

Cortina Community Services District
PO Box 43
Arbuckle CA 95912

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



Rod Bradford, Chairman
Victor Zarate, Director
Dolores Gomez, Director
Kimberly Valles, Director
Jesika Johnson, Director

AGENDA

Regular Meeting
Arbuckle Golf Course
5918 Hillgate Rd, Arbuckle, CA 95912
AUGUST 22, 2022, at 6 pm

1. CALL TO ORDER AND ESTABLISH QUORUM:

Cortina CSD Board of Directors Roll Call: President: Bradford____ Members: Zarate____ 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 July 25, 2022
- b) Ratification of July 2022 Disbursements
- c) Approve Payables for August 2022
- d) Review YTD Financials
- e) Review and Approve 2022-23 Budget

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Discuss Assessments for Police and Fire – Determine next steps
- b) Discuss snake problem on walking path in Reddington
- c) Discuss Fence and Maintenance Issues
- d) Discuss Creek levee stabilization
- e) Discuss Park Project

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

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 September 26, 2022 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
Victor Zarate, Director
Dolores Gomez, Director
Jesika Johnson, Director
Kimberly Valles, Director

Regular Meeting of the Board of Directors

July 25, 2022 at 6:00 pm

Minutes

1. **CALL TO ORDER** – Board President Rod Bradford called the meeting to order at 6:00 pm
ROLL CALL – Present were board members Rod Bradford, Dolores Gomez and Kimberly Valles. Absent Victor Zarate, Jesika Johnson. Also present, General manager, Karl Drexel of KD Management Services, LLC, and residents Larry & Alma Randolph
2. **PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance
3. **PUBLIC COMMENT** – The President of the Board introduced Merced Corona, Supervisor of District 1 and the Chair of the Board of Supervisors. Also present from the County was Wendy Tyler, the County Administrator. Supervisor Corona was invited to begin discussion with the Cortina Board regarding the elimination of the Community Facilities District, set up during the formation of the District as a transitional measure, and the County providing police and fire services with the 1% property tax as they do for all other residents of the unincorporated County. Supervisor Corona and MS Tyler declared that any changes to the CFD are in the purview of the Cortina Board and not the County. MS Tyler noted that some additional parking enforcement is being done in Arbuckle due to citizen complaints, but that no additional services are being provided, like a designated officer, substation, or patrol vehicles. Fire service is provided by the Arbuckle Fire District and is not a County run service, so any budgeting issues with Fire Service would go through them.
4. **CONSENT CALENDAR**
The consent Calendar was presented for the approval of the Minutes of the Regular Meeting on June 27, 2022; Ratify the June disbursements; approve July 2022 payables; and review the YTD Financials.

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

5. **DISCUSSION / REPORTS: ACTION ITEMS**
 - a) **DISCUSS ASSESSMENTS FOR POLICE AND FIRE WITH SUPERVISOR CORONA** This was discussed in Public Comments
 - b) **BOARD ELECTIONS FILING 7-18-22 to 8-12, 2022** for three seats: Victor, Kimberly, and Jesika. Review Calendars and deadlines.

The General Manger reported that there are three seats up for election in November and the candidates will take office on December 2nd. Applications are accepted by the County Clerk from July 18 to August 12. As soon as the Notice is put out by the County, we will post it around the District.

- c) **DISCUSS SNAKE PROBLEM ON WALKING PATH IN REDDINGTON RANCH** Rod noted that Victor and his wife were on a walk and heard rattlesnakes at the north end of the walking path. We hired a snake expert to come in and investigate and develop some recommendations as to what to do. He reported that they were probably hiding in the cement blocks that have been dropped on the bank side and that the blocks should be removed and some bushes and ground cover cut down.
- d) **REVIEW AND DISCUSS ASSESSMENT CHARGES FOR EACH DEVELOPMENT – ADOPT RESOLUTION 22-23-01** General Manager reintroduced the topic of making the Assessments equitable for all developments. The Resolution establishes fixed Assessments for all three developments the same at \$1116, with the exception of the CFD which remains at \$781.14 per parcel.

Motion made by:	Kimberly Valles to Adopt Resolution 22-23-01	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Kimberly Valles,	Noes:	None
Abstained:	None	Absent	Victor Zarate, Jesika Johnson

- d) **DISCUSS FENCE AND MAINTENANCE ISSUES** Larry Randolph brought to the Board's attention the trees and leaves adjacent to the walking path next to the retention pond in River Glen on Barbara St. The General Manger said he will contact Botanica. The Administrator reported that he has not been able to get anybody to fix the fence at the end of Kimberly and Garry Cts.
- e) **DISCUSS CREEK LEVEE STABILIZATION** The General Manager reported he has sent several emails and phone calls and has not heard back from Wendy at NRCS or the engineer.
- f) **DISCUSS PARK PROJECT** The General Manager reported that the District's Engineer was working on some specs and drawings for the park project, but that he had them stop. That area at the North End of Elmer is where the snakes are. He and Victor looked at the South end of the walking path and think that might be an easier and better place to locate a small park.

6. STAFF AND BOARD MEMBER REPORTS

a) None

7. ADJOURNMENT: Adjourn at 6:30 pm – Next meeting will be a Regular Meeting to be held on September , 2022, at 6 pm at the Arbuckle Golf Course.

Approved

Cortina Community Services District

P.O. Box 43
Arbuckle, CA 95912

DIRECTORS

Rod Bradford, Chair
Victor Zarate, Director
Dolores Gomez, Director
Jesika Johnson, Director
Kimberly Valles, Director

Attest

Rod Bradford, Chair

Karl Drexel, Secretary

Cortina Community Services District
July Disbursements
July 2022

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	458610	07/14/2022	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-240.77
Bill Pmt -Check	458610	07/14/2022	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-54.60
Bill Pmt -Check	458619	07/14/2022	KD Management	10010 · County Auditor - 03511 Red Ranc	-2,349.60
Bill Pmt -Check	458619	07/14/2022	KD Management	10020 · County Auditor - 03512 Riv Glen	-640.80
Bill Pmt -Check	458619	07/14/2022	KD Management	10030 · County Auditor - 03513 Wildwood	-569.60
Bill Pmt -Check	458620	07/14/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-9.86
Bill Pmt -Check	458620	07/14/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-9.86
Bill Pmt -Check	458620	07/14/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-362.03
Bill Pmt -Check	458620	07/14/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-261.47
Bill Pmt -Check	458623	07/14/2022	Richardson & Co.	10010 · County Auditor - 03511 Red Ranc	-277.20
Bill Pmt -Check	458623	07/14/2022	Richardson & Co.	10020 · County Auditor - 03512 Riv Glen	-75.60
Bill Pmt -Check	458623	07/14/2022	Richardson & Co.	10030 · County Auditor - 03513 Wildwood	-67.20
Bill Pmt -Check	458471	07/14/2022	SDRMA	10010 · County Auditor - 03511 Red Ranc	-1,832.94
Bill Pmt -Check	458471	07/14/2022	SDRMA	10020 · County Auditor - 03512 Riv Glen	-499.89
Bill Pmt -Check	458471	07/14/2022	SDRMA	10030 · County Auditor - 03513 Wildwood	-444.35
Bill Pmt -Check	458626	07/14/2022	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
Bill Pmt -Check	458626	07/14/2022	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
Bill Pmt -Check	458626	07/14/2022	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
Bill Pmt -Check	458634	07/14/2022	Pioneer Review	10010 · County Auditor - 03511 Red Ranc	-39.60
Bill Pmt -Check	458634	07/14/2022	Pioneer Review	10020 · County Auditor - 03512 Riv Glen	-10.80
Bill Pmt -Check	458634	07/14/2022	Pioneer Review	10030 · County Auditor - 03513 Wildwood	-9.60
Bill Pmt -Check	458633	07/14/2022	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,236.00
Bill Pmt -Check	458633	07/14/2022	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-659.00
TOTAL					-10,700.77

Cortina Community Services District
August Payables
August 2022

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Arbuckle PUD	Water Service	03511 - Reddington Ranch	213.87
Arbuckle PUD	Water Service	03512 - River Glen	68.72
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
KD Management	Consulting	03511 - Reddington Ranch	3,696.00
KD Management	Consulting	03512 - River Glen	1,008.00
KD Management	Consulting	03513 - Wildwood	896.00
PGE	Street Lights	03511 - Reddington Ranch	601.04
PGE	Street Lights	03512 - River Glen	166.63
PGE	Street Lights	03513 - Wildwood	95.21
PGE	Irrigation Control	03511 - Reddington Ranch	10.51
PGE	Irrigation Control	03512 - River Glen	10.51
Prentice Long	Legal Fees	03511 - Reddington Ranch	57.75
Prentice Long	Legal Fees	03512 - River Glen	15.75
Prentice Long	Legal Fees	03513 - Wildwood	14.00
Roy Blodgett	Snake Consultant	03511 - Reddington Ranch	102.30
Roy Blodgett	Snake Consultant	03512 - River Glen	27.90
Roy Blodgett	Snake Consultant	03513 - Wildwood	24.80
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
			<u>9,953.99</u>

Cortina Community Services District

Profit & Loss by Class

July 1 through August 19, 2022

	<u>03511 - Reddington Ranch</u>	<u>03512 - River Glen</u>	<u>03513 - Wildwood</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Expense				
53175 · Insurance Expense	1,832.94	499.89	444.35	2,777.18
53180 · Professional Services				
53184 · Legal	57.75	15.75	14.00	87.50
53185 · Landscape Maintenance	2,236.00	659.00	0.00	2,895.00
Total 53180 · Professional Services	<u>2,293.75</u>	<u>674.75</u>	<u>14.00</u>	<u>2,982.50</u>
53260 · Utilities				
53262 · Street Lights	601.04	166.63	95.21	862.88
53264 · Water Service	454.64	141.76	0.00	596.40
Total 53260 · Utilities	<u>1,055.68</u>	<u>308.39</u>	<u>95.21</u>	<u>1,459.28</u>
53265 - Web Hosting	66.00	18.00	16.00	100.00
Total Expense	<u>5,248.37</u>	<u>1,501.03</u>	<u>569.56</u>	<u>7,318.96</u>
Net Ordinary Income	<u>-5,248.37</u>	<u>-1,501.03</u>	<u>-569.56</u>	<u>-7,318.96</u>

Cortina Community Services District
2022-2023 Budget

	<u>529 - Reddington Ranch</u>	<u>530 - River Glen</u>	<u>531 - Wildwood</u>	<u>TOTAL</u>
	<u>Jul '22 - Jun 23</u>	<u>Jul '22 - Jun 23</u>	<u>Jul '22 - Jun 23</u>	<u>Jul '22- Jun 23</u>
Ordinary Income/Expense				
Income				
41056-000-0 - Property Assessment	154,008	43,524	25,668	223,200
44190-000-0 - Interest	11,359	5,023	1,256	17,638
Total Income	<u>165,367</u>	<u>48,547</u>	<u>26,924</u>	<u>240,838</u>
Expense				
53100-000-0 - Insurance	1,833	500	444	2,777
53130-000-0 - Maintenance-Stru,Imp,Grnd	0	0	0	0
53150-000-0 - Dues and Subscriptions	725	200	175	1,100
53170-000-0 - Office Expense	60	20	15	95
53171-000-0 - Postage	60	20	15	95
53180-000-0 - Professional/Special Services				
- Accounting/Audit	7,194	1,975	1,750	10,919
- Consulting	26,400	7,200	6,400	40,000
- Engineering	8,000	2,000	1,500	11,500
- Legal	2,640	720	600	3,960
- Landscaping / Maintenance	33,600	9,000	2,000	44,600
Total 53180-000-0 - Professional/Special Services	<u>77,834</u>	<u>20,895</u>	<u>12,250</u>	<u>110,979</u>
53190-000-0 - Publication & Legal Notices	330	90	80	500
53260-000-0 - Utilities				
- Street Lights	5,400	1,980	1,140	8,520
- Irrigation Controller	132	132	0	264
- Water Service	3,540	1,140	0	4,680
- Web Hosting	396	108	104	608
Total 53260-000-0 - Utilities	<u>9,468</u>	<u>3,360</u>	<u>1,244</u>	<u>14,072</u>
Total Expense	<u>90,310</u>	<u>25,085</u>	<u>14,223</u>	<u>129,618</u>
Net Ordinary Income	<u>75,057</u>	<u>23,462</u>	<u>12,701</u>	<u>111,220</u>
Net Income	<u>75,057</u>	<u>23,462</u>	<u>12,701</u>	<u>111,220</u>