



MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS BIOLA COMMUNITY SERVICES DISTRICT May 25, 2023

The Board of Directors of the Biola Community Services District met for its Board Meeting on May 25, 2023 at the Biola Community Center, Biola, California.

The following were present:

Board of Directors:

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

Staff:

Elaine Cervantes, Interim General Manager
Marisol Camacho, Board Clerk

Public:

Korene Ramos, Luis Perez, Phillip Cervantes, Josh Burrow, Adam Luehrman, Jerry Jones

Call to Order

Board Chair Duarte calls the meeting together at 6:08 p.m.

Item 1.0 – Certification

Certification that the agenda was posted at least 72 hours before the meeting and was signed by Board President and Board Clerk acknowledged as being correct.- Yes

Item 2.0 – Public Comment

The following members of the public made a public comment: Raul Mendoza

Item 3.0 – Consent Calendar

- 3a. Adoption of Regular Meeting Agenda dated Meeting May 25, 2023
- 3b. Approval of Special Meeting Minutes dated April 27, 2023
- 3c. Approval of Regular Meeting Minutes dated April 20, 2023
- 3d. Approval of Financials ending April 30, 2023

A motion is made to approve the consent calendar.

MSC Ramos/Madera 3 ayes

AGENDA ITEM

NEW BUSINESS-

Item 4.0 – Nutrien Ag Solutions/Actagro

Joshua Burrow, Business Director, and Adam Luehrman, Plant Manager, provide a brief overview of the company’s goals with the business’ growing demand. They are expanding their facility in Biola and would like to be more involved with the community.

Item 5.0 - Yamabe and Horn Engineering Projects

Jerry Jones, Y&H Engineering, provides a staff report on the status of the following projects: CDBG Sidewalk & Street Improvements, Water Upgrade System, Biola Groundwater Recharge Project, and the County ATP Project Involvement, and responds to the numerous questions and concerns from the Board.

The following members of the public made a public comment: Phillip Cervantes

Item 6.0- Initiating Proceedings for The Annual Levy of Assessment For Landscape and Lighting Maintenance District No. 1 (Resolution 2023-11)

Interim General Manager states this is added to the tax roll and is done annually. It is a three part process. This is the first part. The engineer will be here at our next meeting to answer any questions.

A motion is made to approve the initiation of the LLMD Resolution 2023-11.

MSC Rodriguez/Madera 3 ayes

Item 7.0- Independent Auditors Report and Financial Statements June 30, 2022 (Resolution 2023-12)

Luis Perez, Bryant Jolley CPAS auditor in charge auditor for this engagement, provides a brief overview of the findings of the internal controls and summarizes each section of the independent audit.

A motion is made to approve the Independent Auditor’s report for June 30, 2022.

MSC Madera/Ramos 3 ayes

Item 8.0- USDA Communities Facilities Grant Application (Resolution 2023-13)

Vice Chair Ramos informs the Board and public of the \$50,000 grant opportunity to update the establishment. For this grant, the District would need to match \$16,000.

The following members of the public made a public comment: Phillip Cervantes

A motion is made to move forward and submit an application for the USDA Communities Facilities Grant.

MSC Madera/Ramos 3 ayes

Item 9.0- OTHER BUSINESS/INFORMATIONAL

Comments:

- (a) Board of Directors:** Vice Chair Ramos- purchase of maintenance equipment.
- (b) Staff:** General Manager reviews the informational attachment.

Item 10.0- CLOSED SESSION
NOTICE TO THE PUBLIC

As provided in the Ralph M. Brown Act, Government Code., 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 appropriately in open sessions as requiring immediate attention and arising after the posting of the agenda. Any public reports of action taken in closed session will be made in accordance with Government Code.

CONFERENCE W CONFERENCE WITH BOARD OF DIRECTORS AS PER GOVERNMENT CODE SECTION 54957; PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: Employee Evaluation (Attorney Evaluation) California Government Code sec. 54957(b)(1).

CONFERENCE WITH BOARD OF DIRECTORS AS PER GOVERNMENT CODE SECTION 54957; PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: Employee Evaluation (Interim General Manager Evaluation) California Government Code sec.54957(b)(1).

- Time entered into closed session 7:50PM
- Time out of closed session 8:56PM
- Reportable Action: **Terminate contract with existing General Counsel;**
Accepting Elaine Cervantes as permanent General Manager.

ADJOURNMENT 7:36 pm

At 7:36 p.m. on May 25, 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 May 25, 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
June 15, 2023 – Regular Meeting, Biola, CA