

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
Regular Meeting
AGENDA
February 23, 2022
8:00 a.m. to 10:00 a.m.

Due to the Governor’s Proclamation 20-28 et seq that temporarily waives and suspends sections of the Open Public Meetings Act, the February 23, 2022 Board of Commissioners meeting is NOT being held in person and will be held by remote participation only. The public can join via Zoom by visiting <https://us02web.zoom.us/j/81877444580> Meeting ID: 818 7744 4580 or the call-in number is 253-215-8782.

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order	---	8:00	---
B. Approval of Minutes	Action	8:01	
1. January 26, 2022 Board Meeting			3
2. February 12, 2022 Special Board Meeting			8
C. Superintendent Report	Information	8:02	---
1. Verdant Operations			
2. Community Outreach Update			
D. Executive Committee Report	Information	8:05	---
E. Community Presentations			---
1. Mayor Matsumoto Wright	Information	8:06	
a. City of Mountlake Terrace Update			
F. Executive Session		8:26	
1. To evaluate the qualifications of an applicant for public employment			
2. To review and consider proposed sale of real estate			
G. Open Session		9:11	
H. Finance Committee Report			
1. Review financial statements & cash activity	Information	9:11	10
2. Authorization of payments of vouchers and payroll	Action		15
3. RFP/RFQ for Kruger Clinic Design Work approval	Action		23
4. Resolution 2022:03: Disposition of surplus assets from Swedish hospital	Action		48
5. Resolution 2022:04: Appointment of Riene Simpson as Auditor	Action		52
6. Approval of compensation policy with salary ranges	Action		55
I. Program Committee Report			
1. Conflicts of Interest	Information	9:36	64
2. Review of 2022 Budget Forecasting	Information		
3. Grant Modification Requests / COVID-19 Grant Requests	Information		

J. Public Comments (limit 3 minutes per speaker)	---	9:50	---
K. Commissioner Comments	---	9:56	---
L. Adjournment		10:00	

PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
VERDANT HEALTH COMMISSION

BOARD OF COMMISSIONERS

**Regular Meeting
via Zoom**

**January 26, 2022
8:00 a.m.-10:00 a.m.**

**Commissioners
Present**

Bob Knowles, President (via Zoom)
Jim Distelhorst, MD, Secretary (via Zoom)
Deana Knutsen, Commissioner (via Zoom)
Karianna Wilson, Commissioner (via Zoom)
Carolyn Brennan, Commissioner (Via Zoom)

Staff

Lisa Edwards, EdD, Superintendent (via Zoom)
Nancy Budd, MSW, Community Social Worker (via Zoom)
Zoe Reese, MPA, Director of Community Impact (via Zoom)
Tammy Keuser, Interim Director of Finance (via Zoom)
Kaysi Kelly, Executive Assistant/Office Manager (via Zoom)
Thea Walker, Intern (via Zoom)
Debbie Beaman, Interim Executive Assistant/Office Manager
(via Zoom)
Monika Star, Wellness Center Assistant (via Zoom)

Guests

Brad Berg, Principal, Foster Garvey PC
Kara Turner, Turner HR Services, Inc.
Michel Melseaux, Audit Lead, State Auditor's Office
Kristina Baylor, Program Manager, State Auditor's Office
Luke Lonie, Deputy City Clerk, City of Lynnwood

Call to Order

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:01 a.m. by President Knowles.

**James Distelhorst,
MD Oath of Office**

Luke Lonie read Commissioner Distelhorst his Oath of Office to be sworn in as a Commissioner for a 6-year term.

**Approval of
Minutes**

Motion was made by Commissioner Distelhorst, seconded by Commissioner Knutsen and passed unanimously to approve the minutes of the Board Meeting on, December 15, 2021. (E:01:22)

**Superintendent
Report:**

**Verdant
Operations
Update**

- We have had a handful of community meetings regarding the Afghan refugees coming into our area. Ms. Edwards, EdD, provided thanks to Zoe Reese, MPA.

- Ms. Edwards, EdD, provided thanks to Nancy Budd, MSW for spearheading the three Narcan trainings held virtually for the community. Each participant will receive a free two-dose kit of Narcan.

Community Outreach Update

- Verdant is a distribution hub for at-home COVID-19 test kits for our community partners. We are received 1,500 test kits to distribute.
- Class registration is going well at the Community Wellness Center due to increased marketing from our Marketing team. We are tracking analytics of our social and website pages to monitor engagement.
- Ms. Edwards, EdD, provided thanks to the front office team at Verdant for keeping the facility safe and clean during the pandemic.

Executive Committee Report

Commissioner Knowles reported that the Executive Committee met on Thursday, January 20, 2022 to review the agenda for the January 26, 2021 board meeting. No action was taken at this time.

Officers & Committees for 2022

Commissioner Distelhorst was elected as President and Commissioner Wilson was elected as Secretary for 2022. Commissioner Knowles requested to change the committee assignments for 2022. It was discussed that Commissioner Knowles would switch from the Finance Committee to Programs Committee and Commissioner Wilson would take his place on the Finance Committee. As amended, the 2022 Finance Committee will consist of Commissioner Wilson (Chair) and Commissioner Brennan. The 2022 Programs Committee will consist of Commissioner Knutsen (Chair) and Commissioner Knowles. (E:02:22)

Motion was made by Commissioner Wilson, seconded by Commissioner Distelhorst and passed unanimously to approve the 2022 Board officer and committee assignments as amended.

Finance Committee Report:

The Finance Committee met on January 18, 2022.

State Auditor’s Report: Michel Melseaux and Kristina Baylor

Michel presented the findings of the state audit for fiscal year 2020. There were no significant areas of development which means this was a clean audit and Verdant is doing a good job of safeguarding public dollars. An internal audit from Moss Adams also concluded that there were no significant areas of development. There were two housekeeping items found which are ongoing process improvements and not considered significant findings. (E:03:22)

Michel provided thanks to Lisa Edwards, EdD, and the District staff for accommodating all the audit requests. The next accountability audit is in Fall 2022.

The State Auditor's Office (SAO) Accountability Audit Report for 2020 will be posted on the Verdant website under "Public Meetings & Reports."

Review of Financial Statements

Ms. Keuser provided clarity on the -\$2,474,674 variance shown on the Profit & Loss report that the actual variance is only -\$535,012 due to the 2021 budget amendment approved at the end of 2021. The only change on the Balance Sheet was moving Prepaid Rent expense down to a liability. (E:04:22) Ms. Keuser presented a pie chart of the District's YTD expenses for December 2021 (E:05:22)

Authorization for payment of vouchers and payroll

Ms. Keuser reviewed the financial statement and cash activity for December 2021 and noted any transactions over \$5,000 in payment from the warrants.

Authorization for payment of vouchers and payroll:
Warrant numbers 15233 through 15280 for December 2021 for payment in the amount of \$114,077.20 were presented for approval by Commissioner Wilson (E:06:22) **Motion was made, seconded and passed unanimously to approve the December warrants.**

Resolution 2022:01- Amendment to Superintendent Compensation

(R:2022:01) **Motion was made by Commissioner Distelhorst, seconded by Commissioner Wilson and passed unanimously to approve Resolution 2022:01.**

Resolution 2022:02 Paychex Agreement Regarding Insurance Premiums

(R:2022:02) **Motion was made by Commissioner Distelhorst, seconded by Commissioner Wilson and passed unanimously to approve Resolution 2022:02.**

Program Committee Report

Mrs. Reese, MPA, provided an overview of program activity and grants for January 2022. (E:07:22)

Conflict of Interest

No conflicts of interest reported.

Grant Modification Requests

I. Modifications to Contracts-for Review

Agency	Program	Total Budget	Contract Expiration Date	Recommendation
Brain Energy Support Team	Cognitively Appropriate COVID-19 resources	\$25,200	12/31/2021	Extend end date to 3/31/2022 and reallocate \$5,000 of contract budget to support video creation.
Trinity Lutheran Church as fiscal sponsor for South County Cold Weather Shelter	Cold Weather Shelter	\$4,300	12/31/2021	Extend end date to 3/31/2022 and add additional \$3,000 available for invoicing for COVID cleaning.
Volunteers of America	Emergency Motel/Shelter Program	Invoice up to \$20,000	12/31/2021	Extend end date to 12/31/2022.
	Total	\$49,500		

Motion was made by Commissioner Knowles, seconded by Commissioner Wilson and passed unanimously to approve all modification to contracts.

COVID-19 Grant Requests

III. COVID Grant Requests

Agency	Program	Contract Duration	Amount Requested	Description	Recommendation
Refugee Immigrant Services NW	Afghan Navigator	1/1-3/31	\$15,000	Would continue the work started 11/2020 while they complete a Q1 multiyear application for their navigator program.	Fund as requested. Previously funded \$15,000 in 2021.
Washington Kids in Transition	Emergency Housing	1/1-12/31	\$100,000	Funds would support emergency motel vouchers, rental deposits, rental assistance, and utility assistance to ESD McKinney-Vento families and those at risk of homelessness. See an ongoing need for this COVID-related resource.	Fund at \$50,000 for 6 months. Previously funded at \$50,000 in 2021.
		Total	\$115,000		\$65,000

IV. Superintendent's Discretionary Newly Funded:

Superintendent's Discretionary

Agency	Program	Contract Duration	Amount	Status
Parent Trust	SMART	1/1-3/31	\$10,000	In process
		Total	\$10,000	

Public Comments

None.

Commissioner Comments

Commissioner Knutsen honored the late Commissioner Fred Langer and his 23 years of service.

Commissioner Brennan takes her seat on the board very seriously as she filled in Commissioner Fred Langer's seat. She looks forward to honoring him throughout the years.

Commissioner Distelhorst thanked Commissioner Knowles for his service as President.

- Executive Session** Commissioner Knowles recessed the meeting at 8:57 a.m. for a short break and said Executive Session would begin at 9:00 a.m. to discuss:
- Discussion of qualifications of an applicant for public employment
 - To review and consider proposed sale of real estate

Open Session The public meeting reconvened at 10:06 a.m. Commissioner Distelhorst stated that there was no action taken in Executive Session.

Adjournment The meeting was adjourned at 10:09 a.m. by Commissioner Distelhorst.

ATTEST BY:

President

Secretary

PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
VERDANT HEALTH COMMISSION

BOARD OF COMMISSIONERS

**Special Meeting
via Zoom**

**February 12, 2022
8:00 a.m.-12:00 p.m.**

Commissioners Present	Jim Distelhorst, MD, President (via Zoom) Karianna Wilson, Secretary (via Zoom) Bob Knowles, Commissioner (via Zoom) Deana Knutsen, Commissioner (via Zoom) Carolyn Brennan, Commissioner (Via Zoom)
Staff	Lisa Edwards, EdD, Superintendent (via Zoom) Kaysi Kelly, Executive Assistant/Office Manager (via Zoom)
Guests	Margot Helphand, Board Facilitator
Call to Order	The Special Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:11 a.m. by President Distelhorst.
Welcome & Warm Up	President Distelhorst welcomed everyone and spoke about the purpose of the meeting and hopes for a productive agenda.
Goals of Special Meeting	<ul style="list-style-type: none">• Commissioner Wilson encouraged the Board to make an increased effort throughout the year to connect with each other on our priorities for the District.• Commissioners expressed concern about approving the amended District Bylaws and new Policies Governance documents at the March 23rd Board meeting, more time may be needed to review the documents before they are approved.
Updates to District Bylaws	President Distelhorst walked through one-page summary of proposed changes to the District Bylaws and the Board discussed.
BREAK	Attendees left the virtual meeting for 15 minutes from 9:52 a.m. to 10:07 a.m.
Policy Governance	The Board reviewed current Working Agreements and discussed potential updates.
Meeting Protocols (in-person & virtual)	Dr. Edwards inquired with the Board when would everyone be comfortable with meeting in-person again at Verdant Community Wellness Center? Commissioners Brennan and Wilson indicated that they would be comfortable having in-person meetings for the Finance Committee monthly meetings. The commissioners were not in consensus about moving to in-

person board meetings until the COVID-19 case rates decline further.

Wrap up and Next Steps

Commissioners each provided their input on today's meeting and thoughts on the current standing of Board operations.

Adjournment

The meeting was adjourned at 12:05 p.m. by President Distelhorst.

ATTEST BY:

President

Secretary

Balance Sheet
As of January 31, 2022

	A	B	C	D
	Dec 31, 2021	Jan 31, 2022	\$ Change	Comments:
1 ASSETS				
2 Current Assets				
3 Cash Balance	3,200,376	2,343,863	(856,513)	
4 Other Current Assets	54,470,891	55,231,367	760,476	Includes Investments & Prepaid Expenses
5 Total Current Assets	57,671,268	57,575,230	(96,037)	
6 Total Long-term & Fixed Assets	41,493,313	41,366,766	(126,547)	Net of Accumulated Depreciation
7 TOTAL ASSETS	<u>99,164,580</u>	<u>98,941,996</u>	<u>(222,584)</u>	
8 LIABILITIES & EQUITY				
9 Liabilities				
10 Current Liabilities	574,262	524,129	(50,133)	
11 Long-term Liabilities	-	-	-	
12 Total Liabilities	574,262	524,129	(50,133)	
13 Total Equity	98,590,318	98,417,867	(172,451)	Annual Net Income/(Loss)
14 TOTAL LIABILITIES & EQUITY	<u>99,164,580</u>	<u>98,941,996</u>	<u>(222,584)</u>	

Profit & Loss
January 31, 2022

	A	B	C	D	E	F
	Jan Actual	Jan Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
1 INCOME						
2 Ordinary Income	958,698	963,089	(4,391)	958,698	963,089	(4,391)
3 EXPENSES						
4 Operating Expenses	226,957	219,333	(7,624)	226,957	219,333	(7,624)
5 Depreciation Expense	118,944	117,075	(1,869)	118,944	117,075	(1,869)
6 Program Expenses	674,914	838,366	163,452	674,914	838,366	163,452
7 Total Expenses	1,020,815	1,174,775	153,960	1,020,815	1,174,775	153,960
8 OTHER INCOME/(EXPENSE)						
9 Total Other Income/(Expense)	(113,069)	235,000	(348,069)	(113,069)	235,000	(348,069)
10 NET INCOME/(LOSS)	<u>(175,186)</u>	<u>23,315</u>	<u>(198,501)</u>	<u>(175,186)</u>	<u>23,315</u>	<u>(198,501)</u>

Monthly Highlights
January 31, 2022

Verdant received dividend payments of \$31.6K, a realized loss of \$30.1K and an unrealized loss of \$312.6K on our investment portfolio which closed with an ending market value of \$55,058,871.

Program grants totaled \$6,013,206 for 2022 excluding BHCF. Additional 2022 funding for COVID-19 programs totaled \$65K.

Revenue of \$123.1K and expenses of \$96.1K from the Kruger Clinic were incurred, netting to an additional operating income of \$27K.

Public Hospital District #2

Warrant Number	Transaction Date	Payee	Amount	Purpose
Warrant Activity:				
15281	01/05/2022	ArlenRose Frazier	1,960.00	Grief and Loss: A Healing Process: Behavioral Health Group, 7 week group
15282	01/05/2022	Armstrong Services	2,560.00	Janitorial Services
15284	01/05/2022	ASP	0.00	VOID: Mary Jo Jacobs; Period: Dec 16-31, 2021
15285	01/05/2022	Aukema & Associates	7,815.00	Website Design & Development project - Final installment - through go live
15286	01/05/2022	Canon Financial Services, Inc.	593.48	Contract #: 852451-1 Copier Lease December 2021
15287	01/05/2022	City Center Apartment Lynnwood Partners	41.00	Apartment application fee: Jeffrey Stevenson
15288	01/05/2022	City of Edmonds	948.14	Water, Sewer, Storm Drain 10/20 - 12/19/21
15289	01/05/2022	City of Lynnwood - Utilities	236.08	Storm Drain 7/7/21 - 9/8/21
15290	01/05/2022	Coast Property Management	3,500.00	Property Management
15291	01/05/2022	Commercial Construction & Maintenance Co	135.92	Building Engineer Services 11/08
15292	01/05/2022	Consolidated Landscape Maintenance, Inc.	440.90	Landscaping January 2022
15293	01/05/2022	Dynamic Computing, Inc.	4,515.33	IT Consulting
15294	01/05/2022	Eberle Vivian	4,670.81	1Q 22 Self Insurance Work Comp Claims Administration
15295	01/05/2022	ELTEC Systems, LLC	305.25	December 2021 Elevator Maintenance
15296	01/05/2022	Fluxx Labs, Inc.	500.00	Implementation Services
15297	01/05/2022	Lesbia G. Orellana	900.00	Award #WC343 - Spanish workshop facilitation - Healthy Relationships between couple & DV Support...
15298	01/05/2022	Margot Helphand	3,262.50	Consulting Services - November & December 2021
15299	01/05/2022	Quadient Finance USA Inc.	165.20	Postage
15300	01/05/2022	Regence Blueshield	0.00	VOID: January 2022 Medical & Dental Insurance, NSF for positive pay issue
15301	01/05/2022	RRiesExpert LLC	0.00	VOID: Check was returned, positive pay issue
15302	01/05/2022	Sound Dietitians LLC	1,626.05	Internal Program expense
15303	01/05/2022	Staples	332.54	11/10 - 12/09/21
15304	01/05/2022	Terra Services, Inc.	3,444.16	Temporary staffing
15305	01/05/2022	TK Consulting	6,150.00	December 2021
15306	01/05/2022	Turner HR Services, Inc.	2,025.00	HR Consulting - December 2021
15307	01/05/2022	Yasaura Carvajal	577.90	WC 329 - Promotoras work
15308	01/05/2022	Seattle Visiting Nurse Association	0.00	VOID: Check was returned due to bank issue
15309	01/22/2022	All City Fence Co.	337.82	January 2022 Fence Rental
15310	01/22/2022	Allied Univ Security Srv	304.17	December Parking Lot Security
15311	01/22/2022	Allstream	59.09	Account #1299089 1/3/22 - 2/2/22
15312	01/22/2022	ASP	1,091.80	Contracted Services Dir of Fin
15313	01/22/2022	Canon Financial Services, Inc.	593.48	Contract #: 852451-1 Copier Lease January 2022
15314	01/22/2022	City of Edmonds	23.75	Water + Water Utility Tax 11/15/21 - 1/14/22
15315	01/22/2022	City of Lynnwood - Utilities	734.81	Utilities
15316	01/22/2022	City of Mountlake Terrace	240.00	Award A284-2 - Swim Lessons

	Transaction Date	Payee	Amount	Purpose
Warrant Activity (continued):				
15317	01/22/2022	Comcast - Acct # 8498310221378586	299.57	8498 31 022 1378586
15318	01/22/2022	Commercial Property Maintenance, Inc.	1,710.07	Property Maintenance
15319	01/22/2022	Community Foundation of Snohomish Cnty	2,500.00	Lift Every Voice Legacy at CFSC (MLK Morning Program)
15320	01/22/2022	Dynamic Computing, Inc.	6,048.41	IT Consulting
15321	01/22/2022	ELTEC Systems, LLC	319.90	January 2022 Elevator Maintenance
15322	01/22/2022	Foster Garvey PC	5,780.00	Legal billing November 2021
15323	01/22/2022	Nicole Lyon	394.46	WC 357 - Nutrition Programs: Cooking Demo 1/10/22
15324	01/22/2022	Payden & Rygel	9,239.00	12/1/2021 - 12/31/2021 Investment Advisory Services
15325	01/22/2022	Puget Sound Energy	35.87	Natural Gas - Account number 220025094198
15326	01/22/2022	Safeway	1,000.00	Food Insecurity Nutrition Incentive - December 2021
15327	01/22/2022	Snohomish County Auditors Office	60,920.60	November 2, 2021 General Elections
15328	01/22/2022	Staples	193.92	12/10 - 1/10/22
15329	01/22/2022	Terra Services, Inc.	1,541.44	Temporary Exec Asst/Office Manager - Week ending 1/2/22
15330	01/22/2022	Velia Cervantes Lara	4,350.00	WC 340- Spanish Positive Discipline & Parent support groups
15331	01/22/2022	Verizon	139.55	January 2 - February 1, 2022 phone charges LE
15332	01/22/2022	WA State Dept of L&I - Elevator Program	154.60	Annual Elevator Certification - Invoice # 292822
15333	01/22/2022	Waste Management	290.30	December 2021 - Acct number 14-46467-83003
15334	01/22/2022	Wells Fargo	321.77	Account # 4856 2003 8200 7998
15335	01/22/2022	City of Lynnwood - Utilities	295.48	Utilities
15336	01/22/2022	Comcast - Acct # 905447969	572.96	905447969
15337	01/22/2022	Puget Sound Energy	56.26	Natural Gas - Account number 220001924632
15338	01/22/2022	Waste Management	156.03	December 2021 - Acct number 14-46330-13003
15339	01/22/2022	City of Lynnwood - Utilities	479.29	Utilities
15340	01/22/2022	Comcast - Acct # 933676367	1,182.37	12/15/21 - 1/31/22
15341	01/22/2022	Snohomish County PUD	2,727.82	Utilities
		Total Warrants	150,799.85	

Transaction Date	Payee	Amount	Purpose
Wire/ACH Activity:			
01/03/2022	AmeriFlex Business Solutions	468.60	Flexible Spending - Claim Reimbursement
01/19/2022	Valic	3,731.01	Payroll 401(a)/457 Deposit
01/11/2022	Wells Fargo	412.01	Service Charge
01/12/2022	Wells Fargo Merchant Services	71.10	Service Charge
01/20/2022	Paychex	96.91	Payroll Processing Fees
01/28/2022	Paychex	142.66	Payroll Processing Fees
01/12/2022	Paychex	18,060.21	Payroll
01/13/2022	Paychex	885.41	Payroll Processing Fees
01/19/2022	Valic	2,202.74	Payroll 401(a)/457 Deposit
01/13/2022	Paychex	8,418.26	Payroll Taxes
01/27/2022	Paychex	9,103.15	Payroll Taxes
01/18/2022	AmeriFlex Business Solutions	80.68	Flexible Spending - Claim Reimbursement
01/24/2022	AmeriFlex Business Solutions	77.84	Flexible Spending - Claim Reimbursement
01/27/2022	Paychex	18,974.99	Payroll
01/19/2022	AmeriFlex Business Solutions	5.75	Flexible Spending - Claim Reimbursement
01/20/2022	Paychex	612.68	Payroll Taxes
01/14/2022	Wells Fargo	50.00	Wells Fargo
01/14/2022	Wells Fargo	30.00	Wells Fargo
01/31/2022	AmeriFlex Business Solutions	30.00	Flexible Spending - Claim Reimbursement
01/10/2022	AmeriFlex Business Solutions	711.27	Flexible Spending - Claim Reimbursement
	Total Wire/ACH Activity	64,165.27	

Transaction Date	Payee	Amount	Purpose
01/15/2022	Cancer Lifeline	1,166.66	Program Payment
01/15/2022	Cascade Bicycle Club Education Foundation	4,166.66	Program Payment
01/15/2022	Center for Human Services	43,384.32	Program Payment
01/15/2022	ChildStrive	52,870.66	Program Payment
01/15/2022	Cocoon House.	8,750.00	Program Payment
01/15/2022	Community Health Center of Snohomish Co	20,102.40	Program Payment
01/15/2022	Compass Health	39,811.58	Program Payment
01/15/2022	Domestic Violence Services Snohomish Co	14,666.66	Program Payment
01/15/2022	Edmonds College Foundation	18,379.50	Program Payment
01/15/2022	Edmonds School District No. 15	122,383.75	Program Payment
01/15/2022	Edmonds Senior Center	9,667.00	Program Payment
01/15/2022	Evergreen Recovery Centers	29,533.33	Program Payment
01/15/2022	Gambian Talents Promotion	9,550.00	Program Payment

01/15/2022	Girls on the Run	3,515.00	Program Payment
01/15/2022	Helping Hands Project Organization	4,333.00	Program Payment
01/15/2022	Homage Senior Services	39,353.58	Program Payment
01/15/2022	Interfaith Family Shelter	833.00	Program Payment
01/15/2022	Jean Kim Foundation	20,552.75	Program Payment
01/15/2022	Kindering	12,500.00	Program Payment
01/15/2022	Korean Community Serv. Center	9,583.33	Program Payment
01/15/2022	Korean Women's Association	5,000.00	Program Payment
01/15/2022	Latino Educational Training Institute	11,567.00	Program Payment
01/15/2022	Lynnwood Food Bank	4,333.00	Program Payment
01/15/2022	Medical Teams International	12,500.00	Program Payment
01/15/2022	Millenia Ministries	12,452.08	Program Payment
01/15/2022	Pacific Treatment Alternatives	11,800.58	Program Payment
01/15/2022	Parent Trust for WA Children	658.33	Program Payment
01/15/2022	Project Access Northwest	14,583.33	Program Payment
01/15/2022	Puget Sound Christian Clinic	53,966.66	Program Payment
01/15/2022	Snohomish County Legal Services	4,166.66	Program Payment
01/15/2022	South County Fire	7,431.25	Program Payment
01/15/2022	Therapeutic Health Services	15,512.42	Program Payment
01/15/2022	University of WA	7,484.67	Program Payment
01/15/2022	UTSAV	4,333.00	Program Payment
01/15/2022	Volunteers of America Western WA	6,449.09	Program Payment
01/15/2022	WA Kids in Transition	10,416.66	Program Payment
01/15/2022	Wonderland Child & Family Services	28,750.00	Program Payment
01/15/2022	YMCA of Greater Seattle.	7,775.00	Program Payment
01/15/2022	YWCA of Seattle, King and Snohomish Co	7,720.42	Program Payment
	Total Wires/ACH Transactions	692,003.33	

	Transaction	Date	Payee	Amount	Purpose
Kruger Clinic Activity:					
1081 - 1098	misc		Various Vendors	39,849.87	Administered by Coast Property Management
Work Comp Activity:					
305524	misc		Various Claimants/Vendors	911.61	Administered by Eberle Vivian
			Total Disbursements	947,729.93	

Deposits:	Transaction Date	Payer	Amount	Purpose
	01/04/2022	Edmonds Medical Clinic	6,830.84	Monthly Rent
	01/07/2022	Raymond Liu, DDS	2,593.87	Monthly Rent
	01/10/2022	Healthcare Reality Services, Inc.	4,663.72	Monthly Rent
	01/24/2022	Puget Sound Gastro	35,891.89	Monthly Rent
	01/07/2022	WA State ESD	17,620.06	Tax Liability Refund
	01/20/2022	Allied Dermatology Partners	7,595.38	Monthly Rent
	01/10/2022	Snohomish County	11,905.06	Tax Levy Payment
	12/23/2021	Healthcare Reality Services, Inc.	1,796.46	Monthly Rent

VERDANT HEALTH COMMISSION
PUBLIC HOSPITAL DISTRICT #2
SNOHOMISH COUNTY, WASHINGTON

WARRANT APPROVAL

We, the undersigned Board of Commissioners of Public Hospital District #2 of Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that Warrant Numbers 15281 through 15341 have been issued for payment in the amount of \$150,799.85. These warrants are hereby approved.

Attest:

Tammy Keuser

Commissioner

Commissioner

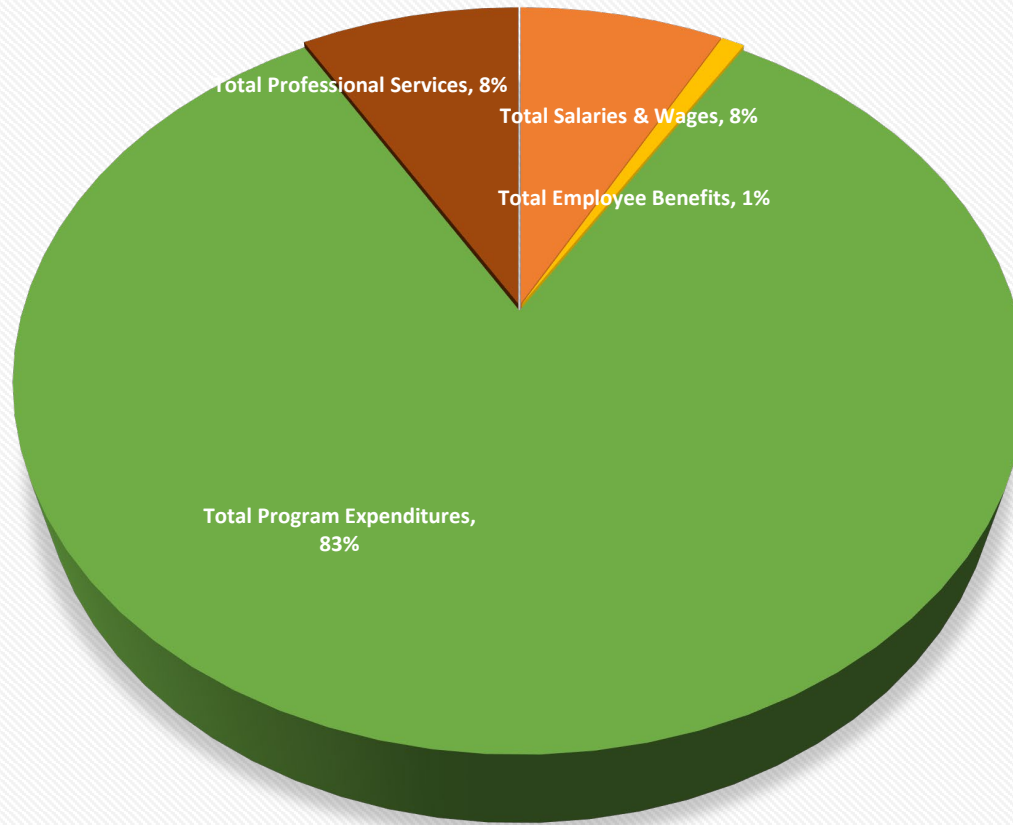
Commissioner

Commissioner

Commissioner

Warrants Processed:	01-01-2022 – 01-31-2022		\$ 150,799.85
Work Comp Claims Pd:	01-01-2022 – 01-31-2022		911.61
Kruger Clinic Processed:	01-01-2022 – 01-31-2022		39,849.87
Payroll:	12-26-2021 – 01-08-2022	18,060.21	
	12-12-2021 – 12-25-2021	<u>18,974.99</u>	
			37,035.20
Electronic Payments/ Adjustments:	Payroll Taxes	18,134.09	
	Payroll Processing	1,124.98	
	Valic Retirement	5,933.75	
	FSA Payments	1,374.14	
	Bank Fees	563.11	
	B&O/Leasehold Tax	0.00	
	Program Expenditures	<u>692,003.33</u>	
			<u>719,133.40</u>
	Grand Total		<u>\$947,729.93</u>

Verdant YTD expenses January 2022



■ Total Salaries & Wages ■ Total Employee Benefits ■ Total Program Expenditures ■ Total Professional Services

**Committed Program Funding
as of January 2022**

		Committed 2021	Committed 2022	Program End
7100 . Grants				
	Committed			
	Alzheimer's Association	\$ -	\$ -	
	Boys & Girls Club Healthy Habits	\$ 221,250	\$ -	Sep-21
	Cancer Lifeline	\$ 3,500	\$ 10,500	Sep-22
	Cascade Bicycling Club Advanced Basics	\$ 32,000	\$ 50,000	Dec-22
	Center for Human Services Youth Counseling	\$ 319,167	\$ 233,333	Sep-22
	Center For Human Services/CHS Integration	\$ 68,820	\$ 70,227	May-23
	Center For Human Services/EFM Integration	\$ 100,057	\$ 102,058	Feb-23
	ChildStrive Early Intervention/PAT	\$ 326,813	\$ 82,121	Mar-22
	ChildStrive Nurse Family Partnership	\$ 297,052	\$ 305,964	Dec-22
	City of Lynnwood Move 60: Teens!	\$ -	\$ -	
	Cocoon House Prevention Program	\$ 78,750	\$ 26,250	Mar-22
	Community Health Center County Dental Program	\$ 100,195	\$ -	9/31/21
	Compass Health CP Program	\$ 151,627	\$ 414,561	Dec-22
	Compass Health - Emergency Motel Vouchers	\$ 20,250	\$ 10,000	Mar-22
	Compass Health - Snohomish County Triage Center	\$ -	\$ -	
	Concern for Neighbors Food Bank (MLT)	\$ 8,230	\$ -	
	Domestic Violence Services Teen Prevention	\$ 16,700	\$ 80,000	Sep-22
	Domestic Violence Services South County Advocate	\$ 96,000	\$ 96,000	Dec-22
	Edmonds College Foundation-Food	\$ -	\$ 50,000	Dec-22
	Edmonds College Foundation-Behavioral Health	\$ 85,275	\$ 85,275	Jun-22
	Edmonds Food Bank	\$ 20,000	\$ -	
	Edmonds School District Move 60!	\$ 746,207	\$ 559,070	Aug-22
	Edmonds Schools Family Resource Advocate	\$ 180,000	\$ 120,000	Aug-22
	Edmonds Schools Student Support Advocate	\$ 450,000	\$ 450,000	Dec-22
	Edmonds Schools/AMS Equipping Students to Thrive	\$ -	\$ -	
	Edmonds Senior Center Enhanced Wellness	\$ 115,992	\$ 116,000	Dec-22
	Edmonds Senior Center Nutrition Programs	\$ -	\$ -	
	Evergreen Recovery Centers	\$ 177,200	\$ 177,200	Jun-22
	Foundation for Edmonds School Summer Meals	\$ 20,000		
	Girls on the Run	\$ 22,500	\$ 24,605	Sep-22
	Helping Hands Project Organization	\$ -	\$ 52,000	Dec-22
	Homage Senior Services Care Coordination	\$ 143,620	\$ 147,919	Dec-22
	Homage Senior Services Center for Healthy Living	\$ 628,095	\$ 324,324	Dec-22
	Interfaith Family Shelter	\$ 7,500	\$ 2,499	Mar-22
	Jean Kim Foundation-Hygiene Center	\$ 61,658	\$ 184,975	Sep-22
	Kinderling Early Intervention	\$ 149,155	\$ 37,500	Mar-22
	Korean Community Service Center	\$ 28,750	\$ 86,250	Sep-22
	Korean Women's Association Everyday Prevention	\$ 60,000	\$ 15,000	Mar-22
	Lahai Health Dental Clinic	\$ 402,970	\$ 190,000	Jun-22
	Lahai Health Mental Health Counseling Program	\$ 58,900	\$ 59,700	Aug-22
	Lahai Health Mobile Medical Clinic	\$ 183,000	\$ 188,000	Dec-22
	Latino Educational Training Institute	\$ 54,000	\$ 32,500	Sep-23

**Committed Program Funding
as of January 2022**

	Latino Educational Training Institute-Family Success/Promotora	\$ 44,400	\$ 44,400	Jul-22
	Latino Educational Training Institute- Café Leti		\$ 50,000	Dec-22
	LLS Transportation Assistance	\$ -	\$ -	
	Lynnwood Food Bank	\$ 15,625	\$ 52,000	Dec-22
	Millennia Ministries	\$ 112,500	\$ 27,356	Mar-22
	MTI Care and Connect (Mobile Dental Program)	\$ 110,400	\$ 112,500	Sep-22
	Northwest Parkinson's Foundation	\$ -	\$ -	
	Pacific Treatment Alternatives	\$ 106,205	\$ 35,402	Mar-22
	Parent Trust- Conscious Fathering	\$ 16,975	\$ 5,925	Sep-22
	Parent Trust Family Wellness	\$ 15,000	\$ -	
	PEPS	\$ -	\$ -	
	Prescription Drug Assistance Program	\$ 55,000	\$ -	
	Project Access Northwest	\$ 150,000	\$ 87,500	Jul-22
	Project Girl	\$ 157,656	\$ 157,656	Dec-22
	Puget Sound Kidney Center	\$ -	\$ -	
	Seattle Visiting Nurses Flu Vaccines	\$ 36,840	\$ -	
	Snohomish County Legal Services	\$ 37,500	\$ 12,500	Mar-22
	SSC Fire & Rescue - A.C.T. Program	\$ -	\$ -	
	SSC Fire & Rescue Community Paramedic	\$ 145,000	263,925	Decemeber 2022
	SSC Fire & Rescue/OMF Veteran's Project	\$ 92,260	\$ 89,175	Dec-22
	Swim Lessons (Edmonds, Lynnwood, MLT, YMCA)	\$ 70,000	\$ -	
	Therapeutic Health Services Youth Behavioral	\$ 218,072	\$ 93,072	Jun-22
	University of Washington Bothell	\$ 45,328	\$ 45,328	Jun-22
	UTSAV	\$ -	\$ 52,000	Dec-22
	VOAWW 211	\$ 76,400	\$ -	
	WA Serves Veteran Support Program	\$ -	\$ -	
	Washington Kids in Transition	\$ 62,500	\$ 62,500	Jun-22
	Washington Poison Center	\$ -	\$ -	
	Wonderland Development Center Early Intervention	\$ 150,000	\$ 150,000	Dec-22
	Wonderland Development Center Clinic for Prenatal Exposure	\$ 176,872	\$ 195,000	Dec-22
	YMCA- East African Navigation Program	\$ 23,325	\$ 69,975	Sep-22
	YWCA Children's Domestic Violence	\$ 2,083	\$ -	Jan-18
	YWCA - Emergency Shelter	\$ 22,500	\$ 7,500	Mar-22
	YWCA - Healthcare Access	\$ 46,984	\$ 15,661	Mar-22
	Total Committed	\$ 7,424,657	\$ 6,013,206	
	Not Committed (Available to Spend)	\$ 575,343	\$ 3,486,794	
	Total Grants	\$ 8,000,000	\$ 9,500,000	
	7300 . Internal Programs			
	Committed			
	7301 Conferences & Forums	\$ 29,000		
	7302 Needs Assessment and Evaluation	\$ -		
	7303 Nutrition & Physical Activity	\$ 98,650		
	7304 Behavioral Health	\$ 42,340		
	7305 VOAWW 211 Community Resource Advocate	\$ 44,567		
	7306 Multicultural Health Programs	\$ 50,679		
	7308 Social Worker Case Management	\$ 6,000		
	7309 Health Screening & Education	\$ 2,000		

**Committed Program Funding
as of January 2022**

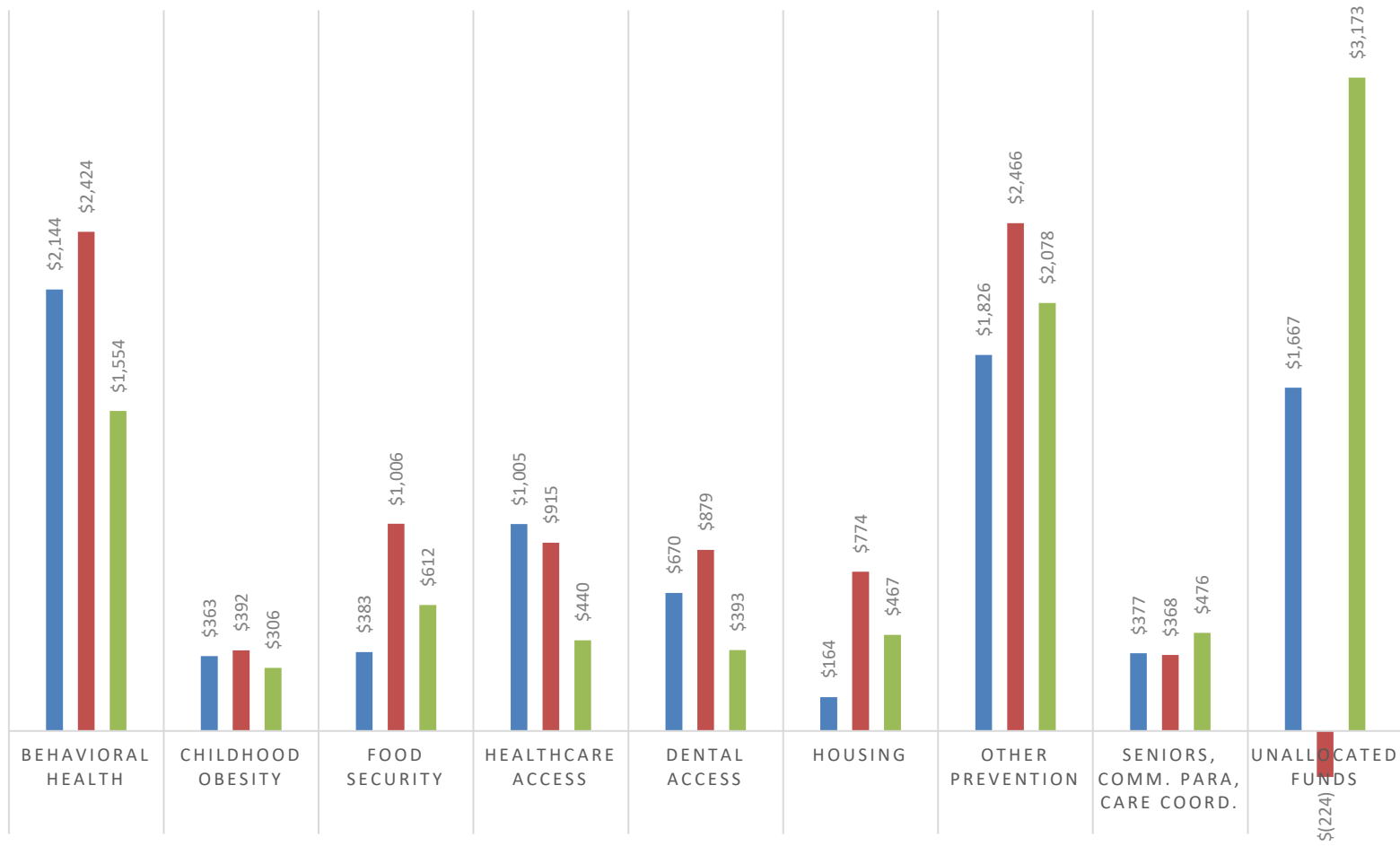
	7310 Provider Training & CME	\$ 10,000		
	Total Committed	\$ 283,236		
	Not Committed (Available to Spend)	\$ 54,659		
	Total Internal Programs	\$ 337,895		
7200 . Supt. Discretionary/2022 COVID				
	Committed			
	Leadership Snohomish County Step-up Event	\$ -	\$ -	
	Center for Human Services	\$ 1,920	\$ -	
	Compass Health	\$ 106,904	\$ -	
	Domestic Violence Services Snohomish Co	\$ 26,737	\$ -	
	Edmonds Community College Foundation	\$ 287	\$ -	
	Edmonds Community College Foundation	\$ 12,060	\$ -	
	Edmonds Community College Foundation	\$ 40,000	\$ -	
	Edmonds Food Bank	\$ (5)	\$ -	
	Jean Kim Foundation	\$ (14,505)	\$ -	
	Jean Kim Foundation	\$ 52,182	\$ -	
	Jean Kim Foundation	\$ 60,000	\$ -	
	Korean Women's Association	\$ 69,128	\$ -	
	WA Kids in Transition-Homelessness Prevention	\$ 50,000	\$ 50,000	
	WA Kids in Transition	\$ 28,571		
	LETI	\$ 45,993	\$ -	
	Foundation for Edmonds School District	\$ 54,715	\$ -	
	Lynnwood Sister Cities Association	\$ 17,564	\$ -	
	Medical Teams International	\$ 34,520	\$ -	
	Medical Teams International	\$ 19,830		
	South County Fire	\$ 14,668	\$ -	
	Trinity Lutheran Church/Cold Weather Shelter	\$ 4,300	\$ -	
	Helping Hands Project Organization	\$ 76,650	\$ -	
	Helping Hands Project Organization	\$ 14,000	\$ -	
	Helping Hands Project Organization	\$ 62,499	\$ -	
	City of Edmonds-LEAP	\$ 66,000	\$ -	
	Gambian Talents Promotion	\$ 8,000	\$ -	
	Communities of Color Coalition	\$ 50,000		
	Volunteers of America Western WA	\$ 10,000	\$ -	
	Brain Energy Support Team	\$ 25,200	\$ -	
	Wonderland	\$ 2,563	\$ -	
	Vision Hope Center	\$ 21,000		
	Hand in Hand Kids	\$ 10,000		
	Refugee Immigrant Services NW- Afghan Navigator Program	\$ 15,000	\$ 15,000	
	Total Committed	\$ 985,782		
	Not Committed (Available to Spend)	\$ 14,218		
	Total Discretionary Programs	\$ 1,000,000		
7500 . Building Healthy Communities Fund				
	Committed			
	Sea Mar CHC - Lynnwood Clinic	\$ 1,000,000	\$ -	

**Committed Program Funding
as of January 2022**

	City of MLT - Evergreen Playfield	\$ 1,000,000	\$ -	
	City of Edmonds Civic Park		\$ 107,750	
	Community Health Center (CHC)	\$ 1,875,000	\$ -	
	Total Committed	\$ 3,875,000	\$ 107,750	
	Not Committed (Available to Spend)	\$ (2,090,000)		
	Total BHCF Programs	\$ 1,785,000		
	7600 . Co-funding Opportunities			
	Committed			
	Total Committed	\$ -		
	Not Committed (Available to Spend)	\$ 100,000		
	Total Co-funding Opportunities	\$ 100,000		
	7700 . CHART			
	Committed			
		\$ 55,033		
		\$ -		
	Total Committed	\$ 55,033		
	Not Committed (Available to Spend)	\$ (51,433)		
	Total CHART	\$ 3,600		
	TOTAL	\$ 11,226,495		

VERDANT COMMITTED GRANT FUNDS (\$K)

■ 2020 ■ 2021 ■ 2022



Hospital District No 2, Snohomish County

Proposed Timeline for Major Remodel

February 2, 2022

3 RFP/RFQs to be launched in 2022

1. RFQ #1 Architectural Services for Kruger Clinic Design drawings

2. RFP #2 Roof Replacement

3. RFP #3 General Contracting Services

2.16.22 - Present timeline and RFQ #1 and RFP #2 to Finance Committee for approval; Choose one commissioner to be involved in the Selection process

2.23.22 - Present timeline and RFQ #1 and RFP #2 to the Board for approval

2.28.22 - Launch Architectural RFQ #1 and Small Works RFP #2 for roof replacement. Publish RFP/RFQs on Verdant Website and MRSC Small Works Roster. Bids due 3.11.22

3.14.22 - Interview finalists via zoom. Select architect for final design.

3.15.22 through 6.30.22 - Specs developed, designs presented to committee, final selections approved by Board.

7.14.22 – Once Design work is completed and approved by the Board the Timeline and RFP #3 for General Contractor is presented to the Finance Committee for approval.

7.27.22 - Timeline and RFP #3 for General Contractor presented to the Board for approval

7.28.22 - Launch General Contractor RFP #3 Bids due 8.17.22

8.18.22 – Interview finalists via zoom. Recommend General Contractor to board for contract award.

8.24.22 – Board approves contract award to General Contractor

**REQUEST FOR QUALIFICATIONS
Architectural and Design Services
Public Hospital District No 2,
Snohomish County, Washington,
d/b/a Verdant Health
Commission**

I. INTRODUCTION

Public Hospital District No. 2, Snohomish County, Washington, d/b/a Verdant Health Commission (“Verdant”), located at 196th St SW, Lynnwood, WA 98036, is soliciting statements of qualifications pursuant to chapter 39.80 RCW from architect and design teams to provide architectural drawings and specifications for proposed renovations to the the Swedish Kruger Medical Center, which is owned by Verdant. The building is located at: 21600 Highway 99, Edmonds, WA 98026.

II. PROJECT DESCRIPTION

The Swedish Kruger Medical Center is 44,776 sq.foot and contains various medical and dental tenants. There was some minor renovation work completed in 2009 but no substantial renovations have been completed since the building was constructed. Verdant has worked with a consultant to complete an artistic rendering of a facility update and seeks an architect to move this vision towards implementation.

Verdant requires final stamped drawings and construction specifications to support artistic renderings; discussions with, and presentations to, Verdant representatives to advance the project, approve various stages of completion and authorize payment. Verdant also requires an architect who will interact with and provide consultation to the general contractor during construction phase of the project.

III. SCOPE OF WORK

The scope of work and Responsibilities are as follows: prepare bid drawings and specifications to retain a general contractor for the following items based on Verdant’s approved designs:

- Upgrade exterior and interior signage including additional exterior wayfinding signage, directional signage for interior and directory upgrade.
- Upgrade to main entry canopy, urgent care entry canopy and entry canopy at east entry.

- Upgrade façade at Aurora/99
- Exterior and Interior Paint Refreshes
- Lobby Upgrades (Lighting, feature walls, graphics, furniture)
- Corridor Lighting and Furniture upgrades
- Feature Walls at Suite Entrances
- Site Fencing on Aurora/99; Site Feature Lighting.
- 125 kw generator with ATS, remote enunciator panel and associated wiring; New 100 amp 3-phase 120/208 voly branch panel and concrete pad
- Landscaping Improvements
- Security Improvements

IV. FORM OF STATEMENT OF QUALIFICATIONS/APPROACH TO PROJECT

Statement of qualifications must consist of the following information in the order indicated below:

1. Cover letter stating interest in project with signature of duly authorized principal.
2. Approach to Project
3. Technical qualifications.
4. Description of similar projects involving medical facilities completed within the last five (5) years.
5. List of principals assigned to the project and total number of employees
6. Evidence of License in the State of Washington.
7. Timeline for Project
8. Three professional references for projects completed within the last five (5) years

V. ACCEPTANCE OR REJECTION OF PROPOSAL:

Verdant reserves the right to reject any and/or all proposals when such rejection is in the interest of Verdant. Verdant also reserves the right to waive any information and technicalities in the selection process. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The Public Hospital District No.2, Snohomish County reserves the right, however, to award contract to its best interest.

VI. GENERAL INFORMATION

Written responses will be received electronically by Barb Nystrom at bnystrom@coastmgt.com until 4:00 P.M. PST on March 11, 2022. Written responses received after the time and date stated will not be accepted. Written responses received on time will receive a time and date received response and be recorded publicly as received.

Verdant will negotiate a contract with the most qualified firm at a price that it determines is fair and reasonable. In making its determination, Verdant will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If Verdant is unable to negotiate a satisfactory contract with the firm selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process ends.

INVITATION TO BID
Public Hospital District #2,
Snohomish County Swedish
Kruger Medical Building

Roof Replacement Project

SMALL WORKS ROSTER
SOLICITATION

SECTION 1: Introduction

This Invitation to Bid (ITB) is being issued in accordance with RCW 70.44.140(2), which permits the use of a Small Works Roster to solicit bids. Only qualified vendors who have filled out an application to be on the Municipal Research Service Center (MRSC) Small Works Roster and have been accepted may submit bids. **If you did not receive this solicitation directly from the Public District No. 2, Snohomish County, Washington, d/b/a Verdant Health Commission (the “District”) you may not be eligible to bid.** A Small Works Roster application is available at [www.mrscro](http://www.mrscro.org) HYPERLINK "<http://www.mrscrosters.org/>"s HYPERLINK "<http://www.mrscrosters.org/>"ters.org HYPERLINK "<http://www.mrscrosters.org/>".

Notice is hereby given that written bids for the Roof Replacement Project will be received by Hoban & Associates, LLC, d/b/a Coast Property Management (“Coast”), which is acting as the District’s property manager, for the Swedish Kruger Medical Building, which is owned by the District.

Project Description: The District seeks a vendor to tear off and replace Roof A and Roof B for the Swedish Kruger Medical Building located at **21600 Hwy 99, Edmonds, WA 98026.**

Site Visit: The District will make the roof accessible Tuesday, March 2, 2022, between 7:00 a.m. - 10:00 a.m. for a site visit.

Schedules: The services proposed in this ITB must be completed in a timely fashion according to the schedule here. Work must begin within thirty (30) days following the issuance of the written Notice to Proceed. Vendor work shall be performed at agreed dates and times as determined by the District’s property manager unless the District authorizes an exception. The District understands that work may be weather dependent, but the work must be completed no later than July 31, 2022, unless an extension is approved by Coast.

Prevailing Wages: This project is a Public Work as defined in RCW 39.04.010. The vendor shall comply with all provisions of chapter 39.12 RCW. The link to applicable prevailing wage schedule for journey level is <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. The prevailing wage rate for apprentice jobs is <https://fortress.wa.gov/lni/wagelookup/ApprenticeWageLookup.aspx>. The vendor is responsible for filing the appropriate documents with the Department of Labor and Industries. The vendor’s cost of filing Prevailing Wage forms with the State Department of Labor and Industries are not reimbursable by the District.

Insurance: The awarded vendor shall provide evidence of insurance as described herein. This includes Workers’ Compensation, Liability, and Property Damage Insurance. The District and Coast shall be named as an additional insured on each policy.

The District reserves the right to reject any or all bids, waive informalities, and make the award in the best interest of the District. Bid results and questions pertaining to this project can be obtained by reaching Coast, via e-mail at bnystrom@coastmgt.com

SECTION 2: Timelines and Schedules

Roof Replacement Project

Day/Date	Description
	ITBs are available to Small Works Roster vendors via email notification.
Bid Due Date March 11, 4:00 pm	Submit your bid using the contact information listed in Section 3, Number 2 – Communication Restrictions: email, fax, USPS, courier, or hand-delivered. Respondents assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of bids.
	District will announce apparent low bidder by close of business on date shown.
AFTER AWARD:	
Awarded vendor must return signed contracts and insurance documents within ten (10) business days after receipt of materials from the District. Failure to return these documents may result in rejection of award, and the District could proceed to the next low bidder for award.	
The project must be started within sixty (60) days of the issuance of written notice to proceed.	
The project must be completed within the timeframe specified in Section 1 following issuance of notice to proceed.	

SECTION 3: Instructions to Bidders

- **RESPONSE INSTRUCTION AND SUBMITTAL DEADLINES:** Bids may be submitted by using one of the methods listed in Number 3 – Communication Restrictions.

Submit your bid by the time and date shown in Section 2 of this document. It is the bidder's responsibility to ensure that bids are received by the deadline. Bids received after the deadline will not be considered. Vendors may confirm transmissions are successfully received by contacting Coast noted in Number 2 below, as documents that are not readable will be rejected.

Vendors should allow normal mail delivery time to ensure timely receipt by the District.

Vendors assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by delivery.

This bid is not a formal public bid opening and reading. Bids are informally read and opened in Coast's office by property management. The District reserves the right, under special circumstances, to hold public bid openings.

- **COMMUNICATION RESTRICTIONS:** All communications regarding this bid must be directed to Coast:

Name: Coast Property Management, Property Manager
Mailing Address: 2829 Rucker Avenue, Everett, WA 98201
Physical Address: 2829 Rucker Avenue, Everett, WA 98201
Phone: 425-405-1890 D 425-238-3663 M
Fax: 425-582-8527
Email: bnystrom@coastmgt.com

Unless authorized by Coast or the chief executive officer of the District, no other District official or employee can speak for the District regarding this bid. The District is not bound by information, clarification, or interpretations from other District officials or employees. Submitters should not contact the District officials or employees, other than Coast. Failure to observe this requirement may be grounds for rejection of the vendor's bid.

- **INTERPRETATION OF BID AND PURCHASE DOCUMENTS:** The District will not provide binding oral interpretations to bidders as to the meaning of bid or contract documents; oral communication is not binding upon the District. Requests for interpretation shall be made to Coast until the time and date shown on Section 2. The District will provide an addendum for any substantial interpretation or change, which will be sent promptly to parties who received the bid. All addenda shall become part of the bid package.
- **ADDENDA:** If the District issues addenda to these instructions, bidders must acknowledge receipt of the addenda on the bid form. It is the bidder's responsibility to ensure that they have received all addenda. If receipt of addenda (if any) is not indicated on the bid form, the District reserves the right to reject the bid.
- **ALL OR NONE BIDS:** "All or none" bids are required. No exceptions or alteration of the bid documents will be accepted. Any acceptable alternates shall be specified and requested by the District.
- **BID SHEET:** All quotations shall be submitted on the bid sheet enclosed herein.
- **BID PRICE:** The bid shall include everything necessary for the execution and completion of the contract including, but not limited to, furnishing all material, labor, equipment and subcontractors, and other facilities and all management, superintendent's labor and service, except as maybe

provided otherwise in the contract documents. The District will not be liable for any errors in any vendor's bid. Vendors will not be allowed to alter bids after the deadline for the submission of bids.

The District reserves the right to make corrections or amendments due to errors identified in bids by the District or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Vendors are liable for all errors or omissions contained in their bids.

When, after the opening and tabulation of bids, a bidder claims error, and requests to be relieved of award, it will be required to promptly present certified work sheets. Coast will review the work sheets and if convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the bidder may be relieved of its bid.

After opening and reading bids, the District will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and

the extended amount of any bid item, the price per unit will control. The total of extensions, corrected where necessary, will be used by the District. The District tax rate shall prevail over any calculated tax provided on the bid form. If tax is calculated improperly, the District shall recalculate accordingly.

- **EXAMINATION OF BID AND CONTRACT DOCUMENTS, SITE AND SITE CONDITIONS:** Bid submission constitutes acknowledgement upon which the District may rely, that bidder thoroughly examined and is familiar with the bid, specifications and contract documents, familiar with all worksites, reviewed and inspected all applicable statutes, regulations, and resolutions dealing with or related to the work and services to be provided, and received and considered all addenda. Failure or neglect of bidder to do so shall in no way relieve the bidder from any obligations with respect to the bidder's offer or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any contract documents, work site(s), specifications, delivery requirements, statutes, regulations, or resolutions. A signed contract furnished to the successful vendor results in a binding contract without further action by either party.
- **NEW OR USED:** All equipment provided shall be of new manufacture, unless otherwise specifically stated or called for in the bid documents.
- **SIGNATURES:** Bids shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the contract shall also be so executed. If a bid or contract is signed by an agent, the agent shall provide satisfactory evidence of authority to sign as legal representative of bidder, upon request of the District. An authorized partner of a co-partnership may sign the contract, subject to the approval of the attorney, who may at his discretion, require each and every member of the co-partnership to sign the contract.
- **INCURRED COSTS:** The District is not liable in any way for any costs incurred by respondents in replying to this request.
- **WITHDRAWAL OF BID:** Vendors may withdraw a bid that has been submitted at any time up to the due date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to Coast.
- **ALTERATION OF BID:** A bid already submitted to the District may be changed in writing, if the notice of change is received before the bid submittal deadline. Such changes need to be signed by an individual authorized to submit bids on behalf of the firm.
- **ERRORS AND OMISSIONS:** The District will not consider a claim of an error in a bid unless the claim is presented in writing within twenty-four (24) hours after the bids are opened. Additionally,

bidders claiming error must present supporting evidence, including but not limited to cost breakdown sheets, no later than forty-eight (48) hours after the bids are opened.
- **BID OPENINGS:** Bids are not publicly opened. Award information will be made available to all bidders as soon as practical following opening at the time and date specified. Results shall be available by emailing Coast at bnystrom@coastmgt.com
- **EXPIRATION:** Submittal of a bid certifies that bid remains valid until the District completes award and enters a contract with a winning vendor, which normally occurs within thirty (30) calendar days after bid opening. All bids will become void if the District decides to reject all bids.
- **RIGHT TO REJECT BIDS:** The District reserves the right to reject any or all bids, waive technicalities or irregularities, and to accept any bid if such action is believed to be in the best interest of the District. Bids may be rejected by the District, with or without cause, in the best interest of the

District and/or in the discretion of the District Property Manager. Causes for rejection may include but are not limited to: (a) if prices are excessively unbalanced in the opinion of the District, (b) if bids are not in ink; (c) if unit prices are not evident; (d) if addenda are not acknowledged.

- **NON-RESPONSIVE BID:** Any bid that does not comply with these instructions, is not signed, supplements or deviates from the specifications herein, or is incomplete, may be declared non-responsive by Coast and not further considered.
- **RESPONSIBLE BIDDERS:** The District shall consider only responsible vendors. Neither listing on the MRSC Small Works Roster nor the ITB guarantees that the District has found the firm responsible. Coast may reject bids from bidders that are not considered responsible, in the opinion of the District. Responsible vendors are those that have, in the sole judgment of the District, the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform contract work. Responsible vendors bidding on the Swedish Kruger Medical Building must have prior experience working in a medical office or medical facility. The District may also consider references and quality to determine responsibility. Vendors are ineligible to submit a bid if any owner has been convicted within the past ten (10) years of a crime that impugns honesty or integrity, or if the vendor has unsatisfied tax or judgment liens. Vendors shall have the required insurance at time of award, a valid and current Washington State vendor's license, City business license appropriate to the work at time of bid, and satisfactory business experience. Other factors, including but not limited to, delivery, materials, quality, and equipment may also be considered by the District to determine responsibility. The District reserves the right to use any information, whether supplied through the bid or otherwise obtained, in determining responsibility. In addition, the District reserves the right to determine responsibility under the guidelines of Standard Specification 1-02.14.
- **BID AWARD:** If an award is made as a result of this solicitation, it will be made to the lowest, responsible bidder whose bid is determined by the District to be responsive. In summary and as applicable to the District, Notice of Award shall be deemed to have been given when the District authorizes award. If no such authorization is required, Notice of Award shall be when the purchase order and/or contract, addressed to the successful bidder at the address shown in the bid unless otherwise noted.
- **PUBLIC INFORMATION:** All bids are public information once bids are tabulated and available for public information.
- **CONTRACT RETURN:** The successful bidder will receive an award package from the District that includes the contract, request for insurance and bond documents. The successful bidder must immediately sign and return all requested documents to the District. These must be received within the timeframe shown on the timeline in Section 2. Each bidder should perform any reviews and consideration of the contract prior to submittal, so that signature of contract can occur immediately following award. Each bidder should have preparations to immediately notify their insurance broker for the required insurance documents. If materials are not returned within the timeframe as shown on the timeline in Section 2, the District retains the right to cancel the award and award to the next lowest responsive and responsible bidder.
- **FAILURE TO EXECUTE CONTRACT:** Should the awarded vendor fail to execute a contract within the terms and conditions herein, vendor may be removed from the eligible bidder's list including the MRSC Small Works Roster.
- **NON-COLLUSION:** Submittal and signature of a bid swears that the bid is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the vendor has not induced or solicited others to submit a sham offer, or to refrain from proposing.

- **BUSINESS LICENSE:** Vendors awarded a District contract are responsible for compliance with Washington State laws regarding possession of City business licenses. The cost of obtaining the business license is at the expense of the vendor and shall not be reimbursed by the District.
- **PROTESTS:** The District shall respond to all formal, written protests made against the District for bid and contract awards. This applies to all informal Small Works bids, unless an alternative protest procedure has been specified in the bid document.

Any actual or prospective bidder, including subcontractors and suppliers showing a substantial economic interest in the contract, who is aggrieved in connection with the District solicitation or award of a contract may protest to the District in accordance with procedures herein.

PROCEDURE: The protesting party must submit a formal written statement to Coast signed by the protesting party and submitted in a timely manner. The written protest statement must state the (1) name, address and phone number of the aggrieved person; (2) the bid title for which the protest is submitted; (3) the grounds for protest with specific and complete statement of the action(s) being protested; (4) a specific relief or ruling requested.

In no event shall a protest be considered if all bids are rejected, or after the contract in dispute has been executed by the District.

In no case shall a bidder or protestor contact the elected District Commissioners regarding the protest or a possible protest action, or the protest will be considered void. This criterion is to insure the ability of the District to respond appropriately and independently to the protest action without undue influence to the protest review.

PRIOR TO BID OPENING OR DUE DATE: Parties with a potential economic interest in the outcome of a bid may submit a formal written protest to any condition known or that should reasonably have been known prior to bid opening. This includes conditions and information stated or provided in the solicitation documents, conditions occurring as a result of distribution of the solicitation documents, conditions occurring during the solicitation process, conditions occurring during any pre-bid meetings or conferences, and related matters prior to bid opening.

Coast must receive such written protest at least five (5) full business days prior to the bid submittal deadline. After that time, interested parties shall be considered to have waived their right to protest such issues.

AWARD: District may award and sign a contract at any time according to normal District procedures. Once the District has signed a contract, the District shall reject and no longer accept a protest related to that bid and contract award.

AFTER BID OPENING AND PRIOR TO AWARD: Within two (2) full business days (the equivalent of sixteen [16] business hours) after the advertised date and time of bid opening, as amended (Saturday, Sunday and legal District holidays excluded), any party planning to

protest must file written notice of such intention with Coast. If no notice is received by Coast within the two (2) business days, all eligible protesters will be considered to have waived their right to protest. Notice of intention must stipulate (1) name, and address and phone number of the aggrieved person; (2) the bid title for under which the protest is submitted; (3) the intended grounds for protest.

The complete protest, prepared in accordance with the criteria set forth in this procedure, must be received by the party to whom the original Notice of Protest was submitted within two (2) business days after the date and time of receipt of the Notice of Protest.

After the two (2) business days have passed from bid opening date/time, the district will proceed as follows.

If a notice of intent to protest was filed with the District during the two (2) days following bid opening, the District may, in the District's determination:

- Suspend the award decision to allow consideration of the protest before award is made; or
- Declare intent to award and wait a minimum of sixteen (16) business hours (two [2] business days as defined above) before entering a contract. Written notice of intent to execute a contract shall be met by either one of the following methods:
 - Public posting by the District with a named intent to award indicated on the posted tabulation, made public or accessible to the public by telephone and/or posting on the District internet location designated for bid results; or
 - A District memorandum request to authorize award to the apparent successful bidder. The first memorandum request that is submitted to the Commission for consideration shall be considered notice of intention to award.

After bid opening, only bidders that submitted a bid, subcontractors, or others that can show substantial economic interest in the bid award and who are aggrieved are eligible to protest. After bid opening, protests are limited to issues related to bid opening, evaluation of bids, and intention to award decisions, and are further limited to those items that were not known or could not have been reasonably known prior to bid opening. Such issues that were known or should reasonably have been known must have been protested prior to bid opening and are no longer eligible as an issue of protest. Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score or bid price upon which award decisions are based;
- Non-compliance with procedures described in the solicitation for the opening and award itself.

DISTRICT RESPONSE TO A WRITTEN PROTEST: Coast will receive the protest. Available facts will be considered and a decision will be issued by the District. The protesting party shall be notified of the decision.

The District may give notice of the protest and its basis to other persons, including bidders, involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information.

The District will issue a written decision, stating the reasons for the decision and informing the aggrieved person of his/her right to appeal to the District's chief executive officer and/or as named in the bid documents. The decision shall be mailed, electronically transmitted or otherwise promptly furnished to the aggrieved person and other interested parties. The decision will be considered final and conclusive unless appealed within two (2) business days (sixteen [16] business hours) of the written decision.

APPEAL: Any appeal must be made within two (2) business days of the determination to be delivered by the District to the aggrieved party. An appeal must be in writing and submitted to Coast for delivery to the District's chief executive officer. The written statement of appeal must provide a substantial basis for an appeal, based on the information submitted as part of the

original protest. New information or basis of protest will not be considered during the appeal process. This shall be the final appeal provided to the protestor. The appeal shall be considered by the Superintendent for the bid jurisdiction, who shall consider all facts and issues, and shall issue a final decision on behalf of the District.

If the aggrieved party appeals the decision, then the subsequent determination shall be final and conclusive.

DETERMINATION: The determination by the District shall either:

- Find the protest lacking in merit and uphold the District's action; or
- Find only technical or harmless errors in the District acquisition process and determine the District to be in substantial compliance and therefore reject the protest; or
- Find merit in the protest and pursue correction including correcting the errors and reevaluating the bids, and/or reissuing the solicitation to begin a new process; or
- Make other findings and determine other courses of action as appropriate.

SECTION 4: Scope of Work/Specifications

- Coordinate schedule and hours with Property Manager
- Set up dumpster in approved area
- Roof A: Tear off the first layer of Bur, then recover. Furnish and Install a ½" EPS fan fold recover board over the existing roof system and mechanically attach to maintain the fire rating for the new roof assembly. Roof B: Tear off existing roof to the substrate as well as related metal coping caps, wall skirt and counter flashings and dispose of same. Furnish and install a layer of 1/4" gypsum board over the wood substrate and mechanically attach to the substrate to give roof assembly a class A fire rating.**
- Replace and damaged or dry rotted sheathing
- Immediately report any structural failure if present to Coast who may need to provide a structural engineer to assess before proceeding.
- Re-install substrate as needed at the approved change order rate.
- Clean up all debris.**

All scheduling must be approved by property management. All demo work and loud work must be performed before or after clinic hours of Monday–Friday, 6:30am–8:00pm and Saturday–Sunday, 8am–4pm, unless approved in advance by Coast.

SECTION 5: Bid Sheet

The following two pages comprise the formal bid offer. Complete ALL pages and return to Coast via email, fax, mail or hand delivery to address listed in Section 3, Number 2 – Communication Restrictions.

Submit no later than the day and time shown in Section 2.

BID SHEET

Roof Replacement Swedish Kruger Medical Building

BID

Having carefully examined all documents enclosed herein, the undersigned proposes to perform all work in strict compliance with all documents, for the amount set forth below.

- Bid sheet must be signed.
- Use ink and print legibly.
- Unit prices, when relevant, are mandatory and shall control.
- Initial and date any changes, erasures or cross-outs.
- Include a breakdown for additional costs
- May include the company bid form as a 3rd page.

Tear off and replacement Roof A	\$
Tear off and replacement Roof B	\$
Additional costs; please list short description and rates:	\$

Total Bid: \$ _____

WA State Sales Tax: \$ _____

Total Bid: (Including Tax) \$ _____

Vendor Name: _____

Signature: _____ Date: _____

Title: _____

PUBLIC HOSPITAL DISTRICT #2, SNOHOMISH COUNTY		
Roof Replacement Project		
Response Cover Sheet		
	Yes	No
Has your company operated at least one (1) year without interruption?	<input type="checkbox"/>	<input type="checkbox"/>
Has an owner of your company been convicted of a crime within the past ten (10) years?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have experience working in a medical facility?	<input type="checkbox"/>	<input type="checkbox"/>
Does any employee or official of the Hospital District have any financial or other interest in your firm?	<input type="checkbox"/>	
	<input type="checkbox"/>	

this does not necessarily eliminate vendor from submittal):		
If no, describe differences:		
Are there any claims pending against this insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe		
Does your company maintain Professional Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>

Does your company maintain insurance in amounts specified by District contract? (if no,

Has your company been in bankruptcy, reorganization or receivership in the last five years?

Has your company been disqualified by any public agency from participation in public contracts?

Is your company licensed to do business in the State of Washington?

Are you on Comptroller General's list of ineligible vendors or list of parties excluded from federal procurement or non-procurement programs?

The undersigned acknowledges that addenda _____ through _____ have been considered as part of this requirement.

*The undersigned hereby accepts the terms and conditions as set forth herein. **This page must be signed and dated by the vendor's representative who is legally authorized to contractually bind the vendor.***

FULL LEGAL NAME OF COMPANY

TYPE OF BUSINESS Corporation (general) Partnership (limited)
 Proprietorship Limited Liability Company

FEDERAL EMPLOYEE ID NUMBER (FEI)

ADDRESS

CITY/STATE/ZIP

EMAIL ADDRESS _____

PHONE

FAX

NAME (Please Print) _____ TITLE

SIGNED

DATE

GENERAL PROVISIONS

Small Works

These general provisions are hereby a part of the conditions agreed to by the vendor upon Bid.

- **Applicable Law and Forum:** Except as hereinafter specifically provided, this contract shall be governed by and construed according to the laws of the State of Washington. Any suit arising herefrom shall be brought in Snohomish County Superior Court, which forum shall have sole and exclusive jurisdiction and venue.
- **Acceptance of Award:** If awarded vendor begins work, the vendor is deemed to have agreed to all addenda, bid, special provisions, contract plans, general provisions, amendments to the Standard Specifications, Standard Specifications and standard plans, contract, and all other related documents. If such work is accepted by the awarded vendor before the District receives a signed contract, both parties shall regard the contract and documents to be in force.
- **Contract Documents:** The addenda, bid, special provisions, contract plans, general provisions, amendments to the standard specifications, standard specifications, standard plans shall be a part of and constitute the contract entered into by the District and successful bidder. In the event there is discrepancy between any of the foregoing contract documents, the above order of documents governs so that the former prevails over the latter.
- **Notice to Proceed:** Vendor shall not commence work until Notice to Proceed has been given by the District. A notice to proceed will be given after the contract has been executed by the District and the vendor, and where applicable, by any State or Federal agencies responsible for funding any portion of the project. The time allowed for substantial completion of the work shall begin as of the date specified in the Notice to Proceed, or if no date is specified, ten (10) calendar days after the date of issuance of the Notice to Proceed or the date work commences, whichever is earlier.
- **Change Orders:** The District reserves the right to add or delete work, items, agencies or locations from this contract, subject to appropriate adjustments to the contract price. Added items, agencies or locations will be related to those on contract, and additions or deletions will be by mutual agreement, with prices consistent with the original bid price margins, and evidenced by a written contract change notice from Coast. The execution of a change order shall constitute a waiver of claims by the vendor arising out of the work to be performed or deleted pursuant to the change order, except as specifically described in the change order. General reservations of rights will be deemed waived and void.
- **Vendor Clean-Up:** All debris resulting from vendor's work, delivery or installation of equipment shall be disposed of entirely by the vendor in an efficient and expeditious manner as required and directed by Coast.
- **Inspection and Acceptance:** Work performed under this contract will be monitored and inspected by Coast and accepted by the same.
- **Warranties:** Vendor warrants those items furnished conform to its description and any applicable specifications, shall be of good quality and fit for the known purpose for which sold. This warranty is in addition to any standard warranty or service

guarantee to the District. Bidder shall submit in writing and detail the warrantee covering said item(s) or as soon thereafter as immediately required by the District.

- **Guarantee:** Vendor hereby guarantees that all the work, materials or equipment furnished under this contract will fully meet all requirements for quality of workmanship, materials, strength and any and all other requirements of the specifications.
- **Vendor Responsible for Work:** Vendor shall be responsible for all work until its acceptance by the District and vendor will not be released from responsibility for any part of the work until one (1) year after it has been accepted.
- **Approvals:** Materials purchased are subject to the District approval and if rejected are held subject to the vendor's risk and expenses incurred for its return as approved by Coast.
- **OSHA/WISHA:** Vendor agrees to comply with the conditions of the Federal Occupational Safety and Health Act of 1970, the Washington Industrial Safety and Health Act of 1970, and standards and regulations issued thereunder, and certifies that all items furnished and purchased will conform to and comply with said standards and regulations. Vendor further agrees to indemnify and hold harmless the District from damages assessed against the District because of vendor's failure to comply with the acts and the standards issued thereunder and for the failure of the items furnished under this order to so comply.
- **Compliance With Laws:** Vendor shall comply with all applicable federal, state, tribal and local laws, rules, and regulations affecting its performance and hold the purchaser harmless against any claims arising from the violation thereof. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the vendor for any of the above reasons.
- **Taxes:** The vendor shall include Washington State Sales and Local Tax where applicable, as a separate item on the invoice. Exclude Federal Excise Tax and supply exemption certificate when necessary.
- **Licenses and Permits:** Vendor shall procure all permits and licenses, pay all charges, fees and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work. The District may charge vendors for any of the District permits that are issued, and such costs, if any, shall be borne by the vendor.
- **Safety Measures:** All work under this Contract shall be performed in a safe manner. Vendor and all subcontractors shall observe all rules and regulations of the Washington State Department of Labor and Industries, rules and regulations of OSHA, WISHA, or any other jurisdiction, and all other applicable safety standards. Vendor shall be solely and completely responsible for the conditions of the job site, including safety of all people and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours.

Vendor shall always exercise every precaution for the prevention of accidents and the protection of persons (including employees) and property. All exposed moving parts of equipment capable of inflicting injury by accidental contact shall be protected with sturdy removable guards in accordance with applicable safety regulations.

- **Prevailing Wages:** Prevailing wages shall apply to all work, in compliance with State RCW and Standard Specifications. It is the responsibility of the vendor to file all required forms with the State of Washington, Department of Labor and Industries, in a timely manner.
- **Worker's Benefits:** Vendor shall make all payments required for unemployment compensation under Title 50 RCW and for industrial insurance and medical aid required under Title 51 RCW. If any payment required by Title 50 or Title 51 is not made when due, the District may retain such payments from any money due vendor and pay the same into the appropriate fund.

After final completion of all work on the project, vendor shall submit a "Request for Release" to the Washington State Department of Labor and Industries on the form they provide. The "Request for Release" form of the Department of Labor and Industries is also for obtaining a release with respect to the payments of industrial insurance and medical aid premiums.

- **Equal Opportunity and Nondiscrimination:** "The Equal Opportunity Clause" in Section 301 of Executive Order 10925 as amended, and the implementing Rules and Regulations, are herein incorporated by reference. Also see Article 1-07.11 of Standard Specifications. In all hiring or employment made possible or resulting from this contract, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this contract on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.
- **Personal Liability:** It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of the District be in any way personally liable or responsible for any covenant or agreement herein contained whether express or implied, nor for any statement of representation made herein or in any connection with this contract.
- **Warranty of Title:** The vendor shall warrant good title to all materials, supplies, and equipment purchased for, or incorporated in the work. Nothing contained in this paragraph, however, shall defeat or impair the right of persons furnishing

materials or labor, to recover under any bond given by the vendor for their protection, or any rights under any law permitting such persons to look to funds due the vendor in the hands of the District.

- **Guarantee of the Work:** The vendor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of final acceptance of the work unless a longer period is specified. The District will give notice of observed defects with reasonable promptness. The guarantee period shall be suspended from the time a significant defect is first documented by the District until the work or equipment is repaired or replaced by the vendor and accepted by the District. If fewer than ninety (90) days remain in the guarantee period after acceptance of such repair or replacement (after deducting the period of suspension above), the guarantee period shall be extended to allow for at least ninety (90) days' guarantee of the work from the date of acceptance of such repair or replacement.
- **Insurance:** The vendor shall not start work under this contract until vendor has furnished proof of insurance as required hereunder and such insurance has been approved by the District; nor shall vendor allow any subcontractor to commence work on its subcontract until the same insurance requirements have been complied with by such subcontractor. Approval of insurance by the District shall not relieve or decrease the liability of vendor for any damage arising from vendor's performance of the work.

Vendor shall procure and maintain during the life of this contract, Commercial General Liability, and Automobile Liability Insurance, as detailed herein, to protect the District and vendor from and against all claims, damages, losses and expenses arising out of or resulting from the performance of work detailed herein, with insurance companies or through sources approved by the State Insurance Commissioner pursuant to RCW Chapter 48. Coverage provided shall protect against claims for personal injuries, including accidental death, as well as claims for property damages which may arise from any act or omission of the vendor or any subcontractor or by anyone directly or indirectly involved or employed by either of them.

Vendor insurance policies shall include the District as Additional Named Insured, Form CG 2010 11 85, on a Primary Basis and others if required by contract documents. All insurance policies shall be endorsed to provide that no policy shall be cancelled, changed or reduced in coverage, until after thirty (30) days prior written notice has been delivered to the District through certified mail. Exceptions to the form must be approved by the Director of Finance or designee.

A Certificate of Insurance including the Additional Named Insured Endorsement on Form CG 2010 11 85 shall be filed with the District after award, but prior to execution of the contract, for a primary policy of commercial general liability insurance and automobile liability insurance meeting the requirements herein.

The Certificate of Insurance (ACCORD Form 25-S) cancellation clause shall be revised to read as indicated below. Exceptions to this requirement must be approved by the Director of Finance or designee.

Should any of the above described policies be cancelled, changed or reduced in coverage, before the expiration date, the issue company will mail thirty (30) day written notice to the certificate holder named at the left using certified mail.

Failure of the vendor to fully comply with the requirements set forth herein regarding insurance shall be considered a material breach of contract and shall be cause of immediate termination of the contract and of any and all obligations regarding the same.

Approval of the insurance, by the District, shall not relieve or decrease the liability of the vendor for any damages arising from vendor's performance of the work.

Insurance shall provide, at a minimum, the types of insurance coverage, limits and endorsements as set forth below and shall be included in all applicable policies and on the Certificate of Insurance. The insurance coverage listed below shall protect the vendor and the District from claims for damages of bodily injury, including death resulting therefrom, as well as claims for property damage, which may arise from operations under this contract, whether such operation be by itself or by any subcontractor or by anyone directly employed by either of them, it being understood that it is the vendor's obligation to enforce the requirements of this section in respect to any subcontractor employed for this project:

Commercial General Bodily Injury and Property Damage Insurance shall be written with limits of liability of no less than \$1,000,000 combined single limits, per occurrence and \$2,000,000 in aggregate, and shall include:

Premises & Operations.
Owners and Vendors Protective.
Products Liability, including completed Operations Coverage; Contractual Liability.
Broad Form Property Damage.
Commercial Form (to include Extended Bodily Injury); Employees as Additional Insured.
Explosion, Collapse & Underground Hazard;
Independent Vendors.
Personal Injury;
Stop Gap.

Cross Liability Clause.

Automobile Bodily Injury shall be written with limits of liability as required by the Supplementary General Conditions but shall in no case be for limits less than \$1,000,000 Combined Single Limit. Coverage shall include:

All owned
automobiles.
Non-Owned
automobiles.
Hired Automobiles.
Any automobiles.

Bodily Injury Liability Insurance shall be written on an occurrence basis for bodily injury, sickness or disease, including death resulting therefrom.

Property Damage Liability Insurance shall be written on an occurrence basis for damage to or destruction of property, including the loss of use thereof, and shall not exclude Injury to, or destruction of, wires, conduits, pipes, mains, sewers or similar property or any apparatus in connection therewith, below the surface of the ground, if such injury or destruction is cause by and occurs during, the use of mechanical equipment for the purpose of excavating or drilling, or injury to or destruction of property at any time resulting therefrom.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the vendor's responsibility for payment of damages resulting from operations under this contract.

The coverage provided by this policy is primary to any insurance maintained by the District.

Inclusion of more than one Insured under this policy shall not affect the rights of any insured as respects to any claims, suit or judgment made or brought by or for any other Insured or by or for any employee of any other Insured. This policy shall protect each Insured in the same manner as though a separate policy had been issued to each, except that nothing herein shall operate to increase the company's liability beyond the amount or amounts for which the contract would have been liable had only one Insured been named.

There shall be included in the liability insurance contractual coverage sufficiently broad to insure the provisions of that Section herein entitled "Hold Harmless Clause."

In the event the vendor is required to make corrections on the premises after the project has been inspected and accepted, s/he shall obtain at his/her own expenses, and before commencement of any corrective work, full insurance coverage as specified herein.

- **Gifts and Gratuities:** Businesses must not offer, nor the District employees accept, gifts, gratuities, loans, trips, favors, special discounts, services, or anything of economic value in conjunction with the District business practices. It is also unlawful for anyone to offer another, to influence or cause them to refrain from submitting a bid. Vendors and the District employees must strictly adhere to the statutes and ordinances for ethics in contracting and purchasing, including the District Ethics Code, RCW

42.23 (Code of Ethics for Municipal Officers) and RCW 42.52 (Ethics in Public Service). This is applicable to any business practice, whether a contract condition, bid practice, or at any activity related to District business.

- **Assignment:** Neither party may assign any portion of the contract work without the prior consent of the other party.
- **Delays and Extensions of Time:** The vendor will be granted equitable extensions of time by the District under the following circumstances:

A delay caused by any suit or other legal action against the District will entitle the vendor to an equivalent extension of time, unless the period of such delay exceeds ninety (90) calendar days. When such period is exceeded, the District will, upon request of the vendor, in writing, either negotiate a termination of the contract or grant a further extension of time, whichever may at the time be in the best interests of the District.

There shall be no delays or extensions due to inclement weather, unless Coast agrees with the vendor that weather is abnormal to the season and could not normally be expected to occur for this region.

Should other unforeseen conditions occur beyond the reasonable control of vendor, or should performance of work under a change order make the work more complex or difficult than originally specified and shown on the scope of work, and such work, in the vendor's opinion, requires more time to execute than allowed by the contract, the vendor shall notify the District in writing prior to the performance of such work, setting forth in detail its estimate of the added time and cost required for such work. The District will, if such an estimate is approved, allow an equitable extension of the original contracted dollar amount.

- **Breach:** In addition to the events defining a breach as outlined under Standard Specification 1-07.10 (1), a breach of a term or condition of the contract shall mean any one or more of the following: (1) vendor fails to perform the services by the date required or by a later date as may be agreed to in a written amendment to the contract; (2) vendor breaches any warranty or fails to perform or comply with any term or agreement in the contract; (3) vendor makes any general assignment for the benefit of creditors; (4) in the District's sole opinion, vendor becomes insolvent or in an unsound financial condition so as to endanger performance; (5) vendor becomes the subject of any proceeding under any law relating to bankruptcy, insolvency, reorganization, or relief from creditors and/or debtors; (6) any receiver, trustee, or similar official is appointed for vendor or any of the vendor's property; (7) vendor is determined to be in violation of federal, state or local laws or regulations and that such determination, in the District's sole opinion, renders the vendor unable to perform any aspect of the contract.
- **Default:** In addition to the events defining a default as outlined under Standard Specification 1-07.10 (1), a vendor may be declared in default for failing to perform a contractual requirement or for a material breach of any term or condition.
- **Termination for Breach and/or Default:** Refer to Standard Specification 1-08.10 (1). In addition, the District shall be entitled by written notice, to cancel and/or terminate this contract in its entirety or in part, for breach and/or for default of any of the terms and to have all other rights against the vendor by reason of the vendor's breach, as provided by law.
- **Opportunity to Cure Default:** Refer to Standard Specification 1-08.10 (1). In summary, if vendor fails to perform a contractual requirement or materially breaches any term or condition, the District may issue a written or oral notice of default and provide a period in which the vendor shall have the opportunity to cure. Time allowed for cure shall not diminish or eliminate vendor's liability for liquidated or other damages. The District is not required to allow the vendor to cure defects if the opportunity for cure is not feasible as determined solely by the District. The District may terminate the contract for nonperformance, breach or default without allowing the opportunity to be cured by the vendor.
- **Remedies for Cure of Default:** If the nonperformance, breach or default remains after vendor has been provided the opportunity to cure, the District may do one or more of the following: (1) exercise any remedy provided by law; (2) terminate this contract and any related contracts or portions thereof; (3) impose liquidated damages; (4) suspend vendor from receiving future invitations to bid. The District may procure the articles or services from other sources and hold the bidder responsible for any excess and expense occasioned thereby, including delay in time, whether foreseeable or unforeseeable.
- **Termination for Convenience:** The District may terminate this contract, in whole or in part, at any time by written notice to the vendor.
- **Payments:** Refer to Standard Specification 1-09.9. In addition, the vendor shall be paid, upon submission of a proper payment request, the prices stipulated herein for services performed (less deductions, if any), in accordance with all payment and retainage instructions herein. All accounts are paid according to RCW 39.76.020, Section 4C. Submitted payment requests must contain the following minimum information:
 - Item number, quantity and description as appropriate.
 - Unit and extended prices.
 - Shipping charges when applicable,
 - Affidavit of Prevailing Wages Paid from the Department of Labor and Industries,
 - Sales tax as applicable.

Mail Payment Requests to:

Public Hospital District #2, Snohomish
 County 4710 196th Street SW
 Lynnwood, WA 98036

Vendor shall be paid within thirty (30) days after receipt of an undisputed invoice.

- **Claims and Dispute Resolution:** A claim is a demand or assertion by one of the parties seeking, as a matter of right, adjustment of contract terms, payment of money, extension of time or other relief with respect to the terms of the contract. A claim may also include other disputes and matters in question between the District and vendor arising out of or related to the contract. Claims must be made in writing. The responsibility to substantiate claims shall rest with the party making the claim. A notice of a potential or future claim does not constitute a claim. Any claims of the vendor against the District for damages, additional payment for any reason, or extension of time, whether under the Contract or otherwise, must be made in strict accordance with the applicable provisions of the contract. No act, omissions, or knowledge, actual or constructive, of the District shall in any way be deemed a waiver of the requirement for timely written notice and a timely written claim unless the District provides vendor with an explicit, unequivocal written waiver.
 - All claims must be addressed to: Public Hospital District #2, Snohomish County 4710 196th Street SW, Lynnwood, WA 98036
 - Vendor shall submit in writing to the District all claims, within fourteen (14) days of the event giving rise to the claim. Written claim(s) must specify the conditions and requested relief. The District shall consider such claim and shall meet with the vendor to confer and attempt to resolve the claim.
 - Vendor shall diligently carry on the work and maintain the vendor's construction schedule during any dispute resolution proceedings, unless otherwise agreed by it and the District in writing.

Mediation: If the claim is not resolved in the process provided immediately above, neither the vendor nor any subcontractor or supplier of any tier may bring a claim against the District in litigation unless the claim is first subject to nonbonding mediation before a single mediator under the Voluntary Construction Mediation Rules of the American Arbitration Association. This requirement cannot be waived except by an explicit written waiver signed by the District and vendor.

Litigation: Vendor may bring no litigation on claims unless such claims have been properly raised and considered as provided above. All unresolved claims of vendor shall be solved and released unless vendor complies with the time limits above, and litigation is served and filed within the earlier of (a) one hundred twenty (120) days after the day of substantial completion designed in writing by the District (provided that a mediation session has occurred as provided above); or (b) sixty (60) days after final acceptance. This requirement cannot be waived except by an explicit written waiver signed by the District.

- **Removal from Shared Small Works Roster for Failure to Perform:** The District retains the right to report the awarded vendor to the Municipal Research Service Center (MRSC) Rosters, if in Coast's opinion, the vendor has failed to satisfactorily and promptly perform and/or complete the Project as required by the District.
- **Indemnification:** To the maximum extent permitted by law, the vendor shall be liable for and shall hold the District harmless from all damages and injuries caused to persons or property arising out of the performance of this contract. The vendor agrees to assume the defense of the District and its officers and employees in all legal proceedings or claims with third parties connected with the vendor's performance under this contract, to pay all expenses, including reasonable attorney's fees, incurred by the District directly or indirectly on account of such legal proceedings, and to satisfy any judgment rendered in connection therewith or to pay or reimburse the payment of any sums reasonable to settle such proceedings or claims.
- **Patents, Trademarks and Copyrights:** Vendor warrants that products furnished do not infringe upon any patent, registered trademark or copyright, and agrees to hold the District harmless in the event of infringement or claim thereof.
- **Liens/Title:** Vendor warrants that items to be furnished are free and clear of all liens and encumbrances and that vendor has good and marketable title to same.
- **Hold Harmless:** The vendor shall hold the District and its officers, agents and employees harmless from all costs, claims or liabilities of any nature including attorneys; fees, costs and expenses for or on account of injuries or damages sustained by any persons or property resulting from the negligent activities or omissions of the vendor, its agents or employees pursuant to the contract, or on account of any unpaid wages or other remuneration for services; and if a suit as described above be filed, the vendor shall appear and defend the same at its own cost and expense, and if judgment be rendered or settlement made requiring payment by the District, the vendor shall pay the same.
- **Ownership of Documents:** All documents, data, drawings, specifications, software applications and other products or materials produced by the vendor in connection with this contract shall be the property of the District whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the District at its request and may be used by the District as it sees fit. Vendor shall preserve the confidentiality of all the District documents and data accessed for use in vendor's work product.
- **Workers Right to Know:** WAC 296-62-054 requires that manufacturers of hazardous substances include with each delivery, a MSDS (Material Safety Data Sheets) for each hazardous material. Additionally, each container of hazardous material must be appropriately labeled with: (1) identity of the hazardous material; (2) appropriate hazardous warnings; and (3) name and address of the chemical manufacturer, importer or responsible party. Labor and Industries may levy appropriate fines for noncompliance and agencies may withhold payment pending receipt of a legible copy of the MSDS. It should be noted that OSHA Form 20 is not acceptable in lieu of this requirement, unless it is modified to include appropriate information relative to "carcinogenic ingredients" and "routes of entry" of the product(s) in question.
- **Mutual Responsibility of Vendor:** If, through acts of neglect on the part of the vendor, any other vendor or any subcontractor shall suffer loss or damage on the work, the contract agrees to settle with such other vendor or subcontractor by agreement or arbitration if such other vendor or subcontractors will so settle. If such other vendor or subcontractor shall assert any claim against the District account of any damage alleged to have been sustained, the District shall notify vendor, who shall indemnify and save harmless the District against any such claim.
- **Compensation and Employee's Liability Insurance:** Vendor shall maintain Worker's Compensation Insurance as required by State Statute for all employees engaged in work on this contract. Should any work be subcontracted, the vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all subcontractor employees engaged in the work. In the event any class of employees engaged in work under this contract at the project site is not covered under the Workmen's Compensation Insurance as required by State statute, the vendor shall provide and shall cause each subcontractor to provide Employer's Liability Insurance with a private insurance company for limits of at least \$100,000 each person and \$300,000 each accident and furnish satisfactory evidence of the same.
- **Scope of Work:** The District retains the right to ADD and/or DELETE work in Section 4(A). The District also retains the right to modify the services rendered under this contract. The cost for such modifications in the scope of work shall be adjusted

upon mutual written agreement by both parties. In the event the parties cannot mutually agree to the changes, either party may terminate the agreement with thirty (30) days written notice to the other party.

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2022-03

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the “District”), determining certain personal property to be surplus and no longer required for public hospital district purposes of the District and authorizing the superintendent and such District personnel as the superintendent may designate to sell all or any part of such property on a negotiated basis.

WHEREAS, certain personal property of the District is no longer required for District purposes and the Commission wishes to dispose of such property in a lawful manner as promptly as reasonably possible; NOW, THEREFORE,

BE IT RESOLVED BY THE COMMISSION OF PUBLIC HOSPITAL DISTRICT NO. 2, SNOHOMISH COUNTY, WASHINGTON, as follows:

Section 1. It is hereby found, determined, and declared that the personal property identified on Exhibit A hereto (the “Surplus Property”) is no longer required for public hospital district purposes and such property therefore is surplus. It is further found and declared to be in the best interest of the District that the Surplus Property be disposed of promptly as hereinafter provided.

Section 2. The superintendent and such District personnel as the superintendent may designate are hereby authorized and directed to sell the Surplus Property on a negotiated basis on the most favorable terms they deem obtainable.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof this 23rd day of February 2022, the following Commissioners being present and voting.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

**Swedish Edmonds
Disposition of District Assets**

Date: January 24, 2022

To: Public Hospital District #2 of Snohomish County
Verdant Health Commission
Attn: Finance

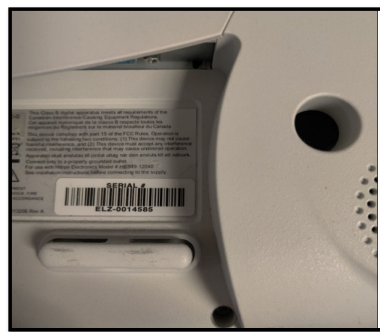
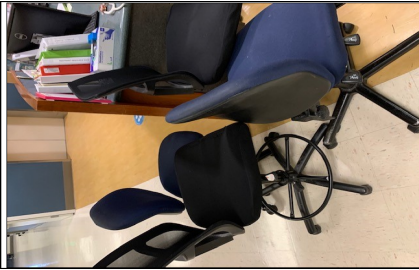
RE: Request disposition of asset

Asset Description:

NUM	DEPT	DESCRIP	SERIALNUM	PO	QTY	ACQDT	COST
7809908	6012	HIGH BACK CHAIR 21"	G200816800		01	2/1/2008	510.36
7809909	6012	HIGH BACK CHAIR 21"	G200816801		01	2/1/2008	510.36
7809910	6012	HIGH BACK CHAIR 21"	G200816802		01	2/1/2008	510.36
7809911	6012	HIGH BACK CHAIR 21"	G200816803		01	2/1/2008	510.36
1011203	7030	SPACE LAB MONITORS	SPACELABS HEALTHCARE		01	7/1/2010	5,656.47
8908501	6072	VITAL SIGNS MONITOR	S5191-SDT08340109SP		01	9/1/2008	3,235.34
7801801	8320	ICE MACHINE (MANITOWOC)	110562064		01	5/1/2007	3,344.11
6700901	8715	MODULAR DESK	OFFICEMAX		01	5/1/2006	891.10

Submitted by: Lori Wise, Director of Finance

Section 4.9 Major Decisions. Except for the Major Decisions in section 4.9, Swedish may make all decisions regarding operation of the hospital and other leased Assets (a) Disposition of any of the District assets, including without limitation and all equipment, fixtures, trade fixtures and other assets in or on the leased real property



**Swedish Edmonds
Disposition of District Assets**

Date: February 8, 2022

To: Public Hospital District #2 of Snohomish County
Verdant Health Commission
Attn: Finance

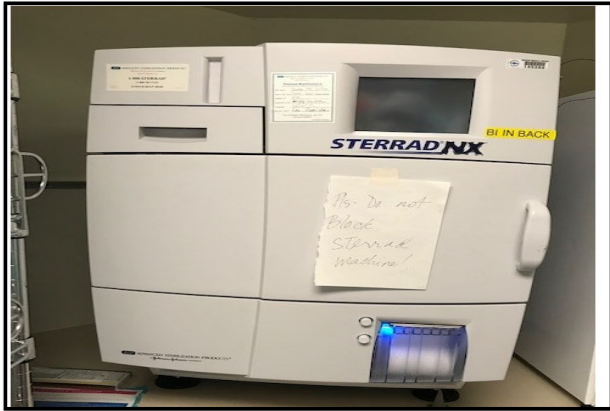
RE: Request disposition of asset

Asset Description:

NUM	DEPT	DESCRIP	SERIALNUM	PO	QTY	ACQDT	COST
1005101	7020	STERAD PLASMA STERILIZER	S5633 SN-0033100470		01	5/1/2010	50,567.06
8909502	7050	PREVAC STERILIZER REBUILD	S3493 S/N 12029203		01	5/1/2008	37,026.00

Submitted by: Lori Wise, Director of Finance

Section 4.9 Major Decisions. Except for the Major Decisions in section 4.9, Swedish may make all decisions regarding operation of the hospital and other leased Assets (a) Disposition of any of the District assets, including without limitation and all equipment, fixtures, trade fixtures and other assets in or on the leased real property



ASP ADVANCED STERILIZATION PRODUCTS®
a Johnson & Johnson company
Division of Ethicon, Inc.

Planned Maintenance
(performed according to Service Guide instructions)

PM Date June 13, 2020

Next PM Due June 2021 Date/Cycles

Model # NX

System S/N 0033100470

Signed [Signature]

Print Name Leo Ressixtan

For complete PM history, see the Annual Report.

TS-50695-0-001 Rev B

PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2022-04

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the “District”), appointing and designating Riene Simpson as Hospital District Auditor and authorizing Wells Fargo Bank, N.A., to honor her facsimile signature in that capacity; and removing Tammy Keuser as Hospital District Auditor.

BE IT RESOLVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, as follows:

Section 1. Riene Simpson is found to be a person experienced in accounting and business practices, and is hereby appointed and designated Hospital District Auditor as of February 28, 2022, to perform under the direction of the Superintendent and Chief Executive Officer the duties set forth in Article III, Section 2, of the Bylaws of the District.

Section 2. Wells Fargo Bank, N.A. (the “Bank”), as a designated depository of the District, and its correspondent banks are hereby requested, authorized and directed to honor all checks and warrants drawn in the District's name on its respective accounts with the Bank (including those drawn to the individual order of any person or persons whose names appear thereon as signer or signers thereof) when bearing or purporting to bear the facsimile signature of the following:

Riene Simpson, Hospital District Auditor,

and the Bank (including its correspondent banks) shall be entitled to honor and to charge this municipal corporation for all such checks and warrants regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens from time to time filed with the Bank by the Secretary or other authorized officer of the District; and further that all previous authorizations for the signing and honoring of such checks and warrants for the payment of the money drawn on the Bank by the District are continued in full force and effect as amplified hereby; that this authority shall continue in force until notice in writing of its revocation shall have been given to and received by the Bank; and that all transactions aforesaid which previously have taken place are hereby confirmed and ratified.

Section 3. Tammy Keuser is hereby removed as the Hospital District Auditor effective as of February 28, 2022. The Superintendent is authorized and directed to notify the Bank in writing that Tammy Keuser has been removed as Hospital District Auditor.

ADOPTED and APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof this 23rd day of February, 2022, the following Commissioners being present and voting.

President and Commissioner

Commissioner

Commissioner

Commissioner

Secretary and Commissioner

CERTIFICATION

I, the undersigned, Secretary of Public Hospital District No. 2. Snohomish County, Washington (the “District”), hereby certify as follows:

1. The attached copy of Resolution No. 2022-04 (the “Resolution”) is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Commission of the District held at the regular meeting place thereof on February 23, 2022, as that Resolution appears on the minute book of the District; and

2. A quorum of the members of the Commission of the District was present throughout the meeting and a majority of the members of the Commission voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of February, 2022.

**PUBLIC HOSPITAL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON**

Secretary of the Commission



TO: VERDANT BOARD OF COMMISSIONERS
FROM: KARA TURNER, TURNER HR SERVICES, INC.
DATE: FEBRUARY 23, 2022
SUBJECT: COMPENSATION SYSTEM

BACKGROUND

In August 2021, a compensation market study was conducted by Compensation Connections. This study also received two independent reviews by Applied HR Strategies and Compensation Venture Group in subsequent months. Additional compensation data was provided by Turner HR Services. A summary of the initial study results and additional market data, along with a recommendation for new Verdant compensation ranges can be found in **Exhibit A**.

RECOMMENDATION

It is recommended that Verdant approve and adopt the following compensation philosophy, structure and policy parameters which would be added to Verdant's Personnel Policies and Procedures Handbook under the "Payroll and Compensation Section".

The net fiscal impact to implement Verdant's 2022 new compensation system for existing employees will be \$13,989.

VERDANT'S COMPENSATION POLICY

SCOPE

This policy applies to all employees of Public Hospital District No. 2, Snohomish County, Washington, d/b/a Verdant Health Commission (hereafter "Verdant") other than the Superintendent of Verdant. The Board of Commissioners of Verdant shall be responsible for setting the compensation of the Superintendent.

COMPENSATION PHILOSOPHY

Verdant strives to pay employees according to market and merit, subject to the availability of financial resources and individual employee performance. In doing so, they adopt the following philosophy:

- *In today's highly competitive labor market, it is our goal to reward and retain experienced, solid performing employees. Therefore, we will strive to set our salary ranges competitive with the relevant market.*

- *Positions will be grouped (“classified”) by general level of responsibility and required knowledge and skills. The salary range will be set at general market rate for groups of positions with an approximate 40% spread – minimum to maximum annual salary.*
- *Verdant’s merit step schedule recognizes an employee’s increasing knowledge, skills, longevity, and performance on an annual basis. Employees will receive annual merit step increases (2-4%) in recognition of performance that meets or exceeds Verdant’s expectations.*
- *Along with compensation, we believe it is important for employees to receive the necessary training, professional development and tools to effectively perform their jobs.*
- *Verdant believes in examining “total compensation” which includes examining both pay and benefits.*
- *In an effort to monitor the changing labor market, Verdant’s compensation system will be reviewed every two to three years to assess market competitiveness and the effectiveness of Verdant’s system in attracting and retaining employees.*
- *The Superintendent is responsible for ensuring that compensation decisions are made in a fair, consistent, and equitable manner.*

VERDANT COMPENSATION STRUCTURE

A. Position Classifications (Groupings)

Positions at Verdant will be placed in classification groupings based on their level of responsibility, scope of management, complexity, and required knowledge and skills. Verdant has the following position classifications.

Classification Group	Definition	FLSA Status
Director	A senior management professional who oversees one or more program areas. Responsibilities include staff and/or contract program supervision, preparation of monthly reports and regularly supporting Commission committee meetings.	Exempt
Manager	A professional responsible for independent program management within the organization utilizing independent judgement and discretion. May include staff and/or contractor supervision.	Exempt

Technical Professional	A skilled professional with technical responsibilities within recognized fields; knowledge typically gained through specialized training and experience.	Non-exempt
Program Support Staff	Administrative responsibilities to support one or more program areas.	Non-exempt
Interns	Temporary work assignment for professional job training.	Non-exempt

B. Ranges and Steps

Verdant will adopt the 2022 Salary Ranges as outlined in **Exhibit B**.

C. Implementation

Recognizing that current Verdant employees received a 5% increase on January 1, 2022, employees are being placed into the new ranges at a step close to their existing compensation but allowing for a slight additional increase. Future increases will be addressed using the parameters below. Individual employee meetings will be conducted to introduce the new compensation structure, along with their individual placement.

PAY MOVEMENT WITHIN THE STRUCTURE

General

All compensation and salary actions are subject to the availability of necessary financial resources. All employee compensation will be established and approved by the Superintendent in accordance with this policy, regardless of source of funds. Mid-pay period payouts or payroll advances are not allowed by Verdant. By law, no employee may receive any monies or anything of value for the performance of his or her official duties other than the compensation paid by Verdant.

Starting Compensation

Job offers are intended to attract a qualified, competent workforce, by offering competitive pay to employees. Verdant will typically advertise and recruit for positions using a “hiring range”. The Superintendent has the flexibility to negotiate starting pay from the minimum up to the maximum of the established pay range. Starting pay determinations will take into consideration the applicant’s prior experience, education, certifications and other qualifications directly related to the position as well as internal equity factors.

Merit Step Increases

Employees are eligible for merit pay increases based on job performance as measured through the annual performance review process. All employees will receive an annual performance evaluation in October of each year. Merit step increases will be implemented on January 1st of the following year based on the following review rating:

- Employees who receive an overall rating of “Meets Expectations” will receive one step increase (2%).
- Employees who receive an overall rating of “Exceeds Expectations” will receive two step increases (4%).
- An employee whose overall rating falls below “Meets Expectations” will not receive a pay increase until performance has been improved.

System COLA Adjustments

Annually, the Superintendent will review and recommend a potential COLA adjustment to the salary structure based upon the local market. This increase will be approved by the Board of Commissioners during the annual budget process. Eligible employees will receive the COLA adjustment to the structure.

System Market Review

The relevant labor market will be reviewed every 2-3 years to assess the continued competitiveness of Verdant’s compensation system. Any salary range adjustment recommendations in line with current market conditions will be presented to the Board for approval and implementation.

Position Change (Promotion/Demotion)

An employee will receive an increase in compensation when being promoted to a different classification within the organization. When determining the placement within the new range, consideration will be given to the incumbent’s current salary and the timing of the performance review cycle.

Conversely, an employee may move to a position with less responsibility (demotion) which may result in their salary being frozen (“red lined”) until the range catches up or the incumbent may receive a reduction in pay.

Retention

A salary adjustment may be made to retain highly skilled and marketable employees who are being actively recruited by other organizations, or where there is compelling evidence (e.g. written notification of final interview and/or written job offer) that a preemptive action is necessary to prevent the loss of a valued employee who has exceptional potential for future contributions to the organization. A retention offer will take into consideration the external market for the employee’s current position, the impact on internal equity, and the employee’s performance. Any adjustments will be within the approved salary range for the position.

Exhibit A - MARKET DATA

Classification Group	Titles	FLSA Status	CC Market Results			Additional Average Data*		Proposed 2022 Range Groups	
			Minimum	Midpoint	Maximum	Minimum	Maximum	Minimum	Maximum
DIRECTOR LEVEL	Director of Community Impact & Grantmaking	Exempt	\$ 101,483	\$ 126,854	\$ 152,225				
	Director of Finance	Exempt	\$ 104,565	\$ 130,706	\$ 156,847	\$ 100,000	\$ 145,000	\$ 100,000	\$ 142,825
MANAGER LEVEL <i>*also includes some supervisory & administrator (IT)</i>	Digital Communications & Mktg Manager (vacant)	Exempt	\$ 97,042	\$ 121,303	\$ 145,563				
	Grants & Data Manager (vacant)	Exempt				\$ 65,000	\$ 90,000	\$ 65,000	\$ 92,836
	Exec Asst/Office Manager	Exempt	\$ 58,304	\$ 72,880	\$ 87,456				
	Community Engagement Manager	Exempt	\$ 58,809	\$ 73,512	\$ 88,214				
TECHNICAL PROFESSIONAL LEVEL <i>(Specialist, Analyst, etc.)</i>	Community Support Specialist/Social Worker	Non-exempt	\$ 59,573	\$ 74,466	\$ 89,359	\$ 26.44	\$ 36.05	\$ 26.44	\$ 37.76
						\$ 54,995	\$ 74,984	\$ 54,995	\$ 78,270
PROGRAM SUPPORT STAFF	Wellness Center Assistant (Part-time)	Non-exempt	Not included in survey			\$ 21.63	\$ 28.84	\$ 21.63	\$ 30.89
	Interim Digital Communication Specialist	Non-exempt	Not included in survey			\$ 45,000	\$ 60,000		
Interns	Social Media Intern					\$20.00 /hr		Fixed \$22.00/hour	

* Salary ranges gathered from three Washington ACH organizations, WA Rural Health Collaborative and AAA.

Exhibit B - 2022 SALARY RANGES

			STRUCTURE: 19 Steps with 2% between each step																				
			Proposed 2022 Range Group INCREASES: 1-2 steps (2-4%) awarded annually based on performance																				
Classification Group	Titles	FLSA Status	Minimum	Maximum	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19
Director Level	Director of Community Impact & Grantmaking	Exempt	\$ 100,000	\$ 142,825	100000	102000	104040	106121	108243	110408	112616	114869	117166	119509	121899	124337	126824	129361	131948	134587	137279	140024	142825
	Director of Finance	Exempt																					
Manager Level	Digital Communications & Marketing Manager (vacant)		\$ 65,000	\$ 92,836	65000	66300	67626	68979	70358	71765	73201	74664.6	76157.9	77681	79235	80819	82436	84084	85766	87481	89231	91016	92836
	Grants & Data Manager (vacant)	Exempt																					
	Exec Asst/Office Manager	Exempt																					
	Community Engagement Manager	Exempt																					
Technical Professional Level	Community Support Specialist/Social Worker	Non-exempt	\$ 26.44	\$ 37.76	26.44	26.97	27.51	28.06	28.62	29.19	29.78	30.37	30.98	31.60	32.23	32.87	33.53	34.20	34.89	35.58	36.30	37.02	37.76
	Interim Digital Communications Specialist	Non-exempt																					
Program Support Staff Level	Wellness Center Assistant (PT)	Non-exempt	\$ 21.63	\$ 30.89	21.63	22.06	22.50	22.95	23.41	23.88	24.36	24.85	25.34	25.85	26.37	26.89	27.43	27.98	28.54	29.11	29.69	30.29	30.89

* Interns paid fixed hourly rate of \$22.00 for temporary duration of assignment.

I. Modifications to Contracts-for Review

Agency	Program	Total Budget	Contract Expiration Date	Status /recommendation
Jean Kim Foundation	Hygiene Center	\$246,633	9/30/2022	Approve request to move staff budget amount of \$85,000 from subcontracting to personnel section.
Cocoon House	Host Home and Youth Reunification Pilot	\$105,000	3/31/2022	Approve request for no-cost extension to move contract end date to 6/30/2022 due to delay in getting fully staffed.
	Total	\$351,633		

II. Expiring Contracts

Year 2 and 3 budget renewals requested via Fluxx during 1/21-2/11 Funding cycle.
Committee funding Recommendations will come to the March Board Meeting.

Agency	Program	Current Award	Amount Requested	Difference \$	Difference %	Notes
Childstrive	Early Intervention	\$ 328,484.00	\$ 346,255.00	\$ 17,771.00	105%	includes 5% increase for COLA and insurance premium increase
Compass Health	Emergency Motel Voucher Program	\$ 27,000.00	\$ 29,700.00	\$ 2,700.00	110%	includes \$2,700 in admin costs to administer program
Edmonds School District	Move60!	\$ 838,605.00	\$ 755,413.00	\$ (83,192.00)	90%	Decrease in transportation costs, ESD covering administrative costs.
Interfaith Family Shelter	Homelessness Prevention	\$ 10,000.00	\$ 10,000.00	\$ -	100%	no change
Kindering	Early Intervention	\$ 150,000.00	\$ 175,000.00	\$ 25,000.00	117%	includes 5% COLA and updated standardized rate from 2020 audit for prorating standard costs. No change in outcomes.

Millennia Ministries	Mobile Manna/MFSTT	\$ 149,425.00	\$ 191,785.00	\$ 42,360.00	128%	includes actual increase in personnel salaries and benefits, mileage rate, utility costs, and requested communitiy program. More individuals will be served (+200)
Pacific Treatment Alternatives	Mobile Syringe Service Exchange	\$ 141,606.00	\$ 161,522.00	\$ 19,916.00	114%	includes actual increase in personnel salaries (5% COLA), medical premium increase, mileage rate, and premium increase for Verdant required liability insurance
Snohomish County Legal Services	Housing Justice Project	\$ 50,000.00	\$ 50,000.00	\$ -	100%	no change
YMCA	Emergency Shelter	\$ 30,000.00	\$ 30,000.00	\$ -	100%	no change
YMCA	Access to Healthcare	\$ 62,645.00	\$ 62,645.00	\$ -	100%	no change

III. COVID Grant Requests

Agency	Program	Contract Duration	Amount Requested	Description	Staff Recommendation
Medical Teams International	Care and Connect Community Health Worker	3/1/22-9/30/22	\$12,320	Providing urgent dental care to incoming refugees (many of whom have not had access to dental care in many years and are unlikely to be able to access such care in the near future) and COVID-19 screening, with rapid testing and vaccines as needed as well as engaging with Afghan families living in Lynnwood and Snohomish County who are experiencing the prevalent challenges of gaining access to medical, dental or mental health care in addition to other social services.	Fund as requested
		Total	\$12,320		\$12,320

COVID grants are now a separate pot of funds from Superintendent's Discretionary. Applications are submitted via Fluxx and contracts, payments, and reports are managed within the software as well.

2022 COVID Fund Budget is \$500,000 If funded as presented, COVID Funds unallocated balance for 2022: \$422,680

**IV. Superintendent's Discretionary
Newly Funded:**

Agency	Program	Contract Duration	Amount	Status
Parent Trust	SMART	1/1-3/31	\$10,000	In process
		Total	\$10,000	

Ideas in Progress

None

2022 Superintendent's Discretionary fund budget is \$100,000. If funded as presented, Superintendent's Discretionary Funds unallocated balance for 2022: **\$ 90,000**

V. Q1 2022 Applications Received

Verdant received 18 applications totaling \$2,356,647.84 during our Q1 application cycle. 10 of these were Year 2 and 3 Contract Requests totaling \$1,812,320. 4 were multi-year renewal requests totaling \$311,112 and 4 were new requests totaling \$233,215.84. Committee funding Recommendations will come to the March Board Meeting.

Agency	Program	Current Award	Amount Requested	Difference \$	Difference %	Notes
Boys and Girls Club of Snohomish County	Behavioral Health Uplift Initiative	-	\$ 100,000.00	-	-	
Refugee Immigrant Services NW	Refugee and Immigrant Navigators	30,000	\$ 100,000.00	\$ 12,000.00	140%	currently funded via COVID AT \$30,000 for 5 months. Request represents annual request and adds navigator support for Cambodian as well as Afghani population
American Heart Association	Stop the Silent Killer: Hypertension in the South Snohomish County	-	\$ 68,215.84	-	-	revised application from last year to reflect reviewer feedback with additional input and involvement of Seamar

Foundation for Edmonds School District	Expanded Summer Meal Program	\$ 17,500.00	\$ 25,000.00	\$ 7,500.00	143%	
Edmonds Food Bank	It Tastes Like Home-Culturally Appropriate Food (Previously funded as Making Healthy Choices)	\$ 20,000.00	\$ 39,900.00	\$ 19,900.00	200%	
Korean Women's Association	Everyday Prevention and Senior Nutrition	\$ 139,000.00	\$ 146,212.00	\$ 7,212.00	105%	submitted new application instead of year 2 renewal to include COVID-funded Senior Meal Program into same contract/continued funding. Budget includes \$61,012 for EDP (currently \$60,000) and \$85,200 for meals program, currently funded at \$79,000. Increase due to \$1,250 monthly cost of using NW Church Parking lot instead of Verdants
Washington Alliance for Better Schools	Natural Leaders	-	\$ 10,000.00	0	0	
Special Olympics of Washington	Supporting the health of individuals with intellectual disabilities in Edmonds and Lynnwood	-	\$ 55,000.00	-	-	

VI. Recent Grantee Report Highlights/updates

Refugee Immigrant Services NW Afghan Navigator

- “Tamana and her family also experienced a similar journey five years ago and by sharing her experience and knowledge she is able to both prepare and help families. She is multi-lingual and speaks Dari, Pashto, Urdu and English. Tamana works out of the Lynnwood WorkSource Office in South Snohomish County where 43 of 45 new Afghan families currently reside. She is an integral part of our team as we implement comprehensive services to help families access resources including housing, culturally appropriate food, preventative healthcare and enrollment of children in schools and/or Head Start within the Edmonds School District.
- 43 Individuals Served. 100% enrolled in available benefits, had a PCP visit scheduled, received 1:1 support from Tamana, and 100% of children were enrolled in preschool/ESD

Snohomish County Legal Services, Housing Justice Project

- “The moratorium on evictions and proclamation protections has ended and the number of clients requesting assistance has steadily increased. Our relationships with Verdant partners continue to develop and deepen as we work more closely together. We continue to see that outreach and coordinated legal and non-legal services is crucial and remains a priority for us”
- 128 individuals have been served to date (per Q3 report), and 286 hours of legal services provided, 159% of Q3 goal.

COMMUNITY ENGAGEMENT MANAGER REPORT

Weekly Parent Support group	Tuesdays 10:30am	18 parents
Monthly Women’s Support Group	Third Wednesday of the month	16 participants
SaludRx2022	Second Thursday of the month	8 participants

Community Collaboration

Con Confianza y En Comunidad: Hablando sobre COVID-19 y temas que nos afectan	Tues 5-7:30pm	29 participants
Snohomish County Latino Coalition (SCLC)	1x month- 6-7:30pm	33 participants
Latinx Health Board	Every week on Friday’s at 1pm	19 participants
DOH Collaborative	Wednesdays at 4pm	81 participants
Community Health Board Coalition	Every Thurs 6-8pm	22 participants

Verdant Community Social Worker Highlights: January 2022 / February 2022

- Case Management – continuing support for 15 clients.
- CHART Leadership and Facilitation – October 1, 2021, was the official date of transfer of services. I have continued to work closely with The Extra Step, to ensure a smooth transfer of services, warm handoff of clients, and commitment to supporting clients' progress. CHART Social Services Team Meeting January 27. CHART Leadership Meeting February 22.
- This past month included weekly team check ins, monthly staff meeting, monthly County Outreach Coalition, monthly Snohomish County Community Behavioral Health Committee, Snohomish County Connector's meeting, Monthly County and Human Services Providers Call, monthly Vulnerable Adult Taskforce, monthly Homeless Policy Task Force. Webinars included Understanding Schizophrenia, Helping Individuals Experiencing Homelessness Obtain Identification Documents, Understanding Schizoaffective Disorder, Understanding Borderline Personality Disorder, Understanding Personality Disorders, Understanding Narcissistic Personality Disorder.
- I have taken a month break from my outreach efforts to Swedish Edmonds, due to surge in Covid outbreaks. Plan to return the first week in March 2022. In the 7 months at Swedish Edmonds, I received a total of 38 referrals. Of these new referrals, 8 were consultations, and referred to more appropriate resources. 8 are unknown status at this time as they did not follow up with referral. As of today, I have 12 new clients from this referral source, and 8 clients that have not followed through with referral after discharge.
- Narcan trainings. We had a total of 75 participants through the three trainings. Thanks to our marketing team, we put out a nice piece on our website, Instagram and FB:

Narcan Trainings: A big success for Verdant and the Community

January 31, 2022 • [News \(https://verdanthealth.org/narcan-trainings-a-big-success-for-verdant-and-the-community/\)](https://verdanthealth.org/narcan-trainings-a-big-success-for-verdant-and-the-community/)

During the month of January, The Verdant Health Commission partnered with Snohomish County Human Services and Molina Healthcare to host three free Narcan trainings for 75 Snohomish County Residents.

The trainings were led by Amy Wheat, Opioid Outreach Specialist with Snohomish County Human Services.

Participants were taught how to administer Narcan. Narcan is a potentially life-saving nasal spray used for the treatment of an opioid overdose emergency. This spray delivers Naloxone to the body, which helps to block the effects of an opioid overdose.

Along with the Narcan tutorial, this class provided information about recognizing the signs of an opioid overdose. Furthermore, each participant was provided a free Narcan kit provided by Molina Healthcare (each box contained two Narcan Nasal Sprays). "Now, we have 75 more people trained in our community to recognize the signs of an opioid overdose and administer Narcan. Furthermore, there are now 150 Narcan nasal sprays out circulating the community," said Amy Wheat.

We would like to thank Snohomish County Human Services and Molina Healthcare for collaborating with us on this effort and hope that this training will help save lives in the future. Community demand for these classes exceeded our expectations and Verdant is exploring offering additional classes in the coming months.

2021

Community Impact Report



DATA AND STATISTICS

53 Community organizations received grants



\$7,169,318

in Community Program Grants



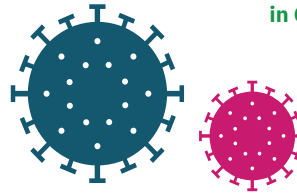
\$3,187,500

in Building Healthy Communities Funding



\$970,510

in COVID-19 Funding



40,000

COVID-19 Vaccines Administered



440

Patients connected to specialty medical care by Project Access Northwest during the pandemic with the help of Verdant Grant.



78,550

Food items distributed at pop-up pantries and weekend meal kits by Foundation for Edmonds School District using a grant from Verdant.



162

Sponsored Classes & Events



4,714

Registered class and event participants served



WWW.VERDANTHEALTH.ORG

INFO@VERDANTHEALTH.ORG

Verdant Community Wellness Center Class Attendance

JANUARY & FEBRUARY 2022

Extinguishing Heartburn (1/10/22)- 17

Mushrooms (1/13/22)- 30

Simple Soups (1/19/22)- 27

Small Steps for Healthy Habits (1/24/22)- 13

Diabetes Prevention- Know Your Risk Factors (1/25/22)- 11

Making Friends with Fiber (2/8/22)- 30

Budget Friendly Foods: Root Vegetables (2/10/22)- 29

4 Eating Patterns for Heart Health & Blood Sugar Management (2/15/22)- 23

Sheet Pan Dinners with a SW Flair (2/16/22)- 24

Social Media Marketing Report:

28-day period: January 19th – February 16th

- Instagram
 - Gained 40
 - 119 profile visits
- Facebook
 - Paid Post Reach – 6,266 people
 - Organic Post Reach – 1,791 people
 - 6 net page likes

The Facebook page gained 8 new page-likes and lost 2 page-likes; therefore, it results in 6 net page-likes. We utilized the advertisement promotion option for the Preventing Type 2 Diabetes class series, which reached 6,266 people. We spent \$59.40 so far on the advertisement. On February 3rd, the Facebook post congratulating Sandra 110 reactions, 47 comments, and 2 shares. The post organically reached 987 people. It is our most liked post ever on all our social media pages. We gained 40 new followers on Instagram and in total, we have 73 followers. That follower increase is due to sharing Instagram posts on our Facebook page.

Link to all of our online platforms:

<https://linktr.ee/verdanthealthcommission>

Highlights Since Last Board Meeting:

Verdant Health Commission appoints Dr. Jim Distelhorst as Board President:

<https://verdanthealth.org/verdant-health-commission-appoints-dr-jim-distelhorst-as-board-president/>

Community Grants: Korean Community Service Center (KCSC):

<https://verdanthealth.org/community-grantskorean-community-service-center-kcsc/>

Narcan Trainings: A big success for Verdant and the Community:

<https://verdanthealth.org/narcan-trainings-a-big-success-for-verdant-and-the-community/>

Congratulations, Sandra!:

https://www.facebook.com/VerdantHC/photos/a.1423262947934676/2897963233797966?notif_id=1643920632625670¬if_t=page_post_reaction&ref=notif

E-Newsletter:

<https://mailchi.mp/verdanthealth/verdant-health-commission-news-8836974>

Flyers:



SAVE A LIFE

with one spray

NARCAN TRAINING

A Simple Spray Could Save a Life!

All three training sessions will now take place online, including the two that were in person. Due to this change, the number of spots available for the Jan 18th & Jan 27th trainings has increased.

Please join Amy Wheat, Opioid Outreach Specialist with Snohomish County Human Services to learn how to administer Narcan (Naloxone), a nasal spray that can block the effects of an opioid overdose. This training will include information about what an opioid overdose looks like, and how to use the antidote to reverse the opioid overdose. Narcan will be available for each participant attending the event.

THE TRAINING IS FREE AND OPEN TO ANYONE IN THE COMMUNITY.

Pre-registration is required.





For more information or to register, visit verdanthealth.org or call 425-582-8600.

OFFERED 3 TIMES:



Tuesday, Jan. 18
11 a.m. - 12 p.m.



Saturday, Jan. 22
10 -11 a.m.



Thursday, Jan. 27
6 - 7 p.m.

Location:

Virtual via Zoom link

Free Health & Wellness Programs

February 2022

Offered by the Verdant Health Commission

Class	Date & Time	VIRTUAL
VIRTUAL - Cooking Demo: Making Friends with Fiber	Tue, February 8, 6-7 p.m.	VIRTUAL
VIRTUAL - Budget Friendly Foods: Root Vegetables	Thur, February 10, 2-3 p.m.	VIRTUAL
VIRTUAL - 4 Eating Patterns for Heart Health & Blood Sugar Management	Tue, February 15, 6-7 p.m.	VIRTUAL
VIRTUAL - Cooking Demo: Sheet Pan Dinners with a SW Flair	Wed, February 16, 6-7 p.m.	VIRTUAL
VIRTUAL - Cooking Demo: Heart Healthy Treats	Thur, February 24, 6-7 p.m.	VIRTUAL
<p style="color: red; font-weight: bold; font-size: 0.8em;">Behavioral Health:</p> <p style="font-size: 0.8em;">VIRTUAL - 8 week Support Group for Depression and Anxiety: Planting Hope</p> <p style="font-size: 0.7em;">*Pre-registration is required, for inquiries and registration please call: 425-778-5544</p>	<p style="font-size: 0.8em;">Every Tuesday Starting Feb. 1-Mar 22, 6-7:30 p.m.</p> <p style="font-size: 0.7em;">*Expect to participate in all 8 classes</p>	VIRTUAL

Registration is required for classes. Visit verdanthealth.org/events, click the links above, or call (425) 582-8600.

Connect with Verdant:



HEALTH COMMISSION
4710 196th St, SW Lynnwood, WA 98036








@VerdantHealth Commission

71

Preventing Type 2 Diabetes

Take Control with a Lifestyle Reset




- Have you been diagnosed with prediabetes?
- Are you at-risk to develop diabetes because it runs in your family?
- Are you ready to make changes to improve your health?

Take control with a Lifestyle Reset is comprehensive 12-week program taught by a Registered Dietitian Nutritionist/Certified Diabetes Care and Education Specialist.

Program Includes:

- Nutrition education and recipes
- Exercise ideas and a resistance band to incorporate physical activity at home
- Virtual instruction with interactive group discussion

What: This program meets once a week for 12 consecutive weeks
When: Tuesday, March 8 - May 24, 2022 from 6-7 pm.
Where: Online using Zoom
Fee: Program fee is \$35 per person and includes a book. Scholarships are available for those who qualify. Space is limited and priority is given to residents of South Snohomish County

Pre-registration required: scan, visit, or call verdanthealth.org/events | (425) 582-8600






What to Expect in this 12-week Program

The **Take Control with a Lifestyle Reset** Program is taught by a Registered Dietitian Nutritionist/Certified Diabetes Care and Education Specialist who will cover nutrition, exercise, and lifestyle for reducing risk for type 2 diabetes. Weekly one-hour virtual sessions will include things like recipes, exercise ideas, and other tools to empower your journey. Weekly topics will include:

- What Prediabetes is and Why it Matters
- Preparing for your Lifestyle Reset
- Building a Health-Boosting Diet
- Building an Active Lifestyle
- Addressing Weight Management
- Meal Planning, Grocery Shopping and Preparing Meals
- Eating Away from Home
- Activity Strategies and Goals
- Importance of Sleep
- Developing a Mind-Set for Success
- Strategies for Long-Term Behavior Change

Participants will receive a copy of the American Diabetes Association's book *Prediabetes: A Complete Guide* for at-home reading along with a resistance band for fitness use and other electronic resources each week.




JOY BAKER, MS, RD
 Health and Nutrition Educator and
 Lead Clinical Educator of Food Plan Coach for All People

"This book is an invaluable and comprehensive resource for anyone who is at risk for, or has, prediabetes. It covers everything you need to know in order to manage your blood glucose and take control of your health."

Pre-registration required: scan, visit, or call verdanthealth.org/events | (425) 582-8600






Flyers Continued:

Free Health & Wellness Programs


March 2022

Offered by the *Verdant Health Commission*





Class	Date & Time	Format
VIRTUAL - Teen Cook Along: Applesauce as a Snack & in a Cake	Sat, March 5, 1-2 p.m.	VIRTUAL
VIRTUAL - Preventing Type 2 Diabetes - Take Control with a Lifestyle Reset - Series	Tuesdays, March 8- May 24, 6-7 p.m.	VIRTUAL
VIRTUAL - Cooking Demo: 5-Ingredient Vegan Cooking Class	Tue, March 8, 6-7 p.m.	VIRTUAL
VIRTUAL - Budget Friendly Foods: Onions	Thur, March 10, 2-3 p.m.	VIRTUAL
VIRTUAL - Cooking Demo: Celebrate a World of Flavors for National Nutrition Month	Wed, March 16, 6-7 p.m.	VIRTUAL
VIRTUAL - Cooking Demo: Dairy Free Alternatives	Wed, March 23, 1-2 p.m.	VIRTUAL
VIRTUAL - Cooking Demo: Herbs, Spices and Citrus- Oh MY!	Thur, March 24, 6-7 p.m.	VIRTUAL
VIRTUAL - Recipes from the Blue Zones: Cuisine of Nicoya, Costa Rica	Thur, March 31, 6-7 p.m.	VIRTUAL

Registration is required for classes. Visit verdanthealth.org/events, click the links above, or call (425) 582-8600.


Connect with Verdant:



HEALTH COMMISSION
4710 156th St SW Lynnwood, WA 98006

[@VerdantHealth Commission](https://www.youtube.com/VerdantHealthCommission)
[@VerdantHealth Commission](https://www.instagram.com/VerdantHealthCommission)
[@VerdantHealth Commission](https://www.facebook.com/VerdantHealthCommission)




APPLE SAUCE AS A SNACK AND IN CAKE

Cook along with Registered Dietitian Nutritionist Amy Reuter and learn a few baking tips as you make an applesauce cake

SATURDAY | MARCH 5TH | 1-2PM



visit verdanthealth.org/events for more information about registration







Affordable Counseling
Children, Teens, Adults

verdant
HEALTH COMMISSION

Tuesdays | 6-7:30 pm

8 Online Group Therapy Sessions on:
February 1, 8, 15, 22
March 1, 8, 15, 22

Facilitated by:
Marjorie Nelch,
MA Intern

PLANTING HOPE

Support for Depression and Anxiety

A FREE online group for Adults presented by Verdant Health Commission



Get Rooted

Many of us are feeling the pressure of the pandemic and loss of "normal" life. This group will provide social support as we learn about the causes, symptoms, and tools for navigating depression and anxiety.



Plant New Skills

Group members will learn tools and techniques involving the mind, emotions, and body designed to reduce symptoms. Our group format will involve large and small group discussions, educational presentations, and interactive activities.



Grow in 2022

This course will offer tools to reduce mental, emotional, and physical symptoms. Including: self-soothing, breathing, nutrition, exercise, meditative practices, and creative arts.

PRE-REGISTRATION IS REQUIRED, FOR INQUIRIES AND REGISTRATION PLEASE CALL: 425-778-5544

This is a FREE group, please plan to attend all 8 sessions. Syllabus available.



Health Coaching

Are you ready to move towards a healthier lifestyle?

The Health Coaching Program partners you with a registered dietitian nutritionist to identify lifestyle, exercise, or dietary goals that you might want to work on.

This one-on-one coaching is available for free to in-district participants. Please call to see if you qualify for this program.

We want to help you make sustainable lifestyle changes that promote long-term benefits and improve your health!

Cost:
Free to in-district participants

Structure:
6 one-on-one sessions
• 60 minute initial
• 30 minute follow-ups

To find out if this program is right for you, please call Sound Dietitians at (425) 409-3544.



STILLY VALLEY
HEALTH CONNECTIONS
PUBLIC HOSPITAL DISTRICT #3, SNOHOMISH COUNTY



verdant
HEALTH COMMISSION
SERVING SOUTH SNOHOMISH COUNTY

Flyers and Social Links:

CHECK US OUT!

 www.verdanthhealth.org
 @VerdantHealthCommission
 @VerdantHealthCommission
 @VerdantHealth
 @VerdantHC



Click on the link to find all these links online:
<https://linktr.ee/verdanthhealthcom>
[mission](#)

The Blue Zones



At the intersection of health and culture, we find the Blue Zones. Join us at one (or all 5) of our Blue Zone classes, where we will discover regions in the world that host some of the healthiest and longest-lived people.

REGION	DATE
Nicoya, Costa Rica:	March 31st
Ikaria, Greece:	June 2nd
Loma Linda, USA:	August 4th
Sardinia, Italy:	October 6th
Okinawa, Japan:	November 3rd

THE BLUE ZONES GEOGRAPHY



REGISTRATION REQUIRED: For more information and to register please scan the code with your smartphone camera, call (425) 582-8600, OR visit VerdantHealth.org/The-Blue-Zones





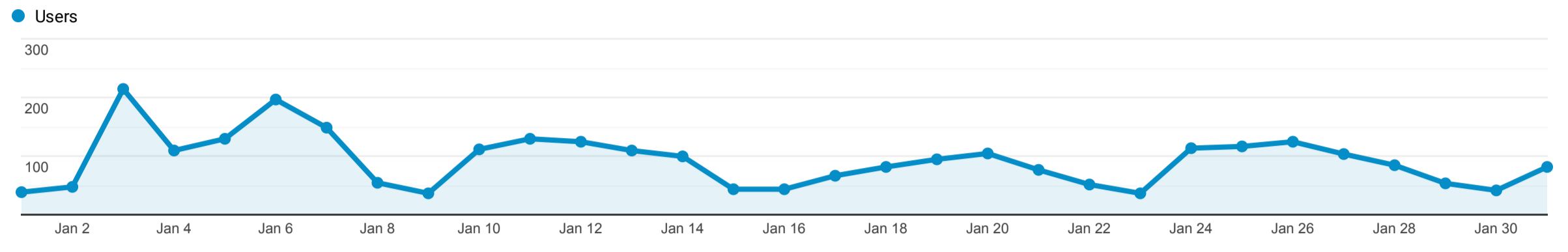
 @VerdantHealthCommission
  @VerdantHC
  @VerdantHealth

Audience Overview

Jan 1, 2022 - Jan 31, 2022

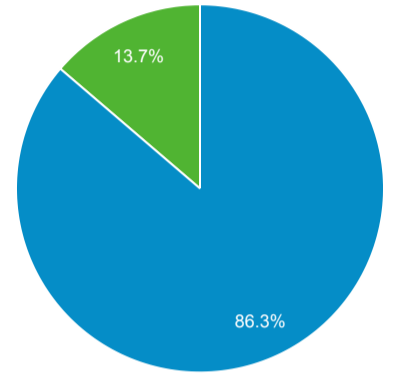
All Users
100.00% Users

Overview



Users 2,455	New Users 2,313	Sessions 3,182	Number of Sessions per User 1.30
Pageviews 7,063	Pages / Session 2.22	Avg. Session Duration 00:01:52	Bounce Rate 64.05%

■ New Visitor ■ Returning Visitor



City

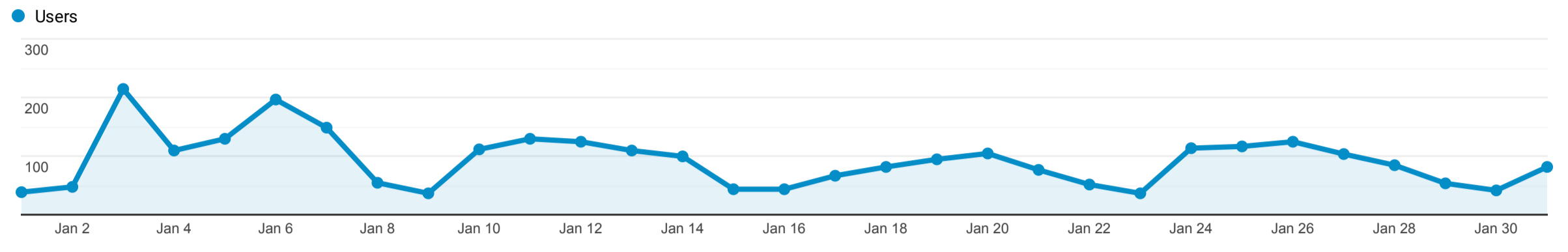
	Users	% Users
1. Seattle	299	11.90%
2. Everett	172	6.84%
3. (not set)	167	6.65%
4. Ashburn	135	5.37%
5. Edmonds	87	3.46%
6. Lynnwood	87	3.46%
7. Cheyenne	70	2.79%
8. Quincy	65	2.59%
9. San Antonio	57	2.27%
10. Marysville	47	1.87%

Audience Overview

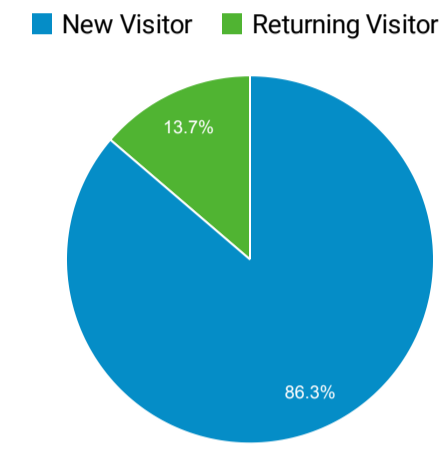
Jan 1, 2022 - Jan 31, 2022

All Users
100.00% Users

Overview



Users 2,455	New Users 2,313	Sessions 3,182	Number of Sessions per User 1.30
Pageviews 7,063	Pages / Session 2.22	Avg. Session Duration 00:01:52	Bounce Rate 64.05%



Language

	Users	% Users
1. en-us	2,260	92.06%
2. en-gb	73	2.97%
3. en-au	30	1.22%
4. en-ca	24	0.98%
5. en	18	0.73%
6. es-us	9	0.37%
7. tr	6	0.24%
8. en-in	4	0.16%
9. es-es	4	0.16%
10. c	3	0.12%

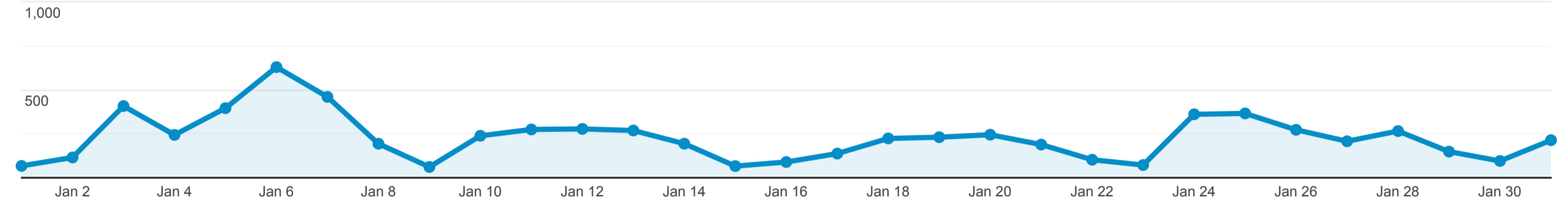
Pages

Jan 1, 2022 - Jan 31, 2022

All Users
100.00% Pageviews

Explorer

Pageviews



Page	Pageviews ↓	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	7,063 % of Total: 100.00% (7,063)	5,703 % of Total: 100.00% (5,703)	00:01:32 Avg for View: 00:01:32 (0.00%)	3,182 % of Total: 100.00% (3,182)	64.05% Avg for View: 64.05% (0.00%)	45.05% Avg for View: 45.05% (0.00%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /	1,565 (22.16%)	1,266 (22.20%)	00:01:00	1,109 (34.85%)	49.86%	43.39%	\$0.00 (0.00%)
2. /classes-resources/search-classes-events/	701 (9.92%)	450 (7.89%)	00:00:48	216 (6.79%)	34.72%	24.82%	\$0.00 (0.00%)
3. /learning-the-mediterranean-way-of-life-from-ikaria-greece/	421 (5.96%)	400 (7.01%)	00:06:57	399 (12.54%)	94.24%	93.82%	\$0.00 (0.00%)
4. /about/jobs-at-verdant/	234 (3.31%)	181 (3.17%)	00:00:44	89 (2.80%)	48.31%	32.05%	\$0.00 (0.00%)
5. /about/staff-board/	200 (2.83%)	182 (3.19%)	00:02:10	38 (1.19%)	84.21%	58.00%	\$0.00 (0.00%)
6. /community-grants-funding/funding-opportunities/	192 (2.72%)	147 (2.58%)	00:03:15	52 (1.63%)	82.69%	55.73%	\$0.00 (0.00%)
7. /verdant-seeks-grants-manager/	183 (2.59%)	155 (2.72%)	00:02:31	115 (3.61%)	73.04%	63.39%	\$0.00 (0.00%)
8. /about/	169 (2.39%)	138 (2.42%)	00:01:59	57 (1.79%)	57.89%	36.69%	\$0.00 (0.00%)
9. /community-grants-funding/	143 (2.02%)	124 (2.17%)	00:01:33	62 (1.95%)	61.29%	41.26%	\$0.00 (0.00%)
10. /about/wellness-center/	123 (1.74%)	95 (1.67%)	00:01:11	25 (0.79%)	64.00%	34.15%	\$0.00 (0.00%)

Rows 1 - 10 of 433

Location

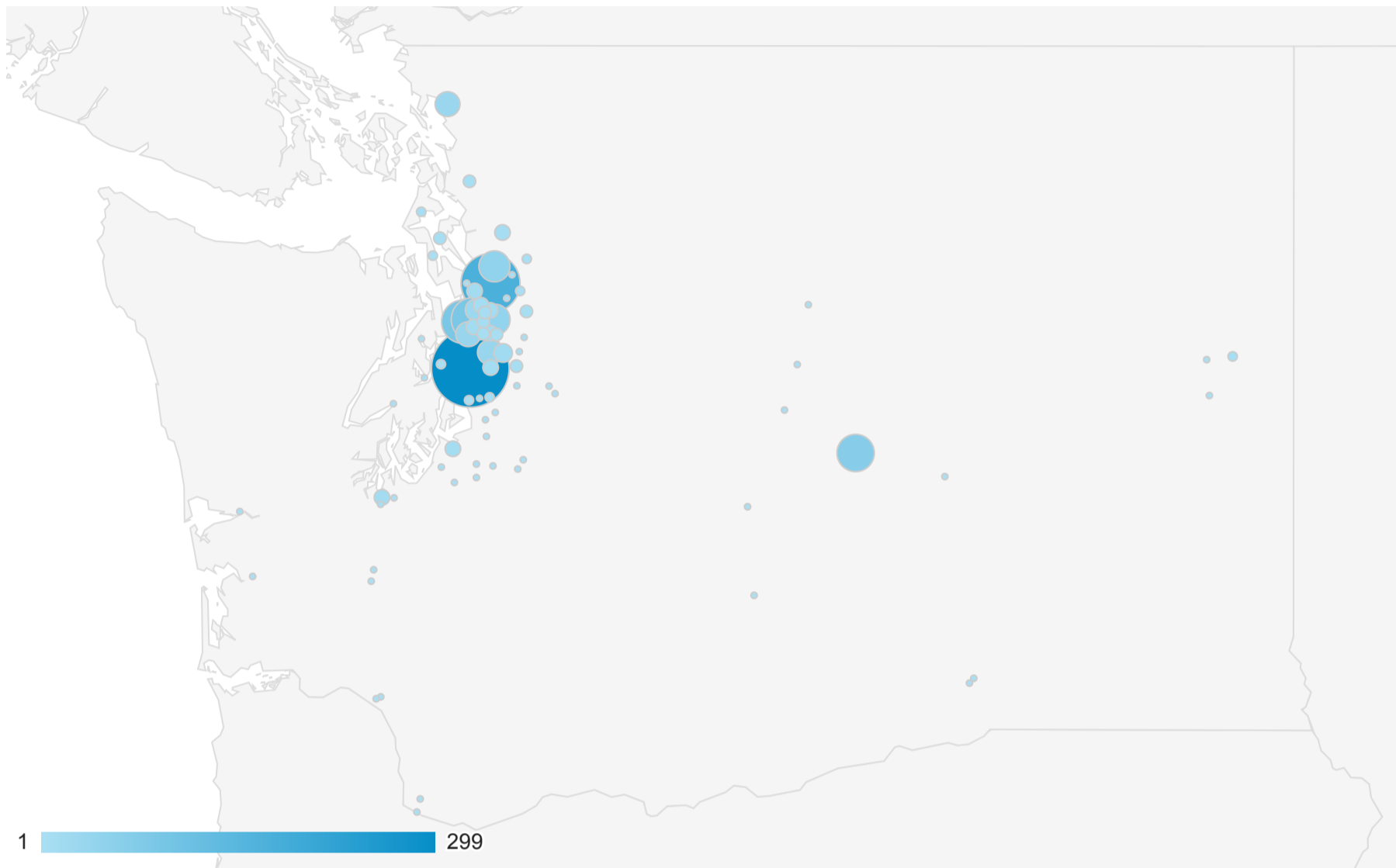
ALL » COUNTRY: United States » REGION: Washington

Jan 1, 2022 - Jan 31, 2022

All Users
47.98% Users

Map Overlay

Summary




City	Acquisition			Behavior			Conversions Goal 1: Browsed site for > 2 min			
	Users ↓	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Browsed site for > 2 min (Goal 1 Conversion Rate)	Browsed site for > 2 min (Goal 1 Completions)	Browsed site for > 2 min (Goal 1 Value)	
	1,178 <small>% of Total: 47.98% (2,455)</small>	1,045 <small>% of Total: 45.18% (2,313)</small>	1,793 <small>% of Total: 56.35% (3,182)</small>	46.35% <small>Avg for View: 64.05% (-27.64%)</small>	2.93 <small>Avg for View: 2.22 (31.84%)</small>	00:02:54 <small>Avg for View: 00:01:52 (55.30%)</small>	22.03% <small>Avg for View: 14.46% (52.39%)</small>	395 <small>% of Total: 85.87% (460)</small>	\$0.00 <small>% of Total: 0.00% (\$0.00)</small>	
1. Seattle	299 <small>(24.61%)</small>	257 <small>(24.59%)</small>	410 <small>(22.87%)</small>	50.24%	2.65	00:02:08	18.78%	77 <small>(19.49%)</small>	\$0.00 <small>(0.00%)</small>	
2. Everett	172 <small>(14.16%)</small>	149 <small>(14.26%)</small>	259 <small>(14.45%)</small>	36.29%	3.65	00:03:31	27.80%	72 <small>(18.23%)</small>	\$0.00 <small>(0.00%)</small>	
3. Edmonds	87 <small>(7.16%)</small>	76 <small>(7.27%)</small>	111 <small>(6.19%)</small>	46.85%	2.78	00:03:10	26.13%	29 <small>(7.34%)</small>	\$0.00 <small>(0.00%)</small>	
4. Lynnwood	87 <small>(7.16%)</small>	66 <small>(6.32%)</small>	217 <small>(12.10%)</small>	38.71%	2.94	00:03:48	23.04%	50 <small>(12.66%)</small>	\$0.00 <small>(0.00%)</small>	
5. Quincy	65 <small>(5.35%)</small>	65 <small>(6.22%)</small>	65 <small>(3.63%)</small>	87.69%	1.20	00:00:07	1.54%	1 <small>(0.25%)</small>	\$0.00 <small>(0.00%)</small>	
6. Marysville	47 <small>(3.87%)</small>	39 <small>(3.73%)</small>	82 <small>(4.57%)</small>	42.68%	2.45	00:02:22	14.63%	12 <small>(3.04%)</small>	\$0.00 <small>(0.00%)</small>	
7. North Creek	45 <small>(3.70%)</small>	36 <small>(3.44%)</small>	83 <small>(4.63%)</small>	65.06%	2.65	00:01:30	13.25%	11 <small>(2.78%)</small>	\$0.00 <small>(0.00%)</small>	
8. (not set)	35 <small>(2.88%)</small>	31 <small>(2.97%)</small>	41 <small>(2.29%)</small>	36.59%	3.95	00:06:32	26.83%	11 <small>(2.78%)</small>	\$0.00 <small>(0.00%)</small>	
9. Kirkland	33 <small>(2.72%)</small>	29 <small>(2.78%)</small>	36 <small>(2.01%)</small>	44.44%	2.42	00:01:39	25.00%	9 <small>(2.28%)</small>	\$0.00 <small>(0.00%)</small>	
10. Shoreline	32 <small>(2.63%)</small>	28 <small>(2.68%)</small>	36 <small>(2.01%)</small>	50.00%	2.50	00:01:56	19.44%	7 <small>(1.77%)</small>	\$0.00 <small>(0.00%)</small>	

Rows 1 - 10 of 87

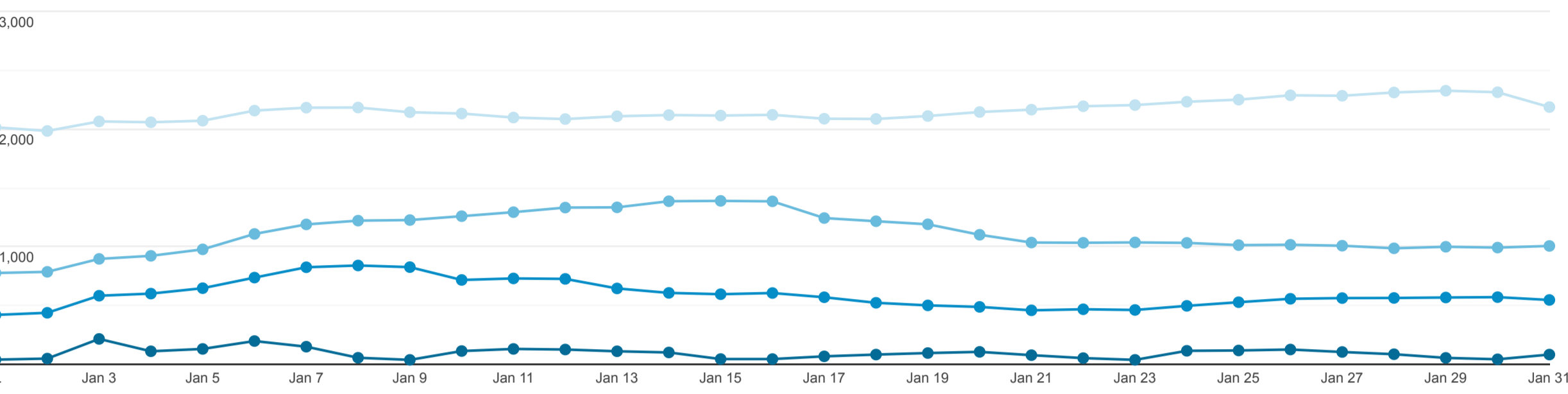
Active Users

Jan 1, 2022 - Jan 31, 2022

 All Users
100.00% Users

Active Users

- 1 Day Active Users
- 7 Day Active Users
- 14 Day Active Users
- 28 Day Active Users



1 Day Active Users

81
% of Total: 100.00% (81)

7 Day Active Users

545
% of Total: 100.00% (545)

14 Day Active Users


1,004
% of Total: 100.00% (1,004)

28 Day Active Users

2,184
% of Total: 100.00% (2,184)

Engagement

Jan 1, 2022 - Jan 31, 2022

 All Users
100.00% Users (100.00% Sessions)

Distribution

Session Duration Bucket

Sessions


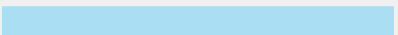

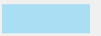

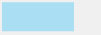

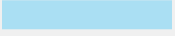





3,182

% of Total: 100.00% (3,182)

Pageviews

7,063

% of Total: 100.00% (7,063)

Session Duration Bucket [?]	Sessions [?]	Pageviews [?]
0-10 seconds	2,181 	2,355 
11-30 seconds	217 	522 
31-60 seconds	153 	429 
61-180 seconds	248 	1,022 
181-600 seconds	203 	1,194 
601-1800 seconds	143 	1,001 
1801+ seconds	37 	540 