

**TRINITY CENTER**  
**COMMUNITY SERVICES DISTRICT**  
**Regular Meeting March 3, 2020**  
**Minutes**

- 1.0 Call to Order**-The meeting was called to order at 6:00p.m.by Chairperson Trish Wardrip. Other board members present were Pat Frost, Mike McHugh and Martie Mullen. General Manager Erik Anderson was also present. Board member Drew Rusnak and Fire Chief Bob Bryant were absent. Two members of the public were present.
- 2.0 Announcements or Changes to the Agenda**-Item 6.1, review draft audit from fiscal year 18-19 tabled for April meeting.
- 3.0 Public Comments**-Pam commented that the Auxiliary Prime Rib dinner was a success. Preliminary numbers so a profit of approximately \$3500.
- 4.1 Approval of minutes from February 4, 2020**-Motion to approve the minutes as presented By Mike McHugh. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 5.0 Unfinished Business**-None
- 6.0 New Business**
  - 6.1 Review draft audit from fiscal year 18-19**-Item tabled to April meeting.
  - 6.2 Discuss CSD credit card-Cal card/DGS**-The CalCard offered through the Department of General Services was discussed. Trish Wardrip will research procedures. Linnea Kneaper will investigate the application process. Information will be brought back to the board in April for further discussion.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
  - 7.1 Communications**-Pat Frost brought information from LAFCO regarding the joint meeting with special districts to appoint representatives. TCCSD will need to send a representative to the meeting held on April 21<sup>st</sup>. Mike is willing to go and represent TCCSD. The item will be put on the April agenda for appointment and possible nomination of a person to serve on the LAFCO Board. Linnea Kneaper let the board know that the printer at the fire hall is not working well, and she will be looking to purchase a new printer. Recommendations for printers were given by the board and will be researched.
  - 7.2 Update on new fire hall funding**-Pat Frost reported there has been no change to the status of the CDBG Grant funding.
  - 7.3 Mid-Year Budget Review**-Trish Wardrip presented. The \$15,000 budgeted for the repeater project will result in minimal spending. Not a lot of change in the revenue projection. Adjustment to secretary treasurer salary for 19-20 increase of \$450.00. Money set aside for training and fire equipment supply has not be spent, but it is anticipated money will be spent for new wildland turnouts and SCBA equipment checks. Communications and equipment budget is \$5000, but not much has been spent, since previously purchased pagers were located at the fire hall. Transportation costs for trainings was budgeted \$1000 and only \$51 has been spent. Utilities are on track. Fees for Engineer services for the new fire hall are getting close to the contract amount. Chairperson Wardrip would like to see where the contract stands and if modifications need to be made to the contract. An excel template needs to be set up for the construction project so that we are diligent about payments for new fire hall spending moving forward.

## **8.0 General Manager Report**

8.1 Erik Anderson presented. Erik met with Jim Santiago at TC Building Dept. Mr. Santiago has approved the structure and parking. The current issue is with the drainage. Erik and the County Road Dept. are working with Eric Keyes on the drainage plan. The county does not want any extra water going into the existing ditch. They are working on a percolator system that requires a hydraulic report and additional construction. Eric Keyes estimates between \$8000-10,000 for the percolator system. Erik will be discussing this further with Eric Keyes. Mike McHugh does not think a CUP will not be needed since the CSD zoned Public Facility. The radios in the fire hall have been reprogrammed to include the new repeater. The next step will be to reach out to TCLS with the programing information. The municipal services review was approved at the LAFCO meeting and are waiting for the signed resolution. The review is done every 5 years.

## **9.0 Fire Department Reports**

9.1 **Fire Department Monthly Report**-Chief Bryant submitted the report that was presented by Mike McHugh. VFD calls were light again last month. Trainings and misc. hours were reported.

## **10.0 Financial Report and Bill Payment**

**10.1 CSD Financial Report**-Linnea Kneaper presented. Information was just received from the county for the tax disbursements for December 31, 2019. The total is \$36,586.82. This is 55% of the total tax revenue that will be received. Beginning balance \$214,853.68 less February bills \$2227.80 and March bill 2121.30, current balance 210444.78, less \$60,000 allocation for new fire hall. Total spending balance 150,444.78/

**10.2 VFD Financial Report**-Linnea Kneaper presented the P and L for the department. There were some discrepancies in the report. She will work with Trish Wardrip to correct the QuickBooks before the next meeting.

**10.3 Bills for Payment**-Linnea Kneaper presented the bills for payment. Total bills for March \$2121.30. Motion by Mike McHugh to pay the bills as presented. Second by Pat Frost. Motion carried. 4 Ayes, 1 Absent.

**11.0 Items for Next Agenda Recap**-Draft audit, appoint a budget committee, discuss possible CalCard credit card policy, appoint representative and possibly nomination recommendation for LAFCO.

**12.0 Adjournment-6:50p.m.**

**Trinity Center Community Services District  
General Manager's February 2020 Report**

**Fire Hydrants**

No new testing or painting this time period. Due to winter weather conditions, hydrant testing will be postponed until the spring.

**Fire-station remodel activities**

On Monday February 3, 2020 Pam Augspurger and I met in person with Jim Santiago, the Trinity County Building inspector. He was working on our plans and indicated that we should check back in a week or so. On February 20, Jim gave us an update on the plans. He reminded me that we will not have a building permit until after the metal building engineering and foundation data is approved. However, he indicated "...I do have planning approval for structure and parking."

Additionally our engineer, Eric Keyes, has been in contact with Andy Pence at the Road Department for drainage approval. In an email to Eric, Andy Pence indicates the following about drainage requirements.

- *Total flows to our ditch and/or adjacent properties cannot increase post-project for a 2 year and 100-year storm. The report should map where the flows are going. I cannot tell from the plan which way the water from the building goes.*
- *Detention, such as the oil water separator, must be able to restrict 100 year storm flows to pre-construction conditions without spilling "oil" into our ditch.*
- *Sizing should be shown for the 4" outlet. The 4" outlet should be shown to serve the purpose of restricting flows from the overall site to be consistent with pre-construction flows for a 2 year storm event.*

Andy also asks if we will need a "Use Permit" for the building.

Eric suggest that "...I think our best bet is to propose adding a small storm percolation chamber after the oil water separator then have a 4" overflow into the roadside ditch. A hydraulic report will provide backup for sizing this system. Cost for developing these documents on my end will be around \$2,000-\$2,500 and may add construction costs of \$7,000 for a small system."

We need to have further discussions with Eric and/or Andy to resolve the drainage issues.

**Repeater Updates**

The new repeaters continue to work and support the Trinity Center Volunteer Fire Department.

**Radios and Pagers**

On Tuesday March 3, 2020, Mike McHugh and I reprogrammed the Fire Apparatus radios (306, 1111, Base Station, 1123, 1134, and 1162) to include the new "Norwegian" repeater for both Fire Net and

Command Net. With the possible exception of a few handheld radios, all the Trinity Center Fire radios now include the new repeater!

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Our next step is to reach out to TCLS to see if we can help reprogram their ambulance radios. Communication to and from TCLS is often critical. We will be a large step ahead when TCLS has “Norwegian” (Fire Net) programmed into their radios.

Our current reprogramming was done in a way so as to minimize changes to the channel assignments. In the near future, we plan to revisit the radio programming to simplify operation, make channel selection more logical and confirm USFS and other outside agency data.

### **Miscellaneous**

On February 18, 2020 I attended the Trinity County LAFCO meeting in Weaverville in which the Trinity Center Community Services District “Municipal Service Review & Sphere of Influence Update” (MSR) was on the agenda. After some discussion, the Trinity Center MSR was adopted. The final version included updates and inputs from Bob Bryant, Mike McHugh, Pat Frost, and me that were made with a “track changes” process on the document.

# March 2020 CSD Monthly Report

## February 2020 Stats

<b>Fire</b>	<b>Number</b>	<b>Personnel Hours</b>
Trinity Center	1	0.33
Coffee Creek	0	0
<b>Total</b>	<b>1</b>	<b>0.33</b>
<b>Medical</b>		
Trinity Center	3	11.5
Coffee Creek	0	0
<b>Total</b>	<b>3</b>	<b>11.5</b>
<b>MVA</b>		
Trinity Center	0	0
Coffee Creek	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Other</b>		
Trinity Center	6	21
Coffee Creek	0	0
<b>Total</b>	<b>6</b>	<b>21</b>
<b>Training</b>	<b>3</b>	<b>38</b>
<b>FEAT</b>		
Callouts	0	0
Meetings	1	16
Orientation	0	0
Misc	0	0
<b>Total</b>	<b>1</b>	<b>16</b>
<b>Total Personnel Hours</b>		<b>87</b>

**Other** includes outdates, paperwork, small engine maintenance, meetings and

misc work at station.

**Trinity Center CSD  
Accounts Payable  
March 3, 2020**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services	\$ 450.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 57.34
Trinity PUD - Electric-Fire Hall –Feb	\$ 151.55
Trinity PUD - Street Lights –Feb	\$ 141.00
Amerigas- 161.8 gal 2/10/20	\$ 269.22
Suzanne Heinig-Houskeeping February	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 1,155.79</b>
<b>Special Expenses</b>	
Trinity Hospital	\$ 1.20
Weaverville Fire Protection District	\$ 147.00
Enterprise Auto Parts (Napa)	\$ 239.16
TCLS	\$ 114.97
Wilgus Fire Control Inc.	\$ 333.18
TVCE-new fire hall engineering	\$ 190.00
<b>Total Special Expenses</b>	<b>\$ 1,025.51</b>
<b>Total Expenses</b>	<b>\$ 2,181.30</b>
<b>Balance as of January 31, 2020</b>	<b>\$214,853.68</b>
<b>Less February Expenses</b>	<b>\$ 2,227.60</b>
<b>Less March Expenses</b>	<b>\$ 2,181.30</b>
<b>Current Balance</b>	<b>\$210,444.78</b>
<b>Less Allocation for new fire hall</b>	
	\$ (60,000.00)
<b>Total Spending Balance</b>	<b>\$150,444.78</b>

Trinity Center CSD			
Building Fund			
February 4, 2020			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$104,613.69	\$164,613.69
Checking Account		\$975.00	\$975.00
Savings Account		\$63,834.90	\$63,834.90
Interest on VFD accounts-Jan		\$222.56	\$222.56
McConnell Foundation			\$100,000.00
<b>Total Allocation</b>	\$ 60,000.00	\$ 169,646.15	\$ 329,646.15
CDBG Grant (waiting confirmation)			\$208,100.00
<b>Total Allocation</b>			
<b>soft total</b>			\$537,746.15
<b>Auxiliary Donations 2019-20</b>			
Appeals lestter 2018-\$26,500			
Prime Rib Dinner 2019-\$2882.46			
Rummage sale 2019-6173.00			
Appeals letter 2019-\$25,000			
<b>Other Donations</b>			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			