

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
MINUTES
December 1, 2020**

- 1.0 Call to Order-**The meeting was called to order at 6:00p.m. by Vice-Chair Pat Frost. Other members in attendance were Mike McHugh, Drew Rusnak and Martie Mullen. Trish Wardrip was absent. General Manager Erik Anderson was present as well as two members of the public.
- 2.0 Appoint and Administer Oath of Office for incoming Board Members-**Linnea Kneaper administered the Oath of Office to Martha “Martie Mullen. Linnea will administer the Oath of Office to Trish Wardrip via Zoom or in person at a later date.
- 3.0 Announcements or Changes to the Agenda Comments from the Public on Open Session Agenda-**Mike McHugh requested item 6.1 Discuss and Approve an expenditure to inspect and service the heaters at the fire hall. This item would be added to the agenda pursuant to the Brown Act exception to noticing for “Subsequent Need” items. The need for immediate action arose after tonight’s agenda was published and we made the finding that immediate action is warranted due to the failure of major heating unit in the fire hall and freeing overnight temperatures. Government code §54954.2 (b)(2)
- 4.1 Approval of Minutes from November 3, 2020-**Motion by Martie Mullen to approve the minutes as Presented. Second by Drew Rusnak. Motion carried. 4 Ayes, 1 Absent.
- 5.1 Update on Umpqua/CSDA credit card-**Linnea Kneaper presented. All documents have been submitted To Umpqua expect the minutes from the October meeting and the pending resolution. Once those Documents are submitted, processing should move quickly.
- 5.2 Discuss and Approve Resolution 2020-04 authorizing agreement with Umpqua Bank to participate In the CSDA district purchasing card program-**Linnea Kneaper presented the resolution. Motion by Martie Mullen to approve. Second by Mike McHugh. Motion carried. 4 Ayes, 1 Absent.
- 5.3 District recruitment process for VFD Chief-**Mike McHugh had nothing to report.
- 6.1 Discuss and approve an Expenditure to Inspect and Service the Propane Heaters at the Fire Hall** Mike McHugh presented the information on the propane heaters at the fire hall are not staying lit and Should be inspected by professional. Erik Anderson is working on bids from contractors. This would be a prevailing wage contract and would likely exceed the \$500 authorization amount. Motion by Mike McHugh to allow Erik Anderson to move forward with finding a company to service the heaters with a NTE amount of \$1000. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent/
- 7.1 Communications-**Linnea Kneaper had nothing to report.
- 7.2 Update on New Fire Hall Funding-**Pat Frost had nothing to report.
- 8.1 Fire Hall Planning and Construction Project/General Manager’s Report-**Erik Anderson presented the report. The signed contract from Mercer Fraser was received and Erik is working on scheduling a “kick off meeting” with Mercer Fraser and TCVE. The FCC Form 601 and schedule K was received for the repeaters and were filed. The Conex storage container was moved on November 21st from the fire department to Trinity Center Mutual Water Company. Trinity Heating and Air has been contacted for a quote to service the propane heaters at the fire hall.
- 9.1 Fire Department Monthly Report-**Mike McHugh presented the report. There were five total calls and 2 Trainings. One call was for the Millview Fire and required post-fire clean up. Miscellaneous maintenance was done and the Conex container was moved. On November 24th Captain Steve Noverr passed away, his presence on the VFD will be missed. FEAT training for November and December will be combined into one training on December 2nd.

- 10.1 CSD Financial Report**-Linnea Kneaper presented. Total expenses for November were \$2077.29 and \$4048.12 for December. No deposits for the fiscal year 2020-21 have been received. Balance as of October 3.1, 2020 was \$257,833.04 less November and December expenses. The current balance is \$251,707.63, less the \$60,000 allocation for the new fire hall brings the spending balance to \$191,707.63
- 10.2 VFD Financial Report**-Linnea Kneaper presented the report. The building fund account interest was \$215.09. The new balance is \$540, 980.09. There were 5 deposits made into the Umpqua account for a Total for \$2250. The balance in the Umpqua account is \$72,129.28.
- 10.3 Bills for Payment**-Linnea Kneaper presented the bills for payment Motion by Drew Rusnak to pay the Bills. Second by Martie Mullen. Motion carried. 4 Ayes, 1 Absent.
- 11.0 Comments from the Public on Closed Session Agenda**-None
- 12.0 Motion to Accept Closed Session Agenda**-Motion by Martie Mullen to accept closed session agenda. Second by Mike McHugh. Motion carried. 4 Ayes, 1 Absent.

The board went into closed session at 6:34pm

- 13.0 Closed Session Pursuant to Government Code Section 54956.9 Discuss** advice of legal counsel regarding potential litigation.
- 14.0 Return to Open Session**-6:40p.m.
- 15.0 Report out of Closed Session**-Advice from legal counsel was discussed, no action was taken.
- 16.0 Items for Next Agenda Recap**-Annual Organizational Meeting discuss Umpqua credit cards.
- 17.0 Adjournment**-6:43p.m.

December 2020 CSD Monthly Report

November 2020 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek	1	1.3
Annex	2	18.3
<i>Total</i>	3	19.6
Medicals		
Trinity Center	1	1.5
Coffee Creek		
Annex	1	6.6
<i>Total</i>	2	8.1
MVAs		
Trinity Center		
Coffee Creek		
Annex		
<i>Total</i>	0	0.0
Other	4	15.0
Totals		42.7
Training		
Fire	2	14.0
Medical	0	
FEAT	0	
<i>Total</i>	2	14.0
FEAT		
Responses		
Orientations		
Misc		
Total Activities and Personnel Hours		56.7

Other includes miscellaneous maintenance, patrol of Millview Fire, container move, post-fire cleanup.

Additional Notes:

Very sad to report the loss of Captain Steve Noverr who passed away on Nov 24.

The shipping container has been relocated to the water company's property.

The shed move is rescheduled to Dec 5.

FEAT training for Nov & Dec combined into one training Dec 2.

**Trinity Center CSD
Accounts Payable
December 1, 2020**

Regular Expenses	Amount
Linnea Kneaper-Services November	\$ 450.00
Frontier Communications	\$ 7.28
TDS Telecom - Telephone	\$ 57.17
Trinity PUD - Electric-Fire Hall –November	\$ 95.08
Trinity PUD - Street Lights –November	\$ 159.05
Suzanne Heinig-Houskeeping November	\$ 80.00
Total Regular Expenses	\$ 848.58
Special Expenses	
Trinity Knolls Water Company	\$ 3,014.77
RWS-FCC License notification	\$ 100.00
Carol Fall-Parts for 1111/1123	\$ 84.77
Total Special Expenses	\$ 940.66
Total Expenses	\$3,199.54
Balance as of October 31, 2020	\$257,833.04
Less November Expenses	\$ (2,077.29)
Less December Expenses	\$ (4,048.12)
Current Balance	\$251,707.63
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$191,707.63

