

Board Meeting Agenda
21 September 2022, 6:30 PM

***** VIRTUAL MEETING *****

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

To attend the Board Meeting:

- (1) Online at <https://us02web.zoom.us/j/88331252640>
- (2) By Telephone: 1 253-215-8782, Meeting ID 883 3125 2640

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.

1. Call to Order – 6:30 PM
2. Public Comment
3. Consent Agenda
 - A. Minutes from the 18 May 2022 Meeting
 - B. Minutes from the 20 July 2022 Meeting
 - C. Vouchers signed by the Auditing Officer for invoices paid on 16 July 2022 in the amount of \$7,540.00
 - D. Vouchers signed by the Auditing Officer for invoices paid on 18 July 2022 in the amount of \$21,043.00
 - E. Vouchers signed by the Auditing Officer for invoices paid on 9 September 2022 in the amount of \$8,691.37
4. Reports
 - A. NPRSA Capital Repairs Update -- Christine Scotton
 - B. Pedestrian Bridge Repair Project Closeout -- Christine Scotton
 - C. Youth Sports Center Study Report -- Rod Dembowski, James McNeal, and Joe Marshall
 - D. Northshore Senior Center Brie -- Nathan Phillips, NSC
5. Discussion Items
 - A. Consideration of Minute Order MO-22-09 Approving Re-Permitting of a Residential Unit in the Northshore Senior Center – Nathan Phillips, NSC
 - B. Consideration of Minute Order MO-22-10 Approving “Tier+” Capital Repairs Projects
 - C. Consideration of Resolution R-22-02 Requesting an Interfund Loan from King County
6. Future Meetings
7. Adjourn

PRELIMINARY AGENDA: The preceding is a preliminary agenda of the Northshore Park and Recreation Service Area Board. Other items may be added and action taken on matters which do not appear above. For additional information, please contact: Barbara Glass at 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: 21 September 2022

SUBJECT: Minutes from 20 April 2022

ITEM CONSIDERATION: This item asks the Board to approve minutes from the NPRSA Board meeting held on 20 April 2022.

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

ATTACHMENTS: Att-1. Minutes from 20 April 2022

RECOMMENDED ACTION: Move to approve the NPRSA Board Minutes from 20 April 2022.

Board Meeting Minutes

18 May 2022, 6:30 PM

1. Call to Order

Chair Best-Campbell called the meeting to order at 6:30 PM

Present

Board Chair Rachel Best-Campbell

Vice-Chair James McNeal

Board Members Jeanne Zornes and Joe Marshall

Becky Range, NPRSA Executive Director

Christine Scotton, NPRSA Program Manager

Barbara Glass, NPRSA Board Clerk

Nathan Phillips, NSC

Courtney Amonsens, SAO

JJ Muter, SAO

Absent

Board Members Sarah Perry, Rod Dembowski, and Jared Mead

2. Public Comment

No public comment was received.

3. Consent Agenda

- A. Minutes from 16 March 2022
- B. Minutes from 27 April 2022
- C. Vouchers signed by the Auditing Officer for invoices paid on 15 March 2022 in the amount of \$283,235.37
- D. Vouchers signed by the Auditing Officer for invoices paid on 23 March in the amount of \$457.05
- E. Vouchers signed by the Auditing Officer for invoices paid on 24 March in the amount of \$12,384.50
- F. Vouchers signed by the Auditing Officer for invoices paid on 29 April in the amount of \$312,884.86

Vice Chair McNeal moved approval of the Consent Agenda. Joe Marshall second. The motion passed 4-0 with Sarah Perry, Rod Dembowski, and Jared Mead absent.

4. Reports

- A. State Auditor's Office Three-Year Audit Update, Courtney Amonsens SAO
- B. NPRSA Capital Repairs Update, Christine Disnute
- C. Northshore Senior Center Brief, Nathan Phillips NSC

5. Discussion Items

- A. Consideration of Minute Order MO-22-06 Receiving the 2021 Annual Report

Christine Scotton presented the item and entertained Board comments and questions. Joe Marshall moved receipt of the report. Jeanne Zornes second. The motion passed 4-0 with Sarah Perry, Rod Dembowski, and Jared Mead absent.

B. Consideration of Minute Order MO-22-07 Receiving the 2022 Q1 Financial Report

Barbara Glass presented the item and entertained Board comments and questions. Jeanne Zornes moved receipt of the report. Joe Marshall second. The motion passed 4-0 with Sarah Perry, Rod Dembowski, and Jared Mead absent.

C. Consideration of R-22-01 A Resolution to Continue Holding Virtual Meetings of the NPRSA Board

Barbara Glass presented the item and entertained Board comments and questions. James McNeal moved approval of the resolution. Jeanne Zornes second. The motion passed 4-0 with Sarah Perry, Rod Dembowski, and Jared Mead absent.

6. Future Meetings

Future meetings will be held 20 July 2022 and 21 September 2022.

7. Adjourn



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

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

DATE: 21 September 2022

SUBJECT: Minutes from 20 July 2022

ITEM CONSIDERATION: This item asks the Board to approve minutes from the NPRSA Board meeting held on 20 July 2022. Due to a technical issue with Zoom and the Clerk's absence from the meeting, the minutes were prepared from notes taken by Robby Paige, legislative aide to Board Member Sarah Perry.

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

ATTACHMENTS: Att-1. Minutes from 20 July 2022

RECOMMENDED ACTION: Move to approve the NPRSA Board Minutes from 20 July 2022.

Board Meeting Minutes 20 July 2022, 6:30 PM

1. Call to Order

Chair Best-Campbell called the meeting to order at 6:30 PM

Present

Board Chair Rachel Best-Campbell

Vice-Chair James McNeal

Board Members Jeanne Zornes and Rod Dembowski

Alternate Board Member Corina Pfeil

Becky Range, NPRSA Executive Director

Christine Scotton, NPRSA Program Manager

Nathan Phillips, NSC CEO

André Coppin, Cornerstone Architectural Group

Robby Paige, Legislative Aide to Sarah Perry

Absent

Board Members Sarah Perry, Joe Marshall, and Jared Mead

2. Public Comment

No public comment was received.

3. Consent Agenda

A. Vouchers signed by the Auditing Officer for invoices paid on 17 June 2022 in the amount of \$18,985.52

B. Vouchers signed by the Auditing Officer for invoices paid on 23 June 2022 in the amount of \$117,814.68

The consent agenda was approved unamended. Prior to receiving reports, Board Member Dembowski requested adding an item to the discussion to grant authority to the Chair to sign a contract with King County related to youth sports grants.

4. Reports

A. NPRSA Capital Repairs Update, Christine Scotton

B. Northshore Senior Center Brief, Nathan Phillips NSC

5. Discussion Items

Prior to discussion of scheduled agenda items, Board Member Dembowski presented a motion authorizing Chair Best-Campbell to approve a contract by which the NPRSA would receive \$325,000 in grant funding from King County. The contract itself will be reviewed by the Board prior to signature. The motion carried.

A. Consideration of Agreement JC 2022 with Forma Construction Company for Job Order Contracting Services

Christine Scotton presented the item and entertained Board comments and questions. It was moved to award the contract to Forma Construction Company. The motion carried.

- B. Consideration of Addendum A-21-05-01 amending a Professional Services Agreement with Cornerstone Architectural Group

Christine Scotton presented the item and entertained Board comments and questions. Discussion ensued. The motion to approve the professional services agreement was amended to include a reporting requirement on Phase 2 projects within two weeks of the meeting and monthly reports thereafter. The amended motion carried.

- C. Consideration of Minute Order MO-22-08 Receiving the 2022 Q2 Financial Report

Christine Scotton presented the item and entertained Board comments and questions. It was moved to officially receive the 2022 Q2 Financial report. The motion carried.

6. Future Meetings

Future meetings will be held 21 September 2022 and 16 November 2022

7. Adjourn



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

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

DATE: 21 September 2022

SUBJECT: Vouchers from 16 July in the amount of \$7,540.00.

ITEM CONSIDERATION: This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 16 July in the amount of \$7,540.00.

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

ATTACHMENTS: Att-1. Voucher Packet in the amount of \$7,540.00 dated 16 July

RECOMMENDED ACTION: Move to approve vouchers for expenses invoiced between 9 May 2022 and 15 July 2022 in the amount of \$7,540.00.



Special District Voucher Approval Document

Scheduled Payment Date: 07/20/2022
Total Amount: \$7,540.00
Control Total: 4
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20220715160931.csv
Fund #: 251010010

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

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<i>Becky Range</i>	Jul 16, 2022	
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

SUBMIT SIGNED DOCUMENT TO:

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

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

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



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation Service Area

File Name: AP_NOSHRPRK_APSUPINV_20220715160931.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BUILDERS EXCHANGE OF WASHINGTON INC			1071920	05/09/2022	\$60.00	ADVERTISING
CORNERSTONE ARCHITECTURAL GROUP			232102-15	07/15/2022	\$180.00	PEDESTRIAN BRIDGE INVESTIGATION AND REPAIR
CORNERSTONE ARCHITECTURAL GROUP			232103-15	07/15/2022	\$1,300.00	NSC HVAC & ROOF REPLACEMENT
CORNERSTONE ARCHITECTURAL GROUP			232110-01	07/15/2022	\$6,000.00	PICKLEBALL COURTS AT NSC

Builders Exchange of Washington Inc

2607 Wetmore Ave
 Everett, WA 98201
 425-258-1303

DATE	INVOICE#
5/9/2022	1071920

BILL TO
Northshore Parks and Rec. Service Area 10201 E Riverside DR Bothell, WA 98011

P.O.NO.	TERMS	DUE DATE	Tax Confirmation
	Net 15	5/24/2022	

DESCRIPTION	AMOUNT
Publish Projects Online	60.00
Sales Tax	0.00
Total U.S. Funds \$60.00	

Cust. #5643, Northshore Parks and Recreation Service Area

Title: Job Order Contracting General Construction Services 2022, Northshore Parks and Recreation Service Area, WA
#JC2022

Bin#: E1265 Posted: 2022-04-01 07:48:33-07
Projects Bidding

Posting Area: Northshore Parks and Recreation Service Area -
Project#: 2022-001233

Date	Description	Item	Sheet List	Count	Each	Amount
2022-04-01	Specs (no Plans)	Small Docs, Standard Pub	specs	38	\$0.25	\$9.50
2022-04-30	Addition for Posting Minimum	Minimum		1	\$50.50	\$50.50

Project Total: \$60.00

Non-Taxable Total: \$60.00

Taxable Total: \$0



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 Disnute

Emailed to: Christine.Disnute@bothellwa.gov; barbara.glass@bothellwa.gov

July 15, 2022

Invoice No. 232102-15

For services rendered through the fifteenth of the month.

Payment Due Upon Receipt

Project No. 232102

NPRSA #01 Pedestrian Bridge Investigation & Repair

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Part 1a Investigation Report					
Architectural - Principal	\$230	2	\$ 460.00	2 \$ 460.00	\$ -
Architectural - Project Manager	\$180	8	\$ 1,440.00	8 \$ 1,440.00	\$ -
Structural - Principal	\$245	2	\$ 490.00	2 \$ 490.00	\$ -
Structural - Engineer	\$150	8	\$ 1,200.00	8 \$ 1,200.00	\$ -
Structual Markup 10%			\$ 169.00	\$ 169.00	\$ -
Environmental - additional services for Asbestos/Lead Testing					\$ -
Environmental Markup 10%					\$ -
Part 2a Construction Documents					
Architectural - Principal	\$230	2	\$ 460.00	2 \$ 460.00	\$ -
Architectural - Project Manager	\$180	8	\$ 1,440.00	13 \$ 2,340.00	\$ -
Architectural CADD Technical Support	\$100	8	\$ 800.00	21 \$ 2,100.00	\$ -
Structural - Principal	\$245	2	\$ 490.00	2 \$ 490.00	\$ -
Structural - Engineer	\$150	4	\$ 600.00	4 \$ 600.00	\$ -
Structural - CADD Drafter	\$110	20	\$ 2,200.00	20 \$ 2,200.00	\$ -
Structual Markup 10%			\$ 329.00	\$ 329.00	\$ -

continued on the next page

NPRSA #01 Pedestrian Bridge Investigation & Repair

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Part 2b Bidding					
Architectural - Project Manager	\$180	8	\$ 1,440.00	15.5	\$ 2,790.00
Structural - Engineer	\$150	4	\$ 600.00	3.5	\$ 525.00
Structural Markup 10%			\$ 60.00		\$ 52.50
Civil - Principal/Sr Project Manager	\$225	16	\$ 3,600.00	3.5	\$ 787.50
Civil Markup 10%			\$ 360.00		\$ 78.75
Part 2c Construction Administration (CA) & Closeout					
Architectural - Project Manager	\$180	40	\$ 7,200.00	54	\$ 9,720.00
Structural - Principal	\$245	2	\$ 490.00		\$ -
Structural - Engineer	\$150	40	\$ 6,000.00	8	\$ 1,200.00
Structural Markup 10%			\$ 649.00		\$ 120.00
Part 3 Hazardous Material Testing (ADDITIONAL SCOPE)					
Architectural - Project Manager	\$180	8	\$ 1,440.00	8	\$ 1,440.00
Building Envelope Technologist	\$125	8	\$ 1,000.00	8	\$ 1,000.00
Architectural CADD Technical Support	\$100		\$ -	2	\$ 200.00
Environmental - Engineer	\$120	5	\$ 600.00		\$ 899.25
Environmental - Admin	\$100	3	\$ 300.00		\$ -
Environmental - markup 10%			\$ 90.00		\$ 89.93
Civil - Engineer IX/Project Manager	\$168	8	\$ 1,344.00	10	\$ 1,680.00
Civil - Engineering Designer	\$120	4	\$ 480.00	4.75	\$ 570.00
Civill - markup 10%			\$ 182.40		\$ 225.00
		TOTAL	\$ 33,907.00		\$ 33,655.93
					\$ 180.00

Reviewed by:



7/15/2022

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 Disnute

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

July 15, 2022

Invoice No. 232103-15

For services rendered through the fifteenth of the month.

Payment Due Upon Receipt

Project No. 232103

NPRSA #02 NSC HVAC & Roof Replacement

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Task 1 70% CD					
Architectural - Building Envelope Consultant	\$200	20	\$ 4,000.00	20 \$ 4,000.00	\$ -
Architectural - Project Manager	\$180	40	\$ 7,200.00	43.5 \$ 7,830.00	\$ -
Architectural - Building Envelope Technologist	\$125	20	\$ 2,500.00	20 \$ 2,499.50	4 \$ 500.00
Architectural - CADD Technical Support	\$100	60	\$ 6,000.00	78 \$ 7,800.00	8 \$ 800.00
Structural - Principal	\$245	2	\$ 490.00	2 \$ 490.00	\$ -
Structural - Engineer	\$150	16	\$ 2,400.00	18 \$ 2,700.00	\$ -
Structural Markup 10%			\$ 289.00	\$ 319.00	\$ -
Environmental - Principal	\$185	4	\$ 740.00	2 \$ 370.00	\$ -
Environmental - Architect/Engineer	\$160	12	\$ 1,920.00	9 \$ 1,440.00	\$ -
Environmental Markup 10%			\$ 266.00	\$ 181.00	\$ -
Mechanical/Electrical - Associate Principal	\$175	16	\$ 2,800.00	17 \$ 2,975.00	\$ -
Mechanical/Electrical - Senior Engineer	\$150	80	\$ 12,000.00	112.5 \$ 16,875.00	\$ -
Mechanical/Electrical - CADD Technician	\$85	100	\$ 8,500.00	62 \$ 5,270.00	\$ -
Mechanical/Electrical - Admin	\$55	8	\$ 440.00	13.5 \$ 742.50	\$ -
Mechanical/Electrical Markup 10%			\$ 2,374.00	\$ 2,586.25	\$ -
Task 2 Bidding					
Architectural - Building Envelope Consultant	\$200	48	\$ 9,600.00	49 \$ 9,800.00	\$ -
Architectural - Project Manager	\$180	40	\$ 7,200.00	32 \$ 5,760.00	\$ -
Mechanical/Electrical - Senior Engineer	\$150	28	\$ 4,200.00	63.5 \$ 9,525.00	\$ -
M/E Markup 10%			\$ 420.00	\$ 952.50	\$ -

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NPRSA #02 NSC HVAC & Roof Replacement

SCOPE		RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 3 CA								
	Architectural - Building Envelope Consultant	\$200	40	\$ 8,000.00		\$ -		\$ -
	Architectural - Building Envelope Technologist	\$125	120	\$ 15,000.00		\$ -		\$ -
	Structural - Principal	\$245	2	\$ 490.00		\$ -		\$ -
	Structural - Engineer	\$150	16	\$ 2,400.00		\$ -		\$ -
	Structual Markup 10%			\$ 289.00		\$ -		\$ -
	Mechanical/Electrical - Associate Principal	\$175	4	\$ 700.00		\$ -		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	40	\$ 6,000.00		\$ -		\$ -
	M/E Markup 10%			\$ 670.00		\$ -		\$ -
Task 4 Hazardous Material Testing								
	Architectural - Building Envelope Consultant	\$200				\$ -		\$ -
	Architectural - Building Envelope Technologist	\$125				\$ -		\$ -
	Environmental - additional services for Asbestos/Lead Testing					\$ 487.93		\$ -
	Environmental Markup 10%					\$ 48.79		\$ -
			TOTAL	\$ 106,888.00		\$ 82,652.47		\$ 1,300.00

Reviewed by:



7/15/2022

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 Disnute, Levy Program Manager & Barbara Glass

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

July 15, 2022

Invoice No. 232110-1

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232110

NPRSA #12 Pickleball Courts @ NSC

SCOPE	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Architectural					
30% Drawings with Specification Outline	\$ 6,000.00				\$ 6,000.00
60% Ddrawings with Technical Specifications	\$ 6,000.00				\$ -
Civil Engineering					
30% Drawings with Specification Outline	\$ 6,000.00				\$ -
60% Ddrawings with Technical Specifications	\$ 6,000.00				\$ -
Landscape					
30% Drawings with Specification Outline	\$ 1,250.00				\$ -
60% Ddrawings with Technical Specifications	\$ 1,250.00				\$ -
TOTAL	\$ 26,500.00		\$ -		\$ 6,000.00

Reviewed by:

7/15/2022

Andre Coppin
 Cornerstone Architectural Group
 AC:bc



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

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

DATE: 21 September 2022

SUBJECT: Vouchers from 18 July in the amount of \$21,043.00.

ITEM CONSIDERATION: This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 18 July in the amount of \$21,043.00.

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

ATTACHMENTS: Att-1. Voucher Packet in the amount of \$21,043.00 dated 18 July

RECOMMENDED ACTION: Move to approve vouchers for expenses invoiced between 21 June 2022 and 23 June 2022 in the amount of \$21,043.00.



Special District Voucher Approval Document

Scheduled Payment Date: 07/06/2022
Total Amount: \$21,043.00
Control Total: 3
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20220629100546.csv
Fund #: 251010010

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

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<u>Becky Range</u> <small>Becky Range (Jul 18, 2022 07:54 PDT)</small>	<u>Jul 18, 2022</u>	
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____

SUBMIT SIGNED DOCUMENT TO:

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

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

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



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation Service Area

File Name: AP_NOSHRPRK_APSUPINV_20220629100546.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF BOTHELL			INV2022-54872	06/23/2022	\$12,898.00	HVAC PERMIT FEES
CORNERSTONE ARCHITECTURAL GROUP			232102-14	06/21/2022	\$900.00	PEDESTRIAN BRIDGE INVESTIGATION AND REPAIR
CORNERSTONE ARCHITECTURAL GROUP			232103-14	06/21/2022	\$7,245.00	NSC HVAC & ROOF REPLACEMENT

CITY OF BOTHELL - INVOICE



Andre Coppin
 Conerstone Architectural Group
 6161 NE 175TH ST
 KENMORE, WA 98028

INVOICE NUMBER	INVOICE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV2022-54872	06/23/2022	Due	NONE

REFERENCE	DESCRIPTION	FEE AMOUNT	AMOUNT PAID	AMOUNT DUE
BNR2021-30166	5% Tech Fee-Issue	\$265.80	\$0.00	\$265.80
	State Bldg Code (Comm)	\$25.00	\$0.00	\$25.00
	BLD - Permit Fee 000	\$5,316.00	\$0.00	\$5,316.00
REFERENCE	DESCRIPTION	FEE AMOUNT	AMOUNT PAID	AMOUNT DUE
MNR2021-30167	Plumbing & Mechanical Permit Fee - MF, MU	\$6,944.00	\$0.00	\$6,944.00
	5% Tech Fee-Issue	\$347.20	\$0.00	\$347.20
TOTALS		\$12,898.00	\$0.00	\$12,898.00

Remit payment to: City of Bothell 18415 101st Ave NE., Bothell, WA 98011
 Please include the invoice number with your payment.

If you have questions regarding this invoice, call Community Development,
 (425) 806-6400



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 Disnute

Emailed to: Christine.Disnute@bothellwa.gov; barbara.glass@bothellwa.gov

June 21, 2022

Invoice No. 232102-14

For services rendered through the fifteenth of the month.

Payment Due Upon Receipt

Project No. 232102

NPRSA #01 Pedestrian Bridge Investigation & Repair

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Part 1a Investigation Report					
Architectural - Principal	\$230	2	\$ 460.00	2 \$ 460.00	\$ -
Architectural - Project Manager	\$180	8	\$ 1,440.00	8 \$ 1,440.00	\$ -
Structural - Principal	\$245	2	\$ 490.00	2 \$ 490.00	\$ -
Structural - Engineer	\$150	8	\$ 1,200.00	8 \$ 1,200.00	\$ -
Structual Markup 10%			\$ 169.00	\$ 169.00	\$ -
Environmental - additional services for Asbestos/Lead Testing					\$ -
Environmental Markup 10%					\$ -
Part 2a Construction Documents					
Architectural - Principal	\$230	2	\$ 460.00	2 \$ 460.00	\$ -
Architectural - Project Manager	\$180	8	\$ 1,440.00	8 \$ 1,440.00	5 \$ 900.00
Architectural CADD Technical Support	\$100	8	\$ 800.00	21 \$ 2,100.00	\$ -
Structural - Principal	\$245	2	\$ 490.00	2 \$ 490.00	\$ -
Structural - Engineer	\$150	4	\$ 600.00	4 \$ 600.00	\$ -
Structural - CADD Drafter	\$110	20	\$ 2,200.00	20 \$ 2,200.00	\$ -
Structual Markup 10%			\$ 329.00	\$ 329.00	\$ -

continued on the next page

NPRSA #01 Pedestrian Bridge Investigation & Repair

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Part 2b Bidding					
Architectural - Project Manager	\$180	8	\$ 1,440.00	15.5 \$ 2,790.00	\$ -
Structural - Engineer	\$150	4	\$ 600.00	3.5 \$ 525.00	\$ -
Structural Markup 10%			\$ 60.00	\$ 52.50	\$ -
Civil - Principal/Sr Project Manager	\$225	16	\$ 3,600.00	3.5 \$ 787.50	\$ -
Civil Markup 10%			\$ 360.00	\$ 78.75	\$ -
Part 2c Construction Administration (CA) & Closeout					
Architectural - Project Manager	\$180	40	\$ 7,200.00	54 \$ 9,720.00	\$ -
Structural - Principal	\$245	2	\$ 490.00	\$ -	\$ -
Structural - Engineer	\$150	40	\$ 6,000.00	8 \$ 1,200.00	\$ -
Structural Markup 10%			\$ 649.00	\$ 120.00	\$ -
Part 3 Hazardous Material Testing (ADDITIONAL SCOPE)					
Architectural - Project Manager	\$180	8	\$ 1,440.00	8 \$ 1,440.00	\$ -
Building Envelope Technologist	\$125	8	\$ 1,000.00	8 \$ 1,000.00	\$ -
Architectural CADD Technical Support	\$100		\$ -	2 \$ 200.00	\$ -
Environmental - Engineer	\$120	5	\$ 600.00	\$ 899.25	\$ -
Environmental - Admin	\$100	3	\$ 300.00		\$ -
Environmental - markup 10%			\$ 90.00	\$ 89.93	\$ -
Civil - Engineer IX/Project Manager	\$168	8	\$ 1,344.00	10 \$ 1,680.00	\$ -
Civil - Engineering Designer	\$120	4	\$ 480.00	4.75 \$ 570.00	\$ -
Civill - markup 10%			\$ 182.40	\$ 225.00	\$ -
		TOTAL	\$ 33,907.00	\$ 32,755.93	\$ 900.00

Reviewed by:



6/21/2022

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 Disnute

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

June 21, 2022

Invoice No. 232103-14

For services rendered through the fifteenth of the month.

Payment Due Upon Receipt

Project No. 232103

NPRSA #02 NSC HVAC & Roof Replacement

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Task 1 70% CD					
Architectural - Building Envelope Consultant	\$200	20	\$ 4,000.00	20 \$ 4,000.00	\$ -
Architectural - Project Manager	\$180	40	\$ 7,200.00	43.5 \$ 7,830.00	\$ -
Architectural - Building Envelope Technologist	\$125	20	\$ 2,500.00	20 \$ 2,499.50	\$ -
Architectural - CADD Technical Support	\$100	60	\$ 6,000.00	78 \$ 7,800.00	\$ -
Structural - Principal	\$245	2	\$ 490.00	2 \$ 490.00	\$ -
Structural - Engineer	\$150	16	\$ 2,400.00	18 \$ 2,700.00	\$ -
Structural Markup 10%			\$ 289.00	\$ 319.00	\$ -
Environmental - Principal	\$185	4	\$ 740.00	2 \$ 370.00	\$ -
Environmental - Architect/Engineer	\$160	12	\$ 1,920.00	9 \$ 1,440.00	\$ -
Environmental Markup 10%			\$ 266.00	\$ 181.00	\$ -
Mechanical/Electrical - Associate Principal	\$175	16	\$ 2,800.00	17 \$ 2,975.00	\$ -
Mechanical/Electrical - Senior Engineer	\$150	80	\$ 12,000.00	112.5 \$ 16,875.00	\$ -
Mechanical/Electrical - CADD Technician	\$85	100	\$ 8,500.00	62 \$ 5,270.00	\$ -
Mechanical/Electrical - Admin	\$55	8	\$ 440.00	13.5 \$ 742.50	\$ -
Mechanical/Electrical Markup 10%			\$ 2,374.00	\$ 2,586.25	\$ -
Task 2 Bidding					
Architectural - Building Envelope Consultant	\$200	48	\$ 9,600.00	41.5 \$ 8,300.00	7.5 \$ 1,500.00
Architectural - Project Manager	\$180	40	\$ 7,200.00	17.5 \$ 3,150.00	14.5 \$ 2,610.00
Mechanical/Electrical - Senior Engineer	\$150	28	\$ 4,200.00	44.5 \$ 6,675.00	19 \$ 2,850.00
M/E Markup 10%			\$ 420.00	\$ 667.50	\$ 285.00

continued on the next page.....

NPRSA #02 NSC HVAC & Roof Replacement

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Task 3 CA					
Architectural - Building Envelope Consultant	\$200	40	\$ 8,000.00	\$ -	\$ -
Architectural - Building Envelope Technologist	\$125	120	\$ 15,000.00	\$ -	\$ -
Structural - Principal	\$245	2	\$ 490.00	\$ -	\$ -
Structural - Engineer	\$150	16	\$ 2,400.00	\$ -	\$ -
Structual Markup 10%			\$ 289.00	\$ -	\$ -
Mechanical/Electrical - Associate Principal	\$175	4	\$ 700.00	\$ -	\$ -
Mechanical/Electrical - Senior Engineer	\$150	40	\$ 6,000.00	\$ -	\$ -
M/E Markup 10%			\$ 670.00	\$ -	\$ -
Task 4 Hazardous Material Testing					
Architectural - Building Envelope Consultant	\$200			\$ -	\$ -
Architectural - Building Envelope Technologist	\$125			\$ -	\$ -
Environmental - additional services for Asbestos/Lead Testing				\$ 487.93	\$ -
Environmental Markup 10%				\$ 48.79	\$ -
		TOTAL	\$ 106,888.00	\$ 75,407.47	\$ 7,245.00

Reviewed by:



6/21/2022

Andre Coppin
 Cornerstone Architectural Group
 AC:bc



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

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

DATE: 21 September 2022

SUBJECT: Vouchers from 9 September in the amount of \$8,691.37.

ITEM CONSIDERATION:	This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 9 September in the amount of \$8,691.37. The check payable to the Gordian Group is for \$10.00 less than the invoice because of a credit on the NPRSA's account that has already been applied.
FISCAL IMPACTS:	These items are budgeted in the 2022 adopted budget.
ATTACHMENTS:	Att-1. Voucher Packet in the amount of \$8,691.37 dated 9 September
RECOMMENDED ACTION:	Move to approve vouchers for expenses invoiced between 26 May 2022 and 6 September 2022 in the amount of \$8,691.37.



Special District Voucher Approval Document

Scheduled Payment Date: 09/14/2022
Total Amount: \$8,691.37
Control Total: 5
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20220908102429.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

Sep 9, 2022

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_20220908102429.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF BOTHELL			4042022A	05/26/2022	\$49.06	ADVERTISING - CORRECTION OF VOIDED CHECK 9979912
CORNERSTONE ARCHITECTURAL GROUP			232201-2	08/23/2022	\$6,989.35	PICKLEBALL COURTS AT NSC
CORNERSTONE ARCHITECTURAL GROUP			232202-1	08/23/2022	\$1,030.00	NSC & HWC BUILDING UPGRADES
THE GORDIAN GROUP			JC2021-008.02	05/16/2022	\$461.23	GORDIAN FEES FOR STRUCTURAL STEEL SUPPORT PLATES - ADJUSTED FOR \$10.00 ACCOUNT CREDIT
TRANE U.S. INC.			312941433	09/06/2022	\$161.73	PURCHASE ORDER PO2021-006.00



City of Bothell™

INVOICE

BILL TO:

Northshore Parks & Recreation Service Area
10201 E. Riverside Drive
Bothell WA 98011

INVOICE NUMBER: 4042022
INVOICE DATE: 5/26/22
DUE DATE: net 30

barbara.ramey@bothellwa.gov

DATE	DESCRIPTION	UNITS	RATE	AMOUNT
4/4/22	NPRSA Request for Proposal publication in the Seattle Times, charged to and paid by the City of Bothell	1	\$49.06	\$49.06
			Total	\$49.06
			Amount Paid	\$0.00
			Amount Due	\$49.06

PAYMENT CAN BE MADE WITH CHECK, VISA OR MASTERCARD

If you have questions:

Robin Schaefer
425-419-8718
robin.schaefer@bothellwa.gov

MAKE CHECK PAYABLE / MAIL TO:

City of Bothell
Attn: City Clerk
18415 101st Ave NE
Bothell, WA 98011

The Seattle Times
 1000 Denny Way
 Seattle, Washington 98109-5340

The Seattle Times

City of Bothell City Clerk
 18415 101st Ave NE
 Bothell, WA 98011

INVOICE	
Invoice #:	18637
Invoice Date:	4/30/2022
Advertiser #:	191
Advertiser Name:	City of Bothell City Clerk
Agency #:	
Agency Name:	
Due Date:	5/30/2022

Legal Bid Package #1 **\$ 49.06**

Ad No.	Date	Description	Position	Format
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Print - Order 26291

187881	4/4/2022	Northshore Parks and Recreation Service Area (NPRSA) REQUEST FOR PROPOSALS The Northshore Parks and Recreation Service Area (NP	Seattle Times - CL-Legals	
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Legal Bid Package #1 **\$ 118.19**

Ad No.	Date	Description	Position	Format
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Print - Order 26845

189450	4/7/2022	City of Bothell NOTICE OF PUBLIC HEARING The Bothell City Council will conduct a virtual public hearing on Tuesday, April 19,	Seattle Times - CL-Legals	
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Legal Bid Package #1 **\$ 100.35**

Ad No.	Date	Description	Position	Format
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Print - Order 27999

195410	4/26/2022	City of Bothell NOTICE OF PUBLIC HEARING The Bothell City Council will hold a public hearing on Tuesday, May 17, 2022, at 6:00	Seattle Times - CL-Legals	
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The Seattle Times
 1000 Denny Way
 Seattle, Washington 98109-5340

The Seattle Times

Summary	
Total Net Amount	\$ 267.60
Taxes	\$ 0.00
Total Amount	\$ 267.60
Payments	\$ 0.00
Amount Due	\$ 267.60

Please Return Below Portion With Your Payment

Invoice #	Advertiser #	Advertiser Name	Agency #	Agency Name	Amount Due
18637	191	City of Bothell City Clerk			\$ 267.60

Remittance Address:	Please indicate any changes to billing information:
The Seattle Times PO Box C34805 Seattle, WA 98124-1805 Tel: (206) 464-3200	

000018637000000191700002676024



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

August 23, 2022

Invoice No. 232201-2

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232201

NPRSA #12 Pickleball Courts @ NSC

SCOPE	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Architectural					
30% Drawings with Specification Outline	\$ 6,000.00		\$ 6,000.00		
60% Ddrawings with Technical Specifications	\$ 6,000.00				
Civil Engineering					
30% Drawings with Specification Outline	\$ 6,000.00				\$ 5,339.35
60% Ddrawings with Technical Specifications	\$ 6,000.00				
Landscape					
	\$ -				
30% Drawings with Specification Outline	\$ 1,250.00				
60% Ddrawings with Technical Specifications	\$ 1,250.00				
Reimbursables					
AESI - Geotechnical					\$ 1,650.00
TOTAL	\$ 26,500.00		\$ 6,000.00		\$ 6,989.35

Reviewed by:

8/23/2022

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

August 23, 2022

Invoice No. 232202-1

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232202

NPRSA #13 NSC & HWC Building Upgrades

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Task 1 100% CD					
Architectural - Project Manager	\$180	40	\$ 7,200.00		3.5 \$ 630.00
Architectural - CADD Technical Support	\$100	80	\$ 8,000.00		4 \$ 400.00
Structural - Principal	\$245	4	\$ 980.00		\$ -
Structural - Engineer	\$150	20	\$ 3,000.00		\$ -
Structual Markup 10%			\$ 398.00		\$ -
Mechanical/Electrical - Principal	\$200	40	\$ 8,000.00		\$ -
Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00		\$ -
Mechanical/Electrical - CADD Technician	\$85	160	\$ 13,600.00		\$ -
Mechanical/Electrical - Admin	\$55	8	\$ 440.00		\$ -
Mechanical/Electrical Markup 10%			\$ 4,004.00		\$ -
Task 2 Bidding					
Architectural - Project Manager	\$180	40	\$ 7,200.00		\$ -
Mechanical/Electrical - Principal	\$200	8	\$ 1,600.00		\$ -
Mechanical/Electrical - Senior Engineer	\$150	32	\$ 4,800.00		\$ -
Mechanical/Electrical Markup 10%			\$ 640.00		\$ -

continued on the next page.....

NPRSA #13 NSC & HWC Building Upgrades

Task 3 CA							
Architectural - Project Manager	\$180	400	\$ 72,000.00				\$ -
Structural - Principal	\$245	2	\$ 490.00				\$ -
Structural - Engineer	\$150	16	\$ 2,400.00				\$ -
Structural Markup 10%			\$ 289.00				\$ -
Mechanical/Electrical - Senior Engineer	\$150	320	\$ 48,000.00				\$ -
Mechanical/Electrical Markup 10%			\$ 4,800.00				\$ -
		TOTAL	\$ 205,841.00		\$ -		\$ 1,030.00

Reviewed by:



8/23/2022

Andre Coppin
 Cornerstone Architectural Group
 AC:bc



Invoice

To: Northshore Parks WA 18415 101st Ave. NE Bothell WA 98011	Date: 5/16/2022
	Document No: CI_57808
	Customer Acct#: ORG265469-1
	Payment Terms: Net 30

Job Information

Job Order No:	JC2021-008.02	Job Order Volume:	9,424.48
Job Order Title:	Structural Steel Support Plates	Project Manager	Christine Disnute
Job Site:	10201 E Riverside Drive, Bothell, WA, 98011		
Work Authorization No:	JC2021-008		
Work Authorization Date:	5/2/2022		
Owner:	4530 Northshore Parks WA-1		
Owner Dept :	Facilities		
Contractor:	FORMA Construction Company-1		
Contractors Contract No:	181115-1		

Billing Information

Item	Job Order No / Supplemental No	Job Order Volume Hours	/ Billing Rate	Amount
JOC Job Order Development Fee	JC2021-008.02	9,424.48	3.050%	287.45
JOC License Fee	JC2021-008.02	9,424.48	1.950%	183.78
Sub-Total				471.23
Amount Due in USD				471.23

Remittance Information

Payments Via ACH/Wire Financial Institution: Bank of America
Account Name: The Gordian Group, Inc
ABA: ACH/EFT: 071923284
Account Number: 8765331742
Swift Code: BOFAUS3N

Payments Via Check The Gordian Group, Inc.
PO Box 74008498
Chicago, IL 60674-8498

Please provide remittance details to ar@gordian.com if the information cannot be encoded in the ACH/Wire transmission or included with the check.

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

Invoice

Invoice Number **312941433**

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	06-SEP-2022
Customer No.	1043342
Reference No.	Y308535
Internal Account	4217035
Payment Terms	.5%10 NET30
Payment Due Date	06-Oct-2022
Discount Date	16-Sep-2022

Bill ToNORTHSHORE 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	FDEX
Tracking No.	
Freight Terms	FA-PPD
Bill of Lading	

Sold ToNORTHSHORE PARKS AND RECREATIO
SERVICE AREA 10201 E RIVERSIDE
BOTHELL, WA 98011
UNITED STATES**Ship To**TRANE BELLEVUE-DAVID HEADINGS
NORTHSHORE COMMUNITY CENTER (N
2333 158TH COURT NE
BELLEVUE, WA 98008<https://www.tranetechnologies.com/customer>**CERTifyTax** - for submittal of tax exemption certificates.**iReceivables** - access invoice copies, account balances & make payments.

862338487

Tax/GST ID: 25-0900465 PST/QST ID:	State Tax: 9.55 6.5000% WA	County Tax: 0.00 0.0000% KING	City Tax: 3.23 2.2000% BELLEVUE	District Tax: 2.06 1.4000%
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Currency	Subtotal	Special Charges	Tax	Freight	Total
USD	146.89	0.00	14.84	0.00	161.73

Special Instructions Northshore Community Center (NPRSA)

Sales Order	Order Date	Ship Date	Purchase Order
Y3H290		06-SEP-2022	P02021-006.00

Line	Description	Quantity	UOM	Unit Price	Extended Price
1	BAYHSDR052A:High static drive Model Number: BAYHSDR052A	1	EA		

TRANE
TECHNOLOGIES



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

FROM: Becky Range, Executive Director
Nathan Phillips, NSC CEO (Presenter)

DATE: 21 September 2022

SUBJECT: Consideration of Minute Order MO-22-09 Approving Re-Permitting of a Residential Unit in the Northshore Senior Center

POLICY CONSIDERATION: This item asks the Board to consider authorizing the re-permitting of a portion of the Northshore Senior Center, which is currently zoned residential.

DISCUSSION: The Northshore Senior Center was built with an apartment in the southwest corner to house a live-in caretaker. This unit is currently vacant and the NSC has no plans to use it as a residence in the future. However, since the unit was permitted as a residence, there are currently restrictions regarding how the space can be used. Additional regulations for residential units that do not apply to commercial buildings may also complicate the installation of some building systems included in the NPRSA's capital repairs plan.

The immediate benefit to the NPRSA would be a simpler installation of the HVAC system at the Northshore Senior Center as part of its planned 2023 renovations. Any residential unit needs to be separate from the system used for the rest of a commercial building. While the current design, which has been reviewed and approved by the Bothell Permitting Department, is capable of handling the added square footage, if the unit were re-permitted before work begins on the installation it could be tied in at that time and the system would not need to be tied in later. This would not require additional permit review.

In the longer term, re-permitting the unit will significantly increase the available programmable space at the Northshore Senior Center. Initial plans prepared by the NSC will increase meeting room capacity, add a new upstairs bathroom, and provide secure storage. If the Board authorizes the change of use, the NSC will move forward with planning renovations, studying feasibility, and securing funding.

NPRSA Board
Agenda Bill
Item # 5A

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

ATTACHMENTS: | None

RECOMMENDED ACTION: | Move to approve MO-22-09 Approving Re-Permitting of a Residential Unit in the Northshore Senior Center



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

FROM: Becky Range, Executive Director
Christine Disnute, NPRSA Program Manager (Presenter)

DATE: 21 September 2022

SUBJECT: Consideration of Minute Order MO-22-10 Approving “Tier+” Capital Repairs Projects

POLICY CONSIDERATION: This item asks the Board to consider a list of capital improvement projects that the NPRSA might undertake, pending funding availability after “Tier 2” repairs to the Northshore Senior Center and Health and Wellness Center.

DISCUSSION: To better describe the capital repairs projects being undertaken by the NPRSA, Staff have reconceptualized approved and future projects into three groups, or “tiers.”

- All “**Tier 1**” projects have already been approved by the Board, and are either completed or in progress. The largest of these is the pedestrian bridge repair project in 2022, but Tier 1 also includes important repairs to building interiors.
- “**Tier 2**” projects have mostly been approved by the Board. This is a single large project that will repair major building components and systems that have reached the end of their useful life. These projects are currently scheduled for summer 2023.
- “**Tier+**” projects have mostly not yet been approved by the Board. These nonemergency repairs and upgrades will improve the usability of NPRSA facilities, but are less critical than remaining Tier 1 and Tier 2 projects.

Staff request approval of an initial group of Tier+ projects, with the understanding that remaining Tier 1 and Tier 2 projects will take priority. This approval will provide Staff with direction as the NPRSA continues to make capital repairs to its facilities through the end of the current tax levy in 2025 and beyond.

Proposed Tier+ projects include:

- Parking Lot sealcoating, restriping, and landscaping at both facilities
- Energy efficiency projects at both facilities
- Modernization and redesign of the Northshore Senior Center lobby
- Refurbishment of the Northshore Senior Center kitchen
- Refurbishment of all restrooms at both facilities
- Replacement of the grease trap at the Health and Wellness Center
- Improvements to crawl space drainage at the Health and Wellness Center

The architect estimates a total cost of around \$3,000,000 for all these projects, including a 10% design and project management fee. The largest expense is restroom refurbishment, which accounts for more than a third of this total. Approving these potential projects will allow Staff to obtain more precise estimates for this work and to begin scheduling 2024 projects based on funding availability. It does not obligate the NPRSA to actually undertake any of these projects if sufficient funding is not available after completion of remaining Tier 1 and Tier 2 projects.

**FISCAL
IMPACTS:**

This item has no direct fiscal impact to the NPRSA.

ATTACHMENTS:

Att-1: ROM Construction Estimates provided by Cornerstone Architectural Group

**RECOMMENDED
ACTION:**

Move to approve MO-22-10 Approving "Tier+" Capital Repairs Project Plan

NPRSA ROM Construction Estimates

Item	Item	Project Scope	Bldg.	ROM / MACC	Estimated Consultant Fee
1	NSC and HWC Parking Lot	Sealcoating and restriping of the parking lots including re-landscaping of each site at NSC and HWC.	NSC	\$350,000	\$35,000
			HWC	\$50,000	\$5,000
2	NSC and HWC Energy Efficiency Projects	Provide feasibility study into energy reduction at NSC and HWC with recommended scopes of work and budget estimates. Possible feasibility avenues will include review of photovoltaics, electrical upgrades and reduction of heat island effect.	NSC	N/A	\$10,000
			HWC	N/A	\$10,000
3	NSC Lobby Renovations	Redesign the Lobby and entrance including finishes, lighting and security upgrades.	NSC	\$525,000	\$52,500
4	NSC Kitchen Refurbishment	Renovate existing commercial kitchen including mechanical, plumbing, electrical, fire protection, finishes and equipment.	NSC	\$410,000	\$41,000
5	NSC and HWC Bathroom_/ Restroom Refurbishment	Refurbish/renovate all bathrooms/restrooms at both the Northshore Senior Center (NSC) and the Health and Wellness Center (HWC) including mechanical, plumbing, electrical, fire protection, finishes and equipment.	NSC	\$475,000	\$47,500
			HWC	\$625,000	\$62,500
6	HWC Grease Trap Replacement	Provide a design to replace the grease trap and accompanying piping that includes mechanical, civil and landscaping.			
			HWC	\$180,000	\$18,000
7	HWC Crawl Space Drainage	Replace existing site civil drainage around the HWC to keep water out of the crawl space. This most likely will include digging up the perimeter foundation drain and downspout stormwater tightline and replacing. Possibly add sump/catch basin (approx. 25 gallon) with sump pump possibly Zoeller N-53 (qty. 2) with backflow check valve Model 122 control panel. Clean existing crawlspace and replace the 6-mil black vinyl vapor barrier.			
			HWC	\$175,000	\$17,500



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

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

DATE: 21 September 2022

SUBJECT: Consideration of Resolution # R-22-02 Requesting an Interfund Loan from King County

POLICY CONSIDERATION: This item asks the Board to consider authorizing Administering Agency Staff to formally request and apply for an interfund loan from King County against future levy revenues. The loan would alleviate the NPRSA’s cash flow concerns and allow the NPRSA to complete more capital projects sooner.

If approved, staff would put together an application for the loan and present to the King County’s Executive Finance Committee in mid-July. If denied, staff will address the NPRSA’s cash flow concerns by delaying a number of capital projects.

HISTORY:

DATE	ACTION
21 AUGUST 2019	NPRSA Board agrees to apply for a loan from King County in order to benefit from Department of Commerce Grant
5 NOVEMBER 2019	NPRSA Voters approve a 6 year Maintenance and Operations Levy
16 JUNE 2020	NPRSA Board adopts Resolution R-21-03 Requesting an Interfund Loan from King County

On 21 August 2019, the NPRSA Board agreed to request an interfund loan from King County in order to benefit from a \$500,000 grant from the Department of Commerce. At the time, the NPRSA did not have revenue beyond Member Agency dues and therefore could not make use of the reimbursement-style grant. Shortly thereafter, the Board placed a levy on the ballot and therefore did not formally request the loan from King County. On 5 November 2019, voters of the NPRSA district approved a 6-year maintenance and operations property tax levy. The voter approval set the 2020 levy rate at \$0.04/\$1,000 of assessed value to support the general operations of the NPRSA, including funding much needed

capital repairs to the buildings under its ownership. On 16 June 2021, NPRSA staff brought an interfund loan application before the Board for consideration to address anticipated cash flow issues. The Board approved the resolution, but due to staff turnover in summer 2021 the loan application was not submitted. The cash flow issues anticipated for 2022 did not arise because of changes to the scheduling of capital repair projects.

DISCUSSION: This item asks the Board to consider passing a Resolution requesting an interfund loan from King County to cover potential cash flow deficits as the NPRSA implements its Capital Repairs Plan. The NPRSA expects to experience cash flow deficits due to the timing of property tax revenue (payments arrive in April and October), relatively small levy rate spread out over six years (2020-2025), and lack of other revenue streams available to the NPRSA. Additional funding is necessary to complete “Tier 2” capital repair projects in summer 2023, as the architect has identified multiple significant building systems that have reached the end of their lifespan and must be replaced before next winter.

It is not uncommon for special districts without consistent revenue streams, such as the NPRSA, to encounter cash flow concerns. In this instance, the service area may request a loan from a bank or from a member agency. Financing offered through the private market may be burdensome to administer and will likely involve high interest rates that make this an impractical and costly option. Instead, staff recommend the Board request an interfund loan from its fiscal agent, King County. The King County Executive Finance Committee has, from time to time, approved such loans for special districts (Att-2). The loan functions as a line of credit, allowing the NPRSA to carry a negative cash flow balance during a set term. If approved, the NPRSA would then pay interest on the funds borrowed to the County at the gross investment pool rate on a monthly basis. This rate fluctuates monthly and in the last twelve months has ranged from 0.72% to 1.79%.

Based on the Board’s Capital Repairs Plan, staff propose requesting an interfund loan in the amount of \$1 million to begin January 1, 2023 and be paid back in full by December 31, 2024 (Att-3). This amount will cover the projects listed on the Board’s Capital Repairs, ongoing operating costs, and provides enough of a buffer to account for potential additions to the Board’s annual work plan for both 2023 and 2024.

NPRSA Board
Agenda Bill
Item # 5C

FISCAL IMPACTS: | This item would obligate the NPRSA to pay a monthly interest rate (set by the King County Investment Pool) on actual funds borrowed up to the approved amount.

ATTACHMENTS: | Att-1 Resolution # R-22-02, Requesting an Interfund Loan from King County
Att-2 District Interfund Borrowing Policy
Att-3 Cash Flow Projection

RECOMMENDED ACTION: | Move to approve Resolution # R-22-02, Requesting an Interfund Loan from King County.



RESOLUTION # R-22-02

A RESOLUTION OF THE BOARD OF THE NORTSHORE PARKS AND RECREATION SERVICE AREA, WASHINGTON REQUESTING AN INTERFUND LOAN FROM KING COUNTY.

WHEREAS, the voters of the NPRSA have approved a six-year Maintenance and Operations Levy from 2020-2025 for repairs to Senior Center Facilities; and

WHEREAS, the Board has identified an extensive list of projects to complete in its Capital Repairs Plan; and

WHEREAS, the timing of property tax revenues does not align with the timing of anticipated project costs, resulting in cash flow concerns for the NPRSA.

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

The Board officially requests King County consider the NPRSA's interfund loan application, seeking a loan in the amount of \$1 million for a twelve-month term, beginning in January 2023.

PASSED this _____ day of _____, 2022.

APPROVED:

RACHEL BEST-CAMPBELL
CHAIR

ATTEST/AUTHENTICATED:

BARBARA GLASS
BOARD CLERK

DISTRICT INTERFUND BORROWING POLICY

Background

Districts for which King County acts as *ex officio treasurer* occasionally encounter situations where they project their cash balance may become negative. Often districts will contact a local bank for financing to cover their projected deficit. However, sometimes the district will approach Treasury Operations and the Executive Finance Committee in lieu of contacting a local bank. A district is more likely to contact the county when the size of the loan is small, since the fees charged by a bank on a small loan often make the bank-loan option prohibitively expensive and uneconomical.

Instead of borrowing from a bank or the county, the district could issue interest-bearing warrants. However, issuing interest-bearing warrants is operationally burdensome on the county since the county must calculate and record interest on every warrant that the district writes. In addition, the county must track the interest-bearing warrants by issue date since State law requires that the warrants must be paid off in the order they were issued.

Because of these operational issues, it has been many years since any district in King County has issued interest-bearing warrants. Instead, for districts participating in King County's investment pool, it is more efficient to approve an interfund loan and have the county's investment system charge the borrowing fund interest.

While the county has approved interfund loans to districts on an ad hoc basis in the past, the number of districts inquiring about interfund loans has increased lately, and this has prompted consideration of establishing a formal policy on district interfund loans.

Proposed District Interfund Borrowing Policy and Decision Making Criteria

To assist districts that foresee experiencing a negative cash balance in one of their funds, the county's Executive Finance Committee (EFC) may approve a district's request to borrow funds. In order to have an interfund loan considered for approval by the EFC, the requesting district must provide an approved resolution from the district's governing board and fill out a County-provided Interfund Borrowing Application Form that includes the following information:

1. The fund name and number of the borrowing fund.
2. Amount of the loan request.
3. Timeframe during which the district expects to be borrowing.
4. Reason why the district needs to temporarily borrow money.
5. Schedule for repayment (cash flow projection that estimates future fund balances)
6. Specific source of funds for repayment (debt issuance, tax receipts, etc.)
7. Reason why funds cannot be borrowed from one of the district's other funds.
8. Reason why bank or other alternative financing is not being utilized.

Decision Criteria for Reviewing Specific Requests:

In general, the EFC expects that districts will only request loans from the county under extraordinary circumstances, and that the dollar amount will be relatively small and that the

timeframe will be short. The following criteria listed will be used by the EFC when evaluating a district's loan request:

- The loan request is fully authorized by the district's governing body via motion or resolution.
- The combined timeframe for borrowing and repayment is expected to be 12 months or less; longer repayment schedules may be considered for newly created districts.
- The first choice, if feasible, is to borrow from one of the requesting district's funds.
- The repayment schedule is supported by a stable and certain revenue stream, i.e., property tax payments each April and October, contract revenues from other jurisdictions supported by interlocal agreements, approved grant revenues, etc...
- The cash flow projection clearly indicates the district's capacity to meet the repayment schedule for the short-term loan.
- The district does not have a past history of financial insolvency or instability, i.e., the district is considered a good credit risk for a short-term loan. However, a district that has had financial problems in the past may be considered for a loan if they can demonstrate a workable plan for resolving any past issues.
- Other factors that may be taken into consideration are a district's rated debt, recent and prior year State financial audits, and cash flow histories.

When a loan is made, it is King County, and not pool participants, that are lending to the district. The borrowing district will pay interest back to the county at the gross pool rate on a monthly basis. Districts only pay interest on the funds they actually borrow, similar to the practice of activating a line of credit with a bank.

The EFC will formally approve all interfund loans and state the terms and conditions for implementation in writing to the requesting District.

If after being approved for an interfund loan, a district later projects that their original loan request to the EFC will not be sufficient to cover their forecasted cash deficit, they must submit an addendum to their original loan request for the EFC's consideration.

This policy does not require EFC approval for all situations in which a district has a negative cash balance. Occasionally, transaction errors or omissions cause a district's cash balance to become negative; in these cases the negative cash balance will be corrected through the county's accounting system.

	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Beginning Balance	\$2,000,000	\$2,266,000	\$2,285,500	\$2,345,000	\$2,261,334
Revenues					
Property Tax	\$20,000	\$20,000	\$60,000	\$500,000	\$200,000
Grants	\$400,000	\$0	\$0	\$0	\$0
Interfund Contributions	\$0	\$0	\$0	\$0	\$0
Total	\$420,000	\$20,000	\$60,000	\$500,000	\$200,000
Expenditures					
Salary and Benefits	\$150,000	\$0	\$0	\$0	\$0
Capital Repairs	\$0	\$0	\$0	\$583,333	\$583,333
Other Expenses	\$4,000	\$500	\$500	\$333	\$333
Total	\$154,000	\$500	\$500	\$583,666	\$583,666
End Balance	\$2,266,000	\$2,285,500	\$2,345,000	\$2,261,334	\$1,877,668
Net Cash Flow	\$266,000	\$19,500	\$59,500	(\$83,666)	(\$383,666)

	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Beginning Balance	\$3,000,000	\$3,239,667	\$3,232,833	\$3,266,000	\$3,156,001
Revenues					
Property Tax	\$20,000	\$20,000	\$60,000	\$500,000	\$200,000
Grants	\$400,000	\$0	\$0	\$0	\$0
Interfund Contributions	\$0	\$0	\$0	\$0	\$0
Total	\$420,000	\$20,000	\$60,000	\$500,000	\$200,000
Expenditures					
Salary and Benefits	\$150,000	\$0	\$0	\$0	\$0
Capital Repairs	\$0	\$0	\$0	\$583,333	\$583,333
Other Expenses	\$4,000	\$500	\$500	\$333	\$333
Loan Payment	\$26,333	\$26,333	\$26,333	\$26,333	\$26,333
Total	\$180,333	\$26,833	\$26,833	\$609,999	\$609,999
End Balance	\$3,239,667	\$3,232,833	\$3,266,000	\$3,156,001	\$2,746,001
Net Cash Flow	\$239,667	(\$6,833)	\$33,167	(\$109,999)	(\$409,999)

Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
\$1,877,668	\$1,304,002	\$580,336	\$6,670	(\$540,996)	(\$41,329)	\$158,338
\$10,000	\$10,000	\$10,000	\$20,000	\$500,000	\$200,000	\$10,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$16,000	\$0	\$0	\$0
\$10,000	\$10,000	\$10,000	\$36,000	\$500,000	\$200,000	\$10,000
\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
\$583,333	\$583,333	\$583,333	\$583,333	\$0	\$0	\$0
\$333	\$333	\$333	\$333	\$333	\$333	\$333
\$583,666	\$733,666	\$583,666	\$583,666	\$333	\$333	\$333
\$1,304,002	\$580,336	\$6,670	(\$540,996)	(\$41,329)	\$158,338	\$168,005
(\$573,666)	(\$723,666)	(\$573,666)	(\$547,666)	\$499,667	\$199,667	\$9,667

Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
\$2,746,001	\$2,146,002	\$1,396,003	\$796,003	\$222,004	\$695,338	\$868,671
\$10,000	\$10,000	\$10,000	\$20,000	\$500,000	\$200,000	\$10,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$16,000	\$0	\$0	\$0
\$10,000	\$10,000	\$10,000	\$36,000	\$500,000	\$200,000	\$10,000
\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
\$583,333	\$583,333	\$583,333	\$583,333	\$0	\$0	\$0
\$333	\$333	\$333	\$333	\$333	\$333	\$333
\$26,333	\$26,333	\$26,333	\$26,333	\$26,333	\$26,333	\$26,333
\$609,999	\$759,999	\$609,999	\$609,999	\$26,666	\$26,666	\$26,666
\$2,146,002	\$1,396,003	\$796,003	\$222,004	\$695,338	\$868,671	\$852,005
(\$599,999)	(\$749,999)	(\$599,999)	(\$573,999)	\$473,334	\$173,334	(\$16,666)

Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
\$168,005	\$34,005	\$53,505	\$113,005	\$546,006	\$679,007	\$622,008
\$20,000	\$20,000	\$60,000	\$500,000	\$200,000	\$10,000	\$10,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$20,000	\$20,000	\$60,000	\$500,000	\$200,000	\$10,000	\$10,000
\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
\$0	\$0	\$0	\$66,666	\$66,666	\$66,666	\$66,666
\$4,000	\$500	\$500	\$333	\$333	\$333	\$333
\$154,000	\$500	\$500	\$66,999	\$66,999	\$66,999	\$216,999
\$34,005	\$53,505	\$113,005	\$546,006	\$679,007	\$622,008	\$415,009
(\$134,000)	\$19,500	\$59,500	\$433,001	\$133,001	(\$56,999)	(\$206,999)

Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
\$852,005	\$691,672	\$684,838	\$718,005	\$1,124,673	\$1,231,340	\$1,148,008
\$20,000	\$20,000	\$60,000	\$500,000	\$200,000	\$10,000	\$10,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$20,000	\$20,000	\$60,000	\$500,000	\$200,000	\$10,000	\$10,000
\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
\$0	\$0	\$0	\$66,666	\$66,666	\$66,666	\$66,666
\$4,000	\$500	\$500	\$333	\$333	\$333	\$333
\$26,333	\$26,333	\$26,333	\$26,333	\$26,333	\$26,333	\$26,333
\$180,333	\$26,833	\$26,833	\$93,332	\$93,332	\$93,332	\$243,332
\$691,672	\$684,838	\$718,005	\$1,124,673	\$1,231,340	\$1,148,008	\$914,676
(\$160,333)	(\$6,833)	\$33,167	\$406,668	\$106,668	(\$83,332)	(\$233,332)

Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
\$415,009	\$358,010	\$327,011	\$826,678	\$1,026,345
\$10,000	\$20,000	\$500,000	\$200,000	\$10,000
\$0	\$0	\$0	\$0	\$0
\$0	16000	\$0	\$0	\$0
\$10,000	\$36,000	\$500,000	\$200,000	\$10,000
\$0	\$0	\$0	\$0	\$0
\$66,666	\$66,666	\$0	\$0	\$0
\$333	\$333	\$333	\$333	\$333
\$66,999	\$66,999	\$333	\$333	\$333
\$358,010	\$327,011	\$826,678	\$1,026,345	\$1,036,012
(\$56,999)	(\$30,999)	\$499,667	\$199,667	\$9,667

Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
\$914,676	\$831,343	\$774,011	\$1,247,345	\$1,420,678
\$10,000	\$20,000	\$500,000	\$200,000	\$10,000
\$0	\$0	\$0	\$0	\$0
\$0	16000	\$0	\$0	\$0
\$10,000	\$36,000	\$500,000	\$200,000	\$10,000
\$0	\$0	\$0	\$0	\$0
\$66,666	\$66,666	\$0	\$0	\$0
\$333	\$333	\$333	\$333	\$333
\$26,333	\$26,333	\$26,333	\$26,333	\$26,333
\$93,332	\$93,332	\$26,666	\$26,666	\$26,666
\$831,343	\$774,011	\$1,247,345	\$1,420,678	\$1,404,012
(\$83,332)	(\$57,332)	\$473,334	\$173,334	(\$16,666)