

**ELLISPORT BAY SEWER DISTRICT
DECEMBER 12, 2023 5:30 P.M.
REGULAR MEETING MINUTES**

Chairman Ken Kelley called the Regular Board Meeting for December 12, 2023 to order at 5:30 p.m.

PRESENT: Board members Ken Kelley, Greg Field, Roger Branscome, and Bruce Butler were present. Board Member Ellen Westfall was absent. The Clerk Amber Burgess was present, and Operator Dex Vogel was absent.

ADDITIONS AND CHANGES TO THE AGENDA: None.

GUEST(S): None

APPROVAL OF MINUTES:

Roger Branscome moved to approve the Regular Meeting Minutes from 14-November-2023. Greg Field seconded. All in favor. Motion approved.

NEW BUSINESS:

Item A: DeCoria, Blair & Teague Audit Engagement Letter. Ken Kelley discussed the need for Ellisport Bay Sewer Districts 2-year audit. He informed the board that the only difference in the engagement letter was the rate increased to \$7,500 for the audit. Bruce Butler moved to approve the audit engagement letter. Roger Branscome seconded. All in favor. Motion approved.

OLD BUSINESS:

Item A: Office Space. Ken Kelley updated the board on the lease with City of Hope as of January 1, 2024, and the estimate for the office space that he will present to the City of Hope on their next Regular Meeting on December 13, 2023.

CLERK'S REPORT:

Amber Burgess made the clerk's report along with payables. The clerk informed the board that the annual LID invoices were completed and ready to be sent with the 1st quarter invoices which were almost finished. The clerk discussed with the board the option of expanding the district's website to a basic version instead of a free version which allows historical documents to be publicly available without the need of a public records request for \$120.00 a year and that the check scanner was no longer working and that it needed to be replaced for \$750.00. Bruce Butler moved to approve the purchase of the basic website plan and a new check scanner. Roger Branscome seconded. All in favor. Motion approved.

The Total Expenses amount to be paid was \$13,983.06. Roger Branscome moved to approve payment of the bills. Bruce Bulter seconded. All in favor. Motion approved.

MAINTENANCE REPORT:

Operator Dex Vogel was absent, so no report was made. Ken Kelley reported that in January Dex will be buying the testing equipment to be able to do the testing on the monitoring wells.

ADJOURNMENT:

Bruce Butler moved to Adjourn. Greg Field seconded. All in favor. Motion approved. The meeting was adjourned at 6:24 p.m.

The next Regular Board Meeting is scheduled for Tuesday, January 9, 2024 at 5:30 p.m.