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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 Tony Orth

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**Tuesday, January 12, 2021**  
**Regular Session – 7:00 PM to 10:30 PM\***

**\*\*Brooktrails Township will be holding this meeting remotely as a reasonable preventative caution against COVID-19 (coronavirus)\*\***

**\*\*IMPORTANT NOTICE\*\***

GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20 HAS SUSPENDED SOME REQUIREMENTS OF THE BROWN ACT ALLOWING THIS MEETING TO BE HELD REMOTELY; AND, BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO, THE BOARD OF DIRECTORS AND PUBLIC MAY REMOTELY PARTICIPATE IN THE REGULAR MEETING OF JANUARY 12, 2021.

**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. 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.

**B. PLEDGE OF ALLEGIANCE**

**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 (if needed).

**D. MINUTES OF PREVIOUS MEETINGS**

4. The Board may approve, or amend and approve, the minutes of previous meetings including:  
December 8, 2020.

**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 **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. Review and approval of Accounts Payable reports:
  - a. Authorization of retroactive payables made on or about December 22, 2020; and,
  - b. Authorization to issue checks for payables on or about January 13, 2021.

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

6. Consideration of Board Committee Assignments
7. Consideration of Resolution 2021-01 Accepting the Property at 3185 Primrose Drive (APN 100-294-08-01)
8. Consideration of Resolution 2021-02 Authorizing the Issuance and Sale of Not to Exceed \$3,500,000 Water Revenue Refunding Bonds, and Authorizing and Directing Additional Associated Actions
9. Consideration of MedStar Donation to the Fire Department

## **L. CLOSED SESSION – None**

## **M. ADJOURNMENT**

10. The Board will consider a motion to adjourn.

### **UPCOMING BOARD MEETINGS**

January 26, 2021 – Regular Meeting

February 9, 2021 – Regular Meeting

### **UPCOMING HOLIDAYS**

Monday, January 18, 2020 – Martin Luther King, Jr. Holiday

**Last Resolution Adopted: 2020-11**

**Last Ordinance Adopted: 161**

## **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](http://www.btcscd.org).

**AMERICANS WITH DISABILITIES ACT COMPLIANCE.** The [remote] 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.