



AGENDA ITEM: 2a

MEETING DATE: June 20, 2024

**MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
BIOLA COMMUNITY SERVICES DISTRICT  
May 16, 2024**

The Board of Directors of the Biola Community Services District met for its Board Meeting on May 16, 2024 at the Biola Community Center, Biola, California.

The following were present:

**Board of Directors:**

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

The following seat is vacant:

**Board of Directors:**

*Vacancy*, Board Secretary

**Staff** – Present.

**Public:** Margarita Ventura, Rosa Hernandez, Martha Palmeno, Natalia Meza, Susana Barrios, Phillip Cervantes, Jose Meza, Andrea Cortez, Maria Camacho

**Roll Call**

Roll Call was called.

**Call to Order**

President Duarte calls the meeting together at 6:02PM. Board Treasurer Madera translated the key points in Spanish. President Duarte directs staff to have Spanish agendas made available for Spanish speakers.

**Item 1.0 –Public Comment**

None

**Item 2.0 – Consent Calendar**

2a. Approval of Regular Meeting Minutes Dated April 18, 2024.

2b. Approval of Financials ending April 30, 2024

A motion is made to approve the Minutes and Financials.

***MSC Madera/Lozano Roll Call Vote: 4 Ayes 1 Vacancy***

## **AGENDA ITEM**

### **NEW BUSINESS-**

#### **Item 3.0 – Guest Speaker Presentation: Fresno T.N.R. (Trap-Neuter-Return) on Addressing the Cat Population Crisis**

Brandi Sherman is CEO of a Trap-Neuter-Release program for feral cats called Fresno T.N.R. The goal is to stabilize the cat colonies through fixing and vaccinating. The program assists anyone who needs help. Brandi suggests forming a volunteer-based group to trap friendly cats in Biola to control the population. Biola is small enough to stabilize in about a year. The service costs \$30/cat, but if you cannot afford it, visit the website for options as there is help. For cage loans or questions, contact Fresno TNR.

*The following made a public comment: Margarita and Martha*

**The Board directed staff to share the contact information for Fresno T.N.R on the District website and social media platforms.**

#### **Item 4.0 - Discussion and Approval of Independent Auditors Report and Financial Statements ending June 30, 2023**

This item has been tabled for July 2024.

#### **Item 5.0- Update on the Biola Rideshare Service Project in Partnership with Fresno County Rural Transit Agency (FCRTA)**

Moses Stites, General Manager of FCRTA, provides a productivity performance sheet showing an hourly rate of \$52.12 and a cost per passenger of \$89.34. FCRTA relies on Measure C funding, which is ending in 2026, potentially eliminating services if not extended. States all complaints should be reported in writing, including the dispatcher's name and time of call. For the student rider discount inquiry, he suggests informing schools about the FCRTA service for possible student stipends. GM Elaine suggests eliminating the third party and collaborating to have our own dispatch center. He will meet with subcontractor MV Transportation on May 17th to address issues and follow up for the District.

*The following made a public comment: Margarita, Martha, Natalia, Maria, and Phillip.*

**The Board directs staff to provide steps on our website in both Spanish and English advising users that if there are any issues arise to document the dispatcher's name and the time of the call. Moses will follow up with the District on May 23, 2024.**

#### **Item 6.0- Discussion Approval of Resolution Ordering Even-Year Board of Directors' Election; Consolidation of Elections; and Specifications of the Election Order (Resolution 2024-08)**

Elaine Cervantes, the General Manager, announced that seats will be up for election in November, as mandated by the resolution before the Board.

**A motion is made to approve Resolution 2024-08.**

**MSC Rodriguez/Madera Roll Call Vote: 4 Ayes 1 Vacancy**

#### **Item 7.0- Approval of Project Amendment to Water System Upgrade and Approval of New Engineer**

Elaine Cervantes, General Manager, recommends hiring a new engineer for the project started in, which was due in 2023 but remains incomplete. The State is uncertain about amending the contract. She suggests issuing a 30-day notice to terminate services with the Districts current engineer and consulting legal counsel in finalizing a termination letter. She will be meeting with another engineering firm, Black Water Engineering.

*The following made a public comment: Natalia.*

**A motion is made to give Yamabe and Horn Engineering, Inc 30 days' notice to terminate their services.**

**A motion is made to send the matter to legal for review, and to send the offer to AM Consulting Engineers, Inc to take over the Water System Upgrade Project.**

***MSC Madera/Lozano Roll Call Vote: 4 Ayes 1 Vacancy***

**Item 8.0- Discussion of the 2024-2025 District Budget and Approval of Public Hearing date for June 20, 2024**

Elaine Cervantes compares the previous budget with the proposed. She notes that the budget for water leaks was initially \$90,000 and is already at \$144,000. She emphasizes this is due to not having the Water System Upgrade Project completed. She mentions pending changes like the hourly and salary wages and board compensation. \$30,000 in overdue water accounts has been received through Fresno EOC Water Assistance Program (LIHWAP). Pending reviewing the decision on the District's Five Acres. Board Treasurer Madera mentioned the audit issue.

**A motion is made to set the public hearing date for June 20, 2024.**

***MSC Madera/Lozano Roll Call Vote: 4 Ayes 1 Vacancy***

**Item 9.- Discussion of Solar Panel Energy Output at Waste Water Treatment Plant (WWTP)**

Carlos Rodriguez, Vice President, stated that the District paid a significant amount for solar panels and have been receiving True Ups quarterly. The PG&E bill is approximately \$3,000 monthly. Elaine responded that we wouldn't see any benefits from the solar panels until after seven years. She mentioned that there is a battery package available through SitelogIQ but does not recommend pursuing it due to our loan. She suggested considering grants later on in the future.

**The Board directs that the matter be brought back for clarification at the June 20, 2024 meeting. Vice President Rodriguez is to listen to the recording of the February 15, 2024 board meeting, and Elaine will email her notes related to this matter to Vice President Rodriguez.**

**Item 10. Board Member Communications Information**

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

- **Treasurer Madera and President Duarte-** provide a recap of workshops attended on April 24<sup>th</sup> and 25<sup>th</sup> in Sacramento

Workshops: Financial Management for Special Districts & Human Resources  
Boot Camp for Special Districts

**Item 11. Staff Reports**

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

- **SJVAPCD Ag Burn Alternatives Grant Program-** in two months, will bring back how to move forward with the 5 acres after the vineyards are removed.
- **Workshops: Financial Management and Human Resources Boot Camp for Special Districts-** attended the workshops. Learned the need for having policies for everything and emphasized creating policies.
- **Fresno City College Digital Literacy Classes-** May 15<sup>th</sup> was the last day for the first phase of classes. Next phase begins May 21, 2024.

**Item 12.0- ADJOURNMENT 7:49 PM**


**The next regular meeting of the Board of Directors is Thursday, June 20, 2024.**

At p.m. on May 16, 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 May 16, 2024 at the Biola Community Services District, 4925 N. 7th Street, Biola, CA 93606.

**Approved:**

6/20/24  
Date

  
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Marisol Camacho, Board Clerk

**NEXT MEETING OF THE BOARD OF DIRECTORS  
June 20, 2024 – Regular Meeting, Biola, CA at 6:00PM**