

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
Tuesday, January 8, 2008**

The Board of Directors of Brooktrails Township Community Services District met in regular session on January 8, 2008 at 7:04 p.m. at the Brooktrails Community Center.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Roll call showed the following directors present: Orth, Horrick and Skezas. Also present were General Manager Chapman and District Counsel Neary. Director Ziady arrived at 7:05 p.m.. Director Williams arrived at 7:16 p.m.

REPORT ON CLOSED SESSION

None.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA

None.

D. MINUTES OF PREVIOUS MEETINGS

1. December 11, 2007. Director Orth moved to approve the minutes; Director Horrick seconded and the motion carried unanimously.

E. SPECIAL PRESENTATION

None.

F. PUBLIC HEARINGS

None.

G. PUBLIC COMMENTS

Patricia Cornell expressed concern about the condition of the lower part of Fawn Lily Trail. She also said that there is a lot of trash down on Anchorage Trail. She mentioned whether there was a law mandating public restrooms in public buildings. District Counsel Neary said the law applied to restaurants.

H. CONSENT CALENDAR

2. Review of Accounts Payable report and authorization to issue checks. Director Orth moved to approve payment of the outstanding invoices; Director Horrick seconded. The motion carried unanimously.

3. Retroactive approval of December 24, 2007 check run. Director Orth moved to approve the check run of December 24, 2007, which had been authorized in advance; Director Horrick seconded; the motion carried unanimously.

I. ACTION AGENDA

4. Adoption of Resolution honoring Joanne Cavallari for her service to the District. General Manager Chapman gave Joanne Cavallari accolades for her approximate ten years of service to the District. He sited such individual accomplishments as her five-year Specific Plan update in 2003, as well as her finesse in the project bookkeeping of the USDA clearwell project in 2006. He lauded her for her overall high performance in all aspects of her job; he thanked her and wished her well in her new job working for the City of Willits. After reading aloud Resolution 2008-01 honoring Joanne of her accomplishments, Board President Skezas then took over and thanked her for a job well done and then recited the honorary plaque given to her on behalf of the Board of Directors. In turn, one by one the Board of Directors gave her praise and shook her hand. The audience gave support with applause. Director Horrick moved to adopt Resolution 2008-1; Director Orth seconded. Roll call vote was as follows:

AYES:	Directors:	Williams, Ziady, Orth, Horrick, Skezas
NOES:	Directors:	None
ABSENT:	Directors:	None

5. Consideration of return of conversion-to-acreage lots from County. General Manager Chapman said the County proposed to give back about 44 lots to Brooktrails (although the actual original count of lots was more like 100 because many had been combined into larger lots). These lots all are unbuildable. As such they would become part of the Greenbelt. The central question was that the County wanted to know whether the Board was agreeable to accept title at a later point. Director Orth moved to agree to accept the lot donation as described by Attachment A to the staff report and directed staff to

prepare findings for the Specific Plan for inclusion in the formal resolution accepting conveyance. He said he wanted to indicate a specific reason for accepting the lots (landslides, etc.). Director Horrick seconded. The motion carried unanimously.

6. Review of meeting schedule for 2008; schedule annual planning and budget meetings; approve agenda for planning meeting. The directors chose March 8th for the planning meeting and April 19th for the budget meeting. Director Orth asked for a brief agenda item in a regular meeting before the planning meeting to set the agenda for the planning meeting. Director Orth so moved; Director Ziady seconded and the motion carried unanimously.

Director Williams asked about a community meeting like the Community Forum regarding the rubber spillway project and rationing. After a general discussion about the water level of the reservoir and the fact that only the engineers could make the call, Director Ziady said we should set a tentative community meeting on rationing around that time (mid-June) and that we could cancel if need be. The directors agreed to set that date when we have more information from the engineers. Mr. Chapman then briefed the directors on the status of various aspects of the project; Patty Berg's office was contacting Water Quality on our behalf. He said that multiple documents related to this project would be brought to the Board at the next meeting because the USDA loan is scheduled to close April 1, 2008. The bid packet was currently being reviewed by himself and Mr. Neary. He mentioned that the bid packet could not go out until we receive the State RWQCB 401 permit. He then discussed the discrepancies with CF&G and their demand for tree plantings three-quarter mile below the dam spillway project. He mentioned the anticipated instream flow study requirement was dropped by CF&G; in lieu of that they want to plant 470 trees in the Summer Lake area with 1,500' of perimeter fence; he felt the fence was a big issue because it did little to keep the deer out, and was an eyesore. He would meet with them soon on this. Also, CF&G wanted for us to take out most of the brambles along the creek, some 1500 feet from the tennis court on down. Mr. Chapman said this was actually in the riparian zone; you would have to take a Caterpillar and rip everything out. He wasn't happy about the forced situation.

7. Consideration of revisions to personnel policies regarding vacation leave. Mr. Chapman said a policy of giving administrative office workers an extra 52 hours vacation per year over other employees was instituted in about 1994. When Pat Wilson left in 2003 he had apprised the Board he would like to phase this out this perk as positions turned over, as it has caused nothing but problems for him. Only one employee, Elizabeth Simpson, would still receive this as a grandfathered item. Also, he mentioned we needed to shore up some language regarding the accrued vacation which was unclear. He mentioned that the ads were out for the Finance Assistant position now. Director Orth moved to adopt Resolution 2008-2 revising personnel policies regarding vacation leave. Director Horrick seconded. Roll call vote was as follows:

AYES:	Directors:	Williams, Ziady, Orth, Horrick, Skezas
NOES:	Directors:	None
ABSENT:	Directors:	None

J. ADDITIONS TO FUTURE AGENDAS

None.

K. SPECIAL REPORTS

From Directors: None.

From District Counsel: Counsel Neary said there would be a motion hearing Friday on the base rates lawsuit filed by David Paland.

From General Manager: Mr. Chapman pointed out the letter he just received regarding the City of Willits water main replacements; they would be stockpiling soil at the airport. Director Orth said he had no problem with this. Mr. Chapman reported he saw eight Cohos this year, after seeing only two three years ago. He said that until about February 15th he would be handling Accounts Payable and Payroll; and that he really didn't have time to do the G/L. Hiring a part-time person would be of little value because they would not know where the account files were plus would need to learn new software.

Director Williams asked about intercepting rootballs as mentioned in the GM report. Mr. Chapman said they were cleared under our planned maintenance program; we mark all historical sewer spills on the map and go back on a regular basis to clear them. He said we are adding a part-time maintenance employee this month so we can speed up this sewer rodding project. Director Williams asked the significance of the comment on sewer backflow device requirements. Mr. Chapman said a former director has taken him to task several times on this issue. He researched this with Mendocino County Planning & Building and has been advised this requirement has been in the plumbing code books for decades. The next time this individual comes to him about this, he will respond accordingly. Mr. Chapman mentioned that the County is responsible for the inspection of backflow devices, not Brooktrails. He then briefly discussed the success of the appeal for reimbursement by FEMA for \$40,000.00 spent to repair sewer lines at the Golf Course last year. He briefed Director Williams on the impacts from the most recent storm. CERT was activated to assist the Fire Department by directing traffic. Director Orth said our Fire Department found and picked up people whose cars had slid off the roads and took them home; the snow was extremely slippery.

Mr. Chapman said he has received several responses to the multiplex letters that were set out; some were positive, but he had received one objection demanding an appeal.

L. PUBLIC COMMENTS

Bob Terry spoke on behalf of CERT and described their activities directing traffic around the downed tree on the power lines on Peacock.

M. ADJOURNMENT

Director Orth moved to adjourn; President Skezas declared the meeting of January 8, 2008 closed at 7:51 p.m.

GEORGE SKEZAS, President

ATTEST:

MICHAEL V. CHAPMAN