

## Board Meeting Agenda

15 March 2023, 6:30 PM

**Public Notice:** This Board Meeting will be held in-person in **Room 202** of the Northshore Senior Center. Those wishing to attend remotely may do so using the links below. Members of the public are encouraged to attend and participate in the meeting.

Join on your computer, mobile app or room device using [this link](#).

Meeting ID: 290 762 858 362

Passcode: M43mk2

**Or call in (audio only) at 332-249-0718**

Phone Conference ID 545499337#

### **To provide Public Comment:**

Submit your written Public Comment before 3:00PM (day of meeting) to the Clerk of the Board at [barbara.glass@bothellwa.gov](mailto:barbara.glass@bothellwa.gov).

1. Call to Order – 6:30 PM
2. Public Comment
3. Consent Agenda
  - a. Minutes from 13 February 2023 Meeting
  - b. Vouchers paid 2 March 2023 in the amount of \$18,202.00
4. Action Items
  - a. Consideration of Agreement **A-21-05-02**, *Second Addendum to Northshore Parks and Recreation Service Area Professional Services Agreement* with Cornerstone Architectural Group
  - b. Consideration of Northshore Senior Center Building Envelope Investigation and Assessment
5. Discussion Items
  - a. Q4 2022 Financial Report
  - b. Long-Term Maintenance Strategy Planning
6. Reports
  - a. Capital Repairs Update, NPRSA Program Manager Christine Scotton
  - b. Northshore Senior Center Brief, NSC CEO Nathan Phillips
7. Future Meetings
8. 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 Barbara Glass at [barbara.glass@bothellwa.gov](mailto:barbara.glass@bothellwa.gov).

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 Barbara Glass at (425) 419-6426 at least three days prior to the meeting.



**NPRSA Board  
Agenda Bill**  
Consent Item # 3A

**TO:** Chair Best-Campbell and Members of the NPRSA Board

**FROM:** Becky Range, Executive Director  
Barbara Glass, NPRSA Board Clerk

**DATE:** 15 March 2023

**SUBJECT:** Minutes from 13 February 2023

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**ITEM CONSIDERATION:** This item asks the Board to approve minutes from the NPRSA Board meeting held on 13 February 2023.

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

**ATTACHMENTS:** Att-1. Minutes from 13 February 2023

**RECOMMENDED ACTION:** Move to approve the NPRSA Board Minutes from 13 February 2023.

**Board Meeting Agenda**  
13 February 2023, 6:30 PM

Present

*Board Chair Rachel Best-Campbell*  
*Vice-Chair James McNeal*  
*Board Members Jeanne Zornes, Rod Dembowski, and Sarah Perry*

*Board Clerk Barbara Glass*  
*NPRSA Executive Director Becky Range*  
*NPRSA Program Manager Christine Scotton*  
*Northshore Senior Center CEO Nathan Philips*

Absent

*Board Members Debra Srebnik and Jared Mead*

1. Call to Order – 6:30 PM

*Rachel Best-Campbell called the meeting to order at 6:31 PM*

2. Public Comment

*No public comment was received.*

3. Consent Agenda

- a. Minutes from 11 November 2022 Meeting
- b. Vouchers paid 29 November 2022 in the amount of \$29,289.81
- c. Vouchers paid 1 December 2022 in the amount of \$11,264.82
- d. Vouchers paid 21 December 2022 in the amount of \$190,689.35
- e. Vouchers paid 6 January 2023 in the amount of \$218.25
- f. Vouchers paid 18 January 2023 in the amount of \$327.82
- g. Vouchers paid 18 January 2023 in the amount of \$9,763.56
- h. Vouchers paid 30 January 2023 in the amount of 39,762.50
- i. Vouchers paid 3 February 2023 in the amount of \$140,328.65
- j. Vouchers paid 3 February 2023 in the amount of \$136,664.62
- k. Vouchers paid 9 February 2023 in the amount of \$7,323.91

*James McNeal moved approval of the consent agenda. Sarah Perry second. The motion passed 5-0 with Debra Srebnik and Jared Mead absent.*

4. Action Items

- a. Consideration of Agreements **A-23-01**, *Public Works Contract for Northshore Parks and Recreation Service Area: Health and Wellness Center Roof and HVAC Upgrades* and **A-23-02**, *Public Works Contract for Northshore Parks and Recreation Service Area: Senior Center Building Upgrades* with CDK Construction LLC

*Becky Range, Christine Scotton, Barbara Glass, and Nathan Phillips presented the item and entertained Board comments and questions. The Board directed Staff to investigate an Envelope Report for the Northshore Senior Center, and to plan to complete envelope repair work after completion of the roof and HVAC replacement projects at the Northshore Senior Center and Health and Wellness Center.*

*Rod Dembowski moved approval of A-23-01 and A-23-02 as presented. Jeanne Zornes second. The motion passed 5-0 with Debra Srebnik and Jared Mead absent.*

5. Discussion Items

- a. Discussion of Request for Proposals for Siting of the Youth Excellence Center

*Rod Dembowski updated the Board on the status of King County grants for the Youth Excellence Center and restrictions on grant monies. He advised the Board that the anticipated grant of \$325,000 cannot currently be used to fund preliminary work such as siting or needs assessments. However, he anticipates that the NPRSA could receive a second grant of \$750,000 that could be used to finance this work.*

*Jeanne Zornes moved to authorize the Board Chair to sign to receive a \$750,000 grant from King County for the Youth Excellence Center. Rod Dembowski second.*

*The Youth Excellence Center has since been renamed the Northshore Youth Center for Excellence.*

6. Reports

- a. Northshore Senior Center Brief, Nathan Phillips NSC CEO

*Nathan Phillips presented the item and entertained Board comments and questions.*

7. Future Meetings

*A future meeting will be held in-person at the Northshore Senior Center on 15 March 2023.*

8. Adjourn



**TO:** Board Chair Rachel Best-Campbell and Members of the NPRSA Board

**FROM:** Becky Range, Executive Director  
Christine Scotton, Program Manager

**DATE:** 15 March 2023

**SUBJECT:** Vouchers from 2 March 2023 in the amount of \$18,202.00.

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**ITEM CONSIDERATION:** This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 2 March 2023 in the amount of \$18,202.00. Please note that the attachment for this item is at the end of the agenda packet.

**FISCAL IMPACTS:** These items are budgeted in the 2022 adopted budget.

**ATTACHMENTS:** Att-1. Voucher Packet in the amount of \$18,202.00 dated 2 March 2023

**RECOMMENDED ACTION:** Move to approve vouchers for expenses between 16 February 2023 and 21 February 2023 in the amount of \$18,202.00



**TO:** Chair Best-Campbell and Members of the NPRSA Board

**FROM:** Becky Range, Executive Director  
Christine Scotton, Program Manager (Presenter)

**DATE:** 15 March 2023

**SUBJECT:** Consideration of Agreement A-21-05-02,  
Second Addendum to Northshore Parks and Recreation Service Area  
Professional Services Agreement with Cornerstone Architectural Group

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**SUMMARY:** This item asks the NPRSA Board to consider approving an addendum to the existing professional services agreement with Cornerstone Architectural Group to extend the term of the contract to the end of the current levy term.

**DISCUSSION:** The NPRSA entered into a professional services agreement with Cornerstone Architectural Group on 22 April 2021. Under this agreement, Cornerstone would provide architectural design and engineering services for projects authorized by the Board in its annual Capital Repairs Plans. The contract stipulates that all services to be performed under the agreement would be completed within two years.

The terms of the original contact made several assumptions. First, the contract assumed that the NPRSA would complete its largest capital repairs projects in 2021 and 2022. Second, it assumed that this work would primarily be performed under the NPRSA's Job-Order Contracting program.

Because of staff turnover, increased costs due to inflation, and longer procurement lead times due to supply chain issues, the timeline for the NPRSA's capital repairs projects has been delayed by a full year. Further, because labor and materials costs have risen sharply, the NPRSA's largest capital repairs projects are ineligible for job order contracting, which has a limit of \$500,000 per project.

At the same time, the scope of Cornerstone's work has increased to include construction administration services. This means that Cornerstone provides a consultant on-site to coordinate contractors and to inspect all work to ensure that it is compliant with the designs and with the approved scope. These services

have been valuable to the NPRSA because they have allowed Staff to more easily identify any work that has not been performed to specifications and to hold contractors accountable. Staff believe that these services will be essential as the NPRSA undertakes its largest capital repair projects, the Roof and HVAC replacements at both buildings and the Northshore Senior Center envelope repair.

The second addendum to the professional services agreement between the NPRSA and Cornerstone would extend the term of the contract to 31 December 2025, when the term of the current levy will also expire. This will not only allow the NPRSA to continue to use Cornerstone's design services for any projects authorized as part of the 2024 and 2025 Capital Repairs Plans, but will also allow the NPRSA to use Cornerstone's construction administration services for its future capital repairs.

This addendum does not authorize any additional projects and does not increase the dollar limit for services rendered under the contract.

If the Board does not approve this addendum, the contract will expire at the end of its term on 23 April 2023. Staff would need to procure construction administration and design services from another vendor to complete the 2023 Capital Repairs Plan and any future projects that the Board might authorize. Solicitations and contract negotiations would delay scheduled projects, increasing costs.

**FISCAL IMPACTS:** This item has no direct financial impact to the NPRSA.

**ATTACHMENTS:** Att-1. A-21-15 Professional Services Agreement  
Att-2. A-21-15-02 Second Amendment to Professional Services Agreement

**ACTION:** Move to approve Agreement A-21-15-02, Second Addendum to Northshore Parks and Recreation Service Area Professional Services Agreement with Cornerstone Architectural Group, adjusting the end of the contract term from 23 April 2023 to 31 December 2025.



# NORTHSHORE PARKS AND RECREATION SERVICE AREA PROFESSIONAL SERVICES AGREEMENT

Contract No. # A-21-05

## 1. Parties.

This Professional Services Agreement, Contract No. # A-21-05 (“Agreement”), is entered into as of the Effective Date specified below between the Northshore Parks and Recreation Service Area, a Washington quasi-municipal corporation having its principal place of business at 10201 E. Riverside Dr., Bothell, Washington 98011 (“NPRSA”), and Cornerstone Architectural Group, a corporation organized under the laws of the State of Washington, located and doing business at 6161 NE 175<sup>th</sup> Street, #101, Kenmore, WA 98028 (“Consultant”).

## 2. Recitals.

2.1 NPRSA desires to obtain professional services for work related to repairs to the NPRSA’s Senior Center facilities.

2.2 NPRSA has solicited for such professional services as required by law, including chapter 39.80 RCW if applicable.

2.3 Consultant represents that it is available and able to provide qualified personnel and facilities necessary for the work and services contemplated herein, and Consultant further represented that it can accomplish the work and services within the required time period and in accordance with NPRSA’s specifications and professional standards.

2.4 Consultant agrees to perform the work and services specified herein in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits and promises set forth herein, it is agreed by and between the parties as follows:

## 3. Terms and Conditions.

3.1 Services. NPRSA hereby retains Consultant, and Consultant agrees, to perform in accordance with this Agreement the work and services as set forth in the Scope of Services/Scope of Work, which is attached and incorporated by this reference as **Exhibit A** (“Services”).

### 3.2 Payment.

3.2.1 NPRSA shall pay the Consultant for Services rendered based upon the Schedule of Charges, which is attached and incorporated by this reference as **Exhibit B** (“Schedule of Charges”). In no event shall the amount paid by NPRSA exceed the sum of \$200,000, including applicable sales taxes. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from NPRSA in the form of a negotiated and executed supplemental agreement.

3.2.2 Consultant shall submit periodic invoices (but not more frequently than monthly) to NPRSA upon completion of the Services under the terms of payments as described in

**Exhibit B.** NPRSA shall pay Consultant within sixty (60) days of the receipt of a correct invoice in accordance with NPRSA's usual payment procedures. If NPRSA objects to all or any portion of any invoice, it shall so notify Consultant within twenty (20) days from the date of receipt but shall pay the undisputed portion of the invoice. The parties shall immediately make every effort to settle the disputed portion of any invoice.

3.2.3 Acceptance of any payment by Consultant shall constitute a release of all payment claims against NPRSA arising under this Agreement as to such portion of the Services. No payment to Consultant, whether periodic or final, shall constitute a waiver or release by NPRSA of any claim, right, or remedy it may have against Consultant regarding performance of the Services as required by this Agreement.

3.3 Time of Performance. Consultant agrees that the Services shall begin immediately upon the Effective Date or NPRSA's issuance of a Notice to Proceed, whichever is applicable, and Consultant shall continue to perform the Services with due diligence. In no event shall completion of the Services be delayed beyond two years from the Effective Date. The Schedule of Charges and time for performance of the Services shall not be increased because of any delays or costs attributable to Consultant. In the event of a delay not attributable to Consultant, which could not be reasonably anticipated and which results in an increase in costs to perform the Services, NPRSA may at its discretion, through the execution of an amendment or supplemental agreement, increase the Schedule of Charges and/or time for performance of the Services.

3.4 Relationship of Parties. Consultant is an independent contractor under this Agreement, and the parties intend that an independent contractor-client relationship is the only relationship created by this Agreement. No employee, agent, representative, or subconsultant of Consultant shall be or shall be deemed to be the employee, agent, representative, or subconsultant of NPRSA. Consultant has no authority, and will not represent itself to have authority, to legally bind NPRSA or otherwise act for NPRSA or on NPRSA's behalf. None of the compensation or other benefits provided by NPRSA to its employees shall be available to Consultant's employees, agents, representatives or subconsultants. Consultant shall be solely responsible for all compensation, taxes, withholding, and other benefits due to its employees, agents, representatives, and subconsultants. Consultant shall be solely responsible for its acts and omissions and for the acts and omissions of Consultant's agents, employees, representatives, and subconsultants during performance of this Agreement. On or before the Effective Date, Consultant shall file, maintain, and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish Consultant's status as an independent contractor.

3.5 Services Performed at Consultant's Risk. Consultant shall take all precautions reasonably necessary to perform the Services and shall be responsible for the safety of its employees, agents and subconsultants in the performance of the Services.

3.6 Supervision, Inspection and Performance.

3.6.1 Even though Consultant is an independent contractor with the authority to control and direct the performance and details of the Services, the Services must meet the approval of NPRSA and shall be subject to NPRSA's general right of inspection and supervision to secure the satisfactory completion of this Agreement.

3.6.2 Consultant represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified, experienced, and licensed as may be necessary or required by applicable laws and regulations to perform the Services. All Services shall be performed by Consultant, its employees, or by subconsultants whose selection has been authorized by NPRSA; provided that NPRSA's authorization shall not relieve Consultant or its subconsultants from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. Consultant shall ensure that all contractual duties, requirements and obligations that Consultant owes to NPRSA shall also be owed to NPRSA by Consultant's subconsultants retained to perform the Services.

3.6.3 Consultant shall be responsible for the professional quality, technical adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. Consultant shall perform the Services in accordance with the standard of care of its profession in the same or similar localities at the time services are performed. Consultant shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. Consultant shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement.

### 3.7 Termination of Agreement.

3.7.1 Termination by NPRSA for Consultant's Default. NPRSA may terminate this Agreement, in whole or in part and at any time, in writing if Consultant substantially fails to fulfill any or all of its material obligations through no fault of NPRSA. If NPRSA terminates all or part of this Agreement for default, NPRSA shall determine the amount of Services satisfactorily performed to the date of termination and the amount owing to Consultant using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to Consultant at the time of termination may be adjusted to the extent of any additional costs NPRSA incurs or will incur because of Consultant's default. In such event, NPRSA shall consider the actual costs incurred by Consultant in performing the Services to the date of termination, the amount of Services originally required which was satisfactorily completed to the date of termination, whether the Services or deliverables were in a form or of a type which is usable and suitable to NPRSA at the date of termination, the cost to NPRSA of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to NPRSA of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude NPRSA from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

3.7.2 Termination by NPRSA for Convenience. NPRSA may terminate this Agreement, in whole or in part and at any time, for the convenience of NPRSA. NPRSA shall terminate by delivery to Consultant a notice of termination specifying the extent of the termination and the effective date of termination. If NPRSA terminates this Agreement for convenience, NPRSA shall pay Consultant the amount otherwise due in accordance with this Agreement for Services satisfactorily performed to the date of termination.

3.7.3 Termination by Consultant. Consultant may terminate this Agreement in the case of a material breach and upon failure of NPRSA to remedy said breach within ten (10) days of written notice by Consultant of such breach. Consultant may also terminate the Agreement if key personnel and/or facilities are lost due to an act of God or other catastrophe creating a situation under which Consultant is physically unable to perform. Consultant's notice of termination shall be in writing.

3.8 Discrimination. When hiring of employees to perform Services, and in any subcontract arising hereunder, Consultant, its subconsultants, or any person acting on behalf of Consultant or subconsultant shall not, by reason of race, religion, color, age, sex, national origin or the presence of any sensory, mental or physical handicap, veteran status, or sexual orientation, discriminate against any person who is qualified and available to perform the Services to which the employment relates.

### 3.9 Indemnification and Compliance with Law.

3.9.1 The indemnification and defense obligations specified in this Section 3.9 ("Indemnity Obligations") have been mutually negotiated and shall survive the expiration, abandonment, or termination of this Agreement. The Indemnity Obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by NPRSA of or for any Services performed by Consultant shall not be grounds for avoidance of any Indemnity Obligations.

3.9.2 Consultant's duty to indemnify the NPRSA under this Agreement varies, as more particularly set forth below, depending on the circumstances that give rise to the obligation of indemnity. However, the Consultant's indemnity obligation shall extend – under any and all such circumstances – to all liability, claims, damages, losses, and expenses incurred by the NPRSA, whether direct, indirect, consequential, and specifically including (but not limited to) any attorneys' and consultants' fees and other expenses of litigation or arbitration (for convenience, these are collectively referred to as "losses") that arise from the particular act or omission giving rise to the indemnity obligation.

3.9.2.1 General Indemnity. Except to the extent that one of the more specific indemnity obligations set forth below applies, Consultant shall defend, indemnify, and hold harmless the NPRSA, including its officers, employees, agents, and volunteers, from any and all losses and claims including any and all claims for personal injury, bodily injury, including death, or damage to property that are caused or alleged to be caused, in whole or in part, by any act or omission of Consultant. This obligation of indemnity includes negligent acts (whether concurrent, contributory, or both) by the NPRSA. The obligation of indemnity under this Subparagraph does not, however, extend to losses caused by the sole negligence of the NPRSA.

3.9.2.2 Professional Errors and Omissions. For any losses that arise from the exercise of Consultant's professional judgment in the performance of architectural, landscape architectural, engineering, or land surveying services such that RCW 4.24.115 would apply, Consultant shall defend, indemnify, and hold harmless the NPRSA from all such losses to the extent caused or alleged to be caused by any violation of law, including

state, federal, or municipal law or ordinance, or by any negligent act, omission, breach of contract, or willful or intentional misconduct of Consultant. The obligation of indemnity under this Subparagraph does not, however, extend to losses caused by the negligence (whether sole, concurrent, or contributory) of the NPRSA.

3.9.2.3 Construction Claims. In the event that this Agreement is relative to the construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of any building, highway, road, excavation, or other structure, project, development, or improvement attached to real estate (specifically including moving or demolition in connection therewith) and therefore subject to RCW 4.24.115, Consultant shall defend, indemnify, and hold harmless the NPRSA from all losses to the extent caused or alleged to be caused by any violation of law, including state, federal, or municipal law or ordinance, or by any negligent act or omission of Consultant. The obligation of indemnity under this Subparagraph does not, however, extend to losses caused by the negligence (whether sole, concurrent, or contributory) of the NPRSA.

3.9.3 In any and all claims against the NPRSA by any employee of Consultant, the indemnification obligations set forth above shall not be limited in any way by any limitation on the amount or type of damages or compensation benefits payable by or for Consultant under the applicable worker's or workmen's compensation, benefit, or disability laws (including but not limited to the Industrial Insurance laws, Title 51 of the Revised Code of Washington). Consultant expressly waives any immunity Consultant might have under such laws and, by entering into this Agreement, acknowledges that this waiver has been mutually negotiated.

3.9.4 The obligations of this Paragraph shall not be construed to negate, abridge, or otherwise reduce any other right or obligation which would otherwise exist as to any person or entity described in this paragraph.

3.9.5 For purposes of this Paragraph only, the term "NPRSA" shall mean and include the NPRSA and its board members and other elected officials, other officers, employees, and agents, and the term "Consultant" shall mean and include Consultant, all of its Subconsultants and suppliers at all tiers, agents, and any other person directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable.

3.9.6 The parties recognize that one party may have unique knowledge or involvement in the acts that certain claims are based on; therefore, the parties agree that upon receipt or service of a claim arising out of or related to the work or project which is the subject of this Contract, the parties hereto will cooperate in good faith in the defense of any claim. The intent and purpose of this subsection is to ensure the good faith cooperation of both parties in the defense of any claim initially so that all necessary knowledge and personnel are made available to each other in order achieve the best claim defense possible.

3.9.6.1 The parties agree that they each have the right to tender the defense of any third party claims to the other party without violating the provisions of this section. However, notwithstanding any other provision in this section, in the event that either party fails to accept tender from the other party, the parties agree that it is their intent that they will cooperate and initially defend any claims arising out of, in connection with, or incident to their own acts, regardless of the type or characterization

of the act(s) and each party is free to assert such defenses, claims, counterclaims and third party claims as they deem appropriate.

3.9.6.2 At the time that liability for any disputed claim is ultimately determined by agreement, as a result of any agreed or mandatory dispute resolution process, or by final order of a court of competent jurisdiction, the parties will reimburse each other for any defense costs and claims costs and payments or judgment satisfaction that may have been incurred pursuant to the provisions of this subsection and which would not have been required of that party under the provisions of subsections 3.9.1 through 3.9.5 if their initial tender of defense had not been improperly rejected.

3.10 Insurance. Unless otherwise stated in Exhibit C, the following insurance requirements shall apply.

3.10.1 Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

3.10.2 No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the NPRSA's recourse to any remedy available at law or in equity.

3.10.3 Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

- A. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- B. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The NPRSA shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the NPRSA.
- C. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- D. Professional Liability insurance appropriate to the Consultant's profession.

3.10.4 Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

- A. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- B. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- C. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

3.10.5 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

- A. The Consultant's insurance coverage shall be primary insurance as respect the NPRSA. Any insurance, self-insurance, or insurance pool coverage maintained by the NPRSA shall be excess of the Consultant's insurance and shall not contribute with it.
- B. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the NPRSA. In the event that such endorsement cannot be obtained from Consultant's insurance carrier, Consultant shall be responsible for providing notice in accordance with the terms of this provision.

3.10.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

3.10.7 Verification of Coverage. Consultant shall furnish the NPRSA with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work, which is attached and incorporated by this reference as **Exhibit C** ("Consultant's Certificate(s) of Insurance").

### 3.11 Records, Documents, and Audits.

3.11.1 Original documents, drawings, designs and reports developed under this Agreement, whether in written or electronic format, shall belong to and become the property of NPRSA, and shall be promptly delivered to NPRSA as required by the Services or at the termination of this Agreement. All written information submitted by NPRSA to Consultant in connection with the Services will be safeguarded by Consultant to at least the same extent as Consultant safeguards like information relating to its own business. If such information is publicly available, is already in Consultant's possession or known to it, or is rightfully obtained by Consultant from third parties, Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

3.11.2 NPRSA acknowledges that the documents prepared by Consultant are prepared specific to the project described herein. If NPRSA modifies or uses any of said

documents for other projects or purposes without the written approval of Consultant, NPRSA releases Consultant from all responsibility for any errors or omissions therein with respect to such modification or other use.

3.11.3 Consultant and its subconsultants shall maintain books, records, documents, and other evidence directly pertinent to performance of the Services in accordance with generally accepted accounting principles and practices consistently applied. NPRSA or any duly authorized representative shall have access to and be permitted to inspect such books, records, documents, and other evidence for the purpose of audit, examination and copying for a period of six (6) years after completion or termination of the Agreement, whichever is later. Audits conducted under this Section 3.11 shall be in accordance with generally accepted auditing standards and established procedures and guidelines of the reviewing or auditing agency.

### 3.12 Disputes and Remedies.

3.12.1 Choice of Law; Venue. This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of King County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

3.12.2 Dispute Resolution. All claims, counterclaims, disputes, and other matters in question between NPRSA and Consultant arising out of or relating to this Agreement shall be referred to the NPRSA Executive Director or a designee for determination, together with all pertinent facts, data, contentions, and so forth. The NPRSA Executive Director shall consult with Consultant's representative and make a determination within thirty (30) calendar days of such referral. Should the claims, counterclaims, or disputes not be resolved by the NPRSA Executive Director's decision, the parties shall refer the matter to professional mediation in Seattle, Washington, which shall be conducted within thirty (30) calendar days of the NPRSA Executive Director's decision. The cost of mediation shall be shared equally. No civil action on any claim, counterclaim, or dispute may be commenced until thirty (30) days following such mediation. In the event of litigation between Consultant and NPRSA to enforce the rights under this Agreement, reasonable attorney fees and expenses shall be allowed to the prevailing party.

3.12.3 Remedies. NPRSA's rights and remedies in this Agreement are in addition to all other rights and remedies provided by law. NPRSA may exercise such rights and remedies in any order and at any time as it determines necessary or appropriate.

3.13 Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, or at such other address as given pursuant to this Section, and shall be effective on the next business day if sent by registered or certified mail or deposited with an overnight delivery service.

Bothell City Hall  
Attn: Northshore Parks and  
Recreation Service Area  
18415 101<sup>st</sup> Ave. NE  
Bothell, WA 98011

Cornerstone Architectural Group  
Attention: Andre Coppin  
6161 NE 175<sup>th</sup> Street, #101  
Kenmore, WA 98028



3.14 Entire Agreement. The written terms and provisions of this Agreement, together with all referenced Exhibits, supersede all prior verbal statements of any officer or other representative of NPRSA, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced Exhibits.

3.15 Priority of Documents. In the event that the language and provisions of this Agreement are contrary to or conflict with any language or provisions set forth in any exhibit to this Agreement, the language and provisions of this Agreement shall control, and the contrary or conflicting language or provisions of the exhibit(s) shall be disregarded and shall be considered void.

3.16 Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of NPRSA and Consultant.

3.17 Assignment. Any assignment of this Agreement by Consultant without the prior written consent of NPRSA shall be void.

3.18 Waiver. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

3.19 Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

3.20 Counterparts. This Agreement shall be signed in duplicate or triplicate and may not be signed in counterparts.

3.21 Authorized Signatures. By their signatures below each party represents that it has taken all necessary steps and is fully authorized to sign for and on behalf of the named principal above.

3.22 Effective Date. This Agreement shall be effective on the last date entered by the parties below.

SIGNATURE PAGE FOLLOWS IMMEDIATELY

**NORTHSHORE PARKS AND RECREATION SERVICE AREA:**

  
TE Agnew (Apr 22, 2021 10:56 PDT)

Apr 22, 2021

By: Tom Agnew  
Its: NPRSA Chair

Date:

**CORNERSTONE ARCHITECTURAL GROUP:**

*Peter R Anesersen*  
Peter R Anesersen (Apr 22, 2021 11:10 PDT)

Apr 22, 2021

By: Peter Andersen  
Its: Managing Principal

Date:

**EXHIBIT A**

**Scope of Services / Scope of Work**

[See Attached]

**EXHIBIT B**

**Schedule of Charges**

[See Attached]

**EXHIBIT C**

**Consultant's Certificate(s) of Insurance**

[See Attached]



6161 NE 175th Street, Suite 101  
Kenmore, Washington 98028  
206.682.5000  
cornerstonearch.com

April 9th, 2021

Carly Joerger  
Levy Program Manager  
18415 101<sup>st</sup> Ave. NE  
Bothell, WA 98011

**Re: A-21-05 Architectural Services - Cornerstone Architectural Group - Exhibit A**

Dear Carly:

We are pleased to submit the following Exhibit A scope of work description to provide architectural and engineer services for the list of projects as outlined below. The work of this general contract and multiple projects at the Northshore Senior Center & Adult Day Center will be completed as defined below. Mutually acceptable schedule to be determined.

Cornerstone Architectural Group will prepare design drawings and or specifications, advise on the selection of building materials, submit for necessary permits, contract necessary sub-consultants, and coordinate with the contractor, other consultants, and the project owner to successfully complete the Phase I projects listed below.

1. Replace the carpet in both facilities at specified locations.
2. Replace floor in bathrooms in the Health and Wellness Center.
3. Install floor drains and toilet leaks in bathrooms in the Northshore Senior Center.
4. Replace the windows on the Northshore Senior Center.
5. Replace balcony flooring and siding in the Northshore Senior Center.
6. Paint interior of the Northshore Senior Center.
7. Replace the HVAC in the Northshore Senior Center.
8. Replace the roof at the Northshore Senior Center.
9. Provide a structural assessment of the pedestrian bridge.
10. Refinish the pedestrian bridge.

Cornerstone Architectural Group will also advise on design services needed and project prioritization for Phase II projects. Cornerstone will collaborate with the project owner, contractors, and other consultants to develop a project list for Phase II projects based on facility condition assessments, stakeholder engagement, and industry best practices for facilities serving older adults and adults with disabilities. Cornerstone will provide architectural and engineering services, similar to what is provided on Phase I, to successfully complete the Phase II projects.

Fees, other cost and reimbursables shall be set by the master contract A-21-05. See exhibit B for the hourly rates as set forth by the contract.

Please do not hesitate to contact me if I can provide additional information.

Respectfully,



André Coppin, RRC, RRO  
Project Manager | Principal



6161 NE 175th Street, Suite 101  
Kenmore, Washington 98028  
206.682.5000  
cornerstonearch.com

April 9th, 2021

Carly Joerger  
Levy Program Manager  
18415 101<sup>st</sup> Ave. NE  
Bothell, WA 98011

**Re: A-21-05 Architectural Services - Cornerstone Architectural Group - Exhibit B**

Dear Carly:

Please find listed below the hourly billing rates for the various positions as requested.

**Cornerstone Architectual Group (Architecture, Building Envelope & Interior Design)**

- Principal \$230.00
- Building Envelope Consultant \$200.00
- Project Manager \$180.00
- Project Architect/Interior Designer \$150.00
- Building Envelope Technologist \$125.00
- CADD/Technical Support \$100.00
- Administrative \$80.00

**Consultants: Add 10 % mark-up to billing rates listed below.**

**Peterson Strehle Martinson, Inc (Structural Engineering)**

- Prncipal \$245.00
- Project Manager \$190.00
- Senior Engineer \$175.00
- Engineer \$150.00
- CADD Drafter \$110.00
- REVIT Modeler \$120.00
- Administration \$80.00

**Riley Group (Hazardous Material Consultant)**

- Principal \$185.00
- Project Manager \$135.00
- Architect/Engineer \$160.00
- Technical Support/CADD Drafter \$120.00
- Adminstration \$100.00



**Hultz BHU** (Mechanical & Electrical Engineering)

- Principal \$200.00
- Associate Principal \$175.00
- Senior Engineer \$150.00
- Senior Project Manager \$145.00
- Project Engineer \$135.00
- Project Manager \$125.00
- Senior Designer \$110.00
- Project Designer \$95.00
- CAD Technician \$85.00
- Clerical \$55.00

**OTAK** (Civil Engineering)

- Principal / Senior Project Manager \$225.00
- Civil Engineer IX / Project Manager \$168.00
- Civil Engineer V \$125.00
- Engineering Designer \$120.00
- Project Coordinator \$100.00

Please do not hesitate to contact me if I can provide additional information.

Respectfully,



André Coppin, RRC, RRO  
Project Manager | Principal



## DESCRIPTIONS (Continued from Page 1)

insured. The General Liability and Automobile Liability policies contain a special endorsement with Primary and Noncontributory wording, when required by written contract. The General Liability, Automobile Liability and Professional Liability policies include an endorsement providing that 30 days notice of cancellation will be given to the Certificate Holder by the Insurance Carrier.

# **BUSINESS LIABILITY COVERAGE FORM**

POLICY: 52SBWRW5517

- (b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

**b. Real Estate Manager**

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

**c. Temporary Custodians Of Your Property**

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

**d. Legal Representative If You Die**

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

**e. Unnamed Subsidiary**

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

**3. Newly Acquired Or Formed Organization**

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

- b. Coverage under this provision does not apply to:

- (1) "Bodily injury" or "property damage" that occurred; or
- (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

**4. Operator Of Mobile Equipment**

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

**5. Operator of Nonowned Watercraft**

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

**6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit**

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written

## BUSINESS LIABILITY COVERAGE FORM

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section F. - Optional Additional Insured Coverages.

### a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

- (1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

### b. Lessors Of Equipment

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

## BUSINESS LIABILITY COVERAGE FORM

This Paragraph **f.** applies separately to you and any additional insured.

### 3. Financial Responsibility Laws

- a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

### 4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

### 5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

### 6. Representations

#### a. When You Accept This Policy

By accepting this policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and

- (3) We have issued this policy in reliance upon your representations.

### b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

### 7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

#### a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

#### b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

##### (1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

##### (2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

##### (3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

##### (4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **A.** - Coverages.

##### (5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **A.** - Coverages.

**(6) When You Are Added As An Additional Insured To Other Insurance**

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

**(7) When You Add Others As An Additional Insured To This Insurance**

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

**(a) Primary Insurance When Required By Contract**

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

**(b) Primary And Non-Contributory To Other Insurance When Required By Contract**

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs (a) and (b) do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

**c. Method Of Sharing**

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

**8. Transfer Of Rights Of Recovery Against Others To Us****a. Transfer Of Rights Of Recovery**

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

**b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)**

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.





**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **HIRED AUTO AND NON-OWNED AUTO LIABILITY - WASHINGTON**

This endorsement modifies insurance provided under the following:

### **BUSINESS LIABILITY COVERAGE FORM**

This coverage is subject to all provisions in the **BUSINESS LIABILITY COVERAGE FORM** not expressly modified herein:

**A. Amended Coverage:**

Coverage is extended to "bodily injury" and "property damage" arising out of the use of a "hired auto" and "non-owned auto".

**B. Paragraph B., EXCLUSIONS, is amended as follows:**

1. Exclusion **g. Aircraft, Auto or Watercraft** does not apply to a "hired auto" that is a "non-owned auto".

2. Exclusion **e. Employers Liability** does not apply to "bodily injury" to domestic "employees" not entitled to workers' compensation benefits or to liability assumed by the "insured" under an "insured contract".

3. Exclusion **f. Pollution** is replaced by the following:

"Bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

**a.** That are, or that are contained in any property that is:

(1) Being transported or towed by, handled, or handled for movement into, onto or from, the covered "auto";

(2) Otherwise in the course of transit by or on behalf of the "insured"; or

(3) Being stored, disposed of, treated or processed in or upon the covered "auto".

**b.** Before the "pollutants" or any property in which the "pollutants" are contained are moved from the place where they are accepted by the "insured" for movement into or onto the covered "auto"; or

**c.** After the "pollutants" or any property in which the "pollutants" are contained are moved from the covered "auto" to the place where they are finally delivered, disposed of or abandoned by the "insured".

Paragraph **a.** above does not apply to fuels, lubricants, fluids, exhaust gases or other similar "pollutants" that are needed for or result from the normal electrical, hydraulic or mechanical functioning of the covered "auto" or its parts, if:

(1) The "pollutants" escape, seep, migrate, or are discharged or released directly from an "auto" part designed by its manufacturer to hold, store, receive, or dispose of such "pollutants"; and

(2) The "bodily injury" and "property damage" does not arise out of the operation of any equipment listed in paragraphs **15.b.** and **15.c.** of the definition of "mobile equipment".

Paragraphs **b.** and **c.** above do not apply to "accidents" that occur away from premises owned by or rented to an "insured" with respect to "pollutants" not in or upon a covered "auto" if:

(1) The "pollutants" or any property in which the "pollutants" are contained are upset, overturned or damaged as a result of the maintenance or use of a covered "auto"; and

(2) The discharge, dispersal, seepage, migration, release or escape of the "pollutants" is caused directly by such upset, overturn or damage as a result of the maintenance or use of a covered "auto".

4. With respect to this coverage, the following additional exclusions apply:

**a. Fellow Employee**

Coverage does not apply to "bodily injury" to any fellow "employee" of the "insured" arising out of the operation of an "auto" owned by the "insured" in the course of the fellow "employee's" employment.

**b. Care, custody or control**

Coverage does not apply to "property damage" involving property owned or transported by the "insured" or in the "insured's" care, custody or control.

C. With respect to the operation of a "hired auto" and "non-owned auto", Paragraph C. **WHO IS AN INSURED** is deleted and replaced by the following:

The following are "insureds":

a. You.

b. Your "employee" while using with your permission:

- (1) An "auto" you hire or borrow; or
- (2) An "auto" you don't own, hire or borrow in your business or personal affairs; or
- (3) An "auto" hired or rented by your "employee" on your behalf and at your direction.

c. Anyone else while using a "hired" auto" or "non-owned auto" with your permission except:

- (1) The owner or anyone else from whom you hire or borrow an "auto".
- (2) Someone using an "auto" while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours.
- (3) Anyone other than your "employees", (partners if you are a partnership), members (if you are a limited liability company), or a lessee or borrower or any of their "employees", while moving property to or from an "auto".
- (4) A partner (if you are a partnership), or a member (if you are a limited liability company) for an "auto" owned by him or her or a member of his or her household.

d. Anyone liable for the conduct of an "insured" described above but only to the extent of that liability.

0. With respect to the operation of a "hired auto" or "non-owned auto", the following additional conditions apply:

**1. OTHERINSURANCE**

a. Except for any liability assumed under an "insured contract" the insurance provided by this Coverage Form is excess over any other collectible insurance.

However, if your business is the selling, servicing, repairing, parking or storage of "autos", the insurance provided by this endorsement is primary when covered "bodily injury" or "property damage" arises out of the operation of a customer's auto by you or your employee".

b. When this Coverage Form and any other Coverage Form or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our Coverage Form bears to the total of the limits of all the Coverage Forms and policies covering on the same basis.

**2. TWO OR MORE COVERAGE FORMS OR POLICIES ISSUED BY US**

If the Coverage Form and any other Coverage Form or policy issued to you by us or any company affiliated with us apply to the same "accident", the aggregate maximum Limit of Insurance under all the Coverage Forms or policies shall not exceed the highest applicable Limit of Insurance under any one Coverage Form or policy. This condition does not apply to any Coverage Form or policy issued by us or an affiliated company specifically to apply as excess insurance over this Coverage Form.

E. With respect to the operation of a "non-owned auto":

1. The EMPLOYEE INDEMNIFICATION AND EMPLOYER'S LIABILITY Exclusion applies only to "bodily injury" to any "employee" of the insured whose employment is not subject to the Industrial Insurance Act of Washington (Washington Revised Code Title 51).

With respect to "bodily injury" to "employees" of the insured whose employment is subject to the Industrial Insurance Act of Washington, the EMPLOYEE INDEMNIFICATION AND

EMPLOYER'S LIABILITY Exclusion is replaced by the following:

This insurance does not apply to "bodily injury" to:

- (a) An "employee" of the insured arising out of and in the course of employment by the insured; or
- (b) Any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply to "bodily injury" to domestic "employees" not entitled to workers' compensation benefits or to liability assumed by the insured under an "insured contract".

F. The following definitions are added:

**LIABILITY AND MEDICAL EXPENSES DEFINITIONS:**

A "non-owned auto" is an "auto" you do not own including but not limited to:

- 1. "Hired auto" means any "auto" you lease, hire, rent or borrow; this does not include any auto you lease, hire, rent or borrow from any of your

"employees", your partners (if you are a partnership), members (if you are a limited liability company), or your "executive officers" or members of their households.

This does not include a long-term leased "auto" that you insure as an owned "auto" under any other

auto liability insurance policy or a temporary substitute for an "auto" you own that is out of service because of its breakdown, repair, servicing or destruction.

- 2. "Non-owned auto" means any "auto" that you do not own, lease, hire, rent or borrow which is used in connection with your business. This includes:

- a. "Autos" owned by your "employees" or partners (if you are a partnership), or members (if you are a limited liability company) or your "executive officers" or members of their households but only while used in your business or your personal affairs.

- b. Customer's "auto" that is in your care, custody or control for service.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)**

This policy is subject to the following additional Conditions:

- A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.
- Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.
- Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

**NOTICE OF CANCELLATION PROVIDED BY THE COMPANY**

This endorsement changes the following:

**Professional Liability Terms and Conditions**

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**PROVISIONS:**

If the Company cancels this policy for any statutorily permitted reason other than nonpayment of premium, the Company will mail or deliver notice of cancellation to the Person or Entity shown in the Notice Schedule below. The Company will mail or deliver such notice to the address provided by the **Named Insured** at least the number of days shown for cancellation in such Notice Schedule before the effective date of cancellation.

**Notice Schedule**

**Number of Days Notice of Cancellation: 30**

Any person or entity to whom the **Named Insured** has agreed in a written contract that notice of cancellation of this policy will be given, but only if:

1. the **Named Insured** sends the Company a written request to provide such notice, including the name and address of such person or entity, after the **Named Insured** receives notice from us of the cancellation of this policy; and
2. The Company receives such written request no later than 10 days after the **Named Insured** receives the notice of cancellation.

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Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, exclusions or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

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Issuing Company: Travelers Casualty and Surety Company of America  
Policy Number: 106452315

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**SECOND ADDENDUM TO NORTSHORE PARKS AND RECREATION SERVICE  
AREA PROFESSIONAL SERVICES AGREEMENT  
Contract No. A-21-05-02**

This Addendum to the Professional Services Agreement, Contract No. A-21-05-02 (“Addendum”) is in reference to a contract agreement dated 22 April 2021 between Northshore Parks and Recreation Service Area and Cornerstone Architectural Group (the “Parties”) and entitled Professional Services Agreement, Contract No. A-21-05 (“Contract”).

For and in consideration of the mutual benefits and promises set forth herein, it is agreed by and between the parties as follows:

1. Section 3.3 of the Contract is hereby amended to read as follows:

Consultant agrees that the Services shall begin immediately upon the Effective Date or NPRSA’s issuance of a Notice to Proceed, whichever is applicable, and Consultant shall continue to perform the Services with due diligence. In no event shall completion of the Services be delayed beyond 31 December 2025. The Schedule of Charges and time for performance of the Services shall not be increased because of any delays or costs attributable to Consultant. In the event of a delay not attributable to the Consultant, which could not be reasonably anticipated and which results in an increase in costs to perform the Services, NPRSA may at its discretion, through the execution of an amendment or supplemental agreement, increase the Schedule of Charges and/or time for performance of the Services.

2. This amendment is made valid as if it had appeared in the Contract.
3. No other terms of the Contract shall be negated or changed as a result of this amendment.

**NORTSHORE PARKS AND RECREATION SERVICE AREA**

\_\_\_\_\_  
By:

Date:

**CORNERSTONE ARCHITECTURAL GROUP**



\_\_\_\_\_  
By: Peter R. Andersen

Date: January 05, 2023



**TO:** Chair Best-Campbell and Members of the NPRSA Board

**FROM:** Becky Range, Executive Director  
Christine Scotton, Program Manager (Presenter)

**DATE:** 15 March 2023

**SUBJECT:** Consideration of Northshore Senior Center Building Envelope Investigation and Assessment

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**SUMMARY:** This item asks the NPRSA Board to consider authorizing an intrusive investigation and condition assessment of the Northshore Senior Center building.

**DISCUSSION:** At the 13 February 2023 meeting, the Board approved a contract with CDK Construction to replace the roof and HVAC system at the Northshore Senior Center. The Board chose not to proceed with the contract's alternate bid to repair the building envelope, as the anticipated cost of the additional work would place a strain on the NPRSA's finances and Staff would like more time to evaluate the project. Several Board members also expressed concerns about starting work on the envelope without a clear sense of the condition of the building and the extent of the damage to be repaired.

While the NPRSA's architectural consultant, Cornerstone Architectural Group, has identified areas of siding to be replaced, windows to be repaired and replaced, and other work to be performed as part of the envelope repair, the scope of work prepared by Cornerstone – and the cost quoted in CDK's bid – did not account for any damage to the structure that cannot be seen until the siding is removed.

The original condition assessment report prepared by EMG recommended an intrusive study to determine the extent of moisture damage to the envelope. However, this work was never specifically authorized; the capital repairs plans approved in 2020 and 2021 only approved work on the windows, siding, and the balcony.

Before the Board considers options for how to proceed with envelope repair, Staff recommend that the Board authorize this intrusive study. This will provide a clearer sense of what work will need to be done as part of the project, as well

**NPRSA Board**  
**Agenda Bill**  
Item # 4B

as a better estimate of how much the work will cost. The study will be performed by Cornerstone.

If the Board does not authorize this particular study, Staff can either seek additional bids, which will take time and delay the start of the investigation and any potential envelope work to be completed, or proceed with the envelope project when funds permit without having conducted an investigation.

**FISCAL IMPACTS:** Based on Cornerstone's LOE, this investigation is projected to cost approximately \$17,000 to complete. This item is not specifically budgeted for in the approved 2023 budget, nor is it an approved part of the Board's 2023 capital repairs plan, but there is allowance in the budget for work of this type.

**ATTACHMENTS:** Att-1. Cornerstone Level of Effort Projection

**ACTION:** Move to authorize an Envelope Investigation and Assessment for the Northshore Senior Center





6161 NE 175th Street, Suite 101  
Kenmore, Washington 98028  
206.682.5000  
cornerstonearch.com

February 27, 2023

Christine Scotton  
NPRSA Program Manager  
City of Bothell

Following is an outline of an upcoming project slated to be enacted on the master contract No. # A-21-05 entitled Northshore Parks and Recreation Service Area Professional Services Agreement.

**RE: Project 15: NSC Envelope Investigation + Assessment**

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Dear Christine:

We are pleased to submit the following fee proposal to provide professional consulting services as outlined in the scope of work below, to provide a condition assessment into the existing envelope at the Northshore Senior Center located at 10201 E. Riverside Dr., Bothell, WA 98011.

**Scope of Work**

*Part 1:* A comprehensive visual assessment of the existing siding.

*Part 2:* Thermal imaging of the exterior envelope in order to determine areas of possible moisture intrusion.

*Part 3:* Intrusive investigation at 4 locations (one at each elevation) to determine the effects of possible moisture intrusion. Intrusive investigation includes but is not limited to removal of siding and existing moisture barrier to observe and document the condition of the existing envelope assembly.

*Part 4:* Provide an investigation report that outlines a recommended scope of work and estimate of probable construction cost for the repair (or replacement) of the envelope assembly.

**Fee**

Cornerstone Architectural Group: 60 hours @ \$200/hr = \$12,000

Contractor + Lift + Thermal Camera Allowance = \$5,000

Reimbursables will be according to the master contract and shall be approximately \$1,000.00 for this project. Reimbursables may include various construction materials in order to make areas of intrusive investigation watertight.

Respectfully,

A handwritten signature in blue ink, appearing to read 'RRC', is written over a light blue horizontal line.

André Coppin, Architect | RRC  
Principal | Building Envelope Consultant



**TO:** Chair Best-Campbell and Members of the NPRSA Board

**FROM:** Becky Range, Executive Director  
Christine Scotton, Program Manager (Presenter)

**DATE:** 15 March 2023

**SUBJECT:** Q4 2022 Financial Report

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**SUMMARY:** This item asks the NPRSA Board to receive the Q4 2022 Financial Report. This report reviews revenues and expenditures between 1 October 2022 and 31 December 2022.

**DISCUSSION:** Every month, staff receive general ledger reports from King County, the NPRSA's fiscal agent. Staff review the reports, cross-reference them with accounts payable and accounts receivable, and update the NPRSA's own general ledger. The monthly reconciliations aggregate into the attached quarterly report.

Key highlights from Q4 2022 include:

Revenues and Transfers

- Property Tax received as expected in the Bond and General Funds
- Member Agency ILA Contributions received

Expenditures

- Roughly \$160,000 in Capital Repairs to the Northshore Senior Center and the Health and Wellness Center
- Roughly \$190,000 in HVAC equipment purchase for 2023 repairs to the Northshore Senior Center

Cash Balances at the End of Q4

- General Fund: \$ 2,207,781.15
- Bond Fund: \$ 172,078.78

**FISCAL IMPACTS:** This item has no direct financial impact to the NPRSA.

**NPRSA Board**  
**Agenda Bill**  
Item # 5A

**ATTACHMENTS:** | Att-1. Q4 2022 Financial Report

**ACTION:** | Review and discuss the Q4 2022 Financial Report.



## 2022 Annual Report

This report reviews budgeted and actual revenues and expenditures for the NPRSA through 31 December 2022.

### Table of Contents

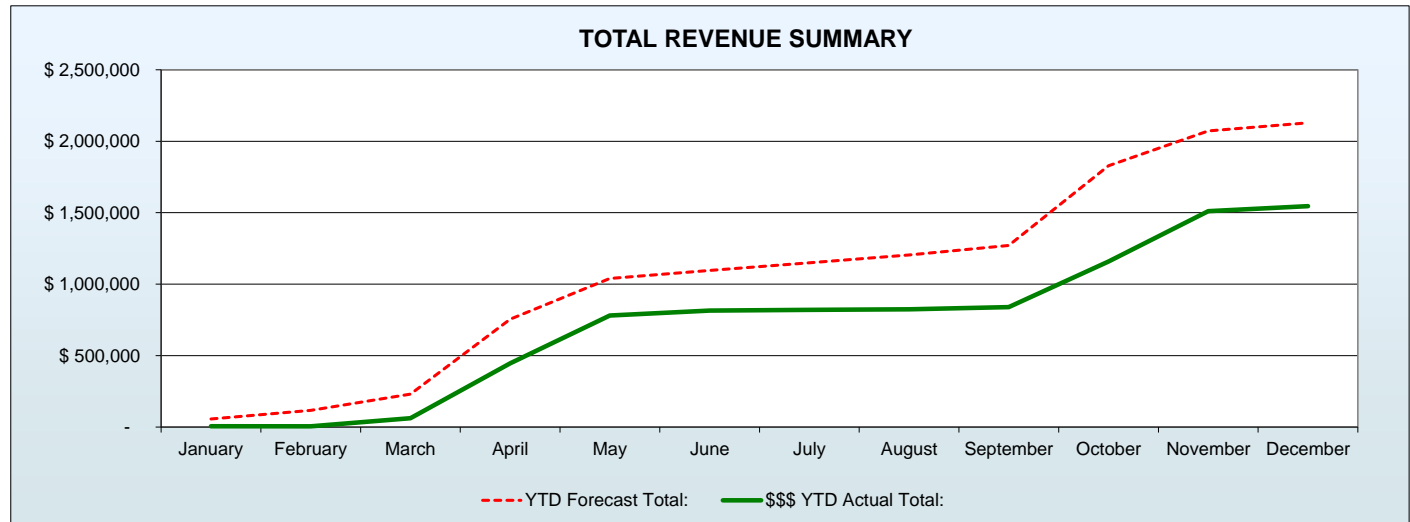
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**NPRSA 2022 BUDGET AND ACTUALS**

<b>GENERAL FUND - FUND 001</b>					
RESOURCES	2022 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
308 Beginning Balance	\$ 2,423,912	\$ 2,140,489	\$ (283,423)	88%	
<b>REVENUES</b>					
311 Property Taxes (Net)	\$ 1,550,000	\$ 1,531,247.28	\$ (18,753)	99%	
361 Miscellaneous	\$ -	\$ 19,709.32	\$ 19,709		
337 Intergovernmental	\$ 16,000	\$ 16,000	\$ -	100%	
Grant Reimbursements	\$ 399,948	\$ -	\$ (399,948)	0%	
397 Transfers In	\$ 155,000	\$ -	\$ (155,000)	0%	
Total Revenues	\$ 2,120,948	\$ 1,566,957	\$ (398,991)	74%	
<b>Total Resources &amp; Revenues</b>	<b>\$ 4,544,860</b>	<b>\$ 3,707,445</b>	<b>\$ (682,415)</b>	<b>82%</b>	
EXPENDITURES	2022 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
576.41 Election Costs	\$ -	\$ -	\$ -		
511 Administrative Services	\$ 300,000	\$ 96,938	\$ (203,062)	32%	
514 State Audit	\$ -	\$ 6,887	\$ 6,887		
519 Insurance	\$ 3,300	\$ 5,645	\$ 2,345	171%	
519 Advertising	\$ 1,000	\$ 368	\$ (632)	37%	
576.1 Miscellaneous	\$ 1,000	\$ 18,534	\$ 17,534	1853%	
576.6 Capital Outlay	\$ 3,510,000	\$ 1,371,293	\$ (2,138,707)	39%	
<b>Total Expenditures</b>	<b>\$ 3,815,300</b>	<b>\$ 1,499,664</b>	<b>\$ (2,315,636)</b>	<b>39%</b>	
<b>RESERVES</b>					
508 Undesignated Reserve	\$ -	\$ -	\$ -		
508 Contingency Reserve	\$ -	\$ -	\$ -		
508 Additional Reserve	\$ -	\$ -	\$ -		
508 Unreserved	\$ 729,560	\$ -	\$ -		
<b>Ending Balance</b>	<b>\$ 729,560</b>	<b>\$ 2,207,781</b>	<b>\$ -</b>	<b>303%</b>	

<b>BOND FUND - FUND 200</b>					
RESOURCES	2022 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
308 Beginning Balance	\$ 155,000	\$ 167,411	\$ 12,411	108%	
<b>REVENUES</b>					
311 Property Taxes (Net)	\$ -	\$ 3,026	\$ 3,026		
361 Miscellaneous	\$ -	\$ 1,642	\$ -		
397 Transfers In	\$ -	\$ -	\$ -		
Total Revenues	\$ -	\$ 4,668	\$ 3,026		
<b>Total Resources</b>	<b>\$ 155,000</b>	<b>\$ 172,079</b>	<b>\$ 15,437</b>	<b>111%</b>	
EXPENDITURES	2022 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
591 GO Bonds Principal	\$ -	\$ -	\$ -		
592 GO Bonds Interest	\$ -	\$ -	\$ -		
593 Bond Admin Fees	\$ -	\$ -	\$ -		
597 Transfers Out	\$ 155,000	\$ -	\$ 155,000	0%	
<b>Total Expenditures</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ 172,079</b>	<b>\$ 15,437</b>		

## TOTAL ANNUAL REVENUE

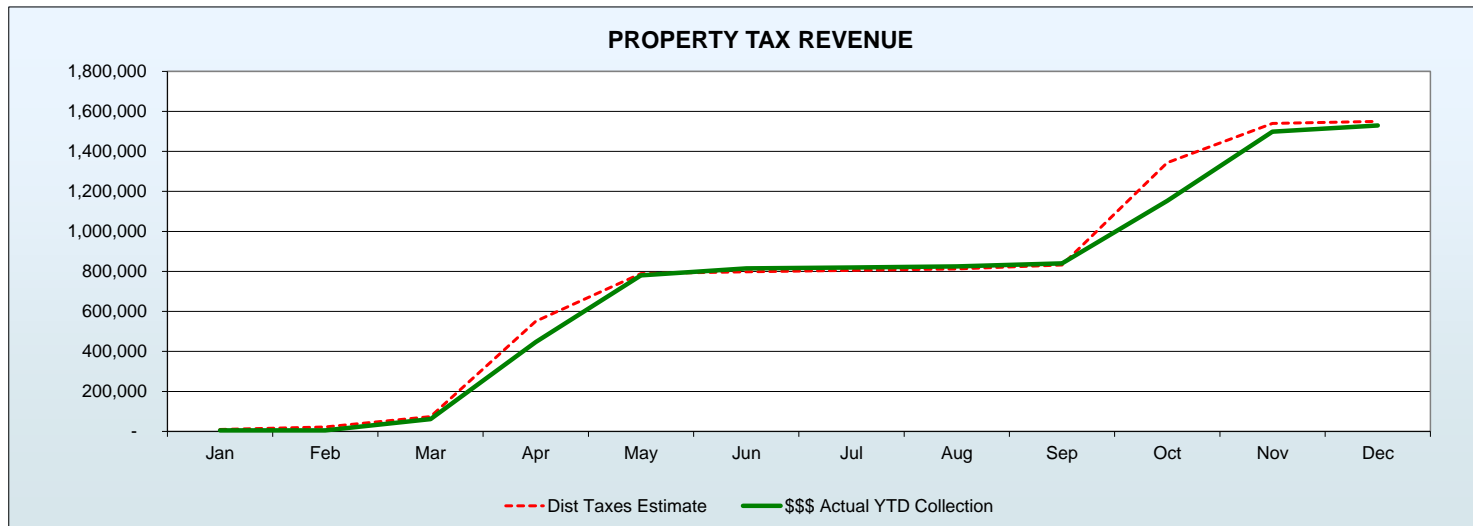


Cumulative Forecast	January	February	March	April	May	June	July	August	September	October	November	December
Property Tax	\$ 9,641	\$ 22,382	\$ 73,734	\$ 551,025	\$ 788,873	\$ 797,785	\$ 805,535	\$ 812,820	\$ 831,885	\$ 1,343,695	\$ 1,539,925	\$ 1,550,000
Intergovernmental	-	-	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Miscellaneous	\$ 46,917	\$ 93,833	\$ 140,750	\$ 187,667	\$ 234,583	\$ 281,500	\$ 328,417	\$ 375,333	\$ 422,250	\$ 469,167	\$ 516,083	\$ 563,000
<b>YTD Forecast Total:</b>	<b>\$ 56,558</b>	<b>\$ 116,215</b>	<b>\$ 230,484</b>	<b>\$ 754,692</b>	<b>\$ 1,039,456</b>	<b>\$ 1,095,285</b>	<b>\$ 1,149,952</b>	<b>\$ 1,204,153</b>	<b>\$ 1,270,135</b>	<b>\$ 1,828,862</b>	<b>\$ 2,072,008</b>	<b>\$ 2,129,000</b>

Cumulative Actual	January	February	March	April	May	June	July	August	September	October	November	December
Property Tax	\$ 5,406	\$ 5,107	\$ 61,787	\$ 446,560	\$ 780,492	\$ 815,088	\$ 819,654	\$ 824,553	\$ 839,791	\$ 1,153,266	\$ 1,498,780	\$ 1,529,666
Intergovernmental	-	-	-	-	-	-	-	-	-	\$ 4,640	\$ 11,680	\$ 16,000
Miscellaneous	-	-	-	-	-	-	-	\$ 2	\$ 2	\$ 3	\$ 3	\$ 152
<b>\$\$\$ YTD Actual Total:</b>	<b>\$ 5,406</b>	<b>\$ 5,107</b>	<b>\$ 61,787</b>	<b>\$ 446,560</b>	<b>\$ 780,492</b>	<b>\$ 815,088</b>	<b>\$ 819,654</b>	<b>\$ 824,555</b>	<b>\$ 839,794</b>	<b>\$ 1,157,909</b>	<b>\$ 1,510,463</b>	<b>\$ 1,545,818</b>

<b>Variance:</b>	(51,151)	(111,108)	(168,697)	(308,132)	(258,964)	(280,197)	(330,297)	(379,598)	(430,341)	(670,952)	(561,546)	(583,182)
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## PROPERTY TAX REVENUE



**BUDGET \$1,550,000**

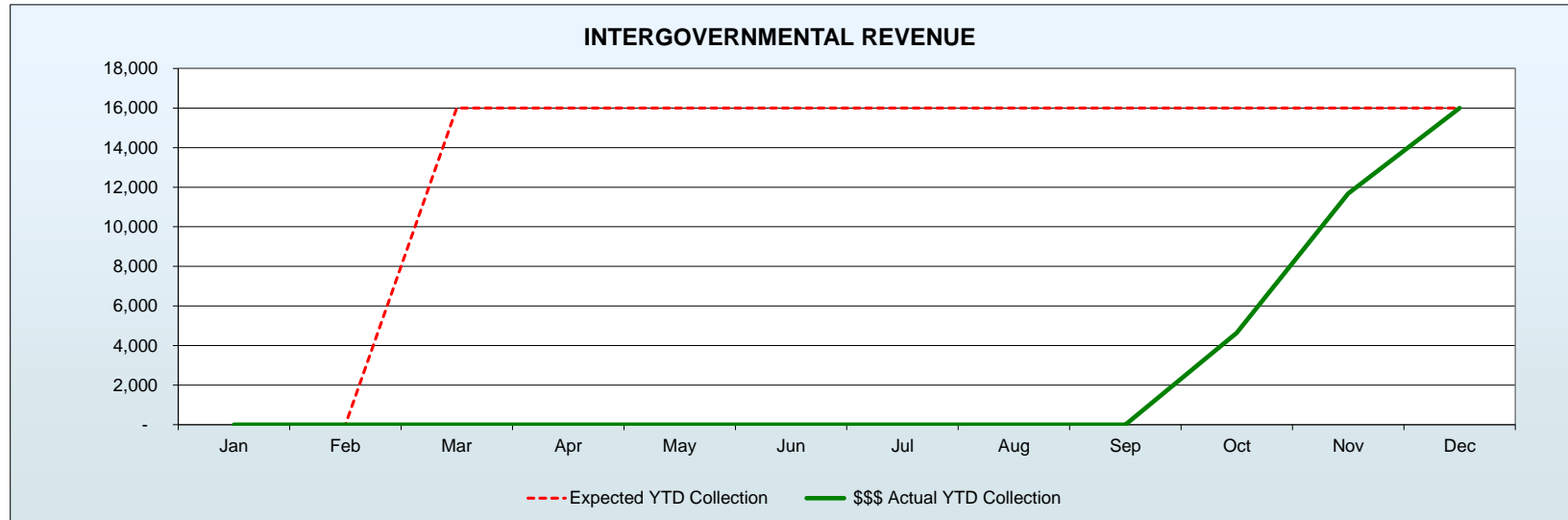
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Collection Pattern	0.622%	0.822%	3.313%	30.793%	15.345%	0.575%	0.500%	0.470%	1.230%	33.020%	12.660%	0.650%
Expected Monthly Collection	9,641	12,741	51,352	477,292	237,848	8,913	7,750	7,285	19,065	511,810	196,230	10,075
Expected YTD Collection	9,641	22,382	73,734	551,025	788,873	797,785	805,535	812,820	831,885	1,343,695	1,539,925	1,550,000

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual Month Collection	\$ 5,406	\$ 5,107	\$ 56,680	\$ 384,773	\$ 333,932	\$ 34,596	\$ 4,567	\$ 4,899	\$ 15,238	\$ 313,475	\$ 345,513	\$ 30,886
\$\$\$ Actual YTD Collection	\$ 5,406	\$ 5,107	\$ 61,787	\$ 446,560	\$ 780,492	\$ 815,088	\$ 819,654	\$ 824,553	\$ 839,791	\$ 1,153,266	\$ 1,498,780	\$ 1,529,666

<b>YTD Variance</b>	(4,235)	(17,275)	(11,947)	(104,465)	(8,380)	\$ 17,303	\$ 14,119	\$ 11,733	\$ 7,906	(190,429)	(41,145)	(20,334)
<b>YTD Variance Ratio: Actual/Budget</b>	56.1%	22.8%	83.8%	81.0%	98.9%	102.2%	101.8%	101.4%	101.0%	85.8%	97.3%	98.7%

## INTERGOVERNMENTAL REVENUE

REPORT AS OF: **Wednesday, February 22, 2023**



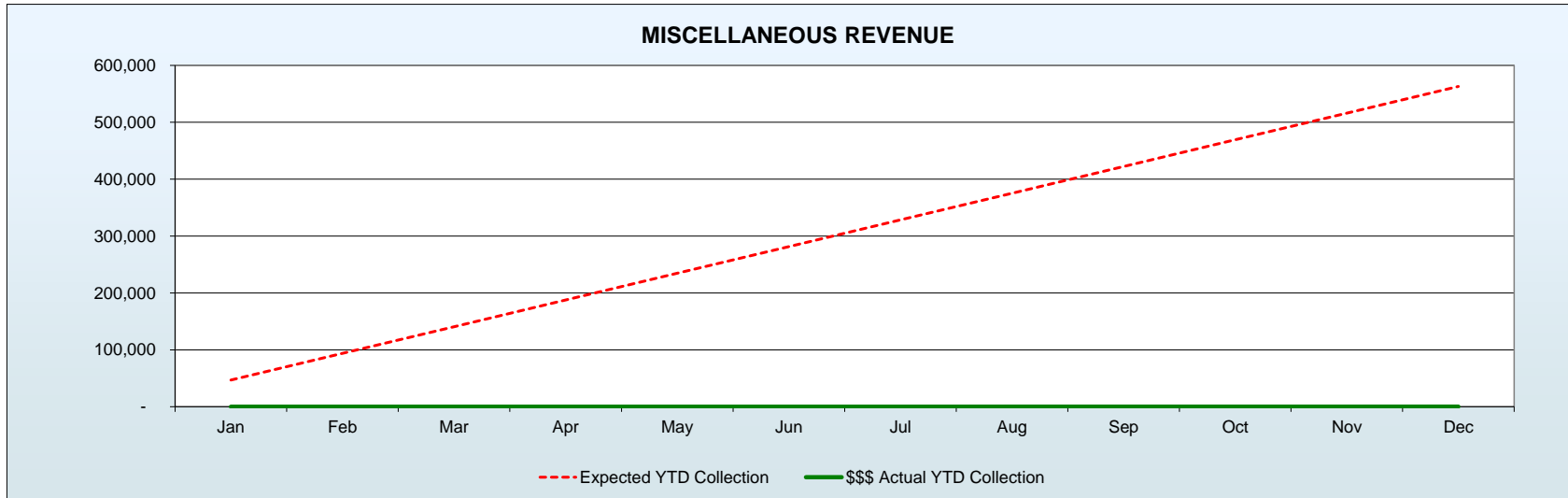
**BUDGET** \$16,000

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Collection Pattern	0.000%	0.000%	100.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Expected Monthly Collection	-	-	16,000	-	-	-	-	-	-	-	-	-
Expected YTD Collection	-	-	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
\$\$\$ Actual Month Collection	-	-	-	-	-	-	-	-	-	4,640	7,040	4,320
\$\$\$ Actual YTD Collection	-	-	-	-	-	-	-	-	-	4,640	11,680	16,000
<b>YTD Variance</b>	-	-	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(11,360)	(4,320)	-
<b>YTD Variance Ratio: Actual/Budget</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	29.0%	73.0%	100.0%



## MISCELLANEOUS REVENUE

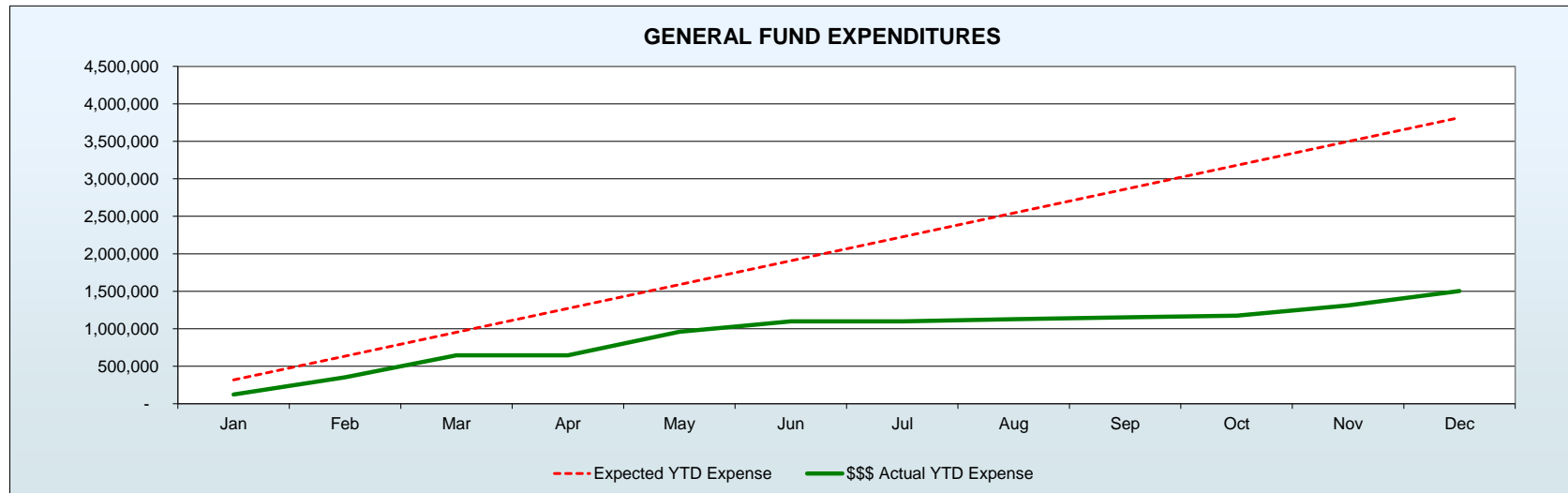
*(Includes Investment Interest, Interfund Transfers, and Grants)*



**BUDGET \$ 570,948.00**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Collection Pattern	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%	8.333%
Expected Monthly Collection	46,917	46,917	46,917	46,917	46,917	46,917	46,917	46,917	46,917	46,917	46,917	46,917
Expected YTD Collection	46,917	93,833	140,750	187,667	234,583	281,500	328,417	375,333	422,250	469,167	516,083	563,000
\$\$\$ Actual Month Collection	-	-	-	-	-	-	-	2	-	1	-	149
\$\$\$ Actual YTD Collection	-	-	-	-	-	-	-	2	2	3	3	152
<b>YTD Variance</b>	(46,917)	(93,833)	(140,750)	(187,667)	(234,583)	(281,500)	(328,417)	(375,331)	(422,248)	(469,164)	(516,081)	(562,848)

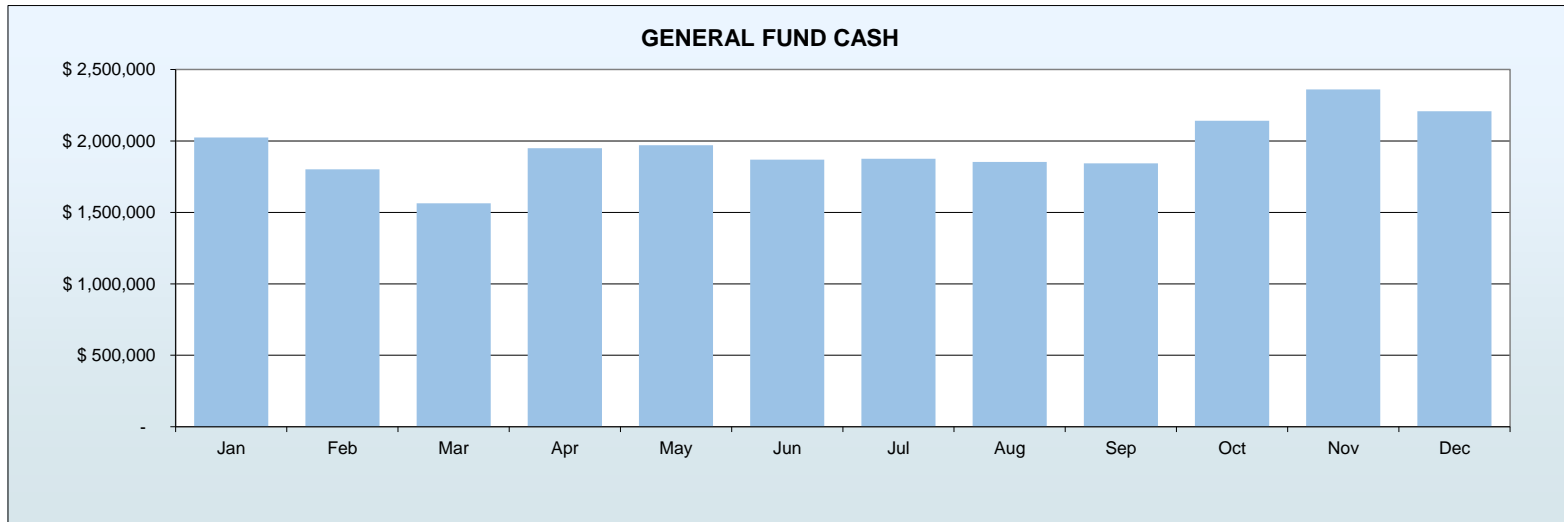
## GENERAL FUND EXPENDITURES



### GENERAL FUND BUDGET **\$3,815,300**

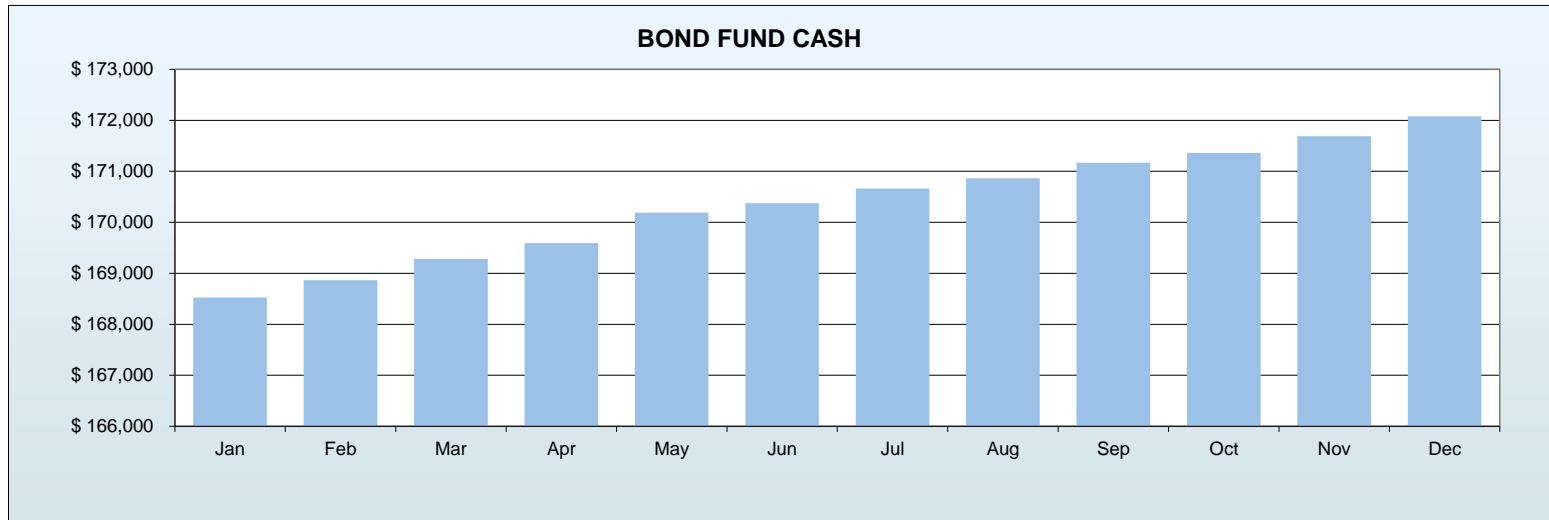
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Expected Monthly Expense	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
Expected YTD Expense	317,942	635,883	953,825	1,271,767	1,589,708	1,907,650	2,225,592	2,543,533	2,861,475	3,179,417	3,497,358	3,815,300
Monthly Variance	(194,652)	(89,218)	(23,608)	(317,533)	(4,516)	(180,569)	(317,508)	(288,994)	(291,896)	(295,416)	(181,721)	(126,181)
\$\$\$ Actual Month Expense	123,290	228,724	294,334	409	313,426	137,373	434	28,947	26,046	22,526	136,221	191,760
\$\$\$ Actual YTD Expense	123,290	352,014	646,348	646,756	960,182	1,097,555	1,097,989	1,126,937	1,152,982	1,175,508	1,311,729	1,503,489
<b>YTD Variance</b>	<b>\$ 194,652</b>	<b>\$ 283,870</b>	<b>\$ 307,477</b>	<b>\$ 625,010</b>	<b>\$ 629,526</b>	<b>\$ 810,095</b>	<b>\$ 1,127,603</b>	<b>\$ 1,416,597</b>	<b>\$ 1,708,493</b>	<b>\$ 2,003,908</b>	<b>\$ 2,185,629</b>	<b>\$ 2,311,811</b>
<b>YTD Variance Ratio: Actual/Budget</b>	<b>0.0%</b>	<b>55.4%</b>	<b>67.8%</b>	<b>50.9%</b>	<b>60.4%</b>	<b>57.5%</b>	<b>49.3%</b>	<b>44.3%</b>	<b>40.3%</b>	<b>37.0%</b>	<b>37.5%</b>	<b>39.4%</b>

**GENERAL FUND CASH**  
Monthly Summary



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Beginning Balance	\$ 2,140,489	\$ 2,023,587	\$ 1,800,851	\$ 1,563,986	\$ 1,949,113	\$ 1,970,462	\$ 1,869,046	\$ 1,874,873	\$ 1,852,564	\$ 1,843,616	\$ 2,141,271	\$ 2,360,279
Revenues	\$ 6,388	\$ 5,988	\$ 57,469	\$ 385,536	\$ 334,775	\$ 35,957	\$ 6,260	\$ 6,638	\$ 17,098	\$ 320,181	\$ 355,228	\$ 39,263
Expenditures	\$ 123,290	\$ 228,724	\$ 294,334	\$ 409	\$ 313,426	\$ 137,373	\$ 434	\$ 28,947	\$ 26,046	\$ 22,526	\$ 136,221	\$ 191,760
<b>Ending Balance</b>	<b>\$ 2,023,587</b>	<b>\$ 1,800,851</b>	<b>\$ 1,563,986</b>	<b>\$ 1,949,113</b>	<b>\$ 1,970,462</b>	<b>\$ 1,869,046</b>	<b>\$ 1,874,873</b>	<b>\$ 1,852,564</b>	<b>\$ 1,843,616</b>	<b>\$ 2,141,271</b>	<b>\$ 2,360,279</b>	<b>\$ 2,207,781</b>

**BOND FUND CASH  
Monthly Summary**



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Beginning Balance	\$167,411.22	\$168,524.70	\$168,865.74	\$169,282.47	\$169,594.18	\$170,191.30	\$170,373.76	\$170,663.03	\$170,864.97	\$171,168.48	\$171,361.36	\$171,689.08
Revenues	\$ 1,132	\$ 420	\$ 459	\$ 417	\$ 670	\$ 243	\$ 360	\$ 233	\$ 311	\$ 235	\$ 351	\$ 425
Expenditures	\$ 19	\$ 79	\$ 42	\$ 105	\$ 73	\$ 60	\$ 70	\$ 31	\$ 8	\$ 42	\$ 23	\$ 35
<b>Ending Balance</b>	<b>\$ 168,525</b>	<b>\$ 168,866</b>	<b>\$ 169,282</b>	<b>\$ 169,594</b>	<b>\$ 170,191</b>	<b>\$ 170,374</b>	<b>\$ 170,663</b>	<b>\$ 170,865</b>	<b>\$ 171,168</b>	<b>\$ 171,361</b>	<b>\$ 171,689</b>	<b>\$ 172,079</b>



# Special District Voucher Approval Document

Scheduled Payment Date: 03/08/2023  
Total Amount: \$18,202.00  
Control Total: 3  
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area  
File Name: AP\_NOSHRPRK\_APSUPINV\_20230302094706.csv  
Fund #: 251010010

**CONTACT INFORMATION**

Preparer's Name: Barbara Glass

Email Address: barbara.glass@bothellwa.gov

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

<i>Becky Range</i>	<u>Mar 2, 2023</u>		
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

**SUBMIT SIGNED DOCUMENT TO:**

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

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

**KING COUNTY FINANCE USE ONLY:**

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

**District Name:** Northshore Parks and Recreation Service Area

**File Name:** AP\_NOSHRPRK\_APSUPINV\_20230302094706.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORNERSTONE ARCHITECTURAL GROUP			232203-5	02/21/2023	\$2,430.00	NSC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232204-5	02/16/2023	\$14,734.50	HWC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232301-2	02/21/2023	\$1,037.50	HWC CRAWLSPACE INVESTIGATION



6161 NE 175th Street, Suite 101  
 Kenmore, Washington 98028  
 206.682.5000  
 cornerstonearch.com

# INVOICE

## Northshore Parks & Recreation Service Area

18415 101st Ave NE  
 Bothell WA 98011

Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

February 21, 2023

Invoice No. 232203-5

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232203

### NPRSA #13A NSC Building Upgrades

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
<b>Task 1 100% Construction Documents</b>					
Architectural - Project Manager	\$180	40	\$ 7,200.00	40 \$ 7,200.00	\$ -
Architectural - Building Envelope Technologist	\$125	40	\$ 5,000.00	60 \$ 7,500.00	\$ -
Mechanical/Electrical - Senior Engineer	\$150	4	\$ 600.00	13.5 \$ 2,025.00	\$ -
Mechanical/Electrical - Project Engineer	\$125	8	\$ 1,000.00	11 \$ 1,375.00	\$ -
Mechanical/Electrical Markup 10%			\$ 160.00	\$ 340.00	\$ -
<b>Task 2 Bidding</b>					
Architectural - Project Manager	\$180	40	\$ 7,200.00	77 \$ 13,860.00	8 \$ 1,440.00
Structural - Engineer	\$150	4	\$ 600.00	\$ -	\$ -
Structural - Markup 10%			\$ 60.00		\$ -
Mechanical/Electrical - Senior Engineer	\$150	16	\$ 2,400.00	13 \$ 1,950.00	6 \$ 900.00
Mechanical/Electrical Markup 10%			\$ 240.00	\$ 195.00	\$ 90.00

*continued on the next page.....*

**NPRSA #13A NSC Building Upgrades**

<b>Task 3 Construction Administration</b>							
Architectural - Project Manager	\$180	320	\$ 57,600.00		\$ -		\$ -
Structural - Engineer	\$150	16	\$ 2,400.00		\$ -		\$ -
Structual Markup 10%			\$ 240.00				\$ -
Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00		\$ -		\$ -
Mechanical/Electrical Markup 10%			\$ 1,800.00				\$ -
		<b>TOTAL</b>	<b>\$ 104,500.00</b>		<b>\$ 34,445.00</b>		<b>\$ 2,430.00</b>

Reviewed by:



2/21/2023

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Andre Coppin  
 Cornerstone Architectural Group  
 AC:bc





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February 16, 2023

Invoice No. 232204-5

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232204

### NPRSA #13B HWC Building Upgrades

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
<b>Task 1 100% Construction Documents</b>					
Architectural - Project Manager	\$180	20	\$ 3,600.00	45 \$ 8,100.00	\$ -
Architectural - CADD Technical Support	\$100	60	\$ 6,000.00	84.5 \$ 8,450.00	\$ -
Mechanical/Electrical - Principal	\$200	32	\$ 6,400.00	32 \$ 6,400.00	\$ -
Mechanical/Electrical - Senior Engineer	\$150	200	\$ 30,000.00	134.5 \$ 20,175.00	\$ -
Mechanical/Electrical - CADD Technician	\$85	120	\$ 10,200.00	30.5 \$ 2,592.50	\$ -
Mechanical/Electrical - Admin	\$55	8	\$ 440.00	3.5 \$ 192.50	\$ -
Mechanical/Electrical Markup 10%			\$ 4,704.00	\$ 2,936.00	\$ -
Environmental - Sr Project Manager	\$155	4	\$ 620.00		4 \$ 620.00
Environmental - AHERA Inspectors	\$110	24	\$ 2,640.00		24 \$ 2,640.00
Environmental - Administrative	\$90	4	\$ 360.00		4 \$ 360.00
Environmental - Misc			\$ 1,330.00		\$ 1,330.00
Environmental Markup 10%			\$ 495.00		\$ 495.00
<b>Task 2 Bidding</b>					
Architectural - Project Manager	\$180	40	\$ 7,200.00	40 \$ 7,200.00	22 \$ 3,960.00
Mechanical/Electrical - Principal	\$200	8	\$ 1,600.00	\$ -	0.5 \$ 100.00
Mechanical/Electrical - Senior Engineer	\$150	20	\$ 3,000.00	\$ -	8 \$ 1,200.00
Mechanical/Electrical Markup 10%			\$ 460.00		\$ 130.00

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### NPRSA #13B HWC Building Upgrades

Task 3 Construction Administration								
	Architectural - Project Manager	\$180	160	\$ 28,800.00		\$ -		\$ -
	Structural - Principal	\$245	2	\$ 490.00	1	\$ 245.00	1	\$ 245.00
	Structural - Engineer	\$150	8	\$ 1,200.00	9.5	\$ 1,425.00	22	\$ 3,300.00
	Structural Markup 10%			\$ 169.00		\$ 167.00		\$ 354.50
	Mechanical/Electrical - Principal	\$200	4	\$ 800.00		\$ -		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00		\$ -		\$ -
	Mechanical/Electrical Markup 10%			\$ 1,880.00				\$ -
			<b>TOTAL</b>	<b>\$ 130,388.00</b>		<b>\$ 57,883.00</b>		<b>\$ 14,734.50</b>

Reviewed by:



2/16/2023

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Andre Coppin  
 Cornerstone Architectural Group  
 AC:bc



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Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

February 21, 2023

Invoice No. 232301-2

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232301

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## NPRSA #03.1 HWC Crawlspace Investigation

### BASIC SERVICES

Project Manager	3.5 hrs	\$647.50
Building Envelope Technologist	3.0 hrs	\$390.00

**BASIC SERVICES TOTAL** \$1,037.50

**TOTAL DUE THIS INVOICE** **\$1,037.50**

Reviewed by:

\_\_\_\_\_  
André Coppin  
Cornerstone Architectural Group

\_\_\_\_\_  
Date 2/21/2023

AC:bc