



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE λ SNOHOMISH, WASHINGTON 98290 λ TEL (360) 568-3115 FAX (360) 568-1375

## NOTICE OF REGULAR MEETING

### SNOHOMISH TRANSPORTATION BENEFIT DISTRICT

in the  
George Gilbertson Boardroom  
1601 Avenue D

**TUESDAY**  
**December 7, 2010**  
**6:00 p.m.**

### AGENDA

- 6:00 1. **CALL TO ORDER**
- 6:05 2. **APPROVE AGENDA** contents and order
- 6:10 3. **CITIZEN COMMENTS** on items not on the Agenda
- 6:20 4. **SELECT** Chair and Vice Chair for the Transportation Benefit District Board (*P. 1*)
5. **ACTION ITEMS**
- 6:25 a. **ADOPT** Resolution 1 to Establish Rules and Procedures of the Transportation Benefit District Board (*P. 3*)
- 6:35 b. **ADOPT** an Interlocal Agreement between the Transportation Benefit District Board and the City Council (*P. 15*)
- 6:45 6. **DISCUSSION ITEM – REVIEW** and **DISCUSS** Proposed 2011 Transportation Benefit District Board Work Plan (*P. 19*)
- 6:55 7. **ADJOURN**

**NEXT MEETING:** Tuesday, January 4, 2011, regular meeting at 6 p.m., in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

*The City Council Chambers are ADA accessible. Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115.*



## **AGENDA ITEM 4**

**Date:** December 7, 2010

**To:** Transportation Benefit District Board

**From:** Larry Bauman, City Manager

**Subject:** **Selection of Chair and Vice Chair for the Transportation Benefit District Board**

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In the same way as the City Council on a biennial basis elects a Mayor and a Mayor Pro Tem, it is recommended that the TBD select one of its Board Members to serve as Chair of the TBD and one member to serve as Vice Chair. This may be done by a simple nomination process, followed by majority votes for selection. The following agenda item to establish the TBD Board's Rules and Procedures includes staff's recommendations on this matter. These rules are proposed to be consistent with the Council's policy of selecting the Mayor and Mayor Pro Tem for two-year terms.

However, since the TBD Board's timing for this selection is not occurring at the same time the City Council will next vote (in January 2012) to select the Mayor and Mayor Pro Tem, the TBD Board must decide at this point if it wishes to make its Chair/Vice Chair selection process in synch or not with future decisions regarding the Mayor/Mayor Pro Tem. The Board may decide to elect its officers to serve initially for one of the following terms of office:

1. Select a Chair and a Vice Chair for 25-month terms to end in January 2013, which would place the selection process on a different schedule than the Council's selection of Mayor and Mayor Pro Tem;
2. Select a Chair and a Vice Chair for 13-month terms to end in January 2012, which would place the selection process on the same schedule as the regular terms for the Council's selection of Mayor and Mayor Pro Tem (this option is recommended).

In determining the initial terms of the Chair/Vice Chair, Councilmembers may wish to consider that if they select option 1 above, the selection of a Chair/Vice Chair could be affected by terms of Councilmember positions, some of which will be expiring on December 31, 2011. For that reason as well as to make the TBD officers' terms consistent with those of the Council's officers, option 2 is recommended by staff.

The selection process being recommended—essentially the same as has been used by the City Council—would call for the current City Council Mayor to temporarily serve as Chair in order to begin the process of chairing the first meeting and facilitate the TBD Board's formal selection of the Chair. The procedure for this selection is proposed as follows:

1. The Chair will accept nominations from members of the TBD Board. Once seconded, the nomination(s) will be accepted for a vote. The Board will vote for those nominated via written ballot and pass their ballots to the Chair. The Chair will then announce the votes and the City Clerk will tally the votes for the record.

#### **AGENDA ITEM 4**

2. There will be only one vote per Board Member. If a majority is not reached in the first round, the Board will deliberate and repeat the process from the point of nomination. Once a candidate receives a majority, the Chair will announce, “It appears Candidate X has been selected.”
3. At this point, the Chair may look for a “motion to appoint” with a second. The Board will then vote to appoint the selected Board Member as Chair. This will give the entire Board the opportunity to vote for the winning nominee.

Once elected, the new Chair will chair the rest of the meeting and immediately follow the same procedures to select the Vice Chair. The TBD Board should include within its nominations process the desired terms of both the Chair and Vice Chair.

**STRATEGIC PLAN REFERENCE:** Goal 4.C., “Significantly Increase City Funding for Street Maintenance,” and its Action Strategy, “Identify and evaluate funding alternatives for roadway improvements,” are related to this item.

**RECOMMENDATION:** That the Transportation Benefit District Board first **APPROVE** a motion to waive procedures to allow vote by written ballot, and then **NOMINATE** and **ELECT** the Transportation Benefit District Board’s Chair and Vice Chair to initially serve for a term to be determined by the TBD Board.

## **ACTION ITEM 5a**

**Date:** December 7, 2010

**To:** Transportation Benefit District Board

**From:** Larry Bauman, City Manager

**Subject:** **Adoption of Resolution 1 to Establish Rules and Procedures of the Transportation Benefit District Board**

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The purpose of this agenda item is the Board's review and proposed adoption of Resolution 1 to establish rules and procedures for the TBD Board. The attached resolution is modeled directly from the current City Council Rules and Procedures (Resolution 1251). Specific language has either been inserted to address special needs of the TBD Board or has been stricken from these Rules and Procedures when they were relevant only to the operations of the City Council.

Key elements of the proposed Rules and Procedures that the Board should be aware of and discuss as needed include:

- Regular Board meetings would be held as needed on the first Tuesdays of the month between 6:00 p.m. and 7:00 p.m. These meetings, however, will be scheduled only as agenda items demand and would be canceled if no agenda discussion, action, or consent items are proposed for that month (see Resolution 1, Section V., Board Meetings);
- Rather than schedule Board Workshops an hour prior to the regular meeting time, it is recommended as part of Resolution 1 that workshops—if needed—be scheduled instead of regular TBD Board meetings from 6:00 p.m. to 7:00 p.m., on the first Tuesday of the month;
- Special Meetings may be scheduled as needed in the same way as provided for in the City Council's rules and procedures;
- It is proposed that Officers of the Board (Chair and Vice Chair) would be elected by the Board during even numbered years, under the same schedule and process by which the City Council elects its Mayor and Mayor Pro Tem. If, under the previous Board item on the December 7 agenda, the Board decides to select the Board Chair and Vice Chair for terms ending in 2013, the language in this section (III., A., 1.) would need to be modified to reflect the election to occur in odd numbered years. This change would need to be reflected in the motion for passage of Resolution 1.

In most other sections of Resolution 1, the rules and procedures as recommended either closely or identically follow the provisions of City Council Resolution 1251. However, as previously noted, some provisions of the Council rules and procedures have been deleted when they were viewed as irrelevant to the operational needs of the TBD Board.

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**STRATEGIC PLAN REFERENCE:** Goal 4.C., “Significantly Increase City Funding for Street Maintenance,” and its Action Strategy, “Identify and evaluate funding alternatives for roadway improvements,” are directly related to this discussion item.

**RECOMMENDATION:** That the Transportation Benefit District Board PASS Resolution 1 establishing Rules and Procedures for the Board’s operations.

**ATTACHMENT:** Resolution 1

**ACTION ITEM 5a**

**CITY OF SNOHOMISH  
TRANSPORTATION BENEFIT DISTRICT  
Snohomish, Washington**

**RESOLUTION 1**

**A RESOLUTION OF THE CITY OF SNOHOMISH TRANSPORTATION  
BENEFIT DISTRICT ESTABLISHING PROCEDURES FOR THE  
CONDUCT OF BUSINESS AT BOARD MEETINGS**

**WHEREAS**, RCW Chapter 36.73.040 grants the Transportation Benefit District authority to establish rules of conduct for their meetings; and

**WHEREAS**, the Snohomish Transportation Benefit District was established by Snohomish City Council Ordinance 2197; and

**WHEREAS**, a comprehensive procedure for Transportation Benefit District Board meetings will provide the most expedient means of conducting Board meetings; and

**WHEREAS**, pursuant to Resolution 1 the Transportation Benefit District Board of the City of Snohomish wishes to establish procedures for the conduct of business at Board meetings; and

**WHEREAS**, the Transportation Benefit District Board has studied and reviewed these procedures and determined that a resolution regarding the conduct of public hearings is appropriate;

**NOW, THEREFORE, BE IT RESOLVED BY THE TRANSPORTATION  
BENEFIT DISTRICT BOARD OF THE CITY OF SNOHOMISH AS FOLLOWS:**

Resolution 1 is enacted and shall read as follows:

- I. **General:** These rules constitute the official rules for the conduct of business by the City of Snohomish Transportation Benefit District Board. In all other contested decisions arising from points of order, the Board shall be governed by Robert's Rules of Order Newly Revised, a copy of which is maintained in the office of the City Clerk.
- II. **Organization:**
  - A. **City Councilmembers Appointed as Board Members.** As adopted by the City Council through Ordinance 2197, the governing board or "Board" of the Transportation Benefit District shall be the Snohomish City Council acting in an ex officio and independent capacity and shall have the authority to exercise the statutory powers set forth in RCW Chapter 36.73.

## **ACTION ITEM 5a**

- B. Election of Officers. The Board shall initially elect a Chair and a Vice Chair for a term ending December 31, 2011 and thereafter beginning in 2012 terms shall be for two years. The Board shall reorganize itself at the first Board Meeting during even-numbered years. In the temporary absence of the Chair, the Vice Chair shall perform the duties and responsibilities of the Chair. In the event the Chair is unable to serve the remainder of the term, a new Chair shall be elected at the next Regular Meeting. In the event the Vice Chair is unable to serve the remainder of the term, a new Vice Chair shall be elected at the next Regular Meeting.
- C. Quorum. At all Board Meetings, a majority of the Board (four members) shall constitute a quorum for the transaction of business, but a lesser number may recess or adjourn.
- D. Attendance and Excused Absences.
1. Board Members. RCW 35A.13.020 provides that a Board Member shall forfeit his or her office by failing to attend three consecutive Regular Meetings of the Board without being excused by the Board. Members of the Board may be so excused by complying with this section. The member shall contact the Chair; or, if the Chair is not available, the City Manager, or City Clerk, who shall convey the message to the Chair. Following roll call, the Chair shall inform the Board of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.
  2. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Board Meetings. If the Clerk and the Deputy Clerk are absent from any Board Meeting, then the Chair shall ask the City Manager to appoint a member of the staff to act as Clerk for that meeting.
  3. Officers or Employees. Any City officer or employee shall have the duty, when requested by the Board, to attend Board Meetings and shall remain for such time as the Board may direct.
- E. Decorum.
1. Forms of Address. The Chair shall be addressed as "Chairperson (surname)". Members of the Board shall be addressed as "Board Member (surname)" or by the name requested by the Board Member.
  2. Board Member Communications Protocols During Meetings.

## **ACTION ITEM 5a**

- a. No Board Member comments are to be personal in nature or otherwise disruptive. All Board Member comments are to be addressed to the Chair.
  - b. All Board Member comments during meetings shall be germane to the business of the District and tempered to advance the debate.
  - c. Board Member comments during meetings shall be concise and respectful of the time available to complete actions on the agenda and the desire to provide ample opportunities for citizens and other Board Members to comment.
  - d. Sanctions for violation of Board Member Communications Protocols as described in this section may include the following, although the Board may decide, based on the severity of the violation, to begin with steps other than the first step as listed here:
    - i. On the first violation, the Board may issue a warning orally to the Board Member who has violated these protocols.
    - ii. On the second violation, the Board, upon a motion being adopted by the Transportation Benefit District Board, may issue a written reprimand to the Board Member who has violated these protocols.
    - iii. On the third violation, the Board, upon a motion being adopted by the Transportation Benefit District Board, may issue a formal resolution of censure to the Board Member who has violated these protocols.
3. Right to Eject. While the Board is in session, both the members and the public must preserve order and decorum, and shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Board, nor disrupt any member while speaking or refuse to obey the orders of the Presiding Officer, except as otherwise provided in these Rules. Any person who becomes boisterous, unruly, or who physically or verbally threatens any other person while addressing the Board or while attending a Board meeting shall be asked to leave by the Presiding Officer and a Police Officer shall escort them from the Board Chambers.
4. Hearings. Whenever the Board is conducting a public hearing on a quasi-judicial matter that affect individuals or property rights, such hearings must not only be fair, but must be free from even the appearance of unfairness. Therefore, in their consideration of such matters Board Members shall:

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- a. Try to avoid any ex parte contact with the individual or property owner whose rights are under consideration;
  - b. Try to avoid any public or private statements in advance of the hearing that would suggest that the Board Member has decided the issue before the hearing.
5. Ex parte Communication. Consistent with RCW 42.36.060, if any Board Member has had ex parte communications with opponents or proponents with respect to a quasi-judicial proposal, that Board Member must disassociate him/herself from the proceedings, unless:
- a. That Board Member places on the record the substance of any written or oral ex parte communications concerning of the action; and
  - b. The Presiding Officer makes a public announcement providing for an opportunity for any party to rebut the substance of the ex parte communication.
6. Conflict of Interest. Board Members that disassociate themselves from participating in a public hearing due to the violation of the appearance of fairness doctrine or a conflict of interest shall leave the Board Chambers.
- F. Voting.
1. Method. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice; except that at the request of any Board Member, a roll call vote shall be taken by the Clerk.
  2. Tie Vote. In case of a tie vote on any proposal, the proposal shall be considered lost.
  3. General. Each Board Member shall vote on all questions put to the Board, unless a conflict of interest or an appearance of fairness question under state law is present. Unless a member of the Board states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.
- G. Adjournment. Board meetings shall adjourn at or before 7:00 p.m.; except the meeting may be adjourned to be reconvened following the City Council meeting adjournment and time may be extended from that point onward in half-hour increments until 11:00 p.m. upon approval of a formal motion. At 11:00 p.m. the meeting shall be continued to a date and time certain upon approval of a formal motion. The date and time will be announced by the Board at the meeting.

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### III. **Officers:**

- A. **Chair and Vice Chair.** The selection, duties, and powers of Chair and Vice Chair shall be:
1. Selection. Biennially in even numbered years at the first meeting of the year the Board Members shall by majority vote choose a chairperson from among their number. The chairperson of the Board shall have the title of Chair (RCW 35A.13.030). Selected in the same manner as Chair shall be a Vice Chair.
  2. Duties as Presiding Officers. The Chair, or in his or her absence the Vice Chair, shall be the Presiding Officer of the Board. In the absence of both the Chair and the Vice Chair, the Board shall appoint one of the members of the Board to act as a temporary Presiding Officer.
  3. Powers. In addition to the powers conferred as Chair as listed below and as set forth in state law, the Chair shall continue to have all the rights, privileges, and immunities of a member of the Board.
- B. **Presiding Officer's Duties.** It shall be the duty of the Presiding Officer to:
1. Call the meeting to order.
  2. Keep the meeting to its order of business.
  3. Control discussion in an orderly manner by:
    - a. Giving every Board Member who wishes an opportunity to speak when recognized by the Board;
    - b. Permitting citizen comments at the appropriate times; and
    - c. Requiring all speakers to speak to the question and to observe the rules of order.
  4. Decide all questions of order, subject to the right of appeal to the Board by any member.
- IV. **Committees:** Ad hoc committees of Board Members may be appointed by the Chair, with the concurrence of the Board, from time to time as the need arises. The members of such ad hoc committees will select the committee Chairperson.

### V. **Board Meetings:**

## **ACTION ITEM 5a**

- A. Open to the Public. All Board Meetings shall comply with the requirements of the Open Meetings Act (RCW 42.30). All Meetings of the Board shall be open to the public. The City shall comply with the provisions of RCW 35A.12.160 regarding notice of public meetings.
- B. Type of Meetings.
1. Regular Meetings. The Board shall hold their Regular Meetings as needed on the first Tuesdays of the month between 6:00 p.m. and 7:00 p.m. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place *if available* on the next working day. Any change in location will be included in the regular publication notice of the meeting agenda.
  2. Workshops. As needed, the Board may also schedule and hold a workshop instead of and on the same day and time of their Regular Meetings on the first Tuesdays of the month between 6:00 p.m. and 7:00 p.m. Should any Tuesday fall on a legal holiday, the meeting shall be held at the same hour and place if available on the next working day. These meetings will be informal meetings for the purpose of more prolonged discussion of issues and topics selected by the City Manager or Board.
  3. Special Meetings. Special Meetings may be called by the Chair by written notice delivered to each member of the Board at least twenty-four hours before the time specified for the proposed meeting. Special Meetings shall also be called by the Chair upon the written request of any three members of the Board. The notice of such Special Meetings shall state the Subjects to be considered, and no subjects other than those specified in the notice shall be considered.
- C. Executive Sessions.
1. General. The Board may hold Executive Sessions from which the public may be excluded, for the purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the session, the anticipated time when the session will be concluded and shall state whether action by Board is expected following the Executive Session. Should the session require more time, a public announcement shall be made that the session is being extended.
  2. Confidentiality. Board Members should keep confidential all written materials and verbal information provided to them during Executive Sessions. Confidentiality also includes information provided to Board Members outside of Executive Sessions when the information is considered to be exempt from disclosure by State law.

## **ACTION ITEM 5a**

3. Ex parte Contact. If the Board, after Executive Session, has provided direction to City staff on proposed terms and conditions for City business, all contacts with any other party should be done by the designated City staff representative handling the issue. Board Members should obtain the permission of the City Manager prior to discussing the information with anyone other than other Board Members, the City Attorney, or City staff designated by the City Manager. Any Board Member having any such contact or discussion needs to make full disclosure to the City Manager and/or Board in a timely manner.
  
- D. Meeting Place. Regular Board Meetings will be held at the George Gilbertson Board Room in the Snohomish School District Resource and Services Building at 1601 Avenue D or another public meeting facility as advertised. Workshops and Special Meetings will usually be held at the same location, but may be held at other appropriate locations, with proper notice.
  
- E. Board Agenda.
  1. Order of Business. No Legislative item shall be voted upon which is not on the agenda as approved by the Board at the meeting. The order of business for each Regular Meeting shall be as follows:

Regular Session (6:00 p.m. - 7:00 p.m.)

    1. Call to Order
    2. Approve the Agenda Contents and Order
    3. Citizen Comments on items not on the agenda
    5. Public Hearings
    6. Action Items
    7. Discussion Items
    8. Consent Items
    9. Other Business/Information Items
    13. Executive Session
    14. Reconvene Regular Session
    15. Adjourn
  
  2. Consent Items. The City Manager in consultation with the Presiding Officer, shall place matters under the Consent Items which: (a) have been previously discussed by the Board, or (b) based on the information delivered to members of the Board by the administration, can be reviewed by a Board Member without further explanation, or (c) are so routine or technical in nature that passage is likely. The motion to adopt Consent Items shall be non-debatable and have the effect of moving to adopt all items. Since adoption of any item under the Consent Items implies unanimous consent, any member of the Board shall have the right to remove any item. Therefore, under the item "Approve the Agenda

## **ACTION ITEM 5a**

Contents and Order", the Presiding Officer shall inquire if any Board Members wishes an item to be withdrawn from the Consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future Board Meeting.

### VI. **Public Testimony:**

#### A. **Oral and Written Comments.**

1. **General.** The Board shall not take public comments at the Regular Meeting except for testimony given at a Public Hearing; provided that any person may speak under "Citizen Comments on items not on the Agenda" for no more than three minutes. If there is an item on the agenda on which a citizen wishes to comment, the citizen should ask during the "Citizen Comments on items not on the Agenda" if the Board will allow comment on a particular item. The Presiding Officer will decide, with the concurrence of Board, whether comment will be allowed, and if so, it will be taken after the Staff presentation, but before Board action on that item.

Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing, except on matters of procedure.

2. **Identification of Speakers.** Persons testifying shall identify themselves for the record as to name, address, and organization.
3. **Time Limitations.** Individuals will be allowed three (3) uninterrupted minutes to speak. Providing that all individuals are allowed to speak at the hearing, if time permits another three (3) minutes may be allowed for added comment. At the discretion of the Presiding Officer, with the concurrence of Board, additional time for receipt of oral and written testimony may be allowed. The Chair or his designee shall be the timekeeper.

At a quasi-judicial hearing, the burden of proof generally lies with the applicant of the action before the Board. During the public testimony portion of the meeting, the applicant and the applicant's advisors will not be limited in presentation time and will have the opportunity for rebuttal to opposing testimony.

4. **Quasi-Judicial Items.** A quasi-judicial action is an action of the Board which determines the legal rights, duties, or privileges of specific individuals or properties.

The order of business for a quasi-judicial hearing shall be as follows:

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- a. Appearance of Fairness Query
- b. Swearing in
- c. Staff presentation
- d. Board or Commission recommendation
- e. Applicant's statement
- f. Board's questions of Staff, Commission, and Applicant
- g. Citizens' testimony
- h. Rebuttal by Applicant
- i. Public testimony closed
- j. Board deliberation
- k. Board action

5. Workshops. The Board may take public comments at a Workshop meeting, at the discretion of the Presiding Officer and with the concurrence of Board, when appropriate and practical.
6. Written Comments. Written materials may be submitted to the Board at the Regular Meeting at which an issue is to be considered. However the Board may not be able to consider such written comments at that time. In order for written comments to reach the Board for consideration prior to the meeting or hearing, they must be filed with the Clerk no later than 1 p.m. of the Thursday preceding the Regular Meeting for distribution to the Board with the regular agenda packet.

## **VII. Board Member Communications Outside of Meetings:**

- A. All written communications, including letters and electronic messages responding to citizens should be copied to be sent to all other Board Members.
- B. The use of City letterhead by individual Board Members for communications to constituents or to other governmental entities shall not be allowed unless approved by Board majority.
- C. Within the text of correspondence from Board Members to constituents, governmental entities, and community organizations, the Board Member should not characterize or attempt to describe the views and actions of other Board Members in order to ensure that those Board Members have an opportunity to characterize their own views and actions.
- D. The substance of phone calls by the Chair to citizens or to officers of other governmental entities should be shared via email or other communication method whenever these phone discussions involve issues of significance for the Board as a whole.
- E. Letters to the editor for publication in newspapers, magazines and electronic or Internet-based publications submitted by individual Board Members should not

**ACTION ITEM 5a**

represent the Board Member's personal views as those of the City or the Transportation Benefit District Board unless specifically directed to do so by the Transportation Benefit District Board.

- VIII. **Periodic Review**: It is the intent of the Transportation Benefit District Board that Board procedures be periodically reviewed as needed, but no less than every two years. Therefore Board procedures shall be reviewed at the first regular meeting of every even numbered year, and may be amended at any other time that the Board shall choose.
- IX. **Effect/Waiver of Rules**: These rules of procedure are adopted for the sole benefit of the members of the Transportation Benefit District Board to assist in the orderly conduct of Board business. These rules of procedure do not grant right or privileges to members of the public or third parties. Failure of the Transportation Benefit District Board to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Board act. The Transportation Benefit District Board may, by a majority vote, determine to temporarily waive any of the provisions herein. These rules shall be effective upon the date of adoption as set forth below.

**PASSED** by the Transportation Benefit District Board and **APPROVED** by the Chair this \_\_\_ day of \_\_\_\_\_, 2010.

CITY OF SNOHOMISH

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Torchie Corey, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant Weed, City Attorney

**ACTION ITEM 5b**

**Date:** December 7, 2010  
**To:** Transportation Benefit District Board  
**From:** Larry Bauman, City Manager  
**Subject:** **Adoption of an Interlocal Agreement between the Transportation Benefit District Board and the City Council**

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The purpose of this agenda item is the Board's review and adoption of a proposed interlocal agreement (see Attachment) that would authorize City staff to provide technical, financial, and operational support for the TBD and its Board.

Because the TBD and the City of Snohomish are technically distinct and separate forms of local government under state law, this interlocal agreement is deemed necessary for the City to provide staffing and other support to the TBD. The interlocal also would clarify that the City would be the recipient and manager of TBD finances. The key obligations of the TBD in this regard would include the provision to the City of all funding for the TBD to support the TBD's projects.

The City Council would commit to providing necessary City staff resources and administrative services needed to manage funds, provide analysis, manage projects, and support the TBD and its Board. External and contract costs for design, construction management, construction, and maintenance activities not directly provided by City staff, however, would be charged by the City to the TBD account funds when such funds are available. A separate Transportation Benefit District Fund will be established within the City Budget by the City's Support Services Department in which to secure and account for such funds as they may be developed in the future. There is, of course, no established revenue for the TBD projects at this time. Revenue options are scheduled for discussion by the Board early in 2011.

**STRATEGIC PLAN REFERENCE:** Goal 4.C., "Significantly Increase City Funding for Street Maintenance," and its Action Strategy, "Identify and evaluate funding alternatives for roadway improvements," are directly related to this discussion item.

**RECOMMENDATION:** That the Transportation Benefit District Board **ADOPT** the Interlocal Agreement as attached between the City and the TBD.

**ATTACHMENT:** Interlocal Agreement between the City of Snohomish and the TBD

**ACTION ITEM 5b**

**AN INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF SNOHOMISH, WASHINGTON  
AND  
THE SNOHOMISH TRANSPORTATION BENEFIT DISTRICT**

This agreement between the City of Snohomish, Washington (“Snohomish”), and the Snohomish Transportation Benefit District (“TBD”), each of whom is organized as a Municipal Corporation under the laws of the state of Washington, is dated this 7<sup>th</sup> day of December, 2010.

**WHEREAS**, Chapter 39.34 RCW (Interlocal Cooperation Act) 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**, Snohomish is empowered to operate, maintain, construct, and reconstruct, public street infrastructure within its City limits in accordance with the powers granted pursuant to RCW 35A.11.020 and Chapter 35A.47 RCW; and

**WHEREAS**, pursuant to Ordinance 2197, Snohomish established the TBD for any purpose allowed by law, including to operate the District and to make transportation improvements consistent with existing state, regional, and local transportation plans;

**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 the Interlocal Cooperation Act, RCW Chapter 39.34.

1. Purpose and Interpretation. The City of Snohomish 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 the maintenance and preservation of streets and related infrastructure within the City limits of the City of Snohomish. The TBD has no employees and its officers are City Council Members 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 this 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.
2. Obligations to the TBD. In accordance with the requirements of Chapter 36.73 RCW, Snohomish Ordinance 2197, the TBD Rules and Procedures, and TBD Resolution 1, the Transportation Benefit District agrees to:
  - a. Provide to the City of Snohomish 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.

## **ACTION ITEM 5b**

- 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 and limited by the provisions of Ordinance 2197 and Resolution 1, the Rules and Procedures of the TBD, and Chapter 36.73 RCW.
  3. Undertakings of Snohomish. Snohomish shall:
    - a. Provide all staff and necessary related support to the TBD. The costs of such support shall be accounted for as a part of Snohomish'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 contract employees that serve the TBD and any associated costs for such contract services, including, but not limited to reporting, advertising, design, contracting, construction management, and any and all other actual charges or Snohomish/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 Snohomish, services provided by City staff 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, analysis, construction management, accounting, overhead charges such as utilities, information technology, office supplies, and equipment shall be a contribution of Snohomish 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% 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.
  4. Ownership. Streets and related transportation infrastructure preserved and maintained with TBD funds are and shall remain the property of the City of Snohomish. No joint property ownership is contemplated under the terms of this agreement.
  5. No Joint Board. No provision is made for a joint board. The TBD shall exercise its function in accordance with its charter, using staff as provided by the City of Snohomish, pursuant to law and to this agreement.
  6. Insurance; Indemnity.

**ACTION ITEM 5b**

- 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 Snohomish 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.
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 Snohomish 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 District is automatically dissolved in accordance with provisions of 36.73.170 RCW, as the same exists or is hereafter amended.
8. Effective Date. This agreement shall be effective upon the last authorizing signature affixed hereto and when listed by subject on the City of Snohomish'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.

**SNOHOMISH TRANSPORTATION  
BENEFIT DISTRICT**

**CITY OF SNOHOMISH**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Karen Guzak, Mayor

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Torchie Corey, City Clerk

\_\_\_\_\_  
Grant K. Weed, City Attorney

## **DISCUSSION ITEM 6**

**Date:** December 7, 2010

**To:** Transportation Benefit District Board

**From:** Larry Bauman, City Manager

**Subject:** **Review and Discussion of Proposed 2011 TBD Work Plan**

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The purpose of this agenda item is to initiate a discussion between Board Members and staff regarding a proposed 2011 Work Plan for the Transportation Benefit District (TBD). This proposed Work Plan includes a tentative schedule of meetings that reflect topics previously identified in City Council discussions that led to the establishment of the TBD.

The attached proposed 2011 Work Plan included in a calendar format for scheduled meetings includes a limited set of staff recommended topics. A primary discussion topic and objective for 2011 is presumed to be the identification of a revenue option that the TBD Board believes could be supported by voters. Key dates that should be recognized in discussing any Board actions necessary to establish ballot propositions for voter approved revenues in 2011 are:

- August 16, 2011, Primary Election—Due date for resolutions is May 24, 2011
- November 8, 2011, General Election—Due date for resolutions is August 16, 2011

As the Council is aware, City funding for Snohomish streets overlays and other major ongoing street maintenance in recent years has depended to a significant degree on revenues from construction-related sales taxes, which have fallen to historically low levels during both 2009 and 2010. The projection of construction sales tax revenues for 2011 also does not show sustainable increases at this time sufficient to fund transportation needs. As a result, no overlay projects have been funded by the City during these previous two years nor were such expenditures recommended for 2011. It is expected that funding from construction sales tax revenues will not be a sufficient source of funding during at least the 2011-2013 period or possibly longer due to current projections of a relatively soft market for residential and commercial construction.

A “transportation improvement” means any project contained in the transportation plan of the state or city and may include investments in city streets, 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, as well as the operation, preservation, and maintenance of these facilities or programs. The proposed improvement must also be consistent with the local city’s transportation plan, and must be necessitated by existing or reasonably foreseeable congestion.

Ordinance 2197, which established the Snohomish TBD, directed that it be formed with the general transportation improvement plan described as follows (see Ordinance 2197, subsection .040):

## **DISCUSSION ITEM 6**

(to) “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.”

As an item proposed as a presentation for the January 4 TBD Board meeting, please see the attached letter to Councilmember Guedel regarding an invitation for Snohomish to join the Transportation Partnership. The letter suggests that a member of the Partnership could be available to make a presentation to the City Council, and staff recommends that this item be scheduled for the January meeting of the Board.

Staff proposes that the TBD Board review the proposed Work Plan and direct staff regarding changes to be included in a revised Work Plan that would be placed on the Board’s January 4, 2011, agenda for approval.

**STRATEGIC PLAN REFERENCE:** Goal 4.C., “Significantly Increase City Funding for Street Maintenance,” and its Action Strategy, “Identify and evaluate funding alternatives for roadway improvements,” are directly related to this discussion item.

**RECOMMENDATION:** That the TBD Board **DISCUSS** the proposed 2011 Work Plan and **DIRECT** staff regarding changes to be brought back to the Board for action as part of its January 4, 2011, meeting agenda.

### **ATTACHMENTS:**

- A. Proposed TBD 2011 Work Plan
- B. Ordinance 2197
- C. Full Schedule of 2011 Election Dates
- D. Letter to Councilmember Guedel re: Transportation Partnership

**DISCUSSION ITEM 6**

ATTACHMENT A

**SNOHOMISH TRANSPORTATION BENEFIT DISTRICT BOARD**

*Proposed*

**WORK PLAN FOR CALENDAR YEAR 2011**

<b>MEETING DATE</b> <i>All meetings at 6:00 p.m.</i>	<b>POTENTIAL TOPICS</b>
<b>January 4</b>	<ul style="list-style-type: none"><li>• Presentation: Transportation Partnership</li><li>• Approve 2011 TBD Work Plan</li><li>• Review list of funded and unfunded City Transportation Projects and Deferred Maintenance Activities</li><li>• Discuss voter approved revenue options</li></ul>
<b>February 1</b>	<ul style="list-style-type: none"><li>• Select any preferred voter approved revenue options and direct staff regarding any ballot propositions to be scheduled by resolution for 2011</li><li>• Discuss public information needs regarding transportation funding</li></ul>
<b>March 1</b>	<ul style="list-style-type: none"><li>• Approve any resolutions as needed to place ballot propositions on either the 2011 Primary Election (August 16) or General Election (November 8) ballots</li></ul>
<b>April 5</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>May 3</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>June 7</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>July 5</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>August 2</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>September 6</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>October 4</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>November 1</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>
<b>December 6</b>	<ul style="list-style-type: none"><li>• (no topics proposed)</li></ul>

**DISCUSSION ITEM 6**

ATTACHMENT B

**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2197**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON, AMENDING THE SNOHOMISH MUNICIPAL CODE TO ENACT A NEW CHAPTER 12.52 SNOHOMISH TRANSPORTATION BENEFIT DISTRICT, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT, 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 Snohomish 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

## **DISCUSSION ITEM 6**

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

**WHEREAS**, the funding dedicated for the preservation and maintenance of the City's transportation infrastructure has been dramatically reduced due to the passage of Initiative 695 in 1999 and Initiative 776 in 2002, resulting in the significant loss of Motor Vehicle Excise Taxes and Snohomish County Local Vehicle License fees; 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, regional, and local 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 Snohomish as the boundaries currently exist or as they may exist following future annexations; 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 September 21, 2010, 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 Snohomish finds it to be in the best interests of the City to establish a Citywide Transportation Benefit District for the preservation and maintenance of 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 Snohomish 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 SNOHOMISH, WASHINGTON DO HEREBY 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 RCW 36.73. The City Council finds it is in the public interest to provide adequate levels of funding for the purposes of ongoing transportation

## **DISCUSSION ITEM 6**

improvements that preserve, maintain, and as appropriate, construct or reconstruct the transportation infrastructure of the City of Snohomish, 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 Snohomish adopts a new Chapter 12.52 to the Snohomish Municipal Code entitled “Snohomish Transportation Benefit District,” which is set forth as follows:

### **Chapter 12.52**

#### **SNOHOMISH TRANSPORTATION BENEFIT DISTRICT**

##### **Sections:**

- 12.52.010 Establishing Transportation Benefit District
- 12.52.020 Governing Board
- 12.52.030 Functions of the District
- 12.52.040 Transportation Improvements Funded
- 12.52.050 Dissolution of District

**12.52.010 Establishing Transportation Benefit District.** There is created a transportation benefit district to be known as the Snohomish 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.

##### **12.52.020 Governing Board.**

- A. The governing board or “Board” of the transportation benefit district shall be the Snohomish 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).

## **DISCUSSION ITEM 6**

### **12.52.030 Functions of the District.**

- A. The District Board may authorize a vehicle tax fee of up to \$20 per vehicle as provided for by RCW 82.80.140. Any expansion of the authorized purposes of the District shall be undertaken only after notice, hearing, and adoption of an ordinance in accordance with RCW 36.73.050(2)(b) or a vote of the people pursuant to RCW 36.73.065(3).
- B. When authorized by the voters pursuant to the requirements of Chapter 36.73, other taxes, fees, charges and tolls, or increases in these revenue services may be assessed for the preservation, maintenance, and operations of City streets. Additional transportation improvements may be added to the functions of the District upon compliance with the requirements of said chapter.
- C. The Board shall have and exercise all powers and functions provided by Chapter 36.73 to fulfill the functions of the District.

**12.52.040 Transportation Improvements Funded.** The funds generated by the transportation benefit district shall 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 may be utilized for any lawful purpose under the Chapter; but all funds raised through the TBD shall be expended only for such preservation, maintenance, and operation in accordance with the provisions of Chapter 36.73 RCW as the same exists or is hereafter amended. The funds expended by the District 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. Additional transportation improvement projects may be funded only after compliance with the provisions of RCW 36.73.050(b) following notice, public hearing, and enactment of an authorizing ordinance.

**12.52.050 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 Washington State Transportation Plan 2007-2026 timeframe is hereby adopted and the District shall automatically be dissolved 16 years from the effective date of this ordinance.

**DISCUSSION ITEM 6**

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 shall take effect five (5) days after passage and publication of an approved summary consisting of the title.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 21<sup>st</sup> day of September, 2010.

CITY OF SNOHOMISH

By \_\_\_\_\_  
KAREN GUZAK, MAYOR

Attest:

By \_\_\_\_\_  
TORCHIE COREY, CITY CLERK

Approved as to form:

By \_\_\_\_\_  
GRANT K. WEED, CITY ATTORNEY

## **Election Dates & Resolution Due Dates for 2010**

(RCW 29A.04.311, 321)

### **2010 Dates of Election**

February 9, 2010

April 27, 2010

May 18, 2010 \*

August 17, 2010

November 2, 2010

### **Resolution Due Dates**

December 23, 2009 (45 day cutoff)

March 12, 2010 (45 day cutoff)

April 2, 2010 (45 day cutoff)

May 25, 2010 (84 day cutoff)

August 10, 2010 (84 day cutoff)

\* For tax levies that have previously failed in the calendar year or new bond issues

## **Election Dates & Resolution Due Dates for 2011**

(RCW 29A.04.311, 321)

### **2011 Dates of Election**

February 8, 2011

April 26, 2011

May 17, 2011 \*

August 16, 2011

November 8, 2011

### **Resolution Due Dates**

December 22, 2010 (45 day cutoff)

March 11, 2011 (45 day cutoff)

April 1, 2011 (45 day cutoff)

May 24, 2011 (84 day cutoff)

August 16, 2011 (84 day cutoff)

\* For tax levies that have previously failed in the calendar year or new bond issues

## **Major Political Party Information**

### **Democratic Party Headquarters**

Party Chair - William Phillips

4405 95th St NE, Marysville WA 98270 (360) 572-0073

### **Republican Party Headquarters**

Party Chair - James Kellett

514 State Ave, Ste 109, Marysville WA 98270 (360) 653-1100

This guide is for informational purpose only and does not take the place of local, state or federal laws. RCW, WAC and county code notations are offered as a reference for additional research only. 3

**TRANSPORTATION  
PARTNERSHIP**

**Partnership Members**

Board Members

Steve Mullin  
Phil Bussey  
Rick Bender  
Dave Johnson  
Glenn Miles  
Darrick Dietrich  
Ginger Metcalf  
Tayloe Washburn  
Duke Schaub

Organizations

ACEC Washington  
American Society of Civil Engineers  
APA – Washington Chapter  
Associated General Contractors of Washington  
Association of Washington Cities  
BNSF Railway Company  
Cairncross & Hempelmann, P.S.  
CDM  
CH2Mhill  
City of Everett  
City of Federal Way  
City of Puyallup  
City of Richland  
David Evans & Associates, Inc.  
EnviroIssues  
Everett Area Chamber of Commerce  
Exeltech Consulting, Inc.  
Gordon Thomas Honeywell LLP  
Greater Seattle Chamber of Commerce  
HDR Engineering, Inc.  
Identity Clark County  
Jacobs Engineering Group, Inc.  
K & L Gates, LLP  
KBA, Inc.  
King County Labor Council  
Main Street Equity Partners  
Mayor Suzette Cooke, City of Kent  
Mayor Linda Kochmar, City of Federal Way  
Mayor John Marchione, City of Redmond  
Mayor Ray Stephanson, City of Everett  
Mayor Kathy Turner, City of Puyallup  
Metzler  
NAIOP  
Parametrix, Inc.  
Parsons  
Parsons Brinckerhoff  
Pepper Bridge Winery  
Perteet, Inc.  
Port of Tacoma  
PRR, Inc.  
Puget Sound Regional Council  
Renton Chamber of Commerce  
Seattle Mariners Baseball Club  
Seattle-Northwest Securities  
Shannon & Wilson, Inc.  
Snohomish County  
Snohomish County Committee for Improved Transportation  
Tacoma-Pierce County Chamber  
The Northwest Carpenters  
U.S. 2 Safety Coalition  
University of Washington  
URS Corporation  
Washington Ferry Coalition  
Washington State Association of Counties  
Washington State Labor Council  
Wenatchee Valley Transportation Council  
Whatcom Transit Authority  
Women's Transportation Seminar

November 10, 2010

Councilmember Greg Guedel  
c/o Foster Pepper PLLC  
1111 3<sup>rd</sup> Avenue, #3400  
Seattle, WA 98101

RE: Snohomish Transportation Benefit District

Dear Councilmember Guedel:

On behalf of The Transportation Partnership, I write to congratulate the City of Snohomish on its foresight in creating a new Transportation Benefit District, and to invite the City to become involved in the Partnership's efforts to improve transportation systems in your area and throughout the state of Washington.

The Transportation Partnership is a coalition of business, labor, local government, and environmental representatives who are committed to advocating for a successful comprehensive solution to our transportation challenges. Our state's future economic health and livability is fundamentally linked to an efficient transportation infrastructure. The ability to move people and goods through all modes of transportation must be preserved and enhanced if our state is to realistically compete for jobs. The Transportation Partnership is working to promote coordinated action to realize these goals, and we are focusing on achieving near-term action in the 2011 legislative session.

Snohomish has a unique set of opportunities to help craft the vision and development of regional transportation improvements. As the northern terminus for the Eastside Rail Corridor, the City is a key location for future commuter rail expansion. The SR9/US2 nexus is a critical node for road transportation, and improving traffic flows through this interchange is crucial for future economic development in the region. Working with the Washington State Legislature to plan and fund this type of transportation infrastructure is the primary purpose of The Transportation Partnership, and we welcome the input of Snohomish to help facilitate the necessary development.

I would be pleased to have a representative of the Partnership make a presentation to the Snohomish Transportation Benefit District to further explain our mission and discuss ways to coordinate our efforts. Best wishes for your City's work, and I look forward to talking with you again at our next meeting.

Sincerely,



Duke Schaub  
Chairman, Board of Directors