

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

## AGENDA

Regular Meeting  
Arbuckle Golf Course  
5918 Hillgate Rd, Arbuckle, CA 95912  
JANUARY 23, 2023, at 6 pm

1. **CALL TO ORDER AND ESTABLISH QUORUM:**  
Cortina CSD Board of Directors Roll Call: President: Bradford\_\_\_\_ Members: Zarate\_\_\_\_ Gomez\_\_\_\_  
Valles \_\_\_\_ Gimple\_\_\_\_
2. **PLEDGE OF ALLEGIANCE:**
3. **PUBLIC COMMENTS:** *(Each speaker is limited to two minutes)*  
*Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the District's jurisdiction. This need not be related to any item on the agenda; however, the Board 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 November 28, 2022 and Special Meeting Dec 15, 2022
  - b) Ratification of November - December 2022 Disbursements
  - c) Approve Payables for January 2023
  - d) Review YTD Financials
5. **DISCUSSION / REPORTS: ACTION ITEMS:**
  - a) Discuss Assessments for Police and Fire – Update
  - b) Discuss Fence and Maintenance Issues – Letter to Owners
  - c) Discuss Creek levee stabilization – Engineers Estimate
  - d) 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 February 27, 2023 at 6:00 pm at the Arbuckle Golf Club

# CONSENT CALENDAR

**Cortina Community Services District**  
P.O. Box 43  
Arbuckle, CA 95912

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

## **Regular Meeting of the Board of Directors**

November 28, 2022 at 6:00 pm

### **Minutes**

1. **CALL TO ORDER** – Board President Rod Bradford called the meeting to order at 6:00 pm  
**ROLL CALL** – Present were board members Rod Bradford, Dolores Gomez, Kimberly Valles, and Victor Zarate.. Absent Jesika Johnson. Also present, General manager, Karl Drexel of KD Management Services, LLC,
2. **PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance
3. **PUBLIC COMMENT** – Rod reported that he heard from someone on Kimberly Ct that was upset that the new fence had an opening in it for the kids to get to the bus stop. Consensus was that the opening was better than having the kids knock down the fence. There have not been any other complaints to the District about it.

zzHe also reported that someone on Elmer St. had painted a number 3 and a line above it, essentially to represent a 3-point shot for the basketball hoop at the edge of the street. He was going to talk to the owner and ask him to remove it.

4. **CONSENT CALENDAR**

The consent Calendar was presented for the approval of the Minutes of the Regular Meeting on October 24, 2022; Ratify the October - November 2022 disbursements; approve November 2022 payables; review the YTD Financials.

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

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

- a) **DISCUSS ASSESSMENTS FOR POLICE AND FIRE – UPDATE** The General Manager noted that he had nothing new to report.
- b) **DISCUSS FENCE AND MAINTENANCE ISSUES** The General Manager reported that he was working on a letter to the residents, but hasn't finished it. He said he would add a no painting the streets comment.
- c) **DISCUSS CREEK LEVEE STABILIZATION** The General Manager reported that the Engineers have the drawings from NRCS for the riprap project and we haven't heard back from them. Once he has those costs in hand he will be able to approach Fish and Game for permits and possible grant funds to do the project. Rod reported that the property owner for the vacant parcel to the North is a contractor named Dave Burgess who might be able to do the wall recommended by NCRS. Karl noted the name and said he would try and get some other names to put it out to bid.

**Cortina Community Services District**

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Rod Bradford, Chair  
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- d) **DISCUSS PARK PROJECT** The General Manager submitted the engineers estimate of the costs with their design. He noted that the preliminary costs to get plans and specs and final design will be about \$52,000 and the estimate for final construction is \$360,000. This would include two separate play structure for 2-5 year old and 5-12 year old. He indicated he will be looking for grant funding over the next year.
- e) **STREET SWEEPER AND FLUSHING DRAINS** Rod reported that the County’s street sweeper died, and they aren’t doing it anymore. Further discussion was had regarding other street sweeping companies and flushing the drains.

**6. STAFF AND BOARD MEMBER REPORTS**

- a) Discussion was held about the December Meeting, and it was decided that the December 25<sup>th</sup> meeting would be cancelled.

Motion made by:	Kimberly Valles to Cancel the December 25, 2022 meeting	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberley Valles	Noes:	None
Abstained:	None	Absent	Jesika Johnson

- 7. **ADJOURNMENT:** Adjourn at 6:29 pm – Next meeting will be a Regular Meeting to be held on January 23, 2023, at 6 pm at the Arbuckle Golf Course.

Approved

Attest

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

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

**Cortina Community Services District**  
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**DIRECTORS**  
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Lacey Gimple, Director

## Special Meeting of the Board of Directors

December 15, 2022 at 6:00 pm

### Minutes

1. **CALL TO ORDER** – Board President Rod Bradford called the meeting to order at 6:03 pm  
**ROLL CALL** – Present were board members Rod Bradford, Dolores Gomez, Kimberly Valles new Director, Lacey Gimple, and Victor Zarate. Also present, General manager, Karl Drexel of KD Management Services, LLC,
2. **PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance
3. **PUBLIC COMMENT** – None
4. **DISCUSSION / REPORTS: ACTION ITEMS**
  - a) **ADMINISTER OATH OF OFFICE OF NEW MEMBERS** The General Manager reported that three people had been appointed by the Board of Supervisors in lieu of an election for the positions of Director because there were three open seats for this election and three people applied. The General Manger/Secretary of the District administered the Oath of Office to Victor Zarate, Kimberley Valles, and Lacey Gimple.
  - b) **ELECTION OF OFFICERS – BOARD PRESIDENT,, BOARD VICE PRESIDENT, BOARD SECRETARY** The President of the Board opened up nominations for the offices of President, Vice-President, and Secretary of the Board for the term of two years.

Motion made by:	Lacey Gimple to nominate Rod Bradford for President	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberley Valles, Lacey Gimple	Noes:	None
Abstained:	None	Absent	None

### Rod Bradford was named President of the Cortina Community Services District.

Motion made by:	Victor Zarate to nominate Dolores Gomez for Vice-President	Motion seconded by:	Lacey Gimple
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberley Valles, Lacey Gimple	Noes:	None
Abstained:	None	Absent	None

### Dolores Gomez was named Vice President of the Cortina Community Services District.

Motion made by:	Dolores Gomez to nominate Karl Drexel for Secretary	Motion seconded by:	Dolores Gomez
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**Cortina Community Services District**  
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**DIRECTORS**  
Rod Bradford, Chair  
Victor Zarate, Director  
Dolores Gomez, Director  
Kimberly Valles, Director  
Lacey Gimple, Director

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Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Kimberley Valles, Lacey Gimple	Noes:	None
Abstained:	None	Absent	None

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**Karl Drexel was named Secretary of the Cortina Community Services District.**

**5. STAFF AND BOARD MEMBER REPORTS**

- a) Lacey reported that there is a golf cart parked in a resident's driveway and it is rusting so bad rust is running down the driveway onto the District's sidewalk and into the street. The property is at 1044 Elmer St. It was decided that the GM should write a letter to the owners before Rod or anybody approaches them in person.
- b) Lacey also reported there is a wild palm tree at the corner of Hall and Elmer that appears to be a transplant from a seed from a bird. She is concerned as it grows, it will break the sidewalk. Rod suggested he and Lacey talk to the owner of the property. The Manager agreed, and said that is not normally a Board member function, but would agree in this instance.

**6. ADJOURNMENT:** Adjourn at 6:22 pm – Next meeting will be a Regular Meeting to be held on January 23, 2023, at 6 pm at the Arbuckle Golf Course.

Approved:

Attest

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

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

# Cortina Community Services District

## Disbursements

November 1, 2022 through January 20, 2023

Num	Date	Name	Account	Original Amount
461419	11/04/2022	Sucavich Construction	10010 · County Auditor - 03511 Red Ranc	-12,000.00
462045	12/07/2022	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-255.67
462045	12/07/2022	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-58.34
462049	12/07/2022	California Special Districts Association	10010 · County Auditor - 03511 Red Ranc	-930.60
462049	12/07/2022	California Special Districts Association	10030 · County Auditor - 03513 Wildwood	-225.60
462049	12/07/2022	California Special Districts Association	10020 · County Auditor - 03512 Riv Glen	-253.80
462057	12/07/2022	KD Management	10010 · County Auditor - 03511 Red Ranc	-2,838.00
462057	12/07/2022	KD Management	10030 · County Auditor - 03513 Wildwood	-688.00
462057	12/07/2022	KD Management	10020 · County Auditor - 03512 Riv Glen	-774.00
462059	12/07/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-410.49
462059	12/07/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-99.97
462059	12/07/2022	PGE	10030 · County Auditor - 03513 Wildwood	-57.13
462059	12/07/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-410.50
462059	12/07/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-166.63
462059	12/07/2022	PGE	10030 · County Auditor - 03513 Wildwood	-95.21
462062	12/07/2022	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
462062	12/07/2022	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
462062	12/07/2022	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
462062	12/07/2022	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
462062	12/07/2022	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
462062	12/07/2022	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
462070	12/07/2022	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-473.00
462070	12/07/2022	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,236.00
462070	12/07/2022	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-659.00
462073	12/07/2022	CEC	10010 · County Auditor - 03511 Red Ranc	-1,954.36
462946	01/17/2023	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-211.76
462946	01/17/2023	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-65.82
462983	01/17/2023	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,236.00
462983	01/17/2023	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-659.00
				-27,858.88

**Cortina Community Services District**  
**January Payables**  
**Summary**  
All Transactions

	<u>Jan 20, 23</u>
Arbuckle PUD	277.82
CEC	895.51
Colusa County Elections Dept	-471.07
KD Management	2,711.00
PGE	691.46
Streamline	50.00
<b>TOTAL</b>	<b><u><u>4,154.72</u></u></b>



5:58 PM

01/20/23

Accrual Basis

**Cortina Community Services District**  
**Profit & Loss by Class**  
**July 1, 2022 through January 20, 2023**

	03511 - Reddington Ranch	03512 - River Glen	03513 - Wildwood	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410510 · Property Assessment	154,008.00	43,524.00	25,668.00	223,200.00
44190 · Interest	318.81	103.26	0.00	422.07
441901 · Interest Adj. to Mkt Value	-437.74	-213.47	0.00	-651.21
<b>Total Income</b>	<b>153,889.07</b>	<b>43,413.79</b>	<b>25,668.00</b>	<b>222,970.86</b>
<b>Expense</b>				
53150 · Dues and Subscriptions	930.60	253.80	225.60	1,410.00
53175 · Insurance Expense	1,832.94	499.89	444.35	2,777.18
53180 · Professional Services				
53182 · Consulting	7,623.66	2,079.18	1,848.16	11,551.00
53183 · Engineering	2,849.87	0.00	0.00	2,849.87
53184 · Legal	57.75	15.75	14.00	87.50
53185 · Landscape Maintenance	11,755.30	3,322.90	24.80	15,103.00
53180 · Professional Services - Other	12,000.00	0.00	0.00	12,000.00
<b>Total 53180 · Professional Services</b>	<b>34,286.58</b>	<b>5,417.83</b>	<b>1,886.96</b>	<b>41,591.37</b>
53260 · Utilities				
53262 · Street Lights	2,484.41	1,100.43	628.79	4,213.63
53263 · Irrigation Controller	30.88	30.88	0.00	61.76
53264 · Water Service	1,645.49	466.81	0.00	2,112.30
<b>Total 53260 · Utilities</b>	<b>4,160.78</b>	<b>1,598.12</b>	<b>628.79</b>	<b>6,387.69</b>
53265 - Web Hosting	231.00	63.00	56.00	350.00
<b>Total Expense</b>	<b>41,441.90</b>	<b>7,832.64</b>	<b>3,241.70</b>	<b>52,516.24</b>
<b>Net Ordinary Income</b>	<b>112,447.17</b>	<b>35,581.15</b>	<b>22,426.30</b>	<b>170,454.62</b>
<b>Net Income</b>	<b>112,447.17</b>	<b>35,581.15</b>	<b>22,426.30</b>	<b>170,454.62</b>