



# Biola Community Services District

Special Meeting – Board of Directors  
April 2, 2025  
Biola Community Center, 6:00 P.M.  
4925 N. Seventh Street  
Biola, CA

**Teleconference Location:** Jennifer Duarte, Hotel Burbank, **ROOM #305**,  
150 E Angeleno Ave, Burbank, CA 91502

A Special Meeting of the Board of Directors of Biola Community Services District is hereby called for Wednesday, April 2, 2025 at the District's office located 4925 N. Seventh Street, Biola, CA 93606 at 6:00PM. Pursuant to the Ralph M. Brown Act and the District's Bylaws, this Notice of Special Meeting shall be delivered to each Director not less than 24 hours in advance of the meeting and posted in the locations specified and at the District Office.

## AGENDA

### **OPENING CEREMONIES - 6:00 P.M.**

#### **Call To Order**

#### **Roll Call**

Kinverly Suarez- Board President & Board Secretary  
Eugenio Gutierrez – Vice President  
Carlos Rodriguez- Board Treasurer  
Jennifer Duarte- Board Member  
*Vacancy*- Board Member

#### **Pledge Of Allegiance**

### AGENDA ITEMS

### Recommended Action

#### **1. CLOSED SESSION**

##### **NOTICE TO THE PUBLIC**

As provided in the Ralph M. Brown Act, Government Code § 54957, 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. Any public reports of action taken in closed session will be made in accordance with Government Code. The Board will take public comment on Closed Session items before adjourning to closed session.

##### **Public Comment on Closed Session Items**

##### **Conference with Legal Counsel – Anticipated Litigation, Government Code § 54956.9 (d)(2) – two cases**

Tort Claims by Mercedes Ramos and Ronald Ramos

**Public Employee Appointment – Government Code § 54957**  
Interim General Manager

**2. Reconvene to Open Session**

The Board of Directors will report any reportable action taken during Closed Session.

**3. Public Comment**

This portion of the meeting is reserved for members of the public wishing to address the Board **on matters on this Special Meeting agenda only**. Comments from the public shall not exceed three (3) minutes unless the time limit is changed by the Board President. Comments on any one topic are limited to a total of 15 minutes. Speakers will be asked, but are not required, to identify themselves and state the Agenda item their comment relates to.

**4. Conduct Candidate Interviews and Appoint and Swear-in Candidate to Two-Year Board Vacancy Seat**

**Action**

*Kinverly Suarez, Board President, BCSD*

**5. Designate and Authorize Person(s) to obtain Community West Bank Account Debit/Credit Card to Use for District Expenses**

**Action**

*Kinverly Suarez, Board President, BCSD*

**6. Designate Staff with Authorized Online Access to Community West Bank Account for Viewing and Remote Deposit**

**Action**

*Kinverly Suarez, Board President, BCSD*

**7. Accept General Manager’s Resignation**

**Action**

*Kinverly Suarez, Board President, BCSD*

**8. Discussion and Approval of Recruitment Process for General Manager**

**Action**

*Kinverly Suarez, Board President, BCSD*

**9. ADJOURNMENT \_\_\_\_\_**

The next regular meeting of the Board of Directors is Thursday, April 17, 2025.

Note: The agenda items may not be presented in the order they are listed. Materials related to an item on this agenda that are public documents and are submitted after distribution and posting of the agenda are available for public inspection at the District's office at 4925 N. Seventh Street Biola, CA 93606, during normal business hours. Documents that are public documents provided by others during a meeting will be available at the same location during business hours after the meeting. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District at (559) 843-2657 at least 24 hours prior to the meeting to enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Date 04/01/25

  
Kinverly Suarez (Apr 1, 2025 12:04 PDT)  
Kinverly Suarez – Board Vice President

  
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Marisol Camacho – Board Clerk