

**Cortina Community Service District**  
Board of Directors  
Regular Meeting  
Minutes  
Friday, December 1, 2017

Arbuckle Parks and Recreation Office  
309 5<sup>th</sup> Street  
Arbuckle, CA 95912

**Board Members**

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

Present: Rod A. Bradford, Karen Gage, Amy Gibbons, Victor Grice, and Terry Wilderman.  
Colusa County Clerks Rose Gallo-Vasquez and Anna Nordyke  
CCSD community citizens also present: Shirley McCaustland, Melissa Szmurlo, Lyssa Gomez,  
Mike Gage, Judy Grice, and Jason Gibbons

PERIOD OF PUBLIC COMMENT

1. Melissa Szmurlo commented on the accident that happened on Tuesday past. A car drove into a community member's home, damaging the home, private and public landscaping. Item placed on January 12, 2018 agenda.
2. Melissa Szmurlo also asked if children could attend these proceedings. Anyone, regardless of age may attend these public meetings.

GENERAL BUSINESS

By draw, 2 and 4-year terms for board members were determined; Rod Bradford – 2 year term, Karen Gage – 4 year term, Amy Gibbon – 4 year term, Victor Grice – 2 year term, Terry Wilderman – 4 year term.

ELECTION OF EXECUTIVE COMMITTEE

Chair – Amy Gibbons  
Vice Chair – Rod A. Bradford  
Treasurer – Terry Wilderman  
Secretary – Karen Gage

## SCHEDULE REGULAR MEETINGS

Until further notice, all CCSD meetings will be held at the Arbuckle Parks and Recreation District Office at 309 5<sup>th</sup> Street, Arbuckle. The next scheduled meeting is on January 12, 2018 at 6 pm. Rod Bradford will check the building's availability for future meetings and report back to the board.

## DISCUSSION OF MATTERS CONTAINED IN THE COUNTY CLERK/RECORDERS MEMO DATED 10/10/2017

1. Set up a meeting (Terry Wilderman and Karen Gage) with the Colusa County's Auditor Dept. to discuss:
  - a. Setting up a PO Box
  - b. Handling payments; checking account or through claims
  - c. General information on the district's current financial position and obligations
2. Posting meeting notices is mandatory at the meeting location. Notification will also be posted at the Arbuckle Post Office. For purposes of public notification, set up a dedicated Facebook page for the CCSD (Amy Gibbons and Terry Wilderman).
3. For the creation of the CCSD Board By-Laws, all board members will and any community member can review and revise sample by-laws to be presented at the next board meeting.
4. Roster of Public Agency form needs to be submitted to County Clerk/Registrar within 15 days of any changes to the board. (Karen Gage)
5. Hiring a General Manager for the CCSD is mandatory. Amy Gibbon and Rod Bradford will meet with Kim Vann seeking advise on options available to the board.

**ADJOURNED**