

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD MEETING MINUTES
October 14, 2013

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 October 14, 2013.

20.

ROLL CALL

Board President Loren Simmonds
Board Vice President Sid Roberts
Board Member Mark Smith (absent)
Board Member Kerri Lonergan-Dreke
Board Member Van AuBuchon
Board Member Benjamin Goodwin (absent)
Board Member M. Christopher Boyer

OTHERS ATTENDING

Public Works Director Bill Franz
Project Manager David Mach
Council Assistant Beth Morris
Finance Director Hines
City Attorney Larson

Board President Simmonds announced that he had received communication from Board Member Smith and Board Member Goodwin informing him that they would not be at tonight's TBD meeting.

30. APPROVAL OF MINUTES – Special Meeting April 29, 2013

Motion made by Board Member Boyer, seconded by Board Member Roberts, to approve the minutes of the April 29, 2013 Special Meeting as presented. Motion passed unanimously.

40. VOUCHER APPROVAL

Motion made by Board President Simmonds, seconded by Board Member Boyer, to approve the claims in the amount of \$1,518.60. Motion passed unanimously.

50. ORDINANCE #6 OF THE CITY OF LYNNWOOD TRANSPORTATION BENEFIT DISTRICT ADOPTING THE 2014 BUDGET

A. Public Hearing

Board President Simmonds opened the hearing at 6:03. He explained that the purpose of the hearing was for the TBD Board to hear testimony and to consider adoption of an Ordinance adopting the 2014 Budget. He reviewed the procedures for the hearing and introduced Public Works Director Bill Franz and Project Manager Mach.

1 Staff Presentation:

2
3 Project Manager Mach referred to page 50A-1 and explained how the 2013 Budget was
4 prepared as discussed on 50A-1 and 2014 TBD Projects on 50A-2. Director Franz added
5 that the dollar amounts match the budgets as proposed in the 2013-2014 approved budget.
6

7 Board President Simmonds solicited any written materials. There were none. He then
8 solicited public testimony. There was none.
9

10 Questions and Answers:

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12 Board Member Roberts referred to patches he has seen on recently on 36th Avenue West
13 and asked if those came out of this fund. Director Franz thought that they would have
14 come out of the Streets Fund's Maintenance and Operations Budget. Project Manager
15 Mach explained that the candidate projects listed on page 50A-2 are just possibilities. The
16 proposed \$460,000 for 2014 is not enough to do any one of these four projects alone. He
17 noted that it will take a combination of funds to build and improve 36th.
18

19 Seeing no public testimony, the public testimony portion of the public hearing was closed
20 at 6:09 p.m.
21

22 B. Consideration, Discussion, and possible action on said Ordinance

23
24 *Motion made by Board Member Boyer, seconded by Board Member Lonergan-Dreke to*
25 *adopt Ordinance #6, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*
26 *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE-YEAR*
27 *BUDGET FOR THE YEAR ENDING DECEMBER 31, 2014; AND PROVIDING FOR*
28 *AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION." Upon a*
29 *roll call vote, the motion passed unanimously (5-0).*
30

31 60. Presentation, Discussion and Approval: 2012 TBD Annual Report

32
33 *Motion made by Board Member AuBuchon, seconded by Board Member Boyer to adopt the*
34 *2012 TBD Annual Report.*
35

36 Board Member Boyer commended staff on their work.
37

38 *Motion passed unanimously.*
39

40 70. Presentation and Discussion: Community Education and Outreach Plan

41
42 Director Franz explained that staff has talked with the Board about the potential of looking
43 at different means of raising revenues for transportation. The TBD has the option of
44 increasing tabs from the current \$20 up to as much as \$100 by voted measure or the increase
45 of sales tax up to an additional .2% by voted measure. At the last discussion in 2013, staff
46 agreed to reconvene the Transportation and Traffic Task Force and discuss the matter with
47 them, which they have done. They have also selected consultant help to assist in a potential

1 outreach program for 2014. The Task Force meeting was held on October 2. Staff presented
2 the Task Force with the materials on page 70-3 in the TBD packet and received input from
3 them. The Task Force agreed that it is a worthwhile effort to go out and start talking to the
4 citizens. Director Franz explained that the consultant selected by staff agreed to come and
5 listen to that meeting to get a feel for Lynnwood and its citizens. They were very encouraged
6 by the participation that already exists in the community as evidenced by that group.

7
8 Project Manager Mach added that they had the Task Force members who attended the
9 meeting do the Project Priority Questionnaire on page 70-12. They identified Pavement
10 Management, Traffic Signal Maintenance, and Street Maintenance as the highest priorities.

11
12 Director Franz explained that staff is still monitoring the process that is going on at the state
13 legislature.

14
15 Board Member Lonergan-Dreke commended staff on their outreach to the Task Force
16 members. She spoke to the importance of lobbying state representatives about a number of
17 issues, including transportation, and the need to change some state laws that will allow the
18 costs of some of these projects to be reduced.

19
20 Board Member Roberts commented on the value of outreach and getting feedback from the
21 public.

22
23 Board Member AuBuchon asked if anything has changed to allow the TBD to do a tab tax
24 based on the number of axles so that the bigger trucks that tear up the road more can get
25 taxed more. Mr. Mach said he wasn't aware of anything like that. City Attorney Larson said
26 she also wasn't aware of anything like that. Board Member AuBuchon commented that it is
27 quite common in other states. Project Manager Mach commented that there was a proposal
28 for a while for a street utility that wasn't based on axle loading; it was more of a property-
29 based tax, and it didn't pass. Board Member AuBuchon asked if there has been any
30 discussion about requiring licenses of commercial vehicles in the city. City Attorney Larson
31 replied that in Washington that is a state function, not a local function.

32
33 Board Member Roberts asked if tabs for trucks are more expensive than cars. Director Franz
34 was not sure, but commented that the heavier the loads get, they are exponentially causing
35 more damage to the pavement. This is one reason why Lynnwood has such beat-up arterials.
36 80% of CT's buses come through Lynnwood every day, and there is also a lot of freight
37 coming through town. This takes a big toll on the roads.

38
39 80. Consultant Contract: Community Education and Outreach

40
41 Project Manager Mach reported that staff went through the state's procedure for selecting
42 consultants. They advertised, received proposals, short-listed, and interviewed three firms.
43 They ended up selecting PRR out of Seattle, Washington based on their prior experience
44 with doing these types of public outreaches. Staff felt that PRR was very qualified to do that.

1 The proposed \$60,000 scope of services includes:

- 2 • Developing informational handouts
- 3 • Conducting various community events including table events (shopping centers,
4 library, recreation center . . .) and neighborhood open houses
- 5 • Focus group meetings
- 6 • *Inside Lynnwood* articles
- 7 • Conducting a statistically valid public survey including questionnaire and associated
8 findings report (approx. \$20,000 in itself)

9
10 Board Member Roberts asked for more information about the type of survey. Project
11 Manager Mach explained that a postcard would be mailed out to residents. Then they would
12 have the choice of having a paper copy mailed to them or going online to fill it out in order
13 to make it a statistically valid public survey. Director Franz said the consultant indicated that
14 there is a possibility that a survey won't need to be done, but they won't make that decision
15 until after they've done the outreach.

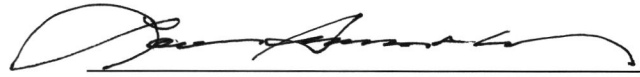
16
17 Board President Simmonds referred to the "various community events" and asked if the
18 consultant would be using their staff or city staff. Director Franz said it would be a joint
19 event where there would be city staff support as well as consultant support. Board President
20 Simmonds asked how many focus group meetings they are anticipating. Project Manager
21 Mach said they have four meetings with focus groups budgeted. They are assuming that the
22 Task Force will be part of those meetings. If the Board would like more meetings, some of
23 the tasks could be eliminated. He noted that there is a \$5,000 management reserve in the
24 budget as well in case more focus groups are desired. Board President Simmonds noted that
25 focus groups tend to be a small group of people where you can engage in in-depth
26 conversations. He thought that four did not seem like it would be enough meetings. He then
27 asked who would be writing the articles to be included in *Inside Lynnwood*. Project Manager
28 Mach thought that it would be a joint venture between the consultant and staff, and possibly
29 the Board if desired. Director Franz said it would go through the Administration. Staff
30 would oversee the final product. Board Member Simmonds said that he hopes that the
31 overriding influence in the article is one borne out of research by the professional in this
32 field, and that it doesn't become a political statement. Director Franz commented that staff
33 would come back with a more detailed plan of the scope of sequence to make sure the Board
34 is comfortable with it.

35
36 *Motion made by Board Member Boyer, seconded by Board Member Loneragan-Dreke to*
37 *approve the Consultant Contract with the PRR of Seattle in the amount of \$60,000 for the*
38 *purposes of providing community education and outreach services. Motion passed*
39 *unanimously.*


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41 90. Adjournment

42
43 Board President Simmonds stated that the next regularly scheduled Board Meeting is
44 3/11/2014, but a special meeting may need to be called for in advance of that.

1 The meeting was adjourned at 6:44 p.m.
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Loren Simmonds, TBD Board President



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11 Lorenzo Hines, Jr.
12 Finance Director, acting as Board Treasurer