

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, OCTOBER 26, 2020 – 6:00 P.M.**

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: 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
5. **DISCUSSION / REPORTS: 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.
  - b) Review Request for Qualifications for Legal Services for District Counsel and Authorize General Manager to send out for responses.
  - c) Review Request for Qualifications for On-Call Engineering Services and Authorize General Manager to send out for responses.
  - d) Review Request for Proposals for Audit Services and Authorize General Manager to send out for responses.
  - e) Review and **Approve Resolution 20-21-5** Adopting a Conflict of Interest Code
  - f) Review and Approve Recommendation for vacant seat with Board of Supervisors

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Ph 707/318-7369 • Fax 707/575-4306 • e-mail [karl@kdmanagement.us](mailto:karl@kdmanagement.us)

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 November 23, 2020 at 6:00 p.m. at Arbuckle Golf Course.

# 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

### **Special Meeting of the Board of Directors**

Arbuckle Golf Course  
5918 Hillgate Rd., Arbuckle, CA 95912  
September 15, 2020 at 6:00 pm

### **Minutes**

1. CALL TO ORDER – 6:01 pm
2. ROLL CALL – Present were board members Rod Bradford, Karen Gage, Dolores Gomez, and Darrell Davis. Peter Rei attended as a representative of Wildan Engineering. Our new general manager, Karl Drexler of KD Management, LLC. and community member, Kim Valles, were also present.
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA - None
5. PUBLIC COMMENT
6. CONSENT CALENDAR
  - a) Approved of Minutes: Regular Meeting August 24, 2020
  - b) Ratification of Disbursements: Through August 31, 2020
  - c) Approved Payables for September 2020
  - d) Reviewed Financials for August 2020

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

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#### 7. DISCUSSION AND ACTION ITEMS

- a) Discussed vacant seat that will require recommendation letter be submitted to Rose Gallo-Vasquez no later than October 1, 2020 if we want the seat filled on December 1, 2020. We need a new board member to volunteer from the community.
- b) Approved Resolution 20-21-03 appointing Karl Drexel as the contact/point person for the Wildan project and authorizing the GM to approve all amendments. Advertisements can commence.

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

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- c) Reviewed and Discussed Resolution 20-21-04 the Willdan Proposal for Construction Management services and tabled until next meeting on October 26, 2010. The project will be split into two pieces; one for River Glen and the other for Reddington Ranch and Wildwood Estates.
- d) Discussed Botanica issues and landscaping plans for Hillgate and Duke. Our first step will be to have Botanica clean up and bring the landscaping up to par. Karen will meet with Jennifer at Botanica.

#### 8. STAFF AND DIRECTORS REPORTS - None

9. ADJOURNMENT 7:26 pm - Next meeting will be a Regular Meeting to be held on October 26, 2020 at 6 pm at the Arbuckle Golf Course

## **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 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:

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- On the CSD Website on the Friday proceeding each regular meeting date <https://cortinacsd.specialdistrict.org/>
- A limited amount of meeting materials will also be available at the meeting

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SEPTEMBER 2020 DISBURSEMENTS

APUD RR – August		322.99
APUD RG – August		66.39
APUD RR – September		297.95
APUD RG - September		113.16
Botanica RR – August		2,236.00
Botanica RG – August		659.00
Botanica RR – September		2,236.00
Botanica RG – September		659.00
PG&E	7996-2	10.51
17593-7		10.51
25016-1		678.12
KD Management Services		4,550.00
Malooof		500.00
Streamline (Digital Deployment)		50.00
Willdan Engineering		1,927.95
Expense Claim – Karen Gage		529.28
TOTAL		14,846.86

OCTOBER 2020 PAYABLES

APUD RR	304.34
APUD RG	138.87
Botanica RR	2,236.00
Botanica RG	659.00
PG&E	7996-2 9.86
17593-7	9.86
25016-1	678.10
KD Management Services	4,550.00
Malooof	500.00
Streamline (Digital Deployment)	50.00
NBS (quarterly)	2,408.01

DISCUSSION / REPORTS

ACTION ITEMS





## CORTINA COMMUNITY SERVICES DISTRICT

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**TO:** CORTINA BOARD OF DIRECTORS

**MEETING DATE:** OCTOBER 26, 2020

**FROM:** KARL DREXEL, GENERAL MANAGER

**SUBJECT:** 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.

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### RECOMMENDATIONS:

1. Approve a budget of \$ 164,697.60 for the 2020 Cortina Community Services District Street Rehabilitation Project – Phase 1.
2. Award the project to the lowest responsible bidder, Pavement Coatings Co., in the amount of \$ 137,248.00
3. Approve a budget amount of \$ 13,724.80 (10% of bid price) for possible change orders during construction of the project.
4. Approve the attached Task Order with Willdan Engineering, in the amount of \$ 13,724.80, to provide Construction Management Services for the project.

### BACKGROUND:

On September 15, 2020 the Cortina Community Services District Board approved the following:

1. Split the project into two phases:
  - Phase 1 to be the cracksealing and microsurfacing of the streets in the Wildwood and Reddington Ranch Subdivisions to be advertised for bid during Fall 2020.
  - Phase 2 to be the grinding and resurfacing of the Riverglenn Subdivision to be advertised for bid in Spring 2021.
2. Approved the plans and specifications for the 2020 Cortina Community Services District Street Improvement Project – Phase 1 and directed Willdan Engineering to advertise the project for bids.
3. Directed staff to work with Willdan Engineering to advertise the project with the Sacramento Builders Exchange, the Shasta Builders Exchange and the Valley Contractors Exchange.
4. Directed staff to negotiate a Task Order with Willdan Engineering to provide Construction Management Services for the project.

**BIDS:**

On October 13, 2020 the District received bids from three contractors interested in constructing the project. The bidders and their bids were:

Pavement Coatings Co.	\$ 137,248.00
VSS International Inc.	\$ 146,000.00
Intermountain Slurry Seal Inc.	\$ 205,205.00 (later corrected to \$ 201,955.00)

The Engineer’s Estimate for the Phase 1 project is \$ 148.770.00

**ANTICIPATED PROJECT SCHEDULE:**

- Board of Directors approval to advertise September 15, 2020
- Advertisement for Bids September 15, 2020
- Pre-Bid Meeting/Job Walk September 29, 2020 at 2:00 p.m.
- Bids due October 13, 2020 at 2:00 p.m.
- Board of Directors award of contract October 26, 2020
- Pre-Construction meeting October 27, 2020
- Bonds, Insurance, Contract submitted/approved November 9, 2020 (tentative)
- Notice to Proceed Issued to Contractor November 12, 2020 (tentative)
- Construction Period (30 calendar days) November 12. 2020 – December 11, 2020
- Board of Directors approval of Notice of Completion TBD

Per the requirements in the specifications the contract must be completed in 30 calendar days following the receipt by the successful contractor of a Notice to Proceed.

**RECOMMENDATIONS:**

5. Approve a budget of \$ 164,697.60 for the 2020 Cortina Community Services District Street Rehabilitation Project – Phase 1.
6. Award the project to the lowest responsible bidder, Pavement Coatings Co., in the amount of \$ 137,248.00
7. Approve a budget amount of \$ 13,724.80 (10% of bid price) for possible change orders during construction of the project.
8. Approve the attached Task Order with Willdan Engineering, in the amount of \$ 13,724.80, to provide Construction Management Services for the project.

**ATTACHMENTS:**

- A. Task Order No. 2020-02 with Willdan Engineering to provide Construction Management services

**FINANCIAL IMPACT:**

Total Project Cost for Phase 1 of the Cortina CSD Road Rehabilitation Project is approximately 25% of the total assets of the District and will not put a financial burden on the District.

## TASK ORDER #2020-01

### Cortina Community Services District Street Rehabilitation Project – Phase 1

This Task Order is an addendum to the agreement (the "Agreement") between the Cortina Community Services District ("District") and Willdan Engineering ("Willdan"), which has a Commencement date of May 29, 2019 (attached).

**1. Incorporation of Agreement.**

All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.

**2. Scope of Services.** Willdan shall perform the following services for the Cortina Community Services District Street Rehabilitation Project – Phase 1 – Construction Management Phase.

**1. Incorporation of Agreement.**

All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.

**2. Scope of Services.** Willdan shall perform the following services for the Cortina Community Services District Street Rehabilitation Project – Phase 1 – Construction Management Phase.

**Construction Management**

- Administer Pre-Construction Meeting
- Review and Approval of Contractor Submittals
- Review Contractor Requests for Information (RFIs)
- Contract Inspection
- Review of Certified Payrolls
- Preparation of Change Orders, if necessary
- Review and Approval of Contractor Pay Requests
- Preparation of Final Notice of Acceptance
- All other tasks as required to ensure the District receives a well-managed project

**3. Compensation** District shall compensate Willdan, as follows:

Time and Materials not-to-exceed \$ 13,724.80 without prior approval of the Cortina Community Services District Board of Directors

**4. Schedule of Performance.**

Willdan shall endeavor to complete the services described in Section 2 above on or before January 1, 2021.

**5. Additional Provisions.**

None.

IN WITNESS WHEREOF, the parties hereto have executed and entered into the Task Order as of the last date set next to the signatures appearing below.

CORTINA COMMUNITY SERVICES DISTRICT

WILLDAN ENGINEERING

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Karl Drexel

Name: Adel Friej

Title: General Manager

Title: Director of City Engineering

Date: \_\_\_\_\_

Date: \_\_\_\_\_



CORTINA COMMUNITY SERVICES DISTRICT

**RESOLUTION 20-21-04**

October 26, 2020

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CORTINA COMMUNITY SERVICES DISTRICT APPROVING THE WILLDAN PROPOSAL FOR CONSTRUCTION MANAGEMENT**

**WHEREAS**, the Colusa County Board of Supervisors, by Resolution # 2006-011, formed the Cortina Community Services District for the purposes of, among other things, local control of the streets and roads within the District; and

**WHEREAS**, Government Code §61060 authorized the Cortina CSD to enter into contracts; and

**WHEREAS**, Willdan Engineering has developed the plans and specifications for a Road Improvement Project for the District's developments; and

**WHEREAS**, the Board of Directors determines that the Road Improvement Project is necessary and beneficial to the community; and

**WHEREAS**, the complex project requires professional construction management of the Road Rehabilitation Project – Phase 1.

**NOW THEREFORE BE IT RESOLVED**, that, the Board of Directors of the Cortina Community Services District hereby approves the Willdan proposal for construction management service for \$13,700

**PASSED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Cortina Community Services District held on October 26, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SEAL

Approved

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Rod Bradford, President

I, Karen Gage, Board Secretary of the Cortina Community Services District, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said District Board on this 26<sup>th</sup> day of October, 2020.

Attest:

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Karen Gage, Board Secretary



## *CORTINA COMMUNITY SERVICES DISTRICT*

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: OCTOBER 26, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: LEGAL SERVICES RFQ**

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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. One of those contracts is with the Maloof Law Group out of Sacramento. The other was with McMurchie Law Firm of Folsom CA. The Maloof Law Group specializes in Estate Planning and Business Law. Although Business Law does translate to Municipal Law, there are those that specialize in Municipal Law exclusively.

David McMurchie is a CSDA trainer and their general Counsel. However, being from Sacramento tends to be a little more expensive than some others. Mr. McMurchie's practice emphasizes employment, business contracting and financing issues encountered by special districts and other local agencies. And there are several more referenced by the CSDA and others with whom I have had dealings that have lower rates, no retainer and more experienced with Special Districts.

I have attached a standard Request for Qualifications that I would recommend sending out to a number of other attorneys for responses for legal services as District Counsel for Board review.

### **RECOMMENDATION:**

Staff recommends the Board Authorize the General Manager to send out the RFQ for Legal Services by an on-call District Counsel.



# CORTINA COMMUNITY SERVICES DISTRICT, ARBUCKLE, CA DISTRICT COUNSEL REQUEST FOR QUALIFICATIONS

## **DISTRICT COUNSEL REQUEST FOR QUALIFICATIONS**

The Cortina Community Services District (District) is seeking a law firm or individual attorney to provide District Counsel services on a contract basis. The selected law firm will be expected to provide a wide range of services to the District. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

The District Counsel is selected by and serves at the pleasure of the District Board of Directors. The District Counsel works closely with the General Manager, Board President and other Board Members.

## **DEADLINE FOR SUBMISSION**

All proposals must be received by mail or email no later than 3:00 pm on Wednesday, November 11, 2020.

## **INTRODUCTION**

The Cortina Community Services District is a small District of approximately 700 people located in central Colusa County in Northern California. The District was formed in 2006 by the Colusa County Board of Supervisors to maintain the streets and roads, street lights, storm drains and landscaping for four residential developments in the town of Arbuckle CA. The District was established and operates under Government Code 61000 with a five-member Board of Directors and a Board appointed General Manager. The District does not have employees. The original formation Resolution also established a latent power to the District of providing Police and Fire services, however, the County of Colusa keeps the property allocations from the District properties and provides for those services

The District contracts for workers' compensation and general and auto liability coverage through the Special District Risk Management Authority (SDRMA), a joint powers agency with numerous other Districts throughout the State. As a member, defense counsel for most tort and worker's compensation claims is assigned to a third-party administrator, rather than handled by the District Counsel.



## **SCOPE OF SERVICES/ DESCRIPTION OF RESPONSIBILITIES**

The District Counsel will be required to provide general municipal counsel, basic legal services, and advice on special projects. The District requests one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of California, and be a member in good standing of the California Bar. Experience with California municipalities and knowledge of Municipal and State Law, Labor Law, and Contract Law is required.

General municipal counsel of the District Council duties includes, but are not limited to: (1) having charge of all litigation in which the District is a party; (2) representing the District in all legal matters and proceedings in which the District is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the Board of Directors or any committee or member thereof, and the General Manager as to all legal questions affecting the District's interest; (4) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the District; and (5) advising the District concerning all latent powers, land use issues, and planning and zoning issues.

Basic legal services include: (1) reviewing or drafting ordinances, summaries, resolutions, contracts, agreements, deeds, easements; (2) providing advice regarding government operations, elections, open meetings, public records, District ordinances, State law, routine matters, personnel matters, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Board meetings as requested, anticipating and preparing legal advice on items to be addressed at the Board meeting, and attending at minimum four regular Board of Directors meetings a year which are generally held on the fourth Monday evening of each month; (4) attend any Special meeting or Closed session called by the General Manager or Board President, at their request; and (5) providing legal opinions upon request.

Generally, the District Counsel may anticipate the job requiring 6 to 8 hours per month. The District may work in-house to produce initial drafts, such as of District ordinances and resolutions, prior to the attorney's review. The District may also seek outside specialized counsel as necessary.

The District Counsel will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding. A standing request exists for legal review of contracts, ordinances and resolutions presented to Board for consideration at its regular meeting in addition to anticipating and preparing legal advice on issues up for consideration, as well as minimal attendance at Regular or Special Council meetings. The District Counsel is required to provide legal services upon request of the General Manager, the President of the Board, or by direction of the Board as a whole. For all other requests, including citizen's inquiries, approval by the General Manager or Board President prior to commencement of service is required. District Counsel will be required to generally familiarize himself/herself with general municipal law and keep abreast of legislation affecting Districts outside the scope of billable services.

## **REQUESTED INFORMATION**

If you or your firm is interested in the opportunity to work with the District, please provide the following information:

- Firm or individual name and contact information, including e-mail and website addresses and year organized.
- Summary of qualifications, specializations, experience (including municipal), professional affiliation, special training, availability, California Bar license numbers, and contact information for key personnel and proposed lead and back-up attorneys for the District.
- Information on any previous experience or services provided, including municipal experience, such as general District Counsel services, district or city-related court cases, condemnation, eminent domain, zoning, litigation experience, list of past or present municipal clients, etc.
- List of clients you currently represent that could cause a conflict of interest with your responsibilities as District Counsel. Describe how you would be willing to resolve these or any future conflicts of interest.
- If your firm or you have filed any litigation in the past five years in which the District or one of its employees was named as a party, please describe the case(s).
- Other factors or special considerations you feel would influence your selection.
- List of references and contact information.
- Proposed hourly rates for each attorney assigned to the District or any alternative fee structure you propose.

## **OTHER TERMS AND CONDITIONS:**

The District reserves the right to reject any or all responses. The District reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in the sole discretion of the District, in the best interests of the District.

All proposals submitted in response to this RFQ shall become the property of the District. The District retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet the District's needs, with a mutually agreeable start date.

## **EVALUATION AND SELECTION CRITERIA**

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as

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availability for questions and contact, timeliness, responsiveness and follow-through

## **SUBMITTAL**

Please provide two (2) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "District Counsel Services" and addressed to:

Cortina Community Services District  
Attn: Karl Drexel, General Manager  
PO Box 43  
Arbuckle, CA, 95912

Submittals should also be submitted via email in a .pdf format to [karl@kdmanagement.us](mailto:karl@kdmanagement.us). Any questions regarding this submittal may be addressed to the General Manager at (707) 318-7369.

## RFQ Legal Services Mailing List

Jeffery Walter  
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Fax: (916) 321-4555  
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Richard Shanahan  
Bartkiewicz, Kronick & Shanahan  
1011 22nd Street  
Sacramento, CA 95816-4907  
Work: (916) 446-4254  
Fax: (916) 446-4018

Larry Moss  
Moore & Bogener Inc  
1650 East Street  
Redding, CA 96001  
(530) 605-0355  
[info@bbredding.lawyer](mailto:info@bbredding.lawyer)



## CORTINA COMMUNITY SERVICES DISTRICT

---

**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: OCTOBER 26, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: ON CALL ENGINEER SERVICES REQUEST FOR QUALIFICATIONS**

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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. There is an excessive amount of costs when it comes to working in Arbuckle simply due to the travel expense. Although we will probably still use them for Construction Management for both phases of the Road Rehabilitation Project, there are other needs such as storm drain design and operability as well as hydrology under the roads. Although Willdan has offices in Elk Grove, Roseville and Redding, Peter is out of the Fresno office and he will be retiring soon. Although Willdan has done an exceptional job, I believe it behooves the District to contract with an engineering firm closer to the District to cut down on costs.

I have a list of Engineers from the Redding area and have been gathering names of firms closer by. I have asked the County for their list of local engineers and surveyors, but have not received a response although I think we have an ample sample of firms to choose from.

### **RECOMMENDATION:**

Staff recommends the Board Authorize the General Manager to send out the RFQ for On-Call Civil Engineering Services.



# CORTINA COMMUNITY SERVICES DISTRICT, ARBUCKLE, CA ON CALL CIVIL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

Dear Interested Party:

## **PURPOSE AND BACKGROUND**

The Cortina Community Services District (District) is seeking a statement of qualifications from engineering teams (Consultant) to provide On Call, As Needed Civil Engineering Services. These services will be on an intermittent basis. The District has the intention to select and contract with one (1) Consultant for the services herein. Consultant to provide services encompassed in creating plans, specifications and/or designs for projects such as road, gutter and sidewalk construction and drainage projects, park and playground designs, and traffic designs.

The purpose of this Request for Qualifications (RFQ) is to provide the District with planning, specifications, estimates (PS&E), design and other related items when expedited services are needed. For each project for which services will be requested, the District will issue a Task Order to one or more firms under the on-call agreement and request a proposal.

The term of the as needed, on call services contract(s) shall be for two (2) years. The contract(s) may be extended for one (1) year at a time, after the initial two (2) years, with written agreement of the District and the Consultant. The contract(s) may be extended until a five (5) year period is complete.

The District supports the Disadvantaged Business Enterprise (DBE) program and encourages using disadvantaged firms when possible. The DBE program is intended to ensure a level playing field and provide equal opportunity. There is no DBE goal for participation in this RFQ. However, DBE goals will be given for the task orders if required.

## **SCOPE OF SERVICES**

Services provided by Consultant will be on an intermittent, as needed, on call basis. The Consultant shall have staff qualified to conduct all necessary engineering work and written documents, including graphics.

Scope of Services include, but are not limited to the following tasks:

- Preparation of plans, specifications, estimates (PS&E), reports and design for various projects including grading, drainage, structural, electrical, sewer, and storm drain water utilities.
- Obtain subconsultants for other as needed professional engineering services related to environmental processes and surveying.
- Flood map and Flood Certifications
- Annexation and Sphere of Influence applications
- Attend kickoff and other meetings at the District's request.
- Construction Management on selected projects

The following are typical design items that the District may request:

- Street and Road Improvements
- Grading, Erosion Control, Drainage Plans
- Water, Sewer, Storm Drain Underground Utility Plans
- Traffic Plans during Construction, including detours
- Hydrology and Hydraulics
- Best Management Practices (BMPs)
- Storm Water Pollution Prevention Plans (SWPPP)
- Quantity Estimates

The scope may also include other engineering services to assist the District. All work shall be in accordance with local, state and federal standards when applicable. Projects may use local, state or federal funding. For projects using federal funding, all federal provisions and requirements shall be followed.

All plans, specifications, designs, and graphics prepared under the terms of the Agreement with the District shall be delivered to the District and shall become property of the District. Other work not required by the District, such as notes, sketches, charts, computations, and other data shall be available upon request to the District without restrictions or limitations.

### **ASSIGNMENT OF WORK**

The District will assign work to any of the contracted firms as deemed necessary. All work shall be performed under the direction of a licensed professional engineer registered with the State of California. No subcontractors shall be utilized without prior authorization by the District.

The consultant will have a prescribed number of working days, indicated in the Task Order, to submit the requested proposal. Failure to submit the proposal by the prescribed time may cause the proposal to be rejected and another firm assigned the task.

When services are being requested, the District will issue the Task Order to one or more of the firms under the on-call agreement and request a proposal, including project understanding, fee rates for the completion of the tasks, proposed methods, hours to be spent on tasks, and a schedule including the time needed to complete the tasks. The District will review proposals and will award the work based on qualifications for tasks and overall cost.

Project scheduling will be based on a task-to-task basis decided by the District and Consultant. Any changes in the schedule must have prior authorization by the District's General Manager. Retention of 5% will be withheld from each pay estimate. The final payment and released retention will be paid when all tasks are complete and the District has received all essential documents.

### **D. Schedule**

Statements are due on November 12, 2020 before 5:00 PM via email [karl@kdmanagement.us](mailto:karl@kdmanagement.us). Onsite inspections can be made by appointment.

### **E. District Provided Work and Information**

If requested by Consultant, The Cortina CSD will provide the following:

- District Standard Plans
- Recorded maps showing parcel boundary information
- Topographic information if available
- Any previously completed plans or reports

- Codes specific to Cortina CSD

#### **F. Selection Criteria and Process**

The contract(s) will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. There may be interviews for the top firms. Statements will be reviewed by District General Manger.



Engineering Firm

Contact

Bennett Engineering  
1082 Sunrise Avenue, Suite 100,  
Roseville, CA 95661  
[tcampos@ben-en.com](mailto:tcampos@ben-en.com)  
916-842-7154  
916-771-6157

RICK Engineering  
2525 East Bidwell Street  
Folsom, CA 95630  
t: 916.638.8200  
[info@rickengineering.com](mailto:info@rickengineering.com)

Mt Shasta Engineering  
508 Chestnut St. – Suite 3  
Mount Shasta, CA 96067  
530-918-8074  
[info@mtshastaengineering.com](mailto:info@mtshastaengineering.com)

PACE Engineering, Inc.  
1730 South Street  
Redding, CA 96001  
1-530-244-0202  
[flucero@paceengineering.us](mailto:flucero@paceengineering.us)

Stewart Engineering  
PO Box 990010  
Redding, CA 96099-0010  
530.244.8464 |  
FAX: 530.244.8462  
[rthomas@sebinc.net](mailto:rthomas@sebinc.net)

Realm Civil Engineering  
1767 Market Street, Suite C  
Redding, CA 96001  
Phone: 530.526.7493  
[jason@realm-engineering.com](mailto:jason@realm-engineering.com)

E & S Engineers and Surveyors, Inc. dba: Bray and Associates  
329 W. Miner St.  
Yreka, CA96097  
t: 530 842-6813  
[morgan-brayengr@sbcglobal.net](mailto:morgan-brayengr@sbcglobal.net)

MHM Inc  
1204 E St  
Marysville, CA 95901  
(530) 742-6485  
[info@mhm-inc.com](mailto:info@mhm-inc.com)

Trin Campos

Nicolas Riddle PE  
DBE micro

Fred Lucero

Roger Ellicock PE

Jason

Morgan Eastlick

Colusa County Engineering  
1215 Market St  
Colusa CA 95932  
Phone: (530) 458-0471  
[mjazevedo@countyofcolusa.org](mailto:mjazevedo@countyofcolusa.org)

California Engineering Company, Inc.  
1110 Civic Center Blvd Ste 404  
Yuba City, CA 95993-3017  
(530) 751-0952  
[ahewitt@cecusa.net](mailto:ahewitt@cecusa.net)

Weber General Engineering  
Civil Engineer  
9110 Winters Rd  
Winters, CA 95694-9665  
(530) 795-1800  
[vince@goweber.us](mailto:vince@goweber.us)

Laughlin & Spence - Civil Engineers  
General Engineering Contractor  
1008 Live Oak Blvd.  
Yuba City, CA 95991-3415  
(530) 671-1008  
[jeff@laughlinspence.com](mailto:jeff@laughlinspence.com)

Advantage Civil Engineering  
Civil Engineer  
Grass Valley, CA 95949-9540  
(530) 268-4648  
[AdvantCiv@hotmail.com](mailto:AdvantCiv@hotmail.com)

Sandis Humber Jones - Civil Engineers  
General Engineering Contractor  
3007 Douglas Blvd #105  
Roseville, CA 95661  
916.783.6900  
[estimating@sandis.net](mailto:estimating@sandis.net)

Von Geldern Engineering Co  
430 2nd St  
Yuba City, CA 95991  
(530) 673-6330

North Valley Engineering  
1527 Starr Dr  
Yuba City, CA 95993  
(530) 763-5261  
[info@nvesca.com](mailto:info@nvesca.com)

Mike Azevedo



## CORTINA COMMUNITY SERVICES DISTRICT

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: OCTOBER 26, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: AUDIT SERVICES REQUEST FOR PROPOSAL FOR 2016 – 2020**

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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 2016. 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. I am currently moving all of the financials from the County over to QuickBooks Pro in order to have more effective reports and easier audits. It is required that the District provide independently audited financial reports annually to Colusa County and the State Controller's Office. Additionally, all grant applications require three years of audited financial statements to be submitted in the application package. Since I am looking for grant funding to upgrade the road system and possibly the Storm Drain system, we need the last three years audited and since we have records going back to 2016, it makes sense to do them all at once going back to 2016.

*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."*

### **RECOMMENDATION:**

Staff recommends the Board Staff recommends the Board Authorize the General Manager to send out the RFP for Audit Services for fiscal years 2016 – 2020.



# CORTINA COMMUNITY SERVICES DISTRICT, ARBUCKLE, CA AUDIT SERVICES REQUEST FOR PROPOSAL

The Cortina Community Services District (District) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2017, 2018, 2019 and 2020 for purposes of rendering an opinion as to the fairness of presentation of the Authority's financial reports. These audits are to be performed in accordance with all applicable and generally accepted auditing standards including: the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing: Standards, including GASB 34 requirements, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations; State of California Controller's Minimum Audit requirements for California Special Districts. More detailed information on the district and its finances can be provided prior to your response by means of a QuickBooks Backup file via Dropbox.

In addition, the Firm shall be required to prepare a Basic Annual Financial Report in accordance with generally accepted accounting principles and GASB letters; complete and submit the State Controller's Annual Financial Transaction Report for Special Districts; provide an opinion on revising the financial accounting structure; and provide an opinion on any and all discrepancies found. Most work is expected to be completed remotely via electronic files.

Proposals will be accepted up to 5:00 PM November 13, 2020. Please respond via mail to:

Karl Drexel, General Manager  
Cortina Community Services District  
PO Box 43  
Arbuckle, CA 95912

Or e-mail to: [karl@kdmanagement.us](mailto:karl@kdmanagement.us)

The District did not receive sufficient funding on any grant that would be considered a major program under the Single Audit requirements for the audit years in question. During the fiscal years to be audited, the District did not receive any Federal Assistance.

## **BACKGROUND**

The Cortina CSD is a California Special District formed under and regulated by Government Code 61000. The population is approximately 600 people. The District provides Road maintenance, storm drain and street lights to the population. The District has been managed by a five member Board of Directors and a contract General Manager.

The County of Colusa Auditor's Office acts as the District Treasurer and issues warrants for expenses. The District has recently established the accounting data in QuickBooks 2019 Pro and will provide a backup copy for your use. There are three classes of accounts representing three residential developments and the County collects the property assessments on the District's behalf. Revenues are posted 3 times a year with 45% of the assessments paid in December, 45% in April and 10% in June. The District requests approximately 6 warrants per month from the County.

We have not had an audit in the past.

## **SCOPE OF WORK**

### **TASK 1**

Perform an audit in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, and in accordance with the "Minimum Audit Requirements and Reporting Guidelines for Special Districts" as required by the State Controller's Office.

### **TASK 2**

Compile the District's financial statements in accordance with generally accepted accounting principles. Provide the District with five hardbound copies and a portable document format (PDF) file that will include all components of the District's financial statements as presented. The District will provide a backup copy of the QuickBooks Pro 2019 financial data via Dropbox or other large file transfer method as needed.

### **TASK 3**

Render a report on compliance and internal control over financial reporting based on an audit of the financial statements. Provide Journal Entries to affect a better recording system with separate classes. A written report should be issued immediately to management upon the discovery of illegal acts or irregularities discovered during the performance of this task.

### **TASK 4**

Issue a management letter for conditions or weaknesses, if any, in the internal control structure that are not reportable under TASK 3 because they are not considered significant deficiencies.

### **TASK 5**

Prepare and forward to the State Controller's Office the Annual Report of Financial Transactions of Special Districts pursuant to Government Code Section 53891.

### **TASK 6**

Presentation of the completed Audited Financial Statements to the Board of Directors at a regularly scheduled Council meeting will be required.

Respectfully,

Karl Drexel, General Manager  
Cortina CSD



## CORTINA COMMUNITY SERVICES DISTRICT

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**TO: CORTINA BOARD OF DIRECTORS**

**MEETING DATE: OCTOBER 26, 2020**

**FROM: KARL DREXEL, GENERAL MANAGER**

**SUBJECT: REVIEW AND ADOPT RESOLUTION 20-21-5 ADOPTING THE  
CORTINA CSD CONFLICT OF INTEREST CODE AS REQUIRED BY  
THE FPPC**

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### **BACKGROUND:**

California Government Code Section 87300 *et seq.* requires every local agency to adopt a Conflict of Interest Code, which reflects the positions and titles of employees or officials mandated by State code or designated by the District to provide personal financial information; assigns disclosure categories to these positions; and indicates the types of economic interest which must be reported, such as investments, interests in real estate, or sources of income or gifts. This Code, by law, has to be reviewed and revised every two years on even years. When investigating the Code for revision and amendment, it became apparent that the Cortina Community Services District has not updated the Conflict of Interest Code since 2017 and does not have an appendix specifying the categories and titles of those positions required to file full disclosure.

Resolution 20-21-5 is a standard Conflict of Interest Code that encompasses the Political Reform Acts direction and the Fair Political Practices standard wording. This Code says that Cortina CSD adopts the FPPC Code and any future amendments as their own. This Resolution also mandates that the Code be reviewed and revised as necessary to meet the Government Requirements every two years starting in 2020.

**RECOMMENDATION:** It is recommended the Board adopt Resolution No 20-21-5, adopting the Cortina Community Services District Conflict of Interest Code for designated employees, consultants and officials.



## CORTINA COMMUNITY SERVICES DISTRICT

### RESOLUTION 20-21-05

October 26, 2020

#### **A RESOLUTION OF THE CORTINA COMMUNITY SERVICES DISTRICT ADOPTING THE CONFLICT OF INTEREST CODE CONTAINING REVISED DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES**

**WHEREAS**, the Political Reform Act, Government Code Section 87300 *et seq.* (the "Act"), requires state and local government agencies to adopt and maintain a Conflict of Interest Code; and

**WHEREAS**, the Fair Political Practices Commission has promulgated a standard Conflict of Interest Code and recommends each agency incorporate Commission Regulations 18730 and 18720 by reference as the body of their Code, and all changes to the Political Reform Act and to Regulations 18730 and 18720 will automatically be part of the District's Conflict of Interest Code; and

**WHEREAS**, the Cortina Community Services District, hereinafter the "District," adopts its Conflict of Interest Code to conform to the requirements set forth in Section 18730, and in addition, adds definitions in **Appendix "A"**, attached hereto, and amends the list of designated District employees and officers in **Appendix "B"**, attached hereto, that shall be required to disclose financial interests pursuant to the disclosure category specified in **Appendix "C"**, attached hereto; and

**WHEREAS**, pursuant to the provisions of Government Code Section 87306(a), in addition to reviewing the conflict of interest code biennially to determine if it is accurate or requires amendments, it must also be amended when necessitated by changed circumstances, such as the creation of new positions, deletion of positions or changes in the duties assigned to existing positions; and

**WHEREAS**, all the District's previous Conflict of Interest Code shall be repealed and superseded upon the adoption of this resolution and adopted Conflict of Interest Code attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Cortina Community Services District as follows:

**Section 1:** The Board of Directors finds that the above recitals are true and correct and are incorporated herein by reference.

**Section 2:** The District's previous Conflict of Interest Code is hereby repealed and superseded by this Resolution No. 20-21-5.

**Section 3:** The provisions of Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated herein by reference and, along with the attached **Appendices "A", "B" and "C"**, in which District employees and officers are designated and the disclosure category is set forth, collectively constitute the Conflict of Interest Code of the Cortina Community Services District.

**Section 4:** Pursuant to Section 18730(b)(4), designated employees and officers of the District shall file statements of economic interests (Form 700) with the General Manager or designated person upon assuming office, annually thereafter, and upon leaving office. Any designated employee or officer already required to submit a disclosure statement (Form 700) pursuant to Government Code Sections 87200 and 87203 may submit a copy of that statement in lieu of any filing required by this Code, provided that no additional disclosure would be required by this Code.

**Section 5:** The General Manger is the filing official for the Board Chair, Board members, General Manger, Treasurer and District Counsel. For the persons holding those positions, the General Manger accepts the filing, retains a copy, and forwards the original to the Fair Political Practices Commission in Sacramento. For all other persons holding designated positions, the General Manger is the filing officer and retains the statements. The General Manger will make the statements available for public inspection and reproduction, pursuant to Government Code Section 81008. The County Clerk will be the filing officer of the General Manger.

**Section 6:** Any change provided for in this Conflict of Interest Code shall not affect or excuse any offense or act committed or done, or omission, or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code. This Conflict of Interest Code shall be reviewed and revised as necessary by December 2020 and every two years thereafter by April 1<sup>st</sup>.

**Section 7: Severability.** The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.\

**Section 8. Effective Date.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Cortina Community Services District on October 26, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**I HEREBY CERTIFY** that the foregoing Resolution No. 20-21-5 was duly and regularly adopted at a Regular meeting of the Board of Directors of the Cortina Community Services District on October 26, 2020.

SEAL

Approved

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Rod Bradford, President

I, Karen Gage, Board Secretary of the Cortina Community Services District, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said District Board on this 26<sup>th</sup> day of October, 2020.

Attest:

---

Karen Gage, Board Secretary



CORTINA COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE  
APPENDIX "A"

1. **"Public Official"** means a member, officer, employee, or consultant of a state or local government agency. The term "public official" also includes individuals who perform the same or substantially the same duties as an individual holding an office or a position listed in Government Code Section 87200, including "other public officials who manage public investments" as that term is defined in California Code of Regulations Section 18720.
  
2. **"Member"** shall include, but not be limited to, salaried or unsalaried members of boards or commissions with decision-making authority. A board or commission possess decision-making authority whenever:
  - (A) It may make a final governmental decision;
  - (B) It may compel a governmental decision, or it may prevent a governmental decision either by reason of an exclusive power to initiate the decision or by reason of a veto which may not be overridden; or,
  - (C) It makes substantive recommendations, which are, and over an extended period of time have been, regularly approved without significant amendment or modification by another public official or governmental agency.
  
3. **"Designated Employee"** is an officer, employee, member, or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decision which may foreseeably have a material effect on any financial interest. (Government Code Section 82019(a)(3))
  - (A) Making a governmental decision means the person:
    1. Votes on a matter;
    2. Appoints a person;
    3. Obligates or commits his or her agency to any course of action; or,
    4. Enters into any contractual agreement on behalf of his or her agency.
  
  - (B) Participating in the making of a decision, means the person:
    1. Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
    2. Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.
  
  - (C) The term "designated employee" does not include:
    - Public officials specified in Government Code Section 87200:  
Board Members  
Board Chairs  
General Managers  
District Attorneys  
District Treasurers
    - Other city, county and local agency public officials who manage public investments
    - Solely clerical, ministerial or manual positions

- Unsalaries members of boards or commissions, which are solely advisory

**4. "Consultant"** means an individual whom, pursuant to a contract with the Town of Fort Jones:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule, or regulation;
  2. Adopt or enforce a law;
  3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
  4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract, which requires agency approval;
  5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
  6. Grant agency approval to a plan, design, report, study, or similar item;
  7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any subdivision thereof; or,
  8. Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

**CORTINA COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE  
APPENDIX B**

The following is a listing of those designated individuals who are required to submit Statements of Economic interests pursuant to the Political Reform Act of 1974, as amended:

<b><u>Public Officials</u></b>	<b><u>Disclosure Category</u></b>
Board of Directors (Chair and Board Members)	Government Code § 87203
Citizen Commissions, Committees, and Boards	Government Code § 87203
<b><u>Public Officials:</u></b>	<b><u>Disclosure Category</u></b>
General Manager	Government Code § 87203
District Counsel	Government Code § 87203
District Clerk	Government Code § 87203
District Treasurer	Government Code § 87203
Finance Officer	Government Code § 87203

The following is a listing of those designated employees who are required to disclose their economic interest(s) pursuant to the corresponding category as indicated in the Disclosure Category column:

**Consultants**

\*Consultants for purposes of this Conflict of Interest Code are defined as individuals that provide, under contract, information or advice to the District that may entail participation in the making of decisions, recommendations, or counsel to the District, and which may have a foreseeable material effect on any financial interest of the consultant. Consultants, as defined above, are included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The General Manager may determine in writing that a particular consultant, although in a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this code. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of the disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

CORTINA COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE  
**APPENDIX "C"**

**Disclosure Category**

Individuals holding designated positions must report their interest according to the following disclosure category.

**Category I - Full Disclosure:**

Interest in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the Cortina Community Services District; and investments and business positions in business entities, and income, including loans; gifts, and travel payments, from all sources. (Form 700 Schedules A-1, A-2, B, C, D, and E.)

Colusa County Elections Department  
 Division of the Clerk-Recorder Registrar  
 Rose Gallo-Vasquez, County Clerk



**To:** Cortina Community Services District  
**From:** Rose Gallo-Vasquez  
 County Clerk-Recorder Registrar  
**Date:** August 31, 2020  
**Re:** November 3, 2020 District Elections

This is to notify your Board of Directors that at the close of the nomination period on August 12, 2020, 5:00p.m., the following conditions existed with regard to the November 3, 2020 election. The attached certification shows the status of your district and respective candidate filings.

**(X) The number of candidates filed equals the number of offices to be filled.**

No Election will be held. Candidates that filed for office will be appointed In-Lieu of Election.

**( ) The Number of candidate filed exceeds the number of offices to be filled.**

Your district will go to an election at the November 3, 2020 General Election.

**(X) No candidates filed for one of the 2-year terms.** Your district will need to submit a letter recommending a qualified\* individual to be appointed to fill the position where no candidate filed. It is suggested that districts post notice(s)\*\* requesting applications/letters of interest for appointment in order to garner applicants.

**Recommendation letters must be received by the elections office by October 1, 2020.**

**Be sure to schedule an additional meeting if needed in order to meet this deadline.** If you district fails to make recommendations your district will have a vacancy.

\* Qualified applicants must be registered voters of the district.

\*\*Suggestions for notices: posting notices in 3 conspicuous places within your district, on your internet website, or a newspaper publication.

Should you have any questions, feel free to contact me at [ccclerk@countyofcolusa.org](mailto:ccclerk@countyofcolusa.org) or 458-0513.

**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

October 13, 2020

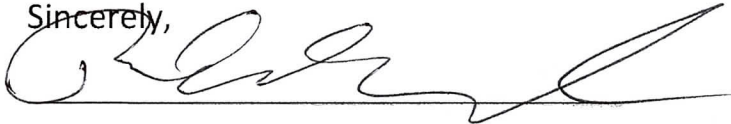
To: Colusa County Board of Supervisors

We, the Board of Directors of the Cortina Community Services District, recommend Jesika Johnson for the open two-year seat on our board that was created by only having three candidates register for the four open board seats on the November 3, 2020 ballot.

Jesika resides at 107 Kimberly Court 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 Jesika Johnson to the Cortina Community Board of Directors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rod Bradford', written over a horizontal line.

Rod Bradford

President, Cortina Community Services District

# REPORTS & CORRESPONDENCE



KD Management Services LLC

517 W Jessie St  
Mt Shasta CA 96067

# Monthly Report

Date	Average Hours
10/19/2020	15.5 hrs/week

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

Terms	Due Date
Due on receipt	10/19/2020

Serviced	Item	Description	Quantity	Rate	Amount
9/11/2020	General Manag...	Work on Board Packet, work on setting up accounting system, enter assets from County, deliver Board packets.	6.5		
9/15/2020	General Manag...	Meet with Peter Rei and tour the three developments, attend Board meeting	7		
9/16/2020	General Manag...	Meet with Auditor staff re 2005-1 Assessment, LTC, gas tax, COPS Grant, meet with County Public Works, meet with Dan Charter Tax Collector, work on Contractor's list, meet with Arbuckle engineering firm	5		
9/17/2020	General Manag...	Meet with Arbuckle PUD re manholes, toured Wildwood and viewed sidewalk damage, contact County Building	3.5		
9/18/2020	General Manag...	Review and research Conflict of Interest and Form 700's	1		
9/21/2020	Grant Manage...	Contact Building Department re contractor permits, submit photos of sidewalk damage, contact Cal Trans office of local assistance re Road grants and Local Transportation Commission, review and approve plans and specs for Phase I, contact State Controller's Office to register CCSD,	6.5		
9/23/2020	General Manag...	Sign and scan notice to contractors, post to website, research contractors and engineers, research building exchanges, contact Board of Supervisors re BOS meetings, Transportation Commission meetings and Public Works meetings,	4.5		
9/26/2020	General Manag...	Work on On-call Engineer RFQ,	2.5		
			<b>Total</b>	36.5 Hours	

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





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Date	
10/19/2020	

Bill To
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Terms	Due Date
Due on receipt	10/19/2020

Serviced	Item	Description	Quantity	Rate	Amount
9/28/2020	General Manag...	Research Engineers in area from Sacto to Redding through BBB, Dept of Consumer Affairs and Engineers Blue book. contact Colusa Co Public Works, Contact Colusa County Building Dept.	8		
10/1/2020	General Manag...	Research and establish mailing lists for asphalt contractors, On-Call Engineers and District Counsel	4.5		
10/2/2020	General Manag...	Work on Check registers and financials, contact county auditors office for more information and documents	6.5		
10/5/2020	General Manag...	Confer with State Controller's Office re Financial Transaction Report and Compensation report, work on Public Contract Code, work on RFQ list, Attend Bid Opening, meet with Rod and Karen,	3.5		
10/13/2020	General Manag...	Work on check register and financials,	1		
10/15/2020	General Manag...	Work on financials, enter bills and payments,	2.5		
10/16/2020	General Manag...	Review NBS Invoices, review contract, work on agenda and Board packets, work on RFQ for legal services, work on RFQ for Engineer, work on RFP for audit services	5.5		
10/19/2020	General Manag...	Work on agenda and Board packets, work on RFQ and RFPs for Board review, work on financials, work on Form 700 and Conflict of Interest Code,	7.5		
10/20/2020	General Manag...		8.5		
			<b>Total</b>	47.5 hours	

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