

Executive Board
January 16, 2020
Minutes of the Regular Meeting

The meeting which was held via Zoom was called to order and opened with prayer at 2:00 p.m. by Moderator Gustavo Carvajal.

A quorum was present as follows: Class of 2020: Gustavo Carvajal, Becca Niemeyer. Class of 2021: John Mason, Freda Westman. Class of 2022: J.B. Im, Matt Paul, Emily Mitchell, Mark Terayama.

Voting Members absent: John Collier, Dottie Villesvick, George Eastman. Resigned: Kathy Guard

Non Voting Members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong

The agenda was approved as distributed.

Generative

Potential Cyclical Catalyst – Employing a team to fill the position was discussed.

Strategic

Northern Light United Church Overture – It was reported that the church is developing an overture to be placed before the presbytery and General Assembly regarding the closure of the Alaska native congregation in Juneau and the forced merger with the dominant culture congregation in 1962.

Committee Appointments – The following appointments to board committees for 2020 were made:

Alaska Funds – Joe Bettridge, Nettie Covalt, Gail O’Dell, Tom Patterson.

Finance and Corporate Affairs – Dean Strong.

Grants – Katherine Campbell, Bill Grosse, Francie Irwin, Jenine Taylor.

Personnel – Jim Alter, Scott Anthony, Joe Bettridge, Randy Finsen, Stephanie Hankey, Barbara Sanford.

Fiduciary

Mission Partner Covenant and Relationship 2020 Review – It was reported that Mission Partner Covenants and relationships needs to be completed by August 30, 2020.

Campbell Farm minutes and Financial Reports – were received.

Leadership Summit – The following were approved: Feb. 20, 2020, Emmanuel Presbyterian Church, Bothell, Rev. Dave Rohrer preaching.

Agenda:

4:00 Workshops (tentative)

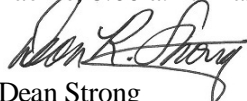
5:00 Meal, by reservation only, fee charged (hopefully BBQ)

5:45 Worship (Board to name a preacher, or delegate it to someone)

6:30 Discern & Decide

8:00 Adjourn

The meeting was adjourned with prayer at 3:05 p.m. The next will be held January 30th at 9:00 a.m. Pacific, 8:00 a.m. Alaska standard time via Zoom.



Dean Strong
Stated Clerk

Executive Board
January 30, 2020

The regular meeting, held via Zoom, was called to order and opened with prayer at 9:05 a.m. Pacific time by Moderator Gustavo Carvajal.

A quorum was present as follows: Class of 2020: Gustavo Carvajal, John Collier, Becca Niemeyer. Class of 2021: George Eastman, John Mason, Freda Westman. Class of 2022: Matt Paul, Emily Mitchell, Mark Terayama.

Voting Members absent: J.B. Im, Dottie Villesvick.

Non Voting Members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

The agenda was approved as distributed.

Generative

Potential Cyclical Catalyst – Corey reported that hiring a team is progressing.

Pastoral Leadership – Corey reviewed how the presbytery is working to improve leadership in the churches and the presbytery. The board discussed how improvement can continued. “Tabletalks” emerged as idea to try at the next presbytery gathering.

Strategic

Committee Appointments – The committee appointments were made: Matt Paul and Chandra Maguire (RE Parker Heights) to Grants, George Eastman to Alaska Funds, Emily Mitchell to Personnel John Collier to Finance & Corporate. The complete roster of Board committees is attached.¹

Campbell Farm Gala 2020 – The following resolution was APPROVED, “*Resolved*, That the Campbell Farm Fundraising Gala be scheduled for March 28, 2020 at the Northshore Senior Center in Bothell, WA, and that the Presbytery provide staff time for planning, organizing and publicity, bookkeeping and financial services, publicity and promotion among NWC Presbyterians, and advance payments for venue and food expenses to be reimbursed from the event proceeds.”

The Gala is being planned by a task force of the Campbell Farm Advisory Board consisting largely of Emmmanuel PC and Wallingford PC members. Videography and media will be of professional quality.

Edmonds PC Presbytery Office Move and Remodel – The design charrette will be at Edmonds PC on February 11th. Emily Mitchell, George Eastman, & John Collier will attend on behalf of the board; all members are welcome.

Fiduciary

Everson Property Management – The Everson Presbyterian Fellowship has completed their ministry as of January 5, 2020 with a celebration of ministry at the church facility organized by CP Janice Smith. The facility is now used by a Hispanic church, the Nooksack Valley Foodbank, a weekly Soup Kitchen, and a weekly AA recovery group. The manse is rented by Ryan Wiederspohn. A property manager is needed for repairs and maintenance, tenant relations, and to conduct transactions related to the property. Rivers Edge Realty is the current property manager for the manse and has provided excellent service and is recommended. Approximately \$2,000 in monthly income is anticipated.

The following resolution was APPROVED, “*Resolved*, That a rental management contract with Rivers Edge Realty, using the form provided and attached,² for property management of the Everson PC property, be executed for five to ten percent of monthly rental income plus a tenant finder’s fee.”

Meeting Dates – the following dates were established: March 16th & 17 (retreat), May 13th, 9-11 am by Zoom, Aug. 12, 11-2pm in person and Zoom, Sept. 16th, 12-2pm, Nov. 18th 1-3pm (all times Pacific).

Leadership Summit Agenda – The following agenda was approved for Feb. 20, 2020 meeting to be held at Emmanuel Presbyterian Church, Bothell:

- 4:00 Workshops
Farm to Church to Farm: Campbell Farm & Emmanuel Farm
GA Overtures Background: 1) Korean Non-Geographic Presbytery, 2) Segregation of Faith? for Apology and Separation related to the closure of Memorial Presbyterian Church in 1962., and 3) Going Fossil Free in Investments and Divestment, Rev. Paul Heins and Rev. Holly Hallman of Port Townsend PC.
- 5:00 Meal, by reservation only, fee charged (hopefully BBQ)
 5:45 Worship (Rev. Dave Rohrer of Emmanuel PC Preaching)
 6:30 Discern, Discuss & Decide
 8:00 Adjourn

Mission Partner Covenant and Relationships 2020 Review – Matt Paul, George Eastman, Becca Niemeyer, and Mark Terayama were appointed to conduct the review.

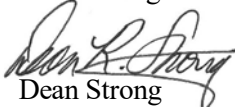
Misconduct Prevention Letters and Policy Enforcement – The following resolution was APPROVED, *Resolved*, That respective letters be sent to all minister members and congregations, in cooperation with the Commission on Ministry, with the PCUSA Stated Clerk’s recent letter regarding sexual misconduct prevention, along with the revised relevant presbytery policies, requesting receipt and acknowledgment; the deadline for responses to be Feb. 29 for minister members and March 31 for congregations.

It was noted that the Stated Clerk revised the Sexual Misconduct Policy approved at the December meeting for the reasons listed in an email to the Board dated December 19, 2019,³ to which the policy was attached, requested that it be adopted unless there was an objection; there was none. The adoption of the revision by email was confirmed by the Board.

June Leadership Summit – A motion was APPROVED to solicit an invitation from Port Angeles First to host the June Leadership Summit on June 11th.

The next Board meeting is March 16th and 17th at the Rainbow Lodge in North Bend, WA.

The meeting closed with prayer at 10:14 a.m. by Becca Niemeyer.


 Dean Strong
 Stated Clerk

Attachments:

1. Roster of Board Committees
2. Rivers Edge Reality Rental Management Contract Form.
3. Email dated Dec. 19, 2020, Dean Strong to the Executive Board, Re: Sexual Misconduct Policy.

Presbytery of the Northwest Coast: Boards, Commissions, Committees

Office of the Stated Clerk

Revised 1/30/2020

Constituted and Verified by the Minutes

Executive Board Committees

Alaska Funds	Elected	Reelected	Began	Yrs	
2020 TE Bettridge, Joe (Friday Harbor)	10/23/2014		2014	7	
2020 RE Covalt, Nettie (Wrangle)	10/23/2014		2014	7	
2020 RE O'Dell, Gail (Northern Light)	10/23/2014		2014	5	
2020 TE Patterson, Tom (At-large)	10/23/2014		2014	5	
2020 RE Eastman, George (Neah Bay)	1/30/2020		2020	1	EB Member
5 Total Seats					Elders: 3 Male: 3 Ethnic 0
0 Current Vacancies					Minist 2 Femal 2

Campbell Farm Advisory Board	Elected	Reelected	Began	Yrs	
2020 TE Adams, Tom ()	9/21/2017		2019	2	
2020 RE Apodaca, Dora (Parker Heights)	9/21/2017		2019	2	
2020 TE Carbajal, Gustavo (Parker Heights)	9/21/2017		2019	2	EB Member
2020 RE Friedline, Michael (Wallingford)	9/21/2017		2019	2	
2020 RE Haney, Bob ()	9/21/2017		2019	2	
2020 MbrMagana, Esther ()	9/21/2017		2019	2	
2020 RE McDonald, Paul (Parker Heights)	9/21/2017		2019	2	
2020 RE Reynolds, Mark (Parker Heights)	9/21/2017		2019	2	
2020 MbrValadez, Patty (Parker Heights)	9/21/2017		2019	2	
2020 RE Weber, Warren (Emmanuel)	9/21/2017		2019	2	
10 Total Seats					Elders: 5 Male: 7 Ethnic 1
0 Current Vacancies					Minist 2 Femal 3

Finance & Corporate Affairs	Elected	Reelected	Began	Yrs	
2020 TE Strong, Dean (Treasurer)	10/1/2017		2018	3	
2020 RE Collier, John (Maplewood)	1/30/2020		2020	1	EB Member
2 Total Seats					Elders: 1 Male: 2 Ethnic 0
0 Current Vacancies					Minist 1 Femal 0

Grants	Elected	Reelected	Began	Yrs	
2020 RE Campbell, Katherine (Everett First)	5/19/2016		2016	5	
2020 RE Grosse, Bill (Everett First)	1/23/2009		2009	12	
2020 RE Irwin, Francie (Othello First)	1/22/2016		2016	5	
2020 RE Jenine, Taylor (Staff)	1/1/2027		2018	3	
2020 TE Paul, Matt (Port Angeles First)	1/30/2020		2020	1	EB Member
2020 RE Maguire, Chandra (Parker Heights)	1/30/2020		2020	1	
6 Total Seats					Elders: 5 Male: 2 Ethnic 0
0 Current Vacancies					Minist 1 Femal 4

Personnel	Elected	Reelected	Began	Yrs	
2020 RE Alter, Jim (Northern Light)	1/30/2020		2020	1	
2020 TE Anthony, Scott (Cottage Lake)	1/24/2014		2014	7	
2020 TE Bettridge, Joe (Friday Harbor)	1/23/2010		2011	10	
2020 RE Finson, Randy (Mountain View)	1/30/2020		2020	1	
2020 TE Hankey, Stephanie (Westminster)	1/23/2009		2009	12	
2020 RE Sanford, Barbara (Cordatta (Birch))	8/28/2014		2014	7	
2020 TE Mitchell, Emily (Calvin)	1/30/2020		2020	1	EB Member
7 Total Seats					Elders: 3 Male: 4 Ethnic 0
0 Current Vacancies					Minist 4 Femal 3

Presbytery of the Northwest Coast: Boards, Commissions, Committees**Office of the Stated Clerk***Revised 1/30/2020**Constituted and Verified by the Minutes*

Males	18
Females	<u>12</u>
Total	30

Ministers	10
Elders	17
Church Members	<u>3</u>
Total	30

Total Occupied Positions	30
Vacancies	<u>0</u>
Total Positions	30

Racial Ethnic	1
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401 Lincoln St, Suite 106, Everson, WA 98247

Rental Management Contract

THIS AGREEMENT DATED THIS _____ By and between Northwest Coast Presbytery
Herein after called the Owner and River's Edge Realty, hereinafter called the Agent.

RECITALS

WHEREAS, Agent is a Washington Corporation and is operating a property management service under the laws of the state of Washington, and

WHEREAS, Owner owns or has an interest in certain rental property described in the Property Management Information page, hereinafter referred to as PMI, attached hereto and made part hereof by reference, and desires to have said property managed by Agent.

WHEREAS, the purpose of this agreement is to establish a contract between Owner and Agent setting forth the terms and conditions under which Agent will secure tenant and manage owner's property.

NOW THEREFORE, in consideration of the normal covenants contained herein, the parties agree to the following:

1) SECURING A TENANT, TERMS OF LEASE. Owner agrees to an exclusive agency with Agent for the purpose of securing a tenant for and/or managing the property listed in the PMI. Agent shall advertise the property for rent, interview prospective tenants, check references, and upon approving tenants, complete a rental inspection checklist, prepare a standard form lease and such other documents as Agent deems necessary, collect rents, non-refundable fees and cleaning, damage, security and pet deposits (cdsp). Rents, less fees retained by Agents for services rendered or other funds retained for repairs or maintenance to the property shall be forwarded to the Owner or to such place as Owner shall direct. Deposits for cdsp shall be placed in Agent's trust account at Peoples Bank, Everson branch, Everson Washington. The terms of the lease shall be substantially as forth in the PMI.

A prospective tenant (applicant) for a specific rental shall pay a holding deposit of a minimum of \$100. The first deposit received shall give that prospective applicant priority for the unit over any other applications. If for any reason the applicant is not approved, Agent shall be authorized to refund the holding deposit to the applicant. If the applicant is approved the holding deposit shall be applied to the damage deposit due on the unit. In the event that a tenant withdraws the application during the processing period or after approval, Agent shall forfeit the deposit paying one half to the owner and one half to the Agent.

Rent shall be collected on the amounts specified in the PMI and shall be due on the first day of the month and delinquent on the sixth day of the month, unless otherwise stated on the lease. Rents paid by check shall be held up to 10 business days from date of deposit. Checks shall be deposited within 2 days of receipt. Any monthly bills specified on the PMI to be paid by Agent shall be paid after all respective checks have cleared their respective banks. The agent is authorized to pay any fees, reimbursements, or costs associated with the rental from rent proceeds. Therefore, Owners shall be paid the net rent proceeds on approximately the 15th of each month. In the event that reimbursements and costs exceed rent proceeds, owner agrees to pay additional funds to the agent to cover any deficiencies.

2. TERM. The term of this agreement shall commence on the date signed herein and shall continue indefinitely until terminated to the terms contained herein.

3) PAYMENT TO THE AGENT. Owner agrees to pay to agent fees as specified on the PMI for each placement fee, monthly management fee and maintenance percentage from rents collected. Fee may be changed by the agent with a 60 day written notice to the owner.

4) TERMINATING THE CONTRACT. This agreement can be terminated without cause by either party upon 60 day written notice, ether personally served on the other party or sent first class mail or received by e-mail transmission. If a notice is mailed, it will be deemed to be received three days from date of mailing.

Notice of termination and/or any other notice sent pursuant to terms of this agreement shall be sent to:

Agent: River's Edge Realty
401 Lincoln St, Suite 106
Everson, WA 98247

Owner: Northwest Coast Presbytery
1010 E. Casino Road
Everett, WA 98203

Initials: Owner _____

1 Agent _____

5) **DEPOSITS.** The Agent shall hold all damage/security deposit funds into a trust account at Peoples Bank, Everson Branch. If the account accrues interest, the interest shall be payable to the Agent as a portion of their monthly fee to the owner.

Upon termination of contract for Property Management services and upon written request from owner, Agent shall transfer funds held in trust as damage/security deposits directly to a specified trust account, or as otherwise required by Washington State law, in effect at that time. It will be the responsibility of the owner to notify the tenants of any properties that are having their deposits relocated as to where the deposits are being moved to. Owners are reminded at the time of publishing this contract, Washington State Law requires deposits to be transferred from trust account to trust account. Accounts set up as personal or rental accounts will not be transferred into.

6) **INSURANCE.** The owner is required to carry insurance on all properties specified in RMI. It is the owner's responsibility to inform the insurance company providing coverage that the unit is being used as a rental.

7) **INDEMNITY AND HOLD HARMLESS.** Owner hereby indemnifies, holds harmless and agrees to defend Agent and Agent's employees, representatives and assigns from any and all claims arising from Agent's performance of the terms of this Agreement, including but not limited to accuracy of the rental checklist, damage incurred to the rental unit by the tenants, unpaid rent, personal injury to persons entering of living on the premises, damage to property, both real or personal, located thereon, disputes, withholding all or any portion of any deposit, defects in the rental unit, maintenance and code violations.

8) **REFUNDS TO THE TENANT.** Upon notification by the tenant to the Agent that the rental unit is vacant and ready for inspection, the Agent shall, within five business days inspect the premises. The condition of the unit shall be examined and compared to the original inspection list completed at the time of move in. In the event the Agent determines there are no damages, cleaning, unpaid utilities or security violations, Agent shall be authorized to refund the deposit to the tenant. In the event that the Agent determines there are damages, cleaning problems, unpaid utilities, or security defects, Agent shall contact the owner and recommend to the Owner the amount of deductions to be withheld. Owner shall bear the responsibility of determining the final amount of deductions. Agent shall be authorized to refund any monies to the tenant not obligated to cover the costs of deductions within 14 days of termination of occupancy or end of lease period whichever is greater. In the event that costs cannot be determined by the agent and third party estimates are required to be obtained, then Agent shall notify tenant that refund will be delayed until final determination of defect costs can be obtained. Agent shall prepare an itemized statement and present it to the tenant for any deductions and invoice tenant for costs not covered by deposits.

9) **NOTICES.** Owner hereby authorizes Agent to send late notices to tenant by first class mail after 6 days past the date due. The owner shall be required to authorize any 14 day pay or vacate notices or Termination Notices. 14 day and termination notices shall be mailed to tenant first class mail and personally served upon or posted at tenant's residence by agent. In the event that Agent feels personal service would constitute a threat to life or limb, a professional process server is to be employed and the cost of process service may increase.

10) **COLLECTIONS.** Costs of collections of unpaid rents, damage costs of other fees and expenses unpaid by tenant shall be the responsibility of the owner. Agent agrees to work jointly with the owner for pursuant of all uncollected charges. Agent will process all funds collected through the process and disburse accordingly.

11) **EVICTION** In the event that Owner decides to terminate a tenancy and tenant refuses to vacate the premises, the owner shall be responsible for taking any legal action against the tenant by a written request to the Agent. Agent shall file all legal documentation for the process of eviction and collection of all unpaid charges at Owner(s) cost. Agent agrees to receive and disburse received funds accordingly.

12) **RECORDS.** Agent shall be responsible for maintaining rental records for each tenant and Owner and supply any tenant records to owner except that of credit report upon request. Income/expense reports shall be mailed to owner on a monthly basis. Copies of invoices paid on the report will be available to the owner upon request. Owner shall retain reports for tax purposes. Summary reports showing years' activity will not be a part of normal reporting schedule.

13) **DEFAULT.** Any failure to comply with the terms of this Agreement shall be deemed a default and, at the option of the non-defaulting party, shall be cause for termination hereof. The parties agree that the defaulting party shall pay all costs incurred in enforcing this Agreement, including reasonable attorney's fees and costs of judicial action, arbitration or other means. The failure of a non-defaulting party to terminate this Agreement or bring an action against the defaulting party upon the violation of any terms herein shall not be construed to be a waiver of any rights of either party specified herein.

Initials: Owner _____

2 Agent _____

14) **LANDLORD-TENANT LAWS** Owner and Agent hereby agree to comply with RCW 59, commonly known as the Washington Landlord-Tenant Act, and all its revisions: The Federal Housing Act of 1968 and all its revisions; Federal Environmental Protection Agency requirements concerning disclosure of the existence of lead based paint or other toxic substances or contaminants: and RCW 48.48.140, installation and maintenance of smoke alarms. Further, Owner agree to make or authorize to be made timely repairs to necessary appliances and fixtures in the rental unit(s), (range /oven, refrigerator, tub/shower, toilet, heater/furnace, sinks, windows, doors and other structural elements of the rental unit(s) and to any common area.

Neither Agent or Owners shall discriminate against any person because of race, age, color, religion sex or national origin, or any other category that is prohibited in discrimination in the above-named acts. If, after being notified by Agent the Owner is in violation, and owner refuses fails to comply with all the laws concerning rental housing, now existing or to be enacted, or to make timely repairs necessary in the judgment of Agent for the safe and quiet enjoyment of the rental unit, Agent shall have the right, at agent's sole discretion, to immediately terminate his agreement for cause.

15) **DISCLOSURE.** To the best of Owners knowledge, the rental units listed on the attached PMI contains the following contaminants or toxic substances.

_____ None Lead Based Paint _____ PCB _____ Built on or within 100 ft of a land fill
_____ Been treated for or having methamphetamine exposure _____ Other, specify _____

16) **IRS REPORTING.** Agent shall send to the owner and IRS approved form, 1099 Misc by January 31 of the year following the year rent proceeds are paid to the Owner. This information shall also be reported by Agent to the IRS in accordance with Federal Law. Amounts reported on Form 1099 Misc shall consist of gross rents and non-refundable deposits received, deposits forfeited to owner, and funds received by Agent from any party other than Owner for eventual payment to Owner such as but not limited to insurance proceeds.

17) **INTENT TO LIEN.** Owner is hereby given constructive notice that this contract shall be come a lien on the rental property in the event any of the Agent's fees or incurred costs remain unpaid by Owner 30 days after date of billing and Agent us unable to collect those fees or costs through payment from rental proceeds.

18) **MISCELLANEOUS** This agreement shall be deemed to be and is an integrated Agreement, superseding all prior Agreements between the parties relative to the subject matter hereof and shall be binding upon the respective parties, their heirs, successors and assigns. If any part of this Agreement shall be found or held to be invalid, such findings shall not affect the validity of any other part hereof. Unless some other meaning and intent are apparent for the context, plurals shall include the singular and vice versa, and masculine, feminine and neuter words shall be used interchangeably. This Agreement shall be constructed to be under the laws of the State of Washington, United States of America.

IN WITNESS, WHEREOF, the parties hereto have executed this Agreement the day and year now written.

Date _____ Date _____

Owner #1 _____
TIN
Social Security # _____

River's Edge Realty
By _____

Phone # 425-355-0922

Owner #2 _____

It's Broker and Property Manager

Social Security # _____

Phone # _____

Note: If Owners are not husband and wife, specify to whom the Owner's proceeds and tax reporting information are to be sent. Send reports and tax reporting information to:

Northwest Coast Presbytery
Name
1010 E. Casino Rd, Everett, WA 98203
Address

Send Owners proceeds to Same as above or _____

Initials: Owner _____ 3 Agent _____

Owner(s) Name (s) Northwest Coast Presbytery
 Address 1010 E. Casino Rd. City Everett St WA Zip 98203
 Phone H W425-355-0922 C Emg Only 425-985-3789
 Rental #1 Address 210 N. Washington City Everson, WA
 Rental #2 Address 204 N. Washington City Everson, WA
 Rental #3 Address _____ City _____
 Rental #4 Address _____ City _____

"O" Paid by Agent from Owner Funds "T" Paid by Tenant

Rental #	Unit #	Rent	D/S Dep	Plcmnt Fee	Mgt Fee	Electric	Water	Sewer	Gas/Oil	Cable	Garbage
1		1550	2X rent	150.00	5%	T	T	T	T	T	T
2	4 trts	Various	2X	TBD	TBD						

LEASE TERMS: Rent Units: Month to Month 12 Month lease Other Commercial

Note: All leases will be for period as stated above and then go into a month to month basis.

Lease Renewals \$150.00

Move-in or Move-out Inspections \$75.00

Rents: Rents are payable on the first day of the month and past due on the 6th of the month. Rents received after the 5th are subject to a late fee of \$25 for rents up to \$400/mo, \$401 to \$599 \$50-late charge, \$600 and higher \$75 late charge.

Restrictions: Pets: No Pets Pets Allowed Type _____ How Many _____ Negotiable

Smoking: Non-Smoking only. Smoking permitted with a nonrefundable deposit of _____

Occupancy: _____ Persons maximum, Applicable for only units with a drain field. Otherwise HUD standards of 2 persons per bedroom apply.

Vehicles: Total of 2 Vehicles per unit is applicable.

Other _____

Note: State law prohibits restriction because of age, race, religion, National origin, handicap, or familiar status (Children).

Services:

Water: On site Well Community or City water Supplied by: City of Everson

Sewer: Septic Community or City System Supplied by: City of Everson

Power: Supplied by: PSE

Fuel: Gas Propane Natural Gas Oil Supplied by: Cascade Natural Gas

Garbage: Supplied by: Nooksack Valley Disposal

Cable: Supplied by: _____

Internet: Supplied by: _____

Phone: Supplied by: _____

Other: Supplied by: _____

Lawn care: Responsibility of tenant Hired Out Supplied by: _____

NOTICE FEES" In the event that Agent prepares and serves notices to tenant the following fees shall be paid by the owner to the agent. Late notice-\$25, Fourteen day pay or vacate-\$25, Termination of Tenancy-\$25. If service is done by professional process server, the cost of service shall be in addition to the fee paid to the Agent.

Initials: Owner _____

4 Agent _____

PMI- PROPERT MANAGEMENT INSTRUCTION SHEET Continued

Owner agrees to pay agent 15% of the total invoiced amount for the cost for repairs and maintenance items for each rental unit organized and scheduled by agent and hereby authorizes agent to deduct such amounts from rents received.

1) REPAIRS: Check one:

Agent is authorized to hire out repairs for each unit when the expectation of cost is not to exceed \$200.00 per incidence of repair without prior owner authorization. All repairs expected to exceed this amount shall be by prior owner authorization unless repairs must be done immediately because of safety and/or owner is not able to be contacted in a timely manner.

Owner shall be responsible for all repairs.

2) MAINTENANCE ITEMS: Agent is to hire out maintenance for the following:

- Lawn Care Snow removal from parking lots. Cleaning and Maintenance of common areas.
- Cleaning of rental unit upon change of unit as necessary.

3) ADVERTISING: Owner shall be responsible for any and all advertising costs in renting out the property.

4) Property Sketch: Applicable for properties having a well, septic tank, drain field, or other underground devises that need protection:

Initials: Owner _____

5 Agent _____



Dean Strong <dean@northwestcoast.org>

Sexual Misconduct Policy

1 message

Dean Strong <dean@northwestcoast.org>

Thu, Dec 19, 2019 at 6:17 PM

To: Executive Board <executive_board@northwestcoast.org>

Cc: Jenine Taylor <jenine@northwestcoast.org>

I started correcting the policy to include commissioned pastors as George suggested, and unfortunately took a much closer look at the policy than I had before, and discovered....

- The definitions conflicted with federal law
- Since sexual misconduct includes unwanted advances, a policy must state that a person must notify the offender that his or her behavior is unwelcome -- in order to meet the standard of unwanted or unwelcome behavior. Flirting or asking someone to coffee or out on a date is not sexual misconduct; it is if it has been clarified as unwelcome and the offender persists.
- The policy originally was written to include child protection, but this is now a separate policy required by the Book Order.
- There was no actual due process for receiving, investigating, and adjudicating a complaint.
- It was unclear who a person should report to. It needs to be clear and simple: Presbytery Exec, Stated Clerk, or Personnel Committee Moderator.
- The section on the Response Team conflicted with the Rules of Discipline in some places and would cause significant procedural problems if a minister was accused that could result in remedial action against the presbytery (this material was written over 20 years ago, I'm not sure by whom).
- The policy did not include church members who serve at the presbytery level (what if a member of COM sexually harasses another member, or a member of CPM commits misconduct with an inquirer or candidate?), see the three categories below.
- The policy included a lot about congregations, but it cannot be applied to congregations since they must have their own policies, so this material also need to be deleted.
- A lot of material was redundant.
- The "preaching" about the need for education and awareness was depreciating and outdated (again, written at least 20 years ago).

After Corey and I discussed the rewrite many times, I rewrote the Section IV Response in light of two articles from *Church Law & Tax* a journal to which I subscribe, *Seven Steps for Creating an Effective Sexual Harassment Policy*, and *How to Investigate a Sexual Harassment Allegation*.

We have three classes of people who could potentially engage in misconduct that the presbytery needs to address:

1. Ministers of the Word and Sacrament and commissioned pastors.
2. Presbytery employees who are not ministers or commissioned pastors.
3. Elders and church members who serve on the commissions, committees and other entities of the presbytery (if a COM member was accused, you wouldn't refer this to the session of that person's church).

The Rules of Disciple provides a perfect and well tested due process for handling these cases, so I wrote a process that applies that same process to categories 1 and 2 above, albeit a little simpler. The process is summarized in the document, so a user, who would probably be in a state of anxiety, could easily follow it. For your edification, here it is.

1. A complaint is received and stated in writing.
2. The complaint is immediately referred to an investigative body.
3. A determination is made regarding administrative leave.
4. The investigative body establishes whether there is probable grounds or cause to believe an offense was committed. If probable cause is established,
5. The accused is formally charged.
6. A hearing or trial is conducted to establish guilt or innocence.
7. A censure or employment action is decided and implemented by the appropriate body.

The rewrite of the policy is attached. The minutes of the last Board meeting say the policy was "approved as amended." Corey and I would like to make this the "amended" copy (pretty tricky, eh?) and post it on the website....we really don't want to post the other copy for all of the above reasons, and we would also rather not wait until the next Board meeting.

Does anyone object? Absolutely no problem if someone does. If anyone wants to review or talk about this, we will place this on the agenda of the next Board meeting.

Just what you wanted for Christmas . . .

Grace and Peace,

Dean

Rev. Dean R. Strong

*Stated Clerk/Treasurer, Presbytery of the Northwest Coast, dean@northwestcoast.org
425-210-8997*

This email address is checked several times a day Monday-Thursday. At other times please text or call if a need or alert to a sent email is urgent.



2019 12 19 DRAFT NWCP Sexual Misconduct Policy and Procedures.docx

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Executive Board
March 17, 2020

The meeting which was held via Zoom was called to order at 10:00 a.m. Pacific Daylight Time. John Mason was elected temporary moderator in the absence of the moderator, opening the meeting with prayer. Gustavo Carvajal joined the meeting during the prayer and resumed the office of moderator.

A quorum was present as follows, Class of 2020: Gustavo Carvajal, John Collier, Becca Niemeyer, Dottie Villevik. Class of 2021: George Eastman, John Mason. Class of 2022: JB Im, Emily Mitchell, Matt Paul, Mark Terayama.

Voting Members Absent – Freda Westman.

Non Voting Members Present – Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

The agenda was approved as distributed.

COVID-19 Pandemic – The Board discussed current COVID 19 pandemic. It was moved that “the Executive Board, on behalf of the presbytery, suspend in-person worship services within the bounds of the presbytery until further notice, encouraging congregations to worship and fellowship by other means that fully comply with current civil health policy.” After discussion and several revisions, the motion was APPROVED as amended.

The Board discussed further how congregations might be supported during this time. It was moved “that grants of up to \$1,000 be authorized to congregations to help facilitate non-in person worship and fellowship, online giving, or any resource that addresses the current public health crisis, upon presentation of receipts for expenses incurred.” After discussion the motion was APPROVED as amended.

George Eastman, Corey Schlosser-Hall, Gustavo Carvajal, and JB Im, were appointed as a task force to develop a long term strategy for supporting congregations.

Presbytery Office Relocation/Edmonds PC Renovation – Revised drawings were received. Architect Dennis Chivers provided a building cost estimate of the current design at \$750,000. A motion to postpone further action as APPROVED. John Collier, John Mason, Emily Mitchell, Corey Schlosser-Hall and Amy Delaney were appointed to explore refine a proposal targeted for presentation at the August meeting. The Board prayed with Edmonds Pastor Amy Delaney.

Campbell Farm Gala 2020 was cancelled until further notice due to the COVID-19 pandemic.

Ketchikan PC Grant Request – The following grants were APPROVED for Ketchikan Presbyterian Church, as recommended by the Grant’s Committee:

- 1) \$12,000 to repair the church driveway and retaining wall;
- 2) \$6,000 to resurface the Second Avenue parking facility and entryway, eliminating loose gravel from the concrete entrance, with the goal that the main doors to the sanctuary might return to regular use.

Conditions of the grants are that the session must submit copies of all invoices paid and return any funds not used specifically for these projects with six months of the disbursement of the funds.

Trinity United Roofing Project – At the May 31, 2019 meeting, the Board authorized up to \$100,289 for replacing the former Trinity United building roof. \$25,000 was expended during 2019. The Board APPROVED authorizing an amount not to exceed \$75,000 to complete the project during fiscal 2020.

Sonrise Skagit Christian Assembly/NWCP Skagit Facility Lease¹ – A resolution was APPROVED to renew the current lease with Sonrise Skagit Christian Fellowship for the use of the former Trinity United PC facility for one year, with a rent increase from \$2,200/month to \$2500/month.

Felix Aranda/NWCP Everson Lease – A lease with Le Hispanic Congregation for use of the Everson facilities (formerly Everson PC) for \$500/month, dated March 2, 2020, executed by the presbytery’s

agent, River's Edge Realty, LLC, was APPROVED (on file).

Felix Aranda and the Spanish speaking fellowship have rented the Everson Fellowship facility for several years before Everson concluded ministry operations in January.

Everson Bank Account – A resolution to close the account, transfer the funds to the Presbytery, and designate them for expenses incurred with transferring the property to the presbytery was APPROVED.

Sitka Property – Bob Merriman of the AC reported that the property is listed for \$545,000, has been shown twelve times resulting in one offer; two more offers are expected. The agent will relay all offers received to date by March 31st.

Metlakatla Encumbrance Request – Metlakatla PC is approximately \$25,000 in arrears on former pastor Larry Emery's Board of Pensions dues. This is impacting his ability to draw retirement benefits. The session made the following request, "Session voted to apply for a \$30,000 loan from Tongass Federal Credit Union to cover the Board of Pensions delinquent account balance, the \$5,000 deductible for storm damage to the church, and other minor repairs. Terms of the loan would include a 5-year repayment and using the Manse as collateral. We will be applying for the loan this week."

After discussion, the Board decided that it did not want to allow the church to place the manse at risk, and that it believed another solution could be found. Therefore, the following resolution was DISAPPROVED, "Resolved, That, Metlakatla Presbyterian Church be permitted to borrow \$30,000 from Tongass Federal Credit Union using the Manse as collateral."

Financial Reports/Treasurer – Dean Strong reported that journal entries for 2019 had been completed and that closing statements would be posted shortly.

Mission Partner Covenant and Relationships Review – The task force will meet for orientation on March 19, 2020.

Campbell Farm Financials & Gala – Financial reports were received; the March 21, 2020 Gala has been cancelled until further notice due to the COVID-19 pandemic.

EP Report of Away Schedule

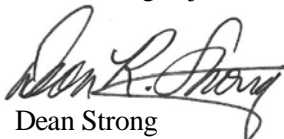
June 20-28, PCUSA GA, Baltimore.
Jun 28-July 7 & Aug. 14-30, vacation.

Executive Board Meeting Schedule

May 13, 9a-11a PDT/8a-10a ADT	Aug. 12, 11a-2p PDT 10a-1p ADT
Sept. 16, 1p-3p PDT/12p- 2p ADT	Nov. 18 1p-4p PST/12p- 3p AST

Next Presbytery Leadership Summit is June 11, 2020, a hybrid meeting, at FPC of Port Angeles.

The meeting adjourned with prayer at 12:14 p.m.



Dean Strong
Stated Clerk

Attachment:

1. Lease Agreement with Sunrise Christian Center for 10217 Collins Road commencing April 1, 2020.

SHORT FORM LEASE AGREEMENT

1. **PARTIES.** This Lease is entered into as of April 1, 2020 between Presbytery of the Northwest Coast of the Presbyterian Church USA , a Washington nonprofit corporation (" Landlord "), and Sunrise Christian Center , a Washington nonprofit corporation (" Tenant ").

2. **PREMISES.** Landlord owns the building located at 10217 Collins Road, Sedro-Woolley , WA 98284 (the " Building "), which is located on the land legally described on attached Exhibit A (the " Land "). Landlord leases to Tenant the area within the Building as depicted on Exhibit B (the " Premises "). Tenant may use the Premises during all times and dates during the lease period. Landlord makes no representations or warranties to Tenant regarding the Premises, including the structural condition of the Premises, or the condition of all mechanical, electrical, and other systems on the Premises. Landlord reserves the right to maintain existing leases and licenses; to modify this present lease with 90 days written notice; and to grant additional rights, to third parties for use of the Building or Land.

3. **TERM.** The Lease shall commence on April 1, 2020 and terminate on March 31, 2021. In the event that Landlord leases or sells the entire Building to a third party , Landlord may terminate this Lease prior to the end of the term upon 90 days' written notice to Tenant. Upon termination of the lease agreement, Tenant shall surrender the Premises to Landlord in good condition, broom clean, ordinary wear and tear excepted. At the end of the lease term, this lease may continue month-to-month until a new lease agreement has been entered into, or tenancy is terminated by either the Landlord or the Tenant upon 20 days' written notice as in accordance with Washington State Landlord Tenant Law (RCW 59.18.200).

4. **RENT.** Tenant shall pay Landlord without demand, deduction or offset, a total monthly rental payment of \$2,500 (" Rent "), for the entire term of the Lease. First payment being due for April 2020 by April 5, 2020. If Rent is not received by Landlord by the 5th day of each month, Tenant shall pay Landlord an additional late fee of \$100. In addition, all delinquent Rent not paid within 35 days of the due date (or the equivalent of when the next month's rent is due) shall, at Landlord's option, bear interest at the rate of 12% per annum, or the highest rate of interest allowable by law, whichever is less. Interest on all delinquent amounts shall be calculated from the original due date to the date of payment.

5. **UTILITIES.** Tenant shall make utility payments during the lease period including electrical, natural gas, propane/oil (if applicable), water and wastewater, garbage and recycling, internet, phone, other communications, and any other utility expenses.

6. **PERMITTED USE.** The Premises shall be used only for congregational use (the " Permitted Use "). No act shall be done on or around the Premises, Building or Land that is unlawful or that will increase the existing rate of insurance on the Building or Land. Tenant shall not commit or allow to be committed any waste upon the Premises, or any public or private nuisance. Tenant shall not cause or permit any hazardous materials to be brought upon, kept or disposed of on the Premises, Building or Land.

7. **MAINTENANCE OF PREMISES.** Tenant shall keep the Premises clean and in good working order . Tenant shall be responsible for general maintenance of the Building and its systems. Tenant shall pay for any damage caused by Tenant, its employees or invitees. Tenant may make aesthetic alterations and improvements (such as painting and decorating walls, groundskeeping and beautification, re-striping the parking lot) to the Premises with verbal permission of the Landlord. Tenant shall not make any aesthetic or structural changes to the sanctuary or structural alterations, additions or improvements to the land or Premises without written consent of the Landlord. Tenant shall permit Landlord and its agents and employees to enter the Premises at all reasonable times for the purposes of repair or inspection.

8. **PROPERTY OPERATIONAL SYSTEMS AND CAPITAL REPAIRS AND IMPROVEMENTS.** Landlord will ensure that basic property systems (such as the heating and electrical system) are in working order and arrange for timely repairs when needed. Landlord shall also make structural repairs and improvements deemed necessary by the Landlord (such as to the roof) to ensure the property is in good working order. Landlord may make system upgrades when deemed necessary by the Landlord. For structural improvements to the Premises deemed desirable, but not necessary, (removing or adding a wall, adding temporary divider to an area, changing flooring, countertops, etc.) in addition to requiring written permission from the Landlord to do so, Tenant may ask Landlord to cooperate in paying for the desirable modification. Landlord reserves all rights to approve, disapprove, contribute financially or not at its own discretion.

9. **TECHNOLOGY AND INFORMATION SYSTEMS.** All technology (such as AV system, computers, projection, etc.) that is on the premises upon commencement of this lease, is available for use by Tenant. Tenant may make upgrades and changes to Technology and information systems with written notice to the Landlord. All upgrades and changes in this area made by the Tenant shall be paid for by the Tenant and be the property of the Tenant upon lease termination.

10. **SIGNAGE.** Tenant may change the messaging on the Collins Road street sign and other premises signage at Tenant's discretion and expense with verbal permission of the Landlord. Tenant may make structural changes to the sign and placement only with written permission of Landlord.

11. **CASUALTY; CONDEMNATION.** If the Premises are damaged or destroyed by fire or other casualty, then Landlord may, at its sole option: (a) terminate this Lease, or (b) restore the Premises. If the Premises are made untenable by eminent domain, or conveyed under a threat of condemnation, this Lease shall automatically terminate as of the earlier of the date title vests in the condemning authority or the condemning authority first has possession of the Premises, and all Rent and other payments shall be paid to that date. In case of taking of a part of the Premises that does not render the Premises untenable, then this Lease shall continue in full force and effect. Landlord shall be entitled to the entire award from the condemning authority attributable to the value of the Premises. Tenant shall be permitted to make a separate claim against the condemning authority for moving expenses or damages resulting from interruption in its business, provided that in no event shall Tenant's claim reduce Landlord's award.

12. **INSURANCE.** Tenant shall, at its sole cost, obtain and keep in force during the term of this Lease a policy of commercial general liability insurance providing coverage against all liability arising out of the Tenant's use and occupancy of the Premises, and all areas appurtenant thereto. Such insurance shall be in an amount of not less than One Million Dollars (\$1,000,000) for each claim, Two Million Dollars (\$2,000,000) in the aggregate, for injury or death of any person in any one accident or occurrence as well as for property damage, with an excess limits (umbrella) policy in the amount of Two Million Dollars (\$2,000,000). Said insurance shall name landlord as an additional insured, and be with a company approved by Landlord. Within 30 days from signing this Lease, Tenant shall obtain and deliver to Landlord an original certificate of insurance with endorsements. No such policy shall be cancelable or subject to reduction of coverage or other modification below the limits required by this Lease except after thirty (30) days prior written notice to Landlord. Tenant shall, within twenty (20) days prior to the expiration of each policy, furnish Landlord with renewals or "binders" thereof.

13. **INDEMNIFICATION.** Except to the extent of Landlord's gross negligence or willful misconduct, Tenant shall indemnify, defend and hold Landlord harmless from any and all claims arising from (i) Tenant's use of the Premises or Tenant's presence in the Building or on the Land, (ii) any breach or default

in the performance of any obligation on Tenant's part to be performed under the provisions of this Lease, or (iii) any negligence or willful misconduct of Tenant or any of its agents, contractors, employees or invitees. Said indemnity obligations include any and all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or action or proceeding brought thereon. Tenant shall use legal counsel acceptable to Landlord in defense of any action within Tenant's defense obligation. Solely to give full force and effect to the indemnities contained herein and not for the benefit of any third party, Tenant specifically and expressly waives any immunity it may have under Washington State Industrial Act, Title 51 RCW, and acknowledges that this waiver was mutually negotiated by the parties herein. In no event shall Tenant's obligations hereunder be limited to the extent of any insurance available to or provided by Tenant. This obligation shall survive expiration or earlier termination of this Lease.

14. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign, sublet, mortgage, encumber or otherwise transfer any interest in this Lease. Landlord may assign this Lease without the consent of Tenant. In the event of any transfer or transfers of Landlord's interest in the Premises, other than a transfer for security purposes only, Landlord shall be automatically relieved of obligations and liabilities accruing from and after the date of such transfer. Any liability of Landlord under this Lease shall be limited solely to its interest in the Premises and to the rents and proceeds therefrom (including insurance proceeds), and in no event shall any recourse be had to any other property or assets of Landlord.

15. **DEFAULT.** The following occurrences shall each be deemed an Event of Default by Tenant:

- a. **Failure To Pay.** Tenant fails to pay any sum, including Rent, due under this Lease following five (5) days written notice from Landlord of the failure to pay.
- b. **Insolvency.** Tenant becomes insolvent, voluntarily or involuntarily bankrupt, or a receiver, assignee or other liquidating officer is appointed for Tenant's business, provided that in the event of any involuntary bankruptcy or other insolvency proceeding, the existence of such proceeding such constitute an Event of Default only if such proceeding is not dismissed or vacated within 60 days after its institution or commencement.
- c. **Levy or Execution.** Tenant's interest in this Lease or the Premises, or any part thereof, is taken by execution or other process of law directed against Tenant, or is taken upon or subjected to any attachment by any creditor of Tenant, if such attachment is not discharged within 15 days after being levied.
- d. **Other Non-Monetary Defaults.** Tenant breaches any agreement, term or covenant of this Lease other than one requiring the payment of money and not otherwise enumerated in this Section, and the breach continues for a period of 30 days after notice by Landlord to Tenant of the breach; provided, however, that if the nature of Tenant's default is such that more than 30 days are reasonably required to cure, then Tenant shall not be deemed to be in default if Tenant commenced such cure within said 30-day period and thereafter diligently prosecutes such cure to completion.

16. **REMEDIES.** Landlord shall have the following remedies upon an Event of Default. Landlord's rights and remedies under this Lease shall be cumulative, and none shall exclude any other right or remedy allowed by law.

- a. **Termination of Lease.** Landlord may terminate Tenant's interest under the Lease. Upon termination of this Lease, Tenant will remain liable to Landlord for damages in an amount equal to the Rent

and other sums that would have been owing by Tenant under this Lease for the balance of the Lease term, less the net proceeds, if any, of any reletting of the Premises by Landlord subsequent to the termination, after deducting all Landlord's Reletting Expenses (as defined below). Landlord shall be entitled to recover from Tenant: (i) unpaid Rent which had been earned at the time of termination; (ii) the amount by which the unpaid Rent which would have been earned after termination until the time of award exceeds the amount of Rent loss that Tenant proves could reasonably have been avoided; (iii) the amount by which the unpaid Rent for the balance of the term of the Lease after the time of award exceeds the amount of Rent loss that Tenant proves could reasonably be avoided (discounting such amount by the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus 1%); and (iv) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under the Lease, or which in the ordinary course would be likely to result from the Event of Default, including without limitation Reletting Expenses. " Reletting Expenses " is defined to include all expenses incurred by Landlord in connection with reletting the Premises, including without limitation, all repossession costs, brokerage commissions, attorneys' fees, remodeling and repair costs, costs for removing and storing Tenant's property and equipment, and rent concessions granted by Landlord to any new Tenant, prorated over the life of the new lease.

- b. Waiver of Redemption Rights. Tenant, for itself, and on behalf of any and all persons claiming through or under Tenant, including creditors of all kinds, hereby waives and surrenders all rights and privileges which they may have under any present or future law, to redeem the Premises or to have a continuance of this Lease for the Lease term, as it may have been extended.
- c. Failure to Remove Property. If Tenant fails to remove any of its property from the Premises following an Event of Default, Landlord may, at its option, remove and store the property at Tenant's expense and risk. If Tenant does not pay the storage cost within five (5) days of Landlord's request, Landlord may, at its option, have any or all of such property sold at public or private sale (and Landlord may become a purchaser at such sale), in such manner as Landlord deems proper, without notice to Tenant. Landlord shall apply the proceeds of such sale: (i) to the expense of such sale, including reasonable attorneys' fees actually incurred; (ii) to the payment of the costs or charges for storing such property; (iii) to the payment of any other sums of money which may then be or thereafter become due Landlord from Tenant under any of the terms hereof; and (iv) the balance, if any, to Tenant. Nothing in this Section shall limit Landlord's right to sell Tenant's personal property as permitted by law to foreclose Landlord's lien for unpaid Rent.

17. MORTGAGE SUBORDINATION AND ATTORNMENT. This Lease shall automatically be subordinate to any mortgage or deed of trust created by Landlord which is now existing or hereafter placed upon the Premises including any advances, interest, modifications, renewals, replacements or extensions (" Landlord's Mortgage "), provided the holder of any Landlord's Mortgage or any person(s) acquiring the Premises at any sale or other proceeding under any such Landlord's Mortgage shall elect to continue this Lease in full force and effect. Tenant shall attorn to the holder of any Landlord's Mortgage or any person(s) acquiring the Premises at any sale or other proceeding under any Landlord's Mortgage provided such person(s) assume the obligations of Landlord under this Lease. Tenant shall promptly, and in no event later than 15 days after receipt of a request, execute, acknowledge and deliver documents which the holder of any Landlord's Mortgage may reasonably require as further evidence of this subordination and attornment. Notwithstanding the foregoing, Tenant's obligations under this Section are conditioned on the holder of each of Landlord's Mortgage and each person acquiring the Premises at any sale or other proceeding under any such Landlord's Mortgage not disturbing Tenant's occupancy and other rights under this Lease, so long as no uncured Event of Default exists.

18. **NON-WAIVER.** Landlord's waiver of any breach of any term contained in this Lease shall not be deemed to be a waiver of the same term for subsequent acts of Tenant. The acceptance by Landlord of Rent or other amounts due by Tenant hereunder shall not be deemed to be a waiver of any breach by Tenant preceding such acceptance.

19. **HOLDOVER.** If Tenant shall, without the written consent of Landlord, hold over after the expiration or termination of the Term, such tenancy shall be deemed to be on a month-to-month basis. During such tenancy, Tenant agrees to pay to Landlord 150% the rate of rental last payable under this Lease. All other terms of the Lease shall remain in effect.

20. **NOTICES.** All notices under this Lease shall be in writing and effective (i) when delivered in person, (ii) or (ii) by reputable overnight courier (e.g. UPS or Federal Express), each to the Notice Addresses set forth in the signature blocks below, or such other addresses as may from time to time be designated by such parties in writing.

21. **COSTS AND ATTORNEYS' FEES.** In the event any action, suit or proceeding is commenced under or in connection with this Lease, the losing party shall pay to the prevailing party the amount of reasonable attorneys' fees and costs incurred in connection therewith.

22. **ESTOPPEL CERTIFICATES.** Tenant shall, from time to time, upon written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written estoppel certificate regarding this Lease. If Tenant shall fail to respond within ten (10) days of receipt by Tenant of a written request by Landlord as herein provided, Tenant shall be deemed to have given such certificate without modification and shall be deemed to have admitted the accuracy of any information supplied by Landlord to a prospective purchaser or mortgagee.

23. **QUIET ENJOYMENT.** So long as Tenant pays the Rent and performs all of its obligations in this Lease, Tenant's possession of the Premises will not be disturbed by Landlord or anyone claiming by, through or under Landlord or any successor thereto.

24. **GENERAL.**

- a. **Entire Agreement.** This Lease contains all of the covenants and agreements between Landlord and Tenant relating to the Premises. No prior agreements or understanding pertaining to the Lease shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by Landlord and Tenant.
- b. **Governing Law.** This Lease shall be governed by and construed in accordance with the laws of the State of Washington.
- c. **No Recording.** This Lease shall not be recorded.
- d. **Authority of Parties.** Any individual signing this Lease on behalf of an entity represents and warrants to the other that such individual has authority to do so and, upon such individual's execution, that this Lease shall be binding upon and enforceable against the party on behalf of whom such individual is signing.
- e. **Financing.** Tenant shall not execute any document purporting to place a security interest on the

Premises or any other property of which the Premises are a part, including, without limitation, any financing statement, without prior written consent of Landlord, not to be unreasonably withheld.

25. EXHIBIT. The following exhibit IS made a part of this Lease:

Exhibit A - Legal Description

Parcel: P37822

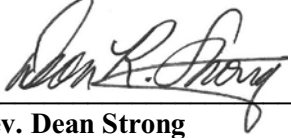
(3.4000 ac) S 190FT OF NW1/4 NE1/4 LESS RD & E 545F TDK 12

At Address: 10217 Collins Road, Sedro-Woolley, WA 98284

Church Name: Trinity United Presbyterian Church

Church Address: 10217 Collins Road, Sedro-Woolley, W A 98284

LANDLORD:
PRESBYTERY OF THE NORTHWEST COAST, PC(USA)
A Washington nonprofit corporation

By:  _____

Rev. Dean Strong
Stated Clerk, Presbytery of the Northwest Coast
1010 East Casino Road
Everett, WA 98203

TENANT:
SONRISE CHRISTIAN CENTER
A Washington nonprofit corporation

By: _____

Name _____

Address: _____

Phone: _____

Executive Board
Special Meeting Agenda
1:00 p.m. PST, April 8, 2020

The special meeting was called by the moderator according to the bylaws.¹ Adequate notice was provided. The last item was added to the agenda on April 7th by the Stated Clerk. There were no objections to this addition. The meeting opened with prayer at 1:05 p.m. PST.

A quorum was present as follows: Class of '20: John Collier, Becca Niemeyer; Class of '21: Gustavo Carbajal, George Eastman, John Mason; Class of '22: Emily Mitchell, Mark Terayama.

Voting members absent: Dottie Villesvick '20, Freda Westerman, '21, Matt Paul, '22, J.B. Im, '22.

Non-voting members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

Bob Merriman of the Sitka Administrative Commission and Travis Vaughan of Remax Realty joined the meeting at 1:15 p.m. to discuss the Sitka property sale and left the meeting when the discussion was concluded.

Federal Cares Act PPP Loan Application – Loan applications were reviewed. The following resolution was APPROVED, *Resolved*, That the applications submitted on behalf of the presbytery and Campbell Farm by the presbytery executive be approved.

Sitka Property Sale – A report from the Sitka Administrative Commission, and the documents referred to therein were received and reviewed. The commission reported a resolution, which after discussion and conversation with Travis Vaughan, was APPROVED as follows, *Resolved*, That the resolution that authorized a listing agreement or the execution of a purchase and sale agreement at a price no lower than \$500,000 be rescinded, and that Bob Merriman of the Administrative Commission be authorized to execute a purchase and sale agreement for a sales price of \$420,000, including the following terms:

- Buyer waives their building inspection contingency;
- Closing completed in no more than 30 days;
- 25% down payment (\$105,000) made at closing;
- balance to be financed by the presbytery for a term of five years; 4.5% interest rate, monthly payments to be determined according to a 30-year amortization schedule, with the entire remaining amount due on the last payment;
- No prepayment penalty;
- If the balance is paid in full within 24 months, all interest paid to date at the time of final payment may be applied to the remaining principle due.

Presbyterian Disaster Assistance (PDA) – The following resolution was brought by Executives Corey Schlosser Hall and Jinsuk Kim, which after discussion was APPROVED as follows: *Resolved*, That the requests submitted by the presbytery executives to PDA for mitigating the impact of the Covid-19 pandemic be approved as follows:

- 1) \$50,000 to be distributed by the presbytery to its Korean Congregations;
- 2) \$7,500 for Campbell Farm;
- 3) \$7,500 for Calving (MOO or are we talking whales) Presbyterian Church's Community College Outreach Ministry;
- 4) \$7,500 for *Collide: Run into Jesus* new worshiping community

Covid-19 Financial Restructure – A report from the Financial Task Force appointed at the previous meeting was received and reviewed. The Task Force reported the following resolution, which after discussion and minor changes in grammar and syntax for clarification, was APPROVED as follows:

Resolved, That,

1) the Task Force Identify those categories of which continued spending is necessary through April 30, 2020, (to date, Personnel, Office and IT, current commitments to congregations and mission partners, and Trinity Roofing project) and that all other spending be suspended whenever possible.

2) a revised operating budget for May 1 - December 31, 2020 be proposed to the Board on April 23rd according to the following priorities

1st: Personnel; Governance; Basic Office & IT.

2nd: Congregations (Mt. Baker PC, Clallam Bay PC), Campbell Farm, and mission partners (Underground Ministries; Mending Wings) with fixed amounts budgeted in Presbytery 2020 budget. This support keeps pastoral leadership in place.

3rd: COVID-19 Impact Support. i.e. Assess urgent needs in congregations to avoid loan defaults and address case by case; congregations meeting key criteria may be eligible for some grants and loans as presbytery assets are liquidated.

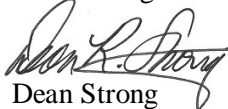
4th: Continue if possible to resume spending on program resources in Vital Congregations, New Expressions, Muticultural Integration.

3) the Executive and Personnel Committee are directed to revise the presbytery's staffing plan through 2020 into 2021 and report recommendations to the board by April 23.

4) a special meeting of the Board is called for April 23, 1-2:30pm Pacific/Noon - 1:30 Alaska to receive and act on a proposed revised budget.

Trinity Property Roof – The invoice was received for the Trinity property roof and exceeded previously approved amounts. A motion was APPROVED, that the Topsiside Roofing invoice in the amount of \$82,430.59 be paid.

The meeting was adjourned with prayer at 2:07 p.m. PST.



Dean Strong
Stated Clerk

Attachments:

1. Email dated April 3, 2020, Re: Executive Board Meeting April 8 @ 1pm PDT.



Dean Strong <dean@northwestcoast.org>

Re: Executive Board Meeting April 8 @ 1pm Pacific

1 message

Corey Schlosser-Hall <corey@northwestcoast.org>

Fri, Apr 3, 2020 at 8:45 PM

To: Gustavo Carvajal <gecarvajal@hotmail.com>

Bcc: dean@northwestcoast.org

Hey Team - Wednesday is April **8th**, not 7th. So please note the date correction.

On Fri, Apr 3, 2020 at 8:26 PM Corey Schlosser-Hall <corey@northwestcoast.org> wrote:

Dear Executive Board Colleagues - Our Moderator, Rev. Gustavo Carvajal is calling a special meeting of the Executive Board **Wednesday, April 8 at 1pm Pacific/12 noon Alaska** to address 4 items:

- 1) Approve our Federal Cares Act PPP Loan application submissions that were already submitted for NWC Presbytery and Campbell Farm.
- 2) Consider a recommendation to accept an offer on the Sitka PC Property from the Sitka AC for less than \$500k.
- 3) Report the PDA grant applications Corey submitted on behalf of congregations and partners.
- 4) Consider a restructure of our financial resources to meet the challenge of the COVID-19 situation. And to consider principles for approaching providing grants and/or loans to congregations or others from the Task Force that has been working on this.

Items for 1-3 will be sent on Monday afternoon. #4 will come end-of-day on Tuesday after the task force meets.

We expect the meeting to be 90 minutes or less.

On behalf of Moderator Carvajal, blessings in Christ in these strange days.

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Corey C. Schlosser-Hall, Executive Presbyter
 Presbytery of the Northwest Coast
www.northwestcoast.org
 425.355.0922 x1

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Corey C. Schlosser-Hall, Executive Presbyter
 Presbytery of the Northwest Coast
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Executive Board
Minutes of the Special Meeting
April 23, 2020,

A special meeting of the Board was called by Board vote at the April 8th meeting to consider a revised operating budget and the recommendations of the Covid-19 Task Force which were distributed to Board members before the meeting. The meeting was called to order at 1:05 p.m. PDT by the Stated Clerk in the absence of the moderator. John Mason was elected temporary moderator and opened the meeting with prayer. Moderator Gustavo Carvajal joined the meeting at 1:12 p.m. and resumed his duties.

A quorum was present as follows:

Class of '20: John Collier, Becca Niemeyer, Dottie Villesvick;

Class of '21: Gustavo Carbajal, George Eastman, John Mason;

Class of '22: J.B. Im, Matt Paul, Mark Terayama.

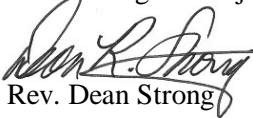
Voting members absent: Freda Westerman, Emily Mitchell, '22.

Non-voting members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

Corey Schlosser-Hall reported for the Covid-19 Financial Task Force. The written report was received. A motion was APPROVED to adopt the following recommendations as amended:

- Budget \$200,000 for loans or grants to support congregations through 2020 for COVID-19 effects, on a case-by-case basis, the criteria and application process to be developed.
- Suspend the program budget through June 30, 2020 (new grant requests, educational resources for VCI/CPs, retreats, elective travel etc.),
- Revise and reducing wherever possible, the remaining 2020 operating budget,¹ including payment of Metlakatla Board of Pensions dues of not more than \$20,000.
- Conduct Leadership Summits and regional gatherings by web conference only through 2020.
- Accept the \$250,000 purchase price offer on the Sitka property.
- Lift all board fund designations and recommend to the presbytery the lifting of presbytery fund designations, including the Community Blessing Grant Fund and the Alaska Fund as part of a restructuring the presbytery's assets.
- Prepare to liquidate investments as needed, in order of liquidity: Schwab Account up to \$300,000, and Mission Development Certificates up to \$200,000 as they mature.
- Direct the Personnel Committee to present a staffing plan that reduces staff costs to a maximum \$325,000 annually for the year 2021 and beyond.
- Terminate the presbytery office lease, which is month to month, as of December 31, 2020, or sooner if Cascade View is amenable.
- Postpone indefinitely the Edmonds PC facility remodel and office relocation project and notify the session. has been postponed indefinitely.
- Permit Tall Timber permission to use Scholarship Funds donated by NWC Congregations for general operations.

The meeting was adjourned, with prayer by the moderator, at 1:47 p.m.



Rev. Dean Strong
Stated Clerk

Attached:

1. Revised Operating Budget.

**Presbytery of the Northwest Coast
2020 Operating Budget, Revised, Covid-19
Incorporates Board Actions of April 23, 2020
BUDGET SUMMARY**

Schedules	12/31/2019	Approved		Covid-19		2022	2023	2024	
		2020	2020 Rev.	2021	2022				
Income									
Unrestricted	(1)	456,149	434,965	443,921	429,227	414,937	401,222	388,060	
Designated Income (CBG)		147,544	40,400	(90,000)	25,000	25,000	25,000	25,000	500k @ 5%
Restricted Funds	(2)	278,279	340,340	171,413	294,058	299,821	305,614	306,438	
Real Property Values	(a)		1,050,000	1,050,000					
Endowment Principle Value Gain (loss)		-	-	-	-	-	-	-	
Total Income		881,973	1,865,705	1,575,334	748,286	739,757	731,835	719,498	
Expenses									
Vital Congregations: Congregational Renewal	(3)	115,118	106,200	90,868	17,000	14,000	15,000	15,000	
Multi-Cultural Integration	(4)	80,938	85,691	74,891	1,000	1,000	1,000	1,000	
New Expressions of the Church	(7)	123,710	40,000	2,500	40,000	-	-	-	
Mission In & Beyond NWCP	(8)	286,313	377,900	220,588	269,000	258,000	240,000	240,000	
Governance & Management	(9)	156,457	117,215	83,765	89,654	97,048	84,546	82,144	
Office Expenses	(10)	82,086	57,289	44,827	30,120	30,603	31,095	31,597	
Operating Staff Expenses	(11)	345,193	331,412	305,912	294,254	269,027	272,980	277,180	
Real Estate & Property Management		114,198	100,000	140,000	20,000	20,000	20,000	20,000	
Church Asst: Per capita, loans, grants		-	-	300,000	-	-	-	-	
Total Expenses		1,304,011	1,215,707	1,263,351	761,029	689,678	664,621	666,921	
Change in Net Assets (Net Income - Loss)		(422,038)	649,997	311,984	(12,743)	50,080	67,214	52,577	
Net Assets 12/31/2019		3,693,875							
Less: Endowment		900,783							
USABLE Net Assets, Year End		2,793,092	3,443,089	3,105,076	3,092,333	3,142,413	3,209,627	3,262,204	
Total Change in Net Assets 2019-2024		469,112							

(a) Values not previously booked or sales; Sitka \$250K, Trinity \$400k, Everson \$200k, Campbell Farm \$200k.

Overhead Funding & Expenses

	2020	2020 Rev.	2021	2022	2023	2024
Presbytery Per Capita (Traditionally funds overhead)	296,334	296,334	293,903	282,147	270,861	260,027
Less: Management & Support Services						
Presbytery Meetings & Commissions	40,700	10,250	22,500	22,500	22,500	22,500
Office Expenses	57,289	44,827	30,120	30,603	31,095	31,597
Presbytery Staff						
Executive (Salary, Taxes, Benefits, Travel)	160,745	158,087	160,009	162,989	166,029	169,129
EAP for Korean Ministries	74,391	74,391	-	-	-	-
Stated Clerk/Budget Manager	81,738	78,488	55,016	25,750	25,750	25,750
Admin	52,931	51,681	53,068	54,124	55,201	56,301
Bookkeeping	26,000	26,000	26,000	26,000	26,000	26,000
Web, Tech (EJ Lee)	10,000					
Alaska Coordinator	18,200	13,200	5,000	5,000	5,000	5,000
CP Coordinator	12,000	12,000	-	-	-	-
Vital Congregations	18,000	18,000	-	-	-	-
Total Management & Support Services	551,993	486,923	351,713	326,965	331,575	336,276
Gain/(Loss)	(255,659)	(190,588)	(57,810)	(44,819)	(60,714)	(76,250)

INCOME SUBSCHEDULES

Schedule 1 - Unrestricted Income

	2019	2020	2020 Rev.	2021	2022	2023	2024	
Membership (a)	7,702	7,317	7,317	7,082	6,799	6,527	6,266	2021 actual
Per Capita Assessment	40	41	41	42	42	42	42	
Presbytery Per Capita	308,080	296,334	296,334	293,903	282,147	270,861	260,027	
Synod Per Capita (\$.25)	3,851	1,829	1,829	1,771	1,700	1,632	1,566	
GA Per Capita 2019-20=8.95	56,148	65,486	65,486	63,384	60,849	58,415	56,078	
5000-10 Per Capita Income	369,542	363,650	363,650	359,057	344,695	330,907	317,671	-
5000-30 Fees, Registrations, Books, Etc (b)	15,963	6,000	6,000	6,000	6,000	6,000	6,000	
5000-40 Interest Income (c)	14,732	24,400	15,656	15,000	15,000	15,000	15,000	
5000-65 Tidelands Contributions/Lease (d)	9,515.28	9,515	9,515	-	-	-	-	
5000-70 Rent Received (e)	31,200	26,400	45,600	45,600	45,600	45,600	45,600	
5000-80 Miscellaneous Income	8,196	5,000	3,500	3,570	3,641	3,714	3,789	
5000-85 Shared Staffing	7,001	-	-	-	-	-	-	
Total Unrestricted, Income	456,149	434,965	443,921	429,227	414,937	401,222	388,060	

notes:

- (a) 4% decline per year, national average
 (b) Includes Triennium, Misconduct Prevention, CCLI, Checking interest, etc.
 (c) Interest on MCDs, New Covenant Funds, Savings, Loans
 (e) /mo; Trinity \$2,200; Everson \$1,250

Schedule 2 - Restricted Income, 5200

	2019	2020	2020 Rev.	2021	2022	2023	2024	
5210-10 Permanently Restricted Income from Foundation								
Alaska Mission	1,568		1,332	1,386	1,441	1,499	1,559	4% growth '21-24
Allington	2,754		2,341	2,434	2,532	2,633	2,738	
Bakken (mission churches, PFxxx5580)	228		194	201	209	218	227	
Demmert (Native Americans SE Alaska, PF 5691)	246		209	217	226	235	244	
Fawcett (leadership seminar, PFxxx2890)	1,670		1,420	1,477	1,536	1,597	1,661	
Jackman (lay pastoral leadership, PF2126) (i)	710		603	627	652	678	706	
Lesch	103.36		88	91	95	99	103	
Mathes (Seminary Interns), PFxxx1744)	6,798		5,778	6,009	6,250	6,500	6,760	
Merchant (Small Churches & NCD, PFxxx0675)	7,483		6,361	6,615	6,880	7,155	7,441	
Pisgah	103		87	91	95	98	102	
Sub-total Permanently Restricted Income from Four	21,662	20,340	18,325	19,058	19,821	20,614	21,438	85% of 2019
5250-00 Restricted Grants								
Elective Gifts from Congregations for NWC I (b)		5,000	-	10,000	15,000	20,000	20,000	
PCUSA Contribution to New Leader Assessments								
Foundations/Corporations/PCUSA Grants (d)	52,500	50,000	-	-	-	-	-	
Internship Contributions from churches (i)	-	-	-	-	-	-	-	
Whitworth Contributions for Internships (i)	-	5,000	-	5,000	5,000	5,000	5,000	
Sub-total Total Restricted Grants	52,500	60,000	-	15,000	20,000	25,000	25,000	
5300-00 GA Mission-Offerings (pass throughs)	113,666	150,000	85,250	150,000	150,000	150,000	150,000	75% of 2019
5400-00 Presbytery Mission (pass throughs)	90,451	110,000	67,838	110,000	110,000	110,000	110,000	75% of 2019
Total 5200-00 Restricted Income	278,279	340,340	171,413	294,058	299,821	305,614	306,438	

Notes:

- (a) Every other year Ministry Initiative Campaign from individuals
 (b) A new opportunity for congregational giving.
 (c) Expected income from Cyclical fundraising. We are designing Cyclical to become a ministry that contributes to its own financial support over time.
 (d) PC (USA) grants for new church expression startups

EXPENSE SUBSCHEDULES

Schedule 3 - Congregational Renewal & Rev

	2019	2020	2020 Rev.	2021	2022	2023	2024
6000-05 Studio E3 Catalyst	15,951	18,000	18,000	-	-	-	-
6000-10 Congregational Resources	21,220	19,000	3,548	-	-	-	-
Sub-total	37,171	37,000	21,548	-	-	-	-
6100-05 Pastoral Associate (CP Program only)	17,761	12,000	12,000	-	-	-	-
6100-30 CP Recruitment & Formation	-	5,000	120	-	-	-	-
Sub-total	17,761	17,000	12,120	-	-	-	-
Capital Improvements to church buildings	40,734	10,000	-	-	-	-	-
6100-05 Salary Support							
Clallam Bay (c)	5,000	6,000	6,000	-	-	-	-
Metlakatla	3,000	-	20,000	-	-	-	-
Mt. Baker (Concrete)	11,452	12,000	12,000	6,000	3,000	-	-
Other Churches	-	6,000	6,000	6,000	6,000	10,000	10,000

MINUTES - ATTACHMENT 1

APRIL 23, 2020

Sub-total 6100-05 Salary Support	19,452	24,000	44,000	12,000	9,000	10,000	10,000
6100-25 Alaska Cluster Meetings		5,000	-	5,000	5,000	5,000	5,000
Alaska Coordinator & Expenses (b)	265	13,200	13,200	-	-	-	-
Sub-total		18,200	13,200	5,000	5,000	5,000	5,000
Total Village & Small Church Ministries	115,118	106,200	90,868	17,000	14,000	15,000	15,000

(b) This is in design phase as a 3-year formation process to start with 4-6 people in 2018. Then expand to 10-12 people in 2019.

(c) \$1,041.67/mo 2/1/2018-1/31/2019, \$729.17/mo 2/1/2019-1/31/2020, \$416.67/mo 2/1/2020-1/31/2021.

Schedule 4 - Multicultural Integration 6200-01	2019	2020	2020 Rev.	2021	2022	2023	2024
Salary - AEP for Korean Ministry 6200-06	48,926	50,100	50,100	-	-	-	-
BOP Benefits 6200-07	18,103	18,287	18,287	-	-	-	-
Payroll Taxes 6200-08	592	2,004	2,004	-	-	-	-
Riembursable Prof Exp.(Inc. Big Tent, NCKPC)	5,412	3,000	3,000	-	-	-	-
Continuing Education 6200-10 (Big Tent & NCKPC)	157	1,000	1,000	-	-	-	-
Intepretation & Translation 6200-05	64	2,000	500	500	500	500	500
Fellowship & Community 6200-20	7,684	9,300	-	500	500	500	500
Total Multicultural Inclusion and Integration	80,938	85,691	74,891	1,000	1,000	1,000	1,000

Schedule 7 -New Expressions of Church	2019	2020	2020	2021	2022	2023	2024
New Church Expressions (NCE) Grants	96,200						
Leader Assessments 6200-65	-						
Staff & Ops for (Cyclical Catalyst) 6200-75	27,510	40,000	2,500	40,000	-	-	-
Total New Church Expressions	123,710	40,000	2,500	40,000	-	-	-

Schedule 8 - Mission In & Beyond NWCP	2019	2020	2020 Rev.	2021	2022	2023	2024	
GA Mission & Offerings, 6300-01 (Pass-Throu) (a)	113,666	150,000	85,250	150,000	150,000	150,000	150,000	75% of 2019
Presbytery Mission, 6400-00 (Pass-Through) (d)								
Campbell Farm	-	-	-	-	-	-	-	
Tall Timber	-	-	-	-	-	-	-	
Mending Wings	-	-	-	-	-	-	-	
Underground Ministries	-	-	-	-	-	-	-	
Renewal Ministries NW	-	-	-	-	-	-	-	
Counseling Centers of NPS	-	-	-	-	-	-	-	
Eagle Wings	-	-	-	-	-	-	-	
Other Endorsed Mission Partners	-	-	-	-	-	-	-	
Sub-Total Presbytery Mission 6400-00 (Pass-Through)	55,350	110,000	67,838	90,000	90,000	90,000	90,000	cut 25%
Community Blessing Grants, 6500-15	35,296	40,400	-	-	-	-	-	Eliminated
Grants to Mission Partners (6700-05)								
Campbell Farm		23,000	23,000	16,000	8,000			
Mending Wings Yakama Youth Ministry		14,500	14,500	13,000	10,000			
Underground Ministries		30,000	30,000	-	-	-	-	
Ministry Internship Stipends		10,000	-	-	-	-	-	Eliminated
Grants to Churches		-	-	-	-	-	-	
Sub-Total Direct Grants to Mission Partners (671) (c)	82,000	77,500	67,500	29,000	18,000	-	-	
Total Mission In & Beyond NWCP	286,313	377,900	220,588	269,000	258,000	240,000	240,000	

(a) Special Offerings, unified and designated giving to PCUSA ministries, etc.

(b) 2017 and 2018 is transition grants for former CW Partners: Tall Timber, Campbell Farm, Mending Wings, Trailseekers per CW Council and NWCP

(c) These grants to mission partners will conclude after 2022. In the 2023 projection you will see \$0 in this section.

(d) This subsection an estimate of congregational giving only. Unified donations are divided among partners. Designated gifts are passed through @ 100%.

Schedule 9 - Governance & Congregational :	2019	2020	2020 Rev.	2021	2022	2023	2024
GA Per Capita Expense, 7000-02	66,239	65,486	65,486	63,384	60,849	58,415	56,078
Synod Per capita expense, 7000-03	3,701	1,829	1,829	1,771	1,700	1,632	1,566
Written Off Per capita	11,645						
GA and OGA Events, 7000-05 (a)		5,000	2,000	2,000	5,000	2,000	2,000
Triennium (b)	7,968	-	-	-	7,000	-	-
Sub-total	89,553	72,315	69,315	67,154	74,548	62,046	59,644
Presbytery Leadership Summit							
Supplies & Food, 7000-20	8,379	500	700	500	500	500	500
Travel - Airfare 7000-23 (c)	10,673	7,500	50	7,500	7,500	7,500	7,500
Lodging, 7000-24 (d)	8,596	3,500	-	3,500	3,500	3,500	3,500
Speakers & Verge Expenses, 7000-25	3,765	5,000	-	1,000	1,000	1,000	1,000
Sub-total	31,413	16,500	750	12,500	12,500	12,500	12,500
Executive Board & Subcommittees, 7000-30 *	4,462.65	5,000	500	1,000	1,000	1,000	1,000
Administrative Commissions, 7000-35	588	500	500	500	500	500	500

MINUTES - ATTACHMENT 1

APRIL 23, 2020

Commission on Ministry (COM) 7000-40 *	13,323	15,000	5,000	5,000	5,000	5,000	5,000
Commission on Prep for Ministry (CPM), 7000-50 *	5,866	3,000	3,000	3,000	3,000	3,000	3,000
Nom, COR, PJC, IC	-	700	500	500	500	500	500
Interest on Stanwood Loan	4,065.99	4,200	4,200	-	-	-	-
Grants to Churches	7,185	-	-	-	-	-	-
Total Governance and Congregational Supp	156,457	117,215	83,765	89,654	97,048	84,546	82,144

Notes:

- (a) Staff to GA, Moderator's Conference, etc.
 - (b) Includes airfares and registrations fees that were reimbursed. Future years are presbytery's one third share.
 - (c) 2019 inc. Juneau mtg. Future:10 AK airfare @ \$475 three times a year
 - (d) Lodging YTD costs + 40 nights @ \$125.
- *Travel included

Schedule 10 - Office Expenses

	2019	2020	2020 Rev.	2021	2022	2023	2024
7100-16 Bank Charges	242	371	371	379	386	394	402
7100-18Bldg Maint & Repair		1,020		-	-	-	-
7100-20 Books & Resources (formerly riembursables)	4,697	4,776	2,340	2,387	2,435	2,483	2,533
7100-24 Copier Lease	4,619	6,898	6,898	7,036	7,177	7,320	7,467
7100-26 Equipment Purchase	1,374	3,500	-	-	-	-	-
7100-28 Hospitality/Cleaning	3,295	1,561	582	-	-	-	-
7100-30 Insurance	4,789	4,457	4,457	4,547	4,637	4,730	4,825
7100-34 Legal Fees	25,210	1,061	1,500	1,530	1,561	1,592	1,624
7100-36 Supplies	1,178	1,561	800	816	832	849	866
7100-38 Postage	962	780	780	796	812	828	845
7100-43 Propose Office Move	2,500						
7100-40 Financial Review	89	3,000	3,000	3,060	3,121	3,184	3,247
7100-44 Reimbursables	3,689		3,500	3,570	3,641	3,714	3,789
7100-46 Rent	11,862	12,100	12,100	-	-	-	-
Tech, Software, IT	13,008	13,963	5,957	6,000	6,000	6,000	6,000
7100-52 Fees & Taxes	1,480	-	-	-	-	-	-
7100-54 Utilites	3,092	2,242	2,540	-	-	-	-
Total Office Expenses	82,086	57,289	44,827	30,120	30,603	31,095	31,597

Schedule 11 Operating Staff Expenses

	2019	2020	2020 Rev.	2021	2022	2023	2024
7200-02 Operating Salaries	204,628	200,607	200,607	186,279	174,580	177,562	180,603
7200-03 Employee Benefits	74,340	64,400	64,400	59,352	45,602	46,514	47,444
7200-08 Payroll Taxes	13,772	10,905	10,905	11,123	11,345	11,405	11,633
7200-20 Continuing Education/Books	7,716	3,500	2,000	1,000	1,000	1,000	1,000
7200-46 Financial Services (Bookkeeping)	29,175	26,000	26,000	26,000	26,000	26,000	26,000
7200-48 Admin Services Contractor (E.J. Lee)	3,403	10,000	1,000				
7200-32 Staff Travel & Business Expenses	12,159	16,000	1,000	10,500	10,500	10,500	10,500
Total Operating Staff	345,193	331,412	305,912	294,254	269,027	272,980	277,180

Staff	(c)	2,019	2020	2020 Rev.	2021	2022	2023	2024	
Executive Presbyter Salary (1 FTE Exempt)		103,153	105,216	105,216	107,320	109,467	111,656	113,889	2% inc. per year
Benefits		42,516	32,980	32,980	33,639	34,312	34,998	35,698	
Payroll Taxes (7.5%)			8,049	7,891	8,049	8,210	8,374	8,542	
Business Expenses		9,711	12,500	10,000	10,000	10,000	10,000	10,000	
Continuing Ed.(inc. coaching)	(a)	7,696	2,000	2,000	1,000	1,000	1,000	1,000	
Total Executive Presbyter		163,076	160,745	158,087	160,009	162,989	166,029	169,129	
(a) 2021 inc. \$8,400 for sabbatical approved by EB 9/26/19									
Stated Clerk/Budget Director (1 FTE Exer)	(d)	61,089	57,317	57,317	40,122	25,500	25,500	25,500	reduce to .6 FTD
Benefits (BOP 36.5% '18)		22,581	20,921	20,921	14,644				
Reimburseable Expenses		221	2,000	250	250	250	250	250	
Continuing Ed		20	1,500	-	-	-	-	-	
Total Stated Clerk		83,911	81,738	78,488	55,016	25,750	25,750	25,750	
Admin Assistant/Presbytery Connector (1.0 FTE)		32,386	38,075	38,075	38,837	39,613	40,405	41,214	
Benefits (30%)		9,243	10,500	10,500	11,068	11,290	11,516	11,746	
Payroll Taxes (7.5%)			2,856	2,856	2,913	2,971	3,030	3,091	
Business Expenses		202	1,500	250	250	250	250	250	
Total Admin Assistant		41,831	52,931	51,681	53,068	54,124	55,201	56,301	
Alaska Coordinator		8,000			See above S	See above S	See above S	See above S	Congregational Renewal
Business Expenses		2,025							
Total Alaska Coordinator		10,025			-	-	-	-	

Total Staff	<u>298,843</u>	<u>295,413</u>	<u>288,256</u>	<u>268,093</u>	<u>242,863</u>	<u>246,980</u>	<u>251,180</u>
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Executive Board
Minutes of the Regular Meeting
May 13, 2020

The meeting was held via video conference and was called to order at 9:08 a.m. PDT with prayer by the moderator. A quorum was present as follows:

Class of '20: John Collier, Dottie Villevik;

Class of '21: Gustavo Carvajal, George Eastman, John Mason;

Class of '22: J.B. Im, Matt Paul, Mark Terayama.

Voting members absent: Becca Niemeyer, '20, Freda Westerman, '22.

Non-voting members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

The agenda was approved as distributed.

Personnel Committee Report

Personnel Committee Recommendations for 2021 – At the previous meeting, the Board had directed the committee to “present a staffing plan that reduces costs to a maximum of \$325,000 annually for the year 2021 and beyond.” The committee submitted its recommendations in a report that was presented by members Stephanie Hankey and Joe Bettridge. The committee stated that the recommendations “fit with expectations and needs of various staff members as expressed to the E.P., they continue (although changed in different degrees) many of the programmatic ministry initiatives in which the Presbytery is currently engaged, and they return to core staffing patterns that were in place six or seven years ago.”

After discussion, the following resolution was APPROVED as amended, “*Resolved*, That the Personnel Committee’s recommendations, be considered in the preparation of the proposed 2021 budget, which will be reviewed by the Board and recommended to the presbytery,” as follows,

1. Reduce Executive Presbyter’s salary and benefits expense by 6%;
2. Reduce the Stated Clerk/Treasure position from .75 FTE to .5 FTE at the current annual salary rate, on April 30, 2021 when Dean Strong is eligible for Medicare benefits which will reduce both salary and benefits expenses resulting in budgeted salary and benefits expenses of \$55,900.
3. Reduce the position of Associate Executive Presbytery for Korean Ministry to .5 FTE during the remainder of 2020, the date to be determined by the Presbytery Executive and Personnel Committee, and eliminate the position by April 30th 2021 for a budgeted salary expense of \$16,500.
4. Create a Korean Ministry Coordinator position beginning May 1, 2021 budgeted salary expense of \$7,600.
5. Reduce the Presbytery Connector position from 1.0 FTE to 0.75 FTE while continuing to provide full health insurance benefits for budgeted expense of \$45,800.
6. Eliminate the Studio E3 Catalyst position;
7. Reduce the Alaska Cluster Coordinator budgeted salary expense to \$8,200;
8. Reduce the Commissioned Ministry Coordinator budgeted salary expense to \$7,600;
9. Reduce the budget for contracted Bookkeeping services to \$20,500.”

The resulting total 2021 Presbytery payroll costs will be approximately \$317,000. The committee believes it is likely that more reductions will be needed for 2022.

Covid-19 Financial Task Force Report

COVID-19 Congregational Loans¹ – The following resolution was APPROVED, “*Resolved* That the application and process for providing loans to congregations be adopted and that the Covid Financial Task Force (Gustavo Carvajal, JB Im, George Eastman; Corey as Staff liaison) be authorized to

- a) distribute the information;
- b) receive, review, consult and authorize applications for loans;
- c) create a simple promissory note for loans to be signed by session and Stated Clerk/Treasurer on

- behalf of the presbytery;
 d) regularly review and report on the status of the program.”

COVID-19 Reopening Guidelines – The following resolution was APPROVED, “*Resolved*, That the COVID-19 Re-opening Guidelines for distribution to congregations be adopted. This is intended to be a continuous work in progress document to be revised as new evidence and guidance becomes available.”

June 11, 2020 Presbytery Leadership Summit Schedule – The schedule and preacher invitation was POSTPONED.

Tall Timber Grant – The following question was POSTPONED, “Shall the Board, on behalf of the presbytery, provide a grant to Tall Timber from unrestricted reserves?”

Cordata Easement² – The following resolution was APPROVED, “That Cordata Presbyterian Church be permitted to encumber their property by granting an easement to the City of Bellingham for the “Cordata Church Trail,” according to the attached agreement and legal description.”

Background from Pastor Greg Ellis: Bellingham has an extensive trail system which is enjoyed and strongly supported by residents and visitors. The back part of the church's property is undeveloped and there are no plans for future development; a portion is wetlands which must be preserved. We have felt for years that granting this use of our land would be a blessing to our community and would create goodwill and additional pedestrian traffic to the church grounds in furtherance of our mission and calling. We have weighed the pros and cons, worked extensively with the city to work out mutually advantageous terms, and are finally ready to seal the deal.”

Financial Reports/Treasurer – Statements of Activities, Financial Position, Account Receivable (past due per capita), and a revised working budget were distributed with the agenda, with the following comments:

Operations – Per capita, interest and rental income of \$153,864 has failed to cover operating costs (meetings, overhead, and property management) of \$339,023, for a loss of -\$170,844

- 2020 per capita collections *appear* to be on schedule. Some churches have paid in full, others nothing. UPC of Seattle owes three years; Lord of Glory as *never* paid per capita since becoming a member of the presbytery. Metlaktla owes + 5 years.
- All controllable operating expenses are under budget.
- Investments *lost* -\$96,145 while they were budgeted to *gain* \$24,133 during the period.
- Property Management costs, primarily the roof at Trinity, constitute \$75,086 of the loss.
- These items represent most of the loss:

\$96,145	Market loss on investments
\$22,140	Grants to churches from undesignated funds (incl. Covid-19 grants)
<u>\$82,420</u>	Unbudgeted expense for Trinity Roof
\$200,705	Unplanned for expenses for the period.

Observation – Severely neglected church properties recently inherited continue to bleed the presbytery. Some of those costs will be recovered if properties are sold.

Mission Giving – While mission giving is down, restricted gifts, usually to mission causes plus earnings on donor restricted investments (\$95,106) have more than funded Mission in & Beyond the Presbytery (\$80,791) by \$14,315.

PPP Loan – Aa resolution to withdraw the presbytery’s PPP loan application was DISSAPROVED.

Sitka Property – The Board APPROVED the following recommendations from manager/agent Travis Vaughn:

- a. For June and July reduce the asking price to \$355,000 and advertise it as such, with a minimum

20% down, seller financing with a 5 year balloon, amortizing the payments on a 20 year note at 5% interest. Omit the provision that applies interest paid to the outstanding principal if the buyer cashes out within 24 months.

b. For August and September reduce the price to \$275,000 and not offer the seller financing option.

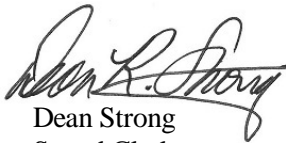
Mission Partner Covenant and Relationships 2020 Review – The task force has postponed meeting with the mission partners.

EP Personal Leave – A request from EP Corey Schlosser-Hall to take personal leave May 18-22 was APPROVED. His vacation is scheduled for June 29 – July 5 and August 14-30.

Board Meeting Schedule: The following schedule of future regular meetings was APPROVED.

May 26	11am Pacific/10am Alaska
July 15	9-11am Pacific/8-10am Alaska
Aug. 12	11am-2pm Pacific/10am-1pm Alaska
Sept. 16	1pm-3pm Pacific/12 noon – 2pm Alaska
Nov. 18	1pm-4pm Pacific/12 noon – 3pm Alaska

The meeting was closed with prayer at 11:15 a.m. by John Mason.



Dean Strong
Stated Clerk

Attachments:

¹ *Covid-19 Loan Application*

² *Cordata Church Trail Easement*

Application for Loan from NWC Presbytery

Approved by the Executive Board May 13, 2020

NWC Presbytery has allocated up to \$200,000 to provide relief for some congregations who need it. We can provide up to \$10,000 per congregation in a 0% interest loan, some or all of which may be forgivable, to mitigate the effects of the COVID-19. The amounts not forgivable shall be repaid beginning January 1, 2021 over a 3-year period. We will notify each awardee of which portion will be forgivable at the loan signing. This money is to be used for paying pastoral staff, utilities, or mortgage. To apply please provide the following and then we will follow up with a consultation with your finance team or session via Zoom.

- 1) Send your up to date Statement of Financial Position (Balance Sheet) and Activity Report (Income and Expense to Date).
- 2) Please share a report of your average monthly income February 2019-February 2020. And then a report of your congregational income from March, April and May.
- 3) Share the steps you've taken to adjust to COVID-19 stay at home and social distancing requirements. What new ways are you connecting for worship, discipleship, fellowship and service to neighbors?
- 4) What steps have you taken to provide online, USPS and other avenues for your members and attendees to give to the church?
- 5) How have you deployed your own reserves to meet this situation?
- 6) Did you apply for a Federal PPP (Paycheck Protection Program) or EIDL (Economic Injury Disaster Loan) from your bank and the Small Business Administration?
- 7) When you have submitted your responses to these questions and provided the information requested please setup a consultation with our Financial Support Task Force via Zoom with Corey Schlosser-Hall, (corey@northwestcoast.org or 425.985.3787).

These funds are available through July 31, 2020 unless otherwise notified.

After recording return to:

City of Bellingham
Parks and Recreation Department
210 Lottie Street
Bellingham, WA 98225

PUBLIC TRAIL EASEMENT

Grantor: Cordata Presbyterian Church

Grantee: City of Bellingham

Abbreviated

Legal Description: BAKERVIEW ADD TO BELLINGHAM-THAT PTN OF BLK 73
DAF-BEAP OF W LI OF BLK 73 299.35 FT S OF NW COR OF
BLK 73-TH SLY ALG SD W LI OF BLK 73 658.68 FT TAP
299.34 FT NLY OF SW COR OF BLK 73-TH ELY 633.34 FT
TAP 299.03 FT NLY OF S LI OF BLK 73-TH NLY 658.04 FT

Assessor's

Tax Parcel No.: Geo ID 3802010272000000

THIS PUBLIC TRAIL EASEMENT ("Easement") is entered into by and between CORDATA PRESBYTERIAN CHURCH, a Washington State public benefit corporation ("Grantor"), and the CITY OF BELLINGHAM, a first-class city and municipal corporation of the State of Washington ("Grantee"), ("the City"). Hereinafter, Grantor and Grantee may be referred to collectively as the "Parties."

RECITALS

WHEREAS, Grantor is the sole owner of certain real property located in Whatcom County, Washington, which is legally described in Exhibit A (the "Property"); and

WHEREAS, prior to the granting of this Easement, an east-west oriented, gravel-surfaced trail was constructed on the Property within the historic roadbed for the former "Wilder Ranch Road;" and

WHEREAS, Grantor wishes to grant to the City a perpetual, nonexclusive easement over, across, under and within the portion of the Property containing said trail, referred to as "The Cordata Church Trail," which is legally described in Exhibit B ("Easement Area") and depicted in Exhibit C, for inspection, operation, maintenance, repair, and replacement of a public trail and appurtenances.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

TERMS AND CONDITIONS

1. **Recitals.** The above recitals are a part of this Easement, and the Parties represent and warrant that they are true and correct.

2. **Grant of Easement.** Grantor hereby grants to the City a perpetual, non-exclusive easement on, across, under and within the Easement Area for inspection, operation, maintenance, repair, and replacement of the public trail and appurtenances within the Easement Area.

3. **Grantor's Continued Use of the Easement Area.** Grantor may continue to use the surface of the Easement Area provided such use does not interfere with the City's rights contained in this Easement. Grantor shall not place any structures or trees in the Easement Area. Any landscaping in the Easement Area shall be of such a character as to be easily removed or replaced when maintenance or excavation is required. Grantor shall not perform any grading work or allow any other utilities within the Easement Area without the prior written consent of the City.

4. **Maintenance and Restoration.** The City shall be solely responsible for the maintenance of the public trail and appurtenances located within the Easement Area, including but not limited to, the installation of bollards at each end of the trail. On each occasion that the City performs work within the Easement Area, The City shall, at its own expense and to the extent reasonably practicable, restore the surface of the land to the same conditions that existed prior to such work. Notwithstanding the foregoing, Grantor shall immediately reimburse the City for any costs incurred to investigate and repair any damage to public infrastructure located in the Easement Area caused by the actions or inactions of Grantor or its agents, invitees, or contractors.

5. **Indemnity.** Grantee agrees to indemnify and hold harmless Grantor from any and all claims for injury to person or property resulting from use of the Easement Area by members of the general public, unless such claim was caused by the intentional act or negligence of Grantor or an occupant, invitee or licensee of Grantor's.

6. **Running Covenants.** This Easement shall be deemed a covenant running with the land and shall be binding upon and inure to the benefit of the owner of the Property and his/her/its successors and assigns.

7. **No Termination Upon Breach.** No breach of this Easement shall entitle either Party to cancel, rescind or otherwise terminate this Easement; provided, however, that this provision shall not limit or otherwise affect any other right or remedy which such party may have hereunder by reason of any breach of this Easement.

8. **Enforcement.** If either party allegedly violates the terms of the Easement and the other party employs or uses an attorney or sues to enforce the terms of the Easement, the prevailing party shall be awarded its reasonable costs and attorney's fees in addition to such other relief as may be allowed.

9. **Notices.** Any notices required under this Easement shall be in writing and shall be provided by certified mail or personal delivery to the Parties at the following addresses:

To Grantor: Cordata Presbyterian Church
Attn: Pastor
400 Meadowbrook Ct.
Bellingham, WA 98226-7365

To Grantee: City of Bellingham Parks and Recreation Department
Attn: Parks Director
210 Lottie Street
Bellingham, WA 98225

With copy to:

City of Bellingham Legal Department
Attn: City Attorney
210 Lottie Street
Bellingham, WA 98225

Notice shall be deemed received upon the earlier of three business days following deposit into the United States mail or upon actual receipt, whichever is sooner.

10. **Jurisdiction and Venue.** Any dispute arising out of or relating to this Easement shall be governed by the laws of the state of Washington, and venue shall lie exclusively in the Superior Court for the State of Washington, Whatcom County.

11. **Amendment.** This Easement may be amended only by written instrument executed by all Parties.

EXECUTED this _____ day of _____, 2020 for Grantor, **CORDATA PRESBYTERIAN CHURCH**, by:

Greg Ellis
Pastor

Glenn Crowe
Clerk of Session

EXECUTED this ____ day of _____, 2020 for Grantee, **CITY OF BELLINGHAM**, by:

Departmental Approval:

Seth Fleetwood
Mayor

Nicole Oliver
Department Head

Attest:

Approved as to Form:

Andrew Asbjornsen
Finance Director

Office of the City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that **GREG ELLIS** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the **PASTOR** of **CORDATA PRESBYTERIAN CHURCH** to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

DATED this ____ day of _____, 2020.

NOTARY PUBLIC in and for the State of Washington
My appointment expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that **GLENN CROWE** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the **CLERK OF SESSION** of **CORDATA PRESBYTERIAN CHURCH** to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

DATED this ____ day of _____, 2020.

NOTARY PUBLIC in and for the State of Washington
My appointment expires: _____

STATE OF WASHINGTON)

) ss.

COUNTY OF WHATCOM)

I certify that I know or have satisfactory evidence that **SETH FLETWOOD** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the **MAYOR** of the **CITY OF BELLINGHAM** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this ____ day of _____, 2020.

NOTARY PUBLIC in and for the State of Washington
My appointment expires: _____

EXHIBIT "A"
LEGAL DESCRIPTION
FOR
BURDENED PROPERTY

Whatcom Land Title Insurance Company Subdivision Guarantee – No. 81030-217870014,
 Dated: October 1, 2019.

That portion of Block 73, Plat of Baker View Addition to the City of Bellingham, according to the plat thereof, recorded in Volume 7 of Plats, Pages 40 to 45, inclusive, records of Whatcom County, Washington, described as follows:

Beginning at a point on the Westerly line of said Block 73, a distance of 299.35 feet Southerly of the Northwest corner of said Block 73; Thence Southerly, along the Westerly line of said Block 73, a distance of 658.68 feet, to a point 299.34 feet Northerly of the Southwest corner of said Block 73; Thence Easterly 633.34 feet to a point 299.03 feet Northerly of the Southerly line of said Block 73; Thence North 658.04 feet, to a point 299.03 feet Southerly of the Northerly line and 632.32 feet Easterly of the Westerly line of said Block 73; Thence Westerly in a straight line, 632.32 feet to the **Point of Beginning**; except Aldrich (called Home Road on the plat) along the West line thereof.

Situate in Whatcom county, Washington.



Prepared by Larry Steele & Associates, Inc.
 Land Surveyors
 1334 King Street, Ste. 1
 Bellingham WA 98229
 360-676-9350
 Job #09719
 October 16, 2019

EXHIBIT "B"**LEGAL DESCRIPTION****FOR****30 Foot Wide Trail Easement**

A Trail Easement Thirty (30) feet wide, lying over, under and across a portion of Lots 7 and 8, Block 73, Bakerview Addition to Bellingham as recorded in Volume 7 of Plats, Pages 40 to 45, records of Whatcom County, Washington, and lying within the Northwest Quarter of the Southwest Quarter, Section 1, Township 38 North, Range 2 East of W.M., said Thirty (30) foot wide easement being Fifteen (15) feet each side of the following described centerline:

Commencing at a Brass Plug Monument marking the Southwest corner of said Section 1; Thence North $01^{\circ}46'30''$ East along the west line of said Section 1, for a distance of 1861.44 feet; Thence at right angles to said section line, South $88^{\circ}13'30''$ East, for a distance of 30.00 feet to the Easterly Right of Way line of Aldrich Road and to the **Point of Beginning**; Thence North $68^{\circ}30'43''$ East for a distance of 88.45 feet; Thence North $88^{\circ}34'32''$ East for a distance of 67.10 feet; Thence South $79^{\circ}18'41''$ East for a distance of 176.61 feet; Thence South $71^{\circ}21'52''$ East for a distance of 137.29 feet; Thence South $77^{\circ}10'08''$ East for a distance of 131.03 feet to a point hereinafter known as "**Point A**"; Thence North $86^{\circ}26'08''$ East for a distance of 50.62 feet to the East line of said Lots 7 and 8 and the **Terminus** of the herein described centerline.

The sidelines of the above easement being lengthened or shortened to intersect with the West Right of Way line of Aldrich Road and the East line of said Lots 7 and 8.

Together with a Trail Easement Thirty (30) feet wide, being Fifteen (15) feet each side of the following described centerline:

Beginning at the above said "**Point A**"; Thence South $17^{\circ}37'38''$ East for a distance of 54.63 feet; Thence South $57^{\circ}22'18''$ East for a distance of 28.17 feet; Thence North $89^{\circ}45'59''$ East for a distance of 8.18 feet to the East line of said Lot 7 and the **Terminus** of herein described centerline.

The sidelines of the above easement being lengthened or shortened to intersect with the East line of said Lot 7.

Together with and subject to easements, agreements, covenants, conditions, rights, restrictions, and reservations of record.

Situate in Whatcom County, Washington.

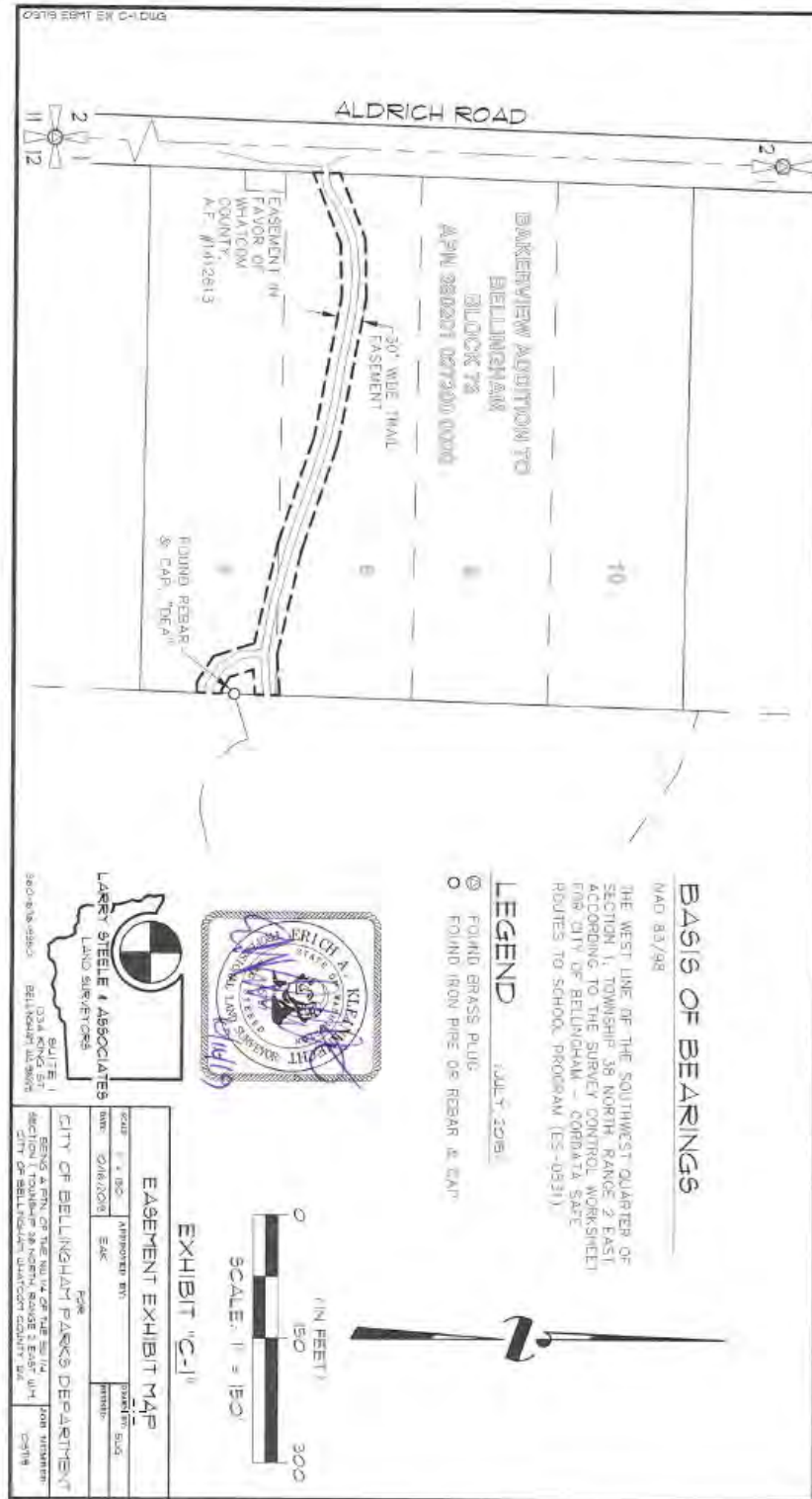
Basis of Bearings of this description is the NAD 83/98 bearing of the West line of the Southwest quarter of Section 1, Township 38 North, Range 2 East according to the survey control worksheet for City of Bellingham - Cordata Safe Routes to School Program (ES-0531). Being North $01^{\circ}46'30''$ East.

Prepared by Larry Steele & Associates, Inc.
Land Surveyors
1334 King Street, Ste. 1
Bellingham WA 98229
360 676-9350
Job #09719
October 16, 2019



S:\LSA Project Files\2019 Projects\2019-097 City of Bellingham Parks & Rec\Birchwood-Trail-Easement_Legal Descriptions\09719 Trail Easement B (101519).docx

EXHIBIT C Depiction of Trail Easement



Executive Board
Minutes of the Regular Meeting
May 26, 2020

The meeting was held via video conference and was called to order at 11:05 a.m. PDT with prayer by the moderator. A quorum was present as follows:

Class of '20: John Collier,

Class of '21: Gustavo Carvajal, George Eastman, John Mason;

Class of '22: J.B. Im, , Emily Mitchell, Matt Paul, Mark Terayama.

Voting members absent: Becca Niemeyer, '20, Dottie Villevik, '20 Freda Westerman, '22.

Non-voting members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

The agenda was approved as amended.

Mt. Baker PC Financial Support – An inquiry was received asking if the session could solicit designated financial support from the churches and individuals of the presbytery in a manner similar to Mission Partners and Campbell Farm to help support its commissioned pastor. A motion to direct the Executive Presbyter bring a proposal to the next Board meeting was APPROVED.

COVID-19 Reopening – *COVID-19 Re-opening Guidelines* were approved for distribution to congregations and those meeting in presbytery facilitates at the previous meeting. The Board discussed making a definitive statement regarding reopening to session, congregations, and the public since communications from various branches of government have been contradictory and confusing.

After further discussion, the Board APPROVED a motion to adopt the following in principle, “That in person worship may resume, at the earliest, when a congregation observes all state guidelines and requirements, governor’s proclamations and state approved county or borough openings; *and* when the session has approved written plans and procedures for safely implementing in person worship that abide by those guidelines and requirements.” John Mason, Emily Mitchell, and Matt Paul were appointed to draft and distribute a definitive statement to the churches on behalf of the Board.

June 11, 2020 Presbytery Leadership Summit via Zoom – The following schedule was APPROVED:

2:00 p.m. PDT/1:00 p.m. AKDT – Workshops

Workshop #1: Rev. Dave Rohr will be invited to lead a workshop on how COVID-19 has brought deep and lasting shifts to the church.

Workshop #2: Matt Paul and John Mason are considering, and Ann Lewis will be invited, to lead a workshop on reopening church facilities, including behavioral training, and the safety and health protocols required to allow in person worship.

3:00 p.m. PDT/2:00 p.m. AKDT – Worship – Rev. Emily Mitchell was invited to preach and she accepted; she will work with Rev. Matt Paul to organize worship, including Communion, coordinating with Zoom hosts Dean Strong, Amy Delaney and Jenine Taylor.

4:00 p.m. PDT/3:00 p.m. AKDT – Discern Discuss Decide

5:30 p.m. PDT/4:30 p.m. AKDT – Adjourn

Covid-19 Grant Program Revisited – Corey reported that the presbytery’s program is very similar to the government’s Paycheck Protection Program, and that most churches who qualified for the latter have applied and received funds. The question of whether the presbytery’s program should be in addition to the PPP, or if it should address different needs was REFERRED to the Covid 19 Financial Task Force.

Tall Timber Grant – The following question was put before the Board, “shall the presbytery provide a Covid-19 grant to Tall Timber from unrestricted reserves?” It is likely that summer camp will not be held and the camp hibernated. A gift could help them survive until the next camper season. The question was REFERRED to the Mission Partner Task Force so that the request can be placed in the context with of all the Mission Partners.

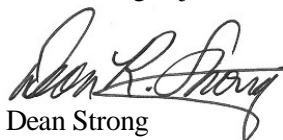
Alaska Fund Designation: A motion was made to rescind a portion of a resolution previously adopted April 23, 2020, including the follow text: “. . . recommend to the presbytery the lifting of presbytery fund designations, including . . . the Alaska Fund, as part of a restructuring the presbytery’s assets.” After discussion, the motion failed.

Mt Vernon MDC Loan – The following resolution was APPROVED, “*Resolved*, That Mount Vernon Presbyterian Church be permitted to mortgage its property for a loan to fund long term sanctuary maintenance (roof, siding, windows, drainage, doors, security system) from Mission Development Certificates Northwest, as delineated in the attached commitment letter¹, in the amount of no more than \$600,000, at 4.75%, (subject to revision every 36 months), for a term of 180 months, and that the presbytery guarantee the loan as is ordinarily the case with MDC loans.”

Board Meeting Schedule – The following schedule of regular meetings was ADOPTED.

July 15	9-11am Pacific/8-10am Alaska
August 12	11am-2pm Pacific/10am-1pm Alaska
September 16	1pm-3pm Pacific/12 noon – 2pm Alaska
November 18	1pm-4pm Pacific/12 noon – 3pm Alaska

The meeting adjourned with a prayer offered by John Mason at 12:32 p.m. PDT.



Dean Strong
Stated Clerk

Attached:

1. MDC Loan Commitment Letter dated May 26, 2020.



MISSION DEVELOPMENT CERTIFICATES NORTHWEST

P.O. Box 423 • Seahurst, WA 98062 • Tel: 206.971.4603 or 1.866.211.8230 • www.mdcnw.org

May 18, 2020

OFFICERS:

President
Don Bennett

Vice President
Phineas Haglin

Secretary
Rev. James Deal

Treasurer
Guy Warren

Executive Director
Dean L. Mielke

BOARD of DIRECTORS:

- Don Bennett
- Rev. Jim Deal
- Phineas Haglin
- Rev. Robert Johnson
- Rev. Ann Lewis
- Leo Potter
- Guy Warren
- Josh Weldy

EMERITUS:

- Rev. Rob McClure

Rev. Dan Holland
 Mount Vernon Presbyterian Church of Mount Vernon
 1511 East Broadway St.
 Mount Vernon, WA 98274

Dear Reverend Dan Holland,

The Mission Development Certificate and Loan program, hereinafter referred to as the "MDC", is pleased to offer the following loan to Mount Vernon Presbyterian Church, Mount Vernon, Washington, Presbyterian Church (U.S.A.) hereinafter referred to as "Borrower". This letter outlines in summary format the major points of understanding, which shall be the basis of the Loan Documentation. This commitment is valid until June 15, 2020.

The following is a summary of the terms and conditions under which the loan is offered:

Borrower: Mount Vernon Presbyterian Church, Mount Vernon, Washington, Presbyterian Church (U.S.A.)

Purpose: Proceeds of this loan will be used for renovation of the Mount Vernon Presbyterian Church situated at 1511 East Broadway St., Mount Vernon, WA

Construction Phase

Construction Amount: Up to \$600,000

Construction Period: The construction period will be for 12 months, or upon the completion of construction, whichever comes first.

Construction Interest Rate:	4.75% per annum
Repayment During Construction:	Repayment will be monthly interest-only on the principal sum disbursed during the construction period.
Permanent Phase	
Loan Amount:	Up to \$600,000.
Interest rate:	As long as this Note is not in default, it will bear interest as follows for the first 36 months: <ul style="list-style-type: none"> (a) Base Rate: 4.25% (b) At MDC's sole and absolute discretion, it may increase the interest rate up to a maximum of 5.25% (and from time to time may subsequently adjust the interest rate down and up within this range). These adjustments will usually be based upon Borrower's level of participation (both directly and through the participation of its members or presbytery) as an investor with a goal of having investments in an aggregate amount equal to 10% of the principal balance outstanding.
Interest Rate Adjustment:	The interest rate for the loan will adjusted every 36 months from the date of the loan closing to reflect the MDC's current cost of funds plus a margin that is generally 3% per annum (but can be greater or smaller).
Term:	180 months.
Amortization:	180 months.

Mount Vernon Presbyterian Church Loan Commitment Letter

Collateral:	First Deed of Trust of the subject property identified at 1511 East Broadway St, Mount Vernon, WA.
Guarantor:	The Presbytery of the Northwest Coast
Title Policy:	Required. The title policy shall contain no exceptions, conditions, exclusions or other matters unacceptable to the MDC.
Hazard Insurance:	Evidence of liability and fire insurance coverage naming the Mission Development Certificate and Loan Program as additional insured, loss payee and mortgagee.
Fees:	Borrower shall pay all title insurance and recording fees.
Appraisal:	Waived
Points:	None
Prepayment Penalty:	None
Participating Investments:	<p>As a condition of this loan from the Lender, the Borrower must have Designated Participating Investments equal to or greater than 10% of the loan amount. Designated Participating Investments may be met with investments from the church's own funds, members of the church, or presbytery.</p> <p>In any month in which the Borrower does not have the Designated Participating Investments less than 10% of the loan, the MDC at its option may increase the then current interest rate under the Promissory Note one percent per annum.</p>
Articles of Incorporation:	Certified copy
Bylaws:	Certified copy
Certificate of Good Standing:	Required
Construction Contract:	Required prior to closing (required).
Payment and	

Mount Vernon Presbyterian Church Loan Commitment Letter

Performance Bond: Required

Liability and

Fire coverage: Naming Mission Development Certificate Program as additional insure, loss payee and mortgagee.

Environmental: Environmental Assessment Checklist required.

Congregation and

Corporation: Approval Resolutions certified by Clerk

Affidavit and

Certificate of

Incumbency: Required (form provided).

Certificate of

Occupancy: Required

Other Conditions: As long as the loan is outstanding, Borrower agrees to the covenants identified in the Loan Agreement.

The terms of this letter may not be waived, modified or in any way changed except as agreed in writing and signed by all parties. If you agree with the terms and conditions contained herein, please sign and return to MDC. Acceptance of this commitment letter means acceptance of the standard condition, provisions, limitations, and required documentation necessary to secure the loan as set out herein.

Thank you for this opportunity to serve the Mount Vernon Presbyterian Church of Mount Vernon, Washington. MDC has served Presbyterian churches and related entities since 1955. On behalf of the MDC Board, we look forward to working with you to successfully closing this loan and completing this renovation project.

Respectfully,



Dean Mielke
Executive Officer

ACCEPTANCE

This signature page of this letter of commitment must be signed, dated and returned within 10 days from the date of this letter to MDC.

By signing and returning a copy of this letter, the undersigned acknowledges receipt of MDC's letter of commitment and agrees to the terms and conditions set forth herein.

Mount Vernon Presbyterian Church of Mount Vernon, Washington

BY: _____
(Authorized Corporate Signature)

Printed or Typed Name: _____

Title: _____ Date: _____

BY: _____
(Authorized Corporate Signature)

Printed or Typed Name: _____

Title: _____ Date: _____



MISSION DEVELOPMENT CERTIFICATES AND LOAN PROGRAM

P.O. Box 423, Seahurst, WA 98062
Tel: 206.971.4603 or 866.211.8230
Email: Invest@mdcprogram.org

Loan Application

SECTION A: GENERAL INFORMATION

Corporate Name of Church (incorporation required): Mount Vernon Presbyterian Church of Mount Vernon, Washington, (PCUSA)
Street Address: 1511 East Broadway Street
City: Mount Vernon St: WA Zip: 98274 County: Skagit
Phone: 360-424-7675 Fax: 360-424-7675
Tax ID: 91-1021436 Church website: www.mvpres.com
Amount of Loan Needed: \$ 600,000 Length of Loan Term: 15 years
Desired Closing Date: June 15, 2020 Date Construction Begins: July 1, 2020 Loan Proceeds Needed By: July 1, 2020
Whom should we contact regarding questions on the application? Bruce Lavers. e-Mail: bwlavers.09@comcast.net
Title: President Preferred Daytime Phone: 425-314-6858
Email:

PURPOSE OF LOAN (Please put an "X" by all that apply)

New Construction: Renovations Repairs: Purchase: Refinance:
Sanctuary Christian Ed Space Multi-Purpose Bldg Energy Efficiency Accessibility
Sanctuary Christian Ed Space Multi-Purpose Bldg Energy Efficiency Accessibility
Existing Bldg Land/Site NCD Site Existing Mortgage Bond Issue Construction Loan

Other Purpose Of Loan: Maintenance of roof, siding, windows, drainage, doors, security, damage

CHURCH DEMOGRAPHICS (Check all that apply)

PREDOMINANT ETHNICITY OF MEMBERS (For Statistical Purposes Only)

New Church Development (NCD) <10 years old Transformational/Redevelopment Rural/Small Town Suburban Urban Federated/Union Church
African-American Caucasian Hispanic/Latino Korean-American Other Asian Middle Eastern Native American Multi-Cultural Other

To be completed by loan program staff.

Received: Approved: Closed: Loan #:
PIN #: Presbytery: Synod:

Projected New Loans to Fund This Project

Lender	Amount	Anticipated Interest Rate	Length of Loan	Monthly Payments (if known)
MDC ONLY	600,000	4.75	180 mo	4,xxx.00
Totals:				

Current Mortgage Debt

Lender	Original Amount	Current Balance	Monthly Payment	Maturity Date	Interest Rate
NONE					
Totals:					

SECTION E: SITE LOAN DATA (Fill in only if the loan request is for land or site purchase.)

Select One:

- New Church Development Site
- Relocation Site (attach explanation and supporting documents regarding disposition of existing property)
- Addition to current site

How will site be used? _____

Required Attachments (site loan only)

1. Soil test results for compaction and percolation.
2. Contract of Sale (if available).
3. Real estate closing documents (if purchase has been completed, forward closing statement, deed).
4. Architect evaluation of site development (if appropriate).
5. Proof of zoning compliance
6. Appraisal will be required before loan can be closed.

SECTION F: FINANCIAL PLAN - Project Costs & Sources of Funds

Ia. For Purchase of a Site or Existing Building

Purchase price of building/site	\$ 0	Appraised value	\$ 0
Amount of square footage in building:	\$ 0		
Number of acres or square footage of land:	\$ 0		

ATTACH COPY OF APPRAISAL

Ib. For Construction, Renovations or Repairs

Size: <u>0</u> square feet	<u>\$0</u>	Cost per square foot	<u>\$0</u>
1. Construction contract price. (check one) <input checked="" type="radio"/> Estimate <input type="radio"/> Firm		1)	<u>\$ 665,000</u>
2. Architect's fees		2)	<u>\$ 58,520 st</u>
3. Furnishings, equipment, parking, payment and performance bonds, insurance, (10% of contract price suggested)		3)	<u>\$ 66,500</u>
4. Contingencies (15% of construction contract price suggested)		4)	<u>\$ 163,050</u>
5. Other anticipated expenses: <u>Const Interest 6 mos</u>		5)	<u>\$ 20,588</u>
6. TOTAL PROJECT COST: (SHOULD EQUAL "RESOURCES TO FUND PROJECT" LINE 13)		6)	<u>\$ 973,658</u>

Per phone call

II. Resources to Fund Project

CHURCH'S CASH AND PLEDGE RESOURCES

1. Cash on hand from capital campaign pledges:		1)	<u>\$ 288,307</u>
2. Cash on hand from other sources:		2)	<u>\$ 0</u>
a.) Specify source: _____			
3. Cash already expended on the project:		3)	<u>\$ 85,351</u>
a.) From capital campaign proceeds:		3a)	<u>\$ 85,351</u>
b.) From other resources:		3b)	<u>\$ 0</u>
4. Additional funds from capital campaign to be spent during construction:		4)	<u>\$ 0</u>

1st invoice

1st invoice

GIFTS AND GRANTS

5. Presbytery gifts and grants:		5)	<u>\$ 0</u>
6. Synod gifts and grants:		6)	<u>\$ 0</u>
7. Other gifts and grants:		7)	<u>\$ 0</u>

LOANS OTHER THAN THIS REQUEST

8. Presbytery loan: <u>0</u> years @ <u>0</u> % interest <u>\$0</u> mo/pmt	8)	<u>\$ 0</u>
9. Bank (commercial) mortgage: <u>0</u> <u>0</u> <u>\$0</u>	9)	<u>\$ 0</u>
10. Other loans: <u>0</u> <u>0</u> <u>0</u>	10)	<u>\$ 288,307</u>

Specify lender: _____

11. Total Resources (Total items 1 – 11):	11)	<u>\$ 373,658</u>
12. Loan amount requested to complete the project:	12)	<u>\$ 600000</u>
13. GRAND TOTAL RESOURCES: (LINE 12 + 13 SHOULD EQUAL PROJECT COST LINE 6)	13)	<u>\$ 973,658</u>

Executive Board
Minutes of the Special Meeting
June 18, 2020

The meeting was called by the Moderator according to the bylaws, the notice is attached.

The meeting was held via video conference and was called to order at 9:00 a.m. PDT with prayer by the moderator. A quorum was present as follows: John Collier, Dottie Villevik, Gustavo Carvajal, George Eastman, J.B. Im, Emily Mitchell, Becca Niemeyer, Mark Terayama.

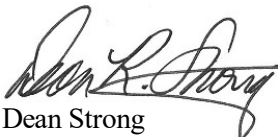
Voting members absent: Freda Westerman, John Mason Matt Paul.

Non-voting members present: Corey Schlosser-Hall, Jinsuk Kim, Dean Strong.

Covid-19 Grant Program – At the previous meeting, EP Corey Schlosser-Hall Corey reported that the presbytery's program is very similar to the government's Paycheck Protection Program, and that most churches who qualified for the latter have applied and received funds. The matter and the question of revision was referred back to the task force.

A motion was APPROVED, as amended, that up to \$200,000 of unrestricted funds be allocated for Covid-19 grants, with a maximum amount per congregation or new church expression of \$5,000, according to the criteria stated on the attached draft application, to be reformatted by the task force.

The meeting adjourned with a prayer by the moderator at 9:12 a.m. PDT.



Dean Strong
Stated Clerk

Attached:

Grant Application
Call for the Meeting

“Beyond COVID-19” Grant Program for Congregations and New Expressions

Approved as amended by Exec Board June 17, 2020

As NWC congregations and new church expressions move through the COVID-19 challenges and adjustments, NWC Presbytery wants to engage, equip, and encourage you to learn from your COVID-19 challenges and embrace the new lessons you are learning for your next chapter in ministry. Toward that end we are offering grants to congregations and new church expressions of up to \$5000 in order to equip you to move forward into your next chapter in ministry.

Simply submit an application that answers the questions below, with ***no more than 2 pages total for all the responses***. This grant is intended to help you move forward in Christ’s ministry rather than “go back” to how it was.

Grant awards will be made for those deemed most effective to help you embrace the future emerging from this pandemic and all of its challenges.

In addition, from our partners at [MDC Northwest](#), a line of credit for up to \$20,000 is available for operational costs such as technology upgrades, payroll, or other emergency needs or repairs. Applications will require NWC Presbytery approval and guarantee. The letter about this new line of credit is on page 2. Please contact Dean Mielke at 206.971.4603 x 3 for more information and see <http://www.mdcnw.org> for more about the MDC Northwest investment and loan options.

Sample Application Questions for *Beyond COVID-19* Grants (will be formatted into a better application form):

- 1) Date/Contact Person/Contact info for contact person/Name of Congregation.
- 2) Date of session/board/leadership team approval of this application?
- 3) Amount Requested (up to \$5000)?
- 4) What you are learning through COVID-19?
- 5) What adjustments have you made or are you making to address COVID-19 protocols?
- 6) What are you proposing to use the funds for?
- 7) Share why you think this proposal will help you take a next step into your future?
- 8) How will this proposal bless your congregation/new expression and/or your neighbors?
- 9) How will you know if your efforts are effective?
- 10) Who (individual(s) or team(s)) will be championing this proposal? Why are they are called and equipped to champion this proposal?

Please send completed grant applications to Jenine Taylor, Presbytery Connector, via email at jenine@northwestcoast.org.



Dean Strong <dean@northwestcoast.org>

Called Board Meeting Thursday, 6/18, 9:00 a.m.

1 message

Dean Strong <dean@northwestcoast.org>

Mon, Jun 15, 2020 at 3:49 PM

To: Executive Board <executive_board@northwestcoast.org>

The Covid-19 Financial Team met today and would like to move forward with this grant program. A few of you have offered comments, but nothing substantial.

Moderator Gustova Carvijal has called a short meeting for this Thursday, June 18th, 9:00 a.m. to ask the Board to act on the program.

The documents were attached to this earlier email, which you now have again, and are also in dropbox.

I'll send out the link again Thursday morning by email so you don't have to search back through email to find it. The link is below the signature block

Grace and Peace,

Dean

Rev. Dean R. Strong

*Stated Clerk/Treasurer, Presbytery of the Northwest Coast, dean@northwestcoast.org
425-210-8997*

This email address is checked several times a day Monday-Thursday. At other times please text or call if a need or alert to a sent email is urgent.

Join Zoom Meeting

<https://us02web.zoom.us/j/87676722324>

Meeting ID: 876 7672 2324

----- Forwarded message -----

From: **Corey Schlosser-Hall** <corey@northwestcoast.org>

Date: Mon, Jun 8, 2020 at 1:51 PM

Subject: Financial Support Change of Proposal

To: Executive Board <executive_board@northwestcoast.org>

Dear Executive Board - The Financial Support Task Force met today to discuss the referral you gave them at the last meeting. They'd like to share their recommendation that we shift our plan for COVID-19 financial support of congregations from offering a loan for up to \$10,000 to offering the attached "Beyond COVID-19" grant program for up to \$5000 per congregation. They want to do this for 3 reasons: 1) the MDC Northwest Investment and Loan program is now offering a line of credit/loan for up to \$20,000 to congregations for technology upgrades, payroll, or other emergency needs. That's a better line of credit than we can offer. We can encourage congregations who need a lona for those expenses to pursue that (see attached description). 2) We want to help congregations move into the *future* through what they are learning by addressing this COVID-19 challenge. 3) We can provide this grant to up to 40 congregations and stay within our \$200,000 budget.

The task force would like your feedback on this so go ahead and reply all with your feedback on this grant program. If the feedback seems positive we may request moderator Gustavo Carvajal call a quick 15 minute Zoom meeting to approve this new approach. If it is more mixed we can revise and revisit.

Blessings All!

JB Im

George Eastman
Gustavo Carvajal
Corey Schlosser-Hall

--

Corey C. Schlosser-Hall, Executive Presbyter
Presbytery of the Northwest Coast
www.northwestcoast.org
425.355.0922 x1

The content of this email is confidential and intended for the recipient(s) specified in this message only. Please do not share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

2 attachments



PAL Letter - Corey Schlosser-Hall.pdf
196K



Beyond COVID-19 Grants.docx
16K

Presbytery of the Northwest Coast Executive Board
Minutes of the Regular Meeting
July 15, 2020

The meeting was held via video conference and was called to order with prayer at 9:04 a.m. Pacific Daylight Time by the moderator. A quorum was present as follows:

Class of '20: John Collier, Becca Niemeyer, Dottie Villevik;

Class of '21: Gustavo Carvajal, John Mason;

Class of '22: J.B. Im, Emily Mitchell, Matt Paul, Mark Terayama.

Voting members absent: George Eastman '20, John Mason '21, Freda Westerman '22.

Nonvoting members present: Corey Schlosser-Hall, Dean Strong

Generative Discussion

Current Pandemic Context. Observations were shared regarding how the presbytery and its churches are adapting to the Covid-19 pandemic, including embracing newer technologies. Churches, along with society, are also grappling with the issues of racism and dominant culture supremacy. Ideas regarding how the presbytery might embrace these crises and transform the future were discussed.

Support for New Expressions. The need to continue supporting new expressions of the church like Jazz Vespers, Spring Church of Bellingham, Seattle New Life (English Ministry of CCS) was discussed.

Strategy for Mission

Financial Reports were received and reviewed, and will be posted on the website. Dean Strong reported that finances appear to be stable and that assets have increased significantly over last year due to the presbytery inheriting three closed church properties. Cash flow is being carefully monitored while per capita payments due from congregations appear to be remaining current.

Personnel. The committee had previously presented recommendations significantly reducing staff due to perceived Covid-19 impact on finances, and to more closely align staff expenses with per capita income so they are more sustainable. It now appears that staff reduction can be allowed to occur through natural attrition as several staff members voluntarily reduce their hours as previously planned.

Task Force on Racial Equity & Privilege. The following resolution was APPROVED, “*Resolved*, That a Task Force on Racial Equity and Privilege be formed comprised of ministers, ruling elders and members who represent the racial identities within the presbytery,

To study, learn, and unlearn the key dimensions and challenges facing us in relation to racial equity and privilege, becoming a learning community who can model respectful, engaged learning and unlearning while making mistakes, forgiving one another, and trying again;

To publicize and share resources with NWC Presbytery;

To provide learning and unlearning opportunities for NWC Presbyterians;

To recommend changes to the presbytery’s policies, practices, and organizational culture to move toward God’s vision of equity and justice.”

The Executive Presbyter and Moderator were directed recruit and present a list of proposed task force members to the next meeting,

COVID-19 Safety Protocols. The following resolution was APPROVED, “*Resolved*, That *Strategies for Member/Participant Compliance to COVID 19 Safety Protocols¹* be adopted and distributed.” As congregations begin in-person engagement following presbytery, state and local health guidance resistance may be encountered; the guidelines are to assist training leaders and fostering compliance.

Leadership Summit is scheduled for Sat. October 17, 2020 via Zoom. The suggested schedule is worship, fellowship, and learning in the morning and business/self-governance in the afternoon. A resolution to allocate up to \$5,000 for guest teachers and technical needs was APPROVED.

Riley/Mt. Baker PC Fundraising Guidelines. Mount Baker PC session had previously inquired about how they might directly solicit congregations for financial support. EP Schlosser-Hall developed the attached² “*Support Raising Guidelines for Mt. Baker PC*” which were APPROVED.

Lord of Glory PC past due Per Capita. The Lord of Glory congregation formally met at Wallingford PC in Seattle Presbytery. In 2015, when the pastor and a majority members of Myong Sung PC in Shoreline renounced the jurisdiction of the church, Lord of Glory was invited and moved to the Myong Sung facility. At that time two years of past due per capita were owed to Seattle Presbytery which Northwest Coast Presbytery eventually paid on their behalf. Since joining NWCP, Lord of Glory has failed to remit any per capita. Thus the following resolutions was APPROVED as amended,

“*Resolved*, That the Executive Board, on behalf of the Presbytery in accord with the bylaws, hereby designates an administrative commission, to be named by the Presbytery Moderator, with the following responsibilities, power and authority:

- 1) to obtain all current and past financial reports needed to assess the church’s financial situation;
- 2) to review, assess, correct and oversee all financial processes and reporting to the session, obtaining the services of a CPA as needed at the session’s expense;
- 3) to report its findings to the Executive Board and specifically address why per capita payments remain unpaid, including a determination of the obstacles to this basic financial obligation, and an opinion regarding the financial viability of the current congregation.”

Mission Partner Review Task Force Report. A written report was received; task force members Matt Paul, Becca Neimeyer and Rev. Mark Terayama reported how many of the partners are both struggling and adapting to the current context.

Fiduciary Responsibilities

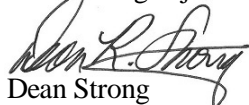
Sitka Property for Sale. The AC has received several offers after reducing the list price to \$355,000, one of which has been accepted contingent on an inspection. The Sitka National Historical Park has also engaged its (lengthy, federal) process for purchasing the facility if other offers fall through.

Campbell Farm. Minutes, financial reports, and program/fundraising reports were received.

Bellingham New Worshiping Community. This ministry of the presbytery has adopted the name “Spring Church,” which is hereby recognized and approved by the presbytery.

Board Meeting Schedule. Aug. 11 am-2pm Pacific/10am-1pm Alaska; Sept.16, 1pm-3pm Pacific/12pm - 2pm Alaska; Nov. 18 1pm-4pm Pacific/12pm - 3pm Alaska.

The meeting adjourned at 10:56 a.m. with a prayer offered by Elder Dottie Villesvick.



Dean Strong
Stated Clerk

Attachments:

1. *Strategies for Member/Participant Compliance to COVID 19 Safety Protocols*
2. *Support Raising Guidelines for Mt. Baker PC*

Strategies for Member/Participant Compliance to COVID-19 Safety Protocols

June 26, 2020

- Encourage vulnerable populations and sick persons to stay home, and how you will continue to keep them connected.
- Be clear about expectations for check-in, attendance record keeping, mask wearing, handwashing, and social distancing. Communicate any changes in format of worship with alternative options (i.e. no singing or humming, but freedom to stand and raise hands in praise during instrumental music; changes in passing the peace of Christ, offering, fellowship time, and children's programming)
- Continue video, livestream, and the other forms of dispersed education, fellowship and worship that you have developed in this season so that all the people of your congregation can participate, especially those most vulnerable to COVID-19.
- Make personal contact with everyone over the age of 65 (and other vulnerable people), to express love and concern, and urge them to continue participating via livestream or other methods you've developed. Encourage any actions they are taking to avoid risks and help them understand that coming to in-person church could be a risky environment for them until a vaccine is widely available and used. Discuss their spiritual and emotional needs and alternative ways for these to be met.

Gain Agreement to Comply *Before* Participation

- Require RSVPs/reservations for services and events to assure you can accommodate the number of persons attending. At time of RSVP remind each person of basic protocols, and have each person confirm they agree to comply with them.
- If possible, get their agreement in writing or by electronic consent by using a covenant like the one on page 5.
- Smaller and village congregations who will not need RSVP's may still want to ask persons to sign an agreement to comply prior to returning to in-person activities, or have these available upon arrival.

Model and Affirm Compliance Everywhere

- When church staff, leaders, and key volunteers visibly model compliance for participants and frame it as a matter of love for others, it makes an impression.
- Consider parking lot/entry point attendants who wear masks to greet people in the parking lot/entry point. If persons arrive not wearing masks, they can inquire if they have one in the car. Or if they need one, provide one.
- Take time during the first gatherings at the church to remind people of the agreed to behaviors and why. Make this simple, fun, and engaging (maybe a mock "flight safety" presentation).
- Liturgists, musicians, ushers, preachers all wearing a mask helps to establish a new cultural norm. Publicly express appreciation to the congregation for compliance.
- Encourage staff to go the extra mile in modeling compliance – including wearing masks in social settings and public spaces where others may not be wearing masks.
- Consider creating some kind of a sticker or button with a positive message expressing appreciation to one another for compliance.

Strategies for Member/Participant Compliance to COVID-19 Safety Protocols

June 26, 2020

Plan and Train for Correction: Here are Some Strategies

- Correct at check-in: If everyone stops at a check-in-station for a basic health screening, or to have their name registered as present in the building, it is a perfect time to explain what the requirements are and why we are doing it. Have extra masks available as well as a hand washing station / hand sanitizer.
- If someone says they do not want to comply, listen to what the person is saying, communicate understanding of what they have said by active listening, and use the kindest tone of voice to explain the requirements for churches and the congregation's agreement to follow this. Give the person the choice to comply or not to participate. If they choose not to participate, provide information for how they can participate online.
- When observing lapses of compliance, assume people have simply forgotten the agreement and just need a little reminder. Give them some time to self-correct, but remind them if they seem to have forgotten.
- Consider creating a non-verbal sign that people can use to gently remind one another of the protocols. The ASL letter "D" might be a good one:
 "D" represents both Distancing and Disinfecting.
 At the beginning of each gathering, you can teach this and empower people to remind one another. If they remind one another, less policing will need to take place.
 Use humor when appropriate. "Don't risk a 'Double D.'"
- Be direct and kind in communicating the need for compliance.
- If being direct doesn't seem to work, and you know a family member or friend might be better able to gain compliance, consider asking them to assist you with the situation.
- Use understanding and kindness to diffuse someone who is confrontational or combative.



Sample Messages for Hospitable Correction

- "Please help us create a culture of respect and care for one another by wearing a mask."
- "I see you enjoying time with your friends. What fun! But I need to remind you to help us keep our social distance space of at least six feet."
- "I understand you don't *want* to wear a mask. The state / health department / CDC / and presbytery all us to all wear masks. If you are unwilling or unable to wear a mask, unfortunately, we need you to wait to come into the building/event until you are able and willing to wear a mask."
- "I want to welcome you to worship, but if you're not ready to follow our protocols today, it won't work for you to be in the sanctuary/event space. Here's a card with information for how you can participate from your car using a mobile phone, or from your computer at home. The service is recorded, so you can drive home and watch it in comfort there." (Note: for persons do not have technology, at least one of our churches is considering having tablets set up for the live-stream, which can be loaned for the worship hour, and used in a car, then collected and sanitized.)

Strategies for Member/Participant Compliance to COVID-19 Safety Protocols

June 26, 2020

- “It is great to be back together with good friends. We love having you here! I can’t wait until we are allowed to shake hands (or give a hug), but for now let’s just (wave, put hand on heart, make peace sign, jazz hands, or bump elbows, etc.) from six feet.”
- “I agree you probably are not at risk, but by wearing masks, we protect all of us, from those of us who may be carrying the virus and not even know it.”
- “I know it is hard to hear that we can’t welcome you into the sanctuary today if you don’t put on a mask, but this is what we agreed to do and the state / health department, etc. requires us to follow through or we won’t be able to meet in person.”
- “You are right in your old same spot, but this pew is blocked off. Can you please find a different seat that will help us to keep a distance of six feet from others, or do you want me to help you find one?”
- If someone has entered with a mask, but has removed the mask or is ignoring social distancing, train people who are kind (even jovial) but firm to approach those who are not complying. Call them away from others, to speak in private, and remind them that our church is required to have mask wearing and social distancing in order to engage in-person. “We want to be able to continue to meet in person, so we need to ask you to do this to help us with this goal.”
- “I know you’ve probably washed your hands a million times in your lifetime, but it’s what you do right now that matters today. Of course, you could put on a pair of gloves I have here.”
- “It looks like your six feet and my six feet are different. I’m going to take a step back.”
- “Make my day. Put on a mask and smile with your eyes.”
- “I really like that you two are wearing masks, but you may be standing closer than six feet apart. Can you please help us model this kind of care for others?”
- “We know you want to sing with the hymns. God and others enjoy hearing your joyful voice. It’s hard to tell you that we need you to hold back on doing this, but knowing the risks involved with singing, others may be very uncomfortable with having anyone sing in the same room with them. We want to enjoy instrumental music, and need everyone’s cooperation to do that. How else can you praise God without singing?”
- “It appears you are not feeling well. I am sorry, but for the health of others we need to make sure you are away from others. Are you able to get home on your own?”
- “I know that others may have similar perspectives, but we have established this protocol to keep all of us safe. We all agreed to this protocol, and for it to work, everyone needs to follow it. If we can’t create a safe environment, we may not be able to be together.”

When Hospitable Correction Doesn’t Work?

- In the event someone refuses to comply and won’t self-select out of participating then consider two options and prepare to execute them: 1) Escort them away from the engagement. And be sure to authorize who the “escorters/bouncers” will be for each event. Or 2) cancel the event for all because it is unsafe due to non-compliance.
- Prepare for this eventuality with church leaders in your written plans to ensure compliance. Sessions/leadership teams discuss together in advance and agree under what circumstances, a situation of non-compliance might end up with needing to take one of those actions. Include these scenarios in your training and preparation.
- Include these potential actions in your advance communication about expectations.

Strategies for Member/Participant Compliance to COVID-19 Safety Protocols

June 26, 2020



SAMPLE COVENANT

A Covenant of Care During COVID-19

The community of faith of _____ Presbyterian Church invites all who enter this building or return to meet in person to join in a covenant of care for one another in order to demonstrate our love of God and neighbor and care especially for those who are most vulnerable to COVID-19. These are the core practices we affirm to reduce known risks of COVID-19 virus transmission as we re-enter our building and engage in-person activities. We ask for your commitment to join in this effort. Please sign below if you agree.

I covenant to help reduce disease transmission by:

Compassionate Distancing

- Staying at home if I am sick (or have been with someone who has symptoms of sickness.)
- Wearing a mask at all times (when gathering with our church community indoors, outdoors, in the church building, or in member homes.)
- Keeping six feet between myself and others.
- Sitting with my household in designated areas.
- Allowing no more than two people in a bathroom at one time.

Doing Things Differently

- Checking in every time I enter the church building.
- Greeting others without touching them.
- Praising God without singing.
- Agreeing not to share drink or food.
- Keeping children of my household beside me.

Disinfecting

- Washing and sanitizing my hands after checking in to the church building
- Using provided gloves and disinfectant after touching surfaces in bathrooms

I covenant to be patient and respectful of requests made by church leaders for the safety of all. I recognize that some members of this community are at increased risk of contracting COVID-19 and I want to contribute to a positive environment of care and concern for one another.

I agree to the Covenant of Care: _____

Date: _____

Support Raising Guidelines for Mt. Baker PC*Commissioned Pastor Kevin Riley**Executive Board/COM of NWC Presbytery*

July 7, 2020

- 1) Pastor Riley's salary and benefits as Commissioned Pastor is set and reviewed annually by the Mt. Baker PC in consultation with NWC Presbytery COM. This review shall take into account COM's minimum terms of call/commission and recommendations for COLA. It's important to develop practices that work toward sustainable, healthy salary and benefits that will promote thriving in ministry.
- 2) COM, through its liaison, will also consult regularly with CP Riley and MBPC about support raising results and activities. How is support raising going? What percentage of support are you at? What needs to adjust?
- 3) Donors can give directly to Mt. Baker PC designated for General Fund, CP Riley's salary & benefits, and/or community ministries. OR give through Northwest Coast Presbytery designated for Mt. Baker PC by check or online and all proceeds will go Mt. Baker PC.
 - a) NWCP Online Giving: <https://www.northwestcoast.org/donate>
 - b) MBPC has setup online giving and will create a simple link.
- 4) It will be the responsibility of CP Riley to communicate THANK YOU messages to individual donors. CP Riley is encouraged to include the session of MBPC and the church body to help with these messages.
- 5) It will be the responsibility of MBPC treasurer to supply all donors with IRS charitable deduction statements.
 - A) If the donation is a specified one time gift, a charitable donation receipt will be mailed within 30 days of receiving the gift.
 - B) If the donation is a regular, recurrent giving, the charitable donation receipt will be processed and sent at the end of the calendar year.
 - C) If the financial gift is given by an individual through NWCP giving portal, NWCP will be responsible for issuing a charitable donation receipt and notifying CP Riley to prompt a personal thank you note.
- 6) MBPC will regularly share stories and communicate through web, facebook, video, etc about their ministry, community, and community projects. MBPC will share the characteristics of the greater Concrete community, why this support is so essential, and the impact it is making. NWCP will regularly feed these stories and info to the broader NWCP Community.
- 7) While NWCP and MBPC will share this info and seek to raise funds within our constituencies, we want MBPC's support raising effort to extend beyond us with people and organizations broader and wider than NWC Presbyterians.
- 8) CP Riley will identify a support raising coach at his own or MBPC's expense to develop strategies, actions, and accountability for gaining traction and forward movement on this dimension of ministry.

Presbytery of the Northwest Coast Executive Board
Minutes of the Regular Meeting
August 12, 2020

The meeting was held via video conference and was called to order with prayer at 9:04 a.m. Pacific Daylight Time by the moderator. A quorum was present as follows:

Class of '20: John Collier, Becca Niemeyer;

Class of '21: Gustavo Carvajal, George Eastman, John Mason;

Class of '22: J.B. Im, Mark Terayama.

Voting members absent: Dottie Villevik, Emily Mitchell, Matt Paul.

Nonvoting members present: Corey Schlosser-Hall, Dean Strong, Jinsuk Kim.

The agenda was approved as distributed.

Westman Resignation. Board member Freda Westman suffered the loss of her son in February and has been on leave of absence from the Board since. A formal letter of resignation was received from her and reviewed. A motion to accept her resignation was APPROVED with regret, sadness and thanksgiving for her service.

Budget, Finance, Grants

2021 Operating Budget and Five Year Forecast. A preliminary draft of the 2021 budget was received and discussed in terms of its direction and expression of ministry priorities. Further input will come from the personnel committee and other entities. The proposed budget will be reviewed and revised as needed at the next meeting for recommendation to the presbytery.

Financial Report. Second quarter statements were received at the last meeting. A report was received that compared current year to date financial activity to the same period last year. Per capita receipts are approximately \$95,000 ahead of last year.

Proposed Mission Partner Grants and Undesignated Giving Distribution. The Mission Partners Task Force has been meeting with the partners, and submitted recommendations for 2021 grants and distribution of undesignated mission giving. The following resolution was APPROVED, “*Resolved*, That the recommendations for grants and the distribution of undesignated mission giving to the presbytery among mission partners and Campbell Farm delineated in the attached report be adopted.”

Spring Church Investment Grant. The following resolution was APPROVED, “*Resolved*, That a \$25,000 Investment Grant be allocated to Spring Church in Bellingham for its next level of new church expression growth and that the proposal, to be submitted to PC(USA) 1001 New Worshiping Communities program for a matching grant of \$25,000, be endorsed.”

Lake Forest Park PC Jazz Vespers Seed Grant. The following resolution was APPROVED, “*Resolved*, That a \$7,500 Seed Grant be allocated for a season of experimentation with the Jazz Vespers new church expression at Lake Forest Park Presbyterian Church and that the application to the PC(USA) 1001 New Worshiping Communities program for a matching \$7,500 be endorsed.”

North Creek Pastoral Transition Subsidy. On July 23rd, COM met in a special meeting to review the situation at North Creek and to take several actions to facilitate the pastoral transition. A conflict had developed over the past 18 months between the former pastor Rev. David Casson and several session members. A leadership feedback process was implemented, and upon presentation of the results to the session, the pastor decided he could not continue; the call was dissolved in June by COM with the concurrence of the congregation. Associate Pastor Rev. Kurt Helmke remains and is shouldering

increased responsibilities while the session and COM develop a pastoral transition plan. It is unlikely that the church can support two full time pastors after this transition. Seven months of continuing salary and benefits for the former pastor were approved by the congregation and COM upon dissolution.

Because of the loss of membership and the coinciding loss of revenue over the past few months, and the additional budget strain of Covid-19, the church is now in financial difficulty, paying the former pastor full salary, the associate pastor an increased salary due to additional responsibilities, and a part-time temporary pastor who must be skilled in navigating a difficult transition of this kind.

At the request of COM, the following resolution was APPROVED, **“Resolved, That up to \$32,000 of unrestricted funds be allocated to support the transitional staffing plan at North Creek Presbyterian Church through the end of this year.”**

Trinity United Property Water Damage. Property Manager Doug Patten solicited bids for repairing walls and floors from the previous roof leaks and recommended the acceptance of the estimate provided by SH General of Sedro Woolley in the amount of \$4,964.00. Mr. Patten was authorized to enter into a contract based on the attached estimate.¹

Covid-19 Grant Awards. The Covid-19 Financial Task Force reported that the following grants have been awarded: Central WA Korean PC (\$4,800), Whidbey PC (\$1,400).

Task Forces and Commissions Appointments

Task Force on Racial Equity & Privilege Appointments. CP Kevin Riley, *Mt. Baker*, Rev. Faith McClellan, *Northern Light United*, and Melissa Robertson, *Lake Forest Park*, were APPOINTED to the task force.

Lord of Glory Administrative Commission. Moderator Carvajal reported that the following had been appointed to the commission: Elder Moon Lee, moderator, *Community Church of Seattle*, Rev. Kevin Nollette, Rev. Amy Delaney, Rev. Philip Jang, Elder Susan Fisher, *Port Angeles First*.

Presbytery Meetings

October Leadership Summit Speakers & Schedule. After discussion, the following resolution was APPROVED, **“Resolved, That the schedule be revised to hold workshops, worship and business on Friday, and that Verge 3.0 be held on Saturday morning ending at noon with the following speakers:**

Rev. Susan Beaumont, on adaptive spiritual leadership during a season of significant change. Author of *How to Lead When you Don't Know Where You're Going* (2019);

Dr. Nancy Bristow, on learning from history for the present pandemic, chair of history department at University of Puget Sound and author of *American Pandemic. Lost Worlds of the 1918 Influenza Pandemic* (2012);

Dr. Eitan Hersch, on Civic Engagement. Author of *Politics Is for Power, How to Move Beyond Political Hobbyism, Take Action, and Make Real Change* (2020).”

Special Presbytery Meeting. A request was received from the Commission on Ministry to call a special meeting to the presbytery for the purpose of a candidate for ordination and ministers of the Word and Sacrament for membership following their September meeting. A motion to call a special meeting of the presbytery for September 3rd at 11:00 a.m. PDT via web conferencing software was APPROVED.

Personnel

Elected Staff Review Task Force. Board members George Eastman and Emily Mitchell were APPOINTED to join Moderator Gustavo Carvajal to review goals and performance of elected Presbytery

Staff and report to the Personnel Committee before their reviews with staff on September 9th.

Presbytery Staff Family & Medical Leave. On June 4th the Commission on Ministry approved the document *Paid Family Medical Leave*, as updated to include state law, for ministers of the Word and sacrament and commissioned pastors. The Personnel Committee recommended that the document be applied to presbytery staff as well. A motion to adopt the document for presbytery staff was APPROVED.

Executive Presbyter Continuing Education. The EP had reported to the Personnel Committee that he intended to use budgeted funds of \$2,000 to participate in continuing education focused on team coaching and consultation in virtual environments which the committee endorsed. A motion to confirm the endorsement of the committee was APPROVED.

EP Away Schedule & Foundation Service. The executive will be on vacation August 14-21 and study leave August 22-30. He has been elected for immediate service to the Presbyterian Foundation Board of Trustees.

Property & Ministries

Sitka Property for Sale. Bob Merriman of the AC reported that a property inspection had been obtained which led to the termination of a recent offer. He may submit a lower offer; other offers are being solicited. The National Park Service is still in its lengthy process of purchasing the property which will be accepted if no other higher offers are received.

Campbell Farm Reports. Minutes of the advisory board and financial, program and fundraising reports were received. The farm received a \$50,000 grant from the Yakima Valley Community Foundation. The farm is reapplying for the Blue Sky Energy solar project. The Board's commitment approved in 2019 to provide a \$75,000 loan to Campbell Farm if they receive a grant for installing solar panels, which will provide 100% of power and utilities to the farm (savings of \$22,000+ per year) was confirmed and an additional letter was provided as part of the re-application.

Calendar

Board Meeting Schedule.

Sept. 16, 1pm-3pm PDT/12pm-2pm ADT.

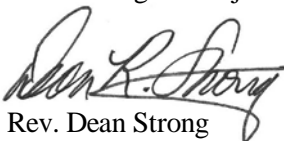
Nov. 18 1pm-4pm PDT/12pm- 3pm ADT.

Presbytery Meeting Schedule.

Special meeting Sept 3rd 11am PDT/10am ADT.

Leadership Summit Oct. 16-17.

The meeting was adjourned with a prayer by the Rev. Becca Niemeyer prayer at 12:18 p.m. PDT.



Rev. Dean Strong
Stated Clerk

Attached:

1. SH General Estimate dated 6/24/2020.

SH General

21892 Ratchford Rd
 Sedro Woolley, WA 98284 US
 shgeneral202@gmail.com



Estimate

ADDRESS

Jami Stansberry
 Sunrise Church
 Collins Rd

ESTIMATE # 1056

DATE 06/24/2020

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Drywall Rpair	Remove existing drywall and insulation on ceiling and window wall. Remove existing flooring and base trim Remove all demoed debris Re insulate ceiling and window wall Hang new drywall and and finish smooth. Customer responsible for prime and paint. Install new glue down carpet tiles with rubber cove base, colors to be approved by customer. Install new LED lights (4)	1	4,964.00	4,964.00
TOTAL					\$4,964.00

Accepted By

Accepted Date

Presbytery of the Northwest Coast
Executive Board Regular Meeting
September 16, 2020

The meeting was called to order by the moderator with prayer at 1:02 p.m. Pacific Daylight Time
Opened with prayer by the moderator. All members were present as follows:

Class of 2020: John Collier, Rev. Becca Niemeyer, Dottie Villevik

Class of 2021: Rev. Gustavo Carvajal, CP George Eastman, Rev. John Mason.

Class of 2031: JB Im, Rev. Emily Mitchell, Rev. Matt Paul, Rev. Mark Terayam

Staff present: Corey Schlosser-Hall, Rev. Jinsuk Kim, Rev. Dean Strong

The agenda was approved as distributed.

Finance

Financial Reports¹. The reports were received and reviewed. Dean Strong provided a brief commentary.

2021 Budget and Five Year Forecast. The following items were included in the proposed budget:

Cost of Living Adjustment. The Personnel Committee recommended the following, based on research by member Randy Finsen using the regional CPI Index, which was APPROVED, “That the 2021 operating budget include a 1.3% 2021 Cost of Living Adjustment for presbytery staff and that this amount be recommended to COM for Ministers serving congregations.”

Mount Baker Proposal². COM had reviewed and recommended a proposal for presbytery financial support of Commission Pastor Kevin Riley’s salary over the next three years. Kevin Riley, Craig Weakly of COM, and Elder Naomi Rumpff were welcomed and spoke to the session’s proposal.

The following resolution was APPROVED, “Resolved, That the *Mt. Baker Presbyterian Church Investment Proposal* be adopted; the following amounts to be included in the presbytery budget: \$47,036 for 2021, \$33,134 for 2022, \$15,632 for 2023, \$0 for 2024.”

2021 Budget and Forecast¹. After the above actions and discussion, the following resolution was APPROVED, “That the proposed 2021 budget and per capita be recommended to the presbytery, including a presbytery per capita apportion per member of \$40.50 for the presbytery, a to be determined amount for the synod, and \$8.95 for General Assembly, acknowledging that the 2022-2025 budget are pro forma forecasts to be revised as needed each year.”

Covid 19 Grants. The Covid 19 Financial Support Task Force of JB Im, George Eastman, Gustavo Carvajal, who have been evaluating and awarding Beyond Covid-19 grant requests, reported that technology and “Beyond Covid 19” grants have been awarded to Central WA Korean , Whidbey , Collide, Bellingham First, Port Angeles First, Ketchikan , Mt. Baker , Spring Church; St. James . See also the financial reports for all awards to date.

Y Fe Esperanza Investment Grant. Iglesia Luterana Fe y Esperanza is a new worshipping community sponsored jointly by Cascade View Presbyterian Church, the ELCA Synod of Northwest WA and the presbytery. Having received a prior PCUSA Seed Grant, they are now applying for a PCUSA New Worshipping Communities Investment Grant.

After reviewing the application, the following resolution was APPROVED, “Resolved, That \$25,000 be granted to Iglesia Luterana Fe y Esperanza by the presbytery and that the application for a \$25,000 grant from the Presbyterian Mission Agency be approved.

¹The proposed budget, forecasts and explanatory notes approved by the Board for recommendation to the presbytery is held on file by the Stated Clerk to be included with the agenda for the next regular meeting of the presbytery.

Quilcene First Community Blessing Grant. An application to the recently discontinued Community Blessing Grant Program was received from Quilcene First for the Quilcene & Brinnon Weekend Nutrition Program, which provides breakfast and lunch on weekends to students who receive those meals from the school districts on weekdays. After review of the application and discussion, the following resolution was APPROVED, “*Resolved*, That \$2,500 be granted to Quilcene PC for the Weekend Meal Program.”

Edmonds Discernment Grant. Since the plan between the presbytery and the session of Edmonds PC to share their facility has been abandoned, the session and congregation has entered a period of discernment regarding an uncertain future. The session applied for a Beyond Covid 19 grant, and while the task force did not believe it fit the criteria, they recommended that a similar grant be awarded.

After discussion, the following resolution was APPROVED, “That up to \$5,000 be awarded, as needed, to Edmonds PC for “anticipated fixed costs of our discernment process – new architectural plans, potential permitting costs, and the cost of an outside facilitator should one be needed for the congregation to engage fully in this new discernment.”

United PC of Seattle Per Capita Forgiveness. United of Seattle continues to suffer from a 2016–2017 conflict during which they did not remit per capita. Payments since then are current, including 2020. Presbytery staff have been working closely with the session and its financial team.

After discussion, the following resolution was APPROVED, “*Resolved*, that the presbytery forgive past due per capita assessments to the United Presbyterian Church of Seattle from 2016 in the amount of \$29,066.50 and 2017 in the amount of \$26,301.00.

Equipping Pastoral Leaders. EP Schlosser-Hall reported that weekly the Zoom pastoral leaders gathering has resulted in perceived needs and support for participants. Revs. Doug Bunnell, Hallack Greider, and Dave Rohrer organized a spiritual formation retreat held Sept. 10th that was attended by 20 pastoral leaders. Three spiritual formation groups have also formed.

The following motion was therefore APPROVED, “That the following amounts be allocated from the 2020 COM budget: \$300 to Spiritual Director Susan Phillips for leading a pastors spiritual formation retreat on September 10th, and up to \$1000 to external teachers and pastors, to engage, equip and encourage pastoral leaders via the weekly pastoral leaders Zoom meeting and other means related means.”

Personnel

Cost of Living Adjustment. The committee’s recommendation appears above in the budget item.

Work From Home Agreement³. Presbytery staff have all been working from home since March and the Everett office is being closed. Work from home agreements that include expectations have become standard employment practice, becoming solidified during the pandemic. After discussion, the following resolution reported from the personnel committee was APPROVED, “*Resolved*, That the document be adopted, to be customized for each staff person.”

Elected Staff Review. Board members Gustavo Carvajal, George Eastman, and Emily Mitchell met Sept. 15th with the staff elected by the presbytery – Executive, Associate Executive, and Stated Clerk – to discuss goals and accomplishments. They reported orally.

EP Schedule. No further time away is scheduled through 2020.

Property Management

Property Maintenance Guidelines and Checklist⁴. EP Schlosser-Hall has been working on improving the stewardship of church property, since the presbytery has recently inherited significantly

neglected properties that have been costly to repair. Credit and thanks were expressed to the Presbytery of New York City for the use of their guideline as a resource. The following resolutions was APPROVED, “*Resolved, That Property Maintenance Checklist and Guidelines* be adopted, reformatted, and distributed to all congregations and presbytery owned ministries.”

Sitka Property. The Sitka AC has asked agent Travis Vaughn to remove the property from the Multiple Listing Service to facilitate the National Park Service purchasing process. Title issues have been resolved. An appraisal has been ordered; the Park Service will make an offer upon receipt.

Campbell Farm. Minutes of the advisory board and financial reports were received.

Leadership Summit

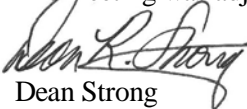
VERGE 3.0. The new website for education is active. Board members were encouraged to register for the conference.

Worship. It was moved that the worship service at the October Leadership Summit be conducted in Korean and that interpretive services be provided for English speakers. The motion was APPROVED.

Adjourn

The next regular meeting of the Executive Board is November 18, 1pm-4pm PST, 12pm 3pm AST.

The meeting was adjourned at 2:40 p.m. with prayer by Dottie Villevik.



Dean Strong
Stated Clerk

Attachments:

1. *Financial Statements, Notes and Explanations, August 31, 2020.*
2. *Mt. Baker Presbyterian Church Investment Proposal*
3. *Presbytery of the Northwest Coast Work from Home Agreement.*
4. *Presbytery of the Northwest Coast Property Maintenance Checklist and Guidelines.*

Presbytery of the NW Coast
Financial Statements Notes and Explanations
August 31, 2020

Statement of Activities

This statement looks at Jan - August for 2019 and 2020, and compares 2020 to the revised Covid-19 budget. The variance is calculated by subtracting the 2020 annual budget figure from the actuals through August 31. 67% would be on budget. Notes,

The original 2020 budget, before Covid-19, featured a gain in Net Assets (net income) of \$810,047. As of August 31, net income is \$852,173.

Notes by line number:

Income

2. Churches pay **per capita** over a ten month period; **all per capita is due by September 30th**. This includes per capita paid to the synod and GA. While 88% of per capita has been collected, some of this represents past due amounts from previous years. **The Accounts Receivables Aging Summary shows 14 churches are now in arrears**. Keep an eye on this over the coming weeks as it will determine our 2020 budget shortfall. We need a Board strategy for addressing this (contact churches now, wait a month, encourage payment, offer automatic forgiveness, etc.?).

4. **Interest Income** consists of MDC, Covenant funds, and now changes in Schwab account value since it is no longer designated. In April we forecasted a \$90,000 loss on the Schwab Account & a budgeted loss of \$74,344 overall due to Covid 19. Instead, the Schwab account has regained all of its early year losses (*is the stock market out of touch with the economy?*) so we have gained \$122,000 more in interest and earnings than predicted.

8. **Adjustments for Property**. This income is the book value for properties that were either inherited due to church closures or were never booked.

If this income is omitted, the net loss, year to date, is \$197, 897

12. **\$30,500 in Restricted Grants** have been received from the PCUSA and distributed to churches and ministries, mostly for Covid-19, see line 56 below.

Expenses

36. **These New Church Expression Grants** were funded by PCUSA Restrict Grants (see line 12). Neither were anticipated.

55. **Grants to Churches**. The Board voted earlier this year to provide up to \$300,000 in grants to churches for Covid pandemic related issues. \$54,618 has been granted as of August 31. **See attached report for all related Covid Grants** made as of Sept. 14th.

All other operating expenses are running under budget even as it was revised in light of Covid-19.

Statement of Financial Position

Summary – This statement is a snapshot of the presbytery’s financial position, what it owns and what it owes, as of September 14th. The corpus of the permanently restricted Foundation Funds are omitted since they cannot ever be accessed. **Total usable net assets are approximately \$3.6 Million.** For comparison, the financial position for Jan. 1st. ago is also shown, with the amounts of the major changes shown in the last column.

By Line:

1. **Bank Accounts.** Checking and Savings are \$344,018 less than at the first of the year. All of the grants, and the operating deficit have been funded by cash; no investments have been sold. We may need to liquidate some investments by the end of the year to cover our cash needs.

2. **Accounts Receivable** are primarily owed per capita. **See the attached Aging Report.**

10. Over the past two years, the presbytery has inherited **Real Property** in Sitka, and Trinity. Everson and Campbell Farm, both of which are also owned by the presbytery, were never booked. These accounting entries were made early this year; they represent real values increasing our assets in real property to \$1,206,607. These are **estimated book values**; the real value cannot be known until a property is sold (while attempts are made to appraise the value of property, property is actually worth what someone will actually purchase it for). If sold, the assets will simply shift from real property to cash held in bank accounts.

29-30. The **SE Alaska Fund** and the **Community Blessing Grant Fund** are no longer designated funds, by action of the presbytery. Those amounts have been added to **Unrestricted Funds.**

Presbytery of Northwest Coast
Budget vs. Actuals: 2020 Covid-19 Revised Budget
January - August, 2020 (67% of Budget)

SEPTEMBER 16, 2020

	Actual	Budget	Variance	% of Budget
Income				
1 5000-00 Unrestricted Income			0	
2 5000-10 Per Capita Income	320,754	363,650	(42,896)	88%
3 5000-30 Fees, Registrations, Books, Etc	3,922	6,000	(2,078)	65%
4 5000-40 Interest Income (inc. Schwaub losses)	48,073	(74,344)	122,417	-65%
5 5000-65 Tideland's Lease	6,344	9,515	(3,171)	67%
6 5000-70 Rent Received	34,275	45,600	(11,325)	75%
7 5000-80 Miscellaneous Income	2	3,500	(3,498)	0%
8 Adjustment for Sitka, Trinity, Everson, Campbell F.	1,050,000	1,050,000	0	100%
9 Total 5000-00 Unrestricted Income	1,463,370	1,403,921	59,449	104%
10 5200-00 Restricted Income				
11 5200-10 Investment/Endowment Income	16,373	18,325	(1,952)	89%
12 5250-00 Restricted Grants	30,500	0	30,500	
13 5300-00 GA Mission-Offerings	69,740	85,250	(15,510)	82%
14 5400-00 Presbytery Mission	49,809	67,838	(18,029)	73%
15 Total 5200-00 Restricted Income	166,422	171,413	(4,991)	97%
16 Total Income	1,629,792	1,575,334	54,458	103%
17				
18 Expenses				
19 6000-00 Congregational Renewal & Revitalization				
20 6000-05 Studio E3 Catalyst	12,550	18,000	(5,450)	70%
21 6000-10 Congregational Resources	3,548	3,548	0	100%
22 Total 6000-00 Congregational Renewal & Revitalizat	16,098	21,548	(5,450)	75%
23 6100-00 Village & Small Church Ministries				
24 6100-05 Pastoral Associate	6,145	12,000	(5,855)	51%
25 6100-20 Salary Support	25,712	44,000	(18,288)	58%
26 6100-30 CRE Recruitment & Formation	420	120	300	350%
27 6100-35 Alaska Coord Salary & Expenses	6,577	13,200	(6,623)	50%
28 Total 6100-00 Village & Small Church Ministries	38,854	69,320	(30,466)	56%
29 6200-00 Multicultural Integration			0	
30 6200-05 Korean Min AEP Expenses	46,519	74,391	(27,872)	63%
31 6200-15 Translation & Community	242	500	(259)	4%
32 Total 6200-00 Multicultural Integration	46,761	74,891	(28,131)	62%
33 6200-50 New Expressions of Church				
34 6200-60 New Church Expressions Grants	37,718		37,718	
35 6200-70 Staff for NCE Development & Support	236	2,500	(2,264)	9%
36 Total 6200-50 New Expressions of Church	37,954	2,500	35,454	1518%
37 6300-00 Mission In & Beyond NWCP				
38 6300-01 GA Mission-Offerings	69,740	85,250	(15,510)	82%
39 6400-00 Presbytery Missions	45,034	67,838	(22,804)	66%
40 6500-90 Campbell Farm Direct Support	544	0	544	
41 6700-05 Grants to Mission Partners	33,250	67,500	(34,250)	49%
42 Total 6300-00 Mission In & Beyond NWCP	148,568	220,588	(72,020)	67%
43 7000-00 Governance & Congregational Support				
44 7000-02 GA Per Capita	43,664	65,486	(21,822)	67%
45 7000-03 Synod Per Capita	1,220	1,829	(609)	67%
46 7000-10 GA & OGA Events	0	2,000	(2,000)	0%
47 7000-20 Presbytery Leadership Summit	2,410	750	1,660	321%
48 7000-30 Exec Board & Committees	173	500	(327)	35%
49 7000-35 Administrative Commission Expense	0	500	(500)	0%
50 7000-40 COM Expenses	1,256	5,000	(3,744)	25%
51 7000-50 CPM Expenses	3,128	3,000	128	104%
52 7000-60 Nom, COR, PJC, IC	0	500	(500)	0%
53 7000-70 Internship Support	8,000	0	8,000	
54 7000-80 Interest on Stanwood Loan	2,611	4,200	(1,589)	62%
55 7000-90 Grants to Churches (Covid 19)	54,618	300,000	(245,382)	18%
56 Total 7000-00 Governance & Congregational Suppor	117,079	383,765	(266,686)	31%
57 Total 7100-10 Office Expenses	30,313	44,827	(14,514)	68%
58 Total 7200-00 Office Staff Expenses	220,825	305,912	(94,587)	70%
59 Total 7300-00 Real Estate & Property Management	121,165	140,000	(18,835)	87%
60 Total Expenses	777,619	1,263,351	(495,233)	61%
61				
62 Change in Net Assets (Loss)	6852,173	311,983	540,190	173%

**Presbytery of Northwest Coast
Balance Sheet Comparison**

SEPTEMBER 16, 2020

As of September 14, 2020

Presbyterian Foundation Permanently Restricted Endowment Omitted

	Sept. 14	Jan 1st		
ASSETS				
Current Assets				
1	Total Bank Accounts	406,489	750,507	\$ (344,018)
2	Total Accounts Receivable	144,667	73,251	
3	1500-05 Charles Schwab	995,243	955,059	
4	1600-00 Mission Development Certificates	474,395	471,991	
5	1600-05 New Covenant Funds	170,186	170,186	
6	1700-25 Meadow Springs Loan	66,034	70,534	
7	1700-35 United PC Loan	49,000	49,000	
8	Total Current Assets	2,306,013	2,540,528	
9	Fixed Assets			
10	1800-10 Real Property	1,206,607	6,607	\$ 1,200,000
11	1800-15 Stanwood Property	261,500	261,500	
12	1800-20 Building Improvements	5,000	5,000	
13	1800-30 Equipment	3,538	3,538	
14	1800-99 Accumulated Depreciation	(16,693)	(16,693)	
15	Total Fixed Assets	1,459,952	259,952	
16	TOTAL ASSETS	3,765,965	2,800,480	\$ 965,485
17				
18	LIABILITIES AND EQUITY			
19	Liabilities			
20	Total Accounts Payable	6,218	42,528	
21	Total 2000-14 Accrued Payroll and Taxes	(39)	5,711	
22	2000-25 Stanwood MDC Loan	109,477	113,209	
23	2000-30 PPP Loan Payable	36,524		
24	Total Liabilities	152,180	161,449	
25				
26	Equity			
27	3000-00 Unrestricted/Undesignated Net Assets	3,434,239	1,408,513	
28	3200-00 Temporarily Restricted			
29	3000-33 SE Alaska Fund	-	95,913	
30	3100-03 CBG Investment Fund	-	955,059	
31	3200-00 Total Temporarily Restricted		1,050,973	
32	3200-03 Peacemaking Presbytery	1,803	4,333	
33	3200-06 Katie Allen Scholarship	10,879	13,427	
34	3200-09 Campbell Farm Fundraiser	20,812	20,848	
35	3200-12 Oso Disaster Relief	90	90	
36	3200-20 DeVries Scholarship Fund	2,027	2,027	
37	3200-22 Morris Evangelism Fund	-	7,684	
38	3200-24 Flood Support PDA	4,214	4,214	
39	3200-36 Undesignated Mission	36,985	32,521	
40	3202-09 MS Mathes Fund 0617/1744	42,692	45,580	
41	3202-11 A Merchant Fund 0675/5347	34,452	28,824	
42	3202-54 MS Mathes Whitworth Internships	5,000	5,000	
43	3204-03 Phoebe Bakken Fund 5580	1,032	865	
44	3204-12 Embert/Demmert Fund 5691	922	738	
45	3204-18 J Earl Jackman Fund 2126	2,932	2,398	
46	3204-21 Henry & Vineta Fawcett Fund 2890	14,013	12,756	
47	3204-24 SE Alaska Mission Fund 2006	1,692	514	
48	Total 3200-00 Temporarily Restricted	179,546	179,546	
49	Total Equity	3,613,784.57	2,639,031.67	
50				
51	TOTAL LIABILITIES AND EQUITY	3,765,965	2,800,480	\$ 965,485

**Presbytery of Northwest Coast
A/R Aging Summary
As of September 14, 2020**

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Cashmere PC	425	(0)				425
Community Church-Seattle	8,203	8,203	8,203			24,610
Cottage Lake PC	796	794				1,590
Emmanuel PC	2,021	2,021	2,021			6,063
First PC - Kennewick	4,225	3,380				7,604
First PC - Port Angeles					175	175
First PC - Port Townsend	1,713	725				2,438
First PC - Quilcene	646	646	646			1,938
First PC - Snohomish	4,000					4,000
First PC - Tieton	381	381	381			1,143
Hydaburg PC	298	298	298			895
Lord of Glory PC	689	689	200			1,578
Matt McCoy	50					50
Metlakatla PC	663	663	663		7,702	9,690
Mountain View PC		(279)				(279)
Neah Bay PC	166	166	166			497
North Creek PC	2,863	2,863		175		5,901
Sunnyside PC	600					600
Terrace View PC				175		175
Tidelands PC	313	313	313			938
United PC	6,047	6,047	6,047		55,368	73,508
Westminster PC	1,127	0				1,127
TOTAL	35,225	26,909	18,938	525	63,070	144,667

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**Grants to Churches - Covid Related
Transaction Report
January 1 - September 14, 2020**

Date	Name	Memo/Description	Amount	
03/26/2020	Acme	Stan Adams	Online Tech Grant - Acme	641.19
07/01/2020	Bellingham 1st	Rebecca Niemeyer	Online tech grant - First -Bellingham	597.60
07/08/2020	Bellingham 1st	Doug Bunnell	Online tech grant - First -Bellingham	358.69
09/01/2020	Bellingham 1st	First Bellingham	Beyond COVID-19 grant	5,000.00
03/26/2020	Calvin	Calvin	Online Tech Grant	189.98
03/26/2020	Calvin	Steve Malone	Online Tech Grant - Calvin	165.28
04/22/2020	Calvin	Calvin	USA - PDA COVID Continuity grant	2,500.00
05/18/2020	Cascade View	Cascade View	Online tech grant	277.00
05/18/2020	Cascade View	Luke Hyder	Online tech grant - Cascade View	617.60
08/18/2020	Cascade View	Luke Hyder	Check voided by bank - funds returned	-617.60
08/24/2020	Cascade View	Luke Hyder	Online tech grant - Cascade View (replace lost check)	617.60
05/05/2020	Cashmere	Cashmere	Online tech grant	179.10
06/15/2020	Cashmere	Charles C Clarke	Online tech grant - Cashmere	303.12
08/24/2020	Cashmere	Cashmere	Online tech grant	517.78
05/18/2020	Cordata	Cordata	Online tech grant	794.25
07/01/2020	Cottage Lake	J Scott Anthony	Online tech grant - Cottage Lake	1,000.00
06/25/2020	Edmonds	Edmonds	Online tech grant	66.16
04/22/2020	Emmanuel	David Rohrer	Online tech grant - Emmanuel	119.29
04/22/2020	Everett 1st	Alan Dorway	Online tech grant - First -Everett	642.32
07/01/2020	Everett 1st	Amy Delaney	Online tech grant - Edmonds	340.28
06/15/2020	Friday Harbor	Friday Harbor	Online tech grant	469.46
06/25/2020	Friday Harbor	Friday Harbor	Online tech grant	278.59
07/08/2020	Friday Harbor	Friday Harbor	Online tech grant	216.49
04/07/2020	Fruitland	Fruitland	Online tech grant	589.13
05/01/2020	Fruitland	Fruitland	USA PDA - COVID Continuity grant	1,666.67
04/07/2020	Kennewick 1st	Ashley Birk	Online tech grant - First -Kennewick	100.04
05/18/2020	Kennewick 1st	BettyGrace Wharton	Online tech grant - First -Kennewick	434.39
06/04/2020	Kennewick 1st	Stephen Jansons	Online tech grant - First -Kennewick	32.54
07/01/2020	Ketchikan	Ketchikan	Online tech grant	979.49
09/01/2020	Ketchikan	Ketchikan	Beyond COVID-19 grant	4,910.00
04/01/2020	Korean -Central WA	Korean -Central WA	Online tech grant	1,000.00
08/03/2020	Korean -Central WA	Korean -Central WA	Beyond COVID-19 Grant	4,800.00
05/01/2020	Korean -Oak Harbor	Korean -Oak Harbor	USA PDA - COVID Continuity grant	1,666.67
03/26/2020	Korean Zion	Korean Zion	Online Tech Grant	1,000.00
05/01/2020	Korean Zion	Korean Zion	USA PDA - COVID Continuity grant	1,666.67
03/26/2020	Lord of Glory	Lord of Glory	Online Tech Grant	1,000.00
05/01/2020	Lord of Glory	Lord of Glory	USA PDA - COVID Continuity grant	1,666.67
07/24/2020	Lord of Glory	Lord of Glory	Return of Online tech grant	-1,000.00
09/01/2020	Lord of Glory	Lord of Glory	USA COVID-19 Continuity Grant	7,000.00
04/07/2020	Maplewood	Hallack Greider - vender	Online tech grant - Maplewood	62.96
04/15/2020	Maplewood	Dayle Zimmer	Online tech grant - Maplewood	165.45
06/04/2020	Maplewood	Dayle Zimmer	Online tech grant - Maplewood	145.22
04/07/2020	Meadow Springs	Meadow Springs	Online tech grant	104.37
06/25/2020	Meadow Springs	Meadow Springs	Online tech grant	154.92
07/01/2020	Metlakatla	Larry Emery	Online tech grant - Metlakatla	1,000.00
04/22/2020	Mount Baker	Mount Baker	Online tech grant	162.64
07/01/2020	Mount Baker	Mount Baker	Online tech grant	667.21
09/01/2020	Mount Baker	Mount Baker	Beyond COVID-19 grant	5,000.00
07/08/2020	Mount Vernon	Mount Vernon	Online tech grant	968.14
05/18/2020	Mountain View	Mountain View	Online tech grant	1,000.00
04/01/2020	North Creek	North Creek	Online tech grant	1,000.00

03/11/2020	Northern Light United	Northern Light United	Youth scholarships to Point Hope Conf	2,600.00
07/01/2020	Northern Light United	Northern Light United	Online tech grant	1,000.00
03/26/2020	Othello 1st	First Othello	Online Tech Grant	636.71
06/04/2020	Othello 1st	First Othello	Online tech grant	119.01
03/26/2020	Parker Heights	Gustavo Carvajal	Online Tech Grant - Parker Heights	1,000.00
04/15/2020	Petersburg 1st	Bobbi Neason	Online tech grant - First -Petersburg	149.90
04/07/2020	Port Angeles 1st	First Port Angeles	Online tech grant	866.27
09/01/2020	Port Angeles 1st	First Port Angeles	Beyond COVID-19 grant	5,000.00
04/01/2020	Port Townsend 1st	First Port Townsend	Online tech grant	307.39
07/08/2020	Quilcene 1st	Carol McLaughlin	Online tech grant - First -Quilcene	150.77
07/08/2020	Quilcene 1st	First Quilcene	Online tech grant	101.31
07/01/2020	Saint James	Saint James	Online tech grant	905.71
09/01/2020	Saint James	Saint James	Beyond COVID-19 grant	5,000.00
03/19/2020	Seattle New Life	Seattle New Life	Online Tech Grant	1,000.00
07/01/2020	Snohomish 1st	First Snohomish	Online tech grant	922.81
03/19/2020	Spring Church Bellingham	Spring Church Bellingham	Online Tech Grant	162.94
09/01/2020	Spring Church Bellingham	Spring Church Bellingham	Beyond COVID-19 grant	5,000.00
06/04/2020	Sunnyside	Mike Souza	Online tech grant - Sunnyside	161.74
08/03/2020	Terrace View	Terrace View	Online tech grant	1,000.00
04/07/2020	Tidelands	Brandon Bailey	Online tech grant - Tidelands	810.89
04/22/2020	Tidelands	Tidelands	Online tech grant	162.94
05/01/2020	United of Seattle	United	USA PDA - COVID Continuity grant	3,333.32
07/08/2020	Westminster	Westminster	Online tech grant	1,000.00
05/18/2020	Whidbey	Whidbey	Online tech grant	225.04
08/10/2020	Whidbey	Whidbey	Beyond COVID-19 Grant	1,340.00
03/19/2020	Wrangell 1st	First Wrangell	Grant for heat pump	5,000.00
07/01/2020		Bellingham NWC	Online tech grant	837.06
08/27/2020			Excess online tech grant funds returned	-483.53
				\$ 91,527.64
Awarded 9/14				
	Cashmere		Beyond COVID-19 Grant	\$5,000
	Cordata		Beyond COVID-19 Grant	\$5,000
	Cottage Lake		Beyond COVID-19 Grant	\$5,000
	Emmanuel		Beyond COVID-19 Grant	\$5,000
	Port Townsend 1st		Beyond COVID-19 Grant	\$1,000
	Snohomish 1st		Beyond COVID-19 Grant	\$4,800
	Maplewood		Beyond COVID-19 Grant	\$5,000
	Mt. Vernon		Beyond COVID-19 Grant	\$4,800
	Northern Light United		Beyond COVID-19 Grant	\$5,000
	Parker Heights		Beyond COVID-19 Grant	\$4,917
	Quilcene		Beyond COVID-19 Grant	\$5,000
	Tidelands		Beyond COVID-19 Grant	\$1,847
	United of Seattle		Beyond COVID-19 Grant	<u>\$5,000</u>
				\$57,364
			Total Grants	<u>\$148,891.64</u>

PREPARED BY PASTOR KEVIN RILEY

MT. BAKER PRESBYTERIAN CHURCH INVESTMENT PROPOSAL

45705 Main St. Concrete, WA / (360) 853-8585 / kevinmbpc@gmail.com

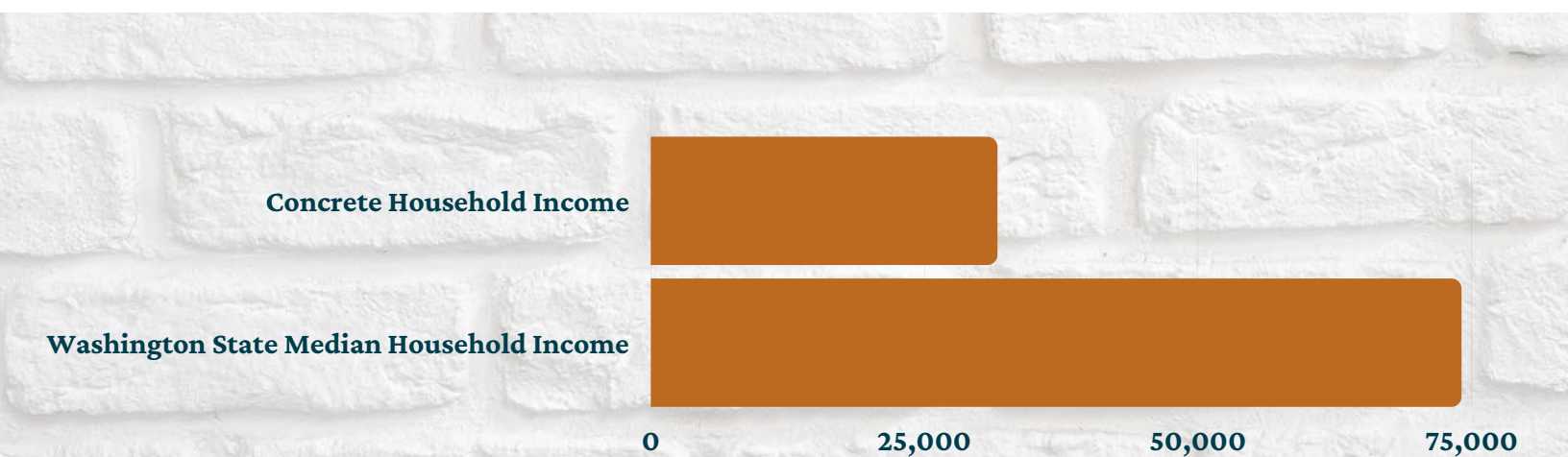
PROPOSING A 3 YEAR PLAN

We at MBPC would like to create a 3 year plan with NWCP to move away from needing financial assistance from NWCP.

We understand that we are not the only village church that has been receiving financial assistance, but we want to be the first to create a plan of moving away from help. This proposal here is the conversation starter that we hope can bring us together for this purpose. As you know MBPC just put through a proposal to be able to fundraise for CP Riley’s salary and benefits to be raised primarily by CP Riley. But before we can move into that we will need some financial support moving forward.

REASONS FOR MOVING TOWARDS A FUNDRAISING MODEL AND GETTING THIS OFF THE GROUND:

Poverty is life in Concrete. Right now the Concrete School District is at 73% poverty rate (See attached document). That rate is determined by the amount of kids who qualify for free/reduced lunches. The overall poverty rate for Concrete community is 37.3%. The town of Concrete has a 5.7% unemployment rate, and the median household income of Concrete is \$31,667. This is \$42,406 dollars short of Washington state median income of \$74,073, as found here. So even if the church was full and everyone was giving at 10% there would not be enough income to support a full time ministry here.



FINANCES

PAGE 03

Right now MBPC pays CP Riley:	\$1500.00 per month
	\$200 per month towards his health insurance
FOR A TOTAL OF	\$1,700.00 per month or \$20,400.00 yearly.

With NWCP contributing \$1,217.88 per month or \$14,614.56 yearly. **CP Riley would like to move to full time January 1st 2021 at MBPC**, we want to raise the minimum terms of call for western WA at \$51,000.00 per year plus housing and insurance. In order to do this we anticipate needing the help of NWCP for **the next 3 years** as our fundraising builds.

YEAR 1 (JANUARY 2021-DECEMBER 2021)

- **NWCP continues to help with CP Riley's health insurance and commits to an additional \$2,750.00 per month or \$33,000.00 per year.**
- **MBPC continue to pay CP Riley \$1,500.00 per month or \$18,000.00 per year**

YEAR 2 (JANUARY 2022 - DECEMBER 2022)

- **NWCP decreases financial support and insurance help by a third and MBPC increases support and insurance by a third**

YEAR 3 (JANUARY 2023 - DECEMBER 2023)

- **NWCP decreases financial support and insurance support by two thirds and MBPC increases by two thirds. At the end of year 3 MBPC to be fully self supporting.**

In this process we would like to create a system of checks and balances with NWCP through our COM Liaison, so that NWCP can see we are progressing on our fundraising and we are willing to create quarterly goals for the fundraising to show NWCP that we are on track to being self supportive. We want to be completely transparent and accountable in this process and help to create a road map for other village churches to pursue a path to their own individual stability.

FINANCES

2020

	FTE	Salary/Mo.	Health Ins./Mo.	Total
	0.375	1500	1517.88	3017.88
Paid by MBPC		1300	200	1500
Paid by NWCP		200	1317.88	1517.88
Paid By Fundraising		0	0	0

2021

	FTE	Salary/Mo.	Benefits/Mo.	Total
	1.00	4250	1669.67	5919.67
Paid by MBPC		1300	200	1500.00
Paid by NWCP		2950	1469.67	3919.67
Paid by Fundraising		500	0	500.00

2022

	FTE	Salary	Benefits	Total
	1.00	4377.50	1836.63	6214.13
Paid by MBPC		1500	200	1700.00
Paid by NWCP		1776.50	984.67	2761.17
Paid by Fundraising		1101.00	651.97	1752.97

2023

	FTE	Salary	Benefits	Total
	1.00	4508.83	2020.30	6529.12
Paid by MBPC		1600	400	2000.00
Paid by NWCP		803.00	499.67	1302.67
Paid by Fundraising		2105.83	1120.63	3226.46

2024

	FTE	Salary	Benefits	Total
	1.00	4644.09	2222.33	6866.42
Paid by MBPC		2000	800	2800.00
Paid by NWCP		0.00	0.00	0.00
Paid by Fundraising		2644.09	1422.33	4066.42

COMMUNITY ENGAGEMENT

What our ministry is doing not only within our congregation, but in partnership with the broader community and why we think NWCP should partner with us.

In January 2019 we cast a vision for MBPC of cleaning ourselves up from the inside out and increasing our footprint in the community. We took a good hard look at ourselves after the closing of Trinity Presbyterian, and with the realization that we ourselves had a number of the hallmarks that Trinity did, CP Riley thought it would be best to look at ourselves first then move into the community. We had to discern what it was that the people wanted, but most importantly what was God calling us to.

So we set to work, truck load after truck load went to the dump and weight after weight lifted from our shoulders. In this process we were contacted by the missions team at Westminster PC Anacortes as they wished to make MBPC their mission project for the year. With the help of WPC we were able to give our building a face lift and the town started to notice. For years MBPC looked closed and deserted and empty, and now there was life. We drew so much attention in this endeavor that we came to the attention of the Concrete Herald and MBPC was featured in the paper. From there we entered into conversations with the Town of Concrete, Skagit County Department of Public Health, Skagit County Commissioners office, another area non profit, Welcome Home Skagit, and various other entities to bring a cold weather homeless shelter to the concrete area for a 4 week pilot program.



HOMELESS OUTREACH

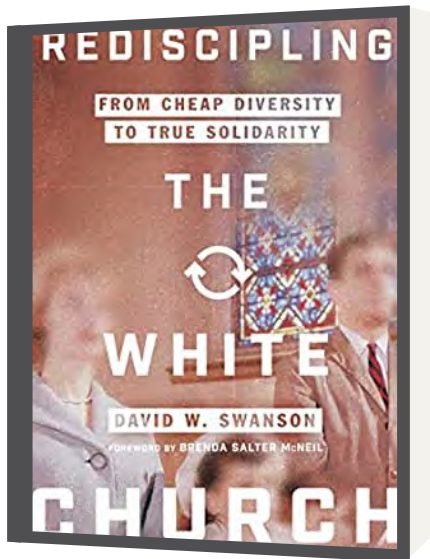
As we worked to partner with the community of Concrete and the various partners in this process, news of what we were doing got out and we were in the Concrete Herald, Skagit Valley Herald and the Seattle Times.

The homeless shelter was a huge community cooperation endeavor with several large meetings as well as very large town council meetings. Concrete is a town of about 750 residents and the school district is at 73% poverty rate. Concrete also has a M-F free meal program that feeds about 1000 per month so the need to create something like the shelter is there.

DURING OUR 4 WEEKS WE HAD A TOTAL OF:



In this process, we also entered into relationship with the homeless outreach coordinator for the Concrete school district who is in active work 12 families who identify as homeless but estimates that there are as many as **40 families in the area that are homeless**. When we asked the outreach coordinator if any local faith communities are involved with these families, the answer was no. So we are actively pursuing relationships with the families though Covid makes everything more difficult.



CP Riley is also holding a weekly zoom meeting on Mondays where about 8 different faith communities, 3 denominations as well as non-denominational are represented; 6 in Skagit Valley, 1 in Arizona and 1 in Canada as we all dive into the book, *Redisciplining the White Church - from Cheap Diversity to True Solidarity* by David W. Swanson. CP Riley is also helping to take MBPC through this book on Wednesday nights. As we look to tear down structural racism in the church through re-discipling ourselves to the true nature of the all inclusive kingdom of God, these are groups who have expressed a willingness to go deeper in the racial reconciliation conversation.

CP Riley and MBPC are actively pursuing mentors of color to help educate ourselves in the methods of antiracism. In addition, we are working to partner with a multi-racial, Black lead congregation at the City of Refuge church in Skagit Valley. CP Riley already has a good relationship with members of this particular faith community.



CP Riley through his own pursuit of clearing up financial debt through the court system, a very cumbersome process, had to go back to court to represent himself on his legal financial obligations (LFO's). Acting as his own attorney, CP Riley had direct communication with the Chief Deputy Criminal Prosecutor for Skagit County. CP Riley approached the prosecutor about streamlining the process of addressing your LFO's in Skagit and is going to be meeting with the Chief Deputy Criminal Prosecutor to share his experience and forge a partnership with the courts to help. That meeting will happen August 3rd, 2020.

CP RILEY: A COMMUNITY LEADER

CP Riley has also been recognised as a leader in the community that he serves and was asked to discuss ways the county can better help with mental health issues compounded by covid-19. CP Riley met with Skagit Health Trust as well as individuals from Catholic Community Services, Compass Health, and the embedded social worker with Mount Vernon Police Department, to help formulate ideas for better engagement and care of individuals who suffer from mental health issues to be recommended to the Skagit County Board of Health

Also MBPC has seen an increase in attendance and membership over the past 3 years that CP Riley has been actively pastoring the MBPC faith community. Membership of MBPC has tripled and live streaming worship services has significantly increased the amount of people involved with MBPC on a regular basis. While though in an online format now due to covid, MBPC worship has been able to help bring distant family members back and closer together through sharing the gospel of Jesus Christ.

The Northwest Coast Presbytery is transitioning to a “virtual” presbytery in 2020 and for the foreseeable future. All presbytery staff will work from home or other third party sites as deemed appropriate by each work engagement. In this new state of being NWC Presbytery and all staff will enter into this work from home agreement.

This Agreement must be signed and approved by the staff person, their supervisor and chair of the NWC Presbytery Personnel Committee. This agreement will be updated regularly as NWC Presbytery becomes aware of new information, sees need for more effective virtual collaboration, and/or evolving conditions of these work from home arrangements.

GENERAL WORK ARRANGEMENT

1. This Agreement is between the Northwest Coast Presbytery Executive Board (hereafter referred to as “**NWC Presbytery**”) and [FName, LName, Position/Title] (hereafter referred to as “**Employee**”) to establish the terms and conditions of performing NWCP ministry work from home or other third party sites.
2. This Agreement begins on **October 1, 2020**. You understand that this Agreement to permit you to work from home is for the foreseeable future, and will be reviewed regularly during this indefinite period. Accordingly, NWC Presbytery may alter this agreement at any time at its discretion.
3. This Agreement will remain in effect unless altered or terminated.
4. The following conditions apply:
 - a. Employee’s remote work schedule is [Specify days and hours as best we can. If it varies, please include those details].
 - b. Employee-initiated schedule changes must be discussed and approved in advance by the Executive Presbyter (hereafter referred to as “**EP**”) or supervisor.
 - c. Employee’s regular remote work site location is [Specify the primary address where the employee will be working from].
 - d. Employee’s regular work phone number: [###.###.####]. Mobile/text phone # (if different from previous): [###.###.####] Work email is: [#####@northwestcoast.org].
5. While working remotely, Employee will:
 - a. Attend all staff meetings unless on vacation, study leave or have communicated their excused absence to EP or Presbytery Connector in advance.
 - b. be accessible and responsive to communications during their regular work schedule; General response protocols include the following:
 - i. Engage in real-time whenever possible, while maintaining the ethic of not answering calls or texts during meetings or when otherwise engaged with constituents.
 - ii. Return phone calls and text messages before end of day
 - iii. Respond to email within 24 hours. Check and respond 2x/day
 - iv. Respond to social media inquiries (if applicable) before end of day
 - v. Respond to staff colleagues via Slack or other collaborative platforms at least 1x each morning and 1x before end of work day on their regular work schedule.
 - c. check in regularly with supervisor to discuss priorities, status, and open issues;



- d. be available for video/teleconferences, scheduled on an as-needed and as available basis during regular work schedule (not on days off);
 - e. be available to physically attend scheduled work meetings as requested or required by EP or NWC Presbytery during regular work schedule (not on days off);
 - f. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
 - g. engage in healthy renewal rhythms by taking rest and meal breaks while working from home. It is recommended that you engage for no more than 90 minutes on a project or meeting at a time without a renewal break. And ensure that days off of NWC ministry are truly days off.
 - h. request supervisor's approval to use vacation, sick, or any other leave.
6. Employee's duties, obligations, responsibilities, and conditions of employment with NWC Presbytery remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities (as outlined in your position description), standards of performance, and staff reviews remain the same. The supervisor reserves the right to assign work as necessary from wherever the employee is working.
 7. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.
 8. You acknowledge that if the EP or your supervisor deems that the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, they may at any time adjust or end this Agreement. We will strive to provide at least 24 hours' advance notice of any changes to this Agreement.

SAFETY & EQUIPMENT. INFORMATION SECURITY

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to the EP at the earliest reasonable opportunity. Employee agrees to hold NWC Presbytery harmless for injury to others at the remote work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the work from home site. Internet access must be via a broadband internet service, *at least* 100 mbps download speed/10mbps upload to effectively engage videoconferencing and other web-based utilities. NWC Presbytery will provide email address and other Google-suite apps associated with our G-suite accounts. We will also provide work phone number through the 425.355.0922 x line. Employees can also use mobile # for direct calls. We will reimburse each employee who works .5 FTE or more \$25/month or 25% whichever is greater for your broadband internet service. NWC Presbytery will also provide each .5 FTE employee or higher a computer, high-speed scanner and printer within agreed upon price point.
 - b. NWC Presbytery will not pay or reimburse for the following expenses:
 1. Maintenance or repairs of privately-owned equipment;
 2. Utility costs associated with the use of the computer or occupation of the home;
 - c. Employee agrees to protect NWC Presbytery owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which



information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

- d. Employee understands that all equipment, records, and materials provided by NWC Presbytery shall remain the property of NWC Presbytery until such time as the equipment has depreciated to \$0. Then the equipment may become the property of the employee after by written request to the EP is authorized.
 - e. Employee agrees to consistently use the communication systems specified by EP and Presbytery Connector for specific functions and agrees to learn and become proficient in those systems in order to effectively collaborate and deliver ministry results. Currently that includes: Dropbox for file sharing, Gmail and Google Apps, Zoom for Videoconferencing, Zoomphone for phone service, and soon to include Slack for staff collaboration.
 - f. Employee will implement effective information security practices in the home-office setting, and will check with Presbytery Connector or supervisor when security matters arise.
2. Employee understands and agrees that Employee’s personal vehicle may be used for NWC Presbytery business. NWC Presbytery will reimburse each employee for miles driven at the IRS mileage reimbursement rate upon submission of travel expense report and approval of the EP or supervisor. Travel expenses must be submitted within 60 days of the travel occurrence.
 3. With reasonable notice and at a mutually agreed upon time, NWC Presbytery EP or Connector may make on-site visits to Employee’s work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of NWC Presbytery information and property, and to maintain, repair, inspect, or retrieve NWC Presbytery property.
 4. Employee agrees to return NWC Presbytery-owned equipment, records, and materials within 10 days of termination of this agreement. Within 10 days of written notice, Employee must return NWC Presbytery-owned equipment for inspection, repair, replacement, or repossession.
 5. EP or NWC Personnel Committee retains the right to modify or suspend the agreement on a temporary basis or as a result of employee request supported by the EP. EP or NWC Personnel Committee retains the right to modify or end the agreement if the employee’s performance of his/her duties decline and/or are deemed less than satisfactory.
 6. Employee understands that Employee is responsible for tax or insurance consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

I hereby affirm by my signature that I have read this Work from Home Agreement and understand and agree to all of its provisions.

Employee Signature

Date

EP, Corey Schlosser-Hall Signature

Date

Personnel Committee Chair

Date

This signed Agreement must be sent to the EP for placement in Employee’s personnel file. The employee and the EP should each keep a copy of this Agreement for future reference.

Northwest Coast Presbytery

Property Maintenance Checklist and Guidelines

Approved by Executive Board September 16, 2020??

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I. MAINTENANCE MANUAL

<u>A. INTRODUCTION</u>

What is Maintenance?

Maintenance is work done on a routine basis to protect users of a building and to assure a long life for the building. Its goal is a minimum of unexpected repairs for buildings, grounds, and equipment. A wisely implemented preventative maintenance program, designed to correct each problem as it occurs, is more cost effective than waiting until the problem reaches a magnitude where special contracts and large expenditures are required to correct it.

Why a Maintenance Manual?

Congregations and ministries for whom owning or leasing a property is core to their mission must be able to care for those properties effectively. If adapted appropriately for each property and used on a routine basis, these guidelines can be a great aid in preserving properties of congregations and ministries to the glory of God and preparing sessions financially for expected renovations, upgrades, and repairs rather than be surprised when something goes wrong. Additionally, because all property of PCUSA congregations and ministries is held in trust for the Presbyterian Church USA, should a congregation ever dissolve, merge, share with others, or be dismissed, NWC Presbytery will need to know the current status of all property structures and systems at that time.

How to use this Manual

This manual is intended to be a flexible working document which can be applied to each building of a particular complex. **Please adapt this manual to your specific buildings and property.** This is a comprehensive listing that will not apply to each building and property. You will find items on this list that do not pertain to your specific situation. Inapplicable items may be omitted to save inspection time and to streamline inspections. Also, there may be items associated with your buildings and property that are not on this list. Please add them!!

You may wish to have one Manual for each building or you may wish to combine checklists for all buildings into a single Manual.

The **Maintenance Checklists** are organized by season because these routine tasks must be done during a certain period of the year. These items serve to remind church maintenance staff and church property committee of the various jobs to be completed. Each item should be checked off and dated as it is finished.

The **Mechanical Checklists** are also organized by season. Due to their technical nature they have been separated from the Maintenance Checklists. A maintenance person experienced in mechanical systems may be qualified to complete these lists. Otherwise, a company specializing in the installation and maintenance of mechanical systems should be hired. Depending on the staff available, a combination of in-house and outside help may be best to perform this work.

The **Inspection Checklists** are lists organized according to building, grounds, components, and equipment. These checklists require a physical inspection of the items listed once a year by the maintenance staff or by a building committee. Answer each question on the checklist by circling "Y" for yes and "N" for no. Any item that you notice is unsatisfactory should be included in the maintenance program for the next twelve months.

All these unsatisfactory items should, for greatest effectiveness, be placed on the Repair List at the end of the Section with the most important items at the beginning. Any items identified as satisfactory should be expected to remain in satisfactory condition for the next twelve months.

These checklists can be done right in the word document, transferred to a spreadsheet. Or for those who'd rather not use digital tools, you can print them out and do the entry with pencil or pen. Always keep a clean version of your checklist either digitally or in print so that you can use a clean version the following year.

The **Safety Checklists** follow the same procedures as the Inspection Checklists. They are listed separately because of their special nature and because State laws frequently require that special safety conditions be checked. These checklists should be completed once a year.

The last few sections consist of a glossary and forms pertaining to emergency phone numbers, building history, and service records.

B. SPRING MAINTENANCE

DATE/COMMENTS

Building Exterior Maintenance

Install awnings. _____

Remove and store storm windows and install screens as required. _____

Wash windows. _____

Replace cracked or missing putty. _____

Replace broken window glass . _____

Paint building exterior as required. _____

Roof Maintenance

Clean roof valleys. _____

Clear roof drains. _____

Clean and secure gutters. _____

Clean and secure downspouts. _____

Perform necessary roof repairs. _____

Building Interior Maintenance

Dispose of all unused books, papers, debris, etc. _____

Clean windows, blinds, draperies, etc. _____

Open crawl space and basement windows for summer ventilation. _____

Mechanical Equipment Maintenance

Service all pumps per manuals. Clean ashes from fireplaces and/or incinerator ashpits. _____

Service all air-conditioning equipment. Remove exterior covers and store. _____

Service all ventilating equipment/HVAC equipment. _____

Electrical Equipment Maintenance

Check and secure roof and gutter heating cables. _____

C. SUMMER MAINTENANCE

Site Maintenance

Remove any excessive overgrowth. _____

Patch, repair and seal asphalt road and walkway surfaces. _____

Repair concrete road and walkway surfaces. _____

Paint road and/or walk markings. _____

Repair and paint fences. _____

Building Exterior Maintenance

Wash all dirt accumulated on building surfaces. _____

Remove all moss and/or ivy from building walls, fences, and other structures. _____

Paint building exterior as required. _____

Lubricate exterior door hinges and hardware. _____

Replace broken glass. _____

Replace loose and disintegrated mortar. _____

Building Interior Maintenance

Remove all rubbish, boxes, debris and combustibles from:

Paths of exit. _____

Doorways _____

Stairs. _____

Under stairs. _____

Furnace and utility rooms. _____

Around flues and chimneys. _____

Around any heating equipment and heat producing equipment, around radiators. _____

Electrical panel areas. _____

DATE/COMMENTS

Mechanical Equipment Maintenance

Check boiler clean-out openings, doors, etc. for air leakage and corrosion.

Check for water leaks in boiler and in piping.

Pump out septic tanks at least once every 4 years.

Date last cleaned.

Electrical Equipment Maintenance

Replace light bulbs which have burned out.

D. FALL MAINTENANCE

Building Exterior - Site Maintenance

Clean all site drains. _____

Obtain contract bids for winter snow plowing if required. _____

Remove brush and weed growth adjacent to building walls. _____

Clean and service lawn mowers. Check and service snow blowers and other winter equipment. _____

Cut back tree limbs resting on buildings and roofs. _____

Install storm windows and weather stripping. _____

Repair and store summer screen windows. _____

Replace cracked or missing caulking at doors and windows. _____

Remove all exterior awnings. _____

Paint building exterior as required. _____

Building Exterior - Roof Maintenance

Clean roof valleys. _____

Clean roof drains. _____

Clean gutters. _____

Clean downspouts. _____

Building Interior Maintenance

Clean radiators and air registers. _____

Close crawl space and basement windows opened for summer ventilation. _____

Mechanical Equipment Maintenance

Clean chimney flues as required. _____

Cover air conditioners . _____

Clean boiler room of all debris. _____

Check and service propane gas equipment and piping. _____

DATE/COMMENTS

Clean or replace furnace air filters.

Electrical Equipment Maintenance

Test emergency lighting system.

Test all exit lights.

Test fire alarm system.

Test smoke detectors. Replace batteries if necessary.

Repair or replace non-functioning switches, receptacles, and outlets.

Replace frayed wiring.

Plumbing Maintenance

Shut off and drain all exterior water faucets.

DATE/COMMENTS

E. WINTER MAINTENANCE

Building Interior Maintenance

Patch and paint damaged and faded walls and ceilings. _____

Refinish damaged or peeling interior wood trim. _____

Paint or refinish handrails, doors, windows, etc. _____

Clean entry floors of exterior salt and sand. _____

Mechanical Equipment Maintenance

Clean or replace furnace air filters monthly during Dec, Jan, and Feb. _____

Check water levels in boiler and blow down boiler water once weekly. _____

Bleed air from radiators. _____

Electrical Equipment Maintenance

Clean light fixtures and replace light bulbs which have burned out. _____

F. MECHANICAL CHECKLISTS

General

Continuous maintenance is essential for the proper operation of mechanical equipment. Without this, the equipment usually fails when it is working the hardest, usually when it is most needed. Most areas of mechanical system maintenance are best handled by those persons skilled and specially trained in the operation and maintenance of heating, ventilating, and air conditioning equipment.

This section includes general information and procedures essential to preventative maintenance of mechanical equipment. It is designed to be used as a monitoring tool. It is suggested that the person who performs the inspections of the mechanical systems review this section of the Manual. It is also suggested that this person review the operation and maintenance instructions for each piece of equipment and add any pertinent items to the mechanical checklists which follow.

General preventative maintenance contracts should include the following:

- Boiler, burners, valves, gauges, motors, pumps, compressors, fans, steam traps, ignition components, filters, safety devices, etc.
- Operation of the equipment.
- Parts inventory.
- Corrosion prevention and water treatment, especially for steam boilers.
- Calibration of temperature controls.
- Fuel efficiency tests.

1. Summer **DATE/COMMENTS**

Boiler

- Clean boiler and piping internally, swab tubes with neutral oil. _____
- Clean water side of steam boiler. Use pressurized water jet and scrapers to remove any scale. _____
- Fill boiler tubes with water. _____
- Clean control boiler of all dust. _____

DATE/COMMENTS

Air Handlers

Lubricate and grease all bearings, motors and fans.

Adjust all V-belts for proper tension. Replace all worn belts.

Check and clean air filters. Replace as needed.

Clean and adjust controls which operate valves and motorized dampers.

Heat Pumps

Check all control valves for proper operation.

Inspect air filters and replace as required.

Steam and Hot Water Piping

Open steam traps, replace worn or inoperative parts. Replace valves and valve seats that are worn.

Inspect and repair any breaks in pipe insulation. Inspect pipe hangers for tightness.

Oil Tank

Clean oil strainer.

Clean sludge from tank.

2. Fall

Boiler

Check operation of combustion air louvers which supply air to boiler room.

Test boiler water quality for pH, hardness, and corrosive compounds. Chemically treat as required.

Burners

Clean oil strainers.

Check draft regulators for free movement.

Inspect induced draft fan and forced draft fan for alignment and wear on bearings.

Heat Pumps

- Inspect heat exchangers. _____
- Clean finned pipe surfaces. _____
- Inspect coil casings for rust; clean and paint as required. _____
- Inspect heating coil tubes. _____
- Inspect heating coil mountings and tighten any loose bolts. _____
- Check all control valves for proper operation. _____
- Inspect air filters and replace as required. _____
- Inspect, adjust, calibrate, and clean temperature control items. _____

3. Winter

Boiler

- Check operation of combustion air louvers which supply air to boiler room. _____
- Test boiler water quality for pH, hardness, and corrosive compounds. Chemically treat as required. _____

Burners

- Clean oil strainers. _____
- Check draft regulators for free movement. _____
- Inspect induced draft fan and forced draft fan for alignment and wear on bearings. _____

Heat Pumps

- Inspect heat exchangers. _____
- Clean finned pipe surfaces. _____
- Inspect coil casings for rust; clean and paint as required. _____
- Inspect heating coil tubes. _____
- Inspect heating coil mountings and tighten any loose bolts. _____
- Check all control valves for proper operation. _____

DATE/COMMENTS

Inspect air filters and replace as required.

Inspect, adjust, calibrate, and clean temperature control items.

Steam and Hot Water Piping

Inspect for steam and water leaks at valves and piping.

Test steam traps for bypassing.

Inspect for corrosion.

G. INSPECTION CHECKLISTS

DATE/COMMENTS

1. Site and Grounds

Are there ramps and provisions for people who physically disabled?	Yes	No	_____
Are there designated parking spaces for people who are physically disabled?	Yes	No	_____
Has soil dropped or heaved?	Yes	No	_____
Is there standing water near or against the building in any season?	Yes	No	_____
Are retaining walls leaning or in need of repair?	Yes	No	_____
Are fences deteriorated?	Yes	No	_____
Do fence gates operate properly?	Yes	No	_____
Do trees and shrubs need care?	Yes	No	_____

2. Building Exterior

Building Exterior - Foundation

Do foundation walls show the following signs of decay or settlement:

Large cracks?	Yes	No	_____
Visible separation between top of foundation wall and building frame?	Yes	No	_____
Loose, cracked, or broken blocks, bricks, or stones?	Yes	No	_____
Soft or flaking mortar or concrete?	Yes	No	_____
Foundation movement?	Yes	No	_____
Water leaks?	Yes	No	_____
Stains or discoloration?	Yes	No	_____
Bulging or bowing?	Yes	No	_____

DATE/COMMENTS

Are interior basement or crawl space foundation walls damp? Yes No _____

Are there mushroom growths, mold, or mildew odors in basement or crawl space? Yes No _____

Are there insect tubes visible along the foundation walls? Yes No _____

Building Exterior – Masonry Walls

Does exterior masonry show the following signs of deterioration:

Cracks in walls? Yes No _____

Cracks over doors or windows? Yes No _____

Loose bricks? Yes No _____

Cracked bricks? Yes No _____

Missing bricks? Yes No _____

Cracked, chipped, missing mortar? Yes No _____

Soft or flaking mortar? Yes No _____

White or gray stains? Yes No _____

Water penetration? Yes No _____

Moss or algae growth? Yes No _____

Split, brittle, or missing caulking? Yes No _____

Are weep holes in retaining walls, under window sills, and other wall construction free of obstruction? Yes No _____

Is wood molding and trim cracked, warped or rotted? Yes No _____

Building Exterior – Frame Walls

Is there evidence of rot or deterioration of wood sills, walls or siding?	Yes	No	_____
Is there evidence of water stains or water penetration into the wood?	Yes	No	_____
Are wall cavities insulated?	Yes	No	_____
Is paint blistered or peeling?	Yes	No	_____
Has building been painted in the last seven years?	Yes	No	_____

Building Exterior – Roof, All Types: *Inspect all roofs for evidence of deterioration, weather damage, and water penetration. If roof is not accessible, use binoculars. Check interior of building for evidence of water damage.*

Are there gaps or holes around any roof penetrations, chimneys, or vents?	Yes	No	_____
Are there signs of movement in roofing material or flashing?	Yes	No	_____
Are flashings rusted or pitted?	Yes	No	_____
Are flashings separated, loose or missing?	Yes	No	_____
Are there dissimilar metals in contact?	Yes	No	_____
Do metal components need painting?	Yes	No	_____
Is caulking missing, split, or deteriorated at the following:			
Parapets?	Yes	No	_____
Copings?	Yes	No	_____
Flashings?	Yes	No	_____
Soffits?	Yes	No	_____
Vents or chimneys?	Yes	No	_____
Skylights?	Yes	No	_____
Other roof penetrations?	Yes	No	_____

Are there any loose or broken glass panes in skylights?	Yes	No	_____
Has roof sagged from snow weight?	Yes	No	_____
Is there evidence of water seepage through soffits?	Yes	No	_____
Does roof/attic have proper ventilation?	Yes	No	_____
Does the roof hatch work?	Yes	No	_____
Is anchorage for TV antenna secure?	Yes	No	_____
Is antenna adequately grounded?	Yes	No	_____
Is there lightning protection?	Yes	No	_____
Is there ice – damming as evidenced			
Mounds of ice at eaves?	Yes	No	_____
Excessively long icicles?	Yes	No	_____
<u>Building Exterior – Built-up Roof</u>			
Are there blisters, bubbles, cracks, splits, or open seams in roofing membrane?	Yes	No	_____
Is roof pitted or worn?	Yes	No	_____
Is there evidence of standing water or puddles?	Yes	No	_____
Are roof drains clear and operating properly?	Yes	No	_____
Does roof feel “squishy” under foot?	Yes	No	_____
Can roofing felt material be seen?	Yes	No	_____
Are gravel stops secure?	Yes	No	_____
Are gravel stops rusted or pitted?	Yes	No	_____
Do expansion joints show evidence or separation or water penetration?	Yes	No	_____
Is any vegetation growing through roofing?	Yes	No	_____
Is roof over 15 years old?	Yes	No	_____

Building Exterior - Shingle Roof

Are shingles loose, split, missing or broken?	Yes	No	_____
Are mineral granules thinned out?	Yes	No	_____
Are shingle edges curling or worn?	Yes	No	_____
Is there moss growth?	Yes	No	_____
Are snow slides pitted or damaged?	Yes	No	_____
Is roofing more than 20 years old?	Yes	No	_____

Building Exterior - Slate Roof

Are there broken, missing, or loose slates?	Yes	No	_____
Are slates worn?	Yes	No	_____
Do slate fasteners appear broken or rusty?	Yes	No	_____
Are ridge rolls loose, deteriorated or rusted?	Yes	No	_____
Are snow guards loose or damaged?			
Are there sections patched with asphalt?	Yes	No	_____

Building Exterior - Metal Roof

Are metal roof sheets rusted? Are there signs of holes, pitting, or cracking?	Yes	No	_____
Are there any open joints?	Yes	No	_____
Are there any defective fasteners?	Yes	No	_____

Building Exterior - Doors and Windows

Are flashings over doors and windows cracked, missing or rusted?	Yes	No	_____
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Building Exterior - Parapet Walls, Copings and Chimneys

Are walls cracked?	Yes	No	_____
Are bricks loose or spalling?	Yes	No	_____
Do mortar joints require pointing?	Yes	No	_____

Is mortar joint under coping cracked or loose?	Yes	No	_____
Are coping stones or metal copings loose, broken or shifted?	Yes	No	_____
Is coping joint open, permitting water to enter?	Yes	No	_____
Is flashing missing, loose, or damaged?	Yes	No	_____
Is there evidence of moisture penetration?	Yes	No	_____
Do chimneys lean?	Yes	No	_____

Building Exterior – Porches, Stairs and Balconies

Do porches, stairs, or balconies require painting?	Yes	No	_____
Is porch floor structure decayed, weak or cracked?	Yes	No	_____
Are stair treads loose or broken?	Yes	No	_____
Are column bases rotted or in need of repair?	Yes	No	_____
Are railings broken at – weak? Are balusters broken, loose, or missing?	Yes	No	_____

Building Exterior – Gutters & Downspouts

Are there loose, rotted, or missing gutters or downspouts?	Yes	No	_____
Are there holes in gutters or downspouts? Do gutter or downspout joints leak?	Yes	No	_____
Are gutters or downspouts pitted or rusted?	Yes	No	_____
Do gutters or downspouts require painting?	Yes	No	_____
Do gutters sag or lack pitch to downspouts?	Yes	No	_____
Is water running down face of building?	Yes	No	_____
Do splash blocks or drains under downspouts divert water away from building?	Yes	No	_____
Are heating cables secure?	Yes	No	_____

Building Exterior - Attachments

Are the following items in good condition and well secured to building:

Lattices?	Yes	No	_____
Columns?	Yes	No	_____
Flagpoles?	Yes	No	_____
Cables, wires?	Yes	No	_____
Weather vanes?	Yes	No	_____
Towers?	Yes	No	_____
Sculptures?	Yes	No	_____
Canopies?	Yes	No	_____
Balconies?	Yes	No	_____
Signs, alarms, lights?	Yes	No	_____
Ledges, projections?	Yes	No	_____
Decorations, ornaments?	Yes	No	_____
Meters?	Yes	No	_____
Other?	Yes	No	_____

3. Building Interior

Building Interior - Floors

Are floor joists warped, cracked or sagging?	Yes	No	_____
Is floor joist blocking and bridging secure?	Yes	No	_____
Is there visible separation between floors and walls at base trim?	Yes	No	_____
Do floors squeak or creak?	Yes	No	_____
Are floors "bouncy?"	Yes	No	_____
Are floors at entrances slip-resistant?	Yes	No	_____
Are masonry and tile floors cracked,			

broken or worn? Yes No _____

Is wood flooring warped, separated or badly worn? Yes No _____

Is carpeting loose, torn, or badly worn? Yes No _____

Building Interior - Walls

Is there evidence of water staining? Yes No _____

Are there cracks? Yes No _____

Are surfaces peeling or dirty? Yes No _____

Is wall finish buckled or loose? Yes No _____

Building Interior - Ceilings

Is there evidence of water staining? Yes No _____

Are there cracks? Yes No _____

Are surfaces peeling or dirty? Yes No _____

Is ceiling structure sagging or separating? Yes No _____

Is ceiling tile grid secure? Yes No _____

Are there damaged ceiling tiles? Yes No _____

Are light fixtures secure? Yes No _____

Building Interior - Doors and Windows

Are door jambs plumb? Yes No _____

Do doors bind? Yes No _____

Do doors have loose or missing hinges, knobs, or locks? Yes No _____

Is there evidence of condensation on or around windows? Yes No _____

Is there evidence of mold, discoloration, or deterioration around windows and doors? Yes No _____

Building Interior - Attics

Do rafters, floor joists, and sheathing shows signs of:

Water stains or deterioration?	Yes	No	_____
Warping?	Yes	No	_____
Cracking?	Yes	No	_____
Sagging?	Yes	No	_____
Is there evidence of water leaking into attic around any of the following roof penetrations:			
Vents?	Yes	No	_____
Ducts?	Yes	No	_____
Chimneys	Yes	No	_____
Other?	Yes	No	_____
Is attic floor insulated?	Yes	No	_____
Is there at least one square foot of vent area for every 500 square feet of attic area?	Yes	No	_____
Are attic fans or vents operating?	Yes	No	_____
Are roof rafters excessively dry? (This condition can result from overheating in summer months).	Yes	No	_____
Is attic free of debris and unused combustible items?	Yes	No	_____
<u>Building Interior – Crawl Space and Basement</u>			
Is crawl space or basement damp, wet, or water stained?	Yes	No	_____
Does water infiltrate through crawl space or basement walls or floor?	Yes	No	_____
Does water or snow melt drain into basement from window wells?	Yes	No	_____
Is crawl space or basement floor cracked or disintegrated?	Yes	No	_____

Are crawl space or basement walls insulated?	Yes	No	_____
Does crawl space have wall vents?	Yes	No	_____
Does dirt floor of crawl space have a vapor barrier?	Yes	No	_____

4. Mechanical Equipment

Are there water leaks at any of the following locations:

Pipes?	Yes	No	_____
Radiators?	Yes	No	_____
Boiler?	Yes	No	_____
How water heater?	Yes	No	_____
Pumps?	Yes	No	_____
Was the boiler or furnace been cleaned and serviced in the past 12 months?	Yes	No	_____
Is the boiler insulation cracked or missing?	Yes	No	_____
Is the boiler more than 35 years old?	Yes	No	_____
Is there excessive steam or air loss at radiators? Yes		No	_____
Are exposed pipes adequately insulated?	Yes	No	_____
Do hot air supply or return registers adjust air flow properly?	Yes	No	_____
Do thermostats work properly?	Yes	No	_____
Is the domestic hot water heater insulated?	Yes	No	_____
Do kitchens and bathrooms have adequate ventilation?	Yes	No	_____
Do large assembly areas have adequate ventilation?	Yes	No	_____

Plumbing

Are there water leaks at any of the following locations:

Bathroom fixtures?	Yes	No	_____
Faucets?	Yes	No	_____
Piping?	Yes	No	_____
Do flush valves, faucets work properly?	Yes	No	_____
Are any drains or traps clogged?	Yes	No	_____

5. Inspection Repair List

<u>Unsatisfactory Items</u>	<u>Date Identified</u>	<u>Date Resolved</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

H. SAFETY CHECKLISTS

General

Buildings must be designed according to building and fire safety codes, and other regulatory standards in effect at the time of construction. However, such codes and standards are continuously changing. The original construction does not have to comply with changes in the codes-however, any modifications to the original construction should comply with current codes and standards.

Who Should Perform Safety Checks?

Many communities have a building inspector who is knowledgeable about current standards and their provisions for safety. The building inspector could be asked to visit the facility and prepare a written report on any safety and code violations. This type of service is generally free of charge.

Fire safety checks can be obtained by calling the local fire marshal and requesting an inspection and report. This type of inspection will cover areas such as possible fire hazards, and adequacy of exists, alarm systems, fire extinguishers, etc. This service is usually free of charge.

An architect or engineer is knowledgeable in all areas of building safety and could perform a comprehensive safety inspection. There typically is a fee for such a service.

Use of Safety Checklists

A safety check for compliance with current standards should be performed yearly.

The safety checklists included in this Manual show the number of safety issues involved. Any unsatisfactory items should be attended to immediately. Professional advice may be required depending upon the problem involved.

Safety Checklist

DATE/COMMENTS

1. Fire

Is building equipped with:

Pull station fire alarms?	Yes	No	_____
Heat or smoke detectors near heat-producing equipment, exits, stairways, and sleeping areas?	Yes	No	_____
Fire extinguishers?	Yes	No	_____
Fire hoses, if applicable?	Yes	No	_____
Are fire extinguishers conspicuous, convenient, and properly labeled?	Yes	No	_____

DATE/COMMENTS

Are Class B or better fire extinguishers located in furnace rooms and storage areas where grease and flammable liquids are kept?	Yes	No	_____
Are Class C fire extinguishers located near electrical equipment?	Yes	No	_____
Are Class E-C fire extinguishers located in kitchens?	Yes	No	_____
Were fire extinguishers inspected within the past 12 months?	Yes	No	_____
Are occupants instructed in use of fire extinguishers and fire hoses?	Yes	No	_____
Are fire hoses in good condition?	Yes	No	_____
Do fire hoses have water immediately available?	Yes	No	_____
Are heat and smoke detectors wired to sound a central alarm?	Yes	No	_____
Are periodic fire drills held?	Yes	No	_____
Is there an accumulation of materials under stairways, in crawl space, basement, boiler room, attic, etc?	Yes	No	_____
Are hazardous chemicals stored in proper containers and away from heat sources?	Yes	No	_____
Are off-season and unused materials stored away from heat sources?	Yes	No	_____
Are kitchen range hoods and exhaust ducts clean?	Yes	No	_____
Do kitchen range exhaust ducts terminate in a safe area?	Yes	No	_____
Are grease ducts and deep fryers equipped with automatic fire detectors?	Yes	No	_____

DATE/COMMENTS

Means of Egress from Buildings

Are hallways, corridors, and stairways to the exterior accessible and free of obstructions?	Yes	No	_____
Are exit doors equipped with properly operating panic hardware?	Yes	No	_____
Do exit doors have padlocks or dead bolts?	Yes	No	_____
Do exit doors open outward?	Yes	No	_____
Are all exits clearly marked with illuminated exit signs?	Yes	No	_____
Are hallways, corridors, and stairways illuminated with emergency lights?	Yes	No	_____
Are windows operable and accessible as a means of exit?	Yes	No	_____
Are windows which exit to fire escapes operable and free of obstructions?	Yes	No	_____
Are the interior and exterior exit paths to and from fire escapes clear?	Yes	No	_____
Are fire escapes unobstructed and well secured to the building?	Yes	No	_____

2. Building Interior

Building Interior - Stairs

Are stairs kept clear?	Yes	No	_____
Are stairs "bouncy?"	Yes	No	_____
Are covers on treads and landings worn or missing?	Yes	No	_____
Is there at least one continuous railing along one side of all stairways?	Yes	No	_____
Are railings broken or weak?	Yes	No	_____
Are balusters broken loose or missing?	Yes	No	_____
Are railings for balconies and lofts secure?	Yes	No	_____

DATE/COMMENTS

Miscellaneous

Are lights, alarms, signs, and other objects attached securely to building? Yes No _____

Assembly Areas

Are assembly areas posted for maximum numbers of occupants? Yes No _____

3. Emergency Procedures

Is there a written plan of safe egress for occupants from building? Yes No _____

Is there a centralized location for first aid equipment, poisoning information, etc.? Yes No _____

Is there readily visible a list of emergency phone numbers? Yes No _____

Is there a plan for initial fire fighting? Yes No _____

Auto Safety

Are roadways, parking areas or curbs deteriorating? Yes No _____

Are roadways and parking areas kept free of tree limbs, snow, and ice? Yes No _____

Are STOP, NO PARKING, and FIRE LANE signs unobstructed in all seasons? Yes No _____

Are parking lots adequately illuminated? Yes No _____

Emergency Vehicles

Do emergency vehicles have access to building? Yes No _____

Are fire hydrants clearly visible and accessible? Yes No _____

Pedestrian Safety

Are walkways, steps, and ramps deteriorated, cracked or hazardous? Yes No _____

Are walkways kept clear of tree limbs, snow, and ice? Yes No _____

Do walkways, steps, and ramps have uneven areas? Yes No _____

DATE/COMMENTS

Are walkways, steps, and ramps adequately illuminated? Yes No _____

Do steps and ramps have non-skid surfaces? Yes No _____

Are there handrails on steps and ramps? Yes No _____

Playground Areas

Are play areas protected or locked when not in use? Yes No _____

Are play areas free of open holes, debris, stones, broken glass, etc? Yes No _____

Is play equipment well maintained? Yes No _____

4. Boiler and Furnace Rooms

Are boiler, furnace and similar equipment rooms enclosed with fire protective walls, ceilings, and doors? Yes No _____

Are boiler and furnace rooms vented? Yes No _____

Are boiler and furnace rooms supplied with combustion air? Yes No _____

Are boiler and furnace rooms free of gas odors and foul air? Yes No _____

Are boiler and furnace rooms free of stored material? Yes No _____

Are there rooms used regularly which are only accessible by walking through the boiler or furnace room? Yes No _____

Is there an emergency shutdown switch for burner? Yes No _____

Are fan filters and grilles clean? Yes No _____

5. Electrical Equipment

Are transformers, fans, and other electrical equipment protected with adequate safety barriers? Yes No _____

Is electrical equipment in proper working order? Yes No _____

Do fuses or circuit breakers blow often? Yes No _____

Is the amperage draw for any circuit beyond its capacity? Yes No _____

DATE/COMMENTS

Are there sufficient replacement fuses?	Yes	No	_____
Is building wiring in good condition?	Yes	No	_____
Are there any faulty electrical fixtures?	Yes	No	_____
Do wires on appliances and equipment show the following:			
Fraying?	Yes	No	_____
Splits?	Yes	No	_____
Bare wires?	Yes	No	_____
Do electrical outlets, switches, and junction boxes have cover plates?	Yes	No	_____
Do exterior electrical outlets and switches \have protective covers?	Yes	No	_____
Do all switches operate properly?	Yes	No	_____
Do outlets or switches feel hot to the touch?	Yes	No	_____
Are there any defective or shorted outlets?	Yes	No	_____
Are there outlets with 4 or more items plugged into them?	Yes	No	_____
Are extension cords warm or hot to the touch?	Yes	No	_____
Do extension cords cause a tripping hazard?	Yes	No	_____
Do extension cords run under rugs or carpeting?	Yes	No	_____

6. Safety Repair List

<u>Unsatisfactory Items</u>	<u>Date Identified</u>	<u>Date Resolved</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. GLOSSARY

Baluster: A miniature column or other form of upright in a series, which supports a handrail, as in a balustrade.

Balustrade: A railing with supporting balusters.

Column: A slender vertical structural member used to support roof and floor loads.

Combustion Air: Air required for the burning of fuel.

Coping: A sheet metal, stone, concrete, tile or other covering over the top of a wall.

Counter Flashing: A second and overlapping layer of flashing where conditions are such that the first layer may not insure water tightness.

Downspout: The vertical portion of a rainwater drainage pipe. Also called leader or conductor.

Expansion Joint: A joint containing compressible materials which will absorb movement caused by thermal expansion and contraction.

Flashing: Sheet metal weather protection placed over a joint between different building materials, or between parts of a building, in such a manner that prevents water from entering.

Floor Joist: One of a series of parallel beams used to support a floor.

Gargoyle: A sculptural projection from a roof scupper to drop rainwater clear of the walls.

Gravel Stop: An angle shaped sheet metal trim member at the edge of a roof, having a slightly raised lip to retain roof gravel surfacing material.

Panic Hardware: A type of quick-acting door opening hardware consisting of a horizontal bar on the inside of a door. By pushing against the bar, a leverage mechanism will unlatch and open the door. Such hardware is legally required for safety reasons on certain exists in public buildings.

Parapet: The top part of an exterior wall which is above the roof line.

Plumb: A true vertical line.

Pointing: The treatment of masonry joints by toweling mortar into the joint.

Rafter: One of a series of framing members used to support a roof. Rafters are closely spaced and usually frame into a beam or bearing wall.

Ridge: The line formed at the intersection of the upper edges of two sloping roof surfaces, as opposed to a valley.

Sheathing: A material consisting of thin board or plywood used to cover a wall, floor or roof surface.

Soffit: The underside of a horizontal surface which projects beyond the wall line as in an overhanging roof.

Spalling: The cracking or flaking of particles from a surface.

Splash Block: A concrete or masonry block laid on the ground under a downspout to carry roof drainage away from a building and to prevent soil erosion.

Stair Riser: The vertical face of a stair step.

Stair Tread: The horizontal part of a stair step; the part actually stepped upon.

Vapor Barrier: Any thin membrane used to prevent the passage of water vapor, such as under a concrete slab placed upon the ground or between the back of a wall finish and the insulation.

Valley: The intersection at the bottom of two roof planes.

Weep Hole: A hole through the bottom of a retaining wall to drain water from behind the wall thereby preventing the buildup of hydrostatic pressure.

J. EMERGENCY CONTACT INFO

Contact	Name & Address	Phone
Fire Department		
Police/Sheriff		
Ambulance		
Emergency Rescue		
Animal Rescue		
Insurance		
Power Company Emergency Crew		
Gas Company Emergency Crew		
Boiler/Furnace		

K. HISTORY

Building	Year Built	Architect/ Engineer	Contractor	Comments

L. SERVICE RECORDS

	Company Name, Address & Phone	Service & Repair Record
Boiler		
Carpenter		
Electrician		
Fuel/Oil Gas		
Fire Safety Equipment		
Garbage Removal		
Mason		

Presbytery of the Northwest Coast
Executive Board Special Meeting
November 4, 2020

The special meeting was called by the moderator according to the bylaws, and was called to order by the moderator with prayer at 1:02 p.m. Pacific Daylight Time.

All members were present as follows:

Class of 2020: John Collier, Rev. Becca Niemeyer, Dottie Villevik

Class of 2021: Rev. Gustavo Carvajal, CP George Eastman, Rev. John Mason.

Class of 2022: JB Im, Rev. Emily Mitchell, Rev. Matt Paul, Rev. Mark Terayam

Staff present: Corey Schlosser-Hall, Rev. Jinsuk Kim, Rev. Dean Strong

All items on the agenda were included in the notice for the meeting.¹

Covid Re-entry Guidance. After lengthy consideration of feedback from pastors and churches, consideration of the known evidence regarding aerosol spread of the virus, and recognizing that the presbytery's guidance is currently stricter than the states, the following resolutions were APPROVED,

That *The COVID-19 Re-entry Guidance for Congregations* be modified so that restrictions on congregational singing indoors be restated from "required" to "strongly recommended;"

That an outdoor settings provision be added stating that congregational singing with masks and proper distancing may be acceptable during outdoor worship services;

That eating outdoors with face coverings (removed while eating), proper distancing, and other appropriate precautions (no shared serving utensils, etc.) may also be acceptable.

EP Report. An update regarding recent the recent arrest and dismissal of the Tall Timber director was provided. A discussion of 2021 priorities and goals was postponed to the next meeting.

VERGE 3.0 Conference. The following were thanked for a successful event: Jenine Taylor and EJ Lee for communications and coordination; Becca Neimeyer, Matt Paul, John Collier, Corey S-H and Jenine Taylor for the event design, Jin Hyun, Dan Holland, Amy Delaney, EJ Lee, Kevin Riley, Kenny Park, Lex Lane, and Kurt Helmcke for tech support; Susan Beaumont, Eitan Hersh, Nancy Bristow, Tali Hairston for keynote speeches, Dianna Kunce, Denise Easter, and Corey Greaves for worship.

Lord of Glory PC Admin Commission Request. The administrative commission requested the following resolution, which was APPROVED, "*Resolved*, That the Lord of Glory Administrative Commission be granted authority to conduct a mission study with the session."

The commission also requested \$10,000 for emergency repairs to the Lord of Glory facility. A motion was APPROVED requesting that the commission must submit more information before the request will be addressed by the Board, including a full and complete disclosure of the church's financial position including all assets and indebtedness, current operating statements, use of the recently awarded Presbyterian Disaster Agency Covid-19 emergency grant, and detailed information about the perceived need and use of requested funding.

Metlakatla Facility & Per Capita Relief Request. A letter was received from the session dated Aug. 28, 2020, rejecting a proposal that the building be gifted to the Metlakatla Indian Community.

An email dated Oct. 17, 2020 was received from Treasurer Joanna Marsden stating that the session has directed her to pay \$2,000 for 2020 per capita, and requesting that the session be allowed to pay the remaining past due amount over 24 months.² The previous years amounts are:

2016 - \$1,738.86

2017 - \$2,056.26

2018 - \$1,929.20

2019 - \$1,978.00
 Total \$7,702.32

24 equal monthly payments, without interest or penalty, would be \$320.93.

After discussion, the following motion was APPROVED as amended, “That a letter be sent to the Metlakatla session thanking them for their correspondence and 1) stating pastorally that if the session is rejecting the idea of gifting the building to the Metlakatla Indian Community, that it must assume full responsibility for the insurance, maintenance and upkeep of the building, and that the presbytery will accept no further requests for capital funds or other financial subsidies, and 2) the Executive Board agrees to 24 monthly payments of \$320.93 for past due per capita for the years 2016–2019 in the amount of \$7,702, commencing December 1st, 2020.

Sitka Easement. At the request of the Sitka Property Administrative Commission, the following resolution was APPROVED, “*Resolved*, That the temporary road construction easement requested by the State of Alaska Transportation Department be granted for the offered payment of \$3,500.00.”³

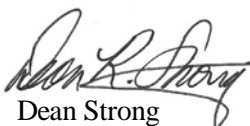
Maplewood Lease Agreement. The Stated Clerk reported that a lease agreement had been executed with Maplewood PC for presbytery storage space.⁴

Future Meetings

The next regular meeting of the Board is Nov. 18th, at 1pm-2:30pm PST/12 noon - 1:30pm AST. Items to be considered are the Nominating Committee’s recommendation that the Rev. Matt Paul be elected presbytery moderator, the election of a presbytery vice-moderator, and the election of a Board member to serve as Board Moderator.

The 2021 Retreat is Thursday, January 14th 1-5pm Pacific/noon - 4pm Alaska via Zoom.

Meeting adjourned with prayer by John Mason at 2:23 p.m. PST.



Dean Strong
 Stated Clerk

Attachments:

1. Email dated Oct. 26, 2020, Gustavo Carvajal to the Executive Board; Email dated Nov. 2, 2020, Dean Strong to the Executive Board.
2. Accounts Receivable Aging Detail, Metlakatla PC, as of Nov. 4, 2020.
3. Letter of Offer, October 8, 2020.
4. Maplewood Building/Facility Use Agreement, Sept. 20, 2020–Dec. 31, 2030.



Dean Strong <dean@northwestcoast.org>

Re: Meeting Next Week

Dean Strong <dean@northwestcoast.org>

Mon, Nov 2, 2020 at 9:33 AM

To: Gustavo Carvajal <gecarvajal@hotmail.com>

Cc: "executive_board@northwestcoast.org" <executive_board@northwestcoast.org>

Since this is a special meeting, no items can be added to the agenda beyond those listed in the call, and the call itself has to be recorded in the minutes to verify this.

The call is a little ambiguous since it lists "items anticipated for the November 18 EB meeting."

For clarification and inclusion in the minutes, and since the agenda is now complete, the business for this special meeting is:

- Covid Re-entry Guidance for Congregations
- Expansion of the Lord of Glory Administrative Commission authority to include conducting a mission study with the session.
- Metlakatla per capita relief request.
- Alaska Dept. of Transportation temporary construction easement.
- Other reports and announcements that do not require action.

Grace and Peace,

Dean

Rev. Dean R. Strong

*Stated Clerk/Treasurer, Presbytery of the Northwest Coast, dean@northwestcoast.org
425-210-8997*

This email address is checked several times a day Monday-Thursday. At other times please text or call if a need or alert to a sent email is urgent.

On Mon, Oct 26, 2020 at 10:08 PM Gustavo Carvajal <gecarvajal@hotmail.com> wrote:

Dear Exec Board Team,

I am calling for a special board meeting on **Wednesday, November 4 at 1pm-2:30pm Pacific Time** to address potential updates to our COVID-19 guidance for congregations related to singing and food service. These potential edits have come through requests and engagement from NWC Presbytery pastors and discussed at a recent pastor Zoom gathering.

In addition, we will address as many items anticipated for the November 18 EB meeting at this time as well. If we can address them all we may be able to cancel the November 18 EB meeting.

So please come prepared having done your homework. The draft agenda and supporting docs will be in the dropbox by end of day Friday, October 30. The Zoom connection info will be at the top of the agenda.

Until then, blessings,

Rev. Gustavo Carvajal
Exec Board Moderator.

Presbytery of Northwest Coast

NOVEMBER 4, 2020

A/R AGING DETAIL
As of November 4, 2020

DATE	TRANSACTION TYPE	NUM	CUSTOMER	DEPARTMENT	DUE DATE	AMOUNT	OPEN BALANCE
271 or more days past due							
12/30/2016	Invoice	1399	Metlakatla PC	Management	01/29/2017	1,953.65	1,738.86
12/29/2017	Invoice	1606	Metlakatla PC	Management	01/28/2018	2,056.26	2,056.26
12/31/2018	Invoice	1738	Metlakatla PC	Management	01/30/2019	1,929.20	1,929.20
12/31/2019	Invoice	1696	Metlakatla PC	Management	01/30/2020	1,978.00	1,978.00
Total for 271 or more days past due						\$7,917.11	\$7,702.32
91 - 120 days past due							
07/01/2020	Invoice	2143	Metlakatla PC	Management	07/31/2020	662.66	662.66
Total for 91 - 120 days past due						\$662.66	\$662.66
61 - 90 days past due							
08/01/2020	Invoice	1524	Metlakatla PC	Management	08/31/2020	662.67	662.67
Total for 61 - 90 days past due						\$662.67	\$662.67
31 - 60 days past due							
09/01/2020	Invoice	2418	Metlakatla PC	Management	10/01/2020	662.67	662.67
Total for 31 - 60 days past due						\$662.67	\$662.67
TOTAL						\$9,905.11	\$9,690.32



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Transportation and
Public Facilities

SOUTHCOST REGION
DESIGN & ENGINEERING SERVICES
Right of Way Section

P.O. Box 112506
Juneau, Alaska 99811-2506
Main: 907.465.4444
Fax: 907.465.8485
Toll free: 800.575.4540
TTY-TDD: 800.770.8973
dot.alaska.gov

October 8, 2020

First Presbyterian Church of Sitka, Alaska
PO Box 583
Woodinville, WA 98072

Certified Mail: 7019 2970 0000 9399 3525

LETTER OF OFFER

RE: Project Name: SIT: Sawmill Creek Road Resurfacing
and Pedestrian Improvements
Project No.: Z681000000 / 0933042
Parcel No.: E-8, TCE-8

First Presbyterian Church of Sitka, Alaska:

Alaska Department of Transportation and Public Facilities (ADOT&PF) proposes to resurface the segment of Sawmill Creek Road between the roundabout and Jeff Davis Street. The purpose of this project is to improve transportation safety for motorized, pedestrian, and bicycle traffic, restore the structural integrity of the roadway, and improve drainage. The roadway needs to be resurfaced to correct the rutting and settling of pavement and the raveling of pavement joints. The existing sidewalks and curb ramps do not meet ADA standards, and this is the only main road in Sitka without a shoulder or separated pathway for bicycle use. Additionally, the current storm drain system that was installed in 1967 has reached its useful life expectancy. A portion of your property is needed for this project and DOT&PF would like to make you an offer.

Valuation

As a state agency utilizing federal resources, DOT&PF is subject to specific statutes and regulations to offer Just Compensation as determined by Fair Market Value (FMV) for purchase of private property. FMV has been determined by a Waiver Valuation performed by an employee of the department. That Waiver Valuation is enclosed for your perusal. The enclosed brochure, "Acquiring Real Property for Federal and Federal Aid Programs and Projects," provides additional information about right of way acquisition procedures.

The Offer

The portion of your property necessary for this project is described as: Parcel No. E-8, is a permanent easement, containing approximately 145 square feet, needed for sidewalk construction and maintenance. TCE-8 is a Temporary Construction Easement containing approximately 954 square feet needed for storm drain excavation and replacement, sidewalk construction, as well as driveway and private walk regrading. The TCE will be in effect for the period beginning on the starting date of construction and ending upon project completion.

Compensation for separation damages have been included and take into consideration impacted landscaping within the proposed acquisition area that will need to be removed prior to commencement of construction. The enclosed Waiver Valuation provides a breakdown of the estimated costs to be compensated.

DOT&PF's offer of just compensation for this transaction is **\$3,500.00**.

"Keep Alaska Moving through service and infrastructure."

All Documents to complete the transaction are enclosed. A brief description of the documents and additional steps necessary to finalize the transaction follow:

- Memorandum of Agreement: The Memorandum of Agreement expresses the terms of the transaction in writing. Please sign the document where indicated.
- Easement: Easement E-8 is the written document that will grant DOT&PF an unrestricted right and access to the easement area. You will need to sign and date the documents in the presence of a Notary Public.
- Temporary Construction Easement: The Temporary Construction Easement No. TCE-8 is the written document that will allow DOT&PF to enter onto your property for the specific purpose(s) stated. You will need to sign the document in the presence of a Notary Public.
- Parcel Plat(s): The Plats show the location and size of the areas to be purchased or used as part of the project. Please acknowledge the impacted areas by initialing and dating the Parcel Plats where indicated.
- Purchase Voucher: A Purchase Voucher is needed to order payment. Please sign where indicated.
- W-9 Form: The Internal Revenue Service requires that DOT&PF reports sale proceeds. To help with that obligation, please complete the attached W-9 Form.

DOT&PF will also need a copy of the resolution that authorizes you or your agent to sign on behalf of the corporation or you may complete the sample resolution included in this package.

A self-addressed, postage paid, return envelope is enclosed to return the documents for your convenience.

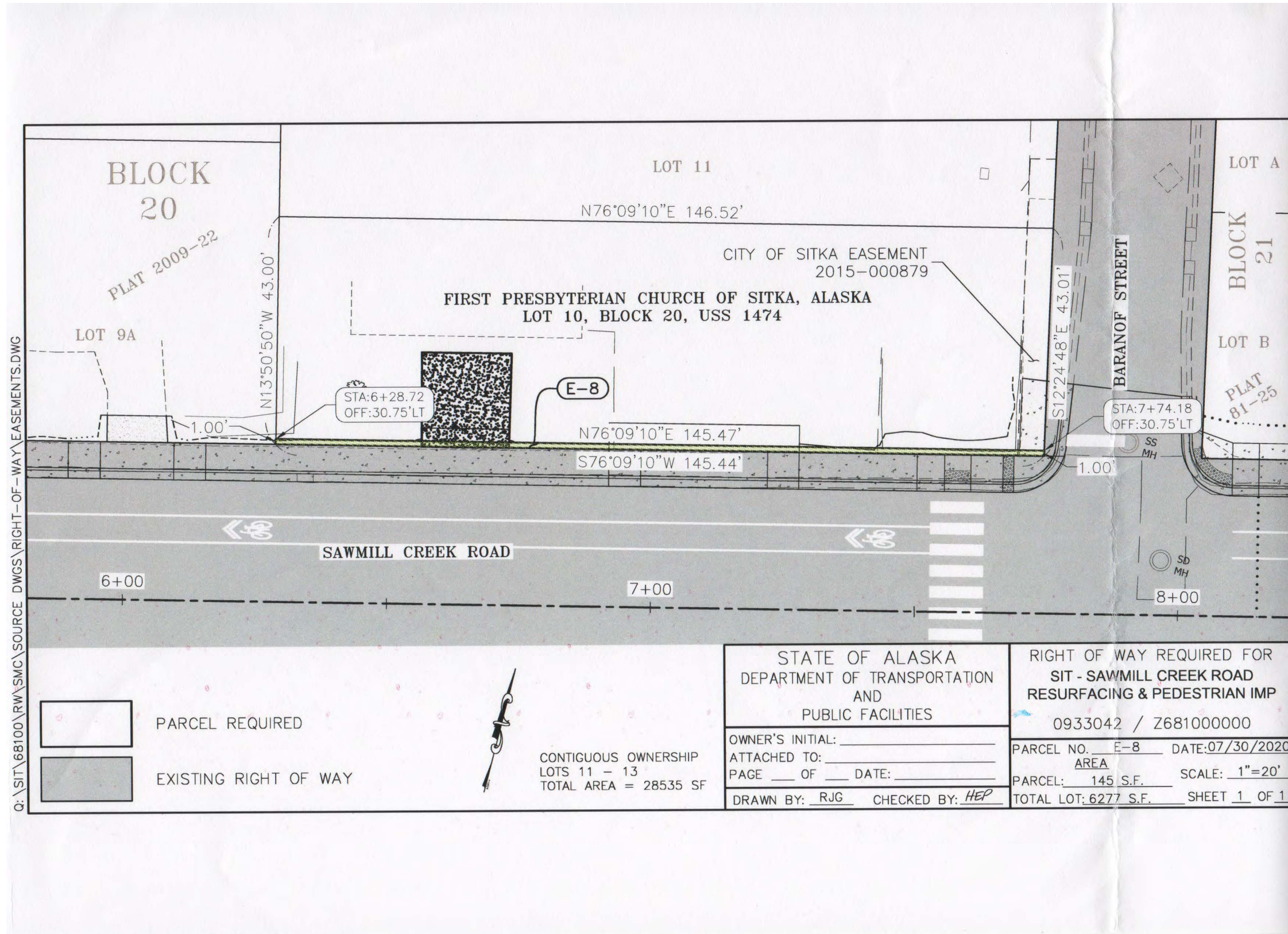
With your permission I would like to call to discuss this transaction in about a week. If you have any questions before then or would like to discuss the project and/or this offer, earlier, please contact me at 907-465-4428. If you are calling from outside the local area, dial toll free at 1(800)575-4540. If you prefer, you may also email me at kaden.phillips@alaska.gov. I look forward to working with you to make this project a success for the citizens of Alaska.

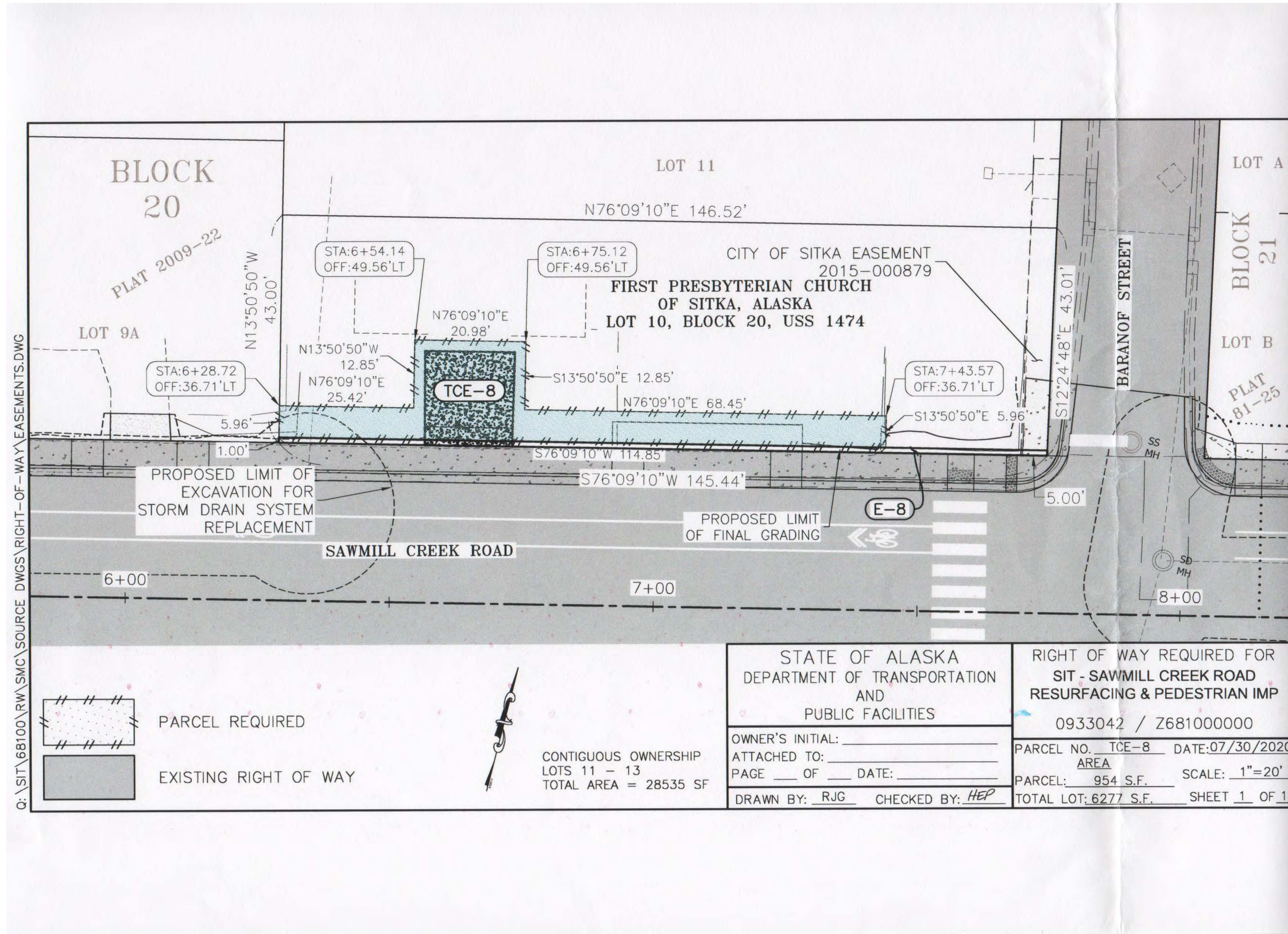
Sincerely,



Kaden Phillips
Right of Way Agent

Enclosures





Q:\SIT\68100\RW\SMC\SOURCE DWGS\RIGHT-OF-WAY\EASEMENTS.DWG



CONTIGUOUS OWNERSHIP
LOTS 11 - 13
TOTAL AREA = 28535 SF

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND
PUBLIC FACILITIES

OWNER'S INITIAL: _____
 ATTACHED TO: _____
 PAGE ____ OF ____ DATE: _____
 DRAWN BY: RJG CHECKED BY: HEP

RIGHT OF WAY REQUIRED FOR
SIT - SAWMILL CREEK ROAD
RESURFACING & PEDESTRIAN IMP

0933042 / Z681000000

PARCEL NO. TCE-8 DATE: 07/30/2020
 AREA
 PARCEL: 954 S.F. SCALE: 1"=20'
 TOTAL LOT: 6277 S.F. SHEET 1 OF 1

**MAPLEWOOD PRESBYTERIAN CHURCH
BUILDING/FACILITY USE AGREEMENT**

GENERAL CONDITIONS AND CONSIDERATION

It is agreed between Maplewood Presbyterian Church, hereinafter referred to as MPC, and The Northwest Coast Presbytery, hereinafter referred to as NWCP, that MPC shall allow NWCP access and the use of designated areas of Maplewood Presbyterian Church as conditioned and described below, subject to all the policies and procedures of MPC. In consideration for the benefit of using MPC's facilities, NWCP agrees to abide by all the terms and conditions of use described in this agreement.

ORGANIZATION REQUESTING USE: The Northwest Coast Presbytery

AREAS OF FACILITY TO BE USED: Storage closet as identified in Attachment B.

DATE(S) OF USE: September 20, 2020, to December 31, 2030

PURPOSE OF USE: File & records storage

STIPULATIONS & CONDITIONS: NWCP agrees to observe all stipulations and conditions as delineated in attached Attachment A.

MPC is not responsible to provide any special equipment or personnel unless the same has been specifically agreed to by MPC and NWCP, and the specific related terms for the special equipment or personnel have been set forth as an exhibit to this agreement.

The undersigned has been given authority to act for and be responsible for NWCP making this application. NWCP will see that the church property is not misused or abused, that there is proper adult supervision at all times, that the church property is used in conformity with all policies and regulations of MPC, and that all other terms of this agreement are adhered to and followed.

NO OTHER PROMISES OR WARRANTIES

_____ NWCP understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the designated areas of use will be adequate for NWC's planned use, and that NWC accepts the designated areas of use in an AS-IS condition. ***User to initial line to the left.***

_____ NWCP has inspected the facility to be used and has independently determined that it is suitable and safe for its particular purpose. ***User to initial line to the left.***

INSURANCE

LIABILITY INSURANCE

NWCP at its sole cost and expense shall maintain during the dates of use of this agreement public liability insurance insuring against ALL liability of NWCP, MPC, and their authorized representatives arising out of and in connection with NWCP's use of Maplewood Presbyterian Church, with a single liability limit of \$1,000,000.00.

PROPERTY DAMAGE INSURANCE

NWCP also at its sole cost and expense shall maintain during the dates of use of this agreement property damage limits covering the facility to be used of not less than \$1,000,000.00.

It is the intention of both NWCP and MPC that both the public liability and property damage insurance shall insure performance by NWCP of the express indemnity provision contained below. However, the limits of such insurance shall not limit the liability of NWCP hereunder.

MPC shall be named as an additional named insured on the insurance policy purchased by NWCP, which is the subject of this agreement.

NWCP agrees to provide MPC with a copy of the certificate of insurance evidencing that it has complied with the insurance requirement of this agreement.

EXPRESS INDEMNITY

NWCP agrees to save, indemnify, and keep harmless MPC against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (NWCP's employees and members included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by NWCP, save and except claims or litigation arising through the sole negligence or sole willful misconduct of MPC. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

SIGNED this _____ day of September, 2020.

Lloyd Fleck
Maplewood Presbyterian Church
A Washington Nonprofit Corporation

By: _____
President

Print Name: _____
Presbytery of the Northwest Coast, of the Presbyterian Church (U.S.A.)
A Washington Nonprofit Corporation

By: _____
Print Title:

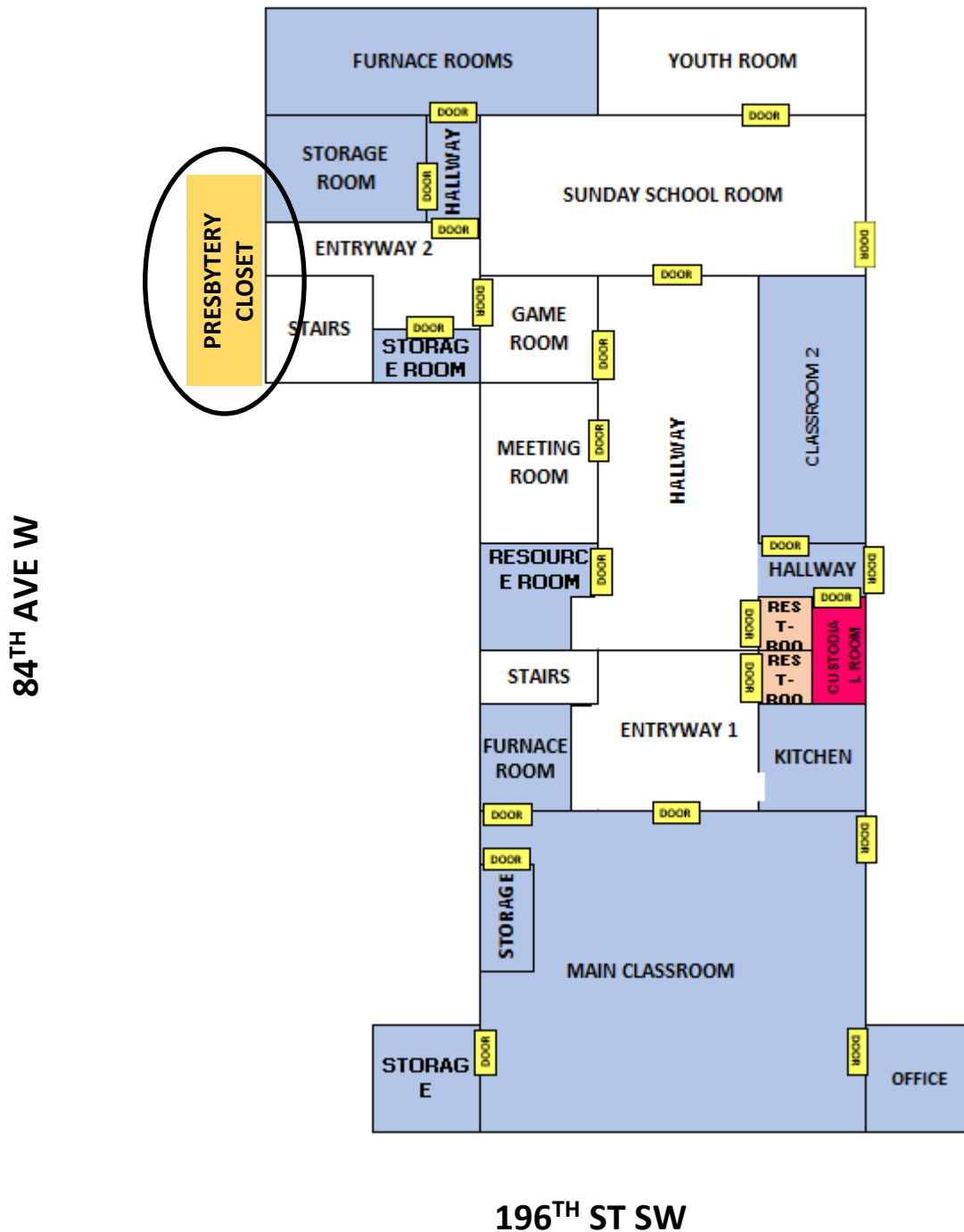
ATTACHMENT ASTIPULATIONS AND CONDITIONS

1. When on MPC property, groups will comply with all regulations in place at the time, including any COVID-19-related orders from the Office of the Governor of the State of Washington.
2. Alcoholic beverages and other intoxicants are not to be consumed in the building or on the grounds.
3. Smoking is not permitted in the building. The only place smoking is allowed on the property is in the area outside where the cigarette receptacles are located (south parking lot next to the sanctuary building). Under no circumstances is smoking allowed in any other location, including the lawn area other than where the cigarette receptacles are (the grass sometimes dries out to the point that fires can easily start).
4. An adult, at least 21 years of age, must be present and be responsible for all activities while using the facility.
5. Key: A key will be issued to the person who signs the facility use request form. Additional keys may be provided by MPC upon request. The keys may not be copied or loaned to anyone or used for any reason other than the time and purpose stated on the facility request form. The keys must be returned within three days following the event (or the final day of use of the facility for ongoing users).
6. The user group is responsible for all damages or loss of equipment. Following use, facilities will be inspected for cleanliness, damage, or loss of equipment. If a damage deposit has been paid, the deposit will be returned within two weeks of the final day of use upon satisfactory follow-up inspection of facilities by MPC staff. In the event of damage or loss of equipment, a portion or all of the damage deposit shall be retained by Maplewood Presbyterian Church. If the damage or loss of equipment exceeds the damage deposit, the user group will be responsible to pay the excess amount.
7. Users will assume all responsibility for personal injury to members of the group or bystanders and agree to indemnify and hold harmless Maplewood Presbyterian Church and its employees and agents from any liability and expense for personal injury not caused by their negligent actions.

ATTACHMENT B

**AREA OF FACILITY TO BE USED BY NWCP:
Storage closet, labeled "Presbytery Closet" on diagram below**

**MAPLEWOOD PRESBYTERIAN CHURCH FLOOR PLAN
LOWER LEVEL**



Presbytery of the Northwest Coast
Executive Board
November 18, 2020

The regular meeting was called to order with prayer by the Moderator at 1:02 p.m. Pacific Daylight Time. All members were present as follows:

Class of 2020: John Collier, Rev. Becca Niemeyer, Dottie Villevik

Class of 2021: Rev. Gustavo Carvajal, CP George Eastman, Rev. John Mason.

Class of 2031: JB Im, Rev. Emily Mitchell, Rev. Matt Paul, Rev. Mark Terayam

Staff present: Corey Schlosser-Hall, Rev. Jinsuk Kim, Rev. Dean Strong

The agenda was approved as distributed.

Generative Discussion Next Ten Years. The Board discussed the following questions: “If you could peer 10 years into God’s future, who do you hope NWC Presbytery becomes in 2030? Who will comprise the presbytery then? How will we be alike and how will we be different from who we are today? Where will our commitments today take us ten years from now? What will be our identity, leadership, mission priorities, and financial picture be in 2030?”

Election of the Presbytery Moderator & Vice Moderator. At the last regular meeting of the presbytery, the Nominating Committee had been unable to obtain nominations for presbytery moderator and vice moderator, and there were no nomination from the floor. Since these offices are necessary for the operation of the presbytery, the Board exercised its power of “general supervision of the affairs of the Presbytery between meetings” which “shall be reported to the next stated meeting of the Presbytery,” and on behalf of the presbytery, ELECTED the Rev. Matt Paul to serve as the Moderator of the presbytery and the Rev. Becca Neimeyer to serve as Vice Moderator for the year 2021 beginning January 1st.

The Board also ELECTED The Rev. Mat Paul to serve as Moderator of the Board for 2021.

Executive Presbyter’s Report. EP Corey Schlosser-Hall asked returning Board members to review the 2021 Ministry Plan in order to set priorities and goals for 2021. He also reported that the revisions to the Covid-19 guidelines for the churches approved at the last meeting would be incorporated and distributed to the churches next week.

Matthew 25 in the PCUSA. “Matthew 25:31–46 calls all of us to actively engage in the world around us, so our faith comes alive and we wake up to new possibilities. Convicted by this passage, both the 222nd and 223rd General Assemblies (2016 and 2018) exhorted the PC(USA) to act boldly and compassionately to serve people who are hungry, oppressed, imprisoned or poor.”¹

Becoming a Matthew 25 presbytery requires the following: “We do hereby commit to become a Matthew 25 mid council. We pledge to encourage 20% or more of our congregations to become Matthew 25 churches and embrace these areas of focus: 1) Building congregational vitality; 2) Dismantling structural racism; 3) Eradicating systemic poverty. We promise to keep track of the impact of our ministry and share our stories with the PC(USA) from time to time.”²

After discussion, the Board APPROVED the following resolution, “*Resolved*, That the Executive Board, on behalf of the Presbytery, endorses and supports *Matthew 25 in the PC(USA)* and looks forward with great anticipation to see what God will do through this effort.”

Treasurer’s Report. Financial Reports were received and reviewed and are posted online. The presbytery should complete the year with an increase in net assets significantly greater than budgeted

¹Presbyterian Mission Agency, <https://www.presbyterianmission.org/ministries/matthew-25/>.

²<https://www.presbyterianmission.org/ministries/matthew-25/become-a-matthew-25-presbytery-or-synod/>

primarily due to further disbursements from the Synod. Since the presbytery uses an accrual basis for accounting, the per capita income reported is the amount billed, not received. An accounts receivable aging report is now included with financial statements so per capita collection can be easily monitored.

Designations of Unrestricted Assets. In June 2020 the Presbytery lifted the designations on unrestricted funds (Community Blessing Investment Fund and Alaska Fund). The Financial Support Task Force (George Eastman, JB Im, Gustavo Carvajal, Dean Strong, Corey Schlosser-Hall) have been considering ways to mitigate the risks of current commitments while aligning assets, particularly real estate, with future needs (assets from past will fund the future). The task force reported the following resolution, which, after explanation and discussion, was APPROVED, “*Resolved*, that portions of unrestricted net assets be designated as follows,

1) Operations & Loan Exposure Designation (adjusted annually):	
Budgeted Operating Management & Support Services	\$437,420
Less 80% of presbytery budgeted per capita (\$286,821)	229,457
Plus 12 monthly payments of the largest at risk church mortgage payment [currently UPC of Seattle @ \$17,580]	<u>214,200</u>
Approximate amount of designation	\$422,163
Or, rounded	\$425,000
2) Real Estate for Future Church Projects Designation	
Designates current fixed assets (property) for future use	\$1,459,952.

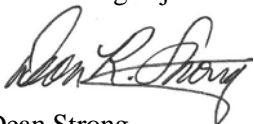
These designations are shown on *Balance Sheet as of October 31st with Proposed Designations¹*

Lord of Glory Per Capita Relief. The AC has been working with the session to resolve several years past due per capita. \$1,578 remains from before Lord of Glory assumed ownership of the Myoung Sung facility and is in dispute. All other past a current per capita billings have been paid and the account is current. The commission requested the following resolution, "That the sum of \$1,578.06 remaining on the Lord of Glory per capita account be forgiven," which, after discussion, was APPROVED.

Thanks to the Class of 2020. The following members of the Board whose terms are expiring were recognized, thanked, and prayed for: Gustavo Carvajal, John Collier and Dottie Villesvik.

Next Meeting. Orientation for the Board, COM, CPM and the Nominating Committee is January 14, 2021, 1-5pm Pacific/noon - 4pm Alaska, via web conference.

The meeting adjourned with prayer at 2:31 p.m.



Dean Strong
Stated Clerk

Attached:

1. *Balance Sheet as of October 31st with Proposed Designations*

MINUTES
Presbytery of Northwest Coast
Balance Sheet
As of October 31, 2020
Endowment Excluded

Presbytery of Northwest Coast
NOVEMBER 18, 2020
Balance Sheet With Proposed Designations
As of October 31, 2020
Endowment Excluded

	Total
ASSETS	
1000 Bank Accounts	429,353
1300 Accounts Receivable	45,531
1500-05 Charles Schwab	969,166
1600-00 Mission Development Certificates	474,395
1600-05 New Covenant Funds	170,186
1700-25 Meadow Springs Loan	66,034
1700-35 United PC Loan	49,000
Undeposited Funds	4,966
1800 Property (Stnwd, Stka, Trnty, Evrsn, Cmpbel)	<u>1,459,952</u>
TOTAL ASSETS	<u>3,668,583</u>

LIABILITIES AND EQUITY

Liabilities

2000 Accounts Payable	22,304
2000-14 Accrued Payroll and Taxes	4,726
2000-25 Stanwood MDC Loan	108,530
2000-30 PPP Loan Payable	<u>36,524</u>

Total Liabilities **172,084**

Equity

3000-00 Unrestricted/Undesignated Net Assets	3,297,067
3200-00 Temporarily Restricted	
3200-03 Peacemaking Presbytery	1,803
3200-06 Katie Allen Scholarship	10,879
3200-09 Campbell Farm Fundraiser	20,304
3200-12 Oso Disaster Relief	90
3200-20 DeVries Scholarship Fund	4,007
3200-22 Elias Foundation Fund	2,309
3200-24 Flood Support PDA	4,214
3200-26 Housing Ministry Fund	2,045
3200-28 Morris Evangelism Fund	2,073
3200-30 Underwood Fund - AK Aviation	2,114
3200-36 Undesignated Mission	37,920
3202-09 MS Mathes Fund 0617/1744	41,692
3202-11 A Merchant Fund 0675-6/5347-8	44,390
3202-54 MS Mathes Whitworth Internships	5,000
3204-03 Phoebe Bakken Fund 5580	1,032
3204-12 Embert/Demmert Fund 5691	922
3204-18 J Earl Jackman Fund 2126	2,932
3204-21 Henry & Vineta Fawcett Fund 2890	14,013
3204-24 SE Alaska Mission Fund 2006	<u>1,692</u>

Total 3200-00 Temporarily Restricted **199,432**

Total Equity **3,496,499**

TOTAL LIABILITIES AND EQUITY **3,668,583**

ASSETS	
1000 Bank Accounts	429,353
1300 Accounts Receivable	45,531
1500-05 Charles Schwab	969,166
1600-00 Mission Development Certificates	474,395
1600-05 New Covenant Funds	170,186
1700-25 Meadow Springs Loan	66,034
1700-35 United PC Loan	49,000
Undeposited Funds	4,966
1800 Real Property	<u>1,459,952</u>
TOTAL ASSETS	<u>3,668,583</u>

LIABILITIES AND EQUITY

Liabilities

2000 Accounts Payable	22,304
2000-14 Accrued Payroll and Taxes	4,726
2000-25 Stanwood MDC Loan	108,530
2000-30 PPP Loan Payable	<u>36,524</u>

Total Liabilities **172,084**

Equity

3000-00 Unrestricted/Undesignated Net Assets	1,412,115
Designated: Operations & Loan Exposure	425,000
Designated: Real Estate for Future Church Project	1,459,952
3200-00 Temporarily Restricted	
3200-03 Peacemaking Presbytery	1,803
3200-06 Katie Allen Scholarship	10,879
3200-09 Campbell Farm Fundraiser	20,304
3200-12 Oso Disaster Relief	90
3200-20 DeVries Scholarship Fund	4,007
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Total 3200-00 Temporarily Restricted **199,432**

Total Equity **3,496,499**

TOTAL LIABILITIES AND EQUITY **3,668,583**