



Board Meeting Agenda

July 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 JUNE 19, 2019 - MINUTES (ACTION ITEM)
4	<p>DISCUSSION ITEMS</p> <ul style="list-style-type: none"> • AMENDMENT THREE (KELLYE) • PROPOSED 2019 ILA FOR EMERGENCY CAPITAL REPAIR FUNDING (MARCO & KELLYE) • UPDATE ON DEPARTMENT OF COMMERCE GRANT (MARCO) • NPRSA FACILITY ASSESSMENT (ROB/CITY OF KENMORE) • BALLOT INITIATIVE UPDATE, INCLUDING “2019 ELECTION INFORMATION”) (KINNON) • BIOSWALE UPDATE (BROOKE)
5	<p>ADMIN UPDATE</p> <ul style="list-style-type: none"> • BUDGET AMENDMENT (MICHAEL) • UPDATE AUTHORIZED SIGNATURE SHEET • VOUCHER SIGNATURE FOR NOTICES & ADMIN Q2 • OPMA REMINDER (MICHAEL) • RCW 36.68
6	<ul style="list-style-type: none"> • NEXT MEETING DATE - WED. AUGUST 21, 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.



July 17, 2019 Board Meeting Minutes

Call to Order

Chairman James McNeal called the meeting at Northshore Senior Center to order at 6:32 pm.

Meeting Attendees

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

Also present were:

Brandon Buchanan, Woodinville City Manager

John Dolin, Northshore Senior Center Board President

Marco Dorado, NPRSA intern

Rob Karlinsey, Kenmore City Manager

Brooke Knight, Northshore Senior Center Executive Director, joined us by telephone.

Ryan Lancaster, City of Kenmore intern

Kellye Mazzoli, Bothell Assistant City Manager

Christopher Pirnke, attorney

Michael Tabor, NPRSA Administrative Assistant

Kinnon Williams, NPRSA Attorney

Public Comment

There was no public comment

Approval of Minutes

Tom Agnew motioned that the minutes of June 19th, 2019 be approved. Joe Marshall seconded. Terry Ryan abstained as he was not in attendance at the June 19th meeting. The motion was passed.

Discussion Items

Amendment Three

Proposed ILA for Emergency Capital Repair Funding

Letter from City of Bothell, outlining that the third amendment cannot go into effect, as King and Snohomish counties declined to approve the amendment.



A draft ILA was presented as a solution, and a staff report was also presented in a staff report with background about NPRSA. A new amount of \$63,383 is proposed based on needs that have come to light since the previous ILA was drawn up.

The Cities will be taking on the amount that the Counties are not contributing, and the percentage distribution of contribution per agency roughly corresponds to the population of each City in the NPRSA district.

Bothell	53%
Kenmore	31%
Woodinville	16%

Additionally, these funds will be refunded at the “first available opportunity.” Risks were acknowledged – the Department of Commerce (DoC) grant may not allow these reimbursements (for the \$63K), they might not allow reimbursement for repairs already completed, and the levy might not pass.

There will be no interest charges on these funds because they are based on an ILA. There was a short discussion about the timeline between outlay, completion of repairs, and reimbursement, which is unknown at this time.

Kinnon proposed that a motion be made to authorize “will fund the estimated X (\$63,383), with a total amount not to exceed Y (\$75,000); and the estimated contributions from each City will be Z (by percentages),” which would include a 20% contingency.

Marco will expand on the July 17, 2019 staff report to include more specific information about what repairs need to be done urgently, perhaps including some of the images from the Senior Center to help the City Councils understand why the funds are needed and how they will be spent.

The Senior center staff is able to handle management of the maintenance that will be covered by the \$63,383 ILA Emergent Funds. There was a discussion that NPRSA is under a strict set of procurement rules, and that NPRSA cannot simply contract repairs to the Senior Center to avoid compliance. But the items that have been done recently are emergency exceptions.

The previous ILA for Emergent Capital Repairs will be amended to the new amount (\$63,383, not to exceed \$75,00), to cover the repairs listed on page 2 of the July 17, 2019 Staff Report. The Cities will provide the full amount as a single disbursement, the expenses must be tracked, and any monies left over must be returned to the Cities.

Elaine Cook moved that the ILA be submitted as amended to our respective Cities for approval. Tom Agnew seconded. The motion passed unanimously.



Update: Department of Commerce Grant

Marco presented a Staff Report regarding the Washington State Department of Commerce grant.

The DoC grant has been transferred to the NPRSA, the legal owner of the facility, and invoices will be provided by the Senior Center to NPRSA, and then submitted for reimbursement to the State.

The original application presented in February listed a specific set of items to be repaired (shown in the staff report). If NPRSA wants to deviate from that list, another proposal will need to be submitted, outlining the original projects, the ones being replaced, and the budget impact for changes.

Brooke expressed concern that the Senior Center might not be able to manage the entire project of repairs covered by the DoC grant, and Kinnon suggested that if that turns out to be the case, the Senior Center could contract with one of the Cities to perform that function, or that a private project manager could be hired. At this moment, the important thing is to get this process in motion, and work out details as they arise. To whatever extent possible, project management costs will be borne by the Senior Center because that position would be part of a normal maintenance function.

It was suggested that procurement functions could be handled by one of the counties, who could also act as a purchasing agent, and permitting functions will be handled through the City of Bothell.

The ADA bathroom repair, and the foundation work are not listed on the DoC grant, and should be added. The Senior Center is hoping an insurance claim will the bathroom repair, but this is not a certainty.

Rod Dembowski moved to authorize the Board Chair James McNeal to (1) sign the agreement with King County for the Interfund loan and (2) make decisions regarding prioritization and approval of work project implementation for the DoC grant, with Elaine Cook assisting. Elaine Cook seconded, the motion passed unanimously.

The Interfund loan has a 2% interest rate.

NPRSA Facility Assessment

The total cost to repair everything over 20 years is \$8.5MM, or \$2.9MM within the six-year levy. When additional contingencies are considered (such as building cost increases, 3% for procurement, 10% for sales tax, 15% for management, etc.) the total cost over 6 years is \$6.3 – 6.6MM. With the grant and the expected \$0.03 levy, it will be a pretty close match, depending upon the assumptions made.



Big ticket items only (crawl space, roofing, siding), will cost \$1.1MM. Many of these costs are up front. Over the six-year span, it will probably be enough money, but the needs are front loaded, so the levy cannot raise enough money to do all the repairs that are needed. There are \$554,000 of repairs listed just to the end of 2019, which means many items will need further deferment, raising their cost to cure.

The research is still underway, so it is premature to say whether a 3-cent levy or a 4-cent levy, and whether any of these repairs are the responsibility of the tenants (not capital repairs).

It was discussed whether it makes sense to spend \$10MM on repairs or setting about building a new facility. The facilities are not so functionally deficient that replacement is warranted, and it is not likely the electorate has the appetite to spend \$40 to \$50MM for a new Center.

Update: Ballot Initiative

Resolution 2019-01 is drafted.

The Resolution and the Committee Appointment forms, and explanatory statement are all due by August 6th in Snohomish County, and the explanatory statements are due in King County August 9th. The Pro/Con statements are due August 13th for King County, and August 15th for Snohomish County. Appointments should be done at a special meeting before August 6th.

Election costs are estimated to be \$73,000 - \$118,000, which is billed next year, after the elections are completed.

If the ballot is included in this election, a levy resolution must be passed by November 30th, which will require a special meeting between November 19th and November 30th. (November 20th is the third Wednesday of the month, therefore a normally scheduled meeting date.)

This levy does not prevent NPRSA from seeking a UGTO (Unlimited General Tax Obligation Bond), or additional grants.

Elaine Cook moves to approve Resolution 2019-01 providing for a ballot proposition to be submitted to the qualified electors of the District on November 5th, 2019, to impose a property tax levy of 4 cents or less per thousand dollars of assessed value for each year for six consecutive years. Kathy Lambert seconded; the motion passed unanimously.

Update: Bioswale

Work is underway, as the City of Bothell notified us that corrections needed to be made immediately. Originally this was expected to be a maintenance issue, but it now appears that the land was never graded properly, and will probably cost north of \$40,000, and is most likely a capital repair problem.



Administrative Update

Authorized signature sheet for King County was completed.

Voucher signatures were obtained for public notices for meetings (Sound Publishing and Woodinville Weekly), and Admin Services for 2Q2019.

Elaine Cook moved that a budget amendment be approved to provide \$900 to pay for Marco to create the NPRSA website. Seconded by Rod Dembowski. The motion passed unanimously.

Next Meeting Date

There will be a special meeting on Wednesday, July 31, 2019. Future quarterly board meetings are scheduled for August 21st, and September 18th, October 16th, and November 20th, 2019.

New Business

There is no new business.

Adjournment

Elaine Cook moved that the meeting be adjourned, Tom Agnew seconded, the meeting was adjourned at 9:40 pm.

Respectfully submitted,
Michael Tabor



Northshore Parks & Recreation Service Area Staff Report

Meeting Date: July 17, 2019

Subject: NPRSA Amended Interlocal Agreement & Emergency Repairs Update

Background:

In September of 1988, King County, Snohomish County, and the city of Bothell entered into an Interlocal Agreement (ILA) in support of a bond issuance as part of the establishment of the Northshore Parks & Recreation Service Area (NPRSA). The following month, a proposition to establish the NPRSA and a proposition to issue \$3,600,000 of general obligation bonds to acquire property for the purpose of building an adult day center facility was approved by voters. The ILA required the NPRSA be governed by a Board composed of three King County Councilmembers, two Snohomish County Councilmembers, and one City of Bothell Councilmembers.

In October 2001 the ILA was amended to include the City of Kenmore and Woodinville as NPRSA member agencies and reconfigured the NPRSA governing Board. The Amended Interlocal Agreement required the Board be composed of two King County Councilmembers (from Districts 1 and 3), one Snohomish County Councilmember, two City of Bothell Council members, one City of Kenmore Councilmember, and one City of Woodinville Councilmember. The following month, a proposition to issue \$3,895,000 of general obligation bonds to acquire land and construct 19,000 square feet of additional space for the adult day center was approved by voters.

In 2007, the First Amendment to the to the 2001 Amended Interlocal Agreement was approved, which added specific language to the Agreement regarding a mandatory aggregated annual contribution by the five governing agencies for administrative costs not to exceed \$8,000 and deposited with the King County Treasurer. The amount paid by each party was based on the direct proportion of their respective populations residing within the boundaries of the NPRSA, which follows the boundaries of the Northshore School District. The current contribution proportions are:

- King County: 27%
- Snohomish county: 18%
- City of Bothell: 29%



- City of Kenmore: 17%
- City of Woodinville: 9%

The First Amendment to the Amended Interlocal Agreement also provided guidance on action regarding an instance where a party fails to pay its share of administrative costs associated with governing the NPRSA. If in any year a party fails to pay, a majority of parties who paid their respective contributions may modify the 2001 Amended Interlocal Agreement to remove the non-contributing member from the NPRSA governing board.

In 2017, the NPRSA Board approved the Second Amendment to the 2001 Amended Interlocal Agreement that increased the annual aggregate contribution for administrative costs to not exceed \$16,000.

On February 6, 2019, the NPRSA Board agreed to forward a request to the legislative bodies of NPRSA members to consider approval of the Third Amendment to the 2001 Amended Interlocal Agreement. This amendment provided a one-time contribution for emergency capital expenditures to NPRSA owned facilities in the amount of \$39,092, to be split among the governing agencies according to the aforementioned agreed upon formula. As of July 17, 2019, the legislative bodies of the cities of Bothell, Kenmore, and Woodinville approved the amendment; however, the legislative bodies of King and Snohomish Counties have not, and therefore the current Amended Interlocal Agreement remains in effect.

Without the approval by each independent legislative body of NPRSA governing agencies of the Third Amendment to the 2001 Amended Interlocal Agreement by all legislative bodies, there is no mechanism that allows for the City of Bothell, City of Kenmore, or City of Woodinville to legally contribute additional monies needed for the requested emergency capital repairs to NPRSA facilities. Consequently, repairs approved by the NPRSA Board at the May board meeting remain unfunded.

Previous NPRSA Actions:

- 1989 – Approved Interlocal Agreement between City of Bothell, King County, and Snohomish County; Voters approved establishment of NPRSA; Voters approved \$3,600,000 bond.
- 2001 - Approved 2001 Amended Interlocal Agreement to include Kenmore and Woodinville; Voters approved \$3,856,000 bond,



- 2007 - Approved NPRSA First Amendment to 2001 Amended Interlocal Agreement to include funding for combined contributions up to \$8,000 from each governing agency and corresponding proportions.
- 2017 – Approved Second Amendment to the 2001 Amended Interlocal Agreement to increase combined contributions up to \$16,000.
- February 2019 – NPRSA Proposed Third Amendment to the 2001 Amended Interlocal Agreement to fund one-time emergency capital expenditures. Proposed Amendment failed to pass respective governing bodies of member agencies.

Discussion:

Since the initial February 2019 decision to pursue the Third Amendment to the 2001 Amended Interlocal Agreement, NPRSA's responsibility for capital maintenance and repairs to facilities has been clarified and additional emergency repairs have been identified totaling an estimated \$60,383 including:

- Fire Monitoring System - \$18,445 (repair approved by NPRSA Board, unfunded)
- Roller Service Door - \$1, 538 (repair approved by NPRSA Board, unfunded)
- Fence Replacement - \$25,000 (estimated)
- ADA Bath Project - \$5,000 (insurance deductible)
- Water Heater - \$10,400 (estimated)

These figures are only estimates and reflect bids from one vendor respectively. Final costs will be determined based on public procurement process policies.

Currently, Amendment Three cannot take effect to provide one-time funding for emergency repairs to NPRSA facilities because member agencies have no legal mechanism through which to fund these repairs. Consequently, emergency repairs to NPRSA facilities remain unfunded, potentially impacting the ability of NPRSA's tenant to provide services to members of the Northshore community.

At an initial meeting in late June of city staff from Bothell, Kenmore, and Woodinville, there was general support between the three cities to propose a separate Interlocal Agreement to fund one-time emergency capital expenditures in the amount of \$60,383, with the ability to be reimbursed by NPRSA at the first possible opportunity. Potential funding sources for reimbursement include:

- \$500,000 2019-2020 Department of Commerce Local & Community Development Project Grant



- Funds from proposed 2019 tax levy or future levy

Considerations

The NPRSA Board should review the terms of the proposed 2019 Interlocal Agreement for Emergency Capital Expenditures and agree to those terms. In order to do so, the Board should:

- Review and approve requested funding for repairs.
- Request that the City of Bothell, City of Kenmore, and City of Woodinville fund one-time emergency repairs.
- Discuss potential project management for repairs (secure in-kind contribution from partner agency or include a dollar amount in request to the cities).
- Discuss public procurement/purchasing management for repair projects (secure in-kind contribution from a partner agency or include a dollar amount in request to the cities).
- Review and agree on contribution proportions for each city proposed in 2019 ILA for Emergency Capital Expenditures
- Agree to reimbursement terms outlined in proposed 2019 ILA for Emergency Capital Expenditures
- Approve the proposed 2019 ILA for Emergency Capital Expenditures and request the legislative bodies of City of Bothell, City of Kenmore, and City of Woodinville approve.



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3	<p>DISCUSSION ITEMS</p> <ul style="list-style-type: none"> • STATEMENTS - OPEN TO MEMBERS TO ADD AGENDA ITEMS IF NEEDED • CONTINUATION OF DISCUSSION ABOUT FINANCING CAPITAL NEEDS • UPDATE ON DEPARTMENT OF COMMERCE GRANT • APPLICATION FOR INTERFUND LOAN • INVESTMENT POOL SIGNATURES • SELECTING AUTHORS FOR VOTER'S GUIDE PRO & CON NARRATIVES • NPRSA WEBSITE REVIEW/DOMAIN NAME SELECTION
4	<p>ADMIN UPDATE</p> <ul style="list-style-type: none"> • BUDGET AMENDMENT FOR DOC GRANT • VOUCHER SIGNATURE FOR NOTICES & INSLEE BEST • OPMA REMINDER (MICHAEL) • RCW 36.68
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Call to Order

Chairman James McNeal called the meeting at Northshore Senior Center to order at 6:45 pm.

Meeting Attendees

Present were NPRSA Chairman James McNeal, NPRSA Board members Tom Agnew, Rod Dembowski and Kathy Lambert. Rod and Kathy joined us by telephone, and Kathy later joined us in person.

Also present were:

John Dolin joined us by telephone

Suzanne Greathouse, VP of Northshore Senior Center

Brooke Knight, Northshore Senior Center Executive Director

Kellye Mazzoli, Bothell Assistant City Manager

Christopher Pirnke, attorney

Michael Tabor, NPRSA Administrative Assistant

Kinnon Williams, NPRSA Attorney

Public Comment

There was no public comment

Discussion Items

Pro & Con Statements for the Voter Pamphlet

Preparing Pro & Con statements for the voter pamphlet was discussed. Tom Agnew moved to select David Baker, John Conlin and Suzanne Greathouse to compose the "Pro" statement, with Suzanne Greathouse acting as chair. Kathy Lambert seconded; the motion passed unanimously.

Application for the Interfund Loan

We are eligible to borrow election costs from the King County Pool if we need it, there will be a meeting with King County Finance on August 8th regarding this. We should complete the loan application, so we are good to go if we need to borrow the funds.

The subcommittee needs to delineate and prioritize projects and communicate this to the Department of Commerce.



Tom Agnew moved to approve the Interfund Loan Application to King County. Kathy Lambert seconded; the motion passed unanimously.

Investment Pool Signatures

[These documents were signed by James McNeal and emailed to Kinnon Williams on August 15th, 2019.]

NPRSA Website Review/Domain Name Selection

Kathy Lambert moved to buy the domain name NPRSAWA.org as our primary website, and to buy NPRSAWA.com to direct traffic to NPRSAWA.org. Rod Dembowski seconded; the motion passed unanimously.

Other Items

Kellye Mazolli voiced the need for the agenda packet to be made available with all the necessary background documentation.

James McNeal expressed a need for the Board to verify compliance with procurement policies.

Budget amendments will be signed at the next meeting.

Administrative Update

Voucher signatures for meeting notice (Woodinville Weekly) & Attorney Invoice

Signatures were obtained for Budget Amendment #2

OPMA Reminder – members should not “Reply All,” as it violates the OPM Act.

Next Meeting Date

The next meeting is scheduled for Wednesday August 21, 2019.



Adjournment

The meeting was adjourned at 7:27 PM.

Respectfully submitted,
Michael Tabor