



NOV 17 2022

Agenda No. 7

Informational Reports

To: Biola Community Services District Board of Directors

From: Cruz Ramos, General Manager

Date: November 17, 2022

RE: Informational Staff Report

1) **Water Upgrade Planning Grant Project No. 1010049-008P**

The current Engineer on this project is Yamabe & Horn (Jerry Jones). As of 11.9.22, we have not heard from our current Engineer on the status of the above grant. Below is the following information:

- Project Funding Amount \$347,200
- Start Date July 1, 2016
- Construction completion date should of been May 30, 2018
- Amendment in March 23, 2021 showing new funding amount \$4,090.00 with a construction completion date of July 1, 2022

2) **Forensic Audit:** Board direction to Narrow Scope of Work to Specific Issue. Board Members original request for Forensic Audit need chronicle reasons and events that made the Board decide to request a Forensic Audit. Once complete will move forward with the Audit.

3) **Job Descriptions:** in progress

4) **ARPA Update:** The District was awarded a \$649,000 grant from the county of Fresno. The purpose of this project is to construct necessary stormwater improvements throughout the districts service area. The Engineer on this project is AM Consulting Engineers, Inc. (Alfonso Manrique). The Agreement for Professional Services was signed by the General Manager on 10/20/22.

5) **World Cup Comcast Hosted Event:** Comcast will host the soccer tournament in the community center on November 26th. Arrangements for setup, advertisement, food vendors, etc. will be handled by the Comcast Team.

6) **Annual Budget Closing for 2021-22:** Stephen Huerta from Cuttone & Mastro and District staff came out October 25, 2022, to begin closing the District's 2021-22 Budget year ending June 2022 didn't complete and will return on November 22, 2022.

7) **Groundwater Recharge Project:** The Bid opening on 10/11/22 for the Recharge project resulted with bids significantly over the engineers estimate of \$506,975. The lowest apparent bid was \$612,533.75. The project is overdue. The timeline was extended by

DWR, and the scope of work was reduced to the bare minimum. There are no additional funding sources and without funds, the project is not feasible. The Board approved to move forward and accept the Bid at the Special Board Meeting dated November 4, 2022.

- 8) **Sidewalk Project CDBG 20031** Bid opening on 10/11/22 resulted in the lowest apparent bid of \$198,234. with an Alt 1 of \$24,250. The engineer will begin the verification process. A final recommendation is expected on the December Board Agenda. The Biola Sidewalk and Street Improvement Project consists of the north side of C street between Biola Avenue and the existing sidewalk at Biola Community Center and the West side of 5th Street.
- 9) **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.
- 10) **Legal Counsel Board Training & Updates**: Board training (after the November election) for ETHICS (Sunshine 123) and Sexual Harassment is available onsite by our legal counsel or online. Work on the District's Bylaws, Ordinances, Policies is long overdue. District staff will work on scheduling updates with our legal counsel.
- 11) **Wastewater Arrearages Project**: The District received \$ \$28,554.65 from the State's Covid Wastewater Arrearages program. Funds were applied to qualifying accounts per the timeframe provided by the state. March 4, 2020, thru June 30, 2021. The state then revised the timeframe asking that we adjust the accounts according to the new timeframe. These adjustments left some accounts with overdue balances and the district owing the state \$1,239.34. We did issue those accounts with payment plan letters as per regulations of the program. Those residents have 30 days to comply.
- 12) **MVE Contract Services**: will be making an appointment for MVE to come in and sign a new contract since no signed contract was ever located. CPI charges for 3 mos.were not paid due to missed billing.
- 13) **Eldorado & Softline Update/transition** Staff has decided to go back to Eldorado and has already started the process. The new billing will take effect December 2022.
- 14) **Update on \$250,000 Subaccount transfer**: The Transfer was approved by the county on 11/8/22 and funds were deposited into the General Account on 11/9/22.
- 15) **Update with District's 5 Acre Vineyard**: The District's 5 acre lease signed on 12/01/13 for one year, was divided 75% for lessee and 25% for the District on grapes sold. The lease was never renewed but continued with the Lessee's percentage increased to 90% and 10% for the District's. In August, the District received \$1,286.56. The lease renewal

will be brought to the Board in December for renewal consideration or potential selling of the property.

- 16) **Fifth Street Lighting**: As of 10/11/22 the Biola Chamber purchased five (5) lights to complete the lights on the East side of Fifth street.
- 17) **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 December.
- 18) **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.
- 19) **ByLaws, Policies, Ordinances, Etc.**: Staff will continue to research existing files for updates and will discuss updates for all with legal counsel.
- 20) **IIPP (Infectious Disease Policy No. 2900) Injury and Illness Prevention Program**:
The goal of the IIPP is to provide safe and healthy working conditions for all employees. Previously approved on the October 20, 2022 Board Meeting, motion made by Board member Madera to adopt the policy number 2900 (pending verification of the 2900) seconded by Board member Dolores.
- 21) **Financial Institute (Bank) Information Currently with Central Valley Community Bank**: BCSD staff is looking into other banking institute for a possible change in the near future.
- 22) **Fresno County Rural Transit Agency Program (FCRTA)**: A Memorandum of Understanding (MOU) is a nonbinding agreement that states each party's intentions to take action, conduct a business transaction, or form a new partnership. An MOU between the District and FCRTA is in progress.
- 23) **CDBG Advisory Committee**:
BCSD staff has reached out to community member Gabriel Cervantes and Bernadette Silva to be part of the committee. Board of Directors needs to approve the above community members to move forward in adding them to the advisory committee.

