

**REVISED  
REGULAR MEETING AGENDA**

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**Brooktrails Community Center**

**24850 Birch Street**

**Tuesday, June 22, 2010**

**CLOSED SESSION → AFTER THE REGULAR MEETING**

**Brooktrails District Office**

**24860 Birch Street**

- Conference with District Counsel regarding existing litigation (two cases: Brooktrails Township CSD v. City of Willits, Mendocino County Superior Court Case #2010-56037; Brooktrails Township v. McCloy, et al. [Roseman], Mendocino County Superior Court Case #2008-51317) (Closed Session per Government Code Sec.54956.9(a))

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:

June 9, 2010

**E. SPECIAL PRESENTATION**

**F. PUBLIC HEARING**

2. Second Public Hearing on Proposed Rates & Fees for FY 2010-11. After this hearing, adoption of the resolutions enacting these fees will be on the Action Agenda.

3. Hearing on Protests to Water Availability Charges. Each year the District sends notices to owners of all parcels advising them the Board will hold a hearing on whether or not the proposed application of water availability charge to their lot is correct. (This is not a hearing on the charges

themselves, which have already been adopted.) Any protests will be approved or denied by motion. The Board will approve the report to the County as amended in the Action Agenda section.

4. Hearing on Protests to Sewer Standby Charges. Each year the District sends notices to owners of all parcels advising them the Board will hold a hearing on whether or not the proposed application of sewer standby charge to their lot is correct. (This is not a hearing on the charge itself, which has already been adopted.) Any protests will be approved or denied by motion. The Board will approve the report to the County as amended in the Action Agenda section.

#### **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**

- 5. Review of Accounts Payable report and authorization to issue checks ( 5 minutes)
- 6. Retroactive approval, postage for Consumer Confidence Report ( 5 minutes)

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

- 7. Consideration of resolutions establishing Water/Sewer Rates, Golf Course fees for FY 2010-11 ( 5 minutes)
- 8. Consideration of resolutions establishing salary, wage, fringe benefit plan and fee schedule and approving revised Employee Agreement ( 10 minutes)
- 9. Consideration of resolution adopting FY 2010-11 budget ( 5 minutes)  
*Directors – please bring your copy of the budget.*
- 10. Approval of report to Mendocino County Tax Assessor on water availability charges and sewer standby charges for District lots ( 5 minutes)
- 11. Fund Transfers for the current year FY 2009-10 ( 5 minutes)  
(July 1, 2009 → June 30, 2010)
- 12. Consideration of 5<sup>th</sup> Sewer Amendment (City of Willits) with guest Paul Cayler, City Manager (30 minutes)
- 13. Consideration of Golf Course map proposals (15 minutes)
- 14. Determination of water connections to be made available to public and manner of notification of public (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**
- iv. **Planning**
- v. **Possible upcoming agenda items**
- vi. **Other**

JUL     AES report on Ada Rose Project  
           Timeline report on Ada Rose Project  
           “Draft” LAFCO MSR review for comment  
           Replacement of Urgency Ord. 141 with permanent ordinance (no later than 7/27 meeting)  
           SWOW financial report  
 AUG     Annual Sheriff’s Report

**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**

July 13, 2010  
 July 27, 2010

**UPCOMING HOLIDAYS**

Monday, July 5, 2010 – Fourth of July observed

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: 2010 - 9**

**Last Ordinance Adopted: 141**

\*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.