

RESOLUTION NO. 13-02

A RESOLUTION OF THE BOARD OF THE COVINGTON
TRANSPORTATION BENEFIT DISTRICT, COVINGTON, KING
COUNTY, WASHINGTON, ADOPTING A MATERIAL CHANGE POLICY

WHEREAS, the Covington City Council passed Ordinance No. 02-13 creating a Transportation Benefit District ("District"); and

WHEREAS, pursuant to Chapter 36.73 RCW, the District Board deems is required to adopt a Material Change Policy to address changes in project costs, scope, and scheduling of transportation improvements;

NOW THEREFORE, BE IT RESOLVED by the Board of the Covington Transportation Benefit District as follows:

Section 1. The Covington Transportation Benefit District Board hereby adopts a Material Change Policy, attached as Exhibit "A" hereto and incorporated by this reference.

PASSED by the Board of the Covington Transportation Benefit District on this 14th day of May, 2013.



MARGARET HARTO, CHAIR

ATTESTED:



Sharon Scott, District Clerk

APPROVED AS TO FORM:



Sara Springer, District Legal Advisor

COVINGTON TRANSPORTATION BENEFIT DISTRICT
ADMINISTRATIVE POLICIES
POLICY NO. 1

SUBJECT: Material Change Policy		
Department/Division: Covington Transportation Benefit District	Page 1	POLICY NO: CTBD – 1.0
APPROVED BY: Covington Transportation Benefit District Board	EFFECTIVE DATE: May 14, 2013	SUPERCEDES: N/A

- SECTION INDEX: 1 Material Change
- 1.1 Material Change to Cost
 - 1.2 Material Change to Scope
 - 1.3 Material Change to Schedule

1.1 Material Change to Cost. In the event a transportation improvement exceeds its original cost by more than twenty percent (20%) as identified in the District’s original finance plan for such improvement, the District’s governing board (“Board”) shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. District staff shall consult with the Board Chief Executive Officer (CEO) prior to setting the public hearing.

1.2 Material Change to Scope. In the event the scope of a transportation improvement materially changes beyond that originally anticipated at project approval, District staff shall consult with and review the changes with the Board CEO. The Board CEO shall determine whether or not to convene a meeting of the Board for discussion.

1.3 Material Change to Schedule. In the event the schedule of a transportation improvement materially changes in a way that significantly impacts other District projects or funding or schedule changes exceed ninety (90) days, District staff shall consult with and review such changes with the Board CEO. The Board CEO shall determine whether or not to convene a meeting of the Board for discussion.