

## MINUTES

### SNOHOMISH DISTRICT BOARD OF HEALTH Meeting of February 10, 1959 2 p.m.

#### Present

Members, Messrs. Culmback, Gebert, McCollum, Wyatt and Doctor Stocker. Also, Doctors Knipe and Ebert, Miss Kyle, Mrs. Rands and Mr. Stockton; Mr. Stuart French, Snohomish County Deputy Prosecuting Attorney; Mr. Herb Wilson, representing Snohomish County Association of Insurance Agents; and Mr. F. A. Watson, County Purchasing Agent.

Members absent: Messrs. Kraetz and Johnson.

In the absence of both the Chairman and Vice-Chairman, motion was made by Mr. Culmback, seconded by Mr. Gebert, that Mr. Wyatt be appointed as Acting Chairman to conduct this meeting. Carried.

#### Charter

The proposed Charter, copies of which were distributed to all members at the January meeting, was discussed. Mr. French stated he had reviewed this proposed charter. He queried that part of Article V, Section 4 (a) which reads, "Warrants shall be paid out of either the District Health Pooling Fund and/or the Tuberculosis Hospitalization Fund." Doctor Knipe explained that the Health District operates under a general budget and a tuberculosis hospitalization budget, and that vouchers are submitted accordingly. Mr. French then stated that he would consider this a proper legal document and would recommend its adoption by the Board.

Doctor Stocker suggested the addition of an article to cover amendments should the need arise. Mr. French said this would be in order. Doctor Stocker thereupon made a motion that the proposed charter be adopted by the Board of Health with the addition of "ARTICLE VIII - Amendments," which is to read, "These articles may be amended at any time in regular meeting when a quorum is present." Mr. Culmback seconded this motion; carried unanimously.

#### Amended Budget

Doctor Knipe presented an amended budget, as attached, for approval by the Board, with the following explanations:

##### REVENUES

- a) Since the January meeting, the County .4 mill Public Health levy represented an increase of \$1,445, to a total of \$55,445.
- b) Miscellaneous: This item is increased by \$1,000 to a total of \$1,300, inasmuch as funds already credited to that account would indicate that the newer figure would be more realistic. Further, that monies paid to the Department by those patients receiving care for tuberculosis had not been previously

Amended Budget  
REVENUES, b),  
continued -

considered, and should well justify the increased amount.

Total increase in Revenues - \$2,445

MAINTENANCE & OPERATION

- a) Professional Fees & Services: Increased by \$250 in order that funds would be available to cover professional fees should the Board appoint an attorney.
- b) Postage & Telephone: The original budget included an amount of \$40.22 for 1957 unpaid Snohomish County Health Department claims. The two suppliers involved have since been reimbursed from the 1958 Public Health Budget. This amount was originally deducted from the estimated expenditure appropriated for Postage & Telephone, and accordingly, is reappropriated thereto.
- c) Clinic & Laboratory Expense: This item increased by \$595 in consideration of the additional expenses involved covering increased services by the Laboratory, and a proposed improvement in water testing by the membrane filter method.
- d) Insurance: This item increased by \$550 in order that the District may obtain adequate liability insurance coverage.
- e) Transfers: A new item to cover gasoline purchased from the County in the operation of District-owned vehicles.

Total increase in M & O - \$2,035.22

CAPITAL OUTLAY

- a) 5 Used Cars: Added explanation which was not indicated in original budget, ". . including re-work." The purchase price of the used cars from the Washington State Surplus Property Section is expected to be approximately \$75 - \$85 per each. When the cars are received they will be sent up to the Monroe Reformatory for re-work. The total cost for each car is estimated to be approximately \$225. (Budget figure remains the same.)
- b) Binocular Dissecting Microscope: New item. Estimated cost \$450. The Laboratory should have this microscope in order to carry out additional work it is now performing in water testing by the membrane filter method.

Total increase in C.O. - \$450

Mr. Gebert moved that the budget, as amended, be adopted.  
Seconded by Mr. Culmbach; carried.

Typewriter  
Bids

Call for bids on two electric 16" carriage IBM typewriters had been published on behalf of the District on January 30 and February 6. Bids were thereupon opened, as follows:

- a) Everett Book & Stationery - 2 electric Underwood typewriters @ \$790.50.
- b) Priebe's, Inc. - 2 electric Olivetti typewriters @ \$720.
- c) IBM Corporation - 2 electric 16" carriage IBM typewriters - total cost \$930. Trade-in allowance on old standard Underwood \$17.

Discussion was held on the legality of the District's call for bids in that it specified a particular brandname. Mr. French stated that the District may do this. Doctor Knipe requested Mrs. Rands to offer justification for the IBM specification. She explained that the office had requested local suppliers to bring in their lines and that these had been tried, and it was the unanimous opinion of the office staff that the IBM was superior, and considering all factors, it was the machine they preferred to operate.

Mr. Gebert moved that the bid from the IBM Corporation be accepted not to include trade on old Underwood. Seconded by Mr. McCollum; carried.

Insurance

Mr. Herb Wilson, representing the Snohomish County Association of Insurance Agents, was invited to elaborate on the bid submitted by letter of February 6 (copy appended hereto) for liability insurance coverage for the District. Following discussion and upon recommendation of Mr. French, motion was made by Mr. Culmback that this bid be accepted in its entirety; seconded by Mr. Gebert, and carried.

Social  
Security

Doctor Knipe explained that inasmuch as the Health District is a separate legal entity from County Government, that application and a resolution must be submitted on behalf of the District in order that this coverage may be extended to the employees. Doctor Stocker moved that this coverage for District employees be applied for and that the proper resolution, fully executed, be forwarded along with the application and agreement. Seconded by Mr. McCollum; carried.

State  
Retirement

Doctor Knipe stated that the District must also make application to the State Retirement Board in order that employees may continue to participate in this program. Doctor Stocker made a motion that this application be submitted along with the proper resolution, fully executed. Seconded by Mr. Culmback; carried.

New Staff  
Member

Doctor Knipe requested approval by the Board of his appointment of Miss Carolyn Cosgrove as a staff Public Health Nurse, effective February 1, 1959. He stated the position had been budgeted for at the monthly rate of \$380, but that the applicant did not qualify at this level according to the salary standards in effect. She would therefore be paid at the rate of \$364 monthly. Mr. Culmbach moved that the appointment be so approved. Seconded by Doctor Stocker, carried.

Emander  
Dump

Mr. Stockton and Doctor Knipe explained the proposed ordinance which the County Commissioners were considering, establishing dumping sites and fees for their use. As an experiment, the Emander site would be created first. The City members of the Board of Health expressed interest in this proposal.

Medical Ser-  
vices, County  
and City Jails

Doctor Knipe stated that the City of Everett had recently appointed Doctor Ebert to provide medical services for the inmates of the City Jail; this is a private contractual basis. He stated that the Health District would continue to provide those medical services within the field of Public Health, (i.e., venereal disease, tuberculosis, etc.). Doctor Ebert suggested that Sheriff Twitchell also contract for the services of a practicing medical doctor for the County Jail. It was understood that the Sheriff's budget presently included an item of \$300 for medical services. Doctor Ebert said that he would be willing to take care of emergency calls at the County Jail. He was requested to contact Sheriff Twitchell to work out the details.

Attorney

Mr. French stated that the present Law does not require the County Prosecutor to act as legal adviser to the District. He emphasized the need for an attorney to the Board of Health to advise and to perform legal matters on its behalf. No action was taken.

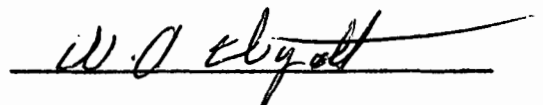
Authorization  
of Accounts

Vouchers were presented for approval in the total amount of \$3,695.13 against the general budget, and \$16,172.12 against the tuberculosis budget. Mr. Gebert moved that these vouchers be paid as presented; seconded by Mr. Wyatt, carried. Mr. Wyatt appointed Mr. McCollum and Doctor Stocker as signing authorities on behalf of the Board in addition to himself and the Executive Secretary, as provided for in the Charter.

Adjournment

The hour being late, the agenda items under Reports and Announcements were tabled for consideration at a later meeting.

Meeting adjourned at 4:15 p.m.



**SNOHOMISH HEALTH DISTRICT**  
**Budget Balance as of February 10, 1959**

BUDGET ITEM	Annual Budget	January Expenditures	Budget Balance
SALARIES	\$178,140.00	\$11,672.00	\$166,468.00
CAPITAL OUTLAY	\$ 3,305.00	722.82	2,582.18
MAINTENANCE & OPERATION:	<u>\$ 53,872.00</u>	<u>3,264.08</u>	<u>50,607.92</u>
	<u><u>\$235,317.00</u></u>	<u><u>\$15,658.90</u></u>	<u><u>\$219,658.10</u></u>
Pediatrician	\$ 4,800.00	\$ 400.00	\$ 4,400.00
Asst. Health Officer	4,032.00	336.00	3,696.00
Prof. Fees & Services	500.00	-0-	500.00
Postage and Telephone	3,074.00	106.50	2,967.50
Records and Supplies	3,225.00	666.48	2,558.52
Transportation & Exp.	11,000.00	930.42	10,069.58
Auto Maintenance	3,260.00	45.01	3,214.99
Clinic & Lab Expense	4,795.00	117.11	4,677.89
X-Ray Supplies & Exp.	2,500.00	355.62	2,144.38
Expense Equipment	400.00	5.17	394.83
Insurance	1,400.00	-0-	1,400.00
State Ret. & Soc. Sec.	13,786.00	291.77	13,494.23
Registrars' Fees	500.00	-0-	500.00
Transfers	600.00	-0-	600.00
(Estab. Petty Cash Fund)		10.00	-10.00
	<u><u>\$ 53,872.00</u></u>	<u><u>\$3,264.08</u></u>	<u><u>\$50,607.92</u></u>

**CASH BALANCE:**  
(as of 2-28-59)

Receipts deposited as of 2-28-59	\$44,506.15
Expenditures, January	-15,658.90
February Salaries and employer)	
social security            )	<u>-12,336.87</u>

Cash Balance ..... \$16,510.38

SNOHOMISH HEALTH DISTRICT

REVENUES - 1959

Income Deposited for the month  
of February

SOURCE OF INCOME	Annual Estimate	Current Month	Total to date
County .4 mill tax levy	\$55,445.00	\$ -0-	\$ -0-
County of Snohomish	15,350.00	-0-	15,350.00
City of Everett	35,000.00	-0-	-0-
County School Districts	37,432.00	15,011.62	18,418.12
Septic Tank Permits & Certfcns.	9,000.00	1,045.00	1,705.00
Septic Tank Installers	1,600.00	350.00	900.00
Septic Tank Pumpers	300.00	50.00	750.00
Establishment Licenses	5,500.00	1,600.20	2,480.20
Food & Bev. Serv. Workers Perm.	5,000.00	462.00	1,072.00
Nursing and Boarding Home Licenses	1,000.00	-0-	87.00
Miscellaneous	1,300.00	164.20	240.20
State Reimbursement	34,442.00	876.13	876.13
Indian Service	2,400.00	-0-	-0-
Tuberculosis Funds	31,548.00	2,627.50	2,627.50
<b>TOTALS .....</b>	<b>\$235,317.00</b>	<b>\$22,186.65</b>	<b>\$44,506.15</b>
Revenues to date	- <u>44,506.15</u>		
Balance expected	<u>\$190,810.85</u>		

The following documents were delivered to the Snohomish County Auditor's Office on 2-13-59:

Signed copy of Resolution covering Social Security coverage  
Signed copy of Resolution covering State Retirement  
Signed copy of the Charter of the Snohomish Health District  
Signature card for Snohomish District Board of Health

Received by D.E. Neubecker

The following documents were delivered to the Snohomish County Auditor's Office on 3-4-59:

Minutes of Board of Health Meeting of 2-10-59  
Certified Copy of Health District Budget, as amended 2-10-59  
Verifax Copy of liability insurance quotation ltr dtd 2-6-59

Received by: D.E. Neubecker

The following documents were delivered to the Snohomish County Treasurer's Office on 3-4-59:

Minutes of Board of Health Meeting of 2-10-59  
Signed copy of the Charter of the Snohomish Health District  
Certified copy of Health District Budget, as amended 2-10-59

VERNE SIEVERS - County Treasurer

Received by: Charlotte Dunlop

The following documents were delivered to the County Commissioner's Office on 3-4-59:

Copy of Board of Health Minutes, meeting of 2-10-59  
Copy of Health District Budget as amended 2-10-59  
Verifax copy of liability insurance quotation ltr dtd 2-6-59  
/LRands

The following documents were mailed to H. Grant Skinner, M.D., Chief, Division of Local Health Services, Washington State Department of Health, Seattle, on 3-4-59:

Minutes of Board of Health meeting of 2-10-59  
Signed copy of the Charter of the Snohomish Health District  
Certified copy of Health District Budget, as amended 2-10-59  
/LRands

SNOHOMISH HEALTH DISTRICT

Budget-1959  
As Amended February 10, 1959

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REVENUES . . . . .		<u>\$235,317.00</u>
SALARIES . . . . .	\$178,140.00	
MAINTENANCE AND OPERATION . . . . .	53,872.00	
CAPITAL OUTLAY . . . . .	3,305.00	
UNPAID CLAIMS . . . . .	<u>-0-</u>	<u>\$235,317.00</u>

I, Roger G. Knipe, being Executive Secretary of the Board of Health and District Health Officer of the Snohomish Health District, do hereby certify that this is a true and correct copy of the Budget for the year 1959 for the Snohomish Health District, adopted at the regular meeting of the Board of Health held the 6th day of January, 1959, as amended at the regular meeting of the Board of Health held the 10th day of February, 1959.

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Roger G. Knipe, M.D.



SNOHOMISH HEALTH DISTRICT

Budget

REVENUES - 1959

1. Local Funds -

* County .4 mill tax levy . . . . .	\$55,445.00		
County of Snohomish . . . . .	15,350.00		
City of Everett . . . . .	35,000.00		
County School Districts . . . . .	<u>37,432.00</u>	\$143,227.00	
Septic Tank Permits & Certifications	\$ 9,000.00		
Septic Tank Installers . . . . .	1,600.00		
Septic Tank Pumps . . . . .	300.00		
Establishment Licenses . . . . .	5,500.00		
Food & Beverage Service Workers Permits	5,000.00		
Nursing and Boarding Home Licenses . .	1,000.00		
* Miscellaneous (Drugs, Vital Statistics, etc.)	<u>1,300.00</u>	<u>23,700.00</u>	\$156,927.00

2. State Funds -

General		\$ 19,046.00	
Special Appropriations:			
Pediatrician Fees . . . . .	\$ 4,800.00		
Medical-Social Worker . . . . .	5,857.00		
Dental Hygienist . . . . .	<u>4,739.00</u>	<u>15,396.00</u>	34,442.00

3. Federal Funds -

Indian Service			2,400.00
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4. Tuberculosis Funds -

Tuberculosis Hospitalization . . . . .	\$22,748.00		
Tuberculosis X-Rays . . . . .	5,500.00		
Tuberculosis Clinician . . . . .	<u>3,300.00</u>		<u>31,548.00</u>

\$235,317.00

(\* As amended 2-10-59)

SNOHOMISH HEALTH DISTRICT  
Budget-1959  
SALARIES

	<u>Monthly Rate</u>	<u>Total Annual</u>	
<b>MEDICAL -</b>			
Health Officer	\$1,134.00	\$13,608.00	
Tuberculosis Clinician (part-time)	275.00	<u>3,300.00</u>	\$ 16,908.00
 <b>NURSING -</b>			
Nursing Supervisor	561.00	6,732.00	
Assistant Nursing Supervisor	432.00	5,184.00	
Head Nurse	414.00	4,968.00	
2 Public Health Nurses, ea @	432.00	10,368.00	
1 Public Health Nurse (Senior PHN)	397.00	4,764.00	
*5 Public Health Nurses, ea @	380.00	*22,040.00	
4 Public Health Nurses, ea @	364.00	17,472.00	
1 Clinic Nurse	364.00	<u>4,368.00</u>	75,876.00
 <b>SANITATION -</b>			
Supervising Sanitarian	586.00	7,032.00	
Head Sanitarian	451.00	5,412.00	
Head Sanitarian	432.00	5,184.00	
Senior Sanitarian	471.00	5,652.00	
2 Sanitarians, ea @	432.00	10,368.00	
Sanitarian	414.00	4,968.00	
Sanitarian	397.00	4,764.00	
Bacteriologist	451.00	5,412.00	
Meat Inspector (part-time)	268.00	<u>3,216.00</u>	52,008.00
 <b>CLERICAL -</b>			
Chief Clerk	380.00	4,560.00	
3 Clerk Stenographers, ea @	320.00	11,520.00	
1 Clerk Stenographer	294.00	3,528.00	
Clerk (x-ray)	270.00	<u>3,240.00</u>	22,848.00
 <b>OTHER -</b>			
Medical-Social Worker	451.00	5,412.00	
Dental Hygienist	364.00	4,368.00	
Extra Help		<u>700.00</u>	<u>10,480.00</u>
<b>TOTAL SALARIES . . . . .</b>			<b><u><u>\$178,140.00</u></u></b>

(\* 3 PHNs @ \$380 mo x 12 mos - \$13,680)  
( 2 PHNs @ \$380 mo x 11 mos - 8,360)

SNOHOMISH HEALTH DISTRICT

Budget-1959

MAINTENANCE AND OPERATION

<u>Item</u>	<u>Total Annual</u>
Pediatrician	\$ 4,800.00
Assistant Health Officer	4,032.00
* Professional Fees and Services	500.00
Records and Supplies	3,225.00
* Postage and Telephone	3,074.00
Transportation and Expense	11,000.00
Auto Maintenance	3,260.00
* Clinic and Laboratory Supplies and Expense	4,795.00
X-Ray Supplies and Expense	2,500.00
Expense Equipment	400.00
* Insurance	1,400.00
State Retirement and Social Security	13,786.00
Registrars' Fees	500.00
* Transfers	<u>600.00</u>
	<u>\$53,872.00</u>

(\* As amended 2-10-59)

SNOHOMISH HEALTH DISTRICT

Budget-1959

CAPITAL OUTLAY

2 Electric Typewriters, 16" carriage	\$ 930.00
* 5 used cars (approximate cost each including rework, \$225)	1,175.00
Kodak Verifax Copier	125.00
Used office furniture and refinishing	625.00
* Binocular Disecting Microscope	<u>450.00</u>
	<u>\$3,305.00</u>

(\* As amended 2-10-59)

RESOLUTION

A RESOLUTION authorizing and approving participation in the Old Age and Survivors Insurance System of the employees of the Snohomish Health District.

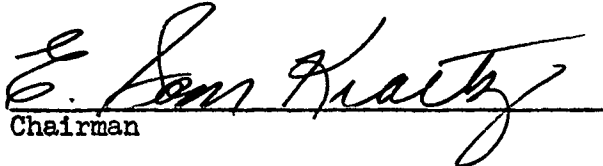
BE IT RESOLVED BY the Snohomish District Board of Health

AS FOLLOWS:

THAT the Snohomish Health District a political subdivision of the State of Washington, hereby authorizes and approves the membership and participation of its eligible employees in the Old Age and Survivors Insurance System pursuant to Chapter 184, Laws of 1951, as amended (RCW 41.48), and authorizes the expenditure of the necessary funds to cover its proportionate share for participation in the Old Age and Survivors Insurance System as of January 1, 1959.

Passed this 10th day of February, 1959

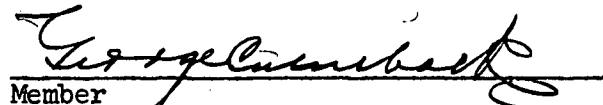
BOARD OF HEALTH

  
Chairman

  
Vice-Chairman

  
Member

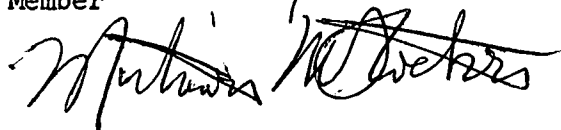
Attest:

  
Member

  
Executive Secretary

  
Member

  
Member



EMPLOYMENT SECURITY DEPARTMENT  
P. O. Box 367  
Olympia, Washington

APPLICATION AND AGREEMENT

The SNOHOMISH HEALTH DISTRICT, a political  
(Name of Political Subdivision)

subdivision of the State of Washington, hereinafter called Applicant, in accordance with a duly adopted resolution (or ordinance) of its legislative or governing body, a certified copy of which is attached hereto and incorporated by reference herein, hereby makes application to the Commissioner of the Employment Security Department of the State of Washington, hereinafter called State, to include all services performed by each of the eligible employees of Applicant for whom coverage is requested herein within the coverage of the Old-Age and Survivors Insurance system established by Title II of the Federal Social Security Act, as amended, in conformity with Section 218 thereof and implemented by Chapter 184, Laws of 1951, as amended (R.C.W. 41.48) of the State of Washington, and applicable Federal and State Regulations thereunder.

In order to carry into effect the common governmental duties under Chapter 184, Laws of 1951, as amended (R.C.W. 41.48) Applicant agrees to be bound by the following terms and conditions in consideration of an agreement between the Secretary of Health, Education, and Welfare and the State; and the State agrees to take the necessary steps to extend the Old-Age and Survivors Insurance system to cover the said employees of the Applicant:

1. Applicant hereby requests that all services of each of its eligible employees of the Snohomish Health District as defined by Section 218 of the said Federal Social Security Act, and Chapter 184, Laws of 1951, as amended (R.C.W. 41.48) of the State of Washington, be included in the said insurance system coverage.

2. Applicant will comply promptly and completely, throughout the term of this

Application and agreement, with the provisions of Chapter 184, Laws of 1951, as amended (R.C.W. 41.48) of the State of Washington, and Section 218 of the Federal Social Security Act and applicable Federal and State regulations adopted pursuant thereto.

3. This application and agreement includes all services performed by each of the eligible employees of the Applicant for whom coverage is requested, except the following:

a) Service performed by an employee who is employed to relieve him from employment.

b) Service performed in a home, hospital or other institution by a patient or an inmate thereof.

c) Covered transportation service (as defined in Section 210 (1) of the Social Security Act, as amended).

d) Service (other than agricultural labor or service performed by a student) which is excluded from employment by any provision of Section 210 (a) of the Social Security Act, as amended, other than paragraph 7 of such section.

4. Not later than twenty (20) days following the end of each calendar quarter the Applicant will pay to the State amounts equivalent to the sums of taxes (employer-employee contributions) imposed by Sections 1400 and 1410 of the Internal Revenue Code of 1939 (Section 3111 of the Internal Revenue Code of 1954) with respect to all the services of each of the eligible employees covered by this application and agreement.

5. The Applicant shall prepare and submit such wage and other reports to the State or Federal Government as may be required from time to time by the State.

6. The Applicant shall pay to the State any sums of money that the State may be obligated to pay or forfeit to the Federal Government by reason of any delinquency or default of the Applicant in paying the contributions as required herein when due or in making such wage reports as required pursuant to this application and agreement.

7. Pursuant to the provisions of Section 9, Chapter 184, Laws of 1951, the Applicant shall pay to the State its pro rata share of all costs allocable upon request of, as determined by, and at the times specified by the State for the administration of the provisions of Chapter 184, Laws of 1951, as amended (R.C.W. 41.48).

8. That the coverage as herein provided for all services of each of the eligible employees of the Applicant shall be effective as of January 1, 1959, and this agreement shall continue until terminated as provided herein.

9. That the State or the Applicant shall have the right to terminate this application and agreement upon giving at least two years' advance notice in writing to the other party, effective at the end of a calendar quarter specified in the notice, provided, however, that the application and agreement must have been in effect not less than five years prior to receipt of such notice, and provided further, that if the Secretary of Health, Education, and Welfare should terminate the agreement between the Secretary of Health, Education, and Welfare and the State for the administration by the State of Section 218 of the Social Security Act, as amended, the State shall have the right to terminate this application and agreement in accordance with the same rights and powers as the Secretary of Health, Education, and Welfare exercises in terminating the agreement between him and the State.

10. That, subject to the aforesaid provisions and applicable law, this application and agreement may be terminated or amended by the mutual consent of the parties in writing. The State reserves the right to terminate this plan in its entirety, in its discretion, if it finds that there has been a failure to comply substantially with any provisions contained in this plan, such termination to take effect at the expiration of due notice and on such other conditions as may be provided by regulations of the State





RESOLUTION

A RESOLUTION authorizing and approving participation in the State Employees' Retirement System of the employees of the Snohomish Health District.

BE IT RESOLVED BY the Snohomish District Board of Health AS FOLLOWS:

THAT the Snohomish Health District a political subdivision of the State of Washington, hereby authorizes and approves the membership and participation of its eligible employees in the State Employees' Retirement System pursuant to RCW 41.40.410, and authorizes the expenditure of the necessary funds to cover its proportionate share for participation in said System; such membership and participation in the State Employees' Retirement System as of January 1, 1959.

Passed this 10th day of February, 1959.

BOARD OF HEALTH

E. Sam Koetz  
Chairman

C. Arvid Johnson  
Vice Chairman

Geo. W. Eber  
Member

Attest:

George Cuenbark  
Member

John King  
Executive Secretary

He McCallum  
Member

W. A. Wyatt  
Member

Wm. W. Dickson  
Member

"HERB" WILSON & "BOB" ROWE

2824 Hoyt Avenue  
P. O. Box 724  
Everett, Washington  
Telephone ALpine 2-4146

*Handwritten signature*

February 6, 1959

*Handwritten calculation:*  
1248.12  
- 139.02  
-----  
1387.14

Dr. Roger Knipe,  
Snohomish County Health District,  
3011 Rockefeller Ave.,  
Everett, Washington

Dear Dr. Knipe:

On behalf of the Snohomish County Association of Insurance Agents, I wish to submit the following bid for the liability insurance for your district.

The limits of liability are the same as carried by the County, namely 200/500,000 bodily injury and 100,000 property damage. These limits are carried throughout the policy with the exception of malpractice, which is 100/300,000 bodily injury.

The premium for the general liability, that is the coverage for the clinic building and all of the inspectors out in the field is \$198.82. The premium for the malpractice is \$285.33; this covers your three part time doctors and the nurses. The premium for the five automobiles, the dental truck and the non-ownership coverage, which covers the District for any of the employees driving their own cars on District work, would be \$763.97. This gives a total premium of \$1248.12.

I realize that frequently public bodies will call for bids on their liability insurance, but in view of the technical aspects of the malpractice liability and the fact that very few companies will write it, I hope this quotation is satisfactory, as I believe it is very reasonable. The St. Paul Fire & Marine would be the carrier and their malpractice does not carry any exclusions whatsoever.

At present there is \$15,000 insurance on your equipment and it is carried in the fire insurance policy with Snohomish County. Now that the Health District is a separate legal entity, I would question the validity of coverage at present. I would suggest that you have a separate policy written in your own name on the equipment. If you do not wish to do this, then you would have to have the Health District named on the County policy to show the proper interests covered. There is no difference in rate. If we write \$15,000 on a 90% average clause with extended coverage, as is presently written, then the rate would be 9.33 per 1000 for three years or a total of \$139.02.

*Handwritten number:* 382

Very truly yours,  
*Handwritten signature*

HW:DeC

REPRESENTING WILSON & ROWE  
**PACIFIC INDEMNITY COMPANY**

SNOHOMISH HEALTH DISTRICT

REVENUES, 1959

Income Deposited for the month of January

SOURCE OF INCOME	Annual Estimate	Current Month	Total to Date
County .4 mill tax levy	\$ 54,000.00	\$ -	\$
County of Snohomish	15,350.00	15,350.00	15,350.00
City of Everett	35,000.00	-	-
County School Districts	37,432.00	3,406.50	3,406.50
Septic Tank Permits & Certifications	9,000.00	660.00	660.00
Septic Tank Installers	1,600.00	550.00	550.00
Septic Tank Pumpers	300.00	700.00	700.00
Establishment Licenses	5,500.00	880.00	880.00
Food & Beverage Service Workers Permits	5,000.00	610.00	610.00
Nursing and Boarding Home Licenses	1,000.00	87.00	87.00
Miscellaneous	300.00	76.00	76.00
State Reimbursement	34,442.00	-	-
Indian Service	2,400.00	-	-
Tuberculosis Funds	31,548.00	-	-
TOTALS .....	<u>\$232,872.00</u>	<u>\$22,319.50</u>	<u>\$22,319.50</u>
January Revenues	<u>- 22,319.50</u>		
Balance expected	<u>\$210,552.50</u>		

NOTICE OF MEETING AND AGENDA

SNOHOMISH DISTRICT BOARD OF HEALTH  
February 10, 1959  
2 p.m.

1. Call to order
2. Minutes of last meeting
3. Business pertaining thereto:
  - (a) Adoption of Charter
  - (b) Amended Budget
  - (c) Signing Authorities
  - (d) Typewriter Bids
4. New Business:
  - (a) Insurance - (Mr. Herb Wilson, representing local Insurance Assn.)
    - (i) Vehicles
    - (ii) Public Liability *City Co. to cover its insurance*
    - (iii) Malpractice
    - (iv) Fire and ~~equipment~~ - Equipment and furniture
  - (b) Social Security
  - (c) State Retirement
  - (d) Appointment of new staff member - (Miss Carolyn Cosgrove, PHN)
  - (e) Emander Dump
  - (f) Medical Services, County and City Jails
  - (g) Other *(L. G. - St. Paul)*
5. Reports:
  - (a) Organization of Department
  - (b) Health Officers Meeting } Doctor Knipe
  - (c) Sanitation Division - (Mr. Stockton)
6. Announcements:
  - (a) Public Health Committee of the local Medical Society
  - (b) Boards of Health Section, Washington State Public Health Assn.
7. Authorization of Accounts
8. Adjournment

Roger Knipe, M.D.  
Executive Secretary  
Snohomish District Board of Health

CHARTER  
OF THE  
SNOHOMISH DISTRICT BOARD OF HEALTH  
Created January 1, 1959

ARTICLE I - NAME

The name of this organization shall be the Snohomish District Board of Health.

ARTICLE II - OBJECTS

The objects of this organization are (1) to promote the art and science of preventive medicine and betterment of Public Health; (2) to unite all official contributing agencies, counties and cities according to the Sessions Laws of 1945, Chapter 183, Senate Bill 231, page 529, as amended by Chapter 100, Laws of 1957 (Chapter 70.46); (3) to promote a uniform health policy; (4) to make possible and invite active participation of all agencies interested in public health.

ARTICLE III - MEMBERSHIP

*Amended 11/7/66*

Membership shall be according to Sections 2, 3 and 4 of the 1945 Session Law and amendments. The seventh member of the Board of Health shall be appointed by the other six members of the Board within thirty (30) days of creation of the Board, and shall serve until the next succeeding December 31.

ARTICLE IV - LEGISLATIVE POWERS, Duties and Functions

1. The authority of the District Board of Health shall be as prescribed by the Laws of the State of Washington.
2. Appoint a qualified District Health Officer in accordance with Section 7, Chapter 183, Laws of 1945, as amended by Chapter 100, Laws of 1957 (Chapter 70.46) Revised Code of Washington.
3. Review, provide and arrange for the necessary finances and budget to carry on an adequate public health program.
4. Receive reports from the District Health Officer of the activities of the Health District.
5. Promulgate rules and regulations for the control of communicable diseases and other conditions dangerous to the public's health and in conformity with the provisions of the Laws of the State of Washington.
6. Hear grievances of persons, or groups, appearing before it in regular meeting, and to plan with the District Health Officer in attempting to meet such grievances.
7. Hold hearings as prescribed by the Public Health Law of the State of Washington.

ARTICLE IV, continued -

8. Review plans and suggested plans, and the requests for public health services of agencies both voluntary and official within the Health District.
9. Cooperate with and coordinate activities with the local medical, dental, nursing and allied professions and to solicit their cooperation and services in carrying out a sound program of public health administration within its jurisdiction.

ARTICLE V - OFFICERS AND DUTIES

1. Chairman

- (a) The Board shall elect a Chairman from its' membership in January of each year, and he shall serve for a period of one year. In the event of a vacancy occurring, a new Chairman shall be elected from the same group, who shall fill the unexpired term of office.
- (b) The Chairman shall preside at the meetings of the District Board of Health, and shall perform such other duties as custom and parliamentary procedure require.

2. Vice-Chairman

- (a) There shall be elected from the members of the Board a Vice-Chairman in January of each year. He shall serve for a period of one (1) year. In the event of a vacancy occurring, a new Vice-Chairman shall be elected from the same group to fill the unexpired term of office.
- (b) He shall perform the duties of the Chairman in the event of the Chairman's absence or inability to perform.

3. Executive Secretary

- (a) The Board shall appoint a District Health Officer who shall be a qualified physician, experienced and trained in public health administration, and who shall act as Executive Secretary to, and administrative officer of, the Board. He shall serve at the pleasure of the Board. His compensation shall be fixed annually.
- (b) He shall perform such duties designated by and under the functions of the Board. He shall be responsible to the Board for his actions and the actions of all other personnel appointed by him and approved by the Board to carry out the technical and other functions performed in the Health District.
- (c) It shall be the duty of the Executive Secretary to: (i) record minutes of all meetings of the Board, (ii) be custodian of all records, books and papers belonging to the Board, (iii) carry on the usual correspondence of the Board, including such matters as notifying members of meetings, and notifying officers of their election.

ARTICLE V, continued -  
(Executive Secretary)

- (d) Payment of Accounts: Vouchers and payroll shall be prepared by the Executive Secretary and shall be presented monthly to the Board. All accounts shall be reviewed by the Board, and ordered paid upon the signature of the Chairman, and two other members of the Board, and the Executive Secretary.

4. Treasurer and Auditor

- (a) The County Auditor of Snohomish County shall keep the record of the receipts and disbursements, and shall draw and the County Treasurer shall honor and pay all warrants, which shall be approved before the issuance and payment as directed by the Board. Warrants shall be paid out of either the District Health Pooling Fund and/or the Tuberculosis Hospitalization Fund.
- (b) It shall be the duty of the Snohomish County Auditor to carry out the laws set down in Section 4, Chapter 183 of the Session Laws of 1945 as amended by Chapter 100, Laws of 1957 (Chapter 70.46) Revised Code of Washington.

5. Attorney

The Board may appoint an attorney whose duties shall be to advise and to assist in all legal matters.

ARTICLE VI - SESSIONS

Section 1 - Meetings

- (a) The Board shall meet at least monthly at such times and places as may be determined.
- (b) There shall be held annually a meeting in January of each year designated as the annual meeting at which the Board shall elect officers for the ensuing year.
- (c) Special Meeting: A special meeting may be called by the Chairman at his discretion, or on written request of three-fourths (3/4) of the members provided that written notice is given each member at least ten (10) days prior to the proposed meeting concerning the time, place, and object of the meeting. At a special meeting, no business may be transacted except that specified in the call.

Section 2 - Quorum

- (a) A majority of the members of the Board shall constitute a quorum for the dispatch of business.



ARTICLE VI, continued -

Section 3 - Rules of Order

- (a) In the absence of any provisions to the contrary, all meetings of the Board shall be governed by the parliamentary rules and usages contained in the current edition of "Robert's Rules of Order."

Section 4 - Order of Business

- (a) The following shall be the order of business of all meetings unless changed by a majority vote of all members present:
- (i) Call to order by the Chairman.
  - (ii) Reading of minutes of last meeting.
  - (iii) Business pertaining thereto.
  - (iv) New Business.
  - (v) Reports.
  - (vi) Announcements.
  - (vii) Authorization of Accounts.
  - (viii) Adjournment.

ARTICLE VII - EXPENSES

Ordinary expenses, such as meals and travel, incurred by members of the Board incidental to their meetings shall be allowed. The Executive Secretary shall submit vouchers and make allowances for these expenses to be paid from the District Health Pooling Fund.

ARTICLE VIII - AMENDMENTS - These articles, I through VII, may be amended at any time in regular meeting when a quorum is present.

ADOPTED IN REGULAR MEETING ON FEBRUARY 10, 1959, BY THE  
SNOHOMISH DISTRICT BOARD OF HEALTH:

E. Sam Koetz  
Chairman

C. C. Johnson  
Vice-Chairman

Tom W. Sebark  
Member

George Culmbach  
Member

J. E. McCallum  
Member

W. A. Wyatt  
Member

Walter W. Stocker  
Member

Attest:

John King M.D.  
Executive Secretary

A G R E E M E N T

THIS AGREEMENT entered into by and between the CITY OF EVERETT, a municipal corporation, hereinafter called the "CITY", SNOHOMISH COUNTY, a municipal corporation, hereinafter called the "COUNTY", and the SNOHOMISH HEALTH DISTRICT, hereinafter called the "HEALTH DISTRICT", on this 1st day of January, ~~1958~~ 1959, as follows:

WHEREAS, the County has by resolution created a health district as provided by R.C.W. 70.46, and

WHEREAS, the City, a primary city as defined by law, desires to enter into a contract with the District Board of Health to be included in the Health District and to determine the contributions to be made by the respective parties and the functions to be performed for the City by the Health District,

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I.

The CITY shall be included in the SNOHOMISH HEALTH DISTRICT.

II.

The CITY, as part of the consideration for the services to be rendered, shall contribute the sum of \$1.00 per capita per year, commencing January 1, 1959 and continuing thereon until the CITY shall, as provided by law, withdraw from such HEALTH DISTRICT.

III.

The CITY shall also, as part of the consideration for this agreement, convey to the HEALTH DISTRICT the personal property listed on Exhibit A hereto attached and made a part of this agreement, having an agreed value of \$ 6,743.07.

IV.

The CITY agrees to provide the quarters for laboratory services, including janitorial services, heat, light and gas.

V.

All funds derived as license fees and inspection fees by the CITY for primarily health functions shall be paid either directly to the HEALTH DISTRICT, acting as agent for the CITY, or if collected by the CITY shall be paid to the HEALTH DISTRICT.

VI.

The CITY shall continue to employ and keep on its payroll and under the provisions of the rules of Civil Service of the CITY the following named employees:

Mr. Ross  
Mr. Fordham  
Mr. Lorenz  
Mr. Leffler  
Dr. Millard  
Mrs. Clinch

who shall be under the direction of the Health District Doctor. Said employees shall be paid in accordance with the budget of the CITY. The CITY shall be credited for the amount paid said employees toward the per capita contribution as required in paragraph II hereof.

The employees above named are under the provisions of Civil Service of the CITY and shall be discharged only in accordance with said rules.

VII.

The County agrees to levy and contribute the proceeds of a mandatory four-tenths mills for public health work and provide an additional fund of \$15,350.00 annually until said agreement herein is terminated by withdrawal from said agreement by the CITY, and shall also make the following additional contributions:

- (a) Provide office accommodations, except laboratory;
- (b) Convey unto the HEALTH DISTRICT the personal property described and listed on Exhibit B hereto attached and made a part of this agreement, of an agreed value of \$ 17,325.35.
- (c) Provide necessary janitorial services.
- (d) Provide light and heat for Health Center Building.

VIII.

The HEALTH DISTRICT agrees to enforce and police all of the health ordinances of the CITY now in effect or hereafter adopted, and shall perform all the functions and have all the powers of the City Board of Health and the City Health Officer of the City of Everett.

IX.

It is mutually agreed that the function of collecting vital statistics by the CITY shall be continued by the CITY, and all fees derived from such work shall be the property of the CITY and excluded in all ways from the functions to be performed by the HEALTH DISTRICT.

X.

In case the CITY shall withdraw from the HEALTH DISTRICT, or in case the HEALTH DISTRICT shall be dissolved, the assets of the HEALTH DISTRICT shall be distributed between the CITY and the COUNTY in proportion to the value of the personal property conveyed by the respective parties to the HEALTH DISTRICT as set forth in this agreement.

XI.

No other city or town shall be included as a voting member of the HEALTH DISTRICT unless such city or town shall make a financial contribution to the HEALTH DISTRICT on the same basis as the contribution of the City of Everett.

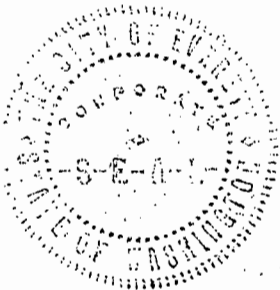
EVERETT, a municipal corporation

By

George C. Cushman  
Mayor

Attest:

John L. Squire  
City Clerk



P E T I T I O N

Pursuant to resolution adopted by the City Commissioners of the City of Everett on the 24<sup>th</sup> day of Nov, 1958, being Resolution No. 6103, the City of Everett does hereby petition the District Board of Health of the Snohomish Health District for inclusion therein as provided by Chapter 70.46, Revised Code of Washington, and in accordance with agreement, a copy of which is hereto attached and made a part of this petition.

DATED this 24<sup>th</sup> day of Nov, 1958.

George Culver  
Wm H. Gilbert  
C. David Johnson