

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT**

**July 7, 2020**

**Minutes**

.

- 1.0 The meeting was called to order at 6:02 p.m. by Chairperson Trish Wardrip. Other members in attendance were Pat Frost, Martie Mullen and Drew Rusnak. Mike McHugh was absent. Fire Chief Bob Bryant and General Manager Eric Anderson were also absent. One member of the public was present.
- 2.0 Announcements or Changes to the Agenda-Change item 6.2 to read: Discuss and appoint a committee to approve an MOU between TCCSD and Trinity County regarding CDBG funding.
- 3.0 Public Comments-None.
- 4.1 Approval of minutes from June 2, 2020-Motion by Drew Rusnak to approve the minutes as presented. Second by Pat Frost. Motion carried. 3 Ayes, 1 Absent, 1 Abstain
- 5.1 Update on CalCard Application-Linnea Kneaper presented. An additional form was requested by the agency. Audits will be supplied digitally from Bloomberg or from the CSD.
- 5.2 Discuss and approve Surplus Materials Policy-Trish Wardrip presented the amended policy. Motion by Pat Frost to approve the policy. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 6.1 Discuss and take action on initiation the RFP/Bid process for the new apparatus building-Pat Frost Presented. Due to the Federal Government changing the name of the CDBG program, the state requires the County Board of Supervisors approve a new resolution with new program name. It was passed today at the BOS meeting. Other items the state is requesting are a letter from the engineer stating the project will go out to bid within 90 days and they request the CSD initiate the bid process. The state does require the money from the CDBG grant be put into an interest-bearing account. Erik Anderson, Mike McHugh and Pat met with Erik Keyes and created the following schedule for the bid process.  
July 29,2020-RFP advertised in Trinity Journal, Humboldt and Shasta Builders Exchange  
August 19, 2020-Mandatory Walk through for all contractors  
August 28, 2020-Bid opens @ 2pm. Bids will be received at TVCE. Eric Keyes and Erik Anderson will be present.  
September 8, 2020-Special CSD meeting at 4pm to award bid.  
Once the bid is awarded, the contractor has 30 days to provide proof of license, bond, and insurance. A draft contract is included in the bid packet.  
Pat also mentioned he sent an updated letter to the McConnell Foundation regarding the grant that was received in 2019. The expiration on that grant is September 2020. He explained to the McConnell foundation the delays with the project due to Covid and presented them with the timeline for the bid process.  
Motion by Martie Mullen to approve. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.

- 6.2 Discuss and Appoint Committee to approve MOU between TCCSD and Trinity County regarding the CDBG funding-Pat Frost presented. There must be an agreement between the county and the CSD prior to the state releasing the funds. Motion by Drew Rusnak to give authorization to the Building planning committee (Anderson, Frost, McHugh) to review and sign the MOU with the County. The MOU will be brought back to the board in September for ratification. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 7.1 Communications-Linnea Kneaper had nothing to report.
- 7.2 Update on new fire hall funding-Information was discussed as items 6.1-6.2.
- 8.1 General Manager's Report-Erik Anderson was not present. Linnea Kneaper summarized the Report that was electronically provided to the board.
- 9.1 Fire Department Monthly Report-Carol Fall presented on behalf of Chief Bryant. There was a Workday at the fire department last week. Everything was pulled out of the engines and Inventoried. A list was made of what is needed and what is available. Carol is working on a \$5000 grant with the California Firefighters Foundations to purchase equipment. The \$850 grant From Coast Central was used to purchase 2 SCBA masks. There is about \$200 still available From the \$850. The \$3000 Title III fuel reduction grant from the county provided 2 days of work on 18 properties. All but 3 of sites worked on were for senior citizens.
- 10.1 CSD Financial Report-Linnea Kneaper presented. The Balance as of May 31, 2020 was \$270,288.21. This included the deposit from the County for unsecured and hopter taxes of 26,749.35. Less June and July expenses of \$2,980.28. New balance of \$267,307.93. Less the \$60,000 fire hall allocation. New spending balance \$207,307.93.  
The county is currently updating their computer system. Monthly reports and warrants may be delayed this month.
- 10.2 VFD Financial Report-Linnea Kneaper presented the report on the Coast Central building fund account. No report was available on the VFD account. A fiscal year end report will be available for the August meeting.
- 10.3 Bills for payment-Linnea Kneaper presented the bills for payment. She expressed concern over The cost of the new printer ink. Motion by Pat Frost to pay the bills. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 11.0 Items for next Agenda-Ratify the MOU with Trinity County, Disposal of Storage container at the Fire hall.
- 12.0 Adjournment-6:50p.m.

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

### **Fire Hydrants**

#### **Fire-station remodel activities**

Mike McHugh, Pat Frost, Pam Augspurger, and I met with Eric Keyes on Wednesday July 1, 2020 and reviewed the steps for going to bid for the VFD Apparatus Building. The draft bid package is a 475 page document. Our group will review the document, gather our comments and meet on Saturday July 18 (1 pm). We will forward the changes to Eric Keyes. We then have the following events scheduled:

- July 29, 2020 Trinity Journal newspaper advertisement and bid package available at Redding and Eureka building exchanges as well as Trinity Velley Consulting Engineers (TVCE) office in Weaverville.
- August 19, 2020 10 am is a walkthrough at the Trinity Center Fire Station. Potential contractors will ask questions. Answers will be provided to all potential bidders.
- Bids due August 28, 2020 1 pm at the TVCE office in Weaverville. This meeting is open to the public and all bidders.
- At September 1 CSD meeting reporting of bids received. Action not expected at this meeting.
- September 8 Special CSD meeting at 4 pm for reporting on analysis of bids and possible "Notice of Award" action to be taken.
- Successful bidder then has 30 Days to gather required documents (insurance, bonding, etc).
- Work can start in early October.

### **Repeater Updates**

#### **Radios and Pagers**

I reprogrammed a Motorola handheld radio with the Norwegian parameters.

# July, 2020 CSD Monthly Report

## *June, 2020 Stats*

| <b>Fire</b>                  | <b>Number</b> | <b>Personnel Hours</b> |
|------------------------------|---------------|------------------------|
| Trinity Center               | 2             | 4.5                    |
| Coffee Creek                 | 2             | 4.25                   |
| <b>Total</b>                 | <b>4</b>      | <b>8.75</b>            |
|                              |               |                        |
| <b>Medical</b>               |               |                        |
| Trinity Center               | 5             | 25.75                  |
| Coffee Creek                 | 0             | 0                      |
| <b>Total</b>                 | <b>5</b>      | <b>25.75</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               | 11            | 35.75                  |
| Coffee Creek                 | 0             | 0                      |
| <b>Total</b>                 | <b>11</b>     | <b>35.75</b>           |
|                              |               |                        |
|                              |               |                        |
| <b>Training</b>              | <b>3</b>      | <b>45.75</b>           |
|                              |               |                        |
| <b>FEAT</b>                  |               |                        |
| Callouts                     | 0             | 0                      |
| Meetings                     | 1             | 9                      |
| Orientation                  | 0             | 0                      |
| Misc                         | 0             | 0                      |
| <b>Total</b>                 | <b>1</b>      | <b>9</b>               |
|                              |               |                        |
| <b>Total Personnel Hours</b> | <b>24</b>     | <b>125</b>             |
|                              |               |                        |

**Other** includes work on bay striping, driving training, hose testing, TCRCD Fuels work, outdates, maintenance and paperwork.

**Trinity Center CSD  
Accounts Payable  
July 7, 2020**

| <b>Regular Expenses</b>  | <b>Amount</b>         |
|--|-----------------------|
| Linnea Kneaper-Services June                                   | \$ 450.00             |
| Frontier Communications  | \$ 7.16               |
| TDS Telecom - Telephone  | \$ 58.99              |
| Trinity PUD - Electric-Fire Hall –June                         | \$ 83.05              |
| Trinity PUD - Street Lights –June                              | \$ 159.05             |
| Terminix   | \$ 55.00              |
| Suzanne Heinig-Houskeeping June                                | \$ 80.00              |
| <b>Total Regular Expenses</b>                                  | <b>\$ 893.25</b>      |
| <b>Special Expenses</b>  |                       |
| Trinity Hospital   | \$ 36.00              |
| LAFCO Fiscal year 20-21  | \$ 83.08              |
| Trinity County Dept. Transportation-May fuel                   | \$ 100.96             |
| Trinity Valley Consulting Engineers                            | \$ 225.00             |
| Robert Bryant-Reimbursement printer ink, tubing and cable ties | \$ 471.36             |
| Trinity County Life Support                                    | \$ 150.20             |
| <b>Total Special Expenses</b>                                  | <b>\$ 1,066.60</b>    |
| <b>Total Expenses</b>  | <b>\$ (1,959.85)</b>  |
| <b>Deposits-state hopter, unsecured tax</b>                    | <b>\$26,749.35</b>    |
| <b>Balance as of May 30, 2020</b>                              | <b>\$270,288.21</b>   |
| <b>Less July Expenses</b>                                      | <b>\$ 1,959.85</b>    |
| <b>Less June Expenses</b>                                      | <b>\$ 1,020.43</b>    |
| <b>Current Balance</b>   | <b>\$267,307.93</b>   |
| <b>Less Allocation for new fire hall</b>                       | <b>\$ (60,000.00)</b> |
| <b>Total Spending Balance</b>                                  | <b>\$207,307.93</b>   |

**Trinity Center CSD****Building Fund****May 30, 2020**

|  | <b>TCCSD</b>        | <b>CCCU ACCT</b>     | <b>Total</b>         |
|--|---------------------|----------------------|----------------------|
| Building Allocation                      | \$60,000.00         | \$105,378.74         | \$165,378.74         |
| Checking Account                         |                     | \$1,955.95           | \$1,955.95           |
| Savings Account                          |                     | \$63,957.97          | \$63,957.27          |
| Deposit-Donations                        |                     | \$300.00             | \$300.00             |
| Interest on VFD accounts-May             |                     | \$221.33             | \$221.33             |
| McConnell Foundation                     |                     |                      | \$100,000.00         |
| <b>Total Allocation</b>                  | <b>\$ 60,000.00</b> | <b>\$ 171,813.99</b> | <b>\$ 331,513.29</b> |
| <b>CDBG Grant (waiting confirmation)</b> |                     |                      | <b>\$208,100.00</b>  |
|  |                     |                      |                      |
| <b>soft total</b>                        |                     |                      | <b>\$539,613.29</b>  |
|  |                     |                      |                      |
| <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          |                     |                      |                      |
| Sing for America Foundation-\$700.00     |                     |                      |                      |
| Paypay account-\$154.21                  |                     |                      |                      |