



Biola Community Services District

Regular Meeting – Board of Directors
April 17, 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 regular meeting of the Board of Directors of Biola Community Services District is hereby scheduled for Thursday, April 17, 2025 at the District's office located 4925 N. Seventh Street, Biola, CA 93606 at 6:00PM. Pursuant to the District's Bylaws and Rules of Order, this Notice of Regular Meeting shall be delivered to each Director and not less than 72 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
Monique Dolores- Board Member

Pledge Of Allegiance

AGENDA ITEMS

Recommended Action

1. PUBLIC COMMENT

This portion of the meeting is reserved for members of the public wishing to address the Board on items within its jurisdiction but not on this Agenda. Speakers may be limited to three minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Board President has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Board is prohibited by law from taking any action on matters not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to public comment at this time.

NOTE: Prior to action by the Board on any item on this agenda, the public may comment on that item. Speakers may be limited to 3 minutes. Any documents needed to be presented to the Board of Directors as a handout will only be accepted if handed to the Board Clerk for disbursement.

2. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered routine and will be approved as one item by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, a member of the Board may request an item be pulled from the Consent Calendar before action is taken and the item(s) pulled will be considered separately.

(a) Approval of Special Meeting Minutes

Motion to Approve

Dated February 18, 2025

(b) Approval of Regular Meeting Minutes

Dated February 20, 2025

(c) Approval of Regular Meeting Minutes

Dated March 20, 2025

(d) Approval of Special Meeting Minutes

Dated April 2, 2025

NEW BUSINESS

3. **Approval of Financials Ending December 31, 2024 Through March 31, 2024**

Motion to Approve

Marisol Camacho, Interim General Manager, BCSD

Ending December 31, 2024

Ending January 31, 2025

Ending February 28, 2025

Ending March 31, 2025

4. **Discussion and Approval of Biola Pershing Elementary PTA Request to Utilize Community Center Parking Lot for May 17, 2025, Yard Sale**

Action

Marisol Camacho, Interim General Manager, BCSD

5. **Initiating Proceedings For The Annual Levy Of Assessment For Landscape And Lighting Maintenance District No. 1**

Action

Resolution 2025-03

*Faisal Sweileh, Associate Engineer,
AM Consulting Engineers*

6. **Accept 2024 Annual Solar Production Report**

Action

*Ralph Hudson, Field Service Manager,
SitelogIQ Representative*

7. Review Costs Associated with Remote Deposit Services For Community West Bank Account **Action**

Marisol Camacho, Interim General Manager, BCSD

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

Marisol Camacho, Interim General Manager, BCSD

9. Board Member Communications **Information**

This is an opportunity for any Board member to make an announcement or report briefly on their activities as Board Members of the District or request future agenda items.

10. Staff Reports **Information**

Attached are the District's Staff reports.

11. 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 Labor Negotiators – Government Code, § 59457.6

Agency designated representatives: Marisol Camacho, Interim General Manager

Employee Organization: Interim General Manager and Customer Service Representative

Agency designated representative: Board President

Employee organization: Interim General Manager

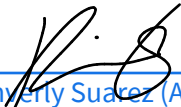
Reconvene in Open Session and Report Reportable Action Taken During Closed Session

12. ADJOURNMENT

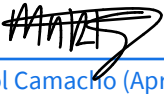
The next regular meeting of the Board of Directors is Thursday, May 15, 2025.

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 72 hours prior to the meeting to enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Date 04/14/25


Kinverly Suarez (Apr 14, 2025 12:24 PDT)

Kinverly Suarez – Board President


Marisol Camacho (Apr 14, 2025 15:56 PDT)

Marisol Camacho – Board Clerk