



# Meeting Agenda

## Transportation Benefit District Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-570-3727

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**Tuesday, January 28, 2020**

**6:00 PM**

**Council Chambers**

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**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**     [20-0095](#)     Election of a President and Vice President for the Transportation Benefit District (TBD) Board

**4.B**     [20-0096](#)     Approval of September 24, 2019 Transportation Benefit District Meeting Minutes

Attachments:     [Minutes](#)

**4.C**     [20-0097](#)     Approval of a Resolution Revising the Transportation Benefit District Board's Regular Meeting Schedule

Attachments:     [Resolution](#)

**4.D**     [20-0098](#)     Review and Approval of the 2019 Transportation Benefit District Annual Report

Attachments:     [2019 Annual Report](#)

**4.E**     [20-0099](#)     Approval of a Resolution Establishing the 2020 Transportation Benefit District Budget

Attachments:     [Resolution](#)

**4.F**     [20-0102](#)     Safety Briefing

**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.*





## Transportation Benefit District Board

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

**Agenda Date:** 1/28/2020  
**Agenda Item Number:** 4.A  
**File Number:**20-0095

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

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#### **Title**

Election of a 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:**

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

#### **Presenter(s):**

None

#### **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.

Current TBD Vice President Clark Gilman will oversee the election of the TBD President and Vice President at the meeting. The newly elected President will run the remainder of the meeting.

#### **Neighborhood/Community Interests (if known):**

N/A

#### **Options:**

1. Elect the President and Vice President of the TBD for a two-year term.

2. Do not elect the President and Vice President of the TBD for a two-year term.

**Financial Impact:**

N/A

**Attachments:**

None



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

**Transportation Benefit District Board**  
**Approval of September 24, 2019 Transportation**  
**Benefit District Meeting Minutes**

**Agenda Date:** 1/28/2020  
**Agenda Item Number:** 4.B  
**File Number:**20-0096

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

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**Title**

Approval of September 24, 2019 Transportation Benefit District Meeting Minutes



# Meeting Minutes - Draft

## Transportation Benefit District Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-570-3727

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**Tuesday, September 24, 2019**

**6:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**Present:** 6 - President Nathaniel Jones, Vice President Clark Gilman,  
Boardmember Jessica Bateman, Boardmember Lisa Parshley,  
Boardmember Renata Rollins, and Boardmember Cheryl Selby

**Excused:** 1 - Boardmember Jim Cooper

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. PUBLIC COMMENT - None**

**4. BOARD BUSINESS**

- 4.A** [19-0886](#) Approval of January 22, 2019 Transportation Benefit District Board Meeting Minutes

**The minutes were approved.**

- 4.B** [19-0851](#) Overview of the Transportation Benefit District Program and Projects

Public Works Deputy Director Mark Russell gave an overview of the pavement management rating and information on upcoming projects. Boardmembers asked clarifying questions.

**The information was provided.**

- 4.C** [19-0852](#) Highlight of the Fones Road Scope of Work

Transportation Planning Supervisor Sophie Stimson gave an update on the Fones Road Project. Boardmembers asked clarifying questions.

**The information was provided.**

**5. REPORTS - None**

**6. ADJOURNMENT**

The meeting adjourned at 6:29 p.m.





**Transportation Benefit District Board**

**Approval of a Resolution Revising the  
Transportation Benefit District Board's Regular  
Meeting Schedule**

**Agenda Date:** 1/28/2020  
**Agenda Item Number:** 4.C  
**File Number:**20-0097

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

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**Title**

Approval of a Resolution Revising the Transportation Benefit District Board's Regular Meeting Schedule

**Recommended Action**

**Board Treasurer Recommendation:**

Move to approve the resolution revising the Transportation Benefit District (TBD) Board's regular meeting schedule.

**Report**

**Issue:**

Whether to revise the TBD Board's regular meeting schedule.

**Staff Contact:**

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

**Presenter(s):**

Mark Russell, P.E., Deputy Director, Public Works Department

**Background and Analysis:**

The Transportation Benefit District (TBD Board meetings are typically brief, and the TBD constitutes the same body as the Olympia City Council. For this reason, it is more efficient to hold Board meetings on the same nights as City Council business meetings. Staff proposes that the regular meetings of the TBD Board be scheduled for the same day as the last City of Olympia Council business meeting in the months of January and September at 6:00 pm.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Approve the resolution revising the Transportation Benefit District (TBD) Board's regular meeting schedule.
2. Modify the resolution revising the Transportation Benefit District (TBD) Board's regular meeting

schedule.

3. Do not approve the resolution revising the Transportation Benefit District (TBD) Board's regular meeting schedule

**Financial Impact:**

N/A

**Attachments:**

Resolution

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

**A RESOLUTION OF THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT BOARD  
REVISING THE BOARD'S REGULAR MEETING SCHEDULE**

**WHEREAS**, the Charter and Bylaws of the Olympia Transportation Benefit District ("TBD") require that regular meetings be set by resolution; and

**WHEREAS**, in 2017, the TBD Board set forth its regular meeting schedule in Resolution TBD-16, which requires meetings on the fourth Tuesday of January and the fourth Tuesday of September, regardless of whether there is a City Council meeting on that evening; and

**WHEREAS**, because TBD Board meetings are typically brief and the TBD Board constitutes the same body as the Olympia City Council, it is more efficient to hold Board meetings on the same nights as City Council business meetings;

**NOW, THEREFORE, THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE** that the regular meetings of the Transportation Benefit Board shall be scheduled each year as follows:

- (1) Regular meetings of the TBD Board shall be scheduled for the same day as the last City of Olympia Council business meeting in the months of January and September at 6:00 pm.
- (2) Special meetings may be scheduled as the Board President determines necessary, so long as scheduling is consistent with TBD Charter and Bylaws, and Chapter 42.30 RCW.

**PASSED BY THE OLYMPIA TRANSPORTATION BENEFIT DISTRICT** this \_\_\_\_ day of \_\_\_\_\_ 2020.

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

ATTEST:

\_\_\_\_\_  
Debbie Sullivan, TBD TREASURER

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Annaliese Harsen, BOARD ATTORNEY



## Transportation Benefit District Board

### Review and Approval of the 2019 Transportation Benefit District Annual Report

**Agenda Date:** 1/28/2020  
**Agenda Item Number:** 4.D  
**File Number:** 20-0098

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

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#### **Title**

Review and Approval of the 2019 Transportation Benefit District Annual Report

#### **Recommended Action**

##### **Board Treasurer Recommendation:**

Move to approve the 2019 Transportation Benefit District (TBD) Annual Report.

#### **Report**

##### **Issue:**

Whether to approve the 2019 TBD Annual Report, as required by Charter.

#### **Staff Contact:**

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

#### **Presenter(s):**

Mark Russell, P.E., Deputy Director, Public Works Department

#### **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")."

The 2019 TBD budget was \$1,690,000 for Pavement Management and administrative costs. In 2019, the TBD expended \$ 811,585 on capital projects and \$6,576 for administrative expenses, which includes State Auditor Audit costs of \$ 3,954, for a total of \$818,161.

As of December 31, 2019, the financial status of the TBD was \$ 292,771 of available resources. This reflects an ending balance of \$2,787,783 minus the financial commitments of \$2,495,012 to cover approved capital projects. TBD funds are not required to be spent in the year they are received.

#### **Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Approve the 2019 Transportation Benefit District (TBD) Annual Report. The annual report satisfies the requirements of the TBD Charter.
2. Do not approve the 2019 Transportation Benefit District (TBD) Annual Report as proposed. Direct staff to make Board recommended adjustments.

**Financial Impact:**

2019 expenditures were \$ 818,161 and revenues received were \$1,722,204.

**Attachments:**

Transportation Benefit District 2019 Annual Report



# Olympia Transportation Benefit District 2019 Annual Report

[OlympiaTBD.com](http://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 2019 Annual Report summarizes the status of transportation improvement costs, expenditures, revenues, and construction schedules.

**A Transportation Benefit District (TBD)** is a quasi-municipal corporation and independent taxing district. It was created for the sole purpose of acquiring, constructing, providing, and funding transportation improvements within the 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.

**Cost to residents** is \$40 per year for each registered vehicle within City limits. Collection of the fee is administered by the Washington State Department of Licensing (DOL) on behalf of the Olympia TBD. This \$40 fee is collected at the time of renewal for all registered vehicles within the City of Olympia.

**Approximate revenue** is \$1,500,000 annually. Balances not spent in the year they are received carryover to the next year. Please note, funds collected after December 5, 2019 will be held in reserve pending the outcome of litigation related to Initiative 976.

## Transportation Benefit District Board Meetings

**Meeting Details**  
Annual Meeting  
Open to the Public  
Fourth Tuesday of January and September  
6 p.m.

**Meeting Location**  
Olympia City Hall  
Council Chambers  
601 4th Avenue East  
Downtown Olympia

Olympia Transportation Benefit District  
2019 Annual Report

[OlympiaTBD.com](http://OlympiaTBD.com)

## Olympia Transportation Benefit District Financial Status Preliminary - as of December 31, 2019

Resources	\$ 2,787,783
Capital Commitments to City of Olympia	(\$ 2,495,012)
Resources Available	\$ 292,771

### TBD Funded Projects 2008-2019

Project Name	TBD Funding	Expensed	Project Balance	Construction Completed
Harrison Avenue Corridor Phase II	\$ 350,000	\$ 350,000	-	2011
Boulevard 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
2016/17 Asphalt Paving Contract	\$ 870,000	\$ 870,000	-	2018
2018 Least Cost Chip Seal	\$1,595,000	\$1,595,000	-	2019
<b>Future Downtown Street Improvements</b>				
Franklin Street Overlay	\$2,671,000	\$408,150	\$2,190,850	
Legion Way Overlay	\$ 654,000	\$349,838	\$304,162	
<b>Total</b>	\$9,490,217	\$6,995,205	\$2,495,012	

### Transportation Benefit District 2019 Board Members

Jessica Bateman  
Jim Cooper

Clark Gilman, Vice President  
Nathaniel Jones, President  
Lisa Parshley

Renata Rollins  
Cheryl Selby

Olympia Transportation Benefit District  
2019 Annual Report

[OlympiaTBD.com](http://OlympiaTBD.com)

# Upcoming Legion Way and Franklin Street Projects

These projects were proposed as part of the Downtown Strategy to improve walkability, make bike connections, support transit operations, and maintain mobility for cars and freight.

## Legion Way



Bike lane up hill and sharrows down hill from Water Street to Capitol Way

Repave two blocks

Raised intersection at Washington

On Legion Way, a raised intersection, asphalt paving and bike facilities are proposed. In a raised intersection, the street surface is at the same level as the sidewalk. Cars ramp up slightly as they enter the intersection. The raised intersection serves as a gateway to the downtown core, slows traffic, and makes it easier for people walking to cross the street.

The **Legion Way** project is scheduled for construction in 2020.

## Franklin Street

On Franklin Street, bulbouts at intersections, street resurfacing, lighting, and sidewalk and street tree replacement is proposed. Bulbouts extend the sidewalk into the street at intersections. They slow traffic and shorten the crossing distance for people walking.

The **Franklin Street** project is scheduled for construction in 2021.

Concrete street, new sidewalks street trees and bulb outs

Asphalt overlay



## Questions or comments?

**Transportation Benefit District**  
PO Box 1967  
Olympia, WA 98507

**TBD Administration**  
olympiaTBD@ci.olympia.wa.us  
360.570.3727

**TBD Project Information**  
Andrew Beagle  
abeagle@ci.olympia.wa.us  
360.570.3774

Olympia Transportation Benefit District  
2019 Annual Report

[OlympiaTBD.com](http://OlympiaTBD.com)



**Transportation Benefit District Board**

**Approval of a Resolution Establishing the 2020  
Transportation Benefit District Budget**

**Agenda Date:** 1/28/2020  
**Agenda Item Number:** 4.E  
**File Number:** 20-0099

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

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**Title**

Approval of a Resolution Establishing the 2020 Transportation Benefit District Budget

**Recommended Action**

**Board Treasurer Recommendation:**

Move to approve the resolution establishing the 2020 Transportation Benefit District (TBD) Budget.

**Report**

**Issue:**

Whether to approve a resolution establishing the 2020 TBD budget.

**Staff Contact:**

Mark Russell, P.E., Deputy Director, Public Works Department, 360.753.8762

**Presenter:**

Mark Russell, P.E., Deputy Director, Public Works Department

**Background and Analysis:**

The Transportation Benefit District (TBD) will continue to collect TBD fees in 2020, with estimated revenues of \$1,500,000. The collected revenues will be placed in a separate account and will be held pending the outcome of litigation related to Initiative 976.

Administrative costs must still be paid for insurance and State audits. After capital commitments for transportation projects, there is an available fund balance of \$292,771. \$7,500 is proposed to be appropriated from available fund balance solely to cover administrative costs.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Approve the resolution establishing the 2020 Transportation Benefit District (TBD) Budget. These funds will be used for administration of the TBD.
2. Do not approve the resolution establishing the 2020 Transportation Benefit District (TBD)

Budget as proposed and direct staff to make Board recommended adjustments.

**Financial Impact:**

In 2020, revenue collected through TBD fees within the City limits is estimated to be \$1,500,000 and will be held pending the outcome of litigation related to Initiative 976.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE OLYMPIA TRANSPORTATION BENEFIT  
DISTRICT BOARD ESTABLISHING THE 2020 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:**

**Section I. 2020 Budget.** The budget for calendar year 2020 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	\$1,500,000	\$1,500,000*

*\*Note: Funds will be appropriated in order to be consistent with the City of Olympia Capital Facilities Plan, however, funds will be held pending the outcome of litigation related to Initiative 976.*

<u>Fund</u>	<u>Available Fund Balance</u>	<u>Appropriations</u>
Transportation Benefit District	\$292,771	\$7,500*

*\*Note: This appropriation is for insurance and other administrative costs of the Transportation Benefit District.*

Passed by the Olympia Transportation Benefit District this \_\_\_\_ day of January 2020.

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

ATTEST:

\_\_\_\_\_  
DEBBIE SULLIVAN, TBD TREASURER

APPROVED AS TO FORM:

  
\_\_\_\_\_  
BOARD ATTORNEY



## Transportation Benefit District Board

### Safety Briefing

**Agenda Date:** 1/28/2020  
**Agenda Item Number:** 4.F  
**File Number:**20-0102

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

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**Title**

Safety Briefing

**Recommended Action**

**Board Treasurer Recommendation:**

Receive a briefing and training on safety procedures.

**Report**

**Issue:**

Board Members need to be brought up to date on safety procedures and protocols in Council Chambers.

**Staff Contact:**

Jason Winner, Detective, Olympia Police Department 360.753.8300

**Presenter(s):**

Jason Winner, Detective, Olympia Police Department