

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

December 21, 2015 MEETING MINUTES

Time of meeting: 7:00 p.m.

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

Board members present: Board President Paul Helenberg, Art Lee, Lee Kessler, Earl Queen, Mike Davis, and Ellen Rose.

Staff present: TBD Clerk Ryana Covington, City Public Works Director Dave Vorse and contracted attorney Nicole Tideman.

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

Queen made a motion, seconded by David to approve the minutes from the November 23, 2015 TBD meeting. Vote: Lee abstained, Lee; remaining board voted "Aye". Motion passed.

Review of Proposed Budget; Fiscal Year Ending December 31, 2016

Board members reviewed proposed estimates for revenues and expenditures for fiscal year 2016.

Vorse stated the budget includes repayment of current street construction related debt as discussed at the November 23, 2015 TBD meeting. Revenues are balanced with expenditures; for a total 2016 budget of \$128,536.

Queen made a motion, seconded by Kessler to approve TBD Ordinance No. 01-2015 adopting the budget for the TBD operating funds for fiscal year ending December 31, 2016.

Discussion: Rose expressed concern that expenses will exceed available revenues. Covington noted this budget estimates \$40,000 of unexpended fund balance will be forwarded into fiscal 2016.

By roll call vote; unanimous 'Aye'.

OLD BUSINESS - None

NEW BUSINESS –

Board members reviewed Invoice No. 2015-03 received from the city in the amount of \$17,916.66.

Invoice No 2015-03 includes the following expenses to be reimbursed to the city:

\$17,022.67 Cowlitz Co Inv# PW-12471 in the amount of \$18,422.37. Amount of \$1,399.70 was paid through an AWC RMSA Loss Control grant received by the city for signs.

Project: City-Wide Residential Street project.

\$893.99 remaining expensed not included in RDA loan; expended for the City-Wide Residential Street project.

Supportive documentation was provided by the city for these expenses; as an attachment to the invoice.

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Kessler made a motion, seconded by Davis to approve the December Invoice No. 2015-03 in the amount of \$17,916.66. By roll call vote; unanimous 'Aye'.

Helenberg noted the next TBD meeting will be scheduled for March 28, 2016 at 7:00 p.m.

Adjournment

There being no further business, meeting was adjourned at 7:18 p.m.

ATTEST:

Ryana Covington, Secretary

APPROVED:

Paul Helenberg, President