



Board Meeting Agenda

June 19, 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 MAY 15, 2018 - MINUTES (ACTION ITEM)
4	<ul style="list-style-type: none"> • ADMIN UPDATE • CAMILLE TABOR - FINANCIAL STATEMENT UPDATE
5	<p>DISCUSSION ITEMS</p> <ul style="list-style-type: none"> • APPOINTMENT OF VICE CHAIR • CONTINUATION OF DISCUSSION FINANCING OPTIONS FOR CAPITAL NEEDS • RFP SUBCOMMITTEE UPDATE (MARCO DORADO) • ADA BATHROOM PROJECT • CRAWLSPACE STANDING WATER • WATER HEATER REPLACEMENT • LOCAL AND COMMUNITY PROGRAMS GRANT
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.



June 19, 2019 Board Meeting Minutes

Call to Order

Chairman James McNeal called the meeting at Northshore Senior Center to order at 6:37 pm.

Meeting Attendees

Present were NPRSA Chairman James McNeal, NPRSA Board members Tom Agnew, Elaine Cook, Rod Dembowski, and Kathy Lambert

Also present were:

John Dolin, Northshore Senior Center Board President

Marco Dorado, NPRSA intern

Brooke Knight, Northshore Senior Center Executive Director

Kellye Mazzoli, Assistant Bothell City Manager

Camille Tabor, CPA

Michael Tabor, Administrative Assistant

Public Comment

There was no public comment

Approval of Minutes

The May 15, 2019 minutes contained two errors where "the Center" was changed to "NPRSA."

Elaine Cook motioned to amend the minutes with these two corrections, Tom Agnew seconded. The motion carried unanimously.

Elaine Cook motioned that the corrected minutes of May 15th, 2019 be approved.

Administrative Update

Michael Tabor is nearing completion of organizing NPRSA's documentation, including the review of over 2,500 hardcopy pages. Many were duplicates, and those that were not are being scanned and uploaded to our online shared storage drive.

Kellye Mazzoli presented an Administrative Update regarding the NPRSA intern (Marco Dorado). Funding of \$5,000 was approved for our intern, and of that amount, \$2,242 has been spent so far. An additional 360 hours of work needs to be completed over the summer of 2019, therefore an additional \$4,631 is requested.



An additional amount of \$900 over the coming year is requested for the development and maintenance of a website for NPRSA. Our intern will be building the website, which will provide an online presence to communicate with the public about our needs and plans, and will continue to be necessary after the levy vote, as it provides a lower cost method of fulfilling the Public Meeting Notice requirements, and

A budget amendment needs to be approved for \$10,531 (\$5,000 and \$4,631 and \$900). **[Action Item]** (This is a separate action from approving the spending.) There are no reserves, so this will come from the General Fund.

Camille Tabor reviewed the Financial Report that was submitted to the State Auditor's Office (before deadline). All of the documentation is on our shared drive: NPRSA Files\Financial\2018 Financials\2018 Financial Statements (Year-End).

There was a short discussion about whether the excess \$164,190 in the Bond Fund could be transferred between funds and possibly used to fund repairs that will later be reimbursed by the \$500,000 grant from the State. This money is interest income that has accumulated over the last twenty years. It can be borrowed, but there are legal restrictions on what that money can be used for, which should be spelled out in the Bond Agreement, and funds borrowed from the Bond Fund must be repaid with interest. This method also needs to be reviewed and approved by an attorney.

Registered Warrants should be investigated as a vehicle for funding repairs that can be reimbursed by the grant. **[Action Item]**

It is expected that the approximate turn time for reimbursement from the State is 2 – 3 weeks.

This process is performed by the Administrative Assistant, but the County needs approval from the Board in the form of a budget amendment. **[Action Item]**

Bond payments are made twice annually, an interest payment in June, and an interest and principal payment in December. This is done automatically by the County.

Appointment of Vice Chairman

To assist with the rising workload and provide a backup, Chairman McNeal proposed appointing a vice chairman.

Elaine Cook nominated Tom Agnew. There was no additional discussion, and no other nominees. Rod Dembowski seconded, and the motion carried unanimously.



Discussion Items

Continuation of Discussion - Financing Options for Capital Needs

Marco has been focused on the RFP for assessment of the building, and there has been no movement regarding additional funding from the agencies since our last meeting. Three of Five agencies have committed to contributions, and new capital needs have since arisen.

Commercial water heater needs replacement (approximate replacement cost, \$10,000), a slow leak in the bathroom has been revealed to have spread to three rooms, damaging the flooring, walls, and floor support beams, and creating a mold problem. There is a possibility that some of this will be covered by insurance, but that remains to be seen.

A structural engineer will need to be hired to assess the necessary repairs and building integrity. The site was apparently not graded properly, and ground water is seeping up into the crawl space, and pooling there. Regrading may cost \$170,000, but this needs to be determined during the assessment process. It has also been discovered that the original construction punchlist was never completed, and the construction firm that built this building is gone.

The RFP assessment should cover all of this and prioritize the repairs by urgency.

A contractor will visit next week to examine the fence and determine the necessary scope of work, and determine if replacement with chain link will require all \$26,000.

A short discussion ensued about whether a GoFundMe account could be used to raise funds, but no one was certain if there are any prohibitions.

As to additional contributions from King County, Rod Dembowski said there are no additional funds available for NPRSA. There is a concern that additional funding or "special grants" could unleash a flood of requests from other entities for additional funding.

Putting a levy request on the November ballot was discussed. Legally there is enough time to do this. A resolution has to be ready by August and needs to go to both King and Snohomish counties.

There are \$2.6M in identified needs, more problems have been discovered (described above) that will likely push that amount to \$3M. A six-year operations levy of 3 cents per thousand is reasonable to get repairs started and fund continued operations. Three cents per thousand will generate approximately \$900,000 per year. The levy amount could be lowered if it turns out that less funds were needed. [Note: Our current bond is an excess levy, so it does not count toward the taxing limit. It expires in 2021.]

The needs assessment should be done first so that we will have a firm understanding of short- and long-term needs, so we are not back in the same spot again a few years into the future. The needs assessment includes forecasting, and will be a useful tool for public understanding of what we are doing.

A pro and con committee should examine the merits and drawbacks of obtaining a levy. [Action Item]



Rod Dembowski motioned to ask our attorney to prepare a draft resolution that would put a levy on the ballot for this November, with the amount to be determined by the board pending further information, for up to six years; and to provide us with deadlines for filing. Elaine Cook seconded, and the motion carried unanimously.

If the levy is passed, the first funds will be available in April 2020.

Writing letters to editors was discussed, to make the public aware of the problems we are facing.

RFP Update

The subcommittee reviewed five RFPs, all with similar fee schedules, and narrowed the field to two final candidates. EMG was selected for the property assessment, which includes existing needs and costs, and forecasting. They have a lot of experience with municipalities. Their fee is \$9,900.

A discussion ensued about where the \$9,900 will come from.

[The following table summarizes the revenues and expenses discussed, with actual amounts shown. During the meeting, we used numbers rounded to the nearest hundred.]

Description	Amount
Bothell Emergent Fund Contribution	\$11,337
Kenmore Emergent Fund Contribution	\$6,646
Woodinville Emergent Fund Contribution	\$3,510
Total Emergent Fund Contributions	\$21,493
Fire Panel	-\$18,445
Rolling Door	-\$1,539
Balance	\$1,509

2019 General Fund Actual Balance	\$22,412
2019 ILA Contribution - Bothell	\$4,379
2019 ILA Contribution - Kenmore	\$2,567
2019 ILA Contribution - King County	\$4,077
2019 ILA Contribution - Snohomish County	\$2,718
2019 ILA Contribution - Woodinville	\$1,359
Building Assessment	-\$9,900
NPRSA Intern	-\$5,000
NPRSA Intern (Extended)	-\$4,631
Website	-\$900
Admin	-\$4,000
Attorney	-\$3,000
Estimated General Fund Balance	\$10,081

Emergent Fund + Gen Fund Est Balance	\$11,590
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We need the assessment to help secure funding, and to do the levy, so it needs to be done first.

Will the assessment be done by the July meeting? Marco and Kellye described that after the approval tonight, we have to go through a contract process, contract review process, checking for appropriate insurance and bonding of the contractor, making sure everyone on both sides are happy with the terms... and all of this could very well take longer than 3 or 4 weeks, particularly as we have no control over some aspects of this overall process. Woodinville provides the RFP, Kenmore manages it, which is more moving parts.

Elaine Cook suggested that if EMG cannot not deliver an assessment by mid-July, we will go with the second choice from the list of candidates

Rod Dembowski suggested that we not be concerned with absolute certainty about a final dollar amount, just using reasonable estimates, because we need to be ready to move forward on the ballot process by August 1.

Elaine Cook motioned that EMG be selected and that Marco Dorado be directed to notify EMG they have been selected, and schedule the assessment, and that we pay for the assessment out of our General Fund. Also, if EMG cannot not deliver an assessment by mid-July, we will go with the second choice from the list of candidates. Tom Agnew seconded.

It is an eligible expense that could be taken from the \$500,000 grant, but the language of our request for the grant limited our ask for [paraphrased here] installing new siding and windows on our Senior Center, repave our parking lot, repair our fence, and reflooring a small area where flooding has occurred.

But there has been no conversation with the Department of Commerce about whether the assessment fee could be included in this grant.

Brooke described the need to have NPRSA be the awardee for the State grant, and to manage the funding and project. The grant money can reimburse for expenses prior to the contract period back to 2016, so it is possible to recover outlays that have already been made.

Next Meeting Date

The next meeting is scheduled for Wednesday July 17th. Future monthly board meetings are scheduled for August 21, September 18, and October 16, 2019.

Next Meeting Date

There is no new business.



Adjournment

The meeting was adjourned at 8:50 pm.

Respectfully submitted,
Michael Tabor