**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**November 14, 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**

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

1. **APPROVAL OF REGULAR MEETING MINUTES OF October 10, 2023, AND**

 **SAFETY MEETING MINUTES OF October 2023**

Vice President Heath motioned to approve the Regular Meeting Minutes of October 10, 2023, and Safety Meeting Minutes of October 2023. Director Martin seconded; motion carried.

1. **PUBLIC COMMENT:**

No public present

1. **MODIFY INCORRECTLY NAMED “ORDINANCE 85” TO "ORDINANCE 86”**

Vice President Heath motioned to modify incorrectly named Ordinance from 85 to 86. Director Hoffman seconded; motion carried.

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

The General Manager reported that during August 2023 the Wastewater Treatment Plant operated at 99% BOD removal, and 99% Suspended Solids removal. He also shared with the board that the district failed 2 proficiency tests due to faulty machine. Replaced the machine for $600 and we passed the next test.

1. Administration and Operation Updates:

The district hired Nevin Palmer as a part-time helper.

1. Financial Statement: A status report on the income and expenses of the Susanville Sanitary District for October 2023.
2. **RATIFY CLAIMS PAID PER RESOLUTION NO. 92.4, October 1, 2023**

 **THROUGH October 31, 2023, AND AUTHORIZE PAYMENT OF VENDOR**

 **BILLS**

 Director Peters motioned to ratify the payments made and approve the claims as presented. Director Martin 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 1:30 pm, Director Hoffman seconded; motion carried.

Respectfully Submitted,

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 Kathy Romesburg Board Secretary