

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  
Victor Zarate, Director  
Dolores Gomez, Director  
Kimberly Valles, Director  
Jesika Johnson, Director

## AGENDA

Regular Meeting  
Arbuckle Golf Course  
5918 Hillgate Rd, Arbuckle, CA 95912  
JULY 25, 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 June 27, 2022
- b) Ratification of June 2022 Disbursements
- c) Approve Payables for July 2022
- d) Review YTD Financials

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Discuss Assessments for Police and Fire with Supervisor Corona
- b) Board Elections filing 7-18-22 to 8-12, 2022 for three seats: Karen, Kimberly, and Jesika.
- c) Discuss snake problem on walking path in Reddington
- d) Review and Discuss Assessment Charges for each Development – Adopt Resolution 22-23-01
- e) Discuss Fence and Maintenance Issues
- f) Discuss Creek levee stabilization
- g) 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](mailto: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 July 25, 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  
 Dolores Gomez, Director  
 Jesika Johnson, Director  
 Kimberly Valles, Director  
 Vacant, Director

**Regular Meeting of the Board of Directors**

June 27, 2022 at 6:00 pm

**Minutes**

1. CALL TO ORDER – Board President Rod Bradford called the meeting to order at 6:01 pm  
 ROLL CALL – Present were board members Rod Bradford, Dolores Gomez and Kimberly Valles. Absent Jesika Johnson. Also present, General manager, Karl Drexel of KD Management, LLC, Board Candidate Victor Zarate, and Former Board Member Karen Gage
2. PLEDGE ALLEGIANCE – Rod Bradford led the Pledge of Allegiance  
 The General Manager advised the Board that the appointment of a new Board member is listed in the Agenda as 5 a) and noted that it could be moved up on the agenda. Board unanimously approved moving Agenda Item 5 a) to this point.

**5 A) REVIEW APPLICANTS AND SELECT NEW BOARD MEMBER** to serve until December 2, 2022, for Karen Gage. Review Letter of Intent. Elect replacement.

After reviewing the applicant letter of Intent, the General Manager introduced Victor Zarate and thanked him for his service.

Motion made by:	Dolores Gomez to appoint Victor Zarate as new Board Member	Motion seconded by:	Kimberly Valles
Ayes:	Rod Bradford, Dolores Gomez, Kimberly Valles,	Noes:	None
Abstained:	None	Absent	Jesika Johnson

3. PUBLIC COMMENT – Dolores reported that she had talked to the bus driver from the school about the kids leaving trash and breaking plants, and he told her he tries to remind them when they leave the bus, but they are not very responsive. They do have a trash can on the bus, but they do not always use it. He suggested the parents of the kids could monitor it when they get off the bus. Rod reported that he had talked to the Superintendent about the painted line on the sidewalk. She noted that it was painted there because the kids were unorganized at the stop and got too close to the street.
4. CONSENT CALENDAR  
 The consent Calendar was presented for the approval of the Minutes of the Regular Meeting on March 28, 2022; Ratify the April and May disbursements and approve June 2022 payables, and review the YTD Financials.

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

**Cortina Community Services District**

P.O. Box 43  
Arbuckle, CA 95912

**DIRECTORS**

Rod Bradford, Chair  
Dolores Gomez, Director  
Jesika Johnson, Director  
Kimberly Valles, Director  
Vacant, Director

**5. DISCUSSION / REPORTS: ACTION ITEMS**

- b) **BOARD ELECTIONS FILING** 7-18-22 to 8-12, 2022 for three seats: Karen, 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 2<sup>nd</sup>. 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) **REVIEW AND ADOPT RESOLUTION 21-22-03 REQUESTING BOARD ELECTION BE COMBINED WITH GENERAL ELECTION**

The General Manager submitted a Resolution to combine our District election with the regular national election.

Motion made by:	Dolores Gomez to Adopt Resolution 21-22-03	Motion seconded by:	Kimberly Valles
Ayes:	Rod Bradford, Dolores Gomez, Kimberly Valles, Victor Zarate	Noes:	None
Abstained:	None	Absent	Jesika Johnson

- d) **REVIEW AND DISCUSS PROPOSALS FOR LANDSCAPE MAINTENANCE**

Discussion regarding the bid by Botanica continued with concerns that we are still having to remind them of issues.

**6. STAFF AND BOARD MEMBER REPORTS**

- a) None

- 7. **ADJOURNMENT:** Adjourn at 6:28 pm – Next meeting will be a Regular Meeting to be held on July 25, 2022, at 6 pm at the Arbuckle Golf Course.

Approved

Attest

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

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

**Cortina Community Services District**  
**June Disbursements**  
June 2022

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	458278	06/29/2022	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-242.41
Bill Pmt -Check	458278	06/29/2022	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-54.60
Bill Pmt -Check	458278	06/29/2022	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-218.47
Bill Pmt -Check	458278	06/29/2022	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-54.60
Bill Pmt -Check	458293	06/29/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-9.53
Bill Pmt -Check	458293	06/29/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-9.53
Bill Pmt -Check	458293	06/29/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-403.63
Bill Pmt -Check	458293	06/29/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-225.35
Bill Pmt -Check	458293	06/29/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-2,045.51
Bill Pmt -Check	458293	06/29/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-111.10
Bill Pmt -Check	458299	06/29/2022	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
Bill Pmt -Check	458299	06/29/2022	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
Bill Pmt -Check	458299	06/29/2022	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
Bill Pmt -Check	458302	06/29/2022	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,236.00
Bill Pmt -Check	458302	06/29/2022	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-659.00
<b>TOTAL</b>					<b>-6,319.73</b>

**Cortina Community Services District**  
**July Payables**  
**July 2022**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Arbuckle PUD	Water Service	03511 - Reddington Ranch	240.77
Arbuckle PUD	Water Service	03512 - River Glen	73.04
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	362.03
PGE	Streeet Lights	03512 - River Glen	166.39
PGE	Streeet Lights	03513 - Wildwood	95.08
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>3,902.03</u></b>

**Cortina Community Services District**  
**Profit & Loss by Class**  
July 2021 through June 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
44190 · Interest	540.88	304.27	0.00	845.15
441901 · Interest Adj. to Mkt Value	1,259.58	666.60	54.36	1,980.54
<b>Total Income</b>	<u>154,488.02</u>	<u>48,920.66</u>	<u>9,939.16</u>	<u>213,347.84</u>
<b>Expense</b>				
53220 · Road Improvement Projects				
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
53170 · Office Expense	52.80	14.40	12.80	80.00
53175 · Insurance Expense	1,791.65	488.63	434.34	2,714.62
53180 · Professional Services				
53181 · Accounting/Audit	7,207.20	1,965.60	1,747.20	10,920.00
53182 · Consulting	11,947.54	3,258.42	2,896.37	18,102.33
53183 · Engineering	456.21	124.42	110.60	691.23
53184 · Legal	161.70	44.10	39.20	245.00
53185 · Landscape Maintenance	20,124.00	6,590.00	0.00	26,714.00
<b>Total 53180 · Professional Services</b>	<u>39,896.65</u>	<u>11,982.54</u>	<u>4,793.37</u>	<u>56,672.56</u>
53190 · Publications and Legal Notices	40.20	10.80	9.00	60.00
53260 · Utilities				
53262 · Street Lights	5,237.37	2,167.26	922.82	8,327.45
53263 · Irrigation Controller	124.16	120.18	0.00	244.34
53264 · Water Service	3,249.02	833.15	0.00	4,082.17
<b>Total 53260 · Utilities</b>	<u>8,610.55</u>	<u>3,120.59</u>	<u>922.82</u>	<u>12,653.96</u>
53265 · Web Hosting	396.00	108.00	96.00	600.00
<b>Total Expense</b>	<u>404,878.08</u>	<u>251,784.60</u>	<u>6,444.65</u>	<u>663,107.33</u>
<b>Net Ordinary Income</b>	<u>-250,390.06</u>	<u>-202,863.94</u>	<u>3,494.51</u>	<u>-449,759.49</u>
<b>Net Income</b>	<u><u>-250,390.06</u></u>	<u><u>-202,863.94</u></u>	<u><u>3,494.51</u></u>	<u><u>-449,759.49</u></u>

DISCUSSION / REPORTS

ACTION ITEMS





## CORTINA COMMUNITY SERVICES DISTRICT

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: JULY 25, 2022**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: REVIEW AND DISCUSS THE FORMATION OF THE COMMUNITY FACILITIES DISTRICT WITH SUPERVISOR CORONA**

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### **BACKGROUND:**

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.

### **RECOMMENDATION:**

Review the formation documents and have a discussion regarding the future of the CFD.



## ENGINEER'S REPORT

### CORTINA COMMUNITY SERVICES DISTRICT

ASSESSMENT FOR FY 2005-06  
(Pursuant to the Community Services District Law)

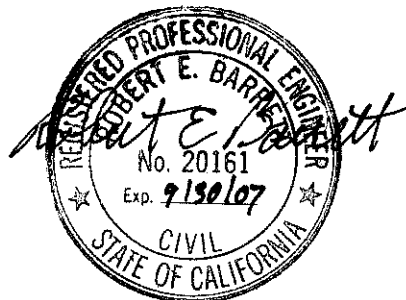
### COLUSA COUNTY, CALIFORNIA

PREPARED BY

PARATI OF CALIFORNIA  
590 MENLO DRIVE, SUITE 1  
ROCKLIN, CA 95765

Revised

OCTOBER 2005



10/12/2005

**ENGINEER'S REPORT  
CORTINA COMMUNITY SERVICES DISTRICT  
ASSESSMENT FOR FY 2005-06  
(Pursuant to the Community Services District Law)**

**COLUSA COUNTY, CALIFORNIA**

**INTRODUCTION**

A Community Services District is defined as a "district of limited powers". These powers are enumerated in section 61600 of the California Government Code. Creation of a Community Services District is governed by provisions of the District Organization Law (Government Code Title 6 Division 1). Community Services Districts may have non-contiguous boundaries.

The boundaries of Cortina Community Services District (the "CSD") are non-contiguous and are shown on Exhibit A. The CSD will consist of four (4) zones of benefit at its initial inception as shown on Exhibits B-E. It is anticipated as additional development occurs in the vicinity of the community of Arbuckle new territories will be annexed into the CSD. As these new territories are annexed, additional zones of benefit will be created to provide maintenance services needed for support of the new territories. The CSD will separate the accounting for each zone of benefit; therefore, any noticing and balloting requirements for each of the zones will be treated independently in the future. Future zones of benefit will require engineer's reports analyzing the maintenance services specific to each zone, analyzing special benefit versus general benefit, and determining the assessment for the zone of benefit.

The CSD will be an independent district and will have administrative costs that will be allocated to the zones of benefit. For example, it is anticipated that the CSD will enter into contracts for maintenance services, either with Colusa County or private vendors, rather than hiring a staff to provide those services as a public entity, all CSD contracts with private vendors will be subject to the Public Contract Code. The Public Contract Code regulates the process of advertising and awarding contracts. As previously stated, the CSD will provide accounting services to each zone of benefit. The Board of Directors will meet regularly to approve contracts and payment for services.

The District will also be required to meet all the requirements of the Ralph M. Brown Act governing public agency meetings. This will necessitate agenda postings, minutes and advertisements. Administrative costs are shown on Appendix 2.

**DISTRICT FINANCING/ASSESSMENT**

On November 5, 1996, the voters of California enacted Proposition 218 which is now incorporated into the California Constitution in Articles 13C and 13D. Article 13D establishes the provisions that apply to all assessments, fees and charges that are imposed by state statute or local government charter authority. Local government is defined as any county, City, City and county and any special district. Thus, as a special district, the Cortina Community Services District will be subject to the provisions of Article 13D.

Article 13D establishes the procedures and requirements for all assessments. Specifically any agency which proposes to levy an assessment shall identify all parcels which will have a Special Benefit conferred upon them and upon which an assessment will be imposed. Special Benefit is defined as "a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value

does not constitute 'Special Benefit'. Only Special Benefits are assessable and an agency is required to separate the general benefits from the Special Benefits.

Article 13D also establishes procedures and requirements for property related fees and charges. Fee is defined as any levy other than ad valorem tax, a special tax, or an assessment, imposed by an agency upon a parcel or upon a person as an incident of property ownership, including a user fee or charge for property related services. No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

Services of the CSD may be financed through assessments, special taxes and/or fees in accordance with Article 13C and 13D of the Constitution. The following services have been identified for the CSD:

- Street light maintenance
- Street maintenance
- Pedestrian and/or bicycle trail maintenance
- Landscape maintenance
- Open space maintenance
- Collection, treatment and disposal of storm water
- Maintenance of drainage and floodway facilities
- Collection, treatment and disposal of sewage
- Supply of water for domestic use, irrigation, sanitation, and fire protection

In addition to the specific services listed above, the administrative costs of providing those services are also eligible for allocating to the benefiting properties. Administrative costs would include the cost of administering the district as well as overseeing the collection and expenditure of funds.

Fees are more appropriate for financing services that can be metered or measured such as collection, treatment and disposal of sewage and supplying domestic water. Since water meters are required in California, properties can be billed based upon the consumption of water. Also, the amount of sewage to be collected and treated can be directly correlated to the consumption of water. The remaining services are more appropriately financed with assessments or special taxes. Historically in California assessments have been used to finance services of Special Benefit.

#### **AREA OF BENEFIT**

The CSD as proposed would consist of approximately 175 acres of land zoned for single family use containing a total of 342 units. The land within the CSD consists of four subdivisions with approved tentative maps located in the Arbuckle area of Colusa County. The development of these parcels into residential subdivisions will create the need for maintenance services as listed above. These maintenances services are Special Benefits to the parcels, because they are being provided to only these parcels and not to the County residents generally as detailed as follows:

- The newly constructed streets within the subdivisions will not be accepted into the County Maintained Mileage system. Therefore funds that the County receives from the State for the Road Fund cannot legally be used to maintain the streets or appurtenant drainage and street lighting facilities. Conversely, since the streets will not be accepted into the Maintained Mileage System the County will not receive additional funds from the State of California because of increased Maintained Mileage totals that would normally ameliorate a portion of the additional street maintenance costs. Since the streets only exist to provide access to the properties within the subdivision, and Colusa County receives no additional funds because

of the additional mileage of streets, the maintenance of the streets, appurtenant drainage facilities and street lights are a Special Benefit to the properties within the subdivisions.

- The landscape and open space areas will be constructed as an enhancement of the properties within the subdivisions. These areas would not exist without the subdivisions and thus the maintenance of these areas is a Special Benefit to the properties within the subdivisions.
- The construction of impervious surfaces such as buildings and streets in the subdivisions within the boundaries of the CSD create the need for drainage detention facilities as well as flood bypass facilities consistent with the Colusa County Flood Plain Ordinance. Without these drainage and flood bypass facilities the residences within the subdivisions could not exist. Those areas in the vicinity of the new developments, whether developed or undeveloped, will not receive any additional Special or General Benefit from the new drainage and flood bypass facilities. Thus the maintenance of the drainage and flood bypass facilities is a Special Benefit to the properties within the subdivisions.
- Water and sewer services will be provided by the CSD only to residential parcels within the zones of Benefit as identified in the listing of services for each Zone of Benefit. Some of the Zones of Benefit are also located within the boundaries of the Arbuckle Public Utilities District (PUD). The Arbuckle PUD provides domestic water and sewer services for the Community of Arbuckle. Those subdivisions within the boundaries of Arbuckle PUD will receive domestic water and sewer services from that Special district. Costs for domestic water and sewer will be collected via fees for services either by the CSD or Arbuckle PUD. As property based fees, these are exempt from the requirements to determine Special versus General Benefit.

Each of the new subdivisions, because of different service needs as well as different Special Benefits, will be a zone of Benefit of the CSD. Costs are calculated for providing Special Benefits to the parcels within the subdivisions for services and maintenance activities. Not all zones of Benefit will receive all services and maintenance activities listed above. The specific services will be identified for each zone of Benefit.

The tentative maps for the subdivision areas included within the CSD were conditioned to establish a Community Services District to provide ongoing maintenance for landscaping, streets, drainage, open space, street lighting, and pedestrian/bike trails as well as water and sewer needs outside the Arbuckle Public Utility District. Creation of the CSD is essential to permit the development of the subdivisions.

### **BOUNDARY DESCRIPTION**

All that territory situated in the County of Colusa, State of California, described in Exhibit A, Assessment District Diagram.

### **METHOD OF SPREAD**

The methods used to spread the assessments for each zone of Benefit as the following:

#### **Zone of Benefit 1 (Hillgate)**

This subdivision has 134 single family lots on 116 acres. It will require the following maintenance and operations services from the CSD:

- Street light maintenance
- Street maintenance
- Open space maintenance

- Collection, treatment and disposal of storm water;
- Collection, treatment and disposal of sewage;
- Supply of water for domestic use, irrigation, sanitation, and fire protection.

Appendix 1 details the maintenance activities assumed for each of the operation and maintenance services. Appendix 2 details the administrative costs for the CSD. Zone of Benefit 1 contains the following units for each of the services:

**Table 1**  
**Zone of Benefit 1**  
**Cost Estimates**

<b>Service</b>	<b>Units</b>	<b>Cost/Unit</b>	<b>Total Cost</b>
Street Lights	35	\$11/light/month	4,620
Streets	2.29 miles	\$10,000/mile	22,900
Bike/Ped/Golf Cart trails	2.29 miles	1,900/mile	4,350
Landscape		900/acre	
Open space	47.85 acres	90/acre	4,310
Detention Ponds		450/acre	
Ditch Cleaning (Improved)	23,309 lf	0.25/lf	5,830
Storm Drainage Facilities	0.57 miles	4,700/mile	2,680
Contingency			4,890
Administrative Cost	134	440	59,960

TOTAL            \$108,540

The cost of provision of operations and maintenance services for domestic water and sewage will be funded through user fees established by the CSD Board of Directors. Accordingly, these fees are not shown in Table 1, nor included in the cost of Special Benefit.

The subdivision that encompasses this zone of Benefit includes 134 residential parcels that receive the Special Benefit detailed in Table 1 above. The total cost of the Special Benefit is equally spread across all residential parcels. This equates to a cost of \$810/year/parcel (\$108,540/134 parcels). The assessment for each parcel in the zone of Benefit will be the amount of \$810 per year and as escalated by the Consumer Price Index, San Francisco Bay CPI, All Urban Consumers in each Fiscal Year starting with Fiscal Year 2006-07.

In addition to the above listed operations and maintenance services, this zone of Benefit also requires collection, treatment, and disposal of sewage, as well as the supply of water for domestic use, irrigation, sanitation, and fire protection. These services will be billed to the homes on the basis of meter readings or as a flat rate as determined by the board of directors. As both of these services would be paid as users fees, the board of directors of the district will have the ability to charge for services provided. These fees can be established by ordinance, resolution or minute order of the board. Therefore, this report will not address these fees.

## Zone of Benefit 2 (Reddington Ranch)

This subdivision has 138 single family lots on 34 acres. It will require the following maintenance and operations services from the CSD:

- Street light maintenance
- Street maintenance
- Landscape maintenance
- Bike/ Pedestrian trails maintenance
- Collection, treatment and disposal of storm water

Appendix 1 details the maintenance activities assumed for each of the operation and maintenance services. Appendix 2 details the administrative costs for the CSD. Zone of Benefit 2 contains the following units for each of the services:

**Table 2**  
**Zone of Benefit 2**  
**Cost Estimates**

Service	Units	Cost/Unit	Total Cost
Street Lights	18	11/light/month	2,380
Streets	1.18 miles	10,000/mile	11,800
Bike/Ped trails	0.3 miles	1,900/mile	570
Landscape	4.03 acres	900/acre	3,630
Open space		90/acre	
Detention Ponds	2.43 acres	450/acre	1,090
Ditch Cleaning (Improved)		0.25/lf	
Storm Drainage Facilities	0.97 miles	4,700/mile	4,560
Flood Bypass Channel Maintenance	0.27 miles	\$20,000/mile	5,400
Contingency			3,000
Administrative Cost	138	440	60,720

TOTAL \$93,150

This property is included within the boundaries of the Arbuckle PUD. The cost of provision of operations and maintenance services for domestic water and sewage will be funded through user fees established by the Arbuckle PUD Board of Directors. Accordingly, these fees are not shown in Table 2 nor included in the cost of Special Benefit.

The subdivision that encompasses this zone of Benefit includes 138 residential parcels that receive the Special Benefit detailed in Table 2 above. The total cost of the Special Benefit is equally spread across all residential parcels. This equates to a cost of \$675/ parcel (\$93,150/138 parcels). The assessment for each parcel in the zone of Benefit will be the amount of \$675 per year and as escalated by the Consumer Price Index, San Francisco Bay CPI, All Urban Consumers in each Fiscal Year starting with Fiscal Year 2006-07.

### Zone of Benefit 3 (River Glen)

This subdivision has 39 single family lots on 13.4 acres. It will require the following maintenance and operations services from the CSD:

- Street light maintenance
- Street maintenance
- Landscape maintenance
- Open space maintenance
- Bike / Pedestrian trails maintenance
- Collection, treatment, and disposal of storm water

Appendix 1 details the maintenance activities assumed for each of the operation and maintenance services. Appendix 2 details the administrative costs for the CSD. Zone of Benefit 3 contains the following units for each of the services:

**Table 3**  
**Zone of Benefit 3**  
**Cost Estimates**

<b>Service</b>	<b>Units</b>	<b>Cost/Unit</b>	<b>Total Cost</b>
Street Lights	14	11/light/month	1,840
Streets	0.65	10,000/mile	6,500
Bike/Ped trails	0.06	1,900/mile	110
Landscape	0.28	900/acre	250
Open space		90/acre	
Detention Ponds	0.41	450/acre	190
Ditch Cleaning (Improved)	1,250	0.25/lf	310
Storm Drainage Facilities	.37	4,700/mile	1,740
Contingency			1,150
Administrative Cost	39	440	17,160

TOTAL \$29,250

This property is included within the boundaries of the Arbuckle PUD. The cost of provision of operations and maintenance services for domestic water and sewage will be funded through user fees established by the Arbuckle PUD Board of Directors. Accordingly, these fees are not shown in Table 3, nor included in the cost of Special Benefit.

The subdivision that encompasses this zone of Benefit includes 39 residential parcels that receive the Special Benefit detailed in Table 3 above. The total cost of the Special Benefit is equally spread across all residential parcels. This equates to a cost of \$750/ parcel (\$29,250/39 parcel). The assessment for each parcel in the zone of Benefit will be the amount of \$750 per



year and as escalated by the Consumer Price Index, San Francisco Bay CPI, All Urban Consumers in each Fiscal Year starting with Fiscal Year 2006-07.

**Zone of Benefit 4 (Wildwood EStates)**

This subdivision has 31 single family lots on 8.5 acres. It will require the following maintenance and operations services:

- Street light maintenance;
- Street maintenance;
- Landscape maintenance;
- Open space maintenance;
- Collection, treatment and disposal of storm water.

Appendix 1 details the maintenance activities assumed for each of the operation and maintenance services. Appendix 2 details the administrative costs for the CSD. Zone of Benefit 5 contains the following units for each of the services:

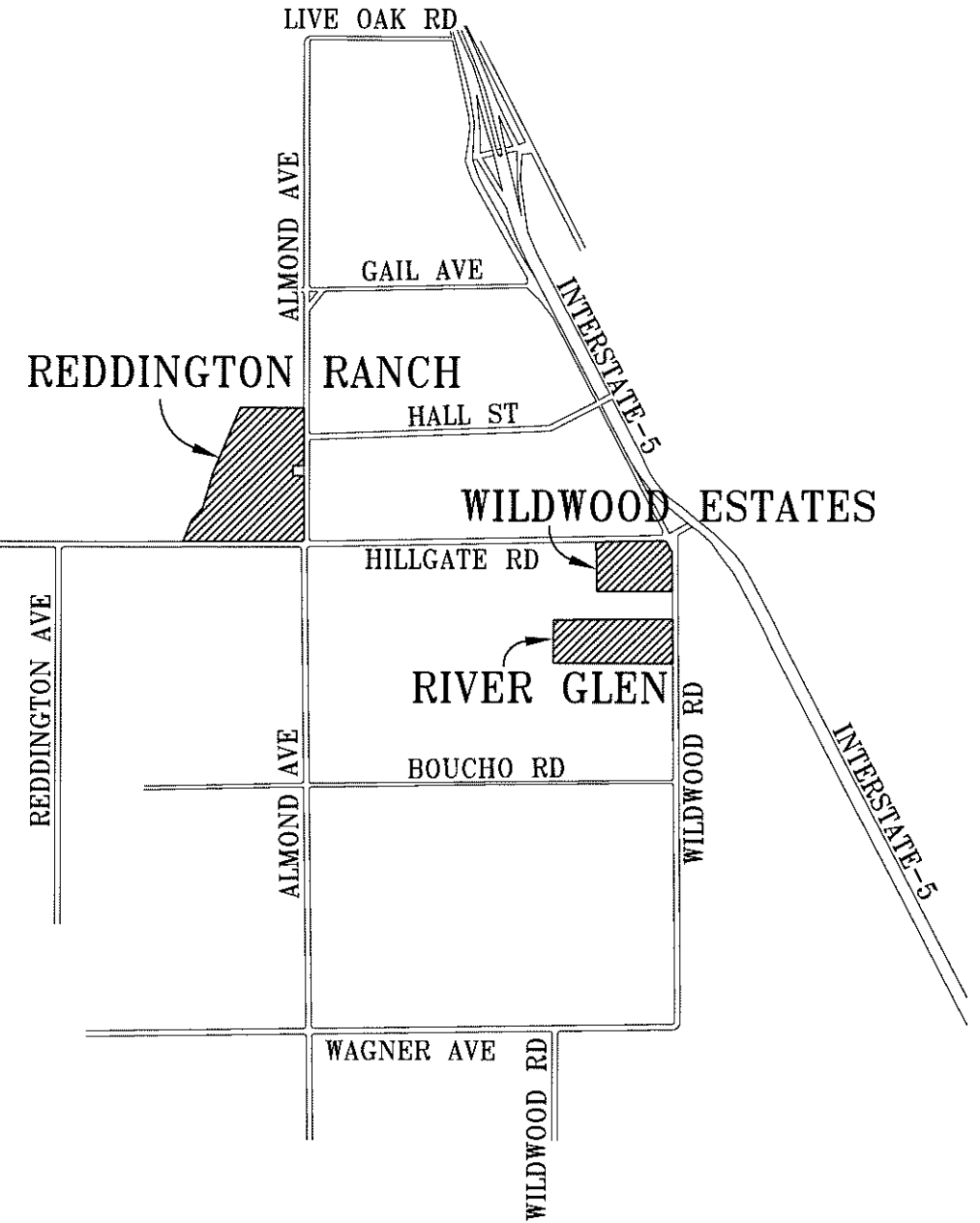
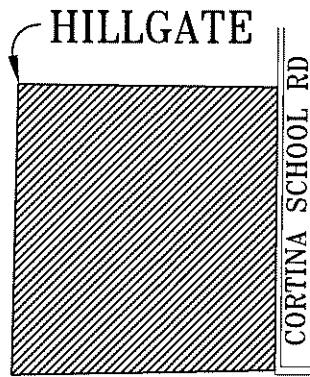
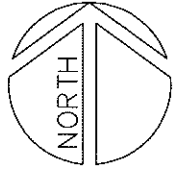
**Table 4**  
**Zone of Benefit 4**  
**Cost Estimates**

Service	Units	Cost/Unit	Total Cost
Street Lights	8	11/light/month	1,060
Streets	0.28	9,400/mile	2,800
Bike/Ped trails		1,900/mile	
Landscape	0.67	900/acre	600
Detention Ponds	1	450/acre	450
Ditch Cleaning (Improved)		0.25/lf	
Storm Drainage Facilities	0.30	4,700/mile	1,410
Contingency			655
Administrative Cost	31	440	13,640

TOTAL      \$20,615

This property is included within the boundaries of the Arbuckle PUD. The cost of provision of operations and maintenance services for domestic water and sewage will be funded through user fees established by the Arbuckle PUD Board of Directors. Accordingly these fees are not shown in Table 4 nor included in the cost of Special Benefit.

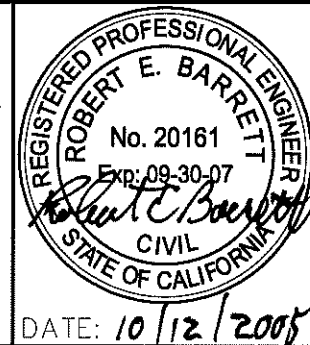
The subdivision that encompasses this zone of Benefit includes 31 residential parcels that receive the Special Benefit detailed in Table 4 above. The total cost of the Special Benefit is equally spread across all residential parcels. This equates to a cost of \$665/ parcel (\$20,615/31 parcels). The assessment for each parcel in the zone of Benefit will be the amount of \$665 per parcel and as escalated by the Consumer Price Index, San Francisco Bay CPI, All Urban Consumers in each Fiscal Year starting with Fiscal Year 2006-07.



Area within District Boundaries

REVISIONS	DATE

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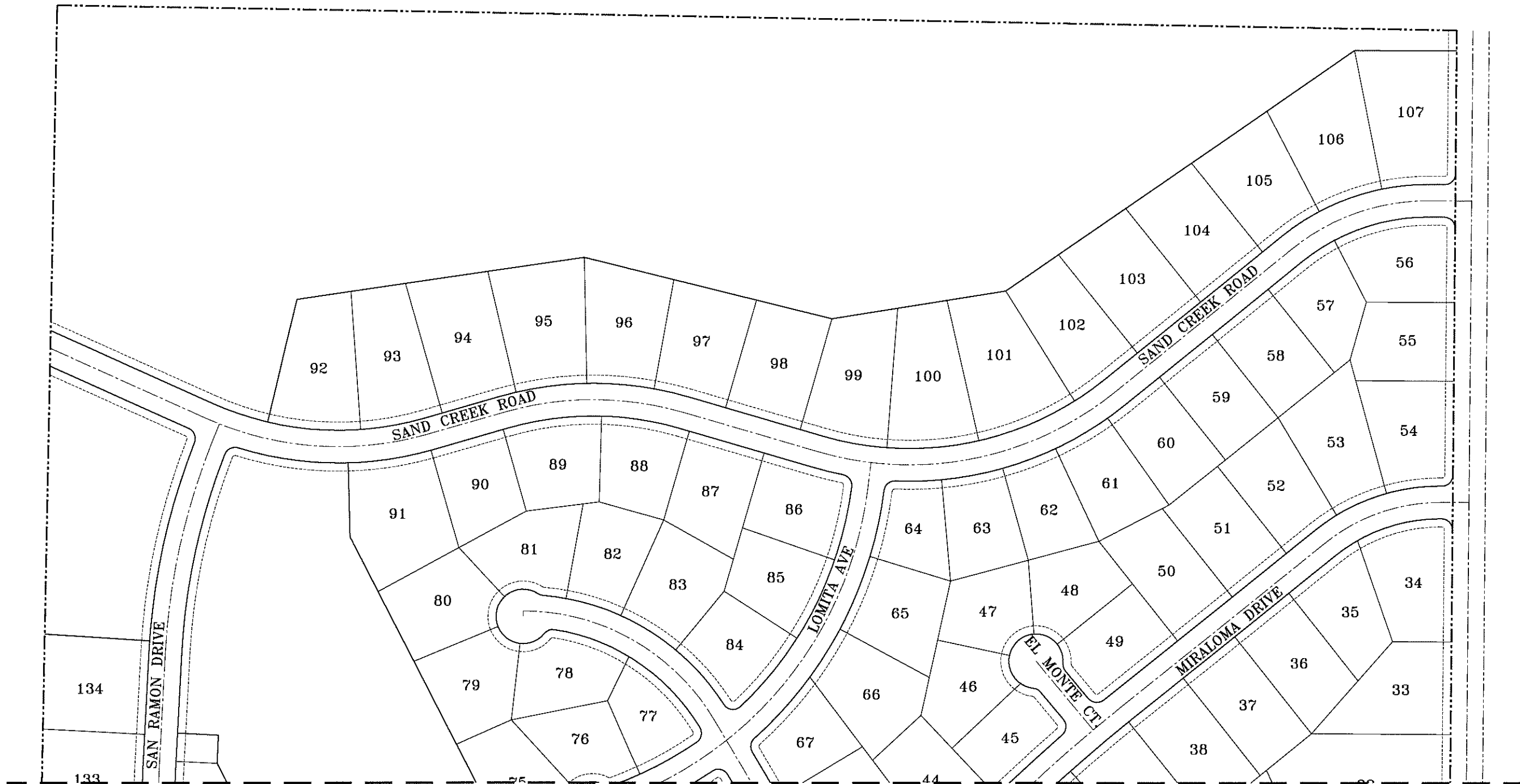
*Consulting Engineers  
Surveyors  
Planners*  
590 MENLO DR., STE. 1  
ROCKLIN, CALIFORNIA 95765  
PHONE: (916) 625-1309  
FAX: (916) 625-1310  
www.paraticompany.com

**CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA**

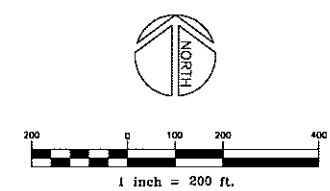
EXHIBIT A

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N/A VERT.
DATE
AUG 2005

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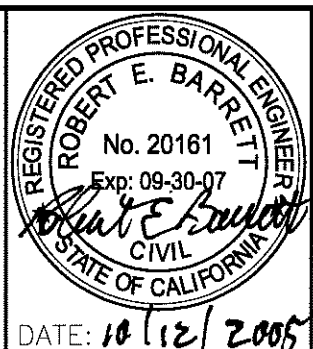


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**ZONE OF BENEFIT 1**  
CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA

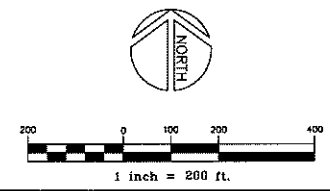
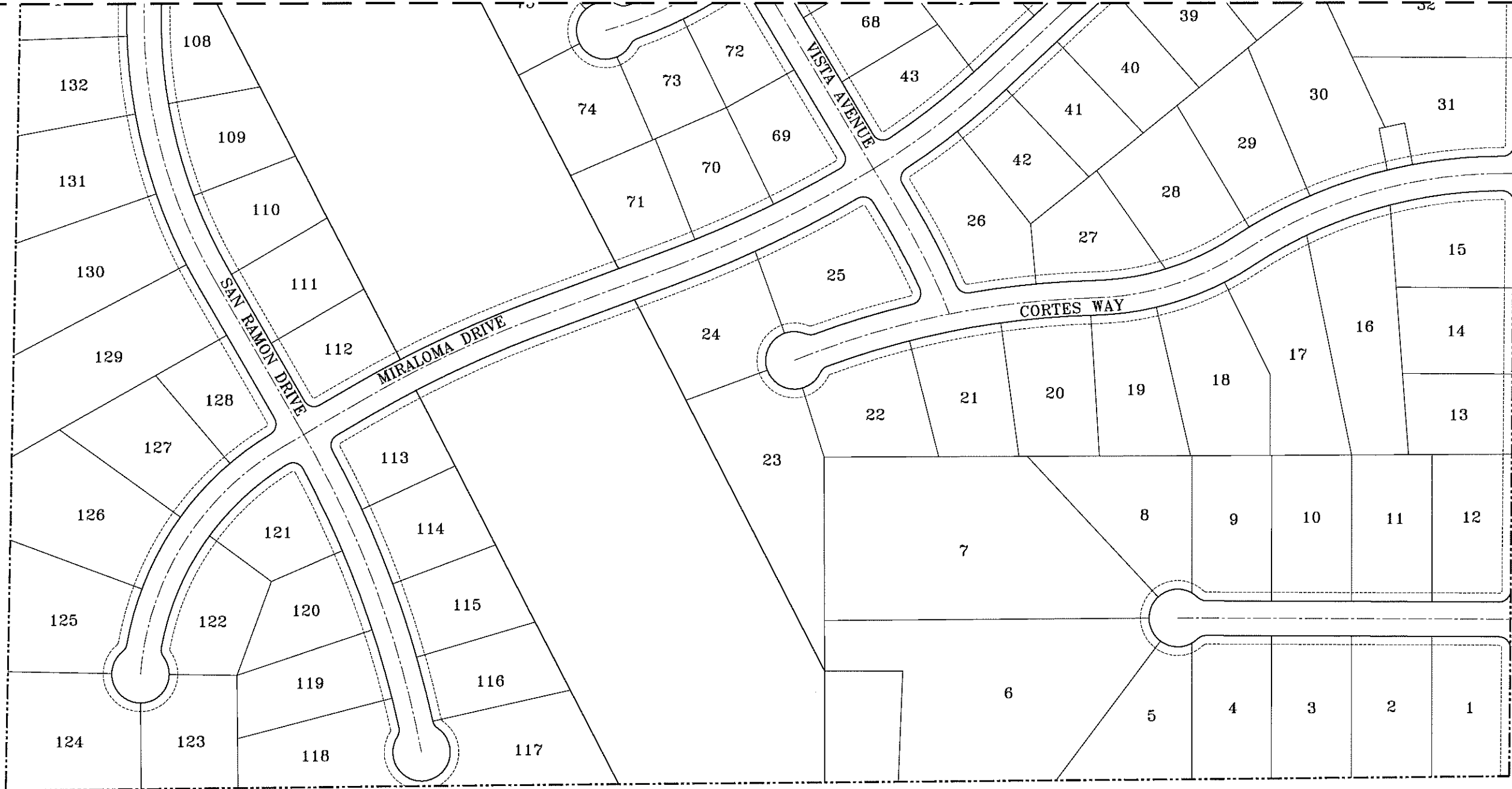
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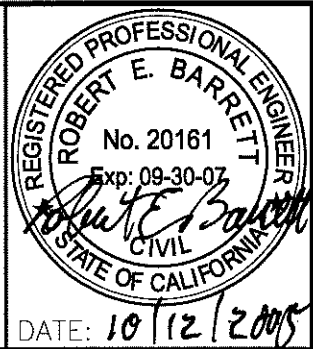


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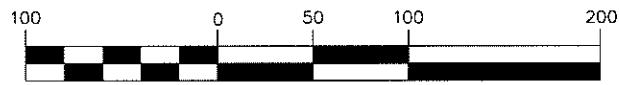
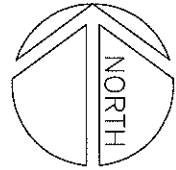
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CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA

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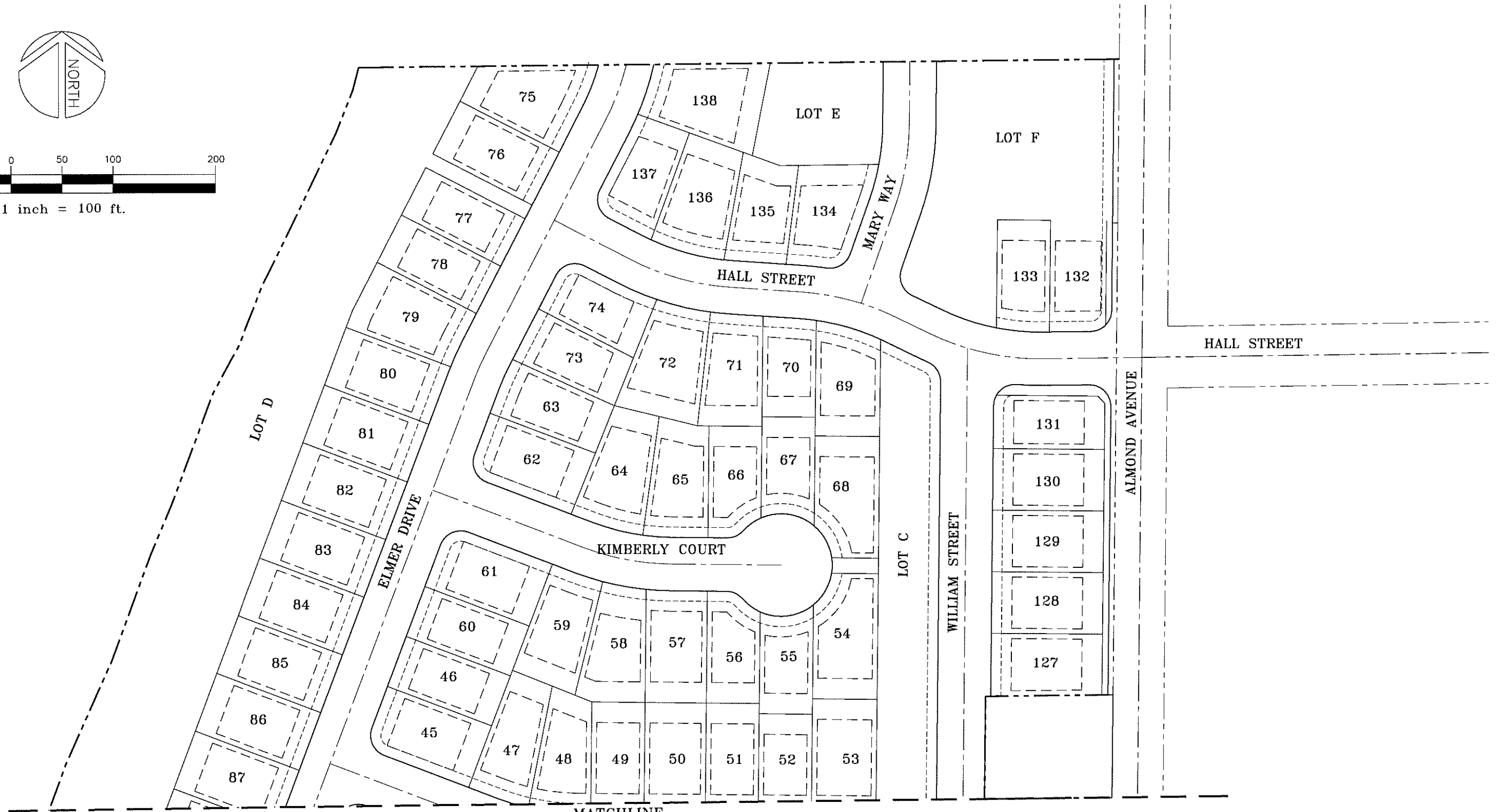
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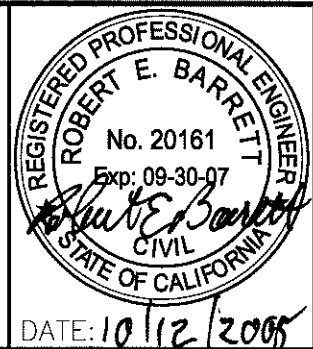
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**ZONE OF BENEFIT 2**  
CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA

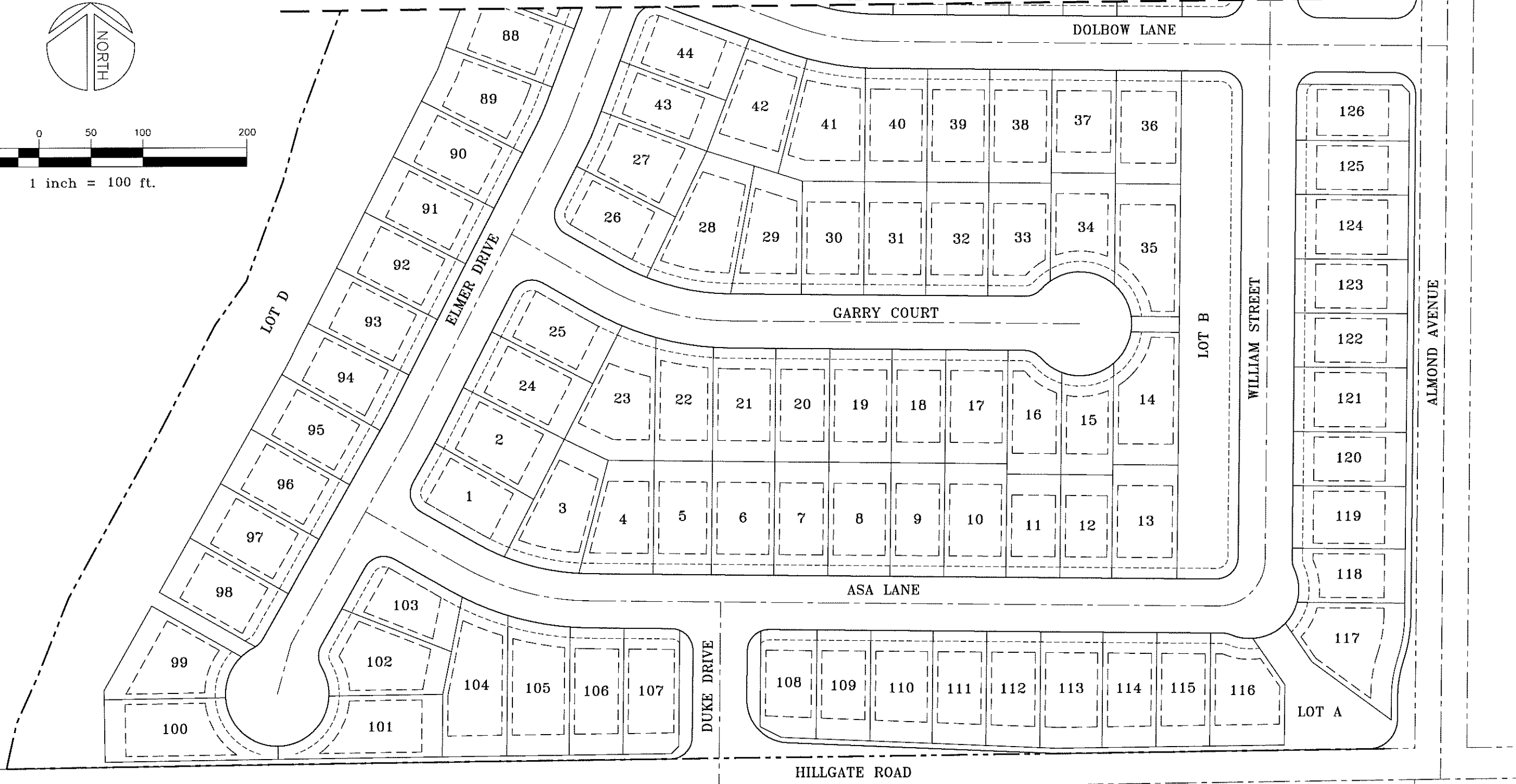
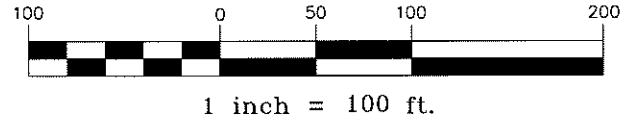
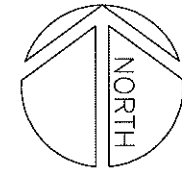
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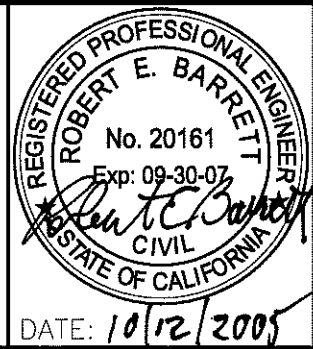


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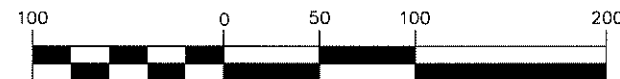
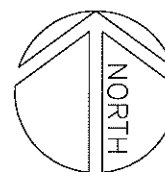
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CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA

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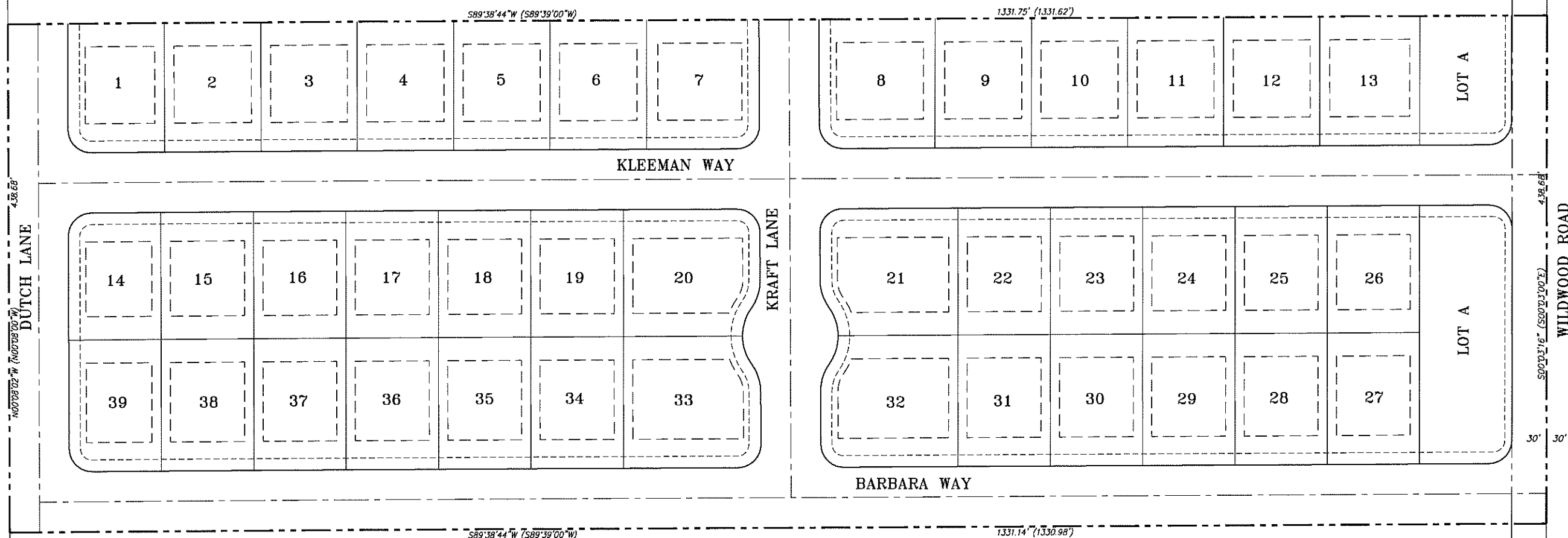
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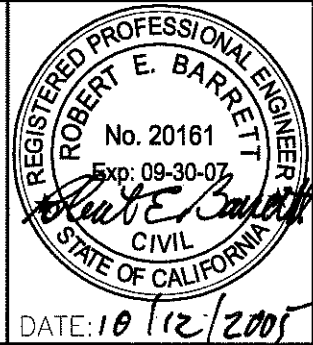


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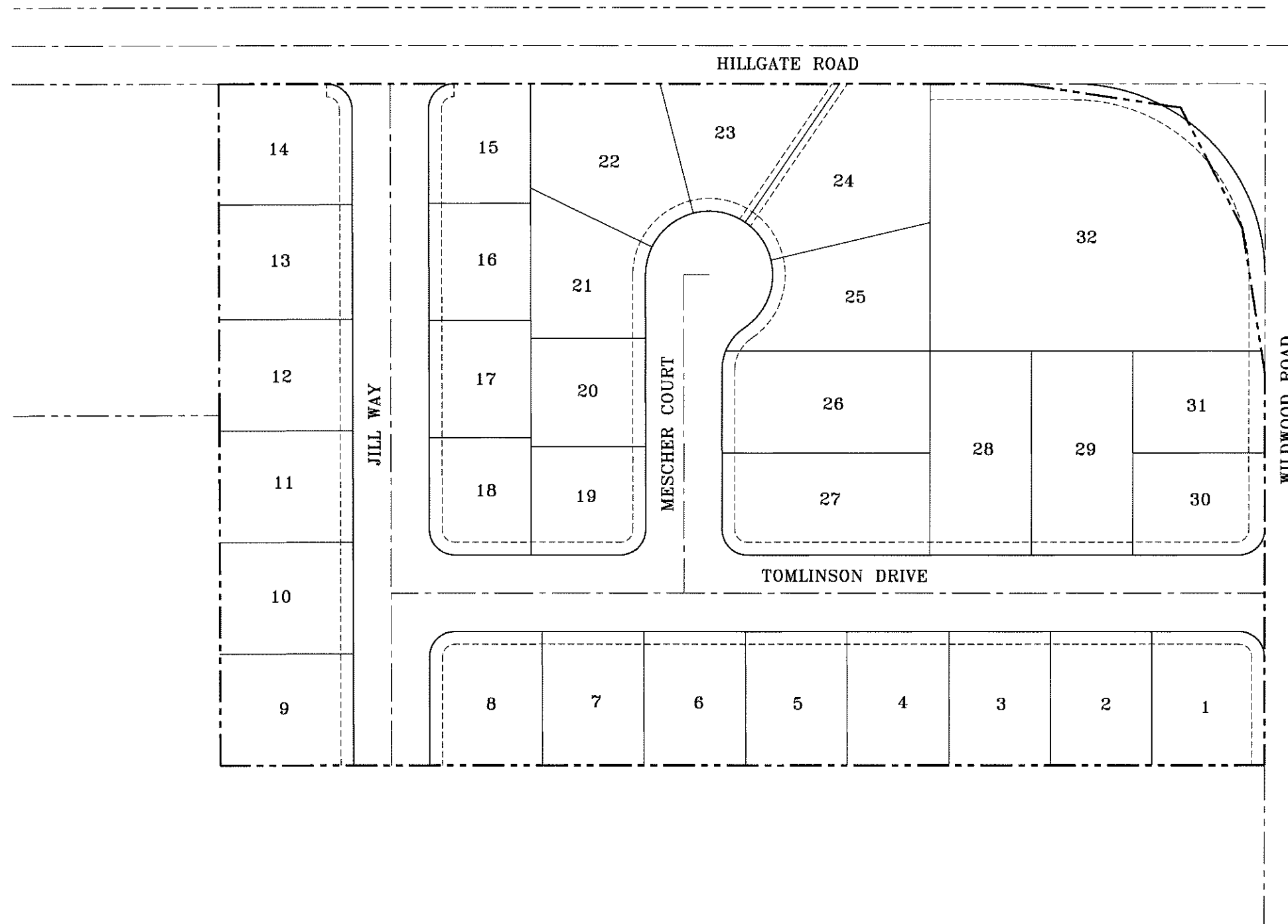
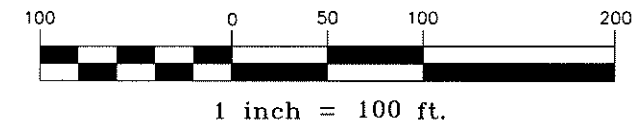
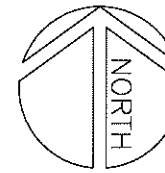
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CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA

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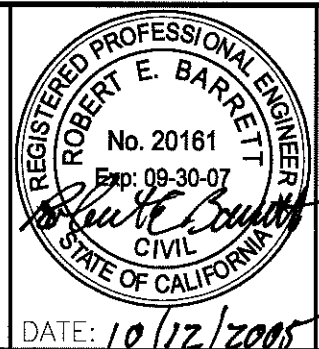


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Surveyors  
Planners*

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**ZONE OF BENEFIT 4**  
CORTINA COMMUNITY  
SERVICES DISTRICT  
COLUSA COUNTY, CA

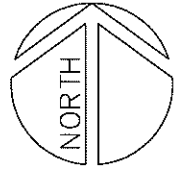
EXHIBIT E


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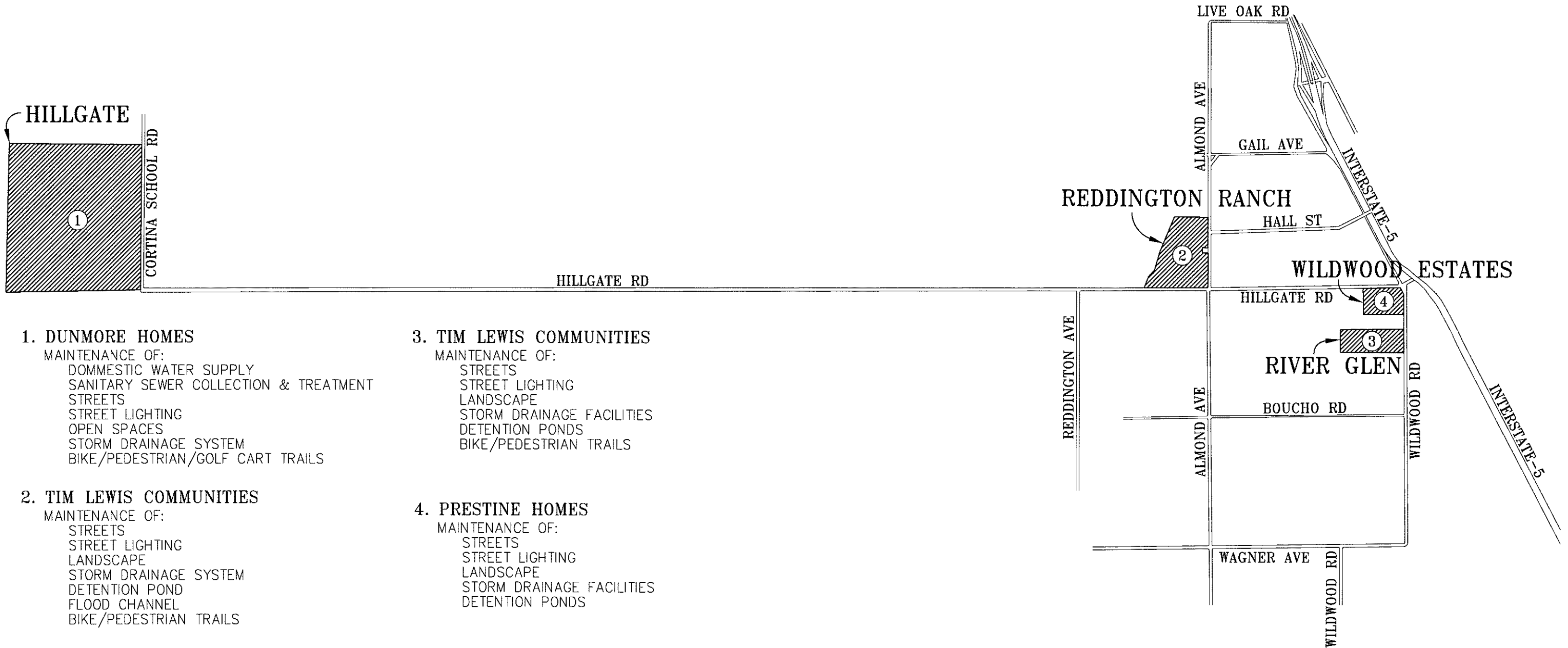
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 Area within District Boundaries



**1. DUNMORE HOMES**

MAINTENANCE OF:  
 DOMMESTIC WATER SUPPLY  
 SANITARY SEWER COLLECTION & TREATMENT  
 STREETS  
 STREET LIGHTING  
 OPEN SPACES  
 STORM DRAINAGE SYSTEM  
 BIKE/PEDESTRIAN/GOLF CART TRAILS

**3. TIM LEWIS COMMUNITIES**

MAINTENANCE OF:  
 STREETS  
 STREET LIGHTING  
 LANDSCAPE  
 STORM DRAINAGE FACILITIES  
 DETENTION PONDS  
 BIKE/PEDESTRIAN TRAILS

**2. TIM LEWIS COMMUNITIES**

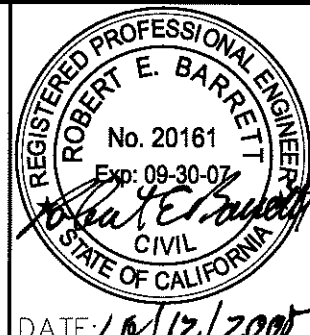
MAINTENANCE OF:  
 STREETS  
 STREET LIGHTING  
 LANDSCAPE  
 STORM DRAINAGE SYSTEM  
 DETENTION POND  
 FLOOD CHANNEL  
 BIKE/PEDESTRIAN TRAILS

**4. PRESTINE HOMES**

MAINTENANCE OF:  
 STREETS  
 STREET LIGHTING  
 LANDSCAPE  
 STORM DRAINAGE FACILITIES  
 DETENTION PONDS

REVISIONS	DATE

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CAB DRAWN
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**OWNERSHIP AND ZONE OF  
 BENEFIT SERVICES**

EXHIBIT F

SCALE
N/A HORIZ.
N/A VERT.
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AUG 2005

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# APPENDIX 1

## SUMMARY OF MAINTENANCE ACTIVITIES

Cortina Community Services District  
Colusa County, California

### STREET LIGHTS MAINTENANCE

All subdivisions include street lights based upon urban levels of lighting. Street lights maintained by PG&E. Cost charged monthly to include operation and maintenance.

### STREET MAINTENANCE

- Pothole patching
- Sweeping monthly
- Slurry seal
- Maintenance overlay
- Pavement markings maintenance
- Traffic control sign maintenance and replacement
- Street name sign maintenance
- Sidewalk repair
- Curb repair

### BIKE/PED TRAILS MAINTENANCE

- Patching
- Slurry seal
- Maintenance overlay
- Sign and marking maintenance

### LANDSCAPE MAINTENANCE

- Irrigation water
- Irrigation system maintenance and repair
- Mowing/weeding
- Fertilizing
- Plant pruning/maintenance/replacement
- Litter removal
- Vandalism repair

### OPEN SPACE MAINTENANCE

- Combustible vegetation control
- Litter removal
- Damage repair

#### DETENTION BASIN MAINTENANCE

- Irrigation water
- Irrigation system maintenance and repair
- Mowing/weeding
- Fertilizing
- Plant pruning/maintenance/replacement
- Litter removal
- Vandalism repair
- Debris removal

#### STORM DRAINAGE FACILITIES MAINTENANCE

- Catch basin cleaning
- Pipe cleaning
- Pipe repair
- Debris removal

#### DITCH CLEANING-IMPROVED(PAVED)

- Erosion repair
- Debris removal
- Lining patching

#### DITCH CLEANING-COBBLE

- Erosion repair
- Debris removal
- Cobble replacement
- Sediment removal

#### FLOOD BYPASS CHANNEL MAINTENANCE

- Sediment removal
- Debris removal
- Erosion repair
- Pipe cleaning
- Channel reshaping

## APPENDIX 2

### SUMMARY OF ADMINISTRATIVE COSTS

Cortina Community Services District  
Colusa County, California

<b>CSD Administrative budget</b>	<b>Source/ Assumption</b>	<b>Total Amount</b>
<u>Board of Directors (5 members) Stipend</u>	\$50 per meeting	\$3,000
<u>Salaries, Wages, and Fringe Benefits</u>		
CSD Manager (contract position)	20 hours per month	\$36,000
CSD Secretary (1)	full-time position	\$24,000
CSD Attorney	10 hours per month	\$24,000
<u>Contracts, Services and Supplies</u>		
Accounting and business services	\$1,500 per month	\$18,000
Auditing services	annual expense	\$10,000
Office expenses (telephone, computer & etc.)	\$600 per month	\$7,200
Meeting room rental	\$200 per month	\$2,400
Board agenda processing	\$500 per month	\$6,000
<u>Contingency</u>	15% of budget	\$19,600
<b>Total Administrative Budget</b>		<b>\$150,200</b>

Cortina CSD Units at buildout

342

**Average Cost per unit**

**\$440**

(1) Position shared with Fire Department

Table C-6  
 Cortina CSD Public Services Delivery and Financing Plan  
 Summary of Street, Drainage, Landscape, Open Space, and  
 Street Related Maintenance Costs (2005 \$'s)

Item	Estimated Annual Cost			
	Zone 1 (Hillgate)	Zone 2 (Reddington Ranch)	Zone 3 (River Glenn)	Zone 4 (Wildwood Estates)
<b>Street, Drainage, Landscape, Open Space, and Street Related Maintenance items</b>				
Street Lights	\$4,620	\$2,380	\$1,840	\$1,060
Street Maintenance	\$22,900	\$11,800	\$6,500	\$2,800
Bike/Pedestrian/Golf Cart Trails	\$4,350	\$570	\$110	\$0
Landscape	\$0	\$3,630	\$250	\$600
Open Space Maintenance	\$4,310	\$0	\$0	\$0
Drainage Detention Ponds	\$0	\$1,090	\$190	\$450
Drainage Ditch Maintenance	\$5,830	\$0	\$310	\$0
Storm Drainage Facilities	\$2,680	\$4,560	\$1,740	\$1,410
Flood Bypass Channel Maintenance	--	\$5,400	--	--
Contingency [1]	\$4,890	\$2,970	\$1,060	\$655
<b>Total Estimated Costs</b>	<b>\$49,580</b>	<b>\$32,400</b>	<b>\$12,000</b>	<b>\$6,975</b>
<b>Total Number of Lots</b>	<b>134</b>	<b>138</b>	<b>39</b>	<b>31</b>
<b>Total Estimated Annual Cost per Lot</b>	<b>\$370</b>	<b>\$235</b>	<b>\$310</b>	<b>\$225</b>
<b>Total Estimated Cost per Zone [2]</b>	<b>\$49,580</b>	<b>\$32,400</b>	<b>\$12,090</b>	<b>\$6,975</b>

\*street\_other\_study\*

Source: Colusa County, LDC Design Group, and EPS

[1] The contingency amount is equal to approximately 10 percent of the total individual special assessment items.

[2] The initial assessment for each parcel will be escalated by the CPI, San Francisco Bay CPI, All Urban Consumers in each Fiscal Year starting with Fiscal Year 2006-2007.

C-9

# RESOLUTION NO. 06- 11

## A RESOLUTION OF THE COLUSA COUNTY BOARD OF SUPERVISORS DECLARING ITS INTENT TO ESTABLISH A COMMUNITY FACILITIES DISTRICT TO BE KNOWN AS COMMUNITY FACILITIES DISTRICT NO. 2006-1 (CORTINA COMMUNITY SERVICES DISTRICT SERVICES MITIGATION)

**WHEREAS**, it is proposed to establish a community facilities district within the County of Colusa (the "County") under the terms of the Mello-Roos Community Facilities Act of 1982 (Sections 53311 and following, California Government Code, hereafter referred to as the "Act"), and the proposed boundaries of the proposed community facilities district are shown on the boundary map (the "Boundary Map") on file with the County Clerk-Recorder of the County (the "County Clerk-Recorder") and approved by resolution of the Board of Supervisors ("Board") adopted this same date; and

**WHEREAS**, by said resolution approving the Boundary Map, the Board has established that the name of the proposed community facilities district shall be "Community Facilities District No. 2006-1 (Cortina Community Services District Services Mitigation), County of Colusa, State of California", referred to hereafter in this resolution as "CFD No. 2006-1";

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Colusa as follows:

1. The Board hereby finds that any property included within the boundary which is currently in agricultural use will nonetheless be benefitted by the proposed services. 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.
2. The types of services proposed to be partially financed with the proceeds of special taxes to be levied within CFD No. 2006-1 are set forth on the Exhibit A attached to this resolution.
3. The types of incidental expenses proposed to be incurred and authorized to be paid from the proceeds of the special tax are set forth on Exhibit B attached to this Resolution, as supplemented by the definition of "Administrative Expenses" as set forth in Exhibit C attached to this Resolution.
4. Except where funds are otherwise available, a special tax to pay a portion of the cost of such services and related incidental expenses, will be annually levied within CFD No. 2006-1. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the special tax shall attach to all nonexempt real property within CFD No. 2006-1, and this lien shall continue in force and effect in perpetuity unless, by subsequent action, the

County provides that levy and collection of the tax shall cease. The rate and method of apportionment of the special tax is set forth in Exhibit C hereto.

5. Advances of funds or contributions of work in kind from any lawful source, specifically including but not limited to the County and owners of property within CFD No. 2006-1 may be reimbursed from special tax revenue to the extent of the lesser of the value or cost of the contribution, but any agreement to do so shall not constitute a debt or liability of the County.

6. The Board hereby sets Tuesday March 21, 2006 at 9:30 a.m. in the Board Chambers at the County Courthouse, 546 Jay Street, Colusa, California as the time and place for the public hearing on the establishment of CFD No. 2006-1. At the hearing, testimony of all interested persons and taxpayers for or against establishment of CFD No. 2006-1, the extent of CFD No. 2006-1, the proposed list of services to be authorized for partial funding, the proposed rate and method of apportionment of the special tax, or any other aspect of the proposed CFD No., 2006-1 will be heard and protests will be considered from registered voters residing within CFD No. 2006-1 and persons owning real property within CFD No. 2006-1. As provided by the Act, written protests by a majority of the registered voters, if any, but including a minimum of six registered voters, or by the owners of a majority of the land within the proposed CFD No. 2006-1 will constitute a "majority protest" and will require the suspension of proceedings for at least one year. Written protests must be filed with the County Clerk-Recorder at or before the time fixed for the hearing. If such majority protests are directed only against certain elements of the proposed improvements or proposed special tax, only those elements shall be deleted from the proceedings.

7. It is anticipated that the special tax will be billed as a separate line item on the regular property tax bill of the County of Colusa. However, the Board reserves the right, under Section 53340, to utilize any method of collecting the special tax which it shall, from time to time, determine to be in the best interests of the County, including, but not limited to, direct billing by the County to the property owners and supplemental billing.

8. Economic & Planning Systems, Inc., as consultant to the County, is directed to study the proposed CFD No. 2006-1 and to cause the preparation and filing of the report required by Section 53321.5 of the Act prior to the time of the public hearing.

9. If an election is held in these proceedings, it is the intention of the Board that the electors will be the landowners within the proposed CFD No. 2006-1 and will take place at the conclusion of the public hearing on March 21, 2006. The election will take place at the Colusa County Courthouse in the chambers of the Board of Supervisors. The election official shall be the County Clerk-Recorder or her designee who will have available ballots which may be marked at the election location on the election day by the qualified electors. Pursuant to Government Code section 53226, the qualified electors are the landowners within the proposed District and the vote shall be by the landowners, or their authorized representatives, each having one vote for each acre or portion thereof the landowner owns in the proposed District as of the close of the public hearing.

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10. The Board also intends to establish the annual appropriations limit of CFD No. 2006-1 at \$200,000 for the 2006-2007 fiscal year.

11. The county Clerk-Recorder is hereby directed to have a notice of hearing, containing the matters specified by Section 53222 of the Act, published one time in the Colusa Sun Herald no later than seven calendar days prior to the date set forth above for the public hearing.

**PASSED AND ADOPTED** this 7th day of February 2006 by the following vote:

**AYES:** Supervisors, Womble, Evans, Indrieri and Scofield.

**NOES:** None.

**ABSENT:** Supervisor Marshall.

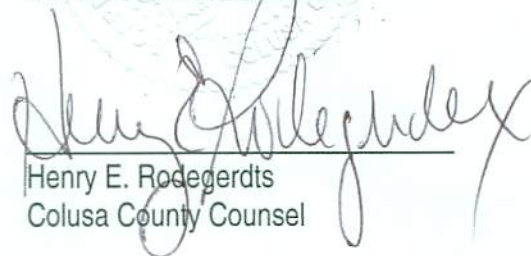


Christy K. Scofield, Chairman  
Board of Supervisors

ATTEST: Kathleen Moran, County Clerk  
and ex-officio clerk to the Colusa County  
Board of Supervisors

By  \_\_\_\_\_, Deputy

APPROVED AS TO FORM:



Henry E. Rodegerdts  
Colusa County Counsel



**EXHIBIT A****DESCRIPTION OF AUTHORIZED SERVICES**

Services to be funded by the collection of Special Taxes in the County of Colusa Community Facilities District No. 2006-1 (Cortina Community Services District Services Mitigation) are listed below. Authorized costs of the County and/or Cortina Community Services District to provide the services listed below include, but are not limited to, compensation of employees and contractors, supplies, materials, equipment, lease or rental fees for equipment or building space, contracts, or any other costs associated with the provision of authorized services.

**PUBLIC SAFETY**

Authorized costs include all costs associated with the provision of:

- Police Services
- Fire Services

## EXHIBIT B

### INCIDENTAL EXPENSES

It is anticipated that the following incidental expenses may be incurred in the proposed financing:

- Special tax consultant fees and expenses
- County staff review and administration
- CSD staff review and administration
- Special legal counsel fees and expenses
- Publishing, mailing and posting of notices
- Governmental notification and filing costs

In addition to the foregoing initial expenses, certain annual expenses may be included in each annual special tax levy. These include:

- Special tax administrator costs
- Costs of posting, collecting and enforcing payment of the special taxes
- Personnel and administrative costs of the County and/or the Cortina CSD

## EXHIBIT C

County of Colusa, California  
Community Facilities District No. 2006-1  
(Cortina Community Services District Services Mitigation)

### RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

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#### 1. Basis of Special Tax Levy

A Special Tax authorized under the Mello-Roos Community Facilities Act of 1982 (Act) applicable to the land in the Community Facilities District No. 2006-1 (CFD) of the County of Colusa (County) shall be levied and collected according to the tax liability determined by the County or, eventually, the Cortina Community Services District (CSD) through the application of the appropriate amount or rate, as described below.

#### 2. Definitions

“Act” means the Mello-Roos Community Facilities Act of 1982, as amended, Sections 53311 and following of the California Government Code.

“Administrative Expenses” means the actual or estimated costs incurred by the County and / or the CSD to form the CFD and to annually determine, levy, and collect the Special Taxes, including compensation of County and / or CSD employees for administrative work performed in relation to the CFD, the fees of consultants and legal counsel; the costs, including all County charges of collecting installments of the Special Taxes upon the general tax rolls; preparation of required reports; and any other costs required to administer the CFD as determined by the County and / or CSD.

“Administrator” means the Auditor-Controller and, eventually, the CSD Manager, or his/her designee.

“Annexation Parcel” means an Assessor's Parcel that is annexed to the CFD after the CFD has been formed.

“Annual Costs” means for each Fiscal Year, the total costs of 1) Authorized Services and 2) Administrative Expenses.

“Assessor” means the Assessor of the County of Colusa.

“Assessor's Parcel” means a parcel of land in the County identified by Assessor's Parcel Number.

“**Assessor’s Parcel Number**” means the number as assigned to a Parcel by the Assessor as recorded by the Assessor on the last equalized tax roll.

“**Auditor-Controller**” means the Auditor-Controller of the County.

“**Authorized Services**” mean those services, as listed in the resolution forming the CFD.

“**Base Fiscal Year**” means the Fiscal Year beginning July 1, 2005 and ending June 30, 2006

“**Base Special Tax per EDU**” means the amount of Special Tax assigned to each equivalent dwelling unit (EDU) in the Base Year. This amount is \$525, including a 5 percent component for annual Administration Expenses. This amount is increased by the Tax Escalation Factor in each Fiscal Year after the Base Year.

“**Board**” means the Board of Supervisors of the County of Colusa and, eventually, the Board of Directors of the CSD acting for the CFD under the Act.

“**Building Permit**” means a permit issued by the Planning and Building Department of the County for residential and / or non-residential uses.

“**Building Square Foot**” means a measurement of the habitable area contained within the perimeter of each individual residential unit, or the covered and enclosed area contained within the perimeter of a nonresidential use structure on a given Parcel, which can be or has been developed on that Parcel based on a Building Permit. This figure shall be determined in accordance with the standard practice of the County in calculating structural parameters.

“**CFD**” means the Community Facilities District No. 2006-1 (Cortina Community Services District Services Mitigation) of the County of Colusa, California.

“**Condominium/Townhouse Parcel**” means a Parcel that has a Building Permit for Condominium or Townhouse uses. The number of Residential Units assigned to each Condominium/Townhouse Parcel is determined by the number of condominium or townhouse units approved by the Building Permit.

“**County**” means the County of Colusa, California.

“**CSD**” means the Cortina Community Services District in the County.

“**CSD Manager**” means the appointed Manager of the Cortina Community Services District.

“**Developed Parcel**” means a Parcel that has a Building Permit for the land uses stated below.

- Single-Family Residential Parcels,
- Duplex/Triplex Residential Parcels,
- Multifamily Residential Parcels,

- Condominium/Townhouse Parcels,
- Mobile Home Park Parcels,
- Mixed Use Parcels, or
- Nonresidential Use Parcels.

A Developed Parcel that is acquired by a public agency and becomes a Public Parcel is classified as Tax-Exempt.

**“Duplex/Triplex Residential Parcel”** means a Parcel with a Building Permit for a Duplex or Triplex residential use. The number of Residential Units assigned to a Duplex/Triplex Residential Parcel is determined by the number of Residential Units approved in the Building Permit.

**“Fiscal Year”** means the period starting July 1 and ending the following June 30.

**“For Rent Residential Uses”** means residential uses found on a Mixed Use Parcel that are not Condominium/Townhouse Parcels. The number of Residential Units assigned to a Mixed Use Parcel is the number of Residential Units that are For Rent Residential Uses approved in the Building Permit.

**“Industrial Uses Parcel”** means a Parcel designated for industrial uses. The Building Square Foot assigned to the Industrial Uses Parcel is determined by the Building Square Foot approved in the Building Permit.

**“Maximum Annual Special Tax”** means the maximum amount of Special Tax that can be levied against a Taxable Parcel calculated by multiplying the Maximum Annual Special Tax Rate times the Residential Units for residential uses or Building Square Foot for non-residential uses assigned to a Taxable Parcel.

**“Maximum Annual Special Tax Rate”** means the amount shown in Attachment 1 for a Fiscal Year that is used in calculating the Maximum Annual Special Tax for a Parcel based on its land use classification. The Maximum Annual Special Tax Rate is calculated by multiply the Base Special Tax per EDU times the Police and Fire Protection EDU Factor.

**“Mixed Use Parcel”** means a Parcel with a Building Permit for a mix of uses, which includes For Rent Residential Uses. The number of Residential Units assigned to a Mixed Use Parcel is determined by the Building Permit for the original construction or expansion. The Building Square Foot is determined for that area designated for Non-Residential Uses under the Building Permit.

**“Mobile Home Park Parcel”** means a Parcel with required authorization from the California Department of Housing and Development/Division of Codes and Standards for mobile home park uses. The number of Residential Units assigned to the Mobile Home Park Parcel is determined by the number of Residential Units approved under the required authorization.

**“Multifamily Residential Parcel”** means a Parcel with a Building Permit for multifamily residential use. The number of Residential Units assigned to a Multifamily Residential Parcel is determined by the number of Residential Units approved in the Building Permit.

**“Office/Business Park Parcel”** means a Parcel designated for office or business park use. The Building Square Foot assigned to the Office/Business Park Parcel is determined by the Building Square Foot approved in the Building Permit.

**“Parcel”** means any Assessor's Parcel in the CFD based on the equalized tax rolls of the County as of January 1 preceding the Fiscal Year.

**“Planning and Building Department”** means the department of the County, or the successor department, or agency, having the responsibility of providing residential and nonresidential building permit services for the County, and further authorized to issue the Building Permit.

**“Police and Fire Protection EDU Factor”** means an equivalent dwelling unit (EDU) factor used to show the proportional benefit received by various land uses as compared to Single-Family Residential Parcels. Single-Family Residential Parcels are assigned a Police and Fire Protection EDU Factor of one. Other land uses are assigned a Police and Fire Protection EDU Factor based on the assumed persons per house for residential uses and per employees per square foot for nonresidential uses in comparison to the persons per household for Single-Family Residential Parcels. The Police and Fire Protection EDU Factor is used to adjust the Maximum Annual Special Tax Rate for land uses in **Attachment 1**.

**“Public Parcel”** means, except as otherwise provided herein, any Parcel, that is publicly owned—that is, normally exempt from the levy of general *ad valorem* property taxes under California law, including, but not limited to, public streets, schools, parks, and public drainageways; public landscaping, wetlands, greenbelts, and public open space. These Parcels are exempt from the levy of Special Taxes. Any such Parcel shall be a Tax-Exempt Parcel. A Public Parcel that is a Developed Parcel and that is no longer needed for public uses and is converted to residential uses will be reclassified as a Taxable Parcel.

**“Residential Unit(s)”** means the number of taxable residential unit(s) as assigned to a Developed Parcel by the Administrator using the Building Permit to verify the unit count.

**“Retail Commercial Parcel”** means a Parcel that has a Building Permit for commercial use. The Building Square Foot assigned to the Commercial Parcel is determined by the Building Square Foot approved in the Building Permit.

**“Single-Family Residential Parcel”** means a single-family residential lot created by the recordation of a final subdivision map. A Single-Family Residential Parcel is assigned one Residential Unit upon issuance of a Building Permit.

**“Special Tax(es)”** mean(s) any tax levy under the Act in the CFD.

**“Tax Collection Schedule”** means the document prepared by the County and, eventually the CSD, for the Auditor-Controller to use in levying and collecting the Special Taxes each Fiscal Year.

**“Tax Escalation Factor”** means an annual percentage increase as published by Consumer Price Index (CPI), San Francisco Bay CPI, All Urban Consumers for December of the current Fiscal Year compared to December of the prior Fiscal Year. The Tax Escalation Factor is applied to the Maximum Annual Special Tax Rates beginning in Fiscal Year 2006-2007.

**“Taxable Parcel”** means any Parcel that is not a Tax-Exempt Parcel.

**“Tax-Exempt Parcel”** means a Parcel not subject to the Special Tax. Tax-Exempt Parcels are (i) Public Parcels including developed parcels acquired by a public agency (subject to the limitations set forth in **Section 5**, below), or (ii) Undeveloped Parcels.

**“Undeveloped Parcel”** means a Parcel that is not a Developed Parcel. An Undeveloped Parcel shall be exempt from the Special Tax.

### **3. Determination of Taxable Parcels**

By not later than July 1 of each year, the Administrator shall prepare a list of the Taxable Parcels using the records of the County as of July 1 of each year. The Administrator shall identify the Taxable Parcels from a list of all Parcels in the CFD using the procedure described below.

- 1) Exclude all Tax-Exempt Parcels.
- 2) The remaining Parcels are Taxable Parcels and shall be subject to the Special Tax according to the formula detailed below.

It shall be the burden of the taxpayer to timely prove any alleged errors in the determination of the Taxable Parcels and their Special Tax assignments.

### **4. Duration of the Special Tax**

Parcels in the CFD will remain subject to the Special Tax in perpetuity or until the services financed by the Special Tax are no longer necessary, as determined by the County or, eventually, the CSD.

If the Special Tax ceases to be levied, the County, or eventually the CSD, shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished. The Notice of Cessation of Special Tax shall also identify the book and page of the Book of Maps of Assessment and Community Facilities Districts where the map of the boundaries of the CFD is recorded.

## 5. Assignment of Maximum Annual Special Tax

By August 1 of each Fiscal Year, using the Definitions from Section 2 and the Maximum Annual Special Tax Rates from Attachment 1, the Administrator shall assign the Maximum Annual Special Taxes to Taxable Parcels as follows:

- A. **Classification of Parcels.** Each Fiscal Year, using the Definitions above, the Parcel records of the County Assessor's Secured Tax Roll as of January 1, and other County development approval records as of June 1, the Administrator shall cause:
  1. Each Parcel to be classified as a Tax-Exempt Parcel or a Taxable Parcel;
  2. Each Taxable Parcel to be classified as a Developed Parcel or Undeveloped Parcel; and
  3. Each Developed Parcel to be classified as a Single-Family Residential Parcel, Multifamily Residential Parcel, Duplex/Triplex Residential Parcel, Mixed Use Parcel; Mobile Home Park Parcel; Industrial Use Parcel, Office/Business Park Parcel, or Retail Commercial Parcel.
  4. Each Developed Parcel to be classified as a Market Rate Unit or Affordable Unit.
- B. **Developed Parcels** Taxable Parcels that are classified as Developed Parcels shall be assigned a Maximum Annual Special Tax using the following steps.
  1. **Single-Family Residential Parcels.** The Maximum Annual Special Tax Rate (as shown in Attachment 1) for Single-Family Residential Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. Maximum Annual Special Tax for Single-Family Residential Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate by the number of Residential Units assigned to the Parcel.
  2. **Duplex/Triplex Residential Parcels.** The Maximum Annual Special Tax Rate (as shown in Attachment 1) for Duplex/Triplex Residential Uses is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Duplex/Triplex Residential Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate for Duplex/Triplex Residential Parcels by the number of Residential Units assigned to the Parcel.
  3. **Multifamily Residential Parcels.** The Maximum Annual Special Tax Rate (as shown in Attachment 1) for Multifamily Residential Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Multifamily Residential Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate for Multifamily Residential Parcels by the number of Residential Units assigned to the Parcel.
  4. **Condominium/Townhouse Parcels.** The Maximum Annual Special Tax Rate (as shown in Attachment 1) for Condominium/Townhouse Parcels is calculated



by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Condominium/Townhouse Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate for Condominium/Townhouse Parcels by the number of Residential Units assigned to the Parcel.

5. **Mixed Use Parcels.** The Maximum Annual Special Tax Rate (as shown in **Attachment 1**) for Mixed Use Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor for the residential and nonresidential components of the Parcel. The Maximum Annual Special Tax for Mixed Use Parcels is then calculated in two steps. First calculate the Maximum Annual Special Tax for the residential component of the Mixed Use Parcel by multiplying the Maximum Annual Special Tax Rate in **Attachment 1** for Mixed Use Parcels by the number of Residential Units assigned to the Parcel. Next, multiply the Building Square Foot for the nonresidential component of the Mixed Use Parcel by the Maximum Annual Special Tax Rate per Building Square Foot (as shown in **Attachment 1**). Add this amount to the Maximum Annual Special Tax calculated for the residential component to derive the Maximum Annual Special Tax for the Mixed Use Parcel.
6. **Mobile Home Park Parcels.** The Maximum Annual Special Tax Rate (as shown in **Attachment 1**) for Condominium/Townhouse Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Mobile Home Park Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate in **Attachment 1** for Mobile Home Park Parcels by the number of Residential Units assigned to the Parcel.
7. **Industrial Uses Parcels.** The Maximum Annual Special Tax Rate (as shown in **Attachment 1**) for Industrial Uses Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Industrial Uses Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate in **Attachment 1** for Industrial Uses Parcels by the Building Square Foot assigned to the Parcel.
8. **Office/Business Park Parcels.** The Maximum Annual Special Tax Rate (as shown in **Attachment 1**) for Office/Business Park Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Office/Business Park Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate in **Attachment 1** for Office/Business Park Parcels by the Building Square Foot assigned to the Parcel.
9. **Retail Commercial Parcels.** The Maximum Annual Special Tax Rate (as shown in **Attachment 1**) for Retail Commercial Parcels is calculated by multiplying the Base Special Tax per EDU by the Police and Fire Protection EDU Factor. The Maximum Annual Special Tax for Retail Commercial Parcels is then calculated by multiplying the Maximum Annual Special Tax Rate in **Attachment 1** for Retail Commercial Parcels by the Building Square Foot assigned to the Parcel.

- C. **Undeveloped Parcels.** Undeveloped Parcels are assigned a Maximum Annual Special Tax of \$0.00 in a given Fiscal Year.
- D. **Annexation Parcels:** The County will require the periodic annexation of an Assessor's Parcel to the CFD. When Assessor's Parcels are annexed to the CFD, the County or, eventually, the CSD will first determine if they are Taxable or Tax-Exempt, using the Definitions in **Section 2**. The Administrator then shall assign a Maximum Annual Special Tax Rate and a number of Residential Units to Taxable Parcels using the Definitions in **Section 2** and the steps in **Section 5.A**.
- E. **Conversion of a Public Parcel to a Taxable Parcel:** If a Public Parcel is not needed for public use and is converted to private residential use, it shall become a Taxable Parcel. A Maximum Annual Special Tax will be assigned using the Definitions in **Section 2** and the steps in **Section 5.A**.
- F. **Taxable Parcels Acquired by a Public Agency:** A Taxable Parcel that is acquired by a public agency after the CFD is formed will be reclassified as Public Parcel provided it is determined by the County, or eventually the CSD, in the exercise of its sole discretion, that it is no longer used for residential purposes.

## 6. Calculating Annual Special Taxes

The Administrator shall compute the Annual Costs and determine the Maximum Annual Special Tax for each Taxable Parcel based on the assignment of the Maximum Annual Special Tax in **Section 5.A**. The Administrator will then determine the Special Tax for each Taxable Parcel using the following process:

- A. Compute the Annual Cost for the Fiscal Year using the definition thereof in **Section 2**.
- B. Calculate the Special Tax for each Developed Parcel by levying the Special Tax on Developed Parcels to just equal the Annual Costs, or to 100 percent of their Maximum Annual Special Tax, as appropriate.
- C. Levy on each Developed Parcel the amount of Special Tax calculated above.
- D. Prepare the Tax Collection Schedule listing the Special Tax for each Developed Parcel and send it to the Auditor-Controller requesting that it be placed on the general, secured property tax roll for that Fiscal Year. The Tax Collection Schedule shall not be sent later than the date required by the Auditor-Controller for such inclusion.

The Administrator shall make every effort to correctly calculate the Special Tax for each Parcel. It shall be the burden of the taxpayer to timely prove any alleged errors in the determination of the Parcels subject to the Special Tax and their Special Tax assignments.

## 7. Records Maintained for the CFD

As development takes place in the CFD, the Administrator will maintain a file containing records of the following information for each Taxable Parcel:

- The current Assessor's Parcel Number;
- Whether a Building Permit has been issued for the Parcel.
- Number of Residential Units per Parcel.
- Building Square Foot per Parcel.

The file containing the information listed above will be available for public inspection.

## **8. Appeals and Interpretation Procedure**

Any taxpayer who feels that the amount of the Special Tax assigned to his or her Parcel(s) is in error or that an error has been made in the determination that his or her Parcel(s) is a Taxable Parcel, may file a written notice with the Administrator contesting the levy of the Special Tax. Any such notice must be filed during the Fiscal Year in which the given Special Tax levy occurs; failure to do so constitutes a bar to any such claim. The Administrator, shall promptly review the application, and if necessary, meet with the applicant. If the findings of the Administrator verify that the Special Tax should be modified or changed, a recommendation to that effect shall be made to the Board, and as appropriate, the Special Tax levy shall be corrected and, if applicable in such case, a credit for next year's Special Tax levy shall be granted. If the Administrator denies the application, the taxpayer may file an appeal of that determination with the Board within fourteen (14) days of the mailing of notification of denial; failure to do so constitutes a bar to such an appeal. The Board shall hear the appeal under such procedures, as the Board shall establish. The determination of the Board on the appeal shall be final for all purposes. The filing of a written notice contesting the levy of the Special Tax or an appeal shall not relieve the taxpayer of the obligation to pay the Special Tax when due.

Interpretations may be made by resolution of the Board for purposes of clarifying any vagueness or ambiguity as it relates to any of the terms or provisions of this Rate and Method of Apportionment.

## **9. Manner of Collection**

The Special Tax will be collected in the same manner and at the same time as *ad valorem* property taxes; provided, however, the County, or eventually the CSD, may directly bill the Special Tax and may collect the Special Tax at a different time, such as on a monthly or other periodic basis, or in a different manner, whenever the Board, or eventually the CSD, determines that it is in the best interests of the County, or eventually, the CSD to do so.

**Attachment 1**  
**Attachment 1**  
**County of Colusa**  
**Community Facilities District No. \_\_\_ (Cortina Community Services District Services Mitigation)**  
**Maximum Annual Special Tax Rates**

Tax Category		Base Special Tax per EDU	Police and Fire Protection EDU Factors	Maximum Annual Special Tax Rate [1]
				[2]
<u>Developed Parcels</u>	[3]			
<b>Residential Parcels</b>		<b>\$525</b>		
Single-Family Residential Parcels		--	1.00	\$525
Multifamily Residential Parcels		--	0.79	\$415
Duplex/Triplex Residential Parcels		--	1.00	\$525
Condominium/Townhouse Parcels		--	1.00	\$525
Mixed Use Parcels	[4]	--	1.00	\$525
Mobile Home Park Parcels		--	0.91	\$478
<b>Nonresidential Parcels ( per 1,000 sq ft )</b>	[5]	<b>\$525</b>		
Industrial Uses		--	0.17	\$89
Office / Business Park		--	0.56	\$294
Retail Commercial		--	0.30	\$158
<u>Undeveloped Parcels</u>	[6]	--	--	\$0

Attachment 1

- [1] The Maximum Annual Special Tax Rate is applied to the number of Residential Units or Building square footage assigned to each Taxable Parcel. Condominium/Townhouse Residential Parcels and Single-Family Residential Parcels are assumed to have one Residential Unit. Multifamily Residential Parcels, Mixed Use Parcels, and Mobile Home Park Parcels may have more than one Residential Unit assigned to a Taxable Parcel. The number of Residential Units assigned to these Parcels will be determined by the Building Permit.
- [2] The Maximum Annual Tax Rates will be escalated annually each Fiscal Year beginning in 2006-2007. Based on the annual percentage increase as published by Consumer Price Index (CPI), San Francisco Bay CPI, All Urban Consumers for December of the current Fiscal Year compared to December of the prior Fiscal Year.
- [3] Developed Parcels are residential, non-residential, or mixed use Parcels with a Building Permit.
- [4] Mixed use parcels will have a tax based on both the residential portion and nonresidential portion of the parcel.
- [5] Nonresidential Use Parcels are commercial, industrial, office, and other nonresidential uses. The base annual maximum special tax is per 1,000 sq. ft.
- [6] Undeveloped Parcels are Parcels that are not classified as a Developed Parcel.



*CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**  
**MEETING DATE: JULY 25, 2022**  
**FROM: KARL DREXEL, GENERAL MANAGER**  
**SUBJECT: BOARD ELECTIONS FILING**

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**BACKGROUND:**

This is the monthly reminder that if you haven't already those interested in filing for the election of the Board of Directors of the Cortina CSD, you need to go to the County Clerk's Office in Colusa and take out and submit the filing documents by August 12, 2022. The three seats up for election in November are Kimberly Valles, Jessika Johnson, and Victor Zarate.

**RECOMMENDATION:**

No action necessary by Board.



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: JULY 25, 2022**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: DISCUSS SNAKE PROBLEM AT REDDINGTON WALKING PATH**

---

### **BACKGROUND:**

Board member Victor Zarate and his wife were walking along the walking path behind the Elmer Street houses next to the creek, when they heard the distinct sound of a rattlesnake rattle. Then they heard another and maybe another. Victor found a snake person that will look at the area and provide us all with some information as to how best to live in a rattlesnake habitat and suggest options. Victor met with him on Tuesday July 19<sup>th</sup> and made several suggestions, including removing a lot of concrete chunks behind the brush where the snakes were hanging out, remove the brush and remove the brush from the triangle park area at the northern end of Elmer. It was noted that the landowner to the North of Reddington Ranch also has a lot of places where snakes love to make their dens, but there really isn't anything we can do about that. I am trying to find someone that can clear that area of habitat and hopefully help keep them in check.

### **RECOMMENDATION:**

Review the snake report and authorize the GM to remove the brush and snake den habitat as recommended.

**From:** [Roy Arthur Blodgett](mailto:Roy.Arthur.Blodgett)  
**To:** [karl@kdmanagement.us](mailto:karl@kdmanagement.us); [zarate3135@gmail.com](mailto:zarate3135@gmail.com)  
**Subject:** Rattlesnake Consultation Follow-Up  
**Date:** Wednesday, July 20, 2022 12:43:00 PM  
**Attachments:** [RATTLESNAKE RELATIONS INVOICE 7\\_20\\_22.pdf](#)

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Hi Karl,

I had a productive visit to the property this morning with Victor (cc'ed here).

Although I didn't find any rattlesnakes, I was regardless able to gain some valuable insight into the activity patterns of the snakes in the area, and identify a likely hibernaculum (den).

The likely hibernaculum (see attached photo) is a large pile of concrete rip rap just adjacent to the walking trail, on the creek side. There are a number of ground squirrel burrows throughout the concrete pile, which represent perfect habitat for rattlesnakes. The concrete is an excellent conveyor of thermal mass, accumulating heat from the sun throughout the day, and giving off that stored heat at night. This kind of thermal mass is an essential aspect of rattlesnake hibernacula, as it allows for enough heat retention through the winter to shelter the rattlesnakes through the cold months, when they are dormant.

Across the walking trail from the hibernaculum is an area with a sycamore tree and abundant ground cover plants, primarily rosemary, which are watered by sprinklers and/or drip irrigation. This water is a strong incentive for the snakes in the dry summer months, and the ground cover plants provide excellent habitat and moist refugia for the snakes (which represent a premium given the dryness of summer in this region). The ground cover plants also provide excellent habitat for rodents, which are secondarily attracted by the homes (dog food, cat food, compost, gardens, etc.), and which represent another compelling incentive for the rattlesnakes.

It is highly likely that the snakes move between the hibernaculum and the ground cover plants regularly, utilizing the irrigation as a water source and hunting for rodents in the area as well. Rattlesnakes are ambush predators which use a highly developed olfactory sense to identify rodent trails, where they lie in wait until an unsuspecting rodent comes by. There are a number of such rodent trails which can be seen moving in and amongst that planted area.

Victor and I also assessed the area of the future children's playground, which is currently covered in coyote brush and other stacking shrubs which have created a mass of dead wood that also represents perfect habitat for rattlesnakes and rodents. Worthy of note, the large quantity of dead wood is also a fire hazard. This area is of particular concern given that children will be regularly present in the area, and given the close proximity to significant rattlesnake habitat. In addition to the hibernaculum near the walking path, there are several others that can be seen moving north along the creek, which are sure to harbor snakes as well, and all are in relatively close proximity to the playground area.

To address all of these concerns, I would suggest the following courses of action:

- Remove the rosemary and ground cover plants below and around the sycamore tree, in the area across from the hibernaculum. Prioritize plants that have an open understory that do not provide valuable habitat and which offer better visibility to passers-by and landscapers.

- Remove the coyote brush and shrubs in the playground area. I would guess this is already part of the plan, if the playground is to happen.
- Once the playground structures are in place, I would strongly advise enclosing the area with a rattlesnake fence. Rattlesnake fencing is essentially 1/4" hardware cloth (welded wire mesh) a minimum of 30" in height (though 36" is preferred), and it is highly effective at excluding rattlesnakes from a given area. Special attention must be paid to gates when making a rattlesnake fenced area, as the 1/4" tolerance needs to be maintained at the gate opening to effectively exclude the snakes, this usually means including a threshold and ensuring that the closures overlap to eliminate gaps that small snakes could get through. If you decide to take this course of action, I can consult on your behalf with a fence-builder to ensure that it is made to be rattlesnake proof.

I believe that addressing the above concerns will be the best course of action to take toward mitigating unwanted crossover with the rattlesnakes in the area. I am also happy to come out for future visits as the playground process progresses.

Please feel free to follow up with any questions, either via email or by phone at (707) 331-4010. I've attached an invoice here to be forwarded to the necessary parties for payment. Your business is greatly appreciated.

All the best,  
Roy @ Rattlesnake Relations











## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: JULY 25, 2022**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: REVIEW AND DISCUSS THE ASSESSMENT CHARGES FOR ALL DEVELOPMENTS SO THAT IT IS EQUITABLE FOR ALL AND ADOPT RESOLUTION 22-23-01**

---

### **BACKGROUND:**

As had been discussed earlier in the packet, the Colusa County Board of Supervisors established assessments on all residences in the three developments of the District. The CFD Assessments were discussed and need to be maintained as they are until the CSD and BOS come to an agreement for the CFD. However, the Cortina Community Services District assesses each parcel in the District a fee for streets, gutters, flood retention ponds and streetlights. For some reason, based on housing completions, or costs, each development has a different amount assessed each year. I believe it is not equitable and recommend the Board consider changes.

Options are based on typical costs. I have taken the year-end financials and removed the Roads projects so that we can see what the actual operating costs are for each development. Reddington Ranch of course has the highest expenses, but they also have the most homes (138), so their assessment (\$1,004.38) seems fair. However, the homes in River Glen are charged a higher assessment per parcel (\$1,115.98) with only 39 homes. However, the River Glen development is not generating as much reserve income as a percentage. Wildwood is the smallest development with 10 homes last year and with the least expenses, Their assessment is the lowest (\$989.48), however with the build out, those expenses will go up when the landscaping is installed, and we are required to add that to our maintenance costs.

Option 1 recommendation is leave rates as they are, generating approximately \$203,000 per year for future road and park projects.

Option 2 would be to raise Wildwood to the same as Reddington Ranch to increase the reserve for them, because future road maintenance will need to be done there as well, but only increases revenue by \$270.

Option 3 would be to make all assessments the same as River Glen which would generate \$218,579, and put everybody on the same level, which I think is more equitable.

### **RECOMMENDATION:**

Staff recommendation would be to go with Option 3 and adopt Resolution 22-23-01 establishing new assessments for the CSD.

**Cortina Community Services District**  
**Profit & Loss by Class**  
July 2021 through June 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	138,604.00	43,523.00	9,884.80	192,011.80
44190 · Interest	540.88	304.27	0.00	845.15
441901 · Interest Adj. to Mkt Value	1,259.58	666.60	54.36	1,980.54
<b>Total Income</b>	<u>140,404.46</u>	<u>44,493.87</u>	<u>9,939.16</u>	<u>194,837.49</u>
<b>Expense</b>				
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
53170 · Office Expense	52.80	14.40	12.80	80.00
53175 · Insurance Expense	1,791.65	488.63	434.34	2,714.62
53180 · Professional Services				
53181 · Accounting/Audit	7,207.20	1,965.60	1,747.20	10,920.00
53182 · Consulting	11,947.54	3,258.42	2,896.37	18,102.33
53183 · Engineering	456.21	124.42	110.60	691.23
53184 · Legal	161.70	44.10	39.20	245.00
53185 · Landscape Maintenance	20,124.00	6,590.00	0.00	26,714.00
<b>Total 53180 · Professional Services</b>	<u>39,896.65</u>	<u>11,982.54</u>	<u>4,793.37</u>	<u>56,672.56</u>
53190 · Publications and Legal Notices	40.20	10.80	9.00	60.00
53260 · Utilities				
53262 · Street Lights	5,237.37	2,167.26	922.82	8,327.45
53263 · Irrigation Controller	124.16	120.18	0.00	244.34
53264 · Water Service	3,249.02	833.15	0.00	4,082.17
<b>Total 53260 · Utilities</b>	<u>8,610.55</u>	<u>3,120.59</u>	<u>922.82</u>	<u>12,653.96</u>
53265 · Web Hosting	396.00	108.00	96.00	600.00
<b>Total Expense</b>	<u>58,223.17</u>	<u>20,681.32</u>	<u>6,444.65</u>	<u>85,349.14</u>
<b>Net Ordinary Income</b>	<u>82,181.29</u>	<u>23,812.55</u>	<u>3,494.51</u>	<u>109,488.35</u>
<b>Net Income</b>	<u><u>82,181.29</u></u>	<u><u>23,812.55</u></u>	<u><u>3,494.51</u></u>	<u><u>109,488.35</u></u>



**RESOLUTION NUMBER 22-23-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CORTINA COMMUNITY SERVICES DISTRICT AUTHORIZING THE TAX LEVY AND DIRECTING THE COUNTY AUDITOR-CONTROLLER TO PLACE ASSESSMENTS ON THE TAX ROLL FOR THE 2022-2023 FISCAL YEAR**

**WHEREAS**, the Local Agency Formation Commission of Colusa County, California (LAFCO) adopted Resolution No. 2006-0002 approving the formation of the Cortina Community Services District (the District) and ordering several actions including, but not limited to, the following:

- A. The Commission authorizes the Cortina Community Services District to perform the following services:
1. Street light maintenance
  2. Road/Street maintenance
  3. Pedestrian and/or bicycle trail maintenance
  4. Landscape Maintenance
  5. Open Space Maintenance
  6. Collection, treatment, and disposal of storm water
  7. Maintenance of drainage and floodway facilities

**WHEREAS**, the LAFCO Executive Officer recorded a Certificate of Completion for the Cortina CSD formation, Colusa LAFCO File #2005-06, on May 17, 2006; and,

**WHEREAS**, the District into four distinct Zones of Benefit: Zone of Benefit 1, Hillgate, Zone of Benefit 2, Reddington Ranch, Zone of Benefit 3, River Glen, and Zone of Benefit 4, Wildwood Estates, with each Zone having an assessment amount shown on Attachment A; and,

**WHEREAS**, as of July 1, 2022, Zones of Benefit 2 and 3, Reddington Ranch and River Glen have been fully built out and Zone of Benefit 4, Wildwood Estates has been partially built out, and require the maintenance and operations services, as set forth in the Engineer's Report of the District for the 2022-2023 Fiscal Year: and

**WHEREAS**, the Board of Directors of the Cortina Community Services District (the "District"). is authorized and directed, without further action of the County Board, to determine each year the assessment to be levied for that year on each Taxable Parcel, to prepare the annual assessment roll in accordance with the Engineer's Report and. again without further action of the County Board. to provide all necessary and appropriate information to the Colusa County Auditor/Controller in proper form, and in proper time. as necessary to effect the correct and timely billing and collection of the assessment on the secured property tax roll of the County: and.

**WHEREAS**, the County and/or the District agrees that, in the event the assessment is collected on the secured tax roll of the County the County may deduct its reasonable and agreed charges for collecting the Special Tax from the amounts collected. prior to remitting the assessment collections to the District:

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors of the Cortina CSD hereby levies the annual assessments for Zone of Benefit 2, 3, and 4, Reddington Ranch, River Glenn, and Wildwood Estates of the District in the amount shown on Attachment B and the county auditor of the County is directed to place the assessments on its 2022 - 2023 tax roll.

**I HEREBY CERTIFY** that the foregoing Resolution No. 22-23-01 was duly adopted at a Regular meeting of the Board of Directors of the Cortina Community Services District on July 25, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved

\_\_\_\_\_  
Rod Bradford, President

Attest

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

**Attachment A**

**Cortina Community Services District  
Fiscal Year 2022-2023 Assessments**

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<b>Zones of Benefit</b>	<b>Annual Amount</b>	<u><b>2022-2023</b></u>
		<b>Annual Amount</b>
<b>Zone of Benefit 2 - Reddington Ranch</b>	<b>\$1116.00</b>	<b>\$1116.00</b>
<b>Zone of Benefit 3 - River Glenn</b>	<b>\$1116.00</b>	<b>\$1116.00</b>
<b>Zone of Benefit 4 - Wildwood Estates</b>	<b>\$1116.00</b>	<b>\$1116.00</b>

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**Attachment B**

**Zone of Benefit 2 Reddington Ranch  
Fiscal Year 2022-2023 Assessment Levy**

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**50691 CRTINACSD ZN2--RR/HG**

**Applies to: ALL FEES AND MH ASMTS IN THE TRA**

020-210-001-000	1,116.00	50691
020-210-002-000	1,116.00	50691
020-210-003-000	1,116.00	50691
020-210-004-000	1,116.00	50691
020-210-005-000	1,116.00	50691
020-210-006-000	1,116.00	50691
020-210-007-000	1,116.00	50691
020-210-008-000	1,116.00	50691
020-210-009-000	1,116.00	50691
020-210-010-000	1,116.00	50691
020-210-011-000	1,116.00	50691
020-210-012-000	1,116.00	50691
020-210-013-000	1,116.00	50691
020-210-014-000	1,116.00	50691
020-210-015-000	1,116.00	50691
020-210-016-000	1,116.00	50691
020-220-001-000	1,116.00	50691
020-220-002-000	1,116.00	50691
020-220-003-000	1,116.00	50691
020-220-004-000	1,116.00	50691
020-220-005-000	1,116.00	50691
020-220-006-000	1,116.00	50691
020-220-007-000	1,116.00	50691

020-220-008-000	1,116.00	50691
020-220-009-000	1,116.00	50691
020-220-010-000	1,116.00	50691
020-220-011-000	1,116.00	50691
020-220-012-000	1,116.00	50691
020-220-013-000	1,116.00	50691
020-220-014-000	1,116.00	50691
020-220-015-000	1,116.00	50691
020-220-016-000	1,116.00	50691
020-220-017-000	1,116.00	50691
020-220-018-000	1,116.00	50691
020-220-019-000	1,116.00	50691
020-220-020-000	1,116.00	50691
020-220-021-000	1,116.00	50691
020-220-022-000	1,116.00	50691
020-220-023-000	1,116.00	50691
020-220-024-000	1,116.00	50691
020-220-025-000	1,116.00	50691
020-220-026-000	1,116.00	50691
020-220-027-000	1,116.00	50691
020-230-001-000	1,116.00	50691
020-230-002-000	1,116.00	50691
020-230-003-000	1,116.00	50691
020-230-004-000	1,116.00	50691
020-230-005-000	1,116.00	50691
020-230-006-000	1,116.00	50691
020-230-007-000	1,116.00	50691
020-230-009-000	1,116.00	50691
020-230-010-000	1,116.00	50691
020-230-011-000	1,116.00	50691
020-230-012-000	1,116.00	50691
020-230-013-000	1,116.00	50691
020-230-014-000	1,116.00	50691
020-230-015-000	1,116.00	50691

020-230-016-000	1,116.00	50691
020-240-001-000	1,116.00	50691
020-240-002-000	1,116.00	50691
020-240-003-000	1,116.00	50691
020-240-004-000	1,116.00	50691
020-240-005-000	1,116.00	50691
020-240-006-000	1,116.00	50691
020-240-007-000	1,116.00	50691
020-240-008-000	1,116.00	50691
020-240-009-000	1,116.00	50691
020-240-010-000	1,116.00	50691
020-240-011-000	1,116.00	50691
020-240-012-000	1,116.00	50691
020-240-013-000	1,116.00	50691
020-240-014-000	1,116.00	50691
020-240-015-000	1,116.00	50691
020-240-016-000	1,116.00	50691
020-240-017-000	1,116.00	50691
020-240-018-000	1,116.00	50691
020-240-019-000	1,116.00	50691
020-240-020-000	1,116.00	50691
020-240-021-000	1,116.00	50691
020-250-001-000	1,116.00	50691
020-250-002-000	1,116.00	50691
020-250-003-000	1,116.00	50691
020-250-004-000	1,116.00	50691
020-250-005-000	1,116.00	50691
020-250-006-000	1,116.00	50691
020-250-007-000	1,116.00	50691
020-250-008-000	1,116.00	50691
020-250-009-000	1,116.00	50691
020-250-010-000	1,116.00	50691
020-250-011-000	1,116.00	50691
020-250-012-000	1,116.00	50691

020-250-013-000	1,116.00	50691
020-250-014-000	1,116.00	50691
020-250-015-000	1,116.00	50691
020-260-001-000	1,116.00	50691
020-260-002-000	1,116.00	50691
020-260-003-000	1,116.00	50691
020-260-004-000	1,116.00	50691
020-260-005-000	1,116.00	50691
020-260-006-000	1,116.00	50691
020-260-007-000	1,116.00	50691
020-260-008-000	1,116.00	50691
020-260-009-000	1,116.00	50691
020-260-010-000	1,116.00	50691
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020-260-014-000	1,116.00	50691
020-260-015-000	1,116.00	50691
020-260-016-000	1,116.00	50691
020-260-017-000	1,116.00	50691
020-270-001-000	1,116.00	50691
020-270-002-000	1,116.00	50691
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020-270-011-000	1,116.00	50691
020-270-012-000	1,116.00	50691
020-270-013-000	1,116.00	50691
020-270-014-000	1,116.00	50691

020-270-015-000	1,116.00	50691
020-270-016-000	1,116.00	50691
020-270-017-000	1,116.00	50691
020-270-018-000	1,116.00	50691
020-270-019-000	1,116.00	50691
020-280-001-000	1,116.00	50691
020-280-002-000	1,116.00	50691
020-280-003-000	1,116.00	50691
020-280-004-000	1,116.00	50691
020-280-005-000	1,116.00	50691
020-280-006-000	1,116.00	50691
020-280-007-000	1,116.00	50691
020-280-008-000	1,116.00	50691
<b>138</b>	<b>\$154,008.00</b>	
<b>TOTAL 50691</b>	<b>138</b>	<b>\$154,008.00</b>

**Zone of Benefit 3 River Glen  
Fiscal Year 2022-2023 Assessment Levy**

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**50692 CRTNA CSD RVR GLN Z3**

**Applies to: ALL FEES AND MH ASMTS IN THE TRA**

020-200-001-000	1,116.00	50692
020-200-002-000	1,116.00	50692
020-200-003-000	1,116.00	50692
020-200-004-000	1,116.00	50692
020-200-005-000	1,116.00	50692
020-200-006-000	1,116.00	50692
020-200-007-000	1,116.00	50692
020-200-008-000	1,116.00	50692
020-200-009-000	1,116.00	50692
020-200-010-000	1,116.00	50692

020-200-011-000	1,116.00	50692
020-200-012-000	1,116.00	50692
020-200-013-000	1,116.00	50692
020-200-014-000	1,116.00	50692
020-200-015-000	1,116.00	50692
020-200-016-000	1,116.00	50692
020-200-017-000	1,116.00	50692
020-200-018-000	1,116.00	50692
020-200-019-000	1,116.00	50692
020-200-020-000	1,116.00	50692
020-200-021-000	1,116.00	50692
020-200-022-000	1,116.00	50692
020-200-023-000	1,116.00	50692
020-200-024-000	1,116.00	50692
020-200-025-000	1,116.00	50692
020-200-026-000	1,116.00	50692
020-200-027-000	1,116.00	50692
020-200-028-000	1,116.00	50692
020-200-029-000	1,116.00	50692
020-200-030-000	1,116.00	50692
020-200-031-000	1,116.00	50692
020-200-032-000	1,116.00	50692
020-200-033-000	1,116.00	50692
020-200-034-000	1,116.00	50692
020-200-035-000	1,116.00	50692
020-200-036-000	1,116.00	50692
020-200-037-000	1,116.00	50692
020-200-038-000	1,116.00	50692
020-200-039-000	1,116.00	50692
<b>TOTAL 50692</b>	<b>39</b>	<b>\$43,524.00</b>

**Zone of Benefit 4 Wildwood**  
**Fiscal Year 2022-2023 Assessment Levy**

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**50693 CTNA CSD WLDWD ES Z4**

**Applies to: ALL FEES AND MH ASMTS IN THE TRA**

**50693 CTNA CSD WLDWD ES Z4**

**Applies to: ALL FEES AND MH ASMTS IN THE TRA**

020-290-001	1,116.00	50693
020-290-002		50693
020-290-003		50693
020-290-004		50693
020-290-005		50693
020-290-006	1,116.00	50693
020-290-007		50693
020-290-008	1,116.00	50693
020-290-009	1,116.00	50693
020-290-010	1,116.00	50693
020-290-011	1,116.00	50693
020-290-012	1,116.00	50693
020-290-013	1,116.00	50693
020-290-014	1,116.00	50693
020-290-015	1,116.00	50693
020-290-016	1,116.00	50693
020-290-017	1,116.00	50693
020-290-018	1,116.00	50693
020-290-019	1,116.00	50693
020-290-020	1,116.00	50693
020-290-021	1,116.00	50693

020-290-022	1,116.00	50693
020-290-023	1,116.00	50693
020-290-024	1,116.00	50693
020-290-025	1,116.00	50693
020-290-026	1,116.00	50693
020-290-027		50693
020-290-028	1,116.00	50693
020-290-029		50693
020-290-030	1,116.00	50693
<b>TOTAL 50693</b>	<b>22</b>	<b>\$25,668.00</b>





## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: JULY 25, 2022**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: DISCUSS FENCE AND MAINTENANCE ISSUES**

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### **BACKGROUND:**

During the discussion regarding the Botanica proposals for landscape maintenance on Reddington and River Glen, it was brought up that we needed clarification on the weeding of the gutters throughout the developments. I clarified it with Peter and Jennifer and Jennifer sent updated and revised proposals. There is no action needed, since the Board already approved them. This is just codifying the weeding of all gutters.

I have called and emailed 5 fence contractors in the Sacramento Valley and also contacted Frank Pasquale from Neighborworks and Tracy Bybee, the Colusa County Building Inspector and have not received any proposals or even discussions.

All irrigation that seems to keep getting broken, might be better off using some other material for irrigation. If anyone knows any landscape contractors, other than Botanica, please let me know. I am also going to have Botanica make another proposal for replacing the irrigation with hard plastic and galvanized pipes.

### **RECOMMENDATION:**

No action necessary by Board.

Landscape Maintenance Proposal for  
Cortina Community Services District – Reddington Ranch Subdivision in Arbuckle, CA

SCOPE OF WORK

This will include the following:

- Remove and dispose of all horticultural debris and litter in the entire length of the two retention basins on the west side of William St and the culvert to Hillgate.
- Remove and dispose of all horticultural debris and litter at south end of culvert to county basin.
- Weed and clear all horticultural debris and litter in all gutters in the service area.
- Maintain three retention basins by mowing, weeding, edging lawns, removing horticultural debris and litter, including all intake and outflow areas and keep pipes clean of all horticultural debris and litter.
- Weed and clear all horticultural debris and litter from bank between retention basins and roadway and top of embankment, prune all shrubs and trees as necessary.
- Weed, prune and remove and dispose of on both sides of Duke Drive.
- Weed, prune and maintain all shrubbery on perimeter of subdivision on Hillgate and Almond
- Weed, prune and maintain all trees and shrubbery on cart/walking path

Turf Areas

- Control weeds and horticultural debris and litter
- Weed-eat and edge
- Mow with clean, sharp mowers
- Fertilize twice per year (owner will be given schedule upon execution of contract)

Shrubs, Flower Bed Areas and Groundcovers

- Detail, prune and shape
- Trim around walkways, structures, fixtures, and plants
- Fertilize twice per year (owner will be given schedule upon execution of contract)
- Maintain 3' of clearance between shrubbery and PG&E service boxes

Trees

- Maintain lower canopies to approximately six (6) feet in height

Parking Areas and Sidewalks

- Remove weeds, all horticultural debris and litter

Irrigation Systems

- Irrigation times adjusted monthly
- Monthly inspection of irrigation system, risers, sprinklers and controllers

## DEFINITIONS

*Horticulture Debris: The usual accumulation of spent horticultural material present in landscaping throughout the seasons, not including storm damage.*

*Litter: Material such as paper, bottles, and food containers, the removal of which does not require extra labor, special disposal, or present a safety hazard.*

## OTHER TERMS AND GENERAL INFORMATION

ALL services are to be provided weekly and billed monthly.

### Extra Service Work

- All extra service work not included in standard maintenance (see list below), shall be approved in writing or via email. All work proposals shall be submitted with an estimated cost for repair and labor rates shall correlate to the hourly amount of \$65 per man hour.

### Extra Service Examples:

- Irrigation repairs
- Bark replacement
- Turf grass over-seeding
- Annual flowers
- Plant and tree replacement
- Major tree work or removal (or any tree work other than regular pruning to a 6' canopy)
- Stump grinding
- Trash removal outside of what would be considered normal (large piles green waste, household items and appliances, etc.)

PROPOSAL

Services will be performed weekly in accordance with the above specifications. Contract may be canceled by either party with a thirty (30) day written notice and may be reviewed annually.

**Reddington Ranch Subdivision (as highlighted in attached map) Monthly Cost..... \$2,800.00**

BOTANICA LANDSCAPES observe the following as paid holidays: Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Week, New Year's Day, and Memorial Day. Our employees have these days off, and these days will not be made up.

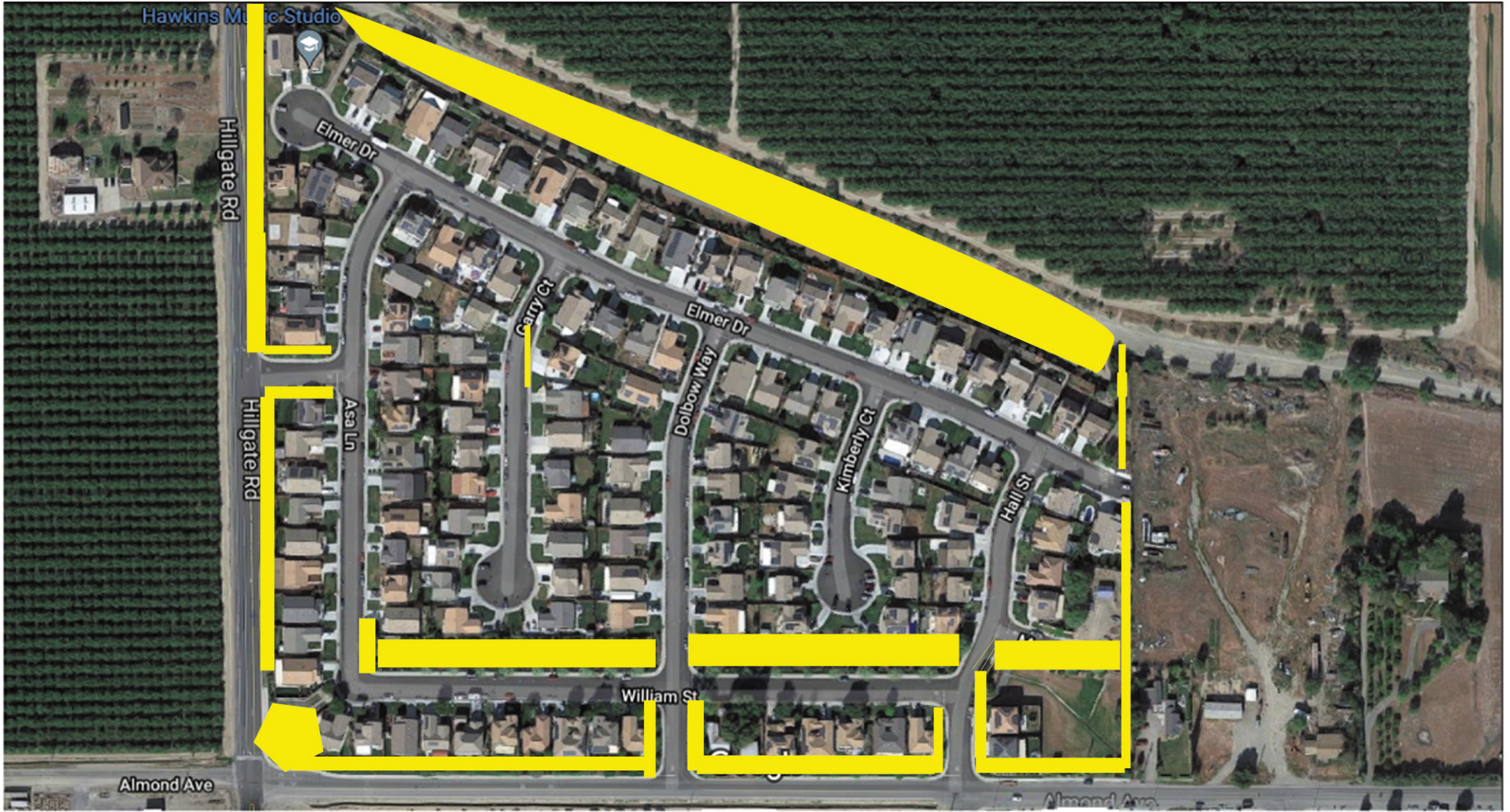
If management believes weather conditions are too dangerous or will result in non-productive work (examples are extremely high winds or very stormy/rainy days), crews will visit the sites to check for hazards and then will return to the shop for training.

To accept this proposal and execute it as a contract, please return a signed copy to [jchaplin@botanica.net](mailto:jchaplin@botanica.net). If you have any questions regarding this proposal or would like to request a change that may affect this proposal, please call our office at 530-671-1029, or Jennifer directly at 530-415-5284.

\_\_\_\_\_  
Name of Owner or Agent for Owner

\_\_\_\_\_  
Signature of Owner or Agent for Owner

\_\_\_\_\_  
Date



Landscape Maintenance Proposal for  
Cortina Community Services District – River Glen Subdivision in Arbuckle, CA

SCOPE OF WORK

This will include the following:

- Remove and dispose of all horticultural debris and litter in the entire length of the drainage ditch on the south side of Barbara Way.
- Remove and dispose of all horticultural debris and litter at east end of drainage ditch at flow screen.
- Weed and clear all horticultural debris and litter in all gutters in the service area.
- Maintain two retention basins by mowing, weeding, edging lawns, removing all horticultural debris and litter, including all intake and outflow areas and keep pipes clean of all horticultural debris and litter.
- Weed and clear all horticultural debris and litter from bank between drainage ditch and top of embankment to encompass oleander bushes. Prune oleanders as necessary.
- Weed, mow, prune and remove and dispose of all horticultural debris and litter at center island on Kraft Lane.

Turf Areas

- Control weeds and horticultural debris and litter
- Weed-eat and edge
- Mow with clean, sharp mowers
- Fertilize twice per year (owner will be given schedule upon execution of contract)

Shrubs, Flower Bed Areas and Groundcovers

- Detail, prune and shape
- Trim around walkways, structures, fixtures, and plants
- Fertilize twice per year (owner will be given schedule upon execution of contract)
- Maintain 3' of clearance between shrubbery and PG&E service boxes

Trees

- Maintain lower canopies to approximately six (6) feet in height

Parking Areas and Sidewalks

- Remove weeds, all horticultural debris and litter

Irrigation Systems

- Irrigation times adjusted monthly
- Monthly inspection of irrigation system, risers, sprinklers and controllers

## DEFINITIONS

*Horticulture Debris: The usual accumulation of spent horticultural material present in landscaping throughout the seasons, not including storm damage.*

*Litter: Material such as paper, bottles, and food containers, the removal of which does not require extra labor, special disposal, or present a safety hazard.*

## OTHER TERMS AND GENERAL INFORMATION

ALL services are to be provided weekly and billed monthly.

### Extra Service Work

- All extra service work not included in standard maintenance (see list below), shall be approved in writing or via email. All work proposals shall be submitted with an estimated cost for repair and labor rates shall correlate to the hourly amount of \$65 per man hour.

### Extra Service Examples:

- Irrigation repairs
- Bark replacement
- Turf grass over-seeding
- Annual flowers
- Plant and tree replacement
- Major tree work or removal (or any tree work other than regular pruning to a 6' canopy)
- Stump grinding
- Trash removal outside of what would be considered normal (large piles green waste, household items and appliances, etc.)



PROPOSAL

Services will be performed weekly in accordance with the above specifications. Contract may be canceled by either party with a thirty (30) day written notice and may be reviewed annually.

**River Glen Subdivision (as highlighted in attached map) Monthly Cost..... \$750.00**

BOTANICA LANDSCAPES observe the following as paid holidays: Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Week, New Year's Day, and Memorial Day. Our employees have these days off, and these days will not be made up.

If management believes weather conditions are too dangerous or will result in non-productive work (examples are extremely high winds or very stormy/rainy days), crews will visit the sites to check for hazards and then will return to the shop for training.

To accept this proposal and execute it as a contract, please return a signed copy to [jchaplin@botanica.net](mailto:jchaplin@botanica.net). If you have any questions regarding this proposal or would like to request a change that may affect this proposal, please call our office at 530-671-1029, or Jennifer directly at 530-415-5284.

\_\_\_\_\_  
Name of Owner or Agent for Owner

\_\_\_\_\_  
Signature of Owner or Agent for Owner

\_\_\_\_\_  
Date



# RIVER GLEN SUBDIVISION

