

REGULAR MEETING AGENDA

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Brooktrails Community Center
24850 Birch Street
Tuesday, December 8, 2009**

6:45 p.m. – 7:00 p.m.

CLOSED SESSION

**Brooktrails District Office
24860 Birch Street**

- Conference with District Counsel regarding anticipated litigation (three cases)
(Closed Session per Government Code Sec. 54956.9(b)(1))

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 10, 2009

G. SPECIAL PRESENTATION

None.

H. PUBLIC HEARING

2. Public Hearing – Connection Fees hearing #2 (Adoption to Resolution to be considered on Action Agenda)

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 check run of November 25, 2009 (5 minutes)
5. Authorization of second check run on December 23, 2009 (5 minutes)

K. ACTION AGENDA

6. Annual audit – P/E June 30, 2009 – Terry Krieg, CPA (25 minutes)
7. Consideration of resolution adopting revised connection fees effective January 1, 2010 (15 minutes)
8. Review of contract with Ron Runberg – Golf Course Management (20 minutes)
9. Ramming – Parcel with two houses on one meter; request for leak forgiveness; consideration of requiring two meters (25 minutes)
10. Consideration of resolution declaring District a Drug- and Alcohol-Free Workplace (Federal Drug-Free Workplace Act of 1988) (10 minutes)
11. Consideration of District drug policy (20 minutes)
12. Annual indebtedness and investment policy resolutions (5 minutes)
13. CA Employer’s Retiree Benefit Trust GASB 45 Statement (10 minutes)
14. Consideration of two smaller generators (fire dept & water dept) (10 minutes)
15. Consideration of resolution accepting lot donation – Mendocino Land Trust, Inc. (5 minutes)

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	Annual Water Report Continuation of discussion - District drug policy Potential LAFCO MSR
FEB	Wagner & Bonsignore Yield Study report (Nick Bonsignore) Potential report to DHS on water moratorium issues
MAR	Annual fire report Discussion of forced weed abatement policy Recreation Committee annual report FY 2010/11 budget hand-out
APR	Annual newsletter FY 2010/11 rates & fees, assessments, notices, etc.

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 12, 2010
January 26, 2010

UPCOMING HOLIDAYS

December 24-25, 2009 (Christmas)
January 1, 2010 (New Year's 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: 2009 - 15

Last Ordinance Adopted: 139

*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 an item on this Agenda submitted to the Board after distribution of the Agenda packet are available for public inspection at the BTCSD District Office, 24860 Birch Street, Willits, CA 95490 during normal business hours. Office hours are 8:00 a.m. – 5:00 p.m. Monday-Friday.