



Agenda No. _____
DEC 15 2022
Agenda No. **8**

Informational Report

To: Biola Community Services District Board of Directors

From: Cruz Ramos, General Manager

Date: December 15, 2022

RE: **Informational Staff Report**

1) **Water Upgrade Planning Grant Project No. 1010049-008P**: Jerry Jones to report

2) **Groundwater Recharge Project**: Jerry Jones to report

3) **Sidewalk Project CDBG 20031**: Jerry Jones to report

4) **Forensic Audit**: Board direction to Narrow Scope of Work to Specific Issues. Board Members' needed to chronicle their reasons and events for their original request for a Forensic Audit. Once these reports are compiled staff will move forward with the Audit.

5) **Staff Job Titles**

- General Manager - Cruz Ramos 30 hours per week
- Executive Assistant / Board Clerk - Marisol Camacho 30 hours per week
- Administrative Clerk - Morelia Avila 16 hours per week
- Customer Service / Custodian - Pete Cerna 30 hours per week
- Utility Person - Raul Mendoza 30 hours per week
- District Analyst - Elaine Cervantes 16 hours per week or as needed

6) **ARPA Update**: Storm improvement Project: The District has been awarded \$649,000 in grant funding through the County of Fresno American Rescue Plan Act of 2021 (ARPA) Coronavirus State and Local Fiscal Recovery Funds Program for the Stormwater Improvements Project. The Project consists of construction of storm water inlets and 1,700 LF of storm drain pipeline (15 to 18-inch diameter) to connect to the existing storm drain system. The District solicited a Request for Qualifications (RFP) to qualified engineers to provide grant administration services and complete the required survey, environmental, final plans and specifications, design, and management of construction for the Project. AMCE was selected in October to prepare construction documents, assist the District in the contract award selection process and serve as project manager. The topographic survey is currently being prepared for the project and once complete, AMCE will proceed with the preparation of the construction documents.

- 7) **World Cup Comcast Hosted Event:** Pete to report
- 8) **Annual Budget Closing for 2021-22:** Stephen Huerta from Cuttone & Mastro and District staff started closing the District's 2021-22 Budget year ending June 2022 on October 25, 2022. Work will continue on November 22, 2022.
- 9) **Annual Independent Auditors Report:** Bryant Jolley, conducts an Independent Auditors Report (IAR) that commences after the District Budget Closing ends. The IAR is submitted to the state.
- 10) **ATP:** The Project Area consists of widening of the road, construction of curb/gutter, sidewalk, lights and curb ramps on the east side of Biola Avenue from the Post Office to Shaw Avenue. Staff is working on information for the County regarding lights spacing, the master storm drain plan and planters. Discussion involved no planters will be added to the ATP project. The current sidewalk will be 5 feet wide. Letters have been submitted to residents for the encroachment of their property and project. Utility (water meters) relocation has been discussed and the District will reimburse the County for the work.
- 11) **Legal Counsel Board Training & Updates:** Legal Counsel Meggin B to report
- 12) **Wastewater Arrearages Project:** Completed with Payment plans available
- 13) **MVE Contract Services:** appointment to be scheduled to discuss/sign 5 yr contract since no signed contract was located.
- 14) **Eldorado & Softline Update/transition:** Pete to report.
- 15) **Update on \$250,000 Sub Account transfer:** Staff will review account balance after the Budget Closing to determine if funds should be deposited into the County subaccount.
- 16) **Subcommittee Stipend:** For future committee meetings, a stipend will not be paid to Board members as of September 14, 2022. The Board may decide to place this matter for discussion at the Board meeting in January.
- 17) **Policy Amending Board Election Guidelines:** Staff continues to pursue an answer from the Fair Political Practices Commission and will discuss the matter with legal counsel regarding a draft policy for Board consideration for the Board meeting in December.
- 18) **ByLaws, Policies, Ordinances, Etc.:** Staff will continue to research existing files for updates and will discuss updates for all with legal counsel.
- 19) **Prop 218 - Public Hearing:** Notices of the Public Hearing on January 19th at 6:00 pm were mailed to all registered property owners. They also received a Ballot with instructions, along with a Q&A List.
- 20) **CDBG Advisory Committee:** Bernadette Silva has completed the application process to serve as BiolaCSD representative. The BCSD Board does not participate in appointing its representative. Once the applicant submits their application, the next step

is for the Fresno County Board of Supervisors to formally appoint. This process may take as long as two months.

- 21) **Subcommittee Stipend**: Board member Dolores inquiry for a resolution to be put into place to document that moving forward Board members will not be paid for subcommittee meetings and will be brought back.