



Biola Community Services District
Minutes of the
Board of Directors
Regular Board Meeting January 15, 2026
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Regular Board Meeting on January 15, 2026 at the Biola Community Center, Biola, California.

Directors present: Eugenio Gutierrez – Board President
Monique Dolores – Board Vice President
Carlos Rodriguez – Board Member
Mercedes Ramos – Board Treasurer

Directors absent: Rosa Rosales – Board Secretary

Staff Present: Present along with Spanish translators.

Public present: Adela Lozano B, Manuel Villarreal, Maria D Soto, Joaquin Soto, Felipe Perez, Maria Guerrero

Roll Call- Roll Call was called. At 6:09 PM, The Board President called the meeting to order. The board clerk confirmed there was a quorum.

1. APPROVE AGENDA

Motion: to approve agenda

Director Carlos Rodriguez moved to approve the Agenda as presented.

Second: Director Monique Dolores seconded.

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – Yes

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

2. CONSENT CALENDAR

The following items were presented for approval:

a) Approval of Regular Meeting Minutes – December 18, 2025

b) Approval of Financials – Ending December 31, 2025

c) Adopt Resolution 2026-01 to Acknowledge the Approval of Authorized Bank Signers

Motion: to approve items 2 a – c

Director Carlos Rodriguez moved to approve the Consent Calendar as presented.

Second: Director Mercedes Ramos seconded.

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – Yes

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

3. PUBLIC COMMENT

Felipe Perez – Mr. Perez addressed the Board and introduced himself as a candidate for Supervisor. He shared his background, including over 35 years of community service and involvement in various community, educational, social, and economic development efforts. He stated that he previously served as a general manager and has worked in community outreach, nonprofit leadership, and social and environmental education initiatives.

4. Public Hearing for District Budget for Fiscal Year 2025-26

Approve the District Budget for Fiscal Year 2025-2026

The Board of Directors held a public hearing on the proposed Fiscal Year 2025–2026 Combined Budget for the Biola Community Services District and considered staff’s recommendation for adoption. The balanced budget projects total revenues of \$854,800 and expenditures of \$726,180, resulting in net income of \$128,620; after debt service obligations of \$58,850, the District anticipates a surplus of \$69,770. Revenues are primarily derived from sales and services, property taxes, and facility rentals, while major expenditures include salaries and wages, contract and professional services, repairs and maintenance, utilities, and administrative costs. The budget supports continued operation, maintenance, and regulatory compliance of the District’s water, wastewater, and community facilities, and authorizes expenditures up to \$726,180 with no anticipated deficit.

Public Comment: None

Board Discussion: During Board discussion of the FY 2025–2026 budget for the Biola Community Services District, members commended staff and the Finance Committee for their diligence, professionalism, and the significant improvement reflected in the District’s financial position, including moving from prior deficits to a projected surplus. Board members expressed appreciation for the thorough presentation and efforts to maximize resources for the community. Discussion also focused on financial transparency and long-term fiscal stability, particularly restoring and clearly reporting “cash in the bank” balances, including County of Fresno, checking, and LAIF accounts, within the budget document. Members emphasized the importance of rebuilding emergency reserves—previously used to address financial challenges—to prepare for potential future infrastructure emergencies. The Board also discussed implementing quarterly Finance Committee reviews during the first year to monitor revenues and

expenditures and ensure the budget remains responsive to District needs. The public hearing was then closed.

Motion: To approve the District Budget for Fiscal Year 2025–2026, with the contingency that a “Cash in Bank” section be included in the budget document for transparency purposes, and adopt the Resolution approving the Fiscal Year 2025–2026 Budget

Motion made by: Director Carlos Rodriguez

Motion Second by: Director Mercedes Ramos

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – Yes

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

5. Approve VFW License Agreement and Authorize to Submit to Legal Counsel

Presenter: Carmen Zamora, General Manager

The Board of Directors considered approval of a proposed License Agreement between the Biola Community Services District and VFW Post 5845 for use of the Biola Community Center. Staff reported that the updated agreement clarifies terms and conditions governing the VFW’s use of the facility, including scheduling, access, revenue collection and allocation, administrative fees, insurance and indemnification requirements, and permitted uses. The agreement does not convey a property interest but establishes limited use rights under District oversight. Staff worked collaboratively with VFW leadership to update the document and recommended that the Board approve the proposed License Agreement and authorize submission to District legal counsel for review, revision as necessary, and finalization prior to execution. No significant additional fiscal impacts are anticipated, and the agreement provides for continued Community Center rental revenue and cost recovery.

Public Comment: None

Board Discussion: During Board discussion, members requested clarification regarding security services for Community Center events, including who pays for security, how fees are collected and distributed, and where security costs are reflected in the agreement and budget. Staff explained that event applicants pay the security fee upfront; the District collects the funds, retains a \$3 per hour administrative fee per guard, and remits the remaining amount to the contracted security company. Security services are coordinated through the VFW’s designated contact, and the vendor maintains its own liability insurance, with the District listed on the certificate of insurance. Board members noted that security provisions are not currently specified in the License Agreement and expressed support for adding clarifying language. It was further confirmed that security expenses are included in the District’s budget under professional services. A motion was made to approve the VFW License Agreement and authorize submission to legal counsel, including revisions to address security-related provisions.

Motion: To approve VFW License Agreement and Authorize to Submit to Legal Counsel

Motion made by: Director Monique Dolores

Motion Second by: Director Carlos Rodriguez

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – Yes

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

6. Authorize the General Manager to Sign and Submit a Letter of Support for Continued Federal Funding of the California Rural Water Association

Presenter: Carmen Zamora, General Manager

The Board of Directors considered authorizing the General Manager of the Biola Community Services District to sign and submit a letter of support requesting continued federal funding for the California Rural Water Association and the National Rural Water Association. Staff reported that CRWA provides essential technical assistance, training, and regulatory support to small and rural water and wastewater agencies, including direct assistance to the District, and that federal funding enables these services to be delivered at little or no cost. A draft letter addressed to Adam Gray was presented for Board consideration, emphasizing the importance of continued federal support for rural water systems. The item has no fiscal impact.

Public Comment: None

Board Discussion: During Board discussion, members emphasized the importance of seeking and supporting funding opportunities that help offset rising operational costs and minimize financial impacts on the community, particularly for residents on fixed incomes, including seniors and single-income households. One member stressed the need to remain mindful of increasing costs and to pursue resources that reduce the burden on ratepayers.

Staff clarified that the proposed action was limited to submitting a letter of support for continued federal funding of the California Rural Water Association, explaining that additional funding would directly benefit the Biola Community Services District through no-cost technical assistance, regulatory guidance, and operational support. Examples were provided of current assistance received at no charge, which would otherwise require paid consultants or legal services. Board members acknowledged the District's longstanding partnership with CRWA and expressed general agreement that supporting continued funding would be beneficial to the District and its residents.

Motion: Authorize the general manager to sign and submit a letter of support for continued federal funding from the California Rural Water Association

Motion made by: Director Monique Dolores

Motion Second by: Director Mercedes Ramos

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – Yes

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

7. Discuss & Approve Contract with Cleaning Company

Presenter: Carmen Zamora, General Manager

The Board received a staff report recommending approval of a janitorial services contract and authorization for the General Manager to execute an agreement within the approved budget. Staff explained that the District’s maintenance employee currently performs routine cleaning of District facilities; however, increasing operational demands—including system repairs, leak response, meter readings, equipment maintenance, and operator training—have limited the time available for janitorial duties. Staff noted that outsourcing cleaning services would allow maintenance personnel to focus on technical and infrastructure-related responsibilities that would otherwise require more costly contracted services.

Two proposals were presented for consideration: one from Coverall and one from R&T Lawn Service, with estimated annual costs ranging from approximately \$4,000 to \$4,800, depending on the selected provider. Both proposals include routine cleaning of office spaces, restrooms, conference areas, and common areas, with weekly and monthly service components. The Community Hall was not included in the base proposals due to increased square footage and cost, and staff indicated that maintenance staff could continue cleaning that space. The item was then opened for public comment.

Public Comment: None

Board Discussion:

During Board discussion, members reviewed the two janitorial proposals, clarifying that one proposal reflected a monthly service charge of \$333, while the other was \$400 per month. Staff confirmed that cleaning chemicals would be provided by the contractor, while the District would continue supplying consumable items such as trash bags, toilet paper, and paper towels.

Board members inquired about the fiscal impact and noted that the current janitorial budget line item allocates \$1,500 annually, which would be insufficient to cover the estimated \$4,000–\$4,800 annual cost; however, staff indicated the service could be supported given the District’s projected surplus. Members acknowledged the increasing workload of maintenance staff and expressed support for outsourcing janitorial services to allow staff to focus on higher-priority operational and infrastructure tasks that generate greater cost savings for the District.

The Board discussed the importance of adjusting the budget as operational needs evolve and noted that quarterly financial reviews would help address such changes.

Motion: To approve Coverall Cleaning Company to do the janitorial duties as presented in the proposal.

Motion made by: Director Monique Dolores

Motion Second by: Director Eugenio Gutierrez

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – No

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 3 ayes-1 nays. Motion passed.

8. Board Member Communications

Mercedes Ramos - Board Treasurer Mercedes Ramos shared that she has served on the Board for 20 years and has worked with multiple General Managers during that time, gaining experience with different management styles and approaches. She stated that while she has sometimes remained quiet during discussions, she intends to continue asking questions and participating actively, and she expressed appreciation for the Board's patience and collaboration.

Eugenio Gutierrez - Board President Eugenio Gutierrez thanked staff for bringing work items to the Board and expressed appreciation for the careful decision-making process. He emphasized the importance of learning from past mistakes, maintaining transparency, and trusting the Board's guidance to ensure responsible and effective management.

9. Staff Reports

1. The General Manager provided several updates to the Board. Regarding the wastewater treatment plant upgrades, staff met with engineer Alfonso Enrique and confirmed the District has secured at least \$5.6 million in grant funding, with the potential to receive up to \$18 million based on connections and compliance status; the funds are restricted to plant upgrades only, and planning is underway with the Chief Plant Operator and engineers to identify efficiency improvements, with future agenda items to reflect project progress. The General Manager was also awarded a scholarship to attend the June 2026 CSDA General Manager Leadership Summit, which will provide training in governance, operations, budgeting, human resources, and networking with other water system managers. The District's annual permits with the San Joaquin Valley Air Pollution Control District have been renewed, ensuring compliance with regional air quality regulations. Staff met with Streamline, the District's website provider, to evaluate their Doc Access service for ADA compliance, finding automated remediation significantly more cost-effective than manual updates. The Office of Assemblywoman Esmeralda Soria contacted the District about hosting a spring community resource fair, and staff will review logistics and facility availability once proposed dates are provided. Representatives from the North Central Fire Protection District will attend the next Board meeting to introduce staff, discuss upcoming fire inspections, and provide an opportunity for community questions, promoting transparency and coordination. Customers were reminded that water bill payments are due by the 15th of each month, with accounts inactive for more than 60 days receiving a shut-off notice in compliance with SB 998. Finally, the semi-annual inspection of the Community Center kitchen hood fire suppression system identified minor updates needed for compliance, with estimated

costs between \$800 and \$1,100. The General Manager emphasized that these efforts reflect the District's focus on operational efficiency, regulatory compliance, and proactive community engagement.

10. ADJOURNMENT

Meeting adjourned at **7:35 PM**

The next regular meeting of the Board of Directors is Thursday, February 19, 2026.

At 7:35 p.m. on January 15, 2026 the Meeting of the Board of Directors was adjourned.

I, Carmen Zamora, 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 November 20, 2025 at the Biola Community Services District, 4925 N. Seventh Street, Biola, CA 93606.

Approved:

Date

Carmen Zamora, Board Clerk

NEXT MEETING OF THE BOARD

February 19, 2026 – Regular Meeting, Biola, CA at 6:00PM