

TRINITY CENTER COMMUNITY SERVICES DISTRICT

November 8, 2022

Regular Meeting

Minutes

- 1.0 Call to Order-**The meeting was called to order at 6:01p.m. by chairman Pat Frost. Other members in attendance were Martie Mullen, Drew Rusnak and Steve Finley. Kristin Halliday was absent. General manager Erik Anderson, Assistant Fire Chief Carol Fall and one member of the public were present.
- 2.0 Announcements or Changes to the Agenda-**None
- 3.0 Public Comments-**None
- 4.0 Approval of Minutes**
 - 4.1** Approval of minutes from October 11, 2022-Motion to approve as present by Drew Rusnak. Second by Martie Mullen. Motion carried-4 Ayes, 1 Absent.
 - 4.2** Approval of minutes from October 25, 2022-Motion to approve as presented by Drew Rusnak. Second by Steve Finley, Motion carried-4 Ayes, 1 Absent.
- 5.0 Unfinished Business**
 - 5.1** Update on Board Policy for Permanent record storage-nothing to report
 - 5.2** Update on purchase of new fire truck-Assistant Chief Carol Fall presented. The department is waiting to get 1111 looked at by mechanic Fred Maddix. They will wait for Coffee Creek VFD to get their new truck in service before taking 1111 out of service. Getting a new engine from Cal OES is still in the works once one becomes available.
- 6.0 New Business**
 - 6.1** Discuss and Approve 3-year agreement for audit services with Bloomberg and Griffin Accountancy Corporation-Linnea Kneaper presented the proposal for 3 years of audit services costing \$3250.00 per year. Motion by Martie Mullen to approve the agreement. Second by Drew Rusnak. Motion carried-4 Ayes, 1 Absent.
 - 6.2** Discuss and approve nominations for LAFCO alternate board member-Pat Frost presented. There are 2 candidates on the ballot for the alternate position and each special district gets a vote. Choices are Todd Corbett from TCLS or Dero Forslund from MCHD. Martie Mullen moved the board vote Todd Corbett for the alternate seat. Second by Drew Rusnak. Motion carried -4 Ayes, 1 Absent.
 - 6.3** Discuss and possibly amend budget to accept bid for generator installation-The money to cover extra expenses will be transferred from building fund account.
 - 6.4** Discuss and possibly accept bid for generator installation-General Manager ErikAnderson presented. The 2 quotes that were received were from Sharp Electric and Mercer Fraser/Colburn Electric. Erik recommended going with the lower bid/change order from Mercer Fraser/Colburn Electric of \$15,700. Campora will be charging for materials to install propane line and regulator. The change order will have specific language for completion date base on when grant work needs to be finished. Motion by Martie Mullen to accept change order from Mercer Fraser for \$15,700. Second by Steve Finley. Motion carried- 4 Ayes, 1 Absent.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
 - 7.1** Communications-Nothing to report
- 8.0 General Manager Report (Anderson)**
 - 8.1** Fire Hall Planning and Construction Project-General Manager Erik Anderson presented. The Electrical inspection on the new building was done and now waiting on TPUD. Last Thursday TPUD ran the wire from the box to the pole and they are supposed to come this week for the meter connection, weather permitting. After the meter is connected, Colburn Electric will come back to do connections. The cabinet is here but Danco still needs to come and install. A certified letter was received today for \$16,056.00 bill from Bell Hardware, who provided materials for Danco. An email was sent to Mark Benzinger to request that sub-contractors were paid from last progress billing payment. Pat is going to double check to see if payments were made.

9.0 Fire Department Reports

- 9.1** Fire Department Monthly Report-Assistant Chief Carol Fall presented. There were only 2 medical calls in October. The department had a lot of training hours, including county zoom training and Douglas City garage training for vehicle extraction. The department had a booth at the TC school fall festival, assisted the RCD crew for fuel reduction of high priority areas in Trinity Center including a few lots and the road going to water company diversion box and one residence up Swift Creek. Dwight Stewart and Zach Sullivan passed VMR training. Zach is getting certified to drive ambulance.

10.0 Financial Report and Bill Payment

- 10.1** CSD Financial Report-Linnea Kneaper presented the report. The balance as of October 31, 2022 was \$299,582.37. Bills include reimbursement to Carol Fall for AED accessories, pads and concrete sealer for the new building and a reimbursement to Dwight Stewart for training and wildland boots. Total bills for payment in November \$4640.87. New balance 141,055.65. The new balance includes the payment to Mercer Fraser for \$153,885.75.
- 10.2** Bills For Payment-Linnea Kneaper presented the bills for payment. Motion by Drew Rusnak to pay the bills. Second by Steve Finley. Motion carried-4 Ayes, 1 Absent
- 10.3** VFD Financial Report-Linnea Kneaper presented the report. The new balance in the Special fund increased \$56, 444.53.
- 10.4** New Firehall Construction Financial Report-Linnea Kneaper presented the report. Progress billing #4 for \$153,885.75 was paid to Mercer Fraser at the special meeting in October. The balance of the contract with Mercer Fraser is now \$81,703.25. Linnea will add in the approved cost for the change order to cover the generator installation. The balance of the contract with TVCE is \$25,546.50.

11.0 Items for next Agenda-Report on auditor visit, invoice from Mercer Fraser

11.0 Adjournment-6:53p.m.

November 2022 CSD Monthly Report

October 2022 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Medicals		
Trinity Center	2	10:43
Coffee Creek		
Annex		
<i>Total</i>	2	10:43
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0
Other	1	0:37
<i>Totals</i>	3	11:20
Training		
Fire	3	47:00
Medical	1	7:30
FEAT	1	12:00
<i>Total</i>	5	66:30
FEAT		
Responses	0	0
Misc	4	44:00
Total Activities and Personnel Hours	12	121:50

Additional Notes: County-wide auto-extrication training, VFD booth at Trinity Center Fall Festival, supervise TCRCD crew during fuel reduction work

Trinity Center CSD
Accounts Payable
November 8, 2022

Regular Expenses	Amount
Linnea Kneaper-Services October	\$ 500.00
Frontier Communications	\$ 7.29
TDS Telecom - Telephone	\$ 58.01
Trinity PUD - Electricity-Fire Hall -October	\$ 114.61
Trinity PUD - Street lights October	\$ 171.60
Terminix	\$ 55.00
Trinity County Solid Waste	\$ 13.02
Umpqua Credit Card-Quickbooks, postage, water heater, gloves	\$ 588.06
Suzanne Heinig-Houskeeping October	\$ 80.00
Total Regular Expenses	\$ 1,587.59
Speical Expenses	
Carol Fall-Reimbursement concrete sealer, AED accessories/pads	\$ 2,126.12
TCLS-BLS Bunce, Mullen, Davis, Luttrell	\$ 140.00
CSDA-Yearly membership	\$ 326.00
Dwight Stewart-Reimbursement Class registration, Wildland boots	\$ 461.16
Total Special Expenses	\$ 3,053.28
Total Expenses	\$ 4,640.87
Balance as of October 31, 2022	\$ 299,582.27
Less November Expenses	\$4,640.87
Less Expenses from special meeting 10/25/22-incl. 60,000 allocation	\$153,885.75
Current Balance	\$ 141,055.65