



**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

Board of Directors Meeting Agenda

Tuesday, October 22, 2024

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) October 8, 2024 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 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 Accounts Payable Report and authorization to issue checks on or about October 23, 2024
 - b) Accept and File 2024 Third Quarter Golf Reports

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Consideration of Resolution 2024-13 Accepting and Filing the 2024 Senate Bill 1205 Inspection Report with the Office of the State Fire Marshal
7. Discussion on Status of Brooktrails Water Recycling Funding Program Planning Study

L. CLOSED SESSION

8. Per Government Code §54956.9(d)(4), Conference with Legal Counsel: Initiation of Litigation (One Case – Re: APN 097-330-02-00)
9. Per Government Code §54956.9(d)(2), Conference with Legal Counsel: Anticipation of Litigation (One Potential Case)

M. ADJOURNMENT

10. The Board will consider a motion to adjourn.

UPCOMING BOARD MEETINGS

Tuesday, November 12, 2024 - Regular Meeting
There is only one Board meeting in November.
Tuesday, December 10, 2024 – Regular Meeting

UPCOMING HOLIDAYS

Veterans Day – November 11, 2024

Last Resolution Adopted: 2024-12

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.btcso.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 – OCTOBER 8, 2024**

The Board of Directors of Brooktrails Township Community Services District met in regular session October 8, 2024 at 7:00 p.m. in person and remotely via <https://us02web.zoom.us/j/7794192028>

A. PLEDGE OF ALLEGIANCE

B. SPECIAL ITEM

1. MOMENT OF SILENCE FOR HIS PASSING AND READING OF A PROCLAMATION HONORING DIRECTOR RALPH SANTOS – President Tyler-O’Shea read the proclamation honoring Director Ralph Santos who passed away the previous week. All present participated in a moment of silence in his honor.

C. ROLL CALL

2. Roll call at 7:04 p.m. by President Tyler-O’Shea showed all directors present, with the exception of Director Santos. Also present were General Manager Alaniz, Chief Noyer, and Counsel Neary. Additionally, from the public was Barbara O’Reardon.

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

3. There was none.

4. Counsel reported that the Board met with counsel and received information; no action was taken.

E. MINUTES OF PREVIOUS MEETINGS:

5. Director Horrick moved to approve the Regular Meeting minutes of September 24, 2024; VP Williams seconded the motion. The motion to approve the minutes passed unanimously 4-0.

F. SPECIAL PRESENTATIONS: There was none.

G. PUBLIC HEARINGS: There was none.

H. REPORTS:

From Directors: Directors reminisced about Ralph Santos’ contributions to the Board and community including his time refereeing little league, participating in school district activities and his tenure on the Board of Directors.

President Tyler-O’Shea noted the Golf Course Committee meeting will be October 17th at 4 PM. Director Horrick inquired whether a Greenbelt Committee was scheduled. VP Williams inquired about the Sherwood Firewise meetings returning to in person.

From District Counsel: Counsel Neary remarked on Ralph Santos’ Board experience and care for the community.

From General Manager: GM Alaniz remarked on the District’s outreach to the Santos family and her fondness for the contributions of Ralph Santos. She noted that CHP wants to place a speed radar display in Brooktrails, requesting placement suggestions other than a likely placement at the straight section of Sherwood Rd heading north toward the Birches, where there is a surplus of accidents. Metal building for the fire department making progress, should pour concrete by end of next week. The Fire Department made about five hundred dollars after expenses from the flea market held on October 5th. Tenant and safety improvements are underway at the new office building. Ada Rose lake levels still at 99%, and Emily just this week fell to about 45% which equates to about 259 days of water. MCAFD meeting tomorrow the 9th, GM will attend. Lastly, The Board needs a new bank signer for Savings Bank, VP Williams to fill.

I. PUBLIC COMMENTS: Barbara O’Reardon noted her concern for pedestrians on Sherwood Rd, they tend to wear dark clothing making them difficult to see.

J. DIRECTORS’ RESPONSE TO PUBLIC COMMENT: Suggested outreach to pedestrians and bicyclists, perhaps checking with CHP.

K. CONSENT CALENDAR

6. President Tyler-O’Shea called for a motion for approval of the Consent Calendar. Director Horrick moved to approve the October 9th accounts payable list; Director Cavallari seconded the motion. The motion to approve accounts payable for October 9th passed unanimously 4-0.

L. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Consideration of 2025 Holiday Schedule: GM Alaniz gave an overview of the item. Director discussion ensued. Director Cavallari moved to approve the 2025 Holiday Schedule; Director Horrick seconded the motion. The motion to approve the 2025 Holiday Schedule passed unanimously 4-0.

8. Consideration of 2025 Board Meeting Schedule: GM Alaniz gave an overview of the item. Director discussion ensued. Considering the November meeting falls on Veterans Day on the second Tuesday, the Board voted to hold the November meeting on the third Tuesday: November 18, 2025. Director Horrick moved to approve the 2025 Board Meeting Schedule; Director Cavallari seconded the motion. The motion to approve the 2025 Board Meeting Schedule passed unanimously 4-0.

M. CLOSED SESSION President Tyler-O’Shea adjourned regular session at 7:37 and opened closed session at 7:39 p.m.

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

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

N. ADJOURNMENT

11. President Tyler-O’Shea adjourned closed session and returned to regular session at 7:56 p.m. It was announced out that the Board had received information and gave direction to counsel. No action was taken. Director Horrick moved to adjourn the regular meeting at 7:56 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
120-612-5240								
4990	MENDO MILL & LUMBER CO.	489737/2	FLASHING, collar storm flashing	10/07/2024	86.78	.00		
4990	MENDO MILL & LUMBER CO.	489768/2	Caulk	10/07/2024	32.34	.00		
Total 120-612-5240:					119.12	.00		
120-612-5250								
6790	PG&E - EFT	SEPT 2024	ADMIN	10/04/2024	350.63	350.63	10/09/2024	
Total 120-612-5250:					350.63	350.63		
120-612-5260								
1500	AT&T	000022395604	TELEPHONE SERVICES	10/03/2024	181.76	.00		
8810	VERIZON-EFT	9975202691	Telephone	10/01/2024	41.57	41.57	10/09/2024	
Total 120-612-5260:					223.33	41.57		
120-612-5302								
5460	NEARY AND O'BRIEN	8566	SEPTEMBER RETAINER	10/03/2024	2,147.75	.00		
Total 120-612-5302:					2,147.75	.00		
120-612-5340								
1090	ACWA/JPIA	0704155	ADMIN TWN HEALTH INSURAN	10/02/2024	5,768.53	.00		
Total 120-612-5340:					5,768.53	.00		
120-612-5390								
3330	EUREKA OXYGEN CO	U209386	Fire Extinguishers services	10/04/2024	143.74	.00		
Total 120-612-5390:					143.74	.00		
120-614-5230								
5495	NICK BARBIERI TRUCKING LLC	1160795-IN	Gas/Diesel	10/08/2024	259.95	.00		
Total 120-614-5230:					259.95	.00		
120-614-5250								
6790	PG&E - EFT	SEPT 2024	REC	10/04/2024	44.61-	44.61-	10/09/2024	
Total 120-614-5250:					44.61-	44.61-		
120-614-5260								
8810	VERIZON-EFT	9975202691	Telephone	10/01/2024	4.16	4.16	10/09/2024	
Total 120-614-5260:					4.16	4.16		
120-614-5340								
1090	ACWA/JPIA	0704155	ADMIN REC HEALTH INSURANC	10/02/2024	1,225.23	.00		
Total 120-614-5340:					1,225.23	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
120-651-5230								
5495	NICK BARBIERI TRUCKING LLC	1160795-IN	Gas/Diesel	10/08/2024	4.61	.00		
Total 120-651-5230:					4.61	.00		
220-621-5210								
4990	MENDO MILL & LUMBER CO.	489775/2	welding supplies	10/07/2002	47.59	.00		
4990	MENDO MILL & LUMBER CO.	490090/2	CORED HEX HD PLUG, FLR EL	10/10/2024	4.22	.00		
4990	MENDO MILL & LUMBER CO.	490548/2	GATE VALVE, SPRAY PAINT, AD	10/16/2024	102.92	.00		
7620	SAFEWAY INC	00722785-100	Kitchen Supplies	10/09/2024	23.88	.00		
8740	USA BLUEBOOK	INV00507081	CLAMP RINGS.	10/08/2024	37.97	.00		
Total 220-621-5210:					216.58	.00		
220-621-5230								
4730	LITTLE LAKE AUTO PARTS	670138	DEF ADDITIVE	10/15/2024	76.33	.00		
5495	NICK BARBIERI TRUCKING LLC	1160795-IN	Gas/Diesel	10/08/2024	693.28	.00		
Total 220-621-5230:					769.61	.00		
220-621-5250								
6790	PG&E - EFT	SEPT 2024	WATER	10/04/2024	21,190.57	21,190.57	10/09/2024	
Total 220-621-5250:					21,190.57	21,190.57		
220-621-5260								
1500	AT&T	000022395604	TELEPHONE SERVICES	10/03/2024	166.64	.00		
8480	TRI-CITIES ANSWERING SVC	404210012024	ANSWERING SERVICE	10/01/2024	116.16	.00		
8810	VERIZON-EFT	9975202691	Telephone	10/01/2024	39.50	39.50	10/09/2024	
Total 220-621-5260:					322.30	39.50		
220-621-5300								
7910	SILVA SEPTIC INC	115202	ADA PORTABLE RESTROOM	10/14/2024	728.16	.00		
Total 220-621-5300:					728.16	.00		
220-621-5340								
1090	ACWA/JPIA	0704155	WATER HEALTH INSURANCE	10/02/2024	3,875.94	.00		
Total 220-621-5340:					3,875.94	.00		
220-621-5390								
3330	EUREKA OXYGEN CO	U209386	Fire Extinguishers services	10/04/2024	161.71	.00		
Total 220-621-5390:					161.71	.00		
220-621-5997								
7240	RAINBOW AGRICULTURAL SER	SPO#903722	CENTRIFUGAL PUMP	09/03/2024	6,284.60	.00		
Total 220-621-5997:					6,284.60	.00		
320-631-5210								
4990	MENDO MILL & LUMBER CO.	489956/2	zip ties, hose barbs, coupling	10/09/2024	19.22	.00		
4990	MENDO MILL & LUMBER CO.	490090/2	CORED HEX HD PLUG, FLR EL	10/10/2024	4.23	.00		
7620	SAFEWAY INC	00722785-100	Kitchen Supplies	10/09/2024	23.88	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 320-631-5210:					47.33	.00		
320-631-5230								
5495	NICK BARBIERI TRUCKING LLC	1160795-IN	Gas/Diesel	10/08/2024	780.34	.00		
Total 320-631-5230:					780.34	.00		
320-631-5250								
6790	PG&E - EFT	SEPT 2024	SEWER	10/04/2024	379.13	379.13	10/09/2024	
Total 320-631-5250:					379.13	379.13		
320-631-5260								
1500	AT&T	000022395604	TELEPHONE SERVICES	10/03/2024	211.41	.00		
8480	TRI-CITIES ANSWERING SVC	404210012024	ANSWERING SERVICE	10/01/2024	116.16	.00		
8810	VERIZON-EFT	9975202691	Telephone	10/01/2024	39.48	39.48	10/09/2024	
Total 320-631-5260:					367.05	39.48		
320-631-5340								
1090	ACWA/JPIA	0704155	SEWER HEALTH INSURANCE	10/02/2024	4,173.69	.00		
Total 320-631-5340:					4,173.69	.00		
320-631-5390								
3330	EUREKA OXYGEN CO	U209386	Fire Extinguishers services	10/04/2024	161.71	.00		
Total 320-631-5390:					161.71	.00		
320-631-5997								
7240	RAINBOW AGRICULTURAL SER	SPO#903722	CENTRIFUGAL PUMP	09/03/2024	6,284.59	.00		
Total 320-631-5997:					6,284.59	.00		
420-641-5210								
7620	SAFEWAY INC	00722785-100	Kitchen Supplies	10/09/2024	23.89	.00		
Total 420-641-5210:					23.89	.00		
420-641-5230								
5495	NICK BARBIERI TRUCKING LLC	1160795-IN	Gas/Diesel	10/08/2024	686.73	.00		
Total 420-641-5230:					686.73	.00		
420-641-5250								
6790	PG&E - EFT	SEPT 2024	FIRE	10/04/2024	1,099.46	1,099.46	10/09/2024	
Total 420-641-5250:					1,099.46	1,099.46		
420-641-5260								
1500	AT&T	000022395604	TELEPHONE SERVICES	10/03/2024	86.27	.00		
8810	VERIZON-EFT	9975202691	Telephone	10/01/2024	121.65	121.65	10/09/2024	
Total 420-641-5260:					207.92	121.65		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
420-641-5303								
9424	Redwood Empire Title Company	20241118DN	legal costs	07/29/2024	1,804.00	.00		
Total 420-641-5303:					1,804.00	.00		
420-641-5340								
1090	ACWA/JPIA	0704155	FIRE HEALTH INSURANCE	10/02/2024	5,626.14	.00		
Total 420-641-5340:					5,626.14	.00		
420-641-5390								
3330	EUREKA OXYGEN CO	U209386	Fire Extinguishers services	10/04/2024	287.47	.00		
Total 420-641-5390:					287.47	.00		
Grand Totals:					65,681.36	23,221.54		

Dated: _____

Board President: _____

General Manager: _____

July 2024 Summary			
2024 REGISTRATION SHEET			
Type	Amount	Cost	Total
Adult 18 Golf	53	\$25.00	\$1,325.00
Adult 9 Golf	203	\$20.00	\$4,060.00
Adult Add'l 9 Holes	0	\$0.00	\$0.00
18 Holes w/card \$7	0	\$0.00	\$0.00
Youth 18 Golf	3	\$12.00	\$36.00
Youth 9 Golf	33	\$10.00	\$330.00
Golf with Card	0	\$10.00	\$0.00
Adult 18 Disc	221	\$15.00	\$3,315.00
Basket Beaters	0	\$13.00	\$0.00
All-Day Disc Pass	27	\$20.00	\$540.00
Youth 18 Disc	3	\$7.00	\$21.00
Disc Twilight	8	\$10.00	\$80.00
Passes	26	\$0.00	\$0.00
Walkers	47	\$1.00	\$47.00
High School WHS	8	\$0.00	\$0.00
		Total Fees	\$9,754.00
Member Information			
Ball	282		
Disc	42		
Total Players	956	Annuals	\$ -

August 2024 Summary			
2024 REGISTRATION SHEET			
Type	Amount	Cost	Total
Adult 18 Golf	55	\$25.00	\$1,375.00
Adult 9 Golf	209	\$20.00	\$4,180.00
Adult Add'l 9 Holes	0	\$0.00	\$0.00
18 Holes w/card \$7	0	\$0.00	\$0.00
Youth 18 Golf	5	\$12.00	\$60.00
Youth 9 Golf	28	\$10.00	\$280.00
Golf with Card	0	\$10.00	\$0.00
Adult 18 Disc	283	\$15.00	\$4,245.00
Basket Beaters	10	\$13.00	\$130.00
All-Day Disc Pass	44	\$20.00	\$880.00
Youth 18 Disc	15	\$10.00	\$150.00
Disc Twilight	0	\$10.00	\$0.00
Passes	32	\$0.00	\$0.00
Walkers	44	\$1.00	\$44.00
High School WHS	0	\$0.00	\$0.00
		Total Fees	\$11,344.00
Member Information			
Ball	246		
Disc	67		
Total Players	1038	Annuals	\$ -

September 2024 Summary			
2024 REGISTRATION SHEET			
Type	Amount	Cost	Total
Adult 18 Golf	34	\$25.00	\$850.00
Adult 9 Golf	244	\$20.00	\$4,880.00
Adult Add'l 9 Holes	0	\$0.00	\$0.00
18 Holes w/card \$7	0	\$0.00	\$0.00
Youth 18 Golf	1	\$12.00	\$12.00
Youth 9 Golf	26	\$10.00	\$260.00
Golf with Card	0	\$10.00	\$0.00
Adult 18 Disc	156	\$15.00	\$2,340.00
Basket Beaters	30	\$13.00	\$390.00
All-Day Disc Pass	24	\$20.00	\$480.00
Youth 18 Disc	0	\$10.00	\$0.00
Disc Twilight	0	\$10.00	\$0.00
Passes	0	\$0.00	\$0.00
Walkers	0	\$1.00	\$0.00
High School WHS	0	\$0.00	\$0.00
		Total Fees	\$9,212.00
Member Information			
Ball	217		
Disc	46		
Total Players	778	Annuals	\$ -

**Board Meeting
Agenda Item K-6**



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

DATE: October 22, 2024

TO: Board of Directors

FROM: Tamara Alaniz

RE: Consideration of Resolution 2024-13 Accepting and Filing the 2024 Senate Bill 1205 Inspection Report with the Office of the State Fire Marshal

BACKGROUND

Senate Bill 1205 (SB 1205) became effective in 2018 by amending the California Health and Safety Code to require annual inspections and reporting on schools, hotels, motels, lodging houses, and apartments/multi-family residential units. The amended law requires annual reporting on those inspections to the governing body, where the information must be accepted by adoption of a resolution.

DISCUSSION

Fire Chief Noyer has provided a memo on the results of the multi-family inspections required by SB 1205 and it is attached to this staff report. Twenty-four (24) property owners were contacted to complete the required inspections and ten (10) were responsive to the request and received inspection.

This is the process by which the Brooktrails Lodge incurred a \$6,120 inspection bill from the state fire marshal to allow them to re-open as a commercial business after being shuttered for years. The Board inquired about this bill at its July meeting; after the bill to the owner became 60 days overdue, a lien was placed on the property.

The Board must only accept the report as provided by Fire Chief Noyer and staff will file it with the appropriate state office.

RECOMMENDATION

Move to approve Resolution 2024-13 and direct staff to file the 2024 inspection report with the Office of the State Fire Marshal.

ATTACHMENT

Resolution 2024-13

Fire Chief Memo

RESOLUTION 2024-13

A Resolution of the Board of Directors of Brooktrails Township Community Services District Accepting and Filing the 2024 Senate Bill 1205 Inspection Report with the Office of the State Fire Marshal

WHEREAS, the Board of Directors of the Brooktrails Township Community Services District is the governing body and administrative authority of the Brooktrails Fire Department;

WHEREAS, the Fire Department reached out to affected property owners to conduct Senate Bill 1205 building inspections in Calendar Year 2024;

WHEREAS, the Fire Department successfully completed ten (10) out of twenty-four (24) solicited Senate Bill 1205 building inspections in Calendar Year 2024; and,

WHEREAS, the Fire Chief has provided a memorandum on the results of the Senate Bill 1205 building inspections, requesting its acceptance and filing with the Office of the State Fire Marshal by adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Brooktrails Township Community Services District acknowledges receipt of the Calendar Year 2024 Senate Bill 1205 Inspection Report and authorizes staff to file the report with Office of the State Fire Marshal.

ADOPTED this October 22nd of 2024 at a Regular meeting of the Board of Directors of Brooktrails Township Community Services District by the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Tina Tyler-O'Shea, Board President

Tamara Alaniz, Secretary to the Board

BROOKTRAILS TOWNSHIP FIRE DEPARTMENT

Memo

To: Tamara Alaniz, General Manager

From: Jon Noyer, Fire Chief

CC:

Date: October 15, 2024

Re: SB 1205 R-2 Inspection Report

This memorandum provides the results of the state-mandated annual multi-residence inspection program for 2024. As per SB 1205, the results shall be reported to our governing body annually prior to the start of the new fiscal year.

For 2024, we sent 24 requests for inspection, and 10 completed the inspection process.

Please feel free to contact me with questions.

**Board Meeting
Agenda Item K-7**



**BROOKTRAILS
TOWNSHIP**

COMMUNITY SERVICES DISTRICT

24860 Birch Street
Willits, CA 95490

707-459-2494

DATE: October 22, 2024

TO: Board of Directors

FROM: Tamara Alaniz

RE: Discussion on Status of Brooktrails Water Recycling Funding Program
Planning Study

BACKGROUND

The following background information is a quick review of how we got to this stage in the Brooktrails Water Recycling Funding Program Planning Study (planning study):

- ✓ September 2021 – Resolution 2021-12 approved acceptance and implementation of a Technical Assistance Grant to work with the California Rural Water Association (CRWA) on submitting the Financial Assistance Grant Application to the state for a planning grant.
- ✓ May 2023 – The state augmented funding for the Water Recycling Funding Program Planning Grant to increase the award from \$150,000 to \$500,000 and CRWA amended the technical assistance grant for the increased amount.
- ✓ March 2024 – The District received notification of its award and, with Resolution 2024-01, entered into an agreement for a Water Recycling Funding Program Planning Grant up to \$500,000 for the purpose of wastewater treatment recycling to Lake Ada Rose.
- ✓ April 2024 – The District circulated a Request for Proposals (RFP) to 70 firms throughout the country to propose services to complete the planning study. No qualified responses were received by the RFP deadline.
- ✓ May 2024 – The Association of California Water Agencies Conference was held where GM Alaniz approached multiple firms with the expired RFP information to solicit responses. Three qualified firms responded by July 2024.
- ✓ June 2024 – The Board of Directors accepted the recommendation of its Planning Committee and selected Carollo Engineers' proposal to complete the planning study.
- ✓ July 2024 – The District entered into a contract with Carollo Engineers to start work on the project. Status and review meetings will be held at least once per month and will continue through the life of this project.

DISCUSSION

District and Carollo Staff held a virtual kickoff meeting in August, followed by a lengthy site visit in September. The District's water treatment plant (WTP), and its distribution and treatment systems were explored and discussed. Potential project sites were analyzed, including a site visit to and crew discussion at the Willits Wastewater Treatment Plant. Both treatment at the Willits Wastewater Treatment Plant and decentralized treatment in Brooktrails are being analyzed as possible projects.

One of the primary purposes of the site visits are to identify alternative sites and treatment techniques that will complement both the Brooktrails and Willits systems. Three sites have been identified as viable for a decentralized water recycling plant in Brooktrails; and, areas at the Willits Wastewater Treatment Plant were identified and analyzed for viability and transport back to Brooktrails.

The three alternative sites for decentralized water recycling in Brooktrails each have pros and cons:

- Community Garden Site – the community garden would have to be removed and relocated, which could cause public disagreement. The proximity to the creek could impact the District’s ability to grade it for the facility. There is easy access to the site and sewer line with existing infrastructure in the road immediately adjacent that could be used for new pipeline installation. The site would be a tight fit for a water recycling plant but could be gravity-fed by the sewer line.
- Just south of the Birch Drive/Birch Street Intersection – there is an open area here that meets the size requirements for a water recycling plant. It has a fairly steep grade that varies between 10% and 20% throughout, which would require significant excavation to level it for the facility. There are only a few trees that would need to be removed. The road configuration in this area would make it difficult for treatment chemical and other operational deliveries. A facility in this location would require wastewater be pumped up to the site for treatment.
- Baseball Field – this is a level area large enough to fit a water recycling plant, close to the sewer line, and which could be gravity-fed from the sewer line. Although not used for organized sports, there is recreational use in this open area adjacent to the Par Course trail, and its use for this facility could cause some public disagreement. However, its proximity to the WTP is ideal, enabling a single, treated water line to cross the creek very nearby. Building the facility at this site would create an opportunity to install additional recreational amenities with project construction. This could include things like: an interpretive trail with kiosks about the environmental work done by the district and others to preserve salmonid habitat and the value and importance of recycled water to Brooktrails; an easy bike trail that is located nearby the new Beginner Trail Loop; a demonstration garden irrigated with recycled water from the facility; a green roof or other low impact development strategies; and/or, design elements that preserve and enhance open space in the immediate area, in addition to providing a sustainable water supply solution to the community.

The decision does not have to be made today on how treatment is accomplished by which techniques or where the water recycling facility should be located. It is important that the planning study analyze as many alternatives as may be feasible to establish the highest and best alternative for implementation. That is primarily why we are ensuring that a centralized wastewater recycling plant at the wastewater treatment plant in Willits is being thoroughly investigated. An approximately four mile long pipeline from Willits up to Brooktrails, would include pumping stations and likely property acquisition or easement grants from private property owners between the two locations.

Treatment techniques and long-term operational feasibility are very important for making this project successful. This involves location, accessibility and functional incorporation with the existing distribution and treatment systems. The ability of current staff and future operators to use this facility for the next fifty years is of paramount importance. This should be part of the ultimate decision-making process when the planning study alternatives are presented to the Board in the future.

If a decentralized water recycling plant is the ideal alternative recommended in the planning study, the costs of implementing a facility on any of these three sites will be determined ahead of an application to the state for funding its construction. If the costs are higher on one site than another, but the Board prefers location on a site where the costs are higher, they may make that decision.

However, I ask that the Board work on reaching a consensus to move forward with a water recycling facility at the baseball field location if that ends up being the recommended alternative from the planning study. There are merits to having the baseball field and grand open space it provides but I recommend that the benefits of a water recycling facility in that location may outweigh those merits.

District and Carollo staff met with the District's State Project Manager, Oliver Izana, on October 9, 2024 to discuss these alternatives, grant management and the reimbursement process. He was supportive of the scope of work and methods by which we are proceeding on this project, offering continued technical and grant support. He clarified information on progress reports to the state, identifying that they were not needed; and, he confirmed that grant reimbursement requests could be submitted as they are received. We received the first billing from Carollo on this project last week and will work with the state on payment.

Since that meeting with Mr. Izana, Carollo create a draft project brief document. That draft will be provided to the Boad for review at the meeting, but not included in the packet in its draft form. This document, once reviewed, will be a good tool for public outreach. Staff will be developing a Frequently Asked Questions document in the coming weeks.