**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**MARCH 11, 2025**

**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**

The Pledge of Allegiance was recited.

Present: President Kim Erb, Vice President Marty Heath, Director Billy Hoffman, Director David (Tex) Martin and Director Danny Choo; General Manager Steve Stump; and Board Secretary Kathy Romesburg

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

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

1. **APPROVAL OF REGULAR MEETING MINUTES OF February 11, 2025 AND SAFETY MEETING MINUTES OF February 2025**

Director Hoffman motioned to approve the Regular Meeting Minutes of February 11, 2025 and Safety Meeting Minutes of February 2025. Vice President Heath seconded; motion carried.

1. **PUBLIC COMMENT:**

Esther Faustino owner of El Tepyac wants us to look into her billing as she thinks she is being overcharged. General Manager Steve Stump said he would look into it and get back to her.

1. **GENERAL MANAGER’S REPORT**
2. Wastewater Collection and Treatment: A status report on the Wastewater Treatment Plant, and related items for January 2025

The General Manager reported the Plant operated at 95% BOD removal, and 95% 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 February 2025.
3. **RATIFY CLAIMS PAID PER RESOLUTION NO. 92.4, February 1, 2025 THROUGH February 28, 2025, AND AUTHORIZE PAYMENT OF VENDOR BILLS**

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

1. **APPROVE UPDATED OFFICE EMPLOYEE JOB TITLES AND JOB DESCRIPTIONS**

Director Hoffman motioned to approve the updated Office Employee job titles and job descriptions. Vice President Heath seconded; motion carried.

1. **SCHEDULE PUBLIC HEARING REGARDING DISCONNECTION OF SEWER SERVICE FOR FEES NOT PAID**

Director Choo motioned to schedule public hearing regarding disconnection of sewer for fees not paid at 1:05 p.m. on April 8, 2025. Vice President Heath seconded; motion carried.

1. **ADOPT RESOLUTION 25.01, DECLARING BOARD INTENTION TO INCREASE SEWER RATES**

Director Hoffman motioned to adopt Resolution 25.01, Declaring board intention to increase sewer fees. Director Choo seconded; motion carried.

**10.5 APPROVE REQUEST FOR GENERAL MANAGER STEVE STUMP TO ACCEPT PART TIME/OUTSIDE EMPLOYMENT**

Director Martin motioned to approve General Manager to be able to accept 1 (one) part time outside employment position. Vice President Heath 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 by Board Members

1. **ADJOURNMENT**

Director Choo motioned to adjourn the Regular Meeting at approximately 2:17 pm, Director Hofman seconded; motion carried.

Respectfully Submitted,

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 Kathy Romesburg Board Secretary