



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

Board of Directors:
President Tina Tyler-O'Shea
Vice President Rick Williams
Director Ed Horrick
Director Joanne Cavallari
Director Susan Mahoney

Board of Directors Meeting Agenda

Tuesday, January 14, 2025

Regular Session – 7:00 PM to 10:30 PM*

The Board will hold the Regular Session with a Zoom link to participate remotely

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](tel:408-638-0968), [7794192028#](tel: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) December 10, 2024 Regular Meeting

E. SPECIAL PRESENTATIONS – None

F. PUBLIC HEARING ITEMS – 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 but only upon items that are within the subject matter jurisdiction of the Board of Directors. 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 Retroactive Accounts Payable Report of December 20, 2024
 - b) Review and Approval of Accounts Payable Report and Authorization to Issue Checks on or about January 15, 2025

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Consideration of Board Committee Assignments
7. *(Continued from the December 10, 2024 Regular Board Meeting)* Consideration of Resolution 2024-14 Amending Resolution 2022-06 and Establishing New Golf Course Green Fee Rates
8. Introduction of Ordinance 167 Amending Ordinance 76 (Brooktrails Utilities Code) Section 1-503 by Changing the Utility Bill Due Date from the Twentieth (20th) of the Month to the Last Day of the Month
9. Consideration of Customer Request to Abate the Water Use (Volumetric) Charges at 23945 Nutmeg Place Due to Special Circumstances

L. CLOSED SESSION

10. Per Government Code §54956.9(d)(2), Conference with Legal Counsel: Anticipation of Litigation (One Potential Case)
11. Per Government Code §54957(a)(5), Public Employee Appointment: Fire Chief

M. ADJOURNMENT

12. The Board will consider a motion to adjourn.

UPCOMING BOARD MEETINGS

Tuesday, January 28, 2025 – Regular Meeting
Tuesday, February 11, 2025 – Regular Meeting

UPCOMING HOLIDAYS

Reverend Dr. Martin Luther King, Jr. Day – January 20, 2025

Last Resolution Adopted: 2024-15 (2024-14 was assigned prior)

Last Ordinance Adopted: 166

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.btcscd.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 – DECEMBER 10, 2024**

The Board of Directors of Brooktrails Township Community Services District met in regular session December 10, 2024 at 7:00 p.m. in person and remotely via <https://us02web.zoom.us/j/7794192028>

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

1. Roll call at 7:00 p.m. by President Tyler-O’Shea showing all directors present. Also present were General Manager Alaniz, Chief Noyer, and Counsel Neary. Additionally, from the public was Barbara O’Reardon, James Brown, Alex Carlon, Bill Robinson, and additional members of the public.

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

2. GM Alaniz raised the need for additional item for Board Reorganization. Director Horrick moved to add Board Reorganization to the agenda; Director Cavallari seconded the motion. The motion to add Board Reorganization to the agenda passed unanimously 5-0.

3. The Board met with counsel on anticipated litigation, potential anticipated litigation, and potential initiation of litigation; no action was taken. The first stage of the GM evaluation process occurred, the Board received information, to be concluded during closed session.

4. **(sic) BOARD REORGANIZATION: 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. Election will be by roll call vote:** President Tyler-O’Shea called for nominations for President. Director Horrick nominated Tina Tyler-O’Shea for President; Director Cavallari seconded. The vote passed 4-0 with Tyler-O’Shea abstaining from the vote herself. President Tyler-O’Shea called for nominations for Vice President. Director Horrick nominated Rick Williams for VP; the vote passed unanimously by roll call vote 5-0.

D. MINUTES OF PREVIOUS MEETINGS:

4. VP Williams moved to approve the Regular Meeting minutes of November 12, 2024; Director Cavallari seconded the motion. VP Williams noted a typo under item I. Directors Response to Public Comment: striking the unnecessary p in top in the second to last line. The motion to approve the minutes as amended passed unanimously 5-0.

E. SPECIAL PRESENTATIONS: There was none.

F. PUBLIC HEARING ITEM – RESOLUTION 2024-14 AMENDING RESOLUTION 2022-06 AND

ESTABLISHING NEW GOLF COURSE GREEN FEE RATES: President Tyler-O’Shea opened the public hearing at 7:07 p.m., hearing no comment and having received no written or oral comments, closed the public hearing at 7:08 p.m.

G. REPORTS:

From Directors: There was none.

From District Counsel: There was none.

From General Manager: GM Alaniz reported the lakes started spilling over around November 21st, good news for the water supply. After the delay from weather the metal building by the Fire Department is on its way up, should be completed by the end of the week, as well as the Spring Creek Tank. Will give a review for financials after the new year when more assessments are scheduled.

H. PUBLIC COMMENTS: James Brown expressed his concern about the bridge going from #7 green to #8 tee box; also suggested that the netting at the practice range needs better maintenance. Alex Carlon commented on top sand and the strong need for maintenance at the golf course, looking for more

support from the Board as the current standards are falling. Bill Robinson commented that in his retirement he and others have expressed willingness to volunteer at the golf course.

I. DIRECTORS' RESPONSE TO PUBLIC COMMENT: VP Williams agreed with the idea of golf course volunteers with necessary paperwork. GM Alaniz noted that, at the last golf course committee meeting, an example agreement was requested to be and was e-mailed out (from the Willits Area Cyclists' release of liability form for volunteer work), but staff had not heard back. With acceptance and completion of the liability forms, the volunteer conversation can continue further. The next Golf Course Committee Meeting is scheduled for February 13, 2025.

J. CONSENT CALENDAR

5. President Tyler-O'Shea called for a motion for approval of the Consent Calendar. Director Horrick moved to approve the Consent Calendar; Director Cavallari seconded the motion. Director Horrick had a question on the last item, GM Alaniz illuminated that the item is from repairs on the fire engine from Hopland, and that it should be in good working order when returned, at a reduced cost than acquiring a new or used engine of this size. The motion to approve the Consent Calendar passed unanimously 5-0.

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. **Consideration of Resolution 2024-14 Amending Resolution 2022-06 and Establishing New Golf Course Green Fee Rates:** GM Alaniz gave an overview of the item, noting that the last time a Golf Course item was presented, the operator was not present. It was suggested that the Board continue the item to the next meeting to allow the operator to be in attendance as members had questions. Director Horrick moved to continue the item to January 14th; Director Cavallari seconded the motion. The motion to continue the item to the next regular meeting of January 14, 2025 passed unanimously by roll call vote 5-0.

L. CLOSED SESSION President Tyler-O'Shea adjourned regular session at 7:43 and opened closed session at 7:44 p.m.

7. **Per Government Code §54956.9(d)(4), Conference with Legal Counsel: Initiation of Litigation (One Case – Re: APN 097-330-02-00)**

8. **Per Government Code §54956.9(d)(2), Conference with Legal Counsel: Anticipation of Litigation (One Potential Case)**

9. **Per Government Code §54957, Public Employee Annual Performance Evaluation: General Manager**

M. ADJOURNMENT

10. President Tyler-O'Shea adjourned closed session and returned to regular session at 8:04 p.m. It was reported out that the Board had received information on items L.7. and L.8. and no action was taken. The GM evaluation was satisfactorily completed and the Board voted to grant GM Alaniz 1.5 hours of additional vacation accrual per pay period. Director Horrick moved to adjourn the regular meeting at 8:04 p.m.

ATTEST:

Tina Tyler-O'Shea, President

Tamara Alaniz, Secretary

Report Criteria:

Detail report.
Invoice detail records above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
120-612-5212								
9180	THE WILLITS NEWS	0006868635	REDWOOD WASTE SOLUTIONS	12/10/2024	96.76	.00		
Total 120-612-5212:					96.76	.00		
120-612-5250								
3470	FERRELLGAS	1128907972	Propane	12/13/2024	104.27	.00		
Total 120-612-5250:					104.27	.00		
120-612-5300								
6870	PITNEY BOWES - EFT	1026565049	Contract Services	12/06/2024	24.62	24.62	12/11/2024	
6870	PITNEY BOWES - EFT	1026565050	Contract Services	12/09/2024	24.62	24.62	12/11/2024	
Total 120-612-5300:					49.24	49.24		
120-614-5230								
5495	NICK BARBIERI TRUCKING LLC	1176939-IN	Gas/Diesel	12/16/2024	208.97	.00		
Total 120-614-5230:					208.97	.00		
120-651-5230								
5495	NICK BARBIERI TRUCKING LLC	1176939-IN	Gas/Diesel	12/16/2024	3.70	.00		
Total 120-651-5230:					3.70	.00		
220-621-5210								
4990	MENDO MILL & LUMBER CO.	495141/2	FASTENERS	12/12/2024	9.56	.00		
4990	MENDO MILL & LUMBER CO.	495364/2	drill bits	12/16/2024	49.74	.00		
4990	MENDO MILL & LUMBER CO.	K95532/2	contractor bags, spraypaint primer	12/18/2024	82.53	.00		
6680	PACE SUPPLY	0210059687	ball valves	12/13/2024	2,056.83	.00		
6680	PACE SUPPLY	0210078185	bolt set, rubber gasket, gate vales	12/17/2024	1,005.02	.00		
8050	REDWOOD WASTE SOLUTIONS	144I289	.25 cu yrd dump run	12/05/2024	3.40	.00		
1420	Vestis - EFT	5080543790	SHOP TOWELS & MATS	12/12/2024	81.82	81.82	12/13/2024	
Total 220-621-5210:					3,288.90	81.82		
220-621-5230								
5495	NICK BARBIERI TRUCKING LLC	1176939-IN	Gas/Diesel	12/16/2024	557.30	.00		
Total 220-621-5230:					557.30	.00		
220-621-5250								
3470	FERRELLGAS	1128907972	Propane	12/13/2024	134.07	.00		
Total 220-621-5250:					134.07	.00		
220-621-5300								
1260	ALPHA ANALYTICAL LAB	4125232-BCS	WATER ANALYSIS	12/12/2024	1,182.00	.00		
6870	PITNEY BOWES - EFT	1026565049	Contract Services	12/06/2024	39.39	39.39	12/11/2024	
6870	PITNEY BOWES - EFT	1026565050	Contract Services	12/09/2024	39.39	39.39	12/11/2024	
7910	SILVA SEPTIC INC	116338	ADA PORTABLE RESTROOM	12/11/2024	728.16	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 220-621-5300:					1,988.94	78.78		
220-621-5360								
5850	SWRCB ACCOUNTING OFFICE	WD-0278619	ANNUAL PERMIT FEE	12/04/2024	3,945.00	.00		
Total 220-621-5360:					3,945.00	.00		
220-621-5997								
9452	Carollo Engineers, Inc	FB57305	GRANT FUNDING RELEASE	10/10/2024	8,938.87	.00		
9434	Thompson Tank	12333	COOT CT TANK #23	12/12/2024	26,262.00	.00		
Total 220-621-5997:					35,200.87	.00		
320-631-5210								
4730	LITTLE LAKE AUTO PARTS	674528	Coolant	12/13/2024	65.41	.00		
4990	MENDO MILL & LUMBER CO.	495364/2	drill bits	12/16/2024	49.74	.00		
8050	REDWOOD WASTE SOLUTIONS	1441289	.25 cu yrd dump run	12/05/2024	3.41	.00		
1420	Vestis - EFT	5080543790	SHOP TOWELS & MATS	12/12/2024	81.81	81.81	12/13/2024	
Total 320-631-5210:					200.37	81.81		
320-631-5230								
5495	NICK BARBIERI TRUCKING LLC	1176939-IN	Gas/Diesel	12/16/2024	627.28	.00		
Total 320-631-5230:					627.28	.00		
320-631-5250								
3470	FERRELLGAS	1128907972	Propane	12/13/2024	134.07	.00		
Total 320-631-5250:					134.07	.00		
320-631-5300								
6870	PITNEY BOWES - EFT	1026565049	Contract Services	12/06/2024	24.62	24.62	12/11/2024	
6870	PITNEY BOWES - EFT	1026565050	Contract Services	12/09/2024	24.62	24.62	12/11/2024	
Total 320-631-5300:					49.24	49.24		
320-631-5360								
5180	MENDOCINO ENVIRONMENTAL	IN0128356	HAZMAT PERMIT	12/04/2024	2,190.00	.00		
Total 320-631-5360:					2,190.00	.00		
320-631-5370								
2580	CITY OF WILLITS	11230	MONTHLY SEWER TREATMENT	12/01/2024	33,255.22	.00		
Total 320-631-5370:					33,255.22	.00		
320-631-5997								
9452	Carollo Engineers, Inc	FB57305	GRANT FUNDING RELEASE	10/10/2024	8,938.87	.00		
Total 320-631-5997:					8,938.87	.00		
420-641-5230								
5495	NICK BARBIERI TRUCKING LLC	1176939-IN	Gas/Diesel	12/16/2024	552.04	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 420-641-5230:					552.04	.00		
420-641-5250								
3470	FERRELLGAS	1128907972	Propane	12/13/2024	372.40	.00		
Total 420-641-5250:					372.40	.00		
420-641-5300								
6870	PITNEY BOWES - EFT	1026565049	Contract Services	12/06/2024	9.85	9.85	12/11/2024	
6870	PITNEY BOWES - EFT	1026565050	Contract Services	12/09/2024	9.85	9.85	12/11/2024	
Total 420-641-5300:					19.70	19.70		
420-641-5997								
9453	Ron's Quality Construction	3971	fire dept apparatus building	12/14/2024	46,043.40	.00		
Total 420-641-5997:					46,043.40	.00		
Grand Totals:					137,960.61	360.59		

Dated: _____

Board President: _____

General Manager: _____

Report Criteria:

Detail report.
Invoice detail records above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
120-000-2181								
6220	LISA L GILLESPIE	241220	staywell medical	12/20/2024	150.08	150.08	12/20/2024	
Total 120-000-2181:					150.08	150.08		
120-000-4198								
9459	JASON RADER	241227	REFUND OF DEPOSIT FOR CO	12/27/2024	600.00	600.00	12/27/2024	
Total 120-000-4198:					600.00	600.00		
120-612-5140								
9391	CalPERS (EFT)	250106	CALPERS-UAL	01/06/2025	101.61	101.61	01/06/2025	
Total 120-612-5140:					101.61	101.61		
120-612-5210								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	716.93	716.93	01/25/2025	
Total 120-612-5210:					716.93	716.93		
120-612-5212								
9180	THE WILLITS NEWS	241220	ORDINANCE 167	12/20/2024	67.75	.00		
8605	UKIAH DAILY JOURNAL	0006668635	CLASSIFIED ADS	12/14/2024	96.76	.00		
8605	UKIAH DAILY JOURNAL	0006870724	CLASSIFIED ADS	12/21/2024	67.75	.00		
Total 120-612-5212:					232.26	.00		
120-612-5250								
6790	PG&E - EFT	241219	ADMIN	12/19/2024	7.73	7.73	01/06/2025	
6790	PG&E - EFT	250106	ADMIN	01/06/2025	908.76	908.76	01/23/2025	
Total 120-612-5250:					916.49	916.49		
120-612-5260								
1500	AT&T	22841591	TELEPHONE SERVICES	01/03/2025	192.67	.00		
2700	COMCAST - EFT	241227	ACCT...0289 - INTERNET SERVI	12/27/2024	220.44	220.44	12/30/2024	
8810	VERIZON-EFT	6102495387	Telephone	01/01/2025	41.57	41.57	01/08/2025	
Total 120-612-5260:					454.68	262.01		
120-612-5270								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	53.74	53.74	01/25/2025	
Total 120-612-5270:					53.74	53.74		
120-612-5300								
1240	ALLEN'S JANITORIAL	12034	JANITORIAL SERVICES	12/31/2024	170.00	.00		
2460	CASELLE INC	134942	Split distribution	08/01/2024	207.40	207.40	12/20/2024	
2460	CASELLE INC	138306	Split distribution	01/01/2025	207.40	.00		
2750	COMPUTER WORKS OF UKIAH	0005572	IT SERVICES	01/03/2024	118.76	.00		
9350	JJACPA INC	0668	Admin	12/11/2024	3,000.00	.00		
6870	PITNEY BOWES - EFT	3107001252	Contract Services	12/29/2024	69.69	69.69	01/29/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 120-612-5300:					3,773.25	277.09		
120-612-5301								
3220	EDWARD R HORRICK	241231	DIRECTOR FEES	12/31/2024	125.00	.00		
4295	JOANNE CAVALLARI	241231	DIRECTOR FEES	12/31/2024	125.00	.00		
9160	R. RICHARD WILLIAMS	241231	DIRECTOR FEES	12/31/2024	125.00	.00		
9458	SUSAN MAHONEY	241231	DIRECTOR FEES	12/31/2024	125.00	.00		
8550	TINA M TYLER-O'SHEA	241231	DIRECTOR FEES	12/31/2024	125.00	.00		
Total 120-612-5301:					625.00	.00		
120-612-5302								
5460	NEARY AND O'BRIEN	8757	DECEMBER RETAINER	12/31/2025	2,147.75	.00		
Total 120-612-5302:					2,147.75	.00		
120-612-5340								
1090	ACWA/JPIA	0704967	ADMIN TWN HEALTH INSURAN	01/02/2025	6,301.66	.00		
8150	STANDARD INSURANCE CO	JAN 2025	ADMIN DISABILITY INS	12/19/2024	336.44	336.44	12/20/2024	
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	506.51	506.51	01/25/2025	
Total 120-612-5340:					7,144.61	842.95		
120-612-5430								
9230	XEROX CORPORATION- EFT	022771251	OFFICE COPIER LEASE	01/01/2024	35.74	35.74	12/30/2024	
Total 120-612-5430:					35.74	35.74		
120-612-5500								
9391	CalPERS (EFT)	241220	CALPERS-UAL	12/20/2024	101.61	101.61	12/20/2024	
Total 120-612-5500:					101.61	101.61		
120-614-5230								
5495	NICK BARBIERI TRUCKING LLC	1176600-IN	Gas/Diesel	12/16/2024	15.03	.00		
5495	NICK BARBIERI TRUCKING LLC	1178455-IN	Gas/Diesel	12/26/2024	97.08	.00		
5495	NICK BARBIERI TRUCKING LLC	1180666-IN	Gas/Diesel	01/06/2025	107.43	.00		
5495	NICK BARBIERI TRUCKING LLC	CL58640	Gas/Diesel	12/31/2024	12.22	.00		
Total 120-614-5230:					231.76	.00		
120-614-5250								
6790	PG&E - EFT	241219	REC	12/19/2024	.35	.35	01/06/2025	
6790	PG&E - EFT	250106	REC	01/06/2025	10.92	10.92	01/23/2025	
Total 120-614-5250:					11.27	11.27		
120-614-5260								
8810	VERIZON-EFT	6102495387	Telephone	01/01/2025	5.37	5.37	01/08/2025	
Total 120-614-5260:					5.37	5.37		
120-614-5340								
1090	ACWA/JPIA	0704967	ADMIN REC HEALTH INSURANC	01/02/2025	1,341.50	.00		
8150	STANDARD INSURANCE CO	JAN 2025	REC DISABILITY INS	12/19/2024	56.45	56.45	12/20/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 120-614-5340:					1,397.95	56.45		
120-651-5230								
5495	NICK BARBIERI TRUCKING LLC	1176600-IN	Gas/Diesel	12/16/2024	.27	.00		
5495	NICK BARBIERI TRUCKING LLC	1178455-IN	Gas/Diesel	12/26/2024	1.72	.00		
5495	NICK BARBIERI TRUCKING LLC	1180666-IN	Gas/Diesel	01/06/2025	1.90	.00		
5495	NICK BARBIERI TRUCKING LLC	CL58640	Gas/Diesel	12/31/2024	.22	.00		
Total 120-651-5230:					4.11	.00		
220-621-5140								
9391	CalPERS (EFT)	241220	CALPERS-UAL	12/20/2024	7,475.37	7,475.37	12/20/2024	
9391	CalPERS (EFT)	250106	CALPERS-UAL	01/06/2025	7,475.37	7,475.37	01/06/2025	
Total 220-621-5140:					14,950.74	14,950.74		
220-621-5180								
3780	GILBERT E. FUENTES	241230	CLOTHING ALLOWANCE	12/30/2024	13.06	13.06	12/31/2024	
3780	GILBERT E. FUENTES	241231	CLOTHING ALLOWANCE	12/31/2024	62.46	62.46	12/31/2024	
Total 220-621-5180:					75.52	75.52		
220-621-5190								
7920	THOMAS SIMMS, JR	250108	PROJECT FUNDING CLASS	01/08/2025	148.26	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	240.00	240.00	01/25/2025	
Total 220-621-5190:					388.26	240.00		
220-621-5210								
6680	PACE SUPPLY	0210095626	3/4 ultra-tite pep	12/24/2024	451.67	451.67	12/27/2024	
6680	PACE SUPPLY	0210103024	pipe	12/31/2024	343.59	.00		
6680	PACE SUPPLY	029769549-2	double strap saddle imp ford	12/19/2024	202.10	202.10	12/27/2024	
8050	REDWOOD WASTE SOLUTIONS	TICKET#00020	DUMP RUN	10/08/2024	3.77	.00		
7620	SAFEWAY INC	00727512-010	Kitchen Supplies	01/07/2025	42.38	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	368.61	368.61	01/25/2025	
8740	USA BLUEBOOK	INV00579572	COUPLINGS	12/30/2024	2,254.98	.00		
8740	USA BLUEBOOK	INV00579631	COUPLINGS	12/30/2024	1,111.04	.00		
Total 220-621-5210:					4,778.14	1,022.38		
220-621-5211								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	36.50	36.50	01/25/2025	
Total 220-621-5211:					36.50	36.50		
220-621-5230								
4730	LITTLE LAKE AUTO PARTS	672094	BRAKES, CORE DEPOSIT, BRA	11/08/2024	153.91	.00		
5495	NICK BARBIERI TRUCKING LLC	1176600-IN	Gas/Diesel	12/16/2024	40.10	.00		
5495	NICK BARBIERI TRUCKING LLC	1178455-IN	Gas/Diesel	12/26/2024	258.91	.00		
5495	NICK BARBIERI TRUCKING LLC	1180666-IN	Gas/Diesel	01/06/2025	286.48	.00		
5495	NICK BARBIERI TRUCKING LLC	CL58640	Gas/Diesel	12/31/2024	32.59	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	161.52	161.52	01/25/2025	
Total 220-621-5230:					933.51	161.52		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
220-621-5250								
1640	BADGER METER INC	80180386	MOBILE DATA COLLECTION	12/28/2024	108.01	.00		
6790	PG&E - EFT	241219	WATER	12/19/2024	6.03	6.03	01/06/2025	
6790	PG&E - EFT	250106	WATER	01/06/2025	17,929.28	17,929.28	01/23/2025	
Total 220-621-5250:					18,043.32	17,935.31		
220-621-5260								
1500	AT&T	22841591	TELEPHONE SERVICES	01/03/2025	150.77	.00		
8480	TRI-CITIES ANSWERING SVC	404201012025	ANSWERING SERVICE	01/01/2025	108.50	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	20.98	20.98	01/25/2025	
8810	VERIZON-EFT	6102495387	Telephone	01/01/2025	159.74	159.74	01/08/2025	
Total 220-621-5260:					439.99	180.72		
220-621-5270								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	1,271.20	1,271.20	01/25/2025	
Total 220-621-5270:					1,271.20	1,271.20		
220-621-5300								
1260	ALPHA ANALYTICAL LAB	4123787-BCS	WATER ANALYSIS	12/05/2024	297.00	.00		
1260	ALPHA ANALYTICAL LAB	4127233-BCS	WATER ANALYSIS	12/24/2024	1,182.00	.00		
1260	ALPHA ANALYTICAL LAB	4127235-BCS	WATER ANALYSIS	12/24/2024	1,182.00	.00		
1260	ALPHA ANALYTICAL LAB	5013208-BCS	WATER ANALYSIS	01/07/2025	297.00	.00		
1260	ALPHA ANALYTICAL LAB	5013443-BCS	WATER ANALYSIS	01/07/2025	275.00	.00		
1260	ALPHA ANALYTICAL LAB	5013656-BCS	WATER ANALYSIS	01/08/2025	80.00	.00		
2460	CASELLE INC	134942	Contract Services	08/01/2024	829.60	829.60	12/20/2024	
2460	CASELLE INC	138306	Contract Services	01/01/2025	829.60	.00		
9350	JJACPA INC	0668	Water	12/11/2024	2,407.50	.00		
6870	PITNEY BOWES - EFT	3107001252	Contract Services	12/29/2024	111.51	111.51	01/29/2025	
9235	XPRESS BILL PAY (EFT)	INV-XPR01991	Water	12/31/2024	338.36	338.36	01/03/2025	
Total 220-621-5300:					7,829.57	1,279.47		
220-621-5340								
1090	ACWA/JPIA	0704967	WATER HEALTH INSURANCE	01/02/2025	4,243.47	.00		
8150	STANDARD INSURANCE CO	JAN 2025	WATER DISABILITY INS	12/19/2024	167.79	167.79	12/20/2024	
Total 220-621-5340:					4,411.26	167.79		
220-621-5360								
5850	SWRCB ACCOUNTING OFFICE	LW-1049142	WTR SYS ANNUAL FEES	12/20/2024	5,806.04	.00		
Total 220-621-5360:					5,806.04	.00		
220-621-5430								
9230	XEROX CORPORATION- EFT	022771251	OFFICE COPIER LEASE	01/01/2024	71.47	71.47	12/30/2024	
Total 220-621-5430:					71.47	71.47		
220-621-5997								
9460	Hoblit Dodge	240107	PURCHASE 2022 RAM 3500	01/07/2025	30,421.23	30,421.23	01/08/2025	
Total 220-621-5997:					30,421.23	30,421.23		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
320-631-5140								
9391	CalPERS (EFT)	241220	CALPERS-UAL	12/20/2024	7,475.36	7,475.36	12/20/2024	
9391	CalPERS (EFT)	250106	CALPERS-UAL	01/06/2025	7,475.36	7,475.36	01/06/2025	
Total 320-631-5140:					14,950.72	14,950.72		
320-631-5180								
3780	GILBERT E. FUENTES	241230	CLOTHING ALLOWANCE	12/30/2024	13.05	13.05	12/31/2024	
3780	GILBERT E. FUENTES	241231	CLOTHING ALLOWANCE	12/31/2024	62.45	62.45	12/31/2024	
Total 320-631-5180:					75.50	75.50		
320-631-5190								
7920	THOMAS SIMMS, JR	250108	PROJECT FUNDING CLASS	01/08/2025	148.26	.00		
Total 320-631-5190:					148.26	.00		
320-631-5210								
8050	REDWOOD WASTE SOLUTIONS	TICKET#00020	DUMP RUN	10/08/2024	3.77	.00		
7620	SAFeway INC	00727512-010	Kitchen Supplies	01/07/2025	42.38	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	313.57	313.57	01/25/2025	
Total 320-631-5210:					359.72	313.57		
320-631-5211								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	36.50	36.50	01/25/2025	
Total 320-631-5211:					36.50	36.50		
320-631-5230								
4730	LITTLE LAKE AUTO PARTS	672094	BRAKES, CORE DEPOSIT, BRA	11/08/2024	153.91	.00		
5495	NICK BARBIERI TRUCKING LLC	1176600-IN	Gas/Diesel	12/16/2024	45.13	.00		
5495	NICK BARBIERI TRUCKING LLC	1178455-IN	Gas/Diesel	12/26/2024	291.42	.00		
5495	NICK BARBIERI TRUCKING LLC	1180666-IN	Gas/Diesel	01/06/2025	322.45	.00		
5495	NICK BARBIERI TRUCKING LLC	CL58640	Gas/Diesel	12/31/2024	36.68	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	161.51	161.51	01/25/2025	
Total 320-631-5230:					1,011.10	161.51		
320-631-5250								
6790	PG&E - EFT	241219	SEWER	12/19/2024	5.22	5.22	01/06/2025	
6790	PG&E - EFT	250106	SEWER	01/06/2025	3,774.66	3,774.66	01/23/2025	
Total 320-631-5250:					3,779.88	3,779.88		
320-631-5260								
1500	AT&T	22841591	TELEPHONE SERVICES	01/03/2025	202.98	.00		
8480	TRI-CITIES ANSWERING SVC	404201012025	ANSWERING SERVICE	01/01/2025	108.50	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	20.97	20.97	01/25/2025	
8810	VERIZON-EFT	6102495387	Telephone	01/01/2025	159.73	159.73	01/08/2025	
Total 320-631-5260:					492.18	180.70		
320-631-5270								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	224.88	224.88	01/25/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 320-631-5270:					224.88	224.88		
320-631-5300								
2460	CASELLE INC	134942	Contract Services	08/01/2024	829.60	829.60	12/20/2024	
2460	CASELLE INC	138306	Contract Services	01/01/2025	829.60	.00		
9350	JJACPA INC	0668	Sewer	12/11/2024	2,092.50	.00		
6870	PITNEY BOWES - EFT	3107001252	Contract Services	12/29/2024	69.69	69.69	01/29/2025	
9235	XPRESS BILL PAY (EFT)	INV-XPR01991	Sewer	12/31/2024	338.36	338.36	01/03/2025	
Total 320-631-5300:					4,159.75	1,237.65		
320-631-5340								
1090	ACWA/JPIA	0704967	SEWER HEALTH INSURANCE	01/02/2025	4,569.53	.00		
8150	STANDARD INSURANCE CO	JAN 2025	SEWER DISABILITY INS	12/19/2024	183.50	183.50	12/20/2024	
Total 320-631-5340:					4,753.03	183.50		
320-631-5430								
9230	XEROX CORPORATION- EFT	022771251	OFFICE COPIER LEASE	01/01/2024	71.47	71.47	12/30/2024	
Total 320-631-5430:					71.47	71.47		
320-631-5997								
9460	Hoblit Dodge	240107	PURCHASE 2022 RAM 3500	01/07/2025	30,421.22	30,421.22	01/08/2025	
Total 320-631-5997:					30,421.22	30,421.22		
420-641-5140								
9391	CalPERS (EFT)	241220	CALPERS-UAL	12/20/2024	2,484.00	2,484.00	12/20/2024	
9391	CalPERS (EFT)	250106	CALPERS-UAL	01/06/2025	2,484.00	2,484.00	01/06/2025	
Total 420-641-5140:					4,968.00	4,968.00		
420-641-5172								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	193.14	193.14	01/25/2025	
Total 420-641-5172:					193.14	193.14		
420-641-5180								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	391.95	391.95	01/25/2025	
Total 420-641-5180:					391.95	391.95		
420-641-5190								
9422	LINDSEY SHIVELY	241231	emt livescan	12/31/2024	92.75	92.75	12/31/2024	
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	155.00	155.00	01/25/2025	
Total 420-641-5190:					247.75	247.75		
420-641-5210								
4690	LIFE ASSIST, INC	1540958	O-TWO CPAP, ADULT	12/30/2024	377.29	.00		
7620	SAFEWAY INC	00727512-010	Kitchen Supplies	01/07/2025	42.38	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	2,266.91	2,266.91	01/25/2025	
Total 420-641-5210:					2,686.58	2,266.91		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
420-641-5230								
9457	City of Ukiah	241220	fire truck repair	12/20/2024	5,229.00	.00		
4730	LITTLE LAKE AUTO PARTS	675697	SENSOR AND BULBS 2003 SILV	01/02/2025	98.19	.00		
5495	NICK BARBIERI TRUCKING LLC	1176600-IN	Gas/Diesel	12/16/2024	39.72	.00		
5495	NICK BARBIERI TRUCKING LLC	1178455-IN	Gas/Diesel	12/26/2024	256.47	.00		
5495	NICK BARBIERI TRUCKING LLC	1180666-IN	Gas/Diesel	01/06/2025	283.77	.00		
5495	NICK BARBIERI TRUCKING LLC	CL58640	Gas/Diesel	12/31/2024	32.28	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	1,151.66	1,151.66	01/25/2025	
Total 420-641-5230:					7,091.09	1,151.66		
420-641-5250								
6790	PG&E - EFT	241219	FIRE	12/19/2024	5.80	5.80	01/06/2025	
6790	PG&E - EFT	241220	FIRE DEPT ANNEX	12/19/2024	41.58	41.58	01/09/2025	
6790	PG&E - EFT	250106	FIRE	01/06/2025	548.28	548.28	01/23/2025	
Total 420-641-5250:					595.66	595.66		
420-641-5260								
1500	AT&T	22841591	TELEPHONE SERVICES	01/03/2025	90.77	.00		
2700	COMCAST - EFT	241225	ACCT...0142 - INTERNET SERVI	12/25/2024	195.49	195.49	12/30/2024	
8810	VERIZON-EFT	6102495387	Telephone	01/01/2025	161.69	161.69	01/08/2025	
Total 420-641-5260:					447.95	357.18		
420-641-5270								
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	102.88	102.88	01/25/2025	
Total 420-641-5270:					102.88	102.88		
420-641-5300								
2460	CASELLE INC	134942	Contract Services	08/01/2024	207.40	207.40	12/20/2024	
2460	CASELLE INC	138306	Contract Services	01/01/2025	207.40	.00		
2750	COMPUTER WORKS OF UKIAH	0005572	IT SERVICES	01/03/2024	118.75	.00		
9350	JJACPA INC	0668	Fire	12/11/2024	2,250.00	.00		
6870	PITNEY BOWES - EFT	3107001252	Contract Services	12/29/2024	27.88	27.88	01/29/2025	
Total 420-641-5300:					2,811.43	235.28		
420-641-5305								
7620	SAFEGWAY INC	809982-12142	YEAREND EMPLOYEE GET TO	01/07/2025	96.05	.00		
8640	UMPQUA - EFT	24/1231	DEPARTMENT PURCHASES	12/31/2024	216.31	216.31	01/25/2025	
Total 420-641-5305:					312.36	216.31		
420-641-5340								
1090	ACWA/JPIA	0704967	FIRE HEALTH INSURANCE	01/02/2025	6,159.27	.00		
8150	STANDARD INSURANCE CO	JAN 2025	FIRE DISABILITY INS	12/19/2024	204.48	204.48	12/20/2024	
Total 420-641-5340:					6,363.75	204.48		
420-641-5430								
9230	XEROX CORPORATION- EFT	0227714252	FD COPIER LEASE	01/01/2025	49.78	49.78	12/30/2024	
Total 420-641-5430:					49.78	49.78		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
420-641-5997								
9457	City of Ukiah	RO# 16835	TRANSMISSION REPLACEMEN	01/08/2025	11,194.00	.00		
9453	Ron's Quality Construction	2459	panel for apparatus building	12/14/2024	11,479.08	11,479.08	12/20/2024	
Total 420-641-5997:					22,673.08	11,479.08		
Grand Totals:					217,580.57	146,042.35		

Dated: _____

Board President: _____

General Manager: _____

**Board Meeting
Agenda Item K-6**

DIRECTORS' COMMITTEE LIST - 2024

<i>Recreation, Greenbelt, and Conservation Committee</i>	<i>Horrick</i>	<i>Cavallari (ALT)</i>	
<i>Finance Ad Hoc Committee</i>	<i>Santos</i>	<i>Cavallari</i>	<i>Santos is an additional bank signer</i>
<i>Planning Committee</i>	<i>Tyler-O'Shea</i>	<i>Williams</i>	<i>Combined 'Specific Plan' & 'WWTP' 01/08/2019</i>
<i>Mendocino County Association of Fire Districts</i>	<i>Santos</i>	_____	<i>Will discuss future ad hoc participation by a public member, Orth</i>
<i>Not Board Cmte: Sherwood Firewise Group has 2 liaisons</i>	<i>Williams</i>	<i>Horrick (ALT)</i>	

DIRECTORS' COMMITTEE LIST - 2025

<i>Recreation, Greenbelt, and Conservation Committee</i>	<i>Horrick</i>	<i>Cavallari (ALT)</i>	
<i>Finance Ad Hoc Committee</i>	<i>Cavallari</i>	_____	<i>Williams is an additional bank signer</i>
<i>Planning Committee</i>	<i>Tyler-O'Shea</i>	<i>Williams</i>	<i>Reviewing energy efficiency and water reuse projects</i>
<i>Mendocino County Association of Fire Districts</i>	_____	_____	<i>GM Alaniz attending 2024 until assigned</i>
<i>Not Board Cmte: Sherwood Firewise Group has 2 liaisons</i>	<i>Williams</i>	<i>Horrick (ALT)</i>	
<i>Not Board Cmte: LAFCo has 2 members</i>	<i>Mahoney</i>	<i>Cavallari (ALT)</i>	

Directors should prepare to review their assigned committees and discuss with Board President whether to be retained or reassigned to another committee.

**Board Meeting
Agenda Item K-7**



**BROOKTRAILS
TOWNSHIP**
COMMUNITY SERVICES DISTRICT
24860 Birch Street
Willits, CA 95490
707-459-2494

DATE: January 14, 2025

TO: Board of Directors
FROM: Tamara Alaniz
RE: [Tabled December 10, 2024] Consideration of Resolution 2024-14 Amending Resolution 2022-06 and Establishing New Golf Course Green Fee Rates

BACKGROUND

In 2022, the District Board of Directors approved the current golf rates (green fees). They had been maintained at the same rate since June 2018. The golf course operator is requesting changes to the green fees, which are designed to accommodate rates that they have been charging to the Basket Beaters Club, as well as adding additional green fee types. This item is proposing to adopt a resolution to establish new golf rates, effective January 1, 2025.

DISCUSSION

The golf course operators have been charging a variety of green fees for different types of golfers and events. This request is to adopt green fee revisions that have been requested by the golf course operator. As requested by the district, they have included a proposed rate that will cover the cost of a portable toilet rental if there is a single event or tournament with over 20 people.

The following green fee revisions are requested:

- To exclusively rent the entire course: per day – \$1,500.00 / \$1,750 with portable toilet for event over 20 people
- Twilight rate (Mar-Oct, 6pm until dark; Nov-Feb, 4pm until dark): ball golf – \$15.00, disc golf \$10.00
- Basket Beaters Club rate: \$13.00 with proof of club membership
- All day rate for disc golf \$20.00 good for unlimited rounds in a single day
- All day rate for ball golf \$30.00 good for unlimited rounds in a single day

Notification was published on October 31, 2024 with a December 10, 2024 date for the Public Hearing, and an original January 1, 2025 effective date for the newly adopted golf green fees. With the delay of this item's consideration, the Board may also determine that rates should be made effective on February 1, 2025.

RECOMMENDED ACTION

Move to approve Resolution 2024-14 establishing new golf rates, effective January 1, 2025.

ATTACHMENTS

Resolution 2024-14
Resolution 2022-06 Excerpt (Pages 3 & 4)

RESOLUTION 2024-14

A Resolution of the Board of Directors of Brooktrails Township Community Services District Amending Resolution 2022-06 and Establishing New Golf Course Green Fee Rates

WHEREAS, Section 61115 of the Government Code provides for the establishment of rates and charges for services provided by community services districts;

WHEREAS, the public hearing was duly advertised and held on December 10, 2024, with final consideration made on January 14, 2025;

WHEREAS, the approval of rates herein is exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code §21080(b)(8);

WHEREAS, the Board of Directors finds that the rates and fees set forth herein do not exceed the Golf Course Operator's estimated reasonable cost for providing the services to which they are assigned, and are designed to provide a reasonable return to the Golf Course Operator; and,

WHEREAS, the Golf Course Operator has requested specific rate types be adopted for their customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Brooktrails Township Community Services District as follows:

Section 1. Effective January 1, 2025, Resolution No. 2022-06 is amended and the following rates and fees are established for green fees and annual memberships of persons 18 years and older (**new rates in bold**):

<u>DAILY GREEN FEES</u>	<u>Ball Golf</u>	<u>Disc Golf</u>
9 holes/baskets	\$ 20.00	-----
18 holes/baskets	\$ 25.00	\$ 15.00
Non-Golfer	\$ 15.00	\$ 15.00
Basket Beater Club Member		\$ 13.00
All-Day	\$ 30.00	\$ 20.00
Twilight	\$ 15.00	\$ 10.00
(Mar-Oct, 6pm until dark; Nov-Feb, 4pm until dark)		

Exclusive Event Rental **\$1,500.00 for less than 20 people**
 \$1,750.00 for 20 people or more
 (portable toilet rental required)

Subject to the limitations stated herein, any person(s) may purchase an annual green fee with a term beginning July 1st of each year and in lieu of paying the daily rates/green fees provided above.

<u>GREEN FEES (Annual – July 1)</u>	<u>Ball Golf</u>	<u>Disc Golf</u>
Single Membership	\$ 750.00	\$ 550.00
Couple	\$1,050.00	\$ 750.00
Family (up to five)	\$1,250.00	\$ 950.00
Each additional family member	\$ 50.00	\$ 25.00
Senior Membership	\$ 650.00	\$ 450.00
Fair Weather Membership (May-Oct)	\$ 500.00	\$ 500.00

Section 2. Effective January 1, 2023, Resolution No. 2018-10 is amended and the following rates and fees are established for green fees and annual memberships of persons under 18 years:

<u>GREEN FEES</u>	<u>Ball Golf</u>	<u>Disc Golf</u>
9 holes/baskets	\$ 10.00	-----
18 holes/baskets	\$ 12.00	\$ 7.00
Non-Golfer	\$ 1.00	\$ 1.00

A Fair Weather Membership for person(s) under 18 years of age shall be \$125.00.

First-time purchase of an annual green fee may be made at the beginning of each month with the cost being prorated based upon the purchase date. For all present owners, the annual green fees are due every July 1st by paying the required fee.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT should any section, subsection, paragraph, sentence, clause or phrase of this resolution for any reason be held to be unconstitutional or invalid by a court of competent jurisdiction, the remaining portions of this resolution shall remain in full force and effect.

INTRODUCED the 10th day of December 2024 and **ADOPTED** this 14th day of January 2025, at a regular meeting of the Board of Directors of the Brooktrails Township Community Services District by the following vote:

AYES:
 NAYS:
 ABSENT:
 ABSTAIN:

Tina Tyler-O'Shea, President

ATTEST:

Tamara Alaniz, Secretary

9. Installation of Water Service. For a new service as provided in Sections 1-501 and 1-502 of the Brooktrails Utilities Code excepting parcels assessed under the Improvement Bond Act of 1915, the charge shall be the actual cost incurred by the District to install the service and the required deposit shall be an estimate of said cost.

10. Meter Test Deposit. The meter test as provided in Section 2-506 of the Brooktrails Utilities Code shall be the sum of one-hundred and Fifty Dollars (\$150.00).

11. Backflow Prevention Device Testing Charge. The backflow device testing charge as provided in Section 2-905 of the Brooktrails Utilities Code shall be Three Dollars and Twenty-Five Cents (\$3.25) per month for each service which has a backflow prevention device requiring annual testing.

12. Private Water Tank Inspection Fee. As provided by the Utilities Code, the private water tank annual inspection fee shall be Three Dollars and Twenty-Five Cents (\$3.25) per month.

13. Returned Check Charge. For each instance when any check or other instrument of payment tendered in payment of any charges or fees herein is returned to the District unpaid, the account for which the check or other instrument was tendered will be charged Twenty-Five Dollars (\$25.00).

14. Private Sewer Lateral Inspection/Testing Charge. For inspections and testing of private sewer laterals in accordance with District Ord. 142, the owner of the property shall be charged One Hundred Dollars and No Cents (\$100.00).

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Brooktrails Township Community Services District as follows:

Section 1. Effective January 1, 2023, Resolution No. 2018-10 is amended and the following rates and fees are established for green fees and annual memberships of persons 18 years and older:

<u>DAILY GREEN FEES</u>	<u>Ball Golf</u>	<u>Disc Golf</u>
9 holes/baskets	\$ 20.00	-----
18 holes/baskets	\$ 25.00	\$ 15.00
Non-Golfer	\$ 15.00	\$ 15.00

Subject to the limitations stated herein, any person(s) may purchase an annual green fee with a term beginning July 1st of each year and in lieu of paying the daily rates/green fees provided above.

<u>GREEN FEES (Annual – July 1)</u>	<u>Ball Golf</u>	<u>Disc Golf</u>
Single Membership	\$ 750.00	\$ 550.00
Couple	\$1,050.00	\$ 750.00
Family (up to five)	\$1,250.00	\$ 950.00
Each additional family member	\$ 50.00	\$ 25.00
Senior Membership	\$ 650.00	\$ 450.00
Fair Weather Membership (May-Oct)	\$ 500.00	\$ 500.00

Section 2. Effective January 1, 2023, Resolution No. 2018-10 is amended and the following rates and fees are established for green fees and annual memberships of persons under 18 years:

<u>GREEN FEES</u>	<u>Ball Golf</u>	<u>Disc Golf</u>
9 holes/baskets	\$ 10.00	-----
18 holes/baskets	\$ 12.00	\$ 7.00
Non-Golfer	\$ 1.00	\$ 1.00


A Fair Weather Membership for person(s) under 18 years of age shall be \$125.00.

First-time purchase of an annual green fee may be made at the beginning of each month with the cost being prorated based upon the purchase date. For all present owners, the annual green fees are due every July 1st by paying the required fee.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT should any section, subsection, paragraph, sentence, clause or phrase of this resolution for any reason be held to be unconstitutional or invalid by a court of competent jurisdiction, the remaining portions of this resolution shall remain in full force and effect.


INTRODUCED the 8th day of November 2022 and **ADOPTED** this 13th day of December 2022, at a regular meeting of the Board of Directors of the Brooktrails Township Community Services District by the following vote:

AYES: Williams, Tyler-O'Shea, Horrick, Santos, Cavallari
NAYS:
ABSENT:
ABSTAIN:



R. Richard Williams, President

ATTEST:



Tamara Alaniz, Secretary

**Board Meeting
Agenda Item K-8**



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

DATE: January 14, 2025

TO: Board of Directors

FROM: Tamara Alaniz

RE: Introduction of Ordinance 167 Amending Ordinance 76 (Brooktrails Utilities Code) Section 1-503 by Changing the Utility Bill Due Date from the Twentieth (20th) of the Month to the Last Day of the Month

BACKGROUND

The utility bill due date (by when customers must pay their monthly water and sewer bill) is codified in the Brooktrails Utilities Code (also known as Ordinance 76, as amended). Section 1-503 states:

"Payment of Bills. Bills shall be payable on presentation and shall become delinquent if unpaid on the twentieth (20th) day of the month after mailing. On each bill for utility service rendered by the District shall be printed substantially the following:

"If this bill is not paid on or before the twentieth day of the month following the date of mailing of the bill, water service may be discontinued. A reconnection charge and penalties will be collected prior to renewing service following a discontinuance."

DISCUSSION

When Utilities Department staff reads the meters at the end of the month, there are oftentimes that the weekend, a holiday or the weather can delay the distribution of monthly bills to our customers. When this occurs, and a customer receives their utility bill even a few days later into the month, a shorter window of time can make it difficult to make payments by the twentieth of the month.

This proposal is designed to give our customers a more reasonable payment window before their bill becomes overdue. By changing the due date from the twentieth of the month to the last day of the month, our customers will have eight to eleven more days to make their payment to the District. Staff recommends that this additional flexibility will support timely payments and happier customers.

Since November 2024, staff has been experimenting with the end of the month due date to ensure that our financial and utility billing system can capably adapt to the change and staff can adjust their billing procedures for a smooth transition. The billing system

and staff have illustrated that this change is feasible and beneficial to both customers and employees.

Furthermore, this billing deadline change will not impact other billing deadlines or the financial stability of the utility billing process. Staff recommends that the changes proposed in this ordinance will be efficient and timely internally; and, will be helpful and appreciated externally.

If adopted, Section 1-503 will be amended to read as follows:

“Payment of Bills. Bills shall be payable on presentation and shall become delinquent if unpaid on the last day of the month after mailing. On each bill for utility service rendered by the District shall be printed substantially the following:

“If this bill is not paid on or before the last day of the month following the date of mailing of the bill, water service may be discontinued. A reconnection charge and penalties will be collected prior to renewing service following a discontinuance.” (ORD 167)”

Section 1-506 will also have language to match the new payment deadline as such:

“Penalty. Rates and charges which are not paid on or before the ~~twentieth (20th)~~ last day of the month following the date of mailing of the bill shall be subject to a basic penalty of ten per cent (10%). Rates and charges that remain delinquent after the levying of initial penalty shall be subject to a further penalty of one-half percent (0.5%) simple interest on the principal past due amount per month for non-payment of the delinquent charges which shall accrue on the first day of each subsequent month. (ORD 157)”

Notification for a February 11, 2025 Public Hearing was published on December 21, 2024 in the Willits News.

ALTERNATIVE

The Board of Directors may discuss and determine that this ordinance amendment is not desirable and determine that the item should not move forward to Public Hearing. Staff can accommodate either decision with equal competence.

RECOMMENDATION

Move to schedule this item for a Public Hearing on February 11, 2025 for consideration of adopting Ordinance 167 amending the Brooktrails Utilities Code and extending the monthly utility bill due date from the twentieth of the month to the last day of the month.

ATTACHMENTS

~Proposed Ordinance 167

~Brooktrails Utilities Code Excerpt

ORDINANCE NO. 167

AN ORDINANCE OF THE BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AMENDING ORDINANCE 76 SECTION 1-503 BY CHANGING THE UTILITY BILL DUE DATE FROM THE TWENTIETH (20TH) OF THE MONTH TO THE LAST DAY OF THE MONTH

WHEREAS, the Board of Directors adopted Ordinance 76, the Brooktrails Utilities Code;

WHEREAS, the Brooktrails Utilities Code Section 1-503 specifies that utility bills are due on the twentieth (20th) of the month;

WHEREAS, the District desires to amend the ordinance to allow customers an additional eight to eleven (8-11) days to make their monthly utility bill payment;

WHEREAS, the District recommends that customers will be more capable of making timely monthly utility bill payments with this amendment; and,

WHEREAS, the District does not anticipate negative impacts to its internal processes, cash flow or overall financial health from approval of this amendment.

THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT AS FOLLOWS:

Section 1-503 of the Brooktrails Utilities Code is hereby amended as follows:

1-503. Payment of Bills. Bills shall be payable on presentation and shall become delinquent if unpaid on the ~~twentieth (20th)~~ last day of the month after mailing. On each bill for utility service rendered by the District shall be printed substantially the following:

"If this bill is not paid on or before the ~~twentieth~~ last day of the month following the date of mailing of the bill, water service may be discontinued. A reconnection charge and penalties will be collected prior to renewing service following a discontinuance."

INTRODUCED on the 14th day of January 2025 at a regular meeting of the Board of Directors. **ADOPTED** following a Public Hearing on the 11th day of February 2025 by the following roll call vote of the Board of Directors:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Tina Tyler-O'Shea, Board President

ATTEST:

Tamara Alaniz, Secretary to the Board

Excerpted Text of Ordinance 167 and Amendment to Ordinance 76:

1-503. Payment of Bills. Bills shall be payable on presentation and shall become delinquent if unpaid on the ~~twentieth (20th)~~ last day of the month after mailing. On each bill for utility service rendered by the District shall be printed substantially the following:

"If this bill is not paid on or before the ~~twentieth~~ last day of the month following the date of mailing of the bill, water service may be discontinued. A reconnection charge and penalties will be collected prior to renewing service following a discontinuance." (ORD 167)

1-506. Penalty. Rates and charges which are not paid on or before the ~~twentieth (20th)~~ last day of the month following the date of mailing of the bill shall be subject to a basic penalty of ten per cent (10%). Rates and charges that remain delinquent after the levying of initial penalty shall be subject to a further penalty of one-half percent (0.5%) simple interest on the principal past due amount per month for non-payment of the delinquent charges which shall accrue on the first day of each subsequent month. (ORD 157)

**Board Meeting
Agenda Item K-9**



**BROOKTRAILS
TOWNSHIP**
COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

DATE: January 14, 2025

TO: Board of Directors

FROM: Tamara Alaniz

RE: Consideration of Customer Request to Abate the Water Use (Volumetric) Charges at 23945 Nutmeg Place Due to Special Circumstances

BACKGROUND

The property owner of 23945 Nutmeg Place recently passed away after a serious illness. In the short period between the diagnosis and end of life, the customer's property was violated and an incredible amount of water was wasted. Rather than requiring the family members to pay over \$613.76, a request to abate the volumetric usage has been made to the General Manager. Staff is recommending that this special circumstance warrants that the Board of Directors abate the full usage, which amounts to a total of 111,646 gallons.

DISCUSSION

In summary, the Brooktrails Utilities Code §1-102 – 1-104 states that the Board of Directors may find that special circumstances can occur which warrant alleviation of the application of rates and codified provisions related to customer accounts. Specifically the Board may decide to relieve any provision of the Utilities Code if requested, as such:

“1-102. Relief on application. When any person, owner, or customer by reason of special circumstances is of the opinion that any provision of this Code is unjust or inequitable as applied to a specific premises or person, the person, owner or customer may make written application to the Board, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to the applicant or applicant's premises. Within 30 days of receipt of an application, the Board shall, by resolution, deny the application or suspend or modify the provision complained of as applied to such premises or person, and the application shall be acted upon accordingly.

1-103. Relief on Own Motion. The Board may, on its own motion, find that by reason of special circumstances, any provision of this Code should be suspended or modified as applied to a particular premise or person and may, by resolution, order such suspension or modification for such premises or person.

1-104. Ruling Final. All rulings of the Board shall be final. All rulings of the General Manager shall be final unless appealed in writing to the Board within thirty (30) days of mailing of written notice thereof to the person affected thereby.”

This is only the second instance since November 2018 that a request of this nature has been presented to the Board. However, previously presented relief applications were more numerous under prior staff administrations. It should be noted that the current General Manager does not make these requests frequently; and, that this is a one-time adjustment on this account.

The General Manager has the authority to implement the District's existing administrative policy provision allowing abatement of half (1/2) of volumetric usage on a leak or overusage that is repaired by the customer of account and presented to staff. This special circumstance is being brought to the Board for consideration to abate the whole amount of usage due to both malicious and difficult circumstances that have impacted this account. However, the Board may also find that the administrative relief on this account is sufficient and direct the General Manager to abate half of the usage.

RECOMMENDATION

Move to abate the full water usage billing amount of \$613.76 at 23945 Nutmeg Place.

Hello Tamara

My family would like to ask the board to excuse my late uncle Victor's water bill, he was not staying at the house when his water usage went up as he was in cancer treatment and staying with my grandparents, we believe someone had purposely turned on the water spicket outside and ran the hose under my uncles house. We are unsure why anyone would do such a thing as he was a very friendly person with everyone he has ever met. We greatly appreciate any help we can get, Thank you very much.