

Trustees

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



Administration

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

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

Posted December 14, 2023

LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held as a “hybrid meeting” remotely and in-person @ 2:00 pm on Wednesday, December 20, 2023, as per the district’s meeting policy. Members of the public that wish to participate remotely, please send a request to customerservice@yorkwaterdistrict.org by 1:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Board Meeting held on November 15, 2023.
3. Invitation for Public Comment.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District.
For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
4. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
5. See what action the Board will take on the proposed 2024 Capital and O&M Budgets.
6. See if the Board will discuss updating the approved signers on the District’s bank accounts.
7. See if the Board will adopt the proposed joint (YWD and KWD) resolution and MOU regarding a continuation of the District’s watershed patrol program.
8. See if the Board will consider options for the 247 Scituate Road land sale funds.
9. General Discussion
10. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



Trustees

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

Administration

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

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

November Meeting Minutes

The York Water District Board of Trustees monthly meeting was held on Wednesday, November 15, 2023, at 86 Woodbridge Road as a “hybrid meeting” in person and through remote conferencing as allowed by the district’s remote meeting policy.

Acting President Rendall called the meeting for an executive session to order at 1:05pm. Others present were Treasurer – Russell Peterson, Clerk - Karen Arsenault, Trustee – Richard Leigh and Superintendent Donald Neumann.

A motion was made by Richard Leigh and seconded by Karen Arsenault to go into Executive Session to discuss Personnel related matters - (Pursuant to MRSA Title 1, Section 405.6 A). It was voted unanimously.

A motion was made by Russell Peterson and seconded by Karen Arsenault to leave Executive Session @ 1:54. It was voted unanimously.

Acting President, Stephen Rendall called the public meeting to order at 2:06 pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee – Richard Leigh. Staff present Superintendent – Donald Neumann, Financial Manager- Patrick Desrosiers, Ryan Lynch – Treatment Plant Manager, Zachariah Mein – Resource Protection Manager, 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 18, 2023.

On a motion made by Trustee Peterson and duly seconded by Trustee Arsenault, it was voted unanimously to accept the Minutes of the October 18, 2023, Board Meeting. **4-0 vote: Motion Passes.**

Public Comment:

n/a

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

The Financial Manager presented the Board with the Income and Budget reports for October. The revenue for October 2023 is \$60,537 less than projected. The O&M Budget for October 2023 is \$12,591 less than projected. The YTD revenue for 2023 is \$81,236 less than projected. YTD O&M Budget for 2023 is \$140,290 less than projected.

The non-operating revenue is higher than projected due to the timber harvest, \$20,000 was budgeted and to date the timber harvest has brought in \$60,000.

System Development Charge (SDC) we expect to be over the budgeted amount of \$100,000. To date we have received \$85,000 and we are waiting for a check for 7 Hannaford Drive for 63 individual units which results in an SDC deposit of ±\$75,000.

See if the Board will review and comment on the proposed draft joint \YWD and KWD) resolution and MOU regarding a continuation of the District’s watershed patrol program. It is anticipated an action item may be considered at the December meeting.

Don presented the Board with a Joint Resolution between York Water District (YWD) and Kittery Water District (KWD) Memorandum of Understanding (MOU) relating to the Protection of Watershed Property. The MOU was drafted by Attorney Jim Cohen of Verrill Law (he represented both Districts. The document was intended for the Board to review and comment, so edits could be made in advance of the December Trustee meeting where Don was hoping to have an agenda item to adopt the MOU. KWD Trustees meetings are on the same schedule as YWD Trustee meeting so the assumption is that both Boards may adopt the resolution on the same day. This potential action may lead to an interlocal agreement with the Districts and the Town of York. Don mentioned he has heard Town leadership supports having a full-time conservation officer and budget request will be in their fy25 Budget. The Board agreed to forward comments or potential edits within a week.

Don and Zach drafted a letter that was sent to the York Land Trust & the Great Works Land Trust requesting them to consider contributing to the patrolling program based on the amount of land owned by each entity. Any contributions received would be paid directly to the Town of York.

See what action the Board may take regarding pay scale adjustments for the 2024 calendar year.

On a motion made by Trustee Peterson and duly seconded by Trustee Arsenault, it was voted unanimously to set a three percent (3%) COLA adjustment for 2024. **4-0 vote: Motion Passes.**

Staff will provide an update on District operations:

Zach:

Working with Don and Todd on the watershed overlay protection zoning changes. Presenting to the Zoning Board to show the overlay shows 31 properties outside the watershed and will be removed from the watershed protection overlay. This is due to the watershed delineation report Wright Pierce completed. This was presented at the November Planning Board Meeting with a hearing scheduled for the December 14th meeting and if successful it will go on the Town ballot for a public vote in May 2024.

Trustee Rendall asked what percentage of the watershed is owned by the District. Don replied 90% owned by the District equaling 1,877 acres. A packet was sent to the Conservation Commission , no response yet.

The Red Road has been repaired -- a damaged culvert repaired and re-enforced for future timber harvest traffic.

Ryan:

Due to the wet cold season water quality is poor. Crews continue to take water samples from Simpson Hill tank for nitrification.

The Plant had a communication error with the fire wall at the Plant. This was due to our IT company making changes. This has been addressed and communication has been re-established.

Working with Woodard & Curran on the Treatability Study.

See if the Board can confirm the date for the 2024 O&M and Capital Budget Workshop-December 13th @ 2:00 has been proposed.

The meeting time was confirmed for December 13th @ 2:00 for the 2024 O&M Capital Budget workshop along with an agenda item for the December 20th Board Meeting. Don will send a calendar reminder.

General Discussion:

A holiday luncheon was set for December 20th @12:30.

Back in 2013 the Town of York entered into a lease agreement with YWD to install communication equipment on the Mount A tower. This came up for renewal this month and Don sent an amendment to the lease to adjust the monthly rent from zero dollars (\$0) to three hundred dollars (\$300) per month. The amendment has been signed and we will start billing them this month.

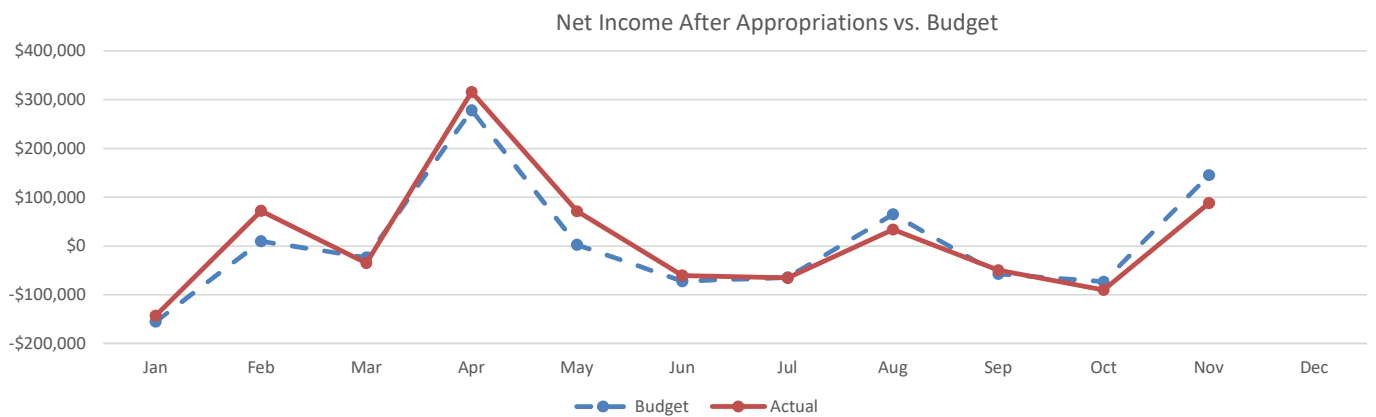
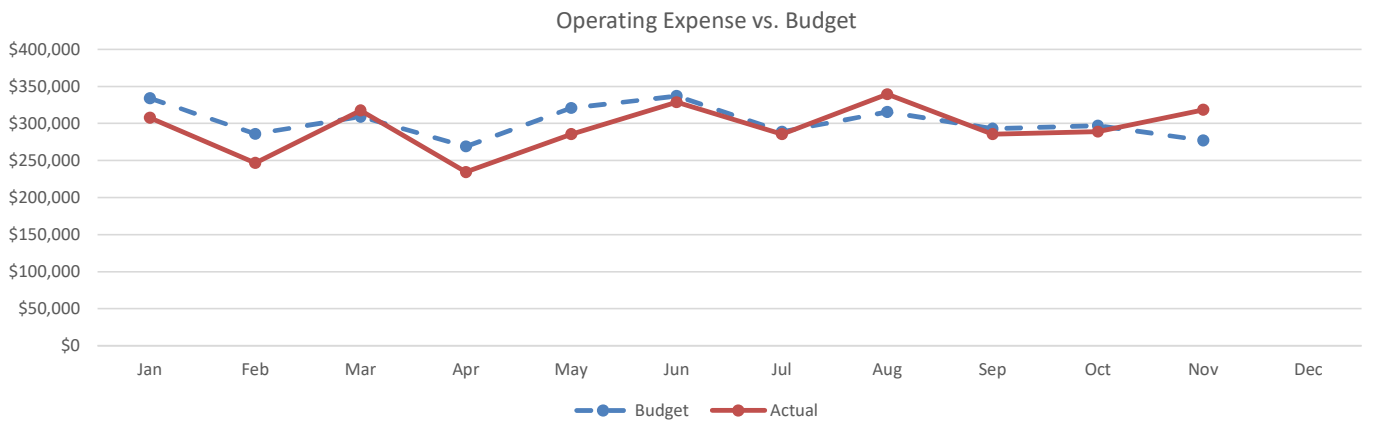
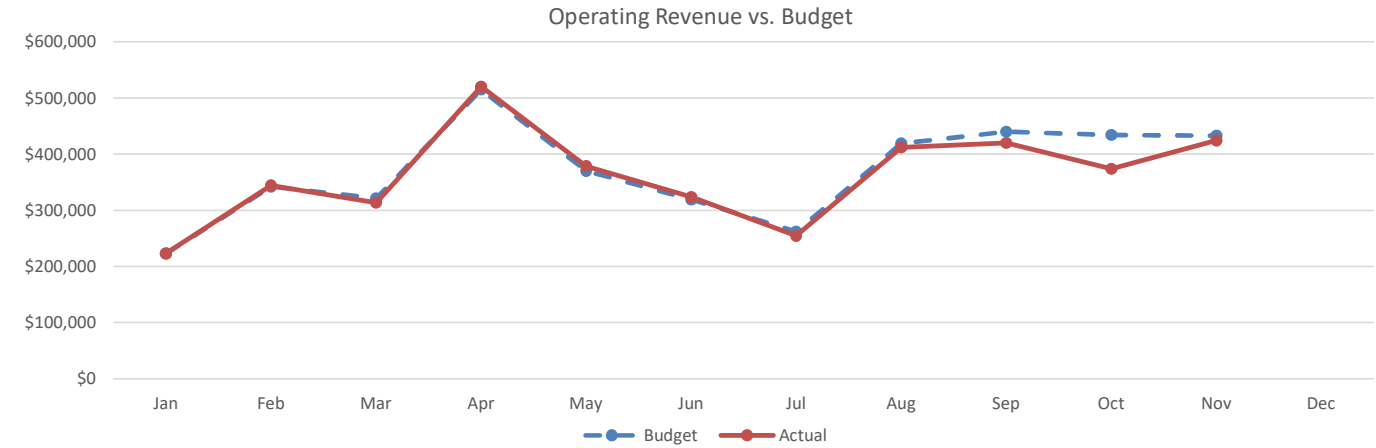
On November 15th the District held an employee meeting, team building exercise and a defensive training class by Tom Baran of AAA.

Acting President Trustee Rendall adjourned the meeting at 3:17 PM

Respectfully submitted,

Karen Arsenault
Clerk
York Water District

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of December 9, 2023

<u>Account</u>	<u>Balance</u>	<u>Account</u>	<u>Balance</u>
Operating	\$1,601,133.49	Watershed	\$311,441.39
System Development	\$270,108.00	Customer Advance	\$448,423.63
Investment Account	\$1,003,018.87		
Reserved for Tank Painting	\$ 1,090,337.00		
Operating Reserve	\$1,783,923.36	% of Recommended Reserve	137%

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

Operating Revenue	Operating Expense	Net Income/(Loss)
▼ (\$8,618)	▲ \$41,654	▼ (\$57,481)

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 205,675	\$ 213,000	\$ (7,325)	\$ 2,537,000	0%
Commercial Metered Sales	76,465	82,000	(5,535)	506,000	-1%
Governmental Metered Sales	21,917	20,000	1,917	89,000	2%
Public & Private Fire Protection	118,560	117,000	1,560	1,249,000	0%
Other Operating Revenue	<u>1,765</u>	<u>1,000</u>	<u>765</u>	<u>18,000</u>	4%
Total Operating Revenue	424,382	433,000	(8,618)	4,399,000	0%
Salaries & Wages	147,912	149,000	(1,088)	1,751,000	0%
Employee Benefits	46,122	64,000	(17,878)	771,000	-2%
Purchased Power & Water	5,928	6,000	(72)	82,000	0%
Chemicals	20,923	9,000	11,923	108,000	11%
Materials & Supplies	40,040	14,000	26,040	309,000	8%
Contracted Services	53,698	31,000	22,698	472,000	5%
Transportation Expense	1,950	4,000	(2,050)	52,000	-4%
Insurance	(2,101)	(3,000)	899	50,000	2%
Other Miscellaneous Expenses	<u>4,182</u>	<u>3,000</u>	<u>1,182</u>	<u>98,000</u>	1%
Total Operating Expense	318,654	277,000	41,654	3,693,000	1%
Depreciation & Amortization Expense	70,615	71,000	(385)	804,000	0%
Net Non-Operating Income	51,721	59,000	(7,279)	487,000	-1%
Debt Service	8,649	8,000	649	495,000	0%
Tank Painting Contribution	9,666	10,000	(334)	116,000	0%
Depreciation Funds Allocated to O&M	(19,500)	(19,500)	-	(234,000)	0%
Net Income After Appropriations	\$ 88,019	\$ 145,500	\$ (57,481)	\$ 12,000	

Several chemical purchases this month. Over budget for the month but inline with YTD total.

Large purchase of clarifier media. Not all needed now but will delay future purchase.

Four months of lawncare bills paid at once. Employee placement fee for new plant hire.

York Water District
Income Statement
For the Eleven Months Ending November 30, 2023

Operating Revenue	Operating Expense	Net Income/(Loss)
▼ (\$89,854)	▼ (\$94,222)	▲ \$99,726

					<u>Variance vs.</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Tot. Budget</u>	
Residential Metered Sales	\$ 2,279,629	\$ 2,354,000	\$ (74,371)	\$ 2,537,000	-3%	
Commercial Metered Sales	450,514	473,000	(22,486)	506,000	-4%	
Governmental Metered Sales	88,355	87,000	1,355	89,000	2%	
Public & Private Fire Protection	1,156,383	1,147,000	9,383	1,249,000	1%	
Other Operating Revenue	13,265	17,000	(3,735)	18,000	-21%	
Total Operating Revenue	3,988,146	4,078,000	(89,854)	4,399,000	-2%	Impact of the very wet summer on revenue.
Salaries & Wages	1,551,911	1,569,000	(17,089)	1,751,000	-1%	
Employee Benefits	662,883	738,000	(75,117)	771,000	-10%	Less employees on District health insurance than expected.
Purchased Power & Water	66,787	77,000	(10,213)	82,000	-12%	
Chemicals	98,675	99,000	(325)	108,000	0%	
Materials & Supplies	266,105	273,000	(6,895)	309,000	-2%	
Contracted Services	399,744	395,000	4,744	472,000	1%	
Transportation Expense	57,658	47,000	10,658	52,000	20%	Costly repair to large Distribution vehicle.
Insurance	50,644	50,000	644	50,000	1%	
Other Miscellaneous Expenses	84,371	85,000	(629)	98,000	-1%	
Total Operating Expense	3,238,778	3,333,000	(94,222)	3,693,000	-3%	
Depreciation & Amortization Expense	776,765	777,000	(235)	804,000	0%	
Net Non-Operating Income	531,038	454,000	77,038	487,000	16%	Grant money recieved from Wheeler Trust. higher than expected timber harvest revenue.
Debt Service	475,089	474,000	1,089	495,000	0%	
Tank Painting Contribution	106,326	106,000	326	116,000	0%	
Depreciation Funds Allocated to O&M	(214,500)	(195,000)	(19,500)	(234,000)	8%	
Net Income After Appropriations	\$ 136,726	\$ 37,000	\$ 99,726	\$ 12,000		

York Water District
Balance Sheet
As of November 30, 2023

	11/30/2023	12/31/2022	vs SOY
Capital Assets	47,545,658	46,100,311	1,445,347
Less: Accumulated Depreciation	22,630,091	21,728,291	901,800
Total Net Capital Assets	24,915,567	24,372,020	543,547
Cash	2,550,734	2,998,265	-447,531
Investments	1,000,000	0	1,000,000
Accounts Receivable	614,877	612,378	2,499
Inventory	409,492	537,441	-127,949
Prepayments	22,344	45,105	-22,761
Total Current and Accrued Assets	4,597,447	4,193,189	404,258
Deferred Debits	4,271,968	4,303,502	-31,534
TOTAL ASSETS AND OTHER DEBITS	33,784,982	32,868,711	916,271
Long-Term Debt	3,045,605	2,909,231	136,374
Accounts Payable	181,382	232,466	-51,084
Accrued Taxes	6,294	1,821	4,473
Accrued Interest	-1,531	16,393	-17,924
Miscellaneous Current and Accrued Liabilities	1,693,440	1,805,844	-112,404
Total Current and Accrued Liabilities	1,879,585	2,056,524	-176,939
Advances for Construction	557,810	276,855	280,955
Other Deferred Credits	3,080,884	3,073,009	7,875
Total Deferred Credits	3,638,694	3,349,864	288,830
Contributed Funds	1,344,603	1,254,687	89,916
Contributions In Aid Of Construction (C.I.A.C.)	10,547,916	10,284,914	263,002
Less: Accumulated Depreciation of C.I.A.C	3,438,944	3,274,144	164,800
Total Net C.I.A.C	7,108,972	7,010,770	98,202
Appropriated Retained Earnings	14,596,894	14,596,894	0
Unappropriated Retained Earnings	2,170,629	1,690,741	479,888
Total Equity Capital	16,767,523	16,287,635	479,888
TOTAL LIABILITIES AND EQUITY	33,784,982	32,868,711	916,271

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 1

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
AAA NORTHERN NEW ENGLAND						
1,781	AAA NORTHERN NEW ENGLA	111	250.00	11/20/2023	18984	TRAFFIC SAFETY PRESENTATION
			250.00			
ABBOTT BROTHERS						
1	ABBOTT BROTHERS	32241	1,254.00	12/06/2023	19039	FILL MATERIALS - NUBBLE ROAD
1	ABBOTT BROTHERS	3985	345.66	11/13/2023	1303	DEP REF SVC-49 AGAMENTICUS
			1,599.66			
Advanced Communications Ser						
348	Advanced Communications Si	6010849	565.00	11/29/2023	19009	MONTHLY CYBER REPORTING
348	Advanced Communications Si	6010857	2,985.00	12/06/2023	19040	SONICWALL PROTECTION SUBSCRIPTION
			3,550.00			
AHM - NORTHERN LIGHT DRUG						
210	AHM - NORTHERN LIGHT DR	00075614-00	192.00	11/29/2023	19010	RANDOM DRUG TESTING
			192.00			
AT&T						
168	AT&T	0207374976001	38.89	11/13/2023	18963	LONG DISTANCE - PLANT FAX
			38.89			
BARRY SCHECHTER						
1,774	BARRY SCHECHTER	4009	46.49	11/13/2023	1305	DEP REF MTR-5 CANDLEWOOD LANE
			46.49			
BRIAN CARSON						
1,772	BRIAN CARSON	4006	289.68	11/13/2023	1306	DEP REF SVC-38 BEACON STREET
1,772	BRIAN CARSON	4012	46.17	11/13/2023	1306	DEP REF MTR-38 BEACON STREET
			335.85			
CAREER MANAGEMENT ASSOCI						
1,742	CAREER MANAGEMENT ASSC	YWD-104	5,616.00	11/20/2023	18986	CANDIDATE PLACEMENT FEE
			5,616.00			
CARUS CORPORATION						
1,385	CARUS CORPORATION	SLS 10111028	7,284.59	11/29/2023	19011	6380 LBS BLENDED PHOSPHATE
			7,284.59			
Central Maine Power						
24	Central Maine Power	30015194605 1	217.18	11/29/2023	19012	POWER - TOWER SITE 2
24	Central Maine Power	30015194639 1	495.24	11/29/2023	19012	POWER - TOWER SITE 1
24	Central Maine Power	35010715426 1	31.33	11/29/2023	19012	POWER - LIGHT AT POND
24	Central Maine Power	35011336332 1	568.91	11/29/2023	19012	POWER - RTE 1 NORTH PS
24	Central Maine Power	35012087900 1	80.80	11/20/2023	18987	POWER - SIMPSON HILL TANK
24	Central Maine Power	35012909699 1	32.61	11/29/2023	19012	POWER - RPO GARAGE
24	Central Maine Power	35012922080 1	190.74	11/29/2023	19012	POWER - WHITE PINE PS
24	Central Maine Power	35012966749 1	962.00	11/29/2023	19012	POWER - SCREENHOUSE/AERATION SYSTE
24	Central Maine Power	35012969180 1	2,850.57	11/29/2023	19012	POWER - TREATMENT PLANT
24	Central Maine Power	35013404708 1	177.63	11/29/2023	19012	POWER - RTE 1 SOUTH PS

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 2

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
24	Central Maine Power	35015157361 1	320.32	11/29/2023	19012	POWER - WHIPPOORWILL PS
24	Central Maine Power	35015205897 1	109.70	11/29/2023	19012	POWER - RPO
24	Central Maine Power	35015396233 1	33.17	11/20/2023	18987	POWER - LIGHT AT SHOP
24	Central Maine Power	35016940278 1	53.32	11/29/2023	19012	POWER - HEIGHTS TANK
24	Central Maine Power	35016960912 1	108.43	11/29/2023	19012	POWER - HEAT TAPE
24	Central Maine Power	35017139011 1	409.33	11/20/2023	18987	POWER - OFFICE/SHOP
			6,641.28			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATIONS	1406178011121	159.98	12/06/2023	19041	BROADBAND - TANK SITE
344	CHARTER COMMUNICATIONS	1422436011107	129.99	11/20/2023	18988	BROADBAND - TANK SITE
344	CHARTER COMMUNICATIONS	1425335011107	725.35	11/20/2023	18988	BROADBAND - MAIN SITES
			1,015.32			
CHILDS ENGINEERING CORP						
1,708	CHILDS ENGINEERING CORP	3028-22-00-01	10,550.00	11/20/2023	18989	DAM INSPECTION
			10,550.00			
CM RAGUSA BUILDERS						
1,779	CM RAGUSA BUILDERS	3997	216.04	11/13/2023	1307	DEP REF SVC-487 SHORE ROAD
1,779	CM RAGUSA BUILDERS	3998	8.83	11/13/2023	1307	DEP REF MTR-487 SHORE ROAD
			224.87			
COMMUNICATIONS FACILITIES						
338	COMMUNICATIONS FACILITIES	2043	250.00	12/06/2023	19042	MONTHLY TOWER SITE INSPECTION
			250.00			
CONSOLIDATED COMMUNICATIONS						
75	CONSOLIDATED COMMUNICATIONS	117944052542	189.39	12/06/2023	19043	BROADBAND - TOWER SITE
75	CONSOLIDATED COMMUNICATIONS	2073636101536	161.34	11/20/2023	18990	LAND LINES - PLANT
75	CONSOLIDATED COMMUNICATIONS	2073636101536	161.61	12/06/2023	19044	LAND LINES - PLANT
			512.34			
CRAIG JOYCE						
1,775	CRAIG JOYCE	4022	646.40	11/13/2023	1308	DEP REF SVC-20 BAY HAVEN
1,775	CRAIG JOYCE	4023	56.96	11/13/2023	1308	DEP REF MTR-20 BAY HAVEN
			703.36			
DIGGER'S EXCAVATING						
494	DIGGER'S EXCAVATING	31	2,370.00	11/13/2023	18964	EXCAVATION - TIMBER HARVEST REPAIRS
494	DIGGER'S EXCAVATING	32	1,100.00	11/29/2023	19013	TIMBER HARVEST ROAD REPAIRS
			3,470.00			
DLJ Corporation						
407	DLJ Corporation	4007	432.73	11/13/2023	1309	DEP REF SVC-3 JACK RABBIT RIDGE
407	DLJ Corporation	4015	25.66	11/13/2023	1309	DEP REF MTR-3 JACK RABBIT RIDGE
			458.39			
DONALD CHAISSON						
1,773	DONALD CHAISSON	4011	46.17	11/13/2023	1310	DEP REF MTR-24 OCEAN BREEZE

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 3

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
			46.17			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	1618817	3,050.93	11/20/2023	18985	NOVEMBER CREDIT CARD ACTIVITY
			3,050.93			
Eldredge Lumber						
38	Eldredge Lumber	620570	120.59	11/29/2023	19014	SHOP SUPPLIES
38	Eldredge Lumber	633569	17.29	11/20/2023	18991	SHOP SUPPLIES
38	Eldredge Lumber	633865	34.36	11/20/2023	18991	SHOP SUPPLIES
38	Eldredge Lumber	636448	15.78	11/20/2023	18991	SHOP MAINT MATERIALS
38	Eldredge Lumber	636853	199.43	11/13/2023	18965	SHOP SUPPLIES
38	Eldredge Lumber	639471	21.56	11/29/2023	19014	SHOP MAINT MATERIALS
38	Eldredge Lumber	639784	179.99	11/29/2023	19014	FRYER FOR KITCHEN
38	Eldredge Lumber	640982	80.86	12/06/2023	19045	PLANT SUPPLIES
38	Eldredge Lumber	641103	26.96	12/06/2023	19045	SHOP SUPPLIES
			696.82			
Electrical Installations, Inc.						
334	Electrical Installations, Inc.	S2212302	2,269.60	11/29/2023	19015	RADIO/ANTENNA - GULF HILL PS
334	Electrical Installations, Inc.	S2313503	950.00	11/13/2023	18966	QUARTERLY SCADA MAINT AGREEMENT
334	Electrical Installations, Inc.	S2313504	1,352.50	12/06/2023	19046	SCADA MAINT AGREEMENT
			4,572.10			
Eliot Small Engine Repair						
23	Eliot Small Engine Repair	042345	425.79	11/29/2023	19016	RPO SUPPLIES
			425.79			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6252336	121.55	12/06/2023	19047	STOCK - BLUEBERRY LANE
113	Everett J. Prescott, Inc	6254065	1,000.00	11/20/2023	18992	STOCK ITEMS
113	Everett J. Prescott, Inc	6255699	500.00	12/06/2023	19047	STOCK ITEMS
			1,621.55			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	4538959	372.62	11/13/2023	18967	128.0 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4542737	104.43	11/13/2023	18967	37.6 GAL HEATING OIL - OFFICE
988	FIELDING'S OIL & PROPANE	4545305	183.69	11/13/2023	18967	63.1 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4554029	204.64	11/29/2023	19017	70.3 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4561943	136.52	11/29/2023	19017	46.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4570360	83.26	12/06/2023	19048	28.6 GAL DIESEL
			1,085.16			
FREDERICK COOK						
1,768	FREDERICK COOK	3989	46.49	11/13/2023	1311	DEP REF MTR - 24 MAPLE ST
1,768	FREDERICK COOK	4024	3,221.35	11/13/2023	1311	DEP REF MAIN-24 MAPLE STREET
			3,267.84			
GAC CHEMICAL CORP						
1,073	GAC CHEMICAL CORP	V114503	6,167.20	11/29/2023	19018	47440 LBS ALUM

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 4

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
			6,167.20			
GAMMON LAWCARE & LANDS						
1,615	GAMMON LAWCARE & LANDS	3132	3,125.00	11/29/2023	19019	MONTHLY MOWING
1,615	GAMMON LAWCARE & LANDS	3133	3,125.00	11/29/2023	19019	MONTHLY MOWING
1,615	GAMMON LAWCARE & LANDS	3134	3,125.00	11/29/2023	19019	MONTHLY MOWING
1,615	GAMMON LAWCARE & LANDS	3142	3,125.00	11/29/2023	19019	MONTHLY MOWING
			12,500.00			
GARY FORD						
1,776	GARY FORD	4020	32.51	11/13/2023	1312	DEP REF SVC-175 NUBBLE ROAD
1,776	GARY FORD	4021	11.17	11/13/2023	1312	DEP REF MTR-175 NUBBLE ROAD
			43.68			
GEI CONSULTING, INC						
1,754	GEI CONSULTING, INC	3141371	1,872.01	11/13/2023	18968	DAM SITE INSPECTION/EVALUATION
			1,872.01			
George G. Roberts Company						
96	George G. Roberts Company	0074971-IN	746.00	11/13/2023	18969	STOCK - 11 JACK RABBIT RIDGE
96	George G. Roberts Company	0074973-IN	938.75	11/13/2023	18969	STOCK - 1841 US ROUTE 1
96	George G. Roberts Company	0774972-IN	746.00	11/13/2023	18969	STOCK - 10 JACK RABBIT RIDGE
			2,430.75			
GOVERNMENT FORMS AND SUP						
1,184	GOVERNMENT FORMS AND SUPPLIES	0344058	80.90	11/20/2023	18993	OFFICE SUPPLIES
1,184	GOVERNMENT FORMS AND SUPPLIES	344082	99.85	11/20/2023	18993	OFFICE SUPPLIES
			180.75			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	L2312-0160008	191.00	11/29/2023	19020	MONTHLY FSA & HRA ADMIN FEE
			191.00			
Hach Chemical						
66	Hach Chemical	13826706	302.25	12/06/2023	19049	LAB CONSUMABLES
66	Hach Chemical	13827744	87.15	12/06/2023	19049	LAB CONSUMABLES
			389.40			
HARCROS CHEMICALS, INC						
579	HARCROS CHEMICALS, INC	301010992	2,980.80	11/20/2023	18994	8100 LBS SODIUM CARBONATE
			2,980.80			
HD SUPPLY, INC						
155	HD SUPPLY, INC	INV00169807	80.95	11/13/2023	18979	PLANT SUPPLIES
155	HD SUPPLY, INC	INV00193401	325.00	12/06/2023	19060	PLANT MAINT MATERIALS
			405.95			
HEALTH AND ENVIRONMENTAL						
69	HEALTH AND ENVIRONMENTAL	10160858	100.00	11/29/2023	19021	DBP SAMPLES
			100.00			

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 6

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
85	Maine Municipal Emp Health	37496 12/2023	22,343.50	11/29/2023	19026	DECEMBER HEALTH INSURANCE
			22,343.50			
Maine Water Utilities						
148	Maine Water Utilities	2005845	45.00	11/13/2023	18972	MWUA TRAINING - 1 STAFF
148	Maine Water Utilities	2005944	45.00	11/13/2023	18972	MWUA TRAINING - 1 STAFF
148	Maine Water Utilities	2005953	150.00	11/13/2023	18972	MWUA TRAINING - 1 STAFF
148	Maine Water Utilities	2005954	150.00	11/13/2023	18972	MWUA CLASS - 1 STAFF
148	Maine Water Utilities	2005955	150.00	11/13/2023	18972	MWUA TRAINING - 1 STAFF
148	Maine Water Utilities	2005956	150.00	11/20/2023	18996	MWUA TRAINING - 1 STAFF
148	Maine Water Utilities	2006029	75.00	12/06/2023	19052	MWUA TRAINING - 1 STAFF
			765.00			
MARINA CLEANING SERVICES,						
1,766	MARINA CLEANING SERVICE:	2147421981	210.00	11/13/2023	18973	CLEANING SERVICE - PLANT
1,766	MARINA CLEANING SERVICE:	2147421982	140.00	11/13/2023	18973	CLEANING SERVICE - RPO
1,766	MARINA CLEANING SERVICE:	2147481955	140.00	12/06/2023	19053	RPO CLEANING
1,766	MARINA CLEANING SERVICE:	2147481982	420.00	12/06/2023	19053	PLANT CLEANING
			910.00			
MARINE WIRING & ELECTRONICS						
1,623	MARINE WIRING & ELECTRONICS	350	805.00	11/20/2023	18997	RADIO TOWER MAINTENANCE
			805.00			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	26628	35.32	11/20/2023	18998	MONTHLY VOICEMAIL CHARGES
			35.32			
MAUREEN HARROD						
701	MAUREEN HARROD	4005	601.52	11/13/2023	1315	DEP REF SVC-330 LONG SANDS ROAD
701	MAUREEN HARROD	4008	61.51	11/13/2023	1315	DEP REF MTR-330 LONG SANDS ROAD
			663.03			
MICK CONSTRUCTION						
39	MICK CONSTRUCTION	11/03/2022-RET	2,018.00	11/13/2023	18974	RETAINAGE - HIGH STREET MAIN
			2,018.00			
MIKINI						
1,784	MIKINI	1001618	425.50	11/29/2023	19027	EMBROIDERY
			425.50			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	223100771	30.00	11/13/2023	18975	SAMPLES - TOWN HALL
587	NELSON ANALYTICAL LLC	223110033	30.00	11/13/2023	18975	SAMPLES - TOWN HALL
587	NELSON ANALYTICAL LLC	223110037	120.00	11/13/2023	18975	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223110205	105.00	11/29/2023	19028	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223110294	45.00	11/29/2023	19028	SAMPLES - SIMPSON HILL TANK
587	NELSON ANALYTICAL LLC	223110351	45.00	11/29/2023	19028	SAMPLES - SIMPSON HILL TANK
587	NELSON ANALYTICAL LLC	223110424	45.00	12/06/2023	19054	TANK SAMPLES
587	NELSON ANALYTICAL LLC	223110498	960.00	12/06/2023	19054	DBP SAMPLES

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 7

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
			1,380.00			
NEW ENGLAND WATER WORKS						
76	NEW ENGLAND WATER WOR	14936	435.00	12/06/2023	19055	BACKFLOW RECERTIFICATION - T. CHASE
			435.00			
OPENTEXT, INC						
1,751	OPENTEXT, INC	9004174626	65.60	11/29/2023	19029	CARBONITE CHARGES
1,751	OPENTEXT, INC	9004302128	1,557.00	11/29/2023	19029	CARBONITE CHARGES
1,751	OPENTEXT, INC	9004305908	19.60	11/29/2023	19029	CARBONITE CHARGES
			1,642.20			
PACE ANALYTICAL SERVICES, L						
1,648	PACE ANALYTICAL SERVICES	23K0556-57	292.90	11/20/2023	18999	PFAS SAMPLING
1,648	PACE ANALYTICAL SERVICES	23K0559-57	683.20	12/06/2023	19056	QUARTERLY PFAS SAMPLING
			976.10			
Pike Industries Inc.						
464	Pike Industries Inc.	1257715	311.05	11/13/2023	18976	FILL MATERIALS - TIMBER HARVEST REPAI
464	Pike Industries Inc.	1258602	871.84	11/20/2023	19000	FILL MATERIALS - TIMBER HARVEST CLEA
464	Pike Industries Inc.	1259752	1,177.30	11/29/2023	19031	FILL MATERIALS - TIMBER HARVEST REPAI
464	Pike Industries Inc.	1260168	637.70	11/29/2023	19031	FILL MATERIALS - TIMBER HARVEST REPAI
			2,997.89			
Pollard Company						
84	Pollard Company	0249634	1,845.00	11/20/2023	19001	DECHLOR TABLETS
84	Pollard Company	0249638	1,107.00	11/20/2023	19001	DECHLOR TABLETS
			2,952.00			
RICHARD O'KEEFE						
1,767	RICHARD O'KEEFE	3995	633.02	11/13/2023	1316	DEP REF SVC - 7 CARRIE LYNN LN
			633.02			
Roche Locksmith Services						
231	Roche Locksmith Services	1962	155.00	11/20/2023	19003	LOCK WORK - GULF HILL PS
231	Roche Locksmith Services	1975	166.00	11/29/2023	19032	LOCK WORK
			321.00			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2348-RETAINAC	3,564.90	11/20/2023	19004	RETAINAGE - VALLEY RD
99	Roger Pratt Excavating & Pav	2448	85,951.25	12/06/2023	19057	MAIN INSTALL - SUNSET ROAD
			89,516.15			
S. APGAR TRUCKING						
1,167	S. APGAR TRUCKING	11042023	356.25	11/13/2023	18977	TRUCKING MATERIALS - TIMBER HARVEST
			356.25			
SEAWOOD ENTERPRISES INC.						
1,533	SEAWOOD ENTERPRISES INC	3988	185.35	11/13/2023	1317	DEP REF MTR - 56 BEACON ST
			185.35			

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 8

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
SHORELINE CONSTRUCTION, I						
903	SHORELINE CONSTRUCTION	4013	46.17	11/13/2023	1319	DEP REF MTR-1A DRIFTWOOD (RIGHT SID
903	SHORELINE CONSTRUCTION	4014	46.17	11/13/2023	1318	DEP REF MTR-1B DRIFTWOOD(LEFT SIDE)
			92.34			
SHORELINE CONSTRUCTION, I						
1,480	SHORELINE CONSTRUCTION	3993	46.49	11/13/2023	1320	DEP REF MTR - 12 SPRING ST
1,480	SHORELINE CONSTRUCTION	3994	53.17	11/13/2023	1320	DEP REF MTR - 13 DRIFTWOOD LANE
			99.66			
STEVEN CURTIS						
1,759	STEVEN CURTIS	12/04/2023	40.00	12/06/2023	19058	MEAL REIMBURSEMENT
			40.00			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	307639	61.44	11/29/2023	19033	STOCK ITEMS
			61.44			
THE UPS STORE #1088						
193	THE UPS STORE #1088	10/31/2023	30.84	11/29/2023	19034	SHIPPING CHARGES
			30.84			
Ti Sales						
115	Ti Sales	INV0164532	4,563.04	12/06/2023	19059	STOCK - METER PITS
			4,563.04			
TIDEWATER ENGINEERING & S						
1,216	TIDEWATER ENGINEERING &	2295	1,200.00	11/20/2023	19005	CONSULTING - NUBBLE ROAD
			1,200.00			
Treasurer State of Maine						
216	Treasurer State of Maine	11/20/2023	75.00	11/20/2023	19006	LICENSE FEE - K. THOMAS
216	Treasurer State of Maine	11/29/2023 A	75.00	11/29/2023	19035	LICENSE RENEWAL - L. GRAHAM
216	Treasurer State of Maine	11/29/2023 B	75.00	11/29/2023	19035	LICENSE RENEWAL - T. HILL
			225.00			
TRI-STATE PACKING SUPPLY, I						
1,627	TRI-STATE PACKING SUPPLY	057922	338.00	11/13/2023	18978	SEALS FOR TANK
			338.00			
VERIZON WIRELESS						
836	VERIZON WIRELESS	9947312658	715.16	11/13/2023	18980	MONTHLY CELL PHONE & TABLET CHARGE
			715.16			
VERRILL						
128	VERRILL	633529	2,253.00	12/06/2023	19061	MISC LEGAL COUNCIL
128	VERRILL	633745	878.50	12/06/2023	19061	LEGAL COUNCIL - WATERSHED AGREEMEN
			3,131.50			
W.B.MASON, INC.						
532	W.B.MASON, INC.	242454040	143.68	11/29/2023	19036	KITCHEN SUPPLIES

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 9

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
532	W.B.MASON, INC.	242797982	106.44	12/06/2023	19062	OFFICE SUPPLIES
			250.12			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9881005988	70.05	11/13/2023	18981	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9881722137	71.00	11/20/2023	19007	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9888949998	379.24	11/29/2023	19037	COVERALLS FOR CREW
65	W.W. Grainger CO. Inc.	9913656550	144.20	12/06/2023	19063	PLANT SUPPLIES
			664.49			
WARREN'S OFFICE SUPPLIES						
1,391	WARREN'S OFFICE SUPPLIES	524097-00	178.05	11/13/2023	18982	OFFICE SUPPLIES
			178.05			
Webster Ropke						
106	Webster Ropke	12/01/2023	225.00	12/06/2023	19064	2023 BOOT ALLOWANCE - W. ROPKE
			225.00			
WES-TECH ENGINEERING, LLC						
1,067	WES-TECH ENGINEERING, LI	93386	29,022.29	12/06/2023	19065	CLARIFIER MEDIA
			29,022.29			
WEX BANK						
1,415	WEX BANK	93681395	1,285.06	12/06/2023	19066	MONTHLY FLEET GAS CHARGES
			1,285.06			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (	23-0000252960	383.09	11/20/2023	19008	MONTHLY DUMPSTER SERVICE
			383.09			
Wright-Pierce						
137	Wright-Pierce	232571	1,894.20	12/06/2023	19067	FIRE FLOW MODELING
137	Wright-Pierce	232572	20.44	12/06/2023	19067	WATERSHED BOUNDARY REVIEW
			1,914.64			
YORK TRANSPORTATION COMF						
1,780	YORK TRANSPORTATION CO	1394	250.00	11/13/2023	18983	WATERSHED TOUR TRANSPORTATION
			250.00			
York Water District Petty Cash						
189	York Water District Petty Cas	11/15/2023	724.90	12/06/2023	19068	REFILL WELLNESS FUNDS
189	York Water District Petty Cas	12/06/2023	182.82	12/06/2023	19068	REFILL PETTY CASH
			907.72			
ZACHARIAH MEIN						
1,732	ZACHARIAH MEIN	1	100.00	11/29/2023	19038	ROV USE IN CHASES POND
			100.00			

WARRANT TOTAL:

274,779

DATE: 12/11/2023
TIME: 5:06:16PM

York Water District
INVOICE LIST
FOR CHECKS FROM 11/9/2023 TO 12/8/2023

PAGE: 10

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
-----------------	--------------------	------------------	---------------	-------------------	--------------	--------------------

Trustees

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

**Administration**

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

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

York Water District
2024 Operations & Capital Improvement Budget

On behalf of the entire Management Team, I'm pleased to submit for your consideration the York Water District's 2024 Operating and Capital Improvement Budget. The document is designed to present the comprehensive financial framework for all District activities for the budget year.

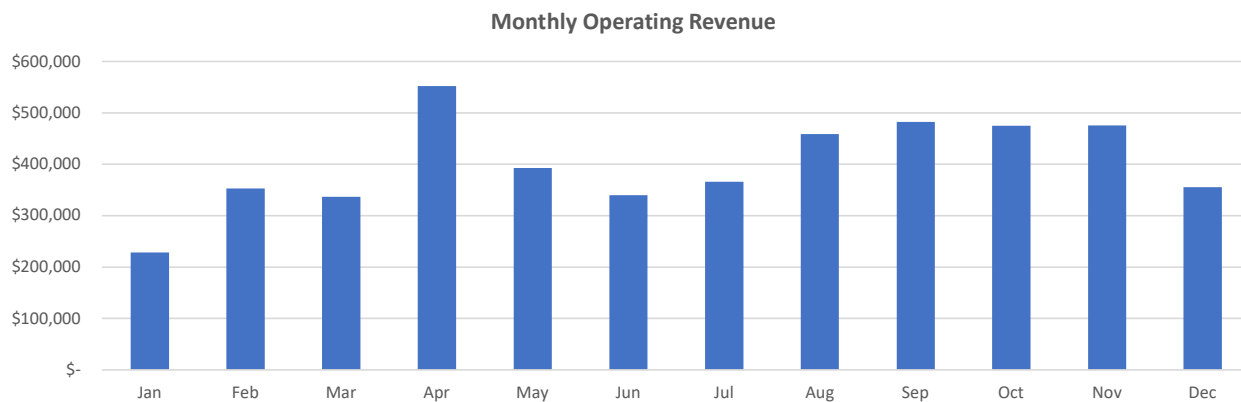
The proposed budget for 2024 includes \$4.8 million in operating revenue. The District will also receive roughly \$600,000 in non-utility income generated largely from the communications tower on Mount Agamenticus, system development charges, interest income and grants. Of that revenue, approximately \$3.6 million will be spent on operations and maintenance costs. Approximately \$1.3 million will be spent on capital improvements in the distribution system, treatment plant and watershed. Another \$320,000 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 2024 Budget include:

- The District has received approval from the Maine Public Utility Commission for a rate increase to take effect at the start of 2024. These new rates will provide a much needed increase in annual revenue of about \$400,000. These rate changes will result in a 9.0% increase in overall rates, with the average residential customer seeing an increase of 6.7%, with an even lower percentage increase for customers who don't exceed the minimum usage.
- The District has two main replacement projects planned for 2024. These include projects on Nubble Road and Old Seabury Road. On Nubble Road, the District will be replacing 1,000 feet of six-inch cast iron water main with ten-inch ductile iron from Third Avenue to Shelton Avenue at an estimated cost of \$720,000. On Old Seabury Road, the District will be replacing 360 feet of two-inch cast iron water main with six-inch ductile iron for about \$85,000. Both of these projects have been identified in the District's masterplan.
- The District is also planning to spend \$115,000 for a mixer and tank repairs at Simpson Hill Tank. The District has had nitrification events in the tank the last few years that required draining the tank, cleaning and refilling. During this cleaning, some rust spots were noticed inside the tank that require repairs. Funds will be used to install a tank mixer that will maintain water quality, and make minor repairs to tank coating.
- In the past year, the District has made changes to how funds are invested. Funds held in the District's operating accounts have been moved into overnight investments with a higher rate of return (3.5%) than we were previously receiving (1.2%), with the same level of investment protection. The District also moved \$1,000,000 into an investment account at Fidelity Investments. A treasury ladder has been established with these funds with a current yield of about 4.5%. As a result of these changes, the District anticipates interest income of about \$100,000 in 2024.

Pages 2-3	Operating Revenue	\$	4,815,000
Page 14	Non-Operating Revenue		505,000
	System Development Charges		100,000
	Total Income		5,420,000
Pages 4-13	Operating Expense		(3,629,000)
Page 14	Non-Operating Expense		(66,000)
Page 15	Debt Principal & Interest		(317,000)
Pages 16-17	Capital Spending		(1,302,000)
	Less Total Expenses		(5,314,000)
	2024 Surplus Funds		106,000
Page 18	Contribution to Tank Maintenance Reserve		(116,000)
	2024 Addition/(Reduction) in Reserve	\$	(10,000)

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
46101 - Residential Metered Sales	2,710,000	2,537,000	2,463,000	173,000	247,000
46102 - Commercial Metered Sales	535,000	506,000	484,000	29,000	51,000
46104 - Governmental Metered Sales	98,000	89,000	90,000	9,000	8,000
46201 - Private Sprinkler Systems	205,000	196,000	200,000	9,000	5,000
46202 - Private Fire Hydrants	55,000	52,000	57,000	3,000	(2,000)
46203 - Public Fire Protection Service	1,199,000	1,001,000	1,001,000	198,000	198,000
46600 - Sales For Resale	-	-	2,000	-	(2,000)
47002 - Restoration/Reconnect Fee	4,000	6,000	3,000	(2,000)	1,000
47003 - Establishment of Service Fee	9,000	12,000	9,000	(3,000)	-
Total Operating Revenue	4,815,000	4,399,000	4,309,000	416,000	506,000



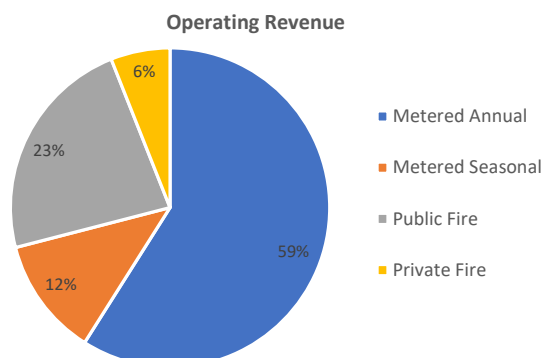
Operating Revenue

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.

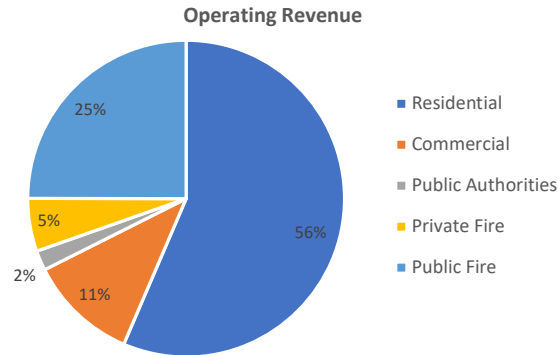
Seasonal customers receive a bill in the spring for a base fee which covers a set usage amount based on meter size and a bill in the fall for any excess usage above that set usage amount. Some of these customers have summer lines with meters that are installed and removed on a set schedule while others 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 56% 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 11% 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 \$199 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 2024, public fire protection service is \$99,894 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>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
60107 - Regular Time	1,334,000	1,318,000	1,254,000	16,000	80,000
60108 - Overtime	55,000	44,000	44,000	11,000	11,000
60109 - Standby	66,000	57,000	56,000	9,000	10,000
60110 - Part-Time	4,000	3,000	6,000	1,000	(2,000)
60111 - Earned Time	8,000	9,000	7,000	(1,000)	1,000
60112 - Earned Paid Leave	110,000	103,000	121,000	7,000	(11,000)
60113 - Sick	31,000	29,000	35,000	2,000	(4,000)
60114 - Holiday	99,000	88,000	83,000	11,000	16,000
60115 - Extra Vacation	30,000	25,000	33,000	5,000	(3,000)
60116 - Extra Sick	25,000	22,000	33,000	3,000	(8,000)
60117 - Bereavement	2,000	2,000	2,000	-	-
60122 - Other Payouts	-	44,000	52,000	(44,000)	(52,000)
60300 - Trustee Salaries	8,000	8,000	8,000	-	-
Salaries & Wages	1,772,000	1,752,000	1,734,000	20,000	38,000

HeadcountEstimated O&M and Capital Hours

<u>Department</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Pay Type</u>	<u>Hours</u>
Distribution	11		60107 - Regular Time	35,528
Treatment	5		60108 - Overtime	1,050
Resource Protection	1		60109 - Standby	1,164
Administrative	5	1	60110 - Part-Time	160
Total	22	1	60111 - Earned Time	217
			60112 - Earned Paid Leave	2,923
			60113 - Sick	831
			60114 - Holiday	2,640
			60117 - Bereavement	70
			Capital	2,777
			Non-Operating	254
			Total	47,614

60107 - Regular Time

Regular time pay is based on 22 full time employees. The estimate of regular time for O&M was based on 35,528 hours or approximately 80% of total O&M hours and 75% of total hours worked. The District implemented a step-based pay system to take effect at the start of the year.

Employees will see a small increase at the start of the year to get them onto the appropriate step and a 3% cost-of-living adjustment. Then, all employees in good standing will see a step increase on their anniversary date each year.

60108 - Overtime

Overtime pay is based on 1,050 hours, a slight increase from the 2023 budget. 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 1,164 hours. Each week, one eligible employee is on standby for Treatment, and one for Distribution. Treatment plant standby staff is paid 13 hours of overtime, while the Distribution staff is paid 15 hours of overtime. Staff is paid additional overtime for callouts.

60110 - Part-Time

It is anticipated that in 2024 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 217 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 2,923 hours which is consistent with the historical average and adjusted for anticipated headcount.

60113 - Sick

Sick pay is based on 831 hours which is consistent with the historical trend.

60114 - Holiday

Holiday pay is based on 2,640 hours. The District will have 12 holidays in 2024.

60115 - Extra Earned Paid Leave (EPL)

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

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 70 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>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
60400 - Miscellaneous Benefits	5,000	4,000	8,000	1,000	(3,000)
60401 - Maine State Retirement	177,000	186,000	169,000	(9,000)	8,000
60402 - Retiree Group Life Insurance	1,000	1,000	1,000	-	-
60403 - FICA Social Security	114,000	112,000	115,000	2,000	(1,000)
60404 - Employee Health Insurance	378,000	411,000	348,000	(33,000)	30,000
60405 - Employee Dental Insurance	10,000	11,000	9,000	(1,000)	1,000
60406 - Employee Uniforms	8,000	4,000	5,000	4,000	3,000
60409 - Retiree Health Insurance	42,000	27,000	15,000	15,000	27,000
60411 - Health Reimbursement Acct.	32,000	24,000	20,000	8,000	12,000
60414 - Insurance Reimbursement	14,000	7,000	16,000	7,000	(2,000)
60415 - Medicare	28,000	27,000	28,000	1,000	-
60416 - Retiree Insurance Opt-Out	-	-	-	-	-
60418 - Defined Contribution Plan	13,000	12,000	11,000	1,000	2,000
60420 - Benefits on Capital Labor	(62,000)	(62,000)	(46,000)	-	(16,000)
60421 - Flex Spending	11,000	7,000	7,000	4,000	4,000
Employee Benefits	771,000	771,000	706,000	-	65,000

60400 - Other Benefits

This item reflects miscellaneous benefits received by District employees including employee cell phone stipends and milestone anniversary awards.

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 2024. Currently, all but one full time employee are participating in the program. Gross wages for participating employees is estimated at approximately \$1,733,000.

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 2024 is estimated at approximately \$1,840,000.

60404 - Employee Health Insurance

The District receives health insurance through Maine Municipal Employers Health Trust. For 2024 the District will remain on the PPO 1500 Plan. A rate increase of 5.5% is expected in 2024. The budget includes 18 employees receiving health insurance. Starting in November 2023, the District now pays the entire premium for all employees.

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. The budget includes, 19 employees participating in the dental plan. There is no increase expected for 2024.

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 and purchases for new staff. The budget also includes an annual boot allowance. The boot allowance is paid to full-time employees at the Treatment Plant, Distribution Crew, and Resource Protection Office. The maximum allowance for 2024 is \$225.

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 \$120,000. Historically, less than 25% of this benefit has been utilized by employees, therefore the estimated cost to the District will be \$30,000 for 2024. There are also administrative fees for the plan estimated at \$2,000 for the year.

60414 - Insurance Reimbursement

Currently, three employees are 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 2024 is \$28,000.

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 18 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 will be returned to the District.

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
61000 - Purchased Water	-	-		-	-
61510 - Power - T&D	44,000	48,000	41,000	(4,000)	3,000
61520 - Power - Energy Production	46,000	34,000	31,000	12,000	15,000
Purchased Power & Water	90,000	82,000	72,000	8,000	18,000

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 2024.

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 16 power accounts. Of those accounts, 14 are classified as small and 2 as medium. The District signed new energy contracts that took affect in November 2023. The energy market has changes significantly since the District's last contract started. The District will be paying about 10.8 cents per kilowatt hour compared to 6.5 cents in the old contract. A long awaited solar project the District has a contract with is expected to go into operation early 2024. As a result, I have factored in a 15% savings on our projected energy supply charges.

Chemicals

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
61802 - Alum	12,000	11,000	13,000	1,000	(1,000)
61804 - Ammonia	5,000	10,000	5,000	(5,000)	-
61805 - Caustic Soda	8,000	10,000	9,000	(2,000)	(1,000)
61806 - Miscellaneous Chemicals	-	-	-	-	-
61807 - Sodium Hypochlorite	20,000	19,000	23,000	1,000	(3,000)
61809 - Polymer	13,000	9,000	19,000	4,000	(6,000)
61810 - Sodium Carbonate	15,000	13,000	14,000	2,000	1,000
61812 - Blended Phosphate	28,000	36,000	25,000	(8,000)	3,000
Chemicals	101,000	108,000	108,000	(7,000)	(7,000)

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>
Alum	Coagulant	\$1.43/gal
Ammonia	Chloramine Formation	\$4.60/gal
Sodium Hypochlorite	Disinfection	\$1.87/gal
Caustic Soda	pH Adjustment	\$1.26/gal
Polymer	Coagulant Aid	\$1.80/wet lb
Sodium Carbonate	pH Adjustment/Alkalinity/Carbonate	\$0.39/dry lb
Blended Phosphate	Corrosion Control/Sequestration	\$0.99/wet lb

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
62011 - Fill Materials	22,000	22,000	12,000	-	10,000
62012 - Heating Fuels	22,000	33,000	29,000	(11,000)	(7,000)
62013 - Inventory (O&M)	30,000	35,000	18,000	(5,000)	12,000
62014 - Lab Supplies	13,000	13,000	11,000	-	2,000
62015 - Office Supplies	31,000	28,000	24,000	3,000	7,000
62016 - Safety Equip/Supplies	11,000	10,000	10,000	1,000	1,000
62018 - Equipment	55,000	124,000	124,000	(69,000)	(69,000)
62020 - Other Materials & Supplies	49,000	53,000	73,000	(4,000)	(24,000)
Materials & Supplies	233,000	318,000	301,000	(85,000)	(68,000)

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 2024, this includes \$10,00 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 (\$8,500).

62012 - Heating Fuels

This account represents the purchase of heating oil (\$18,000) and propane (\$4,000). The District goes out to bid for heating oil and propane with other nearby entities. Under the current contract, prices are secured through June 2024. 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 (15,000), customer billing forms, envelopes, paper, kitchen supplies, printer ink, office furniture and simple office tools. The budget for office supply purchases is based on the historical average.

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 include treatment plant process valve replacements (\$18,000), GIS and networking equipment (\$8,000), and a chipper attachment for the watershed (\$7,000).

62020 - Other Materials & Supplies

This account consists of general O&M purchases that do not fit in any other "Materials & Supplies" category. The 2024 budget includes \$17,000 for Treatment, \$13,000 for Distribution, \$3,000 for Resource Protection, \$3,000 for Pumping and \$2,000 for Administration and Customer Service.

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
63100 - Engineering	4,000	20,000	19,000	(16,000)	(15,000)
63200 - Accounting	20,000	17,000	17,000	3,000	3,000
63300 - Legal	25,000	12,000	31,000	13,000	(6,000)
63510 - Technology Services	140,000	139,000	139,000	1,000	1,000
63511 - Equipment Rental	12,000	8,000	10,000	4,000	2,000
63512 - Construction Services	12,000	18,000	2,000	(6,000)	10,000
63513 - Maintenance & Repair Svc	19,000	34,000	13,000	(15,000)	6,000
63514 - Sampling Services	31,000	20,000	22,000	11,000	9,000
63515 - Consulting Services	127,000	155,000	148,000	(28,000)	(21,000)
63517 - Banking Services	7,000	7,000	7,000	-	-
63518 - Watershed Land Maintenance	24,000	14,000	28,000	10,000	(4,000)
63520 - Other Contracted Services	50,000	37,000	44,000	13,000	6,000
Contracted Services	471,000	481,000	480,000	(10,000)	(9,000)

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.

63200 - Accounting

The District has used Runyon Kersteen Ouellette for its annual financial audit for several years. The 2023 audit will take place during the first quarter of 2024 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 2024 (\$5,000).

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 2024 known at this time but \$25,000 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 (\$60,000). Other notable costs include broadband at multiple sites (\$14,000), contracted IT work from Advanced Communications (\$12,000), landlines and cellular phones (\$17,000), data backup services (\$7,000), the annual SCADA maintenance agreement (\$7,000) and the District's portion of the ESRI maintenance agreement (\$5,000).

63511 - Equipment Rental

Most equipment leased by the District are printers, copiers and other small office equipment. The total budget for equipment rental in 2024 is \$12,000.

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 \$5,000 for divework in Chases Pond in 2024. 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 2024 includes raw water monitoring (\$9,000), regulatory monitoring (\$6,000), routine monthly bacteria sampling (\$4,000), UCMR5 testing (\$8,000) and PFAS/chlorate sampling (\$3,000).

63515 - Consulting Services

The District will receive consulting services for several projects in 2024. Items of note include dam consulting (\$55,000), treatment compliance consulting (\$15,000), a space needs assessment (\$15,000), watershed consulting (\$15,000), recruitment fees (\$12,000).

63517 - Banking Services

The District holds bank accounts at Bangor Savings Bank. Banking fees are estimated at \$8,000 for 2024.

63518 - Watershed/Land Maintenance

Management road maintenance is done in the watershed every year. This includes transportation of materials and excavating (\$10,000) and roadside mowing (\$9,000). This account does not include fill materials used which are carried in account 62011. The District also budgets money each year for shoreline trimming (\$3,000).

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 \$26,000 for seven months in 2024. Other costs of note include facilities cleaning (\$7,000), wildlife management (\$3,000), dumpster service (\$4,000) and alarm monitoring (\$4,000).

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
65008 - Vehicle Stipend	5,000	5,000	5,000	-	-
65009 - YWD Equipment Charge	(8,000)	(7,000)	(9,000)	(1,000)	1,000
65010 - Gasoline	18,000	19,000	16,000	(1,000)	2,000
65011 - Diesel	9,000	15,000	10,000	(6,000)	(1,000)
65020 - Other Transportation Costs	24,000	20,000	40,000	4,000	(16,000)
Transportation Expenses	48,000	52,000	62,000	(4,000)	(14,000)

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 2024 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 \$3.55 and estimated 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 \$2.90 per gallon and runs through June of 2024. A small increase was budgeted for the remainder of the year. Diesel usage was estimated at 3,000 gallons.

65020 - Other Transportation Costs

These costs include maintenance, repairs, replacement parts, and vehicle inspection fees for District vehicles. Costs for the 2024 Budget were estimated based on the historical average.

Insurance

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
65600 - Vehicle Insurance	13,000	12,000	12,000	1,000	1,000
65700 - General & Liability Insurance	20,000	16,000	18,000	4,000	2,000
65800 - Workers Comp Insurance	16,000	15,000	13,000	1,000	3,000
65900 - Other Insurance	8,000	7,000	8,000	1,000	-
Insurance	57,000	50,000	51,000	7,000	6,000

65600 - Vehicle Insurance

Vehicle insurance is provided to the District through Maine Municipal Association. The 2024 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 2024 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 2023 and a new contract will begin in January 2024.

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>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
66000 - Advertising	7,000	10,000	9,000	(3,000)	(2,000)
66700 - Regulatory Commission Fees	32,000	35,000	31,000	(3,000)	1,000
67510 - Association Dues	8,000	8,000	8,000	-	-
67511 - Training	9,000	15,000	8,000	(6,000)	1,000
67512 - Postage & Shipping	17,000	15,000	19,000	2,000	(2,000)
67513 - Travel Expenses	1,000	1,000	1,000	-	-
67515 - Food	3,000	3,000	4,000	-	(1,000)
67520 - Other Misc. Expenses	9,000	11,000	6,000	(2,000)	3,000
Other Miscellaneous Expenses	86,000	98,000	86,000	(12,000)	-

66000 - Advertising

Advertising expenses include costs associated with the "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 (\$22,000), State of Maine Drinking Water Program (\$8,000) and Maine Public Advocate (\$2,000).

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 (\$3,000), 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 (\$13,000), mailing the Consumer Confidence Report and other shipping costs (\$5,000).

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>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
41400 - Gain/Loss Disposal of Assets	8,000	-	-	8,000	8,000
41900 - Interest Income	100,000	18,000	33,000	82,000	67,000
42100 -Misc. Non-Operating Revenue	75,000	76,000	89,000	(1,000)	(14,000)
42110 - Meter Reading Sales (Sewer)	23,000	17,000	18,000	6,000	5,000
42120 - Timber Harvest Income	30,000	20,000	50,000	10,000	(20,000)
42130 - Scrap	3,000	2,000	6,000	1,000	(3,000)
42150 - Tower Customer Income	266,000	251,000	251,000	15,000	15,000
Non-Operating Income	505,000	384,000	447,000	121,000	58,000

41900 - Interest Income

The District holds operating funds at Bangor Savings Bank. These funds earn interest through an overnight sweep account with a current interest rate of 3.5%. The District also has about \$1,000,000 in a trading account at Fidelity Investments. The District uses these funds to purchase U.S. treasuries. The current yield on this account is about 4.5%.

42100 - Non-Operating Revenue - Other

The District anticipates receiving approximately \$70,000 from three grants in 2024. 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 it's customer meter readings to the York Sewer District to use for their billing. The rate is \$1.58 per reading which is an increase of 34 cents from 2023.

42120 - Non-Operating Income - Watershed

This account is typically used for revenue generated from timber harvests. The District is anticipating a harvest in two compartments in 2024.

42130 - Scrap

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

42150 - Cellular Installation Income

Tower Income is currently being generated by seven 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%. The budget assumes that AT&T will be adding a cellular installation on York Heights Tank around mid-year.

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
41700 - Non-Operating Expense	66,000	29,000	27,000	37,000	39,000

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 (\$6,000 annually), two electric utility accounts (\$10,000), legal related issues typically regarding contracts with tower customers (\$2,000), employee labor costs (\$4,000) and broadband charges (\$2,000).

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 District will contribute \$20,000 toward a regional patrolling program. The 2024 budget also includes \$2,000 to fund a scholarship for a student interested in a potential career in the public water industry.

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
Debt Principal Payments	246,000	388,000	388,000	(142,000)	(142,000)
Watershed Portion	(33,000)	(33,000)	(33,000)	-	-
Debt Principal Payments (Net)	213,000	355,000	355,000	(142,000)	(142,000)

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 \$24,000 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 \$2,452,000 in outstanding principal on this bond. The interest rate on this bond for 2024 is 2.65%.

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 \$46,000 in outstanding principal on this loan. The interest rate on this loan for 2024 is 1.0%.

2023 Bond

This bond was issued through the Maine Municipal Bond Bank for \$524,000. This is a 20 year bond that was used to finance capital projects. There is currently \$524,000 in outstanding principal on this bond. The interest rate on this bond for 2024 is 3.30%.

Debt Principal Payment Schedule

Year	2014	2014	2019	2023
Maturity	2024	2034	2029	2043
Original	\$237,000	\$4,000,000	\$75,000	\$524,000
Outstanding	\$24,000	\$2,452,000	\$46,000	\$524,000

Jan-24

Feb-24

Mar-24

Apr-24

May-24

Jun-24

Jul-24 \$24,000

Aug-24

Sep-24 \$189,000

\$7,000

\$26,000

Oct-24

Nov-24

Dec-24

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
42700 - Interest Expense	104,000	107,000	96,000	(3,000)	8,000

42700 - Interest Expense

The District currently has four 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.

Nubble Road Phase IV Main Replacement**\$720,000**

These funds will continue the water main replacement on Nubble Road as noted in our masterplan. The District will be replacing 1,000 feet of six-inch cast iron water main with ten-inch ductile iron from Third Avenue to Shelton Avenue.

Old Seabury Road Main Replacement**\$85,000**

These funds will replace 360 feet of 2 ¼ inch cast iron water main with six-inch ductile iron, as noted in our masterplan.

Simpson Hill Tank Mixer & Repairs**\$115,000**

The District has had nitrification events in Simpson Hill Tank the last few years that caused us to drain the tank, clean it, and refill it. During this cleaning we noticed some rust spots inside the tank that require repairs. Funds will be used to install a tank mixer to maintain water quality and make minor repairs to tank coating.

Meter and Service Replacements**\$65,000**

These funds will be used to replace meters (\$50,000) and services (\$15,000) in the distribution system that are not done as part of a main replacement.

Cab Chassis/Body/Snow Plow**\$80,000**

These funds will be used to replace our 2009 Y-3 cab. We plan to reuse the existing fiberglass utility body and replace the snow plow as well.

Simpson Hill Tank Land Swap**\$5,000**

The District has mutual interest with a neighbor at our Simpson Hill Tank site to swap an equal portion of our land on one side of the tank with their land on the opposite side of the tank. The land we own, that we are looking to swap, is abutting the neighbor and not readily accessible by the District. The land we are looking to get can be used for outdoor storage or possibly the site of a future garage storage building.

Mount Agamenticus Generator Replacement**\$45,000**

These funds will replace the current generator with a new efficient model. The past few years we have experienced some failures with unnecessary downtime.

County Road Upgrade**\$45,000**

The County Management Road is one of the last trails in the watershed that has not received upgrades, so it is very rocky and wet year-round. The County Road is also our main entrance to the watershed from the RPO so improvements would increase ease of access for us, as well as enhance the visual appeal when doing watershed tours. With the update, I am planning on moving the trail to be farther from the private landowner properties that we currently share a right-of-way with.

Route One North Pump Station Site Work**\$25,000**

Our water mains between our pump station by Logging Road and our interconnection with KKW currently have no on-demand backup generator. Currently, it is set up so that if our pump station loses power, KKW's station will maintain pressure for that section of customers, however, if both sites lose power there will not be enough pressure in that sector. Funds will be used to prepare the site for a generator in 2025.

2024 Kubota UTV**\$28,000**

The Kubota UTV will be used to replace our current John Deere Gator which is our main utility work vehicle for the watershed. The Gator went in for work twice last year at John Deere and is continuing to show its age. During the last fire unit exercise the Gator really struggled to handle being loaded with the unit. Replacing the Gator will give us more capability of in-house trail work combined with our new Kubota tractor as well.

Engineering and Preparations for Future Main Jobs**\$51,000**

Nubble Road Phases VI & VII (\$20,000) - We plan to have the water main replacement designed from Sohier Park to the corner of Broadway and Nubble Road. As an efficiency, engineers will design the road and sidewalks for YDPW at the same time, as noted in our masterplan.

Norwood Avenue (\$6,000) - We plan to have the design completed to replace this water main, with a plan of soliciting bids in the fall of 2024 and a planned replacement in 2025. This project is also listed in our masterplan.

Route One (\$25,000) - We eventually plan to connect the existing 16-inch water main near the old Lobster Barn to Cape Neddick Road. This will prepare the project to be shovel ready for installation in phases.

Mount Agamenticus Driveway/Drainage**\$14,000**

We are planning to enhance drainage and pave two driveways at our tower site. This is the next phase of the site work completed in 2023.

86 Woodbridge Road Basement Remodel**\$15,000**

These funds would build a bulkhead entry into the existing basement to solve flooding problems caused by heavy downpours. This has been an ongoing issue since the office was renovated in the early 1990s.

2024 Ford Lightning Accessories**\$9,000**

These funds will upfit the new 2024 Ford Lightning EV that is currently on order for the watershed vehicle with an aluminum cap, emergency lighting, two-way radio, etc. These accessories will be essential for providing dry storage for tools, grass seed, and erosion control.

Total Capital Projects**\$1,302,000**

Tank Painting Reserves

	<u>2024 Budget</u>	<u>2023 Budget</u>	<u>2023 Projection</u>	<u>Vs. Prior Budget</u>	<u>Vs. Projection</u>
Backwash Tank	25,000	25,000	25,000	-	-
Heights Tank	46,000	46,000	46,000	-	-
Simpson Hill Tank	45,000	45,000	45,000	-	-
Allowance for Tank Painting	116,000	116,000	116,000	-	-

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>12/31/2023</u>	<u>12/31/2023</u>	<u>Maintenance</u>
Backwash Tank	560,000	208,000	352,000	14
Heights Tank	1,310,000	404,000	906,000	20
Simpson Hill Tank	1,075,000	488,000	587,000	13
	\$2,945,000	\$1,100,000	\$1,845,000	

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 12/12/2023	1,625,000
Needed to remaining projects	(292,000)
2024 Revenues	5,420,000
2024 Expenses	(5,314,000)
2024 Annual tank painting contribution	(116,000)
Available Funds on 12/31/2024	1,323,000
Recommended Reserve	1,300,000

A JOINT RESOLUTION OF YORK WATER DISTRICT AND KITTERY WATER DISTRICT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING RELATING TO THE PROTECTION OF WATERSHED PROPERTY

WHEREAS, the York Water District (“YWD”) and the Kittery Water District (“KWD”) (collectively the “Districts”) recognize their vested responsibility to conserve their water sources and watersheds along with their accompanying forests, wildlife, scenic views, and other natural resources, including the watershed protection properties owned by the Districts in proximity to Chase’s Pond, Bell Marsh Reservoir, Folly Pond, Middle Pond and Boulter Pond (the “Watershed Properties”), which is a source of drinking water supply for the Districts;

WHEREAS, since 2004, the Districts have been cooperating in a program (the “Watershed Patrolling Program”) to allow patrolling of the Watershed Properties by an individual who is recently retired from the YWD who is also a sworn police officer of the Police Department of the Town of York; and

WHEREAS, the Districts wish to extend the Watershed Patrolling Program into the future through a formal arrangement among the Districts with the Town of York.

NOW, THEREFORE, BE IT RESOLVED by each of the Boards of the York Water District and the Kittery Water District, that the superintendent of each District is authorized to enter into a Memorandum of Understanding in a form substantially similar to Attachment 1 to direct the Districts to work cooperatively in exploring the formation of an agreement with the Town of York to enable the continued patrolling of the Watershed Properties that would be paid for equally by the Districts.

ADOPTED by the Board of Trustees of the York Water District this 20th day of December, 2023, and by the Board of Trustees of the Kittery Water District this 20th day of December, 2023.

York Water District

Kittery Water District

Richard E. Boston, Board President

John C. Perry, Board President



With sadness we have learned that past York Water District Superintendent David C Michniewicz passed away late December 12th. Dave served as Superintendent from 1976 until 2005. Under Dave's leadership the Trustees adopted a masterplan, which started the rebuilding of our Distribution system and the construction of the Josiah Chase Water Filtration Plant. He was responsible for initiating the modernization of York Water District. Dave's love of the outdoors and his way of thinking outside of the box shaped the management of the Chase's Pond watershed that is considered a model of source water protection.

TREATMENT REPORT

By: Ryan Lynch

The average precipitation for the month of October is 3.7 inches. We received 3.2 inches of rain which is considered normal. This continues a small streak of near average precipitation we have been having. The pond level is still considered 'very wet' for this time of year as the pond was still overflowing by several inches at the end of the month. On average, the pond is normally close to two feet below this level at this time of year. Pond water quality still remains poor. When water quality starts getting better, we soon get another major downpour rainstorm that returns the water quality back to poor. Treatment operators continue to adjust chemicals as needed. NOAA is predicting slightly above normal precipitation into February of 2024.

The pressure tank at White Pine Pump Station failed last month and cannot be repaired. This tank holds pressure to allow the pumps to shut off temporarily for old style efficiency. We are upgrading the technology to an efficient variable frequency drive (VFD) at less cost so that no pressure tank will be needed. The VFD is on order and our operators, with the help of Rob from Kennebunk, Kennebunkport and Wells Water District will install it when received.

The large generator at the treatment plant has ventilation windows, or louvers, that allow air to pass through to keep the generator cool and send exhaust out. They look like long blades mounted in a frame that open automatically by motors when the generator is running. Operators have found that several of the louvers were not opening and were unable to adequately be troubleshoot. A contractor found a bad switch and a broken operating arm inside the exhaust box. Once the switch was cleaned, besides the broken arm, the louvers are working correctly. The contractor will be back to clean and replace the broken arm.

Both clarifiers were taken offline and drained this month, one at a time, to check and retorque the screens down to ensure a continued good gasket seal. The seal is critical to keeping the plastic media contained in the clarifiers and has been a recent problem. Operators found several areas that needed tightening. Both clarifiers and two filters were pressure washed while offline.

The new Gulf Hill Pump Station continues to be plagued by delays with equipment, but Electrical Installations, Inc. was able to install the communications antenna, wire, and radio back to the PLC, so this hardware is ready to communicate back to the plant at power up.

Simpson Hill Tank was taken offline and drained of nearly three million gallons to address moderate nitrification, causing a reduction in chlorine level. Operators were watching for nitrification, which is more likely to occur in a wet cool summer, and seeing it, brought up the chlorine in response. This response was not able to counteract the problem, so the tank was taken down, bottom cleaned, chlorinated, filled, then climbed and sampled for water quality, partially drained and refilled to increase the total chlorine residual, then tested and placed back into service.

Operators plumbed in a trial chemical addition where the two coagulants we use, Alum and C591 Polymer, are mixed in a carrying water stream to the point of injection rather than individual lines by themselves. We are hoping that if the chemicals are carried by water, this dilution will prevent the buildup and clogging of precipitated chemical in the lines.

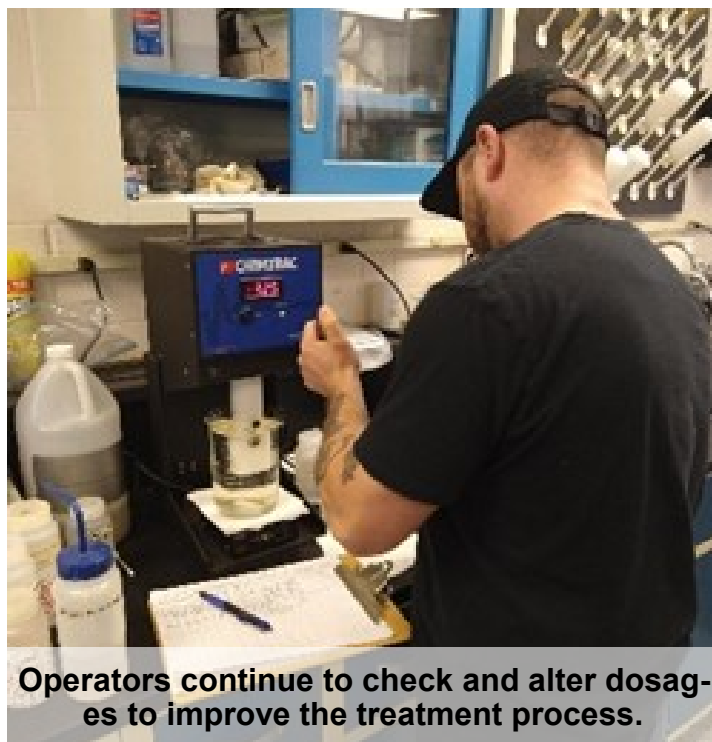


Simpson Hill Tank was taken offline to address moderate nitrification.

The treatment plant aborted a clarifier cleaning cycle and then had a communication problem, so did not page out to an operator to address the problem. On plant restart, clarifier floc solids from the aborted cleaning went onto two filters and they produced very poor water quality for a period before being shut down. The operator on call had to push the poor water quality out of the plant reservoir to the process tank and re-establish appropriate good water quality. It took over two hours to restart the plant while the system storage tanks fell to low levels. We were sending water to Kittery Water District at the

time, so we called them to stop the transfer and take water back for a short period, just under two hours. This kept our system storage tanks at good levels while the plant was restarted. The communications problem and the filter shut down sequence were then fixed.

Operators continue to check and alter dosages to improve the treatment process. We also provided more data on the Treatability Study to Woodard and Curran and met with them briefly to go over current water quality issues. Operators, with the help of Zach, cleaned the aeration disks in the pond, had a cyber meeting, performed a dam plan review, and attended budget meetings.



Operators continue to check and alter dosages to improve the treatment process.

GIS REPORT

By: Todd Hill

I updated the eight maps that will be needed for the new Watershed Management Plan and sent them to Ted Howard for his review. At this time he has reviewed them and has asked me to make a few more changes to some of the maps before we can finalize them. Some of these changes include contour spacing, scale changes, and boundary map updates. Once all the re-

requested changes have been done I will resend them to Ted and the group for one more review.

I have been working with Zach on updating the Watershed Compartment Map. The compartment map will be hosted on ArcGIS Online and shared with whoever needs to have access to it. Because of the way this is setup any future updates in Pro will be seen in the hosted web map as soon as the update is saved, which will keep the map up to date.

Roger Pratt Excavating was the selected contractor for the water main extension on Sunset Road. To date, I have collected the data points for one-inch water services and one-inch plastic meter pits as well as the two-inch blow off at the end of the water main extension. Once Roger has completed this project, I'll collect the remaining water utilities.

The following water utility features have been collected and added to the District's basemap; two one-inch water services and a four foot concrete meter pit for 1841 US Route One, a three quarter inch plastic meter pit for 4 Parlin Road and two one-inch water services for an empty lot at 36 Fernald Avenue.

I attended a lead service line inventory meeting via Zoom on the last day of November. Coincidentally the EPA announced a few new Lead and Copper Rule Improvements (LCRI) on their website that we discussed during the meeting. Because information was so new, we decided to go through it while we were together but anything we wanted more information on we would review again and discuss as a group during our next meeting.

Other projects performed in November include:

- Worked on LSLI updates.
- Helped the meter department during the week of Thanksgiving.
- Attended monthly cybersecurity meeting.
- Setup a distribution list email for private lead service line picture submissions.

- Worked on linking pictures to water utility assets.
- Worked on SAR map updates.



1841 US Route One

RESOURCE PROTECTION REPORT

By: Zachariah Mein

November was a quieter month at the Resource Protection Office (RPO) after how busy the summer was. In the beginning of November, the new Watershed Overlay District was approved for public forum by the Town of York Planning Board. The forum is scheduled for December and will hopefully get us onto the voting ballot next May to change the watershed on town mapping to the most updated fall line. Throughout the month I have been working with Todd on updating the timber harvest as well as the search and rescue maps at the RPO as it has been almost 10 years since the last version. We were able to finalize the timber harvest compartment map which added properties that had been purchased since the last version, as well as add the last year the compartment had been harvested in the past 10 years. We color coded the compartments harvested each year to give a better visual of what compartments were done together, making it easier to keep an even rotation on the compartments going forward. The search and rescue map is in the works as the District coordinates with other partners to update all emergency contact information and check the map for accuracy.



Beech weeding by the Scituate Road gate, before and after.

This month, I was able to spend more time in the watershed doing miscellaneous upkeep and maintenance projects such as staining signposts and touching up spots of paint on the watershed gates. I started beech weeding by the Scituate Road gate on the Chases side of Blue Management Road whenever I had a few hours available during the month. There is a lot of area to cover, especially on the south side of the pond, but I hope to be able to work on it throughout the winter months when things are not as busy, weather dependent. I have started planning a new County Road Trail as our main entrance into the watershed from the RPO. Our original goal was to move the trail slightly so that it was not as close to private land that we shared a right of way with. After looking at the skidder trails from the timber harvest, we may have better options for a new entry trail that will put the entire trail on our property and within the watershed itself.

DISTRIBUTION REPORT

By: Webster Ropke

District crews closed valves to isolate Simpson Hill Tank. After the valves were closed, we were able to drain it and cleaned the bottom of the tank. The process of draining the tank takes approximately four days. As the water level in the tank gets lower, so does the head pressure. The result is a lower volume of water coming out of the tank. We dechlorinate all the water coming out of the tank. Once cleaned, we filled and

chlorinated the tank in preparation for taking samples. Filling the tank takes a few more days than draining. This process must be done slowly. If we fill the tank too fast there could be pressure loss in the system.



District staff preparing for tank cleaning.

Meninno Construction installed a tee with a three-way valve on the eight-inch main on Raydon Road at the Woodstone Development. This is part of their second phase. Once completed there will be a loop of twelve-inch pipe from York Street to Raydon Road. The District inspected the installation.

District crews installed a plastic meter pit on an existing service at 4 Parlin Road. We installed two new one-inch water services and a cement meter pit for 1841 US Route One. We excavated and repaired three services. We excavated the blowoff for the main on Tralee Avenue and replaced the box and rod. The galvanized riser was replaced with two-inch poly.

NOVEMBER BILLING

York Village Route

2023	Usage(cf)	Revenue	Customers
Residential	2,826,300	\$205,675	1,679
Commercial	2,461,100	\$76,465	201
Governmental	742,900	\$21,917	37

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

WELLNESS REPORT

By: Karen Hale

Social Health for Your Health

Poor social health can cause several health issues, including:

- Heart Disease
- Inflammation
- Chronic health conditions
- High blood pressure
- Anxiety
- Suppressed immune system

Socially healthy people are:

- Less stressed
- Have more self-confidence
- More productive
- Healthier overall
- More creative & resilient



Inside Simpson Hill Tank

WATER QUALITY REPORT

REPORT DATE: 12/7/2023

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtCl2	Avg Ortho		Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
840,421	47	0.08	9.20	0.12	2.40	1.50		0.14	-0.03	0.33

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
11/28/2023	45	0.09	9.15	0.09	2.60	1.53	18	1	0.088	0.04	0.000
11/21/2023	47	0.06	9.24	0.04	2.20	1.46	19	0		0.03	0.021
11/15/2023	48	0.07	9.44	0.27	2.60	1.53	22	4	0.103	0.03	0.019
11/7/2023	54	0.08	9.22	0.32	2.80	1.48	20	1	0.121	0.00	0.000
AVERAGE RESULTS:	49	0.08	9.26	0.18	2.55	1.50	20	2	0.104	0.03	0.010
TREATMENT TARGET PARAMETERS:		<0.3	9.0	<0.10	2.0-2.5	>=1.5	>10	<5	<0.05	<0.05	<0.05

ROUTINE DISTRIBUTION WATER QUALITY RESULTS

Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity		Manganese	Iron	Aluminum
Route 1 at Pine Ledge Motel S	11/28/2023	0.11	9.11	0.04	1.40	1.58	19		0.035	0.000	0.018
Route 1 at Pine Ledge Motel S	11/21/2023	0.09	9.28	0.05	2.10	1.59	18			0.020	0.016
Route 1 at Pine Ledge Motel S	11/14/2023	0.09	9.23	0.05	2.30	1.60	20		0.034	0.000	0.010
Route 1 at Pine Ledge Motel S	11/7/2023	0.11	9.20	0.06	2.00	1.55	19		0.036	0.000	0.037
Route 1 North Pump Station	11/28/2023	0.11	8.97	0.04	1.50	1.51	18		0.034	0.020	0.037
Route 1 North Pump Station	11/21/2023	0.16	9.07	0.17	1.60	1.75	18			0.000	0.024
Route 1 North Pump Station	11/14/2023	0.15	9.12	0.08	2.20	1.62	19		0.036	0.000	0.013
Route 1 North Pump Station	11/7/2023	0.12	9.15	0.06	2.10	1.65	17		0.036	0.020	0.000
Route 1 South Pump Station	11/28/2023	0.12	9.05	0.06	2.20	1.46	18		0.036	0.040	0.033
Route 1 South Pump Station	11/21/2023	0.10	9.05	0.05	2.20	1.51	18			0.020	0.020
Route 1 South Pump Station	11/14/2023	0.16	9.11	0.05	2.30	1.78	19		0.026	0.000	0.016
Route 1 South Pump Station	11/7/2023	0.11	9.10	0.10	2.30	1.55	17		0.035	0.000	0.020
Simpson Hill Tank (SHT)	11/28/2023	0.10	8.82	0.03	1.40	1.56	18		0.037	0.040	0.024

Simpson Hill Tank (SHT)	11/21/2023	0.18	8.81	0.05	1.40	1.57	15			0.000	0.015
York Heights Tank (YHT)	11/28/2023	0.14	8.94	0.05	2.00	1.60	18		0.051	0.030	0.042
York Heights Tank (YHT)	11/21/2023	0.12	8.92	0.05	2.00	1.53	18			0.000	0.014
York Heights Tank (YHT)	11/14/2023	0.11	8.84	0.03	2.10	1.67	19		0.053	0.000	0.013
York Heights Tank (YHT)	11/7/2023	0.11	8.81	0.06	2.00	1.53	17		0.058	0.000	0.044
York Water District Office	11/28/2023	0.14	8.61	0.06	2.00	1.56	18		0.041	0.020	0.015
York Water District Office	11/21/2023	0.16	8.89	0.06	2.00	1.61	17			0.000	0.014
York Water District Office	11/14/2023	0.11	8.87	0.06	2.00	1.59	18		0.046	0.020	0.002
York Water District Office	11/7/2023	0.11	8.85	0.08	2.00	1.55	17		0.044	0.000	0.042
AVERAGE RESULTS:		0.12	8.99	0.06	1.96	1.59	18		0.040	0.010	0.021
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10

ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)										
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform	
Route 1 @ River Bend Road	11/1/2023	0.18	9.00	0.04	2.30	1.59	18	16.3	ABSENT	
South Side Road Near Blaisdell Farm	11/1/2023	0.16	9.21	0.05	1.60	1.61	19	15.5	ABSENT	
Route 1 @ Mr. Mikes Convenience Store	11/1/2023	0.15	9.03	0.09	2.20	1.64	19	15.1	ABSENT	
Webber Road Near Ridge Road (73 Webber)	11/1/2023	0.13	9.01	0.05	1.90	1.59	19	14.9	ABSENT	
Ridge Road Across from Coastal Ridge Elemen	11/1/2023	0.17	9.04	0.08	2.30	1.68	18	14.5	ABSENT	
Route 1A @ Roaring Rock Road	11/1/2023	0.13	9.25	0.06	2.00	1.64	20	15.9	ABSENT	
Route 1 @ Old Post Road (Tranmission Line)	11/1/2023	0.15	9.05	0.21	2.70	1.54	19	14.0	ABSENT	
White Pine Pump Station Near Route 1	11/1/2023	0.15	9.15	0.08	2.40	1.97	19	15.3	ABSENT	
Organug Road @ Indian Trail	11/8/2023	0.09	9.10	0.06	2.50	1.60	17	13.5	ABSENT	
Seabury Road Near Route 103	11/8/2023	0.14	9.21	0.07	2.20	1.66	19	13.8	ABSENT	
Stageneck Road @ Harbor Beach Road	11/8/2023	0.11	9.14	0.05	2.30	1.64	19	14.2	ABSENT	
Long Beach Ave Across From Long Beach Bath	11/8/2023	0.11	9.15	0.06	2.40	1.59	18	13.9	ABSENT	
Yorkshire Commons @ York Street	11/8/2023	0.11	9.20	0.05	2.60	1.58	19	13.1	ABSENT	
Route 1A @ York Senior Center formerly YPD	11/8/2023	0.11	9.18	0.04	2.50	1.79	18	13.2	ABSENT	
Clark Road Cape Neddick	11/8/2023	0.09	9.15	0.07	2.30	1.65	18	13.3	ABSENT	

	Average:	0.13	9.12	0.07	2.28	1.65	19	14.4
	Minimum:	0.09	9.00	0.04	1.60	1.54	17	13.1
	Maximum:	0.18	9.25	0.21	2.70	1.97	20	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>
	<u>Task</u>		<u>Interval</u>												
BI	Eyewash Station checks		Weekly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Vehicle Checks		Weekly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Fire extinguisher inspections (internal)		Monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	First Aid Kit Inspections		Monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	AED inspections		Monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	GFCI checks		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Air Compressor relief valve check		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Portable Ladder inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Sling/ lifting strap/ lifting chain inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	PPE inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Jack inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Jack stand inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Welding equipment inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Grinding wheel/ guard inspection		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Garage Door sensor checks		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Emergency Exit Lighting checks		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Confined Space Rescue Trailer inspections		Quarterly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Air Quality Monitor Calibrations	Every 6 months			✓						✓				
	Fixed Ladder Inspections	Annually								✓					
	Lifts/Hoists (internal)	Annually - opposite the contracted insp.								✓					
	Lifts/Hoists (Contracted)	Annually													
	Testing Panic buttons/security pads	Annually													
	Fire extinguisher inspections (contracted)	Annually													
BLS REQUIRED TRAINING	MMA - Fire Extinguisher Training	Annual			✓										
	Confined Space Rescue Training*	Initial													
	Simulated Confined Space Rescue Training*	Annual													
	Basic First Aid Training*	Every 2 years - last 6/15/22													
	CPR certification*	Every 2 years - last 6/15/22													
	Hearing Tests/Training Video*	Annual										✓			
	Respirator Medical Evaluations*	Annual							✓						
	Respirator Fit Tests*	Annual													
	Workzone/Flagger Training	Initial													
	Trenching & Excavation Training	Initial													
	Global Harmonization Video	Initial													
BLS REQUIRED PROGRAMS	Hazard Assessment of PPE	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Bloodborne Pathogen Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Confined Space Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Emergency Action Plan	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Electrical Policy (Arc Flash)	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Fire Extinguisher Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Global Harmonization Policy (HazCom)	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Hearing Protection Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Ladder Policy	Program Review	Annual	✓	✓										
		Employee Review	Annual												
	Lock Out / Tag Out Program	Program Review	Annual	✓	✓										
		Employee Review	Annual												
Respiratory Protection Program	Program Review	Annual	✓	✓											
	Employee Review	Annual													
Silica Exposure Prevencion Program	Program Review	Annual	✓	✓											
	Employee Review	Annual													
Video Display Terminal Policy	Program Review	Annual	✓	✓											
	Employee Review	Annual													
MISC	Safety Meetings	Quarterly			✓				-			✓			
	Update Bureau of Labor posters	Every 6 months	✓							✓					
	Post OSHA 300 logs	Annual	✓												
	Prepare Safety budget	Annual											✓		
	SDS inventory	Annual	-	✓											
	NWZAW & Safe Digging Banners	Annual			✓	-									
	SHAPE inspection	Every 3 years													

* Applicable employees only