



Don Anderson
Mayor

November 20, 2015

Jason Whalen
Deputy Mayor

Mary Moss
Councilmember

Michael D. Brandstetter
Councilmember

John Simpson
Councilmember

Marie Barth
Councilmember

Paul Bocchi
Councilmember

John J. Caulfield
City Manager

NOTICE

LAKWOOD TRANSPORTATION BENEFIT DISTRICT BOARD MEETING

Notice is hereby given that the Lakewood Transportation Benefit District Board will be meeting on Monday, November 23, 2015, following the City Council Study Session, which begins at 7:00 p.m., at Lakewood City Hall, Council Chambers, 6000 Main Street SW, Lakewood, Washington.

The purpose of the meeting is to discuss the Transportation Benefit District material change policy.

A handwritten signature in black ink, appearing to read "Alice M. Bush".

Alice M. Bush, MMC
City Clerk



**LAKESWOOD
TRANSPORTATION BENEFIT DISTRICT
BOARD AGENDA**

Monday, November 23, 2015
Following City Council Study Session
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

Page No.

Call to Order

Roll Call

(3) **Approval of the meeting minutes of February 17, 2015.**

(4) **Resolution No. TBD-01**

Adopting a material change policy.

Adjournment

The Council Chambers is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodations or language interpreters should contact the City Clerk's Office, 589-2489, as soon as possible in advance of the meeting so that an attempt to provide the special accommodations can be made.

<http://www.cityoflakewood.us>

City Hall will be closed 15 minutes after adjournment of the meeting.



**LAKWOOD
TRANSPORTATION BENEFIT DISTRICT
BOARD MINUTES**

Tuesday, February 17, 2015
City of Lakewood
City Council Chambers
6000 Main Street SW
Lakewood, WA 98499

CALL TO ORDER

Chair Anderson called the meeting to order at 8:54 p.m.

ROLL CALL

Board members Present: 7 – Chair Don Anderson; Board members Jason Whalen; Mary Moss, Mike Brandstetter, John Simpson, Marie Barth and Paul Bocchi.

Approval of the meeting minutes of November 17, 2014.

BOARD MEMBER MOSS MOVED TO APPROVE THE MEETING MINUTES OF NOVEMBER 17, 2014. SECONDED BY BOARD MEMBER SIMPSON. VOICE VOTE WAS TAKEN AND CARRIED UNANIMOUSLY.

Review of the 2013-2014 Transportation Benefit District Annual Report.

Attorney Wachter reviewed the 2013-2014 Transportation Benefit District Annual Report.

Board Member Whalen moved to accept the 2013-2014 Transportation Benefit District Annual Report as presented. Seconded by Board Member Simpson. Voice vote was taken and carried unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:00 p.m.

DON ANDERSON, CHAIR

ATTEST:

ALICE M. BUSH, MMC
BOARD CLERK

REQUEST FOR BOARD ACTION

DATE ACTION IS REQUESTED: November 23, 2015	TITLE: Adopting a TBD Material Change Policy	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE NO. <input checked="" type="checkbox"/> RESOLUTION NO. TBD-01
REVIEW: November 16, 2015	ATTACHMENTS: Resolution	<input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER

SUBMITTED BY: Heidi Ann Wachter, City Attorney

RECOMMENDATION: It is recommended that the Transportation Benefit District Board adopt a material change policy as required by state law applicable to Transportation Benefit Districts.

DISCUSSION: In August 2012, the City Council of the City of Lakewood adopted Ordinance No.550 establishing the City of Lakewood Transportation Benefit District, as authorized by RCW 35.21.225 and subject to the provisions of Chapter 36.73 RCW. In September, 2015 the City of Lakewood Transportation Benefit District established a \$20 vehicle license fee as authorized by law and approved a list of certain transportation projects to be funded by the revenue from the vehicle license fee. RCW 36.73.160 requires adoption of a policy to address major plan changes that affect project delivery or the ability to finance the plan and address material changes to costs, scope, and schedule; the level of change that will require the governing body involvement; and how the governing body will address those changes.

ALTERNATIVE(S): A material change policy is required of TBDs by state law. Thus, for entities exercising TBD authority there is no alternative; the entity must adopt a material change policy.

FISCAL IMPACT: There is no fiscal impact associated with adopting this Resolution.

Prepared by _____	 _____ Chief Executive Officer
Department Director _____	

RESOLUTION NO. TBD-01

A resolution of the City of Lakewood Transportation Benefit District, adopting a material change policy.

WHEREAS, the City Council of the City of Lakewood adopted Ordinance No. 550 establishing the City of Lakewood Transportation Benefit District, as authorized by RCW 35.21.225 and subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, the City of Lakewood Transportation Benefit District has established a \$20 vehicle license fee as authorized by law, and has approved a list of certain transportation projects to be funded by the revenue from the vehicle license fee; and

WHEREAS, RCW 36.73.160 requires transportation benefit districts to develop and adopt a policy to address major plan changes that affect project delivery or the ability to finance the plan and address material changes to costs, scope, and schedule; the level of change that will require the governing body involvement; and how the governing body will address those changes; and

WHEREAS, the City Code applicable to the City of Lakewood Transportation Benefit District requires adoption of a material change policy;

NOW, THEREFORE, THE CITY OF LAKEWOOD TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Material Change Policy. A material change policy, as required by Chapter 36.73 RCW is hereby established and adopted as follows:

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 City of Lakewood Transportation Benefit District's ("TBD's") original finance plan for such improvement, the TBD Board shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. The Executive Director of the TBD shall consult with the Board Chair 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, the Executive Director of the TBD shall consult with and review the changes with the Board Chair. The Board Chair 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 scheduled changes exceed ninety (90) days, the Executive Director shall consult with

and review such changes with the Board Chair. The Board Chair shall determine whether or not to convene a meeting of the governing board for discussion.

Section 2. Effective date. This resolution shall be effective immediately upon passage by the Board of the City of Lakewood Transportation Benefit District.

ADOPTED AND PASSED BY THE CITY OF LAKEWOOD TRANSPORTATION BENEFIT this 23rd day of November, 2015 and signed in authentication of its passage this 23rd day of November, 2015.

CITY OF LAKEWOOD

Don Anderson, Chair of Board

Attest:

Alice M. Bush, MMC, Board Clerk

Approved as to Form:

Heidi Ann Wachter, TBD Board Attorney