

**MINUTES – BURNEY WATER DISTRICT**  
**Board of Director’s Regular Meeting**  
**January 22, 2026 – 6:30 p.m.**

**ITEM**

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

**PRESENT:** Directors Britta Rogers, David Barry, Fred Ryness and Rodney Armstrong. Director Jim Hamlin attended via telephone.

**ABSENT:** None.

**STAFF:** District Manager David Zevely and 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 December 18, 2025, Regular Board Meeting.**

**3B. Financial Reports for the Month Ending October 31, 2025.**

Director Armstrong made a motion to approve item 3A. Director Ryness seconded the motion.

**AYES: ROGERS, BARRY, RYNESS, ARMSTRONG.**

**ABSTAIN: HAMLIN.**

**ABSENT: NONE.**

**CARRIED**

Director Rogers made a motion to approve item 3B. Director Armstrong seconded the motion.

**AYES: ROGERS, BARRY, RYNESS, ARMSTRONG.**

**ABSTAIN: HAMLIN.**

**ABSENT: NONE.**

**CARRIED**

**BUSINESS:**

- 4. Authorize District Manager to Sign Amendment No. 1 to Engineering Services Agreement Project No. 0306.47, for Engineering Services for the Civic Park Improvement Project:** Executive Assistant / Recreation Manager Stephanie McQuade informed the Board the Bid came in over budget and to reduce costs for the Civic Park Improvement Project it was agreed on to reduce engineering services from PACE Engineering by 50% Director Ryness made a motion to Authorize District Manager to Sign Amendment No. 1 to Engineering Services Agreement Project No. 0306.47, for Engineering Services for the Civic Park Improvement Project. Director Armstrong seconded the motion.

**AYES: ROGERS, BARRY, HAMLIN, ARMSTRONG.**  
**ABSTAIN: HAMLIN.**  
**ABSENT: NONE.**

**CARRIED**

5. **Review and Approve the Recommendation of Award Letter from Troy Jones with PACE Engineering for Civic Park Improvement Project: Executive Assistant / Recreation Manager** Stephanie McQuade summarized the Recommendation of Award Letter from Troy Jones with PACE Engineering for the Civic Park Improvement Project with the Board and answered questions. Director Rogers made a motion to Approve the Recommendation of Award Letter from Troy Jones with PACE Engineering for Civic Park Improvement Project. Director Ryness seconded the motion.

**AYES: ROGERS, BARRY, HAMLIN, ARMSTRONG.**  
**ABSTAIN: HAMLIN.**  
**ABSENT: NONE.**

**CARRIED**

6. **Authorization District Manager David Zevely to Sign the Notice of Award for the Civic Park Improvement Project:** Director Ryness made a motion to Authorize District Manager David Zevely to Sign the Notice of Award for the Civic Park Improvement Project. Director rogers seconded the motion.

**AYES: ROGERS, BARRY, HAMLIN, ARMSTRONG.**  
**ABSTAIN: HAMLIN.**  
**ABSENT: NONE.**

**CARRIED**

7. **Review 2025 Reimbursement Report:** Executive Assistant / Recreation Manager Stephanie McQuade summarized the 2025 Reimbursement Report with the Board and answered questions.
8. **Review 2025 Public Water System Statistics:** Executive Assistant / Recreation Manager Stephanie McQuade summarized the 2025 Public Water System Statistics with the Board and answered questions.
9. **Review 2025 Electrical Cost per 100 Cubic Feet Pumped:** Executive Assistant / Recreation Manager Stephanie McQuade summarized the 2025 Electrical Cost per 100 Cubic Feet Pumped with the Board and answered questions.
10. **Review 2025 Groundwater Levels:** District Manager David Zevely summarized the 2025 Groundwater Levels with the Board and answered questions.
11. **Review and Approve District Newsletter for Fourth Quarter:** Director Armstrong made a motion to Approve District Newsletter for Fourth Quarter. Director Ryness seconded the motion.
12. **Review Reserves Account Balances for the month ending December 31, 2025:** District Manager David Zevely summarized the Reserves Account Balance for the month ending December 31, 2025, with the Board and answered questions.
13. **Discuss Opening a New District Credit Card with a Local Financial Institution:** District Manager David Zevely informed the Board the District's current Credit Card is not with a

local institution and the challenges that has presented. He would like to compare local banks and the California Special Districts Association credit card offers. The Board directed District Manager Zevely to investigate options and bring them back to the Board for a decision.

14. **Review From 700 Completion Process:** Executive Assistant / Recreation Manager Stephanie McQuade informed the Board they need to complete Form 700 by April 1st, 2026. Ms. McQuade informed the Board she would email the Board of Directors information on how and where to file Form 700.

**REPORTS:**

15. **Presidents Report:** None.
16. **Director Reports / Committee Reports:** Director Ryness reported on his CSDA and LAFCO Meetings.
17. **Executive Assistant / Recreation Manager:** Stephanie McQuade reported on the following items:
- Attended Lifeguarding Instruction and Lifeguarding recertification course in Sacramento on December 20 and passed. All certificates are good for another two years.
  - Changed dates to attended virtual Aquatic Facility Operator Course that is nearing expiration. Will be taking within the next two months and that certificate will be valid for 5 years once successful completion.
18. **District Manager's Report:** David Zevely reported on the following items:
- Finalizing Lead Service Line Inventory (LSLI) Project Manual. Manager Zevely Met with PACE Engineering to discuss recommended changes. The LSLI Project Manual was sent to District's Legal Counsel for review and the Project Manual should be finalized soon. The State approved the LSLI Project scope of work to pothole and identify service line material at a representative percentage of locations and their associated service lines.
  - Had a filamentous bacteria bloom at the Wastewater Treatment Plant in the Oxidation Ditch which is now under control.
  - Kohler denied the warranty for the Bartel Lift Station Generator for a second time. Working with legal counsel to determine the District's next steps. The District purchased an extended warranty on the generator. in order to get the genset repaired, the District had to fill out a credit application and agreement while warranty was being evaluated.
  - New hire, Gavin Darst, began work as Utility Operator on January 2<sup>nd</sup>, 2026.
  - Working with Russel Roberts Backflow Specialist to complete backflow testing and complete repairs.
19. **Adjourn to Closed Session:** President Barry adjourned the meeting to Closed Session at 7:21 p.m.
- 19.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**

20. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** The meeting was Reconvened at 7:24 p.m. No reportable actions were taken.
21. **Review Future Agenda Items and Summarize Board Direction:** Bear Mountain Construction Contract, District Credit Card, Line of Credit for WSIP, Schedule Board Trainings, Crystal Stevens Introduction, Audit presentation Fiscal Year 24/25. Next Regular Meeting is Scheduled for Thursday, February 19, 2026, at 6:30 p.m.
22. **Adjournment:** Director Rogers moved for adjournment. Director Ryness seconded the motion. The meeting was adjourned at 7:33 p.m.

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

**ABSENT: NONE.**

**CARRIED**

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CHAIRPERSON

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BOARD SECRETARY