

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting October 6, 2020
MINUTES**

- 1.0 Call to Order**-The meeting was called to order at 6:06p.m. by Chairperson Trish Wardrip. Other members in attendance were Mike McHugh and Drew Rusnak. Pat Frost participated via Zoom. Martie Mullen joined the meeting at 6:16pm. General Manager Erik Anderson was present as well as two members of the public.
- 2.0 Announcements or Changes to the Agenda Comments from the Public on Open Session Agenda**- Motion by Mike McHugh to add item 5.4 Discuss and approve contract with Mercer Fraser for construction of new fire apparatus building. Second by Martie Mullen. Motion carried. 5 Ayes.
- 3.1 Approval of minutes from September 1, 2020**-Motion by Drew Rusnak to approve the minutes as presented. Second by Mike McHugh. Motion carried-4 Ayes, 1 Absent.
- 3.2 Approval of minutes from September 8, 2020**-Motion by Pat Frost to approve the minutes as presented. Second by Mike McHugh. Motion carried-3 Ayes, 1 Absent, 1 Abstain.
- 4.1 Update on CalCard/Discussion and possible Action on CSDA Commercial Card with Umpqua Bank**-Linnea Kneaper presented an update on the CalCard application, which has been stalled due to Covid-19. Linnea presented information on the same type of card with Umpqua Bank/CSDA. The board decided to move forward with the Umpqua option.
- 4.2 Discussion and possible Action on donation of VFD metal storage container to Trinity Center Mutual Water Company**-A letter was presented signed by Lyn Scott, President of TCMWCO approving the donation from the fire Department. It will be the responsibility of the water company to relocate the storage container.
- 4.3 Discuss replacement of VFD Fire Chief** -Mike McHugh had nothing to report
- 5.1 Discuss and Approve Amended Contract with Trinity Valley Consulting Engineers**-Motion by Pat Frost to amend the existing contract with a not to exceed amount of \$500. Second by Martie Mullen. Motion carried-5 Ayes.
- 5.2 Discuss and Approve New Contract with Trinity Valley Consulting Engineers for Construction Management Of new fire apparatus building**-Pat Frost presented the contract. The contract is for \$36,580. This amount includes 5.5% construction management cost. Erik Anderson will check with Eric Keyes on any items that may need to be added later, including the payroll management. Motion by Martie Mullen to approve with follow up to TVCE on items that could be additional cost and authorizing Erik Anderson to sign the contract on behalf of the CSD. Second by Mike McHugh. Motion carried-5 Ayes.
- 5.3 Discuss and Approve letter of support for TCLS ballot measure**-Pat Frost presented a draft letter in support of TCLS Ballot measures H and I. Motion by Martie Mullen to submit letter to the Trinity Journal. Second by Mike McHugh. Motion carried-5 Ayes.
- 5.4 Discuss and Approve Contract with Mercer Fraser for construction of new fire apparatus building**-Pat Frost presented. Exhibit A to include all documents in the bid specifications. The terms of the agreement begin when Mercer Fraser signs the contract. The 180-day completion starts at the notice to proceed date. Provision to extend the 180 days include weather. The contract amount is NTE \$619, 550.00. This amount does not include change orders or extras. Motion to approve contract and authorize Erik Anderson to sign the contract by Drew Rusnak. Second by Martie Mullen. Motion Carried-5 Ayes
- 6.1 Communications**-Linnea Kneaper presented. Board received a copy of letters received by the fire department regarding an employee situation. Linnea met with Chris from CSDA. CSDA is trying to form a chapter of all special districts in Trinity County. Information was forwarded to Mike regarding Covid and the fire department. Linnea asked the board if they would like to change the November meeting since it falls on election day.
- 6.2 Directors Reports**-Mike McHugh presented concerns that the public has regarding Covid. He would like the CSD to post statement of facts for the public stating that the fire department is still responding to calls, and to remind the public that there are privacy laws regarding Covid testing. The statement will be posted at the store, post office and on the website.
Update on new fire hall funding -Pat Frost reported. He has contacted Humboldt Area Foundation and they do not fund infrastructure, but they have CARES ACT money available. They will be granting the auxiliary \$29,000 for SCBA as PPE equipment. A proposal has also been sent to the Trinity River Partners and he is waiting for a response.

- 7.1 Fire Hall Planning and Construction Project/General Manager Report**-Erik Anderson presented. There is not Battery backup on the new repeater. He will get some information and bring it back to the next meeting. The propane tank at the firehall has been replaced. Erik will contact OSHA and let them know.
- 8.1 Fire Department Monthly Report**-Mike McHugh presented. There was one fire call in September to assist with the Irish Fire. There were no medical calls and one MVA. The attic sale in September raised \$1100. Total 115 hours of Volunteer time. The department is down responders due to Covid quarantine. The car that was used for training will be picked up tomorrow by the Douglas City Wrecking Yard,
- 9.1 CSD Financial Report**-Linnea Kneaper presented the report. A prior year deposit of \$939.16 was received. Balance as of August 31st is 270,909.22. less the bills for payment for September and October, new balance \$257,324.99. minus \$60,000 allocation for the new fire hall. Total spending balance 197,324.99. Linnea reminded the board that usually there is no income shown for the current year until December.
- 9.2 VFD Financial Report**-Linnea Kneaper presented the report-The only change to the Coast Central Building account is the monthly interest \$217.09. The CDBG funds have been moved up to received on the monthly spreadsheet. The Umpqua Account shows the \$19,000 appeals donation from the auxiliary.
- 9.3 Bills for Payment**-Linnea Kneaper presented the report. Total bills are \$1721.24 Motion by Drew Rusnak. Second By Martie Mullen. Motion Carried-5 Ayes.
- 10.0 Comments from the Public on Closed Session Agenda**-. None
- 11.0 Motion to Accept Closed Session Agenda**-Motion by Mike McHugh, Second by Drew Rusnak. Motion Carried. 5 Ayes.
- Adjourn to closed session -7:22pm**
- 12.0 Closed Session Pursuant to Government Code Section 54956.9 Discuss** advice of legal counsel regarding potential litigation.
- 13.0 Return to Open Session-7:57p.m.**
- 14.0 Report out of Closed Session**-The board approved to seek advice of legal counsel.
- 15.0 Items for Next Agenda Recap**-Discuss approval of payment of fire hydrants to Trinity Knolls Water district, update on Umpqua Credit Card, update on Engineering Contract with TCVE.
- 15.0Adjournment**- 8:00p.m.

October 2020 CSD Monthly Report

September 2020 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek	1	24.25
Annex		
<i>Total</i>	1	24.25
Medicals		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>		0
MVAs		
Trinity Center		
Coffee Creek		
Annex	1	5.5
<i>Total</i>	1	5.5
Other	8	50.5
<i>Totals</i>		80.25
Training		
Fire	2	15.5
Medical	1	9.0
FEAT	1	6.0
<i>Total</i>	4	30.5
FEAT		
Responses	1	4.0
Orientations		
Misc		
Total Activities and Personnel Hours		114.75

Other includes work on ambulance sterilization, extra training, maintenance, paperwork and our very successful Attic Sale, headed up by Carol and supported by several members (notably Keith and Ann) and community volunteers.

Additional Notes:

Due to precautionary Covid quarantines, the department is down by half of its regular responders. We have one ambulance driver and our one EMT in service when available.

The one fire was the Irish fire near Jackass Campground – outstanding work by Carol and Keith in 1111 supplying water to USFS on scene.

**Trinity Center CSD
Accounts Payable
October 6, 2020**

Regular Expenses	Amount
Linnea Kneaper-Services September	\$ 450.00
Frontier Communications	\$ 7.28
TDS Telecom - Telephone	\$ 57.17
Trinity PUD - Electric-Fire Hall –August	\$ 62.38
Trinity PUD - Street Lights –August	\$ 159.05
Suzanne Heinig-Houskeeping August	\$ 80.00
Total Regular Expenses	\$ 815.88
Special Expenses	
Carol Fall-Reimbursement-Air filter/radiator cap #1111	\$ 70.36
NTLIA- All Rental for 2020	\$ 240.00
Trinity Valley Consulting Engineers	\$ 595.00
Total Special Expenses	\$ 905.36
Total Expenses	\$1,721.24
Deposit-Prior year	\$939.16
Balance as of August 31, 2020	\$270,909.22
Less September Expenses	\$ 11,862.99
Less October Expenses	\$ 1,721.24
Current Balance	\$257,324.99
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$197,324.99

