

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  
FEBRUARY 28, 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 January 24, 202
- b) Ratification of Disbursements: February 1, 2022 through February 23, 2022
- c) Approve Payables for March 2022
- d) Review and Acknowledge YTD Financials

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Update Board on RFP for Landscape Maintenance
- b) Update Board on NRCS Engineering for 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 March 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

January 24, 2022 at 6:00 pm

### Minutes

1. CALL TO ORDER – Board President Rod Bradford called the meeting to order at 6:11 pm  
ROLL CALL – Present were board members Rod Bradford, Karen Gage, and Jesika Johnson. Absent Kimberly Valles and Dolores Gomez. Also present, General manager, Karl Drexel of KD Management, LLC
2. PLEDGE ALLEGIANCE – Rod Bradford led the Pledge of Allegiance
3. PUBLIC COMMENT – None
4. CONSENT CALENDAR
5. The consent Calendar was presented for the approval of the Minutes of the Regular Meeting on November 22, 2021; Ratify the November 1, 2021 through January 17, 2022 disbursements and approve February payables. The General Manager reported he did not have the financials to present to the Board because the clerk at the County that puts the financials out left the County and they are behind.

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

6. DISCUSSION / REPORTS: ACTION ITEMS
  - a) **UPDATE BOARD ON GRICE TREE REMOVAL** Karen reported that the Grice tree had been removed and it had been scored and some kind of solution to kill the roots. She noted that there was still a lot of brush that needed to be cut back on the walkway in the middle third on both sides of the paths, but that the northern third and southern third look good. No Board action needed.
  - b) **UPDATE THE BOARD ON RFP FOR LANDSCAPING MAINTENANCE.** The General Manager advised the Board that he had sent out the RFP to several companies that specialize in municipal landscaping maintenance. He also noted that there was going to be a mandatory walk through for all bidders on February 7, 2022. Rod said he would do the walk through as well. No Board action needed.
  - c) **SIDEWALK REPLACEMENT AND DRIVEWAY INSPECTION** President Bradford and the General Manager reported to the Board that the Wildwood subdivision had some sidewalks that had been cracked and broken in some places. It appeared that the lumber and cement trucks drove over them at each new house and cracked the sidewalks. Rod and Karl toured the site and found the builders had already marked the effected areas and had already started replacing them. Rod and Karl also inspected two new driveway installation. No Board action needed.

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- d) **NRCS AND FISH AND GAME REGARDING SALT CREEK LEVEE BEHIND REDDINGTON RANCH.** The General Manager reported that Rod and Karen had met with National Resource Conservation Service about the damage to the levee during the recent storms. At the time, the basically told them that there was nothing they could do. The GM also contacted several government agencies in search of assistance in protecting further erosion. The local Director of the NRCS office in Colusa contacted staff and is going to come back with an engineer and see what they might be able to do regarding engineered planning and design of some protective measures. Rod and Karl are going to meet them at 12:00 on the 7<sup>th</sup>, before meeting with the bidders for landscape maintenance. No Board action needed.

7. STAFF AND BOARD MEMBER REPORTS

- a) None

8. ADJOURNMENT: Adjourn at 6:45 pm – Next meeting will be a Regular Meeting to be held on February 28, 2022, at 6 pm at the Arbuckle Golf Course.

Approved

Attest

\_\_\_\_\_  
Rod Bradford, Chair

\_\_\_\_\_  
Karl Drexel, Secretary

**Cortina Community Services District  
January Disbursements  
January 2022**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Arbuckle PUD	Water Service	03511 - Reddington Ranch	252.94
Arbuckle PUD	Water Service	03512 - River Glen	54.60
Biondi Paving	Road Project - Retention	03511 - Reddington Ranch	7,376.52
Biondi Paving	Road Project - Retention	03512 - River Glen	4,917.68
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
PGE	Street Lights	03511 - Reddington Ranch	286.05
PGE	Street Lights	03512 - River Glen	160.26
PGE	Street Lights	03513 - Wildwood	91.57
PGE	Irrigation Control	03511 - Reddington Ranch	9.86
PGE	Irrigation Control	03512 - River Glen	9.86
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>16,104.34</u></u></b>

**Cortina Community Services District**  
**March Payables**  
**March 2022**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Arbuckle PUD	Water Service	03511 - Reddington Ranch	260.00
Arbuckle PUD	Water Service	03512 - River Glen	60.00
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
KD Management	GM Services	03511 - Reddington Ranch	2,000.00
KD Management	GM Services	03512 - River Glen	545.00
KD Management	GM Services	03513 - Wildwood	485.00
PGE	Street Lights	03511 - Reddington Ranch	280.00
PGE	Street Lights	03512 - River Glen	160.00
PGE	Street 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>6,847.00</u></b>

**Cortina Community Services District**  
**Profit & Loss by Class**  
July 1, 2021 through February 23, 2022

	<u>03511 - Reddington Ranch</u>	<u>03512 - River Glen</u>	<u>03513 - Wildwood</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410510 · Property Assessment	152,687.56	47,949.79	9,884.80	210,522.15
441901 · Interest Adj. to Mkt Value	1,259.58	666.60	54.36	1,980.54
<b>Total Income</b>	<u>153,947.14</u>	<u>48,616.39</u>	<u>9,939.16</u>	<u>212,502.69</u>
<b>Expense</b>				
<b>53220 · Road Improvement Projects</b>				
53225 · Road Project Retention	0.00	0.00	0.00	0.00
53220 · Road Improvement Projects - Other	346,654.91	231,103.28	0.00	577,758.19
<b>Total 53220 · Road Improvement Projects</b>	<u>346,654.91</u>	<u>231,103.28</u>	<u>0.00</u>	<u>577,758.19</u>
53150 · Dues and Subscriptions	727.32	198.36	176.32	1,102.00
53130 · Maintenance - Bldgs and Grounds	6,708.00	4,758.00	0.00	11,466.00
53175 · Insurance Expense	1,791.65	488.63	434.34	2,714.62
<b>53180 · Professional Services</b>				
53181 · Accounting/Audit	6,930.00	1,890.00	1,680.00	10,500.00
53182 · Consulting	8,442.94	2,302.62	2,046.77	12,792.33
53183 · Engineering	456.21	124.42	110.60	691.23
53184 · Legal	161.70	44.10	39.20	245.00
53185 · Landscape Maintenance	8,944.00	3,295.00	0.00	12,239.00
<b>Total 53180 · Professional Services</b>	<u>24,934.85</u>	<u>7,656.14</u>	<u>3,876.57</u>	<u>36,467.56</u>
<b>53260 · Utilities</b>				
53262 · Street Lights	2,426.20	960.78	549.00	3,935.98
53263 · Irrigation Controller	64.37	79.77	0.00	144.14
53264 · Water Service	2,064.76	560.15	0.00	2,624.91
<b>Total 53260 · Utilities</b>	<u>4,555.33</u>	<u>1,600.70</u>	<u>549.00</u>	<u>6,705.03</u>
53265 · Web Hosting	231.00	63.00	56.00	350.00
<b>Total Expense</b>	<u>385,603.06</u>	<u>245,868.11</u>	<u>5,092.23</u>	<u>636,563.40</u>
<b>Net Ordinary Income</b>	<u>-231,655.92</u>	<u>-197,251.72</u>	<u>4,846.93</u>	<u>-424,060.71</u>
<b>Net Income</b>	<u><u>-231,655.92</u></u>	<u><u>-197,251.72</u></u>	<u><u>4,846.93</u></u>	<u><u>-424,060.71</u></u>

**Cortina Community Services District**  
**Balance Sheet**  
As of February 23, 2022

	<b>Feb 23, 22</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>10000 · Colusa County Auditor</b>	
10010 · County Auditor - 03511 Red Ranc	179,161.62
10020 · County Auditor - 03512 Riv Glen	60,982.20
10030 · County Auditor - 03513 Wildwood	-4,901.26
<b>Total 10000 · Colusa County Auditor</b>	235,242.56
<b>Total Checking/Savings</b>	235,242.56
<b>Accounts Receivable</b>	
<b>11000 · Accounts Receivable</b>	105,612.46
<b>Total Accounts Receivable</b>	105,612.46
<b>Total Current Assets</b>	340,855.02
<b>TOTAL ASSETS</b>	<b>340,855.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-224.34
<b>Total Accounts Payable</b>	-224.34
<b>Total Current Liabilities</b>	-224.34
<b>Total Liabilities</b>	-224.34
<b>Equity</b>	
30000 · Opening Balance Equity	417,719.00
32000 · Retained Earnings	347,421.07
Net Income	-424,060.71
<b>Total Equity</b>	341,079.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>340,855.02</b>