

TRINITY CENTER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

Regular Meeting

March 4, 2008

The meeting was called to order by Glen Ahmann at 7:35 p.m. Other members present: Hal Pflueger, Loren Teitzel, Glenn Koby and Pat Banducci. 11 members of the public were also present.

Minutes of the previous meeting were passed out. It was moved by Glenn Koby to approve them and seconded by Hal Pflueger. The motion was approved.

Unfinished Business

Working Group Report for TCVFD fund raising- Glen Ahmann reported the group was not able to meet last month. They will meet this month and report back at next months meeting.

Trinity Knolls Water Dist request- Glen Ahmann passed out a letter drafted to address the principle of turning over the ownership of the fire hydrants to the CSD. Glenn Koby requested the Board vote yes to accept the letter with a sentence added that the hydrants are in good working order. Glen Ahmann will ask Vern Cooney to amend and resubmit the letter. Glen Ahmann and Hal Pflueger recused themselves from the vote on the item due to their involvement on the TKMWC Board. Glen Ahmann called for a vote. Loren Teitzel, Pat Banducci and Glenn Koby all voted to accept the letter.

Bids on Fire Dept elect.- Loren Teitzel and Glen Ahmann talked to Ken Rieke about what needed done at the Fire hall. Ken's offer is to repair the existing electrical and not do any up-grades at this time. He says the materials should be \$200.00 to \$300.00 which is under the \$500.00 limit. Glenn Koby informed the Board that this is under the level required for the Board to take action on and that the fire Chief can approve the work. Roger Chatterton gave his approval to do the repair work.

Mission Statement- Glenn Koby presented a draft of the mission statement. There was some discussion. The Mission Statement includes a statement that the Board will commit to assist and participate in the fund raising efforts for the Fire Dept. Input was requested and it will be re-addressed at the next meeting. Copies will be available at Lucky's for the public.

Policy and Procedure manual outline- Glen Ahmann passed out a draft of the outline. There was some discussion. Input was requested and it will be discussed and possibly approved at the next meeting.

Job description for Clerk- Jan Bellinger passed out the Clerk Job Description. There was some discussion. Hal Pflueger moved it be accepted as written. It was seconded by Pat Banducci. The motion passed. Pat Banducci suggested the Board take action to give the clerk position a raise. There was some discussion. Glen Ahmann requested that Jan Bellinger keep track of the hours put in on an hourly chart and report back to the Board. It will be looked at again in a few months.

Resolution of Recognition of outgoing Board members - Glen Ahmann suggested it be done at the end of the meeting. Glenn Koby will present Bill Beermann with the resolution at the end of the meeting. Betty Eyman baked a cake. Glen Ahmann indicated he would deliver George Lucky's resolution to him the following day.

Pat Banducci submitted a letter of resignation, effective April 1, 2008. Glenn Koby made a motion to create a resolution for Pat thanking her for her work. It was seconded by Hal Pflueger and the motion passed. The resolution will be presented to Pat at the next meeting that Pat is available to attend.

Communications

Annual Statement of Economic Interest-(form 700) were passed out to the Board members. There was some discussion. Glen Ahmann requested they be filled out and given to Jan Bellinger to mail in.

Glen Ahmann reminded the Board that they are required to take ethics training. Glenn Koby informed the Board this could be done online and they can print a certificate and send it to the elections office to meet this requirement.

Glen Ahmann informed the Board that Judy Pflueger found a copy of the Sphere of Influence. It was passed out and will be addressed at next months meeting. There was some discussion about updating it and if it is changed if it would cost the CSD any additional money. Glen Ahmann will check with Planning office or LAFCO.

Public Comment

Betty Eyman asked if there were copies of the Sphere of Influence available for the public. They were already handed out. The meeting time on the Policy draft is incorrect. Glen Ahmann will correct. Betty enjoys bringing refreshments to the meeting and wondered if she could put out a can for donations for the purchase of coffee, creamer and supplies. The Board agreed with that idea.

Kelli Gant requested that documents for the upcoming meeting be put on the website before the meetings. Pat Sprick inquired as to the procedure for replacing Pat Banducci's position on the Board. It was stated that a vacancy notice has to be posted in 3 public places for 30 days and the applicant letters will be discussed at the next meeting and then the remaining Board members will vote in closed session. A three fourths majority will be required for appointment.

New Business

Determine action for loan re-payment for Koebel property- With the change in the Board members there has been no payment made to the Koebels since loan inception. Glen Ahmann requested it be approved to make a payment for the back owed interest to catch the payments up. Glen Ahmann stated the Koebels have gained nothing by carrying the loan for the purchase of the property. The Board thanks them for their help. The Board needs to re-pay the loan by making payments against the principal to bring the balance down. There was discussion about the donations given to the VFD specifically to help pay for the property and it was agreed that the VFD will issue a check to the Koebels for the amount of those donations. Glenn Koby suggested the Board use money from the county account to help pay down the principle. Loren Teitzel suggested the Board wait until after April 10th when the second installment of tax money is received and see what the balance in the account is at that time. Glenn Koby requested the Board give a statement to declare intent to pay down the interest on the loan. The Board agreed this needs to be looked at again at the May meeting. Glenn Koby suggested the Board write a letter of thanks to the Koebel's for their help. Hal Pflueger seconded, the motion passed. Glen Ahmann will write the letter. Kelli Gant suggested a copy of the letter be published in the Trinity Journal. Glen Ahmann will handle.

1st draft of the Budget Policy-Glen Ahmann passed out with policies on Policy Purposes and Procedures, Meeting Time and Place and Board Member Responsibilities. Input was requested and they will be looked at again at the next meeting. Copies will be available at Lucky's for the public.

1st draft of the Meeting Conduct-Glenn Koby passed out. Input was requested and it will be looked at again at the next meeting.

Glen Ahmann and Jan Bellinger will draft and post the notice of vacancy for the open Board member position and Betty Eyman will post it in the North 40. It was also suggested it be put on the website.

Fire Dept. Report

The Fire Chief reviewed the calls for the month. Roger Chatterton reported that this may be the last year TCVFD/CCVFD qualifies for Title 3 funding. At the Board of Supervisors meeting TCVFD requested \$9000.00 for a training dummy. The Board of Supervisors approved \$5000.00. TCVFD will use fund raising to get the balance needed for the purchase.

The Fire Dept financial report was passed out. There was some discussion.

Glen Ahmann reminded the Board they are required to have a General Manager. This will be added to next months agenda.

Glen Ahmann has information on the California Special District Association. It is suggested the Board look at it and consider joining. Glen will bring the information to the next meeting.

Glen Ahmann informed the Board that the Fire dept held their annual election of Chief and Captains. Roger Chatterton was elected Chief. The Board needs to approve the appointment. After some discussion it was moved by Loren Teitzel and seconded by Glenn Koby to approve the appointment. The motion passed. This should be a standing appointment until there is a change in the Fire Dept officials. There is no need for the Board to vote on this annually.

Bills for Payment

There was some discussion, a motion was made by Pat Banducci and seconded by Loren Teitzel and passed that the following bills be paid:

Trinity PUD- Electric	\$310.79
Campora- Propane	\$968.15
TDS Telecom-Telephone	\$4.78
Raycom Electronics- Pager repair	\$100.97
Terminix- Pest control	\$50.00
Trinity Co. Elections- Election fee	\$446.23
Jan Bellinger- Salary	\$300.00
Roger Chatterton-Travel & Expense	\$50.00
Jaktri Market- Fuel	\$84.73
Fred Maddox- Vehicle Repair	\$1654.71
Doug Koebel- Property Interest	<u>\$552.73</u>
Total	\$4523.09

Resolution of Recognition of outgoing members- Glenn Koby presented Bill Beermann with the resolution and cake was served.

Adjournment

Meeting adjourned at 9:00 p.m.

Items for next meeting agenda:

Board vacancy-(Ahmann)

Working group report for TCFVD fund raising-(Ahmann)

Mission Statement-second reading-(Koby)

| Outline sections for what is needed to be in the Policy manual-(Ahmann)

Repayment of Koebel loan-(Ahmann)

First draft of Budget Policy and other policies-(Ahmann)

First draft of Meeting Conduct-(Koby)

Sphere of Influence-(Ahmann)

General Manager Position-(Ahmann)

California Special District Association-(Ahmann)

Next Meeting: April 1, 2008

Jan Bellinger - Clerk