

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD SPECIAL MEETING MINUTES
December 4, 2017

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2 10. CALL TO ORDER – The December 4, 2017 Special Meeting of the City of Lynnwood
3 Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood
4 City Hall, was called to order by Board President Cotton at 7:01 p.m.
5

6 20.

ROLL CALL

Board President Ian Cotton
Board VP Benjamin Goodwin
Board Member M. Christopher Boyer
Board Member Ruth Ross
Board Member Shannon Sessions
Board Member Shirley Sutton
Board Member George Hurst

OTHERS ATTENDING

Public Works Director Bill Franz
Interim Engineer Manager Mach
Executive Asst. Beth Morris

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9 30 APPROVAL OF MINUTES – October 18, 2017 Regular Meeting

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11 *Motion made by Board Member Boyer, seconded by Board Member Sessions, to approve*
12 *the minutes of the October 18, 2017 Regular Meeting. Motion passed unanimously to*
13 *approve the minutes as presented.*
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15 40. CITIZEN COMMENTS AND COMMUNICATIONS

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17 None.

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19 50. PRESENTATION, DISCUSSION AND APPROVAL OF THE 2016 TBD ANNUAL
20 REPORT

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22 Staff Presentation:

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24 Interim Engineer Manager Mach presented the 2016 TBD Annual Report which fulfilled a
25 requirement in state law and also in the TBD charter. The report covered a summary of the
26 2016 TBD meetings and the status of transportation improvement costs, expenditures,
27 revenues, and construction schedules.
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29 TBD Board Discussion: None

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31 *Motion made by Board Member Boyer, seconded by Board Member Ross, to accept the*
32 *report. Motion passed unanimously (7-0).*
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34 60. CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON ORDINANCE No. 16
35 – 2017 BUDGET AMENDMENT

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37 Staff Presentation:

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2 Interim Engineer Manager Mach made the staff presentation on the budget amendment. He
3 explained that a significant change occurred in 2017 with the revenues from the sales tax. In
4 November of 2016 voters passed a .1% increase in sales tax which resulted in an additional
5 \$1.6 million. Staff also made some minor adjustments to expenditures based on actual
6 expenses. The ending fund balance of almost \$2 million will roll into the 2018 Budget.

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8 TBD Board Discussion: None

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10 *Motion made by Board Member Goodwin, seconded by Board Member Ross, to adopt TBD*
11 *Ordinance No. 16, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON,*
12 *TRANSPORTATION BENEFIT DISTRICT AMENDING THE 2017 BUDGET FOR THE*
13 *CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT DISTRICT; AND*
14 *PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY*
15 *PUBLICATION."*

16
17 Board Member Goodwin explained that the amendment addressed revenue received that had
18 not been planned or which was otherwise different than planned.

19
20 *Upon a roll call vote, the motion passed unanimously (7-0).*

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22 70. ORDINANCE #17 – 2018 BUDGET

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24 A. Public Hearing

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26 The public hearing was opened at 7:09 p.m. Board President Cotton stated the purpose
27 of the hearing, hearing procedures, the order of the hearing.

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29 Staff Presentation:

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31 Interim Engineer Manager Mach presented a summary of estimated revenue of
32 \$3,603,600 and expenditures of \$4,637,000 with an ending fund balance of \$914,450.
33 This is due to matching the City's budget cycle and allows a cushion for some large
34 expenditures in 2018 in case they end up with a higher cost than expected. Any
35 remaining funds could be rolled over to the next year.

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37 Written Materials: None

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39 Public Testimony:

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41 Ted Hikel, 3820 – 191st Place SW, Lynnwood, WA 98036, suggested that 196th Street
42 should be taken care of during 2018 because it is only getting worse. He also
43 encouraged the TBD Board to study the incorporation of the TBD into the City Council
44 as allowed by the Revised Code of Washington as it would save money and resources
45 and would be easier for the public to find information.

46
47 Director Franz referred to the topic of paving 196th Street and commented that the
48 Washington State Department of Transportation (WSDOT) is required to do the paving
49 of that since it is a state road. Interim Engineering Manager Mach added that staff met

1 with WSDOT a few days ago and it may be possible that they may provide another \$1
2 million to go toward the paving portion of the 196th Street which would reduce the
3 burden of the City's portion.
4

5 Seeing no further comments the public testimony portion of the hearing was closed at
6 7:17 p.m.
7

8 B. Consideration, discussion, and possible action or other disposition on said ordinances.
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10 TBD Board Questions:
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12 Board Member Boyer thanked staff for the presentation.
13

14 Board Member Goodwin asked if the 44th portion of 196th would be done at the same
15 time as 196th. Interim Engineering Manager Mach indicated that the rutted portion of
16 44th would also be replaced by WSDOT.
17

18 Board Deliberation:
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20 *Motion made by Board Member Boyer, seconded by Board Member Goodwin, to adopt*
21 *Ordinance No. 17, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*
22 *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE-YEAR*
23 *BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON TRANSPORTATION*
24 *BENEFIT DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2018; AND*
25 *PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY*
26 *PUBLICATION."*
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28 Board Member Boyer commented that he is glad to hear that the TBD Budget has been
29 synchronized with the City's existing budget and that the estimated ending fund
30 balance is part of the five-year plan of major road projects.
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32 *Upon a roll call vote, the motion passed unanimously (7-0).*
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34 70. ADJOURNMENT
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36 *Motion made by Board Member Boyer, seconded by Board Member Ross, to adjourn the*
37 *meeting. Motion passed unanimously.*
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39 The meeting was adjourned at 7:21 p.m.
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Sonja Springer
Finance Director, Acting as Board Treasurer



Ian Cotton, TBD Board President