

TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

August 2, 2017

The meeting was called to order by Pat Frost at 6:30 p.m. Other members present were Glen Ahman, Drew Rusnak, and Mike McHugh. General Manager Erik Anderson and Fire Chief Steve Renten were also present. Six members of the public were present.

Announcements - There were no announcements.

Minutes of the last meeting were posted on the website and were available at the meeting. Mike McHugh made a motion that the minutes be accepted as written. There was a second by Drew Rusnak. The minutes of the meeting were accepted unanimously as written.

TCVFD Financial report was made available. The balance as of July 31, 2017 is \$93,949.19. After some discussion, it was clarified that approximately \$24,000 from the TCVFD Auxiliary fund will be transferred to the TCVFD building fund. Once that occurs the building fund balance will be approximately \$75,000. Glen Ahman noted that the TCVFD financials should reflect the actual fiscal year of July 1 – June 30.

TCVFD Auxiliary Financial report was made available. The balance as of July 31, 2017 is \$39,498.12.

CSD Financial report was made available. The balance after today's bills are paid will be \$190,768.05.

Unfinished Business

Board Vacancy Status Update – The CSD Board has had a vacancy since June 6. Pat Frost announced that there is a candidate who submitted a letter of interest. Copies of the letter were available. Pat then introduced candidate Trish Wardrip, who was present at the meeting. Trish gave a brief account of her qualifications and experience, which was followed by a time of questions and answers. Glen Ahman then made a motion that Trish Wardrip be appointed as a director to the Trinity Center Community Services District to fill the vacant position. Drew Rusnak seconded. The motion was passed unanimously.

Communications & Director Reports

A request from the State Controller's office was received for the audit reports from fiscal years 2014/15 and 2015/16. The audit reports were provided as requested. In the future, the audit reports will be submitted to the Controller's office within 60 days of their completion as per state requirement.

Information regarding two upcoming conferences was read by Steffanie Desrosiers for those interested.

Glen Ahman gave a brief overview of the 2016/17 fiscal year. Actual expenses were under budget by approximately \$20,000, due to fewer fire hydrant replacements than anticipated. Actual income was about \$4,000 more than budgeted.

Mike McHugh gave an update on the recent Lake Fest which occurred in July. Mike thanked everyone who

participated for their hard work. Approximately \$8,000 was raised for the building fund. There were lots of positive public comments received.

Public Comment – Wyatt Ribarich thanked the Board for their hard work and service to the community.

New Business

California Special Districts Association 2017 Board Election Ballot – Opportunity to vote for a representative to the CSDA Board of Directors in our Network for Seat C was presented. Copies were available at the meeting. After reviewing the statements, Mike McHugh made a motion to cast their ballot for William Jack Hathaway. Drew Rusnak seconded. The motion was passed unanimously. The completed ballot will be mailed immediately.

Property Appraisal Report – A draft appraisal report of the Fire Hall dated 4/7/17 was received from Alliant Insurance Services. Copies were made available. According to our insurance representative, all structures valued over \$250,000 are automatically re-appraised every five years to ascertain “replacement cost new” values. Alliant has requested acceptance of the report findings. After review and discussion, Glen Ahman motioned to accept the appraised value as stated on the report. Mike McHugh seconded. The motion was passed unanimously.

Fire Hall Computer Upgrade – The need to replace the Fire Hall computer was related by Secretary Steffanie Desrosiers. The current system is over ten years old and the operating system is no longer supported which leaves it vulnerable to malware, viruses, and hackers. In addition, the computer cannot support the necessary new printer. Funds have been allocated in the current budget to replace the computer. After discussion, Mike McHugh motioned to approve the purchase of a new office computer system not to exceed \$1,000. Glen Ahman seconded. The motion was passed unanimously. Steffanie and Trish Wardrip will work together to obtain the new system.

General Manager Report – Erik Anderson had a written report that was available at the meeting. After speaking with the consulting engineers, the estimate to construct the new equipment building was revised to \$501,000. The Firehall committee is working to reduce costs where possible. Also, a new solar panel was successfully installed on the Carrville Repeater which perceptibly strengthened the signal.

Fire Dept. Report was read by Steve Renten (attached). There was a noticeable increase in the number of incidents. There have been several local fires as well. Steve also thanked the TCVFD Auxiliary for their fundraising efforts. Mike McHugh thanked the TCVFD for their excellent service.

Bills for Payment – A more economical way for us to pay county department invoices has been initiated by the county auditing department. A journal entry form is completed and submitted to the county instead of printing a paper check and using postage. The form requires three directors’ signatures. After receiving the completed and signed form, the county transfers the funds directly to the appropriate county department. A confirmation email is sent to the CSD Secretary with the journal entry number.

The LAFCO invoice is still not final, pending a LAFCO budget meeting on August 15, 2017. It will be paid in September.

The list of bills to be paid was made available. A motion was made by Mike McHugh that the list of bills be paid as stated. There was a second by Glen Ahman. The motion passed unanimously that the following bills be paid:

Regular Expenses	Amount
TDS Telecom - Telephone	\$ 56.34
Frontier Communications - monthly fee for out-of-area listing Jul-Aug	\$ 9.96
Trinity PUD - Electric-Fire Hall-includes drought relief surcharge/System Access	\$ 49.90
Trinity PUD - Street Lights-includes drought relief surcharge	\$ 159.05
Steffanie Desrosiers -Salary, June	\$ 400.00
Special Expenses	
Fred Maddox Service & Repair – misc. parts & repair for ambulance & 1123 engine	\$ 738.26
Trinity County Life Support - medical supplies	\$ 471.20
Steffanie Desrosiers - office expense - new printer reimbursement	\$ 418.26
Trinity Co. Dept. of Transportation - fuel	\$ 169.55
Trinity Co. Solid Waste - dump fees	\$ 84.08
Steve Renten - fire equip & supplies reimbursement	\$ 69.65
Robert Bryant - vehicle maint. & fire hall supplies reimbursement	\$ 88.82
Total Expenses	\$2,715.07
Balance as of 7/31/17	\$193,483.12
 Less August expenses	 \$(2,715.07)
Current Balance	\$190,768.05

Adjournment

Meeting adjourned at 7:38 p.m.

Next Regular Meeting: September 5, 2017 @ 6:30 p.m.

Steffanie Desrosiers – Secretary

Trinity Center Volunteer Fire Department Monthly Report For July 2017 Events

Incident Type	Count	Notes
Fire	5	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	2	
<i>Annex</i>	3	
Medical	15	
<i>Coffee Creek</i>	5	Automatic Aid
<i>Trinity Center</i>	4	
<i>Annex</i>	6	
MVA	0	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	0	
<i>Annex</i>	0	
Public Assist	1	
<i>Coffee Creek</i>	0	
<i>Trinity Center</i>	1	
<i>Annex</i>	0	
Training	3	2 Fire + 1 EMS
Work Parties	0	
Total Convocations	24	

Type	Vol Hrs	Notes
Incident Responses	92	
Training	0	Not compiled – about 30
Work Details	0	Not compiled
Individual Admin/Mgmt	0	Not compiled - Lots
FEAT Hours	0	Not compiled – 2 CALL OUTS
Total Volunteer Hrs	0	Not compiled