

**MINUTES – BURNEY WATER DISTRICT  
Board of Director’s Special Meeting  
September 30, 2024 – 2:00 p.m.**

**ITEM**

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

**PRESENT:** Directors Jim Hamlin, David Barry, Rodney Armstrong, and President Britta Rogers.

**ABSENT:** Fred Ryness.

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

**CALL TO ORDER:** President Britta Rogers called the Special Meeting to order at 2:03 p.m.

**2. PUBLIC SPEAKERS:**

None.

**BUSINESS:**

- 3. Review and Determine if Amendments are Required for the 2024 Biennial Notice for Conflict of Interest Codes:** Director Hamlin made a motion to make Amendments to the 2024 Biennial Notice for Conflict of Interest Code. Director Barry seconded the motion.

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

**ABSENT: RYNESS.**

**CARRIED**

- 4. Review and Approve Resolution 2024-02 Adopting a Conflict of Interest Code:** Director Barry made a motion to Approve Resolution 2024-02 Adopting a Conflict of Interest Code. Director Armstrong seconded the motion.

**ROLL CALL: HAMLIN, ROGERS, BARRY, ARMSTRONG.**

**ABSENT: RYNESS.**

**CARRIED**

- 5. USDA Rural Development WWTP Headworks Funding Agreement Notice of Intent. Request Board Approval with the Intent to Public in Local Newspaper:** District Manager David Zevely informed the Board the Notice of Intent is required to submit the application to USDA Rural Development for the Wastewater Treatment Plant Headworks. It needs to be published in a newspaper within 60 days of filing an application, and a general public meeting must be held at least 10 days or more after it is published to give members of the public a chance to provide comments. Director Barry made a motion to Approve the USDA Rural Development WWTP Headworks Funding Agreement Notice of Intent to Publish in the Local Newspaper. Director Armstrong seconded the motion.

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

**ABSENT: RYNESS.**

**CARRIED**

6. **Approve Letter of Acceptance for Completion of the Collection System Improvement Project, Phase II:** PACE Engineering completed a final inspection of the Collection System Improvement Project, Phase II. The project was found to be complete and that the 5% retention is now due to the Contractor. Director Barry made a motion to Approve the Letter of Acceptance for Completion of the Collection System Improvement Project, Phase II. Director Hamlin seconded the motion.

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

**CARRIED**

7. **Approve Letter of Acceptance for Completion of the Wastewater Treatment Plant Improvement Project:** PACE Engineering completed a final inspection of the Wastewater Treatment Plant Improvement Project. The project was found to be complete and that the 5% retention will be due to the Contractor. Director Armstrong made a motion to Approve the Letter of Acceptance for Completion of the Wastewater Treatment Plant Improvement Project. Director Barry seconded the motion.

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

**CARRIED**

8. **Adjourn to Closed Session:** President Rogers adjourned the meeting to Closed Session at 2:09 p.m.

- 8a. **Adjourn to 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.**

9. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** The meeting was Reconvened at 3:00 p.m., and no reportable actions were taken.

10. **Review Future Agenda Items and Summarize Board Direction:** Consent Calendar, USDA Headworks Project, Sourcewell. Next Regular Board Meeting is scheduled for Thursday, October 17, 2024, at 6:30 p.m.

11. **Adjournment:** Director Armstong moved for adjournment. Director Barry seconded the motion. The meeting was adjourned at 3:10 p.m..

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

**CARRIED**

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CHAIRPERSON

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BOARD SECRETARY