**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**July 8 2025**

**1:00 PM**

**SUSANVILLE SANITARY DISTRICT OFFICE**

1. **Call to Order:** This Regular Meeting of The Susanville Sanitary District Will be Called to Order, and an 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:**

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 (by Zoom) Andrew Plett and Board Secretary Kathy Romesburg

1. **Approval of Agenda:**

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

1. **Approval of Minutes:** Approve the regular meeting minutes of June 10, 2025, and the safety meeting minutes of June 2025.

Director Hoffman motioned to approve the Regular Meeting Minutes of June 10, 2025 and Safety Meeting Minutes of June 2025. Director Martin seconded; motion carried.

1. **Ratification of Claims and Authorization of Payments:** Ratify claims paid pursuant to Resolution No. 92.4, from June 1, 2025, through June 30, 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. **Public Comment:**

No Public Present

1. **General Manager’s Report**
	1. Wastewater Collection and Treatment: A status report on the Wastewater Treatment Plant, and related items for June 2025

The General Manager projected the Plant operated at 99% BOD removal, and 99% Suspended Solids removal as the results have not been returned to the District yet.

* 1. Administration and Operation Updates

The District is currently doing the annual Toxicity Testing.

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

Director Martin motioned to approve a one-step salary increase for Josh Munyon. Director Choo seconded; motion carried.

Vice President Heath motioned to approve a two-step salary increase for Morgan Van Meter. Director Hoffman seconded; motion carried.

1. **Closed Session:** Discussion and Vote on Personnel Matter – Approval of Benefit Payout for CalPERS Formula Adjustment

Went into closed session at 1:26 pm. Came out of closed session at 1:49 pm. No reportable action.

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 1:51 pm, Director Hoffman seconded; motion carried.

Respectfully Submitted,

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 Kathy Romesburg Board Secretary