

VERDANT HEALTH COMMISSION  
PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON  
**BOARD OF COMMISSIONERS**  
Regular Meeting  
AGENDA  
December 21<sup>st</sup>, 2022  
8:00 a.m. to 10:00 a.m.

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The public can participate in person at the Verdant Community Wellness Center or join via Zoom by visiting <https://us02web.zoom.us/j/81877444580> Meeting ID: 818 7744 4580 or the call-in number is 253-215-8782.

	<u>ACTION</u>	<u>TIME</u>	<u>PAGE</u>
A. Call to Order	---	8:00am	---
B. Land & Enslaved People’s Acknowledgement	---	8:01am	3
C. Consent Agenda:	Action	8:03am	4-27
1. Approval of Minutes:			
a. November 15, 2022 Special Board Meeting			
b. November 16, 2022 Regular Board Meeting			
c. November 22, 2022 Special Board Meeting			
d. December 6, 2022 Special Board Meeting			
e. December 7, 2022 Special Board Meeting			
f. December 13, 2022 Special Board Meeting			
2. Approval of Superintendent’s Discretionary Requests			
a. South County Fire for Emergency Cold Weather Warming Kits			
b. South Snohomish Cold Weather Shelter for shelter support + blankets			
D. Public Comments (limit 3 minutes per speaker)	Information	8:08am	---
E. Program Committee Report			
1. Conflicts of Interest	Information	8:17am	---
2. 2023 Funding Cycle Status Update	Information	8:18am	28
F. Executive Committee Report		8:25am	
1. Officer Nominations & Committee Assignments for 2023	Action		29
2. Annual Board Self Evaluation & Staff Feedback	Information		---
3. Approval of Monthly Board Meeting Calendar	Action		30-31
4. Resolution 2022:14 Approving Amendment to Superintendent’s Compensation	Action		32-34

G. Superintendent Report	Information	8:40am	---
1. Verdant Operations			
2. Community Outreach Update			
3. 2022 Video Recap, Kirk Mathis			
4. Marketing Print Materials, Kirk Mathis			
H. Finance Committee Report			
1. Review Financial Statements & Cash Activity	Information	8:55am	35-40
2. Authorization of Payments of Vouchers and Payroll	Action	9:05am	46-47
3. Property Updates	Information	9:07am	48-56
4. Approval of 2023 Compensation System and COLA	Action	9:17am	57-59
I. Public Comments (limit 3 minutes per speaker)	Information	9:30am	---
J. Commissioner Comments	Information	9:40am	---
K. Adjournment	---	10:00am	---



## **– Land & Enslaved People’s Acknowledgment –**

Public Hospital District #2, Snohomish County (the Verdant Health Commission), recognizes that we live and work on the ancestral homelands and traditional territories of Indigenous peoples who have been here since time immemorial.

We also recognize that many enslaved and contracted peoples were forced to dedicate their work to the construction of what is now the South Snohomish County area.

In recognition that this land is colonized Indigenous territory that has been designated through slaves and hired labor, it is our collective responsibility to critically interrogate the stories and later lives of these people, and to honor, protect and sustain this land.

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

**BOARD OF COMMISSIONERS**

**Special Meeting – Community Forum**

**Hybrid: In-Person at Verdant Community Wellness Center and via Zoom**  
**November 15, 2022**  
**4:00 p.m.-5:30 p.m.**

**Commissioners Present** Jim Distelhorst, MD, President  
Deana Knutsen, Commissioner  
Carolyn Brennan, Commissioner

**Staff** Dr. Lisa Edwards, Superintendent  
Leslie Silverman, Interim Director of Community Impact & Grantmaking  
Erin Boehm, Interim Grants Manager  
Riene Simpson, CPA, Director of Finance  
Nancy Budd, Community Social Worker  
Kirk Mathis, Digital Marketing & Communications Manager  
Kaysi Kelly, Executive Assistant/Office Manager  
Monika Star, Wellness Center Assistant

**Guests** Lisa Wolch  
Jenni McCloughan  
Rachel Mathison  
Rahel Schwartz  
Jason Hauff

**Call to Order** The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 4:05 p.m. by President Distelhorst.

**Land and Enslaved People’s Acknowledgement** President Distelhorst read the acknowledgement.

**Review Agenda** President Distelhorst began by reviewing the agenda for today’s special meeting, the second of three Community Forum events. Dr. Edwards provided a brief explanation of what a Public Hospital District is and the services that PHD #2/Verdant Health Commission provides to residents of our District (E:122:22).

**Presentation of 2022 Community Health Needs Assessment** Dr. Edwards presented a summary of findings from Verdant’s Community Health Needs Assessment which surveyed community needs in May 2022 (E:123:22).

**Summary of Verdant Strategic Plan** Ms. Silverman walked attendees through the recent strategic planning process completed by Commissioners and presented the four new strategic priorities for 2023-2024 (E:124:22).

**Changes in Grantmaking Guidelines & Cycles**

Ms. Silverman shared the changes to the grantmaking approach and online application (E:125:22). All the application materials for Verdant grantmaking are posted on Verdant’s website (www.verdanthealth.org). The grant application cycle for funding effective 4/1/23 is now open through 12/2/22. She shared that Verdant’s COVID-19 funding will be ending on 12/31/22.

**Public Comments**

**(Anonymous) How does Verdant get its funding?**

- Dr. Edwards answered that 85% of our funding comes from rental income from our property leases. The next source of income for Verdant is a property tax levy. For this year, this levy amount is just over \$2 Million. For every \$1 in public funds received, Verdant contributes \$3.50 in funded healthcare services for the residents of South Snohomish County.

**(Anonymous) Does Verdant have an obligation to Swedish Edmonds during a financial loss at the hospital?**

- Dr. Edwards answered that we have a landlord-tenant agreement with Providence-Swedish which clearly delineates the roles of the hospital and Verdant. As such, Verdant does not directly control the hospital management decisions of Providence-Swedish.
- Commissioner Knutsen added that back in the day when we began this agreement it was with Swedish and we do not have an affiliation with Providence.
- President Distelhorst added that there are many struggles of hospitals right now which is not just an issue with Providence-Swedish. This issue needs to be addressed by the industry and the government.

**(Anonymous) Could funds from Verdant help with hiring more nurses?**

- Dr. Edwards answered that this is a management decision of the hospital and separate from the operations of Verdant.

**(Anonymous) Can we get a copy of the slides presented at today’s forum?**

- Yes, Verdant will provide these slides to the requester after today’s meeting.

**(Anonymous) What has the board done to mitigate the reality that most organizations are facing: funding is already hard to come by, and hiring still remains difficult. If the grant is renewing every year, and especially for programs depending on schools, that gives them only a few months to get their program fully staffed and running in time for the school year. This makes it difficult to plan ahead of time and be ready with the current timelines. What has the board done to be mindful and considerate of this and what it takes a program to start and stop around these funding timelines?**

- Dr. Edwards has reached out individually to each grant recipient to make sure they are aware of the new application and funding processes.

**(Anonymous) For programs funding healthcare, it is not trauma-informed to potentially tell a patient their healthcare services might or might not stop at the end of a grant cycle, and that it is out of our control and we may not have much time or success to help them find other affordable care before funding stops. What will Verdant do if it stops grant funding for healthcare programs if there are still patients who are receiving care and grant funding isn't renewed?**

- Dr. Edwards answered that Commissioners have been really thoughtful in implementing this big change. Our goal is to provide as much support to our organizations as possible to assure they can continue serving their clients.

**(Anonymous) Does Verdant have a preference on whether our programs are serving youth vs 65+? I noticed more specific youth-related data, so seeking clarity. Thank you!**

- Dr. Edwards answered that we consider all age groups as we review funding applications so that we can provide services to the entire community and not just in certain age brackets.

**Did Verdant receive any recovery funding from the government during the pandemic, such as ARPA funding?**

- No, Verdant did not receive any recovery funding.

**(Anonymous) Verdant was beloved for offering multi-year funding -- ahead of their times. Why the change?**

- Dr. Edwards answered that, in the process of reviewing our finances and the strategic plan, we realized we need to be nimble and efficient with our funding. During the pandemic, our grant funding went up to \$11.7 Million in 2021.

**Commissioner  
Comments**

Commissioner Knutsen really appreciates seeing everyone online and sharing their questions and concerns. We were able to pivot during the pandemic to provide an increase in services and funding.

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Commissioner Brennan spoke about the honor and privilege it is to serve our residents and to maintain the services of the hospital. She provided kudos to the Verdant staff who were able to facilitate and present the findings of the Community Health Needs Assessment survey. She congratulated the Verdant team on its re-opening of the Verdant Community Wellness Center in May 2022.

**Adjournment**

The meeting was adjourned at 4:58 p.m. by President Distelhorst.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

**BOARD OF COMMISSIONERS**

**Regular Meeting**

**Hybrid: In-Person at Verdant Community Wellness Center and via Zoom  
 November 16, 2022  
 8:00 a.m.-10:00 a.m.**

- Commissioners Present** Jim Distelhorst, MD, President  
 Deana Knutsen, Commissioner  
 Carolyn Brennan, Commissioner  
 Karianna Wilson, Commissioner
  
- Staff** Dr. Lisa Edwards, Superintendent  
 Riene Simpson, CPA, Director of Finance  
 Erin Boehm, Interim Grants Manager  
 Kaysi Kelly, Executive Assistant/Office Manager  
 Nancy Budd, Community Social Worker  
 Kirk Mathis, Digital Communications & Marketing Manager  
 Monika Star, Wellness Center Assistant
  
- Guests** Steve Taylor, Maul Foster Alongi  
 Meaghan Pollock, Maul Foster Alongi  
 Bob Eastman, South County Fire  
 Thad Hovis, South County Fire  
 Shaughn Maxwell, South County Fire  
 Derek Daniels, South County Fire  
 Pam Hurst  
 Kit Massengale  
 Keith  
 Shaughn Maxwell  
 Jenni McCloughan, Edmonds School District
  
- Call to Order** The regular meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 8:00 a.m. by President Distelhorst.
  
- Consent Agenda: Approval of Minutes** *Commissioner Knutsen made a motion to approve all items included on the consent agenda, Commissioner Brennan seconded. Motion passed.*
  
- Public Comment** None.
  
- Presentation: South County Fire** South County Fire has entered into a letter of intent for the acquisition of the Value Village property with the Verdant Health Commission. Deputy Fire Chief Bob Eastman, of South County Fire, provided a summary of the Environmental Impact Study (EIS) Phase I and II and what the consultants found at the Value Village property. Ms. Pollock, a geologist with Maul Foster

Commissioners Meeting  
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Alongi, spoke about the findings and the concerns so far in their EIS (E:126:22). Phase II of the EIS study is underway right now. Three of the six borings have above-level concentration of diesel/oil. They do now know how far the contamination extends. The tank may need to be excavated and soil tested. The next steps include additional investigation to determine if these chlorinated solvents (used in dry cleaning, or as a grease remover, for example) in the groundwater contamination are indeed from a source on the Value Village property or if it is coming from somewhere nearby. A Vapor Intrusion assessment is needed. They are preparing their report and hope to have their draft report to Chief Eastman and the Department of Ecology in the next week.

Commissioner Brennan asked Ms. Pollock, how bad is it?

- Ms. Pollock answered that chlorinated solvents are trickier to get rid of and we still haven't determined the source of the solvents.
- She added that the underwater ground tank is an easier fix once you excavate and remove it. Groundwater tank cleanup can take several years to accomplish, however.

Commissioner Wilson asked what happens if the contaminated solvents are not coming from our property?

- Mr. Steve Taylor, of Maul Foster Alongi, answered that Verdant would want to contact the property owner of the source and encourage them to act. This could of course be difficult if they are not interested in working with the Department of Ecology.

Commissioner Knutsen asked what samples the consultants have taken from the property so far.

- The consultants answered they have sampled soil from 20-30 borings, above water level. The deepest sample that had a contaminant was ~6 feet so it is generally shallow.

Commissioner Knutsen asked what is the endpoint of this project?

- Mr. Taylor answered it would either be (a) if there is a transaction which required the property was cleaned up before selling, or (b) if Ecology *required* it was cleaned up. The contamination level is high enough that Department of Ecology would say there is a risk to indoor users. If you just add this site to Ecology's list, they have so many other sites, it could be years until they get to Value Village.

Dr. Edwards asked the consultants to speak about the cost of this project. Ms. Pollock answered that as South County Fire is a

public entity, it is easier to get funding. The consultants could talk to Ecology to see if there is any additional funding available. This funding is only available to public agencies for cleanup projects.

Chief Eastman commented that the fire authorities are still looking to continue down the path to purchase. It is still a good location for their next fire station. When the EIS Phase II report is done, it will go to Chief Eastman then he will forward it to Dr. Edwards and the Commissioners at Verdant. He would like to then do one more phase of investigation to determine once and for all where the source of the contamination is coming from. Right now, if you asked how much it costs for the cleanup, it is seven figures. Part of this high cost is due to not knowing enough information currently.

Ms. Simpson asked if we still need the funding to begin Phase III of the investigation? Mr. Eastman answered that Phase II has to be completed first and will use that information to determine if the Department of Ecology will fund Phase III.

South County Fire Commissioner, Derek Daniels, reiterated that the fire department is still very interested in purchasing the property. Chief Thad Hovis appreciates the partnerships and looks forward to having a fire station at this location which is a convergence of multiple cities.

**Program  
Committee  
Report:**

**Conflicts of  
Interest**                      None.

**Timeline of Spring  
2023 Funding  
Cycle**                      Ms. Silverman walked Commissioners through the scoring timeline of our Spring 2023 funding cycle (E:127:22).

**Spring 2023  
Funding Cycle  
Scoring Rubric**                      Ms. Silverman presented the draft Spring 2023 Funding Cycle Scoring Rubric for Commissioners to review (E:128:22). She explained the weighted percentages of each application question are the same as we have used in the past. On the left-side of the rubric, we show what we would consider a strong proposal and the left side is how the scorer would rate their application based on that criterion.  
***Commissioner Knutsen made a motion to approve the scoring rubric and Spring 2023 scoring timeline as presented, Commissioner Brennan seconded. Motion passed.***

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**Presentation:  
Moss Adams,  
Mathew Stopa**

Ms. Simpson introduced Matt Stopa from Moss Adams to speak about the GASB 87 lease accounting standards (E:129:22). The District is at a point where they need to transition to this new accounting standard to manage their rental income.

Mr. Stopa explained that the 2021 financials will need to be restated to retroactively implement these new lease standards which went into effect June 2021. He showed a graph of how this lease accounting change will affect total assets for 2021. For example, as previously stated, total assets were \$100.5 Million and this income would go up to \$347.4 Million under the new lease accounting standard. With the adoption of the new lease standard, the District will lose roughly \$14 Million in equity on their financial statement.

President Distelhorst asked for clarity on the ~\$250 Million change in the financial statement. Mr. Stopa answered that the goal of GASB is to make it so all leases are a part of the balance sheet. The District has a lease with Swedish going through 2060 and a ground lease for another property going through 2101 which were not previously shown on the financial statement.

Commissioner Wilson pointed out that, in actuality, Verdant does not have \$15 Million in cash as this new financial statement would show, we have \$11 Million.

- Commissioner Knutsen agreed that we want this to be clear to the public that our cash is not increasing by \$4 Million, it is just being restated on the balance sheet.

Ms. Simpson added that there is always the option to transition to cash accounting which would get rid of all these entries related to depreciation and deferred revenue. At the end of the day though, any consumer of our financial statement would ultimately require we adhere to GASB 87 requirements.

**Executive  
Committee Report**

President Distelhorst reported the Executive Committee met on November 9, 2022 date to finalize the agenda for today's meeting. No action was taken at this time.

**Superintendent  
Report**

Dr. Edwards reported in the last month, Verdant hosted two community forums, a grant Q&A session, our quarterly Verdant Partner Roundtable meeting, and our first-ever Community Health Networking Event. At this luncheon, we hosted 42 non-profits and 6 funders at the lunch in hopes of connecting these organizations with each other and to other funding sources.

She thanked Erin Boehm and Leslie Silverman for joining the team to assist with the transition of staff and the new grant cycle implementation.

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She continued, during the month of November, we have been continuing to work with our various properties and expect these large projects to continue into the first part of 2024.

She is bringing COLA increases and salary range adjustments through committees and to the full Board for consideration at the December meeting. Verdant Commissioners and some staff are attending a Public Hospital District in-person retreat in Lynnwood this Saturday to meet with other PHDs and find ways we can work together in the future.

## Finance Report

Ms. Simpson thanked the team for their work with all the additional Board meetings over the past several months. She presented a report showing which line items of our financial statement would change from how we previously reported 2021 figures and how they would be restated under GASB 87 (E:130:22). These restatements are not uncommon.

Ms. Simpson continued in her report, guiding Commissioners through the statement of income report, noting explanations for gains and losses (E:131:22). There were four entities which returned funding from a grant they were unable to spend. She created a new pie chart showing program expenses including programmatic staff salaries within those program expenses.

## Property Updates

Kruger Clinic HVAC Project: Ms. Simpson reported that we did not receive any bids for our HVAC replacement project for Kruger Clinic. She requested feedback from some of the vendors who were anticipating bidding, and we learned we do not have adequate and current mechanical drawings.

Kruger Clinic Refresh: Architects have been working on getting started with their refresh project but have recently found issues such as siding and windows that were not included in the original NBBJ proposal. She would like to have another special meeting to approve the recommendations with current costs and timelines.

- Commissioner Knutsen commented on the gap in income from the sale of Value Village to use that money for the Kruger refresh project. Today we learned it could be years before the ESI study is complete and we finalize the sale of Value Village. If we are hoping to start the Kruger Clinic refresh in the next year, we will not be able to use the funds from the sale of Value Village. She wants to make sure Commissioners are talking about where this money comes from for property needs when we are also trying to save money in the Reserve.
- Dr. Edwards assured Commissioners we are still in the information gathering phase of this Kruger Clinic refresh project and we will bring forward the final

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recommendation of what property decision is urgent and what else is included in the timeline later down the road.

**Authorization of Payments of Vouchers and Payroll**

Authorization for payment of vouchers and payroll: Warrant numbers 15788 through 15843 and references B-C for October 2022 for payment in the amount of \$128,263.47 were presented for approval (E:132:22). ***Motion was made by Commissioner Wilson, seconded by Commissioner Brennan and passed unanimously to approve the warrants.***

**Public Comments**

None.

**Commissioner Comments**

Commissioner Wilson thanked Riene Simpson and Lisa Edwards for managing the ever-changing facility needs and property management for the District.

Commissioner Knutsen thanked the Verdant staff for their work in managing all these projects and the changing needs of the District. She also thanked the Commissioners for their hard work over the past couple of months with all the additional meetings and decision-making for the strategic plan.

**Adjournment**

The meeting was adjourned at 9:45 a.m. by President Distelhorst.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

**BOARD OF COMMISSIONERS**

**Special Meeting – Community Forum**

**Hybrid: In-Person at Verdant Community Wellness Center and via Zoom**

**December 6, 2022**

**12:00 p.m.-1:30 p.m.**

<b>Commissioners Present</b>	Jim Distelhorst, MD, President Karianna Wilson, Commissioner
<b>Staff</b>	Dr. Lisa Edwards, Superintendent Leslie Silverman, Interim Director of Community Impact & Grantmaking Erin Boehm, Interim Grants Manager Nancy Budd, Community Social Worker Kirk Mathis, Digital Marketing & Communications Manager Kaysi Kelly, Executive Assistant/Office Manager Monika Star, Wellness Center Assistant
<b>Guests</b>	Jess Dunning Joy Borkholder Jordan Jessie Comfort Jordan Whitley Don Fornoff
<b>Call to Order</b>	The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 12:00 p.m. by President Distelhorst.
<b>Land and Enslaved People’s Acknowledgement</b>	President Distelhorst read the acknowledgement.
<b>Review Agenda</b>	Dr. Edwards presented the agenda for today’s meeting (E:142:22).
<b>Presentation of 2022 Community Health Needs Assessment</b>	Dr. Edwards provided a summary of findings from Verdant’s Community Health Needs Assessment which surveyed community needs in May 2022 (E: 143:22).
<b>Summary of Verdant Strategic Plan</b>	Ms. Silverman walked attendees through the recent strategic planning process completed by Commissioners and presented the four new strategic priorities for 2023-2024 (E:144:22).
<b>Changes in Grantmaking</b>	Ms. Silverman shared the changes to the grantmaking approach and online application (E:145:22). All the application materials for Verdant grantmaking are posted on Verdant’s website

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**Guidelines & Cycles** (www.verdanthealth.org). The grant application cycle for funding effective 4/1/23 is now closed as of December 2<sup>nd</sup> and the Fall 2023 grant cycle for grants beginning on October 1<sup>st</sup>, 2023 will open on May 1<sup>st</sup>, 2023. She shared that Verdant’s COVID-19 funding will be ending on 12/31/22.

**Public Comments** Don Fornoff, Lynnwood: He asked if there is a Point in Time count for the homeless population coming up and how he can get any information about that. He is hoping to get more information for a hospital district which might serve Shoreline, WA.

- Ms. Nancy Budd answered the Point in Time count is in preparation for 2023 and the committee is planning for it now.
- Dr. Edwards will provide PHPDA’s contact information to Don before he leaves who might have more information about a PHD covering the Shoreline area.

**Commissioner Comments** Commissioner Distelhorst thanked everyone for attending and reminded participants of Verdant’s website at www.verdanthealth.org where we continue to post relevant information for the community.

**Adjournment** The meeting was adjourned at 12:41 p.m. by President Distelhorst.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

**BOARD OF COMMISSIONERS**

**Special Meeting**

**Hybrid: In-Person at Verdant Community Wellness Center and via Zoom**

**December 7, 2022**

**5:00 p.m.-7:00 p.m.**

**Commissioners Present**

Jim Distelhorst, MD, President  
 Carolyn Brennan, Commissioner  
 Deana Knutsen, Commissioner  
 Bob Knowles, Commissioner

**Staff**

Dr. Lisa Edwards, Superintendent  
 Leslie Silverman, Interim Director of Community Impact & Grantmaking  
 Erin Boehm, Interim Grants Manager  
 Nancy Budd, Community Social Worker  
 Riene Simpson, Director of Finance  
 Kaysi Kelly, Executive Assistant/Office Manager

**Guests**

Bradley Berg

**Call to Order**

The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 5:00 p.m. by President Distelhorst.

**Land and Enslaved People’s Acknowledgement**

President Distelhorst read the acknowledgement.

**Avoiding Conflict of Interest and Understanding Bias**

Mr. Brad Berg provided some legal background on the conflicts of interest and how to comply with these standards (E:146:22). He addressed what the state law requires as being the minimum guidance for conflict of interest. The Board can impose its own additional requirements if desired. Mr. Berg provided examples of “remote interest” which allows some exceptions for conflict of interest, so long as certain requirements are met. The Board adopted a Conflict of Interest policy in 2021 which captures all of the requirements Brad has presented today.

Commissioner Brennan clarified that, as a fulltime employee of University of Washington, would she need to simply abstain from any voting or scoring related to a grant or other financial interest of the District related to University of Washington?

- Mr. Berg answered yes, and disclosure is always the first step in identifying a conflict of interest.

Commissioner Brennan also asked if she would have a conflict for an organization in which she volunteers and/or gives her own personal money to support.

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- Mr. Berg answered that no, this would not be a conflict as she is not receiving any financial interest (she is volunteering her time and she is donating her money with nothing in return).

Commissioner Brennan asked if she is a vendor of an organization who is applying for a grant, would this be considered a conflict.

- Mr. Berg answered that if she is receiving payment as a vendor to this organization, there is no conflict as she is acting as a vendor and not a representative of the District.

Dr. Edwards asked if there is any potential conflict related to the District selling the Value Village property to South County Fire, who is also a grant recipient.

- Mr. Berg answered no, these conflict-of-interest rules are imposed for any financial interests the *Commissioners* have, not for a financial interest of the *District*.

**Best Practices and Reviewers Toolbox (including scoring matrix)**

Ms. Silverman spoke about how to recognize bias, how to mitigate it, and how to be aware of your blind spots (E:147:22). She encouraged Commissioners and staff who score grants to recognize their biases that may be lurking in the background and influencing decisions (examples include education, skin color, religion, etc.)

- Commissioner Knutsen commented that having bias isn't necessarily a bad thing and could increase your empathy toward a group. Ms. Silverman replied that yes, this is true, and we are not looking to *eliminate* bias. Rather, our goal is to be aware of how it can influence our thinking and decisions.

Commissioner Knutsen commented that she sometimes struggles with seeing the need of a particular grant applicant's educational program if it does not necessarily align with one of Verdant's priorities, but still the grant applicant has identified it as a specific need of its constituents. She is curious if this would be considered a bias in that she doesn't feel the need to approve a particular grant based on, perhaps, her own lack of understanding of the needs of that community/organization who made the request. There was discussion of how to consider community needs when making funding decisions.

The meeting participants watched a YouTube video about Implicit Bias (5 minutes) and gauged reactions to the video

- Commissioner Brennan responded that she thinks about when bias might come up in her own life and she thinks about any time that her children would be harmed would be a time that she certainly speaks up.
- Commissioner Knutsen responded that it was interesting to see the group in the video respond to the trigger words with

the lowest common denominator. She herself thinks more positively about others so the biases are not as negative as the examples in the video.

- President Distelhorst commented that it is difficult to see what your own implicit biases are because you don't typically broadcast them, or even know they are there.

**Grant Cycle Data and What Next? (Workflow and Timeline)**

Ms. Boehm presented suggestions for the review process (E:148:22). She recommends scoring each application on its own, based on what they submitted for this particular application and not previously known background information. She added that it is important not to discuss applications with each other during the scoring process. Commissioners and staff will not see each other's scores before they submit their own score.

Ms. Boehm provided a brief demonstration of a Fluxx application and where to find helpful resources along the scoring process. The goal is for each application to have at least 3 staff scores and 2 Commissioner scores.

Ms. Silverman reported that there were 45 submitted applications, 8 of which were new applicants.

Commissioner Knutsen mentioned that in the past the commissioners would meet new applicants. Given the number of new applicants in this funding cycle, that may not be feasible to schedule.

**Proposed Review Panel Approaches**

Leslie and Lisa will review *all* applications. All other staff reviewers will split reviewing by priority area. Staff will meet on 12/19 and bring scores together to then assign Commissioners on 12/20 to score applications with a score of 70% or higher.

Dr. Edwards presented three different panel approaches for Commissioners to decide how they would like to proceed with scoring.

1. By Strategic Priority: repurpose committee meetings in January to review applications by priority in a panel discussion.
2. By Committee: each committee is given 15 applications to review across all priority areas.
3. Assigned applications: each application is reviewed by 2 Commissioners (pairs) and each Commissioner will be assigned

Commissioners agreed to score by priority area, using the existing 2022 committees as their scoring panels.

- Commissioner Knowles warns Commissioners about comparing applications in one priority with the other

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applicants in that priority and therefore not reviewing objectively.

- Dr. Edwards recommends extending the January committee meetings to over 1.5 hours each so there is sufficient time for panel discussion.

Ms. Simpson inquired with Ms. Silverman and Ms. Boehm how she should proceed if the applicant’s financial reports do not meet our requirements.

- Commissioner Knowles responded that if applicants have submitted incomplete documentation, even after all the guidance that Verdant staff have provided, then they would be denied and provided reasoning on why they are not advancing to scoring.

Staff will communicate via email on Monday 12/19 when Commissioners are ready to begin scoring their assigned applications.

**Mock Proposal Discussion and Questions**

Mock grant application was not covered in this meeting, example is in PowerPoint presentation for Commissioners (E:149:22, slides 31-32).

**Commissioner Comments**

Commissioner Knutsen thanked staff for their work in preparing this guidance and getting resources ready for Commissioners to use as they score.

Dr. Edwards thanked everyone for their work in preparing this guidance and she is happy we were able to provide so many communications to the public on our new priorities and technical assistance.

**Adjournment**

The meeting was adjourned at 7:02 p.m. by President Distelhorst.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

**BOARD OF COMMISSIONERS**

**Special Meeting**

**Hybrid: In-Person at Verdant Community Wellness Center and via Zoom**

**December 13, 2022**

**5:00 p.m.-6:00 p.m.**

- Commissioners Present** Jim Distelhorst, MD, President  
Karianna Wilson, Commissioner  
Carolyn Brennan, Commissioner  
Deana Knutsen, Commissioner  
Bob Knowles, Commissioner
- Staff** Kaysi Kelly, Executive Assistant/Office Manager
- Guests** Kara Turner, Turner HR Consulting.
- Call to Order** The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 5:05 p.m. by President Distelhorst.
- Land and Enslaved People’s Acknowledgement** President Distelhorst read the acknowledgement. Commissioners discussed possibly editing this statement to be more concise.
- Executive Session** President Distelhorst moved the meeting into executive session at 5:10 p.m. to review the performance of a public employee. Executive session will end at 5:50 p.m. and no action will be taken during this time.  
  
Executive session was extended to 6:09 p.m.
- Open Session** President Distelhorst returned the meeting back to open session at 6:10 p.m. No action was taken.
- Adjournment** The meeting was adjourned at 6:10 p.m. by President Distelhorst.

**ATTEST BY:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



## DISCRETIONARY FUNDING REQUEST

**ORGANIZATION NAME:** South County Fire      **EIN or tax status:** \_\_\_\_\_  
**PROJECT TITLE:** Cold Weather Kits      **REQUEST AMOUNT:** \$5000  
**COMPLETED BY:** Shawneri Guzman      **DATE:** 11/29/2022  
**Point of Contact Email:** sguzman@southsnofire.org      **Phone:** 425-551-1254

### OVERVIEW

#### 1. Project Background and Alignment with Verdant Strategic Priorities

Briefly describe the project’s background and how it aligns with one or more of Verdant’s priority areas.

As the cold winter months take hold, homeless individuals become increasingly vulnerable to health risks such as frostbite, hypothermia, and even death. Emergency responders have a unique opportunity to interface with homeless individuals and provide just in time kits to provide immediate relief. In Snohomish County, causes of homelessness are nuanced and complex, and include community-level determinants such as rising rental costs, lack of affordable housing and social determinants such as opioid addiction, mental health, and domestic violence (Homeless Prevention & Response System Strategic Plan | Snohomish County, WA - Official Website (snohomishcountywa.gov)).

#### 2. Project Scope

Briefly describe the scope of the project for which funds are requested, how the funds will be applied, the population who will benefit, and capacity in place to ensure the successful implementation of the project.

The months between November and March are considered the wettest and coldest months in the Pacific Northwest. In South County there is only one identified cold weather shelter available which opens when temperatures are 34 degrees or lower. And once shelters are open, residents are only permitted indoors at night. Homeless people spend a lot of time outside even if they come inside to shelters, because you generally can’t stay in shelters all day long unless the weathers bad. By providing these care kits we hope to meet the homeless individuals immediate need to not only provide comfort but to reduce the burden on unnecessary hospital emergency rooms visits. Emergency responders will provide the kits to homeless individual that will allow them a dry set of clothes, hand and foot warmers, a blanket and a rain poncho to offset the elements. In the kits will be a card offering services for longer term solutions to their immediate needs.

#### 3. Population Beneficiaries

Briefly describe the population benefiting from the proposed activities or services and estimate the percentage residing in [Verdant Service Area](#). Verdant funding is required to support residents in the Verdant Service Area.

All zip codes within the Verdant Service Area boundaries will be served.

4. Desired Outcomes

Briefly describe realistic outputs and/or outcomes over the proposed performance period.

Distribution of 250-300 kits to partner agencies to distribute among the unhoused/homeless in our community.

5. Key Partners

If the project’s implementation involves other partner agencies, briefly provide the organization name(s) and their role.

South County emergency responders to include South County Fire, Lynnwood Police, Edmonds Police and Mountlake Terrace Police. Kits would also be provided to area social and mental health services personnel working with the homeless.

Performance Period: mm/dd/yyyy - mm/dd/yyyy December 1, 2023 - April 30, 2023

6. Project Budget

	<u>Cash</u>	<u>In-Kind</u>
Partner contributions (in-kind and/or cash):	\$ _____	<u>5500</u>
Applicant organization contributions (in-kind and/or cash)	\$ _____	_____
<b>Verdant Funds Requested:</b>	<b>\$ <u>5000</u></b>	_____
Total Project Cost:	\$ <u>10,500</u>	

7. ADDITIONAL COMMENTS

In kind contributions include staff support of the program, vehicle use and maintenance, IT support, printing, training, and so forth.

FOR VERDANT HEALTH COMMISSION:

## APPROVAL AND AUTHORITY TO PROCEED

We approve the request as described above.

Approved By	Date
Approved By	Date



## DISCRETIONARY FUNDING REQUEST

**ORGANIZATION NAME:**

South Snohomish County Emergency Cold Weather Shelter  
Fiscal Agent - Trinity Lutheran Church and Schools (TLCS)

**EIN or tax status:** 910715537

**PROJECT TITLE:** Cold Weather Shelter services

**REQUEST AMOUNT:** \$5,000,00

**COMPLETED BY:** Sue Waldin & Lisa Utter

**DATE:** 12/15/2022

**Point of Contact Email:**

[suewaldin703@gmail.com](mailto:suewaldin703@gmail.com)  
[eldt61@yahoo.com](mailto:eldt61@yahoo.com)

Phone: 703-946-6635  
Phone: 425-778-0182

### OVERVIEW

#### 1. Project Background and Alignment with Verdant Strategic Priorities

Briefly describe the project's background and how it aligns with one or more of Verdant's priority areas.

The South Snohomish County Emergency Cold Weather Shelter (CWS) has been operating since 2008 to provide a safe space to those without housing on cold winter nights. Services include transportation to and from the shelter, a warm bed, dinner, breakfast and a welcoming environment.

The CWS supports the health and safety of unsheltered individuals residing in Verdant's service area. Paid overnight staff currently oversee strict COVID procedures including masking, distancing and referral to a shelter physician when needed. Staff also provide behavioral health support to shelter guests thru active listening and referral to community resources like the hygiene center, 2-1-1 Community Resource Advocate, medical, dental and behavioral health clinics/programs in South Snohomish County.

#### 2. Project Scope

Briefly describe the scope of the project for which funds are requested, how the funds will be applied, the population who will benefit, and capacity in place to ensure the successful implementation of the project.

The Shelter is open from November 1<sup>st</sup> until March 31<sup>st</sup> when the temperatures will be 34 degrees or colder during the night. Through a combination of paid overnight staff, a COVID cleaning service and teams of volunteers, the CWS provides critical emergency shelter to our most vulnerable community members experiencing homelessness.

This shelter season started with colder than usual weather and the CWS has been open 16 nights as of Dec 14. With these numbers, we are projecting that the shelter will be open 35-40 nights or more in the 2022-23 shelter season and will require more funding than in years past.

Funds requested from Verdant will be directed in the following ways:

**Shelter Support for Overnight Stays during cold weather**

- 2 Overnight Staff per shelter night (\$200 stipend per staff = \$400/shelter night)
- COVID Cleaning after each shelter night at \$150.00 per cleaning service
- Laundering guest blankets after each shelter night (~ \$75 per laundering)

The shelter has successfully run for over 15 years with support from community donations and small grants. The capacity to implement this project has been demonstrated through a longstanding collaboration of the CWS Board, Maple Park Lutheran Church (the host of the shelter), Trinity Lutheran Church and Schools (the fiscal agent), the city of Lynnwood and local police and fire who have a commitment to see that this critical program is offered to the unsheltered in the South Snohomish County community. County Government has also joined efforts with CWS to make sure that these services continue to be available in South Snohomish County.

**3. Population Beneficiaries**

Briefly describe the population benefiting from the proposed activities or services and estimate the percentage residing in [Verdant Service Area](#). Verdant funding is required to support residents in the Verdant Service Area.

The majority of shelter guests are male, although we accept women and families if we are unable to divert them to more appropriate services. This year we have served one woman with two children coming out of a DV situation. We do not ask individuals for their ages, but have people ranging from their young 20's to the occasional individual in their late 70's or 80's. Most of our guests grew up in the area and consider south Snohomish County their home. The guests are generally familiar with local services and frequent Neighbors in Need Program at Trinity Lutheran Church, The Hygiene Center, and the various community dinners in the area.

We regularly get calls from health & social service agencies, police in Edmonds and Lynnwood, and South County Fire looking for shelter for individuals they are serving in the PHD#2 area.

The majority of guests who use the shelter (we estimate ~80%) are experiencing homelessness and are staying in the greater Lynnwood area where there are more services and are therefore part of Verdant's service area.

**4. Desired Outcomes**

Briefly describe realistic outputs and/or outcomes over the proposed performance period.

Our goal is to provide a free, warm, safe space for individuals who are experiencing homelessness in South Snohomish County during periods of emergency cold weather\*.

- As of 12/14/22, the CWS has been open 16 nights providing 190 bed nights.
- Looking at future forecasts, we predict that we will be open 35-40 nights across the 2022-23 season (11/1/22 – 3/31/23).

\* Last season (11/2021 - 3/2022) we were open 30 nights and provided 312 bed nights.

### 5. Key Partners

If the project's implementation involves other partner agencies, briefly provide the organization name(s) and their role.

Trinity Lutheran Church and Schools is the cold weather shelter's fiscal agent, and the initiator of the shelter service in 2008. They supply our insurance, use of a van to transport individuals to and from the shelter as well as bookkeeping and financial services.

We have teams that provide food and volunteer labor from the following organizations - Edmonds Neighborhood Action Committee (ENAC), St Thomas More Catholic Church, Holy Rosary Catholic Church, St Elizabeth Anne Seton Catholic Church, Edmonds Unitarian Universalist Congregation, Trinity Lutheran Church, St Albans Episcopal Church as well as free-agent community volunteers.

Snohomish County Human Services provides logistical support and advice, supplies such as Narcan, Air filtration machines, N-95 masks and limited grant funds to support facility rent and overnight staffing.

### Performance Period: 11/1/2022 - 3/31/2023

### 6. Project Budget (please see 2021-22 budget below for reference)

<b>2022-23 Season</b>	<u>Cash</u>	<u>In-Kind</u>
Partner contributions (in-kind and/or cash):		
Applicant organization contributions (in-kind and/or cash)	\$9,000	
Facility Rental	\$5,000	
<b>Verdant Funds Requested:</b>	<b>\$5,000</b>	
<ul style="list-style-type: none"> <li>• 2 overnight staff for 8 nights @ \$400/shelter night</li> <li>• COVID Cleaning for 8 shelter nights @ \$150/shelter night</li> <li>• Sanitizing shelter blankets @ \$75 per laundering</li> </ul>	3200 1200 600	

Cold Weather Shelter budget from the 2021-2022 season  
(Open 30 nights providing 312 total bed nights of shelter)

Sno County Human Services Grant	\$4,800 for facility rental and staffing
COVID Cleaning services	\$4,500 (150 per night x 30 nights)
Facility Rent	\$3,000
Overnight staffing	\$12,000 (\$400 per night x 30 nights)
Staff Training	\$ 525
Sanitizing washing blankets	\$ 450
Supplies (gas,cleaning & paper products, milk, water)	\$2,400
In Kind	
volunteers -16.5 hrs/night @ \$15/hr	\$7,425
food (dinner & breakfast) @ \$10/night	\$3,120
<b>Total Shelter Budget (2021-22)</b>	<b>\$38,220</b>

7. ADDITIONAL COMMENTS

Support from Verdant would be greatly appreciated to continue to offer a healthy and safe space to those who are unsheltered during cold weather. This is especially critical to protect this highly vulnerable population from illness given the rising cases of flu, RSV and COVID in the community.

FOR VERDANT HEALTH COMMISSION:

APPROVAL AND AUTHORITY TO PROCEED

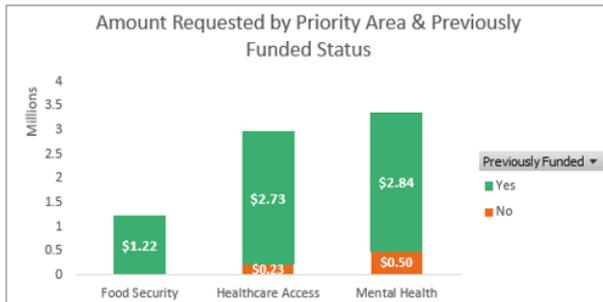
We approve the request as described above.

<b>Approved By</b>	<b>Date</b>
<b>Approved By</b>	<b>Date</b>

- I. **Modifications to Contracts-for Review** – None.
- II. **Expiring Contracts** – None.
- III. **Superintendent’s Discretionary Requests** – Approved via Consent Agenda.
- IV. **Information:**
  - Spring 2023 Grant Cycle Submissions At-a-Glance

## Applications At-a-Glance

Primary Priority Area	Applications	New Applicant	Amount Requested	% of Overall Amount Requested
Food Security	8	0	\$ 1,224,115	16%
Healthcare Access	17	2	\$ 2,958,733	39%
Mental Health	20	6	\$ 3,337,403	44%
<b>Grand Total</b>	<b>45</b>	<b>8</b>	<b>\$ 7,520,251</b>	



- Review of Spring 2023 Grant Cycle Timetable

## Timeline

	Start	End
GM: Assign Commissioners	12/20/22	12/20/22
<b>Commissioner Scoring</b>	12/20/22	01/16/23
Program Committee Meeting (4-5 pm)	01/17/23	01/17/23
Finance Committee (4-5 pm)	01/18/23	01/18/23
Executive Committee (12-1pm)	01/19/23	01/19/23
Funding Decisions: Board Meeting (5-8 pm)	01/31/23	01/31/23
Communication to all applicants	01/31/23	01/31/23





## **2023 Officers & Committee Nominations**

- President – X
- Secretary – X
- Executive Committee – X (Chair), X
- Finance Committee – X (Chair), X
- Program Committee – X (Chair), X
- Strategic Collaboration Committee – X (Chair), X



## Proposed 2023 Meeting Calendar (BOARD ONLY)

	<u>Date/Time</u>	<u>Commissioners</u>
<b><u>January 2023</u></b>		
<b>Commissioner Scoring</b>	<b>Spring 2023 Grants 12/20/22 -1/17/23</b>	
Board Meeting	Wednesday, 1/25/23, 8:00-10:00 AM	All
Special Board Meeting (Grant awards)	Tuesday, 1/30/23, 5:00-8:00 PM*	All
<b><u>February 2023</u></b>		
Special Board Meeting Plan for building reserves	Thursday, 2/9/23 5:00 – 7:00 PM*	All
Board Meeting	Wednesday, 2/22/23, 8:00-10:00 AM	All
<b><u>March 2023</u></b>		
Board Meeting*	Wednesday, 3/22/23, 5:00 to 7:30PM*	All
<b><u>April 2023</u></b>		
Board Meeting	Wednesday, 4/26/23, 8:00-10:30 AM	All
	<b>Finance Special Topic: Investment Portfolio Performance, and Benefits Renewal</b>	
<b><u>May 2023</u></b>		
Board Meeting	Wednesday, 5/24/23, 8:00-10:00 AM	All
<b><u>June 2023</u></b>		
<b>Commissioner Scoring</b>	<b>Fall 2023 Grants 6/12/23 -6/19/23</b>	
Board Meeting	Wednesday, 6/28/23, 5:00-7:30 PM*	All

Note: \* Indicates an evening meeting and dinner with Verdant team before the meeting  
 Regular Board meetings are typically scheduled for the 4<sup>th</sup> Wednesday of the month or around holidays.  
 All meetings will be delivered in a hybrid format.

**July 2023**

Board Meeting\*                      Wednesday, 7/26/23, 8:00- 10:30 AM                      All

**August 2023**

Annual Board Retreat                      Tuesday, August 1<sup>st</sup>, 5 to 9 PM  
(Option #1)                      Thursday, August 3<sup>rd</sup>, 5 to 9 PM                      All

Board Meeting                      Wednesday, 8/30/2023 at 8:00-10:00am                      All

**September 2023**

Board Meeting                      Wednesday, 9/27/23, 8:00-10:00 AM                      All

Annual Board Retreat                      Thursday, September 7<sup>th</sup> 5 to 9 PM  
(Option #2)                      Saturday, September 9<sup>th</sup> 8:30 AM to 12:30 PM                      All  
Saturday, 9/30/23, 8:00 -10:30 AM (original)

**October 2023**

2023 Budget Meeting                      Thursday, 10/19/23, 6:00-8:00 PM\*                      All

Board Meeting                      Wednesday, 10/25/23, 5- 7 PM\*                      All

**November 2023**

Board Meeting                      Wednesday, 11/15/23, 8:00-10:00am                      All

**December 2023**

Board Meeting                      Wednesday, 12/20/23, 8:00-10:00 AM                      All

Note: \* Indicates an evening meeting and dinner with Verdant team before the meeting  
Regular Board meetings are typically scheduled for the 4<sup>th</sup> Wednesday of the month or around holidays.  
All meetings will be delivered in a hybrid format.

PUBLIC HOSPITAL DISTRICT NO. 2  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 2022-14

A resolution of the Commission of Public Hospital District No. 2, Snohomish County, Washington (the "District"), fixing the compensation of the superintendent of the District.

WHEREAS, pursuant to RCW 70.44.070 and Resolution No. 2022-01 of the Commission, which was adopted January 26, 2022, the Commission fixed the compensation of Superintendent Lisa Edwards at an annual salary level of \$183,750; and

WHEREAS, the Commission has reviewed the Superintendent's performance and evaluated the extent to which she has met her goals; and

WHEREAS, the Commission wishes to recognize the Superintendent's performance by increasing her compensation; NOW, THEREFORE,

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

Section 1. After due consideration, and being fully advised, the Commission hereby fixes the Superintendent's annual compensation at an annual salary level of \$194,775, effective as of January 01, 2023. In addition, the Commission hereby increases the Superintendent's annual vacation days to 20 days.

Section 2. The President of the Commission of the District is authorized and directed to do, or cause to be done, all things reasonable and necessary in order to fully and timely carry out the terms of this resolution.

ADOPTED AND APPROVED by the Commission of Public Hospital District No. 2, Snohomish County, Washington, at a regular open public meeting thereof, held this 21<sup>st</sup> day of December, 2022, the following commissioners being present and voting in favor of this resolution.

\_\_\_\_\_  
President and Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Secretary and Commissioner

I, Karianna Wilson, Secretary of the Commission of Public Hospital District No. 2, Snohomish County, Washington, certify that the attached copy of Resolution 2022-14 of the District is a true and correct copy of the original resolution adopted on December 21, 2022, as that resolution appears on the Minute Book of the District.

DATED this 21<sup>st</sup> day of December, 2022.

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Secretary of the Commission

**Balance Sheet**  
As of December 31, 2021 and November 30, 2022

	Dec 31, 2021	November 30, 2022	\$ Change	Comments:
<b>ASSETS</b>				
<b>Current Assets</b>				
1 Cash Balance	3,206,323	4,345,935	1,139,612	
2 Accounts Receivable	(58,972)	4,094	63,066	
3 <b>Other Current Assets</b>	-	-	-	
4 Paychex Tax Clearing		(161)		
5 Investments	55,369,936	54,010,657	(1,359,280)	Payden and Rygel/US Bank Custodial-YTD unrealized loss on portfolio (\$1.678MM). Realized loss (\$59k)
6 Prepaid Expenses & Others	66,516	67,760	1,244	Prepaid Insurances, Other Prepaid Expenses
7 M&O Tax Levy Receivable	35,795	(67,088)	(102,883)	11 months x \$207k less payments received to date
8 <b>Subtotal Other Current Assets</b>	<u>55,472,247</u>	<u>54,011,168</u>	<u>(1,461,079)</u>	
9 <b>Total Current Assets</b>	<b>58,619,598</b>	<b>58,361,197</b>	<b>(258,402)</b>	
10 <b>Fixed Assets-Net of Depreciation</b>	<b>22,612,579</b>	<b>21,843,956</b>	<b>(768,622)</b>	Hosp, Kruger, VCWC, VV, Pavilion FA; Additions 2022: Roofing \$310k and Ductwork Replacement \$80k for Kruger in FA at 9/30/22
11 <b>Other Assets</b>	<b>19,234,604</b>	<b>19,121,004</b>	<b>(113,600)</b>	Deferred Rent-Pavillion, Hospital, Clinic & TI Allowances, pending adjustments to new lease standard
<b>Total Assets</b>	<b><u>100,466,781</u></b>	<b><u>99,326,157</u></b>	<b><u>(1,140,624)</u></b>	
<b>LIABILITIES &amp; NET POSITION</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
12 Accounts Payable	234,537	46,242	(188,295)	11/30/22 Accounts Payable \$25k; Unclaimed Property \$21k.
13 Credit Cards	(674)	(561)	112	
14 <b>Other Current Liabilities</b>	-	-	-	
14 Tenant Prepaid Rents	904,910	955,463	50,553	Swedish Hospital and Clinics Dec rents paid at month end November
15 Other Payables & Accruals	164,359	194,828	30,469	Business Taxes, Accrued Operating Expenses, Tenant Security Deposits
16 Accrued Salary & Benefits	30,221	30,057	(164)	13 business days in accrual at 11/30/2022
17 Estimated Self-Insured Reserve	126,084	125,269	(815)	Contingency reserve for self funded L&I set at \$125k. Only 2 active claims remain open. Includes Pension Actuarial Adjustments and Active Claims paid
18 <b>Subtotal Other Current Liabilities</b>	<u>1,225,574</u>	<u>1,305,616</u>	<u>80,042</u>	
19 <b>Total Liabilities</b>	<b>1,459,437</b>	<b>1,351,296</b>	<b>(108,141)</b>	
20 <b>Equity</b>	<b>99,007,344</b>	<b>97,974,861</b>	<b>(1,032,484)</b>	Change = CY22 YTD Net Income (Loss) through 11/30/22 (\$1,032,483)
<b>Total Liabilities and Equity</b>	<b><u>100,466,781</u></b>	<b><u>99,326,157</u></b>	<b><u>(1,140,625)</u></b>	

**Statement of Income-Actual**  
**Months Ending Oct 31, and Nov 30, 2022**

	Month of Oct 2022	Month of Nov 2022	Month Change Inc/(dec)	Comments:
<b>1 Operating Revenue</b>				
2 Lease Revenues (Base, CAM, Taxes)	998,223	999,403	1,179	Hospital 3% rent increased 9/1/22
3 Deferred Rent Adjustments	(3,684)	(3,684)		
Class Registration & Other	-	-		
4 Grant Repayments	184,274	12,913	(171,362)	Grant Repayment November-Community Foundation of Snohomish County
<b>5 Total Operating Revenue</b>	<b>1,178,814</b>	<b>1,008,631</b>	<b>(170,183)</b>	
<b>6 Program Funding and Operating Expenses</b>				
<b>7 Programs</b>				
<b>8 Total Program Funding</b>	<b>898,697</b>	<b>824,963</b>	<b>(73,734)</b>	Includes All Program Payments, External; Multiyear, BHC, Covid, VOA, CHART, SD, and Internal Program Expenses.
<b>9 Operating Expenses</b>				
10 Salaries, Benefits & Contracted Staff	99,059	95,771	(3,288)	Contracted staff for grants included here
11 Professional Development/Planning	73	-	(73)	
12 Professional Services	58,069	79,480	21,412	Nov Property Mgmt JPC Oct & Nov fees, \$16k HR Fees \$5k IT support \$6k, Accounting \$22k includes Moss Adams invoice for the Lease Standard implementation support and prior mo missed invoice for Robert Half
13 Purchased Services	23,029	49,332	26,304	
14 Supplies, Postage & Other	10,779	4,512	(6,267)	
15 Repairs, Maintenance & Insurance	15,285	24,171	8,886	November includes a \$13k Fischer Restoration invoice for 2019 water repair damage
16 Utilities	15,724	18,789	3,065	
17 Business Taxes	17,087	11,218	(5,870)	Expense Increase due to adjustment to leasehold taxes reported and paid--tax must be calculated on CAM charges not just base rents
18 Marketing	1,061	25,525	24,465	
19 Depreciation	104,567	103,523	(1,044)	
20 Amortization	2,311	6,146	3,834	October reflected ( ) adjustment. Over amortized for Swedish Children's Clinic--fully amortized in June 2022.
<b>21 Total Operating Expenses</b>	<b>347,043</b>	<b>418,467</b>	<b>71,423</b>	
<b>22 Total Program and Operating Expenses</b>	<b>1,245,740</b>	<b>1,243,430</b>	<b>(2,311)</b>	
<b>23 Net Operating Income (Loss)</b>	<b>(66,927)</b>	<b>(234,799)</b>	<b>(167,872)</b>	<b>Net Operating (Loss)</b> Month of November (\$234,799)
<b>24 Other Income (Expense)</b>				
Interest expense	(34)	-		
<b>25 Self Funded L&amp;I Expenses</b>				
26 Stevens Hosp Self Funded L&I Expenses	(6,031)	(669)	5,362	Claim expenses paid.
<b>27 Levy and Other Non Operating Income</b>				
28 Other Income	-	-	-	
29 Levy Income	207,028	207,003	(25)	
<b>30 Net Income (Loss) after Levy Income</b>	<b>134,037</b>	<b>(28,465)</b>	<b>(162,535)</b>	<b>Net Income after Levy \$134,037</b>
31 Investment Income-Net of Unrealized Gains (Losses)	(46,674)	325,351	372,025	November Month: Interest Income \$32, Interest Income \$49k, Unrealized gain \$279k
<b>32 Net Income (Loss)</b>	<b>87,363</b>	<b>296,887</b>	<b>209,490</b>	<b>Net Income</b> Month of November \$296,887

Statement of Income-Actual v Budget  
Month and YTD Ending November 30, 2022

	Month of Nov 22 Actual	Month of Nov 22 Budget	Month Fav (Unfav) Variance		YTD Nov 22 Actual	YTD Nov 22 Budget	YTD Fav (Unfav) Variance		22 Full Year Budget	% of Budget incurred	\$ Budget Remaining Nov- Dec 22	12/31/22 Forecast	Fav (Unfav) Variance
1 Income													
2 Operating Revenue-Net of Deferred Rent Adjustments	1,008,631	967,611	41,020	F	11,116,995	10,643,717	473,278	F	11,611,328	95.7%		12,109,029	497,701
3 Expenses													
4 Program Expenses-All Categories	824,963	871,595	46,633	F	8,952,839	9,587,550	634,711	F	10,459,145	85.6%	1,506,306	9,674,234	784,911
5 Operating Expenses	308,798	211,104	(97,694)	U	2,818,872	2,322,301	(496,571)	U	2,533,405	111.3%	(285,467)	3,075,133	(541,728)
6 Depreciation & Amortization	109,669	120,098	10,429	F	1,254,562	1,321,073	66,511	F	1,441,171	87.1%	186,609	1,364,231	76,940
7 Total Expenses	1,243,430	1,202,798	(40,632)	U	13,026,274	13,230,924	204,651	F	14,433,721	90.2%	1,407,447	14,113,598	320,123
8 Operating Income (Loss)	(234,799)	(235,187)	388	F	(1,909,279)	(2,587,207)	677,928	F	(2,822,393)			(2,004,569)	817,824
9 Other Income (Expense)													
Misc	-												
10 Self Funded L&I Expenses	(669)		(669)	U	(49,443)		(49,443)	U	-			(59,443)	(59,443)
11 Levy and Other Non Operating Income													
Misc Income		417	(417)	U	7,982	4,583	3,399	F	5,000			7,982	2,982
13 Levy Income	207,002	210,000	(2,998)	U	2,277,536	2,310,000	(32,464)	U	2,520,000			2,484,536	(35,464)
14 Net Income (Loss) After Levy Income	(28,466)	(24,770)	(3,696)	U	326,796	(272,624)	599,420		(297,393)			428,505	725,898
15 Investment Income-Net of Unrealized Gains (Losses)	325,351	25,000	300,351	F	(1,359,280)	275,000	(1,634,280)	U	300,000			(1,359,280)	(1,659,280)
16 Net Income (Loss)	296,886	230	296,656	F	(1,032,484)	2,376	(1,034,860)	U	2,607			(930,774)	(933,381)

Revenues:

**Rental Income**-September Hospital Lease revenue increase 3% or \$25k. Revenue is trending ahead of budget primarily due to CAM revenue updates and 2021 grant repayments totaling \$258k. Kruger Tenant CAM adjustments of \$54k for 2021 expenses were billed in June 2022-\$54K. 2022 Catch up CAM's in the amount of ~\$130k were billed in July, both increase top line revenue and offset the property operating expenses paid by Verdant. Two suites are still vacant. This reduces the amount of base rent and CAM that can be recovered from tenants. (Est is \$100K rent and \$65K in CAM for 2022). Estimates for minor refresh to better market suites is pending and has been assumed by new property managers. (#110; 2025 SF & 270; 1945 SF). Unbudgeted Value Village ground space lease began at June 1, \$2k per month and has been renewed month to month for 2023.  
**Grant Repayments 2022**-\$258K; VOA \$39k; University of WA \$22k, Edmonds School District \$184k, Community Foundation of Snohomish County \$12,500  
**Investment Income-Month of November**-Interest income \$49k; Realized Loss (\$2k); Unrealized Gain (\$278k)  
**Investment Income-Year to Date** -Interest income \$429k; Realized Loss (\$111k); Unrealized Loss\* (\$1.67MM) \*Market adjustments are not budgeted

Expenses:

Program Funding/Expenses-

**External Programs YTD-Community Grants** \$8.079MM of \$9MM budgeted, 90% of full year, **BHC** \$108k of \$418k budgeted, 27% of full year budget, no additional spending planned in this category. **Covid** \$382k of \$500k or 76% of full year budget-All Covid awards for 2022 have been paid. **CHART** is on a 10/1-9/30 program year. 2022 Verdant funding reflects the second payment of 2021/2022 Award and the first half of the newly awarded 2022/2023 Award. **VOA 211\*** \$87k of \$110k budgeted,\*VOA includes 211 program of \$70k and Training/Coaching Facilitation of \$16.5k covered by the VOA underspend from 2021 (see revenue line). **Superintendent Discretionary** \$67K of \$100k budgeted or 67%.

**Internal programs**; \$117k spent at 11/30/22 of \$230k budgeted for the year. 51% of full year budget incurred. No Conferences held \$29k, Underbudgeted spending in each of the three categories Nutrition programming, Multicultural and Behavioral Health.

Operating Expenses-

Negative budget variance continues and operating expenses are expected to close the year over budget. This is due to multiple categories but primarily overages in repairs and maintenance\*, security services (Kruger Clinic) and professional services including accounting support, legal, property management, project management, and appraisal costs not previously budgeted. Security was budgeted at only \$10k for 2022, at November 30th the actual expense is \$233k. Although unbudgeted, security costs are a billable CAM expense and offset by CAM revenue as billed to tenants. Property management fees were under budgeted by approximately 50%, the fees are not in excess of the agreed amount, the 2022 budget was underestimated. Additional legal and consulting fees related to the Hospital incurred to date: ~\$20k

Helping to mitigate operating expense variances are: interest income > budget, 2021 grant award repayments of \$258k Underbudget spending in programs.

\*The large ductwork replacement of \$80K and roof replacement \$310K are capital expenditures and do not flow through the P&L as repairs and maintenance when incurred. These are capital expenditures and will be depreciated annually over their useful life

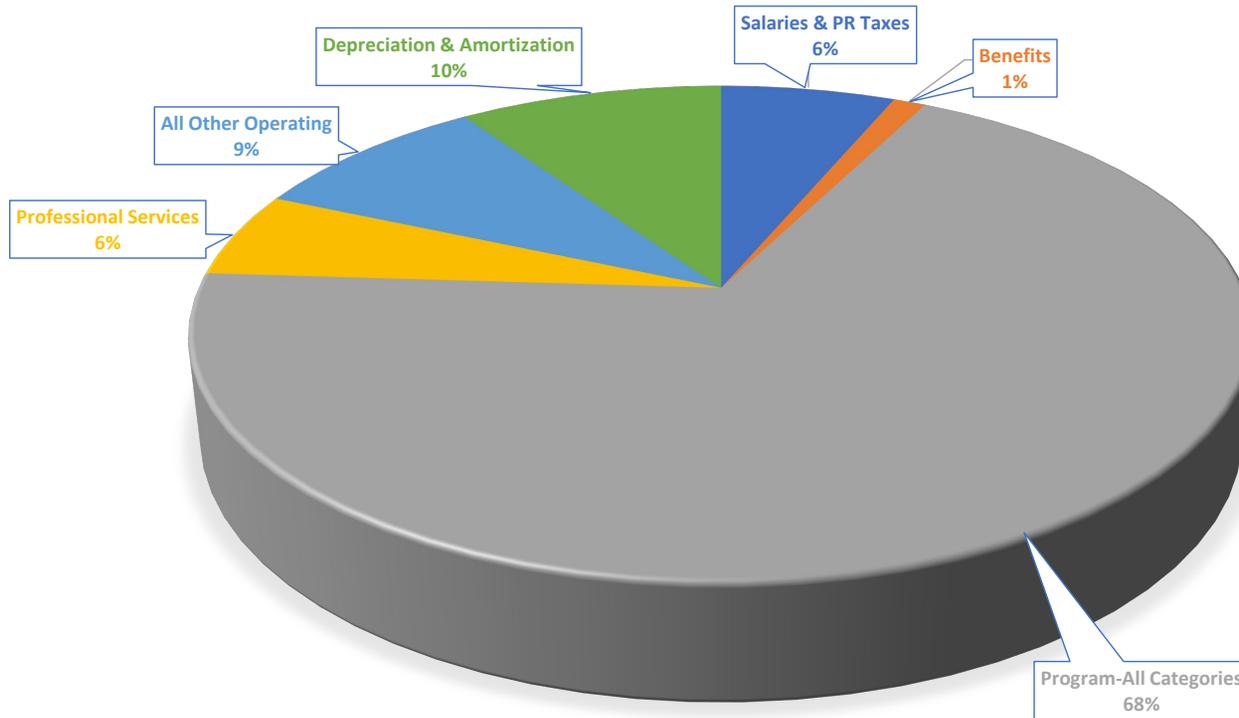
PROGRAM SPENDING ACTUAL V. FULL YEAR BUDGET

	Jan - November 2022 Actual	% of Budget Incurred	Full Year 2022 Budget	Remaining 2022 Budget at 11/30/2022	Notes
<b>Programmatic Work</b>					
<b>6000 · External Programs</b>					
6011 · Community	8,079,101.33	89.77%	9,000,000.00	920,898.67	1
6012 · Building Healthy Communities	107,750.00	25.79%	417,750.00	310,000.00	2
6013 · Covid	381,805.42	76.36%	500,000.00	118,194.58	3
6014 · CHART	111,987.27	110.55%	101,300.00	-10,687.27	
6015 · VOA 211	87,439.99	79.49%	110,000.00	22,560.01	4
<b>Total 6000 · External Programs</b>	<b>8,768,084.01</b>	<b>86.56%</b>	<b>10,129,050.00</b>	<b>1,360,965.99</b>	
<b>6050 · Programs - Internal</b>					
6051 · Conference & Forums	0.00	0.00%	29,000.00	29,000.00	5
6053 · Nutrition & Physical Activity	53,974.21	56.02%	96,350.00	42,375.79	
6055 · Multicultural Health Programs	28,153.69	63.40%	44,405.00	16,251.31	
6056 · Behav Health & Social Work	35,739.57	61.26%	58,340.00	22,600.43	
6057 · Health Screening & Education	0.00	0.00%	2,000.00	2,000.00	6
<b>Total 6050 · Programs - Internal</b>	<b>117,867.47</b>	<b>51.23%</b>	<b>230,095.00</b>	<b>112,227.53</b>	
<b>6090 · Superintendent Discretionary</b>	<b>66,887.50</b>	<b>66.89%</b>	<b>100,000.00</b>	<b>33,112.50</b>	7
<b>Total Programmatic Work</b>	<b>8,952,838.98</b>	<b>85.60%</b>	<b>10,459,145.00</b>	<b>1,506,306.02</b>	

Notes:

- 1 Community Grants 1 final payment cycle at 12/15/22
- 2 There are no further expenditures planned for BHC budget line
- 3 All committed COVID awards have been paid as of this report
- 4 VOA 211 program is on budget, the expense includes the VOA 211 program and additional payments made for partner training of \$16,500. These training costs are being offset by the 2021 VOA grant refund reflected in revenue
- 5 No conferences are planned under this budget line for 2022
- 6 No health screenings are planned under this budget line for 2023
- 7 Superintendent Discretionary-Pending any payments in December 2022

**PUBLIC HOSPITAL DISTRICT #2 OF SNOHOMISH COUNTY OPEX BY CATEGORY VIEW 1-11.30.22**



**View 1 Categorized by expense types as requested by Commissioners, expressed as a total of all expenses**

**Professional Services** include-Legal, Accounting and Audit, Investment Management, HR Services, IT Services, Property Management & Real Estate Appraisals  
Special Consulting-Thomas (Hospital), Strategic Planning, DEI)

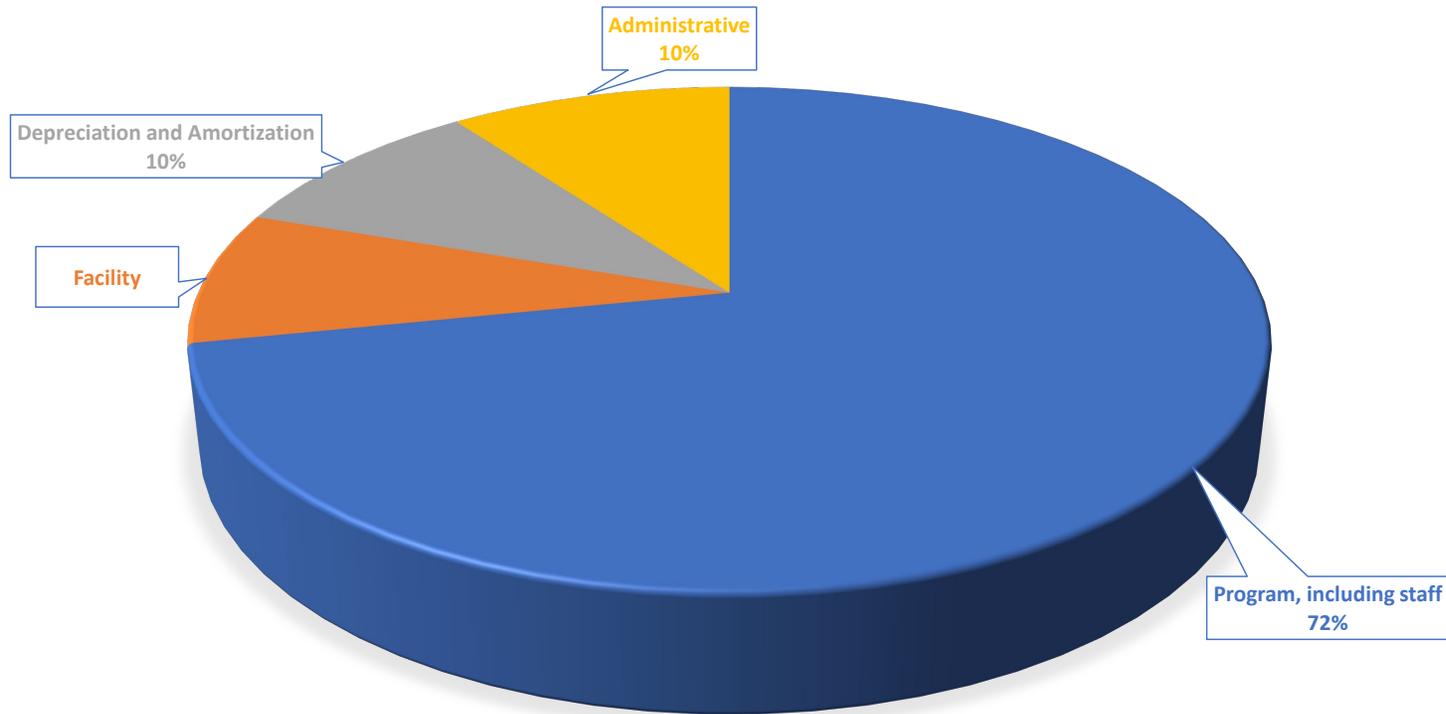
**All other Operating expenses include-Repairs and all property related maintenance expenses, utilities, insurances, business taxes, supplies,**  
marketing, self insured L&I and other administrative costs.

**Salaries and Payroll Taxes, Personnel Benefits**-self explanatory

**Depreciation and Amortization** on all Verdant owned properties

*Prior to March 2022 all other operating expenses were excluded from this analysis; These expenses are now included.  
At October 2022 added depreciation and amortization expense to analysis*

PUBLIC HOSPITAL DISTRICT #2 OF SNOHOMISH COUNTY OPEX BY CATEGORY VIEW 2 11.30.22



View 2-Categorized by Program, Property and Administrative, expressed as total of all expenses

**Facility Expenses:** Utilities, Repairs, Maintenance, Insurance, Taxes, Property Management and Real Estate related costs, allocation of legal and certain other professional fees related to properties

**Depreciation and Amortization:** On all Verdant owned properties

**Program Costs:** All grants and internal program costs plus Salaries and Benefits for direct program staff 4.75 FTE

**Administrative Costs:** Remaining staff salaries and benefits; supplies, marketing, legal, investment services, accounting and other professional services, self insured L&I costs

Public Hospital District #2, Snohomish County dba  
Verdant Health Commission

**Warrants Month of November 2022**

Type	Date	Num	Name	Amount	Memo
<b>Warrants:</b>					
<b>1002 - Wells Warrant Acct *2717</b>					
ACH	11/08/2022	ACH	Regence Blueshield	6,479.68	A November health insurance-withdrawn from Warrant Acct
Bill Pmt -Check	11/03/2022	15844	Arlen Rose Frazier	2,240.00	A 8 wk support group 9/8-10/27/22 Bldg relationships
Bill Pmt -Check	11/03/2022	15845	Dynamic Computing, Inc.	5,902.95	A Sept 22 IT service
Bill Pmt -Check	11/03/2022	15846	G - City of Lynnwood	33,220.00	A 3rd grade swim vouchers from Mar to date
Bill Pmt -Check	11/03/2022	15847	G - The Hand Up Project	16,034.00	A Respite Program (add 2 add'l rooms)
Bill Pmt -Check	11/03/2022	15848	Grantbook	6,000.00	A One time support for Fluxx Support
Bill Pmt -Check	11/03/2022	15849	Robert Half		A VOID:
Bill Pmt -Check	11/03/2022	15849x	Robert Half	10,669.75	A wk end 10/07-10/21/2022
Bill Pmt -Check	11/09/2022	15851	Aukema & Associates	181.25	A Set up new users on web site - annual license for Ajax
Bill Pmt -Check	11/09/2022	15852	Cerilion N4 Partners LLC	4,000.00	A PR consultant retainer
Bill Pmt -Check	11/09/2022	15853	Christine Goff		A VOID: Cooking Demo 10/26/2022
Bill Pmt -Check	11/09/2022	15854	Daniella Valeska Ochoa	250.00	A Food and vegetable voucher for Oct 22
Bill Pmt -Check	11/09/2022	15855	ELTEC Systems, LLC		A VOID:
Bill Pmt -Check	11/09/2022	15856	Parent Map	767.00	A Adverts for internal programs
Bill Pmt -Check	11/09/2022	15857	Payden & Rygel	8,955.00	A Oct 2022 monthly fee
Bill Pmt -Check	11/09/2022	15858	Rachel Bergman	577.50	A Copywriting
Bill Pmt -Check	11/09/2022	15859	Robert Half	2,632.00	A wk ending 10/28/2022
Bill Pmt -Check	11/09/2022	15860	Safeway	3,300.00	A Sept and Oct food vouchers
Bill Pmt -Check	11/09/2022	15861	Sistema Escolar USA	2,600.00	A Parent Summit presenter for 2022
Bill Pmt -Check	11/09/2022	15862	Turner HR Services, Inc.	5,311.11	A HR service since Mar 2022
Bill Pmt -Check	11/09/2022	15863	Wells Fargo	579.01	A Admin Setp/Oct 2022 CC statement
Bill Pmt -Check	11/09/2022	15864	ELTEC Systems, LLC	17.59	A Adjustment to rate increase
Bill Pmt -Check	11/10/2022	15865	Christine Goff	400.45	A Cooking Demo 10/26/2022
Bill Pmt -Check	11/10/2022	15866	The Extra Step, LLC	52,575.00	A 6 month CHART program 2022 2023 Award
Bill Pmt -Check	11/16/2022	15867	ELTEC Systems, LLC	320.19	A November contract billing
Bill Pmt -Check	11/16/2022	15868	Jerrold Brown	1,500.00	A Provider Training (inverviewing, screening and intervention)
Bill Pmt -Check	11/16/2022	15869	Lesbia G. Orellana	600.00	A Spanish Women Support Group Sept/Oct 2022
Bill Pmt -Check	11/16/2022	15870	Moss Adams LLP	5,250.00	A GASB lease implementation and Admin/tech fee
Bill Pmt -Check	11/16/2022	15871	Robert Half	6,936.00	A wk end 9/16 and 11/02
Bill Pmt -Check	11/16/2022	15872	Sound Dietitians LLC	2,127.17	A Cooking Demos in Oct 2022 including groceries
Bill Pmt -Check	11/16/2022	15873	Thomas & Associates Consulting, LLC	7,200.00	A Consulting for Sept and Oct 2022
Bill Pmt -Check	11/16/2022	15874	US Post Master	16,673.80	A Mailing costs for Canopy
Bill Pmt -Check	11/16/2022	15875	Verizon	142.73	A LE's phone Acct 942206367-00001
Bill Pmt -Check	11/16/2022	15876	State Auditor's Office	1,857.60	A CPA review Audit Period 2021
Bill Pmt -Check	11/28/2022	15877	Allstream	72.29	A internet
Bill Pmt -Check	11/28/2022	15878	Annika Sahota	1,701.00	A Lead Community Health Worker - Mental Health

Public Hospital District #2, Snohomish County dba  
Verdant Health Commission

**Warrants Month of November 2022**

Type	Date	Num	Name	Amount		Memo
Bill Pmt -Check	11/28/2022	15879	Foster Garvey PC	16,420.50	A	Sept 22 legal service
Bill Pmt -Check	11/28/2022	15880	G - City of Lynnwood	4,320.00	A	2020 - 3rd grade swim class
Bill Pmt -Check	11/28/2022	15881	Margot Helphand	3,000.00	A	Consulting Service
Bill Pmt -Check	11/28/2022	15882	Seattle Food Nut	463.66	A	Cooking demo 11/16/22 - eating for brain health
Bill Pmt -Check	11/28/2022	15883	Sistema Escolar USA	1,400.00	A	High School navigation & college rediness for latino families
Bill Pmt -Check	11/28/2022	15884	Staples	201.64	A	Office supplies - paper, name badge, folder fasteners
<b>Wells Fargo Warrant Acct *2717</b>				<b>232,878.87</b>	A	
<b>Wells Fargo Property Management *7265</b>						
Check	11/01/2022	J113	Armstrong Services		B	VOID: Window cleaning
Check	11/01/2022	J113x	Armstrong Services	550.00	B	duplicate payment --see credit memo
Check	11/01/2022	J114	Consolidated Landscape Maintenance, Inc.	652.50	B	Nov 22 Landscape maintenance
Check	11/01/2022	J115	JSH Properties Inc	7,280.18	B	Oct 22 prop mgmt fee
Check	11/01/2022	J116	Puget Sound Energy	52.97	B	9/22 - 10/21 Gas
Check	11/01/2022	J117	Snohomish County PUD	1,194.32	B	9/23 - 10/24 electricity
Check	11/01/2022	J118	Allied Univ Security Srv	1,368.36	B	Drive by patrol and fuel surcharge
Check	11/08/2022	J119	Armstrong Services	8,078.00	B	Inv #11268/11216 - Nov Kruger plus window cleaning
Check	11/08/2022	J120	Batmaster	49.73	B	Inv 568033 - backflow testing
Check	11/08/2022	J121	Camden Gardens, Inc.	1,876.80	B	Inv 30323 landscaping Kruger
Check	11/08/2022	J122	City of Lynnwood - Utilities	618.77	B	Water/Sewer and storm drain
Check	11/08/2022	J123	City of Edmonds - Utilities	1,034.92	B	Water/ storm drain
Check	11/08/2022	J124	McKinstry Co., LLC	1,313.65	B	Inv 10191298 - preventative maintenance Nov, Dec 2022 and Jan
Check	11/08/2022	J125	Pride Electric	347.28	B	Sept 22 - shunt trip test (elevator)
Check	11/08/2022	J126	Snohomish County PUD	342.28	B	9/28-10/26 electricity
Check	11/08/2022	J127	Allied Univ Security Srv	674.28	B	Oct patrol and fuel charge at Verdant
Check	11/08/2022	J128	Waste Management	627.80	B	Oct 22 refuse and recycle
Check	11/08/2022	J129	Western Exterminator Company	231.66	B	11/22 pest control service
Check	11/17/2022	J130	Armstrong Services	4,536.56	B	Janitorial supplies, window cleaning
Check	11/17/2022	J131	Comcast - Acct # 933676367	763.64	B	933676367 - cable/internet
Check	11/17/2022	J132	Commercial Property Maintenance, Inc.	4,099.56	B	inv 108334/108349/108416/108415 - check graffiti, lighting and rest
Check	11/17/2022	J133	DisenoZ	1,092.34	B	replace name decals on directory and parking lot signs
Check	11/17/2022	J134	ELTEC Systems, LLC	320.19	B	inv 8106076696 elevator monthly maintenance
Check	11/17/2022	J135	Ziply Fiber	57.86	B	42567267830106035-1122
Check	11/30/2022	J136	Batmaster	179.85	B	Back flow testing (service call)
Check	11/30/2022	J137	City of Edmonds - Utilities	3,503.30	B	Water, Sewer and Storm drain 9/15 - 11/14/22
Check	11/30/2022	J138	Comcast - Acct # 8498310221378586	315.13	B	Acct # 8498310221378586
Check	11/30/2022	J139	Comcast - Acct # 8498310221378586	270.56	B	Acct # 8498310221378586
Check	11/30/2022	J140	Commercial Property Maintenance, Inc.	1,099.83	B	Inv 108491, 108479, 108226

Public Hospital District #2, Snohomish County dba  
Verdant Health Commission

**Warrants Month of November 2022**

Type	Date	Num	Name	Amount	Memo
Check	11/30/2022	J141	Disenoz	1,179.27	B Inv 51195 and 51200 placards and directory decals
Check	11/30/2022	J142	JSH Properties Inc	9,084.22	B Nov 2022 prop mgmt fees for 3 properties
Check	11/30/2022	J143	Pacific Facility Services	5,171.40	B snow removal Kruger, VCWC
Check	11/30/2022	J144	Puget Sound Energy	256.62	B Gas at Value Village
Check	11/30/2022	J145	Allied Univ Security Srv	1,403.89	B security patrol and fuel surcharge
Check	11/30/2022	J146	Zipty Fiber	335.83	B telephone line
<b>Total Wells Fargo Property Management Acct *7265</b>				<b>59,963.55</b>	B
<b>Wells Fargo Work Comp Acct *2725</b>					
Check	11/15/2022	305543	RXBRIDGE	630.21	C prescriptions for claimants
Check	11/30/2022	305544	RXBRIDGE	38.87	C prescriptions for claimants
<b>Wells Fargo Work Comp Acct *2725</b>				<b>669.08</b>	C
<b>Total Warrants</b>				<b>293,511.50</b>	A-C

Public Hospital District #2 Snohomish County dba Verdant Health Commission

**Electronic Disbursements and Summary November 2022**

Type	Date	Num	Name	Amount	Memo
<b>Electronic Payments</b>					
<b>Wells Fargo Operating Acct *2709</b>					
<b>ACH Program Payments</b>					
ACH	11/15/2022	ACH Grnt935	G - American Heart Association	4,466.51	D Award A510 Stop the silent killer: South Snohomish County
ACH	11/15/2022	ACH Grnt936	G - Boys & Girls Club of Sno County	8,333.33	D Award A484 Behavioral Health Uplift Initiative
ACH	11/15/2022	ACH Grnt937	G - Cascade Bicycle Club Ed Foundation	4,166.66	D Award A434- 2011-2012 Advanced Basics of Bicycling
ACH	11/15/2022	ACH Grnt938	G - Center for Human Services	43,669.00	D Award 523 - Youth Counseling Yr 2
ACH	11/15/2022	ACH Grnt939	G - ChildStrive	54,352.00	D C-S363 - COVID-19 Response Nutrition & Supply Care Kits
ACH	11/15/2022	ACH Grnt940	G - The Clearwater School	20,000.00	D C-S543 Education
ACH	11/15/2022	ACH Grnt941	G - Cocoon House	12,500.00	D Award A517 - Host Homes yr2
ACH	11/15/2022	ACH Grnt942	G - Compass Health	29,651.00	D Award A495 - Emergency Motel Voucher Yr 2
ACH	11/15/2022	ACH Grnt943	G - Concern for Neighbors Food Bank	1,250.00	D Award 513 - Supplementary Food Purchase
ACH	11/15/2022	ACH Grnt944	G - Domestic Violence Services Sno Co	8,000.00	D Award A477 - Community Advocacy Program
ACH	11/15/2022	ACH Grnt945	G - Edmonds College Foundation	24,219.00	D Award A516 - Health Expansion Project yr2
ACH	11/15/2022	ACH Grnt946	G - Edmonds Food Bank	3,325.00	D Award A489 - It Tastes Like Home (culturally relevant food)
ACH	11/15/2022	ACH Grnt947	G - Edmonds School Dist No. 15	86,503.00	D C-S509 Meadowdale SBHC initial site design
ACH	11/15/2022	ACH Grnt948	G - Edmonds Senior Center	9,667.00	D Award A475 - Enhancing Health and Wellness
ACH	11/15/2022	ACH Grnt949	G - Helping Hands Project Org	4,333.00	D Award A470 - Rapid Food Assistance Program
ACH	11/15/2022	ACH Grnt950	G - Homage Senior Services	39,353.58	D Award A346 - Care Coordination S Snohomish County
ACH	11/15/2022	ACH Grnt951	G - Interfaith Family Shelter	833.00	D Award A483 - Homelessness Prevention Yr 2
ACH	11/15/2022	ACH Grnt952	G - Jean Kim Foundation	18,550.00	D Award A535 - Hygiene Center yr2
ACH	11/15/2022	ACH Grnt953	G - Kinderling	14,583.33	D Award A487 Early Intervention Yr 2
ACH	11/15/2022	ACH Grnt954	G - Korean Community Serv. Ctr	8,625.00	D C-S498 Community Perspective Survey: Korean
ACH	11/15/2022	ACH Grnt955	G - Korean Women's Assn	12,184.33	D Award A491 Every Prevention and Senior Nutrition
ACH	11/15/2022	ACH Grnt956	G - Lahai Health	55,216.99	D Award A441 - Mental Health Program
ACH	11/15/2022	ACH Grnt957	G - Latino Educ Training Inst	16,233.00	D Award A526 - Health and Wellness Program
ACH	11/15/2022	ACH Grnt958	G - Lynnwood Food Bank	4,333.00	D Award A471 - Focus on Nutrition
ACH	11/15/2022	ACH Grnt959	G - Medical Teams Int'l	11,250.00	D Award A534 - Care and Connect yr 2
ACH	11/15/2022	ACH Grnt960	G - Millenia Ministries	15,982.08	D Award A485 Mobile Manna/revolving from surviving to thriving
ACH	11/15/2022	ACH Grnt961	G - Project Access Northwest	14,583.00	D Award A521 - Specialty Cre for Low-Income Populations
ACH	11/15/2022	ACH Grnt962	G - Project Girl Mentoring Prgm	13,138.00	D Award A480 - Immersion Lab
ACH	11/15/2022	ACH Grnt963	G - Refugee & Immigrant Services NW	8,333.33	D Award A486 - Refugee and immigrant Navigation
ACH	11/15/2022	ACH Grnt964	G - Snohomish County Legal Services	4,166.66	D Award A492 - Housing Justice Program Yr 2
ACH	11/15/2022	ACH Grnt965	G - Sound Parhways	13,460.00	D Award A496 - Mobile Syringe Service Program yr2
ACH	11/15/2022	ACH Grnt966	G - South County Fire	36,756.25	D Award 312 - ACT
ACH	11/15/2022	ACH Grnt967	G - Support 7	20,000.00	D Award S542 Support 7
ACH	11/15/2022	ACH Grnt968	G - Therapeutic Health Services	26,930.00	D Award A515 - Integrated Cognitive Therapies Program
ACH	11/15/2022	ACH Grnt969	G - University of WA	11,638.00	D Award 512 Mental Health Matters yr 2
ACH	11/15/2022	ACH Grnt970	G - UTSAV	4,333.00	D Award A469 = Community Perspective Survey- Junjabi and Hindi
ACH	11/15/2022	ACH Grnt971	G - Volunteers of Am Western WA	6,449.09	D Award A468 - South County CRA 2022
ACH	11/15/2022	ACH Grnt972	G - WA Kids in Transition	20,834.00	D Award C-S481 Homelessness Prevention Q1, Q2, 2022
ACH	11/15/2022	ACH Grnt973	G - WA West African Center	9,550.00	D Award A538 - Drop-in Center
ACH	11/15/2022	ACH Grnt974	G - Wonderland Child & Family Svc	28,750.00	D Award C-S450 Virtual Peps Affinity Group
ACH	11/15/2022	ACH Grnt975	G - YWCA of Seattle, King and Sno Co	7,720.00	D Award A494 Healthcare Access yr2
<b>Subtotal ACH Program Payments</b>				<b>738,221.14</b>	<b>D</b>

**Electronic Disbursements and Summary November 2022**

Type	Date	Num	Name	Amount	Memo
<b>All Other Electronic Payments</b>					
ACH	11/01/2022	ACH 920	WA State Department of Revenue	25,342.28	E 2022 3rd Qtr Leasehold tax return
ACH	11/03/2022	ACH 921	Paychex	171.31	E PPE 10/29 Payroll processing fee
ACH	11/02/2022	ACH 922	Paychex	138.46	E PPE 10/29 Payroll
ACH	11/02/2022	ACH 923	Paychex	29,304.46	E PPE 10/29 Payroll
ACH	11/03/2022	ACH 924	Paychex	7,101.15	E PPE 10/29 PR taxes
ACH	11/07/2022	ACH 925	G - Seattle Visiting Nurse Assn-Vaxpoint	13,000.00	E C-S541 - Uninsured Flu Shot Program 2022-Replacement ACH from 10/14/22
ACH	11/02/2022	ACH 926	Wells Fargo		E VOID:
ACH	11/07/2022	ACH 927	Principal Life Insurance Co.	1,567.27	E November Premiums
ACH	11/08/2022	ACH 928	Valic	1,478.58	E PPE 10/29 - 401K/ROTH Employer contribution
ACH	11/08/2022	ACH 929	Valic	3,113.46	E PPE 10/29 - 401K/ROTH employee contribution
ACH	11/08/2022	ACH 930	G - Seattle Visiting Nurse Assn		E VOID: C-S541 Uninsured flu shot program 2022
ACH	11/10/2022	ACH 931	Wells Fargo	70.00	E bank fee
ACH	11/14/2022	ACH 932	Paychex	40.00	E Paychex admn fee for Nov 22
ACH	11/15/2022	ACH 933	AmeriFlex Business Solutions	10.39	E Claim
ACH	11/15/2022	ACH 934	AmeriFlex Business Solutions	17.25	E Claim
ACH	11/16/2022	ACH 976	Paychex	138.46	E PPE 11/12/22 Payroll
ACH	11/16/2022	ACH 977	Paychex	29,514.63	E PPE 11/12/22 Payroll
ACH	11/17/2022	ACH 978	Paychex	6,473.43	E PPE 11/12/22 Payroll taxes
ACH	11/17/2022	ACH 979	Paychex	167.68	E Inv 2022110101- payroll processing fee
ACH	11/21/2022	ACH 980	Paychex	120.55	E Paychex Time and Attendance Admin Fee
ACH	11/30/2022	ACH 981	Paychex	138.46	E PPE 11.26 Ck date 12.01.22 Paychex deducted 11/30
ACH	11/30/2022	ACH 982	Paychex	28,173.15	E PPE 11.26.22 Ck Date 12.01.22 DD Paychex deducted 11/30
ACH	11/30/2022	ACH 983	Paychex	5,764.76	E PPE 11.26.22 Ck Date 12.01.22 Taxes Paychex deducted 11/31
ACH	11/29/2022	ACH 984	Valic	1,476.02	E PPE 401K/ROTH employer
ACH	11/29/2022	ACH 985	Valic	3,109.20	E PPE 401K/ROTH employee contrib
ACH	11/29/2022	ACH 986	AmeriFlex Business Solutions	9.68	E Claims
<b>Subtotal ACH Operating Acct 2709</b>				<b>156,440.63</b>	<b>E</b>
<b>Electronic Disbursements 2709</b>				<b>894,661.77</b>	<b>D-E</b>
<b>Summary-</b>				<b>Amount</b>	<b>Ref</b>
<b>Warrants-All Accounts</b>				<b>293,511.50</b>	<b>A-C</b>
<b>Electronic Disbursements-Acct 2709</b>				<b>894,661.77</b>	<b>D-E</b>
<b>Total Disbursements</b>				<b>1,188,173.27</b>	

PUBLIC HOSPITAL DISTRICT #2 OF SNOHOMISH COUNTY  
 DBA VERDANT HEALTH COMMISSION  
WARRANT APPROVAL- NOVEMBER 2022

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 in the supporting schedules referenced A-C have been received and the Warrant Numbers detailed have been issued in the payment amounts as follows:

**Warrants:**

Type	Account	By	Date	#	Total	Reference
Warrants	2717-Warrant	Verdant	11/1/22-11/30/22	15844 - 15884	232,878.87	<b>A</b>
Warrants	7265-Property Management	JSH	11/1/22-11/30/22	J113 - J146	59,963.55	<b>B</b>
Warrants	2725-Workers Comp	Eberle Vivian	11/1/22-11/30/22	305543 - 305544	669.08	<b>C</b>
<b>Total Warrants</b>					<b>293,511.50</b>	

These warrants are hereby approved.

Attest:

\_\_\_\_\_  
 Riene Simpson-CPA, Director of Finance  
 District Auditor

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

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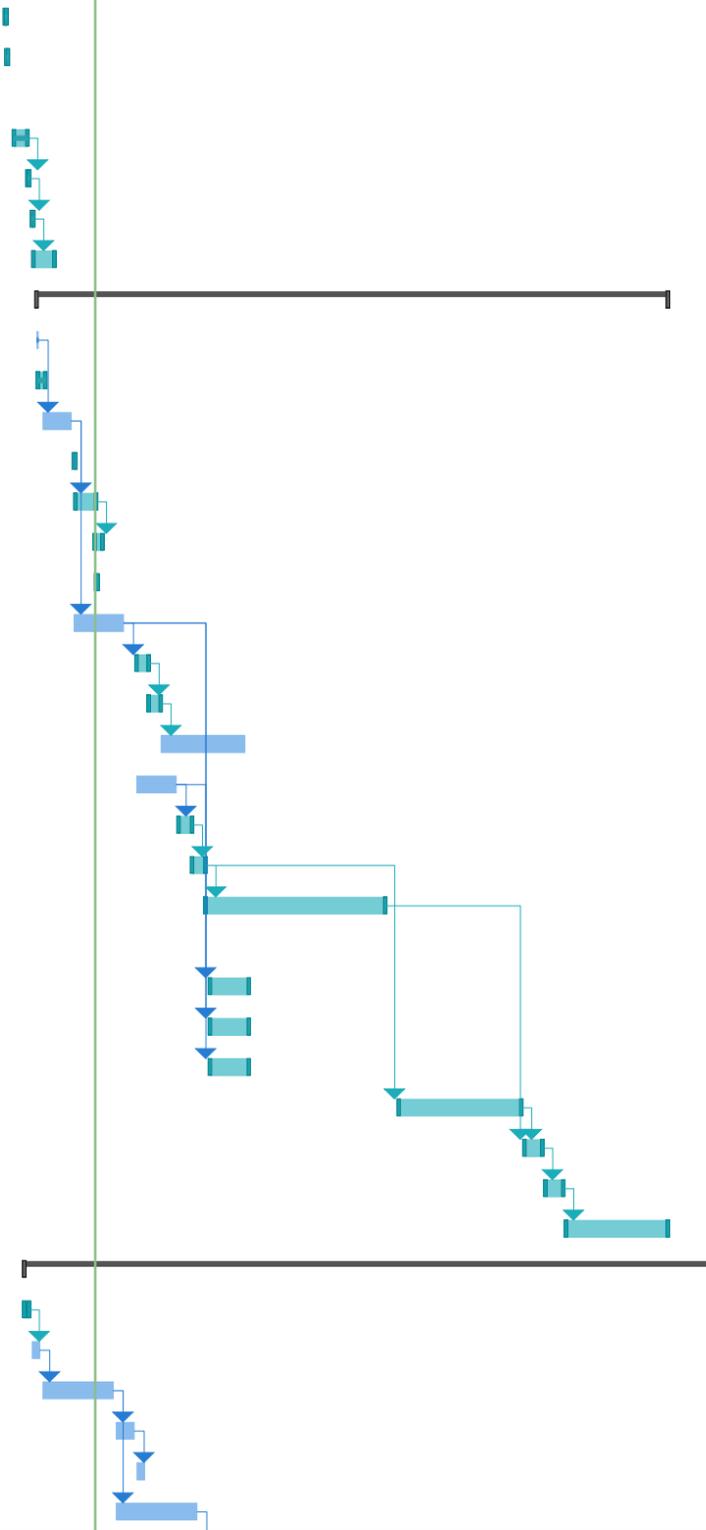
PUBLIC HOSPITAL DISTRICT #2 OF SNOHOMISH COUNTY  
DBA VERDANT HEALTH COMMISSION  
WARRANT APPROVAL- NOVEMBER 2022, continued

**Summary of Disbursements-Warrants and Electronic:**

<b>Summary</b>	<b>Amount</b>	<b>Ref</b>
<b>Warrants-All Accounts</b>	<b>293,511.50</b>	<b>A-C</b>
<b>Electronic Disbursements Acct 2709</b>	<b>894,661.77</b>	<b>D-E</b>
<b>Total Disbursements</b>	<b><u>1,188,173.27</u></b>	

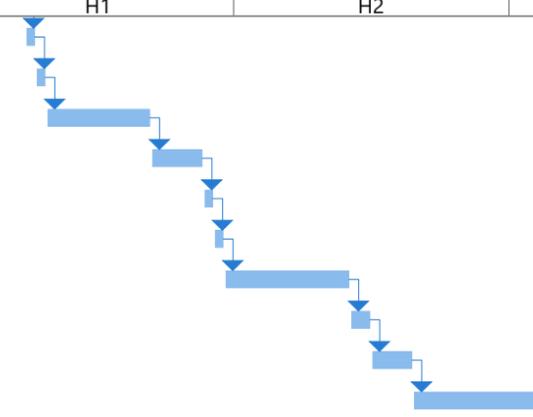
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ID	Task Mode	Task Name	Duration	Start	Finish	2022		2023		2024
						H1	H2	H1	H2	H1
1	✓	Verdant-JPC Contract Finalized	1 day	Thu 10/6/22	Thu 10/6/22					
2	✓	JPC & Consultants Contracts Finalize	1 day	Fri 10/7/22	Fri 10/7/22					
3	?	<b>Initial Project Cost Estimate</b>								
4	✓	Pro-Dims to Evaluate NBBJ Concept Design Costs	7 days	Wed 10/12/22	Thu 10/20/22					
5	✓	JPC & Pro-Dims to review prelim cost estimate	1 day	Fri 10/21/22	Fri 10/21/22					
6	✓	Present prelim cost estimate to Verdant and validate project scope	1 day	Mon 10/24/22	Mon 10/24/22					
7		Verdant to validate project scope	10 days	Tue 10/25/22	Mon 11/7/22					
8		<b>Interior Scope of Work</b>	<b>302 days</b>	<b>Thu 10/27/22</b>	<b>Fri 12/22/23</b>					
9	✓	Field Verification - Site Visit	1 day	Thu 10/27/22	Thu 10/27/22					
10	✓	Update CAD Background based on Site Visit	3 days	Fri 10/28/22	Tue 11/1/22					
11		Schematic Design	3 wks	Mon 10/31/22	Fri 11/18/22					
12		Schematic Design Presentation with Verdant	1 day	Mon 11/21/22	Mon 11/21/22					
13		SD Cost Estimate	10 days	Tue 11/22/22	Mon 12/5/22					
14		Evaluate SD Cost Estimate and Validate Project Scope	5 days	Mon 12/5/22	Fri 12/9/22					
15		On-Site Review of SD Finishes & Review SD Cost Estimate w/Ver	1 day	Tue 12/6/22	Tue 12/6/22					
16		Design Development / Permit Drawings	5 wks	Mon 11/21/22	Fri 12/23/22					
17		DD Cost Estimate	6 days	Mon 1/2/23	Mon 1/9/23					
18		Evaluate DD Cost Estimate and Validate Project Scope	6 days	Tue 1/10/23	Tue 1/17/23					
19		Permit Review (City of Edmonds, Estimated)	8 wks	Wed 1/18/23	Tue 3/14/23					
20		Construction / Bid Documents	4 wks	Mon 1/2/23	Fri 1/27/23					
21		CD Cost Estimate	7 days	Mon 1/30/23	Tue 2/7/23					
22		Evaluate CD Cost Estimate and Validate Project Scope	7 days	Wed 2/8/23	Thu 2/16/23					
23		<i>Hold Interior CD Plans Until Exterior CDs are Ready to Issue</i>	17.2 wks	Fri 2/17/23	Fri 6/16/23					
24	?	Prepare Interior CSI Specs								
25		Interior Signage Design	4 wks	Mon 2/20/23	Fri 3/17/23					
26		Wall Graphics Development	4 wks	Mon 2/20/23	Fri 3/17/23					
27		Ancillary Furniture and Artwork Package	4 wks	Mon 2/20/23	Fri 3/17/23					
28		GC Public Bid Process & GC Selection-Pair w/Exterior CDs (Verda	12 wks	Mon 6/26/23	Fri 9/15/23					
29		Value Engineering, if required (estimated)	2 wks	Mon 9/18/23	Fri 9/29/23					
30		GC Mobilization (estimated)	2 wks	Mon 10/2/23	Fri 10/13/23					
31		Construction (estimated)	10 wks	Mon 10/16/23	Fri 12/22/23					
32		<b>Exterior Scope of Work</b>	<b>328 days</b>	<b>Wed 10/19/22</b>	<b>Fri 1/19/24</b>					
33		JPC & Consultant's Project Kick-Off	3 days	Wed 10/19/22	Fri 10/21/22					
34		Field Verification	1 wk	Mon 10/24/22	Fri 10/28/22					
35		Schematic Design / Site Planning	7 wks	Mon 10/31/22	Fri 12/16/22					
36		SD Cost Estimate	2 wks	Mon 12/19/22	Fri 12/30/22					
37		Evaluate SD Cost Estimate and Validate Project Scope	1 wk	Mon 1/2/23	Fri 1/6/23					
38		Design Development / Permit	8 wks	Mon 12/19/22	Fri 2/10/23					



Project: Swedish Kruger Schedu Date: Mon 12/5/22	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Mode	Task Name	Duration	Start	Finish	2022		2023		2024
						H1	H2	H1	H2	H1
39		DD Cost Estimate	1 wk	Mon 2/13/23	Fri 2/17/23					
40		Evaluate DD Cost Estimate and Validate Project Scope	1 wk	Mon 2/20/23	Fri 2/24/23					
41		Permit Review (City of Edmonds, Estimated)	10 wks	Mon 2/27/23	Fri 5/5/23					
42		Construction / Bid Documents	5 wks	Mon 5/8/23	Fri 6/9/23					
43		CD Cost Estimate	1 wk	Mon 6/12/23	Fri 6/16/23					
44		Evaluate CD Cost Estimate and Validate Project Scope	1 wk	Mon 6/19/23	Fri 6/23/23					
45		GC Public Bid Process & GC Selection (Verdant)	12 wks	Mon 6/26/23	Fri 9/15/23					
46		Value Engineering, if required (estimated)	2 wks	Mon 9/18/23	Fri 9/29/23					
47		GC Mobilization / Procurement (estimated)	4 wks	Mon 10/2/23	Fri 10/27/23					
48		Construction (estimated)	12 wks	Mon 10/30/23	Fri 1/19/24					



Project: Swedish Kruger Schedu  
Date: Mon 12/5/22

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

# JPC ARCHITECTS

## Additional Services Fee Request 01

December 1, 2022  
JPC Project # 22-0302

**Project:** Verdant Kruger Clinic

**Client:** Verdant Health Commission

**Approved Proposal Date:** October 4, 2022

**Contract for:** Architectural and Interior Design Services

**Description of Additional Services** - The services below were outside the original proposal:

JPC Architects services:

The following fees cover design services for the changes noted below, for design work from schematic design through construction documents.

1. As-building, developing existing drawings and 3D model. JPC requested and reviewed public record drawings, which were incomplete, and CAD files, which were inaccurate, and measured missing dimensions and additional items to confirm accuracy. \$11,000
2. Scope of work options and design options for canopies. JPC provided options for the west and south canopies and will develop designs with 3D renderings to convey canopy design intent. \$6,000
3. 2-hour fire-rated room for ATS connected to emergency generator. Design a 2-hour fire rated room for electrical equipment within the existing storage room, approximately 4'x8'. Assumes no structural changes to floor or ceiling. Also, show electrical receptacles connected to emergency power on floor plans. \$5,000
4. New siding and windows with rainscreen system. Develop designs for new siding and windows to replace all existing siding and windows, and modify window openings. Provide design options with 3D renderings and refine selected design option for permit and construction drawings. Includes replacement of (5) exterior doors. Assumes all stone veneer, roofing, gutters, and metal entrance doors remain as is. Includes (4) additional 1-hour virtual meetings. \$65,000
5. Reimbursable expenses including mileage and printing due to additional site visits. \$500

Consultant services: (Fees include 10% JPC markup)

6. KPFF: Structural analysis / engineering for window opening headers to combine small windows into larger openings as described in attached ASR. \$6,050
7. Rushing: Electrical engineering and exterior lighting design as described in attached ASR. \$15,345
8. ProDims: Cost Estimating for additional exterior siding and window options as described in attached ASR. \$4,410.85





**DATE:** November 30, 2022  
**CLIENT:** Brian Trapp,  
**PROJECT NAME:** Kruger Clinic ASR  
**LOCATION:** Edmonds, WA

---

**SCOPE OF SERVICES**

KPFF will provide structural engineering services for evaluation of the existing headers at the Kruger clinic, as part of replacing the existing windows and siding. KPFF will review submittals and respond to contractor questions as necessary.

**ASSUMPTIONS**

KPFF assumes an additional four weeks that will be added to the total design schedule, with two weeks added per phase.

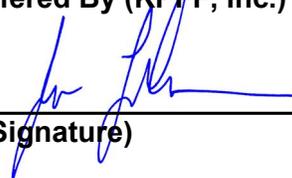
**FEE**

KPFF proposes to perform the above mentioned scope of services for the following lump-sum fees:

Kruger Exterior Ad-Service	<u>\$5,500</u>
<b>Total:</b>	<b>\$5,500</b>

**Offered By (KPFF, Inc.)**

**Accepted by (Client)**




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(Signature)

---

(Signature)

---

**Jora Lehrman, SE/Associate**  
(Print Name/Title)

---

(Print Name/Title)



**December 1, 2022**

**Brian Trapp**  
**Project Manager**  
**JPC Architects**  
**909 112<sup>th</sup> Ave NE, Suite 206**  
**Bellevue, WA 98004**

Project: **Kruger Medical Center**

Subject: **Additional Services Request 01 –Exterior Re-Cladding Design**

**ELECTRICAL SCOPE**

- Exterior scope coordination
- Exterior comm box and junction box evaluation

**LIGHTING SCOPE & FEE**

- Exterior scope coordination
- Exterior lighting site visit
- Exterior EM photometrics
- Exterior lighting energy code forms
- Exterior lighting luminaire selection and schedule
- Exterior lighting controls sequence of operations

**FEE**

<b>ELECTRICAL SCOPE</b>	<b>\$ 5,250</b>
<b>LIGHTING SCOPE</b>	<b>\$ 7,895</b>
<b>TOTAL</b>	<b>\$ 13,950</b>

**Proposal for ASR-01: Exterior Scope Breakout from Interior and Exterior Re-Cladding Design**

**Kruger Medical Center**

*December 1, 2022*

*Page 2*

**EXCLUSIONS**

- Taxes
- Permit fees

**INSURANCE, REIMBURSABLES, INVOICING AND PAYMENTS**

As outlined under the current Consultant Services Agreement

**NOTICE-TO-PROCEED**

Please provide a written acceptance of this proposal. If any portion of this proposal is found unacceptable, or if you require additional scope or terms, appropriate modifications shall be negotiated and documented.

**Approved and accepted by:**

Todd Thayer, P.E.  
Principal | Director of Electrical Engineering  
Rushing

Signature 

**12.1.2022**  
Date

**Approved and accepted by:**

Brian Trapp  
Project Manager  
JPC Architects

Signature \_\_\_\_\_

\_\_\_\_\_ Date



520 Kirkland Way Suite 301  
Kirkland, WA 98033  
P-425-828-0500 F-425-828-0700  
[www.prodims.com](http://www.prodims.com)

December 1, 2022

Mr. Brian Trapp  
JPC Architects  
909 112TH Ave NE  
Suite 206  
Bellevue, WA 98004

**Reference:** Verdant Health Kruger Building Refresh Exterior Scope Modification Design  
Phase Cost Estimating Services

Dear Christine,

Regarding the scope of work via email of 11-28-22 "Exterior Decision" modification to the scope for the three Exterior project construction cost estimate submittals based on an additional \$2M to \$3M construction cost enclosed is our Additional Modification fee proposal.

**Additional Design Phase Cost Estimating Fees:**

Design Phase	Hours Not To Exceed	T+M Rate	Hourly Total Fee - NTE	Additional Days to Complete the Estimate
Schematic Design Estimating	6	\$222.77	\$1,336.62	2
Design Development Estimating	8	\$222.77	\$1,782.16	2
Contract Documents Estimating	4	\$222.77	\$891.08	1
		<b>Total</b>	<b>\$4,009.86</b>	

Schedule to complete the additional work is noted above for the estimate phase.

Included is:

Develop construction cost estimates based the drawings, specifications, design narratives and photos at each submittal



The construction cost estimate is developed in MS Excel and formatted in Uniformat WBS with Spreadsheet Summary.

Updating the cost estimate based on the design team and owner feedback within two weeks of delivering the estimate.

Design Team and Owner Meeting conference calls are included in the fee proposal at each design phase.

Excluded from the estimating work is:

Site visits.

Major reformatting of the estimates.

Owner soft costs estimate.

Construction schedule, Life Cycle Costs and value engineering studies are also excluded.

### Contract Paperwork:

Should this proposal be accepted please address the contract to Duane Mask, President and forward to Dennis Teschlog; Senior Estimator.

### Terms and Conditions:

-Fee Proposed to only the company referenced above and is not transferable to another firm.

-Fees are based upon available information of the scope of work at the time of the proposal.

Should the scope change please contact us to equitably adjust fees.

-This fee proposal is good for 180 days from the date above for acceptance.

-The work in this fee proposal is to be completed within 365 days from the date of acceptance.

### Requested Design Team Information:

-Please provide one estimating set of design team plans (½ size are fine) and specifications via hardcopy or email or FTP in adobe pdf format files "to scale" (full or ½ scale) as a single package.

Thank you for considering our services on this project and work look forward to providing value to the design team process. Please contact me at 425-828-0500 if you have questions regarding this fee proposal.

Sincerely,

*Dennis Teschlog*

Dennis Teschlog

Senior Estimator

**PRODIMS**

cc: project file

Classification Group	Titles	FLSA Status	2023 Range		2023 Range																		
			Minimum	Maximum	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19
Director Level	Director of Community Impact & Grantmaking	Exempt	\$ 104,000	\$ 148,538	104,000	106,080	108,202	110,366	112,573	114,824	117,121	119,463	121,853	124,290	126,775	129,311	131,897	134,535	137,226	139,970	142,770	145,625	148,538
	Director of Finance	Exempt	\$ 104,000	\$ 148,538	104,000	106,080	108,202	110,366	112,573	114,824	117,121	119,463	121,853	124,290	126,775	129,311	131,897	134,535	137,226	139,970	142,770	145,625	148,538
Manager Level	Digital Communications & Marketing Manager	Exempt	\$ 67,600	\$ 96,549	67,600	68,952	70,331	71,738	73,172	74,636	76,129	77,651	79,204	80,788	82,404	84,052	85,733	87,448	89,197	90,981	92,800	94,656	96,549
	Grants & Data Manager	Exempt	\$ 67,600	\$ 96,549	67,600	68,952	70,331	71,738	73,172	74,636	76,129	77,651	79,204	80,788	82,404	84,052	85,733	87,448	89,197	90,981	92,800	94,656	96,549
	Exec Asst/Office Manager	Exempt	\$ 67,600	\$ 96,549	67,600	68,952	70,331	71,738	73,172	74,636	76,129	77,651	79,204	80,788	82,404	84,052	85,733	87,448	89,197	90,981	92,800	94,656	96,549
	Community Engagement Manager	Exempt	\$ 67,600	\$ 96,549	67,600	68,952	70,331	71,738	73,172	74,636	76,129	77,651	79,204	80,788	82,404	84,052	85,733	87,448	89,197	90,981	92,800	94,656	96,549
Technical Professional Level	Community Support Specialist/Social Worker	Non-exempt	\$ 27.50	\$ 39.27	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22	32.86	33.52	34.19	34.87	35.57	36.28	37.01	37.75	38.50	39.27
	Fiscal Specialist-NEW 2023	Non-exempt	\$ 27.50	\$ 39.27	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22	32.86	33.52	34.19	34.87	35.57	36.28	37.01	37.75	38.50	39.27
	Digital Communications Specialist	Non-exempt	\$ 27.50	\$ 39.27	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22	32.86	33.52	34.19	34.87	35.57	36.28	37.01	37.75	38.50	39.27
Program Support Staff Level	Wellness Center Assistant (PT)	Non-exempt	\$ 22.50	\$ 32.13	22.50	22.95	23.40	23.87	24.35	24.84	25.33	25.84	26.36	26.88	27.42	27.97	28.53	29.10	29.68	30.28	30.88	31.50	32.13
Interns			\$ 22.88	22.88	NA																		

Source of Data is original 2022 Salary Matrix Approved at 2/2022

Added Fiscal Specialist to Technical Section

Applied 4% COLA to Min Max, 2% adjustment between each step remains unchanged

Interns adjusted 2022 rate of \$22.00 per hour x 4% COLA-no step increases

Reviewed with Superintendent 11/29/2022

STRUCTURE: 19 Steps with 2% between each step

Proposed 2022 Range Group: INCREASES: 1-2 steps (2-4%) awarded annually based on performance

Classification Group	Titles	FLSA Status	Proposed 2022 Range Group:		INCREASES: 1-2 steps (2-4%) awarded annually based on performance																		
			Minimum	Maximum	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19
Director Level	Director of Community Impact & Grantmaking	Exempt	\$ 100,000	\$ 142,825	100,000	102,000	104,040	106,121	108,243	110,408	112,616	114,869	117,166	119,509	121,899	124,337	126,824	129,361	131,948	134,587	#####	140,024	142,825
	Director of Finance	Exempt	\$ 100,000	\$ 142,825	100,000	102,000	104,040	106,121	108,243	110,408	112,616	114,869	117,166	119,509	121,899	124,337	126,824	129,361	131,948	134,587	#####	140,024	142,825
Manager Level	Digital Communications & Marketing Manager (vacant)	Exempt	\$ 65,000	\$ 92,836	65,000	66,300	67,626	68,979	70,358	71,765	73,201	74,665	76,158	77,681	79,235	80,819	82,436	84,084	85,766	87,481	89,231	91,016	92,836
	Grants & Data Manager (vacant)	Exempt	\$ 65,000	\$ 92,836	65,000	66,300	67,626	68,979	70,358	71,765	73,201	74,665	76,158	77,681	79,235	80,819	82,436	84,084	85,766	87,481	89,231	91,016	92,836
	Exec Asst/Office Manager	Exempt	\$ 65,000	\$ 92,836	65,000	66,300	67,626	68,979	70,358	71,765	73,201	74,665	76,158	77,681	79,235	80,819	82,436	84,084	85,766	87,481	89,231	91,016	92,836
	Community Engagement Manager	Exempt	\$ 65,000	\$ 92,836	65,000	66,300	67,626	68,979	70,358	71,765	73,201	74,665	76,158	77,681	79,235	80,819	82,436	84,084	85,766	87,481	89,231	91,016	92,836
Technical Professional Level	Community Support Specialist/Social Worker	Non-exempt	\$ 26.44	\$ 37.76	26.44	26.97	27.51	28.06	28.62	29.19	29.78	30.37	30.98	31.60	32.23	32.87	33.53	34.20	34.89	35.58	36.30	37.02	37.76
	Interim Digital Communications Specialist	Non-exempt	\$ 26.44	\$ 37.76	26.44	26.97	27.51	28.06	28.62	29.19	29.78	30.37	30.98	31.60	32.23	32.87	33.53	34.20	34.89	35.58	36.30	37.02	37.76
Program Support Staff Level	Wellness Center Assistant (PT)	Non-exempt	\$ 21.63	\$ 30.89	21.63	\$ 22.06	\$ 22.50	\$ 22.95	\$ 23.41	\$ 23.88	\$ 24.36	\$ 24.85	\$ 25.34	\$ 25.85	\$ 26.37	\$ 26.89	\$ 27.43	\$ 27.98	\$ 28.54	\$ 29.11	\$ 29.69	\$ 30.29	\$ 30.89
Interns*			\$ 22.00																				

\* Interns paid fixed hourly rate of \$22.00 for temporary duration of assignment. No step assignments

# 2023 Salary Budgets Projected to Stay at 20-Year High but Trail Inflation

Total rewards professionals expect pay budgets to rise 4.1% on average

By Stephen Miller, CEBS  
September 6, 2022

**S**alary increase budgets in the U.S. are projected to grow, on average, just over 4 percent for 2023, less than half of the current annual inflation rate of 8.5 percent, according to new survey data.

WorldatWork's Salary Budget Survey ([https://worldatwork.org/media/CDN/dist/CDN2/documents/pdf/resources/sbs/SBS2022-23\\_TopLevelData.pdf](https://worldatwork.org/media/CDN/dist/CDN2/documents/pdf/resources/sbs/SBS2022-23_TopLevelData.pdf)) shows that salary increase budgets in the U.S. rose to an average of 4.1 percent in 2022, a 20-year high and much larger than the average 3.3 percent increase that last year's survey of total rewards professionals projected in August 2021. A subsequent WorldatWork Salary Budget Quick Poll conducted in January 2022 reported that more than half of the respondents had increased their 2022 salary increase budget projections in the previous six months as inflation began to spike.

For 2023, this year's survey, which closed in June and received responses from 2,445 WorldatWork members, is forecasting that salary increase budgets will stay at an average of 4.1 percent.

In the table of survey results below, the mean is the mathematical average, and the median is the middle value after listing expected budget increases in successive order. Outliers, or extreme values on either the high end or low end, have the bigger effect on the mean and less on the median, although for this data there was little difference between the two measures.

## 2022-2023 U.S. Salary Budget Increases

Salary increase budgets represent the pool of money available annually for base pay adjustments.

Employee Category	Actual 2022 Mean	Actual 2022 Median	Projected 2023 Mean	Projected 2023 Median
Nonexempt hourly, nonunion	4.2%	4.0%	4.1%	4.0%
Nonexempt salaried ( <a href="http://www.shrm.org/ResourcesAndTools/tools-and-samples/hr-qa/Pages/whatisthemeaningofsalaried,nonexemptemployee.aspx">www.shrm.org/ResourcesAndTools/tools-and-samples/hr-qa/Pages/whatisthemeaningofsalaried,nonexemptemployee.aspx</a> )	4.1%	4.0%	4.1%	4.0%
Exempt salaried	4.2%	4.0%	4.2%	4.0%
Officers/executives	3.9%	3.5%	4.1%	4.0%
<b>All</b>	<b>4.1%</b>	<b>3.8%</b>	<b>4.1%</b>	<b>4.0%</b>

Source: *Salary Budget Survey 2022-2023: Top-Level Results*, WorldatWork, 2022.

## Planning for 2023

The Consumer Price Index (CPI) for all items increased 8.5 percent for the 12 months ending in July ([www.shrm.org/resourcesandtools/hr-topics/compensation/pages/july-2022-cpi-and-real-earnings-reports.aspx](http://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/july-2022-cpi-and-real-earnings-reports.aspx)), a smaller figure than the 9.1-percent increase for the period ending in June but still near a 40-year high. Compensation planners may be relying on estimates that the inflation rate will continue to moderate in 2023. If it doesn't, employers could be pressured to raise their salary budgets projections next year, although if the economy continues to slow, they may not have sufficient revenues to do so.

Organizations of all kinds, from global multinationals to modest enterprises, "plan salary increase budgets to maintain the workforces they need," said Sue Holloway, director of executive compensation strategy at WorldatWork. "The rapid rise in salary increase budgets over the past couple years, combined with today's volatile economic environment, challenges HR pros to leverage data and think strategically as they formulate 2023 compensation budget recommendations and negotiate with CFOs."

When asked how certain they felt about their 2023 salary increase budget projections, nearly half of respondents felt moderately certain and just over one-quarter felt slightly certain. A small number (2 percent) felt extremely certain.

## Forecast for Merit Increases

**FEATURED RESOURCE PAGE**



**Working Through an Unstable Economy**

[www.shrm.org/hr-today/news/hr-news/Pages/working-through-an-unstable-economy.aspx](http://www.shrm.org/hr-today/news/hr-news/Pages/working-through-an-unstable-economy.aspx)

Feedback

## **Verdant Community Social Worker Highlights: November / December 2022**

- Case Management – continuing support for fifteen clients. I have continued to utilize the motel rooms, that we have been able to obtain for medical/mental health related respite care. Was able to move one client out of the motel and into stable housing.
- Continue to provide inreach/outreach with Swedish Edmonds Hospital. I have been receiving more referrals from the actual hospital case management group. These clients tend to be more severely medically compromised, including congestive heart failure and late-stage kidney diseases.
- CHART Leadership and Facilitation – Ongoing support for the CHART program and clients. One of the CHART participants passed away in police custody on December 11; specifics are unknown at this time.
- This past month included, weekly team check ins, monthly staff meeting, monthly County Outreach Coalition, monthly Snohomish County Community Behavioral Health Committee, monthly Snohomish County Connector’s meeting, monthly County and Human Services Providers Call, monthly Vulnerable Adult Taskforce, and monthly Homeless Policy Task Force. Attended a 6-week free training titled the Golden Thread of Documentation for Foundational Community Supports. This was a refresher course on best practices for documenting client progress in Washington State. Attended a 3-week refresher course on Motivational Interviewing.
- Invited to and attended the first county wide planning meeting for purchased motels in Edmonds and Everett. My hope with this is to identify needed behavioral health and healthcare access wrap around service needs, and potentially obtain a room or two at the Edmonds motel location.
- Participated in scoring 20 behavioral health grant requests.
- Programming –
  - Eight-week therapeutic group for adults continues, titled Grief and Loss Processing Group. This group started on October 18 and includes 8 people.
  - Have begun to schedule regular monthly Renters Certification and Fair Housing training at the Wellness Center. Volunteers of America Dispute Resolution Department provides this training for free to the community. The focus is on those that may have barriers to renting. Participants will learn about landlord / tenant rights and responsibilities, fair housing awareness, what landlords screen for, and conflict resolution skills to help stabilize housing and minimize evictions. Participants receive a certificate upon completion that entitles you to free landlord / tenant mediation and boosts your rental resume.

## **Multicultural Report-November 2022**

### **Verdant Sponsored Programs**

Monthly Women's Support Group- 13 participants  
Monthly Parent Support Group- 41 participants  
Salud Rx Fruit and Veggie Vouchers- 9 participants  
Domestic Violence Support Group- 6 participants

### **Community Collaborations**

Con confianza y en Comunidad- Talking about COVID related Info-31 participants  
Latinx Health Board Meeting-13 participants  
UofWA Peer Mental Health Planning Meetings- 5 participants  
Movimiento Afro-Latino Seattle Board Meeting- 7 participants  
Leadership of Snoco Monthly Meeting- 22 participants  
CHW/Promotores Learning Workgroup-16 participants  
CHBC 2022 General Meeting - First Thursdays of the Month- 17 participants  
Faith and Wellbeing Quarterly – 33 participants  
Youth Development Regional Meeting- 20 participants  
Presentation at the American Public Health Association in Boston for Mental Health Matters  
Landscape of Mental Health in Snohomish Schools Presentation- 12 participants  
PMHN Training Session- Scenario Practice- 9 participants  
Gala Planning for Leadership of Snohomish County Meeting- 11 participants

# Marketing Report

28-Day Period: November 9<sup>th</sup> - December 7<sup>th</sup>, 2022

## Instagram

- Reached to 10,287 people
- 43 profile visits
- 5 new followers

## Facebook

- Reached to 5,711 people
- 145 page visits
- 11 new page likes

No promotional advertisements were done in this 28-day period. We reached out to 10,287 people on Instagram, and 5,711 people on Facebook. The numbers are lower, which could be a result of fewer classes and events being offered towards the end of the year since there are no events until after the New Year. Our Facebook page visits are at 145, which is 41.5% decrease from the last period. Our Instagram profile visits decreased by 29.5%. Facebook gained 11 new page likes and Instagram gained 5 new followers. To make up for the fewer events there is to post on, there will be a minimum of 4 posts on Facebook and Instagram that are tailored towards health and wellness like inspirational quotes, healthy recipes, and wellness tips. By implementing this strategy and staying consistent in connecting with our current and potential partners on the socials will ensure we're on the trajectory to end this year well and have a good start to 2023.

## Link to all of our online platforms:

<https://linktr.ee/verdanthealthcommission>

## E-Newsletter:

[https://mailchi.mp/verdanthealth/verdant-news-august-](https://mailchi.mp/verdanthealth/verdant-news-august-9185493?fbclid=IwAR3BEcNTYxYpHFhBIOsrhu8TAWR4t0an_hobiVfefrqQHqNwwqPNjRYhMtM)

[9185493?fbclid=IwAR3BEcNTYxYpHFhBIOsrhu8TAWR4t0an\\_hobiVfefrqQHqNwwqPNjRYhMtM](https://mailchi.mp/verdanthealth/verdant-news-august-9185493?fbclid=IwAR3BEcNTYxYpHFhBIOsrhu8TAWR4t0an_hobiVfefrqQHqNwwqPNjRYhMtM)

<https://verdanthealth.org/community-health-networking-event/>

## Highlights Since Last Board Meeting

2022 Recap Video:

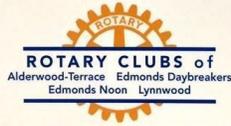
[https://www.canva.com/design/DAFQvsUpSjU/INE5aRrntHXCh6D7MjilPA/watch?utm\\_content=DAFQvsUpSjU&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAFQvsUpSjU/INE5aRrntHXCh6D7MjilPA/watch?utm_content=DAFQvsUpSjU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)





# Nourishing Network

Made possible by the generous donations from businesses and families in our community and these program sponsors:

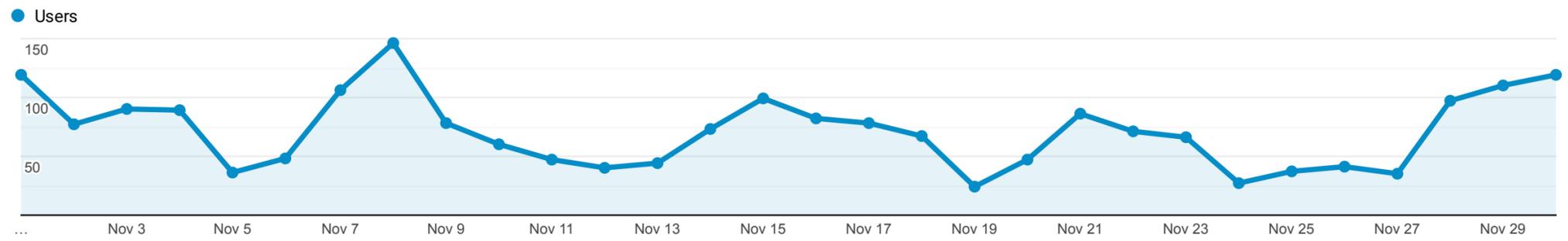


### Audience Overview

Nov 1, 2022 - Nov 30, 2022

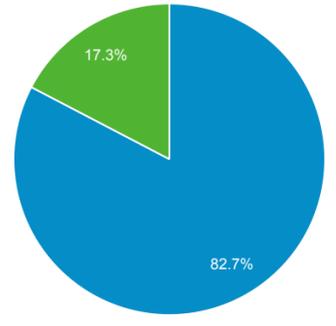
All Users  
100.00% Users

Overview



<b>Users</b> 1,745	<b>New Users</b> 1,592	<b>Sessions</b> 2,412	<b>Number of Sessions per User</b> 1.38
<b>Pageviews</b> 4,660	<b>Pages / Session</b> 1.93	<b>Avg. Session Duration</b> 00:01:40	<b>Bounce Rate</b> 65.13%

■ New Visitor ■ Returning Visitor



City	Users	% Users
1. Seattle	298	15.96%
2. (not set)	170	9.11%
3. Everett	104	5.57%
4. Columbus	100	5.36%
5. Lynnwood	77	4.12%
6. Edmonds	55	2.95%
7. San Antonio	34	1.82%
8. Ashburn	29	1.55%
9. Cheyenne	25	1.34%
10. North Creek	24	1.29%