



Board Meeting Agenda

February 17, 2021, 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: Click the link <https://us02web.zoom.us/j/89299675575> (or copy the URL and paste into a web browser)

(2) By Telephone: Call in to the meeting by dialing +1 253-215-8782 ID: 892 9967 5575

To provide Public Comment:

Submit your written Public Comment before 3:00PM (day of meeting), to the Clerk of the Board at robin.schaefer@bothellwa.gov.

1. Call to Order – 6:30 PM
2. Public Comment – *Read Public Comments submitted. Allow up to 3 minutes/ comment.*
3. Consent Agenda (5 min)
 - A. Minutes from December 16, 2020
4. Reports (40 min)
 - A. Records Management Program Update
 - B. Capital Repairs Update (HVAC System & Water Heaters)
 - C. 2020 Financial Report
 - D. Northshore Senior Center Brief, Brooke Knight NSSC
5. Discussion Items (50 min)
 - A. Consideration of Minute Order # MO-21-01, receiving the Northshore Senior Center’s 2021 Budget Presentation
 - B. Consideration of Resolution # R-20-06-01, Amending the 2021 NPRSA Budget to Increase Expenditures for Board Insurance Coverage
 - C. Consideration of Resolution # R-21-01, Appointing an Agent to Receive Claims for Damages



D. Consideration of Minute Order # MO-21-02, facility upgrade request for an outdoor sports court feasibility study

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: Robin Schaefer at robin.schaefer@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 Kellye Mazzoli at (425) 471-8464. at least three days prior to the meeting.



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

TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
Robin Schaefer, NPRSA Board Clerk

DATE: February 17, 2021

SUBJECT: Minutes from December 16, 2020

ITEM CONSIDERATION: | This item asks the Board to approve minutes from NPRSA Board meetings held on December 16, 2020.

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

ATTACHMENTS: | Att-1. Minutes from December 16, 2020

RECOMMENDED ACTION: | Move to approve the NPRSA Board Minutes from December 16, 2020.

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December 16, 2020 Board Meeting Minutes

*** VIRTUAL MEETING ***

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

To attend the Board Meeting:

- (1) Online: Click the link <https://us02web.zoom.us/j/89117822035> (or copy the URL and paste into a web browser)
- (2) By Telephone: Call in to the meeting by dialing +1 253-215-8782 ID: 891 1782 2035

To provide Public Comment:

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

1. Call to Order

Chair James McNeal called the virtual meeting to order at 6:33 PM.

Meeting Attendees

Present

NPRSA Chair James McNeal

NPRSA Board Members Tom Agnew, Jared Mead (arrived 6:53 PM), Elaine Cook, Kathy Lambert

Kellye Mazzoli, NPRSA Executive Director, City of Bothell

Carly Joerger, Levy Coordinator, City of Bothell

Robin Schaefer, Board Clerk, City of Bothell

Barbara Glass, Records Specialist, City of Bothell

Brooke Knight, Northshore Senior Center, Executive Director

Zorna Kimball, Northshore Senior Center, Operations

John Dolin, Northshore Senior Center Board, President

Suzanne Greathouse, Northshore Senior Center Board, Vice President

Corey Lowell, Northshore Senior Center Board, Operations

Chuck Price, City of Woodinville Councilmember

Absent

NPRSA Board Members Rod Dembowski

NPRSA Board Member Joe Marshall

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



At the beginning of the meeting, Board Clerk Robin Schaefer gave a brief tutorial on the Webinar format of the Zoom meeting.

2. Public Comment

Board Clerk Robin Schaefer reported she did not receive any general public comment by the deadline for the meeting. Chair McNeal invited those in attendance to raise their hands if they wished to speak. There were no requests.

3. Consent Agenda

- A. Minutes from November 18, 2020
- B. Vouchers from October 15, 2020 – December 9, 2020 in the amount of 135.00

Kathy Lambert moved approval of the Consent Agenda. Tom Agnew second. The motion passed 4-0 with Rod Dembowski, Joe Marshall and Jared Mead absent.

4. Reports

- A. Northshore Senior Center Update, Brooke Knight NSSC

Board Members received the report and asked questions. No action was taken.

- B. Update on Capital Repairs (HVAC System & Water Heaters)

Carly Joerger presented the update and entertained Board comments and questions. No action was taken.

Kathy Lambert requested research on the possibility of a PSE rebate for a gold standard heater.

Board Member Jared Mead arrived at 6:53 PM.

5. Discussion Items

- A. Consideration of Minute Order # MO-20-09, Authorizing the use of Job-Order Contracting



Carly Joerger presented the item and entertained Board comments and questions.

Elaine Cook moved approval of # MO-20-09 as presented. Tom Agnew second. The motion passed 5-0 with Rod Dembowski and Joe Marshall absent.

B. Consideration of Minute Order # MO 20-10, Facility Upgrade Request for Air Purifiers in HVAC Systems

Carly Joerger presented the item and entertained Board comments and questions.
Discussion ensued.

Elaine Cook moved approval of Minute Order 20-10 as presented. Kathy Lambert second. The motion passed 5-0 with Rod Dembowski and Joe Marshall absent.

Elaine Cook moved approval of paying up to \$42,000 for the procurement and installation of air purifiers for the NPRSA HVAC systems. Tom Agnew second. The motion passed 5-0 with Rod Dembowski and Joe Marshall absent.

C. Consideration of Minute Order # MO 20-11, Adopting Board Protocol Manual

Carly Joerger presented the item. Discussion ensued.

Elaine Cook moved approval of Minute Order 20-11 as presented. Kathy Lambert second. The motion passed 5-0 with Rod Dembowski and Joe Marshall absent.

6. Future Meetings

It is anticipated that January 20, 2021 will be canceled, pending there are no voucher approval needs. Upcoming meetings will be February 17, 2021 and March 17, 2021

7. Adjourn

Members of the Board, Bothell Staff and Northshore Senior Center Staff took turns thanking Elaine Cook for her years of service to the NPRSA, the City of Woodinville and the local community.

Chair James McNeal adjourned the meeting at 7:44PM.



Submitted for approval February 17, 2021

Robin Schaefer

Board Clerk



TO: Chair McNeal and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
Carly Joerger, Levy Program Manager
Brooke Knight, Northshore Senior Center, Executive Director (Presenter)

DATE: February 17, 2021

SUBJECT: Consideration of Minute Order # MO-21-01, receiving the Northshore Senior Center's 2021 Budget Presentation

POLICY CONSIDERATION: This item asks the Board to officially receive the Northshore Senior Center's 2021 Budget presentation. The Northshore Senior Center, as part of the NPRSA-Tenant Agreement, is to present this information to the Board on an annual basis.

HISTORY:

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

The current agreement in which the NPRSA named the Northshore Senior Center as the "Operator" of the buildings owned by the NPRSA and describes the different roles and responsibilities held by the NPRSA and the Operator.

DISCUSSION: Staff has invited Brooke Knight, the CEO of the Northshore Senior Center, to present the 2021 Budget to the NPRSA Board. Ms. Knight has submitted a 2021 Budget Summary as Att-1 to the agenda bill, for reference. No action is recommended to the Board other than to receive the presentation.

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

ATTACHMENTS: Att-1 Northshore Senior Center 2021 Budget Summary

RECOMMENDED ACTION: Move to approve Minute Order # MO-21-01, receiving the Northshore Senior Center's 2021 Budget Presentation.

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Northshore Senior Center 2021 Budget Summary - Total Budget

Income

Fundraising	\$	275,275.00	
Government Contracts	\$	1,388,065.00	
Program Revenues	\$	417,090.00	
Membership Dues	\$	135,142.00	
Annual Event	\$	95,250.00	
Other income	\$	46,600.00	Includes coffee bar, bingo, advertising
Facility Rentals	\$	71,000.00	
Investment Income	\$	18,615.95	
Total Income:	\$	2,447,037.95	

Direct Expense (Expenses related to program activities)

Salaries/Benefits	\$	1,304,365.33
Fees for Services	\$	69,859.00
Food Assistance	\$	59,780.00
Supplies	\$	41,740.00
Transportation Expense	\$	61,400.00
Staff Appreciation	\$	300.00
Association Dues	\$	900.00
Mileage Reimbursement	\$	25,180.00
Staff and Vol. Training	\$	1,200.00
Travel Program	\$	2,100.00
Other costs	\$	24,550.00
Other Program Expenses	\$	34,765.00
Total Direct Expense:	\$	1,626,139.33

Indirect Expense (Includes HR, accounting, IT, facility costs, etc.)

Salaries/Benefits	\$	659,420.46
Professional Fees	\$	97,200.00
Association Dues	\$	2,000.00
Volunteer Appreciation	\$	4,250.00
Advertising/Promotion	\$	2,400.00
Office Expense	\$	26,700.00
Information Technology	\$	14,813.00
Occupancy	\$	146,274.00
Conferences/Meetings	\$	1,521.69
Equipment lease	\$	21,000.00
Staff Screening	\$	1,200.00
Insurance	\$	36,227.74
Telephone	\$	12,900.00
Bank and Merchant fees	\$	16,350.00
Permits and Licenses	\$	1,640.00
Total Indirect Expense:	\$	1,043,896.89

Net Profit: \$ (222,998.27)

Northshore Senior Center 2021 Budget Summary - Facilities

Income

Fundraising	\$	-
Government Contracts	\$	-
Program Revenues	\$	-
Membership Dues	\$	-
Annual Event	\$	-
Other income	\$	-
Facility Rentals	\$	67,000.00
Investment Income	\$	-
Total Income:	\$	67,000.00

Direct Expense (Expenses related to program activities)

Salaries/Benefits	\$	-
Fees for Services	\$	-
Food Assistance	\$	-
Supplies	\$	-
Transportation Expense	\$	-
Staff Appreciation	\$	-
Association Dues	\$	-
Mileage Reimbursement	\$	-
Staff and Vol. Training	\$	-
Travel Program	\$	-
Other costs	\$	-
Other Program Expenses	\$	-
Total Direct Expense:	\$	-

Indirect Expense (Includes HR, accounting, IT, facility costs, etc.)

Salaries/Benefits	\$	130,787.87
Professional Fees		
Association Dues		
Volunteer Appreciation		
Advertising/Promotion		
Office Expense		
Information Technology		
Occupancy	\$	146,000.00
Conferences/Meetings		
Equipment lease		
Staff Screening		
Insurance		
Telephone	\$	1,800.00
Bank and Merchant fees		
Permits and Licenses	\$	1,300.00
Total Indirect Expense:	\$	279,887.87

Occupancy includes

Utilities	\$	86,880.00
Repairs & Maintenance	\$	37,120.00
Janitorial	\$	10,900.00
Property Tax	\$	11,100.00
		\$ 146,000.00

Net Profit: \$ (212,887.87)



TO: Chair McNeal and Members of the NPRSA Board

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

DATE: February 17, 2021

SUBJECT: Consideration of Resolution # R-20-06-01, Amending the 2021 NPRSA Budget to Increase Expenditures for Board Insurance Coverage

POLICY CONSIDERATION: This item asks the Board to consider changing the NPRSA Board’s insurance coverage provider and joining an insurance pool specific to Special Purpose District local governments. If the Board approves changing insurance providers, staff has prepared a Resolution for the Board to consider which amends the 2021 NPRSA Budget to increase the budgeted expenditures to cover the cost of a new policy. If the Board denies changing insurance providers, staff will renew the current policy when it comes due in April 2021.

HISTORY:

	DATE	ACTION
	AUGUST 19, 2020	NPRSA Board approves vouchers totaling \$1,156 for 2020-2021 insurance premium
	NOVEMBER 18, 2020	NPRSA Board approves Resolution #R-20-06 adopting the 2021 Budget

On August 19, 2020, the Board of the NPRSA approved two vouchers reimbursing former Interim Executive Director, Wesley Phillips, and the City of Bothell for payments made on the NPRSA Board’s 2020-2021 insurance premium. On November 18, 2020 the Board approved a Resolution adopting the 2021 NPRSA Budget. This budget includes a \$1,300 line item for the Board’s insurance premium, supporting the “Risk Mitigation and Fiscal Responsibility” budget priority.

DISCUSSION: Part of the Board’s 2021 Work Plan is to evaluate the current Board’s insurance coverage and propose changes, if necessary. Ensuring proper insurance coverage protects Board Members, officers, and supports the Board’s 2021 priority, “Risk Mitigation and Fiscal Responsibility”. This agenda bill evaluates the current insurance policy and proposes a new insurance provider and policy for the Board to consider.

The Board’s current insurance policy is provided through the Great American Insurance Group. The annual policy totals \$1,156 and is up for renewal on April 25, 2021. The Board’s current policy coverage is as follows:

Aggregate Limit(s) of Liability for each Policy Year:

- a. \$1,000,000 for all Claims other than Claims for Employment Practices Wrongful Acts.
- b. \$10,000 Donor Data Loss Crisis Fund Sublimit of Liability. This limit is part of and not in addition to the Limit of Liability provided for in 3(a).
- c. \$1,000,000 for all Claims for Employment Practices Wrongful Acts. This limit is part of and not in addition to the Limit of Liability provided for in 3(a).
- d. \$150,000 FLSA Defense Sublimit of Liability. This limit is part of and not in addition to the Limit of Liability provided for in 3(c).

Given the recent increase in the NPRSA’s operations and additional responsibility resulting from the 2019 voter-approved levy, staff researched an insurance pool oriented specifically for special purpose districts called Enduris Washington. Liability coverage through Enduris costs an estimated \$2,500 per year and covers the following:

- a. General Liability at \$20 million per occurrence, no annual aggregate.
- b. Professional Liability at \$20 million per occurrence, no annual aggregate.
- c. Auto Liability at \$20 million per occurrence, no annual aggregate.
- d. EPL (employment practices) at \$20 million per occurrence with \$20 million annual aggregate.
- e. E&O (errors & omissions) at \$20 million per occurrence with \$20 million annual aggregate.

In addition to offering significantly more comprehensive coverage, joining an insurance pool for special purpose districts offers additional benefits to the NPRSA including:

- a. Identity Fraud Coverage for full time employees and elected officials
- b. Access to MRSC

- c. Access to Local Gov U online university training modules
- d. Access to virtual and in-person seminars and trainings
- e. Pre-defense program and co-pay deductible waivers available

Perhaps, of most immediate value to the Board, Enduris offers Government Crime coverage. Should the Board pursue this option, the NPRSA would then meet its fiscal agent's requirements for appointing the Executive Director as the NPRSA's "Auditing Officer". As an Auditing Officer, the Executive Director may sign vouchers on behalf of the Board for expenses that have already been authorized by the Board. This would allow the NPRSA to process payments in a more timely manner than the current process allows. Government Crime coverage for expenses up to \$100,000 is an additional annual fee of \$530.

FISCAL IMPACTS: Insurance coverage is budgeted for in the 2021 NPRSA Budget in the amount of \$1,300. Should the Board approve a new insurance policy, the NPRSA Budget will need to be amended to show the budgeted amount of \$3,300.

ATTACHMENTS: Att-1 Resolution # R-20-06-01, Amending the 2021 NPRSA Budget

RECOMMENDED ACTION: Move to approve Resolution # R-20-06-01, Amending the 2021 NPRSA Budget to increase the budgeted expenditure for insurance coverage and in effect changing Board insurance coverage to Enduris Washington.

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RESOLUTION # R-20-06-01
A RESOLUTION AMENDING THE 2021 BUDGET

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

WHEREAS, the 2021 budget was adopted for all funds of the NPRSA including General, Bond, and Construction funds,

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

WHEREAS, the NPRSA Board has agreed to change Board insurance providers and chosen a new policy that totals an estimated \$3,300 per year; and

WHEREAS, a budget amendment is required to account for the expenditure for the insurance premium, which is \$2,000 more than what was originally forecasted for insurance.

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

The adopted 2021 budget is hereby amended as set forth in the table below, which is attached hereto and incorporated herein by this reference as set forth in full, effective immediately.

Fund No.	Fund Name	Adopted '21 Revenue	Adopted '21 Expenditure	Amended '21 Revenue	Amended '21 Expenditure
100	General	\$2,030,185	\$2,019,300	\$2,030,185	\$2,021,300

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 17th DAY OF FEBRUARY, 2021.

Approved:

Attest/Authenticated:

James McNeal, Board Chair

Robin Schaefer, Board Clerk

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TO: Chair McNeal and Members of the NPRSA Board

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

DATE: February 17, 2021

SUBJECT: Consideration of Resolution # R-21-01, Appointing an Agent to Receive Claims for Damages

POLICY CONSIDERATION:	This item asks the Board to appoint the Executive Director as the NPRSA’s official agent to receive any claims for damages made against the NPRSA Board. If approved, the NPRSA would be compliant with state law and staff would file the resolution with the King and Snohomish County Auditor’s offices.
HISTORY:	Research shows that the NPRSA has not approved such a resolution in the past. This is a new item for the Board.
DISCUSSION:	This resolution is required by State law and also supports the Board’s 2021 “Risk Management and Fiscal Responsibility” priority. The resolution serves to provide information to the County Auditor’s office about who should receive any claims for damages filed against the NPRSA and when and where that person would be available to receive any claims. This action brings the NPRSA into compliance with the provisions of RCW 4.96.020 and also ensures any claims may be received during regular working hours, at a public facility, and by the Executive Director, who could take any necessary next steps in a timely manner. Once approved, staff will file the resolutions with both the King and Snohomish County Auditor’s Offices as required by state law.
FISCAL IMPACTS:	This item has no direct fiscal impact to the NPRSA.
ATTACHMENTS:	Att-1 Resolution # R-21-01, Appointing an Agent to Receive Claims for Damages.
RECOMMENDED ACTION:	Move to approve Resolution # R-21-01, Appointing an Agent to Receive Claims for Damages.

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10201 E. RIVERSIDE DRIVE
BOTHELL, WASHINGTON 98011-3708

RESOLUTION # R-21-01
A RESOLUTION APPOINTING AN AGENT TO RECEIVE CLAIMS FOR
DAMAGES

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where they may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

NOW THEREFORE, BE IT RESOLVED, that the Board of the Northshore Parks and Recreation Service Area appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Kellye Mazzoli, Executive Director
Office Address: 18415 101st Ave. NE, Bothell, WA 98011
Business Hours: 8 am – 5 pm, Monday – Friday

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 17th DAY OF FEBRUARY, 2021.

Approved:

Attest/Authenticated:

James McNeal, Board Chair

Robin Schaefer, Board Clerk

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TO: Chair McNeal and Members of the NPRSA Board

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

DATE: February 17, 2021

SUBJECT: Consideration of Minute Order # MO-21-02, Facility Upgrade Request for an Outdoor Sports Court Feasibility Study

POLICY CONSIDERATION: This item asks the Board to consider if the NPRSA should approve a request from the Northshore Senior Center to conduct a study on the feasibility of constructing an outdoor sports court behind the Northshore Senior Center.

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

HISTORY:

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

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

DISCUSSION:

The Northshore Senior Center has submitted a request to the NPRSA Board to explore the feasibility of constructing an outdoor sports court on the lawn behind the Northshore Senior Center. At this time, the scope of the request is to conduct the study only. However, if the Board is uninterested in a section of the property potentially being converted into a sports court, the Senior Center will likely not pursue the feasibility study. If approved by the Board, the study would likely occur in the spring of this year and would be paid for by the Senior Center.

If deemed feasible, staff recommends the Board request the Northshore Senior Center submit an additional facilities upgrade request to provide the Board with project specifics. Construction of a sports court would likely include installing

outdoor lighting, impacting the electrical system that the NPRSA is ultimately responsible for. It would also involve removing a section of the existing irrigation system. Additional details to discuss include the project schedule, ongoing maintenance needs, and replacement reserves. At this time, and if deemed feasible and approved by the Board, the Senior Center plans to fund the estimated \$50,000 - \$60,000 construction costs through a combination of grants and private donations.

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

ATTACHMENTS: This item has no attachments.

RECOMMENDED ACTION: Move to approve Minute Order # MO-21-02, approving a Facility Upgrade Request for an Outdoor Sports Court Feasibility Study.