

# PROSSER TRANSPORTATION BENEFIT DISTRICT AGENDA

Prosser City Hall  
Council Chambers  
601 7<sup>th</sup> Street, Prosser, WA 99350

REGULAR MEETING  
November 4, 2014  
6:30 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. BOARD MEMBER COMMENTS
5. PUBLIC HEARING
  - a.) 2015 Final Budget ..... *Page 3*
    - ~ Open the Public Hearing
    - ~ Call for Public Testimony
    - ~ Close the Public Hearing
6. BOARD ACTION
  - a.) Consideration of Ordinance No. TBD-14-\_\_\_\_ Adopting the 2015 Transportation Benefit District Budget ..... *Page 4*

**Recommendation:** Move to adopt Ordinance No. TBD-14-\_\_\_\_ adopting the 2015 Transportation Benefit District Budget
  - b.) Transportation Benefit District (TBD) Board Meeting Minutes of October 7, 2017 ..... *Page 8*

*Next Meeting Date: February 3, 2015 6:30 PM*

*The first Ordinance passed will be Ordinance 14-TBD-12  
The first Resolution passed will be Resolution 14-TBD-14*

**Recommendation:** Move to approve Transportation Benefit District Board Meeting Minutes of October 7, 2014.

c.) **Transportation Benefit District (TBD) Board Meeting Minutes of October 14, 2014** ..... **Page10**

**Recommendation:** Move to approve Transportation Benefit District Board Meeting Minutes of October 14, 2014.

**8. ADJOURNMENT**

*Next Meeting Date:*

*February 3, 2015*

*6:30 PM*

*The first Ordinance passed will be Ordinance 14-TBD-12  
The first Resolution passed will be Resolution 14-TBD-14*

Prosser Transportation District  
Public Hearing Notice  
2015 Final Budget

Notice is hereby given by the undersigned Secretary of the Prosser Transportation District that the Prosser Transportation District will conduct a Public Hearing at 6:30 p.m., or as soon thereafter as may be heard, on Tuesday, November 4, 2014, in the City Council Chambers, Prosser City Hall, 601 7<sup>th</sup> Street, Prosser, Washington, for the purpose of hearing comments on the final budget for the fiscal year 2015.

All interested persons are invited to attend. The Board will consider both oral and written comments. No qualified individuals with a disability shall be excluded or denied the benefit of participating in the public hearing. If you require assistance to comment at the public hearing, please contact Prosser City Hall at 509-786-2332 at least 7 days prior to the date of the public hearing to make the proper arrangements.

Copies of the budget will be available for inspection during normal business hours, at the following locations:

Prosser City Hall  
[www.cityofprosser.com](http://www.cityofprosser.com)

601 7<sup>th</sup> Street

Dated: October 15, 2014



Rachél Shaw, CMC  
Secretary

Publication date: October 22 and October 29, 2014

**CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 14-TBD-\_\_\_\_\_**

**AN ORDINANCE OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT ADOPTING A BUDGET FOR THE 2015 FISCAL YEAR. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.**

**WHEREAS**, the Treasurer of the Prosser Transportation Benefit District, completed and placed on file with the Secretary of the Prosser Transportation Benefit District and with the Board of the District, a proposed budget and estimate of the amount of monies required to meet the general expenses and all notices were published and all public hearings held as required by law giving citizens an opportunity to be heard upon the 2015 Preliminary Budget; and

**WHEREAS**, after conducting a public hearing, the Board of the City of Prosser Washington Transportation Benefit District finds it is in the best interest of the District to adopt the budget as set forth below;

**NOW THEREFORE, THE BOARD OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, DO ORDAIN AS FOLLOWS:**

**Section 1. Adoption of Budget.** The budget for the Prosser Transportation Benefit District for the fiscal year 2015 is hereby adopted in its final form and content as set forth in the document entitled 2015 Adopted Budget, a copy of which is on file in the Office of the Secretary of the District.

**Section 2. Transfers and Adjustments.** The Treasurer is hereby authorized to make transfers and adjustments to and between individual line items during the current fiscal year by order of the Chair of the District, subject to the provisions of RCW 43.09.210. Estimated resources and aggregate expenditures during the year 2015 are set forth in summary form below, and are hereby appropriated for expenditure during the fiscal year 2015 at the fund level:

FUND NO.	FUND	Projected BEG FUND BALANCE	REVENUE	EXPENDITURE RES	EST. END FUND BALANCE
103-TBD	Transportation Benefit District Fund	115,500	90,000	205,500	0

**Section 3. Budget Transmittal.** The Secretary is hereby directed to transmit a copy of the budget to the Office of the State Auditors, Association of Washington Cities, and to Municipal Research and Services Center of Washington.

**Section 4. Effective Date.** The effective date of the 2015 Adopted Budget shall be January 1, 2015 and publication of an approved summary thereof consisting of the title.

**Section 5. Severability.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

**PASSED** by the Transportation Benefit District Board and **APPROVED** by the Chair, this \_\_\_\_\_, day of \_\_\_\_\_, 2014. **APPROVED:**

\_\_\_\_\_  
MORGAN EVERETT, CHAIR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
RACHEL SHAW, SECRETARY/CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
HOWARD SAXTON, CITY ATTORNEY

PUBLICATION DATE: \_\_\_\_\_

**SUMMARY OF ORDINANCE NO. 14-TBD-\_\_\_\_\_**  
of the Prosser Transportation Benefit District

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On the \_\_\_\_ day of \_\_\_\_\_, 2014, the Prosser Transportation Benefit District, passed Ordinance No. 14-TBD-\_\_\_\_. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT ADOPTING A BUDGET FOR THE 2015 FISCAL YEAR. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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RACHEL SHAW, SECRETARY/CITY CLERK

PROSSER TRANSPORTATION DISTRICT

2015 ADOPTED BUDGET

			2010	2011	2012	2013	2014	2015
Fund	Account Number	Description	Actual	Actual	Actual	Actual	Budget	ADOPTED
<b>103-TBD</b>	<b>103-TBD</b>	<b>Fund</b>						
103-TBD	103-000-308-00-00	Beginning Fund Balance	3,102.00	65,469.38	145,338.39	94,597.66	120,000.00	115,500.00
103-TBD	308	Beginning Fund Balance						
103-TBD	103-000-344-90-00	TBD License Fees	74,442.00	85,344.80	87,503.40	87,306.60	90,000.00	90,000.00
103-TBD	344	TBD License Fees						
103-TBD	103-000-361-10-00	Investment Interest	-	-	-	-	-	-
103-TBD	361	Interest & Other Earnings						
<b>TOTAL TRANSPORTATION BENEFIT DISTRICT FUND REVENUE</b>			<b>74,442.00</b>	<b>85,344.80</b>	<b>87,503.40</b>	<b>87,306.60</b>	<b>90,000.00</b>	<b>90,000.00</b>
103-TBD	103-508-508-00-00	Ending Fund Balance	65,469.56	145,338.39	94,597.66	-	-	-
103-TBD	508	Ending Fund Balance						
103-TBD	103-542-542-30-49	Refunds	-	-	-	-	-	-
103-TBD	542							
103-TBD	103-542-542-30-51	Roadway Costs	-	-	132,850.98	72,185.51	205,000.00	200,500.00
103-TBD	542							
103-TBD	103-598-598-95-51	TBD Admin Pmts to City	12,074.44	5,475.79	5,393.15	-	5,000.00	5,000.00
103-TBD	598	TBD Admin Pmts to City						
103-TBD	103-598-598-95-52	Pmts to City for TBD Services	-	-	-	-	-	-
103-TBD	542							
<b>TOTAL TRANSPORTATION BENEFIT DISTRICT FUND EXPENDITURES</b>			<b>12,074.44</b>	<b>5,475.79</b>	<b>138,244.13</b>	<b>72,185.51</b>	<b>210,000.00</b>	<b>205,500.00</b>
Beginning Fund Balance			3,102.00	65,469.38	145,338.39	94,597.66	120,000.00	115,500.00
Total Revenue			74,442.00	85,344.80	87,503.40	87,306.60	90,000.00	90,000.00
Total Expenditures			12,074.44	5,475.79	138,244.13	72,185.51	210,000.00	205,500.00
Ending Fund Balance			65,469.56	145,338.39	94,597.66	109,718.75	0.00	-

**PROSSER TRANSPORTATION BENEFIT DISTRICT**

**CITY COUNCIL CHAMBERS  
601 7<sup>TH</sup> STREET  
PROSSER, WASHINGTON**

**TUESDAY, OCTOBER 7, 2014  
REGULAR MEETING**

**CALL TO ORDER**

Chairman Everett called the Regular Meeting of the Transportation Benefit District (TBD) to order at 6:30 p.m. The Pledge of Allegiance was recited.

**ROLL CALL**

Board Members Aubrey, Hamilton, Becken and Elder were present. Board Member Ward requested an excused absence.

*[Secretary's Note: Board Member Taylor arrived at 6:32 p.m.]*

Others in attendance were Secretary Shaw and Finance Manager Yost.

**BOARD ACTION**

**TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING  
MINUTES OF SEPTEMBER 2, 2014**

A motion was made by Board Member Becken, seconded by Board Member Hamilton to approve the Transportation Benefit District Board Meeting Minutes of September 2, 2014. Motion passed 4 YES, 0 NO, 2 ABSENT (Taylor, Ward).

**APPROVAL OF CHECK NOS. 1270 FOR REFUNDS DUE TO  
JURISDICTIONAL ERRORS BY WASHINGTON STATE IN THE  
AMOUNT OF \$20.00**

A motion was made by Board Member Becken, seconded by Board Member Hamilton to approve check nos. 1270 for refunds due to jurisdictional errors by Washington State in the amount of \$20.00. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

**REIMBURSEMENT REQUEST FOR THE 2014 CHIP SEAL PROJECT TO THE  
CITY OF PROSSER IN THE AMOUNT OF \$14,932.93**

A motion was made by Board Member Becken, seconded by Board Member Aubrey to approve reimbursement request for the 2014 Chip Seal project to the City of Prosser in the amount of \$14,932.93. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

**APPROVAL OF AUGUST 2014 FINANCIAL STATEMENT**

A motion was made by Board Member Taylor, seconded by Board Member Becken to approve the August 2014 Financial Statement. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

**PUBLIC HEARING**

**2015 BUDGET**

At 6:35 p.m., Chairman Everett recessed the Regular Meeting of the Transportation Benefit District to conduct a Public Hearing regarding the 2015 Budget. Chairman Everett called for public comment, with none being offered. At 6:35 p.m., Chairman Everett closed the Public Hearing and reconvened the Regular Meeting.

**BOARD DISCUSSION ITEMS**

**2015 TRANSPORTATION BENEFIT DISTRICT PRELIMINARY BUDGET**

Finance Manager Yost provided a briefing of the 2015 Transportation Benefit District Budget. There was discussion regarding future TBD funded projects, the 2015 Chip Seal project and possibility of partially funding the 7<sup>th</sup> Street Improvement project with TBD funds.

Board Member Hamilton stated the TBD should not supplant the City's Street Fund.

Board Member Elder said it was his preference to use TBD funds for the Chip Seal project and not the 7<sup>th</sup> Street Improvement project.

Chairman Everett and Board Members Becken, and Taylor concurred with Board Member Elder's statement.

Finance Manager Yost said that message will be provided to Public Works Director DaCorsi.

Board Member Aubrey stated there are weeds growing up through the middle of streets and that issue needs to be resolved before it becomes worse.

**BOARD MEMBER COMMENTS**

Chairman Everett reminded the Board that there would be a Special meeting of the Transportation Benefit District on October 14, 2014 at 6:30 p.m.

**ADJOURNMENT**

There being no further business before the Prosser Transportation Benefit District at this time, the Regular Meeting of the District was adjourned at 6:45 p.m.

\_\_\_\_\_  
Morgan Everett, Chair

Attest:

\_\_\_\_\_  
Rachel Shaw  
Secretary/City Clerk

**PROSSER TRANSPORTATION BENEFIT DISTRICT**

**CITY COUNCIL CHAMBERS  
601 7<sup>TH</sup> STREET  
PROSSER, WASHINGTON**

**TUESDAY, OCTOBER 14, 2014  
SPECIAL MEETING**

**CALL TO ORDER**

Chairman Everett called the Special Meeting of the Transportation Benefit District (TBD) to order at 6:30 p.m. The Pledge of Allegiance was recited.

**ROLL CALL**

Board Members Aubrey, Taylor, Hamilton, Ward, Becken and Elder were present.

Others in attendance were Secretary Shaw, Finance Manager Yost, and Public Works Director DaCorsi.

**PUBLIC HEARING**

**2015 BUDGET**

At 6:31 p.m., Chairman Everett recessed the Special Meeting of the Transportation Benefit District to conduct a Public Hearing regarding the 2015 Budget. Chairman Everett called for public comment, with none being offered. At 6:32 p.m., Chairman Everett closed the Public Hearing and reconvened the Special Meeting.

**BOARD DISCUSSION ITEMS**

**2015 TRANSPORTATION BENEFIT DISTRICT PRELIMINARY BUDGET**

Public Works Director DaCorsi explained the City submitted a grant application for the 7<sup>th</sup> Street Improvement project that has a ten percent match and proposed a partial funding utilizing TBD funds. He additionally briefed the Board on the continual degradation of Luther Lane. Over the last year, the City has received several complaints regarding the condition of the road which needs to be addressed. If the Board authorizes funding for that project then the TBD Plan will need to be modified.

Board Member Aubrey stated he too had received complaints regarding poor condition of Luther Lane.

Board Member Taylor inquired what the cost would be to repair the road.

Public Works Director DaCorsi estimated \$30,000 and explained he would be exploring what needs to be done to repair the road and will bring back those dollar amounts for the Board to consider.

Chairman Everett reiterated comments made at the previous TBD meeting related to the 7<sup>th</sup> Street project and stated it was the Board's preference to continue with the Chip Seal project and fund one smaller project with TBD funds.

Finance Manager Yost said the final TBD Budget will come forward for Board consideration at the next regular meeting.

**ADJOURNMENT**

There being no further business before the Prosser Transportation Benefit District at this time, the Special Meeting of the District was adjourned at 6:43 p.m.

\_\_\_\_\_  
Morgan Everett, Chair

Attest:

\_\_\_\_\_  
Rachel Shaw  
Secretary/City Clerk