

**DATE: February 15, 2021**

**Boothbay Harbor Sewer District Board of Trustees Regular Meeting**

Attendees:

Deryl Kipp  
Jim Stormont – Via Zoom  
Jay Warren  
Chris Higgins

**Call to Order:**

Trustee Kipp called the regular business meeting to order at 17:02 hours. All materials were sent to the Trustees prior to the meeting. All materials were available to the public upon request. The superintendent advised, due to the Covid-19 Pandemic, the District offered virtual attendance via Zoom. Trustee Stormont attended the meeting remotely via Zoom. A quorum of three were present.

The following are the sign in credentials to attend virtually:

Meeting URL:

<https://us02web.zoom.us/j/86248340076?pwd=YTF0cE1PK0hmM0dkK3dLVkE4Q3QvUT09>

Meeting ID: 862 4834 0076

Passcode: 553454

The superintendent noted no members of the public are connected to the meeting.

***As a reminder, masks are to be worn at all district meetings and six feet distancing shall be maintained at all times.***

**2. Review and Approve Minutes of February 1, 2021 Meeting:**

Trustee Kipp made motion to approve the minutes of February 1, 2021 as presented. Trustee Warren seconded. Vote to approve was unanimous (3-0).

**3. Review and Execute Warrant #1420**

Trustee Kipp made motion to approve Warrant 1420 as presented. Trustee Warren seconded the motion. Vote to execute was unanimous (3-0).

**4. Execute 60-Day Late Letters: None**

**5. Execute Demand Notices: Carolin, Court Street Ventures, Cox**

Trustee Kipp reviewed the letters and executed the letters.

- 6. **Execute Lien Discharges: None**
- 7. **Execute Lien Certificates: Spencer**

Trustee Kipp reviewed the certificate and executed.

- 8. **Execute Notice of Impending Foreclosure: None**
- 9. **Sewer Entrance Application(s): None**

### **Old Business**

#### **1. Plant and Collection System Operations**

**A. Routine Operations** – The superintendent reported normal operations since the last meeting. The superintendent reported the scum pump station panel and receiver station installation is complete. New conduit was run along with new power and ethernet. The new influent pumps are installed and operation. Preliminary operation data show a 50% decrease in power consumption. Work on the garage odor scrubber installation has started.

The collection system operation has been fairly routine. The crew responded to two power outages and six station alarms.

**B. PAA Trial** - The superintendent reported the PAA Study Report is currently in draft form with completion being finalized.

**C. Website Traffic** – **Nothing to Report.**

**2. Personnel – Drug and Alcohol Draft Policy** – The superintendent reminded the trustees that employee review and input are required prior to submittal to the DOL. The superintendent polled the trustees if they wanted to wait for the return of the collection system tech to return from medical leave or commence the review process with available personnel. The trustees decided to wait for the return of the CST for input.

**3. Odor Issues** – **None**

**4. Rate Review** – **Draft Memo Tabled**

**5. Blower Evaluation** – Wright-Pierce has started work again on the evaluation.

**6. Relining 2 Project Update** – The superintendent advised the trustees the bids were opened on February 11 at 2:00 at the district office. Six bids were received and 3 were very competitive. The apparent low bidder was Insituform Technologies, LLC at \$365,629. The other bidders were Granite Inliner at \$379,694, Green Mountain at

*JW*

*JCS*

*JK*

\$386,442, National Water Main at 449,500, Michaels Pipe at \$687,499, and Vortex at \$999,335. Wright-Pierce is reviewing the bid packages and will make a recommendation upon review.

**New Business**

1. **2020 Audit Preparation** – The superintendent advised Brewer and Associates were notified the District is ready to start the Audit. The financial materials were taken to their office. The superintendent has started drafting the MD&A and will forward to the trustees for review prior to submitting to Brewer.

**Correspondence**

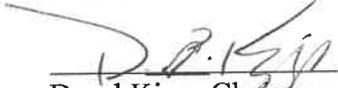
1. **Brewer and Associates Audit Engagement Letter** – The superintendent distributed the engagement letter. The trustees reviewed the letter. No other action was taken.

**Public Comment:**

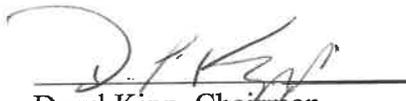
None

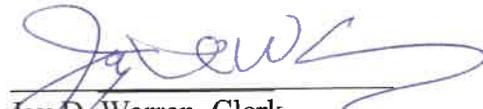
**Adjourn Meeting:**

Trustee Warren made a motion to adjourn. Trustee Kipp seconded the motion. Vote unanimous. The trustees adjourned the regular meeting at 1731 hours.

  
Deryl Kipp, Chairman

We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted and certify these minutes are true and accurate.

  
Deryl Kipp, Chairman

  
Jay D. Warren, Clerk

  
James Stormont, Treasurer