

Cortina Community Services District
PO Box 43
Arbuckle CA 95912

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



Rod Bradford, Chairman
Dolores Gomez, Vice Chair
Kimberly Valles, Director
Victor Zarate, Director
Lacey Gimple, Director

AGENDA
REGULAR MEETING
Arbuckle Golf Course
5918 Hillgate Rd, Arbuckle, CA 95912
AUGUST 26, 2024 at 6:00 PM

1. **CALL TO ORDER AND ESTABLISH QUORUM:**
Cortina CSD Board of Directors Roll Call: President: Bradford____ Members: Gomez _____ Valles _____
Zarate _____ Gimple_____
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 cannot act on an item unless it was noticed on the agenda.
4. **CONSENT CALENDAR**
 - a) Review and Approve the minutes to July 17, 2024 and August 5, 2024 Special Meetings
 - b) Review and approve the July Disbursements
 - c) Review and approve the Aug-Sept Payables
 - d) Review and approve the YTD Financials
5. **DISCUSSION / REPORTS: ACTION ITEMS:**
 - a) Meet with Fernando Morales of Morales Gardening and Landscape to review the first month and a half of service
 - b) Discuss future planting in Reddington Ranch and River Glen, if any.
 - c) Update on Reddington Ranch path project
 - d) Update on disbanding the CFD
- e) **CORRESPONDENCE, STAFF and BOARD MEMBER REPORTS:** Updates and New Business
- f) **ADJOURNMENT:**
The next Cortina CSD Board Meeting, a virtual meeting, is scheduled to be held on October 28, 2024, at 6:00 pm at the Arbuckle Golf Club

CONSENT CALENDAR

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

DIRECTORS
Rod Bradford, Chair
Dolores Gomez, Vice-Chair
Kimberly Valles, Director
Victor Zarate, Director
Lacey Gimple, Director

Regular Meeting of the Board of Directors

July 17, 2024 at 5:30 pm

Minutes

- 1. CALL TO ORDER AND ESTABLISH QUORUM** – Board President Rod Bradford called the virtual meeting to order at 5:49 pm. Roll Call – Present on zoom.us were board members Rod Bradford, Lacey Gimple, and Victor Zarate.. Absent: Dolores Gomez, and Kimberly Valles. Also present, General manager, Karl Drexel of KD Management Services, LLC.
- 2. PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance
- 3. PUBLIC COMMENT** – No Public Comment
- 4. CONSENT CALENDAR**

The consent Calendar was presented for the approval of the Minutes of the Special Meeting July 1, 2024, Ratification of June-July Disbursements, Approve Payables for July 2024, Review YTD Financials.

Motion made by:	Lacey Gimple to Approve the Consent Calendar	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Victor Zarate and Lacey Gimple	Noes:	None
Abstained:	None	Absent	Dolores Gomez, Kimberly Valles

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Discuss District formally abandoning the Hillgate Development from District**
The General Manager reported that he had talked to the new attorney about disbanding the Hillgate Development as a first step to disbanding the CFD. He noted he had not received a response.
- b) Discuss District requesting a Vote to Lower Assessment** The General Manager reported to the Board that the District has to submit to the County a list of properties in the CFD and the assessment the Board chooses to impose. According to the County Administrator and Supervisor Corona, the Board can choose any amount as long as they don't raise it. Whenever an assessment is raised there is the whole Prop 218 process for raising the assessments. He noted that he was looking for a company that specializes in computing the proper assessment to determine what we have paid over the years, what we should have paid based on three developments instead of four and the like. He said he was also looking for an attorney that specialized in Mello Roos Districts like the CFD. Discussion was held about the pros and cons of lowering the assessment and it was decided that we would lower the assessment for the next year.

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DIRECTORS

Rod Bradford, Chair
Dolores Gomez, Vice-Chair
Kimberly Valles, Director
Victor Zarate, Director
Lacey Gimple, Director

Motion made by:	Lacey Gimple to cut the CFD Assessment in half	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Victor Zarate and Lacey Gimple	Noes:	None
Abstained:	None	Absent	Dolores Gomez, Kimberly Valles

- c) Discuss Landscaping Maintenance contract with Respondents of RFP** The General Manager reported that he had sent out ten RFPs for Landscape Maintenance and got four proposals back. They ranged from \$5,000 per month to \$15,000 per month. Discussion was held about each proposal and the Board selected Morales Gardening and Landscape as the most qualified and responsive company.

Motion made by:	Lacey Gimple to contract with Morales Gardening	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Victor Zarate and Lacey Gimple	Noes:	None
Abstained:	None	Absent	Dolores Gomez, Kimberly Valles

- d) Discuss the Reddington Ranch walking path repavement project.** The General Manager reported that he put this on the agenda thinking we might need a new contract for California Engineering Company for the plans and specs, but they said the original proposal is still good. They are working on the design and specifications.
- e) Discuss Cameras and Bollards on Redington Ranch walking path** Discussion was held regarding how to keep residents from dumping on the walking path. Discussion was held about video cameras and a lockable Bollard at the entrances. Lacey offered to look into cameras on the houses at either end of the path for use of Wi-Fi. The Manager was tasked with having the engineers specify a bollard at each entrance to the pathway project specifications.

- 6. ADJOURNMENT:** Adjourn at 6:33 pm – Next meeting will be a Regular Meeting to be held on August 5, 2024 at 5:30 pm at the Arbuckle Golf Club.

Attest

Approved

Rod Bradford, Chair

Karl Drexel, Secretary

Cortina Community Services District
P.O. Box 43
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DIRECTORS
Rod Bradford, Chair
Dolores Gomez, Vice-Chair
Kimberly Valles, Director
Victor Zarate, Director
Lacey Gimple, Director

Regular Meeting of the Board of Directors

August 5, 2024 at 6:00 pm

Minutes

1. **CALL TO ORDER AND ESTABLISH QUORUM** – Board President Rod Bradford called the virtual meeting to order at 6:02 pm. Roll Call – Present on zoom.us were board members Rod Bradford, Dolores Gomez, Kimberly Valles and Victor Zarate.. Absent: Lacey Gimple,. Also present, Janice Bell, Supervisor, and General manager, Karl Drexel of KD Management Services, LLC.
2. **PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance
3. **PUBLIC COMMENT** – No Public Comment
4. **DISCUSSION / REPORTS: ACTION ITEMS:**
 - a) **Discuss and vote on Resolution 24-25-02 Lowering CFD Assessments**

The General Manager reported that he had talked to the new attorney about lowering the CFD Assessment and he advised us that it was OK to do so since we were lowering it and not raising the assessment. If we raise the assessment we have to go through a Prop 218 hearing. Additionally, the attorney advised us to lower it for just the next fiscal year so next year it would go back to the full rate unless we revise it again.

Motion made by:	Kim Valles to Lower the CFD Assessment to half of previous year for 24-25	Motion seconded by:	Victor Zarate
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Ayes:	Rod Bradford, Dolores Gomez, Kimberly Valles and Victor Zarate	Noes:	None
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Abstained:	None	Absent	Lacey Gimple
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- b) **Discuss and vote on Resolution 24-25-03 not changing the CS Assessments**

The General Manager reported that the previous year's assessment for the operating costs of the CSD had been raised the previous year to a standard fee of \$1,116 and it suffices to cover expenses and build up a reserve. He also noted that the Board passed a balanced budget using that assessment.

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DIRECTORS
Rod Bradford, Chair
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Motion made by:	Kim Valles to keep the CSD assessment at \$1,116 for 24-25	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Kimberly Valles and Victor Zarate	Noes:	None
Abstained:	None	Absent	Lacey Gimple

5. **ADJOURNMENT:** Supervisor Janice Bell was asked if she had any questions of the Board or GM, and she said she did not. She was there just to observe the meeting. Adjourn at 6:34 pm – Next meeting will be a Regular Meeting to be held on August 26, 2024 at 6:00 pm at the Arbuckle Golf Club.

Attest

Approved

Rod Bradford, Chair

Karl Drexel, Secretary

Cortina Community Services District

Disbursements

July 15 through August 22, 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	467594	08/02/2023	Arbuckle PUD	10020 - County Auditor - 03512 Riv Glen	-88.53
Bill Pmt -Check	467594	08/02/2023	Arbuckle PUD	10010 - County Auditor - 03511 Red Ranc	-211.76
Bill Pmt -Check	467917	08/15/2023	Arbuckle PUD	10010 - County Auditor - 03511 Red Ranc	-211.76
Bill Pmt -Check	467917	08/15/2023	Arbuckle PUD	10020 - County Auditor - 03512 Riv Glen	-54.60
Bill Pmt -Check	467933	08/15/2023	KD Management	10010 - County Auditor - 03511 Red Ranc	-1,871.10
Bill Pmt -Check	467933	08/15/2023	KD Management	10020 - County Auditor - 03512 Riv Glen	-510.30
Bill Pmt -Check	467933	08/15/2023	KD Management	10030 - County Auditor - 03513 Wildwood	-453.60
Bill Pmt -Check	467936	08/15/2023	PGE	10010 - County Auditor - 03511 Red Ranc	-440.50
Bill Pmt -Check	467936	08/15/2023	PGE	10020 - County Auditor - 03512 Riv Glen	-170.63
Bill Pmt -Check	467936	08/15/2023	PGE	10030 - County Auditor - 03513 Wildwood	-97.51
Bill Pmt -Check	467949	08/15/2023	Botanica Landscape	10010 - County Auditor - 03511 Red Ranc	-2,800.00
Bill Pmt -Check	467949	08/15/2023	Botanica Landscape	10010 - County Auditor - 03511 Red Ranc	-750.00
Bill Pmt -Check	467983	08/17/2023	Streamline	10010 - County Auditor - 03511 Red Ranc	-41.58
Bill Pmt -Check	467983	08/17/2023	Streamline	10020 - County Auditor - 03512 Riv Glen	-11.34
Bill Pmt -Check	467983	08/17/2023	Streamline	10030 - County Auditor - 03513 Wildwood	-10.08
TOTAL					-7,723.29

Cortina Community Services District

Payables

August - September, 2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Arbuckle PUD	266.36	266.36	0.00	0.00	0.00	532.72
Botanica Landscapes	0.00	0.00	0.00	0.00	3,550.00	3,550.00
Colantuono, Highsmith & Whatley, PC	0.00	2,556.00	0.00	0.00	0.00	2,556.00
KD Management	3,800.00	2,660.00	0.00	0.00	0.00	6,460.00
Morales Gardening & Landscape	6,945.00	3,530.42	0.00	0.00	0.00	10,475.42
PGE	0.00	814.06	0.00	0.00	0.00	814.06
Prentice Long	0.00	1,120.00	0.00	0.00	0.00	1,120.00
Streamline	63.00	63.00	0.00	0.00	0.00	126.00
TOTAL	<u><u>11,074.36</u></u>	<u><u>11,009.84</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>3,550.00</u></u>	<u><u>25,634.20</u></u>

Cortina Community Services District
YTD Profit & Loss by Class
 July 1 through August 23, 2024

	<u>03511 - Reddington Ranch</u>	<u>03512 - River Glen</u>	<u>03513 - Wildwood</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Expense				
53180 - Professional Services				
53182 - Consulting	4,336.20	1,182.60	1,051.20	6,570.00
53184 - Legal	3,309.90	902.70	802.40	5,015.00
53185 - Landscape Maintenance	2,307.92	1,222.50	0.00	3,530.42
Total 53180 - Professional Services	<u>9,954.02</u>	<u>3,307.80</u>	<u>1,853.60</u>	<u>15,115.42</u>
53260 - Utilities				
53262 - Street Lights	527.69	182.23	104.14	814.06
53264 - Water Service	423.52	109.20	0.00	532.72
Total 53260 - Utilities	<u>951.21</u>	<u>291.43</u>	<u>104.14</u>	<u>1,346.78</u>
53265 - Web Hosting	83.16	22.68	20.16	126.00
Total Expense	<u>10,988.39</u>	<u>3,621.91</u>	<u>1,977.90</u>	<u>16,588.20</u>
Net Ordinary Income	<u>-10,988.39</u>	<u>-3,621.91</u>	<u>-1,977.90</u>	<u>-16,588.20</u>
Net Income	<u>-10,988.39</u>	<u>-3,621.91</u>	<u>-1,977.90</u>	<u>-16,588.20</u>

DISCUSSION / REPORTS

ACTION ITEMS



CORTINA COMMUNITY SERVICES DISTRICT

TO: CORTINA BOARD OF DIRECTORS

MEETING DATE: AUGUST 26, 2024

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: DISCUSS WALKING PATH AT REDDINGTON RANCH

BACKGROUND:

According to the California Engineering Company, the District's Engineers, they have been out and surveyed the property and the survey drawings are being finalized and they have started work on the design. Plans and specs will be ready to go out to bid by late September.

RECOMMENDATION:

No action necessary.

From: [Tyler Chesney](#)
To: [Dave Swartz](#); karl@kdmanagement.us
Subject: Re: Walking Path Project
Date: Thursday, August 22, 2024 7:54:26 AM
Attachments: [Outlook-bsqzisz.png](#)

Hi Karl,

The survey drawing is being finalized, and I've started work on the design. The full plan set will be ready by late September.

I will update you as things progress.

Thanks,

Tyler Chesney, EIT
Assistant Engineer



**CALIFORNIA
ENGINEERING
COMPANY INC**
ESTD 1996

(530) 751-0952 Office
tchesney@cecusa.net
1110 Civic Center Blvd., Suite 404
Yuba City, CA 95993

Our Willows office has moved to Chico! The new address is 60 Declaration Drive, Suite C, Chico, CA 95973. Phone number is still (530) 934-7055.

From: Dave Swartz <swartz@cecusa.net>
Sent: Wednesday, August 21, 2024 5:46 PM
To: karl@kdmanagement.us <karl@kdmanagement.us>; Tyler Chesney <tchesney@cecusa.net>
Subject: RE: Walking Path Project

Hi Karl,

I know that all the field survey work has been completed, but not sure how far Tyler has gotten on his design work. One of us will get you an update tomorrow morning.

Dave

From: Karl Drexel <karl@kdmanagement.us>
Sent: Wednesday, August 21, 2024 4:24 PM
To: Dave Swartz <swartz@cecusa.net>; Tyler Chesney <tchesney@cecusa.net>
Subject: Walking Path Project

Hi guys,

I am putting together a Board packet for the Directors meeting on Monday Aug 26th. Do you have an update on the path project I can share with the Board? Where are we, time line for specs and putting out to bid? Thanks

Karl

KD Management Services LLC
Consultant to Special Districts, Towns and Cities

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Remember: Wash Your Hands and Stay Healthy

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