CANYONLANDS HEALTH CARE SPECIAL SERVICE DISTRICT BOARD MEETING
EMS Building 520 E 100 N, Moab, UT 84532, Online through Zoom
• Thursday April 9th, 2026 at 5:30 p.m.

PRESENT: Dan Cook (President), Tawny Knuteson-Boyd (Vice-Chair), Ken Ballantyne (Treasurer), Joette Langianese, Melodie McCandless, Karen Feary, Camille Peters, Debbie Testa (Clerk), Cassie Rose, Jeanette Badger (CCC), Ferlita Acob, Jonathan Bangerter (Maple Dell), Todd Bramall (Seasons), Jennifer Sadoff (MRH), Seth Olson (Kirton & McConkie)

I. Called to order at 5:36 PM

II. Approval of February 12, & March 4, 2026 Meeting Minutes *(5 min)* (Action Item)

Motion to approve the February 12, & March 4, 2026, minutes as presented made by Joette, seconded by Melodie. Motion carried for approval 7-0.

III. New Business/Discussion/Action Items (*30 min)*

a. Discussion and Review of CHCSSD Policies & Procedures
The main discussion focused on reviewing policies and procedures Debbie had prepared using templates from the Utah State Auditor's website. Due to limited time, the board decided to table the discussion and compile a policy manual for review at the next meeting in June. DT agreed to compile district policies and procedures into a manual and distribute it to board members for review before the next meeting.

A motion to table discussion of the district policies and procedures until the next meeting in June was made by Joette and seconded by Karen.

b. Discussion and Consideration to approve the updated CHCSSD Bylaws (Action Item).
DC presented updated bylaws with improved formatting and clarified board responsibilities, including timelines and new board positions. The main updates were timelines for board members, board responsibilities for new positions, clarification of the references, and the meeting location. DC agreed to write a summary/memo for the Commission detailing the specific changes made to the bylaws, including major updates and where they occurred, and to send it to MM by next Wednesday so it can be put on the agenda for the Commission's approval at their April 21 meeting.

Motion to approve the updated CHCSSD Bylaws as presented made by Melodie, seconded by Camille. Motion carried for approval 7-0.

c. Discussion and Consideration to Approve the appointment of a CHCSSD Member and Alternate to the Utah Association of Special Districts Board of Representatives (Action Item)
The group discussed the benefits of rejoining and the need to appoint a representative and alternate. They considered various options for the appointments, including potentially asking the clerk to serve in these roles. The group acknowledged the challenge of attending meetings in Salt Lake City but agreed on the importance of having representation. DT was tasked with contacting the Utah Association of Special Districts to confirm whether the district's representative or alternate to UASD's Board of Representatives can be a non-board member (specifically, whether the clerk can serve) and to inquire about training opportunities.

Motion to table the appointment of a CHCSSD Board Member and Alternate to the Utah Association of Special Districts Board of Representatives made by Melodie, seconded by Camille. Motion carried for approval 7-0.

d. CHCSSD Purpose and Strategic Direction

1. Update from the Business Plan Committee on the CHCSSD 10 & 5-year business plan
The plan is due in the Fall of 2026. JL, MM, and DC scheduled a meeting for May 19th at noon at City Hall to discuss the 10- and 5-year business plan. DC agreed to lead the meeting and prepare financial information in advance.

2. Discussion and Consideration to Approve Any Items for the CIB list (Action Item)
The board also discussed reapplying for a CIB planning grant, with Melisa from Grand County offering to revise and submit the application on their behalf, addressing previous reasons for denial and incorporating feedback. DT to provide the necessary information/documents to Melisa to support the CIB planning grant application. They noted that they would need to cover 50% of the cost and consider adding the care center expansion to their 2-3-year plan. The group discussed updating the CIB (Community Impact Board) funding list to include two items: a $50,000 planning grant for the MAPS project and a $12 million design-and-expansion project for Canyonlands Care Center, with a 50-50 loan-grant split. They noted that while the care center expansion might not be needed for 3-6 years, including it in the plan would demonstrate financial responsibility and show the county that it is planning for the long term. The board would also want to try to pay off the bond early, which is due in 2032.

Motion to update the CIB list to include the planning grant for the MAPS project at $50K and include the CCC design and expansion project for $12 Mil with a 50/50 loan grant split made by Joette, seconded by Camille. Motion carried for approval 7-0.

3. Discussion and consideration of approval of the RFP for Professional Service to Develop a Master Plan for the MAPS Campus (Action Item)
The group discussed an RFP for professional services to develop a master plan for the MAPS campus, with a $100,000 budget. They reviewed the RFP details, including deliverables, timeline, and evaluation criteria, and agreed to move the dates up, with the RFP to be posted in April and proposals due in May. The team decided to handle scoring behind the scenes to maintain meeting productivity and will compile scores and present the top candidates to the board for discussion.
The team discussed timeline adjustments for an RFP process, with DC proposing to move all dates up by one month. They agreed to post the RFP the week of April 20th, with proposals due by May 29th, and to conduct proposal reviews at the June 11th meeting. DT was tasked with sending out the RFP after receiving all necessary information by Friday, and the team identified some minor typos in the document that needed correction.
JL to update the RFP and send it to DT along with maps and a list of firms to send it to.
DT to invite fire break program representatives to present to the board on the progress of their fuel reduction program.

Motion to approve the RFP with the changes discussed for Professional Services to Develop a Master Plan for the MAPS Campus made by Melodie, seconded by Ken. Motion carried for approval 7-0.

MM leaves at 6:32 PM

IV. Financials *(30 min)*

a. CHCSSD Financials – Ken/Kimra

1. Review of the Budget vs Actuals Feb/March
KB reported that the district received a $72K reimbursement check from the Utah Department of Health, which was part of the UPL seed money that didn't qualify.
The Feb 2026 financials: sales tax was $110K, income was $284K, expenses were $460K, resulting in a net income of $-175K.

For March 2026 financials: $133K in sales tax accruals, $137K income, $308K in expenditures, and a net income of -$171K.

2. Review of the Equity Fund Balances

$1,577,496.00 General Fund, $340,667.00 Capital Projects Fund, $338,981.00 Debt Service Fund, $135,230.34 Wells Fargo Checking balances are as of March 31, 2026

3. Approval of March/April 2026 Bills (Action item)

KB reviewed the list of bills for March & April 2026. Included in the March bills was the 2025 DSH payment, which was made on March 2, 2026. The April bills included the bond payment, with KB noting that the payee needed to be updated to Canyonlands Care Center since we are reimbursing them for making the payment.

Motion to ratify the March 2026 bills in the amount $460,312.63 and approve the April 2026 Bills in the amount of $309,131.98 made by Joette, seconded by Karen. Motion carried for approval 6-0.

4. Review of the 2025 Fraud Risk Assessment Report

The board reviewed the audit-required report and discussed adjusting its risk assessment category from moderate to low by ensuring that all governing body members complete Special Service District training within four years of their appointment. DT agreed to verify training completion and work with KB to potentially resubmit the risk assessment form.

5. Approval of the CHCSSD Annual 2025 Financial Audit (Action Item)

KB reported that the 2025 financial audit has been completed and that the district complied with all state requirements. Grand County needs the CHCSSD audit by May 1, 2026, so the board discussed approving the audit. John Haderlie, the CPA, was unable to attend and the group debated whether to postpone the audit presentation to May or June. DT noted that she would send the approved 2025 financial audit to the county.

Motion to approve the CHCSSD 2025 Financial Audit and to request that the auditor come and present it to us at the next regular meeting, made by Joette and seconded by Karen. Motion carried for approval, 6-0.

V. Reports/Presentations *(30 min)*

a. Maple Dell and Seasons Reports

1. Administrators Report – Nathan/Todd/Jason

JB from Maple Dell announced that the transaction between CHCSSD and Beaver is proceeding at the end of the month. It's been great working with you.

FA provided the admin report for Maple Dell. Their Pinnacle score improved to 4.27. Quality measures, including falls with major injuries (2 residents sustained major injuries), UTIs, and ability to move with PIPs in place, have improved over the last month, with no incidents. A new DON is starting in March. They are 20 months overdue for annual survey. Their Average daily census is 55, while revenue increased, they are still utilizing agency, which they are trying to reduce.

The meeting discussed the performance and financial status of Seasons, which is fully staffed with an average of 47.5 residents and showing profits in January and February. The facility received high ratings from Pinnacle Quality Insights for customer satisfaction, ranking 14th or 15th out of 16 best-in-class facilities.

b. Care Center Administrator's Report – Colette
   1. Administrator's Report
      Not provided at this meeting because CL was not present.
   2. Quality Assurance Report
      Not provided at this meeting because CL was not present.

c. Canyonlands Care Center Financials – Cassie
   1. Ratify Care Center Bills – Jan/Feb (Action Item)
      CR reviewed the total bill amounts for Jan & Feb 2026.

TK leaves the meeting at 6:50 PM

Motion to ratify the Jan 2026 bills in the amount of $482,953.10 & Feb 2026 Bills in the amount of $388,190 made by Ken, seconded by Camille. Motion carried for approval 5-0.

   2. Review of the Budget vs Actuals – Jan/Feb
      The board reviewed January and February financial reports, with significant concerns raised about overtime expenses totaling approximately $485,000 for the year. The board discussed high overtime costs, particularly among CNAs. The group agreed to receive monthly overtime reports going forward and expressed concern about the impact of excessive overtime on staff effectiveness and resident care.

      The conversation ended with an update on the Rocky Mountain transition, with Seth reporting that the state had been notified of the ownership change and that initial draft agreements would be available the following week and May 1st is the final deadline. The current agreements will be canceled. KP provided a brief update via chat on the transfer of Parkway to Beaver Valley. I'm working with Seth to make sure the agreements are all okay for us. With the upcoming May 1st transfer date, we'll likely need Dan to sign some paperwork as this goes through. I can email the entire board the update.

d. Other Considerations

VI. Other Considerations *(5 min)*

VII. Closed Session for pending or reasonably imminent litigation (*15 min)*

Motion to enter closed session for Reasonably Imminent and/or Pending Litigation made by Joette, seconded by Karen. Motion passes 5-0.

Motion to come out of closed session made by Joette, seconded by Camille. Motion passes 5-0.

Motion to adjourn made by Joette, seconded by Camille. Motion passes 5-0.

VIII. Adjourned 8:16 PM