

MINUTES – BURNEY WATER DISTRICT
Board of Director’s Regular Meeting
October 16, 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. Director Britta Rogers attended via telephone.

ABSENT: Director Fred Ryness.

STAFF: District Manager David Zevely, 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 September 17, 2025, Finance Standing Committee Meeting.

3B. Approve the Minutes of the September 17, 2025, Public Relations Standing Committee Meeting.

3C. Approve the Minutes of the September 18, 2025, Regular Board Meeting.

3D. Financial Reports for the Month Ending July 31, 2025.

Director Armstrong made a motion to the Consent Calendar. Director Hamlin seconded the motion.

AYES: HAMLIN, BARRY, ARMSTRONG.

ABSTAIN: ROGERS.

ABSENT: RYNESS.

CARRIED

BUSINESS:

4. Presentation Regarding CalPERS California Employers’ Pension Prefunding Trust: Katie Nguyen with CalPERS presented CalPERS California Employers’ Pension Prefunding Trust along with Darren Lathrop. She informed the Board that they are trying to help Districts find alternative ways to fund the Unfunded Accrued Liability (UAL). They answered questions from the Board and David Zevely.

5. Review and Approve Proposal for Upgrading the District Server with Advanced Concepts for Burney Water District: District Manager David Zevely informed the Board

that the District server needs to be upgraded, it will be mostly a hardware upgrade. Director Hamlin made a motion to Approve Upgrading the Server with Advanced Concepts for Burney Water District. Director Armstrong seconded the motion.

AYES: HAMLIN, BARRY, ARMSTRONG.

ABSTAIN: ROGERS.

ABSENT: RYNESS.

CARRIED

6. **Review and Approve IT Services Contract with Advanced Concepts for Burney Water District:** District Manager David Zevely informed the Board that the Finance Committee reviewed the contract and looked over the financials to determine if this is affordable for the District. He informed the Board that at the meeting Dave Barry brought up that we need to evaluate if we want to use Advanced Concepts or another similar IT service. A discussion occurred about what services are used by other similar-sized Special Districts. Recommendation from the Board is to have David Zevely investigate other options for the District and bring the information back to the Board. Director Armstrong made a motion to table a decision on approving an IT Services Contract with Advanced Concepts until other IT Services proposals are compared. Director Hamlin seconded the motion.

AYES: HAMLIN, BARRY, ARMSTRONG.

ABSTAIN: ROGERS.

ABSENT: RYNESS.

TABLED

7. **Review and Approve Agreement Between Liebert Cassidy Whitmore and LJH Consulting Services to Provide Investigative Services for a Personnel Related Matter:** District Manager David Zevely informed the Board it was important for the District to hire a private investigator to unbiasedly investigate an event related to the District. The Board was asked to review and consider approval for District Manager Zevely to sign the agreement and specifically the agreement's indemnification clause. The indemnification clause frees up the investigator to investigate in an objective manner by protecting them from the legal costs if they were personally sued as a result of their investigation findings. Director Hamlin made a motion to Approve Agreement Between Liebert Cassidy Whitmore and LJH Consulting Services to Provide Investigative Services for a Personnel Related Matter. Director Armstrong seconded the motion.

AYES: HAMLIN, BARRY, ARMSTRONG.

ABSTAIN: ROGERS.

ABSENT: RYNESS.

CARRIED

8. **Review Reserves Account Balances for the month ending September 30, 2025:** District Manager David Zevely summarized the Reserves Account Balance for the month ending September 30, 2025, with the Board and answered questions.
9. **Review and Approve District Newsletter for Third Quarter 2025:** Executive Assistant / Recreational Manager Stephanie McQuade summarized the newsletter and informed the Board of changes that were made after yesterday's public relations meeting. Director Armstrong made a motion to Approve District Newsletter for Third Quarter 2025 with revisions. Director Hamlin seconded the motion.

AYES: HAMLIN, BARRY, ARMSTRONG.

ABSTAIN: ROGERS.
ABSENT: RYNESS.

CARRIED

- 10. Review and Approve Bear Mountain Construction Contract to provide Burney Water District with Planned and Emergency Services:** District Manager David Zevely informed the Board that he made a contract and sent it to District's counsel for review, and they sent it back with their recommended changes. The Contract was sent to Bear Mountain Construction for their review. The Contract will be agendized on a future Board meeting. Director Armstrong made a motion to table this item until next month. Director Hamlin seconded the motion.

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

TABLED

REPORTS:

- 11. Presidents Report:** None.
- 12. Director Reports / Committee Reports:** None.
- 13. Executive Assistant / Recreation Manager:** Stephanie McQuade reported on the following items:
- Completed the SDRMA Annual Reconciliation Report this week.
 - Troy at PACE recommended moving the CPIP Construction to Spring of 2026. Will be purchasing the Splashpad Equipment, which is anywhere from 6-16 weeks out, we will make sure the contractor is onsite when equipment is delivered to inspect it.
 - Will be winterizing the pool in October 2025. Next week.
 - Having three certifications expiring within the next two months, will be attending training within the next few months.
- 14. District Manager's Report:** David Zevely reported on the following items:
- Worked two office computers so the computers have access to the shared drive. That effort was successful but have had issues accessing other programs.
 - Submitted monthly water monitoring report.
 - Assisted staff members with Main Lift Station and Bartel Lift Station issues due to floats.
 - Been in regular conversations regarding Bartel Lift Station Generator repair. Got a response regarding warranty on the generator and they are reviewing documents we provided to see if repairs will be under warranty. Dave is pushing to get this under warranty and even spoke with fuel distributor, and he is getting the fuel specifications for the fuel he delivered to send to the warranty team.
- 15. Adjourn to Closed Session:** President Barry adjourned the meeting to Closed Session at 7:51 p.m.
- 15.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

- 15.B Closed Session Per Section 54957(d)(1) – Public Employee Discipline/Dismissal/Release.**
- 16. Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** The meeting was Reconvened at 8:12 p.m. No reportable actions were taken.
- 17. Review Future Agenda Items and Summarize Board Direction:** Bear Mountain Construction Contract, IT Services Contract Options to Compare, CalPERS Prefunding Options, Contract Meter Reading Services, Credit Card decision, Decision on putting funds aside for new office furniture, District Newsletter, Committee Meetings – Update Policies. Next Regular Meeting is Scheduled for Thursday, November 20, 2025, at 6:30 p.m.
- 18. Adjournment:** Director Armstrong moved for adjournment. Director Hamlin seconded the motion. The meeting was adjourned at 8:15 p.m.

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

CARRIED

CHAIRPERSON

BOARD SECRETARY