

CASTLE ROCK CITY Transportation Benefit District (TBD)

Regular Meeting: Monday, April 8, 2024 7:00 PM

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

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

To join this meeting using your phone: +1 (646) 749-3112 Access Code: 201-632-365 (Press *6 to speak)

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. APPROVAL OF MINUTES

- a. Approve the minutes of the December 11, 2023 TBD Meeting. (page 2-3)

3. REPORTS

4. OLD BUSINESS

5. NEW BUSINESS

- a. Approval for invoices as attached in the total amount of \$6,132.24. (page 4-9)
- b. 2024 Chip Seal Projects: (map on page 10)
 - Edgewood Ct
 - Lakewood Ct
 - Clearwood Ct
 - B St SE (both sections)
 - Front Ave NW
 - Mallory St NE (section between Front Ave NW and Huntington Ave N)
 - Shintaffer St NW (section between Front Ave NW and Huntington Ave N)
 - Barr St NW (section between Front Ave NW and Huntington Ave N)
 - City Right-of-Way (section between Front Ave NW and Huntington Ave N located between C&C Mini Mart and Haircut Express)
- c. City-wide crack seal project to be funded at 95% by a grant through the Transportation Improvement Board. The maximum match is \$5,000.
- d. Guardrail repairs are waiting for bid results from the County.

6. OTHER BUSINESS

7. 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 Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the scheduled meeting.

CRCTBD Board reserves the right to add items to this agenda, as needed.

1. CALL TO ORDER

Board President Paul Helenberg called the regular meeting of the Castle Rock Transportation Benefit District (TBD) to order at 7:02 PM.

a. Pledge of Allegiance

Board President Helenberg led the Pledge of Allegiance.

b. Roll Call

Boardmembers present: Board President Paul Helenberg, and Boardmembers Art Lee, Lee Kessler, Earl Queen, and Ellen Rose. Boardmember Paul Simonsen was excused.

Staff present: City Attorney Frank Randolph, Public Works Senior Operator Tyler Stone, and TBD Clerk Carie Cuttonaro.

c. Changes to Agenda

2. APPROVAL OF MINUTES

a. Approve the minutes of the November 28, 2022 TBD Meeting.

Boardmember Rose made a motion, seconded by Kessler, to approve the November 28, 2022 TBD Meeting minutes as presented. Motion carried by roll call vote. Boardmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

3. REPORTS

4. OLD BUSINESS

5. NEW BUSINESS

a. Approval for invoices as attached in the total amount of \$145,673.63.

TBD Clerk Cuttonaro presented.

Boardmember Lee made a motion, seconded by Queen, to approve the invoices as attached in the total amount of \$145,673.63. Motion carried by roll call vote. Boardmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

b. Review and discussion of the 2024 proposed budget, including capital projects and debt payments.

- Street Maintenance Plan (Chip Seal) (blue lines on map)
 1. Front Ave NW
 2. Clearwood Ct SE
 3. Edgewood Ct SE

4. Lakewood Ct SE
5. B St SE (both sections)
6. Bredfield's Alley and Old Jail Park Parking Lot
7. Alley between 2nd Ave S and 3rd Ave S and between Cowlitz St W and A St SW

- Additional Projects & Equipment

1. Six Rivers Regional Trail System - Phase 2 - Huntington Ave S (WSDOT is main funding source)
2. \$5,000 to Public Works Vehicle Replacement Fund
3. \$50,000 for City-wide Crack Seal Project (TIB is 95% funding source)
4. \$25,000 for Guardrail Repairs
5. \$40,000 for Pedestrian Crossing at Huntington Ave S & A St SW

TBD Clerk Cuttonaro presented. Board President Helenberg provided comment. Boardmember Lee made a motion, seconded by Rose, to approve the 2024 proposed budget, including capital projects and debt payments. Motion carried by roll call vote. Boardmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

6. OTHER BUSINESS

Board President Helenberg and Boardmember Rose provided comment.

7. ADJOURNMENT

There being no further business, Board President Helenberg adjourned the meeting at 7:12 PM.

Attest:

Approved:

Carie Cuttonaro, TBD Clerk

Paul Helenberg, TBD Board President

TBD Payment ID	Vendor	Invoice	Amount	Description
2071	WA State Auditor's Office	L158313	768.60	Auditor Services
2072	Frank F Randolph	Dec-23	220.00	Legal Services
2073	WA State Auditor's Office	L158992	563.64	Auditor Services
Remaining 2023 Invoices			1,552.24	
EFT #1050-1/2024	AWC - RMSA	121749	300.00	Annual Membership Fee
EFT #1051-1/2024	AWC - RMSA	121610	4,280.00	Liability Insurance
2024 Invoices			4,580.00	
Total			6,132.24	

TBD CK# 2071

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098



Page: 1 of 1
Invoice No.: L158313
Invoice Date: 12/11/2023
MCAG No.: 3067
County: Cowlitz

C

Castle Rock Transportation Benefit District
Attn: City of Castle Rock
PO Box 370
Castle Rock, WA 98611

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Castle Rock Transportation Benefit District
Invoice No.: L158313
Invoice Date: 12/11/2023

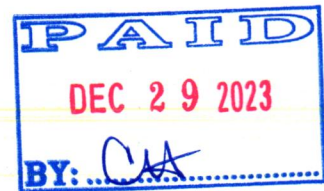
Audit No.: 60978 Audit Period: 21 - 22 Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
11/23	Accountability Audit	\$128.10	6.0	\$768.60	\$0.00	\$768.60
Sub Total:			6.0	\$768.60	\$0.00	\$768.60

Total Due This Invoice: 6.0 \$768.60 \$0.00 **\$768.60**
(Hrs rounded to nearest tenth)

C

632 0 0543 30 41 01



JV Number: 250104

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a proper charge for services rendered:

Janel M Roper

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

TBD Cc# 2072

Frank F. Randolph
d.b.a. RANDOLPH LAW FIRM
P.O. BOX 457
LONGVIEW, WA 98632
(360) 749-2287
ffrlaw@comcast.net

CLIENT: CASTLE ROCK TRANSPORTATION BENEFIT DISTRICT
P.O. BOX 370
CASTLE ROCK, WASHINGTON 98611
ATTN: CARIE CUTTONARO
finance@ci.castle-rock.wa.us
ccuttonaro@ci.castle-rock.wa.us

BILLING PERIOD: December 1-31, 2023
Billing Rate: \$200.00/Hour

<u>Date</u>	<u>Service</u>	<u>Hours</u>	<u>Charge</u>
1210	Review December TBD's agenda; review agenda package.	0.3	\$ 60.00
1211	Attend Castle Rock TBD meeting.	0.8	\$ 160.00
TOTAL BILLABLE TIME		1.1	\$ 220.00

C

If you have questions, please contact me. Otherwise make checks payable to "Frank F. Randolph." Thank you!

632 0 0 543 30 41 02

PAID
DEC 29 2023
BY: *CU*

TBD CK# 2073

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098

2023



TBD

Page: 1 of 1
Invoice No.: L158992
Invoice Date: 01/10/2024
MCAG No.: 3067
County: Cowlitz

✓

Castle Rock Transportation Benefit District
Attn: City of Castle Rock
PO Box 370
Castle Rock, WA 98611

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Castle Rock Transportation Benefit District
Invoice No.: L158992
Invoice Date: 01/10/2024

Audit No.: 60978 Audit Period: 21 - 22 Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
12/23	Accountability Audit	\$128.10	4.4	\$563.64	\$0.00	\$563.64
Sub Total:			4.4	\$563.64	\$0.00	\$563.64

Total Due This Invoice: 4.4 \$563.64 \$0.00 **\$563.64**
(Hrs rounded to nearest tenth)

632 0 0 543 30 4161 ✓



JV Number: 250119

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a proper charge for services rendered:

Janel M Roper

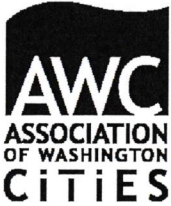
By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

2024 Budget

TBD

EFT # 1050-1/2024 ✓



Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

Phone : (360) 753-4137

Fax : (360) 753-0149

Invoice

Order number: 121749

Date: 1/1/2024

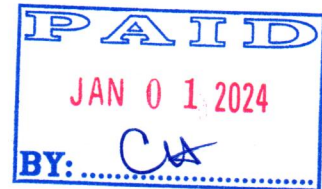
Payment terms: Due upon receipt

Bill to :

Castle Rock Transportation Benefit District
Carie Cuttonaro
PO Box 370
Castle Rock, WA 98611

Quantity	Item description	Unit price	Discount	Extended
1.00	2024 AWC Associate Member - Public agency/Nonprofit small	\$300.00	\$0.00	\$300.00

632 0 0 543 30 46 00



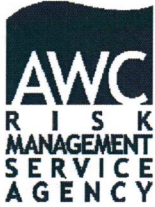
Payment instructions

1. Log in to wacities.org/profile/fees-payment
2. Enter your ACH payment information to securely pay your bill

If you prefer to pay by check, please reference the order number.

Administrators can view and pay the organization's open invoices online by signing in to wacities.org and clicking the Administrator link at the top of the page. To pay membership invoices, click "Pay membership fees." For all other invoices, click "Pay open invoices."

Subtotal:	\$300.00
Sales tax:	\$0.00
Shipping/Handling:	\$0.00
Grand total:	\$300.00
Payment total:	\$0.00
Amount due:	\$300.00



Risk Management Service Agency

1076 Franklin St SE
Olympia, WA 98501-1346

Phone : (360) 753-4137
Fax : (360) 753-0149

TBD
2024 Budget

EFT # 1051 - 1/2024 ✓

Invoice

Order number: 121610
Date: 1/1/2024
Payment terms: Due upon receipt

Bill to :

Castle Rock Transportation Benefit District
Carie Cuttonaro
PO Box 370
Castle Rock, WA 98611

Quantity	Item description	Unit price	Discount	Extended
1.00	2024 AWC Risk Management Service Agency assessment	\$4,280.00	\$0.00	\$4,280.00

630 8 543 30 46 00



Payment instructions

1. Log in to wacities.org/profile/fees-payment
2. Enter your ACH payment information to securely pay your bill

If you prefer to pay by check, please reference the order number.

Administrators can view and pay the organization's open invoices online by signing in to wacities.org and clicking the Administrator link at the top of the page. To pay membership invoices, click "Pay membership fees." For all other invoices, click "Pay open invoices."

Subtotal: \$4,280.00
 Sales tax: \$0.00
 Shipping/Handling: \$0.00

 Grand total: \$4,280.00
 Payment total: \$0.00
 Amount due: \$4,280.00



2024 CHIP SEAL PROJECTS

- 1. FOWLER LN
- 2. ODMARK LN
- 3. TAYLOR LN

10

