

**Brinnon Parks & Recreation District**  
**PO Box 643 Brinnon, WA. 98320**  
**Phone: 360-796-7002 [www.brinnonparksandrec.org](http://www.brinnonparksandrec.org)**

May 13, 2020

6:30pm

**Regular Meeting Agenda**

Zoom Video Meeting:

If you would like a link sent to you contact [bgraham@brinnonparksandrec.org](mailto:bgraham@brinnonparksandrec.org)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment (Limit 3 minutes)
- V. Approval of Minutes
  - a. April 8, 2020
- VI. Consent Agenda
  - a. Treasurer Report
- VII. Unfinished Business
  - a. ShrimpFest 2020 -
    - i. Review, discussion, and action on Amended 2020 Rental Agreement to 2021 Rental Agreement; and authorize Commission Graham to make any non-substantive changes with the proviso the Agreement is ratified by the Board.
    - ii. Review, discussion, and action on Amendment #1 to the Memorandum of Understanding By and Between Brinnon Parks and Recreation District and Emerald Towns Alliance; and authorize Commission Graham to make any non-substantive changes with the proviso the Agreement is ratified by the Board.
  - b. Update on Point Whitney Access Redevelopment Project (Boat Ramp)
  - c. Labor and Industries Update
  - d. Review, discussion, and action on Purchasing Policy and Cash Receipting Policy
  - e. Brinnon Parks and Rec Recreation Website Needs to Convert to New "Sites" Platform
  - f. Annual Reporting

- i. 2019 Audit Exit Letter
- ii. Employee Compensation (Completed by Graham 3/2020)
- iii. JLARC Public Records Data Collection (Completed by Barnet 4/2020)
- iv. Annual Filing Tax Return (Coleman due June)
- v. Annual State Audit (Beck due May)

VIII. New Business

- a. Discussion and action on letter of Interest from Jennifer Keitzman to fill Commissioner Position 3
- b. Discussion and action to fill Vice-chair position
- c. Discussion and action on Brinnon Booster Club Lifetime membership in the amount of \$100
- d. Discussion and possible action on impacts of Gov. Inslee's Covid-19 Reopening Phasing Plan to 2020 Programming
  - i. Knitting Circle (Graham) Second Sunday of Monday 1:00pm - 3:00pm @ Brinnon Community Center (Via Zoom)
  - ii. Hiking Program (Graham) Thursday, May 7, 2020 6:00pm - 8:00pm @ Brinnon Community Center
  - iii. Mushrooming Program - Thursday, September 10, 2020 6:00pm - 8pm @ Brinnon Community Center
  - iv. Hunting Program
  - v. Fishing Program
  - vi. Summer Computer Class Brinnon Community Center (June/July)
  - vii. Art & Wine (August)
  - viii. Community Swim Days (July/August)
  - ix. Fall Festival

IX. Public Comments (Limit 3 minutes)

X. Comments from the Commissions/Items for next Agenda

XI. Adjournment

Next meeting on: General Meeting - June 10, 2020

**Brinnon Parks & Recreation District**  
**PO Box 643 Brinnon, WA. 98320**  
**Phone: 360-796-7002 [www.brinnonparksandrec.org](http://www.brinnonparksandrec.org)**

April 8, 2020

6:30pm

**Regular Meeting & Joint Meeting Minutes with Emerald Towns Alliance**

Zoom Video Meeting:

<https://us04web.zoom.us/j/388290384?pwd=Wmh2YmVYKzBJRmNBRHFCZU5Bb216dz09>

Meeting ID: 388 290 384

Password: 464009

If you would like a link sent to you contact [bgraham@brinnonparksandrec.org](mailto:bgraham@brinnonparksandrec.org)

- I. Call to Order: The meeting was called to order at 6:32
- II. Roll Call: Those present were Commissioners Graham, Coleman, Beck and Barnet. Guests include Bill and Candy Anstiss, Rhonda and Bill Burell, Phil Thenstedt and Bill Barnet.
- III. Approval of Agenda: It was decided we would change the order and discuss Unfinished Business first.
- IV. Public Comment (Limit 3 minutes) none
- V. Approval of Minutes: Motion to approve the minutes made by Beck and seconded by Coleman. Unanimous approval.
  - a. March 11, 2020
- VI. Consent Agenda
  - a. Treasurer Report : Available balance YTD \$8195.39
- VII. Unfinished Business
  - a. ShrimpFest 2020
    - i. ShrimpFest 2020 discussion with Emerald Towns Alliance
      1. How or whether to proceed - timing to make a decision. Everyone present was able to express opinions about how we proceed with Shrimpfest. All thought we should cancel and look forward to 2021.
      2. Shrimp processing cancel for 2020? Budget impact?
      3. Permits - timing
        - a. Event
        - b. Vendors (including VFW)
      4. Insurance - timing
      5. Other issues
    - ii. LTAC Update and consideration of agreement (Graham) We will not give the \$15,000 but will reallocate the funds.

- b. Update on Point Whitney Access Redevelopment Project (Boat Ramp) They want to leave the boat ramp at the current grade. We will seek a letter of support from the tribe (Jeff Johns and 3 others) and what Fish and Wildlife recommends. Diane thought the Tribal Centers may be closed.
- c. Labor and Industries Update (Coleman): Our business and L&I (for volunteers) licenses are in place. Belinda said we have two volunteers, Lisa Solvang and John Nurenburg need to be logged in.
- d. Programs
  - i. Knitting Circle (Graham) Second Sunday of Monday 1:00pm - 3:00pm @ Brinnon Community Center (On hold): May meet via Zoom
  - ii. Hiking Program (Graham) Thursday, May 7, 2020 6:00pm - 8:00pm @ Brinnon Community Center Reschedule to a time in June
  - iii. Mushrooming Program - Thursday, September 10, 2020 6:00pm - 8pm @ Brinnon Community Center (Graham) We will have a sign up for 18-25 people
  - iv. Hunting Program (Beck) Should be in Sept. or Oct.
  - v. Fishing Program (Beck) May try to do a fly fishing course.
  - vi. Summer Computer Class Brinnon Community Center (Graham) John Nurenberg will teach the course. Flyers will be created.
  - vii. Art & Wine: This will be on Thursday the 20th of August perhaps.
- e. Discussion of Procurement Policy and Cash Receipting Policy: Postponed to the next meeting.
- f. Brinnon Parks and Rec Recreation Website Needs to Convert to New "Sites" Platform: John Nurenberg will help with this.

## VIII. New Business

- a. Annual Reporting
  - i. Employee Compensation (Completed by Graham 3/20) Done
  - ii. JLARC Public Records Data Collection (Barnet due April or September) Done
  - iii. Annual Filing Tax Return (Coleman due June) Diane will do this.
  - iv. Annual State Audit (Beck due May) the 23rd or 29th Kieth will sign onto the Washington State website.

## IX. Public Comments (Limit 3 minutes)

- X. Comments from the commissioners/items for the next agenda: Suggestion to transfer some of our advertising money to another cause like the Garden Club or some group in the community. Send a campaign to volunteers on Mail Chimp notifying them of our decisions and thanking them.

## XI. Adjournment

Next meeting on: General Meeting - May 13, 2020

For attachments: <http://www.brinnonparksandrec.org/resource-center>

**AMENDED 2020 RENTAL AGREEMENT TO  
2021 RENTAL AGREEMENT**

**by and between  
Brinnon Parks and Recreation District  
and  
Henrik and Mary Hjelvik**

This Rental Agreement (Agreement) is entered into by and between the following entities: Brinnon Parks and Recreation District (District), and Henrik and Mary Hjelvik (Owners) for the sole purpose of renting Hjelvik Farm field (Field) to host ShrimpFest on May 29 and 30, 2021 23 and 24, 2020.

Therefore, both entities agree on the following:

**I. Owner:**

- Will provide use of Hjelvik Farm field, located on the corner of Hjelvicks Road and WaWa Point at a cost of \$2,000 for the ShrimpFest fundraiser held on May 29 23 and 30 24, with access to the property from Wed May 26 20 through Wed June 2 May 27; Additional access to the property at a rate of \$100.00 per day.
- The Field will be in festival condition (field mowed to a 3" level that will allow easy mobility for festival attendees) on May 16. If not, Shrimpfest is allowed to mow the field to a 3" level with their own equipment.
- Owner/operator's mower available to District at a fee of \$250 per day.
- Will move the ticket booth from storage to its location on the festival site and return to storage after ShrimpFest in coordination with the District.
- Will allow a limited number of dry camping spaces for vendors at a cost of \$40.00 per night. District to collect fee as part of vendor package. Any vendor altering/damaging the camping spaces will be fined \$50.00. All camping fees will be paid to the Owner in full at the end of the Festival, May 30 27, 2019.

**II. District/Shrimpfest:**

- Will pay \$2,000 for the use of Hjelvik Farm field as described above in the first bullet.
- Any improvements needed, such as electrical, will be with the approval of Owner and the expense of District.
- Will be responsible for coordinating electrical service and cost.
- Shrimpfest will be open to the public for an entry fee, have food and specialty vendors, serve alcohol as permitted by the State, amplified sound for entertainment and other festival games and entertainment.

- Will collect on-site vendor camping fee of \$40.00 per night with payment to owner per the above outlined date.
- Will ensure all vendors are insured.
- Will obtain fifteen (15) days prior to the event insurance naming Hjelvik Farm field, Henrik and Mary Hjelvik as additional insured in the amount of \$1,000,000; the liquor provider's policy will include a liquor liability endorsement. Owners not liable for damage to vehicle, persons, or property prior to after event on the premises.
- Will provide a \$500 deposit within fourteen (14) days of the signed agreement. Balance due within 30 days. Every 30 days late an additional fee of \$200 will apply.
- Will provide a \$200 refundable cleaning deposit to Owner which will be returned to the District (after ShrimpFest) once site is cleaned and property back to original condition.
- Will notify Owners prior to entering property or storage area.
- District will be responsible for supplying their own potable water, Porta Potties and Trash collection as well as disposal at end of ShrimpFest May 31 28, 2019.
- District will provide Owners with ten (10) ShrimpFest wristbands for family members.

### III. Modifications and Changes

Any modifications or changes to this agreement must be done in writing and approved by a majority of District Commissioners. No Commissioner has independent authority to make any modifications or changes to this AMENDED AGREEMENT MOU.

### IV. Effective Date

This AMENDED AGREEMENT MOU shall take effect and dated upon the last signature of the Agreement.

### V. Signatures

Brinnon Parks and Recreation District

Owners

\_\_\_\_\_  
Belinda J. Graham, Chairperson

\_\_\_\_\_  
Henrik Hjelvik

\_\_\_\_\_  
Mary Hjelvik

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Amendment #1  
Memorandum of Understanding  
By and Between  
Brinnon Parks and Recreation District  
and  
Emerald Towns Alliances

This Memorandum of understanding (MOU) is entered into by and between the following entities: Brinnon Parks and Recreation District (District) and Emerald Towns Alliances (ETA) for the sole purpose of partnering to keep Shrimpfest operating as an annual event in the community of Brinnon, WA.

Both entities agree that Shrimpfest is the community's largest fundraising event and provides an economic benefit to local businesses and non-profits. Shrimpfest provides food and entertainment for local and visitors alike.

Therefore, both entities agree on the following:

I. Shrimpfest

Shrimpfest began in 1993 and has been produced under the umbrella of ETA. However, in the past few years it has been increasingly difficult for ETA to produce Shrimpfest. In an effort to continue producing the event for the benefit of the community, Brinnon Parks and Recreation District is partnering with ETA to continue the annual event. Going forward Shrimpfest will be produced by Brinnon Parks and Recreation District and ETA will provide financial and technical assistance along with loans of all available Shrimpfest equipment and supplies.

II. Role of District

The District will provide leadership of the event. The District is responsible for managing and coordinating all aspects needed to produce the Shrimpfest annually.

III. Role of ETA

ETA will provide the financing for the event, technical assistance and loan of equipment.

IV. Use of Funds

The profits generated by Shrimpfest will be split 50%/50% between the District and ETA after all Shrimpfest expenses are paid with the understanding that ETA provides volunteers to assist. In the event that ETA does not provide volunteers the split may be renegotiated. Both District and ETA are responsible for their own administrative expenses; such as D & O insurance, Supplies and other expenses not directly related to producing Shrimpfest. All funds generated will be for local community needs. The District will utilize its funds to further recreational activities within the community. ETA will continue its mission of financial support to local nonprofits. No member of either board shall take a salary or personally profit from revenues received from Shrimpfest.

V. Fiscal Agent

ETA will serve as the fiscal agent responsible for accounting for all revenues and expenditures and will disburse funds at the request of the District when requested with proper documentation within 10 business days. ETA will be responsible for completing all necessary tax related forms and payments.

The Treasurer of the District will serve as the fiscal liaison for the District. The fiscal liaison is responsible for completing all documentation required by the fiscal agent relating to revenues and expenditures received from ETA by the District relating to the production of Shrimpfest.

VI. The Districts Responsibilities

The District agrees to:

1. Manage the event, site selection & acquisition, obtain event permit(s), etc.
2. Coordinate vendors, entertainment, volunteers, etc.
3. Coordinate advertising and marketing campaign
4. Update all documents and timeline needed to produce Shrimpfest
5. Appoint a District Commissioner to each of the areas of responsibilities needed to produce Shrimpfest.
6. Include insurance coverage for D & O liabilities and special events
7. Provide monthly updates to ETA
8. Provide ETA with Shrimpfest planning budget by \_\_\_\_\_ for ETA approval by \_\_\_\_\_
9. Notify and schedule a joint meeting with ETA Board members if it appears ShrimpFest might need to be canceled or postponed for a joint decision on how to proceed. District will follow the decision of the final vote.

VII. ETA's Responsibilities

ETA agrees to:

1. Provide financial Support for all aspects of the event: Shrimp purchase, site selection & acquisition, rental equipment, event permit(s), etc.
2. Provide timely responses to request for feedback, assistance and financing
3. Include insurance coverage for D & O and liability
4. Notify and schedule a joint meeting with District Board members if it appears ShrimpFest might need to be canceled or postponed for a joint decision on how to proceed. ETA will follow the decision of the final vote.

VIII. Assurances

Each member of the group hereby assures and represents that it

1. Agrees to be bound to every statement and assurance made in this MOU
2. Has all requisite power and authority to execute this MOU
3. Committed to working collaboratively to meet the responsibilities specified in this MOU in order to ensure success

IX. Modifications and Changes

Any modification or change to this agreement must be done in writing and approved by a majority of District commissioners. No commissioner has independent authority to make and modifications or changes to this MOU.

X. Effective Date / Duration / Termination

This MOU shall take effect upon the last dated signature of the MOU. The MOU shall be in effect until mutually terminated by the District and /or ETA. The MOU will be reviewed annually to determine if modification and /or changes and necessary. Any changes must be agreed upon by both parties. If either the District or ETA are no longer interested in continuing the partnership, the other may continue event retaining the name, sponsors, web domain, and all other materials and supplies necessary to produce Shrimpfest. ETA and District equipment will be available for loan when requested.

XI. Signatures

Brinnon Parks and Recreation District

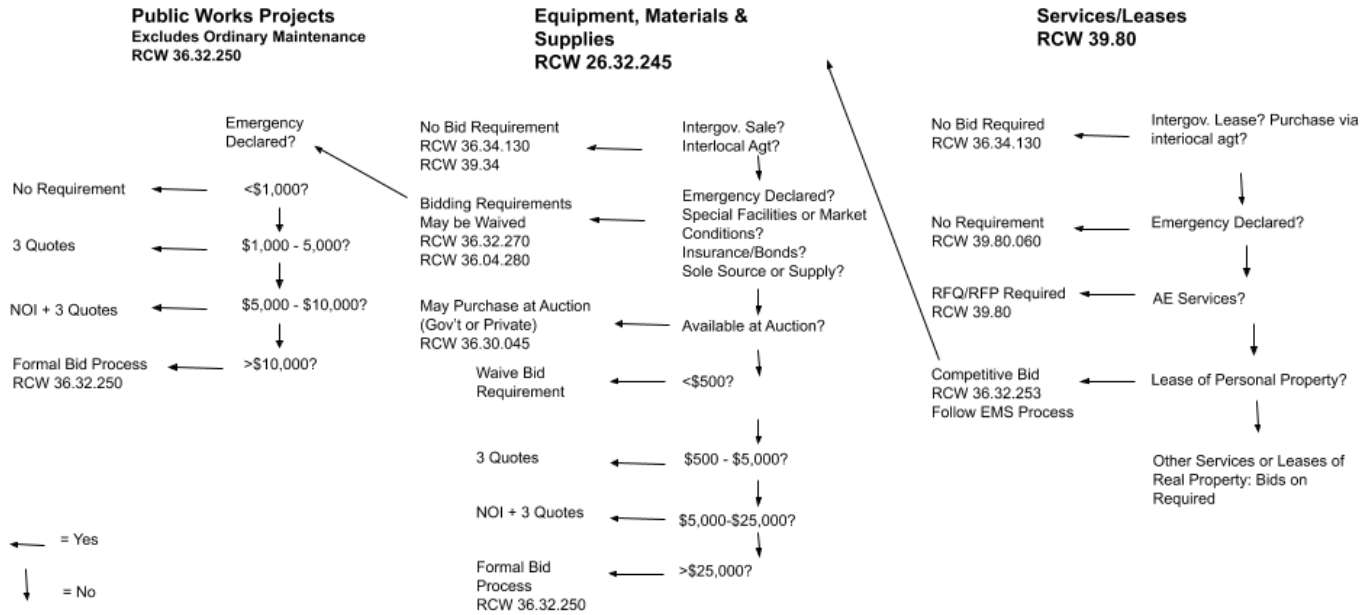
Emerald Towns Alliances

\_\_\_\_\_  
Belinda J. Graham, Chairperson      Date

\_\_\_\_\_  
Wesley Dunham    President      Date



Brinnon Parks and Recreation District  
 Policy - #001  
 Purchasing Policy Flowchart



Approved on \_\_\_\_\_



# Office of the Washington State Auditor

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### **Exit Letter: Jefferson County Parks and Recreation District No. 2**

**November 26, 2019**

#### About our Office

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this letter is to share our audit results with management and the board. We value and appreciate your participation. This letter is not your official audit report, which publishes on our website. You will receive a separate email with a link to that report.

#### Audit Highlights

- We noted the District displayed strong internal controls over annual report filing by ensuring annual report submissions are completed accurately and filed timely with our office.
- We would like to thank the District for their cooperation and rapid responses to our audit questions.

#### About The Audit

We performed a Local Government Assessment Audit for the years 2017 and 2018 for Jefferson County Parks and Recreation District No. 2. This type of audit, an Assessment Audit, is a risk-based audit wherein we review the District's materials that were submitted via the annual report filing process. We typically perform these audits for governments that receive less than \$300,000 in revenue, annually. Other factors may be present that keeps your government on an Assessment Audit cycle even if reaching \$500,000 in annual revenue. However, an on-site audit may be performed if your government receives and spends more than \$750,000 during the audit period from federal funds. Further, if the government continues to exceed the thresholds stated or is noncompliant with filing requirements then the audit could be performed on-site in the future.

## Audit Results

In relation to our report that will be issued on our website, we would like to bring to your attention the results of our audit:

- Based on the procedures performed, except as described below, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.
- We have provided exit recommendations for management’s consideration below. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. These exit recommendations are not published with the audit report that is visible to the public on our website but are items documented and reviewed by our Office for District management to consider and address. The exit recommendations are as follows:
  - *The District’s meeting minutes do not consistently include the approval of prior meeting minutes or approval of voucher payments, as required by state law. We further noted that the District is not holding regular monthly meetings. RCW 36.69.120 requires Park and Recreation Districts to hold regular meetings at least monthly. Our review noted the District held 7 regular meetings in 2017 and improved meeting frequency in 2018 by holding 11 regular meetings. We recommend the District ensure all meeting minutes, including special meeting minutes, are prepared and ready for approval timely, as required by state law (RCW 42.30.035). We further recommend the District ensure the meeting minutes include documentation of the approval of vouchers, the Board-approved voucher numbers, and the total amount paid, as required by state law (RCW 42.24.080) and the Budgeting, Accounting, and Reporting System (BARS) manual. We also recommend the District hold regular meetings at least monthly to ensure compliance with state law (RCW 36.69.120).*

## Status of Prior Audit Recommendations

Prior Audit Recommendations	Resolved	Unresolved
No Prior Audit Recommendations	N/A	N/A

## Additional Reminders

Below is a list of areas that small local governments may need additional guidance.

### Procurement and Public Works Projects

State law (RCW 39.04) requires competitive procurement for public works projects and purchases of supplies and equipment for most local government types. Laws that require specific methods of procurement differ per government type. Furthermore, all public works contracted for by the government must meet state prevailing wage requirement by obtaining an “Affidavit of Prevailing Wages Paid” from the contractor unless the work is performed exclusively by the business owner.

For additional guidance on public works projects and procurement for your specific government type, please visit Municipal Research and Service Center of Washington's website: [Procurement and Public Works Requirements](#)

### Credit Cards

The state Department of Enterprise Services has a Purchase Card Contract with US Bank that local governments are eligible to use. The card has no annual fee and offers annual rebates on purchases made using the card. For more information go to [Purchase Card Guidance](#).

It is also important to note that having policies and procedures for credit/debit cards and charge account use is important for safeguarding the local government's funds. Local governments are allowed by state law (RCW 3.09.2855) to utilize credit cards. This statute provides some guidelines for their use, which include adopting a system for distribution, control, authorization, etc. of credit cards.

### Concluding Comments

#### **Report Publication**

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/saoportal/Login.aspx>

#### **Audit Cost**

Due to the small size of your government, there is no charge for our audit services.

#### **Audit Survey**

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

#### **Annual Reports**

The annual report for fiscal year 2019 will be due May 29, 2020. The deadline is 150 days after fiscal yearend.

Thank you for all your assistance throughout the audit. I hope you find the information above informative and helpful to the government's operation. If you have any questions or concerns, please call or email at your convenience and we can discuss your audit.

Sincerely,



Angela Harris

Audit Intern - LGS, Office of the Washington State Auditor

(360)725-5347 | [www.sao.wa.gov](http://www.sao.wa.gov)

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## ITEM VIII(a)

April 25, 2020

Brinnon Parks & Recreation District  
PO Box 643  
Brinnon, WA 98320

Dear Members of the Board,

Please accept this as my Letter of Interest to fill the vacant chair with the Brinnon Parks and Recreation Board.

I am a Native Washingtonian from the Olympia area. I have camped, backpacked, kayaked and visited the Olympic Peninsula enough to know what a special piece of the planet we have here. I feel this opportunity will allow me to be involved in enhancing the quality of life within the community through environmental conservation efforts, social events as well as health and wellness.

I have had numerous opportunities to develop and implement events as the Human Resources Manager at Taylor Shellfish and as a Member and Events Coordinator with the Historic Downtown Chelan Association.

***Events include:***

***Employee Appreciation Annual Picnics***

***Music in the Park***

***Winterfest in Chelan***

***Small Town Christmas***

***Sip & Stroll Downtown Chelan***

***Fund raisers including:***

***Woodin Ave. Landing Improvement Project***

***Small Town Christmas***

***Music in the Park***

I can't wait to jump in and help with events, volunteer efforts and fund raisers. Thank you and I look forward to hearing from you!

Sincerely,

Jennifer Keitzman



**Brinnon Booster Club**

1d · 🌐



With COVID-19 shutting down non-essential activities across the country, the Brinnon Booster Club has found itself in the position of being unable to generate funds to pay for the building expenses, which don't stop showing up in the mail. Although the Food Bank continues to operate and pay rent, that alone does not cover the monthly bills, which includes some of the street lights at major intersections in Brinnon. We are therefore offering a one-time opportunity to buy a Lifetime Membership in the Brinnon Booster Club for \$100, if paid between now and the end of May. Please send a check to Brinnon Booster Club, PO Box 21, Brinnon, WA 98320. Thank you all for your support in these difficult times.



ITEM VIII(d)

7:13 AM Sat May 2

khq.com

LTE 100%

	1 Phase 1	2 Phase 2	3 Phase 3	4 Phase 4
<b>High-Risk Populations*</b>	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	- Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.)	Resume all recreational activity
<b>Gatherings (social, spiritual)</b>	- None - Drive in spiritual service with one household per vehicle	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
<b>Travel</b>	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
<b>Business/Employers</b>	- Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Housecleaning - Pet walkers	- Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Hair and nail salons/Barbers - Restaurants <50% capacity table size no larger than 5	- Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people	- Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

Rob Curry

f t e b