

## Board Members

Jeannine Roe  
President

Karen Rogers  
Vice President

Stephen H.  
Buxbaum

Steve Langer

Nathaniel Jones

Jim Cooper

Julie Hankins

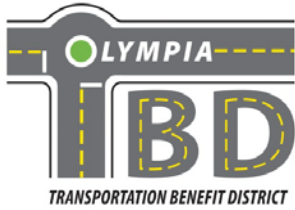
Jane Kirkemo  
Treasurer

## TRANSPORTATION BENEFIT DISTRICT BOARD

January 24, 2012  
Olympia Council Chambers  
6:00 p.m.

## AGENDA

1. Roll Call
2. Approval of Agenda
3. Public Comment (Estimated Time: 0-10 minutes). During this portion of the meeting, citizens may address the Board regarding only items related to the Transportation Benefit District, including items on the Agenda. Individual comment may be limited to 3 minutes.
4. [Approve Minutes from September 27, 2011 TBD Board Meeting](#)
5. [Election of President and Vice President of TBD](#)
6. [Review and approve the 2011 Annual Report](#)
7. [Adoption of 2012 Annual Plan for Service](#)
8. [Resolution to adopt 2012 Operating Budget](#)



**TRANSPORTATION BENEFIT  
DISTRICT BOARD  
Olympia, Washington  
September 27, 2011  
MEETING MINUTES**

29

**September 27, 2011, 6:00 P.M**

**1. Roll Call**

**Board Members Present:** President Jeannine Roe, Vice President Karen Rogers, Board Members Doug Mah, Stephen Buxbaum, Rhenda Iris Strub, Craig Ottavelli, and Steve Langer.

**Staff Members Present:** Jane Kirkemo, Board Treasurer; Tom Morrill, City Attorney; Addison Appleby, Board Secretary; Steve Hall, Olympia City Manager.

**2. Approval of Agenda**

*Board Member Rogers moved, seconded by Board Member Langer, to approve the agenda. **Motion passed unanimously.***

**3. Public Comment**

There were no public comments.

**4. Approve Minutes from May 24, 2011 Transportation Benefit District (TBD) Board Meeting**

*Board Member Mah moved, seconded by Board Member Strub, to approve the minutes. **Motion passed unanimously.***

**5. State Auditor's Management Letter on Olympia TBD**

Board Treasurer Jane Kirkemo informed the Board about an audit management letter from the State Auditor. Board Member Mah wanted to make sure that the Olympia TBD continues to work with the Department of Licensing (DOL) on correcting the billing system. Jane Kirkemo responded that due to the substantial increase in revenues, she believes the DOL and the Department of Revenue (DOR) have resolved the billing issue. President Roe wanted to know what the TBD should do to be more pro-active about this matter. Board Member Mah would like the DOL to know that the Olympia TBD has received a management letter and that they are party to this management letter. Board Member Buxbaum wanted to make sure that nine months from now the Olympia TBD doesn't have another exchange with the State Auditor's office, and that we continue to work proactively with the DOL. President Roe said there was a consensus with the Board to draft a letter to the DOL letting them know the Olympia TBD will work with them to ensure their collection of TBD revenues are fair and accurate.

## **6. Review of 2011 Revenues**

Addison Appleby, Board Secretary, gave the Board a staff report comparing the 2010 and 2011 revenues. The TBD 2011 revenues have increased 14% since last year. Board Member Langer wanted to know if the budget for 2011 reflected the increase in revenue. Board Treasurer, Jane Kirkemo said they will appear as a surplus for 2011 and available for appropriation in 2012.

## **7. Reports**

### **• Regional Transportation Benefit District**

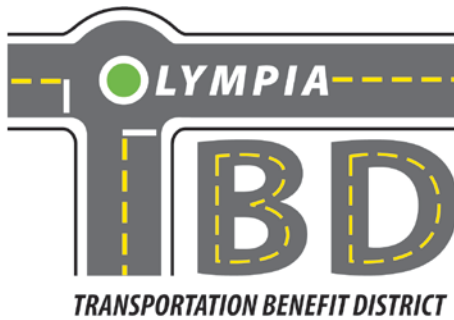
Olympia City Manager Steve Hall reported on some recent conversations with local jurisdictions about the possibility of forming a regional TBD. Board Member Strub asked the City Manager if the County was looking to move forward with just the unincorporated area to form a TBD. Steve Hall said that there were two types of TBDs the County could create, one with the cities, one without. Board Member Buxbaum wanted to know if there was a time frame for forming a regional TBD. Board Treasurer Jane Kirkemo said there was no timeline. The county could form a regional TBD at anytime. Board Member Langer said he is open to regional approaches to transportation or the Olympia TBD joining a regional TBD, as long as the Olympia TBD keeps its previous road and project commitments. Board Member Mah suggested that the Board should wait to make any decision about the future of the Olympia TBD until an official request comes to the Board and the Council. President Roe agreed with Board Member Mah and stated that she likes how the Board can say to the community that the \$20 fee is going directly into the City of Olympia's projects.

Meeting adjourned at 6:38 p.m.

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Addison Appleby  
Board Secretary



**TRANSPORTATION BENEFIT DISTRICT BOARD**

Olympia, Washington

January 24, 2012

6:00 p.m.

**Election of President and Vice President of TBD**

**STAFF CONTACT (s):** Jane Kirkemo, TBD Treasurer, 360.753.8499

**STAFF RECOMMENDATION:** Elect the President and Vice President of the TBD for one year term.

**ORIGINATED BY:** Section 2.2 of the Bylaws

**OTHERS NOTIFIED:** Regular scheduled meeting

**ATTACHMENTS:** N/A

**BUDGET IMPACT/  
SOURCE OF FUNDS:** N/A

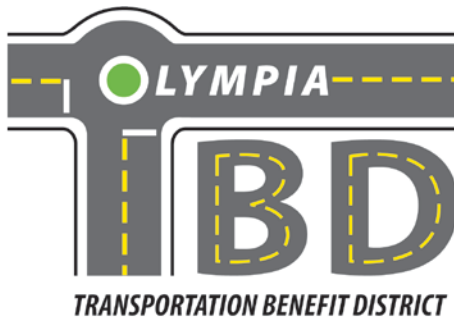
**PRIOR BOARD  
REVIEW:** N/A

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**BACKGROUND:** The Bylaws require the District to annually select a President and Vice President for the TBD.

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**ANALYSIS:** Section 2.2 of the Bylaws requires the election of a President and Vice President of the Board at the first regular meeting each year for a one year term. "Officers may at the discretion of the board, hold their respective offices for successive terms."



**TRANSPORTATION BENEFIT DISTRICT BOARD**

Olympia, Washington

January 24, 2011

6:00 p.m.

**Review and Approve 2011 Annual Report**

**STAFF CONTACT (s):** Jane Kirkemo, TBD Treasurer, 753-8499  
David Riker, City of Olympia Transportation Line of Business  
Director, 753-8441

**ORIGINATED BY:** Section 6.05 of Olympia TBD Charter

**OTHERS NOTIFIED:** N/A

**ATTACHMENTS:** [2011 Annual Report](#)

**BUDGET IMPACT/  
SOURCE OF FUNDS:** \$20 tab fees

**PRIOR BOARD  
REVIEW:** N/A

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**BACKGROUND:** The charter states, “the District, upon approval of the Board shall issue an annual report, indicating the status of transportation improvement costs, transportation improved expenditures, revenues and construction schedules, to the public and the newspaper of record in the District (the “Plan”).

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**ANALYSIS:** The Olympia Transportation Benefit District began collecting revenues in October 2009. \$545,000 was budgeted for 2011 Transportation expenditures (as previously decided by the board). Attached is a report from the City of Olympia outlining how the funds were spent.

# 2011

## TBD ANNUAL REPORT



For more information please contact:

Addison Appleby

570-3727

## MEMORANDUM

**TO:** Jeannine Roe, President  
Transportation Benefit District Board

**FROM:** David C. Riker, Director of Transportation *DCR*  
City of Olympia  
Public Works Department

**DATE:** January 24, 2011

**SUBJECT:** Transportation Benefit District – 2011 Annual Report

The purpose of this annual report is to document use of Transportation Benefit District (TBD) funds. Since formation of the TBD in 2009, two projects have included TBD funding.

### **Project 1: Paving Elements of the Harrison Avenue Road Improvement Project (\$613,250)**

TBD Funding Authorized in 2010:	\$350,000
2010 Expenditures:	\$190,586
2011 Expenditures:	\$159,414
Total TBD Expenditures:	\$350,000

Project Status: Construction is Complete

Total funding for the Harrison Avenue project is budgeted at \$10,385,595. A breakdown of funding sources is attached to this memo (see Attachment 1). This project included:

- Widening Harrison Avenue to two vehicle travel lanes in each direction and a two-way center left-turn lane;
- Bike lanes in both directions of travel;
- Sidewalks and planter/landscape strips;
- Pedestrian crossing islands;
- Transit – bus stop improvements;
- Street lighting;
- ***Paving – TBD Funding Targeted this Element of the Project***
- Utility undergrounding; and
- A traffic signal at the intersection of Harrison Avenue and Kaiser Road

Benefits of the project include:

- Improvements that provide safe and accessible transportation choices for pedestrians, bicyclists, transit riders and auto users;
- Improved operation and safety at the Kaiser Road intersection;
- Improved vehicle flow means less congestion during peak traffic times which improves air quality; and
- Freight mobility through the corridor is improved due to less traffic congestion.

### **Project 2: Boulevard Road and 22<sup>nd</sup> Avenue Roundabout**

The City requested a total of \$1,350,000 of TBD funding over a 3-year period. The TBD has only authorized funding for the first installment in 2011. Expenditures from this first installment were expected to be less than \$50,000.

2011 authorized TBD Funding:	\$545,000
2011 Expenditures:	\$37,026

Project Status: Project is Under Design – 30% Complete  
Construction Scheduled for 2014

Total project budget for the Boulevard Road and 22<sup>nd</sup> Avenue Roundabout is \$4,880,500. A breakdown of funding sources is attached to this memo (see attachment 2).

This project will construct a single-lane roundabout at the intersection of Boulevard Road and 22<sup>nd</sup> Avenue. The project will include:

- Sidewalks,
- Street lights,
- Pedestrian crossing islands
- Bike lanes on both streets will be maintained, and a shared-use, wide sidewalk will be provided for less experienced cyclists who choose not to ride in the roundabout.

### **\*\*\* Project Update\*\*\*\***

*The City of Olympia was recently notified of an additional Transportation Improvement Board grant award of \$1,000,000, for this project, and we will be using this funding to reduce our original request (\$1,350,000) for TBD funding. Therefore, no additional TBD funds are necessary beyond the first installment in 2011.*

If you have any questions, please feel free to contact me via email at [driker@ci.olympia.wa.us](mailto:driker@ci.olympia.wa.us) or by telephone at (360) 753-8441.



# Use of Transportation Benefit District Funds in 2010

## Harrison Avenue Road Improvement Funding Summary



WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD	\$2,953,509
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TRANSPORTATION IMPACT FEES	\$5,718,488
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S.E.P.A FUNDS	\$ 517,698
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WEST OLYMPIA BUSINESS ASSOCIATION	\$ 45,900
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OLYMPIA TRANSPORTATION BENEFIT DISTRICT	\$ 350,000
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CITY OF OLYMPIA	<u>\$ 800,000</u>
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<b>TOTAL</b>	<b>\$10,385,595</b>
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## Boulevard Road and 22nd Avenue Roundabout

Funding Analysis as of: 1/10/12

With 2011 Regional Surface Transportation Program (STP) Grant

With FY 2013 Transportation Improvement Board (TIB) Urban Corridor Program (UCP) Grant

### ORIGINAL FUNDING STRATEGY USING TBD FUNDS

Total Project Cost Shown for STP Grant: **\$4,880,500**

STP Grant: \$1,891,430

Local Match Needed: \$2,989,070

Funding Sources	Year					Total	Cumulative Total
	Previously Appropriated SEPA Funds	2011	2012	2013			
SEPA Transporttion Mitigation Funds	\$90,447					\$90,447	\$90,447
Transportation Benefit District Balance			\$175,000	\$85,000		\$260,000	\$350,447
Transportation Benefit District		\$545,000	\$545,000			\$1,090,000	\$1,440,447
Transportation Impact Fees			\$1,120,000	\$428,623		\$1,548,623	\$2,989,070
Grant		\$1,891,430				\$1,891,430	\$4,880,500
Total	\$90,447	\$2,436,430	\$1,840,000	\$513,623		\$4,880,500	

### REVISED FUNDING STRATEGY USING TBD FUNDS WITH TIB GRANT

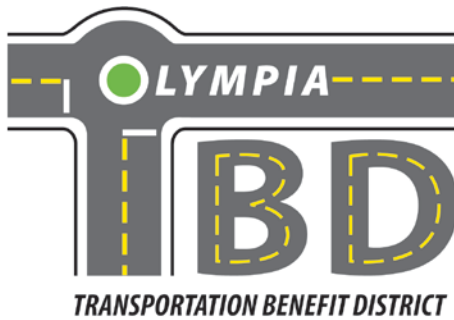
Total Project Cost Shown for TIB Grant: **\$4,880,500**

STP Grant: \$1,891,430

TIB Grant \$1,000,000

Local Match Needed: \$1,989,070

Funding Sources	Year					Total	Cumulative Total
	Previously Appropriated SEPA Funds	2011	2012	2013			
SEPA Transporttion Mitigation Funds	\$90,447					\$90,447	\$90,447
Transportation Benefit District Balance ( <i>Not used</i> )						\$0	\$90,447
Transportation Benefit District ( <i>Reduced</i> )		\$545,000				\$545,000	\$635,447
Transportation Impact Fees ( <i>Appropriate in 2013</i> )				\$1,353,623		\$1,353,623	\$1,989,070
STP Grant		\$1,891,430				\$1,891,430	\$3,880,500
TIB Grant ( <i>Appropriate in 2013</i> )				\$1,000,000		\$1,000,000	\$4,880,500
Total	\$90,447	\$2,436,430	\$0	\$2,353,623		\$4,880,500	



**TRANSPORTATION BENEFIT DISTRICT BOARD**

Olympia, Washington

January 24, 2012

6:00 p.m.

**Adoption of 2012 Annual Plan for Service**

**STAFF CONTACT (s):** Jane Kirkemo, TBD Treasurer, 753-8499

**STAFF RECOMMENDATION:** Approve the 2012 Annual Plan for Service and decide how proceeds should be spent.

**ORIGINATED BY:** Section 3.7 of the Bylaws

**OTHERS NOTIFIED:** N/A

**ATTACHMENTS:** N/A

**BUDGET IMPACT/  
SOURCE OF FUNDS:** \$720,000 from collection of \$20 license fee and prior year's fund balance.

**PRIOR BOARD  
REVIEW:** N/A

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**BACKGROUND:** The Bylaws require the District to consider to adopt an Annual Plan for Service. The Plan should identify transportation improvement costs, revenues and construction schedules.

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**ANALYSIS:** The Olympia Transportation Benefit District began collecting revenues in October 2009. The amount received is insufficient to contract for transportation improvements solely for the district. Therefore, the amount collected is being recommended to the City of Olympia Pavement Management CFP program. The City of Olympia will combine the TBD revenues with their funds to contract for projects. The funds will be spent during the

construction season (April thru October) and detailed in the 2012 Annual Report (distributed in January 2013).

The TBD will give the City of Olympia \$720,000 for Pavement Management. It is anticipated the funds will be used for the overlay project on Cooper Point (14<sup>th</sup> to 20<sup>th</sup>) or other street improvements.

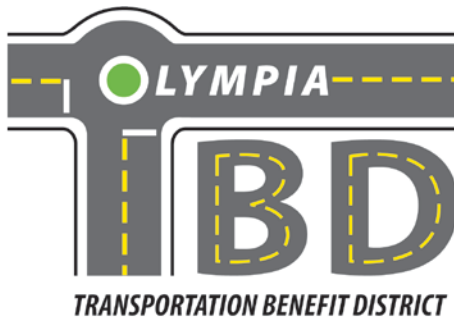
OPTIONS:

Option 1: Adopt a Plan for 2012 services.

Implications: This provides funding for the City of Olympia for Pavement Management Projects.

Option 2: Revise the plan.

Implications: The Board has previously held a public hearing to determine use of the proceeds. If the Board wants to use the proceeds for something other than pavement management staff would recommend a public hearing to allow for public comment.



## TRANSPORTATION BENEFIT DISTRICT BOARD

Olympia, Washington

January 24, 2011

6:00 p.m.

## Resolution to Adopt 2012 Operating Budget

STAFF CONTACT (s): Jane Kirkemo, TBD Treasurer, 753-8499

STAFF  
RECOMMENDATION: Adopt budget for the 2012 fiscal year: January 1 - December 31  
(Option 1).

OTHERS NOTIFIED: Dean Walz, Olympia Finance Manager, 753-8465  
David Riker, Olympia Transportation Manager, 753-8441

ATTACHMENTS: [TBD Resolution](#)  
[2011 Revenue Chart](#)

BUDGET IMPACT/  
SOURCE OF FUNDS: Fees received from \$20/vehicle charge for transportation  
impacts.

PRIOR BOARD  
REVIEW: N/A

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BACKGROUND: The 2012 budget is based on the first 15 months of revenue  
collection.

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ANALYSIS & OPTIONS: Staff is recommending a budget of \$775,000.

Revenue:	\$675,000
Use of fund balance:	\$100,000
Total Revenues:	<hr/> \$775,000

## Expenses

Administration (Legal & staff support):	\$50,000
Insurance:	5,000
City of Olympia CFP:	720,000
Total Expenses:	<hr/> \$775,000

In addition to the funds being appropriated there is approximately \$225,000 remaining in fund balance. Because we do not have a lot of collection history, staff is recommending a high fund balance. The Board may hold a special meeting at any time to consider appropriating some/all of the remaining fund balance.

The Board held a public hearing in May 2011 and approved using TBD funds for City of Olympia Boulevard/22<sup>nd</sup> roundabout (Pavement Management). The intent was to pledge the revenue through 2012 for the Boulevard roundabout. Subsequent to the May meeting the City of Olympia received a second grant to be used for the roundabout. Therefore the 2012 revenues will again support pavement management.

In order to help analyze the 2012 plan attached is a revenue chart.

The total amount received in calendar year 2011 was \$677,635.

### Option 1:

Adopt resolution establishing the 2012 budget.

### Option 2:

Amend resolution to expend some or all of the remaining fund balance.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT  
BOARD ESTABLISHING THE 2012 BUDGET**

**WHEREAS**, on December 16, 2008 the Olympia City Council did establish the Olympia Transportation Benefit District (TBD), and

**WHEREAS**, the Olympia TBD began collecting revenue in September 2009;

**NOW, THEREFORE, THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT  
DOES RESOLVE:**

**Section1. 2012 Budget.** The budget for calendar year 2012 is hereby approved in the amounts and for the purpose as approved by the Board, and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the Olympia TBD treasure

Fund	Use of fund balance	Appropriations	Estimated Revenue
Transportation Benefit District	\$100,000	\$775,000	\$675,000

Passed by the Olympia Transportation Benefit District this \_\_\_\_\_ day of \_\_\_\_\_  
2012.

\_\_\_\_\_  
TBD PRESIDENT

ATTEST:

\_\_\_\_\_  
JANE KIRKEMO, TBD TREASURER

APPROVED AS TO FORM:

\_\_\_\_\_  
TOM MORRILL, CITY ATTORNEY

## Total Revenue Collected by Year

■ Yearly Revenue

