

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
June 4, 2019**

- 1.0** The meeting was called to order by Chairman Mike McHugh at 6:00p.m. Other members present were Pat Frost, Drew Rusnak and Trish Wardrip. General Manager Erik Anderson and Fire Chief Bob Bryant were present. Five members of the public were also present.
- 2.0** **Announcements or Changes to the Agenda**-None
- 3.0** **Public Comments**-Pam Augspurger reported from the VFD Auxiliary that the Memorial Day Weekend fundraisers were successful. The pancake breakfast brought in \$1630 and the fire sale made approximately \$6370.
- 4.1** **Approval of minutes from May 7, 2019**-Motion by Trish Wardrip to approve the minutes as presented. Second by Drew Rusnak. Motion carried. 3 Ayes, 1 Abstain.
- 5.1** **Discuss and Approve Appointment of Board Member Vacancy**-Mike McHugh presented the letter of interest from Martha "Martie" Mullen for the board vacancy. Motion by Pat Frost to appoint Martie Mullen to fill the open board member seat. Second by Drew Rusnak. Motion carried. 4 Ayes.

**Recess meeting-6:06p.m to swear in new board member Martie Mullen
Meeting reconvened-6:09p.m with all five board members present**

- 5.2** **Discuss and Approve Budget for FY 2019-20**-Trish Wardrip presented the budget. Estimated income is \$102,417, including \$20,000 for the repeater project. Estimated expenses for operations and structures and improvement \$108,990. An amendment was made to include the \$20,000 repeater grant. Motion by Pat Frost to Approve with the amendment to fund 4300. Second by Drew Rusnak. Motion Carried. 5 Ayes.
- 6.1** **Discuss and approve resolution 2019-03 for service**-Mike McHugh presented the Resolution honoring Glen Ahmann for his years of service to the CSD and the Fire Department. Motion by Mike McHugh to approve. Second by Martie Mullen. Roll Call Vote: 5 Ayes-Frost, Mullen, McHugh, Frost, Wardrip.
- 6.2** **Discuss and possibly change July meeting date**-The board discussed changing the July Meeting due to possible lack of quorum. The meeting will remain on July 2nd.
- 7.1** **Communications**-Linnea Kneaper had nothing to present.

7.2 Update on new fire hall funding -Pat Frost presented. Since the May meeting, two Grantors has visited the fire hall. The McConnell Foundation visit was very positive. They were impressed with the current level of fundraising and the commitment from the community. They are asking for a narrative to present at their July meeting. Sierra Pacific Foundation also made a visit to the fire hall. That visit also seemed positive. Pat is working with Keith Greenwood from SPI and should hear something by mid-June. He is also working on the Community Development Block Grant (CDBG) with the county grants office. The firehall project has moved up in the grant process, and Pat will continue to work on this with the county on this grant opportunity. Trinity Trust advised to access The Humboldt Area Foundation page for the community grants program. Applications for those grants are due July 1st.

8.1 General Manager Report-Erik Anderson presented the report. No testing of hydrants this month. The plans for the new fire hall are coming along. Engineer Eric Keyes and his staff are working on the plans, specifications and bid package. A tentative meeting has been scheduled at the fire station on June 19th where Eric Keyes will present what he has done, and he is hopeful that a bid package will be ready by June 30th. Discussion included putting a permit waiver on the Board of Supervisor agenda for June 30th. Update on the repeater project, we still haven't heard from Verizon. Erik has been in contact with USFS about permits and they have advised they are near capacity on permits. Trinity PUD is thinking of a repeater just outside of Trinity Center. Erik and Mike tested the radios from this site, and it seems to be working well. Erik is waiting from a response from TPUD. Financially, could be a better option, since we would be sharing some cost with TPUD. RWS services is not interested in helping place the tower. We will need to find another radio company to assist with that portion of the project.

9.1 Fire Department Monthly Report-Chief Bob Bryant presented the report. The monthly report was presented and volunteer time for May was 148 hours. Thank you to Wyatt Ribarich for weed whacking in front of the firehall. The new locks were installed at the fire hall today. The report from the monthly chiefs meeting included that Bonanza King Lookout is not staffed yet due to snow, CalFire will be fully staffed in the county by mid-June, and reimbursement requirements for fire departments with USFS and CalFire incidents. If the VFD were to do future crash rescue duty at the airport or assist with USFS or Cal Fire incidents, then the District must pay responders as employees of the District. A salary survey would need to be on file with OES. Without encumbering the District with the overhead of a payroll system, the District would not be reimbursed for personnel used on an incident. However, the District would still be reimbursed for equipment used on a state or federal incident. The USFS will have a rep coming to Trinity County to talk more about the process.

10.1 Financial Report and Bill Payment

10.2 CSD Financial Report-Linnea Kneaper presented. The balance as of April 30, 2019 was \$218,481.52. Bills for May \$2424.41 and \$11,763.10. The new balance is \$204,294.01, less the \$60,000 allocation for the new fire hall. Current spending balance is \$144,294.01

- 10.3 VFD Financial Report-Linnea Kneaper presented. There was no activity on Umpqua Bank Account this month. Balance remains \$19,106.33. The Coast Central Building Fund Account balance is 133,138.19. Total in both FD accounts is \$152,244.52.
- 10.4 Bills for Payment-Linnea Kneaper presented the bills for payment. Total \$11,763.10. Motion by Pat Frost to pay the bills. Second by Drew Rusnak. Motion carried. 5 Ayes.

11.0 Items for Next Agenda Recap-None

12.0 Adjournment-7:24p.m.

**Accounts Payable
June 4, 2019**

Regular Expenses	Amount
Linnea Kneaper-Services	\$ 400.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 55.93
Trinity PUD - Electric-Fire Hall –May	\$ 100.46
Trinity PUD - Street Lights –May	\$ 159.05
Suzanne Heinig-Houskeeping May	\$ 80.00
Special Expenses	
Professional Biomedical Services	\$ 175.00
Trinity County Elections-mailing fee for change of elections	\$ 26.38
GSRMA-workers comp/liability/auto/	\$ 9,025.00
Trinity County-LAFCO yearly billing	\$ 20.58
Trinity Hospital	\$ 274.15
Mike McHugh-reimbursement maintenance	\$ 32.16
Robert Bryant-reimbursement tools	\$ 67.71
Ken Medin-lock install	\$ 1,230.00
Trinity County Life Support-CPR McHugh and Noverr	\$ 50.00
Tiffany McLaughlin	\$ 60.00
Total Expenses	\$ 11,763.10
Deposit -TCLS insurance reimbursement	\$ 4,263.24
Balance as of April 30, 2019	\$ 218,481.52
Less May expenses	\$ (2,424.41)
Less June expenses	\$ (11,763.10)
Current Balance	\$204,294.01
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$144,294.01

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

Fire Hydrants

No new testing or painting this time period.

Fire-station remodel activities

The engineer, Eric Keyes, and his draftswoman have been working on the building and site drawings. On May 29th Pam and I met with Eric to review his progress. The drawings for the building are mostly completed and ready for review. On that day, Eric was working on the plot drawing. We have scheduled a meeting **on June 19, 2019 (10 am)** to be held at the Trinity Center fire hall to review the drawings and building specifications. He is expecting to have the completed Bid Package by the end of June.

Repeater Updates

We have not received any feedback from Verizon on rent free access to the tower. I e-mailed Joseph Stubbendick at the US Forest Service about getting our own permit and not going up the Verizon tower. He responded that *"We are at or very near capacity processing new applications. In terms of both permit administrators and resource specialists to complete the environmental work."*

On May 16, Mike McHugh discovered that Trinity PUD is planning to build a repeater to improve coverage in the northern part of the county. The location is on Freethy about a mile southwest of Trinity Center. Initial discussions about our new repeater co-locating with Trinity PUD have been positive.

On May 23, between rain storms, Mike and I used low power radios and tested the propagation between the PUD site and Trinity Center, Long Canyon, Lake Forest, Covington Mill and points south to **and beyond the TCCSD's boundary. The detailed initial report is attached as appendix 1.**

Based on the good qualitative radio signal observation using low power radios, the proposed repeater site is an excellent location to fill in the gap in radio coverage in the southern part of the TCCSD.

Since there are many advantages in working with and co-locating with Trinity PUD, this location is now our plan "A." Mike requested Trinity PUD prepare a draft agreement for co-locating.

I emailed this report to Wayne Shaw from RWS Services who has provided quotes and estimates for this project. We talked on the phone, and he indicated that his "climber" is no longer available and that he isn't interested in installing radios on mountain tops. He is still interested and available for purchasing radios, antennas, and other repeater hardware. He is willing to work with us if we want to do the installation ourselves. Alternatively, we can contract with another radio service provider for the installation.

Radios and Pagers

No updates to report.

Appendix 1

Initial Radio Survey Results for TCCSD Repeater co-located with proposed Trinity PUD repeater

Summary

Initial experimental survey results indicate that co-locating a radio repeater with Trinity PUD at a site approximately 1 mile southwest of Trinity Center at an elevation of 3600 feet would provide good radio coverage of the area in Trinity Center and southward to the limits of the Trinity Center Community Services District (TCCSD). The tests used two low power hand held transceivers. At the proposed repeater site, a ground plane dipole antenna was used and a magnetic mounted mobile antenna was used at the various testing locations.

At one test site a SINAD measurement was taken, otherwise qualitative interpretation of the voice and noise was used to evaluate the signal. 12 of the 16 test sites had essentially "full quieting" or a "5 by 5" signal quality. The lowest signal was observed in Lake Forest between "5 by 4" and "5 by 3.5." All of the remaining test locations were "5 by 4."

Based on the good qualitative radio signal observation using low power radios, the proposed repeater site is an excellent location to fill in the gap in radio coverage in the southern part of the TCCSD.

Repeater Site

The proposed repeater site to co-locate with Trinity PUD is located at a site already used by three telecommunications companies: Verizon, Velocity, and another cellular service provider. This site has coordinates of 40°58'1.03"N, 122°42'34.32"W and is about 1 mile southwest of Trinity Center.

A locked gate off of Norwegian Ranch Road is used to access the site. From the locked gate the first mile is similar to dirt roads going to popular trailheads suitable for most vehicles. The last 0.3 miles is steep and includes ruts and water bars. This part of the road is suitable for high ground clearance 4 WD vehicles. The telecommunication facilities are located at a relatively flat area at the summit. There are two PUD transformer boxes supplying power to the facilities. The test site was about 30 feet to the west of the transformers.

Testing Methodology

At the test site we assembled a "ground plane" dipole antenna about 10 feet above the ground. This antenna is simple to build and has omni-directional radiation characteristics.

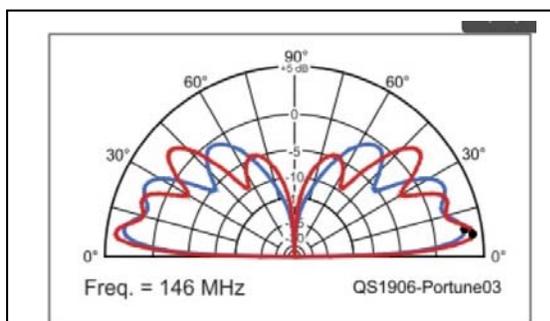


Figure 2. Radiation pattern and view of

A low power (4 Watt) hand held radio was attached to this antenna and all tests were performed at a VHF frequency of 155.085 MHz. A second radio was attached to a mag-mount mobile antenna on the roof of a Subaru Forester SUV which drove to the various test sites.

Test Results

Test Site	Signal Report	Notes
Trinity Center Airport	5 by 5	
Trinity Center Fire Station	5 by 5	
Transfer Station and Highway 3	5 by 5	
Long Canyon and Highway 3	5 by 5	
Long Canyon and Canyon View	5 by 5	About ½ way up Long Canyon Rd
Guy Covington (acting Chief house)	5 by 5	
Guy Covington at Bowerman Barn	5 by 5	
Greenhorn Drive (Covington Mill)	5 by 4	In front of Billie's House
Lake Forest and Highway 3	5 by 4.5	Mailbox area
Lake Forest and Lower Lake Drive	5 by 5	
Grizzly Ln (A ² house)	5 by 5	SINAD ("Signal/(Noise+Distortion)") = 19 dB (very good)
Grizzly Ln (F ² house)	5 by 4	5 by 3 improved to 5 by 4 with slight repositioning of car
Strope Creek and Highway 3	5 by 5	
Ridgeville Road and Highway 3	5 by 4	Estrellita area
Mule Creek Fire Station	5 by 5	
Stony Creek Camp / Highway 3	5 by 5	

From the test site we requested a test transmission on the Oregon Mountain Fire Net. The input frequency (158.760 MHz) was monitored. The signal was readable with some noise so qualitatively "5 by 3."

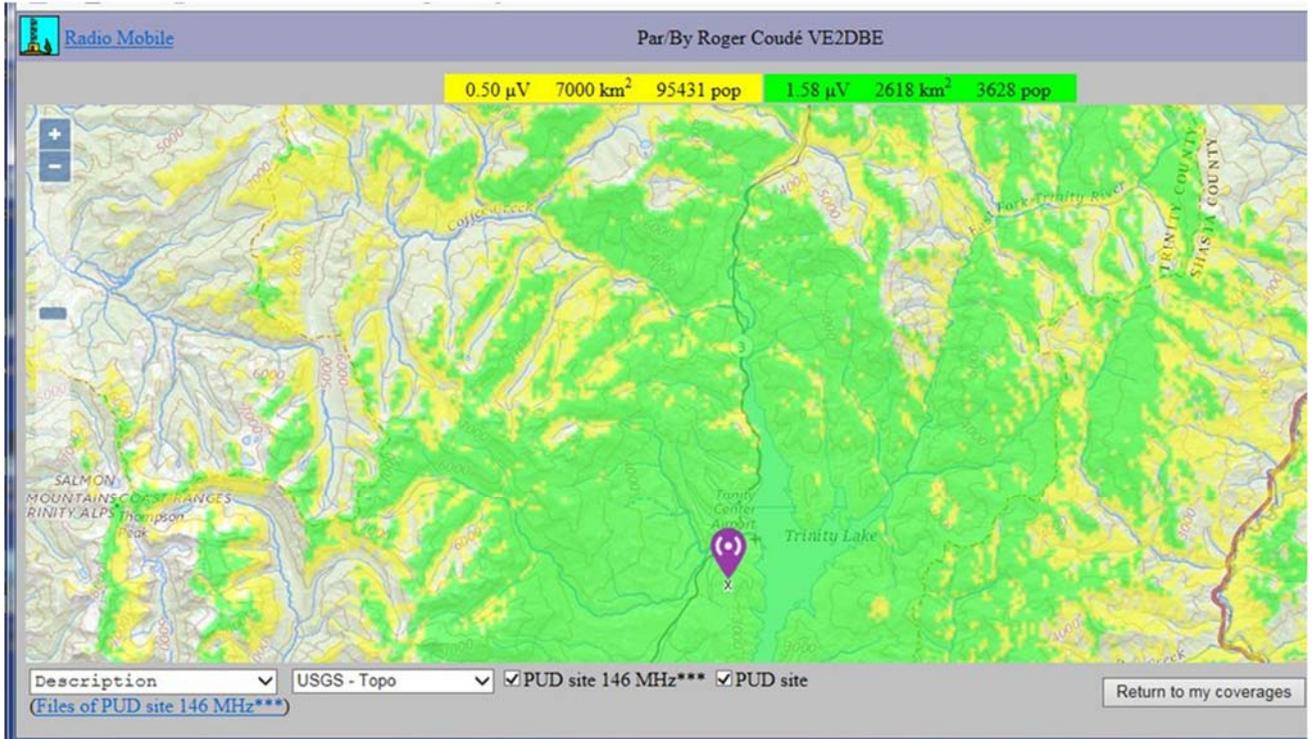
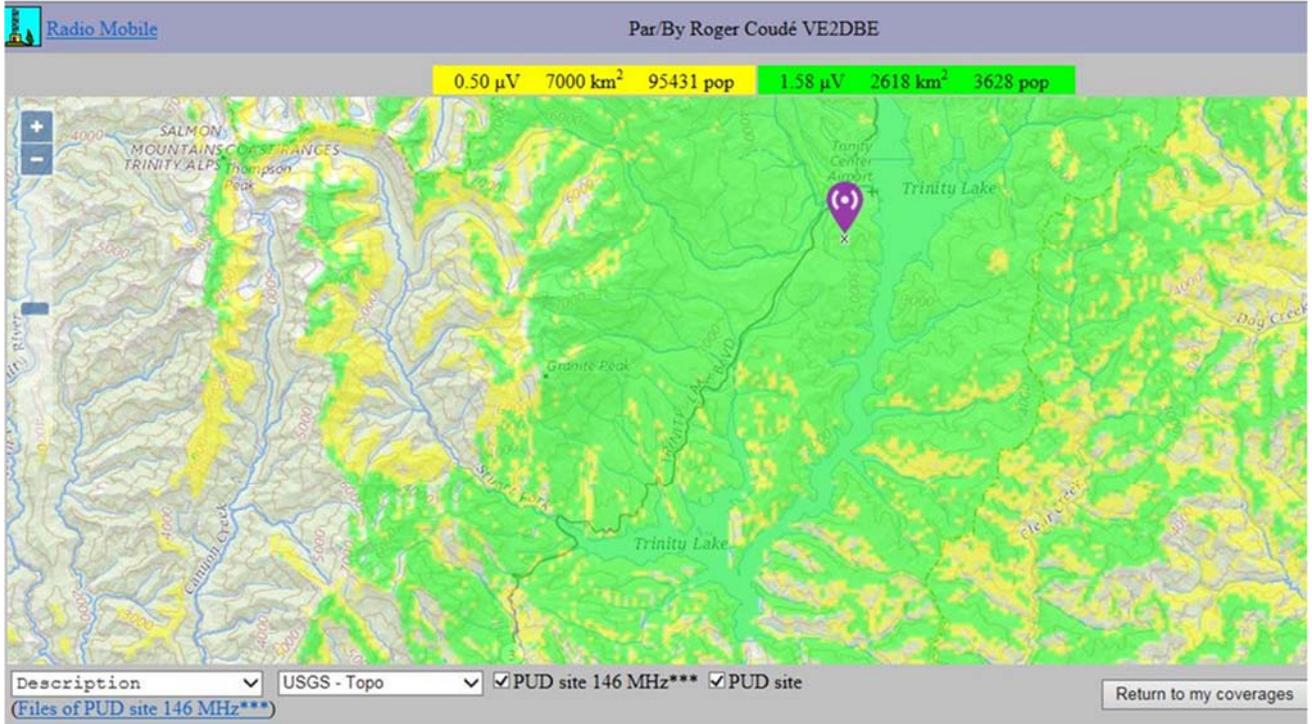
Discussion

The initial test results are in qualitative agreement with modeling results that indicate that this repeater location has good coverage over TCCSD's district and would fill in the gaps currently experienced between Carville and Oregon Mountain repeater sites.

We used a modeling tool intended for amateur radio repeater performance provided by Roger Coude (https://www.ve2dbe.com/rmonline_s.asp) to get an estimate of the coverage area.

The following signal map was calculated using a frequency of 146 MHz and a repeater transmitted power of 20 Watts (5 times larger than the test transmitter), with an omni-directional antenna with a

gain of 6 dBi. The test ground plane antenna is about 2.1 dBi. The green areas are good signal coverage and the yellow areas are lower but still usable signal strengths.



May 2019 CSD Monthly Report

Fire	Number	Personnel Hours
Trinity Center	2	5.5
Coffee Creek	2	19.5
Total	4	25
Medical		
Trinity Center	3	9
Coffee Creek	3	8.5
Total	6	17.5
MVA		
Trinity Center	0	0
Coffee Creek	1	4.5
Total	1	4.5
Other		
Trinity Center	3	24.5
Coffee Creek	0	0
Total		
Training	4	38
FEAT		
Callouts	3	23
Meetings	1	16
Orientation		
Misc		
Total	4	39

Other includes Cleaning and Restocking engines after the Billy fire, radio propagation tests and meet and greet at the pancake breakfast