



December 14, 2023

Agenda No. 2a

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
BIOLA COMMUNITY SERVICES DISTRICT
November 16, 2023**

The Board of Directors of the Biola Community Services District met for its Board Meeting on November 16, 2023 at the Biola Community Center, Biola, California.

The following were present:

Board of Directors:

Jennifer Duarte, Board President

Kirk Ramos, Vice President

Martha Madera, Board Treasurer

Carlos Rodriguez, Board Secretary

Reyes Lozano, Board Member

Staff - Present.

Public:

Natalia Meza and Phillip Cervantes

Roll Call

Roll Call was called.

Call to Order

Board Chair calls the meeting together at 6:02 p.m.

Item 1.0 –Public Comment

No public comment was made.

Item 2.0 – Consent Calendar

2a. Approval of Regular Meeting Minutes dated October 19, 2023

A motion is made to approve the October 19, 2023 minutes.

MSC

Madera/Lozano

5 ayes

2b. Approval of Financials ending October 31, 2023

Board Treasurer Madera inquired about check number 1705. The General Manager responded that the check would be voided. Board President Duarte added that staff had reissued checks that she initially could not locate. However, she has now found those misplaced checks, and they are to be disposed of.

A motion is made to approve the financials ending October 31, 2023.

MSC

Madera/Lozano

4 ayes 1 nay Rodriguez

AGENDA ITEM

NEW BUSINESS-

Item 3.0 – Consider Awarding AM Consulting Engineers, Inc As the Selected Engineering Firm for CDBG Engineering Services

Elaine Cervantes, the General Manager, states the selection of AM Consulting, Engineers, Inc for the CDBG Engineering award marks a crucial step in the second phase of the Groundwater Recharge project. Following the issuance of a Request for Proposals (RFP) and the evaluation of two proposals, the expertise of AM Consulting, Engineers, Inc stood out, leading to their selection. Board Treasurer Madera highlights the cost-effectiveness of their rates, emphasizing that they are lower than those of the District's previous engineering firm.

A motion is made to award AM Consulting Engineers, Inc as the Selected Engineering Firm for CDBG Engineering Services.

MSC

Lozano/Madera

5 ayes

Item 4.0 - Consider Approval of the District’s General Manager Employment Agreement

Board President Duarte, states the board and general manager have received copies of the agreement. Negotiations have been discussed in closed session and now the employment contract is before the board for approval.

A motion is made to approve the Employment Contract for General Manager Elaine Cervantes for an annual salary of \$45,000.00 and no additional benefits to report.

MSC

Lozano/Madera

5 ayes

Item 5.0- Discussion of the January 2020 Missed Utility Billing

Elaine Cervantes, the General Manager, updates the board on an upcoming letter to be sent to residents with outstanding balances as of January 2020, which will include the bill reflecting the accrued missed billing total. Additionally, Elaine informs the board that there is currently no established policy for the write-off of bad debts.

This agenda item will be placed on the December agenda for an update after the bills are sent out.

Item 6.0- Discussion on Keri Salwasser Agreement (5-Acre Vineyard Lease)

Following a letter response from the previous lessee, General Manager Elaine Cervantes asserts that the District is now accountable for all matters pertaining to the property.

The Board President urges fellow board members to put forth suggestions for implementing plans concerning the 5-acre property in the forthcoming month.

The following people made a public comment: Phillip Cervantes

The general manager will follow up with NutriAg regarding their interest in leasing the Districts’ 5-Acres. This matter will be added in the December agenda for further discussion and necessary action.

Item 7.0- Discussion on the District’s Monthly Food Distribution Policies and Procedures

Elaine Cervantes, our General Manager, has announced a reassessment of current rules and regulations in light of recent events. The adjustments are aimed at enhancing safety measures. As part of this initiative, the District is shifting from a drive-thru service to a walk-in service, and the gates will be closed to restrict vehicle access. Volunteers are actively signing hold harmless waivers as a precautionary measure.

Discussion only, no action taken.

Item 8.0-

Board Member Communications

Board Member Lozano- seeking information regarding the current status of the two homes that were damaged by fire on G Street and Third Street.

Item 9.0- Staff Reports

General Manager, Elaine Cervantes, presents her staff report.

CLOSED SESSION

- None

Item 10.0- ADJOURNMENT 7:07PM

The next regular meeting of the Board of Directors is Thursday, December 14, 2023.

At 7:07p.m. on November 16, 2023 the Meeting of the Board of Directors was adjourned.

I, Carlos Rodriguez, Board Secretary 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 November 16, 2023 at the Biola Community Services District, 4925 N. 7th Street, Biola, CA 93606.

Approved:

Date

Board Secretary

**NEXT MEETING OF THE BOARD OF DIRECTORS
December 14, 2023 – Regular Meeting, Biola, CA**