

# CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

Regular Meeting – June 22, 2015 6:30 pm

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

CALL TO ORDER

ROLL CALL

1. APPROVAL OF MINUTES – March 23, 2015 CR TBD regular meeting. *81*

2. REPORTS

- a. Updates on overlay and chip seal projects
- b. Update on RDA loan process
- c. First quarter budget report and projected revenues *8.3*
- d. Distributed copy of 2014 Annual State Audit report

3. OLD BUSINESS -

4. NEW BUSINESS -

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

---

## March 23, 2015 MEETING MINUTES

Time of meeting: 6:30 p.m.

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

Board members present: Board President Paul Helenberg, Earl Queen, Mike Davis, and Ellen Rose. Board members Ray Teter and Lee Kessler were absent.

Also present: TBD Clerk Ryana Covington, Attorney Frank Randolph and City Public Works Director Dave Vorse

Board President Paul Helenberg opened the meeting at the above stated time and location.

Queen made a motion, seconded by Davis to approve the minutes from the December 22, 2014 TBD meeting. Vote: Unanimous 'Aye'. Motion passed.

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

Vorse reported the city has been working through the bonding issues required by Rural Development for the \$330,000 loan to fund the remaining street projects. Covington stated the RDA Letter of Intent is expected to be received by the city next week. She asked if the TBD Board would consider authorizing the TBD board president to review the conditions outlined in the Letter of Intent and to submit any concerns to the city. Covington noted, the TBD board has agreed to take responsibility for repayment of this debt on behalf of the city and should be aware of the loan conditions. Covington also reported that RDA interest rates have declined; and the city and TBD will be able to benefit from this for the pending loan.

Vorse stated he has been informed that Lakeside is ready to proceed with the final portion of the project, once funding has been secured.

Board member Davis made a motion, seconded by Rose to denote it is the intention of the Castle Rock City Transportation Benefit District to repay the city the loan debt from Rural Development (RDA) for a term of twenty years; loan amount of \$330,000. By roll call vote, Unanimous 'Aye'.

Attorney Randolph stated if the TBD board chooses later to develop a more formal interlocal agreement with the city; this could be done based on the vote taken at this meeting.

### Fiscal report

Covington distributed a Cash and Investment Activity report showing a balance of \$52,747.60 as of December 31, 2014 for the TBD Fund (Fund 632) and TBD Capital Project Fund (Fund 633). Board members also received a copy of the 2014 Revenue and Expenditure reports for those funds.

# CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

---

The December 2014 year end bank balance at Red Canoe Credit Union coincides with this balance.

Review and approval of First Quarter 2015 invoices:

Invoice number 2015-01 sent by the City of Castle Rock for various transportation related expenses. Expenses included:

Postage	\$ 5.95
Cowlitz County work on city pavement preservation project (PW-11565)	\$2,402.39
Total invoice:	\$2,408.34

Invoice number 34248 AWC RMSA Assessment for 2015 (liability insurance) \$1,200.00  
Covington stated this invoice was due March 15<sup>th</sup> and she requested approval of an additional \$20, to cover any late fee, if applicable.

Davis made a motion, seconded by Queen to approve payment of City of Castle Rock invoice #2015-01 and the AWC RMSA invoice; for a total amount of \$3,620.34. By roll call vote, unanimous 'Aye'.

Covington requested authorization to order pre-printed checks for the TBD account. She provided a quote from Vision Forms. The cost for 1000 checks is \$323.82/thousand, plus shipping and taxes. Currently the TBD has been using checks provided by Red Canoe Credit Union and any payments are recorded as adjustments on the city's accounting software. Covington stated the pre-printed checks would include two signatures and be compatible with the city's accounting system. Queen made a motion, seconded by Rose to authorize purchase of 1000 pre-printed checks from Vision Forms in the amount of \$323.82, plus shipping and taxes. By roll call vote; unanimous 'Aye'.

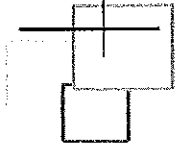
Helenberg adjourned the meeting at 6:52 p.m. Unanimous 'Aye'.

ATTEST:

APPROVED:

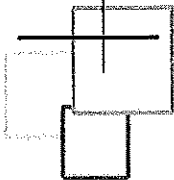
\_\_\_\_\_  
Ryana Covington, Secretary

\_\_\_\_\_  
Paul Helenberg, President



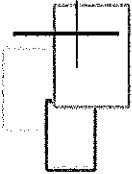
## Cash Activity; Jan 2015- May 2015

Fund	Beginning Cash Jan 1 2015	Activity In	Activity Out	Ending Cash 31 May 15
632 Transportation Benefit District Fund	\$49,291.43	\$33,568.15	\$0.00	\$82,859.58
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$3,456.17



# Revenue; Jan - May 2015

Transportation Benefit District Fund						
Revenue						
632-000-000-308-10-00-00	Reserved Beginning Cash	\$0.00	\$49,291.43	\$29,000.00	169.97%	(\$20,291.43)
Taxes						
632-000-000-313-21-00-00	TBD Sales And Use Tax	\$7,948.84	\$33,527.45	\$83,000.00	40.39%	\$49,472.55
Total Taxes		\$7,948.84	\$33,527.45	\$83,000.00	40.39%	\$49,472.55
632-000-000-361-40-00-00	Local Sales Interest	\$4.62	\$13.30	\$15.00	88.67%	\$1.70
632-000-000-361-40-01-00	Other Interest	\$6.72	\$27.40	\$0.00		(\$27.40)
Total Revenue		\$7,960.18	\$82,859.58	\$112,015.00	73.97%	\$29,155.42
Total TBD Operating Fund		\$7,960.18	\$82,859.58	\$112,015.00	73.97%	\$29,155.42
TBD Capital Project Fund						
Revenue						
633-000-000-308-10-00-00	Reserved Beginning Cash	\$0.00	\$3,456.17	\$3,456.00	100.00%	(\$0.17)
Total Revenue		\$0.00	\$3,456.17	\$3,456.00	100.00%	(\$0.17)
Total TBD Capital Proj Fund		\$0.00	\$3,456.17	\$3,456.00	100.00%	(\$0.17)
Grand Totals		\$7,960.18	\$86,315.75	\$115,471.00	74.75%	\$29,155.25



# Expenditure; Jan - May 2015

Transportation Benefit District Fund		Reserved Ending Cash			
Expenditure					
632-000-000-508-10-00-00		\$0.00	\$0.00	\$10,000.00	0.00%
Transportation					
Road and Street General Administration / Overhead					
General Services					
632-000-000-543-30-31-00	Supplies	\$0.00	\$0.00	\$200.00	0.00%
632-000-000-543-30-41-00	City Management Services	\$0.00	\$0.00	\$27,000.00	0.00%
632-000-000-543-30-41-01	State Auditor	\$0.00	\$0.00	\$500.00	0.00%
632-000-000-543-30-41-02	Legal Services	\$0.00	\$0.00	\$2,000.00	0.00%
632-000-000-543-30-46-00	Liability Insurance	\$0.00	\$0.00	\$3,000.00	0.00%
632-000-000-543-30-51-00	Transportation Projects	\$0.00	\$0.00	\$69,315.00	0.00%
Total General Services		\$0.00	\$0.00	\$102,015.00	0.00%
Total TBD Operations Fund		\$0.00	\$0.00	\$112,015.00	0.00%
TBD Capital Project Fund					
Expenditure					
633-000-000-508-10-00-00	Reserved Ending Cash	\$0.00	\$0.00	\$3,456.00	0.00%
Total Expenditure		\$0.00	\$0.00	\$3,456.00	0.00%
Total TBD Capital Proj Fund		\$0.00	\$0.00	\$3,456.00	0.00%
Grand Totals		\$0.00	\$0.00	\$115,471.00	0.00%