



---

**BROOKTRAILS TOWNSHIP**  
**COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Regular Meeting Agenda**

---

**Board of Directors:**  
President Rick Williams  
Vice-President Tony Orth  
Director Ralph Santos  
Director Ed Horrick  
Director Tina Tyler-O'Shea

**Tuesday, February 12, 2019**

**REGULAR SESSION**  
**Brooktrails Township Community Center**  
**24850 Birch Street**  
**7:00 PM to 10:30 PM\***

**A. PLEDGE OF ALLEGIANCE**

The Presiding Officer will lead Board members and the audience in the 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

**D. SPECIAL PRESENTATIONS: None**

**E. PUBLIC HEARINGS: None**

**F. REPORTS**

**From Directors:**  
**From District Counsel:**  
**From General Manager:**

**G. PUBLIC COMMENTS**

Audience members will be invited to speak regarding matters not on the Agenda. The Board cannot act on items brought up at this time. Speakers may be limited to five minutes.

**H. DIRECTORS' RESPONSE TO PUBLIC COMMENTS**

(Reponses 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)

**I. CONSENT CALENDAR**

4. Review of Accounts Payable report and authorization to issue checks on or about February 13, 2019.

**J. ACTION AGENDA**

5. None

**K. ADJOURNMENT**

6. The Board will consider a motion to adjourn.

**UPCOMING BOARD MEETINGS**

**Regular Meetings of the Board**  
*Community Center, 24850 Birch Street*

*7:00 p.m.*

February 26, 2019

March 2, 2019 – Annual Planning Meeting

March 12, 2019

**UPCOMING HOLIDAYS**

**Presidents Day - February 18, 2019**

**Last Resolution Adopted: 2019-1**

**Last Ordinance Adopted: 159**

**IMPORTANT INFORMATION ABOUT BOARD MEETINGS:**

**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’s Board and agencies may be judicially challenged in state court.

**\*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; except that upon motion of the Board, the meeting may be extended beyond 10:30 p.m. to a stated time.

**AGENDA MATERIALS:** The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Agendas and materials related to an item on an agenda (including materials distributed to the Board after the agenda is posted) are available in the District Office, 24860 Birch Street, Willits, CA 95490, during normal business hours (8:00 a.m.–5:00 p.m. Monday-Friday) and on the Township Website Home Page site on the internet at <http://www.btcSD.org> (click on “Board Agenda & Minutes”).

**NOTE:** The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the District Office at (707)459-2494 or FAX (707)459-0358. 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  
January 8, 2019**

The Board of Directors of Brooktrails Township Community Services District met in regular session January 8, 2019 at 7:00 p.m. at the Brooktrails Community Center.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

1. Roll call showed the following directors present: Santos, Tyler-O'Shea, Horrick, Orth and Williams. Also present were General Manager Alaniz and Counsel Neary.

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

2. There were no additions or adjustments.
3. There was no closed session.

**D. MINUTES OF PREVIOUS MEETINGS:**

4. Vice President Orth moved to approve the minutes of December 11, 2018; Director Santos seconded. Director Tyler-O'Shea referred to the Holiday schedule and noted that Columbus Day should be Indigenous Peoples day. Vice President moved to accept the change; Director Santos seconded. The motion to approve the minutes as amended passed unanimously.

**E. SPECIAL PRESENTATIONS: None**

**F. PUBLIC HEARINGS: None**

**G. REPORTS:**

**From Directors:** Director Tyler-O'Shea stated she will be out of town at a work-related training for the January 22, 2019 meeting.

**From District Counsel:** Counsel Neary reported on the Board of Supervisors meeting. Various agencies are addressing fire prevention and emergency access.

**From General Manager:** General Manager Alaniz reviewed her written report.

**H. PUBLIC COMMENTS:**

Chief Noyer stated that the newly purchased Water Tender has arrived. He invited the Board to view the vehicle after the meeting. The department is also managing the CalFire grant monies for fire prevention.

**I. DIRECTORS' RESPONSE TO PUBLIC COMMENT:**

NONE

**J. CONSENT CALENDAR:**

5. Vice President Orth moved to approve the retroactive Accounts Payable report and authorize payments issued December 26, 2018; Director Horrick seconded. After a discussion, the motion passed unanimously.

6. Vice President Orth moved to approve the Accounts Payable report and to authorize checks to be issued on January 9, 2019; Director Horrick seconded. After a discussion, the motion passed unanimously.

**K. ACTION AGENDA:**

**7. Board appointments to various committees.**

Director Orth proposed combining the Specific Plan Ad Hoc and Wastewater Treatment Plant JPA Study Committees into a single Planning Committee. The Board voiced consensus and the change was made at the meeting. The Board appointments to various committees are as follows:

Recreation, Greenbelt & Conservation:	Tyler-O'Shea & Orth (alternate)
Finance Ad Hoc Committee:	Horrick & Santos
Mendocino County Assoc. of Fire Districts:	Orth & Santos (alternate)
Planning Committee:	Orth & Williams

*\*Director Horrnick will act as the Board liaison to the Sherwood Firewise group.*

**L. ADJOURNMENT**

Upon Director Horrnick's motion to adjourn, President Williams adjourned the meeting.

\_\_\_\_\_  
R. Richard Williams, President

ATTEST:

\_\_\_\_\_  
Tamara Alaniz, Secretary

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS**

**January 22, 2019**

The Board of Directors of Brooktrails Township Community Services District met in regular session January 22, 2019 at 7:00 p.m. at the Brooktrails Community Center.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

1. Roll call showed the following directors present: Santos, Horrick, Orth and Williams. Director Tyler-O'Shea was absent. Also present were General Manager Alaniz and Counsel O'Brien.

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

2. There were no additions or adjustments.

3. There was no closed session.

**D. MINUTES OF PREVIOUS MEETINGS:**

There were no minutes available.

**E. SPECIAL PRESENTATIONS: None**

**F. PUBLIC HEARINGS: None**

**G. REPORTS:**

**From Directors:** Director Santos thanked the Fire department for their quick response to his home for a medical emergency.

**From District Counsel:** None

**From General Manager:** General Manager Alaniz reviewed her written report.

**H. PUBLIC COMMENTS:**

Chief Noyer thanked Superintendent Robert Melliush and his crew for their assistance in times of emergency. The Association presented Melliush with a plaque of appreciation.

**I. DIRECTORS' RESPONSE TO PUBLIC COMMENT:**

NONE

**J. CONSENT CALENDAR:**

4. Director Horrick moved to approve the Accounts Payable report and authorize payments to be issued January 23, 2019; Director Santos seconded. After a discussion, the motion passed unanimously.

**K. ACTION AGENDA:**

6. Director Horrick moved to adopt Resolution 2019-1 authorizing an amendment to the [CalPERS Retirement System] contract; Vice President seconded. After a discussion, by roll call vote, the motion passed unanimously.

**L. ADJOURNMENT**

Upon Director Horrick's motion to adjourn, President Williams adjourned the meeting.

\_\_\_\_\_  
R. Richard Williams, President

ATTEST:

\_\_\_\_\_  
Tamara Alaniz, Secretary



Vendor	Service/Product	Checks	EFT	Inv Date	ADMIN	WATER	SEWER	FIRE
		Inv Amt	Inv Amt		Fund 120	Fund 220	Fund 320	Fund 420
ACWA/JPIA	Grp Hlth Insurance	\$ 15,383.90		02/04/19	\$ 736.79	\$ 5,138.11	\$ 6,364.82	\$ 3,144.18
Advanced Security (SR)	Sec Admin/Plant/Shop 3-mos	328.50		02/04/19	109.50	219.00		
Alpha Analytical Lab	Water analysis	30.00		01/21/19		30.00		
Alpha Analytical Lab	Water analysis	210.00		01/31/19		210.00		
AT & T	See Worksheet		1,273.25	01/19/19	199.71	487.97	359.92	225.65
Auto Mart Repair & Tire	FD #5230 Overhaul	2,159.48		01/24/19				2,159.48
Auto Mart Repair & Tire	FD #5240 Oil Change	147.04		01/25/19				147.04
Bank of the West	FD Cell satellite		176.27	01/28/19				176.27
Bartel Associates, LLC	GASB 75	2,170.00		01/29/19	2,170.00			
City of Willits	% of operating cost	22,000.00		02/01/19		22,000.00		
Comcast	Internet		178.18	01/25/19	89.09			89.09
Computer Works of Ukiah	Software support	177.51		01/31/19	106.52			70.99
Corbin Willits System Inc.	MOM Software support	535.02		01/15/19	535.02			
L N Curtis & Sons	FD Battery packs-4	1,326.39		01/24/19				1,326.39
Edward Horrick	Director Fees-JAN	200.00		01/31/19	200.00			
Kemgas	Propane TK 1	383.35		01/17/19	191.68			191.67
Kemgas	Propane TK 2	572.72		01/17/19	57.27	85.91	85.91	343.63
Les Schwab	FD #5285 6-Tires	2,906.14		01/29/19				2,906.14
Little Lake Auto Parts	See Worksheet	346.31		01/31/19	34.66		114.27	197.38
Matheson Tri-gas Inc	Cyl lease Medical	184.04		01/28/19				184.04
Matheson Tri-gas Inc	Cyl lease (1 yr)	279.00		01/31/19				279.00
Matheson Tri-gas Inc	Cyl lease (1 yr)-tax	9.08		01/31/19				9.08
Mendo Mill & Lumber	See Worksheet	1,067.44		01/31/19	404.92	387.20	91.98	183.34
Neary and O'Brien	JAN-Retainer, DEC-Matters	5,863.00		01/31/19	5,863.00			
Northern Aggregates, Inc	Light RSP (rocks)	2,219.62		01/31/19		1,109.81	1,109.81	
Tony Orth	Director Fees-JAN	200.00		01/31/19	200.00			
Pace Supply	4-Blk steel pipe	430.45		01/24/19		430.45		
Pace Supply	ABS assorted fittings	258.02		01/28/19			258.02	
Pacific Telemngmt Services	Twshp Complex Pay phone	53.00		01/24/19	53.00			
Redwood Coast Fuels	Gasoline	298.57		01/28/19	5.97	91.06	91.06	110.48
Redwood Coast Fuels	Diesel	1,196.42		01/28/19	23.93	364.91	364.91	442.67
Safeway	FD Kitchen supplies	73.61		01/22/19	18.40	18.40	18.40	18.41
Santa Rosa Uniforms	FD Uniforms	170.38		12/07/18				170.38
Ralph Santos	Director Fees-JAN	200.00		01/31/19	200.00			
Sensaphone		420.00		01/08/19			420.00	
Servpro	Contract Service	515.00		01/18/19	515.00			
Special Dist Risk Mngt Auth	Minus Pumper Plus Tender	106.22		01/15/19				106.22
Standard Insurance Company	S/L Term Disability Ins	734.10		02/01/19	315.70	171.28	171.28	75.84
Staples	See Worksheet		159.91	01/11/19	76.86	41.53	41.52	
Two Brothers Cathodic Serv, Inc	3-Annual WTR tank service	1,200.00		01/23/19		1,200.00		
Tina Tyler-O'Shea	Director Fees-JAN	200.00		01/31/19	200.00			
Verizon Wireless	WTR/SWR iPad -2-months		368.40	01/16/19		56.47	56.47	255.46
Rick Williams	Director Fees-JAN	200.00			200.00			
Willits Power & Hardware	FD Fuel/spray bottles	108.77		01/22/19				108.77
Xerox	Admin Copier Leasing	206.66		01/31/19	206.66			
Xerox	FD Copier Leasing	145.72		01/31/19				145.72
<b>Total Cks:</b>	<b>TOTALS</b>	<b>\$ 65,215.46</b>	<b>\$ 2,156.01</b>		<b>\$ 12,713.68</b>	<b>\$ 32,042.10</b>	<b>\$ 9,548.37</b>	<b>\$ 13,067.32</b>
<b>34</b>	<b>Aggregate Total</b>	<b>\$67,371.47</b>						
<b>Added to Preliminary Report</b>								
	Approved for payment:							
		President, Board of Directors				General Manager		