

**Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
May 9, 2023**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Director Fred Ryness, Rodney Armstrong and District Manager David Zevely.

ABSENT: None.

CALL TO ORDER: Director Ryness called the Meeting to order at 1:32 p.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

3. **Review Draft Job Description for Executive Assistant / Recreation Manager Position:**

District Manager David Zevely summarized the Draft Executive Assistant / Recreational Managers Position Job Description. After committee review, additional tasks need to be added to the job description. Also, a salary survey was discussed as part of the job development. David will provide a salary table and revised job description at the next committee meeting.

4. **Discuss Updates on Employer / Employee Relations Resolution:** District Manager Dave Zevely informed the Committee legal counsel is developing the resolution.

5. **Review Future Agenda Items and Summarize Board Direction:** Review revised Draft Job Description and example Salary table. Next Personnel and Policies Standing Committee Meeting is rescheduled for June 13, 2023, at 3:00 p.m.

6. **Adjournment:** Director Ryness called for adjournment at 1:50 p.m.

CHAIRPERSON

BOARD SECRETARY