

June 1, 2021

TO: LSHA Trustees
Fred Koberlein, Jr. Attorney
Richard Powell, External Auditor

FR: Dale Williams

RE: Summary-
Lake Shore Hospital Facility Transition from CHS To LSHA (October 29, 2020 Memo Update)

This will serve to provide you with a written update on the transition of the Lake Shore Hospital from CHS to LSHA. It includes all comments I provided in the regular LSHA meeting of October 12, 2020, November 9, 2020, January 4, 2021, February 8, 2021, March 8, 2021, April 12, 2021, and May 10, 2021 plus any changes or new activities that may have occurred since that date.

Lease "Buy-Out" –

The \$7.5M lease buy-out has been received. The payment was initially deposited in the LSHA Operating Fund. This is the Fund that has always received lease payment deposits. The deposit was removed and placed in a 6-month Certificate of Deposit at Ameris Bank.

City of Lake City – Water/Sewer/Gas Utilities

The Lake Shore Hospital campus has 8 water/sewer meters and 2 gas meters. All 8 meters have been transferred to the LSHA. The City of Lake City waived all deposits. City utilities for April was \$13,231.21.

FP&L – Electric Utility

The Lake Shore Hospital campus has 16 electric meters. A bill for the month of April 13, 2021 – May 13, 2021 has been received. The bill is \$16,204.60.

FP&L required a deposit of \$61,000. The Authority has posted a "Bank Letter of Credit". Ameris Bank holds the Letter.

AT&T – Phone Service

A corrected AT&T Transfer of Services Agreement has been executed. This agreement only includes the minimum services for the phone system, fire alarm lines and long distance. A long-distance bill for the month of May 2, 2021 – June 1, 2021 has been received. The bill is \$681.87.

After review by AT&T, they realized the fire alarm line invoices were not being paid, after conference calls between AT&T and LSHA, it was determined the name on the invoices were incorrect; therefore, the LSHA had not received any of the invoices. There are ten (10) fire alarm lines and the invoices totaled \$4,589.03 from October 2020 thru May 31, 2021. AT&T has agreed to reimburse the Authority for the late fees. Research is being done to determine if some of the lines can be disconnected.

Service Contracts –

Please note. No vendor to date has requested a price increase to continue providing services to Lake Shore Hospital. When a service provider requires a "contract" we are receiving legal review prior to proceeding. In addition, we are trying to maintain a 30-day cancellation provision with all vendors.

- 1.) Building Security – LSHA has signed an agreement with DSI Security for 24/7 security at the hospital. The contract is for the same terms and arrangements previously agreed to by CHS. The agreement has a 30-day cancellation provision. The weekly cost is approximately \$2,700.
- 2.) Grounds Maintenance – This service has been provided in the past by Stoneridge Management. Stoneridge and the Authority signed a new contract for services. The monthly amount is approximately \$2,910 monthly.
- 3.) Water Treatment – Premiere Water and Energy Technology Inc. is currently furnishing water treatment for the Lake Shore campus. Premiere furnishes descaler for the HVAC chiller and boiler units. Lake Shore also has a need to repair several water softeners. The water softeners have been repaired at a cost of \$6,281. LSHA has received a contract to continue services with Premiere effective October 16, 2020. The monthly service cost is approximately \$500 monthly.
- 4.) Pest Control – Live Oak Pest Control has provided pest control services for Lake Shore. Live Oak Pest Control has contracted with the Authority to continue the service. The monthly cost is \$631.66.
- 5.) Elevators – Thyssenkrupp has performed required elevator inspections for Lake Shore in the past. Lake Shore has a license for all elevators except for 1. Based on the last inspection report we have 2 elevators out of compliance. In both elevators the sills need replacing. The cost of the repairs is \$5595. Authorization to repair has been given. To date, \$2,798 has been spent on repairs. The Authority intends to retain Thyssenkrupp to perform elevator inspections. Repairs are complete and the remaining balance has been paid. Elevator service agreement has been signed at a cost of \$500.00 per month that covers five elevators.
- 6.) Fire Sprinklers – Fire sprinklers require a quarterly, semi-annual, and annual inspection. In addition, inspections are needed if work is performed on the system. W.W. Gay provides inspections at a cost of \$1,500 for quarterly inspections, \$1,750 for semi-annual inspections and \$2,550 for the annual inspection. The LSHA will continue to use W.W. Gay for fire sprinkler inspections. The semi-annual inspection was performed on 1-22-21.
- 7.) Fire Alarms- Fire alarms are inspected by W.W. Gay Fire Protection. They are monitored by Associated Monitoring, Inc. Both companies are in line to be retained by LSHA; however, no contract has been received. Second quarterly bill for 3-1-21 to 5-31-21 was received at \$538.25.
- 8.) Chillers – Johnson Controls is the service contractor for Chiller inspections. The total annual cost to CHS for a year of service was \$8861 (additional cost for breakdowns and parts). This contract runs through February with one inspection “owed”. Continuation of this contract will depend on the status of Lake Shore at that time. Repairs to date have cost \$291.54. The last inspection was performed 1-27-21, the prior CHS service agreement has been satisfied.
- 9.) Boilers – Illingworth is the service contractor for boiler inspections. Based on the last inspection, the “little” boiler passed inspection and the “big” boiler failed. The parts to repair the large boiler was ordered and received on October 27, 2020. Repairs and salt for the boilers have cost \$2,537.90. LSHA has not received an agreement as of this date from Illingworth. We completed the State required repair on 12/4/20. The cost for this repair was \$3,670. Inspection by insurance carrier complete and waiting on State certificate.

Insurance –

General Liability and Property and Casualty coverages have been placed with the Florida Municipal Investment Trust (FMIT). Boiler and elevator coverages are included in the base policies. The annual premium was \$137,760 annually. (including the Lake Shore Hospital Authority)

Pollution Liability (due to 1 underground storage tank) has been purchased. The premium is \$631.

Auto insurance for one (1) vehicle has been purchased. The premium is \$454.00.

Employees –

Six (6) full-time temporary employees (less than 6 months) and one (1) contractual employee (\$40 hr. not to exceed 80 hours total) were hired October 1, 2020. All individuals hired were former employees of CHS. All employees were hired at their rate of pay with CHS, with the exception of the contractual employee. The six months expired March 31, 2021. Due to the need to continue Lake Shore Hospital facility operations, the following changes to personnel occurred April 1, 2021:

Administrative Assistant – Employee resigned/position eliminated

Director of Facilities Operations - \$47.12 hour-Retained by employment contract (attached)

Maintenance Tech. - \$25.00 hour- Retained by employment contract (attached)

Maintenance Tech. - \$25.00 hour – Retained by employment contract (attached)

IT Director - \$43.27 hour – Position currently furloughed*

IT Support specialist - \$25.00 hour – Position currently furloughed*

*Furloughed employees are non-paid. A final decision is pending a decision on whether duties required can be provided contractually through a qualified company.

July 1, 2021

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Lease "Buy-Out" –

The \$7.5M lease buy-out has been received. The payment was initially deposited in the LSHA Operating Fund. This is the Fund that has always received lease payment deposits. The deposit was removed and placed in a 6-month Certificate of Deposit at Ameris Bank.

City of Lake City – Water/Sewer/Gas Utilities

The Lake Shore Hospital campus has 8 water/sewer meters and 2 gas meters. All 8 meters have been transferred to the LSHA. The City of Lake City waived all deposits. City utilities for May was \$10,681.17.

FP&L – Electric Utility

The Lake Shore Hospital campus has 16 electric meters. A bill for the month of May 12, 2021 – June 11, 2021 has been received. The bill is \$16,079.13.

FP&L required a deposit of \$61,000. The Authority has posted a "Bank Letter of Credit". Ameris Bank holds the Letter.

AT&T – Phone Service

A corrected AT&T Transfer of Services Agreement has been executed. This agreement only includes the minimum services for the phone system, fire alarm lines and long distance. A long-distance bill for the month of June 2, 2021 – July 1, 2021 has been received. The bill is \$695.63.

There are ten (10) fire alarm lines. After research and discussion, staff determined five (5) lines could be eliminated. LSHA has received notice the disconnect has been processed. A bill for the month of May 29, 2021 thru June 29, 2021 has been received. The bill is \$1,798.46.

Service Contracts –

Please note. No vendor to date has requested a price increase to continue providing services to Lake Shore Hospital. When a service provider requires a "contract" we are receiving legal review prior to proceeding. In addition, we are trying to maintain a 30-day cancellation provision with all vendors.

- 1.) Building Security – LSHA has signed an agreement with DSI Security for 24/7 security at the hospital. The contract is for the same terms and arrangements previously agreed to by CHS. The agreement has a 30-day cancellation provision. The weekly cost is approximately \$2,700.
- 2.) Grounds Maintenance – This service has been provided in the past by Stoneridge Management. Stoneridge and the Authority signed a new contract for services. The monthly amount is approximately \$2,910 monthly.
- 3.) Water Treatment – Premiere Water and Energy Technology Inc. is currently furnishing water treatment for the Lake Shore campus. Premiere furnishes descaler for the HVAC chiller and boiler units. Lake Shore also has a need to repair several water softeners. The water softeners have been repaired at a cost of \$6,281. LSHA has received a contract to continue services with Premiere effective October 16, 2020. The monthly service cost is approximately \$500 monthly.
- 4.) Pest Control – Live Oak Pest Control has provided pest control services for Lake Shore. Live Oak Pest Control has contracted with the Authority to continue the service. The monthly cost is \$631.66.
- 5.) Elevators – Thyssenkrupp has performed required elevator inspections for Lake Shore in the past. Lake Shore has a license for all elevators except for 1. Based on the last inspection report we have 2 elevators out of compliance. In both elevators the sills need replacing. The cost of the repairs is \$5595. Authorization to repair has been given. To date, \$2,798 has been spent on repairs. The Authority intends to retain Thyssenkrupp to perform elevator inspections. Repairs are complete and the remaining balance has been paid. Elevator service agreement has been signed at a cost of \$500.00 per month that covers five elevators.
- 6.) Fire Sprinklers – Fire sprinklers require a quarterly, semi-annual, and annual inspection. In addition, inspections are needed if work is performed on the system. W.W. Gay provides inspections at a cost of \$1,500 for quarterly inspections, \$1,750 for semi-annual inspections and \$2,550 for the annual inspection. The LSHA will continue to use W.W. Gay for fire sprinkler inspections. The semi-annual inspection was performed on 1-22-21.
- 7.) Fire Alarms- Fire alarms are inspected by W.W. Gay Fire Protection. They are monitored by Associated Monitoring, Inc. Both companies are in line to be retained by LSHA; however, no contract has been received. Quarterly bill for 6-1-21 to 8-31-21 was received in the amount of \$534.65.
- 8.) Chillers – Johnson Controls is the service contractor for Chiller inspections. The total annual cost to CHS for a year of service was \$8861 (additional cost for breakdowns and parts). This contract runs through February with one inspection “owed”. Continuation of this contract will depend on the status of Lake Shore at that time. Repairs to date have cost \$291.54. The last inspection was performed 1-27-21, the prior CHS service agreement has been satisfied.
- 9.) Boilers – Illingworth is the service contractor for boiler inspections. Based on the last inspection, the “little” boiler passed inspection and the “big” boiler failed. The parts to repair the large boiler was ordered and received on October 27, 2020. Repairs and salt for the boilers have cost \$2,537.90. LSHA has not received an agreement as of this date from Illingworth.

We completed the State required repair on 12/4/20. The cost for this repair was \$3,670. Inspection by insurance carrier complete and waiting on State certificate.

Insurance –

General Liability and Property and Casualty coverages have been placed with the Florida Municipal Investment Trust (FMIT). Boiler and elevator coverages are included in the base policies. The annual premium was \$137,760 annually. (including the Lake Shore Hospital Authority)

Pollution Liability (due to 1 underground storage tank) has been purchased. The premium is \$631.

Auto insurance for one (1) vehicle has been purchased. The premium is \$454.00.

Employees –

Six (6) full-time temporary employees (less than 6 months) and one (1) contractual employee (\$40 hr. not to exceed 80 hours total) were hired October 1, 2020. All individuals hired were former employees of CHS. All employees were hired at their rate of pay with CHS, with the exception of the contractual employee. The six months expired March 31, 2021. Due to the need to continue Lake Shore Hospital facility operations, the following changes to personnel occurred April 1, 2021:

Administrative Assistant – Employee resigned/position eliminated

Director of Facilities Operations - \$47.12 hour-Retained by employment contract (attached)

Maintenance Tech. - \$25.00 hour- Retained by employment contract (attached) – Leonard D. Cunningham resigned effective July 2, 2021

Maintenance Tech. - \$25.00 hour – Retained by employment contract (attached)

IT Director - \$43.27 hour – Position currently furloughed*

IT Support specialist - \$25.00 hour – Position currently furloughed*

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August 1, 2021

TO: LSHA Trustees
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Lease "Buy-Out" –

The \$7.5M lease buy-out has been received. The payment was initially deposited in the LSHA Operating Fund. This is the Fund that has always received lease payment deposits. The deposit was removed and placed in a 6-month Certificate of Deposit at Ameris Bank.

City of Lake City – Water/Sewer/Gas Utilities

The Lake Shore Hospital campus has 8 water/sewer meters and 2 gas meters. All 8 meters have been transferred to the LSHA. The City of Lake City waived all deposits. City utilities for June was \$9,454.87.

FP&L – Electric Utility

The Lake Shore Hospital campus has 16 electric meters. A bill for the month of June 11, 2021- July 13, 2021, has been received. The bill is \$16,814.75.

FP&L required a deposit of \$61,000. The Authority has posted a "Bank Letter of Credit". Ameris Bank holds the Letter.

AT&T – Phone Service

A corrected AT&T Transfer of Services Agreement has been executed. This agreement only includes the minimum services for the phone system, fire alarm lines and long distance. A long-distance bill for the month of July 2, 2021 – August 1, 2021, has been received. The bill is \$695.63.

There are ten (10) fire alarm lines. After research and discussion, staff determined five (5) lines could be eliminated. LSHA has received notice the disconnect has been processed. A bill for the month of June 30, 2021, thru July 31, 2021, has been received. The bill is \$569.98.

Service Contracts –

Please note. No vendor to date has requested a price increase to continue providing services to Lake Shore Hospital. When a service provider requires a "contract" we are receiving legal review prior to proceeding. In addition, we are trying to maintain a 30-day cancellation provision with all vendors.

- 1.) Building Security – LSHA has signed an agreement with DSI Security for 24/7 security at the hospital. The contract is for the same terms and arrangements previously agreed to by CHS. The agreement has a 30-day cancellation provision. The weekly cost is approximately \$2,700.
- 2.) Grounds Maintenance – This service has been provided in the past by Stoneridge Management. Stoneridge and the Authority signed a new contract for services. The monthly amount is approximately \$2,910 monthly.
- 3.) Water Treatment – Premiere Water and Energy Technology Inc. is currently furnishing water treatment for the Lake Shore campus. Premiere furnishes descaler for the HVAC chiller and boiler units. Lake Shore also has a need to repair several water softeners. LSHA has received a contract to continue services with Premiere effective October 16, 2020. The monthly service cost is approximately \$500 monthly.
- 4.) Pest Control – Live Oak Pest Control has provided pest control services for Lake Shore. Live Oak Pest Control has contracted with the Authority to continue the service. The monthly cost is \$631.66.
- 5.) Elevators – Thyssenkrupp has performed required elevator inspections for Lake Shore in the past. Lake Shore has a license for all elevators except for 1. Based on the last inspection report we have 2 elevators out of compliance. In both elevators the sills need replacing. The cost of the repairs is \$5595. Authorization to repair has been given. To date, \$2,798 has been spent on repairs. The Authority intends to retain Thyssenkrupp to perform elevator inspections. Repairs are complete and the remaining balance has been paid. Elevator service agreement has been signed at a cost of \$500.00 per month that covers five elevators.
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- 7.) Fire Alarms- Fire alarms are inspected by W.W. Gay Fire Protection. They are monitored by Associated Monitoring, Inc. Both companies are in line to be retained by LSHA; however, no contract has been received. Quarterly bill for 6-1-21 to 8-31-21 was received in the amount of \$534.65.
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- 9.) Boilers – Illingworth is the service contractor for boiler inspections. Based on the last inspection, the “little” boiler passed inspection and the “big” boiler failed. The parts to repair the large boiler was ordered and received on October 27, 2020. Repairs and salt for the boilers have cost \$2,537.90. LSHA has not received an agreement as of this date from Illingworth.

We completed the State required repair on 12/4/20. The cost for this repair was \$3,670. Inspection by insurance carrier complete and waiting on State certificate.

Insurance –

General Liability and Property and Casualty coverages have been placed with the Florida Municipal Investment Trust (FMIT). Boiler and elevator coverages are included in the base policies. The annual premium was \$137,760 annually. (Including the Lake Shore Hospital Authority)

Pollution Liability (due to 1 underground storage tank) has been purchased. The premium is \$631.

Auto insurance for one (1) vehicle has been purchased. The premium is \$454.00.

Employees –

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September 1, 2021

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City of Lake City – Water/Sewer/Gas Utilities

The Lake Shore Hospital campus has 8 water/sewer meters and 2 gas meters. All 8 meters have been transferred to the LSHA. The City of Lake City waived all deposits. City utilities for July was \$9,724.37.

FP&L – Electric Utility

The Lake Shore Hospital campus has 16 electric meters. A bill for the month of July 14, 2021 – August 13, 2021, has been received. The bill is \$17,269.27.

FP&L required a deposit of \$61,000. The Authority has posted a "Bank Letter of Credit". Ameris Bank holds the Letter.

AT&T – Phone Service

A corrected AT&T Transfer of Services Agreement has been executed. This agreement only includes the minimum services for the phone system, fire alarm lines and long distance. A long-distance bill for the month of August 2, 2021 – September 1, 2021, has been received. The bill is \$692.64.

There are ten (10) fire alarm lines. After research and discussion, staff determined five (5) lines could be eliminated. LSHA has received notice the disconnect has been processed. A bill for the month of August 1, 2021 – August 31, 2021, has been received. The bill is \$648.49.

Credits were received for late charges billed to LSHA.

Service Contracts –

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Maintenance Tech. - \$25.00 hour – Retained by employment contract (attached)

IT Director - \$43.27 hour – Position currently furloughed*

IT Support specialist - \$25.00 hour – Position currently furloughed*

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Staff Report

June 14, 2021 Regular Meeting

NEW	1
RENEW	9
INELIGIBLE (INCOME OR OTHER)	0
TOTAL CLIENTS SEEN IN OFFICE IN MAY	10
ACTIVE MEMBERS	95
PUBLIC VISITS	25

PRIMARY CARE VISITS – 5 LOCATIONS

April, 2021	59
YTD (Fiscal year October – Sept)	399

PHARMACY USAGE

April, 2021	
PATIENTS SERVED	24
RX'S FILLED	64

Staff Report

July 12, 2021 Regular Meeting

NEW	3
RENEW	17
INELIGIBLE (INCOME OR OTHER)	0
TOTAL CLIENTS SEEN IN OFFICE IN JUNE	20
ACTIVE MEMBERS	94
PUBLIC VISITS	35
PRIMARY CARE VISITS – 5 LOCATIONS	
May, 2021	41
YTD (Fiscal year October – Sept)	440
PHARMACY USAGE	
May, 2021	
PATIENTS SERVED	25
RX'S FILLED	71

Staff Report

August 9, 2021 Regular Meeting

NEW	1
RENEW	12
INELIGIBLE (INCOME OR OTHER)	0
TOTAL CLIENTS SEEN IN OFFICE IN JULY	13
ACTIVE MEMBERS	89
PUBLIC VISITS	33

PRIMARY CARE VISITS – 5 LOCATIONS	
June, 2021	55
YTD (Fiscal year October – Sept)	495

PHARMACY USAGE	
June, 2021	
PATIENTS SERVED	10
RX'S FILLED	29

Staff Report

September 13, 2021 Regular Meeting

NEW	2
RENEW	9
INELIGIBLE (INCOME OR OTHER)	0
TOTAL CLIENTS SEEN IN OFFICE IN AUGUST	11
ACTIVE MEMBERS	88
PUBLIC VISITS	46

PRIMARY CARE VISITS – 5 LOCATIONS	
July, 2021	35
YTD (Fiscal year October – Sept)	530

PHARMACY USAGE	
July, 2021	
PATIENTS SERVED	28
RX'S FILLED	79