# KENNEWICK PUBLIC HOSPITAL DISTRICT BOARD OF COMMISSIONERS

**BOARD MEETING**

**MINUTES**

**Thursday, Jan. 28, 2021 | Remote Meeting Via Zoom**

**CALL TO ORDER 5:00 pm**

**Attendance: Gary Long, Steve Blodgett, Marv Kinney, Mark Brault, Rick Reil, Wanda Briggs, Len Dreisbach, Lee Kerr, Heidi Ellerd, Nathan Burt, Salem Thompson.**

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.

# DISTRICT BUSINESS:

* 1. **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

* + - Approval of the previous month's Board minutes
    - Approval of warrant register/revenue fund
    - Acceptance of the financial report

However, an item may be removed from the Consent Agenda and considered separately if the Board members desire further discussion. As of this date, the Board of Commissioners unanimously approves by a majority vote the payment of those items included in the Consent Agenda and further described as follows:

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA AS SUBMITTED.

NO DISCUSSION. MOTION CARRIED.

**B. Public Comment – Members of the public were on the zoom call. Craig Liebler thanked Lee Kerr and Heidi Ellerd for answering some questions he had. There were no other public comments.**

1. **NEW BUSINESS:**

**A. Welcome new commissioner, Mark Brault –** Welcome by Gary Long.

**B. Executive Report – Lee Kerr –**

Spaulding building lease: No pressing need to occupy the space for meetings due to COVID-19 restrictions. There are some minor improvements to complete.

805 sale: Kimel and Hagood have put together the listing package. The proposed listing prices are: $87K for 805 Auburn and $57K for 807 Auburn. 807 Auburn is not entirely finished, and there are also some environmental concerns. The condo association met recently (Lee attends these meetings).

\*David Fritch from the condo association was in attendance.

Mr. Fritch commented he would send a spreadsheet of potential costs for the association dues to Mr. Gary Long for circulation.

Lee Kerr continued his report.

Lee Kerr also gave an update on the status of the recovery center project.

There are still opportunities for additional funding being explored.

Mr. Fritch provided additional information on 805 and 807 Auburn to the board.

Lee mentioned letters received from Mr. Craig Liebler and Mr. Ken Mey, sent electronically to the commissioners. Responses were drafted and sent to both individuals and shared with the commissioners.

**C. Committee Reports/Recommendations**

* + 1. Finance & Audit – Steve Blodgett, Finance Chair / Nathan Burt
       1. December financial statements – Review by Nathan Burt
       2. Treasurer's Report: Status of Audits – Steve reported a draft of the financial audit was received this month and is being reviewed by the finance committee. All commissioners can access a copy on the Shared Drive. A final report may be available soon. The State audit has been held up because of the financial audit.
       3. Finance committee – The committee considered an invoice for membership dues to the AWPHD and recommended paying it and retaining membership. All agree with this.

2. Planning Committee – Len Dreisbach and Lee Kerr –

No other updates were shared other than what Lee provided in his report.

3. Adult Day Services – General Update Rick Reil or Steve Blodgett –

Financially ADS is doing well. There have good revenue and lower expenses than in years past. There are a couple of capital projects, including some lighting upgrades.

The final audit will show some changes that will be made to their financials. Overall, they are doing well.

4. Governance Committee Updates – Gary Long

a. 2021 Committees – Planning: Marv, Wanda, Rick. Finance will be Steve, Len, and Mark Brault. Governance remains the same as officers did not change: Gary, Marv, and Steve. Thanks to all for doing their part. If you cannot attend your committee meeting, please reach out to another commissioner to fill the seat so others may have the opportunity to experience the committee's work.

b. DocuSign Policy and Resolution\*

Discussion by Heidi and Gary regarding the use of DocuSign and why a policy was needed.

Marv Kinney read the resolution.

Motion to approve the resolution. Seconded. No further discussion. Motion Carried.

Motion to APPROVE the electronic signature policy. Seconded. No discussion. Motion carried.

c. Resolution 2021-2 changing dates of meetings for the District\*

Marv Kinney read the resolution.

Motion to approve the resolution. Seconded. No Discussion. Motion carried.

d. Sale of Surplus Real Property Discussion

Heidi lead the discussion on this subject. Market value appraisals can be obtained through licensed real estate brokers as an alternative to getting formal appraisals. Selling the property via auction is an option per Gary's question from the last meeting. A resolution to surplus the property will be drafted once there is a sale price.

5. Public Records Requests and Updates – Heidi Ellerd and Salem Thompson gave updates on current outstanding requests.

**III. COMMISSIONER COMMENTS – provide which commissioners commented – do not need to indicate what was said.**

**A. Upcoming items – None**

**IV. BOARD MEETINGS/EVENTS/EDUCATION:**

**Next Regularly Scheduled Board Meeting – Thursday, Feb. 25, 2021, @ 5:00 pm.**

**ADJOURNMENT 6:09 pm**