

Cortina Community Services District  
PO Box 43  
Arbuckle CA 95912

Karl Drexel, General Manager  
(707) 318-7369  
[karl@kdmanagement.us](mailto:karl@kdmanagement.us)



Rod Bradford, Chairman  
Karen Gage, Secretary  
Dolores Gomez, Director  
Kimberly Valles, Director  
Jesika Johnson, Director

## AGENDA

Regular Meeting  
Arbuckle Golf Course  
5918 Hillgate Rd, Arbuckle, CA 95912  
JANUARY 24, 2022, at 6 pm

1. CALL TO ORDER AND ESTABLISH QUORUM:

Cortina CSD Board of Directors Roll Call: President: Bradford\_\_\_\_ Members: Gage\_\_\_\_ Gomez\_\_\_\_  
Valles \_\_\_\_ Johnson\_\_\_\_

2. PLEDGE OF ALLEGIANCE:

3. PUBLIC COMMENTS: *(Each speaker is limited to two minutes)*

*Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the District's jurisdiction. This need not be related to any item on the agenda; however, the Board with cannot act on an item unless it was noticed on the agenda*

4. CONSENT CALENDAR:

*Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Board or the Public.*

- a) Approval of Minutes: Regular Meeting November , 2021
- b) Ratification of Disbursements: November 1, 2021 through January 17, 2022
- c) Approve Payables for February 2022
- d) Review and Acknowledge YTD Financials

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Update Board on Grice tree removal and storm drain
- b) Update Board on RFP for Landscape Maintenance
- c) Sidewalk Replacement and driveway inspection
- d) NRCS and Fish and Game regarding Salt Creek Levee behind Redington Ranch

6. CORRESPONDENCE, STAFF and BOARD MEMBER REPORTS:

7. ADJOURNMENT:

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy mailed pursuant to a written request and payment of associated mailing fees.
- An electronic copy received by email. Note – if you would like electronic copies, please email the board at [ArbuckleCCSD@gmail.com](mailto:ArbuckleCCSD@gmail.com) prior to the Board meeting
- On the CSD Website on the Friday proceeding each regular meeting date. A limited amount of meeting materials will also be available at the meeting.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the board at [ArbuckleCCSD@gmail.com](mailto:ArbuckleCCSD@gmail.com). Advance notification will enable the District to make reasonable arrangements to insure accessibility. The next Cortina CSD Board Meeting is scheduled to be held on February 28, 2022 at 6:00 pm

# CONSENT CALENDAR

**Cortina Community Services District**  
P.O. Box 43  
Arbuckle, CA 95912

**DIRECTORS**  
Rod Bradford, Chair  
Karen Gage, Secretary  
Dolores Gomez, Director  
Jesika Johnson, Director  
Kimberly Valles, Director

## Regular Meeting of the Board of Directors

November 22, 2021 at 6:00 pm

### Minutes

1. CALL TO ORDER – Board President Rod Bradford called the meeting to order at 6:03 pm  
ROLL CALL – Present were board members Rod Bradford, Karen Gage, Dolores Gomez, and Jesika Johnson. Absent Kimberly Valles. Also present, General manager, Karl Drexel of KD Management, LLC
2. PLEDGE ALLEGIANCE – Rod Bradford led the Pledge of Allegiance
3. PUBLIC COMMENT – Delores commented and advised the GM that the storm ditch on Barbara Way is full of debris.
4. CONSENT CALENDAR
5. The consent Calendar was presented for the approval of the Minutes of the Regular Meeting on October 25, 2021; Ratify the October/November disbursements and approve December payables.

Motion made by:	Delores Gomez to Approve the Consent Calendar	Motion seconded by:	Karen Gage
Ayes:	Rod Bradford, Karen Gage, Dolores Gomez, Jesika Johnson,	Noes:	None
Abstained:	None	Absent	Kimberly Valles

6. DISCUSSION / REPORTS: ACTION ITEMS
  - a) **UPDATE BOARD ON GRICE TREE REMOVAL** The General Manager updated the Board on communication with Botanica Landscaping regarding the removal of the Grice Tree and other landscaping issues. Botanica CEO, Jennifer Chapin has indicated in writing that they will be resolving the issues, including pruning trees and bushes, removing the Grice tree and either grinding the stump or treating it, and cleanup the pathways. No Board action needed.
  - b) **UPDATE THE BOARD ON RFP FOR LANDSCAPING MAINTENANCE.** The General Manager advised the Board that he had made the corrections on the RFP and said he was going to send one to Botanica and was holding off on sending them all out until Botanica finished the work they needed to do. They would go out as soon as Botanica was finished. No Board action needed.
7. STAFF AND BOARD MEMBER REPORTS
  - a) None
8. ADJOURNMENT: Adjourn at 7:01 pm – Next meeting will be a Regular Meeting to be held on December 27, 2021, at 6 pm at the Arbuckle Golf Course.

**Cortina Community Services District**

P.O. Box 43  
Arbuckle, CA 95912

**DIRECTORS**

Rod Bradford, Chair  
Karen Gage, Secretary  
Dolores Gomez, Director  
Jesika Johnson, Director  
Kimberly Valles, Director

Approved

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Rod Bradford, Chair

Attest

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Karl Drexel, Secretary

**Cortina Community Services District**  
**December Disbursements**  
**December 2021**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Arbuckle PUD	Water Service	03511 - Reddington Ranch	262.24
Arbuckle PUD	Water Service	03512 - River Glen	57.84
Arbuckle PUD	Water Service	03511 - Reddington Ranch	257.30
Arbuckle PUD	Water Service	03512 - River Glen	107.41
Biondi Paving	Road Project - Retention	03511 - Reddington Ranch	9,573.89
Biondi Paving	Road Project - Retention	03512 - River Glen	6,382.59
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
CSDA	Association Membership	03511 - Reddington Ranch	727.32
CSDA	Association Membership	03512 - River Glen	198.36
CSDA	Association Membership	0513 - Wildwood	176.32
Kd Management	Consulting	03511 - Reddington Ranch	3,803.20
KD Management	Consulting	03512 - River Glen	1,038.60
KDManagement	Consulting	0513 - Wildwood	923.20
PGE	Street Lights	03511 - Reddington Ranch	428.21
PGE	Streect Lights	03512 - River Glen	160.13
PGE	Streect Lights	03513 - Wildwood	91.50
PGE	Street Lights	03511 - Reddington Ranch	428.20
PGE	Streect Lights	03512 - River Glen	160.13
PGE	Streect Lights	03513 - Wildwood	91.50
PGE	Irrigation Control	03511 - Reddington Ranch	10.51
PGE	Irrigation Control	03511 - Reddington Ranch	9.52
PGE	Irrigation Control	03511 - Reddington Ranch	9.53
PGE	Irrigation Control	03512 - River Glen	10.51
PGE	Irrigation Control	03512 - River Glen	9.52
PGE	Irrigation Control	03512 - River Glen	9.53
Prentice Long	Legal Fes	03511 - Reddington Ranch	161.70
Prentice Long	Legal Fes	03512 - River Glen	44.10
Prentice Long	Legal Fes	03513 - Wildwood	39.20
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
			<b><u><u>31,062.06</u></u></b>

**Cortina Community Services District**  
**February Payables**  
**February 2022**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Arbuckle PUD	Water Service	03511 - Reddington Ranch	350.00
Arbuckle PUD	Water Service	03512 - River Glen	75.00
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
Biondi Paving	Road Project - Retention	03511 - Reddington Ranch	7,376.52
Biondi Paving	Road Project - Retention	03512 - River Glen	4,917.68
PGE	Street Lights	03511 - Reddington Ranch	430.00
PGE	Streeet Lights	03512 - River Glen	160.00
PGE	Streeet Lights	03513 - Wildwood	92.00
PGE	Irrigation Control	03511 - Reddington Ranch	10.00
PGE	Irrigation Control	03512 - River Glen	10.00
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
			<b><u>16,366.20</u></b>

DISCUSSION / REPORTS

ACTION ITEMS



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: JANUARY 24, 2022**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: UPDATE BOARD ON GRICE TREE REMOVAL, MAINTENANCE AND STORM DRAIN**

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### **BACKGROUND:**

The District contracted with Botanica Landscaping a few years ago to remove and treat the Mulberry tree behind the Grice home along the pathway in Reddington Ranch. They cut the tree down but did not treat it and it grew back. Also, the bushes around there had not been pruned in sometime. After several emails back and forth with the principals of Botanica Landscaping and myself, the CEO, Jennifer Chapin, had agreed to cut the tree down and treat it properly, and prune the bushes along the pathway. In addition, they came back and trimmed the ground cover along the pathway and roads in RR and cleaned the storm drain at the end of the ditch along Barbara St in River Glen. They also have agreed to come back and clean the whole drainage ditch of all debris.

We are still going to have to have the storm drain on Barbara (not the ditch) cleaned out and I have our engineer, California Engineering Company looking at finding someone to do that, They are also going to figure out a way to divert the water and mud from the orchard to the south from coming down Wildwood and entering Barbara and the storm drain. The hope is they will be able to divert the water into the ditch from the south side.

### **RECOMMENDATION:**

No action necessary from the Board



























## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: JANUARY 24, 2022**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: UPDATE BOARD ON RFP FOR LANDSCAPE MAINTENANCE**

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**BACKGROUND:**

The District has been dissatisfied with Botanica Landscape Maintenance for some time. I developed and RFP and a mailing list of possible companies that might bid on a new contract. I wanted to wait until Botanica had completed the catch up on the issues I submitted to them before I put it out to bid. They have responded well to our demands for improvement, and I think they will be a lot more cooperative and professional once they see the RFP. Time will tell, and it will be interesting what their bid will be.

I have scheduled a mandatory walk through for all bidders for Monday, February 7 at 2:00 PM.

**RECOMMENDATION:**

No action necessary from the Board



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: OCTOBER 25, 2021**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: SIDEWALK REPLACEMENT AND DRIVEWAY INSPECTION**

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### **BACKGROUND:**

The contractors working on the new houses in the Wildwood subdivision called the County for an inspection of a new driveway on the house facing Wildwood Road. Rod and I met the contractor and the County building inspector on site and were able to see some of the sites where they had replaced the sidewalk due to damage by the trucks coming in and out. We also were able to identify a couple of new spots where damage was still needing to be replaced. The contractor and the county inspector were very cooperative and accommodating. We were given assurances by the Director of the Community Development Department that no final will be given until all repairs are made.

### **RECOMMENDATION:**

No action necessary from the Board.



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: OCTOBER 25, 2021**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: NRCS AND FISH AND GAME REGARDING SALT CREEK  
LEVEE**

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### **BACKGROUND:**

After the October storm and the water had receded, Rod contacted me and told me of a meeting he was going to have with the National Resource Conservation Service in Colusa County to inspect the damage to the levee and discuss options for fixing it and protecting it from future storms. I was unable to meet with the NRCS person, but Rod and I walked the whole distance of the levee adjacent to the walkway at Reddington Ranch. The levee got slammed about three years ago and that storm took about 10 feet of the levee. The NRCS person had some expensive suggestions, but said we needed to talk to the Department of Fish and Wildlife. One of the main concerns was that DFW would not even talk to us unless we were the property owners. I went to the County and found that we were in fact the deeded owners of the levee on Salt Creek, so I contacted them, as well as Cal OES, Dept of Water Resources and USDA. We will continue to follow up with these agencies for grant funding to help mediate and mitigate any future damage from heavy rains.

### **RECOMMENDATION:**

No action necessary from the Board.