



## Informational Reports

To: Biola Community Services District Board of Directors  
From: Cruz Ramos, General Manager  
Date: January 19, 2023  
RE: Informational Staff Report

**Please Note: items listed below may be pulled for discussion at the Board's request.**

1. **Fresno County Site Plan Review (APN 016-282-19):** Extended deadline.  
District Engineer provided the following comments:
  - Developer shall repair/replace all damaged and/or non-standard curb, gutter, and sidewalk along the frontage of the property;
  - Water and sewer services shall be constructed per District Standards.
  - Water services shall include a meter and backflow device;
  - Fire service shall be per North Central Fire requirements.
2. **Youth Shelter/Use of Hall-** Board tabled requesting all youth activities together.
  - Staff recommends a board committee.
3. **Hall Rental Increase-** Previous Board wanted committee to review/approve.
  - Staff recommends a board committee.
4. **Committee Stipend-Board No stipends for board members by Resolution**
  - Resolution to Board on February 16, 2023
5. **El Dorado/Softline Transition:** Staff transitioned all accounts from Softline.
  - Staff received training on tablets/set-up an online payment system.
6. **SDRMA Street light claims:** Two Light Claims were never submitted
  - West side 08/2020 knocked down one (1) lamp light
  - East side 03/2021 knocked down one (1) trash can, lamp, and bench
    - Staff further researched/worked with SDRMA and the two lights were never added to the District's asset inventory.
      - Consequently, the District cannot submit claims.
      - Staff has requested a full asset inventory to add or subtract assets for an updated District Asset Inventory.
7. **Forensic Audit:** Two Boards have approved the Forensic Audit.
  - The previous Board approved the audit with a specific, narrow scope.
    - Staff is working to finalize Scope to release the audit.
8. **Y & H Engineering projects:**
  - 1) Engineering Services for Biola Groundwater Recharge Project;
  - 2) Engineering Services for CDBG (only applies to the current CDBG Sidewalk Project);

- 3) On-Call Engineering Services.

The Y & H agreement doesn't specifically designate Y&H as the District Engineer. The scope of the On-Call Services Agreement is limited, and based on requests from the District, see below. Staff is working on finding the signed agreement.

**9. Mtn Valley Environmental Contract Services:** Board asked staff to address 5 yr contract renewal soon.

- Staff has not completed research and found discrepancies in the Agreement; namely
  - No signed contract
  - Difference in contract date: MVE said June/July 2018
    - staff researched invoices/minutes, etc. and found October 9, 2018 to be accurate.
  - Contract expiration 10/09/2023, Legal counsel confirmed while not signed the contract is legal without signatures.
  - Staff continues research.

**10. Job Descriptions:** In process The District currently has 5 part-time employees.

- (1) Customer service/Custodian
- (1) Maintenance/Custodian
- (1) District Analyst (limited hours and will continue 'on call' as needed
  - is completing the training of two employees. (all District's payables, deposits, billing, financials etc.)
- (1) Customer Service/finance
- (1) Executive Asst/Clerk to the Board
- (1) GM

The GM has continued the District's past practice responsibility for staff. With increased District projects a CS/Fiscal Clerk has been hired with cost savings derived from the District Finance Analyst now serving on an as needed basis.

**11. District 2021/22 Fiscal Budget Closing:** Stephen (Mastro & Cuttone) competed the District's Fiscal 2021/22 Budget

- 2021/22 Fiscal documents were submitted to Bryant Jolley
  - Luis Perez (Bryant Jolley) complete the Annual Independent Auditor's Report
    - The Independent Auditor's Report is submitted to the State nine (9) months (September) but the date may be extended without penalty.

**12. ATP:** The County's ATP project is estimated to start in September. A meeting between county engineers (ATP), Jerry Jones (Y&H/3 grant projects) Alfonso Manriquez (AM-ce/2 grant projects), Randy Johnson (waste/wastewater operator) and staff met on Thursday, January 12, to discuss all BiolaCSD projects. Several areas of projects will be jointly served resulting in cost savings to the District. The County was asked to provide a cost estimate to the lay writing for future lights.

**13. 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 January.

14. **ByLaws, Policies, Ordinances, Etc.**: Staff will continue to research existing files for updates and will discuss updates for all with legal counsel.
15. **Financial Institute (Bank) Information Currently with Central Valley Community Bank**: BCSD staff are looking into other banking institutes for a possible change in the near future.
16. **Residential complaint on water bill**: Staff is researching all information and documents involving this complaint. The outstanding balance is \$1,033.94. The house burned in Feb 2022. During this process, water was still being used. Staff understanding is that the family member was inhibiting property. This account has received credit for water and wastewater arrearages. Property owner is occupying her home as of November 2022 and does not want to pay bill because she was not living in the home from February 2022 to November 2022. She did not want the water turned off during that time.