

**TOPPENISH
TRANSPORTATION BENEFIT DISTRICT
Board Meeting Minutes
September 14, 2015**

District Board Chair Belton called the meeting to order at 7:24 p.m.

ROLL CALL

Present: District Board Chair Loren Belton and District Board Members Clara Jiménez, Mark Oaks, Derald Ortloff, Randy Taylor, and Blaine Thorington.
Absent: District Board Members Zachary Dorr.
Staff Present: City Manager Lance C. Hoyt, District Board Attorney Gary M. Cuillier, MidValley Television Manager Judy Devall, and District Board Secretary Heidi Riojas.

District Board Member Taylor moved, seconded by District Board Member Thorington to excuse District Board Member Dorr from the September 14, 2015 Board Meeting. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

District Board Member Taylor moved, seconded by District Board Member Jiménez to approve Consent Agenda item a:

- a.** Approve Minutes of the June 8, 2015 Board Meeting.

Motion carried unanimously.

District Board Member Oaks moved, seconded by District Board Member Ortloff to approve Consent Agenda item b:

- b.** Approve Toppenish TBD Check Numbers 128 and 129 in the total amount of \$44,100.00 dated September 7, 2015 as Toppenish Transportation Benefit District expenditures.

Motion carried unanimously.

NEW BUSINESS

Discussion Regarding Two Signatures for TBD Checks.

City Manager Hoyt (CM Hoyt) reported that during the July 6, 2015 Study Session the City Council discussed the issue regarding two check signatures. As a refresher, CM Hoyt stated Finance Director/City Clerk Mead (TBD District Treasurer) contacted the State Auditor and Heritage Bank for an answer regarding the concern to have two signatures on TBD checks. The Toppenish TBD has a single signature checking system with policies in place that require the City Manager, who is not a listed officer with the TBD, to review and approve all invoices paid.

CM Hoyt stated that there is also a policy in place to authorize invoices to be paid earlier since the TBD only meets once a month. FD Mead as the TBD District Treasurer asked the State Auditor if a second signature is required, and if the City Manager signs the check would it invalidate the current established oversight policies for the TBD checking system. The response from the State Auditor was that it was not aware of any statutory requirements regarding check signatures and that check signatures are a function of the bank account ownership and the entities internal protocol. CM Hoyt recited the response FD Mead received from Heritage Bank that stated that the bank does not monitor two signature accounts. The TBD typically issues less than five checks per year.

Councilmember Thorington moved, seconded by Councilmember Oaks to take no action and leave the existing City policy in place for TBD Checks with no changes. Motion carried unanimously.

Discussion Regarding West First Avenue Sidewalk Improvements Project.

CM Hoyt reported that the City opened bids for the West First Avenue Sidewalk Improvements Project last week and the lowest bid came in 53% above the engineer's estimate. The primary funding source from the Transportation Improvement Board (TIB), with match funding from Legends Casino 2% Committee, and funding from WSDOT. The City awarded a construction contract to Columbia Asphalt & Gravel, Inc., contingent on approval of an additional \$50,000 funding by the TIB. CM Hoyt stated that the City has awarded the bid to Columbia Asphalt & Gravel, Inc. and can now begin negotiating a change order to reduce some of the costs of the project; however, he is requesting TBD to cover the shortfall for this project.

District Board Member Jiménez moved, seconded by District Board Member Thorington to authorize a maximum of \$47,000 of TBD funds to be paid for the West First Avenue Sidewalks Improvement Project. Motion carried unanimously.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:36 p.m.

LOREN BELTON, DISTRICT BOARD CHAIR

HEIDI RIOJAS, CMC, DISTRICT SECRETARY