

**TRINITY CENTER
COMMUNITY SERVICES DISTRICT
Regular Meeting Agenda January 14, 2025
IOOF HALL – 6:00p.m.
MINUTES**

1.0 Call to Order

Meeting called to order by Chairman Frost at 6:00pm. Other board members in attendance were Martie Mullen, Drew Rusnak, Steve Finley, Kristin Halliday and Board Secretary/Treasurer, Cari deJong. TCVFD Fire Chief Dwight Stewart and Assistant Fire Chief Fall were also present.

2.0 Announcements or Changes to the Agenda

An announcement was made regarding the required 2025 training for the board members. This year Anti-Sexual Harassment Training is required. Assistant Chief Fall will assign the board members the training through Vector Solutions. Each board member must complete the training and provide their certificate of completion to Board Secretary/Treasurer deJong at February's meeting. Chief Stewart announced that the TCVFD received a donation of an aluminum board with motor and trailer for the yard sale fundraiser this year.

3.0 Public Comments-an open opportunity for comments or questions from any member of the public attending the meeting. **No action may be taken on new items at this meeting.**
None

4.0 Approval of Minutes

- 4.1** Approval of Minutes from December 10, 2024
Motion to approve Minutes from December 10, 2024, meeting as presented by Martie Mullen, seconded by Drew Rusnak. Kristin Halliday abstained. Motion passed.

5.0 Unfinished Business

- 5.1** Update on Board Policy for permanent record storage (Frost)
Chairman Frost recalled that the original intent of this Unfinished Business item was to look at digital storage ideas to save our important paper records to safeguard against possible damage to our original paper records in the case of fire, etc. He will be renewing his effort to complete this item.
- 5.2** Discuss recruitment of new General Manager (Frost)
Chairman Frost announced there was no new information.
- 5.3** Update on moving funds from Trinity County to banking institutions (deJong)
Secretary/Treasurer deJong announced that she still has not heard back from the county treasurer regarding our resolution and if the county will accept it and not require her to be bonded.

- 5.4** Update on submittal of building permit application (Fall)
Assistant Chief Fall announced that she left the signed building permit application with the county Building Department on December 30, 2024. They still have not processed the application because they need an estimated cost of the remodel before they can proceed. One other item still outstanding is the HVAC design plans which the HVAC Engineer said will be done in February.
- 5.5** Update on revisions to the North Trinity Lake Fuel Management Plan (Fall)
Assistant Chief Fall discussed the Glossary she created for the plan. She has not received the comments back from Sierra Pacific yet. She is proposing to add the glossary to the plan but not make a formal revision until she hears back from Sierra Pacific. A motion to include the glossary in the plan was made by Steve Finley and seconded by Kristin Halliday. Motion passed unanimously.
- 5.6** Update on CSD Website (Fall)
Assistant Chief Fall announced the website is ready to go live. We are waiting for Travis Finch from Velocity Communications to make it live since Velocity is hosting the site.

6.0 New Business

- 6.1** Election of Officers
A discussion was held regarding officers for 2025. Mullen said she is willing to remain as Vice-Chair for another year and Frost indicated he would be willing to remain Chair. Motion to have Frost continue as Chair and Mullen to continue as Vice-Chair for 2025 by Drew Rusnak and seconded by Kristin Halliday. Motion passed unanimously.
- 6.2** Opening/Approve Roofing Bids (Frost)
Assistant Chief Fall discussed that we originally had three informal quotes for the roofing. She asked those three companies as well as two other companies and placed an advertisement in the paper for official bids. The only company that submitted an official bid is Arc Design, Construction and Roofing. Their bid is in the amount of \$56,850.00 plus an option to “upgrade to a 20 year manufactures NDL full system warranty” for an additional \$3,500.00. After a discussion, a motion to approve the bid (with a correction to the email address on the submitted bid) as well as giving Chief Stewart and/or Assistant Chief Fall approval to accept with the option by Kristin Halliday and seconded by Martie Mullen. Motion passed unanimously.
- 6.3** Discuss/Approve serving as fiscal sponsor for the North Trinity Lake Improvement Association to apply for grants to purchase and install a generator at the IOOF Hall (Fall)
Assistant Chief Fall discussed the need for a generator at the IOOF Hall so it can be used as a warming center during power outages in Trinity Center. Assistant Chief Fall contacted the Humboldt Area Foundation and asked if the NTLIA could receive a grant for a generator. They agreed to the grant, however the NTLIA is delinquent in their tax filings and, therefore, they cannot pay the NTLIA directly. They changed the applicant to the Trinity Center CSD and issued a check to us. Motion to approve TCCSD as a fiscal sponsor for the North Trinity Lake Improvement Association by Martie Mullen and seconded by Drew Rusnak. Motion passed unanimously.
- 6.4** Discuss/Approve receipt of a grant from the Humboldt Area Foundation to purchase a generator for the IOOF Hall (Fall)
The TCCSD received a payment in the amount of \$7,800.00 for the generator from the Humboldt Area Foundation. She is requesting permission to receive the funds and purchase the generator. The motion was made by Drew Rusnak and seconded by Kristin

Halliday. Motion passed unanimously. Assistant Chief Fall contacted the Trinity County Department of Emergency Services, and they have agreed to pay for the bulk of the installation costs. She has set up a Go Fund Me account for the remainder of the installation costs.

- 6.5** Discuss/Approve authorizing Assistant Chief Fall or the TCCSD Chairman to apply for grants to fund purchase and installation of a wildfire detection camera (Fall)
Assistant Chief Fall discussed that part of our wildfire preparedness plan is to get wildfire detection cameras. She is requesting approval to apply for grants to fund the purchase of wildfire detection cameras. A motion to authorize Assistant Chief Fall and/or Chairman Frost to apply for grants for these cameras by Martie Mullen, seconded by Drew Rusnak. Motion passed unanimously.

- 6.6** Ratify List of Records Destroyed in 2024 (Fall)
Assistant Chief Fall discussed the list of records she would like to destroy and asked the board to ratify the list. A motion to ratify the list of records to be destroyed by Kristin Halliday, seconded by Martie Mullen, Motion passed unanimously.

7.0 Communications, Directors & Ad Hoc Committee Reports

7.1 Communications (deJong)

Secretary/Treasurer deJong announced we received a notice from Trinity LAFCo regarding their Notice of Nomination Results for LAFCo Alternate Special District Member, a Professional Development Catalog, Special District Board Member/Trustee Handbook, Special District Leadership Academy Conference information and Special District Leadership Foundation information from CSDA.

7.2 Financial Ad Hoc Committee Report (deJong)

Secretary/Treasurer deJong discussed the Financial Ad Hoc Committee's decision to keep the majority of our savings accounts at Coast Central Credit Union and to have our checking accounts as well as savings accounts for any funds over and above the \$250,000 insurance level we receive from CCCU at Tri Counties Bank. We will close the following accounts at CCCU: Building Fund, VFD checking account, Vehicle Fund and the CSD checking account. We will open accounts at Tri Counties Bank to replace these accounts. Once the new accounts have been opened, deJong will have the accounts at CCCU closed and move those funds to Tri Counties Bank.

Secretary/Treasurer prepared letters requested by TCB to open the new accounts for Chairman Frost to sign.

8.0 General Manager Report

8.1 TCCSD Monthly Report (Frost)

We received another statement from Mercer Fraser. Chairman Frost will send another letter and call them regarding the unconditional releases needed before the retention can be released.

9.0 Fire Department Reports

9.1 Fire Department Monthly Report (Stewart/Fall)

Assistant Chief Fall and Chief Stewart discussed December's stats as well as the 2024 stats. Chief Stewart also discussed that we are having issues with the county gas pumps because the log has been off, not due to any wrongdoing by the TCVFD. Until the issue is resolved we will need to get gas at the General Store.

10.0 Financial Report and Bill Payment (deJong)

10.1 CSD Financial Report – The board members and Chief Stewart and Assistant Chief Fall need to complete Form 700 for 2025.

10.2 Bills for Payment

Motion to pay bills by Steve Finley and seconded by Kristin Halliday. The motion passed unanimously.

10.3 VFD Financial Report

11.0 Items for Next Agenda: Mid-year budget review

12.0 Adjournment at 7:25pm

Date of Next Meeting: **February 11, 2025**