

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 | Completed |
| | Set 2019 Meetings Calendar/Resolution | Annual | Commissioners | Completed |
| | Debt & Procurement Policies Approved | Special | Commissioners | Completed |
| JANUARY 2019 | | | | |
| 1/11 | 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 on 1/22 | Special | Commissioners | |
| | Approve Bid materials | Special | Commissioners | |
| | Financial Management Policy | Special | Commissioners | |
| 1/28 | UW Leadership onsite | Special | Comms/Superintendent | |
| 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 | Business Expense Policy | Special | Superintendent | |
| | Review Bid responses and award roof contract | Special | Commissioners | |
| MARCH | | | | |
| 3/01 | Monthly UWPN Operations Call | Monthly | Comms. Fralick/Miller/Supt | |
| 3/15 | Create Reserve Fund(s) w/SJC | Special | Superintendent | |
| 3/25 – 27 | Northwest Rural Health Conference | Annual | Comms/Superintendent | wsuconf@wsu.edu |
| Board Meeting | Communication & Social Media Policies | Special | Communications Committee | |
| | Post Issuance Compliance Policy | Special | Superintendent | |
| | | | | |

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| APRIL | | | | |
| 4/05 | Monthly UWPN Operations Call | Monthly | Comms. Fralick/Miller/Supt | |
| TBD | AWAPHD Superintendent/CEO Conference | Annual | Superintendent | |
| 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 | Records Management Policy | Special | Commissioners | |
| | 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 | |
| 6/23-26 | AWAPHD Conference | Annual | Commissioners/Supt | |
| Board Meeting | Technology Policy | Special | Commissioners | |
| | | | | |

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| JULY | | | | |
| 7/05 | Monthly UWPN Operations Call | Monthly | Comms. Fralick/Miller/Supt | |
| 7/15 | OFHC July – Sept Grant Payment | Quarterly | Superintendent | \$82,500 |
| 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 | |
| 8/30 | 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 |

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| October (continued) | | | | |
| 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 |
| 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

GO Bond, Taxes & Budget Process

OFHC

Orange

Green

Purple

SJ County

UW

Blue

Red

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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

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).

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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.

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.