

SPECIAL MEETING NOTICE

The Snohomish Health District Board of Health Executive Committee will meet at a special date and time to conduct a special meeting as set forth on the agenda below.

**SNOHOMISH HEALTH DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE SPECIAL MEETING
AGENDA**

January 4, 2024

11:00 AM

Auditorium, 3020 Rucker Ave, Everett, WA 98201 or

Remote:<https://us02web.zoom.us/j/83139189830>

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- 1. Call to Order**
 - 2. Roll Call**
 - 3. Approval of Agenda Contents and Order**
 - 4. Public Comment**
 - 5. Approval of Minutes**
 - a. Approval of Minutes of the Executive Committee regular meeting of December 15, 2022
 - b. Approval of Minutes of the Executive Committee special meeting of December 29, 2022
 - c. Approval of Minutes of the Executive Committee special meeting of March 1, 2023
 - d. Approval of Minutes of the Executive Committee special meeting of May 10, 2023
 - e. Approval of Minutes of the Snohomish Health District Board of Health special meeting of October 29, 2023
 - f. Approval of Minutes of the Executive Committee special meeting of January 4, 2024
 - 6. Adjournment**

Executive Committee Members:

Julieta Altamirano-Crosby, Anji Jorstad, Kyoko Matsumoto Wright,
Stephanie Vignal, Strom Peterson

Approval of Minutes of the Executive Committee regular meeting of December 15, 2022

Division:

Administration / Sarah de Jong, Executive Assistant

Prior Board Review:

None

ATTACHMENTS:

Description

- ▢ Minutes

Meeting Minutes
December 15, 2022

The meeting was held at Snohomish Health District, 3020 Rucker Ave., auditorium and via Zoom conference call.

Committee members present

Anji Jorstad (Vice Chair)
Strom Peterson
Stephanie Vignal
Kyoko Matsumoto Wright

Committee members absent

Julieta Altamirano-Crosby (Chair)

Call to Order

The regular meeting of the Executive Committee was called to order by Vice Chair Anji Jorstad at 12:00 p.m. via Zoom video conference and in the auditorium of the Rucker Building.

Roll Call

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

Approval of Agenda Contents and Order

It was moved by Ms. Stephanie Vignal and seconded by Mr. Strom Peterson to approve the agenda contents and order. The motion passed unanimously.

Approval of Minutes

It was moved by Ms. Vignal and seconded by Mr. Peterson to approve the minutes of the December 13, 2022, regular meeting of the Board of Health. The motion passed unanimously.

Action Items

Authorize the Administrative Officer to sign an assignment agreement with the Washington State Department of Health to transfer the consolidated contract to the Snohomish County Health Department, effective January 1, 2023 (SR 22-125; S. Frederick)

It was moved by Ms. Vignal and seconded by Mr. Peterson to authorize the Administrative Officer to sign an assignment agreement with the Washington State Department of Health to transfer the consolidated contract to the Snohomish County Health Department, effective January 1, 2023. The motion passed unanimously.

Adjournment

The meeting was adjourned at 12:14 p.m.

Approval of Minutes of the Executive Committee special meeting of December 29, 2022

Division:

Administration / Sarah de Jong, Executive Assistant

ATTACHMENTS:

Description

- ▣ Minutes

Meeting Minutes
December 29, 2022

The special meeting was held at Snohomish Health District, 3020 Rucker Ave., auditorium and via Zoom conference call.

Committee members present

Julieta Altamirano-Crosby (Chair)
Anji Jorstad (Vice Chair)
Stephanie Vignal
Kyoko Matsumoto Wright

Committee members absent

Strom Peterson

Call to Order

The special meeting of the Executive Committee was called to order by Vice Chair Anji Jorstad at 12:00 p.m. via Zoom video conference and in the auditorium of the Rucker Building.

Roll Call

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

Approval of Agenda Contents and Order

It was moved by Ms. Kyoko Matsumoto Wright and seconded by Ms. Julieta Altamirano-Crosby to approve the agenda contents and order. The motion passed unanimously.

Public Comment

There was no public comment received and no one from the public volunteered to speak. Vice Chair Jorstad closed the public comment period.

Action Items

Authorize the Board Chair to enter into an agreement with Snohomish County for lease of the Rucker Building.

It was moved by Ms. Matsumoto Wright and seconded by Ms. Altamirano-Crosby to authorize the Board Chair to enter into an agreement with Snohomish County for lease of the Rucker Building. The motion passed unanimously.

Approve Res. 22-34 to allow non-represented staff to cash out vacation and/or sick leave (SR 22-127; P. Aguilar

It was moved by Ms. Matsumoto Wright and seconded by Ms. Stephanie Vignal to approve Res. 22-34 to allow non-represented staff to cash out vacation and/or sick leave. The motion passed unanimously.

Adjournment

The meeting was adjourned at 12:08 p.m.

Approval of Minutes of the Executive Committee special meeting of March 1, 2023

Division:

Administration / Sarah de Jong, Executive Assistant

ATTACHMENTS:

Description

- ▣ Minutes

Meeting Minutes
March 1, 2023

The special meeting was held at Snohomish Health District, 3020 Rucker Ave., auditorium and via Zoom conference call.

Committee members present

Anji Jorstad (Vice Chair)
Stephanie Vignal
Kyoko Matsumoto Wright

Committee members absent

Julieta Altamirano-Crosby (Chair)
Strom Peterson

Comings and Goings

Ms. Anji Jorstad arrived at 12:17 p.m.

Call to Order

The special meeting of the Executive Committee was called to order by Ms. Stephanie Vignal at 11:08 p.m. via Zoom video conference and in the auditorium of the Rucker Building.

Roll Call

Roll call was taken by Ms. Sarah de Jong who reported there was not a quorum present.

With the absence of a quorum, the Committee skipped the action items on the agenda and instead went to briefing item 5a.

Briefings

2021 Audit Conference with State auditors

Ms. Kristina Baylor and Ms. Amanda Robinson with the State Auditors Office gave a presentation and overview on the 2022 audit of the Health District, the details of which can be found in the meeting agenda packet.

Ms. Anji Jorstad arrived at 11:16 a.m. With the arrival of Ms. Jorstad, a quorum was achieved and Ms. Jorstad took over as Chair for the remainder of the meeting.

Approval of Agenda Contents and Order

Ms. Jorstad noted that as the briefing on the 2022 audit was already concluded, the meeting agenda would be amended to move that item first.

It was moved by Ms. Stephane Vignal and seconded by Ms. Kyoko Matsumoto Wright to approve the agenda contents and order as amended. The motion passed unanimously.

Action Items

Approve common interest agreement between Snohomish County and the Snohomish Health District (SR 23-001; P. Aguilar)

It was moved by Ms. Matsumoto Wright and seconded by Ms. Vignal to approve the common interest agreement between Snohomish County and the Snohomish Health District. The motion passed unanimously.

Approve vouchers and Res. 23-01 authorizing the Health District Expenditures from November 16, 2022, to December 15, 2022 (SR 23-002; T. Bengtson)

It was moved by Ms. Matsumoto Wright and seconded by Ms. Vignal to approve vouchers and Res. 23-01 authorizing the Health District expenditures from November 16, 2022, to December 15, 2022. The motion passed unanimously.

Approve vouchers and Res. 23-02 authorizing the Health District Expenditures from December 16, 2022, to December 31, 2022 (No staff report; T. Bengtson)

It was moved by Ms. Vignal and seconded by Ms. Matsumoto Wright to approve vouchers and Res. 23-02 authorizing the Health District expenditures from December 16, 2022, to December 31, 2022. The motion passed unanimously.

Briefings

Finance Manager's Report for October 2022 (SR 23-003; T. Bengtson)

Finance Manager's Report for November 2022 (SR 23-004; T. Bengtson)

Finance Manager's Report for December 2022 (SR 23-005; T. Bengtson)

Ms. Theresa Bengtson provided a joint briefing on the three reports from October through November 2022.

Adjournment

The meeting was adjourned at 11:36 a.m.

Approval of Minutes of the Executive Committee special meeting of May 10, 2023

Division:

Administration / Sarah de Jong, Executive Assistant

ATTACHMENTS:

Description

- ▣ Minutes

Meeting Minutes
May 10, 2023

The special meeting was held at Snohomish Health District, 3020 Rucker Ave., auditorium and via Zoom conference call.

Committee members present

Julieta Altamirano-Crosby (Chair)
Anji Jorstad (Vice Chair)
Stephanie Vignal
Kyoko Matsumoto Wright

Committee members absent

Strom Peterson

Call to Order

The special meeting of the Executive Committee was called to order by Chair Julieta Altamirano-Crosby at 1:00 p.m. via Zoom video conference and in the auditorium of the Rucker Building.

Roll Call

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

Approval of Agenda Contents and Order

It was moved by Ms. Anji Jorstad and seconded by Ms. Stephanie Vignal to approve the agenda contents and order. The motion passed unanimously.

Public Comment

There was no public comment received and no one from the public volunteered to speak. Chair Altamirano-Crosby closed the public comment period.

Action Items

Authorize the Chair to sign the statutory warranty deed transferring ownership of the Rucker Building to Snohomish County (SR 23-006; P. Aguilar)

It was moved by Ms. Vignal and seconded by Ms. Jorstad to authorize the Chair to sign the statutory warranty deed transferring ownership of the Rucker Building to Snohomish County. The motion passed unanimously.

Adopt Resolution 23-04 authorizing the termination of the District's Nationwide 457(b) Deferred Compensation Plan (SR 23-007; P. Aguilar)

It was moved by Ms. Vignal and seconded by Ms. Jorstad to approve Res. 23-04 authorizing the termination of the District's Nationwide 457(b) Deferred Compensation Plan. The motion passed unanimously.

Adopt Resolution 23-03 as amended approving the 2023 Health District budget as presented on December 13, 2022 (SR 23-008; T. Bengtson)

It was moved by Ms. Vignal and seconded by Ms. Jorstad to adopt Resolution 23-03 as amended approving the 2023 Health District budget as presented on December 13, 2022. The motion passed unanimously.

Adjournment

The meeting was adjourned at 1:08 p.m.

Approval of Minutes of the Snohomish Health District Board of Health special meeting of October 29, 2023

Division:

Administration / Sarah de Jong, Executive Assistant

ATTACHMENTS:

Description

- ▣ Minutes



**Snohomish Health District
Board of Health Minutes
October 25, 2023**

The meeting was held in the auditorium of the Rucker Building and via Zoom conference call/video.

Members Present via Zoom

Julieta Altamirano-Crosby, Councilmember, Lynnwood – BOH Chair
Anji Jorstad, Councilmember, Lake Stevens – Vice Chair (Virtual)
Stephanie Vignal, Councilmember, Mill Creek (Virtual)
Elisabeth Crawford, Councilmember, Mukilteo (Virtual)
Megan Dunn, County Councilmember (Virtual)
Heather Logan, Councilmember, Arlington (Virtual)
Sam Low, County Councilmember (Virtual)
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace (Virtual)
Nate Nehring, County Councilmember (Virtual)
Neil Tibbott, Councilmember, Edmonds (Virtual)
Mark James, Councilmember, Marysville
Ben Zarlingo, Councilmember, Everett (In Person)

Members Absent

Strom Peterson, County Councilmember (Virtual)
Joseph Hund, Councilmember, Sultan (Virtual)
Jared Mead, County Councilmember (Virtual)

Comings and Goings

Mr. Ben Zarlingo arrived at 2:10 p.m.

Call to Order

The special meeting of the Board of Health was called to order using a hybrid setting at 2:02 p.m. by Vice Chair Anji Jorstad.

Roll Call

Roll call was taken by Ms. Sarah de Jong who reported there was a quorum present.

Approval of Agenda Contents and Order

It was moved by Ms. Stephanie Vignal and seconded by Mr. Neil Tibbott to approve the agenda contents and order. The motion passed unanimously.

Public Comment

Ms. Jorstad opened the floor for public comment. No public comment was received and Ms. Jorstad closed public comment.

Action

Approve Resolution 23-05 repealing the Snohomish Health District Fee Schedule effective November 1, 2023 (SR 23-009; N. Thomsen)

It was moved by Ms. Logan and seconded by Ms. Vignal to approve the Board Chair to sign Resolution 23-05 repealing the Snohomish Health District Fee Schedule effective November 1, 2023. The motion passed unanimously.



Approve Ordinance 23-01 repealing the Snohomish Health District Code effective November 1, 2023 (SR 23-010; N. Thomsen)

It was moved by Ms. Logan and seconded by Ms. Altamirano-Crosby to approve Ordinance 23-01 repealing the Snohomish Health District Code effective November 1, 2023. The motion passed unanimously.

Authorize the Chair to sign the statutory warranty deed transferring ownership of a parking lot to Snohomish County (SR 23-011; P. Aguilar)

It was moved by Ms. Logan and seconded by Ms. Vignal to authorize the Board Chair to sign the statutory warranty deed, transferring ownership of the property located at Everett Plat of Block 710 D-00 – Lots 5 to 7 to Snohomish County. The motion passed unanimously.

Approve Res. 23-06 authorizing the Attorney for the Snohomish Health District to file a petition for dissolution and take any and all legal actions necessary to complete the dissolution of the Snohomish Health District (SR 23-012; P. Aguilar)

It was moved by Mr. Ben Zarlingo and seconded by Mr. Tibbott to approve Resolution 23-06 authorizing the Attorney with the Snohomish Health District to file a petition for dissolution and take any and all legal actions necessary to complete the dissolution of the Snohomish Health District. The motion passed unanimously.

Public Comment

It was noted by Vice Chair Jorstad that the agenda did not include a space for public comment and so Ms. Jorstad opened time for members of the public to speak. No members of the public volunteered to speak and Ms. Jorstad closed public comment.

Adjournment

The meeting was adjourned at 2:24 p.m.

Julieta Altamirano-Crosby, PHD
Chair, Board of Health

Dennis Worsham, Department Director

Approval of Minutes of the Executive Committee special meeting of January 4, 2024

Division:

Administration / Sarah de Jong, Executive Assistant
