

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
May 7, 2019**

- 1.0** The meeting was called to order at 6:02p.m. by Chairman Mike McHugh. Other members present were Trish Wardrip and Drew Rusnak. General Manager Erik Anderson was present. Pat Frost and Fire Chief Bob Bryant were absent. Two members of the public were also present.
- 2.0** **Announcements or Changes to the Agenda**-None
- 3.0** **Public Comments**-Pam Augspurger announced that the auxiliary has started collecting donations for the Memorial Day Weekend Rummage Sale.
- 4.1** **Approval of minutes from March 5, 2019**-Motion by Drew Rusnak to approve the minutes as presented. Second by Trish Wardrip. Motion carried. 3 Ayes, 1 Absent.
- 5.1** **Approval of Additional funds for door lock replacement at the fire hall**-Mike McHugh presented. The original approved NTE amount was \$1000. The locksmith misquoted the original price. The new negotiated price is \$550 per lock plus the \$130 fee for installation. Motion by Drew Rusnak to approve the new NTE amount of \$1400. Second by Trish Wardrip. Motion carried. 3Ayes, 1 Absent.
- 5.2** **Discuss and Approve Appointment of Board Member Vacancy**-Item continued to June meeting.
- 6.1** **Approval of letter to LAFCO regarding TCLS**-Mike McHugh presented the letter that states the CSD has no competition or conflict with TCLS. The letter stated the benefits of TCLS and the CSD working together for the community. Motion by Trish Wardrip to approve signing and submitting the letter to LAFCO. Second by Drew Rusnak. Motion carried. 3 Ayes, 1 Absent.
- 6.2** **Discuss and Approve signature changes on VFD accounts at Umpqua Bank and Coast Central Credit Union**-Linnea Kneaper presented the information from both financial institutions regarding the process to change the signature cards. Motion by Trish Wardrip to remove Linda Magni, Steve Renten and Glen Ahmann from all accounts. Authorized signers on the Umpqua account will be Robert Bryant, Linnea Kneaper, Trish Wardrip and Mike McHugh and the signers on the Coast Central Credit Union Account will be Robert Bryant, Linnea Kneaper, Trish Wardrip and Erik Anderson. A checking account will also be opened at Coast Central to be used solely for paying bills related to the new fire apparatus building. Second by Drew Rusnak. Motion Carried. 3 Ayes, 1 absent.

- 7.1 Communications-**Linnea Kneaper presented. All directors have received a copy of the audit and a copy has been forwarded to the state. A copy will be delivered tomorrow to county auditor. Mike McHugh talked about the letter from LAFCO that explained the municipal services review. The state is requiring the review to be done every five years. Mike has been in contact with Pat Frost to determine if we do the review ourselves or if it is still beneficial to have them do the review. Part of the review includes the building and maintaining of a website. The county will pay ½ of \$44,000 and special districts will be paying about \$7,000. Our cost would be approximately \$200. The LAFCO budget hearing is on May 21st at 4pm in Weaverville at the library if anyone is interesting in attending. Linnea Kneaper presented the letter from California Dept. of Parks and Recreation from office of grants and local services. Survey must be submitted by June 3rd and does not apply since we have no parks. Mike sent it over to Pat Frost to look at, and we will be forwarding a copy to the county grants department. The GSRMA contribution comparison looks like it is in line for the next year. The survey has not been received. A follow-up will be made with GSRMA.
- 7.2 Presentation of Draft Budget for FY 2019-20-** Trish Wardrip presented the draft budget. The actual numbers for this year's budget were looked at and revenue was estimated for May and June. There has been some unexpected revenue for this year. The current amount Being used for next year's budget revenue is \$87,500. Trish met with Erik, Bob and Linnea regarding the proposed expenses for 2019-20. Adjustments have been made to housekeeping, vehicle and structure maintenance. Chief Bryant hopes to do some recruiting next year, so money has been added to equipment and supplies and travel expenses. Erik will be checking on the status of fire hydrant replacement and the board recommended adding money for 2-3 hydrants. Linnea Kneaper will be checking on the cost of elections for 2020 and will report back to Trish with the information. The committee will make the suggested adjustments and bring the budget back to the June meeting for approval.
- 7.3 Update on new fire hall funding-**Pat Frost was not present. Mike McHugh added that The McConnell Foundation will be visiting the site on May 14th. Linnea Kneaper presented a sample brick, for the build a brick fundraiser that may be included at the new fire hall. Mike McHugh added that a spot needs to be determined if this will be part of the project. Project possibilities are walkways, flagpole areas, benches, etc. Erik Anderson added that this project needs to be added to the plan as soon as possible to determine the size of the project and its feasibility. The building finance committee needs to meet to determine if this fundraiser will be included with the project.

- 8.0 General Manager Report** -Erik Anderson presented. Hydrant testing will begin soon. The new fire hall size has been decreased and the drawings have been submitted to the Engineer. Mike McHugh suggested that we start working toward a timeline goal with the engineer. We are still waiting to hear back from Verizon about the proposed new repeater site. It looks like we may need to explore other options with SPI and USFS for a location on one of their towers. The project needs to move forward so that we do not lose the Coast Central grant funding. Erik agrees that other options need to be explored.
- 9.1 Fire Department Monthly Report**-Mike McHugh presented for Bob Bryant. The Monthly report included 1 fire call and 4 medical calls. There were 2 additional call outs and 3 trainings. FEAT also had a training last month. Drew will be sending Linnea corrected information on the FEAT hours. At the chiefs meeting, they were advised that as of May 11th, both the USFS stations in Coffee Creek and Mule Creek will be fully staffed and the water tender will be staying in Coffee Creek through the summer. The USFS will not be responding to calls that do not have impact on the forest. The VFD's will call Cal Fire for back up on incidents.
- 10.1 CSD Financial Report**-Linnea Kneaper presented. The AmeriGas decreased significantly but the electricity bill has increased. Looking for the electric bill to decrease next month. Deposit of \$35,238.28 is retroactive to Dec. 31, 2018. Balance as of March 31, 2019 is \$217, 496.93 less April expenses \$3307.59 and May expenses of \$2424.41. Current balance \$211,764.93 less \$60,000 allocation for the new fire hall. Current spending balance is \$151,764.93.
- 10.2 VFD Financial Report**-Linnea Kneaper presented. The building fund increased by \$204.98. The current balance is \$132,739.13. The balance in the Umpqua checking account is \$19,106. Total VFD assets are \$151, 845.46. No expenses this month. Memorial contributions will go into the Umpqua account unless specified to the building fund.
- 10.3 Bills for Payment**-Linnea Kneaper presented the bills for payment. Total bills \$2424.41. Motion by Trish Wardrip to pay the bills as presented. Second by Drew Rusnak. Motion Carried. 3 Ayes, 1 absent.
- 11.0 Items for Next Agenda Recap**-Update on new firehall, Approval of Budget, appointment of new board member, possible change of date for July meeting.
- 12.0 Adjournment**-7:27p.m.

Trinity Center CSD
Accounts Payable
May 7, 2019

Regular Expenses	Amount
Linnea Kneaper-Services	\$ 400.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 55.96
Trinity PUD - Electric-Fire Hall –Apr	\$ 188.12
Trinity PUD - Street Lights –Apr.	\$ 159.05
Suzanne Heinig-Housekeepking services April	\$ 80.00
Terminix	\$ 50.00
Amerigas -4/8/19 fill 32.6 gal.	\$ 73.06
Special Expenses	
Mike McHugh-DMV physical exam reimbursement	\$ 75.00
Dr. Krouse, M.D.-DMV physical Bryant	\$ 135.00
Bunce's Boat Repair-Maintenance on vehicles	\$ 810.00
Trinity County Life Support	\$ 70.00
All Wheel Auto and Truck Repair	\$ 321.54
Total Expenses	\$ 2,424.41
	\$ 35,238.28
Balance March 31, 2019	\$ 217,496.93
Less April expenses	\$ 3,307.59
Less May expenses	\$ 2,424.41
Current Balance	\$211,764.93
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$151,764.93

April 2019 CSD Monthly Report

Fire	Number	Personnel Hours
Trinity Center	1	0.5
Coffee Creek	0	0
Total	1	0.5
Medical		
Trinity Center	3	17
Coffee Creek	1	5.5
Total	4	22.5
MVA		
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Other		
Trinity Center	2	6
Coffee Creek	0	0
Total	2	6
Training	3	36
FEAT		
Callouts		
Meetings		
Orientation		
Misc		
Total		

Other includes Easter Egg Hunt and Radio repair work

**Trinity Center Community Services District
General Manager's April 2019 Report**

Fire Hydrants

No new testing or painting this time period.

Fire-station remodel activities

Mike, Pam, Pat, Carol, Bob and I met on April 3. We discussed the apparatus building project. The group discussed the requirements and made some changes to the building. The length was reduced from 107 feet to 100 feet by removing some space between the vehicles. The bathroom was enlarged to allow for removal of (Hazmat) contaminated turnouts and centered on one bay.

On April 10, we had a follow up meeting with the engineer Eric Keyes. Following this meeting, I transmitted the drawings electronically. Eric and his draftsman have been working on the drawings in preparation for a bid package to be sent to potential contractors.

