

**Burney Water District  
Board of Director's Regular Meeting  
March 17<sup>th</sup>, 2022**

**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 Jim Hamlin called the Regular Meeting to order at 6:35 p.m.

**2. PUBLIC SPEAKERS:**

None.

**3. Consent Calendar:**

- 3A. Approve the Minutes of the March 8<sup>th</sup>, 2022 Personnel and Policies Standing Committee Meeting.**
- 3B. Approve the Minutes of the March 8<sup>th</sup>, 2022 Planning, Standards and Ordinances Standing Committee Meeting.**
- 3C. Approve the Minutes of the February 16<sup>th</sup>, 2022 Finance Standing Committee Meeting.**
- 3D. Approve the Minutes of the February 16<sup>th</sup>, 2022 Public Relations Standing Committee Meeting.**
- 3D. Approve the Minutes of the February 17<sup>th</sup>, 2022 Regular Meeting.**
- 3F. Financial Reports for the Month Ending December 31<sup>st</sup>, 2021.**

Director Ryness made a motion to Approve the Consent Calendar with Revisions. Director Rogers seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

**BUSINESS:**

- 4. Review and Approve Fiscal Year 2021/2022 Budget Revisions:** District Manager David Zevely reported that we were planning to come in with a midyear review but because we are towards the end of the third quarter we would like to table this item until after third quarter to do third quarter 2021/2022 Budget Revisions. Director Clark made a motion to table. Director Ryness seconded the motion.

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

5. **Review District Reserves Accounts:** District Manager David Zevely summarized the District Reserves Accounts and informed the board that the funds are under-performing and we are going to have a meeting with Blackrock to see if there are better funding options other than the Medium-Term Fund and report back to the Board at the next Regular Meeting. Director Rogers directed District Manager David Zevely to learn about available options to mitigate these losses.
6. **Review and Approve Burney Water District Newsletter for Quarter 1 2022:** District Manager David Zevely summarized the BWD Newsletter and informed the Board that at the Public Relations Standing Committee they discussed sending this out with the May billing instead of April billing because the 2021 Consumer Confidence Report for the drinking water is going out in April and that is too much information in one envelope. District Manager Barry made a motion to Approve the Burney Water District Newsletter for Quarter 1 2022. Director Rogers seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

7. **Review Burney Water District 2021 Consumer Confidence Report:** District Manager David Zevely summarized the Burney Water District 2021 Consumer Confidence Report with the Board and informed them that it is an Annual Report and will be mailed out with the April 1<sup>st</sup>, 2022 Billing to all the customers and be posted on the District Website.
8. **Discuss Interim Financing Options for Wastewater Treatment Plant Improvement Project and Collection System Improvement Project – Phase 2:** District Manager David Zevely informed the Board that he is still actively seeking information from three banks for a Line of Credit for interim financing for upcoming Capital Improvement Projects. CoBank is still waiting for the Districts Fiscal Year 2020/2021 Financial Audit, CSDA Financing has provided the District with an offer of an secured Line of Credit from First Foundation Bank and Tri Counties Bank provided an offer of Line of Credit secured with the Districts Real Estate. Once Singleton Auman completed our Fiscal Year 2020/2021 Financial Audit we will send it to all the Lending Institutions and get more information and hopefully have the Board make a decision at the next Regular Board Meeting. Director Hamlin recommended that the District hold off on securing the Line of Credit until the project starts and Invoices start coming in.
9. **Approve List of District Surplus Items for Disposal by Sealed Bid:** District Manager David Zevely summarized the items on the District Surplus List and answered questions. Dave Barry made a motion to Approve the List of District Surplus Item for Disposal by Sealed Bid. Sarah Clark seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

10. **Authorize the Purchase of New Pool Covers for the Main and Therapy Pools:** Administrative Assistant / Pool Manager Stephanie McQuade informed the Board that the current pool covers have been utilized for the last 11 seasons and have exceeded their life. The past two seasons they have been wearing and it's time to replace the Main and Therapy Pool Covers. She received a quote from Lincoln Aquatics for \$11,010.80. Director Rogers made a

motion to Authorize the Purchase of New Pool Covers for the Main and Therapy Pools. Director Clark seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

11. **Discuss Form 700 Completion:** District Manager David Zevely informed the Board that they all need to complete Form 700 by April 1<sup>st</sup>, 2022. They can access it online through the Shasta County website. Stephanie will email Board members a reminder and the online form/website link.

**REPORTS:**

12. **Presidents Report:** None
13. **Director Reports / Committee Reports:** Director Ryness reported that he attended some committee meetings via zoom for CSDA. Missed the last LAFCO Meeting but called someone for a reminder.
14. **Pool Manager's Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that she has applied for two grants this month, one from Burney Regional Community Fund for LED Lighting in the Pool and McConnell Fund for a Rock Wall. Will be applying for another Grant from Redding Rancheria Community Fund for LED Lighting also. Started taking applications last month for the Lifeguard and Water Safety Instruction Positions for the 2022 Pool Season. Preparing for the 2022 season by going through inventory and getting ready to place orders. Tony Pellegrino will be repairing the pool tiles on the Therapy and Main pool and repair the plaster on the Kiddy pool.
15. **District Manager's Report:** David Zevely Reported on the following items:
- Please see District Manager Report.
16. **Review Future Agenda Items and Summarize Board Direction:** Update from Doug Lindgren regarding Power Generation Plant, Interim Financing, 2020/2021 Audit Presentation, Fiscal Year 2021/2022 Budget Revisions, Use of Head Start Lease Funds for Parks and Workforce Planning. Next Regular Meeting March 17<sup>th</sup>, 2022.
17. **Adjournment:** Director Ryness moved for adjournment. Director Rogers seconded the motion. The meeting was adjourned at 7:43 p.m.

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

**ABSENT: NONE.**

**CARRIED**

  
CHAIRPERSON

  
BOARD SECRETARY