

**Burney Water District**  
**Board of Director's Personnel and Policies Standing Committee Meeting**  
**March 07, 2023**

**ITEM**

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

**PRESENT:** Director Fred Ryness, District Manager David Zevely and Administrative Assistant Stephanie McQuade.

**ABSENT:** Director Rodney Armstrong.

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

**2. PUBLIC SPEAKERS: None.**

**NEW BUSINESS:**

**3. Discuss Partnering with a Shasta College Water Treatment Technology Worksite Learning Program:** District Manager David Zevely informed the Committee that he spoke with Pam Neronha from Shasta College on February 28<sup>th</sup>, 2023. They discussed having Operator in Training from the College volunteer to receive training hours for their Wastewater Treatment Certification. The program is usually six weeks, but David requested to have it for three months. The committee directed Dave to keep in contact with Pam to see if it will be viable for the District to participate.

**4. Review Burney Water District Administrative Policy and Discuss Future Changes:** District Manager David Zevely summarized the proposed changes to the Administrative Policy and noted additional changes that need to be made. Once the changes are made this policy will be brought to the Board for approval.

**Administrative Assistant Stephanie McQuade left the Meeting at 3:54 p.m.**

**5. Developing Executive Assistant / Recreational Managers Position. (Job Description):** District Manager David Zevely summarized the Draft Executive Assistant / Recreational Managers Position Job Description. David will figure out the appropriate process for developing a new job description and discuss the process at the next committee meeting.

**6. Review Future Agenda Items and Summarize Board Direction:** CSDA Policy Handbook, Worksite Learning Program, OIT Requirements, Job Description Development Process. Next Personnel and Policies Standing Committee Meeting is rescheduled for April 11, 2023, at 3:00 p.m.

**7. Adjournment:** Director Ryness called for adjournment at 4:10 p.m.

  
CHAIRPERSON

  
BOARD SECRETARY