

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

Regular Meeting – November 23, 2015 7:00 pm

Location: Castle Rock Senior Center - 222 Second Avenue SW – Castle Rock, WA

CALL TO ORDER

ROLL CALL

1. APPROVAL OF MINUTES – June 22, 2015 CR TBD regular meeting. *P.1*

2. REPORTS

- a. Updates on projects
- b. Third quarter budget report and projected revenues *P.3*

3. OLD BUSINESS -

4. NEW BUSINESS -

a. Approval of June and November invoices as provided in 2015 expenditure allocation: *P.5*

6/30/2015	Walstead Mertsching	6/22/2015 services	\$157.50	46169 (city ck)
6/30/2015	Postage By Phone	Postage/ RDA loan documents	\$2.00	46148 (city ck)
11/19/2015	City of Castle Rock – Street Fund Invoice #2015-02	Contribution for 2015 Street Fund operating expenses	\$25,000	Per adopted budget
11/19/2015	City of Castle Rock – Street Construction Fund Invoice #2015-02	Contribution for 2015 City-Wide Pavement Project (amt not funded by RDA Loan)	\$34,086.08	Per adopted budget
11/19/2015	City of Castle Rock – Street Construction Fund Invoice #2015-02	Contribution toward additional engineering for City-Wide Pavement Project	\$14,647.23	Per adopted budget

b. Review of proposed 2016 fiscal year budget and upcoming street projects. *P.8*

5. OTHER BUSINESS- Next meeting date for final voted on adoption of 2016 fiscal year budget.

ADJOURNMENT

The Castle Rock City Transportation Benefit District ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Ryana Covington at 360/274-8181 by 9:00 a.m. three days prior to the meeting. CRTBD Board reserves the right to add items to this agenda, as needed.

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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

June 22, 2015 MEETING MINUTES

Time of meeting: 6:30 p.m.

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

Board members present: Board Vice-President Earl Queen, Lee Kessler, and Ellen Rose. Board members Ray Teter, Paul Helenberg and Mike Davis were absent.

Also present: TBD Clerk Ryana Covington, Attorney Frank Randolph and City Public Works Director Dave Vorse

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

Rose made a motion, seconded by Queen to approve the minutes from the March 23, 2015 TBD meeting. Vote: Queen and Rose voted 'Aye' and Kessler abstained. Per Attorney Randolph, motion passed due to majority present voted in favor of approval.

City-Wide Residential Street Improvement – project update:

Vorse reported city engineering firm, Gray and Osborne; anticipates the overlay and chip seal projects to begin either July 7th or 13th. He stated the projected costs are still within what was budgeted. The overlay work will be completed by Lakeside Industries under their prior bid contract. Vorse stated Cowlitz County will be doing the chip seal work. He has requested Cowlitz County to wait until the end of the season to complete this work to allow city forces to finish the Mallory Street sewer line project. Vorse noted at completion of these street projects; the city will no longer have any gravel public streets; all will be paved.

Rural Development (RDA) Loan – status report

Vorse reported the city engineer has reviewed the loan documents and is recommending additional language be added to contracts to meet RDA loan contract language. The city is continuing to work with bond counsel to prepare required documents for city council approval. Covington asked if Vorse has written documentation from RDA agreeing to allow expenses to be incurred for those projects and to reimburse the city for those expenses after the loan documents are completed. Vorse stated that RDA Loan Specialist Debbie Harper and RDA Engineer Dave Dunnell both acknowledge that reimbursement will not be received by the city until after the loan is closed. Vorse stated all eligible costs will be refunded; even though it was completed prior to the loans being closed. He noted RDA is fully aware of the city's intentions to move forward with the project and he has numerous emails from Mr. Dunnell approving the city to move forward with contracts and bid awards. Vorse has kept RDA fully apprised of project benchmarks and proposed work schedule. He stated that he will try to get a more definitive determination from RDA.

Covington stated the bond counsel received all documents from the city in April. She has made

CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT

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numerous attempts to ascertain the status of those documents. RDA has received copies of correspondence sent from the city to the bond counsel and is updated on the city's efforts.

Fiscal report

Board members reviewed the January – May 2015 Cash Activity report showing annual totals for revenue and expenditures. They also reviewed the May 2015 Cash Activity report for the month total. Covington reported State distributions for the TBD sales and use tax are received at the end of each month. TBD has received a total of \$33,527 for the year; which is slightly less than in 2014 (\$34,689). Revenues are averaging \$6700 - \$7000/month. To meet 2015 revenue projections; TBD would need to receive about \$8,000 in June to achieve 50% of the projected revenue for this fiscal year. Covington noted TBD did realize a larger fund balance at the beginning of 2015 fiscal year because projects did not progress as quickly as anticipated in 2014.

Covington reported that expenditures approved at the last TBD meeting have not yet been paid. She is still waiting for the new checks to be printed and delivered. Other anticipated costs include \$15,000 for the bond counsel (estimated) and up to \$25,000 in personnel costs associated with street projects.

2014 Annual State Audit Report – TBD

Covington announced the State Audit report has been filed and all board members were provided with a copy of what was submitted. She noted that Teter reviewed this report prior to submission to the State Auditor's office.

Old Business

None

New Business

None

Adjournment

Kessler made a motion, seconded by Rose to adjourn the meeting at 6:52 p.m. Unanimous 'Aye'.

ATTEST:

APPROVED:

Ryana Covington, Secretary

Earl Queen, Vice- President

Third Quarter Financial Report; January – October, 2015

Cash & Investment Activity

Period: 2015 - JANUARY THROUGH OCT
Fiscal Totals

Fund		Beginning Cash	Activity In	Activity Out	Ending Cash	Ending Balance
632	Transportation Benefit District Fund	\$49,291.43	\$70,827.45	\$4,178.97	\$115,939.91	\$115,939.91
633	TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$3,456.17	<u>\$3,456.17</u>
Total: \$119,396.08						

Year to date expenditures include:

Date	Vendor	Invoice#/or Descrip of purchase	Invoice Amt Paid	Check #	TBD Bd Approval
8/19/2015	AWC RMSA	#34248/Liability Insurance – one year	\$1,248.72	2000	3/23/2015
8/19/2015	City of Castle Rock	Inv#2015-01/Pavement Preserv, & postage	\$2,408.34	2001	3/23/2015
8/19/2015	Vision Forms LLC	#3142/account payable checks	\$362.41	2002	3/23/2015
6/30/2015	Walstead Mertsching	6/22/2015 services	\$157.50	46169 (city ck)	
6/30/2015	Postage By Phone	postage to mail RDA loan documents	\$2.00	46148 (city ck)	
	TOTAL:		\$4,178.97		

Red Canoe Credit Union –
October Statement:
Computer Fund Balance:
Difference:

\$119,555.58
\$119,396.08
\$159.50

Note: June invoices paid by city check and documented in Fund 632. A bank transfer from Red Canoe to Heritage Bank will correct error.

Revenue Report; JANUARY THROUGH OCTOBER 2015 TRANSPORTATION BENEFIT DISTRICT

Transportation Benefit District Fund				
Revenue				
Taxes				
632-000-000-313-21-00-00	TBD Sales And Use Tax	\$70,714.17	\$83,000.00	85.20%
Total Taxes		\$70,714.17	\$83,000.00	85.20%
632-000-000-361-40-00-00	Local Sales Interest	\$44.19	\$15.00	294.60%
632-000-000-361-40-01-00	Other Interest	\$69.09	\$0.00	(\$69.09)
Total Revenue		\$70,827.45	\$83,015.00	85.32%
Total Transportation Benefit District Fund		\$70,827.45	\$83,015.00	85.32%
				\$12,187.55
				\$12,285.83
				\$12,285.83

EXPENDITURE REPORT - JANUARY THROUGH OCTOBER 2015.

Transportation Benefit District Fund				
Expenditure				
General Services				
632-000-000-543-30-31-00	Supplies	\$362.41	\$200.00	181.21%
632-000-000-543-30-41-00	City Management Services	\$5.95	\$27,000.00	0.02%
632-000-000-543-30-41-01	State Auditor	\$0.00	\$500.00	0.00%
632-000-000-543-30-41-02	Legal Services	\$157.50	\$2,000.00	7.88%
632-000-000-543-30-46-00	Liability Insurance	\$1,248.72	\$3,000.00	41.62%
632-000-000-543-30-51-00	Transportation Projects	\$2,404.39	\$69,315.00	3.47%
Total General Services		\$4,178.97	\$102,015.00	4.10%
Total Transportation Benefit District Fund		\$4,178.97	\$102,015.00	4.10%
				\$97,836.03
				\$97,836.03

City of Castle Rock

P.O. Box 370
CASTLE ROCK, WA 98611
(360) 274-8181



November 19, 2015

Transportation Benefit District
PO Box 370
Castle Rock, WA 98611

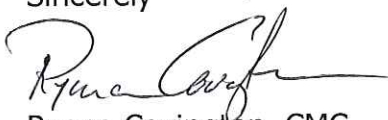
INVOICE NO. 2015-02; TRANSPORTATION PROJECTS

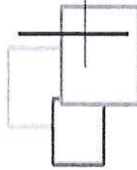
Per TBD 2015 adopted budget allocations, please remit payment for the following expenditures:

\$25,000; to City Street Fund for 2015 operating and maintenance contribution
\$14,647.23; to Street Construction Capital Fund for additional engineering for the
City-Wide Residential Street Project, including parking lot areas.
\$34,086.08; to Street Construction Capital Fund for construction costs exceeding
USDA Rural Development loan proceeds for the City-Wide Residential
Street Project

Total payable to the City of Castle Rock: \$73,733.31

Sincerely


Ryana Covington, CMC
Clerk-Treasurer



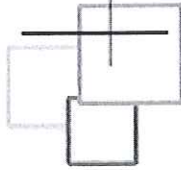
Expenditure

Invoice #

Starting Account Number: 320-000-000-595-10-31-01 Office and Operating Supplies
Ending Account Number: 320-000-000-595-61-63-04 Front Ave Sidewalk - Construction
Period: 2015 - NOV

2015-02
Attachment

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Street Construction Capital Fund						
320-000-000-595-10-31-01	Office and Operating Supplies	\$0.00	\$0.00	\$0.00		\$0.00
320-000-000-595-10-41-01	City Wide Res St Proj-Engineering	\$0.00	\$14,647.23	\$0.00		(\$14,647.23)
320-000-000-595-10-44-01	Advertising	\$0.00	\$0.00	\$0.00		\$0.00
320-000-000-595-10-45-01	Operating Rentals and Leases	\$0.00	\$729.99	\$0.00		(\$729.99)
320-000-000-595-30-63-01	City-Wide Res St Proj-Construction	\$0.00	\$363,250.08	\$329,164.00	110.36 %	(\$34,086.08)
320-000-000-595-30-63-02	2015 Overlay/TBD Funded	\$0.00	\$0.00	\$0.00		\$0.00
320-000-000-595-30-63-03	2015 Chip Seal - TBD	\$0.00	\$827.48	\$0.00		(\$827.48)
320-000-000-595-61-41-02	Exit 49 - Ped Engineering	\$0.00	\$52,915.28	\$50,000.00	105.83 %	(\$2,915.28)
320-000-000-595-61-63-02	Exit 49 - Ped Construction	\$0.00	\$3,915.25	\$402,200.00	0.97 %	\$398,284.75
320-000-000-595-61-63-03	Front Ave Sidewalk - Engineering	\$0.00	\$36,209.99	\$13,000.00	278.54 %	(\$23,209.99)
320-000-000-595-61-63-04	Front Ave Sidewalk - Construction	\$0.00	\$85,804.52	\$213,330.00	40.22 %	\$127,525.48
Total Street Construction Capital Fund				\$1,007,694.00	55.40 %	\$449,394.18
Grand Totals				\$1,007,694.00	55.40 %	\$449,394.18



Revenue

Invoice #
2015-02
Attachment

Starting Account Number: 100-000-000-308-10-00-00 Reserved Beginning Cash
Ending Account Number: 100-000-000-367-00-01-00 Donations From Private Sources
Period: 2015 - NOV

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Street Fund						
Revenue						
Intergovernmental Revenues						
Indirect Federal Grants						
CO Tea-21 Grant-Fed Pass Thru						
100-000-000-333-20-01	WSDOT FHOA P/Thru LA-7883	\$0.00	\$0.00	\$0.00		\$0.00
100-000-000-333-20-21-06	Safe Routes To School LA-7601	\$0.00	\$16,581.80	\$15,000.00	110.55 %	(\$1,581.80)
Total CO Tea-21 Grant-Fed Pass Thru		\$0.00	\$16,581.80	\$15,000.00	110.55 %	(\$1,581.80)
Total Indirect Federal Grants						
State Grants						
100-000-000-334-03-80-01	TIB Seal Coat 2-W-952(004)-1	\$0.00	\$0.00	\$0.00		\$0.00
100-000-000-334-03-80-02	TIB Overlay 2-W-952(003)-1	\$0.00	\$12,383.56	\$0.00		(\$12,383.56)
100-000-000-334-03-80-03	TIB Grant 6-W-952(003)-1	\$0.00	\$0.00	\$0.00		\$0.00
100-000-000-334-03-80-04	TIB Grant 6-W-952(004)-1	\$0.00	\$17,840.00	\$0.00		(\$17,840.00)
100-000-000-334-03-80-05	TIB Grant 6-W-952(002)-1	\$0.00	\$0.00	\$0.00		\$0.00
100-000-000-334-03-80-06	TIB Grant 6-W-952(i02)-1	\$0.00	\$0.00	\$0.00		\$0.00
100-000-000-334-23-80-00	TIB Grant 6-W-952(i02)-1	\$0.00	\$0.00	\$0.00		\$0.00
Total State Grants		\$0.00	\$30,223.56	\$0.00		(\$30,223.56)
State Entitlements, Impact Payments and Taxes						
100-000-000-336-00-87-00	MV Fuel Tax-Streets/Unrestricted	\$0.00	\$37,199.85	\$44,301.00	83.97 %	\$7,101.15
Total State Entitlements, Impact Payments and Taxes		\$0.00	\$37,199.85	\$44,301.00	83.97 %	\$7,101.15
Total Intergovernmental Revenues						
100-000-000-344-10-00-01	TBD Payments/Contribution	\$0.00	\$84,005.21	\$59,301.00	141.66 %	(\$24,704.21)
100-000-000-345-29-00-01	PUD LED Lighting Incentive Rebate	\$0.00	\$0.00	\$25,000.00	0.00 %	\$25,000.00
Miscellaneous Revenues		\$0.00	\$0.00	\$0.00		\$0.00
Contributions and Donations From Private Sources						
100-000-000-367-00-01-00	Donations From Private Sources	\$0.00	\$0.00	\$0.00		\$0.00
Total Contributions and Donations From Private Sources		\$0.00	\$0.00	\$0.00		\$0.00
Total Miscellaneous Revenues						
Total Revenue		\$0.00	\$84,005.21	\$84,301.00	99.65 %	\$295.79
Total Street Fund		\$0.00	\$84,005.21	\$84,301.00	99.65 %	\$295.79

Estimated Revenue

Starting Account Number: 632-000-000-308-10-00-00 Reserved Beginning Cash
 Ending Account Number: 633-000-900-384-00-41-00 Investment Sales
 Period: 2015

Account Number	Description	Budget 2014	Actual 2014	Budget 2015	Actual 2015	Budget 2016
Transportation Benefit District Fund						
Revenue						
632-000-000-308-10-00-00	Reserved Beginning Cash	\$22,262.00	\$22,262.54	\$29,000.00	\$49,291.43	\$40,000.00
Taxes						
632-000-000-313-21-00-00	TBD Sales And Use Tax	\$82,200.00	\$87,724.01	\$83,000.00	\$70,714.17	\$85,000.00
Total Taxes						
632-000-000-361-40-00-00	Local Sales Interest	\$0.00	\$16.11	\$15.00	\$44.19	\$30.00
632-000-000-361-40-01-00	Other Interest	\$0.00	\$31.85	\$0.00	\$69.09	\$50.00
632-000-000-389-00-00-00	Non-Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue		\$104,462.00	\$110,034.51	\$112,015.00	\$120,118.88	\$125,080.00
Total Transportation Benefit District Fund		\$104,462.00	\$110,034.51	\$112,015.00	\$120,118.88	\$125,080.00
TBD Capital Project Fund						
Revenue						
633-000-000-308-10-00-00	Reserved Beginning Cash	\$3,456.00	\$3,456.17	\$3,456.00	\$3,456.17	\$3,456.00
Taxes						
633-000-000-313-21-00-00	TBD Capital Sales And Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Taxes		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues						
Interest and Other						
Earnings						
Total Investment						
Interest						
633-000-000-361-11-00-00	Investment Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Total Investment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Interest and Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Earnings						
Total Miscellaneous Revenues		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue		\$3,456.00	\$3,456.17	\$3,456.00	\$3,456.17	\$3,456.00

Account Number	Description	Budget 2014	Actual 2014	Budget 2015	Actual 2015	Budget 2016
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Total TBD Capital Project
Fund

\$3,456.00 \$3,456.17 \$3,456.00 \$3,456.17 \$3,456.00

Grand Totals

\$107,918.00 \$113,490.68 \$115,471.00 \$123,575.05 \$128,536.00

Totals By Fund

Fund Number	Description	Budget 2014	Actual 2014	Budget 2015	Actual 2015	Budget 2016
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632-000-000-000-00-00-00 Transportation Benefit District Fund

\$104,462.00 \$110,034.51 \$112,015.00 \$120,118.88 \$125,080.00

633-000-000-000-00-00-00 TBD Capital Project Fund

\$3,456.00 \$3,456.17 \$3,456.00 \$3,456.17 \$3,456.00

Grand Totals

\$107,918.00 \$113,490.68 \$115,471.00 \$123,575.05 \$128,536.00

YEAR 2015 BUDGET REQUEST FORM

DEPARTMENT: TBD 633 DATE: 9/22/15

CAPITAL OUTLAY REQUEST (List In Order Of Priority)

Note: If Possible, Please Include An Illustration Or Sample Of Item

ITEM:	#REQUESTED	TOTAL COST:	(3) APPROVED:
1. _____			
2. _____			
3. _____			

Comments:

<u>Street Maintenance Plan section D and remaining part of C</u>	<u>\$40,000</u>
<u>2nd Ave. SW 100 block concrete repair</u>	<u>\$10,000</u>
<u>Huntington Ave. S. grind and repave bridge abutments at R/R</u>	<u>\$10,000</u>

Estimated Expenditure

Starting Account Number: 632-000-000-508-10-00-00 Reserved Ending Cash
Ending Account Number: 633-000-900-584-00-41-00 Investment Purchases
Period: 2015

Account Number	Description	Budget 2014	Actual 2014	Budget 2015	Actual 2015	Budget 2016
Transportation Benefit District Fund						
Expenditure						
632-000-000-508-10-00-00	Reserved Ending Cash	\$14,819.00	\$49,291.43	\$10,000.00	\$0.00	\$10,017.00
Transportation Road and Street						
General Administration / Overhead						
General Services						
632-000-000-543-30-31-00	Supplies	\$200.00	\$20.25	\$200.00	\$362.41	\$500.00
632-000-000-543-30-41-00	City Management Services	\$2,000.00	\$0.00	\$27,000.00	\$5.95	\$2,000.00
632-000-000-543-30-41-01	State Auditor	\$500.00	\$0.00	\$500.00	\$0.00	\$3,000.00
632-000-000-543-30-41-02	Legal Services	\$2,000.00	\$267.75	\$2,000.00	\$157.50	\$1,000.00
632-000-000-543-30-41-03	Election Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632-000-000-543-30-41-04	RDA Bond Counsel	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
632-000-000-543-30-46-00	Liability Insurance	\$3,000.00	\$0.00	\$3,000.00	\$1,248.72	\$1,600.00
632-000-000-543-30-51-00	Transportation Projects	\$66,943.00	\$60,455.08	\$69,315.00	\$2,404.39	\$42,000.00
632-000-000-543-30-51-01	Street Fund Debt Pmt Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$64,963.00
Total General Services		\$89,643.00	\$60,743.08	\$102,015.00	\$4,178.97	\$115,063.00
Total Road and Street General Administration / Overhead		\$89,643.00	\$60,743.08	\$102,015.00	\$4,178.97	\$115,063.00
Total Transportation		\$89,643.00	\$60,743.08	\$102,015.00	\$4,178.97	\$115,063.00
632-000-000-589-00-00-00	Non-Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditure		\$104,462.00	\$110,034.51	\$112,015.00	\$4,178.97	\$125,080.00
Total Transportation Benefit District Fund		\$104,462.00	\$110,034.51	\$112,015.00	\$4,178.97	\$125,080.00
TBD Capital Project Fund						
Expenditure						
633-000-000-508-10-00-00	Reserved Ending Cash	\$3,456.00	\$3,456.17	\$3,456.00	\$0.00	\$3,456.00
Transportation Road and Street						
General Administration / Overhead						

Account Number	Description	Budget 2014	Actual 2014	Budget 2015	Actual 2015	Budget 2016
General Services						
633-000-000-543-30-51-00	Transportation Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total General Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Road and Street		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Administration / Overhead						
Total Transportation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditure		\$3,456.00	\$3,456.17	\$3,456.00	\$0.00	\$3,456.00
Total TBD Capital Project Fund		\$3,456.00	\$3,456.17	\$3,456.00	\$0.00	\$3,456.00
Grand Totals		\$107,918.00	\$113,490.68	\$115,471.00	\$4,178.97	\$128,536.00

Totals By Fund						
Fund Number	Description	Budget 2014	Actual 2014	Budget 2015	Actual 2015	Budget 2016
632-000-000-000-00-00-00	Transportation Benefit District Fund	\$104,462.00	\$110,034.51	\$112,015.00	\$4,178.97	\$125,080.00
633-000-000-000-00-00-00	TBD Capital Project Fund	\$3,456.00	\$3,456.17	\$3,456.00	\$0.00	\$3,456.00
Grand Totals		\$107,918.00	\$113,490.68	\$115,471.00	\$4,178.97	\$128,536.00