

**MINUTES – BURNEY WATER DISTRICT**  
**Board of Director’s Regular Meeting**  
**April 16, 2026 – 6:30 p.m.**

**ITEM**

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

**PRESENT:** Directors Britta Rogers, Jim Hamlin, David Barry, Fred Ryness and Rodney Armstrong.

**ABSENT:** None.

**STAFF:** District Manager David Zevely and Executive Assistant / Recreation Manager Stephanie McQuade.

**CALL TO ORDER:** President David Barry called the Regular Meeting to order at 6:33 p.m.

**2. PUBLIC SPEAKERS:**

None.

**3. Consent Calendar:**

**3A. Approve the Minutes of the March 18, 2026, Finance Standing Committee Meeting.**

**3B. Approve the Minutes of the March 18, 2026, Public Relations Standing Committee Meeting.**

**3C. Approve the Minutes of the March 19, 2026, Regular Board Meeting.**

**3D. Financial Reports for the Month Ending March 31, 2026.**

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

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

**ABSENT: NONE.**

**CARRIED**

**BUSINESS:**

**4. Presentation of the Burney Water District FY 2425 Third-Party Financial Audit – Singleton Auman:** Executive Assistant / Recreation Manager Stephanie McQuade requested to table this item due to Clay Singleton being unavailable; he has agreed to present the Audit at the May 21, 2026, Regular Board Meeting.

**5. Review and Approve Resolution 2026-01 Nominating Fred Ryness as a Candidate for Election to the California Special District Association Board of Directors, Northern Network Seat C:** Director Fred Ryness informed the Board that the nomination deadline was on Friday, April 10, 2026. He missed the deadline so he will be unable to remain on the CSDA

Board. Director Ryness made a motion to Cancel the Approval of Resolution 2026-01 Nominating Fred Ryness as a Candidate for Election to the California Special District Association Board of Directors, Northern Network Seat C. Director Hamlin seconded the motion. told the Board that this was supposed to be completed by April 10<sup>th</sup> and so he missed the dead line so no need to approve this. Director Ryness made a motion to cancel the Nomination. Director Hamlin seconded.

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

**ABSENT: NONE.**

**CANCELLED**

6. **Discuss Interim Financing Options for Water System Improvement Project:** District Manager David Zevely informed the Committee that he has been in contact with three banks regarding Interim Financing. We received information back from Municipal Finance Corporation and Tri Counties Bank. He summarized those offers. We are waiting for information from CoBank. The District may need to move forward prior to receiving information from CoBank since the Notice to Proceed will be going out to the contractor so we will be able to pay the invoices that come in for the project. Once the Board decides on the Interim Financing our legal and the financial institution's legal will need to be reviewed prior to final Board approval. Recommend having a Special Meeting next week for the Board to make a decision.

7. **Review and Approve District Newsletter for First Quarter 2026:** Director Armstrong made a motion to Approve District Newsletter for First Quarter 2026. Director Ryness seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

8. **Review and Approve Annual Sewer Rate Increase Reminder Document:** Director Hamlin made a motion to Approve the Annual Sewer Rate Increase Reminder Document. Director Ryness seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

9. **Review Reserves Account Balances for the month ending March 31, 2026:** District Manager Zevely summarized the Reserves Account Balance for the month ending March 31, 2026, with the Board and answered questions. He informed the Board that the Finance Committee directed him to investigate other options for investing in District Reserve Funds.

#### **REPORTS:**

10. **Presidents Report:** None.
11. **Director Reports / Committee Reports:** Director Ryness reported on his LAFCO Meetings. He is no longer on the CSDA Board.
12. **Executive Assistant / Recreation Manager:** Stephanie McQuade reported on the following items:
- Will be conducting Interviews for the 2026 pool season next week.

- Begin prepping for the 2026 pool season.
- Swim Lessons have already been scheduled for Burney and Fall River Project Share and the Special Education Summer School students.
- Pool Office will be open beginning on Monday June 1 – Friday June 5, 2026, from 2:00-5:00 p.m. for sign-ups and information.
- Opening Day is scheduled on Sunday, June 7, 2026, from 1:00 – 4:00 p.m.
- Had a meeting with District Manager Zevely and Mike Rogers regarding grant funding received from Rotary for Projector Equipment. We picked out the equipment, and he recommended that we purchase a battery pack in case we don't have power. He will be taking it to the Rotary Board Meeting for approval before purchase.
- Have been discussing a community clean-up day at the Civic Park prior to Construction with District Manager Zevely. Was informed that the Burney Lions Club does an annual clean-up day at the Civic Park. Will contact the Lions Club to figure out when the Clean up day is and find additional help and attend.
- Construction for the Civic Park is scheduled to begin in July 2026 and should be completed in September 2026.
- Statewide Park Development and Community Revitalization Program (SPP) Round 5 - \$188.5 million has been appropriated in the 2025/26 State Budget. The Round 5 Application Cycle will be available sometime later this year and we will be applying for funds for Washburn-Bue Park.
- District Manager David Zevely and I met with Jen Luck and Jen Rischel today to discuss potential movie nights. Also discussed parks and other organizations within the community and informed them of grant funding that should be coming available that could be useful to them.

**13. District Manager's Report:** David Zevely reported on the following items:

- Recently, the District Bookkeeper, Cystal Stephens, informed the District that during the QuickBooks online migration, found out that they do not have a way to contribute pers contributions into payroll in their electronic time sheets. Working though that and moving forward on converting District staff to electronic time sheets.
- Emma Eagleman-Zauher began work April 6, 2026, she is a Shasta College graduate, and she has her Water Distribution Grade 2 Certificate and on April 3 she passed her Water Treatment Grade 2 exam to obtain her certification.
- Purchased a small trailer to be outfitted for just water maintenance and repair.
- Field staff have been busy with several service requests for both water and sewer. They just completed meter reading.
- Gavin Darst, Utility Operator, passed his Water Distribution Grade 2 exam on April 3, 2026, he sent in paperwork and should receive his Certification soon.
- Involved in several meetings for the Water System Improvement Project.
- Involved in several meetings for the Lead Service Line Inventory Project.
- Last week, a lighting storm knocked out the controller to the disc aerator, and we still cannot program it to where we need. PACE Engineering is in contact with the manufacture to help resolve the issue. Second time this happened due to lightning storms.
- Cody Martin passed his Water Distribution Grade 3 exam; he needs to obtain more hours in the field prior to qualifying to receive his Certification. He is also working on completing the rest of his hours to obtain is Wastewater Grade 3 Certification.
- Started conversation on potentially applying for grant funding to connect Johnson Parks septic's to the Districts sewer. Laurie McCollum with PACE Engineering informed Dave

that it is currently one of the only things the State is funding. He is currently looking for input and to have conversations with Johnson Park residents.

- Bartel Lift Station Generator update, the District was denied the warranty claim. We paid the only invoice we have received but are expecting to receive additional invoices.

**14. Review Future Agenda Items and Summarize Board Direction:** Special Meeting for Interim Financing Scheduled for Thursday, April 23, 2026, at 6:30 p.m., Backflow Service Contract, Options for Investing Reserves, FY 2425 Third-Party Audit Presentation, and District Credit Cards & fuel cards. Next Regular Meeting is Scheduled for Thursday, May 21, 2026, at 6:30 p.m.

**15. Adjournment:** Director Ryness moved for adjournment. Director Armstrong seconded the motion. The meeting was adjourned at 7:50 p.m.

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

**ABSENT: NONE.**

**CARRIED**

---

CHAIRPERSON

---

BOARD SECRETARY