



Two Rivers
HEALTH DISTRICT

KENNEWICK PUBLIC HOSPITAL DISTRICT

**Board of Commissioners
Packet**

Thursday, Oct. 27, 2022

Hybrid Meeting

via Zoom and Southridge Sports Complex

Numerica Pavilion

2901 Southridge Blvd. Kennewick, WA 99336

5:00 p.m.

Kennewick Public Hospital District
Kennewick, Benton County, Washington
Consent Agenda
Oct. 27, 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, Sept. 29, 2022

Minutes

Kennewick Public Hospital District
Thursday, Sept. 29, 2022 | Hybrid Meeting with
Zoom Remote
5:00 PM
MINUTES

Attendance: Gary Long, Marv Kinney, Mark Brault, Lee Kerr, Taiya Anderson (for Nathan Burt), Steve Blodgett, Heidi Ellerd.

Absent: Wanda Briggs, Rick Reil, Dr. Sheila Dunlop (excused).

- I. District Business:** - Gary Long called the meeting to order at 5:01 pm. He excused Wanda Briggs, Sheila Dunlop, and Rick Reil from tonight's meeting.

II. Regular Board Meeting 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. The minutes were removed from the consent agenda.

IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA. NO FURTHER DISCUSSION, MOTION CARRIED.

B. Public Comment – NONE.

III. NEW BUSINESS:

A. Reports

1. Lee Kerr – Superintendent, General Update
Recovery center efforts continue without a defined role for the District.
Trios/RCCH interim CEO will be staying on through the end of October 2022, still awaiting appointment of a permanent CEO.
The third quarter meeting will be scheduled once the new CEO is installed.
Lee is working to secure office space which is being delayed due to a requirement for an updated lease moving from the Spaulding building space to the deBit building space. The District is required to have a meeting space and office, so efforts will continue toward that space.
The 2023 Budget process is underway with a committee meeting scheduled for early October.
The AWP/PHD conference is coming up soon, if you wish to attend ask Lee or Salem for details.
2. Legal Report - Heidi Ellerd, Legal Counsel
 - a. Updates – Records Requests- Nothing new to report.
The budget resolutions and certification required including publishing will be prepared by Heidi's office. The preliminary budget will be available to the public for pick up at Nathan Burt's office.
3. Administrative Report, Salem Thompson, Board Coordinator
 - a. Records update – Records review at CI/VRC is completed with a list of items to be transferred to the WA State archives and a list for destruction. The transfer and destruction require additional signatures which are being coordinated through RCCH. It is recommended that Debbie Clark complete these tasks for the District. Further it is recommended that she provide expertise to help the District create an annual transfer/destruction process appropriate with the District's records

retention requirements and policy. Gary asks for the budget committee to keep this work in mind as the budget committee meets next week.

B. Committee Reports/Recommendations

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt

- a. Acceptance of August financial statements– Overview by Steve Blodgett for Nathan Burt.

IT WAS MOVED AND SECONDED TO ACCEPT THE AUGUST FINANCIAL STATEMENTS AS SUBMITTED. NO DISCUSSION. MOTION CARRIED.

- b. Approval of payments and disbursements

IT WAS MOVED AND SECONDED TO APPROVE THE AUGUST PAYMENTS AND DISBURSEMENTS AS PRESENTED. NO DISCUSSION. MOTION CARRIED.

- c. Treasurer’s Report – Steve Blodgett – Items covered below.

- d. 2021 Audit – The audit is complete and in its final review.

The WA State accountability audit for the previous two years will start soon, once the final audit report is received a preliminary meeting will be held.

- e. 2023 Budget process – The budget committee will meet next week to work on the 2023 preliminary budget.

- f. Payment to the ADS loan

The finance committee proposes a one-time payment to the ADS loan roughly in the amount of the proceeds from the sale of the Auburn office building. This saves the District 6% in interest on some of the principal balance. The District would keep the same payment schedule on the remaining loan payments for now.

IT WAS MOVED AND SECONDED TO MAKE A ONE-TIME ADDITIONAL PAYMENT TO THE ADS LOAN IN THE AMOUNT OF \$120,000.00. NO DISCUSSION. MOTION CARRIED.

Nathan’s office will prepare the check and send it to ADS. This will be a one-time payment, and the amortization schedule will be updated accordingly.

2. Governance Committee Updates – Gary Long

- a. Commissioner Compensation Policy – The incorrect policy was attached in the packet. Since this is the case, action on approval will be delayed until the next regular meeting.
- b. Ad valorem public hearing date Oct. 27, 2022. The details have been discussed in Heidi and Lee’s reports above. The hearings will take place at 5:00 pm as part of the meeting on October 27, 2022.

3. Planning Committee – Wanda Briggs was excused.

- a. General update – Marv states the committee is not meeting until after the retreat.
- b. Update on full commission Strategic Planning Retreat – The tentative date is Saturday, October 22 from 9:30 am – 4:30 pm. The location is yet to be determined. Once secured, public notice will be given. Heidi reminds us to stick to the strategic planning agenda.

4. Adult Day Services – General Update: Rick Reil/Steve Blodgett –

ADS had a board meeting yesterday and the work on their building is going well. They will be pleased to hear about the approval of the additional payment coming their way.

IV. Executive Session – NONE

V. COMMISSIONER COMMENTS

VI. Upcoming items – Board retreat tentatively scheduled for Saturday, Oct. 22 with times and location TBD.

VII. BOARD MEETINGS/EVENTS/EDUCATION

Next Regularly Scheduled Board Meeting – Thursday, Oct, 27, 2022 @ 5:00p.m.

Close of Meeting 5:49 pm

Kennewick Public Hospital District
Thursday, Oct. 27, 2022 | Hybrid Meeting with
Zoom Remote

5:00 PM

Public Hearing: Property Tax Levy

Public Hearing: Budget

Regular October Board meeting

AGENDA

I. District Business:

II. Regular Board Meeting Business

A. Approval of Consent Agenda*

B. Public Comment –

1. **Recognizing the contributions of former Commissioner Vic Johnson**

III. PUBLIC HEARINGS:

A. Property Tax Levy

B. Budget

C. Resolution 2022-7 Adopting District Budget for 2023 and Approving Limit Factor*

D. Resolution 2021-8 Certifying the Increase in Regular Tax Levy*

IV. NEW BUSINESS:

A. Reports

1. Lee Kerr – Superintendent, General Update
2. Legal Report - Heidi Ellerd, Legal Counsel
 - a. Updates – Records Requests
3. Administrative Report, Salem Thompson, Board Coordinator
 - a. Records update and training opportunity for records officers

B. Committee Reports/Recommendations

1. Finance Committee – Steve Blodgett, Finance Chair / Nathan Burt
 - a. Acceptance of Sept. financial statements* – Overview by Nathan Burt
 - b. Approval of payments and disbursements*
 - c. Treasurer’s Report – Steve Blodgett
 - d. 2021 Audits – update
 - a. Motion to invest healthcare initiative funds in the Washington state investment fund*
2. Governance Committee Updates – Gary Long
 - a. Commissioner Compensation Policy*
 - b. Delegation and Authority of Superintendent Policy*
3. Planning Committee – Wanda Briggs
 - a. Comments and follow up on full commission Strategic Planning Retreat
4. Adult Day Services – General Update: Rick Reil/Steve Blodgett

V. Executive Session –

VI. COMMISSIONER COMMENTS

VII. Upcoming items –

VIII. BOARD MEETINGS/EVENTS/EDUCATION

Next Regularly Scheduled Board Meeting – Thursday, Nov. 17, 2022 @
5:00p.m.

Close of Meeting

Policies / Resolutions

2023 Budget Message

Budget

Each year the KPHD's Superintendent is required by RCW 70.44.060(6) to prepare and present to the District Commissioners a proposed budget for the coming year on or before November first. The Superintendent performs this process in coordination with the Finance Committee, which considers the funding levels and expenses incurred during this last year and then projects what amounts will be necessary to meet the KPHD's financial obligations and achieve its goals for the upcoming year. The superintendent and Finance Committee have completed that process. Then, the Superintendent will present the Preliminary Budget to the Board and the Public in the required public hearing for consideration and potential adoption by the commission.

Ad Valorem tax adjustment

The preliminary budget determines the need for an increase in the property tax levy. At a public hearing, the Superintendent will present the information for levy action to the Board and the Public for consideration and potential adoption by the commission.

Levy background information

In determining the levy amount, the District, as an entity with a population over ten thousand, may either adopt the current levy rate or increase the levy rate by one percent. By law, the District may raise the levy rate by the lesser of one percent or the implicit price deflator (IPD). Since the IPD for this year is 6.457% (greater than one percent), the District may increase the levy rate by one percent without showing "substantial need."

Kennewick Public Hospital District Preliminary 2023 Budget

Revenue	
100 Property Tax Revenue	1,624,330
110 Grant Income	0
Total Revenue	1,624,330
Direct Costs	
200 Community Care Agreement	1,299,464
Total Direct Costs	1,299,464
Gross Proceeds	324,866
Expenditures	
301 Health Initiative Contributions	3,500
305 Bank Fees	4,226
315 Commissioner Mtg Stipend	39,446
318 Dues	1,250
320 Facilities Expense	
322 Rent Expense	500
Total 320 Facilities Expense	500
326 Insurance	13,000
330 Legal and Professional	
331 Attorney Fees	12,000
332 Accounting	18,883
333 Audit Expense	15,000
335 Administrative Support	34,600
336 Other Professional Fees	24,028
Total 330 Legal and Professional	104,511
339 Licenses and Taxes	65
340 Office Expenses	8,674
342 Public Records Request	27,356
343 Records Management	20,000
347 Public Election Costs	52,000
360 Superintendent Compensation	41,472
370 Training and Travel	3,000
Total Expenditures	319,000
Net Operating Revenue	5,866
Other Revenue	
900 Richmond Trust Income	26,000
930 Gain on Disposal of Assets	0
950 Worker's Comp Reimbursements	96,000
960 Interest and Dividend Income	12,000
980 Printing, Copying Reimbursement	100
Total Other Revenue	134,100
Other Expenditures	
800 Workers Comp Claims Paid	96,000
810 Interest Expense	5,962
Total Other Expenditures	101,962
Net Other Revenue	32,138
Net Revenue	38,004
Financing Activities	
Debt (Principal Obligations)	37,928
Contributions to Emergency Reserves	0
Net Cash Proceeds from Operating, Non-Operating, and Financing Activities	76

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

RESOLUTION NO. 2022-7

A resolution of the Commission of Kennewick Public Hospital District, Benton County, Washington (the "District"), adopting the District's budget for calendar year 2023 and approving the limit factor for the District's regular property tax levy for collection in calendar year 2023

WHEREAS, RCW 70.44.060 requires the Superintendent of the District to prepare a proposed budget of the contemplated financial transactions of the District for the ensuing year and to file the budget in the records of the Commission on or before November 1st, and

WHEREAS, RCW 70.44.060 further requires the District to publish public notice of the proposed budget and the date and place of a hearing on the budget, which is required to be held on or before November 15th, for two consecutive weeks in a newspaper printed and of general circulation in Benton County; and

WHEREAS, the Superintendent has, in compliance with the requirements of RCW 70.44.060, prepared, filed and provided notice of the District's proposed budget; and

WHEREAS, the Commission has held a public hearing on the Budget in compliance with the requirements of RCW 70.44.060; and

WHEREAS, RCW 84.55.010 and RCW 84.55.092 provide that the levy for a taxing district in any year shall be set so that the regular property taxes payable in the following year shall not exceed the "limit factor" multiplied by the amount of regular property taxes lawfully levied for such district in the highest of the three most recent years in which such taxes were levied for such district, or the highest amount that could have been levied in any year since 1985, plus an additional dollar amount calculated by multiplying the increase in assessed value in that district resulting from new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, improvements to property, and any increase in the assessed value of state-assessed property by the regular property tax levy rate of that district for the preceding year; and

WHEREAS, RCW 84.55.005 provides that the limit factor for a taxing district that has a population equal to or greater than 10,000 shall be the lesser of 101% or the amount authorized under RCW 84.55.0101 if the taxing district has authorized a limit factor under RCW 84.55.0101 and shall be the lesser of 101% or 100% plus inflation if the taxing district has not authorized a limit factor under RCW 84.55.0101; and

WHEREAS, the Board of Commissioners of the District attests that the population of the District is more than 10,000 (Ten Thousand); and

WHEREAS, RCW 84.55.0101 provides that, upon finding substantial need, the legislative authority of a taxing district may provide for a "limit factor" of 101% or less and requires that any resolution approving such limit factor be approved by no fewer than five members of the Board of Commissioners; and

WHEREAS, the Board of Commissioners of the District has met and considered its budget for calendar year 2023; and

WHEREAS, the Board of Commissioners of the District, in the course of considering the budget for calendar year 2023, reviewed all sources of revenue and examined all anticipated expenses and obligations; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF KENNEWICK PUBLIC HOSPITAL DISTRICT, BENTON COUNTY, WASHINGTON, as follows:

Section 1. The Commission hereby adopts the 2023 Operating Budget attached hereto as Exhibit A as the budget for the District for calendar year 2023, which budget includes a regular property tax levy in the amount of approximately \$1,630,000.00.

Section 2. The Commission hereby adopts a limit factor for the District's regular levy for collection in calendar year 2023 of 101% multiplied by the amount of regular property taxes lawfully levied by the District for collection in 2023, and hereby finds that there is substantial need for the use of such limit factor.

Section 3. The County Treasurer of Benton County, Washington, is hereby authorized and directed to collect and deliver on or before the 15th of each month to the Treasurer of the District the sum of all taxes collected on behalf of the District during the preceding month together with a proper accounting thereof.

Section 4. The Superintendent of the District is hereby authorized and directed to deliver a certified copy of the Resolution to the clerk of the Board of County Commissioners of Benton County in compliance with applicable law.

ADOPTED AND APPROVED by the Commission of Kennewick Public Hospital District, Benton County, Washington at a special, open public meeting thereof, held this 27th day of October, 2022.

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

Gary Long, President & Commissioner

Steve Blodgett, Secretary, Treasurer & Commissioner

Marv Kinney, Commissioner

Richard L. Reil, Commissioner

Wanda L. Briggs, Commissioner

Sheila Dunlop, Commissioner

Mark Brault, Vice President & Commissioner

EXHIBIT

A

Kennewick Public Hospital District Preliminary 2023 Budget

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Ordinance / Resolution No. 2022-8
RCW 84.55.120

WHEREAS, the Board of Commissioners of Kennewick Public Hospital District has met and considered its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,560,000.00; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 15,600.00 which is a percentage increase of 1.0% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 27 day of October, 2022.

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Gary Long** (Name),
President & Commissioner (Title), for **Kennewick Public Hospital District** (District name),
do hereby certify to the **Benton** (Name of county) County legislative authority
that the **Board of Commissioners** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2023** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **10/27/2022** (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.	\$ 1,630,000.00	
Administrative refund amount		
Non-voted bond debt amount		
Other* <input type="text"/>		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other* <input type="text"/>					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Financials

Management Reports

Kennewick Public Hospital District

For the period ended September 30, 2022

Prepared by

Epic Tax Solutions a Subsidiary of Epic Trust Financial Group

Prepared on

October 6, 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.

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 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, with a \$187,027 balloon payment due in 2024.

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

September 2022

	Sep 2022	Jan - Sep, 2022 (YTD)	Total
REVENUE			
100 Property Tax Revenue	29,596.06		931,372.13
110 Grant Income			4,999.00
Total Revenue	29,596.06		936,371.13
COST OF GOODS SOLD			
200 Community Care Agreement	23,676.85		745,123.61
Total Cost of Goods Sold	23,676.85		745,123.61
GROSS PROFIT	5,919.21		191,247.52
EXPENDITURES			
305 Bank Fees	370.56		3,442.73
315 Commissioner Mtg Stipend	3,072.00		27,392.80
320 Facilities Expense			
321 Building Association Dues			1,834.97
322 Rent Expense			441.67
323 Utilities	45.00		1,902.77
325 Repairs and Maintenance			220.91
Total 320 Facilities Expense	45.00		4,400.32
326 Insurance			13,703.00
330 Legal and Professional			
331 Attorney Fees	323.75		7,476.75
332 Accounting	1,457.00		13,113.00
333 Audit Expense			9,000.00
335 Administrative Support	2,500.00		22,200.00
336 Other Professional Fees	773.23		7,583.31
Total 330 Legal and Professional	5,053.98		59,373.06
339 Licenses and Taxes			64.85
340 Office Expenses	178.80		2,952.74
342 Public Records Request	1,708.50		18,997.40
343 Records Management			2,950.00
360 Superintendent Compensation	3,300.00		28,800.00
Total Expenditures	13,728.84		162,076.90
NET OPERATING REVENUE	-7,809.63		29,170.62
OTHER REVENUE			
900 Richmond Trust Income	291.20		7,481.87
930 Gain on Disposal of Assets			123,049.34
950 Worker's Comp Reimbursements	7,142.82		109,389.68
960 Interest and Dividend Income	1.18		17.06
Total Other Revenue	7,435.20		239,937.95
OTHER EXPENDITURES			
800 Workers Comp Claims Paid	9,245.94		110,848.44
810 Interest Expense			11,538.42

		Total
	Sep 2022	Jan - Sep, 2022 (YTD)
Total Other Expenditures	9,245.94	122,386.86
NET OTHER REVENUE	-1,810.74	117,551.09
NET REVENUE	\$ -9,620.37	\$146,721.71

Statement of Financial Position

As of September 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1010 US Bank Checking 4037	301,508.73
1020 Health Initiative Reserves 2765	682,000.00
1030 Restricted - US Bank 6221	100.00
1040 Key Bank Worker's Comp	13,212.68
Total Bank Accounts	996,821.41
Other Current Assets	
1105 Tax Receivable	5,778.00
Total Other Current Assets	5,778.00
Total Current Assets	1,002,599.41
Other Assets	
2001 Richmond Trust (Restricted)	710,231.38
Total Other Assets	710,231.38
TOTAL ASSETS	\$1,712,830.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2020 Accounts Payable	35,823.11
Total Accounts Payable	35,823.11
Credit Cards	
2024 U.S. Bank CC (4195)	173.94
Total Credit Cards	173.94
Other Current Liabilities	
2021.50 Current Portion ADS Loan Payable	25,482.00
Total Other Current Liabilities	25,482.00
Total Current Liabilities	61,479.05
Long-Term Liabilities	
2100 Loan from ADS	215,727.46
Total Long-Term Liabilities	215,727.46
Total Liabilities	277,206.51
Equity	
3001 Net Assets	291,809.57
3200 Net Position	997,093.00
Net Revenue	146,721.71
Total Equity	1,435,624.28
TOTAL LIABILITIES AND EQUITY	\$1,712,830.79

Statement of Cash Flows - Last Month

September 2022

	Total
OPERATING ACTIVITIES	
Net Revenue	-9,620.37
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
2020 Accounts Payable	22,978.10
2024 U.S. Bank CC (4195)	-334.07
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	22,644.03
Net cash provided by operating activities	13,023.66
NET CASH INCREASE FOR PERIOD	13,023.66
Cash at beginning of period	983,797.75
CASH AT END OF PERIOD	\$996,821.41

Kennewick Public Hospital District

Check Detail September 2022

DATE	NUM	NAME	AMOUNT	MEMO/DESCRIPTION
1010 US Bank Checking 4037				
09/07/2022		EFT Payments (See Detailed List)	-9,072.00	ACH Debit(s)
			3,072.00	Reil, Briggs, Kinney, Long, Blodgett
			2,500.00	S. Snowdy
			200.00	S. Snowdy
			3,300.00	L. Kerr
09/13/2022	1626	Kuffel, Hultgrenn, Klashke, Shea & Ellerd	-2,531.00	
			-2,531.00	
09/13/2022	1627	Advantage IT	-773.23	
			-773.23	
09/13/2022	1629	U.S.Bank CC (4195)	0.00	Voided
			0.00	
09/13/2022	1630	U.S.Bank CC (4195)	-557.87	
			-557.87	
09/15/2022		US Bank	-97.35	Miscellaneous Fee(s)
			97.35	Miscellaneous Fee(s)
09/16/2022		Epic Tax Solutions	-1,457.00	ACH Debit(s)
			1,457.00	ACH Debit(s)
1040 Key Bank Worker's Comp				
09/30/2022			-9,245.94	
			9,245.94	
09/30/2022		KeyBank	-273.21	
			273.21	

Committee Recommendations and General Info.

KENNEWICK PUBLIC HOSPITAL DISTRICT		Page 1 of 2						
TITLE: Accountability of and Delegation to the Superintendent		Implementation Date: 01/13 Revised Date: 04/15, 9/17, 9/19, 10/22						
APPROVED: (Signed) Signature on file (Typed) Gary Long, President Date: 9/19 10/22	Reviewed by:	VWJ	VWJ	Jim Mefford	Donna Vance	Marvin Kinney	Gary Long	Gary Long
	Date:	12/08	11/10	1/13	4/15	9/17	9/19	10/22

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I. PURPOSE STATEMENT:

The purpose of this policy is to outline the authority and accountability of the Superintendent for the operation of [the Kennewick Public Hospital District \(hereinafter "District"\)](#). [The Superintendent shall be the chief administrative officer of the District and shall have control of administrative functions of the District. The Superintendent shall be responsible to the commission for the efficient administration of all affairs of the District.](#)

II. POLICY:

A. **Accountability:** The Board shall select and appoint a competent and experienced Superintendent who shall be the direct representative of the Board in the management of the District's operations, and the liaison between the Board and the rest of the District's organization.

B. **Delegation:** The Board will provide direction to the Superintendent by developing mission, vision and values statements, strategic goals and annual goals for the organization.

1. Acting within the limits of the Bylaws, Board policies and applicable laws, rules and regulations, the Superintendent is authorized to recommend further operating policies, make decisions and take action [as directed by the Board](#), and establish and develop activities.
2. The Superintendent is also the Board's designated representative in the area of joint ventures, attending all necessary meetings, and reporting joint venture activity to the Board on a regular basis.
3. Only decisions of the Board acting as a body are binding upon the Superintendent. Decisions or instructions of individual Board members are not binding on the Superintendent except in instances when the Board as a whole has specifically authorized such exercise of authority to an individual or a Board sanctioned ad hoc committee. All cases of Board members requesting information or assistance should be transmitted through the Board President to the Superintendent.

3.C. Authority: [The Superintendent is authorized to make necessary expenditures on behalf of the District up to \\$5,000.00 without prior approval of the Board.](#)

III. REFERENCES:

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- A. References: Past Practice/ Consultant Suggestions/RCW 70.44
- B. Distribution: Board Manual
- C. Supersedes: None.

KENNEWICK PUBLIC HOSPITAL DISTRICT	Page 2 of 2
TITLE: Accountability of and Delegation to the SUPERINTENDENT	Implementation Date: 01/13 Revised Date: 04/15, 9/17, 9/19, 10/22

- D. Prepared by: Board of Commissioners
- E. Reviewed by: Board of Commissioners & Superintendent
- F. Approved by: Board of Commissioners

KENNEWICK PUBLIC HOSPITAL DISTRICT		Page 1 of 2			
TITLE: Commissioner Compensation		Implementation Date: Aug. 2022 Revised Date: n/a			
APPROVED: (Signed) <u>Signature on File</u> (Typed) Gary Long, President Date: August 2022	Reviewed by:				
	Date:				

I. PURPOSE STATEMENT

To set a procedure by which the District's Board of Commissioners establishes the compensation of Commissioners in accordance with RCW.70.44.050

II. POLICY

- A. Commissioners are responsible for determining whether the meeting, ~~services~~service, or duty fits within the business purpose of the District policies and RCW 70.44.050.
- B. Per diem compensation shall be paid at the current rate for each day or portion thereof spent in actual attendance at official meetings of the District Commission or in performance of other official services or duties on behalf of the District
- C. ~~Per~~ Per diem compensation shall not be paid for services of a ministerial or professional nature.
- D. Only one daily compensation may be claimed regardless of the number of meetings or activities in the same day.

III. ALLOWABLE COMPENSATION

- A. A Kennewick Public Hospital District Commissioner will be compensated, under RCW.70.44.050, for the following meetings and services:
 - 1. All regular, special, and ad hoc meetings of the Board.
 - 2. All meetings and official activities of committees ~~s-~~ i.e., committee chair preparation of agendas.
 - 3. All administration meetings with commissioner participation, i.e., audits, consultants.
 - 4. Educational meetings.
 - 5. For the Board President, a meeting to develop agendas and set either Special or Regular board meetings.

KENNEWICK PUBLIC HOSPITAL DISTRICT	Page 2 of 2
TITLE: Commissioner Compensation	Implementation Date: Aug. 2022 Revised Date: n/a

6. Any day of service to the District as consistent with RCW 70.44.050 not included in this policy may be compensated with approval of the Board President or Board of commissioners.

IV. PROCESS:

- A. Each Commissioner shall submit for compensation by using the provided form (attached) as updated consistent with state law.—The form shall be emailed to the accountant’s office or if electronic means are not available, the form can be mailed.
- B. Commissioners shall keep current in submitting for compensation.

V. REFERENCE SECTION

- A. References: N/A
- B. Distribution: Board of Commissioners Manual and electronic
- C. Supersedes: None Previous
- D. Prepared/Updated by: Board of Commissioners and/or Committees
- E. Reviewed and Approved by: Board of Commissioners