

**BOARD OF COMMISSIONERS
REGULAR MEETING
December 22, 2021**

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 304, Skagit County was held in the United General District Wellness Center.

ATTENDANCE

Present were: Commissioners Tina Tate, Chuck Ruhl, Andy Hunter, Jeri Kaufman and Bob Stanley; Ted Brockmann, Superintendent/CFO, Mary Voss, Human Resource Manager, Kristy Southard, Senior Administrative Assistant.

CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Ms. Tate.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Consent Agenda:

A motion was made, seconded, and unanimously carried to approve the "consent" agenda, including the minutes of the November 17, 2021, regular meeting; written report from the Superintendent/CFO; District Accounts Payable Vouchers #75767-75826; Payroll Vouchers #DD6013-DD6090; Accounts Payable Vouchers (AHS) #31284-31284.

OTHER BUSINESS

Commissioner Recognition:

Ms. Tate recognized and thanked Mr. Andy Hunter for his time served as a Commissioner for United General District 304. The other Commissioners and Superintendent also thanked him for his service.

FINANCE

Finance Committee Report:

Ms. Kaufman presented the Finance Committee report and deferred to Mr. Brockmann. Mr. Brockmann reviewed the November 2021 income statement and balance sheet for the District. He also reviewed the Hospice of the Northwest financials for October 2021. A motion was made, seconded and unanimously carried to approve the Finance Committee report.

Skagit County Election Invoice:

A motion was made, seconded, and unanimously carried to approve the Skagit County Election Invoice #ED-0821-07 in the amount of \$36,950.60 for payment.

**BOARD OF COMMISSIONERS
REGULAR MEETING CONT'D
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2022 Foundation of District 304 Operating Budget:

A motion was made, seconded, and unanimously carried to approve the 2022 Foundation of District 304 Operating Budget.

Commissioner Ruhl was excused from the meeting at 8:35AM.

Three Year Capital Plan Review:

Mr. Brockmann reviewed the Three-Year Capital Plan. A motion was made, seconded, and unanimously carried to approve the 2022 Fitness Center (\$56,000.00), Wellness Center (\$100,000.00) and 2136 State Route 20 (The Landing) (\$476,476.00) Capital Improvements.

In June 2019, the Board had previously approved a training center/conference room addition to the District administrative office building. The project was put on hold due to COVID-19 and the scope of that project has since changed, facilitating the need to re-bid architectural and engineering services. A motion was made, seconded, and unanimously carried to approve procurement of architectural and engineering services for 2022 District Office Addition and Remodel.

OTHER BUSINESS CONT'D

Hospital Drive Easement:

A motion was made, seconded, and unanimously carried to approve the Hospital Drive Easement agreement. The easement confirms the rights for relevant property owners to drive across and use their utilities in the west part of Hospital Drive adjacent to Collins Road.

PeaceHealth Update

No update was given.

Oath of Office:

Mr. Greg Thramer was sworn in by Ms. Tate as a Commissioner for United General District 304 Position #1. Ms. Tina Tate was sworn in by Ms. Kaufman as a Commissioner for United General District 304 Position #3.

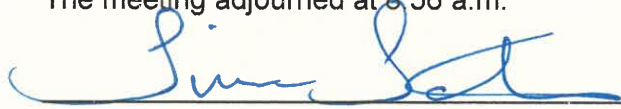
EXECUTIVE SESSION

Executive Session:

The meeting went into Executive Session per RCW 42.30.110 (g) at 8:45AM for the following purpose: Discuss the performance of the Superintendent. It was anticipated that the session would last 10 minutes with no action to be taken. Regular session resumed at 8:55AM.

ADJOURNMENT

The meeting adjourned at 8:56 a.m.

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