

**BOARD OF COMMISSIONERS
REGULAR MEETING
December 17, 2025**

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

ATTENDANCE Present were Commissioners Greg Thramer, Jeri Kaufman, Ashley Gregorius, and Debra Lancaster; Ted Brockmann, Superintendent/CFO; Carol Hawk, Chief Operating Officer; Mary Voss; Human Resources; Vanessa Roldan, Office Supervisor; Daniela Castro, Administrative Assistant; Chuck Prosper, PeaceHealth Northwest Chief Executive; Rachel Lucy, Peacehealth Director of Community Health, and Marco Brito, Clinical Services Director.

Notes: Mr. Prosper, Ms. Lucy, and Mr. Brito were excused at 9:00 a.m., Ms. Voss was excused at 9:18 a.m., and Mr. Stanley was absent.

CALL TO ORDER

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

OATH OF OFFICE

Commissioner Debra Lancaster was sworn into her position as commissioner.

COMMISSIONER RECOGNITION

The Board of Commissioners took time to recognize Mr. Stanley. Mr. Thramer, Ms. Lancaster, Ms. Kaufman, and Mr. Brockmann each shared words of appreciation for Mr. Stanley's dedication and service as a commissioner at the District. Mr. Stanley was a strong advocate for the community, consistently participating in local events, including community parades. His efforts and commitment will always be valued and remembered by the District.

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 19, 2025, regular meeting; written report from the Superintendent/CFO; District accounts payable vouchers #79866-79923; payroll vouchers #DD10189-DD10283; and AHS account payable voucher #31328.

OTHER BUSINESS

2025 Impact Report

Ms. Hawk reviewed the 2025 Impact Report, highlighting District programs that support residents at every stage of life. Ms. Hawk mentioned differences from last year's report and the plan to mail copies to over 22,500 households within the district at the end of December. From prenatal care to services for older adults, the Impact Report showcases how we serve our community and promote health and well-being at every stage of life.

Levy Lift Initiative Update

Mr. Brockmann and Ms. Hawk provided an update on marketing strategies in January through July to prepare for an August election. The Levy Lift committee will meet with Matt Ellsworth from the Association of Washington Public Hospital Districts on January 8th to discuss specifics on preparing for an initiative on the ballot.

PeaceHealth Update

Mr. Prosper introduced Mr. Brito, Clinical Services Director at PeaceHealth, who led the flood response at PeaceHealth. During the community flooding, Mr. Brockmann and Mr. Prosper maintained communication and emphasized the importance of staying organized and planning. Mr. Prosper noted they are continuing to work on a staffing redesign that will allow them to address challenges of any size.

PeaceHealth Amendments

Mr. Brockmann and Mr. Prosper reviewed proposed changes to the Operating Agreement noted in Exhibit G-District Subsidy Payments. Tax levy, timber and misc. receipts received by the District (via the County Treasurer) will be allocated to PeaceHealth based upon a percentage instead of based upon PeaceHealth profitability. Proposed changes to the Real Estate and Equipment Lease (Hospital Space) were also reviewed. Sections 3.3 and section 3.4 relating to the preventative maintenance allowance were deleted.

A motion was made, seconded, and unanimously carried to approve the Second Amended and Restated Operating Agreement and the Third Amendment to the Real Estate and Equipment Lease Addendum #1 (Hospital Space) for signature by Mr. Brockmann.

EXECUTIVE SESSION

Superintendent Evaluation and Employment Agreement per RCW 42.30.110 (g)

Mr. Thramer announced the Board would be in Executive Session from 8:51 a.m. to 9:06 a.m., per RCW 42.30.110 (g), to discuss the performance of the Superintendent/CFO and renewal of his employment agreement. Ms. Voss notified those present that the session was extended to 9:11 a.m., and again to 9:16 a.m. No action was taken, and the meeting returned to regular session at 9:17 a.m.

FINANCE

Resolution 2025-11 Superintendent Employment Agreement

Ms. Voss discussed Mr. Brockmann's employment agreement with the commissioners. A motion was made, seconded, and unanimously carried to approve Resolution 2025-11, Superintendent Employment Agreement.

Finance Committee Report

Ms. Kaufman presented the Finance Committee Report for consideration and deferred to Mr. Brockmann for further details. Mr. Brockmann reviewed the District's income statements and balance sheets for November 2025, as well as the Hospice of the Northwest's income statement and balance sheet for October 2025. A motion was made, seconded, and unanimously carried to approve the Finance Committee Report.

Resolution 2025-12 Amend 2026 Operating Budget

Mr. Brockmann presented the proposed 2026 Operating Budget for the District, highlighting line items that changed since the budget presentation at the November Board meeting; including Grants & Donations, Salaries, Benefits, Supplies, Travel & Education, Hospice JV Revenue, Tax Levy and Timber for PeaceHealth. He also noted the removal of Preventive Maintenance for PeaceHealth based on the approval of the amendment noted above. Following the presentation, a motion to approve Resolution 2025-12, amending the 2026 Operating Budget, was made, seconded, and unanimously approved.

2026 Capital Budget

Mr. Brockmann reviewed the proposed 2026 Capital Budget, which included a \$12,000 request for the District's fitness center equipment and \$30,000 for unexpected small work projects. A motion to approve the 2026 Capital Budget was made, seconded, and unanimously carried.

**BOARD OF COMMISSIONERS
REGULAR MEETING CONT'D
December 17, 2025**

ADJOURNMENT

The meeting adjourned at 9:32 a.m.

Debra Lancaster

Jeri Kaufman

Greg Thoma

Ellen deFong

Myra