

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

July 25, 2016 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, and Ellen Rose.

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

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

Queen made a motion, seconded by Lee to approve the minutes from the December 21, 2015 TBD meeting. Vote: By roll call vote; unanimous "Aye". Motion passed.

REPORTS:

1. Review of 2016 Chip Seal Project

Vorse stated the city is on schedule to complete the chip seal projects approved by the board for 2016. These include:

Mallory Street NE (entire length)

Fourth Avenue; from A Street to Warren Street

Fifth Avenue; from B Street to Aden Street

Warren Street (entire length)

First Avenue; Hibbard to Shear

Hibbard Street; Front to Second Avenue

Cowlitz County has marked these streets and work could possibly be done by the end of August.

2. State Audit

Covington advised that the TBD will be audited this year for fiscal years 2013 – 2015. The TBD is required to be audited every two years. She noted the auditor will try to do most of the audit off-site to reduce costs.

3. Second Quarter Budget Report

Board members were provided with the following documents:

- June Reconciliation Activity Report showing an ending balance of \$72,909.18; which reconciles with the bank statement for that same period.
- Copy of the June 2016 Cash and Investment Activity Report. Covington noted there was a \$12.32 discrepancy between this report and the bank statements. The discrepancy was the result of State revenue being receipted erroneously into the TBD account instead of the city's General Fund account. This has since been corrected.
- Copy of the January – June 2016 Revenue and Expenditure reports.
- Account Activity Report for January through June 30, 2016

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

4. 2015 Annual State Audit Report

Board members received a copy of the 2015 State Audit report submitted May 27, 2016.

OLD BUSINESS - None

NEW BUSINESS –

Board members reviewed Invoice No. 2016-01 received from the city in the amount of \$16,818.60.

Invoice No 2016-01 includes the following expenses to be reimbursed to the city:

\$5,309.60 Payment of Cowlitz County Loan (Payment #7) incurred for the Cowlitz Street Reconstruction Project.

\$11,509.00 USDA Rural Development Loan incurred for the Residential Street Improvement project. This is the first loan payment for this debt.

Covington stated the TBD Board agreed to pay the city's debt payments for street related projects and this was included in the adopted budget for 2016. In answer to Helenberg's question; Covington stated payment would be directly to the city, since they have already paid for those invoices. Supportive documentation was provided by the city for these expenses; as an attachment to the invoice.

Kessler made a motion, seconded by Queen to approve payment of City of Castle Rock invoice #2016-01 in the amount of \$16,818.60. By roll call vote; unanimous 'Aye'.

Covington reported TBD has also expended the following from their funds:

\$1,200 to AWC RMSA for liability insurance coverage

\$42.00 paid to Walstead Mertsching for attendance at TBD Board meeting.

By consensus; the TBD Board members approved of those additional expenses.

In answer to Helenberg's question; Vorse stated he estimates the chip seal projects for 2016 will cost between \$38,000 and \$40,000.

Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.

ATTEST:

Ryana Covington, Secretary

APPROVED:

Paul Helenberg, President