

## **Board Meeting Agenda**

17 May 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: 219 524 353 297

Passcode: D5Y7i

**Or call in (audio only) at 1 332-249-0718**

Phone Conference ID 861907632#

**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. Election
4. Consent Agenda
  - a. Minutes from 15 March 2023 Meeting
  - b. Vouchers paid 24 March 2023 in the amount of \$16,989.58
  - c. Vouchers paid 31 March 2023 in the amount of \$2,438.97
  - d. Vouchers paid 25 April 2023 in the amount of \$26,855.63
  - e. Vouchers paid 27 April 2023 in the amount of \$46,930.30
5. Discussion Items
  - a. Q1 2023 Financial Report
6. Reports
  - a. Capital Repairs Update, NPRSA Program Manager Christine Scotton
  - b. Northshore Senior Center Brief, NSC CEO Nathan Phillips
  - c. Northshore Youth Center for Excellence Update, James McNeal
7. Study Session
  - a. Maintenance Strategy and Future Levy Planning
8. Future Meetings
9. 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 # 4A

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

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

**DATE:** 17 May 2023

**SUBJECT:** Minutes from 15 March 2023

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**ITEM CONSIDERATION:** This item asks the Board to approve minutes from the NPRSA Board meeting held on 15 March 2023.

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

**ATTACHMENTS:** Att-1. Minutes from 15 March 2023

**RECOMMENDED ACTION:** Move to approve the NPRSA Board Minutes from 15 March 2023.

## Board Meeting Minutes 15 March 2023, 6:30 PM

### Present

Board Chair Rachel Best-Campbell  
Vice-Chair James McNeal  
Board Members Jeanne Zornes and Debra Srebnik  
Board Member Sarah Perry (left at 7:00 PM)

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

### Absent

Board Members Rod Dembowski and Jared Mead

#### 1. Call to Order – 6:30 PM

*Rachel Best-Campbell called the meeting to order at 6:35 PM*

#### 2. Public Comment

*John Dolin expressed interest in future NPRSA capital repair projects.*

#### 3. Consent Agenda

- a. Minutes from 13 February 2023 Meeting
- b. Vouchers paid 2 March 2023 in the amount of \$18,202.00

*Sarah Perry moved approval of the consent agenda. Debra Srebnik seconded. The motion passed 5-0 with Rod Dembowski and Jared Mead absent.*

#### 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

*Christine Scotton presented the item and entertained Board comments and questions. The Board expressed interest in documentation that shows clearly which projects have been completed, how much of the levy money has been expended on design/construction administration vs. capital repair work, and remaining design/construction costs for the uncompleted projects in the Board's approved Capital Repairs plan. James McNeal moved approval of Agreement A-21-05-02 as presented. Debra Srebnik seconded. The motion passed 4-0 with Rod Dembowski, Sarah Perry, and Jared Mead absent.*

- b. Consideration of Northshore Senior Center Building Envelope Investigation and Assessment

*Christine Scotton presented the item and entertained Board comments and questions. The Board expressed concern that any issues uncovered by the envelope investigation might obligate the NPRSA to undertake additional repairs that are not part of the approved Capital Repairs Plan and are not planned for in the NPRSA's approved budgets. The Board expressed interest in the possibility of insurance or warranty coverage, and in finding ways to use the NPRSA's JOC program to complete envelope repairs piecemeal. Debra Srebnik moved to authorize Staff to pursue a Building Envelope investigation and assessment. Jeanne Zornes seconded. The motion passed 4-0 with Rod Dembowski, Sarah Perry, and Jared Mead absent.*

5. Discussion Items

a. Q4 2022 Financial Report

*Barbara Glass presented the item and entertained Board comments and questions. The Board expressed interest in seeing a comprehensive picture of the NPRSA's revenues and expenditures through the entire levy term.*

b. Long-Term Maintenance Strategy Planning

*The Board discussed possible future capital repair projects and how the NPRSA could fund them. The Board identified a need for a clearer understanding of potential future projects, upcoming capital repair needs, and maintenance costs for capital assets. The Board requested a study session at a future meeting to consider these questions in greater depth.*

c. Northshore Youth Center for Excellence Update

*Becky Range provided an overview of discussions between King County and the NPRSA regarding grant applications.*

6. Reports

a. Capital Repairs Update, NPRSA Program Manager Christine Scotton

*Christine Scotton presented the item and entertained Board comments and questions.*

b. Northshore Senior Center Brief, NSC CEO Nathan Phillips

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

7. Future Meetings

*The next regular meeting will be held in-person at the Northshore Senior Center on 17 May 2023.*

8. Adjourn

*The meeting was adjourned at 8:15 PM.*



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

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

**DATE:** 17 May 2023

**SUBJECT:** Vouchers from 24 March 2023 in the amount of \$16,989.58.

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<b>ITEM CONSIDERATION:</b>	This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 24 March 2023 in the amount of \$16,989.58. Please note that the attachment for this item is at the end of the agenda packet.
<b>FISCAL IMPACTS:</b>	These items are budgeted in the 2023 adopted budget.
<b>ATTACHMENTS:</b>	Att-1. Voucher Packet in the amount of \$16,989.58 dated 24 March 2023
<b>RECOMMENDED ACTION:</b>	Move to approve vouchers for expenses invoiced between 10 March 2023 and 22 March 2023 in the amount of \$16,989.58.



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

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

**DATE:** 17 May 2023

**SUBJECT:** Vouchers from 31 March 2023 in the amount of \$2,438.97.

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**ITEM CONSIDERATION:** This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 31 March 2023 in the amount of \$2,438.97. Please note that the attachment for this item is at the end of the agenda packet.

**FISCAL IMPACTS:** These items are budgeted in the 2023 adopted budget.

**ATTACHMENTS:** Att-1. Voucher Packet in the amount of \$2,438.97 dated 31 March 2023

**RECOMMENDED ACTION:** Move to approve vouchers for expenses invoiced on 27 January 2023 in the amount of \$2,438.97.



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

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

**DATE:** 17 May 2023

**SUBJECT:** Vouchers from 25 April 2023 in the amount of \$26,855.63.

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**ITEM CONSIDERATION:** This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 25 April 2023 in the amount of \$26,855.63. Please note that the attachment for this item is at the end of the agenda packet.

**FISCAL IMPACTS:** These items are budgeted in the 2023 adopted budget.

**ATTACHMENTS:** Att-1. Voucher Packet in the amount of \$26,855.63 dated 25 April 2023

**RECOMMENDED ACTION:** Move to approve vouchers for expenses invoiced on 20 April 2023 in the amount of \$26,855.63.





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

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

**DATE:** 17 May 2023

**SUBJECT:** Vouchers from 27 April 2023 in the amount of \$46,930.30.

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**ITEM CONSIDERATION:** This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 27 April 2023 in the amount of \$46,930.30. Please note that the attachment for this item is at the end of the agenda packet.

**FISCAL IMPACTS:** These items are budgeted in the 2023 adopted budget.

**ATTACHMENTS:** Att-1. Voucher Packet in the amount of \$46,930.30 dated 27 April 2023

**RECOMMENDED ACTION:** Move to approve vouchers for expenses invoiced on 31 March 2023 in the amount of \$46,930.30.



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

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

**DATE:** 17 May 2023

**SUBJECT:** Q1 2023 Financial Report

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**SUMMARY:** This item asks the NPRSA Board to receive the Q1 2022 Financial Report. This report reviews revenues and expenditures between 1 January 2023 and 31 March 2023.

**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 Q1 2023 include:

Revenues and Transfers

- Property Tax received as expected in the Bond and General Funds

Expenditures

- \$85,000 in Capital Repairs to the Northshore Senior Center and the Health and Wellness Center
- \$7,000 in HVAC equipment purchase for 2023 repairs to the Northshore Senior Center
- \$277,000 in Bothell Administrative Services Fees
- \$12,000 in reimbursements to the Northshore Senior Center for maintenance and repairs to keep the HVAC system at the Health and Wellness Center operational until it can be replaced

Cash Balances at the End of Q1

- General Fund: \$ 1,904,573.53
- Bond Fund: \$ 177,102.52

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

Please note that this report has not been reviewed by the City of Bothell Finance Department.

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

**ATTACHMENTS:** Att-1. Q1 2023 Financial Report

**ACTION:** Review and discuss the Q1 2023 Financial Report.



## 2023 Q1 Financial Report

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

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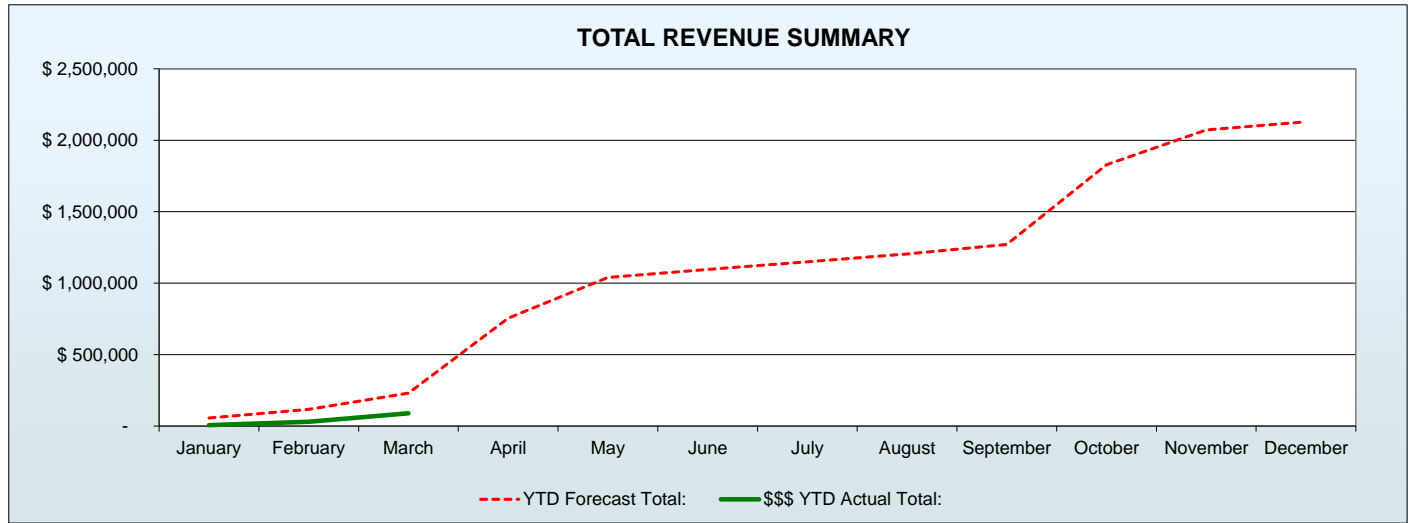
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**NPRSA 2022 BUDGET AND ACTUALS**

<b>GENERAL FUND - FUND 001</b>					
RESOURCES	2023 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
308 Beginning Balance	\$ 2,423,912	\$ 2,207,781	\$ (216,131)	91%	
<b>REVENUES</b>					
311 Property Taxes (Net)	\$ 1,550,000	\$ 58,247.36	\$ (1,491,753)	4%	
361 Miscellaneous	\$ -	\$ 10,835.39	\$ 10,835		
337 Intergovernmental	\$ 16,000	\$ -	\$ (16,000)	0%	
Grant Reimbursements	\$ 399,948	\$ -	\$ (399,948)	0%	
397 Transfers In	\$ 155,000	\$ -	\$ (155,000)	0%	
Total Revenues	\$ 2,120,948	\$ 69,083	\$ (1,896,865)	3%	
<b>Total Resources &amp; Revenues</b>	<b>\$ 4,544,860</b>	<b>\$ 2,276,864</b>	<b>\$ (2,112,996)</b>	<b>50%</b>	
EXPENDITURES	2023 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
576.41 Election Costs	\$ -	\$ -	\$ -		
511 Administrative Services	\$ 300,000	\$ 284,317	\$ (15,683)	95%	
514 State Audit	\$ -	\$ -	\$ -		
519 Insurance	\$ 3,300	\$ -	\$ (3,300)	0%	
519 Advertising	\$ 1,000	\$ 609	\$ (391)	61%	
576.1 Miscellaneous	\$ 1,000	\$ 271	\$ (729)	27%	
576.6 Capital Outlay	\$ 3,510,000	\$ 7,955	\$ (3,502,045)	0%	
585 Senior Center Reimbursements	\$ 20,000	\$ 12,203	\$ 7,797	61%	
<b>Total Expenditures</b>	<b>\$ 3,835,300</b>	<b>\$ 293,151</b>	<b>\$ (3,514,351)</b>	<b>8%</b>	
<b>RESERVES</b>					
508 Undesignated Reserve	\$ -	\$ -	\$ -		
508 Contingency Reserve	\$ -	\$ -	\$ -		
508 Additional Reserve	\$ -	\$ -	\$ -		
508 Unreserved	\$ 709,560	\$ -	\$ -		
<b>Ending Balance</b>	<b>\$ 709,560</b>	<b>\$ 1,983,713</b>	<b>\$ -</b>	<b>280%</b>	

<b>BOND FUND - FUND 200</b>					
RESOURCES	2023 BUDGET	YEAR-TO-DATE	\$ DIFFERENCE	% OF BUDGET	
308 Beginning Balance	\$ 155,000	\$ 172,079	\$ 17,079	111%	
<b>REVENUES</b>					
311 Property Taxes (Net)	\$ -	\$ 4,468	\$ 4,468		
361 Miscellaneous	\$ -	\$ 556			
397 Transfers In	\$ -	\$ -	\$ -		
Total Revenues	\$ -	\$ 5,024	\$ 4,468		
<b>Total Resources</b>	<b>\$ 155,000</b>	<b>\$ 177,103</b>	<b>\$ 21,547</b>	<b>114%</b>	
EXPENDITURES	2023 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>\$ 177,103</b>	<b>\$ 21,547</b>		

## TOTAL ANNUAL REVENUE

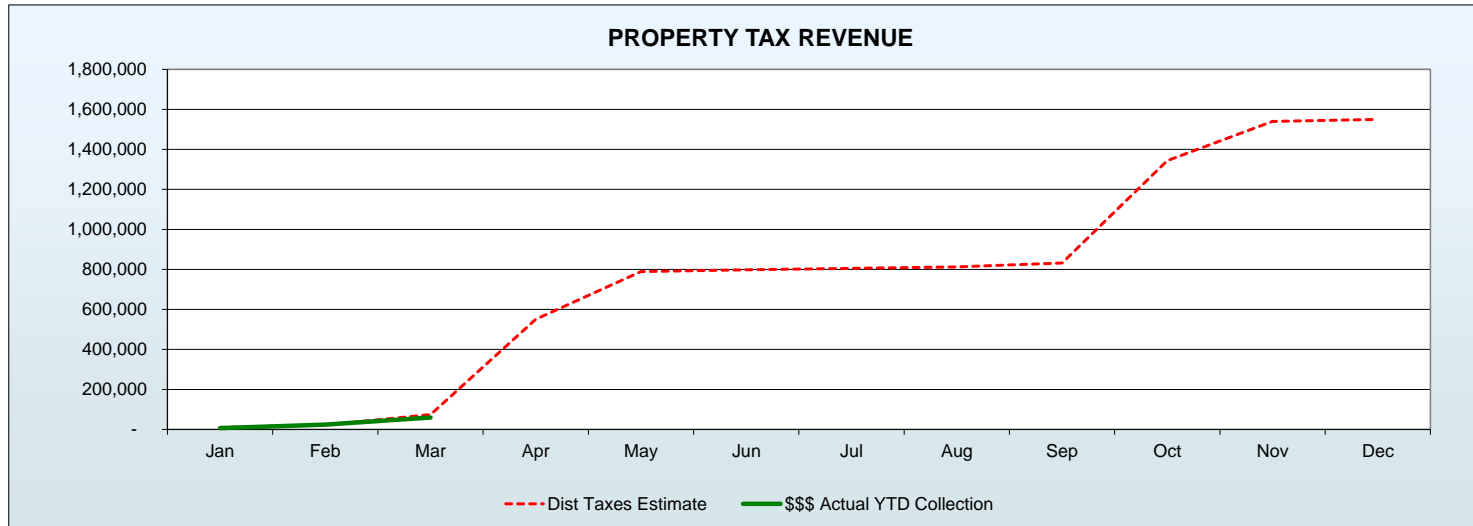


Cumulative Forecast	January	February	March	April	May	June	July	August	September	October	November	December
Property Tax	\$ 9,641	\$ 22,382	\$ 73,734	\$ 551,025	\$ 788,873	\$ 797,785	\$ 805,535	\$ 812,820	\$ 831,885	\$ 1,343,695	\$ 1,539,925	\$ 1,550,000
Intergovernmental	-	-	\$ 16,000	\$ 16,000	\$ 16,000	\$ 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	\$ 6,508	\$ 23,495	\$ 59,400	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
<b>\$\$\$ YTD Actual Total:</b>	<b>\$ 6,508</b>	<b>\$ 30,002</b>	<b>\$ 89,402</b>									

<b>Variance:</b>	(50,050)	(86,213)	(141,082)	(754,692)	(1,039,456)	(1,095,285)	(1,149,952)	(1,204,153)	(1,270,135)	(1,828,862)	(2,072,008)	(2,129,000)
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## PROPERTY TAX REVENUE



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

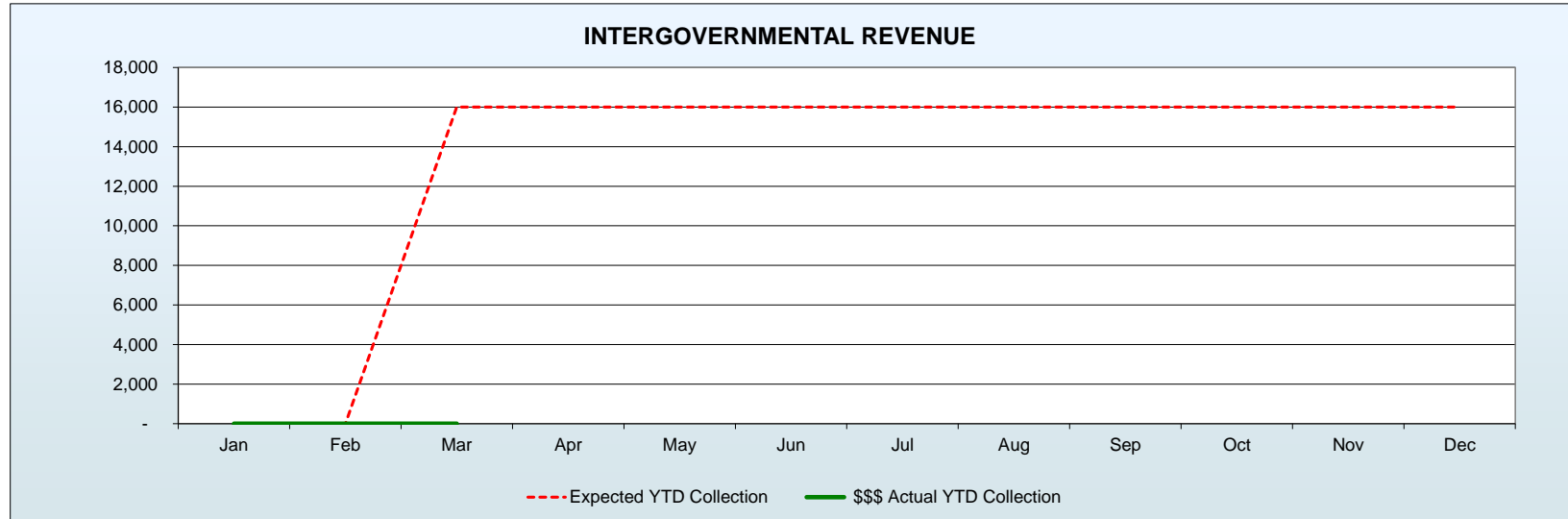
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Collection Pattern	0.622%	0.822%	3.313%	30.793%	15.345%	0.575%	0.500%	0.470%	1.230%	33.020%	12.660%	0.650%
Expected Monthly Collection	9,641	12,741	51,352	477,292	237,848	8,913	7,750	7,285	19,065	511,810	196,230	10,075
Expected YTD Collection	9,641	22,382	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	\$ 6,508	\$ 16,987	\$ 35,905	-	-	-	-	-	-	-	-	-
\$\$\$ Actual YTD Collection	\$ 6,508	\$ 23,495	\$ 59,400									

<b>YTD Variance</b>	(3,133)	\$ 1,113	(14,334)	(551,025)	(788,873)	(797,785)	(805,535)	(812,820)	(831,885)	(1,343,695)	(1,539,925)	(1,550,000)
<b>YTD Variance Ratio: Actual/Budget</b>	67.5%	105.0%	80.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## INTERGOVERNMENTAL REVENUE

REPORT AS OF: **Wednesday, April 26, 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

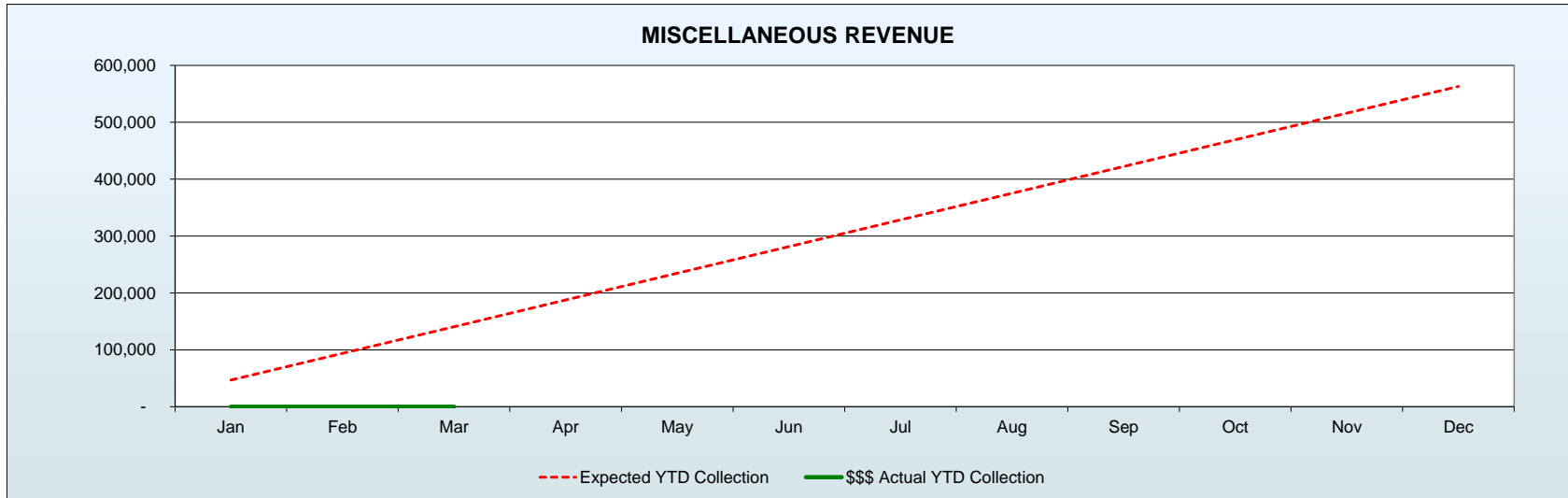
\$\$\$ Actual Month Collection	-	-	-	-	-	-	-	-	-	-	-	-
\$\$\$ Actual YTD Collection	-	-	-	-	-	-	-	-	-	-	-	-

<b>YTD Variance</b>	-	-	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)	(16,000)
<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%	0.0%	0.0%	0.0%



## MISCELLANEOUS REVENUE

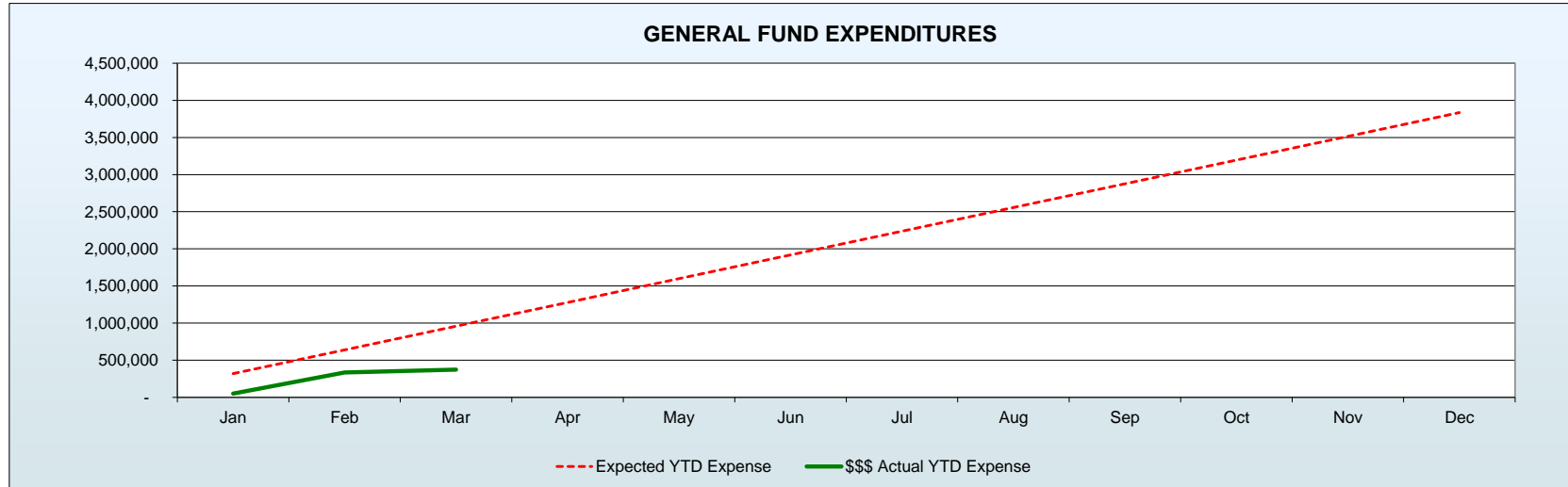
*(Includes Investment Interest, Interfund Transfers, and Grants)*



**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	-	-	-	-	-	-	-	-	-	-	-	-
\$\$\$ Actual YTD Collection	-	-	-	-	-	-	-	-	-	-	-	-
<b>YTD Variance</b>	(46,917)	(93,833)	(140,750)	(187,667)	(234,583)	(281,500)	(328,417)	(375,333)	(422,250)	(469,167)	(516,083)	(563,000)

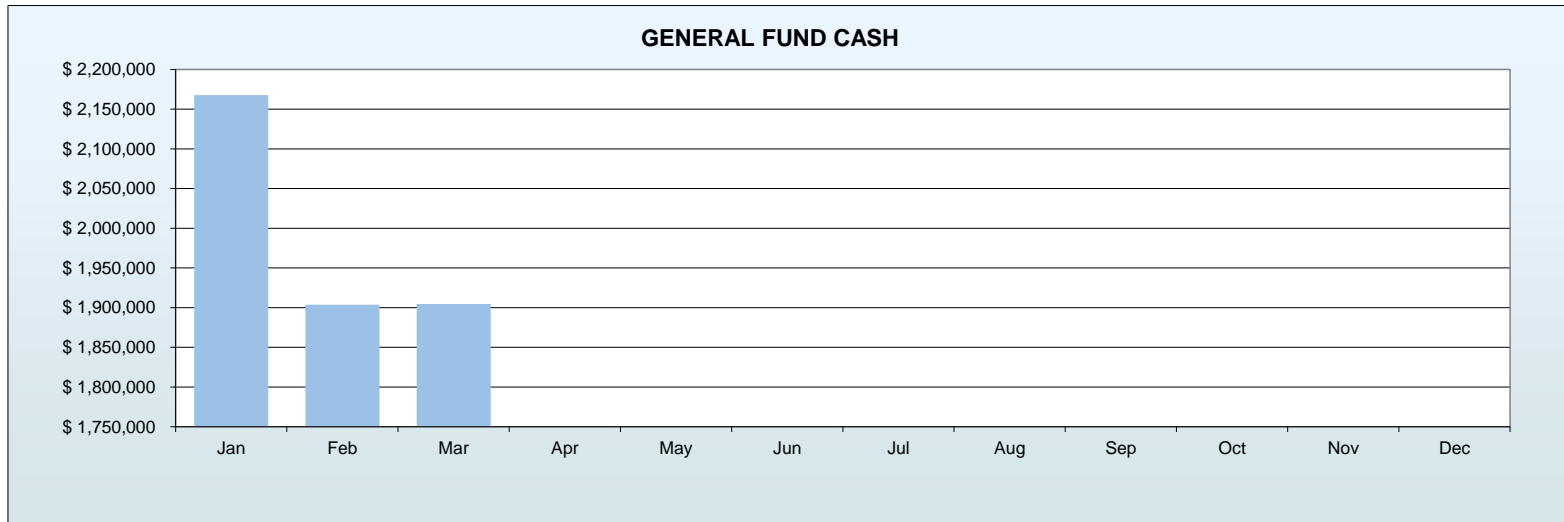
**GENERAL FUND EXPENDITURES**



**GENERAL FUND BUDGET \$3,835,300**

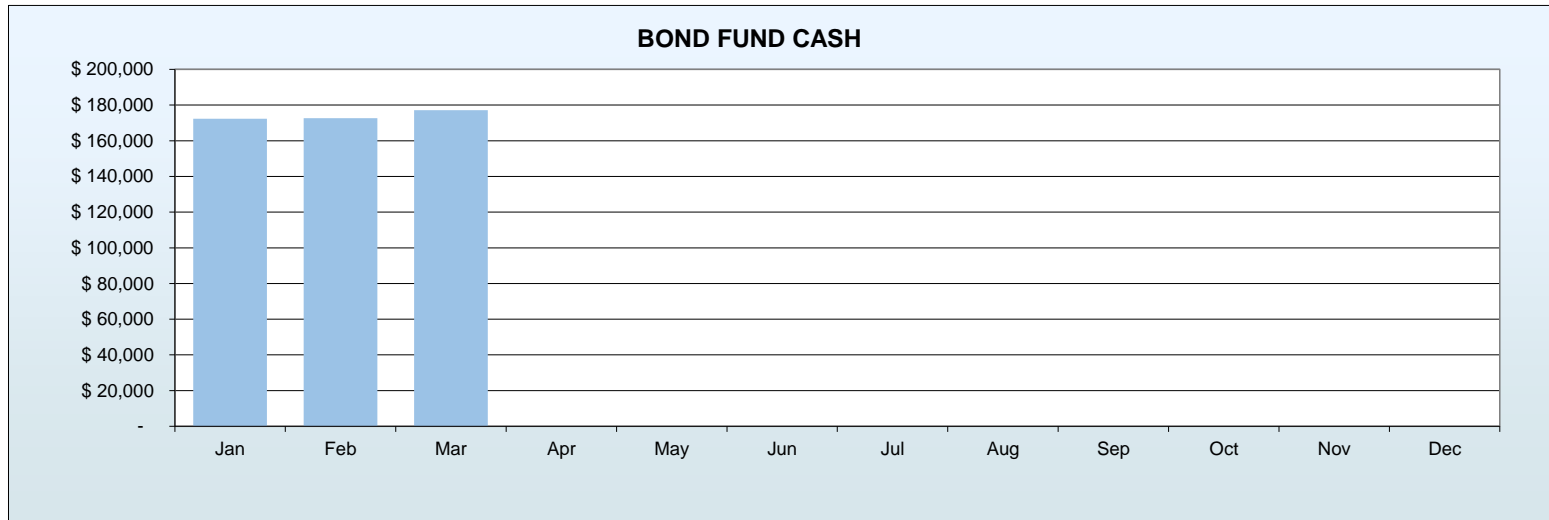
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Expected Monthly Expense	319,608	319,608	319,608	319,608	319,608	319,608	319,608	319,608	319,608	319,608	319,608	319,608
Expected YTD Expense	319,608	639,217	958,825	1,278,433	1,598,042	1,917,650	2,237,258	2,556,867	2,876,475	3,196,083	3,515,692	3,835,300
Monthly Variance	(269,062)	(34,814)	(281,506)	(319,608)	(319,608)	(319,608)	(319,608)	(319,608)	(319,608)	(319,608)	(319,608)	(319,608)
\$\$\$ Actual Month Expense	50,546	284,795	38,102	-	-	-	-	-	-	-	-	-
\$\$\$ Actual YTD Expense	50,546	335,341	373,443									
<b>YTD Variance</b>	<b>\$ 269,062</b>	<b>\$ 303,876</b>	<b>\$ 585,382</b>	<b>\$ 1,278,433</b>	<b>\$ 1,598,042</b>	<b>\$ 1,917,650</b>	<b>\$ 2,237,258</b>	<b>\$ 2,556,867</b>	<b>\$ 2,876,475</b>	<b>\$ 3,196,083</b>	<b>\$ 3,515,692</b>	<b>\$ 3,835,300</b>
<b>YTD Variance Ratio: Actual/Budget</b>	<b>0.0%</b>	<b>52.5%</b>	<b>38.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

**GENERAL FUND CASH**  
**Monthly Summary**



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Beginning Balance	\$ 2,207,781	\$ 2,167,764	\$ 1,903,628		-	-	-	-	-	-	-	-
Revenues	\$ 10,529	\$ 20,658	\$ 39,048	-	-	-	-	-	-	-	-	-
Expenditures	\$ 50,546	\$ 284,795	\$ 38,102	-	-	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ 2,167,764</b>	<b>\$ 1,903,628</b>	<b>\$ 1,904,574</b>									

**BOND FUND CASH**  
**Monthly Summary**



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Beginning Balance	\$172,078.78	\$172,305.76	\$172,633.26									
Revenues	\$ 297	\$ 344	\$ 4,505	-	-	-	-	-	-	-	-	-
Expenditures	\$ 70	\$ 17	\$ 36	-	-	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ 172,306</b>	<b>\$ 172,633</b>	<b>\$ 177,103</b>	-	-	-	-	-	-	-	-	-



# Special District Voucher Approval Document

**Scheduled Payment Date:** 03/29/2023  
**Total Amount:** \$16,989.58  
**Control Total:** 4  
**Payment Method:** WARRANT

**District Name:** Northshore Parks and Recreation Service Area  
**File Name:** AP\_NOSHRPRK\_APSUPINV\_20230324085903.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 24, 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\_20230324085903.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORNERSTONE ARCHITECTURAL GROUP			232203-6	03/22/2023	\$7,200.00	NSC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232204-6	03/22/2023	\$2,872.50	HWC BUILDING UPGRADES
TRANE U.S. INC.			313433486	03/10/2023	\$2,599.13	PURCHASE ORDER PO2021-006.00
TRANE U.S. INC.			313433548	03/10/2023	\$4,317.95	PURCHASE ORDER PO2021-006.00



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

March 22, 2023

Invoice No. 232203-6

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	85	\$ 15,300.00		\$ -
	Structural - Engineer	\$150	4	\$ 600.00		\$ -		\$ -
	Structural - Markup 10%			\$ 60.00				\$ -
	Mechanical/Electrical - Senior Engineer	\$150	16	\$ 2,400.00	19	\$ 2,850.00		\$ -
	Mechanical/Electrical Markup 10%			\$ 240.00		\$ 285.00		\$ -

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

**NPRSA #13A NSC Building Upgrades**

<b>Task 3 Construction Administration</b>							
Architectural - Project Manager	\$180	320	\$ 57,600.00		\$ -	40	\$ 7,200.00
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>\$ 36,875.00</b>		<b>\$ 7,200.00</b>

Reviewed by:



3/22/2023

---

Andre Coppin  
 Cornerstone Architectural Group  
 AC:bc





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

March 22, 2023

Invoice No. 232204-6

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	62	\$ 11,160.00
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

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

### NPRSA #13B HWC Building Upgrades

Task 3 Construction Administration							
Architectural - Project Manager	\$180	160	\$ 28,800.00		\$ -	10	\$ 1,800.00
Structural - Principal	\$245	2	\$ 490.00	2	\$ 490.00		\$ -
Structural - Engineer	\$150	8	\$ 1,200.00	31.5	\$ 4,725.00		\$ -
Structural Markup 10%			\$ 169.00		\$ 521.50		\$ -
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>\$ 72,617.50</b>		<b>\$ 2,872.50</b>

Reviewed by:



3/22/2023

---

Andre Coppin  
 Cornerstone Architectural Group  
 AC:bc

**TRANE®**Trane U.S. Inc.  
3600 Pammel Creek Road  
La Crosse, WI 54601-7599  
United States

# Invoice

Invoice Number **313433486**

For questions please contact:

Seattle TCS SO, WA  
Tel: 425-643-4310  
Fax: 425-643-4314**Remit Payment To**Trane U.S. Inc.  
P. O. Box 98167  
CHICAGO, IL 60693

Invoice Date	10-MAR-2023
Customer No.	1043342
Reference No.	Y308535
Internal Account	4217035
Payment Terms	.5%10 NET30
Payment Due Date	09-Apr-2023
Discount Date	20-Mar-2023

**Bill To**NORTHSHORE PARKS AND RECREATION  
SERVICE AREA 10201 E RIVERSIDE DR  
BOTHELL, WA 98011  
UNITED STATES

Customer Tax ID

Inco Terms	
Supply Location	Seattle TCS SO, WA
Shipping Method	FXFE
Tracking No.	
Freight Terms	FA-PPD
Bill of Lading	

**Sold To**NORTHSHORE PARKS AND RECREATIO  
SERVICE AREA 10201 E RIVERSIDE  
BOTHELL, WA 98011  
UNITED STATES**Ship To**WESTERN CRANE - (NPRSA- P02021  
ATTN: NORTHSHORE COMMUNITY CTR  
7245 WEST MARGINAL WAY SW- SOB  
BOTHELL, WA 98011<https://www.tranetechnologies.com/customer>**CERTifyTax** - for submittal of tax exemption certificates.**iReceivables** - access invoice copies, account balances & make payments.

929640983

Tax/GST ID: 25-0900465 PST/QST ID:	State Tax: 254.93 6.5000% WA	County Tax: 0.00 0.0000% KING	City Tax: 86.28 2.2000% BOTHELL	District Tax: 54.90 1.4000%
---------------------------------------	---------------------------------	----------------------------------	------------------------------------	-----------------------------

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	3921.84	0.00	396.11	0.00	4317.95

**Special Instructions** Northshore Community Center (NPRSA)

Sales Order	Order Date	Ship Date	Purchase Order
Y3H290		10-MAR-2023	P02021-006.00

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	2705-8021-01-15:Labor - 2 - Line Note: 5th year labor Model Number: 2705-8021-01-15	3	EA		
2	2705-8002-01-15:2nd-5th Yr Line Note: Parts Warranty Less Compr Model Number: 2705-8002-01-15	3	EA		
3	2705-8011-01-15:1st Year Line Note: labor warranty Model Number: 2705-8011-01-15	3	EA		
4	S9V2B040U3PSBD:2.5 Ton Line Note: Furnace Split System Model Number: S9V2B040U3PSBD	1	EA		

**TRANE**  
TECHNOLOGIES

**TRANE®**Trane U.S. Inc.  
3600 Pammel Creek Road  
La Crosse, WI 54601-7599  
United States

# Invoice

Invoice Number **313433548**

For questions please contact:

Seattle TCS SO, WA  
Tel: 425-643-4310  
Fax: 425-643-4314**Remit Payment To**Trane U.S. Inc.  
P. O. Box 98167  
CHICAGO, IL 60693

Invoice Date	10-MAR-2023
Customer No.	1043342
Reference No.	Y308535
Internal Account	4217035
Payment Terms	.5%10 NET30
Payment Due Date	09-Apr-2023
Discount Date	20-Mar-2023

**Bill To**NORTHSHORE PARKS AND RECREATION  
SERVICE AREA 10201 E RIVERSIDE DR  
BOTHELL, WA 98011  
UNITED STATES

Customer Tax ID

Inco Terms	
Supply Location	Seattle TCS SO, WA
Shipping Method	FXFE
Tracking No.	
Freight Terms	FA-PPD
Bill of Lading	

**Sold To**NORTHSHORE PARKS AND RECREATIO  
SERVICE AREA 10201 E RIVERSIDE  
BOTHELL, WA 98011  
UNITED STATES**Ship To**WESTERN CRANE - (NPRSA- P02021  
ATTN: NORTHSHORE COMMUNITY CTR  
7245 WEST MARGINAL WAY SW- SOB  
BOTHELL, WA 98011<https://www.tranetechnologies.com/customer>**CERTifyTax** - for submittal of tax exemption certificates.**iReceivables** - access invoice copies, account balances & make payments.

929640983

Tax/GST ID: 25-0900465 PST/QST ID:	State Tax: 153.44 6.5000% WA	County Tax: 0.00 0.0000% KING	City Tax: 51.94 2.2000% BOTHELL	District Tax: 33.05 1.4000%
---------------------------------------	---------------------------------	----------------------------------	------------------------------------	-----------------------------

Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	2360.70	0.00	238.43	0.00	2599.13

**Special Instructions** Northshore Community Center (NPRSA)

Sales Order	Order Date	Ship Date	Purchase Order
Y3H309		10-MAR-2023	P02021-006.00

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	S9V2B040U3PSBD:2 Ton Furnace Line Note: Split System Model Number: S9V2B040U3PSBD	1	EA		



# Special District Voucher Approval Document

Scheduled Payment Date: 04/05/2023  
Total Amount: \$2,438.97  
Control Total: 1  
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area  
File Name: AP\_NOSHRPRK\_APSUPINV\_20230331083713.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)) :

*Becky Range*

Mar 31, 2023

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\_20230331083713.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
NORTHSHORE SENIOR CENTER			NSC23-04	01/27/2023	\$2,438.97	INVOICE 1-127306317436 REIMBURSEMENT

*copy to NPRSA  
3/1 OK*  
**(UP)**

ORIGINAL INVOICE

**Invoice#:** 1-127306317436    **Invoice Date:** 01/27/2023  
**PO #/Auth:** Harry Horst    **Service Request:** 1-124500338107  
**Customer WO#:**    **SR Type:** L&M  
**Customer Acct:** 1857150    **Branch Name:** JOHNSON CONTROLS SEATTLE WA CB- 0N59

**Bill To:**  
NORTHSHORE SENIOR CENTER  
10201 E RIVERSIDE DR  
BOTHAM WA 98011

**Service Site:**  
NORTHSHORE SENIOR CENTER  
10212 E RIVERSIDE DR ,  
BOTHELL WA 90011-3709

**Contractor/License Information:**

**Requested By:** Harry Horst  
**Phone:** 4258776380

**Proposal:** Northshore Senior wellness  
entrance heat valve  
**Proposal Date:** 11/29/2022  
**Accepted By:** Harry Horst

**Service Requested:** (Work Scope) Remove old Heating Valve Assembly which has a sticking needle Valve Assembly causing noise inside piping. I will install new valve assembly and actuator, and test operation for proper heating and comfort. ( 2-3 weeks Lead Time of Parts)

**Service Provided:** Per approved quote, we completed the above scope work on dated 01/24/2023. Thank you for your business.

Total Quote Price	\$2,215.23
Sales Tax	\$223.74
<b>Total Amount Due</b>	<b>USD   \$2,438.97</b>

**Direct Billing Inquire!(B66) 630-6793**

Terms: Unless otherwise agreed in the contract between Johnson Controls and Customer, payment shall be due full upon receipt, and interest shall be due at a rate of 1.5% per month (18% annually) on invoices not timely paid along with any other recoverable costs of collection.

Disposable, Environmental & Usage (DELI) fee listed on this invoice may include charges for one or more of the following miscellaneous: Electrical pneumatic, welding supplies, hardware materials, cleaning supplies, or refrigerant reclaim disposal.-A lump sum charge was applied rather than itemizing usage.

We hereby certify that these goods are produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under section 14 thereof.

*foyer*  
*request NPRSA reimb*

**f P IC >**  
**D MAR 03 2023 11**  
**B @ D**  
*(ft ;J ? a-e:JJ--*

**ORIGINAL INVOICE**

<b>Invoice#:</b> 1-127306317436	<b>Invoice Date:</b> 01/ZT/2023
<b>PO #/Auth:</b> Harry Horst	<b>Service Request:</b> 1-124500338107
<b>Customer WO#:</b>	<b>SR Type:</b> L&M
<b>Customer Acct:</b> 1857150	<b>Branch Name:</b> JOHNSON CONTROLS SEATTLE WA CB - 0N59

---



Please reference the invoice number and amount with all **payments**. **Remit to only the address below.**

---

**Payment Terms:** NET 30  
**Direct Billing Inquiries**  
**To Service Department:** (866) 630-6793

**To Remit Via Credit Card:**  
Call the phone number listed above.

**INVOICE#:** 1-127306317436

**AMOUNT DUE: USD \$2,438.97**

**Remit Payment To:**

JOHNSON CONTROLS  
PO SOX 730068  
DAUAS, TX, 75373-0008

**To Remit Via ACH Wire Transfers:**

JP Morgan Chase  
One Chase Manhattan Plaza  
New York, NY 10005  
Credit to: Johnson Controls Inc.  
ABA# 071-000013 Depositor Acct #55-14347  
Type of Account: Checking  
CORP-BBC-OTC-BTS-SSNA-Remittance@jci.com





# Special District Voucher Approval Document

**Scheduled Payment Date:** 05/03/2023  
**Total Amount:** \$26,855.63  
**Control Total:** 3  
**Payment Method:** WARRANT

**District Name:** Northshore Parks and Recreation Service Area  
**File Name:** AP\_NOSHRPRK\_APSUPINV\_20230425120501.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>Apr 25, 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\_20230425120501.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORNERSTONE ARCHITECTURAL GROUP			232203-7	04/20/2023	\$15,375.00	NSC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232204-7	04/20/2023	\$5,985.00	HWC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232301-3	04/20/2023	\$5,495.63	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

April 20, 2023

Invoice No. 232203-7

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	85	\$ 15,300.00		\$ -
	Structural - Engineer	\$150	4	\$ 600.00		\$ -		\$ -
	Structural - Markup 10%			\$ 60.00		\$ -		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	16	\$ 2,400.00	19	\$ 2,850.00		\$ -
	Mechanical/Electrical Markup 10%			\$ 240.00		\$ 285.00		\$ -

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

**NPRSA #13A NSC Building Upgrades**

<b>Task 3 Construction Administration</b>							
Architectural - Project Manager	\$180	320	\$ 57,600.00	40	\$ 7,200.00	68	\$ 12,240.00
Structural - Engineer	\$150	16	\$ 2,400.00		\$ -		\$ -
Structual Markup 10%			\$ 240.00		\$ -		\$ -
Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00		\$ -	19	\$ 2,850.00
Mechanical/Electrical Markup 10%			\$ 1,800.00		\$ -		\$ 285.00
		<b>TOTAL</b>	<b>\$ 104,500.00</b>		<b>\$ 44,075.00</b>		<b>\$ 15,375.00</b>

Reviewed by:



4/20/2023

---

Andre Coppin  
 Cornerstone Architectural Group  
 AC:bc



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

April 20, 2023

Invoice No. 232204-7

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	62 \$ 11,160.00	\$ -
Mechanical/Electrical - Principal	\$200	8	\$ 1,600.00	0.5 \$ 100.00	\$ -
Mechanical/Electrical - Senior Engineer	\$150	20	\$ 3,000.00	14.5 \$ 2,175.00	\$ -
Mechanical/Electrical Markup 10%			\$ 460.00	\$ 227.50	\$ -

*continued on the next page....*

### NPRSA #13B HWC Building Upgrades

Task 3 Construction Administration							
Architectural - Project Manager	\$180	160	\$ 28,800.00	10	\$ 1,800.00	19.5	\$ 3,510.00
Structural - Principal	\$245	2	\$ 490.00	2	\$ 490.00		\$ -
Structural - Engineer	\$150	8	\$ 1,200.00	31.5	\$ 4,725.00		\$ -
Structural Markup 10%			\$ 169.00		\$ 521.50		\$ -
Mechanical/Electrical - Principal	\$200	4	\$ 800.00		\$ -		\$ -
Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00		\$ -	15	\$ 2,250.00
Mechanical/Electrical Markup 10%			\$ 1,880.00				\$ 225.00
		<b>TOTAL</b>	<b>\$ 130,388.00</b>		<b>\$ 75,490.00</b>		<b>\$ 5,985.00</b>

Reviewed by:



4/20/2023

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Andre Coppin  
 Cornerstone Architectural Group  
 AC:bc



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

April 20, 2023

Invoice No. 232301-3

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232301

### NPRSA #03.1 HWC Crawlspace Investigation

Contract Amount: \$20,500.00

#### BASIC SERVICES

Building Envelope Consultant	2.0 hrs	\$420.00
Project Architect	3.5 hrs	\$577.50
Building Envelope Technologist	8.0 hrs	\$1,040.00
	<b>SUBTOTAL</b>	<b>\$2,037.50</b>

#### CONSULTANTS

Hultz/BHU Mechanical & Electrical Engineering	\$880.00
Latitude 48 - Civil Engineering	\$2,263.75
Cornerstone markup	\$314.38
<b>SUBTOTAL</b>	<b>\$3,458.13</b>

**BASIC SERVICES TOTAL \$5,495.63**

**TOTAL DUE THIS INVOICE \$5,495.63**

Amount previously invoiced \$4,880.00

Total project billed to date \$10,375.63

**TOTAL CONTRACT AMOUNT REMAINING \$10,124.38**

Reviewed by:

André Coppin  
 Cornerstone Architectural Group

4/20/2023

Date

AC:bc



# Special District Voucher Approval Document

**Scheduled Payment Date:** 05/03/2023  
**Total Amount:** \$46,930.30  
**Control Total:** 1  
**Payment Method:** WARRANT

**District Name:** Northshore Parks and Recreation Service Area  
**File Name:** AP\_NOSHRPRK\_APSUPINV\_20230427093545.csv  
**Fund #:** 251010010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Barbara Glass</u>	Email Address: <u>barbara.glass@bothellwa.gov</u>

<b>PAYMENT CERTIFICATION</b>		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).		
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s) ) :</b>		
<i>Becky Range</i>	Apr 27, 2023	
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

**SUBMIT SIGNED DOCUMENT TO:**

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

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

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____





# Special District Voucher Approval Document

KC v2.0

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

**File Name:** AP\_NOSHRPRK\_APSUPINV\_20230427093545.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CDK CONSTRUCTION SERVICES, INC			CON232202-1	03/31/2023	\$46,930.30	NPRSA NORTHSORE SENIOR CENTER BUILDING UPGRADES

FORM A19-2AE2 (REV.6194)  STATE OF WASHINGTON  
**INVOICE VOUCHER**

CONTRACT NO.	INVOICE DATE	INVOICE NO.
<b>232202</b>	<b>3/31/2023</b>	<b>1</b>

VENDOR'S CERTIFICATE. I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ITEMS AND TOTALS LISTED HEREIN ARE PROPER CHARGES FOR MATERIALS, MERCHANDISE OR SERVICES FURNISHED TO THE STATE OF WASHINGTON, AND THAT ALL GOODS FURNISHED OR SERVICES RENDERED HAVE BEEN PROVIDED WITHOUT DISCRIMINATION ON THE GROUNDS OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, OR AGE; THAT PREVAILING WAGES HAVE BEEN PAID IN ACCORDANCE WITH THE PREFILED STATEMENT OR STATEMENTS OF INTENT ON FILE WITH THE DEPARTMENT OF LABOR AND INDUSTRIES AS APPROVED BY THE INDUSTRIAL STATISTICIAN; AND THAT ALL SUB CONTRACTORS AND /OR SUPPLIERS HAVE BEEN PAID LESS EARNED RETAINAGE AS THEIR INTEREST APPEARED IN THE LAST PAYMENT RECEIVED.

**AGENCY NAME**  
**Northshore Parks & Recreation Service Area**  
 10201 E Riverside DR Bothell WA 98011  
 Bothell WA 98011  
 425-219-0961  
 Attn: Christine Scotton

FEDERAL TAX ID NO.: 91-1622233  
 FAILURE TO PROVIDE THIS NUMBER WILL RESULT IN DELAY OF PAYMENT.

**VENDOR OR CLAIMANT**  
**CDK CONSTRUCTION SERVICES, INC.**  
**PO BOX 1767**  
**DUVALL, WA 98019**

BY: \_\_\_\_\_  
 TITLE: *Project Manager*

DESCRIPTION	AMOUNT	FOR AGENCY USE
Total Earned to Date	\$44,653.00	
Plus <b>10.1</b> % Washington State Sales Tax	\$4,509.95	
Gross Earned to Date	\$49,162.95	
Less <u>5</u> % Retained <span style="float:right">Retained Percentage on Total Amount Earned to Date Not Including Sales Tax</span>	\$2,232.65	
Net Earned to Date	\$46,930.30	
Less Previously Invoiced	\$0.00	
<b>AMOUNT DUE THIS INVOICE</b>	<b>\$46,930.30</b>	

PREPARED BY				TELEPHONE NUMBER		DATE		AGENCY APPROVAL				DATE				
DOC. DATE		PMT DUE DATE		CURRENT DOC. NO.		REF DOC NO		VENDOR NUMBER		USE	VENDOR MESSAGE		UBI NUMBER			
REF SUF	TRANS CODE	M O D	FUND	MASTER INDEX		SUB SUB OBJ	SUB SUB OBJECT	ORG INDEX	WORK CLASS ALLOC	CO. BUDG UNIT	CITY/TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
				APPEN INDEX	PROG INDEX											
APPROVED FOR PAYMENT BY										DATE		WARRANT TOTAL		WARRANT NUMBER		

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AJA DOCUMENT G702/CMa

**CONSTRUCTION MANAGER-ADVISER EDITION**

PAGE ONE OF 1 PAGES

TO: Northshore Parks & Recreation Service Area  
10201 E Riverside DR  
Bothell WA 98011

PROJECT: NPRSA North: NPRSA Northshore Senior Center Building Upgrades

APPLICATION 1  
PERIOD TO: 3/31/2023  
PROJECT NO: 21-311

Distribution to:  
[DOWNER  
**D** CONSTRUCTION  
MANAGER  
LiARCHITECT  
CoNTRACTOR

FROM CONTRACTOR:  
CDK Construction Services, Inc.  
P.O Box 1767  
Duvall WA, 98019

CONTRACT DATE:  
2/17/2023

VIA CONSTRUCTION MANAGER:

CONTRACT FOR: Northshore Parks & Recreation Service Area VIA ARCHITECT: N/A

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,526,300.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,526,300.00
4. TOTAL COMPLETED & STORED TO DATE	\$	4,140,330.00
(Column G on G703) 10.3 WSST		4,509.95
5. RETAINAGE	\$	2,232.65
a. 5% of Completed Work		
b. (Column D on G703) Stored Material	\$	0.00
(Column F on G703) Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	2,232.65
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	4,930.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	4,930.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,479,369.70

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature]  
State of WA

Date: 11/11/23

Notary Public in and for the State of WA

My Commission expires: 06/11/24

**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**Northshore Senior Center Building Upgrades**  
Bothell, WA

CERTIFICATE FOR PAYMENT:

For period from: 3/1/2023 to 3/31/2023

contract for: **Northshore Senior Center Building Upgrades**  
Location: **10201 E Riverside DR Bothell WA 98011**  
contractor: **CDK CONSTRUCTION SERVICES, LLC**

Date: **3/31/2023**  
Certificate No.: **10**  
Contract No.: **23-311**

Original Contract Amount: \$1,526,300.00

Net change in Contract Amount to Date ---:---:---

Adjusted Contract Amount                      \$0.00

SEQUENCE OF VALUES DETAIL	ESTIMATED \$100	PREVIOUSLY CLAIMED	THIS ESTIMATE	
General Conditions	\$80,301	\$2,407.00	3%	\$2,407.00
2 Supervision	\$56,250	\$0.00	0%	\$0.00
3 Mobilization	\$23,000	\$0.00	0%	\$0.00
Demolition CDK Miscellaneous	\$2,314	\$0.00	0%	\$0.00
5 Carpentry	\$35,851	\$0.00	0%	\$0.00
6 Finish Carpentry	\$7,676	\$0.00	0%	\$0.00
7 Fiberglass Skylight	\$31,212	\$0.00	0%	\$0.00
8 Fall Protection Anchors	\$3,448	\$0.00	0%	\$0.00
9 Landscaping	\$3,000	\$0.00	0%	\$0.00
10 Membrane Roar Labor	\$122,768	\$0.00	0%	\$0.00
11 Membrane Temp Roof Labor	\$26,565	\$0.00	0%	\$0.00
12 Membrane Roof Material	\$100,712	\$0.00	0%	\$0.00
13 Membrane Temp Roof Material	\$11,689	\$0.00	0%	\$0.00
14 Electronic Moisture Scan	\$5,000	\$0.00	0%	\$0.00
15 Composition Roof Demo	\$23,397	\$0.00	0%	\$0.00
16 Composition Roof Labor	\$62,393	\$0.00	0%	\$0.00
17 Composition Roof Material	\$24,309	\$0.00	0%	\$0.00
18 Shee1Metal Labor	\$54,183	\$0.00	0%	\$0.00
19 Sheet Metal Material	\$36,604	\$0.00	0%	\$0.00
20 Roof Scan Inspections	\$1,000	\$0.00	0%	\$0.00
21 Caulking/Firestopping	\$500	\$0.00	0%	\$0.00
22 Remove and Reinstall Acoustical	\$25,000	\$0.00	0%	\$0.00
23 Painting	\$9,470	\$0.00	0%	\$0.00
24 Mechanical Mobilization	\$23,200	\$0.00	0%	\$0.00
25 HVAC RVI/RVR EF-1, SF-1, Dampers	\$43,556	\$0.00	0%	\$0.00
26 HVAC Ductwork Material	\$14,380	\$0.00	0%	\$0.00
27 HVAC Level 1 Demo Labor	\$19,178	\$0.00	0%	\$0.00
28 HVAC Level 1 Install Labor	\$45,705	\$0.00	0%	\$0.00
29 HVAC Level 2 Demo Labor	\$13,218	\$0.00	0%	\$0.00
30 HVAC Level 2 Install Labor	\$38,424	\$0.00	0%	\$0.00
31 HVAC Roof Install Labor	\$54,522	\$0.00	0%	\$0.00
32 Refrigerant Piping Materials	\$13,585	\$0.00	0%	\$0.00
33 Refrigerant Piping Install Labor	\$13,887	\$0.00	0%	\$0.00
34 HVAC Start Up & Test	\$5,807	\$0.00	0%	\$0.00
35 Hardin Air Balancing	\$10,956	\$0.00	0%	\$0.00
36 Commissioning	\$7,150	\$0.00	0%	\$0.00
37 Controls Engineering	\$4,950	\$0.00	0%	\$0.00
38 HVAC Closeouts	\$13,920	\$0.00	0%	\$0.00
39 HVAC Insulation	\$2,817	\$0.00	0%	\$0.00
40 Gas Piping & Condensate Labor	\$41,000	\$0.00	0%	\$0.00
41 Gas Piping & Condensate Materials	\$14,720	\$0.00	0%	\$0.00
42 HVAC Controls Labor	\$52,610	\$0.00	0%	\$0.00
43 HVAC Controls Materials	\$30,415	\$0.00	0%	\$0.00
44 Electrical Labor	\$52,000	\$0.00	0%	\$0.00
45 Electrical Material	\$10,000	\$0.00	0%	\$0.00
46 Demobilization	\$10,000	\$0.00	0%	\$0.00
47 Punch list	\$3,400	\$0.00	0%	\$0.00
48 O&M	\$2,200	\$0.00	0%	\$0.00
49 Close Out	\$6,500	\$0.00	0%	\$0.00
50 Record Drawings	\$2,000	\$0.00	0%	\$0.00
51 Allowance 1 (Replace Windows Not in Documents)	\$15,000	\$0.00	0%	\$0.00
52 Allowance 2 (Replace Wet Roofing Assembly)	\$5,000	\$0.00	0%	\$0.00
53 Allowance 3 (Replace Wall Framing, SDG & Finishes)	\$8,750	\$0.00	0%	\$0.00
54 Allowance 4 (Replace Conduit & Conductors)	\$15,000	\$0.00	0%	\$0.00
55 GL Insurances	\$42,246	\$42,246.00	100%	\$42,246.00
56 B&O Tax	\$7,352	\$0.00	0%	\$0.00
57 Profit	\$136,210	\$0.00	0%	\$0.00
58				\$0.00
59				\$0.00
Change Orders	\$0.00	\$0.00	0%	\$0.00
	\$0.00	\$0.00	0%	\$0.00
	\$0.00	\$0.00	0%	\$0.00
<b>Subtotal on Sales Tax Exempt Items</b>				--
TAX 10.1%	\$1,026,000.00	\$44,653.00	3%	\$44,653.00
	\$154,156.30	\$4,509.95		\$4,509.95
	\$1,680,156.30	\$49,162.95		\$49,162.95
Less Retainage...		\$2,232.65		\$2,232.65
NET		\$46,930.30		\$46,930.30
Less Previous Payments...		\$0.00		
Adjustments (specify)...				
<b>AMOUNT DUE THIS ESTIMATE</b>		<b>\$46,930.30</b>		<b>6,930.30</b>

This is to certify that the contractor, having complied with the terms and conditions of the above mentioned contract, is due and payable from the Owner,

The amount set and AMOUNT DUE THIS ESTIMATE.

CDK CONSTRUCTION SERVICES, INC.

(Contracting Firm)

(Svpensr@Arctec.co,Engnet1)