

**Orcas Island Health Care District**  
**Board of Commissioners - SPECIAL Meeting Minutes**  
**Orcas Island Fire & Rescue – Eastsound Firehall**  
**Sunday, March 29, 2020**  
**3:00 pm – 6:00 pm**

**Commissioners Present:**

Art Lange  
Diane Boteler  
Patricia Miller  
Pegi Groundwater  
Richard Fralick

**Staff:**

Superintendent Anne Presson

**Commissioners Absent:**

None

**I. Call to Order**

President Fralick called the meeting to order at 3:00 pm and noted that the Commissioners are complying with the Governor’s Proclamation 20-25, which remains in effect until April 6th, and a subsequent waiver to certain requirements of the OPMA that remains in effect until April 23rd.

While the Board is allowed to conduct meetings, he explained the Commissioners are restricted to acting on matters that are necessary and routine or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency. The term “action” includes discussion - meaning the intent of the Proclamation is that meetings be short, efficient, and restricted to necessary business. As a result, items marked as POSTPONED on the Agenda are those that were deemed to fall outside of these parameters.

**II. Clinical Operations during COVID-19**

Superintendent Presson provided an overview of activities underway within the two Orcas Clinics, as well as through her work in support of the County’s Emergency Operations Center (EOC). The Superintendent is the Branch Director for the County’s medical surge plan. As that work will be needed only if mainland facilities reach capacity, and transport off island becomes limited, she has been in regular communication with Island Hospital leadership. She also reported that on their weekly calls they discuss capacity, as well as ways Island Hospital could support needs on Orcas and Lopez (e.g. supplies, personnel or medical equipment).

**III. Building/Equipment Committee**

The Committee shared a revised Request for Proposal (RFP) for the clinic roof, which is ready to be sent to contractors via the MRSC Small Works Roster. The RFP asks contractors to consider two options: (1) re-roof and do the minimum; and (2) re-roof with a more sophisticated approach.

The Committee is also revisiting the Hargis document and talking with experts to see if there are costs that can be taken out of the HVAC design. Commissioner Groundwater explained this step won’t replace the RFP process on the HVAC; however, gaining additional insights into what areas of the Hargis design can be modified will allow for a more reasonable RFP process. Discussion continued around how to ensure the RFP generates a design that is good enough but not as extensive as what has been drawn by Hargis. Commissioner Groundwater shared that Sage Building Solutions, the company that helped earlier in the HVAC assessment process, offered to provide additional consulting services. The owner, Doug Poole, is very familiar with the building and the current HVAC

Special Meeting Minutes - DRAFT  
March 29, 2020

system having been in discussions with OMF when they owned the facility. He is willing to review the Hargis drawings and provide guidance. His rate is \$90/hour and expects he will need about 24 hours, or a total of approximately \$2,160. Since the Superintendent has authority to approve contracts of the size, she authorized the work to start last week and this is brought to the Board for action.

President Fralick asked the Board to authorize up to \$2,500 as described. Commissioner Miller expressed concern that the Board continues to hire people to assist yet feels as though we aren't moving forward with the project. She hopes to explore a good, basic system, and is supportive of moving forward with Sage while making sure Doug knows what the District is looking to achieve. Commissioner Miller also suggested the Committee reach back out to Sustainable Connections to see what other grants or support are available. Commissioner Groundwater has been talking with them and will explore how they might be able to help assess the Hargis design and ways in which costs could be eliminated. Commissioner Lange also expressed concern that the consultant doesn't just consider the Hargis design, and would like to make sure we are looking at other ways of meeting the need.

**MOVED by Commissioner Miller, seconded by Commissioner Lange to authorize up to \$2,500 for additional consulting support to create the HVAC RFP. VOTE 5:0:0. MOTION CARRIED.**

**IV. Property Tax Collections**

Superintendent Presson shared a current Revenue Status Report from the County showing Property Tax receipts as of March 25<sup>th</sup>. Receipts are very close to the same period a year ago; however, the bulk of funds are normally collected in April. As suggested by Commissioner Miller, the Superintendent will connect with the County Treasurer to see if she's released an update. She will also continue to monitor the status of revenue received. Finally, the Finance Committee will want to revisit the five-year financial projections to see if there are any concerns in the cash flow forecasted. This includes asking for a possible delay in the May subsidy payment due to UWNC.

**V. Communicating with the Community During COVID-19**

Superintendent Presson has been sharing updates from the County's Emergency Operations Center (EOC) on the District's website. There was consensus the best source of information is on the County's COVID-19 site, and it's best to direct people there are opposed to duplicating efforts. Commissioner Miller expressed a concern that the site isn't updated on weekends, and that can be problematic when people start to hear about a positive test. She expressed her view that it's important critical information is updated in a timely fashion.

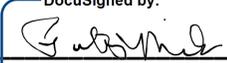
**VI. Board Meetings During COVID-19**

Discussion was held as to what the Board can legally discuss under the definition of "routine and necessary", and Commissioners expect that the Stay Home- Stat Healthy order will be extended. Discussion was held as to whether it made sense to meet under the current restrictions. There was consensus that it didn't make sense to meet in a week given the constraints contained in the Governor's Proclamation, and President Fralick will check in with Randy Gaylord to confirm his understanding of the restrictions is aligned with what the District is hearing. The Board will monitor any change in the situation and determine if there's a need for another Special Meeting. Otherwise, the Board will plan to get back together at the next Regular Meeting on April 21st.

**VII. Meeting adjournment**

**MOVED by Commissioner Miller, seconded by Commissioner Groundwater to adjourn the meeting at 4:40 pm. VOTE 5:0:0. MOTION CARRIED.**

Minutes approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

DocuSigned by:  
  
Attest: Patricia Miller, OIHC Board Secretary

5/18/2020