

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
July 24, 2023, at 6 pm

Due to the fact that state and local officials continue to recommend social distancing measures and allow agencies to hold meetings via teleconference and to make meetings accessible electronically, this meeting will be held remotely through the web platform zoom.com. The Call-in number for anybody without access to a computer and internet is:

+1 669 900 9128 US (San Jose)

Log on to [Zoom.com](https://zoom.com) in order to access the meeting via computer.

Meeting Name: Cortina CSD Board Meeting

Meeting URL: <https://us02web.zoom.us/j/81272444854>

Meeting ID: 812 7244 4854

No Password Needed

Contact Karl Drexel at karl@kdmanagement.us (707) 318-7369 with any questions or problems.

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:

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 June 26, 2023
- b) Ratification of June 2023 Disbursements
- c) Approval of July Payables
- d) Review YTD Financials

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Discuss Botanica Maintenance and Irrigation System Audit
- b) Discuss Creek levee stabilization and FEMA Public Assistance Project.
- c) Discuss the Community Facilities District dismantle and LAFCo approval.
- d) Discuss SDRMA Board Elections and vote by Ballot.
- e) Review and adopt Resolution 23-24-01 regarding holding virtual meetings.

6. CORRESPONDENCE, STAFF and BOARD MEMBER REPORTS: Updates and New Business

- a) Form 700;s and Ethics and Harassment training.

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 General Manager at karl@kdmanagement.us 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. The next Cortina CSD Board Meeting is scheduled to be held on August 28, 2023 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

June 26, 2023 at 6:00 pm

Minutes

1. **CALL TO ORDER** – Board President Rod Bradford called the meeting to order at 6:02 pm
ROLL CALL – Present were board members Rod Bradford, Dolores Gomez, Victor Zarate, and Kimberly Valles. Lacey Gimple was absent. Also present, General manager, Karl Drexel of KD Management Services, LLC.
2. **PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance
3. **PUBLIC COMMENT** – Kimberly asked if the signs for no Parking in River Glen were re-installed. Rod assured her they were. He noted all of the signs seem to be a little loose and he will put in new bolts. Dolores noted that the water company manager reported a leak in the sprinkler system in the retention pond at River Glen and that they shut off the water there. She thought it might have been when they came out and did all the work one weekend.
4. **CONSENT CALENDAR**
The consent Calendar was presented for the approval of the Minutes of the Regular Meeting May 22, 2023, Ratification of April – May Disbursements, Approve Payables for June 2023, Review YTD Financials. Discussion was held regarding Botanica and the consensus was we would not pay for May, but would start again with June.

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

5. DISCUSSION / REPORTS: ACTION ITEMS

- a) **DISCUSS BOTANICA MAINTENANCE** The General Manger noted Botanica did not do much work in April and May at either development. He noted they came with big crews on two different weekends in June to get the maintenance caught up. He presented a copy of the letter he had written to Jennifer Chaplin, the CEO of Botanica, and her response. He also reported that he, Rod and Victor met with Peter Borja, the chief of Maintenance, and had a meeting of the minds as to what needs to be done and what they are going to do. Peter advised us that they now had a crew of two new people that are experienced and working a full 8-hour day instead of three people working 4 hours a day. Discussion continued and the consensus was we will wait and see. They have assured us in the past things would improve, so we'll see. It was also suggested that we meet with them quarterly and review their job.
- b) **DISCUSS STORM DRAIN CLEANING** The General Manager submitted some bids for storm drain cleaning throughout all three developments from last year. He also got a new one this year from NorCal Pipe Company. There were two bids, one for \$71,000 and one

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

for \$16,000 from last year and a new bid from Nor Cal for \$38,000. Chase Sucevich bid \$7,500 to clean just the inlets and not the pipes. Discussion was held and it was decided to contract with Sucevich for the inlets and to try and get the fire department flush the lines later.

- c) **DISCUSS CREEK LEVEE STABILIZATION AND FEMA PUBLIC ASSISTANCE PROJECT** The General Manager reported the Salt Creek adjacent to Reddington Ranch floods and overflows during high rains and the force of the water eats away at the bank year after year. He noted that he had applied for public Assistance from FEMA and for a mitigation grant with Cal OES. OES had rejected our project because it was less than \$5 million. Now FEMA has said they were not going to do our project because it did not meet their requirements. Since then, the GM received a call from Cal OES saying they were going to re-look at our application. He noted Rod and he were going to meet with them this Thursday.
- d) **REVIEW AND APPROVE 23-24 SPECIAL ASSESSMENTS AND APPROVE RESOLUTION 22-23-03** The General Manager reported that the regular assessments for each development are staying the same as last year at \$1,116 per year per household as voted on last year, and that the proposed budget is based on that assessment rate. Discussion arose about the CFD assessment for Police and Fire. The GM noted that it will stay the same until we can drop them after legal opinion and LAFCO approval.

Motion made by:	Kimberly Valles to approve Resolution 22-23-3, establishing Assessments at \$1,116	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberly Valles	Noes:	None
Abstained:	None	Absent	Lacey Gimple

- e) **REVIEW AND APPROVE 23-24 DRAFT BUDGET AND APPROVE RESOLUTION 22-23-04** The General Manager submitted a proposed budget for Fiscal Year 2023-2024. He mentioned that they received a letter from the County that was discussed last month that said the County will not pay a bill if it isn't in the budget or if it is over the allotted amount. He said therefore, that he padded some of the line items so we shouldn't have that problem.

Motion made by:	Dolores Gomez to approve Resolution 22-23-04, Adopting the 23-34 Budget	Motion seconded by:	Kimberly Valles
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberly Valles	Noes:	None
Abstained:	None	Absent	Lacey Gimple

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

6. STAFF AND BOARD MEMBER REPORTS

- a) **CSDA BOARD ELECTIONS** THE General Manager reported that the California Special Districts Association is holding an election for the Board seat for the District we are in. Any Special District Board Member is eligible to run, and each District has one vote. This year there are two candidates running. He mentioned he did not know either of them, so could not make a recommendation. The Board reviewed the candidates' statements and came to a consensus that they would approve the incumbent Fred Ryness for Director.
- b) Kimberly mentioned she would not be in town for the July 24th Board Meeting. Other people said the same. The General Manager introduced an action item for the Board of Directors to review and adopt Board Resolution No. 2022-23-5 entitled "Making Findings and Determinations Under AB 361 for the Continuation of Virtual Meetings for the month of July 2023."

Motion made by:	Kimberly Valles to approve Resolution 2022-23-5 to hold the July 24, 2023 Board Meeting via Zoom	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberly Valles	Noes:	None
Abstained:	None	Absent	Lacey Gimple

- 7. **ADJOURNMENT:** Adjourn at 6:54 pm – Next meeting will be a Regular Meeting to be held on July 24, 2023, at 6 pm via Zoom

Approved

Attest

Rod Bradford, Chair

Karl Drexel, Secretary



RESOLUTION 22-23-05

June 26, 2023

A RESOLUTION OF THE CORTINA COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, in 2021 the Legislature enacted Assembly Bill 361, Chapter 165, Statutes of 2021 ("AB 361"), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency or if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor declared a state of emergency on March 4, 2020 due to the COVID- 19 pandemic, which expired on February 28, 2023; and

WHEREAS, to continue meeting by remote teleconferencing means without complying with section 54953(b)(3), a required condition is that state or local officials have imposed or recommended measures to promote social distancing, and that the legislative body continues to make certain findings by majority vote at least every 30 days; and

WHEREAS, the California Division of Occupational Safety and Health ("Cal/OSHA") regulations at Title 8 Section 3205 recommend physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a "close contact" which occurs when individuals are within six feet of another in certain circumstances; and

WHEREAS, the Centers for Disease Control and Prevention continue to recommend avoiding contact and keeping a safe distance from a person who has a suspected or confirmed case of COVID-19; and;

WHEREAS, to allow for physical distancing and remote meeting attendance in accordance with these recommended measures, Cortina CSD does hereby find that Cortina CSD, and each of its committees, shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e)(3) of section 54953, and that Cortina CSD shall comply with the requirements to provide the public with access to the meetings electronically as prescribed in paragraph (2) of subdivision (e) of section 54953.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Cortina Community Services District hereby finds, determines, and resolves as follows:

1. The foregoing recitals are true and correct.
2. Cortina CSD hereby recognizes that state and local officials continue to recommend social distancing measures, which can impact the ability of Cortina CSD and the public to meet safely in person.
3. Cortina CSD shall conduct public meetings in accordance with Government Code section 54953(e)(3) and other applicable provisions of the Brown Act for remote only teleconference meetings.

PASSED, APPROVED, and ADOPTED, by the Board of Directors of the Cortina Community Services District, on this 26th day of June 2023, by the following vote:

Ayes: R. Bradford, D. Gomez, K. Valles, V. Zarate

Noes: None

Abstained: None

Absent: L. Gimple

APPROVED :

ATTESTED:

Karl Drexel, Secretary

Rod Bradford, President

Cortina Community Services District

Disbursements

May 31 through July 19, 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	466029	05/31/2023	Botanica Landscapes	03511 Red Ranc	-506.00
Bill Pmt -Check	466345	06/16/2023	Arbuckle PUD	03512 Riv Glen	-54.60
Bill Pmt -Check	466345	06/16/2023	Arbuckle PUD	03511 Red Ranc	-211.76
Bill Pmt -Check	466349	06/16/2023	KD Management	03513 Wildwood	-542.40
Bill Pmt -Check	466349	06/16/2023	KD Management	03512 Riv Glen	-610.20
Bill Pmt -Check	466349	06/16/2023	KD Management	03511 Red Ranc	-2,257.40
Bill Pmt -Check	466350	06/16/2023	PGE	03513 Wildwood	-97.44
Bill Pmt -Check	466350	06/16/2023	PGE	03512 Riv Glen	-170.52
Bill Pmt -Check	466350	06/16/2023	PGE	03511 Red Ranc	-542.35
Bill Pmt -Check	466352	06/16/2023	Streamline	03511 Red Ranc	-33.00
Bill Pmt -Check	466352	06/16/2023	Streamline	03512 Riv Glen	-9.00
Bill Pmt -Check	466352	06/16/2023	Streamline	03513 Wildwood	-8.00
Bill Pmt -Check	466999	07/14/2023	KD Management	03511 Red Ranc	-1,359.60
Bill Pmt -Check	466999	07/14/2023	KD Management	03512 Riv Glen	-370.80
Bill Pmt -Check	466999	07/14/2023	KD Management	03513 Wildwood	-329.60
Bill Pmt -Check	467003	07/14/2023	PGE	03511 Red Ranc	-465.06
Bill Pmt -Check	467003	07/14/2023	PGE	03512 Riv Glen	-126.84
Bill Pmt -Check	467003	07/14/2023	PGE	103513 Wildwood	-112.74
Bill Pmt -Check	467004	07/14/2023	Streamline	03511 Red Ranc	-41.58
Bill Pmt -Check	467004	07/14/2023	Streamline	03512 Riv Glen	-11.34
Bill Pmt -Check	467004	07/14/2023	Streamline	03513 Wildwood	-10.08
Bill Pmt -Check	467008	07/14/2023	Botanica Landscapes	03511 Red Ranc	-2,800.00
Bill Pmt -Check	467008	07/14/2023	Botanica Landscapes	03512 Riv Glen	-750.00

-11,420.31

Cortina Community Services District
July Payables
As of July 24, 2023

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>
Bill	08/01/2023	Arbuckle PUD	09/01/2023	266.36
Bill	08/01/2023	KD Management	08/01/2023	3,309.00
Bill	07/25/2023	PGE	08/11/2023	900.00
Bill	08/01/2023	Streamline	09/01/2023	63.00
Bill	07/25/2023	Botanica Landscapes	08/19/2023	750.00
Bill	07/25/2023	Botanica Landscapes	08/19/2023	2,800.00
				<hr/>
				8,088.36

DISCUSSION / REPORTS

ACTION ITEMS

From: [Jennifer Chaplin](#)
To: karl@kdmanagement.us; "rod bradford"
Cc: [Peter Borja](#); [Laura Roa](#)
Subject: RE: Cortina Communities
Date: Friday, July 14, 2023 4:24:19 PM
Attachments: [image001.png](#)

We do have our names on all of our trucks, our trailers and on our safety vests.

This information is new to me. Peter and I will check the GPS.

Jennifer Chaplin

CEO

Botanica Landscapes

530-415-5284

jchaplin@botanica.net

From: Karl Drexel <karl@kdmanagement.us>
Sent: Thursday, July 13, 2023 3:59 PM
To: Jennifer Chaplin <jchaplin@botanica.net>; 'rod bradford' <rodbradfordphotos@gmail.com>
Cc: Peter Borja <pborja@botanica.net>; Laura Roa <lroa@botanica.net>
Subject: RE: Cortina Communities

Yes the Board unanimously voted to withhold April and May, because they believed NO work was done during either of those months. No one was ever seen on any week day and frankly they were not sure there were people working when they were supposed to be prior to that. There was no visible presence. I had already paid April, or we would be talking about those invoices right now as well. Do you have your name on your trucks? If they saw trucks, they might have thought they were just residents' gardeners. Granted, there was a lot of rain during the winter and early spring, so maybe they weren't always there on the days they were supposed to be, but with the condition of the landscaping, it is hard to imagine they did much from January to May.

Karl

Cortina Community Services District
Gateway to Colusa County

Karl Drexel, CSDM, General Manager
PO Box 43
Arbuckle, CA 95912
Direct (707) 318-7369
Fax (530) 331-0809
karl@kdmanagement.us

REMEMBER: WASH YOUR HANDS AND STAY HEALTHY

 Please consider the environment before you print

From: Jennifer Chaplin <jchaplin@botanica.net>
Sent: Thursday, July 13, 2023 2:13 PM
To: karl@kdmanagement.us; 'rod bradford' <rodbradfordphotos@gmail.com>
Cc: Peter Borja <pborja@botanica.net>; Laura Roa <lroa@botanica.net>
Subject: RE: Cortina Communities

Understood. We will credit the May invoice.

Just to be clear, the board believes that no landscape maintenance work was performed in either April or May? I hadn't heard this before.

Jennifer Chaplin

CEO
Botanica Landscapes
530-415-5284
jchaplin@botanica.net

From: Karl Drexel <karl@kdmanagement.us>
Sent: Thursday, July 13, 2023 1:57 PM
To: Jennifer Chaplin <jchaplin@botanica.net>; 'rod bradford' <rodbradfordphotos@gmail.com>
Cc: Peter Borja <pborja@botanica.net>; Laura Roa <lroa@botanica.net>
Subject: RE: Cortina Communities

Dear Jennifer,

As I mentioned in my letter, it is our belief that Botanica did not provide the services we contracted for in April and May of 2023. In fact it appears that no work at all was done by Botanica during those months. We paid the April Invoice before knowing how poorly the service was, and have decided not to ask for a refund, but we did withhold the May Invoice for both Reddington Ranch and River Glen. We are aware that Botanica did finally bring the maintenance up to date in June and the June invoices have been authorized for payment. However, since the work contracted for in April and May was not done, your invoices 54004 and 54005 dated May 25, 2023, will not be paid by Cortina CSD. We are aware that you have a plan moving forward and we look forward to seeing that to fruition. Thank you.

Karl

Cortina Community Services District
Gateway to Colusa County

Karl Drexel, CSDM, General Manager
PO Box 43

Arbuckle, CA 95912
Direct (707) 318-7369
Fax (530) 331-0809
karl@kdmanagement.us

REMEMBER: WASH YOUR HANDS AND STAY HEALTHY

 Please consider the environment before you print

From: Jennifer Chaplin <jchaplin@botanica.net>
Sent: Thursday, July 13, 2023 1:30 PM
To: rod bradford <rodbradfordphotos@gmail.com>; Karl Drexel / Cortina (karl@kdmanagement.us) <karl@kdmanagement.us>
Cc: Peter Borja <pborja@botanica.net>; Laura Roa <lroa@botanica.net>
Subject: RE: Cortina Communities

Good Afternoon All.

I am would like an update on our payment status.
Is Cortina refusing to pay the entire May invoice?

The letter stated that we would be paid when the property was brought back to where it should be. I believe that we have accomplished this, and we have a plan moving forward.

Please advise.

Jennifer Chaplin
CEO
Botanica Landscapes
530-415-5284
jchaplin@botanica.net

From: Peter Borja <pborja@botanica.net>
Sent: Tuesday, June 27, 2023 3:47 PM
To: rod bradford <rodbradfordphotos@gmail.com>; Karl Drexel / Cortina (karl@kdmanagement.us) <karl@kdmanagement.us>
Cc: Jennifer Chaplin <jchaplin@botanica.net>
Subject: Cortina Communities

Good afternoon,

I wanted to thank you gentleman for meeting me onsite and walking through the different areas throughout Reddington Ranch and River Glen to view the current state of the properties and further clarify some details so that we can all be on the same page and continue making forward progress. Please refer to the list below of items that we covered and any course of action preceding that.

- New maps in more detail outlining the service areas covered under our scope. This will include the flat lawn area at the south end of the walking path that was previously cared for by Botanica and was lost in transition.
- A report from the irrigation audit that Botanica performed will be submitted with our findings and recommendations on the best course of action to address those items. Botanica's concern right now is there is not sufficient water to areas throughout River Glen & Reddington Ranch. Without sufficient water the current landscape will not grow and unwanted vegetation will take it's place.
- The previous crew of 3 men for 4 hours has been removed and a more experienced supervisor has been put in place. This is a crew of 2 and at the request of the new supervisor they will begin working in the Cortina community the entire day. This is to the advantage of the community providing them 16 man hours with an experience crew where as before they had 12 allotted to them.
- A bid to seasonally mow/weed eat the west side of the walking path of grass in preparation for fire season.

There some items that were previously communicated in email, we verbally agreed to some of these items. I will add these to a new contract and send back to you for review. Please feel free to contact me with any questions. I am currently out in Arbuckle every 7-10 days and I am happy to meet you onsite to address any issues.

Regards,

Peter Borja
Maintenance Department

Office: 530.671.1029

Cell: 530.812.7176

Fax: 530.671.3326

P.O. Box 569, Yuba City, CA 95992

pborja@botanica.net



Irrigation Audit 6/16/2023

River Glen

- **Station 1 –**
6 Broken Drips
- **Station 2 –**
4 Broken Sprinklers
- **Station 3 - 6–**
All Good
- **Station 7 –**
3 Broken Sprinklers
- **Station 8 –**
3 Broken Sprinklers
- **Station 9 –**
Not coming on with controller
- **Station 10 –**
2 Broken Sprinklers
- **Station 11 –**
Not coming on with controller
- **Station 12 –**
1 Broken Drip

Total 12 Broken Sprinklers, 7 Broken Drips

Bike Path Area

- **Station 1 –**
3 Broken Sprinklers
- **Station 2 –**
4 Broken Sprinklers > Not coming on with controller.
- **Station 3 –**
2 Broken Sprinklers
- **Station 4 –**
All Good > Not coming on with controller.
- **Station 5 –**
2 Broken Sprinklers > Not coming with controller.
- **Station 6 –**
1 Broken Sprinkler
- **Station 7 –**
4 Broken Sprinklers
- **Station 8 –**
6 Broken Sprinklers
- **Station 9 –**
1 Broken Sprinklers

Total 23 Broken Sprinklers, 3 Valves not coming on with control.

Williams Street

- **Station 1 –**
1 Broken Sprinklers
- **Station 2 –**
All Good
- **Station 3 –**
5 Broken Sprinklers
- **Station 4 –**
1 Broken Sprinklers
- **Station 5 –**
2 Broken Sprinklers
- **Station 6 –**
All Good
- **Station 7 –**
7 Broken Sprinklers, 1 Broken Pipe

Total 16 Broken Sprinklers, 1 Broken Pipe

Almond Avenue





- **Station 1 – 3 –**
Main of No water, broken male adapter at water meter
- **Station 4 – 5 –**
All Good
- **Station 6 –**
1 Broken Sprinklers
- **Station 7 –**
All Good

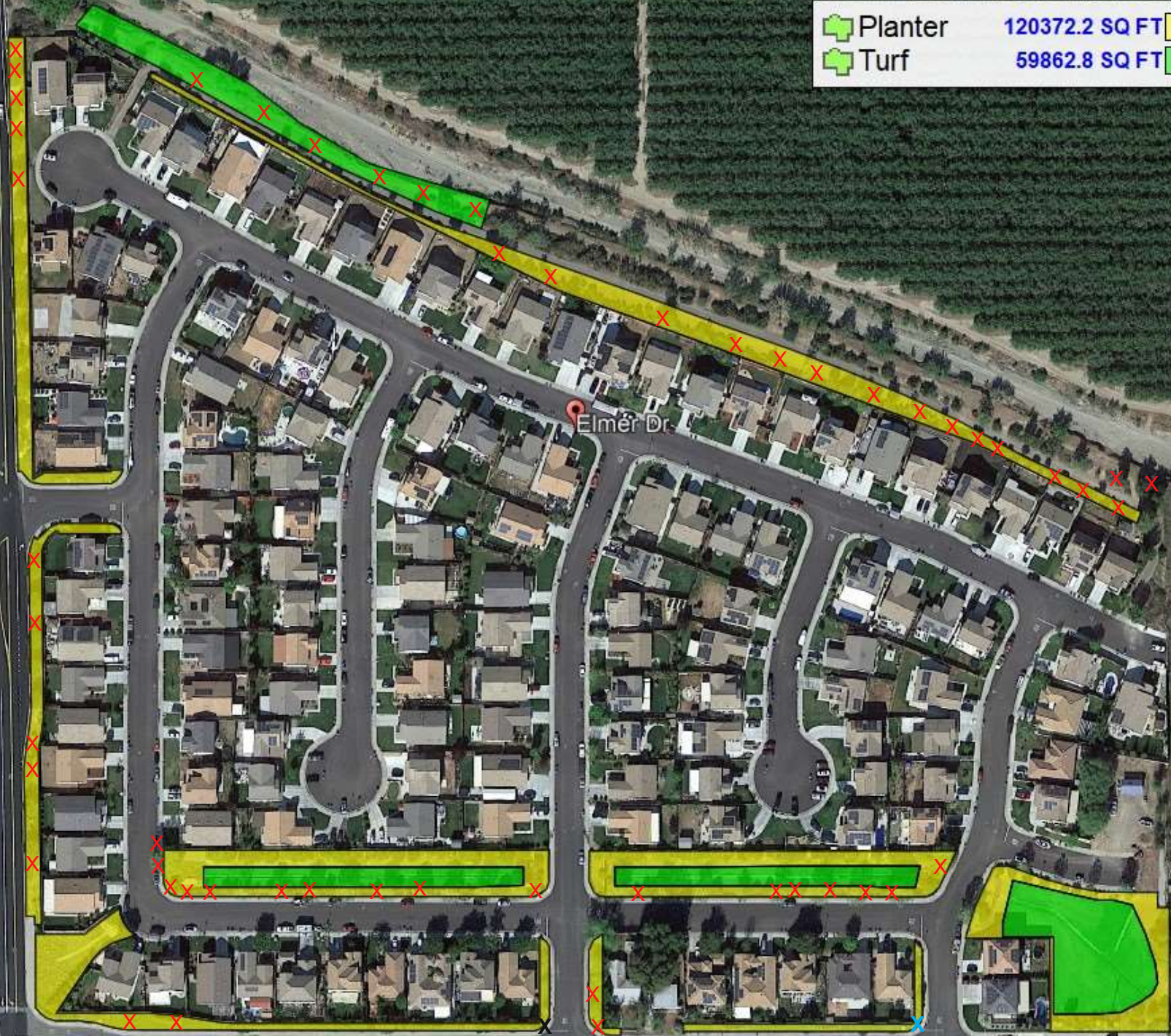
Total 1 Broken Sprinkler

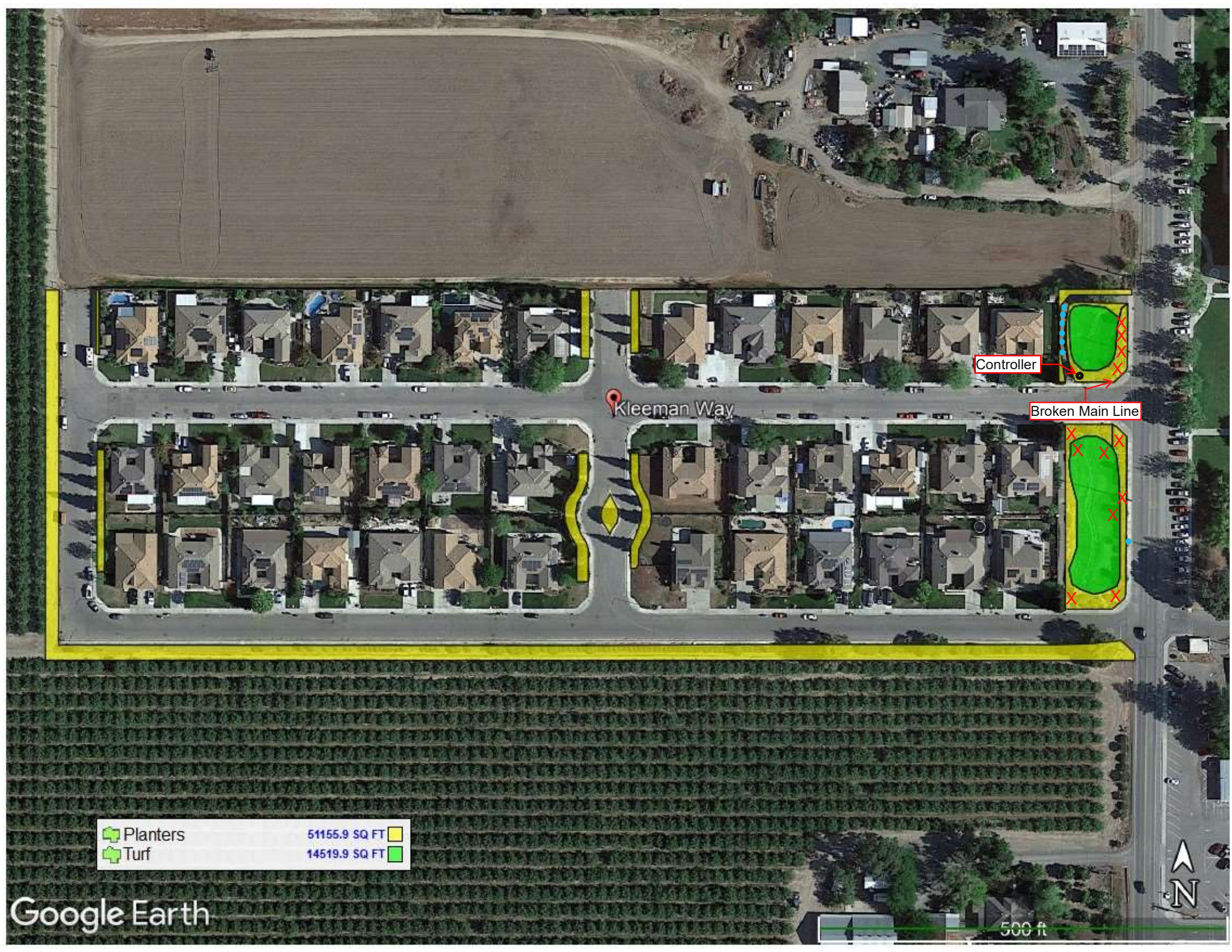
Hillgate Road

- **Station 1 –**
1 Broken Sprinkler
- **Station 2 –**
2 Broken Sprinklers
- **Station 3 –**
2 Broken Sprinklers
- **Station 4 – 6 –**
All Good
- **Station 7 –**
2 Broken Sprinklers
- **Station 8 –**
4 Broken Sprinklers

Total 11 Broken Sprinklers

	Planter	120372.2 SQ FT	
	Turf	59862.8 SQ FT	





 Planters	51155.9 SQ FT	
 Turf	14519.9 SQ FT	

Kleeman Way

Controller

Broken Main Line



500 ft

From: [Karl Drexel](#)
To: [Margaret Long](#)
Subject: Community Facilities District
Date: Thursday, July 13, 2023 12:07:00 PM
Attachments: [CFD Engineers Report.pdf](#)
[CFD Status 3-28-22.pdf](#)

Margaret,

It's been a while since we talked. Hope this finds you well. At the most recent Board meeting of the Cortina Community Services District, the Board asked me to investigate the dissolution of the Community Facilities District. Again.

As you are aware, the Cortina Community Services District was formed by the Board of Supervisors in 2006, at which time a temporary Community Facilities District was formed as a temporary funding mechanism until the developments were built out and the Arbuckle Fire Department and the Colusa County Sheriff's Office were getting their full allotment of the 1% property tax. That time has come. The last 8 units in the Wildwood Development will be finalized and occupied by August 1, 2023. The Arbuckle Fire Department alone is making over \$550,000 a year on the County 1% and another \$65,000 from the CFD. They need to make it on the 1% property tax and eliminate the excess tax of over \$700 the residents are paying. They are paying twice, whereas everybody else in the county is paying only once for the same service. The Board has charged me to look into eliminating the Community Facilities District and removing the latent powers of the Cortina CSD providing police and fire services.

The Community Facilities District was formed by the Colusa County Supervisors in 2006 under the Mello-Roos Community Facilities District Act. Mello-Roos is a California special tax district that sells bonds and levies taxes to fund new or additional community facilities and services within specific boundaries. Each special tax district is called a Community Facility District (CFD). Voters within each CFD must pass by a super-majority (2/3 approval), which gives it the ability to sell bonds to raise money to fund public improvements such as roads, schools, parks, police services, and other amenities desired by the community. It also provides the CFD with taxing authority on district residents when the tax is used to pay off the bond principal, interest, and administrative fees.

Since there were no residents in the Arbuckle areas when this CFD was established, the Board of Supervisors only needed the vote of the landowners. So the residents now have had no say in the CFD. Because there were no residents, the County was not receiving funding from the 1% property tax under Prop 13. It was a workaround of Prop 13 for the County to increase the revenue for County Services as the developments were being built. The County Resolution 2206-1 that formed the District says: "This is an area anticipated to begin transitioning out of agriculture as the developments now anticipated to be included in the District are built out. Having a community facilities district in place during this transitioning period will be a benefit to the residential development which follows."

By definition of the Mello-Roos, once the bonds have been paid off, the County Assessor is notified, and the charges are removed from future property tax invoices. Additionally, since the developments of the Cortina CSD are almost built out, the 1% tax under Prop 13 should be the only

assessment charged on the residents for police and fire services within the CSD. Just like every other resident of Arbuckle and Colusa County. The transitioning period is over. There is nothing to pay off and the CFD could be disbanded.

A while back, we invited our County Supervisor, Merced Corona, and the County Administrator, Wendy Tyler, to a board meeting and discussed the plans to eliminate the CFD. Although they were not happy, the consensus was that the Board of the CSD can in fact eliminate the CFD. Currently, Supervisor Corona is also the Chair of the Colusa County LAFCo.

We would like you to initiate the process of having LAFCo remove the latent powers of providing police and fire services from the Cortina Community Services District and disbanding the Community Facilities District as soon as possible.

I have attached some of the original formation documents of the CFD for your review. Thanks

Karl

***Cortina Community Services District
Gateway to Colusa County***

Karl Drexel, CSDM, General Manager
PO Box 43
Arbuckle, CA 95912
Direct (707) 318-7369
Fax (530) 331-0809
karl@kdmanagement.us

REMEMBER: WASH YOUR HANDS AND STAY HEALTHY



Please consider the environment before you print



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2023 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ATTACHED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (4)



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2023.

On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is posted to the SDRMA MemberPlus portal along with these instructions. Election instructions are as follows:

1. The Official Election Ballot must be used to ensure the integrity of the balloting process.
2. Print a copy of this ballot, then select up to three (3) candidates. Your agency's governing body must approve the Official Election Ballot at a public meeting. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023 to the address below. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814
4. The four-year terms for newly elected Directors will begin on January 1, 2024, and terminate on December 31, 2027.
5. Important balloting and election dates are:
 - **August 8, 2023: Deadline for members to return the signed Official Election Ballot.**
 - **August 9-11, 2023:** Ballots are opened and counted.
 - **August 10-11, 2023:** Election results are announced, and candidates notified.
 - **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
 - **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at crichardson@sdrma.org or 800-537-7790 if you have any questions regarding the election and balloting process.

OFFICIAL 2023 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)
Director, Groveland Community Services District

- ACQUANETTA WARREN**
Vice Chair, Local Agency Formation Commission for San Bernardino County

- JESSE CLAYPOOL** (INCUMBENT)
Board Chair, Honey Lake Valley Resource Conservation District

- SANDY SEIFERT-RAFFELSON** (INCUMBENT)
General Manager, Herlong Public Utility District

ADOPTED this ____ day of _____, 2023 by the:

at a public meeting by the following votes:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland CA 95321
Work Phone (209) 962-7131 Cell Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have been a member of the SDRMA Board for two terms. I would like to be elected to a third term because:
1. As a board member of Groveland CSD, I am very aware of the great value that smaller districts get from their membership in SDRMA, and I'd like to continue to support the Authority's great member services.
2. While the organization continues to operate well, thanks to its experienced and motivated staff, we are once again going through a period of management change. I believe that Board continuity is particularly important at such a time.
3. The California re-insurance market continues to be challenging. I believe that my eight years of board experience will be helpful as we negotiate the potentially tricky economic future.
4. Personally, I feel that we have a very well-functioning and collegial Board, and I find it both challenging and enjoyable to be part of it.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board: Member since 2016, presently Vice President. I am our representative on the CSDA Legislative Committee (and a member in my own right), and on the Alliance Executive Council.
2. Groveland CSD Board: Member since appointment in June 2013. I was Board President 2014-2018.
3. Member of Board of Southside Community Connections, which is a 501(c)(3) nonprofit in Groveland that provides transportation, educational, social and recreational services to seniors and differently-abled folks in the Groveland area. I was on this Board from 2018 through 2022, mostly as Treasurer.
4. Board Member (Treasurer) of Pine Cone Performers, a local community choral and acting group, since 2010.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Background: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry as engineer, engineering manager, business unit director.

Skills, etc.: Very familiar with financial reports and cost accounting. Working knowledge of computer and communications technology. In my work life, I managed geographically distributed organizations with up to 150 technical personnel and up to \$120 million in annual sales. I'm pretty good at helping groups work together to achieve consensus (or, failing that, acceptable compromise).

In recent years, most of my volunteer work has been in driving folks (who can't drive themselves) to medical appointments, shopping, and the like. This is one of the services of Southside Community Connections.

I'm also a pretty decent choral singer, but that's not relevant to this application.

What is your overall vision for SDRMA? (Response Required)

Our vision statement is "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". To achieve this vision, I believe we must focus on:

(1) maintaining long-term financial stability, by ensuring that there is a fair allocation of cost versus risk across the membership, continuously evaluating the appropriate level of risk retention, and using creative ideas like our "captive" reinsurance agency to enhance our cash position.

(2) continue to expand our risk management training and assistance services. We have made significant improvements in this area by bring it internal to the Authority.

(3) continue to emphasize services to our core membership: small to mid-sized districts with limited options for insurance.

(4) ensure that SDRMA remains a desirable workplace, and maintain our highly-qualified and responsive staff.

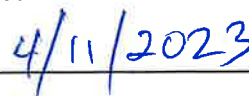
Above all, remember that this is an insurance pool, owned by its member agencies, and maintain an overarching focus on member service and support. Make certain that we will be here for our members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date



**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* **ACQUANETTA WARREN**
District/Agency **Local Agency Formation Commission (LAFCO) for San Bernardino County**
Work Address **1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490**
Work Phone **(909)388-0480** Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a City Mayor I have been fortunate to serve on regional boards that include special district representation: San Bernardino Countywide Oversight Board and Southern California Water Coalition's Board of Trustees. I realize that special districts, especially the smaller districts, are not included in the conversation for a variety of matters. Currently, I serve on San Bernardino LAFCO and the California Association of LAFCOs, which do have robust special district representation. I believe that my skills, experience, and understanding can contribute to SDRMA. Specifically, I want to contribute by developing programs that would help member agencies maximize their protection and minimize their risks.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve as mayor for the City of Fontana. This is my fourth term, and my focus has been bolstering economic development, creating educational opportunities, improving public safety, and advocating for a healthier community. As mayor, I have been fortunate to serve on:

- San Bernardino LAFCO since 2014, serving currently as Vice Chair of the Commission. I am also a Board Member of the statewide organization of LAFCOs, CALAFCO, serving as Treasurer
- San Bernardino County Transportation Authority: Board of Directors, General Policy Committee, and Transit Committee
- San Bernardino County Racial Equity Committee for the San Bernardino Council of Governments
- San Bernardino Countywide Oversight Board

In addition, I am the current Chair for the Southern California Water Coalition's Board of Trustees as well as Co-Chair of its Task Force for Water Equity, Access, and Affordability.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**


Aside from being Mayor for the City of Fontana, I am currently the District Director for the Second Supervisorial District for San Bernardino County and I coordinate district services and communications with constituents, I oversee community outreach efforts, as well as supervise district staff.

In addition to local-level involvement, I have served on the State Park Commission and as a trustee of the United States Conference of Mayors, an official non-partisan organization of cities in the United States with populations of 30,000 or more. I have also served in community organizations such as Water/Recycled Water Projects and Development Processing for New Communities, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is to ensure that it continues to be the best risk management agency, who will continue to listen and communicate with its member agencies. I would strive to make sure SDRMA continues to provide excellent service, provide educational and training programs that are beneficial to its member agencies, and offer more resources that add value to its members. Lastly, I want to make sure SDRMA operates in the highest ethical manner with complete transparency.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/25/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C, Susanville, CA 96130
Work Phone 530-257-7271 Cell Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district. In addition, I am eager to continue working with SDRMA staff and fellow Board members, providing relevant and affordable solutions, available to all special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

The vast amount of understanding and experience that I've gained as a current member of the SDRMA Board of Directors will undoubtedly aide as I continually strive to be an increasingly effective member of the SDRMA Board of Directors going forward.

In addition to being a current SDRMA Board member, I am currently Chairman of the Board for the Honey Lake Valley Resource Conversation District and a board member of a Regional Water Managment Group. Previously I have served on the following, Lassen County's Civil Grand Jury, two terms, CSDA Professional Development committee, two terms, Janesville Union School District trustee, Technical Advisory Committee for the prevention of violence against schools K-12, two terms, and CSDA Member Services committee, two terms.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**


What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have attended various board member trainings and completed leadership and governance classes, including the following; CSDA's Extraordinary Leadership Training and CSDA's Special District Leadership Academy. I have received CSDA's Recognition in Special District Governance certificate and successfully completed Executive Education in Public Policy at University of Southern California, Sol Price School of Public Policy.

What is your overall vision for SDRMA? (Response Required)

My continued vision for SDRMA is to be effective within the communities they serve. With focused attention to affordable solutions, administered by a team of highly dedicated professional staff, SDRMA will continue to be an industry leader providing affordable solutions to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/20/2023

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson
District/Agency Herlong Public Utility District
Work Address P O Box 115, Herlong CA 96113
Work Phone (530)827-3150 Cell Phone (530)310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member of SDRMA and feel that I have added my financial and general manager background to make a better-informed decision for SDRMA members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 35 plus years' experience in accounting and special districts.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limited revenue and staff. My experience in small districts give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise within.
I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board, Vice-President and currently President. I have served on CSDA's Audit and Financial committee's for several year; I have served on the SDFL Board and current President; Northeastern Rual Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 18 years; and UC Davis Equine Board. In the past 30 years, I have learn that there is no "I" in Board and it can be very rewarding to part of a team that makes a difference for others.

As part of my many duties working for Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first policies for HPUD. I have administered the financial portion of 2 large capital improvement projects with USDA as well as worked on the first ever successful water utility privatization project with the US Army and department of Defense. I am currently in the middle of a 14 million infrastructure project with SRF monies. I am also the primary administrator of two federal contract for utility services.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

I have my Bachelor's Degree in Business with a minor in Sociology. I have audit small districts and worked for a small district for almost 18 years. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

With HPUD and with SDRMA both boards and employees have worked hard to receive their District of Distinction and their District of Transparency.

I feel I am a good leader with people skills that can accomplish what is necessary to keep a District or JPA moving forward.

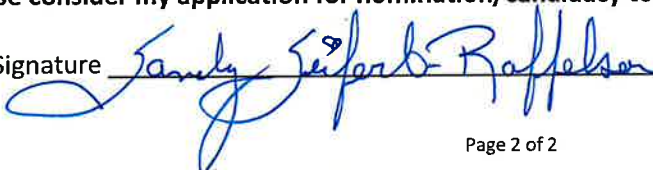
What is your overall vision for SDRMA? (Response Required)

SDRMA Staff and Board work together to bring Special Districts affordable insurance for the pool they serve. By

listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would continue advocating for these continued efforts and rewarding continue education for all Districts and employees.

I see SDRMA pool continuing for centuries and serving those needs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/17/2023



RESOLUTION 23-24-01

July 24, 2023

A RESOLUTION OF THE CORTINA COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, in 2021 the Legislature enacted Assembly Bill 361, Chapter 165, Statutes of 2021 ("AB 361"), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency or if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor declared a state of emergency on March 4, 2020 due to the COVID- 19 pandemic, which expired on February 28, 2023; and

WHEREAS, to continue meeting by remote teleconferencing means without complying with section 54953(b)(3), a required condition is that state or local officials have imposed or recommended measures to promote social distancing, and that the legislative body continues to make certain findings by majority vote at least every 30 days; and

WHEREAS, the California Division of Occupational Safety and Health ("Cal/OSHA") regulations at Title 8 Section 3205 recommend physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a "close contact" which occurs when individuals are within six feet of another in certain circumstances; and

WHEREAS, the Centers for Disease Control and Prevention continue to recommend avoiding contact and keeping a safe distance from a person who has a suspected or confirmed case of COVID-19; and;

WHEREAS, to allow for physical distancing and remote meeting attendance in accordance with these recommended measures, Cortina CSD does hereby find that Cortina CSD, and each of its committees, shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e)(3) of section 54953, and that Cortina CSD shall comply with the requirements to provide the public with access to the meetings electronically as prescribed in paragraph (2) of subdivision (e) of section 54953.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Cortina Community Services District hereby finds, determines, and resolves as follows:

1. The foregoing recitals are true and correct.
2. Cortina CSD hereby recognizes that state and local officials continue to recommend social distancing measures, which can impact the ability of Cortina CSD and the public to meet safely in person.
3. Cortina CSD shall conduct public meetings in accordance with Government Code section 54953(e)(3) and other applicable provisions of the Brown Act for remote and Hybrid teleconference meetings.

PASSED, APPROVED, and ADOPTED, by the Board of Directors of the Cortina Community Services District, on this 24th day of July 2023, by the following vote:

Ayes:

Noes:

Abstained:

Absent:

APPROVED :

ATTESTED:

Karl Drexel, Secretary

Rod Bradford, President