

**MASON COUNTY PUBLIC HOSPITAL DISTRICT #2  
MEETING MINUTES JULY 15, 2010  
SPECIAL MEETING  
HARRISON BELFAIR CLINIC CONFERENCE ROOM  
BELFAIR, WA 98528**

**CALL TO ORDER:**

Meeting called to order at 6:00 PM

**MEMBERS IN ATTENDANCE:**

Mr. Herb Gerhardt, President; Mr. Ray Stutz, Secretary; Ms. Kaye Massie, Financial Officer;  
Mrs. Peggy VanBuskirk; Dr. Wallace Volz, Superintendent;  
Ms. Sandy Robertson, Recording Secretary  
Absent: Mr. Bev Wendell

**GUESTS IN ATTENDANCE:**

Paige Hansen Mason County Auditor: Financial Services

**APPROVAL OF AGENDA ITEMS:**

Agenda approved as presented

**GENERAL PUBLIC COMMENT PERIOD:**

None

**COMMISSIONER REPORTS:**

Welcome back Ray

**NEW BUSINESS:**

1. Current Voucher Discussion/Approval/Signatures
  - a.) The current voucher, with copies of all bills attached, was presented to the commissioners. The phone bill was not paid through the end of the year. District will be changing phone provider.
  - b.) Kaye & Dr. Volz feel good about having all figures being accurate.
  - c.) The voucher in the amount of \$3,540.67 was approved unanimously.
  - d.) Paige informed us that each page of the voucher needs to be signed and the district needs to sign a second voucher to keep for our records. This second copy must also have original signatures on it.
  - e.) Paige mentioned that credit cards can be a "two edge sword". They come with many restrictions.
  - f.) Paige talked about opening an account with companies to provide supplies, ex. Staples
2. Paige Hansen discussed options for vouchers  
Paige acknowledged we are not the only district that is dealing with this same issue.  
Option: 1) Changing the meeting date  
2) Auditing Agent. This person is authorized by the district to sign the voucher on behalf of the commissioners. Some districts use a countersign agent (two people need to sign). The district decides what and/or how much can be signed for. At the regular meeting a report is given by the agent, going over the bills that were paid on behalf of the district. If MCPHD2 decides to use an Auditing agent, an official letter will need to be sent to Paige stating the desire to use an Auditing Agent. It also needs to state who the Agent(s) is(are) and what they are authorized to sign for. Paige could help us set that up.

### **FINAL COMMISSIONER AND SUPERINTENDENT COMMENTS**

- 1) Dr. Volz handed out a copy of the 2010 Budget and a spreadsheet showing the expenditures through June 24, 2010 per the request made at the June 22 Regular meeting. The commissioners liked the spreadsheet. Paige's office can do the spreadsheet as of any requested date.
- 2) Per Kaye's investigation with the department of revenue, we are exempt from reporting district reimbursed expenditures on our personal income tax.
- 3) Kaye has been reviewing the By-Laws and has identified several areas that she will be recommending changes. Herb is requesting she send each commissioner a copy of her suggestions for their review before the next meeting.
- 4) Ray stated that he found tonight's meeting to be very helpful.
- 5) The tote bags are costing more per bag than was originally thought. Dr. Volz is working to keep the cost down.

### **GOOD OF THE ORDER / ANNOUNCEMENTS**

Effective August 31, Frank Kenny will be resigning from the NM Chamber of Commerce. Frank has taken a national speaking tour job.

### **NEXT SCHEDULED MEETING**

Regular meeting....Tuesday, July 27 at 7 PM at Harrison Belfair Clinic Conference Room

### **ADJOURN**

Meeting adjourned at 7:30 pm

**Respectfully submitted by,**



*Electronically Signed*

Raymond A. Stutz, Commissioner, Secretary

## **MASON COUNTY PUBLIC HOSPITAL DISTRICT #2**

POB 1626, Belfair, WA 98528 (360-275-2517)

**SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**

Tuesday July 15, 2010 at 6:00 PM

Harrison Belfair Clinic Conference Room

### **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
4. 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).
5. COMMISSIONER REPORTS
6. NEW BUSINESS:
  - a. Current Voucher Discussion/Approval/Signatures                      (Wally/Kaye)
7. FINAL COMMISSIONER and SUPERINTENDENT COMMENTS
  - a.
8. GOOD OF THE ORDER/ANNOUNCEMENTS:
  - a. Effective August 31, Frank Kenny will be resigning from the NM Chamber of Commerce. Frank has taken a national speaking tour job.
17. NEXT SCHEDULED MEETING  
Tuesday, July 27 at 7 PM at Harrison Belfair Clinic Conference Room.
18. ADJOURN