

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 3**

**d/b/a Orcas Island Health Care District**

**RESOLUTION NO. 2018---**

A Resolution of the Board of Commissioners (the "Board") of San Juan County Public Hospital District #3, dba Orcas Island Health Care District, San Juan County, Washington (the "District"), on the subject of adopting the small public works roster for awarding public works contracts, the consulting services roster for architectural, engineering, and other professional services, and the vendor roster for goods and services not related to public works contracts maintained by the Municipal Services and Research Center of Washington (the "MRSC").

**WHEREAS**, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

**WHEREAS**, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

**WHEREAS**, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor list process; and

**WHEREAS**, the Board believes that it would not be a wise use of the District's limited resources to create and maintain the permitted rosters; and

**WHEREAS**, the MRSC has developed and maintains each of the permitted rosters in an online database through MRSC Rosters and makes them available by application and agreement to municipalities in the State of Washington; and

**WHEREAS**, the Board agreed at its December 4, 2018 meeting that it would be in the best interests of the District to join MRSC Rosters to use each of the rosters; and

**WHEREAS**, following that meeting the District's Superintendent (the "Superintendent") contacted the MRSC about joining the MRSC Rosters and discovered that the the District had just missed the December 1 deadline for applying and the next deadline was not until May 1, 2019; and

**WHEREAS**, the MRSC Rosters agreed to waive the December 1 deadline in light of the District's recent formation provided the Superintendent immediately signed the MRSC Rosters Agreement, a copy of which is attached to this Resolution as Exhibit A (the "MRSC Rosters Agreement") and the Board adopted this Resolution and the Procurement Policy attached to this Resolution as Exhibit B (the "Procurement Policy"); and

**WHEREAS**, the Superintendent signed the MRSC Rosters Agreement on behalf of the District on December 13, 2018 and now wishes to have the Board ratify her signature and adopt that Agreement, this Resolution and the Procurement Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT #3, dba ORCAS ISLAND HEALTH CARE DISTRICT AS FOLLOWS:**

1. The Board hereby ratifies the execution by the Superintendent of the MRSC Rosters Agreement and adopts the MRSC Rosters Agreement as a legal and binding obligation of the District.

2. The Board resolves to use the MRSC Rosters for the District's use for small public works contracts, consulting services, and vendor services in compliance with applicable law and the Procurement Policy following the MRSC's publication of legal notice in January 2019 in a newspaper of general circulation in the District's jurisdiction.

3. The Superintendent is directed to apply each year before December 1 to renew the District's use of the MRSC Rosters until such time as the Board decides to cease using the MRSC Rosters.

4. The small works roster procedures, services roster procedures and vendor list procedures set forth in the Procurement Policy, as supplemented by the provisions below, are established for use by the District pursuant to RCW 39.04.155, Ch. 39.80 RCW, and RCW 39.04.190:

A. **Small Works Roster Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the District's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State of Washington requirements for roster listing.

B. **Consulting Services Roster Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the District's jurisdiction a notice of the existence of the consulting services

roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State of Washington requirements for roster listing.

- C. **Vendors List Publication.** At least twice per year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC and meets minimum State of Washington requirements for roster listing.
5. The District's President and/or Superintendent are authorized to execute and deliver in the name of, and on behalf of, the District any and all agreements, instruments, certificates or documents and to do any and all acts or things as they, or either of them, deem necessary or advisable to document, evidence, carry out fully the terms of, the MRSC Rosters Agreement and the intent and purpose of the resolutions contained herein.

**ADOPTED AND APPROVED** by the Board of Commissioners of San Juan Public Hospital District No. 3 dba Orcas Island Health Care District at a regular meeting thereof this \_\_\_\_ day of December, 2018, the following Commissioners being present and voting:

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Richard Fralick  
President/Commissioner

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Pegi A. Groundwater  
Commissioner

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Art Lange  
Commissioner

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Diane Boteler, M.D.  
Commissioner

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Patty Miller  
Secretary/ Commissioner

I, Patty Miller, Secretary of the Board of Commissioners of San Juan Public Hospital District No. 3 d/b/a/Orcas Island Health Care District certify that the attached copy of Resolution No. 2018-\_\_ is a true and correct copy of the original resolution adopted \_\_\_\_\_, 2018, as that resolution appears on the Minute Book of the District.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Patty Miller  
Secretary

**EXHIBIT A**  
**Contract for MRSC Rosters**

**EXHIBIT B**

**PROCUREMENT POLICY**