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**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

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**Tuesday, September 12, 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) August 8, 2023 Regular Meeting
  - b) August 22, 2023 Special Meeting

**E. SPECIAL PRESENTATIONS**

**F. PUBLIC HEARINGS**

**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 September 13, 2023

**K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- 6. Consideration of Resolution 2023-10 Opposing Initiative 21-0042A1

**L. CLOSED SESSION**

- 7. Per Government Code §54956.9(d), Conference with Legal Counsel: Existing Litigation (Robert Nowlin v. Brooktrails Township Community Services District, et al.)

**M. ADJOURNMENT**

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

**UPCOMING COMMITTEE MEETINGS**

Golf Course Committee – Thursday, September 21, 2023 at 4:00 p.m.

**UPCOMING BOARD MEETINGS**

Tuesday, September 26, 2023 at 7:00 p.m.

Tuesday, October 10, 2023 at 7:00 p.m.

**UPCOMING HOLIDAYS**

Indigenous Peoples' Day – Monday, October 9, 2023

**Last Resolution Adopted: 2023-09**

**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](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.