



REVISED

Informational Reports

To: Biola Community Services District Board of Directors

From: District Staff

Date: March 16, 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 will be mailed out to vote for the upcoming Proposition 218 election to assist in these key areas. Ballots will be mailed out in April. Public hearing scheduled for June 8, 2023 @3pm. Please see attached for more information
2. **Fresno County MTV Rural Transit** RGC is the general contractor for this project and will start the installation of the electrical gate next week. The weather has been a factor in the delay. RGC stated that our Handicap parking is out of compliance and that it will need to be corrected. RGC did give us a quote to complete the work if we wish to move forward. I explained to David Ramirez with RGC that this project was completed and signed off by the County. I explained that I would make contact with the county in regards to this matter. We did the whole parking lot in 2017 (USDA Community Parking Lot Project) and at that time the County signed off on the project. Will follow up with an update next week the invoice attached does not include the repair of the sidewalk leading into the office. As per RGC would only charge the district \$400 to repair sidewalk section. (see attached)
3. **Board of Directors Ethics training** Our Ethics training is available at no cost through CSDA (California Special Districts Association). The Board will need to decide moving forward if they would like to arrange a special meeting for all Board Members to meet at the same time or individually. The training is a webinar so we are able to schedule anytime, the sooner the better
4. **Mid Valley Disposal (MVD) Senior Citizen Application-** now available (See attached)
5. **Mid Valley Disposal (MVD) Clean up event-** (See attached)
6. **Mtn Valley Environmental:**
 - o Gopher repairs- GM approved to fix most immediate damage approximately \$44,000 work is still not complete
 - o Contract pending- Made contact with Mountain Valley contract was forwarded for review will discuss with the Board if any additional information needs to be added. This item will be put on the April agenda for a final approval upon review (see attached)
7. **Trash Dumping behind 5-Acre Vineyard-** confirmed trash is on District Property and staff has started the cleanup.

8. **Hall Rental Committee:** we moved forward with committee; the following are our volunteers; Board President- Duarte, Board Vice President- Ramos, Staff- Cerna, VFW Representative – Cervantes. First scheduled meeting Friday, March 10, 2023 @12pm. A status report will be reported at the Board of Directors Meeting Thursday, March 16, 2023. If Board of Directors agree with the increase and changes the amendment will be added to the April Agenda for approval
9. **MOU For Athletics Program:** no further information provided due to no coach
10. **El Dorado Monthly Billing (update)-** This is the first month with the new increases, no major complaints just a lot of questions. Online payment option now available, please see the BCSD website
11. **Annual Audit (Engagement Letter)-** (See attached) RFP will be sent out once last years audit is complete.
 - o Financial Transaction Report has been submitted as of 1/31, now waiting to finalize Independent Auditors Report and at that time auditors will be present. A substantial portion of the audit is completed pending inspection of minutes and supporting documents samples. Once inspected a determination will be made to move forward with the audit procedures hoping to be complete by April Board Meeting
12. **ATP Biola Shoulder & Sidewalk Improvements Project** (See attached) consent item
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 to discuss all Biola CSD projects. Fresno County engineers stated costs for fire hydrant relocation and adjustments of lids/boxes would not be covered under the grant, the determination letter will be signed by the Board President at the March 16, 2023 Board of Directors scheduled meeting. GM approved that the district would cover any and all costs for relocation work. See attached estimates. As for the streetlights on Biola Ave, District would have to find source of funding to install lights if wish to install underground components during ATP project. All engineering fees and any electrical costs would be District responsibility. **As per the County of Fresno 3/15/23 (Sebastian-project coordinator) the project will not start until the end of this year beginning of next year.**
13. **Youth Shelter/Use of Hall-** Board tabled requesting all youth activities be discussed together. Staff recommends a board committee. Need a committee
14. **SDRMA Street light claims:** Legal Counsel to report on status. Quotes have been emailed to Meggin and as 3/10/23 demand letters will be mailed (see attached)
15. **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. No update.
16. **Y & H Engineering projects:**
 - 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
 - 4) Landscaping and Lighting 22/23
 - 5) CDBG 23/24

17. AM Consulting Engineers Projects

- 1) ARPA Project
- 2) Wastewater Treatment Plan Upgrade-Storm drain Improvements

18. ByLaws, Policies, Ordinances, Etc.: Legal counsel to update. Bernadette has completed typing up the policies as a word document staff forwarded to Legal counsel. Further discussion is needed moving forward on all of the above

19. Emergency Alert

National Weather Services – the Biola Community Services District is not responsible for severe rain, flooding and heavy wind damages. If any resident has a life-threatening emergency call (911), for a non-threatening emergency please call the Fresno County Sheriff's Department at (559) 488-3111, and for any flooding call (211). In the case of flooding our sand bag location is; Biola County Yard – 12855 West “G” Street. If an extreme amount of sand bags is needed, please contact the County of Fresno, Public Works & Planning Department, Road Maintenance Division at (559) 600-4240 (see attached)

20. Hall Keys

An inquiry has been made if Board of Directors are able to have a set of keys to the Community Center. It has never been requested for the board to have a set of keys to the community center. If a board member ever needed to come into the center an employee would always come and open it when needed. The other reason of not dispersing out so many keys is that an alarm code would also need to be assigned, so that we are able to keep track of who goes in and out in the event of an emergency. We will need Board direction to move forward

21. Rural Community Water Managers Leadership Institute 2023

Today I received a call from Sue Ruiz with Self-Help. She was calling to inform us of the Leadership Institute coming up. She stated that Self-Help has been very impressed with Biola and would like Biola to be Their Poster child and join the Leadership Institute by allowing Self-Help to show case Biola and add a tour of Biola to the upcoming session. They would like to invite Biola to be part of the tour on Saturday, April 29. They would like participants to learn how Biola runs their water system, their wastewater system, where their water comes from (all GW or combined with Surface water), what impact the river has on their community water and especially learn how Biola CSD has partnered with NK GSA and FID for the new recharge basin. They stated Biola is a community to be proud of especially when small communities struggle so much. They know Biola has its challenges; but they are impressed how Biola just keeps working hard for their community. If the board agrees to move forward with this, they would also like to use the Community Center to pay someone to cater lunch for 30-50 people. They also recommended to have the WWTP Operator and maybe the community engineers to conduct the tour if Board agrees to move forward (see attached)

22. Kings Basin Water Authority Committee

KBWA Advisory Committee had a scheduled meeting on 3/15/23. The BCSD is part of the Advisory Committee in which, meetings are only 3 times a year. Our current representative is Board Member Carlos Rodriguez, in the event that Mr. Rodriguez is not able to attend our 2nd Representative is Pete Cerna. It is very important that we as the BCSD are doing our part to be present at these scheduled meetings. (see attached)