Kennewick Public Hospital District
Thursday, February 26, 2026 | Hybrid Meeting
5:00 PM
MINUTES

Attendance: Mark Brault, Wanda Briggs, Shannon Phipps, Spencer Harris, Marv Kinney, Gary Long, Lee Kerr, Erica Davis, Heidi Ellerd, Salem Thompson

I. **Regular District Business:**

A. **Approval of Consent Agenda**
IT WAS MOVED AND SECONDED TO APPROVE THE CONSENT AGENDA INCLUDING THE MINUTES FROM THE JANUARY 29, 2026 REGULAR MEETING. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

B. **Declare any known or perceived Conflicts Of Interest with agenda items –** Spencer Harris declared a conflict of interest regarding the Prosser request agenda item.

C. **Public Comment –NONE**

II. **REPORTS/BUSINESS:**

A. Lee Kerr – Superintendent, General Update
In a recent meeting with the Trios CEO, there was a positive discussion on joint communication efforts. Lee thanked those who attended the breakfast fundraiser for the recovery center.
Lee will follow up with Heidi on the MOU details for the contribution to the recovery center passed at last month's meeting.

B. Legal Report - Heidi Ellerd, Legal Counsel
Records Requests – Nothing new to report. Heidi requested an update on the oaths of office from Rick and Shannon. Both commissioners report having completed the items.

C. Administrative Report, Salem Thompson, Board Coordinator.
Nothing new to report.

D. Committee Reports/Recommendations
1. Finance Committee – Spencer Harris/Erica Davis
   a. Overview of January 2026 Financials – Erica Davis
   b. Acceptance of January 2026 Financial statements – overview by Erica Davis.
   IT WAS MOVED AND SECONDED TO APPROVE THE JANUARY 2026 FINANCIAL STATEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

   c. Approval of January 2026 payments and disbursements- overview by Erica Davis.
   IT WAS MOVED AND SECONDED TO APPROVE THE JANUARY 2026 PAYMENTS AND DISBURSEMENTS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

   d. Treasurer's Report – Spencer Harris reported on the following:
   There was a transfer made from the LGIP to cover the quarterly Trios invoice.
   Elections invoice – The invoice was received for the elections costs. It did not contain information on the breakdown of costs of the voters pamphlet. A motion is requested to

approve payment.

IT WAS MOVED AND SECONDED TO APPROVE THE ELECTIONS INVOICE AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

Audit Policy – The audit policy was reviewed by the finance committee members, and updates to the policy were provided in the packet.
IT WAS MOVED AND SECONDED TO APPROVE THE AUDIT POLICY WITH THE CHANGES PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

The investment policy was also reviewed by the committee, but no changes were suggested.

2. Governance Committee Updates – Mark Brault
   a. General update – Reported on the recent meeting with Trios on the subject of joint communications efforts. Mark stated there seemed to be more understanding of the desire to collaborate. Mark expects some meetings to occur soon.

   b. Prosser request – The District received from the Benton County PHD known more commonly as Prosser Memorial Health asking our District for permission to open some access facilities within our boundaries. After discussion, it was deemed that our District does not have any authority or jurisdiction in such matters. A letter response was prepared.
   IT WAS MOVED AND SECONDED TO APPROVE MARK BRAULT TO SIGN THE LETTER RESPONSE TO PROSSER MEMORIAL'S EMAIL AND LETTER REQUEST. SPENCER HARRIS ABSTAINED FROM VOTING DUE TO POTENTIAL CONFLICT OF INTEREST. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

   c. Electronic Media Use Policy – The proposed changes were provided in the packet.
   IT WAS MOVED AND SECONDED TO APPROVE THE ELECTRONIC MEDIA USE POLICY WITH THE CHANGES PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

3. Planning Committee – Wanda Briggs
   a. General update – Wanda talked about the mobile medical unit.
   b. ADS funding recommendation – The committee makes a recommendation of providing $50K toward their parking lot improvement project rather than funds toward operational costs.
   IT WAS MOVED AND SECONDED TO PROVIDE ADS WITH $50K TOWARD ITS UPCOMING PARKING LOT IMPROVEMENTS.
   DISCUSSION FOLLOWED. ALL IN FAVOR. MOTION CARRIED.

   Grace Davidson expressed interest in serving on the Planning Committee, and members of planning would welcome her participation. Wanda asked the full commission to approve the appointment.

   IT WAS MOVED AND SECONDED TO APPROVE THE APPOINTMENT OF GRACE DAVIDSON TO THE PLANNING COMMITTEE AS A PUBLIC REPRESENTATIVE. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

4. Adult Day Services – Rick Reil
   a. General update – Financial reports showed a positive month.

b. Updates to ADS Bylaws – Rick and Salem provided a short overview of the proposed changes.

IT WAS MOVED AND SECONDED TO APPROVE THE UPDATES TO THE ADS BYLAWS AS PRESENTED. ALL IN FAVOR. NO DISCUSSION. MOTION CARRIED.

III. COMMISSIONER COMMENTS

IV. Upcoming items – NONE

V. BOARD MEETINGS/EVENTS/EDUCATION

Next Regularly Scheduled Board Meeting – Thursday, March 26, 2026 @ 5:00 p.m.

Close of Meeting