



Biola Community Services District
Minutes of the
Board of Directors
Regular Board Meeting September 19, 2024
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Regular Board Meeting on September 19, 2024 at the Biola Community Center, Biola, California.

Directors present: **Jennifer Duarte, President**
Carlos Rodriguez, Vice President
Martha Madera, Treasurer
Reyes Lozano, Board Member

Directors absent: **None, (1) Vacancy**

Staff Present: **Present**

Public present: Manuel Villareal, Adela Lozano B, Imelda Zarate, Martin A Avila, Jonna C., Moises Ramirez, Amelia Ponce, Mary Carmona, Francisco M., Abel Vargas, Antonio Camacho, *Name Illegible*, Joel Matias, Horacio Carbajal, Maria G Carbajal, Lucrecia Martinez, Irma P., Issac V., Phillip Cervantes, Juana Hernandez, Israel Rodriguez, Juan Diaz, Alfredo Ramirez, Jose Barajas, Jose R. Gonzalez, Balmore Acosta, Javier del Toro, Maria Santos, Sim S., Cecilia Diaz, Rodrigo Diaz, Raul Mendoza, Pete Cerna, Noraliza Soliz, Alfredo Soliz, Jose Tovar, Cristine Rodriguez, *Name Illegible*, Maria M. Cruz, Soledad Vasquez, Juana Santos, Guillermo Lopez, Marcelina Lopez, Manuel Aguilar Negrete, Maria Diaz, Maria Soto, Margarita Altamirano, Aurelio M., Eduardo Antunez, Eduardo Antunez Jr., Marysol Antunez, and Joseluis Rodriguez.

Roll Call- Roll Call was called.

Call to Order- Director Jennifer Duarte called the meeting to order at 6:00 PM. Spanish translation was provided for this meeting.

AGENDA ITEM

1. PUBLIC COMMENT

The following people made a public comment: Juana Hernandez, Carmen Zamora, Pete Cerna, Amelia Ponce, Adela Lozano, Maria Soto, Mary Carmona, Martin Avila, *Anonymous*, Juana Hernandez, Raul Mendoza, Marcelina Lopez, Kinverly Suarez, and Eduardo Antunez.

2. CONSENT CALENDAR

a. APPROVAL OF REGULAR MEETING MINUTES DATED AUGUST 15, 2024

b. APPROVAL OF FINANCIALS ENDING AUGUST 31, 2024

Director Martha Madera noted that the financials show no bills for July and August from legal counsel, Mid Valley Disposal, or an *inaudible item*. She also mentioned a

payment to Cricket Wireless, which the General Manager explained was for the after-hours cell phone service, switched from Verizon to Cricket.

A motion was made to approve the meeting minutes and financials.

Motion made by: Reyes Lozano

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed.

NEW BUSINESS-

3. AUTHORIZE ENVIRONMENTAL TESTING ON TWO BIOLA DISTRICT SITES: BASIN AND COMMUNITY CENTER ADJACENT LOT FOR FUTURE COMMUNITY DEVELOPMENT

Presenter: Simranjit Singh (Sim) from the Jakara Movement requested access to two sites—the north side of the Community Center and E Street—for free soil toxicity testing provided by the EPA. The testing will not disturb the properties and is unrelated to any current community projects. It is for future development purposes.

Director Comments: Director Martha Madera asked about the exact location on E Street. Sim clarified it's the school basin. Director Carlos Rodriguez expressed appreciation.

A motion was made to approve.

Motion made by: Carlos Rodriguez

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed.

4. CONSIDER APPROVAL OF THE 2024-2025 DISTRICT PROPOSED BUDGET

Presenter: Elaine Cervantes, General Manager, reported that the Ad Hoc committee reviewed the budget on September 17, 2024, covering areas like Contract Services, Professional Services, Licensing, Insurance, Repairs, Salaries, Utilities, and Capital Outlay. They made adjustments to reduce expenditures, noting that this is an estimate of projected spending.

Director comments: Director Carlos Rodriguez noted the budget is unbalanced, with expenditures exceeding revenue. The General Manager explained that Repair and Maintenance costs were overestimated.

A motion was made to approve.

Motion made by: Jennifer Duarte

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- No

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed.

5. CONSIDER APPROVAL OF BOARD MEMBER EXPENSE REIMBURSEMENT POLICY

Presenter: Elaine Cervantes, General Manager, clarified that this expense covers board member reimbursements for mileage, meals (up to a limit), and lodging when attending training. It is not for additional stipends.

Director comments: Director Carlos Rodriguez suggested exploring online or free training options due to the deficit. Legal counsel clarified that, per policy, any training or travel expenses must be approved by the board, not individual board members. Board authority is required for reimbursement or approval of training expenses. The policy can always be revised.

A motion was made to approve.

Motion made by: Jennifer Duarte

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed.

6. CONSIDERATION TO SUBMIT AN APPLICATION TO LAFCO TO ANNEX THE WWTP PROPERTY AND THE REMAINING ACTAGRO PROPERTY PER THE COMMUNITY PLAN UPDATE MAP

This item has been pulled (removed) from the agenda.

7. INFORMATION REGARDING REVOCATION OF THE CDBG GRANT FOR BIOLA FIRE HYDRANT REPLACEMENT PROJECT NO. 24031

Presenter: Elaine Cervantes, General Manager, provided background on the project. The District was initially ranked number one for funding approval from the Board of Supervisors. However, on August 12, 2024, the County notified the District that the grant for replacing 18 fire hydrant meters was withdrawn because the Census and HUD determined Biola is no longer below the poverty level, currently at 41% instead of the required 51%. Consequently, the District cannot reapply for funding for another year and is considering looking for a new surveyor to conduct a census.

Director comments: Director Martha Madera asked for clarification on certain points. The general manager responded that she would provide more information upon receiving a report. Director Jennifer Duarte expressed interest in understanding how to ensure the District's eligibility for these grants.

Information item only; no direction provided at this time.

8. BOARD MEMBER COMMUNICATIONS

- Director Jennifer Duarte updated that the Budget Ad Hoc Committee included two community members. To reduce costs, QR codes will be provided at board meetings for accessing the agenda in English and Spanish, with a limited number of paper copies available. The agenda will also be posted on the website.

9. STAFF REPORTS

General Manager Elaine Cervantes presented the staff report.

10. CLOSED SESSION

NOTICE TO THE PUBLIC

The Ralph M. Brown Act allows the Governing Board to meet in closed session with members of its staff and its attorneys on certain matters. These sessions are not open to the public and may not be attended by members of the public. Any public reports of action taken in closed session will be made in accordance with Government Code.

- (a) Public Employee Performance Evaluation (Pursuant to Gov. Code, § 54957)

*Customer Service Representative
Maintenance*

- (b) Conference with Labor Negotiators (Pursuant to Gov. Code, § 54957.6)

Agency Designated Representatives: *General Manager Elaine Cervantes*
Unrepresented Employees: *Customer Service Representative and Maintenance*

There is no reportable action to report.

11. ADJOURNMENT

Meeting adjourned at **7:51PM**

The next regular meeting of the Board of Directors is Thursday, October 17, 2024.

At 7:51 p.m. on September 19, 2024 the Meeting of the Board of Directors was adjourned.

I, Marisol Camacho, Board 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 Regular Board of Directors meeting held on September 19, 2024 at the Biola Community Services District, 4925 N. Seventh Street, Biola, CA 93606.

Approved:

Date

Marisol Camacho, Board Clerk

**NEXT MEETING OF THE BOARD OF DIRECTORS
October 17, 2024 – Regular Meeting, Biola, CA at 6:00PM**

4:51 PM

10/07/24

Accrual Basis

BIOLA COMMUNITY SERVICES DISTRICT
Balance Sheet Prev Year Comparison
As of September 30, 2024

	Sep 30, 24	Sep 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking - CVCB (15070832)	40,734.54	-11,911.37	52,645.91	442.0%
1010 · Cash-County Treas-Gen Subclass	84,115.20	117,304.25	-33,189.05	-28.3%
1020 · Cash-LAIF	141,244.18	292,902.75	-151,658.57	-51.8%
Total Checking/Savings	266,093.92	398,295.63	-132,201.71	-33.2%
Other Current Assets				
Account's Receivable				
1100 · Account's Receivable	117,005.63	84,495.84	32,509.79	38.5%
1150 · Allowance for Doubtful Accounts	-4,000.00	-4,000.00	0.00	0.0%
Total Account's Receivable	113,005.63	80,495.84	32,509.79	40.4%
1210 · Charge Backs Receivable	805.35	0.00	805.35	100.0%
1220 · Other Receivables	202,098.04	202,098.04	0.00	0.0%
Total Other Current Assets	315,909.02	282,593.88	33,315.14	11.8%
Total Current Assets	582,002.94	680,889.51	-98,886.57	-14.5%
Fixed Assets				
1400 · Construction In Progress				
1405 · CIP-Application for CDBG	5,733.50	5,733.50	0.00	0.0%
1410 · CIP-ARPA	80,246.83	56,438.33	23,808.50	42.2%
1425 · CIP-Groundwater Recharge	769,073.91	737,791.72	31,282.19	4.2%
1426 · CIP- Groundwater Recharge Ph 2	10,185.00	0.00	10,185.00	100.0%
1430 · CIP-Recycled Water	272,659.00	272,659.00	0.00	0.0%
1440 · CIP-Water System Upgrade-SRF	365,174.94	365,174.94	0.00	0.0%
1450 · CIP-WWTP Improvements	242,419.67	138,949.67	103,470.00	74.5%
1460 · CIP-Biola Ave Sidewalk-East	5,660.60	5,660.60	0.00	0.0%
Total 1400 · Construction In Progress	1,751,153.45	1,582,407.76	168,745.69	10.7%
1500 · Community Center	923,150.22	923,150.22	0.00	0.0%
1510 · Computer Equipment	17,446.45	17,446.45	0.00	0.0%
1520 · Downtown Improvement	2,123,006.39	2,123,006.39	0.00	0.0%
1530 · Land	194,055.81	194,055.81	0.00	0.0%
1540 · Sewer System	2,303,470.54	2,303,470.54	0.00	0.0%
1550 · Storm Drainage Basin	792,692.84	792,692.84	0.00	0.0%
1560 · Water System	2,886,289.64	2,886,289.64	0.00	0.0%
1600 · Equipment- Community Center	59,021.56	59,021.56	0.00	0.0%
1610 · Equipment- Sewer	96,059.69	96,059.69	0.00	0.0%
1620 · Equipment- Water	54,625.33	54,625.33	0.00	0.0%
1700 · Accumulated Depreciation	-5,050,838.00	-4,666,055.00	-384,783.00	-8.3%
Total Fixed Assets	6,150,133.92	6,366,171.23	-216,037.31	-3.4%
TOTAL ASSETS	6,732,136.86	7,047,060.74	-314,923.88	-4.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	9,630.22	223,304.52	-213,674.30	-95.7%
Total Accounts Payable	9,630.22	223,304.52	-213,674.30	-95.7%
Other Current Liabilities				
2110 · Accrued Interest	12,928.28	12,928.28	0.00	0.0%
2120 · Accrued Payroll	4,580.00	4,580.00	0.00	0.0%
2200 · Customer Deposits- Comm Ctr	4,178.72	3,300.00	878.72	26.6%
2300 · Utility Deposits	23,753.64	19,943.67	3,809.97	19.1%
2400 · Payroll Liabilities	2,049.04	2,048.41	0.63	0.0%
Total Other Current Liabilities	47,489.68	42,800.36	4,689.32	11.0%
Total Current Liabilities	57,119.90	266,104.88	-208,984.98	-78.5%
Long Term Liabilities				
2500 · Loan - CA Energy Commission	850,924.24	881,905.00	-30,980.76	-3.5%
2550 · Safe Drinking Water- Revolving	22,125.00	30,975.00	-8,850.00	-28.6%
Total Long Term Liabilities	873,049.24	912,880.00	-39,830.76	-4.4%
Total Liabilities	930,169.14	1,178,984.88	-248,815.74	-21.1%

4:51 PM

10/07/24

Accrual Basis

BIOLA COMMUNITY SERVICES DISTRICT
Balance Sheet Prev Year Comparison
As of September 30, 2024

	<u>Sep 30, 24</u>	<u>Sep 30, 23</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
3000 · Opening Balance Equity	4,202,750.84	4,202,750.84	0.00	0.0%
3200 · Retained Earnings	1,608,445.97	1,733,156.72	-124,710.75	-7.2%
Net Income	-9,229.09	-67,831.70	58,602.61	86.4%
Total Equity	5,801,967.72	5,868,075.86	-66,108.14	-1.1%
TOTAL LIABILITIES & EQUITY	6,732,136.86	7,047,060.74	-314,923.88	-4.5%

BIOLA COMMUNITY SERVICES DISTRICT Profit & Loss Prev Year Comparison July through September 2024

	Jul - Sep 24	Jul - Sep 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Sales and Services	165,264.52	109,496.89	55,767.63	50.9%
4050 · Rents and Concessions	3,900.00	6,188.00	-2,288.00	-37.0%
4100 · Admin Fees	226.00	25.00	201.00	804.0%
4110 · Connection and Turn-On Fees	2,600.00	-383.47	2,983.47	778.0%
Total Income	171,990.52	115,326.42	56,664.10	49.1%
Expense				
5000 · Bank Charges	349.15	125.60	223.55	178.0%
5015 · Communications	2,626.58	2,945.40	-318.82	-10.8%
5020 · Community Support	0.00	2,500.00	-2,500.00	-100.0%
5025 · Computer and Internet	1,827.29	1,573.22	254.07	16.2%
5035 · Continuing Education	0.00	925.70	-925.70	-100.0%
5100 · Contractual Services				
5105 · Plant Operations	20,526.00	27,513.00	-6,987.00	-25.4%
5110 · Solid Waste Disposal - Res.	6,097.43	18,618.08	-12,520.65	-67.3%
5111 · Solid Waste Disposal - Comm.	1,206.08	1,485.84	-279.76	-18.8%
5120 · Solar Maintenance	6,786.58	6,588.91	197.67	3.0%
Total 5100 · Contractual Services	34,616.09	54,205.83	-19,589.74	-36.1%
5230 · Fees & Assessments	1,683.16	346.23	1,336.93	386.1%
5250 · Insurance	28,637.00	27,467.76	1,169.24	4.3%
5260 · Janitorial	425.00	378.39	46.61	12.3%
5280 · Legal Notices and Publishing	0.00	555.00	-555.00	-100.0%
5290 · Licenses and Permits	-16.60	0.00	-16.60	-100.0%
5310 · Memberships and Publications	250.00	1,350.00	-1,100.00	-81.5%
5320 · Miscellaneous	0.00	96.97	-96.97	-100.0%
5330 · Office	5,769.54	3,895.19	1,874.35	48.1%
5340 · Operating Supplies and Chemical	2,090.50	2,085.00	5.50	0.3%
5350 · Outside Services/Event Comp.	600.00	800.00	-200.00	-25.0%
5400 · Professional & Specialized Serv				
5410 · Accounting	3,765.00	3,600.00	165.00	4.6%
5420 · Audit Fee	11,970.00	0.00	11,970.00	100.0%
5440 · Legal	4,120.00	15,032.60	-10,912.60	-72.6%
5450 · Other Professional Services	4,784.98	1,408.00	3,376.98	239.8%
5460 · Research and Monitoring	360.00	1,449.60	-1,089.60	-75.2%
Total 5400 · Professional & Specialized Serv	24,999.98	21,490.20	3,509.78	16.3%
5500 · Rents and Leases Expense				
5510 · Equipment	0.00	0.00	0.00	0.0%
Total 5500 · Rents and Leases Expense	0.00	0.00	0.00	0.0%
5550 · Repairs and Maintenance				
5560 · Equipment	0.00	320.74	-320.74	-100.0%
5570 · Landscaping	2,500.00	1,350.00	1,150.00	85.2%
5590 · Structures and Grounds	16,488.89	51,753.39	-35,264.50	-68.1%
Total 5550 · Repairs and Maintenance	18,988.89	53,424.13	-34,435.24	-64.5%
5600 · Salaries and Wages				
5610 · Board Member Compensation	1,600.00	2,100.00	-500.00	-23.8%
5630 · Holiday Pay	714.00	1,072.00	-358.00	-33.4%
5650 · Paid Leave	648.53	443.68	204.85	46.2%
5660 · Payroll Taxes	2,495.18	2,546.82	-51.64	-2.0%
5670 · Regular Hourly	19,139.00	31,776.00	-12,637.00	-39.8%
5680 · Salaries	12,115.39	0.00	12,115.39	100.0%
Total 5600 · Salaries and Wages	36,712.10	37,938.50	-1,226.40	-3.2%
5710 · Small Tools and Equipment	216.60	402.21	-185.61	-46.2%
5720 · Travel	0.00	2,256.03	-2,256.03	-100.0%
5800 · Utilities				
5810 · Gas and Electric	27,874.72	12,405.46	15,469.26	124.7%
Total 5800 · Utilities	27,874.72	12,405.46	15,469.26	124.7%
Total Expense	187,650.00	227,166.82	-39,516.82	-17.4%
Net Ordinary Income	-15,659.48	-111,840.40	96,180.92	86.0%

BIOLA COMMUNITY SERVICES DISTRICT
Profit & Loss Prev Year Comparison
 July through September 2024

	<u>Jul - Sep 24</u>	<u>Jul - Sep 23</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Income				
Contributed Capital				
6030 · State-Aid for Construction	2,380.00	40,492.00	-38,112.00	-94.1%
Total Contributed Capital	2,380.00	40,492.00	-38,112.00	-94.1%
6110 · Interest Revenues	0.00	0.00	0.00	0.0%
6130 · Other Non-Operating Revenues	1,260.00	1,107.00	153.00	13.8%
6150 · Rents and Leases Received	2,422.81	1,334.84	1,087.97	81.5%
6200 · Property Tax Revenue	367.58	1,074.86	-707.28	-65.8%
Total Other Income	6,430.39	44,008.70	-37,578.31	-85.4%
Net Other Income	6,430.39	44,008.70	-37,578.31	-85.4%
Net Income	-9,229.09	-67,831.70	58,602.61	86.4%

BIOLA COMMUNITY SERVICES DISTRICT
Profit & Loss Budget vs. Actual
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Sales and Services	165,264.52	614,000.00	-448,735.48	26.9%
4050 · Rents and Concessions	3,900.00	30,000.00	-26,100.00	13.0%
4100 · Admin Fees	226.00			
4110 · Connection and Turn-On Fees	2,600.00			
Total Income	171,990.52	644,000.00	-472,009.48	26.7%
Expense				
5000 · Bank Charges	349.15	2,000.00	-1,650.85	17.5%
5015 · Communications	2,626.58	10,000.00	-7,373.42	26.3%
5020 · Community Support	0.00	2,500.00	-2,500.00	0.0%
5025 · Computer and Internet	1,827.29	6,800.00	-4,972.71	26.9%
5035 · Continuing Education	0.00	5,000.00	-5,000.00	0.0%
5100 · Contractual Services				
5105 · Plant Operations	20,526.00	90,000.00	-69,474.00	22.8%
5110 · Solid Waste Disposal - Res.	6,097.43	80,000.00	-73,902.57	7.6%
5111 · Solid Waste Disposal - Comm.	1,206.08			
5120 · Solar Maintenance	6,786.58	6,400.00	386.58	106.0%
Total 5100 · Contractual Services	34,616.09	176,400.00	-141,783.91	19.6%
5230 · Fees & Assessments	1,683.16	7,500.00	-5,816.84	22.4%
5250 · Insurance	28,637.00	30,000.00	-1,363.00	95.5%
5260 · Janitorial	425.00	3,500.00	-3,075.00	12.1%
5290 · Licenses and Permits	-16.60	45,000.00	-45,016.60	-0.0%
5310 · Memberships and Publications	250.00	7,000.00	-6,750.00	3.6%
5320 · Miscellaneous	0.00	500.00	-500.00	0.0%
5330 · Office	5,769.54	8,500.00	-2,730.46	67.9%
5340 · Operating Supplies and Chemical	2,090.50			
5350 · Outside Services/Event Comp.	600.00	5,000.00	-4,400.00	12.0%
5380 · Postage and Delivery	0.00	4,000.00	-4,000.00	0.0%
5400 · Professional & Specialized Serv				
5410 · Accounting	3,765.00	17,500.00	-13,735.00	21.5%
5420 · Audit Fee	11,970.00	13,000.00	-1,030.00	92.1%
5430 · Engineering & Project Mgt	0.00	5,000.00	-5,000.00	0.0%
5440 · Legal	4,120.00	35,000.00	-30,880.00	11.8%
5450 · Other Professional Services	4,784.98	8,000.00	-3,215.02	59.8%
5460 · Research and Monitoring	360.00	5,000.00	-4,640.00	7.2%
Total 5400 · Professional & Specialized Serv	24,999.98	83,500.00	-58,500.02	29.9%
5550 · Repairs and Maintenance				
5560 · Equipment	0.00	5,000.00	-5,000.00	0.0%
5570 · Landscaping	2,500.00	15,000.00	-12,500.00	16.7%
5590 · Structures and Grounds	16,488.89	85,500.00	-69,011.11	19.3%
Total 5550 · Repairs and Maintenance	18,988.89	105,500.00	-86,511.11	18.0%
5600 · Salaries and Wages				
5610 · Board Member Compensation	1,600.00	7,500.00	-5,900.00	21.3%
5630 · Holiday Pay	714.00	4,000.00	-3,286.00	17.9%
5650 · Paid Leave	648.53			
5660 · Payroll Taxes	2,495.18	11,500.00	-9,004.82	21.7%
5670 · Regular Hourly	19,139.00	90,792.00	-71,653.00	21.1%
5680 · Salaries	12,115.39	49,500.00	-37,384.61	24.5%
Total 5600 · Salaries and Wages	36,712.10	163,292.00	-126,579.90	22.5%
5700 · Services Charges-Fresno County	0.00	400.00	-400.00	0.0%
5710 · Small Tools and Equipment	216.60			
5800 · Utilities				
5810 · Gas and Electric	27,874.72	55,000.00	-27,125.28	50.7%
Total 5800 · Utilities	27,874.72	55,000.00	-27,125.28	50.7%
Total Expense	187,650.00	721,392.00	-533,742.00	26.0%
Net Ordinary Income	-15,659.48	-77,392.00	61,732.52	20.2%
Other Income/Expense				
Other Income				
Contributed Capital				
6030 · State-Aid for Construction	2,380.00			
Total Contributed Capital	2,380.00			
6110 · Interest Revenues	0.00	8,000.00	-8,000.00	0.0%
6130 · Other Non-Operating Revenues	1,260.00			
6150 · Rents and Leases Received	2,422.81			
6200 · Property Tax Revenue	367.58	75,000.00	-74,632.42	0.5%
6210 · Special Assessment Revenue	0.00	7,200.00	-7,200.00	0.0%
Total Other Income	6,430.39	90,200.00	-83,769.61	7.1%
Net Other Income	6,430.39	90,200.00	-83,769.61	7.1%
Net Income	-9,229.09	12,808.00	-22,037.09	-72.1%

3:17 PM
10/07/24

BIOLA COMMUNITY SERVICES DISTRICT
Reconciliation Summary
1000 - Checking - CVCB (15070832), Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	80,477.95
Cleared Transactions	
Checks and Payments - 55 items	-78,234.63
Deposits and Credits - 7 items	65,317.12
Total Cleared Transactions	<u>-12,917.51</u>
Cleared Balance	<u><u>67,560.44</u></u>
Uncleared Transactions	
Checks and Payments - 12 items	-26,825.90
Total Uncleared Transactions	<u>-26,825.90</u>
Register Balance as of 09/30/2024	<u><u>40,734.54</u></u>
New Transactions	
Checks and Payments - 14 items	-22,076.53
Deposits and Credits - 1 item	6,750.14
Total New Transactions	<u>-15,326.39</u>
Ending Balance	<u><u>25,408.15</u></u>

BIOLA COMMUNITY SERVICES DISTRICT

Reconciliation Detail

1000 - Checking - CVCB (15070832), Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						80,477.95
Cleared Transactions						
Checks and Payments - 55 items						
Bill Pmt -Check	07/30/2024	2163	Watkins Global Sec...	X	-308.00	-308.00
Bill Pmt -Check	07/30/2024	2162	VFW Post 5845	X	-200.00	-508.00
Bill Pmt -Check	07/30/2024	2160	Streamline	X	-63.00	-571.00
Paycheck	08/13/2024	2185	Elaine R. Cervantes	X	-1,475.98	-2,046.98
Bill Pmt -Check	08/23/2024	2189	Elaine Cervantes	X	-1,475.97	-3,522.95
Bill Pmt -Check	08/27/2024	2192	HHC, Inc.	X	-11,970.00	-15,492.95
Bill Pmt -Check	08/27/2024	2199	Mountain Valley Env...	X	-6,962.00	-22,454.95
Bill Pmt -Check	08/27/2024	2196	Liebert Cassidy Whit...	X	-4,243.45	-26,698.40
Paycheck	08/27/2024	2207	Elaine R. Cervantes	X	-1,475.96	-28,174.36
Bill Pmt -Check	08/27/2024	2197	Linguistica Interpreti...	X	-1,296.78	-29,471.14
Bill Pmt -Check	08/27/2024	2191	Creative Technologies	X	-929.75	-30,400.89
Bill Pmt -Check	08/27/2024	2202	Watkins Global Sec...	X	-572.00	-30,972.89
Bill Pmt -Check	08/27/2024	2194	Katie Matthews	X	-500.00	-31,472.89
Bill Pmt -Check	08/27/2024	2200	Sebastian Telephone	X	-444.58	-31,917.47
Bill Pmt -Check	08/27/2024	2195	Kings Basin Water ...	X	-250.00	-32,167.47
Bill Pmt -Check	08/27/2024	2190	Comcast Business	X	-214.69	-32,382.16
Bill Pmt -Check	08/27/2024	2206	Reyes Lozano.	X	-100.00	-32,482.16
Bill Pmt -Check	08/27/2024	2205	Martha .Madera	X	-100.00	-32,582.16
Bill Pmt -Check	08/27/2024	2203	Carlos Rodriguez	X	-100.00	-32,682.16
Bill Pmt -Check	08/27/2024	2198	Little Giant	X	-50.00	-32,732.16
Check	09/03/2024	EFT	CED	X	-603.01	-33,335.17
Check	09/03/2024	EFT	Google	X	-259.20	-33,594.37
Check	09/03/2024	EFT	Adobe, Inc.	X	-19.99	-33,614.36
Check	09/04/2024	EFT	Office Depot	X	-595.13	-34,209.49
Check	09/06/2024	EFT	Office Depot	X	-90.68	-34,300.17
Check	09/09/2024	EFT	Cricket Wireless	X	-60.00	-34,360.17
Bill Pmt -Check	09/10/2024	2215	Mountain Valley Env...	X	-7,252.42	-41,612.59
Bill Pmt -Check	09/10/2024	2212	Carbajal Landscaping	X	-1,250.00	-42,862.59
Bill Pmt -Check	09/10/2024	2213	Cuttone & Mastro C...	X	-1,200.00	-44,062.59
Paycheck	09/10/2024	2220	Marisol Camacho	X	-1,143.90	-45,206.49
Paycheck	09/10/2024	2221	Morelia M Avila	X	-722.84	-45,929.33
Bill Pmt -Check	09/10/2024	2216	Sebastian Telephone	X	-449.95	-46,379.28
Paycheck	09/10/2024	2222	Pedro P Cerna	X	-438.00	-46,817.28
Bill Pmt -Check	09/10/2024	2214	Margarita Camacho	X	-250.00	-47,067.28
Bill Pmt -Check	09/10/2024	2211	Alert 360 - Fresno	X	-203.95	-47,271.23
Bill Pmt -Check	09/10/2024	2224	Streamline	X	-63.00	-47,334.23
Paycheck	09/10/2024	2223	Pedro P Cerna	X	-7.31	-47,341.54
Check	09/12/2024	EFT	Office Depot	X	-105.41	-47,446.95
Check	09/13/2024			X	-118.12	-47,565.07
Liability Check	09/16/2024	EFT	United States Treas...	X	-1,797.62	-49,362.69
Check	09/16/2024	EFT	Office Depot	X	-156.00	-49,518.69
Check	09/16/2024	EFT	Adobe, Inc.	X	-19.99	-49,538.68
Check	09/18/2024	EFT	PG&E	X	-3,123.25	-52,661.93
Paycheck	09/18/2024	2225	Pedro P Cerna	X	-175.69	-52,837.62
Check	09/20/2024	EFT	Office Depot	X	-510.09	-53,347.71
Bill Pmt -Check	09/23/2024	2230	Mountain Valley Env...	X	-7,739.50	-61,087.21
Bill Pmt -Check	09/23/2024	2231	Mountain Valley Env...	X	-6,680.47	-67,767.68
Bill Pmt -Check	09/23/2024	2228	Mid-Valley Disposal	X	-6,097.43	-73,865.11
Paycheck	09/23/2024	2233	Elaine R. Cervantes	X	-1,475.98	-75,341.09
Paycheck	09/23/2024	2234	Marisol Camacho	X	-1,358.59	-76,699.68
Paycheck	09/23/2024	2235	Morelia M Avila	X	-829.95	-77,529.63
Bill Pmt -Check	09/23/2024	2238	Martha .Madera	X	-100.00	-77,629.63
Bill Pmt -Check	09/23/2024	2227	Margarita Camacho	X	-100.00	-77,729.63
Bill Pmt -Check	09/23/2024	2239	Reyes Lozano.	X	-100.00	-77,829.63
General Journal	09/24/2024	691		X	-405.00	-78,234.63
Total Checks and Payments					-78,234.63	-78,234.63

BIOLA COMMUNITY SERVICES DISTRICT
Reconciliation Detail
1000 - Checking - CVCB (15070832), Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 7 items						
Bill Pmt -Check	05/21/2024	2070	The County of Fresno	X	0.00	0.00
Deposit	09/06/2024			X	21,558.94	21,558.94
Bill Pmt -Check	09/10/2024	2217	Streamline	X	0.00	21,558.94
Deposit	09/13/2024			X	24,952.69	46,511.63
Deposit	09/20/2024			X	4,268.18	50,779.81
Deposit	09/27/2024			X	7,590.82	58,370.63
Deposit	09/30/2024			X	6,946.49	65,317.12
Total Deposits and Credits					65,317.12	65,317.12
Total Cleared Transactions					-12,917.51	-12,917.51
Cleared Balance					-12,917.51	67,560.44
Uncleared Transactions						
Checks and Payments - 12 items						
Bill Pmt -Check	05/21/2024	2060	California Water Bo...		-12,335.40	-12,335.40
Bill Pmt -Check	05/21/2024	2072	VFW Post 5845		-200.00	-12,535.40
Bill Pmt -Check	06/04/2024	2092	VFW Post 5845		-400.00	-12,935.40
Bill Pmt -Check	08/27/2024	2201	VFW Post 5845		-400.00	-13,335.40
Bill Pmt -Check	09/10/2024	2218	Yamabe & Horn Eng...		-5,539.50	-18,874.90
Paycheck	09/10/2024	2219	Elaine R. Cervantes		-1,475.96	-20,350.86
Bill Pmt -Check	09/23/2024	2226	Liebert Cassidy Whit...		-4,120.00	-24,470.86
Bill Pmt -Check	09/23/2024	2232	West Star Environm...		-1,175.00	-25,645.86
Bill Pmt -Check	09/23/2024	2229	Mid-Valley Disposal		-603.04	-26,248.90
Bill Pmt -Check	09/23/2024	2240	Fresno County Trea...		-377.00	-26,625.90
Bill Pmt -Check	09/23/2024	2237	Jennifer Duarte		-100.00	-26,725.90
Bill Pmt -Check	09/23/2024	2236	Carlos Rodriguez		-100.00	-26,825.90
Total Checks and Payments					-26,825.90	-26,825.90
Total Uncleared Transactions					-26,825.90	-26,825.90
Register Balance as of 09/30/2024					-39,743.41	40,734.54
New Transactions						
Checks and Payments - 14 items						
Bill Pmt -Check	10/08/2024	2249	SitelogiQ		-6,786.58	-6,786.58
Bill Pmt -Check	10/08/2024	2254	Mid-Valley Disposal		-5,825.59	-12,612.17
Bill Pmt -Check	10/08/2024	2242	Carbajal Landscaping		-2,450.00	-15,062.17
Paycheck	10/08/2024	2251	Elaine R. Cervantes		-1,475.96	-16,538.13
Bill Pmt -Check	10/08/2024	2244	Cuttone & Mastro C...		-1,200.00	-17,738.13
Paycheck	10/08/2024	2252	Marisol Camacho		-1,169.86	-18,907.99
Bill Pmt -Check	10/08/2024	2246	Linguistica Interpreti...		-1,054.10	-19,962.09
Paycheck	10/08/2024	2253	Morelia M Avila		-837.06	-20,799.15
Bill Pmt -Check	10/08/2024	2248	Sebastian Telephone		-438.38	-21,237.53
Bill Pmt -Check	10/08/2024	2243	Comcast Business		-214.69	-21,452.22
Bill Pmt -Check	10/08/2024	2245	Lilian Mendoza Garcia		-214.36	-21,666.58
Bill Pmt -Check	10/08/2024	2241	Alert 360 - Fresno		-203.95	-21,870.53
Bill Pmt -Check	10/08/2024	2250	Terminex		-181.00	-22,051.53
Bill Pmt -Check	10/08/2024	2247	Little Giant		-25.00	-22,076.53
Total Checks and Payments					-22,076.53	-22,076.53
Deposits and Credits - 1 item						
Deposit	10/04/2024				6,750.14	6,750.14
Total Deposits and Credits					6,750.14	6,750.14
Total New Transactions					-15,326.39	-15,326.39
Ending Balance					-55,069.80	25,408.15



WE NEED YOUR FEEDBACK!

Fresno Council of Governments (Fresno COG) wants to know your transportation needs and suggestions in Fresno County. Submit your ideas from September 16 through October 31 by survey, voicemail, email or text. Tell us what you need, from bike lanes to bus stops, sidewalks to road improvements, and everything in between. Your suggestions will help shape the 2026 RTP and help the region's cities and the county prioritize projects.

Scan here with your cell phone camera to



SHARE YOUR SUGGESTIONS NOW

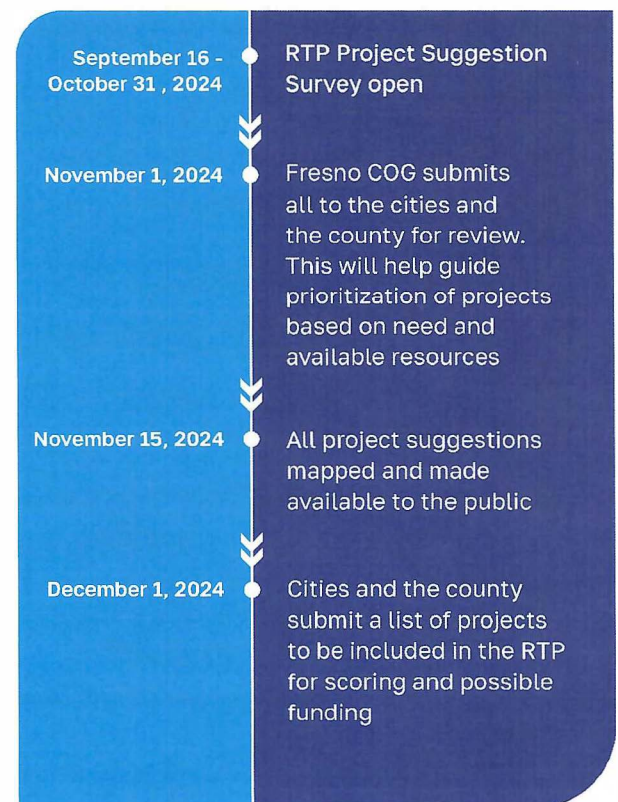
Survey Link: publicinput.com/vetnetsurvey

Or submit transportation suggestions in one of these ways:

- **Email us: 2026rtp@publicinput.com**
- **Leave a voicemail for us:** Call toll-free **855-925-2801**, then enter **code 10291** when directed. Leave us and voicemail of your suggestions.
- **Text (no charge to you) the word Needs to 73224**

For more information about the RTP update, visit planfresno.com

PUBLIC INPUT TIMELINE





¡NECESITAMOS SUS COMENTARIOS!

El Consejo de Gobiernos de Fresno (Fresno COG) quiere conocer sus necesidades y recomendaciones de transporte en el condado de Fresno. Envíe sus ideas desde el 16 de septiembre hasta el 31 de octubre por encuesta, correo de voz, correo electrónico o mensaje de texto. Díganos qué necesita, desde carriles para bicicletas hasta paradas de autobús, banquetas y mejoras en las carreteras, y todo lo demás. Sus recomendaciones ayudarán a dar forma al RTP 2026 y ayudarán a las ciudades de la región y al condado a priorizar los proyectos.

Escanee aquí con la cámara de su móvil para



**COMPARTIR SUS
RECOMENDACIONES AHORA**

Enlace a la encuesta:
publicinput.com/rtpespanol2024

O envíe recomendaciones de transporte de una de estas maneras:

- **Envíenos un correo electrónico a:** 2026rtp@publicinput.com
- **Déjenos un mensaje de voz:** Llame **gratis al 855-925-2801** e introduzca el **código 10291** cuando se le indique. Déjenos un mensaje de voz con sus recomendaciones.
- **Envíe por SMS (sin coste alguno para usted) la palabra RTP al 73224**

Para más información sobre la actualización del RTP, visite planfresno.com.

CRONOLOGÍA DE LA PARTICIPACIÓN DEL PÚBLICO

16 de septiembre -
31 de octubre
de 2024

La encuesta de opinión pública de RTP/SCS 2026 está abierta

1 de noviembre
de 2024

Fresno COG presenta todos los comentarios públicos recibidos a las ciudades y al condado para revisión. Esto ayudará a guiar la priorización de proyectos basados en las necesidades y recursos disponibles

15 de noviembre
de 2024

Todas las recomendaciones de proyectos cartografiadas y puestas a disposición del público

1 de diciembre
de 2024

Las ciudades y el condado presentan una lista de proyectos para ser incluidos en el RTP para determinar puntuación y posible financiación

Mural Project

CWOP 4.0

Background

The mural is a collaborative effort between community partners and a local artist, celebrating the vital contributions of the workers who have shaped Fresno into the thriving county it is today. This artwork honors their diversity, roles, and highlights their shared resilience through challenging times such as the COVID-19 pandemic. The mural will vividly represent the hardworking spirit and collective strength of the San Joaquin Valley region, serving as a lasting tribute to the enduring impact and strength of our community.

The project will be completely funded by the University of Merced Community and Labor Center, The Jakara Movement and Valley Forward. A community event will be held to present the mural.

Size: 5 feet x 25 feet

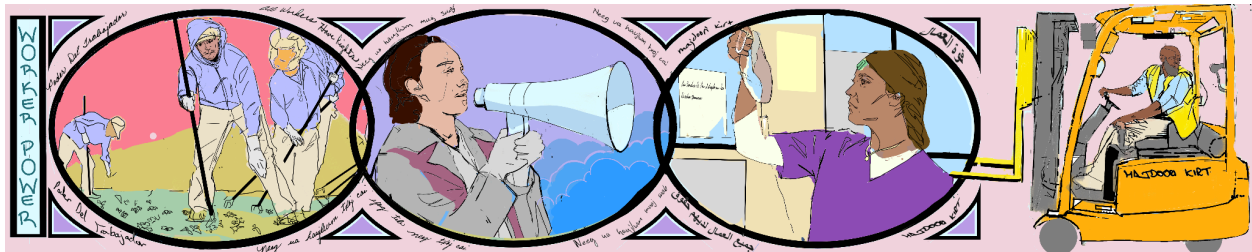
Artist: Martin Townsend

Materials: Acrylic paint

Location: Biola, 4925 N 7th Ave, Biola, CA 93606

We are excited to introduce this beautiful mural to Biola as a tribute to the community's hard work. The mural will commemorate the community's relentless efforts and serve as a strong and lasting symbol of unity, inspiring future generations.

Concept Design (Draft) : Changes are still being made.



Description of mural:

The mural powerfully represents the diverse and essential roles within the community, highlighting the contributions of various workforces in the Central Valley, from farmworkers to community organizers, healthcare workers, and forklift drivers. The words "worker power" surrounding the mural further emphasize the significance of these roles in the community.

Past Work from the Muralist Martin Townsend:



Union Park Mural 180" x 180" - 2017 - Fresno, CA



La Chica De Oro 2024 - Madera, CA

BIOLA COMMUNITY SERVICES DISTRICT REPORT TO THE BOARD OF DIRECTORS

To: BIOLA CSD BOARD OF DIRECTORS
From: Elaine Cervantes, General Manager
Subject: CWSRF Construction Grant
Attachments: Approval of Bids and Authorization to submit Final Budget Approval to State.

RECOMMENDATION:

Staff recommends that Board of Directors approve bids received for the Biola WWTP Upgrade project and authorize the General Manager to sign and submit the Final Budget Approval to the State.

BACKGROUND:

In August of 2015, the Board of Directors authorized AM Consulting Engineering to submit a Clean Water State Revolving Fund (CWSRF) Planning Grant Application to the State Water Resources Control Board (SWRCB) on behalf of the District for the preparation of a Feasibility Study (Study). The District received a funding agreement for the planning grant in June of 2016 in the amount of \$325,000 and AM Consulting Engineers proceeded with the preparation of the Study. The purpose of the Study was to evaluate the feasibility of reusing treated wastewater effluent from the District's Wastewater Treatment Plant (WWTP). The Study evaluated several alternatives including updating the exiting WWTP to produce disinfected tertiary recycled water to irrigate public parks, school grounds and other landscape areas within the District's service area, producing recycled water for industrial use and for agricultural irrigation, and a non-recycled water alternative that would update the WWTP to remove nitrogen from the effluent so that the wastewater effluent can be allowed to percolate and be protective of the groundwater's beneficial uses.

Due to the high cost associated with constructing a recycled water distribution system and because no industrial or agricultural users were willing to accept recycled water, the most feasible alternative was determined to be non-recycled water alternative. Under this alternative, AM Consulting Engineers developed a proposed project which included upgrading the existing WWTP to Extended Aeration Activated Sludge Facility capable of removing nitrogen from the treated wastewater, which will provide an incidental recharge of groundwater, demonstrate groundwater sustainability, and be consistent with Regional Water Quality Control Board (RWQCB) policy of beneficial reuse.

AM Consulting Engineers submitted a CWSRF construction application to the SWRCB in January

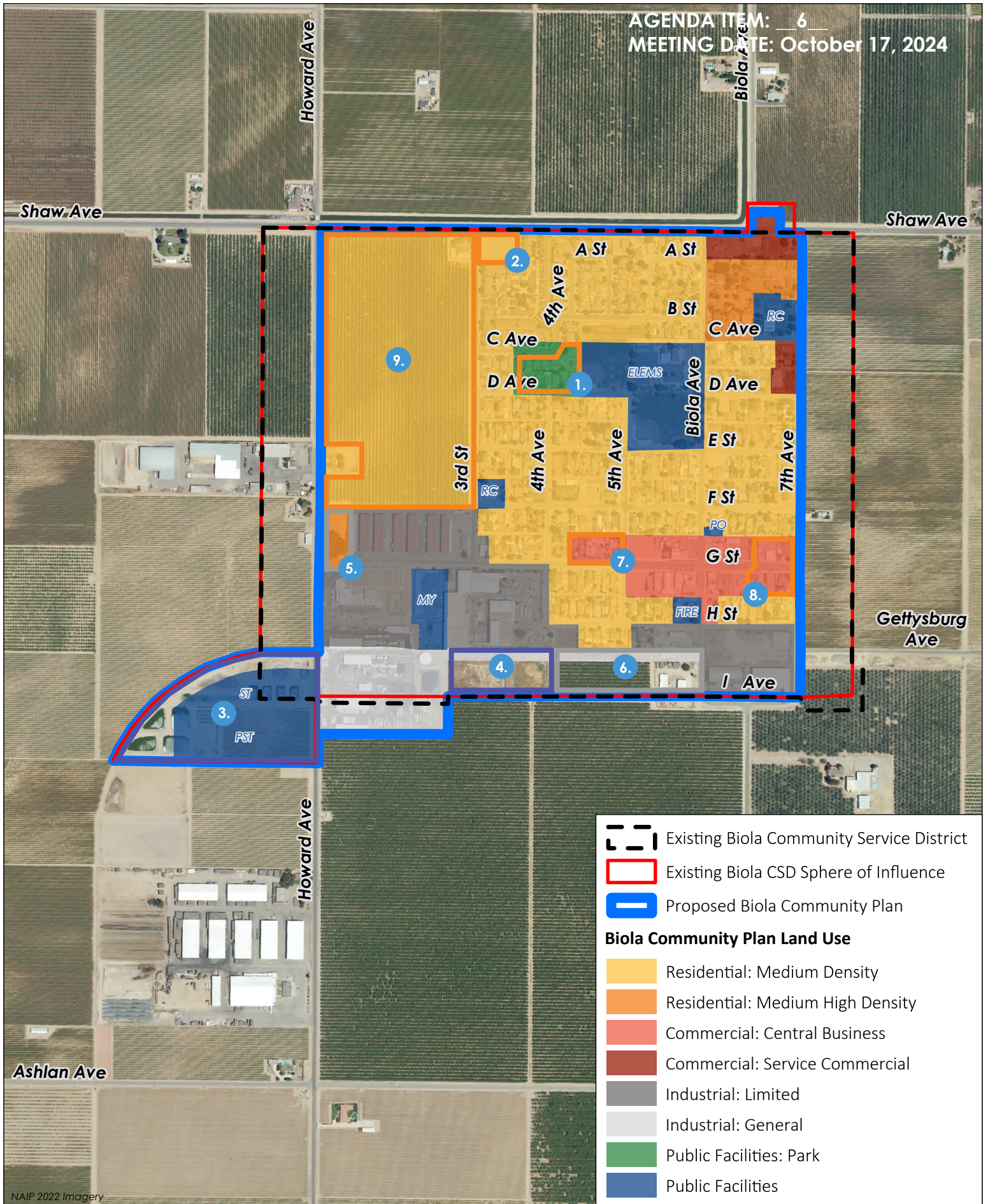
2018 requesting funding for the construction of the Project. On October 14, 2021, the District received a funding agreement from the SWRCB, awarding \$5,675,000 for the construction of the Project. The funding agreement was executed in February of 2022.

AM Consulting Engineers was retained by the Board to prepare construction documents for the WWTP Upgrade. Construction documents were finalized in June 2024 and advertised to solicit bids. Four bids were received and opened on September 11, 2024. Bids ranged from \$18 million to \$21.5 million.

The next step in the process is to submit a Final Budget Approval to the State requesting an amendment on the funding amount. The FBA package will take 6 to 8 months to approve and construction will be able to commence after.

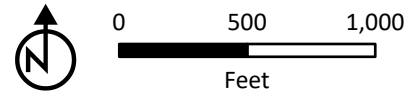
FISCAL IMPACT:

The submittal of an FBA package does not have a Fiscal Impact.



Ashlan Ave

NAIP 2022 Imagery



PROVOST & PRITCHARD



STAFF REPORT

SUBJECT:

Report on Status of Vacant Two-Year Seat of the Board of Directors and Appointment Process

RECOMMENDATION:

Information Only

BACKGROUND:

On February 15, 2024, a vacancy occurred on the governing board of the District.

On March 21, 2024, during a properly agendized special meeting, the governing board of the District took action to order an election to fill the vacancy at the next regular election. Prior to the Special Board meeting, the District emailed the resolution to the Fresno County Clerk/Elections office to ensure it conformed to the requirements to place the seat on the November 2024 election. The Resolution conformed with the Fresno County Clerk/Elections office's requirements, and thereafter was approved by the governing board.

On March 22, 2024, the District emailed the signed resolution ordering the placement of the vacant seat on the November 5, 2024 ballot to the Fresno County Clerk/Elections office and received confirmation of receipt.

On or about October 10, 2024, the District received questions regarding the two-year vacant seat on the Board of Directors that is not on the November 5 ballot.

The vacant two-year seat is not on the November 5 ballot because no candidate filed to run for the seat. The Fresno County Clerk/Elections Office confirmed this and informed the District that all five candidates elected to run for the two four-year seats.

Because the vacant two-year seat did not have any candidates, the County Board of Supervisors must make an appointment. The Board of Supervisors must make this appointment before December 2, 2024. The person appointed will be seated and take office with the successful candidates at noon on December 6, 2024 and serve the remainder of the two-year term.

DISCUSSION:

Individuals interested in applying for the seat, shall complete the application for "Elected Special Districts" that is available on the Fresno County Board of Supervisors website at <https://www.fresnocountyca.gov/Departments/Clerk-of-the-Board-of-Supervisors/Boards-Commissions-and-Committees/Elected-Special-Districts-and-Landowner-Elected-Special-Districts>. We have not been able to confirm the deadline to complete and submit the required application and any additional documents. Individuals interested should contact the County Clerk/Registrar of Voters office at (559) 600-8683 for more information.

Links to Additional Resources:

Link to the Elected Special District information on the Fresno County website: <https://www.fresnocountyca.gov/Departments/Clerk-of-the-Board-of-Supervisors/Boards->

[Commissions-and-Committees/Elected-Special-Districts-and-Landowner-Elected-Special-Districts](#)

Link to information regarding Fresno County Boards, Commissions, and Committees:
<https://www.fresnocountyca.gov/Departments/Clerk-of-the-Board-of-Supervisors/Boards-Commissions-and-Committees>

FISCAL IMPACT:

None identified at this time.

PREPARED BY:

Elaine Cervantes



October 8, 2024

Biola Community Services District
4925 N 7th Ave
Biola, CA 93606

Hudson & Company, Inc. is pleased to provide you with a bid proposal to provide audit services for Biola Community Services District (the District) for the year ending June 30, 2024.

Based on our experience performing similar audit engagements, we propose a not-to-exceed price of \$14,870 to perform the financial statement audit of the District for the year ending June 30, 2024. Any additional services, as agreed to by both parties prior to the start of such services, will be performed at our quoted hourly rates, which are \$250 for partner, \$170 for senior staff, \$150 for professional staff, and \$70 for clerical.

The following table lists all project tasks for the year ending June 30, 2024:

BIOLA COMMUNITY SERVICES DISTRICT AUDIT

Level of Personnel	Standard <u>Rate</u>	Anticipated <u>Billing Hours</u>	Estimated <u>Amount</u>
1 Partners	\$250	10	\$2,500
2 Senior Staff	\$170	30	\$5,100
3 Professional Staff	\$150	48	\$7,200
4 Clerical	\$70	1	\$70
	Total Hours	<u>89</u>	
Biola Community Services District Audit Proposal Price			<u>\$14,870</u>

I will be the engagement partner assigned to your audit. I am an authorized representative of the firm and can be contacted at 7473 N. Ingram Ave., Suite 102, Fresno, CA 93711, or by telephone at (559) 475-8910, and by email at khudson@hhccpas.com.

We are confident that you will find our firm offers the required expertise, technical knowledge, and business understanding to perform the audit services for the District. Our past experience provides us with a thorough understanding of the needs and requirements of the District, as well as the technical knowledge to perform such services in accordance with the accounting and auditing guidelines as published by the various authoritative entities.

This proposal is a firm and irrevocable offer for 60 days.

Please call if you need any further clarification on any item contained in this bid proposal. We appreciate the opportunity to provide you with the outstanding level of service you expect.

Sincerely,

Hudson & Company, INC.

A handwritten signature in black ink, appearing to read "Kip Hudson". The signature is stylized with a large, looped "K" and a long, sweeping horizontal line extending to the right.

By: Kip Hudson, CPA



CUTTONE & MASTRO

CERTIFIED PUBLIC ACCOUNTANTS

July 15, 2024

Biola Community Services District
 4925 N. Seventh Street
 Biola, Ca 93606

The following is a partial list of services available from Cuttone & Mastro CPA's. We hope to better meet your expectations of service from our firm by clearly identifying the particular services to be provided and their frequency. Our services will cover the year ended June 30, 2025.

You are responsible for assuming all management responsibilities, and for overseeing any bookkeeping services, tax services, or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

None of the services can be relied on to disclose errors, fraud, or illegal acts. However, we will inform you of any material errors and of any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have marked the frequency of the services that we expect to provide. Please review the information below and make any changes necessary.

Bookkeeping Services	Weekly/ Monthly	Quarterly	Annually
Record adjusting journal entries	X		
Post general ledger	X		
Prepare vendor and payroll checks	X		
Reconcile bank statements	X		
Post earnings records	X		
Record weekly bank deposits	X		
Record accounts receivable transactions to GL and reconcile to El Dorado billing and receivable software	X		
Prepare payroll tax returns		X	
Prepare W-2			X
Prepare 1099 Forms			X

Other bookkeeping services (specify)

Assist with accounting issues and questions as requested		X	
Assist with QuickBooks to enable you to prepare financial statements		X	

**7543 North Ingram, Suite 102
 Fresno, California 93711**

phone 559-261-4300

fax 559-261-4301

	Weekly/ Monthly	Quarterly	Annually
Financial Statements			
Balance Sheet Previous Year Comparison	X		
Profit & Loss Previous Year Comparison	X		
Special statements (specify)			
Profit & Loss Budget vs. Actual	X		
Other Services (specify)			
Assist auditors with annual audit			X

You have requested that we prepare the financial statements of Biola Community Services District as stated above.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with a modified accrual basis of accounting based on information provided by you. The modification does not include the recording of accounts receivable. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA’s Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the District or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial statements in accordance with the modified accrual basis as described above. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of the modified accrual basis of accounting used as the financial reporting framework to be applied in the preparation of the financial statements.
2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
3. The prevention and detection of fraud.
4. To ensure that the District complies with the laws and regulations applicable to its activities.
5. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.

6. To provide us with—

- a. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- b. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- c. Unrestricted access to persons within the District with whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

Joseph P. Mastro is the engagement partner and is responsible for supervising the engagement.

Effective October 1, 2024 our fees for these services will be \$1,500 per month. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Joseph P. Mastro
Of Cuttone & Mastro CPA's

Biola Community Services District:

Accepted by: _____
Date: _____



STAFF REPORT

Staff Report for Open Session: Approval of Salary Increases

Date: October 17, 2024

To: BCSD Board of Directors

From: Elaine Cervantes, General Manager

Subject: Consideration and Approval of Salary Increases for Customer Service Representative, and Maintenance Personnel

Purpose:

To seek approval for salary increases for the Customer Service Representative, and Maintenance Personnel, as outlined below.

Background:

The proposed salary increases aim to reflect the additional responsibilities, market competitiveness, and to ensure the retention of qualified staff within the organization. The following positions have been identified for a salary adjustment:

1. Customer Service Representative

- **Current Salary:** \$20,812.80 annually
- **Proposed Salary:** \$28,080.00 annually
- **Increase Justification:** A \$2.00 per hour increase is proposed, reflecting the need to maintain competitive compensation in line with industry standards. This increase recognizes the value of the Customer Service Representative's role in maintaining customer satisfaction and operational efficiency.

2. Maintenance Personnel

- **Current Salary:** 20,812.80 annually
- **Proposed Salary:** \$28,080.00 annually
- **Increase Justification:** Similar to the Customer Service Representative, a \$2.00 per hour increase is recommended for the Maintenance Personnel. This adjustment addresses the increased workload and the need to retain skilled maintenance staff, crucial for the upkeep of the organization's facilities.

Financial Implications:

The proposed salary increases are calculated based on the employees working 30 hours per week, resulting in a total of 60 hours every two weeks. With 26 pay periods in a year, the financial impact for each position is as follows:

- **Customer Service Representative:** \$28,080 annually (reflecting a \$2.00 per hour increase)
- **Maintenance Personnel:** \$28,080 annually (reflecting a \$2.00 per hour increase)

The total annual financial impact on the budget is \$56,160

Recommendation:

It is recommended that the Board approve the proposed salary increases for the Customer Service Representative, and Maintenance Personnel, effective October 18, 2024.

Conclusion:

These adjustments are necessary to ensure that the organization continues to attract and retain qualified employees while remaining competitive in the market. Approval of these increases will also support staff morale and operational efficiency.

Prepared by:

Elaine Cervantes
General Manager



MONTEREY
CONFERENCE CENTER

Agenda Item: 12
Meeting Date: October 17, 2024

FACILITY HOTELS PLANNING EXHIBITORS MONTEREY ABOUT 

BOOK AN EVENT

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 GALLERY



CSDA

**California Special
Districts Association**

Districts Stronger Together

2025 CSDA ANNUAL
CONFERENCE &
EXHIBITOR
SHOWCASE

AUGUST 25, 2025 - AUGUST 27, 2025



STAFF REPORT

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Prepared by:

Elaine Cervantes
General Manager

Biola Community Services District

POLICY HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 2505

2505.1 This policy shall apply to all employees.

2505.2 The following days shall be recognized and observed as paid federal holidays.

- New Years Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Washington's Day*
- Caesar Chavez Day
- Memorial Day
- Juneteenth National Independence Day*
- Independence Day
- Labor Day
- Columbus Day*
- Veteran's Day
- Thanksgiving Day and the Friday immediately following Thanksgiving Day;
- Christmas Day

2505.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the General Manager and received permission to be absent from work on that specific day or days.

2505.4 Whenever a holiday falls on a Monday, the Friday prior to the holiday shall be observed as the holiday.

2505.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2505.6 If any non-exempt employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1 ½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Amended on:

Board of Directors
October 17, 2024



Staff Reports

October 17, 2024

TO: BCSD Board of Directors

FROM: Elaine Cervantes

RE: Staff Report

Cc: Marisol Camacho, Morelia Avila

Board Members,

District Responsibility for Maintenance along Shaw Avenue and Alleys

We want to clarify the district's responsibility for maintenance along Shaw Avenue and the adjacent alleys. The district has managed the upkeep of weeds along Shaw Avenue walking path up to Well #3. Beyond this point, maintenance responsibilities fall to the respective property owners. As for the alleys they are sprayed and maintained for weeds twice a year. The District is not responsible for picking up trash, furniture, broken down fences or any other greenery that may be impeding the alley way. That is the responsibility of the property owner.

Specifically, the corner lot at Shaw Avenue and 3rd Street, as well as the property on Shaw Avenue next to Shaw Market, are not maintained by the district. We have contacted the owners of these properties regarding the necessary upkeep, but unfortunately, no action has been taken to our complaints.

As a next step, we will be reaching out to the County for further assistance in resolving these maintenance concerns. Please see attached photos as to the concerned areas.

ATP 5 Biola Community Sidewalk Improvement Project

On June 17, 2024, work commenced on the Biola Community Sidewalk Improvement Project, which is focused on Biola Avenue from Shaw Avenue to G Street. The construction activities will include:

- Storm drain improvements
- Electrical upgrades
- Concrete work
- Asphalt enhancements

Final Walk through of the current project is Tuesday, October 14, 2024. We appreciate your patience and understanding as we continue to enhance and beautify our community.

Thank you for your continued support.

Staff Report: District Maintenance Position Now Closed

The Biola Community Services District (BCSD) is seeking a dedicated and hardworking individual for a part-time Maintenance position. The role will involve:

- Maintaining the grounds of the District
- Upkeeping downtown Biola
- Caring for District Well sites
- Overseeing the Wastewater Treatment Plant (WWTP)
- Reading water meters on a monthly basis

The position has been posted on Indeed, our social media channels, and the district website. We aim to fill the position immediately upon selecting a qualified applicant as soon as possible.

Community Center Kitchen Freezer and Refrigerator

The refrigerator and freezer in the Community Center have unfortunately stopped working. A technician assessed the situation and determined that the compressor has failed, with repair costs estimated at approximately \$4,000.

In the meantime, we are borrowing a refrigerator to address immediate needs. However, we will need to purchase a new refrigerator soon.

We will provide updates on the purchase process and any further actions required.

Community Outreach

***Valley Health Team Resource Fair**

The Valley Health Team has partnered with the district to host a resource fair for our community. The event was scheduled for October 3, 2024, from 4:00 PM to 7:00 PM at the Biola Community Center.

Attendees had the opportunity to benefit from:

- Free health screenings
- Raffle prizes
- 17 different organizations of resources from across Fresno County were present

This resource fair, organized by the district and Valley Health Team, was an essential opportunity for the Biola community. Unfortunately, only three residents attended. It's important to remember that these resources were specifically brought in for you, including services like Medical, EOC, Central la Familia, Fresno City College, PG&E, Financial Aid assistance, Transportation, Head Start, and more. We understand that everyone has busy schedules, but we encourage at least one member from each household to participate in these events. Gathering this information can be crucial for your family's current needs. Let's show our support for the Valley Health Team and make the most of their efforts to help our community. Valley Health Team is

present during the Food Distribution on the 2nd Wednesday of every month, for more information on the recent Resource Fair, please speak to their team.

Jakara Movement and UC Merced

On Wednesday, October 3, 2024, we met with representatives from Jakara Movement and UC Merced. They presented a grant opportunity that could help the district secure a surveyor to conduct another census in Biola. Currently, Fresno County claims that Biola is no longer below the poverty level, reporting a figure of 41%, down from the previous 51%. This change affects our ability to apply for past and current CDBG Grants. We have census and HUD reports that contradict this claim, and it's our responsibility to demonstrate that their assessment is incorrect. We are grateful to Jakara Movement and UC Merced for their collaboration with the district in seeking solutions.

***Biola Food Distribution Schedule and Important Information**

The Biola Food Distributions are held three times a month:

- **1st Thursday of the Month** at 8:00 AM
- **2nd Wednesday of the Month** at 8:00 AM
- **4th Wednesday of the Month** at 4:00 PM

On the 2nd Wednesday of the month, United Health will be present to provide free health screenings to residents and anyone interested, at no cost.

Please be mindful that all participants are volunteers, especially during these hot months. We also want to remind everyone that the quantity of food we receive from the Fresno Food Bank can vary—sometimes there's plenty, and other times, there isn't enough. Unfortunately, this is beyond our control, and we appreciate your patience and understanding.

***BOARD PACKETS** – Agendas and Board Packets will be sent by email effective August 1, 2023. If a hard copy is needed copies will be available at the office for pickup at your convenience, every Friday before the scheduled Board Meeting of every month. Thank you for your patience as we try and be a little more efficient with staff time and safety.

As a reminder the office hours are as follows:

Monday – office closed

Tuesday – 8:00am –5:00pm

Wednesday – 8:00am –5:00pm

Thursday – 8:00am – 5:00pm

Friday – 8:00am – 2:00pm