

BROOKTRAILS TOWNSHIP COMMUNITY SERVICESDISTRICT
BOARD OF DIRECTORS
Annual Planning Meeting
Saturday, March 17, 2007

The Board of Directors of Brooktrails Township Community Services District met in regular session on March 17, 2007 at 9:04 a.m. at the Brooktrails Community Center.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Roll call showed the following directors present: Williams, Ziady, Orth, Horrick and Skezas. Also present was General Manager Chapman. District Counsel Neary was absent with notice.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA

None.

D. PUBLIC COMMENTS

None.

E. CONSENT CALENDAR

None.

F. ACTION AGENDA

1. Review of Brown Act. General Manager Chapman reviewed the features of the Brown Act. Director Williams said he had learned at a seminar that there was a new interpretation about serial meetings; he said directors can discuss things among themselves or serially outside of a meeting as long as there was no attempt to make any decision, and this was discussed. Director Orth commented the way we have avoided problems is that two directors can talk but you can't have one speak to a third. Director Williams said apparently you can discuss with a third or serially, although you can't announce how you plan to vote. Detail required in minutes was discussed and the directors agreed that our current method of providing detail of discussion is correct for our situation.

2. Annual Review of Board Policies, Procedures and Relationships (Ord. 93). In the absence of District Counsel Neary, General Manager Chapman reviewed various aspects of these policies and Ord. 66, which discussed the relationship between Board, General Manager and staff. Director Williams summarized that this means that the General Manager is the Board's only employee, and all other employees were the General Manager's employees; Mr. Chapman confirmed this so.

3. Review of Goals and Objectives. *Minutes follow outline of current Goals & Objectives list for clarity.*

GENERAL: Meetings with agency heads (in the form of special presentations): Mr. Chapman said it would be very difficult to get Bruce Burton of DHS here; Director Orth said we should hold off on County Administrator until there is a permanent one. Directors said they would like to include City of Willits and delete DHS.

Addition: Director Orth opened the subject of a Specific Plan ad hoc committee which would do things like track the second access road, and help prepare our input for the LAFCO MSR review (deadline to have our input accepted by LAFCO is January 2008). The goal was expressed as formation of a Specific Plan Ad Hoc Committee and assigning it tasks. Directors Orth and Williams volunteered for the committee. Director Ziady said community members should be included; Director Orth said yes, but would not be able to vote.

Website: Honoring the webmaster, was discussed. Mr. Chapman said that we honored Mr. Richards about two years ago. Mr. Chapman said our goal is to put our Utilities Code online, but we have so many amendments that people could become confused as to what is currently in force.

WATER SYSTEM: Mr. Chapman said that Chris Neary had reminded us that projects should be scheduled to meet, but not necessarily exceed, the Specific Plan buildout of 4,000. Director Orth said that evaporation from reservoirs would increase due to climate warming and this needed to be considered. Mr. Chapman then briefed the directors on the week's developments in the rubber spillway project requirements.

No leaks: Director Orth said the state would eventually mandate annual reserves for line replacements. A discussion followed about breaks and Mr. Chapman said even the little breaks run us on average \$500.00 for materials. Director Orth said we should be building our budget to add a certain amount of line replacement (both water and sewer) once we finish our major projects. He continued by saying that he would like to see line replacement as part of the 218 election, and this task should also be assigned to the Specific Plan Ad Hoc Committee.

Wells: Director Williams asked if there were good volume wells out there and was told no, although directors commented there are private wells in Spring Creek, one of which is reputed to be commercially selling water. President Skezas said he wanted to keep the "alternative water sources" goal. Director

Williams expressed that in future, due to financial constraints in providing services and water difficulties, Brooktrails might be the only place for growth in the County. Directors said we should keep the 15' raise of Lake Emily on our list but place it at the bottom, behind dredging and the water rights application. Director Orth said "sedimentation controls" should be listed as an issue under our water system. Director Orth said his earlier suggestion about expanding repairs would fit under "Develop replacement plan of system."

Sewer: Directors discussed that Willits wasn't required to expand if we needed to. Mr. Chapman said as a result of a recent meeting with RWQCB, in this next budget we were pursuing a \$2 million grant for sewer lines on the airport side, as well as the Lilac Road lift station. He also mentioned that the District could use a used sewer vacuum truck for spills at a cost between \$20,000.00 to \$40,000.00. Director Ziady asked if we could share one with Willits. President Skezas cautioned about paying for part of one that would become Willits property.

RECREATION: Director Ziady said this year they would probably hold most of their garbage franchise budget for additional funds for the Thimbleberry bridges; this year they would work on the Ohl Grove park buildings. She said their goal for this year is to get the signs posted, the handicapped picnic table, additional rock barriers placed, and a path from the parking to the handicapped table to the bathroom to be graded. She said the committee would like permeable asphalt but the parks person evidently wanted it left hardpan. They want to demolish the old concession stand and nearby shed this year, scrap and haul away the old boiler from the bath house, and use their own money for these, secure the bath house with plywood. They want to develop restoration and use plans for the bath house and work on volunteer investment and fundraising. They were considering day camp or classroom use for the bath house right now. Dean Durbin had created some plans and is a volunteer.

Director Ziady discussed the Fire Safe Council projects. She said the Greenbelt Stewardship Plan was going to be included as part of the Mendocino County emergency fire plan because of its guidelines. President Skezas asked how often the Grove was utilized; it was decided to review rental rates during the budget process. Director Ziady said she did not mind charging \$600.00 for two days for a big wedding with lots of people. Director Williams said his daughter was thinking of having her wedding ceremony there but was told she had to rent it for two days instead of only four hours, so they made other arrangements. Director Ziady pointed out you had to allow time for setup too and if a group could get in and out under four hours, she could see a reduced fee.

Director Orth asked what we would do with the old tennis court. Director Ziady said that was on long-term hold right now due to staff overload.

MAINTENANCE/FACILITIES: Directors discussed the old administrative building. Orth said a long time ago during discussion of the second access road there had been talk of moving the administrative office out of this floodplain and up to the second access road junction. He said the current administrative building is inadequate. Director Ziady asked if staff were unhappy working in there; Mr. Chapman said he had never really pinned this down, but visitors like the charm of the old office building. Directors discussed that replacing the building was only a potential long-term project. Director Orth said if the Deerwood building across the street came up for sale, we should buy it.

President Skezas asked where the water from Ada Rose would be kept when it was demolished and rebuilt; Mr. Chapman said there would be 256 a.f. out of Lake Emily. President Skezas expressed a concern about how long we could sustain our existing community with water when a future major water project was under construction. Director Ziady said we needed to dredge Lake Emily prior to that. President Skezas said that might be a source of some soil. Mr. Chapman said that AES reminded him that it triggered many environmental considerations when you desilt a lake. He said the 5th fairway on the golf course was the only reasonable place to take the sediment and berm it. In summary we had to do the water rights application first, then the core drillings, then the 218 election, then the environmental process, and on to construction. The core drillings on the east side of the Lake Emily hill would have to be done if we were pursuing the 15-foot raise; directors discussed "backing off" this project versus delaying it. Director Ziady said we won't know if it is possible to raise it 15 feet until the core drillings are finished. Discussion of borrow sites continued.

Directors expressed that they thought the cost of hillside borings were included in the current budget. Mr. Chapman said he would check. However, he noted, we have been hit with many other large costs for appraising and engineering; he had just learned that the core drillings to be done by barge and crane would cost above \$19,000.00. Mr. Chapman said in theory when we do the borings on the side of the hill, that should be applied to the vacant lot owners. We also had a \$45,000.00 additional engineering request coming to the Board at the next meeting. Director Orth said we needed to keep aware of reimbursable costs under Prop. 218.

Director Williams said at his conference they discussed the problem of not having water for all 6,000 lots; he suggested making it part of the 218 election to have a bank that would buy out lots. Director Orth said we could set a price for those who want to opt out or don't want to wait. This could be part of the bond reserve. Director Orth said we have to do a connection fee study because a component of the cost was the connection fee; we also needed to consider an impact fee. Director Ziady added fire safety. Director Williams said we need to institute discussions with the County regarding County services.

Director Orth said he was concerned that we had lost our tanker truck, which was designed for potable water. It was an old Army truck which we converted. He felt we need another one because of the areas that don't have water. Mr. Chapman advised the Fire Chief was looking into that. Director Ziady suggested we ask that he specifically pursue a tanker truck.

PLANNING: President Skezas said he would like a tally on lot mergers and donations. Director Orth said the list of planning goals should go to the ad hoc committee. Directors discussed a toilet replacement program and cited examples of how it was done in Santa Rosa.

4. Review Powers of the District. General Manager Chapman reviewed the list of powers claimed under SB135 and submitted to LAFCO.

The tier rate system was then discussed in relation to Prop. 218. Director Williams said you had to show the actual costs involved. Mr. Chapman said he could do so. Director Williams said as to people using too much water, we needed to say this must be for residential use, and if you can't prove that it is for residential use, we're capping it. Director Williams said the time to establish a cap for residential use was now. Director Orth said he wanted to make sure that we include a list of projects to support the overall expansion of the system to accommodate future growth; he asked if we had to have the water rights secured before doing the engineering for a 218 election. Mr. Chapman said he had been told yes. Director Orth asked if this meant the EIR process had to be done and have an approved project; the warning was that if you didn't do that and you encumbered funds, inflation might cause you to not have enough encumbered funds.

Mutual aid with Willits was discussed. Director Orth said that the pipe by the restrooms was the line that used to go down to Willits, because we gave them water back in the first big drought. During the second drought we refused, because we had concerns about liability relating to chlorine content once it reached Willits and there needed to be a test and rechlorination station, and also we needed telemetrics to monitor the release of the water. The District also feared an encumbering of its water rights. This denial affected our relationship with Willits for a long time. Mr. Chapman said that ACWA strongly encouraged mutual aid, and also the Mendocino County Grand Jury suggested several years ago that local water agencies look into this.

Director Orth said another key issue was that the County had been authorizing all this construction in rural subdivisions; a high percentage of these had well or water systems that could fail during a drought. If Willits got into a moratorium that supply to the outer reaches would be cut off. Director Orth said once we get our water projects finished we will actually have excess water. We might look at a cost share arrangement with the County on our water rights, recognizing that we might need to weir water during drought conditions not only to Willits but to our sphere of influence. If we did not supply it, he warned, the theft from hydrants would only increase because we can't police them. Director Ziady said MOUs are best developed when you have time to work on them, before the need. She suggested we start on this now. Director Orth said we should recognize in our water rights application that that might be one of the uses of the water.

G. SPECIAL REPORTS

None.

H. PUBLIC COMMENTS

None.

I. ADJOURNMENT

Director Horrick moved to adjourn, and President Skezas declared the meeting of March 17, 2007 adjourned at 10:39 a.m.

GEORGE SKEZAS, President

ATTEST:

MICHAEL V. CHAPMAN