designated above. The approvals shall identify the amount, destination account, and Board-approved purpose and shall be retained in the District's records. After both approvals have been obtained, either approving officer whose authorization is on file with LAIF may submit the transaction instructions. Any LAIF or bank authorization forms requiring two signatures shall be executed by two distinct designated officers. Any two of the above designated officers is authorized to execute documents, forms, authorizations, banking instructions, and related instruments necessary to facilitate the transfer of funds authorized by this Resolution.

SECTION 3. BANKING AUTHORITY

Mission Bank and the California Local Agency Investment Fund (LAIF) are authorized to rely upon the instructions, certifications, signatures, and actions of the officers designated in Section 2 solely to implement transactions approved by the Board and processed in accordance with this Resolution. The officer designations shall remain effective until modified by future Board action. The District shall provide Mission Bank and LAIF with written notice of any change in the authorized representatives. Designation as an authorized representative does not confer independent authority to withdraw or transfer District funds.

The General Manager or Board Secretary is authorized to submit a certified copy of this Resolution and the completed LAIF authorization forms, together with any required proof of title. The individuals identified as transaction representatives on those forms shall be the officers designated in Section 2. Board President, Board Vice President, or Board Treasurer as duly authorized representatives of the District until such authority is modified by future Board action.

SECTION 4. USE OF FUNDS

Funds transferred pursuant to this Resolution shall be utilized solely for expenditures associated with the Board-approved North Loop Site Improvement Project ADA Pathway Compliance improvements and related project costs. Any incidental balance attributable to rounding the transfer amount shall remain in the District's Mission Bank account and may be used in accordance with existing budget and expenditure approvals and any applicable restrictions on the funds. This

Resolution does not increase the approved project budget or contract amount or authorize additional work or expenditures beyond existing approvals.

SECTION 5. EFFECTIVE DATE

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NOES: 0

ABSENT: 1

ABSTENTIONS: 0

ATTEST:

I certify that the foregoing Resolution was duly adopted by the Board of Directors of the East Kern Health Care District on the date and by the vote stated above.

Board Secretary

Date: _____

BOARD OF DIRECTORS SIGNATURES:

Board President

Date: _____

Board Vice President

Date: _____

Board Treasurer

Date: _____

Director

Date: _____

Director

Date: _____

District Legal Counsel

Date: _____

INSTRUCTIONAL BULLETIN

IB No. 006

Project: EKHCD – N Loop Site Improvement

Job Number: 2026.100

Send to: Medallion Contracting Inc.

Date: Oct. 1, 2026

Reference Bid clarification no. 01 – item C

As per East Kern Health Care District request, provide a credit for labor and material to delete the replacement of the existing exterior door at the rear entrance of 9278 N Loop building per BC#01, item no. C, dated May 15, 2026.

ACTION TO BE TAKEN:

-
- | | |
|--|---|
| 1. ☒ | A price change request is made for the listed items. Do not proceed with the work until written approval is received. |
|--|---|
-
- | | |
|-----------------------------|---|
| 2. ☐ | A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued. |
|-----------------------------|---|
-
- | | |
|-----------------------------|---|
| 3. ☐ | Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. |
|-----------------------------|---|
-


Joselito Lacson

MEDALLION

CONTRACTING, INC.



PH# 661-949-3205

FAX# 661-949-3235

CONTRACTORS LICENSE #567084

Designer: Joselito Lacson

OWNER: East Kern Health Care Dist.

PCO: 3r

DATE: 9/9/2026

JOB #: 26-018

DESCRIPTION: Per IB #3 Bldg 9278 Remove (E) door frame and install new door frame and hardware (door is part of contract), Bldg 9300 remove (E) door & frame and install new with hardware

PROJECT: 9278,9300,9350 N Loop Dr.

Note #1: remove & replace finishes are not included at this time, due to not known

Note #2: no charge for concrete landing at Bldg 9350

LABOR	1 man 6 hrs	\$ 616.32
LABOR BURDEN		
EQUIPMENT		
MATERIALS	Paint	\$ 139.06
CLEAN UP	Partial Dumpster	\$ 200.00
SUBTOTAL G.C.		\$ 955.38
MARK-UP	10%	\$ 95.54
G.C. SUBTOTAL		\$ 1,050.92
SUBCONTRACTOR:	Meldon	\$ 4,270.00
SUBCONTRACTOR:	Meldon	\$ 4,487.00
SUBCONTRACTOR:		
SUBCONTRACTOR:		
SUBCONTRACTOR:		
SUBTOTAL SUBCONTRACTORS		\$ 8,757.00
GENERAL LIABILITY	1.75%	\$ 153.25
SUBCONTRACTOR SUBTOTAL		\$ 8,910.25
MARK-UP ON SUB	10%	\$ 891.02
G.C. SUBTOTAL		\$ 1,050.92
BOND	2%	\$ 217.04

TOTAL (GC SUBTOTAL + SUBCONTRACTOR SUBTOTAL)

TOTAL ADDITIONAL COST

SUBMITTED BY: Craig Fries

\$ 10,852.19

\$ 11,069.24

APPROVED BY: _____

DATE: _____

INSTRUCTIONAL BULLETIN

IB No. 003

Project: EKHCD – N Loop Site Improvement

Job Number: 2026.100

Send to: Medallion Contracting Inc.

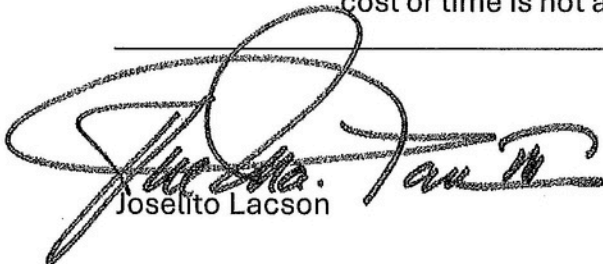
Date: Aug. 31, 2026

Reference A1.07

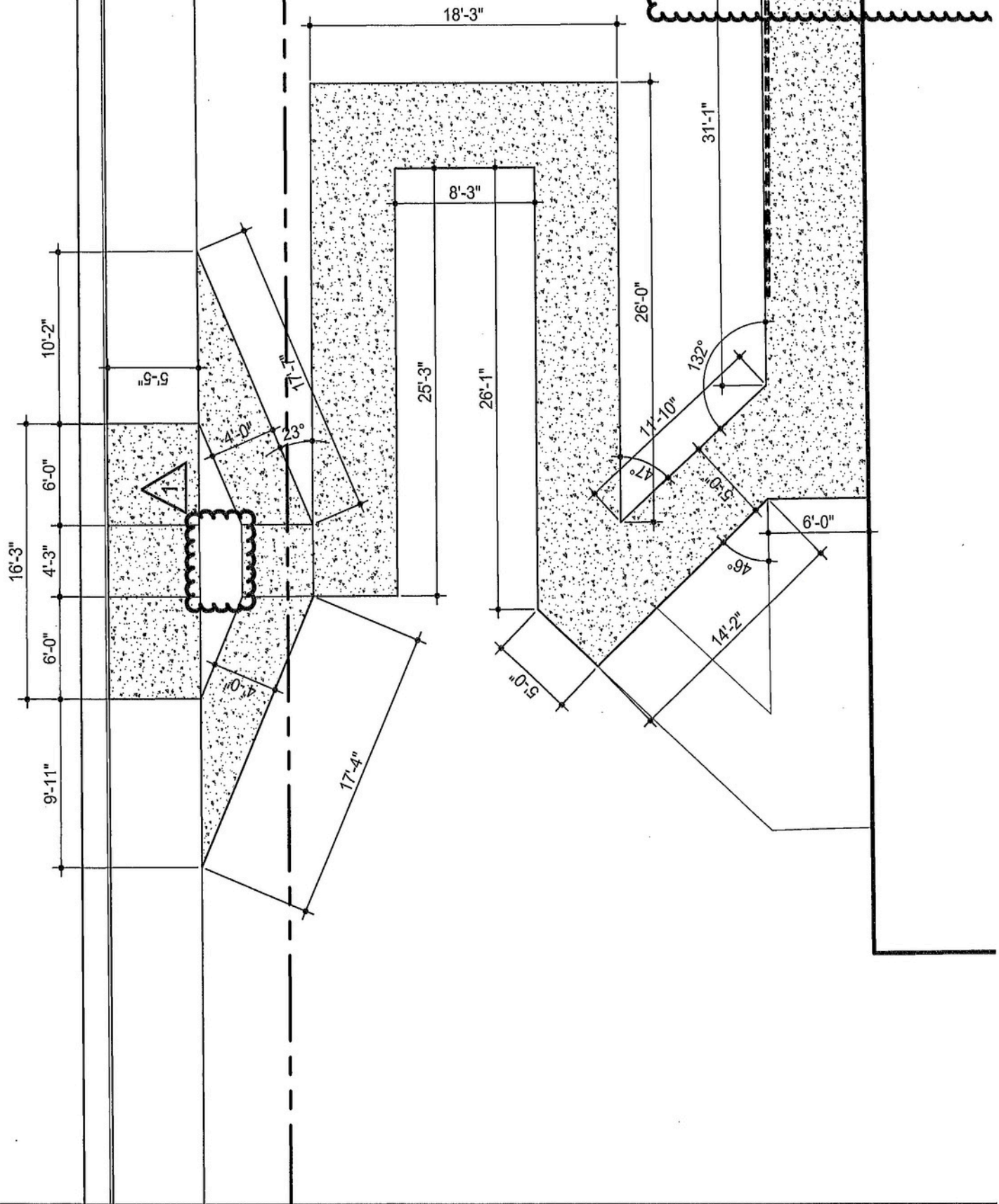
As per East Kern Health Care District request, attached is sheet BD.3.01 & BD3.02 for the revised door frame at 9278 N Loop building and new exterior door, frame and hardware on the southwest exit door in 9300 N Loop building. Provide cost for replacing AC clear landing to concrete at 9350 N Loop building.

ACTION TO BE TAKEN:

-
1. ☒ A price change request is made for the listed items. Do not proceed with the work until written approval is received.
-
2. ☐ A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
-
3. ☐ Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.
-


Josefita Lacson

N LOOP BLVD.





Meldon Glass Inc
203 Ovington ST
Lancaster, CA 93534-3635
License #: 486233

1E #3

Date 8/31/2026
Bid # 3445

BILLING NAME / ADDRESS

Medallion Contracting, Inc.
42424 4th Street East
Lancaster, CA 93535

JOB LOCATION

JOB LOCATION
BACK DOOR
9278 NORTH LOOP BLVD
CALIFORNIA CITY

Date / PO#

Signature required For Production

Item	Bidding Section	Total
Scope Of Work	ATTN: CRAIG REVISED 9-9-2026 SCOPE OF WORK DEMO EXISTING FRAME INSTALL NEW HM FRAME	1,446.00
Door	INSTALL 1 - NEW HM DOOR HARDWARE 1 - EACH 4040 XP CLOSER 1 - EACH 1/2" X 36" THRESHOLD 1 - EACH 36" DOOR SWEEP 3 - HINGES USE EXISTING LEVER LOCK	2,824.00
Bid Price	PRICE FOR THIS BID material, tax, labor AT PW \$ 4,270.00	
Contractors License No.: C17-486233		
BIDS GOOD FOR 2 WEEKS FROM DATE. LEAD TIMES SUBJECT TO CHANGE WITHOUT NOTICE.		
Labor and Taxes Included. No Cancellation Once Order is Placed		

\$4,270.00

Meldon Glass Inc
meldonglass@yahoo.com

Total

Ph: # 661-945-1213
Fax # 661-945-9543

Meldon Glass Inc
203 Ovington ST
Lancaster, CA 93534-3635
License #: 486233

Date 9/17/2026
Bid # 3446

BILLING NAME / ADDRESS

Medallion Contracting, Inc.
42424 4th Street East
Lancaster, CA 93535

JOB LOCATION

JOB LOCATION
9300 NORTH LOOP BLVD
BACK SOUTH DOOR
CALIFORNIA CITY

Date / PO#

Signature required For Production

Item	Bidding Section	Total
Scope Of Work	ATTN: CRAIG REVISED ON 9-17-2026 FROM 8/31/26 SCOPE OF WORK DEMO EXISTING DOOR & FRAME INSTALL 1 - NEW STEEL HM DOOR & FRAME HARDWARE 1 - EACH 4040 XP CLOSER 1 - EACH 1/2" X 36" THRESHOLD 3 - HINGES 4-1/2" X 4-1/2" 1 - 36" DOOR SWEEP 1 - ND70PD LEVER CLASS ROOM LOCK 1 - CYLINDER & 2 - KEYS	
Bid Price	PRICE FOR THIS BID material, tax, labor AT PW	4,487.00
Exclusions	PAINT & PATCH BY OTHERS IF REQUIRED	
Contracors License No.: C17-486233		
BIDS GOOD FOR 2 WEEKS FROM DATE. LEAD TIMES SUBJECT TO CHANGE WITHOUT NOTICE.		
Labor and Taxes Included. No Cancellation Once Order is Placed		

\$4,487.00

Total

Meldon Glass Inc
meldonglass@yahoo.com

Ph: # 661-945-1213
Fax # 661-945-9543

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE <u>Sept 29 26</u>	
NAME <u>EAST KERN HEALTH Dist</u>					
ADDRESS <u>9278 N. LOOP</u>					
CITY, STATE, ZIP <u>Calif City, Ca 93505</u>					
SOLD BY		CASH	C.O.D.	CHARGE	ON. ACCT.
				MDSE. RETD.	PAID OUT

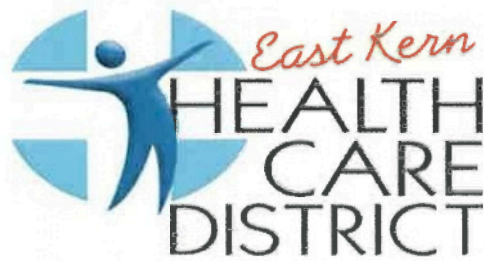
QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	1 STEEL 18 GA DOOR		1428 48
2	3 NEW 4 1/2 X 4 1/2 HINGES		60 -
3		TAX	122 79
4			
5	SERVICE CALL		50 -
6	LABOR @ \$50 HR		
7	APPROX 4 HR LABOR	200 -	200 -
8			
9			
10			1861 27
11	ESTIMATE		
12			
13			
14	BRUSSE / DOOR SWEEP		
15	APPROX 30 -		
16			
17			
18			

RECEIVED BY _____

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

01-11



East Kern Health Care District

Cancer Fund – Policies and Procedures

1. Purpose and Statutory Alignment

The East Kern Health Care District (EKHCD) Cancer Fund is established to provide limited financial assistance to eligible residents of the District who have a verified cancer diagnosis requiring active or planned ~~are undergoing cancer diagnosis or~~ treatment and who demonstrate financial hardship. This program is intended to advance the District's public health mission consistent with the California Health and Safety Code governing local health care districts, including section 32121, subdivisions (j), (k), and (m), by reducing documented financial barriers to cancer care. Assistance must serve this public purpose and shall not constitute an unlawful gift of public funds under article XVI, section 6 of the California Constitution ~~the provision of community health benefits and charitable services~~. The Cancer Fund is supplemental in nature and does not replace insurance coverage, governmental benefits, or other financial assistance programs.

2. Scope

These policies and procedures govern all aspects of the Cancer Fund, including solicitation and acceptance of donations, eligibility determination, approval and disbursement of assistance, internal controls, confidentiality, appeals, reporting, and audit oversight.

3. Legal Authority and Governance

3.1 Governing Authority

The Cancer Fund operates under the authority of the EKHCD Board of Directors (Board), pursuant to ~~applicable provisions of the California~~ Health and Safety Code sections 32121 and 32139 and District bylaws. The Fund is a District program, not a separate legal entity. Applicable law controls; these policies control over the Cancer Fund By-Laws, and a Board resolution may alter these policies only by expressly amending them.

3.2 Board Oversight

The Board retains full fiduciary and policy oversight of the Cancer Fund, including approval of these policies, annual funding limits, and material program changes. Each fiscal year, the Board shall adopt an assistance distribution plan stating the available appropriation, application period, financial-need standards, award limits, allocation priorities, and delegated approval limits. The plan and these policies shall be posted on the District's website as required by Health and Safety Code section 32139.

3.3 Delegation of Administration

The Board may delegate day-to-day administration to the District Administrator ~~and/or~~ a designated District employee through Board resolution. ~~A~~ a formally established Cancer Fund Committee ~~through Board resolution.~~ shall be advisory only. Neither the Committee nor individual Directors may independently approve assistance, make exceptions to eligibility standards, promise funding, or disburse Fund monies.

4. Definitions

- **Applicant:** An individual who submits a completed application requesting assistance from the Cancer Fund.
- **Assistance:** Financial support approved pursuant to these policies for covered cancer-related expenses.

- **Cancer Fund Committee:** A-An advisory committee established by Board resolution to assist with program policy, community outreach, fundraising recommendations, and review of aggregate program results, without authority to review identifiable applicant files or recommend or approve individual awards.
 - ~~committee authorized by Board resolution to review and recommend assistance awards.~~
 - **Eligible Resident:** An individual whose primary residence is within the geographic boundaries of EKHCD.
 - **Financial Hardship:** A documented inability to pay eligible cancer-related expenses after consideration of household income, household size, reasonable basic living expenses, available financial resources, and unreimbursed treatment costs under objective standards approved by the Board. Available resources means resources reasonably accessible to the applicant, rather than hypothetical or inaccessible funds.~~meet basic living or medical expenses related to cancer care.~~
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5. Funding Sources and Fiscal Controls

5.1 Funding Sources

- Public and private donations
- Grants approved by the Board
- Fundraising activities authorized by the Board
- Budgetary allocations approved by the Board

5.2 Segregation of Funds

Cancer Fund monies shall be maintained in a segregated account and used exclusively for Cancer Fund purposes. A separately identified fund or restricted subaccount within District accounts may satisfy this requirement if receipts, expenses, encumbrances, and donor restrictions remain separately traceable. No Director, committee member, or volunteer may maintain a separate account for District Cancer Fund monies.

5.3 Prohibited Use

Funds shall not be used for political activities, unrelated operational expenses, or any purpose inconsistent with District authority.

Reasonable Cancer Fund administration and authorized fundraising expenses may be paid only when directly related to the program, documented, included in the approved budget, and consistent with accepted donor restrictions. Assistance allocations may not be diverted to these expenses without Board authorization.[11.1]

5.4 Donation Acceptance and Restrictions

Donations and sponsorships shall be accepted only by persons authorized under District policy and recorded promptly. Any accepted restriction must be lawful, consistent with this program, and separately tracked. Donations earmarked for a named individual or conditioned on preferential treatment of an applicant shall not be accepted. Material conditions or proposed changes to accepted restrictions shall be referred to the Board and District legal counsel before acceptance or action.

6. Eligibility Requirements

An applicant must meet all of the following criteria:

1. Residency within EKHCD boundaries at the time of application ... established through reasonable documentation. Applicants without a fixed address may provide other reliable evidence that they reside within the District.
2. Verification from a licensed treating health care provider of a cancer diagnosis requiring active or planned treatment. Only information reasonably necessary to verify eligibility and the requested expense shall be required.
3. Demonstrated financial hardship supported by current documentation of household income, household size, reasonable living expenses, available resources, and eligible cancer-related costs, evaluated under the Board-approved financial-need standards. Acceptable documentation may include tax returns, wage or benefit statements, bills, or a signed explanation of unavailable documentation supplemented by reasonable verification documentation.
4. Disclosure of other available financial resources and insurance coverage.
5. Submission of a complete application with required narrowly tailored authorizations for eligibility and payment verification. A parent, guardian, or other legally authorized representative may apply on behalf of an eligible

resident; assistance limits apply to the resident receiving cancer care authorizations.

6. Eligibility determinations shall be made without discrimination and consistent with applicable civil rights laws.
-

7. Covered and Non-Covered Expenses

7.1 Covered Expenses

Subject to funding availability and approval, and only to the extent the expense is reasonable, necessary for cancer care, documented, and not paid by insurance, another program, or another source::

- Cancer-related medical bills-, including otherwise unreimbursed copayments and deductibles not covered by insurance
- Prescribed medications related to cancer treatment
- Transportation and lodging necessary for treatment access, including an accompanying caregiver when the treating provider documents that accompaniment is necessary
- Medically necessary supplies ordered by a licensed provider

7.2 Non-Covered Expenses

- Expenses unrelated to cancer care; routine household rent, utilities, food, or other general living expenses; and replacement of lost wages or income. This exclusion does not bar treatment-related lodging allowed under Section 7.1.
 - Expenses already paid by insurance, another assistance program, or another source; amounts exceeding the approved expense or applicable award limit; and reimbursements lacking the prior approval required by Section 11.
 - Unrestricted cash assistance, loans, cash-equivalent gift cards, gifts, political contributions, and expenses not otherwise eligible under Section 7.1.
 - Grants to organizations, sponsorships of charitable events, and funding of foundations or other government agencies. Any such assistance requires a separately authorized District program. Payment to a qualifying provider or vendor for an approved applicant expense is permitted and is not an organizational grant. District Cancer Walk expenses remain governed by Section 5.3.
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- The Board shall establish maximum assistance limits by resolution and authorize an annual program appropriation. No new award shall be approved until the Board has established the applicable financial-need standards, award limits, and delegated approval limits.
- Assistance shall be limited by the Board-approved maximum per applicant per calendar year and any additional limit may be limited per applicant, per treatment episode, or per calendar year. Multiple applications or payments may not be used to circumvent an applicable limit. Awards may not exceed the documented eligible unmet expense or unencumbered funds available for assistance.
- Approval of assistance creates no entitlement to future funding.

8.1 Allocation Priorities and Multiple Recipients

The program shall distribute assistance among eligible residents under the annual plan, with priority to documented imminent interruption of necessary cancer care, followed by the greatest financial hardship and barriers to treatment access, including those affecting underserved residents and communities. Equally situated applications shall be ranked by the date completed. If available funds are insufficient, staff may reduce an award or maintain a waiting list under these priorities. A single recipient may receive assistance when only one applicant qualifies or these priorities and available funds support one award; the same limits apply, and no exception may be made solely to favor that recipient.

8.2 Prior Recipients

Prior recipients may apply again for additional eligible, unreimbursed expenses upon updated verification of residency, treatment, and financial need. Prior receipt creates neither an entitlement nor a disqualification. All awards count toward applicable limits, and duplicate payment for the same expense is prohibited.

9. Application and Administrative Procedures

9.1 Application Submission

Applicants must submit a District-approved application form with all required supporting documentation. The form shall identify the eligible expenses, other assistance sources, required disclosures, verification authorizations, and appeal process. Before payment, the applicant or legally authorized representative shall sign an acknowledgment of the approved uses, documentation duties, prohibition on duplicate payment, and obligation to return improperly retained assistance. The District shall provide reasonable application assistance and accommodations as required by law.

9.2 Incomplete Applications

Applications lacking required information shall be deemed incomplete and will not be considered for an award until completed.

9.3 Verification Rights

EKHCD reserves the right to verify all submitted information and request additional documentation reasonably necessary to determine eligibility or authorize payment. Medical information shall be obtained only through a lawful authorization or other lawful basis, and full medical records shall not be requested when a provider certification or limited documentation is sufficient.

10. Review, Approval, and Workflow

10.1 Initial Review

Administrative staff shall conduct an initial eligibility and completeness review , apply the published financial-need standards and allocation priorities, and document the unmet eligible expense and available funding.

10.2 Cancer Fund Committee Review

~~Qualified applications shall be reviewed by the~~The Cancer Fund Committee, if established may review program policies, outreach, fundraising proposals, and aggregate program results. Individual applications and identifiable medical or financial records shall be reviewed only by authorized District staff or persons authorized by law **Page 32**
with a legitimate administrative role. The Committee shall not review

individual applications or recommend particular awards.], which shall document recommendations for approval or denial.

10.3 Final Approval Authority

Final approval authority shall rest with the District Administrator, or a designated, non-conflicted District employee within Board-approved criteria and limits, or with the Board when required by resolution or funding thresholds. No decisionmaker may waive eligibility requirements or award limits for a particular applicant. Matters requiring Board action shall be considered at a duly noticed public meeting unless a specific statutory closed-session authorization applies; these policies do not create such an authorization. Public materials shall protect information exempt from disclosure while satisfying applicable public reporting duties.

10.4 Documentation

All decisions shall be documented in writing and retained in accordance with record retention requirements.

11. Payment and Disbursement Procedures

- Payments shall be made directly to medical providers or vendors whenever feasible. =., against an itemized bill or other documentation identifying the approved expense and payee. Staff shall verify the expense has not already been paid by another source.
- Reimbursements to applicants require itemized receipts or equivalent documentation, proof of payment, and written prior approval of the expense. Electronic copies may be accepted subject to reasonable verification.
- original receipts and prior approval.
- Cash payments, unrestricted advances, and cash-equivalent gift cards to applicants are prohibited.
- Award approval and payment release shall be performed by different authorized persons, and account reconciliation shall receive independent review. All payments shall follow District purchasing, check-signing, and financial-control requirements.

Applicants shall promptly report later payment of the same expense by another source; refunds and duplicate or misapplied payments shall be addressed under Section 15.1.

12. Appeals Procedure

12.1 Right to Appeal

An applicant may appeal a denial or assistance amount determination within fifteen (15) calendar days after the District sends written notice stating the reasons and appeal instructions. A reasonable extension may be granted for documented good cause. Review of later suspension, termination, or repayment determinations shall follow the same appeal procedure of written notice.

12.2 Appeal Submission

Appeals must be submitted in writing and include supporting justification or new information.

12.3 Appeal Review

Appeals shall be reviewed by the District Administrator-Manager or Board designee not involved in the original determination and without a disqualifying conflict. If the Administrator participated in the original determination, the appeal shall be assigned to another qualified, nonconflicted reviewer designated under the Board's delegation resolution. Individual Directors shall not decide appeals independently. Any appeal requiring Board action shall comply with Section 10.3.

12.4 Final Decision

The appeal decision shall be final for purposes of the District's administrative process and communicated in writing with reasons within thirty (30) calendar days after receipt of a complete appeal, unless additional information is reasonably required and the applicant receives written notice of the extension. The reviewer shall apply the same eligibility criteria and limits as the original decisionmaker; an appeal does not authorize an exception or an award without available funding. Nothing in this section limits rights otherwise provided by law. The appeal decision shall be final and communicated in writing.

13. Confidentiality and Privacy

Applicant medical information and personal financial information shall be protected to the extent required or permitted by applicable law, including Government Code section 7927.700 and applicable medical-privacy laws. Access is limited to authorized personnel with a legitimate business purpose. Records shall be stored securely, and information requests shall be referred to the District's designated public-records officer. Applicants shall be advised that the District is subject to public-records and recipient-reporting requirements and cannot promise absolute confidentiality. Public reports shall use aggregate or de-identified information where lawful; any legally required identification of an assistance recipient shall be reviewed by District legal counsel before disclosure. These policies do not create a disclosure exemption or a closed-session authorization.~~[All applicant information shall be treated as confidential and handled in compliance with applicable privacy laws. Access is limited to authorized personnel with a legitimate business purpose.]~~

14. Conflict of Interest

All Board members, ~~recuse themselves from participation,~~ Committee members, officers, and staff shall comply with District conflict-of-interest policies and applicable state law. Individuals with a disqualifying conflict shall disclose the conflict and refrain from reviewing, recommending, approving, influencing, or disbursing the affected award as required by law. No individual may process or decide their own application or an application of a household member. Applicants shall disclose relationships with District officials or staff and with proposed payees that may affect an award. Potential conflicts shall be referred to District legal counsel before action; recusal alone does not permit a transaction prohibited by Government Code section 1090.~~conflict shall~~

15. Recordkeeping, Reporting, and Audit

- Complete and accurate records shall be maintained for all Cancer Fund activities.
 - Annual summary reports shall be presented to the Board.
 - The Cancer Fund is subject to internal control review and independent audit as part of the District's financial statements.
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16. Policy Review and Amendments

These policies shall be reviewed no less than biennially and may be amended only by formal action of the Board.

17. Board Resolution and Adoption

These Cancer Fund Policies and Procedures are adopted by resolution of the East Kern Health Care District Board of Directors and shall remain in effect until amended or repealed by subsequent Board action.

Adopted By Board Resolution No.:

Adoption Date:

Effective Date:

Last Reviewed:



East Kern Health Care District

Cancer Fund – Policies and Procedures

1. Purpose and Statutory Alignment

The East Kern Health Care District (EKHCD) Cancer Fund is established to provide limited financial assistance to eligible residents of the District who have a verified cancer diagnosis requiring active or planned treatment and who demonstrate financial hardship. This program is intended to advance the District's public health mission consistent with the California Health and Safety Code governing local health care districts, including section 32121, subdivisions (j), (k), and (m), by reducing documented financial barriers to cancer care. Assistance must serve this public purpose and shall not constitute an unlawful gift of public funds under article XVI, section 6 of the California Constitution. The Cancer Fund is supplemental in nature and does not replace insurance coverage, governmental benefits, or other financial assistance programs.

2. Scope

These policies and procedures govern all aspects of the Cancer Fund, including solicitation and acceptance of donations, eligibility determination, approval and disbursement of assistance, internal controls, confidentiality, appeals, reporting, and audit oversight.

3. Legal Authority and Governance

3.1 Governing Authority

The Cancer Fund operates under the authority of the EKHCD Board of Directors (Board), pursuant to Health and Safety Code sections 32121 and 32139 and District bylaws. The Fund is a District program, not a separate legal entity. Applicable law controls; these policies control over the Cancer Fund By-Laws, and a Board resolution may alter these policies only by expressly amending them.

3.2 Board Oversight

The Board retains full fiduciary and policy oversight of the Cancer Fund, including approval of these policies, annual funding limits, and material program changes. Each fiscal year, the Board shall adopt an assistance distribution plan stating the available appropriation, application period, financial-need standards, award limits, allocation priorities, and delegated approval limits. The plan and these policies shall be posted on the District's website as required by Health and Safety Code section 32139.

3.3 Delegation of Administration

The Board may delegate day-to-day administration to the District Administrator or a designated District employee through Board resolution. A formally established Cancer Fund Committee shall be advisory only. Neither the Committee nor individual Directors may independently approve assistance, make exceptions to eligibility standards, promise funding, or disburse Fund monies.

4. Definitions

- **Applicant:** An individual who submits a completed application requesting assistance from the Cancer Fund.
- **Assistance:** Financial support approved pursuant to these policies for covered cancer-related expenses.
- **Cancer Fund Committee:** An advisory committee established by Board resolution to assist with program policy, community outreach, fundraising recommendations, and review of aggregate

program results, without authority to review identifiable applicant files or recommend or approve individual awards.

- **Eligible Resident:** An individual whose primary residence is within the geographic boundaries of EKHCD.
 - **Financial Hardship:** A documented inability to pay eligible cancer-related expenses after consideration of household income, household size, reasonable basic living expenses, available financial resources, and unreimbursed treatment costs under objective standards approved by the Board. Available resources means resources reasonably accessible to the applicant, rather than hypothetical or inaccessible funds.
-

5. Funding Sources and Fiscal Controls

5.1 Funding Sources

- Public and private donations
- Grants approved by the Board
- Fundraising activities authorized by the Board
- Budgetary allocations approved by the Board

5.2 Segregation of Funds

Cancer Fund monies shall be maintained in a segregated account and used exclusively for Cancer Fund purposes. A separately identified fund or restricted subaccount within District accounts may satisfy this requirement if receipts, expenses, encumbrances, and donor restrictions remain separately traceable. No Director, committee member, or volunteer may maintain a separate account for District Cancer Fund monies.

5.3 Prohibited Use

Funds shall not be used for political activities, unrelated operational expenses, or any purpose inconsistent with District authority. Reasonable Cancer Fund administration and authorized fundraising expenses may be paid only when directly related to the program, documented, included in the approved budget, and consistent with

accepted donor restrictions. Assistance allocations may not be diverted to these expenses without Board authorization.[11.1]

5.4 Donation Acceptance and Restrictions

Donations and sponsorships shall be accepted only by persons authorized under District policy and recorded promptly. Any accepted restriction must be lawful, consistent with this program, and separately tracked. Donations earmarked for a named individual or conditioned on preferential treatment of an applicant shall not be accepted. Material conditions or proposed changes to accepted restrictions shall be referred to the Board and District legal counsel before acceptance or action.

6. Eligibility Requirements

An applicant must meet all of the following criteria:

1. Residency within EKHCD boundaries at the time of application ., established through reasonable documentation. Applicants without a fixed address may provide other reliable evidence that they reside within the District.
 2. Verification from a licensed treating health care provider of a cancer diagnosis requiring active or planned treatment. Only information reasonably necessary to verify eligibility and the requested expense shall be required.
 3. Demonstrated financial hardship supported by current documentation of household income, household size, reasonable living expenses, available resources, and eligible cancer-related costs, evaluated under the Board-approved financial-need standards. Acceptable documentation may include tax returns, wage or benefit statements, bills, or a signed explanation of unavailable documentation supplemented by reasonable verification..
 4. Disclosure of other available financial resources and insurance coverage.
 5. Submission of a complete application with required narrowly tailored authorizations for eligibility and payment verification. A parent, guardian, or other legally authorized representative may apply on behalf of an eligible resident; assistance limits apply to the resident receiving cancer care. Eligibility determinations shall be made without discrimination and consistent with applicable civil rights laws.
-

7. Covered and Non-Covered Expenses

7.1 Covered Expenses

Subject to funding availability and approval, and only to the extent the expense is reasonable, necessary for cancer care, documented, and not paid by insurance, another program, or another source::

- Cancer-related medical bills, including otherwise unreimbursed copayments and deductibles
- Prescribed medications related to cancer treatment
- Transportation and lodging necessary for treatment access, including an accompanying caregiver when the treating provider documents that accompaniment is necessary
- Medically necessary supplies ordered by a licensed provider

7.2 Non-Covered Expenses

- Expenses unrelated to cancer care; routine household rent, utilities, food, or other general living expenses; and replacement of lost wages or income. This exclusion does not bar treatment-related lodging allowed under Section 7.1.
- Expenses already paid by insurance, another assistance program, or another source; amounts exceeding the approved expense or applicable award limit; and reimbursements lacking the prior approval required by Section 11.
- Unrestricted cash assistance, loans, cash-equivalent gift cards, gifts, political contributions, and expenses not otherwise eligible under Section 7.1.
- Grants to organizations, sponsorships of charitable events, and funding of foundations or other government agencies. Any such assistance requires a separately authorized District program. Payment to a qualifying provider or vendor for an approved applicant expense is permitted and is not an organizational grant. District Cancer Walk expenses remain governed by Section 5.3.

8. Assistance Limits

- The Board shall establish maximum assistance limits by resolution and authorize an annual program appropriation. No new award shall be approved until the Board has established the applicable financial-need standards, award limits, and delegated approval limits..
- Assistance shall be limited by the Board-approved maximum per applicant per calendar year and any additional limit , per treatment episode, or per calendar year. Multiple applications or payments

may not be used to circumvent an applicable limit. Awards may not exceed the documented eligible unmet expense or unencumbered funds available for assistance.

- Approval of assistance creates no entitlement to future funding.

8.1 Allocation Priorities and Multiple Recipients

The program shall distribute assistance among eligible residents under the annual plan, with priority to documented imminent interruption of necessary cancer care, followed by the greatest financial hardship and barriers to treatment access, including those affecting underserved residents and communities. Equally situated applications shall be ranked by the date completed. If available funds are insufficient, staff may reduce an award or maintain a waiting list under these priorities. A single recipient may receive assistance when only one applicant qualifies or these priorities and available funds support one award; the same limits apply, and no exception may be made solely to favor that recipient.

8.2 Prior Recipients

Prior recipients may apply again for additional eligible, unreimbursed expenses upon updated verification of residency, treatment, and financial need. Prior receipt creates neither an entitlement nor a disqualification. All awards count toward applicable limits, and duplicate payment for the same expense is prohibited.

9. Application and Administrative Procedures

9.1 Application Submission

Applicants must submit a District-approved application form with all required supporting documentation. The form shall identify the eligible expenses, other assistance sources, required disclosures, verification authorizations, and appeal process. Before payment, the applicant or legally authorized representative shall sign an acknowledgment of the approved uses, documentation duties, prohibition on duplicate payment, and obligation to return improperly retained assistance. The District shall provide reasonable application assistance and accommodations as required by law. [

9.2 Incomplete Applications

Applications lacking required information shall be deemed incomplete and will not be considered for an award until completed. 9.3

Verification Rights

EKHCD reserves the right to verify all submitted information and request additional documentation reasonably necessary to determine eligibility or authorize payment. Medical information shall be obtained only through a lawful authorization or other lawful basis, and full medical records shall not be requested when a provider certification or limited documentation is sufficient.

10. Review, Approval, and Workflow

10.1 Initial Review

Administrative staff shall conduct an initial eligibility and completeness review, apply the published financial-need standards and allocation priorities, and document the unmet eligible expense and available funding.

10.2 Cancer Fund Committee Review

The Cancer Fund Committee, if established, may review program policies, outreach, fundraising proposals, and aggregate program results.

Individual applications and identifiable medical or financial records shall be reviewed only by authorized District staff or persons authorized by law with a legitimate administrative role. The Committee shall not review individual applications or recommend particular awards.

10.3 Final Approval Authority

Final approval authority shall rest with the District Administrator, or a designated, non-conflicted District employee within Board-approved criteria and limits, or with the Board when required by resolution or funding thresholds. No decisionmaker may waive eligibility requirements or award limits for a particular applicant. Matters requiring Board action shall be considered at a duly noticed public meeting unless a specific

statutory closed-session authorization applies; these policies do not create such an authorization. Public materials shall protect information exempt from disclosure while satisfying applicable public reporting duties.

10.4 Documentation

All decisions shall be documented in writing and retained in accordance with record retention requirements.

11. Payment and Disbursement Procedures

- Payments shall be made directly to medical providers or vendors whenever feasible, against an itemized bill or other documentation identifying the approved expense and payee. Staff shall verify the expense has not already been paid by another source.
 - Reimbursements to applicants require itemized receipts or equivalent documentation, proof of payment, and written prior approval of the expense. Electronic copies may be accepted subject to reasonable verification.
 - Cash payments, unrestricted advances, and cash-equivalent gift cards to applicants are prohibited.
 - Award approval and payment release shall be performed by different authorized persons, and account reconciliation shall receive independent review. All payments shall follow District purchasing, check-signing, and financial-control requirements. Applicants shall promptly report later payment of the same expense by another source; refunds and duplicate or misapplied payments shall be addressed under Section 15.1.
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12. Appeals Procedure

12.1 Right to Appeal

An applicant may appeal a denial or assistance amount determination within fifteen (15) calendar days after the District sends written notice stating the reasons and appeal instructions. A reasonable extension may

be granted for documented good cause. Review of later suspension, termination, or repayment determinations shall follow the same appeal procedure..

12.2 Appeal Submission

Appeals must be submitted in writing and include supporting justification or new information.

12.3 Appeal Review

Appeals shall be reviewed by the District Manager or Board designee not involved in the original determination and without a disqualifying conflict. If the Administrator participated in the original determination, the appeal shall be assigned to another qualified, nonconflicted reviewer designated under the Board's delegation resolution. Individual Directors shall not decide appeals independently. Any appeal requiring Board action shall comply with Section 10.3.

12.4 Final Decision

The appeal decision shall be final for purposes of the District's administrative process and communicated in writing with reasons within thirty (30) calendar days after receipt of a complete appeal, unless additional information is reasonably required and the applicant receives written notice of the extension. The reviewer shall apply the same eligibility criteria and limits as the original decisionmaker; an appeal does not authorize an exception or an award without available funding. Nothing in this section limits rights otherwise provided by law.

13. Confidentiality and Privacy

Applicant medical information and personal financial information shall be protected to the extent required or permitted by applicable law, including Government Code section 7927.700 and applicable medical-privacy laws. Access is limited to authorized personnel with a legitimate business purpose. Records shall be stored securely, and information requests shall be referred to the District's designated public-records officer. Applicants shall be advised that the District is subject to public-records and recipient-reporting requirements and cannot promise absolute confidentiality. Public reports shall use aggregate or de-

identified information where lawful; any legally required identification of an assistance recipient shall be reviewed by District legal counsel before disclosure. These policies do not create a disclosure exemption or a closed-session authorization.[

14. Conflict of Interest

All Board members, Committee members, officers, and staff shall comply with District conflict-of-interest policies and applicable state law. Individuals with a disqualifying conflict shall disclose the conflict and refrain from reviewing, recommending, approving, influencing, or disbursing the affected award as required by law. No individual may process or decide their own application or an application of a household member. Applicants shall disclose relationships with District officials or staff and with proposed payees that may affect an award. Potential conflicts shall be referred to District legal counsel before action; recusal alone does not permit a transaction prohibited by Government Code section 1090.

15. Recordkeeping, Reporting, and Audit

- Complete and accurate records shall be maintained for all Cancer Fund activities.
 - Annual summary reports shall be presented to the Board.
 - The Cancer Fund is subject to internal control review and independent audit as part of the District's financial statements.
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16. Policy Review and Amendments

These policies shall be reviewed no less than biennially and may be amended only by formal action of the Board.

17. Board Resolution and Adoption

These Cancer Fund Policies and Procedures are adopted by resolution of the East Kern Health Care District Board of Directors and shall remain in effect until amended or repealed by subsequent Board action.

Adopted By Board Resolution No.:

Adoption Date:

Effective Date:

Last Reviewed:



BY-LAWS

EAST KERN HEALTH CARE DISTRICT Cancer Fund / Cancer Walk Program

Policy- and Administrative-Code-Aligned Document

ARTICLE I – ESTABLISHMENT, NAME & AUTHORITY

The East Kern Health Care District Cancer Fund, including the Cancer Walk, is established as a District-sponsored program operating under the authority of the East Kern Health Care District Board of Directors. The program is not a separate legal entity and exists solely pursuant to Board action and applicable law.

ARTICLE II – PURPOSE & POLICY ALIGNMENT

The purpose of the Cancer Fund is to support cancer-related assistance and services for District residents in strict accordance with the East Kern Health Care District Cancer Assistance Fund Policy. In the event of any inconsistency, applicable law shall control, followed by the Policy and any Board resolution shall expressly amending the Policy, and then these By-Laws control.

ARTICLE III – GOVERNANCE & OVERSIGHT

The Board of Directors retains full authority, oversight, and fiduciary responsibility over all Cancer Fund activities. Any advisory committee established shall serve in an advisory capacity only and shall not exercise independent authority. Administration and initial individual assistance determinations shall be performed by the Cancer Fund Committee, District Manager or an authorized, nonconflicted staff designee within the Policy and Board-approved limits. Appeals shall follow the Policy. The Cancer Fund Committee shall not approve awards, disburse funds, enter contracts, or maintain accounts independently of the District.

ARTICLE IV – ADVISORY CANCER FUND COMMITTEE

If established by the Board, ~~an advisory committee~~ the Cancer Fund Committee, or other advisory committee, may assist with community outreach program policy recommendations, and fundraising recommendations. Members are appointed and removed at the discretion of the Board and are subject to all District ethics and conflict-of-interest requirements. The Board resolution action establishing the Cancer Fund Committee shall specify its membership, duties, and reporting responsibilities. The committee shall not review identifiable applicant files or recommend awards to particular applicants.

ARTICLE V – MEETINGS & TRANSPARENCY

All advisory committee meetings shall comply with the Ralph M. Brown Act, including public notice, agenda posting, and public participation requirements.

ARTICLE VI – FUNDRAISING ACTIVITIES

Fundraising activities, including the annual Cancer Walk, are conducted on behalf of the District and require prior approval under the District's budget and delegated-authority rules. All donations and sponsorships become public funds upon receipt and are subject to District fiscal controls and restrictions , including lawful donor restrictions accepted by the District. Donors and sponsors may not select individual assistance recipients or receive preferential treatment in assistance decisions. Volunteers and committee members may not bind the District or incur expenses without prior authorization.

ARTICLE VII – FINANCIAL MANAGEMENT

Cancer Fund monies shall be deposited, accounted for, and expended by the District consistent with Board-approved budgets, delegated authority, and the Cancer Assistance Fund ~~Policies and Procedures~~ Policy. No funds may be disbursed without proper authorization. Donations, fundraising receipts, expenses, awards, and any restricted balances shall be separately identifiable in District accounting records and subject to reconciliation, reporting, and audit. Fundraising and administrative expenses may be charged to the Fund only as expressly permitted by the Policy and approved budget.

ARTICLE VIII – DISTRIBUTION OF FUNDS

Eligibility, allowable expenses, documentation requirements, and methods of assistance are governed exclusively by the Cancer Assistance Fund ~~Policies and Procedures~~ Policy. Assistance shall not constitute an entitlement ~~or private benefit, to an award or future funding.~~ Each award must advance the documented public purpose of improving access to cancer care for eligible District residents; any private benefit must be incidental to that public purpose, and no award may constitute an unlawful gift of public funds.

ARTICLE IX – CONFLICTS OF INTEREST

All Board members, advisory committee members, and staff shall comply with applicable conflict-of-interest laws and District disclosure requirements. Any individual with a disqualifying conflict shall disclose the conflict and ~~conflict shall~~ recuse from participation as required by law and the Policy. Recusal does not authorize a transaction otherwise prohibited by Government Code section 1090.

ARTICLE X – AMENDMENTS

These By-Laws may be amended only by resolution of the Board of Directors at a duly noticed public meeting.

ARTICLE XI – TERMINATION

Upon termination of the Cancer Fund, remaining monies shall continue to be used solely for cancer-related public health purposes consistent with Board direction and District policy, subject to lawful donor restrictions, outstanding authorized obligations, and applicable law. Restricted donations may not be redirected merely by Board action; any modification or return shall comply with the governing gift terms and applicable law.

Adopted by the East Kern Health Care District Board of Directors on _____



BY-LAWS

EAST KERN HEALTH CARE DISTRICT Cancer Fund / Cancer Walk Program

Policy- and Administrative-Code-Aligned Document

ARTICLE I – ESTABLISHMENT, NAME & AUTHORITY

The East Kern Health Care District Cancer Fund, including the Cancer Walk, is established as a District-sponsored program operating under the authority of the East Kern Health Care District Board of Directors. The program is not a separate legal entity and exists solely pursuant to Board action and applicable law.

ARTICLE II – PURPOSE & POLICY ALIGNMENT

The purpose of the Cancer Fund is to support cancer-related assistance and services for District residents in strict accordance with the East Kern Health Care District Cancer Fund Policy. In the event of any inconsistency, applicable law shall control, followed by the Policy and any Board resolution shall expressly amending the Policy, and then these By-Laws.

ARTICLE III – GOVERNANCE & OVERSIGHT

The Board of Directors retains full authority, oversight, and fiduciary responsibility over all Cancer Fund activities. Any advisory committee established shall serve in an advisory capacity only and shall not exercise independent authority. Administration and initial individual assistance determinations shall be performed by the Cancer Fund Committee, District Manager or an authorized, nonconflicted staff designee within the Policy and Board-approved limits. Appeals shall follow the Policy. The Cancer Fund Committee shall not approve awards, disburse funds, enter contracts, or maintain accounts independently of the District.

ARTICLE IV – CANCER FUND COMMITTEE

If established by the Board, the Cancer Fund Committee, or other advisory committee, may assist with community outreach program policy recommendations, and fundraising recommendations. Members are appointed and removed at the discretion of the Board and are subject to all District ethics and conflict-of-interest requirements. The Board resolution action establishing the Cancer Fund Committee shall specify its membership, duties, and reporting responsibilities. The committee shall not review identifiable applicant files or recommend awards to particular applicants.

ARTICLE V – MEETINGS & TRANSPARENCY

All advisory committee meetings shall comply with the Ralph M. Brown Act, including public notice, agenda posting, and public participation requirements.

ARTICLE VI – FUNDRAISING ACTIVITIES

Fundraising activities, including the annual Cancer Walk, are conducted on behalf of the District and require prior approval under the District's budget and delegated-authority rules. . All donations and sponsorships become public funds upon receipt and are subject to District fiscal controls and restrictions,, including lawful donor restrictions accepted by the District. Donors and sponsors may not select individual assistance recipients or receive preferential treatment in assistance decisions. Volunteers and committee members may not bind the District or incur expenses without prior authorization.

ARTICLE VII – FINANCIAL MANAGEMENT

Cancer Fund monies shall be deposited, accounted for, and expended by the District consistent with Board-approved budgets, delegated authority, and the Cancer Assistance Fund Policies and Procedures. No funds may be disbursed without proper authorization. Donations, fundraising receipts, expenses, awards, and any restricted balances shall be separately identifiable in District accounting records and subject to reconciliation, reporting, and audit. Fundraising and administrative expenses may be charged to the Fund only as expressly permitted by the Policy and approved budget.

ARTICLE VIII – DISTRIBUTION OF FUNDS

Eligibility, allowable expenses, documentation requirements, and methods of assistance are governed exclusively by the Cancer Assistance Fund Policies and Procedures. Assistance shall not constitute an entitlement -to an award or future funding. Each award must advance the documented public purpose of improving access to cancer care for eligible District residents; any private benefit must be incidental to that public purpose, and no award may constitute an unlawful gift of public funds.

ARTICLE IX – CONFLICTS OF INTEREST

All Board members, advisory committee members, and staff shall comply with applicable conflict-of-interest laws and District disclosure requirements. Any individual with a disqualifying conflict shall disclose the conflict and recuse from participation . as required by law and the Policy. Recusal does not authorize a transaction otherwise prohibited by Government Code section 1090.

ARTICLE X – AMENDMENTS

These By-Laws may be amended only by resolution of the Board of Directors at a duly noticed public meeting.

ARTICLE XI – TERMINATION

Upon termination of the Cancer Fund, remaining monies shall continue to be used solely for cancer-related public health purposes consistent with Board direction and District policy,, subject to lawful donor restrictions, outstanding authorized obligations, and applicable law. Restricted donations may not be redirected merely by Board action; any modification or return shall comply with the governing gift terms and applicable law.[]

Adopted by the East Kern Health Care District Board of Directors on _____



Staff Report

Name: Rubi Rizo

Position: Acting District Manager

Reporting Period 09/15/26-10/06/26

Reporting on:

- I. Property Management Updates
- II. Resolution and Ordinances
- III. Chapter 4, Investments
- IV. Good Faith Procedures & Policy
- V. SICK LEAVE POLICY DRAFT

Goals: MANY (=

Director's Comments:

STAFF REPORT

Property Management Update 9300 N Loop, 9278 N Loop & 9350 N Loop

Summary

This report provides updates regarding door replacement projects and the recent electrical incident.

Door Replacement Projects

At 9278 N Loop, Deductive Change Order #1 for door replacement was reviewed and is recommended for approval.

At 9300 N Loop, management declined the proposed change order for financial reasons. The replacement work will instead be awarded to Classic Lock and Key at approximately half the cost. GM is continuing to research the safest and most effective approach for the door replacement.

Medallion provided proposals totaling more than \$11,000 for reframing and replacement of doors at 9300 N Loop, 9278 N Loop, and 9350 N Loop.

Electrical Incident

A small electrical fire occurred at 9300 N Loop due to deferred maintenance and aging light fixtures. The General Manager, in consultation with the Board President, authorized an emergency response. Kern Fire conducted an inspection, and licensed electricians were engaged to perform an emergency assessment of the lighting systems. The General Manager remained in communication with District legal counsel throughout the process and is awaiting the licensed electrician's scope of procedures and recommendations for the District.

The District is currently awaiting a formal written scope of work and recommendations from the licensed electrical contractor. Upon receipt, GM will review the proposed corrective actions and return with recommendations regarding necessary repairs, safety improvements, and any budget adjustments required to address the identified deficiencies.

Recommendation

Receive and file this report and authorize staff to:

1. Proceed with the approved deductive change order for the 9278 N Loop door replacement project.

2. Decline the proposed change order for the door replacement at 9300 N Loop.
3. Award the replacement work at 9300 N Loop to **Classic Lock and Key**, subject to final contract requirements and verification of licensing and insurance.
4. Continue evaluating the safest and most cost-effective solution for the 9300 N Loop entry door.
5. Receive and review the forthcoming licensed electrician's assessment and return to the Board with any recommended corrective actions related to the electrical incident at 9300 N Loop.

Respectfully submitted,

Rubi Rizo

General Manager

East Kern Health Care District

INSTRUCTIONAL BULLETIN

IB No. 007

Project: EKHCD – N Loop Site Improvement

Job Number: 2026.100

Send to: Medallion Contracting Inc.

Date: Oct. 1, 2026

Reference A2.01

As per East Kern Health Care District request, provide a cost for (4) new 2" diameter galvanize steel post with footing for the accessible parking signs. Locations of new post shall be located as discussed with Medallion.

ACTION TO BE TAKEN:

-
- | | |
|--|---|
| 1. ☒ | A price change request is made for the listed items. Do not proceed with the work until written approval is received. |
|--|---|
-
- | | |
|-----------------------------|---|
| 2. ☐ | A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued. |
|-----------------------------|---|
-
- | | |
|-----------------------------|---|
| 3. ☐ | Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated. |
|-----------------------------|---|
-


Joselito Lacson

Joselito Lacson – Project Manager

40532 Polo Ct.
Palmdale, CA 93551

RE: 9278, 9300 and 9350 N Loop Bldg. Site Improvement Project
EKHCD#2026.100

- **Bid Clarification No. 1 - 05/15/26**

The following changes and/or clarifications shall be made to the drawings and specifications, and all other conditions shall remain the same.

- A. **Revise** contract duration as noted on "Notice Inviting Sealed Bid," on "Ninety (90) calendar days for completion.
- B. **Add** "Certificate of Mandatory Job Walk" form. This form shall be submitted by the contractor's that attended the job walk as part of their sealed bids.
- C. **Add** Contractor shall demo the existing south exterior door at 9278 N Loop building and replace it with a new 3' wide x 7' high hollow metal grade exterior door. Reuse existing hardware set and paint new door (outside and inside) to match existing.
- D. **Delete** all requirements related to the "Iran Contracting Act Certificate".

- **Pre-Bid RIF response submitted by – Medallion Contracting Inc.**

1. What is the requirement for subgrade preparation below all new concrete areas? Detail A/C-3 indicates Per Soils Report. Is there a soils report for this project?

No soils report is available for this site. See revised sheet C-3, "Bid Clarification No.1, Det. A, B & C, dated 05-14-2026, as attached hereto.

2. What is the requirement for Permit process, will a reimbursement of 1:1 be required on this project (every dollar paid out we are reimbursed the exact amount), if other please specify and provide permit and inspection fees so we can calculate as part of our bid proposal amount.

Contractor is responsible for obtaining all required permits with California city building and safety division. Contractor shall be reimbursed with a 1:1 ratio with no markup.

3. There is an (E) tree and root system which appears to be in conflict with the new work, please refer to attachment C-2 Tree conflict, please provide direction

Contractor shall demo existing tree, See revised sheet A1.08, "Bid Clarification No.1, dated 05-14-2026, as attached hereto.

4. There is an (E) Gas line which may be in conflict pending response to RFI #1, see attached C-2 Gas Line Conflict

Contractor shall provide a utility locating service to identify all existing underground utilities and depths in all areas of work.

5. There is an (E) Cable/Spectrum pull box which may be in conflict pending response to RFI #1, see attached C-2 (E) Cable-Spectrum Utility Box and line possible conflict

Contractor shall provide a utility locating service to identify all existing underground utilities and depths in all areas of work.

6. There is an (E) Mow strip conflict with new work, see attached C-2 (E) Mow strip conflict, please advise

Demo and provide new mow strip, See revised sheet A1.08 & C-2, Bid Clarification no. 1 dated 05-14-26, as attached hereto.

7. There is an (E) handrail which the bid doc's doesn't indicate what is to be done, see attached C-2 (E) Handrail

Demo existing guardrail, See revised sheet A1.07, Bid Clarification no. 1, dated 05-14-2026, as attached hereto.

8. There is no demo indicated at all areas except for a small section in front of 9300 Bldg. Please confirm as part of this contract where new work is shown then removals of existing will be part of this contract.

See revised Site Plan Legend as noted on revised sheet A1.07 and A1.08, Bid Clarification no. 1, dated 05-14-2026, as attached hereto.

9. There is quite a bit of (E) soil erosion build up where new ramps and walks are to be installed, should new concrete curbs be figured at these areas?, if so please provide detail and locations where curbs will be required if any.

Civil engineer and District project manager shall determine if new concrete curbs will be required after construction has commenced and further evaluation of the existing soils condition.

10. Will we be required to locate the (E) utilities as indicated in RFI #4 & #5 by providing utility locating services to identify location and depth of these services or should we figure pot holing in our bid?

See response to pre-bid RFI no. 4 and 5.

11. Who will be responsible for construction Temp water services for this project?

Contractor shall be responsible for providing temporary water connection during duration of contract.



Joselito Lacson
Consultant Project Manager
East Kern Health Care District

22-CERTIFICATE OF ATTENDANCE AT MANDATORY JOB WALK

*On projects including a mandatory job walk, this form must be submitted
with the bid or bidder will be declared "non-responsive"*

PROJECT TITLE/BID #: 9278, 9300 & 9350 N Loop Buildings Site Improvement Project -
EKHCD#2026.100

OWNER: East Kern Health Care District

It is the Owner's intention to provide all contractors with equal access to information regarding this project. Further, the Owner has issued plans and specifications to bidders and has allowed bidders the opportunity to inspect the site with knowledgeable personnel at the job walk. Therefore it is understood that the Owner may declare the bid non-responsive for any of the following conditions:

1. If a bidder attends the entire mandatory job walk but fails to complete this form;
2. If a bidder fails to attend the entire mandatory job walk;
3. If a bidder fails to attend the entire mandatory job walk but certifies that he was in attendance. *[NOTE: This may also lead to a determination that the bidder is non-responsive.]*

Please check one of the following:

- ☐ I attended the entire mandatory job walk
-OR-
☐ I did not attend the entire mandatory job walk.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is true and correct.

Executed at _____, California, on _____, 2026.

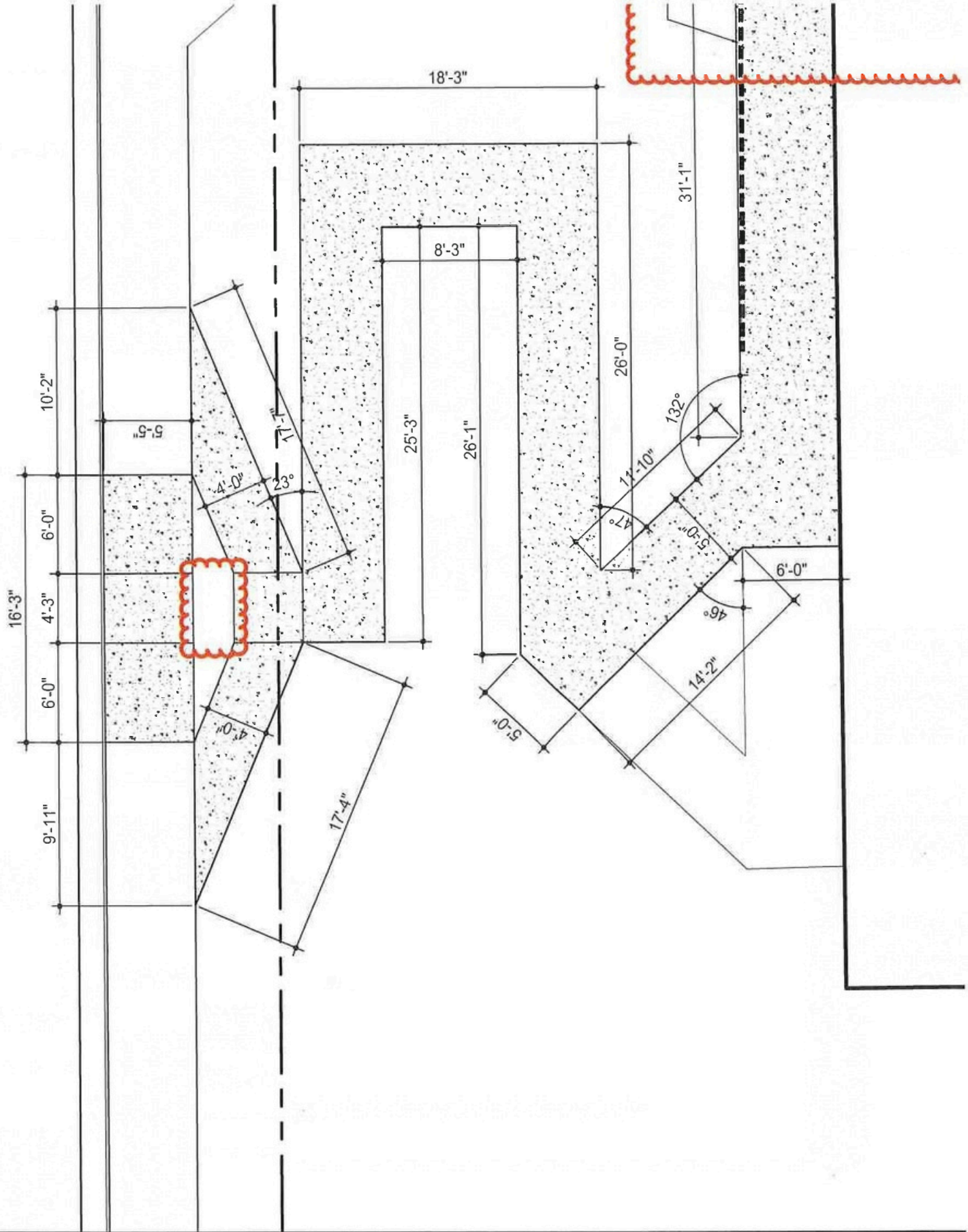
Firm Name: _____

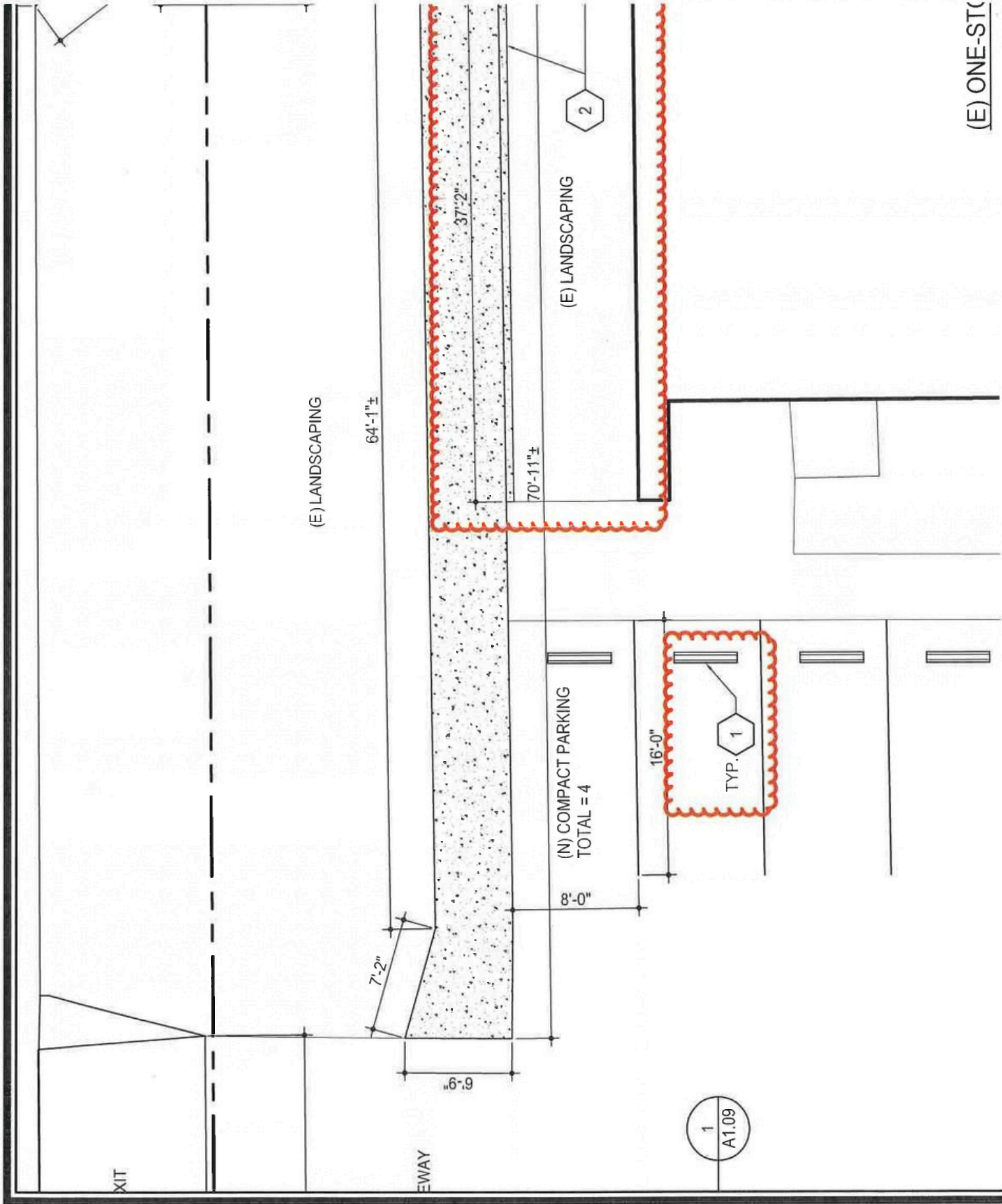
Signed: _____

Print Name: _____

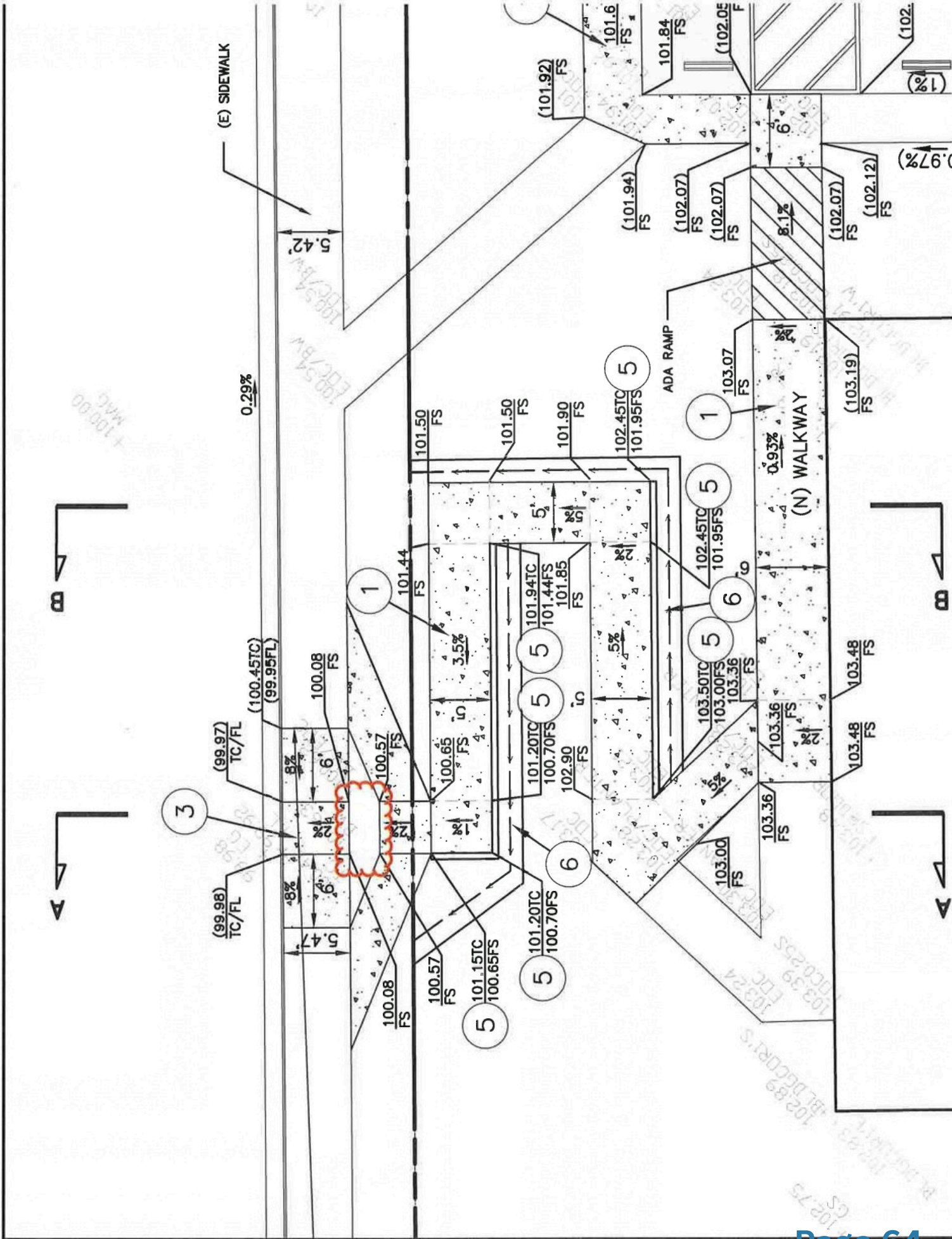
Title: _____

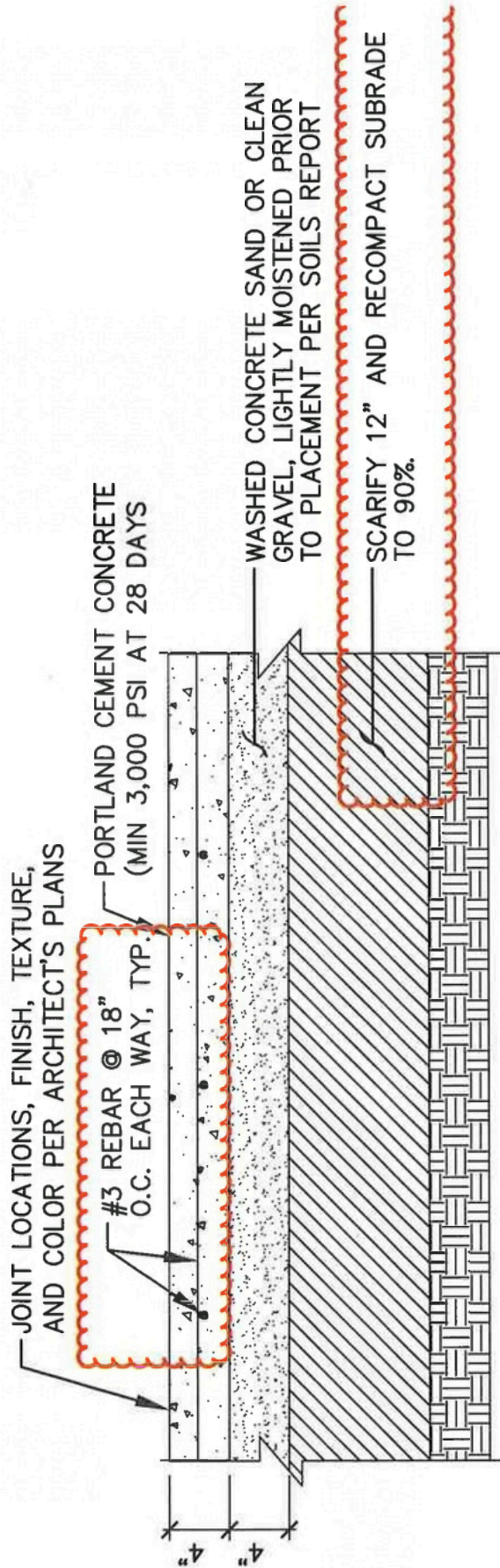
N LOOP BLVD.





(E) ONE-STC





NOTES:

1. CONSTRUCT THICKENED EDGE AT WALKWAY PERIMETER PER DETAIL ON THIS SHEET.
2. SAWCUT OR TOOLED CRACK CONTROL JOINTS AT 8' MAX O.C. E.W. PER DETAIL ON THIS SHEET.
3. CONSTRUCT EXPANSION JOINTS AT 40' MAX O.C. E.W. AND AT ADJACENT STRUCTURES PER DETAIL ON THIS SHEET.

P.C.C. PAVEMENT WALKWAY SECTION

N.T.S.

A

TYPICAL REINFORCING STEEL
PER P.C. CONCRETE PAVEMENT
OR WALKWAY SECTION



Request for Information

Project: California City ADA Site Improvements Date: 09/30/2026 RFI NO 10

From: Medallion Contracting, Inc. Ryan Ferguson: ryan@medallioncontractinginc.com
CELL 661-802-8720 FAX 661-949-3235

To:

Action Requested: Clarification: _____ Direction: X Approval: _____

Information Needed:

Regarding the handicap sign post and placement. On page A2.01 it states that the sign posts are existing. However the posts are not in the right locations to mount the new signs. Also the details show the signs to be placed in the walkways. How would like to proceed with the signs?

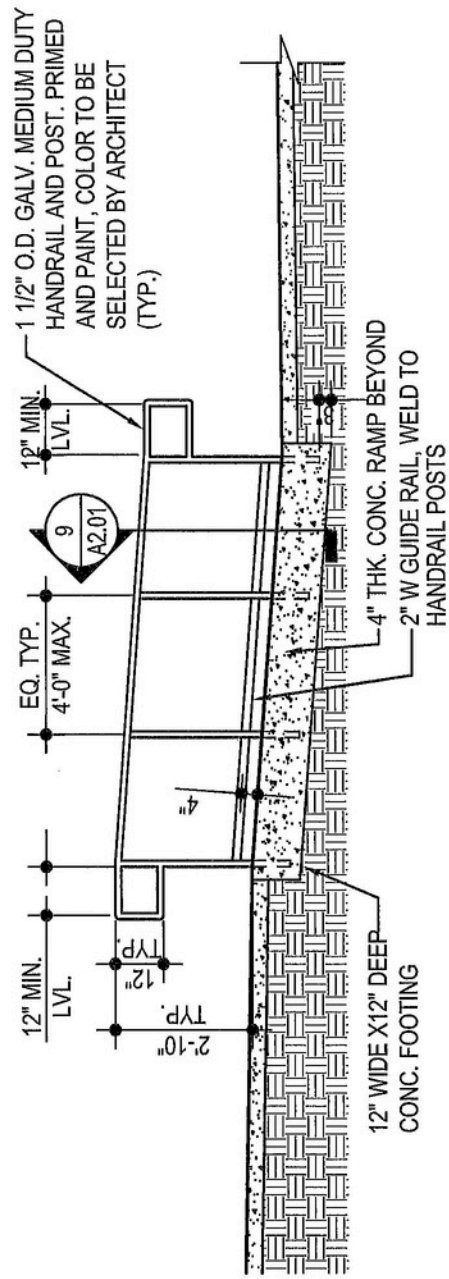
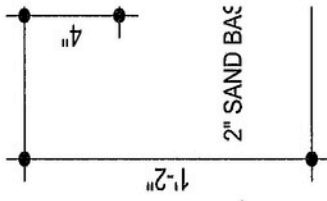
See attached

Response: A total of (4) sign post with footings as shown on det. 1/A2.01 shall be provided at each revised parking spaces as discussed with Medallion on Oct. 1, 2026.

Signed By:

Date

10/01/2026



10

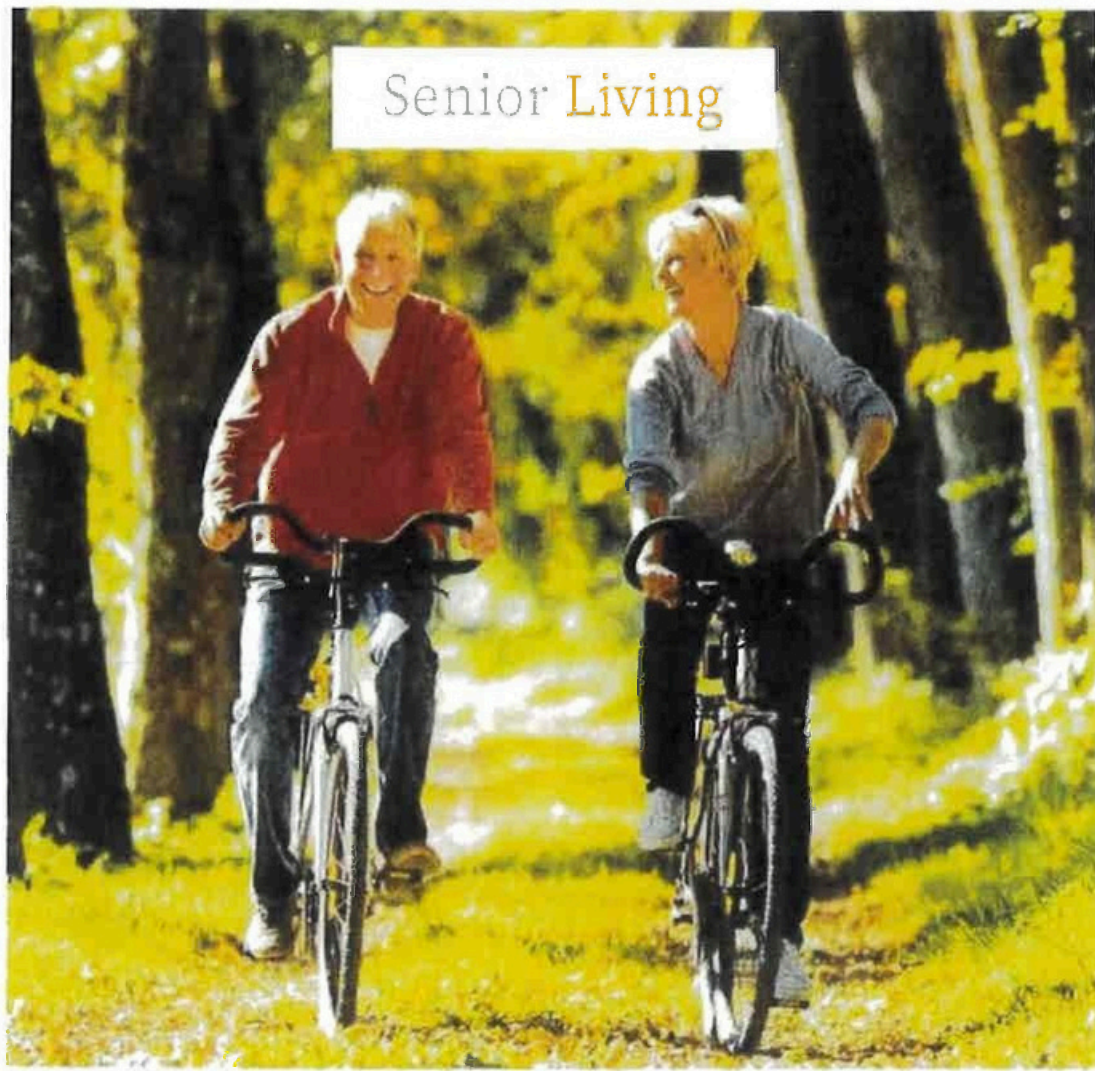
A2.01

RAMP SECTION

PROJECT NUMBER
DETAIL IDEN. =
SHEET REFERENCE

SCALE : 1/4"=1'-0"

CONCRE
SCALE : 1-1/2"=1'



0x2 Sponsorship

\$87.50
Color included

Deadline 9/2/2026, Publication 9/9/2026

Mojave
Desert News Since 1938
desertnews.com News & Information 24/7

760-373-4812 Misty

661-972-3596 Jerry

Page 68

- (4) Obligations Issued by banks or cooperatives, federal land banks, federal intermediate credit banks, federal home loan banks, the Federal Home Loan Bank Board, the Tennessee Valley Authority, or in obligations, participation or other instruments of or issued by or fully guaranteed as to principal and interest by the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participation or other instruments of, or issued by a federal agency, or a United States Government sponsored enterprise.
- (5) Repurchase agreements for securities.
- (6) Time certificates of deposit issued by a nationally or state-chartered bank or a state or federal association located outside of the State of California if secured by federal insurance.
- (c) No investment shall be purchased:
 - (1) On margin;
 - (2) "Forward" or "in the future";
 - (3) Based on foreign currency; or
 - (4) Which are shares of beneficial interest issued by diversified management companies as described in Government Code Section 53601(l).
- (d) No investment shall be made with a maturity date greater than five years from the date of purchase unless specifically authorized by the Board or as a part of a program no less than three months prior to the date of purchase.

3-4.005 INVESTMENT PROCEDURE

- (a) In making investments the District shall observe the limitations contained in Government Code, including Section 53601, and stated herein.
- (b) The Finance Committee is responsible for selecting the proper mix of investments taking into account limits imposed by law and the need for liquidity. When deposits or investments owned by the District mature or when other monies are available for investment or deposit, the monies may be deposited or invested in the Local Agency Investment Fund or other permitted investments.
- (c) Investments shall be held in the name of the District. Investment documents shall be held for safekeeping in the District vault or in a depository approved by the Board. The Board shall execute such documents necessary to provide evidence of the Treasurer's trading authority as set forth herein.

3-4.006 REPORTS

- (a) The General Manager shall present quarterly reports on investments to the Board. The report shall show: the type of investment, how title is held, institution, date of maturity, amount of deposit, current market value for all securities with a maturity of more than 12 months, rate of interest, the relationship of each investment to this investment policy, information showing that expenditure requirements can be met in the following quarter and specify investments made pursuant to Government Code Section 53601(l), 53601.1 and 53635(i).



EAST KERN HEALTH CARE DISTRICT

SICK LEAVE ACCRUAL AND USE POLICY

Employee Handbook Summary

Purpose:

East Kern Health Care District (EKHCD) provides paid sick leave to eligible employees in accordance with California law and District personnel policies.

Eligibility:

Employees who work for EKHCD in California for at least 30 days within a 12-month period are eligible to accrue paid sick leave.

Accrual:

- Sick leave accrues at a rate of **1 hour for every 30 hours worked**.
- Accrual begins on the first day of employment.
- Employees may accrue up to a maximum balance of **80 hours**.
- Accrual stops when the maximum balance is reached and resumes once leave is used.

Use of Sick Leave:

- Sick leave may be used beginning on the **90th day of employment**.
- Leave may be used for:
 - The employee's illness, injury, treatment, or preventive care.
 - Care of a qualifying family member.
 - Reasons related to domestic violence, sexual assault, or stalking as permitted by law.

Annual Usage Limit:

- Employees may use up to **40 hours or 5 workdays per year**, whichever is greater.

Notice Requirements:

- When foreseeable, employees should provide advance notice to their supervisor.
- When unforeseeable, employees must notify their supervisor as soon as practicable according to departmental procedures.

Carryover:



EAST KERN HEALTH CARE DISTRICT

- Unused sick leave carries over from year to year, up to the maximum accrual limit of 80 hours.

Separation from Employment:

- Unused sick leave is not paid out upon separation unless otherwise required by law.
- Previously accrued sick leave will be reinstated if an employee is rehired within 12 months, as required by California law.

Non-Retaliation:

- EKHCD prohibits retaliation, discrimination, or adverse action against any employee for requesting or using sick leave in accordance with this policy.

Administration:

- The District Manager or designee is responsible for administering and interpreting this policy. The Board of Directors reserves the right to amend the policy as necessary to maintain legal compliance and support District operations.

**East Kern Health Care District
Board Approved:** _____

Effective Date: _____

Total Project Cost (All Funding Sources): \$292,237.19

Budget Narrative

The North Loop ADA Site Improvement Project at 9300 N. Loop includes construction and accessibility improvements necessary to provide safe and ADA-compliant access to the facility. Project costs include the construction contract, compaction testing, additional demolition and pathway replacement, professional design services, and ADA-compliant door fixture improvements.

District Manager oversight, maintenance labor, ADA hardware, and signage costs will be funded through existing District operating budgets and are therefore excluded from the project funding request. Maintenance activities include cleaning, painting, installation of signage, and other site preparation and support services required to complete the project successfully.

Requested Capital Improvement Budget: \$290,687.19

District Operating Budget Contribution: \$1,550.00

Total Project Cost: \$292,237.19

VENDOR	MEMO LINE	AMOUNT
Aleshire & Wynder	Monthly retainer and service Fees August 2026	\$3,862.80
AXION	Phone Service Monthly 092726 to 102726	\$105.04
City of California City	Invoice # 103347.01 9300 N Loop \$638.07 # 101730.03 8101 Bay \$160.00	\$798.07
Classic Lock and Keys	Service Call 1 lock cylinder 09/21/26	\$70.00
Classic Lock and Key	Quote #176803, Replace door at 9278	\$1,891.27
Golden Hills IT	Monthly Services Invoice# 4192 090226 to 100226 \$2837.30	\$2837.30
Golden Hills IT	Quote #1093 Office Ergonomics, docking station	\$598.47
Good Suite	Invoice # INV313981 Printing Costs Monthly	\$ 423.73
D. David Hebebrand	Invoice # 26-1267	\$ 4,368.75
Kern Economic Development Co	Invoice # 10599 Annual Dues	\$1,000
Mobile Modular	Monthly Invoice # 2958282 0905 to 1004 2026	\$ 972.78
PEAC	Invoice# 4238543 Monthly Service fees 0915 to 1014 2026 9278 North Loop	\$344.94
Rubi Rizo	Mileage Reimbursement District Business	\$246.85
Southern California Edison	Monthly Service Charges 8000222683 9300 North Loop \$781.41 8001112753 8100 Bay Avenue \$165.00	\$ 1,722.10

	8001112989 8100 Bay Avenue \$36.00 8023024047 9278 North Loop \$736.27	
Waste Management	Invoice # 4001904-4808-6 090126 to 100126	\$ 478.48
TOTAL ITEMS = 15		TOTAL = \$19,720.58

ACTION MINUTES
EAST KERN HEALTH CARE DISTRICT
BOARD OF DIRECTORS

5:30 p.m. Tuesday Sept. 15th, 2026, (Hybrid and Zoom)

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

Video Time Code	ITEM AS AGENDIZED	BOARD ACTION Motions are identified in bold as First: Second
5:32	I. OPEN MEETING	Royten, S.
5:32	A. PLEDGE OF ALLEGIANCE/INVOCATION	Peralta, L.
5:33	B. CALL TO ORDER AND ROLL CALL	Royten, S. Rojas, J. Peralta, L. Macedonio, K. and Patrick, L. were absent due to personal reasons.

5:33	C. APPROVAL OF AGENDA	Peralta, L., Royten, S. Motion Carried 3-0
5:34	II. NEW BUSINESS a. Eva Hebebrand-Financials 1. Budget vs Actual Unaudited August 2026 2. Check Detail Unaudited August 2026 3. Balance Sheet Unaudited August 2026 4. Profit and Loss YTD Comparison Unaudited August 2026 b. Consideration and possible approval of moving an approved amount of money from LAIF to Class or Mission Bank c. Consideration and possible approval for Office Assistant to attend Board Secretary/Clerk Conference November 3rd-5th. d. Consideration and possible action to attend Association of California Health Care District's annual meeting for Board Members and Staff on October 7th-9th 2026	b. Will be brought back for consideration with all Directors present. c. Peralta, L., Royten, S. Approval for Office Assistant to attend Board Secretary/Clerk Conference. Motion Carried 3-0 General Manager's Budget Breakdown as follows: Room: \$660.00 Gas: \$280.00 Food: \$45.00 per day d. Rojas, J., Royten, S. Approval for attendance by Board and General Manager for Association of California Health Care District's Annual Meeting' Motion Carried 3-0 General Manager's Budget Breakdown per attendee as follows:

		Hotel: \$300.00-\$400.00 per night. Gas: \$437.76 per attendee Food: \$45.00 per day
6:06	III. PUBLIC COMMENTS	
6:08	IV. COMMUNITY ANNOUNCEMENTS	
6:10	V. STAFF REPORT A. Rubi Rizo I. CERT Certification II. Resolution and Ordinances III. Senior Living AD MDN IV. Chapter 4, Investments V. Community Health Grant Program DRAFT VI. Community Health Needs Assessment Implementation DRAFT VII. Good Faith Procedures & Policy	

	VIII. Cancer Fund Policies and Procedure with By Laws DRAFT IX. SICK LEAVE POLICY DRAFT	
6:15	CONSENT CALENDAR A. Vendor Payments Debit Payment (INFORMATION ONLY) B. APPROVAL OF MINUTES 1. Regular Meeting August 4th, 2026 2. Regular Meeting August 18th, 2026 3. Special Meeting August 26th, 2026 4. Regular Meeting September 1st 2026	Peralta, L, Rojas, J. Motion Carried 3-0
6:16	VII. CLOSE MEETING	
6:17	A. PRESIDENT'S COMMENTS	
6:17	B. DIRECTOR'S COMMENTS	

6:20	C. DIRECTOR'S REPORTS	
6:21	D. FUTURE AGENDA 1. Summer Programs 2. Board Review and possible action to approve Cancer Fund Policies Procedures and By-Laws 3. Good Faith Conflict Meeting Amendment 4. R. Rizo presents homework and progress review of MJHMP 5. Policies and Procedures for Sponsorships, Memberships, and subscriptions	
6:25	E. ADJOURNMENT Next Regular Meeting: Tuesday, October 6th 2026, at 5:30 p.m. In person and (ZOOM) 9300 N Loop Blvd.#C, California City, CA 93505	