

**FIFE TRANSPORTATION
BENEFIT DISTRICT BOARD
MEETING MINUTES
July 12, 2016
8:00 PM**

CALL TO ORDER & ROLL CALL

Mayor Marsh called the Fife Transportation Benefit District (TBD) Board Meeting to order at 8:00 p.m.

Present: Mayor Marsh, Deputy Mayor Hulcey, Councilmembers Yambe, Curtis, Roscoe, and Wolfrom.

Excused: Councilmember Gethers.

Staff Present: City Manager Mukerjee; City Attorney Combs; Finance Director DeGroot; Public Works Director Blount; Community Development Director Friddle; Parks and Recreation Director Reuter; and City Clerk Etgen.

MINUTES

Approval of May 17, 2016 and June 21, 2016 Transportation Benefit District Board Meeting Minutes

Councilmember Wolfrom moved and Deputy Mayor Hulcey seconded a motion to approve the May 17, 2016 and June 21, 2016 Transportation Benefit District Board Meeting Minutes. Motion carried.

NEW BUSINESS

Transportation Benefit District (TBD) Assumption by the City

City Manager Mukerjee summarized the considerations for assumption of the TBD versus keeping a separate Transportation Benefit District entity, recommending Council keep the TBD as a separate entity. If assumed by the City, any interfund loans to begin projects immediately would impact the City's bonding capacity.

City Attorney Combs stated of the 87 other TBD's in existence, 19 have been assumed by the forming entity.

Councilmember Curtis moved and Councilmember Roscoe seconded a motion to maintain the Fife Transportation Benefit District as a separate entity. Motion carried.

ORDINANCE NO. 0003

Ordinance Authorizing a \$20 License Fee

Public Works Director Blount presented on establishing an annual vehicle license fee for the purposes of ongoing transportation improvements that preserve and maintain the transportation infrastructure of the City of Fife. The first project would be David Court and Berry Lane, which are 60 year old streets with no major maintenance in the recent past. Five years of revenue from a \$20 car tab fee could pay for roadwork for an entire neighborhood. Other neighborhoods which could benefit are Willows, Saddle Creek and Radiance.

Councilmember Wolfrom expressed concern about ensuring the funding only covering residential streets. Blount stated there would be a Capital Plan for the District, and Council would approve the budget and loans.

Councilmember Curtis moved and Councilmember Roscoe seconded a motion to pass Ordinance No. 0003 establishing a \$20 vehicle license fee. Motion carried.

ORDINANCE NO. 0001

Creating a Transportation Benefit District Fund

Finance Director DeGroot presented on the creation of funds within the treasury of the Fife Transportation Benefit District to account for financial transactions and account balances.

Councilmember Curtis moved and Councilmember Roscoe seconded a motion to approve Ordinance No. 0001 creating funds within the treasury of the Fife Transportation Benefit District, and to amend the Ordinance to include “monies in the Capital Fund Project shall only be expended on the maintenance and repair of residential streets within the City of Fife”. Motion carried unanimously.

ORDINANCE NO. 0002

Creating a Transportation Benefit District Budget

Finance Director DeGroot presented a proposed budget for adoption by the Board of Directors of the Fife Transportation Benefit District which serves as the legislative body of the agency.

Councilmember Hulcey moved and Councilmember Wolfrom seconded a motion to pass Ordinance No. 0002 adopting the 2016 Year and 2017-18 biennial budgets. Motion carried.

RESOLUTION NO. 0003

Adoption of Official Newspaper

City Attorney Combs informed the Board on the necessity of having an official newspaper for legal publications.

Councilmember Wolfrom moved and Councilmember Yambe seconded a motion to adopt Resolution No. 0003 naming The News Tribune as the official newspaper of the Transportation Benefit District. Motion carried.

RESOLUTION NO. 0004

Adoption of Rules and Regulations

City Attorney Combs introduced a resolution to adopt rules and procedures for the transaction of business at Transportation Benefit District board meetings.

Deputy Mayor Hulcey moved and Councilmember Roscoe seconded a motion to adopt Resolution No. 0004 establishing rules and procedures for the transaction of business at Transportation Benefit District Board Meetings. Motion carried.

RESOLUTION NO. 0005

Selection of a Banking Institution

Finance Director DeGroot presented a resolution that names the primary financial institution used by the City of Fife as the financial institution of the Transportation Benefit District.

Councilmember Curtis moved and Councilmember Wolfrom seconded a motion to adopt Resolution No. 0005 selecting the primary financial institution for the City of Fife as the financial institution for the Transportation Benefit District. Motion carried.

RESOLUTION NO. 0006

Authorizing an Interlocal Agreement with the City of Fife

City Attorney Combs reported that the City and Transportation Benefit District have negotiated an Interlocal Agreement under which the City will provide staffing and administrative services for the Transportation Benefit District.

Deputy Mayor Hulcey moved and Councilmember Wolfrom seconded a motion to adopt Resolution No. 0006 approving an Interlocal Agreement with the City of Fife for staffing and administrative services. Motion carried.

RESOLUTION NO. 0007

Authorizing an Interlocal Agreement with the Department of Licensing

Finance Director DeGroot introduced the resolution that authorizes the Transportation Benefit District Board president to execute on behalf of the TBD an interlocal agreement with the Department of Licensing for TBD license fee administration and collection on the Department's standard form.

Councilmember Curtis moved and Councilmember Wolfrom seconded a motion to adopt Resolution No. 0007 authorizing the TBD board president to execute an interlocal agreement with the Department of Licensing for TBD vehicle license fee administration and collection. Motion carried.

RESOLUTION NO. 0008

Authorizing Transportation Benefit District Work Plan

City Manager Mukerjee presented on the work plan of projects to be funded by vehicle license fee revenues and other revenues of the TBD. The proposed work plan provides a schedule for funding residential street maintenance throughout the City, with the first priority being pavement preservation of streets serving Fife's single family residential neighborhoods located west of Valley Avenue East and north of the Union Pacific Railroad.

Deputy Mayor Hulcey moved and Councilmember Wolfrom seconded a motion to adopt Resolution No. 0008 adopting a work plan for the Fife Transportation Benefit District. Motion carried.

RESOLUTION NO. 0009

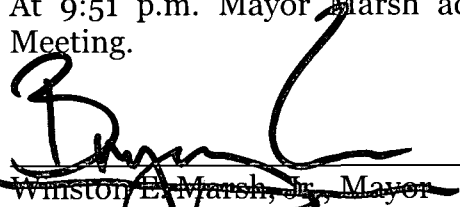
Adopting a Material Change Policy

City Manager Mukerjee presented a policy to address major plan changes that affect project delivery or the ability to finance the plan, and address material changes to cost, scope, and schedule.

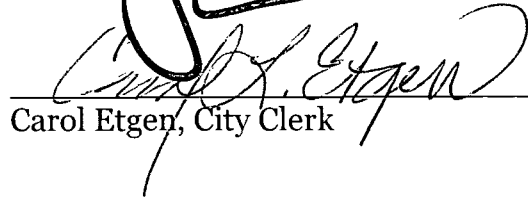
Councilmember Wolfrom moved and Deputy Mayor Hulcey seconded a motion to adopt Resolution No. 0009 adopting a material change policy. Motion carried.

ADJOURNMENT

At 9:51 p.m. Mayor Marsh adjourned the Fife Transportation Benefit District Board Meeting.



Winston E. Marsh, Jr., Mayor



Carol Etgen, City Clerk