

**Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
September 19, 2023**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Director Fred Ryness, Director Rodney Armstrong, and District Manager David Zevely.

ABSENT: None.

CALL TO ORDER: Director Fred Ryness called the meeting to order at 2:42 p.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

- 3. **Review Draft Job Description for Executive Assistant / Recreation Manager Position and Update on Salary Survey:** District Manager David Zevely Provided the latest draft of the job description and informed the committee that he was not able access a salary survey conducted by California Small District's Association. Therefore, District Manager Zevely will prepare a Salary Survey through different means.**
- 4. **Discuss Updates on Employer / Employee Relations Resolution:** District Manager Zevely handed out draft Employer / Employee Relations Resolution and discussed its purpose.**
- 5. **Review Future Agenda Items and Summarize Board Direction:** Review draft Executive Assistant / Recreation Manager Position Salary Survey; Discuss draft Employer / Employee Relations Resolution. Next Personnel and Policies Standing Committee Meeting is scheduled for November 14, 2023, at 3:00 p.m.**
- 5. **Adjournment:** Director Ryness called for Adjournment at 3:02 p.m.**

CHAIRPERSON

BOARD SECRETARY