

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2**  
**MEETING MINUTES JANUARY 27, 2009**  
**NORTH MASON SCHOOL DISTRICT BOARD ROOM**  
**BELFAIR, WA 98528**

**CALL TO ORDER:**

Meeting called to order at 7:04 PM

**MEMBERS IN ATTENDANCE:**

Mr. Herb Gerhardt, President; Mr. Ray Stutz, Secretary; Ms. Kaye Massie, Treasurer;  
Mrs. Peggy VanBuskirk; Mr. Bev Wendell; Dr. Wallace Volz, Superintendent;  
Ms. Sandra Robertson, Recording Secretary

**GUESTS IN ATTENDANCE:**

Valerie McCloud (Belfair Physical Therapy)

**APPROVAL OF AGENDA ITEMS:**

The agenda was approved as written. Copy attached.

**ANNUAL ELECTIONS:** (Held late since December meeting was cancelled due to snow)

It was moved and seconded to have each commissioner retain their current position for the coming year.  
The motion carried. Congratulations to each commissioner.

**PUBLIC COMMENT PERIOD:**

No comments.

**APPROVAL OF PREVIOUS MEETINGS MINUTES:** (11/25/08: 12/23/08 Meeting was cancelled)

The minutes of November 25, 2008 approved as written.

**CORRESPONDENCE:**

- A) Records Request from Chamber  
On Nov. 26, 2008, Ray received an e-mail request from Frank Kenny (CEO, Chamber of Commerce) for a copy of the approved 2009 Budget. The request was approved and the requested information was sent out on Nov 26, 2008.
- B) Letter from Karen Herr (Mason County Auditor)  
Ray received a letter dated Dec 26, 2008 referencing 2009 validation figures for elections. The letter was for informational purposes.
- C) E-Mail correspondence from University of Washington.  
An e-mail was received in Nov 2008 regarding a study they were planning to do in Mason County. Herb, Ray & Dr. Volz attempted to meet with the organizers of the study. Due to slow response from the organizers we were not able to have any input into the study.
- D) **Herb stressed the continued need to inform either the Superintendent or the President of any record requests that are received prior to responding to them.**

**TREASURER'S REPORT:**

- Kay had several printouts.
  - 1) New revised AP voucher schedule (several dates eliminated)
  - 2) Updated bars number under dues on 2009 budget (change last 4 digit to 0030)
  - 3) Copy of vouchers shown to commissioners
- We ended the year with a balance of \$1430.

## COMMISSIONER REPORTS AND MEETING SCHEDULES:

- The December 2008 meeting was cancelled because of the weather.
- The commissioner's schedule report is deferred to item H under New Business.

## COMMITTEE REPORTS:

- **Mason County Board of Health : Peggy VanBuskirk**
  - ❖ No December meeting.
  - ❖ At today's meeting they held their elections.
  - ❖ Dr. Yu went over time lines regarding food safety in light of the current peanut butter recall.
  - ❖ The main concern at this time is financing.
- **Mason Transit Authority Board : Bev Wendell**
  - ❖ Special Meeting last month in conjunction with the city of Shelton to discuss the water main project. It looks like it will be going thru.
  - ❖ Park n Ride is currently on hold.
  - ❖ They will be hiring a new Operations Manager.
- **Mason Matters: Ray Stutz, Peggy VanBuskirk**
  - ❖ The last meeting was still dealing with revising their by-laws. Both Ray and Peggy are still unclear as to what their rolls will be within the committee. Their meetings are held the 4<sup>th</sup> Thursday at 8:30 am at the College Campus in Shelton.

## OLD BUSINESS:

- a.) Harrison Clinic Belfair Campus: Status Update

Work is continuing. There will now be a solid wall between the sides with separate entrances.  
***Tentative*** dates are: Friday April 17 for opening ceremonies and Monday April 20, 2009 to be open for business.
- b.) (this item number was left blank since it was like that in the approved agenda)
- c.) Public records Request Policy and possible revision

No revisions recommended at this time.
- d.) Community Service Award & Plaque for Ahhria Fosdyck for Seal work

Evergreen Trophy is willing to do the award and name badges. Dr. Volz is asking for authorization to have the award and badges made. Authorization was given after discussion of the design of each.
- e.) Stationary Design/business cards/badges

See notes under item (d) old business.  
Business cards will continue to be computer generated. Ray will e-mail a copy of each member's card template to them for review and updating of information.
- f.) Voucher Signing & Meeting date discussion

Due to the voucher schedule it was proposed to change the date of the district meetings.  
General consensus was to leave the meeting date as is. Kay was given approval to present to the board a list of proposed vouchers for the board's approval.
- g.) Letter of appreciation to Patti Hart & Mary Eaton

Ray read two letters he had generated. One was to Patti Hart, the other to Mary Eaton. The letters were approved. The letters will be mailed with copies being sent to Tom Kruse.
- h.) Report on Open Government Meeting Training in Lakewood on Dec 2, 2008 (approve expenses)

The attorneys who did the training presented a lot of information. They had many recommendations including:

  - 1) eliminating reporting commissioner scheduled meetings
  - 2) having hard copies of all files (correspondence, resolutions, etc.)
  - 3) having separate e-mail accounts for district and personal business

The members who attended the training strongly recommend that all board members attend any further training sessions because of the amount of information presented. Not all members felt it was necessary for every member to attend the training sessions.  
All members who attended the training have been reimbursed for their expenses.

i.) Legislative Web Cast report (1/14/09)

The information provided does not affect the board directly. It was for educational purposes.

j.) I-1000 Death with Dignity Act (1/20/09 Web Cast)

See notes under item (i) old business.

k.) Petty cash discussion

Kay presented to each member a handout that discussed the requirements for having a petty cash account. Further discussion was deferred until the next meeting to allow time for each member to read the material presented.

l.) Discussion of Petty Cash Resolution

Ray will e-mail a copy of the proposed resolutions to each member for review prior to the next meeting.

**NEW BUSINESS:**

a. LOC Draw amount and motion

Dr. Volz contacted Rick Smith on Jan 14<sup>th</sup>. The check in the amount of \$10,000.00 will be available on Jan 28<sup>th</sup>. A motion to approve the draw was seconded and approved.

b. Change Treasurer title to Financial Officer

It was proposed to change the Treasurer title to Financial Officer to help avoid any confusion since the County is the official treasurer. A motion was made, seconded and approved to change the title from Treasurer to Financial Officer. A resolution will be needed to change the by-laws to reflect the change in title.

c. Rhonda Brown wants list of people to invite to Grand Opening

Rhonda Brown is requesting a list of people to invite to the Grand Opening. We are starting with the list of people who were invited to the ground breaking and will add any additional people to that list. Each member was asked to make a list of people they would like **invited** and have it available before the March meeting. The lists will then be compiled and given to Rhonda.

**MISCELLANEOUS ITEMS:**

- a. PDC personal financial statements are due into PDC by April 1st

**GOOD OF THE ORDER / ANNOUNCEMENTS:**

- a. NM chamber Luncheon tomorrow, we are scheduled to receive a plaque.  
Lunch is 1130 to 1300 and costs \$8.00

**NEXT SCHEDULED MEETING:**

Tuesday, February 24 at 7 pm at NMSD Board Room

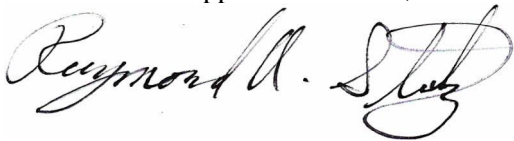
**FINAL COMMISSIONER COMMENTS:**

The April board meeting will be held at the North Mason School District Board Room. The May meeting will be at the Harrison Clinic Belfair Campus.

**ADJOURN:**

Meeting adjourned at 9:09 pm

Submitted and Approved this date, 24 February 2009



*Electronically Signed*

Raymond A. Stutz,  
Commissioner, Secretary



MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
POB 1626, Belfair, WA 98528 (360-275-2517)  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
Tuesday January 27, 2009 at 7:00 PM  
North Mason School District Board Room in Belfair

## AGENDA

1. CALL TO ORDER                      Reminder that meetings are voice recorded.  
There will be no interaction with the public during our meetings unless the Board President requests specific input from an individual.
2. COMMISSIONER ROLL CALL and RECORD of GUEST ATTENDANCE      (Ray)
3. APPROVAL OF AGENDA ITEMS
4. **Annual Elections** (Held late since December meeting was cancelled due to snow)
5. General PUBLIC COMMENT PERIOD: (5 Min Max/person, 15 min total.  
**Comments ONLY**, no discussions. Must be courteous or will be asked to stop and leave).
6. Approval of Minutes of Previous Meeting (11/25/08; 12/23 Meeting was cancelled)
7. CORRESPONDENCE (New since last meeting):
  - a. Records Request from Chamber
8. TREASURER'S REPORT (Kaye)
9. COMMISSIONER REPORTS and Meeting schedules for next month
10. COMMITTEE REPORTS (Existing):
  - a. Mason County Board of Health Board: Peggy, report on today's Mtg
  - b. Mason Transit Authority Board: Bev report on last meeting.
  - c. Mason Matters: Ray/Peggy

11. OLD BUSINESS:
  - a. Harrison Clinic Belfair Campus: Status Update. (Herb)
  - b.
  - c. Public Records Request Policy and possible revision (Ray)
  - d. Community Service Award & Plaque for Ahhria Fosdyck  
for Seal work (Wally, Ray)
  - e. Stationary Design/business cards/badges (Wally, Ray)
  - f. Voucher Signing & Meeting date Discussion (Kaye)
  - g. Letter of appreciation to Patti Hart & Mary Eaton (Ray)
  - h. Report on Open Government Meeting Training in Lakewood  
on Dec. 2, 2008 (Approve expenses) (Kaye, Ray, Wally)
  - i. Legislative Web Cast report (1/14/09) (Wally, Ray, Herb)
  - j. I-1000 Death with Dignity Act (1/20/09 Web Cast) (Ray, Wally, Herb)
  - k. Petty cash discussion (Kaye, Wally)
  - l. Discussion of Petty Cash Resolution (Wally)
12. NEW BUSINESS:
  - a. LOC Draw amount and motion
  - b. Change Treasurer title to Financial Officer
  - c. Rhonda Brown wants list of people to invite to Grand Opening
13. MISCELLANEOUS ITEMS
  - a. PDC Financial Statements are due into PDC by April 1st
14. GOOD OF THE ORDER/ANNOUNCEMENTS
  - a. NM Chamber Luncheon tomorrow, we are scheduled to receive a plaque. Lunch is  
1130 to 1300 and costs \$8.
15. NEXT SCHEDULED MEETING  
Tuesday, February 24 at 7 PM at NMSD Board Room.
16. FINAL COMMISSIONER COMMENTS
17. ADJOURN