

Trustees

Richard E. Boston, President
Russell A. Peterson, Treasurer
Karen Arseneault, Clerk
Stephen C. Rendall Jr, Trustee
Richard Leigh, Trustee



Administration

Donald D. Neumann Jr., Superintendent
Patrick M. Desrosiers, Financial Manager
Ryan Lynch, Treatment Plant Manager
Zachariah Mein, Resource Protection Mgr.

86 Woodbridge Road
York, Maine 03909
Telephone: (207) 363-2265
Fax: (207) 363-7338
www.yorkwaterdistrict.org

Posted October 11, 2023

LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held as a "hybrid meeting" remotely and in-person at 2:00 pm on Wednesday, October 18, 2023, as per the district's meeting policy. Members of the public that wish to participate remotely, please send a request to customerservice@yorkwaterdistrict.org by 1:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

1. The President will call the meeting to order.
2. Executive Session (1:00pm-2:00pm) to discuss Personnel related matters - (Pursuant to MRSA Title 1, Section 405.6 A). Re; Annual performance review of the Superintendent.
3. See what action the Board will take after a review of the minutes of the Board Meeting held on September 20, 2023.
4. Invitation for Public Comment.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District. For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
5. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
6. See if the Board will consider revising the current policy regarding new employees and their health insurance contribution.
7. Staff will provide an update on District operations.
8. See what action the Board may take regarding the Superintendent's annual review.
9. General Discussion
10. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



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September Meeting Minutes

The York Water District Board of Trustees monthly meeting was held on Wednesday, September 20, 2023, at the summit of Mount Agamenticus (in the lodge) as a “hybrid meeting” in person and through remote conferencing as allowed by the district’s remote meeting policy.

President, Richard Boston called the meeting to order at 2:00 pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee – Richard Leigh, and Trustee – Stephen Rendall. Staff present Superintendent – Donald Neumann, Asst. Superintendent – Gary Stevens, Financial Manager- Patrick Desrosiers, Ryan Lynch – Treatment Plant Manager, Zachariah Mein – Resource Protection Manager, Webster Ropke – General Foreman, Larry Graham – Foreman, Kinzie Thomas – Assistant Treatment Plant Operator, Steven Curtis – Treatment Plant Operator, and Financial Assistant – Shelley Kimball.

See what action the Board will take after a review of the minutes of the Board Meeting held on August 16, 2023.

On a motion made by Trustee Rendall and duly seconded by Trustee Leigh, it was voted unanimously to accept the Minutes of the August 16, 2023, Board Meeting. **5-0 vote: Motion Passes.**

See what action the Board will take after a review of the minutes of the Proposed Rate Case Hearing held on September 12, 2023.

On a motion made by Trustee Peterson and duly seconded by Trustee Rendall, it was voted unanimously to accept the Minutes of the Proposed Rate Case Hearing held on September 12, 2023. **5-0 vote: Motion Passes.**

Public Comment:

n/a

The Financial Manager presented the Board with the Monthly and Year-to-date Budget Reports and Income Statement for August 2023 for review and discussion.

The Financial Manager presented the Board with the Income and Budget reports for August. The revenue for August 2023 is \$6,964 less than projected. The O&M Budget for August 2023 is \$23,775 more than projected. The YTD revenue for 2023 is \$811. less than projected. YTD O&M Budget for 2023 is \$119,109 less than projected.

See what action the Board will take on a proposed revision to the District’s Educational Benefits Policy.

Don explained last month the Board voted unanimously to accept the revised Salary Administration Policy with the exception of the stipend component. Don was asked to work on a new policy that would give the employee an incentive for licenses held and maintained by the employee. New policy presented would allow employees a \$.20/hr. salary incentive for each approved license held and maintained. The \$.20/hr. would not be adjusted by COLA.

On a motion made by Trustee Peterson and duly seconded by Trustee Leigh, it was voted unanimously to accept the revised Education Benefit Policy as presented. **5-0 vote: Motion Passes**

See what action the Board will take on a proposed 2nd revision to the current Salary Administration Policy.

The recently revised Employee Performance Review System is based on a maximum amount set each year by the Board. Trustee Peterson, Patrick and Don recently met to strategize on another revision to the Salary Administration Policy. It was agreed the best option would be to adopt a step system. Patrick used our current pay scale as the basis and drafted a new scale with 20 grades and 20 steps. Next step was to align each employee to the draft scale. If the Board adopts the step system, each November after the CPIW is posted (mid-October) the Board will decide to increase the scale or not. If increased all employees would receive a COLA increase on January 1st and the new step system would be increased by COLA. This will allow all employees to know what their potential increase on their employment anniversary could be with good performance. Any employee not performing well would not move to the next step. Any employee at the Top of Scale would only be eligible for a COLA increase (no additional steps). Trustee Boston asked if anyone would see a pay cut. Don explained that no employee would see a pay cut when adapting to the new system. Trustee Rendall asked if an employee reached top-of-scale and was an excellent performer, would the employee move to the next grade. Don explained that to move an employee to the next grade there would have to be a shift in the employee's duties to warrant the change. Trustee Rendall asked if there were any concerns from the

employees. Don said there has been nothing but complimentary feedback. If the Board adopts the system, it will be implemented on January 1, 2024.

On a motion made by Trustee Peterson and duly seconded by Trustee Arsenault, it was voted unanimously to accept the 2nd revision to the current Salary Administration Policy. **5-0 vote: Motion Passes**

Don asked the Board to reconsider the District’s health insurance policy where “new” employees pay 15% of the monthly premium. Additionally, to work for YWD, we are asking employees to live within a 45-minute radius to meet our standby policy. However, with the high valuation of real estate in York continuing to escalate, housing prices continue to rise, thus making it hard to find employees who can afford to live within the 45-minute radius, 15% of the insurance premium is an employee cost of \$35 - \$75 per week depending on their marital status.

Trustee Boston asked to table the topic and add it to the October or November Agenda for further discussion.

Don introduced Kinzie Thomas and Steven Curtis, the District’s newest Treatment Plant Operators to the Board. The Board welcomed both operators and wished them well.

Staff will provide an update of District operations:

Webster:

- Crew’s working on the Town’s paving list.
- Provided an update on Nubble Road, the contractor Curtis Earthworks had been averaging about 100 feet of pipe installation each day. They have run into more ledge than expected.
- Crew has also been inspecting 2 other main extensions:
 - 180 Feet on Rogers Road
 - 20 Feet on Maple Street

The Board thanked Webster for doing a great job on the Nubble Road main replacement. There have been multiple complimentary notes from the residents at the Nubble. Great job and representation for the District.

Zach:

- Finished the Silver Road Trail. Will start to get ready to submit application for the grant.
- Due to the amount of rain, we received this year it has helped in the watershed to see where culverts were beneficial.
- The timber harvest is going well and should be completed in October.

Ryan:

- Updated on how new staff are doing.
- Zach (Resource Protection Mgr.) and Larry (Distribution Foreman) are training to be on the Treatment Plant on-call rotation.
- At the end of August, the pond was overflowing. Usually at this time of the year we are down at least 2ft.

Patrick:

- Rate case is on schedule. We received one signature on a petition form.

Don:

- The Board received the Superintendent’s annual review packet. Trustee Boston asked the Board to return their review comments of the Superintendent to him in the next couple of weeks.

General Discussion:

Trustee Rendall along with other Board Members thanked Gary for his exceptional service over the years at the York Water District. Gary expressed his gratitude to the Trustees for their support over the years. He enjoyed his time and felt he found his calling while working in the watershed.

Trustee Rendall brought up that they need to continue to work on the resolution of Watershed Protection. Great discussions between York and Kittery Water Districts.

Joint Trustees Meeting with Kittery Water District is scheduled for October 12, 2023.

Trustee Leigh thanked staff and welcomed new employees.

President Boston adjourned the meeting at 2:52 PM

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District

DATE: 10/11/2023
TIME: 2:39:41PM

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1,720	DANIEL HINER	09/30/2023	109.50	10/02/2023	18849	CELL PHONE STIPEND - D. HINER
			109.50			
DIG SAFE SYSTEM, INC						
720	DIG SAFE SYSTEM, INC	38021	150.00	10/02/2023	18850	DIGSAFE MAPPING UPGRADE
			150.00			
DIGGER'S EXCAVATING						
494	DIGGER'S EXCAVATING	30	625.00	10/02/2023	18851	EXCAVATING - MGMT ROAD
			625.00			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	001618817 09/2	10,093.52	09/21/2023	18811	SEPTEMBER CREDIT CARD ACTIVITY
			10,093.52			
Eldredge Lumber						
38	Eldredge Lumber	621961	10.17	09/21/2023	18813	MATERIALS - NUBBLE RD
38	Eldredge Lumber	622471	27.07	09/21/2023	18813	MATERIALS
38	Eldredge Lumber	623015	38.65	09/21/2023	18813	MATERIALS
38	Eldredge Lumber	623480	16.98	09/21/2023	18813	SHOP SUPPLIES
38	Eldredge Lumber	625219	124.66	10/02/2023	18852	PLANT MAINT MATERIALS
38	Eldredge Lumber	628025	23.38	10/05/2023	18870	SHOP SUPPLIES
			240.91			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6186810-C	3,225.02	10/02/2023	18853	STOCK ITEMS
113	Everett J. Prescott, Inc	6198663	56.80	10/05/2023	18871	STOCK ITEMS
113	Everett J. Prescott, Inc	6223737	6,630.83	09/21/2023	18814	STOCK ITEMS
113	Everett J. Prescott, Inc	6229192	-395.70	09/21/2023	18814	RETURN ITEM
113	Everett J. Prescott, Inc	6229491	3,863.48	10/05/2023	18871	STOCK ITEMS
113	Everett J. Prescott, Inc	6230378	191.17	09/21/2023	18814	STOCK ITEMS
113	Everett J. Prescott, Inc	6230477	325.88	10/05/2023	18871	STOCK ITEMS
113	Everett J. Prescott, Inc	6233572	245.88	10/05/2023	18871	STOCK ITEMS
113	Everett J. Prescott, Inc	6236543	43.86	10/05/2023	18871	STOCK
113	Everett J. Prescott, Inc	6236547	701.21	10/05/2023	18871	STOCK ITEMS
			14,888.43			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	4501244	307.71	09/21/2023	18815	105.7 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4512411	282.09	10/05/2023	18872	96.9 GAL DIESEL
			589.80			
FISKE MOBILE HEARING SERVI						
248	FISKE MOBILE HEARING SER	3541	700.00	10/02/2023	18862	HEARING TESTS
			700.00			
FORMAX, A DIVISION OF BESC						
566	FORMAX, A DIVISION OF BEI	244814	203.00	09/21/2023	18816	INK CARTRIDGE
			203.00			

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George G. Roberts Company						
96	George G. Roberts Company	0074712-IN	1,684.75	10/05/2023	18873	STOCK
			1,684.75			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	L2310-01600084	200.55	10/02/2023	18854	MONTHLY FSA & HRA ADMIN FEE
			200.55			
Hach Chemical						
66	Hach Chemical	13732956	5,272.40	09/21/2023	18817	HACH TURBIDIMETER - LAB
			5,272.40			
HARBOR TITLE LLC						
949	HARBOR TITLE LLC	09/13/2023	342.00	09/12/2023	18807	105 OLD MOUNTAIN ROAD LAND
			342.00			
HARCROS CHEMICALS,INC						
579	HARCROS CHEMICALS,INC	301000433	2,980.80	10/02/2023	18855	8100 LBS SODIUM CARBONATE
			2,980.80			
HEALTH AND ENVIRONMENTAL						
69	HEALTH AND ENVIRONMENT	I0160315	100.00	10/05/2023	18874	DBP SAMPLES
			100.00			
IOTB, LLC						
1,763	IOTB, LLC	31340	257.86	09/21/2023	1297	DEP REF MTR - 229 NUBBLE RD
			257.86			
JAMES BRISSETTE						
1,758	JAMES BRISSETTE	31299	43.67	09/21/2023	1298	DEP REF MTR-10 JUNIPER PK LN
			43.67			
JAMES WAKEFIELD ARCHITECT						
1,667	JAMES WAKEFIELD ARCHITE	31329	51.59	09/21/2023	1296	DEP REF MTR - 1 TILDEN LN
1,667	JAMES WAKEFIELD ARCHITE	31330	51.59	09/21/2023	1296	DEP REF MTR - 2 TILDEN LAN
1,667	JAMES WAKEFIELD ARCHITE	31331	43.67	09/21/2023	1296	DEP REF MTR - 7 TILDEN LAN
1,667	JAMES WAKEFIELD ARCHITE	31332	43.67	09/21/2023	1296	DEP REF MTR - 24 WOODSTONE DR
			190.52			
KEMIRA WATER SOLUTIONS, II						
1,010	KEMIRA WATER SOLUTIONS,	9005482312	4,491.92	09/21/2023	18818	1 TOTE POLYMER
			4,491.92			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	09/052023	101.99	09/21/2023	18819	2023 BOOT ALLOWANCE - NOAH EMERY
1,670	KITTERY TRADING POST	09/07/2023	407.42	10/02/2023	18856	UNIFORMS - S. CURTIS
			509.41			
KYOCERA						
1,202	KYOCERA	55L2386954	67.82	09/21/2023	18825	MONTHLY CHARGES - OFFICE/SHOP PRINT

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			67.82			
L. Bouchard & Assoc. LLC						
1,526	L. Bouchard & Assoc. LLC	YWD-06	200.00	10/05/2023	18875	CONSULTING
1,526	L. Bouchard & Assoc. LLC	YWD-07	150.00	10/05/2023	18875	CONSULTING
			350.00			
LYNNWOOD PERKINS						
1,574	LYNNWOOD PERKINS	31328	114.28	09/21/2023	1299	DEP REF MTR - 42 FERNCROFT
			114.28			
Maine Municipal Emp Health Tr						
85	Maine Municipal Emp Health	37496 10/2023	26,769.87	09/21/2023	18820	OCTOBER HEALTH INSURANCE
			26,769.87			
MARK W. RICHARD						
1,760	MARK W. RICHARD	09/13/2023	113,553.87	09/12/2023	18808	105 OLD MOUNTAIN ROAD LAND
			113,553.87			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	23396	34.89	09/21/2023	18821	VOICEMAIL CHARGES
			34.89			
MICK BODYWORKS & TRUCK R						
819	MICK BODYWORKS & TRUCK	24878	18,884.24	10/02/2023	18857	ENGINE OVERHAUL - DUMP TRUCK
			18,884.24			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	223090112	30.00	09/21/2023	18822	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	223090172	120.00	09/21/2023	18822	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223090353	15.00	10/02/2023	18859	SAMPLE - MAPLE STREET
587	NELSON ANALYTICAL LLC	223090384	15.00	10/02/2023	18859	SAMPLE - MAPLE STREET
587	NELSON ANALYTICAL LLC	223090499	105.00	10/02/2023	18859	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223090500	240.00	10/02/2023	18859	RAW WATER MONITORING
587	NELSON ANALYTICAL LLC	223090501	120.00	10/02/2023	18859	RAW WATER MONITORING
587	NELSON ANALYTICAL LLC	223090610	15.00	10/02/2023	18859	SAMPLE - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	223090636	15.00	10/05/2023	18876	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	223090723	15.00	10/05/2023	18876	SAMPLE - ROGERS ROAD
587	NELSON ANALYTICAL LLC	223090724	30.00	10/05/2023	18876	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	223090757	30.00	10/05/2023	18876	SAMPLES
			750.00			
NEW ENGLAND TRAFFIC CONTI						
606	NEW ENGLAND TRAFFIC COI	217017	758.50	09/21/2023	18823	FLAGGERS - NUBBLE ROAD
606	NEW ENGLAND TRAFFIC COI	217080	5,432.50	10/02/2023	18860	FLAGGERS - NUBBLE ROAD
			6,191.00			
OPENTEXT, INC						
1,751	OPENTEXT, INC	9004243365	65.60	09/21/2023	18824	CARBONITE CHARGE
1,751	OPENTEXT, INC	9004257076	1,008.00	10/05/2023	18877	CARBONITE CHARGES

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			1,073.60			
PATRICK DESROSIERS						
1,311	PATRICK DESROSIERS	09/30/2023	109.50	10/02/2023	18861	CELL PHONE STIPEND - P. DESROSIERS
			109.50			
PIERCE EXCAVATION, LLC						
1,765	PIERCE EXCAVATION, LLC	1502	576.00	09/21/2023	18826	FILL MATERIALS
			576.00			
Pike Industries Inc.						
464	Pike Industries Inc.	1246867	4,592.63	09/21/2023	18827	FILL MATERIALS
464	Pike Industries Inc.	1247587	276.71	09/21/2023	18827	FILL MATERIALS
			4,869.34			
Portland Plastic Pipe						
101	Portland Plastic Pipe	2185	222.72	09/21/2023	18828	PLANT MAINT MATERIALS
			222.72			
REBECCA SAMA						
1,761	REBECCA SAMA	31341	61.51	09/21/2023	1300	DEP REF MTR - 25 SOUTHSIDE RO
			61.51			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2336-RETAINAC	1,918.50	10/05/2023	18867	RETAINAGE - MOODY LANE MAIN
99	Roger Pratt Excavating & Pav	2336-RETAINAC	63.00	10/02/2023	18863	RETAINAGE CORRECTION - MOODY LANE
99	Roger Pratt Excavating & Pav	2429	35,910.00	10/05/2023	18878	MAIN - ROGERS ROAD
99	Roger Pratt Excavating & Pav	INV 2428	14,796.25	09/26/2023	18843	MAIN INSTALLATION - MAPLE STREET
			52,687.75			
RYAN LYNCH						
560	RYAN LYNCH	09/17/2023	147.69	09/21/2023	18830	2023 BOOT ALLOWANCE - R. LYNCH
			147.69			
SEBAGO TECHNICS, INC						
1,764	SEBAGO TECHNICS, INC	202308295	6,500.00	09/21/2023	18831	105 OLD MOUNTAIN ROAD LAND
			6,500.00			
SHORELINE CONSTRUCTION, I						
1,480	SHORELINE CONSTRUCTION	31337	64.05	09/21/2023	1301	DEP REF MTR - 5 NICOLE RD
1,480	SHORELINE CONSTRUCTION	31338	61.51	09/21/2023	1301	DEP REF MTR - 7 SPRING ST
			125.56			
SOUTHWORTH-MILTON, INC.						
1,364	SOUTHWORTH-MILTON, INC	7503400 08/23	55.13	10/02/2023	18858	SERVICE CHARGE
			55.13			
SPEAR STREAM CONSULTING						
1,555	SPEAR STREAM CONSULTING	09/17/2023	1,200.00	09/21/2023	18832	TIMBER HARVEST REVIEW
			1,200.00			

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STEVEN CURTIS						
1,759	STEVEN CURTIS	09/30/2023	109.50	10/02/2023	18864	CELL PHONE STIPEND - S. CURTIS
			109.50			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	306669	2,225.28	09/21/2023	18833	STOCK ITEMS
1,390	STILES COMPANY, INC	306858	156.33	10/05/2023	18879	STOCK ITEMS
			2,381.61			
Stuart,Torno,& Stuart						
126	Stuart,Torno,& Stuart	23569	448.00	10/05/2023	18880	FILL MATERIALS
			448.00			
THOMAS NICKERSON						
1,762	THOMAS NICKERSON	31339	279.77	09/21/2023	1302	DEP REF MTR - 21 DARCY RO
			279.77			
Todd Hill						
316	Todd Hill	09/20/2023	380.69	09/21/2023	18834	RETIREMENT LUNCH
			380.69			
Tom Chase & Son						
275	Tom Chase & Son	09/15/2023	100.00	10/02/2023	18865	TREE REMOVAL
			100.00			
TOWN OF YORK						
951	TOWN OF YORK	09/13/2023	950.63	09/12/2023	18809	105 OLD MOUNTAIN ROAD LAND
			950.63			
Treasurer State of Maine						
216	Treasurer State of Maine	09/21/2023	75.00	09/21/2023	18835	LICENSE FEE - S. CURTIS
			75.00			
UNIVAR USA, INC						
585	UNIVAR USA, INC	51488845	4,469.84	10/02/2023	18866	2440 GAL CAUSTIC SODA
			4,469.84			
VERIZON WIRELESS						
836	VERIZON WIRELESS	9944879200	708.23	10/05/2023	18881	MONTHLY CELL PHONES & TABLETS
836	VERIZON WIRELESS	9944879201	606.30	10/05/2023	18881	MONTHLY ONE-TALK CHARGES
			1,314.53			
W.B.MASON, INC.						
532	W.B.MASON, INC.	241078139	83.59	09/21/2023	18836	OFFICE SUPPLIES
			83.59			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9815777991	125.32	09/21/2023	18837	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9821705077	60.96	09/21/2023	18837	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9823928693	68.02	09/21/2023	18837	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9835540593	493.92	09/21/2023	18837	SHOP SUPPLIES

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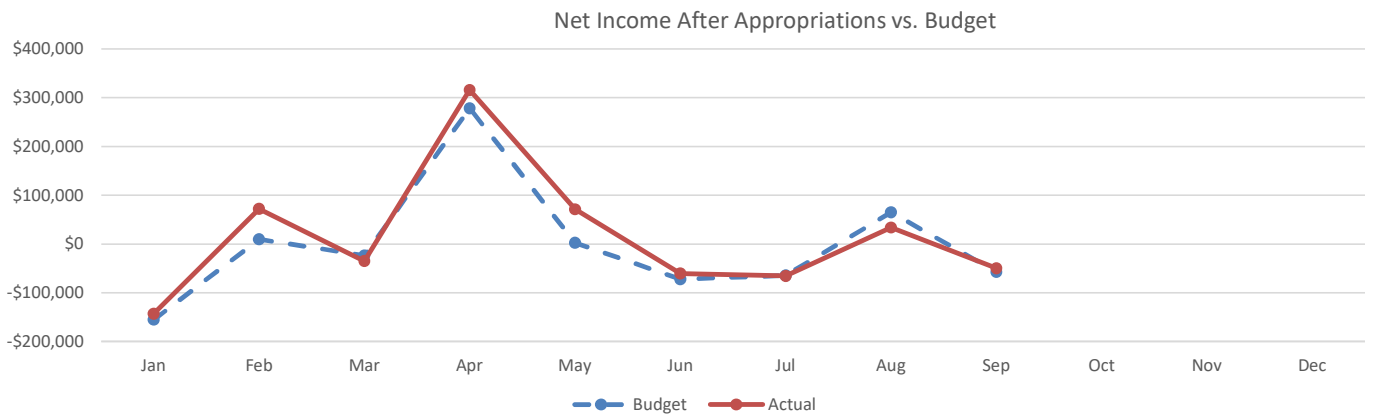
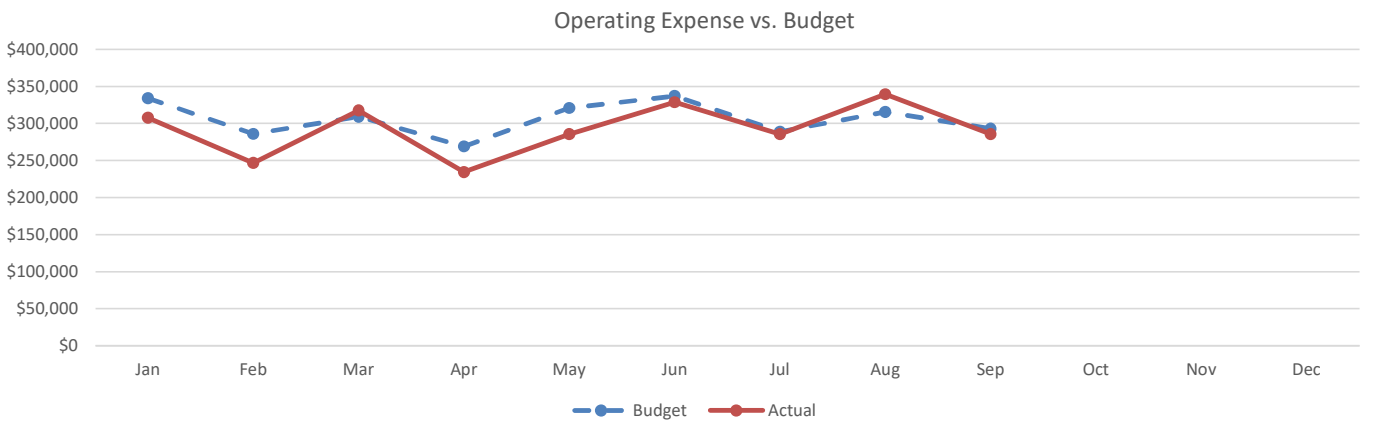
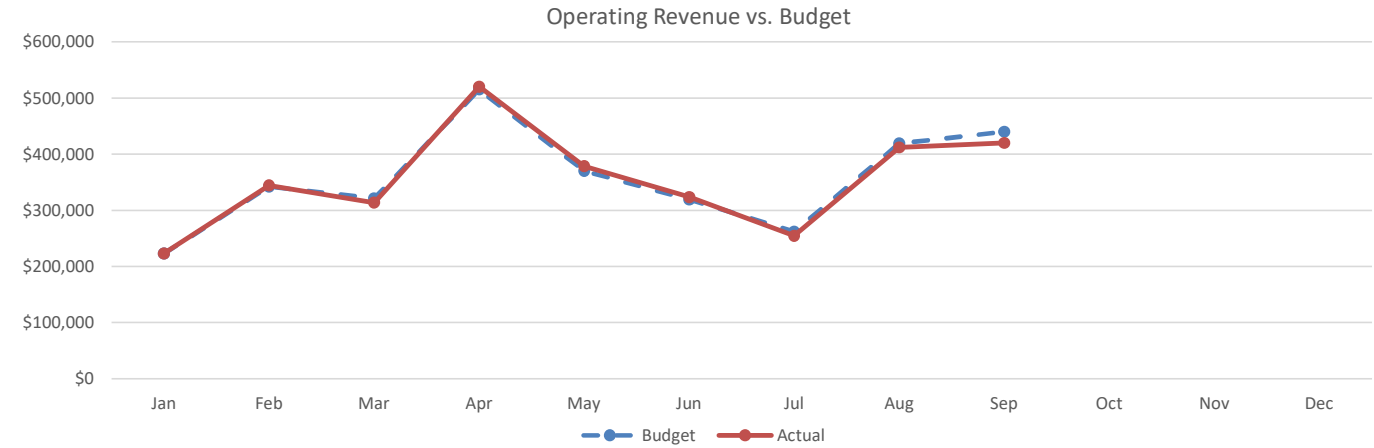
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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
65	W.W. Grainger CO. Inc.	9845451898	48.81	10/05/2023	18882	PLANT SUPPLIES
			797.03			
WARREN'S OFFICE SUPPLIES						
1,391	WARREN'S OFFICE SUPPLIES	522357-00	164.44	09/21/2023	18838	OFFICE SUPPLIES
			164.44			
WEX BANK						
1,415	WEX BANK	92322829	1,654.26	10/05/2023	18883	MONTHLY FLEET GAS CHARGES
			1,654.26			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (	23-0000245496	379.47	09/21/2023	18839	DUMPSTER SERVICE
			379.47			
WIRELESS TECHNOLOGY SOLU'						
1,654	WIRELESS TECHNOLOGY SO	2029953	122.88	10/05/2023	18884	MONTHLY VOICEMAIL FEE
			122.88			
WOODARD & CURRAN, INC						
552	WOODARD & CURRAN, INC	223596	2,224.24	09/21/2023	18840	TREATABILITY ASSESSMENT
			2,224.24			
XYLEM WATER SOLUTIONS US/						
1,748	XYLEM WATER SOLUTIONS L	3556C89347	5,000.00	09/21/2023	18841	OZONE TREATABILITY STUDY
			5,000.00			
York County Registry of Deeds						
488	York County Registry of Deed	09/13/2023	276.80	09/12/2023	18810	105 OLD MOUNTAIN ROAD LAND
			276.80			
York Police Department						
114	York Police Department	YWD 09122023	600.00	09/21/2023	18842	CODE RED SUBSCRIPTION
			600.00			

WARRANT TOTAL:

324,405

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of October 11, 2023

<u>Account</u>	<u>Balance</u>	<u>Account</u>	<u>Balance</u>
Operating	\$1,261,041.64	Watershed	\$344,015.48
System Development	\$179,083.30	Customer Advance	\$468,709.09
Investment Account	\$1,003,018.87	Remaining Bond Proceeds	\$235,766.84
Reserved for Tank Painting	\$ 1,071,003.00		
Operating Reserve	\$1,372,140.81	% of Recommended Reserve	106%

York Water District
Income Statement
For the Month Ending September 30, 2023

Operating Revenue

▼ (\$19,888)

Operating Expense

▼ (\$7,590)

Net Income/(Loss)

▲ \$7,761

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>
Residential Metered Sales	\$ 266,115	\$ 284,000	\$ (17,885)	\$ 2,537,000	-1%
Commercial Metered Sales	49,830	52,000	(2,170)	506,000	0%
Governmental Metered Sales	2,264	2,000	264	89,000	0%
Public & Private Fire Protection	100,694	100,000	694	1,249,000	0%
Other Operating Revenue	1,209	2,000	(791)	18,000	-4%
Total Operating Revenue	420,112	440,000	(19,888)	4,399,000	0%
Salaries & Wages	136,935	136,000	935	1,751,000	0%
Employee Benefits	57,981	64,000	(6,019)	771,000	-1%
Purchased Power & Water	8,034	9,000	(966)	82,000	-1%
Chemicals	11,943	9,000	2,943	108,000	3%
Materials & Supplies	20,929	27,000	(6,071)	309,000	-2%
Contracted Services	24,502	41,000	(16,498)	472,000	-3%
Transportation Expense	24,034	4,000	20,034	52,000	39%
Insurance	-	-	-	50,000	0%
Other Miscellaneous Expenses	1,052	3,000	(1,948)	98,000	-2%
Total Operating Expense	285,410	293,000	(7,590)	3,693,000	0%
Depreciation & Amortization Expense	70,615	71,000	(385)	804,000	0%
Net Non-Operating Income	76,131	57,000	19,131	487,000	4%
Debt Service	199,791	200,000	(209)	495,000	0%
Tank Painting Contribution	9,666	10,000	(334)	116,000	0%
Depreciation Funds Allocated to O&M	(19,500)	(19,500)	-	(234,000)	0%
Net Income After Appropriations	\$ (49,739)	\$ (57,500)	\$ 7,761	\$ 12,000	

Starting to see the effects of the wet summer on revenue.

Costly repairs to the dump truck.

Higher than expected timber harvest income.

York Water District
Income Statement
For the Nine Months Ending September 30, 2023

Operating Revenue	Operating Expense	Net Income/(Loss)
▼ (\$20,699)	▼ (\$127,699)	▲ \$157,330

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 1,843,141	\$ 1,866,000	\$ (22,859)	\$ 2,537,000	-1%
Commercial Metered Sales	332,282	334,000	(1,718)	506,000	0%
Governmental Metered Sales	62,708	61,000	1,708	89,000	2%
Public & Private Fire Protection	941,751	936,000	5,751	1,249,000	0%
Other Operating Revenue	10,419	14,000	(3,581)	18,000	-20%
Total Operating Revenue	3,190,301	3,211,000	(20,699)	4,399,000	0%
Salaries & Wages	1,233,504	1,270,000	(36,496)	1,751,000	-2%
Employee Benefits	556,911	601,000	(44,089)	771,000	-6%
Purchased Power & Water	54,454	64,000	(9,546)	82,000	-12%
Chemicals	73,582	81,000	(7,418)	108,000	-7%
Materials & Supplies	216,072	243,000	(26,928)	309,000	-9%
Contracted Services	315,502	329,000	(13,498)	472,000	-3%
Transportation Expense	53,107	39,000	14,107	52,000	27%
Insurance	52,745	53,000	(255)	50,000	-1%
Other Miscellaneous Expenses	75,424	79,000	(3,576)	98,000	-4%
Total Operating Expense	2,631,301	2,759,000	(127,699)	3,693,000	-3%
Depreciation & Amortization Expense	635,535	636,000	(465)	804,000	0%
Net Non-Operating Income	413,822	364,000	49,822	487,000	10%
Debt Service	286,963	287,000	(37)	495,000	0%
Tank Painting Contribution	86,994	87,000	(6)	116,000	0%
Depreciation Funds Allocated to O&M	(175,500)	(175,500)	-	(234,000)	0%
Net Income After Appropriations	\$ 138,830	\$ (18,500)	\$ 157,330	\$ 12,000	

Two open positions earlier in the year.

Grant money recieved from Wheeler Trust.
higher than expected timber harvest revenue.

York Water District
Balance Sheet
As of September 30, 2023

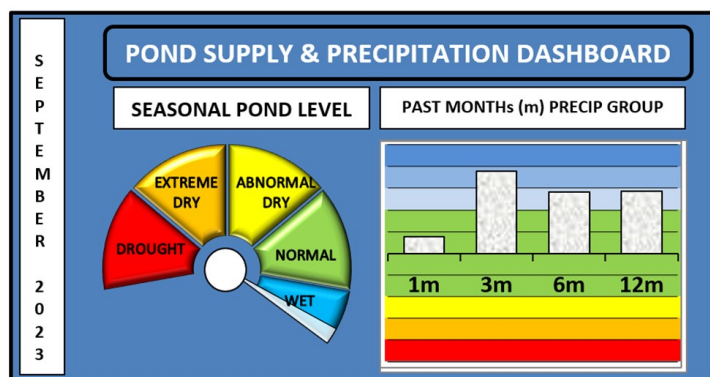
	09/30/2023	12/31/2022	vs SOY
Capital Assets	47,037,136	46,100,311	936,825
Less: Accumulated Depreciation	22,466,091	21,728,291	737,800
Total Net Capital Assets	24,571,045	24,372,020	199,025
Cash	2,760,039	2,998,265	-238,226
Investments	1,000,000	0	1,000,000
Accounts Receivable	650,544	612,378	38,166
Inventory	500,939	537,441	-36,502
Prepayments	26,770	45,105	-18,335
Total Current and Accrued Assets	4,938,292	4,193,189	745,103
Deferred Debits	4,270,963	4,303,502	-32,539
TOTAL ASSETS AND OTHER DEBITS	33,780,300	32,868,711	911,589
Long-Term Debt	3,217,411	2,909,231	308,180
Accounts Payable	143,480	232,466	-88,986
Accrued Taxes	2,741	1,821	920
Accrued Interest	-15,055	16,393	-31,448
Miscellaneous Current and Accrued Liabilities	1,758,555	1,805,844	-47,289
Total Current and Accrued Liabilities	1,889,721	2,056,524	-166,803
Advances for Construction	537,971	276,855	261,116
Other Deferred Credits	3,073,009	3,073,009	0
Total Deferred Credits	3,610,980	3,349,864	261,116
Contributed Funds	1,327,648	1,254,687	72,961
Contributions In Aid Of Construction (C.I.A.C.)	10,481,332	10,284,914	196,418
Less: Accumulated Depreciation of C.I.A.C	3,408,944	3,274,144	134,800
Total Net C.I.A.C	7,072,388	7,010,770	61,618
Appropriated Retained Earnings	14,596,894	14,596,894	0
Unappropriated Retained Earnings	2,065,258	1,690,741	374,517
Total Equity Capital	16,662,152	16,287,635	374,517
TOTAL LIABILITIES AND EQUITY	33,780,300	32,868,711	911,589

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2023	41.4	-2.1 KKW	+0.10 (Extremely Wet)	4.4" (High Normal)
2022	45.8	-1.8 KKW	-2.95 (Low Normal)	2.8" (Low Normal)
2021	53.8	-0.9 KKW	+0.20 (Very Wet)	4.4" (High Normal)
2020	45.7	-0.6/+1.0 KKW	-4.22 (Drought)	0.9" (Drought)

* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.

TREATMENT REPORT

By: Ryan Lynch



Inside this issue:	
Treatment	1-2
GIS	2-3
Resource Protection	3-4
Distribution	4-5
Wellness	5
Billing	5

The average precipitation for the month of September is 3.9 inches. We received 4.4 inches of rain which is considered high-normal. This continues a streak of above average precipitation we have been having for the year, but this month is not as high as we have continued to see in the last nine months. The pond level is still considered extremely wet for this time of year as the pond was still overflowing at the end of the month. On average the pond is normally around 2.3 feet below this level at this time of year. Pond water quality remains poor. Treatment operators continue to adjust chemicals as needed. NOAA is predicting normal precipitation through year's end.

This month, operators completed replumbing the alum (aluminum sulfate) chemical feed lines from the two small 120-gallon day tanks to the chemical feed pumps. While performing this project, one tank at a time, both day tanks were removed and cleaned of inevitably accumulating precipitated chemical. The feed lines were upsized

from half-inch to one-inch with fewer low spots and ninety-degree turns where alum tends to accumulate and eventually cause a clog. The new lines also have more ball valves for isolation to accommodate easier clean outs.

Operators took down both clarifiers to replace all gasket material which prevents plastic filter media from leaking out. This is a two-day process for each clarifier and only one clarifier at a time can be done while the second clarifier continues to produce water for the day. Operators found and repaired a small hole that had developed in a small crack in the metal lip on one side but were unable to find exactly where the leak was on the second clarifier. A new approach was used with gaskets and polyurethane sealant made for use in drinking water which should improve hold. The depth of the media was measured and found to be slightly lower than the original specification. The next time this is done,

next year, we will purchase and add more plastic media.

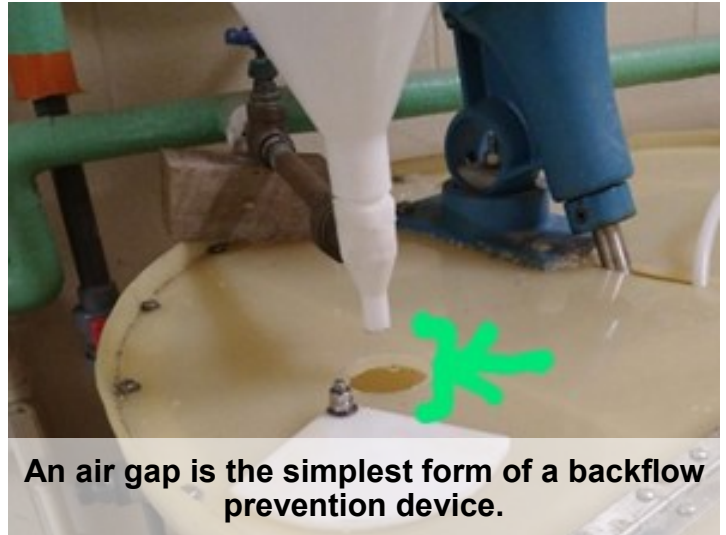


Operators took down both clarifiers to replace all gasket material which prevents plastic filter media from leaking out.

Our State of Maine Drinking Water Program (DWP) inspector scheduled and performed a sanitary survey this month. The DWP performs this on-site review at least once every three years. They collected up to date information on our system and took a hard look at the filtration plant to ensure all aspects of operation is in compliance, including required data collection and regularly required calibrations. We again passed with “no significant deficiencies”. Besides showing some paperwork to prove our polymers are approved for use in drinking water, we only had to create air gaps on two polymer tanks. An air gap is just an unobstructed vertical space between where feed water is added and the highest level of chemical in the tank, to ensure no backflow is possible into the potable water line. An air gap is the simplest form of a backflow prevention device.

Operators spent a lot of time training our new plant operators, as well as two employees from other departments who were enlisted to help the plant with standby duties until we are restaffed and back up to speed.

Our information technology contractor completed swapping out our old SCADA VPN (firewall) to a newer appliance, we met at the Kittery Water District Old Beach Ridge Road Pump Station to restart getting it set up for interdistrict water transfers and gave a tour to representatives and discussed the potential of a job shadow program for York Public Schools that Zach is working on.



An air gap is the simplest form of a backflow prevention device.

GIS REPORT

By: Todd Hill

Another homeowner financed water main extension was installed on Rogers Road. This extension included three properties. All water utility features including the water main, water services, meter pit and a two-inch blowoff have been logged into GIS, inserted into their appropriate layer and added to ArcGIS online. Once the water utility replacement portion of the Nubble Road Phase III project was completed all water utility features were picked up for this project including a new fire hydrant on the corner of Fourth Avenue and Nubble Road.

The owner of 15 Blueberry Lane has also requested year round water and is moving forward with this project. At this time contracts are in place and a purchase order has been pulled to get materials ordered. This project will be about 80 feet in length. We also met with the Sunset Road group to go over any other questions the participants had regarding the main extension and the service installation on the private side for

each home before the project starts. This project, including Blueberry Lane, will start after we shut down our summer lines for the season.

Other projects performed in September include:

- Worked on LSLI updates.
- Completed power automate connection for all the pump stations.
- Updated the blowoff layer.
- Attended monthly cybersecurity meeting.
- Logged new water service at 38 Beacon Street in GIS.
- Helped with a hydrant flow test at the York Heights Tank.
- Updated the summer line basemap.
- Updated the District's website.
- Made additional signage for the Nubble Road project.

A homeowner financed water main extension was installed on Rogers Road.



RESOURCE PROTECTION REPORT

By: Zachariah Mein

September was a pretty busy month for me at the Resource Protection Office (RPO) with Gary retiring and the transition that comes with it. The timber harvest continued through the month with no major issues, there were a lot of good-looking white pines that came out giving us a higher income than initially expected. Gary, Larry, and I

marked out an adjustment to the County Road Trail so that the loggers could clear trees out of the way while they were already logging next to it, making it easier for us to move the trail. The trail has needed work for some time as it is our main access trail in and out of the watershed from the RPO. The re-route will give the trail a better route to avoid water drainage issues as well as move the trail farther onto District property, rather than running along the middle of the boundary line of the neighbors.

The distribution crew and I were able to run an exercise with the fire pump unit, as very few of us in the District have had hands on experience with it. The exercise included hoisting the unit into the gator, strapping, and trailering the loaded gator, driving the gator with an empty and full water tank, as well as running the hose on the unit. The exercise was a great experience, and everyone learned a lot about the capabilities and limitations of the fire unit as well as the gator itself.



The distribution crew and I were able to run an exercise with the fire pump unit.

The watershed had a few heavier winds and stormy days this month which led to ongoing trail clean up, both big and small, throughout the month, which always keeps us busier. This month I also spent a bit of time every week training for standby at the treatment plant that will begin later in October to help relieve the demand on the operators. I was also able to create a new Survey123 form for the District vehicle inspections that gives all employees access to the



The watershed had a few windy and stormy days which led to ongoing trail clean up.

same digital form for inspections regardless of what department they are from. The information for the inspection is then automatically sent to a spreadsheet that updates in real time that the supervisors and managers have access too. This will give employees a digital option they can complete directly from their phone and will hopefully be an easier and time saving option.

DISTRIBUTION REPORT

By: Webster Ropke



New fire hydrant on the corner of Fourth Avenue and Nubble Road.

As of September 26th, Curtis Earthworks has completed the Nubble Road Phase III main replacement project. Curtis installed about 809 feet of ten-inch water main, 26 feet of eight-inch water main, and installed one new hydrant at the corner of Fourth and Nubble Road. They also did 16 new one-inch water services. District crews have taken all 16 homes off the temporary lines and now the homes are being served from the new main. All the temporary lines have been picked up.



Curtis Earthworks has completed the Nubble Road Phase III main replacement project.

There were two homeowner driven main extensions completed this month. District crews inspected, flushed, tested, chlorinated, and took bacteria samples on both jobs. The first was a 20 foot main extension with one service. The second was 180 feet with three new services. The contractor doing both jobs was Pratt Excavation and both mains are in service.

On September 14th, the District hosted a class on Basic & Advance Erosion Control Practices. The class was put on by John MacLaine from the Maine Department of Environmental Protection (DEP). Seven of our distribution operators attended. There were also employees from water,

sewer, and public works from other municipalities that attended as well. This class was the first step in obtaining a Maine DEP Erosion Control Certification. This certification is required by the Maine DEP for anyone that is responsible for installing erosion control on a job site. The second step for obtaining certification is hands on installation of two different applications of erosion control. Once both requirements are met you receive a certification.

SEPTEMBER BILLING

York Beach Route

2023	Usage(cf)	Revenue	Customers
Residential	3,675,800	\$266,115	1,855
Commercial	1,519,100	\$49,830	90
Governmental	51,100	\$2,264	8

2022	Usage(cf)	Revenue	Customers
Residential	4,136,900	\$290,322	1,840
Commercial	1,757,200	\$53,967	94
Governmental	62,400	\$2,451	8

WELLNESS REPORT

By: Karen Hale



Unplug to Unwind

With technology taking over our homes and work, we are forgetting how to live without the support of phones, laptops and tablets.

While some forms of technology have made positive changes, there is also evidence of negative effects as well. Some studies have found the more time people are spending online, they are developing a higher risk for eyestrain, sleep problems, depression, anxiety and other mental health concerns. Disconnecting can be good for mental and physical health. When relaxed, we give our mind and body time to recharge.

Try unplugging for two weeks and see if you notice changes in your own health!

WATER QUALITY REPORT

REPORT DATE: 10/16/2023

AVERAGE PLANT FINISH WATER QUALITY RESULTS (Last 30 Days Before Report Date- Above)

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtCl2	Avg Ortho		Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
1,216,987	65	0.08	9.14	0.14	2.14	1.49		0.12	-0.04	0.45

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
9/26/2023	65	0.08	9.30	0.36	2.20	1.44	19	0	0.069	0.00	0.051
9/21/2023	68	0.08	9.30	0.18	2.20	1.56	18	2	0.067	0.00	0.027
9/13/2023	73	0.07	8.79	0.18	2.20	1.47	18	1	0.049	0.02	0.016
9/6/2023	72	0.08	8.91	0.10	2.20	1.53	16	0	0.050	0.01	0.031
AVERAGE RESULTS:	70	0.08	9.08	0.21	2.20	1.50	18	1	0.059	0.01	0.031
TREATMENT TARGET PARAMETERS:		<0.3	9.0	<0.10	2.0-2.5	>=1.5	>10	<5	<0.05	<0.05	<0.05

ROUTINE DISTRIBUTION WATER QUALITY RESULTS

Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity		Manganese	Iron	Aluminum
Route 1 at Pine Ledge Motel S	9/26/2023	0.09	9.24	0.04	1.30	1.63	20		0.018	0.000	0.051
Route 1 at Pine Ledge Motel S	9/21/2023	0.11	9.19	0.06	1.50	1.65	20		0.013	0.000	0.082
Route 1 at Pine Ledge Motel S	9/13/2023	0.07	9.18	0.10	1.50	1.67	18		0.012	0.000	0.018
Route 1 at Pine Ledge Motel S	9/6/2023	0.08	9.10	0.06	1.50	1.64	19		0.012	0.000	0.037
Route 1 North Pump Station	9/26/2023	0.09	9.26	0.06	1.70	1.56	20		0.032	0.000	0.048
Route 1 North Pump Station	9/21/2023	0.09	9.05	0.03	1.60	1.66	19		0.005	0.000	0.016
Route 1 North Pump Station	9/13/2023	0.08	9.13	0.10	1.60	1.54	17		0.022	0.000	0.033
Route 1 North Pump Station	9/6/2023	0.09	8.99	0.05	1.80	1.62	18		0.018	0.010	0.044
Route 1 South Pump Station	9/26/2023	0.09	9.25	0.06	1.80	1.56	20		0.036	0.000	0.049
Route 1 South Pump Station	9/21/2023	0.07	9.31	0.04	1.90	1.61	19		0.023	0.000	0.033
Route 1 South Pump Station	9/13/2023	0.08	9.28	0.16	1.90	1.55	17		0.013	0.000	0.016
Route 1 South Pump Station	9/6/2023	0.09	9.09	0.05	2.00	1.60	17		0.014	0.010	0.033
Simpson Hill Tank (SHT)	9/26/2023	0.08	8.99	0.03	1.40	1.65	18		0.020	0.000	0.013

Simpson Hill Tank (SHT)	9/21/2023	0.07	8.92	0.04	1.50	1.67	20		0.009	0.020	0.030
Simpson Hill Tank (SHT)	9/13/2023	0.08	9.05	0.04	1.60	1.61	17		0.030	0.000	0.013
Simpson Hill Tank (SHT)	9/6/2023	0.08	8.89	0.05	1.60	1.64	17		0.014	0.010	0.019
York Heights Tank (YHT)	9/26/2023	0.07	9.08	0.05	1.80	1.55	19		0.035	0.000	0.030
York Heights Tank (YHT)	9/21/2023	0.07	8.96	0.06	1.80	1.62	19		0.016	0.000	0.035
York Heights Tank (YHT)	9/13/2023	0.09	9.00	0.06	1.80	1.58	16		0.018	0.000	0.020
York Heights Tank (YHT)	9/6/2023	0.11	8.93	0.05	1.80	1.60	18		0.017	0.000	0.030
York Water District Office	9/26/2023	0.08	8.82	0.04	1.70	1.60	16		0.041	0.000	0.049
York Water District Office	9/21/2023	0.13	8.97	0.02	1.70	1.59	17		0.032	0.000	0.024
York Water District Office	9/13/2023	0.12	8.99	0.07	1.80	1.59	16		0.021	0.000	0.036
York Water District Office	9/6/2023	0.10	8.75	0.06	1.80	1.62	17		0.021	0.000	0.042
AVERAGE RESULTS:		0.09	9.06	0.06	1.68	1.61	18		0.021	0.002	0.033
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10

ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)										
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform	
South Side Road Near Blaisdell Farm	9/7/2023	0.11	8.81	0.05	1.90	1.61	18	19.6	ABSENT	
Route 1 @ River Bend Road	9/7/2023	0.08	8.94	0.12	1.90	1.65	18	21.5	ABSENT	
Route 1 @ Mr. Mikes Convenience Store	9/7/2023	0.09	8.90	0.15	2.10	1.68	19	22.0	ABSENT	
Webber Road Near Ridge Road (73 Webber)	9/7/2023	0.10	8.93	0.07	2.10	1.66	18	22.5	ABSENT	
Ridge Road Across from Coastal Ridge Elemen	9/7/2023	0.11	8.89	0.10	2.10	1.61	19	21.2	ABSENT	
Route 1A @ Roaring Rock Road	9/7/2023	0.09	8.92	0.05	1.80	1.66	19	20.4	ABSENT	
Route 1 @ Old Post Road (Tranmission Line)	9/7/2023	0.11	8.87	0.16	2.30	1.51	18	23.5	ABSENT	
White Pine Pump Station Near Route 1	9/7/2023	0.09	8.90	0.10	2.40	1.62	18	20.7	ABSENT	
Organug Road @ Indian Trail	9/19/2023	0.08	9.16	0.05	2.00	1.54	20	20.4	ABSENT	
Seabury Road Near Route 103	9/19/2023	0.08	9.10	0.09	1.80	1.69	19	19.0	ABSENT	
Godfrey Cove Road and Raynes Neck Road	9/19/2023	0.09	9.21	0.04	1.70	1.64	20	18.0	ABSENT	
Stageneck Road @ Harbor Beach Road	9/19/2023	0.09	9.12	0.04	1.80	1.78	19	20.7	ABSENT	
Yorkshire Commons @ York Street	9/19/2023	0.08	9.11	0.04	2.00	1.62	18	20.8	ABSENT	

Route 1A @ York Senior Center formerly YPD	9/19/2023	0.08	9.12	0.05	2.00	1.62	19	21.0	ABSENT
Clark Road Cape Neddick	9/19/2023	0.07	9.10	0.06	1.50	1.76	17	19.3	ABSENT
	Average:	0.09	9.01	0.08	1.96	1.64	19	20.7	
	Minimum:	0.07	8.81	0.04	1.50	1.51	17	18.0	
	Maximum:	0.11	9.21	0.16	2.40	1.78	20	23.5	

				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		Task	Interval												
BI	Eyewash Station checks		Weekly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Vehicle Checks		Weekly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Fire extinguisher inspections (internal)		Monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	First Aid Kit Inspections		Monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	AED inspections		Monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	GFCI checks		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Air Compressor relief valve check		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Portable Ladder inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Sling/ lifting strap/ lifting chain inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	PPE inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Jack inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Jack stand inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Welding equipment inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Grinding wheel/ guard inspection		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Garage Door sensor checks		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Emergency Exit Lighting checks		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Confined Space Rescue Trailer inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Air Quality Monitor Calibrations		Every 6 months		✓						✓				
	Fixed Ladder Inspections		Annually						✓						
	Lifts/Hoists (internal)		Annually - opposite the contracted insp.						✓						
	Lifts/Hoists (Contracted)		Annually												
	Testing Panic buttons/security pads		Annually												
	Fire extinguisher inspections (contracted)		Annually												
BLS REQUIRED TRAINING	MMA - Fire Extinguisher Training		Annual		✓										
	Confined Space Rescue Training*		Initial												
	Simulated Confined Space Rescue Training*		Annual												
	Basic First Aid Training*		Every 2 years - last 6/15/22												
	CPR certification*		Every 2 years - last 6/15/22												
	Hearing Tests/Training Video*		Annual									✓			
	Respirator Medical Evaluations*		Annual						✓						
	Respirator Fit Tests*		Annual												
	Workzone/Flagger Training		Initial												
	Trenching & Excavation Training		Initial												
	Global Harmonization Video		Initial												
BLS REQUIRED PROGRAMS	Hazard Assessment of PPE	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Bloodborne Pathogen Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Confined Space Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Emergency Action Plan	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Electrical Policy (Arc Flash)	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Fire Extinguisher Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Global Harmonization Policy (HazCom)	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Hearing Protection Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Ladder Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Lock Out / Tag Out Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Respiratory Protection Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Silica Exposure Prevention Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Video Display Terminal Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
MISC	Safety Meetings		Quarterly			✓			-			✓			
	Update Bureau of Labor posters		Every 6 months	✓						✓					
	Post OSHA 300 logs		Annual	✓											
	Prepare Safety budget		Annual												
	SDS inventory		Annual	-	✓										
	NWZAW & Safe Digging Banners		Annual			✓	-								
	SHAPE inspection		Every 3 years												

* Applicable employees only