

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
Regular Meeting June 8, 2021  
MINUTES**

- 1.0 Call to Order-**The meeting was called to order at 6:08p.m. by Chairman Pat Frost. Drew Rusnak, Mike McHugh and Martie Mullen were present. General Manager Erik Anderson and Assistant Fire Chief Carol Frost were present as well as one member of the public.
- 2.0 Announcements or Changes to the Agenda-**None
- 3.0 Public Comments-**Auxiliary Treasurer Pam Augspurger announced the Memorial Day Weekend Rummage Sale net profit was \$5100.00
- 4.0 Approval of Minutes**
  - 4.1** Approval of minutes from March 9, 2021-Motion by Martie Mullen to approve the minutes as presented. Second by Mike McHugh. Motion carried-4 Ayes.
  - 4.2** Approval of minutes from May 11, 2021-Motion by Drew Rusnak to approve the minutes as presented. Second by Mike McHugh. Motion carried-4 Ayes.
- 5.0 Unfinished Business**
  - 5.1** Discuss recruitment process for VFD Chief-Mike McHugh had nothing to report.
  - 5.2** Discuss and Authorize Assistant Chief to sign CalOES Calfire Assistance Agreement- Assistant Chief Fall presented. The salary survey was sent in to USFS and paperwork was sent to CalFire. No action needed.
  - 5.3** Discuss recruitment process for new board member-Pat Frost presented. Trish Wardrip has moved out of the county and the board needs to begin the recruitment process for a replacement. Linnea Kneaper will look for the information from previous board openings and send to Mike McHugh for posting. It will also be advertised in the North Forty column in the Trinity Journal.
- 6.0 New Business**
  - 6.1** Discuss and approve Budget for Fiscal Year 2021-22-Linnea Kneaper presented the amended draft budget. Adjustments were made to the summary page to reflect increase in the secretary salary schedule and the summary was corrected to include all designated funds in the Coast Central building fund account. Motion by Mike McHugh to accept the budget with the changes. Second by Martie Mullen. Motion carried-4 Ayes.
  - 6.2** Discuss and approve Mercer Fraser request to amend contract for new fire hall-Erik Anderson presented. Erik has been in contact with Mark Benzinger from Mercer Fraser regarding the amended contract. As of today, we have not received anything. Erik will continue to work with Mark and will bring the contract to the board when it is available.
  - 6.3** Discuss Draft Audit for Fiscal Year 2019-2020-The draft audit was presented to the board. Mike McHugh will work on the MD&A and bring it to the July meeting.
- 7.0 Communications, Directors & Ad Hoc Committee Reports**
  - 7.1** Communications-Linnea Kneaper presented information from LAFCO regarding the public meeting for their budget on June 15<sup>th</sup>. A copy of their budget is available for the board. Linnea presented the Trinity County Solid Waste account update.
  - 7.2** Update on new fire hall funding -Pat Frost had nothing to report.

## **8.0 General Manager Report**

- 8.1** Fire Hall Planning and Construction Project-Erik Anderson presented. The kitchen sink at the fire hall is leaking. Erik has started the repair. Assistant Chief Fall suggested that Erik work with Paul Latrell on fixing the leak. Erik has a prioritized list for hydrant replacement. Mike McHugh suggested that Erik reach out to Ken Reike for availability on installing new hydrants and check on how many hydrants are in inventory. One hydrant has been purchased for the Knolls replacement this fiscal year.

## **9.0 Fire Department Reports**

- 9.1** Fire Department Monthly Report-Assistant Chief Fall presented. There were 2 fires, and a standby for a smoke check. 5 medical calls and one MVA. The generator has been ordered from Norwell Power Systems. There may be an additional shipping charge for a transportation fee. The department received a \$1000 grant from Jenny's Heroes for wildland boots. One pair of wildland boots have been ordered. One more will be ordered once the grant is received. Two people have completed Title 22 training. Carol toured the August Fire Complex Area as part of the Fire Safe Council. The purpose of the visit was to learn what can be done differently if another large fire was to come through the area.

## **10.0 Financial Report and Bill Payment**

- 10.1** CSD Financial Report-Linnea Kneaper presented the report. There are 2 fire hydrant set ups in inventory. The electricity for the fire hall has decreased. The bill for elections was received, and TCVE bill for March was \$480.00. The Umpqua Credit Card included plumbing supplies, radio antennas, wildland gloves, brooms, and adaptors. A deposit of \$131.79 was received. Balance as of May 31, 2021, \$322,987.06, less the June expenses of \$2,124.00. Current balance \$320,863.06, less the \$60,000 allocation for the new fire hall. Total spending balance \$260,863.06. The balance includes \$20,000 received for the generator grant.
- 10.2** Bills for Payment-Linnea Kneaper presented. Motion by Drew Rusnak to pay the bills as presented. Second by Martie Mullen. Motion carried-4 Ayes.
- 10.3** VFD Financial Report-Linnea Kneaper presented. The only activity on either account was for interest received. The check for the generator \$7632.76 is listed as other income and the VFD will be reimbursed from the CSD account. A current balance sheet and profit loss was presented. The only activity in the building fund account is the interest received. Due to the construction delay, money in the checking account was moved into savings to allow it to accrue more interest. The building fund spread sheet was updated to include the check for \$480 for engineering services. The new balance on the engineering contract is \$33,160.00.

## **11.0 Comments from the Public on Closed Session Agenda-None**

- 12.0** Motion to Accept Closed Session Agenda-Motion by Mike McHugh to accept closed session agenda. Second by Martie Mullen. Motion carried 4 Ayes.

**Adjourn to closed session: 7:11p.m.**

- 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-7:13p.m.**

- 15.0** Report out of Closed Session-The board discussed advice from legal counsel. No action Was taken.

**16.0 Items for Next Agenda Recap-**Audit, MD&A, new board member recruitment, Mercer Fraser Contract.

**17.0 Adjournment-**7:16p.m.

# June 2021 CSD Monthly Report

## May 2021 Stats

Fire	Number	Personnel Hours
Trinity Center		
Coffee Creek	2	52:16
Annex		
<i>Total</i>	2	52.16
<b>Medicals</b>		
Trinity Center	5	19:38
Coffee Creek		
Annex		
<i>Total</i>	5	19:38
<b>MVAs</b>		
Trinity Center		
Coffee Creek		
Annex	1	5:10
<i>Total</i>	1	5:10
<b>Other</b>	1	2:48
<i>Totals</i>	8	
<b>Training</b>		
Fire	1	6:00
Medical	1	6:00
FEAT	1	9:30

<i>Total</i>	3	21:30
<b>FEAT</b>		
Responses	1	7:30
Orientations	1	19:00
Misc	3	12:45
<b>Total Activities and Personnel Hours</b>	16	140:37

**Trinity Center CSD**  
**Accounts Payable**  
**June 8, 2021**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services May	\$ 450.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 57.51
Trinity PUD - Electric-Fire Hall -May	\$ 62.83
Trinity PUD - Street Lights –May	\$ 159.05
Unmpqua Credit Card	\$ 415.26
Campora-72.7 gal 4/21	\$ 117.08
Terminix	\$ 55.00
Trinity County DOT-April Fuel	\$ 76.15
Suzanne Heinig-Houskeeping May	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 1,480.15</b>
<b>Special Expenses</b>	
Trinity County Elections	\$ 147.54
TCVE	\$ 480.00
NTLIA-Hall rental 2021	\$ 240.00
<b>Total Special Expenses</b>	<b>\$ 867.54</b>
<b>Total Expenses</b>	<b>\$2,124.00</b>
<b>Deposit-Tax revenue</b>	<b>\$131.79</b>
<b>Balance as of May 31, 2021</b>	<b>\$322,987.06</b>
<b>Less June Expenses</b>	<b>\$ (2,124.00)</b>
<b>Current Balance</b>	<b>\$320,863.06</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$260,863.06</b>

Trinity Center CSD			
Building Fund			
June 8, 2021			
	TCCSD	CCCU ACCT	Total
Building Allocation	\$60,000.00	\$107,720.58	\$167,720.58
Checking Account		\$1,000.95	\$1,000.95
Savings Account		\$134,098.54	\$134,098.54
Interest on VFD accounts-		\$213.23	\$213.23
McConnell Foundation	\$100,000.00		\$100,000.00
Trinity River Community Partners		8,200.00	\$8,200.00
CDBG Grant	\$208,100.00		\$208,100.00
<b>Total Allocation</b>	<b>\$ 368,100.00</b>	<b>\$ 251,233.30</b>	<b>\$ 619,333.33</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			
Donation 3/2021-\$60,000			
<b>Other Donations</b>			
SPI 2019-\$2500.00			
Trinity Trust 2019-\$1000.00			
Mohr Family 2020-\$300.00			
D. McDonald 2019-\$200.00			
TLRA 2017 contriution-\$7650.00			
Sing for America Foundation-\$700.00			
Paypay account-\$154.21			
In Memory of Steve Noverr-\$325.00			
Kormeir Family-\$250.00			

