

VERDANT HEALTH COMMISSION  
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS  
Regular Meeting  
A G E N D A  
October 23, 2019  
8:00 a.m. to 9:30 a.m.

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	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order	---	8:00	---
B. Approval of the Minutes			
a) September 25, 2019 Board Meeting	Action	8:01	1-4
b) October 9, 2019 Special Board Meeting	Action	8:02	5-6
c) October 15, 2019 Special Board Meeting	Action	8:02	7
C. Executive Committee Report	Information	8:03	8-20
a) Present Amended Bylaws			
D. Presentation from Edmonds Community College	Information	8:05	---
E. Superintendent Report	Information	8:25	---
F. Finance Committee			
a) Financial statements and cash activity	Information	8:30	21-24
b) Authorization for payment of vouchers and payroll	Action	8:35	25
c) Resolution 2019-06: 2020 Property Tax Levy	Action	8:40	26-28
d) Resolution 2019-07: 2020 Budget	Action	8:42	29-32
e) Resolution 2019-08: Removing Lisa King and adding Erica Ash as Auditor	Action	8:43	33-34
G. Program Committee Report and Recommendations			
a) Conflicts of Interest	---	8:45	---
b) Program Investment Recommendations	Action	8:47	35-37
c) Verdant Community Wellness Center update	Information	---	38-39
d) Verdant Multicultural Program update	Information	8:55	40
H. Marketing Report	Information	9:00	41
I. Executive Session	---	9:05	---
a) To review the performance of an employee			
J. Open Session			
a) Resolution 2019-09: Appointing Jennifer Piplic as Interim Superintendent	Action	9:20	42-44
K. Public Comments (please limit to three minutes per speaker)	---	9:25	---
L. Commissioner Comments	---	9:28	---
M. Adjournment	---	9:30	---

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

**BOARD OF COMMISSIONERS**

***Regular Meeting*  
Verdant Community Wellness Center  
September 25, 2019**

**Commissioners  
Present**

Deana Knutsen, President  
Karianna Wilson, Secretary (8:10 a.m. arrival)  
Bob Knowles, Commissioner  
Fred Langer, Commissioner  
Dr. Jim Distelhorst, Commissioner

**Staff**

Dr. Robin Fenn, Superintendent  
Jennifer Piplic, Marketing Director  
Lisa King, Finance Director  
Sandra Huber, Community Engagement  
Nancy Budd, Community Social Worker  
Karen Goto, Executive Assistant

**Staff Excused**

Sue Waldin, Community Wellness Program Manager

**Guests**

Greg Scwab, Edmonds School District  
Matt Finch, Edmonds School District  
Brad Berg, Foster Pepper  
Sarah Zabel, Swedish Edmonds  
Dr. Alex Chung, Swedish Edmonds

**Call to Order**

The Regular Meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:02 a.m. by President Knutsen.

**Approval of Minutes**

***Motion was made, seconded and passed unanimously to approve*** the minutes of the regular board meeting on August 28, 2019.

***Motion was made, seconded and passed unanimously to approve*** the minutes of the special board meeting on September 5, 2019.

**Executive  
Committee Report**

The committee met on September 18, 2019 to review the agenda for the September 25, 2019 board meeting. No action was taken.

## **Discussion with Edmonds School District**

Commissioners discussed the challenges with public access to the Woodway Campus fields on weekends and holidays. Commissioners expressed that Verdant funded the Woodway Campus fields project as part of the larger Building Healthier Communities Fund with the intent that access to the fields is not limited to the regular school year and that the wider community has access; not just sports teams.

The Edmonds School District representatives shared that their intent is for the fields to be open from dusk to dawn and they are working through challenges with the contracted security company and with vandalism. The District has started a pilot program to keep the gates open 24 hours a day and they will report back to the board on any issues that arise from this program. The board thanked the representatives for their response.

## **Superintendent Report**

Dr. Fenn reported on the following items:

1. No grant applications were received for this month.
2. Ms. Waldin is a speaker at a conference on food insecurity from September 23 to 25, 2019, presenting on a panel about food access and healthcare systems. Proposals from the local food banks are being reviewed by Dr. Fenn and Ms. Waldin.
3. Dr. Amit Singh of Edmonds Community College would like to present an update to the board on several college initiatives. The board would like to have Dr. Singh at the October 23, 2019 regular board meeting.
4. Staff is currently working on the 2020 budget and strategic priorities.
5. Dr. Fenn is working on the December 2019 board retreat agenda with Margot Helphand.
6. Verdant's 2018 annual report is available on the Verdant website and printed copies are coming soon. Ms. Piplic emailed the link in e-News to the commissioners.
7. President Knutsen and Dr. Fenn met recently with the Mayor Pro Tem of the City of Mountlake Terrace, Ms. Kyoko Matsumoto Wright.
8. Verdant has two more conferences this year – the Latina Health Conference on October 12,

2019 and the community conference on Mental Health on November 9, 2019.

9. Providence is doing a community partner update on October 31, 2019 at both 7 a.m. and 11 a.m. with details on upcoming changes to the behavioral health system. Dr. Fenn will forward the email to the board and staff.

#### **Finance Committee Report**

Commissioner Langer stated that the committee met on September 18, 2019. Ms. King reviewed the financial statements and cash activity for August 2019 (E:61:19). Commissioner Knowles inquired on the status of the remaining open space at the Swedish Kruger Clinic and Ms. King said there has been little to no interest right.

#### **Authorization for Payment of Vouchers & Payroll**

Warrant Numbers 13784 through 13832 for August 2019 for payment in the amount of \$116,091.26 were presented for approval (E:62:19) by Commissioner Langer. ***Motion was made, seconded and passed unanimously to approve.***

#### **Program Committee Update**

The Program Committee did not meet in September 2019 as there were no new grant applications or renewal programs to review. Dr. Fenn met with several potential applicants and anticipates that they will submit for October 2019 review.

#### **Verdant Community Wellness Center Update**

See Exhibit 63:19

#### **Verdant Multicultural Program Update**

Ms. Huber presented an update (Exhibit 64:19) on multicultural programs in the month of August 2019. The Latina Health conference on October 12, 2019 will be done in Spanish and will include three speakers, 12 to 13 supporting organizations, salsa dancing, yoga and an expected attendance of 200 women. Commissioner Langer will be in attendance and will provide opening remarks in Spanish on Verdant's work.

#### **Marketing Report**

Ms. Piplic presented the Marketing report (E:65:19) for September 2019 which includes that the Fall issue of The Canopy is in development, and the Community conference on mental health will feature two former Seattle Seahawks, Sean Locklear and Jordan Babineux

once their contracts with Verdant are in place. This conference will take place on November 9, 2019 at the Edmonds Center for the Arts. From 10 to 11 a.m., the former Seahawks will speak and there is no registration required for this portion. From 11:30 a.m. to 1 p.m. there will be a suicide prevention training and people must pre-register for this portion of the conference.

**Executive Session**

President Knutsen recessed the regular meeting at 8:50 a.m. into Executive Session to discuss the legal risks of a proposed action of the district. Mr. Brad Berg, Ms. Sarah Zabel, and Dr. Alex Chung participated in the Executive Session.

President Knutsen stated that the board would reconvene in 10 minutes and no action would be taken in Executive Session.

At 9:00 a.m., President Knutsen extended the Executive Session for 10 minutes.

At 9:10 a.m., President Knutsen extended the Executive Session for 10 minutes.

At 9:20 a.m., President Knutsen extended the Executive Session for 10 minutes.

At 9:30 a.m., President Knutsen extended the Executive Session for 10 minutes.

**Open Session**

The board reconvened into Open Session at 9:40 a.m. No action was taken.

**Public Comments**

None.

**Commissioner  
Comments**

None.

**Adjournment**

The meeting was adjourned at 9:45 a.m.

**ATTEST BY:**

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President

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Secretary

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

**SPECIAL MEETING  
October 9, 2019  
6:00 p.m.  
Verdant Community Wellness Center**

**Commissioners  
Present**

Deana Knutsen, President  
Fred Langer, Commissioner (6:18 p.m. arrival)  
Bob Knowles, Commissioner  
Karianna Wilson, Commissioner (6:10 p.m. arrival)  
Dr. Jim Distelhorst, Commissioner

**Staff Present**

Dr. Robin Fenn, Superintendent  
Lisa King, Finance Director  
Jennifer Piplic, Marketing Director  
Sue Waldin, Community Wellness Program Manager  
Nancy Budd, Community Social Worker  
Karen Goto, Executive Assistant

**Call to Order**

The Special Meeting of the Board of Commissioners was called to order by President Knutsen at 6:01 p.m.

**Superintendent's 2020  
Proposed Budget  
Presentation**

Ms. King presented the Superintendent's Proposed 2020 budget including information on the budget process, revenue, expenses, debt and reserves. Dr. Fenn reviewed the 2020 program budget including ongoing grants, internal programs, Building Healthy Community Fund payout schedules, and expected grant renewals (E:66:19). Questions were asked by the commissioners about the vacant Swedish Kruger Medical Office Building space, the Building Healthy Communities Fund, and program commitments and these were answered by staff.

**Public Hearing**

President Knutsen opened the public hearing at 6:40 p.m. No members of the public were in attendance to provide testimony. President Knutsen closed the public hearing at 6:41 p.m.

**Commissioner Discussion**

None

**Adjourn**

The meeting was adjourned at 6:42 p.m.

**ATTEST BY:**

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President

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Secretary

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

**SPECIAL MEETING  
October 15, 2019  
6:00 p.m.  
Verdant Community Wellness Center**

**Commissioners  
Present**

Deana Knutsen, President  
Fred Langer, Commissioner  
Bob Knowles, Commissioner  
Karianna Wilson, Commissioner  
Dr. Jim Distelhorst, Commissioner (via telephone)

**Staff & Guests Present**

Lisa King, Finance Director  
Brad Berg, Attorney (via telephone)

**Call to Order**

The Special Meeting of the Board of Commissioners was called to order by President Knutsen at 6:03 p.m.

**Executive Session**

President Knutsen recessed the special meeting into executive session at 6:05 p.m. to discuss the performance of employees of the District. President Knutsen stated that the board would reconvene in 50 minutes and no action would be taken in Executive Session. Staff was excused from the meeting. At 6:55 p.m., President Knutsen extended the Executive Session for 10 minutes. At 7:05 p.m., President Knutsen extended the Executive Session for 5 minutes.

**Open Session**

The board reconvened into Open Session at 7:10 p.m. No action was taken.

**Adjourn**

The meeting was adjourned at 7:10 p.m.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



**AMENDED AND RESTATED BYLAWS  
OF  
PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON  
d/b/a VERDANT HEALTH COMMISSION**

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**AMENDED AND RESTATED BYLAWS**  
**OF**  
**PUBLIC HOSPITAL DISTRICT NO. 2**  
**SNOHOMISH COUNTY, WASHINGTON**

**ARTICLE I**  
**FORMATION AND PURPOSE**

This public hospital district (the “District”), a municipal corporation, was created in 1962 to provide hospital and health care services for the residents of the District and other persons. The activities of the District shall be conducted in conformity with the Constitution and laws of the State of Washington, including Chapter 70.44 RCW, as now in effect or hereafter amended. These Bylaws are adopted in furtherance of the lawful purposes of the District including the providing of health care services appropriate to the needs of the population served.

**ARTICLE II**  
**BOARD OF COMMISSIONERS**

Section 1. Qualification and Election. No person shall be eligible to be elected to the office of public hospital district commissioner unless he or she is a registered voter within the boundaries of the District. All District commissioners shall be elected and serve in the manner and for the term prescribed by law.

Section 2. Organization and Officers of the Board of Commissioners. The five-member Board of Commissioners (the “Board” or the “Commission”) shall at its first regular meeting in each calendar year organize by election from its own members, a President and Secretary. Such election shall be by a majority vote of the commissioners in each case. The terms of both officers shall be for one year.

2.1. The President shall act as the presiding officer at meetings of the Board and shall execute on behalf of the District all contracts, agreements and other documents and papers duly authorized by the Board that may require his or her signature.

2.2. The Secretary shall prepare, or cause to be prepared, minutes of all regular and special meetings of the Board, shall sign the same and shall keep them in a proper book for that purpose. The Secretary shall have charge of the official seal of the District and shall affix or cause to be affixed such seal to any documents requiring it, attesting the same. In the absence of the President, the Secretary shall preside at Board meetings.

2.3. If a vacancy occurs in the office of either the President or the Secretary, an election of officers shall take place at the next regular meeting of the Board to fill the unexpired term created by the vacancy. All members of the Board, whether elected or appointed, shall be required to take an oath of office in the form prescribed by the laws of the State of Washington relating to public officials.

2.4. A vacant commissioner position may be filled by the Board appointing a new member in the manner prescribed by law.

Section 3. Meetings of the Board or Commission.

3.1. Regular meetings. The dates, times and locations for the regular meetings of the Board shall be established from time to time by resolution adopted by the Board.

3.2. Special meetings

a. A special meeting may be called at any time by the presiding officer of the Board or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Written notice shall be deemed waived in the following circumstances: (1) a commissioner submits a written waiver of notice to the secretary of the Board at or prior to the time the meeting convenes, which may be given by telegram, fax, or electronic mail; or (2) a commissioner is actually present at the time the meeting convenes.

b. Notice of a special meeting called under subsection (a) of this section shall be: (1) delivered to each local newspaper of general circulation and local radio or television station that has on file with the Board a written request to be notified of such special meeting or of all special meetings; (2) posted on the District's web site. The District shall not be required to post a special meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and (3) prominently displayed at the main entrance of the District's principal location and the meeting site if it is not held at the agency's principal location. Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

c. The call and notices required under subsections (a) and (b) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Board.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

3.3. The order of business at meetings of the Commission shall be as follows:

a. Regular Meetings

(i) Call to order

(ii) Reading and approval of minutes of the last regular meeting and any intervening special meeting and approval of any other matters on the consent agenda

(iii) Reports

(iv) Consideration of items on the agenda or other matters properly before the Board and action thereon

(v) Adjournment

b. Special Meetings

(i) Call to order

(ii) Reading of the notice calling the meeting

(iii) Consideration of matters stated in the notice and action thereon

(iv) Adjournment

3.4. Attendance From Remote Location

a. The Board, recognizing the benefits of fullest practicable attendance and participation by its commissioners, allows for attendance from remote location(s) through the use of electronic means including but not limited to such two-way communication methods as speakerphone, Skype, or other media that provide full audio or audio and visual capacity.

b. For purposes of voting by a commissioner (or commissioners) of the Board, such attendance from remote location(s) shall be considered the equal of being physically present at the meeting site. In the case of executive sessions, the Board may permit participation from remote location(s) by the above alternative means only when the Board on a case-by-case basis considers such participation to be necessary and the Board is confident in the security of such remote communications.

c. Any communications systems utilized by the Board for such remote attendance shall reliably permit all persons attending to be clearly heard by all others and to clearly hear all audio content of the meeting; and where applicable by the Board's determination, be clearly seen by all others and clearly see all visual content that is determined by the Board to be crucial to the understanding of matters discussed. Systems used in the course of executive sessions shall be reasonably secure from unauthorized access.

d. Audio and video recordings of proceedings involving attendance by commissioner(s) from remote locations shall be maintained for the public record as required by law.

e. Commissioners are encouraged to attend meetings in-person and attendance from remote location(s) is intended to be an alternative method for participation by commissioners.

### 3.5. Procedure For Remote Attendance

a. In all meetings involving remote attendance, the Superintendent or his or her designee shall be present at the meeting place and shall inform all present at the meeting place of the intent to initiate a remote communication. The Superintendent or his or her designee shall ensure that the equipment necessary for such remote attendance is present in the meeting place.

b. The Superintendent or his or her designee shall confirm and announce to all that all present at the meeting place and in the remote location(s) that all parties can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. Such confirmation shall be recorded in the Minutes.

c. With such confirmation, commissioners—whether they are at the meeting site or at remote location(s)—constituting a majority may approve the use of the remote communication for the entirety of the meeting or for a specified portion thereof.

d. Before convening in executive session with participants from a remote location, the Presiding Officer shall instruct the Superintendent or his or her designee to verify that the public has been excluded from the meeting place.

e. In the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of Sections 3.4 and 3.5, the presiding officer shall confirm the loss of service and announce the close of the remote attendance.

Section 4. Action by the Board. As used herein, “action” means the transaction of the official business of the District by the Board including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. “Final action” means a collective positive or negative decision, or an actual vote by a majority of the members of the Board when sitting as a body or entity, upon a motion, proposal or resolution.

All final action taken by the Board shall be by motion or resolution recorded in a book or books kept for such purposes. Minutes of all regular and special meetings, except executive sessions thereof, shall be promptly recorded and shall be open to public inspection.

All meetings at which action is taken by the Board shall be open and public and all persons shall be permitted to attend any meeting of the Board, except as otherwise provided in this section or by law. The Board shall never adopt any motion or resolution, except in a meeting open to the public and then only at a regular meeting, duly convened at the prescribed time and place, or at a special meeting of which notice has been given according to the provisions of the foregoing section. Any action taken at meetings failing to comply with the provisions of this section shall be null and void.

Nothing in this section shall be construed to prevent the Board from holding executive sessions during a regular or special meeting to consider:

- (i) To consider matters affecting national security;

(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

(iii) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(iv) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(v) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(vi) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(vii) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by the Board of salaries, wages, and other conditions of employment to be generally applied within the District shall occur in a meeting open to the public, and when the Board elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(viii) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(ix) To discuss with legal counsel representing the District matters relating to agency enforcement actions, or to discuss with legal counsel representing the District litigation or potential litigation to which the District, the Board, or a member of the Board acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the District. This subsection (viii) does not permit the Board to hold an executive session solely because an attorney

representing the District is present. For purposes of this subsection (viii), “potential litigation” means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(A) Litigation that has been specifically threatened to which the District, the Board, or a member of the Board acting in an official capacity is, or is likely to become, a party;

(B) Litigation that the District reasonably believes may be commenced by or against the District agency, the Board, or a member of the Board acting in an official capacity; or

(C) Litigation or legal risks of a proposed action or current practice that the District has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the District;

(x) To consider the granting, denial, reduction, termination or suspension of clinical privileges, or the medical staff membership of a physician or “other health care provider,” as that term is defined in RCW 7.70.020, as now in effect or hereafter amended, if other health care providers in the discretion of the Board are determined eligible to be considered for such privileges or membership.

Before convening in executive session, the presiding officer of the Board shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

Section 5. Quorum. A majority of the persons holding the office of District commissioner shall constitute a quorum of the Board for the transaction of business, but no resolution shall be adopted or other final action taken without a majority vote of the whole Commission. Attendance by commissioners from a remote location pursuant to Section 3.4 shall be considered the equal of being physically present at the meeting site.

Section 6. Committees. The Board may from time to time act as a committee of the whole or appoint such other committees as it may deem necessary or advisable in the conduct of its affairs or for other purposes it may specify. The activities of any committees so appointed shall be conducted lawfully and be recorded in written minutes. Chairpersons of such committees shall be appointed by the Board to serve for terms not to exceed one year, subject both to removal at the will of the Board and to reappointment in the sole discretion of the Board.

Section 7. Powers and Duties of the Board or Commission. The Board shall be the governing body of the District and the superintendent appointed by the Board as specified in Article III, Section 1, shall be responsible to the Board for the efficient administration of all affairs of the District. While the authority of the Board may be delegated to the superintendent as specified in Article III, Section 1, and Article IV, respectively, or by resolution, any delegation of authority by the Board may be rescinded in its sole discretion.



All of the powers authorized in Chapter 70.44 RCW or other applicable statute may be exercised by the Board in the performance of its duties prescribed therein. Among other things, the Board shall strive to:

- (i) Determine the policies and the purposes of the District in proper relation to community needs;
- (ii) Provide services, facilities, equipment and personnel to meet the needs of residents within the purposes of the District, and consistent with present and future community needs;
- (iii) Assure that an appropriate standard of professional care is maintained with due regard for quality of care and effective quality assurance mechanisms, and assuring that personnel possess appropriate current qualifications, and determining in its discretion which kinds of programs shall be considered;
- (iv) Promote planning and coordinate services with administrative, financial and community needs, the policies of the District, and the purposes of the District;
- (v) Provide for the sound administration and application of public funds, adopting annual budgets for the District at the times and in the manner required by law;
- (vi) Maintain accurate records of District finances and all related activities;
- (vii) Exercise proper care and judgment in the selection of a qualified superintendent who shall be responsible for implementing policies adopted by the Board; and
- (viii) Evaluate its own performance.

Section 8. Avoidance of Conflicts of Interest. District commissioners, being aware of the fiduciary nature of their positions, shall avoid actions and relationships which could result in a conflict between their private financial interests and their public responsibilities. Commissioners shall not violate the conflict-of-interest provisions of these Bylaws, Chapters 42.20 and 42.23 RCW, or any other applicable statute.

Recognizing that even the appearance of impropriety should be avoided, no commissioner shall:

- (i) Be beneficially interested in or otherwise expect to profit from, directly or indirectly, any contract, sale, lease or purchase made by the District, except as specifically permitted under RCW 42.23.030, as now in effect or hereafter amended, or under other applicable law;

(ii) Accept, directly or indirectly, any compensation, gratuity, favor or award from any party seeking to do business with the District, or in connection with any contract made by the District, other than (a) compensation and reimbursement for expenses as provided by law, or (b) compensation in connection with contracts permitted under RCW 42.23.030, as now in effect or hereafter amended, or under other applicable law;

(iii) Employ, use or appropriate any District employee, money or property for his or her private benefit;

(iv) Hold any office, engage in any employment or occupy any position, public or private, which could create conflicts between the duties, interests and opportunities inherent in such office, employment or position and the commissioner's public responsibilities as a member of the Board;

(v) Reveal or divulge to any other party, unless authorized by the Board, any confidential information received in the performance of his or her duties as a commissioner, nor use such information for personal gain.

Any commissioner, upon discovering or suspecting that he or she has or may have a conflict of interest contrary to the policies and standards set forth in this section, shall promptly report the same to the Board.

### **ARTICLE III OTHER OFFICERS**

#### **Section 1. Superintendent.**

1.1. Appointment. The Board shall select and appoint as superintendent a competent and experienced chief executive officer who shall be its direct representative in the management of the District. The superintendent shall be appointed for an indefinite term, removable at the will of the Board, and shall receive such compensation as the Board shall establish by resolution. The appointment or removal of the superintendent shall be by resolution, of the Board, introduced at a regular meeting and adopted at the same or a subsequent regular meeting by majority vote.

1.2. Powers and Duties. The superintendent shall be the chief executive and administrative officer of the District. As representative of the Board, and subject to its policies, the superintendent shall be responsible for the efficient administration of all affairs of the District and shall be in direct charge with full authority to act.

In the performance of his or her duties prescribed by law, all of which shall be faithfully discharged, and not by way of limitation of his or her authority, the superintendent shall:

(i) Perfect and submit to the Board for approval a plan of organization for the personnel concerned with the operation of the District, which shall be periodically reviewed;

(ii) Prepare annually a budget or budgets showing anticipated receipts and expenditures for the ensuing fiscal year which shall be submitted to the Board to allow timely filing and hearing thereon before adoption as required by law;

(iii) Select, employ, control and discharge all employees authorized by the applicable budget, assuring that they are competent to perform their duties and establishing appropriate quality assurance mechanisms;

(iv) Assure that all buildings, equipment and other facilities are maintained in good repair;

(v) Furnish periodic recommendations to the Board with respect to the acquisition, development and extension of desirable facilities, equipment and services;

(vi) Supervise through the treasurer and auditor all business affairs including the disbursement of funds, recording of financial transactions, collection of accounts and purchase and issue of supplies;

(vii) Cooperate with staff and secure like cooperation on the part of all those concerned with rendering professional services;

(viii) Submit regularly to the Board reports regarding the services and financial activities of the District along with any special reports that may be requested by the Board;

(ix) Prepare agenda for and attend all meetings of the Board at which he or she may participate in the discussion of matters being considered;

(x) Execute on behalf of the District all such contracts, agreements and other documents and papers as he or she may deem appropriate within the scope of his or her authority or be authorized by resolution of the Board to sign; and

(xi) Undertake on his or her own initiative the performance of such other duties, consistent with law and the policies of the Board, as may be in the best interest of the District.

Section 2. Auditor. The Board shall appoint as auditor of the District a person experienced in accounting and business practices.

The auditor shall report in the performance of his or her duties directly to the superintendent. The auditor shall draw, sign and issue all warrants for the disbursement of funds of the District upon the orders of, or vouchers approved by, the Commission; and shall perform such other duties relating to business affairs of the District including the recording of financial transactions, collection of accounts, and the routine purchase and issue of supplies, as are assigned by the superintendent.

Section 3. Treasurer. The Commission by resolution shall appoint and designate a person having experience in financial and fiscal matters as treasurer, subject to the requirement of an adequate bond with an authorized surety company.

The treasurer shall receive, deposit and disburse all funds of the District in the manner provided by law under the supervision of the superintendent and as directed by resolutions of the Board to the extent of its lawful discretion.

#### **ARTICLE IV INDEMNIFICATION AND INSURANCE**

Section 1. Indemnification. The District shall indemnify and hold harmless to the full extent permitted by applicable law each person who was or is made a party to or is threatened to be made a party to, or is involved (including, without limitation, as a witness) in an actual or threatened action, suit or other proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was a commissioner, officer, employee or agent of the District, or having been such a commissioner, officer, employee or agent, he or she is or was serving at the request of the District as a director, officer, employee, agent, trustee or in any other capacity of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, whether the basis of such proceeding is alleged action or omission in an official capacity or in any other capacity while serving as a commissioner, officer, employee, agent, trustee or any other capacity, against all expense, liability, and loss (including, without limitation, attorneys' fees, judgments, fines, ERISA excise taxes or penalties in amounts to be paid in settlement) actually or reasonably incurred or suffered by such person in connection therewith. Such indemnification may continue as to a person who has ceased to be a commissioner, officer, employee or agent of the District and shall inure to the benefit of his or her heirs, and personal representatives.

Section 2. Insurance. The District may purchase and maintain insurance, at its expense, to protect itself and any commissioner, officer, employee, agent or trustee of the District or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss to the full extent permitted by applicable law.

#### **ARTICLE V CONSTRUCTION, INTERPRETATION AND CONVENTIONS**

Section 1. Gender and Number. As used in these Bylaws, personal pronouns shall be interpreted to refer to persons of either gender and relative words whenever applicable to more than one person shall be read as if written in the plural.

Section 2. Titles, Headings and Captions. The titles, headings and captions appearing in these Bylaws are used and intended for convenience of description or reference only and shall not be construed or interpreted to limit, restrict or define the scope or effect of any provision.

Section 3. Severability. If any provision of these Bylaws, or its application to any person or circumstance, is held invalid by a court of competent jurisdiction, the remainder of these Bylaws, or the application of the provision to other persons or circumstances, shall not be affected.

**ARTICLE VI  
REVIEW AND AMENDMENT**

These Bylaws shall be reviewed by the Board on an annual basis at its regular meeting in December. These Bylaws may be amended at any time by resolution of the Board introduced at a regular meeting and adopted at a subsequent regular meeting.

ADOPTED this 20<sup>th</sup> day of November, 2019.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary and Commissioner

**Balance Sheet**  
As of September 30, 2019

	A	B	C	D
	Dec 31, 2018	Sept 30, 2019	\$ Change	Comments:
<b>1 ASSETS</b>				
<b>2 Current Assets</b>				
<b>3 Cash Balance</b>	2,863,276	1,684,404	(1,178,872)	
<b>4 Other Current Assets</b>	47,865,697	52,632,559	4,766,861	Includes Investments
<b>5 Total Current Assets</b>	50,728,973	54,316,962	3,587,989	
<b>6 Total Long-term &amp; Fixed Assets</b>	44,873,691	43,525,523	(1,348,167)	Includes Depreciation
<b>7 TOTAL ASSETS</b>	<b>95,602,664</b>	<b>97,842,485</b>	<b>2,239,822</b>	
<b>8 LIABILITIES &amp; EQUITY</b>				
<b>9 Liabilities</b>				
<b>10 Current Liabilities</b>	2,176,028	1,409,920	(766,108)	
<b>11 Long-term Liabilities</b>	1,073,890	1,027,368	(46,522)	2012 LTGO Bonds/BHCF
<b>12 Total Liabilities</b>	3,249,917	2,437,287	(812,630)	
<b>13 Total Equity</b>	92,352,746	95,405,198	<b>3,052,452</b>	Annual Net Income/(Loss)
<b>14 TOTAL LIABILITIES &amp; EQUITY</b>	<b>95,602,664</b>	<b>97,842,485</b>	<b>2,239,822</b>	

**Profit & Loss**  
September 2019

	A	B	C	D	E	F
	Sept Actual	Sept Budget	Fav/(Unfav)	YTD Actual	YTD Budget	Fav/(Unfav)
<b>1 INCOME</b>						
<b>2 Ordinary Income</b>	926,151	924,497	1,654	8,162,736	8,142,873	19,863
<b>3 EXPENSES</b>						
<b>4 Operating Expenses</b>	186,975	190,280	3,304	1,655,325	1,760,464	105,139
<b>5 Depreciation Expense</b>	144,545	144,458	(87)	1,326,599	1,326,337	(262)
<b>6 Program Expenses</b>	607,495	839,290	231,795	5,407,727	6,628,214	1,220,487
<b>7 Total Expenses</b>	939,016	1,174,028	235,012	8,389,651	9,715,014	1,325,364
<b>8 OTHER INCOME/(EXPENSE)</b>						
<b>9 Total Other Income/(Expense)</b>	134,766	241,828	(107,062)	3,279,366	2,176,449	1,102,918
<b>10 NET INCOME/(LOSS)</b>	<b>121,901</b>	<b>(7,703)</b>	<b>129,605</b>	<b>3,052,452</b>	<b>604,307</b>	<b>2,448,145</b>

**Monthly Highlights**  
September 2019

Verdant received dividends payments of \$86,262 and a unrealized loss of \$147,577 on our investment portfolio in September which closed with an ending market value of \$52,079,240.

Program grant commitments total \$6,498,707 for 2019 and \$4,570,904 for 2020 excluding BHCF.

Revenue of \$108,798 and expenses of \$90,474 from the Kruger Clinic were incurred, netting to an additional operating income of \$18,324 in September.

**Public Hospital District #2**

<b>Warrant Number</b>	<b>Transaction Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Purpose</b>
<b>Warrant Activity:</b>				
13833	09/04/2019	Ash Consulting	666.00	Accounting Consulting
13834	09/04/2019	Backflows Northwest, Inc	509.68	Repair of backflow
13835	09/04/2019	Cascade Security Corporation	512.00	Sept 2019 Parking Lot Security
13836	09/04/2019	City of Lynnwood - Utilities	827.78	Water/Sewer
13837	09/04/2019	Consolidated Landscape Maintenance, Inc.	440.90	Sept 2019 Landscaping maintenance
13838	09/04/2019	Dynamic Language	144.06	ASL Interpreter for EBT Cooking Demo Class
13839	09/04/2019	Eberle Vivian	4,398.44	4Q19 Self Insurance Work Comp Claims Administration
13840	09/04/2019	Electronic Business Machines	1,204.88	8/22-9/21/19 Copy Machine; 5/22-8/21 Overage Billing
13841	09/04/2019	Encore Business Solutions	215.00	Dynamics support
13842	09/04/2019	Guardian Security Systems, Inc.	265.20	Elevator Security Monitoring
13843	09/04/2019	McKinstry Co., LLC	334.26	HVAC repair
13848	09/04/2019	Northwest Publishing	203.00	1/8 page ad 9/19/19
13845	09/04/2019	Puget Sound Energy	48.38	Natural Gas
13846	09/04/2019	Snohomish County PUD	1,156.34	Electricity
13847	09/04/2019	Sound Publishing, Inc.	39.20	Legal Notice 8/25 Board Meeting
13849	09/04/2019	Seattle Visiting Nurse Association	2,360.00	Award 283 - Flu Shots
13850	09/04/2019	Comcast	330.22	Telephone/Internet
13851	09/11/2019	AmeriFlex Business Solutions	17.25	Sept 2019 FSA Administration
13852	09/11/2019	Dataworks	1,094.57	IT support
13853	09/11/2019	Comcast	530.07	Telephone/Internet
13854	09/11/2019	Verizon	112.64	Cell phone
13855	09/11/2019	Edmonds Public Facilities District	1,850.00	Theater Rental for Mental Health Community Event on 11/9/19
13856	09/11/2019	Sound Dietitians	5,588.27	WC 223 & WC 222 - Nutrutian Consulting and Healthy Living Coaching Group
13857	09/19/2019	ELTEC Systems, LLC	277.92	Sept 2019 Elevator Maintenance
13858	09/19/2019	Ken Becker	932.50	WC 250 - Positive Discipline
13859	09/19/2019	Lowe Graham Jones PLLC	150.00	Aug 2019 Trademark monitoring
13860	09/19/2019	Margot Helphand	2,328.78	Facilitate Retreat
13861	09/19/2019	McKinstry Co., LLC	687.32	HVAC repair
13862	09/19/2019	Neopost	60.00	Postage
13863	09/19/2019	Payden & Rygel	8,621.00	8/1-8/31/19 Investment Advisory Services
13864	09/19/2019	Staples	0.00	VOID:
13865	09/19/2019	McKinstry Co., LLC	962.31	HVAC repair
13866	09/19/2019	Ankrom Moisan	1,130.56	Office furniture reconfig
13867	09/19/2019	Staples	140.85	Supplies
13868	09/19/2019	Ace Internet Services, Inc.	0.00	VOID:
13869	09/19/2019	City of Lynnwood	1,572.00	Aug 2019 Staffing
13870	09/19/2019	Principal	1,543.78	EE Life Support
13871	09/27/2019	Armstrong Maintenance, LLC	193.38	Janitorial
13872	09/27/2019	Dataworks	74.04	Anti-virus software
13873	09/27/2019	Guardian Security Systems, Inc.	422.54	Repair to fire alarm panel
13874	09/27/2019	Northwest Center Services	960.15	Replace pole lights with LEDs at VCWC
13875	09/27/2019	US Postal Service	14,630.22	Postage for Fall 2019 Canopy Newsletter
13876	09/27/2019	Arlen Rose Frazier	1,750.00	WC 237
13877	09/27/2019	Electronic Business Machines	48.54	9/22-10/21/19 Copy Machine

Warrant Number	Transaction Date	Payee	Amount	Purpose
<b>Warrant Activity:</b>				
13878	09/27/2019	Parsi Properties LLC	2,718.00	Aug 2019 - Parking lot lease
13879	09/27/2019	Regence Blueshield	4,744.95	Oct 2019 Health Insurance
13880	09/27/2019	Sound Publishing, Inc.	39.20	Legal Notice 9/22 Board Meeting
13881	09/27/2019	Wells Fargo	3,135.84	Misc
13882	09/27/2019	Wells Fargo	260.02	Misc
13883	09/27/2019	Wells Fargo	263.61	Misc
		Total Warrants	70,495.65	
<b>Wire/ACH Activity:</b>				
	9/13/2019	Payroll	20,124.51	ACH payroll transfer
	9/13/2019	Department of Treasury/State of WA	6,596.76	Payroll taxes for 9/7/19 pay period ending
	9/13/2019	Valic	3,854.77	Payroll 401(a)/457 Deposit
	9/3/2019	Valic	0.10	Payroll 401(a)/457 Deposit
	9/27/2019	Payroll	19,486.74	ACH payroll transfer
	9/27/2019	Department of Treasury/State of WA	6,515.53	Payroll taxes for 9/21/19 pay period ending
	9/27/2019	Valic	3,885.06	Payroll 401(a)/457 Deposit
	9/30/2019	ADP	10.00	Fee for payroll processing
	9/12/2019	Wells Fargo Merchant Services	85.28	Merchant Services
	9/20/2019	Boys & Girls Club of Snohomish County	24,583.33	Program Payment
	9/20/2019	Cascade Bicycle Club Education Foundation	2,666.67	Program Payment
	9/20/2019	Center for Human Services	36,029.16	Program Payment
	9/20/2019	ChildStrive	50,150.16	Program Payment
	9/20/2019	City of Lynnwood	8,718.33	Program Payment
	9/20/2019	Compass Health	17,386.50	Program Payment
	9/20/2019	Domestic Violence Services Snohomish Co	8,000.00	Program Payment
	9/20/2019	Edmonds School District No. 15	113,788.75	Program Payment
	9/20/2019	Edmonds Senior Center	9,666.67	Program Payment
	9/20/2019	Homage Senior Services	60,586.67	Program Payment
	9/20/2019	Kinderling	11,862.67	Program Payment
	9/20/2019	Korean Women's Association	5,000.00	Program Payment
	9/20/2019	Latino Educational Training Institute	5,416.66	Program Payment
	9/20/2019	Leukemia & Lymphoma Society WA/AK Chapter	3,750.00	Program Payment
	9/20/2019	Medical Teams International	80,267.00	Program Payment
	9/20/2019	Parent Trust for WA Children	5,000.00	Program Payment
	9/20/2019	Prescription Drug Assistance Foundation	4,583.33	Program Payment
	9/20/2019	Project Access Northwest	10,416.67	Program Payment
	9/20/2019	Puget Sound Christian Clinic	47,495.50	Program Payment
	9/20/2019	South Snohomish County Fire & Rescue	36,103.34	Program Payment
	9/20/2019	Therapeutic Health Services	20,833.33	Program Payment
	9/20/2019	Volunteers of America Western WA	6,750.42	Program Payment
	9/20/2019	Wonderland Development Center	28,839.58	Program Payment



Warrant Number	Transaction Date	Payee	Amount	Purpose
<b>Wire/ACH Activity:</b>				
	9/27/2019	WA Department of Revenue	821.25	B&O/Retailing Sales Tax for August 2019
	9/3/2019	Ameriflex	160.00	EE FSA Payments
	9/6/2019	Ameriflex	253.87	EE FSA Payments
	9/13/2019	Ameriflex	40.00	EE FSA Payments
	9/20/2019	Ameriflex	288.06	EE FSA Payments
	9/27/2019	Ameriflex	50.00	EE FSA Payments
	9/20/2019	Dolores Reyes	100.00	NSF check for Latina Health Conference
		Total Wires/ACH Transactions	<u>660,166.67</u>	
<b>Kruger Clinic Activity:</b>				
1227-1244	misc	Various Claimants/Vendors	<u>41,586.86</u>	Administered by Azose
<b>Work Comp Activity:</b>				
305430-431	misc	Various Claimants/Vendors	<u>171.57</u>	Administered by Eberle Vivian
		<b>Total Disbursements</b>	<u><u>\$ 772,420.75</u></u>	

	Transaction Date	Payer	Amount	Purpose
<b>Deposits:</b>				
	9/1/2019	Swedish/Edmonds	782,863.91	Monthly hospital lease
	9/1/2019	Swedish/Edmonds	69,276.28	Kruger Clinic monthly lease
	9/1/2019	Allied Dermatology	7,355.79	Kruger Clinic monthly lease
	9/1/2019	Brian Takagi, MD	84.63	Kruger Clinic monthly lease
	9/1/2019	Puget Sound Gastro	28,333.29	Kruger Clinic monthly lease
	9/1/2019	Raymond Liu, D.D.S.	3,747.90	Kruger Clinic monthly lease
	9/10/2019	Snohomish County	12,748.07	Levy
	9/25/2019	Healthcare Realty Services, Inc.	4,663.72	Ground Lease
	9/18/2019	Community Health Plan of WA	500.00	Sponsorship of Latina Health Conference
	9/25/2019	Swedish/Edmonds	1,500.00	Sponsorship of VHCC Feb 2019
	9/18/2019	Dolores Reyes	100.00	Vendor Table at Latina Health Conference
	9/24/2019	Latino Educational Training Institute	200.00	Vendor Table at Latina Health Conference
	9/26/2019	GMGUAJARDO LLC	200.00	Vendor Table at Latina Health Conference
	9/30/2019	The Accident Advisors	200.00	Vendor Table at Latina Health Conference
	Misc	Misc Registrations	945.00	Registration for Latina Health Conference
	Misc	VCWC Registration	345.00	Registration for VCWC Classes
	9/30/2019	Brian Takagi, MD	84.63	Oct 2019 monthly lease Prepayment
		<b>Total Deposits</b>	<u><u>\$ 913,148.22</u></u>	

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 13833 through 13883 have been issued for payment in the amount of \$70,495.65. These warrants are hereby approved.

Attest:

\_\_\_\_\_  
Lisa M. King

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

Warrants Processed:	9-1-19 – 9-30-19		\$70,495.65
Work Comp Claims Pd:	9-1-19 – 9-30-19		171.57
Kruger Clinic Processed:	9-1-19 – 9-30-19		41,586.86
Payroll:	8-25-19 – 9-7-19	20,124.51	
	9-8-19 – 9-21-19	<u>19,486.74</u>	
			39,611.25
Electronic Payments:	Payroll Taxes	13,112.29	
	Payroll Processing	10.00	
	Valic Retirement	7,739.93	
	FSA Payments	791.93	
	Bank Fees	85.28	
	WA State Dept Revenue	821.25	
	NSF check	100.00	
	Program Expenditures	<u>597,894.74</u>	
			<u>620,455.42</u>
	Grand Total		<u>\$772,420.75</u>

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2019-06

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the “District”), approving the dollar amount and percentage increase in the District’s regular property tax levy for calendar year 2020.

WHEREAS, RCW 84.55.120 requires a taxing district, other than the state, that collects regular levies to hold a public hearing on revenue sources for the district’s following year’s current expense budget; and

WHEREAS, RCW 84.55.120 further requires the hearing to include consideration of possible increases in property tax revenues and requires that the hearing be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied; and

WHEREAS, RCW 84.55.120 authorizes the taxing district to hold a public hearing in conjunction with its annual budget hearing required by RCW 70.44.060(6); and

WHEREAS, a hearing in compliance with RCW 84.55.120 and RCW 70.44.060(6) was held on October 9, 2019; and

WHEREAS, the Board of Commissioners of the District, after hearing and duly considering all relevant evidence and testimony presented, determined that the District requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District; NOW, THEREFORE,

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

Section 1. The Board of Commissioners hereby determines that the District requires a regular levy in calendar year 2020 of \$2,425,000 which amount is exclusive of the additional tax revenue resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any refunds made, in order to discharge the expected expenses and obligations of the District.

Section 2. The Board of Commissioners hereby approves an increase in the District's regular property tax levy for calendar year 2020 in the amount of \$23,725.45, which is a percentage increase of 1.00% from calendar year 2019. This increase shall be in addition to the increase in tax revenue resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, improvements to property and any increase in the value of state-assessed property.

Section 3. The Superintendent is directed to certify to the County Assessor, no later than November 30, 2019, a copy of this Resolution showing its adoption; and to perform such other duties as are necessary or required by law to the end that the maximum levy capacity available to the District under chapter 84.55 RCW, as determined by the Washington State Supreme Court, is banked for use in future years.

ADOPTED AND APPROVED by the Board of Commissioners of Public Hospital District No. 2, Snohomish County, Washington, at an open public meeting thereof, this 23<sup>rd</sup> day of October, 2019, the following commissioners being present and voting in favor of the resolution.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary and Commissioner

I, Karianna Wilson, Secretary to the Board of Commissioners of Public Hospital District No. 2, Snohomish County, Washington, certify that the attached copy of Resolution No. 2019-06 is a true and correct copy of the original resolution adopted on October 23, 2019, as that resolution appears on the Minute Book of the District.

DATED this 23<sup>rd</sup> day of October, 2019.

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Karianna Wilson  
Secretary to the Board of Commissioners

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2019-07

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the “District”), approving and adopting the District’s budget for calendar year 2020.

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

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

WHEREAS, in compliance with the requirements of RCW 70.44.060, the Superintendent has prepared, filed and provided notice of the District’s proposed 2020 budget, which proposed budget is attached hereto as Exhibit A (the “2020 Budget”); and

WHEREAS, the Commission held a public hearing on the 2020 Budget on October 9, 2019, in compliance with the requirements of RCW 70.44.060 and RCW 84.55.120; and

WHEREAS, the Board of Commissioners of the District, in the course of considering the budget for calendar year 2020, reviewed all sources of revenues and examined all anticipated expenses and obligations; and

WHEREAS, the Board of commissioners of the District has met and considered its budget for the calendar year 2020; NOW, THEREFORE,

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

Section 1. The Commission hereby adopts the 2020 Budget as the budget for the District for calendar year 2020.

Section 2. The Superintendent is directed to certify to the County Assessor, no later than November 30, 2019, a copy of this Resolution showing its adoption.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at an open public meeting thereof, held this 23<sup>rd</sup> day of October, 2019.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary and Commissioner

I, Karianna Wilson, Secretary to the Board of Commissioners of Public Hospital District No. 2, Snohomish County, Washington, certify that the attached copy of Resolution No. 2019-07 is a true and correct copy of the original resolution adopted on October 23, 2019, as that resolution appears on the Minute Book of the District.

DATED this 23<sup>rd</sup> day of October, 2019.

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Karianna Wilson  
Secretary to the Board of Commissioners



**EXHIBIT A**  
**Public Hospital District No 2**  
**of Snohomish County, Washington**

Operating Revenue	\$ 11,846,582
Program Expenditures	10,723,945
Other Operating Expenses (excluding depreciation)	2,481,018
Depreciation Expense	1,599,212
Maintenance and Operations Levy	2,425,000
Other Non-Operating Revenue	530,000
Transfer from Reserves	<u>793</u>
Net Income	<u><u>\$ 0</u></u>
Capital Outlay	<u><u>\$327,500</u></u>

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 2019-08

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington, appointing and designating Erica Ash as Hospital District Auditor and removing Lisa King as Hospital District Auditor.

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

Section 1. Erica Ash is found to be a person experienced in accounting and business practices, and is hereby appointed and designated Hospital District Auditor as of October 23, 2019, to perform under the direction of the Superintendent the duties set forth in Article III, Section 2, of the Bylaws of the District, a municipal corporation.

Section 2. Lisa King is hereby removed as the Hospital District Auditor effective as of October 23, 2019. The Superintendent is authorized and directed to notify all applicable institutions in writing that Lisa King 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 23<sup>rd</sup> day of October 2019, the following Commissioners being present and voting in favor of the resolution.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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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. 2019-08 (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 October 23, 2019, 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 those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 23<sup>rd</sup> day of October 2019.

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON

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Karianna Wilson, Secretary of the District

## Program Oversight Committee Summary Report October 2019

- Five applications for discussion:

1. Seattle Visiting Nurse Association		Request Year 1	Request Year 2	Request Year 3
		\$10,000		
<b>Program Description: Flu Shots</b> <b>A renewal request</b> for Seattle VNA to provide no-cost flu shots to 250-300 uninsured residents (children and adults) in the District				
<b>Expected Results</b>	Last year, 1,259 immunizations were provided at Verdant supported clinics with 193 requiring support from Verdant funding. This year, SVNA anticipates the 300 flu shot recipients will require Verdant funding.			
<b>Use of Funds &amp; Costs</b>	Request is \$40 reimbursement for each flu shot given to those without insurance in the District. Total request not to exceed \$10,000			

2. Swedish Edmonds		Request Year 1	Request Year 2	Request Year 3
		\$1,500	\$1,500	\$1,500
<b>Program Description: Apple-A-Day for Cardiopulmonary Rehab/Lifestyle Management</b> <b>A new request.</b> Swedish Edmonds would like to provide a service called ThirdLeaf to provide fresh fruit every week for patients in cardio rehab. Written information on how to prepare the fruit, healthy eating will be available by the small fridge that will be used to store the fruit. Approximately 450 patients would be served each year with 338 being from PHD2 and the majority being on Medicare.				
<b>Expected Results</b>	Expect that 50 out of 450 (11%) patients who have a history of cardiac events will increase their overall intake of fruits by 1 serving per day in a 6-month period . Will use the NHANES at the beginning of the program and at 6 months to see if there are changes in amounts of fresh fruit eaten.			
<b>Use of Funds &amp; Costs</b>	All funds will go to pay ThirdLeaf for the provision of fruits.			

3. Concern for Neighbors Food Bank (MLT)	Request Year 1	Request Year 2	Request Year 3
	\$41,725	\$8,230	
<b>Program Description: <i>A new request. Client Experience Improvements and Healthy Choice Education</i></b> <b>**Verdant requested proposals from the foodbanks**</b> 1) Infrastructure improvements (CEI): increasing covered warehouse area so that clients don't have to stand out in the elements. Increases food distribution area allowing for more capacity to provide food. Will also provide seating area for clients. Signage for food bank will be enhanced as well. 2) Upgrade of food prep area and purchasing of basic equipment. Provision of monthly cooking demonstrations. Posters and graphics that encourage health choices. Bi-monthly fresh produce purchases. "Try It" tray while clients are in line.			
<b>Expected Results</b>	Currently serve 500 unduplicated households totaling over 16,000 individuals. They believe they can reach a larger group of clients in need with healthier food choice offerings. They will track numbers of individuals served, exit surveys of clients, poundage/dollars per month on produce.		
<b>Use of Funds &amp; Costs</b>	Capital: increase warehouse covered area, upgrade countertops, canopies, chairs, benches, street signage, tables and cooking utensils Programming: monthly produce for distribution, supplies for cooking demonstrations, posters/print materials on nutrition, laptop and printer, consult time with RDN.		

4. Lynnwood Food Bank	Request Year 1	Request Year 2	Request Year 3
	\$34,375	\$15,625	
<b>Program Description:</b> <b>**Verdant requested proposals from the foodbanks**</b> Offering a "market" concept to clients. (This is a best practice.) Transform an 21 x25 foot area of the foodbank warehouse into the LFB Market. Clients can "shop" once a week. Will include more fruits, vegetables, and protein. Nutrition education and trainings; nutrition signage on shelves; recipe cards; cooking demonstrations; nutrition workshops (SNAP Ed); shopping tours with an RDN; "Shop the LFB Market" with a nutrition intern; blood pressure readings.			
<b>Expected Results</b>	In 2018, served 2,121 unduplicated households and 42,000 individuals. They believe that they can reach a larger group of clients in need with healthier food choice offerings. Sound Dieticians performed the Healthy Food Bank Assessment as part of this proposal. This will be repeated at the end of year one and year two for comparison purposes. An additional customer survey will be developed as well. Weight of produce will be tracked.		
<b>Use of Funds &amp; Costs</b>	Capital: refrigerators, shelving, produce tables, signs, sink, scale, patio heaters for outdoor waiting area Programming: basic spices, ingredients, tasting cups, spoons, incentives for nutrition workshop participants, printing, fruit/veggies/protein		

5. Edmonds Food Bank		Request Year 1	Request Year 2	Request Year 3
		\$30,000	\$20,000	
<b>Program Description: Enhancing Produce Safety for Distribution</b> <b>**Verdant requested proposals from the foodbanks**</b> Remove their current cooler and purchase and install a new produce cooler with the goal of increasing the amount of produce received from 30% of all food received to 40%.				
<b>Expected Results</b>	Over 1,100 individual customers each week will receive additional produce. Will track poundage of produce as percentage of total poundage received.			
<b>Use of Funds &amp; Costs</b>	Removal, purchase and installation of a new cooler.			

#### Program Committee Recommendations (Commissioners Wilson and Knowles)

##### Recommended for Funding or Partial Funding:

- **Seattle Visiting Nurse Association:** the committee is recommending funding the program in full. The committee was interested in continued funding because the program matched well with Verdant priorities and reached residents that did not have health insurance coverage. The committee is recommending that SVNA have someone on site at each clinic to connect uninsured residents with insurance options. They also are requesting that SVNA report back on how many people they connected with insurance.
- **Concern for Neighbors Foodbank (MLT):** the committee is recommending funding the program in full. They believe that the program matched well with Verdant priorities. They would like for the organization to work with Verdant on Verdant signage at the site and would not expect the organization to pay for this out of their proposed budget. They would also like confirmation from legal that providing funding for the purchase of produce is acceptable.
- **Lynnwood Foodbank:** the committee is recommending funding the program in full. They believe that the program matched well with Verdant priorities. They would like for the organization to work with Verdant on Verdant signage at the site and would not expect the organization to pay for this out of their proposed budget. They would also like confirmation from legal that providing funding for the purchase of produce is acceptable.

##### Not Recommended for Funding:

- **Swedish Edmonds:** the committee is not recommending this program for funding as they believe that the program would be better funded directly by Swedish Edmonds.
- **Edmonds Foodbank:** the committee is recommending that Verdant ask the organization for a proposal that includes programming and not just a capital request.

## Completed Programs (September/October)

1. General Community and Provider Events	Attendance
1. Department of Disability Administration Training (Sept. 23, 24)	16/session
2. Monthly Hero's Café for Veterans (Sept. 24)	100+
3. Type 2 is on the Rise – Am I at Risk? Education & Screening Event (Sept. 28)*	23
4. SHIBA Update Training (Oct. 1)	20
5. Public Charge: How will it affect immigrant families? Provider Training (Oct. 2)	36
6. Korean Women's Association Everyday Prevention Workshops (Oct. 3)*	40
7. League of Women Voters Children's Committee (Oct. 4)	10
8. ARC Mothers of Children with Disabilities Support Network (Oct. 5)	13
9. SeaMar Inservice Training (Oct. 9)	40
10. Snohomish County Early Intervention Program Providers Meeting (Oct. 10)	20
11. UW Memory & Wellness Center Education & Resource Day (Oct. 8)	28
12. CEO Roundtable (Oct. 14)	10
13. WithinReach Basic Food Forum (Oct. 17)	54
14. Sea Mar Health Insurance Navigator's Meeting (Oct. 17)	24
15. City of Lynnwood Arts Commission Meeting (Oct. 17)	26
16. Ongoing – Community Support for Prescription Assistance (weekly)*	Varies

2. Nutrition and Healthy Behaviors	Attendance
1. Plant-powered Whole Foods Challenge (Sept. 11 – Oct. 9)*	10/session
2. Mediterranean for Life Program (Sept. 12 – Oct. 17)*	14/session
3. Diabetes-friendly Living Series (Sept. 23 – Oct. 14)*	7/session
4. Weekly Healthy Living Coaching Group (Sept. 24; Oct. 1, 8, 15, 22, 29)*	6-16/session
5. Reducing Cravings with Good Nutrition (Oct 1)*	6
6. Puget Sound Kidney Center Survive & Thrive Class (Oct. 9 – Nov 13)*	14/session
7. Teens in the Kitchen: Exploring Indian Flavors (Oct. 12)*	17
8. Taking Care of You: Wellness for Childcare Providers (Oct. 12)*	44
9. Energy & Metabolism	23
10. Cooking Demo: Vary Your Vegetables (Oct. 16)*	21
11. Cooking Demo: Food Preservation (Oct. 17)*	17
12. Behavioral Health & Nutrition Provider Training (Oct. 18)*	29
13. Getting to Goal Weight Reduction Program (1:1 Appts with an RDN)	Varies

3. Behavioral Health & Substance Use	Attendance
1. Post-Partum Mood & Anxiety Disorder Support Group (Aug. 14-Sept. 25)*	6-8/session
2. Behavioral Health Integration Meeting (Sept. 25)	20
3. NAMI Connections (Sept. 26; Oct. 10, 24)	8-10
4. Managing Difficult Emotions Support Group (Oct. 1 – Nov. 19)*	9/session
5. Caregiver Support Group (Oct. 3)	8-12
6. Grief & Loss Support Group (Oct. 9 – Nov. 20)*	7/session
7. Gender Diversity Family Support Group (Oct. 13)	10-12/session
8. Adult Children of Alcoholics Weekly Support Group (weekly)	Varies
9. Veterans Drop-In Support (weekly - Lynnwood & monthly - County)	Varies

4. Other Programs	Attendance
1. Play and Learn Group, Wonderland Development Center (weekly)*	20+/week

## **Upcoming Programs (October/November)**

### **A. General Community and Provider Events**

1. Monthly Hero's Café for Veterans (October 22; November 26)
2. Metabolic Syndrome: Facts & Food with a Doc & Dietitian (October 30)\*
3. MTI Dental Van – Root Canal Clinic (October 30; November 27)\*
4. ARC Mothers of Children with Disabilities Monthly Support Network (November 2 )
5. Parkinson's Disease Support Group (November 4)
6. SHIBA Updates Training (November 5)
7. Hanen Parent Workshop for Kids with Speech Delays (November 6 – December 11)
8. Korean Women's Association Everyday Prevention Workshops (November 7)\*
9. Family Caregiver Support Group (November 7)
10. Child Strive Early Intervention Staff Meeting (November 12)
11. Snohomish County Early Intervention Program Providers Meeting (November 14)
12. Homage – Medicare Open Enrollment (November 15)
13. Welcome to Medicare (November 15)
14. Association of Psychiatric Nurse Practitioners Leadership Retreat (November 16)
15. Evergreen Home Health Staff Meeting (November 19)

### **B. Nutrition and Healthy Behaviors**

1. Survive and Thrive with Kidney Disease (October 9 – November 13)\*
2. Weekly Healthy Living Coaching Group (October 22, 29; November 5, 12, 19, 26)\*
3. Cooking Demo for Adults on SNAP – Monthly FINI Training (October 24; November 21)\*
4. Metabolic Syndrome: Facts & Food with a Doc & a Dietitian (October 30)\*
5. Diabetes-friendly Living Series (November 6 - 27)\*
6. Cooking with Confidence (November 6 - 20)\*
7. Teens in the Kitchen – Baking Healthy & Delicious Cookies & Cupcakes (November 9)\*
8. Navigating Diabetes Today - Monthly Series: Holiday-friendly Recipes Cooking Demo (November 20)\*
9. Cooking Demo: Making Holiday Pies (November 25)\*

### **C. Behavioral Health & Substance Use Focus**

1. Managing Difficult Emotions Support Group (September 24 – Nov 12)\*
2. Grief and Loss Support Group (October 2 – Nov 20)\*
3. Behavioral Health Integration Meeting (October 23)
4. Drug Use in Teens: A Parent Session (October 24)
5. NAMI Connections Mental Health Support Group (October 24; November 14)
6. Building Appropriate Self Esteem in your Child (November 14)
7. Survivors of Suicide Loss Day (November 23)
8. Adult Children of Alcoholics Weekly Support Group (weekly)
9. Veterans Drop-In Support (weekly - Lynnwood & monthly - County)

**\* = Grant / Program Funded Partners**



## September 2019 Multicultural Program & Outreach Report

- **Latinx Executive Board Meeting 8/12/19:** each month community leaders get together to discuss emerging as current health issues for the Latino community, creating opportunities to inform policy decisions in Washington State. As a member, I get to bring the voice of Snohomish County to the table.
- **Positive Discipline in Spanish- Sept 13<sup>th</sup> through October 25<sup>th</sup>:** This is a 7-week series for Parenting with Positive Discipline for Spanish speaking community members. This series is for parents who are looking for long-term parenting skills that will encourage their children to think for themselves, become more responsible and have a greater respect for themselves and others. The teachings of Positive Discipline are filled with non-punitive, respectful methods that will incorporate kindness and firmness into parenting, help parents get to the core of their child's misbehavior, bring more joy into the home and give parents a sense of accomplishment.
- **Monthly Women's support group:** Verdant is support the mental and emotional health of Latina women offering a place to meet, discover and move forward. Sometimes, women who are living through difficult experiences that increase their level of stress and impact their health, who seek to share the experiences, those who want to find a place of understanding meet at Verdant on the 3<sup>rd</sup> Tuesday of the month under the supervision of a certified mental health professional.
- **Healthy Families in Action- Packed Lunches 9/14:** When it comes to healthy eating habits and lifestyles, the responsibility doesn't fall on a single family member, but it is a group effort for each family member, led by the parents. This class lead by a community health educator and a registered dietitian teaches new recipes for breakfast, snacks and healthy lunches to enjoy with their families.
- **Healthy Families in Action Breakfasts and snacks 9/16:** When it comes to healthy eating habits and lifestyles, the responsibility doesn't fall on a single family member, but it is a group effort for each family member, led by the parents. This class lead by a community health educator and a registered dietitian teaches new recipes for breakfast, snacks and healthy lunches to enjoy with their families.
- **Latina Health Conference 10/12:** The event surpassed our expectations, with over 125 people in attendance. The key note speakers focused on mental health, stress release, how your brain works for changes to your health, the healing power of forgiveness and the importance of self-care. The reviews are in and we had praise from the speech given by our commissioner Fred Langer to the self-care tips and suggestions.

# October 2019 Marketing Report

## **Mental Health Community Event**

- Saturday, Nov. 9, 2019 from 10 a.m. – 1:30 p.m. at Edmonds Center for the Arts
- Part I: All are welcome, no pre-registration required for the mental health conversation in the auditorium with retired Seattle Seahawks Jordan Babineaux and Sean Locklear from 10-11 a.m.
- Part II: Pre-registration is required for first 80 participants to attend Forefront Suicide Prevention's LEARN workshop from 11:30 a.m. – 1:30 p.m. in the classroom space at the ECA. Forefront Suicide Prevention is a Center of Excellence at the University of Washington focused on reducing suicide by empowering individuals and communities to take sustainable action, championing systemic change, and restoring hope.
- Many sponsors from the Verdant Healthier Community Conference are also connected to this event, including: Coordinated Care, Amerigroup, Community Health Plan of WA, Community Transit, Foster Garvey, Molina, Swedish Edmonds, The Herald, and the University of Washington Bothell School of Nursing and Health Studies.
- Resource tables in the lobby of the ECA will include representatives of sponsors and other invited partners with a focus on mental health.

## **Canopy newsletter**

- Mailed to homes/businesses beginning Wednesday, Oct. 16. Focus is on the mental health event, diabetes resources, and programs and classes.

## **Coming events**

- Dedication of Deer Creek Park Meadow in Woodway on Saturday, Oct. 26 at 10:00 a.m.
- Verdant Partner Roundtable is Friday, Nov. 1 from 2-4 p.m. at Verdant

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 2019-09

A RESOLUTION of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the “District”), appointing Jennifer Piplic as interim superintendent of the District.

WHEREAS, RCW 70.44.070 requires the District to appoint a superintendent of the District (the “Superintendent”); and

WHEREAS, RCW 70.44.070 further requires that the Superintendent be appointed for an indefinite time and be removable at the will of the Commission; and

WHEREAS, RCW 70.44.080 provides that in the absence of the Superintendent a competent person shall be appointed by the commission to serve as interim Superintendent; and

WHEREAS, Dr. Robin Fenn, who serves as the District’s current Superintendent has submitted her resignation to be effective on November 15, 2019, and she will be available on a limited basis beginning October 31, 2019; and

WHEREAS, the Commission wishes to appoint Jennifer Piplic to serves as the District’s interim Superintendent effective October 31, 2019; NOW, THEREFORE,

BE IT RESOLVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, that effective as of October 31, 2019, Jennifer Piplic, is hereby appointed as the interim Superintendent of the District.

BE IT FURTHER RESOLVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, that so long as Ms. Piplic serves as the interim Superintendent, she shall be compensated at a salary level equal to the salary level currently paid to the Superintendent of the District.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof this 23<sup>rd</sup> day of October, 2019, the following Commissioners being present and voting in favor of the adoption of the resolution.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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Secretary and Commissioner

I, the undersigned, Secretary of the Commission of Public Hospital District No. 2, Snohomish County, Washington, hereby certify that the attached copy of Resolution No. 2019-09 is a true and correct copy of the original resolution adopted on October 23, 2019, as that resolution appears on the Minute Book of the District.

DATED this 23<sup>rd</sup> day of October, 2019.

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Karianna Wilson  
Secretary of the Commission