



TRUCKEE SURGERY CENTER REGULAR MEETING OF THE BOARD OF MANAGERS

MINUTES

Wednesday, December 10, 2025, at 12:00 p.m.

Aspen Conference Room – Tahoe Forest Hospital
10800 Donner Pass Rd., Suite 200, Truckee, CA 96161

1. CALL TO ORDER

Meeting was called to order at 12:01 p.m.

2. ROLL CALL

Board of Managers: Dr. Jeffrey Dodd, Crystal Felix, Anna Roth, Louis Ward

Board of Managers Absent: None

Staff in attendance: Heidi Fedorchak, Truckee Surgery Center Interim Administrator; Sydney Shelton, Executive Assistant

Staff Absence: Jan Iida, Chief Nursing Officer

3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA

None.

4. INPUT – AUDIENCE

No members of the public were in attendance.

5. APPROVAL OF MINUTES

5.1. 09/17/25 Regular Meeting Minutes

ACTION: Motion made by Manager Roth, to approve the Truckee Surgery Center Board of Managers regular meeting minutes of September 17, 2025, as presented, seconded by Manager Dodd.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6. ITEMS FOR BOARD ACTION ♦

6.1. Annual Review of Employee Handbook ♦

Truckee Surgery Center Board of Managers will review and consider approval of the employee handbook.

ACTION: Motion made by Manager Dodd, to accept the employee handbook as presented, seconded by Manager Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None
Absent: None

6.2. Annual Review of Medical Staff Bylaws ◆

Truckee Surgery Center Board of Managers will review and consider approval of the medical staff bylaws.

ACTION: Motion made by Manager Dodd, to accept the medical staff bylaws as presented, seconded by Manager Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.3. Annual Review of Medical Staff Rules and Regulations ◆

Truckee Surgery Center Board of Managers will review and consider approval the medical staff rules and regulations.

ACTION: Motion made by Manager Dodd, to accept medical staff rules and regulations as presented, seconded by Manager Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.4. Annual Review of Operating Agreement ◆

Truckee Surgery Center Board of Managers will review and consider approval of the operating agreement.

ACTION: Motion made by Manager Felix, to accept the Operational Agreement as presented, seconded by Manager Dodd.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.5. Review Water Management Plan ◆

Truckee Surgery Center Board of Managers will review and consider approval of the Water Management Plan Policy.
Discussion was held.

ACTION: Motion made by Manager Dodd, to accept the Water Management Plan as presented, seconded by Manager Roth.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.6. Annual Staff Bonuses ♦

Truckee Surgery Center Board of Managers will review and consider approval of annual staff bonuses.

Discussion was held.

ACTION: Motion made by Manager Felix, to approve the annual staff bonuses contingent upon the Interim Administrator confirming the calendar year format using actual 2025 hours worked and that leadership bonuses are only applied to the timeframe in which staff performed those roles, not the entire year, in an amount not to exceed \$18,000, seconded by Manager Dodd.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

6.7. Duffy Group Contract ♦

Truckee Surgery Center Board of Managers will review and consider approval of the Duffy Group Contract.

Discussion was held.

ACTION: Motion made by Manager Dodd, to approve the Duffy Group Contract as presented, seconded by Manager Felix.

AYES: Dodd, Felix, Roth, Ward

Abstention: None

NAYS: None

Absent: None

7. ITEMS FOR BOARD DISCUSSION

7.1. Financial Reports

Truckee Surgery Center Board of Managers will review the following financial reports:

7.1.1. Q3 FY25 Financial Statement

7.1.2. Q3 FY25 Balance Sheet

7.1.3. Monthly Dashboard – October 2025

Discussion was held.

7.2. Health Benefits Open Enrollment

Truckee Surgery Center Board of Managers received an update on open enrollment.

Discussion was held.

7.3. Interim Administrator Update

Truckee Surgery Center Board of Managers received an update from the Interim Administrator on operations, staffing, facility and equipment needs, and insurance claims and remediation.

Open Session recessed at 12:43 p.m.

8. CLOSED SESSION

8.1. Approval of Closed Session Minutes

8.1.1. 09/17/2025 Regular Meeting Minutes

Discussion was held on a privileged item.

8.2. Hearing (Health & Safety Code § 32155) ♦

Subject Matter: Third Quarter 2025 Infection Control Data Summary

Number of items: One (1)

Discussion was held on a privileged item.

8.3. Hearing (Health & Safety Code § 32155) ♦

Subject Matter: Third Quarter 2025 Quality Assurance Performance Improvement Data

Number of items: Seven (7)

Discussion was held on a privileged item.

8.4. Hearing (Health & Safety Code § 32155) ♦

Subject Matter: Medical Staff Credentials

Number of items: Six (6)

Discussion was held on a privileged item.

8.5. Conference with Labor Negotiator (Government Code § 54957.6) ♦

Name of District Negotiator(s) to Attend Closed Session: Louis Ward

Unrepresented Employee: Truckee Surgery Center Interim Administrator

Discussion was held on a privileged item.

8.6. Public Employment (Government Code § 54957) ♦

Subject Matter: Truckee Surgery Center Administrator

Discussion was held on a privileged item.

Open Session reconvened at 12:57 p.m.

9. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

Item 8.1. was approved on a 4-0-0 vote. Items 8.2. – 8.4. were accepted with a vote of 4-0-0. There were no reportable actions for items 8.5-8.6.

10. ITEMS FOR NEXT MEETING

Truckee Surgery Center Board of Managers were provided tentative meeting dates for 2026.

11. ADJOURN

Meeting adjourned at 1:00 p.m.