



## Board Meeting Agenda

September 16, 2020, 6:30 PM

\*\*\* 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: 126-279-6417#

### To provide Public Comment

- Submit your written Public Comment before 3:00PM (day of meeting), email:  
[kellye.mazzoli@bothellwa.gov](mailto: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 August 19, 2020
4. Reports (10 min)
  - A. Personnel Introduction – Clerk
  - B. Personnel Recruitment Update – Records Specialist
  - C. Northshore Senior Center Update, Brooke Knight NSSC
5. Discussion Items (50 min)
  - A. Consideration of Minute Order #MO-20-05, receiving the 2019 Facility Assessment Presentation
  - B. Consideration of Minute Order # MO-20-06, approving the 2020-2021 Capital Repairs Plan and Department of Commerce Grant Budget
  - C. Discussion of 2021 Budget Priorities
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:** September 16, 2020

**SUBJECT:** Minutes from August 19, 2020

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**ITEM CONSIDERATION:** | This item asks the Board to approve minutes from NPRSA Board meetings held on August 19, 2020.

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

**ATTACHMENTS:** | Att-1. Minutes from August 19, 2020

**RECOMMENDED ACTION:** | Move to approve the NPRSA Board Minutes from August 19, 2020.



## August 19, 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 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](mailto:kellye.mazzoli@bothellwa.gov)

## 1. Call to Order

*Chair James McNeal called the virtual meeting to order at 6:34 PM.*

### Meeting Attendees

#### Present

*NPRSA Chair James McNeal*

*NPRSA Board Members Tom Agnew, Joe Marshall, Elaine Cook, Kathy Lambert, Rod Dembowski*

Kellye Mazzoli, NPRSA Incoming Executive Director, City of Bothell

Wes Phillips, NPRSA Outgoing Interim Executive Director

Carly Joerger, Levy Coordinator, City of Bothell

Brooke Knight, Northshore Senior Center Executive Director

Zorna Kimball, Northshore Senior Center Bothell Operations Manager

Corey Lowell, Northshore Senior Center Senior Program Director

John Dolin, Northshore Senior Center Board President

#### Absent

*NPRSA Board Member Jared Mead*

## 2. Public Comment

Executive Director Kellye Mazzoli reported that she did not receive any public comment by the deadline for the meeting.

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



### 3. Consent Agenda

- 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

*Tom Agnew motioned to approve the consent agenda, Elaine Cook seconded. The motion passed (6-0).*

### 4. Staff Reports

- 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

*Board Members received the staff reports and no action was taken.*

### 5. Discussion Items

- A. Consideration of Resolution # R-20-01, appointing an Executive Director

*Elaine Cook motioned to approve # R-20-01 appointing an Executive Director, Tom Agnew seconded. The motion passed (6-0).*

- B. Consideration of Resolution # R-20-02, amending the 2020 Budget

*Elaine Cook motioned to approve # R-20-02 amending the 2020 Budget, Tom Agnew seconded. The motion passed (6-0).*

- C. Consideration of Minute Order # MO-20-01, adopting Purchasing Policies

*Elaine Cook motioned to approve # MO-20-01 adopting Purchasing Policies, Kathy Lambert seconded. The motion passed (6-0).*

- 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

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



*Elaine Cook motioned to approve # 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, seconded by Joe Marshall. Kathy Lambert asked that the record show she disclosed her position as a King County Councilmember. The motion passed (6-0).*

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

*Kathy Lambert moved to approve # MO-20-03 approving a Facility Upgrade Request to add a Food Pantry in the Senior Center, Elaine Cook seconded. The motion passed (6-0).*

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

*Elaine Cook moved to approve # MO-20-04 approving Outstanding Repairs completed by the Northshore Senior Center and approving necessary Vouchers, Tom Agnew seconded. The motion passed (4-0-1).*

*Joe Marshall abstained and Rod Dembowski exited the virtual meeting.*

- G. Discussion of Amending the NPRSA Bylaws

*Board Members discussed amendments to the Bylaws. No action was taken.*

- H. Consideration of Resolution # R-20-03, authorizing the use of digital or electronic signature technology

*Elaine Cook moved to approve # R-20-03 authorizing the use of digital or electronic signature technology, Tom Agnew seconded. The motion passed unanimously (5-0).*

## 6. Future Meetings

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



## 7. Adjourn

*Elaine Cook moved to adjourn the meeting, Tom Agnew seconded. The motion passed unanimously (5-0).*

*The meeting was adjourned at 8:19 PM.*

Respectfully submitted,  
Kellye Mazzoli



**TO:** Chair McNeal and Members of the NPRSA Board

**FROM:** Carly Joerger, Levy Coordinator  
 Jim Cave, EMG (Presenter)

**DATE:** September 16, 2020

**SUBJECT:** Consideration of Minute Order # MO-20-05, receiving the 2019 Facility Assessment Presentation

**POLICY CONSIDERATION:** This item asks the Board to officially receive the 2019 Facility Assessment Presentation from EMG.

**HISTORY:** In summer 2019, the NPRSA entered into an agreement with EMG for two services. The first was for EMG to assess the condition of the building systems in the facilities owned by NPRSA and document the findings in a written report. The second was for EMG to make a presentation to the Board and discuss those findings. The Board received the final report, but did not receive a presentation from EMG.

**DISCUSSION:** The Facility Condition Assessment provides the Board with an understanding of which capital repairs are needed immediately and which will be necessary in the future. Administering Agency staff are relying on this report and consultation with the Northshore Senior Center to develop and implement the NPRSA Capital Repairs Plan.

Since the assessment was completed over one year ago, several items on the Immediate Needs list (section 1.5 in the report) have already been completed, listed in Table 1. Additionally, the Northshore Senior Center has identified other needs that are not included in the report, listed in Table 2.

Table 1: Items Already Completed from Section 1.5 Immediate Needs

Location	Description	Status
ADHC	Unit Heater	Repaired by NSC
ADHC	Emergency Light	Replaced by NSC
ADHC	Kitchen Refrigerator/Freezer	Repaired by NSC
Site	Bioswales	Repaired by NSC & NPRSA
Site	Fences and Gates	Installed by NSC



Table 2: Additional Items not included in the Report

Location	Description
ADHC	Roof cleaned and assessed
ADHC	Grease Trap repair
NSC	Carpet replacement
NSC	Interior paint

\* ADHC = Adult Day Health Center \* NSC = Northshore Senior Center

**FISCAL IMPACTS:** This item has no fiscal impact for 2020. The Board paid EMG for the presentation and assessment in 2019.

**ATTACHMENTS:** Att-1. Facility Condition Assessment

**RECOMMENDED ACTION:** Move to approve Minute Order # MO-20-05, receiving the 2019 Facility Assessment Presentation by EMG.



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# FACILITY CONDITION ASSESSMENT

## Northshore Parks and Recreation Service Area (NPRSA)

10201 East Riverside Drive  
Bothell, Washington 98011  
James McNeal



## NORTHSHORE SENIOR CENTER AND ADULT DAY CENTER

10201 East Riverside Drive  
Bothell, Washington 98011

### PREPARED BY:

EMG | A Bureau Veritas Company  
10461 Mill Run Circle, Suite 1100  
Owings Mills, Maryland 21117  
800.733.0660  
[www.emgcorp.com](http://www.emgcorp.com)

### EMG CONTACT:

Jim Cave  
Project Manager  
800.733.0660 x6554  
[jacave@emgcorp.com](mailto:jacave@emgcorp.com)

### EMG PROJECT #:

138657.19R000-001.017

### DATE OF REPORT:

August 7, 2019

### ON SITE DATE:

July 8-9, 2019



engineering | environmental | capital planning | project management

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# 1 Executive Summary

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## 1.1 Campus Overview and Assessment Details

General Information	
<b>Property Type</b>	Senior community center and adult day center
<b>Main Address</b>	10201 East Riverside Drive, Bothell, Washington 98011
<b>Site Developed</b>	Senior Center: 1992 Adult Day Center: 2004
<b>Number of Buildings</b>	Two
<b>Current Occupants</b>	Northshore Senior Center
<b>Percent Utilization</b>	100%
<b>Date(s) of Visit</b>	July 8-9, 2019
<b>Management Point of Contact</b>	James McNeal <a href="mailto:james.mcneal@bothellwa.gov">james.mcneal@bothellwa.gov</a> email
<b>On-site Point of Contact (POC)</b>	Harry Horst, Maintenance Technician 425.877.6380 phone <a href="mailto:HHorst@mynorthshore.org">HHorst@mynorthshore.org</a>
<b>Assessment and Report Prepared By</b>	Elizabeth Mannarino
<b>Reviewed By</b>	Alex Israel, Technical Report Reviewer for James A Cave Program Manager <a href="mailto:jacave@emgcorp.com">jacave@emgcorp.com</a> 800.733.0660 x6554

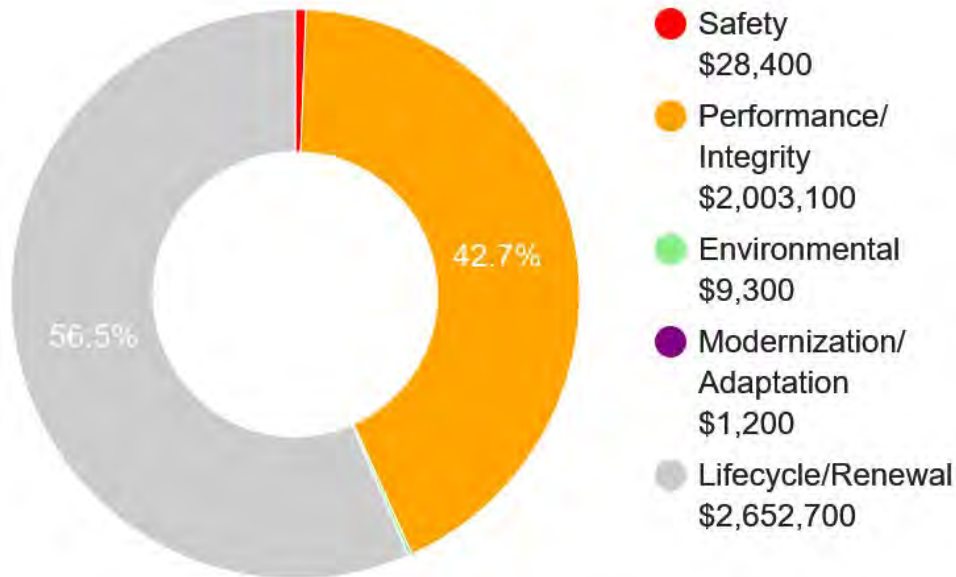
## 1.2 Plan Types

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance.

### Plan Type Descriptions

<b>Safety</b>	■	An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
<b>Performance/Integrity</b>	■	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
<b>Accessibility</b>	■	Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
<b>Environmental</b>	■	Improvements to air or water quality, including removal of hazardous materials from the building or site.
<b>Retrofit/Adaptation</b>	■	Components, systems, or spaces recommended for upgrades in in order to meet current standards, facility usage, or client/occupant needs.
<b>Lifecycle/Renewal</b>	■	Any component or system that is not currently deficient or problematic but for which future replacement or repair is anticipated and budgeted.

### Plan Type Distribution (by Cost)



## 1.3 Campus Findings and Deficiencies

### **Historical Summary**

The Senior Center was built in 1992. The Adult Day Center (Health and Wellness) and the adjoining pedestrian bridge were added in 2004. The facilities are owned by Northshore Parks and Recreation Service Area (NPRSA) but occupied by Northshore Senior Center. Both facilities serve the senior population and are operated only during the day.

### **Architectural**

The Senior Center's building envelope has issues with water penetration, wood rot from persistent moisture damage, vegetative growth, and many inoperable windows. While most of the interior finishes are original, significant replacements were done in the lobby and restrooms after some flooding occurred, and in some offices and classrooms.

The Adult Day Center's shingle roof and cement board siding has no issues but requires cleaning to maintain its integrity. The building currently has mold issues in the front restroom, which were caused by previous water damage. During the removal of the restroom flooring, standing water was discovered in the foundational crawlspace. A study showed that there were a few inches of groundwater in puddles throughout the crawlspace and poor ventilation that could cause mold issues. Due to the use of the Center, the first floor interior finishes are very worn and present a safety hazard in some areas.

### **Mechanical, Electrical, Plumbing and Fire (MEPF)**

The Senior Center has all original rooftop packaged units, furnaces, and condensing units. The HVAC system is antiquated and was not designed for weather over 86 degrees, leading to inadequate cooling. The electrical and plumbing systems have had few issues, besides issues with the restrooms related to building use and a recent water heater replacement. Within the last two years, the building lighting has been upgraded to LEDs, and the fire alarm control panel and end components have been replaced.

The Adult Day Center is heated by a central boiler with hydronic baseboard radiators, and cooled by window units, portable units, and ductless split systems. The HVAC BAS system was reportedly never installed correctly (valves in the radiators were wired backwards, and several components failed within a year), which recently resulted in a damper on an air handler becoming stuck open. This caused a pipe to freeze and burst and the attic mechanical room was flooded. The BAS system needs to be rebalanced and upgraded. The domestic water heaters are not problematic, but close to the end of their expected useful life.

Both buildings have a kitchen hood suppression system that is functioning, however local code may require it to be upgraded to a UL 300 system.

### **Site**

The parking lots both require sealing and restriping in the next few years, and there are some areas of alligator cracking in the Senior Center parking lot that will require milling and repaving. The concrete sidewalks are generally in good condition, although some heaving in the rear of the Senior Center resulted in areas that need to be milled and overlaid. This is considered routine maintenance. The parking lighting was recently replaced with LEDs, and the building and walkway lighting is slowly being replaced.

### **Recommended Additional Studies**

The standing water in the crawlspace under the Adult Day Center will require excavation, the installation of a sump pump, replacement of the moisture barrier, and installation of exhaust vents. A consultant must be retained to determine if there is mold present, provide recommendations and, if necessary, estimate the scope and cost of any required repairs. The cost of this study is included in the cost tables. A budgetary cost, taken from an existing bid, is included to remedy the groundwater situation.

Some areas of the Senior Center wood siding are rotting due to water infiltration. An architect or engineer should be retained to remove parts of the façade and determine the extent of the damage. The cost of this study is included in the cost tables. A budgetary cost allowance to replace the siding is also included.

The restrooms in the Senior Center have evidence of previous water damage behind the wall and floor. Further testing showed high moisture levels in these areas. A consultant must be retained to analyze the existing condition, provide recommendations and, if necessary, estimate the scope and cost of any required repairs. The cost of this study is included in the cost tables. Due to the ambiguity of the required repair scope at the time of this assessment, the cost for any possible subsequent repairs is not included.

The HVAC Building Automation System controls require re-balancing. A consultant must be retained to analyze the existing condition, provide recommendations and, if necessary, estimate the scope and cost of any required repairs. The cost of this study is included in the cost tables. A budgetary cost allowance to upgrade the system is also included.

## 1.4 Facility Condition Index (FCI)

One of the major goals of the FCA is to calculate each building's Facility Condition Index (FCI), which provides a theoretical objective indication of a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility. The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description	
<b>0 – 5%</b>	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
<b>5 – 10%</b>	Subjected to wear but is still in a serviceable and functioning condition.
<b>10 – 30%</b>	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
<b>30% and above</b>	Has reached the end of its useful or serviceable life. Renewal is now necessary.

The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCIs have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCIs are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCIs ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the individual findings for this FCA:

Facility (year built)	Cost/SF	Total SF	Replacement Value				
			Current	3-Year	5-Year	10-Year	
Northshore Senior Center and Adult Day Center / Adult Day Center	\$273	24,790	\$6,767,670	4.3%	7.5%	11.2%	22.7%
Northshore Senior Center and Adult Day Center / Northshore Senior Center	\$273	23,976	\$6,545,448	5.6%	22.4%	29.1%	47.1%



## 1.5 Immediate Needs

Facility/Building	Total Items	Total Cost
Northshore Senior Center and Adult Day Center	22	\$648,030
<b>Total</b>	<b>22</b>	<b>\$648,030</b>

### Adult Day Center

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
1317136	Northshore Senior Center and Adult Day Center / Adult Day Center	Crawlspace	A1039	Basement/Crawlspace, Trenching, Installation of Sump Pump & Moisture Barrier, Replace	Poor	Performance/Integrity	\$229,031
1313829	Northshore Senior Center and Adult Day Center / Adult Day Center	Restrooms	C3024	Interior Floor Finish, Vinyl Sheeting, Replace	Poor	Safety	\$8,948
1313871	Northshore Senior Center and Adult Day Center / Adult Day Center	1st Floor Hallway	C3025	Interior Floor Finish, Carpet Commercial Standard, Replace	Poor	Safety	\$2,876
1313800	Northshore Senior Center and Adult Day Center / Adult Day Center	Kitchen	D2091	Shut-Off Valve, Natural Gas, Kitchen Shut-Off Valve, Install	NA	Modernization/Adaptation	\$1,198
1313878	Northshore Senior Center and Adult Day Center / Adult Day Center	Attic	D3051	Unit Heater, Hydronic, 73 MBH, Replace	Failed	Performance/Integrity	\$5,593
1313838	Northshore Senior Center and Adult Day Center / Adult Day Center	2nd Floor	D5092	Emergency Light, 2-Head w/ Battery, Replace	Failed	Safety	\$3,515
1313805	Northshore Senior Center and Adult Day Center / Adult Day Center	Kitchen	E1093	Commercial Kitchen, Walk-In Refrigerator/Freezer, Evaporator, Replace	Poor	Performance/Integrity	\$6,125
1323302	Northshore Senior Center and Adult Day Center / Adult Day Center	Crawlspace	P000X	Engineer, Environmental, Mold Remediation, Evaluate/Report	NA	Environmental	\$4,661
1317143	Northshore Senior Center and Adult Day Center / Adult Day Center	Throughout building	P000X	Engineer, HVAC System, Controls Re-Balance, Evaluate/Report	Poor	Performance/Integrity	\$6,658
<b>Total (9 items)</b>							<b>\$268,605</b>

### Northshore Senior Center

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
1314735	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Upper Balcony (205)	B1013	Balcony Floor Structure, Wood, Replace	Poor	Performance/Integrity	\$4,794
1314715	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Roof	B3011	Roof, Single-Ply TPO/PVC Membrane, Replace	Poor	Performance/Integrity	\$256,927
1314661	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Roof	B3011	Roof, Asphalt Shingle 20-Year, Replace	Poor	Performance/Integrity	\$40,986
1314686	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Roof	B3021	Roof Skylight, per SF of glazing, Replace	Poor	Performance/Integrity	\$5,326
1314700	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Roof	B3021	Skylight, per unit (9-20 SF), Replace	Poor	Performance/Integrity	\$1,731
1314705	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Restrooms	D2033	Floor Drain, Install	NA	Performance/Integrity	\$3,330
1314713	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Lower Restrooms	G3099	Pipe & Fittings, 3 INCH, Install	NA	Performance/Integrity	\$6,807
1314650	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Lower Restrooms	P000X	Engineer, Environmental, Mold Remediation, Evaluate/Report	NA	Environmental	\$4,661
1315841	Northshore Senior Center and Adult Day Center / Northshore Senior Center	Building exterior	P000X	Architect/Engineer, Building Envelope, Facade, Evaluate/Report	Poor	Performance/Integrity	\$9,321
<b>Total (9 items)</b>							<b>\$333,883</b>

### Site

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
1313867	Northshore Senior Center and Adult Day Center / Site	Site	G1031	Bioswales, Drain, dredge and regrade, Regrade/Establish	Poor	Performance/Integrity	\$22,438
1313870	Northshore Senior Center and Adult Day Center / Site	Parking lot next to swale - Adult Day Center	G2041	Fences & Gates, Chain Link, 6' High, Replace	NA	Safety	\$4,474
1313824	Northshore Senior Center and Adult Day Center / Site	Site - Adult Day Center	G2044	Signage, Property, Monument/Pylon, Replace	Failed	Performance/Integrity	\$12,650
1314645	Northshore Senior Center and Adult Day Center / Site	Site - Senior Center	G2055	Landscaping, Sod at Eroded Areas, Add/Install	Poor	Performance/Integrity	\$5,980
<b>Total (4 items)</b>							<b>\$45,542</b>

## 1.6 Key Findings



### Emergency Light in Failed condition.

2-Head w/ Battery  
Adult Day Center 2nd Floor

Uniformat Code: D5092  
Recommendation: **Replace in 2019**

Priority Score: **97.0**

Plan Type: Safety

Cost Estimate: \$3,500

\$\$\$\$

Many of the battery-back up safety lights have failed. Although some of the lights are still working, the lack of lighting could be a safety hazard during an emergency. The lights (ballast, bulbs) should be upgraded/replaced. - AssetCALC ID: 1313838



### Fences & Gates

Chain Link, 6' High  
Site Parking lot next to swale - Adult Day Center

Uniformat Code: G2041  
Recommendation: **Replace in 2019**

Priority Score: **93.0**

Plan Type: Safety

Cost Estimate: \$4,500

\$\$\$\$

There is no fence separating the parking lot from the drop-off into the bio swale. - AssetCALC ID: 1313870



### Interior Floor Finish in Poor condition.

Vinyl Sheetting  
Adult Day Center Restrooms

Uniformat Code: C3024  
Recommendation: **Replace in 2019**

Priority Score: **93.0**

Plan Type: Safety

Cost Estimate: \$8,900

\$\$\$\$

There are gaps and damages throughout the restroom flooring, which presents a trip hazard for elderly occupants. - AssetCALC ID: 1313829



### Interior Floor Finish in Poor condition.

Carpet Commercial Standard  
Adult Day Center 1st Floor Hallway

Uniformat Code: C3025  
Recommendation: **Replace in 2019**

Priority Score: **93.0**

Plan Type: Safety

Cost Estimate: \$2,900

\$\$\$\$

The 1st floor hallway carpeting is worn with areas of bubbling and tears that present a trip hazard to the occupants. - AssetCALC ID: 1313871



**Roof in Poor condition.**

Single-Ply TPO/PVC Membrane  
Northshore Senior Center Roof

Uniformat Code: B3011  
Recommendation: **Replace in 2019**

Priority Score: **90.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$256,900

**\$\$\$\$**

This cost is to replace the flat roof with a TPO roof membrane. The POC reported chronic roof leaks that have been repaired with silver seal. The tar paper of the flat roof was exposed in some places, and there was vegetation growth on some of the sloped areas. The roof should be replaced to prevent further issues. - AssetCALC ID: 1314715



**Roof in Poor condition.**

Asphalt Shingle 20-Year  
Northshore Senior Center Roof

Uniformat Code: B3011  
Recommendation: **Replace in 2019**

Priority Score: **90.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$41,000

**\$\$\$\$**

The POC reported chronic roof leaks that have been repaired with silver seal. The tar paper of the flat roof was exposed in some places, and there was vegetation growth on some of the sloped areas. The roof should be replaced to prevent further issues. - AssetCALC ID: 1314661



**Structural Flooring/Decking in Poor condition.**

Metal  
Pedestrian Bridge Pedestrian Bridge

Uniformat Code: B1012  
Recommendation: **Refinish in 2021**

Priority Score: **90.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$7,200

**\$\$\$\$**

The exposed metal structure of the pedestrian bridge has surface corrosion which, if left unchecked, can cause the steel to become pitted and start to impact the structural integrity of the bridge. The metal should be sanded and refinished with a protective coating. Please note that the pedestrian bridge goes over a heavily trafficked road, which would need to be shut down at times to work on the bridge. The cost to refinish the bridge does not include road closure costs. - AssetCALC ID: 1314668



**Exterior Wall in Poor condition.**

Wood Clapboard Siding, 2 Stories  
Northshore Senior Center Building Exterior

Uniformat Code: B2011  
Recommendation: **Replace in 2020**

Priority Score: **90.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$371,500

**\$\$\$\$**

There is evidence of moisture damage and wood rot along the front wood facade of the building, and around the window frames. The rear of the building has less damage, although there are isolated areas with damaged wood. An intrusive study to determine the limits of the moisture damage should be performed. A cost to replace the entire facade is included. - AssetCALC ID: 1314657



## 2 Senior Center



### Senior Center: Systems Summary

<b>Address</b>	10201 East Riverside Drive, Bothell, Washington	
<b>Constructed/Renovated</b>	1992	
<b>Building Size</b>	23,976 SF	
<b>Number of Stories</b>	Two	
<i>System</i>	<i>Description</i>	<i>Condition</i>
<b>Structure</b>	Conventional wood-framed structure on concrete slabs with raised floor	Fair
<b>Façade</b>	Wood siding with vinyl-framed windows	Poor
<b>Roof</b>	Primary: Flat construction with modified bituminous finish Secondary: Gable construction with asphalt shingles	Poor
<b>Interiors</b>	Walls: Painted gypsum board Floors: Carpet, wood sports flooring, vinyl sheeting, ceramic tile Ceilings: Painted gypsum board, ACT	Fair
<b>Elevators</b>	Hydraulic: One car serving two floors Stage wheelchair lift	Fair
<b>Plumbing</b>	Copper supply, cast iron waste and vent Gas-fired water heaters Toilets, urinals, and sinks in all restrooms	Fair
<b>HVAC</b>	Individual packaged heat pumps, split systems, and gas furnaces Supplemental components: ductless split systems, electric baseboard heaters	Poor
<b>Fire Suppression</b>	Wet-pipe sprinkler system; hydrants, fire extinguishers, kitchen hood system	Fair
<b>Electrical</b>	Source & Distribution: Main switchboard with copper wiring Interior Lighting: LED, CFL Emergency: None	Fair

Senior Center: Systems Summary		
<b>Fire Alarm</b>	Alarm panel, smoke detectors, alarms, strobes, pull stations, back-up emergency lights, and exit signs	Good
<b>Equipment/Special</b>	Commercial kitchen equipment	Fair
<b>Accessibility</b>	Presently it does not appear an accessibility study is needed for this property.	
<b>Key Issues and Findings</b>	Moisture damaged wood siding, delaminating wood balcony flooring, leaking roof, inoperable and leaking windows, suspect interior mold issues in restroom, inadequate cooling, antiquated HVAC components and infrastructure, restrooms lack floor drains, some problematic commercial kitchen equipment	

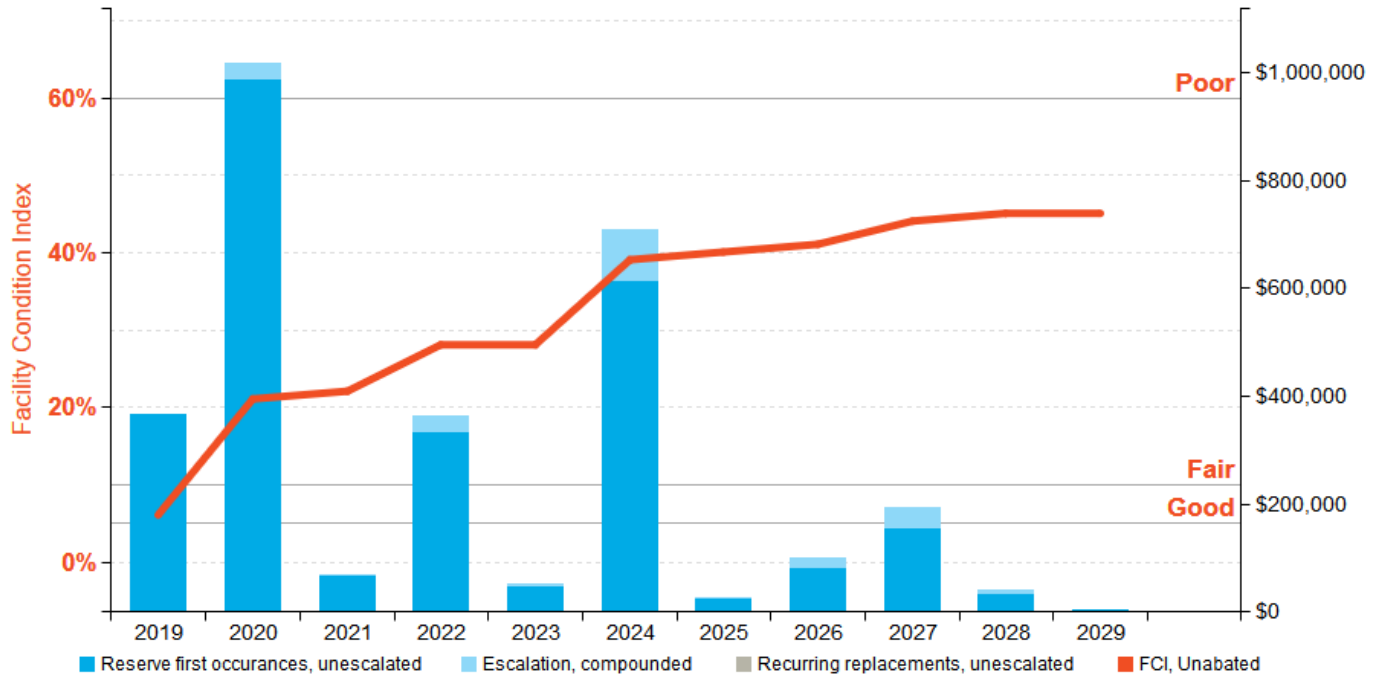
## Senior Center: Systems Expenditure Forecast

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	\$4,800	-	-	-	-	\$4,800
Facade	-	\$496,200	-	\$12,800	\$26,100	\$535,100
Roofing	\$305,000	-	-	-	\$538,100	\$843,000
Interiors	-	\$142,300	\$212,300	\$116,000	\$591,200	\$1,061,900
Elevators	-	\$118,400	-	-	\$5,900	\$124,300
Plumbing	\$3,500	\$54,100	\$20,100	\$7,300	\$562,700	\$647,800
Fire Suppression	-	\$5,800	-	\$78,400	-	\$84,200
HVAC	-	\$414,000	\$6,000	\$4,800	\$128,100	\$553,000
Electrical	-	\$12,200	\$2,600	\$38,800	\$1,542,900	\$1,596,500
Fire Alarm & Comm	-	-	-	-	\$146,400	\$146,400
Equipment/Special	-	\$82,500	\$22,500	\$78,100	\$169,300	\$352,400
Utilities	\$6,800	-	-	-	-	\$6,800
Landscaping	-	-	\$434,400	-	-	\$434,400
Follow-up Studies	\$14,000	-	-	-	-	\$14,000
<b>TOTALS</b>	<b>\$334,100</b>	<b>\$1,325,500</b>	<b>\$697,900</b>	<b>\$336,200</b>	<b>\$3,710,700</b>	<b>\$6,404,600</b>

The orange line in the graph below forecasts what would happen to the FCI (left axis) over time, assuming zero capital expenditures. The capital expenditures for each year (blue bars) are associated with the right axis.

## Needs by Year with Unaddressed FCI Over Time

Replacement Value: \$ 6,545,448; Inflation rate: 3.0%



### 3 Adult Day Center



#### Adult Day Center: Systems Summary

<b>Address</b>	10212 East Riverside Drive, Bothell, Washington	
<b>Constructed/Renovated</b>	2004	
<b>Building Size</b>	24,790 SF	
<b>Number of Stories</b>	Three	
<i>System</i>	<i>Description</i>	<i>Condition</i>
<b>Structure</b>	Conventional wood-framed structure on piling and grade beam foundation	Fair
<b>Façade</b>	Cement board siding with vinyl-framed windows	Fair
<b>Roof</b>	Primary: Gable construction with asphalt shingles	Fair
<b>Interiors</b>	Walls: Painted gypsum board Floors: Carpet, vinyl sheet, laminate faux wood, rubber tile Ceilings: ACT	Fair
<b>Elevators</b>	Hydraulic: One car serving three floors	Fair
<b>Plumbing</b>	Copper supply, cast iron waste and vent Gas-fired water heaters Toilets, urinals and sinks in all restrooms	Fair
<b>HVAC</b>	Central system with a boiler feeding hydronic baseboard radiators Individual ductless split systems Supplemental components: suspended gas unit heaters	Fair
<b>Fire Suppression</b>	Wet-pipe sprinkler system; hydrants, fire extinguishers, kitchen hood system	Fair



<b>Adult Day Center: Systems Summary</b>		
<b>Electrical</b>	Source and Distribution: Main switchboard with copper wiring Interior Lighting: LED, CFL Emergency: None	Fair
<b>Fire Alarm</b>	Alarm panel, smoke detectors, alarms, strobes, pull stations, back-up emergency lights, and exit signs	Fair
<b>Equipment/Special</b>	Commercial kitchen equipment	Fair
<b>Accessibility</b>	Presently it does not appear an accessibility study is needed for this property.	
<b>Key Issues and Findings</b>	Standing water in crawlspace/foundation, lack of ventilation in crawlspace, roof has vegetative growth that requires cleaning, damaged interior finishes, HVAC controls require rebalancing and upgrades, commercial kitchen has no heat exhaust fan, lack of a gas shutoff valve, replacement of some emergency lighting, replacement of Kameleon lighting controls	

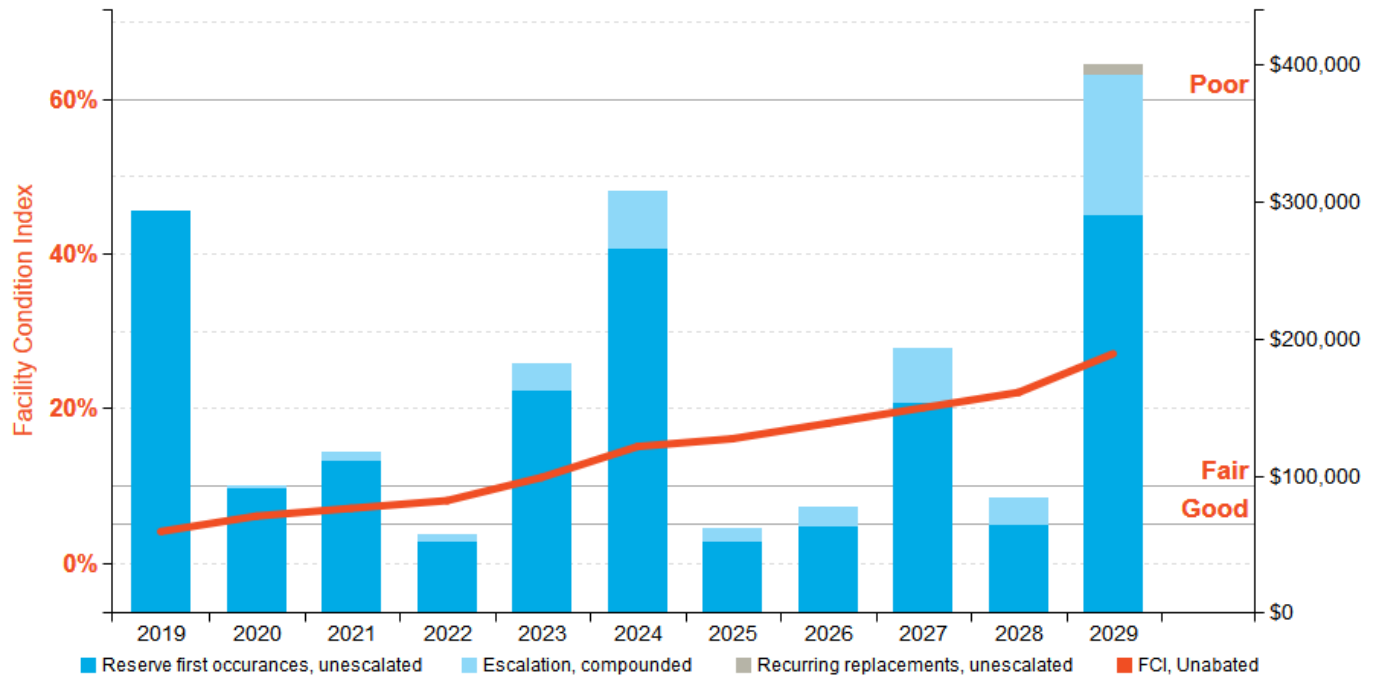
### Adult Day Center: Systems Expenditure Forecast

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	\$229,000	-	-	-	-	\$229,000
Facade	-	-	\$100,700	-	\$282,800	\$383,500
Roofing	-	-	-	-	\$143,800	\$143,800
Interiors	\$11,800	\$98,100	\$88,700	\$245,200	\$273,500	\$717,300
Elevators	-	-	\$4,600	\$8,200	\$161,800	\$174,600
Plumbing	\$1,200	-	\$55,700	\$23,900	\$113,700	\$194,500
Fire Suppression	-	-	\$7,400	-	\$92,400	\$99,800
HVAC	\$5,600	\$118,500	\$34,500	\$120,400	\$556,700	\$835,600
Electrical	\$3,500	\$11,700	\$3,200	\$4,700	\$389,700	\$412,900
Fire Alarm & Comm	-	-	\$93,200	\$167,300	\$145,200	\$405,600
Equipment/Special	\$6,100	\$15,700	\$59,900	\$79,100	\$130,500	\$291,300
Landscaping	-	-	-	\$97,700	-	\$97,700
Follow-up Studies	\$11,300	-	-	-	-	\$11,300
<b>TOTALS</b>	<b>\$268,500</b>	<b>\$244,000</b>	<b>\$447,900</b>	<b>\$746,500</b>	<b>\$2,290,100</b>	<b>\$3,996,900</b>

The orange line in the graph below forecasts what would happen to the FCI (left axis) over time, assuming zero capital expenditures. The capital expenditures for each year (blue bars) are associated with the right axis.

### Needs by Year with Unaddressed FCI Over Time

Replacement Value: \$ 6,767,670; Inflation rate: 3.0%



## 4 Site Summary



### Site Information

<b>Lot Size</b>	7.09 acres	
<b>Parking Spaces</b>	126 spaces for Senior Center; 11 of which are accessible 37 spaces for Adult Day Center; four of which are accessible	
<i>System</i>	<i>Description</i>	<i>Condition</i>
<b>Pavement/Flatwork</b>	Asphalt lots with concrete sidewalks, curbs, ramps, and stairs	Fair
<b>Site Development</b>	Property entrance signage, wood fencing, CMU dumpster enclosures Limited park benches, picnic tables, trash receptacles Fountain	Fair
<b>Landscaping and Topography</b>	Moderate landscaping features Irrigation present Low to moderate site slopes throughout	Fair
<b>Utilities</b>	Municipal water and sewer Local utility-provided electricity and natural gas	Fair
<b>Site Lighting</b>	Pole-mounted: LED, HPS Building-mounted: LED, CFL Pedestrian walkway and accent landscaping lighting	Good
<b>Ancillary Structures</b>	Pre-fabricated storage sheds	Fair
<b>Accessibility</b>	Presently it does not appear an accessibility study is needed for the exterior site areas. See Appendix C.	
<b>Key Issues and Findings</b>	Pedestrian bridge structure and decking require sealing, bioswales require maintenance, missing and damaged fencing, alligator cracking in parking lot, storm drains in parking lot require cleaning, sidewalks require maintenance/grinding of potential trip hazards, property signage damaged	

## Site: Systems Expenditure Forecast

### Site

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Site Lighting	-	\$7,900	\$16,200	-	\$213,700	\$237,800
Site Development	\$17,100	\$32,200	\$14,700	\$10,100	\$40,200	\$114,200
Site	\$22,400	-	-	-	-	\$22,400
Landscaping	\$6,000	-	-	-	-	\$6,000
Pavement	-	\$110,800	-	\$40,500	\$544,800	\$696,000
<b>TOTALS</b>	<b>\$45,500</b>	<b>\$150,900</b>	<b>\$30,900</b>	<b>\$50,600</b>	<b>\$798,700</b>	<b>\$1,076,400</b>

### Pedestrian Bridge

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	-	\$8,500	-	-	\$11,400	\$19,800
Pavement	-	\$7,500	-	-	\$10,100	\$17,500
<b>TOTALS</b>	<b>-</b>	<b>\$16,000</b>	<b>-</b>	<b>-</b>	<b>\$21,500</b>	<b>\$37,300</b>

## 5 Property Space Use and Observed Areas

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### Unit Allocation

All 48,766 square feet of the property are occupied by Northshore Senior Center. The Senior Center spaces are a combination of community spaces, classrooms, offices, dining spaces and a commercial kitchen with supporting restrooms and utility spaces. The Adult Day Center consists of a multi-purpose room, health services, a beauty salon, gymnasium, offices, restrooms, and supporting utility spaces.

### Areas Observed

The interior spaces were observed in order to gain a clear understanding of the property's overall condition. Other areas accessed included the site within the property boundaries, the exterior of the property, and the roofs.

### Key Spaces Not Observed

All key areas of the property were accessible and observed.

## 6 ADA Accessibility

Generally, Title II of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of “areas of public accommodations” and “public facilities” on the basis of disability. Regardless of their age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

A public entity (i.e. city governments) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

However, this does not:

- Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
- Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
- Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

During the FCA, EMG performed a limited high-level accessibility review of the facility non-specific to any local regulations or codes. The scope of the visual observation was limited to those areas and categories set forth in the tables throughout this report. It is understood by the Client that the limited observations described herein do not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG’s undertaking. Only a representative sample of areas was observed and actual measurements were not taken to verify compliance.

The facilities were originally constructed in 1992 and 2004. The facilities were not subsequently renovated. Complaints about accessibility issues have not been received by the property management. The property does not have associated litigation related to existing barriers or previously removed barriers.

An accessibility study has not been performed at the site. Although no significant issues were identified, a comprehensive ADA Compliance Survey may reveal specific aspects of the property that are not in full compliance.

### Senior Center: Accessibility Issues

	Major Issues (ADA study recommended)	Moderate Issues (ADA study recommended)	Minor/No Issues
<b>Exterior Path of Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Interior Path of Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Use Restrooms</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Elevators</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Kitchens/Kitchenettes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Adult Day Center: Accessibility Issues

	Major Issues (ADA study recommended)	Moderate Issues (ADA study recommended)	Minor/No Issues
<b>Exterior Path of Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Adult Day Center: Accessibility Issues

	Major Issues <i>(ADA study recommended)</i>	Moderate Issues <i>(ADA study recommended)</i>	Minor/No Issues
<b>Interior Path of Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Use Restrooms</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Elevators</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Kitchens/Kitchenettes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Site: Accessibility Issues

	Major Issues <i>(ADA study recommended)</i>	Moderate Issues <i>(ADA study recommended)</i>	Minor/No Issues
<b>Parking</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Exterior Path of Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The table below is intended to be used as a general reference guide to help differentiate the orders of magnitude between some of the more commonly observed accessibility issues. The table is not intended to be all-inclusive, and boxes checked in the tables above do not necessarily mean those specific problems or shortcomings cited as examples below exist at the subject buildings and sites. Reference the photolog (in the appendix) and/or *Key Findings* section for visuals and/or more specifics about the subject site conditions.

### Reference Guide

	Major Issues <i>(ADA study recommended)</i>	Moderate Issues <i>(ADA study recommended)</i>	Minor/No Issues
<b>Parking</b>	<ul style="list-style-type: none"> <li>- Needs full reconstruction</li> <li>- Excessive slopes over 3% require major re-grading</li> <li>- No level locations to add required spaces</li> </ul>	<ul style="list-style-type: none"> <li>- No or non-compliant curb cuts</li> <li>- Moderate difficulty to add required accessible spaces</li> <li>- Slopes close to compliant</li> </ul>	<ul style="list-style-type: none"> <li>- Painting of markings needed</li> <li>- Signage height non-compliant</li> <li>- Signage missing</li> </ul>
<b>Exterior Path of Travel</b>	<ul style="list-style-type: none"> <li>- Large areas of sidewalks with excessive slopes</li> <li>- No ramp when needed</li> <li>- Ramps with excessive slopes</li> </ul>	<ul style="list-style-type: none"> <li>- Ramps need rails</li> <li>- Ramps need rail extensions</li> <li>- Need significant # of lever handles</li> <li>- All or most entrance door exterior maneuvering clearance areas with excessive slopes</li> </ul>	<ul style="list-style-type: none"> <li>- One entrance door exterior maneuvering clearance area with excessive slope</li> <li>- A few door knobs instead of lever handles</li> <li>- Non-compliant signage</li> </ul>



## Reference Guide

	Major Issues (ADA study recommended)	Moderate Issues (ADA study recommended)	Minor/No Issues
<b>Interior Path of Travel</b>	<ul style="list-style-type: none"> <li>- All or most interior doors appear less than 32" wide</li> <li>- Corridors less than 36" wide</li> <li>- No ramp when needed</li> <li>- Ramps with excessive slopes</li> <li>- Non-compliant treads/risers at means of egress stairways</li> </ul>	<ul style="list-style-type: none"> <li>- Single height drinking fountains</li> <li>- Drinking fountain too high or protrudes into accessible route</li> <li>- Ramps need rails</li> <li>- Ramps need rail extensions</li> <li>- Need significant # of lever handles</li> <li>- Non-compliant rail extensions at egress stairways</li> <li>- All/most door thresholds high</li> </ul>	<ul style="list-style-type: none"> <li>- One door threshold too high</li> <li>- A few door knobs instead of lever handles</li> <li>- Non-compliant door pressures</li> <li>- Non-compliant signage</li> <li>- Switches not within reach range</li> </ul>
<b>Public Use Restrooms</b>	<ul style="list-style-type: none"> <li>- No ADA RR on each accessible floor</li> <li>- Restroom(s) too small</li> <li>- Entire restroom(s) requires renovation</li> <li>- Water closet clearance requires moving walls</li> </ul>	<ul style="list-style-type: none"> <li>- Interior doors appear less than 32" wide</li> <li>- Missing or non-compliant grab bars</li> <li>- Easily fixable clearance issues</li> </ul>	<ul style="list-style-type: none"> <li>- Minor height adjustments required</li> <li>- Non-compliant door pressures</li> <li>- Missing a visual strobe (only required if audible fire alarm already present)</li> <li>- Missing lavatory pipe wraps</li> <li>- Signage not compliant</li> </ul>
<b>Elevators</b>	<ul style="list-style-type: none"> <li>- No elevator present when required</li> <li>- Elevator cab too small</li> </ul>	<ul style="list-style-type: none"> <li>- Panel control buttons not at compliant height</li> <li>- No hands-free emergency communication system</li> <li>- Elevator only has mechanical stops</li> </ul>	<ul style="list-style-type: none"> <li>- Audible/visual signals at every floor may be lacking</li> <li>- Minor signage / Braille issues</li> </ul>
<b>Kitchens/Kitchenettes</b>	<ul style="list-style-type: none"> <li>- Clear space for each appliance not present</li> <li>- Clearance between opposing counters too narrow</li> </ul>	<ul style="list-style-type: none"> <li>- Sink and counter too high</li> <li>- Sink knee and toe clearance not provided where required (built-in)</li> <li>- Less than 50% of cabinetry within reach range</li> </ul>	<ul style="list-style-type: none"> <li>- Dispensers not within reach range</li> <li>- Switches not within reach range</li> <li>- Missing sink pipe wraps if knee and toe clearance required</li> </ul>



## 7 Purpose and Scope

### 7.1 Purpose

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

The physical condition of building systems and related components are typically defined as being in one of five condition ratings. For the purposes of this report, the following definitions are used:

Condition Ratings	
<b>Excellent</b>	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
<b>Good</b>	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
<b>Fair</b>	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
<b>Poor</b>	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
<b>Failed</b>	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
<b>Not Applicable</b>	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

## 7.2 Scope

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a high-level categorical general statement regarding the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Obtain background and historical information about the facility from a building engineer, property manager, maintenance staff, or other knowledgeable source. The preferred methodology is to have the client representative or building occupant complete a Pre-Survey Questionnaire (PSQ) in advance of the site visit. Common alternatives include a verbal interview just prior to or during the walk-through portion of the assessment.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report, which highlights key findings and includes a Facility Condition Index as a basis for comparing the relative conditions of the buildings within the portfolio.

## 8 Opinions of Probable Costs

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Cost estimates are attached throughout this report, with the Replacement Reserves in the appendix.

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means*, *CBRE Whitestone*, and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing or bundling of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, use of subcontractors, and whether competitive pricing is solicited, etc. Certain opinions of probable costs cannot be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the FCA.

### 8.1 Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its *effective age*, whether explicitly or implicitly stated. Projections of Remaining Useful Life (RUL) are based primarily on age and condition with the presumption of continued use and maintenance of the Property similar to the observed and reported past use and maintenance practices, in conjunction with the professional judgment of EMG's assessors. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be or were not derived from an actual construction document take-off or facility walk-through, and/or where systemic costs are more applicable or provide more intrinsic value, budgetary square foot and gross square foot costs are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

### 8.2 Immediate Needs

Immediate Needs are line items that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) failed or imminent failure of mission critical building systems or components, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

For database and reporting purposes the line items with RUL=0, and commonly associated with *Safety* or *Performance/Integrity* Plan Types, are considered Immediate Needs.

### 8.3 Replacement Reserves

Cost line items traditionally called Replacement Reserves (equivalently referred to as Lifecycle/Renewals) are for recurring probable renewals or expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves generally exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined as Immediate Needs.

For the purposes of 'bucketizing' the System Expenditure Forecasts in this report, the Replacement Reserves have been subdivided and grouped as follows: Short Term (years 1-3), Near Term (years 4-5), Medium Term (years 6-10), and Long Term (years 11-20).

## 8.4 Key Findings

In an effort to highlight the most significant cost items and not be overwhelmed by the Replacement Reserves report in its totality, a subsection of Key Findings is included within the Executive Summary section of this report. Key Findings typically include repairs or replacements of deficient items within the first five-year window, as well as the most significant high-dollar line items that fall anywhere within the ten-year term. Note that while there is some subjectivity associated with identifying the Key Findings, the Immediate Needs are always included as a subset.

## 8.5 Exceedingly Aged

A fairly common scenario encountered during the assessment process, and a frequent source of debate, occurs when classifying and describing "very old" systems or components that are still functioning adequately and do not appear nor were reported to be in any way deficient. To help provide some additional intelligence on these items, such components will be tagged in the database as Exceedingly Aged. This designation will be reserved for mechanical or electrical systems or components that have aged well beyond their industry standard lifecycles, typically at least 15 years beyond and/or twice their Estimated Useful Life (EUL). In tandem with this designation, these items will be assigned a Remaining Useful Life (RUL) not less than two years but not greater than 1/3 of their standard EUL. As such the recommended replacement time for these components will reside outside the typical Short Term window but will not be pushed 'irresponsibly' (too far) into the future.

## 9 Certification

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Northshore Parks and Recreation Service Area (the Client) retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Northshore Senior Center and Adult Day Center, 10201 East Riverside Drive, Bothell, Washington 98011, the "Property". It is our understanding that the primary interest of the Client is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in-depth studies were performed unless specifically required under the *Purpose and Scope* section of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas may have been observed (see Section 1 for specific details). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of the Client for the purpose stated within the *Purpose and Scope* section of this report. The report, or any excerpt thereof, shall not be used by any party other than the Client or for any other purpose than that specifically stated in our agreement or within the *Purpose and Scope* section of this report without the express written consent of EMG.

Any reuse or distribution of this report without such consent shall be at the Client and the recipient's sole risk, without liability to EMG.

**Prepared by:** Elizabeth Mannarino,  
Project Manager

**Reviewed by:**



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Alex Israel, Technical Report Reviewer for  
James A Cave  
Program Manager  
[jacave@emgcorp.com](mailto:jacave@emgcorp.com)  
800.733.0660 x6554

## 10 Appendices

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- Appendix A: Photographic Record
- Appendix B: Site Plan
- Appendix C: Pre-Survey Questionnaire
- Appendix D: Component Condition Report
- Appendix E: Replacement Reserves

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**Appendix A:  
Photographic Record**

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#1	FRONT ELEVATION
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#2	RIGHT ELEVATION
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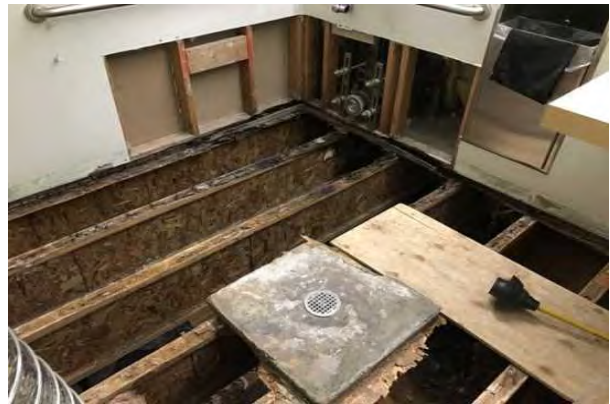
#3	REAR ELEVATION
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#4	LEFT ELEVATION
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#5	SETTLEMENT CRACKING ABOVE DOORWAY
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#6	WOOD SUBFLOORING - FRONT RESTROOM REMEDIATION
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#7	ROOF VEGETATION GROWTH - REQUIRES CLEANING
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#8	LOBBY
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#9	MULTI PURPOSE ROOM
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#10	FIRST FLOOR HALLWAY
-----	---------------------



#11	DAMAGED CARPETING IN HALLWAY
-----	------------------------------



#12	HALLWAY LEADING TO PEDESTRIAN BRIDGE
-----	--------------------------------------



#13	HEALTH ROOM
-----	-------------



#14	COMMERCIAL KITCHEN
-----	--------------------



#15	RESTROOM
-----	----------



#16	RESTROOM VINYL FLOORING
-----	-------------------------



#17	HYDRAULIC ELEVATOR MACHINE
-----	----------------------------



#18	WATER HEATERS
-----	---------------





#19	BOILER ROOM
-----	-------------



#20	INTERIOR AIR HANDLER
-----	----------------------



#21	HYDRONIC BASEBOARD HEATER
-----	---------------------------



#22	UNIT HEATER IN MECHANICAL ATTIC
-----	---------------------------------



#23	DUCTLESS SPLIT SYSTEM
-----	-----------------------



#24	WINDOW AIR CONDITIONER
-----	------------------------



#25	METASYS BAS CONTROLS
-----	----------------------



#26	FIRE SUPPRESSION BACKFLOW PREVENTER
-----	-------------------------------------



#27	KITCHEN SUPPRESSION SYSTEM
-----	----------------------------



#28	ELECTRICAL ROOM
-----	-----------------



#29	PROBLEMATIC KAMELEON LIGHT CONTROLS
-----	-------------------------------------



#30	EXTERIOR LED LIGHTING
-----	-----------------------





#31	FIRE ALARM CONTROL PANEL
-----	--------------------------



#32	PARKING LOT
-----	-------------



#33	BACKYARD
-----	----------



#34	GARDEN
-----	--------



#35	BIOSWALE AND DROP-OFF
-----	-----------------------



#36	MISSING SIGNAGE
-----	-----------------





#1	SENIOR CENTER
----	---------------



#2	FRONT ELEVATION
----	-----------------



#3	LEFT ELEVATION
----	----------------



#4	REAR ELEVATION
----	----------------



#5	RIGHT ELEVATION
----	-----------------



#6	SURFACE CORROSION ON PEDESTRIAN BRIDGE
----	--





#7	CONCRETE SPALLING ON PEDESTRIAN BRIDGE
----	--



#8	DETERIORATING WOOD BALCONY STRUCTURE
----	--------------------------------------



#9	FLAT ROOF DAMAGE AND GROWTH ON EXTERIOR WALL
----	--



#10	WOOD SIDING DAMAGE
-----	--------------------



#11	WATER-DAMAGED WOOD TRIM
-----	-------------------------



#12	INTERIOR WOOD WINDOW DAMAGE WITH WINDOW MOISTURE
-----	--





#13	WOOD ROT ON EXTERIOR WINDOW SILLS
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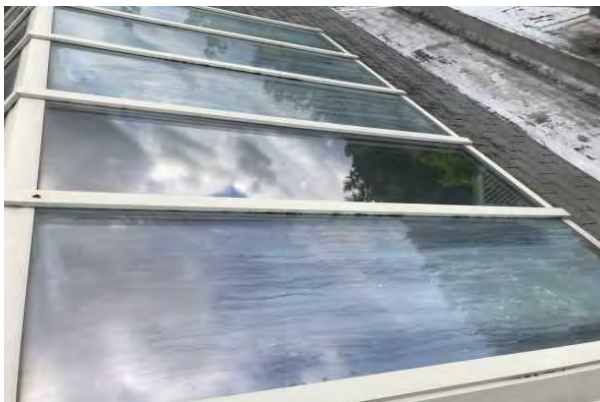
#14	FLAT ROOF
-----	-----------



#15	FLAT ROOF TAR PAPER
-----	---------------------



#16	SLOPED ROOF
-----	-------------



#17	SKYLIGHT WITH FAILED GASKETS AND MOISTURE
-----	---



#18	LOBBY
-----	-------





#19	MULTI-PURPOSE ROOM
-----	--------------------



#20	DINING ROOM
-----	-------------



#21	COFFEE BAR
-----	------------



#22	SECOND FLOOR
-----	--------------



#23	CONFERENCE ROOM
-----	-----------------



#24	BILLIARDS ROOM
-----	----------------



#25	ON-SITE RESIDENCE
-----	-------------------



#26	KITCHEN
-----	---------



#27	RESTROOM
-----	----------



#28	HYDRAULIC ELEVATOR
-----	--------------------



#29	ELEVATOR CAB FINISHES
-----	-----------------------



#30	DOMESTIC WATER HEATER
-----	-----------------------





#31	DOMESTIC BACKFLOW PREVENTER
-----	-----------------------------



#32	RESTROOMS LACKING FLOOR DRAINS
-----	--------------------------------



#33	DAMAGED SINK
-----	--------------



#34	PREVIOUS WATER DAMAGE - REQUIRES INTRUSIVE STUDY
-----	--



#35	ROOFTOP HVAC EQUIPMENT
-----	------------------------



#36	CONDENSING UNITS
-----	------------------



#37	FURNACE
-----	---------



#38	HALLWAY ELECTRIC BASEBOARD HEATER
-----	--------------------------------------



#39	FIRE PROTECTION BACKFLOW PREVENTER
-----	---------------------------------------



#40	ELECTRICAL PANELS IN KITCHEN
-----	---------------------------------



#41	EXTERIOR LIGHTING
-----	-------------------



#42	FIRE ALARM CONTROL PANEL
-----	--------------------------





#43	NEW FIRE ALARM COMPONENTS
-----	---------------------------



#44	PROBLEMATIC DISHWASHER
-----	------------------------



#45	PARKING LOT
-----	-------------



#46	ALLIGATOR CRACKING IN PARKING LOT
-----	-----------------------------------



#47	REAR PATIO
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#48	REAR YARD NEEDS TO BE RESODDED
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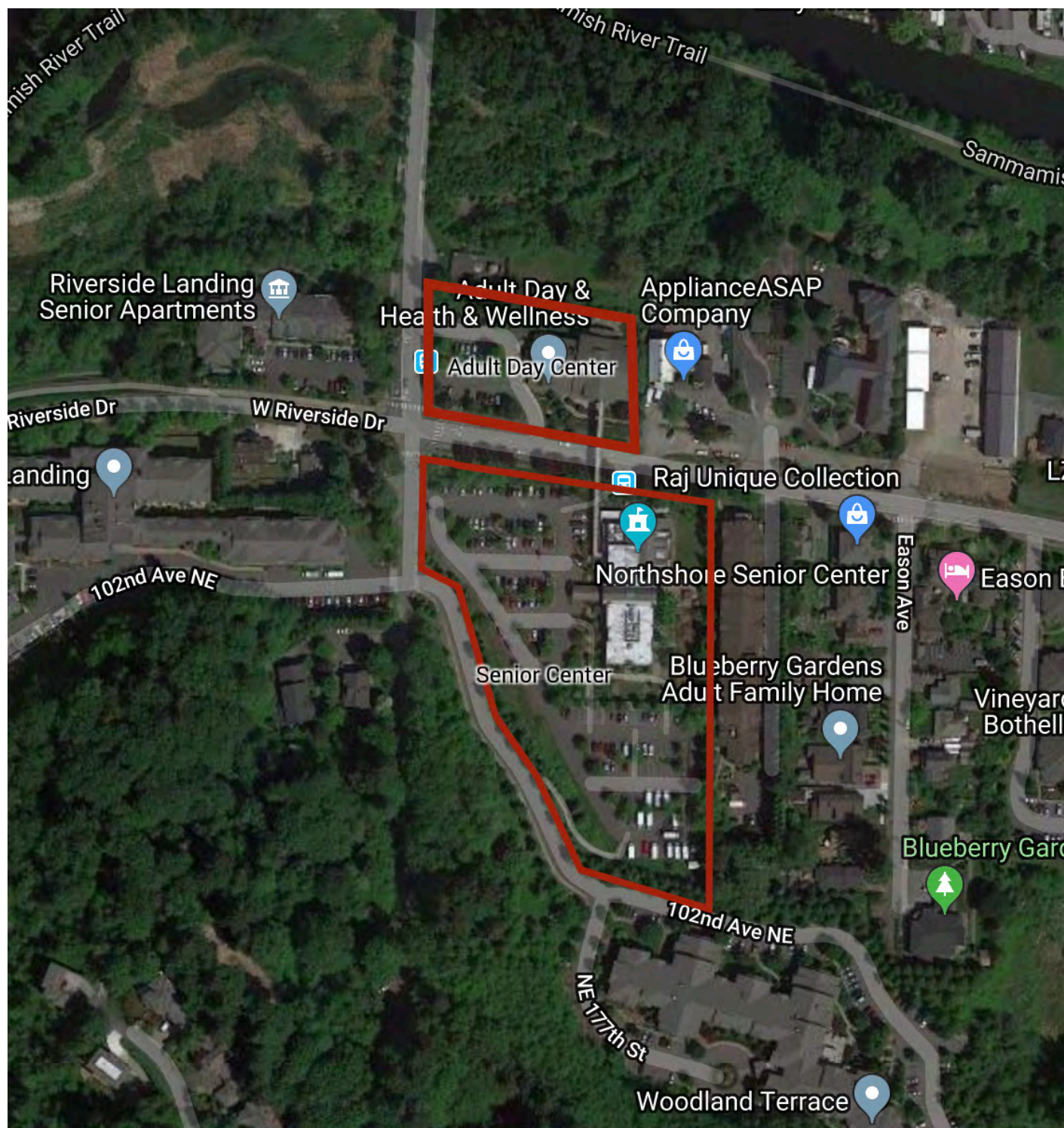
**Appendix B:  
Site Plan**


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### Site Plan



	<b>Project Name:</b> Northshore Senior Center and Adult Day Center	<b>Project Number:</b> 138657.19R000-001.017
	<b>Source:</b> Google Maps	<b>On-Site Date:</b> July 8-9, 2019



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**Appendix C:  
Pre-Survey Questionnaire**

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## EMG FACILITY CONDITION ASSESSMENT: PRE-SURVEY QUESTIONNAIRE

**Building / Facility Name:** Northshore Senior Center and Adult Day Center

**Name of person completing form:** Harry Horst

**Title / Association w/ property:** Maintenance Technician

**Length of time associated w/ property:** 7 months - transportation division before for 2 yrs

**Date Completed:** 7/8/2019

**Phone Number:** 425.877.6380

**Method of Completion:** INTERVIEW - verbally completed during interview

**Directions:** Please answer all questions to the best of your knowledge and in good faith. Please provide additional details in the Comments column, or backup documentation for any **Yes** responses.

DATA OVERVIEW		RESPONSE		
1	Year(s) constructed	Constructed 2004	Renovated	Adult Day / health & wellness(AD) - 24,790 SF - 2004 Senior Center(SC) - 23,976 SF - 1992
2	Building size in SF	24,790 <b>SF</b>		
3	Major Renovation/Rehabilitation		Year	Additional Detail
		Facade		
		Roof		
		Interiors		SC: Carpet 2018 in dining, flood 2-3 yrs ago so some replcsments then
		HVAC		
		Electrical		
		Site Pavement		
		Accessibility		
4	List other significant capital improvements (focus on recent years; provide approximate date).			
5	List any major capital expenditures planned/requested for the next few years. Have they been budgeted?	Siding, roof, HVAC, pavement, sidewalk leveling issues- get funding for them AD 1st floor floor coverings need to be replaced		
6	Describe any on-going extremely problematic, historically chronic, or immediate facility needs. NPRSA 9.16.20	Walk-in cooler in AD broken, HVAC system in AD Bldg had failure and flooding - water leaked through and caused damages- metasys, system was untreated - no glycol, was cleaned/treated, Johnson controls has come out - not on contract due to \$ constraints		

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any **Yes** responses. (**NA** indicates "Not Applicable", **Unk** indicates "Unknown")

QUESTION		RESPONSE	COMMENTS
7	Are there any problems with foundations or structures, like excessive settlement?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	Settling in AD building, cracking in walls, minor
8	Are there any wall, window, basement or roof leaks?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	Roof, window, siding leaks in both buildings
9	Has any part of the facility ever contained visible suspect mold growth, or have there been any indoor air quality complaints?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	Found mold in AD building in restroom, toilet leaking major water damage, being remediated. Restoration after flood, 2 yrs ago main line backup in RR, flooded the lobby/hallway & was remediated
10	Are your elevators unreliable, with frequent service calls?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	
11	Are there any plumbing leaks, water pressure, or clogging/backup problems?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	SC/AD - Issues caused by use, no chronic problems
12	Have there been any leaks or pressure problems with natural gas, HVAC piping, or steam service?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	
13	Are any areas of the facility inadequately heated, cooled or ventilated? Any poorly insulated areas?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	SC- Issues w furnaces and cooling - can't handle hot weather (rated to 86deg), AD has no AC - green building design
14	Is the electrical service outdated, undersized, or otherwise problematic?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	
15	Are there any problems or inadequacies with exterior lighting?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	3 yrs ago change to LEDs - mostly done but not completed, emergency lighting in AD not functioning, AD digital controller kameleon panel not working -
16	Is site/parking drainage inadequate, with excessive ponding or other problems?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	Bio swales - being maint. today, storm drains need cleaning, standing ground water in AD crawlspace building - inspected and got a bid on a repair
17	Are there any other unresolved construction defects or significant issues/hazards at the property that have not yet been identified above?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	Possibly bio swale at health and wellness
18	ADA: Has an accessibility study been performed at the site? If so, when?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	
19	ADA: If a study has occurred, have the associated recommendations been addressed? In full or in part?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	
20	ADA: Have there been regular complaints about accessibility issues, or previous or pending litigation?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unk <input type="radio"/> NA	

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**Appendix D:  
Component Condition Report**

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## Component Condition Report

## Northshore Senior Center and Adult Day Center / Adult Day Center

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
<b>Structure</b>						
A1039	Crawlspace	Poor	Basement/Crawlspace, Trenching, Installation of Sump Pump & Moisture Barrier	10,000 SF	0	1317136
<b>Facade</b>						
B2011	Building Exterior	Fair	Exterior Wall, any Painted Surface, 3+ Stories, Prep & Paint	16,800 SF	4	1313843
B2021	Building Exterior	Fair	Window, 12 SF	77	15	1313791
B2031	Building Exterior	Fair	Exterior Door, Aluminum-Framed Fully-Glazed	15	15	1313812
B2032	Building Exterior	Fair	Exterior Door, Steel	5	25	1313807
<b>Roofing</b>						
B3011	Roof	Fair	Roof, Asphalt Shingle 30-Year	12,600 SF	15	1313803
<b>Interiors</b>						
C1021	Throughout building	Fair	Interior Door, Wood Solid-Core	53	25	1313844
C1031	Restrooms	Fair	Toilet Partitions, Plastic/Laminate	12	9	1313840
C3012	Throughout building	Fair	Interior Wall Finish, any surface, Prep & Paint	38,300 SF	5	1313841
C3024	Multi-purpose room	Fair	Interior Floor Finish, Laminate Faux Wood	2,975 SF	7	1314859
C3024	Kitchen	Fair	Interior Floor Finish, Vinyl Sheeting	720 SF	6	1313880
C3024	Restrooms	Excellent	Interior Floor Finish, Vinyl Sheeting	240 SF	14	1313846
C3024	2nd Floor Gym	Fair	Interior Floor Finish, Rubber Tile	1,920 SF	7	1313876
C3024	Restrooms	Poor	Interior Floor Finish, Vinyl Sheeting	960 SF	0	1313829
C3025	1st Floor Hallway	Poor	Interior Floor Finish, Carpet Commercial Standard	288 SF	0	1313871
C3025	2nd Floor	Poor	Interior Floor Finish, Carpet Commercial Standard	868 SF	2	1313855
C3025	1st Floor	Poor	Interior Floor Finish, Carpet Commercial Standard	8,390 SF	2	1317167
C3032	Throughout building	Fair	Interior Ceiling Finish, Suspended Acoustical Tile (ACT)	24,790 SF	10	1313881
<b>Elevators</b>						
D1011	Elevator	Fair	Elevator Controls, 1 CAR, Modernize	1	7	1313882
D1011	Elevator room	Fair	Elevator, 4500 LB, Renovate	1	15	1313833
D1019	Elevator	Fair	Elevator Cab Finishes, Standard w/out Stainless Steel Doors	1	5	1313839
<b>Plumbing</b>						
D2011	Restrooms	Fair	Toilet, Commercial Water Closet	17	15	1313821
D2012	Restrooms	Fair	Urinal, Standard	1	15	1313856
D2014	Restrooms	Fair	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China	14	15	1313813
D2014	Kitchen	Fair	Commercial Kitchen Sink, Stainless Steel, 3-Bowl	2	15	1313836
D2014	Kitchen	Fair	Service Sink, Wall-Hung	1	20	1313811
D2015	Restrooms	Fair	Bathtub/Shower Combination Enclosure, Fiberglass	3	8	1313857
D2018	Throughout building	Fair	Drinking Fountain, Interior	2	6	1313862

## Northshore Senior Center and Adult Day Center / Adult Day Center

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D2021	Site	Fair	Backflow Preventer, 1.5 INCH	1	15	1313794
D2021	Boiler room	Fair	Backflow Preventer, 2 INCH	1	15	1313825
D2021	Site	Fair	Backflow Preventer, 2 INCH	1	15	1313828
D2023	Boiler room	Fair	Domestic Circulation Pump, .5 HP	2	6	1313792
D2023	Boiler room	Fair	Water Heater, 100 GAL	1	4	1313809
D2023	Boiler room	Fair	Water Heater, 100 GAL	1	4	1313873
D2029	Throughout building	Fair	Plumbing System, Supply & Sanitary, Medium Density (excl fixtures)	24,790 SF	25	1336234
D2034	Site	Fair	Grease Trap/Interceptor, Underground	1	5	1313865
D2091	Kitchen	NA	Shut-Off Valve, Natural Gas, Kitchen Shut-Off Valve, Install	1	0	1313800
<b>Fire Suppression</b>						
D4011	Site	Fair	Backflow Preventer, 6 INCH	1	15	1313801
D4019	Throughout building	Fair	Sprinkler Heads (per SF)	24,790 SF	12	1313868
D4091	Kitchen	Fair	Fire Suppression System, Commercial Kitchen (per LF of Hood), Install/Replace	12 LF	5	1313806
<b>HVAC</b>						
D3021	Boiler room	Fair	Boiler, 860 MBH	1	15	1313817
D3032	Roof	Fair	Ductless Split System, 1 TON [CU-4]	1	3	1313860
D3032	Roof	Fair	Ductless Split System, 2 TON [CU-1]	1	3	1313823
D3032	Roof	Fair	Ductless Split System, 1 TON [CU-2]	1	3	1313799
D3032	Outside Boiler room	Fair	Ductless Split System, 1.5 TON	1	4	1313810
D3032	Roof	Fair	Ductless Split System, 3 TON	1	3	1313831
D3032	Roof	Fair	Ductless Split System, 1 TON [CU-3]	1	3	1313879
D3041	Attic	Fair	Air Handler (AHU), 2400 CFM [AHU 1]	1	10	1313837
D3041	Attic	Fair	Air Handler (AHU), 800 CFM [AHU 2]	1	10	1313822
D3041	Throughout building	Fair	HVAC System Ductwork, Medium Density	24,790 SF	15	1336233
D3041	Attic	Fair	Air Handler (AHU), 2700 CFM [MUA 1 ]	1	10	1313872
D3041	Kitchen	NA	HVAC System Ductwork, Low Density	100 SF	2	1314862
D3041	Attic	Fair	Air Handler (AHU), 1730 CFM [AHU 3]	1	10	1313854
D3042	Roof	Fair	Exhaust Fan, 1800 CFM	1	5	1313820
D3042	Kitchen	NA	Exhaust Fan, 2000 CFM	1	2	1314860
D3042	Roof	Fair	Exhaust Fan, 900 CFM [EF-14]	1	5	1313796
D3044	Boiler room	Fair	Distribution Pump, 2 HP	2	6	1313827
D3049	Attic	Fair	HVAC System Hydronic Piping, 2-Pipe	24,790 SF	25	1313850
D3051	Throughout building	Fair	Air Conditioner, Residential Window/Thru-Wall	11	4	1313861
D3051	Throughout building	Fair	Radiator, Hydronic Baseboard (per LF)	160 LF	15	1313848
D3051	Attic	Failed	Unit Heater, Hydronic, 73 MBH	2	0	1313878
D3051	Attic	Fair	Air Conditioner, 1 TON	4	4	1313795

**Northshore Senior Center and Adult Day Center / Adult Day Center**

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D3068	Throughout building	Poor	BAS/HVAC Controls, Basic System or Legacy Upgrades, Upgrade	24,790 SF	1	1313875
<b>Electrical</b>						
D5012	Electrical room	Fair	Building/Main Switchboard, 1000 AMP	1	25	1313793
D5019	Throughout building	Fair	Full Electrical System Upgrade, Medium Density/Complexity	24,790 SF	25	1336237
D5022	Electrical room	Poor	Light Dimming Panel, Digital Multi-Purpose Time Control Clock & Photosensor	1	2	1313874
D5022	Building Exterior	Fair	Light Fixture, 100 WATT	11	5	1313832
D5029	Throughout building	Fair	Lighting System, Interior, Medium Density & Standard Fixtures	24,790 SF	12	1313804
D5092	2nd Floor	Failed	Emergency Light, 2-Head w/ Battery	12	0	1313838
D5092	2nd Floor	Fair	Exit Sign Light Fixture, LED	16	3	1313877
<b>Fire Alarm &amp; Comm</b>						
D5032	Throughout building	Fair	Wander Guard, Patient Management System/Devices	24,790 SF	5	1313863
D5037	Throughout building	Fair	Fire Alarm System, Standard Addressable, Upgrade/Install	24,790 SF	8	1313797
D5037	Communications Room	Fair	Fire Alarm Control Panel, Addressable	1	5	1313853
<b>Equipment/Special</b>						
E1093	Kitchen	Fair	Commercial Kitchen, Walk-In Combination Freezer/Refrigerator	1	9	1313864
E1093	Kitchen	Fair	Commercial Kitchen, Warmer/Warming Drawers, Set of 4	1	5	1313818
E1093	Kitchen	Fair	Commercial Kitchen, Convection Oven, Single	1	5	1313815
E1093	Kitchen	Fair	Commercial Kitchen, Steamer, Tabletop	1	3	1313835
E1093	Kitchen	Fair	Commercial Kitchen, Dishwasher	1	5	1313808
E1093	Kitchen	Fair	Commercial Kitchen, Exhaust Hood, 8 to 10 LF	1	6	1313790
E1093	Kitchen	Fair	Commercial Kitchen, Icemaker, Tabletop	1	6	1313869
E1093	Kitchen	Fair	Commercial Kitchen, Exhaust Hood, 8 to 10 LF	1	6	1313798
E1093	Kitchen	Poor	Commercial Kitchen, Walk-In Refrigerator/Freezer, Evaporator	1	0	1313805
E1093	Kitchen	Fair	Commercial Kitchen, Garbage Disposal, 3/4 HP	1	3	1313834
E1093	Kitchen	Fair	Commercial Kitchen, Range/Oven, 6-Burner	1	5	1313830
E1093	Kitchen	Fair	Commercial Kitchen, Walk-In Refrigerator/Freezer, Evaporator	1	13	1313816
<b>Landscaping</b>						
G2057	Site - Adult Day Center	Fair	Irrigation System	15,600 SF	10	1313789
<b>Follow-up Studies</b>						
P000X	Throughout building	Poor	Engineer, HVAC System, Controls Re-Balance, Evaluate/Report	1	0	1317143
P000X	Crawlspace	NA	Engineer, Environmental, Mold Remediation, Evaluate/Report	1	0	1323302

**Northshore Senior Center and Adult Day Center / Pedestrian Bridge**

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
<b>Structure</b>						
B1012	<small>NPRSA 9.16.20 Page 62 of 81</small> Pedestrian Bridge	Poor	Structural Flooring/Decking, Metal, Refinish	2,000 SF	2	1314668



**Northshore Senior Center and Adult Day Center / Pedestrian Bridge**

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
<b>Pavement</b>						
G2034	Pedestrian Bridge	Poor	Bridge, Pedestrian Walkway, Concrete, Reseal	2,000 SF	2	1314646

**Northshore Senior Center and Adult Day Center / Northshore Senior Center**

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
<b>Structure</b>						
B1013	Upper Balcony (205)	Poor	Balcony Floor Structure, Wood	60 SF	0	1314735
<b>Facade</b>						
B2011	Building Exterior	Poor	Exterior Wall, Wood Clapboard Siding, 2 Stories	9,300 SF	1	1314657
B2021	Building exterior	Poor	Window, Vinyl, 12 SF	69	1	1314744
B2031	Building Exterior	Fair	Exterior Door, Aluminum-Framed Fully-Glazed	6	7	1314674
B2032	Building Exterior	Fair	Exterior Door, Steel	21	15	1314748
<b>Roofing</b>						
B3011	Roof	Poor	Roof, Asphalt Shingle 20-Year	8,100 SF	0	1314661
B3011	Roof	Poor	Roof, Single-Ply TPO/PVC Membrane	11,350 SF	0	1314715
B3021	Roof	Poor	Skylight, per unit (9-20 SF)	1	0	1314700
B3021	Roof	Poor	Roof Skylight, per SF of glazing	80 SF	0	1314686
<b>Interiors</b>						
C1012	202/203	Fair	Movable Partitions, Fabric Office 6' Height	40 LF	3	1314654
C1021	Throughout building	Fair	Interior Door, Wood Solid-Core	77	13	1314751
C1031	Restrooms	Fair	Toilet Partitions, Plastic/Laminate	17	5	1314644
C3012	Throughout building	Fair	Interior Wall Finish, any surface, Prep & Paint	38,400 SF	5	1314707
C3024	Multi-purpose Room	Poor	Interior Floor Finish, Maple Sports Floor, Sand & Refinish	3,000 SF	1	1314701
C3024	Lower Restrooms	Good	Interior Floor Finish, Ceramic Tile	720 SF	37	1314656
C3024	Upper Restrooms	Fair	Interior Floor Finish, Ceramic Tile	720 SF	13	1314755
C3024	Classrooms	Fair	Interior Floor Finish, Vinyl Sheeting	240 SF	9	1314663
C3025	Coffee Bar & Dining Room	Fair	Interior Floor Finish, Carpet Commercial Standard	2,300 SF	9	1314733
C3025	Throughout building	Fair	Interior Floor Finish, Carpet Commercial Standard	11,000 SF	3	1314670
C3025	1st Floor	Fair	Interior Floor Finish, Carpet Commercial Tile	6,000 SF	7	1314693
C3025	Program Room	Excellent	Interior Floor Finish, Carpet Commercial Standard	300 SF	10	1314678
C3031	Throughout building	Fair	Interior Ceiling Finish, any flat surface, Prep & Paint	4,800 SF	6	1314659
C3032	Throughout building	Fair	Interior Ceiling Finish, Suspended Acoustical Tile (ACT)	19,200 SF	5	1314683
<b>Elevators</b>						
D1011	Elevator Room	Fair	Elevator, 2500 LB, Renovate	1	3	1314675
D1011	Elevator Room	Fair	Elevator Controls, 1 CAR, Modernize	1	3	1314682
D1013	Multi-purpose Room	Fair	Wheelchair Lift, 5' Rise, Renovate	1	3	1314719

## Northshore Senior Center and Adult Day Center / Northshore Senior Center

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D1019	Elevator	Fair	Elevator Cab Finishes, Standard w/out Stainless Steel Doors	1	3	1314649
<b>Plumbing</b>						
D2011	Restrooms	Fair	Toilet, Commercial Water Closet	16	3	1314720
D2012	Restrooms	Fair	Urinal, Standard	5	3	1314677
D2014	Women's Lower Restroom	Good	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China	3	20	1314691
D2014	Restrooms	Poor	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China	8	2	1314692
D2014	Kitchen	Fair	Commercial Kitchen Sink, Stainless Steel, 3-Bowl	1	12	1314671
D2014	Kitchen	Fair	Commercial Kitchen Sink, Stainless Steel, 2-Bowl	1	12	1314704
D2018	Hallway	Fair	Drinking Fountain, Interior	1	3	1314728
D2021	Site	Fair	Backflow Preventer, 1 INCH	1	5	1314739
D2021	Site	Fair	Backflow Preventer, 2 INCH	1	6	1314708
D2023	Stage Sprinkler Room	Good	Water Heater, 76 GAL	1	14	1314681
D2023	Coffee Bar	NA	Water Heater, Instant Hot, Electric	1	1	1314737
D2023	Custodian 2nd Floor	Fair	Water Heater, 50 GAL	1	8	1314730
D2029	Throughout building	Fair	Plumbing System, Supply & Sanitary, Medium Density (excl fixtures)	23,976 SF	13	1314648
D2033	Restrooms	NA	Floor Drain, Install	4	0	1314705
D2034	Site - Front	Fair	Grease Trap/Interceptor, Underground	1	4	1314638
<b>Fire Suppression</b>						
D4011	Site	Fair	Backflow Preventer, 6 INCH	1	8	1314696
D4019	Stage Sprinkler Room	Fair	Sprinkler Heads (per SF)	23,976 SF	8	1314687
D4091	Kitchen	Fair	Fire Suppression System, Commercial Kitchen (per LF of Hood), Install/Replace	10 LF	3	1314647
<b>HVAC</b>						
D3032	Building exterior	Poor	Condensing Unit/Heat Pump, 2.5 TON [AC10]	1	1	1314640
D3032	Roof	Poor	Condensing Unit/Heat Pump, 5 TON [AC8]	1	1	1314676
D3032	Roof	Poor	Condensing Unit/Heat Pump, 2 TON [AC11]	1	1	1314653
D3032	Roof	Poor	Condensing Unit/Heat Pump, 10 TON [AC6]	1	1	1314756
D3032	Building exterior	Poor	Condensing Unit/Heat Pump, 3.5 TON [AC5]	1	1	1314752
D3032	Roof	Poor	Condensing Unit/Heat Pump, 5 TON [AC1]	1	1	1314747
D3032	Roof	Poor	Condensing Unit/Heat Pump, 3.5 TON [AC2]	1	1	1314652
D3032	Roof	Poor	Condensing Unit/Heat Pump, 5 TON [AC9]	1	1	1314688
D3032	Building exterior	Poor	Condensing Unit/Heat Pump, 3.5 TON [AC4]	1	1	1314702
D3041	Fire Alarm Control Panel Room	Poor	Gas Heater, 160 MBH	1	1	1314712
D3041	Roof	Poor	HVAC System Ductwork, Medium Density	23,976 SF	1	1314754
D3041	Fire Alarm Control Panel Room	Poor	Air Handler (AHU), 4000 CFM [AH 6]	1	1	1314672
D3042	Roof	Fair	Exhaust Fan, 4200 CFM [EF1]	1	4	1314697
D3042	Roof	Fair	Exhaust Fan, 2640 CFM [SF1 ]	1	6	1314662

## Northshore Senior Center and Adult Day Center / Northshore Senior Center

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D3051	Hallway	Fair	Baseboard Heater, 1500 WATTS	2	5	1314664
D3051	Dining Room	Poor	Furnace, 88 MBH [AH 4]	1	1	1314669
D3051	Administrative Offices	Poor	Furnace, 110 MBH [AH 1]	1	1	1314695
D3051	103/104 Storage	Poor	Furnace, 44 MBH [AH 11]	1	1	1314738
D3051	Social Services Office	Poor	Furnace, 110 MBH [AH 9]	1	1	1314665
D3051	Residential Unit	Fair	Air Conditioner, Residential Window/Thru-Wall	1	4	1314709
D3051	202/203	Poor	Furnace, 110 MBH [AH 8]	1	1	1314757
D3051	Fire Alarm Control Panel Room	Poor	Furnace, 44 MBH [AH 10]	1	1	1314753
D3051	Dining Room	Poor	Furnace, 88 MBH [AH 5]	1	1	1314666
D3051	Stage Sprinkler Room	Fair	Unit Heater, 1 kW	1	3	1314660
D3051	Volunteer Coordinator Office	Poor	Furnace, 88 MBH [AH 2]	1	1	1314698
D3052	Roof	Poor	Packaged Unit (RTU), 12 TON [AC3]	1	1	1314643
D3052	Roof	Poor	Packaged Unit (RTU), 20 TON [AC7]	1	1	1314714
D3052	Roof	Poor	Packaged Unit (RTU), 7.5 TON [AC12]	1	1	1314727
<b>Electrical</b>						
D5012	Kitchen	Fair	Building/Main Switchboard, 1200 AMP	1	18	1314749
D5012	Kitchen	Fair	Distribution Panel, 400 AMP	2	8	1314743
D5012	Hallway	Fair	Distribution Panel, 400 AMP [2P1/2P2 ]	2	8	1314750
D5019	Throughout building	Fair	Full Electrical System Upgrade, Medium Density/Complexity	23,976 SF	17	1314740
D5022	Building exterior	Fair	Light Fixture, 50 WATT	16	3	1314731
D5022	Multi-purpose Room	Fair	Light Dimming Panel, Basic	1	4	1314679
D5029	Throughout building	Fair	Lighting System, Interior, Medium Density & Standard Fixtures	23,976 SF	18	1314718
D5092	Throughout building	Fair	Exit Sign Light Fixture, LED	20	3	1314690
<b>Fire Alarm &amp; Comm</b>						
D5037	Throughout building	Good	Fire Alarm System, Basic/Zoned, Upgrade/Install	23,976 SF	20	1314680
D5037	Fire Alarm Control Panel Room	Good	Fire Alarm Control Panel, Addressable	1	15	1314716
<b>Equipment/Special</b>						
E1093	Kitchen	Fair	Commercial Kitchen, Freezer, Chest	1	4	1314742
E1093	Kitchen	Fair	Commercial Kitchen, Range/Oven, 4-Burner w/ Griddle	1	3	1314658
E1093	Kitchen	Fair	Commercial Kitchen, Exhaust Hood, 8 to 10 LF	1	7	1314732
E1093	Kitchen	Fair	Commercial Kitchen, Convection Oven, Double	1	3	1314729
E1093	Kitchen	Fair	Commercial Kitchen, Freezer, Chest	1	4	1314655
E1093	Kitchen	Poor	Commercial Kitchen, Garbage Disposal, 1 to 3 HP	1	2	1314723
E1093	Kitchen	Poor	Commercial Kitchen, Dishwasher	1	2	1314641
E1093	Kitchen	Fair	Commercial Kitchen, Warmer/Warming Drawers, Set of 4	1	4	1314689
E1093	Kitchen	Fair	Commercial Kitchen, Warmer/Warming Drawers, Set of 4	1	4	1314673

**Northshore Senior Center and Adult Day Center / Northshore Senior Center**

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
E1093	Kitchen	Fair	Commercial Kitchen, Exhaust Hood, 8 to 10 LF	1	7	1314703
E1093	Kitchen	Good	Commercial Kitchen, Icemaker, Tabletop	1	9	1314642
E1093	Kitchen	Fair	Commercial Kitchen, Freezer, 2-Door Reach-In	1	3	1314745
E1093	Kitchen	Fair	Commercial Kitchen, Walk-In Combination Freezer/Refrigerator	1	8	1314651
E1093	Kitchen	Poor	Commercial Kitchen, Steamer, Freestanding	1	2	1314711
E1093	Kitchen	Good	Commercial Kitchen, Walk-In Refrigerator/Freezer, Condenser	1	14	1314685
E1094	Coffee Bar	Poor	Residential Appliances, Dishwasher	1	2	1314706
<b>Landscaping</b>						
G2057	Site	Fair	Irrigation System, Replace/Install	80,400 SF	5	1314721
<b>Utilities</b>						
G3099	Lower Restrooms	NA	Pipe & Fittings, 3 INCH, Install	80 LF	0	1314713
<b>Follow-up Studies</b>						
P000X	Building exterior	Poor	Architect/Engineer, Building Envelope, Facade, Evaluate/Report	1	0	1315841
P000X	Lower Restrooms	NA	Engineer, Environmental, Mold Remediation, Evaluate/Report	1	0	1314650

**Northshore Senior Center and Adult Day Center / Site**

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
<b>Site</b>						
G1031	Site	Poor	Bioswales, Drain, dredge and regrade, Regrade/Establish	7,900 SF	0	1313867
<b>Pavement</b>						
G2012	Parking lot - Senior Center	Poor	Roadways, Asphalt Pavement, Mill & Overlay	15,800 SF	1	1314694
G2022	Parking lot	Poor	Parking Lots, Asphalt Pavement, Seal & Stripe	17,285 SF	1	1313866
G2022	Parking lot - Senior Center	Poor	Parking Lots, Asphalt Pavement, Seal & Stripe	63,166 SF	1	1314736
G2022	Parking lot - Adult Day Center	Fair	Parking Lots, Asphalt Pavement, Mill & Overlay	17,285 SF	11	1313788
G2031	Site - Adult Day Center	Good	Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas	8,000 SF	15	1313802
G2031	Site - Senior Center	Fair	Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas	12,900 SF	23	1314684
<b>Site Development</b>						
G2041	Site - Adult Day Center	Poor	Fences & Gates, Chain Link, 6' High	475 LF	1	1313814
G2041	Parking lot next to swale - Adult Day Center	NA	Fences & Gates, Chain Link, 6' High	160 LF	0	1313870
G2044	Site - Adult Day Center	Failed	Signage, Property, Monument/Pylon	1	0	1313824
G2044	Site - Senior Center	Fair	Signage, Property, Monument/Pylon, Replace/Install	1	5	1314746
G2049	Site - Senior Center	Fair	Prefabricated/Ancillary Building or Structure, All Components	60 SF	20	1314725
G2049	Site - Adult Day Center	Poor	Dumpster Accessories, Enclosures, Wood/Metal Gates, Replace/Install	2	2	1313852
G2049	Site - Senior Center	Fair	Prefabricated/Ancillary Building or Structure, All Components	50 SF	8	1314699
<b>Landscaping</b>						
G2055	Site - Senior Center	Poor	Landscaping, Sod at Eroded Areas, Add/Install	4,500 SF	0	1314645

**Northshore Senior Center and Adult Day Center / Site**

<b>UF Code</b>	<b>Location</b>	<b>Condition</b>	<b>Asset/Component/Repair</b>	<b>Quantity</b>	<b>RUL</b>	<b>ID</b>
<b>Site Lighting</b>						
G4021	Site - Senior Center	Fair	Site Walkway Bollard Light, 70 - 250 WATT, Replace/Install	6	3	1314741
G4021	Parking lot - Senior Center	Good	Site Pole Light, 135 - 1000 WATT, Replace/Install	19	19	1314710
G4021	Site - Adult Day Center	Fair	Site Walkway Bollard Light, 70 - 250 WATT, Replace/Install	7	5	1313826
G4021	Parking lot - Adult Day Center	Fair	Site Pole Light, 105 - 200 WATT, Replace/Install	4	18	1313849
G4021	Site - Adult Day Center	Fair	Site Walkway Bollard Light, 70 - 150 WATT, Replace/Install	6	5	1313851

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**Appendix E:  
Replacement Reserves**

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Replacement Reserves Report

8/7/2019

Location Name	Uniformat Code	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	Subtotal	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Northshore Senior Center and Adult Day Center / Adult Day Center	A1039	1317136	Basement/Crawlspace, Trenching, Installation of Sump Pump & Moisture Barrier, Replace	0	0	0	10000	SF	\$22.90	\$229,031	\$229,031																
Northshore Senior Center and Adult Day Center / Adult Day Center	B2011	1313843	Exterior Wall, any Painted Surface, 3+ Stories, Prep & Paint	10	6	4	16800	SF	\$5.33	\$89,482					\$89,482										\$89,482		
Northshore Senior Center and Adult Day Center / Adult Day Center	B2021	1313791	Window, 12 SF, Replace	30	15	15	77	EA	\$892.16	\$68,696																\$68,696	
Northshore Senior Center and Adult Day Center / Adult Day Center	B2031	1313812	Exterior Door, Aluminum-Framed Fully-Glazed, Replace	30	15	15	15	EA	\$1,731.05	\$25,966																\$25,966	
Northshore Senior Center and Adult Day Center / Adult Day Center	B3011	1313803	Roof, Asphalt Shingle 30-Year, Replace	30	15	15	12600	SF	\$7.32	\$92,278																\$92,278	
Northshore Senior Center and Adult Day Center / Adult Day Center	C1031	1313840	Toilet Partitions, Plastic/Laminate, Replace	20	11	9	12	EA	\$998.68	\$11,984										\$11,984							
Northshore Senior Center and Adult Day Center / Adult Day Center	C3012	1313841	Interior Wall Finish, any surface, Prep & Paint	10	5	5	38300	SF	\$2.00	\$76,499					\$76,499												\$76,499
Northshore Senior Center and Adult Day Center / Adult Day Center	C3024	1313829	Interior Floor Finish, Vinyl Sheeting, Replace	15	15	0	960	SF	\$9.32	\$8,948	\$8,948															\$8,948	
Northshore Senior Center and Adult Day Center / Adult Day Center	C3024	1313880	Interior Floor Finish, Vinyl Sheeting, Replace	15	9	6	720	SF	\$9.32	\$6,711						\$6,711											
Northshore Senior Center and Adult Day Center / Adult Day Center	C3024	1314859	Interior Floor Finish, Laminate Faux Wood, Replace	15	8	7	2975	SF	\$9.32	\$27,730							\$27,730										
Northshore Senior Center and Adult Day Center / Adult Day Center	C3024	1313876	Interior Floor Finish, Rubber Tile, Replace	15	8	7	1920	SF	\$11.98	\$23,010							\$23,010										
Northshore Senior Center and Adult Day Center / Adult Day Center	C3024	1313846	Interior Floor Finish, Vinyl Sheeting, Replace	15	1	14	240	SF	\$9.32	\$2,237															\$2,237		
Northshore Senior Center and Adult Day Center / Adult Day Center	C3025	1313871	Interior Floor Finish, Carpet Commercial Standard, Replace	10	10	0	288	SF	\$9.99	\$2,876	\$2,876									\$2,876							
Northshore Senior Center and Adult Day Center / Adult Day Center	C3025	1313855	Interior Floor Finish, Carpet Commercial Standard, Replace	10	8	2	868	SF	\$9.99	\$8,669			\$8,669												\$8,669		
Northshore Senior Center and Adult Day Center / Adult Day Center	C3025	1317167	Interior Floor Finish, Carpet Commercial Standard, Replace	10	8	2	8390	SF	\$9.99	\$83,789			\$83,789												\$83,789		
Northshore Senior Center and Adult Day Center / Adult Day Center	C3032	1313881	Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	25	15	10	24790	SF	\$4.66	\$115,534										\$115,534							
Northshore Senior Center and Adult Day Center / Adult Day Center	D1011	1313882	Elevator Controls, 1 CAR, Modernize	20	13	7	1	EA	\$6,657.88	\$6,658							\$6,658										
Northshore Senior Center and Adult Day Center / Adult Day Center	D1011	1313833	Elevator, 4500 LB, Renovate	30	15	15	1	EA	\$99,868.13	\$99,868																\$99,868	
Northshore Senior Center and Adult Day Center / Adult Day Center	D1019	1313839	Elevator Cab Finishes, Standard w/out Stainless Steel Doors, Replace	10	5	5	1	EA	\$3,994.73	\$3,995					\$3,995											\$3,995	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2011	1313821	Toilet, Commercial Water Closet, Replace	30	15	15	17	EA	\$1,731.05	\$29,428																\$29,428	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2012	1313856	Urinal, Standard, Replace	30	15	15	1	EA	\$1,464.73	\$1,465																\$1,465	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2014	1313813	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China, Replace	30	15	15	14	EA	\$1,464.73	\$20,506																\$20,506	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2014	1313836	Commercial Kitchen Sink, Stainless Steel, 3-Bowl, Replace	30	15	15	2	EA	\$3,328.94	\$6,658																\$6,658	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2014	1313811	Service Sink, Wall-Hung, Replace	35	15	20	1	EA	\$1,864.21	\$1,864																	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2015	1313857	Bathtub/Shower Combination Enclosure, Fiberglass, Replace	20	12	8	3	EA	\$2,529.99	\$7,590									\$7,590								
Northshore Senior Center and Adult Day Center / Adult Day Center	D2018	1313862	Drinking Fountain, Interior, Replace	15	9	6	2	EA	\$2,529.99	\$5,060						\$5,060											
Northshore Senior Center and Adult Day Center / Adult Day Center	D2021	1313794	Backflow Preventer, 1.5 INCH, Replace	30	15	15	1	EA	\$4,261.04	\$4,261																\$4,261	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2021	1313825	Backflow Preventer, 2 INCH, Replace	30	15	15	1	EA	\$4,261.04	\$4,261																\$4,261	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2021	1313828	Backflow Preventer, 2 INCH, Replace	30	15	15	1	EA	\$4,261.04	\$4,261																\$4,261	
Northshore Senior Center and Adult Day Center / Adult Day Center	D2023	1313809	Water Heater, 100 GAL, Replace	20	16	4	1	EA	\$16,511.53	\$16,512					\$16,512												
Northshore Senior Center and Adult Day Center / Adult Day Center	D2023	1313873	Water Heater, 100 GAL, Replace	20	16	4	1	EA	\$16,511.53	\$16,512					\$16,512												
Northshore Senior Center and Adult Day Center / Adult Day Center	D2023	1313792	Domestic Circulation Pump, .5 HP, Replace	15	9	6	2	EA	\$3,462.10	\$6,924						\$6,924											
Northshore Senior Center and Adult Day Center / Adult Day Center	D2034	1313865	Grease Trap/Interceptor, Underground, Replace	20	15	5	1	EA	\$15,978.90	\$15,979					\$15,979												
Northshore Senior Center and Adult Day Center / Adult Day Center	D2091	1313800	Shut-Off Valve, Natural Gas, Kitchen Shut-Off Valve, Install	0	0	0	1	EA	\$1,198.42	\$1,198	\$1,198																
Northshore Senior Center and Adult Day Center / Adult Day Center	D3021	1313817	Boiler, 860 MBH, Replace	30	15	15	1	EA	\$45,007.24	\$45,007																\$45,007	
Northshore Senior Center and Adult Day Center / Adult Day Center	D3032	1313860	Ductless Split System, 1 TON, Replace	15	12	3	1	EA	\$4,660.51	\$4,661				\$4,661													
Northshore Senior Center and Adult Day Center / Adult Day Center	D3032	1313823	Ductless Split System, 2 TON, Replace	15	12	3	1	EA	\$6,391.56	\$6,392				\$6,392													
Northshore Senior Center and Adult Day Center / Adult Day Center	D3032	1313799	Ductless Split System, 1 TON, Replace	15	12	3	1	EA	\$4,660.51	\$4,661				\$4,661													
Northshore Senior Center and Adult Day Center / Adult Day Center	D3032	1313831	Ductless Split System, 3 TON, Replace	15	12	3	1	EA	\$8,122.61	\$8,123				\$8,123													
Northshore Senior Center and Adult Day Center / Adult Day Center	D3032	1313879	Ductless Split System, 1 TON, Replace	15	12	3	1	EA	\$4,660.51	\$4,661				\$4,661													
Northshore Senior Center and Adult Day Center / Adult Day Center	D3032	1313810	Ductless Split System, 1.5 TON, Replace	15	11	4	1	EA	\$6,391.56	\$6,392				\$6,392													
Northshore Senior Center and Adult Day Center / Adult Day Center	D3041	1314862	HVAC System Ductwork, Low Density, Replace	30	28	2	100	SF	\$11.36	\$1,136			\$1,136														
Northshore Senior Center and Adult Day Center / Adult Day Center	D3041	1313837	Air Handler (AHU), 2400 CFM, Replace	25	15	10	1	EA	\$19,973.63	\$19,974											\$19,974						
Northshore Senior Center and Adult Day Center / Adult Day Center	D3041	1313822	Air Handler (AHU), 800 CFM, Replace	25	15	10	1	EA	\$8,255.77	\$8,256											\$8,256						
Northshore Senior Center and Adult Day Center / Adult Day Center	D3041	1313872	Air Handler (AHU), 2700 CFM, Replace	25	15	10	1	EA	\$29,294.65	\$29,295											\$29,295						
Northshore Senior Center and Adult Day Center / Adult Day Center	D3041	1313854	Air Handler (AHU), 1730 CFM, Replace	25	15	10	1	EA	\$19,973.63	\$19,974											\$19,974						
Northshore Senior Center and Adult Day Center / Adult Day Center	D3041	1336233	HVAC System Ductwork, Medium Density, Replace	30	15	15	24790	SF	\$5.33	\$132,039																\$132,039	
Northshore Senior Center and Adult Day Center / Adult Day Center	D3042	1314860	Exhaust Fan, 2000 CFM, Replace	20	18	2	1	EA	\$932.10	\$932			\$932														
Northshore Senior Center and Adult Day Center / Adult Day Center	D3042	1313820	Exhaust Fan, 1800 CFM, Replace	20	15	5	1	EA	\$3,195.78	\$3,196					\$3,196												
Northshore Senior Center and Adult Day Center / Adult Day Center	D3042	1313796	Exhaust Fan, 900 CFM, Replace	20	15	5	1	EA	\$1,864.21	\$1,864					\$1,864												



Location Name	Uniform Code	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	Subtotal	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Northshore Senior Center and Adult Day Center / Adult Day Center	D3044	1313827	Distribution Pump, 2 HP, Replace	15	9	6	2	EA	\$6,791.03	\$13,582							\$13,582										
Northshore Senior Center and Adult Day Center / Adult Day Center	D3051	1313878	Unit Heater, Hydronic, 73 MBH, Replace	20	20	0	2	EA	\$2,796.31	\$5,593	\$5,593																
Northshore Senior Center and Adult Day Center / Adult Day Center	D3051	1313861	Air Conditioner, Residential Window/Thru-Wall, Replace	10	6	4	11	EA	\$665.79	\$7,324					\$7,324										\$7,324		
Northshore Senior Center and Adult Day Center / Adult Day Center	D3051	1313795	Air Conditioner, 1 TON, Replace	10	6	4	4	EA	\$2,929.47	\$11,718					\$11,718											\$11,718	
Northshore Senior Center and Adult Day Center / Adult Day Center	D3051	1313848	Radiator, Hydronic Baseboard (per LF), Replace	30	15	15	160	LF	\$199.74	\$31,958																\$31,958	
Northshore Senior Center and Adult Day Center / Adult Day Center	D3068	1313875	BAS/HVAC Controls, Basic System or Legacy Upgrades, Upgrade	15	14	1	24790	SF	\$3.33	\$82,524		\$82,524															\$82,524
Northshore Senior Center and Adult Day Center / Adult Day Center	D4011	1313801	Backflow Preventer, 6 INCH, Replace	30	15	15	1	EA	\$13,981.54	\$13,982																\$13,982	
Northshore Senior Center and Adult Day Center / Adult Day Center	D4019	1313868	Sprinkler Heads (per SF), , Replace	25	13	12	24790	SF	\$2.00	\$49,515												\$49,515					
Northshore Senior Center and Adult Day Center / Adult Day Center	D4091	1313806	Fire Suppression System, Commercial Kitchen (per LF of Hood), Install/Replace	20	15	5	12	LF	\$532.63	\$6,392						\$6,392											
Northshore Senior Center and Adult Day Center / Adult Day Center	D5022	1313874	Light Dimming Panel, Digital Multi-Purpose Time Control Clock & Photosensor, Replace	20	18	2	1	EA	\$6,231.77	\$6,232			\$6,232														
Northshore Senior Center and Adult Day Center / Adult Day Center	D5022	1313832	Light Fixture, 100 WATT, Replace	20	15	5	11	EA	\$253.00	\$2,783						\$2,783											
Northshore Senior Center and Adult Day Center / Adult Day Center	D5029	1313804	Lighting System, Interior, Medium Density & Standard Fixtures, Replace	20	8	12	24790	SF	\$10.65	\$264,078												\$264,078					
Northshore Senior Center and Adult Day Center / Adult Day Center	D5032	1313863	Wander Guard, Patient Management System/Devices, Replace	15	10	5	24790	SF	\$2.44	\$60,408						\$60,408											
Northshore Senior Center and Adult Day Center / Adult Day Center	D5037	1313853	Fire Alarm Control Panel, Addressable, Replace	15	10	5	1	EA	\$19,973.63	\$19,974						\$19,974											
Northshore Senior Center and Adult Day Center / Adult Day Center	D5037	1313797	Fire Alarm System, Standard Addressable, Upgrade/Install	20	12	8	24790	SF	\$5.33	\$132,039								\$132,039									
Northshore Senior Center and Adult Day Center / Adult Day Center	D5092	1313838	Emergency Light, 2-Head w/ Battery, Replace	10	15	0	12	EA	\$292.95	\$3,515	\$3,515										\$3,515						
Northshore Senior Center and Adult Day Center / Adult Day Center	D5092	1313877	Exit Sign Light Fixture, LED, Replace	10	7	3	16	EA	\$292.95	\$4,687				\$4,687										\$4,687			
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313805	Commercial Kitchen, Walk-In Refrigerator/Freezer, Evaporator, Replace	15	15	0	1	EA	\$6,125.25	\$6,125	\$6,125															\$6,125	
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313835	Commercial Kitchen, Steamer, Tabletop, Replace	10	7	3	1	EA	\$9,321.03	\$9,321					\$9,321									\$9,321			
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313834	Commercial Kitchen, Garbage Disposal, 3/4 HP, Replace	15	12	3	1	EA	\$5,059.99	\$5,060				\$5,060													
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313818	Commercial Kitchen, Warmer/Warming Drawers, Set of 4, Replace	15	10	5	1	EA	\$7,589.98	\$7,590						\$7,590											
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313815	Commercial Kitchen, Convection Oven, Single, Replace	10	5	5	1	EA	\$7,456.82	\$7,457						\$7,457										\$7,457	
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313808	Commercial Kitchen, Dishwasher, Replace	10	5	5	1	EA	\$28,628.86	\$28,629						\$28,629										\$28,629	
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313830	Commercial Kitchen, Range/Oven, 6-Burner, Replace	15	10	5	1	EA	\$7,989.45	\$7,989						\$7,989											
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313790	Commercial Kitchen, Exhaust Hood, 8 to 10 LF, Replace	15	9	6	1	EA	\$5,992.09	\$5,992						\$5,992											
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313869	Commercial Kitchen, Ice maker, Tabletop, Replace	10	4	6	1	EA	\$3,328.94	\$3,329						\$3,329											\$3,329
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313798	Commercial Kitchen, Exhaust Hood, 8 to 10 LF, Replace	15	9	6	1	EA	\$5,992.09	\$5,992						\$5,992											
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313864	Commercial Kitchen, Walk-In Combination Freezer/Refrigerator, Replace	20	11	9	1	EA	\$46,605.13	\$46,605								\$46,605									
Northshore Senior Center and Adult Day Center / Adult Day Center	E1093	1313816	Commercial Kitchen, Walk-In Refrigerator/Freezer, Evaporator, Replace	15	2	13	1	EA	\$6,125.25	\$6,125														\$6,125			
Northshore Senior Center and Adult Day Center / Adult Day Center	G2057	1313789	Irrigation System, , Replace	25	15	10	15600	SF	\$4.66	\$72,704											\$72,704						
Northshore Senior Center and Adult Day Center / Adult Day Center	P000X	1317143	Engineer, HVAC System, Controls Re-Balance, Evaluate/Report	0	0	0	1	EA	\$6,657.88	\$6,658	\$6,658																
Northshore Senior Center and Adult Day Center / Adult Day Center	P000X	1323302	Engineer, Environmental, Mold Remediation, Evaluate/Report	0	0	0	1	EA	\$4,660.51	\$4,661	\$4,661																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B1013	1314735	Balcony Floor Structure, Wood, Replace	25	25	0	60	SF	\$79.89	\$4,794	\$4,794																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B2011	1314657	Exterior Wall, Wood Clapboard Siding, 2 Stories, Replace	30	29	1	9300	SF	\$39.95	\$371,509		\$371,509															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B2021	1314744	Window, Vinyl, 12 SF, Replace	30	29	1	69	EA	\$1,451.15	\$100,129		\$100,129															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B2031	1314674	Exterior Door, Aluminum-Framed Fully-Glazed, Replace	30	23	7	6	EA	\$1,731.05	\$10,386								\$10,386									
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B2032	1314748	Exterior Door, Steel, Replace	40	25	15	21	EA	\$798.95	\$16,778															\$16,778		
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B3011	1314661	Roof, Asphalt Shingle 20-Year, Replace	20	20	0	8100	SF	\$5.06	\$40,986	\$40,986																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B3011	1314715	Roof, Single-Ply TPO/PVC Membrane, Replace	20	20	0	11350	SF	\$22.64	\$256,927	\$256,927																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B3021	1314700	Skylight, per unit (9-20 SF), Replace	30	30	0	1	EA	\$1,731.05	\$1,731	\$1,731																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	B3021	1314686	Roof Skylight, per SF of glazing, Replace	30	30	0	80	SF	\$66.58	\$5,326	\$5,326																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C1012	1314654	Movable Partitions, Fabric Office 6' Height, Replace	25	22	3	40	LF	\$39.15	\$1,566				\$1,566													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C1021	1314751	Interior Door, Wood Solid-Core, Replace	40	27	13	77	EA	\$932.10	\$71,772													\$71,772				
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C1031	1314644	Toilet Partitions, Plastic/Laminate, Replace	20	15	5	17	EA	\$998.68	\$16,978						\$16,978											
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3012	1314707	Interior Wall Finish, any surface, Prep & Paint	10	5	5	38400	SF	\$2.00	\$76,699						\$76,699										\$76,699	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3024	1314701	Interior Floor Finish, Maple Sports Floor, Sand & Refinish	10	9	1	3000	SF	\$6.66	\$19,974		\$19,974										\$19,974					
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3024	1314663	Interior Floor Finish, Vinyl Sheeting, Replace	15	6	9	239.76	SF	\$9.32	\$2,235									\$2,235								
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3024	1314755	Interior Floor Finish, Ceramic Tile, Replace	40	27	13	720	SF	\$23.97	\$17,257														\$17,257			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3025	1314670	Interior Floor Finish, Carpet Commercial Standard, Replace	10	7	3	11000	SF	\$9.99	\$109,855				\$109,855										\$109,855			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3025	1314693	Interior Floor Finish, Carpet Commercial Tile, Replace	10	3	7	6000	SF	\$8.66	\$51,931								\$51,931									
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3025	1314733	Interior Floor Finish, Carpet Commercial Standard, Replace	10	1	9	2300	SF	\$9.99	\$22,970										\$22,970							
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3025	1314678	Interior Floor Finish, Carpet Commercial Standard, Replace	10	0	10	300	SF	\$9.99	\$2,996											\$2,996						
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3031	1314659	Interior Ceiling Finish, any flat surface, Prep & Paint	10	4	6	4800	SF	\$2.66	\$12,783						\$12,783										\$12,783	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	C3032	1314683	Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	25	20	5	19200	SF	\$4.66	\$89,482						\$89,482											
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D1011	1314675	Elevator, 2500 LB, Renovate	30	27	3	1	EA	\$73,236.63	\$73,237					\$73,237												

Location Name	Uniformat Code	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost * Subtotal	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D1011	1314682	Elevator Controls, 1 CAR, Modernize	20	17	3	1	EA	\$6,657.88 \$6,658				\$6,658													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D1013	1314719	Wheelchair Lift, 5' Rise, Renovate	25	22	3	1	EA	\$24,500.98 \$24,501				\$24,501													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D1019	1314649	Elevator Cab Finishes, Standard w/out Stainless Steel Doors, Replace	10	7	3	1	EA	\$3,994.73 \$3,995				\$3,995										\$3,995			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2011	1314720	Toilet, Commercial Water Closet, Replace	30	27	3	16	EA	\$1,731.05 \$27,697				\$27,697													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2012	1314677	Urinal, Standard, Replace	30	27	3	5	EA	\$1,464.73 \$7,324				\$7,324													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2014	1314692	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China, Replace	30	28	2	8	EA	\$1,464.73 \$11,718			\$11,718														
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2014	1314671	Commercial Kitchen Sink, Stainless Steel, 3-Bowl, Replace	30	18	12	1	EA	\$3,328.94 \$3,329														\$3,329			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2014	1314704	Commercial Kitchen Sink, Stainless Steel, 2-Bowl, Replace	30	18	12	1	EA	\$2,796.31 \$2,796														\$2,796			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2014	1314691	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China, Replace	30	10	20	3	EA	\$1,464.73 \$4,394																	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2018	1314728	Drinking Fountain, Interior, Replace	15	12	3	1	EA	\$2,529.99 \$2,530				\$2,530													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2021	1314739	Backflow Preventer, 1 INCH, Replace	30	25	5	1	EA	\$1,864.21 \$1,864					\$1,864												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2021	1314708	Backflow Preventer, 2 INCH, Replace	30	24	6	1	EA	\$4,261.04 \$4,261						\$4,261											
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2023	1314737	Water Heater, Instant Hot, Electric, Replace	15	14	1	1	EA	\$665.79 \$666		\$666															\$666
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2023	1314730	Water Heater, 50 GAL, Replace	15	7	8	1	EA	\$1,731.05 \$1,731									\$1,731								
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2023	1314681	Water Heater, 76 GAL, Replace	20	6	14	1	EA	\$16,511.53 \$16,512														\$16,512			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2029	1314648	Plumbing System, Supply & Sanitary, Medium Density (excl fixtures), Replace	40	27	13	23976	SF	\$14.65 \$351,184														\$351,184			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2033	1314705	Floor Drain, , Install	40	40	0	4	EA	\$832.53 \$3,330	\$3,330																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D2034	1314638	Grease Trap/Interceptor, Underground, Replace	20	16	4	1	EA	\$15,978.90 \$15,979				\$15,979													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314640	Condensing Unit/Heat Pump, 2.5 TON, Replace	15	14	1	1	EA	\$5,059.99 \$5,060		\$5,060															\$5,060
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314676	Condensing Unit/Heat Pump, 5 TON, Replace	15	14	1	1	EA	\$9,454.18 \$9,454		\$9,454															\$9,454
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314653	Condensing Unit/Heat Pump, 2 TON, Replace	15	14	1	1	EA	\$4,527.36 \$4,527		\$4,527															\$4,527
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314756	Condensing Unit/Heat Pump, 10 TON, Replace	15	14	1	1	EA	\$22,903.09 \$22,903		\$22,903															\$22,903
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314752	Condensing Unit/Heat Pump, 3.5 TON, Replace	15	14	1	1	EA	\$6,125.25 \$6,125		\$6,125															\$6,125
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314747	Condensing Unit/Heat Pump, 5 TON, Replace	15	14	1	1	EA	\$9,454.18 \$9,454		\$9,454															\$9,454
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314652	Condensing Unit/Heat Pump, 3.5 TON, Replace	15	14	1	1	EA	\$6,125.25 \$6,125		\$6,125															\$6,125
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314688	Condensing Unit/Heat Pump, 5 TON, Replace	15	14	1	1	EA	\$9,454.18 \$9,454		\$9,454															\$9,454
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3032	1314702	Condensing Unit/Heat Pump, 3.5 TON, Replace	15	14	1	1	EA	\$6,125.25 \$6,125		\$6,125															\$6,125
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3041	1314712	Gas Heater, 160 MBH, Replace	20	19	1	1	EA	\$8,788.40 \$8,788		\$8,788															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3041	1314754	HVAC System Ductwork, Medium Density, Replace	30	29	1	23976	SF	\$5.33 \$127,703		\$127,703															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3041	1314672	Air Handler (AHU), 4000 CFM, Replace	25	24	1	1	EA	\$29,294.65 \$29,295		\$29,295															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3042	1314697	Exhaust Fan, 4200 CFM, Replace	20	16	4	1	EA	\$3,994.73 \$3,995				\$3,995													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3042	1314662	Exhaust Fan, 2640 CFM, Replace	20	14	6	1	EA	\$3,994.73 \$3,995						\$3,995											
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314669	Furnace, 88 MBH, Replace	20	19	1	1	EA	\$5,592.62 \$5,593		\$5,593															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314695	Furnace, 110 MBH, Replace	20	19	1	1	EA	\$8,255.77 \$8,256		\$8,256															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314738	Furnace, 44 MBH, Replace	20	19	1	1	EA	\$3,595.25 \$3,595		\$3,595															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314665	Furnace, 110 MBH, Replace	20	19	1	1	EA	\$8,255.77 \$8,256		\$8,256															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314757	Furnace, 110 MBH, Replace	20	19	1	1	EA	\$8,255.77 \$8,256		\$8,256															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314753	Furnace, 44 MBH, Replace	20	19	1	1	EA	\$3,595.25 \$3,595		\$3,595															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314666	Furnace, 88 MBH, Replace	20	19	1	1	EA	\$5,592.62 \$5,593		\$5,593															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314698	Furnace, 88 MBH, Replace	20	19	1	1	EA	\$5,592.62 \$5,593		\$5,593															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314660	Unit Heater, 1 kW, Replace	20	17	3	1	EA	\$1,597.89 \$1,598				\$1,598													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314709	Air Conditioner, Residential Window/Thru-Wall, Replace	10	6	4	1	EA	\$665.79 \$666				\$666										\$666			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3051	1314664	Baseboard Heater, 1500 WATTS, Replace	25	20	5	2	EA	\$346.21 \$692					\$692												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3052	1314643	Packaged Unit (RTU), 12 TON, Replace	20	19	1	1	EA	\$33,289.38 \$33,289		\$33,289															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3052	1314714	Packaged Unit (RTU), 20 TON, Replace	20	19	1	1	EA	\$53,263.00 \$53,263		\$53,263															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D3052	1314727	Packaged Unit (RTU), 7.5 TON, Replace	20	19	1	1	EA	\$19,973.63 \$19,974		\$19,974															
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D4011	1314696	Backflow Preventer, 6 INCH, Replace	30	22	8	1	EA	\$13,981.54 \$13,982									\$13,982								
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D4019	1314687	Sprinkler Heads (per SF), , Replace	25	17	8	23976	SF	\$2.00 \$47,889									\$47,889								
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D4091	1314647	Fire Suppression System, Commercial Kitchen (per LF of Hood), Install/Replace	20	17	3	10	LF	\$532.63 \$5,326				\$5,326													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5012	1314743	Distribution Panel, 400 AMP, Replace	30	22	8	2	EA	\$7,989.45 \$15,979													\$15,979				
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5012	1314750	Distribution Panel, 400 AMP, Replace	30	22	8	2	EA	\$7,323.66 \$14,647													\$14,647				
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5012	1314749	Building/Main Switchboard, 1200 AMP, Replace	40	22	18	1	EA	\$87,883.95 \$87,884																	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5019	1314740	Full Electrical System Upgrade, Medium Density/Complexity, Replace	40	23	17	23976	SF	\$23.97 \$574,665																	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5022	1314731	Light Fixture, 50 WATT, Replace	20	17	3	16	EA	\$332.89 \$5,326				\$5,326													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5022	1314679	Light Dimming Panel, Basic, Replace	20	16	4	1	EA	\$2,343.57 \$2,344					\$2,344												

Location Name	Uniform Code	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost *	Subtotal	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5029	1314718	Lighting System, Interior, Medium Density & Standard Fixtures, Replace	20	2	18	23976	SF	\$10.65	\$255,407																	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5037	1314716	Fire Alarm Control Panel, Addressable, Replace	15	0	15	1	EA	\$19,973.63	\$19,974																\$19,974	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5037	1314680	Fire Alarm System, Basic/Zoned, Upgrade/Install	20	0	20	23976	SF	\$2.66	\$63,852																	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	D5092	1314690	Exit Sign Light Fixture, LED, Replace	10	7	3	20	EA	\$292.95	\$5,859				\$5,859										\$5,859			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314723	Commercial Kitchen, Garbage Disposal, 1 to 3 HP, Replace	15	13	2	1	EA	\$5,059.99	\$5,060			\$5,060														
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314641	Commercial Kitchen, Dishwasher, Replace	10	8	2	1	EA	\$28,628.86	\$28,629			\$28,629													\$28,629	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314711	Commercial Kitchen, Steamer, Freestanding, Replace	10	8	2	1	EA	\$13,981.54	\$13,982			\$13,982													\$13,982	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314658	Commercial Kitchen, Range/Oven, 4-Burner w/ Griddle, Replace	15	12	3	1	EA	\$8,921.55	\$8,922				\$8,922													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314729	Commercial Kitchen, Convection Oven, Double, Replace	10	7	3	1	EA	\$12,649.96	\$12,650				\$12,650												\$12,650	
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314745	Commercial Kitchen, Freezer, 2-Door Reach-In, Replace	15	12	3	1	EA	\$6,791.03	\$6,791				\$6,791													
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314742	Commercial Kitchen, Freezer, Chest, Replace	15	11	4	1	EA	\$2,396.84	\$2,397					\$2,397												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314655	Commercial Kitchen, Freezer, Chest, Replace	15	11	4	1	EA	\$2,396.84	\$2,397					\$2,397												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314689	Commercial Kitchen, Warmer/Warming Drawers, Set of 4, Replace	15	11	4	1	EA	\$7,589.98	\$7,590					\$7,590												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314673	Commercial Kitchen, Warmer/Warming Drawers, Set of 4, Replace	15	11	4	1	EA	\$7,589.98	\$7,590					\$7,590												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314732	Commercial Kitchen, Exhaust Hood, 8 to 10 LF, Replace	15	8	7	1	EA	\$5,992.09	\$5,992								\$5,992									
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314703	Commercial Kitchen, Exhaust Hood, 8 to 10 LF, Replace	15	8	7	1	EA	\$5,992.09	\$5,992								\$5,992									
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314651	Commercial Kitchen, Walk-In Combination Freezer/Refrigerator, Replace	20	12	8	1	EA	\$46,605.13	\$46,605									\$46,605								
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314642	Commercial Kitchen, Ice maker, Tabletop, Replace	10	1	9	1	EA	\$3,328.94	\$3,329										\$3,329							
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1093	1314685	Commercial Kitchen, Walk-In Refrigerator/Freezer, Condenser, Replace	15	1	14	1	EA	\$8,388.92	\$8,389															\$8,389		
Northshore Senior Center and Adult Day Center / Northshore Senior Center	E1094	1314706	Residential Appliances, Dishwasher, Replace	10	8	2	1	EA	\$932.10	\$932			\$932											\$932			
Northshore Senior Center and Adult Day Center / Northshore Senior Center	G2057	1314721	Irrigation System, , Replace/Install	25	20	5	80400	SF	\$4.66	\$374,705					\$374,705												
Northshore Senior Center and Adult Day Center / Northshore Senior Center	G3099	1314713	Pipe & Fittings, 3 INCH, Install	40	40	0	80	LF	\$85.09	\$6,807	\$6,807																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	P000X	1315841	Architect/Engineer, Building Envelope, Facade, Evaluate/Report	0	0	0	1	EA	\$9,321.03	\$9,321	\$9,321																
Northshore Senior Center and Adult Day Center / Northshore Senior Center	P000X	1314650	Engineer, Environmental, Mold Remediation, Evaluate/Report	0	0	0	1	EA	\$4,660.51	\$4,661	\$4,661																
Northshore Senior Center and Adult Day Center / Pedestrian Bridge	B1012	1314668	Structural Flooring/Decking, Metal, Refinish	10	8	2	2000	SF	\$3.62	\$7,241			\$7,241													\$7,241	
Northshore Senior Center and Adult Day Center / Pedestrian Bridge	G2034	1314646	Bridge, Pedestrian Walkway, Concrete, Reseal	10	8	2	2000	SF	\$3.53	\$7,057			\$7,057													\$7,057	
Northshore Senior Center and Adult Day Center / Site	G1031	1313867	Bioswales, Drain, dredge and regrade, Regrade/Establish	0	0	0	7900	SF	\$2.84	\$22,438	\$22,438																
Northshore Senior Center and Adult Day Center / Site	G2012	1314694	Roadways, Asphalt Pavement, Mill & Overlay	25	24	1	15800	SF	\$4.66	\$73,636		\$73,636															
Northshore Senior Center and Adult Day Center / Site	G2022	1313866	Parking Lots, Asphalt Pavement, Seal & Stripe	5	4	1	17285	SF	\$0.60	\$10,357		\$10,357				\$10,357										\$10,357	\$10,357
Northshore Senior Center and Adult Day Center / Site	G2022	1314736	Parking Lots, Asphalt Pavement, Seal & Stripe	5	4	1	63166	SF	\$0.37	\$23,551		\$23,551				\$23,551										\$23,551	\$23,551
Northshore Senior Center and Adult Day Center / Site	G2022	1313788	Parking Lots, Asphalt Pavement, Mill & Overlay	25	14	11	17285	SF	\$4.66	\$80,557																\$80,557	
Northshore Senior Center and Adult Day Center / Site	G2031	1313802	Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas, Replace	50	35	15	8000	SF	\$26.63	\$213,052																\$213,052	
Northshore Senior Center and Adult Day Center / Site	G2041	1313870	Fences & Gates, Chain Link, 6' High, Replace	40	40	0	160	LF	\$27.96	\$4,474	\$4,474																
Northshore Senior Center and Adult Day Center / Site	G2041	1313814	Fences & Gates, Chain Link, 6' High, Replace	40	39	1	475	LF	\$50.79	\$24,125		\$24,125															
Northshore Senior Center and Adult Day Center / Site	G2044	1313824	Signage, Property, Monument/Pylon, Replace	20	20	0	1	EA	\$12,649.96	\$12,650	\$12,650																
Northshore Senior Center and Adult Day Center / Site	G2044	1314746	Signage, Property, Monument/Pylon, Replace/Install	20	15	5	1	EA	\$12,649.96	\$12,650					\$12,650												
Northshore Senior Center and Adult Day Center / Site	G2049	1313852	Dumpster Accessories, Enclosures, Wood/Metal Gates, Replace/Install	20	18	2	2	EA	\$2,263.68	\$4,527			\$4,527														
Northshore Senior Center and Adult Day Center / Site	G2049	1314699	Prefabricated/Ancillary Building or Structure, All Components, Replace	35	27	8	50	SF	\$159.79	\$7,989									\$7,989								
Northshore Senior Center and Adult Day Center / Site	G2049	1314725	Prefabricated/Ancillary Building or Structure, All Components, Replace	35	15	20	60	SF	\$159.79	\$9,587																	
Northshore Senior Center and Adult Day Center / Site	G2055	1314645	Landscaping, Sod at Eroded Areas, Add/Install	0	0	0	4500	SF	\$1.33	\$5,980	\$5,980																
Northshore Senior Center and Adult Day Center / Site	G4021	1314741	Site Walkway Bollard Light, 70 - 250 WATT, Replace/Install	20	17	3	6	EA	\$1,198.42	\$7,191				\$7,191													
Northshore Senior Center and Adult Day Center / Site	G4021	1313826	Site Walkway Bollard Light, 70 - 250 WATT, Replace/Install	20	15	5	7	EA	\$1,198.42	\$8,389					\$8,389												
Northshore Senior Center and Adult Day Center / Site	G4021	1313851	Site Walkway Bollard Light, 70 - 150 WATT, Replace/Install	20	15	5	6	EA	\$932.10	\$5,593					\$5,593												
Northshore Senior Center and Adult Day Center / Site	G4021	1313849	Site Pole Light, 105 - 200 WATT, Replace/Install	20	2	18	4	EA	\$5,326.30	\$21,305																	
Northshore Senior Center and Adult Day Center / Site	G4021	1314710	Site Pole Light, 135 - 1000 WATT, Replace/Install	20	1	19	19	EA	\$5,326.30	\$101,200																	
<b>Totals, Unescalated</b>											<b>\$648,030</b>	<b>\$1,106,749</b>	<b>\$179,904</b>	<b>\$358,588</b>	<b>\$190,895</b>	<b>\$829,805</b>	<b>\$102,538</b>	<b>\$131,699</b>	<b>\$288,451</b>	<b>\$87,123</b>	<b>\$275,123</b>	<b>\$134,439</b>	<b>\$470,017</b>	<b>\$592,705</b>	<b>\$136,327</b>	<b>\$1,038,788</b>	<b>\$212,43</b>
<b>Totals, Escalated (3.0% inflation, compounded annually)</b>											<b>\$648,030</b>	<b>\$1,139,951</b>	<b>\$190,860</b>	<b>\$391,839</b>	<b>\$214,854</b>	<b>\$961,972</b>	<b>\$122,435</b>	<b>\$161,974</b>	<b>\$365,401</b>	<b>\$113,675</b>	<b>\$369,743</b>	<b>\$186,095</b>	<b>\$670,132</b>	<b>\$870,408</b>	<b>\$206,206</b>	<b>\$1,618,398</b>	<b>\$340,90</b>



**TO:** Chair McNeal and Members of the NPRSA Board

**FROM:** Carly Joerger, Levy Coordinator (Presenter)

**DATE:** September 16, 2020

**SUBJECT:** Consideration of Minute Order # MO-20-06, adopting the 2020-2021 Capital Repairs Plan and Department of Commerce Grant Budget

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**POLICY CONSIDERATION:** This item asks the Board to consider if the Board should adopt the proposed Capital Repairs Plan and Department of Commerce Grant Budget.

If approved, this would direct the Administering Agency staff to begin procuring contractors, administering the levy funds to pay for the repairs included in the plan, and drawing down funds made available from the Department of Commerce Grant.

**HISTORY:** In summer 2019, the NPRSA was awarded a \$500,000 reimbursement-based grant from the Department of Commerce for repairs to the buildings under its ownership and leased by the Northshore Senior Center. On November 5, 2019 voters within the Northshore Parks and Recreation Service Area taxing district approved a levy raising funds for repairs to these buildings. The levy is anticipated to raise \$1.2 million per year through the end of 2025. On June 17, 2020, the NPRSA 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 and grant funding for capital repairs to the buildings, including capital repairs planning.

**DISCUSSION:** The Capital Repairs Plan includes a prioritized list of repairs, estimated costs, and estimated schedule (see Attachment 1). Several factors were considered:

- Cash flow – the NPRSA only receives property tax revenue twice per year.
- Dept of Commerce Grant – repairs must meet eligibility requirements.
- Urgency – some repairs have been deemed more time-sensitive than others.
- Season – some repairs may only be completed in the summer or fall, whereas others could be completed in the winter months.



- NSC Programming – repairs should be planned to minimize disruption to the Senior Center programs, which are temporarily canceled due to Covid-19 related precautions.

The proposed Capital Repairs Plan was informed by the 2019 Facility Condition Assessment and through consultation with staff at the Northshore Senior Center. The costs listed are estimates and will be updated as more accurate bids are received.

The NPRSA has sufficient cash flow to support the project schedule set forth in the proposed budget. The “Revenues” show levy funds that are set aside for capital outlay in the 2020 budget, or \$1.2 million per year. Additionally, an emergency reserve of \$100,000 is set aside. Despite these assumptions, cash flow does not dip below \$348,000 at any point.

#### Department of Commerce Grant

In order to utilize the reimbursement-style grant funding available from the Department of Commerce, staff will need to submit documentation to develop a contract including a project budget and scope of work. After the administration fee, \$490,000 is available for projects for the NPRSA. Eligible costs include design, architectural, and engineering work; construction labor and materials; capitalized equipment and furnishings (useful life must be at least 13 years); and construction management costs, to name a few. Although many of the needed repairs fit the criteria, staff propose the Board only submit projects that will occur prior to the close of the State’s biennium on June 30, 2021. On this date, the budget appropriation lapses and the grant funding is no longer secured. Commerce agrees to automatically request a reappropriation of any unspent funds, but does not guarantee the Legislature will agree to extend the funding. It is in the best interest of the Board to spend down the \$490,000 available prior to June 30, 2021.

Therefore, staff propose submitting a project budget to the Department of Commerce (see Attachment 2) that includes:

- Replacing the Fire System Panel, water heater, and roller door in the Northshore Senior Center;
- Replacing the carpet and restroom flooring in the Adult Day Health Center;
- Replacing the carpet in the Northshore Senior Center;
- Repairing the sump pump, replacing the moisture barrier, and addressing standing water in the crawlspace of the Adult Day Health Center;
- Replacing the balcony flooring in the Northshore Senior Center; and

- Design services for an architect to support planning for the roof, HVAC, siding, and windows replacement project on the Northshore Senior Center.

Reimbursement from the Grant is assumed to be deposited two months following payment. This allows for staff to pay invoices, submit vouchers for Board approval, prepare reimbursement documentation for the Dept of Commerce to process, and receive the reimbursement. Based on the proposed schedule, the NPRSA can expect to close out the contract in the summer of 2021. These assumptions also support a healthy cash balance throughout the 2020-2021 project schedule.

**FISCAL IMPACTS:** | These items are budgeted for in the 2020 budget, and if approved will be included in the 2021 budget for Board consideration.

**ATTACHMENTS:** | Att-1. 2020-2021 Capital Repairs Plan  
Att-2. Department of Commerce Grant Budget

**RECOMMENDED ACTION:** | Move to approve Minute Order # MO-20-06, adopting the proposed 2020-2021 Capital Repairs Plan and Department of Commerce Grant Budget.

# NPRSA 2020-2021 Capital Repairs Plan

2020

	June	July	August	September	October	November	December
Starting Fund Balance	\$ -	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 397,000.00	\$ 992,000.00	\$ 652,000.00
<b>REVENUES</b>							
Levy Funds for Capital Outlay	\$ 600,000.00	\$ -			\$ 600,000.00		
DOC Grant Reimbursement	\$ -	\$ -					\$ 31,000.00
<i>Revenue Sub-total</i>	<i>\$ 600,000.00</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 600,000.00</i>	<i>\$ -</i>	<i>\$ 31,000.00</i>
<b>EXPENDITURES</b>							
NSC Reimbursement*	\$ -	\$ -		\$ 90,000.00			
Mold assessment				\$ 1,000.00			
Grease Trap Repair (ADHC)				\$ 10,000.00			
Kitchen shut off valve (ADHC)				\$ 2,000.00			
Roof cleaned and assessed (ADHC)					\$ 5,000.00		
Crawlspace Sump Pump (ADHC)*						\$ 300,000.00	
Building Control System (ADHC)						\$ 20,000.00	
Mold mitigation, floor drain (NSC)						\$ 20,000.00	
Carpet replaced (ADHC)*							\$ 20,000.00
Restroom floor replaced (ADHC)*							\$ 30,000.00
Balcony flooring replaced (NSC)*							
Painting (NSC)							
Carpet replaced (NSC)*							
A&E Services and Permits (NSC)*							\$ 5,000.00
Roof and HVAC Replacement (NSC)							
Replace siding and windows (NSC)							
Pedestrian Bridge Refinish							
<i>Expenditure Sub-total</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 103,000.00</i>	<i>\$ 5,000.00</i>	<i>\$ 340,000.00</i>	<i>\$ 55,000.00</i>
Emergency Fund Reserves				\$ 100,000.00			
Ending Fund Balance	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 397,000.00	\$ 992,000.00	\$ 652,000.00	\$ 628,000.00

\*submitted for DOC Grant

2021

	January	February	March	April	May	June
Starting Fund Balance	\$ 628,000.00	\$ 921,000.00	\$ 859,000.00	\$ 866,000.00	\$ 958,000.00	\$ 1,408,000.00
<b>REVENUES</b>						
Levy Funds for Capital Outlay					\$ 600,000.00	
DOC Grant Reimbursement	\$ 300,000.00	\$ 55,000.00	\$ 7,000.00	\$ 97,000.00		
<i>Revenue Sub-total</i>	\$ 300,000.00	\$ 55,000.00	\$ 7,000.00	\$ 97,000.00	\$ 600,000.00	\$ -
<b>EXPENDITURES</b>						
NSC Reimbursement*						
Mold assessment						
Grease Trap Repair (ADHC)						
Kitchen shut off valve (ADHC)						
Roof cleaned and assessed (ADHC)						
Crawlspace Sump Pump (ADHC)*						
Building Control System (ADHC)						
Mold mitigation, floor drain (NSC)						
Carpet replaced (ADHC)*						
Restroom floor replaced (ADHC)*						
Balcony flooring replaced (NSC)*	\$ 7,000.00					
Painting (NSC)		\$ 20,000.00				
Carpet replaced (NSC)*		\$ 90,000.00				
A&E Services and Permits (NSC)*		\$ 7,000.00		\$ 5,000.00		\$ 5,000.00
Roof and HVAC Replacement (NSC)					\$ 150,000.00	\$ 560,000.00
Replace siding and windows (NSC)						\$ 100,000.00
Pedestrian Bridge Refinish						
<i>Expenditure Sub-total</i>	\$ 7,000.00	\$ 117,000.00	\$ -	\$ 5,000.00	\$ 150,000.00	\$ 665,000.00
Emergency Fund Reserves						
Ending Fund Balance	\$ 921,000.00	\$ 859,000.00	\$ 866,000.00	\$ 958,000.00	\$ 1,408,000.00	\$ 743,000.00

\*submitted for DOC Grant

2021

	July	August	September	October	November	December
Starting Fund Balance	\$ 743,000.00	\$ 363,000.00	\$ 348,000.00	\$ 348,000.00	\$ 948,000.00	\$ 948,000.00
<b>REVENUES</b>						
Levy Funds for Capital Outlay				\$ 600,000.00		
DOC Grant Reimbursement						
<i>Revenue Sub-total</i>	\$ -	\$ -	\$ -	\$ 600,000.00	\$ -	\$ -
<b>EXPENDITURES</b>						
NSC Reimbursement*						
Mold assessment						
Grease Trap Repair (ADHC)						
Kitchen shut off valve (ADHC)						
Roof cleaned and assessed (ADHC)						
Crawlspace Sump Pump (ADHC)*						
Building Control System (ADHC)						
Mold mitigation, floor drain (NSC)						
Carpet replaced (ADHC)*						
Restroom floor replaced (ADHC)*						
Balcony flooring replaced (NSC)*						
Painting (NSC)						
Carpet replaced (NSC)*						
A&E Services and Permits (NSC)*						
Roof and HVAC Replacement (NSC)						
Replace siding and windows (NSC)	\$ 380,000.00					
Pedestrian Bridge Refinish		\$ 15,000.00				
<i>Expenditure Sub-total</i>	\$ 380,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
Emergency Fund Reserves						
Ending Fund Balance	\$ 363,000.00	\$ 348,000.00	\$ 348,000.00	\$ 948,000.00	\$ 948,000.00	\$ 948,000.00

\*submitted for DOC Grant



## NPRSA Department of Commerce Grant Project Budget

Scope of Work	Total Estimated Project Cost	Grant Portion	Dedicated Levy Match
Fire Safety Equipment	\$ 31,152.03	\$ 31,152.03	\$ -
Flooring Replaced	\$ 140,000.00	\$ 140,000.00	\$ -
Sump Pump	\$ 300,000.00	\$ 300,000.00	\$ -
Balcony Floor	\$ 7,000.00	\$ 7,000.00	\$ -
Design Services	\$ 20,000.00	\$ 11,847.97	\$ 8,152.03
Roof, HVAC, siding, and windows	\$ 1,190,000.00	\$ -	\$ 1,190,000.00
<b>TOTAL</b>	<b>\$ 1,688,152.03</b>	<b>\$ 490,000.00</b>	<b>\$ 1,198,152.03</b>



**TO:** Chair McNeal and Members of the NPRSA Board

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

**DATE:** September 16, 2020

**SUBJECT:** Discussion of 2021 Budget Priorities

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**POLICY CONSIDERATION:** This item asks the Board to have a high-level discussion of their 2021 Budget Priorities. The discussion will aid staff in drafting the 2021 budget for Board consideration prior to year-end.

**HISTORY:** The NPRSA Board regularly adopts an annual budget by year-end of the prior year.

**DISCUSSION:** Staff is currently preparing a draft 2021 Budget for Board consideration. To aid in the development process, the Board is asked to consider discussing the following questions and to give input and direction to staff on the following topics:

*The Basics*

- Why does the NPRSA exist?
- What about the NPRSA makes us proud?
- What are the opportunities available to the NPRSA in our current environment?
- What do we care deeply about?
- How do we know if we are succeeding?

*Possible Priorities*

1. Capital Repairs?
2. Fiscal Responsibility?
3. Safe Facilities?
4. Risk Mitigation?
5. Community Connection & Service?

*Specific Considerations for 2021*

Community Connection & Service

- Review the Amended NPRSA ILA (establishing document), if applicable present changes to each member agency for ratification
  - Billing of member agencies per the ILA – Snohomish County, King County, and Cities of Woodinville, Kenmore, and Bothell
- Research/consider investing in virtual meeting software for the Board
- Add additional information to website for easy access

Risk Mitigation & Fiscal Responsibility

- Records and retention program (in-progress)
  - 1-year limited term employee hired and working to organize the physical and electronic documents of the organization
- Insurance review
  - In-depth review of insurance coverage on facilities
- Audit – occurs every three (3) years, due 2021

Capital Repairs & Safe Facilities

- Capital repairs as outlined in the adopted Capital Repair Plan document
  - Use and submit for Department of Commerce Grant reimbursement - \$500,000
- Proposal of Coordinator to Manager level position
  - Increased duties and responsibilities for project management and employee supervision entail transition of Levy Coordinator position to a more appropriate Levy Manager type position. (Offset by reduction in Executive Director time)
- New Processes to be created by Staff to allow for Tenant Requests for Capital Repair consideration
- Track useful life expectancy, regular maintenance schedules, and propose a plan for capital reserve funds.

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

**ATTACHMENTS:** | None at this time.

**RECOMMENDED ACTION:** | This item is for discussion by the Board and for Staff to receive input. Staff will prepare a future agenda item for Board action based upon the direction received.