



Board of Directors Regular Meeting Agenda

Thursday, October 20, 2022

OPEN MEETING – 6:00 PM

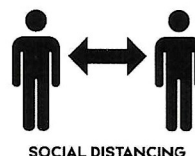
BIOLA COMMUNITY SERVICES DISTRICT

4925 N. Seventh Street – PO Box 57 Biola CA 93606 (559) 843-2657

Office Hours: Tuesday-Thursday 9am-4pm, Friday 8am-12pm



**Masks and Social Distancing
Recommended**



Mission Statement

“The Board of Directors and District Employees are committed to the ever-growing needs of the community by providing high quality services, open lines of communications, promoting community participation and using its resources to build high quality standards for the people.”

Carlos Rodriguez
Board Member – President

Monique Dolores
Board Member – Vice President

Martha Madera
Board Member - Treasurer

Mercedes Ramos
Board Member - Secretary

Reyes Lozano
Board Member

Meggin Boranian
General Counsel

Cruz Ramos
District – General Manager

Marisol Camacho
Board Clerk

A Regular meeting of the Board of Directors of Biola Community Services District is hereby called for Thursday, October 20, 2022 at the District’s office located 4925 N. Seventh Street, Biola, CA 93606 at 6:00PM. Pursuant to the District’s Bylaws and Rules of Order, this Notice of Regular Meeting shall be delivered to each Director and not less than 72 hours in advance of the meeting and posted in the locations specified and at the District Office.

REGULAR OPEN MEETING

CALL TO ORDER

ROLL CALL

Time: _____

Board Members

Carlos Rodriguez

Monique Dolores

Martha Madera

Mercedes Ramos

Reyes Lozano

General Manager

Cruz Ramos

General Counsel

Meggin Boranian

Board Clerk

Marisol Camacho

PLEDGE OF ALLEGIANCE

1. CERTIFICATION

Certification that the agenda was posted at least 72 hours before the meeting at Shaw Market, Best Market, Biola Community Center, Biola Post Office, Biola Pershing-Elementary and was signed by Board President and Board Clerk acknowledged as being correct.

2. PUBLIC COMMENT

This portion of the meeting is reserved for members of the public to address the Board on items of interest that *are not* on the agenda and are within the subject matter of the Board. *Speakers will be limited to 3 minutes.* Any documents needed to be presented to the Board of Directors as a handout will only be accepted if handed to the Board Clerk for disbursement.

3. CONSENT CALENDAR ITEMS

- A. Adoption of Agenda – Regular Meeting October 20, 2022
- B. Approval of Regular Meeting Minutes- September 15, 2022
- C. Approval of Financials ending September 30, 2022
- D. Approval of Fresno County Rural Transit Agency Program (MV Transportation)
- E. Approval of Infectious Disease Policy-Injury and Illness Prevention Program (IIPP) No. 2900
- F. Approval of Resolution No. 2022-10
- G. (A Resolution of the Board of Directors of the Biola Community Services District Awarding a Contract for Engineering Services for the Design of Storm Water Improvements to AM Consulting Engineers For a Not to Exceed Amount of \$119,990, and Authorize the General Manager to Sign the Agreement on Behalf of the Biola Community Services District)
- H. Approval of Mid Valley Disposal First Amendment to the 2021 Agreement

4. INFORMATIONAL / UPDATES

A. Staff Report—see attached

5. BOARD OF DIRECTORS / STAFF COMMENTS

6. CLOSED SESSION

NONE

7. ADJOURNMENT

A. The next regular meeting of the Board of Directors will be on November 17, 2022

Note: The agenda items may not be presented in the order they are listed. Persons wishing to discuss an item that was taken out of order will have the opportunity to do so. All agenda items listed are considered to be discussion and/or action items. Materials related to an item on this agenda that are public documents and are submitted after distribution and posting of the agenda are available for public inspection in the district's office at 4925 N. Seventh Street Biola, CA 93606, during normal business hours. Documents that are public documents provided by others during a meeting will be available at the same location during business hours after the meeting. The Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the district at (559) 843-2657. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

Date 10-13-22



Carlos Rodriguez – Board President



Marisol Camacho – Board Clerk



Board of Directors Regular Meeting Minutes

Thursday, September 15, 2022

OPEN MEETING – 6:00 PM

BIOLA COMMUNITY SERVICES DISTRICT

4925 N. Seventh Street – PO Box 57 Biola CA 93606 (559) 843-2657

REGULAR OPEN MEETING

CALL TO ORDER

Time: 6: 04 pm

ROLL CALL

Board Members

Carlos Rodriguez – Present

Monique Dolores – Present

Martha Madera – Present

Reyes Lozano – Present

Mercedes Ramos – Present

General Manager

Cruz Ramos – Present

General Counsel

Meggin Boranian – Absent (Excused)

Board Clerk

Marisol Camacho – Present

Also Present: Helen Hernandez, Pete Cerna, Ermadine Rivas, Natalia Meza, Jose Meza, Phillip Cervantes, Kirk Ramos, Joe Heisdorf

PLEDGE OF ALLEGIANCE

1. CERTIFICATION

Certification that the agenda was posted at least 72 hours before the meeting at Shaw Market, Best Market, Biola Community Center, Biola Post Office, Biola Pershing-Elementary and was signed by Board President and Board Clerk acknowledged as being correct.

2. PUBLIC COMMENT

Philip Cervantes, VFW Post Commander- VFW Car, Upcoming Raisin Day Parade, Biola Chamber of Commerce donation received by BCSD and Mid Valley Disposal.

3. CONSENT CALENDAR ITEMS

A. Adoption of Agenda – Regular Meeting September 15, 2022

Board member Lozano makes a motion to approve the amended agenda

Board member Dolores seconds, Vote Count 3-1 Approved

B. Approval of Regular Meeting Minutes- August 18, 2022

Board member Madera makes a motion to approve with the contingency to correct the amount from \$2,900 to \$2,500 on Minutes dated August 18, 2022 for Agenda Item 4-1

Board member Lozano seconds, Vote Count 5-0 Approved

C. Approval of Financials ending August 31, 2022

Board member Ramos makes a motion to approve with the notice to review unclear subcommittee stipends

Board member Reyes seconds, Vote count 5-0 Approved

D. Approval of Mid Valley Disposal Amendment to the 2021 Agreement

Joe Heisdorf, Chief Financial Officer for Mid Valley, informs the Board of the negotiations made with the General Manager all of which are stated in the First Amendment to the 2021 Agreement. After an inquiry from Board Member Dolores, Heisdorf agrees to work with General Manager to lower the cost of the senior discount. The following members of the public made a comment: Phillip Cervantes, Kirk Ramos, and Jose Meza

Board member Madera makes a motion to approve this first amendment with the decision made on the 80/20 CPI for Los Angeles.
Board member Lozano seconds, Vote Count 5-0 Approved

E. Approval of Conflict-of-Interest Code

Board member Dolores makes a motion to approve the Conflict-of-Interest Code
Board member Lozano Seconds, Vote Count 5-0 Approved

4. INFORMATIONAL / UPDATES

A. Forensic Audit

- A meeting will be scheduled with Mr. Nelson to move forward with the forensic audit.
- General Manager informs the Board of an appointment scheduled for September 27, 2022. The forensic audit is different than the yearly audit.

B. SitelogIQ - See attachments

- Estimated Savings and PG&E comparisons
- A Change order in the amount of \$24,414.30 not covered by ECAA Loan
- Board member Ramos inquiry on how often True Up bill is paid, General manager to follow up.

C. American Rescue Plan of 2021 1:44:28

- RFQ's were sent out on September 1, 2022 to six different engineering firms and responses are due by October 6, 2022.
- General Manager states the RFQ's have been sent out for this project.

D. Hall Rental Increase

- The Hall Rental Committee met on September 8, 2022 to discuss a rate increase.
- General Manager states this item is still in discussions and is to continue to the October meeting.

E. Lighting on Fifth Street

- The lighting is on hold at the moment. We have contacted our Engineer Jerry Jones regarding the light boxes incorrectly placed.
- General Manager states the lighting is on hold and waiting on response from engineer.

F. CPA Checks

- There was an inquiry regarding wanting copies of all checks issued and placing a monthly copy of them in the Board member packets. Also, a request was made to have checks mailed out from the CPA office. The CPA will not issue copies of checks and that is why a general ledger of all checks is enclosed. As for employee and Board member checks being mailed out from the CPA office, that cannot be done because checks need to come back to the District office for signature. The District office can mail board member checks but Board members need to let the District office know.
- General manager states staff will work with CPA on including a memo section for Board member checks.

G. Arrearages

- A spread sheet of the arrearages was put together by the previous administration. Not everyone received the credit due to not all residents being behind on their payments. All amounts were credited to the accounts in May of this year. General manager states the money has been allocated to the accounts.

H. New Policy Amending Board Election Guidelines

- There was an inquiry about amending the election guidelines in regards to relating parties and relatives. We are in the process of researching and reviewing but more than likely we will not have enough information until next agenda. To date, we do not have any information, but we will bring it back.
- General Manager is researching and reviewing this item.

I. El Dorado

- The El Dorado situation has not been resolved. We will need the forensic audit to be able to resolve this situation, to be continued.
- General Manager states this has not been resolved but will be clarified when she meets with the forensic auditor.

J. AA Anonymous

- Sorry to report after speaking to Rigoberto Gamboa we found he is not licensed to be able to sponsor the group. Because of liability reasons, we cannot honor his request to use the hall.
- General Manager will check with risk management to see what they have to say .

K. Surplus Funds Disbursement- See attachment

- Ann Tipton Easement amount \$175.41
- General manager wants to show staff is trying to find more money where possible.

L. Infectious Disease Policy-Injury and Illness Prevention Program (IIPP) No. 2900- See attachment

- For review and input before it is finalized and brought back for approval in October
- General manager states this item will be brought back in October.

5. BOARD OF DIRECTORS / STAFF COMMENTS

- **General Manager** status on CDBG 20031 and Groundwater Recharge Project-Notices Inviting Bids will be sent out on September 21, 2022.
- **Board member Rodriguez** asks for the status of the Kiosk. General Manager states staff is working on purchasing one to place outside Community Center.
- **Board member Madera** notes a resident spotted a man inside the BCSD property after office hours.
- **Board clerk** informs Board of:
 - Second food distribution to be held every fourth Friday of the month from 4:00pm-6:00pm
 - Working on updating BCSD website with District information and flyers.

6. CLOSED SESSION

NONE

7. ADJOURNMENT

Board member Lozano makes a motions to adjourn the meeting at 8:14PM

Board member Dolores seconds, Vote count 5-0

A. The next regular meeting of the Board of Directors will be on October 20, 2022

I, Marisol Camacho, Clerk to the Board for the Community of Biola, do hereby declare under penalty of perjury that the above Minutes are a true report of all action minutes taken at the Board of Directors meeting held on the September 15, 2022 at the Biola Community Services District, 4925 N. 7th Street, Biola, CA 93606.

Date 9-27-22



Marisol Camacho – Board Clerk