

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 22, 2025**

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, Jeri Kaufman, Ashley Gregorius, and Tina Tate; Carol Hawk, Chief Operating Officer, Mary Voss, Human Resource Manager; Bridget Taddonio, PeaceHealth Quality & Patient Safety Manager; Chris Johnston, PeaceHealth Chief Administrative Officer; Vanessa Roldan, Office Supervisor. Mr. Brockmann, Superintendent/CFO was absent due to bereavement leave.

**CALL TO ORDER**

The meeting was called to order at 8:03 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 December 18<sup>th</sup>, 2024, regular meeting; written report from the Superintendent/CFO; Investment Resolution 2025-02; District accounts payable vouchers #78915-79025; payroll vouchers #DD9168 – DD9263.

**FINANCE**

**Foundation of District 304 2025 Budget:**

Ms. Hawk presented the 2025 operating budget for Foundation of District 304. The Foundation Board reviewed and approved the budget at the January 8, 2025, meeting. Ms. Hawk reviewed the different grants. A motion was made, seconded, and unanimously carried to approve the Foundation of District #304 2025 Budget.

**OTHER BUSINESS**

**Resolution 2025-03 Sole Source Determination**

Ms. Voss presented to the Board a list of vendors that have been deemed sole source by the Procurement Committee. A motion was made, seconded, and unanimously carried out to approve Resolution 2025-03.

**Resolution 2025-04 Petty Cash Fund**

Ms. Voss presented to the Board a resolution to rescind all the resolutions pertaining to the four (4) Petty Cash Funds maintained in the Fitness Center. As of January 1 the Fitness Center no longer processes cash payments and these funds have been deemed no longer necessary by District 304. A motion was made, seconded, and unanimously carried out to approve Resolution 2025-04.

**New Conference Room Name**

Ms. Hawk gave a presentation regarding the naming of the new District conference room. She explained the process and the different variations that were presented to staff. Ultimately, staff felt Salmonberry Learning Center was the best fit. The commissioners were in agreement.

**2024 Impact Report**

Ms. Hawk stated that the 2024 impact report was mailed to 23,000 households in our District. There are also an additional 750 copies being distributed to our partners. Ms. Hawk shared the feedback from the community and the next steps to raise the district's visibility.

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**OTHER BUSINESS CONT'D**

**PeaceHealth Updates**

Ms. Taddonio presented a quality report updated for PeaceHealth for December 2024. She shared metrics about patient experience and some of the more than 200 positive comments gathered.

**Commissioner Recognition**

Commissioner Thramer presented Commissioner Tina Tate with a plaque recognizing her hard work and service over the last five years. Commissioner Tate is resigning as of January 31, 2025. Members of the Board, as well as the others in attendance, shared positive comments regarding Commissioner Tate and wished her well.

**Commissioner Vacancy Interviews**

At the December 18, 2024 regular Board meeting, Ms. Debra Lancaster was nominated to fill the vacancy created by Commissioner Tate's resignation. Ms. Voss explained that the notice of vacancy had been posted on the District's website as well as the District administrative office building, Heartwood House and Cedarwood Center. The notice was posted for 15 days and there were no other nominees during that time. The commissioners then interviewed Ms. Lancaster before going into Executive Session.

**EXECUTIVE SESSION**

**Per RCW 42.30.110 (1)(h) to evaluate candidates for appointment to office**

The Board went into Executive Session at 8:51 a.m. per RCW 42.30.110 (1)(h) to evaluate the candidates for appointment to office with the expected return at 8:56 a.m., with no action to be taken. Regular session resumed at 8:56 a.m.

**OTHER BUSINESS CONT'D**

**Commissioner Vacancy Appointment**

The meeting reconvened into Regular session and a motion was made, seconded, and unanimously carried to approve Debra Lancaster as commissioner to fill the vacancy in Position 3 effective February 1<sup>st</sup>, 2025.

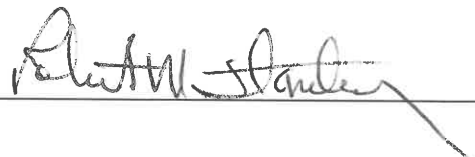
**ADJOURNMENT**

The meeting adjourned at 8:58 a.m.

  
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