

**Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
February 13, 2024**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Director Fred Ryness, Director Rodney Armstrong, and District Manager David Zevely.

ABSENT: None.

CALL TO ORDER: Director Fred Ryness called the meeting to order at 3:22 p.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

- 3. **Review Draft Job Description for Executive Assistant / Recreation Manager Position and Update on Salary Survey:** District Manager David Zevely stated that there were no updates for a Salary Survey from the prior meeting for the position.**
- 4. **Discuss Updates on Employer / Employee Relations Resolution:** District Manager Zevely went over draft Employer / Employee Relations Resolution with the Committee. The Committee directed District Manager to move forward with the Employer / Employee Relations Resolution and present it to the Board at a Regular Meeting.**
- 5. **Review Future Agenda Items and Summarize Board Direction:** Further Evaluate Surveys for the Executive Assistant / Recreation Manager Position, and Review CSDA Sample Policy Handbook Sections Pertaining to Personnel. Next Personnel and Policies Standing Committee Meeting will be scheduled for March 12, 2024 at 3:00 p.m.**
- 6. **Adjournment:** Director Ryness called for Adjournment at 3:30 p.m.**

CHAIRPERSON

BOARD SECRETARY