

# PROSSER TRANSPORTATION BENEFIT DISTRICT AGENDA

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

REGUALR MEETING  
February 3, 2015  
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 Everett will open the floor for nominations and the Board will vote on Board Members who are nominated for both the Chair and Vice Chair positions.

**b.) Resolution Providing for Authorized Officials..... Page 3**

**Recommendation:** Move to adopted Resolution 15-\_\_\_\_ Providing for Officials Authorized to Sign Warrants for Payments, Checks, Drafts, Notes and Other Payables.

**c.) TBD Board Meeting Minutes of December 9, 2014 ..... Page 6**

**Recommendation:** Move to approve Transportation Benefit District Board Meeting Minutes of December 9, 2014.

*The first Ordinance passed will be Ordinance 15-TBD-13  
The first Resolution passed will be Resolution 15-TBD-15*

**d.) Approval of Check Refunds..... Page 8**

**Recommendation:** Move to Approval of Check Nos. 1275 – 1277 for Refunds Due to Jurisdictional Errors by Washington State in the Amount of \$40 and Approve Reimbursement Request for the City of Prosser in the Amount \$4,304.72, totaling \$4,344.72.

**e.) Approval of December 2014 Financial Statement..... Page 9**

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

**6. ADJOURNMENT**

***NEXT MEETING DATE: MAY 5, 2015 AT 6:30 PM***

***The first Ordinance passed will be Ordinance 15-TBD-13  
The first Resolution passed will be Resolution 15-TBD-15***

**PROSSER TRANSPORTATION BENEFIT DISTRICT ON  
RESOLUTION NO. 15- 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 3, 2015, 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 \_\_\_\_\_, 2015.

\_\_\_\_\_  
\_\_\_\_\_, CHAIRMAN

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, DECEMBER 9, 2014  
SPECIAL MEETING**

**CALL TO ORDER**

Chairman Everett called the Special Meeting of the Transportation Benefit District (TBD) to order at 6:45 p.m. The Pledge of Allegiance was recited.

**ROLL CALL**

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

Others in attendance were Finance Manager Yost, and City Clerk Shaw.

**BOARD ACTION**

**CONSIDERATION OF RESOLUTION NO. 14-TBD-14 REGARDING CHANGES TO THE BY-LAWS AND INTERLOCAL AGREEMENT WITH CIAW**

A motion was made by Board Member Taylor, seconded by Board Member Aubrey to adopt Resolution No. 14-TBD-14 regarding changes to the By-Laws and Interlocal Agreement with CIAW. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

**TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING MINUTES OF NOVEMBER 4, 2014**

A motion was made by Board Member Taylor, seconded by Board Member Aubrey to approve the Transportation Benefit District Board Meeting Minutes of November 4, 2014. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

**APPROVAL OF CHECK NOS. 1271 - 1274 FOR REFUNDS DUE TO JURISDICTIONAL ERRORS BY WASHINGTON STATE IN THE AMOUNT OF \$60.00 AND APPROVE 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 Taylor, seconded by Board Member Hamilton to approve check nos. 1271 - 1274 for refunds due to jurisdictional errors by Washington State in the amount of \$60.00 and 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).

**APPROVE REIMBURSEMENT REQUEST FOR ADMINISTRATIVE COSTS TO THE CITY OF PROSSER IN THE AMOUNT OF \$4,304.72**

A motion was made by Board Member Taylor, seconded by Board Member Elder to approve reimbursement request for administrative costs to the City of Prosser in the amount of \$4,304.72. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

**APPROVAL OF NOVEMBER 2014 FINANCIAL STATEMENT**

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

**BOARD MEMBER COMMENTS**

Chairman Everett reminded the Board the next regular meeting has been scheduled for February 3, 2015 at 6:30 p.m.

**ADJOURNMENT**

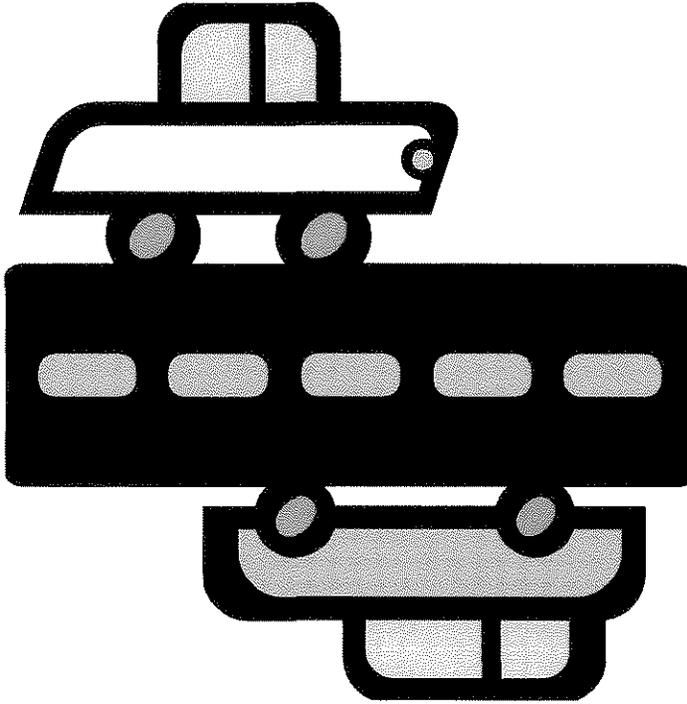
There being no further business before the Prosser Transportation Benefit District at this time, the Special Meeting of the District was adjourned at 6:50 p.m.

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

Attest:

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





**Prosser Transportation Benefit  
District (TBD)**

**December 2014 (Draft)**

**Financial Statement**

**PROSSER TRANSPORTATION BENEFIT DISTRICT  
FINANCIAL STATEMENT**

For the Period Ending December 31, 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	\$87,967.72	97.74%	\$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>		<b>\$90,000.00</b>	<b>\$87,967.72</b>	<b>97.74%</b>	
<b>Total Resources</b>		<b>\$210,000.00</b>	<b>\$197,686.47</b>	<b>94.14%</b>	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$205,000.00	\$93,549.65	45.63%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
<b>Total Operating Expenditures</b>		<b>\$205,000.00</b>	<b>\$93,549.65</b>	<b>45.63%</b>	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
<b>Total Expenditures</b>		<b>\$205,000.00</b>	<b>\$93,549.65</b>	<b>45.63%</b>	
597-599	Other Financing Uses	\$5,000.00	\$0.00		
<b>Total Expenditures and Other Uses</b>		<b>\$210,000.00</b>	<b>\$93,549.65</b>	<b>44.55%</b>	
<b>Excess (Deficit) of Resources Over Uses</b>		<b>\$0.00</b>	<b>\$104,136.82</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>\$104,136.82</b>		

# Prosser Transportation Benefit District

## Account Reconciliation

Activity through December 30, 2014

Number	Date	Description of Transaction	c	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	c	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 Lemmon		\$20.00		\$103,158.87
	10/31/14	Department of Revenue			\$7,464.60	\$110,623.47
1273	11/4/14	Jerry & Melissa Lemmon		\$20.00		\$110,603.47
	11/30/14	Department of Revenue			\$6,890.40	\$117,493.87
1274	12/2/14	City of Prosser		\$14,932.93		\$102,560.94
1275	12/10/14	City of Prosser		\$4,304.72		\$98,256.22
	12/31/14	Department of Revenue			\$5,880.60	\$104,136.82