



# Kittitas County Public Hospital District No. 2 BOARD OF COMMISSIONERS' MEETING

September 21, 2020  
6:30 p.m.

## Virtual Zoom Meeting

Toll-Free Number: 877-853-5257 US

Meeting ID: 258 476 6248

Passcode: 12345

## AGENDA

- I. Introductions**
- II. Approval of Agenda** (1)
- III. Approval of Minutes**
  - a. August 17, 2020 (Regular Meeting) \* (2-4)
  - b. August 31, 2020 (Special Meeting) \* (5-6)
- IV. Public Comments/Announcements/Correspondence**
- V. Reports:**
  - a. Operations Report (G. Scherer) (7-8)
  - b. Superintendent's Report (J. Petersen) (9)
  - c. Ancillary Report (R. Holden) (10-12)
  - d. Finance Report, Approval of Expenses\* (S. Olander) (13-21)
    - i. Architect of Record for Hospital District No.2 \* (22-23)
  - e. Station 99 (R. Kaiser) (24)
    - i. Planning Commission Meeting September 22, 2020
    - ii. Possible Update to Timeline
    - iii. Organizational Structure Going Forward
      - Board Sub-Committee
      - Membership
      - Roles
      - Meeting Frequency
- VI. Old Business**
- VII. New Business**
  - a. Next Meeting Date: October 19, 2020
- VIII. Adjournment**

Note: Upcoming Agenda Items

- Open Door Clinic Quarterly Report

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Key:

\*Action Item



# Kittitas County Public Hospital District #2

## BOARD MEETING MINUTES

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Meeting Date: Monday: August 17, 2020  
Minutes of: Regular Meeting of the Board of Commissioners  
Meeting Place: Remote via telephone  
Minutes Submitted By: Scott Olander, Treasurer

### **Call to Order:**

Regular Meeting: Call to order made by Commissioner Rogalski at 6:30 p.m.

### **Introductions:**

Commissioners: Floyd Rogalski, Melissa Becker, Fred Benjamin, Kevin Nicholson and Hartwig Vatheuer. Superintendent: Julie Petersen; Treasurer: Scott Olander; Ancillary Operations: Rhonda Holden; EMS Manager: Geoff Scherer; Ambulance Garage Project Manager: Randy Kaiser

Guests: Erik Dodge, KDA Architects and Station 99 EMS crew

### **Approval of Agenda:**

Action: A motion to approve the agenda was made by Commissioner Nicholson and seconded by Commissioner Benjamin. Motion carried.

### **Approval of Minutes:**

Action: A motion to approve the minutes of the July 20, 2020 Regular Meeting was made by Commissioner Benjamin and seconded by Commissioner Nicholson. Motion carried.

Action: A motion to approve the minutes of the July 27, 2020 Special Meeting as amended was made by Commissioner Benjamin and seconded by Commissioner Nicholson. Motion carried.

Action: A motion to approve the minutes of the August 12, 2020 Special Meeting as amended was made by Commissioner Nicholson and seconded by Commissioner Benjamin. Motion carried.

### **Public Comments/Announcements/Correspondence:**

None.

### **Operations Report:**

The Commissioners reviewed the written operations report and operating statistics for July 2020. There were 79 transports in July; 10 transports above the monthly budget. YTD Medic One is 56 transports below budget. Transports are trending to normal pre-Covid19 transport levels. Geoff advised that Medic #8's air conditioner broke 48 hours after going into service. Braun quickly repaired the air conditioner and the rig has been back in service without any problems. Geoff plans to delay the purchase of a new ambulance until the end of 2021.

### **Superintendent's Report:**

The Commissioners reviewed the written Superintendent's Report. Julie advised that Kittitas County is experiencing a surge of Covid19 positive patients in the long-term care facilities. Hospital leaders were concerned with being overwhelmed with Covid positive patients so they worked closely with EOC and the HCA to stand-up a 15 bed Alternate Care Facility (ACF) within one of the community's assisted living center buildings. The ACF worked just as intended. Covid positive patients received the care that they required in the ACF, a skilled nursing facility or if necessary, the hospital. The hospital was not overwhelmed with Covid patients and were able to continue caring and serving all other Kittitas County patients. To make sure the hospital had adequate bed capacity to care of a potential surge of Covid patients, elective inpatient surgeries were postponed.

Julie reported that patient volumes at the Covid Clinic are high. There are a lot of out-of-county patients visiting the clinic to be tested for Covid.

### **Ancillary Report:**

The Commissioners reviewed the written ancillary report.

### **Finance Report:**

The financial statements for July 2020 were reviewed by the Commissioners. The review included a review of actual versus budgeted revenue and expense variances. As noted by Geoff previously in the operations report, July transports of 79 exceeded budget by 10 transports. YTD transports are 56 transports below budget. Total Revenue for July exceeded budget by \$29,102. July contractual adjustments exceeded budget by \$2,355 due to the high transport volume. Overall expenses for July were below budget by \$7,952. Labor and benefits exceeded budget due to probationary hours to supervise a new medic. Medic One reported a positive Net Income of \$39,013 for July compared to budgeted Net Income of \$5,784; a positive variance of \$33,229. YTD Net Income is \$91,504; a positive variance of \$51,002.

Action: A motion to approve the checks for July was made by Commissioner Becker and seconded by Commissioner Vatheuer. Motion carried.

Julie presented a Memorandum of Understanding between District 1 and District 2 that provides for an Ambulance Station Construction Project Manager beginning August 1,

2020 at monthly cost of \$3,250. The Project Manager will oversee the Ambulance Station Construction until it is completed.

Action: A motion to approve the Ambulance Station Project Manager Memorandum of Understanding was made by Commissioner Nicholson and seconded by Commissioner Becker. Motion carried.

**Ambulance Station:**

KDA Architecture’s Erik Dodge reviewed the Ambulance Station Project bids from the three lowest bidders.

1. T.W. Clark, Spokane, WA	\$2,589,000
2. Belsaas & Smith, Ellensburg, WA	\$2,617,000
3. G.H. Moen, Yakima, WA	\$2,659,000

T. W. Clark is the contractor who completed the Omak ambulance station that is very similar to the station that KDA designed for Hospital District 2. Erik advised that the District send a send a Letter of Intent to Negotiate a Contract to T.W. Clark construction. The letter of intent will allow T.W. Clark to finalize arrangements with their subcontractors.

Action: Commissioner Vatheuer made a motion to Authorize KDA Architecture to send A Letter of Intent to Negotiate Terms of a Contract to T.W. Clark Construction. The motion was seconded by Commissioner Benjamin. Motion carried.

**New Business:**

There will be a Special Meeting August 31, 2020 at 5:00 pm at KVH Family Medicine Cle Elum to approve the Ambulance Station Project Final Budget and execute a contract with the apparent qualified low bidder. Due to the Covid19 outbreak the meeting may be done via telephone or via teleconference.

**Executive Session:**

There was no executive session.

**Announcements:**

There being no further business the regular meeting was adjourned at 7:26 pm by Commissioner Rogalski.





# Kittitas County Public Hospital District #2

## BOARD MEETING MINUTES

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Meeting Date: Monday August 31, 2020  
Minutes of: Special Meeting of the Board of Commissioners  
Meeting Place: Remote via telephone and Zoom  
Minutes Submitted By: Scott Olander, Treasurer

### **Call to Order:**

Special Meeting: Call to order made by Commissioner Vatheuer at 5:00 p.m.

### **Introductions:**

Commissioners: Floyd Rogalski (excused), Melissa Becker (via Zoom) Kevin Nicholson (via Zoom), Hartwig Vatheuer (via Zoom) and Fred Benjamin (via Zoom). Superintendent: Julie Petersen (via Zoom); Treasurer: Scott Olander (via Zoom); Ancillary Operations: Rhonda Holden (via Zoom); Geoff Scherer (via Zoom), Operations; Ron Urlacher, KVH Engineering (via Zoom)

Guests: Erik Dodge, KDA Architects (via Zoom).

### **Agenda:**

Ambulance Station Project Budget

Discuss Ambulance Station Project Permitting Delays

Discuss Ambulance Station Signage

Action: Commissioner Nicholson moved to approve the Agenda as amended. Seconded by Commissioner Benjamin. Motion Carried.

### **New Business:**

Rhonda advised that the City of Cle Elum did not follow through in rezoning a portion of the ambulance station property. Because the rezoning was not complete the City is not able to issue a building permit for the Ambulance Station Project. HD2 must now apply for a conditional use permit. The conditional use permit must go through the City Planning department hearing process which may delay the start date of the project.

Rhonda advised that the KVH marketing department sent a draft of the proposed Ambulance Station signage for the Commissioners to consider. Commissioners will consider final signage at a later date.

Ron and Julie provided a projected Ambulance Station Project budget of \$4,140,307. Erik Dodge answered questions regarding the project budget. The budget amount includes dollars already spent for architecture and planning.

Action: Commissioner Benjamin moved to approve the Total Ambulance Station Budget of \$4,140,307. Seconded by Commissioner Becker. Motion Carried.

Action: Commission Becker moved to authorized Superintendent Julie Petersen to execute a contract with T.W. Clark the apparent low bidder in the amount of \$2,589,000. Seconded by Commissioner Benjamin. Motion Carried.

There being no additional business the special meeting was adjourned at 5:29 p.m. by Commissioner Vatheuer.

## Operation's Manager Report – August 2020

	August 2020	August 2019
Calls for Service	138	141
Patient Count	115	96
Patient Transports	77	65
Patient Refusals	21	14
Year to Date Transports	500	579
Station #73 Transports	35	
Station # 99 Transports	40	
Passed Calls	2	

### PERSONNEL

The crews continue to remain healthy, no positive COVID-19 in the staff. Medic One now has three medics on probation working thru their county process, one EMT is signed off and functioning on his own. The agency had 32 hours of probationary training hours in July 2020, and 184 hours for the year.

### APPARATUS

M8 has been in service with no issue this past month, it is operating very well, and the crews and our other agencies enjoy working with the new build. M7 is out at station 73 and is working well. The other rigs are in back up at station 73 and 99. M4 was surplused and transferred to Fire District 6. They have removed the decals and will be putting the rig in service in September. They have ordered a log to be placed on the side that will say provided by Medic One.

Year	Unit	Beg ODO	End ODO	Miles	Location	Comments
2019	M8	0	1,711	1,711	Station 99	1 <sup>st</sup> Out
2018	M7	34,277	39,462	5,235	Station 72	In Shop
2016	M6	108,839	109,257	418	Station 73	1 <sup>st</sup> Out
2016	M5	128,273	131,228	2,955	Station 72	In Shop
Total Miles				10,319		

### MISCELLANEOUS

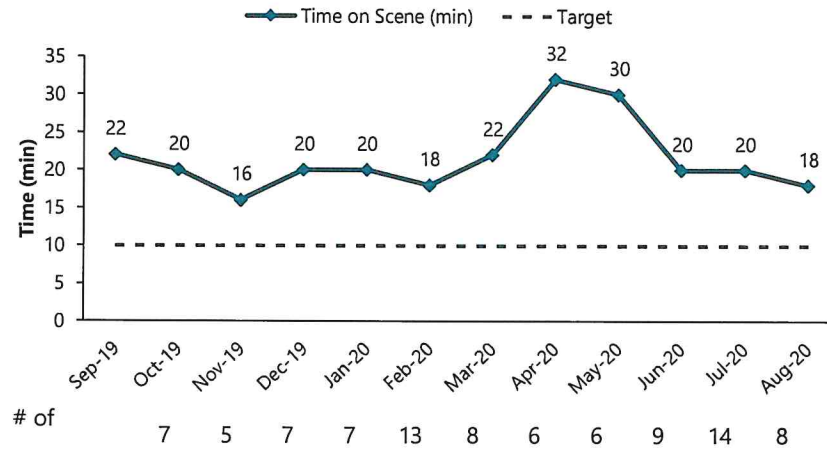
- The Agency has provided back up for KVFR on two different occasions this month due to the Fire season.
- Of the 138 calls for service in August, Station 99 answered 76 and Station 73 answered 62.
- Kittcom will be conducting interviews for 3 candidate from our executive search later in the month to replace outgoing director Darlene Mainwaring.

# Kittitas County Public Hospital District No. 2

## Quality Metrics

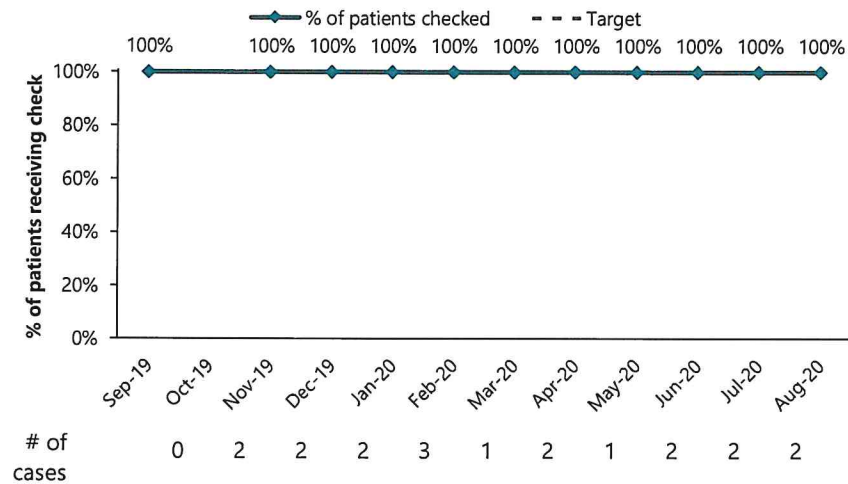
### Time on Scene

for trauma patients



### Glucose Checked

for patients with stroke symptoms





## **SUPERINTENDENT'S REPORT – Julie Petersen**

### **September 2020**

#### **COVID 19, Flu Season and Heading Back to School**

KVH is working closely with Public Health to coordinate and manage an increasingly complex testing and treatment environment.

Much of the population currently being tested for COVID 19 is asymptomatic. These folks are being tested because of an identified contact or exposure. As we move into flu season we are also, due to school openings and increased community activity, anticipating an increase in COVID 19. Testing symptomatic patients will require that we first eliminate COVID 19 and then manage the remaining COVID negative population.

We are working to develop testing protocols to sort the symptomatic population so that treatment, quarantine and contact investigation are handled appropriately.

This symptomatic population will include K-12 students. Schools are working closely with Public Health to develop opening and outbreak management plans but ultimately decisions are left to the individual school districts. It appears that best practice will include having students and staff who are out ill for any reason, cleared before they can return to the in-person environment. This will require that students and staff have ready access to providers and testing. Public Health is meeting with Family Medicine Cle Elum to help us understand how we can manage these patients.

#### **Project Management Discussion**

As the Station 99 Project gets underway we are asking for the Board to clarify how they would like to remain engaged.



Ancillary Services report to Hospital District #2 Board of Commissioners  
September 2020

**Ancillary Service Operation Report:**

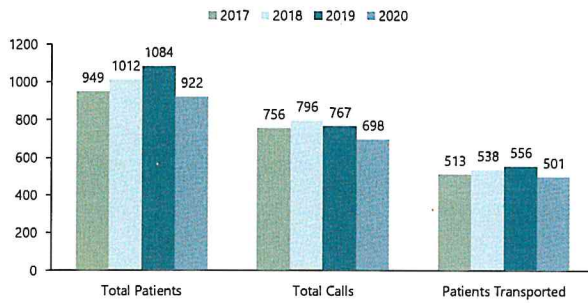
**Flu Clinic:**

KVH will partner with the Kittitas County Public Health Department to offer a free flu shot clinic at the KVH Urgent Care Clinic. The clinic will be held on October 24 from 10AM - 2PM. KVH and Hospital District #2 will be providing the adult flu vaccine and the Health Department will be providing the pediatric vaccine. KVH received a \$25,000 grant from Capture RX to offset the cost of providing flu vaccination clinics in Ellensburg and Upper County.

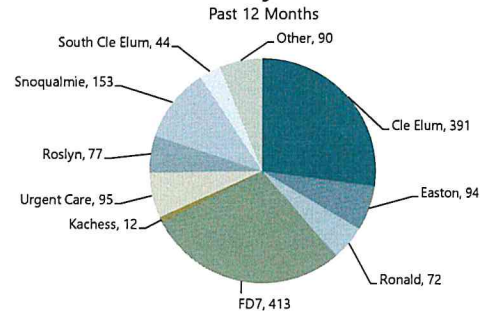
Respectfully submitted by Rhonda Holden, MSN, CENP

## Kittitas County Public Hospital District No. 2

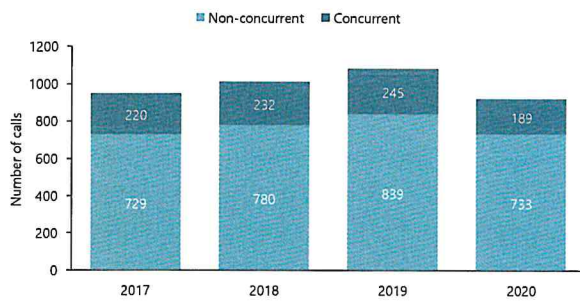
### Volumes, YTD



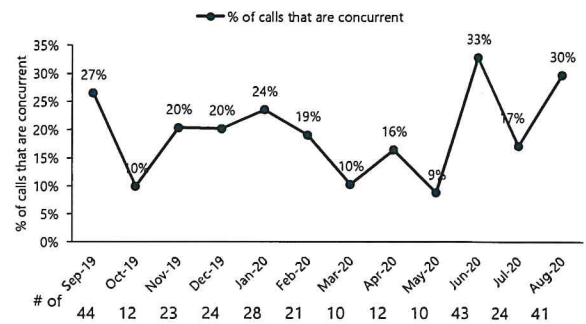
### Calls by Zone



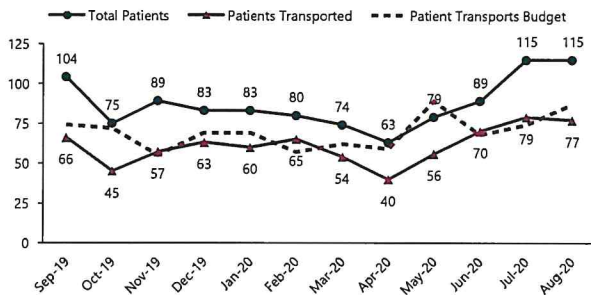
### Concurrent Calls, YTD



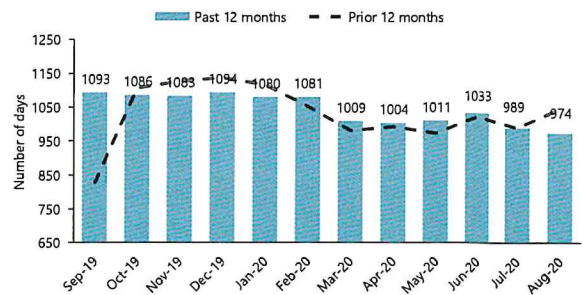
### Concurrent Calls



### Patients and Transports



### Days Cash on Hand



## Kittitas County Public Hospital District No. 2

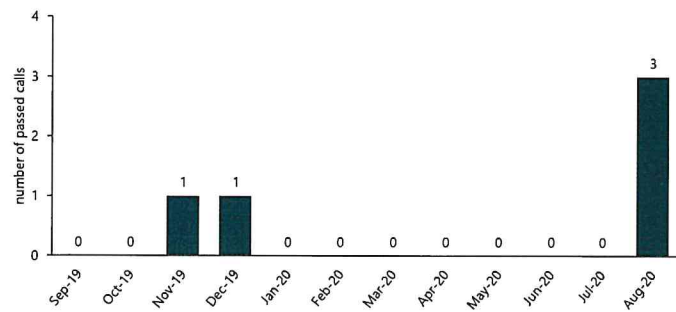
### Turnout Time - Dispatch to Enroute

9/1/2019 to 8/31/2020

Apparatus	Responses	Turnout Time
A511 (CEFD)	1	4:57
<i>CEFD Overall</i>	<i>1</i>	<i>4:57</i>
A731 (FD7)	2	0:46
<i>FD7 Overall</i>	<i>2</i>	<i>0:46</i>
M931(HD2)	552	2:16
M932 (HD2)	1	1:00
M991 (HD2)	785	1:56
M992 (HD2)	25	4:60
<i>HD2 Overall</i>	<i>1363</i>	<i>2:07</i>

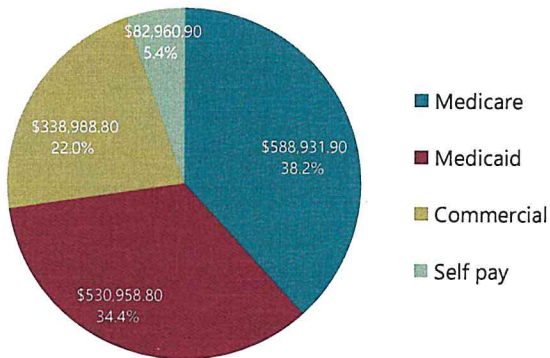
### Passed Calls

■ Number of passed calls



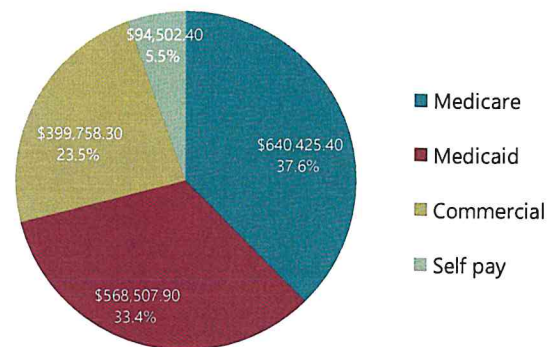
### Payor Mix by Charges

4/1/2019 to 3/31/2020



### Payor Mix by Charges

4/1/2018 to 3/31/2019



Kittitas Valley Community Hospital District #2  
Statement of Revenue and Expense

MEDICAL BILLABLE RUNS	77	69	8	504	552	(48)	556
AVERAGE CHARGE PER RUN	2,019	2,141	(122)	2,038	2,097	(59)	2,075
	Current Month			Year to Date			Prior
	Actual	Budget	Variance	Actual	Budget	Variance	YTD
INTEREST INCOME	(8,713)	2,250	(10,963)	25,567	18,000	7,567	56,030
RENTAL INCOME	23,239	23,239	(0)	185,912	185,912	(0)	185,920
OTHER OPERATING REVENUE	0	100	(100)	20,753	800	19,953	3,266
AMBULANCE REVENUE	155,460	147,699	7,761	1,027,029	1,157,773	(130,744)	1,153,544
<b>TOTAL REVENUE</b>	<b>169,986</b>	<b>173,288</b>	<b>(3,302)</b>	<b>1,259,261</b>	<b>1,362,485</b>	<b>(103,224)</b>	<b>1,398,760</b>
CONTRACTUAL ADJUSTMENT	49,612	66,401	(16,789)	384,525	520,498	(135,973)	331,006
BAD DEBT	7,012	8,403	(1,391)	46,542	65,872	(19,330)	45,462
CHARITY CARE	352	417	(65)	2,489	3,332	(843)	2,868
<b>DEDUCTIONS FROM REVENUE</b>	<b>56,977</b>	<b>75,221</b>	<b>(18,244)</b>	<b>433,556</b>	<b>589,702</b>	<b>(156,146)</b>	<b>379,337</b>
<b>NET OPERATING REVENUE</b>	<b>113,009</b>	<b>98,067</b>	<b>14,942</b>	<b>825,705</b>	<b>772,783</b>	<b>52,922</b>	<b>1,019,424</b>
SALARIES AND WAGES	86,408	86,092	316	692,632	674,876	17,756	644,623
EMPLOYEE BENEFITS	25,235	28,027	(2,792)	236,129	222,234	13,895	227,341
PROFESSIONAL FEES	0	3,258	(3,258)	22,631	26,068	(3,437)	12,739
SUPPLIES	11,935	11,159	776	93,936	88,611	5,325	92,762
UTILITIES	2,703	2,961	(258)	18,931	23,685	(4,754)	20,169
PURCHASED SERVICES	27,007	20,995	6,012	171,651	172,966	(1,315)	167,510
CEUCC SUBSIDY EXPENSE	15,622	15,622	0	124,977	124,978	(1)	122,527
DEPRECIATION	29,447	30,482	(1,035)	204,537	243,857	(39,320)	207,098
INSURANCE	2,177	2,350	(173)	17,004	18,800	(1,796)	16,159
LICENSES AND TAXES	1,425	1,699	(274)	9,239	13,314	(4,075)	11,366
INTEREST EXPENSE	11,609	11,609	(0)	92,870	92,869	1	99,851
TRAVEL AND EDUCATION	132	1,433	(1,301)	6,113	11,468	(5,355)	6,664
OTHER DIRECT EXPENSES	1,120	666	454	6,514	5,336	1,178	6,967
<b>EXPENSES</b>	<b>214,820</b>	<b>216,353</b>	<b>(1,533)</b>	<b>1,697,164</b>	<b>1,719,062</b>	<b>(21,898)</b>	<b>1,635,777</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(101,811)</b>	<b>(118,286)</b>	<b>16,475</b>	<b>(871,459)</b>	<b>(946,279)</b>	<b>74,820</b>	<b>(616,353)</b>
TAX LEVY INCOME	118,329	124,070	(5,741)	979,480	992,565	(13,085)	915,139
NON-OPERATING BOND ISSUE	0	0	0	0	0	0	0
<b>NET INCOME (LOSS)</b>	<b>16,518</b>	<b>5,784</b>	<b>10,734</b>	<b>108,021</b>	<b>46,286</b>	<b>61,735</b>	<b>298,786</b>
DAYS CASH ON HAND	974.0						
AR DAYS	73.1						
CURRENT RATIO	11.71						
COMMITTED CAPITAL FUNDS:							
2019 AMBULANCE	0.00						
2020 AMBULANCE	0						
AMBULANCE GARAGE	4,100,000						
<b>TOTAL COMMITTED FUNDS</b>	<b>4,100,000.00</b>						
DAYS CASH AFTER COMMITTED	292.0						

Kittitas Valley Community Hospital District #2  
Statement of Revenue and Expense

MEDICAL BILLABLE RUNS	77	69	8	504	552	(48)	556
AVERAGE CHARGE PER RUN	2,019	2,141	(122)	2,038	2,097	(59)	2,075
	Current Month			Year to Date			Prior
	Actual	Budget	Variance	Actual	Budget	Variance	YTD
INTEREST INCOME	0	0	0	0	0	0	0
RENTAL INCOME	0	0	0	0	0	0	0
OTHER OPERATING REVENUE	0	100	(100)	2,260	800	1,460	2,766
AMBULANCE REVENUE	155,460	147,699	7,761	1,027,029	1,157,773	(130,744)	1,153,544
<b>TOTAL REVENUE</b>	<b>155,460</b>	<b>147,799</b>	<b>7,661</b>	<b>1,029,289</b>	<b>1,158,573</b>	<b>(129,284)</b>	<b>1,156,310</b>
CONTRACTUAL ADJUSTMENT	49,612	66,401	(16,789)	384,525	520,498	(135,973)	331,006
BAD DEBT	7,012	8,403	(1,391)	46,542	65,872	(19,330)	45,462
CHARITY CARE	352	417	(65)	2,489	3,332	(843)	2,868
<b>DEDUCTIONS FROM REVENUE</b>	<b>56,977</b>	<b>75,221</b>	<b>(18,244)</b>	<b>433,556</b>	<b>589,702</b>	<b>(156,146)</b>	<b>379,337</b>
<b>NET OPERATING REVENUE</b>	<b>98,483</b>	<b>72,578</b>	<b>25,905</b>	<b>595,733</b>	<b>568,871</b>	<b>26,862</b>	<b>776,974</b>
SALARIES AND WAGES	84,890	85,884	(994)	688,299	673,208	15,091	642,946
EMPLOYEE BENEFITS	26,848	28,027	(1,179)	235,791	222,234	13,557	227,182
PROFESSIONAL FEES	0	0	0	0	0	0	0
SUPPLIES	11,935	11,159	776	93,907	88,611	5,296	92,677
UTILITIES	2,549	2,794	(245)	17,713	22,353	(4,640)	19,013
PURCHASED SERVICES	15,980	13,970	2,010	101,059	111,760	(10,701)	111,003
CEUCC SUBSIDY EXPENSE	0	0	0	0	0	0	0
DEPRECIATION	15,470	16,792	(1,322)	94,522	134,332	(39,810)	97,534
INSURANCE	721	625	96	5,132	5,000	132	4,033
LICENSES AND TAXES	1,425	0	1,425	9,239	0	9,239	11,366
INTEREST EXPENSE	0	0	0	0	0	0	0
TRAVEL AND EDUCATION	132	1,375	(1,243)	5,951	11,000	(5,049)	5,608
OTHER DIRECT EXPENSES	0	125	(125)	570	1,000	(430)	1,606
<b>EXPENSES</b>	<b>159,950</b>	<b>160,751</b>	<b>(801)</b>	<b>1,252,183</b>	<b>1,269,498</b>	<b>(17,315)</b>	<b>1,212,967</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(61,467)</b>	<b>(88,173)</b>	<b>26,706</b>	<b>(656,450)</b>	<b>(700,627)</b>	<b>44,177</b>	<b>(435,994)</b>
TAX LEVY INCOME	56,821	59,772	(2,951)	472,890	478,177	(5,287)	450,446
NON-OPERATING BOND ISSUE	0	0	0	0	0	0	0
<b>NET INCOME (LOSS)</b>	<b>(4,646)</b>	<b>(28,401)</b>	<b>23,755</b>	<b>(183,559)</b>	<b>(222,450)</b>	<b>38,891</b>	<b>14,453</b>



Kittitas Valley Community Hospital District #2  
Statement of Revenue and Expense

	Current Month			Year to Date			Prior
	Actual	Budget	Variance	Actual	Budget	Variance	YTD
INTEREST INCOME	(8,713)	2,250	(10,963)	25,567	18,000	7,567	56,030
RENTAL INCOME	23,239	23,239	(0)	185,912	185,912	(0)	185,920
OTHER OPERATING REVENUE	0	0	0	18,493	0	18,493	500
AMBULANCE REVENUE	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>14,526</b>	<b>25,489</b>	<b>(10,963)</b>	<b>229,972</b>	<b>203,912</b>	<b>26,060</b>	<b>242,450</b>
CONTRACTUAL ADJUSTMENT	0	0	0	0	0	0	0
BAD DEBT	0	0	0	0	0	0	0
CHARITY CARE	0	0	0	0	0	0	0
<b>DEDUCTIONS FROM REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET OPERATING REVENUE</b>	<b>14,526</b>	<b>25,489</b>	<b>(10,963)</b>	<b>229,972</b>	<b>203,912</b>	<b>26,060</b>	<b>242,450</b>
SALARIES AND WAGES	1,518	208	1,310	4,334	1,668	2,666	1,678
EMPLOYEE BENEFITS	118	0	118	338	0	338	160
PROFESSIONAL FEES	0	3,258	(3,258)	22,631	26,068	(3,437)	12,739
SUPPLIES	0	0	0	29	0	29	85
UTILITIES	154	167	(13)	1,219	1,332	(113)	1,157
PURCHASED SERVICES	11,027	7,025	4,002	70,592	61,206	9,386	56,507
CEUCC SUBSIDY EXPENSE	15,622	15,622	0	124,977	124,978	(1)	122,527
DEPRECIATION	13,977	13,690	287	110,015	109,525	490	109,564
INSURANCE	1,456	1,725	(269)	11,871	13,800	(1,929)	12,126
LICENSES AND TAXES	0	1,699	(1,699)	0	13,314	(13,314)	0
INTEREST EXPENSE	11,609	11,609	(0)	92,870	92,869	1	99,851
TRAVEL AND EDUCATION	0	58	(58)	162	468	(306)	1,056
OTHER DIRECT EXPENSES	1,120	541	579	5,944	4,336	1,608	5,361
<b>EXPENSES</b>	<b>56,602</b>	<b>55,602</b>	<b>1,000</b>	<b>444,981</b>	<b>449,564</b>	<b>(4,583)</b>	<b>422,810</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(42,076)</b>	<b>(30,113)</b>	<b>(11,963)</b>	<b>(215,010)</b>	<b>(245,652)</b>	<b>30,642</b>	<b>(180,360)</b>
TAX LEVY INCOME	61,513	64,298	(2,785)	506,595	514,388	(7,793)	464,693
NON-OPERATING BOND ISSUE	0	0	0	0	0	0	0
<b>NET INCOME (LOSS)</b>	<b>19,438</b>	<b>34,185</b>	<b>(14,747)</b>	<b>291,586</b>	<b>268,736</b>	<b>22,850</b>	<b>284,333</b>
DAYS CASH ON HAND	974.0						
AR DAYS	73.1						
CURRENT RATIO	11.71						
COMMITTED CAPITAL FUNDS:							
2019 AMBULANCE	0.00						
2020 AMBULANCE	0						
AMBULANCE GARAGE	4,100,000						
<b>TOTAL COMMITTED FUNDS</b>	<b>4,100,000.00</b>						
DAYS CASH AFTER COMMITTED	292.0						

## Kittitas County Hospital Dist 2

## Balance Sheet

	<u>Year to Date</u>	<u>Prior Year End</u>	<u>Change</u>
CASH	3,548,847	4,094,414	(545,567)
ACCOUNTS RECEIVABLE	224,226	172,928	51,298
TAXES RECEIVABLE	632,115	40,928	591,187
PREPAIDS	19,354	3,918	15,436
INVESTMENTS	2,305,821	2,289,190	16,631
<b>CURRENT ASSETS</b>	<b>6,730,363</b>	<b>6,601,377</b>	<b>128,986</b>
LAND	843,524	843,524	0
PROPERTY, PLANT, & EQUIPMENT	7,032,247	6,532,311	499,936
ACCUMULATED DEPRECIATION	(3,562,437)	(3,357,901)	(204,537)
<b>NON CURRENT ASSETS</b>	<b>4,313,334</b>	<b>4,017,935</b>	<b>295,399</b>
NET PENSION ASSET	528,878	528,878	0
DEFERRED OUTFLOWS	70,990	70,990	0
<b>ASSETS</b>	<b>11,643,565</b>	<b>11,219,180</b>	<b>424,385</b>
ACCOUNTS PAYABLE	48,628	42,674	5,953
INTEREST PAYABLE	33,517	11,871	21,647
ACCRUED PAYROLL	5,765	28,416	(22,651)
ACCRUED BENEFITS	82,709	66,907	15,802
CEUCC SUBSIDY PAYABLE	124,977	183,790	(58,813)
CURRENT PORTION REVENUE BOND - LTGO	278,985	278,985	0
<b>CURRENT LIABILITIES</b>	<b>574,581</b>	<b>612,643</b>	<b>(38,062)</b>
LONG TERM REVENUE BOND - LTGO	3,772,307	3,910,624	(138,317)
NET PENSION LIABILITY	13,772	13,772	0
DEFERRED INFLOWS - PENSION	630,310	630,310	0
DEFERRED INFLOWS - LEVY	492,742	0	492,742
<b>NONCURRENT LIABILITIES</b>	<b>4,909,132</b>	<b>4,554,706</b>	<b>354,426</b>
<b>LIABILITIES</b>	<b>5,483,712</b>	<b>5,167,349</b>	<b>316,364</b>
NET INCOME (LOSS)	108,021	0	108,021
UNRESTRICTED FUND BALANCE	6,051,831	6,051,831	0
<b>FUND BALANCE</b>	<b>6,159,853</b>	<b>6,051,831</b>	<b>108,021</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>11,643,565</b>	<b>11,219,180</b>	<b>424,385</b>

## Kittitas County Hospital Dist 2

## Statement of Cash Flows

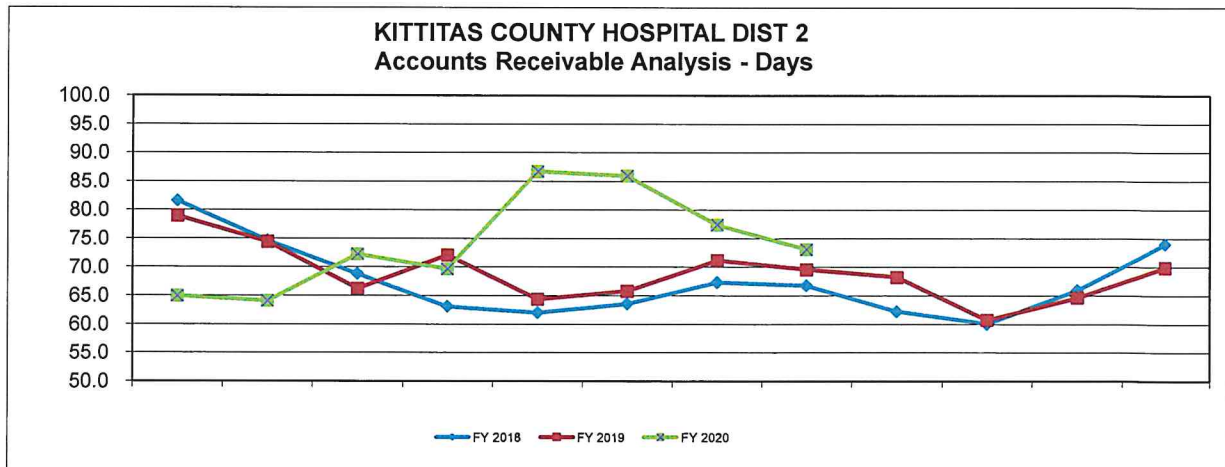
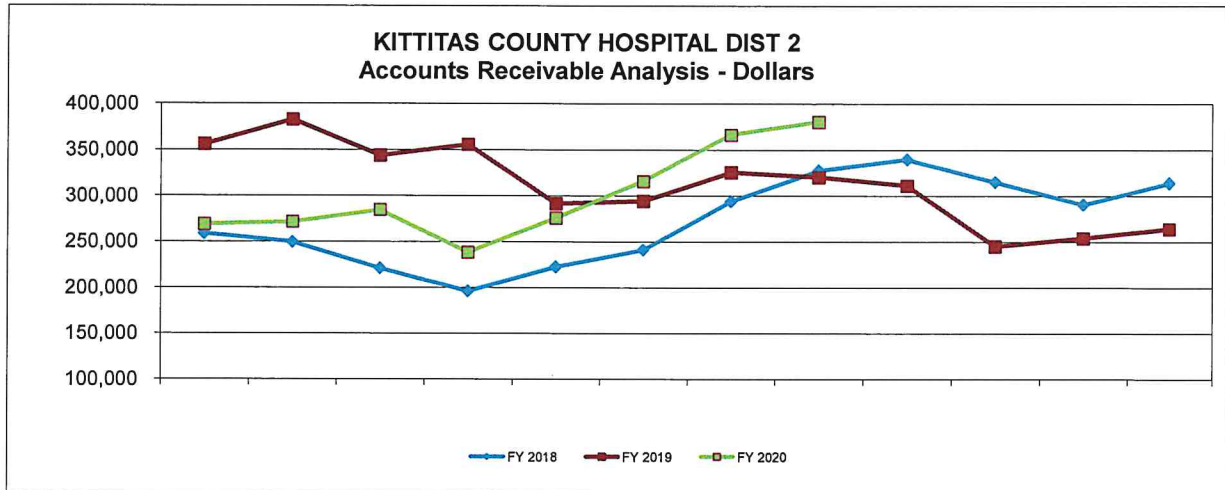
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	<u>CASH</u>
NET BOOK INCOME	108,021
<b>ADD BACK NON-CASH EXPENSE</b>	
DEPRECIATION	204,537
<b>NET CASH FROM OPERATIONS</b>	<b>312,558</b>
<b>CHANGE IN CURRENT ASSETS</b>	
PATIENT ACCOUNTS AND OTHER RECEIVABLES	(51,298)
PROPERTY TAX RECEIVABLE	(591,187)
PREPAID EXPENSE	(15,436)
<b>TOTAL CHANGE IN CURRENT ASSETS</b>	<b>(657,921)</b>
PURCHASE OF PROPERTY, PLANT & EQUIPMENT	(499,936)
NET PENSION ASSET	0
DEFERRED OUTFLOWS	0
INCREASE IN INVESTMENTS	(16,631)
PROCEEDS FROM SALE/MATURITY OF INVESTMENTS	
<b>TOTAL CHANGE IN ASSETS</b>	<b>(1,174,488)</b>
<b>CHANGES IN CURRENT LIABILITIES</b>	
ACCOUNTS PAYABLE	5,953
INTEREST PAYABLE	21,647
ACCRUED PAYROLL	(22,651)
ACCRUED BENEFITS	15,802
CEUCC SUBSIDY PAYABLE	(58,813)
<b>TOTAL CHANGE CURRENT LIABILITIES</b>	<b>(38,062)</b>
PRINCIPLE PAYMENT ON REVENUE BOND	(138,317)
NET PENSION LIABILITY	0
DEFERRED INFLOWS OF RESOURCES	492,742
<b>NET CHANGE IN CASH</b>	<b>(545,567)</b>
BEGINNING CASH ON HAND	4,094,414
<b>ENDING CASH ON HAND</b>	<b>3,548,847</b>



KITTITAS COUNTY HOSPITAL DIST 2  
Accounts Receivable Analysis

	Aug-20	Jul-20	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19
SYS DESIGN EMS												
A/R Dollars	380,287	366,072	315,687	275,755	238,171	\$ 284,511	\$ 271,344	268,798	264,049	253,901	244,897	311,152
A/R Days	73.1	77.4	85.9	86.6	69.6	72	64	65	70	64.6	60.7	68.2





KITTITAS COUNTY HOSPITAL DIST 2

BOARD MEETING AUGUST 2020 ACTIVITY

ACCOUNTS PAYABLE WARRANTS/ EFTS TO BE APPROVED

CHECK DATE:

# 1 WARRANT NUMBERS:	11496-11513	NET AMOUNT:	<b>\$21,214.72</b>	10-Aug-20
# 1 WARRANT NUMBERS: VOID	11508	NET AMOUNT:	<b>(\$30.00)</b>	10-Aug-20
# 2 WARRANT NUMBERS:	11514-11539	NET AMOUNT:	<b>\$51,277.43</b>	24-Aug-20
# 2 WARRANT NUMBERS: VOID	11446	NET AMOUNT:	<b>(\$90.00)</b>	24-Aug-20
# 3 WARRANT NUMBERS:	11540-11553	NET AMOUNT:	<b>\$840.00</b>	26-Aug-20
			<b><u>\$73,212.15</u></b>	

PAYROLL WARRANTS / EFTS TO BE APPROVED

PPE 08-01-2020	NET AMOUNT:	<b>\$28,727.92</b>	7-Aug-20
PPE 08-15-2020	NET AMOUNT:	<b>\$28,173.67</b>	21-Aug-20
		<b><u>\$56,901.59</u></b>	

<b>TOTAL NET WARRANTS &amp; EFT'S</b>	<b>\$130,113.74</b>
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Upper Kittitas County Public Hospital District #2  
Detailed Statement of Accounts Payable Transactions  
Month of August 2020



Account Class	Check No	Vendor	Amount
<b>Balance Sheet</b>	11518	DAILY RECORD	394.70
	11526	KDA ARCHITECTURE INC	28,280.87
	11523	GORDON C. SAWYER	25.00
	11532	PACIFIC SOURCE HEALTH PLANS	1,644.58
	11534	SARAH PETERS	149.09
	11503	DIMARTINO ASSOCIATES	108.36
	11501	DEPARTMENT OF RETIREMENT SYSTEMS	1,018.91
	11502	DEPARTMENT OF RETIREMENT SYSTEMS	3,388.11
	11519	DEPARTMENT OF RETIREMENT SYSTEMS	3,282.25
	11520	DEPARTMENT OF RETIREMENT SYSTEMS	817.24
	11446	BPAS-VEBA	(90.00)
	11500	DEPARTMENT OF LABOR & INDUSTRIES	45.00
<b>Employee Benefits</b>	11502	DEPARTMENT OF RETIREMENT SYSTEMS	2,383.54
	11508	MATT SCHAUER	30.00
	11508	MATT SCHAUER	(30.00)
	11519	DEPARTMENT OF RETIREMENT SYSTEMS	2,277.63
	11540	CAROL JACQUES	15.00
	11541	COLE GRAVEL	60.00
	11542	DAKODA FENTER	45.00
	11543	DENISON HOOD-LEWIS	60.00
	11544	JASON BOITANO	45.00
	11545	JOHN STORCH	15.00
	11546	LEE HADDEN	90.00
	11547	MARK VAN MAREN	75.00
	11548	MATT MCCABE	30.00
	11549	MATT SCHAUER	105.00
	11550	NATE HENDERSON	45.00
	11551	SONYA VRAVES	105.00
	11552	STEVE CHRISMAN	105.00
	11553	TOM WATKINS	45.00
<b>Supplies</b>	11496	AMAZON	323.98
	11496	AMAZON	68.01
	11496	AMAZON	357.56
	11497	CARDINAL HEALTH 112, LLC	49.64
	11497	CARDINAL HEALTH 112, LLC	48.61
	11497	CARDINAL HEALTH 112, LLC	44.76
	11504	GOOD TO GO	14.30
	11505	KITTITAS VALLEY HEALTHCARE	51.22
	11506	LIFE ASSIST, INC.	778.46
	11506	LIFE ASSIST, INC.	438.26
	11506	LIFE ASSIST, INC.	363.96
	11506	LIFE ASSIST, INC.	573.42
	11506	LIFE ASSIST, INC.	363.96
	11507	MAPCO INDUSTRIAL PRODUCTS	419.47
	11511	OXARC INC	59.78
	11514	CARDINAL HEALTH 112, LLC	62.40

	11514 CARDINAL HEALTH 112, LLC	63.93
	11516 CLE ELUM HARDWARE & RENTAL	4.12
	11521 GALLS, LLC	102.03
	11521 GALLS, LLC	63.03
	11521 GALLS, LLC	55.52
	11521 GALLS, LLC	157.52
	11521 GALLS, LLC	21.39
	11522 GOOD TO GO	6.50
	11528 KITTITAS VALLEY HEALTHCARE	858.14
	11529 LIFE ASSIST, INC.	575.42
	11529 LIFE ASSIST, INC.	411.77
	11531 OXARC INC	100.12
	11531 OXARC INC	158.27
	11531 OXARC INC	271.38
	11535 SHIRTS AND MORE PLUS ENGRAVING	291.60
	11536 STATE DEPARTMENT OF TRANSPORTATION	2,226.39
<b>Utilities</b>	11498 CENTURYLINK	117.95
	11509 MCI	38.07
	11513 VERIZON	469.19
	11515 CITY OF CLE ELUM	106.84
	11515 CITY OF CLE ELUM	120.13
	11515 CITY OF CLE ELUM	492.82
	11524 INLAND NETWORKS	86.37
	11524 INLAND NETWORKS	150.00
	11527 KITTITAS COUNTY FIRE DISTRICT #7	200.00
	11533 PUGET SOUND ENERGY	28.86
	11533 PUGET SOUND ENERGY	200.27
	11533 PUGET SOUND ENERGY	128.81
	11533 PUGET SOUND ENERGY	21.78
<b>Purchased Services</b>	11496 AMAZON	147.35
	11496 AMAZON	92.24
	11505 KITTITAS VALLEY HEALTHCARE	4,978.60
	11505 KITTITAS VALLEY HEALTHCARE	3,840.35
	11512 SETH MOTORS	122.93
	11525 JACKSON HORSLEY	400.00
	11527 KITTITAS COUNTY FIRE DISTRICT #7	454.33
	11527 KITTITAS COUNTY FIRE DISTRICT #7	2,784.78
	11527 KITTITAS COUNTY FIRE DISTRICT #7	693.14
	11537 SYSTEMS DESIGN	1,930.20
	11538 YAKIMA ADJUSTMENT SERVICE INC	251.47
	11539 YAKIMA ADJUSTMENT SERVICE INC	132.40
<b>Other Direct Expenses</b>	11499 DAILY RECORD	39.11
	11499 DAILY RECORD	79.62
	11510 NORTHERN KITTITAS CO TRIBUNE	360.00
	11517 DAILY JOURNAL OF COMMERCE	50.40
	11517 DAILY JOURNAL OF COMMERCE	357.00
	11518 DAILY RECORD	26.89
	11530 NORTHERN KITTITAS CO TRIBUNE	199.50
	11530 NORTHERN KITTITAS CO TRIBUNE	52.25
	11530 NORTHERN KITTITAS CO TRIBUNE	38.00
	11530 NORTHERN KITTITAS CO TRIBUNE	22.80
	11530 NORTHERN KITTITAS CO TRIBUNE	47.50
		<hr/> 73,212.15

DAILY RECORD/KITTITAS PUB  
C/O IDAHO STATE JOURNAL RECEIVABLES  
PO BOX 1570  
POCATELLO ID 83204  
(509) 925-1414  
Fax (509) 925-5696

ORDER CONFIRMATION (CONTINUED)

Salesperson: MEGAN WOODRUFF

Printed at 06/11/20 13:52 by mw018

Acct #: 24929

Ad #: 2020067

Status: New WHOLD WHOI

**Request for Qualifications (RFQ)  
for Architectural and Engineering Services Notice**

Kittitas County Public Hospital District #1 (Kittitas Valley Healthcare)  
And Kittitas County Public Hospital District #2 are seeking a  
qualified firm to provide architectural and engineering services for  
each District.

Due: July 15, 2020

Submittal Requirements: Submit a Statement of Qualifications (SOQ)  
copies of the statement of qualifications to include cover letter, team  
organizational chart, relevant acute care hospital and clinic design  
experience in Central and Eastern Washington, project approach,  
claims and litigation history and additional information related to the  
RFQ.

Quantifications Requirements: Firms should have prior experience in  
the design and development of new hospital construction. In  
addition the firms should have experience in master site planning  
and the design and development of additions to or renovations of  
existing Acute Care Hospitals, Critical Access Hospitals, Rural  
Health Clinics, laboratory departments, inpatient and ambulatory  
surgery departments, diagnostic imaging departments, pharmacy  
departments, emergency departments, obstetrical departments,  
ambulatory clinics, helipads, etc. and have adequate staff and  
resources to meet accelerated and demanding timeframes and  
schedules. Firms should have documented evidence of developing  
accurate project cost estimates and creative approaches to  
construction techniques. Contact: Kittitas Valley Healthcare  
Administration at 509-962-9841 or [www.kvhealthcare.org](http://www.kvhealthcare.org) for  
questions.

All architect and engineers who request to provide services are  
required to be properly licensed or registered to perform such work  
in the State of Washington.

**PUBLISH DATES:**

June 18, 2020 and June 25, 2020; Daily Record & Northern Kittitas  
County Tribune

September 1, 2020

Brian Andringa, AIA  
Principal  
KDA Architecture  
1310 North 16<sup>th</sup> Avenue  
Yakima, WA 98902

Subject: Statement of Qualifications for Architecture and Engineering Services

Dear Mr. Andringa:

Thank you for KDA Architecture's Statement of Qualification for Architecture and Engineering services for Kittitas County Public Hospital District 1 and 2 that were sent on July 15, 2020. The Statement of Qualifications were evaluated by senior leadership. Congratulations. Please be advised that KDA Architecture was selected to perform architecture and engineering services for the two Hospital Districts.

We look forward to working with KDA Architecture on future projects.

Sincerely,



Scott Olander, CPA  
Chief Financial Officer



# PLANNING COMMISSION

## Agenda – Special Meeting

September 22, 2020

6:00 p.m.

MAYOR  
JAY MCGOWAN

CITY ADMINISTRATOR  
ROBERT OMANS

CITY PLANNER  
LUCY TEMPLE

CITY CLERK  
KATHI SWANSON



119 W FIRST STREET  
CLE ELUM, WA 98922

PLANNING COMMISSION  
PAMELA HAWK  
MATT FLUEGGE  
BOBBY GRAHAM  
GARY BERNDT  
ELIZABETH TORREY

CITIZEN ALTERNATE  
VAN PETERSON

### Planning Commission meetings are currently on ZOOM

#### Join Zoom Meeting

<https://zoom.us/j/94524643006?pwd=Y0h6b1BOTzB6MFNmL1lOZUVQWkNEdz09>

Meeting ID: 945 2464 3006

Passcode: 327237

#### One tap mobile:

+12532158782,,94524643006#,,,,,0#,,327237# US (Tacoma)

Dial by your location: +1 253 215 8782 US (Tacoma)

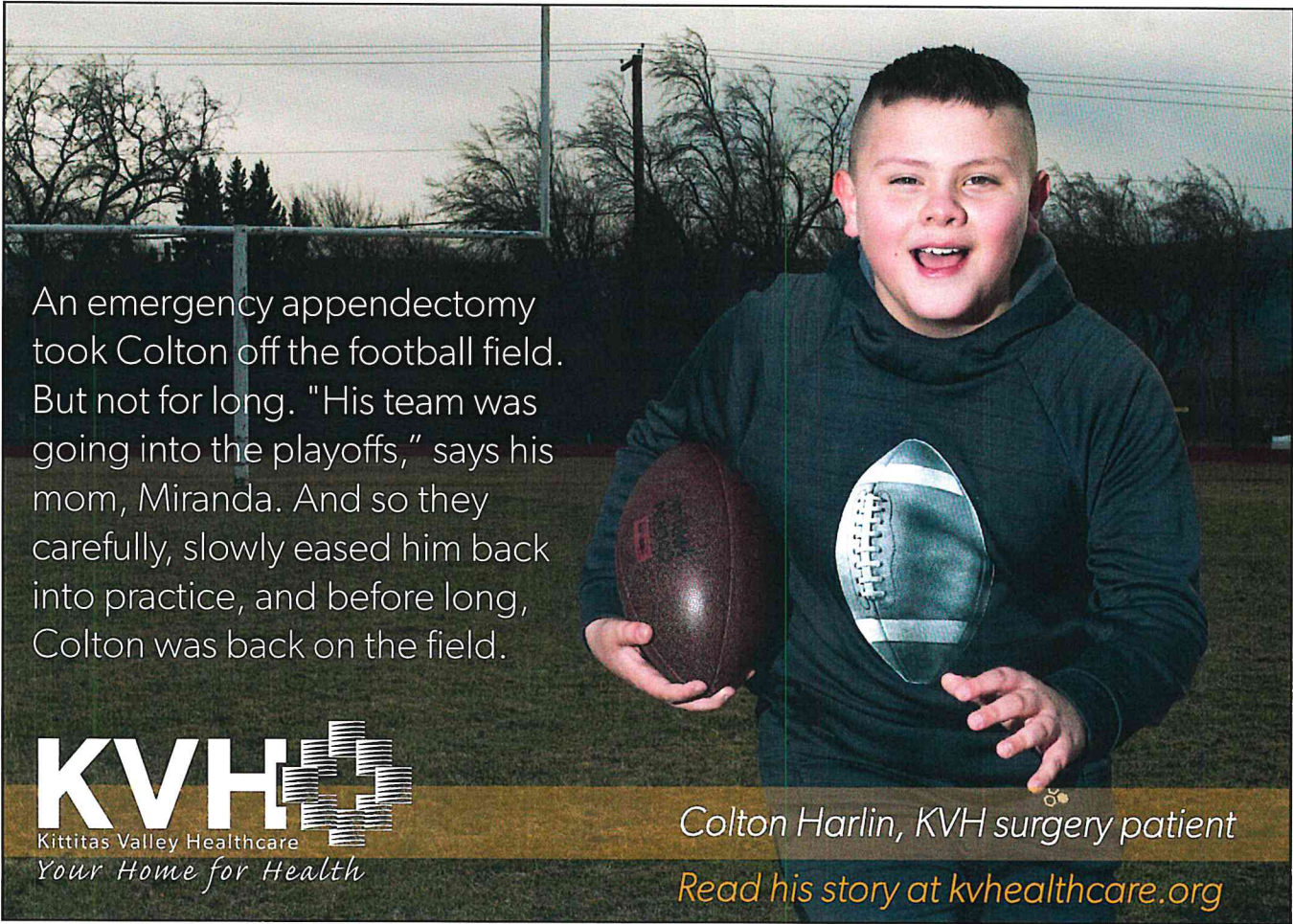
Meeting ID: 945 2464 3006

Passcode: 327237

- 
1. Call to Order & Roll Call
  2. Set Agenda
  3. Adoption of Minutes
    - September 15, 2020
  4. Announcements, Appointments, Awards, & Recognition
  5. Staff Report
  6. Business Requiring Open Hearings
    - Hospital District #2 – Site & Design Review, Conditional Use Permit, and Variance
  7. New Business
    - Hospital District #2 – Site & Design Review, Conditional Use Permit, and Variance
  8. Citizen Comments on Non-Agenda Items (limited to 5 minutes)
  9. Public Appearances
  10. Unfinished Business
    - Affordable Housing – Short Term Rentals
  11. Report of Committees
  12. Commissioner Comments and Discussion
  13. Adjournment

*Next Regular Commission Meeting: Tuesday, October 6, 2020*





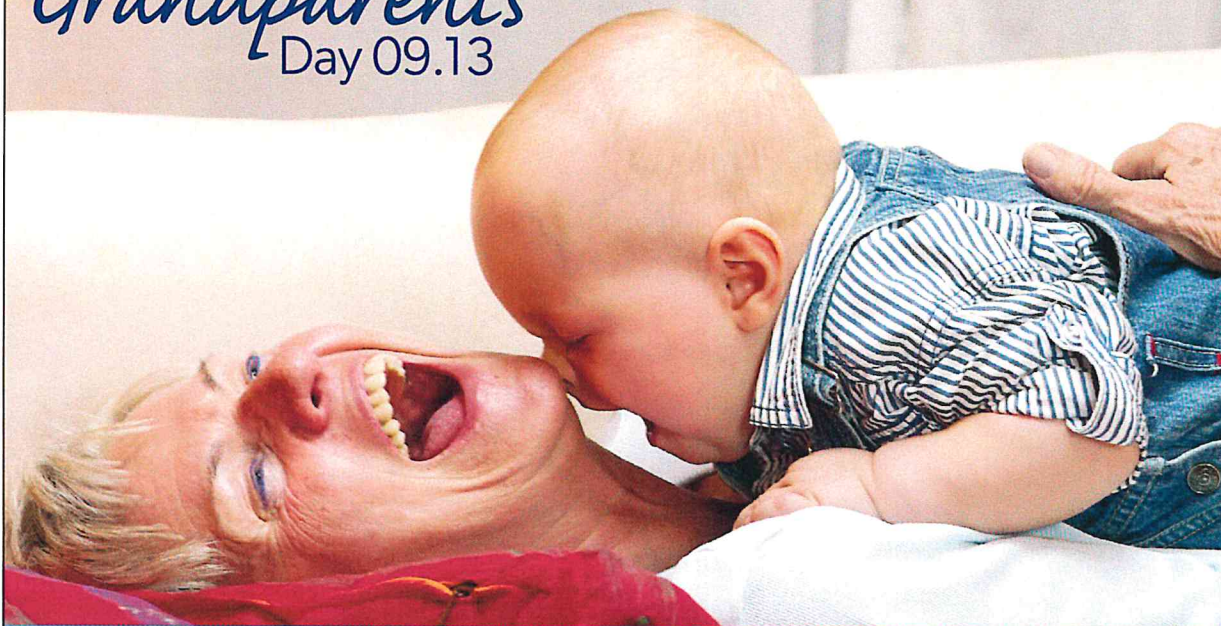
An emergency appendectomy took Colton off the football field. But not for long. "His team was going into the playoffs," says his mom, Miranda. And so they carefully, slowly eased him back into practice, and before long, Colton was back on the field.



Colton Harlin, KVH surgery patient

*Read his story at [kvhealthcare.org](http://kvhealthcare.org)*

Happy  
*Grandparents*  
Day 09.13



Now offering A Grand Adventure Class for  
new grandparents

For more information visit:  
[kvhealthcare.org/classes-events/birthing-classes/](http://kvhealthcare.org/classes-events/birthing-classes/)



Calls for Assistance **138** August **920** YTD  
year-to-date

Patients Transported **77** August **501** YTD  
year-to-date

A service of  
Kittitas County  
Hospital District  
No. 2



ukcmedicone.org



*The professional ambulance service.*

**Our responder team is uniquely qualified to:**

Provide medications

Intubate to assist with breathing

Utilize 12-lead EKG monitoring to ID heart attacks and transmit information to the hospital before arrival

**Size:**

**5 X 4"**

(#columns wide  
X inches tall)

**Run Date:**

Sept. 17, 2020

Approved by (authorized signature):

**X**

Date:

AD REP: CASEY  
PRODUCTION: CASEY

☐ Approved WITH  
INDICATED CHANGES

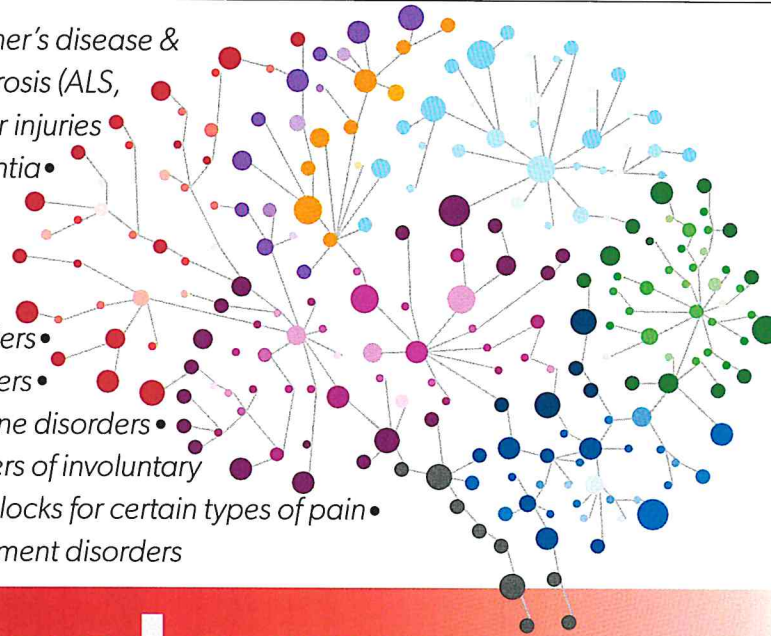
☐ Approved AS SHOWN

Please sign &  
FAX back to  
**509-674-5571**  
or SCAN & EMAIL to  
ads@nkctribune.com

**NORTHERN KITTITAS COUNTY**  
**TRIBUNE**

Cle Elum, WA • 509-674-2511

Adult ADHD & cognitive problems • Alzheimer's disease & other dementias • Amyotrophic Lateral Sclerosis (ALS, Lou Gehrig's Disease) • Brain trauma & other injuries of the nervous system • Brain tumors • Dementia • Diabetic neuropathy • Epilepsy • Certain problems of eye movement & vision • Migraines & other headache disorders • Multiple Sclerosis • Brain, spinal cord disorders • Parkinson's disease • Seizures • Sleep disorders • Spasticity & other movement disorders • Spine disorders • Stroke • Tourette's Syndrome & other disorders of involuntary movement • Trigger point injections, nerve blocks for certain types of pain • Botulinum toxin therapy for migraine/movement disorders



# KVH Neurology

700 E. Manitoba Avenue, Ellensburg  
**509.933.8919**  
Learn more at [kvhealthcare.org](http://kvhealthcare.org)





Excerpted from *Taking Care of Your Mental Health in the Face of Uncertainty*,  
Doreen Marshall, PhD, American Foundation for Suicide Prevention (afsp.org).

## Mental Health in a COVID-19 World

In times like these, our mental health can suffer. We don't always know it's happening. You might feel more on edge than usual, angry, helpless or sad. You might notice you are more frustrated with others or want to completely avoid any reminders of what is happening. Those who already struggle with mental wellness might feel more depressed or less motivated to carry out daily activities.

It's important to note that we are not helpless in light of current news events. We can always choose our response. If you are struggling, here are some things you can do to take care of your mental health in the face of uncertainty:

**Separate what is in your control from what is not.** There are things you can do, and it's helpful to focus on those. Wash your hands. Remind others to wash theirs. Stay hydrated. Try to eat a healthy meal. Limit your consumption of news.

**Do what helps you feel a sense of safety.** This will be different for everyone, and it's important not to compare yourself to others. It's okay if you've decided what makes you feel safe is to limit attendance of large social events, but make sure you separate when you are isolating based on potential for sickness versus isolating because it's part of depression.

**Get outside in nature - even if you are avoiding crowds.** Exercise helps both your physical and mental health.

**Challenge yourself to stay in the present.** Perhaps your worry is compounding - you are not only thinking about what is currently happening, but also projecting into the future. When you find yourself worrying about something that hasn't happened, gently bring yourself back to the present moment. Notice the sights, sounds, tastes and other sensory experiences in your immediate moment and name them. Engaging in mindfulness activities is one way to help stay grounded when things feel beyond your control.

**Stay connected and reach out if you need more support.** Talk to trusted friends about what you are feeling. If you are particularly anxious or struggling with your mental health, it's okay to reach out to a mental health professional for support. You don't have to be alone with your worry and it can be comforting to share what you are experiencing with those trained to help.

*We are in this together, and help is always available. If you're feeling alone and struggling, you can also reach out to The Crisis Text Line by texting TALK to 741741 or National Suicide Prevention Lifeline at 1-800-273-TALK.*

## September 6 - 12 is National Suicide Prevention Week



KVH is committed to building the health and resilience of our community. If you are feeling stuck, down, and/or struggling with addiction, please reach out to your primary care provider for help.

KVH Family Medicine-Cle Elum is now offering behavioral health collaborative care. Collaborative care is an integrative treatment approach to improve treatment for behavioral health disorders in the primary care setting. This model of care is considered to be the most effective primary care intervention to address the rise in behavioral health disorder prevalence and cost associated with COVID-19. (<https://www.shatterproof.org/white-paper-medicare-collaborative-care-sud>)