



Two Rivers
HEALTH DISTRICT

KENNEWICK PUBLIC HOSPITAL DISTRICT

**Board of Commissioners
Packet**

**Thursday, Feb. 25, 2021
Meeting via Zoom**

5:00 p.m.

Kennewick Public Hospital District
Kennewick, Benton County, Washington
Consent Agenda
Feb. 25, 2020

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. Board Meeting Jan. 28, 2021

2. Approval of Warrant Register/Revenue Fund

3. Acceptance of Financial Report:

- a. Approval of P&L Statements Jan., 2021

**KENNEWICK PUBLIC HOSPITAL DISTRICT
BOARD OF COMMISSIONERS
BOARD MEETING
AGENDA**

Thursday, Feb. 25, 2021 | Remote Meeting Via Zoom

CALL TO ORDER

I. DISTRICT BUSINESS:

- A. Approval of Consent Agenda***
- B. Public Comment**

II. NEW BUSINESS:

A. Executive Report – Lee Kerr

B. Committee Reports/Recommendations

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt
 - a. January financial statements
 - b. Treasurer’s Report: Update on 2019 Audit, Upcoming 2020 Audit schedule
 - c. Disbursements will be approved by the finance committee
 - d. Budget – election costs clarification
2. Planning Committee – Wanda Briggs and Lee Kerr
3. Adult Day Services – General Update Rick Reil or Steve Blodgett
4. Governance Committee – Gary Long
 - a. Electronic signature policy approved; DocuSign is the provider
 - b. Reminder – PDC updates for every commissioner due by April
5. Public Records Requests and Updates – Heidi Ellerd and Salem Thompson

III. COMMISSIONER COMMENTS

- A. Upcoming items –**

IV. BOARD MEETINGS/EVENTS/EDUCATION:

Next Regularly Scheduled Board Meeting – Thursday, Mar. 25, 2021, @ 5:00 p.m.

ADJOURNMENT

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

Minutes

**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.

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

- 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.

I. 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
 - a. December financial statements – Review by Nathan Burt
 - b. 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.
 - c. Finance committee – The committee considered an invoice for membership dues to the AWPFD 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

Financials

Kennewick Public Hospital District
Statement of Cash Flows
January 2021

| | <u>Jan 21</u> |
|--|---------------------------------------|
| OPERATING ACTIVITIES | |
| Net Income | -916.64 |
| Adjustments to reconcile Net Income to net cash provided by operations: | |
| 2020 - Accounts Payable | -481,067.90 |
| 2023 - US Bank Corp Payment Systems | 489.70 |
| Net cash provided by Operating Activities | -481,494.84 |
| INVESTING ACTIVITIES | |
| 2001 - Richmond Trust (Restricted) | 2,884.85 |
| Net cash provided by Investing Activities | 2,884.85 |
| FINANCING ACTIVITIES | |
| 2100 - Loan from ADS | -6,612.28 |
| Net cash provided by Financing Activities | -6,612.28 |
| Net cash increase for period | -485,222.27 |
| Cash at beginning of period | 941,015.93 |
| Cash at end of period | <u><u>455,793.66</u></u> ¹ |

Kennewick Public Hospital District
Statement of Cash Flows
January 2021

1. 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 notes to the financial statements.
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Kennewick Public Hospital District
Statement of Financial Activity
January 2021

| | <u>Jan 21</u> |
|------------------------------------|-----------------------|
| Ordinary Income/Expense | |
| Income | |
| 100 · Property Tax Revenue | 4,116.81 |
| Total Income | 4,116.81 |
| Cost of Goods Sold | |
| 200 · Community Care Agreement | 3,293.45 |
| Total COGS | 3,293.45 |
| Gross Profit | 823.36 |
| Expense | |
| 305 · Bank Fees | 311.49 |
| 315 · Commissioner Mtg Stipend | 4,736.00 |
| 320 · Facilities Expense | |
| 323 · Utilities | 231.15 |
| Total 320 · Facilities Expense | 231.15 |
| 326 · Insurance | 183.80 |
| 330 · Legal and Professional | |
| 331 · Attorney Fees | 1,179.36 |
| 332 · Accounting | 1,300.00 |
| 333 · Audit Expense | 5,949.06 |
| 335 · Administrative Support | 2,200.00 |
| 336 · Other Professional Fees | 197.50 |
| Total 330 · Legal and Professional | 10,825.92 |
| 340 · Office Expenses | 657.70 |
| 346 · Public Records Request | 402.50 |
| 360 · Superintendent Compensation | 3,000.00 |
| Total Expense | 20,348.56 |
| Net Ordinary Income | -19,525.20 |
| Other Income/Expense | |
| Other Income | |
| 910 · Donations | 25,000.00 |
| 950 · Worker's Comp Reimbursements | 4,318.36 |
| 960 · Interest and Dividend Income | 4.82 |
| Total Other Income | 29,323.18 |
| Other Expense | |
| 800 · Workers Comp Claims Paid | 6,354.29 |
| 810 · Interest Expense | 4,360.33 |
| Total Other Expense | 10,714.62 |
| Net Other Income | 18,608.56 |
| Net Income | <u><u>-916.64</u></u> |

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02/17/21

Accrual Basis

Kennewick Public Hospital District
Statement of Financial Activity
January 2021

1. 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 notes to the financial statements.
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Kennewick Public Hospital District
Statement of Net Position
As of January 31, 2021

| | <u>Jan 31, 21</u> |
|--|-----------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1010 · US Bank Checking 4037 | 96,215.34 |
| 1020 · Health Initiative Reserves 2765 | 341,000.00 |
| 1030 · Restricted - US Bank 6221 | 100.00 |
| 1040 · Key Bank Worker's Comp | 18,478.32 |
| Total Checking/Savings | <u>455,793.66</u> |
| Total Current Assets | 455,793.66 |
| Fixed Assets | |
| 3000 · District Building | 238,350.00 |
| 3010 · Accumulated Depreciation | |
| 3010-1 · Accum Depr - Buildings - KPD | <u>-238,350.00</u> |
| Total 3010 · Accumulated Depreciation | <u>-238,350.00</u> |
| Total Fixed Assets | 0.00 |
| Other Assets | |
| 1013 · Home Health Escrow 2021 | 144,979.22 |
| 2001 · Richmond Trust (Restricted) | 676,310.45 |
| Total Other Assets | <u>821,289.67</u> |
| TOTAL ASSETS | <u><u>1,277,083.33</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2020 · Accounts Payable | 9,317.51 |
| Total Accounts Payable | 9,317.51 |
| Credit Cards | |
| 2023 · US Bank Corp Payment Systems | -1,847.77 |
| Total Credit Cards | <u>-1,847.77</u> |
| Total Current Liabilities | 7,469.74 |
| Long Term Liabilities | |
| 2100 · Loan from ADS | 282,628.05 |
| Total Long Term Liabilities | <u>282,628.05</u> |
| Total Liabilities | 290,097.79 |
| Equity | |
| 3001 · Net Assets | 291,809.57 |
| 3200 · Net Position | 696,092.61 |
| Net Income | -916.64 |
| Total Equity | <u>986,985.54</u> |

Kennewick Public Hospital District
Statement of Net Position
As of January 31, 2021

| | |
|----------------------------|------------------------------|
| | Jan 31, 21 |
| TOTAL LIABILITIES & EQUITY | <u>1,277,083.33</u> 1 |

12:52 PM

02/17/21

Accrual Basis

Kennewick Public Hospital District

Statement of Net Position

As of January 31, 2021

1. 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 notes to the financial statements.
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