

**MINUTES – BURNEY WATER DISTRICT
Board of Director’s Regular Meeting
January 16, 2025 – 6:30 p.m.**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Jim Hamlin, Britta Rogers, and David Barry.

ABSENT: Directors Rodney Armstrong and Fred Ryness.

STAFF: Executive Assistant / Recreation Manager, Stephanie McQuade.

CALL TO ORDER: President Britta Rogers called the Regular Meeting to order at 6:40 p.m.

2. PUBLIC SPEAKERS:

None.

3. Consent Calendar:

3A. Approve the Minutes of the December 11, 2024, Finance Standing Committee Meeting.

3B. Approve the Minutes of the December 11, 2024, Public Relations Standing Committee Meeting.

3C. Approve the Minutes of the December 12, 2024, Regular Board Meeting.

3D. Financial Reports for the Month Ending November 30, 2024.

Director Barry made a motion to approve the Consent Calendar. Director Hamlin seconded the motion.

AYES: HAMLIN, ROGERS, BARRY.

ABSENT: RYNESS, ARMSTRONG.

CARRIED

BUSINESS:

- 4. Authorize Executive Assistant / Recreation Manager Stephanie McQuade to Sign Engineering Agreement No. 306.52 for PACE Engineering to Provide short-term, as-needed Wastewater Treatment Plant Contract Operations Services for the Period of 6 Months:** Executive Assistant / Recreation Manager Stephaine McQuade informed the Committee this Engineering Agreement is to allow PACE Engineering to make periodic site visits, on the weeks David Zevely won’t be at the site, to troubleshoot the process and offer recommendations to the Burney Water District Chief Plant Operator. She informed the Board that once a Grade III operator is hired the District will no longer need these services from PACE. Director Hamlin made a motion to Authorize Executive Assistant / Recreation Manager Stephanie McQuade to Sign Engineering Agreement No. 306.52 for PACE

Engineering to Provide short-term, as-needed Wastewater Treatment Plant Contract Operations Services for the Period of 6 Months. Director Barry seconded the motion.

AYES: HAMLIN, ROGERS, BARRY.

ABSENT: RYNESS, ARMSTRONG.

CARRIED

5. **Review 2024 Reimbursement Report:** The Board reviewed the 2024 Reimbursement Report.
6. **Review 2024 Public Water System Statistics:** Executive Assistant / Recreation Manager Stephanie McQuade requested to table this item.
7. **Review 2024 Electrical Cost per 100 Cubic Feet Pumped:** Executive Assistant / Recreation Manager Stephanie McQuade requested to table this item.
8. **Review 2024 Groundwater Levels:** Executive Assistant / Recreation Manager Stephanie McQuade requested to table this item.
9. **Review and Approve District Newsletter for Fourth Quarter:** Director Barry made a motion to Approve District Newsletter for Fourth Quarter. Director Hamlin seconded the motion. Director Hamlin seconded the motion.

AYES: HAMLIN, ROGERS, BARRY.

ABSENT: RYNESS, ARMSTRONG.

CARRIED

10. **Review Form 700 Completion Process:** Executive Assistant / Recreation Manager informed the Board that they will need to complete Form 700 by April 1st, 2025. Stephanie informed the Board she would email all the Board of Directors information to file Form 700.
11. **Review Reserves Account Balances for the month ending December 31, 2024:** Executive Assistant / Recreation Manager Stephanie McQuade summarized the Reserves Account Balances for the Month Ending November 30, 2024, with the Board and answered questions. The board directed Stephanie to contact CalTRUST to get information on Finance options and present them to the Finance Committee.
12. **Review CoBank Line of Credit Balance for the month ending December 31, 2024:** Executive Assistant / Recreation Manager Stephanie McQuade informed the Board that the line of credit sunset December 31, 2024, last interest payment will be on January 20, 2025.

REPORTS:

13. **Presidents Report:** None.
14. **Director Reports / Committee Reports:** None.
15. **Executive Assistant / Recreation Manager:** Stephanie McQuade reported on the following items:
 - There was a 6” Main Break on January 16, 2025, right before 4:30, field staff currently working on repairs.
 - Working with PACE Engineering on completing Will-Serve Letters for O’Reilys, Pit River Health and Mayers Memorial Health.

- Need to make corrections to 3.06 Standby Duty in the MOU.
- Working with PACE Engineering on Bid Documents for the following Projects – ARPA Meter Replacement Project, Water System Improvement Project and Civic Park Improvement Project.
- Working on scheduling a meeting with USDA for the Headworks Project Application.
- Will be interviewing a candidate for the District Manager Position on Friday, January 24, 2025, at 10:00 a.m.

16. **District Manager’s Report:** None.

17. **Adjourn to Closed Session:** President Rogers adjourned the meeting to Closed Session at 8:02 p.m.

17.A **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**

18. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** The meeting was Reconvened at 8:42 p.m. No reportable actions were taken.

19. **Review Future Agenda Items and Summarize Board Direction:** Board Organization for 2025 Calendar Year at February Meeting, Grant Projects, 2024 Public Water Systems Statistics, 2024 Electrical Cost per 100 Cubic Foot Pumped, 2024 Ground Water Levels. Next Regular Meeting is Scheduled for Thursday, February 20, 2025, at 6:30 p.m.

20. **Adjournment:** Director Hamlin moved for adjournment. Director Barry seconded the motion. The meeting was adjourned at 8:47 p.m.

AYES: HAMLIN, ROGERS, BARRY.

ABSENT: RYNESS, ARMSTRONG.

CARRIED

CHAIRPERSON

BOARD SECRETARY