



City of Longview

Longview Transportation
Benefit District
1525 Broadway
Longview, WA 98632

Agenda - Final

Longview Transportation Benefit District

*Don Jensen
Michael Wallin
Ken Botero
Chet Makinster
Mary Jane Melink
Steve Moon
Scott Vydra*

Thursday, January 26, 2017

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Longview Transportation Benefit District will conduct a special meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Thursday, January 26, at 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

[17-4684](#) **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

SUMMARY STATEMENT:

At this first meeting of the Longview Transportation Benefit District, TBD Clerk Kaylee Cody will solicit nominations and call for the vote for the Board to elect a Chairperson. The Chairperson will then preside over the remainder of the meeting, including soliciting nominations and calling for the vote to elect a Vice Chairperson.

STAFF CONTACT:

Kaylee Cody, TBD Clerk

- 4. ADOPT TRANSPORTATION BENEFIT DISTRICT BYLAWS**

[17-4685](#) **ADOPT BYLAWS OF THE LONGVIEW TRANSPORTATION BENEFIT DISTRICT**

SUMMARY STATEMENT:

The Longview Transportation Benefit District was formed by the Longview City Council pursuant to City of Longview Ordinance No. 3334. In accordance with state law, the members of the Longview City Council serve as the board members for the District. In order to guide the functions and procedures of the District Board, bylaws must be adopted by the Board. Proposed bylaws are attached for your consideration.

RECOMMENDED ACTION:

Motion to adopt the Bylaws of the Longview Transportation Benefit District.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments: [Bylaws of Longview TBD](#)

5. RESOLUTION NO. TBD 17-01: APPROVE INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW

[RS TBD 17
01](#)

RESOLUTION NO. TBD 17-01: INTERLOCAL AGREEMENT WITH CITY OF LONGVIEW

SUMMARY STATEMENT:

The Longview Transportation Benefit District was formed by the Longview City Council pursuant to City of Longview Ordinance No. 3334. In accordance with state law, the District is a special district, legally separate from the City of Longview. To accomplish the goals of the District and comply with state law, the District may hire its own staff, retain professional services firms, or may enter into an agreement with the City of Longview. By state law, the City of Longview Treasurer shall serve as the Treasurer for the District unless provided otherwise by interlocal agreement with the City of Longview.

Attached is a proposed interlocal agreement specifying the City of Longview will provide administrative support, financial accounting and reporting, design, and other services to support the District. The agreement also specifies the District will pay the costs incurred by the City to provide such services, and that all District revenue will be provided to the City for the purpose of implementing the District's Transportation Improvements Plan.

RECOMMENDED ACTION:

Motion to approve Resolution No. TBD 17-01.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments: [Res No TBD 17-01 Interlocal Agreement with City of Longview](#)
[TBDAtt - Exhibit A to Res TBD 17-01 - REVISED 01 23 17](#)

6. RESOLUTION NO. TBD 17-02: ADOPT MATERIAL CHANGE POLICY

[RS TBD 17
02](#)

RESOLUTION NO. TBD 17-02: ADOPT MATERIAL CHANGE POLICY

SUMMARY STATEMENT:

The Longview Transportation Benefit District was formed by the Longview City Council pursuant to City of Longview Ordinance No. 3334. In accordance with state law, the District must adopt a material change policy addressing potential changes in the scope, schedule or cost of a District improvement project. The attached resolution will adopt a material change policy.

RECOMMENDED ACTION:

Motion to approve Resolution No. TBD 17-02.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments: [Res TBD 17-02 - Material Change Policy](#)

7. **SET PUBLIC HEARING FOR FEBRUARY 9, 2017 AT 6:00 P.M. REGARDING VEHICLE LICENSE FEE**
8. **SET SPECIAL MEETING FOR FEBRUARY 9, 2017 AT 6:00 P.M. TO CONDUCT TRANSPORTATION BENEFIT DISTRICT BUSINESS**
9. **EXECUTIVE DIRECTOR REPORT**
10. **OTHER BUSINESS**
 10. A **GENERAL DISCUSSION OF TRANSPORTATION BENEFIT DISTRICT IMPLEMENTATION**
 10. B **DIRECTION TO STAFF REGARDING TRANSPORTATION BENEFIT DISTRICT IMPLEMENTATION**
11. **ADJOURNMENT**