

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Regular Meeting May 11, 2021  
MINUTES**

- 1.0 Call to Order**-The meeting was called to order at 6:02p.m. by Chairman Pat Frost. Mike McHugh, Trish Wardrip and Drew Rusnak were present. Martie Mullen was absent. General Manager Erik Anderson and Assistant Fire Chief Carol Fall were present as well as one member of the public.
- 2.0 Announcements or Changes to the Agenda**-Linnea Kneaper suggested adding item 10.5-discussion to allow the secretary to transfer funds withing the Coast Central Account. Motion by Mike McHugh to add the item, second by Drew Rusnak. Motion carried-4 Ayes, 1 Absent.
- 3.0 Public Comments**-None
- 4.0 Approval of Minutes**
  - 4.1** Approval of minutes from March 9, 2021-Minutes tabled to June meeting due to lack of quorum.
  - 4.2** Approval of minutes from April 13, 2021-Item 10.1 should read "The board discussed the generator grant and directed Assistant Chief Fall to purchase generator" Motion by Trish Wardrip to approve the minutes with the correction. Second by Drew Rusnak. Motion Carried-3 Ayes, 1 Abstain, 1 Absent.
- 5.0 Unfinished Business**
  - 5.1** Discuss recruitment process for VFD Chief- Nothing to report.
  - 5.2** Report on status of Assembly Bill requiring public meetings to be broadcast via Zoom-Mike McHugh reported that CSDA reported the bill has been amended to not include special districts.
  - 5.3** Discuss and Approve Budget Revision for Remainder of 2020-21 Fiscal Year-As discussed at the April meeting, \$10,000 has been moved to cover engineering expenses related to the construction of the new building.
- 6.0 New Business**
  - 6.1** Authorize Assistant Fire Chief to sign CalFire Assistance for hire agreement-Assistant Chief Fall presented. At the Chief's meeting, the USFS proposed agreement was presented to pay departments 3-4 hours for retroactive response time. CalFire would like to renew their agreement to parallel the USFS. If presented, Carol would like the board to authorize her to sign the same or better agreement than the USFS agreement. The agreement is for one year. Motion by Mike McHugh, Second by Drew Rusnak. Motion carried-4 Ayes, 1 Absent.
  - 6.2** Discuss/Authorize Assistant Chief to investigate CalOES CalFire Assistance Agreement-Assistant Chief Fall presented. The department had past agreements and there has been past discussion regarding the salary survey requirements. The board would like more information brought back to a future meeting.
  - 6.3** Authorize Assistant Chief to apply for CSDA Technology Grant-Assistant Chief Fall presented. The draft budget including upgrading the existing computer for the Secretary/Treasurer. Carol is requesting the boards approval to apply for the CSDA grant to fund the purchase of a new laptop. Motion by Mike McHugh, Second by Trish Wardrip. Motion Carried-4 Ayes, 1 Absent.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
  - 7.1** Communications-Linnea Kneaper reported that vacant LAFCO board seats have been filled.
  - 7.2** Discuss Draft Budget for 2021-22 Fiscal Year-Trish Wardrip presented. The budget committee met for 3 hours on May 2<sup>nd</sup> and discussed the budget for fiscal year 2021-22. Changes include increasing the Secretary/Treasurer stipend to \$6000 a year, allocating more money to training for new volunteer recruits, and \$12,000 for replacement hydrants within the district. Revenue is anticipated to remain the same or slightly higher due to property tax increases. The VFD budget includes the purchase of new pagers, a cardiac monitor and boots and hoses, which would come from anticipated grant revenue. Grant revenue is anticipated to be as much as \$49,100. Money spent from reserves for the 2021-22 fiscal year is estimated to by \$31,633. A revised budget will be brought back to the June meeting for approval.
  - 7.3** Update on new fire hall funding-Pat Frost presented. A check for \$8200 was received from the Trinity River Partners and is being deposited into the Coast Central Building Fund Account.
- 8.0 General Manager Report**
  - 8.1** Fire Hall Planning and Construction Project-Erik Anderson presented. On April 18<sup>th</sup>, Mercer Fraser advised that the metal building would not be available for delivery until November 2021. Erik will report on the updated schedule at the June meeting. Colors for the building have been decided as well. Currently there are 3 pagers in reserve, and another will be available soon. The SAM account received a 180-day extension and will need to be renewed before November. Hydrant testing will begin this month. Assistant Chief Fall added that she received 3 quotes for the generator and they were all \$7262.00 for the generator and transfer switch.

**9.0 Fire Department Reports**

- 9.1** Fire Department Monthly Report-Assistant Chief Fall reported there were two fires last month. One was stumps at the Alpine Campground and the other was the Eagle Fire North of Coffee Creek. There were 2 medical calls last month. The cannon on 1134 was repaired. The department held two meet and greets for new volunteers. Paul Lattrell has joined, and interest was shown from a few other members. FEAT also responded to the Eagle Fire. A joint training will be held with FEAT and both fire departments on June 2<sup>nd</sup>.

**10.0 Financial Report and Bill Payment**

- 10.1** CSD Financial Report-Linnea Kneaper presented the report. Balance as of April 30, 2021 was \$320,318.86. Total Expenses for April were \$2474.38. A deposit of \$47.23 was received for unsecured taxes. Current balance is \$317,891.71, less the \$60,000 allocation for the new fire hall. Total spending balance \$257,891.71.
- 10.2** Bills for Payment-Linnea Kneaper presented the bills for payment. The Umpqua Credit Card bill included authorized vehicle repairs for 1134. Motion by Drew Rusnak to pay the bills as presented. Second by Trish Wardrip. Motion carried-4 Ayes, 1 Absent.
- 10.3** VFD Financial Report-Due to computer difficulty, no report was presented.
- 10.4** Construction Financial Report-Linnea Kneaper presented. There were no changes to expenses. The deposit fo \$8200 has been received and deposited into the Coast Central Account.
- 10.5** Discuss/possibly authorize secretary to transfer money between the Coast Central Accounts-The board discussed if authorization was needed for Linnea Kneaper to transfer funds between the Coast Central checking, savings and CD accounts.

**11.0 Items for next Agenda-**Discuss Mercer Fraser request to amend current contract, adopt budget for 2021-22 fiscal year, update on 2019-20 audit, interest update, approval of minutes from March 9<sup>th</sup>, CalOES agreement

**12.0 Adjournment-7:15p.m.**

# May 2021 CSD Monthly Report

## *April 2021 Stats*

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek	1	13:45
Annex	1	2:18
<i>Total</i>	2	16:03
<b>Medicals</b>		
Trinity Center	1	3:36
Coffee Creek	1	2:30
Annex		
<i>Total</i>	2	6:06
<b>MVAs</b>		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	22:09
<b>Other</b>	5	11:00
<b>Totals</b>	9	33:09
<b>Training</b>		
Fire	1	9:00
Medical	1	10:00
FEAT	1	9:00

<i>Total</i>	3	28:00
<b>FEAT</b>		
Responses	1	9:00
Orientations		
Misc	1	10:00
<b>Total Activities and Personnel Hours</b>	14	80:09

**Other**

**Additional Notes:** 1134 canon repaired, 2 meet & greets for new volunteers.  
Trinity

**Trinity Center CSD**  
**Accounts Payable**  
**May 11, 2021**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services April	\$ 450.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 57.72
Trinity PUD - Electric-Fire Hall -March	\$ 142.80
Trinity PUD - Street Lights –March	\$ 170.80
Umpqua Credit Card-vechile repairs	\$ 1,365.79
Terminix	\$ 55.00
Suzanne Heinig-Houskeeping April	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 2,329.38</b>
<b>Special Expenses</b>	
Erik Anderson-reimburesement Antennas	\$ 145.00
<b>Total Special Expenses</b>	<b>\$ 2,474.38</b>
<b>Total Expenses</b>	<b>(\$2,474.38)</b>
<b>Balance as of April 30, 2021</b>	<b>\$320,318.86</b>
<b>Deposit-Unsecured taxes</b>	<b>\$47.23</b>
<b>Less May Expenses</b>	<b>\$ (2,474.38)</b>
<b>Current Balance</b>	<b>\$317,891.71</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$257,891.71</b>
<b>*Balance includes \$20,000 received for CalOES Generator Grant</b>	

Trinity Center CSD			
Building Fund			
May 11, 2021			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$107,526.15	\$167,526.15
Checking Account		\$61,955.95	\$61,955.95
Savings Account		\$64,740.01	\$64,740.01
Interest on VFD accounts-		\$201.34	\$201.34
Donation Kormeir Family		\$250.00	\$250.00
McConnell Foundation	\$100,000.00		\$100,000.00
Trinity River Community Partners		8,200.00	\$8,200.00
CDBG Grant	\$208,100.00		\$208,100.00
<b>Total Allocation</b>	<b>\$ 368,100.00</b>	<b>\$ 242,873.45</b>	<b>\$ 610,973.45</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			
Donation 3/2021-\$60,000			
<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			
In Memory of Steve Noverr-\$325.00			