

**Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
July 11, 2023**

ITEM

1. CALL TO ORDER AND ROLL CALL

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

ABSENT: None.

CALL TO ORDER: Director Ryness called the Meeting to order at 3:04 p.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

- 3. **Review Draft Job Description for Executive Assistant / Recreation Manager Position and Update on Salary Survey Progress:**** District Manager David Zevely informed the committee there were no revisions to the Executive Assistant / Recreational Manager Job Description. Also, District Manager Zevely informed the committee that California Small Districts Association was contacted for a salary survey of similar positions and was unable to provide salary information. Director Ryness suggested CSDA be contacted again and provided contact information for those in CSDA that may have salary information.
- 4. **Discuss Updates on Employer / Employee Relations Resolution:**** District Manager Dave Zevely informed the Committee legal counsel is developing the resolution.
- 5. **Review Future Agenda Items and Summarize Board Direction:**** Review revised Draft Job Description and contact CSDA for Salary Survey Information of similar positions. Discuss Updates on Employer / Employee Relations Resolution. Discuss Next Personnel and Policies Standing Committee Meeting is scheduled for August 08, 2023, at 3:00 p.m.
- 6. **Adjournment:**** Director Ryness called for adjournment at 3:23 p.m.

CHAIRPERSON

BOARD SECRETARY