



Biola Community Services District

Regular Meeting – Board of Directors
September 18, 2025
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 18, 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 Member
Monique Dolores- Board Member

Pledge Of Allegiance

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. The matters the Board will meet on in closed session are identified appropriately in open sessions as requiring immediate attention and arising after the posting of the Agenda. Any public reports of action taken in closed session will be made in accordance with Government Code.

a) **Conference with Labor Negotiators – Public Employee Appointment**

Pursuant to Government Code, § 59457.6

The board will conduct interviews for the General Manager position

b) **Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957(b)(1)

The Board will conduct a 3-month performance evaluation

c) **Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)

One potential case

Subject: Discussion of potential legal action relating to contract performance issues.

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

AGENDA ITEMS

Recommended Action

2. 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.

3. 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 Regular Meeting Minutes

Motion to Approve

Dated July 17, 2025

(b) Approval of Financials

Ending July 31, 2025

(c) Approval of Financials

Ending August 31, 2025

(d) Ratification of Hire for Customer Service Representative

ACTION/INFORMATION ITEMS

- | | |
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| 4. Selection of Landscape Maintenance Contractor
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 5. Appointment of Community Members to Finance Standing Committee
Resolution 2025-11
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 6. Consideration and Approval to Contract R & T Lawn Services for Vegetation Removal at the Pond Basin on B St.
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 7. Approval to Repair the Meeting Hall Air Conditioning Unit
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 8. Consideration of Petition from Ms. Rosa Maria Rosales to Modify Traffic Flow for Monthly Food Distribution
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 9. Discussion and Possible Action Regarding Board President Suarez’s Attendance and Compliance with BCSD Bylaws & California Government Code §1770
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 10. Discussion and Possible Action on Electing New Board Officers to Ensure Qualified Leadership and Accountability
<i>Carmen Zamora, Interim General Manager</i> | Action |
| 11. Follow-Up Discussion on June 2024 Water Rate Increase – Recalculation Request Including Usage Credit Scenarios and Solar Loan Impact
<i>Carmen Zamora, Interim General Manager</i> | Information |
| 12. Review and Establishment of Administrative Access Protocols for District Digital Systems Users
Resolution 2025-12
<i>Carmen Zamora, Interim General Manager</i> | Action |

- 13. **Establishment of a Formal Policy Governing Access to District Legal Counsel** **Action**
 Resolution 2025-13
Carmen Zamora, Interim General Manager

- 14. **Extension of Volunteer Service for Carmen Zamora to Support General Manager Transition and District Operations** **Action**
Carmen Zamora, Interim General Manager

- 15. **Approval of Salary Increase for Maintenance Employee Following Performance Evaluation** **Action**
Carmen Zamora, Interim General Manager

- 16. **Information Regarding Board Vacancy and County Appointment Process** **Information**
Carmen Zamora, Interim General Manager

- 17. **Discussion and Possible Action Regarding Designation of a New Authorized Bank Signer** **Action**
Carmen Zamora, Interim General Manager

- 18. **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.

- 19. **Staff Reports** **Information**
 Attached are the District’s Staff reports.

20. ADJOURNMENT

The next regular meeting of the Board of Directors is Thursday, October 16, 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 _____

Kinverly Suarez– Board President



Carmen Zamora – Interim General Manager