

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  
Karen Gage, Secretary  
Darrell Davis, Director  
Dolores Gomez, Director  
Open, Director

## AGENDA

Regular Meeting

**MONDAY, NOVEMBER 23, 2020 – 6:00 P.M.**

Arbuckle Golf Club

5918 Hillgate Rd, Arbuckle, CA 95912

1. CALL TO ORDER AND ESTABLISH QUORUM:

Cortina CSD Board of Directors Roll Call: Chair: Bradford \_\_\_\_\_ Members: Gage \_\_\_\_\_  
Davis \_\_\_\_\_ Gomez \_\_\_\_\_ Vacant \_\_\_\_\_

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 October 26, 2020
- b) Ratification of Disbursements: October 1 through October 31, 2020
- c) Approve Payables for November 2020
- d) Review YTD Financials through November 18, 2020

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Notice of Completion – Road Project Phase 1
- b) Review Qualifications for Legal Services for District Counsel and Authorize General Manager to engage the best prospect.
- c) Review Qualifications for On-Call Engineering Services and Authorize General Manager to engage the best prospect.
- d) Review Proposals for Audit Services and Authorize General Manager to engage the best prospect.
- e) Discuss and approve Storm Drain Cleaning Project and Authorize GM to engage the best prospect.

6. STAFF and BOARD MEMBER REPORTS:

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 board at [ArbuckleCCSD@gmail.com](mailto:ArbuckleCCSD@gmail.com) 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.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the board at [ArbuckleCCSD@gmail.com](mailto:ArbuckleCCSD@gmail.com). Advance notification will enable the District to make reasonable arrangements to insure accessibility.

The next Cortina CSD Board Meeting is scheduled to be held on December 28, 2020 at 6:00 p.m. at Arbuckle Golf Club.

# CONSENT CALENDAR

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

**DIRECTORS**  
Rod Bradford, Chair  
Darrell Davis, Vice-chair  
Karen Gage, Secretary  
Dolores Gomez, Director  
Open, Director

**Meeting of the Board of Directors**  
Arbuckle Golf Course  
5918 Hillgate Rd., Arbuckle, CA 95912  
October 26, 2020 at 6:00 pm

**Minutes**

1. CALL TO ORDER – 6:09 pm
2. ROLL CALL – Present were board members Rod Bradford, Karen Gage, and Dolores Gomez. General manager, Karl Drexler of KD Management, LLC. and community members, Jesika Johnson, and Terry and Shirley McCaustland, were also present.
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA - None
5. PUBLIC COMMENT
6. CONSENT CALENDAR
  - a) Approval of Minutes: Special Meeting September 15, 2020
  - b) Ratification of Disbursements: September 1 through September 30, 2020
  - c) Approve Payables for October 2020
  - d) Review County Financials for September

Motion made by:	Karen Gage	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

7. DISCUSSION AND ACTION ITEMS

- a) Recommendation to award the 2020 Cortina Community Services District Street Rehabilitation Project – Phase 1 to Pavement Coatings Co. for \$ 137,248.00, approve the project budget, approve a budget amount of 10% (\$ 13,724.80) for possible change orders during construction and **Approve Resolution 20-21-4** approving Task Order No. 2020-01 for an amount not-to-exceed \$ 13,724.80) with Willdan Engineering to provide Construction Management services for the project.

Motion made by:	Dolores Gomes	Motion seconded by:	Karen Gage
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

- b) Reviewed Request for Qualifications for Legal Services for District Counsel and Authorize General Manager to send out for responses

Motion made by:	Karen Gage	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

**Cortina Community Services District**

P.O. Box 43  
Arbuckle, CA 95912

**DIRECTORS**

Rod Bradford, Chair  
Darrell Davis, Vice-chair  
Karen Gage, Secretary  
Dolores Gomez, Director  
Open, Director

c) Reviewed Request for Qualifications for On-Call Engineering Services and Authorize General Manager to send out for responses.

Motion made by:	Karen Gage	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

d) Reviewed Request for Proposals for Audit Services and Authorize General Manager to send out for responses.

Motion made by:	Dolores Gomes	Motion seconded by:	Karen Gage
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

e) Reviewed and **Approved Resolution 20-21-5** Adopting a Conflict of Interest Code

Motion made by:	Karen Gage	Motion seconded by:	Dolores Gomez
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

f) Reviewed and Approved Recommendation for vacant seat with Board of Supervisors

Motion made by:	Dolores Gomes	Motion seconded by:	Karen Gage
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage,	Noes:	None
Abstained:	None	Absent	None

8. STAFF AND DIRECTORS REPORTS - None

9. ADJOURNMENT 7:05 pm - Next meeting will be a Regular Meeting to be held on November 23, 2020 at 6 pm at the Arbuckle Golf Course

Approved

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

Attest

\_\_\_\_\_  
Karen Gage, Secretary

**Cortina Community Services District**  
**October Disbursements**  
**October 2020**

Name	Memo	Class	Amount
California Special Districts Association	Annual Dues	03511 - Reddington Ranch	442.20
Colusa County Auditor	Period 4 Charges	03511 - Reddington Ranch	165.50
Arbuckle PUD	Water Service	03511 - Reddington Ranch	304.34
California Special Districts Association	Annual Dues	03512 - River Glen	120.60
Colusa County Auditor	A87 Charges	03512 - River Glen	181.33
Arbuckle PUD	Water Service	03512 - River Glen	138.87
California Special Districts Association	Annual Dues 2021	03513 - Wildwood	107.20
Colusa County Auditor	A87 Charges	03513 - Wildwood	94.25
Botanica Landscapes	Non-Scheduled Work	03512 - River Glen	562.00
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
Willdan Engineering	Plans and Specs	03511 - Reddington Ranch	5,848.91
Willdan Engineering	Plans and Specs	03512 - River Glen	1,595.16
Willdan Engineering	Plans and Specs	03513 - Wildwood	1,417.91
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
PGE	Electric Service	03511 - Reddington Ranch	10.51
PGE	Electric Service	03511 - Reddington Ranch	423.83
PGE	Electric Service	03512 - River Glen	10.51
PGE	Electric Service	03512 - River Glen	162.21
PGE	Electric Service	03513 - Wildwood	92.69
KD Management	GM Services	03511 - Reddington Ranch	3,003.00
KD Management	GM Services	03512 - River Glen	819.00
KD Management	GM Services	03513 - Wildwood	728.00
KD Management	Per Diem per Contract	03511 - Reddington Ranch	264.00
KD Management	Per Diem per Contract	03512 - River Glen	72.00
KD Management	Per Diem per Contract	03513 - Wildwood	64.00
Botanica Landscapes	Non Scheduled Work	03511 - Reddington Ranch	843.00
Malooof Law Group	Retainer	03511 - Reddington Ranch	330.00
Malooof Law Group	Retainer	03512 - River Glen	90.00
Malooof Law Group	Retainer	03513 - Wildwood	80.00
			<b><u>20,916.02</u></b>

**Cortina Community Services District**  
**November Payables**  
**November 2020**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Colusa County Auditor	A87 Charges	03511 - Reddington Ranch	165.50
Colusa County Auditor	A87 Charges	03512 - River Glen	181.33
Colusa County Auditor	A87 Charges	03513 - Wildwood	94.25
Arbuckle PUD	Water Service	03511 - Reddington Ranch	300.45
Arbuckle PUD	Water Service	03512 - River Glen	137.18
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	423.00
PGE	Street Lights	03512 - River Glen	162.00
PGE	Street Lights	03513 - Wildwood	93.00
PGE	Irrigation Control	03511 - Reddington Ranch	10.50
PGE	Irrigation Control	03512 - River Glen	10.50
KD Management	GM Services	03511 - Reddington Ranch	3,003.00
KD Management	GM Services	03512 - River Glen	819.00
KD Management	GM Services	03513 - Wildwood	728.00
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
Malooof Law Group	Retainer	03511 - Reddington Ranch	330.00
Malooof Law Group	Retainer	03512 - River Glen	90.00
Malooof Law Group	Retainer	03513 - Wildwood	80.00
			<b><u>9,572.71</u></b>

**Cortina Community Services District**  
**Profit & Loss by Class**  
**July 1 through November 18, 2020**

	03511 - Reddington Ranch	03512 - River Glen	03513 - Wildwood	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
53240 · Reimburse Expenses - Per Diem	264.00	72.00	64.00	400.00
53229 · Indirect Overhead Costs	827.50	906.65	471.25	2,205.40
53110 · Dues and Subscriptions	442.20	120.60	107.20	670.00
53130 · Maintenance - Bldgs and Grounds	10,304.62	3,293.27	84.69	13,682.58
53170 · Office Expense	4.11	0.00	0.00	4.11
57010 · Office Equipment				
57014 · Printer <5,000	249.47	68.04	60.48	377.99
<b>Total 57010 · Office Equipment</b>	249.47	68.04	60.48	377.99
<b>53180 · Professional Services</b>				
53182 · Consulting	9,009.00	2,457.00	2,184.00	13,650.00
53183 · Engineering	7,121.36	1,942.19	1,726.38	10,789.93
53184 · Legal	1,320.00	360.00	320.00	2,000.00
53180 · Professional Services - Other	1,609.74	439.03	390.24	2,439.01
<b>Total 53180 · Professional Services</b>	19,060.10	5,198.22	4,620.62	28,878.94
<b>53190 · Publications and Legal Notices</b>	168.30	45.90	40.80	255.00
<b>53260 · Utilities</b>				
53264 · Water Service	1,717.04	529.12	0.00	2,246.16
53262 · Electric Service	1,734.57	688.79	370.50	2,793.86
<b>Total 53260 · Utilities</b>	3,451.61	1,217.91	370.50	5,040.02
<b>53265 - Web Hosting</b>	132.00	36.00	32.00	200.00
<b>Total Expense</b>	34,903.91	10,958.59	5,851.54	51,714.04
<b>Net Ordinary Income</b>	-34,903.91	-10,958.59	-5,851.54	-51,714.04
<b>Net Income</b>	-34,903.91	-10,958.59	-5,851.54	-51,714.04



DISCUSSION / REPORTS

ACTION ITEMS



## CORTINA COMMUNITY SERVICES DISTRICT

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: NOVEMBER 23, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: LEGAL SERVICES RFQ RESPONSES**

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### **BACKGROUND:**

In reviewing the historical documents for the Cortina CSD, it appeared that there were two contracts for legal service actively being used. At the October Board Meeting, the Board authorized me to put out a Request for Qualifications for On-Call Legal Services and act as District Counsel. I sent out the RFQs to 23 different firms from the Sacramento area to Redding, including Colusa County and Yuba County.

We received 4 responses back. Although I sent our current attorneys, David McMurchie and Nick Maloof, Requests for Qualifications, neither responded to the request. The four responders provided complete Statements of Qualifications, which I have available for anyone to review, however, because the Statements are between 17 and 41 pages long, I did not include them in the Board packet. If anyone wants to review them, please let me know. I reviewed them and summarized the main points, which I am presenting here.

The list of responders all have impeccable qualifications, are well known in the industry as Special District attorneys and are listed in the CSDA Buyers Guide.

### **RECOMMENDATION:**

Staff recommends the Board Authorize the General Manager to engage Prentice Long as the District's legal counsel for an unlimited time frame with a mutual option to cancel at any time. I have worked closely with Margaret Long as City Attorney of the Town of Fort Jones and District Counsel for the Lake Shastina Community Services District. Her rates are exceptional, is very qualified and knowledgeable and – does not charge a retainer.

**Cortina CSD Legal Services RFP**  
**Vendor Comparison**  
 11/23/2020

<b>Company</b>	<b>Counsel</b>	<b>Location</b>	<b>Hourly Rate</b>	<b>Initiate Litigatyion</b>	<b>Attend in Person Meetings</b>	<b>Additional Costs</b>
Colantuono, Highsmith & Whatley	<b>Gary Bell</b>	Grass Valley	\$215/hr	If Directed	Yes - if requested	<b>Cap \$275.hr</b>
Olsen Remko	<b>James Harrison</b>	Sacramento	\$425/hr	If Directed	Yes - if requested	<b>None</b>
<b>Prentice Long</b>	<b>Margaret Long</b>	<b>Redding</b>	<b>\$185/hr</b>	<b>If Directed</b>	<b>Yes - if requested</b>	<b>None</b>
Moore and Bogener	<b>Collen Bogener</b>	Redding	\$200/hr	If Directged	Yes - if requested	<b>None</b>

**Other Notes**

Colantuono, Highsmith & Whatley	Not familiar with them. CSDA Counsel and
Olsen Remko	Represent the Governor, State Assembly, Department of Education. Expensive and over kill
Prentice Long	I work with Margaret Long. Very capable, knowledgable of Municipal Law and Special Districts
Moore and Bogener	Not Familiar with them, but they represent numerous municipalities (Specialty)

## RFQ Legal Services Mailing List

Jeffery Walter  
Walter & Pistole  
670 W Napa St. #F  
Sonoma CA 95476  
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Margaret Long  
Prentice, Long and Epperson, LLP  
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Rich, Fuidge Bordsen & Galyean, Ir  
818 University Avenue  
Sacramento, CA 95825  
Office (530) 742-7371



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: NOVEMBER 23, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: ON CALL ENGINEER SERVICES RFQ RESPONSES**

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### **BACKGROUND:**

The Cortina CSD has used Willdan Engineers for Plans and Specifications for the pavement study and the Cortina Road Rehabilitation project. Willdan is a national engineering firm with offices throughout the US. The office we have been working with is located in Fresno, and Peter Rei lives in Sonora. At the October Board meeting, the Board authorized me to issue Requests for Qualifications for On-Call Engineering services and to act as District Engineer. I sent out the RFQa to 28 different firms from the Sacramento area to Redding, including Colusa and Yolo Counties.

We received 4 responses back. The three responders provided complete Statements of Qualifications, which I have available for anyone to review, however, because the Statements are 8, 12 and 25 pages respectively, I did not include them in your Board packet. If anyone wants to review them, please let me know. I reviewed them and summarized the main points, which I am presenting here.

The list of responders all have impeccable qualifications, are well known in the industry and are all relatively local.

### **RECOMMENDATION:**

Staff recommends the Board Authorize the General Manager to engage California Engineering Company out of Yuba City to be the next District Engineer.

**Cortina CSD On-Call Engineering  
RFP  
Vendor Comparison  
11/23/2020**

<b>Company</b>	<b>Principal</b>	<b>Location</b>	<b>Hourly Rate for Principal</b>	<b>Project Manager</b>	<b>Surveyor Rate</b>
California Engineering Company	David Swartz	Yuba City	\$105/hr	\$95/hr	\$105/hr
Laugenour and Meikle	Brian Bonino	Woodland	\$220/hr	\$205/hr	\$195/hr
North Star Engineering	Fritz McKinley	Chico	\$190-\$210/hr	\$155/hr	\$190/hr

**Other Notes**

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Engineering Firm	Contact		
Bennett Engineering 1082 Sunrise Avenue, Suite 100, Roseville, CA 95661 <a href="mailto:tcampos@ben-en.com">tcampos@ben-en.com</a> 916-842-7154 916-771-6157	Trin Campos	Colusa County Engineering 1215 Market St Colusa CA 95932 Phone: (530) 458-0471 <a href="mailto:mjazevedo@countyofcolusa.org">mjazevedo@countyofcolusa.org</a>	Mike Azevedo
RICK Engineering 2525 East Bidwell Street Folsom, CA 95630 t: 916.638.8200 <a href="mailto:info@rickengineering.com">info@rickengineering.com</a>		California Engineering Company, Inc. 1110 Civic Center Blvd Ste 404 Yuba City, CA 95993-3017 (530) 751-0952 <a href="mailto:ahewitt@cecusa.net">ahewitt@cecusa.net</a>	
Mt Shasta Engineering 508 Chestnut St. – Suite 3 Mount Shasta, CA 96067 530-918-8074 <a href="mailto:info@mtshastaengineering.com">info@mtshastaengineering.com</a>	Nicolas Riddle PE DBE micro	Weber General Engineering Civil Engineer 9110 Winters Rd Winters, CA 95694-9665 (530) 795-1800 <a href="mailto:vince@goweber.us">vince@goweber.us</a>	
PACE Engineering, Inc. 1730 South Street Redding, CA 96001 1-530-244-0202 <a href="mailto:flucero@paceengineering.us">flucero@paceengineering.us</a>	Fred Lucero	Laughlin & Spence - Civil Engineers General Engineering Contractor 1008 Live Oak Blvd. Yuba City, CA 95991-3415 (530) 671-1008 <a href="mailto:jeff@laughlinspence.com">jeff@laughlinspence.com</a>	
Stewart Engineering PO Box 990010 Redding, CA 96099-0010 530.244.8464   FAX: 530.244.8462 <a href="mailto:rthomas@sebinc.net">rthomas@sebinc.net</a>	Roger Ellicock PE	Advantage Civil Engineering Civil Engineer Grass Valley, CA 95949-9540 (530) 268-4648 <a href="mailto:AdvantCiv@hotmail.com">AdvantCiv@hotmail.com</a>	
Realm Civil Engineering 1767 Market Street, Suite C Redding, CA 96001 Phone: 530.526.7493 <a href="mailto:jason@realm-engineering.com">jason@realm-engineering.com</a>	Jason	Sandis Humber Jones - Civil Engineers General Engineering Contractor 3007 Douglas Blvd #105 Roseville, CA 95661 916.783.6900 <a href="mailto:estimating@sandis.net">estimating@sandis.net</a>	
E & S Engineers and Surveyors,   Morgan Eastlick dba: Bray and Associates 329 W. Miner St. Yreka, CA 96097 t: 530 842-6813 <a href="mailto:morgan-brayengr@sbcglobal.net">morgan-brayengr@sbcglobal.net</a>		Von Geldern Engineering Co 430 2nd St Yuba City, CA 95991 (530) 673-6330	
North Valley Engineering and Surveying 1527 Starr Drive Suite "U" Yuba City, CA 95993		Wood Rogers Engineering <a href="http://www.woodrogers.com">3301 C Street, Building 100-B</a> <a href="http://www.woodrogers.com">Sacramento, California 95816</a> <a href="http://www.woodrogers.com">916.341.7760</a>	

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APEX Civil Engineering & Land Surveying  
817 Arnold Dr., Suite 50,  
Martinez, CA 94553 Done  
Phone: (925)476-8499  
[info@apexce.net](mailto:info@apexce.net)

Cunningham Engineering  
2940 SPAFFORD STREET, SUITE 200  
DAVIS, CA 95618  
PHONE: (530) 758-2026  
[INFO@CECWEST.COM](mailto:INFO@CECWEST.COM)

Laugenour and Meikle  
608 Court Street  
Woodland, CA 95695 (map)  
Phone: (530) 662-1755  
Fax: (530) 662-4602  
[info@lmce.net](mailto:info@lmce.net)

Brian Hamilton  
Hamilton Engineering, Inc  
PO Box 978  
Orland CA 95963  
530-865-8551  
[bh@hamiltonengineering.net](mailto:bh@hamiltonengineering.net)

[info@woodrogers.com](mailto:info@woodrogers.com)

Pasquini Engineering  
6221 Clark Rd.  
Paradise, CA 95969  
[530.332.8311](tel:530.332.8311)  
[info@pasquiniengineering.com](mailto:info@pasquiniengineering.com)

Civil Engineering Solutions  
590 E Street  
Lincoln, CA 95648  
Phone: 916-645-5700  
Fax: 916-645-5706

Genterra consultants  
Joseph J. Kulikowski, PE  
15375 Barranca Parkway,  
Building L  
Irvine, California 92618  
Office: (949) 753-8766  
Fax: (949) 753-8887  
[gcinfo@genterra.com](mailto:gcinfo@genterra.com)

Applied Engineering and Geology, Inc.  
P.O. Box 247  
Lincoln, California 95648  
Phone (916) 645-6014  
[aeg@aegEngineers.com](mailto:aeg@aegEngineers.com)

Sauers Engineering  
105 Providence Mine Road, Suite 202  
Nevada City, CA 95959  
(530) 265-8021  
[contact@sauerseng.com](mailto:contact@sauerseng.com)

Nevada City Engineering, Inc.  
505 Coyote Street, Suite B  
Nevada City, CA 95959  
(530) 265-6911  
[nce@nevadacityengineering.com](mailto:nce@nevadacityengineering.com)

Northstar Engineering  
111 Mission Ranch Blvd, Suite 100  
Chico, CA  
(530) 893-1600  
[info@northstareng.com](mailto:info@northstareng.com)





## CORTINA COMMUNITY SERVICES DISTRICT

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: NOVEMBER 23, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: AUDIT SERVICES RFQ RESPONSES**

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### **BACKGROUND:**

The District's financial records have been maintained by the County of Colusa for many years. The Cortina CSD Board of Directors assumed the responsibility of all assets of the District in 2017. Since the inception Annual audits have not been performed. The County had no need to have someone audit the financials for the Cortina CSD and by law are unable to audit it themselves.

Government Code 6505 states, in part, "6505 (b) *In addition, and provided a separate agency or entity is created, the public officer performing the functions of auditor or controller as determined pursuant to Section 6505.5, shall either make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of every agency or entity, except that the officer need not make or contract for the audit in any case where an annual audit of the accounts and records of the agency or entity by a certified public accountant or public accountant is otherwise made by any agency of the state or the United States only as to those accounts and records which are directly subject to such a federal or state audit.*"

At the October Board Meeting, the Board authorized me to distribute Requests for Qualifications for Audit Services for a four-year audit. I sent out the RFQs to 7 different firms from throughout Northern California that are either known to me or recommended by the CSDA.

We received 5 responses back. The five responders provided complete Statements of Qualifications, which I have available for anyone to review, however, because the Statements are between 2 and 26 pages long, I did not include them in the Board packet. If anyone wants to review them, please let me know. I reviewed them and summarized the main points, which I am presenting here.

The list of responders all have impeccable qualifications, are well known in the industry as Special District accountants and are listed in the CSDA Buyers Guide.

### **RECOMMENDATION:**

Staff recommends the Board Authorize the General Manager to engage Richardson & Company for the Financial Statements for 2017 through 2020.

**Cortina CSD Annual Audit RFP**  
**Vendor Comparison**  
11/23/2020

<b>Company</b>	<b>Price per Year</b>	<b>Number of Years</b>	<b>Total Audit Cost</b>	<b>SCO Report</b>	<b>SCO Report Cost</b>	<b>Additional Costs</b>	<b>Board Presentation</b>
Bob Johnson CPA '17-'20	<b>\$5,000</b>	4	\$20,000	Yes	Included	<b>None</b>	Yes
Craig Fechter CPA '17-'20	<b>\$4,000</b>	4	\$16,000	Yes	Included	<b>up to \$1,000</b>	Yes
Larry Bain CPA '18-'20	<b>\$4,833</b>	3	\$14,500	Yes	Included	<b>None</b>	Yes
James Marta CPA '17-'20	<b>\$4,100</b>	4	\$16,400	Yes	Included	<b>None</b>	Yes
<b>Richardson &amp; Company '17-'20</b>	<b>\$2,725</b>	4	\$10,900	Yes	Included	<b>up to \$1,200</b>	<b>Plus \$300</b>
Vaughn Johnson CPA			Did not bid				
Blake Gorenson CPA			Did not bid				

**Other Notes**

Bob Johnson	Pretty Basic Audit and Financial Reports. Does not believe CAFR is necessary for small districts. Knows me and his staff is proficient in Quick Books
Craig Fechter	Thorough Financial Report but not full blown CAFR. Does not believe it is necessary. Quick Books Accountant. Worked with Fechter on previous audits
Larry Bain	Knowledgeable in SCO report. Does not believe CAFR is warranted. Figured Audit should start when Board took over in 2018
James Marta	Not familiar with company, but know about them. Very knowledgeable.
Richardson & Company	Have used them in the past. Very knowledgeable. Lowest price
Vaughn Johnson	Do not know Vaughn. Will include basic CAFR and SCO report.
Blake Goranson	Worked with Goranson for many years. They are revamping after the death of the principal and did not bid

## RFQ Legal Services Mailing List

Bob Johnson  
Robert Johnson, CPA  
6234 Birdcage Street  
Citrus Heights CA 95610-5949  
(916) 723-2555  
Fax 916.723.2541  
[robertwjohnsoncpagroup@gmail.com](mailto:robertwjohnsoncpagroup@gmail.com)

Craig Fechter  
Fechter & Company  
3445 American River Drive Suite A  
Sacramento, California 95864  
916-333-5360  
916-333-5370 (f)  
[Craig Fechter <cfechter@gmail.com>](mailto:Craig.Fechter@gmail.com)

Ingrid Sheipline  
Richardson & Company, LLP  
550 Howe Avenue, Suite 210  
Sacramento, CA 95825  
T (916) 564-8727  
F (916) 564-8728  
[isheipline@richardsoncpas.com](mailto:isheipline@richardsoncpas.com)

Vaughn Johnson  
Vaughn Johnson, CPA  
4120 Cameron Park Dr Ste 400  
Cameron Park, CA 95682  
530-677-1390  
Fax  
[vaughnj5652@sbcglobal.net](mailto:vaughnj5652@sbcglobal.net)

Blake Goranson  
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717 College Avenue, First Floor  
Santa Rosa, CA 95404  
707/542-1256  
707/978-3090  
[blake@goransoncpa.com](mailto:blake@goransoncpa.com)

Larry Bain  
Larry Bain CPA  
2148 Frascati Dr  
El Dorado Hills, CA 95762  
(916) 601-8894  
[Larry Bain <lpbain@sbcglobal.net>](mailto:lpbain@sbcglobal.net)

David Becker, CPA  
James Marta & Company LLP  
701 Howe Avenue, Suite E3  
Sacramento, California 95825  
[Phone: \(916\) 993-9494 x20](tel:(916)993-9494x20)  
Fax: (916) 993-9489  
[dbecker@jpmcpa.com](mailto:dbecker@jpmcpa.com)



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: NOVEMBER 23, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: STORM DRAIN HYDRO FLUSHING**

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### **BACKGROUND:**

The Cortina CSD has used Willdan Engineers for Plans and Specifications for the pavement study and the Cortina Road Rehabilitation project. Peter Rei has been our District Engineer for this project. After inspecting the Phase 1 road project, it was highly recommended that we have the storm drains professionally cleaned by hydro-flushing them through the grates for all three developments to protect the new surface and to protect further damage to the roads that have not been repaired in the case of high rains this winter. I have been contacting local companies that do this kind of work and have received one proposal so far. I am meeting with two other companies for a walk through and will be getting additional proposals. I have reached out to 13 companies and have had responses from 4 so far.

Because of the critical nature of this project, I need authorization to proceed with the best possible proposal before the next Board meeting. The one proposal I did get is attached, but it may be a low bid, and not the best option. I estimated the number of Grates, which is what this proposal is based on and the number may vary considerably I won't know until the walk through exactly how many grates we are talking about. I will continue to collect proposals and compare them for the best option.

### **RECOMMENDATION:**

Staff recommends the Board Authorize the General Manager to continue to collect proposal for hydro-flushing the entire storm drain systems in each development and engage the best possible bid not to exceed \$10,000.



Mr. Rooter Plumbing of Sacramento  
8701 Kiefer Blvd., Sacramento  
California, USA, 95826  
916-379-0616

Estimate 63544017  
Job 63543633  
Estimate Date 11/17/2020  
Technician Chris Allton  
Customer PO

**Billing Address**  
KD Management  
PO Box 43  
Arbuckle, CA 95912 USA

**Job Address**  
KD Management  
PO Box 43  
Arbuckle, CA 95912 USA

#### Estimate Details

Proposal: Mr. Rooter Plumbing proposes to hydro-scrub with the large jetting machine up to 4000 psi through the storm grates. Price includes labor, equipment and taxes.

-\$350.00 for each grate  
-(25) grates \$8,750.00

Commercial discount: -\$1,310.00

Total Price: \$7,440.00

Task #	Description	Quantity	Your Price	Your Total
C1305	Hydro-Scrub High Pressure up to 4,000 PSI-(25 grates)	1.00	\$7,440.00	\$7,440.00
				<b>Sub-Total</b> \$7,440.00
				<b>Tax</b> \$0.00
				<b>Total</b> \$7,440.00

Thank you for your business.

**IMPORTANT NOTICE:** You and your service professional are responsible for meeting the Terms and Conditions of this contract. If you sign this contract and you fail to meet the terms and conditions of this contract, you may lose legal ownership rights to your home. I agree that initial price quoted prior to the start of work does not include any additional or unforeseen tasks, nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Mr. Rooter Plumbing® or its assigns harmless for parts deemed corroded, unusable or unreliable for completion of stated work to be done. I hereby authorize Mr. Rooter Plumbing® to perform proposed work and agree to all agreement conditions as displayed and further acknowledge that this invoice is due upon receipt. Independently owned and operated franchise. Amount to Authorize: \$7,440.00

## TERMS AND CONDITIONS

It is agreed that Mr. Rooter® is not responsible for the following:

1. Damage caused to the customer's property as a result of obtaining access to and exposing plumbing and drainage systems.
2. Additional plumbing work beyond that specifically mentioned in this estimate and proposal including, but not limited to, that which may be required because of preexisting plumbing code violations or additional work revealed to be necessary as a result of performing the specified work.
3. Any repairs, installation, removal or replacement of non-plumbing items or activities including but not limited to: concrete, paving, asphalt, slabs, sidewalks, driveways, patios, pools, shrubbery, grass lawns, fences, electrical wiring and fixtures, painting, decorations, plastering, sheetrock and other wall coverings, glass, carpentry, millwork, cabinets, floors, carpeting, floor surfaces and preparation, roofing, flashing, sheet metal gutters, downspouts, brick, stonework, extension walls, steel and other framework.
4. Damage caused to customer's plumbing system by sewer and drain cleaning equipment when such is caused by pre-existing defects in such plumbing systems.

Customer accepts full responsibility for the prompt payment of all costs of this agreement even though customer may intend to obtain reimbursement from others such as landlords, tenants, insurance companies and tortfeasors.

This proposal and said specifications shall not be altered or modified except by written agreement between the parties hereto and verbal understandings and agreements with representatives shall not be binding unless set forth herein.

### LIMITED SERVICE WARRANTY

Mr. Rooter warrants, to the extent stated herein, the plumbing repair service and drain cleaning services furnished by it. The stated period of warranty commences upon installation or repair of plumbing or upon cleaning of drains.

Purchaser understands that Mr. Rooter's liability under this warranty is limited to repair, replacement, recleaning or refund of purchaser's money, and does not extend to property damage resulting from drains which become clogged or obstructed or from plumbing work which fails during the agreed upon warranty period.

This warranty gives you specific legal rights. You may also have other rights which vary from state to state.

### NOTICE TO OWNER

**THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENT IS REQUIRED TO BE MADE TO THE CONTRACTOR.**

**1. Do not sign this contract until you read it or if any spaces intended for the agreed terms, except as to unavailable information, are blank.**

**2. You are entitled to a copy of this contract at the time you sign it.**

**3. You may at any time pay off the full unpaid balance due under this contract, and in doing so you may receive a partial rebate of the service charge.**

**4. You may cancel this contract if it is solicited in person, and you sign it, at a place other than the seller's business address, by sending notice of cancellation by certified mail return request receipt requested to the seller at his address which notice shall be postmarked not later than midnight of the third day (excluding Sundays and holidays) following your signing this contract. If you choose to cancel this contract, you must return or make available to the seller at the place of delivery any merchandise, in its original condition, received by you under this contract.**

This contractor is registered to do business in the state in which this work is performed. (See registration number on the front side of this contract.) Where required, this contractor has posted with the State all necessary bonds or cash deposits for the purpose of satisfying claims against the contractor for negligent or improper work or breach of contract in the conduct of the contractor's business. This bond or cash deposit may not be sufficient to cover a claim which might arise from the work done under your contract. If any supplier of materials used in

your construction project or any employee of the contractor or subcontractor is not paid by the contractor or subcontractor on your job, your property may be liened to force payment. If you wish additional protection, you may request the contractor to provide you with the original "lien release" documents from each supplier or subcontractor on your project. The contractor is required to provide you with further information about lien release documents if you request it. General information is also available from the licensing board in your state.

The specific telephone number and address of your governing agency can be found by calling 1-800-583-8003 or by writing Mr. Rooter Corporation, P.O. Box 3146 Waco, Texas 76707.

### CALIFORNIA RESIDENTS ONLY NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property, therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the person signing these releases loses the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the 'Waiver and Release' form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded 'Release of Mechanics' Lien' signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

# REPORTS & CORRESPONDENCE





KD Management Services LLC

517 W Jessie St  
Mt Shasta CA 96067

# Monthly Report

Date	Average Hours
11/20/2020	16.5 Hrs/Week

<b>Bill To</b>
Cortina Community Services District PO Box 43 Arbuckle CA 95912

Terms	Due Date
Due on receipt	11/20/2020

Serviced	Item	Description	Quantity	Rate	Amount
10/26/2020	General Manag...	Prepare for Board meeting, attend meeting	3		0.00
10/28/2020	General Manag...	Tour developments for dumping, ordinances and landscaping	2		0.00
10/31/2020	General Manag...	Compose and submit termination letter to Maloof, Work on legal RFQ and Engineering RFQ lists	4.5		0.00
11/2/2020	General Manag...	Submit RFQ and RFP for Engineering, Legal and Audit Services, respond to inquiries from solicitation, contact contractor and Engineer re road project, work on financials	5		0.00
11/3/2020	General Manag...	Continue to respond to inquiries on RFQs, contact contractor and Engineer re road project status, contact County Recorder re election of Board members, contact County assessor re audit questions,	3.5		0.00
11/4/2020	General Manag...	Review and respond to County Auditor regarding Police and Fire Services allotments, review and respond to County Auditor regarding District fixed assets deeded by developer, send out RFQ to County Counsel	2.5		0.00
11/5/2020	General Manag...	Review road project pictures and discussion with Peter and contractor regarding status, review and respond to contract with Pavement Coatings,	2.5		0.00
11/7/2020	General Manag...	Review claims for process , enter in QB, work on financials	2.5		0.00
11/12/2020	General Manag...	Review and summarize RFQ for audit, legal and engineering, contact elections dept re certification, Certificate of Election and resolution	3		0.00
11/13/2020	General Manag...	Meet with Peter Rei and inspect road job	3		0.00
11/14/2020	General Manag...	Work on financials	3		0.00
			<b>Total</b>		

Phone #	Fax #	E-mail	Web Site
707-318-7369	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us



KD Management Services LLC

517 W Jessie St  
Mt Shasta CA 96067

# Monthly Report

Date	Average Hours
11/20/2020	16.5 Hrs/Week

Bill To
Cortina Community Services District PO Box 43 Arbuckle CA 95912

Terms	Due Date
Due on receipt	11/20/2020

Serviced	Item	Description	Quantity	Rate	Amount
11/16/2020	General Manag...	Work on monthly financials, work on storm drain cleaning bids, work on letter to contractors for informal bidding, review bids for legal, audits and engineering	7.5		0.00
11/17/2020	General Manag...	Continue with Storm Drain Cleaning bids, review and summarize responses for legal, audit and engineering services, work on financials, post bills and payments, work on Agenda	8		0.00
11/18/2020	General Manag...	Work on Board Packet, Agendas, financial reports,	7.5		0.00
11/19/2020	General Manag...	Work on Agenda, work on Board packets, work on staff reports, work on financials	7.5		0.00
<b>Total Hours 65</b>					
				<b>Total</b>	\$0.00

Phone #	Fax #	E-mail	Web Site
707-318-7369	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us