

MINUTES – BURNEY WATER DISTRICT
Board of Director’s Finance Standing Committee Meeting
October 15, 2025

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Director David Barry.

ABSENT: Director Jim Hamlin.

STAFF: District Manager David Zevely and Executive Assistant / Recreation Manager Stephanie McQuade.

CALL TO ORDER: Director David Barry called the meeting to order at 3:31 p.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

- 3. **Review Financial Reports for the month ending July 31, 2025:**** District Manager David Zevely summarized the Financial Reports for the month ending July 31, 2025, with the committee and answered questions.
- 4. **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 committee and answered questions.
- 5. **Review Policy for Timely Financial Statements:**** Executive Assistant / Recreation Manager Stephanie McQuade summarized the Policy for Timely Financial Statements with the committee and answered questions.
- 6. **Review and Approve IT Services Contract with Advanced Concepts for Burney Water District:**** District Manager David Zevely informed the committee that he does not believe the District has the financial means to afford the contract at this time. Director David Barry directed District Manager Zevely to investigate competitors and bring information back to the Board. Look into what other Districts are utilizing. Get more proposals and call other Districts to see what they have for IT Security.
- 7. **Discuss Contracting out Meter Reading Services:**** District Manager David Zevely informed the committee office staff discussed the amount of rereads and how long it takes staff to read meters. Office staff discussed the possibility of contracting meter reading to free up staff for other duties and reduce staff time related to meter reading and rereads. The District Manager will contact meter reading contractors for a cost-benefit analysis of hiring out meter reading versus in-house meter reading. If possible, contracting out meter reading could allow staffing to remain at current levels, instead of hiring an additional field employee. If that is possible, funds could be budgeted to replace existing meters with radio read meters.
- 8. **Review Future Agenda Items and Summarize Board Direction:**** Contract out meter reading, more proposals for IT Services, Segregation of Duties, Purchasing Policy, Policy for Timely Financial Statements, Update on QuickBooks, and Discuss Interim Funding for Water

System Improvement Project. Next Finance Standing Committee Meeting is scheduled for November 19, 2025, at 3:00 p.m.

9. **Adjournment:** Director Barry called for Adjournment at 4:24 p.m.

CHAIRPERSON

BOARD SECRETARY