

**PROSSER TRANSPORTATION BENEFIT DISTRICT
AGENDA**

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

REGULAR MEETING
May 3, 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 February 2, 2016.

b.) Approval of Check Refunds.....Page 5

Recommendation: Move to approve check nos. 1290 – 1296 for refunds due to jurisdictional errors by Washington State and funding reimbursement request for the Chip Seal Project.

c.) Approval of the December 2015 Financial Statement.....Page 6

Recommendation: Move to approve the December 2015 Financial Statement.

d.) Approval of the 2016 1st Quarter Financial Statement.....Page 10

Recommendation: Move to approve the 2016 1st Quarter Financial Statement.

***The first Ordinance passed will be Ordinance No. 16-TBD-14
The first Resolution passed will be Resolution No. 16-TBD-18***

6. DISCUSSION ITEMS

a.) Material Change Policy

b.) TBD Fees

7. ADJOURNMENT

NEXT MEETING DATE: AUGUST 2, 2016 AT 6:30 PM

***The first Ordinance passed will be Ordinance No. 16-TBD-14
The first Resolution passed will be Resolution No. 16-TBD-18***

PROSSER TRANSPORTATION BENEFIT DISTRICT

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

**TUESDAY, FEBRUARY 2, 2016
REGULAR MEETING**

CALL TO ORDER

Vice Chairman Elder called the Regular Meeting of the Transportation Benefit District (TBD) to order at 6:32 p.m. The Pledge of Allegiance was recited.

ROLL CALL

Board Members Everett, Siemens, Edwards, and Becken were present. Board Members Aubrey and Rodriguez requested an excused absence.

Others in attendance were City Clerk Shaw and Finance Director Yost.

BOARD MEMBER COMMENTS (None)

BOARD ACTION

ELECTION OF OFFICERS

Vice Chairman Elder opened the floor for nominations. A motion was made by Board Member Everett, seconded by Board Member Becken to nominate Board Member Aubrey as Chair and Board Member Rodriguez as Vice Chair of the Transportation Benefit District. Motion passed 5 YES, 0 NO, 2 ABSENT (Aubrey, Rodriguez).

[Secretary's Note: Due to the absences of the newly elected Chair and Vice Chair, former Vice Chair Elder continued presiding over the regular meeting of the TBD.]

RESOLUTION PROVIDING FOR AUTHORIZED OFFICIALS

A motion was made by Board Member Everett, seconded by Board Member Edwards to adopt Resolution No. 16-TBD-17 providing for officials authorized to sign warrants for payments, checks, drafts, notes, and other payables. Motion passed 5 YES, 0 NO, 2 ABSENT (Aubrey, Rodriguez).

TBD BOARD MEETING MINUTES OF DECEMBER 1, 2015

A motion was made by Board Member Edwards, seconded by Board Member Everett to approve the Transportation Benefit District Board Meeting Minutes of December 1, 2015. Motion passed 5 YES, 0 NO, 2 ABSENT (Aubrey, Rodriguez).

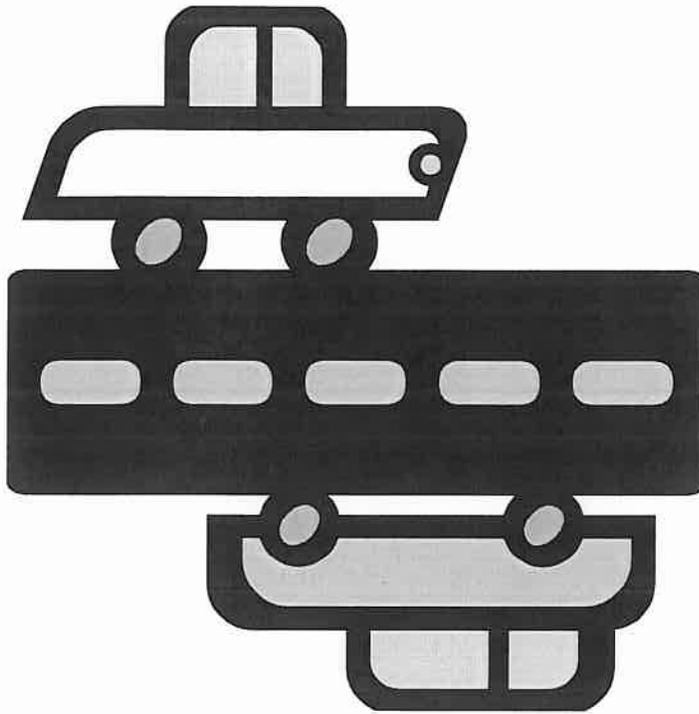
ADJOURNMENT

There being no further business before the Prosser Transportation Benefit District at this time, the Regular Meeting of the District was adjourned at 6:37 p.m.

Don Aubrey, Chair

Attest:

Rachel Shaw
Secretary/City Clerk



**Prosser Transportation Benefit
District (TBD)**

December 2015

Financial Statement

**PROSSER TRANSPORTATION BENEFIT DISTRICT
FINANCIAL STATEMENT**

For the Period Ending December 31, 2015

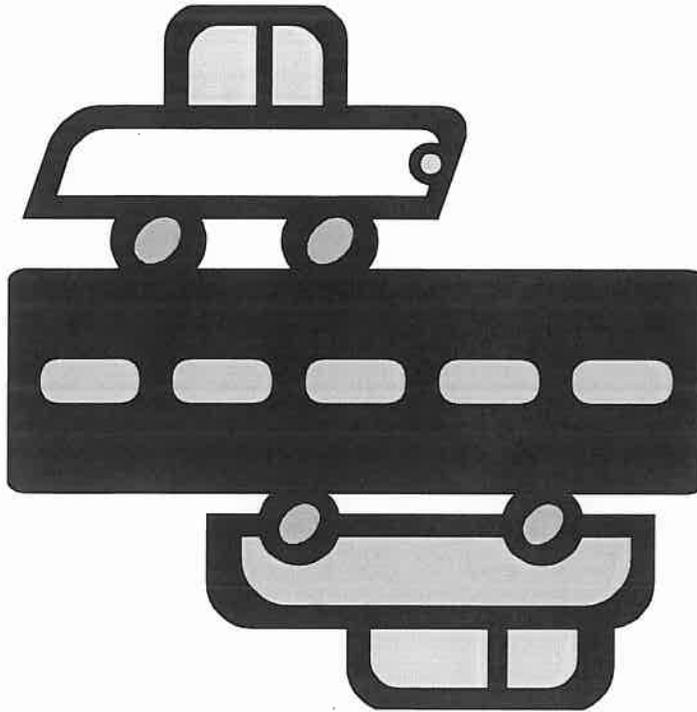
BARS CODE		Fund Number and Name			
		103 - Transportation Benefit District			
		2015 Budget	2015 Actuals	% Spent/ Received	Notes
Beginning Net Cash and Investments		\$115,500.00	\$104,136.82		
Revenues and Other Sources					
310	Taxes	\$0.00	\$0.00		
320	Licenses and Permits	\$0.00	\$0.00		
330	Intergovernmental	\$0.00	\$0.00		
340	Charges for Goods and Services	\$90,000.00	\$89,195.60	99.11%	\$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		
Total Revenues and Other Sources		\$90,000.00	\$89,195.60	99.11%	
Total Resources		\$205,500.00	\$193,332.42	94.08%	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$200,500.00	\$74,630.22	37.22%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
Total Operating Expenditures		\$200,500.00	\$74,630.22	37.22%	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
Total Expenditures		\$200,500.00	\$74,630.22	37.22%	
597-599	Other Financing Uses	\$5,000.00	\$0.00		
Total Expenditures and Other Uses		\$205,500.00	\$74,630.22	36.32%	
Excess (Deficit) of Resources Over Uses		\$0.00	\$118,702.20		
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	\$118,702.20		

Prosser Transportation Benefit District Account Reconciliation

Activity through December 31, 2015

Number	Date	Description of Transaction	c	Debit (-)	Credit (+)	Balance
1276	1/29/15	Bev Stone	X	\$20.00		\$104,116.82
1277	1/29/15	Rebecca Cook	X	\$20.00		\$104,096.82
	1/30/15	Department of Revenue			\$6,078.60	\$110,175.42
	2/27/15	Department of Revenue			\$6,296.40	\$116,471.82
	3/31/15	Department of Revenue			\$6,751.80	\$123,223.62
	4/30/15	Department of Revenue			\$7,543.80	\$130,767.42
1278	5/5/15	Jerry & Rosalva	X	\$20.00		\$130,747.42
1279	5/5/15	Jerry Lemmon Jr	X	\$20.00		\$130,727.42
1280	5/12/15	Albert Roy	X	\$20.00		\$130,707.42
	5/30/15	Department of Revenue			\$9,207.00	\$139,914.42
1281	6/2/15	Jerry Lemmon	X	\$20.00		\$139,894.42
1282	6/2/15	Jerry & Melissa Lemmon	X	\$20.00		\$139,874.42
1283	6/23/15	Riverside Storage	X	\$20.00		\$139,854.42
1284	6/23/15	Jerry P Lemmon	X	\$20.00		\$139,834.42
	6/30/15	Department of Revenue			\$7,781.40	\$147,615.82
1285	7/28/15	Ben Wilsey	X	\$20.00		\$147,595.82
1286	7/28/15	Albert Roy	X	\$20.00		\$147,575.82
	7/31/15	Department of Revenue			\$10,197.00	\$157,772.82
1287	8/4/15	Ben Wilsey	X	\$20.00		\$157,752.82
	8/31/15	Department of Revenue			\$7,029.00	\$164,781.82
1288	9/1/15	Irvin & Beverly Stone	X	\$20.00		\$164,761.82
1289	9/1/15	Andrew Elliot	X	\$20.00		\$164,741.82

Number	Date	Description of Transaction	c	Debit (-)	Credit (+)	Balance
	9/30/15	Department of Revenue			\$8,316.00	\$173,057.82
1290	10/6/15	Randy Payment	X	\$20.00		\$173,037.82
1291	10/7/15	Jerry Lemmon	X	\$20.00		\$173,017.82
	10/31/15	Department of Revenue			\$7,405.20	\$180,423.02
1292	11/10/15	Jerry & Mellisc Lemmon	X	\$20.00		\$180,403.02
	11/30/15	Department of Revenue			\$7,167.60	\$187,570.62
1293	12/1/15	City of Prosser- Admin (3479.57) and Chip Seal 10148.231	X	\$5,647.90		\$181,922.72
1294	12/1/15	City of Prosser - Chip Seal	X	\$68,982.32		\$112,940.40
	12/31/15	Department of Revenue			\$5,761.80	\$118,702.20



**Prosser Transportation Benefit
District (TBD)**

1st Quarter 2016

Financial Statement

**PROSSER TRANSPORTATION BENEFIT DISTRICT
FINANCIAL STATEMENT**

For the Period Ending March 31, 2016

BARS CODE		Fund Number and Name			
		2016 Budget	2016 Actuals	% Spent/ Received	Notes
		103 - Transportation Benefit District			
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	\$19,739.60	21.93%	\$100 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	\$19,739.60	21.93%	
Total Resources		\$187,700.00	\$138,441.80	73.76%	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$187,700.00	\$0.00	0.00%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
Total Operating Expenditures		\$187,700.00	\$0.00	0.00%	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
Total Expenditures		\$187,700.00	\$0.00	0.00%	
597-599	Other Financing Uses	\$0.00	\$0.00		
Total Expenditures and Other Uses		\$187,700.00	\$0.00	0.00%	
Excess (Deficit) of Resources Over Uses		\$0.00	\$138,441.80		
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	\$138,441.80		

Prosser Transportation Benefit District Account Reconciliation

Activity through March 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		\$20.00		\$124,701.00
1298	2/23/16	J Natividad Spenz		\$20.00		\$124,681.00
	2/29/16	Department of Revenue			\$5,940.00	\$130,621.00
1299	3/22/16	Jerry & Rosalva Lemmon		\$20.00		\$130,601.00
	3/31/16	Department of Revenue			\$7,840.80	\$138,441.80