

## Board of Commissioner's Meeting

February 3, 2021

### Superintendent's Report

#### State Legislature Capital Allocation

I was advised by Senator Nguyen's office, after their consultation with the capital budget staff in the Senate, that we needed to reach out to staff at Commerce to request they change the designee for the \$3 million grant to the Vashon Health Care District, and that Commerce forward the request to the Ways & Means capital budget staff. The Senator will then formally present it to the capital budget leads.

However, the Department of Commerce is still telling me they still need a letter from Neighborcare to transfer the capital grant to VHCD rather than Sea Mar. My contact at Commerce sent an e-mail on Monday to Neighborcare Health's interim CEO, Meredith Vaughn, requesting this letter on our behalf, since Neighborcare has not responded to my request to do this.

#### Sea Mar Vashon Patient Satisfaction Data

The first responses to Sea Mar's Patient Satisfaction and Experience survey for the Vashon clinic have been reported. They include 27 responses for the 4<sup>th</sup> Quarter 2020. At all of their clinics, Sea Mar has a goal for all patient satisfaction and experience measures to be over 90%. The surveying is completed by live agents over the telephone. The survey results are a tool that clinic management uses to improve clinic services.

The results show that the overall satisfaction weighted mean for the Vashon Medical Clinic was 92.6%. It breaks down as follows:

- Excellent 70.4%
- Good 29.6%
- Fair 0%
- Poor 0%

The survey also measures loyalty intentions by asking patients the likelihood that they would be using services again at Vashon Medical Clinic if the need arises. The score here was 100%.

The survey measures referral intentions by asking patients the likelihood of recommending the Vashon Medical Clinic to others, either by word-of-mouth, on the internet, or social media. The score here was 91.7%.

## **King County Interfund Loan**

Included in your materials is the actual Interest-Bearing Tax Warrant that we have executed with King County. To summarize, the key provisions are:

- The principle must be paid on or before January 31, 2027
- The aggregate principle draws cannot exceed \$1,500,000
- Interest on the principal balance will accrue at the investment pool rate
- Interest payments will commence beginning May 1, 2021

## **Lease Payments**

We are now receiving an invoice from Sunrise Ridge Health Services for the lease and property related expenses. The base lease is \$6117 per month. Monthly expenses are based on 65% of the annual cost for fees and casualty insurance. The fees are mostly related to surface water, but also for noxious weeds and conservation. Sunrise Ridge pays no actual property tax as a non-profit.

## **Committee Reports**

### **Administration and Finance**

**Wolczko**

I am expecting preliminary year-end financials for the Vashon Health Care District today February 3. There will be a note regarding a banking discrepancy they are trying to resolve.

We will have Payroll vouchers to approve and, I assume, some A/P vouchers.

### **Clinic Relations**

**Langland/Noble**

Tom and Wendy will be reporting on the Committee. Tom is working on a date in March for he and I to interview with VOV. Tom plans to be in the studio. I might as well or perhaps virtually. We will need to develop answers to likely questions. The FAQs Eric P. is working on will certainly provide some of the information.

### **Communications, Planning and External Relations**

**Pryne/Brown**

Eric P. and LeeAnn will report on the Committee's efforts around communications. Eric P. will be giving updates on the FAQs that we want to post on our website. The Committee is awaiting responses from Kerry and Jesus on this. He will be also talking about the free John L. Scott ad and leaflets in the Food Bank and Senior Center food bags.

## **New Business**

### **Timeline for resuming In-Person Board Meetings**

At Eric Pryne's request, I have added this new business item. Now that King County is now under Phase 2 guidelines, we may now consider in-person public meetings provided that attendance is limited to 25% capacity or 200 people, whichever is fewer, and consistent with the revised [Miscellaneous Venues](#) guidance, which states the following:

*Phase 2:*

*1. In-person business meetings are permitted. Professional training and testing that cannot be performed remotely, as well as all court and judicial branch-related proceedings, are allowed. Occupancy in each room/area is limited to 25 percent capacity or 200 people, whichever is fewer (excludes staff).*

STATE OF WASHINGTON  
KING COUNTY  
PUBLIC HOSPITAL DISTRICT NO. 5  
INTEREST-BEARING TAX WARRANT, 2021

PUBLIC HOSPITAL DISTRICT NO. 5, KING COUNTY, WASHINGTON (the "District"), a municipal corporation of the State of Washington, promises to pay to KING COUNTY, WASHINGTON, the Registered Owner hereof, on or before January 31, 2027 (the "Maturity Date") or on earlier redemption, an amount equal to the total outstanding incremental draws (the "Draws") made in accordance with the terms of this Tax Warrant and Resolution No. 2020-11 of the District (the "Authorizing Resolution"). The aggregate principal amount of Draws on this Tax Warrant shall not exceed \$1,500,000.

Draws shall bear interest on the principal amount of any Draw outstanding at the Investment Pool Rate, which, as defined in the Authorizing Resolution, means a variable rate equal to the rate payable on the King County investment pool as determined and calculated from time to time by the Finance Director of King County. Installment payments of interest shall be payable monthly commencing May 1, 2021, and ending on the Maturity Date. Principal is payable on the Maturity Date.

Draws shall be made by written request to the Registered Owner and the Treasurer, which request may be submitted by facsimile. Draws shall be recorded on the Draw Record attached hereto as Exhibit A or in such other form as mutually agreed to by the District and the Registered Owner. No Draw may exceed the total amount of the operating expenses to be paid from such Draw, and the proceeds of each Draw shall be used immediately to pay those costs. Draws are not subject to approval by the Registered Owner, but the aggregate principal amount of Draws outstanding at any time shall be limited to \$1,500,000.

Both principal and interest shall be paid solely out of the Tax Warrant Fund of the District, created by the Authorizing Resolution. If any principal and interest installment is not paid when due, the District shall pay interest at the same rate on such unpaid installment until that installment, both principal and accrued interest, is paid.

This Tax Warrant is fully registered as to both principal and interest and may not be assigned or transferred. This Tax Warrant is payable in lawful money of the United States of America by check, draft or warrant mailed by the Office of the Treasury Manager, Finance and Business Operations Division, Department of Executive Services of King County, Washington, *ex officio* treasurer of the District (the "Registrar"), at least five days prior to the payment date or by electronic funds transfer on or before the payment date to the Registered Owner at its address appearing in the registration books of the Registrar (the "Tax Warrant Register") on that date and shall be recorded on the Loan Payment Record attached hereto as Exhibit B. The final payment of principal and accrued interest on this Tax Warrant is payable upon presentation and surrender of this Tax Warrant by the Registered Owner at the principal office of the Registrar in Seattle, Washington, at maturity.

The District reserves the right and option to prepay and redeem at any time prior to the Maturity Date any or all of the principal amount of this Tax Warrant outstanding at par plus accrued interest to the date of redemption. Interest on this Tax Warrant or the portion thereof so prepaid shall cease to accrue on the date of such prepayment.

So long as any principal of or interest on the Tax Warrant remains outstanding, the District irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of the electors of the District on all of the taxable property within the District in an amount sufficient, together with other money legally available and to be used therefor, to pay when due all amounts due under

the Tax Warrant including principal of and interest on the Tax Warrant and all fees, charges and expenses payable under the Tax Warrant, and the full faith, credit and resources of the District are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of those amounts.

Reference is made to the Authorizing Resolution for other covenants and declarations of the District and other terms and conditions upon which this Tax Warrant has been issued, which terms and conditions are made a part hereof by this reference. The District irrevocably and unconditionally covenants that it will keep and perform all of the covenants of this Tax Warrant and of the Authorizing Resolution. Reference also is made to the Authorizing Resolution for the definitions of the capitalized terms used and not otherwise defined herein.

This Tax Warrant shall not be valid or become obligatory for any purpose until the Certificate of Authentication hereon has been signed by the Registrar.

Principal of and interest on this Tax Warrant shall be paid only to the Registered Owner at its address set forth on the Register and to no other person or entity.

The principal of and interest on this Tax Warrant shall be paid only to the Registered Owner and to no other person or entity, and this Tax Warrant may not be assigned or transferred by the Registered Owner.

The District and the Registrar may deem and treat the Registered Owner of this Tax Warrant as its absolute owner for the purpose of receiving payment of principal and interest and for all other purposes. As used herein, Registered Owner means the person or entity named as Registered Owner of this Tax Warrant and on the Tax Warrant Register.

It is certified and declared that all acts, conditions and things required to be done precedent to and in the issuance of this Tax Warrant have been done, have happened and have been performed as required by law.

IN WITNESS WHEREOF, the District has caused this Tax Warrant to be signed by the President and the Secretary of the Commission of the District as of this 1st day of January, 2021.

PUBLIC HOSPITAL DISTRICT NO. 5,  
KING COUNTY, WASHINGTON

By \_\_\_\_\_  
President of the Commission

By \_\_\_\_\_  
Secretary of the Commission

Date of Authentication: \_\_\_\_\_

CERTIFICATE OF AUTHENTICATION

This Tax Warrant is the fully registered Interest-Bearing Tax Warrant, 2021, of Public Hospital District No. 5, King County, Washington, described in the Authorizing Resolution.

\_\_\_\_\_  
Registrar

EXHIBIT A  
DRAW RECORD

	Draw Date	Draw Amount	Bond Total
Draw No. 1			
Draw No. 2			
Draw No. 3			
Draw No. 4			
Draw No. 5			
Draw No. 6			
Draw No. 7			
Draw No. 8			
Draw No. 9			
Draw No. 10			

EXHIBIT B

LOAN PAYMENT RECORD

DRAW NO. 1					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

DRAW NO. 2					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

LOAN PAYMENT RECORD

DRAW NO. 3					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

DRAW NO. 4					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner



LOAN PAYMENT RECORD

DRAW NO. 5					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

DRAW NO. 6					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

LOAN PAYMENT RECORD

DRAW NO. 7					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

DRAW NO. 8					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

LOAN PAYMENT RECORD

DRAW NO. 9					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

DRAW NO. 10					
Payment Dates	Principal Payments	Principal Balance Due	Interest Payments	Date Paid	Signature of Authorized Representative of Bond Owner

# Miscellaneous Venues

## COVID-19 Requirements

### Summary of February 1, changes:

#### All Phases:

- Any other business activity not specifically mentioned in this document, that can also be conducted in a miscellaneous venue, is permitted with the same requirements as the business-specific guidance. Examples include retail, personal services, religious services, etc. Occupancy limits of the specific activity govern, with the exception of retail activity (see specific retail occupancy below).
- Meal/food service must follow restaurant guidance.

Miscellaneous venues are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, miscellaneous venues (referred to as “venue” hereafter) include the following: convention/conference centers, designated meeting space in a hotel, events centers, fairgrounds, sporting arenas, nonprofit establishment, or a substantially similar venue. Any business activity currently permitted that can also be conducted in a miscellaneous venue, is permitted with the same requirements as the business-specific guidance (examples include: retail, personal services, religious services, etc.). Occupancy limits of the specific activity govern, with the exception of retail activity (please see specifics for each phase below). Each venue must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all worker safety and health requirements.

#### Phase 1:

1. All in-person business meetings are prohibited.
2. Only professional training and testing that cannot be performed remotely, as well as all court and judicial branch-related proceedings, are allowed. Occupancy in each meeting room/area is limited to 25 percent capacity or 100 people, whichever is fewer (excluding staff).
3. Occupancy for an indoor retail event is limited to 25 percent capacity, up to 100 people, (this includes exhibitors and excludes staff) whichever is fewer. Outdoor capacity capped at 100 people. For very large venues over 100,000 sq. ft. in size. The capacity is capped at 150 people (this includes exhibitors and excludes staff).

#### Phase 2:

1. In-person business meetings are permitted. Professional training and testing that cannot be performed remotely, as well as all court and judicial branch-related proceedings, are allowed. Occupancy in each room/area is limited to 25 percent capacity or 200 people, whichever is fewer (excludes staff).
2. Occupancy for an indoor retail event is limited to 25 percent capacity, up to 200 people (this includes exhibitors and excludes staff), whichever is fewer. Outdoor capacity capped at 200 people. For very large venues over 100,000 sq.ft. in size, the capacity is capped at 300 people (this includes exhibitors and excludes staff).

## General Requirements for all phases

1. When feasible, organizers should ensure all attendees are pre-registered and retain contact information for all attendees for 28 days.
2. Stagger attendee move-in and move-outs to reduce gathering in groups.
3. Adjust scheduled activities, etc. to minimize attendees in common areas.
4. Adjust and/or remove public seating areas to ensure physical distancing is maintained.
5. Adhere to CDC elevator and escalator protocols. Also, post signs strongly advising no talking in elevators.
6. Venues must ensure persons engaging in an activity conducted both indoors and outdoors, wear a proper face covering and maintain six feet of physical distance between other persons.
7. Any food service at venues must follow the guidance for [restaurants](#).
8. Frequently clean high-touch surfaces.
9. Payment Handling: When possible, allow mobile, credit card, or other cash-free payment options.
10. Staff will disinfect check-out counters and payment touchpads at least every hour.
11. Provide handwashing or hand sanitizer for employees handling payment.
12. Use timed ticketing or on-line/phone reservations for any activity, when possible.
13. Provide sufficient hand sanitizing stations for customers.
14. Ensure each meeting room is properly cleaned/sanitized between uses.
15. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate. Keep doors and windows open where possible and utilize fans to improve ventilation.
16. At least one COVID-19 Program Supervisor shall be present during every event to ensure masking and social distancing practices are enforced and practices by all event attendees.

## **Safety and Health Requirements**

Venues must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: General Requirements <https://lni.wa.gov/forms-publications/F414-164-000.pdf>, and the Washington State Department of Health Workplace and Employer Resources & Recommendations <https://www.doh.wa.gov/Coronavirus/Workplace> (DOH).

All venue owners have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law and safety and health rules for a variety of workplace hazards. Employers must specifically ensure operations follow the main Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found [here](#).

**No venue may operate until it can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations may be adopted, as appropriate.**

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 prevention advice and help from L&I's Division of Occupational Safety and Health (DOSH) : [www.Lni.wa.gov/DOSHConsultation](http://www.Lni.wa.gov/DOSHConsultation).

- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Call Center: (1-800-423-7233) or via e-mail to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).
- General questions about how to comply with agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>
- All other violations related to Proclamation 20-25 can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.