AGENDA ITEM: ____
MEETING DATE: March 20, 2025

Biola Community Services District
Minutes of the
Board of Directors
Special Board Meeting February 18, 2025
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Special Board Meeting on February 18, 2025 at the Biola Community Center, Biola, California.

Directors present: **Kinverly Suarez- President & Secretary**
Eugenio Gutierrez -Vice President
Jennifer Duarte- Board Member
Carlos Rodriguez – Board Treasurer- arrived at 6:13PM

Directors absent: **(1) Vacancy**

Staff Present: **Present**

Public present: Juana Hernandez, Marcelina Lopez, Natalio Vasquez, Soledad Vasquez, *Illegible,* Adela Lozano B., Manuel Villareal, Manuel Aguilar Negrete, Primitiva Diaz, Aracelia Diaz, *Illegible,* Phillip Cervantes, Horacio Carbajal, and Bernardo Quintana.

Roll Call- Roll Call was called.

Call to Order- Director Kinverly Suarez called the meeting to order at 6:06 PM. Spanish Translation was provided for this meeting. The board clerk confirmed there was a quorum.

1. **PUBLIC COMMENT**
   - Juana Hernandez- Thanked the board for their service, appreciates the progress made, and encourages collaboration to keep improving. Emphasizes the board's leadership and the community's support and learning.
   - Mercedes Ramos- recalled bylaws were already reviewed twice in 2023 and does not understand why changes are needed, mentioned the changes for the General Manager and the administrative hire. She sees no reason to amend the bylaws again.

2. **DISCUSSION AND APPROVAL OF RECRUITMENT PROCESS, TIMELINE, AND APPLICATION FOR TWO-YEAR BOARD VACANCY**
   Presenter: Elaine Cervantes, General Manager, BCSD, reiterated that Brian Pacheco stated his intended course of action during public comment. At the time, this was not an agenda item, and no formal action was taken. However, the Board expressed its desire to bring the item back for action. Elaine sought guidance on how to proceed with the recruitment process, and a draft application was presented to the Board for review.
   JD how much interest, elaine no one has came forward

Director Comments: The board engaged in a lengthy discussion regarding the recruitment process, timeline, and application for the two-year board vacancy. Legal counsel clarified that the District does not have an established formal process and outlined the basic eligibility criteria: applicants must be Biola residents, at least 17 years old, and registered voters. The board debated whether to require an application, a letter of interest, or both, ultimately agreeing that either/or should be accepted without bias. Legal emphasized the importance of verifying residency and voter registration while ensuring non-discriminatory practices. Concerns were raised about the timeline, with Director Carlos Rodriguez frustrated by the delay compared to his own appointment. Legal reiterated that no existing policy governs the process and reminded them of the March 2025 deadline Brian Pacheco's. The board decided to begin recruitment via the website, social media, and three other locations in town starting February 19, 2025, with a submission deadline of March 7, 2025. Interviews will be held in a special meeting on March 12, with candidates waiting outside before their turn during interviews, and the selected applicant will be sworn in on March 20, 2025. Legal recommended the board prepare interview questions distinct from the application, suggesting they are all asked the same questions. The board agreed to send proposed questions to the General Manager, who will also compile a list for their review.

A motion was made to accept either an application or letter of interest and advise the educational section of the draft application being optional.
Motion made by: Carlos Rodriguez
Motion seconded by: Kinverly Suarez
Voting:
Kinverly Suarez- Yes
Eugenio Gutierrez- Yes
Carlos Rodriguez- Yes
Jennifer Duarte- No
Vote Count 3-1. Motion passed.

A motion was made to open up the recruitment on February 19, 2025 and closing on March 7, 2025, and interview on March 12, 2025.
Motion made by: Carlos Rodriguez
Motion seconded by: Jennifer Duarte
Voting:
Kinverly Suarez- Yes
Eugenio Gutierrez- Yes
Carlos Rodriguez- Yes
Jennifer Duarte- Yes
Vote Count 4-0. Motion passed.

3. DISCUSSION AND REVIEW OF BCSD BOARD OF DIRECTORS BYLAWS

Presenter: Yesenia Carrillo, an attorney from Liebert Cassidy Whitmore, presented this item. She reviewed each section and explained the recommended revisions to ensure compliance with current law.

Director Comments: The directors asked questions and received clarification on the matter. Director Eugenio Gutierrez specifically inquired about the revision regarding the post office as a posting location. He firmly maintained that it should remain a designated site for agenda postings, despite staff clarifying that they could only deliver the materials for posting but not physically post them. The board provided direction on which elements they wanted to retain and identified items that needed to be added or revised.

For informational purposes only. Legal counsel will make the necessary edits and provide the final draft for review and possible approval at the next meeting.

4. ADJOURNMENT

A motion was made to adjourn the meeting.

Motion made by: Jennifer Duarte
Motion seconded by: Carlos Rodriguez
Voting:

Kinverly Suarez- Yes
Eugenio Gutierrez- Yes
Carlos Rodriguez- Yes
Jennifer Duarte- Yes

Vote Count 4-0. Motion passed.

Meeting adjourned at **9:14PM**

The next regular meeting of the Board of Directors is Thursday, February 20, 2025.

At 9:14 p.m. on February 18, 2025 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 February 18, 2025 at the Biola Community Services District, 4925 N. Seventh Street, Biola, CA 93606.

Approved:

4/17/25 _____

Date Marisol Camacho, Board Clerk

NEXT MEETING OF THE BOARD OF DIRECTORS
February 20, 2025 – Regular Meeting, Biola, CA at 6:00PM