



Board Meeting Agenda

August 19, 2020, 6:30 PM

AMENDED AGENDA

*** VIRTUAL MEETING ***

Public Notice: Pursuant to Governor Inslee's Stay Home, Stay Healthy Proclamation 20-25 and in effort to curtail the spread of the COVID-19 virus, this Board Meeting will be conducted remotely. Members of the public are encouraged to attend and participate in the meeting remotely, as described in more detail below.

To attend the Board Meeting

- Listen to the meeting LIVE by phone, call:
+1-510-338-9438 USA Toll / Access code: 126-305-4744#

To provide Public Comment

- Submit your written Public Comment before 3:00PM (day of meeting), email:
kellye.mazzoli@bothellwa.gov

1. Call to Order – 6:30 PM
2. Public Comment – *Read Public Comments submitted. Allow up to 3 minutes/ comment.*
3. Consent Agenda (5 min)
 - A. Minutes from February 26, 2020 and June 17, 2020
 - B. Vouchers from January 10, 2020 - August 14, 2020 in the amount of \$24,138.37
4. Staff Reports (30 min)
 - A. Personnel Introduction – Executive Director, Levy Coordinator
 - B. 2020 Workplan Overview: August – December
 - C. Personnel Recruitment Update – Records Specialist
 - D. Emergency Repairs Update, Brooke Knight NSSC
5. Discussion Items (60 min)
 - A. Consideration of Resolution # R-20-01, appointing an Executive Director
 - B. Consideration of Resolution # R-20-02, amending the 2020 Budget
 - C. Consideration of Minute Order # MO-20-01, adopting Purchasing Policies



- D. Consideration of Minute Order # MO-20-02, reviewing and filing the King County Investment Pool Policy dated July 26, 2017; and approving Agreement # A-20-02 with King County for Cash Management Services; and approving Agreement # A-20-03 with King County for Investment Services
- E. Consideration of Minute Order # MO-20-03, approving a Facility Upgrade Request to add a Food Pantry in the Senior Center
- F. Consideration of Minute Order # MO-20-04, approving Outstanding Repairs completed by the Northshore Senior Center and approving necessary Vouchers
- G. Discussion of Amending the NPRSA Bylaws
- H. Consideration of Resolution # R-20-03, authorizing use of digital or electronic signature technology

6. Future Meetings

7. Adjourn

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: Kellye Mazzoli at (425) 471-8464.

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 Kellye Mazzoli at (425) 471-8464, at least three days prior to the meeting.



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Public Comment

ITEM CONSIDERATION:	This item allows the Board to take comments from the Public. Recommended time is up to 3 minutes/ commenter. During virtual meetings, Public Comments are submitted in writing no later than 3:00 PM the day of the meeting, utilizing the method described on the agenda.
FISCAL IMPACTS:	This item does not have any direct fiscal impact.
ATTACHMENTS:	This item does not have any attachments.
RECOMMENDED ACTION:	At the meeting, the Board should take Public Comment or, if it is a virtual meeting, allow each written Public Comment, submitted in accordance with the process outlined on the agenda, to be read aloud.



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Minutes from February 26, 2020 and June 17, 2020

ITEM CONSIDERATION: | This item asks the Board to approve minutes from NPRSA Board meetings held on February 26, 2020 and June 17, 2020.

FISCAL IMPACTS: | This item does not have any direct fiscal impact.

ATTACHMENTS: | Att-1. Minutes from February 26, 2020
Att-2. Minutes from June 17, 2020

RECOMMENDED ACTION: | Move to approve the NPRSA Board Minutes from February 26, 2020 and June 17, 2020.



February 26, 2020 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 NPRSA Chairman James McNeal, NPRSA Board members Tom Agnew, Elaine Cook, and Joe Marshall. Board member Kathy Lambert joined us by telephone.

Also present were:

John Dolin, Northshore Senior Center Board President
Suzanne Greathouse, Northshore Senior Center Board Vice President
Brooke Knight, Northshore Senior Center Executive Director
Kellye Mazzoli, Assistant City Manager, City of Bothell
Wes Phillips, NPRSA Temporary Executive Director
Michael Tabor, NPRSA Administrative Assistant
Camille Tabor, CPA

Public Comment

There was no public comment

Approval of Meeting Minutes

Tom Agnew motioned that the minutes of January 22, 2020 be approved, Joe Marshall seconded. The motion carried unanimously.

Discussion Items

Admin Update - sign vouchers

- a. From Inslee Best for legal services, \$1,945
- b. From the City of Bothell for reimbursement for intern Marco Dorado's services, \$5,000
- c. ILA billing has been sent out for 2020.

James requested that agenda packets need to be prepared before the meeting with all necessary documentation for Board member review. James also asked for verification that there is no further attorney work in process now.



1. Evaluate and review responses to the request made by the NPRSA Board to Member Agencies to seek an Expression of Interest in contracting the staffing services necessary to facilitate the renovation and repair of the Northshore Senior Center as approved by the Board at the January 22, 2020 meeting.
 - a. The only affirmative response is from the City of Bothell, provided a letter of interest to explore what the city can provide; possibly records retention and management, project management, HR services, facilities management, etc. A contract would be negotiated, then proposed to the Board.
 - b. Elaine Cook motioned that the City of Bothell prepare a proposal to present to the NPRSA Board, Tom Agnew seconded, the motion carried unanimously.

There was also a brief discussion about why the loan from King County never happened. The condition to be able to get a loan from King County was contingent upon having a contract executed with DoC (Dept. of Commerce). We only had an appropriation, not a contract, because we would have needed to modify the use of funds, perform a project readiness survey, and complete a number of other steps necessary for the loan to be provided.

2. Michael Tabor's contract was extended to April 30, 2020. Elaine Cook moved to extend the contract, Tom Agnew seconded, the motion carried unanimously.
3. Regarding the renewal of the Northshore NPRSA Contract No. 2016-01 that expires on December 31, 2021. There was a discussion about reading and reviewing the old contract in preparation for further discussion and action planning. Wes & Brooke agreed to jointly review responsibilities.
4. Reimbursement from NPRSA for funds spent by NSC for repairs. Brooke listed a number of repairs that have been performed that it was thought the NPRSA had agreed to pay for.
5. Review necessary steps to complete the NPRSA annual report for the fiscal year ending December 31, 2019. The annual report will be filed by the due date of May 31, 2020 by Michael.



6. Resolution to approve King County Investment Pool Agreement & King County Cash Management Services Agreement – We will be drawing up a new resolution for the next meeting.
7. The EMG presentation was not made official last meeting. Kenmore had a presentation, but the NPRSA Board has not. Kathy Lambert moved that pursuant to the EMG contract with NPRSA, they were to present to this Board their findings, and we request they do so. Seconded by Elaine Cook, the motion carried unanimously.
8. Joe Marshall would like to discuss funding for a public pool. For next meeting, Joe will have more information to present; Kenmore did meet with the school district, there could possibly be five entities funding a new Aquatic Center.

Next Meeting Date

The next meeting is scheduled for Wednesday March 18, 2020.

New Business

Kellye will set up an Outlook calendar invite for everyone to respond to in order to better track who will be attending upcoming meetings.

Adjournment

Elaine Cook motioned that the meeting be adjourned, Tom Agnew seconded, the motion carried unanimously. The meeting was adjourned at 8:38 PM.

Respectfully submitted,
Michael Tabor



June 17, 2020 Board Meeting Minutes

*** VIRTUAL MEETING ***

Public Notice: Pursuant to Governor Inslee's Stay Home, Stay Healthy Proclamation 20-25 and in effort to curtail the spread of the COVID-19 virus, this Board Meeting was conducted remotely. We encouraged members of the public to attend and participate in the meeting remotely, as described in more detail below.

To attend the Board Meeting

- Listen to the meeting LIVE by phone, call:
+1-510-338-9438 USA Toll / Access code: 126-952-9224#

To provide Public Comment

- Submit your written Public Comment before 3:00PM (day of meeting), email:
Wes.Phillips@NPRSA.onmicrosoft.com

1. Call to Order

Chairman James McNeal called the virtual meeting to order at 6:30 pm.

Meeting Attendees

Present

NPRSA Chairman James McNeal

NPRSA Board members Tom Agnew, Elaine Cook, Joe Marshall, Kathy Lambert, Jared Mead

Wes Phillips, NPRSA Interim Executive Director

Kellye Mazzoli, Assistant City Manager, City of Bothell

Carly Joerger, Levy Coordinator, City of Bothell

John Dolin, Northshore Senior Center Board President

Suzanne Greathouse, Northshore Senior Center Board Vice President

Brooke Knight, Northshore Senior Center Executive Director

Randy Busch, Northshore Senior Center Board Appointed Community Representative

Absent:

NPRSA Board member Rod Dembowski

Michael Tabor, NPRSA Administrative Assistant

Camille Tabor, CPA



2. Public Comment

Wes Phillips reported that he did not receive any public comment by the deadline for the meeting.

3. Approval of Meeting Minutes

Kathy Lambert motioned that the minutes of January 22, 2020 be approved, Tom Agnew seconded. The motion passed unanimously (6-0).

4. Discussion Items

- a. Consideration of an Interlocal Agreement with City of Bothell for Administrative Services of the NPRSA.

ATTACHMENT 4A: Interim Executive Director Recommendation, Memorandum, Draft Interlocal Agreement, and Estimated Costs 2020-2025

Kathy Lambert motioned to approve an Interlocal Agreement with the City of Bothell for Administrative Services, Tom Agnew seconded. The motion passed with 5 in favor and 1 dissenting, Joe Marshall (5-1).

- b. Consideration of a Contract Extension with Michael Tabor for Administrative Services through July 31, 2020.

ATTACHMENT 4B: Interim Executive Director Recommendation

Tom Agnew motioned to extend the contract of Michael Tabor until July 31, 2020, Joe Marshall seconded. The motion passed unanimously (6-0).

5. Administrative Updates

- a. Vouchers
- b. Resolutions

Interim Executive Director Wes Phillips reported that there were currently 3 outstanding invoices/vouchers and that he was awaiting the contract extension from Michael Tabor in order to process payment.

6. New Business

- a. Brooke Knight reported on repairs in progress on the Senior Center facility due to a sewer line backup. Due to the nature of the repairs and to protect life and property, she was moving forward with the necessary repairs. She requested that the Board consider

NPRSA c/o Northshore Senior Center - 10201 E. Riverside Drive, Bothell, WA 98011



reimbursing the Northshore Senior Center for these repairs since they were believed to be the result of a blockage caused by a break in the sewer line.

Kathy Lambert motioned to declare an emergency, waiving bidding and purchasing requirements, and funding the emergency repairs related to the sewer backup issue, seconded by Elaine Cook. Motion passed unanimously (6-0).

7. Next Meeting Date

The next meeting is scheduled for Wednesday July 15, 2020.

8. Adjournment

Kathy Lambert motioned that the meeting be adjourned, Jared Mead seconded. The motion passed unanimously (6-0).

The meeting was adjourned at 7:57 PM.

Respectfully submitted,
Kellye Mazzoli



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Vouchers from January 10, 2020 - August 14, 2020 in the amount of \$24,138.37

ITEM CONSIDERATION: | This item asks the Board to approve vouchers for expenses invoiced between January 10, 2020 and August 14, 2020 in the amount of \$24,138.37.

FISCAL IMPACTS: | These items are budgeted in the 2020.

ATTACHMENTS: | Att-1. Voucher Packet 1
Att-2. Voucher Packet 2

RECOMMENDED ACTION: | Move to approve vouchers for expenses invoiced between January 10, 2020 and August 14, 2020 and authorize payments in the amount of \$24,138.37.



Special District Voucher Approval Document

Scheduled Payment Date: 08/26/2020
Total Amount: \$23,282.73
Control Total: 6
Payment Method: WARRANT

District Name: Northshore Parks and Recreation
File Name: AP_NOSHRPRK_APSUPINV_20200813194409.csv
Fund #: 251010010

CONTACT INFORMATION	
Preparer's Name: <u>Kellye Mazzoli</u>	Email Address: <u>kellye.mazzoli@bothellwa.gov</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20200813194409.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
INSLEE BEST DOEZIE & RYDER P.S.			253880	01/10/2020	\$1,945.00	LEGAL FEES LEVY
KING COUNTY FINANCE			2123344	03/09/2020	\$2,360.84	LEVY ELECTIONS PAMPHLET KING COUNTY
LIGHTHOUSE LAW GROUP PLLC			20462	07/01/2020	\$2,632.50	LEGAL FEES ADMIN SERVICES ILA REVIEW
MICHAEL TABOR			20200430	04/30/2020	\$2,666.67	ADMIN ASST SERVICES JAN-APR 2020
SNOHOMISH COUNTY AUDITOR - ELECTIONS DIV			I-1119-13	02/05/2020	\$13,099.76	LEVY ELECTIONS COSTS SNO COUNTY
WESLEY PHILLIPS			PERS001	07/27/2020	\$577.96	PERSONAL PAYMENT INSURANCE PREMIUM

INSLEE, BEST, DOEZIE & RYDER, P.S.
 10900 NE 4th Street, Suite 1500
 BELLEVUE, WA 98004
 (425) 455-1234
 TAX ID # 91-0872275

Northshore Park & Recreation Service Area
 Attn: Peggy Whalen
 10201 E. Riverside Dr.
 Bothell, WA 98011

INVOICE DATE 01/10/20
 INVOICE NO. 253880
 ACCOUNT NO. 364705-0001

RE: Miscellaneous

Amount Due from Previous Statement	\$	1,707.50
Payments Received Since Previous Statement	\$.00
Last Payment Received On 12/02/19		
Account Adjustment	\$.00
Finance Charge	\$.00
BALANCE FORWARD	\$	<u>1,707.50</u>

FOR LEGAL SERVICES RENDERED THROUGH 12/31/19:

DATE	ATTY	DESCRIPTION	HOURS	AMOUNT
12/02/19	KWW	Multiple phone calls, etc. ; review agenda and message to Smith regarding loan.	.50	237.50

Total Fees This Invoice \$ 237.50

TOTAL FEES AND COSTS THIS INVOICE \$ 237.50
 TOTAL AMOUNT DUE NOW \$ 1,945.00

Pay (Kam)

PAYMENT DUE UPON RECEIPT--1% MO. FINANCE CHARGE ASSESSED AFTER 60 DAYS.
 TO ASSURE PROMPT CREDIT, PLEASE INDICATE YOUR ACCOUNT NO. ON YOUR CHECK.
 THIS INVOICE DOES NOT INCLUDE COSTS NOT YET BILLED TO US.

INSLEE, BEST, DOEZIE & RYDER, P.S.
 10900 NE 4th Street, Suite 1500
 BELLEVUE, WA 98004
 (425) 455-1234
 TAX ID # 91-0872275

Northshore Park & Recreation Service Area
 Attn: Peggy Whalen
 10201 E. Riverside Dr.
 Bothell, WA 98011

INVOICE DATE 12/09/19
 INVOICE NO. 252937
 ACCOUNT NO. 364705-0001

RE: Miscellaneous

Amount Due from Previous Statement	\$	4,052.50
Payments Received Since Previous Statement	\$	(4,052.50)
Last Payment Received On 12/02/19		
Account Adjustment	\$.00
Finance Charge	\$.00
BALANCE FORWARD	\$	<u>.00</u>

FOR LEGAL SERVICES RENDERED THROUGH 11/30/19:

DATE	ATTY	DESCRIPTION	HOURS	AMOUNT
11/07/19	KWW	Review and reply to numerous emails regarding levy and budgeting.	.50	237.50
11/20/19	CWP	Conference with K. Williams re levy resolution and general meeting; Prepare for general meeting; review and revise levy; research statutory requirements for levy hearing; attend regular meeting; travel to/from same.	4.90	1,470.00

Total Fees This Invoice \$ 1,707.50

TOTAL FEES AND COSTS THIS INVOICE \$ 1,707.50
 TOTAL AMOUNT DUE NOW \$ 1,707.50

*Backup
to 253881*

PAYMENT DUE UPON RECEIPT--1% MO. FINANCE CHARGE ASSESSED AFTER 60 DAYS.
 TO ASSURE PROMPT CREDIT, PLEASE INDICATE YOUR ACCOUNT NO. ON YOUR CHECK.
 THIS INVOICE DOES NOT INCLUDE COSTS NOT YET BILLED TO US.



DEPARTMENT OF ELECTIONS
206-296-1540

INVOICE

King County

ACCOUNT	PAGE	PAYMENT TERMS	DUE DATE
196540	1 of 1	NET 45	23-APR-20

196540 2123344 ELECTIONS
NORTHSHORE PARKS & RECREATION
18305 101ST AVE NE
C/O CITY OF BOTHELL
BOTHELL, WA 98011

DATE: 09-MAR-20
INVOICE # 2123344

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
2019 GENERAL ELECTION VOTERS' PAMPHLET	1	Each	2360.84	2,360.84
			SUBTOTAL	2,360.84
			TAX	0.00
			INVOICE TOTAL	2,360.84
			*PRIOR AMOUNT DUE	0.00
			AMOUNT DUE	2,360.84

Ray Kam

Please detach the portion below and remit with payment



Corrections/Change of Address

DUE DATE	AMOUNT ENCLOSED
23-APR-20	
AMOUNT DUE	2,360.84

- Failure to pay by due date may result in account being sent to collections per RCW 19.16
- Mail this portion with your payment
- Indicate account number on checks
- If check is dishonored, a \$35.00 fee will be charged

196540 2123344 ELECTIONS
NORTHSHORE PARKS & RECREATION
18305 101ST AVE NE
C/O CITY OF BOTHELL
BOTHELL, WA 98011

Make check payable to:
KING COUNTY FINANCE
500 4TH AVE STE 600
SEATTLE WA 98104

0 100 0000196540 000000387901 000000000000002123344 00000000236084 0

Apportionment Of Voters' Pamphlet Costs
 General Election
 November 5, 2019

Total Voters' Pamphlet, General Election

		Subtotal	KC 15% Ind. Cost	Total
Non-Print Cost	Postage	93,015.81	13,952.37	106,968.18
	Supplies, Repairs & Miscellaneous	58,598.10	8,789.72	67,387.82
	Transportation	0.00	0.00	0.00
Non-Print Cost Total		151,613.91	22,742.09	174,356.00
Print Cost	Printing and Binding	251,293.90	37,694.09	288,987.99
	Wages, Temporary Help, Benefits	56,123.68	8,418.55	64,542.23
Print Cost Total		307,417.58	46,112.64	353,530.22
Grand Total		459,031.49	68,854.72	527,886.21

Governing Legislation

RCW 29A.32.270: "The cost of a local voters' pamphlet shall be considered an election cost to those local jurisdictions included in the pamphlet and shall be prorated in the manner provided in RCW 29A.04.410."

RCW 29A.04.410: "Every city, town, and district is liable for its proportionate share of the costs. Special election costs must be borne by the city, town, or district concerned."

Jurisdiction Data, Voters' Pamphlet, General Election

	RAV	Pg	Weighted Pop	Print Factor	Print Cost	Non-Print Factor	Non-Print Cost	Total Cost
Northshore Park & Recreation Service Area	55,639	1.0	55,639	0.00256078	905.31	0.00834803	1,455.53	2,360.84
General Election Total	6,664,925	194.5	21,727,339	1.00000000	353,530.22	1.00000000	174,356.00	527,886.21



March 17, 2020

Northshore Park & Recreation Service Area
Executive Director
10201 E Riverside Dr.
Bothell, WA 98011

Dear Election Partner:

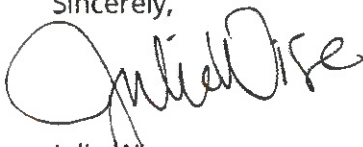
Thank you for working with King County Elections on your recent election. Our partner jurisdictions are critical to our ability to provide our voters with meaningful choices about their community. Please find enclosed the invoice for your jurisdiction's portion of voters' pamphlet costs for the General Election that concluded November 5, 2019.

RCW 29A.32.270 mandates that the cost of a local voters' pamphlet shall be considered an election cost to those local jurisdictions included in the pamphlet and shall be prorated in the same manner as election costs. Costs are apportioned based on the registered voter population of each election jurisdiction and the number of pamphlet pages dedicated to each jurisdiction's ballot items.

Unlike election costs which are transferred from jurisdictions' county funds to King County, voters' pamphlet costs must be invoiced. Please pay from the enclosed invoice and send to the address listed on this invoice. *If you wish to pay your invoice by credit card, please call King County Accounts Receivable at 206-477-0099.*

If you have any questions regarding this billing, please contact William Adams, Business and Finance Officer, at 206-477-4283, or William.Adams@kingcounty.gov.

Sincerely,



Julie Wise
Director

Encl.: Invoice – General Election Voters' Pamphlet
Supporting data – General Election Voters' Pamphlet

Lighthouse Law Group PLLC
 600 Stewart Street
 Suite 400
 Seattle, WA 98101



Northshore Park & Recreation Service Area

Invoice 20462

Date	Jul 01, 2020
Service Thru	Jul 01, 2020

In Reference To: Interlocal Agreement Review (Legal Service)

Date	By	Services	Hours	Rates	Amount
06/24/2020	JBT	Review materials re ILA; telephone conference with Wes Phillips; email to Wes Phillips	3.70	\$ 325.00/hr	\$ 1,202.50
06/25/2020	JBT	Telephone conference with Wes Phillips	0.20	\$ 325.00/hr	\$ 65.00
06/25/2020	JBT	Telephone conference with Wes Phillips	0.60	\$ 325.00/hr	\$ 195.00
06/26/2020	JBT	Make additional comments on indemnity language	0.70	\$ 325.00/hr	\$ 227.50
06/26/2020	JBT	Exchange email with Wes Phillips	0.20	\$ 325.00/hr	\$ 65.00
06/26/2020	JBT	Telephone conference with Wes Phillips	0.60	\$ 325.00/hr	\$ 195.00
06/26/2020	JBT	Work on ILA	0.20	\$ 325.00/hr	\$ 65.00
06/26/2020	JBT	Make additional revisions to ILA; email draft to Wes Phillips	1.20	\$ 325.00/hr	\$ 390.00
07/01/2020	JBT	Telephone conference with Wes Phillips	0.10	\$ 325.00/hr	\$ 32.50
07/01/2020	JBT	Telephone conference with Paul Byrne; email to Wes Phillips	0.60	\$ 325.00/hr	\$ 195.00
				Total Hours	8.10 hrs
				Total Legal Service	\$ 2,632.50
				Total Invoice Amount	\$ 2,632.50

Paul

Michael Tabor
3302 153rd Pl SE, Mill Creek, WA 98012

Invoice No. **20200430**

INVOICE

Customer

Name Northshore Park and Recreation Service Area
Address 10201 E. Riverside Dr.
City Bothell State WA ZIP 98011
Phone

Misc

Date 4/30/2020
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
	Jan 1 - April 30, 2020 Admin Services		\$2,666.67

Payment

Select One...

Comments Thank you!

Name

CC #

Expires

Tax Rate(s)

SubTotal	\$	2,666.67
Shipping		
TOTAL	\$	2,666.67

Paul Kane

Office Use Only

phone: 425-876-7380 e-mail: MyNPRSA@gmail.com

Administrative Services Agreement

Duration Extension

No. 2019-04-01

It is the intent of the NPRSA and the Administrative Assistant (AA) to mutually agree to extend the duration of Administrative Services Agreement No. 2019-04 until July 31, 2020. The NPRSA Board took the following actions to indicate said extension:

- February 26, 2020: Voted to retroactively extend the duration in Paragraph II of No. 2019-04 from December 31, 2019, to April 30, 2020.
- June 17, 2020: Voted to retroactively extend the duration of No. 2019-04 from April 30, 2020, to July 31, 2020.

These extensions were approved in order to allow the appropriate completion of administrative duties by the Administrative Assistant Michael Tabor and to ease the transition of administrative duties from the Administrative Assistant to the NPRSA’s new Administering Agency (City of Bothell).

This Duration Extension to aforementioned Agreement No. 2019-04 is intended to memorialize the Parties’ agreements, and is retroactively effective beginning on January 1, 2020. Agreement No. 2019-04 will terminate on July 31, 2020.

IN WITNESS WHEREOF, the parties below execute this Duration Extension.

Administrative Assistant:

By: *Michael Tabor*

Date: Jul 29, 2020

Print Name: Michael Tabor

Title: Administrative Assistant

NPRSA:

By: *James McNeal*
James McNeal (Aug 3, 2020 11:52 PDT)

Date: Aug 3, 2020

Print Name: James McNeal

Title: Board Chairperson

NOTICES TO BE SENT TO:

Michael Tabor
3302 153rd PI SE
Mill Creek, WA 98012

NOTICES TO BE SENT TO:

James McNeal
C/O Northshore Senior Center
10201 E. Riverside Drive
Bothell, WA 98011-3708



SNOHOMISH COUNTY AUDITOR'S OFFICE
 Elections Division
 3000 Rockefeller Ave M/S 505
 Everett, WA 98201
 (425) 388-3444

Invoice for Election Costs

Please pay invoice promptly.

Bill To:

Northshore Park & Recreation District
 10201 E Riverside Dr
 Bothell, WA 98011

Invoice Date February 5, 2020
 Election Date November 5, 2019 General & Special Elections
 Total Cost of the Election \$1,065,023.39
 Payment Due **March 1, 2020**

Invoice Number I-1119-13

Description	Rate	Quantity	Amount
Basic Charge	\$50.00	1	\$50.00
District Portion of Cost of the Election	\$0.4112882 per voter	31729 voters	\$13,049.76
District Direct Costs (Recount costs)	-	-	\$0.00
Basis for Costs		TOTAL	\$13,099.76

Pay
KRM

Districts are responsible for sharing in the cost of elections in which they have a race or issue on the ballot (RCW 29A.04.410). The cost sharing model outlined by State rule includes a minimum \$50 fee as well as a portion of all costs associated with the election. Each district's portion cost is based on the number of registered voters in the district and a cost per voter rate for the election. The cost per voter rate for the election is based on total cost to conduct the election, the number of districts and the number of voters in each district.

Questions? Please contact the Snohomish County Elections Manager at (425)-388-3625.



Remittance Slip

Invoice Date February 5, 2020
 Payment Due **March 1, 2020**
 District Northshore Park & Recreation District
 Amount Due **\$13,099.76**

Invoice Number I-1119-13

Make Checks Payable To

Snohomish County Auditor
 Elections Division
 3000 Rockefeller Avenue M/S 505
 Everett, WA 98201- 4046

Information for Internal County Use	
Apply to Election Services Principal : 0023114104145 (00213409)	\$11,391.10
Apply to Election Services Overhead : 1893114854146 (18913409)	\$1,708.66



Snohomish County Elections

A Division of the Auditor's Office

Garth Fell
County Auditor

February 6, 2020

Northshore Park & Recreation District
Peggy Whalen
10201 E Riverside Dr
Bothell, WA 98011

Dear Peggy Whalen,

Enclosed is the invoice for the General Election held November 5, 2019 for Northshore Park & Recreation District. The County Treasurer's office requested that we send an invoice for payment rather than sweep the District's county tax fund account for these funds.

Please remit payment directly to the Snohomish County Auditor's Office by March 1. A remit envelope is enclosed for your convenience.

If you have any questions regarding this matter, please feel free to contact Wendy Mauch, Election Supervisor, at 425-388-3651.

Thank you.

Sincerely,

Garth Fell
Snohomish County Auditor

Kellye Mazzoli

Invoice#: PERS001

From: Wes Phillips <Wes.Phillips@NPRSA.onmicrosoft.com>
Sent: Monday, July 27, 2020 11:38 AM
To: Kellye Mazzoli
Subject: [EXTERNAL] FW: NPRSA Board Insurance - Policy EPP 4918601-04-00
Attachments: DOC113530.pdf

Stop! Look! Think before you click! This message originated from outside the City of Bothell network. Use caution when clicking links or opening attachments.

Hi Kellye,

Pursuant to our telephone conversation, I am forwarding the e-mail from Cheryl Stroh, Account Manager - Sprague Israel Giles, Inc. Insurance Agency, that has a copy of the Great American Reinstatement Offer that I signed in my capacity as the Interim Executive Director. The e-mail also includes the remaining Policy balance and next payment due date on 8/1/2020 of \$96.34. There is another payment of \$96.34 that is due on 8/21/2020.

I made two separate payments with an effective date of 6/29/2020 totaling \$577.96 (\$146.00 & \$431.96) to Reinstatement the Policy. The remaining balance outstanding under the Policy is \$578.04. The total Policy Premium is \$1,156.00.

The telephone number for Great American Insurance Companies is:

1-800-847-4357 (Option 3)

This is the number I called to make the two prior payments (the payments are made directly to Great American). I used my personal credit card to make the two prior payments. I left a message with Cheryl Stroh to request a receipt evidencing my payments. The e-mail evidences the payments given the remaining balance due but does not evidence me as the payor.

As a matter of background, the Directors and Officers Liability Policy was renewed on 4/22/2020. The Policy was unchanged with a slight increase in the premium from the prior year.

Please let me know if you need any additional information to move forward with the payment of the Policy Premium.

Thanks!

Wes

Wesley Phillips
Interim Executive Director
NPRSA

Sent from my Samsung Galaxy smartphone.

NORTHSHORE PARK & RECREATION SERVICE AREA

10201 E Riverside Drive
Bothell, WA 98011

[Back to Home Screen](#)

For questions regarding policies or premiums, please contact your insurance agency.
Sprague Israel Giles, Incorporated
206-623-7035

Account Summary

Account Number
297263486

Invoice Due Date
08/21/2020

Amount Due ⁱ
\$0.00

Account Name
NORTHSHORE PARK & RECREATION SERVICE AREA

Last Payment Date
06/29/2020

Last Payment Amount
\$146.00

Account Status
Current

Last Invoice Date
07/01/2020

Account Balance ⁱ
\$578.04

Installment
Schedule

Send Invoices By
[Mail](#)

Pay My Bill

Policies on Account

Filter By:

Policy	Eff. Date	Insured Name	Producer Name	Total Premium ⁱ	Amount Due	Status	Cancellation Effective Date
EPP 4918601-03-00	04/25/2019	NORTHSHORE PARK & RECREATION SERVICE AREA	Sprague Israel Giles, Incorporated	\$1,123.00	\$0.00	Current	
EPP 4918601-04-00	04/25/2020	NORTHSHORE PARK & RECREATION SERVICE AREA	Sprague Israel Giles, Incorporated	\$1,156.00	\$0.00	Current	

Account Transactions

Transaction Range: -

Process Date	Trans. Type	Trans. Amount
07/04/2020	Premium - Reinstatement (Eff 06/10/2020)	\$1,010.00
06/29/2020	Payment - Credit Card (IVR)	(\$431.96)
06/29/2020	Payment - Credit Card (IVR)	(\$146.00)
06/19/2020	Premium - Cancellation (Eff 06/10/2020)	(\$1,010.00)

Wes Phillips
Wes Phillips



DIRECT BILL INVOICE

For billing inquiries, please contact Great American Insurance Direct Bill Customer Service at (800) 847-4357, option 3.

Service hours are 8:00 a.m. to 6:00 p.m. (EST) Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday.

For questions regarding policy or premiums, please contact your insurance agency.

NORTHSHORE PARK RECREATION SERVICE AREA
10201 E RIVERSIDE DRIVE
BOTHELL WA 98011

SPRAGUE ISRAEL GILES, INCOPORATED
1501 4th Ave
Ste 730
Seattle, WA 98101-3624
800-526-0635/MPC 9827536

ACCOUNT NUMBER	BILL DATE	DUE DATE	CURRENT BALANCE	MINIMUM AMOUNT DUE
297263486	05/01/2020	05/21/2020	\$1,156.00	\$385.34

policy symbol	policy number	policy mod	post date	description	minimum amount due
			06/03/2019	Last Payment Received - Thank You! \$467.93	
EPP	4918601	04-00	04/25/2020	Executive Protection & EPL Policy Renewal (Premium) \$1,156.00 04/25/2020 - 04/25/2021 Current Amount Due	\$ 385.34
TOTAL DUE (minimum amount due):					\$ 385.34
TOTAL DUE (if paid in full):					\$ 1,156.00

Paperless billing is now available - go to <https://mybilling.gaic.com> to sign up!

For more information about how Great American is responding to the COVID-19 pandemic, please visit the following website:

<https://www.greatamericaninsurancegroup.com/contact-us/inquiries-to-the-branch/>

PAYMENT OPTIONS

PAY BY WEB: To make a one time or recurring payment from your bank account or credit card, please visit <https://mybilling.gaic.com>. This service is free and available 24 hours a day.

PAY BY PHONE: To make electronic check or credit card payments by phone, please call (800) 847-4357, select option 2 or 3 and follow the prompts. The automated payment by phone service is free and available 24 hours a day.

PAY BY MOBILE: To make a one time bank account or credit card payment from your mobile device, please visit www.gaic.com/Pay-on-the-Go. In the "Mobile Apps" section, please find the app which corresponds to your policy coverage, and then click on the link for your device. This service is free and available 24 hours a day.

AUTOMATIC RECURRING PAYMENT: Automatic Recurring Payment offers a convenient way to have your insurance payment automatically withdrawn from your credit card, checking or savings account. To set up a recurring electronic deduction for your account, please visit <https://mybilling.gaic.com> or call us at (800) 847-4357, option 3.

PAY BY MAIL: To pay your bill by mail, please send a check payable to "Great American Insurance" with the stub below in the envelope provided.

Detach and return this portion with your payment in the envelope provided.

ACCOUNT NUMBER	DUE DATE	PAYMENT IN FULL	MINIMUM AMOUNT DUE	AMOUNT ENCLOSED
297263486	05/21/2020	\$1,156.00	\$385.34	

PD via
Wes Phillip
① \$577.96
Kellye/COB
② \$578.00



GREAT AMERICAN INSURANCE CO.
SPECIALTY ACCOUNTING
PO BOX 89400
CLEVELAND, OH 44101-6400

address change

check box and fill out back of page

NORTHSHORE PARK & RECREATION SERVICE AREA
10201 E Riverside Drive
Bothell, WA 98011

12340000000000000000XXXXX29726348698275360001156000000385347



REINSATEMENT OFFER

DATE: June 29th, 2020

NUMBER OF PAGES: 2

TO: Cstroh@SIGinsures.com

FROM: Makenzie Seale mseale@gaig.com

FAX: 513-369-7375

PHONE: 800-847-4357 option 3

REINSTATEMENT REQUEST FOR: Northshore Park & Recreation Service Area

POLICY NUMBER(S): EPP 4918601-04-00

ACCOUNT NUMBER: 297263486

THE MINIMUM PAYMENT OF **\$577.96** AND THE ATTACHED STATEMENT(S) OF NO LOSSES MUST BE SIGNED AND RETURNED TO MY ATTENTION BY

7/01/20

PAYMENT BY PHONE: 800-847-4357- select option 3, then option 2. When asked "how much would you like to pay?" please select option 3 for "Other amount" and enter the amount requested above. Payment accepted via: Electronic Check (Check-by-Phone) or Credit Card

Or On-line payment: <https://mybilling.gaic.com>

COMPLETED NO LOSS STATEMENT (s) must be faxed to: **(513) 369-7375**

Or

EXPRESS MAIL both payment and completed no loss Statement (s)

TO: GREAT AMERICAN INSURANCE GROUP
301 E. FOURTH STREET, GAT 17N
CINCINNATI, OHIO 45202
ATTN: Specialty Accounting - Direct Bill

**WITHOUT RECEIPT OF PAYMENT AND THE NO LOSS STATEMENT
BY 7/01/20
CANCELLATION WILL REMAIN IN EFFECT WITHOUT EXCEPTION**

NO LOSS CERTIFICATE

- TO: Great American Insurance Company
 Great American Assurance Company
 F.K.A. Agricultural Insurance Company
 Great American E & S Insurance Company
 F.K.A. Agricultural Excess and Surplus Insurance Company
 Great American Alliance Insurance Company
 F.K.A. American Alliance Insurance Company
 Great American Insurance Company of New York
 F. K. A. American National Fire Insurance Company
 Great American Spirit Company
 F.K.A. American Spirit Insurance Company
 Great American Security Insurance Company
 F.K.A. Eagle American Insurance Company
 Great American Protection Insurance Company
 F. K. A. Eden Park Insurance Company
 Great American Lloyd's Insurance Company
 Seven Hills Insurance Company
 Stonewall Surplus Lines Insurance Company


POLICY NO(s): **EPP 4918601-04-00**

NAMED INSURED(S): Northshore Park & Recreation Service Area

This is to certify that there have been no losses or events for which a claim has been made or may be made under the policy listed above for the period **06/10/2020** through **6/29/2020**. I further certify that I have authority to execute this Certificate for the benefit of all of the insured(s) listed above.

I request the reinstatement of the above-referenced policy, and understand that any misrepresentation, whether intentional or otherwise, in this statement shall render such reinstatement null and void and that there will be no coverage for any claims in such circumstances.

PRINT NAMED INSURED: Northshore Park & Recreation Service Area
(include company name, if applicable)

NAMED INSURED'S SIGNATURE: 
Wesley Phillips

TITLE of COMPANY OFFICER (if applicable): Interim Executive Director

TODAY'S DATE: July 1, 2020



Special District Voucher Approval Document

Scheduled Payment Date: 08/26/2020

Total Amount: \$855.64

Control Total: 1

Payment Method: WARRANT

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20200814133123.csv

Fund #: 251010010

CONTACT INFORMATION

Preparer's Name: Kellye Mazzoli

Email Address: kellye.mazzoli@bothellwa.gov

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20200814133123.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF BOTHELL			EXEC2020-001	08/14/2020	\$855.64	INSURANCE PREM & WEBSITE PAYMENTS

City of Bothell

Invoice



City of Bothell™

Bill To:

Northshore Parks and Recreation Service Area
 10201 E Riverside Drive
 Bothell, WA 98011

Invoice #: EXEC2020-001
Invoice Date: 8/14/2020

Quantity	Description	Unit Price	Total
1	Insurance Premium Payment for NPRSA	578.04	578.04
1	Squarespace Website Annual Hosting for NPRSA	237.60	237.60
1	Squarespace Domain Name NPRSAWA.COM	20.00	20.00
1	Squarespace Domain Name NPRSWA.ORG	20.00	20.00
Subtotal			855.64
Shipping			0.00
Balance Due			855.64

Pay Kan

Expenses incurred providing Administrative Services on behalf of the NPRSA. City of Bothell is the appointed Administrative Agency per an Interlocal Agreement between the NPRSA and City of Bothell approved 7/7/20.

Remit payment to:
 City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011

For questions contact:
 Kellye Mazzoli
Kellye.Mazzoli@bothellwa.gov
 Phone: 425-806-6142 Cell: 425-471-8464
 Website: <http://www.bothellwa.gov>

NORTHSHORE PARK & RECREATION SERVICE AREA

10201 E Riverside Drive
Bothell, WA 98011

For questions regarding policies or premiums, please contact your insurance agency.

Sprague Israel Giles, Incorporated
206-623-7035

[Back to Home Screen](#)

Account Summary

Account Number 297263486	Invoice Due Date	Amount Due ⁱ \$0.00
Account Name NORTHSHORE PARK & RECREATION SERVICE AREA	Last Payment Date 07/28/2020	Last Payment Amount \$578.04
Account Status Current	Last Invoice Date 08/01/2020	Account Balance ⁱ \$0.00

Installment
Schedule

Send Invoices By

[Mail](#)

Pay My Bill

Policies on Account

Filter By: In Force

Policy	Eff. Date	Insured Name	Producer Name	Total Premium ⁱ	Amount Due	Status	Cancellation Effective Date
EPP 4918601-03-00	04/25/2019	NORTHSHORE PARK & RECREATION SERVICE AREA	Sprague Israel Giles, Incorporated	\$1,123.00	\$0.00	Current	
EPP 4918601-04-00	04/25/2020	NORTHSHORE PARK & RECREATION SERVICE AREA	Sprague Israel Giles, Incorporated	\$1,156.00	\$0.00	Current	

Account Transactions

05/15/2020

08/14/2020

Transaction Range

Process Date	Trans. Type	Trans. Amount
07/28/2020	Payment - Credit Card (IVR)	(\$578.04)
07/04/2020	Premium - Reinstatement (Eff 06/10/2020)	\$1,010.00
06/29/2020	Payment - Credit Card (IVR)	(\$431.96)
06/29/2020	Payment - Credit Card (IVR)	(\$146.00)

*City of Bothell -
Kellye Mazzoli
PCARD*



Invoice

Thursday, August 6, 2020

ISSUED TO:
Kellye Mazzoli

ISSUED BY:
Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

Subscription: Business (Annually) - pike-sawfish-bftm.squarespace.com

8/6/2020 – 8/6/2021

\$216.00

Website Software & Hosting

Card ending in:	4309	All prices in US Dollar.
Subtotal:	\$216.00	
Discount:	--	
Sales Tax:	\$21.60	
Due:	\$0.00	
Paid:	<u>\$237.60</u>	

PD Bothell
KMAZZOLI
PCARD

All prices in US Dollar.



Invoice

Tuesday, August 11, 2020

ISSUED TO:
Kellye Mazzoli

ISSUED BY:
Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

Purchase of domain: nprsawa.org - pike-sawfish-bftm.squarespace.com

8/11/2020 - 8/6/2021

\$20.00

Domain name.org

Card ending in:	4309	All prices in US Dollar.
Subtotal:	\$20.00	
Discount:	--	
Due:	\$0.00	
Paid:	<u>\$20.00</u>	

*PD Bothell
KMAZZOLI
PLARD*

All prices in US Dollar.



Invoice

Tuesday, August 11, 2020

ISSUED TO:
Kellye Mazzoli

ISSUED BY:
Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

Purchase of domain: nprawa.com - pike-sawfish-bftm.squarespace.com

8/11/2020 – 8/6/2021

\$20.00

Domain name .com

Card ending in:	4309	All prices in US Dollar.
Subtotal:	\$20.00	
Discount:	--	
Due:	\$0.00	
Paid:	<u>\$20.00</u>	

All prices in US Dollar.

*PD Bothell
KMAZZOLI
PCARD*



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Staff Reports

ITEM CONSIDERATION:	This item allows the Board to receive reports and updates on topics from Staff. From time to time the Northshore Senior Center may also give reports or updates as appropriate. For this meeting, there will be reports or updates on the following topics: A. Personnel Introduction – Executive Director, Levy Coordinator B. 2020 Workplan Overview: August – December C. Personnel Recruitment Update – Records Specialist D. Emergency Repairs Update, Brooke Knight NSSC
FISCAL IMPACTS:	This item does not have any direct fiscal impact.
ATTACHMENTS:	This item does not have any attachments.
RECOMMENDED ACTION:	At the meeting, the Board should receive reports and updates from Staff on the topics proposed. Typically, these items will not require direct action on behalf of the Board.



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director (Presenter)
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Consideration of Resolution # R-20-01, appointing an Executive Director

POLICY CONSIDERATION: This item asks the Board to consider a Resolution appointing an Executive Director of the NPRSA. If approved, it will formally end the current term of Interim Executive Director, Wes Phillips and formally begin the term of Kellye Mazzoli as Executive Director.

HISTORY: At the November 2019 meeting, the Board appointed Wes Phillips as its Interim Executive Director. He has served in that capacity to-date. Furthermore, at the June 2020 meeting, the Board approved an Interlocal Agreement with the City of Bothell for Administrative Services. The Bothell City Council on July 7, 2020 agreed to provide the services and subsequently, staff members were identified to provide agreed upon services. Following this action, Assistant City Manager, Kellye Mazzoli, was identified as the specific staff member to serve in the Executive Director role.

DISCUSSION: As part of the terms of the recently adopted Interlocal Agreement for Administrative Services, the City has the responsibility and authority to determine which staff members will serve the NPRSA. Based upon experience and familiarity with the NPRSA, the City identified Assistant City Manager, Kellye Mazzoli, as best to serve in the Executive Director role. Of her position, 50% will be dedicated to establishing and executing administrative functions on behalf of the NPRSA.

FISCAL IMPACTS: This item does not have a financial impact.

ATTACHMENTS: Att-1. Resolution # R-20-01, appointing an Executive Director

NPRSA Board
Agenda Bill
Item # 5A

RECOMMENDED | Move to approve Resolution # R-20-01, appointing Kellye Mazzoli as Executive
ACTION: | Director of the NPRSA.

RESOLUTION # R-20-01

A RESOLUTION OF THE BOARD OF THE NORTHSORE PARKS AND RECREATION SERVICE AREA, WASHINGTON REMOVING WESLEY PHILLIPS AS THE INTERIM EXECUTIVE DIRECTOR AND NAMING KELLYE MAZZOLI EXECUTIVE DIRECTOR.

WHEREAS, Wesley Phillips has served as the Interim Executive Director since his appointment by the Board in November 2019; and

WHEREAS, the Board deems it appropriate and in the best interest of the NPRSA to remove Wesley Phillips as the Interim Executive Director and appoint Kellye Mazzoli as the Executive Director.

NOW, THEREFORE, THE BOARD OF THE NPRSA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The Board appoints Kellye Mazzoli to the office of Executive Director of the NPRSA for as long as she is employed by the Administering Agency to the NPRSA in such role, commencing on August 19, 2020.

Section 2. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers, and any references thereto.

PASSED this _____ day of _____, 2020.

APPROVED:

JAMES MCNEAL
CHAIR

ATTEST/AUTHENTICATED:

LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: _____
PASSED BY THE NPRSA BOARD: _____
RESOLUTION # R-20-01



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director (Presenter)
 Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Consideration of Resolution # R-20-02, amending the 2020 Budget

POLICY CONSIDERATION: This item asks the Board to consider a Resolution amending the 2020 Budget to include expenditures the Board has approved separately.

HISTORY:	DATE ACTION
	NOVEMBER 20, 2019
	NPRSA Board adopts the 2020 Budget (R-19-02)
	JUNE 17, 2020
	NPRSA Board approves Interlocal Agreement with City of Bothell for Administrative Services

At the November 20, 2019 Meeting the Board approved the annual budget for 2020. The adopted 2020 budget included the voter-approved levy revenues, projected expenditures for capital outlay, and an estimated \$100,000 for administration of the levy. At the June 17, 2020 meeting, the Board entered into an agreement for administrative services with the City of Bothell, totaling \$195,000 in 2020.

DISCUSSION: The Board has entered into an agreement with the City of Bothell for Administrative Services totaling \$195,000 in 2020, which is \$95,000 more than what was estimated for administration in the adopted 2020 budget. In order to make the payment agreed to by both parties, the Board must authorize the payment by amending the 2020 budget to include this new expenditure. The expenditure would be covered with levy funds. See Attachment 1 for the Resolution amending the 2020 Budget.

FISCAL IMPACTS: Approval of this resolution increases the NPRSA expenditures for Administrative Services to \$195,000 in 2020, to be paid for with levy funds.

ATTACHMENTS: Att-1. Resolution # R-20-02, amending the 2020 Budget

RECOMMENDED ACTION: | Move to approve Resolution # R-20-02, amending the 2020 Budget to include expenditures for Administrative Services to total \$195,000.



RESOLUTION # R-20-02 A RESOLUTION AMENDING THE 2020 BUDGET

WHEREAS, State law, Chapter 35A.34 RCW provides for the biennial adoption of the NPRSA’s budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

WHEREAS, the 2020 budget was adopted for all funds of the NPRSA including General, Bond, and Construction funds,

WHEREAS, budget development requires staff to make significant predictions about revenues and expenditures and it is not uncommon for budget amendments to be subsequently required to align actual results with the predictions made during budget development,

WHEREAS, the NPRSA has since entered into an interlocal agreement with the City of Bothell for administrative services totaling \$195,000 in 2020 for staff and services; and

WHEREAS, a budget amendment is required to account for the expenditure listed in the agreement, which is \$95,000 more than what was originally forecasted for administration.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE NORTSHORE PARKS AND RECREATION SERVICE AREA, WASHINGTON, THAT:

The adopted 2020 budget is hereby amended as set forth in the table below, which is attached hereto and incorporated herein by this reference as set forth in full, effective immediately.

Fund No.	Fund Name	Adopted '20 Revenue	Adopted '20 Expenditure	Amended '20 Revenue	Amended '20 Expenditure
100	General	\$1,901,000	\$1,517,500	\$1,901,000	\$1,612,500

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 19th DAY OF AUGUST 2020.



10201 E. RIVERSIDE DRIVE
BOTHELL, WASHINGTON 98011-3708



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
 Carly Joerger, Levy Coordinator (Presenter)

DATE: August 19, 2020

SUBJECT: Consideration of Minute Order # MO-20-01, adopting Purchasing Policies

POLICY CONSIDERATION: This item asks the Board to consider if the Board should adopt the proposed Purchasing Policy. If approved, this would establish the procedures necessary for the NPRSA to comply with state laws governing the public procurement process.

HISTORY:

DATE	ACTION
JUNE 17, 2020	NPRSA Board approves Interlocal Agreement with City of Bothell to provide Administrative Services.
JULY 7, 2020	Bothell City Council approves Interlocal Agreement with NPRSA to provide Administrative Services.

On June 17, 2020, the Board approved an Interlocal Agreement with City of Bothell where the City of Bothell agreed to provide Administrative Services to the NPRSA. The objective is to support the NPRSA in implementing its voter-approved levy for capital repairs to the buildings under its ownership. A portion of the scope of work includes establishing the policies and procedures required by State law to procure and contract vendors to effectuate the repairs to the buildings.

In accordance with the scope of work agreed to by both parties, staff have prepared a purchasing policy for the Board to consider adopting. See Attachment 1 for the proposed policy.

DISCUSSION: Adopting an agency-specific purchasing policy is a method to ensure compliance with state laws pertaining to procurement and contracting and align the agency with industry-wide best practices. The purchasing policy can also be thought of as an accountability tool – a way to maintain the public’s trust in government by following open, competitive, and well-documented purchasing and contracting procedures.

The first chapter in the proposed purchasing policy details a code of ethics outlining the NPRSA's commitment to providing a fair, ethical, and accountable local government for the residents and businesses served by the NPRSA. The following chapters describe the procurement process generally, then provide additional details on the specific requirements for different types of purchases and at varying cost levels. Generally speaking, competition requirements increase as the total amount of the contract or project increases.

There are six steps to the procurement process:

1. Define the need – what type of purchase must be made?
2. Determine the cost – what is the estimated total cost, from beginning to end?
3. Identify the solicitation process – what process must be used to ensure competition?
4. Determine signing authority – who has authority to enter into an agreement on behalf of the agency?
5. Assess liability – is a contract or other items necessary to protect the agency?
6. Administer the contract (if needed) – what are the responsibilities of each party?

Staff will administer steps #1-3 above for purchases that the Board has already approved in the adopted budget. Purchases outside of what is included in the budget will be brought to the Board for consideration in a Budget Amendment.

Once the purchase is approved, either through the budget adoption or amendment, and staff have administered the procurement process, staff will then prepare the contract. The proposed policy states if the contract amount is under \$100,000 the Executive Director may approve and execute the contract. If over \$100,000, the Board must consider authorizing the Executive Director to enter into the agreement. These are healthy checks and balances between the Board, staff, and potential vendors to ensure the ultimate goal – ethical and effective spending of public funds.

Contract Approval Levels

- Under \$100,000: Executive Director may approve, unless the total exceeds previously approved budget appropriations, in which case the Board will be brought a budget amendment for consideration.
- Over \$100,000: NPRSA Board must authorize entering into the agreement.

FISCAL IMPACTS: | This item does not have any direct fiscal impacts.

ATTACHMENTS: | Att-1. NPRSA Purchasing Policy

RECOMMENDED ACTION: | Move to approve Minute Order # MO-20-01, adopting the proposed Purchasing Policy as the official Purchasing Policy for the NPRSA, effective immediately.



PURCHASING POLICY

Adopted by the Board of the Northshore Parks and Recreation Service Area

August 19, 2020

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Introduction and Code of Ethics

This document intends to identify best procurement practices for the NPRSA that are compliant with Washington State laws governing public procurement. The process of selecting vendors, making a purchase, and managing contracts should be subject to the highest ethical standards to ensure accountability in the use of public funds. This document supports an internal control environment where efficient, ethical, uniform, and timely purchasing procedures aim to attain the highest value and quality of goods and services possible. An open, fair, documented, and competitive purchasing process is to be used whenever reasonable and possible. The processes set forth herein also promote clear communication and effective relationships between the NRPSA and vendors and contractors. Additional internal controls are documented in the NPRSA Procedure Manual.

The residents and businesses served by the NPRSA are entitled to have fair, ethical and accountable local government that continually earns the public's full confidence. The effective functioning of government therefore requires that:

- 1) Public officials, both elected and appointed, and staff comply with the laws and policies affecting the operations of government;
- 2) Public officials and staff be independent, impartial and fair in their judgment and actions;
- 3) Public office be used for the public good, not for personal gain; and
- 4) Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

James McNeal | Board Chair | James.McNeal@bothellwa.gov

Kellye Mazzoli | Executive Director | Kellye.Mazzoli@bothellwa.gov

Carly Joerger | Levy Coordinator | Carly.Joerger@bothellwa.gov

Guide to Procurement

As a general guide, the procurement process follows six steps:

- 1) Define the need – what type of purchase must be made?
- 2) Determine the cost – what is the estimated total cost, from beginning to end?
- 3) Identify the solicitation process – what process must be used to ensure competition?
- 4) Determine signing authority – who has authority to enter into an agreement on behalf of the agency?
- 5) Assess liability – is a contract or other items necessary to protect the agency?
- 6) Administer the contract (if needed) – what are the responsibilities of each party?

This chapter provides a broad overview of steps one through four listed above.

Types of Purchases

There are three broad categories of purchases: supplies and equipment, services, and public works. Within services, there are four subcategories: general, professional, architectural and engineering, and technology software and services. See Appendix A 'How to Buy' Chart for a visual summary, including contract approval thresholds.

Supplies and Equipment

Defined as tangible items which are manufactured and moveable at the time of purchase.

- Examples: office supplies, auto parts, food, janitorial supplies.
- Solicitation Method: Invitation to Quote (ITQ), Invitation to Bid (ITB).
- Agreement Template: Product Services

Services

Includes the time, labor, or effort of a human being. There are 4 service subcategories:

1. General Services

Defined as services rendered on a routine and repetitive basis, performed under contract to service, check or replace items that are not broken, performed under contract to maintain an asset, or other services rendered that do not require a professional license or certification.

- Examples: building maintenance, landscape maintenance, automotive services, instructors, entertainers.
- Solicitation Method: ITQ or ITB.
- Agreement Template: Purchased Services

2. Professional Services

Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. The primary service is mental or intellectual and requires specialized knowledge, professional licensing and/or certification.

- Examples: accounting, auditing, bond or insurance brokerage, consulting, facilitation, legal services, physicians, graphic artists, real estate appraisal or title abstracts, relocation assistance, and soils testing.
- Solicitation Method: Direct Negotiation, or Request for Proposal (RFP) and/or Request for Qualifications (RFQ).
- Agreement Template: Professional Services

3. Architectural, Engineering, and Design Services

Contracts are awarded based on best of value criteria, not price. These services must be acquired under the procedures outlined in [RCW 39.80](#).

- Examples: Engineers, land surveyors, architects, etc.
- Solicitation Method: RFQ
- Agreement Template: Professional Services

4. Technology Software or Services

Technology hardware or software system or maintenance agreement.

- Examples: data storage hardware, PCs, laptops, digital signature online subscriptions, services for upgrades and/or implementation.
- Solicitation Method: Competitive Negotiation using an RFP, per [RCW 39.04.270](#)
- Agreement Template: Professional Services or Vendor's agreements

Public Works

Defined as all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the NPRSA. Ordinary maintenance is considered work not performed by contract and that is either 1) performed on a regular basis to service, check or replace items that are not broken or 2) required to maintain an asset so that repair does not become necessary.

- Examples: demolition, remodeling, renovation, road construction, building construction, utilities construction, and way-finding signs.
- Solicitation Method: Direct Negotiation, Small Works Process, or ITB
- Agreement Template: Large or Small Public Works Agreement

Determining Total Cost

The total cost of the good, service, or public work determines which solicitation method to use, who has authority to approve the purchase and/or contract, and may influence the need for a contract. Considerations for determining total cost include:

- Costs for taxes, freight, and installation.
- The total cost for the exact quantity that can be reasonably projected.
- The total accumulated cost for all phases if a project or program is multi-phased.

Trade-in value is not part of total cost, but can be used to determine the lowest bid. Additionally, beware of bid-splitting: If one item being purchased requires another item to “make a whole”, the total accumulated costs of the two items (when they can reasonably be projected) should be considered together as the total cost, unless the two items are not available from a single supplier.

Solicitation Methods

There are several methods for soliciting the best value and quality of a good, service, or public work. The main methods are requesting quotes, bids, proposals, or qualifications. Other methods include direct negotiation (no competition required), competitive negotiation (only for technology software and services per [RCW 39.04.270](#)), and using the small works roster (to solicit public works quotes from a roster of vendors). The main methods are described further:

Invitation to Quote (ITQ): potential vendors are asked to provide informal quotes, in writing or verbally. The contract is awarded to the lowest responsive and responsible bidder.

Invitation to Bid (ITB): potential vendors are asked to submit bids demonstrating value and quality in response to the agency’s criteria and bid specifications. The contract is awarded to the lowest responsive and responsible bidder.

Request for Proposals (RFP): consultants submit qualifications (if they have not already) and a proposed scope of services, schedule, and budget in response to the RFP’s criteria and specifications. Selection is based on qualifications and price, which may be negotiated.

Request for Qualifications (RFQ): consultants submit non-cost proposals (Statements of Qualifications or SOQ) in response to the RFQ’s criteria and specifications. Selection is based on competence only, then project scope and budget negotiations are initiated.

The table below compares and contrasts the distinguishing characteristics between bids/quotes, RFP, and RFQ processes.

	BID/QUOTE	RFP	RFQ
AWARD	Lowest responsive and responsible bidder	Best, most advantageous proposer	Best, most advantageous proposer
CONSIDERATION	Price only	Qualifications and price	Qualifications only
PROCESS	Bids are formal, Quotes are informal	Formal but may be more complex	Formal but may be more complex
EVALUATION	Easy	Staff identify evaluation criteria and significance	Staff identify evaluation criteria and significance
NEGOTIATION	Non-negotiable	May be negotiable	Negotiable

The Competitive Process

This chapter provides additional details about how the NPRSA ensures competition in purchasing by covering several topics:

- exceptions to competition,
- the “piggy-backing” cooperative purchasing option,
- how to determine which solicitation method to use,
- requirements for formal bidding,
- expectations for records management, and
- the vendor appeals process.

Exceptions to Competition

Situations may occur when competition among multiple vendors is not practical. Criteria for determining eligibility to waive competition requirements is described in [RCW 39.04.280](#) and

summarized here in three categories: sole source purchases, emergencies, and auctions and purchasing from other agencies.

Sole Source Purchase

Purchases can be made from a sole source vendor without soliciting other quotes or bids when there are special market conditions that result in one appropriate source capable of supplying the good or service in a timely fashion. This includes purchases of insurance or bonds and may include items of a special design, shape or manufacture that matches or fits with existing equipment, inventory, systems, programs, or services. Written documentation demonstrating the appropriateness of a sole source purchase must be submitted to the Executive Director in advance of the purchase, and may be subject to Legal review. In non-emergency situations, the contract and basis for the exception from competitive procurement shall be recorded and open to public inspection immediately after the purchase.

Emergency Purchase

An emergency is considered to be unforeseen circumstances beyond the NPRSA's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken. If an emergency exists, the Executive Director may declare an emergency situation exists, waive competition requirements, and award, on behalf of the NPRSA, contracts necessary to address the emergency situation. Written finding of the existence of an emergency must be made and entered into the public record no later than two weeks following the award of the contract.

Auctions and Purchasing from Other Agencies

[RCW 39.30.045](#) allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price. [RCW 39.33.010](#) allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

Cooperative Purchasing

As outlined in [RCW 39.34.030](#) NPRSA may join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "interlocal agreement"). By using another municipalities bid/contract, the NPRSA is, in essence, "piggybacking" off of their competitive process thus eliminating the need to perform its own competitive process. However, prior to making the cooperative purchase, it is the responsibility

of the NPRSA to ensure the bid or contract used by another agency meets the NPRSA's own competitive process requirements. Confirm the following before "piggybacking":

- Has the NPRSA signed a Cooperative Purchasing Agreement with an entity that specifically authorizes other entities to piggy-back?
- Has the vendor confirmed they will honor the pricing and the contract has not expired?
- Did the agency who made the original purchase follow the same solicitation methods as required by the NPRSA's procurement policy?
- Was the bid or solicitation notice posted on a web site maintained by the agency?

Determining the Solicitation Method

The estimated cost of the purchase and type of purchase are factors in determining how much competition is required. See Appendix A 'How to Buy' Chart for a visual summary.

Supplies and Equipment and General Services

- Under \$10,000: Direct Negotiation, competitive pricing encouraged.
- \$10,000 - \$50,000: Invitation to Quote, three quotes required.
- \$50,000 - \$200,000: Invitation to Bid.
- Over \$200,000: Invitation to Bid, advertisement required.

Technology Software and Services

Competitive negotiation is permitted, using the RFP process.

Professional Services

Competition is not required. However, the Request for Qualifications and Request for Proposal process may assist in determining the best value and quality.

Architectural and Engineering Services

Consultants must be selected based on qualifications only, using the Request for Qualifications process as outlined in [RCW 39.80](#). Advertising is required.

Public Works

- Under \$10,000: Direct Negotiation, competitive pricing encouraged.

- \$10,000 - \$350,000: Public works in this range may be purchased using the Small Works Roster (see below) or using the Invitation to Bid process with advertisement required for projects over \$200,000. If using the Small Works Roster:
 - \$10,000 - \$50,000: Invitation to Quote, three quotes required.
 - \$50,000 - \$250,000: Invitation to Quote, five quotes required, equitably distributed among the roster.
 - \$250,000 - \$350,000: Invitation to Quote, five quotes required, notify remainder of roster.
- Over \$350,000: Invitation to Bid, advertisement required.

Invitation to Bid Procedures

This section outlines the procedures required for formal bidding, or the Invitation to Bid (ITB) process. Steps include writing clear bid specifications, advertising, receiving and opening bids, and determining the lowest responsive and responsible bidder to award the contract.

Bid Specifications

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition, while also provide enough specificity that vendors have the opportunity to make a bid that provides the best value and quality.

When it is impractical or uneconomical to make clear and accurate description requirements, a “brand name or equal” description may be used. The responsibility of demonstrating to the NPRSA’s satisfaction that a product is “equal” to that specified shall be on the vendor proposing the substitution. Requests for approval of substitutions must be made with sufficient time to allow the NPRSA to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. NPRSA has no obligation to accept proposed substitutions. Acceptance of a substitute product proposed as an “equal” to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

Advertising

Providing public notice of bidding opportunities increases opportunity for competition. Advertising on the NPRSA website and in the established newspaper of record is required when purchasing supplies and equipment, general services, and public works (when not using the Small Works Roster) over \$200,000. Post the notice with sufficient time to allow prospective vendors to submit bids. Best practices for advertisements suggest including the following information:

- Title of the project
- Nature and scope of the work
- Where contract documents (plans, specifications) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- If for a public work, state that a bid bond must accompany the bid
- Statements that the NPRSA retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

See the NPRSA Procedure Manual for instructions on posting on the website and advertising in the established newspaper.

Receiving and Opening Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be date and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

Staff shall not inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the NPRSA may not negotiate with bidders.

In addition to responding the bid specifications, bids must also include bid security, a non-collusion affidavit, statement of compliance with wage payment laws, and for public works projects over \$1 million, a roster of sub-contractors.

1. Bid Security

Bid security is required for all competitive bidding for public works and must be submitted in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check. Noncompliance will result in rejection of the bid. If a bidder is permitted to withdraw a bid before award, the bid security shall be returned.

Bid security shall be required on bids for materials, supplies, and equipment only if it is determined to be necessary by the Executive Director.

2. Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved through legal consultation.

3. Statement of Compliance with Wage Payment Laws

[RCW 39.04.350](#) requires that every bidder on a public works project must submit, as part of their bid package, a sworn statement that they have not willfully violated wage payment laws within the past three years in order to be considered a responsible bidder.

4. Roster of Sub-Contractors

[RCW 39.30.060](#) specifies that in order for their bid to be considered responsive, every bidder for a public works contract of over \$1 million must submit a roster of all subcontractors that will be used for heating, ventilation and air conditioning, plumbing, and electrical work.

Awarding the Contract: The Lowest Responsive and Responsible Bidder

The contract must be awarded to the lowest responsive and responsible bidder who meets the requirements and criteria included in the bid specifications. If the lowest responsive and responsible bidder is not selected, the NPRSA must reject all bids. An invitation for bids may be cancelled. Additionally, the NPRSA may, at its sole discretion, choose to reject all bids.

A responsive bidder is considered to be a person or legal entity who has submitted a bid conforming in all material respects to the terms and conditions, specifications and other requirements in the bid specifications. The NPRSA may deem a bid to be non-responsive if it does not conform to the essential requirements listed in the bid specifications. A responsible bidder is a person or legal entity who has the capability in all respects to perform in full the contract requirements, and has the integrity and reliability which will assure good faith performance. Additional requirements of bidder responsibility are listed in [RCW 39.04.350](#).

If the NPRSA determines a bidder to be not responsible, it must provide (in writing) the reasons for the determination. A bidder can appeal the determination per the appeals process listed in this document. The NPRSA must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the NPRSA may not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

When a trade-in option exists and is in the NPRSA's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid. Additionally, [RCW 39.30.040](#) allows any local sales tax revenue generated by the purchase to be considered in

determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

Records Management

Staff are to maintain records sufficient to detail the history of procurement. All quote/bid documents must be retained as indicated in the State of Washington Retention Schedule, and be available for public inspection. These records will include (but are not necessarily limited to) the following:

- Rationale for the method of procurement
- Selection of contract type
- Contractor selection or rejection
- Basis for the contract price
- Records of each contractor's formal bids and any specific conditions imposed on the bid

Vendor Appeals

Vendors may appeal a proposal solicitation or award of contract issued by the NPRSA, provided that the vendor strictly follows the vendor appeals procedures. Prior to the deadline for submitting bids or proposals, vendors may appeal specifications, terms, or requirements. After the deadline for submission of bids or proposals, vendors may appeal the award or pending award to the apparent low bidder, or the selection of the most advantageous proposal. The appeal must:

- Be submitted in writing;
- Explicitly identify itself as an appeal;
- Explicitly identify the bid/project/request for which the appeal is made;
- Explicitly state all reasons and bases in law and fact supporting the appeal (including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects);
- Include any and all supporting documents; and
- Be received by NPRSA staff within the following deadlines:
 - For appeals involving specifications, terms, conditions, or requirements – no later than 7 business days prior to the bid deadline.
 - For appeals involving an award or pending award - no later than 5 business days after the award is made.

A vendor's initial appeal will be reviewed by the Executive Director with legal and financial consultation, if necessary. The initial appeal will be decided based upon the written materials,

supporting documents, and other information obtained by those reviewing the appeal or protest. A meeting or conference with the appellant will occur only if the Executive Director determines that a meeting would materially assist the NPRSA in making its decision. Only those issues identified by the appellant in the initial written appeal will be considered. The Executive Director will issue a written decision no later than 10 business days after staff receive the initial appeal.

The appellant may file an appeal to the NPRSA's decision, to be decided by the Board. The appellant must submit the appeal in writing to Staff no later than 7 business days after the date of the NPRSA's written decision. The appeal must state the basis in law or fact for the appeal, include a copy of the initial appeal and the decision from which the appellant appeals, and state whether the appellant requests time to appear before the Board to present the appeal. The Board will not consider any issues that were not raised in the initial appeal or protest. At its sole discretion, the Board may decide to allow the appellant to make any presentation other than the written submission if the Board finds that such a presentation would materially aid its decision. The Board's decision shall be final and binding.

Contract Approval and Management

Accidental losses can arise during and as a result of the activities during the contract fulfillment process. The NPRSA seeks to transfer responsibility for such events to those with whom it contracts. This section outlines insurance requirements, who has authority to approve contracts and change orders, and provides more details about the unique requirements for public works contracts.

Grants Management

The Executive Director, at their sole discretion, may enter into agreements to pursue grant funding. If the grant requires a match, the Executive Director may enter into the agreement if the grant match has already been approved by the Board.

Insurance

The standard requirement for insurance coverage is a policy for \$1 million. If the activity being performed in the contract is determined to be higher or lower risk, the Executive Director may negotiate the insurance requirement, with legal consultation, if necessary.

Contract Approval

Contracts are to be approved as listed below, provided that the total amount of the contract is within previously approved budget appropriations. The Board must approve any contract if the total cost exceeds previously approved budget appropriations.

- Under \$100,000: Executive Director may approve, unless the total exceeds previously approved budget appropriations.
- Over \$100,000: NPRSA Board must authorize the Executive Director to enter into the agreement.

Change Orders

Change orders are to be approved as listed below, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations. The Board must approve any change order that increases a project's cost beyond previously approved budget appropriations. Other change orders, if not listed here, must be approved by the Board.

- Total cumulative amount of change orders is 10% or less: Executive Director may approve, unless the change order requires additional budget appropriations.
- Total cumulative amount of change orders is 10% or more: Board must approve the change order.
- Any time or working days extension: Executive Director may approve.

Public Works Contracts

There are additional requirements for contracts for public works projects specifically, which include prevailing wage, bonds, and retainage.

Prevailing Wages

Prevailing wages are established by the Washington State Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are reflective of local wage conditions including factors such as the hourly wages, usual benefits, and overtime paid to the majority of workers, laborers, and mechanics within each county.

The NPRSA is required by [RCW 39.12.040](#) to require contractors to pay prevailing wages on all public works contracts. A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work.

Performance Bonds and Retainage

[RCW 39.08.010](#) mandates that the NPRSA require a performance bond for every public works contract. This ensures that the job will be completed and that all workers, suppliers, and subcontractors will be paid. The bond shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract. [RCW 39.08.015](#) subjects the NPRSA to claims of “laborers, materialmen, subcontractors, and mechanics” if the required performance bond is not obtained.

Retainage

For contracts of \$150,000 or less, the NPRSA is allowed (at the option of the contractor) to forego requiring a performance bond. Instead, the NPRSA may retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under RCW 60.28 (whichever is later). The intent of this exception is to assist small contractors who may have difficulty securing a bond.

Surplus of NPRSA Property

The Board may authorize the sale or disposal of NPRSA property, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. The property will be deemed as surplus or scrap.

If grant funding was used to purchase the property, permission must be obtained from the grantor before selling or disposing of any property. Failure to obtain permission could obligate the NPRSA to repay grant funding.

Surplus is considered any tangible, personal property owned by the NPRSA that is no longer needed or usable, presently or in the foreseeable future. Scrap is any equipment or material which cannot serve its original purpose.

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction, utilizing a third-party auction service. Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be donated or disposed of if there is not a viable market. Trade-in of old equipment to upgrade similar or reasonably related is permitted when it is in the best interest of the NPRSA.

Appendix

Appendix A – How to Buy Chart

Purchase Type	Cost & Solicitation Method	Contract Approval
Supplies and Equipment	< \$10,000 – Direct Negotiation \$10,000 - \$50,000 – ITQ, 3 quotes \$50,000 - \$200,000 – ITB > \$200,000 – ITB, advertisement required	< \$100,000 – ED > \$100,000 – Board
General Services		
Technology Software & Services		
Professional Services		
A&E Services	RFQ only	
Public Works	< \$10,000 – Direct Negotiation \$10,000 - \$350,000 – Small Works (see below) or ITB (advertisement required over \$200,000) > \$350,000 – ITB, advertisement required <u>Small Works</u> \$10,000 - \$50,000 – ITQ, 3 quotes \$50,000 - \$250,000 – ITQ, 5 quotes distributed \$250,000 - \$350,000 – ITQ, 5 quotes notify roster	

Reference Material

Templates supporting the procurement and contracting processes can be found in the NPRSA Procedure Manual. These may be updated or modified at any time.



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director
 Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Consideration of Minute Order # MO-20-02 reviewing and filing the King County Investment Pool Policy dated July 26, 2017; and approving Agreement # A-20-02 with King County for Cash Management Services; and approving Agreement # A-20-03 with King County for Investment Services.

POLICY CONSIDERATION: This item asks the Board to consider whether to enter into two agreements with King County for Investment and Cash Management Services, where the Board may accrue earnings on cash balances invested through the King County Investment Pool. By approving Minute Order # MO-20-02, the Board formally acknowledges receipt of the King County Investment Pool Policy dated July 26, 2017.

BACKGROUND:

DATE	ACTION
JANUARY 22, 2020	Board was notified that agreements for King County Investment and Cash Management Services were never executed.

At the January 22, 2020 meeting the Board received notification from Interim Executive Director, Wes Phillips that a King County staff member reached out to him about agreements for Investment Services and Cash Management Services which were never executed. However, while the agreements have not been formally executed by the NPRSA, King County has been managing the accounts of the NPRSA, and investing cash balances, as if the agreements were in place. Meeting Minutes from the February 26, 2020 meeting show record that the Interim Executive Director would bring a resolution for the Board to approve the agreements at the next meeting. Due to the COVID-19 public health crisis, the Board did not meet again until June. These agreements were not ready for the June meeting agenda.

DISCUSSION: The King County Investment Pool invests cash reserves for all County agencies and approximately 100 special districts. It is one of the largest investment pools in the State, with an average asset balance of nearly \$5 billion. On average,

County agencies comprise 40% of the pool and special districts comprise 60%. The County Investment Policies (Att-1) are established and maintained by the County Executive Finance Committee, who also oversees the investment portfolio. The Pool is only allowed to invest in certain types of highly-rated securities, including certificates of deposit, U.S. treasury obligations, federal agency obligations, municipal obligations, repurchase agreements and commercial paper. The Board is asked to officially receive and file the Investment Policy.

The services provided by the Investment Pool are separate, and in addition to, the services the NPRSA already receives from King County as the fiduciary agent to the NPRSA. By entering into the agreement for Investment Services (Att-3) the Board is authorizing King County to invest the cash balances of the NPRSA funds in the Investment Pool. In order for King County staff to make these investments automatically, the Board is also asked to consider authorizing an agreement for Cash Management Services (Att-2) which allows King County staff to manage the NPRSA's cash balances for investment. In addition to potentially accruing investment earnings, an added benefit of participating in the Investment Pool is that King County will only consider interfund loans to districts that have already signed both agreements.

Any investment earnings are deposited back into the NPRSA accounts, after King County subtracts a minimal amount to cover the overhead costs of administering the Investment Pool. The Cash Management fee is calculated as a percentage of the monthly rate of return for the pool, which is currently totals 0.018% but will vary with the yield on the pool. The Investment Services fee is calculated as a percentage of the average NPRSA cash balance. King County estimates the historical administrative cost to be 0.011% of the cash balance

FINANCIAL CONSIDERATION: For a variable, but minimal fee, the NPRSA may accrue earnings on cash balances invested. If those fees are more than what is accrued in investment earnings, King County assumes responsibility for the difference.

ATTACHMENTS: Att-1. King County Investment Pool Policy dated July 26, 2017
Att-2. Agreement # A-20-02 King County Cash Management Services
Att-3. Agreement # A-20-03 King County Investment Services

RECOMMENDED ACTION: Move to approve Minute Order # MO-20-02, reviewing and filing the King County Investment Pool Policy dated July 26, 2017; and approve Agreement # A-20-02 with King County for Cash Management Services; and approve Agreement # A-20-03 with King County for Investment Services.

KING COUNTY INVESTMENT POOL POLICY

July 26, 2017

This policy is effective immediately upon adoption and supersedes all previous King County Investment Pool Policies.

PURPOSE:

The purpose of this document is to set forth the investment objectives, investment strategies, and authorized portfolio securities for the management of the King County Investment Pool ("Pool"). The Pool consists of monies invested on behalf of the County and other special purpose districts within the County. The policy has been adopted by, and can be changed only by, a majority vote of the Executive Finance Committee (EFC). The policy is designed to help King County meet the objectives of the Pool and is consistent with State law. This policy shall be reviewed annually and any modifications shall be approved by the EFC.

SCOPE:

The policy applies to all financial assets invested in the Pool as defined in King County Code (KCC) 4.10.090. Non-pooled investments which do not meet the criteria of this policy require approval by the EFC.

http://www.kingcounty.gov/council/legislation/kc_code.aspx

POOL GOVERNANCE:

The King County Council has delegated authority (KCC 4.10.05) for oversight of the Pool to the EFC, which serves the role of the County Finance Committee as defined in RCW 36.48.070.

The Investment Pool Advisory Committee (IPAC) was created by Ordinance 16280 to provide input to the EFC on matters related to the Pool. The IPAC has not been vested with decision making authority for the Pool. The IPAC will make recommendations to the EFC on its agenda items related to the Pool.

PRUDENCE:

The Standard of Prudence to be applied to the administration of the Pool shall be the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent investor rule shall be applied in the context of managing all financial assets within the scope of this Policy.

OBJECTIVES:

It is the policy of the County to invest public funds in a manner which will preserve the safety and liquidity of all investments within the Pool while obtaining a reasonable return within established investment guidelines. The portfolio should be managed in a manner that is responsive to the public trust and

KING COUNTY INVESTMENT POOL POLICY

consistent with State law. Accordingly, the Pool will be guided by the following principles, which are intended to supplement KCC 4.10.060:

1. The primary objective of King County's investment of public funds is to safeguard investment principal.
2. The secondary objective is to maintain sufficient liquidity to ensure that funds are available to meet daily cash flow requirements.
3. The third consideration is to achieve a reasonable yield consistent with these objectives.

DELEGATION OF AUTHORITY:

The Director of the Finance and Business Operations Division ("Director") is responsible for the management and investment of public funds (per KCC 2.16.035) and may delegate management responsibilities to King County employees under his control and supervision.

The Director shall be accountable for all investment transactions undertaken and shall establish a system of internal controls and written procedures to regulate investment activities and personnel. The Director shall also recommend policy changes to the EFC as necessary.

PARTICIPATION IN THE POOL:

Participation in the Pool is limited to King County government agencies and other special purpose districts, including school, fire, sewer, library, water and other districts within King County for which the King County Treasury Manager serves as Treasurer.

Other public entities located within King County, for whom the County does not serve as Treasurer, may also be considered for membership in the pool; provided that each entity sign and adhere to the terms and conditions of the Interlocal Agreement; and provided further that the Director may choose, at his/her discretion, to cap the amount the entity may invest in the pool at any given time in order to prevent very large cash withdrawals from adversely impacting the earnings of other pool members. If such a cap is requested, it shall be reflected in a written addendum to the Interlocal Agreement.

Interlocal Agreements: Special purpose districts are required to sign an Interlocal Agreement when entering the Pool. This Agreement shall renew automatically each year on the districts' anniversary date unless either the county or the district has exercised the termination options under Section VIII of the agreement. The Interlocal Agreement governs the district's investments and withdrawals from the Pool.

Fees and charges: The Pool assesses two fees, both of which are charged monthly as a percentage of the total assets invested in the Pool. The first fee is the Investment Pool Fee, which is a fixed rate established by the EFC and charged to all pool participants. RCW 36.029.022 limits that fee to no more than

KING COUNTY INVESTMENT POOL POLICY

the actual cost of operating the pool. Within three months of the close of King County's fiscal year, the actual costs for operating the pool are determined and a rebate of the excess collected is made to pool members. The second fee is the Cash Management Pool Fee, which is set at 1.5% of the monthly pool earnings rate, not to exceed 8 basis points, regardless of the investment pool rate. It is charged only to those pool members that select to have their available balances automatically invested.

AUTHORIZED INVESTMENTS:

Investments in the Pool shall be restricted to those authorized in Washington State law and further restricted by Schedules herein.

AUTHORIZED BROKER/DEALERS:

The County shall maintain an 'Authorized Broker/Dealer List'. Security transactions are limited to dealers included on this list. Broker/Dealers must be approved by the County. To become "approved" by the County, a broker/dealer with whom the County does business shall comply with the requirements set forth in Schedule IV. The Finance and Business Operations Division will conduct an annual review of authorized broker/dealers to confirm adherence to minimum requirements as detailed in Schedule IV.

For best pricing in unusual sell situations, it is permissible to use a broker/dealer not on the 'Authorized Broker/Dealer List', but this broker/dealer must be authorized by the King County Treasury Manager or Director with subsequent reporting to the EFC. These unusual sell transactions can only be executed with primary dealers as defined by the New York Federal Reserve Bank.

CREDIT REVIEW PROCESS:

The County shall maintain an 'Approved Credit List'. A description of this process and applicable guidelines are described in more detail in Schedule V.

INTERNAL CONTROLS & AUDITS:

The County has established a system of internal controls to provide reasonable assurance that the Pool is operating effectively and efficiently, that financial reporting is reliable and that the Pool is in compliance with applicable laws and regulations. The concept of reasonable assurance recognizes that the cost of control shall not exceed the benefits likely to be derived and that the valuation of costs and benefits require estimates and judgments by management. The County shall develop and maintain written procedures for the operation of the investment program, which are consistent with this policy. These procedures shall include reference to subjects like segregation of duties, safekeeping, collateralization, wire transfers and banking related activities.

The State Auditor's Office conducts an examination of King County's financial affairs at reasonable, periodic intervals as the state auditor shall determine in accordance with RCW 43.09.260. This review helps to ensure compliance with

KING COUNTY INVESTMENT POOL POLICY

applicable laws, regulations and Generally Accepted Accounting Principles (GAAP). In the past, this examination has occurred annually.

SECURITY CUSTODY & DELIVERIES:

All security transactions are to be conducted on a “delivery-versus-payment basis” (DVP).

All securities purchased shall be deposited for safekeeping with the custodial bank that has been contracted to provide the County with custodial security clearance services or with a tri-party custodian bank under a written tri-party repurchase agreement. Certificates of Deposit (CDs) and funds placed with the State of Washington Local Government Investment Pool are exempt from the DVP policy. Securities are not to be held in investment firm/broker dealer accounts. All securities will be held in the name of the County or in the nominee name of its custodian bank and reconciled monthly.

COMPETITIVE TRANSACTIONS:

For all transactions the County should seek to receive three (3) competitive bids or offers from authorized broker/dealers.

In cases where it may not be possible to obtain three (3) simultaneous bids or offers, electronic trading systems may be relied on to verify whether a bid or offer reflects a fair market value.

Evaluating prices for less liquid securities or securities with optionality such as, callable and mortgage-backed securities, will be accomplished using financial tools such as Option Adjusted Spread, Total Return, Breakeven, Spread analysis, etc. These types of securities will often be compared to similar, but not identical, securities to determine relative value.

A security with a higher price may be purchased instead of another similar alternative, if this higher priced security improves the portfolio’s safety, liquidity, or diversification.

Securities that may be purchased without direct competitive offers include:

- § Local government investment pool transactions.
- § Certificates of deposit that are pledged to the State to satisfy pension obligations.
- § Overnight repurchase agreements and bank savings accounts.
- § Securities obtained through U.S. Treasury auctions.
- § Primary issuances of U.S agency, municipal, and corporate offerings.

When investments are purchased directly from issuers (e.g. certificates of deposit) market prices shall be documented by reference to offerings of similar securities that are of comparable rating and maturity by other direct issuers.

KING COUNTY INVESTMENT POOL POLICY

All securities transactions will be documented and retained in the daily investment file or trade logs.

LIQUIDITY AND MATURITY STRUCTURE:

Maintenance of adequate liquidity to meet the cash flow needs of the Pool is essential. Accordingly, investments for the Pool will be structured in a manner that ensures sufficient cash is available to meet anticipated liquidity needs. Selection of investment maturities will be consistent with the liquidity requirements of the Pool in order to avoid the forced sale of securities prior to maturity.

The Pool will maintain an effective duration of 1.5 years or less. To provide sufficient liquidity to meet daily expenditure requirements, the portfolio will maintain at least 40% of its total value in securities having a remaining maturity of 12 months or less. This duration, when combined with the minimum percentage that must mature within 12 months, provides an appropriate balance between the Pool's objectives.

PERFORMANCE EVALUATION:

Pool performance is evaluated monthly against a customized book value rate of return benchmark, which in keeping with the management philosophy and strategy of the Pool results in a steadier, more predictable rate of return than a total return benchmark. The benchmark reflects the average composition, target maturity and duration and risk tolerances of the pool. The composition of this benchmark is the weighted average book value return of the following benchmarks:

40% Bank of America Merrill Lynch 90-Day Treasury Bill Index

60% Bank of America Merrill Lynch 1-3 Year US Treasury & Agency Index

IMPAIRED INVESTMENTS:

In the event any investment becomes impaired, as defined in the Impaired Investment Policy (Schedule VI), the investment will be treated as detailed in Schedule VI.

TRADING & EARLY SALE OF SECURITIES:

Securities should be purchased, generally, with the intent of holding them until maturity. However, in an effort to minimize market risks, credit risks, and increase the overall portfolio yield, securities may be sold prior to maturity either at a profit or loss when economic circumstances or a deterioration in creditworthiness of the issuer warrant a sale of the securities to either enhance overall portfolio yield or to minimize loss of investment principal.

In the event of a material downgrade of a security held in the portfolio, the Investment Officer or Credit Analyst shall report the downgrade to the Treasury Manager or his/her designee and the Director. In the event of a downgrade below the minimum credit ratings authorized by this policy, the security shall be

KING COUNTY INVESTMENT POOL POLICY

evaluated by the Treasury Manager or his/her designee on a case-by-case basis to determine whether the security shall be sold or held. It is preferred to sell such a security if there is no book value loss.

In the event a sale of a downgraded security would result in a loss, the Treasury Manager or his/her designee will evaluate whether to hold or sell the security based on the amount of loss, remaining maturity and any other relevant factors. The Director shall make the final decision regarding whether to hold or sell the downgraded security and shall inform the EFC of such decision in advance of executing the transaction, with the understanding the Director has the authority to inform the EFC after the transaction in circumstances that require an expedited decision on behalf of the Pool and its members.

PURCHASE OF 'WHEN ISSUED' SECURITIES:

Purchases for the sole purpose of trading these securities prior to cash settlement are discouraged. Purchases of 'when-issued' securities are otherwise authorized as long as sufficient cash is available to consummate their acceptance into the Pool portfolio on the settlement date, and at purchase there is the ability to hold them in the portfolio to maturity without violating any of the diversification/maturity limits of this policy (based on settlement date).

PORTFOLIO REPORTING:

The EFC shall be provided consistent periodic reporting. These reports shall provide an accurate and meaningful representation of the investment portfolio, its performance versus the established benchmark, and proof of compliance with the investment policy. Reports will include at a minimum:

- A listing of individual securities held at the end of the reporting period.
- Effective duration and final maturity of all investments listed.
- Coupon, discount or earnings rate.
- Par value, amortized book value and market value.
- Percentage of the portfolio in each investment category.
- A listing of all transactions, other than overnight investments, executed during the reporting period.

On a quarterly basis, the Pool's financial consultant shall conduct a review of the portfolio. The review shall include at a minimum:

- Compliance reporting.
- Summary of market news and events as it relates to portfolio diversification.
- Commentary on the pool's asset credit quality, liquidity and maturity distribution.

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ETHICS:

Officers and staff members involved in the investment process shall maintain a code of ethics that is in compliance with the provisions of the Employee Code of Ethics KCC 3.04.

<http://www.kingcounty.gov/employees/ethics/ecomplete.aspx>

CONTINUING EDUCATION:

It is King County's policy to require periodic investment training for any county employee delegated the authority to manage daily investment transactions for the Pool. The Director shall designate employees who should obtain at least twenty (20) hours of investment-related training each year. A CFA Institute member or non-member employee can satisfy this requirement by fulfilling the CFA Institute Continuing Education (CE) Program.

POLICY ADOPTION & AMENDMENTS:

The King County Executive Finance Committee, or its successor, shall adopt and may periodically amend the policies governing the Pool. Except in an emergency, the Executive Finance Committee, or its successor, will consult with the Investment Pool Advisory Committee at least 60 days prior to adopting or implementing changes to any policies governing the Pool.

KING COUNTY INVESTMENT POOL POLICY

SCHEDULE I

AUTHORIZED INVESTMENTS MATRIX:

The following table should be considered along with the Schedules that follow. These Schedules provide additional information on criteria and restrictions that apply to many of the Authorized Investments listed in the table.

AUTHORIZED INVESTMENTS	MAXIMUM PORTFOLIO ALLOCATION (% of portfolio's book value at time of purchase)	ISSUER RESTRICTIONS (% of portfolio's book value at time of purchase)	CREDIT QUALITY (at time of purchase) (S&P/MOODY'S/FITCH)	MATURITY RESTRICTONS
U.S. Treasuries or full faith and credit of the U.S. government. (MBS restrictions apply as noted in section below)	100% (10% in the case of Treasury Inflation Protected Securities)	None	Not Applicable	Up to 5 years
U.S. agencies, instrumentalities, or government-sponsored enterprises ("Federal Agencies") (MBS restrictions apply as noted in section below)	100%	Maximum 35% exposure to any single Agency	Senior debt obligations issued by any government sponsored enterprise, agency or instrumentality of the United States.	Up to 5 years
Repurchase Agreements – Top Tier Rating (A-1 or P1)	100%	100% for repurchase agreements with the Federal Reserve Bank of New York 25% maximum exposure to any one repo counterparty. For the purposes of aggregating issuers across sectors, overnight repo counterparties shall NOT be included.	The counterparty must have: 1. A rating in the highest short-term credit rating category by at least one Nationally Recognized Statistical Rating Organization (NRSRO) or possesses a guarantee by an entity with such a rating; and 2. A minimum asset and capital size of \$5 billion in assets and \$175 million in capital	60 days or less
Repurchase Agreements – Second Tier Rating (A-2 or P-2)	10%	5% maximum exposure to any one repo counterparty. For the purposes of aggregating issuers across sectors, overnight repo counterparties shall NOT be included.	The counterparty must have: 1. A rating in the second highest short-term credit rating category by at least one Nationally Recognized Statistical Rating Organization (NRSRO) or possesses a guarantee by an entity with such a rating; and 2. A minimum asset and capital size of \$5 billion in assets and \$175 million in capital	Overnight Only

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AUTHORIZED INVESTMENTS	MAXIMUM PORTFOLIO ALLOCATION (% of portfolio's book value at time of purchase)	ISSUER RESTRICTIONS (% of portfolio's book value at time of purchase)	CREDIT QUALITY (at time of purchase) (S&P/MOODY'S/FITCH)	MATURITY RESTRICTONS
Reverse Repurchase Agreements	20%	5% per investment dealer	<ol style="list-style-type: none"> 1. rated in the highest short-term credit rating category by at least one NRSRO; and 2. a minimum asset and capital size of \$5 billion in assets and \$175 million in capital 	6 months or less
Local Government Investment Pool ("LGIP")	25%	State of Washington LGIP	Not Applicable	Not Applicable
Bankers' Acceptances	25% When combined with Term Repos (greater than overnight), Certificates of Deposit, Commercial Paper and Corporate Notes not to exceed 50% of the Pool assets.	Must be issued by a bank organized and operating in the U.S. Maximum 5% per issuer applied across investment types.	Rated in the highest short-term credit rating category by at least two NRSROs.	Up to 180 days
Certificates of Deposit	25% When combined with Banker's Acceptance, Term Repos (greater than overnight), Commercial Paper and Corporate Notes not to exceed 50% of the Pool assets.	Must be a public depository in the State of Washington. Maximum 5% per issuer applied across investment types.	See RCW 39.58 of the state Code. If not 100% collateralized, must be rated in the highest short-term rating category by at least one NRSRO. Those institutions not meeting the 100% collateralization or minimum credit requirements may receive deposits up to the FDIC or federally guaranteed amounts.	Up to 1 year
Commercial Paper	25% of total market value when combined with Corporate Notes. When combined with Banker's Acceptance, Certificates of Deposit, Term Repos (greater than overnight) and Corporate Notes not to exceed 50% of the Pool assets.	Secondary market purchases only. Must be issued by a corporation organized and operating in the U.S. Maximum 3% per issuer in combined categories of commercial paper and corporate notes. Maximum 5% per issuer applied across investment types.	Purchases with greater than 100 days maturity must have an issuer long-term rating in one of the three highest credit rating categories by one major NRSRO. Rated in the highest short-term rating category by at least two major NRSROs. If the commercial paper is rated by more than two major NRSROs, it must have the highest rating from all of the organizations. State law requires that Commercial Paper be purchased only from dealers.	270 days

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AUTHORIZED INVESTMENTS	MAXIMUM PORTFOLIO ALLOCATION (% of portfolio's book value at time of purchase)	ISSUER RESTRICTIONS (% of portfolio's book value at time of purchase)	CREDIT QUALITY (at time of purchase) (S&P/MOODY'S/FITCH)	MATURITY RESTRICTONS
General Obligation Municipal Bonds	20%	5% of portfolio: bond issues by pool participants must be purchased on the secondary market only	Rated in at least the highest three long-term rating categories by at least one NRSRO.	5 years
Mortgage-Backed Securities	25%	<p>Must be issued by Federal Agencies of the United States.</p> <p>Investments in MBS will count toward the total that can be invested in any one agency as described in U.S. Agencies above.</p> <p>Full faith and credit MBS are limited to 25%.</p>	<p>Senior debt obligations issued by any government sponsored enterprise, agency or instrumentality of the United States.</p> <p>The securities must pass the Federal Financial Institutions Examination Council ("FFIEC") suitability test, which banks use to determine low est risk securities.</p>	5 year average life at time of purchase
Corporate Notes	<p>25% of total market value when combined with commercial paper.</p> <p>When combined with Banker's Acceptance, Certificates of Deposit, Commercial Paper and Term Repos (greater than overnight) not to exceed 50% of the Pool assets.</p>	<p>3% per issuer rated AA or better.</p> <p>2% per issuer rated in broad single A category.</p> <p>Split ratings will take most conservative rating.</p> <p>Maximum 3% per issuer in combined categories of commercial paper and corporate notes.</p> <p>Maximum 5% per issuer applied across investment types.</p>	<p>Must be rated at least in the broad single A category or better.</p> <p>Broad single A category with a negative outlook may not be purchased.</p>	<p>5 years</p> <p>The maximum duration of the corporate notes portfolio shall not exceed 3 years.</p>

Notes:

1. Floating rate and variable rate securities are permitted subject to the following criteria:
 - a. The rate on the FRN/VRN resets no less frequently than quarterly; and
 - b. The FRN/VRN is indexed to a money market rate.
 - c. The maturity of floaters will be viewed to the final maturity date and the duration of floaters will be viewed to the next reset date.
2. Major NRSRO is defined as Moody's and Standard & Poor's.
3. Purchases prior to 9/15/16 are considered grandfathered in for issuer limit purposes and can be held to maturity.

KING COUNTY INVESTMENT POOL POLICY

SCHEDULE II

REPURCHASE AGREEMENTS

The Pool makes regular use of repurchase agreements (repos) to meet its investment needs. Such transactions are governed by a Master Repurchase Agreement. The following criteria apply:

1. Repurchase agreement counterparties will be limited to (i) primary government securities dealers who report daily to the Federal Reserve Bank of New York or (ii) banks, savings and loan associations or diversified securities broker-dealers subject to regulation of capital standards by any state or federal regulatory agency. Please see Schedule I for counterparty qualifications.
2. All securities used in deliverable repurchase transactions will be delivered to King County's safekeeping bank. All securities used in a tri-party repurchase agreement must be delivered to a tri-party safekeeping account. A tri-party agreement is required to be signed by all participating parties. Tri-party custodians are required to provide the County with evidence of collateral ownership.
3. Securities used in tri-party repurchase agreements must have a market value equal to at least 102% of repurchase price, plus accrued interest. Tri-party custodians are required to mark collateral to market and rebalance accounts daily. For deliverable repurchase agreements with terms from 1 to 30 days, the market value of the collateral must equal at least 102% of the repurchase price, plus accrued interest. 102% collateralization is required for terms 31 to 60 days.
4. Repurchase agreements have a maximum maturity of 60 days.
5. All participating dealers are required to sign a SIFMA Master Repurchase Agreement.
6. Collateral for repurchase agreements will be limited to U.S. Treasury and U.S. Agency securities.

REVERSE REPURCHASE AGREEMENTS:

A reverse repurchase agreement ("reverse") is an investment transaction in which securities in King County's portfolio are sold and an agreement is made to buy back the securities at a later date. This agreement discloses a repurchase price, which would include a specified interest rate that is applied against the original proceeds. Although reverses can be used as a borrowing mechanism, the proceeds are generally reinvested in another instrument to a date similar to the maturity of the reverse. The new instrument provides a greater rate of return than the rate paid on the reverse.

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LIMITATIONS ON USE

1. King County will not use reverses to borrow funds for any purpose.
2. King County will use only reverses that are “match book” transactions. A match book means that the maturity date of the acquired security is identical to the end date of the reverse.
3. King County will enter into reverses only with firms with which they have adopted a master repurchase agreement. (see below)
4. King County will not enter into a reverse repurchase agreement for periods exceeding six months.
5. King County will not reverse more than 20% of the total balance of the Investment Pool at any one time.

MASTER REPURCHASE AGREEMENT:

A master repurchase agreement contract which defines the responsibilities of both parties has been developed by King County. The County requires all firms to sign the agreement before being allowed to do repos/reverses with the County.

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SCHEDULE III

POLICY CRITERIA FOR INVESTMENTS IN CERTIFICATES OF DEPOSIT:

Certificates of Deposit (CD's) can be placed only with institutions that are public depositories in the State of Washington. RCW 39.58 governs public depositories and provides that, "All public funds deposited in public depositories, including investment deposits and accrued interest thereon, shall be protected against loss, as provided in the chapter".

POLICY ON EARLY REDEMPTION IN THE EVENT OF FAILURE:

Because of deposit protection regulations, risk of loss of principal is minimal for investment deposits in a bank or thrift institution. However, in a bank failure, assets of an institution may be frozen while regulatory authorities ascertain account balances and liabilities. If a CD matures during that time, cash flow problems may result or the opportunity to reinvest those funds may be lost.

If a bank or thrift institution should fail, or the EFC has reason to believe it may fail, King County may withdraw a CD prematurely. If the early redemption results in any loss of principal or interest, the redemption must have the approval of the Treasury Manager or his designee.

POLICY ON BANK AND THRIFT CREDIT EVALUATION:

King County establishes deposit limitations beyond those provided by RCW 39.58, for all financial institutions with which deposits are placed, based upon a financial analysis of those institutions.

LIMITATIONS

RCW 39.58 provides that the deposits of a municipal body cannot exceed the net worth of an institution.

If CDs are not 100% collateralized, the County further limits deposits to only those institutions rated in the highest short-term credit rating category by at least one NRSRO.

Those institutions not meeting 100% collateralization or the minimum credit requirements may receive deposits up to the FDIC or federally guaranteed amounts.

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SCHEDULE IV

BROKER/DEALER SELECTION POLICY

AUTHORIZED BROKER/DEALERS:

The Finance and Business Operations Division will maintain an Authorized Broker/Dealer call list of firms that have established relations with the County.

All broker/dealers that wish to be considered for addition to the established Authorized Broker/Dealer List must meet the following minimum requirements:

1. Confirm that they are a member of the Financial Industry Regulatory Authority (FINRA), registered as a dealer under the Securities Exchange Act of 1934, and be registered with the Securities Division of the Washington State Department of Financial Institutions.
2. Be of high integrity and assign personnel to King County's account of equally high integrity. This is crucial to King County's intent is to enter into a long-term relationship.
3. Acknowledge receipt of King County's written Statement of Investment Policy.
4. Sell all securities subject to delivery at King County's custodial banks. With the exception of collateral calls on repurchase agreements, all transactions are to be conducted on a delivery vs. payment (DVP) basis.
5. Demonstrate they have been in operation of effecting transactions in authorized investments of this Policy for at least five (5) years.
6. Must be either on the Primary Government Securities Dealers list published by the Federal Reserve Bank of New York or be a non-primary broker/dealer that qualifies under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) with a minimum of \$175 million of regulatory capital.
7. All firms with whom the County does business must have adequate financial strength which will be assessed by a review of the firm's financial statements and other factors, as determined by the County.
8. Broker/Dealers may also provide related services that are considered optional, including:
 - a. An active secondary market for its securities (provided that this would be a required service for commercial paper broker/dealers).
 - b. Internal credit research analysis on commercial paper, bankers' acceptances and other securities it offers for sale.
 - c. Be willing to purchase securities from King County's portfolio.

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- d. Be capable of providing market analysis, economic projections, and newsletters.

REGISTERED REPRESENTATIVE EXPERIENCE REQUIREMENTS FOR ADDITION TO AUTHORIZED BROKER/DEALER POOL LIST:

In order to be considered the registered representative of the firm must be registered with the Securities Division of the Washington State Department of Financial Institutions and meet at least one of the following minimum requirements:

1. Have six years of experience as an institutional fixed income registered representative.
2. Have five years of experience as a fixed income trader, or portfolio manager with at least one year of experience as an institutional fixed income registered representative.
3. Have one year of experience as an institutional fixed income registered representative and holds the Chartered Financial Analyst designation.

APPLICATION PROCESS:

A securities firm and registered representative that meets the above criteria can contact the King County Finance and Business Operations Division regarding inclusion on King County's waiting list. Contact should be made with: Treasury Manager at (206) 263-2860 or Investment Officer at (206) 263-2866, or in writing to King County Administration Building, 500 4th Avenue Room 613, Seattle, WA 98104. If the firm meets the minimum requirements they will be forwarded a copy of this policy and King County's master repurchase agreement, if appropriate.

Each firm will be required to submit a copy of their latest financial report, a completed copy of King County's dealer questionnaire and certification, the resumes of the persons who will cover King County's account, delivery instructions, an organization tree that shows all the parent and subsidiary relationships and ownership percentages, and any other pertinent information necessary to conduct business.

EVALUATION PERIOD:

Depending on need, the County may hold two six-month new dealer evaluation periods during the year: These evaluation periods will normally be from January 1 to June 30 and July 1 to December 31

To be eligible to be selected to participate in the evaluation period, each new firm must submit all the information required by this policy three months before the start of the evaluation period. The County will review the material submitted and evaluate each firm versus King County's needs. Firms that are selected to participate in an evaluation period will be notified shortly before the beginning of the period, and the County will furnish the firm with an executed trading authorization and delivery instructions. Firms that meet the minimum requirements, but miss the deadline or are not selected for the upcoming evaluation period, may be considered for the following evaluation period. A firm may be dropped prior to the completion of the six month period, if the County determines that continuing the relationship is not in its best interest.

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FIRM SELECTION:

Both the firm representatives will be evaluated on the material they submit prior to an evaluation period. Firms will be rated by their product offerings, electronic inventory delivery systems, financial strength, reputation, and research products. Registered representatives will be evaluated on their experience, product knowledge, references, professionalism, and communication skills. Equal weighting will be given to the firm and the registered representatives. All else being equal, firms with institutional fixed income sale offices in King County may be given preference.

ADDITION TO PRIMARY CALL LIST:

Firms that demonstrate that they can add value to King County's investment program during the evaluation period will be added to the primary call list. Each firm will be reviewed with respect to its market analysis, knowledge and understanding of King County's investment program, and the professional conduct demonstrated by their personnel. Generally, a firm must have demonstrated during the evaluation period that it is handling at least 5% of King County's investment transactions, or provided other valuable services that other firms on the authorized Broker/Dealer list are not providing.

Even if a firm does more than 5% of the investment transactions, it may not be added to the list if, in King County's opinion, the registered representatives utilize over aggressive sales techniques, are difficult to work with, are not considerate of the investment staff's time, recommend securities not authorized by this policy or are untrustworthy.

DELETION FROM PRIMARY CALL LIST:

Firms may be dropped from the Authorized Broker/Dealer List when they have been unable to achieve 5% of King County's business during a six-month period. The determination of whether to drop a firm will also be based on King County's long-term experience with the firm, and whether the drop in business is due to temporary conditions. The firm may also be retained on the list if it provides other valuable services such as unique research or pricing on difficult-to-price securities. If the County determines that it would be better served by retaining the firm, but changing the registered representative that is covering the County, the County may request that King County's account be switched to another registered representative.

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DEALER QUESTIONNAIRE

1. Name of Firm
2. Address Regional/local National offices
3. Telephone number () Regional/Local
() National Headquarters
4. Primary representative/manager/partner-in-charge

Name	Name
Title	Title
Telephone No. ()	Telephone No. ()
Fax No. ()	Fax No. ()
5. Are you a primary dealer in U.S. Government securities?
 Yes No
6. If so, for how long has your firm been a primary dealer? _____ years
7. What was your firm's total volume in U.S. Government and agency securities trading last year?

Firm-wide \$	Number of Transactions
Your local/regional office \$	Number of Transactions
8. Which instruments are offered regularly by your local/regional desk?

<input type="checkbox"/> T-bills <input type="checkbox"/> Treasury notes/bonds <input type="checkbox"/> Agencies (specify) <input type="checkbox"/> Corporate Notes <input type="checkbox"/> Other Instruments (list below) _____ _____ _____	<input type="checkbox"/> Taxable Municipals <input type="checkbox"/> Bankers Acceptances (BAs) <input type="checkbox"/> Term Treasury or Agency repurchase agreement <input type="checkbox"/> Commercial Paper <input type="checkbox"/> Agency Mortgage-backed CMOs
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9. Identify all personnel who will be trading with or quoting securities to the King County Finance Division.
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10. Which of the above personnel have read King County's investment policies?

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11. Indicate which of the above agents of your firm's local/regional offices currently are licensed, certified or registered, and by whom.

Agent

Licensed or registered by

12. Identify your public-sector clients in our geographical area who are most comparable to King County's.

Entity

Contact Person

Telephone No.

Client since

()
()
()

13. Has your firm ever been subject to a regulatory or state or federal agency investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of government securities or money market instruments? Have any of your employees ever been so investigated? Explain.

14. Has a public-sector client ever claimed that your firm was responsible for investment losses? Explain.

15. Include samples of research reports that your firm regularly provides to public-sector clients.

16. Explain your normal custody and delivery process. Who audits these fiduciary systems?

17. Provide certified financial statements and other indicators regarding your firm's capitalization.

18. Describe the capital line and trading limits that support/limit the office that would conduct business with our government.

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19. What training would you provide to our employees and investment officers?

20. Has your firm consistently complied with the Federal Reserve Bank's capital adequacy guidelines? As of this date, does your firm comply with the guidelines? Has your capital position ever fallen short? By what factor (1.5x, 2x, etc.) does your firm presently exceed the capital adequacy guidelines? Include certified documentation of your capital adequacy as measured by the Federal Reserve standards.

21. Do you participate in the Securities Investor Protection Corporation (SIPC) insurance program? If not, explain why not.

22. What portfolio information do you require from your clients?

23. What reports, transactions, confirmations and paper trail will we receive?

24. How many and what percentage of your transactions failed last month? Last year?

25. Does your firm list its inventory on Bloomberg's BOOM and Bloomberg Bond Trader (BBT) screens?

26. Does your firm list inventory on Tradeweb? If so, which products are listed there?

27. If your firm is a subsidiary, please describe any written financial guarantees that your parent has entered into that provide financial support to your organization.

28. Describe the precautions taken by your firm to protect the interests of the public when dealing with governmental agencies as investors.

KING COUNTY INVESTMENT POOL POLICY

CERTIFICATION

I hereby certify that all personnel who will be handling King County's account have personally read King County's investment policy, and that I am authorized to execute this request on behalf of the firm.

As a Securities and Exchange Commission (SEC) registered broker or dealer and a member of FINRA, the firm is subject to the federal securities laws and regulations, and the rules of the SEC and FINRA. Those rules establish, among other things, obligations regarding the suitability of investment recommendations and prohibitions on the use of fraudulent and deceptive practices. I hereby certify that the firm has in place policies and procedures and a system of supervision that are reasonably designed to achieve compliance with applicable securities laws and regulations, and with applicable SEC and FINRA rules.

Signed: _____ Title: _____

Name (print): _____ Title (print): _____

Date: _____

KING COUNTY INVESTMENT POOL POLICY

SCHEDULE V

CREDIT REVIEW PROCESS

APPROVED CREDIT LIST:

The County shall maintain an approved credit list to help manage the Pool's exposure to issuers that present some element of credit risk. Those listed issuers would include all investment types, with the exception of those backed by the full faith and credit of the US Treasury, Federal Agencies, the Washington State LGIP, repurchase agreements, 100% collateralized certificates of deposit, and FDIC-insured investments. This list shall assist the County in determining a prudent credit profile amongst its holdings.

CREDIT COMMITTEE (CC):

The purpose of the credit committee is to:

- Review the quality of the approved credit list
- Review the effectiveness of credit related processes
- Provide guidance to the EFC for new credit approvals or removals from the approved credit list.

The CC members include the King County Treasury Manager, the King County Chief Investment Officer, the King County Senior Debt Analyst, and the King County Chief Economist. The CC holds meetings on a monthly basis and takes action through consensus of its members. Its actions are reported in meeting minutes. In the case of vacancies, the acting representative in the position will replace the CC member. Committee members and King County credit analyst may attend educational events sponsored by broker/dealers, vendors, professional organizations or rating agencies to keep abreast of market developments.

EXTERNAL SOURCES:

The County may seek to supplement its resources through the services of external parties. Services to be sought externally could include, but would not be limited to:

- providing advice on credit review procedures and framework
- providing advice on changes in the credit profile of particular industries and/or sectors
- monitoring the credits held by the County and alerting the County to any developments with those or similar credits,
- researching specific credit issues or issuers
- providing advice on issuers to be added to the approved credit list or removed from the approved credit list

KING COUNTY INVESTMENT POOL POLICY

SCHEDULE VI

IMPAIRED INVESTMENT POLICY

1.0 Purpose

1.1 This policy is adopted by King County's EFC to address the treatment of impaired investments, as defined in Section 2.0, consistently with applicable law and the terms of the investment agreements with pool members. The policy addresses how to provide fair and equitable treatment of pool members' interests in the event one or more of the pool investments becomes impaired.

1.2 The policy specifically addresses situations involving pool members who are completely withdrawing from the pool or who are removing substantial funds from the pool prior to the distribution of any realized loss.

2.0 Definitions

2.1 Impaired Investment: An investment is deemed to be "impaired" when: (a) its credit quality is rated below investment grade by Standard & Poor's, Moody's and/or Fitch; (b) a default has occurred on payment at maturity; or (c) an enforcement event, as defined in the investment's program documents, has occurred. An impaired investment is also referred to as "distressed."

2.2 Unrealized Loss: A loss calculated using the fair value of the investment, but which has not been realized through a transaction such as the sale of a security. It is also referred to as a "paper loss." An unrealized loss is not distributed to pool members.

2.3 Realized Loss: A loss that is recognized when investments are sold for a price lower than the carrying value or it is determined that the investment has no value and therefore it is not possible to sell the security at any price. This loss is distributed to pool members.

2.4 Fair Value: This is the amount at which an investment is being exchanged in a current transaction between willing parties. In conditions where market pricing is not available, other generally recognized valuation methodologies may be used.

2.5 Par Value: This refers to the nominal or face value of a security. The par value is the amount the issuer is obligated to pay the investor when the security matures.

3.0 Goals

The policy is intended to serve the following goals among others:

3.1 Seek Options to Recover Principal: The pool will first seek options that allow for the recovery of the principal value of the impaired investment over time, thereby avoiding a realized loss. Any selected option must be justified in terms of risk, cost/benefit, and legal soundness.

KING COUNTY INVESTMENT POOL POLICY

3.2 Distribute Any Realized Loss Fairly and Equitably: If a loss must be realized, the loss will be distributed in a manner that is fair and equitable to pool members, as set forth in this policy.

3.3 Protect New Monies Entering Pool: The pool will seek to isolate a realized loss impact in such a way that new monies entering the pool after an investment is deemed impaired will not be factored into the calculation and distribution of the realized loss.

3.4 Prevent a Run on the Pool: The County will not allow members to exit the pool or remove substantial balances from the pool in order to avoid loss exposure, thereby undermining the confidence of remaining pool members. The County will ensure that those pool members completely exiting the pool or withdrawing substantial funds from the pool are required to leave sufficient funds in the pool to offset the maximum potential future realized loss on any investment that is impaired at the time of withdrawal or exit.

4.0 Distributing a Realized Loss—Holding Period Method

4.1 A realized loss will be apportioned based on each pool members' average cash balance from the time the impaired investment was acquired through the date the investment is deemed impaired. This is referred to as the "holding period" for the impaired investment.

4.1.1 Example: An impaired commercial paper investment acquired on April 18, 2007 enters into an accelerated enforcement event on October 17, 2007. If the total realized loss to the pool is \$10 million and a pool member has an average cash balance equal to 1 percent of the pool during this time period, then the pool member is apportioned \$100,000 for the loss.

4.2 This treatment of losses protects new monies which enter the pool after the date an investment is deemed impaired from being exposed to a realized loss associated with an impaired investment.

4.2.1 Example: If a pool member had a \$50 million bond issue that was placed in the pool after the date an investment is deemed impaired, then this new \$50 million would not be part of the member's average cash balance during the designated holding period for the purpose of calculating their share of the realized loss.

5.0 Pool Members Exiting Pool Prior To Realized Loss Distribution

5.1 Members who request a complete withdrawal of funds from the pool prior to a realized loss must first ensure that their request is consistent with their signed investment agreement, including prior notification requirements.

5.2 Retainage for Loss Coverage: The County will require the exiting pool member to retain sufficient funds in the pool to cover any future realized loss on an impaired investment. The County will calculate the pool member's pro rata share of an estimated 100 percent loss of the par value of the impaired investment using the holding period method set forth in section 4.0. This amount will be deducted from the requested withdrawal of funds and will be retained by the pool until such time that the pool

KING COUNTY INVESTMENT POOL POLICY

recovers the full par value of the investment or distributes a realized loss. If a realized loss is less than the amount being retained by the pool to cover losses, this difference will be reimbursed to the exiting pool member at the time the realized loss is allocated to pool members.

5.2.1 Example: A pool member requests the withdrawal of \$10 million on the anniversary date of their pool agreement and provides proper advance notice. The pool member has an average cash balance equal to 1 percent of the total pool assets during a defined holding period for an impaired investment. The par value on the impaired investment is \$50 million. The amount retained by the pool to cover any loss is \$500,000 (1 percent x \$50 million). Therefore, the net withdrawal payment is \$9.5 million (\$10 million - \$500,000 retained for loss coverage). Of the \$500,000 retained by the pool, all or a portion of this amount will be returned to the exiting pool member depending on whether the full par value is eventually repaid to the pool.

5.3 If the County is issued a new security (or securities) as part of a restructuring solution for an impaired investment, then the full retainage amount will be returned to the pool member upon the full maturity payment of the new security (or securities). Also, if a restructuring solution results in periodic cash flow payments or the partial repayment of the par value of an impaired investment, these payments will be distributed to pool members.

5.4 Pool members will continue to receive interest earnings, as set forth in their investment agreements, on the amount of their retainage for loss coverage provided that, if the impaired assets are separated from the performing assets into a separate impaired investment pool, then no interest earnings will be distributed from the impaired pool until the full principal due on the impaired investment has been recovered. Full or partial recovery of these impaired funds is dependent on the implementation of restructuring agreements involving each impaired investment.

Provided further that no administrative fees will be charged to those assets in the impaired investment pool and any cash recovery from the impaired investments in excess of the retainage for loss coverage will be returned to each participant's fund in the performing pool effective on the day these funds were settled, thereby lowering the total amount impaired.

6.0 Pool Members Removing Substantial Funds Prior To Realized Loss Distribution

6.1 Members who request withdrawals of their cash balances must make the request consistent with their signed investment agreement, including prior notification requirements.

6.2 Retainage for Loss Coverage: Prior to approving the request, the County will calculate the amount of funds that must be retained in the pool to cover the pool member's share of any future realized loss on an impaired investment. The retainage for loss coverage will be calculated and applied in the same manner as Section 5.0.

KING COUNTY INVESTMENT POOL POLICY

7.0 Accounting and Financial Reporting for Impaired Investments

7.1 The Governmental Accounting Standards Board (GASB) promulgates accounting guidance. GASB 31 Accounting and Financial Reporting for Certain Investments and for External Investment Pools, provides guidance for investment accounting. Additionally, GASB also provides guidance through questions and answers in its annual comprehensive implementation guides.

7.2 In accordance with GASB 31, the investments in the County investment pool are reported in the King County's year-end financial statements at fair value. That valuation takes into account any impaired investments.

7.3 If fair value is not determined by quoted market prices, the GASB Implementation Guideline suggests the security's value be estimated. This estimate calculation requires professional judgment and use of valuation techniques. In these cases, the County will obtain an estimate of the fair value from an investment bank of high reputation and solvency.

7.4 All investment income, including changes in the fair value of investments is recognized as revenue in the King County's statement of activities. Negative investment income is reported as negative revenue.

7.5 GASB 31 does not mandate the manner, frequency or method of the distribution of investment earnings. The County, as the pool sponsor, determines the distribution methodology.

7.5.1 Based on longstanding past practice, the county only distributes realized gains and losses to pool members. The County does not distribute unrealized gains or losses on its investments.

8 Period of Applicability

8.1 This policy reflects applicable statutes, GASB 31 and standard accounting practices, the terms of the agreements with pool members and the actual practices that have been followed in the past management of the pool and therefore applies to all withdrawals, exits, or other events that fall within its subject matter scope.

KING COUNTY INVESTMENT POOL POLICY

SCHEDULE VII

POLICY STATEMENT ON INTERLOCAL AGREEMENTS OF POOL MEMBERS

It is King County's policy that all members of the Pool will have signed the Pool Agreement. A copy of the current form of the Agreement is posted on the County's web site at the following link:

<http://www.kingcounty.gov/operations/Finance/Treasury/InvestmentPool.aspx>

KING COUNTY INVESTMENT POOL POLICY

FINANCE AND BUSINESS OPERATIONS DIVISION

KING COUNTY

STATEMENT OF INVESTMENT POLICY

SCHEDULE VIII

Pool-Plus – Long-Term Investment Option

Purpose

This policy is adopted by King County's Executive Finance Committee (EFC) to address the circumstances under which County agencies or districts can invest funds beyond the maximum maturity limit established for the King County Investment Pool (KCIP). There are circumstances where the investment horizon of the KCIP is not aligned with the long-term investment horizon of the agency or district. This policy provides an investment option that allows a participant in the KCIP to request the County to combine a portfolio of individual long-term securities in the same fund that is invested in the KCIP (RCW 36.29.022). The pooling of the long-term portfolio with the KCIP provides the ability to invest at durations longer than the KCIP, while maintaining access to the liquidity of the KCIP. The Pool-Plus program will allow qualifying funds to invest over longer durations recognizing there are: (1) potential risks such as increased price volatility and the possibility of selling securities before maturity to pay unexpected expenditures could result in a loss of principal; (2) benefits from reducing reinvestment risk which improves the predictability of future budget revenue; (3) and potential rewards such as increased earnings.

Goals

The policy is intended to serve the following goals:

- Provide an investment option for funds with investment horizons far beyond the maximum maturity limit of the pool.
- Minimize credit risk exposure that long-term investments outside the KCIP will face.
- Minimize the possibility of negative financial impacts on current pool participants.
- Ensure that a fund requesting to invest in long-term investments outside the pool understands, and accepts, the greater price volatility that is inherent in longer term investments.
- Minimize any operational burden that would distract the investment team from its primary mission of managing the investment pool.

Eligibility Criteria

1. Only County agencies or district funds for which the County serves as *ex officio* treasurer are eligible.
2. Funds that are short-term in nature will not be eligible. Some examples of short-term funds that would generally not be eligible include operating funds, general

KING COUNTY INVESTMENT POOL POLICY

funds, current expense funds, bond financed construction funds subject to rebate, etc.

3. Funds must have investment horizons that extend beyond 5 years, and the possibility of having to sell investments prior to maturity must be extremely unlikely. This ensures that the purpose is to minimize reinvestment risk and not to assume higher risk levels in the sole hope of capturing higher yields by assuming greater market risk.
4. To minimize the operational burden on the investment team, funds must have at least \$5 million available for investment outside of the reserve that will be maintained in the KCIP. However, when more than 75% of the available funds are designated for the KCIP, the combined duration becomes closer to the KCIP's, and this may result in the fund not being approved for the Pool-Plus program because the goal of investing for a longer time horizon than the KCIP's is not being satisfied, and the work load for the investment team is increased.
5. County agencies and districts wishing to participate in the Pool-Plus program must complete the appropriate application. (See Appendix 1 for districts and Appendix 2 for County agencies.)
6. To protect the soundness of the KCIP, the EFC must approve all applications to participate in the Pool-Plus program which validates that the requesting fund has a true business need to participate in the Pool-Plus program. This reduces the likelihood that a Pool-Plus participant can harm other KCIP participants by moving money out of the KCIP when the KCIP rate is low and then moving the funds back when it is high. An application from a fund that has previously terminated its participation in the Pool-Plus program, and then reapplies, can expect its request to receive additional scrutiny.

Eligible Securities

The KCIP will be used for the liquidity portion of the portfolio, while the following investment types will be used for the longer term investments:

- A. U.S. Treasuries or securities with full faith and credit of the U.S. government backing them.
- B. Senior debt obligations issued by U.S. agencies, instrumentalities, or government-sponsored enterprises such as Federal National Mortgage Association (FNMA), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), and Federal Home Loan Mortgage Corporation (FHLMC). While these agencies have credit ratings equivalent to the U.S. government, they are not explicitly guaranteed by the U.S. government. Financial market participants view them as having an "implied guarantee" because these agencies were chartered by Congress.

The investment team will be responsible for selecting the mix of securities between U.S. Treasury and agency securities. However, the fund's management and governing body may request that only U.S. Treasury securities be purchased.

The investment team will limit purchases to the above sectors because they have extremely low levels of credit risk and trade in liquid markets. The investment team will

KING COUNTY INVESTMENT POOL POLICY

also not purchase securities with prepayment risk like mortgage-backed or callable securities. Since longer term securities that have a higher exposure to market risk from changes in interest rates, compounding the risk exposure by adding credit and prepayment risk is not the best option for a passive, long-term strategy.

Investment Strategy

The investment strategy for a fund approved for the Pool-Plus program will consist of two parts: The KCIP and the longer term investments. The KCIP will hold any reserve that will be used for liquidity or as an extra cushion to reduce the probability that a longer term security would have to be sold before maturity.

Two investment options will be offered for the long-term investment program. Option 1 is a 10-year ladder strategy. A 10-year bond ladder will generally consist of 10 fixed-income securities of equal size invested with maturities from 1 to 10 years. The investment team will attempt to keep the average maturity of funds using Option 1 between 4 and 6 years.

Example: A pool participant has a reserve fund with \$20 million that will be used to replace infrastructure. They expect the expenditure will take place in 40 years. However, there is also a possibility that a natural disaster or unexpected event might cause them to have to spend funds before then. Their management and governing body decides to maintain a liquidity/contingency balance of \$10 million in the KCIP. This would leave \$10 million for the bond ladder. The example below shows how this ladder strategy might look.

Year	Amount Invested
1	\$1 million
2	\$1 million
3	\$1 million
4	\$1 million
5	\$1 million
6	\$1 million
7	\$1 million
8	\$1 million
9	\$1 million
10	\$1 million
Total	10 million

With \$10 million in the KCIP and \$10 million in the ladder the average duration of this fund would be about 3 years, which is approximately 3 times greater than the KCIP's usual duration.

Option 2 will be available for funds that have \$25 million or more and that believe Option 1 does not adequately meet its investment objectives. If the investment team concurs that Option 1 is not workable for the fund, they will work with fund to develop an investment plan that better meets the unique cash flow and other objectives of the fund.

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Whenever it is reasonable, the investment team will attempt to add to securities already held in its portfolios, instead of buying a new security. This will reduce the number of securities held, which will reduce safekeeping expenses. The investment team will also attempt to consolidate purchase requests from multiple entities into one trade. This will also help to reduce safekeeping and trading expenses.

Operational Features

- Adding additional monies to Option 1 and 2 after the initial investment:
 - When a security matures in the Option 1 or 2 programs new money can be added to the reinvestment of the proceeds.
 - On a quarterly basis new money can be added by emailing the request to investment.pool@kingcounty.gov. The request period is open the last 10 business days of any quarter. The investment team will compile the requests, and will place new investments usually within the first 5 business days of the new quarter (e.g., requests received in the last 10 business days of December will generally be placed in the first 5 business days of January).
 - Minimum quarterly addition is \$1 million for Option 1.
 - Minimum quarterly addition is \$5 million for Option 2.
 - Should the amount requested to be invested exceed line (C) from the Fund Details section of the application most recently approved by the EFC, a new application and EFC approval will need to be obtained.
- Communications
 - The investment team will contact authorized personnel before reinvesting the proceeds from maturing investments or when investing new money to discuss the new investment purchase.
 - If the investment team identifies an opportunity to improve or rebalance the participant's long-term portfolio, they will consult with authorized personnel before taking any action that requires a sale before maturity.
 - Pool-Plus participants should communicate any material change in their cash flow or financial condition that could impact their ability to continue participating in the Pool-Plus program as soon as possible.
- It is expected that securities purchased under Option 1 or 2 would normally be held to maturity, but if the investment team and the Pool-Plus participant agree that a sale would be beneficial, sales will be allowable. However, if a sale would generate a realized loss, the investment team would inform the Director of the size of the loss and why the sale is being requested. The Director shall then inform the EFC of such decision in advance of executing the transaction with the understanding the Director has the authority to inform the EFC after the transaction in circumstances that require an expedited decision.
- Coupon payments will automatically be invested into the KCIP.
- King County has the right to modify the investment options available to Pool-Plus program participants when it deems it prudent to do so.

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- There will be no additional fees to participate in the Pool-Plus program. The fees agreed to in the KCIP Agreement and the King County Cash Management Services Agreement Investment will apply to the invested balances in the funds that participate in the Pool-Plus program.
- All investment-related decisions and transactions will be made by those individuals designated by the Director.
- The Pool-Plus program is based on a long-term, passively managed strategy. Any attempt by a participant in the Pool-Plus program to shift dollars between the KCIP and Options 1 or 2 that appears to be harmful to the effective management of the County's investment operations will not be allowed. To protect other KCIP participants, the EFC has the power to terminate a fund's ability to participate in the Pool-Plus program with 90 days' notice to the agency or district. The agency or district may terminate this agreement with 45 days' notice.

Acceptance of Risk

Any fund that requests the ability to invest in long-term investments outside the KCIP will be required to attest that they can tolerate the price volatility associated with long duration securities. In the case of County funds, this acceptance of price risk must be approved by the fund's financial manager and by the department director. In the case of districts, an authorized person must sign the request and the district's governing board must submit a resolution attesting that they can tolerate and accept the risks associated with long-term investments.

As long as the securities are held to maturity, unrealized losses will diminish over time because the investor will receive the face amount (assuming no credit default) at maturity. However, unrealized losses may matter in certain types of funds. For instance, if a reserve fund needs to have a minimum market value and the fund falls below this level; the fund manager may have to transfer more funds to bring the fund back to its required balance. If other funds are not available to transfer in, this may cause the fund to be out of compliance with its legal commitment.

Any unrealized or realized gains/losses in a fund's investments in Option 1 or 2 of the Pool-Plus program will belong solely to that fund because those assets are the direct investments of the participant and are not assets of the KCIP. Realized and unrealized gains/losses in the KCIP will be governed by the agreements and policies that it operates under.

Being public entities, participants in Options 1 and 2 are also subject to increased reputational risk. This is the risk that government officials may lose stature if the market value of their investments falls significantly. Participants must understand that the overall length of the investments in Options 1 and 2 cause these options to have more market risk and less liquidity than the KCIP. Unrealized or realized losses could generate extra scrutiny by the media, constituents, auditors, etc., and this could have negative consequences for the officials involved.

Those entities considering Options 1 and 2 should also be aware that the County's uses accounting practices that are consistent with Governmental Accounting Standards Board (GASB) accounting standards. These means that the County amortizes/accretes premiums and discounts on a monthly basis and annually marks securities to their fair

KING COUNTY INVESTMENT POOL POLICY

market as required by GASB Statement No. 31. Those considering the Pool-Plus option should make sure their organization is comfortable with these accounting practices.

KING COUNTY INVESTMENT POOL POLICY



APPENDIX 1

DISTRICT APPLICATION POOL-PLUS OPTION PART 1

DISTRICT CONTACT INFORMATION

District name:		Date:
Contact name:		Contact title:
Phone:	Fax:	E-mail:
District address:		
City:		ZIP code:

FUND DETAILS

Fund name:	Fund number:
Fund type (general, capital, reserve, etc.):	
Balance in the fund as of the most recent month-end: \$	
(A) Amount of fund balance to be invested in Option 1 or 2 upon approval: \$	
(B) Over a 10-year horizon, what is the cumulative amount you expect to add to Option 1 or 2? \$	
(C) Total of lines (A) and (B): \$	

ADDITIONAL INFORMATION (CAN BE SUBMITTED ON EXTRA SHEET)

What business need do you have that makes Option 1 or 2 appropriate for your organization?

Which long-term option is the fund requesting? Option 1 (ladder) Option 2 (Custom)

Please attach your 10-year financial analysis that supports (B) above.

Are there any circumstances that might delay or reduce future revenue collections? If so, please describe.

Are there any circumstances that might accelerate or increase future expenditures? If so, please describe.

What impact would an unrealized loss in the range of 3 to 15 percent have on the fund?

DISTRICT AUTHORIZED SIGNATURE (REQUESTING POOL-PLUS OPTION)

Signature:	
Print Name:	
Title:	
Date:	

Important – Please Include the Following Attachment:

Ø **Copy of the governing body’s resolution requesting the Pool-Plus investment option from King County.**

KING COUNTY EXECUTIVE FINANCE COMMITTEE REVIEW (COUNTY USE ONLY)

Part 1 signed & resolution received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Part 3 signed & resolution received? Yes <input type="checkbox"/> No <input type="checkbox"/>
Pool-Plus Option Approved by EFC? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Approved/Denied:
Copy sent to district? Yes <input type="checkbox"/> No <input type="checkbox"/>	Option approved: <input type="checkbox"/> Option 1 (ladder) <input type="checkbox"/> Option 2 (Custom)

INSTRUCTIONS

1. District completes and signs Part 1 above, and emails it to: Investment.Pool@kingcounty.gov.
2. King County completes Part 2 and returns to the district.
3. The district completes Part 3 and returns the signed document along with the governing body’s resolution. Once this step is completed, the request will be brought before the EFC for its consideration. If the County does not receive a completed Part 3, the County will assume the district has dropped their request.

KING COUNTY INVESTMENT POOL POLICY



APPENDIX 1 (CONTINUED) DISTRICT APPLICATION ACKNOWLEDGEMENT AND ACCEPTANCE OF ALL RISKS		
PART 2 (COMPLETED BY KING COUNTY)		
DISTRICT INFORMATION		
District name:	Fund Number:	Date:
20-YEAR INTEREST RATE ANALYSIS FOR 5 AND 10 YEAR TREASURY NOTES		
INTEREST RATE SHOCK ANALYSIS (RATES UP 100, 200, & 300 BASIS POINTS)		
PART 3 (COMPLETED BY DISTRICT)		
After relying on our own due diligence and reviewing the brief analysis prepared by King County above, the district requests EFC approval of our Pool-Plus Investment Option Application (select one): Yes <input type="checkbox"/> No <input type="checkbox"/>		
The district requests that King County buy only securities that are issued by the U.S. Treasury or are backed by the full faith and credit of the United States be purchased for the bond ladder(select one): Yes <input type="checkbox"/> No <input type="checkbox"/>		
DISTRICT AUTHORIZED SIGNATURE		
Signature:		
Print Name:		
Title:		
Date:		
<p style="text-align: center;"><u>If "Yes" is Selected in Part 3, Please Include the Following Attachment:</u></p> <p>Ø Copy of the governing body's resolution acknowledging that the district is relying on its own due diligence and has reviewed the information provided by King County in Part 2 above and that it agrees to abide by the policies for the Pool-plus Option. The resolution must also state that the district accepts the market risk and the risk that the district could experience an actual loss or principal if it must sell an investment before maturity, and it must designate at least 2 people that are authorized to provide transaction instructions to the investment team..</p>		

KING COUNTY INVESTMENT POOL POLICY



APPENDIX 2

KING COUNTY AGENCY APPLICATION POOL-PLUS OPTION PART 1

AGENCY CONTACT INFORMATION

Department & division name::		Date:
Contact name:		Contact title:
Phone:	Fax:	E-mail:
District address:		
City:		ZIP code:

FUND DETAILS

Fund name:	Fund number:
Fund type (general, capital, reserve, etc.):	
Balance in the fund as of the most recent month-end: \$	

(A) Amount of fund balance to be invested in Option 1 or 2 upon approval: \$	
(B) Over a 10-year horizon, what is the cumulative amount you expect to add to Option 1 or 2? \$	
(C) Total of lines (A) and (B): \$	

ADDITIONAL INFORMATION (CAN BE SUBMITTED ON EXTRA SHEET)

What business need do you have that makes Option 1 or 2 appropriate for your organization

Which long-term option is the fund requesting? Option 1 (ladder) Option 2 (Custom)

Please attach your 10-year financial analysis that supports (B) above.

Are there any circumstances that might delay or reduce future revenue collections? If so, please describe.

Are there any circumstances that might accelerate or increase future expenditures? If so, please describe.

What impact would an unrealized loss in the range of 3 to 15 percent have on the fund?

FUND MANAGER - AUTHORIZED SIGNATURE (REQUESTING POOL-PLUS OPTION)	DEPARTMENT DIRECTOR - AUTHORIZED SIGNATURE (REQUESTING POOL PLUS OPTION)
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

KING COUNTY EXECUTIVE FINANCE COMMITTEE REVIEW (COUNTY USE ONLY)

Part 1 signed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Part 3 signed? Yes <input type="checkbox"/> No <input type="checkbox"/>
Pool-Plus Option Approved by EFC? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Approved/Denied:
Copy sent to agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	Option approved: <input type="checkbox"/> Option 1 (ladder) <input type="checkbox"/> Option 2 (Custom)

INSTRUCTIONS

1. Agency completes and signs Part 1 above, and emails it to: Investment.Pool@kingcounty.gov.
2. King County Treasury Section completes Part 2 and returns to the agency.
3. The agency completes Part 3 and returns the signed document signed by both the Fund Manager and Division Director document Director that shows that they acknowledge and accept the risks involved with the Pool-Plus option. Once this step is completed, the request will be brought before the EFC for its consideration. If the King County Treasury Section does not receive a completed Part 3, the County will assume the agency has dropped their request.

KING COUNTY INVESTMENT POOL POLICY



APPENDIX 2 (CONTINUED)

**KING COUNTY AGENCY APPLICATION
ACKNOWLEDGEMENT AND ACCEPTANCE OF ALL RISKS**

PART 2 (COMPLETED BY KING COUNTY TREASURY SECTION)

AGENCY INFORMATION

Agency name:	Fund Number:	Date:
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20-YEAR INTEREST RATE ANALYSIS FOR 5 AND 10 YEAR TREASURY NOTES

INTEREST RATE SHOCK ANALYSIS (RATES UP 100, 200, & 300 BASIS POINTS)

PART 3 (COMPLETED BY AGENCY)

The agency accepts the market risk and the risk that the agency could experience an actual loss or principal if it must sell an investment before maturity. After relying on our own due diligence and reviewing the brief analysis prepared by King County Treasury Section above, the agency requests EFC approval of our Pool-Plus Investment Option Application (select one): Yes No

The agency requests that King County buy only securities that are issued by the U.S. Treasury or are backed by the full faith and credit of the United States be purchased for the bond ladder(select one): Yes No

The Department's Director must also designate at least 2 people that are authorized to provide transaction instructions to the investment team.

FUND MANAGER - AUTHORIZED SIGNATURE
(REQUESTING POOL-PLUS OPTION)

DEPARTMENT DIRECTOR - AUTHORIZED SIGNATURE
(REQUESTING POOL PLUS OPTION)

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date:

Date:

KING COUNTY INVESTMENT POOL POLICY

GLOSSARY OF TERMS

ACCRUED INTEREST – Interest that has accumulated but has not yet been paid from the most recent interest payment date or issue date to a certain date.

AGENCY ISSUES – Securities issued by federal agencies, those chartered by the federal government or Government Sponsored Enterprises that are considered to be backed by the federal government. See also Government Sponsored Enterprises.

AMORTIZED COST – The original cost of the principal adjusted for the periodic reduction of any discount or premium from the purchase date until a specific date (also called “Book Value”).

ASSET-BACKED COMMERCIAL PAPER (ABCP) is a form of commercial paper that is collateralized by other financial assets. ABCPs are typically short-term investments and are typically issued by a bank or other financial institution

BANKERS ACCEPTANCE – Money market instrument created from transactions involving foreign trade. In its simplest and most traditional form, a bankers’ acceptance is merely a check, drawn on a bank by an importer or exporter of goods.

BASIS POINT – A unit of measurement equal to 1/100 of 1 percent. As an example, the difference between a security yielding 3.25% and one yielding 3.20% is five basis points.

BENCHMARK – An index or security used to compare the performance of a portfolio.

BOND – A long-term debt instrument of a government or corporation promising payment of the original investment plus interest by a specified future date.

BULLET – A colloquial term for a bond that cannot be redeemed, or called, prior to maturity.

CALLABLE BOND – A bond in which all or a portion of its outstanding principal may be redeemed prior to maturity by the issuer under specified conditions.

COLLATERALIZATION – Process by which a borrower pledges securities, property or other deposits for the purpose of securing the repayment of a loan and/or security.

COLLATERALIZED CERTIFICATE OF DEPOSIT – An instrument representing a receipt from a bank for a deposit at a specified rate of interest for a specified period of time that is collateralized by the bank with securities.

COMMERCIAL PAPER – Money Market instrument representing an unsecured short-term promissory note of a corporation at a specified rate of return for a specified period of time.

COUPON – The stated interest rate on a debt security that an issuer promises to pay.

KING COUNTY INVESTMENT POOL POLICY

CUSTODIAN BANK – A specialized financial institution responsible for safeguarding a firm's or individual's financial assets and is not likely to engage in "traditional" commercial or consumer/retail banking.

CREDIT QUALITY – An indication of risk that an issuer of a security will fulfill its obligation, as rated by a rating agency.

CREDIT RATING – A standardized assessment, expressed in alphanumeric characters, of a company's creditworthiness.

CREDIT RISK – The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

CUSIP – A unique identifier for a security developed by the Committee on Uniform Security Identification Procedures (CUSIP). The identifier is a nine-digit alphanumeric character. The first six characters identify the issuer, the following two identify the issue, and the final character is a check digit.

DERIVATIVES – Securities which derive their value from that of another security or an underlying index, currency or other measure. Floating rate notes (also "floaters") are not considered derivatives.

DISCOUNT INSTRUMENTS – Securities that are sold at a discount to face value.

DIVERSIFICATION – The practice or concept of investing in a range of securities by sector, maturity, asset class or credit quality in order to reduce and spread financial risk.

DOLLAR WEIGHTED AVERAGE MATURITY – The sum of the amount of each security investment multiplied by the number of days to maturity, divided by the total amount of security investments.

DURATION – Is a measure of the price volatility of a portfolio and reflects an estimate of the projected increase or decrease in the value of that portfolio based upon a decrease or increase in the interest rates. A duration of 1.0 means that for every one percent increase in interest rates, the market value of the Portfolio would decrease by 1.0 percent.

EFFECTIVE DURATION - A duration calculation for bonds that incorporates the impact of any embedded options in the bond. For Bonds with embedded options (callable, puttable, etc) effective duration provides a more accurate measure of a bond's price movement when interest change because it takes into account changes in the bond's cash flow that are related to the embedded options.

GOVERNMENT OBLIGATIONS – Securities issued by the U.S. Treasury and Federal Agencies. U.S. Treasuries are direct obligations of the Federal Government. Agencies are not direct obligations of the Federal Government, but involve Federal sponsorship or guarantees.

KING COUNTY INVESTMENT POOL POLICY

GOVERNMENT SPONSORED ENTERPRISES (GSE'S) – Private, shareholder-owned companies with a relationship with government agencies. These agencies generally are viewed to have an implied guarantee of the U.S. government. These include:

Federal National Mortgage Association (FNMA)
Federal Home Loan Bank (FHLB)
Federal Farm Credit Bank (FFCB)
Federal Home Loan Mortgage Corporation (FHLMC)

HIGHLY LIQUID – The most eminent type of security that is easily converted to cash because there are many interested buyers and sellers to trade large quantities at a reasonable price.

ILLIQUID – A security that is difficult to buy or sell or has a wide spread between the bid price and offer price in the secondary market. There are few buyers and sellers willing to trade large quantities at a reasonable price.

INTEREST RATE RISK – The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value. Also called “Market Risk”.

INVERSE FLOATERS – Floating rate notes which pay interest in inverse relationship to an underlying index.

LIQUID – A security that is easily bought and sold because of the willingness of interested buyers and sellers to trade large quantities at a reasonable price.

LONG-TERM – The term used to describe a security when the maturity is greater than one year.

MARKET VALUE – An estimate of the value of a security at which the principal would be sold from a willing seller to a willing buyer at the date of pricing.

MASTER REPURCHASE AGREEMENT – A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establish each party's rights in the transactions.

MEDIUM TERM NOTES – These are Corporate Notes and Bank Notes that are debt obligations of banks, corporations, and insurance companies. They are issued at a specific rate of return for a specific period of time.

MONEY MARKET MUTUAL FUND – A mutual fund with investments directed in short-term money market instruments only, which can be withdrawn daily without penalty.

NEGOTIABLE CERTIFICATE OF DEPOSIT – A Money Market instrument representing a receipt from a bank for a deposit at a specified rate of interest for a specified period of time that is traded in secondary markets.

PAR – The stated maturity value, or face value, of a security.

KING COUNTY INVESTMENT POOL POLICY

PASS-THROUGH SECURITIES – A debt instrument that reflects an interest in a mortgage pool, consumer receivables pool and equipment lease-backed pool that serves as collateral for a bond.

POOL – In this context, the pooled monies of different government agencies administered by the Pool.

PORTFOLIO VALUE – The total book value amount of all the securities held in the Pool.

PRIMARY DEALER – A group of dealers and banks that can buy and sell securities directly with the Federal Reserve Bank of New York.

PRIVATE PLACEMENTS – Securities that do not have to be registered with the Securities and Exchange Commission because they are offered to a limited number of sophisticated investors.

RANGE NOTES – Notes which pay interest only if the underlying index upon which it is benchmarked, falls within a certain range.

REPURCHASE AGREEMENT – A repurchase agreement consists of two simultaneous transactions. One is the purchase of securities by an investor (i.e., the County), the other is the commitment by the seller (i.e. a broker/dealer) to repurchase the securities at the same price, plus interest, at some mutually agreed future date.

REVERSE REPURCHASE AGREEMENT – The mirror image of Repurchase Agreements. In this instance the King County Pool is the seller of securities to an investor (i.e. brokers).

SAFEKEEPING – A custodian bank's action to store and protect an investor's securities by segregating and identifying the securities.

SECONDARY MARKET – The secondary market, also known as the aftermarket, is the financial market where previously issued securities and financial instruments are bought and sold.

SHORT-TERM – The term used to describe a security when the maturity is one year or less.

TOTAL RETURN – The sum of all investment income plus changes in the capital value of a portfolio for a given period.

WEIGHTED AVERAGE MATURITY – The remaining average maturity of all securities held in a portfolio. See Dollar Weighted Average Maturity.

WHEN-ISSUED SECURITIES – A security traded before it receives final trading authorization with the investor receiving the certificate/security only after the final approval is granted.

YIELD – The gain, expressed as a percentage, which an investor derives from a financial asset.

KING COUNTY INVESTMENT POOL POLICY

YIELD TO MATURITY – The percentage rate of return paid if the security is held to its maturity date. The calculation is based on the coupon rate, length of time to maturity, and market price. It assumes that coupon interest paid over the life of the security is reinvested at the same rate.

KING COUNTY CASH MANAGEMENT SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this day by and between King County, a home rule charter county in the State of Washington and the Northshore Parks and Recreation Service Area (NPRSA), a district in the State of Washington (hereinafter referred to as the "District").

WHEREAS, the King County Treasurer has authority to manage funds that are in his or her possession in accordance with Chapter 36.29 RCW; and

WHEREAS, the District has authority to manage funds that are in its possession in accordance with its applicable statutory authority; and

WHEREAS, the District participates in the King County Investment Pool pursuant to a separate Investment Pool Agreement; and

WHEREAS, the District has requested King County to provide cash management services to the District, as set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms and provisions set forth herein, it is agreed by and between the District and King County as follows:

I. SCOPE OF WORK

1. By entering into this Agreement, the District requests that King County provide cash management services for all of the District funds that are invested in the King County Investment Pool. Cash management services shall be separate from the services provided by King County pursuant to the District's Investment Pool Agreement. Cash management services shall also be separate from the services provided under King County's banking agreement in which the District pays for its portion of separately invoiced banking services. Cash management services that shall be provided by King County include, but are not limited to: (a) conducting daily sweeps of the District's cash balances using Zero Balance Accounts and automatically investing such balances in the King County Investment Pool, as specified in Section I(2) below; (b) crediting District bank deposits on date of deposit without regard to check float; (c) for Districts that issue their own warrants, charging District funds when warrants clear rather than when issued; (d) paying District warrants despite inadvertent negative balances of the District; (e) executing wire and ACH payment requests by the District; and (f) distributing property taxes in a manner that ensures the District receives its statutory share of the taxes on the same day the taxes are recorded as paid in King County's property based system records.

2. All District funds designated for cash management services following the effective date of this Agreement, including but not limited to interest earnings on District funds invested in the King County Investment Pool, shall be automatically and fully

invested in the King County Investment Pool. The District warrants that consistent with RCW 36.29.020, any such funds which the District will automatically invest in the Investment Pool pursuant to this Agreement are not required for the District's immediate expenditure.

3. The District agrees to pay to King County a variable fee for providing cash management services based on the average cash balance of the funds designated for cash management services and the overall performance of the King County Investment Pool. The fee shall be paid and collected in arrears in monthly deductions from the District's interest earnings or paid directly from the District funds held in the King County Investment Pool, as specified by King County. King County shall determine the District's Monthly Fee Rate using the following formula: **1.5%** multiplied by the investment pool rate of return for the month. The resulting figure is converted to basis points. The Monthly Fee Rate shall not exceed 8 basis points, regardless of the investment pool rate.

4. King County shall calculate the amount of the District's Monthly Fee in accordance with the following formula: the Monthly Fee Rate multiplied by the District's monthly average fund balance designated for cash management services, multiplied by the number of days in the month divided by the number of days in the year. For example, if the investment pool rate of return for the month is 2%, the Monthly Fee Rate will be .03% (.015 x .02). A fund with a \$1,000,000 monthly average balance would pay \$25.48 in a 31-day month ($\$1,000,000 \times .0003 \times 31/365$). The dollar amount of the preceding calculation is capped at the equivalent of 8 basis points.

II. KING COUNTY IS INDEPENDENT CONTRACTOR

In providing services under this Contract, King County is an independent contractor, and neither it nor its officers, agents or employees are employees of the District for any purpose.

III. ADMINISTRATION

This Agreement shall be administered on behalf of King County by the King County Treasury Manager or his or her designee. This Agreement shall be administered on behalf of the District by **NPRSA Board Chair** or his or her designee.

IV. TERM OF AGREEMENT

This Agreement shall be effective on the date it is executed. This Agreement is ongoing until either party terminates per Section VI below.

V. AMENDMENTS

No amendment to this Agreement shall be binding unless agreed to in writing by each party.

VI. TERMINATION

Either party may terminate this Agreement upon at least 90 days written notice. Termination is effective on the first business day of a month that falls at least 90 days after written notification.

VII. ENTIRE AGREEMENT

This Agreement is the complete expression of the terms hereto and any oral representation or understandings not incorporated herein are excluded. Any modifications to this Agreement shall be in writing and signed by both parties. Waiver of any default shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this ___ day of _____, 2020.

KING COUNTY

Ken Guy, Finance Director

Dated

DISTRICT

Northshore Parks and Recreation Service Area (NPRSA)
Name of District

By Chair James McNeal

Dated

Title

KING COUNTY INVESTMENT POOL AGREEMENT

THIS AGREEMENT is made and entered into this day by and between King County, a political subdivision of the state of Washington and home rule charter county and the Northshore Parks and Recreation Services Area (NPRSA), a special district in the State of Washington (hereinafter referred to as the "District").

WHEREAS the King County Treasury Operations is authorized, but not required to offer investment pooling opportunities to districts located in the County; and

WHEREAS the Washington State Legislature has amended RCW 36.29.024 and modified the allowable fees that may be deducted by King County for investment pool expenses; and

WHEREAS King County has carefully considered the benefits and risks of continuing pooling funds for investments; and

WHEREAS King County has determined that continuing to offer pooled investments is a benefit to King County and a benefit to various special districts; and

WHEREAS the District would like to continue having its funds pooled for investment by King County; and

WHEREAS this agreement is authorized by RCW 36.29.020, 36.29.022, and 36.29.024;

NOW, THEREFORE, in consideration of the terms and provisions herein, it is agreed by and between the District and King County as follows:

I. SCOPE OF WORK

A. King County

1. King County agrees to accept for investment a specific amount of funds the District has determined is not necessary for the District's immediate expenditure. King County agrees to combine the designated District funds, King County funds and the funds of other special districts that have agreed to pool funds for investment in the King County Investment Pool (hereinafter "Pool"). The King County Investment Officer, or other individual duly authorized by King County, with oversight by the King County Treasury Manager and Finance and Business Operations Director, shall have sole authority and responsibility for determining and executing the specific investments for the Pool, consistent with state law and the investment policies adopted by the King County Executive Finance Committee. King County has also established an Investment Pool Advisory Committee (Ordinance 16280) which shall provide input and advice to the

Executive Finance Committee on agenda items that relate to investment policies, practices and fees.

2. King County will be responsible for management of the Pool, including establishing the policies for the Pool, calculating interest earnings, allocating earnings and any realized losses among the District and other participants in the Pool, and determining and collecting Pool fees.

a. Pool Policies

The King County Executive Finance Committee, or its successor, shall adopt and may periodically amend the policies governing the Pool. For reference, the enclosed "Exhibit A" provides a copy of the current adopted policies as of February 2010. Except in an emergency, the Executive Finance Committee, or its successor, will consult with the Investment Pool Advisory Committee at least 60 days prior to adopting or implementing changes to any policies governing the Pool.

b. Interest Earnings

(i) King County shall distribute interest earnings to the District based on the District's average daily cash balance maintained in the Pool as determined by King County. King County shall calculate interest earnings by the 15th day of the following month; however, the actual distribution will be effective as of the first of the month.

(ii) King County shall calculate the monthly interest earnings rate used for Pool distributions using earnings of the Pool on an accrual basis. Earnings will be paid on an actual/actual day basis. For example, a fund maintaining an average balance of \$1,000,000 in a 31 day month for which a 3.00% earnings rate is paid will receive \$2,547.95 in interest for that month. ($\$1,000,000 \times .03 \times 31/365$).

c. Pool Fees

(i) King County shall deduct from each District's funds an estimate for the actual expenses incurred for the Pool for the coming year. An estimated annual fee for Pool participation shall be set initially at three and one-half (3.5) basis points (.035%). In accordance with RCW 36.29.024, this fee is intended to reflect King County's estimated direct expense and out-of-pocket cost of administering the Pool, plus a safety margin for unanticipated expenses. This fee shall be applied monthly against the average cash balance of the District and collected monthly by King County, determined as follows: .00035 multiplied by the average cash balance of the District during the month multiplied by the number of days in the month divided by 365. For example, the monthly fee collected from the example above would be \$29.73 ($1,000,000 \times .00035 \times 31/365$). King County shall reevaluate the annual fee each year based on the

rebate provided for the prior year and an estimate of actual expenses for the coming year.

(ii) If the amount of estimated fees collected within King County's fiscal year exceeds the actual expense of administering the Pool for that fiscal year, King County shall rebate such excess amount to the District based on the District's percentage of the total average Pool cash balance for that year. The rebate shall be made within three months of the close of King County's fiscal year. If the estimated Pool fee does not cover all of the actual expenses for the Pool, the County may collect from the District an additional amount that reflects the District's portion of deficiency, in the same manner that it would rebate any excess fees collected.

(iii) At the time King County rebates to the District any excess amount or collects from the District any deficiency amount of fees for administering the Pool for the prior year, King County shall provide an accounting of its actual expenses incurred for the Pool, as actual expenses are defined in RCW 36.29.024.

d. Reporting

King County will provide to the District a monthly statement showing the average cash balance maintained by the District, the Pool earnings rate, the District's earnings, the District's realized losses (if any), and the fee incurred. King County shall also provide a written explanation of the reason(s) for any realized loss.

B. The District

1. Deposits and Investment Instructions

a. If the District does not have a cash management agreement with the County, the District shall determine and provide notice to King County of the specific amount of funds it intends to invest in the Pool. Unless King County adopts a contrary policy, deposit requests must be received before 8:30 am on the day of deposit for same day credit.

b. If the District has a treasurer other than King County, the District shall provide notice of its intent to invest specific funds. Unless King County adopts a contrary policy, the minimum notice shall be at least one (1) working day in advance of wiring funds fewer than five (5) million dollars for investing. This notification will occur by 12 p.m. Pacific Time. Unless King County adopts a contrary policy, two (2) working days notice is required for deposits of five (5) million dollars or more into the Pool.

c. The District shall designate a regular representative and at least one alternate representative who are authorized to direct the District's deposits and

withdrawals from the Pool. King County can rely upon the representations of these authorized District representatives concerning the District's investment transactions with King County.

d. If the District does not have a cash management agreement with the County, then any fund that has a negative balance will be assessed an overdraft interest charge for each day that the fund was overdrawn, provided the negative balance was not due to investment losses or an accounting error made by King County. The overdraft interest charge shall be equal to the prime rate charged by King County's banking services provider in effect on the first day of the month in which the overdraft occurred. For example, if a fund had a negative balance of \$1 million on December 12 and the prime rate on December 1 was 3.25%, the fund would be charged \$89.04 ($\$1,000,000 \times .0325 \times 1/365$). The overdraft interest charge shall be effective on the day any District fund has a negative balance according to King County's accounting system records.

2. Withdrawals

a. The District understands and agrees that its investment of funds in the Pool is a long term investment. The District shall not withdraw its funds from the Pool unless they are needed for immediate expenditure.

b. If the District has executed a cash management agreement with King County, the District may withdraw funds from the Pool for immediate expenditure by submitting a warrant or electronic payment request, which will reduce the principal balance in the fund.

c. If the District does not have a cash management agreement with King County, the District shall notify King County in writing when invested funds are needed for immediate expenditure and shall specify the amounts and date the funds are needed. The District shall provide King County prior written notice for withdrawals. Unless King County formally adopts a contrary policy, the minimum notice to be provided for withdrawals is:

i. One (1) working day in advance for amounts up to five (5) million dollars,

ii. Two (2) working days for amounts between five (5) and fifty (50) million dollars, and

iii. Ten (10) working days notice for amounts over fifty (50) million dollars.

This notice shall occur by 12 p.m. Pacific Time on the appropriate day.

II. DISTRICT COVENANTS

The District warrants and covenants that its governing body has duly authorized the District's participation in the Pool. At the time the District authorizes King County to invest its funds in the Pool, the District warrants that those funds are not required for the District's immediate expenditure, consistent with RCW 36.29.020.

III. KING COUNTY IS INDEPENDENT CONTRACTOR

In providing services under this Agreement, King County is an independent contractor, and neither it nor its officers, agents or employees are employees of the District for any purpose.

IV. DISCLAIMER

King County makes no promises, either written or oral, regarding performance of the Pool investments. King County will attempt to obtain the highest yields available within investment policy; however, at times there may be higher yields available in other investment vehicles. The District understands that the Pool will be operated in accordance with Pool policies that focus on preservation of capital, liquidity and a predictable market rate of return, but that no investment is perfectly safe and losses of interest or principal invested may occur through no fault of King County or its representatives.

V. ADMINISTRATION

This agreement shall be administered by the King County Treasury Manager or his or her designee.

VI. TERM OF AGREEMENT

This Agreement shall be effective on the date it is executed. This Agreement shall renew automatically each year on the District's Anniversary Date (as defined below) until either party terminates per Section VIII below.

VII. AMENDMENTS

No amendment to this Agreement shall be binding unless agreed to in writing by each party.

VIII. TERMINATION

King County may terminate this agreement upon 90 days written notice. The District may terminate this Agreement upon at least 45 days written notice prior to the District's anniversary date. For purposes of this section, the District's Anniversary Date shall be _____. Notwithstanding this requirement, the County in

its sole discretion may consider a request for expedited termination under extraordinary circumstances.

VIII. FUND PARTICIPATION EXCEPTIONS

The District may, by written request, exclude certain District funds from the Pool.

IX. ENTIRE AGREEMENT

This Agreement is the complete expression of the terms hereto and any oral representation or understandings not incorporated herein are excluded. Any modifications to this Agreement shall be in writing and signed by both parties. Waiver of any default shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed
this ____ day of _____, 2020.

KING COUNTY

Ken Guy, Finance Director

Dated

DISTRICT

Northshore Parks and Recreation Service Area
Name of District

Board Char James McNeal
By

Dated

Title

Exhibit "A"

KING COUNTY INVESTMENT POOL POLICIES



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
 Carly Joerger, Levy Coordinator (Presenter)

DATE: August 19, 2020

SUBJECT: Consideration of Minute Order # MO-20-03, approving a Facility Upgrade Request to add a Food Pantry in the Senior Center

POLICY CONSIDERATION: This item asks the Board to consider if the NPRSA should approve a request from the Northshore Senior Center to modify the facility to build out a Food Pantry.

If approved, it has the potential to impact the buildings the NPRSA is responsible for by allowing the tenant to make facility improvements.

HISTORY:

DATE	ACTION
MARCH 29, 2016	NPRSA Board approves contract with Northshore Senior Center

The current agreement in which the NPRSA named the Northshore Senior Center as the "Operator" of the buildings owned by the NPRSA, states the Operator may make additional improvements or alterations to the Centers, subject to prior written approval from the NPRSA Board. This stipulation only applies to improvements over \$1,000. The Operator is responsible for the cost of all improvements or alterations.

DISCUSSION: In response to the COVID-19 public health crisis, the Northshore Senior Center is serving around 700 people weekly from a pop-up food pantry located in the parking lot. Prior to COVID-19 the Senior Center food pantry served around 30 people per week. The food pantry is currently housed in the lobby of the Senior Center after it quickly outgrew the small storage closet used previously. The Northshore Senior Center is submitting a facilities request to build out space within the Senior Center building for a proper food pantry. The cost associated with the build out would be covered by a CARES Act grant passed through the City of Bothell for COVID-19 response in the community. The table below lists the proposed modifications and estimated costs.

Item	
Installation of handwashing sink (plumbing already present)	
Shelving	
Computer (used to intake and track data)	
Build out of reception desk/counter	
Commercial refrigerator	
Commercial freezer	
Partial replacement of flooring to allow easy wash	
Other misc. furniture	
ESTIMATED TOTAL	\$22,000

FISCAL IMPACTS: | This item has no direct fiscal impact to the NPRSA.

ATTACHMENTS: | This item has no attachments.

RECOMMENDED ACTION: | Move to approve Minute Order # MO-20-03, approving a Facility Upgrade Request to add a Food Pantry in the Senior Center



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director (Presenter)
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Consideration of Minute Order # MO-20-04, approving Outstanding Repairs completed by the Northshore Senior Center and approving necessary Vouchers

POLICY CONSIDERATION: This item asks the Board to consider if they should approve or deny reimbursement to the Northshore Senior Center for repairs they completed and paid for.

If approved, the Board will have clarified any previous actions taken by the Board agreeing to reimburse the Northshore Senior Center for the record. Approval would also direct the Executive Director to use levy monies to reimburse the Northshore Senior Center.

HISTORY: At nearly every recent meeting of the Board, there has been conversation about what repairs are needed for the buildings and property and how the NPRSA was going to fund them. Staff have been unable to find clear records of which exact costs the Board agreed to reimburse through previous meeting minutes, or when specific items have been brought to the Board.

DISCUSSION: Prior to passage of the levy, the Board of the NPRSA did not have sufficient revenue to cover the costs for necessary capital repairs to the building and property under its ownership. Per the tenant agreement with the Northshore Senior Center, the Northshore Senior Center is responsible for all maintenance to the building and property other than capital maintenance which is the responsibility of the NPRSA. Inevitably, the Northshore Senior Center has had to cover the costs of capital maintenance during the time the NPRSA did not have sufficient funding. The Board has previously discussed reimbursing the Northshore Senior Center for these repairs, yet there is lack of clarity in the record on the exact costs the Board approved. The memo in Attachment 2 outlines the procurement process for the costs the Board is now being asked to consider and Attachment 1 is the Voucher Packet with pertinent invoices and back-up related to reimbursement of the following:

Description of Work	Cost
Sewer Line Repairs	\$32,565.75
Fire Alarm System Compliance	\$31,152.03
Bioswale Regrading	\$26,334.00
TOTAL	\$90,051.78

FISCAL IMPACTS: This item is included in the Adopted 2020 Budget and the budgeted value of \$1,200,000 in Capital Outlay is sufficient to fund this item. This item obligates the Board to a one-time reimbursement to the Northshore Senior Center for expenditures totaling up to \$90,051.78.

ATTACHMENTS: Att-1. Voucher Packet for Repairs
 Att-2. Memo on Capital Expenses for Reimbursement

RECOMMENDED ACTION: Move to approve Minute Order # MO-20-04, approving a one-time reimbursement expenditure to the Northshore Senior Center for capital repairs to the sewer line, fire system, and bioswale in the total amount of \$90,051.78 and approve the associated voucher to process payment.



Special District Voucher Approval Document

Scheduled Payment Date: 08/26/2020
Total Amount: \$90,051.78
Control Total: 3
Payment Method: WARRANT

District Name: Northshore Parks and Recreation
File Name: AP_NOSHRPRK_APSUPINV_20200814132331.csv
Fund #: 251010010

CONTACT INFORMATION	
Preparer's Name: <u>Kellye Mazzoli</u>	Email Address: <u>kellye.mazzoli@bothellwa.gov</u>

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20200814132331.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
NORTHSHORE SENIOR CENTER			9932	09/23/2019	\$31,152.03	FIRE UPDATES
NORTHSHORE SENIOR CENTER			NPR 2020-01	07/23/2020	\$32,565.75	EMERGENCY SEWER REPAIRS
NORTHSHORE SENIOR CENTER			NPR 2020-02	08/14/2020	\$26,334.00	BIOSWALE REGRADING

Northshore Senior Center

10201 East Riverside Drive
Bothell, Washington 98011-3708
425.487.2441 425.485.4954 Fax
www.northshoreseniorcenter.org



INVOICE

Date	Invoice #
7/23/2020	NPR 2020-01

BILL TO	REMIT TO
Northshore Parks & Recreation Service Area C/O City of Bothell Attn: Kellye Mazzoli	Northshore Senior Center 10201 E. Riverside Dr Bothell, WA 98011-3708

QTY	DESCRIPTION	AMOUNT
1	Emergency repairs of sewer lines following sewage back-up	\$32,565.75
		Total Due \$32,565.75

Pinky's Plumbing

Date	Invoice	Billed	Check Date	Check No	Amount Pd
5/19/2020	11887	\$301.18	6/12/2020	Visa 5.19.20	\$301.18
5/19/2020		\$1,424.50	6/12/2020	Visa 5.19.20	\$1,424.50
6/16/2020	12111	\$435.34	7/17/2020	Visa 6.16.20	\$435.34
6/16/2020	12111	\$9,288.71	7/17/2020	Visa 6.19.20	\$9,288.71
			7/17/2020	Visa 6.24.20	\$226.38
6/25/2020	12191	\$21,116.02	6/22/2020	22919	\$10,444.82
			6/22/2020	22920	\$10,444.82
		\$32,565.75			\$32,565.75

Northshore Senior Center
Find Report
 May through July 2020

Type	Date	Num	Name	Memo	Account	Amount
May - Jul 20						
Bill	06/30/2020	June	Wells Fargo Business Card	crisis response / pinky's plumbing	6430 · Repairs and Maint	9,950.43
Bill	06/22/2020	Quote Q1575	Pinky's Plumbing LLC	dining room plumbing repairs BOT Pinky's	6430 · Repairs and Maint	20,889.64
Bill	05/31/2020	May	Wells Fargo Business Card	crisis response / pinky's plumbing	6430 · Repairs and Maint	1,725.68
May - Jul 20						<u><u>32,565.75</u></u>



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkyaplumbing.com

Lic # PINKYPL905LS

BILLING

Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION

Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Email Address: hhorst@mynorthshore.org

Transaction Date: 5/19/2020

Terms: Due on receipt

Invoice I1887

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
DC112	Cable floor sink/floor drain through the trap	1	\$351.30	\$351.30
TruOP	Truck Operations Cost	1	\$42.50	\$42.50
Discount	Discount	1	-\$120.00	-\$120.00

Subtotal: \$273.80

Tax: \$27.38

Total: \$301.18

Payments: \$301.18

Balance Due: \$0.00

PAID

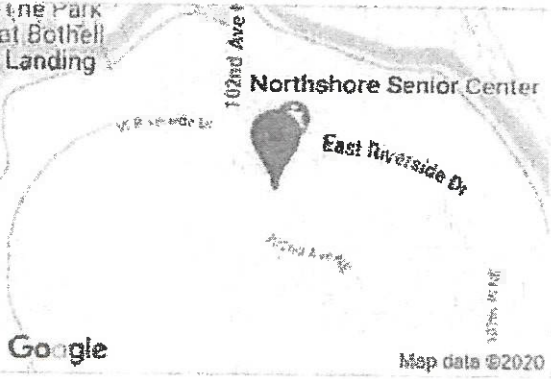
Handwritten:
 Hung Hof - 6430 NRC Bothell
 ADA
 Floor Drain 1W Boiler Room @ ADA

Northshore Senior Center
(425) 286-1076

From: Harry Horst
Sent: Wednesday, May 20, 2020 8:50 AM
To: Zorna Kimball <ZornaK@mynorthshore.org>
Subject: FW: Pinkys Plumbing LLC - \$1,424.50

Hey Zorna here is the receipt for the charge on your card. Thanks

From: noreply@roamdata.com [mailto:noreply@roamdata.com]
Sent: Tuesday, May 19, 2020 6:20 PM
To: Harry Horst <HHorst@mynorthshore.org>
Subject: Pinkys Plumbing LLC - \$1,424.50

		Pinkys Plumbing LLC PO Box 68133 SEATTLE, WA 98188 2067071497 customerservice@pinkysplumbing.biz	
SALE			
5/19/2020 6:19 pm PDT			
Entry Mode:		Manual:	
Entry Legend:		Keyed CNP	
Payment Type:		Credit	
Currency Code:		USD	
	3958	\$1,424.50	
<i>Phyllis Kimball on invoice</i>			
			
Item 1			



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic# PINKYPL905LS

BILLING
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Transaction Date: 6/16/2020

Terms: Due on receipt

Invoice I2111

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
DC107	cable mainline/sewer stoppage - up to 100' through an inside cleanout (up to 2 hours)	1	\$395.76	\$395.76
Subtotal:				\$395.76
Tax:				\$39.58
Total:				\$435.34
Payments:				\$435.34
Balance Due:				\$0.00

Quote Q1574

Item	Description	Quantity	Price	Amount
SDR29	Need to do up to a 5' foot spot repair under concrete in the cafeteria area., Need to cut and remove concrete and excavate up to 4 ft deep. Will need to have the floor scanned for power conduit before we can cut concrete. Will need to build a containment to seal off work area from the other part of building. Will make the repair and bed new ABS pipe in sand. we will backfill and compact dirt and pour back concrete to a rough finish.	1	\$5,652.41	\$5,652.41
Ex5	*50% due at start and balance due at finish	1	\$0.00	\$0.00
Demo	Demo	1	\$843.19	\$843.19
Subtotal:				\$6,495.60



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic # PINKYPL905LS

BILLING
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Email Address: hhorst@mynorthshore.org

Transaction Date:

Terms: Due on receipt

Invoice

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Total
SDR29	Customer states that this project on a prevailing wage job. This was requested after the contract was approved by customer. The cost will need to be adjusted to cover all additional costs. Need to do up to a 5' foot spot repair under concrete in the cafeteria area., Need to cut and remove concrete and excavate up to 4 ft deep. Will need to have the floor scanned for power conduit before we can cut concrete. Will need to build a containment to seal off work area from the other part of building. Will make the repair and bed new ABS pipe in sand. we will backfill and compact dirt and pour back concrete to a rough finish.	1	\$7,348.13	\$7,348.13
Ex5	-50% due at start and balance due at finish	1	\$0.00	\$0.00
Demo	Demo	1	\$1,096.15	\$1,096.15

Subtotal: \$8,444.28
 Tax: \$844.43
 Total: \$9,288.71
 Payments: \$9,288.71
 Balance Due: \$0.00

PAID

Handwritten:
 Hang Hat 62320
 6430-NPR-Bothell
 Paid w/ Brookes CC



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic# PINKYPL905LS

BILLING
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Quote Q1575

SEE ATTACHED CONTINUATION FOR ADDITIONAL REMARKS

Item	Description	Qty	Unit Price	Total Price
SDR25	Customer approved work, wanted prevailing wage job after contact approved. This is a separated bid for the additional repair by the elevator. Need to do up to a 5' spot repair do to old repair failing. need to cut and remove concrete and excavate up to 4' deep. remove old repair and install all new pipe and fittings. bed new repair and backfill to a rough finish on the concrete. We are going to scan the floor for any electrical conduits that might be in the dig site.	1	\$5,584.33	\$5,584.33
WCR29	Customer approved work, wanted prevailing wage job after contact approved. This is just a rough Estimate for doing a cure in place liner from open trench. Will need to verify that there is nothing tying into this cast iron upstream and downstream from open trench... Need to shoot approximately 50' of 4" cure in place liner from open trench. we will use the hydro jetter to clean up the old cast iron before liner is shot. This is a double shot liner. Again THIS IS A ROUGH ESTIMATE.	1	\$13,406.25	\$13,406.25

Subtotal: \$18,990.58
 Tax: \$1,899.06
 Total: \$20,889.64
 Payments: \$0.00

PAID
 JUN 22 2020
 BY: *[Signature]*

Ch 22919 1/2
Ch 22920 1/2

10,671.20

226.38

Transaction Summary For **HARRY HORST**
 Sub Account Number Ending In **5847**

06/06	06/06	2469216HE2XFPTMN9	AMZN Mktg US*MY94U1JR2 Amzn.com/bill WA	46.18
06/10	06/10	2408637HJ8PSBF1TS	EVERGREEN ONSITE 425-397-7771 WA	561.00
06/11	06/11	2469216HK2Y10EBYH	IN *FRONTLINE SHREDDING, 425-4029695 WA	1,130.00
06/11	06/11	2469216HL2XJHAKJ9	THE HOME DEPOT 4712 BOTHELL WA	286.57
06/15	06/15	2449215HRRSQRPZW1	EBPFABRIC-BURLAP/CH 800-238-0005 IL	147.94
06/24	06/24	2408637J12X8TREGW	PINKYS PLUMBING 206-707-1497 WA	226.38
			TOTAL \$2,398.07	
			HARRY HORST / Sub Acct Ending In 5847	

Permit



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic # PINKYPL905LS

BILLING
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Email Address: hhorst@mynorthshore.org

Transaction Date: 6/25/2020

Terms: Due on receipt

Invoice I2191

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
SDR25	Customer approved work, wanted prevailing wage job after contact approved. This is a separated bid for the additional repair by the elevator. Need to do up to a 5' spot repair do to old repair failing. need to cut and remove concrete and excavate up to 4'deep. remove old repair and install all new pipe and fittings. bed new repair and backfill to a rough finish on the concrete. We are going to scan the floor for any electrical conduits that might be in the dig site.	1	\$5,584.33	\$5,584.33
WCR29	Customer approved work, wanted prevailing wage job after contact approved. This is just a rough Estimate for doing a cure in place liner from open trench. Will need to verify that there is nothing tying into this cast iron upstream and downstream from open trench... Need to shoot approximately 50' of 4" cure in place liner from open trench. we will use the hydro jetter to clean up the old cast iron before liner is shot. This is a double shot liner. Again THIS IS A ROUGH ESTIMATE.	1	\$13,406.25	\$13,406.25
permit	We will pull permit and stand inspection	1	\$205.80	\$205.80

226.38
 (205.80)

PAID

Subtotal: \$19,196.38
 Tax: \$1,919.64
 Total: \$21,116.02
 Payments: \$21,116.02
 Balance Due: \$0.00

Hang Hest
 Paid Permit Fee w/ Visa
 #6430 NPR Bothell
 Sewer Line Repair
 Balance Paid w/ check

NORTHSHORE SENIOR CENTER

22919

Pinky's Plumbing LLC
Date 6/22/2020 Type Bill Reference Quote Q1575

Original Amt.
20,889.64

Balance Due
20,889.64

6/22/2020
Discount

Check Amount

Payment
10,444.82
10,444.82

Checking 1410 dining room plumbing repairs 50% deposit

10,444.82

SUPERIOR PRESS (888) 590-7998 JB4114079

NORTHSHORE SENIOR CENTER

22920

Pinky's Plumbing LLC
Date 6/22/2020 Type Bill Reference Quote Q1575

Original Amt.
20,889.64

Balance Due
10,444.82

6/22/2020
Discount

Check Amount

Payment
10,444.82
10,444.82

Checking 1410 dining room plumbing repairs 50% deposit

10,444.82

SUPERIOR PRESS (888) 590-7998 JB4114079

NORTHSHORE SENIOR CENTER

22965

Wells Fargo Business Card
Date 6/30/2020 Type Bill Reference June

Original Amt.
17,956.95

Balance Due
17,956.95

7/17/2020
Discount

Check Amount

Payment
17,956.95
17,956.95

Pd 226.38 for Permit

Northshore Senior Center

10201 E Riverside Dr
Bothell, WA 98011

Invoice

Date	Invoice #
9/23/2019	9932

Bill To
NPRSA

Item	Date	Description	Charges	Amount
6430 - Repairs ...		Fire Chief Equip - fire alarm replacement	20,289.51	20,289.51
6430 - Repairs ...		Fast Water Heater - water heater	7,894.70	7,894.70
6430 - Repairs ...		Crawford Door - Fire door in kitchen	1,538.91	1,538.91
6430 - Repairs ...		Cosco Fire Protection - Fire door in kitchen	1,428.91	1,428.91
			Total	\$31,152.03

Phone #
425-487-2441

E-mail	Web Site
leahw@mynorthshore.org	www.mynorthshore.org

4:29 PM

09/23/19

Accrual Basis

Northshore Senior Center
General Journal Transaction
September 23, 2019

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
lw	Fast Water Heater Co	reclass water ...	1740 - Tenant Impro...	ADM - Ad...		7,894.70
	Fast Water Heater Co	reclass water ...	6430 - Repairs and ...	ADM - Ad...	7,894.70	
					<u>7,894.70</u>	<u>7,894.70</u>
TOTAL					<u>7,894.70</u>	<u>7,894.70</u>

4:28 PM
 09/23/19
 Accrual Basis

Northshore Senior Center
General Journal Transaction
 September 23, 2019

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
lw	Fire Chief Equipmen...	reclass fire al...	1740 · Tenant Impro...	ADM - Ad...		20,289.51
	Fire Chief Equipmen...	reclass fire al...	6430 · Repairs and ...	ADM - Ad...	20,289.51	
					20,289.51	20,289.51
TOTAL					20,289.51	20,289.51

NORTHSHORE SENIOR CENTER

019935

Fire Chief Equipment Inc
Date 8/20/2019 Type Bill Reference 190802J-IN

Original Amt.
20,289.51

Balance Due
20,289.51

9/6/2019

Discount

Check Amount

Payment
20,289.51
20,289.51

Fire Alarm

Positive Pay

NO1020

20,289.51

SUPERIOR PRESS (888) 590-7998 JB3951737

6430

Leah
Please book AIR for
NPPSA Reimbursement
\$ 31,152.03



INVOICE

Page: 1

OK 9/5/19 6430 NPR

Bill To: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

INVOICE NUMBER: 190802J-IN

INVOICE DATE: 08/20/2019

CONTRACT #: TO FOLLOW

FCE JOB NUMBER: 0195020

[Handwritten signature]

Job: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Job Desc: Replace Existing F/A System

TERMS: Due Upon Receipt

ORIGINAL CONTRACT AMOUNT:	18,445.00
PERCENTAGE COMPLETED TO DATE:	100.00%
BILLABLE CONTRACT AMOUNT:	18,445.00
LESS PREVIOUSLY INVOICED:	0.00
AMOUNT BILLED THIS INVOICE:	18,445.00
LESS 0.00% RETENTION:	
PLUS SALES TAX:	1,844.51
INVOICE TOTAL:	<u>20,289.51</u>

Ch 19935
PAID
PAID SEP 06 2019
[Signature]
BY: _____

suppressing risk.
securing peace of mind.



NORTHSHORE SENIOR CENTER

Fast Water Heater Co
Date " Type Reference
6/4/2019 Bill 857451

Original Amt.
7,894.70

Balance Due
7,894.70

6/4/2019
Discount
Check Amount

019485

Payment
7,894.70
7,894.70

water heater

Positive Pay water heater - capital improvements

7,894.70

☛ SUPERIOR PRESS (888) 590-7998 J83951737 | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



1-800-THINK FAST

FAST WATER HEATER COMPANY

"The Water Heater Experts"

www.fastwaterheater.com

CUSTOMER NAME: Northshore Senior Center

JOB CODE	PAY CODE	DATE	INSTALLER	VAL #	JOB #
EST	P	5/22/19	Horan	233	857451
BRAND	PU LOCATION				
MODEL	G760-200				
SERIAL #				INSTALLED SERVICE CALL	
				5/29/19	

CLOSED SYSTEM CHECK	240 VOLT COMPATIBILITY CHECK	VENT CAPACITY CHECK	CLEARANCES WATER PRESSURE CHECK
TEST METHOD USE <input type="checkbox"/> VISUAL <input type="checkbox"/> PRESSURE OSCILLATION TEST RESULT OPEN <input type="checkbox"/> CLOSED <input type="checkbox"/>	Verify wire and watt compatibility with breaker MINIMUM WATTS MAXIMUM WATTS BREAKER WIRE SIZE 30 AMP <input type="checkbox"/> 10 AWG <input type="checkbox"/> 5760 <input type="checkbox"/> 25 AMP <input type="checkbox"/> 10 AWG <input type="checkbox"/> 4800 <input type="checkbox"/> 20 AMP <input type="checkbox"/> 12 AWG <input type="checkbox"/> 3840 <input type="checkbox"/>	PASS <input type="checkbox"/> TOTAL BTU'S BEING VENTED FAIL <input type="checkbox"/> MAX BTU'S FOR COMMON VENT PASS <input type="checkbox"/> TOTAL BTU'S BEING VENTED FAIL <input type="checkbox"/> MAX BTU'S FOR CONNECTOR	6" C VENT PASS <input type="checkbox"/> FAIL <input type="checkbox"/> 1" B VENT PASS <input type="checkbox"/> FAIL <input type="checkbox"/> MAXIMUM PRESSURE OF 80 PSI PRESSURE TESTED AT <input type="text"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

CODE#	DESCRIPTION	PROPOSED COST	OK OR N/A	REQ BY CODE OR MFR	AUTHORIZED COST	INITIAL	DECLINED
-------	-------------	---------------	-----------	--------------------	-----------------	---------	----------

2015 UNIFORM PLUMBING CODE							
312.B	Insulate exposed pipes to R-3 if in an unconditioned space.	(F-13)					
507.2	Install Earthquake straps at top and bottom third.	(F-8) (F-9)	included				
507.5	Install a drip pan <input type="checkbox"/> Up to 24" (F-1) <input type="checkbox"/> 26" & larger <input type="checkbox"/> Square (F-24)						
507.5	Install <input type="text"/> feet of drain pipe from drip pan to <input type="text"/>	(G-13)					
606.2	Install water shut off, old valve was:	(G-2)					
608.2	Install pressure regulating valve	(B-1) (B-2) (B-3)					
608.3	Install expansion tank. Previous was:	(A-1) (A-3)					
608.5	Install P&T relief drain to exterior or approved location	(G-4)					
608.7	Install vacuum breaker	(F-10)					

2015 INTERNATIONAL RESIDENTIAL CODE (Gas Pipe, Vent And Combustion Air)							
G2406.2	Relocate to an approved location, existing is:	(Z-2)					
G2408.2	Install a stand, old stand was: <input type="checkbox"/> 20" (F-5) <input type="checkbox"/> 24" (F-6)						
G2408.3	Install bollard	(F-19)					
G2419.4	Install sediment trap	(M-2)	included				
G2420.5.1	Install gas shut off valve, old valve was	(M-1)					
G2427.10.2.2	Install double wall vent. Reason:	(L-1)					
	Combustion air supply. Codes G2407.1 — G2407.11	(L-2)					

2016 WASHINGTON ENERGY CODE							
R403.4.3	Install R-10 Insulated Pad if it is an electric tank located on concrete	(F-7)					

WAC 51-51-0315							
R315	Carbon Monoxide alarms outside entrance of bedrooms and on each floor	(F-22)					

F/R CODE	ADDITIONAL ITEMS						
MIA 9	HSI Glowstick Control					1.189	
AA 1	EXPANSION TANK					929	

WORK AUTHORIZATION: I the undersigned, am the owner or authorized agent for the premises in which the work listed above is to be done. I authorize Fast Water Heater Company to perform the work listed in the authorized column above. I also acknowledge that a survey was performed prior to installation and that all of the above listed items were explained as either required by code, required by the city, required by the manufacturer, necessary to complete the job or optional. Customer acknowledges that any deemed necessary by the inspector, the price listed will be the cost to perform such services plus any service call and potential tank removal and re-installation fees. Customer has also been made aware that jurisdictions may choose to not to enforce specific codes but Fast Water Heater may be required to uphold the codes in safety, public contractual obligations as well as requirements set by the manufacturer in order to provide a warranty.

PERMIT #	106270
SUBTOTAL	7677
TAX	710.70
TOTAL	7987.70

***PERMITS:** Permit price includes the cost of the permit plus a processing fee. In the event a permit was required for this work, a final inspection will be required to finalize the permit. It is agreed that the customer will call the inspecting authority and provide access for inspection within a reasonable time. In the event the permit expires before the inspection, the customer will be responsible for any fines or penalties that may result.

DISCLAIMER: The customer has been advised, prior to starting any work, that their existing plumbing is galvanized, CPVC and/or polybutylene piping and that Fast Water Heater Company is not responsible for any leaks, clogged pipes or faucets, or any other problems associated with existing plumbing, neither prior nor after installation of the water heater.

<input type="checkbox"/> PIF	WARRANTY: Any water heaters or related equipment installed by Fast Water Heater Company that carry a manufacturer's warranty, will be warranted solely by the manufacturer. Fast Water Heater Company does not provide any additional warranty for the equipment, unless otherwise stated in writing. Any parts supplied by Fast Water Heater Company for the installation or repair of the water heater or related equipment are warranted for defects for the period of one year from the original date of installation or in accordance with the manufacturer's or other limited warranties. Labor is warranted for one year and applies only as it relates to specific parts provided and the stated service performed. Any warranty provided by Fast Water Heater Company excludes any liability for any consequential damages.
CHECK #	
DATE #	
LAST FOUR	

TOP COPY-FAST BOTTOM COPY-CUSTOMER

See Addendum Page YES NO

NORTHSHORE SENIOR CENTER

Crawford Door Co LLC

Date	Type	Reference
3/19/2019	Bill	2186

Original Amt.
1,538.91

Balance Due
1,538.91

3/29/2019
Discount
Check Amount

019196

Payment
1,538.91
1,538.91

Brooke

Positive Pay

repair fire door in kitchen ADH *NPRSA to reimburse* VSHS Levy

1,538.91

SUPERIOR PRESS (888) 590-7998 JB 3833940

6430

Crawford Door Company

P. O. Box 80400
Portland, OR 97280
(503) 431-6856 Fax (503) 431-6862

Invoice 2186

Bill to: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Service at: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Description: Work Order 2312 Quoted Jobs

Scope of Work:
Installed ARD firefly on the fire door

Date: 3/19/2019
Invoice: 2186
ID: 6027
Job Number: 2312
PO Number:

WA Service: Jeannie (206) 317-7703
WA Accounting: Renee' (503) 427-1085

Terms: Net 30 Days Due: 04/18/2019
OR Service: Christina (503)427-1034
OR Accounting: Renee' (503) 427-1085

Item Description
1 Final Billing

Miscellaneous

Quantity	Price	Amount
1.00	1,399.00	1,399.00
Subtotal		1,399.00
Sales Tax:		139.91
Total Due:		1,538.91

CK 19196
PAID
MAR 29 2019
BY: *[Signature]*

Hang Over 3-22-19

NSC Building Repair Fire Door In Kitchen

[Handwritten scribble]

- NOT levy but NPRSA

NORTHSHORE SENIOR CENTER

Cosco Fire Protection Inc.

Date Type Reference
3/25/2019 Bill 1000429588

Original Amt.
1,428.91



Balance Due
1,428.91

4/19/2019
Discount
Check Amount

019311
Payment
1,428.91
1,428.91

Positive Pay 2530927

1,428.91

 SUPERIOR PRESS (888) 590-7998 JB3951737 



COSCO Fire Protection

Cosco Fire Protection, Inc.
4308 South 131st Place

Tukwila, WA 98168
Phone: 206-438-3360
Fax: 206-438-3356

Invoice Nbr:	1000429588
Invoice Date:	03/25/2019

Thank you for choosing COSCO Fire Protection - The one-stop service solution.

Fire Sprinkler
E-Lighting
Maintenance

Life Safety
Range Hoods
Repair

Fire Alarm
Inspections
Special Hazards

Extinguishers
24/7 Service
Backflow Preventers

Bill To: NORTHSHORE SENIOR CENTER (INSP)
10201 E. RIVERSIDE DRIVE
BOTHELL, WA 98011

Ship To: NORTHSHORE SENIOR CENTER
10201 EAST RIVERSIDE DR.
BOTHELL, WA 98011

Customer Nbr	Cust PO No.	Cosco WO No.	Date Completed	Terms	Due Date
2531150		1812-1587	01/29/2019	Net 30	04/24/2019

Invoice Notes:

FIRE ALARM SERVICE CALL

I was on site to look at the Fire Fly, I didn't realize there was a duct detector to replace, we will have to change that out next week. Davis Door was not on site. I verified that the Fire Fly has 24vdc and it appears to be tied into the same power as the mag door holders that drop under alarm. I can't see that the Fire Fly wouldn't do the same under alarm, but would need to set the system off in order to verify. I did follow the instructions on the Fire Fly to reset it and it was completely unresponsive. It looks like the Fire Fly needs to be replaced. Pictures have been uploaded to GP.

Service \ Item Description	Unit Description	Qty	Price	Amount
MATERIAL				
TRUCK CHARGE	Each	1.00	60.00	60.00
TRUCK CHARGE	Each	1.00	60.00	60.00
LABOR				
LABOR-AD	HR	9.00	131.00	1,179.00

FIRE DOOR

NPRSA

OK 19311
PAID
APR 19 2019
BY: OK

Hang sheet - NSC Kitchen

Please Remit To: Cosco Fire Protection, Inc.
4308 South 131st Place
Tukwila, WA 98168
Phone: 206-438-3360 Fax: 206-438-3356

We gladly accept VISA, MC and AMEX for all charges

Invoice Totals

Sub Total	1,299.00
Sales Tax	129.91
TOTAL	1,428.91

Northshore Senior Center

10201 East Riverside Drive
Bothell, Washington 98011-3708
425.487.2441 425.485.4954 Fax
www.northshoreseniorcenter.org



INVOICE

Date	Invoice #
8/14/2020	NPR 2020-02 AMENDED

BILL TO	REMIT TO
Northshore Parks & Recreation Service Area C/O City of Bothell Attn: Kellye Mazzoli	Northshore Senior Center 10201 E. Riverside Dr Bothell, WA 98011-3708

QTY	DESCRIPTION	AMOUNT
1	Regrading of bioswale to meet City of Bothell requirements	\$26,334.00
		Total Due \$26,334.00

NORTHSORE SENIOR CENTER

019377

Bodine Construction Services Inc

Date	Type	Reference
5/7/2019	Bill	Bid #C0501B19K
5/7/2019	Bill	Bid #C-0408B19K

Original Amt.
6,740.00
3,416.00

Balance Due
6,740.00
3,416.00

5/10/2019

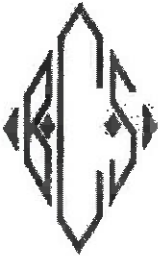
Discount

Check Amount

Payment
6,740.00
3,416.00
10,156.00

Positive Pay

10,156.00



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors + Drainage Consultants

Contractor License # BODINC*332BT

E-mail: info@bodineconstruction.com

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 + Fax (425) 672-2434
Eastside (425) 881-2577

Harry Horst

Cell: 425-877-6380

Email: hhorst@mynorthshore.org

Field Representative

Jim Coolbaugh

Cell: 206-510-5482

May 1, 2019

Bid #C-0501B19K

Property Address

"Northshore Adult Day Center"

10212 E Riverside Dr

Bothell, WA 98011

5000 Deposit
PAID
PAID
BY: *[Signature]*
Ch 19377

Hi Harry,

Bodine Construction Services, Inc. is pleased to submit the following bid proposal for your review. Per site visit on 01/31/2019 and maintenance correction list issued from the City of Bothell.

1) Assessment: Excessive vegetation growth around bioswale and in bioswale outlet trench/ditch. Deciduous trees around the bioswale need to be removed to promote grass growth within the swale. Due to the height and volume of these trees it is best to contact a tree service company. The swale currently has 2-3ft of standing water in it. This indicates vegetation and or sediment is blocking the outfall trench/ditch. This material needs to be removed to re-establish flow from swale and to assess swale and dispersion trench condition and maintenance needs.

1) Recommendation: Cut and remove excessive vegetation from swale outlet trench/ditch. Excavate excess sediment in swale outlet ditch to drain swale and restore outlet ditch function. Bid given below is a best case/worst case bid which will cover the unknown variable such as the amount of sediment in the bioswale outlet ditch/trench. Install erosion mat in excavated trench/ditch, prior to releasing standing water from swale.

Special Notes:

1. Large brush that is cut will be removed from site. Small brush that is cut will be left around outer edge of outlet trench as a growth barrier.
2. Sediment to be dispersed on banks of trench or removed in accordance with State regulations.

1) Budget Bid Amount of: \$8,980⁰⁰ - \$14,610⁰⁰ plus tax (Bid Amount varies due to sediment removal)

Bioswale

2) Assessment: Catch Basin(s)/Maintenance Structure(s) are in need of cleaning due to sediment/sludge/debris in Basin(s)/Maintenance Structure(s) and are required to be cleaned, number of Type 1 Catch Basins to be cleaned 5, number of Maintenance Structures to be cleaned 4. City of Bothell recommends hydro jetting conveyance pipes between the structures. Structure lid bolt on DCB010036 is stripped and needs to be replaced.

2) Recommendation: Clean/remove sediment/sludge/debris from Basins/Maintenance Structures. Hydro jet conveyance pipes as needed. Replace stripped bolt

2) Bid Amount: \$7,870⁰⁰ plus tax

1) & 2) Combined Total Amounts: \$16,850⁰⁰ - \$22,480⁰⁰ plus tax

Work is guaranteed to pass and satisfy City of Bothell utilities, from inspection dated 12/26/2018.

****Notes:** This proposal is subject to standard catch basins free of roots, concrete and other such debris. Removal of material other than sediment may necessitate a change order, which must be approved while the crew is on site in order for the crew to complete the project the same day. All catch basins must be accessible on the initial trip (no cars or other equipment interfering with access). If access to all catch basins is not available the crew will return at a mutually agreeable time to clean the missed catch unit(s) at additional time and material rates, subject to a daily minimum.

Terms: Upon bid acceptance please return signed copy of bid. A \$6,740⁰⁰ deposit is required to schedule work. All deposits will be considered as a retainer fee and will be applied to the final billing upon successful completion of the above listed job. Invoices are due on completion of job. For any invoices not paid within 5 days of completion of job, a service charge of 1.5% per month will be applied to your past due balance.

****Major Credit Cards Accepted ****

**** As of May 1, 2018, we are now charging a 2.0% processing fee for all Credit/Debit**

Acceptance Date  Sincerely,

Accepted By _____

Jim Coolbaugh
Bodine Construction Services, Inc.



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors ♦ Drainage Consultants

Contractor License # BODINC*332BT

E-mail: info@bodineconstruction.com

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 ♦ Fax (425) 672-2434
Eastside (425) 881-2577

Harry Horst

Cell: 425-877-6380

Email: hhorst@mynorthshore.org

Field Representative

Jim Coolbaugh

Cell: 206-510-5482

April 8, 2019

Bid #C-0408B19K

Property Address

"Northshore Senior Center"

10201 E Riverside Dr.

Bothell, WA 98011

50% deposit
PAID
MAY 30 2019
BY: *[Signature]*
ck 19377

Bodine Construction Services, Inc., is pleased to submit the following bid proposal for your review, per site visit on 4/3/2019, and Maintenance Correction List issued from the City of Bothell.

1) Assessment: Catch Basin(s)/Maintenance Structure(s) are in need of cleaning due to sediment/sludge/debris in Basin(s)/Maintenance Structure(s) and are required to be cleaned, number of Catch Basins to be cleaned 7, number of Maintenance Structures to be cleaned 4 (not all structures need to be cleaned).

1) Recommendation: Clean/remove sediment/sludge/debris from Basins/Maintenance Structure. Remove catch basin filter inserts as needed.

1) Bid Amount: \$6,840.⁰⁰ plus tax.

2) Assessment: Vegetation overgrowth midway in swale, blocking energy dissipaters and structure #DCB15001 needs to be removed.

2) Recommendation: Remove vegetation overgrowth at above mentioned locations.

2) Bid Amount: \$950.⁰⁰ plus tax (in conjunction with Item #1).

3) Assessment: Excessive sediment accumulation in conveyance pipe connected to Maintenance Structure #15001.

3) Recommendation: Hydro-jet clean affected lines.

3) Bid Amount: \$750.⁰⁰ plus tax (in conjunction with Item #2).

Combined Bid Amounts: \$8,540.⁰⁰ plus tax.

Work is guaranteed to pass and satisfy City of Bothell Public Utilities from inspection dated 2/26/2019. Debris and pollutants to be disposed of in accordance with State law.

Notes: This proposal is subject to standard catch basins free of roots, concrete and other debris. Removal of material other than sediment may necessitate a Change Order, which must be approved while the crew is on site in order for the crew to complete the project the same day.

All catch basins must be accessible on the initial trip (no cars or other equipment interfering with access). If access to all catch basins is not available the crew will return to the site at a mutually agreeable time to clean the missed unit(s) at additional time and material rates, subject to a daily minimum.

Terms: Upon bid acceptance please return signed copy of bid. A \$3,416.00 deposit is required to schedule work. All deposits will be considered as a retainer fee and will be applied to the final billing upon successful completion of the above listed job. Invoices are due on completion of job. For any invoices not paid within 5 days of completion of job, a service charge of 1.5% per month will be applied to your past due balance.

****Major Credit Cards Accepted****

**** As of May 1, 2018, we are now charging a 2.0% processing fee for all Credit/Debit**

Acceptance Date  Sincerely,

Accepted By _____

Jim Coolbaugh
Bodine Construction Services, Inc.

NORTHSHORE SENIOR CENTER

019942

Bodine Construction Services Inc

Date **Type** **Reference**
8/31/2019 Bill 36422-2

Original Amt.
5,978.00

Balance Due
5,978.00

9/13/2019

Discount



Check Amount

Payment
5,978.00
5,978.00

Positive Pay

ADH bioswale repairs - 2nd payment

5,978.00

 SUPERIOR PRESS (888) 590-7998 JB3951737 



Bodine Construction Services, Inc.

6009 212th St SW
Lynnwood, WA 98036
Main: 425-778-2557
Eastside: 425-881-2577

Invoice

DATE	INVOICE NO.
8/16/2019	36422-2

E-mail: accounting@bodineconstruction.com

BILLING ADDRESS
Harry Horst Northshore Senior Center 10201 E Riverside Dr Bothell, WA 98011

PROPERTY ADDRESS
"Northshore Senior Center" 10201 E Riverside Dr Bothell, WA 98011 Cell: 425-877-6380

REP		TERMS		
JC	AI	Due on receipt		
ITEM	DESCRIPTION	Bid Amount	Prior Payment	AMOUNT
Drainage	Work completed as per Bid #C-0408B19K, Option 1	6,840.00	2,484.00	4,356.00T
Drainage	Work completed as per Bid #C-0408B19K, Option 2	950.00	345.46	604.54T
Drainage	Work completed as per Bid #C-0408B19K, Option 3	750.00	276.00	474.00T
	Sub-Total	8,540.00		5,434.54
<p>Please note: Balance is due on receipt. Accounts not paid within 5 days of completion will be charged a service fee of 1.5% per month.</p> <p>Please call Jan or Amber to make a payment or for accounting questions.</p> <p>Please Note: We assess a 2% processing fee for all Credit Card/Debit Card Transactions.</p> <p><i>Nsc Bioswale #6430</i></p> <p><i>Harry Horst 9-11-19</i></p>				
Total Cost of Job Including Tax:		\$9,394 ⁰⁰		Subtotal \$5,434.54
FINAL INVOICE - Please remit to above address.		Sales Tax (10.0%)		\$543.46
We accept the following credit cards: Please call to pay by phone.				Balance Due \$5,978.00

Call 19942
PAID
PAID BY: *[Signature]*
SEP 13 2019

received
9-11-19



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors ♦ Drainage Consultants

E-mail: accounting@bodineconstruction.com

Contractor License # BODINC*332BT

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 ♦ Fax (425) 672-2434
Eastside (425) 881-2577

RE: Northshore Senior Center 10201 E Riverside Dr.

August 16, 2019

Dear Harry,

Job # 36422

Our accounting software automatically splits any payment between the bid amount and sales tax. We apologize for this but we cannot change it. We understand that this might be confusing, as your invoice may not reflect the total amount of your actual deposit in the "Prior Payment" column of your invoice. Again, the sales tax is factored in. We hope to provide some clarity by including this summary that is easier to read.

\$	8,540.00	Original Bid Amount	
\$	854.00	Total Sales Tax	10.0%
\$	9,394.00	Job Total	

\$	(3,416.00)	Deposit Received 5/13/2019	\$	3,416.00	was applied as follows
			\$	3,105.46	applied to Bid Amount
			\$	310.54	applied to sales tax

NOTE: Deposit check #019377 was split between job #36422 and #36423

\$	5,978.00	Final Balance Due	\$	5,978.00	will be applied as follows
			\$	5,434.54	applied to Bid Amount
			\$	543.46	applied to sales tax

If you have any questions, please feel free to give me a call at the number below.

Thank you,

Amber Irwin
Accounts Receivable
Bodine Construction Services, Inc.
425-778-2557 ext. 107

NORTHSHORE SENIOR CENTER

- * Bodine Construction Services Inc

Date Type Reference
12/1/2019 Bill Flag Pole

Original Amt.
10,200.00

Balance Due
10,200.00

12/20/2019

Discount

Check Amount



Payment
10,200.00
10,200.00

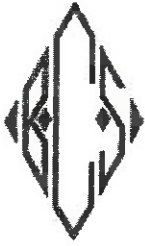
22338

Checking 1410

Flag Pole - Bal Bid #C-1118A19K

10,200.00

 SUPERIOR PRESS (888) 590-7998 184058896 | 



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors + Drainage Consultants

E-mail: accounting@bodineconstruction.com

Contractor License # BODINC*332BT

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 + Fax (425) 672-2434
Eastside (425) 881-2577

RE: 36423

November 26, 2019

Dear Harry,

Job #36423

Our accounting software automatically splits any payment between the bid amount and sales tax. We apologize for this but we cannot change it. We understand that this might be confusing, as your invoice may not reflect the total amount of your actual deposit in the "Prior Payment" column of your invoice. Again, the sales tax is factored in. We hope to provide some clarity by including this summary that is easier to read.

\$	15,400.00	Original Bid Amount	
\$	1,540.00	Total Sales Tax	10.0%
\$	16,940.00	Job Total	

ca 22338

PAID

DEC 23 2019

BY: *JAO*

\$	(6,740.00)	Deposit Received 5/13/2019:	\$	6,740.00	was applied as follows
			\$	6,127.28	applied to Bid Amount
			\$	612.72	applied to sales tax

\$ 10,200.00 Final Balance Due	\$	10,200.00	will be applied as follows
	\$	9,272.72	applied to Bid Amount
	\$	927.28	applied to sales tax

If you have any questions, please feel free to give me a call at the number below.

Thank you,

Jan Strain
Accounts Receivable
Bodine Construction Services, Inc.
425-778-2557 ext. 102

Harry Hat 12-03-19

Biweekly Final

30 12/3/19

[Signature]



Bodine Construction Services, Inc.

6009 212th St SW
 Lynnwood, WA 98036
 Main: 425-778-2557
 Eastside: 425-881-2577

Invoice

DATE	INVOICE NO.
11/26/2019	36423-2

E-mail: accounting@bodineconstruction.com

BILLING ADDRESS
Harry Horst Northshore Senior Center 10201 E Riverside Dr Bothell, WA 98011

PROPERTY ADDRESS
"Northshore Adult Day Center" 10212 E Riverside Dr Bothell, WA 98011
Cell: 425-877-6380

REP		TERMS		
JC	GF	Due on receipt		
ITEM	DESCRIPTION	Bid Amount	Prior Payment	AMOUNT
Drainage	Work completed as per Bid #C-0501B19K, Option 1 - Please note that the amount reflects a \$1,000.00 credit based on sediment removed from bioswale. Original amount was \$8,980.00	7,980.00	3,273.00	4,707.00T
Drainage	Work completed as per Bid #C-0501B19K, Option 2 - Please note that the amount reflects a \$450.00 credit for original vector work. Original amount was \$7,870.00	7,420.00	2,854.28	4,565.72T
	Sub-Total	15,400.00		9,272.72
Please note: Balance is due on receipt. Accounts not paid within 5 days of completion will be charged a service fee of 1.5% per month.				
Please call Jan or Gabi to make a payment or for accounting questions.				
Please Note: There is a 2.0% processing fee for all Credit Card Transactions.				
Total Cost of Job Including Tax:		\$16,940.00	Subtotal	\$9,272.72
FINAL INVOICE - Please remit to above address.			Sales Tax (10.0%)	\$927.28
			Balance Due	\$10,200.00

We accept the following credit cards:
 Please call to pay by phone.



MEMORANDUM

NPRSA Administrative Services

DATE: August 19, 2020

TO: Chair McNeal and Members of the NPRSA Board

FROM: Carly Joerger, Levy Coordinator

SUBJECT: Capital Repairs Reimbursement to the Northshore Senior Center

SUMMARY

This memo documents capital repairs completed and paid for by the Northshore Senior Center (NSC) from January 2019 to June 2020. According to the agreement between the NSC and the NPRSA, the NSC is responsible for the regular maintenance of the buildings and property it leases from the NPRSA while the NPRSA is responsible for any capital repairs to the buildings or property. In total, the NSC has paid for \$90,051.78 in projects that staff consider to be capital repairs and, therefore, the responsibility of the NPRSA. These projects include emergency repairs to the sewer lines, repairs and replacements to be compliant with the Fire Code, and re-grading the bioswales on the property. The NPRSA has not paid for any of these repairs.

As the incoming Administering Agency for the NPRSA, City of Bothell staff found it prudent to document these costs, procurement processes. The costs incurred by the NSC are set forth in this memo and documented in invoices in the Attachments. At the time these repairs were needed, the Board had not yet adopted a Purchasing Policy, nor was there a sufficient revenue stream for the NPRSA to cover these costs directly. We feel the NSC staff did the best they could to procure services and award contracts given these barriers. We also recognize that state laws regarding public work procurement may not have been fully followed for some of these projects. Moving forward, we will ensure state laws and best practices are upheld by adopting and following a Purchasing Policy and creating a sound internal control environment.

Table 1. Repairs Completed by the Northshore Senior Center for Reimbursement

Description of Work	Cost
Sewer Line Repairs	\$32,565.75
Fire Alarm System Compliance	\$31,152.03
Bioswale Regrading	\$26,334.00
TOTAL	\$90,051.78

CAPITAL REPAIR #1 – SEWER LINES

At the June 17, 2020 meeting of the Board, the Executive Director of the NSC informed the Board of a break in the sewer line resulting in sewage flooding several areas of the Senior Center. The Board declared this to be an emergency given its life-safety implications, waived requirements for competitive bidding, and directed the NSC Executive Director to award the contract for the emergency repairs.

Table 2. Emergency Repairs to the Sewer Line

Description of Work	Cost
Cable floor drain through trap, truck ops	\$301.18
Emergency response	\$1,424.50
Cable cleanout, sewage stoppage	\$435.34
5' spot repair in cafeteria	\$9,288.71
5' spot repair in front of elevator	\$21,116.02
TOTAL	\$32,565.75

The emergency repairs to the sewer line total \$32,565.75. Prevailing Wage requirements still apply, and the NSC ensured the contractor paid prevailing wages, as documented in the invoices in Attachment 1.

CAPITAL REPAIR #2 – FIRE ALARM SYSTEM COMPLIANCE

The 2019 Fire Inspection of the Northshore Senior Center building returned with requirements to upgrade the fire alarm system panel, replace the water heater, and replace the system that trips the rolling fire door to close in the event of a fire in the kitchen. The inspection report rendered this work to be urgent and necessary for the NSC to continue operations.

Table 3. Repairs to Fire Systems

Description of Work	Cost
Replace Fire Alarm System Panel	\$20,289.51
Replace Water Heater	\$7,894.70
Repair to Fire Fly Door	\$1,538.91
Labor	\$1,428.91
TOTAL	\$31,152.03

Staff at the NSC sought at least three bids for the Fire Alarm System Panel contract, however, only one contractor was deemed a responsive bidder and was therefore awarded the contract. In total, staff contacted Fire Chief Equipment (awarded the contract), Cosco Fire Protection, Simplex Grinnell, and Colombia Fire. These efforts are detailed in Attachment 1. At the time,

NSC staff were unaware of prevailing wage requirements and therefore it is not documented whether prevailing wages were paid.

CAPITAL REPAIR #3 – BIOSWALE REGRADING

After the City of Bothell conducted a storm water system inspection in January and February of 2019, the City issued the NSC an order to maintain the storm water systems, including the bioswales, near the Senior Center and the Adult Day Health Center. Before the order to maintain was issued, the NSC was unaware that maintaining the vegetative growth on the bioswales was part of their regular maintenance responsibilities and therefore covered the costs for removing the vegetation. In the process of clearing the vegetation, however, it was discovered the bioswale near the Adult Day Health Center was not constructed properly and was not draining. City of Bothell Staff believe this discovery altered the nature of the project and ask the Board to consider reimbursing the NSC for the total cost of the regrading, \$26,334.00. It is worth noting that despite regrading efforts, it is possible more work will have to be done.

Table 4. Bioswale Regrading Expenses

Description of Work	Cost
Labor Deposit 1	\$6,740.00
Labor Deposit 2	\$3,416.00
Bioswale regrading (Part 2)	\$5,978.00
Bioswale regrading (Part 3)	\$10,200.00
TOTAL	\$26,334.00

NSC Staff attempted to receive multiple bids but only one contractor was deemed responsive and responsible and was therefore awarded the contract – Bodine Construction. Staff contacted several other contractors including Whirlwind Clean and Green, Northwest Cascade/Flohawks, and Ventilation Power. These efforts are detailed in Attachment 1. At the time, NSC staff was unaware of prevailing wage requirements, and so it is not documented whether prevailing wages were paid.

ATTACHMENTS

Att-1: Procurement Documents from NSC

Northshore Senior Center

10201 East Riverside Drive
Bothell, Washington 98011-3708
425.487.2441 425.485.4954 Fax
www.northshoreseniorcenter.org



INVOICE

Date	Invoice #
7/23/2020	NPR 2020-01

BILL TO	REMIT TO
Northshore Parks & Recreation Service Area C/O City of Bothell Attn: Kellye Mazzoli	Northshore Senior Center 10201 E. Riverside Dr Bothell, WA 98011-3708

QTY	DESCRIPTION	AMOUNT
1	Emergency repairs of sewer lines following sewage back-up	\$32,565.75
		Total Due \$32,565.75

Pinky's Plumbing

Date	Invoice	Billed	Check Date	Check No	Amount Pd
5/19/2020	I1887	\$301.18	6/12/2020	Visa 5.19.20	\$301.18
5/19/2020		\$1,424.50	6/12/2020	Visa 5.19.20	\$1,424.50
6/16/2020	I2111	\$435.34	7/17/2020	Visa 6.16.20	\$435.34
6/16/2020	I2111	\$9,288.71	7/17/2020	Visa 6.19.20	\$9,288.71
			7/17/2020	Visa 6.24.20	\$226.38
6/25/2020	I2191	\$21,116.02	6/22/2020	22919	\$10,444.82
			6/22/2020	22920	\$10,444.82
		\$32,565.75			\$32,565.75

Northshore Senior Center
Find Report
 May through July 2020

Type	Date	Num	Name	Memo	Account	Amount
May - Jul 20						
Bill	06/30/2020	June	Wells Fargo Business Card	crisis response / pinky's plumbing	6430 - Repairs and Maint	9,950.43
Bill	06/22/2020	Quote Q1575	Pinky's Plumbing LLC	dining room plumbing repairs BOT Pinky's	6430 - Repairs and Maint	20,889.64
Bill	05/31/2020	May	Wells Fargo Business Card	crisis response / pinky's plumbing	6430 - Repairs and Maint	1,725.68
May - Jul 20						<u>32,565.75</u>



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic # PINKYPL905LS

BILLING

Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION

Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Email Address: hhorst@mynorthshore.org

Transaction Date: 5/19/2020

Terms: Due on receipt

Invoice I1887

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
DC112	Cable floor sink/floor drain through the trap	1	\$351.30	\$351.30
TruOP	Truck Operations Cost	1	\$42.50	\$42.50
Discount	Discount	1	-\$120.00	-\$120.00

Subtotal: \$273.80
 Tax: \$27.38
 Total: \$301.18
 Payments: \$301.18
 Balance Due: \$0.00

PAID

Handwritten:
 Hung Hot - 6430 NRC ~~Bothell~~
 ADA
 Floor Drain 1W Boiler Room @ ADA

Northshore Senior Center
(425) 286-1076

From: Harry Horst
Sent: Wednesday, May 20, 2020 8:50 AM
To: Zorna Kimball <ZornaK@mynorthshore.org>
Subject: FW: Pinkys Plumbing LLC - \$1,424.50

Hey Zorna here is the receipt for the charge on your card. Thanks

From: noreply@roamdata.com [mailto:noreply@roamdata.com]
Sent: Tuesday, May 19, 2020 6:20 PM
To: Harry Horst <HHorst@mynorthshore.org>
Subject: Pinkys Plumbing LLC - \$1,424.50

	Pinkys Plumbing LLC PO Box 68133 SEATTLE, WA 98168 2067071497 customerservice@pinkysplumbing.biz
SALE	
5/19/2020 6:19 pm PDT	
Entry Mode:	Manual
Entry Legend:	Keyed CNP
Payment Type:	Credit
Currency Code:	USD
 3958	\$1,424.50
<i>Handwritten signature</i> ON INVOICE	
	
Item 1	



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic# PINKYPL905LS

BILLING
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Transaction Date: 6/16/2020

Terms: Due on receipt

Invoice I2111

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
DC107	cable mainline/sewer stoppage - up to 100' through an inside cleanout (up to 2 hours)	1	\$395.76	\$395.76
Subtotal:				\$395.76
Tax:				\$39.58
Total:				\$435.34
Payments:				\$435.34
Balance Due:				\$0.00

Quote Q1574

Item	Description	Quantity	Price	Amount
SDR29	Need to do up to a 5' foot spot repair under concrete in the cafeteria area., Need to cut and remove concrete and excavate up to 4 ft deep. Will need to have the floor scanned for power conduit before we can cut concrete. Will need to build a containment to seal off work area from the other part of building. Will make the repair and bed new ABS pipe in sand, we will backfill and compact dirt and pour back concrete to a rough finish.	1	\$5,652.41	\$5,652.41
Ex5	•50% due at start and balance due at finish	1	\$0.00	\$0.00
Demo	Demo	1	\$843.19	\$843.19
Subtotal:				\$6,495.60



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 318-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic # PINKYPL905LS

BILLING
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
 Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Email Address: hhorst@mynorthshore.org

Transaction Date:

Terms: Due on receipt

Invoice

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
SDR29	Customer states that this project on a prevailing wage job. This was requested after the contract was approved by customer. The cost will need to be adjusted to cover all additional costs. Need to do up to a 5' foot spot repair under concrete in the cafeteria area., Need to cut and remove concrete and excavate up to 4 ft deep. Will need to have the floor scanned for power conduit before we can cut concrete. Will need to build a containment to seal off work area from the other part of building. Will make the repair and bed new ABS pipe in sand. we will backfill and compact dirt and pour back concrete to a rough finish.	1	\$7,348.13	\$7,348.13
Ex5	*50% due at start and balance due at finish	1	\$0.00	\$0.00
Demo	Demo	1	\$1,096.15	\$1,096.15

Subtotal: \$8,444.28

Tax: \$844.43

Total: \$9,288.71

Payments: \$9,288.71

Balance Due: \$0.00

PAID

Handwritten:
 Gary Hat 62320
 6430-NPR-Bothell
 Paid w/ Brookes CC



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

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 customerservice@pinkysplumbing.biz
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Lic# PINKYPL905LS

BILLING
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Quote Q1575

SEE ATTACHED CONTINUATION FOR ADDITIONAL REMARKS

Item	Description	Quantity	Price	Amount
SDR25	Customer approved work, wanted prevailing wage job after contact approved. This is a separated bid for the additional repair by the elevator. Need to do up to a 5' spot repair do to old repair failing. need to cut and remove concrete and excavate up to 4' deep. remove old repair and install all new pipe and fittings. bed new repair and backfill to a rough finish on the concrete. We are going to scan the floor for any electrical conduits that might be in the dig site.	1	\$5,584.33	\$5,584.33
WCR29	Customer approved work, wanted prevailing wage job after contact approved. This is just a rough Estimate for doing a cure in place liner from open trench. Will need to verify that there is nothing tying into this cast iron upstream and downstream from open trench... Need to shoot approximately 50' of 4" cure in place liner from open trench. we will use the hydro jetter to clean up the old cast iron before liner is shot. This is a double shot liner. Again THIS IS A ROUGH ESTIMATE.	1	\$13,406.25	\$13,406.25

Subtotal: \$18,990.58
 Tax: \$1,899.06
 Total: \$20,889.64
 Payments: \$0.00

PAID
 JUN 22 2020
 BY: *[Signature]*

CU 22919 1/2
 CU 22920 1/2

10,671.20

226.38

Transaction Summary For **HARRY HORST**
 Sub Account Number Ending In **5847**

06/06	06/06	2469216HE2XFPTMN9	AMZN Mktg US*MY94U1JR2 Amzn.com/bill WA	46.18
06/10	06/10	2408637HJ8PSBF1TS	EVERGREEN ONSITE 425-397-7771 WA	561.00
06/11	06/11	2469216HK2Y10EBYH	IN *FRONTLINE SHREDDING, 425-4029695 WA	1,130.00
06/11	06/11	2469216HL2XJHAKJ9	THE HOME DEPOT 4712 BOTHELL WA	286.57
06/15	06/15	2449215HRRSQRPZW1	EBPFABRIC-BURLAP/CH 800-238-0005 IL	147.94
06/24	06/24	2408637J12X8TREGW	PINKYS PLUMBING 206-707-1497 WA	226.38
		TOTAL	\$2,398.07	
		HARRY HORST / Sub Acct Ending In 5847		

Permit



Pinky's Plumbing, LLC
 P.O. Box 68133
 Seattle, WA 98168

Phone: (206) 316-8876
 customerservice@pinkysplumbing.biz
 www.pinkysplumbing.com

Lic # PINKYPL905LS

BILLING
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

JOB LOCATION
Northshore Senior Center
 10201 E Riverside
 Bothell WA 98011

Email Address: hhorst@mynorthshore.org

Transaction Date: 6/25/2020

Terms: Due on receipt

Invoice I2191

SEE ATTACHED ADDITIONAL REMARKS ON THE CONTINUATION

Item	Description	Quantity	Price	Amount
SDR25	Customer approved work, wanted prevailing wage job after contact approved. This is a separated bid for the additional repair by the elevator. Need to do up to a 5' spot repair do to old repair failing. need to cut and remove concrete and excavate up to 4' deep. remove old repair and install all new pipe and fittings. bed new repair and backfill to a rough finish on the concrete. We are going to scan the floor for any electrical conduits that might be in the dig site.	1	\$5,584.33	\$5,584.33
WCR29	Customer approved work, wanted prevailing wage job after contact approved. This is just a rough Estimate for doing a cure in place liner from open trench. Will need to verify that there is nothing tying into this cast iron upstream and downstream from open trench... Need to shoot approximately 50' of 4" cure in place liner from open trench. we will use the hydro jetter to clean up the old cast iron before liner is shot. This is a double shot liner. Again THIS IS A ROUGH ESTIMATE.	1	\$13,406.25	\$13,406.25
permit	We will pull permit and stand inspection	1	\$205.80	\$205.80

226.38
 (205.80)

PAID

Subtotal: \$19,196.38
 Tax: \$1,919.64
 Total: \$21,116.02
 Payments: \$21,116.02
 Balance Due: \$0.00

Hang Ho
 Paid Permit Fee w/ Visa
 #6430 NPR Bothell
 Sewer Line Repair
 Balance Paid w/ Invoice

NORTHSHORE SENIOR CENTER

Pinky's Plumbing LLC
Date 6/22/2020 Type Bill Reference Quote Q1575

Original Amt.
20,889.64

Balance Due
20,889.64

6/22/2020

Discount

Check Amount

22919

Payment
10,444.82
10,444.82

Checking 1410 dining room plumbing repairs 50% deposit

10,444.82

SUPERIOR PRESS (888) 590-7998 JB4114079

NORTHSHORE SENIOR CENTER

Pinky's Plumbing LLC
Date 6/22/2020 Type Bill Reference Quote Q1575

Original Amt.
20,889.64

Balance Due
10,444.82

6/22/2020

Discount

Check Amount

22920

Payment
10,444.82
10,444.82

Checking 1410 dining room plumbing repairs 50% deposit

10,444.82

SUPERIOR PRESS (888) 590-7998 JB4114079

NORTHSHORE SENIOR CENTER

Wells Fargo Business Card
Date 6/30/2020 Type Bill Reference June

Original Amt.
17,956.95

Balance Due
17,956.95

7/17/2020

Discount

Check Amount

22965

Payment
17,956.95
17,956.95

pd 226.38 for Permit

Northshore Senior Center

10201 E Riverside Dr
Bothell, WA 98011

Invoice

Date	Invoice #
9/23/2019	9932

Bill To
NPRSA

Item	Date	Description	Charges	Amount
6430 - Repairs ...		Fire Chief Equip - fire alarm replacement	20,289.51	20,289.51
6430 - Repairs ...		Fast Water Heater - water heater	7,894.70	7,894.70
6430 - Repairs ...		Crawford Door - Fire door in kitchen	1,538.91	1,538.91
6430 - Repairs ...		Cosco Fire Protection - Fire door in kitchen	1,428.91	1,428.91
			Total	\$31,152.03

Phone #
425-487-2441

E-mail	Web Site
leahw@mynorthshore.org	www.mynorthshore.org

4:29 PM
 09/23/19
 Accrual Basis

Northshore Senior Center
General Journal Transaction
September 23, 2019

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
lw	Fast Water Heater Co	reclass water ...	1740 · Tenant Impro...	ADM - Ad...		7,894.70
	Fast Water Heater Co	reclass water ...	6430 · Repairs and ...	ADM - Ad...	7,894.70	
					7,894.70	7,894.70
TOTAL					7,894.70	7,894.70

4:28 PM
 09/23/19
 Accrual Basis

Northshore Senior Center
General Journal Transaction
 September 23, 2019

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
lw	Fire Chief Equipmen...	reclass fire al...	1740 · Tenant Impro...	ADM - Ad...		20,289.51
	Fire Chief Equipmen...	reclass fire al...	6430 · Repairs and ...	ADM - Ad...	20,289.51	
					20,289.51	20,289.51
TOTAL					20,289.51	20,289.51

NORTHSHORE SENIOR CENTER

019935

Fire Chief Equipment Inc
Date 8/20/2019 Type Bill Reference 190802J-IN

Original Amt.
20,289.51

Balance Due
20,289.51

9/6/2019

Discount

Check Amount

Payment
20,289.51
20,289.51

Fire Alarm

Positive Pay

NO1020

20,289.51

SUPERIOR PRESS (888) 590-7998 J83951737

6430

*Leah-
Please book AIR for
NPPSA Reimbursement:
\$31,152.03*



INVOICE

Page: 1

Bill To: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

INVOICE NUMBER: 190802J-IN

INVOICE DATE: 08/20/2019

CONTRACT #: TO FOLLOW

FCE JOB NUMBER: 0195020

Job: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Handwritten notes:
2K
9/5/19
6430
NPR

Handwritten signature:

Job Desc: Replace Existing F/A System

TERMS: Due Upon Receipt

ORIGINAL CONTRACT AMOUNT:	18,445.00
PERCENTAGE COMPLETED TO DATE:	100.00%
BILLABLE CONTRACT AMOUNT:	18,445.00
LESS PREVIOUSLY INVOICED:	0.00
AMOUNT BILLED THIS INVOICE:	18,445.00
LESS 0.00% RETENTION:	
PLUS SALES TAX:	1,844.51
INVOICE TOTAL:	<u>20,289.51</u>

Ch. 19935
PAID
PAID
PAID SEP 06 2019
BY: *[Signature]*



Fast Water Heater Co

Date	Type	Reference
6/4/2019	Bill	857451

Original Amt.
7,894.70

Balance Due
7,894.70

6/4/2019
Discount

Check Amount

019485

Payment
7,894.70
7,894.70

water heater

Positive Pay

water heater - capital improvements

7,894.70

SUPERIOR PRESS (888) 590-7998 JB3951737

WA Lic# # FASTWH9488C

"When your HOT turns to COLD, you better think FAST"

1-800-THINK FAST



FAST WATER HEATER COMPANY
"The Water Heater Experts"

JOB CODE	PAY CODE	DATE	INSTALLER	VAN #	JOB #
ES	P	5/18/19	Brandon	233	857451
BRAND	MODEL		PU LOCATION	INSTALLED	
Apecem	G760-200			5/18/19	
CUSTOMER NAME			SERIAL #	SERVICE CALL	
Windsor Senior Center					

www.fastwaterheater.com

CLOSED SYSTEM CHECK	240 VOLT COMPATABILITY CHECK	VENT CAPACITY CHECK	CLEARANCES	WATER PRESSURE CHECK
TEST METHOD USE <input type="checkbox"/> VISUAL <input type="checkbox"/> PRESSURE OSCILLATION	Verify wire and watt compatibility with breaker MINIMUM MAXIMUM BREAKER WIRE SIZE WATTS 30 AMP 10 AWG 5760 25 AMP 10 AWG 4800 20 AMP 12 AWG 3840	PASS <input type="checkbox"/> TOTAL BTU'S BEING VENTED FAIL <input type="checkbox"/> MAX BTU'S FOR COMMON VENT PASS <input type="checkbox"/> TOTAL BTU'S BEING VENTED FAIL <input type="checkbox"/> MAX BTU'S FOR CONNECTOR	6" C VENT PASS <input type="checkbox"/> FAIL <input type="checkbox"/> 1" B VENT PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	MAXIMUM PRESSURE OF 80 PSI PRESSURE TESTED AT PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

CODE#	DESCRIPTION	PROPOSED COST	OK OR N/A	REQ BY CODE OR MFR	RECOMMENDED	AUTHORIZED COST	INITIAL DECLINED
-------	-------------	---------------	-----------	--------------------	-------------	-----------------	------------------

2015 UNIFORM PLUMBING CODE

312.6	Insulate exposed pipes to R-3 if in an unconditioned space.	(F-13)					
507.2	Install Earthquake straps at top and bottom third.	(F-8) (F-9)	included				
507.5	Install a drip pan <input type="checkbox"/> Up to 24" (F-1) <input type="checkbox"/> 26" & larger <input type="checkbox"/> Square (F-24)						
507.5	Install _____ feet of drain pipe from drip pan to _____	(G-13)					
606.2	Install water shut off, old valve was:	(G-2)					
608.2	Install pressure regulating valve	(B-1) (B-2) (B-3)					
608.3	Install expansion tank. Previous was:	(A-1) (A-3)					
608.5	Install P&T relief drain to exterior or approved location	(G-4)					
608.7	Install vacuum breaker	(F-10)					

2015 INTERNATIONAL RESIDENTIAL CODE (Gas Pipe, Vent And Combustion Air)

G2406.2	Relocate to an approved location, existing is:	(Z-2)					
G2408.2	Install a stand, old stand was: <input type="checkbox"/> 20" (F-5) <input type="checkbox"/> 24" (F-6)						
G2408.3	Install bollard	(F-19)					
G2419.4	Install sediment trap	(M-2)	included				
G2420.5.1	Install gas shut off valve, old valve was	(M-1)					
G2427.10.2.2	Install double wall vent. Reason:	(L-1)					
	Combustion air supply. Codes G2407.1 — G2407.11	(L-2)					

2016 WASHINGTON ENERGY CODE

R403.4.3	Install R-10 Insulated Pad if it is an electric tank located on concrete	(F-7)					
----------	--	-------	--	--	--	--	--

WAC 51-51-0315

R315	Carbon Monoxide alarms outside entrance of bedrooms and on each floor	(F-22)					
------	---	--------	--	--	--	--	--

F/R CODE ADDITIONAL ITEMS

MA 9	HSI Blower + control	1.189					
MA 1	EXPANSION TANK	9.29					

WORK AUTHORIZATION: I the undersigned, am the owner or authorized agent for the premises in which the work listed above is to be done. I authorize Fast Water Heater Company to perform the work listed in the authorized column above. I also acknowledge that a survey was performed prior to installation and that all of the above listed items were explained as either required by code, required by the city, required by the manufacturer, necessary to complete the job or optional. Customer acknowledges that any deemed necessary by the inspector, the price listed will be the cost to perform such services plus any service call and potential tank removal and re-installation fees. Customer has also been made aware that jurisdictions may choose to not to enforce specific codes but Fast Water Heater Company is required to uphold the codes to satisfy specific contractual obligations as well as requirements set by the manufacturer in order to provide a warranty. *[Signature]*

PERMIT*	100.00
SUBTOTAL	717.70
10.0 TAX	71.70
TOTAL	789.40

*PERMITS: Permit price includes the cost of the permit plus a processing fee. In the event a permit was required for this work, a final inspection will be required to finalize the permit. It is agreed that the customer will call the inspecting authority and provide access for inspection within a reasonable time. In the event the permit expires before the inspection, the customer will be responsible for any fines or penalties that may result. *[Signature]*

DISCLAIMER: The customer has been advised, prior to starting any work, that their existing plumbing is galvanized, CPVC and/or polybutylene piping and that Fast Water Heater Company is not responsible for any leaks, clogged pipes or faucets, or any other problems associated with existing plumbing, neither prior nor after installation of the water heater.

CHECK #	AUTH.#	LAST FOUR

WARRANTY: Any water heaters or related equipment installed by Fast Water Heater Company that carry a manufacturer's warranty, will be warranted solely by the manufacturer. Fast Water Heater Company does not provide any additional warranty for the equipment unless otherwise stated in writing. Any parts supplied by Fast Water Heater Company for the installation or repair of the water heater or related equipment are warranted for defects for the period of one year from the original date of installation or in accordance with the manufacturer or other limited warranties. Labor is warranted for one year and applies only as it relates to specific parts provided and the stated service performed. Any warranty provided by Fast Water Heater company excludes any liability for any consequential damages. *[Signature]*

Crawford Door Co LLC

Date	Type	Reference
3/19/2019	Bill	2186

Original Amt.
1,538.91

Balance Due
1,538.91

3/29/2019
Discount

Check Amount

019196



Payment
1,538.91
1,538.91

Brooke

Positive Pay

NPRSA to reimburse
repair fire door in kitchen ADH ~~VSHS Levy~~

1,538.91

 SUPERIOR PRESS (888) 590-7998 JB 3833940 

6430

Crawford Door Company

P. O. Box 80400
Portland, OR 97280
(503) 431-6856 Fax (503) 431-6862

Invoice 2186

Bill to: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Service at: Northshore Senior Center
10201 E Riverside Drive
Bothell, WA 98011

Description: Work Order 2312 Quoted Jobs

Scope of Work:
Installed ARD firefly on the fire door

Date: 3/19/2019
Invoice: 2186
ID: 6027
Job Number: 2312
PO Number:

WA Service: Jeannie (206) 317-7703
WA Accounting: Renee' (503) 427-1085

Terms: Net 30 Days **Due:** 04/18/2019
OR Service: Christina (503)427-1034
OR Accounting: Renee' (503) 427-1085

Item Description
1 Final Billing

Miscellaneous

Quantity	Price	Amount
1.00	1,399.00	1,399.00
Subtotal		1,399.00
Sales Tax:		139.91
Total Due:		1,538.91

CK 19196
PAID
MAR 29 2019
BY: *[Signature]*

Hang Aul 3-22-19

NSC Building Repair Fire Door In Kitchen

WAMU

- NOT levy but NPRSA

NORTHSHORE SENIOR CENTER

019311

Cosco Fire Protection Inc.

Date Type Reference
3/25/2019 Bill 1000429588

Original Amt.
1,428.91



Balance Due
1,428.91

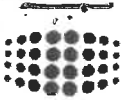
4/19/2019
Discount
Check Amount

Payment
1,428.91
1,428.91

Positive Pay 2530927

1,428.91

 SUPERIOR PRESS (888) 590-7998 JB3951737 



COSCO Fire Protection

Cosco Fire Protection, Inc.
4308 South 131st Place

Tukwila, WA 98168
Phone: 206-438-3360
Fax: 206-438-3356

Invoice Nbr:	1000429588
Invoice Date:	03/25/2019

Thank you for choosing COSCO Fire Protection - The one-stop service solution.

Fire Sprinkler
E-Lighting
Maintenance

Life Safety
Range Hoods
Repair

Fire Alarm
Inspections
Special Hazards

Extinguishers
24/7 Service
Backflow Preventers

Bill To: NORTHSHORE SENIOR CENTER (INSP)
10201 E. RIVERSIDE DRIVE
BOTHELL, WA 98011

Ship To: NORTHSHORE SENIOR CENTER
10201 EAST RIVERSIDE DR.
BOTHELL, WA 98011

Customer Nbr	Cust PO No.	Cosco WO No.	Date Completed	Terms	Due Date
2531150		1812-1587	01/29/2019	Net 30	04/24/2019

Invoice Notes:

FIRE ALARM SERVICE CALL

I was on site to look at the Fire Fly, I didn't realize there was a duct detector to replace, we will have to change that out next week. Davis Door was not on site. I verified that the Fire Fly has 24vdc and it appears to be tied into the same power as the mag door holders that drop under alarm. I can't see that the Fire Fly wouldn't do the same under alarm, but would need to set the system off in order to verify. I did follow the instructions on the Fire Fly to reset it and it was completely unresponsive. It looks like the Fire Fly needs to be replaced. Pictures have been uploaded to GP.

Service \ Item Description	Unit Description	Qty	Price	Amount
MATERIAL				
TRUCK CHARGE	Each	1.00	60.00	60.00
TRUCK CHARGE	Each	1.00	60.00	60.00
LABOR				
LABOR-AD	HR	9.00	131.00	1,179.00

FIRE DOOR

NPRSA
~~LOVY~~

OK 19311
PAID
PAID
APR 19 2019
BY: OK

Hang Out - NSC Kitchen

Please Remit To: Cosco Fire Protection, Inc.
4308 South 131st Place
Tukwila, WA 98168
Phone: 206-438-3360 Fax: 206-438-3356

We gladly accept VISA, MC and AMEX for all charges

Invoice Totals

Sub Total	1,299.00
Sales Tax	129.91
TOTAL	1,428.91

From: Brooke Knight <BrookeK@mynorthshore.org>
Sent: Wednesday, January 29, 2020 8:24 PM
To: Wes Phillips <Wes.Phillips@NPRSA.onmicrosoft.com>
Cc: Michael Tabor <mynprsa@gmail.com>; James McNeal <james.mcneal@bothellwa.gov>; Kellye Mazzoli <kellye.mazzoli@bothellwa.gov>
Subject: [EXTERNAL] Copies of bids and invoices for NPRSA work

Stop! Look! Think before you click! This message originated from outside the City of Bothell network. Use caution when clicking links or opening attachments.

Hi Wes,

Per our conversation at the NPRSA meeting last week, I've attached the bids we received for the work done last year. You'll see in the email below some additional information regarding our attempts over the course of several months to obtain bids which in some cases never came to fruition. Specifically the invoices are as follows:

ITEM DESCRIPTION	AMOUNT	COMMENTS
Fire fly door	\$1,538.91	Approved for reimbursement by NPRSA
Fire fly door (part 2)	\$1,428.91	Approved for reimbursement by NPRSA
Fire Panel Replacement	\$20,289.51	Approved for reimbursement by NPRSA
Water heater replacement	\$7,984.70	Approved by reimbursement by NPRSA
TOTAL	\$31,152.03	

In addition to these above, I'd like to advocate that the following expenses paid for by the Northshore Senior Center be reimbursed. The below costs relate to work required to repair the "bioswales" outside of our facilities. As work proceeded it became clear that the bioswales were not constructed properly at their onset, resulting in the significant work that was required. I see this as a capital expense that should have been handled by NPRSA and not the responsibility of NSC as the tenant. Conversely, I think that the removal of vegetation as required WAS the responsibility of NSC and is not an expense we are asking for reimbursement of.

ITEM DESCRIPTION	AMOUNT	COMMENTS
Bioswale regrading	\$6,740.00	
Bioswale regrading (part 2)	\$5,879.00	
Bioswale regrading (part 3)	\$10,200.00	
TOTAL	\$22,819.00	
Vegetation removal	\$7,139.00	NOT REQUESTING REIMBURSEMENT FOR THIS AMOUNT

Thanks Wes!
 Brooke

Brooke Knight, CEO
Northshore Senior Center
Direct: 425-286-1023
Main: 425-487-2441

From: Harry Horst
Sent: Tuesday, January 28, 2020 9:17 AM
To: Brooke Knight <BrookeK@mynorthshore.org>
Cc: Zorna Kimball <ZornaK@mynorthshore.org>
Subject: RE: Work on Fire Panel and fire door

Hi Brooke, please let me know if you have any questions. Thanks

Bioswale (2)

You were going to try one more time to get another bid about a week or so ago. If you did, let's review/compare. If not, let's just document your attempts (a brief summary and/or copies of your email communication to them will suffice) and move forward with the bids we have. Let's move forward. Bodine Construction was clearly the most professional and responsive company I worked with in attempting to obtain bids for this work. In addition to them, I received one other estimate for the Bioswale and storm drains, but it was incomplete. Whirlwind Clean and Green provided an estimate for the NSC side, and eventually the ADH side. I made contact with them initially on 1/29/19 and it took them until 4/15/19 to provide the one proposal. They stated they would provide an estimate for the ADH Bioswale also, and did so in early May. Their estimates were lower than Bodine Construction, but were incomplete and they were not very responsive to my inquires. I am not sure if they even looked closely at the property and despite my request they never actually met with me. I did not feel very confident in their performance and felt that their estimates did not represent what the actual cost for the projects would ultimately be. Their proposals were estimates, not hard bids and were subject to change. As it turned out this would have certainly been the case. There were several issues encountered during the project that required additional work. The most significant being that the ADH bioswale appeared to have never been properly completed during the initial construction. This swale apparently never drained correctly, or functioned properly as a dry swale and had to be ultimately reclassified by the city during the scope of this work as a wet bioswale. I also met with Ventilation Power on 1/29/19, and again in March, but received nothing back from them. In addition, I met with Northwest Cascade/Flohawks on 4/3/19 received nothing back from them either. All of these contractors are on the list provided to us from the city, and while the city will not recommend a specific contractor it was clear that they hold Bodine Constriction in good regard. I also met with Brookstone, a landscape contractor and received a bid for cleaning the Bioswales, but this did not include the storm drains. This option included removal of the trees and clearing the vegetation from the swales. We would then have needed one of the other contractors to clear and clean the storm drains and ensure the swales were functioning properly.

Fire Control Panel

You attempted to get three bids and reached out several times but only got one bid. Please document (again very briefly) attempts to get other bids. James McNeal connected us with one final option late last week. If you don't hear from them by tomorrow let's move forward with the one bid we have. I met with three companies, but received only one bid back for the FACP. I met with Fire Chief Equipment on 1/16/19 and received a proposal from them within two weeks. I also met with Cosco Fire

Protection on 1/28/19 and despite contacting them several times in follow up I did not received a bid from them. In addition, I met with Simplex Grinnell on 1/24/19 and have received nothing back. I have left several messages asking for these bids , but have received nothing back, nor were my calls returned. In addition, I contact Columbia Fire on 4/19/19, a company recommended by the Chamber. I spoke to a person there and left a message for Brian, but did not receive a call back. Fire Chief Equipment being the only contractor that responded was awarded the contract.

Please note: Email exchanges may be public records and subject to disclosure.

Reply

Forward

BK

INVOICE

Date	Invoice #
8/14/2020	NPR 2020-02 AMENDED

BILL TO	REMIT TO
Northshore Parks & Recreation Service Area C/O City of Bothell Attn: Kellye Mazzoli	Northshore Senior Center 10201 E. Riverside Dr Bothell, WA 98011-3708

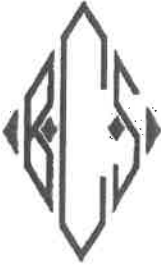
QTY	DESCRIPTION	AMOUNT
1	Regrading of bioswale to meet City of Bothell requirements	\$26,334.00
Total Due		\$26,334.00

Bodine Construction Services Inc

Date	Type	Reference	Original Amt.	Balance Due	5/10/2019 Discount	Payment
5/7/2019	Bill	Bid #C0501B19K	6,740.00	6,740.00		6,740.00
5/7/2019	Bill	Bid #C-0408B19K	3,416.00	3,416.00		3,416.00
Check Amount						10,156.00

Positive Pay

10,156.00



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors ♦ Drainage Consultants

Contractor License # BODINC*332BT

E-mail: info@bodineconstruction.com

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 ♦ Fax (425) 672-2434
Eastside (425) 881-2577

Harry Horst

Cell: 425-877-6380

Email: hhorst@mynorthshore.org

Field Representative

Jim Coolbaugh

Cell: 206-510-5482

May 1, 2019

Bid #C-0501B19K

Property Address

"Northshore Adult Day Center"

10212 E Riverside Dr

Bothell, WA 98011

5000 Deposit
PAID
PAID
PAID
BY: *[Signature]*
Ch 19377

Hi Harry,

Bodine Construction Services, Inc. is pleased to submit the following bid proposal for your review. Per site visit on 01/31/2019 and maintenance correction list issued from the City of Bothell.

1) Assessment: Excessive vegetation growth around bioswale and in bioswale outlet trench/ditch. Deciduous trees around the bioswale need to be removed to promote grass growth within the swale. Due to the height and volume of these trees it is best to contact a tree service company. The swale currently has 2-3ft of standing water in it. This indicates vegetation and or sediment is blocking the outfall trench/ditch. This material needs to be removed to re-establish flow from swale and to assess swale and dispersion trench condition and maintenance needs.

1) Recommendation: Cut and remove excessive vegetation from swale outlet trench/ditch. Excavate excess sediment in swale outlet ditch to drain swale and restore outlet ditch function. Bid given below is a best case/worst case bid which will cover the unknown variable such as the amount of sediment in the bioswale outlet ditch/trench. Install erosion mat in excavated trench/ditch, prior to releasing standing water from swale.

Special Notes:

1. Large brush that is cut will be removed from site. Small brush that is cut will be left around outer edge of outlet trench as a growth barrier.

2. Sediment to be dispersed on banks of trench or removed in accordance with State regulations.

1) Budget Bid Amount of: \$8,980⁰⁰ - \$14,610⁰⁰ plus tax (Bid Amount varies due to sediment removal)

Bioswale

2) Assessment: Catch Basin(s)/Maintenance Structure(s) are in need of cleaning due to sediment/sludge/debris in Basin(s)/Maintenance Structure(s) and are required to be cleaned, number of Type 1 Catch Basins to be cleaned 5, number of Maintenance Structures to be cleaned 4. City of Bothell recommends hydro jetting conveyance pipes between the structures. Structure lid bolt on DCB010036 is stripped and needs to be replaced.

2) Recommendation: Clean/remove sediment/sludge/debris from Basins/Maintenance Structures. Hydro jet conveyance pipes as needed. Replace stripped bolt

2) Bid Amount: \$7,870⁰⁰ plus tax

1) & 2) Combined Total Amounts: \$16,850⁰⁰ - \$22,480⁰⁰ plus tax

Work is guaranteed to pass and satisfy City of Bothell utilities, from inspection dated 12/26/2018.

****Notes:** This proposal is subject to standard catch basins free of roots, concrete and other such debris. Removal of material other than sediment may necessitate a change order, which must be approved while the crew is on site in order for the crew to complete the project the same day. All catch basins must be accessible on the initial trip (no cars or other equipment interfering with access). If access to all catch basins is not available the crew will return at a mutually agreeable time to clean the missed catch unit(s) at additional time and material rates, subject to a daily minimum.

Terms: Upon bid acceptance please return signed copy of bid. A \$6,740⁰⁰ deposit is required to schedule work. All deposits will be considered as a retainer fee and will be applied to the final billing upon successful completion of the above listed job. Invoices are due on completion of job. For any invoices not paid within 5 days of completion of job, a service charge of 1.5% per month will be applied to your past due balance.

****Major Credit Cards Accepted ****

**** As of May 1, 2018, we are now charging a 2.0% processing fee for all Credit/Debit**

Acceptance Date  Sincerely,

Accepted By _____

Jim Coolbaugh
Bodine Construction Services, Inc.



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors ♦ Drainage Consultants

Contractor License # BODINC*332BT

E-mail: info@bodineconstruction.com

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 ♦ Fax (425) 672-2434
Eastside (425) 881-2577

Harry Horst

April 8, 2019

Cell: 425-877-6380

Bid #C-0408B19K

Email: hhorst@mynorthshore.org

Property Address

Field Representative

"Northshore Senior Center"

Jim Coolbaugh

10201 E Riverside Dr.

Cell: 206-510-5482

Bothell, WA 98011

50% deposit
PAID
MAY 10 2019
BY: *[Signature]*
ck 19377

Bodine Construction Services, Inc., is pleased to submit the following bid proposal for your review, per site visit on 4/3/2019, and Maintenance Correction List issued from the City of Bothell.

1) Assessment: Catch Basin(s)/Maintenance Structure(s) are in need of cleaning due to sediment/sludge/debris in Basin(s)/Maintenance Structure(s) and are required to be cleaned, number of Catch Basins to be cleaned 7, number of Maintenance Structures to be cleaned 4 (not all structures need to be cleaned).

1) Recommendation: Clean/remove sediment/sludge/debris from Basins/Maintenance Structure. Remove catch basin filter inserts as needed.

1) Bid Amount: \$6,840.00 plus tax.

2) Assessment: Vegetation overgrowth midway in swale, blocking energy dissipaters and structure #DCB15001 needs to be removed.

2) Recommendation: Remove vegetation overgrowth at above mentioned locations.

2) Bid Amount: \$950.00 plus tax (in conjunction with Item #1).

3) Assessment: Excessive sediment accumulation in conveyance pipe connected to Maintenance Structure #15001.

3) Recommendation: Hydro-jet clean affected lines.

3) Bid Amount: \$750.00 plus tax (in conjunction with Item #2).

Combined Bid Amounts: \$8,540.00 plus tax.

Work is guaranteed to pass and satisfy City of Bothell Public Utilities from inspection dated 2/26/2019. Debris and pollutants to be disposed of in accordance with State law.

Notes: This proposal is subject to standard catch basins free of roots, concrete and other debris. Removal of material other than sediment may necessitate a Change Order, which must be approved while the crew is on site in order for the crew to complete the project the same day.

All catch basins must be accessible on the initial trip (no cars or other equipment interfering with access). If access to all catch basins is not available the crew will return to the site at a mutually agreeable time to clean the missed unit(s) at additional time and material rates, subject to a daily minimum.

Terms: Upon bid acceptance please return signed copy of bid. A \$3,416.00 deposit is required to schedule work. All deposits will be considered as a retainer fee and will be applied to the final billing upon successful completion of the above listed job. Invoices are due on completion of job. For any invoices not paid within 5 days of completion of job, a service charge of 1.5% per month will be applied to your past due balance.

****Major Credit Cards Accepted ****

**** As of May 1, 2018, we are now charging a 2.0% processing fee for all Credit/Debit**

Acceptance Date  Sincerely,

Accepted By _____

Jim Coolbaugh
Bodine Construction Services, Inc.

NORTHSHORE SENIOR CENTER

019942

Bodine Construction Services Inc

Date Type Reference
8/31/2019 Bill 36422-2

Original Amt.
5,978.00

Balance Due
5,978.00


9/13/2019
Discount
Check Amount

Payment
5,978.00
5,978.00

Positive Pay

ADH bioswale repairs - 2nd payment

5,978.00

 SUPERIOR PRESS (888) 590-7998 JB3951737



Bodine Construction Services, Inc.

6009 212th St SW
Lynnwood, WA 98036
Main: 425-778-2557
Eastside: 425-881-2577

Invoice

DATE	INVOICE NO.
8/16/2019	36422-2

E-mail: accounting@bodineconstruction.com

BILLING ADDRESS
Harry Horst Northshore Senior Center 10201 E Riverside Dr Bothell, WA 98011

PROPERTY ADDRESS
"Northshore Senior Center" 10201 E Riverside Dr Bothell, WA 98011 Cell: 425-877-6380

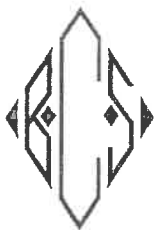
REP		TERMS		
JC	AI	Due on receipt		
ITEM	DESCRIPTION	Bid Amount	Prior Payment	AMOUNT
Drainage	Work completed as per Bid #C-0408B19K, Option 1	6,840.00	2,484.00	4,356.00T
Drainage	Work completed as per Bid #C-0408B19K, Option 2	950.00	345.46	604.54T
Drainage	Work completed as per Bid #C-0408B19K, Option 3	750.00	276.00	474.00T
	Sub-Total	8,540.00		5,434.54
<p>Please note: Balance is due on receipt. Accounts not paid within 5 days of completion will be charged a service fee of 1.5% per month.</p> <p>Please call Jan or Amber to make a payment or for accounting questions.</p> <p>Please Note: We assess a 2% processing fee for all Credit Card/Debit Card Transactions.</p> <p><i>NSC Bioswale #6430</i></p> <p><i>Harry Horst 9-11-19</i></p>				
Total Cost of Job Including Tax:		\$9,394 ⁰⁰	Subtotal	\$5,434.54
FINAL INVOICE - Please remit to above address.			Sales Tax (10.0%)	\$543.46
			Balance Due	\$5,978.00

received
9-11-19

Ch 19942
PAID
PAID
SEP 13 2019
BY: *[Signature]*

We accept the following credit cards:
Please call to pay by phone.





BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors ♦ Drainage Consultants

E-mail: accounting@bodineconstruction.com

Contractor License # BODINC*332BT

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 ♦ Fax (425) 672-2434
Eastside (425) 881-2577

RE: Northshore Senior Center, 10201 E. Riverside Dr.

August 16, 2019

Dear Harry,

Job # 36422

Our accounting software automatically splits any payment between the bid amount and sales tax. We apologize for this but we cannot change it. We understand that this might be confusing, as your invoice may not reflect the total amount of your actual deposit in the "Prior Payment" column of your invoice. Again, the sales tax is factored in. We hope to provide some clarity by including this summary that is easier to read.

\$	8,540.00	Original Bid Amount	
\$	854.00	Total Sales Tax	10.0%
\$	9,394.00	Job Total	

\$	(3,416.00)	Deposit Received 5/13/2019	\$	3,416.00	was applied as follows
			\$	3,105.46	applied to Bid Amount
			\$	310.54	applied to sales tax

NOTE: Deposit check #019377 was split between job #36422 and #36423

\$	5,978.00	Final Balance Due	\$	5,978.00	will be applied as follows
			\$	5,434.54	applied to Bid Amount
			\$	543.46	applied to sales tax

If you have any questions, please feel free to give me a call at the number below.

Thank you,

Amber Irwin
Accounts Receivable
Bodine Construction Services, Inc.
425-778-2557 ext. 107



BODINE CONSTRUCTION SERVICES, INC.

Drainage Contractors ♦ Drainage Consultants

E-mail: accounting@bodineconstruction.com

Contractor License # BODINC*332BT

Website: www.bodineconstruction.com

6009 212th St. S.W., Lynnwood, WA 98036
Office (425) 778-2557 ♦ Fax (425) 672-2434
Eastside (425) 881-2577

RE: 36423

November 26, 2019

Dear Harry,

Job #36423

Our accounting software automatically splits any payment between the bid amount and sales tax. We apologize for this but we cannot change it. We understand that this might be confusing, as your invoice may not reflect the total amount of your actual deposit in the "Prior Payment" column of your invoice. Again, the sales tax is factored in. We hope to provide some clarity by including this summary that is easier to read.

\$	15,400.00	Original Bid Amount	
\$	1,540.00	Total Sales Tax	10.0%
\$	16,940.00	Job Total	

Ch 22338
PAID
 DEC 23 2019
 BY: *[Signature]*

\$	(6,740.00)	Deposit Received 5/13/2019:	\$	6,740.00	was applied as follows
			\$	6,127.28	applied to Bid Amount
			\$	612.72	applied to sales tax

\$ 10,200.00 Final Balance Due	\$	10,200.00	will be applied as follows
	\$	9,272.72	applied to Bid Amount
	\$	927.28	applied to sales tax

If you have any questions, please feel free to give me a call at the number below.

Thank you,

Jan Strain
Accounts Receivable
Bodine Construction Services, Inc.
425-778-2557 ext. 102

Harry Hat 12-03-19
Biswall Final
30 12/3/19

[Signature]



Bodine Construction Services, Inc.

6009 212th St SW
 Lynnwood, WA 98036
 Main: 425-778-2557
 Eastside: 425-881-2577

Invoice

DATE	INVOICE NO.
11/26/2019	36423-2

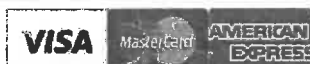
E-mail: accounting@bodineconstruction.com

BILLING ADDRESS
Harry Horst Northshore Senior Center 10201 E Riverside Dr Bothell, WA 98011

PROPERTY ADDRESS
"Northshore Adult Day Center" 10212 E Riverside Dr Bothell, WA 98011 Cell: 425-877-6380

REP		TERMS		
JC	GF	Due on receipt		
ITEM	DESCRIPTION	Bid Amount	Prior Payment	AMOUNT
Drainage	Work completed as per Bid #C-0501B19K, Option 1 - Please note that the amount reflects a \$1,000.00 credit based on sediment removed from bioswale. Original amount was \$8,980.00	7,980.00	3,273.00	4,707.00T
Drainage	Work completed as per Bid #C-0501B19K, Option 2 - Please note that the amount reflects a \$450.00 credit for original vactor work. Original amount was \$7,870.00	7,420.00	2,854.28	4,565.72T
	Sub-Total	15,400.00		9,272.72
Please note: Balance is due on receipt. Accounts not paid within 5 days of completion will be charged a service fee of 1.5% per month. Please call Jan or Gabi to make a payment or for accounting questions. Please Note: There is a 2.0% processing fee for all Credit Card Transactions.				
Total Cost of Job Including Tax:		\$16,940.00	Subtotal	\$9,272.72
FINAL INVOICE - Please remit to above address.			Sales Tax (10.0%)	\$927.28
			Balance Due	\$10,200.00

We accept the following credit cards:
 Please call to pay by phone.



January 4, 2019

Northshore Parks and Recreation
10201 E. Riverside Dr.
Bothell, WA 98011



City of Bothell™

**SUBJECT: Findings of Storm Water System Inspection
Northshore Health and Wellness Center**

Dear To whom it may Concern:

On December 26 and 27, 2018 the City of Bothell inspected the private storm water facilities at Northshore Health and Wellness Center and found that the system needs maintenance work in order to function properly.

The enclosed document, *Private Facility – Order to Maintain and Repair*, explains the work that must be done to restore the system to good function. As the designated representative for this facility we request a response from you to this notice.

The City must receive a response to this notice within 30 days telling us how and when you will accomplish the work (Bothell Municipal Code Section 18.04.270 General Maintenance Requirements).

The City recommends obtaining multiple bids from any private contractors before beginning work. When the work is completed, please return the *Private Facility – Order to Maintain and Repair* document, signed by the contractor who performed the work. If you fail to comply with these requirements, civil penalties may be imposed (Bothell Municipal Code Section 11.20.010 Penalties).

Please see the enclosed documents:

- Private Facility – Order to Maintain and Repair
- Map of your storm water system
- List of licensed maintenance contractors

If you have any questions, please contact Surface Water Inspector, Aaron Esterholt, at aaron.esterholt@bothellwa.gov or 425-806-6793.

Thank you for your cooperation. Together we can prevent flooding and help keep our lakes, rivers, streams and Puget Sound clean.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Esterholt'.

Surface Water Inspector
Enclosure
cc: Facility File

Public Works Department
18415-101st Ave. NE
Bothell, WA 98011
425.806-6793
www.ci.bothell.wa.us

**City of Bothell
Private Facility – Order to Maintain**

Site #: S4-03-237-C **Date:** 12/26/2018 & 12/27/2018 **Maint.-Order #:** CW-2018-487

Address: Northshore Health and Wellness Center **Inspector:** A.Esterholt

CATCH BASIN / MANHOLES:

Observed sediment build up in the facility catch basins.
Catch basins sediment exceeds 60% of the depth from the bottom of the catch basins to the invert of the lowest pipe into or out of the catch basin or is within 6 inches of the invert of the lowest pipe into or out of the catch basin needs to be cleaned.
Manhole cover DCB010036 one of the bolts were stripped and could not open. Have manhole serviced.

CONTROL STRUCTURE:

DCB010033 When maintenance is being performed the City of Bothell recommends have control structure cleaned.

PIPES

The City of Bothell recommends having pipes cleaned when maintenance is being performed.

BIOSWALE

DS0217 Vegetation excessively tall (greater than 10 inches), grass is thin or nuisance weeds and other vegetation have taken over.
Grass growth is poor because sunlight does not reach the swale.
Swale should have no bare spots and grass is thick and healthy, grass should be between 3 and 4 inches tall, thick and healthy. No clippings left in the swale. No Nuisance vegetation present.
Water should freely drain and no standing water in swale between storms.
Water flow should spread evenly over entire swale width.

DETENTION PIPES:

Detention pipes DP19188 and DP019189 the City of Bothell recommends having cleaned when maintenance is being performed.

INSPECTION COMMENTS: _____

Note: City of Bothell Public Works cannot provide technical advice, so please seek the services of a private professional if you need assistance or advice.

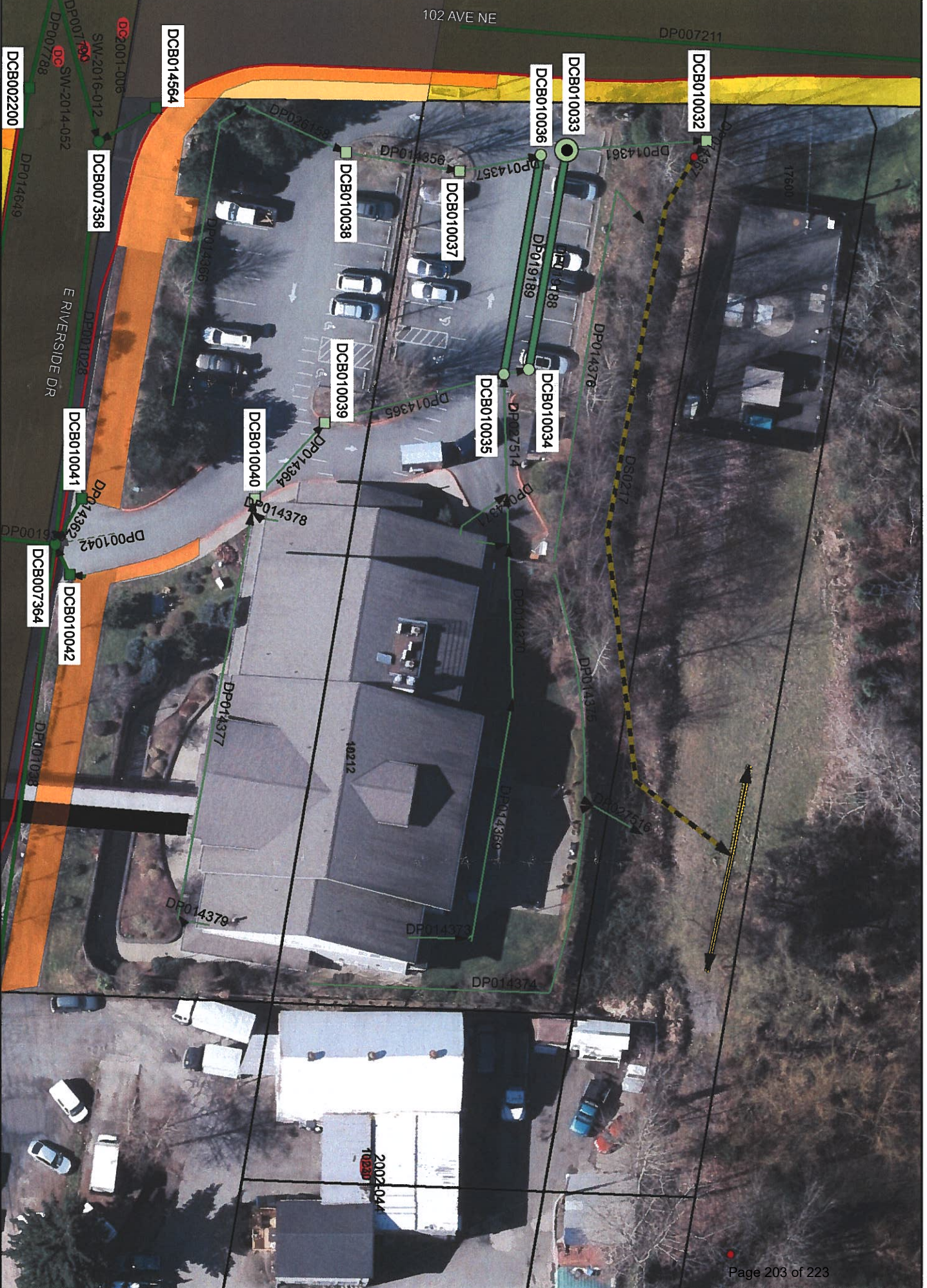
ADDITIONAL WORK PERFORMED / COMMENTS: (to be completed by contractor/maint. staff)

Note: Please return the signed/dated document to the City of Bothell Surface Water Inspector at gunnar.rybacki@bothellwa.gov (phone# 425-806-6794)

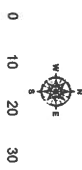
DATE work completed on: _____

SIGNATURE: _____

Note: Please return the signed/dated document to the City of Bothell Surface Water Inspector at gunnar.rybacki@bothellwa.gov (phone# 425-806-6794)



Legend



The City of Redland delivers this data (map) in an AS-IS condition. GIS data (map) are produced by the City of Redland for internal purposes. No representation or guarantee is made concerning



Bioswale

WHAT DOES THAT EVEN MEAN?

A BIOSWALE IS A SHALLOW DITCH WITH GENTLY SLOPING SIDES AND VARIOUS LAYERS OF SOILS BENEATH.

A bioswale – sometimes called a vegetated ditch – slows stormwater runoff and directs it to an area where it can soak in. It achieves the same goal as a rain garden, but is usually designed to manage a larger amount of runoff. A bioswale often uses grass and plants to stabilize the soil, reduce erosion, slow the flow, and absorb runoff.



HOW ARE BIOSWALES HELPFUL?

- Bioswales help filter out harmful pollutants like oil, fertilizer, pesticides, soap, and animal waste before they are carried to the storm system and into our streams.
- They help reduce flooding by capturing the rainwater that would otherwise pool up on ground surfaces.



CARING FOR YOUR BIOSWALE

Grass: Keep the bioswale's grass thick, healthy, and mowed to three or four inches. Don't leave grass clippings in the bioswale.

Sunlight: If your bioswale's grass has bare spots, it may not be getting enough sunlight. Do some pruning and tree trimming to let the sunlight through.

Standing water: The bioswale needs to drain freely between storms. Standing water can kill the grass and other plants.

Water flow: Keep the water flowing evenly over the entire width of the bioswale.

Pollution: Keep trash and other contaminants like oil, gas, and paint far away from the bioswale.

LEARN MORE

Visit bothellwa.gov/bioswales for more information about caring for your bioswale.

Learn other ways to help keep Puget Sound healthy at pugetsoundstartshere.org.

NO. 13 – BASIC BIOSWALE (GRASS)			
Maintenance Component	Defect or Problem	Condition When Maintenance is Needed	Results Expected When Maintenance is Performed
Site	Trash and debris	Any trash and/or debris accumulated on the bioswale site.	No trash or debris on the bioswale site.
	Contaminants and pollution	Any evidence of contaminants or pollution such as oil, gasoline, concrete slurries or paint.	Materials removed and disposed of according to applicable regulations. Source control BMPs implemented if appropriate. No contaminants present other than a surface oil film.
Swale Section	Sediment accumulation	Sediment depth exceeds 2 inches in 10% of the swale treatment area.	No sediment deposits in grass treatment area of the bioswale.
		Sediment inhibits grass growth over 10% of swale length.	Grass growth not inhibited by sediment.
		Sediment inhibits even spreading of flow.	Flow spreads evenly through swale
	Erosion/scouring	Eroded or scoured swale bottom due to channelization or high flows.	No eroded or scoured areas in bioswale. Cause of erosion or scour addressed.
	Poor vegetation coverage	Grass is sparse or bare or eroded patches occur in more than 10% of the swale bottom.	Swale has no bare spots and grass is thick and healthy.
	Grass too tall	Grass excessively tall (greater than 10 inches), grass is thin or nuisance weeds and other vegetation have taken over.	Grass is between 3 and 4 inches tall, thick and healthy. No clippings left in swale. No nuisance vegetation present.
	Excessive shade	Grass growth is poor because sunlight does not reach swale.	Health grass growth or swale converted to a wet bioswale.
	Constant baseflow	Continuous flow through the swale, even when it has been dry for weeks or an eroded, muddy channel has formed in the swale bottom.	Baseflow removed from swale by a low-flow pea-gravel drain or bypassed around the swale.
	Standing water	Water pools in the swale between storms or does not drain freely.	Swale freely drains and there is no standing water in swale between storms.
Channelization	Flow concentrates and erodes channel through swale.	No flow channels in swale.	
Flow Spreader	Concentrated flow	Flow from spreader not uniformly distributed across entire swale width.	Flows are spread evenly over entire swale width.
Inlet/Outlet Pipe	Sediment accumulation	Sediment filling 20% or more of the pipe.	Inlet/outlet pipes clear of sediment.
	Trash and debris	Trash and debris accumulated in inlet/outlet pipes (includes floatables and non-floatables).	No trash or debris in pipes.
	Damaged	Cracks wider than 1/2-inch at the joint of the inlet/outlet pipes or any evidence of soil entering at the joints of the inlet/outlet pipes.	No cracks more than 1/4-inch wide at the joint of the inlet/outlet pipe.

NO. 14 – WET BIOSWALE			
Maintenance Component	Defect or Problem	Condition When Maintenance is Needed	Results Expected When Maintenance is Performed
Site	Trash and debris	Any trash and/or debris accumulated at the site.	No trash or debris at the site.
	Contaminants and pollution	Any evidence of contaminants or pollution such as oil, gasoline, concrete slurries or paint.	Materials removed and disposed of according to applicable regulations. Source control BMPs implemented if appropriate. No contaminants present other than a surface oil film.
Swale Section	Sediment accumulation	Sediment depth exceeds 2 inches in 10% of the swale treatment area.	No sediment deposits in treatment area.
	Erosion/scouring	Eroded or scoured swale bottom due to channelization or high flows.	No eroded or scoured areas in bioswale. Cause of erosion or scour addressed.
	Water depth	Water not retained to a depth of about 4 inches during the wet season.	Water depth of 4 inches through out swale for most of wet season.
	Vegetation ineffective	Vegetation sparse, does not provide adequate filtration or crowded out by very dense clumps of cattail or nuisance vegetation.	Wetland vegetation fully covers bottom of swale and no cattails or nuisance vegetation present.
	Insufficient water	Wetland vegetation dies due to lack of water.	Wetland vegetation remains healthy (may require converting to grass lined bioswale)
Flow Spreader	Concentrated flow	Flow from spreader not uniformly distributed across entire swale width.	Flows are spread evenly over entire swale width.
Inlet/Outlet Pipe	Sediment accumulation	Sediment filling 20% or more of the pipe.	Inlet/outlet pipes clear of sediment.
	Trash and debris	Trash and debris accumulated in inlet/outlet pipes (includes floatables and non-floatables).	No trash or debris in pipes.
	Damaged	Cracks wider than 1/2-inch at the joint of the inlet/outlet pipes or any evidence of soil entering at the joints of the inlet/outlet pipes.	No cracks more than 1/4-inch wide at the joint of the inlet/outlet pipe.

DRAINAGE SYSTEM MAINTENANCE SERVICE CONTRACTORS

<p>BEST PARKING LOT CLEANING, INC. 2412 Inter Ave Puyallup, WA 98372 Phone: (800) 310-7406 www.bestparkinglot.com #4041</p>	<p>BODINE CONSTRUCTION 6009 212 St SW Lynnwood, WA 98036 Phone: (425) 778-2557 info@bodineconstruction.com #6141</p>	<p>CATCHALL ENVIRONMENTAL Stormwater Management Solutions 3815 S Othello St, Suite 100-337, Seattle, WA 98118 Phone: 206-467-1158 www.catchallemvironmental.com #012073</p>
<p>DAVIDSON - MACRI SWEEPING 12020 SE 32nd Street, Suite 4 Bellevue, WA 98006 Phone: (425) 289-1145 www.davidsonmarcri.com #8336</p>	<p>DRAIN-PRO INC. 5111 85 Ave E, Bldg C, Suite 2 Puyallup, WA 98371 Phone: (253) 231-7407 Toll Free: 866-721-4489 info@drain-proinc.com #7669</p>	<p>EMERALD SERVICES 7343 Marginal Way S Seattle, WA 98108 Phone: (888) 832-3008 www.emeraldrenews.com #6363</p>
<p>MCDONOUGH & SONS, INC. 27218 SE Kent Kangley Rd Ravensdale, WA 98051 Phone: (425) 432-1054 www.msisweep.com #7972</p>	<p>NORTHWEST CASCADE, INC. 10412 John Bananola Way E Puyallup, WA 98374 Phone: (253) 838-2371 www.nwcascade.com #8180</p>	<p>THERMOFLUIDS, INC. 14221 29TH St. East, #101 Sumner, WA 98390 Phone: (253) 863-3598 or (800) 350-7565 www.thermofluids.com #7338</p>
<p>VENTILATION POWER CLEANING, INC. 3914 Leary Way NW Seattle, WA 98107 Phone: (206) 634-2750 www.ventilationpower.com #4317</p>	<p>WHIRLWIND Clean and Green 6801 216TH St. SW Mountlake Terrace, WA 98043 Phone: (800) 800-2935 www.wwcng.com #6637</p>	

Bothell Public Works Department makes no recommendations regarding private contractors.

The companies listed above perform drainage system maintenance services. This is not an all-inclusive list of contractors who provide this type of service and it is for information purposes only. **The City of Bothell has no affiliation with the companies on the list and the City does not guarantee or otherwise endorse any of the listed companies.**

When requesting drainage system maintenance from a contractor, please provide the contractor a copy of the attached maintenance order. The contractors are aware that they can contact the inspector if they require any clarification of the maintenance order. After the maintenance work has been completed please notify the City of Bothell.

A note on working with drainage system maintenance contractors: Before hiring a contractor, it's prudent to obtain at least three bids. Drainage system maintenance is a competitive field and you'll usually save money by shopping around. Make sure you get your money's worth. Most firms have substantial callout fees and depending on the size of your system, having your entire system cleaned may not cost any more than having only one or two structures cleaned.

If you are a vendor, please note that this list gets updated once a year. If you would like your business added to this list, please renew or apply for a business license by 6/30/2019 by calling the City of Bothell Community Development department at 425-806-6400 or by visiting our website <http://www.bothellwa.gov/152/Business> .

March 13, 2019

Northshore Parks and Recreation
10201 E. Riverside Dr.
Bothell, WA 98011



City of Bothell™

**Subject: Findings of Storm Water System Inspection
Northshore Senior Center**

To Whom It May Concern:

On February 26, 2019 the City of Bothell inspected the private storm water facilities at Northshore Senior center and found that the system needs maintenance work in order to function properly.

The enclosed document, *Private Facility – Order to Maintain and Repair*, explains the work that must be done to restore the system to good function. As the designated representative for this facility we request a response from you to this notice.

The City must receive a response to this notice within 30 days telling us how and when you will accomplish the work (Bothell Municipal Code Section 18.04.270 General Maintenance Requirements).

The City recommends obtaining multiple bids from any private contractors before beginning work. When the work is completed, please return the *Private Facility – Order to Maintain and Repair* document, signed by the contractor who performed the work. If you fail to comply with these requirements, civil penalties may be imposed (Bothell Municipal Code Section 11.20.010 Penalties).

Please see the enclosed documents:

- Private Facility – Order to Maintain and Repair
- Map of your storm water system
- List of licensed maintenance contractors

If you have any questions, please contact Surface Water Inspector, Aaron Esterholt, at aaron.esterholt@bothellwa.gov or 425-806-6793.

Thank you for your cooperation. Together we can prevent flooding and help keep our lakes, rivers, streams and Puget Sound clean.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Aaron Esterholt', written over a light blue horizontal line.

Aaron Esterholt
Surface Water Inspector

Enclosure

cc: Facility File

Public Works Department
18415-101st Ave. NE
Bothell, WA 98011
425.806-6793
www.ci.bothell.wa.us

**City of Bothell
Private Facility – Order to Maintain**

Site #: S4-92-444-C

Date: 2/26/2019

Maint.-Order #: CW-2019-320

Address: Northshore Senior center 10201 E. Riverside Dr.

Inspector: A.Esterholt

CATCH BASIN / MANHOLES:

Observed catch basin inserts in some of the catch basins, have inserts cleaned out, if you choose to put back in they will need to be cleaned out on a regular basis.
When maintenance is being performed the City of Bothell recommends having catch basins cleaned.

CONTROL STRUCTURE / Oil Water Separator:

The Oil water separator DCB015001 is locate in the northwest part of the bioswale. There is a small willow bush growing next to it and the bush needs to be removed. Have structure cleaned and pipes rodded as needed.

PIPES:

While maintenance is being performed the City of Bothell recommends having pipes cleaned.

BIOSWALE:

Bioswale DS0137 has a small amount of vegetation growing half way down in the swale itself. Any trees or shrubs that are growing in the swale needs to be removed.
The inlet of the swale should have energy dissipaters that help the flow of water spread evenly through the swale. Vegetation is covering them up the dissipaters and may need dug out a little. Notches

INSPECTION COMMENTS: _____

Note: City of Bothell Public Works cannot provide technical advice, so please seek the services of a private professional if you need assistance or advice.

ADDITIONAL WORK PERFORMED / COMMENTS: (to be completed by contractor/maint. staff)

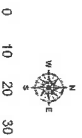
DATE work completed on: _____

SIGNATURE: _____

Note: Please return the signed/dated document to the City of Bothell Surface Water Inspector at aaron.esterholt@bothellwa.gov (phone# 425-806-6793)

Northshore Senior Center
S4-92-444-e

Legend



The City of Bethel delivers this data (map) in an "AS IS" condition. The City of Bethel does not warrant the accuracy, completeness, or reliability of the data. No representation or guarantee is made concerning the data.





Example of an energy dissipater or flow spreader.

I believe yours is made out of wood and has notches along the whole length

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TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director (Presenter)
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Discussion of Amending the NPRSA Bylaws

POLICY CONSIDERATION: This item asks the Board to discuss topics related to amending the current version of the NPRSA Board Bylaws.

Staff would like to discuss options to update your current Board Bylaws to more accurately reflect the current protocol and needs of the Board in light of recent organizational changes.

HISTORY: According to research, it appears that the NPRSA Board most likely adopted its current Bylaws in 2002 and amended them most recently on October 4, 2006.

DISCUSSION: Previous versions of the current Board Bylaws were found, but not signed or dated. Due to this, Staff began reviewing the Bylaws to bring forward to the NPRSA Board for official action and signature. During this review, Staff recognized that the Bylaws no longer reflect the accepted practices and protocol of the current Board. Additionally, since the Board has recently entered into an Administrative Services agreement with the City, this presents an opportune time to fully review the Bylaws and consider other additional modifications where appropriate.

Staff would like to begin with a discussion of possible revisions the Board would prefer to see a proposal on. Staff has identified the following topics to consider, however the Board may propose additional:

- Adding a Vice-Chair position
- Increasing terms of Officers to two (2) years
- Adding rotation of the Chair position among all agencies
- Aligning the terms of Officers with the calendar year or some other month

- Adding a section addressing the Executive Director position, staff
- Updating the attendance via speakerphone section to include virtual methods of attendance (when required/ possible) and reducing current restrictions on use of speakerphone
- Adding a section addressing Advisory and Board Committees
- Address any updates from a legal or best practices perspective, ie. Adding a section on Definitions and Conflicting Provisions, Location, Calling Meetings, Calling Emergency Meetings, etc.
- Add additional restrictions on amendments to the Bylaws, such as stricter notice requirements or supermajority vote for approval

The Board is asked to consider these topics and provide Staff direction to prepare a future agenda item for action.

FISCAL IMPACTS: This item does not have a financial impact.

ATTACHMENTS: Att-1. Current NPRSA Board Bylaws

RECOMMENDED ACTION: This item is for discussion by the Board and for Staff to receive direction. Staff will prepare a future agenda item for Board action based upon the direction received.

**BYLAWS
OF THE GOVERNING BOARD
NORTHSHORE PARK & RECREATION SERVICE AREA**

1. AUTHORITY

This governing board (hereafter called the “Board”) is hereby formed pursuant to approval of the voters on September 20, 1988, of the Northshore Park and Recreation Service Area (hereinafter called the “PRSA”), a quasi-municipal corporation with taxing authority under Article 7, Sections 1 and 2 of the Washington State Constitution, formed for the purposes authorized by RCW Chapter 36.68, and pursuant to the interlocal agreement entered into by King County, Snohomish County, City of Bothell, City of Kenmore and the City of Woodinville for this purpose.

II. MEMBERSHIP

The Board shall be composed of two King County Councilmembers, one Snohomish County Councilmember, two City of Bothell Councilmembers, one City of Kenmore Councilmember, and one City of Woodinville Councilmember, who shall be selected according to the interlocal agreement. Each member shall have one vote. No proxy voting shall be allowed.

III. CHAIR

The Board shall elect the chair from among its members by a majority vote. The chair shall serve a one-year term, starting in October of each year, except that the initial chair may serve a term from September, 1988 through October, 1989. In the event that the chair resigns from office or is replaced on the Board, a new chair shall be elected to fill the remainder of the term.

The Chair shall be responsible for establishing the agenda for each meeting and convening and presiding over each meeting. In the absence of the Chair, the Board may elect a pro tem chair to serve for the meeting. The Chair shall be authorized to sign contracts on behalf of the PRSA, provided that all contracts must be approved by a majority of the Board.

IV. SECRETARY

The Board shall select and appoint a person who is deemed by the Board to be qualified, to be the official secretary of the Board. The secretary will attend all meetings, shall keep official minutes and shall perform all other duties assigned by the Board.

V. RESPONSIBILITIES

A. The Board shall be responsible for administration of the affairs of the PRSA and for performing the responsibilities authorized by RCW Chapter 36.68 and RCW Chapter 67.20, including but not limited to the following:

1. Hiring employees
2. Entering into contracts

3. Purchasing or leasing property
4. Assessing fees or charges
5. Purchasing
6. Submit ballot propositions for issuance of bonds or tax levies

B. The Board may choose to contract with another jurisdiction or other entity to obtain services necessary to carry out any activities of the PRSA.

C. The Board shall adopt an annual budget in December of each year.

D. The signatures of two Board members shall be required to authorize payment of invoices. All seven Board Members are eligible signatories for payment authorization.

VI. MEETINGS

A. The Board shall meet no less than yearly. Meetings shall be called by the Chair with no less than ten days written notice to the members of the date, time, place and agenda of the meeting. An emergency meeting may be called by three members of the Board with three days written notice to all members and telephone confirmation. All meetings shall be open to the public except for those exclusions allowed in the State of Washington Open Public meetings Act.

B. Attendance via Speakerphone (AVS). From time to time, a Board Member will not be able to be physically present at a Board meeting, but will want to be involved in the discussion and/or decision on agenda items. Attendance via speakerphone should be the rare exception and AVS is limited to two times per year per Board Member. The procedure and guidelines for permitting a Board Member to attend a Council meeting via speaker phone are as follows.

- 1) Items on the agenda are time sensitive, and AVS is needed for a quorum;
- 2) Items on the agenda are of very high importance to the Board Member that cannot be physically present;
- 3) The Board Member attending via speakerphone must be able to hear the discussion taking place during the meeting and must be able to be heard by all present at the meeting.

C. In cases of natural disaster, war, or other public emergency it may be necessary for all members of the Board to attend a meeting by speakerphone. The Board Chair, or in the case of the inability to contact the Chair, any Board officer, may call for such a meeting. Notice requirements shall remain as above. Any Board Member or member of the public may choose to attend the meeting place where the speakerphone is located.

(Section VI. Amended by the addition of subsections B. and C., October 4, 2006)

VII. QUORUM

The presence of four members of the Board at a meeting shall constitute a quorum.

VIII. RESOLUTIONS

The board may adopt by a majority vote of the Board resolutions as needed, provided that notice of the proposed resolution complies with the requirements of Section V of these bylaws. An emergency resolution may be adopted without the notice required in Section V of these bylaws by an affirmative vote of five members of the Board.

IX. RECORDS

A permanent location shall be established for maintenance and storage of correspondence, minutes and other record of the Board. Until and unless changed by a majority vote of the Board, the permanent storage location shall be the King County Office of Records and Elections.

X. ROBERTS' RULES

Except as provided herein or as amended by a majority vote of the Board, all business shall be conducted according to Roberts' Rules of Order.

XI. AMENDMENT

These bylaws may be amended by a majority vote of the Board.

Adopted this _____ day of _____, 2002.

Board Members

Carolyn Edmonds, King County

Sandy Guinn, City of Bothell

Kathy Lambert, King County

Tim Olsen, City of Bothell

Dave Gossett, Snohomish County

Elodie Morse, City of Kenmore

Robert Miller, City of Woodinville



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director (Presenter)
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Consideration of Resolution # R-20-03, authorizing use of digital or electronic signature technology

POLICY CONSIDERATION: This item asks the Board to consider a Resolution authorizing the use of digital and electronic signature technology. If approved, it will allow staff and Board members to sign official documents of the NPRSA using digital signature technology, rather than “wet” ink signatures.

HISTORY: This is a new item for Board consideration.

DISCUSSION: As part of the terms of the recently adopted Interlocal Agreement for Administrative Services, the NPRSA may benefit from technology systems used by the City of Bothell. The City of Bothell recently adopted digital signature technology which has provided many business efficiencies in conducting business, especially during the Governor’s Stay Home order. This item asks the Board to consider adopting a Resolution authorizing the Board and staff to use digital and electronic signature technology to conduct official business of the NPRSA.

FISCAL IMPACTS: This item does not have a financial impact. This service is already included in the agreement between the NPRSA and City of Bothell for administrative services.

ATTACHMENTS: Att-1. Resolution # R-20-03, authorizing use of digital and electronic signature technology.

RECOMMENDED ACTION: Move to approve Resolution # R-20-03, authorizing use of digital and electronic signature technology.

RESOLUTION # R-20-03

A RESOLUTION OF THE BOARD OF THE NORTHSORE PARKS AND RECREATION SERVICE AREA, WASHINGTON AUTHORIZING THE USE OF DIGITAL AND ELECTRONIC SIGNATURE TECHNOLOGY.

WHEREAS an electronic signature is an electronic sound, symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record as if a signature were affixed by hand; and

WHEREAS, RCW 19.360.020 authorizes an agency to utilize electronic signatures in the conduct of governmental affairs and other transactions and to establish a method and process for such use by ordinance, resolution, policy, or rule; and

WHEREAS, using electronic signature technologies can benefit the Board of the NPRSA by decreasing the Board's reliance on paper transactions and physical documents, lessening administrative demands, and improving efficiency, thereby saving time and reducing the costs associated with conducting NPRSA business.

NOW, THEREFORE, THE BOARD OF THE NPRSA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The Board finds it to be in the public interest to allow the use of electronic records and electronic signatures for NPRSA business to the fullest extent allowed by law.

Section 2. The Board directs the Executive Director to adopt any necessary administrative policies or processes to implement the use of electronic signatures by the Board consistent with this resolution and in compliance with the provisions of Chapter 19.360 RCW.

Section 3. Except as required otherwise by law, an electronically signed document shall be deemed the equivalent of a document signed with an original written, affixed by hand, or "wet" signature provided the individual or entity signing the document has complied with the provisions of this resolution and NPRSA policy regarding such electronic signature.

Section 4. The Board authorizes the Chair, Executive Director, and their designees to affix electronic signatures to electronic records or accept such electronic signatures and further authorizes the Executive Director or designee to approve use of an electronic signature for official public business conducted by the NPRSA, provided all of the following:

- A. The electronic signature is affixed or accepted in accordance with the NPRSA's electronic signature policy to be adopted by the Executive Director.
- B. The individual is authorized to sign the document.
- C. The individual does not provide information they know to be untrue.
- D. The individual has not disclosed their password to any other individual.
- E. The appearance of the electronic signature contains, at minimum, the following information:
 - 1. The individual's full first and last name and, for staff, elected officials, or representatives of an entity, the individual's title; and
 - 2. A representation of the individual's signature or acknowledgement of digital signature in-lieu of physical signature (e.g., using an "I accept" or "I agree" check box with an affirmation statement; and
 - 3. The date and time of the signature, unless the electronic signature technology is self-auditing.

Section 6. A document that is required by law to be signed in nonelectronic media may not be electronically signed.

Section 7. The Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers, and any references thereto.

Section 8. This resolution shall take effect and be in force immediately upon its passage.

PASSED this _____ day of _____, 2020.

APPROVED:

JAMES MCNEAL
CHAIR

ATTEST/AUTHENTICATED:

ROBIN SCHAEFER
CLERK

FILED WITH THE CLERK: _____
PASSED BY THE NPRSA BOARD: _____
RESOLUTION # R-20-03



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, NPRSA Executive Director
Carly Joerger, Levy Coordinator

DATE: August 19, 2020

SUBJECT: Future Meetings

-
- ITEM CONSIDERATION:** | This item allows the Board an opportunity to acknowledge upcoming meetings and to discuss possible items for future meeting agendas.
- FISCAL IMPACTS:** | This item does not have any direct fiscal impact.
- ATTACHMENTS:** | This item does not have any attachments.
- RECOMMENDED ACTION:** | At the meeting, this item allows the Board to acknowledge the next meeting date and inform the Chair of requests for possible items to be placed on future meeting agendas.