

# CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

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## Oct 10, 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 Vice President Earl Queen, Art Lee, Lee Kessler and Ellen Rose. Board President Paul Helenberg was absent. Board member Mike Davis has resigned from City Council and from TBD board, effective September 26, 2016.

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

Board Vice President Earl Queen opened the meeting at the above stated time and location.

Rose made a motion, seconded by Lee to approve the minutes from the July 25, 2016 TBD meeting.

Vote: By roll call vote; unanimous "Aye". Motion passed.

### REPORTS:

#### 1. 2016 third quarter financial report

Board members were provided with the following documents:

- August 2016 Reconciliation Activity Report showing an ending balance of \$89,944.77; which reconciles with the bank statement for that same period. September bank statement has not been received from Red Canoe as of this meeting date.
- Copy of the Cash and Investment Activity Report, as of September 30, 2016; showing an ending cash balance of \$97,550.98, which includes September revenue received. Covington noted there is 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.
- Account Activity Report January – September 30, 2016 expenditures.
- Account Activity Report for January through September 30, 2016 revenues.

Covington noted outstanding invoices include:

- \* \$11,509 which will be invoiced from the city for the RDA principal and interest payment.
- \* Invoice for paving expenses for current year project. An invoice from Cowlitz County Public Works has not yet been received for this work.

OLD BUSINESS - None

### NEW BUSINESS –

1. David Vorse, Public Works Director advised at their September 26<sup>th</sup> meeting, city council approved additional paving on Huntington Avenue South; at a cost not to exceed \$10,000 and he is requesting the TBD board to approve paying for this additional paving project. Vorse noted the TBD board approved \$40,000 to be budgeted for chip seal projects in 2016. Vorse estimated that approximately

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\$30,000 was expended for that paving. He estimates this additional paving would cost approximately \$6,000; which would still keep the TBD budget within the amount originally allocated for 2016 paving projects. Kessler made a motion, seconded by Lee to approve reimbursing the city for the amount of the additional paving for Huntington Avenue South. By roll call vote; unanimous 'Aye'.

In answer to Queen's question, Vorse stated this is paving that was done on both sides of the railroad bridge approach on Huntington Avenue South. It also included an additional section at the intersection of Huntington Avenue South at 'The Rock'.

2. Vorse advised that new State regulations require city street name signs to be 6" in height instead of 4". The city will need to replace all the street name signs to bring into compliance. To replace the signs on the arterial streets, Vorse estimated the cost to be \$5,000 for eighty-eight signs. He noted the city has received a Loss Control Grant in the amount of \$2500 for this project. Vorse requested the TBD board consider paying for the cost of those signs above the amount not covered by the city's grant award from AWC. Lee made a motion, seconded by Kessler to approve paying for the cost of the signs in the amount not covered by the city's grant. By roll call vote; unanimous 'Aye'.

3. Covington asked the board when they would like to convene regarding the proposed 2017 budget for the TBD. The board stated they would have a meeting to discuss the 2017 proposed budget on November 14<sup>th</sup> at 7:00 p.m.

## Adjournment

There being no further business, the meeting was adjourned at 7:22 p.m.

ATTEST:

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Ryana Covington, Secretary

APPROVED:

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Earl Queen, Vice- President