**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**December 12, 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 November 14, 2023, AND**

 **SAFETY MEETING MINUTES OF November 2023**

Director Peters motioned to approve the Regular Meeting Minutes of November 14, 2023, and Safety Meeting Minutes of November 2023. Director Martin 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 November 2023

The General Manager reported that during November 2023 the Wastewater Treatment Plant operated at 99% BOD removal, and 99% Suspended Solids removal. He also shared with the board that the district will be starting the 3 tests a month in January.

1. Administration and Operation Updates:

The General Manager let the board know Brian Smith resigned. He also discussed closing down the lab and sending our samples out to SGS. The rate study was also discussed.

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

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

 **BILLS**

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

1. **DISCUSS CITY GROWTH AND COLLECTION SYSTEM EXPANSION**
2. **VOTE TO TRANSITION PART-TIME LABORER INTO FULL-TIME OPERATOR IN TRAINING**

Director Peters motioned to transition Part-Time laborer into Full-Time Operator in Training. 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 1:50 pm, Director Hoffman seconded; motion carried.

Respectfully Submitted,

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 Kathy Romesburg Board Secretary