

# TRINITY CENTER COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS MEETING

Regular Meeting

June 2, 2009

The meeting was called to order by Glen Ahmann at 6:30 p.m. Other members present: Hal Pflueger, Mike McHugh, and Dewey Baird and Virginia Allin. 12 members of the public were also present.

Minutes of the previous meeting were passed out. Dewey Baird found some errors under New Business, 2<sup>nd</sup> paragraph line 5, current CBO should be previous CBO, and the word “they” will check with FASIS and “they” will have 2 years, referring to the building committee should be “we” meaning CSD. The errors will be corrected. Jan Bellinger will check with GSRMA regarding insurance coverage for volunteers working on the lot clean up. It was moved by Dewey Baird to accept the minutes with corrections and it was seconded by Virginia Allin. The minutes were accepted.

CSD Financial report was handed out and the balance was read.

TCVFD Financial reports were handed out and the balances were read.

Glen Ahmann added that at the end of the fiscal year the CSD should have a balance of about \$119,000.00 (before the GSRMA check of \$7250.00 is taken out)

### Unfinished Business

New Fire House Building Report- Dewey Baird gave a summary of what is happening with the building committee. The application for the re-zone and merger was submitted 5/8/09. No questions or required changes were asked for from Planning Dept.

The next step will be the Environmental Inspection visit by the Planning Dept. It is still unclear as to what degree the Health & Safety Code and California Building Standards will affect the construction or the new Fire House. Dewey is working on a meeting with Jim Santiago of the Planning Development Dept.

The Building Committee is still looking for an Administrative Assistant. Kelli Gant is taking on the duties until someone can be found.

The lot clean up has not been started. Lyn Scott has graciously agreed to let the brush from the clean up be stored on his lot until it can be burned in the fall.

The CSD Board denied Dewey's request to submit the application for the culvert construction. He told the Board he would get more information including the cost of the permit. That cost is \$150.00. There was some discussion at the last meeting about a blanket encroachment. CSD does have one; however, it is for the Services that CSD provides only, not for construction of a culvert. It was suggested that when the CSD applies for the encroachment permit for the Trinity Vista side they apply for the Mary St. side also. This will avoid duplicate fees. There is \$1,000,000.00 liability insurance bond requirement for the contractor that performs the construction work on the culverts. There is a 6 month window to complete the work. An extension is available if needed.

There was a question asked at the last meeting about the cost per square foot for construction of the new Fire House. While an answer for the Trinity Center Fire House is still unknown, the cost for the Hayfork Fire House is estimated to be \$150.00-\$160.00 per square foot.

There is a Grant opportunity through the Stimulus Initiative and organizations like FEMA, Homeland Security and Fire Fighter Organizations that may help with the construction costs of the new Fire House. They are expected to award 100 grants for \$210,000.00. The application will be available June 8<sup>th</sup> and must be submitted by July 10<sup>th</sup> 2009. The Building Committee voted unanimously to submit the application. This is for a full funding grant, no matching funds are required. This will be put on next month's agenda to approve submitting the application for the grant.

Annexation Committee to evaluate expansion of the CSD boundaries-Mike McHugh reported the committee met last month and given the Budget committee's report it was concluded there would no assessment required to annex outlying areas at this time. LAFCO position is that if there is no assessment there is no need for voter approval, but LAFCO would want to see survey data indicating that at least half of the constituents support the annexation. There is still a question regarding the need for district boundaries to be surveyed as well as if the petition of registered voters can be done by mail or if the areas will need to be canvassed. The FAQ document will be handed out at the June 13<sup>th</sup> BBQ and there are plans to hold community meetings. There are about \$3000.00 in LAFCO fees and other fees that may be required. The annexed areas may be asked to pay those fees. Mike needs to get additional information from LAFCO on the election details. There was general discussion regarding Fire Insurance ratings. Mike reported the committee met with a number of insurance agents and found they generally do not use the ISO rating; however, they do use some of the elements in the ratings. The ISO rating does not appear to influence the insurance rates.

#### Communications

Approval of the Audit Report-Glen Ahmann reported he has called Gregor Prof. Corp. and explained the corrections that need to be made. We have not received the corrected report. The Board authorized Glen to sign off on the approval form when the corrections have been made. Glen reported he and Jan Bellinger met with David Nelson from the auditor's office. In reviewing the report a \$4131.00 error was found in the County accounting from last fiscal year. The County has made the correction putting the \$4131 back in the CSD account.

Audit engagement letter-Glen Ahmann reported a letter of engagement has been received from Gregor to conduct the audit for this fiscal year. He will sign it and send it back.

AT&T Lease update contact information letter-Glen Ahmann will fill out the form and send it back.

There was a question on Virginia Allin's term expiration. Glen checked into it and her term will expire in December. He will check with Dero Forslund on the election process and report back.

#### Public Comment

Dave Forbes inquired if the street lights were all in the district now. Dewey Baird gave an update. All the street lights are in the district and working. CSD does not have a policy for requests for changes from the public on street light, either installation or removal. For now if anyone has a problem they can address it to the Board.

#### New Business

Budget for 2009/2010-Glen Ahmann reported the budget committee met and have the 2009/2010 budget ready for approval. The budget was passed out and explained. There was some general discussion. There was a motion by Hal Pflueger to approve the budget. It was seconded by Dewey Baird. The motion passed.

Hydrant Repair- Roger Chatterton reported that he and Lyn Scott have made a map of all the leaking fire hydrants. Roger would rather not use old or used parts to make the repairs. He would like to hire out the repairing of the hydrants. Ken Rieke has the appropriate license to do the work. Ken recommended we use new parts as well to bring the hydrants up to the new standard code and insure all parts needed for the repair are on hand to minimize any interruption of service. They would like to start with two hydrants for the next fiscal year. Ken recommended we put a new valve on each existing hydrant. They need to have a 6" feed and valve to meet code. If this is done it will allow each new hydrant installed to only have to be attached to the new valve and not disturb the pipe. Ken and Lyn Scott will decide which two hydrants to start with. If the public knows of any leaking hydrant please let Roger know so they can be added to the map. Roger is requesting the Board's approval to start with the repairs of two hydrants. Virginia Allin made a motion to authorize the repair of the fire hydrants to the extent of the budget. Dewey Baird seconded the motion. The motion passed.

Roger Chatterton is requesting the approval to purchase 12 ANSI vests. Total cost is \$508.72. The Federal rule is that any highway worker on a Federally funded highway must be wearing a safety vest. Hal Pflueger moved to approve the purchase. It was seconded by Mike McHugh. The motion passed.

Roger Chatterton requested the District have a policy for equipment project service life replacement. Replacement of Capital Assets has not been a budgeted item in the past. Glen Ahmann suggested a list of equipment be compiled for discussion. There was some discussion regarding other items such as building repairs, hose purchase, turnout gear, etc. Roger said most of the fire fighting type items could be covered by grants and/or the purchase of used items such as hoses. Roger's request pertains to vehicle replacement. Glen and Roger will work on a list to present to the Board by the end of the summer.

Policy 105 revision- Glen Ahmann passed out a draft of some purposed changes to the policy. Dewey Baird had requested the limit of \$4000.00 be raised to \$12,000.00 to make it easier to hire locally. Dewey's concern is that policy 105 states that all contracts over \$4000.00 have a competitive bid process. Dewey would like to be able to award small contracts to local people without having to go through a bidding process. There was some discussion on the dollar amount limit with general consensus (Dewey accepted) agreeing on \$10,000. Glen Ahmann read some other purposed changes.

105.201 Add vice chairman or designated Director

105.302 Change \$4000.00 to \$10,000.00 and add a preference for local contractors

Change 1 week notice by posting of upcoming jobs to 20 days

105.402, 105.403, 105.404 Expand on Project Manager duties

### Fire Dept. Report

Roger Chatterton- Passed out and read the Fire Dept report.

Roger reported that Caltrans has shown interest in the Carrville repeater sight. Roger will be meeting with Caltrans to see if the repeater sight can be used.

He reported the TC VFD is considering the sale of Beer at the BBQ. The Board supports this effort to raise money if liability insurance is in place.

### Bills for Payment

The list of bills to be paid was passed out and after general discussion a motion was made by Hal Pflueger to pay the bills as stated and seconded by Virginia Allin. The motion passed that the following bills be paid:

### **Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$131.61
Trinity PUD- Street Lights	\$156.76
TDS Telecom-Telephone	\$50.14
Jan Bellinger- Salary	\$350.00
Roger Chatterton-Travel & Expense	\$50.00

### **Special Expenses**

Campora-Propane	\$156.01
Jaktri Market-Fuel	\$97.13
Trinity County Solid Waste-Dump Fee	\$2.15
Coffee Creek VFD-02 reimbursement	\$14.89
Independent Business Forms- Envelopes	\$53.63
L.N. Curtis-Class 1 pants	\$790.23
Dewey Baird-Postage	\$25.20
LAFCO-Special Dist Allocation	\$41.47
Glen Ahmann-Office Supplies	\$123.86
Golden State Risk Mgmt-Ins	\$7,250.00
 Total	 \$9,293.08

County Balance as of 5/31/09	\$117,327.10
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Checks for payment	\$9,293.08
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New Balance	\$108,034.02
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### Adjournment

Meeting adjourned at 8:23 p.m.

### Items for next meeting agenda:

Approve Policy #105 revisions

Building Committee report

Annexation Committee report

Election process update

Discussion with TCRCD regarding community fuel reduction efforts

Next Meeting: July 7, 2009

Jan Bellinger - Secretary