**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**May 13, 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; Legal Counsel Kevin Flautt and Board Secretary Kathy Romesburg

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 April 8, 2025, AND SAFETY MEETING MINUTES OF April 2025**

Vice President Heath motioned to approve the Regular Meeting Minutes of April 8, 2025 and Safety Meeting Minutes of April 2025. Director Martin seconded; motion carried.

1. **PUBLIC COMMENT:**

No Public Present.

1. **CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1)).  
   Name of Case: Deborah Stampfli v. Susanville Sanitary District, et al., United States District Court, Eastern District of California Case No: 2:20-CV-01566-WBS-DMC

Entered closed session at 1:03 pm, exited at 1:28 pm—agreement to consummate full settlement.

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

The General Manager reported the Plant operated at 90% BOD removal, and 90% Suspended Solids removal. The State Water Resources Control Board performed an inspection the morning of 5/13/2025. There were no violations.

* 1. Administration and Operation Updates

The district will be holding interviews for the open OIT position 5/14/2025. Also set up a meeting with the engineering committee to go over the Master Plan proposals.

* 1. Financial Statement: A status report on the income and expenses of the Susanville Sanitary District for April 2025.

1. **RATIFY CLAIMS PAID PER RESOLUTION NO. 92.4, April 1, 2025 THROUGH April 30, 2025, AND AUTHORIZE PAYMENT OF VENDOR BILLS**

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

1. **PROMOTE BILL DANDOIS TO GRADE III OPERATOR**

Vice President Heath motioned to promote Bill Dandois to Grade III Operator. Director Hoffman seconded; motion carried.

1. **PROMOTE JOSH MUNYAN TO GRADE I OPERATOR**

Director Martin motioned to promote Josh Munyan to Grade I Operator. Director Choo seconded; motion carried.

1. **DISCUSS AND APPROVE NEW LEGAL COUNSEL**

Director Choo motioned to hire the Prentice/Long law group as the District’s new legal counsel. Director Hoffman seconded; motion carried. Steve will reach out with follow-up questions and the contract.

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 1:55 pm, Vice President Heath seconded; motion carried.

Respectfully Submitted,

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Kathy Romesburg Board Secretary