

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
March 27, 2024**

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 304, Skagit County was held in the Heartwood House.

**ATTENDANCE** Present were Commissioners: Greg Thramer, Bob Stanley, Tina Tate, Jeri Kaufman, Ashley Gregorius; Ted Brockmann, Superintendent/CFO; Carol Hawk, Chief Operating Officer; Vanessa Roldan, Office Supervisor; Chris Johnston, PeaceHealth Chief Administrative Officer.

**CALL TO ORDER**

The meeting was called to order at 8:00 a.m. by Mr. Thramer.

**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 February 28<sup>th</sup>, 2024 regular meeting; written report from the Superintendent/CFO; Resolution 2024-03 Surplus; District accounts payable vouchers #77840 - 77930; payroll vouchers #DD8253 - DD8352; AHS accounts payable vouchers #31315 - 31316.

**FINANCE**

**Finance Committee Report:**

Ms. Tate presented the Finance Committee report for consideration and deferred to Mr. Brockmann for details. Mr. Brockmann reviewed the February 2024 income statements and balance sheets for the District. He also reviewed Hospice of the Northwest financial statements for January 2024. A motion was made, seconded, and unanimously carried to approve the Finance Committee Report.

**OTHER BUSINESS**

**Fitness Center HVAC System**

Mr. Brockmann presented to the Board an update on the Fitness Center HVAC System which began to fail in January 2024. After being diagnosed, the District received bids through MRSC and Feller Heating was the lowest bidder. District asked the Commissioners for approval to move forward with the project authorizing up to \$35,000 for this project. A motion was made, seconded, and unanimously carried out to approve up to \$35,000 to fix the Fitness Center HVAC System.

**Policies Updates**

Mr. Brockmann and Ms. Hawk presented the following Policy Updates:

- 845 Procurement and Accounts Payable
- 512 Business Travel Expenses

A motion was made, seconded, and unanimously carried out to approve the aforementioned policy updates.

**Pillar Updates**

Ms. Hawk provided highlights of District programs in February and March for the 6 pillars of well-being: Active Living, Community and Professional Education, Engaged Youth and Communities, Healthy Eating, Thriving Children and Families, and Stewarding Assets and Opportunities.

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**OTHER BUSINESS CONT'D**

**PeaceHealth Update**

Mr. Johnston presented to the Board the FY24 2<sup>ND</sup> Quarter Fiscal Report. He also mentioned the 10-year anniversary of PHUGMC and invited everyone to a celebration event on April 3<sup>rd</sup>, 2024 from 11:00am to 2:00pm at the hospital.

**PeaceHealth Quality Update**

Ms. Kaur was not able to attend the Board Meeting and the quality report will tentatively be presented next month.

**ADJOURNMENT**

The meeting adjourned at 9:00 a.m.

  
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