

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT**

**June 2, 2020**

**Minutes**

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- 1.0 The meeting was called to order at 6:01p.m. by Chairperson Trish Wardrip. Other members in Attendance were Pat Frost, Mike McHugh and Drew Rusnak. Martie Mullen was absent. Fire Chief Bob Bryant and General Manager Eric Anderson were also present. There were no members of the public present.
- 2.0 Announcements or Changes to the Agenda-None
- 3.0 Public Comments-None.
- 4.1 Approval of minutes from May 5, 2020-Motion by Pat Frost to approve the minutes as presented. Second by Drew Rusnak. Motion carried. 3 Ayes, 1 Absent, 1 Abstain
- 5.1 Discuss and Approve Budget for FY 2020-21-Trish Wardrip presented the draft budget. Each line Item was discussed and adjustments were made to professional services, adding \$2000 to cover Engineering for the new firehall and the 2019-20 audit. The board discussed the purchase of additional fire hydrants. General Manager Erik Anderson advised the board that there are Currently 4 hydrants with leaks. Director McHugh suggested that one hydrant is always kept in Inventory. Cost for 2 hydrants is approximately \$6400. Operational budget estimated expenses \$64,901. Total estimated revenue \$71,417. Trish presented a conservative budget for the VFD. Most revenue for the VFD comes from the auxiliary and interest on accounts. Expenses for the VFD include the purchase of new SCBA equipment estimated at \$22,000. Total estimated revenue \$29,500. Total estimated expenses \$26,750. The new building fund budget includes estimated revenue \$308,100 for CDBG Grant and the McConnell Foundation Grant. Designated funds by the district \$192,900. Motion by Pat Frost to approve. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 5.2 Update on CalCard credit card application-Linnea Kneaper presented. More information will be Submitted. 3 years audit are needed to move forward. All paperwork is being submitted to Washington D.C. and the process is slower than normal due to Covid 19.
- 5.3 Discuss and Approve Surplus Materials policy-Trish Wardrip presented the information for Discussion. Sealed bids would be needed for larger items such as trucks and hydrants. Larger items could be Donated with board approval to nonprofit or government agency. This includes items valued over \$3000. The district can sell, donate, or dispose surplus properties that is not on the districts depreciation schedule and has a value of less than 3k without board approval and the chief/general manager shall provide an annual report. Currently the district does not have a donation policy. Section 108.52 and 108.53 for conflict of interest will be added to the policy and brought back for approval in July.
- 6.0 New Business-None

- 7.1 Communications-Linnea Kneaper presented. A letter from LAFCO was received regarding Public Hearing on June 16<sup>th</sup> to vote on the LAFCO proposed budget. There was also a notice of filing for TCLS proposing a \$45 tax for both residential and commercial. This funding is 62% less than less than what was originally requested from TCLS. Proposal is for the November ballot. Lastly, the 2020 notice of conflict of interest codes was received. Any changes need to be filed within 90 days to the board of supervisors. The last Conflict of Interest Resolution was done 2 years ago, no amendment is required.
- 7.2 Update on new fire hall funding-Pat Frost presented an update on the CDBG Grant funding. The Information was noticed in the newspaper. The next step is approval by County CAO Richard Kuhns releasing the funds.
- 8.1 Fire Hall Planning and Construction Project and General Manager's Report-Erik Anderson Presented the report. Hydrant testing is being done. 4 hydrants have small leaks and 1 has a moderate leak. The Sheriff's office has been emailed the new tones and frequencies for the repeater and updates will be done as part of the new 911 upgrade. The SAM renewal paperwork has been submitted and confirmation has been received.
- 9.1 Fire Department Monthly Report-Chief Bryant presented the report. As the summer season Begins, more calls are being received. Jim Taylor donated a wheelchair to the department. Linnea will send a thank you to Mr. Taylor. There was a discrepancy in the wildland gear order. Only 8 sets were ordered instead of 12. The auxiliary donated more money than expected for the purchase, making 4 extra helmets, LED survivor lights, chin straps available for purchase. The order will be available in about 2 months.
- 10.1 CSD Financial Report-Linnea Kneaper presented the report. A small deposit of \$231.95 was received from the county. Expenses for May \$1020.43. Balance as of April 30<sup>th</sup> \$246,333.17. Less May and June bills total is \$242,469.98. Less \$60,000 allocation for new fire hall, total spending balance \$182,469.98.
- 10.2 VFD Financial Report-Linnea Kneaper presented the report. The building fund received a donation of \$854.21. Linnea and Trish went through the VFD books and made corrections to the double entries in QuickBooks that were happening during the reconciliations. Currently the VFD and CSD books are separate in QuickBooks, but since they are combined in the audit, the plan is to incorporate the VFD into the CSD for the new fiscal year.
- 10.3 Bills for Payment-Linnea Kneaper presented the bills for payment. Total bills are \$1020.43 including a reimbursement to Drew Rusnak for FEAT traffic cones. Motion by Pat Frost to pay the bills. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 11.0 Items for Next Agenda-Approval of surplus property policy, ballot for LAFCO election, Cal Card Update.
- 12.0 Adjournment-7:39p.m.

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

### **Fire Hydrants**

With the help of Pam Augspurger and Ken Reynolds (Knolls water system), I retested all the hydrants that the CSD is responsible for. Flow wasn't measured this year, but the results seemed consistent with previous measurements. There were several new hydrants installed since last testing. There were 4 hydrants with small leaks and 1 with a moderate leak. I will provide a detailed report.



### **Fire-station remodel activities**

We are awaiting the Community Development Block Grant final approval.

### **Repeater Updates**

I sent detailed frequency information to Pete Braga of the Sheriff's office. He indicated that he has a radio technician working on the new system. The May 27 Trinity Journal reported "Sheriff pursues dispatch, 911 system upgrades."

I also emailed details to Sonnie, a Paramedic at TCLS, for upgrading their radios.

### **Radios and Pagers**

I reprogrammed a Motorola handheld radio with the Norwegian parameters.

### **Miscellaneous**

I renewed the on line SAM (System for Award Management) account. There was quite a bit of information that had to be re-entered. Fortunately, I had good notes from last year so it went smoothly. I received the following email confirmation:

*The registration for Trinity Center Community Services District / 011147360 / 68DR5 is now active in the U.S. federal government's System for Award Management (SAM).*

# June, 2020 CSD Monthly Report

*May, 2020 Stats*

<b>Fire</b>	<b>Number</b>	<b>Personnel Hours</b>
Trinity Center	0	0
Coffee Creek	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Medical</b>		
Trinity Center	6	37.75
Coffee Creek	1	5.75
<b>Total</b>	<b>7</b>	<b>43.5</b>
<b>MVA</b>		
Trinity Center	0	0
Coffee Creek	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Other</b>		
Trinity Center	10	22.25
Coffee Creek	0	0
<b>Total</b>	<b>10</b>	<b>22.25</b>
<b>Training</b>	<b>3</b>	<b>50</b>
<b>FEAT</b>		
Callouts	0	0
Meetings	1	9
Orientation	0	0
Misc	0	0
<b>Total</b>	<b>1</b>	<b>9</b>
<b>Total Personnel Hours</b>	<b>21</b>	<b>124.75</b>

**Other** includes work on 1111, outdates, maintenance and paperwork.

**Trinity Center CSD  
Accounts Payable  
June 2, 2020**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services	\$ 450.00
Frontier Communications	\$ 7.20
TDS Telecom - Telephone	\$ 59.10
Trinity PUD - Electric-Fire Hall –May	\$ 83.05
Trinity PUD - Street Lights –May	\$ 159.05
Suzanne Heinig-Houskeeping February	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 838.40</b>
<b>Special Expenses</b>	
Drew Rusnak-reimbursement Traffic cones-FEAT	\$ 182.03
<b>Total Special Expenses</b>	<b>\$ 182.03</b>
<b>Total Expenses</b>	<b>\$ 1,020.43</b>
<b>Deposit-State hopper</b>	<b>\$231.95</b>
<b>Balance as of April 30, 2020</b>	<b>\$246,333.17</b>
<b>Less May Expenses</b>	<b>\$ 2,842.76</b>
<b>Less June Expenses</b>	<b>\$ 1,020.43</b>
<b>Current Balance</b>	<b>\$242,469.98</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$182,469.98</b>

Trinity Center CSD			
Building Fund			
April 30, 2020			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$105,188.54	\$165,188.34
Checking Account		\$1,101.74	\$1,101.74
Savings Account		\$63,934.34	\$63,934.34
Deposit-Donations		\$854.21	\$854.21
Interest on VFD accounts-May		\$213.83	\$213.83
McConnell Foundation			\$100,000.00
<b>Total Allocation</b>	<b>\$ 60,000.00</b>	<b>\$ 171,292.66</b>	<b>\$ 331,292.46</b>
<b>CDBG Grant (waiting confirmation)</b>			\$208,100.00
<b>soft total</b>			
			<b>\$539,392.46</b>
<b>Auxiliary Donations 2019-20</b>			
Appeals lestter 2018-\$26,500			
Prime Rib Dinner 2019-\$2882.46			
Rummage sale 2019-6173.00			
Appeals letter 2019-\$25,000			
<b>Other Donations</b>			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			
Sing for America Foundation-\$700.00			
Paypay account-\$154.21			