

**San Juan County Public Hospital District #2: Lopez Island Hospital District**  
**Board of Commissioners**  
**Regular Board Meeting**  
**January 25, 2018**  
**Minutes**

**Commissioners Present**

Commissioner Berger  
Commissioner Campbell  
Commissioner Graville  
Commissioner Orcutt  
Commissioner Presley

Absent: None

By Phone: None

**Others Present**

Interim Supt. Wiggs  
Supt. Candidate Presson

**I. Call to Order**

The meeting was called to order by Board President, Commissioner Campbell at 5:30 pm.

**II. Public Comment**

Commissioner Campbell asked guests in attendance if anyone had signed in to participate in the Public Comment item. There were no formal requests from the public.

**III. Old Business**

Commissioner Campbell directed the Board to Resolution 2017-18 that was read at the December 14, 2017 Regular Board meeting. The Resolution to hire Anne L. Presson, CEBS as Superintendent is now brought back for Adoption per RCW 70.44.070. The date on the Resolution will reflect today's date upon which the Resolution is presented for adoption. After brief discussion, Commissioner Campbell completed a second reading of Resolution 2017-18. **Roll call was taken and Resolution 2017-18 unanimously adopted as read.** The Board welcomed Anne officially into the role and thanked Debra Wiggs for her tremendous service. Deb was instrumental in getting the District up and running in a short period of time. She was recognized and thanked for her efforts and expertise which successfully led the Board through many of the complex financing and developmental issues. As Anne is now the official Superintendent, **Commissioner Presley made a motion to designate Anne Presson, Superintendent, as the District's Public Records Officer. The motion was seconded by Commissioner Graville and unanimously carried by the Board.**

**IV. Consent Agenda**

Commissioner Campbell reviewed the consent agenda items: December 14, 2017 Regular Board meeting minutes, audited Monthly vouchers for year-end December 2017 and January 2018, and the first quarterly reconciliation from Lopez Island Physical Therapy LLC covering the period October 1, 2017 through December 31, 2017. One update on the 2018 Voucher was the addition of the first quarter rent for the District Office. Upon review of January expenses, it was discovered that the Q'1 2018 payment had not previously been remitted.



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In closing, Interim Superintendent Deb Wiggs recognized the hard work of the Lopez Island Physical Therapy practice. She appreciated their partnership over the past several months as we worked through the details of their contract. The Board also expressed their appreciation and looks forward to working closely together.

Commissioner Campbell asked if there were any questions or further discussion around the items presented. **A motion was made by Commissioner Presley, seconded by Commissioner Berger and unanimously carried to approve all items on the Consent Agenda.**

**V. Operations Report**

*Financial Update:* Incoming Superintendent Presson and Interim Superintendent Wiggs reviewed the information in support of the General Obligation Bond that the District resolved to pursue in support of ongoing operations. At the end of 2017, Islanders Bank agreed to terms to purchase the bond, which is scheduled to close on January 26<sup>th</sup>. Coinciding with closing, the District will take the first draw of \$50,000, per law, minus the \$3,000 fee. Subsequent draws can happen monthly, through September 1, 2018. At that time, the final Bond balance will be set at \$560,000. The maturity date for the 20-year term is December 31, 2037. An estimated draw and repayment schedule was prepared by Islanders Bank based on cash flow assumptions. It was noted that the District benefitted from being able to execute the agreement with Islanders Bank prior to the close of the year and subsequent change in tax law.

Commissioner Campbell asked for any further discussion. Commissioner Berger asked whether there was any update from the County on the expected tax revenue. Interim Superintendent Wiggs shared that the revenue is expected to be closer to \$840,000 versus the \$760,000 used in budgeting. Seeing no further discussion Commissioner Campbell read Resolution 2018-01. **Roll call was taken and Resolution 2018-01 was unanimously adopted as read.**

*Task List:* Incoming Superintendent Presson presented an updated Task List which will inform her actions in the short term as the District moves from the Start-up phase into the ongoing management of the organization. She will work with Commissioner Orcutt to complete the policies and procedures and is working on an Administrative Guide. Commissioner **Campbell asked that Anne bring back a complete list of policies and procedures with an expected timeline for completion.**

Commissioner Orcutt explained the two most time sensitive policies are the Debt Management and Expense/Travel policies. The former is key as the District is now executing financial agreements, and he felt it's important to get legal review as the policy involves many RCWs. He previously connected with the Washington Municipal Treasury Association for support in drafting. Being that the Superintendent and Commissioners will be attending several AWAPHD conferences this year it will be important to complete the Travel & Expense Policy, which reflects much of the wording from the County's policy.



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Discussion was held and Superintendent Presson will bring these two policies back for review in February with a full summary of all Policies/Procedures and a timeline for completion.

**VI. Reports**

Commissioner Campbell provided a summary of the 1/19/18 meeting she and Superintendent Presson had with representatives from UWPN. Items specific to Communication, Operations, Staffing and Planning were discussed in detail. Commissioner Campbell reviewed the action items that came out of that meeting. Key deliverables include the first quarterly Financial Report, due mid-February, a sample Quality Report, delivery date forthcoming. There was also a commitment for closer communication which will include monthly calls with both parties as well as ongoing representation at the monthly Board meetings. **Since both representatives from UWPN will be unable to participate in person until March, consideration will be given to moving the February meeting.** This will also allow Commissioner Graville to attend since she will also be remote.

Commissioners all weighed in on their thoughts about how the relationship with UWPN was going and what they saw as key issues to be addressed. The topic of access was something everyone agreed to and getting data to be able to assess how well people's needs are being met. As we begin to receive information we'll have more to react to and make informed decisions. **A suggestion was made to consider providing a hot line to allow community members to easily log in issues they are experiencing so each can be researched and resolved. This will be explored further by Superintendent Presson.**

**VII. Commissioner Comments**


Commissioner Campbell provided a short overview of a recent, impromptu meeting with the Fire Chief. Both parties are optimistic about our ongoing working relationship and collaboration.

**VIII. Adjourn**

Board Chair, Commissioner Campbell, asked if there was any further business. Hearing none she adjourned the meeting at 7:07 pm.



Signed: Christa Campbell, Board President



Attest: Iris Graville, District Secretary

*All exhibits and supporting material available upon request*