CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, March 10, 2025
7:30 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

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. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Senior Operator Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

a. Approve the minutes of the February 10, 2025 Regular Council Meeting. (pg 3-5)

b. Approve the minutes of the February 24, 2025 Regular Council Meeting. (pg 6-8)

c. Approve the February 2025 invoices as described in the Fund Transaction Summary Report in the amount of $533,361.21. (pg 9-10)

8. OLD BUSINESS

9. NEW BUSINESS

a. Amend Capital Facility Plan to add Water Main Improvements on SR 411 (West Side Highway) south of PH 10 to the "High Banks" site. (pg 11-14)

b. Cowlitz County Rural Development Grant Application to request funding in the amount of $550,000 for the SR 411 Water Main Extension Project. Total project cost is $959,000. (pg 15-20)

c. Annual Spring Clean-Up Event April 26, 2025; CRCDA requests City sponsorship to pay costs of printing forms and flyers, not to exceed $550 including tax.

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

1Q25	2Q25	3Q25	4Q25
~~January 13~~	April 14	July 14	October 13
~~January 27~~	April 28	July 28	October 27
~~February 10~~	May 12	August 11	November 10
~~February 24~~	Tuesday, May 27	August 25	November 24
~~March 10~~	June 09	September 08	December 08
March 24	June 23	September 22	December 22

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock 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 meeting.

City Council may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, Paul Simonsen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, Public Works Senior Operator Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. Proclamation - Teen Dating Violence Awareness Month

The proclamation was read and presented by Mayor Paul Helenberg.
Tosha Nakano and Laurie Russo from the Emergency Support Shelter gave a presentation.
Amber MacLaren, a registered nurse, added that she believes the numbers in the proclamation are skewed and the actual numbers are a lot higher, as many cases go unreported. She added that she can see the psychological impact as a result of the abusers and that the mental health crisis in Cowlitz County and the United States of America needs to be addressed.

3. CITIZEN COMMENTS - maximum 3 minutes

Amy Tippitt and Amber MacLaren are continuing to report the issues they face with their neighbor regarding noise, damages and threats. The City is currently working on updating the noise ordinance in order to provide better enforcement. Police Chief Charlie Worley asked for videos to be submitted.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.

• CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Kessler made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

a. Approve the minutes of the January 27, 2025 Regular Council Meeting.

b. Approve the January 2025 invoices as described in the Fund Transaction Summary Report in the amount of $718,653.80.

8. OLD BUSINESS

9. NEW BUSINESS

a. Utility customer, Ryan Ballentine - 830 Little Ave NE, requests an extended payment arrangement due to higher than expected bills caused by a leaky toilet that does not qualify for a leak adjustment.

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Lee made a motion, seconded by Whalen, to approve the extended payment arrangement. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

b. Contract renewal for a five-year lease with Ricoh for public works copier/printer. Monthly lease would increase $57.09 to $116.63. Including image costs, the average annual cost would increase $700-$1,000 for an annual cost of approximately $1,800-$2,200.

Councilmember Kessler asked a question about cost and budget. Public Works Director Dave Vorse responded.
Councilmember Kessler made a motion, seconded by Rose, to approve the contract renewal with Ricoh. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

c. Contract with Ricoh for a five-year lease for an additional finance copier/printer. Monthly lease would be $83.22. Including image costs, the average annual cost would be approximately $1,000-$1,200.

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Lee made a motion, seconded by Rose, to approve the new contract with Ricoh. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

d. Lease Agreement with Sound Precast, LLC., to lease city-owned property for a period of 10 years. Rent shall be $10,000 per year.

Councilmember Lee made a motion, seconded by Whalen, to approve the lease agreement with Sound Precast. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

e.

- Ordinance No. 2025-01, an ordinance of the City of Castle Rock amending, in part, Chapter 13.12 of the Castle Rock Municipal Code.
- Ordinance No. 2025-02, an ordinance of the City of Castle Rock amending, in part, Chapter 13.16 of the Castle Rock Municipal Code.
- Ordinance No. 2025-03, an ordinance of the City of Castle Rock amending, in part, Chapter 13.18 of the Castle Rock Municipal Code.
- Ordinance No. 2025-04, an ordinance of the City of Castle Rock amending, in part, Chapter 6.06 of the Castle Rock Municipal Code.
- Ordinance No. 2025-05, an ordinance of the City of Castle Rock amending, in part, Chapter 5.16 of the Castle Rock Municipal Code.
- Ordinance No. 2025-06, an ordinance of the City of Castle Rock amending, in part, Chapter 1.30 of the Castle Rock Municipal Code.
- Resolution No. 2025-01, a resolution of the City Council of the City of Castle Rock, Washington, creating a Master Fee Schedule and updating current rates in Schedules 2, 4, 5, and 6.

Mayor Helenberg, Clerk-Treasurer Carie Cuttonaro, and Public Works Director Dave Vorse presented. This item was tabled to allow Council more time to review.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:16 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, Paul Simonsen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, Public Works Senior Operator Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

New Item added to New Business: Payment Arrangement Request

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Nathan Ross and his son (Boy Scout) were in attendance. Ross talked about witnessing the two deer that had been spooked and jumped off of the bridge on Huntington Ave N, landing on the BNSF railway below last summer. He is requesting fences to be placed along the bridge to prevent this from happening again. Public Works Director Dave Vorse stated that this section is part of SR 411 and is WSDOT's responsiblity. Vorse stated he will pass the information along to the State and recommended that Ross also contact them.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

    1. 2024 Year End Financials
    2. January 2025 Financials

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Councilmember Lee requested an update on the noise ordinance issue. Police Chief Charlie Worley gave an update. Mike Lee requested to speak on this issue and reported the decibel readings coming from their neighbor's house. Police Chief Charlie Worley stated that they have made attempts, but the noise is not happening at the times they are near. Bill McLaren added that rocks are thrown over the fences and at cars. Video proof will be submitted.

• CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

a.

- Ordinance No. 2025-01, an ordinance of the City of Castle Rock amending, in part, Chapter 13.12 of the Castle Rock Municipal Code.
- Ordinance No. 2025-02, an ordinance of the City of Castle Rock amending, in part, Chapter 13.16 of the Castle Rock Municipal Code.
- Ordinance No. 2025-03, an ordinance of the City of Castle Rock amending, in part, Chapter 13.18 of the Castle Rock Municipal Code.
- Ordinance No. 2025-04, an ordinance of the City of Castle Rock amending, in part, Chapter 6.06 of the Castle Rock Municipal Code.
- Ordinance No. 2025-05, an ordinance of the City of Castle Rock amending, in part, Chapter 5.16 of the Castle Rock Municipal Code.
- Ordinance No. 2025-06, an ordinance of the City of Castle Rock amending, in part, Chapter 1.30 of the Castle Rock Municipal Code.
- Resolution No. 2025-01, a resolution of the City Council of the City of Castle Rock, Washington, creating a Master Fee Schedule and updating current rates in Schedules 4, 5, and 6.

Councilmember Kessler made a motion, seconded by Rose, to approve Ordinance No. 2025-01, Ordinance No. 2025-02, Ordinance No. 2025-03, Ordinance No. 2025-04, Ordinance No. 2025-05, Ordinance No. 2025-06, and Resolution No. 2025-01. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. ***Added Item***
Utility customer, Sarah Burtch - 343 Roake Ave SE, requests an extended payment arrangement due to a higher than expected bill caused by a leak. The leak qualfied and was approved for an adjustment, however the remaining balance is still high.

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Kessler made a motion, seconded by Rose, to approve the extended payment arrangement. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Megan Dennis, Humane Society of Southwest Washington, presented the current contract and explained what is covered under the City's fees. Dennis stated that citizens are able to bring in stray animals and will reach out to a citizen who had previously reached out about a cat issue. Dennis is the City's contact and is available for questions at any time.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:06 PM.

Mayor Paul Helenberg	Clerk-Treasurer Carie Cuttonaro

As of this date, 3/10/2025, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures

Transaction Type	Description		Amount	Payment Date
Mid-Month Draw	Nacha #	1591965	24,150.00	2/14/2025
Mid-Month Draw	Taxes		5,250.00	2/14/2025
EOM Payroll	Nacha #	1604100	67,134.16	2/28/2025
EOM Payroll	Check	26809 - 26817	58,988.77	2/28/2025
EOM Payroll	Taxes		29,739.36	2/28/2025
Accrued - Quarterly Payroll Tax - L&I			7,016.05	
Accrued - Quarterly Payroll Tax - ESD			262.68	
Accrued - Quarterly Payroll Tax - PFML			880.98	
Accrued - Quarterly Payroll Tax - WA CARES			403.62	
			193,825.62	

General Expenditures

Transaction Type	Description		Amount	Payment Date
Adjustment/EFT	EFT#1130-2/2025		8,290.01	2/24/2025
Adjustment/EFT	EFT#1131-2/2025		182.33	2/3/2025
Claims	Check	55846 Voided	(170.99)	2/26/2025
Claims	Check	55999 - 55601	3,507.91	2/20/2025
Claims	Check	55602	170.99	2/26/2025
Claims	Check	55603 - 56004	978.35	2/27/2025
Claims	Check	56005 - 56064	294,576.99	2/27/2025
			307,535.59	

TBD Expenditures

Transaction Type	Description		Amount	Payment Date
Claims	Check	2080	32,000.00	2/27/2025
			32,000.00	

Total Expenditures

	Amount	Payment Date
Total General and TBD Expenditures	**339,535.59**	**2/1/2025 - 2/28/2025**
Payroll Expenditures	**193,825.62**	
Grand Total Expenditures	**533,361.21**	
Fund Transaction Summary Report	**533,361.21**	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member

Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2025 - Feb - Mar - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	$127,763.50
100	Street Fund	$22,066.04
115	Building Code Account Fund	$2,016.53
120	Visitor Center Fund	$488.82
130	Library Fund	$1,288.47
145	Local Criminal Justice Fund	$13,430.45
170	DOT Spoil Site Fund	$10,086.39
320	Street Construction Capital Fund	$7,599.80
400	Water/Sewer Operating Fund	$156,246.37
410	Regional Water System Fund	$32,754.60
420	Stormwater Management Fund	$13,564.15
430	Regional Water Capital Improvement	$525.00
435	Muni Water Capital Improvement	$105,429.10
475	Boat Launch Facility Fund	$7,225.03
631	Utility Deposit Fund	$43.76
632	Transportation Benefit District Fund	$32,000.00
634	State Custodial Pass-Thru Fund	$833.20
	Count: 17	**$533,361.21**

CITY OF CASTLE ROCK
CAPITAL FACILITY PLAN UPDATE
Updated November 2024 – Amended March 2025

I. INTRODUCTION

The purpose of the City of Castle Rock Capital Facility Plan is to outline necessary improvements to the City's Capital Facilities needed to serve current and planned population. This plan has been developed based on analysis and recommendation completed as part of various other City planning efforts. The Capital Facility Plan is divided into the following components:

- Land and Buildings
- Parks and Recreation
- Street / Sidewalks; Arterial and Residential
- Stormwater
- Water
- Sewer
- Police

II. LAND AND BUILDINGS

The projected needs for Land and Building improvements over the next six years are identified in Table 1. The total estimated cost for Land and Building improvements is $622,400. Funding sources are City's General Fund, Library Operating fund, Water Operating Fund, Sewer Operating Fund, Department of Commerce, Hotel / Motel Fund, Cowlitz County Rural Development Fund and the Real-Estate Excise Tax.

III. PARKS AND RECREATION

The projected needs for Parks and Recreation improvements over the next six years are identified in Table 2. The projects listed in Table 2 were identified in the City's Parks and Recreation Plan. The total estimated cost for improvements is $1,341,600. Potential funding sources are listed in the table.

IV. STREETS & SIDEWALKS

The projected needs for Arterial Street improvements over the next six years are identified in Table 3. The projects listed in Table 3 were identified in the City's Six-Year Arterial Street Plan. The total estimated cost for improvements is $19,777,300. Potential funding sources include the City Street Fund and Transportation Improvement Board, (TIB) WSDOT and various Federal programs including the Transportation Alternative Program (TAP), Transportation Benefit District (TBD), and the Surface Transportation Program (STP). The projected needs for residential street and sidewalk improvements over the next six years are identified in Table 4. The total estimated cost for improvements is $1,285,399. Funding sources are the Transportation Improvement District, TBD, WSDOT and the City's REET fund

V. STORMWATER

The projected needs for Stormwater improvements over the next six years are identified in Table 5. The total estimated cost for improvements is $1,089,000. Potential funding sources include the City Stormwater Management Fund, Department of Ecology, American Rescue Plan Act and Public Works Trust Fund.

VI. WATER

The projected needs for Water System improvements over the next six years are identified in Table 6. The projects listed in Table 6 were identified in the City's Water System Comprehensive Plan. The total estimated cost for improvements over the next six years is $6,865,100. The total estimated cost for improvements in the 20-year planning period is $12,944,400, of which $2,285,000 are Regional System Improvements. Potential funding sources include the City Water Fund, Public Works Trust Fund, ARPA, USDA Rural Development, Revenue Bonds, and developer contributions.

VII. SEWER

The projected needs for Sewer System improvements over the next six years are identified in Table 7. The projects listed in Table 7 were identified in the City's General Sewer / Wastewater Facility Plan. The total estimated cost for improvements over the next six years is $838,000. The total estimated cost for improvements during the 20-year planning period is $2,061,000. Potential funding sources include the City Sewer Fund, Public Works Trust Fund, ARPA, USDA Rural Development, Department of Ecology, Revenue Bonds, and developer contributions.

VIII. POLICE

The equipment needs for the Police Department over the next 6 years are identified in Table 8. The equipment needs assessment was compiled by Police Department staff. The total estimated cost for these needs over the next six years is $704,200. Potential funding sources includes the City's General Fund (GF), Criminal Justice Tax (CJT), Real Estate Excise Tax (REET), and the Police Vehicle Replacement Fund (PVRF).

TABLE 6
Water System Improvements
6-Year Capital Needs, Priorities and Estimated Project Costs

No.	Project Title	Type	2025	2026	2027	2028	2029	2030-2040	Financing Source
D-03	Carpenter/ Road Boosted Pressure Zone	Distribution	1,340,000						DWSRF Loan, ARPA, CCRD
S-01	Raw Water Intake Screen Cleaning System	Source		120,000					Regional System
D-02	Water main improvements on Buland Dr S, east of Huntington	Distribution			439,000				PWTF Loan
S-02	Raw Water Variable Speed Pumps	Source						85,000	Regional System
ST-01	Construct New Reservoir on West Side of Cowlitz River	Storage						3,759,300	PWTF, DWSRF loans, ARPA
T-01	Replace Filter Tank	Treatment						1,820,000	Regional System
ST-02	Recoat inside of SR 504 Reservoir	Storage				130,000			PWTF, DWSRF loans, regional fund
S-02	Purchase of easement for raw water line	Source	20,000	20,000	20,000	25,000	25,000	25,000	Regional System
S-03	Rehabilitation of Pizza Well (No. 144)	Source	18,000						Regional System
ST-03	Recoat inside of Bond Rd Reservoir	Storage						250,000	PWTF, DWSRF loans and city water fund
D-12	Water main improvements on 2nd Ave. SW from B St. to Warren St	Distribution	40,000						ARPA
	Water main Imp. Hibbard SW; Front – 3rd	Distribution	120,000						ARPA
D-17	Water main Imp C St SW; 5th – alley; down alley to D St	Distribution			112,000				Rates and fees
	Water main Imp D St SW; 5th – levee	Distribution			80,000				Rates and fees
	Water main Imp Warren St; 2nd – apartments	Distribution		25,000					Rates and fees
D-16	Water main Imp Alley; Cowlitz to Jackson	Distribution		84,100					Rates and fees
	Water main Imp Green St	Distribution		20,000					Rates and fees

No.	Project Title	Type	2025	2026	2027	2028	2029	2030-2040	Financing Source
	Purchase 2- 30 KW portable generators for potable wells	Source			60,000				Regional system
	Fixed meter reading system	Distribution						140,000	Rates and fees
	Powell Rd. water main extension	Distribution	880,000						ARPA, CCRD
	Powell Rd. reservoirs	Storage			1,200,000				ARPA, CCRD
	Storage yard	Distribution	25,000						ARPA, rates & fees
	Water main improvement 5th; Hibbard to Aden	Distribution		25,000					Rates and Fees
	Install cathodic protection to SR 504 Reservoir	Storage	47,000						Regional fund
	Water main imp SR 411 South of PH 10 to "High banks Site"	Distribution		2,000,000					DWSRF,PWTF, CERB, Rates and fees, CCRD
		Totals	**$2,480,000**	**$2,294,100**	**$1,911,000**	**$155,000**	**$25,000**	**$6,079,300**	

Notes:

DWSRF Drinking Water State Revolving Fund
PWTF Public Works Trust Fund
CERB Community Economic Revitalization Board
ARPA American Rescue Plan Act
CCRD Cowlitz County Rural Development grant

Rural County Public Facility Fund Application

SECTION 1: APPLICANT

Project Title	SR 411 Water Main Extension
Applicant	City of Castle Rock
Contact Person	Tyler Stone
Title	Public Works Senior Operator
Mailing Address	City of Castle Rock
	PO Box 370
	Castle Rock, WA 98611
Capital Facilities Plan where Project is Listed	Castle Rock Capital Facility Plan
Telephone	(360)274-7478
E-mail	tstone@ci.castle-rock.wa.us
Federal Tax I.D.:	91-6001409

____

Signature of Authorized Official:

____

Date

SECTION 2: PROJECT ELIGIBILITY

Money collected under RCW 82.14.370 shall be used on public facilities and for economic development purposes. Select the type of public facility that applies to your project:

- [ ] Bridge
- [ ] Road
- [ ] Railroad
- [ ] Sanitary sewer facility
- [X] Water facility
- [ ] Natural gas
- [ ] Structures
- [ ] Electricity
- [ ] Storm sewer facility
- [ ] Commercial infrastructure
- [ ] Buildings
- [ ] Earth stabilization
- [ ] Port facilities
- [ ] Telecommunications infrastructure
- [ ] Transportation infrastructure
- [ ] Economic Development Office

Is the project currently listed in one or more of the following plans (check all that apply):

- [ ] Comprehensive Economic Development Strategy Report
- [ ] County's Capital Facilities Plan
- [X] Your agency comprehensive or capital facilities plan
- [ ] Other; please specify: ____

SECTION 3: PROJECT BUDGET ESTIMATES

What is the estimated budget for this project? Indicate whether the budget is based on preliminary estimates, engineers' estimates, feasibility studies or public bids; include administration, design and construction costs.

Engineers Opinion of Probable Cost
$ 959,000

Will rural county public facility funds be used to leverage other funds? **Yes**

	Source	Status	Date	Amount
Federal				$
State				$
Local/Public	City of Castle Rock	Committed	3/2025	$ 409,000
Private				$
	Total Resources:			$

RURAL COUNTY PUBLIC FACILITY FUNDS REQUESTED

$ 550,000

The Board has developed a self-sustaining program to make funds available for economic development even after the County is no longer eligible to receive the sales tax rebate. **Therefore, the Board of Commissioners will give favorable attention to projects that propose to treat County funds as a short term loan**.

Amount of request that will be treated as a loan $ 0
The City of Castle Rock Public Works Department has a strong track record in handling these types of main extensions. For this project, they will contribute $409,000 in value through their own labor forces, maximizing the impact of rural dollars spent.

If a loan is proposed, please provide the following details:

a) State Investment Board interest rate will be applied
- term of loan (in years) ___________
- # of payments ___________
- date payments would start ___________

SECTION 5: PROJECT SUMMARY

a) Type, size, location and use of public facility.

This project would extend the 12" diameter water main along West Side Hwy. (SR411) 1,800' to the south along WSDOT's right-of-way to the southwest region of the city limits.

b) Indicate why the rural county public facility funds are necessary for the project to succeed.

Castle Rock has been focused on economic sustainability through enhancing the "Quality of Place," creating an environment where people want to live, work, play, start businesses, invest, and become integral parts of the community. Significant progress has been made in revitalizing our three distinct business districts. However, we have reached a point where commercial building space is limited, with our business storefront vacancy rate now at 3% or lower. It is crucial for us to now focus on providing the necessary infrastructure for the undeveloped areas surrounding our city limits. Our goal is to proactively attract and support quality family-wage jobs by expanding industrial and commercial opportunities. Developing these infrastructures is essential for the growth and success of the city.

c) Is the project ready to proceed? If the project is not ready to proceed, describe what must be completed before the project is ready and estimate a start date.

With county commitment of these funds, design can begin immediately, and construction can take place in the Spring of 2026. WSDOT right-of-way permits will be required.

d) If applicable, list all permits and environmental reviews required and give their current status (applied for, permit issued, etc.)
The WSDOT right-of-way permit has not yet been applied for.

e) Estimate the date for project completion.
The estimated completion date is November 2026.

f) Does this proposed project duplicate existing capacity in the community-either public or private?
No, it simply extends current potable water services to the west side of the water system.

SECTION 6: PROJECT GOALS

Describe how your public facility project meets the goals identified in R.C.W. 82.14.370, as amended, namely financing of public facilities serving economic develop purposes in rural counties. **"Economic development purposes"** is defined in the statute as "those purposes that facilitate the creation or retention of businesses and jobs in a county." Check and discuss any or all that apply, specifically:

[X] Promote the ongoing operation of business in rural distressed areas;
Existing business is inquiring about availability of water for commercial and industrial use.

[X] Promote the expansion of existing business in rural distressed areas;
Extending water services to this area will increase opportunities for growth and expansion for existing businesses limited to the availability of their private water supply. Sound Precast, an existing business, is seeking to expand operations that could require additional water needs.

[X] Attract new businesses to rural distressed areas;
Providing water utilities will support the development of 89 acres inside city limits and more in the county, creating significant opportunities to attract new businesses. Currently, there is interest in establishing an RV resort on the city's 63-acre property located in the southwest area of the city limits.

[X] Assist in the development of new businesses from within rural distressed areas;
Providing water services will make business development in this area feasible.

[X] Provide family wage jobs to the citizens of rural distressed areas.
While we are in the early stages of development, it is difficult to predict the exact types of jobs that will be created. However, we anticipate that the mixed-use zone (commercial and industrial) and recreational areas have the potential to generate approximately 80 new family-wage jobs.

Specifically identify the number and type of family wage jobs that will be created or retained as a result of your project:

[X] Construction	No. of jobs: 14
[X] Permanent full time	No. of jobs: 158-209 (65-85 family wage jobs)
[X] Permanent part-time	No. of jobs: 91-114
[X] Seasonal	No. of jobs: 47

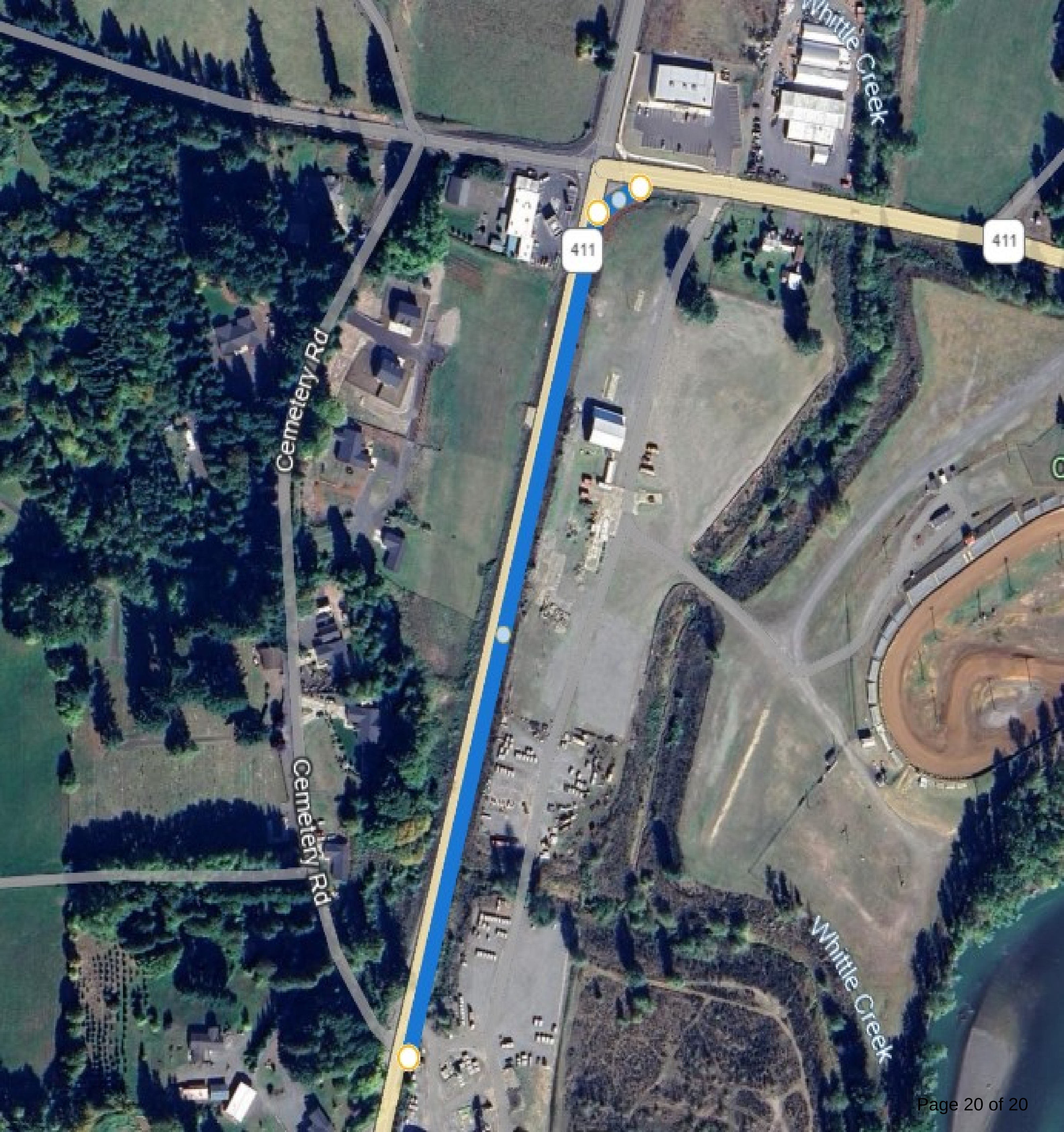
[X] Promote the development of communities of excellence in rural distressed areas;

SECTION 8: PROJECT TIME LINE	Estimated Completion Date (month - year)
Preliminary Engineering Report	1/2025
Environmental Review(s)	N/A
All Required Permits Obtained	6/2025

Land/Right-of-Way Acquisition	N/A
Prepare Bid Documents	N/A
Award Construction Contract(s)	N/A
Begin Construction – Shovel ready	3/2026
Project Operational	11/2026

DUE NOT LATER THAN: March 17, 2025 @ 4:30 p.m.
SUBMIT AN ELECTRONIC ORIGINAL AND FIVE (5) PAPER COPIES TO:

Cowlitz County, Office of Administrative Services
funkbaxterk@cowlitzwa.gov
Attn: Kathy Funk-Baxter
207 Fourth Avenue North #308
Kelso, WA 98626
Telephone: (360) 577-3065, ext. #6984


Whittle Creek
411
411
Cemetery Rd
Cemetery Rd
Whittle Creek