Meeting Minutes
Wednesday November 4, 2026

Call to Order and Roll Call:

The meeting was called to order by Commissioner Noel Newbolt at 7:00 pm

Commissioners: Noel Newbolt (1, Chair), Alyssa Clark (2, Vice Chair), Vic Riley (3)
Staff Present: Superintendent, Auditing Officer & Administrative Clerk: Farrah Carsten
MD, Provider: Sean Bozorgzadeh
Practice Manager: Alexandra Wiley

Guests/Public Present: Erin Kelly – APB/Daffodil Press, Pia Clark, Rhiannon Allen, Rebecca Goodwin

Public Comment: Rebecca Goodwin mentioned the Zoom link was missing from the Point e-Post meeting notice but showed a link that directs you to the Parks and Recreation District calendar. The district noted the link is always on its website and Facebook and will look into the notice (the Parks & Rec calendar details every meeting event with the Zoom link information).

Approval of Agenda:

Motion: To approve the agenda as presented. **Motion carried.**

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (October 7, 2026).
Motion: To approve minutes as presented. **Motion carried.**

Financial Report:

Accounts	October	September	Difference
General Fund	$ 253,340.82	$ 218,092.64	$ 35,248.18
Reserve Fund	$ 192,882.16	$ 192,256.29	$ 625.87
Capital Fund	$ 12,417.28	$ 12,376.98	$ 40.30
TOTAL	**$ 458,640.26**	**$ 422,725.91**	**$ 35,914.35**

Current month payables = $36,807.29 / Payroll is $2,703

Bills presented for approval as follows:

11/01/26	SuperTrack Urgent Care PLLC contract	Nov-26	$	36,000.00
11/01/26	Whatcom County Fire District #5	Utilities	$	125.37
11/02/26	Bellingham Business Machines	Copier supplies	$	14.02
11/01/26	Farrah Carsten - reimbursement	Whidbey, MS Office	$	187.90
10/22/26	Point Roberts Mini & Mobile Storage	Org. issues	$	480.00
TOTAL			**$**	**36,807.29**

Payroll:

November	Farrah Carsten	Superintendent, Auditing Officer & Admin	$	1,800.00
November	Kimberly Kimerer	Cleaner	$	420.00
October	Noel Newbolt	Commissoner 1	$	161.00
October	Alyssa Clarke	Commissoner 2	$	161.00
October	Vic Riley	Commissoner 3	$	161.00
TOTAL			**$**	**2,703.00**

Motion: To approve warrants and payroll for prior months' expenditures as presented. **Motion carried.**

Updates:

Cancellation of old warrants: The annual county resolution cancelling uncashed warrants more than one year old was presented: Bellingham Business Machines, $26.32, and Whidbey Telecom, $6.37 (January and February). The district is up to date on all accounts per Farrah.

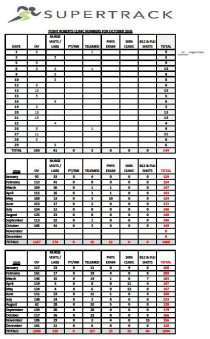
Motion: To adopt resolution 2026-08 cancelling the old warrants. **Motion carried; resolution adopted and signed for the county.**

Lions Club services: The Lions Club District 19-C is reorganizing and moving the building used for vision and hearing work; its contact will follow up.

Quicken software: The superintendent requested a basic annual Quicken subscription ($85) to replace monthly Excel sheets and simplify audits.
Motion: To approve the Quicken subscription. **Motion carried.**

Clinic Medical Director Update:

Clinic numbers: October: 149 interactions, including 11 urgent-care visits (October prior year: 166). Vic asked why telemedicine has declined; Dr. Bozorgzadeh responded that it declined due to uncertainty over Medicare coverage, which is decided by Congress. Medicare telehealth coverage has since been extended through December 31, 2027, and SuperTrack expects to use it more.



Billing: After staff turnover disrupted in-house billing, SuperTrack contracted billing to AdvancedMD (its electronic health record vendor) in May and hired certified coder Stephanie Young as liaison. Patients may call AdvancedMD billing at 1-855-255-1036, Monday–Friday, 6:00 a.m.–6:00 p.m. Mountain Time. The line's legally required debt-collection message does not mean SuperTrack uses a collection agency; it does not.

Coverage when no physician is on site: Emergency patients go to an emergency room or paramedics. For urgent needs, patients may have a same-day telemedicine visit with a Bellingham provider or an in-person Bellingham visit; Point Roberts patients may be scheduled by phone through the Point Roberts clinic staff or the Bellingham office.

Telemedicine billing: Clinically significant phone and video contacts are billed by complexity, which has surprised some patients with copays. The clinic will explain and ask before treating a contact as a telemedicine visit.

Pediatric services: Terms have been agreed to with pediatrician Dr. Jennifer Price to see patients in Point Roberts, initially one day a month (well-child checks, school physicals, ADHD and developmental screening, asthma and allergy care, and teen mental health). A public announcement will follow once the agreement is finalized.

Accepted insurance: SuperTrack seeks credentialing with any insurer serving residents, within reason, and its contracts are unchanged for next year. Alex advised patients to confirm that their Bellingham and Skagit specialists accept their plan. Pia is arranging a local insurance education session. SuperTrack will send the list of insurances (including telehealth) accepted to Farrah.

2027 Budget and Resolutions:

Cash outlook: Cash was about $500,000 in August and is projected at about $400,000 at the end of 2026, $300,000 at the end of 2027 (clinic subsidy $27,000 per month), and $200,000 at the end of 2028, with a suggested low-water mark of $100,000–$200,000.

Proposed 2027 budget: Wages are unchanged, with no commissioner pay increase. Increases were made for advertising and outreach, county payroll charges, insurance and rent, office and cleaning supplies, repairs, and computer subscriptions; an elections line and a contingency fund were included. Miscellaneous rises from $50 to $6,050 for the SuperTrack medical assistant program, to be reviewed in March. General fund: starting balance about $205,000 and revenue about $306,000 (levy

with the 1 percent increase, plus a refund); the budget balances at $0.00. Reserve fund $201,250; capital fund $12,980.

Motion: To adopt resolution 2026-06 approving the 2027 budget. **Motion carried; resolution adopted**. Commissioners signed each budget page for transmittal to the county.

2027 1 percent levy increase: By law the district may take a 1 percent levy increase. **All voted in favor.**

Motion: To adopt resolution 2026-07 approving the 2027 1 percent levy increase. **Motion carried; resolution adopted.**

Other:

Open Discussion and Next Steps: Reminder that Vic will be unavailable for the December meeting.

Follow Up items:

- Superintendent: schedule periodic commissioner one-on-one meetings with Dr. Sean (December and January suggested).
- SuperTrack: post the AdvancedMD billing number and hours in the clinic, on Nextdoor, and in other Point publications; explain telemedicine billing to patients.
- SuperTrack: finalize the Dr. Price agreement and announce the pediatric clinic.
- SuperTrack (Alex): send Farrah the contracted-insurer list for the district website and Facebook, noting that telemedicine is available when no provider is on site.

Next Regular Meeting: Wednesday December 2, 2026 @ 7:00 pm in person at the Community Center and via ZOOM

Meeting adjourned by Noel Newbolt: 8:02 p.m.

Minutes approved verbally at the following month's meeting:

Noel Newbolt, Commissioner 1, Chair
Alyssa Clark, Commissioner 2, Vice Chair
Vic Riley, Commissioner 3