**MINUTES OF ADJOURNED REGULAR MEETING**

**OF THE BOARD OF DIRECTORS**

**August 13, 2024**

**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 1:03 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 Kim Erb, Vice President Marty Heath, Director Billy Hoffman and Director David (Tex) Martin; General Manager Steve Stump; Board Secretary Kathy Romesburg; and Legal Counsel Randall Harr

The Pledge of Allegiance was recited.

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

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

1. **APPROVAL OF REGULAR MEETING MINUTES OF July 9, 2024, AND SAFETY MEETING MINUTES OF July 2024**

Director Martin motioned to approve the Regular Meeting Minutes of July 9, 2024 and Safety Meeting Minutes of July 2024. Vice President Heath 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 May 2024

The General Manager reported 90% BOD and removal

1. Administration and Operation Updates:
2. Financial Statement: A status report on the income and expenses of the Susanville Sanitary District for June 2024.
3. **RATIFY CLAIMS PAID PER RESOLUTION NO. 92.4, July 1, 2024 THROUGH July 31, 2024, 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. **VOTE TO ADOPT STORMWATER PREVENTION PLAN**

Vice President Heath motioned to adopt Stormwater Prevention Plan. Director Martin seconded; motion carried

1. **VOTE TO APPROVE A FULL-TIME ADMINISTRATIVE ASSISTANT POSITION AND JOB DESCRIPTION FOR MORGAN VAN METER WITH ADDITIONAL HUMAN RESOURCES DUTIES**

Director Hoffman motioned to approve Full-Time Administrative Assistant position and Job Description for Morgan Van Meter. Vice President Heath seconded; motion carried

1. **SCHEDULE PUBLIC HEARING REGARDING DISCONNECTS**

Director Martin motioned to schedule public hearing regarding disconnects at 1:10pm on September 10, 2024. 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 from Board Members

1. **ADJOURNMENT**

Director Martin motioned to adjourn the Regular Meeting at approximately 1:36 pm, Director Hoffman seconded; motion carried.

Respectfully Submitted,

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Kathy Romesburg Board Secretary