

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Meeting Minutes August 13, 2024
IOOF HALL – 6:00p.m.**

1.0 Call to Order

Meeting called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Drew Rusnak, Kristin Halliday and Board Secretary, Cari deJong. Board member Steve Finley was absent. Fire Chief Dwight Stewart and Assistant Fire Chief Carol Fall from the TCVFD were present.

2.0 Announcements or Changes to the Agenda

No announcements or changes were made.

3.0 Public Comments—open opportunity for comments or questions from any member of the public attending the meeting. **No action may be taken on new items at this meeting.**

None

4.0 Approval of Minutes

4.1 Approval of Minutes from July 16, 2024

Motion to approve minutes from the July 16, 2024, meeting as presented by Drew Rusnak, seconded by Martie Mullen. Kristin Halliday abstained. Motion passed unanimously.

5.0 Unfinished Business

5.1 Update on Board Policy for permanent record storage (Frost)

Chairman Frost announced there was no new information.

5.2 Discuss recruitment of new General Manager (Frost)

Chairman Frost announced there was no new information.

5.3 Update on reconciliation between Trinity County and QuickBooks cash balances (deJong)

Secretary deJong announced the cash reconciliation is completed. After she received all the journal entries from the county, and the 22-23 journal entries from Blomberg & Associates there was a difference of just over \$1,700 from years prior to FY 22-23. She completed a journal entry to correct.

5.4 Discuss/Take Action on moving funds from Trinity County to a banking institution (Frost)

Secretary deJong announced that we have not received the first two checks we requested from the county. She is still waiting to hear back from the county Treasurer with days/times she is available to meet to discuss our intent to remove our funds from the county. DeJong and Chairman Frost discussed the email we received from the Treasurer that detailed everything she needs to decide if she will authorize the release of funds. One of the items is verification that the TCCSD Treasurer (deJong) is insured or bonded. Chairman Frost emailed GSRMA for confirmation that she is. The county Treasurer also needs to know why we want to remove our funds. Our reasons are: we want to be more proactive and hands on with our cash, we want to have immediate access to funds, the

county auditor's process for warrants is not to our benefit because of the delay in processing times (vs. if we issued the checks ourselves) and the fact that the warrants may confuse our vendors because they may not know why they are receiving checks from the county and not us (the warrants do not say that the checks are coming from the TCCSD), the time between our board meeting and the warrants being mailed out by the county (or available to pick up) is causing delays which can result in late fees from our vendors. We also want more control of our funds. Lastly, since the county takes a minimum of nine months to close their books, it delays our year-end closing and can potentially delay completion of our audit.

6.0 New Business

6.1 Discuss/Take Action on TCVFD excess cash

Secretary deJong included the current rate sheet from Coast Central Credit Union. A discussion about held about having CD's at Coast Central Credit Union vs. a savings account at Morgan Stanley. Assistant Chief Fall recommended we open two CD's at Coast Central – a 12-month \$10,000 CD and a 23-month \$15,000 CD – out of the VFD checking account. A motion to open two Certificates of Deposit at Coast Central Credit Union as per Assistant Chief's recommendation by Martie Mullen, seconded by Kristin Halliday. Motion passed unanimously.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications (deJong)

Secretary deJong informed the board that Trinity LAFCO had an Alternate board member opening, the Trinity Center Mutual Water District mailed out their annual consumer confidence report and that CARCD has a board clerk conference coming up in October.

8.0 General Manager Report

8.1 TCCSD Monthly Report (Frost)

Chairman Frost indicated that we did not receive a monthly statement from Mercer Fraser this month and we still have not received any lien releases from the subcontractors. He put in a request for one hour of free legal advice from CSDA to discuss this situation but has not heard back yet.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report (Stewart/Fall)

Chief Stewart went over the July statistics. He also discussed how he is doing a lot of networking and striving to figure out how to get more income for the VFD. His ideas may take a year or more, but he feels it would be a great benefit to the department and its volunteers. Chairman Frost asked Chief Stewart to ask his local contacts what it takes for the VFD to become an employer. Chief Stewart also reported that they almost have the final plans ready for the remodel of the old fire station. Chairman Frost asked how the hydrant testing is going. Assistant Chief Fall said that Paul Luttrell has taken the lead and has been trained by Erik Anderson. Assistant Chief Fall also discussed the progress on the TCVFD website development with Laura Seegmiller.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report

10.2 Bills for Payment

Motion to pay bills by Drew Rusnak and seconded by Martie Mullen Motion passed unanimously.

10.3 VFD Financial Report

11.0 Items for Next Agenda Slip-on grant status

12.0 Adjournment 6:56p.m.

Date of Next Meeting: **September 10, 2024**

Signed by: _____
Cari deJong, Board Secretary