

**OLYMPIA TRANSPORTATION BENEFIT DISTRICT  
ADMINISTRATIVE POLICIES**

**POLICY NO. 1  
MATERIAL CHANGE**

<b>EFFECTIVE DATE: 6/17/09</b>	
	<b>APPROVED BY: TBD BOARD</b>
<b>REVISED: N/A</b>	<b>APPROVAL DATE: 6/16/09</b>
<b>SUPERSEDED: N/A</b>	

- SECTION INDEX: 1      Material Change**
- 1.1      Material Change to Cost**
  - 1.2      Material Change to Scope**
  - 1.3      Material Change to Schedule**

- 1.1 Material Change to Cost.** In the event a transportation improvement exceeds its original cost by more than twenty percent (20%) as identified in the TBD's original finance plan for such improvement, the governing body shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. TBD staff shall consult with the Board President prior to setting the public hearing.
- 1.2 Material Change to Scope.** In the event the scope of a transportation improvement materially changes beyond that originally anticipated at project approval, TBD staff shall consult with and review the changes with the Board President. The Board President shall determine whether or not to convene a meeting of the governing board for discussion.
- 1.3 Material Change to Schedule.** In the event the schedule of a transportation improvement materially changes in a way that significantly impacts other TBD projects or funding or schedule changes exceed ninety (90) days, TBD staff shall consult with and review such changes with the Board President. The Board President shall determine whether or not to convene a meeting of the governing board for discussion.