



**CITY OF STANWOOD  
TRANSPORTATION BENEFIT DISTRICT  
FINANCE COMMITTEE STAFF REPORT**

**ITEM:** 1

**DATE:** August 21, 2014

**SUBJECT:** Approval of Voucher and Payroll Checks

**CONTACT PERSON:** Greg Thramer, Finance Director

**ATTACHMENTS:** A – Resolution 2014 – TBD01 establishing a TBD finance committee that reviews and approves TBD claims and payroll vouchers on a regular monthly basis

B – TBD claims and payroll vouchers for July 2014

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**SUMMARY STATEMENT**

Pursuant to Resolution 2014-TBD01 (Attachment A), a special TBD finance committee was formed for the purpose of reviewing and approving TBD claims and payroll vouchers on a regular monthly basis.

**FINANCE COMMITTEE OPTIONS**

1. Approve TBD claims and payroll vouchers for the month of July 2014 in the total amount of \$2,341.41.
2. Do not approve TBD claims and payroll vouchers for the month of July 2014 in the total amount of \$2,341.41.
3. Do not approve TBD claims and payroll vouchers for the month of July 2014 in the total amount of \$2,341.41 and direct staff to address specific TBD Finance Committee questions or areas of concern

**RECOMMENDED MOTION**

***“I move to approve TBD claims and payroll vouchers for the month of July 2014 in the total amount of \$2,341.41.”***

STANWOOD TRANSPORTATION BENEFIT DISTRICT  
Stanwood, Washington

RESOLUTION 2014-TBD01

**A RESOLUTION ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT FINANCE COMMITTEE THAT REVIEWS AND APPROVES TBD CLAIMS AND PAYROLL VOUCHERS ON A REGULAR MONTHLY BASIS.**

**WHEREAS**, as a separate quasi-municipal corporation, with independent taxing authority and other general powers as set forth in RCW 36.73.040, the Stanwood Transportation Benefit District (TBD) makes claims and payroll expenditures on a regular monthly basis in accordance with the TBD adopted and annual budget; and

**WHEREAS**, the TBD does not hold meetings on a regular basis, and meets just a few times a year as needed; and

**WHEREAS**, the TBD Board of Directors has determined that it would be in its best interest to establish a TBD Finance Committee to meet on a regular monthly basis in order to review and approve TBD claims and payroll expenditures on TBD Board of Directors' behalf; and

**WHEREAS**, the TBD Finance Committee would also be utilized to review and discuss other TBD budget and financial matters as deemed appropriate; and

**NOW THEREFORE**, the TBD Board of Directors of the Stanwood Transportation Benefit District do resolve as follows:

**Section 1.** A TBD Finance Committee shall be established, and will be comprised of the same members as the City of Stanwood Finance Committee.

**Section 2.** The TBD Finance Committee shall meet on a regular basis on the same dates as the City Finance Committee for the purpose of reviewing and approving TBD claims and payroll expenditures on behalf of the TBD Board of Directors. The TBD Finance Committee shall review and discuss other budget and financial matters as deemed appropriate.

**Section 3.** Effective Date. This resolution shall take effect and be in force five (5) days after publication.

**ADOPTED and APPROVED** by the Stanwood Transportation Benefit District Board this 12<sup>th</sup> day of June, 2014.

STANWOOD  
DISTRICT

TRANSPORTATION

BENEFIT

By \_\_\_\_\_  
Leonard Kelley, Chairperson

ATTEST:

By \_\_\_\_\_  
Greg Thrasher Secretary/Treasurer

2014 BUDGET POSITION

City Of Stanwood  
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677 Transportation Benefit District  
Months: 07 To: 07

Revenues  
Fund Revenues: 0.00

Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3865	07/31/2014	2		Payroll	Scott R Justesen	Justesen, Scott R - Salary	936.00
3865	07/31/2014	2		Payroll	Scott R Justesen	Justesen, Scott R - Pager Pay	64.50
543 30 10 00 Salaries & Wages							1,000.50
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3865	07/31/2014	2		Payroll	Scott R Justesen	Justesen, Scott R - Overtime	81.00
3865	07/31/2014	2		Payroll	Scott R Justesen	Justesen, Scott R - Call Back OT	12.15
543 30 11 00 Overtime							93.15
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3975	07/31/2014	2		Payroll	Internal Revenue Service (941)	Justesen, Scott R - 941	81.50
543 30 20 00 Social Security							81.50
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3971	07/31/2014	2	460	Payroll	Department Of Retirement Sys	Justesen, Scott R - PERS2	100.72
543 30 21 00 Retirement							100.72
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3968	07/31/2014	2	457	Payroll	AWC Employee Benefit Trust	Justesen, Scott R - AWC - Medical	447.13
3968	07/31/2014	2	457	Payroll	AWC Employee Benefit Trust	Justesen, Scott R - AWC - Vision	5.97
3968	07/31/2014	2	457	Payroll	AWC Employee Benefit Trust	Justesen, Scott R - Life Insurance	0.38
3978	07/31/2014	2	467	Payroll	Washington Teamsters Welfare	Justesen, Scott R - Union Dental	32.63
543 30 22 00 Medical Benefits							486.11
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3655	07/16/2014	2	451	Payroll	Dept of Labor and Industries	Justesen, Scott R - L&I	78.40

**2014 BUDGET POSITION**

City Of Starwood  
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677 Transportation Benefit District \_\_\_\_\_ Months: 07 To: 07

Expenditures

Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3656	07/16/2014	2	452	Payroll	Employment Security Dept.	Justesen, Scott R - Unemployment	81.03
						543 30 23 00 L & I	78.40
						543 30 24 00 Unemployment Insurance	81.03
Department Total: 543 Streets Admin & Overhead							1,921.41
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3533	07/10/2014	2	21943	Claims	BlueLine Land Matters	Project 13-396- Project Management - Florence Road Reconstruction	300.00
						595 30 63 01 270th Street (Florence To 88th)	300.00
Tran #	Date:	Acct#	War #	Type	Claimant	Remark	Amount
3533	07/10/2014	2	21943	Claims	BlueLine Land Matters	Project 13-397- Project Management - 92nd Ave NW Water Main	120.00
						595 30 63 02 92nd St (Bowling Alley To 276th)	120.00
Department Total: 594 Capital Expenditures							420.00
Fund Expenditures:							2,341.41
Excess/Deficit:							-2,341.41

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