

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

## Regular Meeting

Aug. 3, 2010

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

Glen explained that the agenda was going to be a little out of order at the request of the Fire Chief. Roger Chatterton is unable to stay for the entire meeting and the agenda items involving the fire department will be handled first.

### Fire Dept. Report

Roger Chatterton - Roger passed out and read the report (see attached). Roger reported that this month has been the busiest so far this year and most of the calls came at the end of July. It was also noted that the calls were all for local residents and not tourists. Marylou Razzetto inquired as to what the misc. calls were. Roger explained that they were calls that did not fall under any other category. One was a report of illegal fireworks and one was for a safety briefing at KOA.

Minutes of the last meeting were passed out. It was moved by Hal Pflueger that the minutes be accepted as written. It was seconded by Virginia Allin. The minutes were accepted.

TCVFD Financial reports were handed out and the balances were read.  
CSD Financial report was handed out and the balance was read.

### Unfinished Business

New Fire House Building Committee report - Fire House Construction Project – Glen Ahmann read a report from Dewey Baird in his absence.

During July 2010 the following actions were taken:

1. Site visits were conducted and tree removal bids with copies of insurance were received from two contractors.

3. A meeting with Norma Teagarden, Dewey Baird and Chief Chatterton was held in mid July wherein the following was discussed:

- a. Chief concurred with the need for roof repair and hose dryer replacement

- b. Estimates will be obtained for roof repair, hose dryer replacement and costs of and process for obtaining a 911 call system at the firehouse by Dewey Baird, Chief Chatterton and Norma Teagarden respectively. Norma Teagarden explained that the 911 system is a phone that only calls emergency dispatch for outside the fire house in case of emergency. This is especially needed now with the loss of the pay phone near the Yellow Jacket. There was some discussion regarding the removal of the siren. It is no longer used for emergency calls. There is no known reason to keep the siren at this time.

It is believed that the four siren legs and associated roof top penetrations are causing the leaks and because alternatives exist to the siren notification system, siren removal is recommended.

Additionally, a complete roof replacement is not thought to be needed. While the Project Team is not abandoning its efforts to design, obtain estimates and prepare grant applications for a replacement fire station, the existing facility must not be allowed to deteriorate. The Project Team has placed a new

emphasis on building maintenance with the intent to make the existing fire house safe, usable and to halt building deterioration until a replacement facility is constructed.

c. A line item review of the FEMA letter denying CSD's grant application was conducted to determine which factors have changed since FEMA's grant review one year ago. It was agreed that a revised narrative should be prepared and ready to submit should a grant opportunity present itself. Positive narrative changes include but may not be limited to; potential annexation, rezone permit approval, additional financial contributions and higher jobless rate percentage. A preliminary draft will be prepared and forwarded to project team members for review and input in August/Sept 2010.

Annexation Committee report - Mike reported that there is no new news on the annexation application. Mike has submitted a status update request to the County. He has not received anything from them to date. Wyatt Ribarich inquired as to when the next LAFCo meeting will be. Mike will call John Jelichich to get an update on the application with LAFCo. LAFCo should be sending letters to the residence in the annexation areas notifying them about the meeting. An inquiry was made about the \$1000.00 donation from SPI. As far as it is known it was not been received. Long Canyon Home Owners Assoc. are also donating \$300.00 to the annexation fund. It was requested that the annexation account have a separate report to show the donations. Glen requested that Linda Magni prepare an account summary for the annexation account.

### Communications

Letter from TCMWC regarding request to continue request for a SRF grant/loan-Jan Bellinger reported that a letter was received from TCMWC stating they are moving forward with the SRF grant/loan.

Letter from State Controller regarding Special Districts Financial Transactions Report-Jan Bellinger reported a letter from the State Controller was received informing the CSD of the upcoming Special Districts Financial Transactions Report.

Letter from Blomberg & Griffin Accountancy Corp. requesting consideration for the annual Audit-Jan Bellinger briefly read a letter requesting consideration for the annual. This years audit is being conducted by Gregor Professional Corp. Jan Bellinger will write a thank you letter to be sent to Blomberg & Griffin Accountancy Corp. requesting they send a letter in March or April of next year to be considered for next years audit.

Letter of Request for Comment from Trinity County Planning Dept.-Glen Ahmann briefly read the request from the Cahill's to merge two lots on Airport Dr. for tax purposes. After some discussion it was decided this would have no real impact on the CSD. The form will be returned with no comment.

### Public Comment

Marylou Razzetto asked about the lot on Azalea that has been partially cleared and whether permits have been obtained to clear the lot and if the neighboring lot owners have been notified. It is thought that Justin Zabel owns the lot. Glen Ahmann reported that the CSD has not been informed of or seen any paperwork on the lot. Kelli Gant reported that Trinity County is one of the few Counties that do not require a permit for grading. There is a concern that in the winter the rains will wash mud down to the other lots on that block.

Hal Pflueger suggested the CSD have a BBQ or other type of retirement party for Roger Chatterton who is retiring as Fire Chief at the end of the year. Glen suggested the CSD and TC VFD work

together on planning the event. Hal reported that when Dick Hamilton retired a plaque was going to be put at the fire hall. Mike McHugh corrected the statement and said that the new fire house will be named after him. Mike suggested that if the new building was too far away an alternative should be considered. Glen requested everyone be thinking of ideas for what to do for Roger. The replacement of the Fire Chief and General Manager will be placed on next month's agenda. Glen Ahmann, Mike McHugh and Roger Chatterton will form a committee to work on job descriptions and the selection process for those positions.

Mike McHugh wanted to acknowledge the work of Kelli Gant, Virginia Allin, Lynn Hartley and Cheryl Mogensen on the Wine Fest. It was a great success. The event has already out grown the facility. Mike announced they grossed \$11,204.00 which does not include the donation from the Klampers. Kelli announced there will be wine glasses for sale at the TC VFD pancake breakfast on Labor Day weekend and also at the Lion's BBQ that same weekend. Kelli also noted the amount of people that attended from out of the area.

### New Business

Review Policies 105 & 108 on spending limits-Glen Ahmann reported that at the last meeting Dewey has a question regarding spending limits for Directors. The Directors, General Manager or the Chief can spend up to \$500.00 on their own authority. The limits on non-competitive agreements between TC CSD and other entities had been increased. If the amount is less than \$10,000.00 there does not have to be a competitive bids process but if the amount is more than \$10,000.00 there does have to be a competitive bid process. If there is an approved budget for a project the individual expenditures included in that budget for that project are automatically approved. If someone wants to spend something outside of the budget or above the budget they are limited to the \$500.00 without obtaining Board approval. Board approval may be at a regular meeting or at a special meeting if needed. Copies of the Policies can be viewed online or Jan Bellinger has copies. Glen reviewed the policies and copies will be given to Dewey for reference.

Review Conflict of Interest Code- Review existing code and determine if any changes are needed or appropriate. Glen Ahmann explained that the CSD receives a notice from the County ever two years to review the Conflict of Interest Code and determine if there is a need to amend the current code. After some discussion it was determined that no changes or amendments are needed at this time.

Discuss/Approve removing pine trees from FD lot-Since Dewey Baird is absent this item will be carried over to next months meeting.

Resolution authorizing CSD Board member to vote for CSDA items-Consider CSDA request to pass resolution regarding TCCSD voting on CSDA issues. Glen Ahmann gave a review of the items that needed to be voted on last month for the CSDA. One of the items that the CSDA requested the TC CSD consider was a request to pass a resolution regarding TCCSD designating a member of the Board to vote on CSDA issues. Glen presented a draft resolution giving the board chair qualified authority to vote on CSDA issues. There was some discussion. Virginia Allin made a motion to pass the resolution with the amendment that the date be changed to the correct date. The motion was seconded by Mike McHugh. The motion passed unanimously by all present.

Stale Dated Checks-Determine appropriate action to be taken on \$800 worth of un-cashed prior year checks-Glen Ahmann explained what a Stale dated check is and that the County has found a number of checks that are old and have never been cashed. The County took them out of the CSD account when they were written and is now adding them back to the CSD account. The County is canceling the checks and new ones must be re-issued if the Board decides to do so. Glen suggested Jan Bellinger

contact the people who have the old checks and ask if they would like them to be re-issued. If the people want the checks re-issued they will be brought to the next meeting for approval.

### Bills for Payment

The list of bills to be paid was passed out. The bill from Jaktri was for propane for the TC FVD BBQ and will be given to the fire dept. to pay. After some discussion a motion was made by Virginia Allin that the list of bills be paid as stated with the amendment that the Jaktri propane bill be taken off the list. The motion was seconded by Hal Pflueger. The motion passed that the following bills be paid:

### **Regular Expenses**

Trinity PUD- Electric-Fire Hall	\$91.50
Trinity PUD- Street Lights	\$147.73
TDS Telecom-Telephone	\$50.65
Jan Bellinger-Salary & Postage	\$351.73
Roger Chatterton-Travel	\$50.00

### **Special Expenses**

NTLIA-Hall Rental (6 months)	\$108.00
TC FVD-Reimbursement for Fred Maddox-Repair winch on #1123	\$222.50
Total - Checks for payment	\$1,022.11
County Balance as of 7/31/10	\$125,855.96
Checks for payment	\$1,022.11
New Balance	\$124,833.85

### Adjournment

Meeting adjourned at 7:19 p.m.

### Items for next meeting agenda:

Building Committee report  
Annexation Committee report  
Discuss/Approve removing pine trees from FD lot  
Discuss replacing Fire Chief and General Manager Positions

Next Meeting: Sept. 7, 2010

Jan Bellinger – Secretary

## **TCVFD Report for August 2010**

### **Activity for July**

#### **Medicals**

**Coffee Creek - 1**

**Trinity Center – 5**

**CM-LFE-LC – 1**

#### **Traffic collision**

**Coffee Creek – 1**

#### **Misc**

**Trinity Center – 1**

**CM-LFE-LC - 1**

**Trainings – 3**

**Total responses = 13**