

**Burney Water District  
Board of Director's Regular Meeting  
January 26, 2023**

**ITEM**

**1. CALL TO ORDER AND ROLL CALL**

**PRESENT:** Directors Jim Hamlin, Britta Rogers, David Barry, Fred Ryness, District Manager David Zevely and Administrative Assistant Stephanie McQuade.

**ABSENT:** None.

**CALL TO ORDER:** President Jim Hamlin called the Regular Meeting to order at 6:30 p.m.

**2. PUBLIC SPEAKERS:**

None.

**3. Consent Calendar:**

**3A. Approve the Minutes of the December 15, 2022 Regular Meeting.**

**3B. Approve the Minutes of the January 11, 2023 Planning, Standards & Ordinances Standing Committee Meeting.**

**3C. Financial Reports for the Month Ending September 30, 2022.**

Director Ryness made a motion Approve the Consent Calendar. Director Barry seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

**BUSINESS:**

**4. Determine Board Organization for 2023 Calendar Year:**

**4A. Election of President (Board Policy 5010.5):** Director Ryness made a motion to elect Director Barry. Director Rogers seconded the motion.

**4B. Election of Vice President (Board Policy 5010.5):** Director Ryness made a motion to elect Director Rogers. Director Barry seconded the motion.

**4C. Consider Revising Board Policy Standing Committees:** The Board decided not to make any revisions to the Board Policy Standing Committees.

**4D. Appointment of Standing Committees (Board Policy):**

**i. Planning, Standards and Ordinances Committee:** Directors Hamlin and Rogers were appointed to the Planning, Standards and Ordinances Committee.

**ii. Personnel and Policies Committee:** Directors Ryness was appointed to the Personnel and Policies Committee.

**iii. Finance Committee:** Directors Hamlin and Barry were appointed to the Finance Committee.

**iv. Public Relations Committee:** Directors Barry and Rogers were appointed to the Public Relations Committee.

- v. **Swimming Pool and Parks Oversight Committee:** Directors Ryness was appointed to the Swimming Pool and Parks Oversight Committee.

Director Hamlin made a motion to Approve the Board Organization for 2023 Calendar Year. Director Rogers seconded the motion.

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

**CARRIED**

- 5. **Approve Final Acceptance Letter for the Burney Water District Water Meter Replacement Project – Phase 1:** District Manager summarized the Final Acceptance Letter put together by PACE Engineering notifying that WhiteHawk Construction has completed the Water Meter Replacement Project – Phase 1 grant project. Director Ryness made a motion to Approve the Final Acceptance Letter for the Burney Water District Water Meter Replacement Project – Phase 1. Director Hamlin seconded the motion.

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

**CARRIED**

- 6. **Review and Approve Sewer System Management Plan:** District Manager David Zevly summarized the Sewer System Management Plan with the Board and answered questions. This was an update from the original plan that was put together by PACE Engineering and adopted in 2017 by the Board of Directors. The Planning, Standards and Ordinances Standing Committee went over this at their January 11, 2023 meeting. It is a requirement by the State that this plan is updated every five years. Director Ryness made a motion to Approve the Sewer System Management Plan. Director Rogers seconded the motion.

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

**CARRIED**

- 7. **Review and Approve Appendix B Burney Water District Sanitary Sewer Overflow Emergency Response Plan of Sewer System Management Plan:** District Manager David Zevly summarized the Appendix B Burney Water District Sanitary Sewer Overflow Emergency Response Plan of Sewer System Management Plan and answered questions. He informed the Board that this is part two of the Sewer System Management Plan. This was an update from the original plan that was put together by PACE Engineering and adopted in 2017 by the Board of Directors. The Planning, Standards and Ordinances Standing Committee went over this at their January 11, 2023 meeting. It is a requirement by the State that this plan is updated every five years. Director Hamlin made a motion to Approve Appendix B Burney Water District Sanitary Sewer Overflow Emergency Response Plan of Sewer System Management Plan. Director Rogers seconded the motion.

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

**CARRIED**

- 8. **Consider Shasta LAFCO Special District Representative Nominations for Special District Member (Seat 2) with Term Ending January 2024:** Director Ryness is currently an Alternate Member on the LAFCO Special District Member; he expressed his interest in taking seat 2. Director Ryness stated his interest in being a Special District Representative for Shasta LAFCO. Director Hamlin nominated Director Fred Ryness for Shasta LAFCO Special District

Representative Nominee for Special District Member (Seat 2) with Term Ending January 2024. Director Rogers seconded the motion. Director Ryness abstained.

**AYES: HAMLIN, ROGERS, BARRY.**

**ABSTAIN: RYNESS.**

**ABSENT: NONE.**

**CARRIED**

9. **Consider SDRMA Call for Nominations – 2023 Election SDRMA Board of Directors to begin January 1, 2024, and expire December 31, 2027:** Administrative Assistant Stephanie McQuade notified the Board that SDRMA has three seats up for election for a four year term. If anyone is interested in serving on the SDRMA Board of Directors, our Board of Directors will need to nominate the interested person. Director Hamlin would like to get more information for serving on the SDRMA Board of Directors. Director Hamlin made a motion to table SDRMA Call for Nominations until next month. Director Rogers seconded the motion.

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

**ABSENT: NONE.**

**TABLED**

10. **Review 2023 Tentative Meeting Schedule:** Administrative Assistant Stephanie McQuade went over the 2023 Tentative Meeting Schedule for the Regular Board Meetings and Standing Committee Meetings.
11. **Review 2022 Reimbursement Report:** The Board reviewed the 2022 Reimbursement Report.
12. **Review 2022 Public Water System Statistics:** Administrative Assistant Stephanie McQuade summarized the 2022 Public Water System Statistics and answered questions.
13. **Review 2022 Electrical Cost per 100 Cubic Feet Pumped:** Administrative Assistant Stephanie McQuade summarized the 2022 Electrical Cost per 100 Cubic Feet Pumped and answered questions.
14. **Review 2022 Groundwater Levels:** Administrative Assistant Stephanie McQuade summarized the 2022 Groundwater Levels and answered questions.
15. **Review Reserves Account Balances for the month ending December 31, 2022:** District Manager David Zevely summarized the Reserves Account Balances for the month ending December 31, 2022 and answered questions. Board directed District Manager David Zevely to look into CalTRUST account options and report back next month.
16. **Review CoBank Line of Credit Balance for the month ending December 31, 2022:** District Manager David Zevely summarized the CoBank Line of Credit Balance for the month ending December 31, 2022 and informed the Board that we are currently at a zero balance.
17. **Review and Approve District Newsletter for Fourth Quarter:** Review updated newsletter public relation standing committee meeting. Director Ryness made amotion to Approve District Newsletter for Fourth Quarter. Director Rogers seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

18. **Confirm Board Member Attendance for Mandatory 2022 CSDA Board Trainings:** Administrative Assistant Stephanie McQuade informed the Board that all members have been signed up to attend mandatory Biennial on demand webinars through CSDA for 2022 Ethics AB 1234 Compliance Training On-Demand Webinar and 2022 Sexual Harassment Prevention Training On-Demand Webinar. Should have received an email from [info@csda.net](mailto:info@csda.net) on January 5, 2023 with links to those trainings that need to be completed by the end of the month.
19. **Review Form 700 Completion Process:** Administrative Assistant Stephanie McQuade informed the Board that they will need to complete Form 700 by April 1<sup>st</sup>, 2023. The Board directed Stephanie to email the Board of Directors information for filing Form 700.
20. **Procedural Correction from December 15, 2022, Regular Meeting – Review and Approve District Manager Wage Increase of \$7,500.00 Annually:** Director Hamlin made a motion to Approve District Manager Wage Increase of \$7,500.00 Annually. Director Rogers seconded the motion.

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

**CARRIED**

21. **Consider Rescheduling the February 16, 2023, Regular Board Meeting to February 23, 2023, at 6:30 p.m.:** District Manager David Zevely informed the Board that he will be out of town for the Scheduled February 16, 2023 and requested to move the Board Meeting back a week. Director Hamlin will not be available to attend the February 23, 2023, Meeting if rescheduled. The Directors confirmed that if the meeting is rescheduled to February 23, 2023, there will be a quorum. Director Hamlin made a motion to Reschedule the February 16, 2023, Regular Board Meeting to February 23, 2023, at 6:30 p.m. Director Ryness seconded the motion.

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

**CARRIED**

22. **Discuss Replacement of Portable Water Meter Data Collectors and Programming:** District Manager David Zevely informed the Board that our current handhelds are no longer being supported and being phased out. He has been in contact with a representative from Neptune to discuss options for replacement. Once he receives more information, he will bring quotes to the Board for approval.

**REPORTS:**

23. **Presidents Report:** None.
24. **Director Reports / Committee Reports:** None.
25. **Pool Manager’s Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that she has been in contact with Guitons Pool to make repairs to the main pool heater. Will begin taking applications starting February for the 2023 pool season. Will be applying for grants in February and March for pool equipment.
26. **District Manager’s Report:** David Zevely Reported on the following items:
- See District Managers Report.
  - Water Meter Replacement Project – Phase 1 is now complete.

- Grant Projects have slowed down due to the winter season.
- Attended Clean Water Summit webinar informing interested parties of new regulations for sanitary sewer overflows and informed the Board that we will have to update our Sewer System Management Plan by June 5, 2023 to reflect new requirements.

27. **Review Future Agenda Items and Summarize Board Direction.** SDRMA Call for Nominations, CalTRUST Funding option and terms and Replacement of Portable Water Meter Data Collectors and programming. Next Regular Meeting February 23, 2023.

28. **Adjournment:** Director Hamlin moved for adjournment. Director Rogers seconded the motion. The meeting was adjourned at 7:48 p.m.

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

**ABSENT: NONE.**

**CARRIED**

---

CHAIRPERSON

---

BOARD SECRETARY