



10/20/22
AGENDA ITEM NO. 4-A

STAFF REPORT

To: Biola Community Services District Board of Directors

From: Cruz Ramos, General Manager

Date: October 20, 2022

RE: Informational Staff Report

- 1) **Forensic Audit:** (see attached) in progress
- 2) **Hall Rental Increase:** The Committee met, reviewed information and plans to schedule another meeting for further discussion.
- 3) **Job Descriptions:** in progress
- 4) **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.
- 5) **Annual Budget Closing for 2021-22:** Stephen Huerta from Cuttone & Mastro and District staff are meeting October 25, 2022 to begin closing the District's 2021-22 Budget year ending June 2022.
- 6) **Annual Independent Audit Report: 2021/22:** The District's annual Financial Transactions Report (FTR) submitted to the state is due on 1/31/223 each year for the preceding year. It's based on data available after the closing on June 30, 2022, by Mastro & Cuttone (audited or unaudited).
- 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 can consider paying for the project from reserves. In the meantime, District staff will explore all other available options.
- 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's estimate was \$171,671 with an Alt 1 of \$10,000. 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) **Mid valley Disposal**: the Board will receive the revised amendment, including the revised rates and authorize the Prop 218 process. A two-day clean up event is scheduled for October 28 and 29.
- 12) **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.
- 13) **MVE Contract Services**: Staff is reviewing all contracted services to identify expiration dates, changes in scope of work, CPI, or other changes, etc. MVE has increased their rates by 8.26 % resulting in a monthly increase of \$522.03. Mastro & Cuttone increased their monthly rate from \$1,000.00 to \$1,200.00. Recommendation all rate increases should first be approved by the Board.
- 14) **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 80% and 20% for the District's. In August, the District received \$1,286.56. The lease renewal will be brought to the Board in November for renewal consideration .
- 15) **Fifth Street Lighting**: As of 10/11/22 the Biola Chamber is moving forward and purchasing five (5) lights to complete the light on the East side of Fifth street.
- 16) **CPA Memo Section on Board Checks**: Mastro & Cuttone were contacted regarding adding more detail to the meeting checks. The meeting date will be added under reference as there is no other space.
- 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 a Board meeting.
- 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.
- 19) **ByLaws, Policies, Ordinances, Etc.**: Staff will continue to research existing files for updates and will discuss updates for all with legal counsel.