



**Two Rivers**  
HEALTH DISTRICT

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KENNEWICK PUBLIC HOSPITAL DISTRICT

**Board of Commissioners  
Packet**

**Thursday, Sept. 28, 2023**

**Hybrid Meeting**

via Zoom and

Trios Care Center at deBit Building

320 W. 10<sup>th</sup> Ave. Kennewick, WA 99336

**5:00 p.m.**

Kennewick Public Hospital District  
Kennewick, Benton County, Washington  
Consent Agenda  
**Sept. 28, 2023**

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, August 31, 2023.**

# Minutes

**Kennewick Public Hospital District**  
**Thursday, August 31, 2023 | Hybrid Meeting**  
**5:00 p.m.**  
**August Board meeting**  
**MINUTES**

**Attendance:** Mark Brault, Steve Blodgett, Rick Reil, Marv Kinney, Wanda Briggs, Heidi Ellerd, Salem Thompson, Erica Davis (for Nathan Burt).

**ABSENT:** Lee Kerr, excused. Sheila Dunlop, excused.

**I. District Business:**

**II. Regular Board Meeting Business**

**A. Approval of Consent Agenda**

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA. ALL IN FAVOR. MOTION CARRIED.

**B. Public Comment – NONE**

**III. NEW BUSINESS:**

**A. Reports**

1. Lee Kerr – Superintendent, General Update - Excused
2. Legal Report - Heidi Ellerd, Legal Counsel
  - a. Updates - still working on existing public records requests.
3. Administrative Report, Salem Thompson, Board Coordinator
  - a. Records work update – work continues with Columbia Soft – Document Locator on a good pace and schedule. More records have been digitally transferred to the archives.

**B. Committee Reports/Recommendations**

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt / Erica Davis
  - a. Acceptance of July 2023 financial statements – Overview by Erica Davis  
IT WAS MOVED AND SECONDED TO APPROVE THE JULY 2023 FINANCIAL STATEMENTS AS SUBMITTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.
  - b. Approval of payments and disbursements for July 2023  
IT WAS MOVED AND SECONDED TO APPROVE THE JULY 2023 PAYMENTS AND DISBURSEMENTS AS SUBMITTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.
  - c. Treasurer’s Report – Steve Blodgett
  - d. 2021-2022 SAO Accountability Audit – update
  - e. 2022 Financial Audit –The finance committee will prepare a response to Eide Bailly as part of the closing process of the audit.
  - f. Investment Policy – progress update – Edits to the policy are being incorporated and will likely be ready to be presented at the next regular meeting.
2. Governance Committee Updates – Mark Brault
  - a. General update – Follows below.
  - b. Updates re: Benton-Franklin Community Health Alliance – the executive board has voted to close. A notice has been sent out to all the constituents. Some of the functions will be taken over by other entities. The anticipated close date is September 15, 2023.
  - c. Authorization for Superintendent to sign Washington State Archives Digitization Grant contract.  
IT WAS MOVED AND SECONDED TO AUTHORIZE LEE KERR TO SIGN THE WASHINGTON STATE ARCHIVES LOCAL RECORDS PROGRAM GRANT CONTRACT IN THE AMOUNT OF \$27,742.00 AFTER REVIEW BY LEGAL COUNSEL. THERE WAS DISCUSSION WHETHER THE DISTRICT WILL RECEIVE FUNDS OR

WHETHER THE STATE WOULD PAY FOR THE WORK DIRECTLY. . ALL IN FAVOR.  
MOTION CARRIED.

3. Planning Committee – General Update - Wanda Briggs.
4. The committee did not meet in August due to travel and waiting for direction from the Finance Committee and the entire board on a dollar amount for allocation. The Finance Committee decided to instead recommend that the Planning Committee review its charter first, and then present it to the board. Planning is ready to entertain information from Adult Day Services on items needed. Salem Thompson will make a presentation to the Planning Committee in August. Adult Day Services – General Update:  
Rick Reil/Steve Blodgett
  - a. Finance Committee feels it may need to be more involved with the finances at ADS.  
Discussion on recent expenses ADS incurred with its building and whether early repayment of the ADS loan or a portion is desired. Rick states he will convey the information on the discussion regarding early payoff of the loan to the ADS board.

**IV. COMMISSIONER COMMENTS**

**V. Upcoming items –**

**VI. BOARD MEETINGS/EVENTS/EDUCATION**

**Next Regularly Scheduled Board Meeting - Thursday, Sept. 28, 2023, @ 5:00 p.m.**

**Close of Meeting 5:40pm**

# Financials

# Management Reports

Kennewick Public Hospital District  
For the period ended August 31, 2023

Prepared by

**Epic Tax Solutions a Subsidiary of Epic Trust Financial Group**

Prepared on

**September 11, 2023**

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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.

Account 1020 Health Initiative Fund—Funds held to pursue the acquisition of a Recovery Center facility as well as to pursue other unmet healthcare needs in the District. These funds originated from the sale of Lifepoint's interest in the Tri-City Cancer Center. Lifepoint donated the proceeds of the sale to the District. Lifepoint Health, Inc. owns and operates Trios Hospital.

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.

Account 2001 Richmond Trust Account—This is a Legacy Trust with an income interest donated to the District by Mrs. Richmond. Baker Boyer Bank acts as the trustee.

Account 2100 Adult Day Services Loan Account—The District borrowed funds from ADS in mid-2019 to satisfy a long-term debt owed to the Kennewick Liquidation Trust. Principal and interest payments are made quarterly on a 10 year amortization schedule. The amortization schedule was shortened in October 2022 following a large, additional principal payment of \$120,000. The loan is now expected to be paid off in October, 2025.

Account 3000 Auburn Building Account—After the 2018 bankruptcy, the District retained ownership of a building located in the Kennewick Medical Center, which for a time was used as office space. It was listed for sale in 2021 and sold in May 2022.

# Statement of Activity With Year to Date

August 2023

	Aug 2023	Jan - Aug, 2023 (YTD)	Total
<b>REVENUE</b>			
100 Property Tax Revenue	7,177.70		937,168.21
110 Grant Income			5,000.00
<b>Total Revenue</b>	<b>7,177.70</b>		<b>942,168.21</b>
<b>COST OF GOODS SOLD</b>			
200 Community Care Agreement	5,742.16		749,734.51
<b>Total Cost of Goods Sold</b>	<b>5,742.16</b>		<b>749,734.51</b>
<b>GROSS PROFIT</b>	<b>1,435.54</b>		<b>192,433.70</b>
<b>EXPENDITURES</b>			
303 Scholarship Contributions			8,200.00
305 Bank Fees	412.92		3,306.15
315 Commissioner Mtg Stipend	3,968.00		19,581.00
320 Facilities Expense			
323 Utilities	45.00		360.00
<b>Total 320 Facilities Expense</b>	<b>45.00</b>		<b>360.00</b>
326 Insurance	51.70		13,227.29
330 Legal and Professional			
331 Attorney Fees	562.50		3,914.25
332 Accounting	1,730.00		12,202.00
333 Audit Expense	5,705.04		31,530.32
335 Administrative Support	2,500.00		20,000.00
336 Other Professional Fees	836.25		6,498.96
<b>Total 330 Legal and Professional</b>	<b>11,333.79</b>		<b>74,145.53</b>
340 Office Expenses	210.86		4,614.47
342 Public Records Request	505.00		6,785.00
343 Records Management	1,802.00		14,130.56
360 Superintendent Compensation	3,300.00		26,400.00
400 Travel			637.60
VOID			0.00
<b>Total Expenditures</b>	<b>21,629.27</b>		<b>171,387.60</b>
<b>NET OPERATING REVENUE</b>	<b>-20,193.73</b>		<b>21,046.10</b>
<b>OTHER REVENUE</b>			
900 Richmond Trust Income	3,568.85		39,131.69
950 Worker's Comp Reimbursements	7,390.50		52,794.78
960 Interest and Dividend Income	4,014.47		29,005.08
<b>Total Other Revenue</b>	<b>14,973.82</b>		<b>120,931.55</b>
<b>OTHER EXPENDITURES</b>			
800 Workers Comp Claims Paid	8,166.23		50,148.91

	Aug 2023	Jan - Aug, 2023 (YTD)	Total
810 Interest Expense			4,684.33
<b>Total Other Expenditures</b>	<b>8,166.23</b>		<b>54,833.24</b>
NET OTHER REVENUE	<b>6,807.59</b>		<b>66,098.31</b>
NET REVENUE	<b>\$ -13,386.14</b>		<b>\$87,144.41</b>

# Statement of Financial Position

As of August 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1010 US Bank Checking 4037	88,183.94
1020 Health Initiative Reserves 2765	2,000.00
1030 US Bank 6221	100.00
1040 Key Bank Worker's Comp	12,534.35
<b>Total Bank Accounts</b>	<b>102,818.29</b>
<b>Other Current Assets</b>	
1105 Tax Receivable	705.00
<b>Total Other Current Assets</b>	<b>705.00</b>
<b>Total Current Assets</b>	<b>103,523.29</b>
<b>Other Assets</b>	
2001 Richmond Trust (Restricted)	569,724.75
2008 Local Government Investment Pool	885,985.23
<b>Total Other Assets</b>	<b>1,455,709.98</b>
<b>TOTAL ASSETS</b>	<b>\$1,559,233.27</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2020 Accounts Payable	10,875.87
2021 AP - ADS	3,240.00
<b>Total Accounts Payable</b>	<b>14,115.87</b>
<b>Credit Cards</b>	
2024 U.S. Bank CC (4195)	337.86
<b>Total Credit Cards</b>	<b>337.86</b>
<b>Total Current Liabilities</b>	<b>14,453.73</b>
<b>Long-Term Liabilities</b>	
2100 Loan from ADS	81,940.69
<b>Total Long-Term Liabilities</b>	<b>81,940.69</b>
<b>Total Liabilities</b>	<b>96,394.42</b>
<b>Equity</b>	
3200 Net Position	464,969.69
3210 Restricted - Expendable	341,000.00
3220 Restricted - Expendable Richmond Trust	569,724.75
Net Revenue	87,144.41
<b>Total Equity</b>	<b>1,462,838.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,559,233.27</b>

# Statement of Cash Flows - Last Month

August 2023

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Revenue	-13,386.14
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
2020 Accounts Payable	4,281.98
2024 U.S. Bank CC (4195)	24.50
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>4,306.48</b>
<b>Net cash provided by operating activities</b>	<b>-9,079.66</b>
<b>INVESTING ACTIVITIES</b>	
2008 Local Government Investment Pool	-4,000.18
<b>Net cash provided by investing activities</b>	<b>-4,000.18</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-13,079.84</b>
Cash at beginning of period	115,898.13
<b>CASH AT END OF PERIOD</b>	<b>\$102,818.29</b>

# Check Detail

August 2023

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
<b>1010 US Bank Checking 4037</b>						
08/01/2023	Bill Payment (Check)	1685	State Auditor's Office	Audit Expense	R	-2,280.18
						-2,280.18
08/01/2023	Expenditure		US Bank	U.S. Bank Credit Card	R	-255.86
				U.S. Bank Credit Card		-255.86
08/02/2023	Expenditure		U.S.Bank CC (4195)	U.S. Bank Credit Card	R	-57.50
				U.S. Bank Credit Card		-57.50
08/03/2023	Expenditure		Advantage IT	IT Support	R	-836.25
				IT Support		836.25
08/04/2023	Expenditure		Mutual of Enumclaw	Insurance	R	-51.70
				Insurance		51.70
08/08/2023	Expenditure		EFT Payments (See Detailed List)	ACH Debit(s)	R	-10,668.00
				M.Brault, S. Blodgett, M. Kinney, G. Long		3,968.00
				S. Snowdy		2,500.00
				L. Kerr		3,300.00
				D. Clark		900.00
08/14/2023	Expenditure		US Bank	Bank Fees	R	-77.70
				Bank Fees		77.70

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
08/15/2023	Bill Payment (Check)	1686	Eide Bailly LLP	Audit Expense	R	-5,705.04
						-5,705.04
08/15/2023	Bill Payment (Check)	1687	Kuffel, Hultgrenn, Klashke, Shea & Ellerd	Professional Fees / Public Records Requests	R	-1,067.50
						-1,067.50
08/16/2023	Expenditure		Epic Tax Solutions	Accounting Services August 2023	R	-1,730.00
				Accounting Services August 2023		1,730.00
<b>1040 Key Bank Worker's Comp</b>						
08/31/2023	Expenditure		Workers Comp		R	-8,166.23
						8,166.23
08/31/2023	Expenditure		KeyBank		R	-335.22
						335.22

# Contractor Payment Register Report

## Kennewick Public Hospital District



Pay Period From 07/01/2023 to 07/31/2023, Pay Date: 08/10/2023, Payment # 10

#	Contractor Name	Compensation	Federal Tax	YTD	State Tax	YTD	Reimbursement	Deductions	Net pay	Check #
1	Steve Blodgett	896.00	0.00	0.00	0.00	0.00	0.00	0.00	896.00	
9	Mark C Brault	1,152.00	0.00	0.00	0.00	0.00	0.00	0.00	1,152.00	
11	Debra L Clark	900.00	0.00	0.00	0.00	0.00		0.00	900.00	
3	Leland Kerr	3,300.00	0.00	0.00	0.00	0.00		0.00	3,300.00	
4	Marv Kinney	768.00	0.00	0.00	0.00	0.00		0.00	768.00	
5	Gary Long	1,152.00	0.00	0.00	0.00	0.00		0.00	1,152.00	
8	Salem Snowdy	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	
Payment Totals :		10,668.00	0.00	0.00	0.00	0.00	0.00	0.00	10,668.00	



# Policies / Resolutions

KENNEWICK PUBLIC HOSPITAL DISTRICT		Page 1 of 5			
TITLE: Investment Policy		Implementation Date: Sept. 2023 Revised Date: Sept. 2023			
APPROVED: (Signed) <u>Signature on File</u> (Typed) Mark Brault, President Date: Sept. 2023	Reviewed by:	Mark Brault			
	Date:	9/2023			

**I. PURPOSE STATEMENT**

It is the policy of the Kennewick Public Hospital District doing business as Two Rivers Health District (hereinafter referred to as the “**District**”) to invest public funds in a manner which will provide maximum security, while meeting daily cash flow demands, conforming to all state and local statues governing the investment of public funds, while providing a market rate of return through budgetary and economic cycles.

**II. SCOPE**

This investment policy applies to all financial assets of the **District**, which include: General Fund including the following accounts:

- US Bank Primary Checking (4037)
- Health Initiative Reserve (2765)
- Restricted Richmond Trust (6221)\*
- Workman’s Compensation Reimbursement Account (2778)\*\*

- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Trust and Agency Funds

Collectively the above accounts/funds constitute the **Public Hospital District Fund** (RCW 70.44.171)

\*The Richmond Trust account are funds distributed to the District, as a Trust legacy beneficiary. Investment of these funds by the Trust is solely within the control of the Trustee of the Richmond Trust.

\*\*The Workman’s Compensation Reimbursement Account is an account funded by Trios Health to accommodate past District employees’ L&I claims and administered by the Third-Party Plan Administrator.

**III. PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “**Prudent Person**” standard and shall be applied in the context of managing an overall portfolio under prevailing economic conditions at the moment of investment commitments. Investment

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<b>TITLE:</b> Investment Policy	<b>Implementation Date:</b> Sept. 2023 <b>Revised Date:</b> n/a

officers acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In determining whether an Investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than a consideration as to the prudence of a single investment, and, whether the investment decision was consistent with the written investment policy of the entity.

**IV. OBJECTIVES**

The primary objectives, in priority order, of the **District’s** investment activities shall be:

**Safety:** Safety of principal is the foremost objective of this Policy. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**Liquidity:** The portfolio will remain sufficiently liquid to enable the **District** to meet all cash requirements that might reasonably be anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Minimum fund balances and transfer limitations are addressed below.

**Return on Investment:** The Investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the **District’s** investment risk constraints and liquidity needs. Return on investments is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair rate of return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize the loss of principal.
- A security swap would improve the quality, yield, or target duration of the portfolio.
- Liquidity needs of the portfolio require that the security be sold early.

**V. DELEGATION OF AUTHORITY**

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<b>TITLE:</b> Investment Policy	<b>Implementation Date:</b> Sept. 2023 <b>Revised Date:</b> n/a

- A. The Treasurer will appoint an Investment Officer whose responsibilities will include initiating periodic transactions in the investment portfolio based on liquidity and cash flow requirements of the **District**. The **District’s** Accountant may serve as the Investment Officer.
- B. No person may initiate investment transactions on behalf of the Treasurer without the express written consent of the Treasurer or the Investment Officer after consultation with the Treasurer.
- C. In the event one of the two investment officials above is unavailable to make a timely transfer, the Superintendent is authorized, as an alternate Investment Official, to participate in making the transfer.

**VI. ETHICS AND CONFLICTS OF INTEREST**

- A. Investment officials, consisting of the Treasurer, Investment Officer and the Superintendent (as an alternate), will recognize that the investment portfolio is subject to public review and evaluation. The overall program will be designed and managed with a degree of professionalism that is worthy of the public trust.
- B. Investment Officials involved in the investment process shall refrain from personal business activity that may conflict with the proper execution of the investment program or may impair their ability to make impartial investment decisions. Investment officials shall disclose to the Treasurer any material financial interests in financial institutions that conduct business with the **District** and they will further disclose any personal financial or investment positions that could be related to the performance of the **District’s** portfolio, particularly with regard to the timing of purchases and sales.

**VII. AUTHORIZED INVESTMENTS**

The **District** is empowered by statute (RCW 39.58, 39.59, and 39.60 to invest in the various types of securities; however, by action of the **District’s Board of Commissioners**, investments, other than operations bank checking and savings accounts, shall, until amendment to this Policy, shall be limited to:

**Washington State Local Government Investment Pool (LGIP).** The **District’s** Treasurer will keep on file the most recent LGIP Investment Policy, prospectus, and operations manual. The District Treasurer, shall as provided in the adopted LGIP Resolution, serve as the “authorized individual” for purposes of transfers to and from the Pool. This policy will be assessed for safety of funds on deposit with the LGIP and risks associated with investment strategies. The LGIP prospectus states the following: a description of eligible securities; how interest and fees are calculated; how gains and losses are calculated; a description of how the securities are safeguarded, how often the securities are priced, and how often the program is audited; deposit and withdrawal restrictions; and information regarding how bond proceeds are accounted for in the LGIP.

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**VIII. POOL TRANSFERS POLICIES**

- A. Policy Goals Implementation. A goal of this Policy is to keep Account balances within the FDIC insured levels of less than \$250,000. To keep Account balances within this amount, transfer of funds to the LGIP shall be made at any time such Accounts meet or exceed FDIC levels of coverage, unless needed to make a timely payment that exceeds this limit.
- B. Minimum General Fund Balances. For the purpose of maintaining operating liquidity, a combined total of approximately \$100,000 shall be maintained in the Accounts identified in Section II above.
- C. The “Authorized Individual” shall use such discretion for authorizing such transfers as needed to accommodate periodic large sum payments by the District and to maintain such balances to avoid the inefficiencies and costs of frequent transfers, and to meet the Objectives of this Policy.

**IX. SALE OF PORTFOLIO**

Any major changes in Investment Strategy including the liquidation of the portfolio shall be upon recommendation of the **District’s Finance Committee** and require a majority affirmative vote of the **District’s Board of Commissioners**.

**X. INTERNAL CONTROL**

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets are protected from loss, theft, or misuse. The Treasurer may establish a periodic process of review, including use of an independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- To the extent available for existing personnel, separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members of the Investment Officer
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

**XI. PERFORMANCE STANDARDS/BENCHMARK**

The investment portfolio will be managed in accordance with the parameters specified

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within this policy. The investment portfolio will be designed to obtain an average rate of return during budgetary and economic cycles, consistent with the investment objectives and cash flow needs. A series of appropriate benchmarks shall be established against which performance shall be compared on a regular basis. The benchmark will be reflective of the actual securities being purchased and the risks undertaken. The benchmarks will have a similar weighted average maturity as the portfolio.

**XII. PROCEDURES**

Day-to-day procedures concerning investment management and accounting are outside the scope of this Policy. As deemed necessary, the Treasurer will establish written procedures for the operation of the investment program consistent with this Policy.

**XIII. Reporting**

At least quarterly, a report will be submitted to the **District’s Finance Committee** for their review, summarizing the current position of the portfolio. The Treasurer and Investment Officer shall report to the committee current investment strategy being followed and recent economic conditions and market developments which have a bearing on this strategy. This management report will be prepared in a manner which will allow the Finance Committee to ascertain whether investment activities during the reporting period have conformed to the investment Policy.

**XIV. REFERENCE SECTION**

- A. References: Board Resolution 2022-9 and 2023-5
- B. Distribution: Board of Commissioners Manual and electronic
- C. Supersedes: Previous
- D. Prepared/Updated by: Board of Commissioners or Committees
- E. Reviewed by: Board of Commissioners
- F. Approved by: Board of Commissioners

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BENTON COUNTY, WASHINGTON**

**RESOLUTION NO. 2023-4**

**A resolution of the Commission of Kennewick Public Hospital District, Benton County, Washington (the "District"), authorizing investment of District monies in the Local Government Investment Pool and designating the Treasurer as the authorized individual.**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Kennewick Public Hospital District, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Board of Commissioners, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS the governing body adopted Resolution 2022-9 authorizing investment of District monies in the LGIP and designating the President as the authorized individual;

WHEREAS the governing body desires to change the authorized individual to the Treasurer of the governing body;

WHEREAS the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the

contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF KENNEWICK PUBLIC HOSPITAL DISTRICT, BENTON COUNTY, WASHINGTON** that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

**BE IT FURTHER RESOLVED** that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Treasurer or Accountant and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

**BE IT FURTHER RESOLVED** that the governmental entity designates the Treasurer of the Board of Commissioners of Kennewick Public Hospital District the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

**BE IT FURTHER RESOLVED** that this resolution will replace Resolution 2022-9 authorizing investment of District monies in the LGIP and designating the President as the authorized individual;

**BE IT FURTHER RESOLVED** that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

**BE IT FURTHER RESOLVED** that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

**BE IT FURTHER RESOLVED** that the governing body acknowledges that



it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

**ADOPTED AND APPROVED** by the Commission of Kennewick Public Hospital District, Benton County, Washington at an open public meeting thereof, held this 28<sup>th</sup> day of September 2023.

**KENNEWICK PUBLIC HOSPITAL DISTRICT  
BENTON COUNTY, WASHINGTON**

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Mark Brault, President & Commissioner

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Steve Blodgett, Treasurer & Commissioner

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Marv Kinney, Secretary & Commissioner

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Richard L. Reil, Commissioner

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Wanda L. Briggs, Commissioner

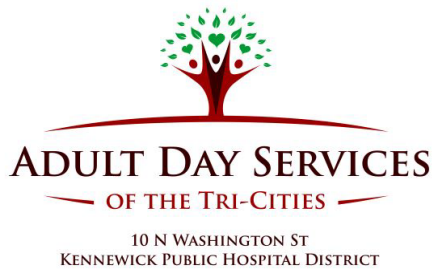
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Sheila Dunlop, D.O., Commissioner

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Gary Long, Commissioner

# Committee Recommendations and General Info.



ITEMS FOR KPHD ASSISTANCE

<b>Vitals Machines (2) @ \$2020.00 ea.</b>	<b>\$4040.00</b>
<b>Round tables (12) @ \$325 ea.</b>	<b>\$3,900.00</b>
<b>Edge-Stacking Round Folding Table Truck</b>	<b>\$ 300.00</b>
<b>iPads with charging station (5) iPads approx.. \$379 ea + Charging dock (1) @ \$75</b>	<b>\$1,970.00</b>
<b>Motorized lift recliners for clients (4) @ \$2000 ea.</b>	<b>\$8,000.00</b>
<b>Outdoor misting track system for use during hot weather – cost for parts</b>	<b>\$2,600.00</b>
<b>TOTAL</b>	<b>\$17,810.00</b>

## PLANNING COMMITTEE CHARTER - EDITS 9.2023

**Role:** The role of the Planning Committee of the Board of Commissioners is to 1) recommend an integrated strategic plan for achieving the mission of the District and 2) to monitor the results of that plan to assure the long-term viability of the District.

**Responsibilities:**

1. Monitor and advise the Board regularly on market trends and issues which may impact the mission and vision of Kennewick Public Hospital District.
2. Annually review and recommend to the Board a strategic plan that includes short and long term goals.
3. Monitor implementation of the Board-approved plan, assessing the degree to which the Kennewick Public Hospital District achieves its goals and fulfills its mission and vision.
4. Review and recommend changes in the mission and vision statements.
5. Review and recommend proposals related to affiliations, joint ventures, or other types of partnerships between Kennewick Public Hospital District and other entities.

**Membership:** The Planning Committee consists of three Board members and the Superintendent is an ex-officio member without vote. The President of the Board appoints committee members annually, to coincide with the election of officers.