

TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting April 7, 2020
Minutes

- 1.0** Call to Order-The meeting was called to order at 6:00p.m.by Vice Chairman Pat Frost. Other board members present were Drew Rusnak, Mike McHugh and Martie Mullen. General Manager Erik Anderson and Fire Chief Bob Bryant were present. Board member Trish Wardrip was 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 March 3, 2020-Motion to approve the minutes as presented by Martie Mullen. Second by Mike McHugh. Motion carried. 3 Ayes, 1 Abstain, 1 Absent.
- 5.1** Motion by Mike McHugh to continue the review of the draft audit to the May meeting. Second By Drew Rusnak. Motion Carried. 4 Ayes, 1 Absent.
- 5.2** Linnea Kneaper presented the application process for the CalCard credit card. The board would like to move forward with the application process. Policy and procedure will be brought back to the May meeting for further discussion and possible approval.
- 6.1** Approval of Resolution 2020-01 authorizing application for Federal Excess Personal Property. Carol Fall presented the Cal Fire application and resolution to the board. The program applies to excess USFS equipment such as fire trucks and water tenders. If the department chooses to obtain one of the USFS vehicles, it would be the responsibility of the VFD to paint, maintain and insure it for as long the department keeps it. It is considered a loan form USFS. There is no upfront cost, but the VFD would have to travel to pick up the equipment. If the VFD is negligent, the property would return to USFS. Motion by Martie Mullen to approve the resolution. Second by Drew Rusnak. Roll Call Vote: 4 Ayes-Mullen, McHugh, Frost, Rusnak. 1 Absent-Wardrip.
- 6.2** Approval of Resolution 2020-02 authorizing application for Federal Firefighter Property. Carol Fall presented the CalFire application and resolution to the board. Surplus property available in the program comes from the Department of Defense. Can include items such as generators, forklifts, MREs and other miscellaneous items. The item is a gift, and it the end of the year it belongs to the department. Motion by Martie Mullen to approve submittal of the application. Second by Drew Rusnak. Roll Call Vote: 4 Ayes-Mullen, McHugh, Frost, Rusnak. 1 Absent-Wardrip.
- 6.3** Mike McHugh presented the information on the Trinity County Conditional Use Permit. Currently the Fire Department is zoned C1, for commercial and retail. The Fire Department should be zoned PF as a public facility. The fire department does not have a CUP because it predates the existing county zoning ordinance. Mike recommends the department apply for the CUP as a C1 zone. For the county waive all fees, the paperwork needs to be submitted to the planning department then it would go before the Board of Supervisors for approval. CEQA requirements would need to be met, and he recommends Eric Keyes from TVCE assist with that process if needed. Motion by Mike McHugh for the CSD to apply for a CUP with existing zoning, apply for a fee waiver with the Board of Supervisors and to appoint Erik Anderson to represent the CSD to complete the process. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.

- 6.4** Appoint a budget committee for the 2020-21 fiscal year budget. Pat Frost will contact Trish Wardrip regarding appointing a committee.
- 6.5** Mike McHugh presented the information on a new tankless hot water heater to replace the existing water heater at the fire hall. Cost for the new water heater is about \$700 plus tax, and materials. Mike recommends hiring Kneaper Electric to complete the installation. Motion by Martie Mullen to purchase and install the new water heater with a not to exceed amount of \$1500. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 7.1** Communications-Linnea Kneaper presented. The new certificate of insurance coverage was received from GSRMA. Tags for vehicles and invoice will follow. A solicitation from a CPA firm was received regarding then next audit. The information will be kept incase the board chooses to go out to bid for a new audit contractor. The Trinity County sale of tax defaulted property will be on May 15th. Information was shared with Trish and Pat and it was determined that none of the properties listed would be of interest to the CSD. CSDA is sending regular emails regarding Covid19. CalPers is also sending communication via USPS on Covid19 updates. It was determined that Pat Frost can represent the board for the special district at the upcoming LAFCO meeting.
- 7.2** Update on new fire hall funding-Pat Frost reported there is nothing new to report on the CDBG Grant funding.
- 8.1** General Managers Report-Erik Anderson reported. Erik had a teleconference with Erik Keyes From TVCE regarding the mitigation from the Trinity County Road Department. The project could be deemed excessive and expensive. Carol Fall has talked with Andy Pence regarding the oil-water separator. The road department is siting flooding issues, but he Andy verifying the information. Carol presented data including the number of calls the department receives and the frequency of which the vehicles are used. Erik has been in touch with the Sheriff's Department to let them know the new repeater is working and Todd Corbett has the information for TCLS radio programing.
- 9.1** Fire Department Report-Chief Bob Bryant presented the report. Bob and Mike have been working on maintenance projects at the fire hall. No trainings for FEAT due to Covid19, and limited trainings for the VFD. Bob is picking up gowns from TCLS for the responders to wear. TCLS has also provided masks for the responders. The auxiliary purchased a new refrigerator for the fire hall. Bob would like to dispose of old wildland gear, structure gear and old computer equipment that has been stored upstairs. The board suggested a surplus material policy be brought to the May meeting.
- 10.1** CSD Financial Report-Linnea Kneaper presented. Deposit were received retroactive to December 31, 2019. Total deposits were \$38,654.37. Balance as of February 29, 2019 was \$251,703.85. Total bills to pay for March \$2,181.30 and April \$4,712.24. Current balance is \$244,810.31, less \$60,000 allocation for new fire hall. Current spending balance \$184,810.31.

- 10.2** VFD Financial Report-Linnea Kneaper did not have a current report due to the Covid 19, shelter in place she and Trish were not able to get together to resolve the QuickBooks issues.
- 10.3** Bills for Payment-Linnea Kneaper presented the bills for payment. Total bills for April \$4,712.24. Motion by Martie Mullen to pay the bills. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 11.0** Items for Next Agenda Recap-Draft audit, review draft budget for 2020-21, CalCard Application and procedure approval, policy for surplus materials, amend TVCE contract.
- 12.0** Adjournment-**7:07p.m.**

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

Fire Hydrants

No new testing or painting this time period. Hydrant testing will be postponed until the spring.

Fire-station remodel activities

On Monday March 30, Eric Keyes, Carol Fall, and I had a teleconference regarding the control of rainwater. The mitigation requirements suggested by Andy Pence from the road department seem excessive especially the county has no ordinance and similar projects didn't have these requirements. Carol Fall volunteered to contact Andy Pence and explore lower cost options.

Mike McHugh researched the zoning and use permit (separate agenda item). We are in the process of completing the paperwork.

Repeater Updates

The new repeaters continue to work and support the Trinity Center Volunteer Fire Department.

Radios and Pagers

On March 6, I communicated with Todd Corbett, who helps TCLS program their radios. He has the necessary information and will update the radios at the next programming cycle.

Miscellaneous

I completed my Ethics training class.

April 2020 CSD Monthly Report

March 2020 Stats

Fire	Number	Personnel Hours
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Medical		
Trinity Center	4	20.75
Coffee Creek	2	7.75
Total	6	28.5
MVA		
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Other		
Trinity Center	12	23
Coffee Creek	0	0
Total	12	23
Training	2	20
FEAT		
Callouts	0	0
Meetings	0	0
Orientation	0	0
Misc	0	0
Total	0	0
Total Personnel Hours		71.5

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

FEAT had no activity this month and no training due to COVID-19.

Medical training cancelled this month due to COVID-19.

Trinity Center CSD
Accounts Payable
April 7, 2020

Regular Expenses	Amount
Linnea Kneaper-Services	\$ 450.00
Frontier Communications	\$ 8.24
TDS Telecom - Telephone	\$ 57.36
Trinity PUD - Electric-Fire Hall –Feb	\$ 140.14
Trinity PUD - Street Lights –March	\$ 141.00
Amerigas- 124.80 3/17/20	\$ 200.38
Suzanne Heinig- Houskeeping February	\$ 80.00
Total Regular Expenses	\$ 1,077.12
Special Expenses	
Trinity Hospital	\$ 16.23
Robert Bryant-reimbursement printer/stapler/door stop	\$ 479.26
Michael McHugh-reimbursement misc. DOT medical exam	\$ 174.30
Bloomberg and Griffin-Audit fiscal 2018-19	\$ 2,475.00
Carol Fall-reimbursement light bulbs for ambulance	\$ 78.83
Kneaper Electric	\$ 269.00
TVCE-new fire hall engineering	\$ 142.50
Total Special Expenses	\$ 3,635.12
Total Expenses	\$ 4,712.24
Deposits-secured/unsecured taxes/interest	\$38,654.37
Balance as of February 29, 2020	\$251,703.85
Less March Expenses	\$ (2,181.30)
Less April Expenses	\$ (4,712.24)
Current Balance	\$244,810.31
Less Allocation for new fire hall	(60,000.00)
Total Spending Balance	\$184,810.31