Saturday, March 7, 2020 – Annual Planning Workshop
Brooktrails Township Fire Department
24876 Birch Street

Closed Session – 8:00 AM to 9:00 AM       Workshop Session – 9:30 AM to 12:00 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. CLOSED SESSION
   2. Closed Session – CONFERENCE WITH LEGAL COUNSEL – Significant Exposure to Litigation, Government Code §54956.9(e)(5) – One Case

D. PUBLIC COMMENT PERIOD
   The public is invited to speak regarding matters not on the Agenda. The Board cannot act on items brought up at this time. Speakers will be limited to five minutes.

E. BOARD OF DIRECTORS’ ANNUAL PLANNING WORKSHOP
   3. The Board of Directors and Staff will receive Brown Act, Public Records Act and Ethics training, as required by Government Code §53235 every two years.

   4. Board Planning Discussion for Fiscal Year 2020-21

F. ADJOURNMENT
   5. The Board will consider a motion to adjourn.

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 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.btcsd.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.

Visit us at www.btcsd.org or ‘like’ us on Facebook at www.facebook.com/BrooktrailsTownship.
MEMORANDUM

TO: Board of Directors of Brooktrails Township Community Services District

FROM: Jennifer M. O’Brien

DATE: March 5, 2020

RE: Closed Session Agenda Item

The City of Willits has presented, through Pisenti Brinker, an invoice type document purporting to bill the District $44,000 per month – double the $22,000 per month paid for the past five years. The City Attorney in a December meeting with the General Manager and General Counsel suggested that the $44,000 was due every month retroactive to July 1, 2019. To avoid what appears to be potential litigation to be initiated by the City of Willits the parties are meeting in the second week of March to avoid such litigation. In preparation of such meeting the Board will meet in Closed Session pursuant to Government Code §54956.9(e)(5) with its counsel Jennifer O’Brien to evaluate the respective points which might be relevant to such issues and their resolution.