

**Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
April 18, 2023**

ITEM

1. CALL TO ORDER AND ROLL CALL

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

ABSENT: None.

CALL TO ORDER: Director Ryness called the Meeting to order at 3:08 p.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

3. **Discuss Process of Developing a Job Specification for an Executive Assistant / Recreation Manager Position:** District Manager David Zevely provided background as to why this job specification is being developed and Counsel's recommendation on process for developing new position that includes an Employer / Employee Relations Resolution (EERR). He answered questions from the Committee, and they directed him to bring a draft job description for their review and discussion and have Counsel draft the EERR for review at the next committee meeting. He informed the Committee that there is no timeline to fully develop this position.

4. **Review Future Agenda Items and Summarize Board Direction:** Draft Job Description for Executive Assistant / Recreation Manager Position, Employer / Employee Relations Resolution. Next Personnel and Policies Standing Committee Meeting is rescheduled for May 9, 2023, at 3:00 p.m.

5. **Adjournment:** Director Ryness called for adjournment at 3:35 p.m.

CHAIRPERSON

BOARD SECRETARY