

Burney Water District



2022 HUDSON STREET, BURNEY, CA 96013 (530) 335-3582

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BURNEY WATER DISTRICT CONFIRMING THE APPOINTMENT OF STEPHANIE MCQUADE TO SERVE AS INTERM BOARD SECRETARY.

WHEREAS, The interim Board Secretary is considered a temporary position to provide continuity after the District Manager / Board Secretary will separate from the District December 25, 2024; and

WHEREAS, the current District Manager, David Zevely, will be separating from the District, Stephanie McQuade is ready to transition to Interim Board Secretary upon the Board approval of this resolution; and

WHEREAS, the current Executive Assistant / Recreation Manager anticipated the transition to serving as Interim Board Secretary in the absence of the District Manager; and

WHEREAS, the Executive Assistant / Recreation Manager attends all Board of Director Meetings, including Special Meetings and Committee Meeting, and upon appointment to the role of Interim Board Secretary, the Executive Assistant / Recreation Manager will assume lead responsibility of recording minutes at meetings, preparation of documents associated with Board proceedings, including board packets, resolutions, agendas, ordinances and various required actions and records associated with the role of Board Secretary; and

NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED, that the Board of Directors of the Burney Water District hereby authorize Stephanie McQuade, Executive Assistant / Recreation Manager, to serve as the Board Secretary.

BE IT FURTHER RESOLVED, that the Board of Directors authorize all actions and signatures related to the Board Secretary. The appointed Board Secretary shall submit all documents to Shasta County and the State of California to record the appointment.

I HEREBY CERTIFY the foregoing resolution was passed, approved and adopted by the Board of Directors of the Burney Water District, Shasta County, California at the meeting held on the 12th day of December, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST: _____
Board Secretary

Board President