



# Transportation Benefit District

Carolina Mejia ♦ Tye Menser ♦ Gary Edwards ♦  
Wayne Fournier ♦ Emily Clouse



## Agenda of Tuesday, March 19, 2024

### 1) 3:30 p.m.) Call Meeting to Order

- Approval of the March 19, 2024 Agenda
- Approval of the meeting minutes from: March 21, 2023

### 2) 3:35 p.m.) Opportunity for the Public to Address the Board

4 minutes per citizen

### 3) 3:40 p.m.) Department Items

#### 3A) Department Public Works

**Description:** Ratify the Assignment of the Thurston County Transportation Benefit District (TC-TBD) Officers for 2024

**Contact:** Jennifer Walker, Public Works Director

**Action:** Move to ratify the assignment of the TC-TBD Officers for 2024.

#### 3B) Department Public Works

**Description:** Resolution Amending the Thurston County Transportation Benefit District (TC-TBD) Charter

**Contact:** Jennifer Walker, Public Works Director

**Action:** Move to approve the resolution amending the TC-TBD Charter to reflect a five member board.

#### 3C) Department Public Works

**Description:** Resolution Amending the Thurston County Transportation Benefit District (TC-TBD) Bylaws

**Contact:** Jennifer Walker, Public Works Director

**Action:** Move to approve the resolution to amend the TC-TBD Bylaws to reflect a five member board.

**3D)**      **Department** Public Works  
**Description:** Resolution Amending the Thurston County Transportation Benefit District (TC-TBD) Meeting Schedule  
**Contact:** Jennifer Walker, Public Works Director  
**Action:** Move to approve the resolution amending the TC-TBD meeting schedule to reflect a change in the meeting location to The Atrium, Room 110, 3000 Pacific Avenue SE, Olympia, WA. 98501 and to change the meeting time to 4:00 pm or as soon thereafter as practical.

**3E)**      **Department** Public Works  
**Description:** 2023 Thurston County Transportation Benefit District (TC-TBD) Annual Report  
**Contact:** Matt Unzelman, County Engineer  
**Action:** Move to accept the 2023 TC-TBD Annual Report and direct staff to post it's availability in the newspaper of record for Thurston County.

**3F)**      **Department** Public Works  
**Description:** Overview of the Thurston County Transportation Benefit District (TC-TBD), Funding Options and Next Steps  
**Contact:** Matt Unzelman, County Engineer  
**Action:** No action required.

**4)    4:30 p.m.)    Adjournment**

**Motion:**

Move to adjourn the TC-TBD meeting of Tuesday, March 19, 2024.

**Disability Accommodations:** Room 110 is equipped with an assistive listening system and is wheelchair accessible. To request disability accommodations call the Reasonable Accommodation Coordinator at least 3 days prior to the meeting at 360-786-5440. Persons with speech or hearing disabilities may call via Washington Relay: 711 or 800-833-6388.



## Transportation Benefit District **AGENDA ITEM SUMMARY**



Agenda Date: 03/19/2024

Date Created: 1/31/2024

Agenda Item #: 3A

Created by: Marcie Taylor, Executive Assistant - Public Works - 360-867-2273

Presenter: **Jennifer Walker, Public Works Director - Director's Office - 360-867-2271**

Item Title:

**Ratify the Assignment of the Thurston County Transportation Benefit District (TC-TBD) Officers for 2024**

Action Needed: **Pass Motion**

Class of Item: **Department**

### List of Exhibits



2024 Commissioners  
Representation.pdf  
PDF File  
2.16 MB

### Recommended Action:

Move to ratify the assignment of the TC-TBD Officers for 2024.

### Item Description:

On January 9, 2024, the Thurston County Board of County Commissioners assigned Commissioner Carolina Mejia as President, Commissioner Emily Clouse as Vice President, Commissioner Tye Menser as Board Member, Commissioner Wayne Fournier as Board Member and Commissioner Gary Edwards as Board Member of the 2024 Thurston County Transportation Benefit District (TC-TBD).

Date Submitted: 1/31/2024

**2024 Commissioners Representation  
Boards, Commissions, Councils, & Committees**

	Chair	Vice Chair	Commissioner	Commissioner	Commissioner
<b>Board of County Commissioners (BoCC)</b>	Menser	Fournier	Edwards	Clouse	Mejia

	President	Vice President	Commissioner	Commissioner	Commissioner
<b>Transportation Benefit District (TBD)</b>	Mejia	Clouse	Menser	Fournier	Edwards

**Interim County Manager Robin Campbell**

Committee	Meetings	Time Level	Time	Location	Current Primary	Current Alternate	Alternate
Animal Services	2nd Monday	Lvl 1	5:30 - 7:30pm	Lacey City Hall	Clouse	Fournier	
Cascade Pacific Action Alliance	2nd Thursday	Lvl 3	2 - 4pm	Summit Pacific Medical Center - 600	Clouse	Edwards	
Disability Board	1st Wednesday, as needed	Lvl 3	12:30pm	Human Resources	Clouse	Mejia	
Emergency Food & Shelter Program	As Needed	Lvl 3	Noon	United Way, 1211 4th Ave E, #101	Clouse	Mejia	Tom Webster
Law and Justice Council	Every Other Month	Lvl 1	4:30 - 6pm	Atrium Room 110	Clouse	Mejia	
ORCAA	2nd Wednesday	Lvl 1	10am	2940 B Limited Lane NW	Clouse	Mejia	Josh Cummings
Regional Housing Council	3rd Thursday	Lvl 1	4:30 - 6pm	Varies	Clouse	Mejia	
Thurston Climate Mitigation Collaborative Executive Committee	Quarterly on Monday	Lvl 2	3 - 5pm	Chandler Ct	Clouse	Menser	
Thurston-Mason Behavioral Health Administrative Services Organization	3rd Thursday	Lvl 1	1 - 3pm	BHO Offices/varies	Clouse	Edwards	
Area Agency on Aging	4th Thursday	Lvl 2	2 - 4pm	2404 Heritage Ct SW	Edwards	Clouse	
EMS Council (Medic One)	3rd Wednesday	Lvl 1	3:30 - 5pm	2703 Pacific Ave SE	Edwards	Fournier	
Fire Commissioners Association	3rd Tuesday	Lvl 1	6 - 8pm	Varies (usually the EOC)	Edwards	Fournier	
Nisqually River Council	3rd Friday	Lvl 1	9am	Varies	Edwards	Clouse	
Solid Waste Advisory Committee (SWAC)	1st Wednesday	Lvl 1	10 - 11:30 am	Public Works Tilley Campus	Edwards	Clouse	
SSMCP Elected Officials Council	As Needed	Lvl 2	Varies	Eagle's Pride Grill -- Dupont	Edwards	Clouse	
TCOMM Admin Board	1st Wednesday	Lvl 1	3:30pm	2703 Pacific Ave SE	Edwards	Fournier	



Voluntary Stewardship Program	As Needed	Lvl 3	Varies	Bellevue/Seattle	Edwards	Clouse	
Washington Counties Insurance Fund	As Called	Lvl 2	Varies	Varies	Edwards	Fournier	
Chehalis Basin Flood Authority	3rd Thursday	Lvl 2	9am - 4pm	Lewis County Courthouse	Fournier	Menser	
Chehalis Basin Partnership	4th Friday	Lvl 1	9:30am	Lucky Eagle Casino, Rochester	Fournier	Menser	
Economic Development Council	4th Thursday	Lvl 1	Noon - 1:30pm	Varies	Fournier	Edwards	
Lodging Tax Advisory Committee	varies	Lvl 3	Varies	Atrium Room 110	Fournier	Edwards	
Lucky Eagle 2% Committee	As Needed	Lvl 3	Varies	Varies	Fournier	Menser	
North Lewis Industrial Access Steering Committee	As Needed	Lvl 3	Varies	Varies	Fournier	Menser	
Transportation Policy Board	2nd Wednesday	Lvl 1	7am	Chandler Ct	Fournier	Mejia	
WA Counties Risk Pool	As Called	Lvl 2	Varies	Varies	Fournier	Edwards	
WSAC Legislative Steering Comm*	As Called	Lvl 1	Varies	Varies	Fournier	Mejia	
Capitol Lake/Lower Deschutes WA-DES*	Quarterly		Varies	DES Building, Olympia	Mejia	Menser	
Intercity Transit	1st & 3rd Wednesday	Lvl 1	5:30 - 7pm	526 Pattison St SE	Mejia	Menser	
Law Library Board*	As Needed	Lvl 3	7:30am	Bldg. 2 Law Library	Mejia	Clouse	
Pac Mountain Consortium	As Needed	Lvl 2	Varies	Varies	Mejia	Fournier	
TC Fair Board	1st Wednesday	Lvl 1	7:00pm	Fairgrounds	Mejia	Edwards	
Thurston-Mason Behavioral Health Administrative Services Organization	3rd Thursday	Lvl 1	1 - 3pm	BHO Offices/varies	Mejia	Clouse	
Tourism Promotion Area (TPA)	Varies	Lvl 3	Varies	Visitors & Convention Bureau (VCB)	Mejia	Co. Auditor	Jennica Machado
TRPC	1st Friday	Lvl 1	8:30 - 11:00am	Chandler Ct	Mejia	Fournier	
WSAC Board of Directors*	As Called	Lvl 2	Varies	Varies	Mejia	Menser	
Alliance for a Healthy South Sound	4th Wed, every other month	Lvl 2	2 - 4pm	Varies/Quarterly	Menser	Mejia	
Canvassing Board*	After elections, as called	Lvl 2	Varies	Ballot Processing Center - 2905 29th	Menser	Fournier	
DES Community Officials Roundtable*	As Needed		Varies	1500 Jefferson Bldg.	Menser	Mejia	
Finance Committee*	As Needed	Lvl 2	Varies	Varies	Menser	Fournier	

LOTT	2nd Wednesday	Lvl 1	5:30pm	500 Adams St NE	Menser	Mejia	
Mayor's Forum*	1st Friday	Lvl 1	Noon - 2pm	Rotates around the county	Menser	Fournier	
Olympia Sea Level Rise Response Collaborative	Quartly on 1st Friday	Lvl 2	Noon - 1:30pm	Online	Menser		
WSAC Timber Counties Caucus	As Called	Lvl 2	Varies	Varies	Menser	Mejia	
WSAC Coastal Counties Caucus	As Called	Lvl 2	Varies	Varies	Menser	Clouse	
Thurston Thrives Elected Officials Council	Monthly		Varies	Varies			



## Transportation Benefit District **AGENDA ITEM SUMMARY**



Agenda Date: 03/19/2024

Date Created: 3/8/2024

Agenda Item #: 3B

Created by: Marcie Taylor, Executive Assistant - Public Works - 360-867-2273

Presenter: **Jennifer Walker, Public Works Director - Director's Office - 360-867-2271**


Item Title:


**Resolution Amending the Thurston County Transportation Benefit District (TC-TBD) Charter**

Action Needed: **Pass Resolution**

Class of Item: **Department**

### List of Exhibits

 TBD Charter Final  
031924.pdf  
PDF File  
150 KB

 TBD-06\_Resolution  
Updating Charter.pdf  
PDF File  
90.1 KB

### Recommended Action:

Move to approve the resolution amending the TC-TBD Charter to reflect a five member board.

### Item Description:

A resolution amending the TC-TBD Charter to reflect a five member board.

Date Submitted: 3/8/2024

**CHARTER**

**of the**

**THURSTON COUNTY TRANSPORTATION BENEFIT DISTRICT**



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**CHARTER**  
**of the**  
**THURSTON COUNTY TRANSPORTATION BENEFIT DISTRICT**

**ARTICLE I**  
**NAME**

**Section 1.01 Name.** The name of the Transportation Benefit District shall be the “Thurston County Transportation Benefit District” (“District”).

**ARTICLE IA**  
**DEFINITIONS**

**Section 1A.01 Definitions.** Unless otherwise stated, words and phrases used in this Charter will have the following meanings when capitalized:

“Board” means the Board of Directors of the Thurston County Transportation Benefit District.

“Constitution” means the Constitution of the State of Washington.

“County” means Thurston County, a municipal corporation and political subdivision of the State of Washington.

“District” means the Thurston County Transportation Benefit District.

“Ordinance” means Ordinance No. 15103 adopted by the Board of Thurston County Commissioners on December 30, 2014 creating a Transportation Benefit District.

“Statute” means chapter 36.73 RCW.

**ARTICLE II**  
**NATURE; PURPOSES; LIMITATIONS ON LIABILITY**

**Section 2.01 Nature of the District.** The District shall be a Transportation Benefit District organized pursuant to chapter 36.73 RCW and Ordinance No. 15103. The boundaries of the District shall be coextensive with the boundaries of the unincorporated areas of Thurston County, Washington. The District shall be a municipal corporation, an independent taxing “authority” within the meaning of Article VII, Section I of the Constitution, and a “taxing district” within the meaning of Article VII, Section 2 of the Constitution. The District shall be an entity independent of and separate from the County.

**Section 2.02 Purposes.** The purpose of the District shall be to provide a separate legal entity pursuant to Statute and Ordinance to exercise the powers available under the Statute to the

extent authorized by the Ordinance. The primary purpose of the District shall be the acquisition, construction, improvement, provision and funding of 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 pursuant to chapter 36.73 RCW, as enacted or subsequently amended. The transportation improvements funded by the District shall be made in an effort to reduce the risk of transportation facility failure and improve safety performance, increase operating efficiency and preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future by investing in programs that provide:

- (a) Transportation System Preservation. Preserve, operate, maintain, and/or improve existing transportation infrastructures.
- (b) Transportation System Safety. Improve the safety performance and security of those who use the transportation system.
- (c) Transportation System Technology. Use technology-based approaches to address transportation congestion, safety performance, efficiency, and operations.
- (d) Other Projects. Any change or expansion of these authorized purposes shall be undertaken only after notice, public hearing and adoption of an authorizing ordinance in accordance with RCW 36.73.050(2) (b).

**Section 2.03 Limitations on Liability.** All debts, liabilities and other obligations incurred by the District (“Obligations”) shall be satisfied: (a) in the case of Obligations which, by their terms, are not payable from a special or limited source of funds, exclusively from the revenues, assets and properties of the District, and (b) in the case of Obligations which, by their terms, are payable from a special or limited source of funds, exclusively from such revenues, assets and properties of the District as shall be specifically pledged thereto or otherwise identified as being the source of payment thereof. No creditor, claimant or other person shall have any right of action against or recourse to the County or its revenues, assets or properties on account of or with respect to any such Obligations, or otherwise on account of or with respect to any acts or omissions of the District or its officers, employees or agents.

**Section 2.04 Mandatory Disclaimers.** A disclaimer in substantially the following form shall be posted in a prominent place accessible to the public in the District's principal office which shall be the Thurston County Courthouse. It shall also be printed or stamped on all contracts, bonds and other documents that evidence or create any Obligation which, by its terms, is not payable from a special or limited source of funds.

The Thurston County Transportation Benefit District (“District”) is a Transportation Benefit District established pursuant to Ordinance No. 15103 of Thurston County, Washington, and the laws of the State of Washington, including, but not limited to, Chapter 36.73 of the Revised Code of Washington. All debts, liabilities and other obligations incurred by the District shall be satisfied exclusively from the revenues, assets and properties of the District. No creditor, claimant or other person shall have any right of action against or recourse to Thurston County, the State of Washington, or any other political subdivision of the State of



Washington on account of or with respect to any debts, liabilities or other obligations of the District, or otherwise on account of or with respect to any acts or omissions of the District or its officers, employees or agents.

### **ARTICLE III** **DISSOLUTION**

**Section 3.01 Dissolution.** The District shall exist until dissolved in accordance with the requirements of RCW 36.73.050. The retirement of debt, notice of dissolution and payment of creditors shall all comply with the provisions of the Statute. The District shall be automatically dissolved when all indebtedness of the District has been retired, and when all the District's anticipated responsibilities have been satisfied.

### **ARTICLE IV** **POWERS; INDEMNIFICATION**

**Section 4.01 Powers.** Except as otherwise provided herein, the District shall have and may exercise all lawful powers conferred upon a Transportation Benefit District as of the date hereof by the laws of the State of Washington, limited as provided in the Ordinance. Such powers shall include, but are not limited to, the following:

(a) To hire employees, staff, and services, to enter into contracts, to direct agents and services acquired pursuant to contract or interlocal agreement, to acquire, hold, and dispose of real and personal property, and to sue and be sued. Public works contract limits applicable to the County shall apply to any contract entered into by the District. In the event that County staff are utilized, the general fund, the road fund or other appropriate County fund shall be reimbursed to, but only to the extent required by RCW 43.09.210 for local government accounting. The annual plan of the District shall provide estimates of all such charges and the final cost of all projects shall indicate such charges.

(b) To authorize a vehicle fee of up to \$20 per vehicle as provided for by RCW 82.80.140.

(c) When authorized by the voters pursuant to the requirements of the Statute, to authorize other fees, taxes, charges and tolls or increases in these revenue sources, and to use such funds assessed for the preservation, maintenance, safety and operation of County roads in accordance with the provisions of a state, regional, or local transportation plan.

(d) The Board shall have and may exercise all powers and functions provided by the Statute to fulfill the functions of the District.

(e) Additional powers and authorities may be conferred upon the District only in accordance with the requirements of the Statute following any procedural requirements set forth in the Statute.

(f) To issue its general obligation bonds and revenue bonds pursuant to the requirements of the Statute.

**Section 4.02 Indemnification.** To the extent permitted by law, the District shall protect, defend, hold harmless and indemnify any director, officer, employee or agent of the District who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the District, against judgments, fines, penalties, settlements and reasonable costs and expenses (including reasonable attorneys' fees) incurred by him or her in connection with such proceeding, if such person acted in good faith, reasonably believed his or her conduct to be in the District's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe that his or her conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law, by County ordinance, or by contract or by vote of the Board of Directors. The District may purchase and maintain appropriate insurance covering such risks.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

**Section 5.01 Board Powers.** All powers of the District shall be exercised by or in the name of the Board of Directors. The powers of the Board shall include, but are not limited to, the following:

(a) To establish and implement the policies and programs of the District, and the procedures for the management and administration of the District's affairs;

(b) To appoint and remove from his/her position on the Board, at the pleasure of a majority vote of the Board, the District's officers, agents and employees, (except as expressly provided herein) and to prescribe their respective powers and duties consistent with the provisions hereof;

(c) To borrow money and incur indebtedness in accordance with the Statute;  
and

(d) To provide for the investment of the District's funds.

**Section 5.02 Board Composition.** The Board shall be composed of the five members of the Thurston County Board of County Commissioners, who shall serve in an ex-officio and independent capacity. A Board member may be removed from service on the Board only when removed from their office as a County Commissioner. Any vacancy shall be filled only by the appointment or election of a new County Commissioner.

**Section 5.03 Board Officers.** The Board shall include two or more officers. The same person shall not occupy both the office of President and any office responsible for the custody of funds and maintenance of finances and accounts. The initial officers of the Board shall be the President and Vice President. Additional officers may be provided for in the Bylaws of the District.

The President shall be the agent of the District for purposes of receiving service of process; provided, that the Bylaws may designate additional officers of the District as agents to receive or initiate process. The District may contract with the County for such service as it may require.

**Section 5.04 Treasurer.** The Treasurer of the District shall be the Thurston County Treasurer who shall serve in an ex officio capacity. The County Treasurer is required by the Statute to serve as treasurer for the District and is not subject to removal by the Board.

**Section 5.05 Conflict of Interest.** Board members shall comply in all respects with the conflict of interest guidelines and prohibitions of chapter 42.23 RCW as the same exists or is hereafter amended.

**Section 5.06 Attorney.** The Board shall be represented by outside Counsel on retainer.

## **ARTICLE VI** **MEETINGS**

**Section 6.01 Board Meetings.** Regular Board meetings shall be scheduled by the Board through a resolution. Special Board meetings shall be held from time to time as determined necessary by a majority of the Board or Board President.

**Section 6.02 Board Quorum.** A quorum to commence a Board meeting shall be no fewer than three members. The Bylaws of the District may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this section. Final action of the Board with respect to the following action shall require the affirmative vote of three members:

- (a) Adoption of an annual plan for services;
- (b) Levy of any tax, charge or fee;
- (c) Adoption of the material change policy; or
- (d) Any response to a material change.

Voting by proxy shall not be permitted. Electronic meetings or participation are authorized so long as the meeting, notice and opportunity for public participation comply with State law.

**Section 6.03 Open Public Meetings.** Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, chapter 42.30 RCW as currently exists or subsequently amended. The District shall define in its Bylaws the opportunity for public comment to be permitted at Board meetings.

**Section 6.04 Minutes.** Copies of the minutes of all regular or special meetings of the Board shall be available to any person or organization that requests them as required by State law. The minutes of all Board meetings shall include a record of individual votes on all matters requiring Board concurrence.

## **ARTICLE VII**

### **MATERIAL CHANGE AND ANNUAL REPORT**

**Section 7.01 Material Change Policy and Annual Report.** The Board shall develop a material change policy to address major transportation improvement project changes that affect project delivery or the ability to finance the adopted transportation improvement project. At the date of adoption of a plan to execute the functions of the District, the Board shall adopt a material change policy which addresses material changes to cost, scope, and schedule, the level of change that will require Board involvement and how the Board will address those changes. At a minimum, in the event that a transportation improvement cost exceeds its original cost estimate by more than twenty percent as identified in the District's original finance plan, the Board shall hold a public hearing to solicit comment from the public regarding how the cost change should be resolved. In addition, an annual report shall be approved by the Board and issued by the District to the public and to newspapers of record in the District as required by RCW 36.73.160 indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules.

## **ARTICLE VIII**

### **BYLAWS**

**Section 8.01 Bylaws.** The Board shall adopt Bylaws to provide additional rules that are not inconsistent with this Charter, governing the District and its activities.

## **ARTICLE IX**

### **AMENDMENT TO CHARTER**

**Section 9.01 Proposals to Amend Charter.** Any Board member may introduce a proposal to amend the Charter at any regular meeting or special meeting of the Board, provided, however, that all amendments shall comply with the minimum requirements and provisions of the Statute.

**Section 9.02 Board Consideration of Proposed Amendments.** The Board may vote on a proposal to amend the Charter at the same meeting at which the proposal is introduced if notice of a proposal to amend the Charter and information, including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board fifteen days prior to any regular Board meeting. In the case of a special meeting, notice of a proposal to amend the Charter and information, including the text of the proposed amendment and a statement of its purpose and effect, must be provided to members of the Board thirty days prior to the special meeting. If such notice and information is not so provided, the Board may not vote on the proposal until the next regular or special meeting if such notice and information is provided pursuant to the timelines set forth above. Amendments to the proposal within the scope of the original proposal will be permitted at the meeting at which the vote is taken.

**Section 9.03 Vote Required for Proposals to Amend the Charter.** Resolutions of the Board approving proposals to amend the Charter shall require an affirmative vote of a majority of the Board members voting on the issue.



**Section 9.04 Public Hearings.** Certain amendments of the Charter may require action of the Thurston County Board of County Commissioners and a public hearing pursuant to the requirements of the Statute. No consideration of any Charter amendment may occur until the County complies with such requirements.

**ARTICLE X**  
**COMMENCEMENT**

**Section 10.01 Commencement.** The District has commenced its existence effective upon the adoption of Ordinance 15103. This amended Charter shall become effective immediately.

**ARTICLE XI**  
**MISCELLANEOUS**

**Section 11.01 Liberal Construction and Severability.** This Charter shall be liberally construed to affect its purposes. If any section or part of this Charter is ultimately ruled invalid or illegal by a court of competent jurisdiction, such invalidity or illegality shall not affect the remaining sections or parts of this Charter.

THIS CHARTER IS EXECUTED AS OF THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

THURSTON COUNTY TRANSPORTATION  
BENEFIT DISTRICT

By: \_\_\_\_\_

Its: President

RESOLUTION NO. TBD - 06

A RESOLUTION of the Thurston County Transportation Benefit District approving an amendment to the charter of the Thurston County Transportation Benefit District.

WHEREAS, the Board of Directors of the Thurston County Transportation Benefit District previously adopted Resolution No. TBD-01 which adopted the Charter of the Thurston County Transportation Benefit District; and

WHEREAS, the Board of Directors of the Transportation Benefit District is composed of the members of the Thurston County Board of County Commissioners, who shall serve in an ex-officio and independent capacity; and

WHEREAS, membership of the Thurston County Board of County Commissioners expanded from a three-member board to a five-member board; and

WHEREAS, the Charter of the Thurston County Transportation Benefit District should be updated to reflect the change in the composition of the Thurston County Board of County Commissioners; and

WHEREAS, notice of the proposal to amend the Charter and information concerning the proposed amendment, including the text of the proposed amendment and a statement of its purpose and effect, was provided to each member of the Board of Directors of the Thurston County Transportation Benefit District more than fifteen days in advance of the regular meeting at which the proposal to amend the Charter was introduced;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE THURSTON COUNTY TRANSPORTATION BENEFIT DISTRICT DOES RESOLVE AS FOLLOWS:

**Section 1.** That the amended Charter of the Thurston County Transportation Benefit District attached hereto is hereby approved and adopted effective immediately.

ADOPTED by the Thurston County Transportation Benefit District Board of Directors  
this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Clerk of the District

By: \_\_\_\_\_  
President, Carolina Mejia



## Transportation Benefit District **AGENDA ITEM SUMMARY**



Agenda Date: 03/19/2024

Date Created: 3/8/2024

Agenda Item #: 3C

Created by: Marcie Taylor, Executive Assistant - Public Works - 360-867-2273

Presenter: **Jennifer Walker, Public Works Director - Director's Office - 360-867-2271**


Item Title:


**Resolution Amending the Thurston County Transportation Benefit District (TC-TBD) Bylaws**

Action Needed: **Pass Resolution**

Class of Item: **Department**

### List of Exhibits

 TBD Bylaws Final  
031924.pdf  
PDF File  
140 KB

 TBD-07\_Resolution  
Updating Bylaws.pdf  
PDF File  
89.9 KB

### Recommended Action:

Move to approve the resolution to amend the TC-TBD Bylaws to reflect a five member board.

### Item Description:

A resolution amending the TC-TBD Bylaws to reflect a five member board.

Date Submitted: 3/8/2024

**BYLAWS**  
**OF THE**  
**THURSTON COUNTY TRANSPORTATION BENEFIT DISTRICT**

**ARTICLE I**  
**MEMBERSHIP**

Section 1.1    Membership. Each member of the Thurston County Board of County Commissioners shall be an ex officio member of the Board of Directors (“Board”) of the Thurston County Transportation Benefit District (“District”).

**ARTICLE II**  
**OFFICERS AND COMMITTEES**

Section 2.1    Officers Designated. The officers of the Board shall be a President, Vice President and Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Board may prescribe.

Section 2.2    Election, Qualification, and Term of Office. The President and Vice President shall be elected by the Board from among its members. The Treasurer shall be the Thurston County Treasurer. Except for the Treasurer, the officers shall be elected by the Board at the first regular meeting each year, for a one-year term, and each officer shall hold office during said one-year term and until his or her successor is elected. The first officers of the Board shall be elected by the Board at its first meeting. Officers may, at the discretion of the Board, hold their respective offices for successive terms.

Section 2.3    Powers and Duties. The officers of the District shall have the following duties:

(a)    President. The President shall serve as the ceremonial head of the District and shall preside over all Board meetings. The President shall, subject to the control of the Board, exercise general supervision, direction, and control of the business and affairs of the District. On matters decided by the District, unless otherwise required under Interlocal Agreement or by the Charter, the signature of the President alone is sufficient to bind the District. The President of the Board along with the District’s Attorney shall be the District’s registered agents for purposes of service of process.

(b)    Vice President. The Vice President shall serve in the absence of the President as the ceremonial head of the District and shall preside over Board meetings in the President’s absence and shall otherwise execute the President’s powers and duties.



(c) Treasurer. The Treasurer shall receive and faithfully keep all funds of the District and deposit the same in such bank or banks as may be designated by the Board. The Treasurer shall also discharge such other duties as may be prescribed by the Board.

#### Section 2.4    Establishment of Committees.

(a) Committees of the Board. The Board may, by resolution, designate from among its members one or more committees, each consisting of at least one member, to represent the Board and, where consistent with these Bylaws, the Charter, and Chapter 36.73 RCW, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board from any responsibility imposed by law. All actions of the District require the vote of the Board.

(b) Citizen Committees. The Board may, by resolution, designate from outside its membership one or more committees, each consisting of at least two members, to advise the Board.

Section 2.5    Removal from Office. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board, by an affirmative vote of the majority of the Board, may remove any officer of the Board from his or her office whenever in its judgment the best interests of the District will be served thereby. An officer so removed shall continue to serve on the Board.

### **ARTICLE III MEETINGS**

Section 3.1    Regular Board Meetings. Regular Board meetings shall be scheduled by the Board through a resolution. At any regular meeting of the Board, any business may be transacted, and the Board may exercise all of its powers.

Section 3.2    Special Board Meetings. Subject to the Charter, special meetings of the Board may be held at any place and at any time whenever called by the President or by a majority of the members of the Board.

Section 3.3    Notice of Regular and Special Board Meetings. Notice of regular and special meetings shall be given in a manner consistent with the Open Public Meetings Act, chapter 42.30 RCW as currently exists or subsequently amended

Section 3.4.    Procedure. *Robert's Rules of Order* shall be final authority on all questions of procedure and parliamentary law not otherwise provided by ordinance, statute, Charter or these Bylaws; PROVIDED, that with the concurrence of 3 members, such rules may be waived or modified. PROVIDED FURTHER, that failure to follow said rules will not in itself constitute sufficient grounds for invalidating any Board action. Where consistent with the Statute, the procedures of the Thurston County Board of County Commissioners will govern the procedures of the Board.

Section 3.5.    Public Comment. Opportunity for public comment at Board meetings shall be required when the Board considers adoption of its annual plan for service and imposition of any

tax, charge or fee, or when required by the Open Public Meetings Act, chapter 42.30 RCW as currently exists or subsequently amended. The Board from time to time may, in its sole discretion, permit public comment regarding additional topics.

Section 3.6. Public Hearings. A public hearing will be held: (1) to modify the boundaries of the existing District (RCW 36.73.050); (2) in the event that a transportation improvement cost exceeds its original cost by more than twenty percent as identified in the District's approved annual transportation improvement list and related finance plan, to solicit comment regarding how the cost change should be resolved (RCW 36.73.160); (3) to dissolve the District (RCW 36.73.050); (4) when required by law; or (5) as desired by the Board.

Section 3.7. Proxies Prohibited. Votes may be cast at Board meetings only by members of the Board in attendance at the meeting either in person or by electronic means. Voting by proxy shall be prohibited.

## **ARTICLE IV AMENDMENTS TO BYLAWS**

### Section 4.1 Proposals to Amend Bylaws.

Any Board member may introduce a proposed amendment to the Bylaws (which may consist of new Bylaws) at any regular meeting, or at any special meeting for which 30 days' advance notice has been given.

Section 4.2 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Bylaws, and information including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board 15 days prior to any regular Board meeting or any special meeting of which 30 days' advance notice has been given, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which 30 days' advance notice has been given and at least 15 days prior to which meeting such notice and information is provided to Board members. Changes to the proposed amendment that are within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 4.3 Board Approval of Amendments to Bylaws. Resolutions of the District approving amendments to the Bylaws by affirmative vote of a majority of the Board may be implemented at such time as selected by the District in the Resolution without further action. Copies of all amendments to the Bylaws shall be filed with Thurston County Clerk of the Board of County Commissioners as public records.

## **ARTICLE V ADMINISTRATIVE PROVISIONS**

Section 5.1 Books and Records. The District shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees.

Section 5.2   Principal Office. The principal office and mailing address of the Thurston County Transportation Benefit District shall be located in Olympia, Washington, as specified by resolution.

Section 5.3   Fiscal Year. The Fiscal Year of the District shall begin January 1 and end December 31 of each year.

## **ARTICLE VI BUDGET**

Section 6.1   The annual budget shall be adopted each year by resolution.

## **ARTICLE VII APPROVAL OF BYLAWS**

Approved by Resolution No. 07 adopted by the Thurston County Transportation Benefit District Board of Directors on March 19, 2024.

THURSTON COUNTY TRANSPORTATION  
BENEFIT DISTRICT

By: \_\_\_\_\_

Its:   President

RESOLUTION NO. TBD - 07

A RESOLUTION of the Thurston County Transportation Benefit District approving an amendment to the bylaws of the Thurston County Transportation Benefit District.

WHEREAS, the Board of Directors of the Thurston County Transportation Benefit District previously adopted Resolution No. TBD-02 which adopted the Bylaws of the Thurston County Transportation Benefit District; and

WHEREAS, the Board of Directors of the Transportation Benefit District is composed of the members of the Thurston County Board of County Commissioners, who shall serve in an ex-officio and independent capacity; and

WHEREAS, membership of the Thurston County Board of County Commissioners expanded from a three-member board to a five-member board; and

WHEREAS, the Bylaws of the Thurston County Transportation Benefit District should be updated to reflect the change in the composition of the Thurston County Board of County Commissioners; and

WHEREAS, notice of the proposal to amend the Bylaws and information concerning the proposed amendment, including the text of the proposed amendment and a statement of its purpose and effect, was provided to each member of the Board of Directors of the Thurston County Transportation Benefit District more than fifteen days in advance of the regular meeting at which the proposal to amend the Bylaws was introduced;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE THURSTON COUNTY TRANSPORTATION BENEFIT DISTRICT DOES RESOLVE AS FOLLOWS:

**Section 1.** That the amended Bylaws of the Thurston County Transportation Benefit District is hereby approved and adopted effective immediately.

ADOPTED by the Thurston County Transportation Benefit District Board of Directors  
this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Clerk of the District

By: \_\_\_\_\_  
President, Carolina Mejia





## Transportation Benefit District **AGENDA ITEM SUMMARY**



Agenda Date: 03/19/2024

Date Created: 3/8/2024

Agenda Item #: 3D

Created by: Marcie Taylor, Executive Assistant - Public Works - 360-867-2273

Presenter: **Jennifer Walker, Public Works Director - Director's Office - 360-867-2271**

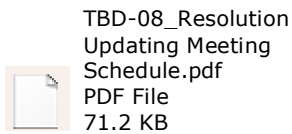
Item Title:

**Resolution Amending the Thurston County Transportation Benefit District (TC-TBD) Meeting Schedule**

Action Needed: **Pass Resolution**

Class of Item: **Department**

### List of Exhibits



### Recommended Action:

Move to approve the resolution amending the TC-TBD meeting schedule to reflect a change in the meeting location to The Atrium, Room 110, 3000 Pacific Avenue SE, Olympia, WA. 98501 and to change the meeting time to 4:00 pm or as soon thereafter as practical.

### Item Description:

A resolution amending the TC-TBD meeting schedule to reflect a change in the meeting location to The Atrium, Room 110, 3000 Pacific Avenue SW, Olympia, WA. 98501 and to change the meeting time to 4:00 pm or as soon thereafter as practical.

Date Submitted: 3/8/2024

RESOLUTION NO. TBD -08

A RESOLUTION of the Thurston County Transportation Benefit District setting the schedule for the regular meetings of the Thurston County Transportation Benefit District.

WHEREAS, the Board of Directors of the Thurston County Transportation Benefit District adopted Resolution No. TBD-04 setting the schedule for the regular meetings of the Thurston County Transportation Benefit District; and

WHEREAS, pursuant to RCW 42.30.070, Section 6.01 of the Charter and Section 3.1 of the Bylaws of the Thurston County Transportation Benefit District, the schedule for holding regular meetings shall be provided by resolution.

NOW, THEREFORE, the Board of Directors of the Thurston County Transportation Benefit District does resolve as follows:

Section 1. All regular meetings of the Thurston County Transportation Benefit District shall be held at The Atrium, Room 110, 3000 Pacific Avenue SE, Olympia, WA 98501, unless otherwise provided.

Section 2. Regular meetings of the Thurston County Transportation Benefit District shall be held the third Tuesday of each month beginning at 4:00 p.m., or as soon thereafter as practical, for the transaction of any business required or permitted by law.

Section 3. If a regular meeting falls on a holiday, such regular meeting shall be cancelled, and the transaction of any business will be carried over to the next regularly scheduled meeting.

Section 4. Other special meetings may be called by the Board of Directors of the Thurston County Transportation Benefit District as provided by chapter 42.30 RCW, Open Public Meetings Act, and the Charter and Bylaws of the Transportation Benefit District.

Section 5. The Board of Directors of the Thurston County Transportation Benefit District are not required to hold and there is not established a minimum number of regular Board of Directors meetings in any given calendar year.

ADOPTED by the Thurston County Transportation Benefit District Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Clerk of the District

By: \_\_\_\_\_  
President, Carolina Mejia



## Transportation Benefit District **AGENDA ITEM SUMMARY**



Agenda Date: 03/19/2024

Date Created: 2/7/2024

Agenda Item #: 3E

Created by: Marcie Taylor, Executive Assistant - Public Works - 360-867-2273

Presenter: **Matt Unzelman, County Engineer - Office of the County Engineer - 360-867-2335**

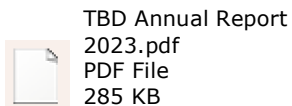
Item Title:

**2023 Thurston County Transportation Benefit District (TC-TBD) Annual Report**

Action Needed: **Pass Motion**

Class of Item: **Department**

### List of Exhibits



### Recommended Action:

Move to accept the 2023 TC-TBD Annual Report and direct staff to post it's availability in the newspaper of record for Thurston County.

### Item Description:

State law and the Thurston County Transportation Benefit District (TC-TBD) charter require the TC-TBD to issue an annual report indicating the status of transportation improvements, costs, transportation improvement expenditures, revenues and construction schedules to the public. Considering these requirements, staff has prepared the 2023 TC-TBD Annual Report for the Board's review and approval.

One TC-TBD meetings was held in 2023. The meetings included:

- Ratification of the assignment of the TBD Officers for 2023
- 2022 TC-TBD Annual Report

TC-TBD received no revenues in 2023 and did not expend any funds. Thurston County Public Works incurred \$254.57 in liabilities from the 2023 activities. Thurston County Public Works will be reimbursed for these expenses if the TC-TBD begins receiving revenue.

Date Submitted: 2/7/2024

Thurston County Transportation Benefit District

3000 Pacific Ave SE, Olympia WA 98501

**Tel** 360-867-2300

**Email:** [tctbd@co.thurston.wa.us](mailto:tctbd@co.thurston.wa.us)

<https://www.thurstoncountywa.gov/departments/public-works/engineering/transportation-benefit-district>

# TRANSPORTATION BENEFIT DISTRICT ANNUAL REPORT

## FY 2023

*The Board of County Commissioners adopted an ordinance on Dec. 30, 2014 that created the Thurston County Transportation Benefit District—or “TC-TBD”—that covers the unincorporated areas of the county with the intent to preserve the existing roadway system, improve safety and update technology to meet the needs of existing and foreseeable traffic conditions.*

Thurston County  
Transportation Benefit District

Local Money, Local Roads

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# ANNUAL REPORT SUMMARY

## Annual Report Summary

### PURPOSE

In accordance with Revised Code of Washington 36.73.160 the Transportation District Board must issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules. This report will serve as the district's annual report to comply with state law and provide information to the public on how the district revenues have been spent.

### PROGRAM SUMMARY

- Transportation System Preservation Program – Preserve, operate, maintain, and/or improve existing transportation infrastructures
- Transportation System Safety Program – Improve the safety performance and security of those who use the transportation system.
- Transportation System Technology Program – Use technology-based approaches to address transportation congestion, safety performance, efficiency, and operations.
- Administration Program – Plan, administer and report on district activities

### STRATEGIC HIGHLIGHTS

The TC-TBD received no revenues in 2023 and did not expend any funds. Thurston County Public Works incurred **\$254.57** in liabilities from the 2023 activities. Thurston County Public Works will be reimbursed for these expenses if the TC-TBD begins receiving revenue.

### LOOKING AHEAD

- 2024 Annual Report

# DISTRICT REVENUES

## District Revenues

### REVENUE SUMMARY

- There were no revenues in 2023

### SUMMARY OF REVENUE

DESCRIPTION	2015-2018	2019	2020	2021	2022	2023
<b>Vehicle License Tab Fee</b>	0	0	0	0	0	0

# DISTRICT EXPENDITURES

## District Expenditures

### EXPENDITURE SUMMARY

- There were no expenditures in 2023.

### LIABILITY SUMMARY

- Thurston County Public Works provides administration services in accordance with the June 23, 2015, interlocal agreement between the District and Thurston County. These expenses will be paid by the District once a funding source is established.

### SUMMARY OF EXPENDITURES AND LIABILITIES

#### EXPENDITURES

DESCRIPTION	EXPENSES
<b>Department of Licensing Administration and Collection (1%)</b>	0
<b>Services</b>	0
<b>System Preservation</b>	0
<b>System Safety</b>	0
<b>System Technology</b>	0
<b>Administration</b>	0
<b>Totals</b>	0

#### LIABILITIES

DESCRIPTION	THURSTON COUNTY PUBLIC WORKS
<b>2015-2017</b>	\$26,236.97
<b>2018</b>	\$76,232.82
<b>2019</b>	\$9,042.47
<b>2020</b>	\$4,248.69
<b>2021</b>	\$901.62
<b>2022</b>	\$1,121.58
<b>2023</b>	\$254.57
<b>Total</b>	<b>\$118,038.72</b>



# STATUS OF PROJECTS

## Status of Projects

There were no projects in 2023.

# CONSTRUCTION SCHEDULES

## Construction Schedules

No projects are currently scheduled.

# 2023 BOARD MEMBERS

## 2023 Board Members

CAROLINA MEJIA  
PRESIDENT



**Tel** (360) 786-5440  
[tctbd@co.thurston.wa.us](mailto:tctbd@co.thurston.wa.us)

TYE MENSER  
VICE PRESIDENT



**Tel** (360) 786-5440  
[tctbd@co.thurston.wa.us](mailto:tctbd@co.thurston.wa.us)

GARY EDWARDS  
BOARD MEMBER



**Tel** (360) 786-5440  
[tctbd@co.thurston.wa.us](mailto:tctbd@co.thurston.wa.us)

### THURSTON COUNTY TRANSPORTATION BENEFIT DISTRICT

Thurston County Transportation Benefit District  
3000 Pacific Ave SE, Olympia WA 98501

**Tel** 360-867-2300

**Email:** [tctbd@co.thurston.wa.us](mailto:tctbd@co.thurston.wa.us)

[Transportation Benefit District | Thurston County \(thurstoncountywa.gov\)](https://www.thurstoncountywa.gov/transportation-benefit-district)

**Thurston County  
Transportation Benefit District**

Local Money, Local Roads

# CONTACT INFORMATION

## Contact Information

### ADMINISTRATION AND PROJECT INFORMATION

**Phone: 360-867-2300**

**TDD: Call 711 or 1-800-833-6388**

Visit [Transportation Benefit District | Thurston County \(thurstoncountywa.gov\)](https://thurstoncountywa.gov/transportation-benefit-district) to see frequently asked questions, TBD Board Meetings, meeting information and events.



## Transportation Benefit District **AGENDA ITEM SUMMARY**



Agenda Date: 03/19/2024

Date Created: 3/7/2024

Agenda Item #: 3F

Created by: Marcie Taylor, Executive Assistant - Public Works - 360-867-2273

Presenter: **Matt Unzelman, County Engineer - Office of the County Engineer - 360-867-2335**

Item Title:

**Overview of the Thurston County Transportation Benefit District (TC-TBD),  
Funding Options and Next Steps**

Action Needed: **Other**

Class of Item: **Department**

### **List of Exhibits**



TBD\_March2024\_Final  
BoCC.pdf  
PDF File  
1.06 MB

### **Recommended Action:**

No action required.

### **Item Description:**

Staff will present an overview of the TC-TBD, funding options and next steps.

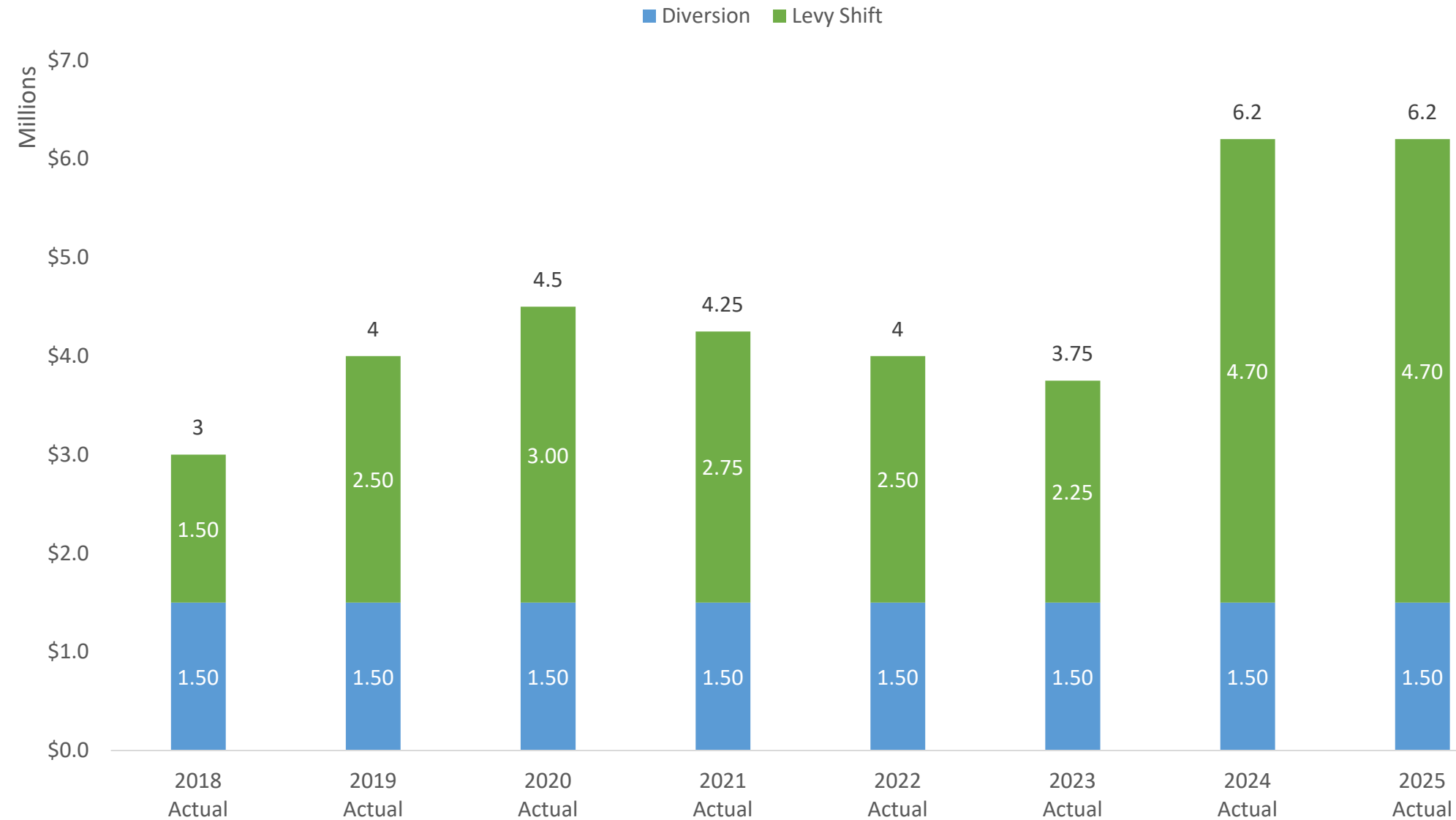
Date Submitted: 3/7/2024



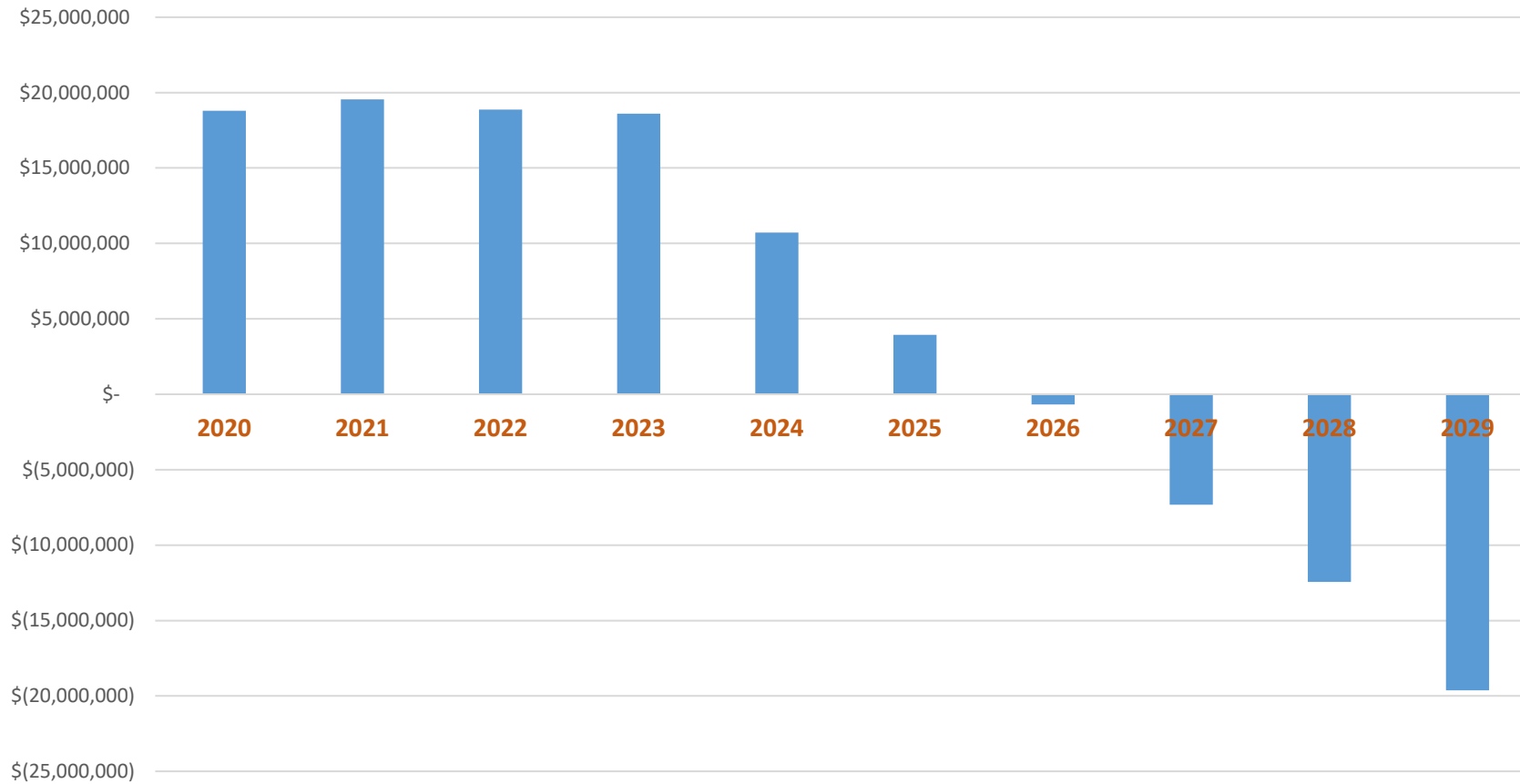
# Thurston County ***TBD***

Transportation Benefit District  
March 19, 2024

# Road Levy Shift/Diversion Funding



# Road Fund Ending Fund Balance





# Transportation Benefit District

## RCW 36.73

- State law allows cities and counties to create a TBD to collect fees and taxes to implement projects.
- Allows for board and voter approved fees

Thurston County created a TBD in 2014

MRSC reports more than 110 Washington cities & counties have formed TBDs. To date, no county has funded a TBD



# TBD – What Can Be Done



**Preservation** – taking care of what we have



**Safety** – keeping communities safe



**Technology** – updating systems to deliver time, safety and cost benefits



# Preservation



## Pavement Preservation

- Chip-Seal
- Overlay



## ADA Improvements

- Mid-block Crossings
- Curb ramp replacements

# Safety



## Safety Program

- Johnson Point and Hawks Prairie Roundabout
- 2024 Countywide Safety Improvements
- Pleasant Glade Elementary Pedestrian Improvements



## Traffic Calming Program

- Ridgeview Neighborhood
- Old Steamboat Island Rd
- 50<sup>th</sup> Ave SE



# Innovation & Technology



## Flashing Beacons

- Yelm Hwy Mid Block Crossings
- Johnson Point and Hawks Prairie Roundabout



## LED Street Light Conversion

- Recently converted all luminaires on Martin Way

# TBD Funding Options

TBD Board Approved	Estimated Revenues
• \$20 to \$50 vehicle fee (car tab)	• \$1.24 to \$3.10 Million
• 0.1% sales and use tax	• \$1.57 to \$1.74 Million
Voter Approved	Estimated Revenues
• 0.2% to 0.3% sales and use tax	• \$3.13 to \$5.21 Million
• \$50 to \$100 vehicle fee (car tab)	• \$3.10 Million to \$6.21 Million
• 1-year excess levy on property tax	



# Questions