

**Burney Water District
Board of Director's Regular Meeting
April 20th, 2017**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Jim Hamlin, Britta Rogers, Roger Borkey, Fred Ryness, Tanya Taylor and District Manager Willie Rodriguez.

ABSENT: None.

CALL TO ORDER: President Roger Borkey called the Regular Meeting to order at 6:31 p.m.

2. PUBLIC SPEAKERS:

None.

3. CONSENT CALENDAR:

3A. Approval of Minutes of the Finance Standing Committee Meeting of March 15th, 2017.

3B. Approval of Minutes of the Public Relations Standing Committee Meeting of March 15th, 2017.

3C. Approval of Minutes of the Public Relations Standing Committee Meeting of April 6th, 2017.

3D. Approval of Minutes of the Regular Meeting of March 16th, 2017.

3E. Financial Reports for the Month Ending March 31st, 2017.

Director Borkey would like item 3D to be tabled for some grammatical revisions. Director Hamlin moved for approval of the Consent Calendar without item 3D. Director Rogers seconded the motion.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.

ABSENT: NONE.

CARRIED

BUSINESS:

- 4. Review and Approve Resolution 2017-01 Authorizing the District Manager to Sign and File a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board:** District Manager Willie Rodriguez summarized the Resolution and explained its purpose with the Board. Director Ryness moved for Approval of Resolution 2017-01 Authorizing the District Manager to Sign and File a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board. Director Taylor seconded the motion.

ROLL CALL: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.
ABSENT: NONE.

CARRIED

5. **Review and Approve Resolution 2017-02 Nominating James M. Hamlin as a Candidate for Election to the Special District Risk Management Authority Board of Directors:** Director Taylor moved for Approval of Resolution 2017-02 Nominating James M. Hamlin as a Candidate for Election to the Special District Risk Management Authority Board of Directors. Rogers seconded the motion.

ROLL CALL: ROGERS, BORKEY, RYNESS, TAYLOR.
ABSTAIN: HAMLIN.
ABSENT: NONE.

CARRIED

6. **Review and Approve Resolution 2017-03 Adopting an Injury and Illness Prevention Program for the Employees of the Burney Water District:** District Manager Willie Rodriguez summarized the Injury and Illness Prevention Program with the board and answered questions. It is a document that the District had put together from a consultant from SDRMA. It is in compliance with OSHA Regulation and was put together to summarize everyone's responsibilities to ensure a safe work environment for all of the employees. Director Ryness moved for Approval of Resolution 2017-03 Adopting an Injury and Illness Prevention Program for the Employees of the Burney Water District. Director Taylor seconded the motion.

ROLL CALL: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.
ABSENT: NONE.

CARRIED

7. **Review Reserves Balance Sheet:** District Manager Willie Rodriguez summarized the Reserves Accounts held at the county and informed the Board of the purpose of each account. He discussed moving some of the money into capital improvements reserve if we have net revenue at the end of the year to make up for depreciation expense.

8. **Review Grant Award from Burney Regional Community Fund:** District Manager Willie Rodriguez summarized the Grant Award from Burney Regional Community Fund for a new Diving Board Stand. Should have a new stand ready for the opening day.

9. **Review and Approve FY 16/17 Budget Revisions:** District Manager Willie Rodriguez summarized with the board the issues he has been having while doing the budget revisions. The problem is due to the Sewer Planning Grant expenses, so he is going to create a project number and create an asset so the expenses and disbursement will not reflect in the budget. He is working on fixing that and would like to bring it back to the board next month for approval. Director Rogers moved to table the FY 16/17 Budget Revisions. Director Hamlin seconded the motion.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.
ABSENT: NONE.

CARRIED

10. **Review and Approve FY 17/18 Preliminary Budget:** Basing this on budget revisions, table. Director Hamlin moved to table the FY 17/18 Preliminary Budget. Director Rogers seconded the motion.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.
ABSENT: NONE.

CARRIED

REPORTS:

11. **Presidents Report:** None.
12. **Director Reports / Committee Reports:** Director Ryness reported attended Congressman Doug LaMalfa's Community Town Hall Meeting and met Brenda Haynes; she sits on the LAFCO Board. He has a CSDA Board Meeting in Sacramento on the morning of April 21st.
13. **Pool Manager's Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that she held interviews for the 2017 season and hired 10 employees for the season. A Water Safety Instruction Course and a Lifeguard Training are scheduled in May. The pools are cleaned out and the Main pool is filled and the pump is running. Will be working on getting the facility ready for the season in May. Opening Day was pushed back a week due to the snow days and will be scheduled for Sunday, June 11th from 1 to 4.
14. **District Manager's Report:** Willie reported on the following items:
 - Attended Special District Risk Management Association Safety Claims Education Day in Sacramento. It was a very good seminar where he received a lot of information on law changes and is going to look into how they will affect us and how we need to handle them if they come up.
 - Attended "So you want to be a District Manager" seminar in Sacramento. He spoke from his experience giving advice and answering questions.
 - Renewed his Special District Administrator Certificate through the Special District Leadership Foundation. This has to be renewed every three years.
 - Sending our Field Superintendent, Mike Skelly to the California Rural Water Association Expo next week in Tahoe. He will be entering our water into the best water in the west competition again this year, last year we didn't win but we placed in the top three.
 - Working on compensation for the Pool Manager position, it has been brought to his attention that it has been incorrect the past few seasons and he has been working on fixing the issue. He is going to work through the wording in the MOU Agreement and document what his intentions were and how it was supposed to play through so there will be no confusion or mistakes in the future.
 - Will be working on getting our online bill pay together and once we get that in place we will be working on getting 8 ½ by 11 billing.
 - Have been meeting with the Public Relations Standing Committee where we have been working on customer communications with CV Strategies. They sent us a quote on the work we were wanting done and it was quite a bit more than we were expecting so we decided not to continue working with them. So now we are going to try to make a game plan on our next actions, we discussed having community meetings and having some open house tours at all of our facilities to show them what issues we have been having.
15. **Review Future Agenda Items and Summarize Board Direction:** Review Security on the Buildings, Review How Cash is Handled in the Office, FY 16/17 Budget Revisions, FY 17/18 Preliminary Budget.
16. **Adjournment:** Director Taylor moved for adjournment. Director Ryness seconded the motion. The meeting was adjourned at 7:12 p.m.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.
ABSENT: NONE.

CARRIED


CHAIRPERSON


BOARD SECRETARY