

CALL TO ORDER

Mayor Paul Helenberg called the April 8, 2013 regular meeting of the Castle Rock City Council to order at 7:30 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Earl Queen, Mike Davis and Ellen Rose. Councilmember Pingree was absent.

DEPARTMENT REPORTS

Public Works Director David Vorse

1. Annual Drinking Water Quality Report

Vorse reviewed the Annual Drinking Water Quality Report for 2012. This annual report of constituent levels detected in the drinking water is required by the Washington State Environmental Protection Agency. Vorse noted that no constituents exceeded the maximum level and EPA has determined that the water is safe at levels detected. Our system has had no violations since these annual reports were instituted, approximately ten years ago.

In response to a question from Mayor Helenberg, Vorse confirmed that the water loss has increased from last year's level of 7.1%. This shows the importance of routine water main and meter replacement programs. The Drinking Water Quality Report will be mailed to each water customer and in an effort to get this report to everyone that uses our water, approximately 200 more reports will be hand delivered to renters with additional copies left at motels and City Hall. This report also will be available on the city website.

2. Meter Test Results

Vorse reports that the meter from 123 Front Avenue SW was sent to Oregon Meter Repair for testing as directed by city council at the previous meeting. The Test Report was reviewed:

Gallons Per Minute	Amount Run	Accuracy Rate
¼	.5 cubic feet	3%
2	1 cubic feet	100%
15	1 cubic feet	100.50%

These three flow rates measured as gallons per minute (gpm), are normal flow limits specified by American Water Works Association (AWWA) Standard. Although this meter was produced in 1967 and was installed in the 1980's, it remains very accurate with the exception of low flow levels. Test results for low flow levels show the meter to not register the full amount of water through the meter.

Councilmember Davis pointed out that ¼ gpm is an extremely low flow, Vorse confirmed that the water went through the meter, but low flows through the meter under register. Councilmember Teter expressed concern that the meter registered above 100% at 15 gpm.

In response to a question from Renay Dangleis, owner of 'The O', Vorse stated that $\frac{1}{2}$ of 1% with a run of 1 cubic feet is within normal limits as outlined in the AWWA Standard. Vorse clarified that the maximum flow that can possibly run through a $\frac{5}{8}$ " x $\frac{3}{4}$ " meter is 20 gpm. Councilmember Davis noted that the meter is reading accurate at normal flows. Mayor Helenberg pointed out that this report indicates that the meter is accurate; adding that water and sewer cannot be provided for less than cost as it would be unfair to other customers. There is no reason to believe there was a leak or that it would continue.

Councilmember Teter feels that the amount charged for the sewer should be adjusted for the billing cycle that is being disputed. He felt that an average should be calculated on the sewer and this amount billed to Ms. Dangleis, since it appears to him that the meter is inaccurate or faulty at low flows. Teter also noted there have not been any subsequent high readings since the city installed a new meter. Vorse cautioned that an overage of $\frac{1}{2}$ of 1% with a short run of 1 cubic feet is not enough to indicate faulty equipment. In addition, this would not compensate for consumption at low flows where 87% of the water is not counted, and only 3% of the flow is being billed to the customer.

Councilmember Teter made a motion, seconded by Davis to approve a utility adjustment of January's sewer usage to the average amount for 123 Front Avenue SW, due to faulty city equipment.

Discussion: Councilmember Teter stated he does not feel that 4,800 cubic feet of water went into the sewer. Mayor Helenberg cautioned that since there was no leak, the water did indeed go into the sewer system.

Vote on motion: By roll call vote, Rose Nay, the rest Aye, motion passed.

Clerk-Treasurer Ryana Covington

Covington updated councilmembers on a leak adjustment request, which was originally reviewed and tabled by city council in January. She noted that council tabled action on the request until an average usage could be established at 109-B Shintaffer Street NW. Covington reports that staff has now been able to establish an average usage, and in accordance with municipal code, she has provided a leak adjustment in the amount of \$76.14.

Librarian Vicki Selander

Mayor Helenberg reports that he will meet with Selander prior to the next regular meeting to discuss Library funding options. In response to a question from Councilmember Queen, Selander clarified that election costs are paid from the Library operating fund.

COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Paul Helenberg

Mayor Helenberg advised that he may be out of town for the Government Summit Meeting scheduled by County Commissioners on April 18th. County Commissioners have requested two representatives from each entity attend this meeting to discuss areas for possible collaboration of public resources. Councilmember Teter volunteered to attend this meeting and Councilmember Queen volunteered to be the city's alternate.

Councilmember Ray Teter

Reported that over 500 people have already signed up to compete in the Ash Kicker Benefit Obstacle Run and projections are that over 1500 people will attend the event scheduled for May 18th at Toutle River RV Park, near Exit 52. North County Recreation is listed as one of their beneficiaries and Teter suggested that local businesses need to be informed of this opportunity. Another run, for 'Little Squatches' (children kindergarten through 6th grade) has been scheduled for September 14th at that same location. The September run will benefit local schools.

Student Representative Mikayla Risner

Reports that spring sports have begun.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes of the March 25, 2013 regular Council Meeting. By roll call vote, unanimous Aye.
2. Councilmember Teter made a motion, seconded by Rose to approve payment of the March invoices in the amount of \$469,840.64 as described on the Fund Transaction Summary Report as check numbers 43590 through 43701 for general expenditures, check numbers 23469 through 23518 for payroll expenditures, EFT Payroll 3/29/2013 and adjustment numbers 275 through 277.

Discussion: Councilmember Rose stated she had reviewed all invoices. She expressed concern over the Exhibit Hall Fund balance, noting that alternative funding may be needed to support expenses in that department if lodging tax funding remains low. Covington stated the fund balance will be approximately \$85 after March invoices are paid. Mayor Helenberg has spoken with the Exhibit Hall Director and she will see if the Exhibit Hall Society would be willing to donate enough funds to support has salary costs for one month.

Vote on the above motion; unanimous 'Aye'.

OLD BUSINESS

1. Councilmember Teter made a motion, seconded by Rose to approve Resolution No. 2013-01, a resolution asking qualified voters of the City of Castle Rock to fund by

Special Excess Levy the furnishing of public library services to the citizens of Castle Rock and will submit the following question: Whether or not a Special Excise Levy on real property shall be had for the purpose of funding library services to the citizens of Castle Rock during the year 2014, on second reading. By roll call vote, unanimous 'Aye'.

2. Councilmember Teter made a motion, seconded by Queen to adopt Ordinance No. 2013-04, an ordinance amending the budget for fiscal year ending December 31, 2013, on second reading. By roll call vote, unanimous 'Aye'.

NEW BUSINESS

1. Mayor Helenberg noted that Cowlitz County has decided not to waive dump fees for the Castle Rock Clean-up Event, scheduled for May 4th. Estimated cost for the dump fee is \$400. Councilmember Teter made a motion, seconded by Davis to approve expending \$400 from General Fund to pay for the dump fees. By roll call vote, unanimous 'Aye'.
2. Councilmember Rose made a motion, seconded by Teter to adopt Ordinance No. 2013-01, an ordinance establishing a new fund entitled Transportation Benefit District, on first reading. By roll call vote, unanimous 'Aye'.
3. Councilmember Rose made a motion, seconded by Queen to adopt Ordinance No. 2013-02, an ordinance establishing a new fund entitled TBD Capital Project Fund, on first reading. By roll call vote, unanimous 'Aye'.
4. Councilmember Teter made a motion, seconded by Rose to adopt Ordinance No. 2013-03, an ordinance amending the budget for the City of Castle Rock for fiscal year 2013 to establish a budget for the newly formed funds relating to the Transportation Benefit District, on first reading.

Discussion: Covington outlined changes to the draft ordinance. The budget for the Transportation Benefit District fund will total \$18,500 and for the TBD Capital Project fund the total will be \$30,000.

By roll call vote, unanimous 'Aye'.

Councilmember Teter encouraged everyone to make sure that businesses are charging the new sales tax rate of 7.9%. Covington stated as invoices are received, her office is contacting the businesses who have not charged at the increased rate. Teter stated Washington State Department of Revenue did send notices to all businesses, but some may have overlooked the change.

5. Mayor Helenberg stated that Carolyn Kennington, Spring Clean-up Day coordinator, has asked if the city will consider paying for printing of the registration forms and informational fliers for this event. This request will be included for consideration at the next council meeting. The estimated cost would be approximately \$300. Covington stated there may be another funding resource for this issue. The mayor requested Covington asked the Chamber of Commerce if they would pay for this expense.
6. Councilmember Davis announced that he would like to donate his next check to the Clerk-Treasurer's office in appreciation for the treasurer using her own vehicle to deliver council packets to his residence. Covington and councilmembers thanked Councilmember Davis for this gesture.
7. Public Works Director Vorse reported that paving will begin tomorrow for sidewalks as part of the Safe Routes To School project. In addition, Tapani, Inc, the contractor for Front Avenue reconstruction project began work today.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:30 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington