



**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 Susan Mahoney

Board of Directors Meeting Agenda

Tuesday, January 14, 2025

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) December 10, 2024 Regular Meeting

E. SPECIAL PRESENTATIONS – None

F. PUBLIC HEARING ITEMS – 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 Retroactive Accounts Payable Report of December 20, 2024
 - b) Review and Approval of Accounts Payable Report and Authorization to Issue Checks on or about January 15, 2025

K. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Consideration of Board Committee Assignments
7. *(Continued from the December 10, 2024 Regular Board Meeting)* Consideration of Resolution 2024-14 Amending Resolution 2022-06 and Establishing New Golf Course Green Fee Rates
8. Introduction of Ordinance 167 Amending Ordinance 76 (Brooktrails Utilities Code) Section 1-503 by Changing the Utility Bill Due Date from the Twentieth (20th) of the Month to the Last Day of the Month
9. Consideration of Customer Request to Abate the Water Use (Volumetric) Charges at 23945 Nutmeg Place Due to Special Circumstances

L. CLOSED SESSION

10. Per Government Code §54956.9(d)(2), Conference with Legal Counsel: Anticipation of Litigation (One Potential Case)
11. Per Government Code §54957(a)(5), Public Employee Appointment: Fire Chief

M. ADJOURNMENT

12. The Board will consider a motion to adjourn.

UPCOMING BOARD MEETINGS

Tuesday, January 28, 2025 – Regular Meeting
Tuesday, February 11, 2025 – Regular Meeting

UPCOMING HOLIDAYS

Reverend Dr. Martin Luther King, Jr. Day – January 20, 2025

Last Resolution Adopted: 2024-15 (2024-14 was assigned prior)

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.btcscd.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.