



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
June 29, 2026 | 6:00 PM

ALL BOARD MEMBERS ARE EXPECTED TO ATTEND THE MEETING IN PERSON, UNLESS A SPECIAL CIRCUMSTANCE PREVENTS IN-PERSON ATTENDANCE. IN SUCH CASES, ARRANGEMENTS SHOULD BE COMMUNICATED TO THE BOARD PRESIDENT OR GENERAL MANAGER IN ADVANCE.

Remote Participation Information

Members of the public who wish to attend the meeting via Zoom may request the meeting link and access information by emailing swartz@cecusa.net.

Accessibility

In compliance with the Americans with Disabilities Act (ADA), if you require special accommodations to participate in or observe this meeting, please contact the General Manager, David Swartz, at least 24 hours prior to the meeting at (530) 682-9832 or swartz@cecusa.net.

1. Call to Order and Establish Quorum

Board of Directors Roll Call:

President Bradford: _____ Member Gomez: _____ Member Valles: _____

Member Zarate: _____ Member Gimple: _____

2. Pledge of Allegiance

7. Public Comments: Members of the public may address the Board on any matter within the District's jurisdiction; however, the Board may not take action on items not properly noticed in accordance with the Brown Act. Each speaker is limited to two minutes.

8. Consent Calendar

- a) Approve the minutes of the May 18, 2026 regular meeting

9. Discussion/Action Items:

- a) Correspondence, Staff, and Board Member Reports – Updates & New Business
- b) Review Check Register
- c) Continue discussion regarding proposal for sidewalk and hydrant repair in Reddington Ranch
- d) Review and comment on Draft Bylaws
- e) Form 700 Filings and Ethics/Mandated Training
- f) Adopt Resolution 2026-03 Ordering an Election to Be Held and Requesting Consolidation with the November 3, 2026, General Election

10. Adjournment

David Swartz, General Manager
(530) 682-9832
swartz@cecusa.net
P.O. Box 43
Arbuckle, CA 95912

Dave Swartz

From: Joshua Pack <jpack@countyofcolusaca.gov>
Sent: Monday, June 22, 2026 2:54 PM
To: Dave Swartz
Cc: Crystal Lukasek; rodbradfordphotos@gmail.com; Michael Colantuono
Subject: RE: Future Correspondence

Good afternoon, Dave –

I wanted to follow up on our prior correspondence regarding the Cortina CSD and Community Facilities District (CFD) 2006-01.

A discussion of this item has been scheduled for the Board of Supervisors meeting on June 30th to formalize the reinstated assessments.

Representatives from Cortina CSD are welcome to attend the meeting to participate or observe the discussion.

Our meeting agenda will be released later in the week and available for download [HERE](#).

Please let me know if you have any questions in the meantime.

Best regards,
Josh

Joshua Pack
County Administrative Officer
County of Colusa
547 Market Street – Suite 102
Colusa, CA 95932

 (530) 458-0508 |  jpack@countyofcolusaca.gov |
“Serving Colusa County residents with dedication and transparency.”

CONSENT CALENDAR



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

Special Meeting
 May 18, 2026 | 6:00 PM

DRAFT MINUTES

1. CALL TO ORDER AND ESTABLISH QUOROM – The special Meeting of the Cortina Community Services Board of Directors was called to order at 6:17 pm by President Rod Bradford. A quorum was established.

Directors Present: Bradford, Gomez, Valles, Zarate

Directors Absent: Board Member Gimple

Staff Present: David Swartz, General Manager & Assistant Manager, Crystal Lukasek

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS – No Public Comment

3. CLOSED SESSION – The board entered Closed Session at 6:18 pm.

4. RECONVENE TO OPEN SESSION – The board reconvened to Open Session at 7:14 pm.

5. REPORT OUT OF CLOSED SESSION – Nothing to report

6. Pledge of Allegiance

7. Public Comments – No public comment

8. Consent Calendar

- a) Approve the minutes of the March 30, 2026 regular meeting
- b) Approve the minutes of the May 7, 2026 special meeting

Motion by Board Member Zarate, seconded by Board Member Valles, to approve the Consent Calendar. Motion carried.

9. Discussion/Action Items:

a) Correspondence, Staff, and Board Member Reports – Updates & New Business

The board received updates and reports regarding District operations.

b) Review Check Register and Management Report

Staff presented the check register and management report. The board reviewed.

c) Review and Approve Purchase of Memorial Bench Honoring Karl Drexel

Staff was directed to purchase the proposed bench from Barco products with the custom message of "IN MEMORY OF KARL DREXEL." Motion by Board Member Valles, Seconded by Board Member Gomez. Motion carried.

d) Discuss Potential Locations for 2027 Board Meetings

Item was postponed to October meeting.

e) Review and Approve Engagement Letter from Richardson & Company for FY 2025-2026 Audit Services

Staff presented the engagement letter from Richardson & Company for audit services. Motion by Board Member Zarate, seconded by Board Member Valles to approve the engagement letter.

f) Discussion of Cortina Community Services District Bylaws

The Board discussed the District's lack of bylaws and directed staff to present draft bylaws for consideration at a future meeting.

g) Form 700 Filings and Ethics/Mandated Training

Staff provided an update regarding annual Form 700 filings and required ethics training. Board directed to get all trainings and filings up to date.

h) Discussion on Engineer's Findings Regarding Hydrant and Sidewalk Damage in Reddington Ranch

The Board received an update regarding the engineer's findings. Staff was directed to obtain a cost proposal and present it at a future meeting.

i) Review and Approve FY 26/27 Budget and Adopt Resolution 26-02

The Board reviewed the proposed FY 2026-27 Budget. A motion was made by Board Member Valles, seconded by Board Member Zarate, to approve the budget with a total CIP allocation of \$300,000 for double chip seal and speed bump projects and adopt Resolution No. 26-02. The motion carried.

j) Continue Discussion Regarding Cameras at Reddington Ranch

Item was postponed to October meeting.

6. ADJOURNMENT

The meeting adjourned at 8:22 pm.

The next regular meeting is scheduled for Monday, June 29th at 6:00 pm.

DISCUSSION / REPORTS

ACTION ITEMS

Item 9b

Vendor Name	Invoice Number	Invoice Date	Check Date	Amount	Item Description	Account Number
MORALES GARDENING	2904	6/1/2026	6/4/2026	\$ 4,615.00	REDDINGTON RANCH LANDSCAPE MAINT. JUNE 2026	529-000-0-53180
MORALES GARDENING	2904	6/1/2026	6/4/2026	\$ 2,245.00	RIVER GLEN LANDSCAPE MAINT. JUNE 2026	530-000-0-53180
MORALES GARDENING	2903	5/19/2026	6/2/2026	\$ 18,830.00	SPRING 2026 PLANTING ENHANCEMENTS CIP-REDDINGTON RANCH/RIVER GLEN @ 100% COMPLETE	529-000-0-57361
MORALES GARDENING	2893	5/19/2026	6/2/2026	\$ 4,615.00	REDDINGTON RANCH LANDSCAPE MAINT. MAY 2026	529-000-0-53180
MORALES GARDENING	2893	5/19/2026	6/2/2026	\$ 2,245.00	RIVER GLEN LANDSCAPE MAINTENANCE MAY 2026	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13220	5/11/2026	6/2/2026	\$ 907.71	RIVER GLEN CONSULTING SERVICES 3/29/26-4/25/26	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13220	5/11/2026	6/2/2026	\$ 806.86	WILDWOOD CONSULTING SERVICES 3/29/26-4/25/26	531-000-0-53180
CA ENGINEERING COMPANY, INC.	13220	5/11/2026	6/2/2026	\$ 3,328.28	REDDINGTON RANCH CONSULTING SERVICE 3/29/26-4/25/26	529-000-0-53180
P G & E	26MAY0567425016	5/11/2026	6/4/2026	\$ 139.45	RIVER GLEN IRRIGATION STREET LIGHTS 4/11/26-5/11/26	530-000-0-53260
P G & E	26MAY0567425016	5/11/2026	6/4/2026	\$ 511.30	REDDINGTON RANCH STREET LIGHTS 4/11/26-5/11/26	529-000-0-53260
P G & E	26MAY0567425016	5/11/2026	6/4/2026	\$ 123.95	WILDWOOD IRRIGATION STREET LIGHTS 4/11/26-5/11/26	531-000-0-53260
STREAMLINE	56F6603C0067	5/1/2026	6/2/2026	\$ 17.10	CORTINA CSD WEB SERVICE 5/1-6/1/26	530-000-0-53180
STREAMLINE	56F6603C0067	5/1/2026	6/2/2026	\$ 15.20	CORTINA CSD WEB SERVICE 5/1-6/1/26	531-000-0-53180
STREAMLINE	56F6603C0067	5/1/2026	6/2/2026	\$ 62.70	CORTINA CSD WEB SERVICE 5/1-6/1/26	529-000-0-53180
MORALES GARDENING	2832	4/22/2026	5/21/2026	\$ 18,830.00	SPRING 2026 PLANTING ENHANCEMENTS CIP-REDDINGTON RANCH	529-000-0-57361
MORALES GARDENING	2822	4/19/2026	4/30/2026	\$ 4,615.00	REDDINGTON RANCH LANDSCAPE MAINT. APRIL 2026	529-000-0-53180
MORALES GARDENING	2822	4/19/2026	4/30/2026	\$ 2,245.00	RIVER GLEN LANDSCAPE MAINT APRIL 2026	530-000-0-53180
MORALES GARDENING	2764	4/16/2026	4/30/2026	\$ 2,375.00	REDDINGTON RANCH STUMP GRINDING & TREE REMOVAL APRIL 26	529-000-0-53180
R&R HORN INC	C06842110-2	4/16/2026	4/27/2026	\$ 5,000.00	REDDINGTON RANCH PATHWAY RESURFACE PROJECT-CHANGE ORDER #3	529-000-0-57361
CA ENGINEERING	13170	4/15/2026	4/30/2026	\$ 29.81	DOCUSIGN	530-000-0-53231
CA ENGINEERING COMPANY, INC.	13170	4/15/2026	4/30/2026	\$ 2,663.29	REDDINGTON RANCH CONSULTING SERV 3/1/26-3/28/26	529-000-0-53180
CA ENGINEERING COMPANY, INC.	13170	4/15/2026	4/30/2026	\$ 701.47	RIVER GLEN CONSULTING SERV. 3/1/26-3/28/26	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13170	4/15/2026	4/30/2026	\$ 624.13	WILDWOOD CONSULTING SERV 3/1/26-3/28/26	531-000-0-53180
CA ENGINEERING	13170	4/15/2026	4/30/2026	\$ 29.80	DOCUSIGN	531-000-0-53231
CA ENGINEERING	13170	4/15/2026	4/30/2026	\$ 4.38	PGE	529-000-0-53260
CA ENGINEERING	13170	4/15/2026	4/30/2026	\$ 4.39	PGE	530-000-0-53260
CA ENGINEERING	13170	4/15/2026	4/30/2026	\$ 29.81	DOCUSIGN	529-000-0-53231
P G & E	26APR0567425016	4/10/2026	4/23/2026	\$ 123.95	WILDWOOD IRRIGATION STREET LIGHTS 3/13/26-4/10/26	531-000-0-53260
P G & E	26APR0567425016	4/10/2026	4/23/2026	\$ 139.44	RIVER GLENN IRRIGATION STREET LIGHTS 3/13/26-4/10/26	530-000-0-53260
P G & E	26APR0567425016	4/10/2026	4/23/2026	\$ 511.28	REDDINGTON RANCH STREET LIGHTS 3/13/26-4/10/26	529-000-0-53260
COLANTUONO HIGHSMITH &	70036	4/5/2026	4/23/2026	\$ 265.68	LEGAL SERVICES CFD TAX ISSUES (APR 2026) 33074.0002	530-000-0-53180
COLANTUONO HIGHSMITH & WHATLEY	70036	4/5/2026	4/23/2026	\$ 236.16	LEGAL SERVICES CFD TAX ISSUES (APR 2026) 33074.0002	531-000-0-53180

COLANTUONO HIGHSMITH & WHATLEY	70036	4/5/2026	4/23/2026	\$ 974.16	LEGAL SERVICES CFD TAX ISSUES (APR 2026) 33074.0002	529-000-0-53180
ARBUCKLE PUBLIC UTILITY DIST	159123	4/1/2026	4/23/2026	\$ 157.44	RIVER GLEN WATER SERVICE APR 26	530-000-0-53260
ARBUCKLE PUBLIC UTILITY DIST	159124	4/1/2026	4/23/2026	\$ 1,154.00	REDDINGTON RANCH WATER SERVICE APR 2026	529-000-0-53260
MORALES GARDENING	2745	4/1/2026	4/30/2026	\$ 2,237.50	REDDINGTON RANCH IRRIGATION BACK FLOW REPAIR APRIL 2026	529-000-0-53180
STREAMLINE	56F6603C0066	4/1/2026	4/23/2026	\$ 17.10	CORTINA CSD WEB SERVICE 4/1-5/1/26	530-000-0-53180
STREAMLINE	56F6603C0066	4/1/2026	4/23/2026	\$ 15.20	CORTINA CSD WEB SERVICE 4/1-5/1/26	531-000-0-53180
STREAMLINE	56F6603C0066	4/1/2026	4/23/2026	\$ 62.70	CORTINA CSD WEB SERVICE 4/1-5/1/26	529-000-0-53180
MORALES GARDENING	2733	3/22/2026	4/20/2026	\$ 4,615.00	REDDINGTON RANCH LANDSCAPE MAINT. MAR 2026	529-000-0-53180
MORALES GARDENING	2733	3/22/2026	4/20/2026	\$ 2,245.00	RIVER GLEN LANDSCAPE MAINT. MAR 26	530-000-0-53180
ROD BRADFORD	031826BRADFORD	3/18/2026	3/23/2026	\$ 20.70	RIVER GLEN WATER- USPS PO BOX ANNUAL RENTAL (THROUGH 11/30/26)	530-000-0-53170
ROD BRADFORD	031826BRADFORD	3/18/2026	3/23/2026	\$ 18.40	WILDWOOD- USPS PO BOX ANNUAL RENTAL (THROUGH 11/30/26)	531-000-0-53170
ROD BRADFORD	031826BRADFORD	3/18/2026	3/23/2026	\$ 75.90	REDDINGTON RANCH-USPS PO BOX ANNUAL RENTAL (THROUGH 11/30/26)	529-000-0-53170
CA ENGINEERING COMPANY, INC.	13140	3/16/2026	3/23/2026	\$ 642.93	RIVER GLEN CONSULTING SERVICES 2/1/26-2/28/26	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13140	3/16/2026	3/23/2026	\$ 2,357.42	REDDINGTON RANCH CONSULTING SERVICES 2/1/26-2/28/26	529-000-0-53180
CA ENGINEERING COMPANY, INC.	13140	3/16/2026	3/23/2026	\$ 571.50	WILDWOOD CONSULTING SERVICES 2/1/26-2/28/26	531-000-0-53180
P G & E	26MAR0567425016	3/12/2026	4/6/2026	\$ 124.57	26MAR0567425016	531-000-0-53260
P G & E	26MAR0567425016	3/12/2026	4/6/2026	\$ 513.87	26MAR0567425016	529-000-0-53260
P G & E	26MAR0567425016	3/12/2026	4/6/2026	\$ 140.14	26MAR0567425016	530-000-0-53260
COLANTUONO HIGHSMITH & WHATLEY	69566	3/4/2026	3/23/2026	\$ 398.08	LEGAS SERVICES CFD TAX ISSUES FEB 26 33074-0002	531-000-0-53180
COLANTUONO HIGHSMITH & WHATLEY	69566	3/4/2026	3/23/2026	\$ 447.84	LEGAL SERVICES CFD TAX ISSUES FEB 26 33074-0002	530-000-0-53180
COLANTUONO HIGHSMITH & WHATLEY	69566	3/4/2026	3/23/2026	\$ 1,642.08	LEGAL SERVICES CFD TAX ISSUES FEB 26 33074-0002	529-000-0-53180
ARBUCKLE PUBLIC UTILITY DIST	158372	3/1/2026	3/23/2026	\$ 1,154.00	REDDINGTON RANCH WATER SERVICE DEC 2025	529-000-0-53260
ARBUCKLE PUBLIC UTILITY DIST	158371	3/1/2026	3/23/2026	\$ 157.44	RIVER GLEN WATER SERVICE DEC 2025	530-000-0-53260
STREAMLINE	56F6603C0065	3/1/2026	3/19/2026	\$ 15.20	CORTINA CSD WEB SERVICE 3/1-4/1/26	531-000-0-53180
STREAMLINE	56F6603C0065	3/1/2026	3/19/2026	\$ 17.10	CORTINA CSD WEB SERVICE 3/1-4/1/26	530-000-0-53180
STREAMLINE	56F6603C0065	3/1/2026	3/19/2026	\$ 62.70	CORTINA CSD WEB SERVICE 3/1-4/1/26	529-000-0-53180
MORALES GARDENING	2654	2/18/2026	3/23/2026	\$ 4,615.00	REDDINGTON RANCH LANDSCAPE MAINT FEB 2026	529-000-0-53180
MORALES GARDENING	2654	2/18/2026	3/23/2026	\$ 2,245.00	RIVER GLEN LANDSCAPE MAINT FEB 2026	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13110	2/16/2026	3/23/2026	\$ 715.57	RIVER GLEN CONSULTING SERVICES 1/4/26-1/31/26	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13110	2/16/2026	3/23/2026	\$ 2,623.77	REDDINGTON RANCH CONSULTING SERVICES 1/4/26-1/31/26	529-000-0-53180
CA ENGINEERING COMPANY, INC.	13110	2/16/2026	3/23/2026	\$ 636.07	WILDWOOD CONSULTING SERVICES 1/4/26-1/31/26	531-000-0-53180
P G & E	26FEB0567425016	2/10/2026	4/6/2026	\$ 124.99	26FEB0567425016	531-000-0-53260
P G & E	26FEB0567425016	2/10/2026	4/6/2026	\$ 515.59	26FEB0567425016	530-000-0-53260
P G & E	26FEB0567425016	2/10/2026	4/6/2026	\$ 140.62	26FEB0567425016	530-000-0-53260

RICHARDSON & COMPANY, LLP	114260	2/9/2026	6/2/2026	\$	343.20	REDDINGTON RANCH FY 24/25 STATE CONTROLLERS REPORT	529-000-0-53180
RICHARDSON & COMPANY, LLP	114260	2/9/2026	6/2/2026	\$	83.20	WILDWOOD FY 24/25 STATE CONTROLLERS REPORT	531-000-0-53180
RICHARDSON & COMPANY, LLP	114260	2/9/2026	6/2/2026	\$	93.60	RIVER GLEN WATER FY 24/25 STATE CONTROLLERS REPORT	530-000-0-53180
ARBUCKLE PUBLIC UTILITY DIST	158123	2/1/2026	3/23/2026	\$	1,154.00	REDDINGTON RANCH WATER SERVICE FEB 2026	529-000-0-53260
ARBUCKLE PUBLIC UTILITY DIST	158122	2/1/2026	3/23/2026	\$	157.44	RIVER GLEN WATER SERVICE FEB 2026	530-000-0-53260
STREAMLINE	56F6603C0064	2/1/2026	3/19/2026	\$	15.20	CORTINA CSD WEB SERVICE 2/1-3/1/26	531-000-0-53180
STREAMLINE	56F6603C0064	2/1/2026	3/19/2026	\$	62.70	CORTINA CSD WEB SERVICE 2/1-3/1/26	529-000-0-53180
STREAMLINE	56F6603C0064	2/1/2026	3/19/2026	\$	17.10	CORTINA CSD WEB SERVICE 2/1-3/1/26	530-000-0-53180
MORALES GARDENING	2583	1/23/2026	3/23/2026	\$	4,615.00	REDDINGTON RANCH LANDSCAPE MAINT. JAN 26	529-000-0-53180
MORALES GARDENING	2583	1/23/2026	3/23/2026	\$	2,245.00	RIVER GLEN LANDSCAPE MAINT. JAN 26	530-000-0-53180
ROD BRADFORD	012026BRADFORD	1/20/2026	3/12/2026	\$	142.48	CSDA CONF TRAVEL EXPENSES AUG 25	531-000-0-53250
ROD BRADFORD	012026BRADFORD	1/20/2026	3/12/2026	\$	160.29	CSDA CONF TRAVEL EXPENSES AUG 25	530-000-0-53250
ROD BRADFORD	012026BRADFORD	1/20/2026	3/12/2026	\$	587.73	CSDA CONF TRAVEL EXPENSES AUG 25	529-000-0-53250
P G & E	26JAN0567425016	1/9/2026	4/6/2026	\$	526.40	26JAN0567425016	529-000-0-53260
P G & E	26JAN0567425016	1/9/2026	4/6/2026	\$	127.61	26JAN0567425016	531-000-0-53260
P G & E	26JAN0567425016	1/9/2026	4/6/2026	\$	143.56	26JAN0567425016	530-000-0-53260
CA ENGINEERING COMPANY, INC.	13052	1/5/2026	1/15/2026	\$	938.32	REDDINGTON RANCH CONSULTING SVCS 12/1/25-1/3/26	529-000-0-53180
CA ENGINEERING COMPANY, INC.	13052	1/5/2026	1/15/2026	\$	255.91	RIVER GLEN CONSULTING SVCS 12/1/25-1/3/26	530-000-0-53180
CA ENGINEERING COMPANY, INC.	13052	1/5/2026	1/15/2026	\$	227.47	WILDWOOD CONSULTING SVCS 12/1/25-1/3/26	531-000-0-53180
ARBUCKLE PUBLIC UTILITY DIST	156696	1/1/2026	1/15/2026	\$	1,154.00	REDDINGTON RANCH WATER SERVICE DEC 25	529-000-0-53260
ARBUCKLE PUBLIC UTILITY DIST	156695	1/1/2026	1/15/2026	\$	157.44	RIVER GLEN WATER SERVICE DEC 2025	530-000-0-53260
STREAMLINE	56F6603C-0063	1/1/2026	1/28/2026	\$	17.10	CORTINA CSD WEB SERVICE 1/1-2/1/26	530-000-0-53180
STREAMLINE	56F6603C-0063	1/1/2026	1/28/2026	\$	15.20	CORTINA CSD WEB SERVICE 1/1-2/1/26	531-000-0-53180
STREAMLINE	56F6603C-0063	1/1/2026	1/28/2026	\$	62.70	CORTINA CSD WEB SERVICE 1/1-2/1/26	529-000-0-53180



CORTINA COMMUNITY SERVICES DISTRICT BOARD BYLAWS

ARTICLE I – PURPOSE

The purpose of these bylaws is to establish procedures for the governance and administration of the Cortina Community Services District.

ARTICLE II – BOARD OF DIRECTORS

The district shall be governed by a five-member Board of Directors elected or appointed in accordance with applicable laws and regulations.

ARTICLE III – GENERAL MANAGER

The General Manager shall be the chief executive and administrative officer of the District and shall be responsible for the efficient administration of all District affairs. The General Manager shall oversee staff, consultants, contractors, and operations; implement Board policies; prepare and administer District programs and budgets; and perform such duties as directed by the Board of Directors.

ARTICLE IV – DIRECTORS

The Board acts as a body. Individual Directors shall have no authority to act on behalf of the District unless specifically authorized by the Board.

Directors shall attend meetings, review agenda materials, exercise independent judgment, and act in the best interests of the District.

Directors shall conduct themselves professionally and respectfully and shall not direct District staff except through Board-approved policies or the General Manager.

Director Elections and Terms

Directors shall be elected or appointed in accordance with applicable California law. Elections shall be conducted by the Colusa County Clerk-Recorder/Registrar's office and may be consolidated with county and statewide elections as authorized by law.

ARTICLE V – OFFICERS

The Board shall annually elect a President and Vice President at the first regular meeting following December 1 or at such other time as determined by the Board. Officers shall serve one-year terms and may be reelected. Vacancies in officer positions



may be filled by Board action at any regular meeting.

The President shall preside over meetings, execute documents authorized by the Board, and perform duties prescribed by law. The Vice President shall perform the duties of the President in the President's absence.

Secretary

The Board authorizes the General Manager to designate a District staff member to serve as Secretary of the District. The Secretary shall maintain District records, prepare or oversee meeting minutes, maintain Board resolutions and policies, provide required public notices, and perform such other duties as assigned by the Board or General Manager.

ARTICLE VI – MEETINGS

Regular, special, and emergency meetings shall be conducted in accordance with applicable law and the Ralph M. Brown Act.

A majority of the Board shall constitute a quorum. Unless otherwise required by law, actions shall be approved by a majority vote of the Directors present.

Meeting agendas shall be prepared and posted in accordance with legal requirements.

Teleconference

Meetings may be conducted utilizing teleconferencing procedures authorized by the Brown Act.

ARTICLE VII – COMMITTEES

The Board may establish standing or ad hoc committees. Committees shall serve in an advisory capacity unless otherwise authorized by the Board.

ARTICLE VIII – FINANCIAL ADMINISTRATION

The Board shall adopt an annual budget and review periodic financial reports.

The District shall provide for an annual audit or financial review as required by law and Board direction.

The Board shall oversee reserve funds, investments, procurement policies, and financial controls to ensure prudent management of public funds.



ARTICLE IX – RECORDS AND TRANSPARENCY

District records shall be maintained and made available in accordance with the California Public Records Act and other applicable laws governing transparency and records retention.

ARTICLE X – FINANCIAL ADMINISTRATION

The Board shall adopt an annual budget and review periodic financial reports.

The District shall provide for an annual audit or financial review as required by law and Board direction.

The Board shall oversee reserve funds, investments, procurement policies, and financial controls to ensure prudent management of public funds.

ARTICLE XI – ETHICS AND COMPLIANCE

Directors shall comply with all applicable ethics, disclosure, and training requirements, including Form 700 filings, AB 1234 Ethics Training, Fiscal and Financial Management Training (SB 827), Sexual Harassment Prevention Training, and any other training required by law.

ARTICLE XII – AMENDMENT OF BYLAWS

These Bylaws may be amended by majority vote of the Board at a duly noticed meeting, provided the proposed amendment is included on the agenda.



RESOLUTION 26-03

June 29, 2026

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CORTINA COMMUNITY SERVICES DISTRICT, COUNTY OF COLUSA, CALIFORNIA, ORDERING AN ELECTION TO BE HELD AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 3, 2026, GENERAL ELECTION

WHEREAS, an election will be held on November 3, 2026, in the Cortina Community Services District for the purpose of electing three District Directors to fill positions that will expire in 2030; and

WHEREAS, the District Directors of Cortina Community Services District hereby request consolidation with any election that may be held on the same day, the same territory, or territory that is in part of the same; and

WHEREAS, the District agrees to reimburse the County for the cost of services provided with regard to conducting such election; and

WHEREAS, the Directors of Cortina Community Services District have adopted the policy to solve a tie vote by means of a single coin toss, where the candidate that was assigned the side face-up is declared a winner.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cortina Community Services District hereby request the Board election be consolidated with the November 3, 2026, General Election.

PASSED AND ADOPTED by the Board of Directors of the Cortina Community Services District this ____ day of _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Directors
Cortina Community Services District

ATTEST:

General Manager, Cortina Community Services District