

TRINITY CENTER COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
March 5, 2019

- 1.0 The meeting was called to order by Chairman Mike McHugh at 6:01p.m. Other members present were Pat Frost, Glen Ahmann, and Trish Wardrip. Drew Rusnak was absent. Fire Chief Bob Bryant and General Manager Erik Anderson were also present. One member of the public was present.
- 2.0 **Announcements or changes to the agenda**-None
- 3.1 **Approval of Minutes**- Motion by Pat Frost to approve the minutes as presented. Trish Wardrip seconded. Motion carried. 3 Ayes, 1 Abstain, 1 Absent.
- 4.1 **CSD Financial Report**-Linnea Kneaper presented the report. The balance as of February 28, 2019 was \$182,580.86. Less the March expenses of \$1654.27. Current balance is \$180,926.59, less the \$60,000 allocation for the new fire hall makes the total spending balance \$120,926.59. The balance includes the county apportionment correction of \$3,458.33 from fiscal years 2012/13- 2016/17.
- 4.2 **VFD Financial Report**-No report was available. Chairman McHugh advised the board that Linda Magni will be turning over the responsibility of the VFD books to Linnea Kneaper and they will work together for a smooth transition.
- 5.1 **MOU for housekeeping services at the Trinity Center Fire Hall**-Chief Bryant presented the draft MOU with Suzanne Parker for 2 visits per month at 2 hours each. The hourly rate is \$20 per hour. Suggestions for edit include: changing item #1 to read “contract agreement”, adding a release of liability holding the CSD harmless, and invoice terms for monthly billing. An effective start date will also be added. Chief Bryant will bring the contract back for approval in April.
- 5.2 **Update on Annual Audit**-Glen Ahmann reported and presented the draft MD&A for initial submittal to the auditor. The report contains financial highlights and overview for the 2017-18 fiscal year. The highlights included district assets exceeding liability by \$605,000. This includes the \$122,776 of VFD funds. In comparison, the prior year assets exceeded liability by \$547,000. There were no major acquisitions, but some significant activities at the fire hall included repair to the garage door and new computer equipment. The CSD general fund increased by \$10,563. Expenses were below budget and income was above budget. Due to generous donations to the VFD and auxiliary the increase in the VFD fund was \$51,776. The VFD fire fund beginning balance was \$71,000, and the ending balance was \$122,776. VFD expenses were \$1932. Currently there is a discrepancy with the VFD books and Trish Wardrip will assist Linda Magni in balancing the books before a statement is sent to the auditor. After a draft report is received from the auditor, the overview will be updated to reflect current changes and brought back to

the board. In summary, the 17-18 fiscal year was successful financially. Revenue was slightly above budget and expenditures were slightly less. These factors allow the district to maintain a healthy general fund balance. The fire hall expansion is still in the planning stage and construction is not expected in the next fiscal year, however, some expenses are being spent for engineering and planning. Motion by Glen Ahmann to approve draft with corrections, second by Trish Wardrip. Motion carried. 4 Ayes.

- 5.3 **Trinity River Survey**-Chairman McHugh presented. It was determined that the district does not need to take a position on the survey. The board encouraged all individuals to complete and submit the survey.
- 5.4 **Update on possible summer closure of USFS Station in Coffee Creek**-Chief Bryant presented. He reported that at the monthly chief's meeting, USFS commented that the water tender will be remaining at Coffee Creek until at least fall 2019. No specific information was given on staffing the station. Glen Ahmann suggested trying to do future fire trainings with the Mule Creek Station.
- 6.1 **Policies and Procedures Update**-Trish Wardrip presented the templates from the CSDA policy template file. Trish compiled the CSDA policies that were applicable to the CSD and added them to the current list. Policies that she is recommending the board look at in the 2000 series, are for receiving deposits, record retention, adoption of a reserve policy and employment of outside contractors and consultants. The board policies were strong, she recommends the addition of one policy pertaining to voting. The board would like to look at policy 2125 for authorization of expenditures. Policy 2420 regarding webpages, needs to be addressed. Chairman McHugh recommends filing an exemption in December. VFD policies will need also to be added. Trish suggested that the VFD policies be the 200 series, and the CSD policies numbered as 100 series. Trish will be emailing the policies that have been identified as needing to be updated. Policies will be reviewed at the April meeting.
- 7.0 **Public Comments**-None
- 8.1 **Purchase of new door locks for fire hall**-Mike McHugh presented the information on the new door locks at the fire hall. The current key pad locks are not reliable. The new locks are mechanical style and can be programmed with up to 5 digits. The locks are \$350 each plus a trip charge of \$130. The quote is from Trinity Alps Lock and Key. Chief Bryant recommends changing both locks. Mike will be in contact with the vendor to confirm sequencing of the buttons, before making the purchase. Motion by Pat Frost to approve purchase with NTE amount of \$1000. Second by Glen Ahmann. Motion carried. 4 Ayes.

6.0 **Director Reports-**

Pat Frost reported on a brochure from the RCD highlighting the Trinity Center fuels reduction project. He also reported on an email from John Jelich from LAFCO, announcing his retirement. There may be an increase in fees to LAFCO if a consultant is hired as a replacement.

Glen Ahmann reported in the near future he will be submitting his resignation to the board.

Communications-Linnea Kneaper presented. CSDA applications are available for a seat on the CSDA board if anyone is interested. The deadline is April 17th.

9.0 **General Manager Report**-Erik Anderson presented an update on the repeater project. He contacted KGI wireless regarding the tower on Bowerman, and has put together a document with the CSD intentions. There was a meeting on February 24th with Verizon and no decision has been made at this time. If Verizon agrees, then fees may need to be paid. The fee amount is undetermined at the time. Erik is working on pagers, and programmed the new pagers. They have been distributed to volunteers. The current pagers have been discontinued, and Erik is working with vendors on options for new pagers. Parts have also been ordered for existing pagers. Erik and Mike have been working on software for radio programming and the software has been ordered.

10.0 **Fire Department Report**-Chief Bryant reported. One fire call last month was an illegal burn. There were only two training sessions last month, one was cancelled due to weather. Sandbags are available upstairs at the fire department if the community needs them. Sand may be available from an outside source if needed. Crash rescue payment is waiting for signatures on documents before it can be submitted. Snow plowing was brought up at the chief's meeting and it is a common problem within the county fire departments. Mike would like to work with the schools and other departments to develop a policy to present to the county regarding snow plowing.

12.0 **Items for Next Agenda**-Appoint a budget committee, resolution for Linda Magni

11.0 **Bills for Payment**-Linnea Kneaper presented. It was noted that the Amerigas bill was noticeably less this month. The PUD bill was about the same as last month. The bill From Ace Hardware is in question. There is no signature authority on the account, and Mike asked that the bill be approved, while the it is being researched. Once the matter is Resolved, the account will be closed. Frost motioned to accept the bills for Payment. Second by Wardrip. Motion carried. 4 Ayes.

13.0 **Adjournment**-7:27p.m.