



AGENDA ITEM: 2a

MEETING DATE: February 20, 2025

***REVISED**

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

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

At 6:02 Mayor Maria Pacheco of Kerman was present at the meeting and administered the oath of office to the newly elected board members, Kinverly Suarez and Eugenio Gutierrez. Following the administration of the oath, both Kinverly Suarez and Eugenio Gutierrez were officially sworn in and assumed their roles as board members.

Directors present: **Jennifer Duarte, President**
Carlos Rodriguez, Vice President
Eugenio Gutierrez, Board Member
Kinverly Suarez, Board Member

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

Staff Present: **Present**

Public present: Maria Pacheco, Juana Hernandez, Maria Mondejar, Chelan Sheperd, Lucrecia Soriano, Maria G Carbajal, Maria M. Cruz, Adela Lozano B., Manuel Villarreal, Amelia Ponce, *Illegible*, Horacio Carbajal, Demecio Flores, Luisa Haro, Imelda Zarate, Joana Santos, Soledad Lopez, Maria D. Soto, Natalio Vasquez, Mercedes Ramos, *Illegible*, Hilario B., Matiana Venevos, Fernando, B., Maria Diaz, Joel Matias, Phillip Cervantes, *Illegible*, *Illegible*, Eduardo Lopez, Marcelina Lopez, Margarita Altamirano, Joaquin Soto, Baltazar Carmona, Martha Villafana, Francisco Rodriguez, and Brian Pacheco.

Roll Call- Roll Call was called.

Call to Order- Director Jennifer Duarte called the meeting to order at 6:10 PM. Spanish translation was provided for this meeting.

1. 2024 Recycler of the Year Award Presentation to Biola-Pershing Elementary School and Annual Presentation of Award Update

Billie Hansen, the Recycling Programs Manager at Mid Valley Disposal, provided a 2024 update on various activities and initiatives. They wish to participate in additional community events. She mentioned the two cleanup events held for the year. They conducted site visits to commercial and multifamily properties. Educational handouts were distributed to the community, and Tier 1 and Tier 2 food generators were identified and educated to comply with the new state law SB1383. Additionally, Hansen

highlighted efforts to monitor contamination under new legislation, which involved conducting route reviews and sampling for identification purposes. Overall, Biola is doing a great job.

Fernando, Recycling Coordinator at Mid Valley Disposal presented the 2024 Recycler of the Year Award to Biola-Pershing Elementary School. Chelan Shepherd, the school principal, was present to accept the award.

2. Public Comment

- **Joaquin Soto**- Commented on former board treasurer Martha Madera in relation to the \$200,000 from 2021. He expressed a desire to see proof that the funds were used to cover overdraft bills, requesting documents like bank statements. He also noted that a board member is pressuring the County to appoint Martha Madera. Asks for her to step down from joining the board. Comment on the bylaws revisions and extended a warm welcome to Kinverly and Eugenio.
- **Juana Hernandez** –Congratulates Eugenio and Kinvely. For the other board members, hopes for a change toward greater transparency and that all staff will prioritize working for the community. Expresses gratitude for the implementation of a sign-in sheet following her request. No longer picks up the agenda before meetings due to changes being made to it, and hopes this will not happen again. Also, she requested an increase in the number of Spanish agendas, as she disagrees with the decision to provide only five, calling it discriminatory.
- **Mercedes Ramos**- Congratulates new members, comments on the bravery of the community on speaking up, noted attendance of community members rising since the rate increase, notes the lack of empathy for the community from board, comment in regards to Martha Madera, comments on the bylaws language regarding the General Manager.
- **Carmen Zamora** – Longtime Biola community member congratulates board members Kinverly and Eugenio. Concerns raised about the general manager's treatment of new board members: confidentiality agreement, recent bylaw changes. Board urged to closely monitor revisions, particularly including the board's authority to hire the executive assistant. New changes in the bylaws want to limit board absences from 3 to 2. Stated community expectations for the board to oversee the general manager's affair and believes the removal of the general manager is needed. Shares plans of reinstating community input after agenda items, improving accessibility such as printing more Spanish agendas, and enhancing information sharing. Requests for full transparency and shares they are beginning the process to recall current board member.
- **Amelia Ponce**- welcomes Kinverly and Eugenio, expresses her concern about the General Manager, specifically regarding the inconsistent information she provided about the \$200,000 loss, emphasizes that the General Manager should take responsibility for the issues rather than placing blame on past personnel., requests concrete proof of the payments that contributed to the loss and suggests that board members pay closer attention to the matter. Additionally, she demands clearer and more transparent answers.
- ***Brian Pacheco** –stated that he believes in self-governance and that the board should have the authority to select their own members. He mentioned that he has spoken with the city council and prefers not to choose the person himself. Instead,

he wants the community to have a say in selecting the board members, emphasizing that the board should represent the community. He would like the four existing board members to select the fifth member. Brian also plans to speak with the county council. He has received numerous calls questioning why the board didn't appoint someone during their meeting on Tuesday. Now, the board has heard directly from Brian about his position—he believes the people should choose. As board members are representatives of the community, Brian once again requests that the board follow the same process they used when serving on the Kerman board, where the board selects candidates and, after an open process, comes to a decision on the fifth member.

3. Annual Reorganization of the Board of Directors: Election of Board Officers

Jennifer Duarte, Board President, opens the nominations for the following positions:

- Election of Board President
- Election of Vice President
- Election of Treasurer
- Election of Secretary

Election of Board President

Kinverly Suarez is nominated for Board President. Kinverly Suarez accepts.

A motion was made to approve.

Motion made by: Carlos Rodriguez

Motion seconded by: Kinverly Suarez

Voting:

- Eugenio Gutierrez- Yes
- Kinverly Suarez- Yes
- Carlos Rodriguez- Yes
- Jennifer Duarte- No

Motion passed.

The newly elected Board President, Kinverly Suarez, assumes her role and continues conducting the remainder of the board meeting.

Election of Vice President

Eugenio Gutierrez is nominated for Vice President. Eugenio Gutierrez accepts.

A motion was made to approve.

Motion made by: Eugenio Gutierrez

Motion seconded by: Kinverly Suarez

Voting:

- Eugenio Gutierrez- Yes
- Kinverly Suarez- Yes
- Jennifer Duarte- No
- Carlos Rodriguez- Yes

Motion passed.

Election of Treasurer

Carlos Rodriguez is nominated for Treasurer. Carlos Rodriguez accepts.

A motion was made to approve.

Motion made by: Eugenio Gutierrez

Motion seconded by: Carlos Rodriguez

Voting:

Eugenio Gutierrez- Yes

Kinverly Suarez- Yes

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Motion passed.

Election of Secretary

Kinverly Suarez is nominated for *Secretary. Kinverly Suarez accepts.

Motion made by: Kinverly Suarez

Motion seconded by: Eugenio Gutierrez

Voting:

Eugenio Gutierrez- Yes

Kinverly Suarez- Yes

Jennifer Duarte- No

Carlos Rodriguez- Yes

Motion passed.

4. Approval of 2024 Board Meeting Calendar

Elaine Cervantes, General Manager of Biola CSD, states that the meetings are scheduled for the third Thursday of each month at 6:00 PM. The attached document provides the specific dates for each month from January to December 2025.

A motion was made to approve.

Motion made by: Carlos Rodriguez

Motion seconded by: Eugenio Gutierrez

Voting:

Eugenio Gutierrez- Yes

Kinverly Suarez- Yes

Jennifer Duarte- No

Carlos Rodriguez- Yes

Motion passed.

5. CONSENT CALENDAR

a. APPROVAL OF REGULAR MEETING MINUTES DATED

November 21, 2024

b. APPROVAL OF FINANCIALS ENDING

November 30, 2024

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

Motion made by: Eugenio Gutierrez

Motion seconded by: Carlos Rodriguez

Voting:

Eugenio Gutierrez- Yes

Kinverly Suarez- Yes

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Motion passes.

6. BOARD MEMBER COMMUNICATIONS

- Director Carlos Rodriguez congratulates both newly elected board members.
- Director Kinverly Suarez thanks the community.

7. STAFF REPORTS

- General Manager Elaine Cervantes provided the staff report and verbally added the following:
 - **Biola Food Distributions** – The board was updated on an accident that occurred after the implementation of the new drive-in protocol. A vehicle struck a pole in the parking lot, with the driver claiming that the sun blinded her. Representatives from the food drives have expressed they do not wish to continue with the drive-thru option. The decision has now been left to each food drive's representative to choose between offering a drive-thru or walk-up option. While the protocol is in place, the choice is theirs. There is also insufficient traffic control.
 - **Toys for Santa-** Seeking volunteers to assist with this event.
 - **Notice of Application for Tentative Parcel Map Application No. 8289-** A Tentative Parcel Map Application has been submitted for the northeast corner of North Biola Avenue and West G Street in Biola, (APNs 016-281-12 and 016-281-13), located at 4640 N Biola Ave. The application, brought forward by Director Eugenio Gutierrez, involves Mr. Delgado's proposal to create three parcels at the end of Biola Avenue and G Street. The last day to submit a letter is December 20, 2024 before 5:00PM.
 - **Well# 4-** has been down for the past two days, and are receiving assistance from the neighboring town of Kerman to help with the situation. The issue is with a clay valve, not electrical. An estimate of \$3,572.00 was received, which came in today. Elaine will contact the President and Vice President regarding this matter.

8. ADJOURNMENT

- President Kinverly thanks Maria Pacheco and the community,
- Treasurer Carlos Rodriguez thanks Brian Pacheco and seeks people to help with the food drives.
- In regard to the Biola Food Drives, Vice President Eugenio Gutierrez asked if anyone was handling traffic control due to an accident. General Manager Elaine responded that representatives oversee volunteers and suggested seeking more volunteers or investing in a traffic control line. Legal Counsel advised this issue must be properly agendaized. The Board President directed to add it to the agenda.

Meeting adjourned at 7:14PM

The next regular meeting of the Board of Directors is Thursday, January 16, 2024.

At 7:14 p.m. on December 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 December 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
January 16, 2024 – Regular Meeting, Biola, CA at 6:00PM**

**BIOLA COMMUNITY SERVICES DISTRICT
Balance Sheet Prev Year Comparison
As of December 31, 2024**

	Dec 31, 24	Dec 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking - CVCB (15070832)	1,106.77	19,934.40	-18,827.63	-94.5%
1010 · Cash-County Treas-Gen Subclass	109,531.99	43,242.44	66,289.55	153.3%
1011 · Cash-County Treas-Restricted	8,850.00	0.00	8,850.00	100.0%
1020 · Cash-LAIF	100,446.89	295,544.03	-195,097.14	-66.0%
Total Checking/Savings	219,935.65	358,720.87	-138,785.22	-38.7%
Other Current Assets				
Account's Receivable				
1100 · Account's Receivable	144,223.54	85,121.94	59,101.60	69.4%
1150 · Allowance for Doubtful Accounts	-4,000.00	-4,000.00	0.00	0.0%
Total Account's Receivable	140,223.54	81,121.94	59,101.60	72.9%
1210 · Charge Backs Receivable	805.35	111.16	694.19	624.5%
1220 · Other Receivables	45,445.50	179,658.04	-134,212.54	-74.7%
Total Other Current Assets	186,474.39	260,891.14	-74,416.75	-28.5%
Total Current Assets	406,410.04	619,612.01	-213,201.97	-34.4%
Fixed Assets				
1400 · Construction In Progress				
1405 · CIP-Application for CDBG	5,733.50	5,733.50	0.00	0.0%
1410 · CIP-ARPA	571,351.83	63,426.83	507,925.00	800.8%
1425 · CIP-Groundwater Recharge	791,803.29	764,249.22	27,554.07	3.6%
1426 · CIP- Groundwater Recharge Ph 2	18,125.00	0.00	18,125.00	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	260,133.67	209,359.67	50,774.00	24.3%
1460 · CIP-Biola Ave Sidewalk-East	5,660.60	5,660.60	0.00	0.0%
Total 1400 · Construction In Progress	2,290,641.83	1,686,263.76	604,378.07	35.8%
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	62,311.57	59,021.56	3,290.01	5.6%
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	6,692,912.31	6,470,027.23	222,885.08	3.4%
TOTAL ASSETS	7,099,322.35	7,089,639.24	9,683.11	0.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	49,283.38	312,060.82	-262,777.44	-84.2%
2010 · Retention Payable	23,707.26	0.00	23,707.26	100.0%
Total Accounts Payable	72,990.64	312,060.82	-239,070.18	-76.6%

BIOLA COMMUNITY SERVICES DISTRICT
Balance Sheet Prev Year Comparison
As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change	% Change
Other Current Liabilities				
2110 · Accrued Interest	12,928.28	12,928.28	0.00	0.0%
2120 · Accrued Payroll	4,504.77	0.00	4,504.77	100.0%
2200 · Customer Deposits- Comm Ctr	3,779.32	1,335.00	2,444.32	183.1%
2300 · Utility Deposits	23,825.64	20,174.85	3,650.79	18.1%
2400 · Payroll Liabilities	3,736.20	2,104.95	1,631.25	77.5%
Total Other Current Liabilities	48,774.21	36,543.08	12,231.13	33.5%
Total Current Liabilities	121,764.85	348,603.90	-226,839.05	-65.1%
Long Term Liabilities				
2500 · Loan - CA Energy Commission	827,153.46	874,576.44	-47,422.98	-5.4%
2550 · Safe Drinking Water- Revolving	17,700.00	26,550.00	-8,850.00	-33.3%
Total Long Term Liabilities	844,853.46	901,126.44	-56,272.98	-6.2%
Total Liabilities	966,618.31	1,249,730.34	-283,112.03	-22.7%
Equity				
3000 · Opening Balance Equity	4,202,750.84	4,202,750.84	0.00	0.0%
3200 · Retained Earnings	1,461,037.24	1,733,156.72	-272,119.48	-15.7%
Net Income	468,915.96	-95,998.66	564,914.62	588.5%
Total Equity	6,132,704.04	5,839,908.90	292,795.14	5.0%
TOTAL LIABILITIES & EQUITY	7,099,322.35	7,089,639.24	9,683.11	0.1%

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

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Sales and Services	331,910.81	229,922.26	101,988.55	44.4%
4050 · Rents and Concessions	8,602.00	10,437.00	-1,835.00	-17.6%
4100 · Admin Fees	251.00	50.00	201.00	402.0%
4110 · Connection and Turn-On Fees	2,600.00	-383.47	2,983.47	778.0%
Total Income	343,363.81	240,025.79	103,338.02	43.1%
Expense				
5000 · Bank Charges	679.05	541.84	137.21	25.3%
5015 · Communications	5,283.53	6,346.23	-1,062.70	-16.8%
5020 · Community Support	0.00	2,500.00	-2,500.00	-100.0%
5025 · Computer and Internet	2,980.16	2,845.76	134.40	4.7%
5035 · Continuing Education	0.00	925.70	-925.70	-100.0%
5100 · Contractual Services				
5105 · Plant Operations	41,052.00	48,039.00	-6,987.00	-14.5%
5110 · Solid Waste Disposal - Res.	30,579.02	37,456.84	-6,877.82	-18.4%
5111 · Solid Waste Disposal - Comm.	3,020.51	3,196.53	-176.02	-5.5%
5120 · Solar Maintenance	6,786.58	6,588.91	197.67	3.0%
Total 5100 · Contractual Services	81,438.11	95,281.28	-13,843.17	-14.5%
5230 · Fees & Assessments	7,212.16	4,351.23	2,860.93	65.8%
5250 · Insurance	29,560.90	27,467.76	2,093.14	7.6%
5260 · Janitorial	1,329.73	828.39	501.34	60.5%
5280 · Legal Notices and Publishing	0.00	1,290.00	-1,290.00	-100.0%
5290 · Licenses and Permits	29,528.36	40,510.32	-10,981.96	-27.1%
5310 · Memberships and Publications	6,058.00	1,600.00	4,458.00	278.6%
5320 · Miscellaneous	86.38	141.25	-54.87	-38.9%
5330 · Office	8,334.83	7,084.66	1,250.17	17.7%
5340 · Operating Supplies and Chemical	3,259.17	3,338.50	-79.33	-2.4%
5350 · Outside Services/Event Comp.	1,400.00	2,000.00	-600.00	-30.0%
5380 · Postage and Delivery	1,763.36	0.00	1,763.36	100.0%
5400 · Professional & Specialized Serv				
5410 · Accounting	5,265.00	7,200.00	-1,935.00	-26.9%
5420 · Audit Fee	11,970.00	0.00	11,970.00	100.0%
5440 · Legal	18,921.20	22,483.15	-3,561.95	-15.8%
5450 · Other Professional Services	11,566.28	3,164.00	8,402.28	265.6%
5460 · Research and Monitoring	720.00	2,577.60	-1,857.60	-72.1%
Total 5400 · Professional & Specialized Serv	48,442.48	35,424.75	13,017.73	36.8%
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	69.00	599.45	-530.45	-88.5%
5570 · Landscaping	6,250.00	5,775.00	475.00	8.2%
5590 · Structures and Grounds	41,743.92	78,532.17	-36,788.25	-46.8%
Total 5550 · Repairs and Maintenance	48,062.92	84,906.62	-36,843.70	-43.4%
5600 · Salaries and Wages				
5610 · Board Member Compensation	2,800.00	3,500.00	-700.00	-20.0%
5630 · Holiday Pay	2,793.00	2,200.00	593.00	27.0%
5650 · Paid Leave	931.53	1,135.68	-204.15	-18.0%
5660 · Payroll Taxes	5,331.73	4,682.67	649.06	13.9%
5670 · Regular Hourly	37,984.50	47,233.32	-9,248.82	-19.6%
5680 · Salaries	24,230.78	3,461.54	20,769.24	600.0%
Total 5600 · Salaries and Wages	74,071.54	62,213.21	11,858.33	19.1%
5710 · Small Tools and Equipment	216.60	1,555.23	-1,338.63	-86.1%
5720 · Travel	0.00	2,256.03	-2,256.03	-100.0%
5800 · Utilities				
5810 · Gas and Electric	37,011.67	20,480.36	16,531.31	80.7%
Total 5800 · Utilities	37,011.67	20,480.36	16,531.31	80.7%
Total Expense	386,718.95	403,889.12	-17,170.17	-4.3%
Net Ordinary Income	-43,355.14	-163,863.33	120,508.19	73.5%

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

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change
Other Income/Expense				
Other Income				
Contributed Capital				
6030 · State-Aid for Construction	466,582.07	40,702.00	425,880.07	1,046.3%
Total Contributed Capital	466,582.07	40,702.00	425,880.07	1,046.3%
6110 · Interest Revenues	2,556.59	3,406.98	-850.39	-25.0%
6130 · Other Non-Operating Revenues	6,540.00	2,457.00	4,083.00	166.2%
6150 · Rents and Leases Received	2,422.81	1,334.84	1,087.97	81.5%
6200 · Property Tax Revenue	38,435.91	37,075.68	1,360.23	3.7%
6210 · Special Assessment Revenue	0.00	3,596.67	-3,596.67	-100.0%
Total Other Income	516,537.38	88,573.17	427,964.21	483.2%
Other Expense				
7000 · Interest Expense	4,266.28	20,708.50	-16,442.22	-79.4%
Total Other Expense	4,266.28	20,708.50	-16,442.22	-79.4%
Net Other Income	512,271.10	67,864.67	444,406.43	654.8%
Net Income	468,915.96	-95,998.66	564,914.62	588.5%

BIOLA COMMUNITY SERVICES DISTRICT

Transactions by Account

As of December 31, 2024

Type	Date	Num	Name	Memo	Clr	Debit	Credit	Balance	
1000 - Checking - CVCB (15070832)								47,127.63	
Check	12/02/2024	EFT	Adobe, Inc.		X	19.99		47,107.64	
Check	12/02/2024	EFT	Google		X	302.40		46,805.24	
Bill Pmt -Check	12/03/2024	2300	Alejandra Murillo		X	400.00		46,405.24	
Bill Pmt -Check	12/03/2024	2301	California Energy Commission		X	28,037.06		18,368.18	
Bill Pmt -Check	12/03/2024	2302	California Special Districts Association		X	2,619.00		15,749.18	
Bill Pmt -Check	12/03/2024	2303	Cynthia Fonseca		X	500.00		15,249.18	
Bill Pmt -Check	12/03/2024	2304	Comcast Business		X	214.69		15,034.49	
Bill Pmt -Check	12/03/2024	2305	Fresno Irrigation District		X	4,455.00		10,579.49	
Bill Pmt -Check	12/03/2024	2306	Kings Water Alliance		X	3,144.00		7,435.49	
Bill Pmt -Check	12/03/2024	2307	Mountain Valley Environmental Services		X	2,829.39		4,606.10	
Bill Pmt -Check	12/03/2024	2308	Mountain Valley Environmental Services		X	7,739.50		-3,133.40	
Bill Pmt -Check	12/03/2024	2309	VFW Post 5845		X	400.00		-3,533.40	
Bill Pmt -Check	12/03/2024	2310	Watkins Global Security		X	748.00		-4,281.40	
Bill Pmt -Check	12/03/2024	2311	Carlos Rodriguez		X	100.00		-4,381.40	
Bill Pmt -Check	12/03/2024	2312	Jennifer Duarte		X	100.00		-4,481.40	
Bill Pmt -Check	12/03/2024	2313	Martha Madera		X	100.00		-4,581.40	
Bill Pmt -Check	12/03/2024	2314	Reyes Lozano		X	100.00		-4,681.40	
Paycheck	12/03/2024	2316	Alfredo Soliz		X	870.50		-5,551.90	
Paycheck	12/03/2024	2317	Elaine R. Cervantes		X	1,475.98		-7,027.88	
Paycheck	12/03/2024	2318	Marisol Camacho		X	1,194.83		-8,222.71	
Paycheck	12/03/2024	2319	Morelia M Avila		X	917.68		-9,140.39	
Bill Pmt -Check	12/03/2024	2315	Liebert Cassidy Whitmore		X	7,799.00		-16,939.39	
Bill Pmt -Check	12/04/2024	2320	Special District Risk Management Authorit		X	923.90		-17,863.29	
Check	12/05/2024	EFT	Office Depot		X	17.95		-17,881.24	
Check	12/05/2024	EFT	Office Depot		X	353.42		-18,234.66	
Deposit	12/06/2024		Deposit		X	3,644.65		-14,590.01	
Transfer	12/09/2024		Funds Transfer		X	45,000.00		30,409.99	
Check	12/12/2024	EFT	Office Depot		X		54.81	30,355.18	
Check	12/13/2024	EFT	Home Depot		X		146.35	30,208.83	
Check	12/13/2024	EFT	Office Depot		X		302.04	29,906.79	
Check	12/15/2024		Service Charge		X		115.30	29,791.49	
Liability Check	12/16/2024	EFT	EDD	Confirmation #: 1-331-466-896	X		270.87	29,520.62	
Liability Check	12/16/2024	EFT	United States Treasury	Confirmation #: 270475114437726	X		1,821.26	27,699.36	
Check	12/16/2024	EFT	Adobe, Inc.		X		19.99	27,679.37	
Paycheck	12/17/2024	2331	Alfredo Soliz		X		722.23	26,957.14	
Paycheck	12/17/2024	2332	Elaine R. Cervantes		X		1,475.96	25,481.18	
Paycheck	12/17/2024	2333	Marisol Camacho		X		1,143.90	24,337.28	
Paycheck	12/17/2024	2334	Morelia M Avila		X		917.68	23,419.60	
Bill Pmt -Check	12/17/2024	2321	Alert 360 - Fresno		X		203.95	23,215.65	
Bill Pmt -Check	12/17/2024	2322	Carbajal Landscaping		X		1,250.00	21,965.65	
Bill Pmt -Check	12/17/2024	2323	Cuttone & Mastro CPA's		X		1,500.00	20,465.65	
Bill Pmt -Check	12/17/2024	2324	Elizabeth Lopez		X		500.00	19,965.65	
Bill Pmt -Check	12/17/2024	2325	Linguistica Interpreting & Translation		X		1,214.10	18,751.55	
Bill Pmt -Check	12/17/2024	2326	Mid-Valley Disposal		X		6,198.66	12,552.89	
Bill Pmt -Check	12/17/2024	2327	Sebastian Telephone	00065044-8	X		439.18	12,113.71	
Bill Pmt -Check	12/17/2024	2328	Terminex		X		120.00	11,993.71	
Bill Pmt -Check	12/17/2024	2329	VFW Post 5845		X		200.00	11,793.71	
Bill Pmt -Check	12/17/2024	2330	Watkins Global Security		X		308.00	11,485.71	
Deposit	12/17/2024		Deposit		X	17,643.79		29,129.50	
Check	12/18/2024	EFT	Amazon		X		48.73	29,080.77	
Check	12/19/2024	EFT	Amazon		X		103.72	28,977.05	
Check	12/19/2024	EFT	Office Depot		X		608.72	28,368.33	
Deposit	12/20/2024		Deposit		X	7,366.65		35,734.98	
Check	12/20/2024	EFT	Office Depot		X		6.79	35,728.19	
Check	12/20/2024	EFT	PG&E		X		2,807.65	32,920.54	
Check	12/23/2024	EFT	Cricket Wireless		X		55.00	32,865.54	
Check	12/23/2024	EFT	Streamline		X		63.00	32,802.54	
Deposit	12/27/2024		Deposit		X	2,403.11		35,205.65	
Check	12/30/2024	EFT	Home Depot		X		97.11	35,108.54	
Bill Pmt -Check	12/31/2024	2335	California Water Boards		X		28,205.00	6,903.54	
Bill Pmt -Check	12/31/2024	2336	Liebert Cassidy Whitmore		X		3,871.20	3,032.34	
Bill Pmt -Check	12/31/2024	2337	Mid-Valley Disposal		X		603.04	2,429.30	
Bill Pmt -Check	12/31/2024	2338	Mountain Valley Environmental Services		X		3,306.00	-876.70	
Bill Pmt -Check	12/31/2024	2339	Terminex		X		181.00	-1,057.70	
Bill Pmt -Check	12/31/2024	2340	Carlos Rodriguez		X		100.00	-1,157.70	
Bill Pmt -Check	12/31/2024	2341	Eugenio Gutierrez		X		100.00	-1,257.70	
Bill Pmt -Check	12/31/2024	2342	Jennifer Duarte		X		100.00	-1,357.70	
Bill Pmt -Check	12/31/2024	2343	Kinverly Suarez		X		100.00	-1,457.70	
Paycheck	12/31/2024	2344	Alfredo Soliz		X		882.53	-2,340.23	
Paycheck	12/31/2024	2345	Elaine R. Cervantes		X		1,475.96	-3,816.19	
Paycheck	12/31/2024	2346	Marisol Camacho		X		1,160.88	-4,977.07	
Paycheck	12/31/2024	2347	Morelia M Avila		X		944.73	-5,921.80	
Deposit	12/31/2024		Deposit		X	7,028.57		1,106.77	
Total 1000 - Checking - CVCB (15070832)							83,086.77	129,107.63	1,106.77
TOTAL							83,086.77	129,107.63	1,106.77

BIOLA COMMUNITY SERVICES DISTRICT

Profit & Loss Budget vs. Actual

01/09/25

July through December 2024

Accrual Basis

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Sales and Services	331,910.81	614,000.00	-282,089.19	54.1%
4050 · Rents and Concessions	8,602.00	30,000.00	-21,398.00	28.7%
4100 · Admin Fees	251.00			
4110 · Connection and Turn-On Fees	2,600.00			
Total Income	343,363.81	644,000.00	-300,636.19	53.3%
Expense				
5000 · Bank Charges	679.05	2,000.00	-1,320.95	34.0%
5015 · Communications	5,283.53	10,000.00	-4,716.47	52.8%
5020 · Community Support	0.00	2,500.00	-2,500.00	0.0%
5025 · Computer and Internet	2,980.16	6,800.00	-3,819.84	43.8%
5035 · Continuing Education	0.00	5,000.00	-5,000.00	0.0%
5100 · Contractual Services				
5105 · Plant Operations	41,052.00	90,000.00	-48,948.00	45.6%
5110 · Solid Waste Disposal - Res.	30,579.02	80,000.00	-49,420.98	38.2%
5111 · Solid Waste Disposal - Comm.	3,020.51			
5120 · Solar Maintenance	6,786.58	6,400.00	386.58	106.0%
Total 5100 · Contractual Services	81,438.11	176,400.00	-94,961.89	46.2%
5230 · Fees & Assessments	7,212.16	7,500.00	-287.84	96.2%
5250 · Insurance	29,560.90	30,000.00	-439.10	98.5%
5260 · Janitorial	1,329.73	3,500.00	-2,170.27	38.0%
5290 · Licenses and Permits	29,528.36	45,000.00	-15,471.64	65.6%
5310 · Memberships and Publications	6,058.00	7,000.00	-942.00	86.5%
5320 · Miscellaneous	86.38	500.00	-413.62	17.3%
5330 · Office	8,334.83	8,500.00	-165.17	98.1%
5340 · Operating Supplies and Chemical	3,259.17			
5350 · Outside Services/Event Comp.	1,400.00	5,000.00	-3,600.00	28.0%
5380 · Postage and Delivery	1,763.36	4,000.00	-2,236.64	44.1%
5400 · Professional & Specialized Serv				
5410 · Accounting	5,265.00	17,500.00	-12,235.00	30.1%
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	18,921.20	35,000.00	-16,078.80	54.1%
5450 · Other Professional Services	11,566.28	8,000.00	3,566.28	144.6%
5460 · Research and Monitoring	720.00	5,000.00	-4,280.00	14.4%
Total 5400 · Professional & Specialized Serv	48,442.48	83,500.00	-35,057.52	58.0%
5550 · Repairs and Maintenance				
5560 · Equipment	69.00	5,000.00	-4,931.00	1.4%
5570 · Landscaping	6,250.00	15,000.00	-8,750.00	41.7%
5590 · Structures and Grounds	41,743.92	85,500.00	-43,756.08	48.8%
Total 5550 · Repairs and Maintenance	48,062.92	105,500.00	-57,437.08	45.6%
5600 · Salaries and Wages				
5610 · Board Member Compensation	2,800.00	7,500.00	-4,700.00	37.3%
5630 · Holiday Pay	2,793.00	4,000.00	-1,207.00	69.8%
5650 · Paid Leave	931.53			
5660 · Payroll Taxes	5,331.73	11,500.00	-6,168.27	46.4%
5670 · Regular Hourly	37,984.50	90,792.00	-52,807.50	41.8%
5680 · Salaries	24,230.78	49,500.00	-25,269.22	49.0%
Total 5600 · Salaries and Wages	74,071.54	163,292.00	-89,220.46	45.4%
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	37,011.67	55,000.00	-17,988.33	67.3%
Total 5800 · Utilities	37,011.67	55,000.00	-17,988.33	67.3%
Total Expense	386,718.95	721,392.00	-334,673.05	53.6%
Net Ordinary Income	-43,355.14	-77,392.00	34,036.86	56.0%
Other Income/Expense				
Other Income				
Contributed Capital				
6030 · State-Aid for Construction	466,582.07			
Total Contributed Capital	466,582.07			

BIOLA COMMUNITY SERVICES DISTRICT

Profit & Loss Budget vs. Actual

July through December 2024

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6110 · Interest Revenues	2,556.59	8,000.00	-5,443.41	32.0%
6130 · Other Non-Operating Revenues	6,540.00			
6150 · Rents and Leases Received	2,422.81			
6200 · Property Tax Revenue	38,435.91	75,000.00	-36,564.09	51.2%
6210 · Special Assessment Revenue	0.00	7,200.00	-7,200.00	0.0%
Total Other Income	516,537.38	90,200.00	426,337.38	572.7%
Other Expense				
7000 · Interest Expense	4,266.28			
Total Other Expense	4,266.28			
Net Other Income	512,271.10	90,200.00	422,071.10	567.9%
Net Income	468,915.96	12,808.00	456,107.96	3,661.1%

2:10 PM

01/09/25

BIOLA COMMUNITY SERVICES DISTRICT
Reconciliation Summary
1000 - Checking - CVCB (15070832), Period Ending 12/31/2024

	<u>Dec 31, 24</u>
Beginning Balance	84,394.30
Cleared Transactions	
Checks and Payments - 57 items	-101,990.96
Deposits and Credits - 6 items	83,086.77
Total Cleared Transactions	<u>-18,904.19</u>
Cleared Balance	<u><u>65,490.11</u></u>
Uncleared Transactions	
Checks and Payments - 26 items	-64,383.34
Total Uncleared Transactions	<u>-64,383.34</u>
Register Balance as of 12/31/2024	<u><u>1,106.77</u></u>
New Transactions	
Checks and Payments - 4 items	-3,736.20
Total New Transactions	<u>-3,736.20</u>
Ending Balance	<u><u>-2,629.43</u></u>

BIOLA COMMUNITY SERVICES DISTRICT

Reconciliation Detail

1000 - Checking - CVCB (15070832), Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						84,394.30
Cleared Transactions						
Checks and Payments - 57 items						
Bill Pmt -Check	11/19/2024	2290	Mid-Valley Disposal	X	-6,997.98	-6,997.98
Bill Pmt -Check	11/19/2024	2291	Mountain Valley Env...	X	-3,230.50	-10,228.48
Bill Pmt -Check	11/19/2024	2289	Liebert Cassidy Whit...	X	-3,131.00	-13,359.48
Paycheck	11/19/2024	2297	Elaine R. Cervantes	X	-1,475.96	-14,835.44
Bill Pmt -Check	11/19/2024	2288	Fresno County Tax ...	X	-1,339.96	-16,175.40
Bill Pmt -Check	11/19/2024	2292	Sebastian Telephone	X	-440.37	-16,615.77
Bill Pmt -Check	11/19/2024	2294	VFW Post 5845	X	-200.00	-16,815.77
Bill Pmt -Check	11/19/2024	2286	CalPERS	X	-105.00	-16,920.77
Bill Pmt -Check	11/19/2024	2293	Streamline	X	-63.00	-16,983.77
Check	12/02/2024	EFT	Google	X	-302.40	-17,286.17
Check	12/02/2024	EFT	Adobe, Inc.	X	-19.99	-17,306.16
Bill Pmt -Check	12/03/2024	2301	California Energy Co...	X	-28,037.06	-45,343.22
Bill Pmt -Check	12/03/2024	2315	Liebert Cassidy Whit...	X	-7,799.00	-53,142.22
Bill Pmt -Check	12/03/2024	2308	Mountain Valley Env...	X	-7,739.50	-60,881.72
Bill Pmt -Check	12/03/2024	2305	Fresno Irrigation Dis...	X	-4,455.00	-65,336.72
Bill Pmt -Check	12/03/2024	2306	Kings Water Alliance	X	-3,144.00	-68,480.72
Bill Pmt -Check	12/03/2024	2307	Mountain Valley Env...	X	-2,829.39	-71,310.11
Bill Pmt -Check	12/03/2024	2302	California Special Di...	X	-2,619.00	-73,929.11
Paycheck	12/03/2024	2317	Elaine R. Cervantes	X	-1,475.98	-75,405.09
Paycheck	12/03/2024	2318	Marisol Camacho	X	-1,194.83	-76,599.92
Paycheck	12/03/2024	2319	Morelia M Avila	X	-917.68	-77,517.60
Paycheck	12/03/2024	2316	Alfredo Soliz	X	-870.50	-78,388.10
Bill Pmt -Check	12/03/2024	2300	Alejandra Murillo	X	-400.00	-78,788.10
Bill Pmt -Check	12/03/2024	2309	VFW Post 5845	X	-400.00	-79,188.10
Bill Pmt -Check	12/03/2024	2304	Comcast Business	X	-214.69	-79,402.79
Bill Pmt -Check	12/03/2024	2314	Reyes Lozano.	X	-100.00	-79,502.79
Bill Pmt -Check	12/03/2024	2313	Martha .Madera	X	-100.00	-79,602.79
Bill Pmt -Check	12/03/2024	2311	Carlos Rodriguez	X	-100.00	-79,702.79
Bill Pmt -Check	12/04/2024	2320	Special District Risk ...	X	-923.90	-80,626.69
Check	12/05/2024	EFT	Office Depot	X	-353.42	-80,980.11
Check	12/05/2024	EFT	Office Depot	X	-17.95	-80,998.06
Check	12/12/2024	EFT	Office Depot	X	-54.81	-81,052.87
Check	12/13/2024	EFT	Office Depot	X	-302.04	-81,354.91
Check	12/13/2024	EFT	Home Depot	X	-146.35	-81,501.26
Check	12/15/2024			X	-115.30	-81,616.56
Liability Check	12/16/2024	EFT	United States Treas...	X	-1,821.26	-83,437.82
Liability Check	12/16/2024	EFT	EDD	X	-270.87	-83,708.69
Check	12/16/2024	EFT	Adobe, Inc.	X	-19.99	-83,728.68
Bill Pmt -Check	12/17/2024	2326	Mid-Valley Disposal	X	-6,198.66	-89,927.34
Bill Pmt -Check	12/17/2024	2323	Cuttone & Mastro C...	X	-1,500.00	-91,427.34
Paycheck	12/17/2024	2332	Elaine R. Cervantes	X	-1,475.96	-92,903.30
Bill Pmt -Check	12/17/2024	2322	Carbajal Landscaping	X	-1,250.00	-94,153.30
Paycheck	12/17/2024	2333	Marisol Camacho	X	-1,143.90	-95,297.20
Paycheck	12/17/2024	2334	Morelia M Avila	X	-917.68	-96,214.88
Paycheck	12/17/2024	2331	Alfredo Soliz	X	-722.23	-96,937.11
Bill Pmt -Check	12/17/2024	2324	Elizabeth Lopez	X	-500.00	-97,437.11
Bill Pmt -Check	12/17/2024	2327	Sebastian Telephone	X	-439.18	-97,876.29
Bill Pmt -Check	12/17/2024	2321	Alert 360 - Fresno	X	-203.95	-98,080.24
Bill Pmt -Check	12/17/2024	2328	Terminex	X	-120.00	-98,200.24
Check	12/18/2024	EFT	Amazon	X	-48.73	-98,248.97
Check	12/19/2024	EFT	Office Depot	X	-608.72	-98,857.69
Check	12/19/2024	EFT	Amazon	X	-103.72	-98,961.41
Check	12/20/2024	EFT	PG&E	X	-2,807.65	-101,769.06
Check	12/20/2024	EFT	Office Depot	X	-6.79	-101,775.85
Check	12/23/2024	EFT	Streamline	X	-63.00	-101,838.85
Check	12/23/2024	EFT	Cricket Wireless	X	-55.00	-101,893.85
Check	12/30/2024	EFT	Home Depot	X	-97.11	-101,990.96
Total Checks and Payments					-101,990.96	-101,990.96

BIOLA COMMUNITY SERVICES DISTRICT
Reconciliation Detail
1000 - Checking - CVCB (15070832), Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 6 items						
Deposit	12/06/2024			X	3,644.65	3,644.65
Transfer	12/09/2024			X	45,000.00	48,644.65
Deposit	12/17/2024			X	17,643.79	66,288.44
Deposit	12/20/2024			X	7,366.65	73,655.09
Deposit	12/27/2024			X	2,403.11	76,058.20
Deposit	12/31/2024			X	7,028.57	83,086.77
Total Deposits and Credits					83,086.77	83,086.77
Total Cleared Transactions					-18,904.19	-18,904.19
Cleared Balance					-18,904.19	65,490.11
Uncleared Transactions						
Checks and Payments - 26 items						
Bill Pmt -Check	05/21/2024	2060	California Water Bo...		-12,335.40	-12,335.40
Bill Pmt -Check	08/27/2024	2201	VFW Post 5845		-400.00	-12,735.40
Bill Pmt -Check	09/10/2024	2218	Yamabe & Horn Eng...		-5,539.50	-18,274.90
Bill Pmt -Check	09/23/2024	2232	West Star Environm...		-1,175.00	-19,449.90
Bill Pmt -Check	10/22/2024	2256	Little Giant		-25.00	-19,474.90
Bill Pmt -Check	11/19/2024	2285	Alma Gonzalez		-500.00	-19,974.90
Bill Pmt -Check	11/19/2024	2295	Watkins Global Sec...		-308.00	-20,282.90
Bill Pmt -Check	12/03/2024	2310	Watkins Global Sec...		-748.00	-21,030.90
Bill Pmt -Check	12/03/2024	2303	Cinthia Fonseca		-500.00	-21,530.90
Bill Pmt -Check	12/03/2024	2312	Jennifer Duarte		-100.00	-21,630.90
Bill Pmt -Check	12/17/2024	2325	Linguistica Interpreti...		-1,214.10	-22,845.00
Bill Pmt -Check	12/17/2024	2330	Watkins Global Sec...		-308.00	-23,153.00
Bill Pmt -Check	12/17/2024	2329	VFW Post 5845		-200.00	-23,353.00
Bill Pmt -Check	12/31/2024	2335	California Water Bo...		-28,205.00	-51,558.00
Bill Pmt -Check	12/31/2024	2336	Liebert Cassidy Whit...		-3,871.20	-55,429.20
Bill Pmt -Check	12/31/2024	2338	Mountain Valley Env...		-3,306.00	-58,735.20
Paycheck	12/31/2024	2345	Elaine R. Cervantes		-1,475.96	-60,211.16
Paycheck	12/31/2024	2346	Marisol Camacho		-1,160.88	-61,372.04
Paycheck	12/31/2024	2347	Morelia M Avila		-944.73	-62,316.77
Paycheck	12/31/2024	2344	Alfredo Soliz		-882.53	-63,199.30
Bill Pmt -Check	12/31/2024	2337	Mid-Valley Disposal		-603.04	-63,802.34
Bill Pmt -Check	12/31/2024	2339	Terminex		-181.00	-63,983.34
Bill Pmt -Check	12/31/2024	2342	Jennifer Duarte		-100.00	-64,083.34
Bill Pmt -Check	12/31/2024	2341	Eugenio Gutierrez		-100.00	-64,183.34
Bill Pmt -Check	12/31/2024	2340	Carlos Rodriguez		-100.00	-64,283.34
Bill Pmt -Check	12/31/2024	2343	Kinverly Suarez		-100.00	-64,383.34
Total Checks and Payments					-64,383.34	-64,383.34
Total Uncleared Transactions					-64,383.34	-64,383.34
Register Balance as of 12/31/2024					-83,287.53	1,106.77
New Transactions						
Checks and Payments - 4 items						
Liability Check	01/15/2025	EFT	United States Treas...		-2,989.84	-2,989.84
Liability Check	01/15/2025	EFT	EDD		-459.03	-3,448.87
Liability Check	01/31/2025	EFT	EDD		-261.98	-3,710.85
Liability Check	01/31/2025	EFT	United States Treas...		-25.35	-3,736.20
Total Checks and Payments					-3,736.20	-3,736.20
Total New Transactions					-3,736.20	-3,736.20
Ending Balance					-87,023.73	-2,629.43



AGENDA ITEM: 2c

MEETING DATE: February 20, 2025

Biola Community Services District
Minutes of the
Board of Directors
Special Board Meeting January 15, 2025
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Special Board Meeting on January 15, 2025 at the Biola Community Center, Biola, California.

Directors present: **Kinverly Suarez- President & Secretary**
Eugenio Gutierrez -Vice President
Carlos Rodriguez – Board Treasurer
Jennifer Duarte- Board Member
Vacancy- Board Member

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

Staff Present: **Present**

Public present: **None**

Roll Call- Roll Call was called.

Call to Order- Director Kinverly Suarez called the meeting to order at 6:04 PM.

1. PUBLIC COMMENT

- No members of the public attended for the public comment, and no comments were received.

2. ETHICS IN PUBLIC SERVICE AND BROWN ACT TRAINING

Presented by Liebert Cassidy Whitmore

Yesenia Carrillo, an attorney with LCW, conducted a three-hour presentation covering various topics and case studies. She discussed required ethics laws under Gov't Code §53234, including personal financial gain, claiming the perquisite of office, government transparency laws, and laws related to fair processes. She also explained the definition and types of meetings, providing examples of what qualifies as a meeting and what does not. Additionally, she touched on closed sessions, Brown Act violations, the Public Records Act, and other related topics.

3. ADJOURNMENT

Meeting adjourned at **8:59PM**

The next regular meeting of the Board of Directors is Thursday, January 16, 2025.

At 8:59 p.m. on January 15, 2025 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 January 15, 2025 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
January 16, 2025 – Regular Meeting, Biola, CA at 6:00PM**



AGENDA ITEM: 2d

MEETING DATE: February 20, 2025

Biola Community Services District
Minutes of the
Board of Directors
Regular Board Meeting January 16, 2025
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Regular Board Meeting on January 16, 2025 at the Biola Community Center, Biola, California.

Directors present: **Kinverly Suarez- President & Secretary**
Eugenio Gutierrez -Vice President
Carlos Rodriguez – Board Treasurer
Jennifer Duarte- Board Member
Vacancy- Board Member

Directors absent: **Jennifer Duarte- Board Member**
(1) Vacancy

Staff Present: **Present**

Public present: Phillip Cervantes, Juana Hernandez, Marcelina Lopez, Rosalba Gomez, Maria G. Carbajal, Lucrecia Soriana, Irma Placencia, Maria Soto, Amelia Soto, Raul Mendoza, Guillermo C., Candelario Raya S., Horacio Carbajal, Joel Matias, Imelda Zarate, Monica Leo, Mercedes Ramos, Monique Dolores, Daniel Rodriguez, Maria Guerrero, Joaquin Soto, Yvette Quiroga, Veronica Torres, Eduardo Antunez, and Martha Villafana.

Roll Call- Roll Call was called. The board clerk confirmed there was a quorum.

Call to Order- Director Kinverly Suarez called the meeting to order at 6:04 PM. Spanish Translation was provided for this meeting.

Director Kinverly Suarez led a moment of silence for the Biola residents who lost their lives in a traffic accident.

1. Public Comment

- **Mercedes Ramos** - has concerns regarding the bylaws, specifically highlighting the quorum section, Request to reinstate public comments after each agenda item.
- **Carmen Zamora-** asked the board to reinstate public comments after each agenda item and raised concerns about bylaw changes, particularly the Executive Assistant position. Previously hired by the board, the General Manager now seeks full control over this hiring. She urges the board to pay close attention to small changes that could shift power to the General Manager and recommends asking her questions, as she proposed these changes with counsel's advice.

- **Monique Dolores-** congratulated the new board members and reiterates Carmen and Mercedes' remarks. She urged reinstating public comments. She also pointed out that, per the GM, agendas are now emailed to the board. As a former board member, she finds digital formats challenging and encouraged a return to paper agendas for easier reference and note-taking.
- **Joaquin Soto-** requested that the board revisit the \$200,000 topic and provide a concrete answer, emphasizing that the community will not let this item be dismissed.
- **Amelia Ponce-** addressed the board members regarding the previous board meeting, where Brian Pacheco left the vacancy decision to the board. She inquired about the timeline for filling the vacancy and emphasized the importance of selecting a candidate who is committed to working for the community's best interests. She also suggested that, if necessary, texting during meetings should be limited to emergencies only, as it creates a negative impression and shows a lack of respect for the community to see the board texting or using their phones instead of focusing on the meeting.
- **Juana Hernandez-** thanked the board for the opportunity to speak. She asked how long a seat should remain vacant and suggested waiting to elect someone responsible, regardless of their educational background. She emphasized the importance of selecting a responsible individual over one with more education. She also requested more agendas in Spanish and that they be made available at least three days in advance for better preparation.

Director Kinverly Suarez noted that the Board Clerk wanted to point out a clerical error in the Minutes dated December 19, 2024, under item 3: Annual Reorganization of the Board of Directors. Kinverly Suarez had been nominated as Secretary, not Treasurer, as was incorrectly recorded in the Minutes. Kinverly Suarez serves as President and Secretary, while Carlos Rodriguez holds the position of Treasurer.

2. (a) APPROVAL OF REGULAR MEETING MINUTES DATED DECEMBER 19, 2024

Director Carlos Rodriguez disapproved of the minutes for the section involving Brian Pacheco, stating that the section needed to be revised. Staff will review the recording, identify the necessary revisions, and present the updated minutes in February.

A motion was made to table the minutes until information is provided and the recordings are reviewed.

Motion made by: Carlos Rodriguez

Motion seconded by: Kinverly Suarez

Voting:

Eugenio Gutierrez- Yes

Kinverly Suarez- Yes

Carlos Rodriguez- Yes

Jennifer Duarte- Absent

Vote Count 3-0. Motion passed.

(b) APPROVAL OF FINANCIALS ENDING DECEMBER 31, 2024

A motion was made to approve the financials.

Motion made by: Carlos Rodriguez

Motion seconded by: Kinverly Suarez

Voting:

Kinverly Suarez- No

Eugenio Gutierrez- No

Carlos Rodriguez- No

Jennifer Duarte- Absent

Vote Count 0-3. Motion does not pass.

The board reached a consensus to take more time to review the financials, analyze the numbers, and determine exactly where the money is coming from, how it is allocated, and what it is spent on. At the next meeting, they will provide more information to the community to address questions and concerns.

3. UPDATE ON LEAD AND COPPER RULE REVISIONS (LCRR): SUBMISSION OF LEAD SERVICE LINE (LSL) INVENTORY TO THE STATE

Presenter: Randy Johnson, Biola Water Operator at MVES, reported no new updates on this matter. At a previous board meeting, he was asked to bring pipe samples, which he has provided. The most common types found in the field are galvanized and PVC pipes. Additionally, he brought samples of copper, brass, and stainless steel.

When asked about the cost responsibility, Johnson stated that property owners are responsible for covering the expenses. However, there are discussions about potential grants for those in need. The costs will vary depending on the length of the pipe installation. Property owners are expected to dig at the point where the pipe enters the house.

Director Comments: Director Eugenio Gutierrez reiterated the discussion from a previous meeting regarding the 10-year deadline to confirm the absence of lead lines and mentioned the potential grants available. He asked whether the replacement includes pipes inside buildings. Randy responded that it is not currently a priority for state or federal authorities. Eugenio then sought clarification on whether the requirement applies only from the meter to the first wall of the house, to which Randy confirmed.

4. REVIEW OF GENERAL PLAN EXECUTED BY FRESNO COUNTY DEPARTMENT OF PUBLIC WORKS AND PLANNING

Presenter: Yvette Quiroga, Principal Planner for the Fresno County Department of Public Works and Planning, stated that they are present to inform the BCSD about proposed updates. Tonight's presentation will focus only on the updates relevant to the board. A community meeting is scheduled for January 23, 2025, at 6:00 PM, with a 15-day comment period from January 13 to January 28, 2025.

Anton Kremer, Planner, explained that a general plan serves as a blueprint for the county's future, guiding land use, infrastructure, public services, resource conservation, and other key aspects. It may also include area plans, known as community plans, which serve the same purpose but at a community level. The Biola Community Plan was

originally created in 1976 and last updated in 1990. Work on the latest update began on December 6, and six community meetings have been held so far.

Director Comments: Director Eugenio Gutierrez inquired whether interpreters would be available at the community meeting, to which Yvette confirmed they would be. He then asked about other related matters, and Yvette provided clarification.

Director Carlos Rodriguez asked about the future supply and demand concerning potential new developments, to which Randy Johnson responded. Director Eugenio Gutierrez asked how many homes the water system could accommodate. Randy believes the system could handle 10-15% more single-family homes but recommends consulting with the engineer. As for multi-residential developments, they would consume water capacity quickly. Regarding the sewer system, Randy is unsure and needs to discuss it further with the engineer. Director Carlos Rodriguez inquired if a new water well would be necessary. Randy responded that a water storage tank is required instead, as the current lack of storage means that if one well goes down, it could cause significant issues.

5. APPROVAL OF RESOLUTION 2025-01 2025 SIGNERS FOR DISTRICT'S CENTRAL VALLEY COMMUNITY BANK ACCOUNT

Presenter: Elaine Cervantes, General Manager of Biola CSD, explained that this resolution updates the authorized signers on the bank account to reflect the new authorized board members and remove the previous signers.

She noted that, in 2024, she has been an authorized signer to ensure continuity in case one of the two designated board members is unavailable to sign checks. Elaine also mentioned that the requirement for two signatures on every check was implemented following past embezzlement issues. Additionally, she noted she handles all payment requests and checks are signed biweekly on Tuesdays.

Director Comments: Director Carlos Rodriguez questioned why the bylaws do not automatically designate newly sworn-in members as signers, avoiding a two-month delay. He asked if this language could be added to the bylaws. Legal counsel confirmed it could be included but clarified that banks might still require meeting minutes and an agenda item to authorize new signers. Legal advised that while the bylaws could be updated, the board would still need to take action for official record-keeping. Director Rodriguez suggested adding this immediately after the annual reorganization of board positions, which legal confirmed was possible.

Director Eugenio Gutierrez noted that the former board president signed the latest checks after the new positions were assumed.

Director Kinverly Suarez proposed removing the general manager as a signer and adding Director Eugenio Gutierrez as one of the three authorized signers. Legal counsel stated that the resolution could be revised to specify the designated signers. She added it is not uncommon for an executive, such as a general manager, to serve as a signer. It is more uncommon to have board members as signers.

The board deliberated amongst the three before making a final decision.

A motion was made to remove Elaine Cervantes and replace with Eugenio Gutierrez.

Motion made by: Kinverly Suarez

Motion seconded by: Eugenio Gutierrez

Voting:

Kinverly Suarez- Yes

Eugenio Gutierrez- Yes

Carlos Rodriguez- Yes

Jennifer Duarte- Absent

Vote Count 3-0. Motion passes.

Elaine Cervantes mentioned that once the personal information from the new authorized signers is received and these minutes are submitted to the bank, Jennifer Duarte and Martha Madera will be removed.

Director Carlos Rodriguez would like to revisit this in two months to assess if it does not work out, so the matter can be addressed again.

6. DISCUSSION OF PROPOSED AMENDED BCSD BOARD OF DIRECTORS BYLAWS

Presenter: Elaine Cervantes, General Manager of Biola CSD, stated that the Bylaws from February 2024 contained outdated language that, upon legal counsel's recommendation, needed to be updated. Legal counsel assisted by marking the necessary revisions in blue on the attached document. The existing verbiage was incorrect, and the proposed changes were presented to the board last year. All blue text represents legal input. This item is for discussion only, with the goal of making corrections and adjustments in preparation for approval at the next board meeting.

Director Comments: Director Carlos Rodriguez requested to have a meeting or training for this with legal counsel. Director Kinverly Suarez agreed. After requesting a workshop on this matter, legal counsel advised that if more than three board members attend, it must be properly agendaized and open to the public.

Director Eugenio Gutierrez asked for the date of this workshop.

The board reached a consensus to work together to determine which date worked best.

7. STATUS UPDATE ON BOARD OF DIRECTORS VACANCY

Presenter: Elaine Cervantes, General Manager of Biola CSD, stated that after the board meeting, Brian Pacheco indicated he would send a letter to legal counsel regarding his follow-up and two-year vacancy. However, the letter, addressed to Kinverly Suarez, was not received until January 10th.

Legal counsel advised that a decision must be made no later than the March regular meeting. She suggested that the bylaw workshop meeting include a discussion on the process, with the board establishing a timeline. All deliberations, interviews, and

discussions must occur in an open session, as this concerns the appointment of a public official. If three board members will conduct interviews, the matter must be placed on the agenda before a decision is made. The only instance for a closed session would be if the discussion involved an employee or hiring.

Director Comments: Director Carlos Rodriguez asked if applications could start being collected. Legal counsel advised that the board must properly agendaize the item to determine the process unless they delegate it to the general manager.

Director Eugenio Gutierrez asked about the dates of the next two regular board meetings.

Director Kinverly Suarez inquired whether an applicant(s) already in mind could submit their application without a special meeting. Legal counsel clarified that without an existing application, submission was not possible, and since this was an informational item, no action could be taken.

Director Carlos Rodriguez suggested addressing this matter in a special meeting alongside the bylaws workshop.

The board agreed to schedule this matter for the Special Meeting on Tuesday, February 18, 2025.

8. BOARD MEMBER COMMUNICATIONS

- Director Kinverly Suarez addressed an email.
- Director Eugenio Gutierrez expressed concerns regarding a maintenance employee: driving at night without lights, checking meters at night, questioning work hours, and working with his spouse. The General Manager will follow up with an email.
- Director Kinverly Suarez extended her condolences to those who passed away and will share the GoFundMe link on the website.

9. STAFF REPORTS

- Elaine Cervantes verbally updated her staff report, stating that the trash at the abandoned house on Third Street has been cleared. Mid Valley Disposal generously donated two 40-yard bins, and the District's maintenance employee, along with staff and volunteers, worked with the homeless individuals living there to help dispose of the trash. She will continue to try contacting code enforcement to have the property abandoned. Director Eugenio Gutierrez thanked everyone involved in the effort. Director Kimberly Suarez expressed appreciation for all those who helped and participated, noting that she has received positive feedback.

10. ADJOURNMENT

Meeting adjourned at **8:27PM**

The next regular meeting of the Board of Directors is Thursday, February 20, 2025.

At 8:27 p.m. on January 16, 2025 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 January 16, 2025 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
February 16, 2025 – Regular Meeting, Biola, CA at 6:00PM**

4:24 PM
 02/10/25
 Accrual Basis

BIOLA COMMUNITY SERVICES DISTRICT
Balance Sheet Prev Year Comparison
As of January 31, 2025

	Jan 31, 25	Jan 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking - CVCB (15070832)	48,835.43	-32,337.03	81,172.46	251.0%
1010 · Cash-County Treas-Gen Subclass	109,826.43	43,694.94	66,131.49	151.4%
1011 · Cash-County Treas-Restricted	8,850.00	0.00	8,850.00	100.0%
1020 · Cash-LAIF	100,446.89	298,513.11	-198,066.22	-66.4%
Total Checking/Savings	267,958.75	309,871.02	-41,912.27	-13.5%
Other Current Assets				
Account's Receivable				
1100 · Account's Receivable	136,199.33	90,945.53	45,253.80	49.8%
1150 · Allowance for Doubtful Accounts	-4,000.00	-4,000.00	0.00	0.0%
Total Account's Receivable	132,199.33	86,945.53	45,253.80	52.1%
1210 · Charge Backs Receivable	583.00	111.16	471.84	424.5%
1220 · Other Receivables	45,445.50	179,658.04	-134,212.54	-74.7%
Total Other Current Assets	178,227.83	266,714.73	-88,486.90	-33.2%
Total Current Assets	446,186.58	576,585.75	-130,399.17	-22.6%
Fixed Assets				
1400 · Construction In Progress				
1405 · CIP-Application for CDBG	5,733.50	5,733.50	0.00	0.0%
1410 · CIP-ARPA	829,800.51	69,206.83	760,593.68	1,099.0%
1425 · CIP-Groundwater Recharge	774,516.41	769,593.41	4,923.00	0.6%
1426 · CIP- Groundwater Recharge Ph 2	18,125.00	0.00	18,125.00	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	260,133.67	223,439.67	36,694.00	16.4%
1460 · CIP-Biola Ave Sidewalk-East	5,660.60	5,660.60	0.00	0.0%
Total 1400 · Construction In Progress	2,531,803.63	1,711,467.95	820,335.68	47.9%
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	62,311.57	59,021.56	3,290.01	5.6%
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	6,934,074.11	6,495,231.42	438,842.69	6.8%
TOTAL ASSETS	7,380,260.69	7,071,817.17	308,443.52	4.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	332,616.78	277,721.03	54,895.75	19.8%
2010 · Retention Payable	26,699.06	0.00	26,699.06	100.0%
Total Accounts Payable	359,315.84	277,721.03	81,594.81	29.4%

4:24 PM

02/10/25

Accrual Basis

BIOLA COMMUNITY SERVICES DISTRICT
Balance Sheet Prev Year Comparison
As of January 31, 2025

	Jan 31, 25	Jan 31, 24	\$ Change	% Change
Other Current Liabilities				
2110 · Accrued Interest	0.00	12,928.28	-12,928.28	-100.0%
2120 · Accrued Payroll	4,504.77	0.00	4,504.77	100.0%
2200 · Customer Deposits- Comm Ctr	2,850.60	4,635.00	-1,784.40	-38.5%
2300 · Utility Deposits	23,189.48	20,603.57	2,585.91	12.6%
2400 · Payroll Liabilities	3,180.83	3,792.74	-611.91	-16.1%
Total Other Current Liabilities	33,725.68	41,959.59	-8,233.91	-19.6%
Total Current Liabilities	393,041.52	319,680.62	73,360.90	23.0%
Long Term Liabilities				
2500 · Loan - CA Energy Commission	827,153.46	874,576.44	-47,422.98	-5.4%
2550 · Safe Drinking Water- Revolving	17,700.00	26,550.00	-8,850.00	-33.3%
Total Long Term Liabilities	844,853.46	901,126.44	-56,272.98	-6.2%
Total Liabilities	1,237,894.98	1,220,807.06	17,087.92	1.4%
Equity				
3000 · Opening Balance Equity	4,202,750.84	4,202,750.84	0.00	0.0%
3200 · Retained Earnings	1,472,191.37	1,733,156.72	-260,965.35	-15.1%
Net Income	467,423.50	-84,897.45	552,320.95	650.6%
Total Equity	6,142,365.71	5,851,010.11	291,355.60	5.0%
TOTAL LIABILITIES & EQUITY	<u>7,380,260.69</u>	<u>7,071,817.17</u>	<u>308,443.52</u>	<u>4.4%</u>

BIOLA COMMUNITY SERVICES DISTRICT
Profit & Loss Prev Year Comparison
July 2024 through January 2025

	Jul '24 - Jan 25	Jul '23 - Jan 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Sales and Services	383,631.68	267,613.31	116,018.37	43.4%
4050 · Rents and Concessions	12,102.00	12,087.00	15.00	0.1%
4100 · Admin Fees	301.00	100.00	201.00	201.0%
4110 · Connection and Turn-On Fees	2,600.00	-383.47	2,983.47	778.0%
Total Income	398,634.68	279,416.84	119,217.84	42.7%
Expense				
5000 · Bank Charges	818.07	659.14	158.93	24.1%
5015 · Communications	6,626.66	7,201.04	-574.38	-8.0%
5020 · Community Support	0.00	2,500.00	-2,500.00	-100.0%
5025 · Computer and Internet	4,089.76	3,144.94	944.82	30.0%
5035 · Continuing Education	0.00	925.70	-925.70	-100.0%
5100 · Contractual Services				
5105 · Plant Operations	54,736.00	54,881.00	-145.00	-0.3%
5110 · Solid Waste Disposal - Res.	36,901.51	37,456.84	-555.33	-1.5%
5111 · Solid Waste Disposal - Comm.	3,623.55	3,766.76	-143.21	-3.8%
5120 · Solar Maintenance	6,786.58	6,588.91	197.67	3.0%
Total 5100 · Contractual Services	102,047.64	102,693.51	-645.87	-0.6%
5230 · Fees & Assessments	7,645.16	4,784.23	2,860.93	59.8%
5250 · Insurance	29,560.90	27,467.76	2,093.14	7.6%
5260 · Janitorial	1,465.01	828.39	636.62	76.9%
5280 · Legal Notices and Publishing	0.00	1,290.00	-1,290.00	-100.0%
5290 · Licenses and Permits	29,528.36	40,510.32	-10,981.96	-27.1%
5310 · Memberships and Publications	6,058.00	3,804.00	2,254.00	59.3%
5320 · Miscellaneous	86.38	152.90	-66.52	-43.5%
5330 · Office	8,699.34	7,518.55	1,180.79	15.7%
5340 · Operating Supplies and Chemical	3,590.22	3,338.50	251.72	7.5%
5350 · Outside Services/Event Comp.	1,600.00	2,000.00	-400.00	-20.0%
5380 · Postage and Delivery	2,356.01	0.00	2,356.01	100.0%
5400 · Professional & Specialized Serv				
5410 · Accounting	9,765.00	8,400.00	1,365.00	16.3%
5420 · Audit Fee	11,970.00	0.00	11,970.00	100.0%
5440 · Legal	20,139.20	22,758.15	-2,618.95	-11.5%
5450 · Other Professional Services	11,962.28	3,164.00	8,798.28	278.1%
5460 · Research and Monitoring	2,242.00	3,036.60	-794.60	-26.2%
Total 5400 · Professional & Specialized Serv	56,078.48	37,358.75	18,719.73	50.1%
5500 · Rents and Leases Expense				
5510 · Equipment	-549.25	1,300.00	-1,849.25	-142.3%
Total 5500 · Rents and Leases Expense	-549.25	1,300.00	-1,849.25	-142.3%
5550 · Repairs and Maintenance				
5560 · Equipment	13,812.27	599.45	13,212.82	2,204.2%
5570 · Landscaping	7,500.00	7,025.00	475.00	6.8%
5590 · Structures and Grounds	45,793.75	104,253.88	-58,460.13	-56.1%
Total 5550 · Repairs and Maintenance	67,106.02	111,878.33	-44,772.31	-40.0%
5600 · Salaries and Wages				
5610 · Board Member Compensation	3,500.00	3,900.00	-400.00	-10.3%
5630 · Holiday Pay	3,911.00	3,280.00	631.00	19.2%
5650 · Paid Leave	1,391.53	1,695.68	-304.15	-17.9%
5660 · Payroll Taxes	7,199.65	6,633.34	566.31	8.5%
5670 · Regular Hourly	43,864.50	53,741.32	-9,876.82	-18.4%
5680 · Salaries	27,692.32	8,653.85	19,038.47	220.0%
Total 5600 · Salaries and Wages	87,559.00	77,904.19	9,654.81	12.4%
5700 · Services Charges-Fresno County	0.00	222.76	-222.76	-100.0%
5710 · Small Tools and Equipment	216.60	1,555.23	-1,338.63	-86.1%
5720 · Travel	0.00	2,256.03	-2,256.03	-100.0%
5800 · Utilities				
5810 · Gas and Electric	47,319.36	30,223.72	17,095.64	56.6%
Total 5800 · Utilities	47,319.36	30,223.72	17,095.64	56.6%
Total Expense	461,901.72	471,517.99	-9,616.27	-2.0%
Net Ordinary Income	-63,267.04	-192,101.15	128,834.11	67.1%

BIOLA COMMUNITY SERVICES DISTRICT
Profit & Loss Prev Year Comparison
July 2024 through January 2025

	Jul '24 - Jan 25	Jul '23 - Jan 24	\$ Change	% Change
Other Income/Expense				
Other Income				
Contributed Capital				
6030 · State-Aid for Construction	484,707.07	76,622.00	408,085.07	532.6%
Total Contributed Capital	484,707.07	76,622.00	408,085.07	532.6%
6110 · Interest Revenues	2,574.36	6,388.85	-3,814.49	-59.7%
6130 · Other Non-Operating Revenues	6,540.00	2,457.00	4,083.00	166.2%
6150 · Rents and Leases Received	2,422.81	1,334.84	1,087.97	81.5%
6200 · Property Tax Revenue	38,712.58	37,515.39	1,197.19	3.2%
6210 · Special Assessment Revenue	0.00	3,596.67	-3,596.67	-100.0%
Total Other Income	534,956.82	127,914.75	407,042.07	318.2%
Other Expense				
7000 · Interest Expense	4,266.28	20,711.05	-16,444.77	-79.4%
Total Other Expense	4,266.28	20,711.05	-16,444.77	-79.4%
Net Other Income	530,690.54	107,203.70	423,486.84	395.0%
Net Income	467,423.50	-84,897.45	552,320.95	650.6%

**BIOLA COMMUNITY SERVICES DISTRICT
Transactions by Account**

As of January 31, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
1400 · Construction In Progress								1,785,529.95
1405 · CIP-Application for CDBG								5,733.50
Total 1405 · CIP-Application for CDBG								5,733.50
1410 · CIP-ARPA								83,526.83
Bill	08/05/2024	24021		Rolfe Construction Inc.		408,418.39		491,945.22
Bill	08/12/2024	2024-...		AM Consulting Engineers	July 2024	13,680.00		505,625.22
Bill	09/11/2024	2024-...		AM Consulting Engineers	August 2024	15,920.00		521,545.22
Bill	09/20/2024	24022		Rolfe Construction Inc.		42,019.35		563,564.57
Bill	09/20/2024	24022		Rolfe Construction Inc.	Retention	23,707.26		587,271.83
Bill	10/14/2024	2024-...		AM Consulting Engineers	September 2024	5,740.00		593,011.83
Bill	11/12/2024	2024-...		AM Consulting Engineers	October 2024	4,800.00		597,811.83
Bill	12/11/2024	2024-...		AM Consulting Engineers	November 2024	4,380.00		602,191.83
Bill	01/07/2025	21131		Department of Public Works & Planning		156,451.30		758,643.13
Bill	01/10/2025	24023		Rolfe Construction Inc.		56,844.19		815,487.32
Bill	01/10/2025	24023		Rolfe Construction Inc.	Retainage	2,991.80		818,479.12
Bill	01/10/2025	2024-...		AM Consulting Engineers	December 2024	11,321.39		829,800.51
Total 1410 · CIP-ARPA						746,273.68	0.00	829,800.51
1425 · CIP-Groundwater Recharge								774,516.41
Total 1425 · CIP-Groundwater Recharge								774,516.41
1426 · CIP- Groundwater Recharge Ph 2								18,125.00
Total 1426 · CIP- Groundwater Recharge Ph 2								18,125.00
1430 · CIP-Recycled Water								272,659.00
Total 1430 · CIP-Recycled Water								272,659.00
1440 · CIP-Water System Upgrade-SRF								365,174.94
Total 1440 · CIP-Water System Upgrade-SRF								365,174.94
1450 · CIP-WWTP Improvements								260,133.67
Total 1450 · CIP-WWTP Improvements								260,133.67
1460 · CIP-Biola Ave Sidewalk-East								5,660.60
Total 1460 · CIP-Biola Ave Sidewalk-East								5,660.60
Total 1400 · Construction In Progress						746,273.68	0.00	2,531,803.63
TOTAL						746,273.68	0.00	2,531,803.63

BIOLA COMMUNITY SERVICES DISTRICT

Profit & Loss Budget vs. Actual

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Sales and Services	383,631.68	614,000.00	-230,368.32	62.5%
4050 · Rents and Concessions	12,102.00	30,000.00	-17,898.00	40.3%
4100 · Admin Fees	301.00			
4110 · Connection and Turn-On Fees	2,600.00			
Total Income	398,634.68	644,000.00	-245,365.32	61.9%
Expense				
5000 · Bank Charges	818.07	2,000.00	-1,181.93	40.9%
5015 · Communications	6,626.66	10,000.00	-3,373.34	66.3%
5020 · Community Support	0.00	2,500.00	-2,500.00	0.0%
5025 · Computer and Internet	4,089.76	6,800.00	-2,710.24	60.1%
5035 · Continuing Education	0.00	5,000.00	-5,000.00	0.0%
5100 · Contractual Services				
5105 · Plant Operations	54,736.00	90,000.00	-35,264.00	60.8%
5110 · Solid Waste Disposal - Res.	36,901.51	80,000.00	-43,098.49	46.1%
5111 · Solid Waste Disposal - Comm.	3,623.55			
5120 · Solar Maintenance	6,786.58	6,400.00	386.58	106.0%
Total 5100 · Contractual Services	102,047.64	176,400.00	-74,352.36	57.9%
5230 · Fees & Assessments	7,645.16	7,500.00	145.16	101.9%
5250 · Insurance	29,560.90	30,000.00	-439.10	98.5%
5260 · Janitorial	1,465.01	3,500.00	-2,034.99	41.9%
5290 · Licenses and Permits	29,528.36	45,000.00	-15,471.64	65.6%
5310 · Memberships and Publications	6,058.00	7,000.00	-942.00	86.5%
5320 · Miscellaneous	86.38	500.00	-413.62	17.3%
5330 · Office	8,699.34	8,500.00	199.34	102.3%
5340 · Operating Supplies and Chemical	3,590.22			
5350 · Outside Services/Event Comp.	1,600.00	5,000.00	-3,400.00	32.0%
5380 · Postage and Delivery	2,356.01	4,000.00	-1,643.99	58.9%
5400 · Professional & Specialized Serv				
5410 · Accounting	9,765.00	17,500.00	-7,735.00	55.8%
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	20,139.20	35,000.00	-14,860.80	57.5%
5450 · Other Professional Services	11,962.28	8,000.00	3,962.28	149.5%
5460 · Research and Monitoring	2,242.00	5,000.00	-2,758.00	44.8%
Total 5400 · Professional & Specialized Serv	56,078.48	83,500.00	-27,421.52	67.2%
5550 · Repairs and Maintenance				
5560 · Equipment	13,812.27	5,000.00	8,812.27	276.2%
5570 · Landscaping	7,500.00	15,000.00	-7,500.00	50.0%
5590 · Structures and Grounds	45,793.75	85,500.00	-39,706.25	53.6%
Total 5550 · Repairs and Maintenance	67,106.02	105,500.00	-38,393.98	63.6%
5600 · Salaries and Wages				
5610 · Board Member Compensation	3,500.00	7,500.00	-4,000.00	46.7%
5630 · Holiday Pay	3,911.00	4,000.00	-89.00	97.8%
5650 · Paid Leave	1,391.53			
5660 · Payroll Taxes	7,199.65	11,500.00	-4,300.35	62.6%
5670 · Regular Hourly	43,864.50	90,792.00	-46,927.50	48.3%
5680 · Salaries	27,692.32	49,500.00	-21,807.68	55.9%
Total 5600 · Salaries and Wages	87,559.00	163,292.00	-75,733.00	53.6%
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	47,319.36	55,000.00	-7,680.64	86.0%
Total 5800 · Utilities	47,319.36	55,000.00	-7,680.64	86.0%
Total Expense	462,450.97	721,392.00	-258,941.03	64.1%
Net Ordinary Income	-63,816.29	-77,392.00	13,575.71	82.5%
Other Income/Expense				
Other Income				
Contributed Capital				
6030 · State-Aid for Construction	484,707.07			
Total Contributed Capital	484,707.07			

BIOLA COMMUNITY SERVICES DISTRICT

Profit & Loss Budget vs. Actual

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
6110 · Interest Revenues	2,574.36	8,000.00	-5,425.64	32.2%
6130 · Other Non-Operating Revenues	6,540.00			
6150 · Rents and Leases Received	2,972.06			
6200 · Property Tax Revenue	38,712.58	75,000.00	-36,287.42	51.6%
6210 · Special Assessment Revenue	0.00	7,200.00	-7,200.00	0.0%
Total Other Income	535,506.07	90,200.00	445,306.07	593.7%
Other Expense				
7000 · Interest Expense	4,266.28			
Total Other Expense	4,266.28			
Net Other Income	531,239.79	90,200.00	441,039.79	589.0%
Net Income	467,423.50	12,808.00	454,615.50	3,649.5%

**BIOLA COMMUNITY SERVICES DISTRICT
Transactions by Account**

As of January 31, 2025

Type	Date	Num	Name	Memo	Clr	Debit	Credit	Balance
1000 - Checking - CVCB (15070832)								
Deposit	01/02/2025			Deposit	X	1,750.00		18,981.67
Check	01/02/2025	EFT	Adobe, Inc.		X		19.99	20,731.67
Check	01/02/2025	EFT	Google		X		338.62	20,373.06
Deposit	01/03/2025			Deposit	X	7,142.25		27,515.31
Check	01/06/2025	EFT	Home Depot	WM93995131	X		48.55	27,466.76
Deposit	01/10/2025			Deposit	X	14,250.62		41,717.38
Check	01/10/2025	EFT	PG&E		X		10,307.69	31,409.69
Bill Pmt -Check	01/14/2025	2348	Carbajal Landscaping		X		1,250.00	30,159.69
Bill Pmt -Check	01/14/2025	2349	Comcast Business		X		214.69	29,945.00
Bill Pmt -Check	01/14/2025	2350	Cuttone & Mastro C...		X		3,000.00	26,945.00
Bill Pmt -Check	01/14/2025	2351	Jorgensen Co.		X		310.90	26,634.10
Bill Pmt -Check	01/14/2025	2352	Mid-Valley Disposal		X		6,925.53	19,708.57
Bill Pmt -Check	01/14/2025	2353	San Joaquin Air Poll...	5972	X		433.00	19,275.57
Bill Pmt -Check	01/14/2025	2354	Sebastian Telephone	00065044-8	X		442.70	18,832.87
Bill Pmt -Check	01/14/2025	2355	Streamline		X		63.00	18,769.87
Paycheck	01/14/2025	2356	Alfredo Soliz		X		1,097.12	17,672.75
Paycheck	01/14/2025	2357	Elaine R. Cervantes		X		1,478.94	16,193.81
Paycheck	01/14/2025	2358	Marisol Camacho		X		1,093.80	15,100.01
Paycheck	01/14/2025	2359	Morelia M Avila		X		897.87	14,202.14
Liability Check	01/15/2025	EFT	EDD	Confirmation #: 0-393-091-728	X		459.03	13,743.11
Liability Check	01/15/2025	EFT	United States Treas...	Confirmation #: 270541521160930	X		2,989.84	10,753.27
Check	01/15/2025			Service Charge	X		139.02	10,614.25
Deposit	01/21/2025			Deposit	X	20,387.44		31,001.69
Check	01/23/2025	EFT	Adobe, Inc.		X		19.99	30,981.70
Check	01/23/2025	EFT	US Postal Service		X		292.00	30,689.70
Deposit	01/24/2025			Deposit	X	7,388.43		38,078.13
Deposit	01/24/2025			Deposit	X	18,125.00		56,203.13
Check	01/24/2025	EFT	Creative Technologi...	2024/00889	X		431.00	55,772.13
Check	01/27/2025	EFT	Office Depot		X		303.33	55,468.80
Bill Pmt -Check	01/28/2025	2360	Alert 360 - Fresno		X		203.95	55,264.85
Bill Pmt -Check	01/28/2025	2361	Comcast Business		X		214.84	55,050.01
Bill Pmt -Check	01/28/2025	2362	Denyce Rodriguez		X		500.00	54,550.01
Bill Pmt -Check	01/28/2025	2363	Derek Watkins		X		396.00	54,154.01
Bill Pmt -Check	01/28/2025	2364	Liebert Cassidy Whi...		X		1,218.00	52,936.01
Bill Pmt -Check	01/28/2025	2365	Little Giant		X		50.00	52,886.01
Bill Pmt -Check	01/28/2025	2366	Mountain Valley Env...		X		7,514.50	45,371.51
Bill Pmt -Check	01/28/2025	2367	Underground Servic...		X		300.00	45,071.51
Bill Pmt -Check	01/28/2025	2368	VFW Post 5845		X		200.00	44,871.51
Bill Pmt -Check	01/28/2025	2369	Carlos Rodriguez		X		200.00	44,671.51
Bill Pmt -Check	01/28/2025	2370	Eugenio Gutierrez		X		200.00	44,471.51
Bill Pmt -Check	01/28/2025	2371	Jennifer Duarte		X		100.00	44,371.51
Bill Pmt -Check	01/28/2025	2372	Kinverly Suarez		X		200.00	44,171.51
Paycheck	01/28/2025	2373	Alfredo Soliz		X		929.87	43,241.64
Paycheck	01/28/2025	2374	Elaine R. Cervantes		X		1,478.95	41,762.69
Paycheck	01/28/2025	2375	Marisol Camacho		X		1,352.09	40,410.60
Paycheck	01/28/2025	2376	Morelia M Avila		X		987.96	39,422.64
Bill Pmt -Check	01/28/2025	2377	XiO, Inc.		X		960.00	38,462.64
Check	01/30/2025	EFT	Office Depot		X		10.14	38,452.50
Check	01/30/2025	EFT	Office Depot		X		103.94	38,348.56
Liability Check	01/31/2025	EFT	EDD	Confirmation #: 1-191-504-528	X		261.98	38,086.58
Liability Check	01/31/2025	EFT	United States Treas...	Confirmation #: 270543112972175	X		25.35	38,061.23
Liability Check	01/31/2025	EFT	United States Treas...	Confirmation #: 270543154783096	X		290.03	37,771.20
Deposit	01/31/2025			Deposit	X	7,766.94		45,538.14
Check	01/31/2025	EFT	Office Depot		X		32.38	45,505.76
Check	01/31/2025	EFT	Office Depot		X		300.65	45,205.11
Deposit	01/31/2025			Deposit	X	3,630.32		48,835.43
Total 1000 - Checking - CVCB (15070832)						80,441.00	50,587.24	48,835.43
TOTAL						80,441.00	50,587.24	48,835.43

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BIOLA COMMUNITY SERVICES DISTRICT
Reconciliation Summary
1000 · Checking - CVCB (15070832), Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	65,490.11
Cleared Transactions	
Checks and Payments - 54 items	-83,062.47
Deposits and Credits - 11 items	81,379.93
	<u>-1,682.54</u>
Total Cleared Transactions	<u>-1,682.54</u>
Cleared Balance	<u><u>63,807.57</u></u>
Uncleared Transactions	
Checks and Payments - 19 items	-14,972.14
	<u>-14,972.14</u>
Total Uncleared Transactions	<u>-14,972.14</u>
Register Balance as of 01/31/2025	<u><u>48,835.43</u></u>
Ending Balance	48,835.43

BIOLA COMMUNITY SERVICES DISTRICT
Reconciliation Detail
1000 · Checking - CVCB (15070832), Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						65,490.11
Cleared Transactions						
Checks and Payments - 54 items						
General Journal	06/30/2024	711		X	-938.93	-938.93
Bill Pmt -Check	09/23/2024	2232	West Star Environm...	X	-1,175.00	-2,113.93
Bill Pmt -Check	11/19/2024	2285	Alma Gonzalez	X	-500.00	-2,613.93
Bill Pmt -Check	11/19/2024	2295	Watkins Global Sec...	X	-308.00	-2,921.93
Bill Pmt -Check	12/03/2024	2310	Watkins Global Sec...	X	-748.00	-3,669.93
Bill Pmt -Check	12/03/2024	2312	Jennifer Duarte	X	-100.00	-3,769.93
Bill Pmt -Check	12/17/2024	2325	Linguistica Interpreti...	X	-1,214.10	-4,984.03
Bill Pmt -Check	12/17/2024	2330	Watkins Global Sec...	X	-308.00	-5,292.03
Bill Pmt -Check	12/17/2024	2329	VFW Post 5845	X	-200.00	-5,492.03
Bill Pmt -Check	12/31/2024	2335	California Water Bo...	X	-28,205.00	-33,697.03
Bill Pmt -Check	12/31/2024	2336	Liebert Cassidy Whit...	X	-3,871.20	-37,568.23
Bill Pmt -Check	12/31/2024	2338	Mountain Valley Env...	X	-3,306.00	-40,874.23
Paycheck	12/31/2024	2345	Elaine R. Cervantes	X	-1,475.96	-42,350.19
Paycheck	12/31/2024	2346	Marisol Camacho	X	-1,160.88	-43,511.07
Paycheck	12/31/2024	2347	Morelia M Avila	X	-944.73	-44,455.80
Paycheck	12/31/2024	2344	Alfredo Soliz	X	-882.53	-45,338.33
Bill Pmt -Check	12/31/2024	2337	Mid-Valley Disposal	X	-603.04	-45,941.37
Bill Pmt -Check	12/31/2024	2339	Terminex	X	-181.00	-46,122.37
Bill Pmt -Check	12/31/2024	2342	Jennifer Duarte	X	-100.00	-46,222.37
Bill Pmt -Check	12/31/2024	2341	Eugenio Gutierrez	X	-100.00	-46,322.37
Bill Pmt -Check	12/31/2024	2343	Kinverly Suarez	X	-100.00	-46,422.37
Bill Pmt -Check	12/31/2024	2340	Carlos Rodriguez	X	-100.00	-46,522.37
Check	01/02/2025	EFT	Google	X	-338.62	-46,860.99
Check	01/02/2025	EFT	Adobe, Inc.	X	-19.99	-46,880.98
Check	01/06/2025	EFT	Home Depot	X	-48.55	-46,929.53
Check	01/10/2025	EFT	PG&E	X	-10,307.69	-57,237.22
Bill Pmt -Check	01/14/2025	2352	Mid-Valley Disposal	X	-6,925.53	-64,162.75
Bill Pmt -Check	01/14/2025	2350	Cuttone & Mastro C...	X	-3,000.00	-67,162.75
Paycheck	01/14/2025	2357	Elaine R. Cervantes	X	-1,478.94	-68,641.69
Bill Pmt -Check	01/14/2025	2348	Carbajal Landscaping	X	-1,250.00	-69,891.69
Paycheck	01/14/2025	2356	Alfredo Soliz	X	-1,097.12	-70,988.81
Paycheck	01/14/2025	2358	Marisol Camacho	X	-1,093.80	-72,082.61
Paycheck	01/14/2025	2359	Morelia M Avila	X	-897.87	-72,980.48
Bill Pmt -Check	01/14/2025	2354	Sebastian Telephone	X	-442.70	-73,423.18
Bill Pmt -Check	01/14/2025	2353	San Joaquin Air Poll...	X	-433.00	-73,856.18
Bill Pmt -Check	01/14/2025	2349	Comcast Business	X	-214.69	-74,070.87
Bill Pmt -Check	01/14/2025	2355	Streamline	X	-63.00	-74,133.87
Liability Check	01/15/2025	EFT	United States Treas...	X	-2,989.84	-77,123.71
Liability Check	01/15/2025	EFT	EDD	X	-459.03	-77,582.74
Check	01/15/2025			X	-139.02	-77,721.76
Check	01/23/2025	EFT	US Postal Service	X	-292.00	-78,013.76
Check	01/23/2025	EFT	Adobe, Inc.	X	-19.99	-78,033.75
Check	01/24/2025	EFT	Creative Technologies	X	-431.00	-78,464.75
Check	01/27/2025	EFT	Office Depot	X	-303.33	-78,768.08
Paycheck	01/28/2025	2375	Marisol Camacho	X	-1,352.09	-80,120.17
Paycheck	01/28/2025	2376	Morelia M Avila	X	-987.96	-81,108.13
Paycheck	01/28/2025	2373	Alfredo Soliz	X	-929.87	-82,038.00
Check	01/30/2025	EFT	Office Depot	X	-103.94	-82,141.94
Check	01/30/2025	EFT	Office Depot	X	-10.14	-82,152.08
Check	01/31/2025	EFT	Office Depot	X	-300.65	-82,452.73
Liability Check	01/31/2025	EFT	United States Treas...	X	-290.03	-82,742.76
Liability Check	01/31/2025	EFT	EDD	X	-261.98	-83,004.74
Check	01/31/2025	EFT	Office Depot	X	-32.38	-83,037.12
Liability Check	01/31/2025	EFT	United States Treas...	X	-25.35	-83,062.47
Total Checks and Payments					-83,062.47	-83,062.47

BIOLA COMMUNITY SERVICES DISTRICT

Reconciliation Detail

1000 · Checking - CVCB (15070832), Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 11 items						
Bill Pmt -Check	05/21/2024	2060	California Water Bo...	X	0.00	0.00
General Journal	06/30/2024	711		X	938.93	938.93
Bill Pmt -Check	09/10/2024	2218	Yamabe & Horn Eng...	X	0.00	938.93
Deposit	01/02/2025			X	1,750.00	2,688.93
Deposit	01/03/2025			X	7,142.25	9,831.18
Deposit	01/10/2025			X	14,250.62	24,081.80
Deposit	01/21/2025			X	20,387.44	44,469.24
Deposit	01/24/2025			X	7,388.43	51,857.67
Deposit	01/24/2025			X	18,125.00	69,982.67
Deposit	01/31/2025			X	3,630.32	73,612.99
Deposit	01/31/2025			X	7,766.94	81,379.93
Total Deposits and Credits					81,379.93	81,379.93
Total Cleared Transactions					-1,682.54	-1,682.54
Cleared Balance					-1,682.54	63,807.57
Uncleared Transactions						
Checks and Payments - 19 items						
Bill Pmt -Check	08/27/2024	2201	VFW Post 5845		-400.00	-400.00
Bill Pmt -Check	10/22/2024	2256	Little Giant		-25.00	-425.00
Bill Pmt -Check	12/03/2024	2303	Cinthia Fonseca		-500.00	-925.00
Bill Pmt -Check	01/14/2025	2351	Jorgensen Co.		-310.90	-1,235.90
Bill Pmt -Check	01/28/2025	2366	Mountain Valley Env...		-7,514.50	-8,750.40
Paycheck	01/28/2025	2374	Elaine R. Cervantes		-1,478.95	-10,229.35
Bill Pmt -Check	01/28/2025	2364	Liebert Cassidy Whit...		-1,218.00	-11,447.35
Bill Pmt -Check	01/28/2025	2377	XiO, Inc.		-960.00	-12,407.35
Bill Pmt -Check	01/28/2025	2362	Denyce Rodriguez		-500.00	-12,907.35
Bill Pmt -Check	01/28/2025	2363	Derek Watkins		-396.00	-13,303.35
Bill Pmt -Check	01/28/2025	2367	Underground Servic...		-300.00	-13,603.35
Bill Pmt -Check	01/28/2025	2361	Comcast Business		-214.84	-13,818.19
Bill Pmt -Check	01/28/2025	2360	Alert 360 - Fresno		-203.95	-14,022.14
Bill Pmt -Check	01/28/2025	2368	VFW Post 5845		-200.00	-14,222.14
Bill Pmt -Check	01/28/2025	2369	Carlos Rodriguez		-200.00	-14,422.14
Bill Pmt -Check	01/28/2025	2372	Kinverly Suarez		-200.00	-14,622.14
Bill Pmt -Check	01/28/2025	2370	Eugenio Gutierrez		-200.00	-14,822.14
Bill Pmt -Check	01/28/2025	2371	Jennifer Duarte		-100.00	-14,922.14
Bill Pmt -Check	01/28/2025	2365	Little Giant		-50.00	-14,972.14
Total Checks and Payments					-14,972.14	-14,972.14
Total Uncleared Transactions					-14,972.14	-14,972.14
Register Balance as of 01/31/2025					-16,654.68	48,835.43
Ending Balance					-16,654.68	48,835.43

BIOLA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING

STAFF REPORT

TO: Biola CSD Board of Directors
FROM: Elaine Cervantes, District Manager
DATE: February 20, 2025
SUBJECT: Adoption of a Resolution Awarding the Construction of the Groundwater Recharge Improvements Project to A.J. Excavation Inc.

RECOMMENDED ACTION:

Staff is recommending approval from the Board of Directors to award the construction of the Groundwater Recharge Improvements Project to A.J. Excavation Inc. for a bid amount of \$239,632.00 and to authorize the District Manager to sign an Agreement on behalf of the District.

BACKGROUND:

AM Consulting Engineers prepared plans and specifications for the Groundwater Recharge Improvements Project. The major work consists of enlarging an existing storm water pond by excavating an adjacent area to the same depth of the existing ponds, as well as installing an access ramp, aggregate base around the pond, and chain link fencing.

DISCUSSION:

A total of six bids were received at the Biola CSD office on December 18, 2024. The lowest responsive bid was submitted by A.J. Excavation Inc. in the amount of \$239,632.00. The bid results were as listed:

<u>Contractor</u>	<u>Total Bid</u>
A.J. Excavation Inc.	\$239,632.00
Cal Valley Construction, Inc.	\$335,168.00
JT2 Inc. DBA Todd Companies	\$337,500.00
MW Construction Inc.	\$353,221.52
Walsh Montgomery Construction, Inc.	\$369,028.00
Dawson-Mauldin, LLC	\$587,020.00

FISCAL IMPACT:

Construction costs for the Groundwater Recharge Improvements Project will be covered in full by the CDBG program. The District initially received \$300,000.00, but an amendment to increase the grant to \$375,000.00 was approved by the County's Board of Supervisors on January 7, 2025.

ATTACHMENTS:

- Resolution 2025-02 A Resolution of the Board of Directors of the Biola Community Services District Awarding the Construction of the Groundwater Recharge Improvements Project to A.J. Excavation Inc. for a bid amount of \$239,632.00 and to Authorize the District Manager to Sign an Agreement on Behalf of the District*

RESOLUTION NO. 2025-02
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIOLA COMMUNITY SERVICES DISTRICT AWARDING THE CONSTRUCTION OF THE GROUNDWATER RECHARGE IMPROVEMENTS PROJECT TO A.J. EXCAVATION INC. FOR A BID AMOUNT OF \$239,632.00 AND TO AUTHORIZE THE DISTRICT MANAGER TO SIGN AN AGREEMENT ON BEHALF OF THE DISTRICT

WHEREAS, the Biola Community Services District has received \$300,000.00 from the CDBG program to construct the Groundwater Recharge Improvements Project; and

WHEREAS, the Biola Community Services District received an additional \$75,000.00 from the CDBG program to construct the Groundwater Recharge Improvements Project; and

WHEREAS, bids for the project were solicited from qualified contractors, opened on December 18, 2024 at the Biola Community Services District; and

WHEREAS, the lowest responsive bid was submitted by A.J. Excavation Inc. in the amount of \$239,632.00.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Biola Community Services District hereby resolves as follows:

1. The above recitals are true and correct and are adopted as the findings of the Board of Directors.
2. Upon the recommendation of the Project Engineer, the bid for the Groundwater Recharge Improvements Project is hereby awarded to A.J. Excavation Inc. in the amount of Two Hundred Thirty-Nine Thousand Six Hundred Thirty-Two Dollars and Zero Cents (\$239,632.00).
3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.
4. That the District Manager shall certify the adoption of this Resolution and that the same shall be in full force and effect.

Passed and adopted this 20th day of February 2025, by the following vote:

AYES:

NOES:

ABSENT:

Kinverly Suarez, Board Secretary

ATTEST:

I hereby certify that the foregoing is a true copy of a resolution of the Board of Directors of the Biola Community Services District duly adopted at a regular meeting thereof held this 20th day of February 2025.

Marisol Camacho, Board Clerk

Purchase tickets for WELL 2025 Annual Conference

The poster features the WELL logo at the top center with the tagline "Water Education for Latino Leaders". Below it, the text "2025 Annual Conference" is prominently displayed in a large, dark blue font. Underneath, the dates "MARCH 7-8, 2025" are shown. Two images are placed side-by-side: on the left, a modern Hyatt Regency hotel building at night; on the right, a fairytale castle with pink cherry blossoms in the foreground. At the bottom, the venue name "Hyatt Regency Orange County" and address "11999 Harbor Blvd, Garden Grove, CA 92840, USA" are listed. A red diagonal banner in the top left corner reads "Save the Date!".

Note: If you are registering someone other than yourself for the conference, **please input the information of the person who will be attending the conference**. If you are registering multiple people, please register them one at a time. Please contact the Program Manager, Marissa Stanley, marissa@latinosforwater.org if you have any questions.

Donations count as registration fees: \$200 for elected officials, \$350 for non-elected officials.

Amount

\$200 \$350 Other

\$

Pay With

MM / YY C'



CONFERENCES

Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

SDLA CSDA's 2025 Special District Leadership Academy Conference

Core governance training for elected/appointed officials

 Earn SDRMA Credit Incentive Points.

La Quinta – April 21 – 24, 2025

Early-bird registration discount ends March 21, 2025

Embassy Suites by Hilton La Quinta Hotel & Spa
50-777 Santa Rosa Plaza
La Quinta, CA 92253

Redding – October 5 – 8, 2025

Early-bird registration discount ends September 5, 2025

Sheraton Redding Hotel at the Sundial Bridge
820 Sundial Bridge Drive
Redding, CA 96001

Monterey – November 16 – 19, 2025

Early-bird registration discount ends October 16, 2025

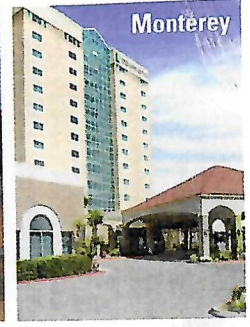
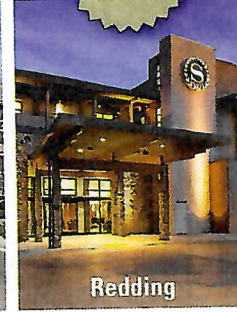
Embassy Suites by Hilton Monterey Bay Seaside
1441 Canyon Del Rey Boulevard
Seaside, CA 93955

CSDA's Special District Leadership Academy offers curriculum-based training built around the essential partnership between board members and general managers. Designed for both new and seasoned board members, our groundbreaking curriculum equips attendees with the knowledge and skills necessary to lead effectively and uphold vital governance responsibilities. This conference fosters collaborative leadership and sets a strong foundation for achieving shared goals within your special district.

Attendees will learn:

- How to work as a team
- The roles of the board and staff
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating style influence the district
- Specific jobs the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from "I" to "we" as the governance team
- The board's role in setting direction for the district; the board's role in finance and fiscal accountability
- ...And more!

Choose one of three locations



COST

EARLY REGISTRATION

CSDA Member	\$825
Non-Member	\$1,650

REGULAR REGISTRATION

CSDA Member	\$890
Non-Member	\$1,780

EARLY BIRD PRICING

Register on or before March 21, 2025 (La Quinta), September 5, 2025 (Redding), and October 16, 2025 (Monterey)

SEND MORE – SAVE MORE

SPECIAL DISCOUNTED PRICING! Additional attendees from the same district:

EARLY REGISTRATION*

CSDA Member	\$565
Non-member	\$1,130

REGULAR REGISTRATION

CSDA Member	\$625
Non-member	\$1,250



LA QUINTA

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day. The room reservation cut-off is March 21, 2025; however, space is limited and may sell out before this date.

REDDING

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$169 plus tax and fees per day. The room reservation cut-off is September 12, 2025; however, space is limited and may sell out before this date.

MONTEREY

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$179 plus tax and fees per day. The room reservation cut-off is October 16, 2025; however, space is limited and may sell out before this date.



AGENDA ITEM: 12
MEETING DATE: February 20, 2025

Staff Reports

February 20, 2025

TO: BCSD Board of Directors

FROM: Elaine Cervantes

RE: Staff Report

Cc: Marisol Camacho, Morelia Avila, Alfredo Soliz

Board Members,

CSDA - California Special Districts Association

On February 12, 2025, I met with Erasmo Viveros, our District representative from CSDA. CSDA oversees 150 associations in rural community areas. During the meeting, Erasmo provided dates for the upcoming training courses for board members, as well as information on On-Demand Webinars.

We discussed several key topics, including Advocacy Priorities, Achieving District Goals, and the Special District Laws and Reference Guide. We also reviewed a list of business affiliates that serve special districts.

Erasmo recommended the following Leadership Academy Conferences for new board members. These conferences focus on core governance training for elected and appointed officials. Some of the topics covered include:

- How to work as a team
- The roles of the board and staff
- Attributes and characteristics of highly effective boards
- The influence of culture, norms, values, and operating style on the district
- How individual values, skills, and knowledge shape effective board operations
- The board's role in setting direction for the district and ensuring fiscal accountability
- The importance of transitioning from "I" to "we" as a governance team

The upcoming conference dates are as follows:

- **La Quinta:** April 21-24, 2025 (Early-bird registration discount ends March 21, 2025)
- **Redding:** October 5-8, 2025 (Early-bird registration discount ends September 5, 2025)
- **Monterey:** November 16-19, 2025 (Early-bird registration discount ends October 10, 2025)

Biola Pershing Elementary and Fresno County Wellness Center

The grand opening of the Biola Pershing Elementary and Fresno County Wellness Center took place on February 4, 2025. The center's hours of operation are Monday through Friday, from 8:00 AM to 5:00 PM, and walk-ins are welcome. This All4Youth Wellness Center is open to all students and their families. For more information, please refer to the attached flyer.

FCRTA Fresno County Rural Transit Agency

We have been informed that the last day of service for the Microtransit service in the Biola community will be Friday, February 28, 2025. According to Moses Stites, this project was deemed unsustainable due to the costs and usage of the vehicle.

However, Moses suggested that the district may want to consider purchasing a used electric vehicle, which typically costs between \$7,000 and \$9,000, especially since the charging port will remain with the district.

FCRTA also provided alternative transportation options, including Senior Taxi Scrips and Measure C Carpool. For more details on these options and how to register, please refer to the attached flyer.

ARPA Project / Fresno County ATP Cycle 5 Sidewalk Project

As the Fresno County ATP Cycle 5 Sidewalk Project is completed, it is important to note that when the project was initially approved, it did not include lighting along Biola Avenue. At the time, the plan was to install the sidewalk without provisions for future lighting or pull boxes.

However, after discussing the situation with our engineer Alfonso Manrique with AM Consulting, we were informed that there would be leftover funds from the ARPA Storm Drainage Project. These funds, though limited, were enough to cover the cost of pull boxes and conduit for the lighting, which could be installed during the sidewalk project. While this amount was not sufficient to cover the full scope of the originally planned 13 lamp posts, we are grateful for the contribution, as it saved the district considerable future expenses.

On February 12, 2025, we met again with our engineer, who shared that approximately \$100,000 in funds would be left over from the ARPA Project. He plans to allocate these funds towards lighting for Biola Avenue. Although he is unsure whether the amount will be enough to cover all 13 lamp posts, he will follow up in the next week with more detailed information. It is possible that we may only be able to install six lamp posts initially, but any installation would be a step forward.

If necessary, we may consider fundraising through the Biola Chamber of Commerce to cover the remaining costs for the other seven lamp posts. We will keep everyone updated as we receive more concrete figures and a clearer picture of how many lamp posts will be installed.

This is an exciting and rewarding development for the community, and we are deeply grateful to AM Consulting for their continued support and dedication to the best interests of Biola.

Water System Upgrade Project

As you know, the district lost the Water System Upgrade Project that was originally scheduled for completion in February 2023. This project, initiated in 2018, aimed to provide Biola with a 500,000-gallon water storage tank, smart meters throughout the community, and booster pump replacements. Estimated at \$4 million, the project was crucial for Biola's water infrastructure.

On May 24, 2024, the State Water Board sent a denial letter citing a lack of communication between the Engineer and the District back in 2021-2022. This project is vital for Biola, especially considering the \$200,000 in losses from leaks over the past year. While the current Board and staff were not involved during the initial stages, they fully recognize the importance of moving this project forward.

Since then, the current team has taken significant steps, including numerous emails, phone calls, and outreach to politicians for assistance. With support from our current engineer, AM Consulting (led by Alfonso Manrique), he arranged a meeting on Friday, November 15, 2024, with Assemblymember Esmeralda Soria's representative, District Director Gilbert Felix, and five members of the State Water Board. During this meeting, we emphasized the significance of this project for Biola and its residents.

While we are uncertain whether this will be enough to overturn the State Water Board's decision, we are committed to continuing the fight. We will explore every avenue, whether through the State Water Board or alternative funding sources, to ensure this critical project becomes a reality for Biola. As of February 13, 2025 still waiting for a response from the State as to their decision. **In the meantime, our engineer, Alfonso Manrique from AM Consulting, has applied for a grant through Water Smart in the amount of \$3 to \$4 million to cover the costs of the 500,000-gallon water tank. He anticipates that we should receive a response by next month.**

Biola Chamber of Commerce Wine & Dine

The Biola Chamber's annual Wine & Dine event will take place on Saturday, March 22, 2025, at Ziveli Winery from 6:00 PM to 10:00 PM. Proceeds from this event will go toward funding community improvements and supporting future generations. Please see flyer for more information.

Food Distribution drive-thru Protocol

At the November Board meeting, the Board recommended reintroducing the drive-thru process for food distributions. However, for January's distribution, the representatives decided to continue with the walk-thru process instead. The protocol for drive-thru distributions remains available should any of the food representatives choose to implement it in the future. For now, the decision to maintain walk-up distributions prioritizes the safety and well-being of all participants. Update for last month and this month the food distributions

***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 (No distribution on Christmas Day-cancelled)

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 cold 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

Jakara Movement and UC Merced

The Jakara Movement and UC Merced have scheduled the ribbon-cutting ceremony for the mural unveiling on Saturday, March 8, 2025, from 10:00 AM to 1:00 PM. Please see the flyer for more details. Jakara has also provided us with (Red Cards) they are available in the office.

In addition to the mural unveiling, this event will feature a resource fair for all residents, including the following activities:

- Health Clinic
- Face Painting
- Immigration Seminar
- Know Your Rights session at 11:00 AM
- And many more activities

We hope to see you there!

***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