

REGULAR MEETING AGENDA

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Brooktrails Community Center
24850 Birch Street
Tuesday, December 11, 2007**

6:45 p.m. 7:00 p.m.
CLOSED SESSION
District Office
24860 Birch Street

- Conference with Legal Counsel regarding anticipated Litigation pursuant to Government Code Section 54956.9(c); (one case)

7:00 p.m. 10:30 p.m.*
REGULAR SESSION
Brooktrails Community Center
24850 Birch Street

A. PLEDGE OF ALLEGIANCE

The Presiding Officer will lead Board members and the audience in the Pledge of Allegiance.

B. ROLL CALL

The Presiding Officer will call the meeting to order and call the roll of members to determine the presence of a quorum.

REPORT ON CLOSED SESSION

None.

C. BOARD REORGANIZATION

(5 minutes)

Pursuant to Section 2.02(a) of Ordinance 95, the President and Vice President shall be elected from and by the general membership of the Board; the President will accept nominations, which do not require a second. Election will be by roll call vote.

D. COMMITTEE APPOINTMENTS

(10

minutes)

The President will consider appointing board delegates to various committees.

E. ADDITIONS/ADJUSTMENTS TO THE AGENDA

The Presiding Officer will determine if Board members wish to add an item or make an adjustment to the agenda.

F. MINUTES OF PREVIOUS MEETINGS

1. The Board will approve, or amend and approve, the minutes of previous meetings, including:
November 13, 2007

G. SPECIAL PRESENTATION

None.

H. PUBLIC HEARINGS

2. Hearing on proposed rates, Solid Waste of Willits, to be effective January 1, 2007 (a resolution concerning said rates will be addressed under the Action Agenda at this meeting).

I. PUBLIC COMMENTS

Audience members will be invited to speak regarding matters not on the Agenda. The Board cannot act on items brought up at this time. Speakers may be limited to five minutes.

J. CONSENT CALENDAR

- 3. Review of Accounts Payable report and authorization to issue checks (5 minutes)
- 4. Retroactive approval of 11/28/07 check run (5 minutes)
- 5. By motion, authorize a second check run on December 24, 2007 (5 minutes)
to be retroactively approved at the January 8, 2008 meeting

K. ACTION AGENDA

- 6. Consideration of resolution adopting revised rates for garbage (5 minutes)
- 7. Review annual audit (P/E/ 6/30/07) Terry Krieg, CPA (30 minutes)
- 8. Bad debt accounts (i.e., policy consideration of taking away a meter) (20 minutes)
collection to be effective January 1, 2008 (Solid Waste of Willits)
- 9. Consideration of Multi-unit policy for one meter per unit (30 minutes)
(if available from Counsel)
- 10. Ohl Grove - Consideration of resolution revising rental rates and (10 minutes)
Policies
- 11. Consideration of Hanson Engineering subcontractor IDG & Wood (10 minutes)
Engineering Lake Emily project

L. ADDITIONS TO FUTURE AGENDAS

M. SPECIAL REPORTS

- (a) Reports from Directors
- (b) Report from District Counsel
- (c) The General Manager will report on significant activities within the District, including but not limited to the following:

i. Significant correspondence received since last meeting

ii. Personnel

iii. Finance November warrants

iv. Planning

v. Possible upcoming agenda items:

vi. Other

JAN

Consideration of sewer back-flow policy review (plumbing code)

Consideration of requiring multi-units to have multiple meters (possible Public Hearing)

N. PUBLIC COMMENTS

Audience members will be afforded a second opportunity to speak regarding matters not on the Agenda; the Board cannot act on items brought up at this time; speakers may be limited to five minutes.

O. ADJOURNMENT

The Board will consider a motion to adjourn.

NOTE: UPCOMING MEETINGS

January 8, 2008

January 22, 2008

UPCOMING HOLIDAYS

January 1, 2008 (New Year's Day)
January 21, 2008 (Martin Luther King Day)

NOTE: RIGHT OF APPEAL. Persons who are dissatisfied with decisions of the Board of Directors may have the right to review of that decision by a state court. The District has adopted Section 1094.6 of the Code of Civil Procedure, which generally limits to 90 days the time within which decisions of the District's Board and agencies may be judicially challenged in state court.

Last Resolution Adopted: 2006-29

Last Ordinance Adopted: 132

*Pursuant to Section 3.18 of Ordinance No. 93, if consideration of all matters on the agenda is not complete by 10:30 p.m., the President shall adjourn to the next regular meeting, at which time those matters shall be taken up for consideration first; except that upon motion of the Board, the meeting may be extended beyond 10:30 p.m. to a stated time.

NOTE: The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact Lily Phoenix at (707) 459-2494 or FAX (707) 459-0358. Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.

NOTE: Materials related to agenda matters which become available only after the agenda has been distributed will be available for public inspection immediately upon their receipt at the BTCSD Office, 24860 Birch Street, Willits, CA 95490. Office hours are 8:00 a.m. - 5:00 p.m. Monday-Friday.