

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
April 2, 2019**

- 1.0** The meeting was called to order at 6:01p.m. by Chairman Mike McHugh. Other members Present were Pat Frost, Trish Wardrip, Drew Rusnak and Glen Ahmann. Fire Chief Bob Bryant and General Manager Erik Anderson were present. Kathy Ratliff and Shawn Porre' from TCLS were present as well as seven members of the public.
- 2.0** **Announcements or Changes to the Agenda**-None
- 3.0** **Public Comments**-None
- 4.1** **Approval of minutes from March 5, 2019**-Motion by Pat Frost to approve the minutes as presented. Second by Glen Ahmann. Motion carried. 5 Ayes.
- 5.1** **Approval of MOU for housekeeping services at Trinity Center Fire Hall**-Bob Bryant presented the updated MOU for approval. The board requested changing paragraph F to "CSD invoiced monthly by contractor". Motion by Drew Rusnak to approve. Second by Pat Frost. Motion carried. 5 Ayes.
- 5.2** **Approval of final MD&A Report**-Glen Ahmann presented the final report which is included on pages 1 and 2 of the audit. Motion by Pat Frost to approve. Second Drew Rusnak. Motion Carried. 5 Ayes.
- 5.3** **Accept Annual Audit Report for 2017-18 Fiscal Year**- Glen Ahmann presented the audit which shows no deficiencies in internal control over the financial reporting that are material weaknesses. The list of directors and titles have been updated. The two funds being audited were the CSD general fund and the VFD fund. The CSD general fund increased by \$10,563 before accruals. The VFD fire fund increased by \$49,461. Motion by Glen Ahmann to accept the audit. Second by Trish Wardrip. Motion carried. 5 Ayes.
- 6.1** **Presentation by TCLS regarding their proposal for a new special district**-Kathy and Shawn presented the proposal from TCLS. They are working with LAFCO to form a special district. The service area currently covered by TCLS overlaps with the TCCSD. LAFCO requires overlapping district to comment on the TCLS plan, and determine if it is a conflict of service. TCLS currently operates as a nonprofit and by forming a special district would be able secure more stable funding and have more staffing opportunities. Comments were made by Chief Bryant, Steve Renten and Roger Chatterton in support of the process. Chairman McHugh suggested the next step be drafting a letter to LAFCO in support that will be presented at the CSD meeting in May.

- 6.2 Discuss and approve posting of director vacancy**-The board accepted the resignation of Director Ahmann and approved posting a notice of director vacancy. The term would be through 2020. Motion by Pat Frost. Second by Drew Rusnak. Motion Carried. 5 Ayes.
- 6.3 Approval of resolution 2019-02** –In recognition of Linda Magni for her years of volunteer service as treasurer with the VFD. Chairman McHugh read the resolution. Motion by Pat Frost to approve. Second by Glen Ahmann. Roll Call Vote: 5 Ayes- Ahmann, Rusnak, McHugh, Frost, Wardrip.
- 6.4 Appoint a budget committee for 2019-20 Fiscal Year**-Chairman McHugh appointed Trish Wardrip, Drew Rusnak, Linnea Kneaper, Erik Anderson and Bob Bryant to the budget committee. Glen Ahmann will act as a consultant to the committee, when needed.
- 7.1 Communications**-Linnea Kneaper presented. Letter has been received from the Board of Supervisors regarding changing the elections to even numbered years. The board also received a letter for the tax defaulted properties in the county. Chairman McHugh signed the letter stating the CSD would not be interested in bidding on any of the listed properties. The letter was then submitted back to the county. It was also requested that if anyone knows how to fix or clean the printer at the fire hall, it would be appreciated.
- 7.2 Policies and Procedures update**-Trish Wardrip presented and submitted a draft for policy 110 regarding contractors and consultants. Policy 108 for receiving deposits was also reviewed. Glen Ahmann suggested the policy be changed from General Manager to Board of Directors. Once all the policies are updated, they will be brought to the board for approval.
- 7.3 Update on new fire hall funding**-Pat Frost presented. A meeting on March 29th with SPI was productive he explained the process of applying for SPI Foundation funds. Proposals are received monthly and answers are given within 60 days. Requirements include: Organization must be a 501c3, proposals should have line items for specific needs, proposals are ranked by how it affects children, SPI industries, and then the community. The auxiliary has assigned Carol Fall to pursue the funding opportunity.
- 8.0 General Manager Report** –Erik Anderson presented. The building construction committee has been meeting and is meeting tomorrow to discuss the building process. There is a meeting with Eric Keyes, the engineer on April 10th. The bid process would then move forward. Eric Keyes will be preparing the bid packets. We are waiting to hear from Verizon on the Bowerman repeater project. The standalone Structure is looking like the preferred way to go. FEAT pagers have been modified to include the Coffee

Creek tone. They have been tested and are working. There are now 5 usable pagers, in addition to what the firefighters already have. Erik will create a list of the pagers that are available and an asset list for pagers and radios. At some point, new pagers will have to be purchased. It has been determined that the radio in the ambulance is working, and the antenna needs to be repaired. New parts have been ordered for the repair.

- 9.1 Fire Department Monthly Report-**Bob Bryant presented the monthly report. There were only 2 trainings last month. Weaverville FD will hold a training on May 11th. Bob will be attending and is hoping others will also attend the free training. He reported from the chiefs meeting that on June 8th USFS will hold the wildfire preparedness drill and is planning on having it in Trinity Center. Other departments will be attending the event. May 1st the USFS stations will be fully staffed, including Coffee Creek. The USFS water tender in Coffee Creek will probably still be going to Weaverville. Cal Fire mentioned a person putting 10 cabins in Feeny gulch including a kitchen, and holistic medicine facility. Cal Fire has discouraged the project. Sue Chatterton added that the auxiliary was asked if they would provide food for the training. The auxiliary does not have funds for these events and would like suggestions.
- 10.1 CSD Financial Report-**Linnea Kneaper presented the report. March reports Have not yet been received from the county. February 28th balance was \$182,580.86. March expenses were \$1654.27 and April expenses were \$3,307.59. The credit for the charge from Plotzke's ACE Hardware for \$28.94 was applied, As well as the Trinity County Apportionment correction for \$1332.06. Ending Balance is \$178,980.00, less the \$60,000 allocation for the new fire hall makes the total spending balance \$118,980.00.
- 10.2 VFD Financial Report-**Linnea Kneaper presented the report. Included is the end of the fiscal 2017-18 report. The monthly balance sheet for January, February and March. The profit/loss for the current fiscal year. Interest on the building fund for January, February and March was \$577.93. The \$2881.00 deposit was from the Prime Rib dinner was also added to the building fund. Linda Magni mentioned most of the money in the Coast Central Account is in the CD, and the savings is growing and may need to be invested. She said the penalty for early withdrawal on the CD is only 3 months interest.
- 10.3 Bills for Payment-**Linnea Kneaper presented the bills for payment. The bills included the fee for the annual audit of \$1975.00. Total bills for payment \$3307.00. Ahmann motioned to accept bills for payment. Second by Rusnak. Motion carried. 5 Ayes.
- 11.0 Items for Next Agenda Recap-**presentation of draft budget for FY19-20, letter to LAFCO regarding TCLS reorganization, review applications for director position.
- 12.0 Adjournment-**7:53p.m.

Trinity Center CSD				
Building Fund				
April 2, 2019				
	TCCSD	TC-VFD	Auxiliary	Total
Building Allocation as of 11/30/18	60,000.00	102,391.37		162,391.37
VFD Auxillary donation 12/18		26,500.00		
Dec., Jan, Feb. Interest		577.93		
Prime Rib Dinner Fundraiser		2,881.46		
Total Allocation	\$ 60,000.00	\$ 132,350.76	\$ -	\$ 192,350.76
Mercer Fraser – Valued Contribution				\$ 100,000.00
Total Allocation				\$ 292,350.76
McConnell – (Soft Commitment)				\$ 100,000.00
Soft Total				\$ 392,350.76
Special Fundraisers				
Auxiliary Yard Sale-May 2019				

March CSD Monthly Report

Fire	Number	Personnel Hours
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Medical		
Trinity Center	2	8:40
Coffee Creek	1	1:23
Total	3	10:03
MVA		
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Other		
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Training	2	14
FEAT		
Callouts		
Meetings	1	
Orientation		

Other includes Annual FD Meeting and two work days