



**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
BIOLA COMMUNITY SERVICES DISTRICT
January 18, 2024**

The Board of Directors of the Biola Community Services District met for its Board Meeting on January 18, 2024 at the Biola Community Center, Biola, California.

The following were present:

Board of Directors:

Jennifer Duarte, Board President
Carlos Rodriguez, Vice President
Martha Madera, Board Treasurer
Reyes Lozano, Board Member

The following were absent:

Board of Directors:

Kirk Ramos, Board Secretary

Staff - Present.

Public:

Phillip Cervantes, Andrea Cortez, Helen Hernandez, Martha Palmeno

Roll Call

Roll Call was called.

Call to Order

Board Chair calls the meeting together at 6:01p.m.

Item 1.0 –Public Comment

None

Item 2.0 – Consent Calendar

2a. Approval of Regular Meeting Minutes dated November 21, 2023

Board Chair Duarte notes corrections to the meeting minutes date. It should be corrected to December 21, 2023. Another correction to note in the Minutes is on agenda item 3: Annual Reorganization of the Board of Directors. The typo pertains to the election of the Secretary, where Kirk Ramos was nominated for Secretary, not Treasurer as incorrectly stated in the meeting minutes.

A motion is made to approve the Minutes dated December 21, 2023.

MSC Lozano/Rodriguez Roll Call Vote- None Recorded

2b. Approval of Financials ending December 31, 2023

**Board Treasurer Madera makes an inquiry on the Reconciliation.
A motion is made to approve financials ending December 31, 2023.**

MSC Madera/Lozano Roll Call Vote 4 ayes 1 absent

AGENDA ITEM

NEW BUSINESS-

Item 3.0 – Status Update and Discussion on the Second Phase of the Groundwater Recharge Project (CDBG Project No. 21032)

Alfonso Manrique of AM Consulting Engineers, Inc states this is the first CDBG Project under the three-year CDBG agreement approved in November 2023. The Project consists of expanding a stormwater basin from 2 acres to 5 acres on Biola Ave and Gettysburg. Construction is expected to begin this 2024 summer. The expanded basin will serve as a storm basin in winter, receiving stormwater flows, and percolate more groundwater during the summer months. After Board discussion, Alfonso clarifies that this CDBG funding is specifically allocated for the basin expansion. He plans on obtaining information from County staff on what project will make the final connection from F Street to the basin.

The following members of the public made a public comment: Phillip Cervantes

The Board gives direction to the General Manager to figure out the status of the beginning and end of the Groundwater Recharge Project.

Item 4.0 - Status Update and Discussion on the Storm Drain Improvements Project (ARPA)

Alfonso Manrique, AM Consulting Engineers, Inc states the American Rescue Plan Act (“ARPA”) grant was awarded in 2022 for construction of storm drain pipelines. The ARPA bid will open on Tuesday, January 23, 2023 2:00PM.

Informational item only, no action taken.

Item 5.0- Discussion and Consider Approval of the Memorandum of Understanding (MOU) with Fresno City College to Move Forward with EMLS And Digital Literacy Courses

Elaine Cervantes, General Manager states Fresno City College contacted us to move forward with the Adult Education courses, however, the approval of the MOU by the Board is required for the process to proceed. Registration is scheduled for February 2024, with classes planned to occur twice a week starting in March 2024. Students will be provided with access to our laptops.

A motion is made to move forward with approving the Fresno City College Memorandum of Understanding.

MSC Lozano/Rodriguez Roll Call Vote-None Recorded

Item 6.0- Discussion and Consider Awarding *IG Service Solutions* as the Consultant for Water and Rate Study

Elaine Cervantes, General Manager, stated that staff conducted a Request for Proposals (RFP) and received two proposals. Following the reviews, IG Service Solutions was selected for Board consideration and approval.

A motion is made to approve *ICG Services Solutions* as the selected consultant for the rate study.

MSC Madera/Lozano Roll Call Vote 4 ayes 1 absent

Item 7.0- Discussion and Consider Approval of the Request For Proposals (RFP) for an Independent Auditor

Elaine Cervantes, the General Manager, discovered previous auditors would no longer engage in business with the District. However, no notations indicating this decision were recorded in the files. Historically, they have been the sole applicant when the District has released RFP's. Elaine consulted our CPA, who, in an effort to save District funds, provided the name of a certified public consultant capable of conducting the required 2022-2023 audit, *HHC, Inc.* Elaine obtained a quote for the services, which is now presented before the board, and recommends proceeding with the certified auditor. Vice Chair Rodriguez suggests obtaining three proposals for consideration.

A motion is made to move forward with *HHC, Inc* as the certified public accountant for our audit.

MSC Madera/Lozano Roll Call Vote 3 ayes 1 nay(Rodriguez) 1 absent

Item 8.0- Consider Approval of the District's Revised Bylaws Motion to Approve Dated 11/15/18

Elaine Cervantes, General Manager states the only revisions is to the regular meetings of the board. The holiday clause was added. Moving forward, there are other items in the bylaws that need to be revised as they are not compliant with the law. Staff recommend bringing it back next month with another revision.

A motion is made to approve the revised Bylaws that include the holiday clause for regular meetings.

MSC Lozano/Madera Roll Call Vote 4 ayes 1 absent

Item 9.0- Board Member Communications Information

Any Board member may make an announcement, report briefly on their activities, or ask a question for clarification:

- **Board Treasurer Madera-** inquiring about the status of the burned home on Third Street and is sharing the results of the Community Plan meeting. The next meeting is scheduled for January 31st.
- **Board Chair Duarte-** Wishes to get someone to come out to provide a club or inspiration for the community kids offering the use of our facility.
- **Vice Chair Rodriguez-** Wishes to follow through with batteries for solar panels to save the District money.

Item 10.0- Staff Reports

General Manager, Elaine Cervantes, presents her staff report and verbally includes the following to her staff report:

- **ATP Lighting Project-** Alfonso Manrique, from AM Consulting Engineers, delivered the necessary documents for the County to move forward with the ATP project. Although the cost of pull boxes and conduits is still unknown, 11 decorative lights will be required.
- **LIHWAP Water Assistance-** A total of 150 individuals have registered through Fresno EOC and representatives will come out again on January 19, 2024.
- **SiteloIQ-** We submitted a payment of \$26,000. The subsequent payment is scheduled for either April or May, occurring twice annually.
- **Districts 5 Acres-** -consulted with County staff and discovered that, based on discussions with neighboring property owners and considerations related to agriculture, housing or a park is not feasible on the site. Additionally, the property lacks water and sewer infrastructure, and installing them would incur significant costs. The most viable option appears to be leasing the property to a tenant who does not require water/sewer, such as a storage facility.

CLOSED SESSION

- None

Item 11.0- ADJOURNMENT 6:48PM

The next regular meeting of the Board of Directors is Thursday, February 15, 2024.

At 6:48p.m. on January 18, 2024 the Meeting of the Board of Directors was adjourned.

I, Kirk Ramos, Board Secretary 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 Regular Board of Directors meeting held on January 18, 2024 at the Biola Community Services District, 4925 N. 7th Street, Biola, CA 93606.

Approved:

Date

Kirk Ramos, Board Secretary

**NEXT MEETING OF THE BOARD OF DIRECTORS
February 15, 2023 – Regular Meeting, Biola, CA**