

# PROSSER TRANSPORTATION BENEFIT DISTRICT AGENDA

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

REGULAR MEETING  
November 1, 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 October 4, 2016.

**b.) Approval of September 2016 Financial Statement.....Page 6**

**Recommendation:** Move to approve the September 2016 Financial Statement.

**c.) Approval of Check Refunds .....Page 9**

**Recommendation:** Move to approve check nos. 13008 and 13009 for refunds due to jurisdictional errors by Washington State in the amount of \$40.

**6. PUBLIC HEARING**

**a.) 2017 Final Budget Hearing .....Page 10**

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

*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: FEBRUARY 7, 2017 AT 6:30 PM**

**7. DISCUSSION ITEMS**

a.) Street Maintenance Projects.....*Page 11*

b.) 2017 Preliminary Budget .....*Page 12*

**8. BOARD ACTION**

a.) Consideration of Ordinance No. 16-TBD-\_\_\_\_\_ Adopting the 2017  
Transportation Benefit District Budget.....*Page 13*

**Recommendation:** Move to adopt Ordinance No. 16-TBD-\_\_\_\_\_ adopting the 2017  
Transportation Benefit District Budget.

**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: FEBRUARY 7, 2017 AT 6:30 PM*

**PROSSER TRANSPORTATION BENEFIT DISTRICT**

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

**TUESDAY, OCTOBER 4, 2016  
REGULAR MEETING**

**CALL TO ORDER**

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

Others in attendance were Secretary Shaw and Treasurer Yost.

**BOARD MEMBER COMMENTS** (None)

**BOARD ACTION**

**APPROVAL OF MEETING MINUTES**

A motion was made by Board Member Edwards, seconded by Board Member Everett to approve the Transportation Benefit District Board Meeting Minutes of September 5, 2016. Motion passed 4 YES, 0 NO, 3 ABSENT (Groom, Becken, Elder).

**APPROVAL OF AUGUST 2016 FINANCIAL STATEMENT**

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

**APPROVAL OF SEPTEMBER 2016 FUNDING SUMMARY**

A motion was made by Board Member Edwards, seconded by Board Member Everett to approve the September 2016 Funding Summary. Motion passed 4 YES, 0 NO, 3 ABSENT (Groom, Becken, Elder).

**APPROVAL OF CHECK REFUNDS**

A motion was made by Board Member Edwards, seconded by Board Member Aubrey to approve check no. 13007 for refunds due to jurisdictional errors by Washington State in the amount of \$20. Motion passed 4 YES, 0 NO, 3 ABSENT (Groom, Becken, Elder).

**PUBLIC HEARING**

### **2017 BUDGET REVENUE SOURCES HEARING**

At 6:34 p.m., Vice Chairman Siemens recessed the Regular Meeting of the Transportation Benefit District to conduct a Public Hearing regarding the revenue sources for the 2017 Budget. Vice Chairman Siemens called for public comment, with none being offered. At 6:34 p.m., Vice Chairman Siemens closed the Public Hearing and reconvened the Regular Meeting.

### **PUBLIC HEARING**

#### **2017 BUDGET HEARING**

At 6:35 p.m., Vice Chairman Siemens recessed the Regular Meeting of the Transportation Benefit District to conduct a Public Hearing regarding the 2017 Budget. Vice Chairman Siemens called for public comment, with none being offered. At 6:35 p.m., Vice Chairman Siemens closed the Public Hearing and reconvened the Regular Meeting.

### **DISCUSSION**

#### **2017 PRELIMINARY BUDGET**

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

Chairman Aubrey said he would like to wait until after the school bond vote before the Board considers raising taxes for car tabs.

Board Member Everett stated that he agreed that is an important issue for the community, although the Board should consider raises taxes due to the fact that they have not been increased since the TBD was established.

Treasurer Yost explained the proposed 2017 Budget is based on the estimated revenues of the \$20.00 car tab fee and the Board.

Vice Chairman Siemans said he was in favor of waiting until after the first quarter of 2017 after the school bond vote occurs before the Board considers raising the tab fee. Furthermore he would like the Board to consider an increase of only \$10.00 rather than \$20.00 equally a total of \$30.00 per car tab fee.

Treasurer Yost said she will ask the Public Works Director to come to the November TBD meeting with a list of projects to be considered.

### **ADJOURNMENT**

There being no further business before the Prosser Transportation Benefit District at this time, the Regular Meeting of the District was adjourned at 6:44 p.m.

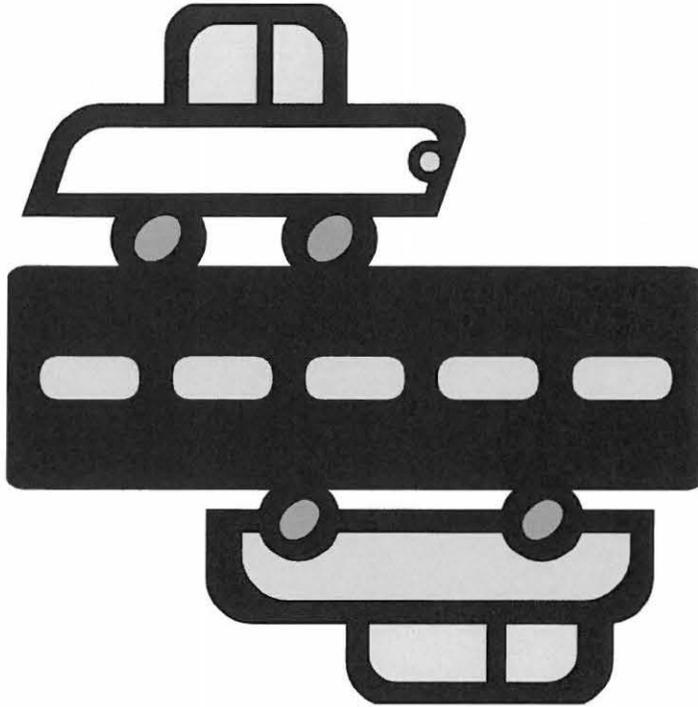
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Don Aubrey, Chairman

Attest:

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Rachel Shaw  
Secretary/City Clerk



**Prosser Transportation Benefit  
District (TBD)**

**September 2016**

**Financial Statement**

**PROSSER TRANSPORTATION BENEFIT DISTRICT  
FINANCIAL STATEMENT**

For the Period Ending September 30, 2016

BARS CODE		Fund Number and Name			
		103 - Transportation Benefit District			
		2016 Budget	2016 Actuals	% Spent/ Received	Notes
<b>Beginning Net Cash and Investments</b>		\$97,700.00	\$118,702.20		
<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	\$72,327.00	80.36%	\$240 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>		<b>\$90,000.00</b>	<b>\$72,327.00</b>	<b>80.36%</b>	
<b>Total Resources</b>		<b>\$187,700.00</b>	<b>\$191,029.20</b>	<b>101.77%</b>	
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				
<b>Total Operating Expenditures</b>		<b>\$187,700.00</b>	<b>\$65,000.00</b>	<b>34.63%</b>	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
<b>Total Expenditures</b>		<b>\$187,700.00</b>	<b>\$65,000.00</b>	<b>34.63%</b>	
597-599	Other Financing Uses	\$0.00	\$0.00		
<b>Total Expenditures and Other Uses</b>		<b>\$187,700.00</b>	<b>\$65,000.00</b>	<b>34.63%</b>	
<b>Excess (Deficit) of Resources Over Uses</b>		<b>\$0.00</b>	<b>\$126,029.20</b>		
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>		<b>\$0.00</b>	<b>\$126,029.20</b>		

# Prosser Transportation Benefit District

## Account Reconciliation

Activity through September 30, 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	x	\$20.00		\$156,083.00
13003	6/14/16	Blaine & Carol Sherfinski	x	\$20.00		\$156,063.00
	6/30/16	Department of Revenue			\$7,702.20	\$163,765.20
13004	7/12/16	City of Prosser	x	\$65,000.00		\$98,765.20
13005	7/12/16	Blaine Sherfinski	x	\$20.00		\$98,745.20
	7/29/16	Department of Revenue			\$10,593.00	\$109,338.20
13006	8/2/16	Riverside Storage	x	\$20.00		\$109,318.20
	8/31/16	Department of Revenue			\$6,850.80	\$116,169.00
13007	9/6/16	Irvin & Beverly Stone	x	\$20.00		\$116,149.00
	9/30/16	Department of Revenue			\$9,880.20	\$126,029.20



Prosser Transportation District  
Public Hearing Notice  
2017 Budget Hearing

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, October 4<sup>th</sup>, and Tuesday, November 1, 2016, in the City Council Chambers, Prosser City Hall, 601 7<sup>th</sup> Street, Prosser, Washington for the purpose of hearing comments on the budget for the fiscal year 2017.

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: September 8, 2016



Rachel Shaw, CMC  
Secretary

Publication date: September 14<sup>th</sup> and September 21, 2016

## PROSSER TBD

## PROJECT LIST

Rank	Project Name	Project Type	Project Cost	TOTAL
1	Sixth Street Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 587,000	\$ 587,000
2	Kinney Way/Concord Way/Market St. Sidewalk	Curb, Sidewalk	\$ 685,000	\$ 1,272,000
3	Sheridan Ave. Street Improvements-Phase 2	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 1,259,000	\$ 2,531,000
4	Wamba Road Improvements-Phase 1	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 1,498,000	\$ 4,029,000
5	Wamba Road Improvements-Phase 2	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 552,000	\$ 4,581,000
6	Old Inland Empire Highway-Phase 1	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 2,752,000	\$ 7,333,000
7	Byron Road Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 2,535,000	\$ 9,868,000
8	Nunn Road Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 1,305,000	\$ 11,173,000
9	Old Inland Empire Highway-Phase 2	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 3,158,000	\$ 14,331,000
10	Prosser Avenue Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 1,619,000	\$ 15,950,000
11	Alexander Court Improvements-Phase 1	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 945,000	\$ 16,895,000
12	Alexander Court Improvements-Phase 2	Rebuild, Widen, Curb, Sidewalk, Drainage & Illumination	\$ 317,000	\$ 17,212,000
13	Benson Avenue Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage	\$ 572,000	\$ 17,784,000
14	Highland Drive Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage	\$ 1,061,000	\$ 18,845,000
15	Wine Country Road/Merlot/Gap Intersections	Channelization, Widening, Signalization	\$ 2,373,000	\$ 21,218,000
16	Downtown Intersections-5th & Bennett/Meade	Planing, HMA Overlay, CGS, Drainage, ADA Ramps	\$ 325,000	\$ 21,543,000
17	7th Street Improvements	Planing, HMA Overlay, Drainage, ADA Ramps	\$ 400,000	\$ 21,943,000
NOTE: Projects 1-17, listed above, are included on the adopted STIP 2011-2016.				
			<b>TOTALS</b>	<b>\$ 21,943,000</b>
				<b>\$ 21,943,000</b>
NOTE: Projects 18-32, listed below, are not part of the STIP but are Street Preservation and Maintenance projects.				
18	Park Avenue Sidewalk Replacement (East)	140 L.F., Concrete Curb, Gutter, Sidewalk, ADA Ramp	\$ 21,180	\$ 21,180
19	Park Avenue Sidewalk Replacement (West)	75 sq.yd., Concrete Sidewalk, ADA Ramp	\$ 18,720	\$ 39,900
20	Yakima Avenue Improvements	Rebuild, Widen, Curb, Sidewalk, Drainage	\$ 296,000	\$ 335,900
21	Chip Seal Area No. 1	Street Maintenance Program (Annual Cycle)	\$ 150,000	\$ 485,900
22	Chip Seal Area No. 2	Street Maintenance Program (Annual Cycle)	\$ 150,000	\$ 635,900
23	Chip Seal Area No. 3	Street Maintenance Program (Annual Cycle)	\$ 150,000	\$ 785,900
24	Chip Seal Area No. 4	Street Maintenance Program (Annual Cycle)	\$ 150,000	\$ 935,900
25	Chip Seal Area No. 5	Street Maintenance Program (Annual Cycle)	\$ 150,000	\$ 1,085,900
26	Chip Seal Area No. 6	Street Maintenance Program (Annual Cycle)	\$ 150,000	\$ 1,235,900
27	Crack Seal Area No. 1	Street Maintenance Program (Annual Cycle)	\$ 35,000	\$ 1,270,900
28	Crack Seal Area No. 2	Street Maintenance Program (Annual Cycle)	\$ 35,000	\$ 1,305,900
29	Crack Seal Area No. 3	Street Maintenance Program (Annual Cycle)	\$ 35,000	\$ 1,340,900
30	Crack Seal Area No. 4	Street Maintenance Program (Annual Cycle)	\$ 35,000	\$ 1,375,900
31	Crack Seal Area No. 5	Street Maintenance Program (Annual Cycle)	\$ 35,000	\$ 1,410,900
32	Crack Seal area No. 6	Street Maintenance Program (Annual Cycle)	\$ 35,000	\$ 1,445,900
			<b>TOTALS</b>	<b>\$ 1,445,900</b>
				<b>\$ 1,445,900</b>

**PROSSER TRANSPORTATION DISTRICT  
2017 Proposed BUDGET**

Fund	Account Number	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 6/30/16	2017 Proposed
<b>103-TBD</b>	<b>103-TBD</b>	<b>Fund</b>							
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							
<b>TOTAL TRANSPORTATION BENEFIT DISTRICT FUND REVENUE</b>			<b>85,344.80</b>	<b>87,503.40</b>	<b>87,306.60</b>	<b>87,967.72</b>	<b>89,195.60</b>	<b>45,063.00</b>	<b>90,000.00</b>
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								
<b>TOTAL TRANSPORTATION BENEFIT DISTRICT FUND EXPENDITURES</b>			<b>5,475.79</b>	<b>138,244.13</b>	<b>72,185.51</b>	<b>93,549.65</b>	<b>74,630.22</b>	<b>-</b>	<b>228,750.00</b>
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	-

**CITY OF PROSSER, WASHINGTON  
ORDINANCE NO. 16-TBD-\_\_\_\_\_**

**AN ORDINANCE OF THE PROSSER TRANSPORTATION BENEFIT DISTRICT ADOPTING A BUDGET FOR THE 2017 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 2017 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 2017 is hereby adopted in its final form and content as set forth in the document entitled 2017 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 2017 are set forth in summary form below, and are hereby appropriated for expenditure during the fiscal year 2017 at the fund level:

<b>FUND NO.</b>	<b>FUND</b>	<b>Projected BEG. FUND BALANCE</b>	<b>REVENUE</b>	<b>EXPENDITURES</b>	<b>EST. END FUND BALANCE</b>
103-TBD	Transportation Benefit District Fund	138,750	90,000	228,750	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 2017 Adopted Budget shall be January 1, 2017 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 \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
DON AUBREY, CHAIR

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

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

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

**SUMMARY OF ORDINANCE NO. 16-TBD-\_\_\_\_\_**  
of the Prosser Transportation Benefit District

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On the \_\_\_\_ day of \_\_\_\_\_, 2016, the Prosser Transportation Benefit District, passed Ordinance No. 15-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 2017 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 \_\_\_\_\_, 2016.

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RACHEL SHAW, SECRETARY/CITY CLERK