



Biola Community Services District

Regular Meeting – Board of Directors
March 20, 2025
Biola Community Center, 6:00 P.M.
4925 N. Seventh Street
Biola, CA

Teleconference Location: Jennifer Duarte, Hotel Burbank, **ROOM #305**,
150 E Angeleno Ave, Burbank, CA 91502

A regular meeting of the Board of Directors of Biola Community Services District is hereby scheduled for Thursday, March 20, 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 Treasurer
- Jennifer Duarte- Board Member
- Vacancy- Board Member

Pledge Of Allegiance

AGENDA ITEMS

Recommended Action

- | | |
|---|----------------------|
| <p>1. Conduct Candidate Interviews and Appoint Candidate to Two-Year Board Vacancy Seat
<i>Kinverly Suarez, Board President, BCSD</i></p> | <p>Action</p> |
| <p>2. Oaths of Office for Appointed Board Member
<i>Kinverly Suarez, Board President, BCSD</i></p> | <p>Oath</p> |
| <p>3. Reorganization of the Board of Directors Officer Positions Following Appoint of Board Member to Vacant Seat:</p> <p>Election of Board President
Election of Vice President
Election of Treasurer
Election of Secretary
<i>Kinverly Suarez, Board President, BCSD</i></p> | <p>Action</p> |

4. 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.

5. 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 Special Meeting Minutes

Motion to Approve

Dated February 18, 2025

(b) Approval of Regular Meeting Minutes

Dated February 20, 2025

NEW BUSINESS

6. Approval of Financials

Motion to Approve

Ending December 31, 2024

Ending January 31, 2025

Ending February 28, 2025

**7. Discussion and Approval of Biola Pershing
Elementary PTA Request to Utilize Community
Center Parking Lot for May 17, 2025, Yard Sale**

Action

Jessica Elorza, Biola Pershing Elementary PTA President

**8. Authorize Designated Person(s) for Debit/Credit
Card for Community West Bank Account**

Action

Resolution 2025-03

Kinverly Suarez, Board President, BCSD

9. **Designate Staff with Authorized Online Access to Community West Bank Account for Viewing and Remote Deposit** **Action**

Resolution 2025-04

Kinverly Suarez, Board President, BCSD

10. **Accept General Manager's Resignation** **Action**
Kinverly Suarez, Board President, BCSD

11. **Discussion and Approval of Recruitment Process for General Manager** **Action**
Kinverly Suarez, Board President, BCSD

12. **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.

13. **Staff Reports** **Information**

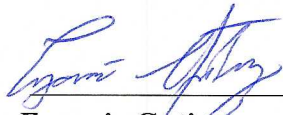
Attached are the District's Staff reports.

14. **ADJOURNMENT**

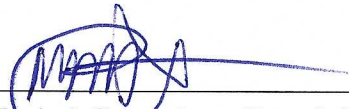
The next regular meeting of the Board of Directors is Thursday, April 17, 2025.

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 3-14-25



Eugenio Gutierrez – Board Vice President



Marisol Camacho – Board Clerk