

Cortina Community Services District
PO Box 43
Arbuckle CA 95912

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



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

AGENDA

Regular Meeting
Arbuckle Golf Course
5918 Hillgate Rd, Arbuckle, CA 95912
May 22, 2023, at 6 pm

1. **CALL TO ORDER AND ESTABLISH QUORUM:**
Cortina CSD Board of Directors Roll Call: President: Bradford____ Members: Gomez _____ Valles _____
Zarate _____ Gimple_____
2. **PLEDGE OF ALLEGIANCE:**
3. **PUBLIC COMMENTS:** *(Each speaker is limited to two minutes)*
Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the District's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.
4. **CONSENT CALENDAR:**
Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Board or the Public.
 - a) Approval of Minutes: Regular Meeting March 27, 2023
 - b) Ratification of April – May 2023 Disbursements
 - c) Approve Payables for May 2023
 - d) Review YTD Financials
5. **DISCUSSION / REPORTS: ACTION ITEMS:**
 - a) Discuss street sweeping in all developments.
 - b) Discuss Landscape Maintenance issues – be specific
 - c) Discuss FEMA & OES Projects
 - d) Discuss Park Project – LWCF Grant
 - e) Discuss skate park.
6. **CORRESPONDENCE, STAFF and BOARD MEMBER REPORTS:** Updates and New Business
 - a) Form 700 and Mandated Training
7. **ADJOURNMENT:**
Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:
 - A paper copy mailed pursuant to a written request and payment of associated mailing fees.
 - An electronic copy received by email. Note – if you would like electronic copies, please email the General Manager at karl@kdmanagement.us prior to the Board meeting.
 - On the CSD Website on the Friday proceeding each regular meeting date. A limited amount of meeting materials will also be available at the meeting. The next Cortina CSD Board Meeting is scheduled to be held on June 26, 2023 at 6:00 pm at the Arbuckle Golf Club

CONSENT CALENDAR

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

DIRECTORS
Rod Bradford, Chair
Dolores Gomez, Vice-Chair
Kimberly Valles, Director
Victor Zarate, Director
Lacey Gimple, Director

Regular Meeting of the Board of Directors

March 27, 2023 at 6:00 pm

Minutes

1. **CALL TO ORDER** – Board President Rod Bradford called the meeting to order at 6:12 pm

ROLL CALL – Present were board members Rod Bradford, Dolores Gomez, Victor Zarate, and Lacey Gimple. Absent Kimberly Valles,. Also present, General manager, Karl Drexel of KD Management Services, LLC.

2. **PLEDGE ALLEGIANCE** – Rod Bradford led the Pledge of Allegiance

3. **PUBLIC COMMENT** – No Public Comments

4. **CONSENT CALENDAR**

The consent Calendar was presented for the approval of the Minutes of the Regular Meeting March 27, 2023, Ratification of February – March 2023 Disbursements, Approve Payables for April 2023, Review YTD Financials

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

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

- a) **REVIEW AND DISCUSS NEW BID FOR REMOVING THE PALM TREES ON DOLBOW**

The General Manager reported that Yellow Tree bid \$1,000 to clean up the large palm tree and \$150 to remove the small one on Elmer. The General Manager noted that District Counsel did not think we could remove the smaller palm on private property without a binding agreement. He reported that he sent the owners an agreement and release form, but never heard back from the owner. He noted that Yellow Tree has been contracted to remove the large Palm.

- b) **DISCUSS PAINT ON ROAD IN REDDINGTON RANCH** Lacey Gimple talked to the owner of the property, Javier, whose kids painted a free throw line and big number 3 for three-point shots in front of their house. He agreed to remove the paint but has not proceeded due to the weather.

- c) **DISCUSS AND REVIEW BIDS FOR STREET SWEEPING IN ALL DEVELOPMENTS.** The General Manager submitted the only bid we received for street sweeping all three developments. Lacey and the GM combined to request about 8 bids and only received one response. Chase reported that he would start in May and take a full weekend to do all of the developments.

- d) **DISCUSS CREEK LEVEE STABILIZATION AND APPROVE RESOLUTION 22-23-02 AUTHORIZING FEMA APPLICATION FOR ASSISTANCE (GRANT)** The General Manager submitted Resolution 22-23-02 Designating the Applicants Agent for FEMA Grant.

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DIRECTORS
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Victor Zarate, Director
Lacey Gimple, Director

The General Manager reported that he had met with four different FEMA managers this morning on a site visit.

Motion made by:	Lacey Gimple to Approve Resolution 22-23-02	Motion seconded by:	Victor Zarate
Ayes:	Rod Bradford, Dolores Gomez, Victor Zarate, Lacey Gimple	Noes:	None
Abstained:	None	Absent	Kimberly Valles

- e) **DISCUSS AND APPROVE RESOLUTION_____ TO ADOPT THE COLUSA COUNTY SHERIFF’S CODES AND LAWS FOR THE CORTINA CSD.** The General Manager reported that he did not have a sample Resolution yet, but continues to look for one to have additional documentation that the Sheriff has authority in Cortina to tag vehicles and pursue the violations.
 - f) **DISCUSS PARK PROJECT – LWCF GRANT** The General Manager reported that he had been spending his time on the FEMA projects and has nothing new to report on the Park Project.
 - g) **DISCUSS SKATE PARK.** Discussion was held about putting in a Skate Park in the retention pond in Reddington Ranch off Hall Street. The GM noted that the retention ponds are designed to not only hold water, but also to percolate the water to some degree. The Board asked the GM to talk to our engineer to see what the hydrology is for the retention pond and if a skate park or something smaller can still be put in without losing the retention requirements.
- 6. STAFF AND BOARD MEMBER REPORTS**
- a) **Budget Letter from County** The General Manager reported that he received a letter from the County that they were going to start enforcing the line item budgets and if the District goes over budget, then the Board will have to pass a revised budget.
 - b) **Form 700 and Mandated Training** The General Manager reminded the Board members that every year they are required to fill out and submit to the state a Form 700. He said he would send them each a link to complete the form. He also reminded them that the State required Ethics and Harassment Courses through Target Solutions, need to be submitted every two years.
- 7. ADJOURNMENT:** Adjourn at 6:54 pm – Next meeting will be a Regular Meeting to be held on June 26, 2023, at 6 pm at the Arbuckle Golf Course.

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



DIRECTORS
Rod Bradford, Chair
Dolores Gomez, Vice-Chair
Kimberly Valles, Director
Victor Zarate, Director
Lacey Gimple, Director

Approved

Attest

Rod Bradford, Chair

Karl Drexel, Secretary

Cortina Community Services District

Check Detail

April 1 through May 19, 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	464876	04/13/2023	KD Management	10020 · County Auditor - 03512 Riv Glen	-905.48
Bill Pmt -Check	464876	04/13/2023	KD Management	10030 · County Auditor - 03513 Wildwood	-804.88
Bill Pmt -Check	464876	04/13/2023	KD Management	10010 · County Auditor - 03511 Red Ranc	-3,320.10
Bill Pmt -Check	464877	04/11/2023	PGE	10020 · County Auditor - 03512 Riv Glen	-168.24
Bill Pmt -Check	464877	04/11/2023	PGE	10020 · County Auditor - 03512 Riv Glen	-169.49
Bill Pmt -Check	464877	04/11/2023	PGE	10030 · County Auditor - 03513 Wildwood	-96.13
Bill Pmt -Check	464877	04/11/2023	PGE	10030 · County Auditor - 03513 Wildwood	-96.83
Bill Pmt -Check	464877	04/11/2023	PGE	10010 · County Auditor - 03511 Red Ranc	-962.25
Bill Pmt -Check	464877	04/11/2023	PGE	10010 · County Auditor - 03511 Red Ranc	-431.69
Bill Pmt -Check	464880	04/11/2023	Richardson & Company	10030 · County Auditor - 03513 Wildwood	-72.00
Bill Pmt -Check	464880	04/11/2023	Richardson & Company	10020 · County Auditor - 03512 Riv Glen	-81.00
Bill Pmt -Check	464880	04/11/2023	Richardson & Company	10010 · County Auditor - 03511 Red Ranc	-297.00
Bill Pmt -Check	464887	04/11/2023	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-750.00
Bill Pmt -Check	464887	04/11/2023	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,800.00
Bill Pmt -Check	464889	04/11/2023	Sucavich Construction	10010 · County Auditor - 03511 Red Ranc	-1,800.00
Bill Pmt -Check	464890	04/13/2023	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-211.76
Bill Pmt -Check	464890	04/13/2023	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-54.60
Bill Pmt -Check	464910	04/13/2023	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
Bill Pmt -Check	464910	04/13/2023	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
Bill Pmt -Check	464910	04/13/2023	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
Bill Pmt -Check	465568	05/12/2023	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-211.76
Bill Pmt -Check	465568	05/12/2023	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-54.60
Bill Pmt -Check	465576	05/12/2023	KD Management	10010 · County Auditor - 03511 Red Ranc	-920.70
Bill Pmt -Check	465576	05/12/2023	KD Management	10030 · County Auditor - 03513 Wildwood	-223.20
Bill Pmt -Check	465576	05/12/2023	KD Management	10020 · County Auditor - 03512 Riv Glen	-251.10
Bill Pmt -Check	465578	05/12/2023	PGE	10010 · County Auditor - 03511 Red Ranc	-263.85
Bill Pmt -Check	465578	05/12/2023	PGE	10030 · County Auditor - 03513 Wildwood	-81.20
Bill Pmt -Check	465578	05/12/2023	PGE	10020 · County Auditor - 03512 Riv Glen	-142.10
Bill Pmt -Check	465583	05/12/2023	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
Bill Pmt -Check	465583	05/12/2023	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
Bill Pmt -Check	465583	05/12/2023	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
Bill Pmt -Check	465589	05/12/2023	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,800.00
Bill Pmt -Check	465589	05/12/2023	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-750.00
Bill Pmt -Check	465593	05/12/2023	Sucavich Construction	10010 · County Auditor - 03511 Red Ranc	-5,280.00
Bill Pmt -Check	465593	05/12/2023	Sucavich Construction	10030 · County Auditor - 03513 Wildwood	-1,280.00
Bill Pmt -Check	465593	05/12/2023	Sucavich Construction	10020 · County Auditor - 03512 Riv Glen	-1,440.00
TOTAL					<u><u>-26,819.96</u></u>

Cortina Community Services District
May - June Payables
As of May 19, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Open Balance</u>
Arbuckle PUD					
	Bill	06/01/2023		07/01/2023	210.00
	Bill	06/01/2023		07/01/2023	60.00
Total Arbuckle PUD					<u>270.00</u>
Botanica Landscapes					
	Bill	05/25/2023		06/25/2023	2,800.00
	Bill	05/25/2023		06/25/2023	750.00
	Bill	04/17/2023		05/17/2023	506.00
Total Botanica Landscapes					<u>4,056.00</u>
KD Management					
	Bill	05/28/2023		05/28/2023	3,000.00
Total KD Management					<u>3,000.00</u>
PGE					
	Bill	05/11/2023	23May	06/23/2023	810.31
	Bill	06/12/2023	23June	07/25/2023	850.00
Total PGE					<u>1,660.31</u>
Streamline					
	Bill	03/01/2023		04/01/2023	50.00
Total Streamline					<u>50.00</u>
					9,036.31

Cortina Community Services District
Profit & Loss by Class
July 1, 2022 through May 19, 2023

	<u>03511 - Reddington Ranch</u>	<u>03512 - River Glen</u>	<u>03513 - Wildwood</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
410510 · Property Assessment	154,008.00	43,524.00	25,668.00	0.00	223,200.00
44190 · Interest	4,164.44	1,392.56	77.41	0.00	5,634.41
441901 · Interest Adj. to Mkt Value	-6,618.26	-2,220.99	-9.76	0.00	-8,849.01
Total Income	<u>151,554.18</u>	<u>42,695.57</u>	<u>25,735.65</u>	<u>0.00</u>	<u>219,985.40</u>
Expense					
53150 · Dues and Subscriptions	930.60	253.80	225.60	0.00	1,410.00
53170 · Office Expense	74.00	0.00	0.00	0.00	74.00
53175 · Insurance Expense	1,832.94	499.89	444.35	0.00	2,777.18
53180 · Professional Services					
53187 · Road Maintenance	5,280.00	1,440.00	1,280.00	0.00	8,000.00
53181 · Accounting/Audit	297.00	81.00	72.00	0.00	450.00
53182 · Consulting	15,839.31	4,319.81	3,839.84	0.00	23,998.96
53183 · Engineering	2,849.87	0.00	0.00	0.00	2,849.87
53184 · Legal	57.75	15.75	14.00	0.00	87.50
53185 · Landscape Maintenance	25,916.00	6,772.00	0.00	0.00	32,688.00
53180 · Professional Services - Other	12,000.00	0.00	0.00	0.00	12,000.00
Total 53180 · Professional Services	<u>62,239.93</u>	<u>12,628.56</u>	<u>5,205.84</u>	<u>0.00</u>	<u>80,074.33</u>
53260 · Utilities					
53262 · Street Lights	4,123.89	1,561.87	902.95	0.00	6,588.71
53263 · Irrigation Controller	-7.97	-7.97	0.00	0.00	-15.94
53264 · Water Service	2,492.53	685.21	0.00	0.00	3,177.74
Total 53260 · Utilities	<u>6,608.45</u>	<u>2,239.11</u>	<u>902.95</u>	<u>0.00</u>	<u>9,750.51</u>
53265 · Web Hosting	363.00	99.00	88.00	0.00	550.00
Total Expense	<u>72,048.92</u>	<u>15,720.36</u>	<u>6,866.74</u>	<u>0.00</u>	<u>94,636.02</u>
Net Ordinary Income	<u>79,505.26</u>	<u>26,975.21</u>	<u>18,868.91</u>	<u>0.00</u>	<u>125,349.38</u>
Net Income	<u><u>79,505.26</u></u>	<u><u>26,975.21</u></u>	<u><u>18,868.91</u></u>	<u><u>0.00</u></u>	<u><u>125,349.38</u></u>

Cortina Community Services District
Balance Sheet
As of May 19, 2023

	<u>May 19, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Colusa County Auditor	
10010 · County Auditor - 03511 Red Ranc	301,749.00
10020 · County Auditor - 03512 Riv Glen	98,441.49
10030 · County Auditor - 03513 Wildwood	17,515.71
Total 10000 · Colusa County Auditor	<u>417,706.20</u>
Total Checking/Savings	417,706.20
Accounts Receivable	
11000 · Accounts Receivable	22,519.00
Total Accounts Receivable	<u>22,519.00</u>
Total Current Assets	<u>440,225.20</u>
TOTAL ASSETS	<u><u>440,225.20</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-706.12
Total Accounts Payable	<u>-706.12</u>
Total Current Liabilities	<u>-706.12</u>
Total Liabilities	-706.12
Equity	
30000 · Opening Balance Equity	417,719.00
32000 · Retained Earnings	-102,137.06
Net Income	125,349.38
Total Equity	<u>440,931.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>440,225.20</u></u>

DISCUSSION / REPORTS

ACTION ITEMS



CORTINA COMMUNITY SERVICES DISTRICT

TO: CORTINA BOARD OF DIRECTORS

MEETING DATE: MAY 22, 2023

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: DISCUSS STREET SWEEPING

BACKGROUND:

Since the last Board meeting Chase Sucevich had the streets swept in all developments and came back to hit those areas where cars weren't moved. As of this staff report, I have not seen the streets, but from comments he did a good job, and the streets look great.

RECOMMENDATION:

No action necessary.



CORTINA COMMUNITY SERVICES DISTRICT

TO: CORTINA BOARD OF DIRECTORS

MEETING DATE: MAY 22, 2023

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: DISCUSS LANDSCAPE MAINTENANCE ISSUES

BACKGROUND:

Lacey and Victor, on separate occasions, notified me of problems with the landscaping. I contacted Jennifer Chapin, CEO of Botanica to express our concerns. Although she wrote to say she was sorry and embarrassed, they still did not respond to my first letter to them. It appears that they will actually catch up with the maintenance and keep on top of it, as long as I am advised of situations that arise. We recently sent out about 15 Requests for Proposals for Maintenance from around the area from Redding to Sacramento and Botanica was the only one that responded.

RECOMMENDATION:

No action necessary.

From: [Lacey Kolvoord](#)
To: [Karl Drexel](#); [Rod Badford](#)
Subject: Picture on path - landscaping needs help
Date: Thursday, May 18, 2023 12:43:43 PM

Hello,
Picture on path - landscaping needs help

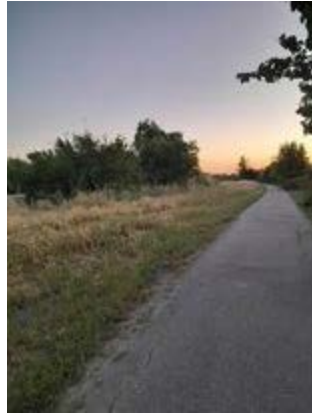




dead pieces to be trimmed



tall weeds



needs to be MOWED

*Live a Pure, Safe & Beneficial Life,
Lacey Gimple*

Call/Text my cell (707) 689-6399

From: [Lacey Kolvoord](#)
To: [Karl Drexel](#); [Rod Badford](#)
Subject: Pictures of landscape on Williams St. between Hall and Dolbow
Date: Thursday, May 18, 2023 12:45:47 PM

Pictures of landscape on Williams St. between Hall and Dolbow



THIS picture IS ON HALL STREET

*Live a Pure, Safe & Beneficial Life,
Lacey Gimple*

From: [Lacey Kolvoord](#)
To: [Karl Drexel](#); [Rod Badford](#)
Subject: pictures on Williams St. between Dolbow and Asa - landscaping
Date: Thursday, May 18, 2023 12:39:07 PM

pictures on Williams St. between Dolbow and Asa - landscaping



dead pieces to be

removed



there is a lot of water for 90 degree weather makes me question

something leaking



the weeds are

over 2ft tall.

From: [Lacey Kolvoord](#)
To: [Karl Drexel](#); [Rod Badford](#)
Subject: South side of Elmer - community property between two homes
Date: Thursday, May 18, 2023 12:25:01 PM

Hello,

Picture taken 05/17/2023.

weeds than need to be mowed.

Maybe this area could have some landscaping done? maybe a workout area?

South side of Elmer - community property between two homes



*Live a Pure, Safe & Beneficial Life,
Lacey Gimple*

Call/Text my cell (707) 689-6399

From: [Jennifer Chaplin](#)
To: karl@kdmanagement.us; [Lacey Kolvoord](#)
Cc: rodbradfordphotos@gmail.com; [Peter Borja](#); [Raul Chavez Ledesma](#); [Ashleigh Nobriga](#)
Subject: Redington Ranch
Date: Friday, May 19, 2023 9:39:11 AM

Good Morning.

First, I want to apologize for the state of the landscaping. There have been times in the past when Lacey has texted me about specific problems, and we addressed them. What is happening right now is on a different level, and is unacceptable to me.

I believe there are two reasons for the current state. One is that the crew who services the property has had to place their mower in the shop, and we continue to struggle with supply chain issues for parts (our extra mower is also in the shop, waiting for parts). We are currently attempting to fix the mower in house, so that we can continue to use it until the correct part arrives. Two is that this crew and their work is not being properly monitored. Outside of the crew, we usually have someone in management in Arbuckle about once a week for other projects, and from now on, anyone in management who is in Arbuckle will take the time to visit Cortina for quality control.

As for the short-term remedy, we will have a crew on site on Saturday, June 3rd, to bring the property up to the standard we all expect from us. Raul, the Crew Manager, will be on site himself that day to supervise the work. Raul has the photos that Lacey sent to Karl, and he will have our maps of the property as well.

My goal is that none of you will need to check on us, or manage us. We should be providing a service for you that is good enough that you shouldn't have to think about it for a minute, and I am sorry we have not lived up to that standard. Lacey, thank you for bringing all of this to my attention, and thank you for the opportunity to make it right.

Jennifer Chaplin

CEO

Botanica Landscapes

530-415-5284

jchaplin@botanica.net



CORTINA COMMUNITY SERVICES DISTRICT

TO: CORTINA BOARD OF DIRECTORS

MEETING DATE: MAY 22, 2023

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: DISCUSS FEMA AND OES PROJECTS

BACKGROUND:

During the Winter Storms this year, the creek behind Reddington Ranch, Salt Creek, flooded over its banks and eroded the bank next to the walking path. The storm was declared a National Disaster which opens up the possibility of Grants to repair the damage with a FEMA Grant and also opens up the possibility of mitigating the bank from future damage through the State OES. I attended several in-person and zoom meetings with the State and Federal grant people, submitted applications to both and have had several in-person, on-site tours. The FEMA Grant is still alive for the repair of the damage to the bank from this disaster, but the OES Mitigation grant people have said we do not meet the criteria of their Mitigation funding because we have no infrastructure (sewer plant or water treatment plant) that is in peril, and their emphasis is on projects over \$5 Million. I will be meeting with the FEMA manager this week to fight for the remaining possibility for funding.

RECOMMENDATION:

No action necessary.

STAFF AND BOARD REPORTS /
CORRESPONDENCE

Last Name	First Name	Email	Rank	AB 1234 Ethics	AB1825 Harrassment	Form 700 2022
Drexel	Karl	karl@kdmanagement.us	General Manager	Jan-23	Jan-23	YES
Bradford	Rod	rodbradfordphotos@gmail.com	Board President	Feb-23	Feb-23	YES
Gomez	Dolores	lolita6363@outlook.com	Board Vice President			
Zarate	Victor	zarate3135@gmail.com	Board Member		Mar-23	Assuming
Valles	Kim	kilaplante@yahoo.com	Board Member	Feb-23	Sep-22	
Gimple	Lacey	laceit2001@yahoo.com	Board Member		Mar-23	