



# Biola Community Services District

Regular Meeting – Board of Directors  
November 16, 2023  
Biola Community Center, 6:00 P.M.  
4925 N. Seventh Street  
Biola, CA

A regular meeting of the Board of Directors of Biola Community Services District is hereby scheduled for Thursday, November 16, 2023 at the District's office located 4925 N. Seventh Street, Biola, CA 93606 at 6:00PM. Pursuant to the District's Bylaws and Rules of Order, this Notice of Regular Meeting shall be delivered to each Director and not less than 72 hours in advance of the meeting and posted in the locations specified and at the District Office.

## AGENDA

### **OPENING CEREMONIES - 6:00 P.M.**

#### **Call To Order**

#### **Roll Call**

Jennifer Duarte- President  
Kirk Ramos- Vice President  
Martha Madera – Board Treasurer  
Carlos Rodriguez – Board Secretary  
Reyes Lozano- Board Member

#### **Pledge Of Allegiance**

### AGENDA ITEMS

### Recommended Action

#### **1. PUBLIC COMMENT**

This portion of the meeting is reserved for members of the public wishing to address the Board on items within its jurisdiction but not on this Agenda. Speakers may be limited to three minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Board President has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Board is prohibited by law from taking any action on matters not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to public comment at this time.

**NOTE:** Prior to action by the Board on any item on this agenda, the public may comment on that item. Speakers may be limited to 3 minutes. Any documents needed to be presented to the Board of Directors as a handout will only be accepted if handed to the Board Clerk for disbursement.

**2. CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered routine and will be approved as one item by one motion and one vote. There will be no separate discussion of these items will be held. If discussion is desired, a member of the Board may request an item be removed from the Consent Calendar before action is taken and the item(s) will be considered separately.

**(a) Approval of Regular Meeting Minutes**

Dated October 19, 2023

Motion to Approve

**(b) Approval of Financials**

Ending October 31, 2023

**NEW BUSINESS**

**3. Consider Awarding AM Consulting Engineers, Inc  
As the Selected Engineering Firm for CDBG  
Engineering Services**

*Elaine Cervantes, General Manager*

Motion to Approve

**4. Consider Approval of the District's  
General Manager Employment Agreement**

*Jennifer Duarte, Board President*

Motion to Approve

**5. Discussion of the January 2020 Missed Utility Billing  
Collection**

*Elaine Cervantes, General Manager*

Information/Discussion

**6. Discussion on Keri Salwasser Agreement (5-Acre  
Vineyard Lease)**

*Elaine Cervantes, General Manager*

Information/Discussion

**7. Discussion on the District's Monthly Food  
Distribution Policies and Procedures**

*Jennifer Duarte, Board President*

Information/Discussion

**8. Board Member Communications**

Information

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

**9. Staff Reports**

Information

Attached is District's Staff reports.

**CLOSED SESSION**

**NONE**

**10. ADJOURNMENT** \_\_\_\_\_

The next regular meeting of the Board of Directors is Thursday, December 14, 2023.

Note: The agenda items may not be presented in the order they are listed. Persons wishing to discuss an item that was taken out of order will have the opportunity to do so. All agenda items listed are considered to be discussion and/or action items. Materials related to an item on this agenda that are public documents and are submitted after distribution and posting of the agenda are available for public inspection in the District's office at 4925 N. Seventh Street Biola, CA 93606, during normal business hours. Documents that are public documents provided by others during a meeting will be available at the same location during business hours after the meeting. The Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District at (559) 843-2657. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Date 11/13/2023

  
Jennifer Duarte (Nov 13, 2023 14:48 PST)  
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Jennifer Duarte – Board President

  
Marisol Camacho (Nov 13, 2023 14:56 PST)  
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Marisol Camacho – Board Clerk