

Northshore Park and Recreation Service Area

Board Meeting Agenda

April 17, 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 FEBRUARY 6, 2018 - MINUTES (ACTION ITEM)
4	<ul style="list-style-type: none">• ADMIN UPDATE• ADMINISTRATIVE SERVICES AGREEMENT SIGNATURES (ACTION ITEM)• DERIVATION OF ILA PERCENTAGES• INVOICES FOR PUBLIC NOTICES
5	<p>DISCUSSION ITEMS</p> <ul style="list-style-type: none">• JENNIFER PHILIPS: NPRSA INTERN ILA• CONTINUATION OF DISCUSSION FINANCING OPTIONS FOR CAPITAL NEEDS<ul style="list-style-type: none">○ PROGRESS ON RFQ, UPDATES ON ACTION ITEMS• UPDATE ON STORM WATER SYSTEM REPAIRS• NPRSA LOGO
6	<ul style="list-style-type: none">• NEXT MEETING DATE - WED. JULY 17, 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.



April 17, 2019 Board Meeting Minutes

Call to Order

Chairman James McNeal called the meeting at Northshore Senior Center to order at 6:35 pm.

Meeting Attendees

Present were NPRSA Chairman James McNeal, NPRSA Board members Tom Agnew, Elaine Cook, and Joe Marshall.

Also present were:

John Dolin, Northshore Senior Center Board President

Marco Dorado, intern

Brooke Knight, Northshore Senior Center Executive Director

Jennifer Phillips, City Manager, City of Bothell

Michael Tabor, Administrative Assistant

Kinnon Williams, NPRSA Attorney

Public Comment

There was no public comment

Approval of Minutes

The February 6, 2019 contained a typographical error describing the previous minutes as being for January 16th, 2018 instead of 2019.

Tom Agnew motioned that the CORRECTED minutes of February 6th, 2019 be approved. Elaine Cook seconded. The motion carried unanimously.

Administrative Update

Administrative Services Agreement was approved at the February 6, 2019 Board meeting, and was signed at this meeting by James McNeal and Michael Tabor.

Vouchers were signed for payment of public notices for this meeting, and the Director's insurance premium.

Michael Tabor will contact the Assessor's offices of Snohomish and King counties to determine the population distribution in the NPRSA taxing district. This information will be used to verify that the ILA contribution percentages are correct.



Discussion Items

Public Notices for Meetings

As NPRSA has no website, meeting notices are a repetitive expense. Mr. Williams recommended that the Board pass a resolution for meeting dates and times so that notices of meeting agendas could be physically posted (published) at the Senior Center.

NPRSA Intern ILA

Jennifer Phillips spoke about the Interlocal Agreement (ILA) for our intern, Marco Dorado, who is at present being paid by the City of Bothell. When the agreement is approved, NPRSA will be invoiced for the intern's services. Mr. Williams has reviewed the agreement.

Elaine Cook motioned that the agreement, and authorization of payment from NPRSA to the City of Bothell be approved. Tom Agnew seconded. The motion carried unanimously.

The Stormwater System Repairs

Brooke Knight: The Center has received a second notice from the City of Bothell regarding urgently needed repairs. An arborist will be required, and there is more work required than was indicated in the first request. We have been moving money from other funds, hoping to be reimbursed... We have one bid each for the replacement of the fire panel and the stormwater repairs. The Senior Center's maintenance person is reaching out again to vendors.

Elaine Cook: The future of NPRSA was discussed [at a previous meeting], is ownership of the Senior Center even necessary? Does NPRSA still need to exist?

Kinnon Williams: It would be a gift of public funds, which prevents NPRSA from giving the Senior Center to the Senior Center Board of Directors.

Tom Agnew: The \$500,000 promised by Representative Palumbo is all allocated to capital facilities projects.

Brooke Knight: The siding and windows need to be done first, the fence and retaining wall into the bioswale would be next. The \$10,000 from Rod (King County) for floor repairs, actually cost \$20,000, so we will try to cover the shortfall with fundraising. Does the Center have oversight authority on repairs?



Continuation of Discussion - Financing Options for Capital Needs

Jennifer Phillips: Regarding the RFQ, Woodinville has a procurement specialist and will champion this process.

Elaine Cook: Brooke Knight has spoken to the Woodinville City Council this past March. The cities have responded but the counties have not. If the counties do not raise their contributions, the cities will have to meet again to raise their contributions.

James McNeal: How long will the process take if the RFQ is done by May 1?

Jennifer Phillips: Proposals would be due by the end of May, then the Councils would need to apportion funds.

Elaine Cook: Can the Senior Center oversee the building assessment [for bids]?

Jennifer Phillips: The Senior Center does not own the building...

Elaine Cook: But they are [physically] present...

Jennifer Phillips: I'm developing a strategy with Marco, for contract negotiation, and hiring...

Kinnon Williams: Recommended following Woodinville's procurement policy. There should be no invasive testing, but we will need as-builts...

Jennifer Phillips: Brendon has committed to providing the RFQ.

Brooke Knight: We cannot evaluate the proposals...

Kinnon Williams: You might need to hire someone to evaluate and rank the proposals.

Elaine Cook: So the RFQ is to hire someone to do a "discovery..." to assess all three facilities..

Jennifer Phillips: Yes, we need to know all of the things needed, a full evaluation, not just the knowns put together by Brooke. It would not be good to address the knowns and a few years down the road have to raise more funds for yet another batch of problems.

James McNeal: So the RFQ might be ready by June? Could we have proposals ready for review at our June meeting?

Kinnon Williams: The Board would have to be ready to vote on all related matters by June in order to be on the November ballot.

There was agreement that there is not enough time to gather all of the required information and do all of the require analysis. [McNeal, et al.]

Kinnon Williams recommended the Board to formally adopt Woodinville's procurement policy.



Elaine Cook motioned for the Admin to review proposals prior to publication. Tom Agnew seconded. The motion carried unanimously.

Elaine Cook motioned that the Board will make the final selection [from submitted proposals]. Tom Agnew seconded. The motion carried unanimously.

Elaine Cook motioned an amendment to the previous motion that the review of proposals will also include the Kinnon Williams. Tom Agnew seconded. The motion carried unanimously.

Jennifer Phillips: The admin's duties are actually contractually limited, and this might be beyond the scope of that agreement.

Michael Tabor: This is true, but I was silent because there are a number of things that happen and need to be taken care of, even if they fall into a gray area that is not actually my responsibility, because NPRSA has no staff.

Kinnon Williams recommended that a subcommittee be formed to review and rank proposals before the June meeting. Need to evaluate candidates – have they been sued, are they properly registered, are the proper bonds in place, etc. The Daily Journal of Commerce is an information source...

Elaine Cook and Tom Agnew volunteered to be on the subcommittee.

Elaine Cook motioned to form a subcommittee to evaluate and rank proposals. Joe Marshall seconded. The motion carried unanimously.

James McNeal: The June meeting will be on the third Wednesday, June 19th. **If you cannot attend, contact your alternate. All entities need to be here.**

A short discussion about establishing monthly meetings. [Agnew] Should they be every other month? [Phillips] At this point, they need to be monthly [as there is so much to do]. [Williams] It's always easier to cancel an unneeded meeting than to try to call one on short notice.

Elaine Cook motioned that Kinnon Williams compose a resolution establishing the third Wednesday of every month as NPRSA Board Meeting dates, at 6:30 PM. Joe Marshall seconded. The motion carried unanimously.

Tom Agnew: The Senior Center has been underfunded since its inception

Kinnon Williams: [Nodding] The levy only covers bond repayment. Nothing is allocated for general operational funds. An operations levy is needed, or issue bonds to pay expenses. M&O bonds will enable NPRSA to avoid repetitive appeals for more money. The Senior Center should already have a sinking fund, and repairs should be funded from a general operations fund. Plan to raise \$1 - \$1.5M per year.

Tom Agnew: As a junior taxing district, can we increase the levy 1%?

Kinnon Williams: A general levy was never authorized.



Jennifer Phillips: ...an information campaign is needed; to put it on the ballot, knock on doors...

Kinnon Williams: ...share the cost of the ballot. It costs about \$60 - \$70,000, billed one year later... NPRSA will need staff... There is a lot of deferred maintenance, where are the records? The Board needs to make decisions about staffing, paying debts... If a levy is ready for next year (2020), money will come in during mid-2021.

Elaine Cook: So, we need to work toward being on the ballot next year...

Jennifer Phillips: Marco will complete reports, and the results will be discussed with the city managers.

Short discussion: Terry Ryan has said Snohomish County attorneys have told him that Snohomish County has never committed to paying anything beyond admin fees. And, that Snohomish County will be voting on a budget proposal to freeze funding for Senior Centers.

The idea was raised that a letter be drafted and sent to the counties that they are not acting as partners.

Kinnon Williams: When the counties formed NPRSA, a separate funding source for operations was not created, similar to flood control districts. An independent funding source is needed.

Elaine Cook: Can the counties front the money [revenue anticipation notes]?

Tom Agnew: All the entities came together to fund the Center. The cities already have stepped up their commitment, the counties need to do their share.

Elaine Cook: Can NPRSA be a revenue generator? How can it pay for staff?

Kinnon Williams: Pay for it with a levy. Raising service rates will not work [it cannot raise enough to accomplish maintenance], and it hurts the clients. If NPRSA goes bankrupt, the tenants are evicted, the building and assets are auctioned, and the agencies on this Board are responsible.

James McNeal: The counties are not here supporting this. We need them at the table for planning.

King County in particular should be here, as they are the financial manager of NPRSA.

Tom Agnew: We need help from all entities to achieve our election ballot goal – to become financially self-sufficient.

James McNeal: We can draft a letter for our May meeting...

Kinnon Williams: Marco needs to complete his analysis before any letters are written. Vote on it then.



Elaine Cook motioned each present member entity go back and take a vote to add outstanding fees for immediate capital repairs, and require payment for these repairs from all member agencies. Tom Agnew seconded. The motion carried unanimously.

Adoption of a Logo

Elaine Cook motioned that the NPRSA logo proposed by Jennifer Phillips be approved. Joe Marshall seconded. The motion carried unanimously.

Next Meeting Date

The next meeting is scheduled for Wednesday May 15th. Future quarterly board meetings are scheduled for June 19th, July 17, and October 16, 2019.

Adjournment

The meeting was adjourned at 8:10 pm.

Respectfully submitted,
Michael Tabor

INTERLOCAL AGREEMENT BETWEEN THE CITY OF BOTHELL AND THE
NORTHSHORE PARK AND RECREATION SERVICE AREA

This agreement is entered into between the City of Bothell, a municipal corporation incorporated under the laws of the State of Washington and the Northshore Park and Recreation Service Area; a quasi-municipal corporation, collectively, the “Parties.”

WHEREAS, pursuant to King County Ordinance No. 8596 and Snohomish County Ordinance No. 88-066, the voters of the Northshore School District, comprised of portions of both King and Snohomish Counties, approved at the September 20, 1988 primary election the formation of a park and recreation service area (hereinafter called “PRSA”) with the same boundaries of the Northshore School District; and

WHEREAS, pursuant to RCW 36.68.400, King and Snohomish Counties, along with the City of Bothell, entered into an interlocal agreement in September, 1988, to implement and govern the Northshore PRSA; and

WHEREAS, in 2001 King and Snohomish Counties, along with the Cities of Bothell, Woodinville, and Kenmore, entered into an amended interlocal agreement providing for representatives of each entity to participate in governance of the Northshore PRSA; and

WHEREAS, each of the Parties of the 2001 amended interlocal agreement makes financial contributions to defray costs associated with governing the Northshore PRSA; and

WHEREAS, the Northshore PRSA is in need of an intern to provide research, conduct analysis and develop recommendations regarding funding options for Northshore PRSA. Intern will report to the Bothell City Manager in collaboration with the other Northshore PRSA agencies.

NOW THEREFORE; City of Bothell and the Northshore PRSA agree as follows:

I. PURPOSE

The purpose of this agreement is for the Northshore PRSA to reimburse the City of Bothell for its costs associated with the hiring of an intern to perform services for the Northshore PRSA. The City of Bothell shall recruit, select, and compensate a student intern who will provide services to the Northshore PRSA. Northshore PRSA shall reimbursement the City for its expenses, up to \$5,000.

II. DURATION

This agreement is effective March 1, 2019, regardless of when each party’s authorized representative signs the agreement. The intent of the parties is for the effective date to be March 1, 2019. This agreement shall continue until the budgeted \$5,000 is expended or unless the agreement is otherwise modified or terminated as provided hereinafter.

III. TERMINATION

This agreement may be terminated at the convenience of either party upon written notice of one party to the other. Any termination of this agreement shall not terminate any obligation of either party incurred prior to such termination.

IV. MODIFICATION

This agreement may be amended or modified only by a writing signed by both parties.

V. NOTICE

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below and given personally or by certified mail. All notices shall be effective upon the date of receipt.

City of Bothell
City Manager
18415 101st Ave NE
Bothell, WA 98011

Northshore PRSA/co Northshore Senior Center
Administrative Assistant
10201 E. Riverside Drive
Bothell, WA 98011

VI. ADMINISTRATION

The Bothell City Manager shall administer this agreement.

This agreement is executed by:

CITY OF BOTHELL

NORTHSHORE PRSA

Jennifer Phillips
City Manager
Dated: _____

Its: _____
Dated: _____

Approved as to form:

By: _____
Paul Byrne
City Attorney