

OIHCD 2018-2019 Board Calendar

Activities and Meetings

Date	Topic/Report	Frequency	Lead	Notes/Comments
NOVEMBER 2018				
11/30	File Budget & Levy Certificate with County	Annual	Superintendent	Completed
DECEMBER 2018				
12/07	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	Completed
12/18 Board Meeting	MRSC Rosters Contract/Resolution	Special	Commissioners	
	Set 2019 Meetings Calendar	Annual	Commissioners	
	Procurement Policy	Special	Commissioners	
JANUARY 2019				
1/04	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
1/15	OFHC Jan – March Grant Payment	Quarterly	Superintendent	\$82,500
Board Meeting	Elect Board Officers & Committee Chairs	Annual	Commissioners	
	SJC to review CHNA process	Special	Commissioners	
	Approve Bid materials	Special	Commissioners	
	Debt & Financial Management Policies	Special	Commissioners	
1/31	Complete quarterly filings – Q’4 2018	Quarterly	Superintendent	Fed, Employ Sec, L&I
1/31	OFHC Oct – Dec ‘18 After-Hours Report	Quarterly	After-Hours Committee	
1/31	OFHC Oct – Dec ‘18 Financial Report	Quarterly	Finance Committee	
FEBRUARY				
2/01	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
2/15	UWPN Oct – Dec ‘18 Financial/Quality Reports	Quarterly	Finance/Quality Committees	
Board Meeting	Document Storage & Security Policy	Special	Superintendent	
	Review Bid responses	Special	Commissioners	
MARCH				
3/01	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
3/15	Create Reserve, Bond & Note Funds w/SJC	Special	Superintendent	
Board Meeting	Communication Policy	Special	Communications Committee	
	Award roof contract	Special	Commissioners	
APRIL				
4/05	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
TBD	AWAPHD Superintendent/CEO Conference	Annual	Superintendent	

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APRIL (continued)				
4/15	OFHC April – June Grant Payment	Quarterly	Superintendent	\$82,500
4/16	PDC Form F-1 Deadline/Conflict of Interest Log	Annual	Commissioners	
TBD	UWNC Leadership meeting	Semi Annual	Chair/Supt.	
4/30	Report of Property Tax proceeds	Semi Annual	Superintendent	
Board Meeting				
	HR Performance Review Form/Process	Special	Commissioners	
4/30	Pay back 50% of SJC Inter gov't Loan	Semi Annual	Superintendent	\$200,000 + accrued int
4/30	Complete all quarterly filings – Q'1 2019	Quarterly	Superintendent	Fed, Employ Sec, L&I
4/30	OFHC Jan – March After-Hours Report	Quarterly	After-Hours Committee	
4/30	OFHC Jan - March Financial Report	Quarterly	Finance Committee	
MAY				
5/01	UWPN Subsidy Payment #1 - 7/1/18 – 12/31/18	Semi Annual	Finance Committee	PREPAID 11/18
5/01	GO Bond Payment	Semi Annual	Superintendent	Interest Only
5/01	Reserve Allocation	Semi Annual	Superintendent	\$50,000
TBD	Filing period for Commissioner Seat – election	Special	Commissioner	
5/03	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
5/15	UWPN Jan – March Financial/Quality Reports	Quarterly	Finance/Quality Committees	
Board Meeting				
	UWPN FY20 Annual Budget – first review	Annual	Finance Committee	
	2020 Performance Process	Annual	Commissioners	
5/30	File Annual Report with SAO (150-day req)	Annual	Superintendent	
JUNE				
TBD	Gather 365 reviews for Superintendent/Board	Annual	Commissioners	
TBD	SAO 1st Accountability Audit	Annual	Superintendent	
6/07	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
TBD	AWAPHD Conference	Annual	Commissioners/Supt	
Board Meeting				
JULY				
7/05	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
7/15	OFHC July – Sept Grant Payment	Quarterly	Superintendent	\$82,500

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JULY (continued)				
Board Meeting	Superintendent & Board Performance Review	Annual	Commissioners	Executive Session
	2019 6-month budget review	Annual	Superintendent	
7/31	Complete quarterly filings – Q’2 2019	Quarterly	Superintendent	Fed, Employ Sec, L&I
7/31	OFHC April – June After-Hours Report	Quarterly	After-Hours Committee	
7/31	OFHC April - June Financial Report	Quarterly	Finance Committee	
AUGUST				
8/02	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
8/15	UWPN April – June Financial/Quality Reports	Quarterly	Finance/Quality Committees	
Board Meeting	Finalize Supt 2020 Compensation	Annual	Commissioners	
	2020 draft budget w/Finance Committee	Annual	Superintendent	
SEPTEMBER				
9/01	D&O, GL and Excess Liability Policy renewal	Annual	Superintendent	
9/06	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
TBD	UWNC Leadership meeting	Semi Annual	Chair/Supt.	
Board Meeting	Budget Draft – first review w/Board	Annual	Superintendent	
	Updated 5-year cash flow analysis	Annual	Finance Committee	
OCTOBER				
10/01	WA Fed Tax Anticipation Note Unused Fee	Annual	Superintendent	\$2,500
10/04	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
10/15	OFHC Oct – Dec Grant Payment	Quarterly	Superintendent	\$82,500
10/23	Notice of Budget & Levy Hearings	Annual	Superintendent	Legal Notice in The Sounder
Board Meeting	UWPN Annual Report Presentation	Annual	UWPN	
	Budget Final – prep for public hearing	Annual	Superintendent	
10/31	OFHC July – Sept After-Hours Report	Quarterly	After-Hours Committee	
10/31	OFHC July - Sept Financial Report	Quarterly	Finance Committee	
10/31	Pay back 50% of SJC Inter gov’t Loan	Semi Annual	Superintendent	\$200,000 + accrued int
10/31	Complete quarterly filings – Q’3 2019	Quarterly	Superintendent	Fed, Employ Sec, L&I
10/31	Notice of Budget & Levy Hearings	Annual	Superintendent	Legal Notice in The Sounder

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Date	Topic/Report	Frequency	Lead	Notes/Comments
NOVEMBER				
11/01	UWPN Subsidy Payment #2 – Jan thru June	Semi Annual	Finance Committee	
11/01	Property Insurance Renewal	Annual	Superintendent	
11/01	GO Bond Payment	Semi-Annual	Superintendent	Interest Only
11/01	Reserve Allocation	Semi Annual	Superintendent	\$50,000
11/01	WA Fed TAN Unused Fee	Annual	Superintendent	\$2,500
11/01	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
11/05	Election to fill one Board seat	Special	General Election	
11/15	UWPN July – Sept Financial/Quality Reports	Quarterly	Finance/Quality Committees	
Special Meeting	Public Hearings & Resolution to adopt 2020 Budget & Levy	Annual	Commissioners	
11/30	File Budget & Levy Certification/Resolutions with SJC	Annual	Superintendent	
DECEMBER				
12/06	Monthly UWPN Operations Call	Monthly	Comms. Fralick/Miller/Supt	
Board Meeting	Review of Bylaws	Annual	Commissioners	

Color Coding:

Admin	Orange	SJ County	Blue
GO Bond, Taxes & Budget Process	Green	UW	Red
OFHC	Purple		

Other items to be scheduled in subsequent years:

Election costs in 2019/2021/2023

CHNA/Community Survey – will we contract with a consultant to help solicit community feedback, etc.

Other Memberships/Association dues and conferences

Additional services and equipment for Clinic; support of community activities

OPMA & PRA trainings due 2022

Bylaws – no mention of Committees, Secretary to sign minutes

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Activities and Meetings

Bond means the San Juan County Public Hospital District No. 3, San Juan County, Washington, Limited Tax General Obligation Bond, 2018B, in the principal amount of not to exceed **\$800,000**, issued pursuant to this resolution. The Draws under the Bond shall be used for financing or the refinancing of the Projects (including but not limited to costs of issuance of the Bond, financing, legal or any other incidental costs) and for repaying any advances heretofore or hereafter made on account of such expenses.

Bond Final Draw Date: November 1, 2020

Bond Maturity Date: November 1, 2028

Interest Payments: Interest due May 1st and November 1st

Principal Payments: Principal paid annually on November 1st with first Principal payment due November 1, 2020.

Bond Interest Rate means a fixed rate equal to 3.57% per annum; provided, however, that upon the occurrence of an Event of Default and notice from the Bank, the Bond Interest Rate shall be increased to 6.57% per annum.

Payment Schedule: On or prior to the Bond Final Draw Date (11/1/2020) the Bank and the District shall agree upon an amortization schedule for the Outstanding Principal Balance of the Bond (to provide for approximately level annual payments of principal and interest).

Note means the San Juan County Public Hospital District No. 3, San Juan County, Washington, Tax Anticipation Note, 2018A, in the principal amount of not to exceed **\$250,000**.

Note Final Payment Date: November 1, 2021.

Interest Payments: Interest due May 1st and November 1st

Principal Payments: Principal payments are not required until maturity.

Note Interest Rate means a variable interest rate initially equal to 3.46% per annum, subject to an annual reset on each November 1, starting November 1, 2019 (each a "Reset Date"). The Note Interest Rate shall be calculated on each Reset Date pursuant to the following formula: (the then applicable one-year LIBOR Rate plus 1.55%) multiplied by (1.00 minus the highest marginal tax rate applied to subchapter C corporations, expressed as a decimal).

Section 8. Note a Special Obligation of Note Redemption Fund. A special fund of the District to be known as the "San Juan County Public Hospital District No. 3, Note Redemption Fund" (the "Note Redemption Fund") is hereby authorized to be created by the Treasurer. The Note Redemption Fund shall be a trust account and shall be drawn upon for the sole purpose of paying the principal of and interest on the Note. Money on deposit in the Note Redemption Fund not immediately needed to pay such interest or principal may temporarily be deposited in such institutions or invested in such obligations that are legal investments for District funds. Any interest or profit from the investment of such money shall be deposited in the Note Redemption Fund. Any money remaining in the Note Redemption Fund after payment in full of the principal of and interest on the Note may be transferred to the general fund of the District, and the Note Redemption Fund shall be closed.

Section 9: Bond Fund; Pledge of Funds and Credit. A special fund of the District known as the "San Juan County Public Hospital District No. 3 General Obligation Bond Fund, 2018" (the "Bond Fund") is authorized to be created in the office of the Treasurer. The Bond Fund shall be drawn upon for the sole purpose of paying the principal of and interest on the Bond.

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Reporting: The District covenants that it will provide its audited financial statements promptly upon receipt thereof from the State Auditor's office or if no such audited financial statements are available, unaudited financial statements of the District, **no later than 270 days from the end of each fiscal year.**

The Outstanding Principal Balance must be repaid in full, including interest thereon for a **minimum of 45 consecutive days during each calendar year**, commencing with the year 2019. At the time of the first Draw following the end of each such 45-day period, the District shall cause a Form 8038-G to be completed and filed with the Internal Revenue Service.

With respect to the Note, the District shall pay an **annual unused commitment fee of \$2,500 on each November 1** for the prior annual period. The unused commitment fee shall be waived, however, if the average daily balance of the Note on such November 1 for the prior annual period was at least \$125,000, which shall be calculated by totaling the Outstanding Principal Balance under the Note for each day of the prior annual period and dividing that sum by 360.