

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

June 25, 2018 MEETING MINUTES

Time of meeting: 7:01 p.m.

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

Board members present: Board member Earl Queen, Art Lee, Lee Kessler, Paul Simonsen and Ellen Rose. Board President Paul Helenberg was absent.

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

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

REPORTS

1. Vorse provided a status report on three street projects:
Second Avenue SW sinkhole – project has been completed.
Exit 49 Pedestrian Improvement Phase 2 Project – funding obligation has been applied for from Washington Department of Transportation (WSDOT). Vorse hopes to be able to solicit bids for the project in the next upcoming six weeks.
Huntington Avenue South Overlay project - funding obligation from Washington Department of Transportation (WSDOT) is pending for construction. Once obligation is received, bids will be solicited.

Vorse noted if the bidding climate is not good, project construction may be delayed until 2019.

2. Board members reviewed the 2017 fiscal year-end report, which had an ending fund balance of \$88,034.35. As of May 31, 2018 the TBD fund balance was \$125,794.96. Board members were provided with a copy of the following reports: May 2018 Reconciliation Activity, May Red Canoe Bank Statement, Cash Activity Report, revenue report, expenditure report and 2018 account activity report (January – May 31st).

OLD BUSINESS

1. Board members received a copy of the 2017 State Auditor Annual Report for the Castle Rock City Transportation Benefit District.

NEW BUSINESS

1. Kessler made a motion, seconded by Rose to approve the AWC RMSA liability insurance payment in the amount of \$1,224.12 which was paid in January, 2018. By roll call vote, unanimous 'Aye'.
2. Vorse explained City of Castle Rock invoice #2018-TBD-01 in the amount of \$11,500. He stated city council approved a \$6,000 contribution from the TBD Fund to the Street Fund to pay for street signage poles. The city received a loss control grant to pay for the street signs to comply with new State standards, however the grant was not enough to pay for the street sign poles. TBD also received a loss control grant from AWC RMSA to pay for striping in the amount of \$5,500.

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The expenditure was made through the city Street Fund in and this billing is to transfer funds from the TBD to the Street fund to reimburse the city for the striping expenses. Both of those projects were completed in 2017, but not billed by the city until 2018. Rose made a motion, seconded by Kessler to approve city invoice #2018-TBD-01 in the amount of 11,500. By roll call vote; unanimous 'Aye'.

3. Board members reviewed City of Castle Rock invoice number 2018-TBD-02 in the amount of \$33,943.60 for payment of the city's 2018 year-to-date debt payments. This invoice includes the Cowlitz County Rural Development loan payment and the Swimming Pool Interfund loan payment. Vorse noted this is the final payment for the interfund loan. Kessler made a motion, seconded by Rose to approve city invoice #2018-TBD-02 in the amount of \$33,943.60. By roll call vote, unanimous 'Aye'.
4. Vorse stated July 2015, legislators enacted 2ESSB 5987, making it possible for cities to absorb the TBD and assume all the TBD's rights, powers, functions and obligations. This action would result in the TBD ceasing to exist as a separate entity. Board members were provided with an overview of this legislation written by Bob Meinig from Municipal Research and Service Center (MRSC). Vorse noted this overview addresses TBD's formed using car tab fees, but does not address impacts to TBD's formed using the voter-approved sales tax funding. Vorse added this legislation refers to assuming all obligations of the TBD, which is not defined in the summary. He noted the Castle Rock City Transportation Benefit District board have agreed to take responsibility for payment of all debt against the City of Castle Rock Street Fund. He recommended that more research be completed before the TBD Board and city council consider any changes in this entity's structure. At this time, the only apparent benefit is a savings on liability insurance costs. For this reason, staff recommends not changing the structure, and continue the liability insurance for the TBD through 2019. Kessler made a motion, seconded by Rose to budget to pay from AWC RMSA liability insurance in 2019. By roll call vote, unanimous 'Aye'.

Lee asked why the legislature made this change. Vorse stated legislators know that the same board that formed a TBD is also the same board making decisions for the TBD. This created redundancy in both decision making and expenses. He added the majority of the cities that formed a TBD did so by imposing a tax on car license tabs.

OTHER BUSINESS-

- 1 Kessler made a motion, seconded by Lee to approve the minutes of the July 24, 2017 TBD meeting. By roll call vote; unanimous "Aye".

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:19 p.m.

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ATTEST:



Carie Cuttonaro, Secretary

APPROVED:



Earl Queen, TBD Board Member