

# CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

Regular Meeting – MARCH 23, 2014 6:30 pm

**Location:** Castle Rock Senior Center - 222 Second Avenue SW – Castle Rock, WA

## CALL TO ORDER

## ROLL CALL

1. APPROVAL OF MINUTES – December 22, 2014 CR TBD regular meeting. P.1
2. REPORTS
  - a. Updates on status of street project and RDA loan process
  - b. 2014 year end budget summary report P.3
3. OLD BUSINESS -
4. NEW BUSINESS -
  - a. Approval of First Quarter 2015 invoices; amount of \$3,620.34 P.5
  - b. Approval to purchase pre-printed checks to allow processing by city financial program
5. OTHER BUSINESS-

## ADJOURNMENT

The Castle Rock City Transportation Benefit District ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Ryana Covington at 360/274-8181 by 9:00 a.m. three days prior to the meeting. CRTBD Board reserves the right to add items to this agenda, as needed.

# CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

Meetings held quarterly; March; June, September, December on second Monday of month

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## December 22, 2014 MEETING MINUTES

Time of meeting: 6:30 p.m.

Location: Castle Rock Senior Center, 222 Second Avenue SW, Castle Rock, Washington

Board members present: Ray Teter, Lee Kessler, Earl Queen, Mike Davis, and Ellen Rose  
TBD Clerk Ryana Covington. Board President Paul Helenberg was absent due to work commitments.

Also attending: Castle Rock Public Works Director David Vorse and City Attorney Frank Randolph.

Board Vice-President Earl Queen opened the meeting at the above stated time and location.

Kessler made a motion, seconded by Davis to approve the minutes from the October 27, 2014 TBD meeting. Vote: unanimous 'Aye'. Motion passed.

### City-Wide Residential Street Improvement – project update:

Vorse reported that due to weather conditions, no additional street sections have been completed. Punch list items still need to be addresses and will be completed when weather permits.

Vorse stated staff is still working with Rural Development and had not heard if the loan application for \$330,000 has been approved.

### Fiscal report

Covington distributed a Cash and Investment Activity report showing a balance of \$105,973 as of November 30, 2014 for the TBD Fund (Fund 632) and TBD Capital Project Fund (Fund 633).

The November bank balance at Red Canoe Credit Union is \$62,560.54. A bank transfer from Heritage Bank to Red Canoe Credit Union in the amount of \$43,412.46 was made. In 2014, the State Treasurer's office did not begin depositing the TBD funds into Red Canoe Credit Union until June 2014. The transfer from Heritage Bank to Red Canoe included the State contributions from January to May 2014. Adjustment to the transfer total included deductions for legal service expenses (from Walstead-Mertsching) conducted for the TBD that was paid by the city.

### Interlocal agreement between CRTBD and AWC RMSA for membership in insurance pool:

Teter made a motion, seconded by Davis to adopt Resolution No. 2014-01, a resolution regarding membership into the Association of Washington Cities (AWC) and Risk Management Service Agency (RMSA) self-insurance pool. By roll call vote, unanimous 'Aye'.

# CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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Covington stated Castle Rock City Council also will need to pass a resolution sponsoring TBD's membership into AWC RMSA insurance pool.

Approval of December invoices:

Board members reviewed invoice number 2014-01 sent by the City of Castle Rock for various transportation related expenses. Expenses included:

- Safe Routes To School project; includes portion of engineering expenses for project management not covered by grant funds; \$11,576.12
- City-wide Residential Street Project expenses in excess of Department of Commerce grant funds; \$40,908.81
- Amount for city work forces to remove sidewalk sections to prep for new ADA ramps installed through the 2013 overlay project; \$ 6,887.42
- Work completed by Cowlitz County for shoulder rock for the 2013 overlay project. (Note: city paid invoice on Nov 27, 2013; check# 44402); \$ 963.02
- Work completed by Cowlitz County to complete shoulder rock work for the 2013 overlay project (Note city paid invoice 12/31/13 check# 44490); \$ 119.71

Total invoice: \$60,455.08

Teter made a motion, seconded by Kessler to approve payment of City of Castle Rock invoice # 2014-01 in the amount of \$60,455.08. By roll call vote, unanimous 'Aye'.

Davis made a motion, seconded by Rose to adjourn the meeting at 6:50 p.m. Unanimous 'Aye'.

ATTEST:

APPROVED:

\_\_\_\_\_  
Ryana Covington, Secretary

\_\_\_\_\_  
Earl Queen, Vice-President



## Cash and Investment Activity

Period: 2014 - DEC  
Fiscal Totals

Fund	Beginning Cash 1/1/2014	Activity In	Activity Out	Ending Cash 12/31/2014
632 Transportation Benefit District Fund	\$22,262.54	\$87,771.97	\$60,743.08	\$49,291.43
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$3,456.17
	\$25,718.71	\$87,771.97	\$60,743.08	\$52,747.60

# Revenue And Expenditure

## Transportation Benefit Funds - Year End Report

Account Number	Code	Balance	Actual	Planned	Total	Balance
<b>Transportation Benefit District Fund</b>						
<b>REVENUE</b>						
632-000-000-308-10-00-00	Reserved Beginning Cash	\$0.00	\$22,262.54	\$22,262.00	100.00%	(\$0.54)
<b>Taxes</b>						
632-000-000-313-21-00-00	TBD Sales And Use Tax	\$7,221.14	\$87,724.01	\$82,200.00	106.72%	(\$5,524.01)
	<b>Total Taxes</b>	<b>\$7,221.14</b>	<b>\$87,724.01</b>	<b>\$82,200.00</b>	<b>106.72%</b>	<b>(\$5,524.01)</b>
632-000-000-361-40-00-00	Local Sales Interest	\$1.66	\$16.11	\$0.00		(\$16.11)
632-000-000-361-40-01-00	Other Interest	\$6.88	\$31.85	\$0.00		(\$31.85)
	<b>Total Revenue</b>	<b>\$7,229.68</b>	<b>\$110,034.51</b>	<b>\$104,462.00</b>	<b>105.33%</b>	<b>(\$5,572.51)</b>
	<b>Total Transportation Benefit District Fund</b>	<b>\$7,229.68</b>	<b>\$110,034.51</b>	<b>\$104,462.00</b>	<b>105.33%</b>	<b>(\$5,572.51)</b>
<b>TBD Capital Project Fund</b>						
<b>Revenue</b>						
633-000-000-308-10-00-00	Reserved Beginning Cash	\$0.00	\$3,456.17	\$3,456.00	100.00%	(\$0.17)
	<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$3,456.17</b>	<b>\$3,456.00</b>	<b>100.00%</b>	<b>(\$0.17)</b>
	<b>Total TBD Capital Project Fund</b>	<b>\$0.00</b>	<b>\$3,456.17</b>	<b>\$3,456.00</b>	<b>100.00%</b>	<b>(\$0.17)</b>
	<b>Revenue Grand Totals</b>	<b>\$7,229.68</b>	<b>\$113,490.68</b>	<b>\$107,918.00</b>	<b>105.16%</b>	<b>(\$5,572.68)</b>
<b>Transportation Benefit District Fund (#632)</b>						
<b>EXPENDITURE</b>						
632-000-000-508-10-00-00	Reserved Ending Cash	\$0.00	\$0.00	\$14,819.00	0.00%	\$14,819.00
<b>General Services</b>						
632-000-000-543-30-31-00	Supplies	\$0.00	\$20.25	\$200.00	10.13%	\$179.75
632-000-000-543-30-41-00	City Management Services	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
632-000-000-543-30-41-01	State Auditor	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
632-000-000-543-30-41-02	Legal Services	\$0.00	\$267.75	\$2,000.00	13.39%	\$1,732.25
632-000-000-543-30-41-04	RDA Bond Counsel	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
632-000-000-543-30-46-00	Liability Insurance	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
632-000-000-543-30-51-00	Transportation Projects	\$60,455.08	\$60,455.08	\$66,943.00	90.31%	\$6,487.92
	<b>Total General Services</b>	<b>\$60,455.08</b>	<b>\$60,743.08</b>	<b>\$89,643.00</b>	<b>67.76%</b>	<b>\$28,899.92</b>
	<b>Total Expenditure</b>	<b>\$60,455.08</b>	<b>\$60,743.08</b>	<b>\$104,462.00</b>	<b>58.15%</b>	<b>\$43,718.92</b>
<b>TBD Capital Project Fund (#633)</b>						
<b>Expenditure</b>						
633-000-000-508-10-00-00	Reserved Ending Cash	\$0.00	\$0.00	\$3,456.00	0.00%	\$3,456.00
	<b>Total Expenditure</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,456.00</b>	<b>0.00%</b>	<b>\$3,456.00</b>
	<b>Total TBD Capital Project Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,456.00</b>	<b>0.00%</b>	<b>\$3,456.00</b>
	<b>Expenditure Grand Totals</b>	<b>\$60,455.08</b>	<b>\$60,743.08</b>	<b>\$107,918.00</b>	<b>56.29%</b>	<b>\$47,174.92</b>

# City of Castle Rock

P.O. Box 370  
Castle Rock, WA 98611

Phone: 360-274-8181  
Fax: 360-274-4876  
E-mail: [lteegarden@ci.castle-rock.wa.us](mailto:lteegarden@ci.castle-rock.wa.us)

## Statement

Statement #: 2015-01  
Date: January 20, 2015  
Customer ID: CR TBD

Bill To: Castle Rock City Transportation Benefit District  
P.O. Box 370  
Castle Rock, WA 98611

Date	Type	Invoice #	Description	Amount	Payment	Balance
Dec 31 2014	City Paid	Petty Cash/Postage	Mailing of close-out documents to Dept of Commerce	\$ 5.95		\$ 5.95
Dec 31 2014	City Paid	Cowlitz Co PW- 11565	City Pavement Preservation Project	\$ 2,402.39		\$ 2,402.39
					<b>Total</b>	<b>\$ 2,408.34</b>

Reminder: Please include the statement number on your check.  
Terms: Balance due in 30 days.

<b>RECAP</b>	
<b>Customer Name:</b>	Castle Rock City Transportation Benefit District
<b>Customer ID:</b>	CR TBD
<b>Statement #:</b>	2015-01
<b>Date:</b>	January 20, 2015
<b>Amount Due:</b>	\$2,408.34
<b>Amount Enclosed:</b>	

# Account Activity

City-Wide Pavement Preservation

12/2014

Fiscal: 2014

Period: 2014 - DEC

Council Meeting: 2014 - DEC - Open Period - 2014, 2014 - DEC - January City Council

Account Type: Expenditure

Starting Account: 320-000-000-595-10-31-01

Ending Account: 320-000-000-595-30-63-01

Starting Date: (Null)

Ending Date: (Null)

Transaction Type: Invoice

System: Financials

Relationship Types: Detail

Print Option: Print Summary

Total Option: All

## 320-000-000-595-30-63-01 City-Wide Res St Proj-Construction

Invoice

Invoice - 12/31/2014 1:53:23 PM

Invoice - 12/31/2014 9:26:04 AM

Total Invoice

Total 320-000-000-595-30-63-01

Cowlitz County Department of

Covington, Ryana - Petty Cash

2014 - DEC - Open Period

2014 - DEC - Open Period

\$2,402.39

\$5.95

\$2,408.34

\$2,408.34

45554 ✓

45553 ✓



City of Castle Rock  
 P.O. Box 370  
 Castle Rock, WA 98611

To

Department of Commerce  
 Community Capital Facilities  
 Attn: Eric Tompkins  
 P.O. Box 42525  
 Olympia, WA 98504-2525

PETTY CASH

NUMBER   DATE 11/21/14

DESCRIPTION OF ITEM/SERVICE PURCHASED	AMOUNT
Reimbursement for Postage	5.95
to mail/reim request to Dept of Commerce	
3200 595 30 63 01	
CHARGE TO ACCOUNT Street Const	TOTAL 5.95

**PAID**

Received By [Signature]  
 9672

Approved By [Signature]

pd. 12/31/14  
 ck # 45553

CASTLE ROCK  
 CASTLE ROCK, Washington  
 986118998  
 4067870402-0098  
 11/18/2014 (800)275-8777 04:20:40 PM

Sales Receipt

Product Description	Sale Unit Qty	Unit Price	Final Price
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@@ ~ OLYMPIA WA 98504			\$5.95
Zone-2			
Priority Mail 2-Day By Weight			
1 lb. 2.20 oz.			
Expected Delivery: Thu 11/20/14			
USPS Tracking #:			
9114 9012 3080 3729 1056 43			
Includes \$50 insurance			

Issue Postage: \$5.95

Total: \$5.95

Paid by:  
 Cash \$6.00  
 Change Due: -\$0.05

@@ For tracking or inquiries go to USPS.com or call 1-800-222-1811.

~ Save this receipt as evidence of insurance. For information on filing an insurance claim go to [usps.com/ship/file-domestic-claims.htm](http://usps.com/ship/file-domestic-claims.htm)

Order stamps at [usps.com/shop](http://usps.com/shop) or call 1-800-Stamp24. Go to [usps.com/clicknship](http://usps.com/clicknship) to print shipping labels with postage. For other information call 1-800-4USPS





**COWLITZ COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**INVOICE**

Bill To:

**CASTLE ROCK, CITY OF**

PO BOX 370  
CASTLE ROCK, WA 98611

ACCOUNT NO: 54

Payment Due To:

**ROADS**

INV DATE: 12/22/2014

INVOICE NO: PW-11565

**DESCRIPTION AMOUNT DUE**

ROADS REIMBURSABLES 11/2014

U14-063; BULAND DR N 400 @ 010 534 80 49 \$32.00

→ SHOULDER ROCKING City wide curbside project - Pavement Preservation \$2,402.39 ←

MISC VEGETATION CONTROL 100 @ 100 542 70 48 \$372.26

100 @ 100 542 70 48 = \$ 372.26

pd. 12/31/14  
ck # 45554

320 @ @ 595 30 63 01 = \$2,402.39 ←

SUB-TOTAL: \$2,806.65

SALES TAX:

TOTAL DUE: \$2,806.65 <sup>P</sup>

400 @ 010 534 80 49 = \$32.00

**PAID**

**PAYABLE - NET 30 DAYS**

PLEASE MAKE CHECKS PAYABLE TO:

**COWLITZ COUNTY - DEPT OF: ROADS**

1600 - 13TH AVENUE SOUTH

KELSO, WA 98626

**VENDOR NO:**

2770

PHONE: (360) 577-3030 FAX: (360) 636-0845

# COWLITZ COUNTY DEPT OF PUBLIC WORKS ANCILLARY AMOUNTS DUE TO: ROAD FUND

11/01/2014 to 11/30/2014

**DUE FROM:** 2620 CITY OF CASTLE ROCK

Date	Location	Employee or Vendor Name	Description	Hrs	Direct Costs		Indirect Cost	TOTAL \$	
					COST SUB-TOTAL	ACCURED LEAVE COST VARIES BY EMPL			
<b>9350 UTILITY ACCOMODATION POLICY</b>									
11/14/2014	BULAND DR NORTH	0609 Iverson, Richard	00611 Equipment Usage	0.50	\$3.44			\$3.44	
11/14/2014	BULAND DR NORTH	0609 Iverson, Richard	51001 Direct Labor	0.50	\$15.12	\$4.44	\$2.70	\$22.26	
11/14/2014	BULAND DR NORTH	0609 Iverson, Richard	52002 Medical Insurance	0.50	\$3.75			\$3.75	
11/14/2014	BULAND DR NORTH	0609 Iverson, Richard	52003 Social Security	0.50	\$1.16			\$1.16	
11/14/2014	BULAND DR NORTH	0609 Iverson, Richard	52004 Retirement	0.50	\$1.39			\$1.39	
					<b>Total by Activity</b>				\$32.00
<b>3012 SHOULDER ROCK</b>									
11/18/2014	MM-NO LOCATION SPECIFIED	0535 Gipson, Randy	00407 Equipment Usage	8.00	\$250.80			\$250.80	
11/18/2014	MM-NO LOCATION SPECIFIED	6174 Wheelton, LeRoy N. Jr	00436 Equipment Usage	8.00	\$250.80			\$250.80	
11/18/2014	MM-NO LOCATION SPECIFIED	0589 Jeffries, Steve	00558 Equipment Usage	8.00	\$56.80			\$56.80	
11/18/2014	MM-NO LOCATION SPECIFIED	2082 Drew, Corey A	00617 Equipment Usage	8.00	\$315.52			\$315.52	
11/18/2014	MM-NO LOCATION SPECIFIED	0535 Gipson, Randy	51001 Direct Labor	8.00	\$189.44	\$57.38	\$33.87	\$280.69	
11/18/2014	MM-NO LOCATION SPECIFIED	0589 Jeffries, Steve	51001 Direct Labor	8.00	\$198.96	\$59.69	\$35.57	\$294.22	
11/18/2014	MM-NO LOCATION SPECIFIED	2082 Drew, Corey A	51001 Direct Labor	8.00	\$208.96	\$61.08	\$37.36	\$307.40	
11/18/2014	MM-NO LOCATION SPECIFIED	6174 Wheelton, LeRoy N. Jr	51001 Direct Labor	8.00	\$189.44	\$53.01	\$33.87	\$276.32	
11/18/2014	MM-NO LOCATION SPECIFIED	0535 Gipson, Randy	52002 Medical Insurance	8.00	\$58.49			\$58.49	
11/18/2014	MM-NO LOCATION SPECIFIED	0589 Jeffries, Steve	52002 Medical Insurance	8.00	\$58.84			\$58.84	
11/18/2014	MM-NO LOCATION SPECIFIED	2082 Drew, Corey A	52002 Medical Insurance	8.00	\$62.54			\$62.54	
11/18/2014	MM-NO LOCATION SPECIFIED	6174 Wheelton, LeRoy N. Jr	52002 Medical Insurance	8.00	\$59.66			\$59.66	
11/18/2014	MM-NO LOCATION SPECIFIED	0535 Gipson, Randy	52003 Social Security	8.00	\$13.46			\$13.46	
					<b>Total by Location</b>				\$32.00

**Notes:**

# COWLITZ COUNTY DEPT OF PUBLIC WORKS

## ANCILLARY AMOUNTS DUE TO: ROAD FUND

11/01/2014 to 11/30/2014

Date	MM-NO LOCATION	SPECIFIED	Code	Name	Rate	Amount
11/18/2014	MM-NO LOCATION	SPECIFIED	0589	Jeffries, Steve	8.00	\$14.58
11/18/2014	MM-NO LOCATION	SPECIFIED	2082	Drew, Corey A	8.00	\$15.32
11/18/2014	MM-NO LOCATION	SPECIFIED	6174	Wheeldon, LeRoy N. Jr	8.00	\$14.49
11/18/2014	MM-NO LOCATION	SPECIFIED	0535	Gipson, Randy	8.00	\$17.45
11/18/2014	MM-NO LOCATION	SPECIFIED	0589	Jeffries, Steve	8.00	\$18.32
11/18/2014	MM-NO LOCATION	SPECIFIED	2082	Drew, Corey A	8.00	\$19.24
11/18/2014	MM-NO LOCATION	SPECIFIED	6174	Wheeldon, LeRoy N. Jr	8.00	\$17.45

**Notes:**

**Total by Activity**

**\$2,402.39**

### 3515 MISC VEGETATION CNTRL

Date	MM-NO LOCATION	SPECIFIED	Code	Name	Rate	Amount
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	1.00	\$6.87
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	2.00	\$70.94
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	2.00	\$49.74
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	1.00	\$37.31
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	2.00	\$15.00
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	1.00	\$2.85
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	2.00	\$3.81
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	2.00	\$4.58
11/10/2014	MM-NO LOCATION	SPECIFIED	5988	Mallett, James D	1.00	\$3.44

**Notes:**

**Total by Activity**

**\$224.27**

**Total by Location**

**\$2,626.66**

**Overall Total Due**

**\$2,658.66**

**COWLITZ COUNTY DEPT OF PUBLIC WORKS**

11/1/14 to 11/30/14

**ANCILLARY MATERIALS FROM INVENTORY - DUE TO: ROAD FUND**

**DUE FROM:** 2620 **Bill to:** \_\_\_\_\_

Activity#	Date	Location	Material Name	Quantity	Price Ea	Sub-Total	Other	TOTAL \$	
0	ANSP	11/10/2014	MM-NO LOCATION SPECIFIED	147.99	\$			147.99	
			SPRAY CHM						
<b>Notes:</b> _____								Total Due by Location	147.99
								Overall Total Due	2806.65

**PURCHASER'S AUTHORIZATION VOUCHER**  
CITY OF CASTLE ROCK

Vendor: COWLITZ COUNTY DEPT. OF: ROADS

Mail Addr: 1600 - 13TH AVENUE SOUTH

City: KELSO State: WA Zip: 98626

Invoice Date	Invoice Number/Description/PO#	Amount
12/14	Inv. PW-11565	2,806.65
	Inv.	
Attach invoices to this authorization form. TOTAL:		2,806.65

For Data Processing Adjustment Use Only:

Basis for adjusting entry:

ND: Various  
MO: 12 CK NUMBER: 45554

VENDOR NUMBER				
4	3	5	7	5

AMOUNT: 2,806.65

**CERTIFICATION:** I, the undersigned hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Castle Rock and that I am authorized to authenticate and certify to said claim.

Auditing Committee Member: \_\_\_\_\_

Auditing Officer: \_\_\_\_\_

DATE PAID: 12/31/14

Account #	Amount
100 0 100 542 70 48	372.26
320 0 0 595 30 6301	2,402.39
400 0 010 534 80 49	32.00
Veg. Control/Spray-Chem. 420-0-538-30-47	

# Account Activity

*City-wide Pavement Preservation*  
*01/2015*

Fiscal: 2015

Period: 2015 - JAN

Council Meeting: 2015 - JAN - Feb City Council

Account Type: Expenditure

Starting Account: 320-000-000-595-10-31-01

Ending Account: 320-000-000-595-30-63-01

Starting Date: (Null)

Ending Date: (Null)

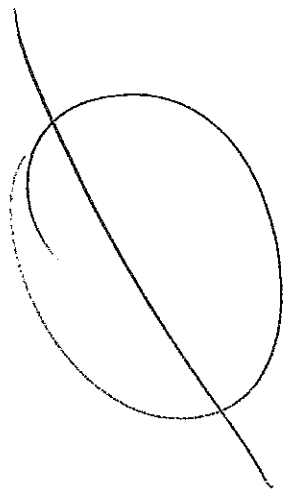
Transaction Type: Invoice

System: Financials

Relationship Types: Detail

Print Option: Print Summary

Total Option: All



B

# Account Activity

City-wide Pavement Preservation

Fiscal: 2015

02/2015

Period: 2015 - FEB

Council Meeting: 2015 - FEB - March City Council

Account Type: Expenditure

Starting Account: 320-000-000-595-10-31-01

Ending Account: 320-000-000-595-30-63-01

Starting Date: (Null)

Ending Date: (Null)

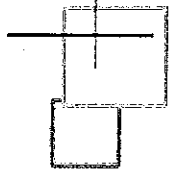
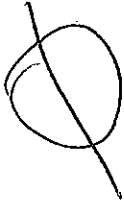
Transaction Type: Invoice

System: Financials

Relationship Types: Detail

Print Option: Print Summary

Total Option: All





February 11, 2015

To: Castle Rock Transportation Benefit District

Invoice# 34248

RC

***RMSA Assessment for 2015***

***\$ 1,200***

Please make the check payable to AWC RMSA and mail to  
1076 Franklin Street SE, Olympia, WA 98501-1346.

***Note: This payment must be separate from your AWC Membership Fee***

***Total payment is due by March 15, 2015. Any unpaid balance at  
March 15, 2015 is subject to a monthly late fee.***

Any questions about this invoice should be directed to Derek Bryan at extension 179

**Please return a copy of this invoice with your payment**