

SPECIAL MEETING TRANSPORTATION BENEFIT DISTRICT

MINUTES

January 15, 2009

The special meeting of the Des Moines Transportation Benefit District was called to order at 6:30 p.m. by Chair Kaplan in the Council Chambers, 21630 11th Avenue South, #B.

ROLL CALL - Present: Chair Dave Kaplan, Vice Chair Carmen Scott, Board Members Ed Pina, Bob Sheckler, Dan Sherman, Scott Thomasson and Susan White. Also in attendance were City Manager Tony Piasecki, Assistant City Attorney Susan Mahoney, Finance Director Paula Henderson, Transportation Engineer Dan Brewer, Associate Transportation Engineer Brandon Carver and City Clerk Denis Staab.

APPROVAL OF MINUTES for December 22, 2008.

MOTION was made by Board Member Sherman, seconded by Board Member Pina and passed unanimously, to approve the minutes of December 22, 2008.

CORRESPONDENCE

Letter to Department of Licensing Dated 1-15-09

Chair Kaplan noted a copy of the letter from the Board to the Dept. of Licensing forwarding the Ordinance that established the Board, and the Board's resolution instituting the \$20 per vehicle license fee, has been established, and therefore the Board is expecting to receive revenues beginning in July 2009 from fee collections.

NEW BUSINESS

Draft Resolution No. 09-0003.TBD - Draft Rules of Procedures for TBD

MOTION was made by Board Member Pina, seconded by Board Member Scott, to approve Draft Resolution No. 09-0003.TBD adopting rules of procedure as amended.

Discussion ensued with the following amendments accepted by consensus:

- Rule 4(a) Biennially in even numbered years at the first meeting of the year
- Rule 8 delete the entire 3rd sentence of the paragraph
- Rule 13 change "Chairman" before surname to 'Chair' and change "Vice Chairman" before surname to 'Vice Chair'
- In regards to Rule 9, 10, 11 and 12, City Manager Piasecki suggested the Board enter into an interlocal agreement with the City of Des Moines, to designate these City staff to be "Executive Director", "Clerk", "Attorney" and "Financial Officer" of the Board.
- Rule 10, 11 and 12 should note "of the City of Des Moines"

VOTE ON MOTION: Motion approved unanimously.

Update on Status of Department Of Licensing (DOL)

Associate Transportation Engineer Carver informed the Board that DOL is looking at using the Department of Revenue Sales Tax Codes for determining the boundary and will be meeting tomorrow. If this works out it will expedite the required change to update the fee collection interface. A further update will be provided at the Board's next meeting. DOL anticipates the

soonest they will collect renewals will be in September 2009. He referenced the letter distributed to the Board outlining the steps the Board has taken so far.

City Manager Piasecki stressed that his position is the fee goes into effect in six months, and that is how he expects the revenue to come in.

Preliminary Draft of Potential TBD Expenditures

Transportation Engineer Brewer reviewed estimated 2009 (6 months) expenditures at \$333,308, noting this exceeds the estimated revenue of \$230,000, and the 2010 expenditures at \$460,000. He proceeded to review a preliminary copy of the Street Fund Budget, showing TBD eligible percentage and eligible expenditures. He noted that the expenditures need to be put toward projects or activities that can be directly related to congestion. He concluded by advising he hopes to have the final percentages in the next few months.

Upon questioning, Transportation Engineer Brewer advised it is a Legislative requirement that the Board annually publishes a report of all its expenditures and revenues. This annual report will be posted on the City's web site.

Board Member Thomasson commented that he felt 10% for administration is too high. He would prefer than in consideration for the Board donating \$460,000 to the City of Des Moines, the Board would get Administrative Services for free. It would be the easiest way to contract it and then we know all the money will go for transportation services.

Proposed Letterhead

Chair Kaplan noted there will be a need to communicate with the State and other agencies and staff has prepared a draft letterhead for the Board's consideration. He requested Board Members review the draft and pass any thoughts back to staff.

NEXT MEETING DATE

Chairman Kaplan noted the next meeting will be February 12, 2009 at 6:30 p.m..

ADJOURNMENT

At 7:24 p.m. Chairman Kaplan declared the meeting adjourned.

Respectfully submitted,

Denis Staab
Board Clerk