



Biola Community Services District

Regular Meeting – Board of Directors
September 21, 2023
Biola Community Center, 6:00 P.M.
4925 N. Seventh Street
Biola, CA

A regular meeting of the Board of Directors of Biola Community Services District is hereby scheduled for Thursday, September 21, 2023 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

Jennifer Duarte- President
Kirk Ramos- Vice President
Martha Madera – Board Treasurer
Carlos Rodriguez – Board Secretary
Reyes Lozano- 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 will be held. If discussion is desired, a member of the Board may request an item be removed from the Consent Calendar before action is taken and the item(s) will be considered separately.

(a) Approval of Special Meeting Minutes Motion to Approve
Dated September 5, 2023

(b) Approval of Regular Meeting Minutes
Dated August 17, 2023

(c) Approval of Financials
Ending August 31, 2023

NEW BUSINESS

3. Guest Speaker-
Presentation provided for District Solar and Utility Costs Information
Yan Purba & Gavin Mora, Tynergy

4. Discussion and Consideration of the January 2020 Utility
Billing Collection and Write Off Bad Debt Motion to Approve
Stephen Huerta, CPA

Recommendation: Administration is recommending the Board approve moving forward with attempting collection of outstanding bills and writing off as bad debt any amount not collected.

5. Discussion and Consideration of District Sponsorship
of \$2,500 to the 65th Annual Biola Chamber of Commerce Motion to Approve
Elaine Cervantes, General Manager

Recommendation: Administration is recommending the Board approve donating \$2,500 and serve as a Sponsor. The District supported the Biola Chamber of Commerce at the same sponsorship in previous years.

- 6. **Request Approval to Release the Requests for Qualifications for CDBG Engineering Services for Project No. 21032 Biola Groundwater Recharge** Motion to Approve
Elaine Cervantes, General Manager

Background: This is part two of the Biola Groundwater Recharge. The County is requiring the District to go through a CDBG process since its been over 3 years since the last time we did an RFQ. The project involves the construction of a three-acre expansion of an existing two-acre storm drainage basin for a five-acre total groundwater recharge basin, and the installation of a six-foot chain link fence around the enlarged drainage basin.

- 7. **Discussion and Consideration of Adding General Manager as a Signer on District’s Central Valley Community Bank Account** Motion to Approve Resolution 2020-20
Elaine Cervantes, General Manager

- 8. **Discussion and Consideration of Stipend Payments to Board of Directs for “Days of Service” Pursuant to Resolution No. 2018-10 and Reimbursement of Expenses To Board Members** Informational/Action
Jennifer Duarte, Board President

- 9. **Discussion and Consideration of “Chain of Command” Procedure for Board of Directors relating to District Business** Informational/Action
Jennifer Duarte, Board President

OLD BUSINESS

- 10. **Board Member Communications** Information

Any Board member may make an announcement, report briefly on their activities, or ask a question for clarification.

- 11. **Staff Reports** Information

Attached is District’s Staff reports.

CLOSED SESSION
NOTICE TO THE PUBLIC

As provided in the Ralph M. Brown Act, Government Code section 54950, *et seq.*, 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 in compliance with Government Code sections 54954.2, 54956, and 54954.5. Any public reports of action taken in closed session will be made in accordance with Government Code.

12. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code section 54957.6

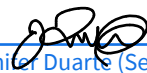
Agency designated representative: Board President, Duarte/Vice President, Ramos
Unrepresented Employee: General Manager

13. ADJOURNMENT _____


The next regular meeting of the Board of Directors is Thursday, September 21, 2023.

Note: The agenda items may not be presented in the order they are listed. Persons wishing to discuss an item that was taken out of order will have the opportunity to do so. All agenda items listed are considered to be discussion and/or action items. 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 in 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. The Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District at (559) 843-2657. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Date 09/15/2023



Jennifer Duarte (Sep 15, 2023 18:32 PDT)
Jennifer Duarte – Board President



Marisol Camacho (Sep 15, 2023 15:57 PDT)
Marisol Camacho – Board Clerk










Final September 21 2023 Board Meeting Agenda-1

Final Audit Report

2023-09-16

Created:	2023-09-15
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-  Document created by Marisol Camacho (marisol.camacho@biolacsd.org)
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-  Document emailed to Jennifer Duarte (jennifer.duarte@biolacsd.org) for signature
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-  Document e-signed by Marisol Camacho (marisol.camacho@biolacsd.org)
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-  Email viewed by Jennifer Duarte (jennifer.duarte@biolacsd.org)
2023-09-15 - 11:38:48 PM GMT
-  Signer Jennifer Duarte (jennifer.duarte@biolacsd.org) entered name at signing as Jennifer Duarte
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-  Document e-signed by Jennifer Duarte (jennifer.duarte@biolacsd.org)
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