

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Minutes  
October 1, 2019**

- 1.0** The meeting was called to order at 6:00p.m. by Chairman Mike McHugh. Other members present were Drew Rusnak, Trish Wardrip, Martie Mullen and General Manager Erik Anderson. Pat Frost and Fire Chief Bob Bryant were absent. Two members of the public were present.
- 2.0 Announcements or Changes to the Agenda-**None
- 3.0 Public Comments-**None
- 4.1 Approval of minutes from September 3, 2019-**tabled until November meeting.
- 5.1 Update on Audit Services Contract-**Trish Wardrip presented. We received one proposal From our current auditor, Bloomberg and Associates for \$2,475.00 per year. The finance Committee recommends approval. Motion by Martie Mullen to approve. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 6.1 Discuss/Approve purchase of 2 new fire hydrants to be installed by TCMCO-**Erik Anderson presented. Currently there are no fire hydrants in the inventory and TCMCO needs 2 hydrants for the streets they are currently working on. Motion by Martie Mullen to approve purchase, NTE \$7000. Second by Trish Wardrip. Motion carried. 4 Ayes, 1 absent.
- 7.1 Communications-**Linnea Kneaper presented a notice of certificate of filing from LAFCO Regarding TCLS becoming a special district.
- 7.2 Update on new fire hall funding -**Erik Anderson presented information on the CDBG Block Grant. The Board of Supervisors has approved the community block grant and the paperwork has been forwarded to the state. Supporting letters regarding funds that have already been committed and the most current bank statements are being complied as back up to show community support for the project.
- 8.1 General Manager Report-** Erik Anderson presented. On September 26<sup>th</sup>, Erik met with Engineer Eric Keyes, who met with the county road department. The county will require some type of rainwater mitigation for the new building. The original plans include an oil-water separator and those plans will be presented to the county. The county's concern is the rainwater coming off the building will be too excessive for the existing drainage ditch. The oil-water separator has been budgeted. If an additional system needs to be addressed, the cost would be about \$14,000. Erik met with Jim Santiago, the county building inspector

regarding the fee waivers. The request has been submitted to the CAO Office and will be added to the next Board of Supervisors agenda. The estimated fees are \$5427.

The new repeater is coming along. Erik and Pam visited the site with Travis Finch from Velocity. The tower should arrive in early to mid-October. The radio, FCC license and antenna should be available for pickup in Fortuna the week of October 21<sup>st</sup>. Last week he met with undersheriff Brian Ward. He is working with the Sheriff's Office regarding the upgrade. The new dispatch center at the new jail won't be open until January 2021. There is discussion with Coast Central regarding extending the grant money. Carol Fall will be contacting Coast Central. There have been some issues with pagers. Erik found a new pager on Ebay for \$220 and it has been shipped.

- 9.1 Fire Department Monthly Report**-Mike McHugh presented. September was a busy Month with 289 volunteer hours reported.
- 10.1 CSD Financial Report**-Linnea Kneaper presented the report. Balance as of August 31<sup>st</sup>, \$226,060.32. Less September expenses \$1422.65 and October expenses of \$2177.94. The current balance is \$222,459.73, less the \$60,000 fire hall allocation. Total spending Balance is \$162,459.73. The county has yet to close the books for fiscal year 2018-19.
- 10.2 Bills for Payment**-Linnea Kneaper presented the bills for payment. Total bills for October \$2,177.94. Motion by Trish Wardrip to pay the bills. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 10.3 VFD Financial Report**-Linnea Kneaper presented. The totals for the VFD building fund \ account at Coast Central is \$143, 425.73. Total committed funds for the new fire hall include the \$100,000 from the McConnell foundation \$303,425.73. Umpqua Bank account balance as of August 31<sup>st</sup> is \$38,407.50.
- 11.0 Items for Next Agenda Recap**-September and October minutes, meeting with auditor
- 12.0 Adjournment**-6:37p.m.

**Trinity Center Community Services District  
General Manager's September 2019 Report**

**Fire Hydrants**

No new testing or painting this time period.

**Fire-station remodel activities**

On September 3, 2019 we received word from the McConnell foundation that our application for \$100,000 has been approved. On September 17, 2019, the Board of Supervisors approved our Community Development Block Grant for \$111,000. We are very close to final approval with this grant.

On September 26, 2019, I met with the project Engineer, Eric Keyes, and discussed our status. I authorized him to proceed with the building application process. He had an informal conversation with the road department. They will require some rainwater mitigation. We have budgeted for and included in our plans a linear grate drain and water/oil separator. However, if a storm chamber system (essentially a leach field under the driveway) is required, there will be an additional cost of about \$14,000. I directed Eric to proceed with the original plan and see if it is accepted.

I learned that the best way to reach the building inspector, Jim Santiago, is to meet him at the office early in the morning. On October 1, 2019 Pam and I met with him about the fee waiver application. He assigned Jessica Tillinghast, an administrative coordinator, the task of making the estimate. We then met with Suzie Hawkins, a business manager in the CAO office. She explained that we needed the estimate prior to submission of the application. We then returned and got the estimate from Jessica. I submitted the fee waiver application in the afternoon.

**Repeater Updates**

On September 18, 2019 Pam and I met with Travis from Velocity and travelled to the repeater site. We took some photos and measured the inside dimensions of the shed that will be used to house our repeater equipment.



The interior of the shed measures 73" by 57." Although it will be tight, two additional 19" racks, one for our repeaters and another one for the Trinity PUD repeater, will fit into the shed.

The tower was ordered by Velocity and is due in mid-October. The first section of the tower is embedded in the concrete base.

The PO for the radios was placed on September 12 (\$16,852). Another PO for the antennas was placed on September 26 (\$3,185). The radios and antennas should be ready for me to pick up in Fortuna late in the week of October 21, 2019.

The FCC license applications were submitted on October 20, 2019. Normal licensing time frame is between 30 and 60 days. We have heard back from the FCC that there is a conflict with the Command Net Repeater frequency for a power level of 100 watts. We must decide if 20 watts is sufficient or try to get a letter of concurrence from Shasta County to run 45 watts.

A small group of us (Pam Augspurger, Mike McHugh and I) met with Trinity County Undersheriff Bryan Ward on Thursday September 26. We discussed the new repeater and toured the dispatch center. We learned that the current system is "hand coded" and not easily upgraded. They have upgraded it in the past and will look into the cost and schedule for incorporating our new repeater.

The agreements with Velocity and SPI have been modified. We have a signed copy from Velocity and are in the process of getting the signature for the SPI agreement.

Given the realities of weather toward the end of October, we are going to approach the grant sponsor, Coast Central, about a possible extension.

### **Miscellaneous**

The open house was a success and thanks to all who participated. There were lots of grilled hot dogs and the sink was fixed by Mike McHugh just in time!



### **Radios and Pager**

The pager given to Eddie Burch developed a problem with the battery not holding a charge. The battery clip was found to be bent and distorted causing it to discharge the battery. The clip was bent and appears to be functioning normally. I purchased a new Swissphone pager on ebay for \$220, less than half of the cost from the dealer.

# September 2019 VFD Monthly Report

<b>Fire</b>	<b>Number</b>	<b>Personnel Hours</b>
Trinity Center	4	18.3
Coffee Creek	1	13.3
Annex	1	2.4
<b>Total</b>	<b>6</b>	<b>34</b>
<b>Medical</b>		
Trinity Center	6	23.8
Coffee Creek	1	3.2
Annex	0	
<b>Total</b>	<b>7</b>	<b>27</b>
<b>MVA</b>		
Trinity Center	0	
Coffee Creek	0	
Annex	1	40.2
<b>Total</b>	<b>1</b>	<b>40.2</b>
<b>Other</b>	<b>11</b>	<b>102.4</b>
<b>Training</b>	<b>2</b>	<b>26</b>
<b>FEAT</b>		
Callouts	1	30
Meetings	1	18
Orientation	1	12
Misc	0	
<b>Total</b>		<b>60</b>
<b>Total Personnel Hours</b>		<b>289.6</b>

**Other** includes work shifts, including washing of rolling stock, paperwork and other misc. duties including cleaning engines, setting up for the Open House, miscellaneous fire hall repairs.

**Trinity Center CSD  
Accounts Payable  
October 1, 2019**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-September services	\$ 450.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 57.24
Trinity PUD - Electric-Fire Hall Sept.	\$ 53.74
Trinity PUD - Street Lights –Sept.	\$ 141.00
Suzanne Parker-Houskeeping Sept.	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 788.66</b>
<b>Special Expenses</b>	
Carol Fall-Reimbursement turbo charger assembly #1134	\$ 489.81
Bunce's Boat Maintenance	\$ 143.00
Robert Bryant-reimbursement Batteries	\$ 9.99
Mike McHugh-reimbursement firehall maintenance	\$ 87.68
Trinity County DOT-June and August fuel	\$ 358.49
<b>Total Special Expenses</b>	<b>\$ 1,088.97</b>
<b>Total Expenses</b>	<b>\$ 2,177.94</b>
Balance as of August 31, 2019	\$ 226,060.32
<b>Less September expenses</b>	<b>\$ (1,422.65)</b>
<b>Less October expenses</b>	<b>\$ (2,177.94)</b>
<b>Current Balance</b>	<b>\$ 222,459.73</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$ 162,459.73</b>

**Trinity Center CSD  
Building Fund  
October 1, 2019**

	<b>TCCSD</b>	<b>CCCU ACNT</b>	<b>Total</b>
Building Allocation	\$60,000.00	\$103,654.26	\$163,654.26
Checking account		975.00	\$975.00
Savings Account		35,086.99	\$35,086.99
Interest on VFD accounts-August		209.48	\$209.48
SPI Donation		2,500.00	\$2,500.00
Trinity Trust Donation		1,000.00	\$1,000.00
McConnell Foundation			\$100,000.00
<b>Total Allocation</b>	<b>\$ 60,000.00</b>	<b>\$ 143,425.73</b>	<b>\$303,425.73</b>

**Mercer Fraser – Valued Contribution** \$85,000.00

**Total Allocation** \$388,425.73

**CDBG Grant** *(waiting confirmation)* 111,000.00

**Soft Total** **\$499,425.73**

**Auxillary Donations YTD**

Appeals Letter 2018-26,500.00

Prime Rib Dinner-\$2881.46

Rummage Sale-\$6173.00

**Special Fundraisers**

