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**PROSSER TRANSPORTATION BENEFIT DISTRICT
AGENDA**

Prosser City Hall
Council Chambers
601 7th Street, Prosser, WA 99350

REGULAR MEETING
February 4, 2014
6:30 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **BOARD MEMBER COMMENTS**
5. **BOARD ACTION**

a.) Election of Officers

Recommendation: Chairman Hamilton will open the floor for nominations and the Board will vote on Board Members who are nominated.

ACTION:

b.) Approval of RESOLUTION NO. 14-TBD-_____ Providing for Officials Authorized to Sign Warrants for Payments, Checks Drafts, Notes, and Other Payables Page 1

Recommendation: Move to approve RESOLUTION NO. 14-TBD-_____ Providing for Officials Authorized to Sign Warrants for Payments, Checks Drafts, Notes, and Other Payables.

ACTION:

Next Meeting Date: May 6, 2014 6:30 PM

***The first Ordinance passed will be Ordinance 14-TBD-11
The first Resolution passed will be Resolution 14-TBD-13***

c.) Transportation Benefit District (TBD) Board Meeting Minutes of December 10, 2013..... Page 4

Recommendation: Move to approve Transportation Benefit District Board Meeting Minutes of December 10, 2013.

ACTION:

d.) Approval of Check Nos. 1225 – 1232 for Refunds due to Jurisdictional Errors by WA State in the Amount of \$160.00..... Page 6

Recommendation: Move to Approve Check Nos. 1225 – 1232 for Refunds due to Jurisdictional Errors by WA State in the Amount of \$160.00.

ACTION:

e.) Approval of December 2013 Financial Statement..... Page 7

Recommendation: Approve the December 2013 Financial Statement.

ACTION:

6. ADJOURNMENT

Next Meeting Date:

May 6, 2014

6:30 PM

*The first Ordinance passed will be Ordinance 14-TBD-11
The first Resolution passed will be Resolution 14-TBD-13*

**PROSSER TRANSPORTATION BENEFIT DISTRICT ON
RESOLUTION NO. 14- TBD _____**

A RESOLUTION APPROVING AMERICANWEST BANK AS THE OFFICIAL DEPOSITORY FOR FUNDS OF THE TRANSPORTAION BENEFIT DISTRICT, PROVIDING FOR OFFICIALS, OFFICERS, OR EMPLOYEES WHO ARE AUTHORIZED TO SIGN ON CHECKS AND WARRANTS FOR PAYMENTS, THAT SUCH PERSONS ARE AUTHORIZED TO ENDORSE CHECKS, DRAFTS, NOTES AND OTHER ITEMS PAYABLE TO OR OWNED BY THE CITY, AND AUTHORIZING THE NAMED PERSONS TO EXECUTE SUCH OTHER AGREEMENTS AS MAY BE NECESSARY AND PROVIDING SUCH NAMED PERSONS SHALL CONTINUE TO HAVE AUTHORITY TO SIGN AND SO ACT UNTIL THIS RESOLUTION IS AMENDED OR REPLACED.

Whereas, the TBD previously selected AmericanWest Bank (formerly Home Security Bank) as its official depository for its accounts, and

Whereas, On February 4, 2014, the Transportation Benefit District appointed a new Chairman and Vice-Chair; and

Whereas, AmericanWest Bank will not issue new signature cards without the passage of this Resolution; and

NOW THEREFORE; BE IT RESOLVED, by the Board of the Prosser Transportation Benefit District that AmericanWest Bank at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of the Prosser Transportation Benefit District, which may be withdrawn on checks, drafts, advices of debt, notes or other orders for the payments of monies bearing the following appropriate number of signatures: Any two of the following three officials whose names, titles and signatures are shown below (hereafter agents):

Agents:

REGINA MAURAS, TREASURER

_____, CHAIRMEN

_____, VICE CHAIR

AmericanWest Bank shall be and is authorized to honor and pay checks, drafts, advices of debt, notes or other orders for the payments of monies bearing the above signatures whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

BE IT FURTHER RESOLVED BY THE BOARD OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, that AmericanWest Bank is hereby directed to accept and pay without further inquiry any item drawn against any of the Prosser Transportation Benefit District's accounts with AmericanWest Bank bearing the signatures of Agents as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and AmericanWest Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

BE IT FURTHER RESOLVED BY THE BOARD OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, that any one of the Agents is authorized to endorse all checks, drafts, notes, and other items payable to or owned by the Prosser Transportation Benefit District for deposit with AmericanWest Bank, or for collection or discount by AmericanWest Bank, and to accept drafts and other items payable at AmericanWest Bank.

BE IT FURTHER RESOLVED BY THE BOARD OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, that any two of the agents, above named, are authorized and empowered with their signatures to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Prosser Transportation Benefit District may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these Resolutions. The other agreements and other acts may not be contrary to the provision contained in this Resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by AmericanWest Bank at each location where an account is maintained. AmericanWest Bank shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

BE IT FURTHER RESOLVED BY THE BOARD OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT, that the provisions of this Resolution are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this Resolution or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this Resolution shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

ADOPTED by the Prosser Transportation Benefit District Board, at a regular meeting thereof held on the ____ day of _____, 2014.

_____, CHAIRMAN

ATTEST:

RACHEL SHAW, SECRETARY

APPROVED AS TO FORM:



HOWARD SAXTON, CITY ATTORNEY

PROSSER TRANSPORTATION BENEFIT DISTRICT

**CITY COUNCIL CHAMBERS
601 7TH STREET
PROSSER, WASHINGTON**

**TUESDAY, DECEMBER 10, 2013
SPECIAL MEETING**

CALL TO ORDER

Vice 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 Rainer, Elder, Taylor, Troemel, and Becken were present. Chairman Hamilton requested an excused absence.

Secretary Shaw, Finance Manager Yost, and City Attorney Saxton were also in attendance.

BOARD MEMBER COMMENTS

None

BOARD ACTION

**TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING
MINUTES OF NOVEMBER 5, 2013**

A motion was made by Board Member Taylor, seconded by Board Member Becken to approve the Transportation Benefit District Board Meeting Minutes of November 5, 2013. Motion passed 6 YES, 0 NO, 1 ABSENT (Hamilton).

**TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING
MINUTES OF DECEMBER 3, 2013**

A motion was made by Board Member Taylor, seconded by Board Member Becken to approve the Transportation Benefit District Board Meeting Minutes of December 3, 2013. Motion passed 6 YES, 0 NO, 1 ABSENT (Hamilton).

**APPROVAL OF CHECK NOS. 1222 – 1224 FOR REFUNDS DUE TO
JURISDICTIONAL ERRORS BY WASHINGTON STATE AND REQUEST FOR
REIMBURSEMENT TO THE CITY OF PROSSER IN THE TOTAL AMOUNT
OF \$8,310.73**

A motion was made by Board Member Taylor, seconded by Board Member Becken to approve check nos. 1222 – 1224 for refunds due to jurisdictional errors by Washington

State and request for reimbursement to the City of Prosser in the total amount of \$8,310.73. Motion passed 6 YES, 0 NO, 1 ABSENT (Hamilton).

APPROVAL OF NOVEMBER 2013 FINANCIAL STATEMENT

A motion was made by Board Member Rainer, seconded by Board Member Taylor to approve the November 2013 Financial Statement. Motion passed 6 YES, 0 NO, 1 ABSENT (Hamilton).

PUBLIC HEARING

BUDGET HEARING

At 6:33 p.m., Vice Chairman Everett recessed the Special Meeting of the Transportation Benefit District to conduct a Public Hearing regarding the 2014 Final Budget. Vice Chairman Everett called for public comment, with none being offered. At 6:33 p.m., Vice Chairman Everett closed the Public Hearing and reconvened the Special Meeting.

BOARD ACTION

2014 FINAL BUDGET ORDINANCE

A motion was made by Board Member Rainer, seconded by Board Member Taylor to approve Ordinance No. 13-TBD-11 adopting the Transportation Benefit District 2014 Budget. Motion passed 6 YES, 0 NO, 1 ABSENT (Hamilton).

ADJOURNMENT

There being no further business before the Prosser Transportation Benefit District at this time, the Special Meeting of the District was adjourned at 6:34 p.m.

Morgan Everett, Vice Chair

Attest:

Rachel Shaw
Secretary/City Clerk

December 2013



Financial Statement

**PROSSER TRANSPORTATION BENEFIT DISTRICT
FINANCIAL STATEMENT**

For the Period Ending December 31, 2013

BARS CODE		Fund Number and Name 103 - Transportation Benefit District			
		2013 Budget	2013 Actuals	% Spent/ Received	Notes
Beginning Net Cash and Investments		\$90,000.00	\$94,597.66		
Revenues and Other Sources					
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	\$85,000.00	\$87,306.60	102.71%	\$1140 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		
Total Revenues and Other Sources		\$85,000.00	\$87,306.60	102.71%	
Total Resources		\$175,000.00	\$181,904.26	103.95%	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$175,000.00	\$72,185.51	41.25%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
Total Operating Expenditures		\$175,000.00	\$72,185.51	41.25%	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
Total Expenditures		\$175,000.00	\$72,185.51	41.25%	
597-599	Other Financing Uses		\$0.00		
Total Expenditures and Other Uses		\$175,000.00	\$72,185.51	41.25%	
Excess (Deficit) of Resources Over Uses		\$0.00	\$109,718.75		
380	Nonrevenues (Except 384 and 388.80)	\$0.00	\$0.00		
580	Nonexpenditures (Except 584 and 588.80)		\$0.00		
Ending Net Cash and Investments		\$0.00	\$109,718.75		

Prosser Transportation Benefit District

Account Reconciliation

Activity through December 31, 2013

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	1/31/13	Dept of Revenue	X		\$5,504.40	\$100,102.06
1165	2/5/13	Pedro Zepeda	X	\$20.00		\$100,082.06
1166	2/5/13	City of Prosser	X	\$4,096.89		\$95,985.17
1167	2/26/13	Gerald Bohke	X	\$20.00		\$95,965.17
1168	2/26/13	Gerald Bohke	X	\$20.00		\$95,945.17
1169	2/26/13	Gerald Bohke	X	\$20.00		\$95,925.17
1170	2/26/13	Jose Avdlos	X	\$20.00		\$95,905.17
	2/28/13	Department of Revenue	X		\$6,435.00	\$102,340.17
1171	3/5/13	James Title	X	\$20.00		\$102,320.17
1172	3/5/13	Daniel Owens	X	\$20.00		\$102,300.17
1173	3/5/13	Daniel Owens	X	\$20.00		\$102,280.17
1174	3/5/13	Nellie Bowlsby	X	\$20.00		\$102,260.17
1175	3/5/13	Lilia Zepeda	X	\$20.00		\$102,240.17
	3/31/13	Department of Revenue	X		\$6,870.60	\$109,110.77
1176	5/7/13	Natividad Saenz	X	\$20.00		\$109,090.77
1177	5/7/13	Vernon Rice	X	\$20.00		\$109,070.77
1178	5/7/13	Wesley Bowlsby	X	\$20.00		\$109,050.77

Number	Date	Description of Transaction	€	Debit (-)	Credit (+)	Balance
1179	5/7/13	Nellie Bowlsby	X	\$20.00		\$109,030.77
1180	5/7/13	Wesley Bowlsby	X	\$20.00		\$109,010.77
1181	5/7/13	James Tittle	X	\$20.00		\$108,990.77
1182	5/7/13	James Tittle	X	\$20.00		\$108,970.77
1183	5/7/13	Charlie Rose	X	\$20.00		\$108,950.77
1184	5/7/13	Tonya Steinbock	X	\$20.00		\$108,930.77
1185	5/7/13	Rebecca Cook	X	\$20.00		\$108,910.77
	4/30/13	Dept of Revenue			\$7,603.20	\$116,513.97
	5/31/13	Dept of Revenue			\$8,890.20	\$125,404.17
	6/28/13	Dept of Revenue			\$8,830.80	\$134,234.97
1186	7/9/13	Tim Brown	X	\$20.00		\$134,214.97
1187	7/9/13	Tim Brown	X	\$20.00		\$134,194.97
1188	7/9/13	Charlie Rose	X	\$20.00		\$134,174.97
1189	7/9/13	Pedro Zepeda	X	\$20.00		\$134,154.97
1190	7/9/13	Jose Saenz	X	\$20.00		\$134,134.97
1191	7/9/13	Marfa Garcia	X	\$20.00		\$134,114.97
1192	7/9/13	Natividad Saenz	X	\$20.00		\$134,094.97
1193	7/9/13	Natividad Saenz	X	\$20.00		\$134,074.97
1194	7/9/13	Tonya Steinbock	X	\$20.00		\$134,054.97
1195	7/9/13	Eduardo Garcia	X	\$20.00		\$134,034.97
1196	7/9/13	Eduardo Garcia	X	\$20.00		\$134,014.97
1197	7/9/13	Ronald Pyeatt	X	\$20.00		\$133,994.97

Number	Date	Description of Transaction	e	Debit (-)	Credit (+)	Balance
1198	7/9/13	Tim Brown	X	\$20.00		\$133,974.97
1199	7/9/13	Ronald Pyeatt	X	\$20.00		\$133,954.97
1200	7/9/13	Ronald Pyeatt	X	\$20.00		\$133,934.97
1201	7/9/13	Wesley Bowlsby	X	\$20.00		\$133,914.97
1202	7/9/13	Wesley Bowlsby	X	\$20.00		\$133,894.97
1203	7/23/13	Joseph Glossen	X	\$20.00		\$133,874.97
1204	7/23/13	Joseph Glossen	X	\$20.00		\$133,854.97
1205	7/23/13	Joseph Glossen	X	\$20.00		\$133,834.97
1206	7/23/13	Ozene Dodson	X	\$20.00		\$133,814.97
1207	7/23/13	Ozene Dodson	X	\$20.00		\$133,794.97
1208	VOID	Spoiled Check	X	\$0.00		\$133,794.97
1209	8/6/13	City of Prosser	X	\$59,777.89		\$74,017.08
	7/31/13	Dept of Revenue			\$8,949.60	\$82,966.68
	8/30/13	Dept of Revenue			\$8,118.00	\$91,084.68
1210	8/6/13	Richard Olsen	X	\$20.00		\$91,064.68
1211	8/6/13	Richard Olsen	X	\$20.00		\$91,044.68
1212	8/7/13	Fred Carroll	X	\$20.00		\$91,024.68
1213	8/7/13	Pedro Zepeda	X	\$20.00		\$91,004.68
1214	9/3/13	Wesley Bowlsby	X	\$20.00		\$90,984.68
1215	9/3/13	Raymond Dodson	X	\$20.00		\$90,964.68
1216	9/3/13	Vernon Rice	X	\$20.00		\$90,944.68
	9/30/13	Department of Revenue			\$7,702.20	\$98,646.88

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
1217	10/1/13	Fred Carroll	X	\$20.00		\$98,626.88
1218	10/1/13	James Tittle	X	\$20.00		\$98,606.88
1219	10/8/13	Rebecca Cook	X	\$20.00		\$98,586.88
1220	10/8/13	Gerald Bohke	X	\$20.00		\$98,566.88
1221	10/22/13	Richard Olsen	X	\$20.00		\$98,546.88
	10/31/13	Department of Revenue			\$7,227.00	\$105,773.88
1222	11/26/13	James Tittle	X	\$20.00		\$105,753.88
1223	11/26/13	Vernon Rice	X	\$20.00		\$105,733.88
1224	11/26/13	City of Prosser	X	\$8,310.73		\$97,423.15
	11/27/13	Department of Revenue			\$6,494.40	\$103,917.55
1225	12/10/13	Richard Olsen		\$20.00		\$103,897.55
	12/31/13	Department of Revenue			\$5,821.20	\$109,718.75