

## REGULAR MEETING AGENDA

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
Brooktrails Community Center  
24850 Birch Street  
Tuesday, January 8, 2008**

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**

#### **C. 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.

#### **D. MINUTES OF PREVIOUS MEETINGS**

1. The Board will approve, or amend and approve, the minutes of previous meetings, including:  
December 11, 2007

#### **E. SPECIAL PRESENTATION**

None.

#### **F. PUBLIC HEARING**

None.

#### **G. 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.

#### **H. CONSENT CALENDAR**

2. Review of Accounts Payable report and authorization to issue checks ( 5 minutes)
3. Retroactive approval of December 24, 2007 check run ( 5 minutes)

#### **I. ACTION AGENDA**

4. Adoption of Resolution honoring Joanne Cavallari for her service to the District ( 5 minutes)
5. Consideration of return of conversion-to-acreage lots from County ( 5 minutes)

- 6. Review of meeting schedule for 2008; schedule annual planning and budget meetings; approve agenda for planning meeting (15 minutes)
- 7. Consideration of revisions to personnel policies regarding vacation leave (10 minutes)

**J. ADDITIONS TO FUTURE AGENDAS**

**K. 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 – December warrants**
  - iv. Planning**
  - v. Possible upcoming agenda items:**
    - JAN: Annual Water Processed/Sold Report  
Annual Report of Employee Expense Reimbursement  
Sewer back-flow policy review (plumbing code)
    - FEB: Annual Sewer Report  
Sewer System Mgmt Plan (SSMP)
    - MAR: FY 2008-09 budget handout  
Annual Planning Meeting  
Annual Fire Department report
    - APR: Annual Budget Meeting  
Annual Procedures begin (rates and fees, etc.)
    - MAY: Water Supply Projection  
Consideration of Rationing Program
  - vi. Other**

**L. 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.

**M. ADJOURNMENT**

The Board will consider a motion to adjourn.

**NOTE: UPCOMING MEETINGS**

January 22, 2008  
February 12, 2008

**UPCOMING HOLIDAYS**

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.

\*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.