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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, May 26, 2020**  
**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 MAY 26, 2020.

**\*\*To attend the meeting remotely using your internet-connected device, use this link:**

**<https://us02web.zoom.us/j/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. 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).

**C. MINUTES OF PREVIOUS MEETINGS**

4. The Board may approve, or amend and approve, the minutes of previous meetings including:  
May 12, 2020.

**D. SPECIAL PRESENTATIONS – None**

**E. PUBLIC HEARINGS – PUBLIC HEARING on Fiscal Year 2020-21 Financial Plan for Services (Annual Budget)**

**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 **three** minutes.

## **H. 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.)

## **I. CONSENT CALENDAR**

5. Review of Accounts Payable report and authorization to issue checks on or about May 27, 2020.

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

6. Consideration of Resolution 2020-03 Adopting Fiscal Year 2020-21 Financial Plan for Services (Annual Budget)
7. Consideration of Amendment to the Settlement Agreement to Litigation Between Brooktrails Township Community Services District and the City of Willits for Disposal of Wastewater into the City Wastewater Treatment and Disposal Facilities

## **K. ADJOURNMENT**

8. The Board will consider a motion to adjourn.

### **UPCOMING BOARD MEETINGS**

June 9, 2020 – Regular Meeting  
June 23, 2020 – Regular Meeting

### **UPCOMING HOLIDAYS**

July 3, 2020 – Independence Day (observed)

**Last Resolution Adopted: 2020-02**

**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 meeting room is wheelchair accessible and disabled parking is available. 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.