

**Burney Water District  
Board of Director's Regular Meeting  
October 27<sup>th</sup>, 2016**

**ITEM**

**1. CALL TO ORDER AND ROLL CALL**

**PRESENT:** Directors Jim Hamlin, Britta Rogers, Fred Ryness, Tanya Taylor, District Manager Willie Rodriguez.

**ABSENT:** Director Roger Borkey.

**CALL TO ORDER:** President Jim Hamlin called the Regular Meeting to order at 6:48 p.m.

**2. PUBLIC SPEAKERS:**

Meryl Guiles has a problem with the District Manager living outside the District. It concerns her because he is making decisions for the district that don't affect him. He informed her that he does not make the decisions, he comes up with recommendations for the district and the board is the one that makes the decisions. All board members have to live within the district to service on the board and the board does not see any problem with our manager living outside of the district as long as he is at least 30 minutes away and does his job effectively. Her main concern was that she owns several properties in Burney, but because she is not a resident of our service area she has no say in the decisions that the board makes and cannot vote. The Board is going to look into this and if true, would like to make it so that business owners have a say as well.

**3. CONSENT CALENDAR:**

**3A. Approval of Minutes of the Finance Standing Committee Meeting of October 19<sup>th</sup>, 2016.**

**3B. Approval of Minutes of the Regular Meeting of September 15<sup>th</sup>, 2016.  
(Original to be signed at meeting)**

**3C. Financial Reports for the Month Ending August 31<sup>st</sup>, 2016.**

**3D. Financial Reports for the Month Ending September 30<sup>th</sup>, 2016.**

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

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

**ABSENT: BORKEY.**

**CARRIED**

**BUSINESS:**

**4. Discuss Customer Concerns (Meryl Guiles):** Spoke under public speakers.

District Manager Willie Rodriguez recommended that we move to item 12.

12. **ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS:** Board went into closed session at 7:00.  
**AGENCY NEGOTIATORS: WILLIE RODRIGUEZ, TANYA TAYLOR, JIM HAMLIN, FRED RYNESS**  
**EMPLOYEE ORGANIZATION: BURNEY CLASSIFIED EMPLOYEES ASSOCIATION (BCEA) & LABORERS LOCAL 185**
13. **RECONVENE OPEN SESSION AND ANNOUNCE ANY REPORTABLE ACTIONS TAKEN IN CLOSED SESSION:** Meeting was Reconvened at 7:10 p.m. Director Ryness moved to ratify and sign the MOU. Director Taylor seconded the motion.

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

**CARRIED**

5. **Discuss Status of Current District Policies:** District Manager Willie Rodriguez met with a safety consultant from SDRMA, our insurance provider, named Jim Emerson. We walked through all of our facilities looking at hazards, confined spaces and other things; last time we did this was in 2010. When we met in 2010, we put together an Injuries Prevention Policy; we never moved forward and put that document into place because of some mistrust issues going on at the District at the time. We now need to bring that Policy in so it can be revised so that everyone understands and agrees to it, it is also required by CAL OSHA. This review made him think of policies we currently have that are outdated and that we need to make revisions. Then we need to make a schedule to review all policies every few years to make revisions. There are also several other policies we will need to create for the district. Director Hamlin recommended looking into having board retreat, regarding policies.
6. **Discuss RCAC Income Survey:** Everyone should have already received the introductory letter and should be receiving the first survey letter and form for income surveys in the mail that RCAC is doing for us; we will also be hand delivering the surveys to the multi-unit complexes. They will then follow up with the second survey letter and form, and if they do not receive enough surveys back, they will be doing door to door surveys. We would like to get some information into the paper to inform our customers of the benefits the District could receive if they do participate in the survey, at least 1/3 of the town will need to participate in the survey so we can get results. It will be useful because if we don't reach our goal of 60% to become a severely disadvantage community, we will still continue to be a disadvantaged community at 63%. If we reach our goal of 60% of the median household income, this will qualify us for 81-100% loan forgiveness. If we don't, then we will continue to be at 63% of the median household income which qualifies us for 60-80% loan forgiveness. Depending on the results we may not have to raise the rates as high and fast as the rate study recommends. District Manager Willie Rodriguez summarized the survey sent out by RCAC to our customers with the board and believes they should be finished with it around December.
7. **Tour of Wastewater Facility:** District Manager Willie Rodriguez described how the Main Lift and Treatment Facility operate. Board adjourned the Meeting to do the Tour of the Treatment Plant Building at 8:11 p.m. Meeting was Reconvened at 8:49 p.m.

**REPORTS:**

8. **Presidents Report:** None.
9. **Director Reports / Committee Reports:** Director Ryness has two CSDA meetings next week, a Professional Development Committee Meeting and a Regular Meeting in Sacramento.

He also went to the School District to talk to the Superintendent about presenting about Special Districts through the government classes. His number was given to the teachers so they will be contacting him to schedule a day to give a presentation.

10. **Pool Manager's Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that Field Superintendent Mike Skelly took her over to the pool facility to teach her how to winterize all of the equipment. It was the first time she had ever been a part of the final winterization process and was very grateful and learned a lot of useful information.
11. **District Manager's Report:** Willie reported on the following items:
- Read an article in a Public Works magazine regarding a collaborative effort where professional managers in public works would meet once a month for several years to help new managers or people who are interested in becoming managers. In these meetings they would teach about good government and leadership, covering a variety of things to help people become better managers. Sent an email to Megan Hemming from CSDA about putting something like this together because he would like to be a part of it. She informed him that she has proposed this idea in the past and will be proposing it sometime in the near future.
  - The Conservation Camp Crew is doing some weed abatement around the ponds.
  - Moved the sludge over to drying beds for winter. We tried covering the dried sludge before the storm; the wind blew the tarps off and got the sludge wet so we couldn't haul it. We will be storing it over winter again and putting in back out into the drying beds next summer. Met with the Regional Board and they do not want us to put sludge on the ground as permanent part of our sludge handling process, the prefer keeping it lined. That is a change from what the previous regulator had approved. Depending on how much financing we receive from the State will depend on what we decide with the lagoon, we are having Pace work on plans for the sludge lagoon.
  - Looking into the possibility of bringing in a container to the Waste Water Treatment Facility for some of equipment, and also looking into some type of covering that we will be able to park vehicles under to protect them.
  - Carolyn and Amanda will be attending a conference for BillMaster 7, our billing program, in Nashville on November 15<sup>th</sup> through the 19<sup>th</sup>.
  - Willie Lyons took his exam for his Grade I in Wastewater on October 15<sup>th</sup>. It takes around five to six weeks before we will get the results but he felt more confident and prepared for this test than the last one he took. If he passed the test then he will just have to finish his hours before he can get his certificate.
14. **Review Future Agenda Items and Summarize Board Direction:** Address Meryl's Concern, CSDA Discussion with Other Districts Around Forming a CSD.
15. **Adjournment:** Director Taylor moved for adjournment. Director Ryness seconded the motion. The meeting was adjourned at 9:28 p.m.

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

**ABSENT: BORKEY.**

**CARRIED**

  
CHAIRPERSON

  
BOARD SECRETARY