

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
December 14, 2021
Minutes**

- 1.0 Call to Order-**The meeting was called to order at 6:03p.m. by Chairman Pat Frost. Other members in attendance were Drew Rusnak, Kristin Halliday and Steve Finley. Martie Mullen was absent. Assistant Chief Carol Fall, General Manager Erik Anderson and one member of the public were present.
- 2.0 Announcements or Changes to the Agenda Comments from the Public on Open Session Agenda-** None
- 3.1 Approval of Minutes from November 9, 2021-**Motion by Kristin Halliday to approve as presented. Second by Drew Rusnak, Motion carried-4 Ayes, 1 Absent.
- 4.1 Discuss policy for permanent record storage (Frost/Kneaper)-**Linnea Kneaper talked with Chris Norden from CSDA. His recommendation was to put something on the online bulletin board with hopes that other districts may comment. Linnea will put the posting and report back at the January meeting.
- 5.1 Discuss meeting with Auditor for 2020-21 fiscal year Audit-**Linnea Kneaper met with John Bloomberg at the fire hall on December 6th. Most items requested will be sent digitally to his office.
- 5.2 Discuss and approve radiator repair for 1123-**Carol Fall presented. VFD removed the radiator from the engine and Eddie Burch took it to Rod's Radiator Repair in Redding. The cost is \$830 to repair the radiator. Motion by Kristin Halliday to approve the repair with a NTE amount of \$1000. Second by Drew Rusnak. Motion carried-4 Ayes, 1 Absent.
- 5.3 Approval of resolution 2021-3 in appreciation of Mike McHugh-**Pat Frost presented the resolution. Motion by Drew Rusnak to adopt the resolution. Second by Steve Finley. Roll Call Vote (RCV): 4 Ayes-Rusnak, Frost, Finley, Halliday. 1 Absent-Mullen.
- 6.1 Communications-**Linnea Kneaper presented. Linnea Thanked Kristin for taking the November Checks to the auditor and mailing the bills. Linnea had a meeting with Chris Norden from CSDA and he mentioned scholarships to pay for training and workshops for board members, secretary and General Manager. He also mentioned he is still trying to organize districts within Trinity County for quarterly meetings.
- 7.1 General Manager Report-**Erik Anderson presented. The foundation for the new building has been poured. The framing of the metal building has started. Lateral installation of the sewer line is done into existing septic tank. New pagers have arrived but have not been programmed yet. The county has requested the encroachment permit for 2022. A copy of the liability insurance is needed to submit the permit.

- 8.1 Fire Department Monthly Report** -Assistant Chief Carol Fall presented. Very few calls in November. Training and annual vehicle maintenance is being done. The ambulance is in Redding Getting the oil leak repaired.
- 9.1 CSD Financial Report**-Linnea Kneaper presented the report. The balance as of November 30, 2021 was \$275,096.62. This balance includes a deposit of \$175.78. November Expenses were \$9,835.99. Current balance is \$265,260.63 less the \$60,000 allocation for the new Fire hall. Total spending balance \$205,260.63. First property tax installment has been posted and Will be reflected in the January report.
- 9.2 Bills for payment**-Linnea Kneaper presented the bills for payment. Motion by Drew Rusnak to Pay the bills. Second by Kristin Halliday. Motion carried 4 Ayes, 1 Absent.
- 9.3 VFD Financial Report**-Linnea Kneaper did not have a full report for the board. A complete Report will be presented next month for the midyear budget review.
- 9.4 New Fire Hall Construction Project financial Report**-Linnea Kneaper presented the report. Still waiting on first billing from Mercer Fraser. TCVE invoice for \$750.00 was received. Balance of the TCVE Contract is \$30,234.00. Only income received was \$213.49 interest.
- 10.0 Items for Next Agenda Recap**-Annual meeting elect officers, midyear budget, set calendar.
- 11.0 Adjournment**-6:36pm

Date of Next Meeting: January 11, 2022

**Trinity Center Community Services District
General Manager's December 2021 Report**

Fire Hydrants: No new activity.

Fire-station remodel activities

The metal building was delivered on the week of November 21, 2021. The foundation prep and pour was completed on about December 2, 2021 and the metal building subcontractor arrived and started working on the week of December 6, 2021. They have made good progress in erecting the metal structural components. Winter weather storms are an issue and the crews will have to work around the weather. The lateral to the septic has been installed.

Due to supply availability, Mercer-Fraser has submitted a substitute door for our consideration, and we are evaluating the pros and cons of the new door type.

Radios and Pagers

The twelve new pagers have arrived and will need to be programmed.

Miscellaneous

We received a request to renew our "Blanket encroachment permit for 2022." I recommend that we renew/apply. A signature and a certificate of liability insurance is needed.

**Trinity Center CSD
Accounts Payable
December 14, 2021**

Regular Expenses	Amount
Linnea Kneaper-Services November	\$ 500.00
Frontier Communications	\$ 7.27
TDS Telecom - Telephone	\$ 57.11
Trinity PUD - Electric-Fire Hall –November	\$ 148.46
Trinity PUD - Street lights November	\$ 151.30
Campora-11/16 fil 92.4 gal	\$ 291.02
Trinity County Solid Waste	\$ 34.38
Trinity County DOT-October Fuel	\$ 83.01
Suzanne Heinig-Houskeeping November	\$ 80.00
Total Regular Expenses	\$ 1,352.55
Special Expenses	
Napa Auto parts	\$ 415.81
Eddie Burch-Reimbursement hotel/training	\$ 368.50
Paul Luttrell	\$ 420.72
Pat Frost-Batteries medical equipment	\$ 20.37
Carol Fall-reimbursement SCBA masks	\$ 6,508.04
Trinity Valley Consulting Engineers-	\$ 750.00
Total Special Expenses	\$ 8,483.44
Total Expenses	\$ 9,835.99
Deposit-11/30/21	\$ 175.78
Balance as of November 30, 2021	\$275,096.62
Less November Expenses	-\$9,835.99
Current Balance	\$ 265,260.63
Less Allocation for new fire hall	\$ (60,000.00)
Total Spending Balance	\$205,260.63