



BROOKTRAILS TOWNSHIP
COMMUNITY SERVICES DISTRICT
24860 BIRCH STREET, WILLITS, CA 95490
BOARD OF DIRECTORS MEETING AGENDA

Board of Directors

President Rick Williams Vice President Tina Tyler-O'Shea
Director Ed Horrick Director Ralph Santos Director Joanne Cavallari

Tuesday, January 24, 2023
Regular Session – 7:00 PM to 10:30 PM*

****Brooktrails Township will be holding the Regular Session in person
with a Zoom link to participate remotely****

****IMPORTANT NOTICE****

To attend the meeting remotely using your internet-connected device, use this link:
<https://us02web.zoom.us/j/7794192028>.

To attend the meeting remotely using your telephone, dial **408-638-0968, 7794192028#**.
Your devices should be muted unless you are addressing the Board.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

1. The Presiding Officer will call the meeting to order and call the roll of members to determine the presence of a quorum.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA/REPORT ON CLOSED SESSION

2. The Presiding Officer will determine if Board members wish to add an item or make an adjustment to the agenda.
3. Report on closed session (as needed).

D. MINUTES OF PREVIOUS MEETINGS

4. The Board may approve, or amend and approve, the minutes of previous meetings:
 - a) January 10, 2023 Regular Meeting

E. SPECIAL PRESENTATIONS – None

F. PUBLIC HEARINGS – None

G. REPORTS

From Directors
From District Counsel
From General Manager

H. PUBLIC COMMENTS

Audience members will be invited to speak regarding matters not on the agenda. The Board cannot act on new public comment items. Speakers may be limited to **three** minutes.

I. DIRECTORS' RESPONSE TO PUBLIC COMMENTS

(Responses will generally be brief; directors may call upon General Manager to respond. Items may be placed on a future agenda for a more in-depth response.)

J. CONSENT CALENDAR

- 5. The Board may approve all items on the Consent Calendar in one motion or move to pull separate items for individual approval.
 - a) Review and approval of Accounts Payable report and authorization to issue checks on or about January 25, 2023

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 6. None

L. CLOSED SESSION – None

M. ADJOURNMENT

- 8. The Board will consider a motion to adjourn.

UPCOMING BOARD MEETINGS

Tuesday, February 14, 2023 – Regular Meeting
Tuesday, February 28, 2023 – Regular Meeting

UPCOMING HOLIDAYS

Lincoln’s Birthday Holiday – Monday, February 13, 2023
President’s Day Holiday – Monday, February 20, 2023

Last Resolution Adopted: 2023-01

Last Ordinance Adopted: 164

IMPORTANT INFORMATION ABOUT BOARD MEETINGS:

***MANDATORY ADJOURNMENT.** 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. By motion of the Board, the meeting may be extended beyond 10:30 p.m. to a stated time.

RIGHT OF APPEAL. People who are dissatisfied with decisions of the Board of Directors may have the right of 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 Board and agencies may be judicially challenged in state court.

AGENDA MATERIALS. The agendas for Board meetings contain a brief description of those items to be considered at the meetings. Agendas and materials related to an agenda item (including materials distributed to the Board after the agenda is posted) are available in the District Office, 24860 Birch Street, Willits, CA, during normal business hours (8:00 a.m.–5:00 p.m. Monday-Friday) and on the Township Website Home Page at www.btcsd.org.

AMERICANS WITH DISABILITIES ACT COMPLIANCE. The meeting room is ADA accessible. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the District Office at (707)459-2494. Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES – JANUARY 10, 2023**

The Board of Directors of Brooktrails Township Community Services District met in regular session January 10, 2023 at 7:00 p.m. in person and remotely via <https://us02web.zoom.us/j/8828297585>.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

1. Roll call at 7:00 p.m. by President Williams showed all Directors present. Also present were General Manager Alaniz, Fire Chief Noyer, Counsel Neary, and Barbara O'Reardon from Willits Weekly. Also from the public were Richard Christopher, Frank & Darlis Sanderson, and Supervisor John Haschak via zoom.

C. ADDITIONS/ADJUSTMENTS TO THE AGENDA/REPORT ON CLOSED SESSION:

2. There was none.

3. GM Alaniz read the statement on December 13th Closed Session: The Board unanimously agreed to settle with the State Water Resources Control Board on an arrearages overpayment of \$211,627.11, which was segregated months ago, thereby avoiding an enforcement action. The overpayment will be returned on December 14, 2022, along with an arrearages program re-certification form. Individual customers who received overpayments will be notified by mail beginning on December 14, 2022 of disallowed amounts re-applied to their utility accounts. An arrearage disallowance repayment plan has been established to provide customers up to thirty (30) days to enroll in a repayment plan, which will allow up to 24 months for repayment of amounts under \$750 and up to 36 months for repayment of amounts over \$750. Brooktrails customers ended up receiving over \$75,000 in account credits through the arrearages program.

D. MINUTES OF PREVIOUS MEETINGS:

4. Director Santos moved to approve the Regular Meeting minutes of December 13, 2022; Director Horrick seconded the motion. The motion to approve the minutes passed unanimously 5-0.

E. SPECIAL PRESENTATIONS: There was none.

F. PUBLIC HEARINGS: There was none.

G. REPORTS:

From Directors: Director Cavallari noted the sinkhole on Peacock Dr. is growing and sent letter to The Department of Transportation. Commented on the Eel River Watershed Improvement Group received a grant for large wooden structures along the creek in Brooktrails. GM Alaniz clarified the purpose of these are to slow and cool the water for habitat and will discuss further.

From District Counsel: Counsel Neary commented on SB896 that involves Special Districts assessing defensible space; also mentioned the CEQA exemption for PG&E tree clearance has been extended to 2026.

From General Manager: GM Alaniz reported the treatment plant rain fall is 38.6 in. Confirmed the new rates The Board adopted in December are now in effect. Completed the update of Ordinance 76- the Utilities Code. Press release on the disk golf, the popular UDisk app, has voted Brooktrails #2 in the world for disk golf on an active golf course. Community Center floor is nearly done. Fire Chief Noyer noted that the squad vehicle is 1/3 of the way through the process.

H. PUBLIC COMMENTS: Frank Sanderson commented on the bear related trash. Supervisor Haschak noted complaints about the icy roads, contacted The Department of Transportation, sanding the roads and expressed the need for cars to slow down when icy or wet. Richard Christopher asked how many customers will be affected by the arrearages disallowance.

I. DIRECTORS' RESPONSE TO PUBLIC COMMENT: GM Alaniz replied to Mr. Sanderson that the availability of bear cans are difficult to acquire, but Supervisor Haschak has been working on a grant, that has been approved, for bear cans to make them more available to the public. GM Alaniz answered Mr. Christopher that 86 customers received arrearage payment that was over the amount the state ended up approving.

J. CONSENT CALENDAR

5. President Williams called for the motion to approve the Consent Calendar. Director Horrnick moved to approve the Consent Calendar; Director Tyler-O'Shea seconded the motion. The motion to approve the Consent Calendar passed unanimously 5-0.

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION-

6. Consideration of Board Committee Assignments: GM Alaniz gave an overview of the Committees and participation requirements.

DIRECTORS' COMMITTEE LIST - 2023

Recreation, Greenbelt, and Conservation Committee	Horrnick	Cavallari (ALT)
Finance Ad Hoc Committee	Santos	Cavallari
Planning Committee	Tyler-O'Shea	Williams
Mendocino County Association of Fire Districts	Santos	_____
<i>Not Board Cmte: Sherwood Firewise Group has 2 liaisons</i>	<i>Williams</i>	<i>Horrnick (ALT)</i>

Santos is an additional bank signer

Combined 'Specific Plan' & 'WWTP' 01/08/2019

Will discuss future ad hoc participation by a public member, Orth

7. Consideration of Resolution 2023-01 Authorizing Access to State and Local Criminal History Information for Employment, Including Volunteers and Contract Employees: GM Alaniz gave an overview of Resolution 2023-01. Director Horrnick moved to approve Resolution 2023-01; Director Cavallari seconded the motion. The motion to approve Resolution 2023-01 passed unanimously 5-0 by roll call vote.

L. CLOSED SESSION -None

M. ADJOURNMENT

8. Director Horrnick moved to adjourn the regular meeting at 7:58 p.m.

ATTEST:

R. Richard Williams, President

Tamara Alaniz, Secretary

Vendor	Service/Product	Checks	EFT	Inv Date	ADMIN	WATER	SEWER	FIRE
		Inv Amt	Inv Amt		Fund 120	Fund 220	Fund 320	Fund 420
ACWA	Annau Dues	\$ 12,625.00		10/07/22		\$ 12,625.00		
ADTS Inc	drug screening	104.50		01/04/23		52.25	52.25	
Allen's Janitorial	Contract services	170.00		12/31/22	170.00			
Big Fish Construction	Comm Ctr Flooring Paid	22,200.00		01/13/23		14,400.00	5,800.00	2,000.00
CA Dept of Tax & Fee Admin	Div Waterrights	4,127.81		01/09/23		4,127.81		
City of Willits	% of operating cost	31,044.10		01/01/23			31,044.10	
Damian A Angell	Staywell-vision	281.26		01/10/23				281.26
Foster & Foster	GASB 75 for OPEB	9,000.00		01/12/23	9,000.00			
Mission Communications LLC	Annual svc pkg Madrone, L Emily	1,666.82		01/06/23		1,666.82		
Nick Barbieri Trucking LLC	Gasoline/Diesel	1,412.59		01/10/23	28.27	430.84	430.84	522.64
SCI Consulting Group	FD Feasibility Analysis	8,125.00		12/08/23				8,125.00
PG & E Business Acct.	Utilities - 31.0 x day avg \$587.52		17,245.41	01/06/23	693.63	14,484.10	1,482.64	585.04
State Farm	Insurance	506.51		01/08/23	506.51			
Standard Ins Company	Short & Long Term Disability Ins	791.90		01/23/23	323.09	143.74	143.74	181.33
Staples	Envelopes,Paper, binders		122.18	01/12/23	122.18			
SWRCB-DWOCP	Recertification-SM D3	100.00		01/17/23		100.00		
USA Bluebook	Autodial	832.39		01/05/23		832.39		
Checks:	TOTALS	\$ 92,987.88	\$ 17,367.59		\$ 10,843.68	\$ 48,862.95	\$ 38,953.57	\$ 11,695.27
	Aggregate Total	\$	110,355.47					

Added to Preliminary Report

Approved for payment:

President, Board of Directors

General Manager