



October 19, 2023

Agenda No. _____

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
BIOLA COMMUNITY SERVICES DISTRICT
September 21, 2023**

The Board of Directors of the Biola Community Services District met for its Board Meeting on September 21, 2023 at the Biola Community Center, Biola, California.

The following were present:

Board of Directors:

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

Staff - Present.

Public:

Gavin Mora, April Mora, Fred Mayor, Annette Garza, Natalia Meza, Jose Meza, Phillip Cervantes, and Pete Cerna.

Roll Call

Roll Call was called.

Call to Order

Board Secretary Rodriguez calls the meeting together at 6:02 p.m. Vice Chair Ramos arrives at 6:03pm. Board Chair Duarte arrives at 6:07pm and conducts the meeting.

Item 1.0 –Public Comment

The following people made a public comment: Philip Cervantes (thanking those who supported the VFW carshow).

Item 2.0 – Consent Calendar

2a. Approval of Special Meeting Minutes dated September 5, 2023

2b. Approval of Regular Meeting Minutes dated August 17, 2023

2c. Approval of Financials ending August 31, 2023

Board Treasurer notes some concerns she had on the financials regarding items purchased, and those have been addressed and clarified.

A motion is made to approve the consent calendar.

MSC

Madera/Lozano

5 ayes

AGENDA ITEM

NEW BUSINESS-

Item 3.0 – Guest Speaker-Presentation provided for District Solar and Utility Costs
Yan Purba, the CEO of Tynergy, is introduced by Board Secretary Rodriguez. Mr. Purba discusses potential solutions for reducing the District's energy expenses through the use of solar batteries.

Item 4.0 - Discussion and Consideration of the January 2020 Utility Billing Collection and Write Off Bad Debt

Stephen Huerta, CPA, briefly summarizes the January 2020 missed utility billings that were not sent out to the community due to technical issues. These outstanding billings have been recorded as receivables in the financial records, but no efforts have been made to collect them since then. The General Counsel has emphasized that the District has a legal responsibility to initiate internal collection procedures or send to collections unless a relevant policy is established, as it would not be appropriate to take any other action in this regard.

A motion is made to designate the \$37,705.97 as bad debt but still attempt to collect the amount through internal efforts or by forwarding it to collections.

MSC Rodriguez/Madera 5 ayes

Item 5.0- Discussion and Consideration of District Sponsorship of \$2,500 to the 65th Annual Biola Chamber of Commerce

Elaine Cervantes, the General Manager, mentions that this sponsorship is an annual tradition supported by the BCSD. Vice Chair Ramos then offers a comment concerning the donation.

A motion is made to donate \$2,500 to the 65th Annual Biola Chamber of Commerce.

MSC Ramos/Rodriguez 5 ayes

Item 6.0- Request Approval to Release the Requests for Qualifications for CDBG Engineering Services for Project No. 21032 Biola Groundwater Recharge

Elaine Cervantes, General Manager, states this is the phase II part of the CDBG for the stormdrain. CDBG is requesting the District go out for RFQ's.

A motion is made to move forward with the release of RFQ's for the CDBG Engineering Services for Project No. 21032 Biola Groundwater Recharge.

MSC Ramos/Madera 4 ayes 1 absent

Item 7.0- Discussion and Consideration of Adding General Manager as a Signer on District's Central Valley Community Bank Account Resolution 2023-20

A typo is noted to the agenda Resolution number and should read as Resolution 2023-20. Elaine Cervantes, the General Manager, suggests becoming an additional signer in case two out of the three designated signers become unavailable to sign.

The following people made a public comment: Natalia Meza

A motion is made to include General Manager, Elaine Cervantes, as an authorized signer on the District's bank account, with the condition that she may sign only when the other designated signatories are unavailable.

MSC Madera/Ramos 5 ayes

Item 8.0- Discussion and Consideration of Stipend Payments to Board of Directs for “Days of Service” Pursuant to Resolution No. 2018-10 and Reimbursement of Expenses To Board Members

Vice President Ramos has conveyed his insights from the most recent 2023 CSDA Annual Conference, highlighting concerns about the existing reimbursement procedure and meal allowances. He suggests for the District to adopt the per diem rate for expenses. **The Board has directed the General Counsel to investigate and bring back the per diem rates and the reimbursement/expense form exclusively for Board members, and collaborate with the staff to develop a policy for the Board's consideration and approval.**

Item 9.0- Discussion and Consideration of “Chain of Command” Procedure for Board of Directors relating to District Business

Board President Duarte emphasizes to the Board that reaching out to our vendors without proper authorization is not allowed. Any inquiries or issues should be directed to the Board President, Vice President, or General Manager. If a Board member requires urgent information, they must arrange an appointment with the General Manager.

Directs staff to look for Policy and Procedures that outline the protocol for the community bank's communication with the District.

Item 10.0- Board Member Communications

- Board Treasurer Madera spoke to Mid Valley Disposal vendor concerning a driver's misconduct in front of our office.
- Board Secretary Rodriguez updates the Board on the Water Tower painting. Direction from Board Chair to be placed on next agenda for discussion.
- Vice President Kirk presents a report to the Board about his attendance at the 2023 CSDA Annual Conference.
- Board President Duarte presents a report to the Board about her attendance at the 2023 CSDA Annual Conference assuring that she will distribute any information and pdf documents she has obtained to all board members and staff.

Item 11.0- Staff Reports

General Manager, Elaine Cervantes, verbally adds to the attached staff report:

- **Biola Ave Bench and Garbage Can** have been successfully replaced and set up, while the two lamp posts are still awaiting installation, scheduled for Sunday due to the availability of the electrician for its setup.
- **Fresno County Draft 6th-Cycle Housing Element-** the next meeting is scheduled for September 26th in Tranquility.
- **Fresno County Road Maintenance** will wash and clean the streets on October 9th in time for the Biola Raisin Day.
- **Rios Company Workforce Community Event** will be held October 25th at 6:00PM at the Community Center and will have a booth at the Raisin Day Festival.
- **Volunteer** Triny Villanova's has been sweeping the downtown area after the emergency National Guard landing.

- **Kerman Festival Parade-** Vice President Ramos expressed his appreciation for participating in the festival driving Esmeralda Soria. Following their conversation, Vice President Ramos conveyed that Esmeralda is ready and willing to assist us with anything the community needs, emphasizing the importance of establishing a priority list to determine our specific needs.

No member of the public made a comment in regard to the closed session item.

CLOSED SESSION

NOTICE TO THE PUBLIC

As provided in the Ralph M. Brown Act, Government Code section 54950, et seq., the Governing Board may meet in closed session with members of its staff and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified in compliance with Government Code sections 54954.2, 54956, and 54954.5. Any public reports of action taken in closed session will be made in accordance with Government Code.

Item 12.0- CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code section 54957.6

Agency designated representative: Board President, Duarte/Vice President, Ramos

Unrepresented Employee: General Manager

- Time entered into closed session 7:45PM
- Time out of closed session 8:21PM
- Reportable Action: The General Manager Agreement will be discussed with the General Manager by either the Board President or Vice President.

Item 13.0- ADJOURNMENT 8:21PM

The next regular meeting of the Board of Directors is Thursday, October 19, 2023.

At 8:21p.m. on September 21, 2023 the Meeting of the Board of Directors was adjourned.

I, Carlos Rodriguez, Board Secretary to the Board for the Community of Biola, do hereby declare under penalty of perjury that the above Minutes are a true report of all action minutes taken at the Regular Board of Directors meeting held on September 21, 2023 at the Biola Community Services District, 4925 N. 7th Street, Biola, CA 93606.

Approved:

Date

Carlos Rodriguez, Board Secretary

NEXT MEETING OF THE BOARD OF DIRECTORS
September 21, 2023 – Regular Meeting, Biola, CA