

**Burney Water District  
Board of Director's Public Relations Standing Committee Meeting  
November 15, 2023**

**ITEM**

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

**PRESENT:** Directors Britta Rogers, David Barry, District Manager David Zevely and Administrative Assistant Stephanie McQuade.

**ABSENT:** None.

**CALL TO ORDER:** Director Barry called the meeting to order at 3:11 p.m.

**2. PUBLIC SPEAKERS:**

None.

**NEW BUSINESS:**

- 3. Discuss District Newsletter for Fourth Quarter 2023:** The Committee reviewed the Draft Newsletter. The third quarter newsletter is set to be sent out with the November 1<sup>st</sup>, 2023, billing. Director Barry requested to include a per capita on the grant funds per household so the customers can see the effect of the grant projects and the costs savings for each household. On next newsletter highlight Laurie McCollum for all of the work she has done for the District. Water – Water System Improvement Project inform the public of the grant award, Sewer – updates on Grant Projects, Pool and Parks – update on grant projects. For explorers corner Director Rogers suggested an article on firewood – what trees are used for firewood in our area and the benefits of each type of wood.
- 4. Review CSDA Sample Policy Handbook Section 2400 Communications and Technology:** District Manager David Zevely summarized CSDA Sample Policy Handbook Section 2400 Communications and Technology with the Committee and answered question. They found several areas where changes need to be made, will bring back Section 2400 with revisions in January for review.
- 5. Review Future Agenda Items and Summarize Board Direction:** Fourth Quarter Newsletter Draft, Policies – Section 2400. Next Public Relations Standing Committee Meeting is scheduled for January 2024.
- 6. Adjournment:** Director Barry called for adjournment at 3:48 p.m.

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CHAIRPERSON

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BOARD SECRETARY