

**Burney Water District
Board of Director's Regular Meeting
December 16th, 2021**

ITEM

1. CALL TO ORDER AND ROLL CALL

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

ABSENT: None.

CALL TO ORDER: President Fred Ryness called the Regular Meeting to order at 6:36 p.m.

2. PUBLIC SPEAKERS:

None.

3. Consent Calendar:

3A. Approve the Minutes of the November 18th, 2021 Meeting.

3B. Financial Reports for the Month Ending October 31st, 2021.

Director Hamlin made a motion to Approve the Consent Calendar. Director Barry seconded the motion. Director Rogers noted two errors from 3A, on Item 6 and Item 8 – they are referred to as tabled items but should say carried instead. Director Hamlin rescinded his prior motion. Director Hamlin made a motion Approve the Consent Calendar with Corrections to Item 3A. Director Barry seconded the motion.

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

ABSENT: NONE.

CARRIED

BUSINESS:

4. Hear Public Testimony Regarding the Proposed Increase in the Monthly Pool Maintenance Fees from \$6.00 to \$7.00 Per Recommendation of the Pool Oversight Committee: The Board took time to read the Correspondence from Tim Kersten for both documents regarding his concerns regarding the pool and fee increase. His objection is duly noted and will be taken into consideration for item 5.

5. Consider Resolution 2021-04, Revising the Monthly Pool Maintenance Fees from \$6.00 to \$7.00 Per Recommendation of the Pool Oversight Committee: Director Barry made a motion to Approve Resolution 2021-04, Revising the Monthly Pool Maintenance Fees from \$6.00 to \$7.00 Per Recommendation of the Pool Oversight Committee. Director Clark seconded the motion.

ROLL CALL: HAMLIN-AYE, ROGERS-AYE, BARRY-AYE, RYNESS-AYE, CLARK-AYE.

ABSENT: NONE.

CARRIED

6. **Determine Board Organization for 2022 Calendar Year:**
- 6A. **Election of President (Board Policy 5010.5):** Director Ryness made a motion to elect Director Hamlin. Director Rogers seconded the motion.
 - 6B. **Election of Vice President (Board Policy 5010.5):** Director Ryness made a motion to elect Director Barry. Director Rogers seconded the motion.
 - 6C. **Consider Revising Board Policy Standing Committees:** The Board decided not to make any revisions to the Board Policy Standing Committees..
 - 6D. **Appointment of Standing Committees (Board Policy):**
 - i. **Planning, Standards and Ordinances Committee:** Directors Hamlin and Rogers were appointed to the Planning, Standards and Ordinances Committee.
 - ii. **Personnel and Policies Committee:** Directors Ryness and Rogers were appointed to the Personnel and Policies Committee.
 - iii. **Finance Committee:** Directors Hamlin and Barry were appointed to the Finance Committee.
 - iv. **Public Relations Committee:** Directors Barry and Rogers were appointed to the Public Relations Committee.
 - v. **Swimming Pool and Parks Oversight Committee:** Directors Ryness and Clark were appointed to the Swimming Pool and Parks Oversight Committee.

Director Rogers made a motion to Approve the Board Organization for 2022 Calendar Year. Director Barry seconded the motion.

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

ABSENT: NONE.

CARRIED

7. **Review Reserves Balance Sheet:** Administrative Assistant summarized the Reserves Balance Sheet with the Board and informed them that they have not transferred the funds out of our Checking Account at Tri Counties Bank into our CalTRUST Swimming Pool Reserves into account but plan to in January 2022. In our Reserves account 9190 – Water/Sewer Equipment Replacement Reserve Account we have put in an extra \$280,000.00 which was a grant we received from CalOES for emergency backup generators for the Waste Water Treatment Plant and Wells. We transferred the grant funds into that account so we wouldn't spend the funds, when we receive an invoice for the generators we will transfer the \$280,000 back into our Tri Counties Checking Account. Director Barry questioned why we show a loss in interest for the past two statements. Stephanie informed the Board that on our statements it shows a loss for the past two months which are unrealized losses. Which we would only experience those losses if we fully liquidated all of your investments in our funds. We currently have invested all of our Reserves accounts into the Medium Term Fund and if interested we could have a meeting with CalTRUST to determine if we should keep our funds in the Medium Term Fund or move them into a different fund that is performing better.

9. **Authorization of Signing Payroll Checks in Advance due to Holiday Schedule:** Administrative Assistant Stephanie McQuade informed the Board that payroll falls on Thanksgiving so they will be cutting the payroll checks in advance due to the Holiday Schedule. Director Hamlin made a motion to Authorize the Signing of Payroll Checks in Advance due to the Holiday Schedule. Director Barry seconded the motion.

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

ABSENT: NONE.

CARRIED

REPORTS:

10. **Presidents Report:** Board President Fred Ryness reported that he had a CSDA Meeting and had to evaluate the CEO of CSDA. Attended the LAFCO Meeting at the Shasta County Board of Supervisors Chamber.
11. **Director Reports / Committee Reports:** None.
12. **Pool Manager's Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that they received letters from The Department of Parks and Recreation regarding the Proposition 68 Grant applications we submitted for the Pool, Wahsburn-Bue Park and the Civic Park informing us that we were not selected for funding for any of these projects. She will be attending a Lifeguard Instructor Review Course on December 28th and a Lifeguard Challenge Course on December 29th, both in Sacramento.
13. **District Manager's Report:** David Zevely Reported on the following items:
- Approved the Purchase of QuickBooks Software to replace the Districts current Account Software which is Sage. The cost of QuickBooks was \$3,350.00.
 - Mailed the Chief Plant Operators Form to the State Water Resources Control Board for the Waste Water Treatment Plant to remove William M. Rodriguez from being the Chief Plant Operator and add him to become the new Chief Plant Operator, which was approved.
 - Contacted the State Area Engineer, Valerie Rasmussen, she is the Regulator and Area Engineer that oversees the Waste Water Treatment Plant regulations. Informed her that I am the new District Manager and have taken over as the Chief Plant Operator.
 - Spoke to the Area Water Engineer, Mey Bunte, and requested to transfer all responsibility of the Water System to me.
 - Contacted California Intergraded Water Quality System to request to be legally responsible for the Collection System.
 - Reviewed the Waste Water Treatment Plant Permit. Drafting up a monitoring report for the monthly reporting for the Waste Water Treatment Plant, we are a couple months behind and will be working on getting caught up.
 - Completed a CSDA Ethic Training which included the Brown Act.
 - Started having daily meeting with all District Staff.
 - Bat Electric came to the District Office to replace the Auto Dialer for our SCADA System which stopped working several weeks ago. Still have some fine tuning to do so we can identify which alarms are going off.
 - District Responded to a Records Request from NorCal Construction Industry Compliance for the Collection System Improvement Project – Phase 1 (DIR# 336087).
 - Flow Meter at the Main Lift Station is not working. Pat Conway from CRWA came out and trained all Field Staff on Confined Space so now we are planning on getting our First Aid/CPR/AED Certification so we can enter the confined space to try to repair the Flow Meter.
 - Contacted Jennifer at Basic Lab and discussed to utilize the Labs courier service to pick up our Monthly Samples instead of having of taking them to Redding ourselves.
 - The District Life Insurance has increase from \$220.00 per month to \$272.00 per month for all District Staff.
 - Received a report of vandalism of the Pools Solar Panels, we inspected them and did not identify any damage.
 - Have revised some of the bench sheets for the Waste Water Treatment Plant to make sure we include all required information in the Permit. Looking at revising bench

sheets for all enterprises.

- PACE Engineering has been out during Meter Reading to evaluate Routes 1 and 2 for the Meter Replacement Project.
- On December 7, 2021 PACE Engineering held two Job Walks, one for the Waste Water Treatment Plant Improvement Project and the second was for the Collection System Improvement Project – Phase 2.
- On December 8, 2021 the District and PACE Engineering had a meeting with the SWRCB Division of Financial Assistance Staff regarding Burney Water District Water System Improvement Project. The District was informed that there has been an increase of grant funds available for Water Infrastructure. Including Well 9, Booster Station, Wells 6 & 7, and Tanks. Originally the District applied for improvement project for these items but had to scale down because the State did not have as much funding as anticipated. Therefore we only moved forward with Well 9 Planning and Design. Currently the State has more funding available so we discussed adding an addendum to the current project to include the original project which included the addition of Well 9 and improvements to the Booster Station, Well 6 & 7, and the Tanks.
- On December 16, 2021 the District and PACE Engineering had a meeting with the CWSRF Wastewater Project Funding Staff. It was regarding the increase of grant funds available for both the Waste Water Treatment Plant Improvement Project and the Collection System Improvement Project – Phase 2. We were informed that with the increase of funding they are planning on removing the maximum allowance of 8 million dollars per District within 5 years, they will not be making that decision until March 2022. If they end up removing the cap we then would be eligible to receive funding for all of our Additive Alternatives for both projects.

14. **Review Future Agenda Items and Summarize Board Direction:** Update from Doug Lindgren regarding Power Generation Plant, Reserves Balance - Interest Loss, Bid recommendation from Laurie McCollum. Next Regular Meeting January 20th, 2022.

15. **Adjournment:** Director Hamlin moved for adjournment. Director Barry seconded the motion. The meeting was adjourned at 8:34 p.m.

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

ABSENT: NONE.

CARRIED


CHAIRPERSON


BOARD SECRETARY