

TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Minutes
February 4, 2020

- 1.0 Call to Order-**The meeting was called to order at 6:00p.m.by Chairperson Trish Wardrip. Other members present were Drew Rusnak, Martie Mullen, Mike McHugh and Pat Frost. General Manager Erik Anderson and Fire Chief Bob Bryant were also present.
- 2.0 Announcements or Changes to the Agenda-**None
- 3.0 Public Comments-**None
- 4.1 Approval of Minutes from January 7, 2020-**Motion by Martie Mullen to approve the minutes as presented. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Abstain.
- 5.1 Unfinished Business-**None
- 6.1 Discuss and approve letter to Trinity Journal regarding TCLS-**Mike McHugh presented a letter on behalf of the board supporting the formation of the TCLS Special District. If approved, he will send the letter to the Trinity Journal on the board's behalf. Motion by Martie Mullen to approve. Second by Pat Frost. Motion carried. 5 Ayes.
- 6.2 Discuss and Review MSR update proposed by LAFCO Executive Officer-**Pat Frost presented the draft MSR. After some discussion, Chairperson Wardrip appointed Pat Frost and Mike McHugh to an MSR Ad-Hoc Committee to consult with General Manager Erik Anderson to review and update the MSR. Some sections of the MSR that will be addressed include financial information, website requirements, Parks and Recreation, grant funding, and updating the board of directors. Directors Frost and McHugh will attend the LAFCO meeting on February 18th to present the plan. The final draft will be made available before the March CSD meeting.
- 6.3 Discuss and review draft thank you letters to Velocity Communications and Lewiston Elementary School District-**Erik Anderson presented a thank you to Velocity for their assistance with the new repeater project. Motion by Mike McHugh to approve. Second by Pat Frost. Motion Carried. 5 Ayes. Chief Bryant is working on a letter for Mike McMaster and the Lewiston School Board. Mike and his wife have been invited to the Prime Rib dinner courtesy of the VFD Auxiliary. It was determined that a thank you letter would be sent from the VFD to Mr. McMaster.
- 7.1 Communications-**Linnea Kneaper presented. Erik Anderson has signed the Annual Encroachment permit and it will be delivered to the county tomorrow. CSDA Nominations are happening if anyone on the board is interested.

- 7.2 **Update on new fire hall funding-**There have been no changes since the January meeting. Suzy Kochems informed Pat the state website is still down, and she is not able to download the application. It should be available any day, then the CDBG Grant process can move forward.
- 8.1 **General Managers Report-**Erik Anderson presented the report. The building committee met with Engineer Eric Keyes to discuss the bid packet for the new fire hall. Erik explained the bid process and timeline for receiving and awarding bids for the construction of the new firehall. The board will need to possibly look at a new contract with TVCE for Construction Management, once the project is awarded. The FCC license for the new repeater was granted for both frequencies on January 27th. A pager that was ordered on Ebay, was not working and was returned.
- 9.1.1 **Fire Department Monthly Report-**Chief Bob Bryant presented the report. There were 2 calls last month. 38 hours and 45 minutes of other, that included paperwork, small engine maintenance and meetings. Training hours were 46 hours. FEAT training meeting was 14 hours. Chief Bryant presented his letter of support for measure D and E. The fire department is down to one paramedic and one EMT. There will be a Drivers Ops course in Hayfork the second weekend of February and in March. An upcoming strike team leader class will be held in Red Bluff. SCBA refurbishment is still waiting on a date. TCLS is working with Mercy Medical Center on getting our department new cardiac monitors.
- 10.1 **CSD Financial Report-**Linnea Kneaper presented the report. The balance as of December 31, 2019 was \$217,537.64. Less January bills \$2683.96 and February bills \$2227.60. Current balance is \$212,626.08, less \$60,000 allocation for the new fire hall Current spending balance \$152,626.08. Currently we have not received any tax revenue from December 2019 tax payments.
- 10.2 **Bills for Payment-**Linnea Kneaper presented the bills for payment. The February bills included fuel bills for October and November 2019. Total bills for payment \$2227.60. Motion by Martie Mullen to pay the bills. Second by Drew Rusnak. Motion carried. 5 Ayes.
- 10.3 **VFD Financial Report-**Linnea Kneaper presented the report. New firehall funding has changed slightly with the monthly interest on the account. The VFD received the Coast Central Credit Union Grant check for \$18,740.00. The money was just deposited and not reflected on this month's financial report. Next month a Fiscal Year to date P&L will be presented in the report.
- 13.0 **Items for Next Agenda Recap-**Midyear budget review, TBD-MSR report from Ad-hoc Committee.
- 14.0 **Adjournment-**7:04pm

**Trinity Center Community Services District
General Manager's January 2020 Report**

Fire Hydrants

No new testing or painting this time period. Due to winter weather conditions, hydrant testing will be postponed until the spring.

Fire-station remodel activities

On December 17, 2019, the apparatus building permit application to the Trinity County building department was made by Eric Keyes at Trinity Valley Consulting Engineers, and the application number is 2019-00753. Erik and Pam had a meeting with Eric on Tuesday January 28, and he was surprised that we had not yet received a letter of approval from the building department. We followed up by visiting the building department that same day. We spoke to Mary Beth Brinkley who referred us to Bella Hedtke, who informed us to contact Jim Santiago. On Monday, February 3, we spoke to Jim at the office in the early morning. Jim confirmed that he was working on the plans and we should reconnect with him on Monday February 10.

During our January 28 meeting, Eric Keyes explained the bid process and timeline. A bid opportunity is usually announced on a Monday. In our case, the bid package is going to be made available through the Builder's Exchange in Redding and Eureka, as well as Eric's (TVCE) office in Weaverville. The complete bid package is several hundred pages long with detail specifications. The next element is a "Job Walk" which is usually the Wednesday of the week after the bid package becomes available. This allows the contractors to see the job site and ask questions. Questions are handled in a formal way and all questions and answers are provided to all the potential bidders. Finally, there is an open meeting when the bids are opened. This is usually the Friday of the week following the Job Walk. At a minimum, the process takes 3 weeks. The CSD with assistance from TCVE evaluates the proposals and is allowed to eliminate any contractors who have a history of non-performance.

Before starting this process, the building permit must be completed and all funding in place.

In order to start building in April, the bidding process should be completed in early to mid-March.

Repeater Updates

The Fire Net license application finally worked its way through the bureaucracy. On January 27, the FCC granted a license for the Norwegian repeater location. The license is WRFB823, which is different from the rest of the county's Fire Net license (WPCF283). On January 26, Linnea reported that we received a check from Coast Central for \$18,740 as reimbursement for the repeater expenses. Many thanks to Coast Central for this important grant!

The screenshot shows a web interface for managing radio systems. At the top, there are navigation tabs: MAIN, ADMIN, LOCATIONS (selected), FREQUENCIES, and MAP. Below the tabs, the following information is displayed:

- Call Sign: WRFB823
- Radio Service: PW - Public Safety Pool, Conventional
- 2 Total Locations (10 Locations per Summary Page)
- Locations Displayed: All | Fixed | Mobile | Itinerant | Temp Fixed | 5.1m
- Legend: SC = Special Condition, TP = Termination Pending

Location	Transmitter Address / Area of Operation	Latitude, Longitude	Status
1 - Fixed	1.9 KM SSW OF JUNCTION OF AIRPORT RD & SR 3 1.1 KM SW OF TRINITY CENTER, CA TRINITY County	40-58-02.9 N, 122-42-33.7 W	
2 - Mobile	64.0 km radius around a fixed location 1		

Radios and Pagers

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Miscellaneous

On Friday January 31, I spoke with Colette Santsche of Trinity LAFCo to answer questions about the draft "Municipal Service Review & Sphere of Influence Update."

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February, 2020 CSD Monthly Report

January 2020 Stats

Trinity Center	1	6:15
Coffee Creek	0	0
Total	1	6:15
Medical		
Trinity Center	1	7
Coffee Creek	0	0
Total	1	7
MVA		
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Other		
Trinity Center	12	38:45
Coffee Creek	0	0
Total	12	38:45
Training	3	46
FEAT		
Callouts	0	0
Meetings	1	14
Orientation	0	0
Misc	0	0
Total	1	14
Total Personnel Hours		112

Other includes paperwork, small engine maintenance, meetings and misc work at station.

**Trinity Center CSD
Accounts Payable
February 4, 2020**

Regular Expenses	Amount
Linnea Kneaper-Services/reimbursement 1099's and stamps	\$ 527.51
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 57.05
Trinity PUD - Electric-Fire Hall –Jan	\$ 173.51
Trinity PUD - Street Lights –Jan	\$ 141.00
Amerigas-232.0 gal 1/13/20	\$ 371.85
Suzanne Heinig-Houskeeping January	\$ 80.00
Total Regular Expenses	\$ 1,357.60
Special Expenses	
Trinity Hospital	\$ 27.54
Edward Burch-reimbursement auto parts/fuel	\$ 71.29
Ann Bryant-reimbursement-batteries	\$ 36.44
Erik Anderson-reimbursement	\$ 146.58
Trinity County DOT-fuel Oct/Nov. 2019	\$ 303.15
TVCE-new fire hall engineering	\$ 285.00
Total Special Expenses	\$ 870.00
Total Expenses	\$ 2,227.60
Balance as of December 31, 2019	\$217,537.64
Less January Expenses	\$ (2,683.96)
Less February Expenses	\$ (2,227.60)
Current Balance	\$212,626.08
Less Allocation for new fire hall	
	\$ (60,000.00)
Total Spending Balance	\$152,626.08

	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	104,433.58	\$164,433.58
Checking Account		975.00	\$975.00
Savings Account		63,834.90	\$63,834.90
Interest on VFD accounts-Dec		214.98	\$214.98
McConnell Foundation			\$100,000.00
Total Allocation	\$ 60,000.00	\$ 169,458.46	\$ 329,458.46
CDBG Grant (waiting confirmation)			208,100.00
Total Allocation			
soft total			\$537,558.46
Auxiliary Donations 2019-20			
appeals lestter 2018-\$26,500			
Prime Rib Dinner 2019-\$2882.46			
Rummage sale 2019-6173.00			
appeals lestter 2019-\$25,000			
Other Donations			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			

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