



**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-Elect Susan Mahoney

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# **Board of Directors Meeting Agenda**

**Tuesday, November 12, 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, 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 22, 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 November 13, 2024

## K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Consideration of Resolution 2024-15 Contributing a Thirty-Six Percent (36%) Cost Share toward the City of Willits Wastewater Clarifier Capital Repair Project

## L. CLOSED SESSION

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. The Board will consider a motion to adjourn.

### UPCOMING BOARD MEETINGS

Tuesday, December 10, 2024 – Regular Meeting

*There is only one Board meeting in December.*

Tuesday, January 14, 2025 – Regular Meeting

### UPCOMING HOLIDAYS

Thanksgiving Day – November 28, 2024

Day After Thanksgiving – November 29, 2024

*Last Resolution Adopted: 2024-13 (2024-14 is assigned)*

*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.btcsd.org](http://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.