



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

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

**April 24, 2018
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

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

1. The Presiding Officer will determine if Board members wish to add an item or make an adjustment to the agenda.
2. Report on closed session:

D. MINUTES OF PREVIOUS MEETINGS

3. The Board may approve, or amend and approve, the minutes of previous meetings, including: the meeting of April 10, 2018

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. The Board cannot act on items brought up at this time. Speakers may be limited to five 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

- 4. Review of Accounts Payable report and authorization to issue checks for payments to be issued on April 25, 2018.

K. ACTION AGENDA

- 5. Golf Course Quarterly report
- 6. Introduction of Ordinance No. 159 – Amendment to Ordinance No. 76 – Usage Cap
- 7. Authorization of purchase of Fire Department vehicle

L. ADJOURNMENT TO CLOSED SESSION:

Government Code 55956.9(b) -) – Paland v BTCSD

Upcoming Board Meetings, 2018

May 8, 2018

May 22, 2018

Upcoming Holidays

Memorial Day

Independence Day

Upcoming Agenda Items

Last Resolution Adopted: 2018-8

Last Ordinance Adopted: 157

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
April 10, 2018**

The Board of Directors of Brooktrails Township Community Services District met in regular session April 10, 2018 at 7:00 p.m. at the Brooktrails Community Center.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Roll call showed the following directors present: Santos, Horrnick, Orth, Tyler-O'Shea
President Williams was absent with leave. Also present was General Manager Rose and
Counsel Neary.

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

1. Director Tyler-O'Shea requested that a discussion of community outreach be added to action item K-9 – Firewise Planning. Hearing no objections, Vice President Orth accepted the addition.
2. There was no closed session.

D. MINUTES OF PREVIOUS MEETINGS:

3. Director Horrnick moved to approve the minutes of March 27, 2018; Director Santos seconded. The motion to approve the minutes passed unanimously.

E. SPECIAL PRESENTATIONS: None

F. PUBLIC HEARINGS: None

G. REPORTS

From Directors: There were no reports from directors.

From District Counsel: No report

From General Manager: General Manager Rose reviewed her written report.

H. PUBLIC COMMENTS:

There were no comments from the public.

I. DIRECTORS RESPONSE TO PUBLIC COMMENT:

J. CONSENT CALENDAR:

4. Director Horrnick moved to approve the Accounts Payable report and authorize payments to be issued April 11, 2018; Director Santos seconded. After a discussion, the motion passed unanimously.

K. ACTION AGENDA

5. Director Horrnick moved to introduce Ordinance No. 158 – Sewer Standby of \$50.00 to each property for Fiscal Year 2018-19, waive further reading, and to schedule a public hearing May 8, 2018 ; Director Tyler-O'Shea seconded. The motion passed unanimously.

6. Director Horrick moved to introduce Resolution 2018-9 of Water Availability charge of \$30.00 on undeveloped property and \$5.00 on developed property for FY 2018-19 and schedule a public hearing for May 8, 2018; Director Tyler-O'Shea seconded. The motion passed unanimously.

7. Director Horrick moved to approve the printing and mailing costs of approximately \$3,500.00 of a postcard to be delivered by USPS to each property owner for Water and Sewer Availability charges; Director Santos seconded. The motion passed unanimously.

8. Director Horrick moved to consider a letter of support of third district Supervisor Croskey's proposal to install improved directional signage for North Sherwood Road, improvements to the road including bridge repair and annual maintenance of the roadway including grading; Director Santos seconded. After giving direction to General Manager Rose to amend the draft letter, the motion passed unanimously.

9. Director Horrick moved to consider a request by the Sherwood Community Coalition that Brooktrails distribute a notice via the US Postal Service inviting residents to a Firewise Planning meeting to be held on April 28, 2018 from 9:00 a.m. until 4:00 p.m.; Director Tyler-O'Shea seconded. Director Tyler-O'Shea suggested that Board members personally invite residents to the meeting and ask those that they speak with to invite their friends and neighbors in turn. The morning portion of the meeting will focus on personal and community fire readiness and will include exhibits and presentations by CAL Fire, Mendocino County Office of Emergency Services, the Mendocino Fire Safe Council and Brooktrails Township Fire Department. It will be held at the Community Center. There will be a pot luck lunch followed by a discussion about improving community ingress and egress. The motion passed unanimously upon roll call.

L. ADJOURNMENT

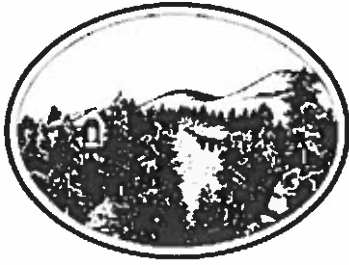
Upon Director Horrick's motion to adjourn to a closed session, Vice President Orth adjourned the meeting.

Tony Orth, Vice President

ATTEST:

Denise M. Rose, Secretary

Cks	Eft	Acct #	Vendor	Service/Product	Checks Inv Amt	EFT Inv Amt	Inv Date	ADMIN Fund 120	WATER Fund 220	SEWER Fund 320	FIRE Fund 420
AL		006	Alpha Analytical Lab	Water analysis	\$ 3,360.00		04/17/18		\$ 3,360.00		
AR		002	Aramark	Shop towels/mats	51.00		04/11/18		25.50	25.50	
CI		004	City of Willits	% of operating cost	22,000.00		04/01/18			22,000.00	
CL		002	Clark Pest Control	FD-Admin	310.00		04/12/18	185.00			125.00
IN		003	Intercounty Mechanical	Installed motor starter	220.00		04/06/18			220.00	
			Intercounty Mechanical	Instld 3-D switch gear	5,400.00		04/12/18		5,400.00		
LA		001	Landscape Structures	Plygmd phase 2	16,281.33		04/12/18	16,281.33			
ME		028	Mendocino Cnty Dept of Trans	Encroachment Permit-MAR-2	300.00		Various		150.00	150.00	
10		001	101 Trailer Sales & RV	FD #5230	18.35		04/17/18				18.35
PA		013	Pace Supply	2-galv plgs/8-comp coupling	157.33		04/06/18		78.67	78.66	
	PG	001	PG & E	Utilities - 29.0 x day avg \$397.07	-	11,514.94	04/05/18	425.81	9,203.64	1,452.24	433.25
PE		003	Peterson	FD #5260 repair clutch	71.00		04/10/18				71.00
PR		003	Printing Plus	250-Burn permits	66.88		02/26/18				66.88
RE		004	Redwood Coast Fuels	Diesel	519.50		04/08/18	10.39	158.45	158.45	192.21
			Redwood Coast Fuels	Propane Tk #2	444.09		04/12/18	44.41	66.61	66.61	266.46
SE		002	Sensaphone	Annual subscription	240.00		04/06/18			240.00	
SP		005	Special Dist Risk Mngt Auth	4-Additional insured certificates	190.00		04/06/18	190.00			
ST		004	Standard Insurance Company	Short & Long Term Disability Ins	788.86		04/19/18	283.66	167.92	167.92	169.36
ST		013	Steven Engineering	2-IEC contactor/2-Ovrid relay	1,003.34		04/03/18		501.67	501.67	
US		005	USA Bluebook	5-Elbows/5-nipples/3-hose	570.93		04/10/18		570.93		
			USA Bluebook	1-tube/12-Barricade tape	326.37		04/12/18		163.19	163.18	
			USA Bluebook	2-Coupling adapter	20.69		04/16/18		20.69		
17	1	18	Total Cks:	TOTALS	\$ 52,339.67	\$ 11,514.94		\$ 17,420.60	\$ 19,867.27	\$ 25,224.23	\$ 1,342.51
			17	Aggregate Total	\$63,854.61						
			Added to Preliminary Report								
				Approved for payment:							
					President, Board of Directors			General Manager			



BROOKTRAILS TOWNSHIP

COMMUNITY SERVICES DISTRICT

24860 Birch Street

Brooktrails, California 95490

Phone: 707-459-2494

Fax: 707-459-0358

drose@btcsd.org

April 24, 2018 meeting
Agenda Item K- 5

TO: Board of Directors
FROM: Denise Rose
DATE: April 20, 2018
RE: Quarterly Golf Report

I have attached the quarterly golf report which covers the last quarter of 2017 during which time the operation of the course switched 'hands' as well as the first quarter of 2018. The financial report covering the quarters will be available at the meeting. Donna Rice, will attend the meeting to review and discuss the reports with the Board.

Brooktrails Golf Course

Quarterly Report

Last Quarter of 2017: Player Count 1,074 Ball Golfers
(October, November & December) 684 Disc Golfers
31 Walkers

First Quarter of 2018: Player Count 888 Ball Golfers
(January, February & March) 458 Disc Golfers
28 Walkers

Employment: 1 part-time, in addition to course operators.

Completed or in Process Improvements:

Clubhouse/Grill:

Commercial Grade flooring installed – BTCSD completed this project on behalf of former operators.

Golf Course:

All greens open and very healthy.

New greens mower acquired.

Junior golf program expanded to include Saturdays from 4:30 to 6:00 pm, kids golf for free (must be accompanied by an adult).

Willits High School golf team hosted tournament here for the first time ever. Clear Lake High School also hosted its home tournament at Brooktrails Golf Course.

Continuing forest floor restoration.

Disc Course:

Newt-pad on 1st hole/basket.

Goals:

Public Relations and Outreach

Exploring beer/wine festival in August.

Clubhouse/grill:

Remodel bathroom to become ADA compliant – BTCSD staff will undertake this project during summer 2018.

Replace old appliances in the kitchen.

Course Infrastructure:

Install timers on sprinkler system.

Course Grounds:

Expanding turf restoration to Greens Approach areas.

Continue forest floor restoration.

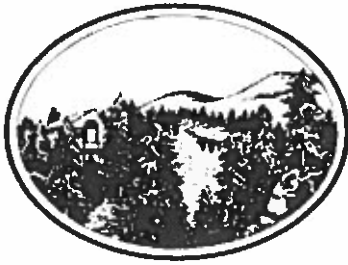
Equipment:

Bucket/boom truck, Topdresser.

Disc Course:

Install t-pads for the remaining 17 baskets.

(Basketbeaters will be helping with this).



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April 24, 2018 meeting
Agenda Item K-6

DATE: April 20, 2018
TO: Board of Directors
FROM: Denise Rose
RE: Ordinance amending Ordinance 76 – First reading and set for public hearing
public hearing

As the Board may recall there was a spirited discussion of the usage cap at the October 24, 2017 and December 12, 2017 meetings.

At that the Board directed staff to reconsider the proposal to lower the cap from 20,645 to 9,000 gallons per month per connection, based upon the comments received from the public.

Staff has reviewed the data associated with water usage, as well as the ‘new normal’ for rain water patterns for the replenishment of the reservoirs. In the past the Brooktrails could reasonably assume that it could rely on rain throughout the winter to fill the reservoirs with some rain to top off the reservoirs in the late spring. That no longer appears to be the case this year. High usage and little to no rain in the late spring of 2017 resulted in a severe depletion of available stored water in September through November, not unlike the conditions in late 2013.

The majority of our customers conserve water. There are a number of heavy users who have landscape that requires copious amounts of water, those who do not keep their infrastructure in good order or who simply use a lot of water. The Board has made provisions for such users by permitting the use of water tanks to be filled with privately purchased water. The water that the District provides is primarily for the public health uses such as drinking and bathing water.

While staff is sympathetic to those property owners who use water for their landscaping, vegetable gardens, etc., it is still the position that in order to ensure the provision of potable drinking water throughout the year that the usage cap should provide for and encourage the conservation of its water resources and that the usage cap should be no more than 9,000 gallons per month. The ordinance does provide an opportunity for a customer to request a waiver from the board of the usage cap.

Possible action: By motion, introduce ordinance, waive further reading, and set a Public Hearing for May 22, 2018

**BROOKTRAILS TOWNSHIP COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 159**

**AN ORDINANCE AMENDING ORDINANCE 76 - THE BROOKTRAILS UTILITY
CODE PROVIDING THE USE OF WATER, ESTABLISHMENT OF ACCOUNTS,
PAYMENT PLANS AND COLLECTION OF DELINQUENT ACCOUNTS FOR
UTILITY SERVICES,**

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

1. The Brooktrails Utility Code is amended as follows:
 - a. **Section 1.203.106 Excessive Use Cap.** is changed as follows
 - from:**
...shall mean the amount of ~~20,645~~ gallons per billing period for any water customer...
 - to:**
...shall mean the amount 9,000 gallons per billing period for any water customer
 - j. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or code adopted herein is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, the remaining portions of this ordinance or code shall remain in full force and effect.
 - k. This Ordinance shall become effective thirty (30) days after its adoption. Within fifteen days after its adoption, the District Secretary shall post copies of this ordinance on the bulletin board in three places within the District as follows: the District Office, the Community Center, and the Golf Pro Shop. The General Manager shall cause such other notice as required by law.

Introduced April 24, 2018, and adopted this ____ day of May, 2018, at a regular meeting of the Board of Directors of the Brooktrails Township Community Services District by the following votes:

AYES:

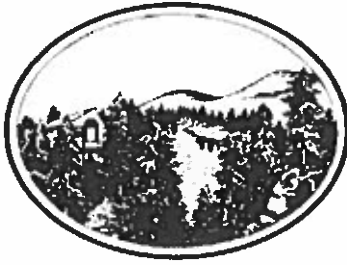
NAYS:

ABSENT or ABSTAINING:

R. RICHARD WILLIAMS, President
Board of Directors.

ATTEST:

DENISE M. ROSE, Board Secretary



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April 24, 2018 meeting
Agenda Item K-7

DATE: April 20, 2018
TO: Board of Directors
FROM: Denise Rose
RE: Vehicle Replacement

The Board approved the replacement of an F350 with a 2018 Ram 3500 as part of the Capital Improvement program at its meeting on April 7, 2018. Prior to the meeting staff had received a quote for the replacement vehicle without the value of any trade in, utilizing the government fleet rate in the amount of \$36,457.13.

On April 13, 2018 the dealer advised that it would be able to provide a trade in value of \$19,300. This would reduce the cost of the vehicle \$17, 157 inclusive of sales tax and documentation fees.

As a result of the substantial saving available staff would like to proceed with the purchase as soon as possible to ensure the quoted cost, trade in value and availability of the unit. Funding is available within the overall operating budget to reimbursements received for services rendered.

Possible action: By motion and roll call vote authorize the purchase of a 2018 RAM 3500.

Lithia Chrysler Jeep Dodge of Eureka

4320 Broadway Eureka, Ca 95503

-CONFIDENTIAL-

Specifications: 2018 RAM 3500 Tradesman 4X4, Crew Cab, Short Box (Qua 1)

Truck Specifications:

2018 RAM 3500 Tradesman 4X4, Crew Cab, Short Box. Color: Flame Red

Engine: 6.4L Hemi Gasoline. Transmission: 6-speed automatic

Anti-Spin Axle rear differential

Protection Group (Transfer Case Skid Plate)

Interior: Cloth Bench 40/20/40 split Floor: Rubber

Power Windows/Locks/Mirrors/Steering

A/C, Tilt, Speed Control, Fog Lamps,

Class IV Receiver Hitch with 7/4 pin wiring

Black Tubular Side Steps

Back-up Camera / Parking Sensors

18" Wheels, On-Off Road Tire

Uconnect 3 with 5" display

Spray-in Bed Liner

MSRP: \$45,005

Sale Price: \$33,294

Taxes: \$2,788.38 Doc/Tire/Weight: \$374.75 (License Exempt): \$00

Balance Due: \$36,457.13

Warranties:

- 3/36 Basic Limited Warranty (3-year / 36,000 mile)
- 5/100 Limited Powertrain Warranty (5-year / 100,000 mile)
- Complies with state and federal emissions and safety standards
- Unit was located, transported, ready for immediate delivery

Dealership: Lithia Chrysler Jeep Dodge of Eureka
Contact Person(s): Topy Murphy (Fleet) or Tim Call (G.M.)
Address: 4320 Broadway. Eureka, Ca 95503
Phone #: 707-442-3781

Authorized Signature: _____

From: Stanwood Murphy <SMurphy@lithia.com>
Date: 4/13/18 14:10 (GMT-08:00)
To: Jon Noyer <jnoyer@btcsd.org>
Subject: RE: Brooktrails CSD

Good Afternoon Jon,

I've attached a price quote on the Ram 3500. The trade value for the 2009 F350 is \$18,000 and for the 1997 F150 it is \$1,300. Let me know if there is anything else I can do for you.

Thank you,

Topyy