

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

November 23, 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, Earl Queen, Mike Davis, and Ellen Rose. Board member Lee Kessler arrived at 7:25 p.m.

Staff present: TBD Clerk Ryana Covington and City Public Works Director Dave Vorse

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

Queen made a motion, seconded by Rose to approve the minutes from the June 22, 2015 TBD meeting. Vote: Davis abstained, Lee, Queen and Rose voted "Aye". Motion passed.

Project Update:

Vorse distributed a copy of the Street Maintenance Plan and reported on pending projects.

Projects completed in 2015 included: C Street NE (chip seal), Kirby Avenue NE, Roake Avenue NE, portion of Alder Street NE, Maple Street NE, and Cedar Street NE. The remaining shoulder rock was completed last week. Still to be completed are the curb stops and ADA parking signs at the City Hall parking lots. In answer to Queen's question, Vorse stated the Senior Center also has requested some type of structure to be placed in one section the lot to deter people from walking in that area.

Third Quarter 2015 Financial Report

Covington provided copies of the Cash and Investment fiscal report for January through October 2015. The balance for the TBD Funds is \$119,396.08. She noted this was \$159.50 less than the actual Red Canoe Credit Union bank balance. The difference was created when payment was made by the city for TBD attorney invoice and for postage. The expenditure was reflected correctly on the TBD fund report; however payment should have been made through the TBD bank account instead of the city bank account. Covington will be making that correction through a bank transfer of funds. Also distributed were copies of the TBD revenue and expenditures reports for January – October.

OLD BUSINESS - None

NEW BUSINESS –

Board members reviewed Invoice No. 2015-02 received from the city in the amount of \$73,733.31.

Invoice No 2015-02 includes the following expenses:

\$25,000.00 contribution for operating and maintenance for streets

\$14,647.23 additional engineering for the City-Wide Residential Street project, including the parking lots

\$34,086.08 City-Wide Residential Street project for construction costs exceeding USDA Rural Development loan proceeds

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Vorse estimated the cost for the additional shoulder work, curb stops and ADA signage would be approximately \$5,000 and requested approval for payment of those expenses.

Davis made a motion, seconded by Rose to approve payment of City of Castle Rock invoice #2015-02 in the amount of \$73,733.31 and \$5,000 for additional shoulder work, curb stops and ADA signage. By roll call vote, unanimous 'Aye'.

Review of proposed budget for fiscal year ending December 31, 2016

Board members reviewed the Revenue estimates for 2016. TBD sales/use tax is expected to remain stable in 2016 and the estimated beginning fund balance is projected to be \$40,000.

Vorse stated each year the goal is to complete projects outlined on the Street Maintenance Plan. In 2016, remaining streets in Section 'C' and Section 'D' of the Street Maintenance Plan are slated to be completed. Projects not included for funding are:

\$10,000 for concrete repair; Second Avenue SW (100 block)

\$10,000 grind and repave the bridge abutments at railroad tracks; Huntington Avenue South

Vorse noted the proposed budget also includes \$64,963 to pay debt incurred for various street projects, including repayment of the 2015 interfund loan to the city Street Fund from the Swimming Pool Fund. The interfund loan is in the amount of \$85,000, for a three year term. Other debt obligations include repayment of the RDA loan (for the 2015 City-Wide Pavement Project) and the loan from Cowlitz County for the Cowlitz Street West project. With the exception of the RDA loan, the other obligations are expected to be fully paid within three years. Repayment will reduce the general obligation debt and still allow continuation of street projects outlined on the Street Maintenance Plan.

Covington stated the TBD Board will need to meet again before the end December to adopt a budget for 2016 fiscal year. By consensus, the next meeting will be held December 21, 2015 at 7:00 p.m.

Adjournment

There being no further business, meeting was adjourned at 7:25 p.m.

ATTEST:

Ryana Covington, Secretary

APPROVED:

Paul Helenberg, President