

**Burney Water District
Board of Director's Regular Meeting
September 22, 2022**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Jim Hamlin, David Barry, Fred Ryness, District Manager David Zevely and Administrative Assistant/Pool Manager Stephanie McQuade.

ABSENT: Directors Britta Rogers and Sarah Clark.

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

2. PUBLIC SPEAKERS:

None.

3. Consent Calendar:

3A. Approve the Minutes of the August 17th, 2022 Finance Standing Committee Meeting.

3B. Approve the Minutes of the August 18th, 2022 Regular Meeting.

3C. Financial Reports for the Month Ending March 31, 2022.

Director Ryness made a motion to Approve the Consent Calendar with Revisions. Director Barry seconded the motion.

AYES: HAMLIN, ROGERS, BARRY, RYNESS, CLARK.

ABSENT: ROGERS, CLARK.

CARRIED

BUSINESS:

Director Sarah Clark arrived at 6:41 p.m.

4. Presentation Fiscal Year 2022 / 2023 Preliminary Budget: District Manager David Zevely presented the Fiscal Year 2022 / 2023 Preliminary Budget for the Water and Sewer Enterprise and answered questions. Pool Manager Stephanie McQuade presented the Fiscal Year 2022 / 2023 Preliminary Budget for the Swimming Pool and answered questions. Will bring Preliminary Budget and Final Budget to next Regular Board Meeting for Approval.

5. Review and Determine if Amendments are Required for the 2022 Biennial Notice for Conflict of Interest Codes: District Manager David Zevely informed the Board that he contacted the County Clerk and was informed that the language where Board Members were referred to as employees in the Conflict of Interest Code is accurate. The Board determined Amendments are Required for the 2022 Biennial Notice of Conflict of Interest Codes. Director Clark made a motion to determine that amendments are required for the 2022 Biennial Notice for Conflict of Interest Codes to change "designated employees" to better represent the Board since they are not technically "employees". Director Ryness seconded the motion.

6. **Review and Approve Resolution 2022-09 Adopting a Conflict of Interest Code:** Director Clark tabled made a motion to table Resolution 2022-09 Adopting a Conflict of Interest Code. Director Ryness seconded the motion.

ROLL CALL: HAMLIN-AYE, BARRY-AYE, RYNESS-AYE, CLARK-AYE.

ABSENT: ROGERS.

TABLED

7. **Review and Approve Direct Deposit, Pay Advance and Re-Payment Plan:** District Manager David Zevely informed the Board that changing to direct deposit we will need to have a week of payroll processing time. The District offered a pay advance to all employees for the transition to direct deposit which will be repaid by June 2023. Director Ryness made a motion to Approve Direct Deposit, Pay Advance and Re-Payment Plan for the transition of the District payroll. Director Barry seconded the motion.

8. **Authorize District Staff to Attend CA-NV AWWA Certified Backflow Assembly Prevention Tester Course for Travel and Lodging in Sacramento – October 10th – October 14th, 2022:** District Manager David Zevely requested the Board approve to send two district staff members to Attend the Training. Director Barry made a motion to Authorize District Staff to Attend CA-NV AWWA Certified Backflow Assembly Prevention Tester Course for Travel and Lodging in Sacramento – October 10th – October 14th, 2022. Director Clark seconded the motion.

AYES: HAMLIN, BARRY, RYNESS, CLARK.

ABSENT: ROGERS.

CARRIED

9. **Review Reserves Account Balances for the month ending August 31, 2022:** District Manager David Zevely summarized the Reserves Account Balances for the month ending August 31, 2022 and answered questions. He informed the Committee that in Fund 9190 BWD – Water/Sewer Equipment Replacement Reserve, \$280,000.00 of that fund is grant funds from CalOES for the purchase of two generators with automatic transfer switches. We put the grant funds into that account in Spring of 2021. The generators have now both been delivered, and we have been billed \$144,499.00 for the Well 9 Generator. On next months statement it will reflect that we have pulled those funds out to pay the invoice. Once we receive the invoice for the Wastewater Treatment Plant generator, we will pull the remaining funds.

10. **Review CoBank Line of Credit Balance for the month ending August 31, 2022:** District Manager David Zevely summarized the Balance of the CoBank Line of Credit for the month ending August 31, 2022. He informed the Board that the District just requested more funds from CoBank to pay two invoices from RTA Construction INC. which will reflect on next month's statement. The District just received the Final Budget Approval for wastewater projects. The District just submitted two disbursement requests totaling \$2.3 million to the SWRCB for the Wastewater Treatment Plant Improvement Project and Collection System Improvement Project – Phase 2. The District expects a 90 day turn around period to receive reimbursement for those disbursement requests.

REPORTS:

11. **Presidents Report: None.**

12. **Director Reports / Committee Reports:** Director Ryness reported that he attended the CSDA Annual Conference in Palm Springs and thanked the Board for Approving him to attend.
13. **Pool Manager’s Report / Friends of the Pool Committee Report:** Pool Manager Stephanie McQuade reported that the pool closed on Friday, September 2nd, 2022. The last three weeks there were only two employees that made it until the last day of the season. Waiting on some billings to come in for the pool season but the approximate number for our programs are 230 for swim lessons, 25 private lessons, 61 Aquatic Passes, 14 pool rentals minus school parties and kid fit, 15 non-resident season passes for open swim, and 8 for mommy and me. Almost finished winterizing the pool, should be complete within the next two weeks. The pool tarps should be getting delivered in the next month. Will be attending a virtual Certified Pool Operator Course in October.
14. **District Manager’s Report:** David Zevely Reported on the following items:
- Please see District Manager Report.
 - A Field Worker got bitten by a dog while reading meters.
 - Contacted our Wastewater Area Engineer regarding a high pH reading in the pond. She recommended getting a pH meter for the ponds and to put together a Sampling Plan. Was approved to test our pH monthly instead of weekly and received approval to change our schedule at the Treatment Plant so instead of going out there 7 days a week it will go down to 6 days a week.
 - The Well 9 Improvement Project is at a 60% level of design and PACE Engineering is working on moving towards having it 90% designed.
 - The Furry Friends Playground Deed Restriction got notarized and will be taking it to County Clerk to get it recorded then send it off to the State.
 - Field staff are all now data submitters on CWIS online to report Sanitary Sewer Overflows (SSO).
 - Photos of some of the construction at the WWTP and discussed.
 - There were two SSO’s in town during the month of August, adjacent to Hwy 299E and the other on Roff Way.
 - For the Collection System Improvement Project – Phase 2, on Gunsmith Way it was determined that PG&E’s gas line conflicts with our sewer main. Any costs associated with the gas line is at the Districts expense. PACE Engineering are determining what the best action for the District is moving forward to make the repairs to the sewer main.
15. **Review Future Agenda Items and Summarize Board Direction:** Special Meeting for Conflict-of-Interest Code, Resolution 2022-09, Preliminary Budget FY 22 / 23, Final Budget FY 22 / 23, Dog Park Update, Quarter 3 Newsletter. Next Regular Meeting October 20th, 2022.
16. **Adjournment:** Director Ryness moved for adjournment. Director Barry seconded the motion. The meeting was adjourned at 8:24 p.m.

AYES: HAMLIN, BARRY, RYNESS, CLARK.
ABSENT: ROGERS.

CARRIED

CHAIRPERSON

BOARD SECRETARY