



Informational Reports

To: Biola Community Services District Board of Directors
From: District Staff
Date: May 25, 2023
RE: Informational Staff Report

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

1. **Fresno Irrigation District Proposition 218 Election** Ballots have been mailed out by FID to vote for the upcoming Proposition 218 election to assist in these key areas. Public hearing scheduled for June 8, 2023 @3pm. Please see attached for more information. Ballots have been received in the mail for anyone interested to review.
2. **Fresno County MTV Rural Transit** Our electric fence was finally installed and our electric vehicle is here on the premises. They still need to add a key box for the drivers to have access to the vehicle. They are wanting to have a ribbon cutting. The date scheduled is Friday, June 16, 2023 @10:00am. We will work on getting the media out here for this special event.
3. **Board of Directors Ethics Training** Our Ethics AB1234 compliance training was completed on April 28, 2023 by the Board Members. Next training to be scheduled in the month of June is the Sexual Harassment training.
4. **Mid Valley Disposal (MVD) Senior Citizen Application-** now available
5. **Mid Valley Disposal (MVD) Clean up event** Moving forward we will only have our clean-up event for one day which will be only on (Saturday) to avoid any and all confusion. Our next event cleanup will be Saturday, October 7th 2023.
6. **Mtn Valley Environmental:**
 - o assisted in the ATP potholing that took place on May 10, 2023. Unfortunately, the outcome wasn't what we expected. The lines were supposed to be abandoned but when they started on Biola & "E" Street water emerged from the pipes. Concerns that they are not abandoned, so the district has requested plans/maps from our Engineer Jerry Jones so that Mountain Valley will know where they need to continue moving forward. Mountain Valley will provide the district with a quote on what it will cost to get this work done. Since the County has the design for the ATP Project 95% complete, it would cost the district a lot of money to have to redirect and have the County change the plans to move the Storm drain if we can't get those water lines on Biola Avenue abandoned.
7. **Hall Rental Committee:** The new hall rental rates will take effect July 1, 2023.
8. **El Dorado Monthly Billing (update)-** Online payment option now available, please see the BCSD website

- 9. Annual Audit (Engagement Letter)**- (See agenda item 7) RFP will be sent out once last year's audit is complete.
- Our auditor (Bryant Jolley, CPA) will be present at our Regular Board Meeting on May 25, 2023. This will be the final draft. Since the previous manager is no longer with the District and a signature is needed. I added a clause to protect myself in signing the final draft. "That as the Interim General Manager effective February 17, 2023, that I am not liable for the items missing and for information not provided in a timely manner".
- 10. SDRMA Street light claims**: Legal Counsel sent out demand letters to both Biola Residents as to the damaged property that occurred 2 years ago on Biola Avenue. We finally received a check from one of the residents on May 18, 2023 in the amount of \$6,568.16. We can now order the lamp post, trash can and bench.
- 11. Forensic Audit**: Two Boards have approved the Forensic Audit. The previous Board approved the audit with a specific, narrow scope. GM was working to finalize Scope. Those were the last notes from the previous GM. At our last Board Meeting the Interim GM asked the Board for more time as to a month or two to try and figure out the missing gap of finances to prevent the district in spending the \$24,000 that it would take to obtain an Forensic Auditor. The GM has been able to put notes and conversations together to see where this all started and left off to be able to at least determine if the money borrowed has been deposited back into the district as to the amounts and date. (to be continued) General Manager and volunteer (Korene Ramos) are still working on the above.
- 12. Y & H Engineering projects** :(see agenda item 5)
- 1) Biola Groundwater Recharge Project process has been started on 3rd street
 - 2) CDBG Sidewalk Improvements 20031 has been completed on fifth street
 - 3) Water Upgrade System board approved to move forward in February 2023
 - 4) CDBG 23/24 – District came in 4th need update from Engineer information was provided by Advisory Committee member
- 13. AM Consulting Engineers Projects**
- 1) ARPA Project
 - 2) Wastewater Treatment Plan Upgrade-Storm drain Improvements
 - 3) Landscape & Lighting 23/24
- 14. ByLaws, Policies, Ordinances, Etc.**: Bernadette has completed typing up the policies as a word document, staff forwarded to Legal counsel. Legal counsel never updated. The General Manager and Executive Assistant will start the process of reviewing the Bylaws, Policies and Ordiances. Once the reviewing process is edited and complete the General Manager will present the updated information to the Board Chair and Vice President who were the ones that volunteered their time for the committee. Committee will present to the Board for action, once completed. Last updated was 2019.
- 15. 5th Street Lighting** as mentioned on the informational notes dated March 28, 2023. Our 5th Street lights are finally up, but are not connected. As per our Engineer Jerry Jones the conduit and pull boxes were installed, but as per Carlos Rodriguez the wiring to connect to the electrical box is not. The Board has several questions for Yamabe & Horn Engineering regarding the above before moving forward. Yamabe & Horn is on the agenda for May 25, 2023 Board Meeting.

16. **2023/2024 Budget** the process of the new budget has been started, will follow up with Board Treasure to discuss items listed. Once a draft is complete will forward by email to the Board and will list this item on the June agenda for approval/discussion.

17. **Social Media** our staff has created a completely new Facebook and Instagram follow us for updates and community events.

18. **Community Organizers**

1. We had a meet and greet with Jakara Organization and Fresno City College on May 16, 2023. They would like to bring computer literacy classes to the Biola Community free of charge. They would like to kick start this with a “Career Event” at the Biola Community Center sometime in June. The goal is to be able to receive feed back from the residents of what is needed and what they would like to see happen, drinks and food would be provided. The 2 organizations are excited to partner up with the Biola Community Services District and look forward to an eventful year. Flyer will be sent out once a date is scheduled.
2. St Agnes has reached out to our District wanting to provide a mobile health clinic for our community once or twice a week at no cost to the community. Their services would include immunizations (Covid and flu), blood pressure screenings, hemoglobin testing, A1C testing, and glucose level checks. Community members have the option to see their doctors to discuss their results, have a physical examination or discuss any health concerns. Their team includes community health workers that can link residents to a primary care provider and share information on local resources to address any social needs. The start date is Thursday, June 8, 2023 from 1:00pm to 5:00pm. Flyer is attached
3. Linda Martinez with UFW Foundation (Emergency Relief Organizing Coordinator) reached out to our District. Since Biola represented the UFW March last year very well. The UFW wanted to help the farmworkers in our community. They are very excited about the opportunity to help our Farm Labor Community get some stimulus money of \$600. UFW will come out to Biola on August 10, 2023 @ 10am to 5pm to sign up 40 farm labor residents only. The signup sheet is in the office. Only the people on the list will be registered. If UFW are available to come back out at a later time, they will contact the office for another future date.