

Northshore Park and Recreation Service Area

Board Meeting Agenda

January 16, 2019, 6:30 PM

Northshore Senior Center, Dining Room - 10201 E. Riverside Dr., Bothell, WA 98011

1	<ul style="list-style-type: none">• CALL TO ORDER
2	<ul style="list-style-type: none">• PUBLIC COMMENT
3	<ul style="list-style-type: none">• APPROVAL OF NOVEMBER 7, 2018 - MINUTES (ACTION ITEM)
4	ADMIN UPDATE <ul style="list-style-type: none">• SAO AUDIT UPDATE• MOTION TO INCREASE STATE AUDIT BUDGET AMOUNT TO \$6,000 AND UPDATE 2019 BEGINNING BUDGETED BALANCES TO ACTUAL. (ACTION ITEM) APPROVAL OF OUTSTANDING VOUCHERS (ACTION ITEM) <ul style="list-style-type: none">• WOODINVILLE WEEKLY \$94.50
5	DISCUSSION ITEMS <ul style="list-style-type: none">• BROOKE KNIGHT WILL DISCUSS “FACILITY PLANS - 2019 AND BEYOND”• CAMILLE TABOR WOULD LIKE TO DISCUSS ESTIMATED LEVY COSTS FOR REPAIR AND MAINTENANCE OF THE SENIOR CENTER.
6	<ul style="list-style-type: none">• NEXT MEETING DATE - WED. FEBRUARY 6, 2019
7	<ul style="list-style-type: none">• NEW BUSINESS
8	<ul style="list-style-type: none">• ADJOURNMENT

PRELIMINARY AGENDA: The preceding is a preliminary agenda of the Northshore Park and Recreation Service Area Board. Other items may be added and action taken on matters which do not appear above. For additional information, please contact: Michael Tabor at (425) 876-7380.

SPECIAL ACCOMMODATIONS: The Northshore Parks and Recreation Service Area strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact Michael Tabor at (425) 876-7380 at least three days prior to the meeting.

Northshore Park and Recreation Service Area

January 16, 2019 Board Meeting Minutes

Call to Order

Chairman James McNeal called the meeting at Northshore Senior Center to order at 6:30 pm.

Meeting Attendees

Present were Chairman James McNeal, NPRSA Board members Tom Agnew, Elaine Cook, Kathy Lambert, Joe Marshall, and Liam Olsen. Terry Ryan also joined us by telephone.

Also present were:

Brooke Knight, Northshore Senior Center Executive Director

John Dolin, Northshore Senior Center Board President

Suzanne Greathouse, Northshore Senior Center Board Vice President

Jennifer Phillips, City Manager, City of Bothell

Camille Tabor, CPA

and Michael Tabor, NPRSA Administrative Assistant.

Public Comment

Chairman James McNeal relayed a request from Tim King who wishes to come and speak to our group.

Approval of Minutes

Kathy Lambert motioned that the minutes of November 7, 2018 be approved. Tom Agnew seconded. The motion carried unanimously.

Discussion Items

Brooke Knight reminded us that NPRSA is the owner of the Senior Center, Sky Bridge, and Adult Day Center. The General Obligation Bond, the final payment of which is due in 2021, paid for the construction of these improvements.

The Senior Center has its own Board of Directors and finances, and has a management relationship with NPRSA granting use. Capital expenses are the responsibility of NPRSA.

Brooke presented a handout titled "Capital Needs," which ranks the urgency of required maintenance.

Senator Palumbo has committed to \$500,000 in funding from the state, and Brooke also supplied copies of the Community Project Information form requesting \$500,000 of funding for new roofing, new HVAC, and additional flooring replacement.

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John Dolin commented that the Senior Center wants to be supportive in preserving the value of the Center. No reserves exist, but some fund raising has been done, which has allowed some new carpeting to be installed.

The fact that NPRSA owns the facilities presents the Senior Center with a problem in acquiring funds, as grantors will not provide capital funds to a tenant.

Camille Tabor spoke about the possibility of securing an M&O Levy to pay for all \$2.7M of the needed repairs and updates, and explained the actual tax increase to individual taxpayers in one-year and four-year scenarios.

Kathy Lambert asked what the original 2001 bond amount was: \$3,895,000.

James McNeal commented that the Board's focus is to determine how the group functions, what its responsibilities are, and what would be involved in securing additional bonds or levies.

Elaine Cook questioned how this relates to ownership, and Camille Tabor responded that as a government entity, NPRSA can raise tax revenues by levy, whereas the Senior Center cannot.

Jennifer Phillips met with Brooke Knight and Michael Tabor earlier this month to get a better understanding of how NPRSA functions, and what responsibilities the City of Bothell has, or might have, in relation to NPRSA.

She asked what other funding options are available, as bond issues require a great deal of work and cash outlay for professional services (such as attorneys and bond underwriter(s), etc.).

Continuing, Jennifer Phillips pointed out that NPRSA has no staff, only some secretarial support from Michael Tabor. And to that point, a contract needs to be written and professionally reviewed for the Admin services Michael Tabor provides, as this is a requirement of NPRSA bylaws.

She asked us to consider who we are, how sustainable we are, what is the worth and value of this organization. Would transfer of facilities ownership to the Senior Center be appropriate? After a 30-year tenure, is the NPRSA at the end of its useful life? If each contributing entity had its own Senior Center, the cost to each entity would be far higher, so should the entities be contributing more?

Joe Marshall will speak with Mr. Williams, and he will investigate what help he can provide.

Jennifer Phillips asked about NPRSA documentation, which should be held in King County per NPRSA bylaws.

There was a brief discussion about the status of NPRSA records, the progress being made at organizing them, the current need of the SAO for 2015 – 2017 records, and some of the organizational problems caused by transitions in personnel and methodology over time.

Moving back to the most urgent repairs needed at the Senior Center, Kathy Lambert asked if it is a good idea to dissolve NPRSA, and that as there has been a 17% increase in revenues, Board members need to talk to House and Senate leadership in Olympia. All funding requests need to be in by February 15th.

Elaine Cook: How much of the \$2.7M is capital, and how much operational expenses?

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Brooke Knight: All of it is capital. The senior center does not have the staff capacity to undertake a comparative study of various types of fund raising (grants, levies, etc.). First, we need to decide a direction.

John Dolin commented that the current condition of the building is analogous to a car with 150,000 miles on it, and the check engine light is on.

Elaine Cook asked if there was a consensus that it is NPRSA's responsibility to get the Center through this maintenance list, then ownership can be turned over to the Center's Board. Once ownership is transferred, the Center can raise money for itself.

Tom Agnew: Yes! The senior Center needs to have ownership. The NPRSA has fulfilled its purpose. A handover could happen in two years, at the last bond payment.

James McNeal: We need a plan to move forward.

Joe Marshall will contact his firm about billing costs for services

Kathy Lambert will call Civil Division

Brooke Knight is applying for grants and preparing information for legislators

Tom Agnew, Elaine Cook, James McNeal – will talk about possible transitions, and if, and/or how to hire consultants.

Joe Marshall and James McNeal support Jennifer Phillips' idea of seeking an Evans School (Daniel J. Evans School of Public Policy and Governance) student looking for a capstone project to determine the efficacy of different courses of action, and different timelines.

Kathy Lambert: we need to deal with these "red" items (most urgent on the Capital Needs List). We need a \$60,000 emergency appropriation... James McNeal agreed to pursue this request.

James McNeal will call Cyrus tomorrow.

Brooke Knight: If the budget passes in July, the \$500,000 will be available...

James McNeal asked about the \$30,000 balance in the NPRSA budget

There was a brief discussion about the ILA contributions not showing up on the General Fund balance ledger. Michael Tabor is following up on this with the King County Treasurer. [The funds were deposited to the wrong NPRSA fund. They are not lost, simply mislabeled. Correction is underway. MT]

Brooke Knight said that if this emergency funding is not secured, the Center will have to use reserves or close their doors within 30 days.

Jennifer Phillips: Is the Senior Center responsible for this?

Brooke Knight: The Senior Center is responsible for operational expenses, and NPRSA is responsible for capital expenses. The windows are leaking, the siding is rotting, the roof has been patched repeatedly, the HVAC system is no longer supported (parts are no longer available) and is failing... these are capital expenses.

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James McNeal asked Brooke for a timeline on the “orange” coded repairs. In other words, how long before the secondary repair items on the capital needs list become primary, or emergencies?

Elaine Cook: Will the siding and windows last if no money is available until, say, summer?

Brooke Knight: We’ll just do the best we can.

Camille Tabor: Federal grants are listed on the AWC website...

Brooke Knight: CDBG (Community Development Block Grants) are not available for the Senior Center

Elaine Cook suggested taking Brooke to the Woodinville Rotary Club meeting to ask for funding at one of their “Fireside Chats.”

John Dolin commented that there is no Senior Center in Woodinville, to which James McNeal replied, “No. It’s here (in Bothell).” Laughter.

James McNeal suggested everyone could ask their cities for funds to make up the \$60,000 emergency spending.

Terry Ryan pointed out that the Snohomish County Council has an ordinance in process, there will be no increases for senior or community centers. He would have to take funds from other senior centers.

Brooke Knight: There is still this confusion about where the money will go (related to the problem of funding not generally being granted to tenants). Is it requested for NPRSA or the Senior Center? Or both? Jennifer Phillips will meet with Brooke Knight to discuss this.

Camille Tabor: The auditors will tell you the interest earnings in the Bond Fund may only be used for the purposes specified in the original bond document. After reading the bond document, it stated the funds can only be used for capital purposes, and specifically excluded replacement equipment. Suggested we contact the Bond Council to determine whether we can use the money for any of the items on the list.

Jennifer Phillips: This could be added to Kathy Lambert’s list

Kathy Lambert: Agreed.

It was agreed there will be a special meeting on Wednesday, February 6th to discuss progress on these items.

Next Meeting Date

The next meeting is scheduled on February 6, 2019. Future quarterly board meetings are scheduled for April 17, July 17, and October 16, 2019.

Adjournment

The meeting adjourned at 7:54 pm.

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Respectfully submitted,
Michael Tabor



2019 Senate Democratic Caucus

Date Received	
Senator Frockt	
Budget Staff	

Member Requested Local Community Project Information Form

This request must be submitted to Senator David Frockt by February 15th 2019.

Project Name: Northshore Senior Center Rehab Project

Physical Location of Project

Address of Project Site: 10201 E. Riverside Drive
Bothell, WA 98011

District: 1

Legislative Sponsor:
Sen. Guy Palumbo
Amount Requested:
\$ 500,000.00

I. Project Contact Information

Name(s): Brooke Knight

Title: CEO

Organization: Northshore Senior Center

Organization's Website: www.northshoreseniorcenter.org

Phone: (425) 286-1023

E-Mail: brookek@mynorthshore.org

Mailing Address: 10201 E. Riverside Drive
and 10212 E. Riverside Drive
Bothell, WA 98011

II. Organization Information

- (1) Is this organization registered with the state as a non-profit organization? Y N
- (2) Is there a current or pending 501(c)(3) IRS registration? Y N
- (3) If answered NO to either of the above, is applicant a local government? Y N

III. Project Description Please include the phase of the overall project for which funds are requested.

Northshore Senior Center, in partnership with the Northshore Parks and Recreation Service area, is requesting funding to support major repairs/rehabilitation projects at our two facilities in Bothell (Senior Center and Adult Day Health Center across the street). These facilities have significant repair and rehab needs totaling nearly \$2.5M. Funding from the State would allow us to address the most emergent needs to keep this building in usable condition, safe and an asset to older adults in our community for years to come. Specifically, funding would be used to install new siding and windows on our senior center, re-pave our parking lot, repair a fence that helps ensure safety of disabled seniors, and re-floor a small area where current flooring is both a tripping and a health hazard.

NOTE: This form is prepared for the use of the Capital Budget Chair, Senator Frockt. He may elect to submit this form for filing in the Capital Budget Committee records. In addition, if the proposed request is funded in the enacted capital budget bill, the form may be filed with the state agency that distributes funding for the project. If so filed, this form will become a legislative record subject to public disclosure and will be archived consistent with Chapter 40.14 RCW.

PLEASED @ 1-16-19 BOARD MTG



8) Has the applicant initiated a fundraising campaign?

If yes, what percentage of matching funds have been secured?

What other sources of matching funds are available?

We have recently received funding from the King County Vets, Seniors and Human Services Levy to initiate some of the needed repairs/rehabilitation. We also recently secured a commitment from the King County Youth/Senior Sports Grant funds to support some minor repairs. We will be continuing to look for additional funding through private individuals, foundations, and grant sources.

What source(s) of non-state funds exist for completion of the project and its ongoing maintenance and operation?

On-going operations are funded exclusively by operating revenues generated by the Northshore Senior Center. The Senior Center has been successful in doing this since the completion of the building in 1992. Some revenue is generated from facility rentals, program revenues, membership dues, and individual donors.

V. Public Benefit

(1) Please describe public benefit of the project.

The Northshore Senior Center serves over 6,000 seniors, people with disabilities and family caregivers annually. These individuals rely on our organization for a variety of supports and services related to socialization, access to services, health care, mental health, recreation, and quality of life. The Northshore Senior Center is one of the largest senior centers in the Country and is well known for providing innovative and impactful programming for people in need.

(2) Please list the measurable objectives of this benefit:

Depending on the specific program/activities that individuals participate in, outcomes may include:

- Greater access to medical care, social supports and other services
- Improved health and wellbeing
- Decreased social isolation and increased quality of life
- Slower progression of diseases such as Parkinson's, Alzheimer's and Dementia

(3) Please describe the measurement process:

Access to medical care, supports, and services measured by the number of one-way rides provided.
Improved health and well-being measured by pre/post surveys of program participants.
Social isolation and quality of life measured by pre/post test and member survey.
Progression of disease measured by regular assessment by social worker/nursing staff.

Capital Needs

NPRSA Facilities

Northshore Senior Center and Northshore Adult Day Health Center

Item	Facility	Age	Asset Life Expectancy	Replacement Cost	Additional notes
Passenger elevator	Senior Center	26	30	\$ 275,000.00	
Wheel chair lift (Stage)	Senior Center	26	30	\$ 30,000.00	
HVAC	Senior Center	26	20	\$ 600,000.00	Replacement due; parts and refrigerant no longer available.
Fire monitoring system	Senior Center	26	20	\$ 55,000.00	Replacement required original parts no longer available
Hot Water boilers (2)	Senior Center	12	15	\$ 9,000.00	
Carpet	Senior Center	?	10	\$ 60,000.00	Some replacement completed in 2018. Additional replacement needed now.
Car park asphalt	Senior Center	26	25	\$ 75,000.00	Resurfacing required now
Re-grade of parking lot entrance	Senior Center	N/A	?	Unsafe	Safety issue
Roofing	Senior Center	26	25	\$ 200,000.00	Replacement required soon. Have been able to patch.
Building siding and windows	Senior Center	26	30	\$ 500,000.00	May be additional cost once siding is off and we see extent of rot.
Stage curtains	Senior Center	26	20	\$ 10,000.00	
Replacement of parking lot lights	Senior Center/ADH	26	15	\$ 12,000.00	Some lights replaced 2018. Additional repair needed.
Kitchen range hood exhaust and supply fans.	Senior Center	26	30	\$ 6,000.00	Replacement required, supply air system none operable.
Parquetry/floor MPR	Senior Center	26	30	\$ 83,000.00	\$10,000 from King County for 2019
Passenger elevator	Adult Day Center	12	30	\$ 250,000.00	
Fire monitoring system	Adult Day Center	12	20	\$ 35,000.00	
HVAC	Adult Day Center	12	20	\$ 75,000.00	
Building Management System	Adult Day Center	12	30	\$ 150,000.00	
Hot Water furnace (2)	Adult Day Center	12	15	\$ 9,000.00	
Carpet	Adult Day Center	12	10	\$ 45,000.00	Replacement needed now
Car park asphalt	Adult Day Center	12	25	\$ 30,000.00	
Roofing	Adult Day Center	12	30	\$ 75,000.00	
Walkin Kitchen coolroom and freezer	Adult Day Center	12	20	\$ 8,000.00	
Kitchen range hood exhaust and supply fans.	Adult Day Center	12	15	\$ 4,000.00	Replacement required in 4 years
Heating furnace	Adult Day Center	12	20	\$ 90,000.00	Major repair 2017
Perimeter fencing	Adult Day Center	12	10	\$ 15,000.00	Fencing rotted out. Fell in recent wind storm.
Restroom flooring	Adult Day Center	12	10	\$ 35,000.00	Current floor presents a health issue.
Commercial dishwasher	Senior Center			\$ 7,500.00	
Commercial combination grill/stove/oven	Senior Center			\$ 4,500.00	
Commercial convection ovens (2 off)	Senior Center			\$ 6,000.00	Replaced 1 set of doors 2018--approx. \$2,000
Food steamer	Senior Center			\$ 6,500.00	
Commercial drip coffee machine	Senior Center			\$ 2,600.00	
Commercial Garbage Disposal	Senior Center			\$ 1,500.00	
Roller service door	Senior Center			\$ 5,000.00	1 of 3 needs immediate replacement due to fire hazard
Walk-in Fridge	Senior Center			DONE	DONE
Ice making machine	Senior Center			DONE	Replaced cooling unit 2018--approx. \$5,000
Commercial Freezer	Senior Center			\$ 4,500.00	Replaced 2018--approx. \$2,000
Dishwasher stainless steel exhaust hood	Senior Center			\$ 3,000.00	
Small kitchen exhaust hood	Senior Center			\$ 3,000.00	
				\$ 2,780,100.00	