

**Burney Water District
Board of Director's Regular Meeting
April 18, 2024**

ITEM

1. CALL TO ORDER AND ROLL CALL

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

ABSENT: None.

CALL TO ORDER: President Britta Rogers called the Regular Meeting to order at 6:30 p.m.

2. PUBLIC SPEAKERS:

None.

3. Consent Calendar:

3A. Approve the Minutes of the March 17, 2024, Finance Standing Committee Meeting.

3B. Approve the Minutes of the March 17, 2024, Public Relations Standing Meeting.

3C. Approve the Minutes of the March 28, 2024, Regular Meeting.

Director Ryness made a motion to Table the Consent Calendar. Director Armstrong seconded the motion.

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

ABSENT: NONE.

TABLED

BUSINESS:

- 4. Appeal Hearing for Mr. Tim Kersten Contesting Billing Charges:** Legal Counsel was called and listened to this item via phone. Amanda Rogers, former District Office Clerk II, was in attendance to explain account charges with the Board and answer billing related questions. David Zevely briefed the Board that the appeal is contesting charges for both Residential and commercial accounts associated with Mr. Kersten. Manager Zevely provided a summary of activities and outstanding charges associated with the appeal of the accounts. Manager Zevely reviewed District Policy 2165.8, the appeal process – 2165.8 C,v, vi, and vii:
- v. When a hearing before the Board of Directors is requested, the customer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question (including the District Manager's/designee's decision) and any staff presentation, and render a decision as to the accuracy of said charges. The Board's decision shall be final and binding.

- vi. If the Board finds that the water service charges in question are incorrect, the customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than 60 calendar days, water service will be disconnected on the next regular working day after the expiration of that period.
- vii. If the water service charges in question are determined to be correct, they shall be due and payable within three business days after the decision of the Board is rendered and mailed to the customer. In the event the charges are not paid in full within 45 calendar days after the original billing date, then the District shall provide with the 10 Day Notice in accordance with Section 3 (c) above and disconnect water service to the customer’s property if the outstanding bill is not timely paid.

In discussion of this item, a question was raised whether the Board reviewed the billing information before deciding the accuracy of the charges. The Board confirmed they had reviewed the billing information. Ms. Rogers said she put together all of the billing information for the accounts in question and legal reviewed it before the Board received the information. Manager Zevely informed the Board Amanda Rogers is here to answer questions and explain account charges annotated on the documents before them. Ms. Rogers explained how the District billing works and answered questions from the board regarding charges.

Director Barry made a motion that all charges on Mr. Kersten’s Residential and Commercial Accounts are accurate. Director Armstrong seconded the motion.

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

CARRIED

- 5. **Review and Approve District Newsletter for First Quarter 2024:** The Board reviewed the District Newsletter. Director Barry made a motion to Approve. Director Hamlin seconded the motion.

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

CARRIED

- 6. **Review Reserves Account Balances for the month ending March 31, 2024:** District Manager David Zevely summarized the Reserves Account Balances for the Month Ending March 31, 2024, with the Board and answered questions.
- 7. **Review CoBank Line of Credit Balance for the month ending March 31, 2024:** District Manager David Zevely summarized the CoBank Line of Credit Balance for the Month Ending March 31, 2024, with the Board and answered questions. District Manager David Zevely informed the Board that he spoke with our District Engineer Laurie McCollum with PACE Engineering ,and they determined to extend the Line of Credit from June 30, 2024 to December 31, 2024 to capture the tail end of the work for the Wastewater Treatment Plant Improvement Project and Collection System Improvement Project – Phase 2.
- 8. **Review and Approve 2023 Consumer Confidence Report:** District Manager David Zevely informed the Board that he is reviewing the draft document and is waiting for an email from the lab used for sample testing. Director Ryness made a motion to table. Director Hamlin seconded the motion.

REPORTS:

9. **Presidents Report:** None.
10. **Director Reports / Committee Reports:** Director Ryness reported that he has been busy with CSDA, CATA and LAFCO. He has enjoyed serving on both Boards.
11. **Pool Manager’s Report / Friends of the Pool Committee Report:** Will be conducting interviews and scheduling trainings. The therapy pool has been drained and the main pool will be completely drained on Monday 4/22. Gutions pools is scheduled to come out next week to change out the anti-entrapment grates in all 3 pools, requirement to change them out every 5 years and this is the year. Tony Pellegrino will be going over to repair the pool tiles.
12. **District Manager’s Report:** Please see District Manager Report. He highlighted on the following items from the District Manager Report:
- Working with district engineering to complete construction at the Wastewater Treatment Plant. There are some remaining contingency funds, so we are reviewing wish list items. One wish list item is designing a containment apron so solids from the vaccuum trailer tank can be separated from water and properly disposed of after it has dried. Also, the contractor and PACE Engineering are working on the aerobic digester – The blowers need to go through more testing before being put into service.
 - District staff, PACE Engineers, and a splash pad manufacturer met at the Civic Park to discuss splash pad design and and other improvements. The project Engineer will submit design drawings to Shasta county for review and permitting.
 - Burney Fire District alerted District Staff that an electrical panel at Washburn Bue Park had been vandalized and the panel was destroyed. Along with Burney Fire, Quicksilver Electric and PGE responded to the incident. PGE shut off power by removing the meter. Quick Silver Electric prioritized the panel replacement, so lights for the ball field would be available for baseball games.
 - Interviewed for office clerk I and had several good candidates. The District offered one of the candidates a conditional offer of employment.
 - Water System Improvement design – District Staff and PACE Engineers met at the well field, discussed design elements and had a follow up Teams meeting regarding design elements. The Project Engineer is drafting a set of design drawings.
13. **Review Future Agenda Items and Summarize Board Direction:** Consent Calendar, Consumer Confidence Report, Sourcewell Contracts for Civic Park Improvement Project, Employee / Employer Relations Resolution, Recommend we move the May 16 meeting to May 9, 2024 at 6:30 p.m. to work around schedules. Next Regular Meeting is Scheduled for Thursday, May 9th, 2024, at 6:30 p.m.
14. **Adjournment:** Director Ryness moved for adjournment. Director Hamlin seconded the motion. The meeting was adjourned at 7:57 p.m.

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

CARRIED

CHAIRPERSON

BOARD SECRETARY