

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
MINUTES**

- 1.0** Call to Order-The meeting was called to order at 6:00p.m. by Chairperson Trish Wardrip. Other members in attendance were Pat Frost, Drew Rusnak and Martie Mullen. Mike McHugh was absent. General Manager Erik Anderson was present as well as Carol Fall who was representing the fire department and one additional member of the public
- 2.0** Announcements or Changes to the Agenda-Linnea Kneaper asked that item 4.2 be continued to the December meeting.
- 3.1** Approval of minutes from October 6, 2020-Motion by Drew Rusnak to approve the minutes as Presented. Second by Pat Frost. Motion carried. 4 Ayes, 1 Absent.
- 4.1** Update on Umpqua/CSDA credit card-Linnea Kneaper presented an update on the process Which is moving slower than anticipated. Move information will be available at the December meeting.
- 4.2** Discuss and Approve Resolution authorizing agreement with Umpqua Bank to participate in the CSDA district purchasing program-item continued to December meeting.
- 5.1** Discuss and Approve Engagement letter with Prentice Long to provide legal services to the district-Trish Wardrip presented the letter. The only correction will be the date. Motion by Motion by Martie Mullen to approve the engagement letter with the date change to 2020. second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent
- 5.2** Discuss and Approve payment to Trinity Knolls Water Company for new fire hydrants-The letter requesting reimbursement and the invoice for the fire hydrant was presented. Motion by Pat Frost to approve the \$3014.77 payment. Second by Martie Mullen. Motion carried. 4 Ayes, 1 absent.
- 5.3** Discuss/Approve ratification of purchases made under California Fire Foundation Grant in the amount of \$5050-Carol Fall presented the information. The grant will provide funds to purchase equipment for the engines, including hoses, a chainsaw, and ice machine for the fire hall. \$3114.00 of the grant will be used for nozzles. Motion by Martie Mullen to ratify the purchases including the \$3114.00 for nozzles. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 5.4** Discuss/Approve approval; of Erik Anderson, General Manager to enter Grant sub award with Cal OES for the Trinity Center Fire Station back-up Generator Grant application submitted on October 30, 2020 in the amount of \$20,000.00-Carol Fall presented in information on the grant. It is a reimbursable grant, and if awarded, the money would replace the current generator with a larger one that would service both building. Motion to approve by Martie Mullen. Second by Pat Frost. Motion carried. 4 Ayes, 1 Absent.
- 6.1** Communications-Linnea Kneaper presented. She met with John Bloomberg on October 18<sup>th</sup> and went through all the pre-audit fieldwork. The meeting went well. More information will be sent to the auditor once the county closes the books for 2019-20.
- 6.2** Update on new fire hall funding-Pat Frost presented. Trinity River Partners will review the request this month. He will bring the information back to a future meeting.

- 7.1 General Manager Report, Fire Hall Planning and Construction Project –General Manager Erik Anderson reported. The signed contracts from TVCE has been received and the Mercer Fraser Contract has been signed but not received by the CSD. Erik has signed the district up for reporting with the California Department of Industrial Relations. This will allow Mercer Fraser to report the prevailing wage payroll to the State. The FCC sent a reminder to complete form to confirm the new repeater frequency. A letter has been sent to OSHA stating the propane tank at the fire hall replaced by AmeriGas. The two large tires in the back of the fire hall property have disposed of at Trinity Tire. Trinity PUD cut the trees on the fire hall property free of charge. Ron Nyland took the downed trees and has agreed to cut a cord of firewood for the fire department for future raffle.
- 8.1 Fire Department Monthly Report-Carol Fall presented the report on behalf of the department. Trinity PUD will be moving the existing power pole at the fire hall. The shed will be moving to the front of the firehall and the Conex will be moved soon. Carol received her firefighter endorsement to drive the engines.
- 9.1 CSD Financial Report-Linnea Kneaper presented the report. She requested that the report be Amended to include the Trinity County Department of Transportation fuel bill for July of \$72.54. New total for Trinity DOT \$ 248.83. Total Expenses for November \$2077.29. There was a deposit for 4<sup>th</sup> quarter interest of \$508.05. Balance as of September 30, 2020 was \$259,554.28, less the October and November expenses \$3798.53. Balance is 255,755.75 less \$60,000 fire hall allocation, new balance 195,755.75.
- 9.2 VFD Financial Report-Linnea Kneaper presented the report. The only change to the building fund Is the monthly interest of \$207.81. New total \$540,764.99. The Umpqua Bank Account Includes the deposit of \$5050.00 for the California Fire Association Grant.
- 9.3 Bills for Payment-Linnea Kneaper presented the bills for payment. Motion by Drew Rusnak to Pay the bills. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 10.0 Items for Next Agenda Recap**-Oath of Office, update on Umpqua Credit Cards  
VFD fire chief search.
- 11.0 Adjournment** -6:38p.m.

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

**Fire Hydrants**

No updates.

**Fire-station remodel activities**

I signed the contract for the construction management between the CSD and Trinity Valley Consulting Engineers, Inc. I then printed two copies, and used certified mail to send. The contract was sent on October 9, 2020 and received on October 14. Our copy of the signed document has been returned (\$36,580)

Trinity Valley Consulting Engineers sent submittals from Mercer-Fraser's Performance Bond Form, Payment Bond, and Certificate of Liability Insurance.

I also signed and sent the contract between the CSD and Mercer-Fraser on October 9, who received it on October 15, 2020 (\$619,550). I received an update on November 3, 2020 from Tony in the Mercer-Fraser office that the signed copy of the contract was sent to the CSD on Monday November 1, 2020.

After some discussion with our Engineer, Eric Keyes, I worked through the California State Department of Industrial Relations to register the Trinity Center Community Services District as an "Awarding Body." Continuing, I completed the "PWC-100" form online and registered our project. I then received a confirmation e-mail with the DIR project number, which is what Mercer-Fraser uses to report the prevailing wage payment information.

**Repeater Updates**

I received a forwarded notice to file **FCC Form 601 Main Form and Schedule K** from Peter Braga in the Sheriff's office. Basically, this form is needed to tell the FCC that the equipment needed to use the license modification was in fact installed. This notice was for the installation of the Norwegian repeater "command net." I forwarded the information to Wayne Shaw who contacted the frequency coordinator. He then responded that "...THE SCH K CONSTRUCTION NOTIFICATION IS BEING FILED."

We will have to do the same filing for the "fire net" in the near future.

**Radios and Pagers**

None

## Miscellaneous

I wrote a letter to the State of California, DOSH, Pressure Vessel Unit detailing the replacement of the propane tank with a newer one that has an up-to-date pressure relief valve. The letter was sent by certified mail on November 3, 2020.



Pam Augspurger and I removed two large fire engine tires as well as a lead-acid car battery and transported them to Trinity tire for proper disposal.



# November 2020 CSD Monthly Report

## October 2020 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek	1	3.6
Annex	3	6.2
<i>Total</i>	4	9.8
<b>Medicals</b>		
Trinity Center		
Coffee Creek	2	7.3
Annex	1	3.6
<i>Total</i>	2	3.9
<b>MVAs</b>		
Trinity Center		
Coffee Creek		
Annex	1	3.9
<i>Total</i>	1	3.9
<b>Other</b>	8	8.3
<b>Totals</b>		25.9
<b>Training</b>		
Fire	1	3.0
Medical	1	12.0
FEAT	1	6.0
<i>Total</i>	4	21.0
<b>FEAT</b>		
Responses	1	10.5
Orientations		
Misc		
<b>Total Activities and Personnel Hours</b>		64.4

**Other** includes miscellaneous maintenance, shed move prep, getting rid of cut up car.

### Additional Notes:

Congratulate Carol for receiving her DMV driver's license for our big rigs!

TPUD took down the trees on our empty lot pro bono. They will also help us with wiring up the new building to the utility. We will have one cord of split wood to auction off.

Ken Rieke and Duke Kneaper have agreed to move the shed and the container as soon as they can get the equipment lined up.

Carol continues to find grants for the department. We acquired some new hose, nozzles and fittings with a \$5,050 grant she got for us. Additional grants are in the works.

No progress on finding a candidate for the chief position.

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

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services October/reimbursement Zoom/copy paper	\$ 475.69
Frontier Communications	\$ 7.28
TDS Telecom - Telephone	\$ 57.39
Trinity PUD - Electric-Fire Hall –October	\$ 53.39
Trinity PUD - Street Lights –October	\$ 159.05
Trinity County DOT-Fuel September	\$ 176.29
Terminix-	\$ 55.00
Suzanne Heinig-Houskeeping October	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 1,064.09</b>
<b>Special Expenses</b>	
Erik Anderson-reimbursement postage/tire disposal	\$ 29.20
CSDA Membership	\$ 289.00
Weaverville Fire Protection District-SCBA maintenance	\$ 283.59
Napa/Enterprise Auto Parts	\$ 92.42
Keith Gagomiros-reimbursement DMV physical	\$ 67.50
Edward Burch-tools, 1162, 1134	\$ 178.95
<b>Total Special Expenses</b>	<b>\$ 940.66</b>
<b>Total Expenses</b>	<b>\$2,004.75</b>
<b>Deposit-4th quarter interest 6/30/20</b>	<b>\$508.05</b>
<b>Balance as of September 30, 2020</b>	<b>\$259,554.28</b>
<b>Less November Expenses</b>	<b>\$ (2,004.75)</b>
<b>Less October Expenses</b>	<b>\$ (1,721.24)</b>
<b>Current Balance</b>	<b>\$255,828.29</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$195,828.29</b>

Trinity Center CSD			
Building Fund			
November 3, 2020			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$106,162.15	\$166,162.15
Checking Account		\$1,955.95	\$1,955.95
Savings Account		\$64,339.08	\$64,339.08
Interest on VFD accounts-August		\$207.81	\$207.81
McConnell Foundation			\$100,000.00
CDBG Grant	\$208,100.00		\$208,100.00
<b>Total Allocation</b>	<b>\$ 268,100.00</b>	<b>\$ 172,664.99</b>	<b>\$ 540,764.99</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			
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			