



AGENDA ITEM: 2a

MEETING DATE: January 16, 2025

***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** –Welcomes the board members and addresses the miscommunication regarding the two-year term, acknowledging the extended vacancy. He expresses his belief in self-governance and that the community

should have the power to choose their representatives. He proposes that the four board members select the new member. If they are unable to come to a decision, Pacheco will intervene and make the appointment. His office has received letters from both sides, and he notes the challenge in finding a neutral individual to represent the community. Ultimately, Pacheco hopes the community will make the decision, but if not, he may need to appoint the fifth board 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 Treasurer. 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**