

ANNUAL REPORT CERTIFICATION

Leavenworth Transportation Benefit District

(Official Name of Government)

2978

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2018

GOVERNMENT INFORMATION:

Official Mailing Address PO Box 287
Leavenworth, WA 98826

Official Website Address _____

Official E-mail Address chantell@cityofleavenworth.com

Official Phone Number 509-548-5275

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Tami Gates Deputy Clerk

Contact Phone Number 509-548-5275

Contact E-mail Address tgates@cityofleavenworth.com

I certify 14th day of May, 2019, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Tami Gates (tgates@cityofleavenworth.com)

Leavenworth Transportation Benefit District

Schedule 01

For the year ended December 31, 2018

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2978	001	Current Expense	3088000	Unreserved Cash and Investments - Beginning	\$424,762
2978	001	Current Expense	3132100	Public Transportation Systems Sales and Use Tax	\$437,373
2978	001	Current Expense	3611000	Investment Earnings	\$6,551
2978	001	Current Expense	3614000	Other Interest	\$559
2978	001	Current Expense	5423040	Roadway	\$216,205
2978	001	Current Expense	5426540	Parking Facilities	\$62,438
2978	001	Current Expense	5088000	Unreserved Cash and Investments - Ending	\$205,501
2978	001	Current Expense	59442	Capital Expenditures/Expenses - Roads/Streets Ordinary Maintenance	\$385,100

**Leavenworth Transportation Benefit District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018**

Beginning Cash and Investments

30810	Reserved	-
30880	Unreserved	424,762
388 / 588	Prior Period Adjustments, Net	-

Revenues

310	Taxes	437,373
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
360	Miscellaneous Revenues	7,109
Total Revenues:		<u>444,482</u>

Expenditures

540	Transportation	278,643
Total Expenditures:		<u>278,643</u>
Excess (Deficiency) Revenues over Expenditures:		165,839

Other Increases in Fund Resources

391-393, 596	Debt Proceeds	-
385	Special or Extraordinary Items	-
386 / 389	Custodial Activities	-
381, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		<u>-</u>

Other Decreases in Fund Resources

594-595	Capital Expenditures	385,100
591-593, 599	Debt Service	-
585	Special or Extraordinary Items	-
586 / 589	Custodial Activities	-
Total Other Decreases in Fund Resources:		<u>385,100</u>
Increase (Decrease) in Cash and Investments:		<u>(219,261)</u>

Ending Cash and Investments

5081000	Reserved	-
5088000	Unreserved	205,501
Total Ending Cash and Investments		<u>205,501</u>

The accompanying notes are an integral part of this statement.

**Leavenworth Transportation Benefit District
Schedule 22 - Audit Assessment Questionnaire (unaudited)
For Fiscal Year ended December 31, 2018**

Reference	#	Question	Answer	Explanation
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INSTRUCTIONS FOR PREPARER

The term "entity" as used in this Schedule 22 refers to the local government completing this Schedule 22. The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your entity. If the government preparing this questionnaire did not have any revenue activity during the year, please click the "Help" button to request more information about completing this Schedule 22.

For **guidance** to these questions, please refer to the document at, <http://www.sao.wa.gov>.

Please click, "**Next**," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

PERMANENT FILES

8	Entity - Were there any events which you consider significant during the year, for example new debt, major construction, new software, change in key positions?	Yes	City of Leavenworth assumed the rights, powers, functions, and obligations of the Leavenworth Transportation Benefit District: Resolution No. 18-2018
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MATERIAL COMPLIANCE REQUIREMENT

15	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No
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TBD/EDC/IDC SPECIFIC QUESTIONS

Reference # Question Answer Explanation

<i>Informational</i>	46	What transportation improvement projects may be funded by the entity per the entity's plan or establishing ordinance?	Through the Interlocal Agreement with the City of Leavenworth it would be any transportation improvement project and specifically those identified in the City's annual Six Year Transportation Improvement Plan	
<i>Informational</i>	47	Are all revenues received by the entity immediately transferred to the creating government?	No	Transfers are made from the District to the City of Leavenworth when they are typically expended or in the process of being expended
	48	Please attach a detailed expenditure listing which lists all payments made by the TBD (i.e., check register).	Attached	Attachments <u>TBD 2018 Expenditures and Bank Statements.pdf</u>
<i>RCW 36.73.170</i>	49	Does the establishing ordinance give a date when the entity will terminate operations? If yes, then when?	Yes	21 years from the date of the ballot title which identifies a start date of April 1 2011 that will end March 31, 2032
<i>Best Practice</i>	50	Are all entity operations accounted for in the creating government's general ledger and subject to the same processes and controls over the creating government's transactions?	Yes	
	51	How is the entity accounted for on the creating government's financial statements?	It is booked as a custodial fund	
<i>Informational</i>	52	Does the entity have an original financing plan and material changes policy?	Yes	

Reference # Question Answer Explanation

REQUIRED ATTACHMENTS (see instructions for required details)

Informational 72 Meeting Minutes - Attach the meeting minutes and resolutions for **all** governing body meetings held during the last year. **Attachments**
[2018 TBD Minutes.pdf](#)
[TBD Res 01-2018.pdf](#)

Informational 76 Elected Official List - Attach a listing of the names of **all** governing body members present during the year, and include any business interest a governing body member or his/her household members hold. **Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.** **Attachments**
[TBD 2018 Board and Staff.xlsx](#)

Preparer 78 **Local Government Contact Information for Preparer:** Chantell Steiner
 (509) 548-5275
 Chantell@cityofleavenworth.com

Name:

Telephone number:

E-mail address:

2018 ACCOUNT DETAIL

City Of Leavenworth
MCAG #: 0222

Time: 14:55:39 Date: 05/07/2019
Page: 1

630 Transportation Benefit District Agency Func 01/01/2018 To: 12/31/2018

Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
541	01/31/2018			Int Tran	Quarterly General Transfers	Quarterly General Transfers	15,000.00
2818	04/30/2018			Int Tran	Quarterly General Transfers	Quarterly General Transfers	15,000.00
5265	07/31/2018			Int Tran	Quarterly General Transfers	Quarterly General Transfers	132,153.75
7525	10/31/2018			Int Tran	Quarterly General Transfers	Quarterly General Transfers	54,051.25
597 95 00 005 Trans Out-To #101 Streets							216,205.00

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
7529	10/31/2018			Int Tran	Quarterly Bonds, Misc And Coi	Quarterly Bonds, Misc And Council Approved Transfers.	62,438.00
597 95 00 015 Trans Out-To #415 Parking							62,438.00

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
7529	10/31/2018			Int Tran	Quarterly Bonds, Misc And Coi	Quarterly Bonds, Misc And Council Approved Transfers.	385,100.00

597 95 00 023 Transfers-Out-To #305 Pine St Capital
385,100.00

Department Total: 597 Interfund Transfers
663,743.00

Fund Expenditures:
663,743.00

Excess/Deficit:
-663,743.00



Cashmere Valley Bank

"the little Bank with the big circle of friends"

PO BOX 249

Leavenworth, WA 98826

Date 1/31/18 Page 1 of 2

Primary Account [REDACTED]

Enclosures

Branch Telephone: (509) 548-5231

*****AUTO**SCH 5-DIGIT 98815
3309 0.4310 AV 0.378 9 1 143
LEAVENWORTH TRANSPORTATION BENEFIT DIST
PO BOX 287
LEAVENWORTH WA 98826-0287

RECEIVED
FEB 02 2018

BY:

Weather conditions can make it difficult to get around this time of year. Sign up for Online Banking to help with all your banking needs without leaving the comfort of your home! Enroll today at www.CashmereValleyBank.com

CHECKING ACCOUNTS

Municipal Checking		Number of Enclosures	0
Account Number	1000372928	Statement Dates	1/01/18 thru 1/31/18
Previous Balance	91,120.84	Days in the statement period	31
1 Deposits/Credits	32,114.43	Average Ledger	92,156.78
Checks/Debits	.00	Average Collected	92,156.78
Service Charge	.00		
Interest Paid	.00		
Current Balance	123,235.27 ✓		

	Total For This Period	Total Year-to-Date
Total Overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Deposits and Additions

Date	Description	Amount
1/31	REVDISTRIB WA ST TREASURER CCD 00207	32,114.43

Daily Balance Information

Date	Balance	Date	Balance
1/01	91,120.84	1/31	123,235.27



Cashmere Valley Bank
 PO Box 249
 Leavenworth, WA 98826

Date 2/28/18 Page 1 of 2
 Primary Account [REDACTED]
 Enclosures
 Branch Telephone: (509) 548-5231

*****AUTO**SCH 5-DIGIT 98815
 5326 0.4310 AV 0.378 14 1 162
 LEAVENWORTH TRANSPORTATION BENEFIT DIST
 PO BOX 287
 LEAVENWORTH WA 98826-0287

RECEIVED
 MAR 05 2018

BY:

Have you made your 2017 IRA contribution? If not, you have until April 17th to establish an IRA or contribute to an existing IRA for 2017. We have no annual fees and offer a variety of convenient CD terms to fit your retirement needs.

CHECKING ACCOUNTS

Municipal Checking		Number of Enclosures	0
Account Number	1000372928	Statement Dates	2/01/18 thru 2/28/18
Previous Balance	123,235.27	Days in the statement period	28
1 Deposits/Credits	56,205.74	Average Ledger	118,834.01
1 Checks/Debits	179,441.01	Average Collected	118,834.01
Service Charge	.00		
Interest Paid	.00		
Current Balance	.00		

Account Closed

	Total For This Period	Total Year-to-Date
Total overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Deposits and Additions

Date	Description	Amount
2/28	REVDISTRIB WA ST TREASURER CCD 00207	56,205.74

Debits and withdrawals

Date	Description	Amount
2/28	Phone/In-Person Transfer PER CHANTELE BY ANGIE @03	179,441.01-

Daily Balance Information

Date	Balance	Date	Balance
2/01	123,235.27	2/28	.00

✓

Leavenworth

Transportation Benefit District

Leavenworth City Hall, Council Chambers

MINUTES

February 27, 2018

Board Chair Cheryl K. Farivar called the February 27, 2018 Leavenworth Transportation Benefit District Board regular meeting to order at 9:46 p.m.

ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Joel Walinski, Chantell Steiner, and Sue Cragun.

APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

Consent Agenda:

1. Approval of the Agenda
2. Approval of October 24, 2017 Minutes
3. Electronic Transfer in the amount of \$123,235.27

Board Secretary/Treasurer Chantell Steiner asked the Council to approve amending consent agenda item #3 to state "Electronic Transfer of Fund Balance." She stated that this request is to close out the separate checking account for the District and move all remaining funds to the City's checking account for inclusion of these funds into the Transportation Benefit District Agency Fund that is administered by the City of Leavenworth. She noted that the State of Washington was not able to process the change for the February 28 payment that will increase the current stated dollar figure.

Board member Larson motioned to approve the consent agenda as amended. The motion was seconded by Board member Waters and passed unanimously.

NEW BUSINESS

1. Review of Current Street Project Funding – 2017 Final

Board Secretary/Treasurer Steiner stated that the Board received a copy of the 2017 project funding sheet in the finance reports that were distributed in January. She noted that no changes have occurred from that report and that this was just informational.

2. 2011 – 2017 Transportation Benefit District Funding


Board Secretary/Treasurer Steiner stated that this is a new document that staff has put together to assist the Board in identifying and communicating with the public on the projects and costs of the District's activities since inception of the tax funds in 2011. She stated that the projects summarized on the lower half also identify whether the projects were residential and/or commercial related.

ADJOURNMENT

Seeing no other business, Board member Neighbors motioned to adjourn the February 27, 2018 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Lundgren and passed unanimously.

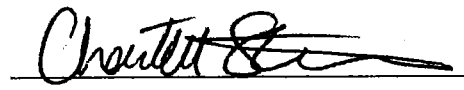
The meeting adjourned at 9:49 p.m.

APPROVED



Cheryl K. Farivar
Board Chair

ATTEST



Chantell Steiner
Board Secretary/Treasurer

Leavenworth

Transportation Benefit District

Leavenworth City Hall, Council Chambers

MINUTES

May 22, 2018

Board Chair Cheryl K. Farivar called the May 22, 2018 Leavenworth Transportation Benefit District Board regular meeting to order at 8:36 p.m.

ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Joel Walinski and Chantell Steiner.

APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

Consent Agenda:

1. Approval of the Agenda
2. Approval of February 27, 2018 Minutes
3. Transfers to Street Fund to Date - \$30,000.00

Board member Larson motioned to approve the consent agenda. The motion was seconded by Board member Bretz and passed unanimously.

NEW BUSINESS

1. Transportation Benefit District April Budget Report

Board Secretary/Treasurer Chantell Steiner explained the new report format for the Transportation Benefit District's revenues and expenditures that is now incorporated within

the City of Leavenworth's financial software. She noted that this report will be part of each monthly financial report as it is now a detailed separate fund within the City's agency funds.

2. Review of Current Street Project Funding – 2018 YTD

City Administrator Joel Walinski updated the Board on the pavement materials being used this year for the residential street preservation project. He explained that the grinding of the materials on the new project compared to the previous projects will be finer which will allow for a smoother surface with better longevity.

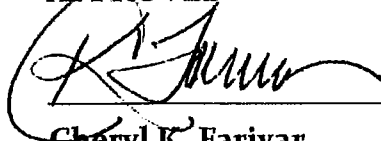
Board Secretary/Treasurer Steiner reviewed the project funding spreadsheet that details the dollars spent on transportation projects from the City's Street Fund. She reviewed the allocations that are spread between the District's funds and the City's Street Funds which are comprised of retail sales tax dollars, real estate excise tax dollars and any loans and/or grant dollars. She explained that a majority of the funding comes from the retail sales tax dollars at this time. She stated that the \$60,000 that will be transferred this year to the City's Street Fund from the District will be amended later this year to identify those dollars as full funding match for the 2017 Pavement Preservation Project that includes Whitman, Commercial and Enchantment Way streets. She explained that the City typically receives more funding from the District to pay for projects and the annual debt service payments on the design and construction of the Front/Division Street Project that was completed between 2009 and 2013; the annual debt payments are just over \$60,000 per year. However, due to increased retail sales taxes this past year, the City is able to make the annual debt payment and reserve District dollars for this year's allocation to be project specific.

ADJOURNMENT

Seeing no other business, Board member Larsen motioned to adjourn the May 22, 2018 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Lundgren and passed unanimously.

The meeting adjourned at 8:51 p.m.


APPROVED



Cheryl K. Farivar

Board Chair

ATTEST



Chantell Steiner

Board Secretary/Treasurer

Leavenworth

Transportation Benefit District

Leavenworth City Hall, Council Chambers

MINUTES

August 14, 2018

Board Chair Cheryl K. Farivar called the August 14, 2018 Leavenworth Transportation Benefit District Board regular meeting to order at 8:07 p.m.

ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Joel Walinski and Chantell Steiner.

APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

Consent Agenda:

1. Approval of the Agenda
2. Approval of May 22, 2018 Minutes
3. Transfers to Street Fund 3rd Quarter - \$132,153.75

Board member Bretz motioned to approve the consent agenda. The motion was seconded by Board member Wilson and passed unanimously.

NEW BUSINESS

1. Transportation Benefit District July Budget Report

Board Secretary/Treasurer Chantell Steiner reviewed the July Budget report noting the total revenues versus the transfers out to the City of Leavenworth Street Fund.

2. Review of Current Street Project Funding – 2018 YTD

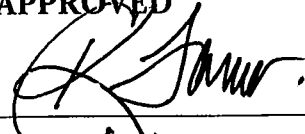
Board Secretary/Treasurer Steiner reviewed the project funding spreadsheet that details the dollars spent on transportation projects from the City's Street Fund. She reviewed the allocations that are spread between the District's funds and the City's Street Funds which are comprised of retail sales tax dollars, real estate excise tax dollars and any loans and/or grant dollars. She stated that the transfer this month is being offset at this time by some minor costs for street maintenance and some street capital projects with a balance of funds being reserved for the 2017 Street Preservation Project, the Highway 2 Crosswalks Project and the additional project approved by Council for the Riverbend Intersection Study. She noted the need for additional funds later this year due to Council's potential approval for paving of the P1 and P2 parking lots. She identified some of the reserves that will also offset the capital debt payments from the 2012 Front Street Project. In closing, she identified some potential shortfalls in funding for the Crosswalk Project and that this would be brought to the Board for additional funding at a later date when the contracts are awarded.

ADJOURNMENT

Seeing no other business, Board member Stand motioned to adjourn the August 14, 2018 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Wilson and passed unanimously.

The meeting adjourned at 8:10 p.m.

APPROVED



Cheryl K. Farivar
Board Chair

ATTEST



Chantell Steiner
Board Secretary/Treasurer

Leavenworth

Transportation Benefit District

Leavenworth City Hall, Council Chambers

MINUTES

October 23, 2018

Board Chair Cheryl K. Farivar called the October 23, 2018 Leavenworth Transportation Benefit District Board regular meeting to order at 9:07 p.m.

ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Joel Walinski, Chantell Steiner and Sue Cragun.

APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

Consent Agenda:

1. Approval of the Agenda
2. Approval of August 14, 2018 Minutes
3. Transfer to Street Fund 4th Quarter - \$54,051.25
4. Transfer to Parking Fund - \$62,438.00
5. Transfer to Pine Street Capital Project - \$385,100.00
6. Set Public Hearing Date for Preliminary Budget on 11/13/18
7. Set Public Hearing Date for Final Budget on 11/27/18

Board member Larsen motioned to approve the consent agenda. The motion was seconded by Board member Lundgren and passed unanimously.

NEW BUSINESS

1. Transportation Benefit District September Budget Report

Board Secretary/Treasurer Chantell Steiner reviewed the September Budget report noting the total transfers out to the City of Leavenworth for Street, Parking and Pine Street Projects.

2. Review of Current Street Project Funding – 2018 YTD

Board Secretary/Treasurer Steiner reviewed the project funding spreadsheet that details the dollars spent on transportation projects from the City's Street Fund. She reviewed the allocations that are spread between the District's funds and the City's Street Funds which are comprised of retail sales tax dollars, real estate excise tax dollars and any loans and/or grant dollars. She stated that the transfer this month is being offset at this time by debt service and street related capital projects with a balance of funds being reserved for the 2017 Street Preservation Project, the Highway 2 Crosswalks Project and the additional project approved by the Leavenworth City Council for the Riverbend Intersection Study. In closing, she reminded the Board of the shortfall in funding for the Crosswalk Project and that this would be brought to the Board for funding in the 2019 Budget.

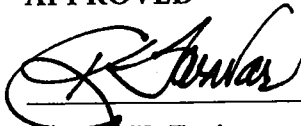
Board Secretary/Treasurer Steiner reviewed legislation pertaining to the ability of the City of Leavenworth to "assume" a Transportation Benefit District (TBD) that was enacted in 2015. She explained how the process works that will include a public hearing and action by the Leavenworth City Council. She noted that all existing rights, actions and functions will remain as previously created by the TBD Board and will be transferred over to the Leavenworth City Council. This will eliminate the separate TBD entity and in turn will remove the additional steps of having meetings, notices, hearings, budgeting and annual reporting. All of these processes will still occur but will be incorporated as part of the City of Leavenworth processes.

ADJOURNMENT

Seeing no other business, Board member Lundgren motioned to adjourn the October 23, 2018 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Wilson and passed unanimously.

The meeting adjourned at 9:17 p.m.

APPROVED



Cheryl K. Farivar
Board Chair

ATTEST



Chantell Steiner
Board Secretary/Treasurer

Leavenworth

Transportation Benefit District

Leavenworth City Hall, Council Chambers

MINUTES

November 13, 2018

Board Chair Cheryl K. Farivar called the November 13, 2018 Leavenworth Transportation Benefit District Board regular meeting to order at 8:35 p.m.

ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Chantell Steiner and Sue Cragun.

APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

Consent Agenda:

1. Approval of the Agenda
2. Approval of October 23, 2018 Minutes

Board member Wilson motioned to approve the consent agenda. The motion was seconded by Board member Strand and passed unanimously.

NEW BUSINESS

1. Public Hearing on Preliminary Biennial Budget

Board Chair Farivar opened the public hearing at 8:37 p.m.

Board Secretary/Treasurer Chantell Steiner reminded the Board that this would be the last budget approved by the Transportation Benefit District Board if the City passes an ordinance

assuming the responsibilities of the District. She then reviewed the budget document provided and identified the historical project information contained within the document. She stated the funding included for the City's projects that are in 2018 and carrying over to 2019 that includes the Highway 2 Crosswalks, Riverbend Intersection Study, right-of-way acquisitions for the new LINK Transit Park-N-Ride and the TIB 2017 Pavement Preservation Project. She identified the 2019 and 2020 funding that will include additional dollars to complete the Highway 2 Crosswalk Project and noted additional dollars being committed for future street improvements that have not yet been identified. In closing, she stated that if there are any unused dollars, they would be returned to the Transportation Benefit District Fund.

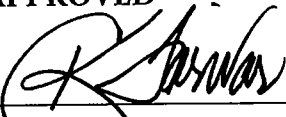
Board Chair Farivar asked for comments from the public, hearing no comments, Board Chair Farivar closed the public hearing at 8:40 p.m.

ADJOURNMENT

Seeing no other business, Board member Bretz motioned to adjourn the November 13, 2018 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Larsen and passed unanimously.

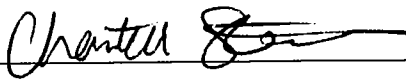
The meeting adjourned at 8:40 p.m.

APPROVED



Cheryl K. Farivar
Board Chair

ATTEST



Chantell Steiner
Board Secretary/Treasurer

Leavenworth

Transportation Benefit District

Leavenworth City Hall, Council Chambers

MINUTES

November 27, 2018

Board Chair Cheryl K. Farivar called the November 27, 2018 Leavenworth Transportation Benefit District Board regular meeting to order at 8:25 p.m.

ROLL CALL

Board Present: Board Chair Cheryl K. Farivar, Elmer Larsen, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Joel Walinski, Chantell Steiner and Sue Cragun.

APPROVAL OF THE CONSENT AGENDA

Board Chair Farivar asked for a motion to approve the consent agenda as follows:

Consent Agenda:

1. Approval of the Agenda
2. Approval of November 13, 2018 Minutes

Board member Wilson motioned to approve the consent agenda. The motion was seconded by Board member Bretz and passed unanimously.

NEW BUSINESS

1. Public Hearing on Final Biennial Budget

Board Chair Farivar opened the public hearing at 8:27 p.m.

Board Secretary/Treasurer Chantell Steiner noted that there are no new items for consideration from the preliminary budget and briefly reviewed the 2019 and 2020 budget transfers to the City of Leavenworth for the planned projects that includes funding for the SR2 Crosswalks, Riverbend Intersection Study, Right-of-Way acquisitions for the LINK Transit Park-N-Ride and the TIB 2017 Pavement Preservation Project. She added that there is additional funding allocated for new projects that have not yet been determined. She then reviewed the next steps for the assumption of the District into the City that will occur at the City of Leavenworth Council meeting scheduled for December 11, 2018. She stated that if the process is concluded that this would essentially be the final meeting of the Transportation Benefit District as a separate entity.

Hearing no public comments, Board Chair Farivar closed the public hearing at 8:36 p.m.

2. Resolution 1-2018 Adopting the 2019-2020 Biennial Budget

Board member Larsen motioned to approve Resolution 1-2018 adopting the 2019-2020 biennial budget. The motion was seconded by Board member Strand and passed unanimously.

ADJOURNMENT

Seeing no other business, Board member Strand motioned to adjourn the November 27, 2018 regular meeting of the Leavenworth Transportation Benefit District. The motion was seconded by Board member Lundgren and passed unanimously.

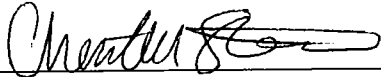
The meeting adjourned at 8:37 p.m.

APPROVED



Cheryl K. Farivar
Board Chair

ATTEST



Chantell Steiner
Board Secretary/Treasurer

**LEAVENWORTH TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 1-2018**

**A RESOLUTION OF THE LEAVENWORTH TRANSPORTATION
BENEFIT DISTRICT, WASHINGTON, ADOPTING THE 2019 – 2020
BIENNIAL BUDGET TO CARRY ON THE GOVERNMENT OF THE
DISTRICT.**

WHEREAS, the Governing Board of the Leavenworth Transportation Benefit District has heretofore made and filed its preliminary budget for the 2019-2020 biennium and has given notice of the time and place of hearing therein according to law and met in accordance with said notice and considered the proposed budget;

NOW, THEREFORE, the Governing Board of the Leavenworth Transportation Benefit District, Washington do ordain as follows:

Section 1: Adoption of budget. The final budget for the biennium ending December 31, 2020 to carry on the government of the Leavenworth Transportation Benefit District is hereby adopted at the fund level. Exhibit A (attached) is a summary of the totals of estimated revenues and appropriations for the General Fund.

Section 2: Copy of detailed budget on file. A detailed final budget adopting the revenues and expenditures for the General Fund is on file in the Office of the Secretary and is adopted by this reference.

Section 3: Authorization of Officials. The Secretary and Chair of the Board, the Chelan County Treasurer and the Department of Revenue, are hereby authorized and directed to take all action, to do all things consistent with this Resolution, and to execute all documents necessary to effectuate this Resolution, including the collection of retail sales and use taxes, and the distribution of funds as approved by the Board.

Section 4: Effective date. This Resolution shall take effect after its passage, approval and publication as provided by law.

Passed by the Governing Board of the Leavenworth Transportation Benefit District and approved by the Board Chair this 27th day of November, 2018.



Cheryl K. Farivar, Board Chair

ATTEST:



Chantell Steiner, Secretary

EXHIBIT A

FUND

APPROPRIATIONS

General Fund

\$ 1,701,568

TOTAL APPROPRIATIONS

\$ 1,701,568

Transportation Benefit District Board Members

NAME:	POSITIONS HELD:	MEMBERS PAID POSITION & BUSINESSES OWNED BY PERSON AND/OR SPOUSE	TERM DATES FOR BOARD
Joel Walinski	City Administrator - City of Leavenworth	N/A	01/01/2018 - 12/31/2018
Chantell Steiner	Finance Director/City Clerk - City of Leavenworth and Secretary - Leavenworth Transportation Benefit District	N/A	01/01/2018 - 12/31/2018
Cheri Kelley Farivar	Board Chair	Touchstone Appraisal	01/01/2018 - 12/31/2018
Carolyn Wilson	Board Member	Leavenworth City Council Member, Retired N/A	01/01/2018 - 12/31/2018
Elmer Larsen	Board Member	Leavenworth City Council Member, Retired N/A	01/01/2018 - 12/31/2018
Mia Bretz	Board Member	Leavenworth City Council Member, Mountain Sprouts Children's Community / Spouse works at Confluence Health	01/01/2018 - 12/31/2018
Margaret Neighbors	Board Member	Leavenworth City Council Member, Retired N/A	01/01/2018 - 12/31/2018
Jason Lundgren	Board Member	Leavenworth City Council Member, Cascade Columbia Fisheries Enhancement Group / Spouse - Washington Fire Adapted Communities	01/16/2018 - 12/31/2018
Sharon Waters	Board Member	Leavenworth City Council Member, Retired and works Part-Time for the City of Leavenworth as a Pool Manager	01/01/2018 - 12/31/2018
Clint Strand	Board Member (replaced Brinkman)	Leavenworth City Council Member, Confluence Health Communications/PR Specialist / Spouse Communications Director, The Hope Project & Branding/Marketing Director, Longdrop Cider Company	01/01/2018 - 12/31/2018

