

**MINUTES – BURNEY WATER DISTRICT**  
**Board of Director’s Regular Meeting**  
**May 21, 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 6:31 p.m.

**2. PUBLIC SPEAKERS:**

None.

**3. Consent Calendar:**

**3A. Approve the Minutes of the April 15, 2026, Finance Standing Committee Meeting.**

**3B. Approve the Minutes of the April 15, 2026, Public Relations Standing Committee Meeting.**

**3C. Approve the Minutes of the April 16, 2026, Regular Board Meeting.**

**3D. Approve the Minutes of the April 23, 2026, Special Board Meeting.**

**3D. Financial Reports for the Month Ending April 30, 2026.**

Director Hamlin made a motion to approve the Consent Calendar. Director Ryness 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:** Clay Singleton, of Singleton Auman, PC, presented the Burney Water District FY 24/25 Third-Party Financial Audit to the Board and answered questions.

**5. Review Letter from Shasta County, County Clerk / Registrar of Voters regarding Board Member Seats up for General Election on November 3, 2026.**

Executive Assistant McQuade summarized the information on the letter from Shasta County, County Clerk / Registrar of Voters, including three Board seats up for election this year: Directors Armstrong, Rogers, and Hamlin.

6. **Consider Resolution 2026-03, Ordering Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.** Executive Assistant McQuade summarized the Resolution and said this resolution is required by Shasta County so the upcoming Board of Directors Elections will be included in the General Elections on November 3, 2026.

Director Ryness made a motion to Approve Resolution 2026, Ordering Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order. Director Hamlin seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

7. Review Reserves Account Balances for the month ending April 30, 2026.

The Board reviewed and discussed the Reserves Account Balance for the month ending April 30, 2026

8. **Review and Approve the Recommendation of Award from PACE Engineering for The Lead Service Line Inventory Project.** Manager Zevely summarized the Project, bid process, and the award recommendation being Bear Mountain Construction.

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

**ABSENT: NONE.**

**CARRIED**

**REPORTS:**

11. **Presidents Report:** None.

12. **Director Reports / Committee Reports:** Director Ryness reported on his LAFCO Meetings. He is no longer on the CSDA Board and still on the LAFCO Commission.

13. **Executive Assistant / Recreation Manager:** Stephanie McQuade reported on the following items:

- Three new employees hired for the pool; Employment is contingent on passing Lifeguard training.
- Montgomery Creek will be attending swim lessons and open swim.
- Spoke with Marris Martin, the Administrator at Tri-Counties Community Network, and am working with Ms. Martin to bring Kid Fit participants to the Pool.

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

- Training new field staff. The new staff are learning routine field work, reporting requirements for sewer spills and more.
- Two of the four field staff (Keith Moore and Gavin Darst) recently attended training at the Northern California Wastewater Expo in Redding.
- Working with District Legal Counsel on a gap financing line of credit for the Water System Improvement Project.
- The District Bookkeeper, Crystal Stephens upgraded the District's accounting software to include electronic time sheets for both office and field staff.

- The Bookkeeper and I are in conversation with Tri-Counties Bank to introduce Remote Deposit Capture to the office. This equipment will allow staff to deposit customer payments, via checks, directly to the Bank.
- Staff conducted routine water and wastewater systems' maintenance throughout the month.

- 15. Review Future Agenda Items and Summarize Board Direction:** Possible special meeting for interim financing for the Water System Improvement Project.

Next Regular Meeting is Scheduled for Thursday, June 18, 2026, at 6:30 p.m.

- 16. 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**

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CHAIRPERSON

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BOARD SECRETARY