

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

October 27, 2014 MEETING MINUTES

Time of meeting: 6:38 p.m.

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

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

TBD Clerk Ryana Covington.

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

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

Queen made a motion, seconded by Rose to approve the minutes from the September 22, 2014 TBD meeting. Vote: unanimous 'Aye'. Motion passed.

City-Wide Residential Street Improvement – project update:

Vorse distributed a list of streets included in this project, with notations for those streets still needing to be completed.

Completed street sections include:

Eaton Court NE; entire length
Helton Street NE; entire length
Pioneer Avenue NE; LaRue to north end
Leaming Avenue NW; entire length
Cherry Street NW; entire length
Clearwood Court SE; entire length
Allen Avenue SE; entire length
Lakewood Court SE; entire length
Edgewood Court SE; entire length
Second Avenue; Warren Street to Hibbard
Fifth Avenue SW; D Street to Aden
Street SW; Front to alley 1-2
C Street SW; Front to Second Avenue
Diane Street SW; entire length
Michner Street SW; Third Ave to west end
Shear Street SW; Third to Fourth Avenue
Warren Street SW; entire length

Sections not completed as of this date:

Boyd Avenue NE; entire length
McBride Court NE; entire length
Dike Drive SW; Front to Third Avenue
Dike Drive SW; Third Ave to Warren St.
Larsen Lane SW; pavement change to end
LaRue Street NE; entire length
May Avenue NE; entire length
Fourth Avenue SW; 1000 block
Cummings Street SW; entire length
Alder Street NE; Kirby to west end
Westside Highway; Green Acres to city
limits

The completed sections have all been done within the base bid price. Vorse estimated that TBD will be billed approximately \$14,000 to fund that portion of the project not covered by the

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city's grant received from the State. Currently the contractor is working to complete the final punch list.

Queen advised of some low areas on Allen Street. Vorse noted that he will inform the contractor, Lakeside Industries of those areas.

Proposed budget for fiscal year 2015; contribution to city for Street Fund personnel costs. Covington reported a shortage in the proposed 2015 City Street Fund budget of approximately \$22,000 due to adjustments in personnel costs. She asked the TBD board if they would consider approval of providing \$22,000 for personnel costs for street maintenance in 2015. Vorse stated this is an allowable expense under the TBD structure. He would not encourage continued use of TBD funds for this purpose; however if the board approves this expenditure, Vorse estimates there will still be approximately \$29,000 available in 2015 for street upgrade projects.

Vorse stated the city still has not received word from Rural Development regarding the loan application that the city submitted on behalf of the TBD for additional street improvements. If the loan is awarded this year, there will be additional bond costs of approximately \$15,000 that TBD will need to pay. If the loan is not received until 2015, the bond costs will be due, and loan repayment will not begin until one year from completion of the project. Vorse is projecting \$83,000 to be received from sales/use tax revenues in 2015. Projected expenses, including the contribution toward city personnel costs are estimated at \$54,000; leaving \$29,000 for projects. Kessler stated he would like the board to consider tabling use of TBD funds; until the city is able to further evaluate personnel costs and funding levels. Kessler stated he has heard from taxpayers that they do not support expending the TBD funds for anything other than street upgrade projects.

Covington noted that personnel costs for 2014 incurred for assisting Lakeside Contractor on the City-Wide Residential Street project are not being billed to the TBD. She suggested these costs should be billed to TBD this year because they are directly related to the current TBD/city funded project.

In answer to Kessler's question, Covington stated the TBD board established their regular meeting schedule at the last TBD meeting. Unless a special meeting is held, the next regular TBD meeting would be December 22nd; after the city needs to have their budget issues settled.

Helenberg agreed that he is not in favor of using TBD funds for personnel costs; however those employees did work on the transportation projects listed as TBD priorities. Teter stated he wanted to make sure the timeline for transportation projects can be met; Helenberg stated currently the project list is ahead of the proposed 15-year project timeline because State grant funding has allowed for more street sections to be done this year.

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In answer to Rose's question, Covington stated the city would need to renew their funding request next year and it would be up to the TBD board to approve how their funds are used.

Davis made a motion, seconded by Rose to approve expending an amount not to exceed \$25,000 toward city personnel costs directly related to maintenance of streets for fiscal year 2015. Discussion: Covington noted that various phases of the 2015 TBD street projects will require city personnel to complete. By roll call vote, unanimous 'Aye'.

Interlocal agreement between the City and Transportation Benefit District relating to USDA Rural Development loan

Covington recommended that the attorney be asked to develop an interlocal agreement be outlining each entity's responsibilities for the pending USDA Rural Development loan application. She noted that the city has applied for this loan on behalf of the TBD to complete a larger number of street sections in 2015. TBD board has agreed to accept responsibility for repayment of this loan and to pay for all associated loan costs. The interlocal would only be required if the loan is granted.

Teter made a motion, seconded by Kessler to direct the attorney to develop an interlocal agreement between the city and TBD outlining the repayment obligations of the TBD. By roll call vote, unanimous 'Aye'.

Other Business:

Vorse informed the board that the city will be submitting an invoice to the TBD for the edge rock work that was done prior to Lakeside Contractor beginning work on the city-wide pavement project. He noted the amount of the invoice will be approximately \$15,000 and will require board approval at the next TBD meeting.

Queen made a motion, seconded by Kessler to adjourn the meeting at 6:58 p.m. Unanimous 'Aye'.

ATTEST:

APPROVED:

Ryana Covington, Secretary

Paul Helenberg, President