



Biola Community Services District
Minutes of the
Board of Directors
Regular Board Meeting August 15, 2024
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Regular Board Meeting on August 15, 2024 at the Biola Community Center, Biola, California.

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

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

Staff Present: **Present**

Public present: Juana Hernandez, Karla Gutierrez, Natalio Vasquez, Soledad Vasquez, Demecio Flores, Juan Diaz, Adela Lozano, Bernardo Quintana, Francisco Moreno, Marcelina Lopez, Guillermo Lopez, Moises Ramirez, Imelda Zarate, Rodrigo De Jesus, Eduardo , Linda Gloria, Maria Soto, *Name Illegible*, Javier Del Toro, Carmen Zamora, Antonio Camacho, Rocio Madrigal, Manuel Aguilar Negrete, Oscar Rojas, Horacio Carbajal, Lucrecia Soriano, Susana Barrios, *Name Illegible*, Maria G Carbajal, Christine Rodriguez, Israel Rodriguez, Agustin Diaz, Laura Reyes, Maria *Last Name Illegible*, Rodriguez Diaz, Cecilia Diaz, Margarita Altamirano, Fabian Reyes, *Name Illegible*, V. Reyes, Francisco Torres, Lorena Lopez, Joaquin Soto, Miguel Rodriguez, Daniel Rodriguez, Maria Guerrero, Maria Villafana, Monique Dolores, Eugenio Gutierrez, Sergio *Last Name Illegible*, Maria Vargas, Joel R Gonzales, Leobardo Arguello, Dora Villafana, Enrique Colmenares, Sonia Gonzalez, Roberto Contreras, Martin Avila, Baltazar Carmona, Candelario Raya, Phillip Cervantes, Rene Diaz, Claudia Mondejar, Ofelia Marquez, San Juana Talavera, Mercedes Ramos, Maria Mondejar, Houa Xiong, Arturo Alaniz, Balmore Acosta, Maximo Pozos, Otoniel Bravo, and Anita C Bravo.

Roll Call- Roll Call was called.

Call to Order- Director Jennifer Duarte called the meeting to order at 6:02 PM. Spanish translation was provided for this meeting.

Director Jennifer Duarte announced revisions to agenda item no. 7, tabling the discussion on customer service and maintenance personnel to a future meeting. However, the Executive Assistant's salary increase will proceed.

She addressed recent unacceptable behavior, emphasizing the need for respect toward herself, the board, and staff. Director Jennifer Duarte will no longer revisit resolved

matters, such as the Water and Sewer Rate Study, unless necessary. Concerns must be submitted in writing to District staff via email.

Regarding the budget, attempts to present detailed information to the community were disrupted by inappropriate behavior, leading to the meeting cancellation. Despite paying board members, translators, and for equipment, the workshop lasted only 13 minutes.

Going forward, disruptive behavior will not be tolerated. A warning will be issued, and offenders will be asked to leave.

Director Jennifer Duarte clarified that there have been no violations of the Brown Act or Roberts Rules of Order. Spanish translation is provided as a courtesy. The agenda has been adjusted, with public comment now placed at the beginning, to ensure meetings proceed smoothly and business is conducted as needed.

AGENDA ITEM

1. PUBLIC COMMENT

The following people made a public comment: Juana H., Eugenio G., Joaquin S., Carmen S., Rocio M., Linda, Mercedes R., Maria C., Kinverly., Veronica, Eduardo J., Rodrigo De Jesus., Monique D., Fabian R., Francisco T., *Anonymous*, and Martin A.

2. CONSENT CALENDAR

a. APPROVAL OF REGULAR MEETING MINUTES DATED JULY 18, 2024.

Vice President Rodriguez noted a typo to the word SCADA. The minutes mention SCATA and it should be revised to read as SCADA.

b. APPROVAL OF SPECIAL MEETING MINUTES DATED JULY 30, 2024

The Financials are pulled from the motion for further discussion.

A motion was made to approve the minutes only.

Motion made by: Martha Madera

Motion seconded by: Reyes Lozano

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed.

c. APPROVAL OF FINANCIALS ENDING JULY 31, 2024

Director Carlos Rodriguez inquired about the \$33,875.00 payment to AM Consulting on 7/16/24, which the General Manager clarified was for the ARPA project. He also asked about the \$60,000.00, and the General Manager, explained that this amount was transferred from the LAIF account to cover the \$58,000.00 payment to SitelogIQ (Solar Panels).

A motion was made to approve the financials ending July 31, 2024.

Motion made by: Martha Madera

Motion seconded by: Carlos Rodriguez

Voting:

Jennifer Duarte- Yes
Carlos Rodriguez- Yes
Martha Madera- Yes
Reyes Lozano- Yes

Motion passed.

NEW BUSINESS-

3. DISCUSSION AND APPROVAL OF INDEPENDENT AUDITORS REPORT AND FINANCIAL STATEMENTS ENDING JUNE 30, 2023

Presenter: Kip Hudson from HHC Inc. reviewed the Annual Audit for the fiscal year ending June 30, 2023. He mentioned that they conducted internal control testing, a new procedure for this audit that had not been done by the previous auditors. As of June 30, 2023, the accumulated deficit stands at \$526,000.00.

Director Comments: Director Martha Madera asked if there are any penalties for submitting the report a year late, to which Kip Hudson replied that, to his knowledge, there were none. She then inquired about the timeframe for completing the next audit, ending June 30, 2024. Kip Hudson responded that the District should have up to a year to complete it.

A motion was made to approve the Independent Auditors Report.

Motion made by: Reyes Lozano

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes
Carlos Rodriguez- Yes
Martha Madera- Yes
Reyes Lozano- Yes

Motion passed.

4. CONSIDER APPROVAL OF INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENT FOR LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT NO. 1 (RESOLUTION 2024-11)

Presenter: Elaine Cervantes, General Manager, explained that this pertains to the annual levy of assessments. It is recommended the board approves this resolution with the intent to levy and collect these annual assessments, which will also set the date for the required public hearing. These assessments cover landscaping and lighting and are conducted annually as part of the property taxes.

Director comments: No comments.

A motion was made to approve.

Motion made by: Reyes Lozano

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes
Carlos Rodriguez- Yes
Martha Madera- Yes

Reyes Lozano- Yes
Motion passed.

5. A CONSIDER APPROVAL OF THE 2024-2025 DISTRICT PROPOSED BUDGET

Presenter: Elaine Cervantes, General Manager, reviewed the budget categories, comparing the budgeted amounts to actual expenditures in the areas of Contract Services, Professional Services, Licensing and Permits, Insurance, Community Center, Repair & Maintenance, Salaries and Wages, Utilities, Miscellaneous, and Capital Outlay. She highlighted numerous incidental expenses, including water leaks.

Director comments: Director Carlos Rodriguez pointed out that there are numerous deteriorating water lines, which will likely lead to more issues in the future.

Director Martha Madera moved to approve the 2024-2025 District Proposed Budget. The motion was not seconded and, therefore, the item was tabled.

Director Jennifer Duarte encouraged the public to help with identifying grants that are out there. The budget will be revisited next month for action.

The General Manager and Legal Counsel are directed to schedule a Special Meeting for the Board. During this meeting, the Board will review and decide whether to establish a subcommittee or consider other available options. No additional actions will be taken at this meeting.

**6. DISCUSSION AND APPROVAL OF PROPOSED BCSD POLICY NO. 2907
WATER SHUT-OFF POLICY FOR NON-PAYMENT OF RESIDENTIAL
WATER SERVICE**

Presenter: Elaine Cervantes, General Manager, mentioned that the shut-off policy for non-payment of residential water service, originally established in a resolution dated May 21, 2020, is now being revisited to formalize it as an official policy.

Director comments: Director Martha Madera asked about the procedures if someone breaks the locks. The general manager explained that this policy outlines the fees for tampering with District property. Director Carlos Rodriguez inquired about customers facing financial difficulties. The general manager responded that they could set up a payment plan, for delinquent balances, by contacting the office. If arrangements are not made in person, the District will proceed with disconnecting the water service. Director Jennier Duarte also mentioned the Low-Income Household Water Assistance Program (LIHWAP), which helps with water bills.

A motion was made to approve the policy.

Motion made by: Carlos Rodriguez

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed. Director Jennifer Duarte stated it is effective immediately.

7. Consider Approval of Salary Increase for Executive Assistant, Customer Service Representative, and Maintenance

Presenter: Director Jennifer Duarte confirms that the Customer Service and Maintenance portion of this item will be removed, with the proposed salary increase applying only to the Executive Assistant. The new proposed salary is \$35,880.00 annually, reflecting a \$3.00 per hour increase based on a reassessment of roles, responsibilities, and market rates. This adjustment aims to keep compensation competitive and address the increased workload. She noted that the District does not offer insurance or retirement plans. The salary increase calculation is based on a 30-hour workweek, totaling 60 hours bi-weekly across 26 pay periods annually. The financial impact is an annual increase to \$35,880 and would be effective August 16, 2024.

Director comments: Director Carlos Rodriguez asked whether this proposal will apply to anyone applying for the position in the future. He noted that the current occupant is overqualified and is receiving compensation significantly below the typical pay range for this role. Director Rodriguez wants to confirm that this proposal pertains solely to the current employee. Elaine responds that this issue can be revisited if one day the current employee leaves the position, assuring that future candidates will be evaluated based on their skills and education.

A motion was made to approve the salary increase for the Executive Assistant.

Motion made by: Reyes Lozano

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- No

Martha Madera- Yes

Reyes Lozano- Yes

Motion passed.

8. BOARD MEMBER COMMUNICATIONS

- Director Carlos Rodriguez stated he appreciates everyone present and wishes to explore lowering the rates. He adds the County should help cover costs. He encouraged everyone to work together.

9. STAFF REPORTS

General Manager Elaine Cervantes presented the staff report.

10. ADJOURNMENT

A motion was made to adjourn.

Motion made by: Reyes Lozano

Motion seconded by: Martha Madera

Voting:

Jennifer Duarte- Yes

Carlos Rodriguez- Yes

Martha Madera- Yes
Reyes Lozano- Yes

Motion passed.

Meeting adjourned at **7:51PM**

The next regular meeting of the Board of Directors is Thursday, September 19, 2024.

At 7:51 p.m. on August 15, 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 August 15, 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
September 19, 2024 – Regular Meeting, Biola, CA at 6:00PM**