Cortina Community Services District PO Box 43 Arbuckle CA 95912

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



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

AGENDA

Regular Meeting VIA Zoom OCTOBER 24, 2022, at 6 pm

Topic: Cortina CSD Board Meeting Time: Oct 24, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting https://us02web.zoom.us/j/85428664289

Meeting ID: 854 2866 4289 One tap mobile +16699009128,,85428664289# US (San Jose) +16694449171,,85428664289# US

- <u>CALL TO ORDER AND ESTABLISH QUORUM</u>: Cortina CSD Board of Directors Roll Call: President: Bradford Members: Zarate Gomez Valles Johnson _____
- 2. PLEDGE OF ALLEGIANCE:
- 3. <u>PUBLIC COMMENTS</u>: (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 September 26, 2022
- b) Ratification of September October 2022 Disbursements
- c) Approve Payables for November 2022
- d) Review YTD Financials
- 5. DISCUSSION / REPORTS: ACTION ITEMS:
 - a) Review and Approve Letter to the County regarding the selection of Lacey Gimple to fill the vacant seat in the November Election
 - b) Discuss Assessments for Police and Fire Update
 - c) Discuss Fence and Maintenance Issues
 - d) Discuss Creek levee stabilization

P.O. Box 43

- e) Discuss Park Project
- f) Discuss Street sweeping and Drain flushing.
- 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 <u>karl@kdmanagement.us</u> 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 October 24, 2022 at 6:00 pm at the Arbuckle Golf Club

CONSENT CALENDAR

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

DIRECTORS

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

Regular Meeting of the Board of Directors

September 26, 2022 at 6:00 pm

Minutes

1. CALL TO ORDER – Board Vice-President Dolores Gomez called the meeting to order at 6:05 pm

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

2. PLEDGE ALLEGIANCE - Dolores Gomez led the Pledge of Allegiance

3. **PUBLIC COMMENT** – None

4. CONSENT CALENDAR

The consent Calendar was presented for the approval of the Minutes of the Regular Meeting on August 22, 2022; Ratify the August-September 2022 disbursements; approve October 2022 payables; review the YTD Financials.

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

5. DISCUSSION / REPORTS: ACTION ITEMS

- a) DISCUSS ASSESSMENTS FOR POLICE AND FIRE UPDATE The General Manager noted that he was working on a letter to LAFCo that needs to be vetted by attorney to eliminate the Community Facilities District and remove the latent powers for Law Enforcement and Fire Services in the Community Services District.
- b) DISCUSS FENCE AND MAINTENANCE ISSUES The General Manager reported that Victor contacted several contractors to repair the fences on Kimberley Court and Gery Court in Reddington Ranch. The prices varied from \$12,000 to \$19,000. The lowest responsible bidder was Sucevich Construction from right here on Hall Road who came in at an even \$12,000. Discussion was held regarding using someone local would be a plus, and he is the lowest bidder.

Motion made by:	Victor Zarate to Approve Sucevich Const to do the fence jobs	Motion seconded by:	Kimberly Valles
Ayes:	Dolores Gomez, Victor Zarate, Kimberley Valles	Noes:	None
Abstained:	None	Absent	Rod Bradford, Jesika Johnson

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

In addition to the fence project, discussion was held about a proposal from Botanica for an irrigation system audit, which would provide the District with the condition of the current irrigation system and suggestions for future improvements. It was decided that we would ask Alsco Geyer if they would do something similar before going forward with Botanica's proposal.

c) DISCUSS CREEK LEVEE STABILIZATION The General Manager reported that Wendy Krehbiel with the local National Resource Conservation Service (NRCS) office, and Lyle Thompson, an Engineer with the NRCS submitted a concept rendering of what is necessary to stabilize the creek bank behind the homes on Elmer Street. He noted he forwarded the drawings to California Engineering Corporation for an Engineers Estimate and costs for plans and specifications. 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.

Motion made by:	Victor Zarate to send the drawings to CEC for Engineers Estimate	Motion seconded by:	Kimberly Valles
Ayes:	Dolores Gomez, Victor Zarate, Kimberley Valles	Noes:	None
Abstained:	None	Absent	Rod Bradford, Jesika Johnson

d) **DISCUSS PARK PROJECT** The General Manager submitted the engineers concept rendering of the park at the Southern end of the walking path behind the end of the houses on Elmer Street. He noted that the drawing did not reflect a retaining wall at the end of the path where it meets Hillgate or pedestrian access to Hillgate. He noted that he would bring that to their attention and get another rendering.

6. STAFF AND BOARD MEMBER REPORTS

- a) None
- 7. **ADJOURNMENT:** Adjourn at 6:50 pm Next meeting will be a Regular Meeting to be held on October 24, 2022, at 6 pm at the Arbuckle Golf Course. Changed to a Zoom meeting.

Approved

Attest

Rod Bradford, Chair

Karl Drexel, Secretary

Cortina Community Services District

September Disbursements September 1 - 30, 2022

Туре	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	459988	09/08/2022	Arbuckle PUD	10010 · County Auditor - 03511 Red Ranc	-213.87
Bill Pmt -Check	459988	09/08/2022	Arbuckle PUD	10020 · County Auditor - 03512 Riv Glen	-68.72
Bill Pmt -Check	460007	09/08/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-10.51
Bill Pmt -Check	460007	09/08/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-10.51
Bill Pmt -Check	460007	09/08/2022	PGE	10010 · County Auditor - 03511 Red Ranc	-601.04
Bill Pmt -Check	460007	09/08/2022	PGE	10020 · County Auditor - 03512 Riv Glen	-166.53
Bill Pmt -Check	460007	09/08/2022	PGE	10030 · County Auditor - 03513 Wildwood	-95.31
Bill Pmt -Check	460009	09/08/2022	Prentice Long	10010 · County Auditor - 03511 Red Ranc	-57.75
Bill Pmt -Check	460009	09/08/2022	Prentice Long	10020 · County Auditor - 03512 Riv Glen	-15.75
Bill Pmt -Check	460009	09/08/2022	Prentice Long	10030 · County Auditor - 03513 Wildwood	-14.00
Bill Pmt -Check	460015	09/08/2022	Streamline	10010 · County Auditor - 03511 Red Ranc	-33.00
Bill Pmt -Check	460015	09/08/2022	Streamline	10020 · County Auditor - 03512 Riv Glen	-9.00
Bill Pmt -Check	460015	09/08/2022	Streamline	10030 · County Auditor - 03513 Wildwood	-8.00
Bill Pmt -Check	460019	09/08/2022	Botanica Landscapes	10010 · County Auditor - 03511 Red Ranc	-2,236.00
Bill Pmt -Check	460019	09/08/2022	Botanica Landscapes	10020 · County Auditor - 03512 Riv Glen	-659.00
Bill Pmt -Check	460028	09/08/2022	Roy Blodgett	10010 · County Auditor - 03511 Red Ranc	-102.30
Bill Pmt -Check	460028	09/08/2022	Roy Blodgett	10020 · County Auditor - 03512 Riv Glen	-27.90
Bill Pmt -Check	460028	09/08/2022	Roy Blodgett	10030 · County Auditor - 03513 Wildwood	-24.80

-4,353.99

Cortina Community Services District Payables As of October 22, 2022

	Туре	Date	Num	Due Date	Open Balance
Arbuckle PUD					
	Bill	09/01/2022	132078	10/01/2022	211.76
	Bill	09/01/2022	132077	10/01/2022	62.73
Total Arbuckle PUD					274.49
Botanica Landscapes					
	Bill	08/25/2022	52010	09/04/2022	2,236.00
	Bill	08/25/2022	52011	09/04/2022	659.00
	Bill	09/26/2022	52261 & 52262	10/06/2022	2,895.00
	Bill	10/11/2022	52437	10/21/2022	473.00
Total Botanica Landscapes					6,263.00
KD Management					
	Bill	08/31/2022	22-256	08/31/2022	4,540.00
Total KD Management					4,540.00
PGE					
	Bill	08/26/2022	25Aug0567425016	09/25/2022	736.35
	Bill	08/26/2022	26Aug5777187996	09/25/2022	9.86
	Bill	08/26/2022	26Aug8627017593	09/25/2022	9.86
	Bill	10/01/2022	26Sept0567425016	10/31/2022	562.36
	Bill	10/01/2022	26Sept5777187996	10/31/2022	10.51
	Bill	10/01/2022	26Sept8627017593	10/31/2022	10.51
	Bill	10/14/2022	14Oct0567425016	11/13/2022	567.59
Total PGE					1,907.04
Streamline					
	Bill	09/01/2022	56F6603C-0023	09/11/2022	50.00
	Bill	10/01/2022	#56F6603C-0024	10/11/2022	50.00
Total Streamline					100.00

Cortina Community Services District Profit & Loss by Class July 1 through October 22, 2022

	03511 - Reddington Ranch	03512 - River Glen	03513 - Wildwood	TOTAL
Ordinary Income/Expense				
Income				
410510 · Property Assessment	7,381.00	0.00	0.00	7,381.00
Total Income	7,381.00	0.00	0.00	7,381.00
Expense				
53175 · Insurance Expense	1,832.94	499.89	444.35	2,777.18
53180 · Professional Services				
53182 · Consulting	2,996.40	817.20	726.40	4,540.00
53184 · Legal	57.75	15.75	14.00	87.50
53185 · Landscape Maintenance	7,283.30	2,004.90	24.80	9,313.00
Total 53180 · Professional Services	10,337.45	2,837.85	765.20	13,940.50
53260 · Utilities				
53262 · Street Lights	1,786.57	599.85	342.76	2,729.18
53263 · Irrigation Controller	30.88	30.88	0.00	61.76
53264 · Water Service	666.40	204.49	0.00	870.89
Total 53260 · Utilities	2,483.85	835.22	342.76	3,661.83
53265 - Web Hosting	132.00	36.00	32.00	200.00
Total Expense	14,786.24	4,208.96	1,584.31	20,579.51
Net Ordinary Income	-7,405.24	-4,208.96	-1,584.31	-13,198.51
Income	-7,405.24	-4,208.96	-1,584.31	-13,198.51

DISCUSSION / REPORTS ACTION ITEMS



CORTINA COMMUNITY SER VICES DISTRICT

TO:	CORTINA BOARD OF DIRECTORS
MEETING DATE:	OCTOBER 24, 2022
FROM:	KARL DREXEL, GENERAL MANAGER
SUBJECT:	BOARD ELECTIONS FILING

BACKGROUND:

The filing period is over for the three Board member seats that are open in the November election. The three seats open were Kimberley Valles, Victor Zarate and Jesika Johnson. Kimberley and Victor both submitted papers to run on the November ballot. However, the third seat did not have anyone file papers for the November election. Because there were only two candidates out of three seats, there will not be an election and those two will be appointed by the Board of Supervisors "In Lieu of Election". If the Board can find a candidate they approve of and who submits a letter of intent to the Board, the Board can submit a letter to the elections Clerk indicating they want to add this person to the BOS Agenda to appoint in Lieu of Election at their November meeting.

The Board has received a letter of Intent from Lacey Gimple from Reddington Ranch, which is attached. If the Board approves her appointment to the Board of Directors, we can submit the attached Letter of Approval to the BOS.

RECOMMENDATION:

Staff recommends the Board approve the appointment of Lacey Gimple and direct the General Manager to submit a Letter of Approval to the Board of Supervisors.

From: Lacey Kolvoord <<u>laceit2001@yahoo.com</u>>
Sent: Monday, October 10, 2022 4:31 AM
To: <u>karl@kdmanagement.us</u>; <u>rodbradfordphotos@gmail.com</u>
Subject: Lacey Gimple - Cortina Community Services District Director

To whom it may concern,

My name is Lacey Gimple, my family and I live in Arbuckle. Since we have moved into town about 5 years ago we started getting involved on day one. We enjoy the community we live in and believe it is important to give back and teach others to do the same. I would like to be a Cortina Community Services District Director.

Live a Pure, Safe & Beneficial Life, Lacey Gimple

Call/Text my cell (707) 689-6399

Cortina Community Services District PO Box 43 Arbuckle CA 95912

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



Rod Bradford, Chairman Karen Gage, Director Dolores Gomez, Director Kimberly Valles, Director Jesika Johnson, Director

October 24, 2022

To: Colusa County Board of Supervisors

We, the Board of Directors of the Cortina Community Services District, recommend Lacey Gimple for the open four-year seat on our board that was created by only having two candidates register for the three open board seats on the November 8, 2022 ballot.

Lacey resides at in Reddington Ranch, Arbuckle, CA 95912. As a homeowner in the district, she is qualified to sit on the board.

Please accept our recommendation to appoint Lacey Gimple to the Cortina Community Services District Board of Directors, in lieu of an election.

Rod Bradford, President, Cortina Community Services District



CORTINA COMMUNITY SER VICES DISTRICT

TO:	CORTINA BOARD OF DIRECTORS
MEETING DATE:	OCTOBER 24, 2022
FROM:	KARL DREXEL, GENERAL MANAGER
SUBJECT:	DISCUSS POLICE AND FIRE ASSESSMENTS

BACKGROUND:

When the Cortina Community Services District was formed by the Board of Supervisors in 2006, a temporary Community Facilities District was formed at the same time as a temporary funding mechanism until the developments were built out and the Arbuckle Fire Department and the Colusa County Sherriff's Office were getting their full allotment of the 1% property tax. That time is near. The Board has charged me to look into eliminating the Community Facilities District and removing the latent powers of the Cortina CSD providing police and fire services.

We invited our County Supervisor and the County Administrator to a recent meeting and discussed the plans to eliminate the CFD. Although they were not happy, the consensus was that the Board of the CSD can in fact eliminate the temporary funding mechanism. I have been in contact with the District's attorney and am working on a letter to LAFCo to initiate tis process.

RECOMMENDATION:

No action necessary. Nothing new to add.



CORTINA COMMUNITY SER VICES DISTRICT

TO:	CORTINA BOARD OF DIRECTORS
MEETING DATE:	OCTOBER 24, 2022
FROM:	KARL DREXEL, GENERAL MANAGER
SUBJECT:	DISCUSS FENCE AND MAINTENANCE ISSUES

BACKGROUND:

The selected contractor to do the fence repairs on Kimberley Court and Gary Court has already begun work on them. Attached are some pictures Victor took of the work in progress.

Additionally, as was discussed at the last meeting Botanica proposed to do an Irrigation Audit to determine the condition of the existing irrigation system and suggest ideas to eliminate the continual damage we are having to repair. It was decided to contact Alsco Geyer to see if they would be willing to do the same thing and get another opinion. Rod met with them, and they declined to submit a proposal. I think there might be something else we can do regarding the actual material being used, like using hard plastic or galvanized pipes in order to eliminate the constant repairs to the drip system, but we don't know the real condition of our system, and won't until we get an irrigation audit.

RECOMMENDATION:

Staff recommends the Board approve the Irrigation Audit by Botanica and then have a discussion on next steps.

GARRY COURT FENCE CONSTRUCTION







KIMBERLEY COURT FENCE CONSTRUCTION









September 22, 2022

Karl Drexel, SDA, General Manager PO Box 43 Arbuckle, CA 95912 Direct (707) 318-7369 karl@kdmanagement.us EmailAddress@email.com

PROPOSAL

IRRIGATION AUDIT

We recommend a thorough irrigation audit of both properties. This audit is much more extensive than the irrigation check included in our contract. This audit is led by our most seasoned irrigation tech, who has over ten years of experience working on irrigation systems for various municipalities. He has worked for Botanica for over 20 years.

The audit is a complete check of the operations of the entire system. Two techs work on it together, one is at the controller and the other is at the sprinkler/emitter/bubbler. The valves are also all checked.

After, you will receive a full written report, station by station with our diagnosis and recommendation. Then the board is able to make some educated decisions about what should be repaired first, and we can have a plan, instead of continuing to chase leaks around.

We estimate this audit of both properties will take two techs all day.

TOTAL COST LABOR AND MATERIALS \$1	,200.00
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Valid for (10) ten calendar days

Thank you for the opportunity to bid this project. To approve this estimate and schedule a start date for the above work, please sign below and return a copy to us by fax or mail. Proposal cost is based on cash/check payment. Only items listed on this proposal are included.

Х

Authorized Signature

Date

Agenda Item 5(d)



CORTINA COMMUNITY SER VICES DISTRICT

TO:	CORTINA BOARD OF DIRECTORS
MEETING DATE:	OCTOBER 24, 2022
FROM:	KARL DREXEL, GENERAL MANAGER
SUBJECT:	DISCUSS CREEK LEVEE STABILIZATION

BACKGROUND:

Nothing new to report. California Engineering Corporation has the plans from NRCS

RECOMMENDATION:

No action necessary at this time

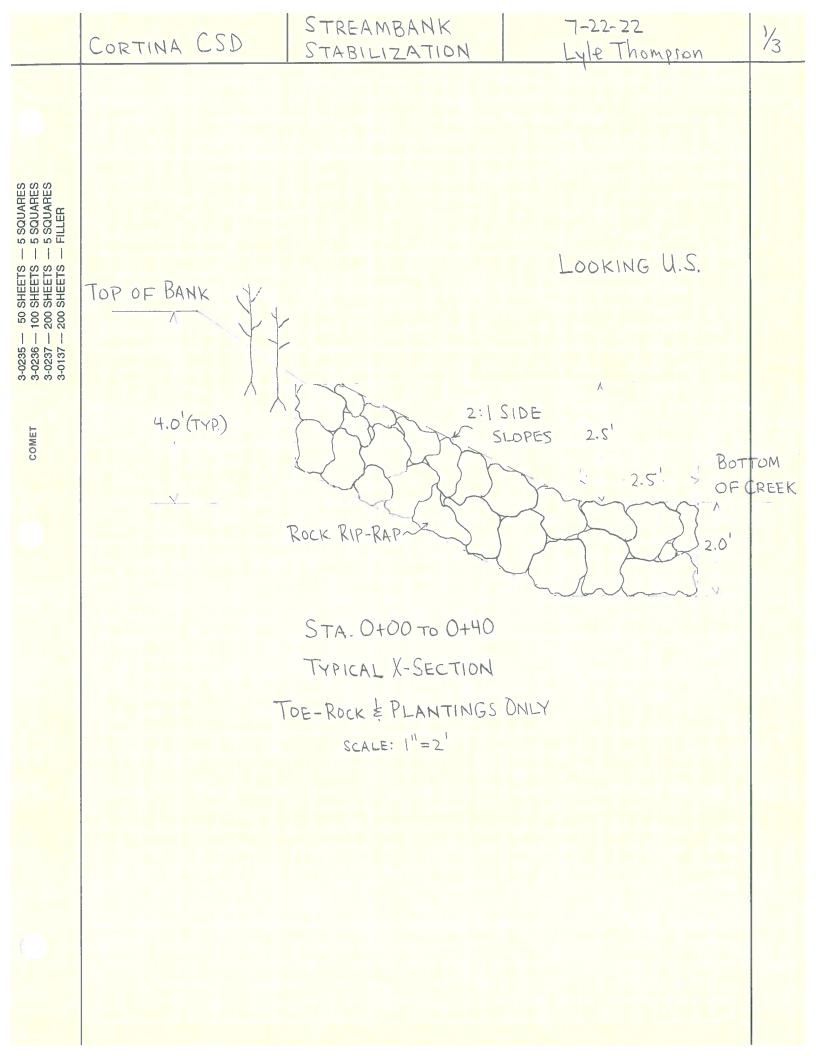
Cortina CSD Streambank Stabilization Draft Plan View

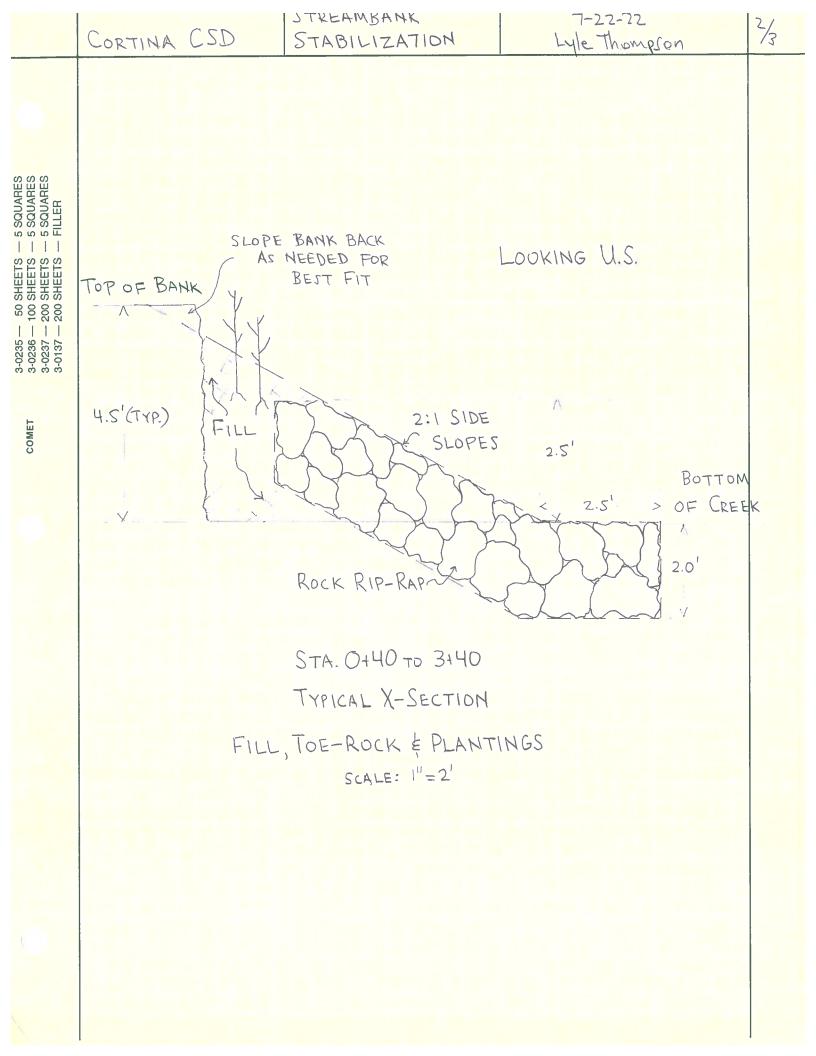
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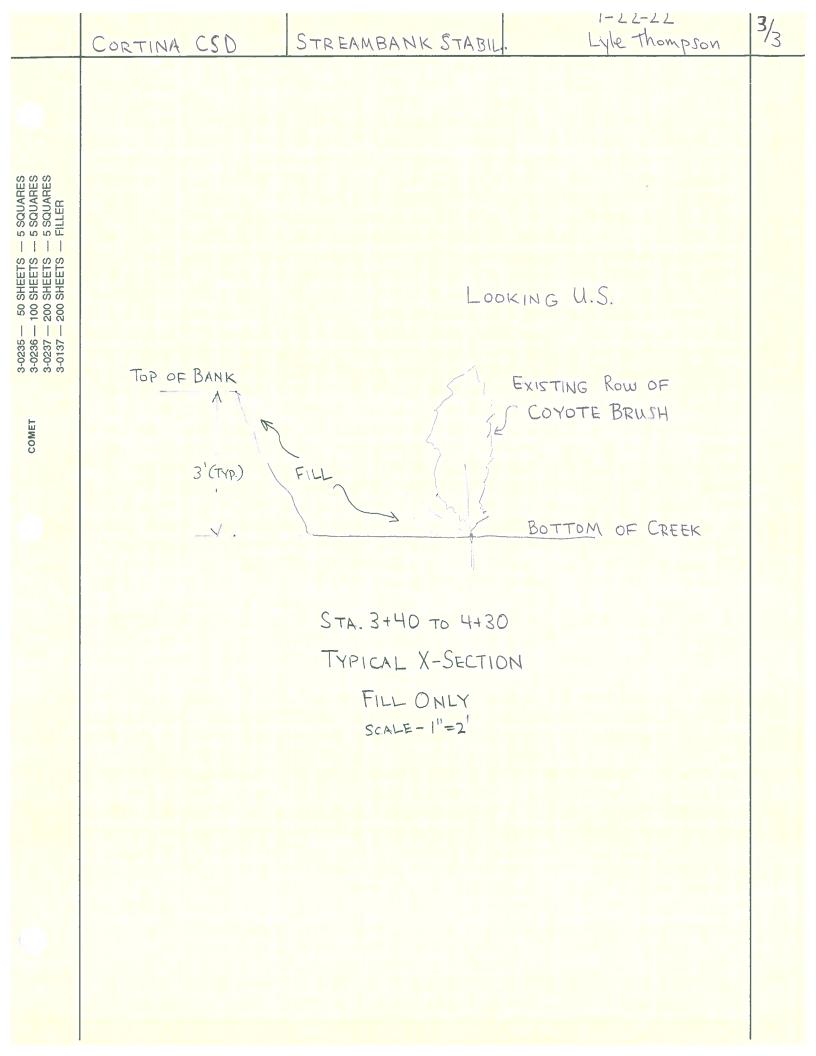




Assisted By: Lyle Thompson 7-29-22







Hedgerow Plants

Most

Suitable		Plant	Local ¹	Size
	Yarrow	Achillea millefolium	1	S
	Chamise	Adenostoma fasciculatum	1	М
	California buckeye	Aesculus californica	1	L
	Big manzanita	Arctostaphylos manzanita	1	L
	Narrow-leaf milkweed	Asclepias fascicularis	1	S
	Coyote brush	Bacharis pilularis	1	L
	Mulefat	Bacharis vininea	1	Μ
	Spice bush	Calycanthus occidentalis	2	L
	Buckbrush	Ceanothus cuneatus	1	Μ
	Deerbrush	Ceanothus integerrimus	3	Μ
	Buttonwillow	Cephalanthus occidentalis	2	L
	Redbud	Cercis occidentalis	2	М
	Yerba santa	Eriodictyon californicum	1	М
	California buckwheat	Eriognum fasciculatum	3	S
	California flannel bush	Fremontodendron californicum	3	L
	Toyon	Heteromeles arbutifolia	1	L
	Deerweed	Lotus scoparius	1	S
	Silver lupine	Lupinus albifrons	1	М
	Sticky monkeyflower	Mimulus aurantiacus	2	S
	Deergrass	Muhlenbergia rigens	2	М
	Holly-leaf cherry	Prunus ilicifolia	3	М
	Holly-leaf redberry	Rhamnus crocea ssp illicifolia	2	М
	Coffeeberry	Rhamnus tomentella	1	L
	Lemonade berry	Rhus trilobata	2	М
	California wild rose	Rosa californica	1	М
	California blackberry	Rubus ursinus	2	М
	Red willow	Salix laevigata	1	L
	Mexican elderberry	Sambucus mexicana	1	L
	Snowberry	Symphoricarpos albus	2	М
	Poison oak ²	Toxidendron diversilobum	1	М
	California bay	Umbellularia californica	2	L
	California wild grape	Vitis californica	1	L

¹All California native plants: 1 - upland foothill and valley plants

2 - generally streamside plants3 - native, but not local

²Toxic