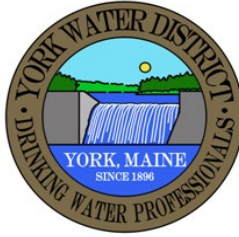


#### Trustees

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



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

#### Administration

Donald D. Neumann Jr., Superintendent  
Gary E. Stevens, Asst. Superintendent  
Patrick M. Desrosiers, Financial Manager  
Ryan Lynch, Treatment Plant Manager

Posted December 14, 2022

#### LEGAL NOTICE -

**Board of Trustees Monthly Meeting**  
At the District's Main Office  
Wednesday, December 21, 2022 @ 2:00pm

#### AGENDA

1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Board Meeting held on November 16, 2022.
3. See what action the Board will take after a review of the minutes of the Budget Workshop held on December 5, 2022.
4. Invitation for Public Comment.  
*Because time is limited, 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. The public is welcome to submit written comments. Those comments should be sent to [customerservice@yorkwaterdistrict.org](mailto: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. Nate McLaughlin PE of Woodard and Curran will provide an overview to the Board regarding the recently completed Staffing Evaluation.
7. See if the Board will take any action on the Staffing Evaluation or defer to a future meeting.
8. See what action the Board will take on the 2023 O&M and Capital Budgets as presented.
9. See what action the Board may take to authorize the Superintendent to list the parcel located at 247 Scituate Road for sale with a Broker.
10. Staff will provide an update on District Operations.
11. General Discussion
12. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.  
Superintendent

### Trustees

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



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The York Water District Board of Trustees monthly meeting was held on Wednesday, November 16, 2022, through remote conferencing as allowed by the district's remote meeting policy.

President, Richard Leigh called the meeting to order at 1:03pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee Stephen Rendall, and Trustee Richard Boston. Staff present were Superintendent – Donald Neumann and Financial Manager – Patrick Desrosiers,

At 1:03 pm a motion was made by Karen Arsenault and seconded by Richard Boston to go into executive session to discuss personnel related matters Pursuant to MSRA Title 1, section 405 (6) (A). Re: Pay scale adjustments and establishing a maximum for employee performance increases. It was voted unanimously.

At 2:45 pm a motion was made by Russell Peterson and seconded by Karen Arsenault to leave executive session Pursuant to MSRA Title 1, section 405 (6) (A). It was voted unanimously.

President, Richard Leigh called the public meeting to order at 3:03pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee Stephen Rendall, and Trustee Richard Boston. Staff present were Superintendent – Donald Neumann, Asst. Superintendent – Gary Stevens, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch, Lead Treatment Plant Operator – Noah Emery, and Financial Assistant – Shelley Kimball.

### **See what action the Board will take after a review of the minutes of the Board Meeting held on October 19, 2022.**

On a motion made by Trustee Rendall and duly seconded by Trustee Arsenault, it was voted unanimously to accept the Minutes of the October 19, 2022, Board Meeting. Vote 5-0, **Motion Passes**

Public Comment:

N/A

President Richard Leigh read a letter received from Mary Matthews of the Bureau of Labor Standards (BLS) and presented the TASC (YWD Training and Safety Committee) with the Department of Labor's SHAPE award. Noah Emery TASC President was present to accept the award. The Board wanted to recognize Noah Emery, Thomas Chase, Karen Hale, and Robbie Henson for their hard work to help YWD maintain this achievement.

**The Financial Manager presented the Board with the Monthly and Year-to-date Budget Reports and Income for October 2022 Statement for review and discussion.** The revenue for October 2022 is \$32,658 over projections. The O&M Budget for October 2022 is \$48,530 over projections. The YTD revenue is \$28,707 over projections. The YTD O&M budget is \$29,120 over projections.

The 2023 O&M Budget Workshop was confirmed for December 5, 2022, at 10:00 am. This meeting is scheduled as an in-person meeting at 86 Woodbridge Road.

**See what action the Board may take regarding pay scale adjustments for the 2023 calendar year.**

On a motion made by Trustee Boston and duly seconded by Trustee Rendall, it was voted unanimously to increase the pay scale by 6%. Vote 5-0, **Motion Passes**

Trustee Rendall wanted it noted and recorded in the minutes that the reason for the increase is associated with employee retention due to the competitive job market and not associated with inflation.

**See what action the Board may take regarding setting the maximum percentage for employee performance increases for the 2023 calendar year. (Potential annual increases are based on individual employee performance evaluations).**

On a motion made by Trustee Arsenault and duly seconded by Trustee Boston, it was voted unanimously to a pay rate increase of \$4,000 maximum for all employees in good standing. Vote 5-0 **Motion Passes**

On a motion made by Trustee Boston and duly seconded by Trustee Rendall, it was voted unanimously to provide a cost-of-living stipend to all employees for one year only of \$500.00 per quarter equivalent to \$2,000. Vote 5-0, **Motion Passes**

Trustee Rendall wanted it noted and recorded in the minutes that the cost-of-living stipend is an action associated with addressing the inflationary impact to employees.

**Staff will provide an update on District Operations.**

Don:

- Richard Leigh and Don met with Mike Rogers and John Perry of Kittery Water District. They are working on planning an in-person joint Trustees meeting in January. The main topic of the meeting is the new interconnection on Old Beech Ridge Road.
- Don had a meeting with DeCarlo Brown – Town Planner and Phil Tucker – YSD’s Superintendent about the town considering a build out analysis.
- Town has joined the Maine Community Resilience Partnership, and they will be working on an adaptation plan. DeCarlo will be working closely with the YWD and YSD on this project.
- Don attended two Maine Water Utilities meetings to discuss a large-scale tabletop exercise to be held in January. The exercise will include several water utilities. The working group will decide what type of scenario will be part of the drill. The exercise will be funded by the Maine Drinking Water Program and scheduled for January 2023.
- York Sewer District has invited YWD to an end of season luncheon on December 7, 2022. Just let Don know if you are available to attend.

Gary:

- The timber harvest is complete, and cleanup is finished. Gary sent out an email to everyone showing the progress of the area.
- Mt. “A” parking lot is coming along. Looks like the contractor is working on upper and lower parking areas at the same time.

Ryan:

- Updated the Board on the pond levels. Today the pond was -1.9 ft. With the decline in demand and the rain levels the pond will be back to average by the end of the month.

Noah:

- Updated the Board on the Finish Pump Replacement project.

**See if the Board will consider closing the district at noon on December 22<sup>nd</sup>.**

On a motion made by Trustee Arsenault and duly seconded by Trustee Peterson, it was voted three for and one against the district closing at 12:00 on December 22, 2023, Vote 3-1, **Motion Passes**

At 3:15 a motion was made by Karen Arsenault and seconded by Richard Boston to go into executive session Pursuant to MSRA Title 1, section 405 (6) (C) disposition of property. It was voted unanimously.

At 3:26 a motion was made by Russell Peterson and seconded by Richard Boston to leave executive session Pursuant to MSRA Title 1, section 405 (6) (C) disposition of property. It was voted unanimously.

A motion was made by Richard Boston and seconded by Karen Arsenault to authorize the Superintendent to attend the scheduled mediation regarding 247 Scituate Road and to settle the case if in the best interest of the district. It was voted unanimously.

General Discussion:

N/A

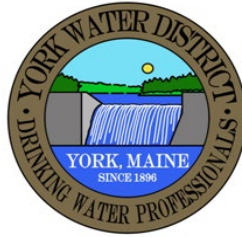
President Leigh adjourned the meeting at 3:40

Respectfully Submitted,

Karen Arsenault  
Clerk  
York Water District

### **Trustees**

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



### **Administration**

Donald D. Neumann Jr., Superintendent  
Gary E. Stevens, Asst. Superintendent  
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The York Water District Board of Trustees O&M budget workshop was held on Monday, December 5, 2022, in the conference room at 86 Woodbridge Road.

President, Richard Leigh called the public meeting to order at 10:02am. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee Stephen Rendall, and Trustee Richard Boston. Staff present were Superintendent – Donald Neumann, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch.

The Financial Manager presented the Board with a draft of the 2023 Operations and Capital Improvement Budget. He highlighted the major spending initiatives and variations between the 2023 and 2022 budgets. Items that had been removed from the budget to keep costs down were also mentioned.

No action was taken.

General Discussion:

N/A

President Leigh adjourned the meeting at 12:40pm

Respectfully Submitted,

Karen Arsenault  
Clerk  
York Water District

DATE: 12/13/2022  
TIME: 10:00:07AM

**York Water District**  
**INVOICE LIST**  
**FOR CHECKS FROM 11/9/2022 TO 12/12/2022**

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| Vendor #                    | Vendor Name                | Invoice #      | Amount   | Check Date | CHK # | Description                        |
|-----------------------------|----------------------------|----------------|----------|------------|-------|------------------------------------|
| ABBOTT BROTHERS             |                            |                |          |            |       |                                    |
| 1                           | ABBOTT BROTHERS            | 30203          | 174.00   | 12/01/2022 | 18034 | FILL MATERIALS                     |
| 1                           | ABBOTT BROTHERS            | 30342          | 266.00   | 11/23/2022 | 18019 | FILL MATERIALS                     |
|                             |                            |                | 440.00   |            |       |                                    |
| Advanced Communications Ser |                            |                |          |            |       |                                    |
| 348                         | Advanced Communications Si | 6010617        | 470.00   | 11/17/2022 | 18002 | MONTHLY CYBER REPORTING            |
| 348                         | Advanced Communications Si | 6010655        | 843.75   | 12/01/2022 | 18035 | SERVICE CALL - IT SUPPORT          |
|                             |                            |                | 1,313.75 |            |       |                                    |
| AT&T                        |                            |                |          |            |       |                                    |
| 168                         | AT&T                       | 0207374976001  | 36.36    | 11/09/2022 | 17984 | LONG DISTANCE - PLANT              |
| 168                         | AT&T                       | 0207374976001  | 36.36    | 12/08/2022 | 18058 | LONG DISTANCE - PLANT              |
|                             |                            |                | 72.72    |            |       |                                    |
| BLOCK'S PROPERTY MAINT. LL  |                            |                |          |            |       |                                    |
| 1,699                       | BLOCK'S PROPERTY MAINT. I  | 369            | 3,500.00 | 11/09/2022 | 17985 | SHORELINE TRIMMING                 |
|                             |                            |                | 3,500.00 |            |       |                                    |
| BUREAU OF MOTOR VEHICLES    |                            |                |          |            |       |                                    |
| 1,721                       | BUREAU OF MOTOR VEHICLE    | 11/30/22       | 10.00    | 12/01/2022 | 18036 | LOST PLATE FEE (2)                 |
|                             |                            |                | 10.00    |            |       |                                    |
| CARDMEMBER SERVICE          |                            |                |          |            |       |                                    |
| 1,264                       | CARDMEMBER SERVICE         | 001618817 11/2 | 6,972.64 | 11/17/2022 | 18003 | NOVEMBER CREDIT CARD ACTIVITY      |
|                             |                            |                | 6,972.64 |            |       |                                    |
| CARUS CORPORATION           |                            |                |          |            |       |                                    |
| 1,385                       | CARUS CORPORATION          | SLS 10104835   | 7,172.71 | 12/08/2022 | 18059 | 6061 LBS BLENDED PHOSPHATE         |
|                             |                            |                | 7,172.71 |            |       |                                    |
| Central Maine Power         |                            |                |          |            |       |                                    |
| 24                          | Central Maine Power        | 35010715726 1  | 20.57    | 11/23/2022 | 18020 | POWER - LIGHT AT POND              |
| 24                          | Central Maine Power        | 35011336332 1  | 295.44   | 11/23/2022 | 18020 | POWER - RTE 1 NORTH PS             |
| 24                          | Central Maine Power        | 35012087900 1  | 45.47    | 11/17/2022 | 18004 | POWER - SIMPSON HILL TANK          |
| 24                          | Central Maine Power        | 35012909699 1  | 22.14    | 11/23/2022 | 18020 | POWER - RPO GARAGE                 |
| 24                          | Central Maine Power        | 35012922080 1  | 115.36   | 11/23/2022 | 18020 | POWER - WHITE PINE PS              |
| 24                          | Central Maine Power        | 35012966749 1  | 875.40   | 11/23/2022 | 18020 | POWER - SCREENHOUSE/AERATION SYSTE |
| 24                          | Central Maine Power        | 35012969180 1  | 2,818.79 | 11/23/2022 | 18020 | POWER - TREATMENT PLANT            |
| 24                          | Central Maine Power        | 35013404708 1  | 128.98   | 11/23/2022 | 18020 | POWER - RTE 1 SOUTH PS             |
| 24                          | Central Maine Power        | 35015157361 1  | 294.58   | 11/23/2022 | 18020 | POWER - WHIPPOORWILL PS            |
| 24                          | Central Maine Power        | 35015205897 1  | 91.42    | 11/23/2022 | 18020 | POWER - RPO                        |
| 24                          | Central Maine Power        | 35015396233 1  | 22.37    | 11/17/2022 | 18004 | POWER - LIGHT BEHIND SHOP          |
| 24                          | Central Maine Power        | 35016940278 1  | 39.83    | 11/23/2022 | 18020 | POWER - HEIGHTS TANK               |
| 24                          | Central Maine Power        | 35016960912 1  | 55.38    | 11/23/2022 | 18020 | POWER - HEAT TAPE                  |
| 24                          | Central Maine Power        | 35017139011 1  | 507.42   | 11/17/2022 | 18004 | POWER - OFFICE/SHOP                |
|                             |                            |                | 5,333.15 |            |       |                                    |
| CHARLES BLACK               |                            |                |          |            |       |                                    |
| 1,638                       | CHARLES BLACK              | 11/12/2022     | 224.99   | 11/17/2022 | 18005 | 2022 BOOT ALLOWANCE - C. BLACK     |

DATE: 12/13/2022  
TIME: 10:00:07AM

**York Water District**  
**INVOICE LIST**  
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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>                  |
|---------------------------------------|--------------------------|------------------|------------------|-------------------|--------------|-------------------------------------|
|                                       |                          |                  | <b>224.99</b>    |                   |              |                                     |
| <b>CHARTER COMMUNICATIONS</b>         |                          |                  |                  |                   |              |                                     |
| 344                                   | CHARTER COMMUNICATION:   | 1406178011121    | 149.98           | 12/01/2022        | 18037        | BROADBAND - TANK CAMERA             |
| 344                                   | CHARTER COMMUNICATION:   | 1422436011107    | 119.99           | 11/17/2022        | 18006        | INTERNET @ TANK SITE                |
| 344                                   | CHARTER COMMUNICATION:   | 1425335011107    | 672.62           | 11/17/2022        | 18006        | MONTHLY CABLE & INTERNET            |
|                                       |                          |                  | <b>942.59</b>    |                   |              |                                     |
| <b>COMMUNICATIONS FACILITIES</b>      |                          |                  |                  |                   |              |                                     |
| 338                                   | COMMUNICATIONS FACILITI  | 1863             | 250.00           | 12/08/2022        | 18060        | MONTHLY TOWER SITE INSPECTION       |
|                                       |                          |                  | <b>250.00</b>    |                   |              |                                     |
| <b>CONSOLIDATED COMMUNICAT</b>        |                          |                  |                  |                   |              |                                     |
| 75                                    | CONSOLIDATED COMMUNIC    | 117944052542     | 194.65           | 12/01/2022        | 18038        | BROADBAND - TOWER SITE              |
| 75                                    | CONSOLIDATED COMMUNIC    | 2073636101536    | 156.12           | 11/09/2022        | 17986        | MONTHLY SCADA MESSAGING             |
| 75                                    | CONSOLIDATED COMMUNIC    | 2073636101536    | 156.09           | 12/08/2022        | 18061        | MONTHLY SCADA MESSAGING             |
|                                       |                          |                  | <b>506.86</b>    |                   |              |                                     |
| <b>CORE &amp; MAIN</b>                |                          |                  |                  |                   |              |                                     |
| 1,124                                 | CORE & MAIN              | R917602          | 43,934.88        | 12/01/2022        | 18039        | DUCTILE PIPE                        |
|                                       |                          |                  | <b>43,934.88</b> |                   |              |                                     |
| <b>DANIEL HINER</b>                   |                          |                  |                  |                   |              |                                     |
| 1,720                                 | DANIEL HINER             | 11/29/2022       | 147.69           | 12/01/2022        | 18040        | 2022 BOOT ALLOWANCE - D. HINER      |
|                                       |                          |                  | <b>147.69</b>    |                   |              |                                     |
| <b>DIGGER'S EXCAVATING</b>            |                          |                  |                  |                   |              |                                     |
| 494                                   | DIGGER'S EXCAVATING      | 21               | 6,067.50         | 11/23/2022        | 18021        | EXCAVATING - TIMBER HARVEST ROAD RE |
|                                       |                          |                  | <b>6,067.50</b>  |                   |              |                                     |
| <b>DRILLING &amp; BLASTING ROCK S</b> |                          |                  |                  |                   |              |                                     |
| 1,723                                 | DRILLING & BLASTING ROCK | 6736             | 3,400.00         | 12/08/2022        | 18062        | TEST DRILLING - LINDSAY RD          |
|                                       |                          |                  | <b>3,400.00</b>  |                   |              |                                     |
| <b>Eldredge Lumber</b>                |                          |                  |                  |                   |              |                                     |
| 38                                    | Eldredge Lumber          | 548196           | 50.65            | 11/09/2022        | 17987        | PUMP STATION MAINT MATERIALS        |
| 38                                    | Eldredge Lumber          | 548985           | 44.06            | 11/09/2022        | 17987        | PLANT SUPPLIES                      |
| 38                                    | Eldredge Lumber          | 549618           | 398.70           | 11/09/2022        | 17987        | MATERIALS - HIGH STREET             |
| 38                                    | Eldredge Lumber          | 550577           | 40.74            | 11/09/2022        | 17987        | PLANT SUPPLIES                      |
| 38                                    | Eldredge Lumber          | 551027           | 92.50            | 11/09/2022        | 17987        | PLANT MAINT MATERIALS               |
| 38                                    | Eldredge Lumber          | 551076           | 58.58            | 11/09/2022        | 17987        | SHOP SUPPLIES                       |
| 38                                    | Eldredge Lumber          | 551544           | 19.98            | 11/09/2022        | 17987        | PLANT SUPPLIES                      |
| 38                                    | Eldredge Lumber          | 552366           | 62.51            | 11/09/2022        | 17987        | MATERIALS - PLANT PUMP              |
| 38                                    | Eldredge Lumber          | 553958           | 52.13            | 11/17/2022        | 18007        | PLANT MAINT MATERIALS               |
| 38                                    | Eldredge Lumber          | 554717           | 35.56            | 11/17/2022        | 18007        | RPO SUPPLIES                        |
| 38                                    | Eldredge Lumber          | 556017           | 35.19            | 12/08/2022        | 18063        | PLANT MAINT MATERIALS               |
| 38                                    | Eldredge Lumber          | 556112           | 4.13             | 12/01/2022        | 18041        | RPO SUPPLIES                        |
| 38                                    | Eldredge Lumber          | 556238           | 157.14           | 12/01/2022        | 18041        | SHOP SUPPLIES                       |
| 38                                    | Eldredge Lumber          | 557769           | 21.54            | 12/01/2022        | 18041        | SHOP SUPPLIES                       |
| 38                                    | Eldredge Lumber          | 558277           | 9.89             | 12/08/2022        | 18063        | HYDRANT MAINT MATERIALS             |

DATE: 12/13/2022  
TIME: 10:00:07AM

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PAGE: 3

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|--------------------------------|--------------------------------|---------------|-----------|------------|-------|-----------------------------|
| 38                             | Eldredge Lumber                | 559850        | 228.71    | 12/08/2022 | 18063 | HYDRANT MAINT MATERIALS     |
|                                |                                |               | 1,312.01  |            |       |                             |
| Electrical Installations, Inc. |                                |               |           |            |       |                             |
| 334                            | Electrical Installations, Inc. | 22SC123-01    | 1,814.18  | 12/01/2022 | 18042 | EQUIPMENT - GULF HILL PS    |
|                                |                                |               | 1,814.18  |            |       |                             |
| Everett J. Prescott, Inc       |                                |               |           |            |       |                             |
| 113                            | Everett J. Prescott, Inc       | 6029701       | 298.00    | 11/17/2022 | 18008 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6038330       | 470.20    | 11/09/2022 | 17988 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6056165       | 1,985.90  | 11/17/2022 | 18008 | BLUE BOLTS                  |
| 113                            | Everett J. Prescott, Inc       | 6058701       | 510.38    | 12/01/2022 | 18043 | MJ FITTINGS & GRIP RINGS    |
| 113                            | Everett J. Prescott, Inc       | 6077948       | 113.06    | 11/17/2022 | 18008 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6082681       | 1,000.00  | 12/01/2022 | 18043 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6088438       | 71.89     | 11/17/2022 | 18008 | STOCK - VALLEY ROAD         |
| 113                            | Everett J. Prescott, Inc       | 6095086       | 605.20    | 11/09/2022 | 17988 | STOCK - SADDLES             |
| 113                            | Everett J. Prescott, Inc       | 6099531       | 605.20    | 11/09/2022 | 17988 | STOCK - SADDLES             |
| 113                            | Everett J. Prescott, Inc       | 6099559       | -148.10   | 11/09/2022 | 17988 | RETURN STOCK                |
| 113                            | Everett J. Prescott, Inc       | 6100393       | 137.32    | 11/09/2022 | 17988 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6101603       | 7,021.85  | 12/01/2022 | 18043 | STOCK ITEMS                 |
| 113                            | Everett J. Prescott, Inc       | 6102777       | 373.84    | 12/01/2022 | 18043 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6106869       | -605.20   | 12/01/2022 | 18043 | RETURN STOCK                |
| 113                            | Everett J. Prescott, Inc       | 6106883       | 561.98    | 12/01/2022 | 18043 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6106916       | -605.20   | 12/01/2022 | 18043 | RETURN STOCK                |
| 113                            | Everett J. Prescott, Inc       | 6106918       | 561.98    | 12/01/2022 | 18043 | STOCK                       |
| 113                            | Everett J. Prescott, Inc       | 6108794       | 1,406.09  | 12/01/2022 | 18043 | STOCK ITEMS                 |
|                                |                                |               | 14,364.39 |            |       |                             |
| FIELDING'S OIL & PROPANE CC    |                                |               |           |            |       |                             |
| 988                            | FIELDING'S OIL & PROPANE       | 4177102       | 211.10    | 11/09/2022 | 17989 | 47.9 GAL DIESEL             |
| 988                            | FIELDING'S OIL & PROPANE       | 4191494       | 924.19    | 11/23/2022 | 18022 | 209.7 GAL DIESEL            |
| 988                            | FIELDING'S OIL & PROPANE       | 4196879       | 597.17    | 12/01/2022 | 18044 | 135.5 GAL DIESEL            |
| 988                            | FIELDING'S OIL & PROPANE       | 4201154       | 131.34    | 12/01/2022 | 18044 | 29.8 GAL DIESEL             |
| 988                            | FIELDING'S OIL & PROPANE       | 4206997       | 294.84    | 12/08/2022 | 18064 | 66.9 GAL DIESEL             |
|                                |                                |               | 2,158.64  |            |       |                             |
| FW WEBB COMPANY                |                                |               |           |            |       |                             |
| 1,686                          | FW WEBB COMPANY                | 77638756-2    | 1,700.00  | 11/09/2022 | 17990 | METER ORDER                 |
| 1,686                          | FW WEBB COMPANY                | 78683171      | 432.00    | 12/08/2022 | 18065 | STOCK ITEM                  |
|                                |                                |               | 2,132.00  |            |       |                             |
| GRANITE STATE GATE SYSTEMS     |                                |               |           |            |       |                             |
| 1,674                          | GRANITE STATE GATE SYSTEMS     | 4317          | 11,400.00 | 11/09/2022 | 17991 | TRANSMISSION MAIN ROAD GATE |
|                                |                                |               | 11,400.00 |            |       |                             |
| GROUP DYNAMIC INC              |                                |               |           |            |       |                             |
| 1,086                          | GROUP DYNAMIC INC              | L2212-0160008 | 212.55    | 11/23/2022 | 18023 | MONTHLY FSA & HRA ADMIN FEE |
|                                |                                |               | 212.55    |            |       |                             |

DATE: 12/13/2022  
TIME: 10:00:07AM

**York Water District**  
**INVOICE LIST**  
**FOR CHECKS FROM 11/9/2022 TO 12/12/2022**

PAGE: 4

| Vendor #                      | Vendor Name                 | Invoice #   | Amount    | Check Date | CHK # | Description                         |
|-------------------------------|-----------------------------|-------------|-----------|------------|-------|-------------------------------------|
| Hach Chemical                 |                             |             |           |            |       |                                     |
| 66                            | Hach Chemical               | 13323179    | 120.71    | 11/17/2022 | 18009 | LABORATORY CONSUMBLES               |
| 66                            | Hach Chemical               | 13348401    | 216.38    | 12/01/2022 | 18045 | LAB CONSUMABLES                     |
| 66                            | Hach Chemical               | 13349269    | 232.00    | 12/01/2022 | 18045 | LABORATORY CONSUMBLES               |
| 66                            | Hach Chemical               | 13353105    | 150.78    | 12/08/2022 | 18066 | LABORATORY CONSUMBLES               |
| 66                            | Hach Chemical               | 13355549    | 238.00    | 12/08/2022 | 18066 | LABORATORY CONSUMBLES               |
|                               |                             |             | 957.87    |            |       |                                     |
| JEFFREY DAVIS                 |                             |             |           |            |       |                                     |
| 1,705                         | JEFFREY DAVIS               | 3738        | 38.05     | 11/17/2022 | 1250  | DEP REF MTR - 1 DAVIS DRIVE         |
|                               |                             |             | 38.05     |            |       |                                     |
| JOSEPH DIGNAM                 |                             |             |           |            |       |                                     |
| 1,169                         | JOSEPH DIGNAM               | 11/29/2022  | 225.00    | 12/08/2022 | 18067 | 2022 BOOT ALLOWANCE - J. DIGNAM     |
|                               |                             |             | 225.00    |            |       |                                     |
| KEY FORD                      |                             |             |           |            |       |                                     |
| 124                           | KEY FORD                    | 49585       | 552.71    | 12/01/2022 | 18046 | VEHICLE MAINT                       |
|                               |                             |             | 552.71    |            |       |                                     |
| KYOCERA                       |                             |             |           |            |       |                                     |
| 1,202                         | KYOCERA                     | 55L2283512  | 63.55     | 11/23/2022 | 18027 | MONTHLY CHARGES - OFFICE/SHOP PRINT |
|                               |                             |             | 63.55     |            |       |                                     |
| LAWRENCE GRAHAM               |                             |             |           |            |       |                                     |
| 535                           | LAWRENCE GRAHAM             | 11/12/22    | 225.00    | 11/17/2022 | 18010 | 2022 BOOT ALLOWANCE - L. GRAHAM     |
|                               |                             |             | 225.00    |            |       |                                     |
| Maine Municipal Association   |                             |             |           |            |       |                                     |
| 67                            | Maine Municipal Association | 1000434860  | 74.79     | 12/08/2022 | 18068 | EMPLOYEE BACKGROUND CHECKS          |
|                               |                             |             | 74.79     |            |       |                                     |
| Maine Municipal Emp Health Tr |                             |             |           |            |       |                                     |
| 85                            | Maine Municipal Emp Health  | 37496 12/22 | 40,176.24 | 11/17/2022 | 18011 | DECEMBER HEALTH INSURANCE           |
|                               |                             |             | 40,176.24 |            |       |                                     |
| Maine Water Utilities         |                             |             |           |            |       |                                     |
| 148                           | Maine Water Utilities       | 2004054     | 135.00    | 12/08/2022 | 18069 | MWUA TRAINING CLASS                 |
| 148                           | Maine Water Utilities       | 2004055     | 135.00    | 12/08/2022 | 18069 | MWUA CLASS - 1 STAFF                |
| 148                           | Maine Water Utilities       | 2004141     | 300.00    | 12/01/2022 | 18047 | MWUA CLASS - 4 STAFF                |
| 148                           | Maine Water Utilities       | 2004157     | 75.00     | 12/08/2022 | 18069 | MWUA REGISTRATION - 1 STAFF         |
|                               |                             |             | 645.00    |            |       |                                     |
| MARSTON INDUSTRIAL SERVIC     |                             |             |           |            |       |                                     |
| 1,668                         | MARSTON INDUSTRIAL SERV     | MIS- 2263   | 12,840.00 | 11/23/2022 | 18024 | HYDRANT PAINTING (107)              |
|                               |                             |             | 12,840.00 |            |       |                                     |
| MICK BODYWORKS & TRUCK R      |                             |             |           |            |       |                                     |
| 819                           | MICK BODYWORKS & TRUCK      | 23747       | 290.00    | 12/01/2022 | 18048 | VEHICLE INSPECTIONS                 |
|                               |                             |             | 290.00    |            |       |                                     |

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**York Water District**  
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|------------------------------------|--------------------------|------------------|------------------|-------------------|--------------|-------------------------------|
| <b>MICK CONSTRUCTION</b>           |                          |                  |                  |                   |              |                               |
| 39                                 | MICK CONSTRUCTION        | 11/03/2022       | 38,342.00        | 11/09/2022        | 17992        | HIGH STREET MAIN INSTALLATION |
|                                    |                          |                  | <b>38,342.00</b> |                   |              |                               |
| <b>NELSON ANALYTICAL LLC</b>       |                          |                  |                  |                   |              |                               |
| 587                                | NELSON ANALYTICAL LLC    | 222100581        | 30.00            | 11/09/2022        | 17993        | SAMPLES - WOODSTONE           |
| 587                                | NELSON ANALYTICAL LLC    | 222100628        | 30.00            | 11/09/2022        | 17993        | SAMPLES - WOODSTONE           |
| 587                                | NELSON ANALYTICAL LLC    | 222110035        | 105.00           | 11/09/2022        | 17993        | ROUTINE BACTERIA SAMPLING     |
| 587                                | NELSON ANALYTICAL LLC    | 222110079        | 15.00            | 11/09/2022        | 17993        | SAMPLE - HIGH STREET          |
| 587                                | NELSON ANALYTICAL LLC    | 222110137        | 15.00            | 11/17/2022        | 18012        | SAMPLE - HIGH ST MAIN         |
| 587                                | NELSON ANALYTICAL LLC    | 222110139        | 15.00            | 11/17/2022        | 18012        | SAMPLE - HIGH ST MAIN         |
| 587                                | NELSON ANALYTICAL LLC    | 222110156        | 15.00            | 11/09/2022        | 17993        | SAMPLE - HIGH STREET          |
| 587                                | NELSON ANALYTICAL LLC    | 222110198        | 925.00           | 11/17/2022        | 18012        | RAW WATER MONITORING          |
| 587                                | NELSON ANALYTICAL LLC    | 222110276        | 15.00            | 11/23/2022        | 18025        | SAMPLE - VALLEY ROAD          |
| 587                                | NELSON ANALYTICAL LLC    | 222110308        | 15.00            | 11/23/2022        | 18025        | SAMPLE - VALLEY ROAD          |
| 587                                | NELSON ANALYTICAL LLC    | 222110369        | 120.00           | 12/01/2022        | 18049        | ROUTINE BACTERIA SAMPLES      |
| 587                                | NELSON ANALYTICAL LLC    | 222110533        | 525.00           | 12/01/2022        | 18049        | RAW WATER MONITORING          |
| 587                                | NELSON ANALYTICAL LLC    | 222110594        | 30.00            | 12/08/2022        | 18070        | SAMPLES - GULF HILL           |
|                                    |                          |                  | <b>1,855.00</b>  |                   |              |                               |
| <b>NICHOLAS BRENSKE</b>            |                          |                  |                  |                   |              |                               |
| 1,706                              | NICHOLAS BRENSKE         | 3773             | 186.73           | 11/17/2022        | 1251         | DEP REF SRVC - 1845 US RTE 1  |
|                                    |                          |                  | <b>186.73</b>    |                   |              |                               |
| <b>OMNI Services, Inc.</b>         |                          |                  |                  |                   |              |                               |
| 345                                | OMNI Services, Inc.      | 3032090          | 70.80            | 12/01/2022        | 18050        | SHOP MATERIALS                |
|                                    |                          |                  | <b>70.80</b>     |                   |              |                               |
| <b>PACE ANALYTICAL SERVICES, L</b> |                          |                  |                  |                   |              |                               |
| 1,648                              | PACE ANALYTICAL SERVICES | 22K3471 -57      | 263.08           | 12/08/2022        | 18071        | PFAS SAMPLES                  |
|                                    |                          |                  | <b>263.08</b>    |                   |              |                               |
| <b>PATTY CARTER</b>                |                          |                  |                  |                   |              |                               |
| 1,255                              | PATTY CARTER             | 11/15/2022       | 129.99           | 11/23/2022        | 18026        | WIFI ROUTER                   |
|                                    |                          |                  | <b>129.99</b>    |                   |              |                               |
| <b>Pike Industries Inc.</b>        |                          |                  |                  |                   |              |                               |
| 464                                | Pike Industries Inc.     | 1207237          | 591.36           | 12/01/2022        | 18051        | COLD PATCH                    |
| 464                                | Pike Industries Inc.     | 1211972          | 3,301.60         | 11/17/2022        | 18013        | FILL MATERIALS - WATERSHED    |
| 464                                | Pike Industries Inc.     | 1212421          | 3,102.27         | 11/17/2022        | 18013        | FILL MATERIALS - WATERSHED    |
| 464                                | Pike Industries Inc.     | 1213255          | 1,297.37         | 11/23/2022        | 18028        | FILL MATERIALS - WATERSHED    |
|                                    |                          |                  | <b>8,292.60</b>  |                   |              |                               |
| <b>Portland Plastic Pipe</b>       |                          |                  |                  |                   |              |                               |
| 101                                | Portland Plastic Pipe    | 238048           | 300.38           | 11/09/2022        | 17994        | MATERIALS - RTE 1 SOUTH PS    |
|                                    |                          |                  | <b>300.38</b>    |                   |              |                               |
| <b>R.T.D. Enterprises</b>          |                          |                  |                  |                   |              |                               |
| 1,703                              | R.T.D. Enterprises       | 22134            | 7,369.44         | 12/08/2022        | 18072        | EAST LAGOON PVC LINER REPAIR  |

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|--------------------------------|------------------------------|------------|-----------|------------|-------|------------------------------------|
|                                |                              |            | 7,369.44  |            |       |                                    |
| ROBBINS AUTO PARTS             |                              |            |           |            |       |                                    |
| 931                            | ROBBINS AUTO PARTS           | 460-237481 | 203.29    | 11/23/2022 | 18029 | VEHICLE MAINT MATERIALS            |
| 931                            | ROBBINS AUTO PARTS           | 460-238870 | 176.54    | 12/08/2022 | 18073 | VEHICLE MAINT MATERIALS            |
|                                |                              |            | 379.83    |            |       |                                    |
| Roger Pratt Excavating & Pavin |                              |            |           |            |       |                                    |
| 99                             | Roger Pratt Excavating & Pav | 2348       | 67,733.10 | 11/17/2022 | 18014 | VALLEY RD MAIN INSTALLATION        |
| 99                             | Roger Pratt Excavating & Pav | 2353       | 1,664.00  | 12/01/2022 | 18052 | PAVEMENT REPAIRS - HIGH ST PROJECT |
| 99                             | Roger Pratt Excavating & Pav | 2354       | 3,545.00  | 12/08/2022 | 18074 | PAVEMENT REPAIRS                   |
|                                |                              |            | 72,942.10 |            |       |                                    |
| S. APGAR TRUCKING              |                              |            |           |            |       |                                    |
| 1,167                          | S. APGAR TRUCKING            | 11/04/2022 | 2,257.50  | 11/09/2022 | 17995 | TIMBER HARVEST REPAIRS             |
| 1,167                          | S. APGAR TRUCKING            | 11/12/22   | 560.00    | 11/17/2022 | 18015 | TRUCK TIME - WATERSHED             |
|                                |                              |            | 2,817.50  |            |       |                                    |
| STILES COMPANY, INC            |                              |            |           |            |       |                                    |
| 1,390                          | STILES COMPANY, INC          | 302191     | 64.55     | 11/09/2022 | 17996 | STOCK                              |
| 1,390                          | STILES COMPANY, INC          | 302201     | 1,747.65  | 11/09/2022 | 17996 | STOCK                              |
| 1,390                          | STILES COMPANY, INC          | 302202     | 1,320.00  | 11/09/2022 | 17996 | STOCK                              |
| 1,390                          | STILES COMPANY, INC          | 302296     | 588.84    | 11/09/2022 | 17996 | STOCK                              |
| 1,390                          | STILES COMPANY, INC          | 302750     | 228.03    | 12/01/2022 | 18053 | STOCK                              |
|                                |                              |            | 3,949.07  |            |       |                                    |
| SULLIVAN'S TIRE PORTSMOUTI     |                              |            |           |            |       |                                    |
| 144                            | SULLIVAN'S TIRE PORTSMOL     | 259883     | 813.00    | 12/08/2022 | 18075 | TRUCK TIRES                        |
| 144                            | SULLIVAN'S TIRE PORTSMOL     | K59883     | 813.00    | 11/23/2022 | 18030 | TRUCK TIRES                        |
|                                |                              |            | 1,626.00  |            |       |                                    |
| THE UPS STORE #1088            |                              |            |           |            |       |                                    |
| 193                            | THE UPS STORE #1088          | 10/31/2022 | 22.73     | 11/09/2022 | 17997 | SHIPPING COSTS                     |
|                                |                              |            | 22.73     |            |       |                                    |
| Thomas J. Chase                |                              |            |           |            |       |                                    |
| 325                            | Thomas J. Chase              | 11/18/2022 | 225.00    | 11/23/2022 | 18031 | 2022 BOOT ALLOWANCE - T. CHASE     |
|                                |                              |            | 225.00    |            |       |                                    |
| Ti Sales                       |                              |            |           |            |       |                                    |
| 115                            | Ti Sales                     | INV0150827 | 265.73    | 12/01/2022 | 18054 | STOCK ITEMS                        |
|                                |                              |            | 265.73    |            |       |                                    |
| TIDEWATER ENGINEERING & S      |                              |            |           |            |       |                                    |
| 1,216                          | TIDEWATER ENGINEERING &      | 1911       | 2,423.93  | 11/17/2022 | 18016 | ENGINEERING NUBBLE RD PHASE III    |
| 1,216                          | TIDEWATER ENGINEERING &      | 1915       | 750.00    | 12/01/2022 | 18055 | ENGINEERING - MOULTON LANE         |
| 1,216                          | TIDEWATER ENGINEERING &      | 1916       | 6,554.30  | 12/01/2022 | 18055 | SURVEYING -LAGOON                  |
| 1,216                          | TIDEWATER ENGINEERING &      | 1918       | 5,000.00  | 12/08/2022 | 18076 | ENGINEERING - LINDSAY ROAD         |
|                                |                              |            | 14,728.23 |            |       |                                    |
| Treasurer State of Maine       |                              |            |           |            |       |                                    |



DATE: 12/13/2022  
TIME: 10:00:07AM

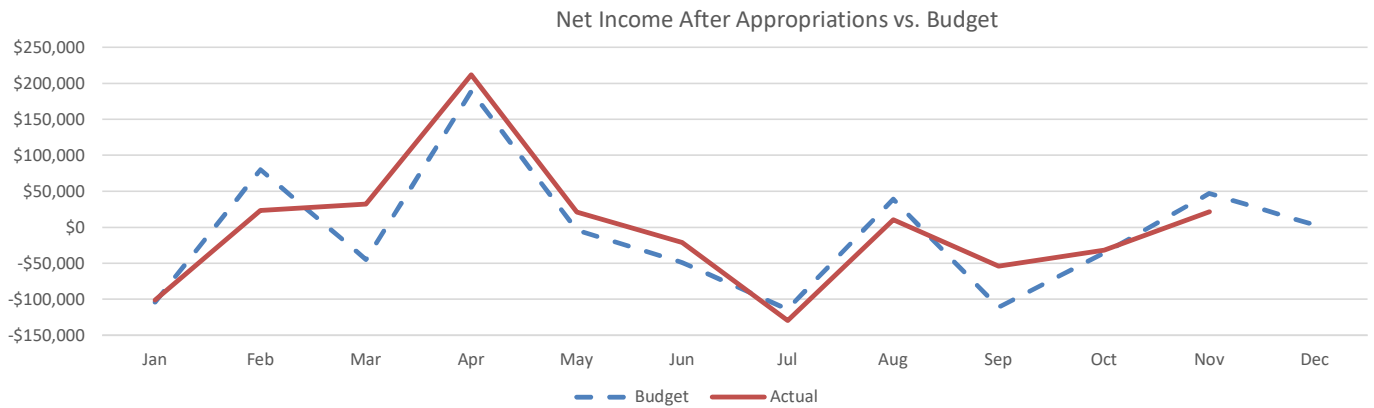
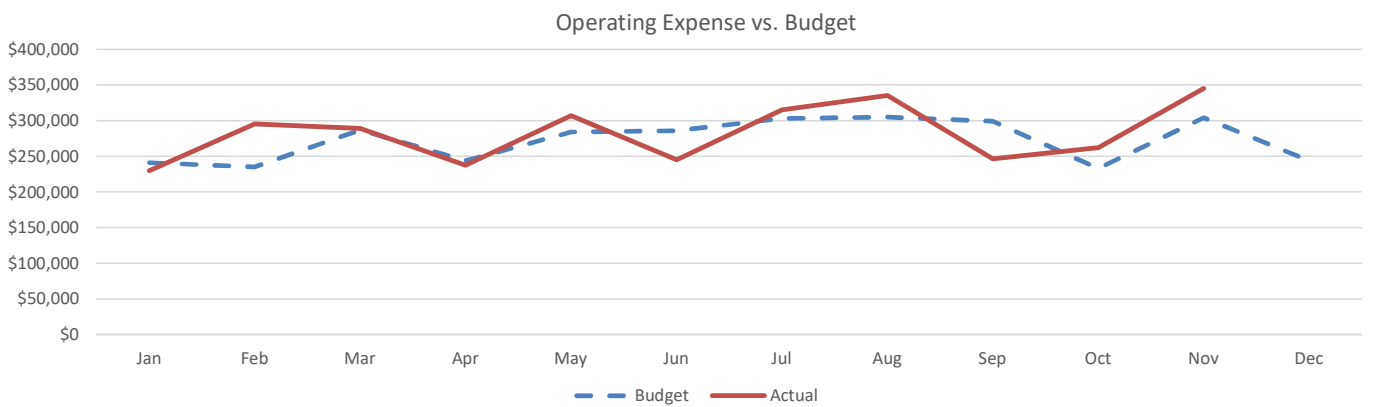
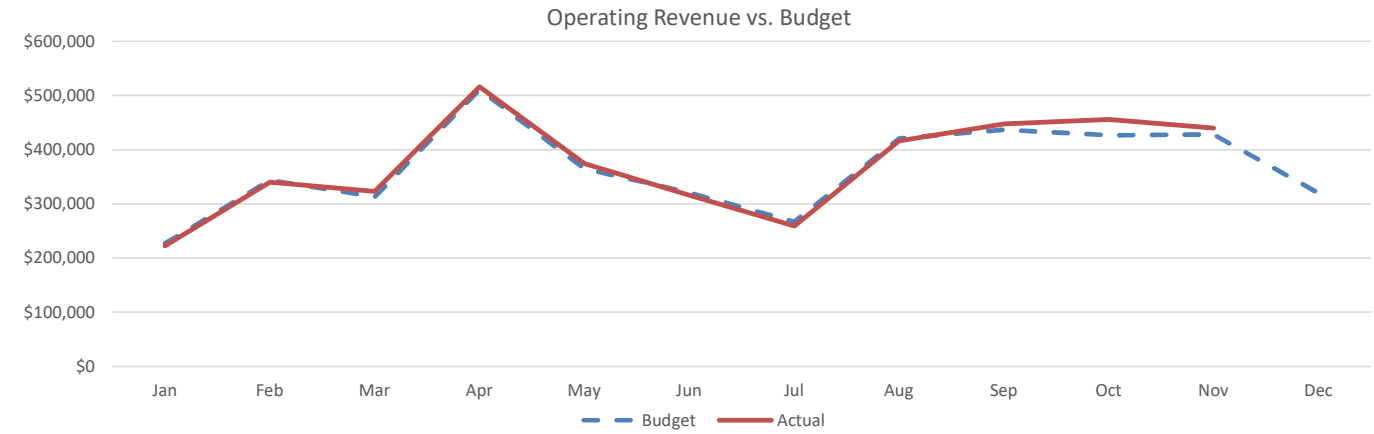
**York Water District**  
**INVOICE LIST**  
**FOR CHECKS FROM 11/9/2022 TO 12/12/2022**

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|--------------------------------|-------------------------|------------------|-----------------|-------------------|--------------|------------------------------------|
| 1,666                          | WIN WASTE INNOVATIONS ( | 23-0000207363    | 261.72          | 11/17/2022        | 18018        | MONTHLY DUMPSTER SERVICE           |
|                                |                         |                  | <b>261.72</b>   |                   |              |                                    |
| <b>Wright-Pierce</b>           |                         |                  |                 |                   |              |                                    |
| 137                            | Wright-Pierce           | 224211           | 8,579.75        | 11/09/2022        | 18000        | PROGRESS BILL - BATHYMETRIC SURVEY |
|                                |                         |                  | <b>8,579.75</b> |                   |              |                                    |
| <b>YOURMEMBERSHIP.COM, INC</b> |                         |                  |                 |                   |              |                                    |
| 1,704                          | YOURMEMBERSHIP.COM, INC | R60449099        | 399.00          | 11/09/2022        | 18001        | JOB ADVERTISING                    |
|                                |                         |                  | <b>399.00</b>   |                   |              |                                    |

WARRANT TOTAL: **361,826**

**York Water District**  
**Monthly Operating Revenue, Expense & Net Income**



**Bank Statement Balances**

As of December 12, 2022

| <u>Account</u>             | <u>Balance</u> | <u>Account</u>           | <u>Balance</u> |
|----------------------------|----------------|--------------------------|----------------|
| Operating                  | \$2,312,979.11 | Watershed                | \$241,831.93   |
| System Development         | \$98,814.75    | Customer Advance         | \$297,944.75   |
| Reserved for Tank Painting | \$ 976,475.00  |                          |                |
| Operating Reserve          | \$1,435,318.86 | % of Recommended Reserve | 118%           |

**York Water District**  
**Income Statement**  
For the Month Ending November 30, 2022

**Operating Revenue**

▲ **\$12,349**

**Operating Expense**

▲ **\$41,210**

**Net Income/(Loss)**

▼ **(\$25,130)**

|                                        | <u>Actual</u>    | <u>Budget</u>    | <u>Variance</u>    | <u>Total Budget</u> | <u>Variance vs.<br/>Tot. Budget</u> |
|----------------------------------------|------------------|------------------|--------------------|---------------------|-------------------------------------|
| Residential Metered Sales              | \$ 221,858       | \$ 210,000       | \$ 11,858          | \$ 2,548,000        | 0%                                  |
| Commercial Metered Sales               | 83,148           | 81,000           | 2,148              | 499,000             | 0%                                  |
| Governmental Metered Sales             | 16,339           | 21,000           | (4,661)            | 88,000              | -5%                                 |
| Public & Private Fire Protection       | 117,554          | 115,000          | 2,554              | 1,238,000           | 0%                                  |
| Other Operating Revenue                | 1,450            | 1,000            | 450                | 17,000              | 3%                                  |
| <b>Total Operating Revenue</b>         | <b>440,349</b>   | <b>428,000</b>   | <b>12,349</b>      | <b>4,390,000</b>    | <b>0%</b>                           |
| Salaries & Wages                       | 187,230          | 191,000          | (3,770)            | 1,589,000           | 0%                                  |
| Employee Benefits                      | 60,437           | 66,000           | (5,563)            | 727,000             | -1%                                 |
| Purchased Power & Water                | 5,333            | 6,000            | (667)              | 79,000              | -1%                                 |
| Chemicals                              | 7,173            | 3,000            | 4,173              | 69,000              | 6%                                  |
| Materials & Supplies                   | 23,271           | 14,000           | 9,271              | 224,000             | 4%                                  |
| Contracted Services                    | 53,016           | 12,000           | 41,016             | 394,000             | 10%                                 |
| Transportation Expense                 | 5,074            | 4,000            | 1,074              | 43,000              | 2%                                  |
| Insurance                              | 863              | 5,000            | (4,137)            | 56,000              | -7%                                 |
| Other Miscellaneous Expenses           | 2,813            | 3,000            | (187)              | 83,000              | 0%                                  |
| <b>Total Operating Expense</b>         | <b>345,210</b>   | <b>304,000</b>   | <b>41,210</b>      | <b>3,264,000</b>    | <b>1%</b>                           |
| Depreciation & Amortization Expense    | 83,615           | 84,000           | (385)              | 1,008,000           | 0%                                  |
| Net Non-Operating Income               | 26,903           | 23,000           | 3,903              | 377,000             | 1%                                  |
| Debt Service                           | 8,197            | 8,000            | 197                | 491,000             | 0%                                  |
| Tank Painting Contribution             | 8,360            | 8,000            | 360                | 100,000             | 0%                                  |
| <b>Net Income After Appropriations</b> | <b>\$ 21,870</b> | <b>\$ 47,000</b> | <b>\$ (25,130)</b> | <b>\$ (96,000)</b>  |                                     |

Costs related to lagoon lining repair and timing of expenses paid for timber harvest cleanup.

Costs related to lagoon lining repair and legal fees for land dispute. Also, timing of expenses paid for timber harvest cleanup and bathymetric survey.

**York Water District  
Income Statement  
For the Eleven Months Ending November 30, 2022**

**Operating Revenue**

▲ **\$42,007**

**Operating Expense**

▲ **\$88,740**

**Net Income/(Loss)**

▲ **\$81,488**

|                                        | <u>Actual</u>      | <u>Budget</u>      | <u>Variance</u>  | <u>Total Budget</u> | <u>Variance vs.<br/>Tot. Budget</u> |
|----------------------------------------|--------------------|--------------------|------------------|---------------------|-------------------------------------|
| Residential Metered Sales              | \$ 2,387,872       | \$ 2,365,000       | \$ 22,872        | \$ 2,548,000        | 1%                                  |
| Commercial Metered Sales               | 469,385            | 466,000            | 3,385            | 499,000             | 1%                                  |
| Governmental Metered Sales             | 90,576             | 86,000             | 4,576            | 88,000              | 5%                                  |
| Public & Private Fire Protection       | 1,146,217          | 1,137,000          | 9,217            | 1,238,000           | 1%                                  |
| Other Operating Revenue                | 18,957             | 17,000             | 1,957            | 17,000              | 12%                                 |
| <b>Total Operating Revenue</b>         | <b>4,113,007</b>   | <b>4,071,000</b>   | <b>42,007</b>    | <b>4,390,000</b>    | <b>1%</b>                           |
| Salaries & Wages                       | 1,439,442          | 1,426,000          | 13,442           | 1,589,000           | 1%                                  |
| Employee Benefits                      | 699,838            | 695,000            | 4,838            | 727,000             | 1%                                  |
| Purchased Power & Water                | 73,534             | 74,000             | (466)            | 79,000              | -1%                                 |
| Chemicals                              | 95,323             | 63,000             | 32,323           | 69,000              | 47%                                 |
| Materials & Supplies                   | 237,804            | 209,000            | 28,804           | 224,000             | 13%                                 |
| Contracted Services                    | 395,945            | 382,000            | 13,945           | 394,000             | 4%                                  |
| Transportation Expense                 | 48,985             | 40,000             | 8,985            | 43,000              | 21%                                 |
| Insurance                              | 44,752             | 51,000             | (6,248)          | 56,000              | -11%                                |
| Other Miscellaneous Expenses           | 73,117             | 80,000             | (6,883)          | 83,000              | -8%                                 |
| <b>Total Operating Expense</b>         | <b>3,108,740</b>   | <b>3,020,000</b>   | <b>88,740</b>    | <b>3,264,000</b>    | <b>3%</b>                           |
| Depreciation & Amortization Expense    | 919,765            | 920,000            | (235)            | 1,008,000           | 0%                                  |
| Net Non-Operating Income               | 472,980            | 345,000            | 127,980          | 377,000             | 34%                                 |
| Debt Service                           | 483,034            | 483,000            | 34               | 491,000             | 0%                                  |
| Tank Painting Contribution             | 91,960             | 92,000             | (40)             | 100,000             | 0%                                  |
| <b>Net Income After Appropriations</b> | <b>\$ (17,512)</b> | <b>\$ (99,000)</b> | <b>\$ 81,488</b> | <b>\$ (96,000)</b>  |                                     |

There have been big increases in some chemical pricing. Timing of purchases is also a factor.

Incurred \$26,000 in expenses for projects that

A few costly vehicle repairs and higher than expected gas and diesel prices.

Higher than expected income from System Development Charges. Lump sum payment from AT&T.

### **Trustees**

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



### **Administration**

Donald D. Neumann Jr., Superintendent  
Gary E. Stevens, Asst. Superintendent  
Patrick M. Desrosiers, Financial Manager  
Ryan Lynch, Treatment Plant Manager

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

## York Water District 2023 Operations & Capital Improvement Budget

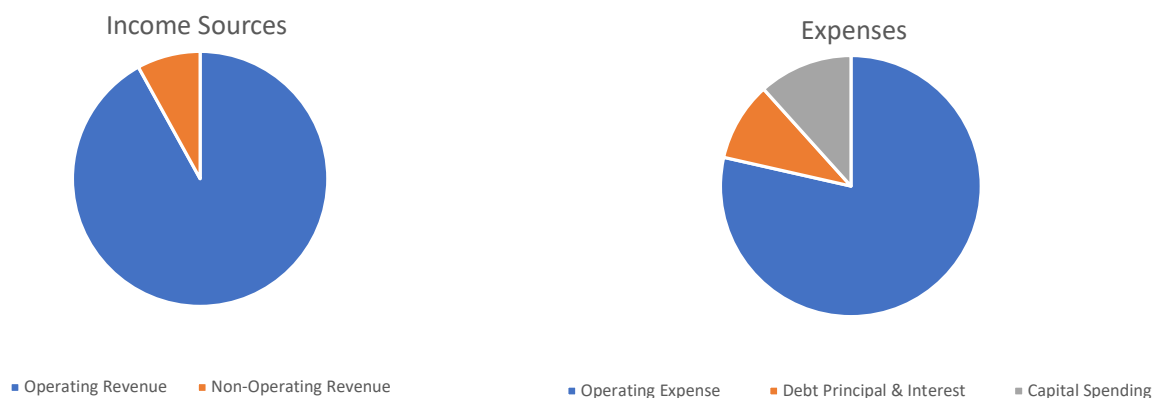
On behalf of the entire Management Team, I'm pleased to submit for your consideration the York Water District's 2023 Operating and Capital Improvement Budget. The document is designed to present the comprehensive financial framework for all District activities for the budget year.

The proposed budget for 2023 includes \$4.4 million in operating revenue. The District will also receive roughly \$380,000 in non-utility income generated largely from the communications tower on Mount Agamenticus and \$100,000 in system development charges. Of that revenue, approximately \$3.7 million will be spent on operations and maintenance costs. Approximately \$550,000 will be spent on capital improvements in the distribution system, treatment plant and watershed. Another \$460,000 will be spent servicing the District's debt incurred from past capital improvements and land purchases. \$120,000 will be added to the District's tank maintenance (painting) reserve.

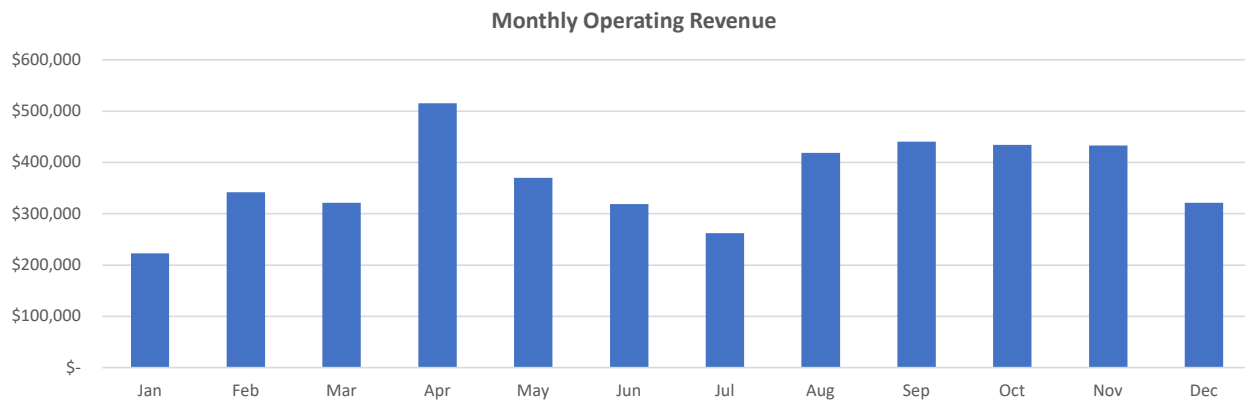
Items of note in the 2023 Budget include:

- The District has three main replacement projects planned for 2023. These include projects on Moulton Lane (975 feet) and Lindsay Road (560 feet) in the spring, and the next phase of Nubble Road (850 feet) in the fall. The total costs of these projects is estimated at \$849,000. To finance these projects the District proposes applying for a \$522,000 bond with the Maine Municipal Bond Bank to cover the costs of the Moulton Lane and Lindsay Road projects. This will be a 20 year bond with a variable interest rate estimated to range between 4% and 6%.
- To address rising inflation and staff retention struggles facing employers nation-wide, the District will be providing a total of \$6,000 in additional compensation to it's employees. Of this compensation, \$4,000 will be reflected as an increase in the employee's annual pay rate and \$2,000 will be paid as stipends. The District is also hiring an additional employee at the treatment plant as recommended in a staffing assessment recently completed.
- In a recent update to the District's master plan, it was determined that the District's current annual funding to it's tank painting reserve was no longer sufficient to fully meet the future cost of the projects. To address this staff is proposing increasing the annual contribution by \$16,000. At this time, it is estimated that this amount will cover the estimates \$2.0 million still needed.

|            |                                             |           |                    |
|------------|---------------------------------------------|-----------|--------------------|
| Pages 2-3  | Operating Revenue                           | \$        | 4,399,000          |
| Page 14    | Non-Operating Revenue                       |           | 384,000            |
|            | System Development Charges                  |           | 100,000            |
|            | <b>Total Income</b>                         |           | <b>4,883,000</b>   |
| Pages 4-13 | Operating Expense                           |           | (3,712,000)        |
| Page 14    | Non-Operating Expense                       |           | (29,000)           |
| Page 15    | Debt Principal & Interest                   |           | (462,000)          |
| Pages 16   | Capital Spending                            |           | (552,000)          |
|            | <b>Less Total Expenses</b>                  |           | <b>(4,755,000)</b> |
|            | <b>2022 Surplus Funds</b>                   |           | <b>128,000</b>     |
| Page 17    | Contribution to Tank Maintenance Reserve    |           | (116,000)          |
|            | <b>2023 Addition/(Reduction) in Reserve</b> | <b>\$</b> | <b>12,000</b>      |



|                                        | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|----------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 46101 - Residential Metered Sales      | 2,537,000          | 2,548,000          | 2,571,000              | (11,000)                | (34,000)              |
| 46102 - Commercial Metered Sales       | 506,000            | 499,000            | 502,000                | 7,000                   | 4,000                 |
| 46104 - Governmental Metered Sales     | 89,000             | 88,000             | 92,000                 | 1,000                   | (3,000)               |
| 46201 - Private Sprinkler Systems      | 196,000            | 188,000            | 196,000                | 8,000                   | -                     |
| 46202 - Private Fire Hydrants          | 52,000             | 49,000             | 50,000                 | 3,000                   | 2,000                 |
| 46203 - Public Fire Protection Service | 1,001,000          | 1,001,000          | 1,001,000              | -                       | -                     |
| 46600 - Sales For Resale               | -                  | -                  | 4,000                  | -                       | (4,000)               |
| 47002 - Restoration/Reconnect Fee      | 6,000              | 4,000              | 4,000                  | 2,000                   | 2,000                 |
| 47003 - Establishment of Service Fee   | 12,000             | 13,000             | 11,000                 | (1,000)                 | 1,000                 |
| <b>Total Operating Revenue</b>         | <b>4,399,000</b>   | <b>4,390,000</b>   | <b>4,431,000</b>       | <b>9,000</b>            | <b>(32,000)</b>       |



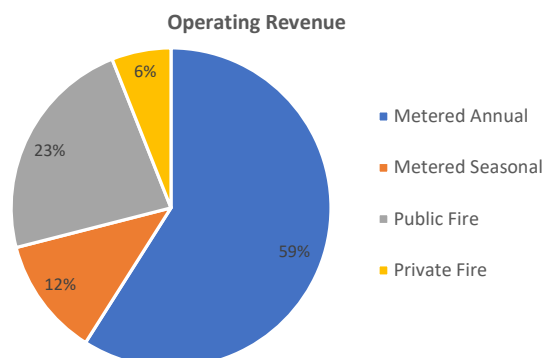
### Operating Revenue

Operating revenue is generated from three major sources, metered sales, public fire protection services, and private fire protection services. Metered sales are made up of two components; annual customers and seasonal customers. Annual customers receive bills year round on a quarterly basis, based on which route they live on. The York Village route is the largest and is billed in February, May, August and November. The York Beach route is billed in March, June, September and December. The York Harbor route is the smallest route and is billed in January, April, July and October. Annual customers are billed a quarterly base fee which covers a set usage amount based on meter size and are billed per cubic foot for additional water usage above that amount.

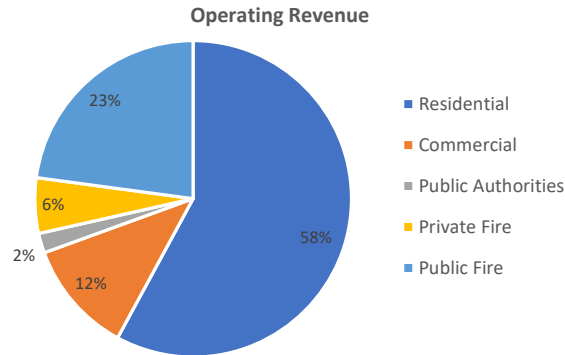
Seasonal customers receive a bill in the spring for a base fee which covers a set usage amount based on meter size and a bill in the fall for any excess usage above that set usage amount. Some of these customers have summer lines with meters that are installed and removed on a set schedule while others have underground lines with meters that are removed by appointment.

Revenue for public fire protection services are paid by the Town of York to cover the cost of infrastructure and water availability at hydrants to fight fires. This is a set amount paid monthly that is determined following Maine Public Utility Commission guidelines used to estimate how much additional fire flows must be available above what would be necessary to cover what the District's customers use.

Revenues for private fire protection services are received from private fire hydrants and private sprinkler systems. These revenues are generated from set fees and are not based on actual water usage.



The District categorizes its metered customers into three groups, residential, commercial and public authorities. There is no difference in rate structure for different customer classes, rates are based entirely on meter size.



#### **46101 - Residential Metered Sales**

Residential metered sales make up about 81% of metered revenue or 58% of total operating revenue. These customers range in meter size from 5/8" to 2" meters but are predominantly 5/8" and 3/4" meters.

#### **46102 - Commercial Metered Sales**

Commercial metered sales make up about 16% of metered revenue or 12% of total operating revenue. The District's largest commercial customers include Stonewall Kitchen, York Golf & Tennis, Caincrest and Sentry Hill.

#### **46104 - Public Authorities Metered Sales**

Public metered sales make up about 3% of metered revenue or 2% of total operating revenue. The District's largest public customers include York Hospital, York School Department and York Senior Housing.

#### **46201-46202 - Private Fire - Protection Service**

Revenues from private fire protection service are generated from sprinkler systems and private fire hydrants. Sprinkler services are charged based on service size. Annual sprinkler services are billed a set amount each quarter while seasonal sprinkler services are billed once at the start of the season. Private fire hydrants are billed \$187 per quarter.

#### **46203 - Public Fire - Protection Service**

Revenue for public fire protection services are paid by the Town of York to cover the cost of infrastructure and water availability at hydrants to fight fires. This is a set amount paid monthly that is determined following Maine Public Utility Commission guidelines used to estimate how much additional fire flows must be available above what would be necessary to cover what the District's customers use. In 2022, public fire protection service is \$83,454 per month.

#### **47000-47002 - Misc. Water Revenue**

Miscellaneous water revenue is generated from fees assessed in accordance with the District's Terms & Conditions. Rates are set to recover the District's costs for each activity for which a fee is charged. Please refer to our Terms & Conditions for the specific fee schedule.

|                           | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|---------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 60107 - Regular Time      | 1,318,000          | 1,210,000          | 1,220,000              | 108,000                 | 98,000                |
| 60108 - Overtime          | 44,000             | 37,000             | 44,000                 | 7,000                   | -                     |
| 60109 - Standby           | 57,000             | 49,000             | 50,000                 | 8,000                   | 7,000                 |
| 60110 - Part-Time         | 3,000              | 16,000             | 13,000                 | (13,000)                | (10,000)              |
| 60111 - Earned Time       | 9,000              | 9,000              | 6,000                  | -                       | 3,000                 |
| 60112 - Earned Paid Leave | 103,000            | 92,000             | 107,000                | 11,000                  | (4,000)               |
| 60113 - Sick              | 29,000             | 31,000             | 35,000                 | (2,000)                 | (6,000)               |
| 60114 - Holiday           | 88,000             | 81,000             | 73,000                 | 7,000                   | 15,000                |
| 60115 - Extra Vacation    | 25,000             | 24,000             | 26,000                 | 1,000                   | (1,000)               |
| 60116 - Extra Sick        | 22,000             | 30,000             | 19,000                 | (8,000)                 | 3,000                 |
| 60117 - Bereavement       | 2,000              | 1,000              | 2,000                  | 1,000                   | -                     |
| 60122 - Other Payouts     | 44,000             | -                  | -                      | 44,000                  | 44,000                |
| 60300 - Trustee Salaries  | 8,000              | 8,000              | 8,000                  | -                       | -                     |
| Salaries & Wages          | 1,752,000          | 1,588,000          | 1,603,000              | 164,000                 | 149,000               |

Headcount

| <u>Department</u>       | <u>Full-Time</u> | <u>Part-Time</u> |
|-------------------------|------------------|------------------|
| Distribution            | 7                |                  |
| Treatment               | 5                |                  |
| Resource Protection     | 2                |                  |
| Customer Service/Meters | 4                |                  |
| Administrative          | 4                | 1                |
| Total                   | 22               | 1                |

O&M Hours

| <u>Pay Type</u>                 | <u>Hours</u> |
|---------------------------------|--------------|
| 60107 - Regular Time            | 36,310       |
| 60108 - Overtime                | 1,000        |
| 60109 - Standby                 | 1,248        |
| 60111 - Earned Time             | 236          |
| 60112 - Earned Paid Leave       | 2,838        |
| 60113 - Sick                    | 790          |
| 60114 - Holiday                 | 2,420        |
| 60115 - Extra Earned Paid Leave | 650          |
| 60116 - Extra Sick              | 500          |
| 60117 - Bereavement             | 60           |
| Total                           | 46,052       |

**60107 - Regular Time**

Regular time pay is based on 22 full time employees. The estimate of regular time for O&M was based on 36,310 hours or approximately 79% of total O&M hours and 74% of total hours worked. This estimate includes a wage increase of \$4,000 (hourly equivalent) paid on the employees anniversary date and \$500 quarterly stipend for all employees.

**60108 - Overtime**

Overtime pay is based on 1,000 hours which is consistent with projected overtime for 2022. The district has seen an increase in overtime on the Distribution Crew over the past few years. In the past the District has hired summer help to decrease overtime but finding part-time help has been difficult.

**60109 - Standby**

Standby is based on 1,248 hours. Each week, one Treatment employee and one Distribution employee each receive 12 hours. Standby time is based on a rotation of eligible employees in the department.

**60110 - Part-Time**

It is anticipated that in 2023 one part-time employee will be hired in the spring and fall to help maintain the District's website.

**60111 - Earned Time**

Earned time is based on 236 hours. When an employee works Standby on a holiday they receive 10 hours of earned time to be used within the next 30 days.

**60112 - Earned Paid Leave**

Earned paid leave is based on 2,838 hours which is consistent with the historical average.

**60113 - Sick**

Sick pay is based on 790 hours which is consistent with a three year average.

**60114 - Holiday**

Holiday pay is based on 2,420 hours. The District will have 11 holidays in 2023.

**60115 - Extra Earned Paid Leave (EPL)**

Extra vacation pay is based on 650 hours. In accordance with District policy, an employee may "cash in" hours of EPL time to be paid out once a year. Employees may carry over a maximum of 120 hours of accrued EPL. Accrued but unused EPL time shall be paid to an employee upon termination of employment.

**60116 - Extra Sick**

Extra sick pay is based on 790 hours. Full time employees shall accumulate up to 720 hours of sick time. After 720 hours are accumulated, the employee will be paid for 50% of unused sick days in excess of the 720 hours not to exceed 48 hours in any one year. One half of accrued sick leave time shall be paid to an employee upon termination of employment, not to exceed 360 hours.

**60117 - Bereavement**

This is based on 60 hours which is consistent with recent years.

**60300 - Trustee Salaries**

The District has five members on the Board of Trustees. Trustees are paid \$125 per month with the exception of the Treasurer who is paid \$145.84. Trustees are paid regardless of the number of meetings they attend.

|                                      | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|--------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 60400 - Miscellaneous Benefits       | 4,000              | 5,000              | 3,000                  | (1,000)                 | 1,000                 |
| 60401 - Maine State Retirement       | 186,000            | 175,000            | 161,000                | 11,000                  | 25,000                |
| 60402 - Retiree Group Life Insurance | 1,000              | 1,000              | 1,000                  | -                       | -                     |
| 60403 - FICA Social Security         | 112,000            | 102,000            | 101,000                | 10,000                  | 11,000                |
| 60404 - Employee Health Insurance    | 411,000            | 381,000            | 379,000                | 30,000                  | 32,000                |
| 60405 - Employee Dental Insurance    | 11,000             | 11,000             | 11,000                 | -                       | -                     |
| 60406 - Employee Uniforms            | 4,000              | 5,000              | 10,000                 | (1,000)                 | (6,000)               |
| 60409 - Retiree Health Insurance     | 27,000             | 30,000             | 26,000                 | (3,000)                 | 1,000                 |
| 60411 - Health Reimbursement Acct.   | 24,000             | 21,000             | 33,000                 | 3,000                   | (9,000)               |
| 60414 - Insurance Reimbursement      | 7,000              | 7,000              | 7,000                  | -                       | -                     |
| 60415 - Medicare                     | 27,000             | 25,000             | 24,000                 | 2,000                   | 3,000                 |
| 60416 - Retiree Insurance Opt-Out    | -                  | 3,000              | 3,000                  | (3,000)                 | (3,000)               |
| 60418 - Defined Contribution Plan    | 12,000             | 11,000             | 12,000                 | 1,000                   | -                     |
| 60420 - Benefits on Capital Labor    | (62,000)           | (56,000)           | (43,000)               | (6,000)                 | (19,000)              |
| 60421 - Flex Spending                | 7,000              | 7,000              | 7,000                  | -                       | -                     |
| Employee Benefits                    | 771,000            | 728,000            | 735,000                | 43,000                  | 36,000                |

#### 60400 - Other Benefits

This item reflects miscellaneous benefits received by District employees, most notably the District's annual boot allowance and milestone anniversary awards. The boot allowance is paid to full-time employees at the Treatment Plant, Distribution Crew, and Resource Protection Office. The maximum allowance for 2023 is \$225.

#### 60401 - Maine State Retirement

The District is a participant in the Maine Public Employees Retirement System. The District is currently contributing 10.2% of employees gross wages to the plan. This is not expected to change in 2023. Currently, all full time employee are participating in the program. Gross wages for participating employees is estimated at approximately \$1,822,000.

#### 60402 - Retiree Group Life Insurance

The District pays group life insurance for some retirees. This cost is small and expected to remain consistent with prior years.

#### 60403 - FICA Social Security

The District pays 6.2% of employee taxable gross wages into the Social Security System. Taxable gross wages excludes employee paid portions of medical and dental insurance and employee contributions to the District's Flex Spending Plan and Defined Contribution Plan. Taxable gross wages for 2023 is estimated at approximately \$1,813,000.

#### 60404 - Employee Health Insurance

The District receives health insurance through Maine Municipal Employers Health Trust. For 2023 the District will remain on the PPO 1500 plan. A rate increase of 4.5% is expected in 2023. The budget includes 21 employees receiving health insurance and eight of those employees pay 15% towards their premiums.

#### 60405 - Employee Dental Insurance

The District receives dental insurance through Maine Municipal Employers Health Trust. The District contributes the single payer amount for each employee while the employee pays the difference in premiums for family members through weekly payroll deductions. Currently, all but one full time employees participate in the dental plan. There is no increase expected for 2023.

#### 60406 - Employee Uniforms

The District purchases uniforms for employees on the Distribution Crew, Treatment Plant Crew, and Resource Protection staff. The annual budget is for replacements, purchases for new staff, and uniform cleaning for employees who want that service.

#### 60409 - Retiree Health Insurance

Two retirees are receiving post-retirement benefits from the District. They remain on the District's current health insurance plan for a set number of years based on years of service.

#### 60411 - Health Reimbursement Account & Co-Insurance

The District uses an HRA to cover the costs employees incur for deductibles and coinsurance. Depending on the health insurance plan the District is participating in, the maximum cost that the District could incur will vary. It is estimated that the maximum exposure to the District for the PPO 1500 will be \$144,000. Historically, less than 25% of this benefit has been utilized by employees therefore the estimated cost to the District will be \$22,000 for 2023. There are also administrative fees for the plan estimated at \$2,000 for the year.

**60414 - Insurance Reimbursement**

Currently, one employee is opting out of receiving health insurance from the District because they are currently receiving health insurance elsewhere. To compensate them for this savings they receive a stipend each month.

**60415 - Medicare**

The District pays 1.45% of employee taxable gross wages into the Medicare System. Estimated Medicare contributions for 2023 is \$27,000.

**60418 - Defined Contribution Plan**

The District provides a Defined Contribution Plan as a benefit to some of it's employees. This budget estimate is based on 16 employees receiving the benefit at various tiers based on hire date. Employees not included in the Defined Contribution Plan are included in the Retiree Health Insurance Plan.

**60420 - Benefits on Capital Labor**

The District makes an estimate to apply the proportional cost of employee benefits on capital and jobbing projects based on the cost of those benefits as a percentage of gross wages. This percentage rate is then applied to the cost of labor for a particular job and a credit is applied to operational costs. The job burden rate is roughly 60% of gross wages.

**60421 - Flex Spending**

The District contributes \$400 to each employees Flex Spending Account to help cover the cost of increasing co-pays for doctor visits. Any funds remaining at year end with be returned to the District.

|                                   | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|-----------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 61000 - Purchased Water           | -                  | -                  | 3,000                  | -                       | (3,000)               |
| 61510 - Power - T&D               | 48,000             | 47,000             | 44,000                 | 1,000                   | 4,000                 |
| 61520 - Power - Energy Production | 34,000             | 32,000             | 33,000                 | 2,000                   | 1,000                 |
| Purchased Power & Water           | 82,000             | 79,000             | 80,000                 | 3,000                   | 2,000                 |

**61000 - Purchased Water**

The District is not anticipating to make any large water purchases from Kennebunk, Kennebunkport, Wells (KKW) Water District or Kittery Water District in 2023.

**61510-61520 - Power - T&D/Energy Production**

Electricity costs consist of delivery charges imposed by Central Maine Power and energy supply costs paid to Constellation Energy. The District currently has 14 power accounts. Of those accounts, 12 are classified as small and 2 as medium.

The budget assumes a 9% increase in delivery charges which is consistent with historic trends. For supply, the current rate is .0660 cents per KWH for small accounts and .0611 for medium accounts. Current contracts with Constellation Energy for both small and medium accounts are locked in through November 2023.

**Chemicals**

|                                 | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|---------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 61802 - Alum                    | 11,000             | 10,000             | 16,000                 | 1,000                   | (5,000)               |
| 61804 - Ammonia                 | 10,000             | 9,000              | 9,000                  | 1,000                   | 1,000                 |
| 61805 - Caustic Soda            | 10,000             | 6,000              | 7,000                  | 4,000                   | 3,000                 |
| 61806 - Miscellaneous Chemicals | -                  | -                  | -                      | -                       | -                     |
| 61807 - Sodium Hypochlorite     | 19,000             | 12,000             | 18,000                 | 7,000                   | 1,000                 |
| 61809 - Polymer                 | 9,000              | 8,000              | 14,000                 | 1,000                   | (5,000)               |
| 61810 - Sodium Carbonate        | 13,000             | 11,000             | 16,000                 | 2,000                   | (3,000)               |
| 61812 - Blended Phosphate       | 36,000             | 14,000             | 17,000                 | 22,000                  | 19,000                |
| Chemicals                       | 108,000            | 70,000             | 97,000                 | 38,000                  | 11,000                |

The District typically pumps over 70% of the water to be used for the year by the end of August, 82% by end of September, and 90% by October. The chemical budget total disbursements therefore follow this trend such that most of the chemical budget will be expended and chemical delivered by October of each year. The budget is based on multiple factors including the average chemical dosage for the previous 12-month period, an educated guess on where pricing will be for the next year (bid pricing is not received until December for the next year) and an annual estimated plant water production volume. A couple chemicals (2) are also proprietary, so they cannot be bid. These chemicals only receive multiple short supplier pricing holds over the year (3-6 months). All these factors, with delivery constraints and other considerations (tank space available/Holiday delivery schedules) are subject to variations and can push individual chemical budgets ahead or behind of estimations throughout the year but the total budget number is firm in a normal year.

| <u>Name</u>         | <u>Chemical Type</u>               | <u>Price</u>  | <u>Usage</u>   |
|---------------------|------------------------------------|---------------|----------------|
| Alum                | Coagulant                          | \$1.25/gal    | 8,400 Gallons  |
| Ammonia             | Chloramine Formation               | \$4.77/gal    | 2,000 Gallons  |
| Sodium Hypochlorite | Disinfection                       | \$1.87/gal    | 10,400 Gallons |
| Caustic Soda        | pH Adjustment                      | \$1.41/gal    | 7,000 Gallons  |
| Polymer             | Coagulant Aid                      | \$1.83/wet lb | 4,500 lbs      |
| Sodium Carbonate    | pH Adjustment/Alkalinity/Carbonate | \$0.32/dry lb | 40,500 lbs     |
| Blended Phosphate   | Corrosion Control/Sequestration    | \$1.25/wet lb | 28,700 lbs     |

|                                    | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 62011 - Fill Materials             | 22,000             | 23,000             | 32,000                 | (1,000)                 | (10,000)              |
| 62012 - Heating Fuels              | 33,000             | 15,000             | 21,000                 | 18,000                  | 12,000                |
| 62013 - Inventory (O&M)            | 35,000             | 24,000             | 25,000                 | 11,000                  | 10,000                |
| 62014 - Lab Supplies               | 13,000             | 12,000             | 13,000                 | 1,000                   | -                     |
| 62015 - Office Supplies            | 28,000             | 12,000             | 18,000                 | 16,000                  | 10,000                |
| 62016 - Safety Equip/Supplies      | 10,000             | 15,000             | 6,000                  | (5,000)                 | 4,000                 |
| 62018 - Equipment                  | 124,000            | 82,000             | 82,000                 | 42,000                  | 42,000                |
| 62020 - Other Materials & Supplies | 53,000             | 42,000             | 56,000                 | 11,000                  | (3,000)               |
| Materials & Supplies               | 318,000            | 225,000            | 253,000                | 93,000                  | 65,000                |

**62011 - Fill Materials**

Fill materials include purchases of crushed stone, gravel, sand, loam, cold patch, and cement not used for capital projects. Fill materials are most often used in the watershed for management road maintenance and upgrade projects that don't meet the District's capital threshold. In 2023, this includes \$7,500 for general trail maintenance. Fill materials are also used in the distribution system for repairs to services after town paving projects and after main breaks (\$10,000).

**62012 - Heating Fuels**

This account represents the purchase of heating oil (\$28,000) and propane (\$5,000). The District goes out to bid for heating oil and propane with other nearby entities. Under the current contract, prices are secured through June 2023. Estimated heating oil usage is 6,300 gallons and 2,600 gallons of propane.

**62013 - Inventory (O&M)**

This category includes materials taken out of inventory for the maintenance and repairs of District assets. These items are largely used for repairs to meters, services, and hydrants.

**62014 - Lab Supplies**

Lab supplies include laboratory consumables, chemkeys, solutions, reagents, ferrover, dechlorination tablets and other miscellaneous laboratory tools of a low cost nature.

**62015 - Office Supplies**

Office supplies include computer hardware and software, customer billing forms, envelopes, paper, kitchen supplies, ink, office furniture and simple office tools. The budget for office supply purchases is based on the historical average. This year the District is also purchasing a device to facilitate with remote meetings (\$3,000).

**62016 - Safety Equip/Supplies**

The safety equipment and supplies budget is based largely on purchasing requests made by the District's safety committee. This typically includes safety equipment, reflective gear, and other safety supplies.

**62018 - Equipment**

The majority of equipment purchases are planned during the budget process but items not budgeted are occasionally purchased throughout the year when needed. Items of note at the treatment plant include a replacement radiator for the generator (\$15,000), two Conex storage boxes (\$18,000), two process valve replacements (\$15,000), two turbidimeters (\$11,000), and an ammonia/monochloramine monitor (\$10,000).

**62020 - Other Materials & Supplies**

This account consists of general O&M purchases that do not fit in any other "Materials & Supplies" category. The 2023 budget includes \$16,000 for Treatment, \$15,000 for Distribution, \$8,000 for Resource Protection, \$2,000 for Pumping and \$4,000 for Administration and Customer Service.

|                                    | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 63100 - Engineering                | 20,000             | 5,000              | -                      | 15,000                  | 20,000                |
| 63200 - Accounting                 | 17,000             | 20,000             | 20,000                 | (3,000)                 | (3,000)               |
| 63300 - Legal                      | 12,000             | 10,000             | 52,000                 | 2,000                   | (40,000)              |
| 63510 - Technology Services        | 139,000            | 90,000             | 109,000                | 49,000                  | 30,000                |
| 63511 - Equipment Rental           | 8,000              | 9,000              | 8,000                  | (1,000)                 | -                     |
| 63512 - Construction Services      | 18,000             | 14,000             | 14,000                 | 4,000                   | 4,000                 |
| 63513 - Maintenance & Repair Srvc  | 34,000             | 31,000             | 25,000                 | 3,000                   | 9,000                 |
| 63514 - Sampling Services          | 20,000             | 27,000             | 16,000                 | (7,000)                 | 4,000                 |
| 63515 - Consulting Services        | 155,000            | 85,000             | 71,000                 | 70,000                  | 84,000                |
| 63516 - Communication Services     |                    | 28,000             | 28,000                 | (28,000)                | (28,000)              |
| 63517 - Banking Services           | 7,000              | 8,000              | 7,000                  | (1,000)                 | -                     |
| 63518 - Watershed Land Maintenance | 14,000             | 29,000             | 33,000                 | (15,000)                | (19,000)              |
| 63520 - Other Contracted Services  | 37,000             | 38,000             | 41,000                 | (1,000)                 | (4,000)               |
| Contracted Services                | 481,000            | 394,000            | 424,000                | 87,000                  | 57,000                |

**63100 - Engineering**

Engineering services are most often used on capital projects but hydraulic modeling and other engineering services are occasionally needed for O&M projects. The budget includes \$15,000 for water age hydraulic monitoring.

**63200 - Accounting**

The District has used Runyon Kersteen Ouellette for its annual financial audit for several years. The 2022 audit will take place during the first quarter of 2023 and is expected to cost \$15,000. There will also be a required actuarial study by Maine Municipal Association for the value of post-retirement benefits in 2023 (\$2,000).

**63300 - Legal**

The District uses Verrill for all legal services. Legal costs typically incurred by the District involve staff related issues, policy reviews, land deals and contract issues. There are no specific legal consulting needs for 2023 known at this time but \$12,000 is being carried. This falls in line with the recent historical average.

**63510 - Technology Services**

The most significant cost incurred in this category is the contract with Tyler Technologies for the District's billing, customer service, financial, payroll system, and document management software and support (\$59,000). Other notable costs include broadband at multiple sites (\$14,000), contracted IT work from Advanced Communications (\$10,000), VPN upgrades at all facilities (\$9,000), landlines and cellular phones (\$16,000), data backup services (\$6,000), and the District's portion of the ESRI maintenance agreement (\$6,000).

**63511 - Equipment Rental**

Most equipment leased by the District are printers, copiers and other small office equipment. The total budget for equipment rental in 2023 is \$8,000.

**63512 - Construction Services**

Construction services are generally used for main breaks, pavement repairs, and traffic control. Though main breaks are infrequent, when they do occur, they can be costly.

**63513 - Maintenance & Repair Services**

The District will spend \$15,000 for hydrant repainting and \$5,000 for roof repairs at a pair of pump stations 2023. Also included are costs related to routine maintenance for the HVAC system, generator, pumping and electrical systems, as well as inspections for fire extinguishers, fire alarms and chain hoists.

**63514 - Sampling Services**

Sampling needs vary from year to year based on state requirements. Sampling for 2023 includes raw water monitoring (\$8,000), regulatory monitoring (\$6,000), routine monthly bacteria sampling (\$4,000), and PFAS/chlorate sampling (\$3,000).

**63515 - Consulting Services**

The District will receive consulting services for several projects in 2023. Items of note include a water treatability assessment (\$65,000), dam piling and concrete inspection (\$25,000), rate structure study (\$25,000), watershed management plan (\$20,000), and forest management plan (\$15,000).

**63516 - Communication Services**

The budget for Communication Services has been moved to Technology Services (63510) in 2023.

**63517 - Banking Services**

The District holds bank accounts at Bangor Savings Bank. Banking fees are estimated at \$7,000 for 2023.

**63518 - Watershed/Land Maintenance**

There are two road/trail maintenance projects planned in 2023 that do not qualify as capital projects. These projects include materials transportation and excavating for general management road maintenance (\$7,500) and improvements for Ring Trail on Mt. Agamenticus (\$6,500). This account does not include fill materials used for the projects which are carried in account 62011.

**63520 - Other Contracted Services**

"Other" contracted services includes all services that do not fit in another category. A few years ago, the District began outsourcing mowing at all facilities. This will cost \$22,000 for seven months in 2023. Other costs of note include wildlife management (\$3,000), dumpster service (\$3,000) and alarm monitoring (\$4,000).

|                                    | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 65008 - Vehicle Stipend            | 5,000              | 5,000              | 5,000                  | -                       | -                     |
| 65009 - YWD Equipment Charge       | (7,000)            | (5,000)            | (7,000)                | (2,000)                 | -                     |
| 65010 - Gasoline                   | 19,000             | 17,000             | 16,000                 | 2,000                   | 3,000                 |
| 65011 - Diesel                     | 15,000             | 8,000              | 11,000                 | 7,000                   | 4,000                 |
| 65020 - Other Transportation Costs | 20,000             | 18,000             | 25,000                 | 2,000                   | (5,000)               |
| Transportation Expenses            | 52,000             | 43,000             | 50,000                 | 9,000                   | 2,000                 |

**65008 - Vehicle Stipend**

The Superintendent receives a monthly vehicle stipend to compensate for the use of his personal vehicle on District business. The rate used for the 2023 Budget is \$425 per month.

**65009 - YWD Equipment Charge**

The District charges standard rates to customers for District equipment used on private jobs. Those rates are based on local rental rates. These charges help recuperate the cost of wear and tear on the equipment.

**65010 - Gasoline**

The District participates in the WEX Gas Card Program. The District receives a small discount for participating in this program. The estimated price per gallon is \$3.75 and estimates usage is 5,000 gallons.

**65011 - Diesel**

The District participates with other local entities in obtaining diesel bids. The District's current diesel contract is at a price of \$4.41 per gallon and runs through June of 2023. A small increase was budgeted for the remainder of the year. Diesel usage was estimated at 3,200 gallons.

**65020 - Other Transportation Costs**

These costs include maintenance, repairs, replacement parts, and vehicle inspection fees for District vehicles. Costs for the 2023 Budget were estimated based on the historical average.

**Insurance**

|                                       | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|---------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 65600 - Vehicle Insurance             | 12,000             | 12,000             | 11,000                 | -                       | 1,000                 |
| 65700 - General & Liability Insurance | 16,000             | 18,000             | 16,000                 | (2,000)                 | -                     |
| 65800 - Workers Comp Insurance        | 15,000             | 18,000             | 19,000                 | (3,000)                 | (4,000)               |
| 65900 - Other Insurance               | 7,000              | 8,000              | 7,000                  | (1,000)                 | -                     |
| Insurance                             | 50,000             | 56,000             | 53,000                 | (6,000)                 | (3,000)               |

**65600 - Vehicle Insurance**

Vehicle insurance is provided to the District through Maine Municipal Association. The 2023 Budget reflects rates under the current contract from January through June. A small increase is added for the following annual contract and will impact the months of July through December.

**65700 - General & Liability Insurance**

General and liability insurance is also provided through Maine Municipal Association. As with vehicle insurance, the 2023 Budget reflects rates under the current contract from January through June. A small increase is added for the following annual contract and will impact the months of July through December.

**65800 - Workers Compensation Insurance**

Workman's Compensation Insurance is provided to the District through MEMIC. The current contract runs through December of 2022 and a new contract will begin in January 2023.

**65900 - Other Insurance**

Other insurance products the District receives through Maine Municipal Association include: public officials, contractor's equipment, electronic data processing, crime and business income insurance.

|                                    | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 66000 - Advertising                | 10,000             | 9,000              | 4,000                  | 1,000                   | 6,000                 |
| 66700 - Regulatory Commission Fees | 35,000             | 33,000             | 31,000                 | 2,000                   | 4,000                 |
| 67510 - Association Dues           | 8,000              | 8,000              | 7,000                  | -                       | 1,000                 |
| 67511 - Training                   | 15,000             | 9,000              | 10,000                 | 6,000                   | 5,000                 |
| 67512 - Postage & Shipping         | 15,000             | 15,000             | 15,000                 | -                       | -                     |
| 67513 - Travel Expenses            | 1,000              | 3,000              | 1,000                  | (2,000)                 | -                     |
| 67515 - Food                       | 3,000              | 3,000              | 4,000                  | -                       | (1,000)               |
| 67520 - Other Misc. Expenses       | 11,000             | 5,000              | 12,000                 | 6,000                   | (1,000)               |
| Other Miscellaneous Expenses       | 98,000             | 85,000             | 84,000                 | 13,000                  | 14,000                |

**66000 - Advertising**

Advertising expenses include costs associated with Drinking Water Week, "Day Without Water" campaign, other public relations spending, job advertising, printing the Consumer Confidence Report, purchasing truck logos, and business cards.

**66700 - Regulatory Commission Expense**

This category consists of cost paid to the District's three regulatory commissions. These include the Maine Public Utility Commission (\$25,000), State of Maine Drinking Water Program (\$9,000) and Maine Public Advocate (\$1,000).

**67510 - Association Dues**

This category consists of dues paid to associations the District is a part of. These include the Maine Water Utilities Association (\$4,000), Maine Rural Water Association (\$2,000), Southern Maine Regional Water Council, Maine Municipal Association, American Water Works Association, Small Woodland Owners Association of Maine, and Maine Tree Foundation.

**67511 - Training**

This category includes costs associated with employee attended training classes. This includes safety related training classes identified by the safety committee and other miscellaneous training.

**67512 - Postage & Shipping**

This account reflects postage costs for mailing customer bills (\$12,000), mailing the Consumer Confidence Report and other shipping costs (\$3,000).

**67513 - Travel Expenses**

This account reflects costs related to travel, highway tolls and mileage reimbursements.

**67515 - Food**

This budget covers food costs associated with offsite employee meetings, lunch provided for District events and annual joint gatherings between the District staff, trustees and other local entities.

**67520 - Other Misc. Expenses**

This account reflects all other costs that do not fit in another expense category.

|                                      | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|--------------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 41400 - Gain/Loss Disposal of Assets | -                  | 50,000             | 51,000                 | (50,000)                | (51,000)              |
| 41900 - Interest Income              | 18,000             | 4,000              | 11,000                 | 14,000                  | 7,000                 |
| 42100 - Misc. Non-Operating Revenue  | 76,000             | 28,000             | 49,000                 | 48,000                  | 27,000                |
| 42110 - Meter Reading Sales (Sewer)  | 17,000             | 17,000             | 16,000                 | -                       | 1,000                 |
| 42120 - Timber Harvest Income        | 20,000             | 5,000              | 18,000                 | 15,000                  | 2,000                 |
| 42130 - Scrap                        | 2,000              | 5,000              | 6,000                  | (3,000)                 | (4,000)               |
| 42150 - Tower Customer Income        | 251,000            | 250,000            | 275,000                | 1,000                   | (24,000)              |
| Non-Operating Income                 | 384,000            | 359,000            | 426,000                | 25,000                  | (42,000)              |

**41900 - Interest Income**

Bangor Savings Bank invests funds held in the District's operating account and tower account in an overnight repurchase agreement that is currently returning 1.2%. Funds in the system development account are held in an ICS account that is currently also returning less than 1.3%

**42100 - Non-Operating Revenue - Other**

The District anticipates receiving at least \$72,000 from three grants in 2023. The District also rents out storage space in the basement of 86 Woodbridge Road to the Town of York for \$4,000 per year.

**42110 - Meter Reading Sales (Sewer District)**

The District sells its customer meter readings to the York Sewer District to use for their billing. The rate is \$1.24 per reading.

**42120 - Non-Operating Income - Watershed**

This account is typically used for revenue generated from timber harvests. A small timber harvest is anticipated for 2023.

**42130 - Scrap**

The District makes a small amount of revenue from selling scrap metal that has been removed from the ground.

**42150 - Tower Customer Income**

Tower Income is currently being generated by eight entities paying a monthly fee for the use of space on the tower at the top of Mt. Agamenticus. The rates each entity pays increase annually at between 2.5%-3.0%.

|                               | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|-------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 41700 - Non-Operating Expense | 29,000             | 22,000             | 26,000                 | 7,000                   | 3,000                 |

**41700 - Non-Operating Expense**

The District incurs some non-operating expenses stemming from costs related to the radio tower owned on Mt. Agamenticus. These costs include a monthly site inspection by Consolidated Communications (\$3,000 annually), legal related issues typically regarding contracts with tower customers (\$3,000), employee labor (\$4,000).

There are also a few other expected costs unrelated to the tower. The District will contribute \$8,000 to the Mt. Agamenticus Conservation Program. The 2022 budget also includes \$2,000 to fund a scholarship for a student interested in a potential career in the public water industry.

|                               | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|-------------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| Debt Principal Payments       | 388,000            | 385,000            | 385,000                | 3,000                   | 3,000                 |
| Watershed Portion             | (33,000)           | (44,000)           | (44,000)               | 11,000                  | 11,000                |
| Debt Principal Payments (Net) | 355,000            | 341,000            | 341,000                | 14,000                  | 14,000                |

**2003 Bond**

This bond was issued through the Maine Municipal Bond Bank for \$2,400,000. This is a 20 year bond that was used to finance capital projects. There is currently \$172,000 in outstanding principal on this bond. The interest rate on this bond for 2023 is 5.085%.

**2014 Land Acquisition Loan**

This loan was issued through the Drinking Water State Revolving Fund for \$237,000. This is a 10 year loan that was used to finance the purchase of 9 Eber Drive. There is currently \$47,000 in outstanding principal on this loan. There is no interest on this loan but there is a \$1,000 annual fee.

**2014 Bond**

This bond was issued through the Maine Municipal Bond Bank for \$4,000,000. This is a 20 year bond that was used to finance capital projects. There is currently \$2,637,000 in outstanding principal on this bond. The interest rate on this bond for 2023 is 2.57%.

**2019 Land Acquisition Loan**

This loan was issued through the Drinking Water State Revolving Fund for \$125,000 less \$50,000 in principal forgiveness. This is a 10 year loan that was used to finance the purchase of the Dicken's Property. There is currently \$53,000 in outstanding principal on this loan. The interest rate on this loan for 2023 is 1.0%.

**2023 Bond (Proposed)**

This bond will be issued through the Maine Municipal Bond Bank for \$522,000. This will be a 20 year bond that will be used to finance two capital projects. The interest rate on this bond for 2023 is anticipated at 4.27%. This bond will be issued in the spring and there will be no principal payments due until 2024.

Debt Principal Payment Schedule

|             |             |           |             |          | <b>(Proposed)</b> |
|-------------|-------------|-----------|-------------|----------|-------------------|
| Year        | 2003        | 2014      | 2014        | 2019     | 2023              |
| Maturity    | 2023        | 2024      | 2034        | 2029     | 2043              |
| Original    | \$2,400,000 | \$237,000 | \$4,000,000 | \$75,000 | \$522,000         |
| Outstanding | \$172,000   | \$47,000  | \$2,637,000 | \$53,000 | \$522,000         |

Jan-23

Feb-23

Mar-23

Apr-23

May-23

Jun-23

Jul-23 \$24,000

Aug-23

Sep-23 \$185,000 \$7,000

Oct-23 \$172,000

Nov-23

Dec-23

|                          | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|--------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| 42700 - Interest Expense | 107,000            | 106,000            | 107,000                | 1,000                   | -                     |

**42700 - Interest Expense**

The District currently has three bonds it is making payments on which proceeds were used to fund past capital projects and land purchases. The interest paid on these bonds is recognized as an expense on the income statement on a monthly basis at the time it is accrued. Interest on each bond is paid two times each year. The 2023 budget includes \$13,000 in interest for the proposed 2023 bond.

### **Nubble Road Phase III Main Replacement** **\$327,000**

This project will replace approximately 850' of 1935 6" cast iron water main with 10" ductile iron. It will be done in conjunction with the Town of York DPW as they rebuild the road for sidewalks, drainage and pavement and is proposed for the fall of 2023. This is a portion a larger project identified in our most recent master plan update.

### **Finish Pump Replacement (including VFD)** **\$70,000**

At the treatment plant we will be replacing one of the two original finish water pumps that have reached their design life. The old pump will be inspected when pulled to assess and represent the expected condition of the second pump.

### **Meter Replacements** **\$80,000**

We plan to continue our meter change out program. The District changed meter brands in 2022 and anticipates changing as many meters to the new brand as time allows.

### **Service Replacements** **\$20,000**

This is an annual cost for random service replacements.

### **Hydrant Replacements** **\$10,000**

This is the cost to replace one fire hydrant in the system.

### **Welch's Pond/Silver Management Road Upgrade** **\$45,000**

Welch's Pond area was timber harvested in 2022. This project will reconstruct the Silver Management Trail into a Management Road. The road will branch off at the Yellow Road in the timber harvest landing and continue to the YWD/KWD property line approximately 1,100 feet. If there is enough funding we would work to reconstruct the Welch's Pond Trail that was lost during the timber harvest.

### **Lindsay Road Main Replacement** **Bond Interest Only**

This project will replace approximately 560' of 1929 8" cast iron water main with 12" ductile iron. It will be done in conjunction with the Town of York DPW as they begin the York Village Revitalization Project. This is planned for the spring of 2023. This is a portion a larger project identified in our most recent master plan update and eventually we will need to replace the remaining pipe on Lindsay Road ending at Sewall's Bridge.

### **Moulton Lane Main Replacement** **Bond Interest Only**

This project will replace approximately 975' of 1929 8" cast iron water main with 8" ductile iron. It will be done in conjunction with the Town of York DPW as they rebuild the road for sidewalks, drainage and pavement replacement and is proposed for the spring of 2023. This is a portion a larger project identified in our most recent master plan update.

### **Total Capital Projects** **\$552,000**

**Tank Painting Reserves**

|                             | <u>2023 Budget</u> | <u>2022 Budget</u> | <u>2022 Projection</u> | <u>Vs. Prior Budget</u> | <u>Vs. Projection</u> |
|-----------------------------|--------------------|--------------------|------------------------|-------------------------|-----------------------|
| Backwash Tank               | 25,000             | 18,000             | 18,000                 | 7,000                   | 7,000                 |
| Heights Tank                | 46,000             | 41,000             | 41,000                 | 5,000                   | 5,000                 |
| Simpson Hill Tank           | 45,000             | 41,000             | 41,000                 | 4,000                   | 4,000                 |
| Allowance for Tank Painting | 116,000            | 100,000            | 100,000                | 16,000                  | 16,000                |

The District has two distribution storage tanks; York Heights and Simpson Hill. In addition, a third tank located at the treatment plant is used for backwashing the filters at the plant. The District sets aside funds annually to plan for future maintenance (painting) on these tanks as these expenses are very costly. The annual contributions will fully fund the project in the time required.

**Backwash Tank**

This tank was built in 1979 and was refurbished with new interior and exterior coating systems in 2012. The suggested year for next maintenance determined in the master plan is 2037 for a projected cost of \$560,000.

**York Heights Tank**

This tank was constructed in 1969 and completely refurbished in 2015 with new interior and exterior coating systems. The suggested year for next maintenance is 2040 for a projected cost of \$1,310,000.

**Simpson Hill Tank**

This tank was built in 1982 and last rehabilitated in 2008. The suggested year for next maintenance is 2033 for a projected cost of \$1,075,000.

**Accumulated Reserves**

|                   | <u>Anticipated</u> | <u>Funded</u>     | <u>Unfunded</u>   | <u>Years Until</u> |
|-------------------|--------------------|-------------------|-------------------|--------------------|
|                   | <u>Cost</u>        | <u>12/31/2022</u> | <u>12/31/2022</u> | <u>Maintenance</u> |
| Backwash Tank     | 560,000            | 183,000           | 377,000           | 15                 |
| Heights Tank      | 1,310,000          | 358,000           | 952,000           | 21                 |
| Simpson Hill Tank | 1,075,000          | 443,000           | 632,000           | 14                 |
|                   | \$2,945,000        | \$984,000         | \$1,961,000       |                    |

The estimated years until maintenance for each tank has been increase by five years from the conservative estimate made in the District's master plan. Management feels the updated number more accurately reflects the remaining useful life of the current tank coatings.

**Emergency Reserves**

The District generates surplus funds two ways. First, state law provides the ability for a utility to include an annual contingency allowance of 5% of revenue for rate making purposes. Second, the District maintains a balanced budget with on-going revenues equal to on-going expenses, but year-to-year costs may be more or less than what was assumed during budget planning.

Good financial practice recommends maintaining reserve funds to meet seasonal cash flow shortfalls, provide for unexpected costs to continue to provide service and enable changes in water rates to be less volatile.

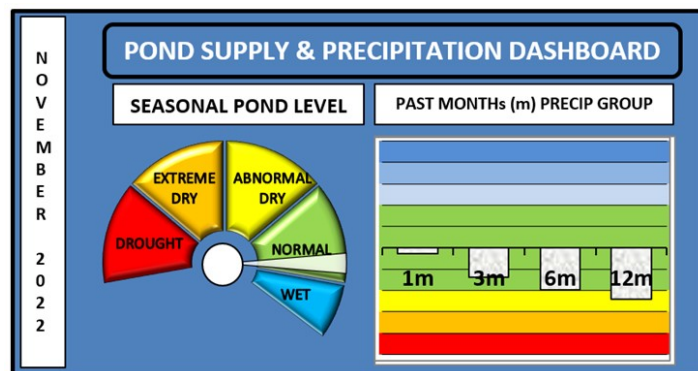
Management recommends a reserve that combines a working capital reserve at 25% of operating and non-operating expenses and a repair and replacement reserve at 2% of net capital assets. This is based on a recommendation by the American Water Works Association.

|                                        |             |
|----------------------------------------|-------------|
| Available Funds on 12/31/2022          | 1,373,000   |
| Needed to complete prior year projects | (75,000)    |
| 2022 Revenues                          | 4,883,000   |
| 2022 Expenses                          | (4,755,000) |
| 2022 Annual tank painting contribution | (116,000)   |
| Available Funds on 12/31/2023          | 1,310,000   |
| Recommended Reserve                    | 1,200,000   |

| YEAR                                                                                                                   | System Total^(MG) | Water Transfers* | Pond Level-Feet (Assessment) | Precipitation (Assessment) |
|------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------------------|----------------------------|
| 2022                                                                                                                   | 21.1              | -0.43 KKW        | -0.75 (High Norm -2 wo KWD)  | 3.4" (Normal)              |
| 2021                                                                                                                   | 18.8              |                  | +0.17 (Moderately Wet)       | 2.2" (Extremely Dry)       |
| 2020                                                                                                                   | 14.6              | +3.4 KKW         | -3.31 (Abnormally Dry)       | 4.8" (High Normal)         |
| 2019                                                                                                                   | 19.9              |                  | -0.40 (Normal)               | 3.2" (Normal)              |
| * Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer. |                   |                  |                              |                            |

## TREATMENT REPORT

By: Ryan Lynch



This past month, we received 3.4 inches of precipitation which is below the average of 4.0 for November but well within the norm. We are still suffering from continuing small monthly deficits and will likely end the year at or near abnormally dry. We are fortunate that the past three months have been normal, only slightly below average. Looking at NOAA’s seasonal outlook for Maine, it predicts a high likelihood of normal precipitation for the next few months. The seasonal pond level is in the green (very good) at negative -0.75 feet below the splashboard. The pond has come up, but we are above the average right now because we took over one foot of water from Kittery Water District’s Folly Pond earlier this year.

Operators were able to get out on the pond one last time to take another round of pond water quality samples and spent two days cleaning the pond aeration discs. The eight aeration discs must be brought up from the bottom once a year to clean off the accumulated sediment on the disc air tubing. This year, six of the eight floats connected to wire running down to the discs were waterlogged to the point they had sunk below the surface. With significant effort, operators were able to pull up or snag five floats, bring up

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

the discs, and clean them. Two discs had to be brought up by catching the one-inch air feed line on the pond bottom with a grappling hook. One of two airline connections to the discs snapped as it was being brought up and had to be re-paired. The last disc to be cleaned is too deep to be brought up by the hose so we will have to come up with a better plan before we can bring it up. Fortunately, that aeration disc is still working very well. For those discs that were able to be brought up, new floats were installed. Several weeks after cleaning the discs we had one air line spring a leak inside the protective sleeve, so it had to be shut off until we can repair it.

Last month, our pump contractors visited to fully replace one of our two finish pumps. This is our first finish pump replacement of the two original pumps installed in 1990, that send water out from the plant into the distribution system. They have exceeded their design life so must be replaced. We received a new pump from the manufacturer last month after being ordered in May. Operators brought the large new motor and over 22 foot casing with shaft and impellers into the

plant. Our contractor removed the old existing motor and then the old pump, but when they went to install the new pump, found that it was not exactly the same, so they could not fully install it. The paperwork and specifications of the existing pump did not match up completely with the new one. The pump manufacturer needs to produce some modified parts in order to install it. After pulling it out, we had the old pump inspected and found that the casing was in good shape, but the impellers are worn and impeller metal slightly degrading so its good timing for replacement. We are currently waiting for the appropriate parts to complete the installation. The manufacturer states that the parts will be available in early January.



**Old finish pump being removed**

Operators completed the annual pump transfer of treatment residuals (sludge) generated in the treatment process from the two lagoons to the freeze dry bed for dewatering this month. While performing the transfer of sludge from the east lagoon last month, operators found two areas of ripped plastic lagoon liner. The liner is thirty years old and prevents process water from infiltrating ground water and vice versa. We had temporarily patched the liner weeks ago while we waited for the new liner. The distribution crew again helped us by uncovering the temporary patch and the liner company then made repairs in two days. The east lagoon was placed back in service.

This month, we completed an extensive evaluation of Chase's Pond Dam. Every five or six years we have a dive team film the submerged portion of the dam and then an engineer reviews the footage of the submerged portion to look for

signs of problems. This year, we went one step further to remove submerged debris and clean and uncover portions of the dam that are rarely seen and inspected. The distribution crew oversaw the dam cleaning dive crew. We met with and provided orientation for the engineering dive crew after the cleaning was completed. The engineering dive crew regularly dives and evaluates underwater structures which are typically tens to hundreds of times larger than our dam. It took them about three hours to complete inspection. The engineers found nothing concerning. We will receive the full report in about a month.

Last month, operators ran a new chemical line for the aluminum sulfate chemical injection because the line had become clogged with solids over time. This month, operators completed plumbing the new line in, flushed the line, transferred the chemical line over, and put it back in service. They also took apart the alum feed pumps and transfer pumps to install new parts and remove accumulated solids (white) buildup. Operators also cleaned and epoxy welded a crack in the backwash pump oil plug threads which leaked oil. They also installed a ball valve so future oil changes didn't involve putting pressure on the repaired crack.



**New PVC liner in the lagoon**

## GIS REPORT

By: Todd Hill

With John's help I was able to collect data points for the rest of the High Street water utility features as well as a new meter pit for 14 Freeman Street. After York Public Works had High Street paved, I went back out to take pictures of all the

water service and riser locations for each property on High Street. These pictures will be linked to the property to be used as a visual reference.

The office experienced an internet connectivity issue which caused our phones and internet to go down. With the help of John Sears our outside IT contractor we were able to install a new router to help get us back up. During the installation of the router John determined that the issue was with the Cisco Firewall. John has since installed a new firewall and everything is back up, with the exception of a VPN issue he is currently working on.

Survey123 for ArcGIS is the mobile application that we use to collect data. While we were flushing the system we had a recent update that caused a little bit of an issue with application. Thankfully, I found it while I was on call and fixed it with no downtime.

Test pits were collected using the GPS unit on Moulton Lane for a new water main location. The original water main location had to be moved due to an existing phone duct bank that runs along the entire length of Moulton Lane. The test pits along with depths and any other important information was sent to Ryan McCarthy who is the engineer working on the plans for this project.

In November, I also performed the following:

- Collected water utility features at multiple locations.
- Continued to link pictures to the water utility layers in GIS.
- Worked on Microsoft 365 account updates.
- Two Webroot cybersecurity trainings were setup and launched.
- Completed water main extension estimates.
- Attended a pre-construction meeting for a sewer project.
- Created a 45 minute proximity map.
- Finalized the District's standby schedule for 2023.

## RESOURCE PROTECTION REPORT

By: Joe Dignam

This month, in the Resource Protection Office we worked on various small projects and wrapped up the major projects for the season. Digger's Excavating completed the clean up work follow-

ing the York Water/Kittery Water joint timber harvest. He also cleaned up a newly created skidder trail that will now be used as the Silver Trail and eventually be turned into the Silver Management Road. Gravel was added to the new trail to prevent erosion, and the old entry point to the Silver Trail was blocked off with trees. We made several new signs to point recreational users in the right direction to pass through the timber harvest area.



Annual shoreline trimming was completed this month. The trimming area extends from the Chase's Pond Dam across the street from the water filtration plant all the way to the end of the District's property on Scituate Road. In addition to trimming around the pond, we also trim a drainage ditch owned by the District as well as the beginning portion of the Cape Neddick River at the water filtration plant.

November was the last month for our Maine Conservation Corps Environmental Steward, Madison. She spent most of her time this month wrapping up work and GIS edits as she was only here for the first two weeks of the month. Her work was a success and we completed nearly everything that was initially planned for this year. The GIS and data collection work she completed this year will be instrumental to future management and planning decisions.

We continued to make steady progress this month on the internship program with York High School. Theresa Tucker of York Sewer District and I both met with Ellen Kaschuluk of York School Department this month to discuss plans and details for the program. Theresa and I also presented the program with Ellen to the School

Committee. It was accepted by the Committee and will proceed. If there are interested students, we may see an intern at the District and York Sewer District this spring.

## DISTRIBUTION REPORT

By: Webster Ropke

York Water District crews have started our weekly winter hydrant checks. We check each hydrant for a total of 448 hydrants in the system with a half inch rubber hose to determine if any water is in the hydrant that has the potential of freezing. If there is six inches of water or more, we will pump the hydrant out. All our hydrants are non-draining hydrants and are pumped out after every use. Our checks are precautionary as a hydrant may get missed after it is used. In the past, we have also found that during a freeze thaw some hydrants have leaked by. As part of our hydrant maintenance program, we paint a portion of the hydrants yearly, systematically doing one portion of the system each year. This year, as an efficiency we hired Marston Industrial Services to paint 107 hydrants. They did an excellent job. We have it in the budget for 2023 to have them paint approximately the same number of hydrants.

crews helped set up a turbidity barrier in chases pond by the dam. This was set up to prevent any turbidity from the work area to spread. We also set up a couple of pumps to remove the heavy debris from the work area. An erosion control area was set up at the discharge of the pumps.

## METER CREW REPORT

By: Tom Chase



**Broken meter removed in November**

The month of November remained consistent with seasonal meter removals. With the warmer days still lingering during the beginning half of the month, many customers attempted to keep their water on a little longer than usual. Most of them quickly changed their mind when the weather abruptly dropped into temperatures in the 20s and 30s overnight. In a few cases where the water lines were exposed outside, the meters had already frozen and broken by the time a removal request was made with our office. In these cases, the customer is responsible for the replacement cost of the meter.

We responded to a call from a customer that returned home (after being away for a few days) and was experiencing a white cloudiness in the water that disappeared shortly after sitting in a glass. We were able to quickly determine that it was just air in their line, which was related to a scheduled shut down that had recently been done in preparation for a water main extension project. We attempted to just flush their service line from the meter connection with a garden hose (since they were the last customer at the end of that main), but quickly opted to flush the entire main to speed up the process with some assistance from the Distribution Crew.



**Diver inspecting Chase's Pond Dam**

Calligan Dive Service cleaned and inspected the piers at Chase's Pond Dam in preparation of an inspection of the dam by Childs Engineering. Our

This was our first month reading the new Kamstrup meters that we recently installed as part of a pilot program aimed toward implementing them throughout our entire system. The initial reading went well, and the mapping software offers us the benefit of seeing all the meter locations from the route, which will disappear once each successful reading is transmitted. Since the delivery of the national requirements for all water utilities to document the material of all water service lines (to determine whether they comprised of lead or non-lead materials), all members of the crews have been making records anytime a line is exposed, or we have an opportunity to enter a building. We are hoping to pair this effort of documenting the water line material and changing out the water meter to minimize duplicate efforts to get inside customer's homes.

We did four new meter cut-ins this month and changed out twelve meters. We are also hoping to start testing the seasonal meters in December.

## WELLNESS REPORT

By: Karen Hale

### Sleep Well This Holiday Season

During the holidays, the whole family's routine can change. Kids are home from school, there are fewer hours of daylight, and families travel to visit loved ones. The changing weather can also make it more difficult to spend time outdoors and exercise. With all these changes, one thing should stay constant: **healthy sleep habits**.

Whether you spend the holidays at your home or away, the National Sleep Foundation has some tips to help you feel rested this holiday season.

- **Set a sleep schedule.** Wake up and go to bed at the same time every day, even on the weekends. Most adults need 7-9 hours of sleep each night. Children and teens need 8-11 hours.
- **Make a sleep-friendly bedroom.** Sleep in a darkened, quiet room and keep the room temperature between 60 to 67 degrees. You might also need to change your sheets or blankets to fit the weather.
- **Maintain healthy habits.** Spend some time

outside each day to get sunlight exposure. Exercising can also promote better sleep. Finish eating and drinking 2-3 hours before you go to bed.

## NOVEMBER BILLING

York Village Route

| 2022         | Usage(cf) | Revenue   | Customers |
|--------------|-----------|-----------|-----------|
| Residential  | 3,147,400 | \$221,858 | 1,608     |
| Commercial   | 2,854,700 | \$83,148  | 195       |
| Governmental | 464,300   | \$16,339  | 36        |

| 2021         | Usage(cf) | Revenue   | Customers |
|--------------|-----------|-----------|-----------|
| Residential  | 3,020,800 | \$210,918 | 1,569     |
| Commercial   | 1,943,300 | \$63,649  | 193       |
| Governmental | 588,600   | \$18,658  | 36        |

# WATER QUALITY REPORT

REPORT DATE: 12/1/2022

## 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 | Current Lvl | Avg Pond Lvl | Min Pond Lvl | Max Pond Lvl |
|-----------------------|----------|----------|--------|------------|-----------|-----------|-------------|--------------|--------------|--------------|
| 703,150               | 53       | 0.09     | 9.07   | 0.06       | 2.09      | 1.53      | -0.75       | -1.87        | -2.50        | -0.75        |

## PLANT FINISH WATER QUALITY RESULTS

| TEST DATE                           | Temp F    | Turbidity      | pH          | Free Cl2        | Total Cl2      | Ortho           | Alkalinity    | Color        | Manganese       | Iron            | Aluminum        |
|-------------------------------------|-----------|----------------|-------------|-----------------|----------------|-----------------|---------------|--------------|-----------------|-----------------|-----------------|
| 11/30/2022                          | 46        | 0.08           | 9.08        | 0.03            | 2.20           | 1.61            | 16            | 0            | 0.027           | 0.02            | 0.019           |
| 11/23/2022                          | 46        | 0.10           | 8.90        | 0.03            | 2.00           | 1.52            | 15            | 1            | 0.048           | 0.05            | 0.038           |
| 11/16/2022                          | 55        | 0.09           | 9.00        | 0.03            | 2.10           | 1.49            | 16            | 1            | 0.037           | 0.05            | 0.030           |
| 11/8/2022                           | 59        | 0.08           | 9.12        | 0.18            | 2.30           | 1.51            | 16            | 2            | 0.055           | 0.02            | 0.006           |
| 11/3/2022                           | 57        | 0.07           | 9.01        | 0.05            | 2.20           | 1.47            | 16            | 0            | 0.046           | 0.04            | 0.010           |
| <b>AVERAGE RESULTS:</b>             | <b>53</b> | <b>0.08</b>    | <b>9.02</b> | <b>0.06</b>     | <b>2.16</b>    | <b>1.52</b>     | <b>16</b>     | <b>1</b>     | <b>0.043</b>    | <b>0.04</b>     | <b>0.021</b>    |
| <b>TREATMENT TARGET PARAMETERS:</b> |           | <b>&lt;0.3</b> | <b>9.0</b>  | <b>&lt;0.10</b> | <b>2.0-2.5</b> | <b>&gt;=1.5</b> | <b>&gt;10</b> | <b>&lt;5</b> | <b>&lt;0.05</b> | <b>&lt;0.05</b> | <b>&lt;0.05</b> |

## ROUTINE DISTRIBUTION WATER QUALITY RESULTS

| Sample Site                   | Date       | Turbidity | pH   | Free Cl2 | Total Cl2 | Ortho | Alkalinity | Color | Manganese | Iron  | Aluminum |
|-------------------------------|------------|-----------|------|----------|-----------|-------|------------|-------|-----------|-------|----------|
| Route 1 at Pine Ledge Motel S | 11/21/2022 | 0.10      | 9.53 | 0.04     | 1.40      | 1.71  | 20         | 1     | 0.016     | 0.030 | 0.028    |
| Route 1 at Pine Ledge Motel S | 11/15/2022 | 0.09      | 9.32 | 0.04     | 1.30      | 1.77  | 18         | 1     | 0.002     | 0.040 | 0.002    |
| Route 1 at Pine Ledge Motel S | 11/8/2022  | 0.08      | 9.15 | 0.08     | 1.50      | 1.67  | 16         | 2     | 0.007     | 0.020 | 0.060    |
| Route 1 at Pine Ledge Motel S | 11/2/2022  | 0.09      | 8.95 | 0.06     | 1.50      | 1.65  | 15         | 0     | 0.000     | 0.020 | 0.010    |
| Route 1 North Pump Station    | 11/21/2022 | 0.14      | 9.30 | 0.04     | 1.40      | 1.65  | 18         | 2     | 0.009     | 0.040 | 0.016    |
| Route 1 North Pump Station    | 11/15/2022 | 0.12      | 9.23 | 0.04     | 1.40      | 1.65  | 18         | 0     | 0.003     | 0.050 | 0.000    |
| Route 1 North Pump Station    | 11/8/2022  | 0.09      | 9.00 | 0.05     | 1.70      | 1.61  | 17         | 2     | 0.014     | 0.000 | 0.022    |
| Route 1 North Pump Station    | 11/2/2022  | 0.09      | 8.95 | 0.07     | 1.60      | 1.66  | 16         | 0     | 0.005     | 0.020 | 0.003    |
| Route 1 South Pump Station    | 11/21/2022 | 0.09      | 8.76 | 0.04     | 1.90      | 1.54  | 16         | 1     | 0.010     | 0.030 | 0.058    |
| Route 1 South Pump Station    | 11/15/2022 | 0.12      | 9.00 | 0.10     | 1.90      | 1.70  | 17         | 0     | 0.004     | 0.020 | 0.000    |
| Route 1 South Pump Station    | 11/8/2022  | 0.10      | 9.01 | 0.06     | 1.90      | 1.52  | 17         | 3     | 0.023     | 0.030 | 0.023    |
| Route 1 South Pump Station    | 11/1/2022  | 0.10      | 9.00 | 0.06     | 1.90      | 1.57  | 15         | 0     | 0.000     | 0.040 | 0.002    |

|                                   |            |                |                |                 |                    |                 |               |              |                 |                 |                 |
|-----------------------------------|------------|----------------|----------------|-----------------|--------------------|-----------------|---------------|--------------|-----------------|-----------------|-----------------|
| York Water District Office        | 11/22/2022 | 0.10           | 8.83           | 0.04            | 1.70               | 1.58            | 16            | 1            | 0.015           | 0.010           | 0.024           |
| York Water District Office        | 11/16/2022 | 0.12           | 8.97           | 0.03            | 1.80               | 1.70            | 16            | 1            | 0.002           | 0.040           | 0.036           |
| York Water District Office        | 11/8/2022  | 0.09           | 8.76           | 0.05            | 1.60               | 1.66            | 15            | 3            | 0.035           | 0.030           | 0.000           |
| York Water District Office        | 11/3/2022  | 0.09           | 8.59           | 0.04            | 1.70               | 1.64            | 17            | 1            | 0.000           | 0.000           | 0.000           |
| <b>AVERAGE RESULTS:</b>           |            | <b>0.10</b>    | <b>9.02</b>    | <b>0.05</b>     | <b>1.64</b>        | <b>1.64</b>     | <b>17</b>     | <b>1</b>     | <b>0.009</b>    | <b>0.026</b>    | <b>0.018</b>    |
| <b>TARGET MIN/MAX PARAMETERS:</b> |            | <b>&lt;0.3</b> | <b>8.0-9.2</b> | <b>&lt;0.10</b> | <b>&gt;&gt;1.0</b> | <b>&gt;=1.0</b> | <b>&gt;10</b> | <b>&lt;5</b> | <b>&lt;0.10</b> | <b>&lt;0.10</b> | <b>&lt;0.10</b> |

| <b>ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)</b> |            |                 |             |             |             |             |             |           |                |  |
|--------------------------------------------------------------|------------|-----------------|-------------|-------------|-------------|-------------|-------------|-----------|----------------|--|
| Sample Site                                                  | Date       | Turbidity       | pH          | Free Cl2    | Total Cl2   | Ortho       | Alkalinity  | Temp      | Total Coliform |  |
| Long Beach Ave Across From Long Beach Bath                   | 11/15/2022 | 0.12            | 9.19        | 0.06        | 1.90        | 1.62        | 18          | 14.8      | ABSENT         |  |
| South Side Road Near Blaisdell Farm                          | 11/15/2022 | 0.14            | 9.35        | 0.10        | 1.60        | 1.63        | 19          | 14.8      | ABSENT         |  |
| Route 1 @ Old Post Road (Tranmission Line)                   | 11/15/2022 | 0.07            | 8.78        | 0.10        | 2.20        | 1.49        | 16          | 11.7      | ABSENT         |  |
| White Pine Pump Station Near Route 1                         | 11/15/2022 | 0.09            | 8.97        | 0.09        | 2.00        | 1.56        | 16          | 14.2      | ABSENT         |  |
| Yorkshire Commons @ York Street                              | 11/15/2022 | 0.10            | 8.98        | 0.06        | 1.90        | 1.60        | 15          | 13.9      | ABSENT         |  |
| Stageneck Road @ Harbor Beach Road                           | 11/15/2022 | 0.11            | 9.17        | 0.02        | 1.70        | 1.64        | 17          | 15.0      | ABSENT         |  |
| Route 1 @ Mr. Mikes Convenience Store                        | 11/15/2022 | 0.07            | 8.84        | 0.08        | 2.10        | 1.52        | 16          | 13.1      | ABSENT         |  |
| Route 1 @ River Bend Road                                    | 11/1/2022  | 0.08            | 8.99        | 0.05        | 2.00        | 1.57        | 16          | 16.3      | ABSENT         |  |
| Organug Road @ Indian Trail                                  | 11/1/2022  | 0.07            | 8.93        | 0.07        | 1.80        | 1.61        | 15          | 15.1      | ABSENT         |  |
| Seabury Road Near Route 103                                  | 11/1/2022  | 0.11            | 9.12        | 0.05        | 1.70        | 1.65        | 17          | 15.0      | ABSENT         |  |
| Ridge Road Across from Coastal Ridge Elemen                  | 11/1/2022  | 0.09            | 8.95        | 0.07        | 2.20        | 1.58        | 16          | 14.1      | ABSENT         |  |
| Webber Road Near Ridge Road (73 Webber)                      | 11/1/2022  | 0.08            | 8.95        | 0.05        | 2.10        | 1.54        | 17          | 14.1      | ABSENT         |  |
| Route 1A @ Roaring Rock Road                                 | 11/1/2022  | 0.07            | 9.10        | 0.09        | 1.80        | 1.66        | 16          | 15.7      | ABSENT         |  |
| Nubble Road at Sewer Pump Station                            | 11/1/2022  | 0.09            | 9.15        | 0.12        | 1.80        | 1.63        | 16          | 16.2      | ABSENT         |  |
| Route 1A @ York Senior Center formerly YPD                   | 11/15/2022 | 0.08            | 8.95        | 0.05        | 1.60        | 1.63        | 16          | 14.2      | ABSENT         |  |
|                                                              |            | <b>Average:</b> | <b>0.09</b> | <b>9.03</b> | <b>0.07</b> | <b>1.89</b> | <b>1.60</b> | <b>16</b> | <b>14.5</b>    |  |
|                                                              |            | <b>Minimum:</b> | 0.07        | 8.78        | 0.02        | 1.60        | 1.49        | 15        | 11.7           |  |
|                                                              |            | <b>Maximum:</b> | 0.14        | 9.35        | 0.12        | 2.20        | 1.66        | 19        | 16.3           |  |

|                                 |                                                 |                                     |        | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>Apr</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> |
|---------------------------------|-------------------------------------------------|-------------------------------------|--------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|
| <b>BLS REQUIRED INSPECTIONS</b> | <u>Task</u>                                     | <u>Interval</u>                     |        |            |            |            |            |            |             |             |            |             |            |            |            |
|                                 | Eyewash Station checks                          | Weekly                              |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Vehicle Checks                                  | Weekly                              |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Portable Ladder inspections                     | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Sling/ lifting strap/ lifting chain inspections | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | PPE inspections                                 | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Fire extinguisher inspections (internal)        | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | First Aid Kit Inspections                       | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Jack inspections                                | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Jack stand inspections                          | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Welding equipment inspections                   | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Air Compressor relief valve check               | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Water heater relief valve check                 | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Grinding wheel/ guard inspection                | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Garage Door sensor checks                       | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Emergency Exit Lighting checks                  | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | AED inspections                                 | Monthly                             |        | ✓          | ✓          | ✓          | ✓          | ✓          | ✓           | ✓           | ✓          | ✓           | ✓          | ✓          |            |
|                                 | Fixed Ladder Inspections                        | Every 6 months - or when accessible |        |            |            |            |            |            | ✓           |             |            |             |            | -          |            |
|                                 | Air Quality Monitor Calibrations                | Every 6 months                      |        |            |            |            |            |            | ✓           |             |            |             |            |            |            |
|                                 | Lifts/Hoists (internal)                         | 6 months from KoneCrane inspection  |        |            |            |            |            |            | ✓           |             |            |             |            |            |            |
|                                 | Lifts/Hoists (Contracted)                       | Annually                            |        |            |            |            |            |            |             |             |            |             |            |            |            |
|                                 | Testing Panic buttons/security pads             | Annually                            |        |            |            |            |            |            |             |             |            |             |            |            |            |
|                                 | Fire extinguisher inspections (contracted)      | Annually                            |        |            |            |            |            |            |             |             |            |             |            |            |            |
| <b>BLS REQUIRED TRAINING</b>    | MMA - Fire Extinguisher Training                | Annual                              |        | -          | -          | -          | -          | ✓          |             |             |            |             |            |            |            |
|                                 | Confined Space Rescue Training*                 | Initial                             |        |            |            |            |            |            |             |             |            |             |            |            |            |
|                                 | Simulated Confined Space Rescue Training*       | Annual                              |        |            |            |            |            |            |             |             |            |             |            | -          |            |
|                                 | Basic First Aid Training*                       | Every 2 years - last 9/22/20        |        |            |            |            |            |            |             |             |            |             |            |            |            |
|                                 | CPR certification*                              | Every 2 years - last 9/22/20        |        |            |            |            |            |            |             |             |            |             |            |            |            |
|                                 | 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                             |        |            |            |            |            |            |             |             |            |             |            |            |            |
| <b>BLS REQUIRED PROGRAMS</b>    | 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 |            | ✓          | ✓          |            |            |             |             |            |             |            |            |            |
| <b>MISC</b>                     | 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