

VERDANT HEALTH COMMISSION
 PUBLIC HOSPITAL DISTRICT NO. 2 OF SNOHOMISH COUNTY, WASHINGTON
BOARD OF COMMISSIONERS
 Regular Meeting
 AGENDA
 April 24th, 2024
 8:00 a.m. to 10:00 a.m.

The public can participate in person at the Verdant Community Wellness Center or join via Zoom by visiting <https://us02web.zoom.us/j/89568322656> Meeting ID: 895 6832 2656 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	---	8:00am	3
C. Consent Agenda:	Action	8:02am	4-20
1. Approval of Minutes:			
a. March 27, 2024 Regular Board Meeting			
b. April 10, 2024 Special Board Meeting			
c. April 15, 2024 Special Board Meeting			
D. Public Comments (limit 3 minutes per speaker)	Information	8:04am	---
E. Executive Committee Report	---	8:10am	---
F. Community Presentation: Care Coordination	Information	8:12am	---
1. UTSAV– Arun Sharma, Executive Director		8:15am	
2. LETI – Rene Acevedo, Volunteer Coordinator		8:25am	
3. YWCA – Renee Wallace, Program Manager		8:35am	
G. Commissioner Discussion of Care Coordination	Information	8:45am	---
H. Superintendent Report	Information	9:00am	---
1. Verdant Operations			
2. Community Outreach Update			
I. Program Committee Report	Information	9:10am	21-22
1. Review of Midterm Progress Reports			
J. Finance Committee Report			
1. Review Financial Statements & Cash Activity	Information	9:15am	23-31
2. Authorization of Payments of Vouchers and Payroll	Action	9:25am	32

3. Langer Clinic Signage Proposal	Action	9:28am	33-42
4. Langer Clinic Furniture ITB	Action	9:33am	43-46
K. Public Comments (limit 3 minutes per speaker)	Information	9:38am	---
L. Commissioner Comments	Information	9:45am	---
M. 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

Regular Meeting

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

March 27, 2024

8:00 a.m.-10:30 a.m.

**Commissioners
Present**

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

Staff

Dr. Lisa Edwards, Superintendent
Riene Simpson, Director of Finance
Ceil Erickson, Director of Community Impact
Kaysi Caballero, Executive Assistant/Office Manager
Nancy Budd, Community Social Worker
Annika Sahota, Community Engagement Specialist
Humaira Barlas, Fiscal Specialist
Kirk Mathis, Digital Marketing & Communications Manager
Olia Josiah, Wellness Center Assistant

Guests

Courtney Amonsens, State Auditor's Office
Kirk Gadbois, State Auditor's Office
Jan Culp, ChildStrive
Snow Berger, ChildStrive
Rod Shutt, Prescription Drug Assistance Network
Ania McCleary, Madison West
Rob Weber, Carney Bradley Spellman Law
Howard Thomas, HT Consulting

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 Wilson.

**Land and
Enslaved People's
Acknowledgement**

President Wilson read the acknowledgement.

Consent Agenda

Commissioner Distelhorst made a motion to approve all items included on the consent agenda, Commissioner Knutsen seconded. Motion passed.

Consent Agenda (E:18:24)

1. Approval of Minutes:
 - a. February 28, 2024 Regular Board Meeting
2. Approval of Updated 2024 Board Meeting Calendar

3. Superintendent's Discretionary Request: Millenia Ministries

Public Comment Snow Berger, ChildStrive: Administrator for Nurse Family Partnership (NFP) program. The commitment of Verdant in 2011 has been instrumental in the continued success of the program. This program is backed by 45 years of research and data. The NFP Program increases pregnancy and maternal health outcomes, decreases infant mortality rates, and improves child development. They received funds from the home services account through the state and Snohomish County and apply these funds to specific portions of Snohomish County. Federal billing only covers a fraction of the services they provide and Verdant's funding has helped cover the rest of their services. They welcome and appreciate all new funding opportunities. She thanked Verdant again for their support.

Executive Committee Report President Wilson reported that Executive Committee met on February 13th to approve the agenda for today's meeting. No action was taken at the Executive Committee meeting.

SAO Audit Report Mr. Gadbois provided a background of the state auditor's office work and their services for government entities (E:19:24). They recently completed a two-year accountability audit for the period January 1, 2021 through December 31, 2022. Ms. Amonson reported, in brief, that Public Hospital District #2 had a clean accountability audit and has been utilizing its public funds properly and there are no concerns with operations. They performed a risk-based audit approach to examine the following areas – compliance with community grants, procurement, payroll, self-insurance for workers compensation, accounts payable, financial condition, open public meetings. There were no official recommendations to discuss regarding this audit. She explained that the SAO audit also reviewed the findings of the District's financial statement audit by Moss Adams and found no concerns about its quality.

Commissioner Wilson asked Ms. Amonson why we are going back to a one-year audit and what is the process to request a two-year audit?

- Ms. Amonson answered that a one-year audit is part of their policy due to the size of the District, based off our amount of revenue (over \$10 million per year). Mr. Gadbois added that they do one-year audits for the public as well so there are timely results available for the public to keep track of government spending.

Commissioner Wilson asked if Mr. Gadbois knew the expectation of the amount of work to be involved in the annual audit and the time to respond to their requests?

- Mr. Gadbois said they do not have an estimate since they don't know how each entity keeps track of their processes and the amount of work involved in responding to the audit. Ms. Amonsén added that a two-year audit is more extensive than the regular one-year audit so they expect it will take longer to respond.

Commissioner Wilson asked the SAO auditors if they will be auditing policies and procedures every year?

- Ms. Amonsén answered, yes.

Commissioner Knutsen asked the SAO auditors to confirm the period for the Fall 2024 audit and when that field work will begin?

- Mr. Gadbois answered that the SAO office is getting caught up on auditing federal COVID funding and they are working on moving the schedule from Fall to Fall which will provide a 10-month break between each audit cycle. For Verdant, they will begin the next audit for the 2023 period in Fall 2024.

Commissioner Wilson asked the SAO auditors to refresh her memory of when this 2021-2022 accountability audit started and when it ended?

- Ms. Amonsén answered that field work started in January 2024 and they wrapped up in March 2024 for this two-year audit period.

Superintendent's Report

Verdant Operations

Dr. Edwards introduced two new Verdant staff members. Chase Toscano was hired as Contracts Manager and recently attended the annual PEAK Northwest conference where he was fully immersed in all things funding. Kyla Morgan was hired as Interim Executive Assistant/Office Manager and will cover Ms. Caballero during maternity leave. She added that Ms. Sahota, Community Engagement Specialist, has recently accepted an offer for South Texas University to join their MD-PhD program to become an OB/Gyn doctor. The Verdant team is excited for her to begin medical school this summer. Dr. Edwards thanked the finance team for their heavy lift in providing all the reports needed for the two-year SAO accountability audit.

Dr. Edwards added that the District is commencing with construction work for its Kruger Medical Clinic remodel project.

The general contractor for this project will be storing some of their materials at our Value Village property. Verdant is moving forward with the invitation to bid for signage at the remodeled Kruger Clinic, then furniture invitation to bid will be next. Verdant is also in contract phase for the Verdant Community Wellness Center reception area remodel which we hope will begin in April 2024. The environmental impact study work at the old Value Village property is also underway. Dr. Edwards thanked our architectural consultant Ania McCleary who has been helping us monitor these various property projects and keep us on budget.

Community outreach Update

Dr. Edwards thanked Commissioner Brennan for attending the Lynwood Rotary presentation on March 7th. Dr. Edwards and Commissioner Distelhorst will present at the Edmonds Waterfront Center annual member meeting later this afternoon.

Program Committee Report

Conflicts of Interest

None.

General Updates

Ms. Erickson reported that she has been talking to the contract awardees for our recent Spring 2024 cycle to ensure they are aware of the new 9-month funding period and outcome and budget reports needed from their organization. Spring 2024 contracts should all be signed by April 15th. She added that Verdant recently hosted its Verdant Partner Roundtable on March 22nd where we were able to sit down with our partners and talk about the recent Verdant funding changes. She thanked Commissioner Distelhorst for his attendance.

Commissioner Wilson asked if the Verdant Partner Roundtable (VPR) is effective in helping partners network with each other? She wonders if we should continue this format and if it is beneficial for our partners and having Verdant host? She asked if Verdant will continue to host this once per quarter?

- Dr. Edwards answered that there is a large turnover of staffing with non-profit partners so VPR gives them an opportunity to network with each other as there may be new staff who are not aware of all that happens in our community. She added that as of right now, Verdant is planning to host this quarterly as it is a great opportunity to replenish connections and update them with changes on funding goals and priorities.
- Commissioner Knutsen added that she has attended a lot of our roundtables and feels they are incredibly important

for networking. Commissioner Distelhorst agrees that the VPR is a good use of time.

Finance Report
Review Financial
Statements & Cash
Activity

Ms. Simpson presented the financial reports for February 2024 (E:20:24), noting any transactions out of the ordinary, compared to prior month periods.

Commissioner Wilson asked why there is such a large negative loss on the investment portfolio?

- Ms. Simpson answered that what makes the investment account go negative are unrealized losses and gains which we never budget for. We are tracking well ahead of interest income.

Authorization of
Payments of
Vouchers and
Payroll

Authorization for payment of vouchers and payroll: Warrants Reference A, No. 16401 through 16438, and Warrants Reference B, No. J2433 through J2468 for February in the amount of \$305,661.86 were presented for approval as well as electronic disbursements in the amount of \$963,891.37 for total disbursements of \$1,269,553.23 (E:21:24).

Motion was made by Commissioner Knutsen, seconded by Commissioner Distelhorst and passed unanimously to approve the warrants & electronic disbursements.

Resolution 2024:01
Appointment of Filo
Fajardo as Interim
District Treasurer

Ms. Simpson presented Resolution 2024:01 to assign Filo Fajardo as interim District Treasurer for the period April 15, 2024 – July 31, 2024.

Motion was made by Commissioner Knutsen, seconded by Commissioner Distelhorst and passed unanimously to approve Resolution 2024:01.

Executive Session

President Wilson closed the meeting for executive session to begin at 8:52am and will continue through 10:15am. This executive session is to consider the legal risks of a proposed action of the district.

Executive session was extended to 10:27am.

Executive session was extended to 10:37am.

Executive session was extended to 10:41am.

Open Session

President Wilson reopened the public meeting at 10:41am.

Approval of Hospital
Engineering Study
RFQ

Commissioner Knutsen made a motion to approve the hospital engineering study Request for Qualifications (RFQ) as amended, Commissioner Distelhorst seconded.

Motion passed. Commissioners Knowles was not present for the vote.

Public Comments Rod Shutt, Prescription Drug Assistance Network: He thanked Verdant for their ongoing support and generosity. The 2022 Verdant grant cycle had significant changes to the process. Then, in Spring 2024, Verdant changed the grant funding process again with no notice. As a grant writer, it felt like he was shooting at a moving target. Additionally, he is requesting Verdant provide notification ahead of time when there will be changes to the funding cycle so partners can plan accordingly for their budgets and know what to ask for. He understands the District has other priorities and projects but would appreciate a heads-up on the grant changes.

Commissioner Comments Commissioner Knutsen provided an overview of her experience touring the Mountlake Terrace school-based health center. She stated it is a great space that facilitates student and community involvement and care.

Commissioner Brennan thanked the Verdant team for all their work with the audit. She is happy to see the new Verdant impact report and how it provides clarity on our role in the community.

Adjournment The meeting was adjourned at 10:48 a.m. by President Wilson.

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

April 10, 2024

4:00 p.m.-5:00 p.m.

Commissioners Present	Karianna Wilson, President Carolyn Brennan, Secretary Deana Knutsen, Commissioner Jim Distelhorst, MD, Commissioner
Commissioners Excused	Bob Knowles, Commissioner
Staff	Dr. Lisa Edwards, Superintendent Riene Simpson, Director of Finance Ceil Erickson, Director of Community Impact Chase Toscano, Contracts Manager Kaysi Caballero, Executive Assistant/Office Manager Kyla Morgan, Interim Executive Assistant/Office Manager Annika Sahota, Community Engagement Specialist Olia Josiah, Wellness Center Assistant
Guests	Leroy Eadie, Empire Health Foundation Christina Bernard, Pacific Hospital Preservation & Developmental Authority Jessica Case, Medina Foundation Margot Helphand Kumaran Koneswaran
Call to Order	The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 5:02 p.m. by President Wilson.
Land and Enslaved People's Acknowledgement	President Wilson read the acknowledgement.
Overview of Current and Emerging Priorities for Funders in Pacific Northwest	Ms. Erickson introduced our guest presenters. She asked the commissioners to frame the presentation around what is valuable to our work and how this information can help shape our planning. Ms. Erickson introduced the concept of "trust-based philanthropy" being centered in equity and an approach to promote collaboration and trust. She stated that we need to address the relationship and power dynamic between funders and

nonprofits. Using her background at the Seattle Foundation, she hopes that Verdant will be able to shift strategy to make equitable relationships while supporting historically underserved and under resourced communities. She invited funder colleagues to share about the work they are doing and the strategies they use.

**Community
Presentation: Funder's
Panel with Q&A:**

Leroy Eadie, Vice President
of Programs, Empire Health
Foundation

Mr. Leroy Eadie, the Vice President of Programs at Empire Health Foundation, gave an overview of the work they do as a private nonprofit foundation and their current goals. They serve a 7-county area in Eastern Washington. In the Spring of 2022, they adopted a health equity framework to send resources into the community. As a foundation, they are reprioritizing to work strategically with fewer major organizations and walking with them in partnership for the next 5 years, rather than giving a little bit to everybody. They are a 401(c)3 and 401(c)4 nonprofit. Mr. Eadie talked about leveraging resources with connections in the community through a Community Advisory Committee (CAC). This is their 3rd year working with a CAC, which is composed of 12 community members that are paid a stipend for about 6 meetings/year. This group was able to highlight their need for education with cultural competency. Next, Mr. Eadie presented their methods of communication with their community partners. He stated they prioritize 1:1 conversations and dinners whenever possible.

Commissioner Questions

Ms. Erickson asked how they manage relationships with community partners that may no longer be funded.

- Mr. Eadie answered it is a tough question and they try to be clear at the start of the year to give the organizations a heads up. The honesty at the start of the year allows them to work with programs to start developing sustainability measures over the course of the year to adjust to the lack of funding. Additionally, they offer support through ways other than funding. He states a key thing is not to be scared to share in advance that the funding is going to end.

Commissioner Wilson asked if Empire Health Foundation is funding 25-40 organizations this year, how many partners they had previously?

- Mr. Eadie answered last year they granted 78 organizations. He said they put aside smaller sponsorship funds to help supplement smaller programs that didn't get selected to be in the cohort.

Commissioner Knutsen asked how much money Empire Health Foundation puts out each year in funding?

- Mr. Eadie stated they are putting about \$4 million into the community next year. They are moving into impact investing and program related investments to work closely with organizations that will align with that tool. He shares Spokane communities are known for being able to do a lot with little.

Commissioner Knutsen stated we are a public hospital district and must work with the state auditor. She asked if Empire Health Foundation is private?

- Mr. Eadie clarified, yes, they are a private funder.

Christina Bernard, Finance & Program Director, Pacific Hospital Preservation & Developmental Authority

Ms. Christina Bernard, Finance & Program Director from Pacific Hospital Preservation & Developmental Authority (PHPDA) states they are a public entity and are also subject to a state audit. Similar to Verdant, they own property and have lease income as a source of funds. Their focus is in King County and they offer a "health equity fund." Their funding is focused on a broad description of any health disparity and what the organization is doing to narrow that down. They have two kinds of grants – small and major. Small grants are offered as a one-time grant for a project that is being completed in the calendar year. The small grants are not renewable. The second type is the major grants, for ongoing work up to \$200,000/year and they are renewable for up to two more years, maxing at three. An organization can be granted one major grant per year. They look at focus areas for the major grants to establish areas they think need more funding based off community feedback. Some focus areas are immigrant communities, women's reproductive health, and substance use disorders. They have used an LOI process for the last 10 years, since 2014. They use LOIs to not

use up staff and organization resources. In the 2024 funding cycle they received 88 LOIs and moved 19 forward for funding. They utilize a funding panel and invite the 19 selected LOIs to submit a full application. The 19 selected are met with directly to help prepare their application, they get feedback and can ask questions. Once full applications are submitted, they have another review panel. PHPDA put \$1.7 million in this year for major grants, in the end they narrowed from 19 who applied to 12 who were funded

Commissioners Questions

Commissioner Knutsen asked to clarify if the \$1.7 million amount went to new programs or renewed programs?

- Ms. Bernard answered \$2.3 million went to renewals and \$1.7 million went to new programs this year. They have separate budget lines for renewals versus first year major grants so they can keep track of what they have available for each renewal.

Commissioner Knutsen asked if they also have to set aside money to maintain their rental properties in addition to the money they use for funding community programs?

- Ms. Bernard answered, yes, they also set aside money for their properties for overall maintenance. Their tenants have a fully net lease meaning all operating costs gets paid for by the tenants. Since it is a historical building, they have a lot of money set aside in preparation for larger repairs and maintenance.

Commissioner Knutsen asked since they are subject to a state audit every other year, do they fund specific issues or use general operating?

- Ms. Bernard answered they tried to give general operating funds and the state auditor said no you cannot do that. They fund specific projects, but as a board they are moving as close to general operating as they can within the rules. They are flexible and not super strict.

Commissioner Brennan asked how PHPDA supports an applicant's program budgets; do they always fund what they ask for or make cuts?

- Ms. Bernard answered they get a line-item budget from funding applicants. They sometimes give a partial grant, but they try not to be too restrictive in how they direct their funding. They only restrict it if there is something in the budget that doesn't align or they can't fund it as a public entity. Most of the time if they give partial, they give them time to adjust their budget. They trust the organizations are the experts in knowing how they spend their funding.

Commissioner Brennan asked what kind of installments they use for funds, monthly, biannually?

- Ms. Bernard answered they provide funding upfront in July for half of the award and then they fund the second half of the award in January. The funded organization submits a financial report at the end of the grant. PHPDA collects any unspent funds, but they do encourage the organization to revise their budget to use as much as possible.

Jessica Case, Program
Officer, Medina Foundation

Ms. Jessica Case, the Program Manager Officer from the Medina Foundation introduced their program by sharing they are furthest from the way Verdant operates. They are one of the oldest foundations in Washington state. They primarily fund direct service programs in a 14-county region along the I5 corridor. Since their coverage area is so broad, they don't use the same lens for rural vs metropolitan areas of King County. They have three issue areas: youth, stabilization for families and individuals, and economic opportunities. Their average grant size is \$20,000. They fund about \$4 million total per year across roughly 150 organizations. They employ four people on their staff. Ms. Case shared that trust-based philanthropy *term* is new, but the idea is not. She says trust goes both ways and we (funders) need to earn organizations trust as philanthropic organizations. They do this by sharing information and offering transparency. Additionally, they offer exit grants when they stop funding someone to help ease the process. They also utilize an LOI process, they don't want organizations to put in extra work completing a whole funding application. They encourage organizations to call prior to submitting an LOI so they can let them know upfront if they are not a fit and would not get funded. They receive about 250-300 LOIs each year. They

review monthly on a monthly cycle with no deadline. They have an LOI review committee that will determine who is invited for a full application. A majority are past grantees as there is no limit to the number of times an organization can renew, and they can re-apply after every 12-month cycle. They focus on being aware of contribution versus attribution and not taking credit for the success of the grantees.

Commissioner Questions

Commissioner Knutsen asked if they fund \$20,000 for each grant?

- Ms. Case answered their grants average \$22,000, ranging from \$20,000-25,000. They have no limit for renewal.

Commissioner Knutsen clarified if that totals around \$4 million per year and that they do not have a set cycle for funding?

- Ms. Case answered they use a rolling plan and process. The trustees meet 6 times per year and the LOI committee meets monthly. LOIs are reviewed on a first come first serve basis and there are around 20 per docket.

Commissioner Brennan asked if they use a community health needs assessment (CHNA) and how they set their priorities?

- Ms. Case and the other funders on the panel do not pay for CHNAs. Ms. Case said they look at the grant application to make the case for the need and they use general operating grants. PHPDA added that they will look at King County's needs assessments results but mostly they will read the LOIs to determine the community need.

Commissioner Discussion

Ms. Helphand asked the Commissioners to think about how the presentations today could inform the conversations during the April 15th and 30th special board meetings. She asked Commissioners to decide on key high-level questions and how they want to set their priorities.

Commissioner Knutsen and Commissioner Brennan discussed how Verdant has different constraints than the presenters and that they need to set their own narrative.

Commissioner Wilson shared that Empire Health Foundation has been around for a long time and they have a massive footprint in the Spokane community, even with the smaller amount of funds. She thinks the name and reputation they have is something Verdant can look towards.

Adjournment

The meeting was adjourned at 6:17 p.m. by President Wilson.

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

April 15, 2024

5:00 p.m.-8:00 p.m.

**Commissioners
Present**

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

Staff

Dr. Lisa Edwards, Superintendent
Riene Simpson, Director of Finance
Ceil Erickson, Director of Community Impact
Chase Toscano, Grants Manager
Kaysi Caballero, Executive Assistant/Office Manager
Kyla Morgan, Interim Executive Assistant/Office Manager
Olia Josiah, Wellness Center Assistant

Guests

Margot Helphand, Board Facilitator

Call to Order

The special meeting of the Board of Commissioners of Public Hospital District No. 2, Snohomish County, was called to order at 5:04 p.m. by President Wilson.

**Land and
Enslaved People's
Acknowledgement**

President Wilson read the acknowledgement.

Meeting Goals

Ms. Helphand began the meeting by providing an overview of the goals of these next two special meetings on April 15th and April 30th. The commissioners discussed the need to keep focus on why Verdant exists and to make decisions to support Verdant's own narrative.

Commissioner Knutsen wanted to make sure they are centered on the reality that they are elected to their positions and would like some time for the changes made this year to settle in so they can see what the pros and cons are of the updated processes.

Commissioners discussed the importance of maintaining the hospital and ensuring they have the funds to keep the hospital and full range of acute hospital services in the community.

Funding Evolution

Ms. Erickson reviewed the evolution of Verdant funding between 2019-2024 (E:22:24). The chart of funding cycles over time

shows in 2021 Verdant shifted to a quarterly cycle and at the end of 2022 there was another funding cycle shift due to the need of the hospital. At the beginning of 2024 Verdant moved to an annual cycle. There has been a lot of work done by Commissioners to narrow the strategic focus and creating these specific priority areas. She wants to use these conversations to help frame the 2025 strategy. The staff have implemented better tools with Fluxx and other technologies.

Strategic Priority Review and Affirmation

Ms. Helphand walked through a PowerPoint (E:23:24) with each of the priority areas and requested to go through them one by one with the commissioners to see if it still fits what they would like to see. She asked the commissioners to revisit why they created this plan and what it means to have these objectives and strategies.

Before proceeding to each individual priority, the Commissioners shared their opinions on their current framework and why they developed it. Commissioner Knowles shared that it became Verdant's foundational map to figure out what they were going to fund. Commissioners discussed the need for some areas to be more specific based off the community needs assessment, but other priority area objectives still seem to be broader which can lead to confusion.

Discussion of definitions and objectives for each strategic priority

Ms. Helphand started with the strategic priority regarding mental health. Commissioners discussed if they felt like the objectives were still aligning with the funding choices they made and if that objective is actually supporting mental health in the community.

Commissioner Wilson requested they zoom out to discuss the bigger focus areas of mental health, healthcare access, and food security before they get into the strategy and verbiage of each individual objective.

Commissioners had a conversation regarding whether to keep the same strategic priorities to prevent more change and confusion or realigning their goals to fit what they believe should be the areas of focus.

- Commissioner Distelhorst and Commissioner Knutsen are in favor of keeping Verdant's priorities the way they are for the time being to give the Board and the community some time to adjust to the annual funding cycle.

Commissioners discussed in what areas their current model supports direct delivery of services and what is considered a direct service of care.

- Commissioner Wilson wants the Commissioners to discuss how they evaluate programs that apply for funding and their primary role involves *navigation* rather than *direct services*.
- Commissioner Knowles stated, to him, access to healthcare means behavioral health, physical health, and dental access with direct delivery of services. He would like to move forward with funding organizations that provides *direct access* to care and services to support their members' health.
- Commissioner Distelhorst shared that he is in favor of including care coordination, otherwise the community will have difficulty getting direct access to care if they cannot navigate the system.

Commissioners shifted the conversation to how they want to partner with organizations and potentially change the application process to make sure they are funding programs that closely align to their goals.

Ms. Helphand asked Commissioners if healthcare access should be the sole strategic priority, or do they want to keep the three priorities they currently have?

- Commissioner Wilson is in favor of making it clearer and simplifying the goal.
- Commissioner Brennan would like to be able to narrow the focus to healthcare access, being what Verdant is all about. She is in favor of simplifying their goals with clear guidelines and refining Verdant's messaging about its priorities.

Communications for Partners Applying for Funding

Ms. Erickson provided an overview of the funding timeline, stating a request for proposal would need to be posted by mid July with a deadline at the end of August 2024. We will have three months to read and review applications and will make funding decisions at the November 2024 board meeting. At this point, any changes would provide 3-4 months' notice for applicants.

Commissioners came together to propose the idea of being more deliberate in communicating to their partners what is going to be prioritized in their funding. They can we work within the three buckets, while also giving a heads up that changes

are coming next year. This would keep things the same for 2025 and prepare and communicate for the changes for 2026. They were in favor of this strategy.

Commissioners did not come to an agreement regarding bridge funding for the 19 impacted partners for the last three months of 2024.

Preparation for April 30th meeting

Commissioners proposed they use the 4/30/24 Special meeting to focus on figuring out what the process is for the 2025 funding cycle. Then they can add supplemental meetings to go into 2026 goal and strategy.

Verdant staff will come to the April 30th special meeting with revised strategic priority language to remove the explicitly stated "strategies" and to re-arrange the "objectives" within each priority area.

Commissioner Comments

The Commissioners discussed their progress made throughout the meeting and their hope to get clarity on their priorities and funding process. They were grateful to have an honest conversation to work towards being explicitly clear about what Verdant will fund. They all agreed they would like to make it a goal to work on community recognition for Verdant's efforts. Ms. Helphand wrapped up the meeting by reminding the Commissioners to envision how they would like to articulate the narrative they would like to be writing.

Adjournment

The meeting was adjourned at 8:03 p.m. by President Wilson.

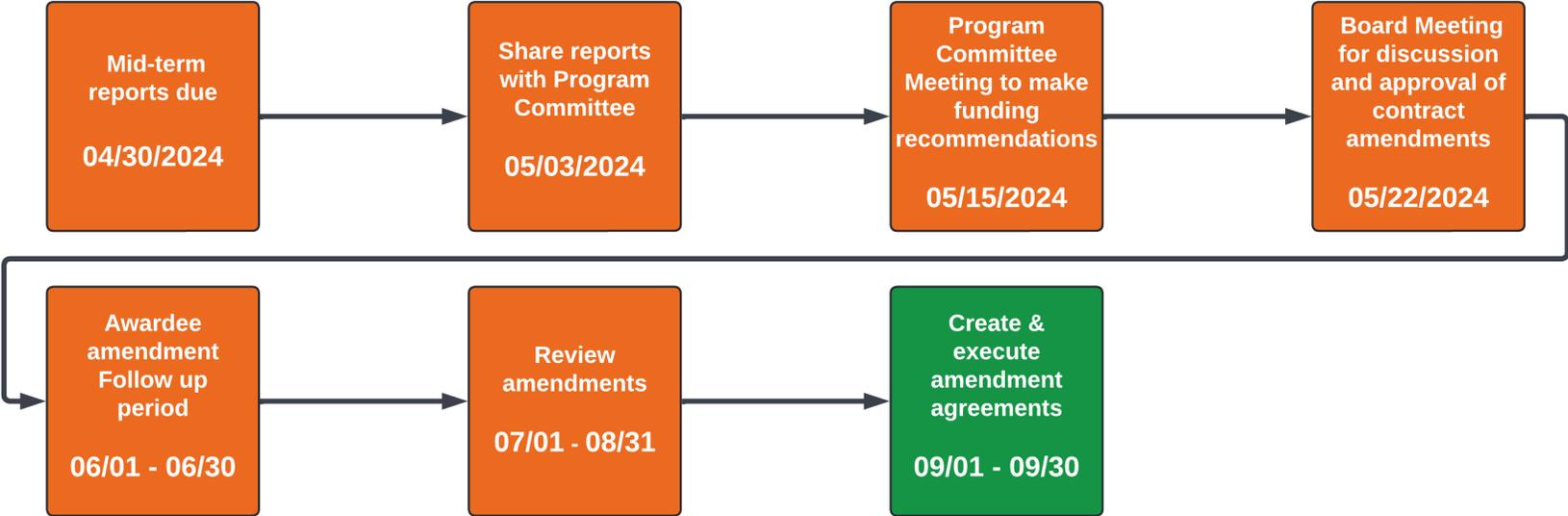
ATTEST BY:

President

Secretary

**Fall 2023 Awardees
Contracts Ending September 30th 2024**

Draft Timeline for Bridge Funding



2024 Funds Available
\$290,347 Remaining of \$7.2 Million Budget

**Fall 2023 Awardees
Contracts Ending September 30th 2024**

Organization	Project	Primary Priority Area	Award Amount
Cancer Lifeline	Increasing Mental Health Access & Equity for Cancer Patients in Snohomish County	Mental Health	\$15,000
Center for Human Services	School Based Youth Counseling Services	Mental Health	\$350,000
ChildStrive	ChildStrive Parents as Teachers and Early Support for Infants and Toddlers	Healthcare Access	\$200,000
Communities of Color Coalition	Reclaiming Roots to Wellness	Mental Health	\$150,000
Community Health Center of Snohomish County	Mountlake Terrace High SBHC	Healthcare Access	\$208,000
Edmonds College Foundation	Edmonds College Food Insecurity Expansion Program	Food Security	\$73,500
Edmonds School District	Elementary Family Resource Advocates	Food Security	\$340,000
Edmonds School District	Move 60!	Mental Health	\$100,000
Edmonds Senior Center	South Snohomish Vaccine Network	Healthcare Access	\$103,356
Homage	Homage Mental Health Multilanguage Peer Support	Mental Health	\$185,000
Jean Kim Foundation	Hygiene Center	Healthcare Access	\$283,925
Lahai Health	Lahai Dental Program	Healthcare Access	\$395,000
Lynnwood Food Bank	Focus on Nutrition	Food Security	\$80,200
Millennia Ministries	Mobile Manna	Food Security	\$130,000
Nami Snohomish County	Support Groups and Classes	Mental Health	\$16,700
South County Fire	Community Resource Paramedicine Program	Healthcare Access	\$498,220
Support 7	Whole Person Emergency Response for Mental Wellness	Mental Health	\$47,962
The Clearwater School	Healthy Families: Listening, Learning and Leading with Love	Mental Health	\$50,000
The Hand Up Project (DBA Advocates Recovery Services)	The Highway 99 Hallmark of Hope	Mental Health	\$180,000
TOTAL			\$3,406,863

Balance Sheet
As of February 29, 2024 and March 31, 2024

	2/29/2024	03/31/2024	Change from February Month End	Comments:
ASSETS				
1 Current Assets				
2 Cash Balance	3,751,350	3,456,331	(295,019)	
3 Accounts Receivable	10,762	12,763	2,001	
4 Other Current Assets				
5 Clearing Account	7,411	7,411	-	Receivable for FUTA tax refund due to Paychex reporting error
6 Investments	60,499,611	60,902,434	402,823	Note: entire investment portfolio balance is reported in current section of balance sheet, maturities are 1 year to 5 years.
7 Prepaid Expenses & Others	152,045	141,985	(10,059)	Prepaid Prop & Casualty Insurance Other Prepays include commissions for PSG tenant lease renewed early for 7/1/24: Landlord \$32k, and Tenant \$44k
8 M&O Tax Levy Receivable	471,671	640,973	169,301	
9 Short Term Lease Receivable	3,941,448	3,941,448	-	GASB 87 Balance forward from 12/31/2023
10 Subtotal Other Current Assets	65,072,185	65,634,251	562,065	
11 Total Current Assets	68,834,297	69,103,345	269,048	
12 Long Term Assets				
13 Fixed Assets-Net of Depreciation	21,112,532	21,240,959	128,427	Includes construction in progress of \$653k
14 TI-Net	110,505	105,469	(5,036)	Balance in unamortized tenant improvement allowances; \$110k at 2/29/24
15 Lease Receivables-LT Lease and Interest Receivable	255,399,367	255,399,367	-	GASB 87-LT rent receivableBalance forward from 12/31/2023
16				
16 TOTAL ASSETS	345,456,702	345,849,140	392,438	GASB 87: No interim monthly adjustments are being made to the financial statements for the impacts on lease and interest revenue. A single adjustment is recorded at year end December 31.
LIABILITIES & NET POSITION				
17 Liabilities				
18 Current Liabilities				
19 Accounts Payable & Unclaimed Property	62,179	58,273	(3,906)	
20 Credit Cards	11,531	7,479	(4,052)	March outstanding cc balances paid March 10th.
21 Tenant Prepaid Rents	1,030,969	1,030,969	-	April prepaid rents for Hospital paid by 3/31/24; Swedish Clinics and other tenants prepaid
22 Other Payables & Accruals	162,586	173,085	10,499	Business Taxes, Accrued Operating Expenses, Tenant Security Deposits
23 Construction Retainage	-	8,369	8,369	Withholding retention on first payment to Kruger GC
24 Accrued Salary & Benefits	57,077	65,947	8,870	
25 Estimated Self-Insured Reserve	125,000	125,000	-	Contingency reserve for self funded L&I claims and pension adjustments. Set at \$125k.
26 Total Current Liabilities	1,449,341	1,469,122	19,781	
27 Long Term Liabilities				
28 Deferred Inflow of Resources	246,567,594	246,567,594	-	GASB 87 balance forward at 12/31/23
29 Total Long Term Liabilities	246,567,594	246,567,594	-	
30 TOTAL LIABILITIES	248,016,935	248,036,716	19,781	
31 EQUITY	97,439,767	97,802,524	362,757	Equity change is March 2024 Net income
32 TOTAL LIABILITIES & NET POSITION	345,456,702	345,839,240	382,538	

Denotes accounts impacted by GASB 87 Lease Standard Adjustments through 12/31/2023

Statement of Income
Months Ending February 29, 2024 and March 31, 2024

	Month of February 2024	Month of March 2024	Month Change Inc/(dec)	Comments:
1 Operating Revenue				
2 Cash Lease Revenues (Base, CAM, Taxes)	1,043,661	1,044,862	1,201	
3 Deferred Rent Adjustments			-	
4 Grant Repayments	-	-	-	
5 Total Operating Revenue	1,043,661	1,044,862	1,201	
6 Program Funding and Operating Expenses				
7 Programs				
8 Total Program Funding	707,396	701,196	(6,201)	Includes All Program Payments, External Awards & Internal program costs. Currently in Fall 2023 payment cycles 10/1/23-9/30/23 - Spring Cycle to start 4/1/2024
9 Operating Expenses				
10 Salaries, Benefits & Contracted Staff	101,732	109,972	8,240	Contracted fiscal specialist support partial March; Grants Manager position filled-dual expense through April. Marketing Assistant; Exec Assistant in Training dual expense through April.
11 Professional Development/Planning	6,974	1,043	(5,931)	Feb 24 Roam Consulting-Leadership coaching
12 Professional Services	61,362	106,931	45,569	March 24 -Thomas Consulting \$13k Legal \$33k (Facilities, Hospital, Contracts), Moss Adams Audit work in progress \$12k
13 Purchased Services	37,493	43,364	5,871	Regular recurring services for properties; parking lot service January + 6k; Janitorial + 2k
14 Supplies, Postage, Dues, Other	12,639	14,206	1,567	Feb 24 AWPFD renewal; March 24 Laptop end of life replacements
15 Repairs, Maintenance & Insurance	27,379	18,055	(9,324)	Feb 24 McKinstry renewals & Wellness Center maint contracts
16 Utilities	15,849	19,231	3,382	
17 Business Taxes	5,658	5,436	(222)	
18 Marketing	1,201	11,208	10,007	March \$2750 in sponsorships; \$3500 special advertising Wellness Articles \$3500; Wellness Event \$2757
19 Election Fee	64	-		
19 Depreciation	88,614	89,127	513	
20 Amortization	5,036	5,036	-	
21 Total Operating Expenses	364,001	423,609	59,608	
22 Total Program and Operating Expenses	1,071,397	1,124,805	53,408	
23 Net Operating Income (Loss)	(27,736)	(79,943)	(52,206)	Net Operating Loss Month of March 24; (\$79,943)
24 Other Income (Expense)				
25 Other Income	-	-	-	
26 Self Funded L&I Reimbursements				
27 Self Funded L&I Expenses	(833)	(1,012)	(179)	
28 Levy Income	218,889	218,889	-	
29 Net Income (Loss) after Levy Income	190,320	137,934	(52,385)	Net Income after Levy March 24; \$137,934
30 Investment Income-Net of Unrealized Gains (Losses)	(96,369)	224,823	321,192	March 2024; Interest \$200,278 Realized Loss (\$81,941) Unrealized Gain \$106,487
31 Net Income (Loss)	93,950	362,757	268,807	Net Income March 24; \$362,757

**Statement of Income-Actual v Budget
Month and YTD Ending March 31, 2024**

	Month V Budget				YTD V Budget			Notes
	March 24 Actual Month	March 24 Budget Month	Month Fav (Unfav) Variance		March 24 Actual YTD	March 24 Budget YTD	YTD Fav (Unfav) Variance	
1 Income								
2 Operating Revenue-	1,044,862	1,044,874	(11) U		3,138,553	3,134,621	3,932 F	1/2
3 Expenses								
4 Program Expenses-All Categories	701,196	745,828	44,632 F		2,192,763	2,237,484	44,721 F	3
5 Operating Expenses	329,959	280,418	(49,541) F		867,028	841,255	(25,773) U	4
6 Depreciation & Amortization	93,650	93,998	348 F		283,224	281,995	(1,229) U	
7 Total Expenses	1,124,805	1,120,245	(4,560) F		3,343,016	3,360,734	17,718 F	
8 Operating Income (Loss)	(79,943)	(75,371)	(4,572) F		(204,462)	(226,113)	21,651 F	
9 Levy and Other Non Operating Income (Expense)								
10 Other Income	-	-	-		5,000	-	5,000 F	
11 Levy Income	218,889	218,917	(27) U		656,678	656,750	(72) U	1
12 Investment Income-Net of Unrealized Gains (Losses)	224,823	100,000	124,823 U		413,613	300,000	113,613 F	1
13 Self Funded L&I Reimbursements	-	-	-		-	-	-	
14 Self Funded L&I Expenses	(1,012)	(2,182)	1,170 F		(2,834)	(6,546)	3,712 F	5
15 Fees, Penalty and Interest	-	-	-		-	-	-	
16 Net Income (Loss) After Other Income	362,757	241,364	121,394 U		867,995	724,091	143,903 F	

Denotes variance drivers

1. Revenues-

Rental Income - Reflects base, CAM, leasehold taxes. New CAM rates effective January 2024. Value Village lot lease @ \$2500 per month plus LH taxes effective 12/1/2023. Revenue has been recorded for the lot lease until collection status is settled-if uncollectable a loss adjustment will be recorded.

GASB 87 adjustments for lease and interest income are not recorded on an interim basis. These adjustments are made at year end only.

Grant Repayments - YTD \$12k

Levy Income-2024 Rate of \$219k per month

Investment Income-Month of March 2024 net investment income \$225K, YTD \$413K including realized gains/(losses) unrealized gains/(losses). Note: The District does not budget for market gains or losses. As a result the budget variance can be

2. GASB 87 Lease and Interest Income-

This standard was implemented retroactive to 2021 at the end of 2022. Annual revenue (lease and interest) entries related to the GASB 87 standard **are not recorded on an interim basis** to the internal management use financials so as not to distort the interim financials and budget reviews. All adjustments are made at year end. The previously issued 2023 draft statements have been adjusted for 2023 GASB lease entries and the 2024 balances forward reflect these adjustments.

3. Expenses-Program:

Program Expenses-Annual award payments: March 24 \$649k YTD \$2,050MM (monthly payments for Fall 2023 awards and minor legacy payouts). Superintendent Discretionary March 24 \$37k, YTD \$92k Other: CHART \$55k and VOA 211 \$46k (paid semiannually for 6 months of service) .

4. Expenses-Operating:

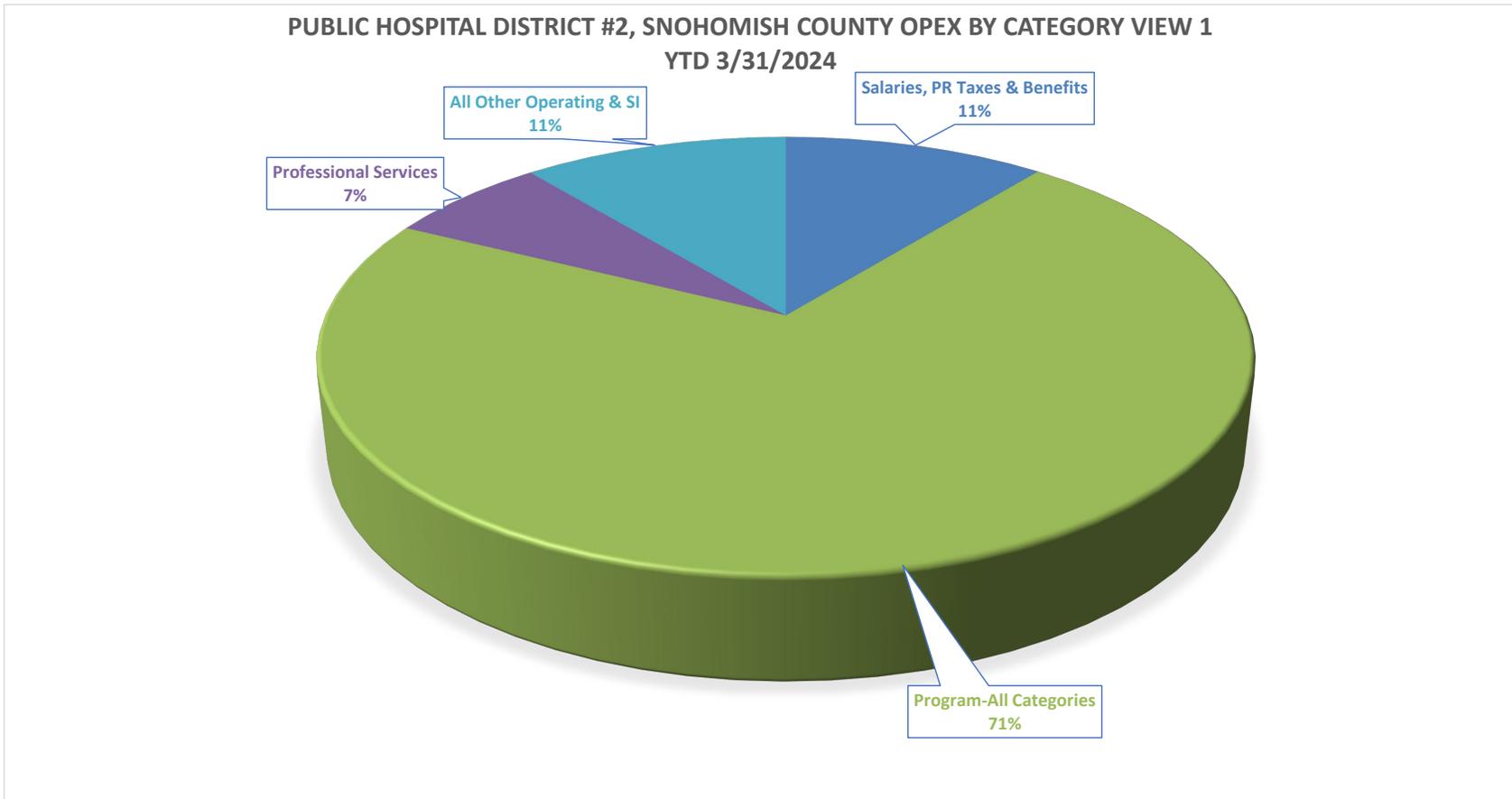
YTD total operating expenses over budget by \$25k. Several categories are over; others under with drivers based on timing of expense payments. Professional services (legal, accounting and other HT/MH) \$70k over budget and this variance will continue through the year. Extensive unanticipated legal costs related to Value Village lot tenant, environmental and potential sale, Legal and other related to Hospital Facilities Study and contractual issues, Multiple bidding and contract documents have been processed in Q-1 and into Q-2 of 2024. Unanticipated accounting interim help was also needed.

To the extent any opex variances are tenant CAM related costs, the expenses will be billed back to tenants and offset in the revenue line for net zero impact to the District. Examples are utilities, purchased services, repairs and maintenance.

5. Expenses-LNI Self Insured :

Only medical related claims are estimated and budgeted.

Claimants have met the threshold for excess coverage insurance-- all costs incurred should be reimbursed to the District once the third party administrator has invoiced the excess insurance carrier.



View 1-Prof Services, Salaries and Benefits, All Other Operating, expressed as total of all expenses

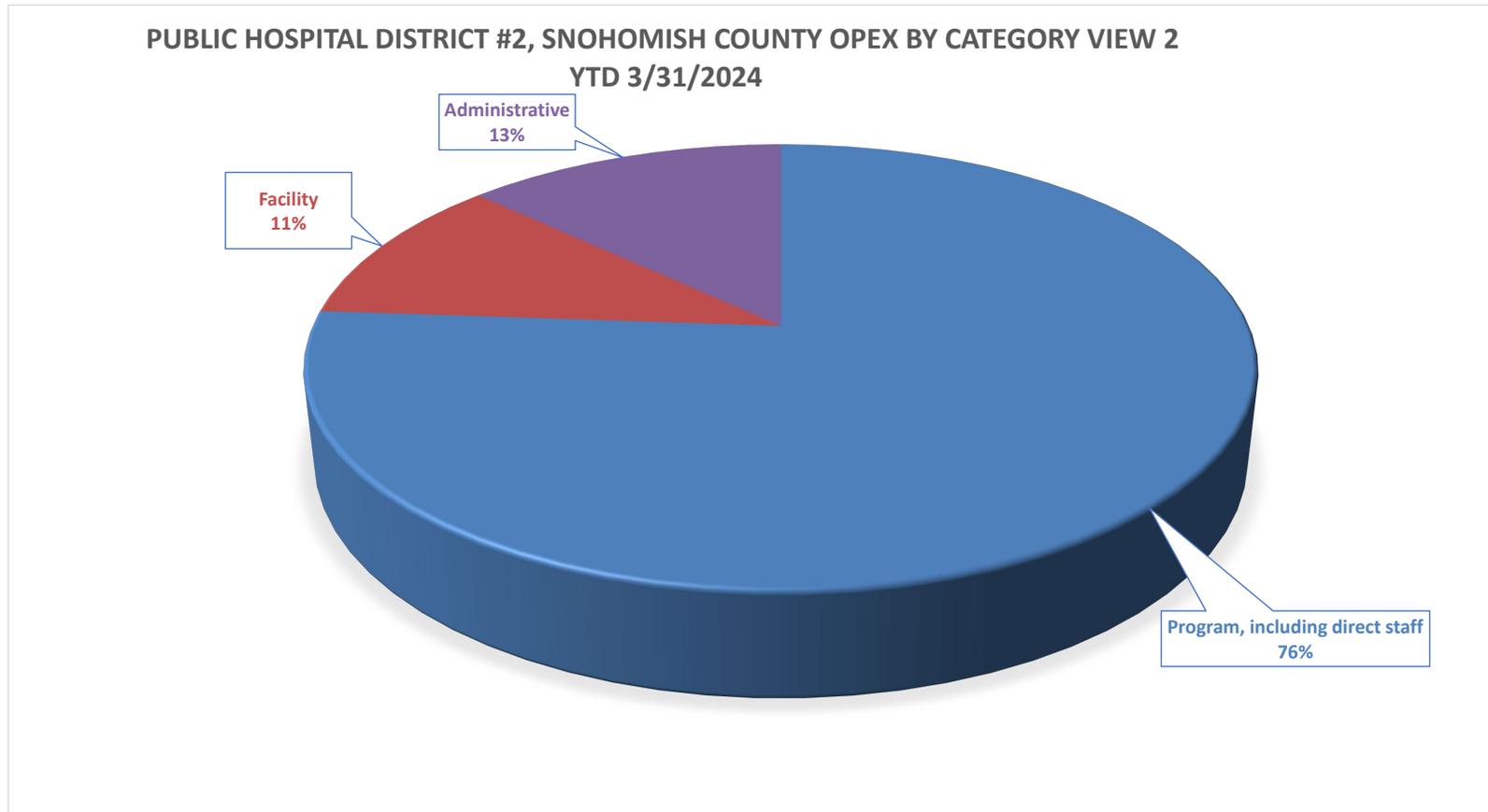
Professional Services include Legal, Accounting and Audit, Investment Management, HR Services, IT Services, Property Management & Real Estate Appraisals Special Consulting-Thomas (Hospital), Strategic Planning, DEI)

Program Costs in this illustration are grant payments and expenses only and do not include program staff costs (direct or indirect)

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 have been removed from this presentation



View 2-Program with FTE, Property and Administrative Expenses, 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

Program Costs: All grants and internal program costs plus Salaries and Benefits only for direct program staff 4.75 FTE
 This illustration includes allocation of direct staff only; does not include an allocation for indirect staff S&B, facilities, supplies or other costs that could be reasonably allocated to program expense. This would increase the program cost % by an additional 5%

Depreciation and Amortization have been removed from this presentation

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

PHD #2 Snohomish County-Verdant Health Commission
Warrants-March 2024

Type	Date	Num	Name	Amount	Memo
Warrants:					
1002 · Wells Warrant	Acct *2717				
Bill Pmt -Check	03/07/2024	16439	Christine Goff	415.96 A	2/28/24 - Fiber Cooking Demo and Ingredients
Bill Pmt -Check	03/07/2024	16440	Clothes for Kids	500.00	2024 - Clothes for Kids Sponsorship
Bill Pmt -Check	03/07/2024	16441	Daniela E. Munoz Lopez	350.00	3/24 - Public Speaking Community Wellness Event
Bill Pmt -Check	03/07/2024	16442	Dynamic Computing, Inc.	519.82	IT Tech Support
Bill Pmt -Check	03/07/2024	16443	Health Care Authority (PEBB)	8,536.54	3/24 Employee Health Insurance
Bill Pmt -Check	03/07/2024	16444	Lynnwood Event Center	2,674.00	11/1/24 Community Networking Event
Bill Pmt -Check	03/07/2024	16445	Nurture Well Center	1,500.00	3/24 - Wellness Event Speaker
Bill Pmt -Check	03/07/2024	16446	Rabi M. Yunusa	798.75	3.24 Wellness Event Speaker "Domestic Violence"
Bill Pmt -Check	03/07/2024	16447	Rachel Bergman	192.50	Copywriting Services
Bill Pmt -Check	03/07/2024	16448	Robert Half	3,509.13	Accounting Services for Week ending 3.1.24
Bill Pmt -Check	03/07/2024	16449	SCBHC	750.00	2024 Black Heritage Committee Sponsorship
Bill Pmt -Check	03/07/2024	16450	Seattle Food Nut	972.17	Food Demo and Supplies
Bill Pmt -Check	03/07/2024	16451	Thomas & Associates Consulting, LLC	3,450.00	01/24 & 02/24 Consulting for Kruger Clinic Leases
Bill Pmt -Check	03/07/2024	16452	Turner HR Services, Inc.	2,250.00	HR Services for Grants & Contracts Manager
Bill Pmt -Check	03/07/2024	16453	Wells Fargo	12,731.23	Wells Fargo Credit Card Payment
Bill Pmt -Check	03/14/2024	16454	Alexander Printing Co, Inc	63.32	Business cards
Bill Pmt -Check	03/14/2024	16455	Allstream	185.05	3/3/24 - 4/2/24 Value Village Phone/Internet
Bill Pmt -Check	03/14/2024	16456	Canon Financial Services, Inc.	580.35	03/2024 - Contract #852451-1
Bill Pmt -Check	03/14/2024	16457	Foster Garvey PC	13,709.00	Employment Related & General Legal Services
Bill Pmt -Check	03/14/2024	16458	Leslie Silverman	2,400.00	1/24 - 2/29/24 Professional Services
Bill Pmt -Check	03/14/2024	16459	Moss Adams LLP	12,075.00	2023 Fiscal Year End Audit Services-progress billing
Bill Pmt -Check	03/14/2024	16460	My Neighborhood News Network	3,500.00	Five bimonthly Health Matter Articles Publication
Bill Pmt -Check	03/14/2024	16461	Payden & Rygel	10,072.00	2/2024 - Monthly Advisory Fee
Bill Pmt -Check	03/14/2024	16462	PEAK Grantmaking	3,000.00	4/1/24 - 3/31/25 Membership Renewal
Bill Pmt -Check	03/14/2024	16463	Robert Half	4,190.00	Accounting Services for Wk. ending 3/8/24
Bill Pmt -Check	03/14/2024	16464	Safeway	1,580.00	February 2024 Voucher Redemptions paid March
Bill Pmt -Check	03/14/2024	16465	Sound Dietitians LLC	1,285.74	WC-24-370/WC-24-371 Cooking Demos, Consulting & Education
Bill Pmt -Check	03/14/2024	16466	State Auditor's Office	0.00	VOID: 02/24 - Accountability Audit
Bill Pmt -Check	03/14/2024	16466	State Auditor's Office	5,494.45	2021 and 2022 State Audit progress payment (expensed to 2023)
Bill Pmt -Check	03/18/2024	16467	Ashley McGirt Counseling & Services LLC	6,500.00	3/18/24 - 4 Keynote Presentations and Hotel accommodation
Bill Pmt -Check	03/19/2024	16468	Daniella Valeska Ochoa	300.00	2/14/24 Cooking Demo: Ama tu Intestino
Bill Pmt -Check	03/19/2024	16469	Nadia Mahmud	375.00	WC-24-374 - Nutrition Cooking Demo & Education
Bill Pmt -Check	03/19/2024	16470	Robert Half	4,190.00	Accounting Services for Wk ending 3/15/2024
Bill Pmt -Check	03/28/2024	16471	Canon Financial Services, Inc.	263.23	3.21.24 Invoice for Contract #: 912953-1
Bill Pmt -Check	03/28/2024	16472	Dynamic Computing, Inc.	6,101.80	replace end of life laptops
Bill Pmt -Check	03/28/2024	16473	Helmsman Management Services LLC	2,500.00	Q2 2024 - Self Insured TPA Admin Fee
Bill Pmt -Check	03/28/2024	16474	Pathways Counseling Center Inc	1,500.00	12/23 - Provider Training On 12/7/2023 - Replacement Check
Bill Pmt -Check	03/28/2024	16475	Project Girl Mentoring Program	750.00	2024 - Project Girl Mentoring Sponsorship
Bill Pmt -Check	03/28/2024	16476	Snohomish County Recovery Coalition	750.00	2024 Sponsorship for Recovery Services
Bill Pmt -Check	03/28/2024	16477	Strom Consulting	1,500.00	3.26.24 - 3 Hour Law & Ethics of AI
Total 1002 · Wells Warrant	Acct *2717			122,015.04 A	

Continued

PHD #2 Snohomish County-Verdant Health Commission
Warrants-March 2024

Type	Date	Num	Name	Amount	Memo
1004 · Wells Property Mgmt Acct *7265					
Check	03/07/2024	J2469	Armstrong Services	12,950.20 B	2/24 - 3/24 Janitorial Services Adjustment & Contract
Check	03/07/2024	J2470	Comcast	1,302.55	3/2024 Inv. #196409818 & Inv. #196409825
Check	03/07/2024	J2471	Commercial Property Maintenance, Inc.	2,830.50	2/2024 - Inspecting lighting, Trash Pickup, Key Duplicates
Check	03/07/2024	J2472	Consolidated Landscape Maintenance, Inc.	476.69	3/24 - Verdant Monthly Landscape Maintenance
Check	03/07/2024	J2473	Cosco Fire Protection	477.00	3/2024 - BB: Quarterly Fire Sprinkler Inspection (Swedish & Suite 130)
Check	03/07/2024	J2474	Pacific Facility Services	1,657.50	2/26-2/27/24 - Ice treatments-parking lot maintenance
Check	03/07/2024	J2475	KWB Property Maintenance	1,653.50	3/24 - Security Services at Verdant & Value Village
Check	03/07/2024	J2476	Republic Services	2,890.58	2/2024 - Trash/Recycle Services at Kruger
Check	03/07/2024	J2477	Schindler Elevator Corporation	373.95	3/1/24 - 3/31/24 Preventative Maintenance
Check	03/07/2024	J2478	Snohomish County PUD	6,498.63	1/31/24 - 2/27/24 Electricity for Kruger & Value Village
Check	03/07/2024	J2479	TK Elevator Corpotion	935.96	3/1/24 - 5/31/24 Full Maintenance for Elevator & Phone Monitoring
Check	03/07/2024	J2480	Allied Universal Security Services	8,072.16	02/16/24 - 02/29/24 Security Services at Kruger
Check	03/07/2024	J2481	Waste Management	816.18	2/1/24 - 2/29/24 Trash/Recycle at Verdant
Check	03/19/2024	J2482	Aardvark Services Corp.	101.35	Inv. #241994 - 3/11/24 Sweeping Services
Check	03/19/2024	J2483	Armstrong Services	3,427.67	Inv. #12741 2/1/24 Services and Inv. #12766 3/15/24 Services
Check	03/19/2024	J2484	City of Lynnwood - Utilities	925.79	Bill #478513, #478514 and #478515
Check	03/19/2024	J2485	Comcast - Acct # 8498310221378586	303.21	Acct # 8498310221378586
Check	03/19/2024	J2486	Commercial Property Maintenance, Inc.	1,181.08	Check Voltage, Plumbing, graffiti and Parking Lot
Check	03/19/2024	J2487	Guardian Security Systems, Inc.	1,646.23	Inv. #1472588, Inv. 1467280
Check	03/19/2024	J2488	JPC Architects	16,338.00	Inv. #52830 1/31/24 Construction in Progress, Review & Support
Check	03/19/2024	J2490	Pacific Facility Services	3,801.20	03/5/24 - 3/7/24 Snow/Ice Removal Services
Check	03/19/2024	J2492	Western Exterminator Company	259.51	03/24 Pest Control Services
Check	03/19/2024	J2493	ZiPLY Fiber	65.83	Acct. #010603-5
Check	03/19/2024	J2494	ZiPLY Fiber	146.19	Acct. #111914-5
Check	03/19/2024	J2495	ZiPLY Fiber	140.65	Acct. #070396-5
Check	03/29/2024	J2496	City of Edmonds - Utilities	3,421.01	Acct. #6-07019, #6-05490, #6-05550, #6-05550, #6-05480, #6-05475
Check	03/29/2024	J2497	Commercial Property Maintenance, Inc.	279.57	3/12/24 - Inv. #112799 Check lighting, parking lot, plumbing
Check	03/29/2024	J2498	JSH Properties Inc	8,036.62	03/24 Property Management Fee
Check	03/29/2024	J2499	McKinstry Co., LLC	682.23	Inv. #10243654 HVAC Diagnose and Repair-BB: Pediatrics
Check	03/29/2024	J2500	Pacific Facility Services	928.20	03/13-03/14-Fire Water - WO-1662
Check	03/29/2024	J2501	Snohomish County PUD	1,467.91	02/21/24-03/20/24-4710 196th St. Inv. #149062656
Check	03/29/2024	J2502	Allied Universal Security Services	8,072.16	03/01/24-03/14/24-Security Service Inv. #15473499
TOTAL				<u>92,159.81 B</u>	
Total Wells Fargo Property Management Acct *7265					
1003 · Wells Work Comp Acct *2725	305566	Pace Dermatology Associates		179.00	Claim check issued on 2/6/24
Check	03/01/2024			<u>179.00 C</u>	
Total 1003 · Wells Work Comp Acct *2725					
<u>214,353.85 A-C</u>					
Total Warrants March 2024					

PHD #2 Snohomish County-Verdant Health Commission
 Electronic Disbursements and Summary March 2024

Type	Date	Num	Name	Amount	Memo	
Electronic Payments						
Wells Fargo Operating Acct *2709						
ACH Program Payments						
Check	03/15/2024	ACH Grn2091	YWCA of Seattle, King and Sno Co	6,087.00	A570 - YWCA- Health Care Access Services	
Check	03/15/2024	ACH Grn2090	YMCA of Greater Seattle	6,087.00	A569 - Community Health Navigation to Support the East African Community	
Check	03/15/2024	ACH Grn2089	Wonderland Child & Family Services	12,500.00	A568 - Prenatal substance exposure services for families	
Check	03/15/2024	ACH Grn2088	Washington West African Center - WAWAC	9,587.00	A561 - Extended Drop-in Center for mental health and food security	
Check	03/15/2024	ACH Grn2087	UTSAV	6,250.00	A567 - Reducing inequities in health access among the South Asian population	
Check	03/15/2024	ACH Grn2086	Therapeutic Health Services	27,333.00	S556 - Integrated Cognitive Therapies Program	
Check	03/15/2024	ACH Grn2085	The Hand Up Project	14,994.00	A586 - The Highway 99 Hallmark of Hope	
Check	03/15/2024	ACH Grn2084	The Clearwater School	4,165.00	A585 - Healthy Families: Listening, Learning and Leading with Love	
Check	03/15/2024	ACH Grn2083	Support 7	3,995.00	A580 - Whole Person Emergency Response for Mental Wellness	
Check	03/15/2024	ACH Grn2082	South County Fire	41,502.00	A575 - Community Resource Paramedicine Program	
Check	03/15/2024	ACH Grn2081	Sound Pathways	13,462.00	A543 - Syringe Services Expansion	
Check	03/15/2024	ACH Grn2080	Project Girl Mentoring Program	10,837.00	A555 - Immersion Lab - Connections	
Check	03/15/2024	ACH Grn2079	Project Access Northwest	11,112.00	A566 - Specialty Care Coordination	
Check	03/15/2024	ACH Grn2078	Prescription Drug Assistance Foundation	5,000.00	A554 - Prescription Drug Assistance Network	
Check	03/15/2024	ACH Grn2077	Parent Trust for WA Children	2,540.00	A553 - 1st 5 Years: Mental Health and Parenting Support for Families in South Snohomish	
Check	03/15/2024	ACH Grn2076	NAMI Washington	1,391.00	A577 - Support Groups and Classes	
Check	03/15/2024	ACH Grn2075	Millenia Ministries	10,829.00	A582 - Mobile Manna	
Check	03/15/2024	ACH Grn2074	Medical Teams International	12,500.00	A552 - Care & Connect	
Check	03/15/2024	ACH Grn2073	Lynnwood Food Bank	6,681.00	A578 - Focus on Nutrition	
Check	03/15/2024	ACH Grn2072	Latino Educational Training Institute	5,725.50	A551- LETI Health and Wellness Program	
Check	03/15/2024	ACH Grn2071	Latino Educational Training Institute	8,413.00	A565 - LETI Health and Wellness Program	
Check	03/15/2024	ACH Grn2070	Lahai Health	23,750.00	A550 - Medical and Mental Health Care Programs	
Check	03/15/2024	ACH Grn2069	Lahai Health	32,904.00	A574 - Lahai Dental Program	
Check	03/15/2024	ACH Grn2068	Korean Community Service Center	13,663.00	A549 - Pediatric Therapies and Special Education	
Check	03/15/2024	ACH Grn2067	Kinderling	3,337.00	A564 - Pediatric Therapies and Special Education	
Check	03/15/2024	ACH Grn2066	Jean Kim Foundation	23,651.00	A581 - Hygiene Center	
Check	03/15/2024	ACH Grn2065	Homage Senior Services	21,663.00	A563 - Homage Seniors Meals and Mental Health Access	
Check	03/15/2024	ACH Grn2064	Homage Senior Services	15,411.00	A587 - Homage Mental Health Multilanguage Peer Support	
Check	03/15/2024	ACH Grn2063	Helping Hands Project Organization	5,000.00	A562 - Culturally Appropriate Food for Low-Income BIPOC	
Check	03/15/2024	ACH Grn2062	Foundation for Edmonds School District	11,663.00	A560 - Nourishing Network – working to end food insecurity	
Check	03/15/2024	ACH Grn2061	Edmonds Senior Center	8,000.00	A548 - Improving Health Access to Underserved Communities Through Outreach	
Check	03/15/2024	ACH Grn2060	Edmonds Senior Center	8,610.00	A573 - Secondary Family Resource Advocates	
Check	03/15/2024	ACH Grn2059	Edmonds School District	37,500.00	A546 - Secondary Family Resource Advocates	
Check	03/15/2024	ACH Grn2058	Edmonds School District	5,951.00	A547 - Edmonds School District School Based Health Centers	
Check	03/15/2024	ACH Grn2057	Edmonds School District	8,330.00	A590 - Move 60!	
Check	03/15/2024	ACH Grn2056	Edmonds School District	28,322.00	A576 - Elementary Family Resource Advocates	
Check	03/15/2024	ACH Grn2055	Edmonds Food Bank	10,087.00	A545 - Increased Focus on Nutrition & Culturally Appropriate Foods	
Check	03/15/2024	ACH Grn2054	Edmonds College Foundation	17,208.00	A544 - Counseling & Resource Center (CRC) Mental Health and Wellness Expansion	
Check	03/15/2024	ACH Grn2053	Edmonds College Foundation	6,123.00	A572 - Edmonds College Food Insecurity Expansion Program	
Check	03/15/2024	ACH Grn2052	Edmonds Center for the Arts	837.00	A559 - Creative Arts Therapy for Connection and Healing - CATCH	
Check	03/15/2024	ACH Grn2051	Domestic Violence Services Sno Co	16,500.00	A542 - DV Supportive Services Project	
Check	03/15/2024	ACH Grn2050	Compass Health	18,750.00	A558 - Community Transitions	
Check	03/15/2024	ACH Grn2049	Community Health Center of Sno County	16,663.00	A577 - Dental Program and School-based services at Meadowdale High	
Check	03/15/2024	ACH Grn2048	Community Health Center of Sno County	17,326.00	A588 - Mountlake Terrace High SBHC	
Check	03/15/2024	ACH Grn2047	Communities of Color Coalition	12,495.00	A584 - Reclaiming Roots to Wellness	
Check	03/15/2024	ACH Grn2046	ChildStrive	21,663.00	A556 - Nurse Family Partnership (NFP)	
contd	Check	03/15/2024	ACH Grn2045	ChildStrive	16,660.00	A589 - Parents as Teachers and Early Support for Infants and Toddlers

PHD #2 Snohomish County-Verdant Health Commission
 Electronic Disbursements and Summary March 2024

Type	Date	Num	Name	Amount	Memo	
Grants ACH contd	Check	03/15/2024	ACH Grn2044	Center for Human Services	14,663.00	A571 - Behavioral Health Integration
	Check	03/15/2024	ACH Grn2043	Center for Human Services	29,155.00	A571 -School Based Youth Counseling Services
	Check	03/15/2024	ACH Grn2042	Cancer Lifeline	1,250.00	A579 - Increasing Mental Health Access & Equity for Cancer Patients in Snohomish Coun
	Check	03/15/2024	ACH Grn2041	Boys & Girls Club of Sno County	8,337.00	A540 - BGCSC Behavioral Health Uplift Initiative (BHUI)
	Check	03/15/2024	ACH Grn2040	The Access Project	10,000.00	S557 - The Access Project
Subtotal · ACH Grants Wells Fargo Operating Acct *2709				686,462.50	D	

Electronic Payments continued
Wells Fargo Operating Acct *2709

ACH Operating Expenses

Check	03/27/2024	ACH 2110	Paychex	213.66	E	3.26.24 Payroll Processing Fee
Check	03/27/2024	ACH 2109	Valic	1,799.95		PPE 3.16.24 Ck Date 3.21.24 ER Deduction
Check	03/26/2024	ACH 2108	WA State Department of Revenue	788.71		February 2024 - B&O Tax Submission
Check	03/26/2024	ACH 2107	WA State Department of Revenue	3,257.27		LH tax
Check	03/26/2024	ACH 2106	Valic	7,581.73		Ret contribs o/s Feb payrolls
Check	03/26/2024	ACH 2105	US Bank	178,000.00		03/24 Monthly Investment
Check	03/25/2024	ACH 2104	Valic	4,067.54		PPE 3.16.24 Ck Date 3.21.24 EE Deduction
Check	03/25/2024	ACH 2103	AmeriFlex Business Solutions	40.57		Claims
Check	03/21/2024	ACH 2102	Paychex	210.86		PPE 3.16.24 Ck Date 3.21.24 Payroll Service Fee
Check	03/20/2024	ACH 2101	Paychex	32,484.48		PPE 3.16.24 Ck Date 3.21.24 Net Pay
Check	03/20/2024	ACH 2100	Paychex	10,252.22		PPE 3.16.24 Ck Date 3.21.24 Payroll Taxes
Check	03/20/2024	ACH 2099	Paychex	299.99		PPE 3.16.24 Ck Date 3.21.24 EE Deduction
Check	03/20/2024	ACH 2098	Paychex	137.70		3.1.24 Time & Attendance Fee
Check	03/19/2024	ACH 2097	Valic	4,067.54		PPE 3.2.24 Ck Date 3.7.24 EE Contribution
Check	03/19/2024	ACH 2096	Valic	1,797.23		PPE 3.2.24 Ck Date 3.7.24 ER Contribution
Check	03/18/2024	ACH 2095	AmeriFlex Business Solutions	81.80		Claims
Check	03/18/2024	ACH 2094	AmeriFlex Business Solutions	23.00		Claims
Check	03/15/2024	ACH 2093	Paychex	40.00		3/24 Time & Attendance Fee
Check	03/12/2024	ACH 2039	Wells Fargo	0.69		Bankcard Discount Fee
Check	03/12/2024	ACH 2038	Wells Fargo	1.27		Bankcard Interchange Fee
Check	03/12/2024	ACH 2037	Wells Fargo	70.01		Bankcard Fee
Check	03/11/2024	ACH 2036	AmeriFlex Business Solutions	17.49		Claims
Check	03/07/2024	ACH 2035	Valic	3,967.54		PPE 3.1.24 EE Contribution
Check	03/07/2024	ACH 2034	Valic	1,603.11		PPE 3.1.24 ER Contribution
Check	03/06/2024	ACH 2033	Paychex	203.30		PPE 3.1.24 Ck Date 3.7.24 Payroll Service Fee
Check	03/06/2024	ACH 2032	Paychex	29,967.99		PPE 3.1.24 Ck Date 3.7.24 Payroll Net
Check	03/06/2024	ACH 2031	Paychex	9,527.36		PPE 3.1.24 Ck Date 3.7.24 Payroll Taxes
Check	03/06/2024	ACH 2030	Paychex	299.99		PPE 3.1.24 Ck Date 3.7.24 EE Deduction
Check	03/04/2024	ACH 2029	AmeriFlex Business Solutions	187.44		Claims
Subtotal · ACH Operating Expenses *2709				290,990.44	E	

Wells Fargo Property Acct *7265

ACH Property Disbursements

Check	03/19/2024	ACH60172	Axiom Northwest Construction	176,591.98	F	Axiom Inv. #60172-1 Progress Billing for Kruger Refresh net of retainage
Total · ACH Wells Fargo Property Acct *7265				176,591.98	F	

Summary-

	Amount	Ref
Warrants-All Accounts	214,353.85	A-C
Electronic Disbursements-Acct 2709	977,452.94	D-E
Electronic Disbursements-Acct 7265	176,591.98	F
Total Disbursements March 24	1,368,398.77	

PUBLIC HOSPITAL DISTRICT #2 OF SNOHOMISH COUNTY

DBA VERDANT HEALTH COMMISSION

WARRANT AND ELECTRONIC DISBURSEMENT APPROVAL- MARCH 2024

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 and D-F have been received and the Warrant Numbers and Electronic Transactions detailed herein have been issued in the payment amounts as follows:

Type	Account	By	Date	Check #	Total	Reference
Warrants	2717-Warrant	Verdant	03/01/24-03/31/24	16439 - 16477	122,015.04	A
Warrants	7265-Property Management	JSH	03/01/24-03/31/24	J2469 - J2502	92,159.81	B
Warrants	2725-Workers Comp	Eberle Vivian	03/01/24-03/31/24	305566	179.00	C
				Subtotal Warrants	214,353.85	
Electronic	2709-Operating	Verdant	03/01/24-03/31/24	Subtotal Electronic	977,452.94	D-E
Electronic	7265-Property	Verdant	3/19/2024	ACH60172	176,591.98	F
				Total Disbursements	1,368,398.77	

These warrants and electronic disbursements are hereby approved.

Attest:

 Riene Simpson-CPA, Director of Finance
 District Auditor

 Commissioner

 Commissioner

 Commissioner

 Commissioner

 Commissioner

Langer Medical Building

21600 Highway 99
Edmonds, WA 98026

Enclosed you will find our price proposal for the Langer Medical Building signage project.

Table of Contents

1. Attachment A – Price Quotation & Signature Form
2. Attachment B – Respondent's Fact Sheet
3. Bid Proposal
4. Company Profile & References
5. Appendix A – Sign Type E5 Product Data – Trimless Fabricated SS
6. Appendix B – Sign Type E5 Product Data – Face Lit Formed Plastic
7. Appendix C – Sign Type E6 Renderings
8. Appendix D – Sign Type E7 Renderings
9. Appendix E – Sign Type E8 Product Data – Aluminum Post & Panel System

Sincerely,



DIVISION 10 SIGNS

Jordan Weiner | President

c 425.563.9599 | **f** 425.740.0184 | **e** Jordanw@Division10sign.com

ATTACHMENT A

Page 1 of 2

Price Quotation/Signature Form

(Please include this form with your response to the solicitation.)

Contractor must provide a signature on this Attachment for their quotation response to be valid. Contractors may use their own quotation form provided that Contractor’s quotation form follows the format as outlined on this Attachment. Quotes provided by Contractor which do not follow the required format and information below will be withdrawn from consideration.

Work to be performed OUTSIDE of hours of operation, which are: Monday-Friday 8:00AM – 5:30PM

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
Furnish and install new Interior Signage per Specifications/Scope of Work found in this ITB			
Furnish and install new Exterior Signage per Specifications/Scope of Work found in this ITB			
Permitting			
Other Charges Itemized:			
1. Dispose of existing signage			
SUBTOTAL			
10.5% Tax			
GRAND TOTAL			

Experience:

- A. Company holds a current license to work in the State of Washington YES NO
- B. Company holds a current license to work in Edmonds, WA YES NO
- C. Company has a minimum of three (3) years continuous experience providing professional signage and signage installation services. YES NO

Warranty:

Product Warranty: Must be no less than (3) three years per requirements in SECTION 2

ATTACHMENT A

Page 2 of 2

Price Quotation/Signature Form

(Please include this form with your response to the solicitation.)

Quotation Submitted By:

Contractor's signature is required on this Attachment to be considered a responsive Quotation. The signature of the authorized representative and required response document(s) constitutes a valid offer to provide the services and product(s) in response to the terms and conditions as specified in this ITB

SIGNATURE OF PERSON SUBMITTING BID: *Jordan Weiner*

PRINTED NAME:

COMPANY NAME:

COMPANY ADDRESS:

CONTACT NAME:

CONTACT PHONE:

CONTACT EMAIL:

ATTACHMENT B

Respondent's Fact Sheet

(Please include this form with your response to the solicitation.)

Name of Business Organization (or Individual)
--

Type of Organization (Check one)	
Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/>	Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Govt. Agency <input type="checkbox"/> Other: _____ <input type="checkbox"/>
Social Security # or EIN	Federal Tax (Employer) ID #

Mailing Address		Telephone#	
City	State	Zip	Email Address/URL
Washington State UBI #	City of Edmonds Business License #	WA Contractor's License	

References: Provide three (3) references for which the Respondent has delivered goods and/or services similar in scope as described in the ITB during the past three years.

1) Agency/Company Name:		
Contact Person:		
Telephone:	Email:	Approx. Dollar Cost
2) Agency/Company Name:		
Contact Person:		
Telephone:	Email:	Approx. Dollar Cost
3) Agency/Company Name:		
Contact Person:		
Telephone:	Email:	Approx. Dollar Cost

By signature below, the Respondent acknowledges having read and understood the entire solicitation and agrees with its terms and conditions. The Respondent further guarantees goods and/or service to be provided under any contract awarded as the result of this solicitation.

Signature: *Jorden Weiner*

Name and Title: Jorden Weiner, President

Company Name: Division 10 Signs **Date:** 3/24/24

Langer Medical Building

21600 Highway 99
Edmonds, WA 98026

Verdant Health Commission:

Enclosed you will find our estimate for the signage scope of work **dated 3/25/24** in accordance with the plans, specifications, and addendum and subject to the inclusions, clarifications, and exclusions listed below.

Plans & Specifications

- Kruger Building Signage Schematic Design Package dated 8/23/23

Pricing

Furnish & Install Base Bid:	\$ 198,915.00
<i>(One Hundred Ninety Eight Thousand Nine Hundred Fifteen Dollars)</i>	
Sign Type E5 Illuminated Option A – Trimless Fabricated SS:	\$ 22,725.00
<i>(Twenty Two Thousand Seven Hundred Twenty Five Dollars)</i>	
Sign Type E5 Illuminated Option B – Face-lit Formed Plastic:	\$ 15,200.00
<i>(Fifteen Thousand Two Hundred Dollars)</i>	
	Subtotal: \$236,840 (before tax)

Bid Specific Inclusions

- All supervision, project management, fees, submittals, samples, coordination, and indirect costs necessary to complete this scope of work.
- Sign Type C1, Quantity = 4
- Sign Type C2, Quantity = 2
- Sign Type C3, Quantity = 13 *A 6" x 6" sign seems a little small for this application. We've priced an 8" x 8" sign instead.
- Sign Type C4, Quantity = 13
- Sign Type C5, Quantity = 2
- Sign Type C6, Quantity = 3
- Sign Type C7, Quantity = 6
- Sign Type C8, Quantity = 2
- Sign Type N1, Quantity = 5
- Sign Type N2, Quantity = 6
- Sign Type N3, Quantity = 9
- Sign Type N4, Quantity = 14
- Sign Type N5, Quantity = 26
- Sign Type N6, Quantity = 1 Location
- Sign Type E1, Quantity = 2
- Sign Type E2, Quantity = 1 Location
- Sign Type E3, Quantity = 1 Location
- Sign Type E4, Quantity = 2 Locations

Initials:

- T. Sign Type E5, Quantity = 1 Location (Non-illuminated lettering)
- U. Sign Type E6, Quantity = 1 Location (Illuminated Free-standing Monument)
- V. Sign Type E7, Quantity = 3 Locations (Illuminated Free-standing Monument)
- W. Sign Type E8.1 & E8.2, Quantity = 2 Locations (Free-standing non-illuminated directional)
- X. Sign Type E8.3, Quantity = 1 Location (Illuminated Free-standing directional)
- Y. Sign Type E9, Quantity = 2
- Z. Sign Type E10, Quantity = 1
- AA. Sign Type E11, Quantity = 1
- BB. Sign Type E12, 8' x 8' Frosted vinyl decal at 1 entry
- CC. Sign Permit fees, drawing development and submission.
- DD. Structurally engineered concrete footings for free-standing site signs.
- EE. Demolition of existing site signs.
- FF. Delivery of materials to job-site.

Bid Clarifications

1. Proposal is conditioned upon mutually agreeable subcontract terms and conditions and can only be accepted in writing after agreement on mutually acceptable subcontract terms and conditions.
2. 25% deposit is due upon acceptance of proposal.
3. Final payment is due within 30 days from the date of completion.
4. All interior and exterior dimensional lettering is priced as 3/8" thick painted aluminum lettering. 1/4" is the minimum thickness we can go, but we find increasing letters by just an 1/8" really improves the visual interest of the lettering. Adding a 1/4" standoff will also create a slight shadow and allow drainage between the letter and siding.
5. All interior ADA and wayfinding signage is priced using real wood laminate as opposed to a printed reproduction because it creates more authenticity and adds a richness to the signs. Of course we will supply full-scale mock-ups for the owner to verify they agree with our approach.
6. We don't anticipate that any of our work will need to impact traffic along Highway 99 or 216th St. SW therefore we haven't included any ROW permitting or flagging.

Insurance Coverages

*Division 10 Signs carries the following amounts of insurance liability coverage. Should your standard contract terms require additional amounts of coverage, the customer shall be responsible for the increase in premium

GENERAL LIABILITY	\$2,000,000
AUTO LIABILITY	\$1,000,000
WORKERS COMP	\$1,000,000
UMBRELLA/EXCESS	\$5,000,000

NOTE: We carry a blanket additional insured endorsement on our policy. If your company needs to be scheduled on our policy, there will be a several thousand dollar expense associated with this coverage.

Initials:

Bid Specific Exclusions

- A. Demolition of interior signage.
- B. ROW Permitting & Traffic Control Services
- C. Backing and Blocking
- D. Electrical from control panel to sign locations
- E. Parking lot striping & parking stall signage
- F. Payment & Performance Bonds
- G. Sales Tax

Sincerely,



Jorden Weiner | President

DIVISION 10 SIGNS

19410 Hwy 99, Ste A – 225 | Lynnwood, WA 98036

c 425.563.9599 | **f** 425.740.0184 | **e** Jordenw@Division10sign.com

By signing below you accept the prices and details above, and authorize us to perform the work as specified. Please initial each page to acknowledge you have received and reviewed this proposal in its entirety.

Proposal Accepted By:
(Name of individual or business)

Signature: _____

Date: _____

Initials:

Our Mission



Our name, DIVISION 10 SIGNS, was born out of our passion for building unique and creative signs that inspire our built environment. Whether you are branding a school, corporate office, health center, or municipal facility, you need a partner that can understand your vision. Division 10 Signs collaborates with the stakeholders, provides the resources to perform the work within the project's budget and schedule, and most importantly executes the work safely.

The quality of our work is a direct reflection of our experiences working alongside design and construction professionals to re-imagine our urban spaces. This dedication to excellence extends to every facet of our company. You can always expect our staff to be knowledgeable and accessible. Our estimating, project management, fabrication, and installation processes are designed to be responsive to the dynamic needs of your sign and graphics project. We keep an open mind, and embrace a can-do attitude when problem-solving with our clients all in an effort to offer the best full-service experience possible.

How We Do It



Sign fabrication and installation are the end result of a very detailed and interactive process between Division 10 Signs and the end-user, designer, and construction manager. The reason our customers continue to work with us is that they know our staff is equally invested in the outcome of their project. Furthermore, they understand that their project will receive our unwavering attention to detail and commitment to safety regardless of its size or complexity.

There are a number of important steps that must be followed to ensure the success of your project. To guarantee your experience with Division 10 Signs is the same time after time, we've developed proprietary project management processes and procedures to ensure every facet of the project runs smoothly.

This means (1) Cost estimates are thorough and detailed (2) Shop drawings address every fabrication and installation detail. (3) Permit applications are developed and reviewed promptly (4) Fabrication timelines are communicated accurately, and progress updates are given frequently (5) Installation work is performed safely and with minimal impact to others. And most importantly, an open line of communication is maintained throughout so that all of the stakeholders can feel connected to the process.

What We Do



Division 10 Signs specializes in fabricating and installing Architectural Signage. Architectural Signs are custom fabricated products that identify, direct, and inform people about their immediate environment. If done well, they should blend in to their surroundings by looking like an integral component of the facility without diminishing the message. Architectural signage is intended to be viewed up close and be designed using durable materials, minimizing fasteners and seams, and engineered to have a long life-cycle.

Architectural signs have three primary requirements:

- Match the architectural environment/design
- Accurately communicate a wayfinding message
- Integrate the client's brand identity

To satisfy each of these requirements, architectural signage can be broken down further in to the following subcategories: ADA Signage, Wayfinding Systems, and Environmental Graphics.



What is ADA Signage?

ADA Signage is designed to help individuals with visual impairment challenges navigate our built environment and to help people safely navigate our buildings in the event of an emergency. The 2010 ADA Standards for Accessible Design have been created to help unify the message regardless of who designs and manufactures the signs. ADA Signs are most commonly found next to doorways and stairwells and use tactile lettering and braille.



What are Wayfinding Systems?

Wayfinding systems create a comprehensive, clear, and consistent visual communication system with concise messaging to help inform people of their surroundings in unfamiliar environments. Wayfinding is particularly important in complex built environments such as urban centers, healthcare and educational campuses, and transportation facilities. An effective wayfinding program identifies strategic points at which to guide people in the right direction by only showing information that is relevant to their location and/or navigation path and removes unnecessary elements to create a clear visual environment ahead.

Wayfinding messaging often utilizes maps, symbols, colors, and other communication methods. As the world continues to become more technology centric, wayfinding systems may integrate mobile applications, digital displays, RFID and other wireless technologies to connect our built and virtual environments.”



What are Environmental Graphics?

Environmental graphics encompass architectural signs that don't always communicate a message with the use of traditional language. They tend to use imagery in abstract forms to tell a story while still using materials and fabrication processes commonly used within the sign industry.



Clover Park Technical College - Building 22

Location | Lakewood, WA

GC | Mortenson Construction | Matt Smith | 425.895.9000 | Matt.Smith@Mortenson.com

Owner | Clover Park Technical College | John Kaniss | 253.589.5529 | John.kaniss@cptc.edu

Architect | Schlact Ashlani Architects | Carl Dominguez | 206.443.3448

Final Contract Value | \$82,000

Bid Date | January, 2019

Completion Date | Fall, 2019

Description of Work: Fabricate and install interior room signage, exterior building numbering, parking lot signage, and free-standing illuminated monument signs.



The AYER - Seattle

Location | Seattle, WA

Developer / Builder | Holland Construction | John Studioso | 206.561.5538 | Jstudioso@hollandpartnergroup.com

Final Contract Value | \$321,000

Bid Date | August, 2021

Completion Date | Spring, 2024

Description of Work: This was a design-build contract where we provided full design for all interior and exterior signage on a 45 story luxury apartment building. Our scope included permits, design, mock-ups and samples, fabrication, and phased installation. We provided water-jet cut aluminum numbering and wood laminate ADA plates for every apartment entry, code signage, dimensional lettering for the interior lobby, parking garage wayfinding, free-standing fabricated aluminum lettering at the main entry and an illuminated blade sign.



Ruby Bridges Elementary School

Location | Maltby, WA

GC | Cornerstone General Contractors | Sam Comer / Jason Hadaller | 425.481.7460

Architect | Dykeman Architects | 425.259.3161

Final Contract Value | \$122,000

Bid Date | May, 2018

Completion Date | Spring, 2021

Description of Work: Fabricated and installed interior & exterior pin-mounted dimensional lettering, interior ADA-compliant room signs, frosted window film, custom metal fabricated canopy mounted main entry sign, and exterior illuminated free-standing monument signs.

GEMINI 

MADE-TO-ORDER. MADE TRUE.™

Fabricated Lit and Unlit



Letters



Logos

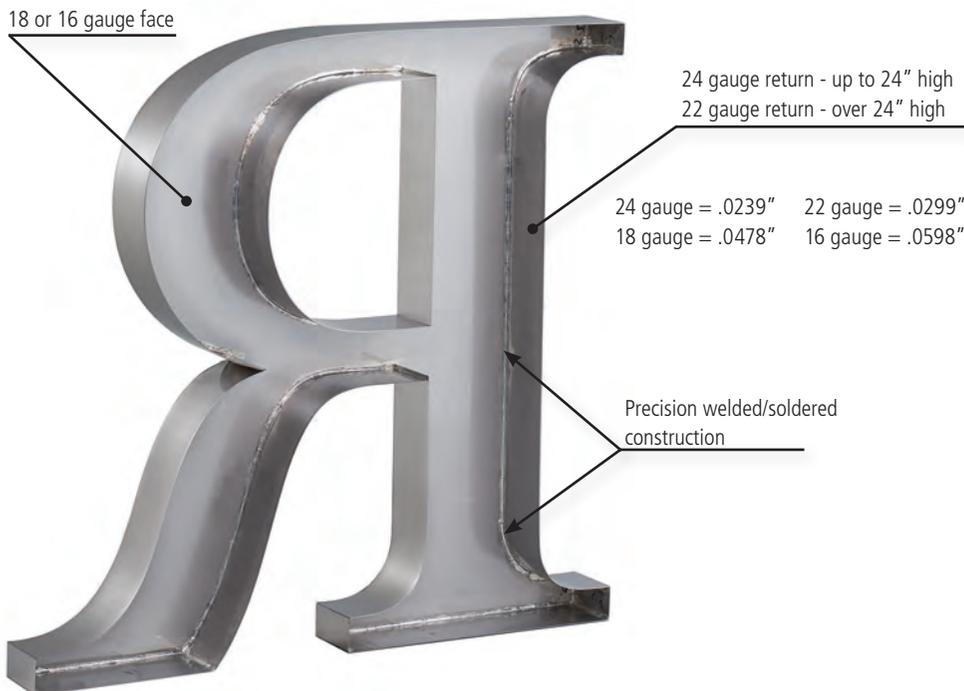


LED Illuminated

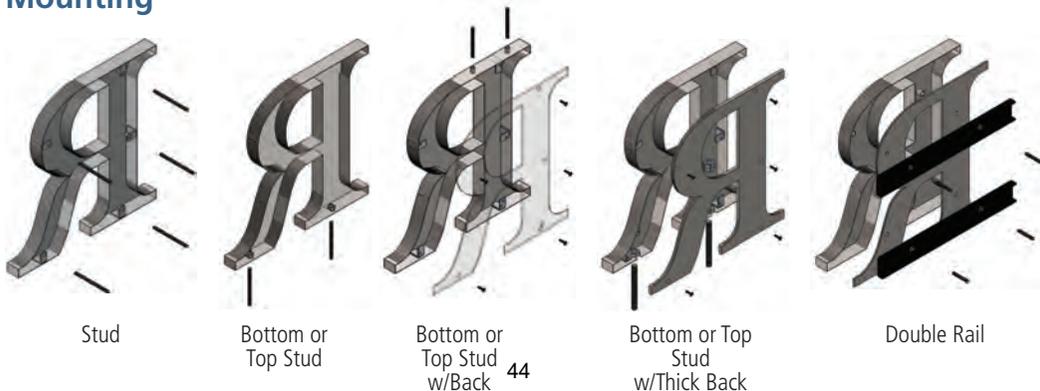
Made True.

Stainless Steel Fabricated without Back

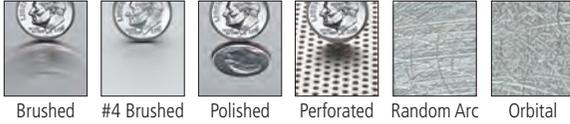
Precision fabricated stainless steel Letters, expertly crafted from pre-finished C304 or 316 Alloys. Offering heavy-gauge construction with multiple finish options—all internally secured with lead-free continuous solder or laser welds. Produced in sizes from 2" high to 36" high, in nearly any letter style or logo of your choice. Return depths from 3/8" to 6" deep.



Mounting



Stainless Steel Alloy 304:



Vertical grain is standard.
Horizontal grain available.
Mixed face and return finishes available.



Stainless Steel Alloy 316



Aluminum Alloy 5052:

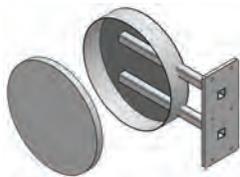


Aluminum Fabricated Blade Sign

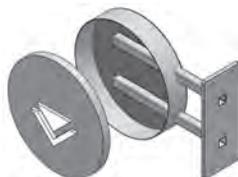
Fabricated metal blade signs, available in aluminum, offer an upscale, projected sign that offers a refined look in our 5 available configurations. With heights up to 46 inches blade signs make an impact on any walkway. Finish blade signs in any of our standard painted colors, or request a custom match at no cost to you.



Configurations



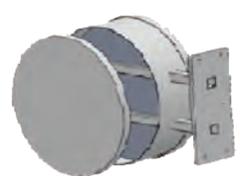
1-Sided Solid Face



1-Sided w/Push Thru



1-Sided w/Acrylic Insert



2-Sided Solid Face



2-Sided w/Push Thru



2-Sided w/Acrylic Insert

FABRICATED METAL

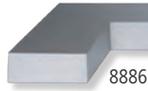
PAINTED COLORS



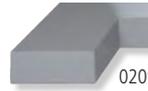
2025
Black
Approx PMS Black



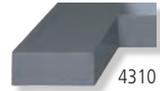
5687
White
Approx PMS White



8886
Metallic Silver*
Approx PMS 420



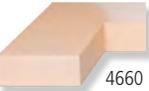
0209
Grey
Approx PMS 423



4310
Dove Grey
Approx PMS 431



2718
Ivory
Approx PMS 7499



4660
Desert Sand
Approx PMS 7506



2037
Lemon Yellow
Approx PMS 102



2000
Yellow
Approx PMS 108



0217
Citrus Yellow
Approx PMS 606



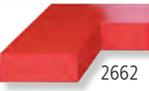
0218
Sundance Yellow
Approx PMS 116



0254
Mango
Approx PMS 137



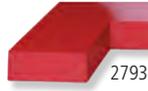
2119
Orange
Approx PMS 021



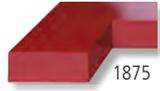
2662
Red-Orange
Approx PMS 485



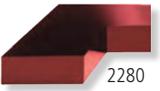
0256
Rampart Orange
Approx PMS 172



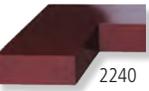
2793
Red
Approx PMS 185



1875
Brick Red
Approx PMS 7623



2280
Black Cherry
Approx PMS 1817



2240
Maroon
Approx PMS 202



2410
Magenta
Approx PMS 241



2287
Purple
Approx PMS 2695



0246
Violet Toner
Approx PMS 2725



2767
Midnight Blue
Approx PMS 5395



2050
Dark Blue
Approx PMS 281



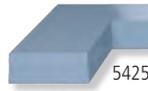
2860
Medium Blue
Approx PMS 286



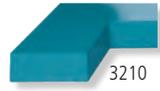
3000
Blue
Approx PMS 300



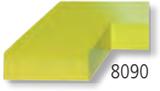
2648
Light Blue
Approx PMS 2995



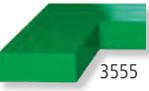
5425
Marine Reef Blue
Approx PMS 5425



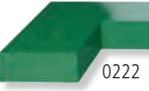
3210
Teal Blue
Approx PMS 321



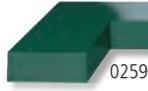
8090
Safety Green
Approx PMS 809



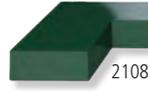
3555
Spring Green
Approx PMS 355



0222
Emerald Green
Approx PMS 356



0259
Federal Green
Approx PMS 350



2108
Light Green
Approx PMS 3415



2030
Dark Green
Approx PMS 3435



2162
Hunter Green
Approx PMS 3308



1315
Dark Oxide
Approx PMS 447



3130
Duranodic Bronze*
Approx PMS 2336



0314
Old Copper*
Approx PMS 2334



2418
Brown
Approx PMS 476



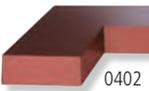
0312
Medium Bronze*
Approx PMS 2335



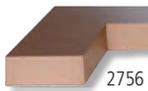
4195
Legacy Bronze
Approx PMS 445



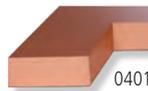
0253
Copper
Approx PMS 7600



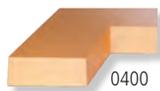
0402
Aztec Copper
Approx PMS 7599



2756
Metallic Gold*
Approx PMS 465



0401
Aztec Gold
Approx PMS 2317



0400
Brilliant Gold
Approx PMS 7556

* Indicates colors that do not have a full gloss finish.

Stainless Steel Fabricated Halo-Lit

Produced in a wide range of sizes from 6" to 36" high, and depths from 1" to 6", in multiple stainless finish options, all lit with one of five LED colors. Halo Lit fabricated letters are produced with a removable can to allow for servicing of LEDs. In addition, optional detachable studs create a 1-1/2" stand-off, and allow easy removal of letters from the wall.



Aluminum Fabricated Halo-Lit

Gemini's aluminum reverse channel letters, available from 16" to 100", feature a durable .090" (2.3mm) face gauge with .063" gauge returns, and offer a choice of light diffused plastic backs with integrated LEDs to provide the lighting effect you desire. Available in depths from 1" to 6", these letters provide outstanding light consistency and brightness. Halo Lit fabricated, produced with a removable can to allow for servicing of LEDs—or optional detachable studs to create a 1-1/2" stand-off, and allow easy removal of letters from the wall.

LED Color Options:



White



Warm White†



Red



Green



Blue

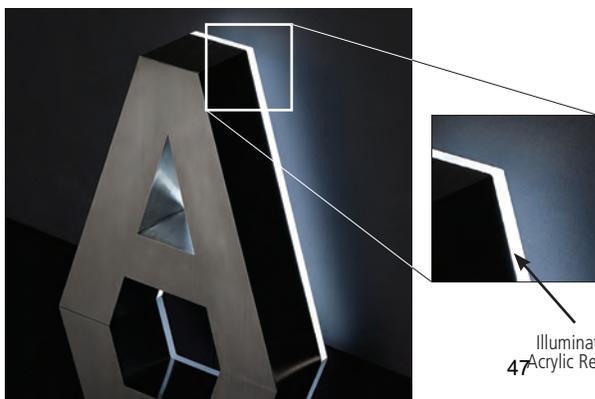


RGB* (programmable custom color)

†Warm White LEDs are not warrantied for Trimless/Minis

* Additional charges apply

Trimless Halo-Lit



47 Illuminated Acrylic Reveal

STAINLESS STEEL

- Size: 3" to 36" high
- Depth: 2" to 3" deep
- Acrylic Reveal: 1/4", 1/2" & 3/4"

ALUMINUM

- Size: 16" to 48"+ high
- Depth: 2" to 3" deep
- Acrylic Reveal: 1/4", 1/2" & 3/4"

Stainless Steel Fabricated Face-Lit

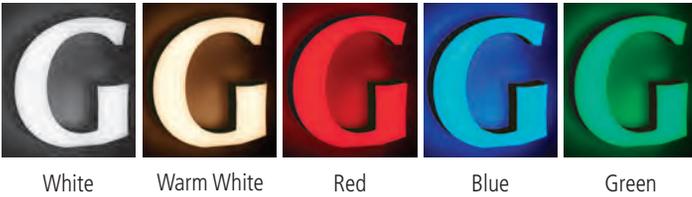
Our durable and attractive fabricated stainless steel channel letters with illuminated acrylic faces make a dramatic statement and provide outstanding low-light visibility. Get the exact combination of daylight and nighttime colors you want with a broad selection of translucent acrylic in letter heights from 9" to 36". The stainless steel return provides a sophisticated look and depth. Choose from light diffused plastic or stainless steel backing with the brilliance of integrated LEDs included as part of this letter package.



Fabricated Face Colors:



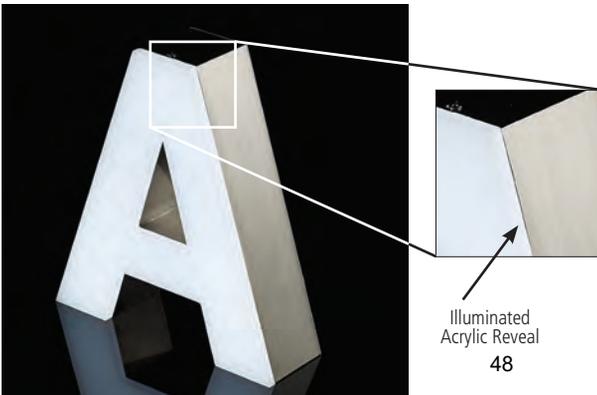
LED Colors



RGB*
(programmable custom color)

* Additional charges apply

Trimless Stainless Steel Face Lit



- Size:** 3" to 36" high
- Depth:** 1-1/2" to 3" deep
- Acrylic Reveal:** 1/4", 1/2" & 3/4"

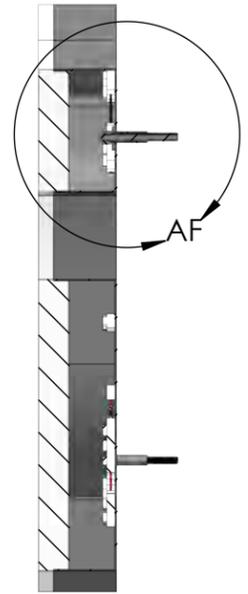
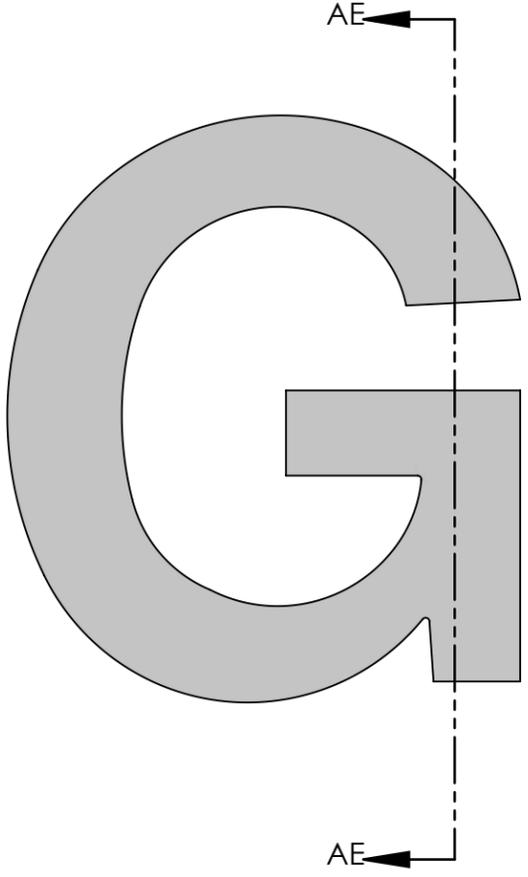
Warm White LEDs are not warranted for Trimless/Minis

4

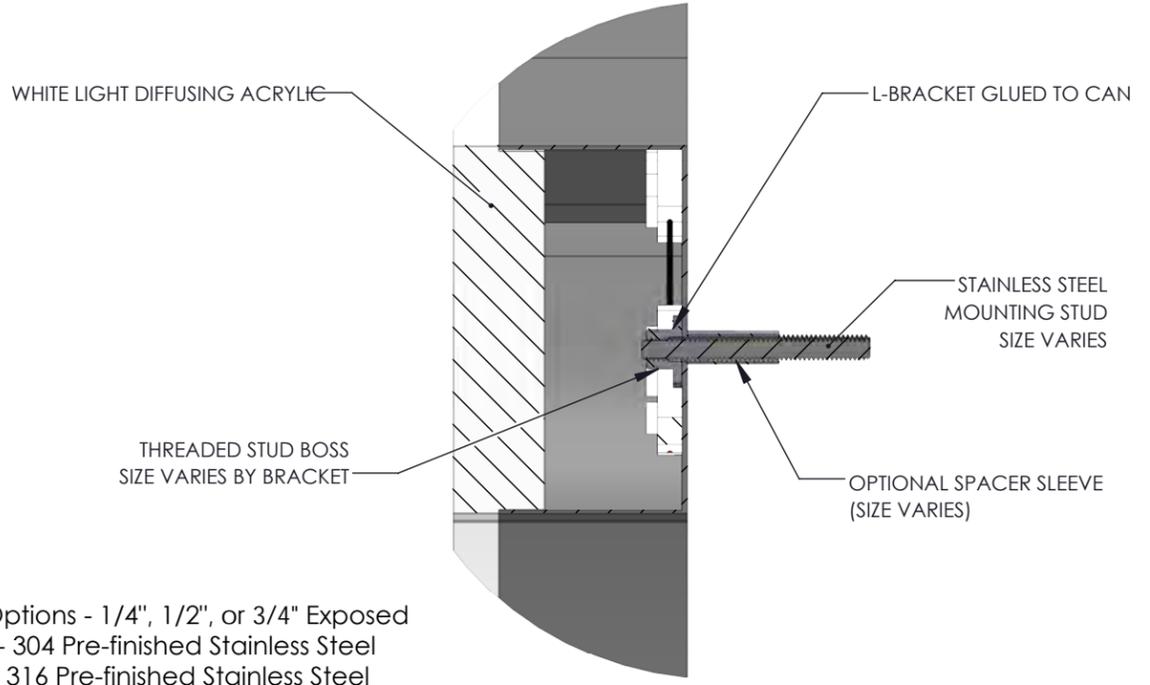
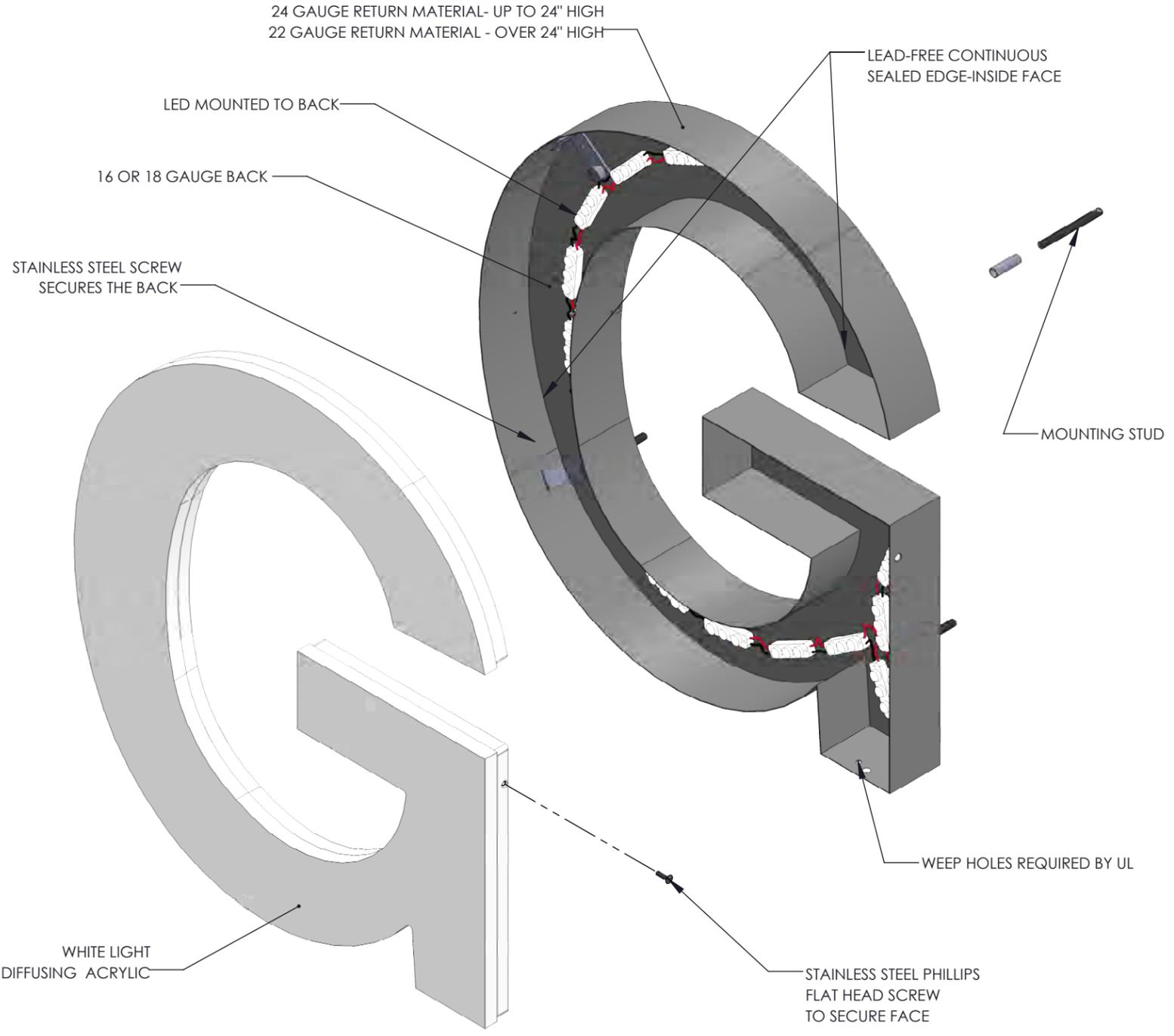
3

2

1



SECTION AE-AE
SCALE 1 : 6



- Options:
- Acrylic Options - 1/4", 1/2", or 3/4" Exposed
 - Standard - 304 Pre-finished Stainless Steel
 - Optional - 316 Pre-finished Stainless Steel
 - 304 Pre-finished w/ Titanium Coating

UNLESS OTHERWISE SPECIFIED:		NAME	DATE
DIMENSIONS ARE IN INCHES		DRAWN	VMT 05/14/19
TOLERANCES:		CHECKED	
FRACTIONAL: ±		ENG APPR.	
ANGULAR: MACH ± BEND ±		MFG APPR.	
TWO PLACE DECIMAL ±		Q.A.	
THREE PLACE DECIMAL ±		COMMENTS:	
INTERPRET GEOMETRIC TOLERANCING PER:		FABRICATED METAL	
MATERIAL			
FINISH			
DO NOT SCALE DRAWING			

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF GEMINI INC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF GEMINI INC. IS PROHIBITED.



TITLE:
Trimless Fab SSTL - Face Lit

SIZE	DWG. NO.	REV
B		01
SCALE: 1:12 WEIGHT:		SHEET 1 OF 1

4

3

2

1

GEMINI 
MADE-TO-ORDER. MADE TRUE.™



**Plastic
Letters and Logos**



Flat Cut



Formed



Injection Molded



Laminated

Made True.



Logos with Custom Painting

All Products



Custom Paint Colors

It's easy to request custom color matching! Simply tell us the paint number or name of the brand of paint you'd like us to match (e.g. PMS 186 or Sherwin-Williams Boathouse Blue) and we will obtain a mixing formula at no cost to you.

Don't have a paint name or number and still need a color exactly matched? Please send us a sample (sample item must be at least 3"x 3") and our paint lab will run it through an exacting color match process. Extra charges apply.

Flat Cut

UV Colorlast and Custom Painting

UV Colorlast is a new finishing process for multi-color logos that offers customers a cost-effective, exterior-grade product delivered faster than traditional multi-color paint without sacrificing quality. Suitable for Flat Cut Acrylic and Flat Cut Metal materials, UV Colorlast is a combination of paint and masking and UV print that provides customers with a premium quality multi-color logo backed by Gemini's Lifetime Guarantee.

Custom Painting Per Your Art



1,200 dpi UV Colorlast



CLEAR
2225
Optical Clear
Flat Cut Acrylic ONLY

Black 2025
Approx PMS Black

White 5687
Approx PMS White

Metallic Silver* 8886
Approx PMS 420

Grey 0209
Approx PMS 423

Dove Grey 4310
Approx PMS 431

BEST VALUE (Flat Cut Acrylic)

Ivory 2718
Approx PMS 7499

Desert Sand 4660
Approx PMS 7506

Lemon Yellow 2037
Approx PMS 102

Yellow 2000
Approx PMS 108

Citrus Yellow 0217
Approx PMS 606

Sundance Yellow 0218
Approx PMS 116

Mango 0254
Approx PMS 137

Orange 2119
Approx PMS 021

Red-Orange 2662
Approx PMS 485

Rampart Orange 0256
Approx PMS 172

Red 2793
Approx PMS 185

Brick Red 1875
Approx PMS 7623

Black Cherry 2280
Approx PMS 1817

Maroon 2240
Approx PMS 202

Magenta 2410
Approx PMS 241

Purple 2287
Approx PMS 2695

Violet Toner 0246
Approx PMS 2725

Midnight Blue 2767
Approx PMS 5395

Dark Blue 2050
Approx PMS 281

Medium Blue 2860
Approx PMS 286

Blue 3000
Approx PMS 300

Light Blue 2648
Approx PMS 2995

Marine Reef Blue 5425
Approx PMS 5425

Teal Blue 3210
Approx PMS 321

Safety Green 8090
Approx PMS 809

Spring Green 3555
Approx PMS 355

Emerald Green 0222
Approx PMS 356

Federal Green 0259
Approx PMS 350

Light Green 2108
Approx PMS 3415

Dark Green 2030
Approx PMS 3435

Hunter Green 2162
Approx PMS 3308

Dark Oxide 1315
Approx PMS 447

Duranodic Bronze* 3130
Approx PMS 2336

Old Copper* 0314
Approx PMS 2334

Brown 2418
Approx PMS 476

Medium Bronze* 3120
Approx PMS 2335

Legacy Bronze 4195
Approx PMS 445

Copper 0253
Approx PMS 7600

Aztec Copper 0402
Approx PMS 7599

Metallic Gold* 2756
Approx PMS 465

Aztec Gold 0401
Approx PMS 2317

Brilliant Gold 0400
Approx PMS 7556

* Indicates colors that do not have a full gloss finish.

Formed Plastic

Mountings



Stud



Pad



Combination



Combination All

Injection Molded

Mountings



Stud



Pad



Combination



Combination All

Flat Cut & Laminate

Mountings



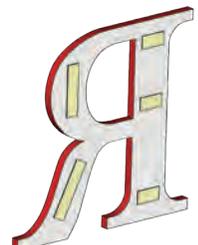
Plain



Flush Stud

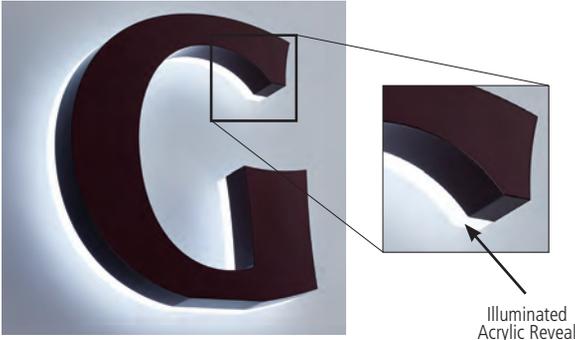


Stud



Double Face Tape

Halo Illumination



Trimless Acrylic L-900

Halo Illumination



Acrylic L-1000

Halo Illumination



Formed G-200 - Flat Return

Halo Illumination



Acrylic w/Translucent Vinyl L-700

Face Illumination



Translucent Acrylic L-100

Face Illumination



Formed G-300 - Flat Return

Halo Illumination



As small as 6"

- Unlimited custom styles
- UL Certified
- 8 standard translucent colors
- 5 standard LED colors
- Vinyl accenting available

Face & Halo Illumination



Acrylic L-200

Face & Side Illumination



Acrylic L-300

Side Illumination



Acrylic L-400 (Metal Face)

Side Illumination



Acrylic L-500 (Painted Face)

Face & Side Illumination



Acrylic L-600 (Vinyl Face)

Face & Halo Illumination



Acrylic L-800 (Vinyl Face)

Face & Side Illumination



Formed G-100



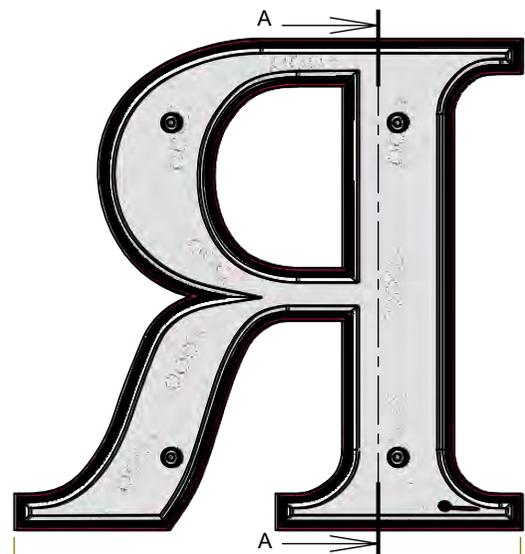
Formed G-500
(Face & Side Lit)
Faxu Neon

Face & Side Illumination

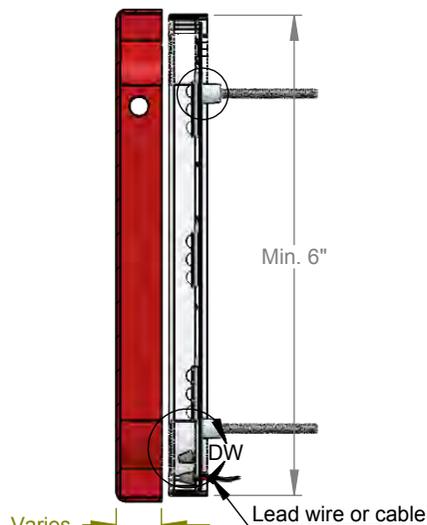


Formed G-400 (Painted Face)

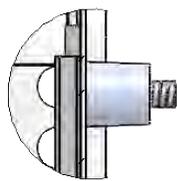
PRODUCT CONSTRUCTION EXAMPLE



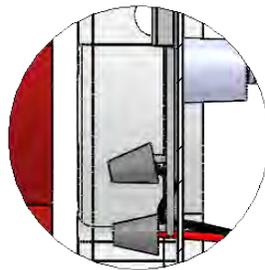
BACK VIEW II SCALE 1:5



SECTION VIEW A-A II SCALE 1:5



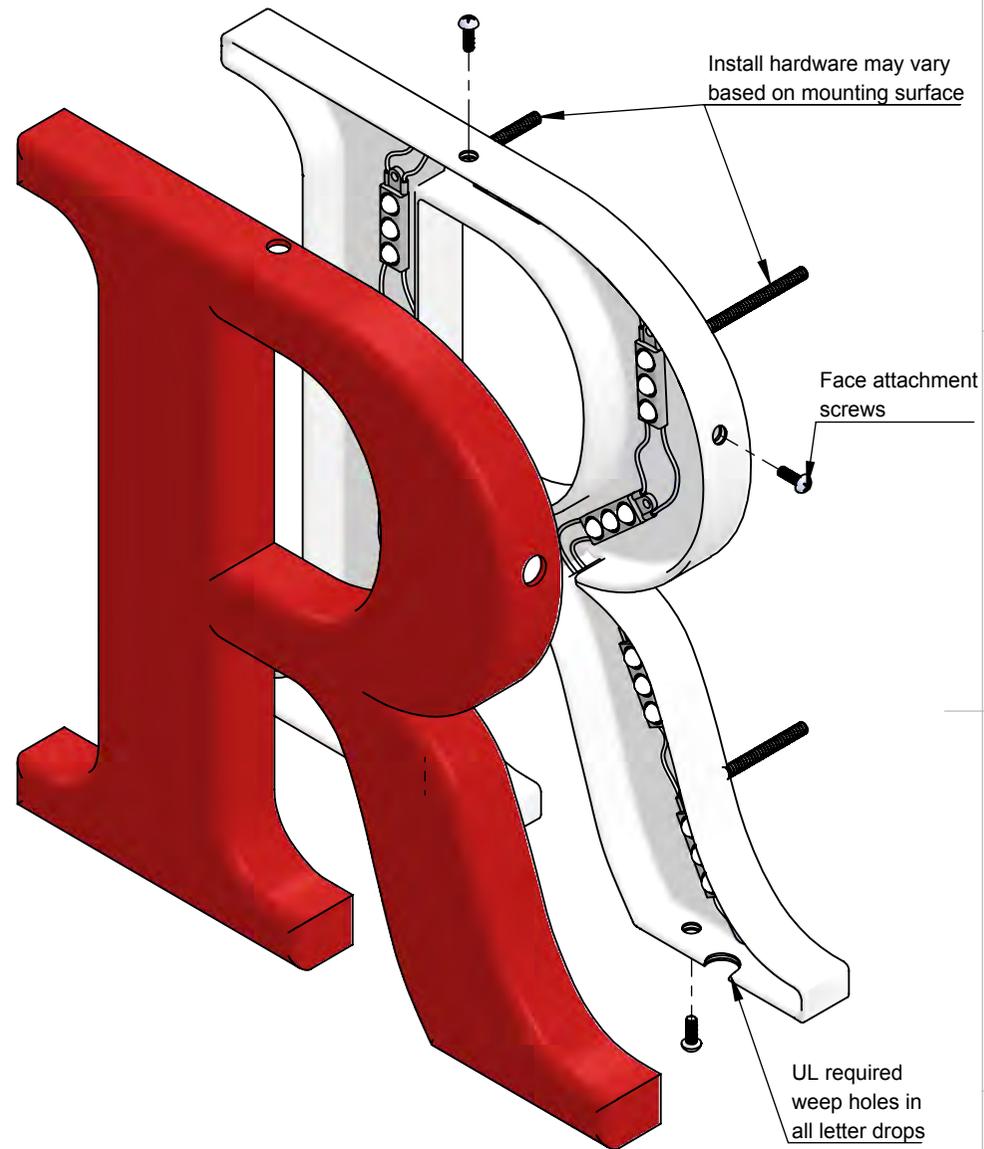
DETAIL E
SCALE 2 : 3



DETAIL DW II SCALE 2 : 3

INSTALL INSTRUCTIONS:
 Install backs to wall or raceways with studs & nuts, screws, or anchors- per requirements of project or specifications. Secure face to back with small screws. Wiring per NEC & local electrical codes & UL requirements.

NOTES:
 - Shown with optional LED package - UL listed with LEDs and 12VDC power supply. Available without LEDs, upon request.
 - Custom styles available - traditional or flush face (shown) options.
 - CAB plastic face and back - designed for LED lighting - UL approved.
 - Minimum 6" high letters or logos. Flat, round, or prismatic profile options.
 - Lead wires or optional cable wire available- standard 120" optional lengths available



ISOMETRIC BACK VIEW II SCALE 1:3

TITLE: LIT FORMED CHANNEL LETTERS (G-100)	
MATERIAL: C.A.B.	PRODUCT TYPE: ILUMINATED PRODUCTS
DWG NO. GEM10	REV. 11/05/21
SCALE: AS INDICATED	SHEET 1 OF 1

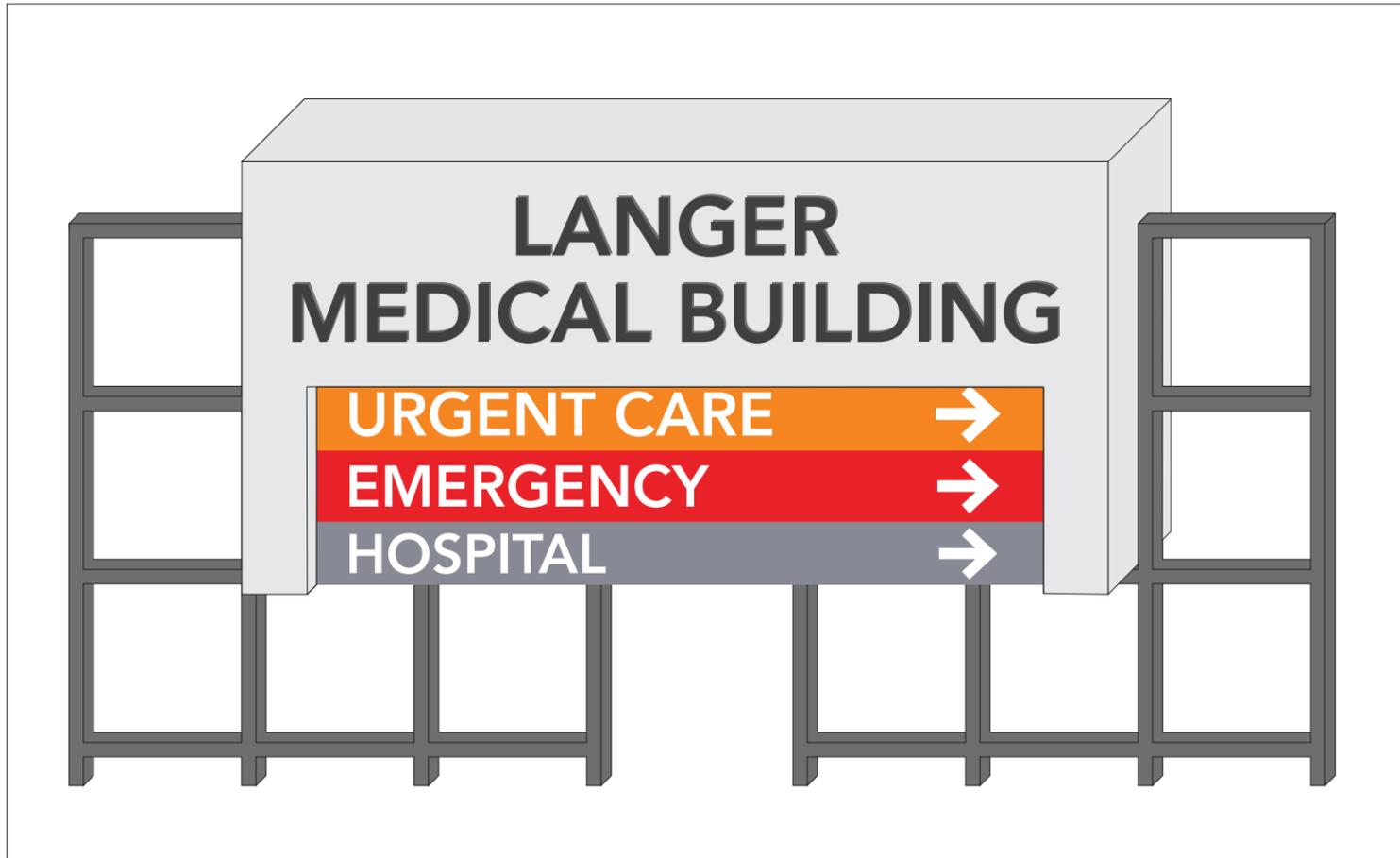
APPENDIX C

General Notes: We think the best option for this sign is to re-use the existing sign structure as there is already an existing footing and the visibility of the sign could not be improved by moving it. Our price includes removal and disposal of the existing illuminated sign cabinet. We would pressure wash and scrape off the peeling paint of the tube steel structure and re-finish it.

Instead of replacing with another box, we'd like to recess the directional information only a few inches to create some dimensional interest and to make the name of the facility more prominent. The building name would be illuminated with push-through acrylic that extends 1/2" to 3/4" beyond the face of the metal cabinet. We would face it with a day/night vinyl so it would read black during the day and white at night.

The recessed area would be a fully back-lit acrylic face with translucent vinyl applied to it.

This sign would be double-sided.



1 3D Rendering
Scale: 1/2" = 1'-0"



2 Existing Sign
Not to Scale



3 Nighttime Rendering
Not to Scale

contact

Jorden Weiner
c 425.563.9599 | f 425.740.0184
e Jordenw@Division10Sign.com

project information

PROJECT ADDRESS
Langer Medical Building
21600 Highway 99
Edmonds, WA 98026

revisions

- 1
- 2
- 3
- 4
- 5

fabrication notes

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

disclosures

SIGNAGE IS TO BE PRODUCED FROM THESE CONSTRUCTION DRAWINGS. CLIENT SHALL VERIFY ALL DIMENSIONS, SPELLING, MATERIALS, AND ACCURACY. PRODUCTION WILL BEGIN ONCE THE FINAL APPROVED SHOP DRAWINGS ARE RECEIVED BY DIVISION 10 SIGNS.

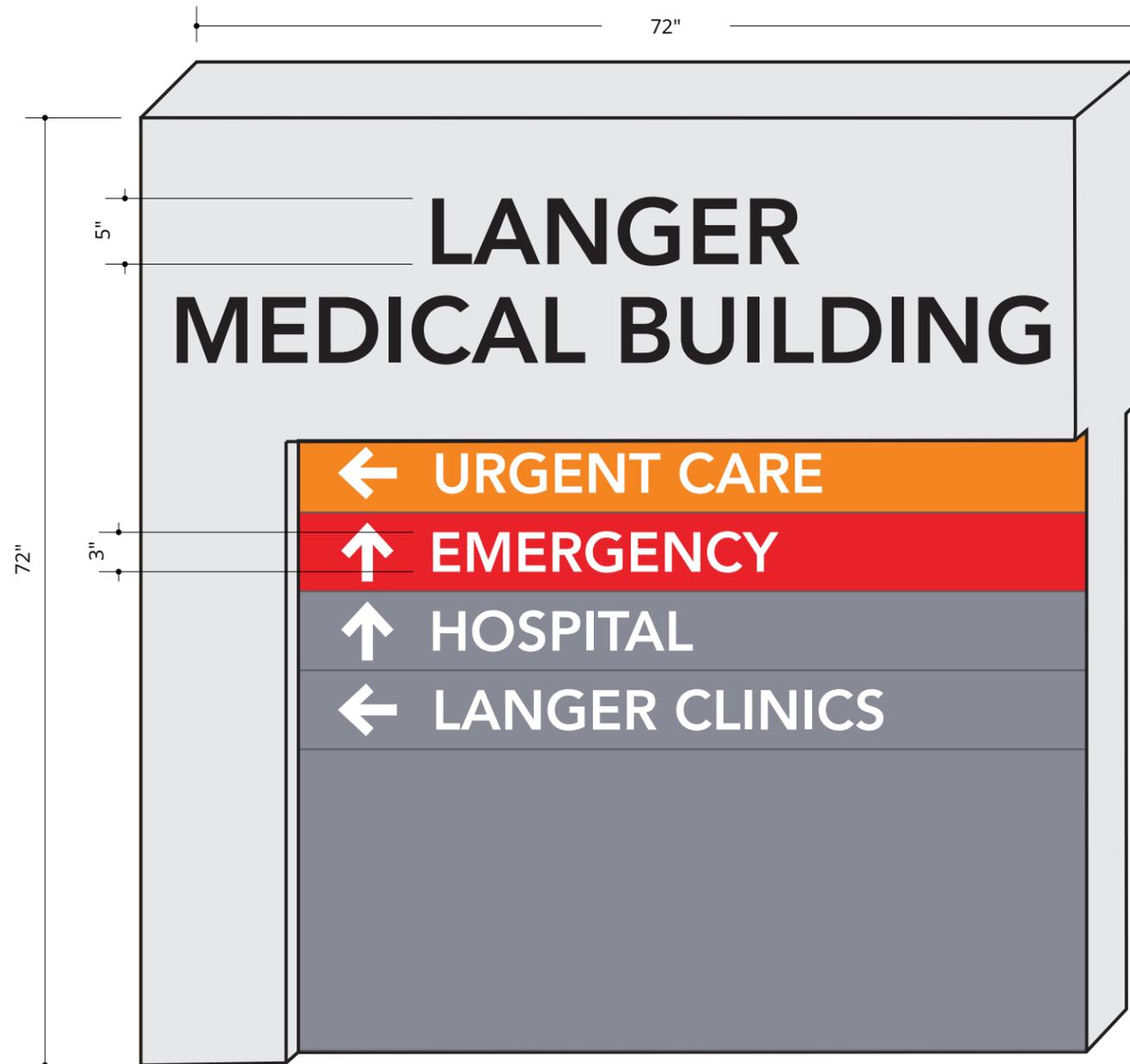
COLORS SHOWN ARE FOR PRESENTATION PURPOSES ONLY. PLEASE REFER TO COLOR CHARTS, SAMPLES, AND MOCK-UPS FOR TRUE COLOR MATCHES.

APPENDIX D

General Notes: To maintain uniformity with the main entry sign, we'd like to recess the directional information only a few inches to create some dimensional interest and to make the name of the facility more prominent. The building name would be illuminated with push-through acrylic that extends 1/2" to 3/4" beyond the face of the metal cabinet. We would face it with a day/night vinyl so it would read black during the day and white at night. The recessed area would be a fully back-lit acrylic face with translucent vinyl applied to it.

We may want to explore reducing the height of the sign as 6' might be too tall for the scale of the planters that they would be located in.

This sign would be double-sided.



1 3D Rendering
Scale: 1/2" = 1'-0"

contact

Jorden Weiner

c 425.563.9599 | f 425.740.0184
e Jordenw@Division10Sign.com

project information

PROJECT ADDRESS
Langer Medical Building
21600 Highway 99
Edmonds, WA 98026

revisions

- 1
- 2
- 3
- 4
- 5

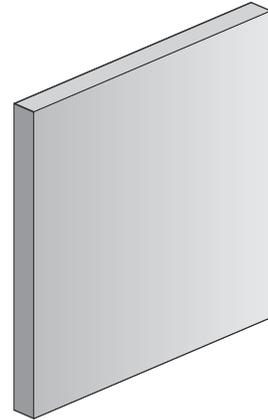
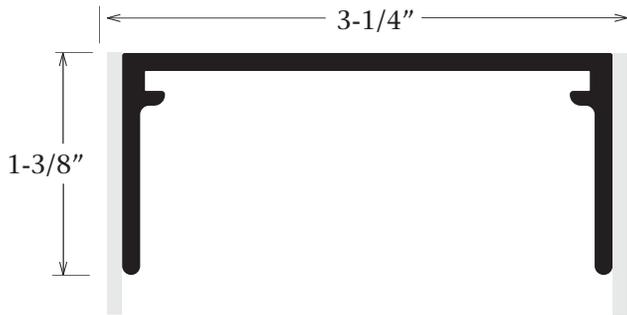
fabrication notes

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

disclosures

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COLORS SHOWN ARE FOR PRESENTATION PURPOSES ONLY. PLEASE REFER TO COLOR CHARTS, SAMPLES, AND MOCK-UPS FOR TRUE COLOR MATCHES.



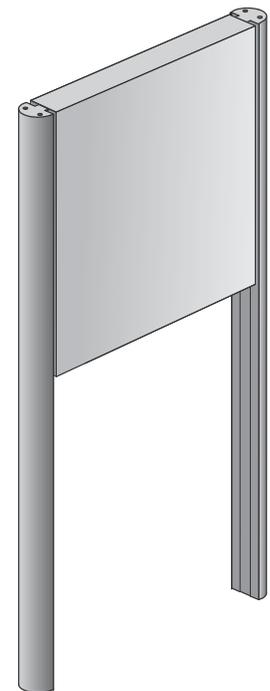
Available with or without posts

Features & Benefits

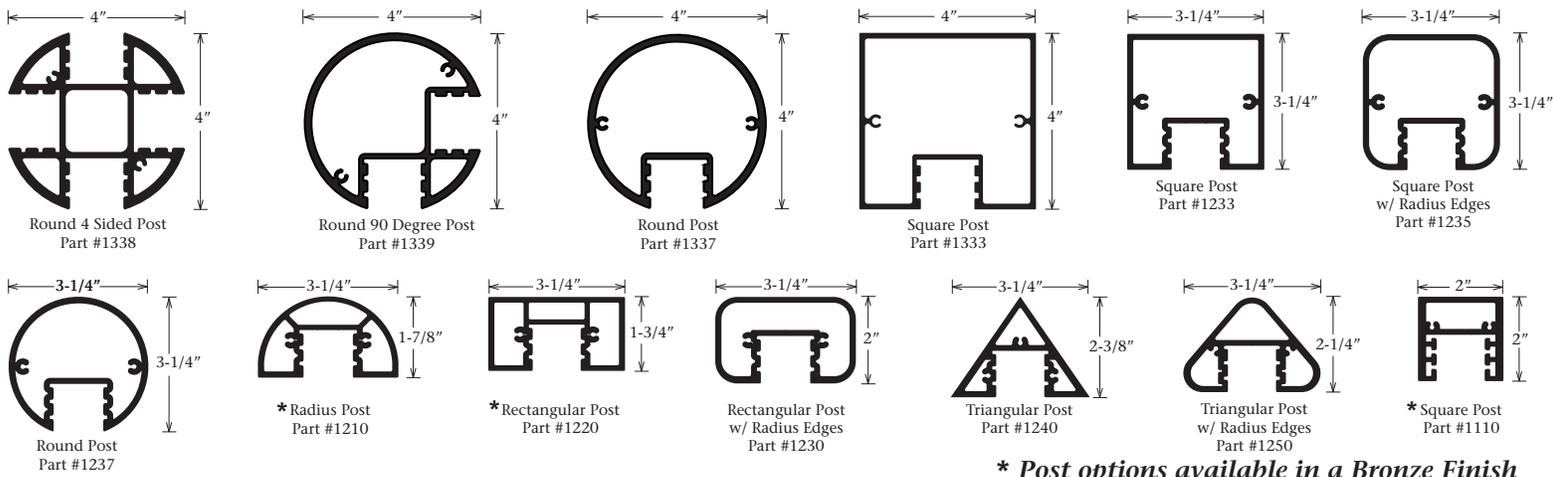
The Series 3 Frameless Body gives the post and panel a true frameless appearance. It is a great body for kerf cutting custom shapes. The body can integrate with any of the 13 post options below. Available in Mill Finish.

Answers to FAQ's

- Recommended panel thickness .100"-.125"
- Panel size is the same as the height and width



13 Post Options



* Post options available in a Bronze Finish

Verdant Health Commission

INVITATION TO BID

Publish Date: April 25, 2024

Verdant Health Commission will accept proposals from qualified persons or firms interested in providing the following:

Furniture

Langer (former Kruger) Clinic at 21600 Highway 99, Edmonds, WA 98026

The purchase of furniture is not a public work and as such, the prevailing wage statute does not apply.

**PROPOSALS MUST BE RECEIVED BY:
2:00pm, Monday, May 13, 2024**

Please mark your submittal "**Langer Furniture Response**" in the email subject line.

Email proposals to:

Lisa Edwards, EdD, Superintendent
lisa.edwards@verdanthealth.org

With a copy to:

Kyla Morgan, Executive Assistant
kyla.morgan@verdanthealth.org

Verdant Health Commission (the Owner) is seeking responses from prospective Furniture Vendors to provide pricing for:

Procurement and installation of ancillary interior furniture as described in this ITB and in the following attachments:

- **Attachment A – Verdant Health Commission. Kruger Building Remodel – Furniture. Small Purchase Agreement**
- **Attachment B - Ancillary Furniture Bid Package, dated 07.17.2023 (prepared by JPC Architects)**

Site Visit: Site walk-through is encouraged at Kruger Clinic: 21600, Washington 99, Edmonds, WA 98026.

Please contact Property Manager identified below to coordinate date and time:

Jim Foreza, Property Manager
jimf@jshproperties.com, C: (425) 679-0525

Questions to Project Manager: Bidders may e-mail written questions to the Project Manager:

Ania McCleary, Project Manager
ania@madison-west.com, C: (425) 894-2238

Attachment A
 Verdant Health Commission
 Kruger Building Remodel – Furniture
 SMALL PURCHASE AGREEMENT
 page 1

Contractor:	Lisa Edwards, EdD (She/Her) Superintendent 4710 196 th St. SW, Lynnwood, WA 98036 O: (425) 582-8577
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Insurance and Indemnification: The Contractor shall defend, indemnify and hold Verdant Health Commission and all of its employees harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys’ fees) arising from or relating to the work performed under this Agreement to the extent of the Contractor’s negligence. The Contractor waives, with respect to Verdant Health Commission (The Owner), its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement. Contractor shall secure and maintain, at its own cost and expense, Comprehensive General Liability and Property Damage insurance in the amount of not less than \$1,000,000 for death or injury in any one occurrence and \$1,000,000 for property damage in any one occurrence which provides, at a minimum, the following coverage:

Premises and Operation; Explosions, Collapse and Underground Hazards (Where Applicable);
 Products/Completed Operations; Contractual Liability; Broad Form Property Damage; Independent Contractors;
 and Personal Injury.

Contractor shall secure and maintain, at its own cost and expense, Comprehensive Auto Liability insurance in the amount of not less than \$1,000,000 per occurrence which provides, at a minimum the following coverages:
 Owned Vehicles; Non-Owned Vehicles; Hired Vehicles; Property Damage.

This coverage shall be issued from an insurance company authorized to do business in the State of Washington. Verdant Health Commission shall be named as additional insured on said insurance in a form acceptable to Verdant’s Attorney. The Contractor agrees to repair and replace all property of Verdant Health Commission and all property of others damaged by the Contractor, Contractor’s employees, subcontractors and agents. It is understood that the whole of the work under this contract is to be done at the Contractor’s risk and that the Contractor is familiar with the conditions of materials, climatic conditions, and other contingencies likely to affect the work and has made their bid accordingly and that the Contractor will assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the Owner, return and in accordance with the Owner’s instructions, either correct such work, or if such Work has been rejected by the Owner, remove it from the site and replace it with non-defective and authorized Work, all without cost to Verdant Health Commission (The Owner).

Nondiscrimination: The Contractor shall comply with all applicable federal and state laws, and city ordinances, for equal employment opportunity and nondiscrimination laws.

Gifts: Washington State law prohibits Verdant Health Commission’s employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the state law, the Consultant shall not give a gift of any kind to Verdant’s employees or officials.

Business License: The Contractor is required to submit proof of required business license within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

Bonds/Retainage: No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than \$35,000, the contractor may elect to a 50% retainage in lieu of a Contract Bond. Retainage is required.

Industrial Insurance Status: Contractor is responsible for maintaining a current status of their industrial insurance premiums with the Department of Labor and Industries (L&I). Prior to issuing final payment, the Owner will verify with L&I the status of the contractor’s premiums. Under RCW 60.28 the Owner can withhold and pay the contractor’s delinquent premiums from the final payment.

Payment Processing: The Owner shall pay the Contractor after final acceptance of each work order within 30 days of submittal of the invoice provided the Owner has received approved L&I forms.

Attachment A
 Verdant Health Commission
 Kruger Building Remodel – Furniture
 SMALL PURCHASE AGREEMENT
 page 2

Completion Date: October 2024	Total Contract Fixed Price (Including Tax): \$ _____ according to agreement attached as Exhibit A.
Description of Work: according to Attachment B	
The contractor should send invoices to the following address:	
Accounts Payable Verdant Health Commission 4710 196th St. SW, Lynnwood, WA 98036 accountspayable@verdanthealth.org	
This order is an acceptance of your offer dated (attached) except terms that conflict with this order.	
The contractor shall not start work until Verdant Health Commission orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. Verdant Health Commission will not issue a Notice to Proceed before approved evidence of insurance is received.	
Contractor:	Verdant Health Commission Approval:
_____ signature (date)	_____ signature (date)
_____ printed name and title	_____ printed name and title
Approved as to form:	
_____ Attorney (date)	

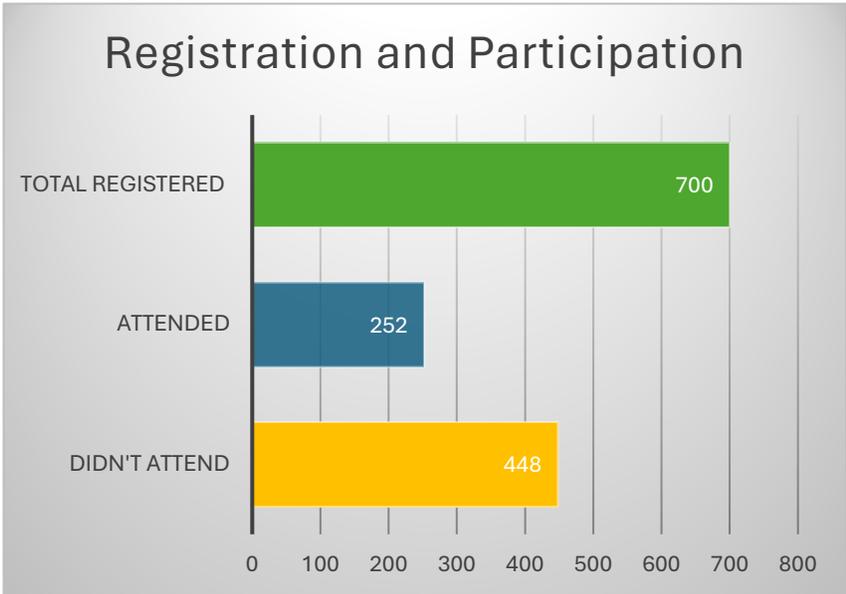
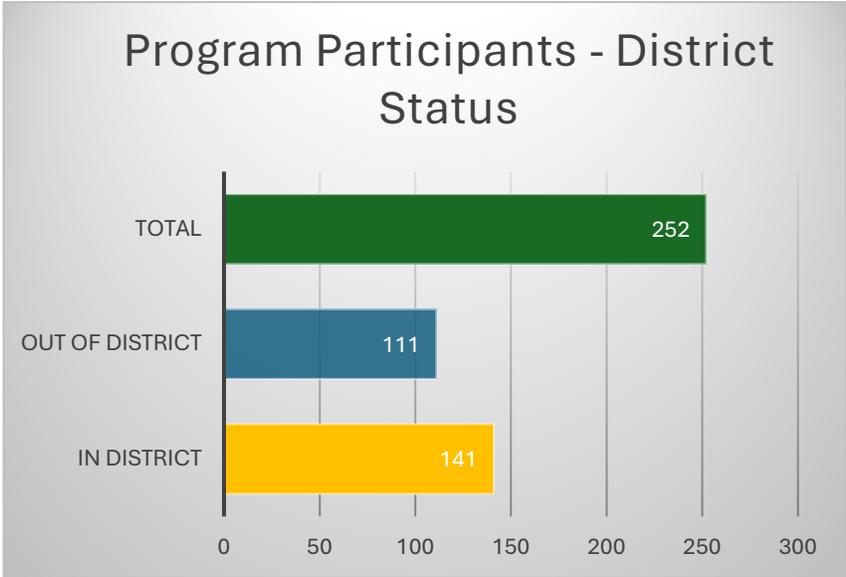
Attachment B
Verdant Health Commission
JPC Architects
KRUGER CLINIC
ANCILLARY FURNITURE – BID PACKAGE 07/17/23

DRAFT

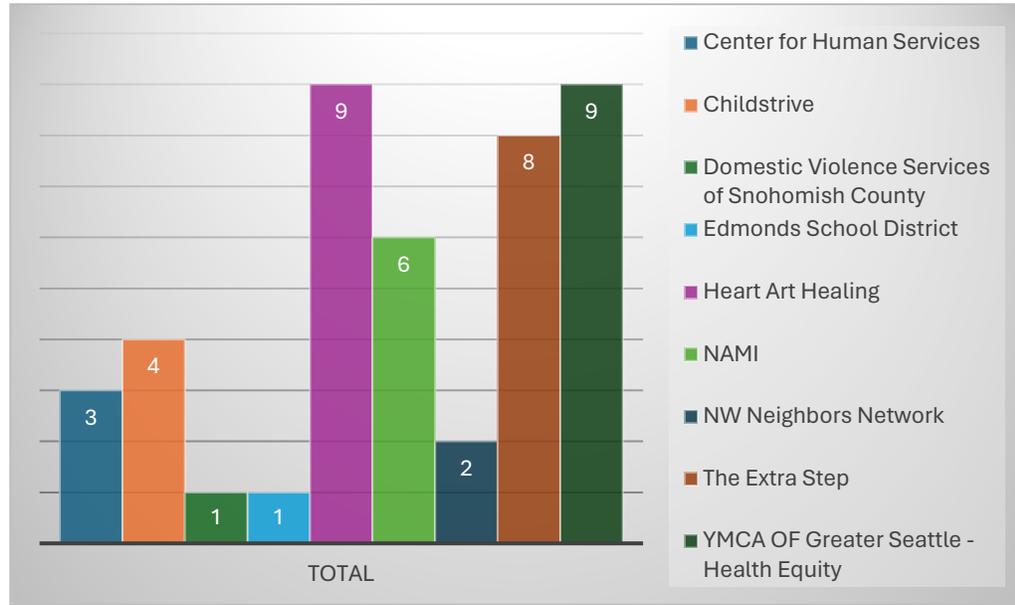
Quarterly Community Program Report

January - March 2024

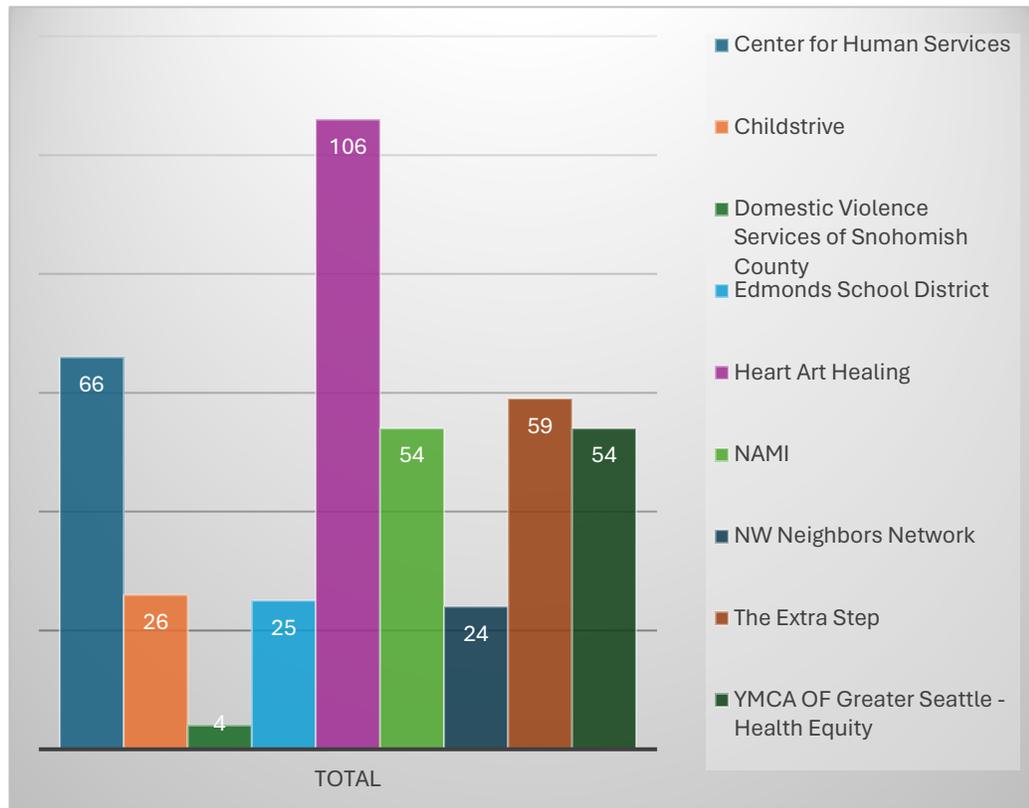
Registration	
# of Verdant-Funded Courses	Total Registered Participants
25	700
In District	323
Out of District	377



Quarterly Events Hosted	
Organization	# of Events Hosted
Domestic Violence Services of Snohomish County	1
YMCA OF Greater Seattle - Health Equity	9
Childstrive	4
The Extra Step - Omar	8
NW Neighbors Network	2
Heart Art Healing	9
NAMI	6
Center for Human Services	3
Edmonds School District	1
Total	43



Participants Hosted	
Organization	# of Participants
Domestic Violence Services of Snohomish County	4
YMCA OF Greater Seattle - Health Equity	54
Childstrive	26
The Extra Step	59
NW Neighbors Network	24
Heart Art Healing	106
NAMI	54
Center for Human Services	66
Edmonds School District	25
Total	418



Verdant Community Social Worker Highlights: April 2024

- Case Management – continuing support for fifteen clients.
- Continue to provide inreach/outreach with Swedish Edmonds Hospital.
- CHART Leadership and Facilitation – Ongoing support for the CHART program and clients.
- VOA 211 Community Resource Advocate – Continuing support and community introductions.
- This past month included: Weekly team check ins and monthly team staff meeting, monthly County Outreach Coalition, and monthly County, Human Services Providers call, Homeless Policy Taskforce, Monthly County Behavioral Health committee, and the Vulnerable Adult Task Force meeting.
- Trainings completed: Understanding Loneliness, What Clinicians Need to Know About the Impact of High-Potency Weed
- 2024 Programming –

Provider trainings:

- 1) A virtual class titled Law and Ethics and the Clinical Use of Artificial Intelligence was held on March 26th. A total of 65 behavioral health professionals attended, and evaluations were incredibly positive.
- 2) Planning the second quarter in-person provider training, which will be held on June 11. The topic is MABT - Mindful Awareness in Body-Oriented Therapy. MABT combines manual, mindfulness and psycho-educational approaches to teach interoceptive - the ability to be aware of internal sensations in the body, including heart rate, respiration, hunger, fullness, temperature, and pain, as well as emotion sensations awareness and related self-care skills. The trainer will be Dr. Cynthia Price, Research Professor at the University of Washington, as well as the Center Director of the Center for Mindful Body Awareness.

I am collaborating with an Occupational Therapist (OT) to offer an 8-week support group titled Life Skills to Thrive. Each week will be a different topic but will build on prior weeks skill building. This OT works for Swedish Edmonds within the psych operations, but also has her own agency. The group will run June through July and will be held here at VCWC on Monday afternoons.

Marketing Report

April 2024

Social Media:

Facebook reach

31,366

41.3%

Instagram reach

3,915

17.2%

Current Happenings:

We are preparing for the upcoming events season. Upcoming events include:

- Snohomish County Recovery Coalition – May 2nd
- Health Fitness Expo – May 18th

Link to all of our online platforms:

<https://linktr.ee/verdanthealthcommission>

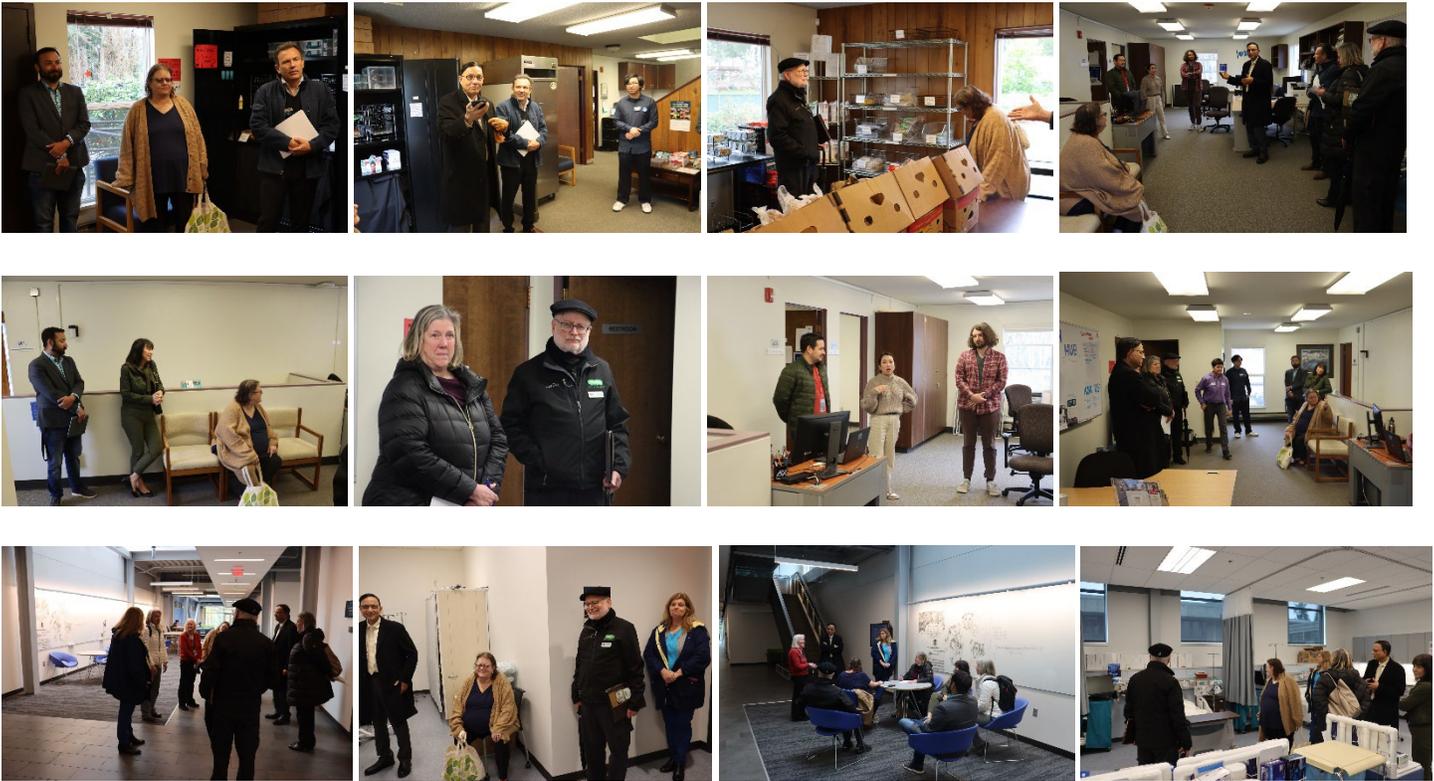
E-Newsletter:

<https://us5.admin.mailchimp.com/campaigns/show?id=9512310>

Content:



Verdant Visits Edmonds College:



Press:

<https://myedmondsnews.com/2024/04/verdant-offering-art-journaling-workshop-for-teens/>

<https://myedmondsnews.com/2024/04/free-verdant-cooking-class-eating-well-for-you-and-the-environment-april-17/>