

**Burney Water District
Board of Director's Regular Meeting
February 04, 2016**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Jim Hamlin, Roger Borkey, Fred Ryness, Tanya Taylor, District Manager Willie Rodriguez.

ABSENT: None.

CALL TO ORDER: President Fred Ryness called the Regular Meeting to order at 6:33 p.m.

2. PUBLIC SPEAKERS:

District Manager William M. Rodriguez read a letter of resignation that he received from one of our Utility Workers, Donald Sibert.

3. CONSENT CALENDAR:

3A. Approval of Minutes of the Finance Standing Committee Meeting of January 20th, 2016.

3B. Approval of Minutes of the Special Meeting of January 07th, 2016.

3C. Approval of Minutes of the Regular Meeting of December 17th, 2015.

3D. Approval of Minutes of the Finance Standing Committee Meeting of December 16th, 2015.

3E. Financial Report of the Month Ending December 31, 2015.

Director Borkey moved for approval of the Consent Calendar. Director Taylor seconded the motion.

AYES: HAMLIN, BORKEY, RYNESS, TAYLOR.

ABSENT: NONE.

CARRIED

BUSINESS:

- 4. Consider Letter of Interest from Britta Rogers for Appointment to Vacant Board Seat, Term to Expire December 2018:** Director Hamlin moved to accept letter of Interest from Britta Rogers for Appointment to Vacant Board Seat, Term to Expire December 2018. Director Taylor seconded the motion.

AYES: HAMLIN, BORKEY, RYNESS, TAYLOR.

ABSENT: NONE.

CARRIED

- 5. Administer Oath of Office to Selected Candidate:** District Manager Willie Rodriguez Administered the Oath of Office to Britta Rogers.

6. **DETERMINE BOARD ORGANIZATION FOR 2016 CALENDAR YEAR**
- 6A. **Election of President (Board Policy 5010.5):** Director Ryness moved to nominate Director Hamlin for President. Director Borkey seconded the motion.
 - 6B. **Election of Vice President (Board Policy 5010.5):** Director Ryness moved to nominate Director Taylor for Vice President. Director Borkey seconded the motion.
 - 6C. **Consider Revising Board Policy Standing Committees:** Director Borkey moved to keep the committees they currently have. Director Ryness seconded the motion.
 - 6D. **Appointment of Standing Committee (Board Policy)**
 - i. **Planning Committee:** Director Borkey and Taylor were appointed to the Planning Committee.
 - ii. **Personnel Committee:** Director Ryness and Rogers were appointed to the Personnel Committee. If it is a conflict of interest for Director Rogers to serve on this committee then Director Hamlin will take her place.
 - iii. **Finance Committee:** Director Borkey and Hamlin were appointed to the Finance Committee.
 - iv. **Public Relations Committee:** Director Taylor and Rogers were appointed to the Public Relations Committee.
 - v. **Swimming Pool Oversight Committee:** Director Ryness and Hamlin were appointed to the Swimming Pool Oversight Committee.

7. **Review and Approve Resolution 2016-02, Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Facility to Serve an area Lawfully within its Jurisdiction to Serve:** We have been pursuing USDA Rural Development Funding for the Booster Station Upgrade Project and we now have an opportunity to go after money from the State Water Resources Control Board revolving funds for water. If we can get an income survey done for the District that shows that we are below 60% of the medium household income for the State of California then we can get up to 100% of that loan forgiven. Depending on the outcome we could have an opportunity to take up to 8 million dollars and split it among various projects over a period of time. So instead of tying the District up right now in a USDA program with a fixed interest rate, District Manager recommends that we table this item and try to extend our contract out another year for USDA and go for this money from the State Water Resources Control Board. Director Borkey moved to table Resolution 2016-02, Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Facility to Serve an area Lawfully within its Jurisdiction to Serve. Director Hamlin seconded the motion.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.

ABSENT: NONE.

CARRIED

8. **Review and Approve Resolution 2016-03 Check Signature Designation:** Director Borkey moved to Approve Resolution 2016-03 Check Signature Designation. Director Taylor seconded the motion.

ROLL CALL: HAMLIN-AYE, ROGERS-AYE, BORKEY-AYE, RYNESS-AYE, TAYLOR-AYE.

ABSENT: NONE.

CARRIED

9. **Sign County Signature Sheets:** Directors signed the County Signature Sheets.

10. **Consider Audit Change Order Request Letter Dated January 6, 2016 from Singleton Auman PC for Revisions to the Fees from the Engagement Letter Signed by the Burney Water District Board of Directors on May 21, 2015. (Staff Recommendation: Agree to and Sign Audit Change Order Request):** District Manager Willie Rodriguez summarized the letter received from Singleton Auman PC. It explained that due to the implementation of GASB 68, which is an Accounting and Financial Reporting for Pensions, they had to do more work than originally thought when they did up our contract. Because of the additional time they had to spend on preparing our Audit, they requested an additional amount to be added to the original contract. Director Hamlin moved to approve the Audit Change Order Request Letter Dated January 6, 2016 from Singleton Auman PC for Revisions to the Fees from the Engagement Letter Signed by the Burney Water District Board of Directors on May 21, 2015. Director Borkey seconded the motion.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR
ABSENT: NONE.

CARRIED

11. **Review Statement of Economics Interests (Form 700) E-Filing Information:** District Manager William Rodriguez summarized the reminder that the Annual Statement of Economic Interest (Form 700) is due by April 1st, 2016. He explained what it is and how often it has to be done and offered to help the Board members complete it.

REPORTS:

12. **Presidents Report:** Director Ryness reported that he had completed his Harassment Prevention Training on January 12th. Attended a Board meeting for the CSDA in Sacramento on the 22nd of January and he has really enjoyed being on that Board.
13. **Director Reports / Committee Reports:** Tanya Taylor reported that she completed the AB 1234 Ethics Training.
14. **Pool Manager's Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that she has recently completed some Red Cross updates for First Aid/CPR/AED and has one more update to complete for her Water Safety Instructor Certificate. She will be attending a webinar for grant information for Sierra Health Foundation and attending a workshop for Shasta Regional Community Foundation. There are three grants that are coming up through the Shasta Regional Community Foundation and one through the Sierra Health Foundation that are all due in March. She will be posting the job announcement in the High School Bulletin, on our website, and in the newspaper for lifeguard positions.
15. **District Manager's Report:** Willie reported on the following items:
- With the resignation of Don Sibert we have advertised the position in the local newspapers, on our website, and the CSDA, CRWA, and CWEA websites. The job description allows us to bring in people without certifications but they are required to get their class B license within 12 months, California Water Distribution Operator D1 Certificate within 18 months, California Wastewater Treatment Plant Operator Grade 1 Certificate or the ability to pass the Grade 1 exam within 24 months and obtain a Grade 1 certificate within 36 months. On the water side you do not need job experience to get your certification but on the wastewater side you do so even after you pass the test you have to work 2,040 hours before receiving your certificate. He will be getting together with the Field Superintendent, Mike Skelly, on February 12th to review the applications that will be in by then. The position will

open until filled. With the discussions he has had with the employees, they would like to see the District bring in two people, someone local that knows the streets and would like to find someone Wastewater Certified who will be able rotate working at the WWTF. District Manager will be helping work at the WWTF to help relieve Mike on weekends he is not on call and on the weekdays when he is busy with other operations. Director Hamlin would like Willie to look into how much overtime has been paid this year for the WWTF.

- Been working with PACE Engineering to continue on moving forward with the half a million dollars of grant money from the State on the sewer side. He needs to meet with the Engineers to go through the master plan and prioritize the projects that need to get done. Should have some of that work done sometime this summer.
- Our customers have been receiving documents in the mail about insuring your water lines. It is a real thing but it is not cost effective. You would pay a monthly fee to this company and if the customer gets a busted pipe on their side of the meter it claims that it will fix it at no cost.

16. **Adjourn to Closed Session pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators:** Board went into closed session at 7:50 p.m.

Agency Negotiators: Willie Rodriguez, Tanya Taylor, Jim Hamlin, Fred Ryness

Employee Organization: Burney Classified Employees Association (BCEA) & Laborers Local 185

17. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** Meeting was Reconvened at 8:58 p.m., there were no reportable actions taken.

18. **Review Future Agenda Items and Summarize Board Direction:** Check to see if it would be a conflict of interest for Britta Rogers to be on the Personnel Committee because she is a union member, other than the one we are negotiating with, and look at overtime cost for the past year to weigh that against the cost of additional personnel.

19. **Adjournment:** Director Hamlin moved for adjournment. Director Borkey seconded the motion. The meeting was adjourned at 9:04 p.m.

AYES: HAMLIN, ROGERS, BORKEY, RYNESS, TAYLOR.

ABSENT: NONE.

CARRIED


CHAIRPERSON


BOARD SECRETARY