

# PROSSER TRANSPORTATION BENEFIT DISTRICT AGENDA

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

SPECIAL MEETING  
December 9, 2014  
6:45 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. BOARD MEMBER COMMENTS
5. BOARD ACTION
  - a.) Consideration of Resolution No. 14-TBD-\_\_\_\_ Regarding Changes to the By-Laws and Interlocal Agreement with CIAW ..... *Page 3*  
**Recommendation:** Move to adopt Ordinance No. 14-TBD-\_\_\_\_ Regarding Changes to the By-Laws and Interlocal Agreement with CIAW.
  - b.) Transportation Benefit District (TBD) Board Meeting Minutes of November 4, 2014..... *Page 5*  
**Recommendation:** Move to approve Transportation Benefit District Board Meeting Minutes of November 4, 2014.
  - c.) Approval of Check Nos. 1271 – 1274 for Refunds Due to Jurisdictional Errors by Washington State in the Amount of \$60 and Approve Reimbursement Request for the 2014 Chip Seal Project to the City of Prosser in the Amount \$14,932.93..... *Page 7*

*The first Ordinance passed will be Ordinance 14-TBD-13  
The first Resolution passed will be Resolution 14-TBD-14*

**Recommendation:** Move to approve check nos. 1271 – 1274 for refunds due to jurisdictional errors by Washington State in the amount of \$60 and approve reimbursement request for the 2014 Chip Seal Project to the City of Prosser in the amount \$14,932.93.

**d.) Approve Reimbursement Request for Administrative Costs to the City of Prosser in the Amount of \$4,304.72 ..... Page 8**

**Recommendation:** Move to approve reimbursement request for Administrative Costs to the City of Prosser in the Amount of \$4,304.72.

**e.) Approval of November 2014 Financial Statement ..... Page 12**

**Recommendation:** Move to approve November 2014 Financial Statement.

**6. ADJOURNMENT**

***NEXT MEETING DATE: FEBRUARY 3, 2015 AT 6:30 PM***

***The first Ordinance passed will be Ordinance 14-TBD-13  
The first Resolution passed will be Resolution 14-TBD-14***

**PROSSER TRANSPORTATION BENEFIT DISTRICT  
RESOLUTION NO. 14- TBD \_\_\_\_\_**

**A RESOLUTION OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT REGARDING CHANGES TO THE BY-LAWS AND INTERLOCAL AGREEMENT WITH CITIES INSURANCE ASSOCIATION OF WASHINGTON (CIAW).**

**WHEREAS**, The Prosser Transportation Benefit District is a member of the Cities Insurance Association of Washington (CIAW); and

**WHEREAS**, The Cities Insurance Association of Washington (CIAW) is authorized under RCW 48.62 to develop and administer a program which provides an opportunity for members to jointly pool and self-insure their liability losses, and jointly purchase excess insurance, or reinsurance; as well as jointly utilize administrative and other services; and

**WHEREAS**, the CIAW wishes to change its fiscal year; and

**WHEREAS**; The Board of Directors at their regular meeting on June 9, 2014 voted to notify its Members, as well as the Washington State Department of Enterprise Services of a meeting on July 21<sup>st</sup>, 2014 to vote on said Amendment to the By-Laws and Interlocal Agreement to change the fiscal year; and

**WHEREAS**, The Board of Directors at their regular meeting on July 21, 2014 conducted said vote and the Amendments to the By-Laws and Interlocal Agreement were approved by the membership; and

**NOW THEREFORE BE IT RESOLVED** by the Board of the Prosser Transportation Benefit District (TBD), as follows:

1. Article 14 of the CIAW By-Laws is amended to read as follows:

Article 14  
Fiscal Year

The fiscal year of the corporation shall be from *December 1<sup>st</sup> through November 30<sup>th</sup>*, of the next calendar year, or as set by the Board of Directors.

2. Section 3.8.11 of the Interlocal Agreement with CIAW is amended to read as follows:

3.8.11 The Board of Directors shall establish an annual budget for the Association. The Administrator shall submit a proposed budget for the following fiscal year 60 days prior to the end of each fiscal year to the Board of Directors. Fiscal years for the Association shall be from December 1<sup>st</sup> through November 30<sup>th</sup> of the next calendar year. The Board of Directors shall determine the estimated expenses and costs to be incurred by the Association for the next fiscal year and shall adopt a budget derived from the Administrator's proposed budget. The budget shall

be in a form to provide the following information for the Association as a whole: (1) beginning and ending unreserved fund balance, (2) anticipated revenues in detail, and (3) appropriations in detail. The Board of Directors shall apportion that budget cost among the Members and Associates. All payments due the Association from Members or Associates upon the basis of each budgeted assessment shall be paid as invoiced for the fiscal year for which the assessment is made.

3. Section 3.13 of the Interlocal Agreement with CIAW is amended to read as follows:

Section 3.13 withdrawal. A Member may withdraw only at the end of the Associations fiscal year (November 30<sup>th</sup>) and only after it has given the Association written notice prior to December 1 of the preceding calendar year of its decision to withdraw from this Agreement.

**ADOPTED** by the Prosser Transportation Benefit District Board, at a special meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
RACHEL SHAW, SECRETARY

APPROVED AS TO FORM:

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

**PROSSER TRANSPORTATION BENEFIT DISTRICT**

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

**TUESDAY, NOVEMBER 4, 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, Taylor, Hamilton, Ward, Becken and Elder were present.

Others in attendance were Finance Manager Yost, and Public Works Director DaCorisi.

**BOARD MEMBER COMMENTS** (None)

**PUBLIC HEARING**

**2015 FINAL BUDGET**

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

**BOARD ACTION**

**CONSIDERATION OF ORDINANCE NO. 14-TBD-12 ADOPTING THE 2015 TRANSPORTATION BENEFIT DISTRICT BUDGET**

A motion was made by Board Member Taylor, seconded by Board Member Hamilton to adopt Ordinance No. 14-TBD-12 adopting the 2015 Transportation Benefit District Budget. Motion passed 7 YES, 0 NO, 0 ABSENT.

**TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING MINUTES OF OCTOBER 7, 2014**

A motion was made by Board Member Taylor, seconded by Board Member Ward to approve the Transportation Benefit District Board Meeting Minutes of October 7, 2014. Motion passed 7 YES, 0 NO, 0 ABSENT.

**TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING  
MINUTES OF OCTOBER 14, 2014**

A motion was made by Board Member Taylor, seconded by Board Member Elder to approve the Transportation Benefit District Board Meeting Minutes of October 14, 2014. Motion passed 7 YES, 0 NO, 0 ABSENT.

**ADJOURNMENT**

There being no further business before the Prosser Transportation Benefit District at this time, the Regular Meeting of the District was adjourned at 6:32 p.m.

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

Attest:

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



## 2014 Chip Seal Project

- Project Cost = \$76,473
- Admin & Taxes = \$12,771.93
- Funding Provided Requested=\$89,244.93

## Administrative Costs

- Intial Funding = \$5,000
- Expenses to date = \$4,070.56
- Funding Remaining = \$695.28
- **Reimbursement Requested = \$4,304.72**

2014 ACCOUNT DETAIL

City Of Prosser  
MCAG #: 0205

Time: 08:36:56 Date: 12/03/2014  
Page: 1

103 Transportation Benefit Distric

01/01/2014 To: 12/31/2014

Revenues

Tran #	Date:	Acct#	Rec #	Type	Claimant	Remark	Amount
438	01/01/2014			Beg Bal	2014 Beginning Fund Balance	2014 Beginning Fund Balance	4,765.84
					308 10 00 103 Beginning Fund Balance		4,765.84
					Department Total: 308 Beginning Balances		4,765.84
Tran #	Date:	Acct#	Rec #	Type	Claimant	Remark	Amount
1565	05/07/2014	1	778	Tr Rec	Prosser Transportation Benefit I		74,312.00
					337 07 00 000 Interlocal Grants		74,312.00
					Department Total: 330 Intergovernmental Revenues		74,312.00
					Fund Revenues:		79,077.84

Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
508	03/11/2014	1	10284	Claims	Saxton Riley, PLLC	TBD	30.00 A
1595	05/13/2014	1	10554	Claims	Benton Co Treasurer	Chipseal	204.18 CS
1595	05/13/2014	1	10554	Claims	Benton Co Treasurer	Chip Seal-Release Of Bond	4,820.53 CS
1595	05/13/2014	1	10554	Claims	Benton Co Treasurer	2014 Chip Seal	127.97 CS
3498	07/22/2014	1	10916	Claims	Benton Co Treasurer	Chip Seal-2014	4,256.75 CS
6400	11/17/2014			Adjustmt	Chip Seal Project Coded To Wr	Chip Seal Project Coded To Wrong Bars Code	<del>9,409.43</del>
					542 30 41 103 Professional Service		30.00
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
4366	08/26/2014	1	11099	Claims	Benton County Road Fund	Chip Seal	64,902.57 CS
6400	11/17/2014			Adjustmt	Chip Seal Project Coded To Wr	Chip Seal Project Coded To Wrong Bars Code	<del>9,409.43</del>
					542 30 51 103 Intergov't Professional Servic		74,312.00

**2014 ACCOUNT DETAIL**

City Of Prosser  
MCAG #: 0205

Time: 08:36:56 Date: 12/03/2014  
Page: 2

103 Transportation Benefit Distric

01/01/2014 To: 12/31/2014

Expenditures

Department Total: 542 Streets - Maintenance 74,342.00

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
4767	09/09/2014	1	11227	Claims	Valley Publishing Co Inc	Public Hearing Notice-TBD	27.00 <sup>A</sup>
5552	10/14/2014	1	11396	Claims	Valley Publishing Co Inc	TBD 2015 Budget Public Hearing	27.00 <sup>A</sup>
5552	10/14/2014	1	11396	Claims	Valley Publishing Co Inc	Notice TBD 2015 Budget Hearing	54.00 <sup>A</sup>
6297	11/18/2014	1	11540	Claims	Saxton Riley, PLLC	TBD	90.00 <sup>A</sup>
6308	11/18/2014	1	11551	Claims	Valley Publishing Co Inc	Public Hearing Notice-2015 Final Budget	54.00 <sup>A</sup>
6472	11/25/2014	1	11599	Claims	Valley Publishing Co Inc	Notice Ordinance Summary 14-TBD-12	21.00 <sup>A</sup>

543 30 41 103 Professional Service 273.00

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
5010	09/23/2014	1	11273	Claims	Pitney Bowes-Purchase Power	Postage And Fedex Charges	12.93 <sup>A</sup>

543 30 42 103 Communications 12.93

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
493	03/11/2014	1	10269	Claims	Pitney Bowes Inc	Postage Meter Rental	0.77 <sup>A</sup>
2439	06/10/2014	1	10762	Claims	Pitney Bowes Inc	Postage Machine Lease	0.71 <sup>A</sup>
4753	09/09/2014	1	11213	Claims	Pitney Bowes Inc	Postage Meter Rental	0.73 <sup>A</sup>

543 30 45 103 Rental & Lease 2.21

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
2445	06/10/2014	1	10768	Claims	RLI Surety	Insurance Bond-Mauras	125.00 <sup>A</sup>
4376	08/26/2014	1	11109	Claims	Cities Insurance Assoc	Insurance Policy Renewal-TBD	623.29 <sup>A</sup>
6452	11/25/2014	1	11579	Claims	Cities Insurance Assoc	Insurance Premium -TBD	2,500.63 <sup>A</sup>

543 30 46 103 Insurance 3,248.92

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
2439	06/10/2014	1	10762	Claims	Pitney Bowes Inc	Postage Machine Equipment Maintenance	1.64 <sup>A</sup>

2014 ACCOUNT DETAIL

City Of Prosser  
MCAG #: 0205

Time: 08:36:56 Date: 12/03/2014  
Page: 3

103 Transportation Benefit Distric

01/01/2014 To: 12/31/2014

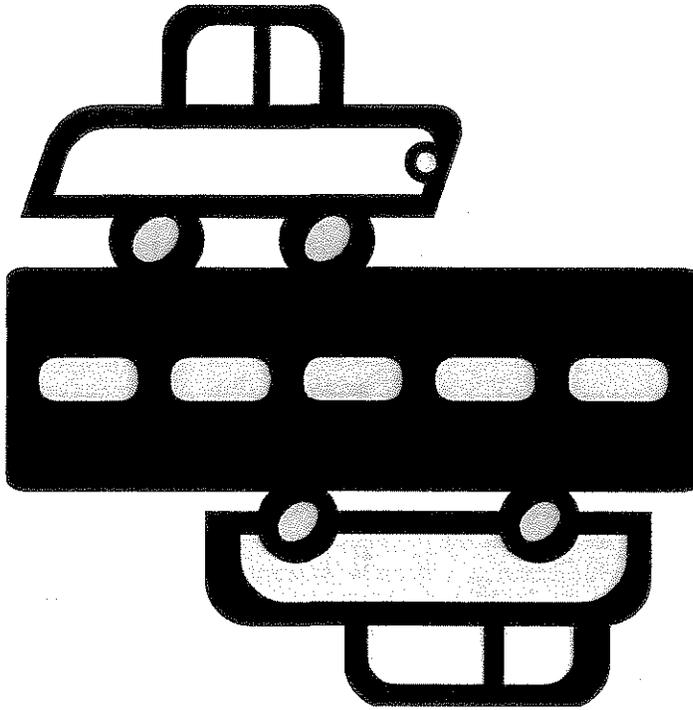
Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount	
2439	06/10/2014	1	10762	Claims	Pitney Bowes Inc	Weighing Machine Equipment Maintenance	0.26 <sup>A</sup>	
			543 30 48 103	Repairs & Maintenance			1.90	
2058	05/27/2014	1	10689	Claims	WA Auditor's Office	TBD Financial Audit	501.60 <sup>A</sup>	
			543 30 51 103	Road & Street Administration & Overhead - Inter			501.60	
			Department Total: 543 Streets Admin & Overhead					4,040.56
			Fund Expenditures:					78,382.56 ✓
			Excess/Deficit:					695.28

Cmp Seal = 74312.00  
 Admin = 4070.56  


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 \$ 78,382.56 ✓



**Prosser Transportation Benefit  
District (TBD)**

**November 2014**

**Financial Statement**

**PROSSER TRANSPORTATION BENEFIT DISTRICT  
FINANCIAL STATEMENT**

For the Period Ending November 30, 2014

BARS CODE		Fund Number and Name			
		103 - Transportation Benefit District			
		2014 Budget	2014 Actuals	% Spent/ Received	Notes
<b>Beginning Net Cash and Investments</b>		\$120,000.00	\$109,718.75		
<b>Revenues and Other Sources</b>					
310	Taxes	\$0.00	\$0.00		
320	Licenses and Permits	\$0.00	\$0.00		
330	Intergovernmental	\$0.00	\$0.00		
340	Charges for Goods and Services	\$90,000.00	\$82,087.12	91.21%	\$860 in refunds
350	Fines and Forfeits	\$0.00	\$0.00		
360	Miscellaneous	\$0.00	\$0.00		
370	Capital Contributions		\$0.00		
390	Other Financing Sources	\$0.00	\$0.00		
<b>Total Revenues and Other Sources</b>		\$90,000.00	\$82,087.12	91.21%	
<b>Total Resources</b>		\$210,000.00	\$191,805.87	91.34%	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$205,000.00	\$74,312.00	36.25%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
<b>Total Operating Expenditures</b>		\$205,000.00	\$74,312.00	36.25%	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
<b>Total Expenditures</b>		\$205,000.00	\$74,312.00	36.25%	
597-599	Other Financing Uses	\$5,000.00	\$0.00		
<b>Total Expenditures and Other Uses</b>		\$210,000.00	\$74,312.00	35.39%	
<b>Excess (Deficit) of Resources Over Uses</b>		\$0.00	\$117,493.87		
380	Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00		
580	Nonexpenditures (Except 584 and 588.80)		\$0.00		
<b>Ending Net Cash and Investments</b>		\$0.00	\$117,493.87		

# Prosser Transportation Benefit District

## Account Reconciliation

Activity through November 30, 2014

Number	Date	Description of Transaction		Debit (-)	Credit (+)	Balance
1226	1/14/14	Lilia Zepeda	x	\$20.00		\$109,698.75
1227	1/14/14	Daniel Owens	x	\$20.00		\$109,678.75
1228	1/14/14	MARIA AVALOZ	x	\$20.00		\$109,658.75
1229	1/14/14	VOID	x	\$0.00		\$109,658.75
1230	1/14/14	Richard Olsen	x	\$20.00		\$109,638.75
1231	1/14/14	PRISCILLA PRAXEL	x	\$20.00		\$109,618.75
	1/31/14	Department of Revenue			\$5,608.32	\$115,227.07
1232	2/25/14	Vernon Rice	x	\$20.00		\$115,207.07
1233	2/25/14	Jose Avalos	x	\$20.00		\$115,187.07
1234	2/25/14	Rebecca Cook	x	\$20.00		\$115,167.07
	2/28/14	Department of Revenue			\$6,811.20	\$121,978.27
1235	3/11/14	Vernon Rice	x	\$20.00		\$121,958.27
1236	3/11/14	Pedro Zepeda	x	\$20.00		\$121,938.27
1237	3/11/14	Tonya Steinbock	x	\$20.00		\$121,918.27
1238	3/11/14	James Tittle	x	\$20.00		\$121,898.27
1239	3/11/14	James Tittle	x	\$20.00		\$121,878.27
1240	3/11/14	Daniel Owens	x	\$20.00		\$121,858.27

Number	Date	Description of Transaction		Debit (-)	Credit (+)	Balance
1241	3/11/14	Daniel Owens	x	\$20.00		\$121,838.27
1242	3/11/14	Nellie Bowsby	x	\$20.00		\$121,818.27
	3/31/14	Department of Revenue			\$6,415.20	\$128,233.47
1243	4/8/14	Tim Brown	x	\$20.00		\$128,213.47
1244	4/8/14	Jose Avalos	x	\$20.00		\$128,193.47
	4/30/14	Department of Revenue			\$6,870.60	\$135,064.07
1245	5/7/14	Tim Brown	x	\$20.00		\$135,044.07
1246	5/7/14	Tonya Steinbock	x	\$20.00		\$135,024.07
1247	5/7/14	Tadd Bowsby	x	\$20.00		\$135,004.07
1248	5/7/14	Tadd Bowsby	x	\$20.00		\$134,984.07
1249	5/7/14	Tadd Bowsby	x	\$20.00		\$134,964.07
1250	5/7/14	Tonya Steinbock	x	\$20.00		\$134,944.07
1251	5/7/14	City of Prosser	x	\$74,312.00		\$60,632.07
1252	5/13/14	VOID	x	\$0.00		\$60,632.07
1253	5/13/14	VOID	x	\$0.00		\$60,632.07
1254	5/13/14	VOID	x	\$0.00		\$60,632.07
1255	5/13/14	Daniel Owens	x	\$20.00		\$60,612.07
	5/30/14	Department of Revenue			\$9,702.00	\$70,314.07
1256	6/10/14	Pedro Zepeda	x	\$20.00		\$70,294.07
1257	6/10/14	James Tittle	x	\$20.00		\$70,274.07
1258	6/10/14	James Tittle	x	\$20.00		\$70,254.07
1259	6/10/14	Theodore Mains	x	\$20.00		\$70,234.07
1260	6/10/14	Tim Brown	x	\$20.00		\$70,214.07
	6/30/14	Department of Revenue			\$9,207.00	\$79,421.07
1261	7/8/14	Richard Olsen	x	\$20.00		\$79,401.07

NUMBER	DATE	DESCRIPTION OF TRANSACTION		Debit (-)	Credit (+)	Balance
1262	7/8/14	Peter Steinbock	x	\$20.00		\$79,381.07
1263	7/8/14	Lilia Zepeda	x	\$20.00		\$79,361.07
	7/31/14	Department of Revenue			\$9,543.60	\$88,904.67
1264	8/5/14	Gerald Sherman	x	\$20.00		\$88,884.67
1265	8/5/14	Ozene Dodson	x	\$20.00		\$88,864.67
1266	8/5/14	Eduardo Garcia	x	\$20.00		\$88,844.67
1267	8/5/14	Eduardo Garcia	x	\$20.00		\$88,824.67
1268	8/26/14	Penny Olsen		\$20.00		\$88,804.67
1269	8/26/14	Pedro Zepeda		\$20.00		\$88,784.67
	8/31/14	Department of Revenue			\$7,128.00	\$95,912.67
1270	9/2/14	Marta Garcia		\$20.00		\$95,892.67
	9/30/14	Department of Revenue			\$7,306.20	\$103,198.87
1271	10/7/14	Irvin & Beverly Stone		\$20.00		\$103,178.87
1272	10/7/14	Jerry & Melissa Stone		\$20.00		\$103,158.87
	10/31/14	Department of Revenue			\$7,464.60	\$110,623.47
1273	11/4/14	Jerry & Melissa Stone		\$20.00		\$110,603.47
	11/30/14	Department of Revenue			\$6,890.40	\$117,493.87