

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

March 4, 2014

The meeting was called to order by Mike McHugh at 6:30 p.m. Other members present Glen Ahmann, Virginia Allin and Pat Frost. Drew Rusnak was absent. 6 members of the public were also present including the Fire Chief and Assistant Fire Chief.

Announcements

Mike McHugh reported that Drew Rusnak would not be at this meeting as reported at the last meeting.

Minutes of the last meeting were posted on the web site and were available at the meeting. It was moved by Pat Frost that the minutes be accepted as written. It was seconded by Glen Ahmann. The minutes were accepted unanimously as written.

CSD Financial report was made available and the balance was read. Jan Bellinger reported that the balance includes the tax revenue from Dec. that the County has now posted to the account. There will also be a deposit of \$874.41 made tomorrow from the TC VFD for the TCLS mileage reimbursement.

TCVFD Financial report was made available and the balance was read.

TCVFD Auxiliary Financial report was made available and the balance was read.

Unfinished Business

Annual Audit update –Glen Ahmann reported that there are copies of the draft audit report available. The final audit should be ready for acceptance next month. Glen has been working closely with David Farnsworth with the auditing company. The audit report said that they did not identify any deficiencies to the current control or finance reporting that they consider to be material weaknesses. The depreciation schedule also needs to be updated. Mike McHugh thanked Glen and reported that Glen does an amazing amount of work on the audit and finances including the budget and the MD&A.

Communications & Director Reports

Jan Bellinger reported that she received a notice from someone in the community regarding a street light that is not working on the corner of Ann and Azalea. Jan phoned PUD and they will check on it.

Letter from Trinity Journal regarding meeting date/time and agenda - Mike McHugh reported that the Trinity Journal has requested information on the days and time of the CSD meetings as well as a monthly PDF version of the agendas pursuant of the Ralph M. Brown Act. Mike also

reported that Jan Bellinger has already sent the meeting information as well as the agenda for this months meeting to them.

Letter from Luke Lucas resigning from General Manager Position - Mike McHugh reported that Luke Lucas unfortunately has tenured his resignation. Mike reported that the Board will accept his resignation. Luke reported that he had a sense of pride working on the ISO project. Mike gave his appreciation to Luke for his years of service.

Glen Ahmann reported that the CSDA is looking for someone to fill a Director position. If anyone is interested they can contact Glen.

Jan Bellinger reminded the Board members that the 700 forms and the Ethics training are due for those who haven't already completed them. Jan needs the 700 forms completed before the end of March so she can have them turned in to the County by the April 1st deadline.

Public Comment

None

New Business

Discuss/Approve MD&A for Audit – Glen Ahmann reported that the MD&A, Management Discussion and Analysis, is a required component of the annual audit report. There are copies available for the public at the meeting. Glen reviewed the report. Glen explained that some of the figures are noted as being before or after accrual because the auditor calculates differently than the CSD does. Pat Frost asked if any numerical changes were expected in the report. Glen reported that there should not be any further changes. After some discussion Glen Ahmann made a motion to accept the MD&A with the stipulation that if there are any material changes that Glen will bring it back to the Board for revision approval. The motion was seconded by Virginia Allin. The MD&A was unanimously accepted. Mike McHugh thanked Glen for his work on the audit report.

Discuss/Approve a Resolution recognizing Luke Lucas - Mike McHugh reported that the Board has a resolution to recognize the service of Luke Lucas as General Manager. Mike read the resolution. There was a copy available for the public. Luke expressed his gratitude for everyone's dedication to the service of this community. A motion was made by Glen Ahmann to adopt the resolution. There was a second by Virginia Allin. The motion passed unanimously.

Discuss/Approve Posting Vacancy Notice for General Manager Position – Mike McHugh reported that since Luke Lucas has resigned as General Manager there is an opening for that position. There were copies of the vacancy notice as well as a job description available for the public. Mike read the vacancy notice. Glen Ahmann noted that the General Manager position is a State required position. There was some discussion regarding the wording of the job description. There was a motion made by Pat Frost to post the vacancy notice with the amendments. The motion was seconded by Glen Ahmann. The motion passed unanimously. The notice will be posted in the normal places in town as well as on the web site. Virginia Allin suggested that it also be put in the North 40 column of the Trinity Journal. After some discussion Pat Frost made a motion to reconsider the wording in the vacancy notice. The motion was seconded by Glen Ahmann. Glen Ahmann made a motion to approve the notice with the section regarding the statement "Must have your primary residence within the TCCSD

boundaries and be registered to vote in this District” removed. The motion was seconded by Pat Frost. The motion passed unanimously.

Fire Dept. Report

Fire Chief Ken Rieke read the Fire Dept. report (attached). There were copies of the report available at the meeting. Ken reported that there are two EMT’s taking the advanced EMT program. He also reported that the Fire Dept. has ordered new throw ropes and harnesses. Mike McHugh requested that a report be given on the status of the purchases for the grant as an agenda item.

Bills for Payment

The list of bills to be paid was made available. After some discussion a motion was made by Virginia Allin that the list of bills be paid as stated. The motion was seconded by Glen Ahmann. The motion passed unanimously that the following bills be paid:

Regular Expenses

Trinity PUD- Electric-Fire Hall-includes drought relief surcharge	\$54.98
Trinity PUD- Street Lights-includes drought relief surcharge	\$157.45
TDS Telecom-Telephone	\$51.63
Jan Bellinger-Salary	\$350.00
Amerigas-Propane	\$575.37
Trinity County DOT-Fuel	\$25.47

Special Expenses

Mike Mchugh-Folders/DMV Fees/Gas Can/Fuel	\$235.97
Trinity County Life Support-CPR-Mary Anne Bunce	\$25.00
Swissphone-Charger/Antenna	\$281.85
Total - Checks for payment	\$1,757.72
Dep. From TC VFD for TCLS reimbursement for mileage	\$874.41
Dep. From Trinity County Tax Revenues from Dec. 2013	\$34,159.83
Balance as of 2/28/14 - including tax revenue from Dec. 2013	\$178,812.01
New Balance	\$177,928.70

Adjournment

Meeting adjourned at 7:17 p.m.

Items for next regular meeting agenda:

Discuss/Approve Annual Audit
Review Fire Dept. Grant purchases
Appoint Budget Committee for 2014/2015 Budget

Discuss/Approve Resolution for Junior Firefighter Program

Next Regular Meeting: April 1, 2014

Jan Bellinger – Secretary

TCVFD ACIVITY REPORT FOR FEBRUARY 2014

Fire Total =0

Coffee Creek – 0

Trinity Center –0

CM-LFE-LC -0

Medicals Total =5

Trinity Center –2

Coffee Creek- 1

CM-LFE-LC - 2 (Covington and Long Canyon)

Vehicle Accident- Total =1

Trinity Center-1

Coffee Creek -0

CM-LFE-LC – 0

Public Assist- Total =0

Trinity Center- 0

Coffee Creek - 0

Out of area - 0

Trainings – Total =4

Fire -2

Med-1

FEAT-1

TOTAL EVENTS 10

Good response from FEAT on MVA