



Biola Community Services District
Minutes of the
Board of Directors
Regular Board Meeting April 16, 2026
6:00p.m.

The Board of Directors of the Biola Community Services District met for its Regular Board Meeting on April 16, 2026 at the Biola Community Center, Biola, California.

Directors present: Eugenio Gutierrez – Board President
Monique Dolores – Board President
Rosa Rosales – Board Secretary
Mercedes Ramos – Board Treasurer

Directors absent: Carlos Rodriguez – Board Member

Staff Present: Present along with Legal Counsel and Spanish Translators

Public present: Maria D Soto, Juana Hernandez, Amelia Ponce, Simon Ponce, Rosa Maria Rosales, Humberto Gomez Jr., Juana Santos, Susana Del Toro, Joaquin Soto, Mationa Veneros, Maria Guerrero, Imelda Zarate, Griselda Hernandez,

Roll Call- Roll Call was called. At 6:03 PM, The Board President called the meeting to order. The board clerk confirmed there was a quorum.

1. APPROVE AGENDA

Motion made by: Director Monique Dolores

Motion Second by: Director Rosa Rosales

Vote:

Eugenio Gutierrez – Yes

Carlos Rodriguez – Absent

Rosa Maria Rosales – Yes

Monique Dolores – Yes

Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

2. APPROVE CONSENT AGENDA

Motion: To approve only item 2(b) financials and remove item 2(a)minutes

Motion made by: Director Mercedes Ramos

Motion Second by: Director Monique Dolores

Vote:

Eugenio Gutierrez – Yes
Carlos Rodriguez – Absent
Rosa Maria Rosales – Yes
Monique Dolores – Yes
Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

Discussion opened to discuss minutes that were pulled. Reason for pulling minutes is because they are not ready for review

Motion: To table item 2(a) minutes as they are not ready for review

Motion made by: Director Monique Dolores

Motion Second by: Director Mercedes Ramos

Vote:

Eugenio Gutierrez – Yes
Carlos Rodriguez – Absent
Rosa Maria Rosales – Yes
Monique Dolores – Yes
Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

3. CLOSED SESSION

Public Comment: None

RECONVENE INTO OPEN SESSION

No reportable action

4. PUBLIC COMMENT

Juana Hernandez – thanked the board members and Carmen for their service to the Biola community. She requested consideration of a future bylaw amendment to protect community involvement in decision-making, expressing concern that future board members may not always act with the same intentions. She emphasized the importance of ensuring that no major decisions are made without resident input, citing similar issues in the past, and encouraged the board to secure Biola’s future by strengthening protections for residents through bylaw amendments.

Dr. Humberto Gomez Jr. – spoke about a political campaign and introduced congressional candidate Randy Villegas. He shared that the candidate’s parents are from Guerrero and noted his service on the Visalia School District board. Humberto also spoke about his own long history of volunteer community service without compensation and expressed pride in supporting the Biola community. He encouraged residents to learn about the candidate ahead of receiving their ballots next month and mentioned inviting the candidate to attend a future meeting.

INFORMATION ITEMS

- 5. Mid Valley Disposal 2025 Annual Service & Community Outreach Update**
Mid Valley Disposal representative Billy Hanson presented the 2026 annual update summarizing services and activities completed in Biola during 2025. Mid Valley Disposal participated in several community events, including the Esmeralda Soria resource event and the Biola backpack giveaway, providing outreach and community support. Recycling Coordinator Fernando Botello conducted visits to all local businesses and multifamily properties to provide education on recycling, organics separation, and service optimization, while over 1,000 educational flyers were distributed throughout the community. Edible Food Recovery Specialist Maria Ayala continued outreach to large food generators to support compliance with SB 1383 requirements. Hanson also informed the Board about upcoming CalRecycle compliance inspections and noted that Biola remains compliant with assistance from Mid Valley Disposal and Fresno County programs. Route reviews conducted in 2025 showed very low contamination rates in organics, recycling, and trash containers, reflecting strong resident participation in proper waste sorting. Cleanup events collected significant amounts of trash, metal, organic waste, e-waste, and mattresses, helping keep the community clean. The Biola Congregational Church was recognized as the 2025 Recycler of the Year for its continued outstanding recycling efforts.
- 6. North Central Fire Protection District Presentation on Fire Extinguisher Training and Weed Abatement Inspections**
North Central Fire Protection District provided a presentation on weed abatement inspections and fire extinguisher safety training. Representatives shared updates on weed abatement standards and reminded residents that contractor information is available through the district’s website and office. The district also introduced fire extinguisher training using the PASS method (“Pull, Aim, Squeeze, Sweep”) and noted plans to share additional safety training resources, including CPR and fire safety information, through social media and community outreach. Following the presentation, attendees participated in an outdoor fire extinguisher demonstration and hands-on training exercise.

ACTION ITEMS

- 7. Discuss and Initiate Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 1**
Presenter: Carmen Zamora, GM, Alfonso Manrique, Engineer, AM Consulting

The Board considered initiation of proceedings for the annual levy of assessments for Landscape Maintenance and Lighting District No. 1 for Fiscal Year 2026–2027. Staff explained that this action is the first of three steps required by state law to continue the annual assessments. The Board was asked to adopt a resolution initiating proceedings and authorizing the district engineer to prepare and file the annual engineer’s report. Staff noted that subsequent steps will include a public hearing to receive testimony regarding the proposed assessments and final confirmation of the assessment roll before submission to the Fresno County Assessor for inclusion on property tax bills.

Public Comments: None

Board Discussion: Board members discussed the timeline for the annual assessment proceedings, with staff explaining that the required public hearing is expected to be

scheduled for the following month if the resolution is adopted. A board member noted that the process has been completed in prior years and asked whether there would be additional costs associated with preparation of the engineer's report. Staff clarified that the cost is already included within the assessment budget.

Motion: To approve the engineer to proceed with the report and to adopt resolution 2026-04.

Motion made by: Director Monique Dolores

Motion Second by: Director Eugenio Gutierrez

Vote:

Eugenio Gutierrez – Yes
Carlos Rodriguez – Absent
Rosa Maria Rosales – Yes
Monique Dolores – Yes
Mercedes Ramos – Yes

Vote Count: 4 ayes–0 nays. Motion passed.

8. Receive and Approve the Audit for Fiscal Year Ending June 30, 2024

Presenter: Carmen Zamora, General Manager

Staff presented the District's independent audit for the fiscal year ending June 30, 2024. The audit received an unmodified clean opinion, indicating that the financial statements were fairly presented in accordance with standard accounting principles. Staff reported that no material weaknesses, significant deficiencies, or instances of noncompliance were identified. The audit had previously been submitted administratively to bring the District into compliance with required filing deadlines and was presented to the Board for public receipt and review in accordance with legal requirements.

Public Comment: None

Board Discussion: Board members expressed support for conducting regular independent audits and acknowledged the positive audit findings, including the absence of violations and confirmation that the District is in compliance.

Motion: To approve agenda item #8

Motion made by: Director Monique Dolores

Motion Second by: Director Rosa Rosales

Vote:

Eugenio Gutierrez – Yes
Carlos Rodriguez – Absent
Rosa Maria Rosales – Yes
Monique Dolores – Yes
Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

9. Approve Engagement Letter with Hudson & Company Inc. for Fiscal Year 2025 Audit

Presenter: Carmen Zamora, General Manager

The Board considered approval of an engagement letter with Hudson and Company, Inc. to perform the District's financial audit for the fiscal year ending June 30, 2025. Staff explained that Hudson and Company completed the District's 2024 audit and recommended continuing services to ensure timely completion of the required annual audit. The proposed audit fee is \$15,300, an increase from the prior year's cost of \$14,800 due to inflation. Staff recommended approval of the engagement letter and authorization for the General Manager to execute the agreement.

Public Comment: None

Board Discussion: Board members discussed the proposed audit fee increase and inquired whether annual cost increases should be expected in future years. Staff noted that professional service fees commonly adjust due to inflation and indicated they would confirm the pricing outlook with the auditor and, if necessary, explore alternative providers. Board members acknowledged the audit requirement and emphasized the importance of maintaining compliance while suggesting that future budget planning include anticipated increases and that additional proposals could be considered in subsequent years. The Board expressed support for moving forward with the current engagement to avoid delays and ensure compliance.

Motion: To approve agenda item number nine, which is the engagement letter with Hudson & Company Inc for the fiscal year ending 2025.

Motion made by: Director Monique Dolores

Motion Second by: Director Mercedes Ramos

Vote:

Eugenio Gutierrez – Yes
Carlos Rodriguez – Absent
Rosa Maria Rosales – Yes
Monique Dolores – Yes
Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

10. Discuss and Approve Board of Directors Stipend and Statutory Limitations

Presenter: Carmen Zamora, General Manager

The General Manager presented an informational item regarding statutory limitations on Board member stipends, noting that current compensation is set at \$100 per meeting under existing ordinance consistent with state law. The General Manager explained that the stipend cannot be increased beyond the statutory maximum but may be clarified to include additional eligible service types, such as virtual meetings or trainings. Legal Counsel confirmed that the Board may amend its existing resolution to address participation formats and stipend eligibility and advised that such changes could be made through a revised resolution brought back for Board consideration, without requiring a separate public hearing, depending on the scope of the amendment. Counsel further clarified that no further action is required if the Board does not wish to pursue changes at this time. The item was presented for information and direction regarding potential future revisions.

Public Comment: None

Board Discussion: Board members expressed appreciation for staff’s review of stipend rules and supported bringing back a revised resolution to expand eligibility to include virtual meetings and trainings. Legal Counsel confirmed that the Board could retroactively apply stipend payments for a prior special meeting in December 2025, if applicable, and that no immediate action was required at this time. Board members discussed the history of stipend changes, noting the transition from check-based compensation to the current stipend structure, and generally agreed that an amendment to include virtual participation would be appropriate. Staff noted that legislative changes to public official compensation are being monitored and any future statutory updates would be brought back for Board consideration. The Board directed staff to return with an amended resolution for future consideration, with no formal action taken on the item.

11. Consider and Approve General Manager Employment Contract

Presenter: Eugenio Gutierrez, Board President

The Board considered approval of the General Manager’s employment agreement. Board President presented the proposed contract terms, including a one-year agreement, an annual salary of \$90,000, up to \$1,000 monthly in health benefits, and eligibility for all other benefits provided to District employees.

Public Comment: None

Board Discussion: Board members expressed support for the General Manager and appreciation for her performance and contributions to the District. No concerns were raised regarding the proposed employment agreement, and the Board indicated general agreement with the terms as presented.

Motion: To approve agenda item number 11.

Motion made by: Director Monique Dolores

Motion Second by: Director Rosa Rosales

Vote:

- Eugenio Gutierrez – Yes
- Carlos Rodriguez – Absent
- Rosa Maria Rosales – Yes
- Monique Dolores – Yes
- Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

12. Discuss and Approve Delinquent Utility Charges and – Initiation of Tax Roll Collection Process

Presenter: Carmen Zamora, General Manager

The General Manager presented a request to initiate the tax roll collection process for a delinquent utility account totaling \$2,789.37 associated with APN 016-282-05. Staff reported that the account had accrued unpaid water service charges despite issuance of billing statements, delinquency notices, a payment plan established in August 2025

(subsequently defaulted), and a service discontinuation notice issued in April 2026. Water service was discontinued on March 31, 2026 due to nonpayment and failure to maintain the payment arrangement.

Staff recommended setting a public hearing to consider adoption of a resolution confirming the delinquent charges and authorizing placement of the amount on the Fresno County tax roll for collection. Staff also outlined the required procedural steps, including preparation and mailing of public hearing notices, publication requirements, and presentation of the matter at the noticed hearing in accordance with applicable regulations and SB 998 requirements.

Public Comment:

Juana - provided public comment in support of pursuing all available collection methods for delinquent utility accounts, stating that it is unfair for some customers to pay while others do not. She expressed that property owners should be responsible for ensuring rent and utility payments are made by tenants. She also supported holding owners accountable for unpaid charges if tenants default. Additionally, she asked whether shut-off water connections are secured to prevent unauthorized reactivation or water theft after service discontinuation.

Amelia - provided public comment in support of collecting delinquent utility charges, stating that all users of water, sewer, and trash services should be responsible for payment to ensure fairness to customers who pay their bills. She encouraged efforts to notify property owners and emphasized the importance of financial responsibility and repayment, including through payment plans. She also expressed general appreciation for the Board, staff, and General Manager for their work in the community.

Humberto - provided public comment in support of enforcing delinquent utility collections, stating that it is unfair for paying customers to subsidize unpaid accounts. He referenced his experience in another community with similar issues and noted that the District's current approach, including payment plans, is comparatively lenient. He encouraged continued enforcement and stricter collection practices to prevent system abuse. He also commended the Board and staff for improved financial performance and recognized their work on behalf of the community.

Board Discussion: The Board discussed initiation of the tax roll collection process for a delinquent utility account and confirmed that service had already been discontinued and the meter locked in accordance with District policy. Staff and Legal Counsel confirmed that the District's existing ordinance authorizes placement of delinquent utility charges on the property tax roll following proper notice and a public hearing, and that the required notice period (approximately 10 days) is satisfied with the proposed timeline. Legal Counsel further advised that the water shutoff procedures are governed by a separate policy already in place, and that the current action pertains only to the next step in the collection process for the specific APN. Staff also reported that additional delinquent accounts exist but are generally on payment plans, with enforcement actions taken only after multiple defaults and in accordance with SB 998 protections and hardship requirements.

Board members expressed support for stricter enforcement of delinquent accounts, emphasizing fairness to paying customers and the financial impact on District operations. The Board discussed delegating authority for future delinquent account actions and was advised that any such delegation would require amendment of the existing policy. Legal Counsel recommended bringing the policy back for formal revision to authorize the General Manager to initiate tax roll collection proceedings following default. The Board indicated agreement to proceed with the current item and provided direction to pursue future policy amendments.

Motion: To approve and authorize the General Manager to continue and initiate the tax roll collection process and to return to the district with the policy with the requested amendment.

Motion made by: Director Monique Dolores

Motion Second by: Director Rosa Rosales

Vote:

Eugenio Gutierrez – Yes
Carlos Rodriguez – Absent
Rosa Maria Rosales – Yes
Monique Dolores – Yes
Mercedes Ramos – Yes

Vote Count 4 ayes-0 nays. Motion passed.

13. Board Member Communications

Monique Dolores - thanked members of the public and staff for attending and expressed appreciation for the meeting presentations, including the outdoor demonstration held during the meeting. The Board member noted interest in continuing similar informational presentations in the future and emphasized the value of community education and access to available resources.

Mercedes Ramos - A Board member thanked the public for their participation and support of the Board's decisions. The member also recognized the recent passing of community member Rudy Ramirez and acknowledged his and his family's contributions to the community, noting that his wife, Michelle Ramirez, previously served as a General Manager. The Board member shared condolences and circulated a sympathy card for signatures, with a suggestion to send flowers in remembrance. Other Board members expressed sympathy and appreciation for the Ramirez family's service to the community.

14. Staff Reports

The General Manager provided updates and announcements, thanking the public for their engagement and participation. She announced upcoming community events, including a resource fair hosted by Assemblymember Esmeralda Soria on May 9 and a community yard sale on May 30, and encouraged residents to participate. She also reminded customers of utility billing policies, including payment deadlines, late

notice procedures, and enforcement of payment plans consistent with SB 998 protections.

The General Manager reported continued efforts to pursue funding opportunities with the District engineer to address infrastructure needs and emphasized ongoing focus on compliance and operational improvements. She concluded by noting progress within the District and appreciation for Board support.

15. ADJOURNMENT

Meeting adjourned at **7:53 PM**

The next regular meeting of the Board of Directors is Thursday, May 21, 2026.

At 7:53 p.m. on April 16, 2026 the Meeting of the Board of Directors was adjourned.

I, Carmen Zamora, 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 April 16, 2026 at the Biola Community Services District, 4925 N. Seventh Street, Biola, CA 93606.

Approved:

Date

Carmen Zamora, General Manager, Board Clerk

NEXT MEETING OF THE BOARD

May 21, 2026 – Regular Meeting, Biola, CA at 6:00PM