



# City of Longview

Longview Transportation  
Benefit District  
1525 Broadway  
Longview, WA 98632

## Minutes - Final

### Longview Transportation Benefit District

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

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Thursday, January 26, 2017

6:00 PM

2nd Floor, City Hall

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**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

*TBD Clerk Cody called the meeting to order at 6:02 p.m.*

#### 2. ROLL CALL

**Present:** 7 - Don Jensen, Chet Makinster, Ken Botero, Mary Jane Melink, Scott Vydra, Steve Moon and Michael Wallin

#### Staff Present

*City Manager Dave Campbell; TBD Attorney Jim McNamara; TBD Clerk Kaylee Cody; Public Works Director Jeff Cameron; Assistant City Manager/Finance Director Kurt Sacha; Human Resources Director Chris Smith; Fire Chief Phil Jurmu; and Parks Director Jenn Wills.*

#### 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

*TBD Clerk Cody outlined the procedure to be followed for electing the Chairperson and Vice-Chairperson.*

*TBD Clerk Cody called for nominations for the position of Chairperson. Scott Vydra nominated Don Jensen; Mary Jane Melink nominated Steve Moon; and Ken Botero nominated Mike Wallin. There were no other nominations.*

*Upon a vote duly held, Don Jensen was elected as Chairperson by the following 4-3 vote:*

*Ayes - Scott Vydra, Don Jensen, Mike Wallin & Chet Makinster*

*Nays - Ken Botero, Mary Jane Melink & Steve Moon*

*Chairman Jensen called for nominations for the position of Vice-Chairperson. Mary Jane Melink nominated Steve Moon. There were no other nominations.*

*Upon a vote duly held, Steve Moon was elected as Vice-Chairperson unanimously.*

#### 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](#)

**A motion was made by Michael Wallin, seconded by Mary Jane Melink, to adopt the Bylaws of the Longview Transportation Benefit District. The motion passed unanimously.**

**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](#)

A motion was made by Michael Wallin, seconded by Mary Jane Melink, to adopt Resolution No. TBD 17-01. The motion passed unanimously.

**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](#)

A motion was made by Mary Jane Melink, seconded by Steve Moon, to adopt Resolution No. TBD 17-02.

**7. SET PUBLIC HEARING FOR FEBRUARY 9, 2017 AT 6:00 P.M. REGARDING VEHICLE LICENSE FEE**

A motion was made by Michael Wallin, seconded by Steve Moon, to set a special meeting for February 9, 2017, at 6:00 p.m. to conduct Transportation Benefit District business, and to set a public hearing for February 9, 2017 at 6:00 p.m. regarding a vehicle license fee. The motion passed unanimously.

**8. SET SPECIAL MEETING FOR FEBRUARY 9, 2017 AT 6:00 P.M. TO CONDUCT TRANSPORTATION BENEFIT DISTRICT BUSINESS**

*This item was acted upon during consideration of agenda item #7.*

**9. EXECUTIVE DIRECTOR REPORT**

*No 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**

*The meeting was adjourned at 6:18 p.m. The next scheduled meeting of the Longview Transportation Benefit District is February 9, 2017.*

Kaylee L. Cody  
Transportation Benefit District Clerk

Approved: \_\_\_\_\_  
Chairman