

KENNEWICK PUBLIC HOSPITAL DISTRICT

Board of Commissioners Packet

Thursday, May 26, 2022 Meeting via Zoom

5:00 p.m.

Kennewick Public Hospital District Kennewick, Benton County, Washington Consent Agenda

May 26, 2022

All Materials under the Consent Agenda are considered routine by the Board of Commissioners and will be adopted by one motion in the form listed below. There will be no separate discussion of these items. An item may be removed from the Consent Agenda and considered separately if the board members or the public desire further discussion.

1. Approval of Minutes:

- a. Meeting Minutes, March 31, 2022
- b. Meeting Minutes, SPECIAL MEETING April 20, 2022

Minutes

Thursday, March 31, 2022 | Remote Meeting Via Zoom

5:00 PM MINUTES

CALL TO ORDER Gary Long called the Meeting to order at 5:00 pm.

<u>Attendance:</u> Gary Long, Steve Blodgett, Mark Brault, Marv Kinney, Wanda Briggs, Sheila Dunlop, Rick Reil, Nathan Burt, Heidi Ellerd, and Salem Thompson.

Excused: Lee Kerr

Due to the state of emergency and the Governor's proclamation relating to in-person public meetings, the Meeting was held with all parties participating remotely via Zoom. Commissioner Long called the Meeting to order at 5:00 pm after confirming that all parties were connected and could hear and participate in the Meeting.

I. DISTRICT BUSINESS:

A. Approval of Consent Agenda

The materials listed under the Consent Agenda are considered routine by the Board of Commissioners and are adopted by one motion. There will be no separate discussion of the following items, meeting minutes for February 24, 2022

IT WAS MOVED AND SECONDED TO APPROVE THE FEBRUARY MINUTES AS SUBMITTED. NO DISCUSSION MOTION CARRIED.

B. Public Comment: None.

A. Reports

- 1. Lee Kerr Superintendent, General Update Lee is on travel and his report is deferred until later in the meeting.
- 2. Legal Report Heidi Ellerd, Legal Counsel
 - a. Updates Still working on existing records requests.
- 3. Administrative Report, Salem Thompson, Board Coordinator
 - a. Records project update Columbia Industries sold its records storage division to VRC. A new agreement between RCCH, the District, and VRC is in place for the work to continue.

B. Committee Reports/Recommendations

- 1. Finance Committee Steve Blodgett, Finance Chair / Nathan Burt
 - a. Prepayments Policy Resolution 2022-4 The resolution was read by Rick Reil.

RESOLUTION 2022-4 AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL. IT WAS MOVED AND SECONDED TO APPROVE RESOLUTION 2022-4. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

- b. February financial statements Overview by Nathan Burt
- c. payments and disbursements
- d. Treasurer's Report Steve Blodgett
- e. 2021 Audit Eide Bailly engagement letter. Initial documents to begin the audit are being sent to Eide Bailly starting this month.

IT WAS MOVED AND SECONDED TO APPROVE FEBRUARY FINANCIAL STATEMENTS. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED

2. <u>Governance Committee Updates</u> – Gary Long

- a. Editorial for the Tri-City Herald The guest Op-Ed was a joint effort between Lee, Wanda and Gary and was published Sunday, March 27, 2022, Tri City Herald.
- b. Community Health Needs Assessment Wanda and Gary attended a remote meeting of the committee putting the assessment together.
- c. 805/807 Auburn This will be the subject of executive session.

3. Planning Committee - Wanda Briggs

- a. General update Conversations with Adult Day Services director went well. They have closed on their building and are looking to add a renter/renters to the space after a few improvements are made
- 4. Adult Day Services General Update Steve Blodgett / Rick Reil
 - a. Property purchase update

C. Executive Session—Minimum price at which real estate will be offered for sale RCW 42.30.110(1)(c).

The executive session was called at 5:30 pm for 20 minutes.

Members of the public in attendance were placed in the Zoom waiting room.

The meeting was opened back up to the public at 5:50 pm.

Members of the public were admitted back into the meeting.

The District is considering selling real estate for combined value over \$100,000 for both 805/807 Auburn and will publish notice. The board wishes to have a special meeting April 20, 2022, in regards to this matter.

AT 5:46 pm Gary Long called a second executive session for 5 minutes to further discuss the same matter.

Members of the public were placed in the zoom waiting room.

The meeting was opened back up to the public at 5:51 pm

Members of the public were admitted back into the meeting.

II. COMMISSIONER COMMENTS

A. Upcoming items

1. Planning Committee's full commission Strategic Planning Retreat - date and details TBD

III. BOARD MEETINGS/EVENTS/EDUCATION:
Next Regularly Scheduled Board Meeting – Thursday, April 28, 2022 @ 5:00 p.m.

ADJOURNMENT 6:02 pm

SPECIAL MEETING OF THE KPHD BOARD OF COMMISSIONERS MEETING VIA ZOOM APR 20, 2022 03:00 PM

MINUTES

Due to the state of emergency and the Governor's proclamation relating to in-person public meetings, the Meeting was held with all parties participating remotely via Zoom. Commissioner Long called the Meeting to order at 3:00 pm after confirming that all parties were connected and could hear and participate in the Meeting.

- 1. Gary Long called the meeting to order @ 3:00 pm.
- 2. Adjourn special meeting Gary Long adjourned the special meeting at 3:02 pm.
- 3. Open public hearing Gary Long opened the public hearing at 3:03 pm.

 The purpose of this public hearing is to hear from the general public on the proposed sale of real property located at 805/807 Auburn in Kennewick, WA, in accordance with RCW 70.44.300.
- 4. Public comments No members of the public in attendance had comments.
- 5. Close public hearing Gary Long closed the public hearing at 3:05 pm.
- 6. Open special meeting Gary Long opened the adjourned special meeting at 3:06 pm.
- 7. Possible Action to be taken Resolution 2022-5- Open for commissioner comments.

 Gary Long read the title of Resolution 2022-5 "Declaring certain property surplus to the District needs and authorizing the sale of a certain property located at 805 & 807 S. Auburn Street, Kennewick, Washington."

IT WAS MOVED AND SECONDED TO APPROVE RESOLUTION 2022-5 AS READ, ALL IN FAVOR, NO DISCUSSION, MOTION CARRIED.

Gary Long adjourned the special meeting at 3:09 pm.

Thursday, May 26, 2022 | Remote Meeting Via Zoom

5:00 PM AGENDA

- I. District Business:
- II. Regular Board Meeting Business
 - A. Approval of Consent Agenda*
 - **B.** Public Comment
- III. NEW BUSINESS:
 - A. Reports
 - 1. Lee Kerr Superintendent, General Update
 - 2. Legal Report Heidi Ellerd, Legal Counsel
 - a. Updates Open public meetings
 - 3. Administrative Report, Salem Thompson, Board Coordinator
 - a. Records project update

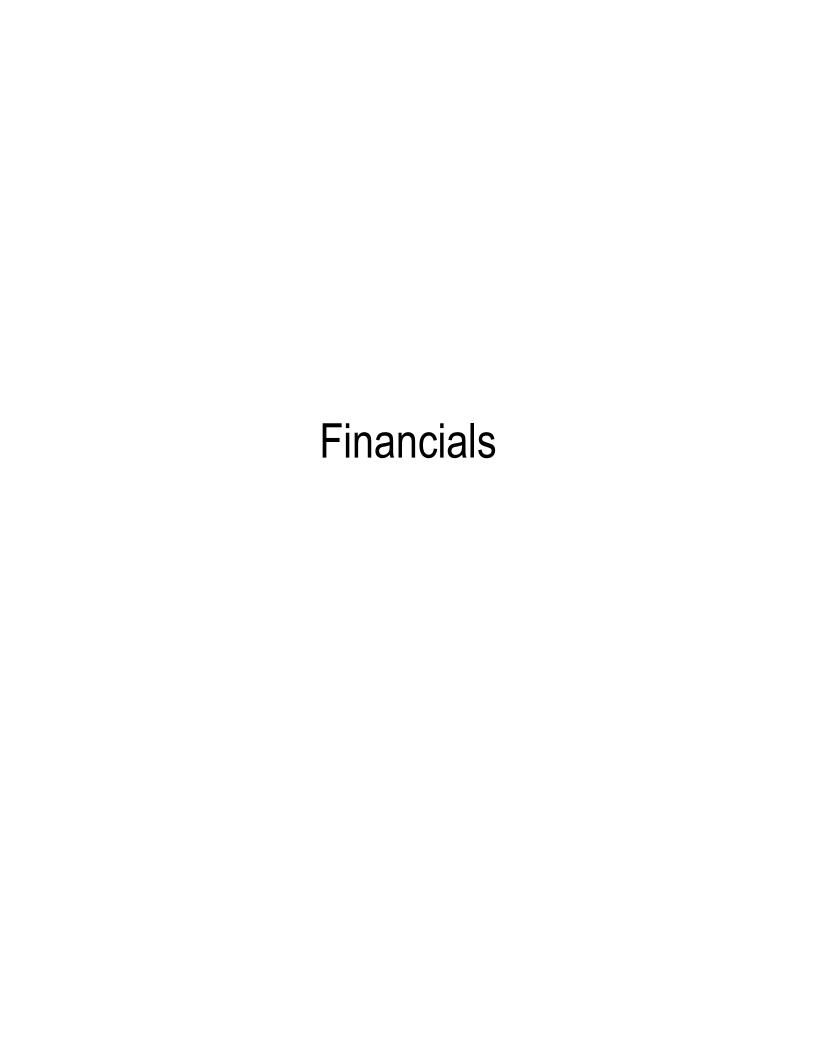
B. Committee Reports/Recommendations

- 1. Finance Committee Steve Blodgett, Finance Chair / Nathan Burt
 - a. Acceptance of March and April financial statements* Overview by Nathan Burt
 - b. Approval of payments and disbursements*
 - c. Treasurer's Report Steve Blodgett
 - d. 2021 Audit update
- 2. <u>Governance Committee Updates</u> Gary Long
 - a. Report on sale of 805/807 Auburn
 - b. Discussion: Public meeting place starting June meeting and continuance of virtual option*
- 3. Planning Committee Wanda Briggs
 - a. General update
 - b. Discussion on full commission Strategic Planning Retreat
- 4. Adult Day Services General Update: Rick Reil/Steve Blodgett
- C. Executive Session
- IV. COMMISSIONER COMMENTS
 - A. Upcoming items
- V. BOARD MEETINGS/EVENTS/EDUCATION:

Next Regularly Scheduled Board Meeting – Thursday, June 30, 2022 @ 5:00p.m. via Zoom

Close of Meeting

Note - Items noted with an asterisk constitute possible action by the Board of Commissioners.



Management Reports

Kennewick Public Hospital District For the period ended March 31, 2022

Prepared by

Epic Tax Solutions a Subsidiary of Epic Trust Financial Group

Prepared on

April 12, 2022

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These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Additionally, management has chosen to omit formal notes to these interim monthly financial statements. However, district leadership have provided explanations on select accounts below.

Financial Statement Explanation of Terms

The District's Financial documents use bookkeeping and accounting terms and phrases that have the following meanings:

Account 200 Community Care Agreement under the "Cost of Goods Sold" Section—This section represents the accounting software category designated for payments required by the Community Care Agreement to RCCH Trios to provide healthcare services which include charity care, reimbursements and on-going hospital operations.

<u>Account 1013 Home Health Escrow</u>—Funds held in escrow to ensure against debt to purchasers from 2018 sale of Home Health entity. Expires June 2021. District has no interest or control of these funds.

<u>Account 1020 Health Initiative Fund</u>—Funds held to pursue Recovery Center acquisition of Auburn Campus originally received from the sale of the District's interest in the Tri-City Cancer Center.

Account 1040 Worker's Compensation Account—This is a pass-through account with funds received from Trios RCCH to benefit pre-petition employees who are receiving workman's compensation benefits. It is beyond the requirements of the Community Care Agreement and provided by Trios RCCH to benefit prior and continuing employees.

<u>Account 2001 Richmond Trust Account</u>—This is a Legacy Trust with an income interest donated to the District by Mrs. Richmond.

<u>Account 2100 Adult Day Services Loan Account</u>—The District borrowed funds from ADS to satisfy a long-term debt owed to the Kennewick Liquidation Trust which it repays quarterly.

<u>Account 3000 Auburn Building Account</u>—The District retains ownership of a building located in the Kennewick Medical Dental Center which it presently uses as office space and has it listed for sale.

Statement of Activity With Year to Date

March 2022

		Total
	Mar 2022	Jan - Mar, 2022 (YTD)
REVENUE		
100 Property Tax Revenue	115,550.41	126,581.52
Total Revenue	115,550.41	126,581.52
COST OF GOODS SOLD		
200 Community Care Agreement	92,440.33	101,290.91
Total Cost of Goods Sold	92,440.33	101,290.91
GROSS PROFIT	23,110.08	25,290.61
EXPENDITURES		
305 Bank Fees	496.53	1,216.87
315 Commissioner Mtg Stipend	1,280.00	9,856.80
320 Facilities Expense		
321 Building Association Dues	381.85	1,071.27
323 Utilities	293.68	1,051.05
325 Repairs and Maintenance		220.91
Total 320 Facilities Expense	675.53	2,343.23
326 Insurance	190.20	570.60
330 Legal and Professional		
331 Attorney Fees	748.00	2,611.50
332 Accounting	1,457.00	4,371.00
335 Administrative Support	2,500.00	7,200.00
336 Other Professional Fees		495.00
Total 330 Legal and Professional	4,705.00	14,677.50
340 Office Expenses	30.96	1,273.60
346 Public Records Request	1,842.00	4,687.25
346.5 Records Management	225.00	225.00
360 Superintendent Compensation	3,000.00	9,000.00
Total Expenditures	12,445.22	43,850.85
NET OPERATING REVENUE	10,664.86	-18,560.24
OTHER REVENUE		
900 Richmond Trust Income		3,745.50
950 Worker's Comp Reimbursements	17,237.78	49,691.48
960 Interest and Dividend Income	0.63	3.00
Total Other Revenue	17,238.41	53,439.98
OTHER EXPENDITURES		<u> </u>
800 Workers Comp Claims Paid	20,730.84	47,633.04
810 Interest Expense	•	3,952.50
Total Other Expenditures	20,730.84	51,585.54
NET OTHER REVENUE	-3,492.43	1,854.44
NET REVENUE	\$7,172.43	\$ -16,705.80

Statement of Financial Position

As of March 31, 2022

	Total
SSETS	
Current Assets	
Bank Accounts	
1010 US Bank Checking 4037	215,218.66
1020 Health Initiative Reserves 2765	682,000.00
1030 Restricted - US Bank 6221	100.00
1040 Key Bank Worker's Comp	18,321.63
Total Bank Accounts	915,640.29
Other Current Assets	
1105 Tax Receivable	5,778.00
Total Other Current Assets	5,778.00
Total Current Assets	921,418.29
Fixed Assets	
3000 District Building	238,350.00
3010 Accumulated Depreciation	
3010-1 Accum Depr - Buildings - KPD	-238,350.00
Total 3010 Accumulated Depreciation	-238,350.00
Total Fixed Assets	0.00
Other Assets	
1210 Prepaid Expenses	164.48
2001 Richmond Trust (Restricted)	710,231.38
Total Other Assets	710,395.86
TOTAL ASSETS	\$1,631,814.15
IABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2020 Accounts Payable	104,024.59
Total Accounts Payable	104,024.59
Other Current Liabilities	
2021.50 Current Portion ADS Loan Payable	25,482.00
Total Other Current Liabilities	25,482.00
Total Current Liabilities	129,506.59
Long-Term Liabilities	·
2100 Loan from ADS	230,086.76
Total Long-Term Liabilities	230.086.76
Total Long-Term Liabilities Total Liabilities	
Total Liabilities	
Total Liabilities Equity	359,593.35
Total Liabilities	230,086.76 359,593.35 291,809.57 997,117.03

	Total
Total Equity	1,272,220.80
TOTAL LIABILITIES AND EQUITY	\$1,631,814.15

Statement of Cash Flows - Last Month

March 2022

	Total
OPERATING ACTIVITIES	
Net Revenue	7,172.43
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
2020 Accounts Payable	93,041.26
2024 U.S. Bank CC (4195)	-191.23
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	92,850.03
Net cash provided by operating activities	100,022.46
INVESTING ACTIVITIES	
1210 Prepaid Expenses	30.96
Net cash provided by investing activities	30.96
NET CASH INCREASE FOR PERIOD	100,053.42
Cash at beginning of period	815,586.87
CASH AT END OF PERIOD	\$915,640.29

Kennewick Public Hospital District

ACH Report

Kennewick Public Hospital District





Source Code	Date	Debit	Credit	Description	Status
Direct Deposit	:				
	3/8/2022	7,155.00		Payroll Number: 5	
	3/10/2022		512.00	Wanda Briggs	
	3/10/2022		3,000.00	Leland Kerr	
	3/10/2022		384.00	Marv Kinney	
	3/10/2022		384.00	Gary Long	
	3/10/2022		2,650.00	Salem Snowdy	
	3/10/2022		225.00	Debra L Clark	
	Total:	7,155.00	7,155.00		
•	Grand Total:	7,155.00	7,155.00		

Check Detail March 2022

DATE	NAME	AMOUNT
1010 US Bank Check	king 4037	
03/02/2022	Celski & Associates	-105.59
		105.59
03/02/2022	Celski & Associates	-276.26
		276.26
03/04/2022	Mutual of Enumclaw	-190.20
		190.20
03/08/2022	EFT Payments (See Detailed List)	-7,155.00
		2,500.00
		150.00
		225.00
		3,000.00
		1,280.00
03/14/2022	US Bank	-117.06
		117.06
03/16/2022	U.S.Bank CC (4195)	-191.23
		-191.23
03/16/2022	Kuffel, Hultgrenn, Klashke, Shea & Ellerd	-2,132.75
		-2,132.75
03/16/2022	Epic Tax Solutions	-1,457.00
		1,457.00
1040 Key Bank Work	ver's Comp	
03/31/2022	ei s Comp	-21,047.34
00/01/2022		21,047.34
		21,047.04
03/31/2022	KeyBank	-379.47
		379.47

ACH Report

Kennewick Public Hospital District

From 4/1/2022 to 4/30/2022



Source Code	Date	Debit	Credit	Description	Status
Direct Deposi	t				
	4/7/2022	9,800.00		Payroll Number: 9	
	4/11/2022		1,152.00	Steve Blodgett	
	4/11/2022		384.00	Wanda Briggs	
	4/11/2022		3,300.00	Leland Kerr	
	4/11/2022		512.00	Marv Kinney	
	4/11/2022		384.00	Gary Long	
	4/11/2022		768.00	Rick Reil	
	4/11/2022		2,550.00	Salem Snowdy	
	4/11/2022		750.00	Debra L Clark	
	Total:	9,800.00	9,800.00		
	Grand Total:	9,800.00	9,800.00		

Management Reports

Kennewick Public Hospital District For the period ended April 30, 2022

Prepared by

Epic Tax Solutions a Subsidiary of Epic Trust Financial Group

Prepared on

May 9, 2022

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<u>Account 3000 Auburn Building Account</u>—The District retains ownership of a building located in the Kennewick Medical Dental Center which it presently uses as office space and has it listed for sale.

Statement of Activity With Year to Date

April 2022

		Total
	Apr 2022	Jan - Apr, 2022 (YTD)
REVENUE		
100 Property Tax Revenue	579,148.88	705,730.40
Total Revenue	579,148.88	705,730.40
COST OF GOODS SOLD		
200 Community Care Agreement	463,319.10	564,610.01
Total Cost of Goods Sold	463,319.10	564,610.01
GROSS PROFIT	115,829.78	141,120.39
EXPENDITURES		
305 Bank Fees	391.95	1,608.82
315 Commissioner Mtg Stipend	3,200.00	13,056.80
320 Facilities Expense		
321 Building Association Dues	381.85	1,453.12
323 Utilities	167.95	1,219.00
325 Repairs and Maintenance		220.91
Total 320 Facilities Expense	549.80	2,893.03
326 Insurance	190.20	785.80
330 Legal and Professional		
331 Attorney Fees	1,897.35	4,508.85
332 Accounting	1,457.00	5,828.00
333 Audit Expense	9,000.00	9,000.00
335 Administrative Support	2,500.00	9,700.00
336 Other Professional Fees	1,025.12	3,719.30
Total 330 Legal and Professional	15,879.47	32,756.15
339 Licenses and Taxes	64.85	64.85
340 Office Expenses	342.51	1,616.11
346 Public Records Request	1,915.40	6,602.65
346.5 Records Management	750.00	975.00
360 Superintendent Compensation	3,300.00	12,300.00
Total Expenditures	26,584.18	72,659.21
NET OPERATING REVENUE	89,245.60	68,461.18
OTHER REVENUE		
900 Richmond Trust Income	1,004.93	4,750.43
950 Worker's Comp Reimbursements	6,630.24	56,321.72
960 Interest and Dividend Income	1.41	4.41
Total Other Revenue	7,636.58	61,076.56
OTHER EXPENDITURES		<u> </u>
800 Workers Comp Claims Paid	8,165.75	55,798.79
810 Interest Expense	3,846.67	7,799.17
Total Other Expenditures	12,012.42	63,597.96
NET OTHER REVENUE	-4,375.84	-2,521.40

		l otal
	Apr 2022	Jan - Apr, 2022 (YTD)
NET REVENUE	\$84,869.76	\$65,939.78

Statement of Financial Position

As of April 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 US Bank Checking 4037	668,392.44
1020 Health Initiative Reserves 2765	682,000.00
1030 Restricted - US Bank 6221	100.00
1040 Key Bank Worker's Comp	16,493.61
Total Bank Accounts	1,366,986.05
Other Current Assets	
1105 Tax Receivable	5,778.00
Total Other Current Assets	5,778.00
Total Current Assets	1,372,764.05
Fixed Assets	
3000 District Building	238,350.00
3010 Accumulated Depreciation	
3010-1 Accum Depr - Buildings - KPD	-238,350.00
Total 3010 Accumulated Depreciation	-238,350.00
Total Fixed Assets	0.00
Other Assets	
1210 Prepaid Expenses	164.48
2001 Richmond Trust (Restricted)	710,231.38
Total Other Assets	710,395.86
TOTAL ASSETS	\$2,083,159.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2020 Accounts Payable	479,850.71
Total Accounts Payable	479,850.71
Other Current Liabilities	
2021.50 Current Portion ADS Loan Payable	25,482.00
Total Other Current Liabilities	25,482.00
Total Current Liabilities	505,332.71
Long-Term Liabilities	·
2100 Loan from ADS	222,960.82
Total Long-Term Liabilities	222,960.82
-	728,293.53
I OTAL LIADIIITIES	
Total Liabilities Equity	
Equity	291.809.57
	291,809.57 997,117.03

	Total
Total Equity	1,354,866.38
TOTAL LIABILITIES AND EQUITY	\$2,083,159.91

Statement of Cash Flows - Last Month

April 2022

	Total
OPERATING ACTIVITIES	
Net Revenue	84,869.76
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
2020 Accounts Payable	373,601.94
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	373,601.94
Net cash provided by operating activities	458,471.70
FINANCING ACTIVITIES	
2100 Loan from ADS	-7,125.94
Net cash provided by financing activities	-7,125.94
NET CASH INCREASE FOR PERIOD	451,345.76
Cash at beginning of period	915,640.29
CASH AT END OF PERIOD	\$1,366,986.05

Kennewick Public Hospital District

Check Detail April 2022

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1010 US Bank Ch	ecking	4037		
04/04/2022	1579	Adult Day Services		-10,972.61
				-10,972.61
04/04/2022	1577	City of Kennewick	12000017-06	-293.68
				-293.68
04/04/2022	1578	VOID		0.00
				0.00
			10115 1111	
04/04/2022		Mutual of Enumclaw	ACH Debit(s)	-190.20
			ACH Debit(s)	190.20
04/04/2022		Celski & Associates	ACH Debit(s)	-105.59
04/04/2022		Ceiski & Associates	• •	
			ACH Debit(s)	105.59
04/04/2022		Celski & Associates	ACH Debit(s)	-276.26
·			ACH Debit(s)	276.26
			non Doun(e)	27 0.20
04/07/2022		EFT Payments (See Detailed List)	ACH Debit(s)	-9,800.00
		, , ,	Debra Clark	750.00
			Lee Kerr	3,300.00
			Salem Snowdy	2,500.00
			Salem Snowdy	50.00
			Blodgett, Briggs, Kinney, Long, Reil	3,200.00
			Blodgott, Brigge, Millioy, Long, Holl	0,200.00
04/14/2022	1581	Trios Health - V		-101,290.91
				-101,290.91
04/14/2022	1580	VOID		0.00
				0.00
04/14/2022	1582	Benton County Treasurer	Voided	0.00
				0.00
04/14/2022	1583	Kuffel, Hultgrenn, Klashke, Shea & Ellerd		-2,440.00
				-2,440.00
04/14/2022	1584	Benton County Treasurer		-64.85
				-64.85
04/14/0000		LIC Donk	Missellaneous Fac/s)	00.44
04/14/2022		US Bank	Miscellaneous Fee(s)	-99.44
			Miscellaneous Fee(s)	99.44

Check Detail April 2022

DATE	NUM NAME	MEMO/DESCRIPTION	AMOUNT
04/18/2022	Epic Tax Solutions	ACH Debit(s)	-1,457.00
		ACH Debit(s)	1,457.00