



BOARD OF COMMISSIONERS MEETING MINUTES

February 22, 2024

| AGENDA | DISCUSSION/CONCLUSIONS | ACTIONS/FOLLOW-UP |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CALL TO ORDER | CALL TO ORDER The meeting of the Board of Commissioners of the Grays Harbor County Public Hospital District No. 1 was called to order by Andrew Hooper at 6:00 pm Commissioners present: Gary Thumser, Georgette Hiles, Carolyn Wescott, Andrew Hooper Commissioner Absent: Kevin Bossard Present: Josh Martin, Tori Bernier, Jennifer Burkhardt, Winfried Danke, Jim Hansen, Rachel Brown, Patti Haught, Jori Stott, Brad Thomas, Tracy Kateley, Anna Taylor, Nieshe Tolle, Lourdes Schoch | |
| BUSINESS FROM AUDIENCE | <u>Business from Audience</u> <ul style="list-style-type: none"> • NA | |
| CONSENT AGENDA | <ul style="list-style-type: none"> • | <i>Commissioner Hiles made a motion to approve the consent agenda. Commissioner Wescott seconded the motion. All voted in favor. Chairman Bossard was absent and excused.</i> |
| MINUTES | <ul style="list-style-type: none"> • January 25, 2024 Regular Meeting • February 8, 2024 | <i>Commissioner Thumser made a motion to approve the January 25, 2024 and February 8, 2024 minutes. Commissioner Hiles seconded the motion. All voted in favor. Commissioner Bossard was absent and excused.</i> |
| PATIENT STORY | <ul style="list-style-type: none"> • CTLO Burkhardt shared a patient safety story regarding care coordination (see patient story for more details). • | |
| PULSE SURVEY | <ul style="list-style-type: none"> • CTLO Burkhardt presented the Pulse Survey results from November 2023 (See presentation for more details). • Summit Pacific will be moving to Press Ganey employee survey in 2024. | |



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| | <ul style="list-style-type: none"> • CTLO Burkhardt reviewed the strengths from the 2023 Pulse survey. • There was a 90% participation rate in the survey with favorable changes in all areas. • Discussion regarding strategies that impact improvements in pulse survey scores. • Discussion regarding how senior leaders live core values and how that is represented to staff. • The internal audit process has started in preparation for our ISO 900-1 accreditation process. | |
| QUALITY | <ul style="list-style-type: none"> • CNO Bernier reviewed the Quality Report and Dashboard (see presentation for more details). • The second HRO Leadership training was held today. The next major training will be Universal Skills for Leaders. Eventually Universal Skills will be rolled out to all staff. • Kudos to the significant increase in hand hygiene. • Discussion regarding increase in DI volumes. • CNO Bernier reviewed the ED transfer statistics. There is significant distance to some of these accepting hospitals. • There was a decrease in volumes for infusions in January. GI almost doubled procedures in January. • Chairman Hooper shared that he spoke to a primary care provider in Thurston County about the ease of access and quality of care patient received from our GI department. • CNO Bernier reviewed the Quality dashboard. • ED has been focusing on improving leaving AMA volumes. • 72 hour readmits is challenging because some patients are asked to come back. • The annual review was in Quality today and it was a great review. • Discussion regarding what we can do to increase paramedicine recruits. There are some incentives for schools that will encourage more students to become paramedics. | |
| FINANCE | <ul style="list-style-type: none"> • CFO Hansen reviewed the Financial Report (see report for more details) • New reporting will start next month. • Days in AR is up this month because revenue went up effective January 1st and Wellpoint did a conversion of their name. The change of name affected our clearing house's ability to process claims. The issue has now been resolved. • FTEs are getting closer to budget at 366. • Discussion why our x-rays were significantly higher. | |



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| | <ul style="list-style-type: none"> • Today was Peggy Harding’s last day. A Revenue Cycle Director position was posted. Summit Pacific is doing everything we can with our external partners to have minimal impacts | |
| ADVOCACY | <ul style="list-style-type: none"> • CEO Martin provided an update on Advocacy. • The Advocacy Committee spent a lot of time at the committee with discussing funding options for culvert and electric charging stations. • Representative Tharinger encouraged Summit Pacific to apply for funding for MFP next year as this year’s budget was limited. • Summit Pacific is still waiting to hear about the for Federal Appropriations bill. • Discussion regarding electric vehicle fires. • Advocacy days in January was a nice opportunity for a small group. CEO Martin, Chairman Hooper and Commissioner Wescott got to do a lot of local advocacy. • Discussion regarding CEO Martin and Chairman Hooper’s learnings from AHA conference in Orlando, Florida. | |
| EXECUTIVE REPORT | <ul style="list-style-type: none"> • CEO Martin reviewed the Executive Report (see report for more details). • CEO Martin presented ground breaking video. • CEO Martin distributed the 2023 Annual Report. • Summit Pacific welcomed new HR director HR Director Amy Donahue Grossman. • Summit Pacific started a new Cardiology program in January. There are two clinic days a week. Summit Pacific contracted with a group of cardiologists to provide services onsite. • COO Danke gave an update on the Café. There have been all kinds of improvement over the last 6-12 months. There are close to 400 members in the Café loyalty program. • The UHC Commercial contract went back into effect January 1st and now many residents can access services. • CNO Bernier provided a nursing update. Nursing leaders are looking to hire an RT Supervisor to oversee inpatient and outpatient services. • ACU is fully staffed. The ACU census remains high. • ED volumes continue to be steady. • The ED has been taxed with a smaller waiting room due to construction. • COO Danke gave an update on patient access. The Patient Access stakeholders started a rapid improvement process in October. The team has since seen 90% of calls answered and wait times have dropped. In the midst of leadership training, | |



BOARD OF COMMISSIONERS MEETING MINUTES

February 22, 2024

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| | <p>Summit Pacific has hired a Patient Access Manager manager starting in March and has an interim support manager.</p> <ul style="list-style-type: none"> • IT Director, Tracy Kately is working on a new phone conversion in March. Kately will present on phone conversion at a future meeting • COO Danke gave an update on mobile “fleet”. Summit Pacific currently owns three vehicles. • Summit Pacific is currently working with consultant Stroudwater for an ACU redeployment plan post MFP. • Foundation Director, Brad Thomas gave an update on the Saving Lives Campaign. The campaign had its first couple major commitments, and currently has \$1.2 million in commitments. The goal for the campaign is to have 100% of leadership team committed to give. • Suggestion for Commissioners to donate \$161 a month (a meeting per month) to contribute to the campaign. • Decision will be made at the next Board meeting. • Commissioners reach out to Chairman Hooper if you have a different suggestion and Commissioner Hooper can give CEO Martin a number. • CEO Martin accepted participation on the NRHA Governance Affairs Committee. | |
| <p>COMMISSONER BUSINESS</p> | <p>Medical Staff Privileges</p> <ul style="list-style-type: none"> • Alan Itkin, MD (Radiology) Telemedicine Initial Appointment • Pratik Bhattacharya, MD (Neurology) Telemedicine Reappointment • Michael Chen, MD (Neurology) Telemedicine Reappointment • William Lou, MD (Neurology) Telemedicine Reappointment <p>Board Bylaw Review</p> <ul style="list-style-type: none"> • Summit Pacific did a full review in 2022 and established a committee to make recommended changes. • There were no suggested changes proposed by the Board. Changes to the date were made. <p>Resolution 2024-03 Compensation Limit</p> <ul style="list-style-type: none"> • If we do business with the district outside commissioner Wescott motioned to approve- Thumser seconded all voted in favor. <p>Hot Topic</p> | <p><i>Commissioner Wescott made a motion to approve the Medical Staff privileges. Commissioner Hiles seconded the motion. All voted in favor. Commissioner Bossard was absent and excused.</i></p> <p><i>Commissioner Thumser made a motion to approve the 2024 Board Bylaws. Commissioner Hiles seconded the motion. All voted in favor. Commissioner Bossard was absent and excused.</i></p> |



BOARD OF COMMISSIONERS MEETING MINUTES

February 22, 2024

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| | <ul style="list-style-type: none"> • Discussion regarding challenges with Medicare advantage plans. • Discussion regarding challenges in rural areas and what is not good for patients. <p>Upcoming event</p> <ul style="list-style-type: none"> • CEO Evaluation debrief is scheduled February 8th at 3:00 pm. • All are invited to attend the Estate planning event sponsored by the Foundation. <p>Meeting Evaluation</p> <ul style="list-style-type: none"> • There were no topics of interest for future board meetings. | <p><i>Commissioner Wescott made a motion to approve Resolution 2024-03 Compensation Limit. Commissioner Thumser seconded the motion. All voted in favor. Commissioner Bossard was absent and excused.</i></p> |
| EXECUTIVE SESSION | <ul style="list-style-type: none"> • Chairman Hooper recessed the meeting at 8:08. • Chairman Hooper announced reason for executive sessions RCW 42.30.110 (g) qualifications of applicant or review performance of public employee/elective office and (i) discuss claims with legal counsel (ii) litigation or legal risks expected to result in adverse legal or financial consequences • Chairman Hooper announced the session is anticipated to have action and last 30 minutes. • CEO Martin, CMO Dietrich, CTLO Burkhardt, Chairman Hooper, Commissioner Wescott, Commissioner Hiles and Vice Chair Thumser were present. • The executive session convened at 8:15 pm. • The executive session ended at 8:50 pm. • The regular session reconvened at 8:50 pm | |
| COMMISSIONER BUSINESS CONTINUED | <p>Resolution 2024-04 Superintendent Compensation</p> <ul style="list-style-type: none"> • There was no discussion. | <p><i>Commissioner Hiles made a motion to approve Resolution 2024-04 Superintendent Compensation with 100% at risk compensation for CEO. Commissioner Thumser seconded the motion. All voted in favor. Commissioner Bossard was absent and excused.</i></p> |
| ADJOURNMENT | <p>The regular session of the Board of Commissioner’s meeting adjourned at 8:51 pm.</p> | <p><i>Commissioner Hiles made a motion to adjourn the meeting. Commissioner Wescott seconded the motion. All voted in favor. Commissioner Bossard was absent and excused.</i></p> |



BOARD OF COMMISSIONERS MEETING MINUTES

February 22, 2024

A handwritten signature in cursive script, appearing to read "Jari Stett", is written over a horizontal line.

Recording Secretary

A handwritten signature in cursive script, appearing to read "Georgette Hele", is written over a horizontal line.

Board Secretary



SUMMIT PACIFIC
• MEDICAL CENTER •

February 22, 2024

Kevin Bossard
Po Box 3049
Elma, WA 98541

Dear Mr. Bossard:

In 2023 the Board of Commissioners of the Grays Harbor County Public Hospital District No. 1 adopted Resolution 2023-01. This resolution established the limit of compensation that a commissioner or officer of the District may earn related to any contract with the District. The limit in 2023 was \$39,039.86.

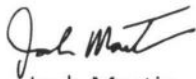
For calendar year 2023, did you have any financial or beneficial interest in any contract with the District? If your response is no please so state, sign and return this letter. If your response to the question is yes please identify the contract, state that you do have a financial or beneficial interest and state the amount earned in 2023. Please sign and return this letter with your response.

These responses will be documented in the Board minutes of the next meeting.

For your information this letter is being sent to the five commissioners who served in 2023 and to the CEO, CFO, CMO, CNO, COO and CTLO.

We will appreciate your prompt response to this letter.

Sincerely,



Josh Martin
Chief Executive Officer

No

3/28/24

Date



Signature

Yes Please sign, date and add an additional page with details

Josh Martin, Chief Executive Officer



Summit Pacific Medical Center Board Member Expense Sheet

Andrew Hooper-2222
6 W Elma Hicklin Rd
McCleary, WA 98557

PAID THROUGH PAYROLL
FIRST CYCLE OF THE MONTH

I am committed to continue donating 100% of my stipend each pay period the Summit Pacific Medical Foundation Capital Campaign expiring January 2023.

I would like to donate an additional _____ one time from my stipend to the Summit Pacific Medical Foundation: Capital Campaign Scholarship Fund Patient Assistance Fund

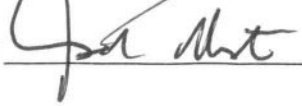
I would like to receive the balance of my stipend.

I am choosing to completely waive payment for this stipend.

Rate per day is \$161.00

| Meeting Date | Purpose | Amount |
|------------------------|----------------------------------------|---------------------------|
| 2/28 3/8 | Planned Giving Advisory Meeting | 161. ⁰⁰ |
| 3/25 | Board Governance | 161. ⁰⁰ |
| 3/14 | NRHA July 2023 Board Cohort graduation | 161. ⁰⁰ |
| 3/28 | Board Meeting | 161. ⁰⁰ |
| | | Total: 644. ⁰⁰ |

Board Member Signature:  Date: 3/28/2024

CEO Signature:  Date: 3/28/24

Gary Thumser-2228
 PO Box 311
 McCleary, WA 98557

PAID THROUGH PAYROLL
 FIRST CYCLE OF THE MONTH

I would like to donate an additional _____ one time from my stipend to the Summit Pacific Medical Foundation: Capital Campaign Scholarship Fund Patient Assistance Fund

I would like to receive the balance of my stipend.

I am choosing to completely waive payment for this stipend.

Rate per day is \$161.00

| Meeting Date | Purpose | Amount |
|--------------|-------------------------------------------------------------------------------------------------------------|---------------|
| 3/15/24 | Work with IT to Repair and program PC to enable me to receive E-mail from hospital system of communications | 161 |
| 3/22/24 | Finance Comm Mtg | 161 |
| 3/25/24 | Governance Comm Meeting | 161 |
| 3/28/24 | Scheduled Board Mtg | 161 |
| | | Total: \$ 644 |

Board Member Signature: *Gary Thumser* Date: 3/28/24

CEO Signature: *John Hart* Date: 3/28/24



Summit Pacific Medical Center Board Member Expense Sheet

Kevin Bossard
PO Box 3049
Elma, WA 98541

PAID THROUGH PAYROLL
FIRST CYCLE OF THE MONTH

I would like to donate an additional _____ one time from my stipend to the Summit Pacific Medical Foundation: Capital Campaign Scholarship Fund Patient Assistance Fund

I would like to receive the balance of my stipend.

I am choosing to completely waive payment for this stipend.

Rate per day is \$161.00

| Meeting Date | Purpose | Amount |
|--------------|---------|--------|
| 3/22/24 | Finance | 161 |
| 3/28/24 | BOC | 161 |
| | | |
| | | |
| | | |
| | | 322.00 |
| | | Total: |

Board Member Signature: [Signature] Date: 3/28/24

CEO Signature: [Signature] Date: 3/28/24



Summit Pacific Medical Center Board Member Expense Sheet

Carolyn Wescott
162 E Satsop Rd
Elma, WA 98541

PAID THROUGH PAYROLL
FIRST CYCLE OF THE MONTH

161⁰⁰

I would like to donate an additional _____ one time from my stipend to the Summit Pacific Medical Foundation: Capital Campaign Scholarship Fund Patient Assistance Fund

Saving Lives

I would like to receive the balance of my stipend.

I am choosing to completely waive payment for this stipend.

Rate per day is \$161.00

| Meeting Date | Purpose | Amount |
|--------------|---------|-------------------|
| 3/28/24 | Boa | 161 ⁰⁰ |
| | | |
| | | |
| | | |
| | | |
| Total: | | |

Board Member Signature: *Carolyn Wescott* Date: 3-28-24

CEO Signature: *Jon Mat* Date: 3-28-24





Summit Pacific Medical Center Board Member Expense Sheet

Georgette Hiles
240 Mox Chehalis
Elma, WA 98541

PAID THROUGH PAYROLL
FIRST CYCLE OF THE MONTH

- I am committed to continue donating **\$161** each pay period from my stipend to the Summit Pacific Medical Foundation Saving Lives Campaign expiring
- I would like to donate an additional _____ one time from my stipend to the Summit Pacific Medical Foundation: Capital Campaign Scholarship Fund Patient Assistance Fund
- I would like to receive the balance of my stipend.
- I am choosing to completely waive payment for this stipend.

Rate per day is \$161.00

| Meeting Date | Purpose | Amount |
|--------------|----------------------|--------------------------|
| 3/14 | Service excellence | 161 ⁰⁰ |
| 3/19. | legislative Debrief. | 161 ⁰⁰ |
| 3/21 | Quality | 161 ⁰⁰ |
| 3/28 | Board mtg | 161 ⁰⁰ |
| | | Total: 644 ⁰⁰ |

Board Member Signature: Georgette Hiles Date: 3/28/2024
 CEO Signature: Jim Mox Date: 3/28/24

RESOLUTION 2024-05
TORT CLAIM AGENT

RESOLUTION APPOINTING AGENT TO RECEIVE TORT CLAIMS FOR DAMAGES

WHEREAS, the Grays Harbor County Public Hospital District No. 1 owns and operates Summit Pacific Medical Center, a Critical Access Hospital located in Elma, Washington, and;

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity or against any local governmental entity's officers, employees, or volunteers, acting in such capacity shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

WHEREAS, the Grays Harbor County Public Hospital District No. 1 feel that this is worthy,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Grays Harbor County Public Hospital District No. 1 as follows:

Jennifer Burkhardt, Chief Talent and Legal Officer is hereby appointed the Agent of Grays Harbor County Public Hospital District No. 1 to hold this position until further action of the Commission.

Hospital District Address: 600 E Main Street Elma, WA 98541

RESOLUTION 2024-05
TORT CLAIM AGENT
Page 2


Business Hours: Monday-Friday, 8:00 AM-5 PM.

BE IT FURTHER RESOLVED, by the Board of Commissioners of Grays Harbor County Hospital District No 1 that the District shall record this document with the Grays Harbor County Auditor.

ADOPTED and APPROVED by the Commissioners of Grays Harbor County Public Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 28th day of March 2024, the following commissioners being present and voting in favor of this resolution.



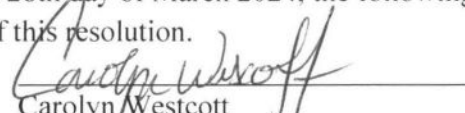
Andrew Hooper
Chairman and Commissioner



Kevin Bossard
Commissioner



Gary Thumser
Vice Chairman and Commissioner



Carolyn Westcott
Commissioner



Georgette Hiles
Board Secretary and Commissioner

RESOLUTION 2024-06
MRSC ROSTERS MODEL SMALL PUBLIC WORKS,
CONSULTANT, and VENDOR ROSTERS RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF GRAYS HARBOR COUNTY PUBLIC HOSPITAL DISTRICT NO. 1, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF GRAYS HARBOR COUNTY PUBLIC HOSPITAL DISTRICT NO. 1, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. MRSC Rosters. The Hospital District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Hospital District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes Hospital District Superintendent to sign that contract.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the Hospital District pursuant to RCW 39.04.155:

1. Cost. The Hospital District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the Hospital District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. Publication. At least once a year, MRSC shall, on behalf of the Hospital District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

3. Telephone, Written, or Electronic Quotations. The Hospital District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Hospital District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors

on the appropriate roster. "Equitably distribute" means that the Hospital District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) up to the authorized threshold for use of the small works roster process in RCW 39.04.155 or other authorizing agency statute, the Hospital District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Hospital District has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the Hospital District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the Hospital District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. Limited Public Works Process. The Hospital District may award a contract for work, construction, alteration, repair, or improvement projects using the limited public works process if the project cost is equal to or less than the amount established in RCW 39.04.155 (3). For a limited public works project, the Hospital District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Hospital District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Hospital District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Hospital District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5 Determining Lowest Responsible Bidder. The Board of Commissioners shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Board of Commissioners may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Hospital District.

6. Award. All of the bids or quotations shall be collected by the Chief Executive Officer (CEO) or his designee.

a) The CEO or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

b) If the Board of Commissioners delegates the authority to award bids to a CEO of the Hospital District for public works projects costing less than or equal to \$200,000, the CEO shall have the authority to award public works contracts without Board of Commissioners approval, provided that the Board of Commissioners shall ratify the CEO's approval at the next scheduled

Board of Commissioners meeting by means of the consent agenda. For public works projects costing more than \$200,000, the Board of Commissioners shall award all public works contracts.

Section 4. Consulting Services Roster. The following consulting services roster procedures are established for use by the Hospital District pursuant to RCW 39.80.030:

1. Consulting Services. Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.

2. Publication. At least once a year, MRSC shall, on behalf of the Hospital District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

3. Review and Selection of the Statement of Qualifications Proposals. The Hospital District shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

a) The Board of Commissioners shall establish criteria that the CEO, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the Grays Harbor County Public Hospital District No. 1

b) The CEO, or their designee, shall evaluate the written statements of qualifications and performance data on file with the Grays Harbor County Public Hospital District No. 1 at the time that architectural or engineering services are required;

c) Such evaluations shall be based on the criteria established by the Board of Commissioners; and

d) The CEO, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. Award.

a) The Board of Commissioners considers the proposal received and awards the contract; or

b) If the Board of Commissioners delegates the authority to award projects to a CEO of the Hospital District for consulting services costing less than or equal to \$200,000, the CEO shall have the authority to award contracts for consulting services without Board of Commissioners approval, provided that the Board of Commissioners shall ratify the CEO's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For consulting services costing more than \$200,000, the Board of Commissioners shall award all contracts for consulting services.

Section 5. Vendor List Roster. The following vendor list roster procedures are established for use by the Hospital District pursuant to RCW 39.04.190:

1. Purchase of materials, supplies, or equipment not connected to a public works project. The Hospital District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the Hospital District. The Hospital District will attempt to obtain the lowest practical price for such goods and services.

2. Publication. At least twice per year, MRSC shall, on behalf of the Hospital District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of

the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

3. Telephone, Written, or Electronic Quotations. The Hospital District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

b) The CEO, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;

c) The CEO, or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;

d) A written record shall be made by the CEO, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

4. Determining the Lowest Responsible Bidder. The Hospital District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Hospital District may call for new bids.

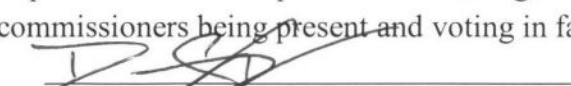
5. Award. All of the bids or quotations shall be collected by the CEO, or his designee. The CEO, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

a) The CEO, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

b) If the Board of Commissioners delegates the authority to award bids to a CEO of the Hospital District for materials, supplies, or equipment costing less than or equal to the statutory threshold of the agency as provided in RCW 39.05.155 or other state law, the CEO shall have the authority to award public works contracts without Board of Commissioners approval, provided that the Board of Commissioners shall ratify the CEO's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For materials, supplies or equipment costing more than the statutory threshold of the Hospital District as provided in RCW 39.05.155 or other state law, the Board of Commissioners shall award all vendor contracts.

6. Posting. A list of all contracts awarded under these procedures shall be posted at Hospital District main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.


ADOPTED and APPROVED by the Commissioners of Grays Harbor County Public Hospital District No. 1 in an open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this 28th day of March 2024, the following commissioners being present and voting in favor of this resolution.



Andrew Hooper
Chairman and Commissioner



Kevin Bossard
Commissioner



Carolyn Westcott
Commissioner



Georgette Hiles
Board Secretary and Commissioner



SUMMIT PACIFIC

• MEDICAL CENTER •

Grays Harbor County Public Hospital District No. 1

Gary Thumser
Vice Chairman and Commissioner

Resolution 2024-06 MRSC Rosters Model Small Public Works,
Consultant, And Vendor Rosters Resolution **9 of 9**

Josh Martin, Chief Executive Officer

600 E Main Street, Elma, Washington 98541 • Ph. (360) 346-2222 | Fax: (360) 346-2160

Owned and Operated by Grays Harbor County Public Hospital District No. 1

SPMC is an equal opportunity employer.

**RESOLUTION 2024-07
SURPLUS PROPERTY**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PUBLIC HOSPITAL DISTRICT NO. 1, GRAYS HARBOR COUNTY, WASHINGTON, DECLARING CERTAIN EQUIPMENT IN THE DISTRICT'S HOSPITAL OR HEALTH CARE FACILITIES AS SURPLUS TO THE NEEDS OF THE DISTRICT, AND DIRECTING THE CEO OF THE DISTRICT TO AFFECT A SALE OF SUCH SURPLUS PROPERTY AS PROVIDED BY STATUTE.

WHEREAS, the Board of Commissioners of Public Hospital District No. 1 of Grays Harbor County, Washington, has determined the listed property is no longer required for public hospital district purposes;

WHEREAS, RCW 70.44.320 allows the Board of Commissioners of any public hospital district to sell or otherwise dispose of surplus personal property of the district which the board has determined by resolution is no longer required for public hospital district purposes in such manner and upon such terms and conditions as the board in its discretion finds to be in the best interest of the district.

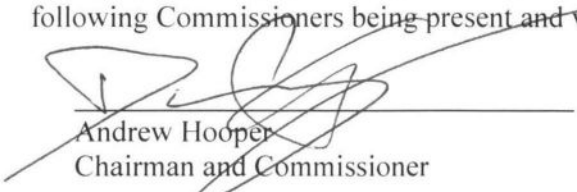
WHEREAS, the property to be listed as surplus is as follows:

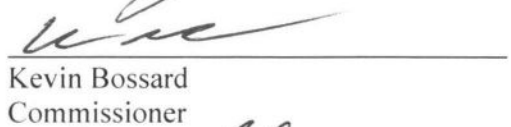
- BD Phoenix M50 (1)
 - Bacterial identification and susceptibility instrument
- BD Bactec FX 40 (2)
 - Blood Culture incubator

BE IT RESOLVED by the Board of Commissioners of Public Hospital District No. 1 of Grays Harbor County, Washington, that the described equipment is not and will not be needed for the District's hospital or other health facilities and the CEO (Superintendent) of the District is hereby authorized to proceed to affect the sale of such property as provided by RCW 70.44.320. Some items listed above will be assessed for potential foundation auction.

RESOLUTION
SURPLUS PROPERTY
Page 2

ADOPTED by the Board of Commissioners of Grays Harbor County Public Hospital District No. 1 of Grays Harbor County, Washington at a regular meeting on March 28, 2024 the following Commissioners being present and voting:


Andrew Hooper
Chairman and Commissioner


Kevin Bossard
Commissioner


Gary Thumser
Vice Chairman and Commissioner


Carolyn Westcott
Commissioner


Georgette Miles
Board Secretary and Commissioner