

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting January 9, 2024
IOOF HALL – 6:00p.m.
MINUTES**

1.0 Call to Order

Meeting called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Drew Rusnak, Kristin Halliday, Steve Finley and Board Secretary, Cari deJong. Assistant Fire Chief Carol Fall was present. Dwight Stewart from the TCVFD was also present.

2.0 Announcements or Changes to the Agenda

Agenda Item 6.2 does not need to be discussed.

3.0 Public Comments-open opportunity for comments or questions from any member of the public attending the meeting. **No action may be taken on new items at this meeting.**
None

4.0 Approval of Minutes

4.1 Approval of Minutes from December 12, 2023

Motion to approve minutes from the December 12, 2023 meeting as presented by Drew Rusnak, Kristin Halliday seconded the motion. Motion passed unanimously.

5.0 Unfinished Business

5.1 Update on Board Policy for permanent record storage (Frost)

Chairman Frost announced that there is a webinar being held by CSDA on January 16th and 17th (three hours each day). Secretary deJong will check her calendar to see if she can attend.

5.2 Discuss recruitment of new General Manager (Frost)

Assistant Chief Fall announced that Boyd Barney is not interested in becoming the General Manager but he will help with the remodel of the fire station. Fall will continue to complete the System for Award Management (SAM) registration and the VFD members will test the hydrants. We basically just need someone to conduct oversight, prepare monthly reports, and be the point person for street light maintenance and fire hydrant replacements. There are no leads at this time.

5.3 Discuss recruitment of new Fire Chief (Fall)

Assistant Chief Fall announced that the Annual Fire Chief's meeting is January 31, 2024, and elections are on the agenda. Dwight Stewart is still working diligently on his fire science classes at Shasta College. Fall will have an update at the next meeting.

5.4 Update on discussion regarding Trinity County Search and Rescue to store vehicle in the Apparatus Building (Fall)

Assistant Chief Fall announced there is no update at this time since the TCSAR is waiting to procure the Jeep before they will move forward.

5.5 Update on discussion regarding request by Trinity County Office of Emergency Services to install Emergency Evacuation Siren (Fall)

Assistant Chief Fall receives a draft Memorandum of Understanding (MOU) from Phil Simi (OES). We will need to make changes to the draft if we move forward. Trinity Public Utilities District needs to come out to confirm they can get to the site where the pole would be installed. Fall contacted the City of Paradise regarding their use of this type of siren. They are installing 22 sirens. They can sound an alarm as well as speak through the sirens to give instructions/details. Fall inquired about the TCCSD getting that type of siren and was told it was not likely. The OES is trying to get rid of the sirens they have now which are not capable of that.

5.6 Update on solicitation or hiring of a website designer to create a Trinity Center Community Services District website (Fall/Frost)

Chairman Frost has not heard back from CSDA regarding vendors, etc. Fall verified that Wordpress would be free to use if we build and manage the website in-house. Fall and deJong need to meet and discuss using the Auxiliary website to host.

6.0 New Business

6.1 Discuss/Approve Resolution 2024-01 regarding TCCSD website (Frost)

Chairman Frost discussed Resolution 2024-01 and said it is similar to the resolution we have been working under that states we do have the finances to have our own website. If we create and host a website we would no longer need this resolution.

Motion to pass Resolution 2024-01 by Martie Mullen, Drew Rusnak seconded.

Roll Call Vote:

Pat Frost: aye Martie Mullen: aye Steve Finley: aye

Drew Rusnak: aye Kristin Halliday: aye

6.2 Discuss/Authorize Chair to submit application and approve associated Resolution 2024-02 for CalFire Wildfire Defense Grant for wildfire detection cameras (Fall)

Assistant Chief Fall found out that CalFire will not pay for wildfire cameras. Therefore, we do not need this resolution.

6.3 Discuss/Elect/Approve board officers (Chair and Vice-Chair) (Frost)

A discussion was held regarding officers for 2024. Mullen said she is willing to remain as Vice-Chair for another year. Frost indicated he would be willing to remain Chair for 2024. Motion to have Frost continue as Chair and Mullen to continue as Vice-Chair for 2024 by Drew Rusnak. Kristin Halliday seconded. Motion passed unanimously.

6.4 Discuss Mid-Year Review of Budget (July-December) (deJong)

The mid-year budget was presented. It was decided to hold over the review until next month so that a full six months of activity can be reviewed.

6.5 Discuss/Approve Letters of Support for Trinity County Resource Conservation District Forest Health grant application (Fall)

Assistant Chief Fall indicated that there have been studies held for north county projects (Bowerman Ridge fuel break, Trinity campgrounds, the roads partnership, etc). These Letters of Support will make a difference in getting forest health grants approved. After minor edits to the last paragraph, the motion to approve Letters of Support was made by Martie Mullen and Kristin Halliday seconded the motion. Motion passed unanimously.

6.6 Discuss/Approve addition payment to Cari deJong for Trinity County bank account reconciliation to QuickBooks balance (Frost)

It was discovered by deJong that the cash balance we have at Trinity County has not been reconciled to the amounts we show in Quickbooks for several years. There is a large difference between what Trinity County shows we have and the balance we are carrying in Quickbooks. Chairman Frost explained that reconciling these accounts is above and beyond deJong's regular duties. deJong indicated that she estimates it will take at least 25 hours to complete this reconciliation, even though it may take longer based on findings. Her minimum hourly rate is \$30. Motion to pay deJong additional

monies for this reconciliation, not to exceed \$1,000, by Drew Rusnak. Steve Finley seconded the motion. It was discussed that the \$1,000 cap can be increased if additional hours are needed. Motion passed unanimously.

- 6.7 Discuss bank accounts at Coast Central Credit Union and Trinity County (Frost)**
Chairman Frost indicated that Certificates of Deposit (CD's) are earning approximately 4-5% interest, while the county only pays approximately 2% interest on the funds they hold on our behalf. After the reconciliation discussed in Item 6.6 is completed, we can discuss the possibility of moving some, if not all, funds from Trinity County to Coast Central Credit Union.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications (deJong)

The annual Form 700 is due by April but we would like them completed and returned to deJong by the March meeting.

Rusnak indicated he will not be in attendance at the February meeting.

8.0 General Manager Report

8.1 TCCSD Monthly Report (Frost)

Chairman Frost discussed that the 5% retention is all we owe Mercer Fraser. We need an Unconditional Release of Liens from all major subcontractors and suppliers before we can make the final payment. We sent a letter of substantial completion to Mercer Fraser last March and we are required to pay all retention within one year. Frost is in contact with Erik Keyes regarding everything that needs to be completed for the project to be completed.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report (Fall)

Assistant Chief Fall discussed her report and some year-to-year statistics. Dwight Stewart is still completing a lot of training and is doing very well in all his classes. The transmission on the water truck may not be able to be improved. Fall and Stewart are still reviewing potential options.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report

10.2 Bills for Payment

Motion to pay bills by Drew Rusnak and seconded by Kristin Halliday. Motion passed unanimously.

10.3 VFD Financial Report

11.0 Items for Next Agenda

Mid-year budget review, update on the MOU for emergency siren, status of reconciliation of Trinity County cash reconciliation, VFD chief and assistant chief radifications,

12.0 Adjournment at 7:05

Date of Next Meeting: **February 13, 2024**