

PROSSER TRANSPORTATION BENEFIT DISTRICT AGENDA

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

REGULAR MEETING
October 4, 2016
6:30 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. BOARD MEMBER COMMENTS

5. BOARD ACTION

a.) Approval of Meeting Minutes**Page 3**

Recommendation: Move to approve Transportation Benefit District Board Meeting Minutes of September 6, 2016.

b.) Approval of August 2016 Financial Statement.....**Page 5**

Recommendation: Move to approve the August 2016 Financial Statement.

c.) Approval of September 2016 Funding Summary**Page 8**

Recommendation: Move to approve the September 2016 Funding Summary.

d.) Approval of Check Refunds**Page 11**

Recommendation: Move to approve check no. 13007 for refunds due to jurisdictional errors by Washington State in the amount of \$20.

*The first Ordinance passed will be Ordinance No. 16-TBD-14
The first Resolution passed will be Resolution No. 16-TBD-19*

NEXT MEETING DATE: NOVEMBER 1, 2016 AT 6:30 PM

6. PUBLIC HEARING

a.) 2017 Budget Revenue Sources Hearing*Page 12*

- ~ Open Public Hearing
- ~ Call for Public Testimony
- ~ Close Public Hearing

7. PUBLIC HEARING

a.) 2017 Budget Hearing*Page 13*

- ~ Open Public Hearing
- ~ Call for Public Testimony
- ~ Close Public Hearing

8. DISCUSSION ITEMS

a.) 2017 Preliminary Budget*Page 14*

9. ADJOURNMENT

*The first Ordinance passed will be Ordinance No. 16-TBD-14
The first Resolution passed will be Resolution No. 16-TBD-19*

NEXT MEETING DATE: NOVEMBER 1, 2016 AT 6:30 PM

PROSSER TRANSPORTATION BENEFIT DISTRICT

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

**TUESDAY, SEPTEMBER 6, 2016
REGULAR MEETING**

[Secretary's Note: In the absence of both Chairman Aubrey and Vice Chairman Siemens, Board Member Everett acted as Chair for the regularly scheduled meeting.]

CALL TO ORDER

Board Member Everett called the Regular Meeting of the Transportation Benefit District (TBD) to order at 6:31 p.m. The Pledge of Allegiance was recited.

ROLL CALL

Board Members Edwards, Groom, and Elder were present. Board Members Aubrey, Siemens, and Becken requested an excused absence.

Others in attendance were Secretary Shaw, Treasurer Yost, and City Administrator Stockdale.

BOARD MEMBER COMMENTS

Board Member Everett welcomed Board Member Stephanie Groom to the Prosser Transportation Benefit District Board.

BOARD ACTION

APPROVAL OF MEETING MINUTES

A motion was made by Board Member Edwards, seconded by Board Member Elder to approve the Transportation Benefit District Board Meeting Minutes of August 2, 2016. Motion passed 4 YES, 0 NO, 3 ABSENT (Aubrey, Siemens, Becken).

APPROVAL OF JULY 2016 FINANCIAL STATEMENT

A motion was made by Board Member Edwards, seconded by Board Member Elder to approve the July 2016 Financial Statement. Motion passed 4 YES, 0 NO, 3 ABSENT (Aubrey, Siemens, Becken).

DISCUSSION

2017 PRELIMINARY BUDGET

Treasurer Yost presented the 2017 Preliminary Budget and provided an overview of the 2017 Budget calendar and discussed upcoming scheduled Public Hearings.

Board Member Everett said he'd like to see the Budget adopted no later than November 1, 2016. With no other comments, the Board directed staff to bring back the proposed Budget for further discussion at the next Regular Board meeting.

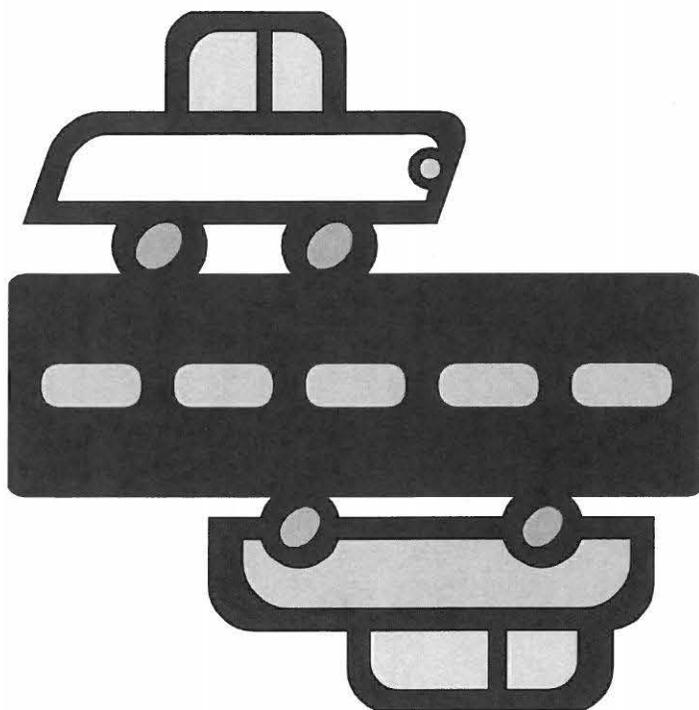
ADJOURNMENT

There being no further business before the Prosser Transportation Benefit District at this time, the Regular Meeting of the District was adjourned at 6:38 p.m.

Don Aubrey, Chair

Attest:

Rachel Shaw
Secretary/City Clerk



**Prosser Transportation Benefit
District (TBD)**

August 2016

Financial Statement

**PROSSER TRANSPORTATION BENEFIT DISTRICT
FINANCIAL STATEMENT**

For the Period Ending August 31, 2016

BARS CODE		Fund Number and Name			
		103 - Transportation Benefit District			
		2016 Budget	2016 Actuals	% Spent/ Received	Notes
Beginning Net Cash and Investments		\$97,700.00	\$118,702.20		
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	\$90,000.00	\$62,466.80	69.41%	\$220 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		\$90,000.00	\$62,466.80	69.41%	
Total Resources		\$187,700.00	\$181,169.00	96.52%	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$187,700.00	\$65,000.00	34.63%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
Total Operating Expenditures		\$187,700.00	\$65,000.00	34.63%	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
Total Expenditures		\$187,700.00	\$65,000.00	34.63%	
597-599	Other Financing Uses	\$0.00	\$0.00		
Total Expenditures and Other Uses		\$187,700.00	\$65,000.00	34.63%	
Excess (Deficit) of Resources Over Uses		\$0.00	\$116,169.00		
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	\$116,169.00		

Prosser Transportation Benefit District

Account Reconciliation

Activity through August 31, 2016

Number	Date	Description of Transaction	c	Debit (-)	Credit (+)	Balance
1295	1/5/16	Jerry Lemmon		\$20.00		\$118,682.20
1296	1/12/16	Beverly Stone	x	\$20.00		\$118,662.20
	1/29/16	Department of Revenue			\$6,058.80	\$124,721.00
1297	2/23/16	Blaine & Carol Sherfinski	x	\$20.00		\$124,701.00
1298	2/23/16	J Natividad Saenz	x	\$20.00		\$124,681.00
	2/29/16	Department of Revenue			\$5,940.00	\$130,621.00
1299	3/22/16	Jerry & Rosalva Lemmon	x	\$20.00		\$130,601.00
	3/31/16	Department of Revenue			\$7,840.80	\$138,441.80
	4/29/16	Department of Revenue			\$8,989.20	\$147,431.00
1300	5/24/16	Jerry Lemmon Jr	x	\$20.00		\$147,411.00
13001	5/24/16	Jerry & Melissa Lemmon	x	\$20.00		\$147,391.00
	5/31/16	Department of Revenue			\$8,712.00	\$156,103.00
13002	6/14/16	Jerry Lemmon		\$20.00		\$156,083.00
13003	6/14/16	Blaine & Carol Sherfinski		\$20.00		\$156,063.00
	6/30/16	Department of Revenue			\$7,702.20	\$163,765.20
13004	7/12/16	City of Prosser		\$65,000.00		\$98,765.20
13005	7/12/16	Blaine Sherfinski		\$20.00		\$98,745.20
	7/29/16	Department of Revenue			\$10,593.00	\$109,338.20
13005	8/2/16	Riverside Storage		\$20.00		\$109,318.20
	8/31/16	Department of Revenue			\$6,850.80	\$116,169.00

2016 Chip Seal Project

- Approved Bid = \$63,815.50
- Admin & Taxes = Estimated \$1,184.50
- Funding Provided = \$65,000
- Spent to Date = \$63,790.17
- Remaining Funds = \$1,209.83
- **Reimbursement Requested = \$0**

Administrative Costs

- Initial Funding = \$5,000
- Expenses to date = \$280.97
- Funding Remaining = \$4,719.03
- **Reimbursement Requested = \$0**

2016 ACCOUNT DETAIL

City Of Prosser
MCAG #: 0205

Time: 13:03:26 Date: 09/28/2016
Page: 1

103 Transportation Benefit Distric

01/01/2016 To: 12/31/2016

Revenues

Tran #	Date:	Acct#	Rec #	Type	Claimant	Remark	Amount
1288	01/01/2016			Beg Bal	2016 Beginning Fund Balance	2016 Beginning Fund Balances	4,767.75
					308 10 00 103 Beginning Fund Balance		4,767.75
					Department Total: 308 Beginning Balances		4,767.75
5264	07/15/2016	1	13715	Tr Rec	Prosser Transportation Benefit I		65,000.00
					344 70 00 000 TBD License Fees		65,000.00
					Department Total: 340 Charges For Goods & Services		65,000.00
					Fund Revenues:		69,767.75

Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
2647	04/26/2016	1	14285	Claims	Benton County Road Fund	2016 BST Chip Seal	3,942.89 <i>CS</i>
4958	07/12/2016	1	14765	Claims	Benton County Road Fund	BST 2016	1,034.87 <i>CS</i>
5764	08/09/2016	1	14909	Claims	Benton County Road Fund	BST - CE 1997	74.43 <i>CS</i>
6634	09/13/2016	1	15055	Claims	Benton County Road Fund	BST 2016 - July	58,737.98 <i>CS</i>
					542 30 41 103 Professional Services		63,790.17
					Department Total: 542 Streets - Maintenance		63,790.17
4605	06/28/2016	1	14723	Claims	Saxton Riley, PLLC	TBD	40.00 <i>Admin</i>
					543 30 41 103 Professional Services		40.00
547	01/26/2016	1	13865	Claims	Leaf	Front Desk Copy Machine Lease	5.47 <i>Admin</i>

2016 ACCOUNT DETAIL

City Of Prosser
MCAG #: 0205

Time: 13:03:26 Date: 09/28/2016
Page: 2

103 Transportation Benefit Distric

01/01/2016 To: 12/31/2016

Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
1503	03/08/2016	1	14082	Claims	Pitney Bowes Inc	Postage Meter Rental	0.63 <i>Admin</i>
5801	08/09/2016	1	14946	Claims	Pitney Bowes Inc	Postage Meter Rental	0.52 <i>Admin</i>
6996	09/27/2016	1	15178	Claims	Pitney Bowes Inc	Postage Meter Rental	0.51 <i>Admin</i>
543 30 45 103 Rental & Lease							7.13
4593	06/28/2016	1	14711	Claims	Pitney Bowes Inc	Postage Meter Meaintenance	1.59 <i>Admin</i>
543 30 48 103 Repairs & Maintenance							1.59
Department Total: 543 Streets Admin & Overhead							48.72
Fund Expenditures:							63,838.89
Excess/Deficit:							5,928.86 ✓

Admin 2015 = 232.25
2016 = 48.72

280.97
5000.00 funding

4719.03 →

4719.03
1209.83

5928.86 ✓

Cmp Seal
2016 = 63790.17
65000.00 funding

1209.83 →

Prosser Transportation Benefit District
Public Hearing Notice
2017 Revenue Sources

Notice is hereby given by the undersigned Secretary of the Prosser Transportation Benefit District, that the Board will conduct a Public Hearing on Tuesday, October 4, 2016 at 6:30 p.m., or as soon thereafter as may be heard, for the purpose of reviewing revenue sources. The Public Hearing will be held in the City Council Chambers, Prosser City Hall, 601 7th Street, Prosser, Washington.

All interested persons are encouraged to attend. No qualified individuals with a disability shall be excluded or denied the benefit of participation in the Public Hearing. If you require assistance to comment at the Public Hearing, please contact Prosser City Hall at 786-2332 at least seven days prior to the date of the Public Hearing to make arrangements.

Dated: September 8, 2016

A handwritten signature in cursive script that reads "Rachel Shaw". The signature is written in black ink and is positioned above a horizontal line.

Rachel Shaw, CMC
Secretary

Publication Date: September 14, 2016

PROSSER TBD

2017 BUDGET CALENDAR

Budget Action/Steps	Due Date/Meeting Date
Proposed Budget Available – Copies of the proposed budget and files with the Board.	Tuesday, September 6 th
Revenue Sources Public Hearing – Conduct a public hearing on revenue sources for the coming year's budget, including consideration of possible tax increases.	Tuesday, October 4 th
Budget Hearing #1	Tuesday, October 4 th
Budget Hearing #2	Tuesday, November 1 st
Final Budget Hearing	Tuesday, December 6 th
Potential Budget Adoption	Tuesday, December 6 th
Transmit Budget to SAO & MRSC	

PROSSER TRANSPORTATION DISTRICT
2017 Proposed BUDGET

			2011	2012	2013	2014	2015	2016	2017
			Actual	Actual	Actual	Actual	Actual	6/30/16	Proposed
Fund	Account Number	Description							
103-TBD	103-TBD	Fund							
103-TBD	103-000-308-00-00	Beginning Fund Balance	65,469.38	145,338.39	94,597.66	109,718.75	104,136.82	118,702.20	138,750.00
103-TBD	308	Beginning Fund Balance							
103-TBD	103-000-344-90-00	TBD License Fees	85,344.80	87,503.40	87,306.60	87,967.72	89,195.60	45,063.00	90,000.00
103-TBD	344	TBD License Fees							
103-TBD	103-000-361-10-00	Investment Interest	-	-		-	-	-	-
103-TBD	361	Interest & Other Earnings							
TOTAL TRANSPORTATION BENEFIT DISTRICT FUND REVENUE			85,344.80	87,503.40	87,306.60	87,967.72	89,195.60	45,063.00	90,000.00
103-TBD	103-508-508-00-00	Ending Fund Balance	145,338.39	94,597.66	-	-			
103-TBD	508	Ending Fund Balance							
103-TBD	103-543-30-41	Professional Services	5,475.79	5,393.15		4,304.72	5,647.90	-	5,000.00
103-TBD	542								
103-TBD	103-542-542-30-51	Intergovernmental and Other Services	-	132,850.98	72,185.51	89,244.93	68,982.32	-	223,750.00
103-TBD	542								
TOTAL TRANSPORTATION BENEFIT DISTRICT FUND EXPENDITURES			5,475.79	138,244.13	72,185.51	93,549.65	74,630.22	-	228,750.00
Beginning Fund Balance			65,469.38	145,338.39	94,597.66	109,718.75	104,136.82	118,702.20	138,750.00
Total Revenue			85,344.80	87,503.40	87,306.60	87,967.72	89,195.60	45,063.00	90,000.00
Total Expenditures			5,475.79	138,244.13	72,185.51	93,549.65	74,630.22	-	228,750.00
Ending Fund Balance			145,338.39	94,597.66	109,718.75	104,136.82	118,702.20	163,765.20	-