

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT**

**Minutes
May 5, 2019**

- 1.0** The meeting was called to order by Chairperson Trish Wardrip at 6:00pm. Other board members present were Pat Frost, Drew Rusnak and Martie Mullen. Director Mike McHugh joined the meeting at 6:50p.m. Fire Chief Bob Bryant, General Manager Erik Anderson and one member of the public were also present.
- 2.0** Announcements or Changes to the Agenda-Addition of item 6.3 as an urgency item to discuss and approve wildland fire gear purchase for \$3800 from the VFD account. Motion by Pat Frost, second by Martie Mullen. Motion carried, 4 Ayes, 1 Absent.
Addition of item 6.4 to allow the VFD auxiliary to have a table sale in the vacant lot next to the fire hall May 22-24th. Motion by Pat Frost, 2nd by Drew Rusnak. Motion carried, 4 Ayes, 1 Absent.
- 3.0 Public Comments-None**
- 4.1** Approval of minutes from April 7, 2020-Motion by Martie Mullen to approve the minutes as presented. Second by Drew Rusnak. Motion carried 4 Ayes, 1 Absent.
- 5.1** Review Draft Audit from fiscal year -Trish Wardrip presented the MD &A for the board to review. The main concern was the last paragraph concerning the firehall expansion project. Trish asked the board if they would like to make any changes to that paragraph in the audit. It was determined that it would remain the same. Motion by Pat Frost to accept the audit for the 2018-19 fiscal year. Second by Drew Rusnak. Motion carried-1 Ayes, 1 Absent.
- 5.2** Discuss and Approve the district policy for a CalCard credit card- Trish Wardrip presented the Policy. The board discussed changes to the draft policy. It was determined the card would be used for incidentals only and would be reconciled monthly by the secretary. The district will have one card, with the General Manager, Secretary and Fire Chief having access. Motion by Martie Mullen to approve, Second by Pat Frost. Motion carried-4 Ayes, 1 Absent.
- 5.3** Approval of Resolution 2020-03 Ordering Board of Directors Election; Consolidations of Elections; Consolidations of Elections, and Specifications of Elections Order-Motion by Pat Frost to approve. Second by Martie Mullen. Motion carried-4 Ayes, 1 Absent.
- 6.1** Discuss and Approve Amended contract with Trinity Valley Consulting Engineers-Erik Anderson presented the information for the contract amendment. He recommended the board approve an extra \$1500 for engineering fees plus \$500 for advertising the bid package with a not to exceed amount of \$2500. TVCE will need to provide a modification to the agreement to be signed by both parties. The agreement will need to be approved at the June meeting. Motion by Pat Frost to modify with a NTE amount of \$2500 and allowing the General Manager to sign the agreement. Second by Drew Rusnak. Motion carried 4 ayes, 1 absent.
- 6.2** Discuss and Approve district policy for surplus materials-Continued to June meeting.
- 6.3** Purchase of new wildland fire gear-Chief Bryant presented. \$3600 will cover the of the purchase. The auxiliary will be donating \$3200 to pay the balance. The purchase includes 12 sets of wildland gear with lettering on the back of each jacket. Total invoice is \$6756.75 including tax. Motion by Martie Mullen to approve. Second by Pat Frost. Motion carried 4 Ayes, 1 Absent.

- 6.4 Approval of auxiliary use of vacant lot next to fire hall for table sale May 22-24th-
The auxiliary would like to rent tables to the public during the Countywide Yard Sale. They would provide the insurance. Motion by Martie Mullen to approve. Second by Drew Rusnak. Motion Carried. 4 Ayes, 1 Absent.
- 7.1 Communications-Linnea Kneaper presented. No nomination is needed for LAFCO.
- 7.2 Discuss draft budget for 2020-21 fiscal year-Trish Wardrip appointed a budget committee. The committee will include Trish, Martie Mullen, Linnea Kneaper, Bob Bryant, and Erik Anderson. An operations budget will be presented at the June meeting, and a project budget for the new fire hall will be added when the project goes to bid.
- 7.3 Update on new fire hall funding-Pat Frost presented. Information including the deed, a memo adjusting the requested amount and plans from the engineer were submitted on May 4th. Pat is hopeful that the money will be awarded sometime in June.
- 8.1 Fire Hall Planning and Construction Project and GM report-Erik Anderson presented his report. 18 hydrants have been tested. Some of the new hydrants need to be tested for flow and need paint. The conditional use permit for the new fire hall was approved and rezoning will not be needed. The parcel was rezoned public facility in 2009. An encroachment permit is still needed. A fee waiver was submitted and approved to the board of supervisors. Currently there are 5 pagers that are functional but having issues. Erik checked with the Sheriff's office and the change in dispatch will not happen until the new jail is complete.
- 9.1 Fire Department Monthly Report-Chief Bryant reported. April was a quiet month. There were only 2 trainings due to Covid19. Repairs have been made to #1111. A new water heater was installed. Hose testing will take place during training on May 6th.
- 10.1 CSD Financial Report-Linnea Kneaper presented. Deposit reimbursement was received for Workers Compensation insurance of \$1642.86. Balance as of March 31, 2019 \$251,045.41. Total bills for April \$4712.24 and May \$2842.76. Current balance \$243,490.41 less \$60,000 allocation for new fire hall. Total spending balance \$183,490.41.
- 10.2 VFD Financial Report-Linnea Kneaper presented the building fund report. With interest from February and March and a deposit transfer from the FEAT account, the new total is \$330,224.62. Trish Wardrip presented the updated Quickbooks accounting for the VFD removing the duplicate deposits made in prior months.
- 10.3 Bills for payment-Linnea Kneaper presented the bills. Motion by Martie Mullen to pay the bills. Second by Drew Rusnak. Motion carried- 5 Ayes.
- 11.0 Items for next agenda- Draft budget and approval, surplus materials policy, update on CalCard Application.
- 12.0 Adjournment-7:10p.m.

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

Fire Hydrants

So far, Pam Augspurger and I have tested 18 fire hydrants in Trinity Center, 33% of total. We are testing functionality and not measuring flow rates this year. We also clean the threads on all the ports and check tightness. One observation is that the larger diameter (steamer) ports on many of the new hydrants are tight and very difficult for one person to open. After cleaning, the ports open normally.

We also tested a new piece of firefighting gear, the "hose monster." This device deflects the water and is useful for reducing erosion. Our current diffuser helps prevent erosion as well.



Testing the "Hose Monster."



Hydrant testing using the "diffuser."

Fire-station remodel activities

I prepared a draft of a Conditional Use Permit application that would allow the new apparatus building on what we were told was a C1 (commercial) zone designation. I also prepared and submitted a fee waiver request to the board of supervisors for the anticipated planning department (\$2145) and transportation department (\$150) fees. Over the course of searching for documents relating to the property deed, I found documents from 2009 indicating that the two merged parcels have already been rezoned from C1/unclassified to Public Facilities! Mike McHugh organized a conference call with Kim Hunter, head of the planning department, and after she reviewed the documents, she concluded that the rezone and use permit are OK and that the planning department would update their documentation.

We still need to obtain the encroachment permit and work through the rain water drainage, which will likely involve some updates to the plot plan.

Repeater Updates

The new repeaters continue to work and support the Trinity Center Volunteer Fire Department. I communicated with Peter Braga in the Sheriff's office regarding the repeater. He was happy to hear about our progress. Concerning the updating of dispatch equipment:

I will make every effort to ensure that the Norwegian repeater is programmed into the new dispatch radio system once it is purchased so we can ensure that it is functional when installed within the New Jail / Dispatch facility still currently under construction.

At this time, I don't expect that dispatch will be updated before the new system is installed at the Jail.

Radios and Pagers

I swapped a pager because it was not responsive, with another. I did a reset by removing the battery and then the pager returned to normal operation. However, I don't know what caused it to freeze up.

Last User	Conditions	Notes
C.F.	Functional except for red alert LED not flashing	Stopped responding to buttons but returned to operational status (minus red led) on reset
B.B.	Functional but suspect	Reported charging problems and missed calls
E.B.	Has problems with charging	Battery is very tight. Does not charge properly
Unknown	Functional	Small crack in display
Unknown	Functional	

Miscellaneous

I watched and listened to the Board of Supervisors Meeting to help clarify the issue with the fee waiver if needed. However, planning director Kim Hunter was at the meeting and updated the board. Our fee waiver request for \$150 was passed by unanimous vote. As a side note, the audio and video on the you-tube was OK but delayed by about 7 seconds. The audio of the telephone conference was so bad that it was unintelligible. I am very glad I didn't have to respond to any questions.

May, 2020

CSD Monthly Report

April, 2020 Stats

Fire	Number	Personnel Hours
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Medical		
Trinity Center	2	5.75
Coffee Creek	1	5.25
Total	3	11
MVA		
Trinity Center	0	0
Coffee Creek	0	0
Total	0	0
Other		
Trinity Center	15	59.75
Coffee Creek	0	0
Total	15	59.75
Training	2	31
FEAT		
Callouts	0	0
Meetings	1	12
Orientation	0	0
Misc	0	0
Total	1	12
Total Personnel Hours	21	113.75

Other includes outdates, paperwork, tankless water heater install, repair engine 1111, meetings and misc work at the station. One training session canceled due to COVID-19.

**Trinity Center CSD
Accounts Payable
May 5, 2020**

Regular Expenses	Amount
Linnea Kneaper-Services	\$ 450.00
Frontier Communications	\$ 6.68
TDS Telecom - Telephone	\$ 57.25
Trinity PUD - Electric-Fire Hall –April	\$ 77.87
Trinity PUD - Street Lights –April	\$ 141.00
Amerigas-77.7 gal 4/20/20	\$ 124.25
Suzanne Heinig-Houskeeping April	\$ 80.00
Terminix	\$ 50.00
Total Regular Expenses	\$ 987.05
Special Expenses	
Trinity Hospital	\$ 56.52
Mike McHugh-Reimbursement new hot water heater	\$ 1,095.45
Bob Bryant-New hot water heater parts	\$ 35.09
Kneaper Electric-install hot water heater	\$ 304.59
Bunce's Boat Maintenance	\$ 55.00
TVCE-new fire hall engineering	\$ 180.00
Trinity County Department of Transportation	\$ 105.06
Trinity County Solid Waste	\$ 24.00
Total Special Expenses	\$1,855.71
Total Expenses	\$2,842.76
Deposit-county reimbursement workers comp	\$ 1,642.86
Balance as of March 31, 2020	\$251,045.41
Less April Expenses	\$ (4,712.24)
Less May expenses	\$ (2,842.76)
Current Balance	\$ 243,490.41
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$ 183,490.41

