

Transportation Benefit District Board Meeting

Board Members

Craig Ottavelli,
President

Joe Hyer,
Vice President

Jeff Kingsbury

Doug Mah

Karen Messmer

Jeannine Roe

Rhenda Iris
Strub

Jane Kirkemo
Treasurer

Nicole Phillipson
Secretary

December 15, 2009
Olympia Council Chambers
6:00 p.m.

A G E N D A

1. [Approval of Minutes of November 17, 2009 Transportation Benefit District Board Meeting](#)
2. [Adoption of 2009 Budget](#)
(Jane Kirkemo , Treasurer; Nicole Phillipson, Secretary)
3. Oral Report on Update of Transportation Benefit District Implementation



**TRANSPORTATION BENEFIT DISTRICT
BOARD
Olympia, Washington
November 17, 2009
MEETING MINUTES**

15

Board Members Present: President Craig Ottavelli, Vice President Joe Hyer, Boardmembers Jeff Kingsbury, Doug Mah, Joan Machlis, Karen Messmer, and Rhenda Iris Strub.

Staff Members Present: Jane Kirkemo, OTBD Board Treasurer; Annaliese Harksen, Legal Representation for the OTBD; Nicole Phillipson, OTBD Program Specialist

The November 17, 2009 meeting of the Olympia Transportation Benefit District was called to order at 6:31 p.m.

OTBD Program Specialist Nicole Phillipson presented feedback received from fee-payers.

1. Approval of Minutes of June 16, 2009 Transportation Benefit District Board Meeting

Vice President Hyer moved, seconded by Boardmember Messmer, to approve the June 16, 2009 Transportation Benefit District Board Meeting minutes. *Motion passed unanimously.*

**2. Interlocal Agreement with the Washington Cities Insurance Authority (WCIA)
Board Action Requested:** Sign the interlocal agreement between the WCIA and the Olympia Transportation Benefit District (OTBD) to obtain insurance coverage for the TBD Board beginning either October 1, 2009 or January 1, 2010.

Annaliese Harksen, City of Olympia Assistant Attorney who represents the OTBD, outlined the terms of the interlocal agreement.

Vice President Hyer commented that if the Board elected to obtain insurance beginning October 1, 2009 that the fee would not be pro-rated.

Harksen stated that the OTBD Board has already agreed to insurance through an Interlocal agreement with the City but that it can be amended and the potential liabilities associated with the Board being uninsured for 2009.

Board member Messmer stated that she didn't think that the Board should be uninsured for the three month period in 2009, even though they were unhappy with some of the terms in the WCIA agreement.

President Ottavelli moved, seconded by Boardmember Strub, to sign the interlocal agreement between the WCIA and the OTBD effective October 1, 2009. *The motion passed unanimously.*

TBD Treasurer Jane Kirkemo gave an update on the OTBD's finances.

The meeting was adjourned at 6:48 p.m.

X

Nicole Phillipson
Board Secretary

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TRANSPORTATION BENEFIT DISTRICT BOARD

Olympia, Washington

December 15, 2009

6:00 p.m.

Adoption of 2009 Budget

STAFF CONTACT (s) Jane Kirkemo, 753-8499 and Nicole Phillipson, 570-3727

ORIGINATED BY: State Statute regarding Transportation Benefit District (TBD)

OTHERS NOTIFIED: Steve Hall, Olympia City Manager
Annaliese Harksen, Olympia City Attorney's Office

ATTACHMENTS: None

**BUDGET IMPACT/
SOURCE OF FUNDS:** The budget for 2009 is \$60,000

**PRIOR BOARD
REVIEW:** N/A

BACKGROUND: The Olympia Transportation Benefit District was created earlier this year; however collection of the fee began in October with the first revenues received in November. Future budgets will be adopted in January. The board previously agreed the funds would go to pavement management, the Boulevard Road project and the Harrison Avenue project.

**ANALYSIS
& OPTIONS:** The revenue for 2009 is estimated to be \$60,000. Expenses are estimated to be \$18,930. The remaining budget (\$41,070) would be transferred to the 2010 Pavement management program. If revenues are more or less than \$60,000 any difference would be applied to the Pavement Management Program.

Revenue

Oct - \$3,100
Nov - \$31,000
Dec - \$25,000

Total - \$60,000

Expense

Salary - \$12,000
Misc expenses include web development, signage, notice of public hearings, letter head, etc. - \$6,930

Total - \$18,930

Expenses of the City of Olympia Treasurer and City Attorney's Office are not being charged to the TBD for 2009. If for any reason the actual revenues or expenses are 20% more than the adopted budget the Board must hold a Public Hearing to address the Material Change.