AGENDA ITEM: ____
MEETING DATE: April 17, 2025

Biola Community Services District
Minutes of the
Board of Directors
Special Board Meeting April 2, 2025
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Special Board Meeting on April 2, 2025 at the Biola Community Center, Biola, California.

Directors present: **Kinverly Suarez- President & Secretary**
Eugenio Gutierrez -Vice President
Jennifer Duarte- Board Member via teleconference
Carlos Rodriguez – Board Treasurer
Monique Dolores- Board member

Directors absent: None

Staff Present: Present

Public present: Juana Hernandez, Monique Dolores, Maria P Soto, Carmen Zamora, Lucrecia Soriano, Horacio Carbajal, Maria Carbajal, Bernardo Quintana, Juana Santos, Veronica Suarez, I*llegible*, Amelia Ponce, Simon Ponce, Michael Placencia, Antonio Camacho, Guillermina Raya, Candelario Raya, Marcelina Lopez, Ricardo & Gena Herrera, Joaquin Soto, Lorena Lopez, Eduardo Antunez, Maxiona Veneros, Arturo Alaniz, Rosalba *Illegible*, Imelda Zarate, Anita & Otoniel Bravo, Susana Barrios, Illegible, Margarita Altamirano, and Martha Villafana.

Roll Call- Roll Call was called.

Call to Order- Director Kinverly Suarez called the meeting to order at 6:12 PM. Spanish Translation was provided for this meeting. The board clerk confirmed there was a quorum.

1. **CLOSED SESSION**
   Public Comments- none
   The Board of Directors, along with legal counsel, entered into closed session at 6:14 PM.

2. **RECOVENE TO OPEN SESSION**
   Board President Kinverly Suarez called the meeting back to open session at 6:36 PM.

   The Board took action by unanimous roll call vote to deny the tort claim filed by Mercedes and Ronald Ramos.

   The Board took action by a unanimous roll call vote to appoint Marisol Camacho as the Interim General Manager effective April 3, 2025 and directed Board President Suarez to bring an employment contract at the next board meeting.

The Board moved to take item 4 out of order and put that item next.

3. CONDUCT CANDIDATE INTERVIEWS AND APPOINT AND SWEAR-IN CANDIDATE TO TWO-YEAR BOARD VACANCY SEAT

Public Comments:

- Carmen Zamora- comment on support for Monique Dolores
- Eduardo Antunez- comment on support for Monique Dolores
- Juana Hernandez- comment on support for Monique Dolores
- Maria Soto- comment on support for Monique Dolores
- Marcelina Lopez- comment on support for Monique Dolores
- Joaquin Soto- comment to pick the one with more education and who will work for the well being of District.

Interviews: The Board of Directors interviewed two of the three candidates who applied for the seat: Monique Dolores and Gena Herrera. Mercedes Ramos, who did not attend, was not considered due to her absence.

Director Comments: Director Carlos Rodriguez stated his vote for Gena Herrera. Director Eugenio Gutierrez mentioned his vote for Monique Dolores, while Director Kinverly Suarez also expressed her support for Monique Dolores. Director Jennifer Duarte shared her appreciation for both candidates, though her full comment was difficult to hear due to issues with the teleconference call.

A motion was made to select Monique Dolores as the new board member.
Motion made by: Carlos Rodriguez
Motion seconded by: Kinverly Suarez
Kinverly Suarez- Yes
Eugenio Gutierrez- Yes
Carlos Rodriguez- Yes
Jennifer Duarte- Yes
Vote Count 4-0. Motion passed.

Supervisor Brian Pacheco was present to administer the official oath of office. Monique Dolores took her oath and joined the Board of Directors to participate in the business of the meeting.

4. PUBLIC COMMENT

5. DESIGNATE AND AUTHORIZE PERSON(S) TO OBTAIN COMMUNITY WEST BANK ACCOUNT DEBIT/CREDIT CARD TO USE FOR DISTRICT EXPENSES

Presenter: Director Kinverly Suarez recommended using a credit card instead of a debit card to ensure protection against fraudulent activity. Director Carlos Rodriguez emphasized the urgency of obtaining a card, explaining paying out of pocket to restore Gmail services after suspension. He emphasized the importance of the office having a card and suggested setting a spending limit for it. Director Monique Dolores recommended assigning one person to be in charge of the card. Yesenia, the legal

counsel, advised against having board members possess individual cards due to liability concerns and suggested not placing spending limits. However, Director Dolores proposed setting a limit as she recalls an existing policy with a $3,000 limit, which Director Eugenio Gutierrez also supported. Ultimately, Director Suarez finalized a $5,000 limit for the credit card.

A motion was made to authorize Marisol Camacho and setting the limit of $5,000.00, and if the limit needs to be increased, bringing it back to the board.

Motion made by: Monique Dolores
Motion seconded by: Eugenio Gutierrez

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

Vote Count 5-0. Motion passed.

Director Carlos Rodriguez added to expedite the card to ensure it arrives within 3 to 4 business days and mentioned the associated costs for this expedited service.

6. DESIGNATE STAFF WITH AUTHORIZED ONLINE ACCESS TO COMMUNITY WEST BANK ACCOUNT FOR VIEWING AND REMOTE DEPOSIT

Presenter: Director Kinverly Suarez stated staff recommended authorizing online access to the District Interim General Manager, Executive Assistant, and CPA-. Online access includes but is not limited to making online deposits, inquiries related to statements, fees, bounced checks, and withdraw, and any other necessary account management to ensure continued operation of Biola Community Services District business.

Director Comments: Director Monique Dolores inquired about the costs associated with the remote deposit machine, the current procedure staff follows for depositing checks, and other related questions regarding remote deposits. Director Jennifer Duarte raised a previous concern about the liability of the staff member delivering the checks, specifically regarding the potential risks of something happening to the checks during transit to the bank. Director Kinverly Suarez asked how frequently the deposits are made.

Director Monique Dolores suggested that Marisol Camacho gather additional information and bring it back to the Board for further discussion and possible action. She also requested clarification regarding the liability concerns. Director Carlos Rodriguez expressed his concern about potential liability in the event of an accident and emphasized the importance of staff's safety. He recommended moving forward with approving the item while continuing to gather information, including associated costs.

A motion was made to approve this item and bring back additional information regarding the costs associated with remote deposit.
Motion made by: Carlos Rodriguez
Motion seconded by: Kinverly Suarez
Kinverly Suarez- Yes
Eugenio Gutierrez- Yes
Carlos Rodriguez- Yes
Jennifer Duarte- Yes
Monique Dolores- Abstain
Vote Count 4-1. Motion passed.

7. ACCEPT GENERAL MANAGER'S RESIGNATION
Public Comments: None
Director Comments: None

A motion was made to accept.
Motion made by: Carlos Rodriguez
Motion seconded by: Kinverly Suarez
Kinverly Suarez- Yes
Eugenio Gutierrez- Yes
Carlos Rodriguez- Yes
Jennifer Duarte- Yes
Monique Dolores- Yes
Vote Count 5-0. Motion passed.

8. DISCUSSION AND APPROVAL OF RECRUITMENT PROCESS FOR GENERAL MANAGER
Public Comment: None
Director Comments: Director Carlos Rodriguez inquired about the process and asked whether the position would be posted on Indeed. Director Monique Dolores referenced a specific section of the code related to posting requirements, which legal counsel will review. Director Rodriguez requested that the posting be updated to include grant writing experience, and Director Dolores emphasized that the educational requirements will also be a key factor in selecting the next general manager.

Legal shared that the board's request to staff can be to bring back an item with a job description, including a review of educational requirements, skills, qualifications, and cost estimates for posting the position on Indeed, in newspapers, or through a recruiter. Any additional items needed to begin the recruitment process should also be included.

Monique noted that in the past, recruiters were not used—job postings were done through Indeed and word of mouth. Director Carlos Rodriguez suggested tabling the item for the next meeting, feeling it's not urgent. Director Eugenio Gutierrez emphasized the need for an experienced candidate, citing past mistakes. Monique also mentioned that offering a competitive salary is important to attract a strong candidate pool, and that many applicants were lost previously due to the commute to and from Biola.

The board agreed to revisit the item and asked the Interim General Manager to research and bring back relevant information, including previous job descriptions. Director Jennifer Duarte asked if this process was followed for the last hire. Director Monique Dolores asked legal if a formal hiring policy could be developed, which legal confirmed is possible.

9. ADJOURNMENT

Meeting adjourned at **8:00PM**

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

At 8:00 p.m. on Abril 2, 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 Abril 2, 2025 at the Biola Community Services District, 4925 N. Seventh Street, Biola, CA 93606.

Approved:

_____ _____

Date Marisol Camacho, Board Clerk

NEXT MEETING OF THE BOARD OF DIRECTORS
Abril 17, 2025 – Regular Meeting, Biola, CA at 6:00PM