CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD SPECIAL MEETING MINUTES
November 19, 2014

10. CALL TO ORDER – The November 19, 2014 Special Meeting of the City of Lynnwood Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by Board President Simmonds at 6:00 p.m.

20.

ROLL CALL
Board President Loren Simmonds
Board Vice President Sid Roberts
Board Member Van AuBuchon
Board Member Benjamin Goodwin (arr. –6:02 p.m.)
Board Member M. Christopher Boyer (arr. –6:12 p.m.)
Board Member Ruth Ross
Board Member Ian Cotton (arr. –6:40)

OTHERS ATTENDING
Public Works Director Franz
Project Manager Mach
Council Assistant Morris
Accounting Mgr. Rohla
Financial Systems Acct. Gordon
Interim HR Director Roberts
City Attorney Larson

Board President Simmonds read the Introductory Statement reviewing the formation and function of the TBD and the purpose of the meeting.

30. APPROVAL OF MINUTES – September 3, 2014 Special Meeting, September 15, 2014 Special Meeting and October 20, 2014 Special Meeting

Motion made by Board Member Roberts, seconded by Board Member Ross, to approve the three sets of minutes as presented. Motion passed unanimously.

40. VOUCHER APPROVAL

Mr. Mach reviewed the claims.

Motion made by Board Member Ross, seconded by Board Member AuBuchon, to approve claims in the amount of $12,591.56. Motion passed unanimously.

50. CITIZEN COMMENTS AND COMMUNICATION

Ted Hikel, 3820 – 191st Place SW, Lynnwood, WA. thanked the Board for including Citizen Comments and Communications on the agenda. He reminded the Board that Lynnwood is a community of moderate and low income people who are very sensitive to increases in taxes. He encouraged them to keep this in mind when making decisions.

60. CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON RESOLUTION #6 – AMEND CIAW (INSURANCE) BY-LAWS AND INTERLOCAL AGREEMENT

Project Manager Mach stated that CIAW is requesting amendments to the by-laws and Interlocal Agreement from all their members in order to adjust their fiscal year dates. Board
Member Roberts asked what kind of insurance this is. Project Manager Mach replied that it is liability insurance.

**Motion made by Board Member Goodwin, seconded by Board Member Ross to approve Resolution 6, “A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT BOARD, APPROVING AMENDMENTS TO THE BY-LAWS AND INTERLOCAL AGREEMENT FOR THE CITIES INSURANCE ASSOCIATION OF WASHINGTON.” The motion passed unanimously.**

70. PRESENTATION, DISCUSSION, AND APPROVAL OF THE 2013 TBD ANNUAL REPORT

Project Manager Mach reviewed the Draft Annual Report as contained in the TBD packet noting that this is a state requirement as well as a charter requirement.

**Motion made by Board Member Boyer, seconded by Board Member Roberts, to approve the 2013 TBD Annual Report. Motion passed unanimously.**

80. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ORDINANCE #7 – 2014 BUDGET AMENDMENT

Project Manager Mach reviewed the 2014 Budget Amendment as contained in the TBD packet. He explained that administrative costs have come in significantly higher than budgeted primarily due to legal expenses and more staff time related to the ballot measure. Also, the 2013 Budget had $460,000 to be transferred to the Street Overlay Program and $40,000 to be transferred to the Street Fund for the street crews, but those transfers did not occur.

**Motion made by Board Member Boyer, seconded by Board Member Ross, to approve Ordinance No. 7, “AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT AMENDING THE 2014 BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.”**

Board Member Goodwin asked for more explanation about the rise in legal costs. City Attorney Larson replied that it was related to the complaint that was filed at the PDC. Those were unanticipated expenses.

Board Member AuBuchon asked if the cost of the actual ballot measure is in there as well. Project Manager Mach replied that it is not; it will be in the 2015 Budget which is the next item on the agenda.

**Motion passed unanimously.**

90. ORDINANCE #8 – 2015 BUDGET
A. PUBLIC HEARING

Board President Simmonds opened the hearing at 6:22 p.m. and reviewed the purpose of the hearing, the hearing procedure, and order of speaking.

Staff Presentation: Project Manager Mach gave the staff presentation which was a summary of revenue and expense projections as contained in the packet on page 90.A-1 and 2.

Public Works Director Franz added that the City has received a federal grant toward paving of candidate roadways 1 and 2 (184th Street SW and Alderwood Mall Parkway) so these will be match moneys.

Board Member Boyer excused himself at 6:29 p.m. for up to ten minutes to make a previously scheduled phone call in regard to his professional duties.

Public Testimony and Comment:

Ted Hikel, 3820 – 191st Place SW, Lynnwood, WA spoke in favor of work to be done on 184th. He expressed concern about the traffic on 184th and the condition of the road, especially in view of the fact that there is construction going on there which will continue throughout 2015. The City has required that the buildings there be built out almost to the curb. This will probably cause more problems around the mall itself with traffic. He requested mitigation by the contractors who are going to be disturbing the traffic. He also expressed concern about any debris or mud that often occurs around projects of that sort when they are going on and off the property in wet months.

Questions and Answers:

Board Member Roberts asked if the construction traffic would impede the overlay on 184th. Director Franz replied that due to the NPDES Stormwater Requirements all projects have to develop a Stormwater Improvement Plan dealing with erosion control, sediment removal, etc. The current project is definitely implementing all of those and doing a very good job. Any new construction that deals with exposing dirt and so forth has to do best management practices. As for reconstruction of sidewalks on 184th due to the Phase 2 development of Cypress, it will go through a permit process for review. By then the ring road will be established which will free up some movement of traffic.

Board Member AuBuchon commented that the sooner the improvements to 184th and Alderwood Mall Parkway are done the better. This is the issue he gets concerns about the most from the public.

Board Member Goodwin asked for clarification that the Proposition Ballot Fee costs were $15,000. Project Manager Mach confirmed that the total ballot costs were $15,000. The $45,000 that was spent the previous year included ballot-related legal expenses, but was also for all administrative costs. He did not have a breakdown of which portion of that was related to the ballot measure. He explained that in some
additional staff time was budgeted in the event that issues need to be addressed as a result of the ballot measure.

Board Member AuBuchon asked if $15,000 is the total cost of getting the item onto the ballot. Project Manager Mach affirmed that it is the total amount paid to the county.

Board Member Goodwin commented that what the Board was led to believe by outside parties is much different than what the actual cost is from the county.

Board President Simmonds added that the actual amount of money may have varied significantly because of when it was brought forward, as a special election.

Seeing no further comments, the public hearing was closed at 6:39 p.m.

Board Member Goodwin pointed out that Lorenzo Hines is listed in the Ordinance as the Finance Director/Acting Board Treasurer but he is no longer with the City. City Attorney Larson explained that can be corrected administratively. Board President Simmonds commented that he thought Art Ceniza had been designated to sign this until a Finance Director is in place. Board Member AuBuchon expressed concern about that. He thought the next person in line in the Finance Department should be the one to sign it per state law. City Attorney Larson didn’t think that would apply to the TBD.

B. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON SAID ORDINANCE

Motion made by Board Member Goodwin, seconded by Board Member AuBuchon, to adopt Ordinance No. 8, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE YEAR BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2015; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION." Motion passed unanimously.

Board President Simmonds commented that Board Member Boyer returned about 6:35 and Board Member Cotton arrived about 6:40 p.m.

100 ADJOURNMENT

Board President Simmonds stated that the next regularly scheduled TBD Board Meeting would be held on March 9, 2015 at 6:00 p.m. A special meeting may be called before then. If so, the time and place will be advertised in the Everett Herald and on the TBD web page.

Motion made by Board Member Cotton, seconded by Board Member Boyer, to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 6:44 p.m.
Loren Simmonds, TBD Board President

Art Ceniza
Assistant City Administrator