**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**July 11 2023**

**1:00 PM**

**SUSANVILLE SANITARY DISTRICT OFFICE**

1. **THIS REGULAR MEETING OF THE SUSANVILLE SANITARY DISTRICT WILL BE CALLED TO ORDER AND OPEN SESSION WILL BE RECORDED**

The Regular Meeting was called to order by President Erb at approximately 1:00 p.m. in the Susanville Sanitary District office located at 45 South Roop Street, Susanville, CA 96130.

1. **PLEDGE OF ALLEGIANCE, AND ROLL CALL OF DIRECTORS**

Present: President Erb, Vice President Marty Heath, Director Ernie Peters, Director David (Tex) Martin and Director Billy Hoffman; General Manager Steve Stump; Board Secretary Kathy Romesburg; Legal Counsel Randall Harr

The Pledge of Allegiance was recited.

1. **APPROVAL OF AGENDA, ADDITIONS, AND/OR DELETIONS**

Added item 11 to approval to use LAIF funds from the Unfunded Liability Reserve Account to pay the Cal-Pers Unfunded Liability Annual Lump Sum Prepayment amount of $87,614.00

Director Hoffman motioned to approve the agenda as changed. Vice President Heath seconded; motion carried.

1. **APPROVAL OF REGULAR MEETING MINUTES OF June 13, 2023, AND**

 **SAFETY MEETING MINUTES OF June 2023**

Director Martin motioned to approve the Regular Meeting Minutes of June 13, 2023, and Safety Meeting Minutes of June 2023. Vice President Heath seconded; motion carried.

1. **PUBLIC COMMENT:**

No Public Present

1. **GENERAL MANAGER’S REPORT**
2. Wastewater Collection and Treatment: A status report on the Wastewater Treatment Plant, and related items for June 2023

The General Manager reported that during June 2023 the Wastewater Treatment Plant operated at 99% BOD removal, and 99% Suspended Solids removal.

1. Administration and Operation Updates:
2. Financial Statement: A status report on the income and expenses of the Susanville Sanitary District for June 2023. The General Manager reported that the district is in good financial health.
3. **RATIFY CLAIMS PAID PER RESOLUTION NO. 92.4, June 1, 2023**

 **THROUGH June 30, 2023, AND AUTHORIZE PAYMENT OF VENDOR**

 **BILLS**

 Director Hoffman motioned to ratify the payments made and approve the claims as presented. Director Martin seconded; motion carried.

1. **VOTE TO PROMOTE KATHY ROMESBURG TO EXECUTIVE ASSISTANT AND APPROVE EXECUTIVE ASSISTANT JOB DESCRIPTION**

 Vice President Heath motioned to promote Kathy Romesburg to Executive Assistant and approve Executive Assistant job description; Director Peters seconded; motion carried.

1. **VOTE TO PROMOTE MORGAN VAN METER TO ADMINISTRATIVE ASSISTANT P/T**

Director Peters motioned to promote Morgan Van Meter to Administrative Assistant P/T; Director Hoffman seconded; motion carried.

1. **APPROVAL OF OVERPAYMENT REFUND**

Director Martin motioned to approve refund for overpayment; Director Peters seconded; motion carried.

1. **APPROVAL TO USE LAIF FUND FROM THE UNFUNDED LIABILITY RESERVE ACCOUNT TO PAY THE ANNUAL LUMP SUM PREPAYMENT AMOUNT OF $ 87,614**

Vice President Heath motioned to approve payment of annual lump sum prepayment of $ 87,614 from the Unfunded Liability Reserve Account from the LAIF fund; Director Peters seconded; motion carried.

1. **REPORTS BY BOARD MEMBERS:** Board Members may discuss communications, correspondence, or other items of general interest relating to matters within the Board’s jurisdiction. The Board may provide direction to staff, however, there will be no voting or formal action taken.

No reports from Board Members

1. **ADJOURNMENT**

Director Martin motioned to adjourn the Regular Meeting at approximately 1:33 pm, Director Hoffman seconded; motion carried.