

CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT BOARD MEETING MINUTES  
October 8, 2012

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2 10. CALL TO ORDER – The meeting of the City of Lynnwood Transportation Benefit District  
3 (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by  
4 Board President Simmonds at 6:00 p.m. on October 8, 2012.

5  
6 20.

ROLL CALL

Board President Loren Simmonds  
Board Member Mark Smith  
Board Member Kerri Lonergan-Dreke  
Board Member Benjamin Goodwin  
Board Member Sid Roberts  
Board Member Van AuBuchon

OTHERS ATTENDING

Public Works Director Bill Franz  
Deputy PW Director Elekes  
Project Manager David Mach  
Finance Director Hines  
Acting Council Asst. Carolyn Wies

7  
8  
9 30. APPROVAL OF MINUTES – Regular Meeting March 12, 2012

10  
11 *Motion made by Board Member Smith, seconded by Board Member AuBuchon, to approve*  
12 *the minutes of the Regular Meeting of March 12, 2012 as presented. Motion passed*  
13 *unanimously.*

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15 40. ORDINANCE #5 OF THE CITY OF LYNNWOOD TRANSPORTATION BENEFIT  
16 DISTRICT ADOPTING THE 2013 BUDGET

17  
18 A. Public Hearing

19  
20 Board President Simmonds opened the hearing at 6:04 p.m. and reviewed the purpose  
21 and the process for the hearing.

22  
23 Staff Presentation:

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25 Project Manager Mach referred to page 40A-5 which summarized the 2013 proposed  
26 budget. He reviewed the line items and explained how the numbers came about.  
27 There is a beginning fund balance of about \$180,000. Those funds were remaining  
28 from the prior two years since the TBD fees went into effect on July 1, 2011. The  
29 revenue of \$490,000 is based on the amount of revenue that the TBD received over  
30 the last 12 months. The expenditures category includes insurance, administrative  
31 costs, state audit fee and projects for 2013. The projects include the overlay program,  
32 Street Fund 111 (Operations and Maintenance), and the 48<sup>th</sup> Ave W Sidewalk (carry  
33 forward from the 2012 budget). After all that there is an ending fund balance of  
34 \$65,000.

35  
36 Board President Simmonds asked Director Hines for his comments on the proposed  
37 budget. Director Hines stated that finance staff worked extensively with Project

1 Manager Mach and Public Works and is in full support of the numbers that were  
2 presented.

3  
4 Public Comments:

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6 Board President Simmonds solicited written materials. There were none. He then  
7 solicited public testimony. There was none.

8  
9 Board Comments and Questions:

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11 Board Member AuBuchon asked about the funding sources for the 48<sup>th</sup> Ave W  
12 sidewalks. Mr. Mach explained that there are multiple funding sources. The TBD is  
13 one of the sources, but there are also Safe Routes to Schools funds and CDBG grant  
14 funds. Board Member AuBuchon asked what is holding up the project. Mr. Mach  
15 explained that staff met with Council earlier this year to talk about various drainage  
16 alternatives. One of those was potentially piping in a certain stream tributary. The  
17 delay was related to getting direction from Council and also getting the permitting  
18 required to do that. Board Member AuBuchon asked what is needed from the Board  
19 right now. Mr. Mach replied that approval of the budget is what is needed at this  
20 point.

21  
22 Board Member Lonergan-Dreke asked how the first two projects were prioritized.  
23 Deputy Director Elekes reviewed this. Board Member Lonergan-Dreke asked about  
24 public outreach to determine the public's perspective on prioritization. Deputy  
25 Director Elekes noted that they have received a few comments regarding the paving  
26 down by the mall, but they have not received anything specific. Board Member  
27 Lonergan-Dreke asked when the last public outreach effort was done. Deputy Director  
28 Elekes replied that the Transportation and Traffic Task Force, which was a  
29 representation of citizens and business owners, met from 2008 to 2010.

30  
31 The public hearing was closed at 6:15 p.m.

32  
33 B. Consideration, discussion, and possible action on said Ordinance

34  
35 *Motion made by Board Member Smith, seconded by Board Member Lonergan-Dreke,*  
36 *to approve Ordinance #5 of the Transportation Benefit District, "AN ORDINANCE*  
37 *OF THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION BENEFIT*  
38 *DISTRICT ADOPTING A ONE-YEAR BUDGET FOR THE CITY OF LYNNWOOD,*  
39 *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT FOR THE YEAR*  
40 *ENDING DECEMBER 31, 2013; AND PROVIDING FOR AN EFFECTIVE DATE,*  
41 *SEVERABILITY, AND SUMMARY PUBLICATION."*

42  
43 Board Member Smith thanked staff for bringing this forward.

44  
45 *Upon a roll call vote, the motion passed (6-0).*

46  
47 50. PRESENTATION, DISCUSSION AND APPROVAL: 2011 TBD ANNUAL REPORT

1  
2 Project Manager Mach made the presentation on the 2011 Annual Report as contained in the  
3 packet on pages 50-2 through 50-5. Staff believes that the document meets the requirements  
4 of the RCW and the charter documents.  
5

6 *Motion made by Board Member Smith, seconded by Board Member Roberts, to adopt the*  
7 *City of Lynnwood's Transportation Benefit District 2011 Annual Report as written. Motion*  
8 *passed unanimously.*  
9

10 60. PRESENTATION AND DISCUSSION: COMMUNITY EDUCATION AND OUTREACH  
11 PLAN  
12

13 Deputy Director Elekes made the presentation on the Community Education and Outreach  
14 Plan. He summarized that staff has met with the Board/Council with several detailed, in-  
15 depth presentations regarding transportation funding. He discussed the possibility of a voter  
16 approved package, the need to educate the community about these needs (outlined on page  
17 60-2 in the packet), and outreach communication strategies. Deputy Director Elekes then  
18 asked the Board the three policy questions stated on page 60-1:

- 19 1. Does the Board support staff's recommendation to conduct a Community Education  
20 and outreach Plan as outlined herein?
- 21 2. Does the Board wish to implement a Community Education Outreach Plan that  
22 allows for a public vote on August 6, 2013, November 5, 2013, or a time certain in  
23 2014?
- 24 3. Should the 2013 TBD Budget be amended to include expenses related to conducting  
25 a community survey and payment of a filing fee to place a measure on the ballot?  
26

27 Board Member Lonergan-Dreke responded that she does support this. She thinks that having  
28 something on the ballot next year might be premature because it is necessary to get the  
29 public's feedback first before a ballot measure is scheduled. If they don't do that, this whole  
30 thing could be seen as contrived. She spoke in support of including the expenses related to  
31 the survey in the budget and asked for an estimate of the costs. Deputy Director Elekes  
32 estimated \$40,000 to \$50,000 for the survey and results processing. Staff clarified that  
33 policy question number 2 isn't asking for the Board to commit to a date at this time, but  
34 merely to allow staff to begin the education process. Board Member Lonergan-Dreke spoke  
35 in support of that.  
36

37 Board Member Goodwin concurred with Board Member Lonergan-Dreke. He thinks having  
38 public outreach is a great idea. Regarding question number 2, he suggested having the vote  
39 soon after the public outreach to keep the issues fresh in the public mind.  
40

41 Board Member Roberts spoke in support of the public outreach. He commented on the  
42 difficulty people have with understanding the funding of roads. He recommended moving  
43 slower, rather than faster, to make sure they really educate the citizens on how this is funded.  
44 He noted that the economy is still improving. As it continues to improve it will be more  
45 likely to have something approved by the public. He stressed the importance of taking  
46 enough time to educate the public.  
47

1 Board Member Smith spoke in support of the outreach and commended staff for bringing  
2 this forward. He recalled that the outreach that was done for the annexation was done very  
3 well and wondered if this outreach would be done like that. Deputy Director Elekes replied  
4 that that was what they had in mind. Board Member Smith spoke in support of doing the  
5 compressed timeframe, but thought that the date should be moved back to avoid voter  
6 fatigue from the elections this year and also to give the economy more time to recover. He  
7 recommended starting the outreach sometime next year with the idea of getting this measure  
8 on the ballot sometime in early to mid-2014. Deputy Director Elekes noted that the TBD has  
9 an annual meeting coming up in March. Staff could bring back a schedule that addresses his  
10 concerns.

11  
12 Board Member Lonergan-Dreke commented that turnout in August for primaries is typically  
13 extremely low. She recommended February as opposed to November for the ballot issue.

14  
15 Board Member Goodwin summarized that he is in support of the compressed timeline, but  
16 only moving forward once the community outreach portion has been completed. He was not  
17 in support of having an end date in mind at this point.

18  
19 Board President Simmonds asked if the survey would occur prior to the outreach. Deputy  
20 Director Elekes explained that on the compressed schedule it was shown as overlapping  
21 simply due to time constraints, but noted that it could be done at any time. There was  
22 discussion about having the survey first and then using that as part of the discussion with the  
23 community.

24  
25 Board President Simmonds then encouraged staff to reactivate the Transportation and  
26 Traffic Task Force as that group spent many hours thinking about all of this. He  
27 recommended having a spokesperson from that group come to address the Board. Finally, he  
28 agreed that primary turnouts are considerably lighter than the general election in November,  
29 but he thought that the turnout in November would be greater. If it doesn't pass, but it seems  
30 close, they might have to wait a whole year for the next general election.

31  
32 Deputy Director Elekes recommended that the budget be amended if the Board wants to do  
33 the citizen survey as an up-front piece. If the Board doesn't want to take action on that now,  
34 he recommended that they move the March regular meeting to February so there is more  
35 time to work the issues and the outreach for 2013.

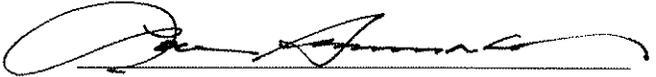
36  
37 Board Member Smith did not think the survey should be done up-front. He preferred doing  
38 the community outreach first in order to educate people about what might be coming down  
39 the road on a survey. He thinks they would be much more balanced feedback in the survey if  
40 they have done the community outreach programs ahead of time.

41  
42 There was consensus of the Board to start the outreach after the first of the year. Deputy  
43 Director Elekes stated that staff would bring back any budgetary amendments in the  
44 February or March meeting dealing with survey costs.

1 70. ADJOURNMENT

2  
3 Board President Simmonds stated that the next meeting is currently scheduled for March 11,  
4 2013 at 6 p.m. in the Council Chambers.

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6 The meeting was adjourned at 6:55 p.m.

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11 Loren Simmonds, TBD Board President

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16 Lorenzo Hines, Jr.  
17 Finance Director, acting as Board Treasurer