

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  
Dolores Gomez, Director  
Kimberly Valles, Director  
Jesika Johnson, Director

## **AGENDA**

Special Meeting

**Arbuckle Golf Course**

5918 Hillgate Rd, Arbuckle, CA 95912

JUNE 21, 2021, at 6 pm

1. CALL TO ORDER AND ESTABLISH QUORUM:

Cortina CSD Board of Directors Roll Call: Chair: Bradford\_\_\_\_\_ Members: Gage\_\_\_\_\_ Gomez\_\_\_\_\_ Valles \_\_\_\_\_ Johnson\_\_\_\_\_

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 May 24, 2021
- b) Ratification of Disbursements: May 1 through May 31, 2021
- b) Approve Payables for June 2021
- c) Review YTD Financials through June 17, 2021

5. DISCUSSION / REPORTS: ACTION ITEMS:

- a) Update on backyard gates
- b) Update on Road Project Phase 2
- c) Review water usage
- d) Discuss stray animal ordinances
- e) PGE response to damage around electrical box
- f) Review damage to roses and tree on Hilgate

6. CORRESPONDENCE, 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 June 28, 2021 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  
Karen Gage, Secretary  
Dolores Gomez, Director  
Jesika Johnson, Director  
Kimberly Valles, Director

**Meeting of the Board of Directors**

Arbuckle Golf Club  
5918 Hillgate Rd, Arbuckle, CA 95912  
May 24, 2021 at 6:00 pm

**Minutes**

1. CALL TO ORDER – Board President Rod Bradford called the meeting to order at 6:00 pm  
ROLL CALL – Present were board members Rod Bradford, Karen Gage, Dolores Gomez, and Kimberly Valles. Absent Jessika Johnson. Also present General manager, Karl Drexel of KD Management, LLC
2. PLEDGE OF ALLEGIANCE – Rod Bradford led the Pledge of Allegiance.
3. PUBLIC COMMENT – None
4. CONSENT CALENDAR
  - a) Approval of Minutes: Regular Meeting April 26, 2021
  - b) Ratification of Disbursements: April 1 through April 30, 2021
  - c) Approve Payables for May 2021

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

5. DISCUSSION AND ACTION ITEMS

- a) General Manager, Karl Drexel, presented the Final proposed Operating budget for 2021-2022, including the Phase 2 of Road Project coming out of reserves.

Motion made by:	Karen Gage to approve Resolution 20-21-12 approving 2021-2022 Final Operating Budget	Motion seconded by:	Kimberly Valles
Ayes:	Rod Bradford, Dolores Gomez, Karen Gage, Kimberly Valles	Noes:	None
Abstained:	None	Absent	Jesika Johnson

- b) General Manager, Karl Drexel, reported that the District received two bids for Phase 2 of the Road Project replacing the asphalt in River Glen. The lowest bidder was Biondi Paving & Engineering at \$507,500. He recommended the Board accept the low bid contingent on them getting the required documents submitted, approve a contingency budget of \$50,750 (10% of project budget) for possible amendments, change orders and Project Management by California Engineering Company.

Motion made by:	Delores Gomez to	Motion seconded by:	Karen Gage
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**Cortina Community Services District**

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Arbuckle, CA 95912

**DIRECTORS**

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

approve Budget of \$507,500 for Phase 2 of Road Project, approve budget of \$50, 750 for possible changes and Project Management and award the project subject to contingencies to Biondi Paving.

Ayes:	Rod Bradford, Dolores Gomez, Karen Gage, Kimberly Valles	Noes:	None
Abstained:	None	Absent	Jesika Johnson

- c) Discussion was held regarding the new vandalism of the sprinkler system in Reddington Ranch and the private gates allowing motor vehicles to access the walking path. Karen Gage offered to get the property owners contact information in order to send them a friendly reminder that vehicles are not allowed on the walking trails. Rod was going to install the new no vehicle signs and the no truck parking signs.

Rod was going to meet with Ed from Botanica to discuss the vandalism and repairs. Karen and Karl were going to get copies of the Botanica contracts for the Board members.

- d) Karl reported that PGE had removed some vegetation from around one of their electrical boxes and left the debris behind. He will contact PGE to have them come back and clean it up. Rod will meet with Ed and discuss keeping the boxes clear of vegetation.

8. STAFF AND DIRECTORS REPORTS – General Manager, Karl Drexel reported that he would not be available for an in-person meeting on June 28. The board chose by consensus to have a Special Meeting on June 21, 2021.

9. ADJOURNMENT 6:40 pm – Next meeting will be a Regular Meeting to be held on June 21, 2021 at 6 pm at the Arbuckle Golf Course.

Approved

Attest

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

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

**Cortina Community Services District**  
**May Disbursements**  
**May 2021**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Alsco Geyer Irrigation	IrrigationRepair	03511 - Reddington Ranch	977.74
Alsco Geyer Irrigation	IrrigationRepair	03512 - River Glen	266.66
Alsco Geyer Irrigation	IrrigationRepair	03513 - Wildwood	237.03
Arbuckle PUD	Water Service	03511 - Reddington Ranch	279.07
Arbuckle PUD	Water Service	03512 - River Glen	66.46
Botanica Landscapes	Landscape Maintenance	03511 - Reddington Ranch	2,236.00
Botanica Landscapes	Landscape Maintenance	03512 - River Glen	659.00
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
NBS	Consulting	03511 - Reddington Ranch	1,087.54
NBS	Consulting	03512 - River Glen	296.60
NBS	Consulting	03513 - Wildwood	263.64
NBS	Consulting	03511 - Reddington Ranch	1,361.66
NBS	Consulting	03512 - River Glen	371.36
NBS	Consulting	03513 - Wildwood	330.10
PGE	Electric Service	03511 - Reddington Ranch	9.52
PGE	Electric Service	03511 - Reddington Ranch	423.59
PGE	Electric Service	03512 - River Glen	9.52
PGE	Electric Service	03512 - River Glen	159.51
PGE	Electric Service	03513 - Wildwood	91.15
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
			<u><u>12,244.72</u></u>

**Cortina Community Services District**  
**May Disbursements**  
May 2021

**Cortina Community Services District**  
**June Payable**  
**June 2021**

<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
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
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
PGE	Street Lights	03511 - Reddington Ranch	426.97
PGE	Street Lights	03512 - River Glen	159.96
PGE	Street Lights	03513 - Wildwood	91.41
PGE	Irrigation Control	03511 - Reddington Ranch	9.52
PGE	Irrigation Control	03512 - River Glen	9.52
Streamline	Web Hosting	03511 - Reddington Ranch	33.00
Streamline	Web Hosting	03512 - River Glen	9.00
Streamline	Web Hosting	03513 - Wildwood	8.00
			<b><u>8,630.01</u></b>



**Cortina Community Services District**  
**Profit & Loss by Class**  
**July 1, 2020 through June 17, 2021**

	03511 - Reddington Ranch	03512 - River Glen	03513 - Wildwood	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
410510 · Property Assessment	138,449.11	42,568.61	4,956.93	185,974.65
44190 · Interest	5,498.32	2,950.30	225.63	8,674.25
<b>Total Income</b>	<b>143,947.43</b>	<b>45,518.91</b>	<b>5,182.56</b>	<b>194,648.90</b>
<b>Expense</b>				
53220 · Road Improvement Projects				
53225 · Road Project Retention	0.00	0.00	0.00	0.00
53220 · Road Improvement Projects - Other	86,482.18	23,586.04	20,965.38	131,033.60
<b>Total 53220 · Road Improvement Projects</b>	<b>86,482.18</b>	<b>23,586.04</b>	<b>20,965.38</b>	<b>131,033.60</b>
53240 · Reimburse Expenses - Per Diem	396.00	108.00	96.00	600.00
53110 · Dues and Subscriptions	590.70	161.10	143.20	895.00
53130 · Maintenance - Bldgs and Grounds	29,444.83	10,372.27	337.72	40,154.82
53135 - Finance Charge	14.52	3.96	3.52	22.00
53170 · Office Expense	21.50	4.74	24.80	51.04
57010 · Office Equipment				
57014 · Printer <5,000	249.47	68.04	60.48	377.99
<b>Total 57010 · Office Equipment</b>	<b>249.47</b>	<b>68.04</b>	<b>60.48</b>	<b>377.99</b>
53171 · Postage	0.00	0.00	4.22	4.22
53180 · Professional Services				
53181 · Accounting/Audit	264.00	72.00	64.00	400.00
53182 · Consulting	23,065.02	7,302.53	6,491.13	36,858.68
53183 · Engineering	17,099.76	4,663.57	4,145.40	25,908.73
53184 · Legal	1,320.00	360.00	320.00	2,000.00
53180 · Professional Services - Other	5,320.64	439.03	390.24	6,149.91
<b>Total 53180 · Professional Services</b>	<b>47,069.42</b>	<b>12,837.13</b>	<b>11,410.77</b>	<b>71,317.32</b>
53190 · Publications and Legal Notices	102.30	45.90	40.80	189.00
53260 · Utilities				
53262 · Street Lights	4,676.31	1,863.38	921.11	7,460.80
53263 · Irrigation Controller	100.20	120.19	0.00	220.39
53264 · Water Service	3,164.98	1,172.23	0.00	4,337.21
<b>Total 53260 · Utilities</b>	<b>7,941.49</b>	<b>3,155.80</b>	<b>921.11</b>	<b>12,018.40</b>
53265 - Web Hosting	363.00	99.00	88.00	550.00
<b>Total Expense</b>	<b>172,675.41</b>	<b>50,441.98</b>	<b>34,096.00</b>	<b>257,213.39</b>
<b>Net Ordinary Income</b>	<b>-28,727.98</b>	<b>-4,923.07</b>	<b>-28,913.44</b>	<b>-62,564.49</b>
<b>Net Income</b>	<b>-28,727.98</b>	<b>-4,923.07</b>	<b>-28,913.44</b>	<b>-62,564.49</b>

## Cortina Community Services District

## Balance Sheet

06/17/21

As of June 17, 2021

Accrual Basis

	<u>Jun 17, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Colusa County Auditor	
10010 · County Auditor - 03511 Red Ranc	547,668.82
10020 · County Auditor - 03512 Riv Glen	312,605.27
10030 · County Auditor - 03513 Wildwood	<u>-2,622.63</u>
Total 10000 · Colusa County Auditor	857,651.46
Total Checking/Savings	<u>857,651.46</u>
Total Current Assets	<u>857,651.46</u>
<b>TOTAL ASSETS</b>	<b><u>857,651.46</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>14,064.99</u>
Total Accounts Payable	<u>14,064.99</u>
Total Current Liabilities	<u>14,064.99</u>
Total Liabilities	14,064.99
Equity	
30000 · Opening Balance Equity	417,719.00
30010 · Colusa County Control Accounts	
30011 · Control Account 03511 Red Ranch	<u>-15,118.63</u>
Total 30010 · Colusa County Control Accounts	-15,118.63
32000 · Retained Earnings	503,550.59
Net Income	<u>-62,564.49</u>
Total Equity	<u>843,586.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>857,651.46</u></b>

DISCUSSION / REPORTS

ACTION ITEMS

## Agenda Item 5(a)

**From:** [Karen Gage](#)  
**To:** [karl@kdmanagement.us](mailto:karl@kdmanagement.us); [Rod Bradford](#)  
**Subject:** Addresses with bike trail gates  
**Date:** Tuesday, June 15, 2021 9:47:39 AM

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Hi Karl,

I figured out the addresses for the homes on Elmer that have put up gates to the bike path.

1045 Elmer is the one with the big gate for 4-wheelers (though, admittedly, it looks like they head straight across to the dry creek )

1035 Elmer is the one with now expanded garden

1021 is a new one I noticed. They don't seem to use it much at all, for now.

Thanks!  
Karen



1021

Elmer

1045 Elmer



1035 Elmer

**From:** [Karl Drexel](#)  
**To:** ["Dave Swartz"](#)  
**Subject:** FW: Road project  
**Date:** Tuesday, June 15, 2021 12:38:00 PM  
**Attachments:** [Cortina CSD Street Rehabilitation Project - Phase 2 Phasing Plan.pdf](#)

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Hi Dave, Please process the Notice to Proceed and get the pre-construction meeting scheduled as soon as possible. Also, please cc on the NTP. Thanks

Karl

***Cortina Community Services District***  
***Gateway to Colusa County***

Karl Drexel, SDA, General Manager  
PO Box 43  
Arbuckle, CA 95912  
Direct (707) 318-7369  
[karl@kdmanagement.us](mailto:karl@kdmanagement.us)

REMEMBER: WASH YOUR HANDS AND STAY HEALTHY

 Please consider the environment before you print

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**From:** Mark Silott <[msilott@biondipaving.com](mailto:msilott@biondipaving.com)>  
**Sent:** Tuesday, June 15, 2021 12:25 PM  
**To:** [karl@kdmanagement.us](mailto:karl@kdmanagement.us)  
**Cc:** Neal Jensen <[njensen@biondipaving.com](mailto:njensen@biondipaving.com)>  
**Subject:** RE: Road project

Karl,

We have not received the Notice to Proceed, to commence any work on this Project. I have yet to receive any schedule for a Pre-Construction meeting, prior to the commencement of work on this Project. As the CM firm, California Engineering Co., Inc. was not a part of the design of this project, and did not attend the pre-bid meeting. We would like a pre-construction meeting, on-site, so that all parties are on the same page regarding the scope of work for this Project.

I did receive an email from MR. Schwartz last Friday to request a telephone call that afternoon "to coordinate the notice to proceed and ect". I see that you were attached to that email. I replied that I was available after 1:30 PM that afternoon. I have yet to receive a call from Mr. Schwartz.

We would like to distribute the door hangers next Wednesday June 23, 2021 and start the pavement removal for our Phase 1 area on Monday 6-28-2021. But we need an NTP and would like to have an on-site pre-construction meeting prior to instituting work on this project.

Attached is our Phasing Plan.



Thank You,

Mark J. Silott, Estimator / PM  
(916) 287 -9405 Direct



[www.biondipaving.com](http://www.biondipaving.com)

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**From:** Karl Drexel <[karl@kdmanagement.us](mailto:karl@kdmanagement.us)>  
**Sent:** Tuesday, June 15, 2021 11:44 AM  
**To:** Mark Silott <[msilott@biondipaving.com](mailto:msilott@biondipaving.com)>  
**Subject:** Road project

Good morning Mark,  
I am putting together a report for the Board on the Road Project. Do you have a schedule yet? In addition to the door hangers your crew is doing, I want to post it in our outdoor posting areas. Also, have you started work? Have any pictures? Equipment? Thanks

Karl

***Cortina Community Services District***  
***Gateway to Colusa County***

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PO Box 43  
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Direct (707) 318-7369  
[karl@kdmanagement.us](mailto:karl@kdmanagement.us)

REMEMBER: WASH YOUR HANDS AND STAY HEALTHY

 Please consider the environment before you print

## Agenda Item 5(c)

Arbuckle Public Utility wants to inform our residents of the importance of water conservation. The State of California is mandating that all utility companies conserve water, due to the drought.

-Prevent over-watering your lawns. Limit your lawn water intake. The water waste is enormous as it runs down the street.

-Please do not leave a water hose running while washing a car.

Water is a precious natural resource and it is the responsibility of our residents to not waste it. Please visit our website for more tips that could help.

Thank You

Arbuckle Public Utility wants to inform our residents of the importance of water conservation. The State of California is mandating that all utility companies conserve water, due to the drought.

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Water is a precious natural resource and it is the responsibility of our residents to not waste it. Please visit our website for more tips that could help.

Thank You



# Office of the Sheriff

COLUSA COUNTY

929 Bridge Street • Colusa, California 95932

(530) 458-0200

JOE GAROFALO  
Sheriff-Coroner

## FOR IMMEDIATE RELEASE

### For More Information:

Lieutenant Russ Jones  
Colusa County Sheriff's Office  
(530) 458-0230

## Colusa County Urges Preparedness and Reporting in Early Stages of Drought

(COLUSA, CA) June 7, 2021 – On May 10, 2021, Governor Gavin Newsom declared a State of Emergency in 41 California counties (including Colusa) related to the current drought conditions in California. The state is currently experiencing its driest year on record since 1977, and local groundwater levels are at an all-time low. The County of Colusa has resources, information, and local assistance for property owners experiencing domestic well issues, and is urging those impacted to complete the brief Well Report Form accessed on the Water Resources Division's webpage: <https://www.countyofcolusa.org/684/Drought>.

"Access to safe, clean, and readily available water is important for public health, and it is important to prepare for potential drought-related well problems so you are not caught off-guard," stated Lieutenant Russ Jones with the Colusa County Sheriff's Office. "While the area south of Williams and around Arbuckle are at higher risk of dry wells, we all play a role in conservation during these crucial months."

### Drought Preparedness – What to Do Now

- Determine the condition of your well.
- Test water quality in your well regularly.
- Stockpile enough bottled water for a minimum 7-day household supply.
- Develop a family plan to address potential well outages.
- Develop a plan to supply water for pets and livestock in case of a well outage.
- Communicate your drought preparedness plans with your neighbors, and work together.

Colusa County property owners experiencing domestic well issues, whether drought-related or mechanical, are urged to report these issues to the Colusa County Water Resources Division via the Well Report Form for the purpose of providing important data that will allow the county to better understand our groundwater system, and to connect property owners with the resources and assistance that they need. In addition, the data collected will allow the county to seek state funding to support local programs, like the Household Water Tank Program. Specific well locations will not be made public.

The Colusa County Sheriff's Office of Emergency Services is developing a Household Water Tank Program to support property owners with domestic wells impacted by drought. Property owners who have submitted a Well Report Form will be contacted directly once the program is launched.

### **Well Report Form: Three EASY Steps!**

1. Visit the Colusa County Water Resources Division's drought webpage at: <https://www.countyofcolusa.org/684/Drought>.
2. Fill out the seven question Well Report Form on the website, or download and complete the Microsoft Word file.
3. Submit the Well Report Form through the website, or return the completed Microsoft Word file to Mary Fahey, Water Resources Manager, at [mfahey@countyofcolusa.org](mailto:mfahey@countyofcolusa.org).

For additional information on the Well Report Form or the Household Water Tank Program, please call the Colusa County Sheriff's Office of Emergency Services at 530-458-0218.

## Agenda Item 5f

**From:** [rod bradford](#)  
**To:** [karl@kdmanagement.us](mailto:karl@kdmanagement.us); [Karen Gage](#); [Delores Gomez](#); [Jesika Johnson](#); [Kim LaPlante](#)  
**Subject:** Fwd:  
**Date:** Wednesday, February 24, 2021 4:43:56 PM

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hi all

someone did a little off roading. ran over some roses and hit this tree.

this is on hillgate just west of almond. i saw this two days ago.

thank you for all your help.

sincerely rod

----- Forwarded message -----

**From:** **rod bradford** <[rodbradfordphotos@gmail.com](mailto:rodbradfordphotos@gmail.com)>

**Date:** Tue, Feb 23, 2021 at 7:10 PM

**Subject:**

**To:** rod bradford <[rodbradfordphotos@gmail.com](mailto:rodbradfordphotos@gmail.com)>





