



AGENDA ITEM: 2B

MEETING DATE: August 15, 2024

***Biola Community Services District***  
**Minutes of the**  
**Board of Directors**  
**Special Board Meeting July 30, 2024**  
**6:00p.m.**

The Board of Directors of the Biola Community Services District met for its Special Board Meeting on July 30, 2024 at the Biola Community Center, Biola, California.

**Directors present:** Jennifer Duarte, President  
Carlos Rodriguez, Vice President  
Martha Madera, Treasurer  
Reyes Lozano, Board Member

**Directors absent:** None, (1) Vacancy

**Staff Present:** Present

**Public present:** *Please note that the voluntary sign-in sheet was taken at the end of the meeting. As a result, there is no official record of the names of attendees for this meeting.*

**Roll Call-** Roll Call was called.

**Call to Order-** President Duarte called the meeting to order at 6:02 PM. Spanish translation was provided for this meeting.

**AGENDA ITEM**  
**NEW BUSINESS-**

**1. WORKSHOP FOR THE 2024-2025 DISTRICT BUDGET**

**Presentation:** Elaine Cervantes, the General Manager, addressed several questions from the previous meeting. She clarified that the electric gate installed by FCRTA did not incur any costs for the District. Regarding the protest ballots for the rate increase, she explained that they were not counted publicly because legal counsel advised that the District's protocol is to announce the number of protests received during the public meeting. She also noted that the District did not receive COVID relief funds but did receive Arrearages Funds totaling \$25,000 and \$28,000. Previous staff identified 144 eligible accounts and submitted the list to the State. The checks issued to Martha Madera and Jennifer Duarte were for attending a meeting in Sacramento on District Policies and Financials on April 24th-25th, for which they were reimbursed for mileage and attendance.

Elaine further explained that while overtime is listed on the draft budget, it was not utilized; the figure is an estimate of potential usage. She mentioned that the District did not install any lights on the water tower, as Polycell holds the rights to it. The budget format has remained unchanged since at least 2016. From 2019 to 2022, the District faced a budget deficit, including a \$200,000 deficit that began in 2019, as Board Treasurer

Martha Madera added. In 2019-2020, the Board pursued a loan from SitelogIQ with a 1% interest rate for \$1 million. In 2020, the Board approved a \$22 million upgrade to the Waste Water Treatment Plant, which will result in higher PG&E bills and increased manpower requirements. The Water System Upgrade Project was denied by the State due to delays and insufficient information. Additionally, water leaks have cost the District over \$100,000 in the past 6-7 months, and the audit remains inconclusive

Public Comments: The following people made a public comment- Carmen Zamora, Monique Dolores, Eugenio Gutierrez, Joaquin Soto, and Juana Hernandez.

Director Comments: *The meeting was adjourned by President Jennifer Duarte before this point was discussed.*

**Due to public disruption, President Jennifer Duarte adjourned the meeting at 6:41 PM.**

## **2. ADJOURNMENT**

Meeting adjourned at **6:41PM**

**The next regular meeting of the Board of Directors is Thursday, August 15, 2024.**

At 6:41 p.m. on July 30, 2024 the Special 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 Special Board of Directors meeting held on July 30, 2024 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  
August 15, 2024 – Regular Meeting, Biola, CA at 6:00PM**