

TRINITY CENTER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

Regular Meeting

February 5, 2008

The meeting was called to order by Glen Ahmann at 7:30 p.m. Other members present: Hal Pflueger, Loren Teitzel and Glenn Koby, Pat Banducci was absent. 10 members of the public were also present.

Minutes of the previous meeting were passed out. It was moved by Hal Pflueger to approve them and seconded by Loren Teitzel. The motion was approved.

It was requested by Glen Ahmann the agenda include a brief description of the agenda items as per the Brown Act.

Old Business

Audit report- Glen Ahmann spoke with the auditor regarding the Fire Dept funds and Auxiliary donations being part of the audit. The auditor said that if the board doesn't manage the funds they should not be part of the audit. He said the auxiliary could be folded in under the CSD if the board wants the report to include the Fire Dept donations. If the auxiliary is kept separate from the CSD and raises more than \$25000.00 they should set up a formal organization and file for a tax status. There was some discussion on whether the Fire Dept fund raising should fall under the CSD. Glenn Koby said a monthly Fire Dept report on the funds at the meetings for the public is a good step in the right direction. Glen Ahmann requested a sub-committee meeting on the Fire Dept funds from a working group of outside people. Roger Chatterton, Pat Forbes, Kelli Gant, Glen Ahmann and Hal Pflueger will make up the group to look at options for the Auxiliary, Fire Dept and CSD and fund raising. They will report back at the next meeting. Roger Chatterton suggested the board look into other counties to see how they operate including Grand Jury recommendations to Shasta and Humboldt counties. The Grand Jury recommended they register under 501C3. There was some discussion about our CSD falling under 501.

TC Elem disaster plan- Betty Eyman thanked the school for their offer to use it in the event of a disaster. It was reported the Red Cross has decided they will use both Trinity Center and Coffee Creek churches and both Fire Depts. instead of the schools. Glen Ahmann said the CSD is interested but does not need to be involved in the decision. All were in agreement. Glenn Koby felt if the Fire Dept is involved because what the Fire Dept does affects the CSD, it has an impact on the CSD and the board needs to be informed as to what is being done. The Red Cross will give a report on the status under the Fire Chief's report.

Trinity Knolls Water Dist request- Glen Ahmann passed out a description of the Knolls hydrant system and read the report. Glenn Koby asked if the hydrants need to be deeded over to the CSD for the board to take over the maintenance of them. It was asked what other districts do. Glenn Koby asked what the fiscal impact on the board would be. Glen Ahmann felt the Fire Dept needs to check the hydrants. It was suggested Glen Ahmann and Hal Pflueger not vote on this issue because of a possible conflict of interest since they are on the Knoll's water board as well. The vote will be postponed until next month's meeting. Glenn Koby requested the Knoll's draft a document to transfer the ownership of the hydrants to the CSD and it be handled by a non discussion consent vote.

Code of Ethics manual- Glen Ahmann feels this should be included as a subject in the policy and procedure manual. All agreed.

Bids on Fire Dept elect.- Glen Ahmann talked to Ken Rieke about what needed done at the Fire hall. Ken's offer is to repair the existing electrical and not do any up-grades at this time. There is no permit or license problems with doing repairs only. Glenn Koby suggested there is not a need for up-grading at this time. Roger Chatterton agreed. There was some discussion. Loren Teitzel moved the board get an estimate from Ken Rieke on the cost of doing the needed repairs. It was seconded by Glenn Koby. The motion passed. The estimate will be brought to the next meeting by Loren Teitzel.

Mission Statement- Glenn Koby presented a draft of the mission statement. There was some discussion. Input was requested and it will be re-addressed at the next meeting.

Policy and Procedure manual outline- Glen Ahmann read a first draft of the outline. There was some discussion. Input was requested and it will be looked at again at the next meeting. Glenn Koby wants to start on a section at a time and thinks the budget is a good place to start. Glen Ahmann will work on the budget portion. John Hall and Bill Chambers will get information for the board to look at. Glenn Koby will work on the section for Conduct of the Board meetings.

Job description for Clerk- Jan Bellinger worked on a rough draft. More input is needed. She will work with Pat Banducci and Judy Pflueger and have more information for the next meeting.

Recognition of outgoing members- Glenn Koby read two resolutions, one for Bill Beermann and one for George Lucky. It was moved the resolutions be accepted by Loren Teitzel and seconded by Hal Pflueger. The motion passed. The resolutions will be signed by the board members and presented to the outgoing members at the March meeting.

Glen Ahmann thanked Bill Beermann for all of his help.

Communications- Glen Ahmann presented a routine encroachment permit request from the county. There was some discussion and it was decided the board will sign and return it to the county. There is no money due.

Public Comment- Hal Pflueger's neighbor called with a concern. It is impossible for the Fire Dept to get up Placer St. Is there anyone that can be contacted about getting the roads cleared of snow? The Fire hydrants are also buried. There was some discussion. Roger Chatterton said the Road Dept has not been open to requests in the past. It was asked if the county board of supervisors could be contacted to have them request that the road Dept clear the roads for emergencies, but general discussion was that this would not be fruitful due to the extreme overload of the County resources this snow season.

New Business

Red Cross Presentation- Bill Chambers said the county has a map of "at risk" adults they use for emergencies. He suggested the Red Cross could develop and maintain a list/map for our district. A list of people with special needs who wish to be checked on could be put together. The people would have to request or give permission to be put on the list/map. It could also include special access problems for the Fire Dept. While the CSD Directors generally supported this suggestion the follow-on action is in the hands of the local Red Cross representatives.

Fire Dept. Report

The Fire Chief reviewed the calls for the month. There was more discussion regarding the roads needing to be cleared. Glenn Koby suggested the CSD write a letter to the Board of Supervisors and Road Dept. about the

situation with the roads not being cleared and the problem with the plowing leaving huge berms in front of emergency responders driveways and covering the hydrants. It was moved by Loren Teitzel and seconded by Glenn Koby that the letter be sent. The motion passed. Roger Chatterton will draft a letter and Glen Ahmann will send it.

The Fire Dept financial report was passed out. There was some discussion. There were questions about the CD account balance. Loren Teitzel will talk to Pat Banducci about the CD's and if the money was used to purchase the Dunn property. Jan Bellinger will locate the paperwork on that transaction and bring to the next meeting.

Bills for Payment

It was requested by Glenn Koby that a balance of the county held funds be presented at each meeting.

There was some discussion, a motion was made by Loren Teitzel and seconded by Hal Pflueger and passed that the following bills be paid:

Trinity PUD	\$245.47
Campora	\$1230.30
TDS Telecom	\$43.81
TCVFD	\$367.56
Pat Banducci	\$4.13
NTLIA	\$108.00
Jan Bellinger	\$300.00
Roger Chatterton	\$50.00
Fred Maddox	\$352.20
Jaktri Market	\$53.87
Bob Bryant	<u>\$313.17</u>
Total	\$3068.51

Items for next meeting agenda:

Audit report-Working group report (Ahmann)

Trinity Knolls Water Dist. Request-letter to transfer ownership (Ahmann)

Bids on old Firehouse electrical-Bid from Ken Rieke to repair existing wiring (Teitzel)

Mission Statement-second reading (Koby)

Outline sections for what is needed to be in the Policy manual (Ahmann)

Repayment of Koebel loan (Ahmann)

First draft of Budget Policy (Ahmann)

First draft of Meeting Conduct (Koby)

Clerk job description (Jan Bellinger)

Resolution for Recognizing out going board members (Koby)

Adjournment

Meeting adjourned at 9:43 p.m.

Next Meeting: March 4, 2008

Jan Bellinger - Clerk

