

CITY OF LYNNWOOD  
TRANSPORTATION BENEFIT DISTRICT BOARD MEETING MINUTES  
March 12, 2012

10. CALL TO ORDER -- The meeting of the City of Lynnwood Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by Board President Simmonds at 6:00 p.m. on March 12, 2012.

20.

ROLL CALL

Board President Loren Simmonds  
Board Member Mark Smith  
Board Member Kerri Lonergan-Dreke  
Board Member Kimberly Cole (absent)  
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  
Council Assistant Beth Morris

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Board President Simmonds made an introductory statement regarding the formation of the TBD, the structure of the TBD, and the purpose of tonight's meeting.

30. APPROVAL OF MINUTES -- November 7, 2011

*Motion made by Board Member Lonergan-Dreke, seconded by Board President Simmonds, to approve the minutes of the Regular Meeting of November 7, 2011 as presented. Motion passed unanimously.*

40. Presentation and Discussion -- Draft 2011 TBD Annual Report

Board President Simmonds stated that the Board received a memo from Finance Director Hines last week saying he had not had time to properly vet this report, but expected to have it done by the end of 2<sup>nd</sup> quarter. Board Member Lonergan-Dreke asked why they would not be able to complete it before June. Public Works Director Franz explained that this is just one small part of the City's overall financial report and year-end financial reporting. The delay has to do with how this fits in with all of the year-end reporting that they are going to do. Board President Simmonds noted that he would try to encourage Director Hines to vet this sooner rather than later so they do not have to wait until June.

Project Manager Mach briefly reviewed the Draft 2011 Annual Report. He explained that the State RCW requires all Transportation Benefit Districts to issue an annual report and outlines specific items that need to be included in that report such as transportation improvement costs, expenditures, revenues, and construction schedules. Public Works put the draft document together and hoped to solicit comments and feedback from the Board. They are also working with the Finance Department to get some additional information and to make sure they are comfortable with the numbers that are in the report. He referred to page 40-3 of the report which shows the background as to how the TBD was established and

what the funds were to be used for. Earlier, the Board had identified five different projects which included: City of Lynnwood Street Fund 111 (operation and maintenance); Pavement Overlay Program; Traffic Signal Rebuild Program; Traffic Signal Reconstruction: Scriber Lake Road at 196<sup>th</sup> Street SW; and 48<sup>th</sup> Avenue W Sidewalk: 183<sup>rd</sup> to 180<sup>th</sup> Street SW. The TBD (as a \$20 vehicle registration fee) went into effect in the middle of last year. They are expecting to generate about \$420,000 annually. The report also summarized the list of meetings that occurred over the last year. Page 40-4 shows the preliminary revenues which are about \$191,000 for the six-month period. The expenditures are listed on page 40-5. The main expense of \$36,022.98 for Administrative Expenses was a one-time startup expense to establish the TBD. It also included attorney time to establish several ordinances and charter documents. The Fund Balance shows that there is roughly \$141,000 available. The Schedule and Project Expenses are also listed on page 40-5.

Board Member AuBuchon asked about the difference between pavement overlay, repaving, and reconstruction. Director Franz reviewed the difference between those.

Board President Simmonds referred to the Administrative Expenses (2010) and noted that while much of that was one-time expenses, the Administrative Expenses (2011), Insurance (2010) and Insurance (2011) would be recurring expenses. Director Franz indicated this was correct and added that if they were to aggressively go out to the community to talk about different funding methods for the TBD then the Administrative Expenses could be higher, but 2011 was probably a normal baseline year.

Board Member Lonergan-Dreke asked about public meetings. Director Franz replied that they had talked about doing those in 2011, but because of workload and other issues they were not able to do that. They will be starting to talk about that tonight.

#### 50. Presentation and Discussion – Transportation Funding Strategies

Director Franz gave a presentation regarding Studies, Assessments, Analysis; Outcomes; Funding; and Next Steps. He commented on a proposed Bill 6582 which has to do with local transportation options. If that bill were to pass as it is right now it would give TBDs the ability to have a \$40 tab fee without a public vote. He continued to review the Chain of Transportation Decisions and Outcomes and give an overview of the presentation.

Deputy Public Works Director Elekes discussed the 20-Year Transportation Financial Plan funding summary on page 50-5. Board Member Lonergan-Dreke referred to the projected \$83,432,308 cost for developer fees and asked what level of development they are assuming with this model. Deputy Director Elekes replied that they are assuming full growth in the 20-year plan for the City Center. This can be modified as they go down the road if it appears they need to do so. Board President Simmonds asked what year the dollars in the chart are based on. Deputy Director Elekes replied that they are 2010 dollars. He clarified that he did an updated spreadsheet that he will bring back to the Board.

Board Member Lonergan-Dreke commented on the high overall cost of these projects and asked about the feasibility of doing some of this work in-house to avoid the cost of the consultants. Deputy Director Elekes commented that they have consciously made the

(Transportation Demand Management) measures in traffic into the modeling effort to assume a very aggressive transit-oriented system. The lanes and other projects that they are proposing in the plan are the necessary minimums for the level of growth that are anticipated. He emphasized that through the analytics they were able to reduce \$75 million worth of roads and streets in the grid system. Project Manager Mach added that their modeling shows 14,000-15,000 future P.M. Peak Hour Trips. This includes the reduction they have made for mode split and assumes more people will be using buses, light rail, bikes, and walking. If they didn't make that assumption the number would have been much higher than they have already assumed in their calculations.

Noting the time, Director Franz proposed that they conclude the meeting for now and have Project Manager Mach finish his presentation after the Council meeting. Board President Simmonds concurred and stated that this discussion would be continued later tonight because they have an abbreviated Business Meeting.

#### 60. ADJOURNMENT

Board President Simmonds announced that the next meeting was scheduled for October 8, 2012 at 6 p.m. in the Lynnwood Council Chambers. A special meeting may be called before then. If so, the time and place will be advertised in the Everett Herald and on the TBD webpage.

The meeting was adjourned at 6:53 p.m.

  
Loren Simmonds, TBD Board President  
Lorenzo Hines, Jr.  
Finance Director, acting as Board Treasurer