

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting June 11, 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, Steve Finley and Board Secretary, Cari deJong. Board member Kristin Halliday was absent. Fire Chief Dwight Stewart and Assistant Fire Chief Carol Fall from the TCVFD were present. Douglas Carter from Morgan Stanley and Lyn Scott were also present.

2.0 Announcements or Changes to the Agenda

No announcements were made. A motion to add “Approve Audit” to the agenda was made by Drew Rusnak and seconded by Steve Finley. Motion passed unanimously. Approve Audit will be added as item 5.8.

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 May 14, 2024

Motion to approve minutes from the May 14, 2024 meeting as presented by Martie Mullen, seconded by Drew Rusnak. Motion passed unanimously.

5.0 Unfinished Business

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

Chairman Frost announced there was no new information.

5.2 Discuss recruitment of new General Manager (Frost)

Chairman Frost announced there was no new information.

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

Assistant Chief Fall announced that the Trinity County Search and Rescue still do not have a vehicle they would need to store. She will ask the TCSAR if they still plan on getting a vehicle to store at our fire facility.

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

Assistant Chief Fall announced we have a domain name (trinitycentercsd.org) registered. Website designer, Laura Seegmiller, would charge \$500 to set up our website and teach Fire Chief Stewart, Assistant Chief Fall and Secretary deJong how to upload monthly documents. For more detailed work, she charges \$75/hour. Carol recommends we increase the Professional Services amount in the budget and hire her.

- 5.5** Update on reconciliation between Trinity County and Quickbooks cash balances (deJong)
Secretary deJong announced she was not getting any responses from our auditor John Blomberg on how to make any adjustments that are for prior years. He finally forwarded her emails to his associate Syed Bukhari who indicated that they make adjustments to the cash balance every year since it has not matched Trinity County records since they started conducting our audits. Secretary deJong asked Mr. Bukhari what they show the cash balance was after their adjustments as of June 30, 2023, and he said \$388,699. Secretary deJong verified with the Trinity County Auditor, Christine Gaffey, that the actual balance was \$333,852.57 – a difference of \$54,846.43. Secretary deJong asked Mr. Bukhari what the difference was and he said he did not know. He asked deJong to find the difference. Therefore, deJong will need to reconcile our Quickbooks balance to both the Trinity County records and the auditors records.
- 5.6** Approve FY 2024-2025 Budget (Frost/deJong)
The only proposed change to the budget is to increase Account 2300 Professional Services to include creating the website. A motion to approve the budget with the \$1,000 increase to Professional Services was made by Steve Finley and seconded by Martie Mullen. Motion passed unanimously.
- 5.7** Discuss/Take Action on moving funds from Trinity County to a banking institution (Frost)
Chairman Frost and Secretary deJong met with Will Compton from Coast Central Credit Union. Secretary deJong emailed him the taxpayer identification numbers for Trinity Center Community Services District and Trinity Center Volunteer Fire Department. She is still waiting to hear back from him to verify how the insurance would work since we have two identification numbers.
Douglas Carter, a financial advisor from Morgan Stanley, gave a presentation regarding the options Morgan Stanley has that may work for us. He stated that each taxpayer identification number normally has \$250,000 insurance. However, Morgan Stanley has multiple bank charters which increases the insurance amount they can provide into the millions. The account he recommends offers 5% interest (linked to the federal reserve rates). He said Morgan Stanley will always pay higher interest rates than regular banks and the interest compounds daily. All accounts have zero fees, free checking and free debit cards. He strongly recommended keeping at least one account at a regular bank because Morgan Stanley does not have a vault and cannot receive cash deposits or give out any cash. Mr. Carter gave a detailed presentation and answered all questions the board members had. A motion to authorize beginning the process to sever banking ties with Trinity County, having Chairman Frost and Secretary deJong prepare a recommendation on what amounts we take from the county and which banking institution(s) to move the funds to, and to authorize Chairman Frost to prepare a letter to Trinity County notifying them of our intent to remove our funds was given by Drew Rusnak and seconded by Steve Finley. The motion passed unanimously. Pat has a meeting scheduled with the County Supervisor, Ric Leutwyler, to let him know our intent to remove our cash from the county as a courtesy.
- 5.8** Approve 2022/2023 Audit
The audit was reviewed and a motion to accept the audit by Martie Mullen and seconded by Drew Rusnak. Motion passed unanimously.

6.0 New Business

- 6.1** Discuss/Approve draft Workplace Violence Prevention Plan (Frost)
Chairman Frost discussed the new California state law that requires all employers to have a Workplace Violence Prevention Plan in place by July 1, 2024. Chairman Frost presented the plan and recommended we adopt the policy. A motion to adopt the

Workplace Violence Prevention Policy by Martie Mullen and seconded by Steve Finley. Motion passed unanimously.

- 6.2** Authorize Assistant Chief Fall to apply for Slip-on Tanker Unit grant for 1134 (Fall)
Assistant Chief Fall discussed the need for a Slip-on Tanker Unit. The Department of the Interior is offering a grant to install new Slip-on Units. We were one of 25 agencies that were chosen in the first round after the national call for grant applications. If we receive the grant, we need a document to authorize Fall to apply for the \$42,000 grant. A motion to authorize Assistant Chief Fall to apply for the Slip-on Tanker Unit grant was made by Drew Rusnak and seconded by Martie Mullen. Motion passed unanimously.
- 6.3** Discuss/Approve transfer of \$1,000 from Trinity County to Coast Central Special Fund/Vehicle Replacement (Fall)
Assistant Chief Fall discussed that every year we have put in the budget to have \$1,000 go to the vehicle replacement fund but the \$1,000 was never distributed from the county to the VFD Special Vehicle Replacement fund account at Coast Central Credit Union. A motion to transfer \$1,000 from the county account to the vehicle replacement fund was made by Martie Mullen and seconded by Drew Rusnak. Motion passed unanimously.
- 6.4** Discuss/Approve Resolution 2024-03 regarding Trinity County Board Member Election (Frost)
Chair Frost discussed Resolution 2024-03 that indicates that we consolidate our elections with the countywide election. The two individuals who would have terms extended were Kristen Halliday and Martie Mullen. Motion by to approve Resolution 2024-03 was made by Steve Finley and seconded by Drew Rusnak. Roll call vote: Chairman Frost: aye, Martie Mullen: aye, Steve Finley: aye, Drew Rusnak: aye. Kristin Halliday absent.

7.0 Communications, Directors & Ad Hoc Committee Reports

- 7.1** Communications (deJong)
Secretary deJong discussed that Mercer Fraser sent a flyer with their rock and gravel price increases, and Terminix's request to for us to sign an annual contract.

8.0 General Manager Report

- 8.1** TCCSD Monthly Report (Frost)
Chairman Frost discussed that Mercer Fraser sent us an invoice for 5% retention, but we did not receive the unconditional lien releases. Erik Keyes (Trinity Valley Consulting Engineers) was sent the invoice for guidance since we did not receive the releases. He said our contract is firm in the fact that we need the lien releases, and it may be that we did not receive them because Mercer Fraser cannot get the releases. He said we can waive the requirement of needing the releases or inform them that we cannot release retention until the releases are received. After a discussion, it was decided to send Mercer Fraser thanking them for the 5% retention invoice but indicating that we need the lien releases before we can pay the retention invoice.

9.0 Fire Department Reports

- 9.1** Fire Department Monthly Report (Stewart/Fall)
Assistant Chief Fall went over the May statistics. We are starting to get the regular summer increase in calls. There is still a lot of training being completed. Cascade Fire had an event in Redding so we took 1134 to show them and they indicated what can and cannot be fixed. We started the weekend patrols early.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report

10.2 Bills for Payment

Secretary deJong received an email from the Trinity County Auditor today that June is the last month they will be processing our warrants. Starting in July, a new procedure will need to be followed that includes completing a monthly report, having three board members sign it, submitting it to the county, and they will prepare the checks. We will have the option of picking up the checks and mailing them out or having the county mail them directly.

Motion to pay bills by Martie Mullen and seconded by Drew Rusnak. Motion passed unanimously.

10.3 VFD Financial Report

11.0 Items for Next Agenda

Decision regarding where the county funds will be deposited, discuss/approve change to pest control

12.0 Adjournment at 7:38pm

Date of Next Meeting: **July 9, 2024**