

**MINUTES – BURNEY WATER DISTRICT
Board of Director’s Regular Meeting
November 21, 2024 – 6:30 p.m.**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Jim Hamlin, Britta Rogers, David Barry, Fred Ryness, and Rodney Armstrong.

ABSENT: None.

STAFF: David Zevely, District Manager, and Administrative Assistant / Pool Manager, Stephanie McQuade.

CALL TO ORDER: President Britta Rogers called the Regular Meeting to order at 6:35 p.m.

2. PUBLIC SPEAKERS:

None.

3. Consent Calendar:

3A. Approve the Minutes of the October 16, 2024, Finance Standing Committee Meeting.

3B. Approve the Minutes of the October 16, 2024, Public Relations Standing Committee Meeting.

3C. Approve the Minutes of the October 17, 2024, Regular Board Meeting.

3D. Approve the Minutes of the November 6, 2024, Special Meeting.

3E. Financial Reports for the Month Ending June 30, 2024.

Change item 3A and 3B to reflect the date as October 16th instead of August 14th on the agenda. Director Barry made a motion to approve the Consent Calendar. Director Armstrong seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.

ABSENT: NONE.

CARRIED

BUSINESS:

4. Approve New Job Descriptions for Utility Worker, Senior Lead Utility Worker and Executive Assistant/Recreation Manager: District Manager David Zevely informed the Board that the Utility Worker and Senior Lead Utility Worker have already been signed off by the Union. The Executive Assistant/Recreation Manager is a management position, it does need to go through the Union. Director Hamlin made a motion to approve new job

descriptions for Utility Worker, Senior Lead Utility Worker and Executive Assistant/Recreation Manager. Director Ryness seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTONG.

ABSENT: NONE.

CARRIED

5. **Review and Approve Burney Water District Sewer Utility Rate Study Completed by PACE Engineering:** Laurie McCollum with PACE Engineering provided a summary of the Burney Water District Sewer Utility Rate Study and answered questions from the Board. It is a 5 year rate study. The remaining components that were in the sewer master plan that were not completed in the grant projects are included in the rate study, funding of depreciation is included in the rate study. Director Ryness made a motion to Approve the Burney Water District Sewer Utility Rate Study Completed by PACE Engineering. Director Armstrong seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.

ABSENT: NONE.

CARRIED

6. **Review Reserves Account Balances for the month ending October 31, 2024:** District Manager David Zevely summarized the Reserves Account Balances for the Month Ending October 31, 2024, with the Board and answered questions.
7. **Review CoBank Line of Credit Balance for the month ending October 31, 2024:** District Manager David Zevely summarized the CoBank Line of Credit Balance for the Month Ending October 31, 2024, with the Board and answered questions.

REPORTS:

8. **Presidents Report:** None.
9. **Director Reports / Committee Reports:** Director Ryness reported that he got back from CSDA Meeting in Sacramento on November 15, 2024. He has been busy with LAFCO and might become the Chairperson in January.
10. **Pool Manager's Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade had nothing to Report.
11. **District Manager's Report:** Manager Zevely reported on the following items:
- Working with Cody Martin an Operator in Training at WWTP to optimize the plant performance and train on process evaluation. The Plant is beginning to stabilize, and it is becoming predictable. Now the Plant only needs small adjustments to maintain / optimize plant processes.
 - Temporarily we have brought in Jeri Upton to help with bookkeeping to become current on the financial statements. We must submit year to date summary of accounts to USDA Rural Development for the Loan/Grant application.
12. **Adjourn to Closed Session:** President Rogers adjourned the meeting to Closed Session at 7:58 p.m.

- 12.A **Closed Session pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators.**
Agency Negotiators: David Zevely, Britta Rogers, David Barry.
Employee Organization: Burney Classified Employees Unit (BCEU) & United Public Employees of California (UPEC), Local 792.
- 12.B **Closed Session pursuant to Government Code Section 54957 Public Employment – District Manager.**
- 12.C **Closed Session pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators.**
Agency Negotiators: David Zevely, Britta Rogers, David Barry Jim Hamlin, Fred Ryness, Rodney Armstrong.
Unrepresented Employee: Executive Assistant/Recreation Manager.
- 12.D **Closed Session Per Section 54956.9(d)(1) – Update from Legal Counsel – Existing Litigation.**
Name of Case: Kira Bamford et al v. Burney Water District
Superior Court of the State of California, County of Shasta
Case No. 204809
13. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** The meeting was Reconvened at 10:04 p.m. The Board reported that they have agreed upon the new MOU and will decide on Item 14.

President Rogers announced that for Item 12.b the board has decided to have David Zevely stay on as a contract employee until the District hires a new District Manager. Director Ryness made a motion to Authorize David Zevely to be a contract employee for the Wastewater Treatment Plant as the Certified Plant Operator. Director Hamlin seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.
ABSENT: NONE.

CARRIED

Board President Rogers reported that for 12.c the Board approved Stephanie McQuade to transfer over to the Executive Assistant / Recreation Manager position. While the District Manager’s position is vacant, the Board appointed Stephanie McQuade to be Board Secretary and responsible for all administrative duties and personnel as Interim District Manager. Director Barry made a motion to Appoint Stephanie McQuade to the Executive Assistant / Recreation Manager Position and Interim District Manager with a salary of \$80,000.000 effective the current pay period. Director Ryness seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.
ABSENT: NONE.

CARRIED

14. **Review and Approve MOU Between Burney Water District and the United Public Employees of California, Local 792/Burney Classified Employees Unit – October 1st, 2024 thru September 30th, 2027:** Director Barry made a motion to Approve the MOU Between Burney Water District and the United Public Employees of California, Local 792/Burney

Classified Employees for – October 1, 2024 thru September 30, 2027. Director Armstrong seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.

ABSENT: NONE.

CARRIED

15. Review Future Agenda Items and Summarize Board Direction: Next Regular Meeting is Scheduled for Thursday, December 12, 2024, at 6:30 p.m.

16. Adjournment: Director Ryness moved for adjournment. Director Armstrong seconded the motion. The meeting was adjourned at 10:10 p.m.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.

ABSENT: NONE.

CARRIED

CHAIRPERSON

BOARD SECRETARY