

**Burney Water District
Board of Director's Regular Meeting
February 22, 2024**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Britta Rogers, David Barry, Rodney Armstrong, and District Manager David Zevely.

ABSENT: Director Jim Hamlin and Fred Ryness.

CALL TO ORDER: President Britta Rogers called the Regular Meeting to order at 6:36 p.m.

2. PUBLIC SPEAKERS:

None.

3. Consent Calendar:

3A. Approve the Minutes of the January 17, 2024, Finance Standing Committee Meeting.

3B. Approve the Minutes of the January 17, 2024, Public Relations Standing Committee Meeting.

3C. Approve the Minutes of the January 18, 2024, Regular Meeting.

3D. Approve the Minutes of the February 13, 2024, Planning, Standards and Ordinances Standing Committee Meeting.

3E. Approve the Minutes of the February 13, 2024, Swimming Pool and Parks Oversight Committee Meeting.

3F. Approve the Minutes of the February 13, 2024, Personnel and Policies Standing Committee Meeting.

3G. Financial Reports for the Month Ending November 30, 2023.

3H. Financial Reports for the Month Ending December 31, 2023.

Director Barry made a motion to Approve the Consent Calendar. Director Armstrong seconded the motion.

AYES: ROGERS, BARRY, ARMSTRONG.

ABSENT: HAMLIN, RYNESS.

CARRIED

BUSINESS:

4. **Review and Approve ARPA Water Meter Replacement Project Engineering Agreement from PACE Engineering:** District Manager David Zevely informed the Board that the District received \$185,188.00 from the American Rescue Plan Act (ARPA), administered by Shasta County. With these funds we will be upgrading the handhelds, software and replacement of water meters from Route 8. Director Armstrong made a motion to Approve APRA Water Meter Replacement Project Engineering Agreement from PACE Engineering. Director Barry seconded the motion.

AYES: ROGERS, BARRY, ARMSTONG.

ABSENT: HAMLIN, RYNESS.

CARRIED

5. **Discuss Funding for Wastewater Treatment Plant Headworks Improvements:** District Manager David Zevely informed the Board the original Wastewater Treatment Plant Improvement Project included a headworks improvement component, but funding wasn't available for the entire project, so it was removed from the improvement project. Now that some of the plant improvements are operational, the headworks flow is more than the existing screening unit can process. At times, the volume of wastewater overwhelms the screen and causes overflows at the screening area. The screen has overflowed more often now there are added flows from some of the improvements. Not all the plant improvements that influence flows at the headworks are online, so when they are, there is the potential to intensify the screening deficiency at the headworks. District Manager Zevely, Laurie McCollum from PACE Engineering, and the SWRCB Division of Finance discussed if the current plant improvement project contingency funds would be available for the headworks improvement. Staff at the Division of Finance said that was not possible because it is a significant change from the current project's scope of work. So, the District would need to apply for headworks funding as a new project and that could take years. Because these overflows at the headworks can lead to permit prohibitions, this problem should be addressed as soon as possible. PACE Engineering reached out to USDA and under initial review the District qualifies for a loan and there may be options for grant funding or partial grant funding. To improve the headworks building and screening unit may be approximately one million dollars. District Manager Zevely will provide updates next month.
6. **Development of a Strategic Plan for Burney Water District:** District Manager David Zevely informed the Board that he went to the Leadership Academy in January, and they really focused on Strategic Planning. The District has a strategic plan but it is outdated. As a cost savings effort, District Manager Zevely suggested revisiting our current plan and using it as a template for the new plan. Also, he suggested holding workshops and developing goals for the district. One of the best things to do is to hold workshops within the district service area but outside the district office to offer a large venue for public input. Also, to have a facilitator to keep the workshop focused and record ideas and suggestions.
7. **Reorganization of Office Staff – One Position from Full Time Position to Two Part Time Positions:** District Manager David Zevely informed the Board that Office Clerk II Amanda Rogers has requested to go to part time so she can spend more time with her family. She Started the conversation several months ago. We have flown a part time job on the District Website and through North State Jobs and have been in contact with the Smart Workforce Center. It was determined the District is in a special health plan through UPEC 792 requires the District provide all employees health benefits, whether part or full time, so there is no savings for the District with two part time staff, and it would be more expensive. There is no opt out of the Special Plan agreement. Staff are looking into ways to retain Amanda Rogers in

a part-time position. District Manager Zevely has been in communication with the Union Representative to get more information and receive a copy of the agreement.

8. **Review Reserves Account Balances for the month ending January 31, 2024:** District Manager David Zevely summarized the Reserves Account Balances for the Month Ending January 31, 2024, with the Board and answered questions.
9. **Review CoBank Line of Credit Balance for the month ending January 31, 2024:** District Manager David Zevely summarized the CoBank Line of Credit Balance for the Month Ending January 31, 2024, with the Board and answered questions.

REPORTS:

10. **Presidents Report:** None.
11. **Director Reports / Committee Reports:** Reschedule canceled meetings finance to February 28 at 2:00 and Public Relations at 3:00. Removed grants and separating into water sewer pool. And percentage. Reminder to complete form 700, an email was sent out.
12. **Pool Manager's Report / Friends of the Pool Committee Report:** Now taking applications for the 2024 pool season, getting new software program, Cody Martin taking his Certified Pool Operator course in March.
13. District Manager's Report: Please see District Manager Report. He highlighted on the following items from the District Manager Report:
 - With funding determination pending, and the District unable to fund a new headworks screen/project, I reached out to The District Engineer to request a change to the Main Lift Station pumping scheme. Instead of the current fill and drain pumping scheme at the main lift station (where currently the pumps start and then hold a set speed until called to stop), the updated pumping scheme will have pumps operate continuously and at variable speeds. The variable speeds will be based on maintaining a preset level in the main lift station's wet well. This change should moderate the flow across the screen and be aligned with the influent flow at the main lift station. Even though the current screening unit cannot handle the Main Lift Station flow when several pumps are called to run, it is the intent of this change to minimize the flow rates that cause overflows at the plant.
 - The District received a complaint from a customer regarding water/sewer charges on a bill. Staff are working on completing a reconciliation of charges and response.
14. **Review Future Agenda Items and Summarize Board Direction:** Reschedule Finance and Public Relations Meetings to Wednesday February 28, 2024, Reorganization of Office Staff, Funding for Wastewater Treatment Plant Headworks Improvement, Development of a Strategic Plan, Update on Civic Park Improvement Project. Next Regular Meeting is Scheduled for Thursday, March 21, 2024, at 6:30 p.m.
15. **Adjournment:** Director Barry moved for adjournment. Director Armstrong seconded the motion. The meeting was adjourned at 8:18 p.m.

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

CARRIED

CHAIRPERSON

BOARD SECRETARY