

PROSSER TRANSPORTATION BENEFIT DISTRICT AGENDA

Council Chambers, 601 7th Street, Prosser WA 99350
REGULAR MEETING
Tuesday, May 5, 2015 at 6:30 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **BOARD MEMBER COMMENTS**
5. **BOARD ACTION**
 - a.) **Resolution Providing for Authorized Officials..... Page 2**

Recommendation: Move to adopted Resolution 15-____ providing for officials authorized to sign warrants for payments, checks, drafts, notes and other payables.
 - b.) **Approval of Meeting Minutes..... Page 5**

Recommendation: Move to approve Transportation Benefit District Board Meeting Minutes of February 3, 2015.
 - c.) **Approval of Check Refunds Page 7**

Recommendation: Move to approve check no. 1278 for refunds due to jurisdictional errors by Washington State in the amount of \$20.
 - d.) **Approval of First Quarter 2015 Financial Statement Page 12**

Recommendation: Move to approve First Quarter 2015 Financial Statement.
6. **ADJOURNMENT**

NEXT MEETING DATE: August 4, 2015 AT 6:30 PM

*The first Ordinance passed will be Ordinance 15-TBD-13
The first Resolution passed will be Resolution 15-TBD-16*

**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 as its official depository for its accounts, and

Whereas, on March 10, 2015, Tonelle Yost was appointed as the acting Finance Director; and

Whereas, Transportation Benefit District organization rule 5.04 provides that the Treasurer for the District shall be the City's Finance Director; and

Whereas, the District's Treasurer is now Tonelle Yost; and

Whereas, the District's Treasurer should be a signer on checks and warrants on behalf of the District; 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:

TONELLE YOST, TREASURER

MARVIN WARD, CHAIRMAN

ROBERT ELDER, 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.

MARVIN WARD, 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, FEBRUARY 3, 2015
REGULAR MEETING**

CALL TO ORDER

Chairman Everett called the Regular Meeting of the Transportation Benefit District (TBD) to order at 6:30 p.m. The Pledge of Allegiance was recited.

ROLL CALL

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

[Secretary's Note: Board Member Elder arrived at 6:32 p.m.]

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

BOARD MEMBER COMMENTS (None)

BOARD ACTION

ELECTION OF OFFICERS

Chairman Everett opened the floor for nominations. A motion was made by Board Member Hamilton, seconded by Board Member Taylor to nominate Marvin Ward as Chair of the Transportation Benefit District. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

A motion was made by Board Member Taylor to nominate Board Member Becken and the motion failed.

A motion was made by Board Member Becken, seconded by Board Member Hamilton to nominate Bob Elder as the Vice Chair for the Transportation Benefit District. Motion passed 5 YES, 1 NO (Elder), 1 ABSENT (Ward).

[Secretary's Note: The gavel was given to the newly elected Vice Chairman Elder of the Board in the absence of the Chairman.]

RESOLUTION PROVIDING FOR AUTHORIZED OFFICIALS

A motion was made by Board Member Everett, seconded by Board Member Hamilton to adopt Resolution No. 15-TBD-15 providing for officials authorized to sign warrants for

payments, checks, drafts, notes, and other payables. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

TRANSPORTATION BENEFIT DISTRICT (TBD) BOARD MEETING MINUTES OF DECEMBER 9, 2014

A motion was made by Board Member Everett, seconded by Board Member Becken to approve the Transportation Benefit District Board Meeting Minutes of December 9, 2014. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

APPROVAL OF CHECK REFUNDS

A motion was made by Board Member Everett, seconded by Board Member Taylor to approve check nos. 1275-1277 for refunds due to jurisdictional errors by Washington State in the amount of \$40.00 and approve reimbursement request for the City of Prosser in the amount of \$4,304.72, totaling \$4,344.72. Motion passed 6 YES, 0 NO, 1 ABSENT (Ward).

APPROVAL OF DECEMBER 2014 FINANCIAL STATEMENT

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

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.

Morgan Everett, Chair

Attest:

Rachel Shaw
Secretary/City Clerk

2015 Chip Seal Project

- Project Cost = To Be Determined
- Admin & Taxes = To Be Determined
- Funding Provided Requested=To Be Determined

Administrative Costs

- Intial Funding = \$5,000
- Expenses to date = \$275.04
- Funding Remaining = \$4,724.96
- **Reimbursement Requested = \$0**

2015 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 10:53:09 Date: 04/30/2015
Page: 1

103 Transportation Benefit Distric

01/01/2015 To: 12/31/2015

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 103 Beginning Fund Balance	266.00	4,997.39	(4,731.39)	*****%
308 Beginning Balances	266.00	4,997.39	(4,731.39)	*****%
330 Intergovernmental Revenues				
337 07 00 000 Interlocal Grants	80,000.00	0.00	80,000.00	0.0%
330 Intergovernmental Revenues	80,000.00	0.00	80,000.00	0.0%
340 Charges For Goods & Services				
341 43 00 000 Budgeting & Accounting Service	500.00	0.00	500.00	0.0%
344 10 00 000 Street Maintenance and Repair	0.00	0.00	0.00	0.0%
344 70 00 000 TBD License Fees	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	500.00	0.00	500.00	0.0%
Fund Revenues:	80,766.00	4,997.39	75,768.61	6.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance				
542 30 31 103 Supplies	0.00	0.00	0.00	0.0%
542 30 41 103 Professional Service	75,000.00	0.00	75,000.00	0.0%
542 30 51 103 Intergov't Professional Servic	0.00	271.75	(271.75)	0.0%
542 70 31 103 Supplies	0.00	0.00	0.00	0.0%
542 70 41 103 Professional Service	0.00	0.00	0.00	0.0%
542 Streets - Maintenance	75,000.00	271.75	74,728.25	0.4%
543 Streets Admin & Overhead				
543 30 31 103 Supplies	0.00	0.00	0.00	0.0%
543 30 41 103 Professional Service	0.00	0.00	0.00	0.0%
543 30 42 103 Communications	0.00	0.00	0.00	0.0%
543 30 44 103 Advertising	0.00	0.00	0.00	0.0%
543 30 45 103 Rental & Lease	0.00	0.68	(0.68)	0.0%
543 30 46 103 Insurance	0.00	0.00	0.00	0.0%
543 30 48 103 Repairs & Maintenance	0.00	0.00	0.00	0.0%
543 30 51 103 Road & Street Administration & Overhead - Intergovernmental Professional Services	0.00	0.00	0.00	0.0%
543 Streets Admin & Overhead	0.00	0.68	(0.68)	0.0%
597 Interfund Transfers				
597 00 00 703 TBD Admin Pmts to City	5,000.00	0.00	5,000.00	0.0%
597 Interfund Transfers	5,000.00	0.00	5,000.00	0.0%
999 Ending Balance				
508 10 00 103 Ending Fund Balance	766.00	0.00	766.00	0.0%

2015 BUDGET POSITION

City Of Prosser
MCAG #: 0205

Time: 10:53:09 Date: 04/30/2015
Page: 2

103 Transportation Benefit Distric 01/01/2015 To: 12/31/2015

Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance				
999 Ending Balance	766.00	0.00	766.00	0.0%
Fund Expenditures:	80,766.00	272.43	80,493.57	0.3%
Fund Excess/(Deficit):	0.00	4,724.96		

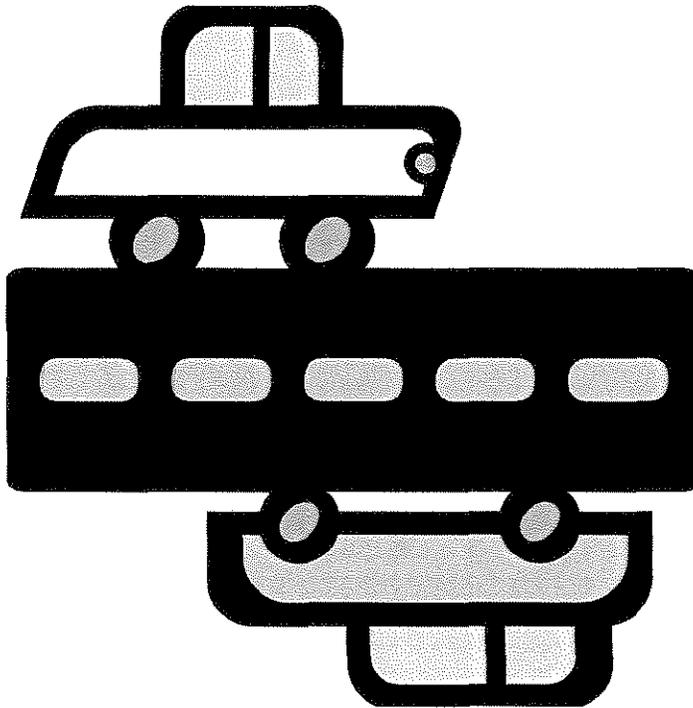
2015 BUDGET POSITION TOTALS

City Of Prosser
MCAG #: 0205

Time: 10:53:09 Date: 04/30/2015

Page: 3

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
103 Transportation Benefit Distric	80,766.00	4,997.39	6.2%	80,766.00	272.43	0.3%
	80,766.00	4,997.39	6.2%	80,766.00	272.43	0.3%



**Prosser Transportation Benefit
District (TBD)**

1st Quarter 2015

Financial Statement

**PROSSER TRANSPORTATION BENEFIT DISTRICT
FINANCIAL STATEMENT**

For the Period Ending March 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	\$19,086.80	21.21%	\$40 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	\$19,086.80	21.21%	
Total Resources		\$205,500.00	\$123,223.62	59.96%	
Operating Expenditures:					
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation	\$200,500.00	\$0.00	0.00%	Chip Seal and Administration
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
Total Operating Expenditures		\$200,500.00	\$0.00	0.00%	
591-593	Debt Service	\$0.00	\$0.00		
594-595	Capital Outlay	\$0.00	\$0.00		
Total Expenditures		\$200,500.00	\$0.00	0.00%	
597-599	Other Financing Uses	\$5,000.00	\$0.00		
Total Expenditures and Other Uses		\$205,500.00	\$0.00	0.00%	
Excess (Deficit) of Resources Over Uses		\$0.00	\$123,223.62		
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	\$123,223.62		

