

# 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'.

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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:

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Ryana Covington, Secretary

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Earl Queen, Vice-President