

**MINUTES – BURNEY WATER DISTRICT  
Board of Director’s Regular Meeting  
February 20, 2025 – 6:30 p.m.**

**ITEM**

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

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

**ABSENT:** None.

**STAFF:** Executive Assistant / Recreation Manager, Stephanie McQuade.

**CALL TO ORDER:** President Britta Rogers called the Regular Meeting to order at 6:40 p.m.

**2. PUBLIC SPEAKERS:**

None.

**3. Consent Calendar:**

**3A. Approve the Minutes of the January 15, 2025, Finance Standing Committee Meeting.**

**3B. Approve the Minutes of the January 15, 2025, Public Relations Standing Committee Meeting.**

**3C. Approve the Minutes of the January 16, 2025, Regular Board Meeting.**

**3D. Approve the Minutes of the February 06, 2025, Special Board Meeting.**

**3D. Financial Reports for the Month Ending December 31, 2024.**

Director Barry made a motion to approve the Consent Calendar. Director Hamlin seconded the motion.

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

**ABSENT: NONE.**

**CARRIED**

**BUSINESS:**

**4. Update from Dough Lindgren regarding Power Generation Plant:** Doug Lindgren was unable to attend the meeting. Table this item until next month.

**5. Authorize Executive Assistant / Recreation Manager to Sign Amendment No. 2 to Engineering Services Agreement Project No. 0306.38, for Engineering Services for the Collection System Improvement Project – Phase 2:** Executive Assistant / Recreation Manager Stephanie informed the Board that this grant project is now complete, this amendment is to reflect the actual costs incurred for Engineering Services on the project.

Director Ryness Authorized Executive Assistant / Recreation Manager to Sign Amendment No. 2 to Engineering Services Agreement Project No. 0306.68, for Engineering Services for the Collection System Improvement Project – Phase 2. Director Barry seconded the motion.

**AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.**  
**ABSENT: NONE.**

**CARRIED**

6. **Authorize Executive Assistant / Recreation Manager to Sign Amendment No. 2 to Engineering Services Agreement Project No. 0306.39, for Engineering Services for the Wastewater Treatment Plant Improvement Project:** Executive Assistant / Recreation Manager Stephanie informed the Board that this grant project is now complete, this amendment is to reflect the actual costs incurred for Engineering Services on the project. Director Hamlin Authorized Executive Assistant / Recreation Manager to Sign Amendment No. 2 to Engineering Services Agreement Project No. 0306.69, for Engineering Services for the Wastewater Treatment Plant Improvement Project. Director Barry seconded the motion.

**AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.**  
**ABSENT: NONE.**

**CARRIED**

7. **Review 2024 Electrical Cost per 100 Cubic Feet Pumped:** Executive Assistant / Recreation Manager Stephanie McQuade summarized the 2024 Electrical Cost per 100 Cubic Feet Pumped with the Board and answered questions. Director Barry requested that Stephanie provide the board with a comparison of the Electrical Costs at the Wastewater Treatment Plant from 2015 with 2024 before the Prop 218 Rate Hearing to review.
8. **Review 2024 Groundwater Levels:** Executive Assistant / Recreation Manager Stephanie McQuade summarized this with the Board and answered questions.
9. **Consider CSDA Board of Director Call for Nomination – Seat B:** Director Ryness is currently a Board of Director on the CSDA Board, no other Board members were interested in becoming a Board of Director for CSDA.
10. **Authorize Board Member Travel and Lodging in Redding – 2025 Special District Leadership Academy October 5 – October 8, 2025:** Director Armstrong made a motion to Table this item until July or August 2025 so all Board members can see if they will be available to attend. Director Ryness seconded the motion.

**AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.**  
**ABSENT: NONE.**

**TABLED**

11. **Review Reserves Account Balances for the month ending January 31, 2025:** Executive Assistant / Recreation Manager Stephanie McQuade summarized the Reserves Account Balances for the Month Ending January 31, 2025, with the Board and answered questions.
12. **Determine Board Organization for 2025 Calendar Year:**
- 12A. **Election of President (Board Policy 5010.5):** Director Ryness made a motion to elect Director Barry. Director Hamlin seconded the motion.
- 12B. **Election of Vice President (Board Policy 5010.5):** Director Ryness made a motion to elect Director Armstrong. Director Hamlin seconded the motion.

- 12C. Consider Revising Board Policy Standing Committees:** The Board decided not to make any revisions to the Board Policy Standing Committees.
- 12D. Appointment of Standing Committees (Board Policy):**
- i. Planning, Standards and Ordinances Committee:** Directors Hamlin and Rogers were appointed to the Planning, Standards and Ordinances Committee.
  - ii. Personnel and Policies Committee:** Directors Ryness and Armstrong were appointed to the Personnel and Policies Committee.
  - iii. Finance Committee:** Directors Hamlin and Barry were appointed to the Finance Committee.
  - iv. Public Relations Committee:** Directors Barry and Rogers were appointed to the Public Relations Committee.
  - v. Swimming Pool and Parks Oversight Committee:** Directors Ryness and Armstrong were appointed to the Swimming Pool and Parks Oversight Committee.

Director Hamlin made a motion to Approve the Board Organization for 2025 Calendar Year. Director Armstrong seconded the motion.

**AYES: HAMLIN, ROGERS, BARRY, RYNESS, ARMSTRONG.**  
**ABSENT: NONE.**

**CARRIED**

**REPORTS:**

- 13. Presidents Report:** None.
- 14. Director Reports / Committee Reports:** None.
- 15. Executive Assistant / Recreation Manager:** Stephanie McQuade reported on the following items:
- There was a 6” Main Break on January 16, 2025, field staff made repairs.
  - On February 3, 2025, our Main Lift Station pumps were unable to keep up with the increased sewage flows caused by severe rainfall. Field staff discovered that the pumps #1 and #2 could not keep up with the flow, resulting in an overflow in our wet well. To manage the situation, staff utilized the vac trailer and called in Big Valley Sanitation to help pump down the wet well until the flows decreased. Additionally, Bullert Electric was called in to repair Pump #3.
  - On February 5, 2025, field staff inspected the Main Lift Station around 9:11 a.m. and found that all pumps, controls, SCADA, and the backup generator were offline. A power surge at approximately 5:00 a.m. had caused all pumps and the backup generator to stop functioning. Bullert Electric and PACE Engineering were contacted to make repairs and restore the SCADA system.
  - On February 6, 2025 Pit River Roads Department hit our fire hydrant with a grader and we had to temporarily shut water off on the high pressure side to take the hydrant offline until we can install a new one.
  - Romi Balbini declined the District Manager Job Offer
  - Completed the Annual Financial Transaction Report.
  - Completed the Annual CERS Report
  - Need to make corrections to 3.06 Standby Duty in the MOU.

- Working with PACE Engineering on Documents for the following Projects – ARPA Meter Replacement Project, Water System Improvement Project and Civic Park Improvement Project.
- The new MOU allows employees who are eligible dependents under another health insurance plan to waive health coverage and receive a total of Seven Hundred dollars (\$700.00) per month pro-rated over twenty-six (26) pay periods. Four employees dropped coverage which will save the District \$40,368 Annually.
- Special Meeting for Appeal Hearing for Tim Kersten Contesting Billing Charges is scheduled for Wednesday, February 26, 2025, at 4:00 p.m. at the Burney Water District Board Room.

16. **District Manager’s Report:** None.

17. **Adjourn to Closed Session:** Executive Assistant / Recreation Manager informed the Board that there is no new information to report.

17.A **Closed Session Per Section 54956.9(d)(1) – Update from Legal Counsel – Existing Litigation.**

**Name of Case: Kira Bamford et al v. Burney Water District  
Superior Court of the State of California, County of Shasta  
Case No. 204809**

18. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:**

19. **Review Future Agenda Items and Summarize Board Direction:** Schedule Special Meeting on February 26, 2025 at 4:00 p.m. for Appeal Hearing for Mr. Tim Kersten Contesting Billing Charges, 2024 Public Water Systems Statistics, FY 23/24 Financial Audit, Update from Doug Lindgren regarding Power Generation Plant. Next Regular Meeting is Scheduled for Thursday, February 20, 2025, at 6:30 p.m.

20. **Adjournment:** Director Barry moved for adjournment. Director Armstrong seconded the motion. The meeting was adjourned at 8:15 p.m.

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

**ABSENT: NONE.**

**CARRIED**

---

CHAIRPERSON

---

BOARD SECRETARY