

**TRINITY CENTER  
COMMUNITY SERVICES DISTRICT  
MINUTES  
Regular Meeting July 13, 2021**

- 1.0 Call to Order-**The meeting was called to order at 6:07pm by Chairman Pat Frost. Martie Mullen and Drew Rusnak were present. Mike McHugh was present via phone. General Manager Erik Anderson and Assistant Fire Chief Carol Fall were present as well as three members of the public.
  
- 2.0 Announcements or Changes to the Agenda-Announcements or Changes to the Agenda-**There will be a public meeting at the IOOF Hall on July 14<sup>th</sup> to discuss a number of projects including the USFS/SPI Pacific Crest Trail land sale, area fuel reduction projects and the headwaters project. Supervisor Groves is hosting the event and representatives from USFS and CalTrans will be present
  
- 3.0 Public Comments-**None
  
- 4.0 Approval of Minutes**
  - 4.1** Approval of minutes from June 8, 2021-Motion by Martie Mullen to Approve the minutes as presented. Second by Drew Rusnak. Motion Carried-
  - 4.2** Approval of minutes from June 23, 2021-Motion by Drew Rusnak to approve the minutes as presented. Second by Martie Mullen. Motion
  
- 5.0 Unfinished Business**
  - 5.1** Discuss recruitment process for VFD Chief-Mike McHugh had nothing to report.
  - 5.2** Discuss/Approve MD&A for Fiscal year 2019-2020-Mike McHugh asked that the item be brought back to the August meeting.
  - 5.3** Interview/Discuss and/or approve candidates for the vacant board position-Pat Frost presented. Kristin Halliday submitted a letter of interest for the vacant board position and was interviewed by the board. Motion by Martie Mullen to accept Kristin as a new board member to complete the term vacated by Trish Wardrip. Second by Drew Rusnak. Motion carried-4 Ayes.
  - 5.4** Discuss and approve Mercer Fraser request to amend contract for new fire hall-Erik Anderson presented the amended contract. The new proposed completion date is January 31, 2022.Mercer Fraser will begin work on July 19<sup>th</sup>. Motion by Martie Mullen to approve the amended contract with authorization for Erik Anderson to sign and send it to Mercer Fraser. Second by Drew Rusnak. Motion carried 4 Ayes.
  
- 6.0 New Business**
  - 6.1** Discuss and retroactively approve the purchase of wildland gear for new recruit (Mike Davis) for \$734.66-Assistant Chief Fall presented. The gear has been ordered and is currently on back order. Motion by Martie Mullen to approve the purchase. Second by Drew Rusnak. Motion carried-4 Ayes
  - 6.2** Discuss and retroactively approve the purchase of structural gear for new recruit (Mike Davis) for up to \$2500-Assistant Chief Fall presented. Motion by Drew Rusnak to approve the purchase with a not to exceed amount of \$2500. Second by Martie Mullen. Motion carried-4 Ayes.

- 6.3** Discuss and approve purchase of laptop for CSD Secretary, up to \$950, funded by CSDA Grant-Assistant Chief Fall presented. The board discussed purchasing a new laptop with a camera and other accessories needed. Director McHugh suggested that the CSD have their own version on Microsoft Office and Quickbooks. Linnea Kneaper will start shopping for a laptop to meet the needs of the district. Motion by Martie Mullen to approve the purchase. Second by Drew Rusnak. Motion carried-4 Ayes

**7.0 Communications, Directors & Ad Hoc Committee Reports**

- 7.1** Communications-Linnea Kneaper presented the information received on living with fire that was received in an email. She is forwarding the email to Assistant Chief Fall for review.
- 7.2** Update on new fire hall funding-Pat Frost reported. Pat will contact the McConnell Foundation regarding an extension to the grant funds for the new fire hall.

**8.0 General Manager Report**

- 8.1** Fire Hall Planning and Construction Project-Erik Anderson presented the report. Mercer Fraser are mobilizing on July 19<sup>th</sup>. Erik is meeting Ken Reike on July 14<sup>th</sup> to discuss fire hydrant replacement. Erik is also working on confirming a date for a groundbreaking/ribbon cutting for the new fire hall.

**9.0 Fire Department Reports**

- 9.1** Fire Department Monthly Report-Assistant Chief Fall reported. June was a very busy month. There was 1 smoke check and 10 medical calls. The department had 4 trainings and miscellaneous activities that added up to 25 volunteer hours. Paul Luttrell installed the new ice machine and fixed the sink in the kitchen. Carol is working on getting the A/C in 306 repaired in Redding. The department received a signed agreement from CalFire for fire assistance. The agreement pays up to 3 hours retroactive. The agreement with USFS is still in process. Carol is getting an estimate to repair the A/C in 1134. Director McHugh commented the department is doing a great job.

**10.0 Financial Report and Bill Payment**

- 10.1** CSD Financial Report-Linnea Kneaper presented the financial report. Beginning balance \$322,604.65 less the bills \$19,011.07. New Balance \$303,593.56 less the \$60,000 allocation for the new firehall. New spending balance is \$243,593.56. Bills this month included \$10,627.00 to GSRMA for yearly insurance, \$2,475 to Bloomberg and Griffin for the audit and \$2462.57 for A/C repair on 306.
- 10.2** 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.
- 10.3** VFD Financial Report-No report was given. The end of fiscal year report will be brought to the August meeting.
- 10.4** New Building financial report-Linnea Kneaper reported the only change was the interest on the building fund account of \$211.68.

- 11.0 Items for Next Agenda Recap-MD&A discussion, Oath of Office to Kristin Halliday, Authorize Assistant Chief to order gear and assign a GL code for the budget to the item.**

- 12.0 Adjournment-6:52p.m.**



**Trinity Center CSD  
Accounts Payable  
July 13, 2021**

<b>Regular Expenses</b>	<b>Amount</b>
Linnea Kneaper-Services June	\$ 450.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 58.23
Trinity PUD - Electric-Fire Hall -June	\$ 56.42
Trinity PUD - Street Lights -June	\$ 159.05
Umpqua Credit Card	\$ 2,427.98
Campora-Tank Rental	\$ 115.00
Suzanne Heinig-Houskeeping June	\$ 80.00
<b>Total Regular Expenses</b>	<b>\$ 3,353.95</b>
<b>Special Expenses</b>	
LAFCO Dues Fiscal year 21/22	\$ 92.55
Bloomberg and Griffin-Yearly Audit	\$ 2,475.00
GSRMA-Yearly insurance fee	\$ 10,627.00
Carol Fall-A/C Repair 306	\$ 2,462.57
<b>Total Special Expenses</b>	<b>\$ 15,657.12</b>
<b>Total Expenses</b>	<b>\$19,011.07</b>
<b>Balance as of June 30, 2021</b>	<b>\$322,604.63</b>
<b>Less July Expenses</b>	<b>\$ 19,011.07</b>
<b>Current Balance</b>	<b>\$303,593.56</b>
<b>Less Allocation for new fire hall</b>	<b>\$ (60,000.00)</b>
<b>Total Spending Balance</b>	<b>\$243,593.56</b>