

Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
March 8th, 2022

ITEM

1. CALL TO ORDER AND ROLL CALL

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

ABSENT: None.

CALL TO ORDER: Director Ryness called the Meeting to order at 10:14 a.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

- 3. **Discuss Partnering with a Government Agency for Workforce Program Opportunities:**** District Manager David Zevely informed the Committee that he has been considering partnering up with a Workforce Program to provide internships for young adults and/or High School students in our Community. Students would learn about Water and Waste Water Systems and apply work hours towards State required operator-in-training hours. The benefit to offering this program is that it would be no cost to the District because workforce programs oftentimes pay for training, it would benefit youth in the Community, and the District could develop a system partnering with the CSDA to see if they have any resources available for this program. Director Rogers recommended that David gather more information and bring it back to the Board as a future discussion and/or decision item.
- 4. **Discuss Uniform Work Schedules for District Staff to Advance Customer Service and Responsiveness During Regular Business Hours:**** District Manager David Zevely informed the Committee members that the Field Staff currently have different work hours; the District Manager explained there are no specific, unique tasks staff performed before regular business work hours that require alternate work schedules. However, there are real benefits for all field staff to respond to customer service requests, emergencies, and support field operations during business hours. In addition, this should do away with paid overtime when the District is open for business.
- 5. **Discuss Weekend Schedule at the Waste Water Treatment Plant:**** District Manager David Zevely would like to reduce weekend work hours. He recognizes sampling and testing conducted on the weekends isn't needed. He has directed the Field Staff to discontinue sampling on weekends because it is not necessary and is going to work with field staff to develop an operations checklist. Eventually, weekend work may not be needed for Treatment Plant operations.
- 6. **Review Future Agenda Items and Summarize Board Direction:**** Information Regarding the Workforce Program. Next Personnel and Policies Standing Committee Meeting is scheduled for April 12th, 2022 at 10:00 a.m.
- 7. **Adjournment:**** Director Ryness called for adjournment at 11:15 a.m.

CHAIRPERSON

BOARD SECRETARY