

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

JANUARY 28, 2013 MEETING MINUTES

Time of meeting: 6:30 p.m.

Location of meeting: Castle Rock Senior Center, 222 Second Avenue SW, Castle Rock, WA

TBD President Paul Helenberg called the meeting to order at the above time and location. Board members present: Ray Teter, Earl Queen, Mike Davis and Ellen Rose. Glenn Pingree was absent. City staff present: Public Works Director David Vorse and City Attorney Frank Randolph, Associate Attorney Nicole Tideman and City Clerk-Treasurer Ryana Covington
Public attending: Buck Savage

Queen made a motion, seconded by Davis to approve the minutes to the December 17, 2012 Special Meeting. Unanimous Aye.

Vorse presented a draft street maintenance plan for review. Street sections were grouped together based on the availability of grant funding and Transportation Improvement Board designations. The draft plan includes description of street section, length, width, estimated cost, year of last improvement and proposed year for next improvement. During review, Vorse noted that all estimates are based on the cost for chip sealing. One exception is in Group C, where Second Avenue SW (Cowlitz to A Street) is a concrete section; estimated to cost \$10,000. Certain sections, such as Dougherty Drive are included in this list and would be considered only if grant funding is secured.

Vorse explained that the city must provide to Regional Transportation Planning Organization (RTPO) a plan listing intentions for street upgrades to be completed over the next 15 years. The TBD street maintenance plan will be presented to the Castle Rock City Council for their adoption and be used as a basis for reporting to RTPO.

In reviewing the draft plan, Vorse stated that section letters correspond to the proposed year of the project. This is used as a guide only and could be amended at a later date. He noted that when assessing timing for street projects, the board should consider logistics for providing access to residential houses during the projects. In answer to the board's question, Vorse stated that streets listed in Sections P & Q address concrete streets. Maintenance needs of those may include grinding or crack sealing.

Teter questioned when Sections I and J are proposed for maintenance; Vorse answered in 2022/2023.

Vorse stated he will need direction from the board relating to overlay projects. Following that

decision, the board would need to formally adopt the street maintenance plan and forward it to RTPPO.

Vorse distributed copies of the Transportation Improvement Board (TIB) Small City Chip Seal Program grant award listing the streets and sections included in the grant award. Total grant award is \$54,540 (with a 5% city match). Vorse stated that TIB has advised that all overlays and chip seals must be completed by the end of 2014.

Copies of the recently completed street survey also were distributed. Vorse noted that low ranking streets included McBride, Edgewood, Larsen Lane and Helton. Also ranking low were May, Cummings and Alder Street. He noted the board will need to determine which streets to chip seal so that the city can submit a service request to the county. (The city contracts with the county to do chip seal projects.) Vorse noted that to complete LaRue, May, Fourth, Cummings and Alder streets would be estimated at \$20,000.

The estimated cost to complete Searl, Ramsey, Barr, Shintaffer and Jackson streets is \$9,000 and this would complete the sections in the Dougherty Drive and northwest sections of the city. Vorse also noted that the city might want to consider repair work on the utility lines at the same time as the street work is completed. He stated focus should be on the chip seal projects and those utilities located within the chip seal work areas. Vorse stated the city has budgeted \$74,000 for water main work and \$6,000 for sewer main work in 2013. He suggested the city could consider reducing the number of meter to be purchased in 2013 and reallocate those funds toward utility upgrades to offset the additional costs.

Davis stated he would need to review different scenarios and options before making decisions. Helenberg stated the board needs to decide if they will be recommending completion of chip seal projects to be completed before the overlay projects so that the projects can be included on the county's work schedule. By consensus, board members agreed that chip seal projects should be completed this year. Davis asked if the overlay projects located near the chip seal projects could be done at the same time. Vorse stated this would be possible, however the city would not incur any cost savings.

Vorse summarized that the board will approve the chip seal projects if his cost estimate of \$29,000 to \$30,000 is correct. The funding source would be from the voter-approved sales tax revenue.

Teter made a motion, seconded by Queen to research and support completion of the chip seal projects and hold off on overlay until next year and to authorize Vorse to negotiate with the county for chip seal pricing not to exceed \$35,000. Unanimous Aye.

Vorse reported that he has not received any update on the Public Works Trust Fund (PWTF) loan. As discussed at the last meeting, the Governor reallocated much of those funds, which cut funding originally approved for Castle Rock projects. If the city is able to obtain the PWTF loan, rates would be as follows:

Estimated loan amount: \$504,000 (no local match required)

Loan Terms (Years)	Interest Rate	Estimated Annual Payment
15	.25%	\$34,276
20	.50%	\$26,544
30	1.50%	\$20,986

The estimated cost of the on-going chip seal program -

Total residential road length: 61,327 feet
 Assumed typical road length: 20 feet
 Total residential road area: 136,282 sy
 Annual cost on 15 year cycle: \$27,256
 Annual cost on 10 year cycle: \$40,885
 Annual cost on 7 year cycle: \$58,407

Teter stated it would save the city \$60,000 by doing a 30-year loan and he would recommend that the city council agree to that term.

There being no further business, the meeting was adjourned at 7:24 p.m.

Attest:

Approved:

Ryana Covington, Secretary

Paul Helenberg, President