



**CITY OF MONROE
TRANSPORTATION BENEFIT DISTRICT BOARD**

Special Business Meeting
Tuesday, September 29, 2020, 7:00 P.M.
Zoom Online Meeting Platform

Chairperson
Kevin Hanford
Boardmembers
Patsy Cudaback
Kevin Hanford
Ed Davis
Jason Gamble
Jim Kamp
Jeff Rasmussen
Kirk Scarboro

AGENDA

CALL TO ORDER

1. Virtual Participation Information

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and Proclamation 20-28.9 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link: <https://us02web.zoom.us/j/89536855135>
- Dial in: (253) 215-8782
- Meeting ID: 895 3685 5135

ROLL CALL

PLEDGE OF ALLEGIANCE (Chairperson Hanford)

SPECIAL ORDERS OF BUSINESS

1. [AB 20-001: 2020-2022 Monroe Transportation Benefit Board Chairperson Selection \(B. Hasart, Finance Director\)](#)

PUBLIC HEARING

1. [AB 20-002: Resolution No. 001/2020, Adopting the 2021 Monroe Transportation Benefit District Budget \(B. Hasart, Finance Director\)](#)

PUBLIC COMMENTS *[This time is set aside for members of the public to speak to the Transportation Benefit District Board (TBDB) on any issue related to the Monroe TBD. Three minutes will be allowed per speaker.]*

1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking "raise hand" and the Chairperson will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to "raise hand."

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 5:00 p.m. on the day of the meeting and must be 350 words or less. Submit to bhasart@monroewa.gov.

CONSENT AGENDA

1. [Approval of the Minutes: September 10, 2019, Special Meeting](#)

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.
For assistance, please contact the City Clerk's Office at 360-863-4518 in advance of the meeting.



**CITY OF MONROE
TRANSPORTATION BENEFIT DISTRICT BOARD**

Special Business Meeting
Tuesday, September 29, 2020, 7:00 P.M.
Zoom Online Meeting Platform

Chairperson
Kevin Hanford

Boardmembers
Patsy Cudaback
Kevin Hanford
Ed Davis
Jason Gamble
Jim Kamp
Jeff Rasmussen
Kirk Scarboro

NEW BUSINESS

1. [AB 20-003: 2019 Monroe Transportation Benefit District Fiscal and Operations Annual Report \(B. Hasart, Finance Director & S. Peterson, Deputy City Engineer\)](#)
2. [AB 20-004: Resolution No. 001/2020, Adopting the 2021 Monroe Transportation Benefit District Budget \(B. Hasart, Finance Director\)](#)

DISCUSSION ITEMS

1. [AB 20-005: History of the Monroe Transportation Benefit District and Allowable Uses of Funding/Approved Projects \(B. Hasart, Finance Director, B. Feilberg, Public Works Director & S. Peterson, Deputy City Engineer\)](#)

STAFF REPORTS

BOARDMEMBER REPORTS

EXECUTIVE SESSION

1. If needed.

ADJOURNMENT (*Majority vote to extend past 10:00 p.m.*)

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.
For assistance, please contact the City Clerk's Office at 360-863-4518 in advance of the meeting.



MONROE TRANSPORTATION BENEFIT DISTRICT BOARD

Agenda Bill No. 20-001

SUBJECT:	2020-2022 Monroe Transportation Benefit District Board Chairperson Selection
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/29/2020	Finance	Becky Hasart	Becky Hasart	Special Orders of Business #1

Discussion: 09/29/2020
Attachments: 1. None.

REQUESTED ACTION: Move to select _____ to serve as Chairperson of the Monroe Transportation Benefit District Board for fiscal years 2020 through 2022.

DESCRIPTION/BACKGROUND

When appropriate, the Board selects a Chairperson to reside over meetings during the agreed upon term. Due to the limited number of meetings held by the Board each year, and because there is no requirement to limit the Chair's appointment to one year, staff is recommending that the selected Chairperson be appointed for a three year term.

FISCAL IMPACTS

None.

TIME CONSTRAINTS

N/A. However, lack of a chairperson to facilitate the meetings could limit the Board's ability to conduct business.



MONROE TRANSPORTATION BENEFIT DISTRICT BOARD

Agenda Bill No. 20-002

SUBJECT:	PUBLIC HEARING to take comments regarding the 2021 Proposed Budget and Revenues (Resolution No. 001/2020 Adopting the 2021 Monroe Transportation Benefit District Budget
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/29/2020	Finance	Becky Hasart	Becky Hasart	Public Hearing #1

Discussion: 09/29/2020

Attachments: 1. Resolution No. 001/2020, Adopting a Budget for the 2021 Fiscal Year.

REQUESTED ACTION:

- A. *(after public testimony, if any)* Move to close the public testimony portion of the public hearing.

- B. *(after Board discussion, if any)* Move to close the public hearing.

POLICY CONSIDERATION

The Board of the Monroe Transportation Benefit District is responsible for the adoption of the yearly budget to help fund the approved transportation related projects. The policy consideration for this evening is whether the Board should adopt the proposed 2021 Transportation Benefit District budget, as proposed.

DESCRIPTION/BACKGROUND

The attached resolution sets forth the proposed 2021 budget for the Monroe Transportation Benefit District. The work plan for the District was set when the Monroe City Council approved the Six-Year Transportation Improvement Plan through Resolution No. 008/2020 on June 23, 2020.

IMPACT – BUDGET

Total Revenues and Expenditures are budgeted at \$3,234,707 (details are listed in the attached resolution).

TIME CONSTRAINTS

The Monroe Transportation Benefit District Board must adopt a budget prior to the end of 2020.

**MONROE TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 001/2020**

A RESOLUTION OF THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT, ADOPTING A BUDGET FOR THE 2021 FISCAL YEAR. THE RESOLUTION ALSO SETS FORTH THE EFFECTIVE DATE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER.

WHEREAS, the Treasurer of the Monroe Transportation Benefit District completed and placed on file with the Clerk of the Monroe Transportation Benefit District and with the Board of the District, a proposed budget and estimate of the amount of monies required to meet the general expenses and a notice was published and a public hearing was held giving citizens an opportunity to be heard upon the 2021 Preliminary Budget; and

WHEREAS, after conducting a public hearing, the Board of the Monroe Transportation Benefit District finds it is in the best interest of the District to adopt the budget as set forth below;

NOW, THEREFORE, THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Adoption of Budget. The budget for the Monroe Transportation Benefit District for the fiscal year 2021 is hereby adopted in its final form and content as set forth herein:

	Actuals 2019	Budget 2020	Year End Estimate 2020	Budget 2021
Beginning Fund Balance	\$2,086,114	<u>\$1,793,614</u>	<u>\$2,225,731</u>	<u>\$1,926,707</u>
Revenues				
Interest Earnings	39,045	33,000	33,000	33,000
Sales Tax Revenue	<u>1,287,809</u>	<u>1,275,000</u>	<u>1,275,000</u>	<u>1,275,000</u>
Total Revenue	\$1,326,854	\$1,308,000	\$1,308,000	\$1,308,000
Total Resources	<u>\$3,412,968</u>	<u>\$3,101,614</u>	<u>\$3,533,731</u>	<u>\$3,234,707</u>
Expenses				
Transfers to City of Monroe	\$1,184,737	\$2,000,000	\$1,600,000	\$2,000,000
Liability Insurance	2,500	2,500	2,500	2,500
State Auditor Fees	<u>0</u>	<u>0</u>	<u>4,524</u>	<u>-</u>
Total Expenses	\$1,187,237	\$2,002,500	\$1,607,024	\$2,002,500
Ending Fund Balance	<u>\$2,225,731</u>	<u>\$1,099,114</u>	<u>\$1,926,707</u>	<u>\$1,232,207</u>

Section 2. Budget Transmittal. The Treasurer is hereby directed to transmit a copy of the budget to the Office of the State Auditor, Association of Washington Cities, and to Municipal Research and Services Center of Washington.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the Board.

PASSED by the Board of the Monroe Transportation Benefit District, Monroe, Washington, at a regular open public meeting thereof held on the 29th day of September, 2020.

MONROE TRANSPORTATION BENEFIT DISTRICT

By: _____
Chairperson

ATTEST:

By: _____

APPROVED AS TO FORM:

By: _____

CALL TO ORDER, ROLL CALL AND PLEDGE

The September 10, 2019, Special Meeting of the Monroe Transportation Benefit District (TBD) Board was called to order by Chairperson Hanford at 6:39 p.m., Council Chambers, City Hall.

Boardmembers present: Cudaback, Davis, Gamble, Hanford, and Scarboro.

Staff members present: Adkisson, Farrell, Hasart, Peterson, and Warthan.

The Pledge of Allegiance was led by Chairperson Hanford.

PUBLIC HEARING

1. AB19-003: Resolution No. 002/2019, Adopting a Budget for the 2020 Fiscal Year

Ms. Becky Hasart, Finance Director, provided background information on AB19-003, the proposed 2020 Monroe Transportation Benefit District Budget, and 2020-2025 Transportation Improvement Plan (TIP).

General discussion ensued regarding the proposed 2020 Budget, TIP project list, and timelines.

Chairperson Hanford opened the public hearing. There were no persons present wishing to address the Board.

Boardmember Cudaback moved to close the public testimony portion of the public hearing; the motion was seconded by Chairperson Hanford. On vote,
Motion carried (5-0).

Boardmember Cudaback moved to close the public hearing; the motion was seconded by Boardmember Gamble. On vote,
Motion carried (5-0).

Boardmember Cudaback moved to approve Resolution No. 002/2019, adopting a budget for the 2020 fiscal year; setting forth and effective date; and providing for severability; the motion was seconded by Boardmember Scarboro. On vote,
Motion carried (5-0).

PUBLIC COMMENT

There were no persons present wishing to address the Board.

CONSENT AGENDA

1. Approval of the Minutes: May 7, 2019, Special Meeting

Boardmember Davis moved to approve the consent agenda; the motion was seconded by Boardmember Scarboro. On vote,
Motion carried (5-0).

ADJOURNMENT

There being no further business, the motion was made by Chairperson Hanford and seconded by Boardmember Gamble to adjourn the meeting. On vote,
Motion carried (5-0).

MEETING ADJOURNED: 6:48 p.m.

Boardmember Hanford, Chairperson

Becky Hasart, Finance Director/Clerk

Minutes approved at the Special Meeting of _____.



MONROE TRANSPORTATION BENEFIT DISTRICT BOARD

Agenda Bill No. 20-003

SUBJECT:	2019 Monroe Transportation Benefit District Fiscal and Operations Annual Report
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/29/2020	Finance & Public Works	Becky Hasart Scott Peterson	Becky Hasart Scott Peterson	New Business #1

Discussion: 09/29/2020
Attachments: 1. 2019 TBD Annual Report Presentation

REQUESTED ACTION: None- information only.

POLICY CONSIDERATIONS

RCW 36.73.160 requires that the Monroe Transportation Benefit District provide an annual report each year of the prior year's operations and fiscal status.

DESCRIPTION/BACKGROUND

Per RCW 36.73.160, the attached presentation is the annual report regarding fiscal and operational statuses for fiscal year 2019.

This annual report will also be posted in the City of Monroe's newspaper of record and will be available on the TBD's page of the City of Monroe's web site no later than October 2, 2020.

FISCAL IMPACTS

None for the current fiscal year.

TIME CONSTRAINTS

N/A

ALTERNATIVES

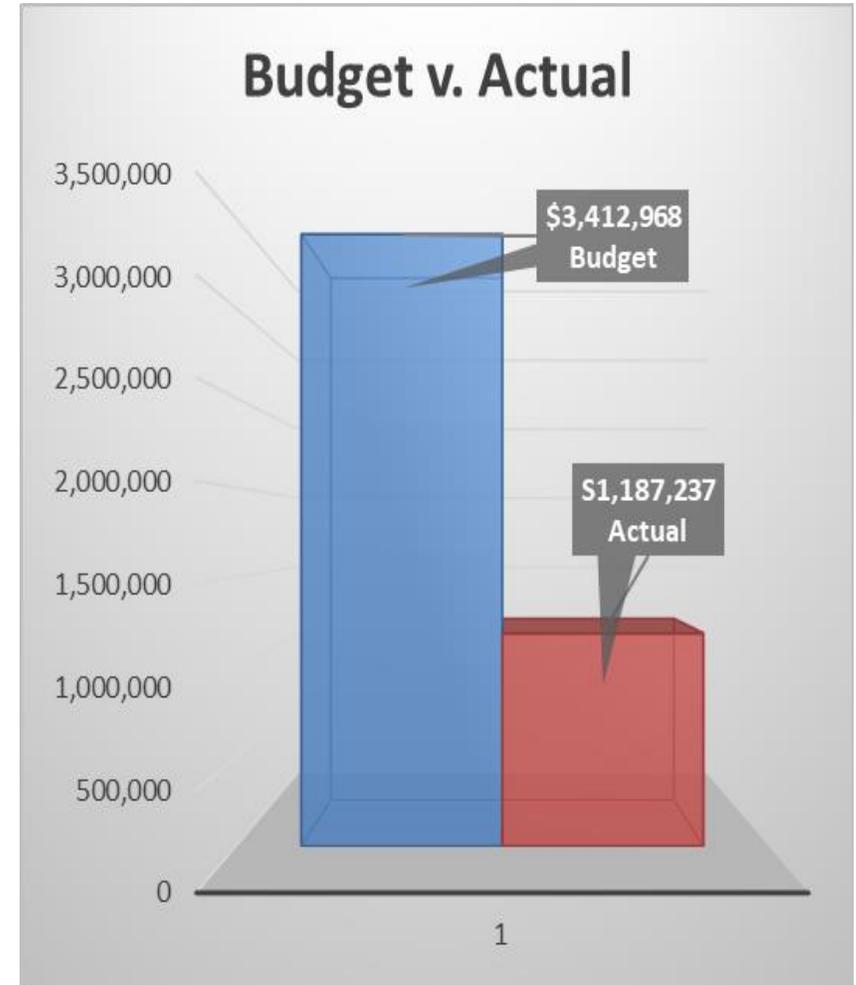
N/A

2019 MONROE TRANSPORTATION BENEFIT DISTRICT ANNUAL REPORT

SEPTEMBER 29, 2020

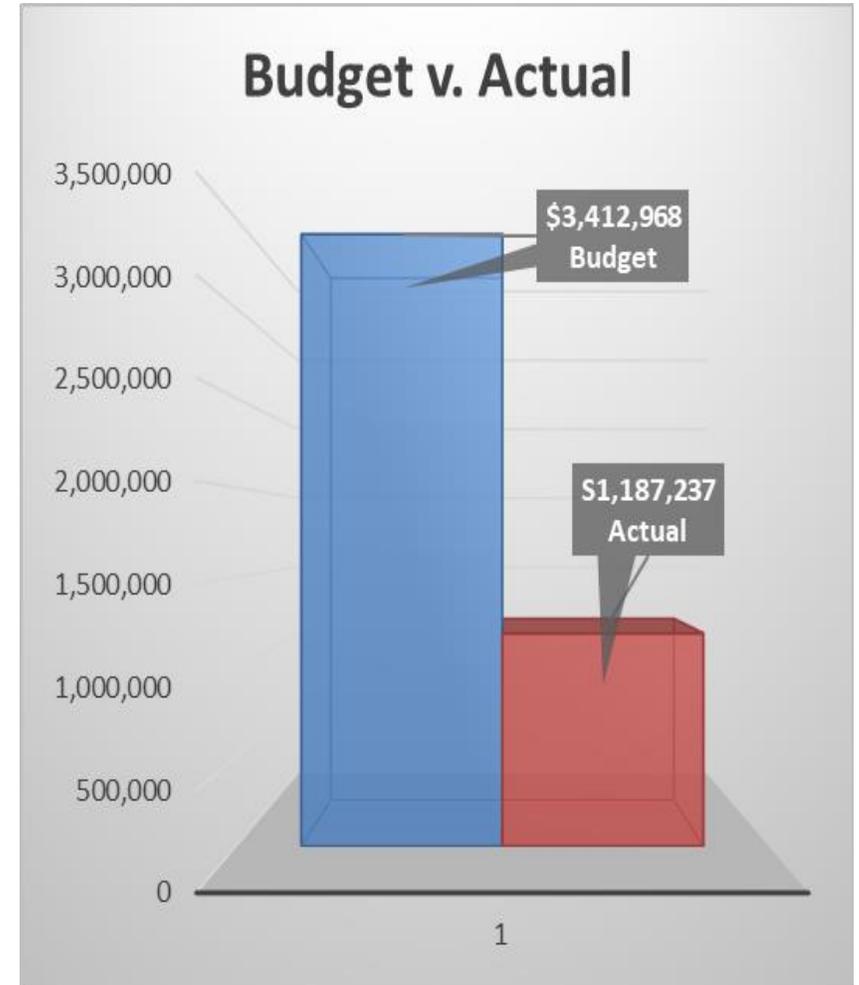
2019 TBD FISCAL SUMMARY

- 2019 TBD Budget **\$3,412,968**
- Road work reimbursed to City **\$1,184,737**
- Insurance Costs **\$ 2,500**
- Amount Under Budget **\$2,225,731**

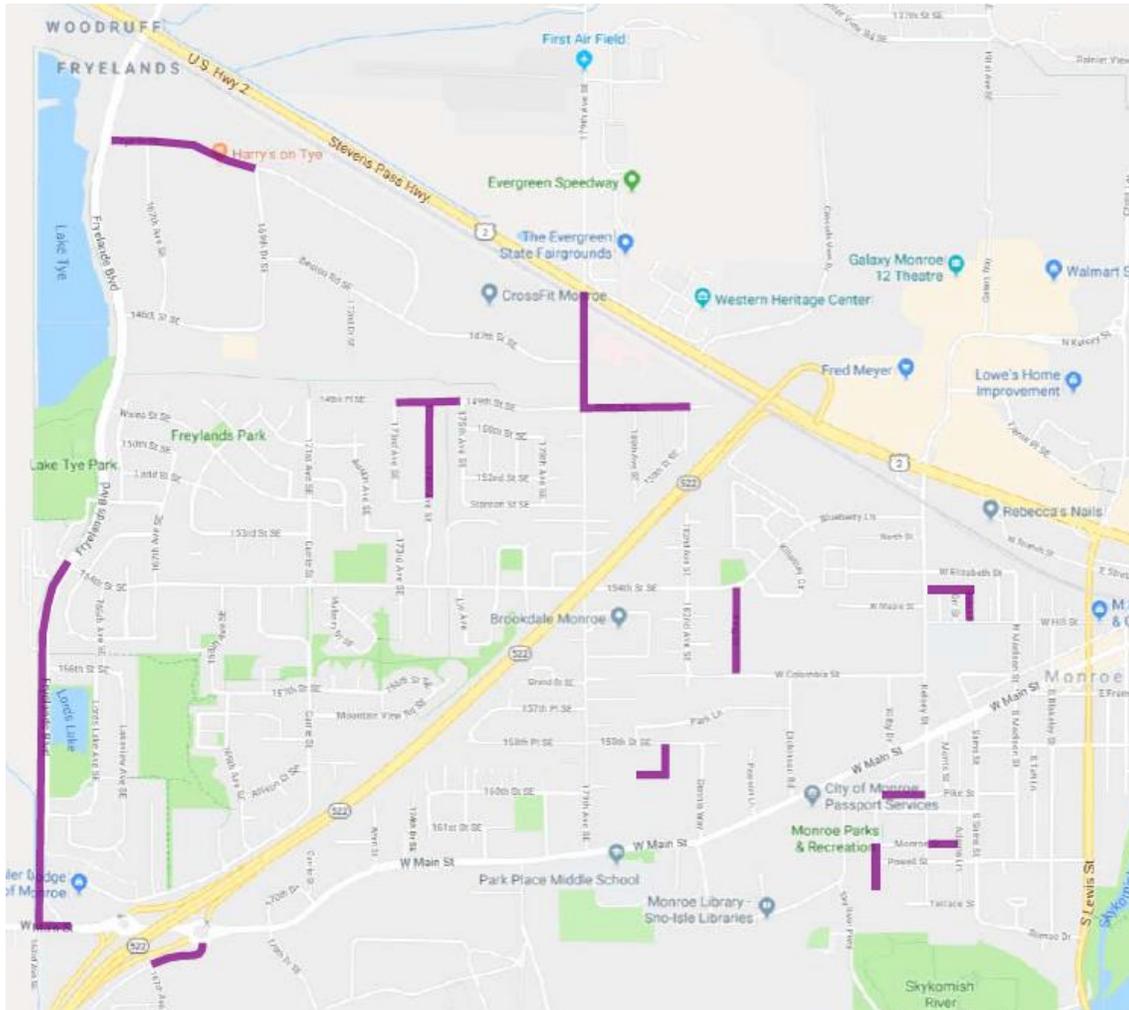


2019 TBD FISCAL SUMMARY

■ 2019 TBD Budget	\$3,412,968
■ Road work reimbursed to City	\$1,184,737
■ Insurance Costs	<u>\$ 2,500</u>
■ Amount Under Budget	<u>\$2,225,731</u>
■ 2019 Beginning Fund Balance	\$2,086,114
■ 2019 Revenue Receipts	\$1,326,854
■ 2019 Expenditures	<u>(\$1,187,237)</u>
■ 2019 Ending Fund Balance	<u>\$2,225,731</u>



2019 TBD OVERVIEW MAP



41 CURB RAMPS TO UPGRADE

STREET	PAVING AREA (SQURE FEET)	PAVING LENGTH (CENTERLINE MILES)
TYE ST SE	41,400	0.26
179TH AVE SE	47,460	0.21
149TH ST SE	57,970	0.32
174TH AVE SE	31,500	0.17
KING ST	27,300	0.15
ALDEN ST	9,800	0.05
LAWRENCE ST	13,800	0.08
POLK LN	10,960	0.14
PIKE ST	7,600	0.07
PARK ST	11,880	0.08
MONROE ST	5,200	0.05
TESTER RD	31,500	0.12
SB FRYELANDS	94,000	0.72
TOTAL	390,370	2.43

BEFORE PHOTOS



Existing Pavement – 149th Street SE



Existing Sidewalk Ramp – Tye Street

PREPARATION PHOTOS



Sidewalk Construction – 179th Ave SE



Pavement Grinding – 174th Ave SE

PAVING PHOTOS



Paving – Fryelands Boulevard



Paving – Fryelands Boulevard

PAVING PHOTOS

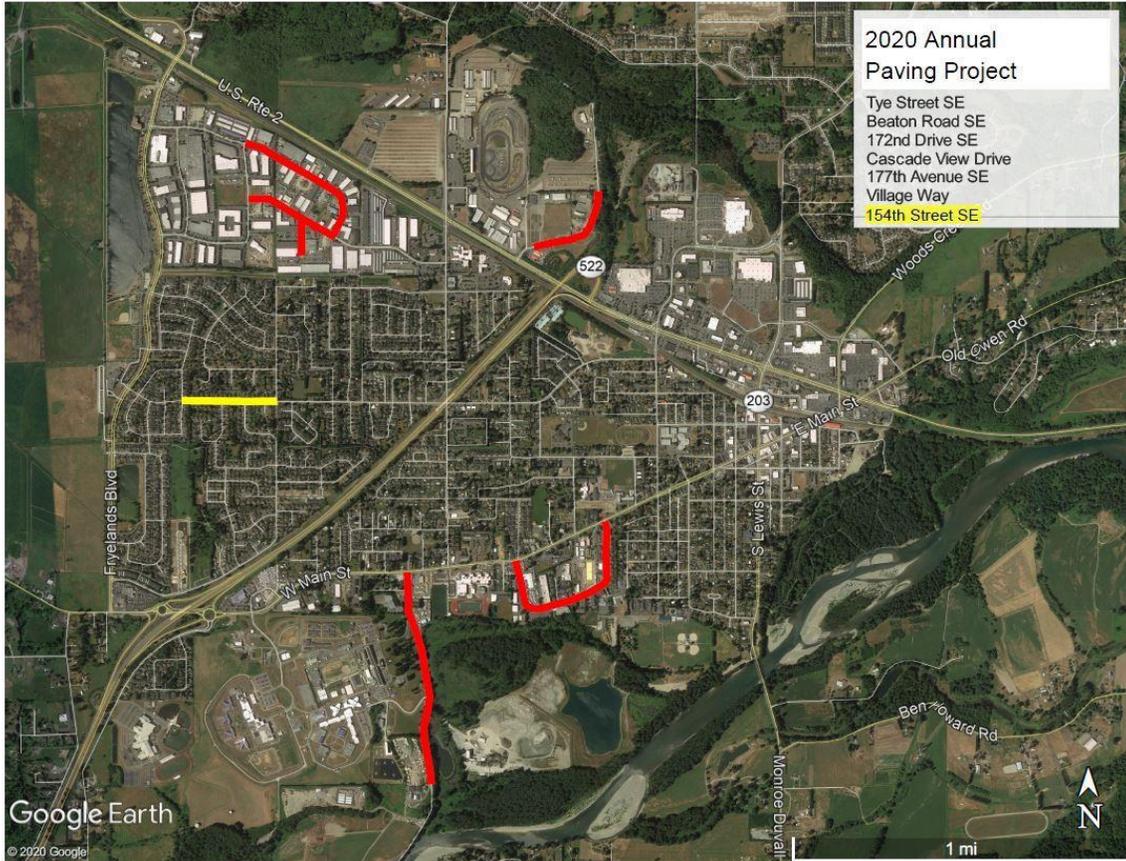


Striping – Fryelands Boulevard



New Sidewalk Ramps & Paving – 179th Ave SE

2020 TBD OVERVIEW MAP



STREET	PAVING AREA (SQUARE FEET)	PAVING LENGTH (CENTERLINE MILES)
TYE STREET	70,650	0.44
BEATON ROAD	39,600	0.29
172 ND DRIVE SE	21,330	0.12
CASCADE VIEW DR	52,200	0.29
177 TH AVENUE SE	18,000	0.64
VILLAGE WAY	100,350	0.56
154 TH STREET SE	59,400	0.30
TOTAL	361,530	2.64

33 CURB RAMPS TO UPGRADE



MONROE TRANSPORTATION BENEFIT DISTRICT BOARD

Agenda Bill No. 20-004

SUBJECT:	Resolution No. 001/2020, Adopting the 2021 Monroe Transportation Benefit District Budget
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/29/2020	Finance	Becky Hasart	Becky Hasart	New Business #2

Discussion: 09/29/2020

- Attachments:**
1. Resolution No. 001/2020, Adopting a Budget for the 2021 Fiscal Year.
 2. Resolution 008/2020 adopted 06/23/2020, City of Monroe 2021-2026 Transportation Improvement Plan
 3. Resolution 008/2020 Exhibit A

REQUESTED ACTION: Move to approve Resolution No. 001/2020, adopting a budget for the 2021 fiscal year; setting forth an effective date; and providing for severability.

POLICY CONSIDERATION

The Board of the Monroe Transportation Benefit District is responsible for the adoption of the yearly budget to help fund the approved transportation related projects. The policy consideration for this evening is whether the Board should adopt the proposed 2021 Transportation Benefit District budget as proposed.

DESCRIPTION/BACKGROUND

The attached resolution sets forth the proposed 2021 budget for the Monroe Transportation Benefit District. The work plan for the District was set when the Monroe City Council approved the Six-Year Transportation Improvement Plan through Resolution No. 008/2020 on June 23, 2020.

IMPACT – BUDGET

Total Revenues and Expenditures are budgeted at \$3,234.707 (details are listed in the attached resolution).

TIME CONSTRAINTS

The Monroe Transportation Benefit District Board must adopt a budget prior to the end of 2020.

**MONROE TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 001/2020**

A RESOLUTION OF THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT, ADOPTING A BUDGET FOR THE 2021 FISCAL YEAR. THE RESOLUTION ALSO SETS FORTH THE EFFECTIVE DATE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER.

WHEREAS, the Treasurer of the Monroe Transportation Benefit District completed and placed on file with the Clerk of the Monroe Transportation Benefit District and with the Board of the District, a proposed budget and estimate of the amount of monies required to meet the general expenses and a notice was published and a public hearing was held giving citizens an opportunity to be heard upon the 2021 Preliminary Budget; and

WHEREAS, after conducting a public hearing, the Board of the Monroe Transportation Benefit District finds it is in the best interest of the District to adopt the budget as set forth below;

NOW, THEREFORE, THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Adoption of Budget. The budget for the Monroe Transportation Benefit District for the fiscal year 2021 is hereby adopted in its final form and content as set forth herein:

	Actuals 2019	Budget 2020	Year End Estimate 2020	Budget 2021
Beginning Fund Balance	\$2,086,114	<u>\$1,793,614</u>	<u>\$2,225,731</u>	<u>\$1,926,707</u>
Revenues				
Interest Earnings	39,045	33,000	33,000	33,000
Sales Tax Revenue	<u>1,287,809</u>	<u>1,275,000</u>	<u>1,275,000</u>	<u>1,275,000</u>
Total Revenue	\$1,326,854	\$1,308,000	\$1,308,000	\$1,308,000
Total Resources	<u>\$3,412,968</u>	<u>\$3,101,614</u>	<u>\$3,533,731</u>	<u>\$3,234,707</u>
Expenses				
Transfers to City of Monroe	\$1,184,737	\$2,000,000	\$1,600,000	\$2,000,000
Liability Insurance	2,500	2,500	2,500	2,500
State Auditor Fees	<u>0</u>	<u>0</u>	<u>4,524</u>	<u>-</u>
Total Expenses	\$1,187,237	\$2,002,500	\$1,607,024	\$2,002,500
Ending Fund Balance	<u>\$2,225,731</u>	<u>\$1,099,114</u>	<u>\$1,926,707</u>	<u>\$1,232,207</u>

Section 2. Budget Transmittal. The Treasurer is hereby directed to transmit a copy of the budget to the Office of the State Auditor, Association of Washington Cities, and to Municipal Research and Services Center of Washington.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the Board.

PASSED by the Board of the Monroe Transportation Benefit District, Monroe, Washington, at a regular open public meeting thereof held on the 29th day of September, 2020.

MONROE TRANSPORTATION BENEFIT DISTRICT

By: _____
Chairperson

ATTEST:

By: _____

APPROVED AS TO FORM:

By: _____

**CITY OF MONROE
RESOLUTION NO. 008/2020**

A RESOLUTION OF THE CITY OF MONROE,
WASHINGTON, ADOPTING A SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR THE
YEARS 2021-2026

WHEREAS, pursuant to RCW 35.77.010, the City Council of the City of Monroe, State of Washington, considered a Six-Year Transportation Improvement Program for years 2021-2026, for the City; and

WHEREAS, the six-year transportation improvement program is required to be updated annually, in accordance with state law, and is necessary for the city to obtain state and federal funding for street, road, and transit programs; and

WHEREAS, the transportation improvement program establishes the schedule and funding for planned transportation and non-motorized transportation improvements; and

WHEREAS, adoption of the proposed transportation improvement program is consistent with the action to regularly update the transportation improvement program based on established level-of-service standards; and

WHEREAS, the proposed transportation improvement program is generally consistent with the City of Monroe Comprehensive Plan; and

WHEREAS, on June 09, 2020, pursuant to notice duly published May 31, 2020, in the Daily Herald, a legal newspaper, a public hearing was held to consider the adoption of said Transportation Improvement Program, and said Council having determined that the Program was in the best interests of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, HEREBY RESOLVES AS FOLLOWS:

That the City Council of the City of Monroe, Washington, does hereby accept and adopt the said Transportation Improvement Program, a copy of which is attached hereto as Exhibit A, and by this reference incorporated herein and made a part thereof; and

That the City Engineer is hereby authorized and directed to file a copy thereof with the Director of the Department of Transportation.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof,
and APPROVED by the Mayor this 23rd day of June, 2020.

CITY OF MONROE, WASHINGTON



Geoffrey Thomas, Mayor

(SEAL)

ATTEST:



[Becky Hasart \(Jun 25, 2020 09:07 PDT\)](#)

Rabecca R. Hasart, Interim City Clerk

APPROVED AS TO FORM:



[Zach Lell \(Jun 25, 2020 09:55 PDT\)](#)

J. Zachary Lell, City Attorney

CITY OF MONROE 2021-2026 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2021	2022	2023	2024	2025	2026	Total	City Funds	Other Funds
			4,462,552	3,526,631	8,316,526	12,201,352	2,176,039	2,283,341	32,966,441		
1	Annual Road Maintenance(Transportation Benefit District)	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	0	TBD \$180,000
		R/W							-	0	-
		Const.	1,273,486	1,338,660	1,407,094	1,478,948	1,584,395	1,663,615	8,746,198	0	TBD \$8,746,198
2	191st Avenue SE Trail	design	80,000						80,000	Unfunded	
		R/W		100,000					100,000	0	
		Const.			400,000				400,000	Unfunded	
3	Tjerne Phase III (Oaks Street)	design		599,852					599,852	Unfunded	
		R/W			2,211,158				2,211,158	Unfunded	
		Const.				5,232,655			5,232,655	Unfunded	
4	Train Noise Reduction Area	design	100,000						100,000	Unfunded	
		R/W							-	0	
		Const.							-	Unfunded	
5	Chain Lake Road Phase 2A Multi-Purpose Trail	design							-		
		R/W							-		
		Const.	2,286,100						2,286,100	770,408	PSRC \$1,515,692
6	US Hwy 2 Non-Motorized Shared Path	design	50,000						50,000	6,750	PSRC \$43,250
		R/W							-	0	
		Const.		500,000					500,000	67,500	PSRC \$432,500
7	179th/147th Signal	design							-	6,678	
		R/W		90,064					90,064	Unfunded	
		Const.			429,578				429,578	Unfunded	
8	Chain Lake Road Phase 2B	design		382,885					382,885	Unfunded	
		R/W			2,680,192				2,680,192	Unfunded	
		Const.				4,924,850			4,924,850	Unfunded	
9	179th Ave Sidewalk 154th St - 157th Pl	design	84,700						84,700	11,500	PSRC \$73,200
		R/W	96,200						96,200	Unfunded	
		Const.			649,075				649,075	87,625	PSRC \$561,450
10	Annual Sidewalk Improvements	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	Unfunded	
		R/W	10,000	10,000	10,000	10,000	10,000	10,000	60,000	Unfunded	
		Const.	422,066	445,170	469,429	494,899	521,644	549,726	2,902,934	Unfunded	
11	Annual Sidewalk Development (EDAB)	design	30,000	30,000	30,000				90,000	Unfunded	
		R/W	10,000	10,000	10,000				30,000	Unfunded	
		Const.	160,000	260,000	260,000	300,000			980,000	Unfunded	
12	North Madison	design							-	Unfunded	
		R/W							-	Unfunded	
		Const.	740,086						740,086	Unfunded	
13	Railroad Crossing/Tracks	design	130,000	140,000	90,000	140,000	140,000		640,000	Unfunded	
		R/W	10,000	10,000	10,000	10,000	10,000		50,000	Unfunded	
		Const.	310,000	350,000	250,000	350,000	350,000		1,610,000	Unfunded	
14	Underground Overhead Utilities (EDAB)	design	20,000	20,000	50,000				90,000	Unfunded	
		R/W							-	Unfunded	
		Const.		80,000	250,000	300,000			630,000	Unfunded	

CITY OF MONROE 2021-2026 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2021	2022	2023	2024	2025	2026	Total	City Funds	Other Funds	
			4,462,552	3,526,631	8,316,526	12,201,352	2,176,039	2,283,341	32,966,441			
1	Annual Road Maintenance(Transportation Benefit District)	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	0	TBD \$180,000	
		R/W								-	0	-
		Const.	1,273,486	1,338,660	1,407,094	1,478,948	1,584,395	1,663,615	8,746,198	0	TBD \$8,746,198	
2	191st Avenue SE Trail	design	80,000						80,000	Unfunded		
		R/W		100,000					100,000	0		
		Const.			400,000				400,000	Unfunded		
3	Tjerne Phase III (Oaks Street)	design		599,852					599,852	Unfunded		
		R/W			2,211,158				2,211,158	Unfunded		
		Const.				5,232,655			5,232,655	Unfunded		
4	Train Noise Reduction Area	design	100,000						100,000	Unfunded		
		R/W							-	0		
		Const.							-	Unfunded		
5	Chain Lake Road Phase 2A Multi-Purpose Trail	design							-			
		R/W							-			
		Const.	2,286,100						2,286,100	770,408	PSRC \$1,515,692	
6	US Hwy 2 Non-Motorized Shared Path	design	50,000						50,000	6,750	PSRC \$43,250	
		R/W							-	0		
		Const.		500,000					500,000	67,500	PSRC \$432,500	
7	179th/147th Signal	design							-	6,678		
		R/W		90,064					90,064	Unfunded		
		Const.			429,578				429,578	Unfunded		
8	Chain Lake Road Phase 2B	design		382,885					382,885	Unfunded		
		R/W			2,680,192				2,680,192	Unfunded		
		Const.				4,924,850			4,924,850	Unfunded		
9	179th Ave Sidewalk 154th St - 157th Pl	design	84,700						84,700	11,500	PSRC \$73,200	
		R/W	96,200						96,200	Unfunded		
		Const.			649,075				649,075	87,625	PSRC \$561,450	
10	Annual Sidewalk Improvements	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	Unfunded		
		R/W	10,000	10,000	10,000	10,000	10,000	10,000	60,000	Unfunded		
		Const.	422,066	445,170	469,429	494,899	521,644	549,726	2,902,934	Unfunded		
11	Annual Sidewalk Development (EDAB)	design	30,000	30,000	30,000				90,000	Unfunded		
		R/W	10,000	10,000	10,000				30,000	Unfunded		
		Const.	160,000	260,000	260,000	300,000			980,000	Unfunded		
12	North Madison	design							-	Unfunded		
		R/W							-	Unfunded		
		Const.	740,086						740,086	Unfunded		
13	Railroad Crossing/Tracks	design	130,000	140,000	90,000	140,000	140,000		640,000	Unfunded		
		R/W	10,000	10,000	10,000	10,000	10,000		50,000	Unfunded		
		Const.	310,000	350,000	250,000	350,000	350,000		1,610,000	Unfunded		
14	Underground Overhead Utilities (EDAB)	design	20,000	20,000	50,000				90,000	Unfunded		
		R/W							-	Unfunded		
		Const.		80,000	250,000	300,000			630,000	Unfunded		



MONROE TRANSPORTATION BENEFIT DISTRICT BOARD

Agenda Bill No. 20-005

SUBJECT:	History of the Monroe Transportation Benefit District and Allowable Uses of Funding/Approved Projects
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/29/2020	Finance & Public Works	Brad Feilberg	Becky Hasart Brad Feilberg Scott Peterson	Discussion: #1

Discussion: 09/29/2020

- Attachments:**
1. City Council Ordinance 009/2012 – TBD Formation
 2. Interlocal with City of Monroe – TBD to Fund City Projects
 3. TBDB Resolution 001/2014 – Adopting a Material Change Policy
 4. TBDB Resolution 002/2014 – Authorization for Ballot Measure
 5. TBDB Resolution 001/2017 – Establishing a Material Change Policy
 6. 2020 TBD Sales Tax Analysis

REQUESTED ACTION: Discussion of Transportation Benefit District history and confirmation of prior intent as to what is included in “the TBD Projects” and determination if that should be changed.

POLICY CONSIDERATION

The Board of the Monroe Transportation Benefit District is responsible for determining the projects funded by the Transportation Benefit District.

DESCRIPTION/BACKGROUND

1. Formed

The Monroe City Council formed the Monroe Transportation Benefit District by adopting Ordinance 009/2012 that became effective May 6, 2012 (Attachment 1).

According to the Ordinance the Transportation Benefit District shall use any fund generated for the following improvements:

1	Tjerne Place – Chain Lake Road to Woods Creek Road
2	Woods Creek Road/Tjerne Place Signalization
3	179 th Avenue/147 th Street Signalization
4	Fryelands Boulevard/146 th Street Signalization
5	Hill Street Extension
6	Fryelands Boulevard/Tye Street Signalization
7	179 th Avenue/154 th Street Signalization
8	Oaks Street Widening – Woods Creek Road to Old Owen Road
9	Old Owen Road/Oaks Street Signalization
10	Woods Creek Road Pedestrian Improvements

and for transportation improvements that preserve, maintain and operate the existing transportation infrastructure of the City, consistent with the requirements of Chapter 36.73 RCW. The funds expended by the District for this purpose shall preserve, maintain and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, and continue the optimal performance of the transportation system.

2. Interlocal with the City of Monroe
April 15, 2014 (Attachment 2)
The Transportation Benefit District provides funding to the City of Monroe for transportation projects. The City of Monroe provides staffing and support to and maintains records for the Transportation Benefit District.
3. Use of Funds
April 15, 2014 Transportation Benefit District Board Meeting minutes:
Moved to approve the use of funds raised by the Transportation Benefit District for preservation of the existing transportation infrastructure.
4. Material Change Policy
Adopted by Resolution 001/2014 (Attachment 3) April 22, 2014 and established June 6, 2017 by Resolution 001/2017 (Attachment 5)
5. Ballot Proposition
Resolution 002/2014 May 6, 2014 (Attachment 4)
From body to resolution:
The following items ("the TBD Projects") are identified as the transportation improvements to be funded by the proposed sales and use tax:
Street Preservation which extends life cycle of street section (i.e., pavement repair, overlay, chip seal, patching) of City of Monroe streets as identified by the Washington Transportation Plan 2007-2026 and Ordinance No. 009/2012
From Ballot Title:
Such revenues would be used for the purpose of funding preservation of City of Monroe streets, including pavement repair, overlay, chip seal and patching, as identified in the Washington Transportation Plan for 2007-2026 and Ordinance No. 009/2012.
6. Election
August 5, 2014; measure was approved for a period of 10 years.
7. Sales Tax Collection
Began on January 1, 2015 with first receipts received March 31, 2015.
8. Policy Considerations
 - a. While the Monroe Transportation Benefit District was formed to both complete a list a capital projects and "for transportation projects that preserve . . . existing transportation infrastructure" the motion passed at the April 15, 2014 board meeting and the ballot title clearly indicate that

on the preservation projects are to be funded using the 0.2% sales tax approved by the voters. Does the Board concur with this opinion?

- b. If the Board decides to seek approval for a continued 0.2% sales tax when the current authorization expires at the end of 2024; should the scope be expanded to include improvement projects in addition to preservation projects?

IMPACT – BUDGET

Budget changes year to year depending on expected sales tax receipts. For the 2021 budget, the District has approved up to \$2,000,000 in payments to the City for projects that support the District's work plan.

TIME CONSTRAINTS

None for this item.

ORDINANCE NO. 009/2012

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING THE MONROE CITY CODE TO ENACT A NEW CHAPTER 12.40 MONROE TRANSPORTATION BENEFIT DISTRICT, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE TRANSPORTATION IMPROVEMENTS TO BE FUNDED, SPECIFYING THE MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, the City Council of the City of Monroe has the responsibility under the Constitution of the State of Washington for the improvement, maintenance, protection and operation of public ways within the corporate limits of the City pursuant to RCW 35A.11.020 and Chapter 35A.47 RCW; and

WHEREAS, the improvement, maintenance, protection and operation of public ways requires preserving existing transportation improvements to avoid both catastrophic failure of the improvements which would require significant additional funds to reconstruct, as well as their gradual deterioration; and

WHEREAS, the number one priority in the “Washington Transportation Plan for 2007-2026” adopted by the Washington Transportation Commission (“State Transportation Plan”) is to preserve and extend prior investments in existing transportation facilities and the services they provide to people and commerce; and

WHEREAS, the State Transportation Plan identifies in Section II that there is no more fundamental transportation investment than existing system preservation – keeping the physical infrastructure in safe and efficient operating condition; and

WHEREAS, the State Transportation Plan on page 72 establishes unfunded high priorities of state-wide significance and includes the need to “[p]reserve, maintain and operate city streets \$6 billion” thereby recognizing that the shortfall in funding to preserve, maintain and operate city streets is a matter of state-wide significance and accordingly, an eligible transportation improvement listed on the state plan within the meaning of RCW 36.73.015; and

WHEREAS, the investment principles from the Puget Sound Regional Council “Destination 2030 Metropolitan Transportation Plan for the Central Puget Sound Region” state that the first priority should be to maintain, preserve, make safe, and optimize existing transportation infrastructure and services, and Regional Transportation Policy 8.3 identifies the importance of maintaining and preserving the existing urban and rural transportation systems in a safe and usable state; and

WHEREAS, the City’s Comprehensive Transportation Improvement Plan and Supplemental Environmental Impact Statement includes in Chapter 3, Goals and Policies, TP1.5:

“Encourage the maintenance and preservation of existing transportation facilities over the construction of new ones.”; and

WHEREAS, the City has limited transportation funding to pay for necessary transportation preservation and maintenance; and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs to preserve and maintain the City’s transportation infrastructure continue to rise, leaving the City unable to continue to adequately preserve and maintain the City’s transportation infrastructure; and

WHEREAS, Chapter 36.73 RCW provides for the establishment of transportation benefit districts and for the levying of additional revenue sources for transportation improvements within the District that are consistent with existing state, county, regional, and city transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a transportation benefit district subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, the City desires to form a Transportation Benefit District which includes the entire City of Monroe as the boundaries currently exist; and

WHEREAS, transportation improvements are defined in RCW 36.73.015 to include, among others, projects contained in the transportation plan of a city, which may include investment in new or existing highways of statewide significance, principal arterials of regional significance, high capacity transportation, public transportation, and other transportation projects and programs of regional or statewide significance including transportation demand management. Projects may also include the operation, preservation, and maintenance of these facilities or programs; and

WHEREAS, the City’s transportation plan includes projects listed in Attachment A, herein incorporated by reference, which constitute “transportation improvements”; and

WHEREAS, prior to establishing a Transportation Benefit District, the City Council shall conduct a public hearing upon proper notice, which shall describe the functions and purposes of the proposed Transportation Benefit District; and

WHEREAS, the City provided notice of and conducted the public hearing on April 10, 2012 regarding the proposed establishment of a Transportation Benefit District in accordance with RCW 36.73.050; and

WHEREAS, the City Council of the City of Monroe finds it to be in the best interests of the City to establish a citywide Transportation Benefit District consistent with Chapter 36.73 RCW to provide adequate levels of funding for the purposes of ongoing transportation improvements that preserve, maintain and, as appropriate, construct or reconstruct the transportation infrastructure of the City of Monroe; and

WHEREAS, the City Council of the City of Monroe finds it to be in the best interests of the City to establish a citywide Transportation Benefit District consistent with Chapter 36.73 RCW to preserve and maintain the City’s transportation infrastructure consistent with Chapter 36.73 RCW, to protect the City’s long-term investments in that infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal

performance of the infrastructure over time, and to avoid more expensive infrastructure replacements in the future; and

WHEREAS, the City Council of the City of Monroe shall be the governing body for the Transportation Benefit District acting in an ex officio and independent capacity;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Purpose. The purpose of this Ordinance is to establish a Transportation Benefit District pursuant to RCW 35.21.225 and Chapter 36.73 RCW. The City Council finds it is in the public interest to provide adequate levels of funding for the purpose of ongoing transportation improvements that preserve, maintain and, as appropriate, construct or reconstruct the transportation infrastructure of the City of Monroe, consistent with Chapter 36.73 RCW.

Section 2. Creation of New City Code Chapter Providing for Formation of a Transportation Benefit District. The City of Monroe adopts a new chapter to the Monroe Municipal Code 12.40 "Monroe Transportation Benefit District," which is set forth as follows:

12.40.010 Establishing transportation benefit district.

There is created a transportation benefit district to be known as the Monroe Transportation Benefit District or "District" with geographical boundaries comprised of the corporate limits of the City as they currently exist or as they may exist following future annexations.

12.04.020 Governing board.

A. The governing board of the transportation benefit district shall be the Monroe City Council acting in an ex officio and independent capacity, which shall have the authority to exercise the statutory powers set forth in Chapter 36.73 RCW.

B. The treasurer of the transportation benefit district shall be the City Finance Director.

C. The board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent, as identified in the District's original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

D. The board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

E. Meetings of the board shall be governed by the procedural rules applicable to meetings of the City Council, as these rules may be amended from time to time.

12.40.030 Functions of the District.

The Board shall have and exercise all powers and functions provided by Chapter 36.73 RCW to fulfill the functions of the District except the ability to impose taxes, fees, charges and tolls not requiring the approval of voters in the transportation benefit district;

12.40.040 Transportation improvements funded.

The funds generated by the transportation benefit district shall be used for the transportation improvements listed in Attachment A, herein incorporated by reference, including construction, operation, preservation, and maintenance thereof. These transportation improvements are projects that are consistent with transportation plans of the state, regional transportation planning organization, city, county, or eligible jurisdiction as identified by RCW 36.73.020(2) and are necessitated by existing or reasonably foreseeable congestion levels.

The funds generated by the transportation benefit district shall also be used for transportation improvements that preserve, maintain and operate the existing transportation infrastructure of the City, consistent with the requirements of Chapter 36.73 RCW. The funds expended by the District for this purpose shall preserve, maintain and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, and continue the optimal performance of the transportation system.

The improvements funded may be amended in accordance with the material change policy described in Section 12.40.020 in this ordinance and in accordance with the notice, hearing, and other provisions of Chapter 36.73 RCW, including RCW 36.73.050(2)(b), as the same may be amended from time to time.

12.40.050 Dissolution of District.

The transportation benefit district shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied. Street preservation, maintenance and operation are ongoing, long-term obligations of the City. In order to comply with the dissolution requirement of RCW 36.73.050, the District shall automatically be dissolved at the end of year 2026.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance, being the exercise of a power specifically delegated to the City's legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 24th day of April 2012.

1st Reading: 04/17/2012
2nd & Final Reading: 04/24/2012
Published: 05/01/2012
Effective: 05/06/2012

CITY OF MONROE, WASHINGTON:


Robert Zimmerman, Mayor

ATTEST/AUTHENTICATED:


Eadye Martinson, Deputy City Clerk

APPROVED AS TO FORM:


J. Zachary Lell, City Attorney

ATTACHMENT A

Monroe Transportation Benefit District
Transportation Improvements

1	Tjerne Place – Chain Lake Road to Woods Creek Road
2	Woods Creek Road/Tjerne Place Signalization
3	179 th Avenue/147 th Street Signalization
4	Fryelands Boulevard/146 th Street Signalization
5	Hill Street Extension
6	Fryelands Boulevard/Tye Street Signalization
7	179 th Avenue/154 th Street Signalization
8	Oaks Street Widening – Woods Creek Road to Old Owen Road
9	Old Owen Road/Oaks Street Signalization
10	Woods Creek Road Pedestrian Improvements

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF MONROE AND
THE MONROE TRANSPORTATION BENEFIT DISTRICT**

This Interlocal cooperation agreement ("Agreement") between the City of Monroe, Washington ("Monroe"), and the Monroe Transportation Benefit District ("TBD" or "the District"), each of which is organized as a Municipal Corporation under the laws of the state of Washington, is hereby dated and made effective this 15th day of April, 2014.

WHEREAS, Chapter 39.34 RCW permits local governmental units to make the most efficient use of their powers by enabling them to cooperate on the basis of mutual advantage; and

WHEREAS, Monroe is empowered to operate, maintain, construct, and reconstruct, public street infrastructure within its City limits in accordance with the powers granted pursuant to state law, including without limitation RCW 35A.11.020 and Chapter 35A.47 RCW; and

WHEREAS, pursuant to Ordinance No. 009/2012, Monroe established the TBD and authorized the District and to make certain transportation improvements consistent with existing state, regional, and local transportation plans; and

WHEREAS, the TBD may, by resolution, authorize a measure to be voted upon by citizens authorizing certain projects to be funded if the ballot proposition is approved; and

WHEREAS, if the ballot proposition is approved by the voters it will be necessary to have an agreement in place to enable the parties to this Agreement to implement and construct the projects funded by the TBD.

NOW, THEREFORE, the parties have entered into this Agreement in consideration of the mutual benefits to be derived and to coordinate their efforts through the structure provided by Chapter 39.34 RCW. The parties mutually acknowledge that such consideration is sufficient for purposes of this Agreement.

Section 1. Purpose and Interpretation. The City of Monroe is empowered by Title 35A to construct, reconstruct, maintain and preserve City streets and other related public infrastructure either by contract or through the use of City forces. The TBD has been constituted in accordance with State law to provide a source of funding for *inter alia*, the maintenance and preservation of streets and construction of other transportation related infrastructure within the City limits of the City of Monroe. The TBD has no employees and its officers are members of the City's legislative authority serving in an ex officio capacity. In order to make the most efficient use of public monies, to avoid duplication of effort, and to coordinate their efforts, the parties have entered into this Agreement. In the event of ambiguity or the need for guidance arises, this Agreement shall be interpreted in accordance with Chapter 36.73 RCW, the Bylaws of the TBD and the provisions of the Governmental Accounting Act and RCW 43.09.210 as the same exists or shall hereafter be amended. In the event that any provision of his

Agreement is held to be in conflict with existing statute or any future amendment thereof, such provisions shall be severable, and the remaining provisions of this Agreement shall remain in full force and effect.

Section 2. Obligations of the TBD. In accordance with the requirements of Chapter 36.73 RCW, Monroe Ordinance No. 009/2012, future resolution of the TBD and the TBD Bylaws, the TBD hereby agrees to:

a. Remit to Monroe all funding received from any and all lawful sources which the TBD in its sole discretion may levy for the purpose of completing the TBD's authorized projects.

b. Continue the annual provision of funding for the projects approved by the TBD, so long as the TBD remains in existence. Such funding shall be in accordance with the provisions of Ordinance No. 009/2012 and any future resolution, the Bylaws of the TBD and Chapter 36.73 RCW.

c. If a measure to the voters is approved that provides for the funding of the TBD, the TBD shall reimburse Monroe for all costs associated with placing the measure on the ballot.

Section 3. Undertakings of Monroe. Monroe shall:

a. Provide all staff and necessary related support to the TBD. The costs of such support shall be documented and accounted for as a part of Monroe's annual report to the TBD. TBD funding shall first be applied to the reasonable charges incurred in establishing and staffing the TBD. Annual services provided may include the services provided by City staff and contract employees that serve the TBD and any associated costs, including, but not limited to the preparation of an annual work plan, finance plan, reporting, advertising, design, contracting, construction management, accounting, legal, and any and all other actual charges or Monroe/TBD agreed upon percentage of charges associated with the proper application of TBD funding in accordance with law and ordinance. In consideration of the benefits derived by Monroe, overhead charges such as utilities, information technology, minor office supplies, and the use of equipment shall be a contribution of Monroe to the parties' joint goals and objectives and need not be directly charged back to the TBD.

b. Maintain for the period established by the State Archivist retention schedule, financial records, kept in accordance with generally accepted accounting practice and governmental accounting requirements, as necessary to document that any and all funding received through the TBD is used only for the projects authorized in accordance with law and ordinance.

c. Immediately alert the TBD of any material changes in scope, schedule, or cost increases of 20 percent or greater to improvements funded in part or whole with TBD funds.

d. Utilize funding provided for projects shown on the TBD's annual work plan in accordance with the TBD's material change policy, law, and ordinance.

Section 4. Ownership. Streets and related transportation infrastructure preserved, maintained and constructed with TBD funds are and shall remain the property of the City of Monroe. No joint property ownership is contemplated under the terms of this Agreement.

Section 5. No Joint Board; Administrator. No provision is made herein for a joint board. The TBD shall exercise its function in accordance with Chapter 36.73 RCW, Ordinance No. 009/2012 and its Bylaws, including any future amendments thereto, using staff as provided by the City of Monroe, pursuant to law and to this Agreement. Subject to the foregoing, the City of Monroe Finance Director shall serve as the administrator of this Agreement for purposes of RCW 39.34.030(4)(a).

Section 6. Insurance; Indemnity.

a. The parties agree to participate in the Washington Cities Insurance Authority (WCIA) insurance pool in accord with their respective agreements with WCIA. The original charge or premium for the TBD will be borne by Monroe as a cost to be covered under Section 3(a) and shall be paid for with funds received from or through the TBD. In the event that either or both cease to participate in the WCIA pool, the party or parties agree to obtain comparable coverage.

b. Each party agrees to indemnify and hold harmless the other party, its officers, agents, and employees from any claim, loss, or liability arising from or out of the other party's negligent, tortuous, or illegal actions under this Agreement.

Section 7. Termination. This Agreement shall terminate or expire as follows:

a. This Agreement may be terminated by either party upon the provision of one hundred and eighty (180) calendar days notice. A final reconciliation of costs, payment, and a current report of completed activities shall be completed by Monroe within such a period following the notice by either party.

b. Unless sooner terminated by either party, this Agreement shall expire on the date when the TBD is automatically dissolved in accordance with provisions of 36.73.170 RCW, as the same exists or is hereafter amended.

Section 8. Effective Date. This Agreement shall be effective upon the last authorizing signature affixed hereto and when listed by subject on the City of Monroe's website or other electronically retrievable public source as required by RCW 39.34.040.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

CITY OF MONROE



Geoffrey Thomas, Mayor

MONROE TRANSPORTATION BENEFIT DISTRICT



GEOFFREY THOMAS, Chair

**MONROE TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 001/2014**

A RESOLUTION OF THE MONROE TRANSPORTATION
BENEFIT DISTRICT ADOPTING A MATERIAL CHANGE
POLICY IN ACCORDANCE WITH RCW 36.73.160

WHEREAS, the City Council of the City of Monroe adopted Ordinance No. 009/2012 establishing the Monroe Transportation Benefit District, as authorized by RCW 35.21.225 and subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, RCW 36.73.160 requires transportation benefit district 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;

NOW, THEREFORE, THE BOARD OF THE MONROE 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:

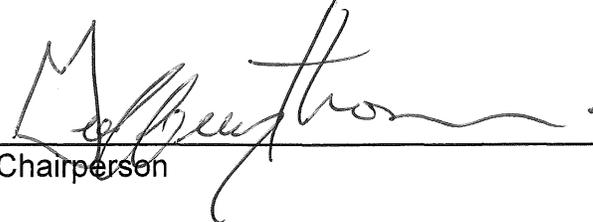
1.1 Material Change to Cost. In the event a transportation project exceeds its original cost estimate by more than twenty percent (20%) the Monroe Transportation Benefit District Board shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved.

1.2 Material Change to Scope or Schedule. In the event the scope of a transportation project materially changes beyond that originally anticipated at project approval, or that the schedule of a transportation project materially changes in a way that significantly impacts other Monroe Transportation Benefit District projects or funding, the changes shall be reviewed by the Monroe Transportation Benefit District Board.

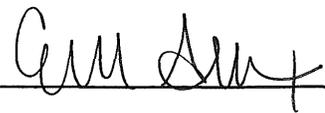
Section 2. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the Board.

PASSED by the Board of the Monroe Transportation Benefit District, Monroe, Washington, at a regular open public meeting thereof held on the 2nd day of April, 2014.

MONROE TRANSPORTATION BENEFIT DISTRICT

By: 
Chairperson

ATTEST:

By: 

APPROVED AS TO FORM:

By: 

**MONROE TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 002/2014**

A RESOLUTION OF THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT, PROVIDING FOR SUBMISSION OF A BALLOT PROPOSITION TO THE QUALIFIED ELECTORS OF THE DISTRICT ON AUGUST 5, 2014, AUTHORIZING THE IMPOSITION OF A SALES AND USE TAX IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2 PERCENT) WITHIN THE BOUNDARIES OF THE DISTRICT FOR A PERIOD OF TEN YEARS IN ORDER TO FUND OR FINANCE SPECIFIED TRANSPORTATION PROJECTS

WHEREAS, in accordance with RCW 35.21.225 and Chapter 36.73 RCW, the Monroe City Council established the Monroe Transportation District ("TBD" or "the District") through the adoption of Ordinance No. 009/2012 on April 24, 2012; and

WHEREAS, the City has identified the sales and use tax as a source of revenue authorized by Chapter 36.73 RCW to finance the transportation improvements identified in the "Washington Transportation Plan for 2007-2026"; and

WHEREAS, the TBD is authorized pursuant to RCW 36.73.040(3)(a) to impose a sales and use tax in accordance with RCW 82.14.0455 in the amount of two-tenths of one percent (0.2%) for a period of ten years upon the approval of a majority vote of the qualified electors within the District for the purpose of funding or financing certain transportation improvements; and

WHEREAS, with voter approval, the TBD may impose a sales and use tax upon the occurrence of any taxable event within the boundaries of the District to fund or finance authorized transportation improvements; and

WHEREAS, if approved by the voters, the sales and use tax will apply not only to City of Monroe residents, but also to persons who shop and work within the City and who thereby use the City's transportation facilities; and

WHEREAS, the proposed sales and use tax is estimated to generate an average of \$826,000 of additional revenue per year, which will be used entirely to fund a shortfall in funding for the projects included in the Washington Transportation Plan for 2007-2026 as adopted or hereafter amended and as allowed by state law.

NOW, THEREFORE, THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Current Purpose and Need. The Governing Board of the Monroe Transportation Benefit District (the "Board") hereby finds that the best interests of the inhabitants of the District require the TBD to impose a sales and use tax through this Resolution in the amount of two-tenths of one percent (0.2%) pursuant to RCW 36.73.040(3)(a) and RCW 82.14.0455 for the purpose of providing a portion of the funds necessary to finance certain transportation improvement projects.

The following items ("the TBD Projects") are identified as the transportation improvements to be funded by the proposed sales and use tax:

Street Preservation which extends life cycle of street section (i.e., pavement repair, overlay, chip seal, patching) of City of Monroe streets as identified by the Washington Transportation Plan 2007-2026 and Ordinance No. 009/2012.

The cost of all necessary design, engineering, financial, legal and other consulting services, inspection and testing, administrative and relocation expenses, and other costs incurred in connection with the foregoing projects shall be deemed a part of the costs of the TBD Projects.

The Board shall determine the application of moneys available for the TBD Projects so as to accomplish, as nearly as may be practical, all of the TBD Projects. In the event that the proceeds of sales and use taxes authorized herein, plus any other money of the TBD legally available therefore, are insufficient to accomplish all of the TBD Projects, the Board shall use the available funds for paying the cost of those portions of the TBD Projects deemed by the Board most necessary and in the best interests of the TBD.

The Board shall determine the exact locations and specifications for the elements of the TBD Projects as well as the timing, order, and manner of implementing or completing the TBD Projects. The Board may alter, make substitutions to, and amend the TBD Project descriptions as it determines is in the best interests of the District consistent with the general descriptions provided above and in accordance with the material change policy adopted by the Board and the notice, hearing, and other procedures described in Chapter 36.73 RCW, including RCW 36.73.050(2)(b), in each case as the same may be amended from time to time.

If the Board shall determine that it has become impractical to acquire, construct, or implement all or any portion of the TBD Projects by reason of changed conditions, incompatible development, costs substantially in excess of the amount of sales and use tax proceeds estimated to be available, or acquisition by a superior governmental authority, the Board shall not be required to acquire, construct, or implement such portions. If all of the TBD Projects have been acquired, constructed, implemented or duty provided for, or found to be impractical, the Board may apply the sales and use tax proceeds (including earnings thereon) or any portion thereof to other transportation improvements then identified in the City's Transportation Improvement Program in accordance with the material change policy adopted by the Board and the notice,

hearing, and other procedures described in Chapter 36.73 RCW, including RCW 36.73.050(2)(b), in each case as the same may be amended from time to time.

Section 2. Legislative Findings. The above recitals, together with the content of Agenda Bill No. 14-003 and the recitals set forth in Ordinance No. 009/2012, are hereby adopted as findings in support of this Resolution. The Board further enters the following additional findings:

A. The Monroe Transportation Benefit District is permitted to place a ballot measure before the voters and is so authorized pursuant to RCW 36.73.040(3)(a) to impose a sales and use tax in accordance with RCW 82.14.0455.

B. This Resolution was adopted at a duly-noticed open public meeting of the Monroe Transportation Benefit District Board on May 6, 2014.

C. The best interests of the District and its inhabitants require the submission to the qualified electors of the District a proposition of whether the TBD shall impose sales and use tax within the limitations established in RCW 82.14.0455 for their ratification or rejection at a special election to be held on August 5, 2014, for the purpose of providing funds necessary to pay or finance a portion of the costs of the TBD Projects identified herein.

D. It is in the public interest that funds generated by the TBD be used for transportation improvements that preserve, maintain and operate the existing transportation infrastructure of the City, consistent with the requirements of Chapter 36.73 RCW; specifically, the preservation of City of Monroe streets, including pavement repair, overlay, chip seal and patching, as identified in the Washington Transportation Plan for 2007-2026 and Ordinance No. 009/2012.

Section 3. Election. The Snohomish County Auditor, as *ex officio* supervisor of elections in Snohomish County, Washington is hereby requested to call and conduct a special election to be held within the District on August 5, 2014, and to submit to the qualified electors of the District for their approval or rejection, a proposition to impose a sales and use tax in the amount of two-tenths of one percent (0.2%) of the selling price in the case of a sales tax, or value of the article used in the case of the use tax, in substantially the form set forth in Section 4 of this Resolution. The sales and use tax so authorized is in addition to any other taxes authorized by law, shall be collected from those persons who are taxable by the State of Washington under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the boundaries of the District, and shall be imposed for a period of ten years from its first date of collection. Upon approval of the voters of the proposition hereinafter set forth, the TBD may use proceeds of such sales and use tax for the purpose of paying or financing a portion of the costs of TBD Projects identified herein.

Section 4. Ballot Proposition. The Clerk of the Board is hereby authorized and directed, no later than May 9, 2014, to certify the following proposition to the Snohomish County Auditor in substantially the following form:

MONROE TRANSPORTATION BENEFIT DISTRICT
SALES AND USE TAX FOR
TRANSPORTATION IMPROVEMENTS

The Board of the Monroe Transportation Benefit District adopted Resolution No. 002/2014 concerning a sales and use tax to fund transportation improvements. This proposition would authorize a sale and use tax of two-tenths of one percent (0.2%) to be collected within the District in accordance with RCW 36.73.040(3)(a) and RCW 82.14.0455 for a term of ten years. Such revenues would be used for the purpose of funding preservation of City of Monroe streets, including pavement repair, overlay, chip seal and patching, as identified in the Washington Transportation Plan for 2007-2026 and Ordinance No. 009/2012. Should this be proposal be:

Approved?

Rejected?

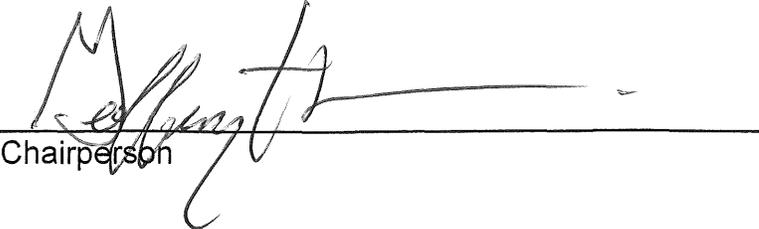
Section 5. Changes. The Board Chairperson and Board Attorney are authorized to make such minor adjustments to the wording of the above proposition as may be recommended by the Snohomish County Auditor, provided that the intent of the proposition remains clear and consistent with the intent of this resolution as approved by the Board.

Section 6. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 7. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the Board.

PASSED by the Board of the Monroe Transportation Benefit District, Monroe, Washington, at a regular open public meeting thereof held on the 6th day of May, 2014.

MONROE TRANSPORTATION BENEFIT DISTRICT

By: 
Chairperson

ATTEST:

By: 

APPROVED AS TO FORM:

By: 

**MONROE TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 001/2017**

A RESOLUTION OF THE GOVERNING BOARD OF THE
MONROE TRANSPORTATION BENEFIT DISTRICT,
ESTABLISHING A MATERIAL CHANGE POLICY

WHEREAS, RCW 36.73 and RCW 35.21.255 authorize the City of Monroe to establish a Transportation Benefit District within the City's jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, City of Monroe Ordinance No. 006/2012 established the Monroe Transportation Benefit District ("District") as authorized by RCW 35.21.225 and subject to the provisions of RCW 36.73; and

WHEREAS the members of the City Council, acting ex officio and independently, constitute the governing body ("Board") of the Monroe Transportation Benefit District; and

WHEREAS pursuant to RCW 36.73.160 the Board of the Monroe Transportation Benefit District shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, and address material changes to cost, scope, and schedule; the level of change that will require Board involvement, and how the Board will address those changes.

NOW, THEREFORE, THE GOVERNING BOARD OF THE MONROE TRANSPORTATION BENEFIT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Material Change to Cost. In the event an approved transportation improvement project exceeds its original cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved.

Section 2. Material Change to Scope. In the event the scope of a transportation improvement project materially changes from that originally anticipated at project approval, District staff will consult with the Board Chair about the scope of such changes. The Board Chair shall determine whether or not to convene a special meeting of the Board for discussion. If the scope change will result in an increase in cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the change of scope should be resolved.

Section 3. Material Change to Schedule. In the event the schedule of a transportation improvement materially changes in a way that significantly impacts other District projects for funding, or schedule changes exceed three hundred and sixty five (365) days, District staff shall consult with and review such changes with the Board Chair who shall convene a meeting of the District for discussion. In the event that the schedule

change of a transportation improvement project will result in an increase in cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the schedule change should be resolve.

Section 4. Definition of Material Change. Material change as used in Sections 2 and 3 above shall be defined as a change, knowledge of which would more likely than not have affected the Board's decision regarding the project. The Board Chair shall have the authority to determine whether material changes have occurred that require a meeting of the District.

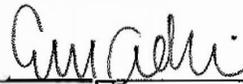
PASSED by the Board of the Monroe Transportation Benefit District, Monroe, Washington, at a special open public meeting thereof held on the 6th day of June, 2017.

MONROE TRANSPORTATION BENEFIT DISTRICT

(SEAL)

By: 
Chairperson

ATTEST:

By: 
Elizabeth M. Adkisson, MMC, City Clerk

APPROVED AS TO FORM:

By: 
J. Zachary Lell, City Attorney

TBD Sales Tax Analysis

Month	2016	% of total	2017	% of total	2018	% of total	2019	% of total	retail ave %	2020 Budget	2020 Actual	Difference	% over/under budget
Jan	72,384.50	6.84%	87,332.84	7.16%	90,768.27	7.38%	99,883.37	7.76%	7.18%	91,519.50	99,141.55	7,622.05	8.33%
Feb	113,487.01	10.72%	117,088.93	9.60%	118,908.66	9.67%	117,878.52	9.15%	9.82%	125,256.00	119,517.55	(5,738.45)	-4.58%
March	72,284.10	6.83%	94,173.37	7.72%	89,528.69	7.28%	90,341.71	7.02%	7.13%	90,869.25	95,140.26	4,271.01	4.70%
April	74,433.04	7.03%	83,481.12	6.84%	83,539.92	6.80%	83,353.18	6.47%	6.95%	88,663.50	79,866.43	(8,797.07)	-9.92%
May	83,996.75	7.93%	91,889.48	7.53%	105,602.97	8.59%	111,631.96	8.67%	8.31%	105,965.25	88,837.40	(17,127.85)	-16.16%
June	82,986.88	7.84%	100,842.61	8.27%	90,565.27	7.37%	102,267.54	7.94%	7.85%	100,113.00	99,925.28	(187.72)	-0.19%
July	88,009.98	8.31%	98,279.99	8.06%	104,934.81	8.54%	109,958.23	8.54%	8.37%	106,692.00	125,929.56	19,237.56	18.03%
Aug	97,435.55	9.20%	113,523.56	9.30%	116,751.80	9.50%	120,156.07	9.33%	9.33%	118,983.00	121,922.10	2,939.10	2.47%
Sept	91,028.58	8.60%	109,693.20	8.99%	105,480.44	8.58%	116,154.08	9.02%	8.69%	110,797.50			-100.00%
Oct	95,742.44	9.04%	113,651.21	9.32%	110,420.54	8.98%	111,791.24	8.68%	8.99%	114,648.00			-100.00%
Nov	98,455.07	9.30%	107,843.95	8.84%	104,939.34	8.54%	120,416.65	9.35%	9.10%	116,025.00			-100.00%
Dec	88,755.16	8.38%	102,238.72	8.38%	107,676.54	8.76%	103,976.05	8.07%	8.27%	105,468.00			-100.00%
Total	1,058,999.06	100.00%	1,220,038.98	100.00%	1,229,117.25	100.00%	1,287,808.60	100.00%	100.00%	1,275,000.00	830,280.13	2,218.63	

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2016	72,384.50	113,487.01	72,284.10	74,433.04	83,996.75	82,986.88	88,009.98	97,435.55	91,028.58	95,742.44	98,455.07	88,755.16	1,058,999.06
2017	87,332.84	117,088.93	94,173.37	83,481.12	91,889.48	100,842.61	98,279.99	113,523.56	109,693.20	113,651.21	107,843.95	102,238.72	1,220,038.98
2018	90,768.27	118,908.66	89,528.69	83,539.92	105,602.97	90,565.27	104,934.81	116,751.80	105,480.44	110,420.54	104,939.34	107,676.54	1,229,117.25
2019	99,883.37	117,878.52	90,341.71	83,353.18	111,631.96	102,267.54	109,958.23	120,156.07	116,154.08	111,791.24	120,416.65	103,976.05	1,287,808.60
2020	99,141.55	119,517.55	95,140.26	79,866.43	88,837.40	99,925.28	125,929.56	121,922.10	-	-	-	-	830,280.13

TBD SALES TAX COLLECTION

