



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**