

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting September 1, 2020
MINUTES**

- 1.0 **Call to Order**-The meeting was called to order at 6:01p.m. by Chairperson Trish Wardrip. Other members in attendance were Mike McHugh, Pat Frost, Drew Rusnak and Martie Mullen. General Manager Erik Anderson was present as well as four members of the public.
- 2.0 **Announcements or Changes to the Agenda**-Travis Jenner comments on the Cannabis Cultivation near Zabel's property. The board advised that even though it is within the CSD, it is a county issue and suggested Mr. Jenner contact the Trinity County Planning Department and Sheriff's Department. Pam Augspurger gave an update on the Auxiliary appeals letter. To date they have received about \$20,000, and just wrote a check to the VFD for \$19,000 to be used for SCBA gear.
- 3.1 **Approval of minutes from August 4, 2020**- Motion by Martie Mullen to approve the minutes as presented. Second by Drew Rusnak. Motion carried-5 Ayes.
- 4.1 **Update on CalCard**-Linnea Kneaper had nothing to report.
- 4.2 **Update on removal of metal storage container at fire hall**-Mike McHugh presented. Trinity Center Mutual Water Company would like the storage container. They currently supply the fire department with water at no charge. It was suggested that the CSD compose a hold harmless letter for the water company to sign. Trish Wardrip will check the policy to see if a vote is needed to make the donation to the water company. The item will be brought back to the October meeting for discussion and possible action.
- 4.3 **Discuss replacement of VFD Fire Chief**- Mike McHugh presented. The VFD had a team meeting 2 weeks ago and discussed replacing the chief, and other possibilities that included hiring a part time chief or an independent contractor. The possibility of a community meeting to discuss recruiting volunteers and staffing was also discussed.
- 5.1 **Discuss and Approve update on signature card for VFD account at Umpqua Bank**-Linnea Kneaper Presented. Former Fire Chief Bob Bryant needs to be removed from the VFD bank account. Motion by Pat Frost to update the signature card to include Directors Trish Wardrip, Mike McHugh, Secretary/Treasurer, Linnea Kneaper and General Manager Erik Anderson. Second by Martie Mullen. Motion carried-5 Ayes
- 6.1 **Communications**-Linnea Kneaper had nothing to report.
- 6.2 **Update on new fire hall funding**-Pat Frost presented the report. All the money that was sought to meet the engineers estimate has been received. The last affidavit of the bid advertisement has been sent to the County. The Grant money is currently in the county account waiting for the final signatures from the State.
- 7.1 **General Manager Report and Fire Hall Planning**-General Manager Erik Anderson presented. The bid Opening for construction of the new apparatus building was last Friday. Four bids were received with the low bid being \$620,550.00. There was discussion on possible ways to fundraise or apply for additional grant funds. A special meeting will be held on September 8th at 4pm to discuss further and possibly award the contract.
- 8.1 **Fire Department Monthly Report** -Mike McHugh presented the report. It was a quiet month for the VFD. There were four trainings. One member turned in their resignation.
- 9.1 **CSD Financial Report**-Linnea Kneaper presented the report. Balance as of July 31, 2020 was \$271,629.90. Less bills for August and September \$257,807.06. Less the \$60,000 allocation for the New fire hall brings the spending balance to \$197,807.06

- 9.2 VFD Financial Report-Linnea Kneaper presented the VFD financial report. Title 3 money that was Received is a reimbursement for the fuels reduction grant. The only change on the building fund was the interest received of \$216.78
- 9.3 Bills for Payment-Linnea Kneaper presented the bills for payment. Motion by Martie Mullen to pay the Bills. Second by Drew Rusnak. Motion carried- 5 Ayes.
- 10.0 Comments from the Public on Closed Session Agenda-None
- 11.0 Motion to Accept Closed Session Agenda-motion by Pat to accept open session agenda. Second by Martie Mullen
Enter closed session at 7:05pm
- 12.0** Closed Session Pursuant to Government Code Section 54956.9 Discuss advice of legal counsel regarding potential litigation.
- 13.0** Return to Open Session-7:33p.m.
- 14.0 Report out of Closed Session-**
Discussion was held regarding advice from counsel. No action was taken.
- 15.0 Items for Next Agenda Recap-**Donation of storage container to TCMWCO, contract with lowest Reasonable bidder, contract with TVCE.
- 16.0 Adjournment** -7:40p.m.

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

Fire Hydrants

The leaking fire hydrant number H004 in The Knolls, a 1968 Kennedy, has been replaced with a new Clow. The 4 inch line from the main has been upgraded with a 6 inch line. The hydrant was operationally tested and will need a flow test in the next cycle. The Knolls water company purchased the hydrant and will submit an invoice to the CSD for consideration. The CSD still owns two “new” hydrants.

Fire-station remodel activities

The contractor “walk through” was held on Wednesday August 19. Five contractors showed up and inspected the site. The contractors had questions which were answered in a formal addendum by the TVCE engineer on Monday August 24. The bids were opened at the TVCE office in Weaverville on Friday August 28th at 1:01 pm. The results of the 4 responsive bids are as follows:

Bidder	Bid	Bid Minus Low Bid
Plummerbuilt Inc	\$1,027,027	\$406,477
Ark Design Construction and Roofing	\$999,643	\$379,093
Lakmann Construction	\$772,970	\$152,420
Mercer-Fraser	\$620,550	

In addition to the contractor bid, the CSD will need to add 5% for construction management (TVCE) and a contingency to cover any changes or unexpected items. The contingency is usually between 5% for straightforward projects to 15% for complex projects.

Bid	\$620550
Const Mgm (5%)	\$31028
Contingency 5%	\$31028
Total	\$682605



**Repeater Updates
Radios and Pagers
Miscellaneous**

The CSD received a letter informing us that our (AmeriGas) propane tank had an out of date pressure relief valve. Bob Bryant sent a letter requesting an extension, which was granted. The extension deadline is December 1, 2020. I contacted Rita at AmericaGas who was aware of the situation. She changed our service to “on demand” so that propane will not be added during the extension period. I should receive a call from a technician (Carl) around September 8 to schedule the upgrade.

September 2020 CSD Monthly Report

August 2020 Stats

Activity	Number	Personnel-hours	Notes
Fire			
Trinity Center	1	6.0	Lightning smoke check
Annex			
Coffee Creek			
<i>Total</i>	1	6.0	
Medical			
Trinity Center	4	24.1	
Annex			
Coffee Creek	2	9.8	
<i>Total</i>	6	33.9	
MVA			
Trinity Center			
Annex			
Coffee Creek			
<i>Total</i>	0		
Other Incidents			
Trinity Center			
Annex			
Coffee Creek			
<i>Total</i>	0		
FEAT Responses			
	0		
Training			
Fire	2	20.0	
Medical	1	8.0	
FEAT	1	13.5	
<i>Total</i>	4	41.5	
Miscellaneous			
	7	23.4	
Total Activities and Hours			
	18	104.8	

Miscellaneous includes ambulance sterilization, miscellaneous extra training, team meetings.

**Trinity Center CSD
Accounts Payable
September 1, 2020**

Regular Expenses	Amount
Linnea Kneaper-Services August	\$ 450.00
Frontier Communications	\$ 7.16
TDS Telecom - Telephone	\$ 59.80
Trinity PUD - Electric-Fire Hall –August	\$ 62.74
Trinity PUD - Street Lights –August	\$ 159.05
Suzanne Heinig-Houskeeping August	\$ 80.00
Total Regular Expenses	\$ 818.75
Special Expenses	
Trinity Hospital	\$ 130.68
GSRMA	\$ 9,423.56
TCLS-CPR Carol Fall	\$ 35.00
Trinity Valley Consulting Engineers	\$ 1,455.00
Total Special Expenses	\$ 11,044.24
Total Expenses	(\$11,862.99)
Deposit-5% secured taxes	\$3,292.12
Balance as of July 31, 2020	\$271,629.90
Less August Expenses	\$ 1,959.85
Less September Expenses	\$ 11,862.99
Current Balance	\$257,807.06
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$197,807.06

Trinity Center CSD			
Building Fund			
September 1, 2020			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$105,766.54	\$165,766.54
Checking Account		\$1,955.95	\$1,955.95
Savings Account		\$64,300.88	\$64,300.88
Interest on VFD accounts-July		\$216.72	\$216.72
McConnell Foundation			\$100,000.00
Total Allocation	\$ 60,000.00	\$ 172,023.37	\$ 322,240.09
CDBG Grant (waiting confirmation)			\$208,100.00
soft total			\$540,340.09
Auxiliary Donations 2019-20			
Appeals lestter 2018-\$26,500			
Prime Rib Dinner 2019-\$2882.46			
Rummage sale 2019-6173.00			
Appeals letter 2019-\$25,000			
Other Donations			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
Mohr Family 2020-\$300.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			
Sing for America Foundation-\$700.00			
Paypay account-\$154.21			