

Cortina Community Service District

Board of Directors
Regular Meeting Minutes
Friday, January 12, 2018

Arbuckle Parks and Recreation Office
309 5th Street
Arbuckle, CA 95912

Board Members

Rod A. Bradford, Vice-chair
Karen Gage, Secretary
Amy Gibbons, Chair
Victor Grice
Terry Wilderman, Treasurer

Present were Board Members Rod A. Bradford, Karen Gage, and Amy Gibbons. CCSD community members also present were Lacey Kolvoord and Catherine Shahan. The meeting was called to order at 6:05.

Rod Bradford made the motion to approve the minutes for the December 1, 2017 board meeting. Karen Gage seconded the motion. All members voted in the affirmative.

PERIOD OF PUBLIC COMMENT

- Catherine Shahan reported that one street light was out on Dolbow and another on Dolbow is blinking.
- She also reported an oak tree on the Honey Grove neighborhood walking trail that needs to be addressed. (Cut and removed or trimmed)
- A suggestion was made to place posts at the ends of the walking trail to prevent 4-wheelers from accessing the walk as they are a nuisance to the neighbors that live in front of the trail. It was reported that some burglaries on Elmer Drive may have involved 4-wheelers coming up the dry creek in that area.

GENERAL BUSINESS

1. The meeting with the Colusa County Auditors on January 9th was postponed and rescheduled for January 22, 2018. Amy Gibbons asked that both the issues of Cortina Community Service District (to be called CCSD from here forward) insurance and the accident on Almond Drive in December be brought up at the meeting.
2. Terry Wilderman has set up CCSD post office box. The address for all CCSD mail is now P.O. Box 43, Arbuckle, CA 95912. Amy Gibbons and Terry Wilderman have keys for the PO Box.
3. A discussion was held on the CCSD hiring a General Manager. This position can be contracted out either locally or with a non-local company. Wendy Tyler suggested looking into the California Special Districts Association, a connection network. Amy Gibbons learned that this a membership organization costing \$1300 a year. They do have a 90-day free trial. Amy called and left messages with them. They have not called back as of this meeting.

- a. A job description is needed for the general manager. Rod Bradford will contact the city managers for Williams and Colusa. Karen Gage will try contacting another services district to see if an existing description can be used and edited for CCSD use.
4. Ethics Training needs to be completed by all CCSD board members and proof of completion needs to be brought to the next meeting.
5. The contracts with Botanica Landscaping Service were reviewed. There were some discrepancies between the different copies of contracts the board was given concerning the scope of work to be completed. Amy Gibbons and Rod Bradford will try to meet with Botanica prior to the next meeting of the board. An estimate for clean-up of the accident on Almond Dr. has been requested from Botanical Landscaping but no response has been received as of this meeting.
6. Further discussion was held regarding the accident on Almond Street in December 2017. Amy Gibbons will call PG&E about the light pole that was involved. Community member, Lacey Kolvoord, offered to get a copy of the accident report for the board. Karen Gage will contact Colusa County about insurance that might possibly cover the damage and clean-up costs.

The next meeting will be held on February 9, 2018 at the Parks and Recreation Office at 309 5th Street, Arbuckle, CA. 95912.

ADJOURNED