



Meeting Agenda

Transportation Benefit District Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360-570-3727

Tuesday, January 23, 2018

6:00 PM

Council Chambers

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 is limited to 3 minutes.

4. BOARD BUSINESS

4.A [18-0056](#) Approval of September 26, 2017 Meeting Minutes

Attachments: [Minutes](#)

4.B [18-0049](#) Election of President and Vice President for the Transportation Benefit District (TBD) Board

4.C [18-0082](#) Approval of a Resolution to Adopt the 2018 Budget for the Transportation Benefit District (TBD)

Attachments: [Resolution](#)

4.D [18-0083](#) Review and Approval of the 2017 Transportation Benefit District (TBD) Annual Report

Attachments: [TBD 2017 Annual Report](#)

4.E [18-0100](#) Forward a Request to Olympia City Council to increase the 2018 Transportation Benefit District Budget.

5. REPORTS

6. ADJOURNMENT

The Olympia Transportation Benefit District (TBD) is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the TBD Board meeting, call 360.570-3727 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Transportation Benefit District Board
Approval of September 26, 2017 Meeting
Minutes

Agenda Date: 1/23/2018
Agenda Item Number: 4.A
File Number: 18-0056

Type: minutes **Version:** 1 **Status:** TBD Agenda Ready

Title

Approval of September 26, 2017 Meeting Minutes



Meeting Minutes

Transportation Benefit District Board

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360-570-3727

Tuesday, September 26, 2017

6:00 PM

Council Chambers

1. ROLL CALL

Present: 4 - President Julie Hankins, Vice President Jeannine Roe, Boardmember Clark Gilman, and Boardmember Nathaniel Jones

Excused: 3 - Boardmember Jessica Bateman, Boardmember Jim Cooper, and Boardmember Cheryl Selby

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - None

4. BOARD BUSINESS

- 4.A** [17-0989](#) Approval of January 24, 2017 Olympia Transportation Benefit District Meeting Minutes

The minutes were approved.

- 4.B** [17-0977](#) Review 2017 Revenues and Uses

Administrative Services Deputy Director Debbie Sullivan presented graphical representations of annual vehicle licensing tab renewals and revenue from 2013 through 2016, with 2017 projections. City of Olympia Public Works Transportation Planning and Engineering Supervisor Randy Wesselman reviewed City projects that use TBD funding. Boardmembers asked clarifying questions. Mr. Wesselman responded to the questions with additional details provided by Public Works Director Rich Hoey and Ms. Sullivan.

The discussion was completed.

5. REPORTS

Mr. Hoey recognized President Hankins's service for the TBD and thanked her on behalf of the City of Olympia.

6. ADJOURNMENT

The meeting was adjourned at 6:18 p.m.



Transportation Benefit District Board

Election of President and Vice President for the Transportation Benefit District (TBD) Board

Agenda Date: 1/23/2018
Agenda Item Number: 4.B
File Number: 18-0049

Type: decision **Version:** 1 **Status:** TBD Agenda Ready

Title

Election of President and Vice President for the Transportation Benefit District (TBD) Board

Recommended Action

Board Treasurer Recommendation:

Move to elect the President and Vice President of the TBD for a two-year term.

Report

Issue:

Whether to elect the President and Vice President of the TBD for a two-year term.

Staff Contact:

Debbie Sullivan, TBD Treasurer, 360.753.8499

Presenter(s):

N/A

Background and Analysis:

Section 2.2 of the Transportation Benefit District (TBD) bylaws state that the officers (President and Vice President) shall be elected by the Board at the first regular meeting of the year, for a two-year term.

The President serves as the ceremonial head of the District and presides over all Board meetings. The Vice President serves in the absence of the President, and each officer shall hold office during said two-year term and until his or her successor is elected.

TBD Board Member, Cheryl Selby, will oversee the election of the TBD President and Vice President at the meeting.

Neighborhood/Community Interests (if known):

N/A

Options:

N/A

Financial Impact:

N/A

Attachments:

None



Transportation Benefit District Board

**Approval of a Resolution to Adopt the 2018
Budget for the Transportation Benefit District
(TBD)**

Agenda Date: 1/23/2018
Agenda Item Number: 4.C
File Number: 18-0082

Type: resolution **Version:** 1 **Status:** TBD Agenda Ready

Title

Approval of a Resolution to Adopt the 2018 Budget for the Transportation Benefit District (TBD)

Recommended Action

Board Treasurer Recommendation:

Move to approve the resolution to adopt the 2018 Budget and recommend that the Olympia City Council amend its 2018 Capital Budget by adding \$95,000 to the transportation portion of the budget.

Report

Issue:

Whether to approve a resolution to adopt a 2018 budget in the amount of \$1,600,000 for the Transportation Benefit District and request the Olympia City Council to amend its 2018 Capital Budget.

Staff Contact:

Debbie Sullivan, TBD Treasurer, 360.753.8499
Mark Russell, Deputy Public Works Director, 360.753.8762

Presenter(s):

Mark Russell, Deputy Public Works Director

Background and Analysis:

The City of Olympia's 2018-2023 Capital Facilities Plan approved \$1,500,000 of revenue to be received from the TBD in 2018. This is an increase of \$800,000 from the 2017-2022 CFP as are result of the TBD increasing their fees from \$20 per registered vehicle to \$40 effective January 1, 2017.

The City of Olympia CFP outlines an annual financial need of \$7.5 million for transportation pavement preservation projects. The Olympia City Council appropriated \$1.5 million in their 2018 Capital Budget based on projected revenue to be collected. Revised revenue estimates indicate that the TBD will collect \$1.6 million in 2018, \$95,000 more than anticipated. Therefore, staff recommends that the TBD request the Olympia City Council amend their 2018 Capital Budget to appropriate an additional \$95,000.

Staff will present and discuss the 2018 work plan.

Revenue

2018 Vehicle Tab Fees	\$1,600,000
Total Revenue	\$1,600,000

Expenses:

Capital Projects:	\$1,595,000
Administration - Insurance:	\$5,000
Total Expenses:	\$1,600,000

Neighborhood/Community Interests (if known):

N/A

Options:

Option 1: Adopt the resolution establishing the 2018 budget and request the Olympia City Council amend the 2018 Capital Budget.

Option 2: Direct staff to revise the resolution and adopt a 2018 budget in the amount of \$1,505,000. If the Board chooses to increase the TBD budget at a future date in 2018, a special meeting of the TBD will be scheduled.

Financial Impact:

In 2018 revenue collected through registered vehicles in the City limits is estimated to be \$1,600,000.

Attachments:

Resolution

RESOLUTION NO. 17

A RESOLUTION OF THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT BOARD ESTABLISHING THE 2018 BUDGET

WHEREAS, on December 16, 2008, the Olympia City Council established the Olympia Transportation Benefit District (TBD); and

WHEREAS, the TBD began collecting revenue in September 2009, and continues to do so; and

WHEREAS, the TBD is a quasi-municipal corporation that establishes an annual budget;

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

Section1. 2018 Budget. The budget for calendar year 2018 is hereby approved in the amounts and for the purpose as shown below; 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 treasury.

<u>Fund</u>	<u>Estimated Revenue</u>	<u>Appropriations</u>
Transportation Benefit District	\$1,600,000	\$1,600,000

Passed by the Olympia Transportation Benefit District this _____ day of January 2018.

TBD PRESIDENT

ATTEST:

DEBBIE SULLIVAN, TBD TREASURER

APPROVED AS TO FORM:



BOARD ATTORNEY



Transportation Benefit District Board

Review and Approval of the 2017 Transportation Benefit District Annual Report

Agenda Date: 1/23/2018
Agenda Item Number: 4.D
File Number: 18-0083

Type: report **Version:** 1 **Status:** TBD Agenda Ready

Title

Review and Approval of the 2017 Transportation Benefit District Annual Report

Recommended Action

Board Treasurer Recommendation:

Move to approve the 2017 Annual Report

Report

Issue:

Whether to approve the 2017 TBD Annual Report, as required by Charter.

Staff Contact:

Mark Russell, Deputy Public Works Director, 360.753.8762

Debbie Sullivan, TBD Treasurer, Transportation Benefit District, 360.753.8499

Presenter(s):

Mark Russell, Deputy Public Works Director

Background and Analysis:

RCW 36.73.160 and Transportation Benefit District (TBD) Charter states, "The District, upon approval by 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 newspapers of record in the District (the "Report").

In 2017, the TBD allocated \$1,635,000 for Pavement Management and \$5,000 for administrative costs. In 2017 the TBD expended \$971,477 on reimbursements to the City of Olympia for Pavement Management and \$2,535 for administrative expenses. Unexpended TBD budget does not lapse at the end of the year. The \$35 in administrative expenses over the \$5,000 added in 2017 was funded by previous years budgets.

As of December 31, 2017, the unaudited preliminary financial status of the TBD was \$114,477. This reflects a starting balance of \$1,545,545 of minus the financial commitments of \$1,431,068 to cover approved capital projects. Unlike impact fees, TBD funds may be accumulated for several years and then spent on a major project. TBD funds are not required to be spent in the year they are received.

Neighborhood/Community Interests (if known):

N/A

Options:

Review and approve the 2017 Annual Report.

Financial Impact:

2017 expenditures were \$973,982.

Attachments:

Transportation Benefit District 2017 Annual Report

Olympia

Transportation Benefit District

2017 Annual Report



OlympiaTBD.com

The Olympia City Council established a Transportation Benefit District (TBD) in 2008 to replace the revenue lost from the state for funding transportation projects. The Transportation Benefit District (TBD) is pleased to present its 2017 Annual Report:

What is a TBD?

A "TBD" or Transportation Benefit District is a quasi-municipal corporation and independent taxing district. The boundaries of the TBD are identical with the City limits.

The Washington State legislature permits local governments to establish a TBD and accompanying funding sources to provide for the preservation, maintenance, and construction of local public ways. Revenue generated from a TBD must only be used for transportation infrastructure and related improvements.

What is the cost to residents?

\$40 per year for each registered vehicle within the City limits.

How is it funded?

On behalf of the Olympia TBD, the Washington State Department of Licensing (DOL) collects a \$40 fee at the time of renewal for all registered vehicles within the City of Olympia. This generates approximately \$1,600,000 annually. Balances not spent in the year they are received carryover to the next year.

Olympia Transportation Benefit District Financial Status - Preliminary (unaudited)

(as of December 31, 2017)

Resources	\$ 1,639,283
Capital Commitments to City of Olympia	(\$ 1,524,806)
Resources Available	\$ 114,477

TBD Funded Projects 2008-2017 (preliminary)

Project Name	TBD Funding	Expensed	Project Balance	Year Completed
Harrison Avenue Corridor Phase II	\$ 350,000	\$ 350,000	\$ -	2011
Bldv Road and 22nd Avenue	545,000	545,000	-	2014
Cooper Point Road Overlay	503,649	503,649	-	2012
State Avenue Overlay	1,611,568	1,611,568	-	2015
2015 Least Cost Chip Seal	690,000	690,000	-	2015
2016/2017 Asphalt Paving	870,000	870,000	-	2017
Future Downtown Street Improvements				
Franklin Street Overlay	981,000	56,175	924,825	
Legion Way Overlay	654,000	54,019	599,981	
Total	\$ 6,205,217	\$ 4,680,411	\$1,524,806	

2016/2017 Asphalt Paving —Completed in 2017

Funded by TBD Dollars

Projects included an asphalt overlay of the street and replacement or installation of curb access ramps where needed at all intersections.

- Martin Way and Lilly Road Intersection
- Martin Way and Sleater-Kinney Road Intersection
- Martin Way and College Street Intersection (west approach)
- Fones Road Lane Repair (Pacific Avenue to Woodland Trail)
- Martin Way Patching (Pacific Avenue Y to Ensign Road)

Total Project Cost: \$1,157,295 (\$870,000 in TBD funding)

Martin Way and Lilly Road

BEFORE:



AFTER:



Martin Way and Sleater-Kinney

BEFORE:



AFTER:



Downtown Street Improvements

—Upcoming for 2018-2020

Future Downtown Street Improvement projects

Sections of Legion Way and Franklin Street in downtown will be resurfaced beginning in 2019. The paving projects also provide the opportunity to improve the sidewalks and landscaping at the same time. These projects will advance the function of these streets and contribute to downtown vitality.



Franklin Street between Legion Way and State Avenue



Legion Way between Water Street and Franklin Street

Transportation Benefit District Board

TBD Board meetings are the fourth Tuesday of January and September and are open to the public. Meetings are held at the Olympia City Hall, Council Chambers, 601 4th Avenue East, Downtown Olympia, at 6:00 p.m.

2017 Board Members

Julie Hankins, President

Jeannine Roe, Vice-President

Cheryl Selby

Clark Gilman

Jessica Bateman

Jim Cooper

Nathaniel Jones



Questions or comments? Please contact us:

Transportation Benefit District

PO Box 1967
Olympia, WA 98507

TBD Administration

Britt Watkins
olympiaTBD@ci.olympia.wa.us
360.570.3727

TBD Project Information

Randy Wesselman
rwesselm@ci.olympia.wa.us
360.753.8477

Visit our website at www.olympiaTBD.com to see frequently asked questions, TBD Board meeting minutes and other information.



Transportation Benefit District Board

Forward a Request to Olympia City Council to increase the 2018 Transportation Benefit District Budget.

Agenda Date: 1/23/2018
Agenda Item Number: 4.E
File Number: 18-0100

Type: recommendation **Version:** 1 **Status:** TBD Agenda Ready

Title

Forward a Request to Olympia City Council to increase the 2018 Transportation Benefit District Budget.

Recommended Action

Board Treasurer Recommendation:

Move to approve a motion to forward a request to the Olympia City Council to increase the 2018 Transportation Benefit District Capital Budget from \$1,500,000 to \$1,595,000.

Report

Issue:

Whether to forward a request to the Olympia City Council to increase the 2018 Transportation Benefit District Capital Budget from \$1,500,000 to \$1,595,000.

Staff Contact:

Debbie Sullivan, TBD Treasurer, 360.753.8499

Presenter(s):

No presentation

Background and Analysis:

The City of Olympia's 2018-2023 Capital Facilities Plan approved \$1,500,000 of revenue to be received from the TBD in 2018. Revised revenue estimates indicate that the TBD will collect \$1.6 million in 2018, \$95,000 more than anticipated. Therefore, staff recommends that the TBD request the Olympia City Council amend their 2018 Capital Budget to appropriate an additional \$95,000.

Neighborhood/Community Interests (if known):

N/A

Options:

Option 1. Forward a request to the Olympia City Council to increase the 2018 Transportation Benefit District Capital Budget from \$1,500,000 to \$1,595,000. Public Works Transportation will have an additional \$95,000 to fund needed transportation improvements on behalf of the TBD.

Option 2: Do not approve a motion to forward a request to the Olympia City Council to increase the 2018 Transportation Benefit District Capital Budget from \$1,500,000 to \$1,595,000. Staff will adjust the annual TBD work plan to reflect the reduction of \$95,000 in anticipated funding. If the Board chooses to increase the budget at a future date in 2018, a special meeting of the TBD will be scheduled.

Financial Impact:

The additional \$95,000 estimated to be collected in 2018 will remain in the TBD fund and can be appropriated at a later date.

Attachments:

None