



**Board Meeting Agenda**  
 August 21, 2019, 6:30 PM

1	CALL TO ORDER - 6:30
2	PUBLIC COMMENT - 6:35
3	APPROVAL OF JULY 17 AND JULY 31, 2019 MINUTES (ACTION ITEM) - 6:45
4	DISCUSSION ITEMS - 7:40  STATEMENTS - OPEN TO MEMBERS TO ADD AGENDA ITEMS IF NEEDED UPDATE ON BALLOT PROCUREMENT REQUIREMENTS MEETING POSTING REQUIREMENTS OPEN MEETINGS ACT REMINDER LEVY DO'S AND DON'T (WHO CAN SAY WHAT DURING THE ELECTION) NPRSA WEBSITE LEVY POSTINGS (WHAT CAN/ SHOULD BE POSTED DURING THE ELECTION) BUDGET AMENDMENT FOR THE DoC GRANT
5	ADMIN UPDATE - 7:45
6	NEXT MEETING DATE WED. SEPTEMBER 18, 2019 - 7:50
7	NEW BUSINESS - 7:55
8	ADJOURNMENT - 8:00

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.



## **August 21, 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, Kathy Lambert, and Joe Marshall.

Also present were:

Brooke Knight, Northshore Senior Center Executive Director

John Dolin, President of Northshore Senior Center

Patricia Gustafson

Camille Tabor, CPA

Michael Tabor, NPRSA Administrative Assistant

Kinnon Williams, NPRSA Attorney

### **Public Comment**

There was no public comment

### **Approval of July 17 and July 31, 2019 Minutes**

The July 31 minutes were edited to show that Kathy Lambert joined us by telephone, then arrived in person for the balance of the meeting, and that John Dolin was also with us by telephone.

Joe Marshall motioned that the minutes of July 17<sup>th</sup> and July 31<sup>st</sup> 2019 be approved. Tom Agnew seconded. The motion was passed unanimously.

### **Discussion Items**

#### **Update on Ballot**

It has been accepted by both counties, therefore will be on the ballot in both counties. It is also on the website.

We have confirmation that the "Pro" and explanatory statements were received, there was no "Con" statement. If changes are required, our attorney (Kinnon Williams) will be contacted.



## **Procurement Requirements**

Our procurement requirements need to be modeled after one of the counties or cities. This needs to remain on the agenda for next month, and possibly until a workplan is developed after the election. The Small Works Roster (RCW 39.04) will probably be applicable.

## **Meeting Posting Requirements**

A resolution needs to be passed to designate regular meeting dates, and all meeting agendas need to be posted 24 hours in advance of the meeting, per RCW 42.30.077. It is possible to do this by motion, as long as it is reflected in the minutes. Michael Tabor will research previous meeting minutes to see if this resolution was passed.

## **Open Meetings Act Reminder**

OPMA Reminder – members should not “Reply All,” as it violates the OPM Act, and to be mindful of quorum requirements.

## **Levy Do’s and Don’t’s**

All electeds can, as private individuals, express opinions about the levy, but cannot take an official position regarding the levy. Now that it is on the ballot, a public hearing can be organized and a resolution can be made as a Board supporting the levy. This applies to the government body (for NPRSA), not the Senior Center Board members.

There was a discussion about whether members can express an opinion supporting the levy as councilmembers of their respective agencies. With careful wording, making it clear that it is a personal opinion, not an official position by a government agency.

Brooke Knight said there will be a new catalog published by the Senior Center in September which will contain information about the levy, and offered to visit the City Councils to speak and ask for endorsements.

There was a general discussion about various methods to raise community awareness of the levy and the needs of the Senior Center.



### **NPRSA Website Levy Postings**

All that can be posted regarding the levy is to please vote, with a cut-and-paste of the ballot title and explanatory statement, but you cannot ask for a yes or no vote. Factual information only.

### **Budget Amendment for the DoC Grant**

Amendments are required to accommodate the loan from King County and the DoC grant, and the intergovernmental loan.

Budget amendment #3 includes the Department of Revenue Grant and the King County Intergovernmental loan amounts, and an interfund transfer from the NPRSA Bond Fund to cover the election costs. The Bond Fund will have to be repaid, with interest. Some of the expenses are not capital, and therefore not allowable under the grant, so when we get to paying those expenses, there will be another budget amendment to accommodate those differences.

Interest payments on the Bond are due in June and December, and a principal payment is due in December. There is extra money in that fund because over the last 19 years, that fund has accruing interest on the levy. The bond agreement specifies what that money can be spent on.

The election bill will become due in early 2020, so the interfund transfer can wait until we know the outcome of the election. But we cannot accept or spend the grant money until a budget amendment is passed to do so. If the levy passes, the first available money will be coming in March or April.

Kathy Lambert moved to accept revenues from the King County Intergovernmental loan and the Department of Commerce grant and to make expenditures as needed. Tom Agnew seconded, and the motion passed unanimously.

The EMG report contains prioritization of repairs, which will be useful in filling out the cash flow statement on the King County loan application.

### **Next Meeting Date**

The next meeting is scheduled for Wednesday September 18, 2019.

### **New Business**

The Senior Center was awarded a grant from the King County Human Service levy of \$440,000 per year for 5 years.



## **Adjournment**

The meeting was adjourned at 7:43 PM.

Respectfully submitted,  
Michael Tabor