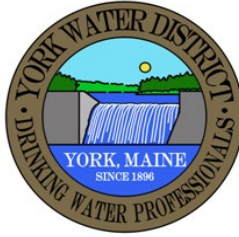


Trustees

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



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

Administration

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

Revised October 18, 2022

LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held remotely at 2:00 pm on Wednesday, October 19, 2022, as per the district's remote meeting policy. Members of the public that wish to participate, please send a request to customerservice@yorkwaterdistrict.org by 12:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

AGENDA

1. The President will call the meeting to order.
2. Executive Session (1:00pm-2:00pm) to discuss Personnel related matters - (Pursuant to MRSA Title 1, Section 405.6 A). Re; Annual performance review of the Superintendent.
3. See what action the Board will take after a review of the minutes of the Board Meeting held on September 21, 2022.
4. Invitation for Public Comment.
Because time is limited, the Board will give York WD ratepayers and York property owners priority for presenting public comments.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District.
For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
5. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
6. Madison Palaskey, an Environmental Steward with the Maine Conservation Corps from Western Virginia will provide an overview to the Board on her primary project, "a comprehensive watershed asset inventory utilizing GIS technology."
7. Staff will provide an update on District operations.
8. See what action the Board may take regarding the Superintendent's annual review.
9. General Discussion
10. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



Trustees

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

Administration

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The York Water District Board of Trustees monthly meeting was held on Wednesday, August 17, 2022, through remote conferencing as allowed by the district's remote meeting policy.

President, Richard Leigh called the public meeting to order at 2:04pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee - Stephen Rendall, and Trustee - Richard Boston. Staff present Superintendent – Donald Neumann, Asst. Superintendent – Gary Stevens, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch, Water Resource Specialist – Joseph Dignam, Asst. Treatment Plant Operator – John Jacobs, and Financial Assistant – Shelley Kimball

See what action the Board will take after a review of the minutes of the Board Meeting held on August 17, 2022.

On a motion made by Trustee Rendall and duly seconded by Trustee Peterson, it was voted unanimously to accept the Minutes of the August 17, 2022, Board Meeting. Vote 5-0, **Motion Passes**

Public Comment:

Janet Drew

The Financial Manager presented the Board with the Monthly and Year-to-date Budget Reports and Income for August 2022 Statement for review and discussion. The revenue for August 2022 is \$4,100 under projected. The O&M Budget for August 2022 is \$30,339 over projected. The YTD revenue is \$7,227 under projection. The YTD O&M budget is \$71,804 over projection.

Patrick mentioned contracted services are higher due to the Munis quarterly bill budgeted for September being paid in August. And the YTD O&M budget is over budget mainly due to inflation.

Trustee Rendall asked Patrick if he expected inflation to affect other expenses other than material and supplies before the end of the year. Patrick explained that no large item purchases would be higher than expected. Inventory and gas have been the biggest increases with inflation costs.

Trustee Peterson asked about the variance in salary and wages. Patrick will drill down for more detail to discuss at next month's meeting.

Auditors of RKO will provide an overview of the audited financial statements.

Patrick introduced Tim Gill, our auditor from RKO (Runyon Kersteen Ouellette).

Tim presented the Board with an overview of the District's 2021 Audited Financial Statement. Tim explained that they provide an opinion on whether all financial statements are fairly stated in all material respects. He explained "fairly stated" in all material respects because they do not test 100% of all transactions; they do sample base testing. The other report required by government auditing standards (GAS), reported no material weaknesses, no significant deficiencies, and no comments to correct before the next audit. Tim reviewed YWD's financial statement that shows a comparison of the last 5 years. He went over the District's net

position, current assets, retained earnings, long term debts, revenues, liabilities, capital assets, future development, expenses, and depreciation. The Board thanked Tim for presenting the 2021 Audit.

See what action the Board will take on a proposal to complete a water age hydraulic modeling project.

Last year the District had a nitrification issue. Ryan's been working with Wright Pierce on a scope of work for a proposal that was shared with the Board. This was not in the 2022 budget. Don explained that if the report showed that there are substantial operational changes or recommendations to the infrastructure that he wanted the Board informed in 2022 to address some of the capital improvements for the 2023 budget. The report would address transfer from interconnection, operational baseline set points, tank water age, and simulate existing conditions with the connection of the proposed 16" Route 1 water main currently being designed. Don is asking the Board to vote to allow the study not to exceed \$14,000.

On a motion made by Trustee Boston and duly seconded by Trustee Rendall, it was voted unanimously to authorize Don to spend \$14,000 ± to set study. Vote 5-0, **Motion Passes**

Staff will provide an update on drought conditions and the water transfer to Kennebunk, Kennebunkport & Wells Water District (KKWWD).

Ryan gave the Board an update on the monthly precipitation, drought conditions, pond levels and water transfer to Kennebunk, Kennebunkport & Wells Water District (KKW). When transferring water to KKW there was a problem with their booster station that regulates the amount of flow. They found the system malfunctioned and kept increasing the flow until it was well over the 500 gallons per minute (gpm) allowed. We shut the interconnection down and used their smaller system allowing 50 gpm.

John updated the Board on the lead & copper testing procedures. We use a list of 120 residential customers that reach certain criteria. The homes had to be built between 1982-1987 with copper plumbing and lead solder. Staff then reach out to selected homes and ask if the owner would participate in our lead and copper testing. Sampling kits are hand delivered to each participant with directions. Samples are picked up the next day and processed through Nelson Analytical. All participants get a copy of the report. We try to use the same residents each year as the State prefers this.

Joe reviewed the lead and copper changes from a couple of years ago from the 2018 corrosion control. Lead and copper are one of the most complicated sampling requirements. This year all homes tested passed the lead and copper sampling which means our corrosion control treatment is working. The District has been on annual testing, sampling 30 samples every year which is a reduction from 60 for standard monitoring. Now that we have passed 3 rounds below requirement the testing should be reduced to 30 samples every 3 years.

Joe also updated the Board on the upcoming revisions of the Lead and Copper Rule by the Federal EPA. They are making a big push to remove lead in all communities. The new Lead and Copper rule has been finalized with a compliance deadline of October 2024. Things that affect YWD are required to provide the public comprehensive service line inventory which documents the public and private of all service line materials. As the utility, we will now be responsible for sampling schools and daycares facilities. We also need to aid them with the result if they come to higher-than-normal levels. This also goes for homeowners with higher-than-normal levels. They also have new levels for lead: 15 parts per billion changing to 10 parts per billion.

Trustee Leigh asked if we have been testing schools all along. Joe explained up to now the schools have been treated by the State with their own requirements and have not been the district's responsibilities.

Staff will provide an update on District Operations.

Chase's Pond Dam: It has been recommended for divers to go in and do inspections on the underside. Don hoped to have a proposal within the month from a dive team to do an inspection on the pond side to the footings. This is to find out if anything needs to be addressed as the Town is scheduled to do a design to replace the bridge. No time frame has been established yet. We need to plan ahead, just to maintain the integrity of the dam.

Gary updated the Board at 6 Gertrude Lane. The landowners have agreed to our terms and accepted the District's offer of the lot line adjustment. This property is part of a sub-division and must go through the Planning Board for the lot change. Civil Consultants is scheduled to present the change to the Planning Board on September 22, 2022. If approved, they will need to contact their mortgage company to approve a partial release.

This year's timber harvest has had expenses before any revenue received. A landing had to be built between Folly and Welch's Pond so our logging company could get in. Because Kittery Water is scheduling their timber harvest of 200 acres the repairs and improvements that we normally do will have to wait until after their harvest is complete. The cost of the repairs and improvements will be split between the two districts,

Trustee Boston asked if the timber harvest would be finished before the Jay Mill closes. Joe said the Mill is scheduled to close in quarter 1 of 2023.

Gary mentioned the trucking cost would affect our pricing this year.

General Discussion:

Trustee Leigh asked if the Board would like to revert to in-person meetings. It was the consensus of the Board that it was time to move in that direction with the option of a hybrid meeting. Don would look at the charter and make sure the District could have hybrid meeting and get back to the Board.

Patrick mentioned that he had met with each Trustee to go over the rate module and the next step would be to schedule a workshop for review of the rates, conservation options, and capital projects.

Trustee Leigh asked the Board to return their Superintendent appraisal forms to him in the next 2 weeks. This would give him time to summarize the appraisals for Don's October annual review.

President Leigh adjourned the meeting at 3:42 PM

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District

DATE: 10/12/2022
TIME: 5:04:08PM

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338	COMMUNICATIONS FACILITI	1819	250.00	10/06/2022	17893	MONTHLY TOWER SITE INSPECTION
			250.00			

CONSOLIDATED COMMUNICAT

75	CONSOLIDATED COMMUNIC	117944052542 (	194.65	09/29/2022	17877	INTERNET FOR TOWER
			194.65			

CORE & MAIN

1,124	CORE & MAIN	R152001	71,867.20	09/22/2022	17862	DUCTILE PIPE
			71,867.20			

DIGGER'S EXCAVATING

494	DIGGER'S EXCAVATING	18	2,640.00	09/29/2022	17878	TIMBER HARVEST LANDING WORK
			2,640.00			

Eldredge Lumber

38	Eldredge Lumber	537857	208.50	09/22/2022	17863	MATERIALS - PLANT GATE
38	Eldredge Lumber	537977	56.45	09/22/2022	17863	PLANT MATERIALS
38	Eldredge Lumber	539510	359.63	09/22/2022	17863	SHOP SUPPLIES
38	Eldredge Lumber	539535	7.18	09/22/2022	17863	SHOP SUPPLIES
38	Eldredge Lumber	539744	53.15	09/22/2022	17863	RPO SUPPLIES
38	Eldredge Lumber	539842	103.15	09/22/2022	17863	PLANT MATERIALS
38	Eldredge Lumber	540953	65.89	10/06/2022	17894	PLANT MAINT MATERIALS
38	Eldredge Lumber	541379	27.72	09/29/2022	17879	PLANT GATE MATERIALS
38	Eldredge Lumber	541429	34.76	09/29/2022	17879	PLANT GATE MATERIALS
38	Eldredge Lumber	542145	44.90	09/29/2022	17879	SHOP SUPPLIES
38	Eldredge Lumber	542738	27.72	10/06/2022	17894	GATE MATERIALS
38	Eldredge Lumber	542881	112.57	10/06/2022	17894	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	543804	148.97	10/06/2022	17894	SHOP MATERIALS
38	Eldredge Lumber	K43120	427.35	10/06/2022	17894	TIMBER HARVEST EXPENSE
			1,677.94			

Electrical Installations, Inc.

334	Electrical Installations, Inc.	21112-02	5,429.00	09/29/2022	17880	VFD FOR FINISH PUMP
			5,429.00			

Everett J. Prescott, Inc

113	Everett J. Prescott, Inc	6014388	17,046.38	09/22/2022	17864	STOCK - VALLEY ROAD
113	Everett J. Prescott, Inc	6033213	23,154.19	09/22/2022	17864	SPRING STREET
113	Everett J. Prescott, Inc	6058699	437.94	09/22/2022	17864	METER STOCK - MOORHOUSE
113	Everett J. Prescott, Inc	6063646	748.00	09/22/2022	17864	STOCK
113	Everett J. Prescott, Inc	6063648	144.96	09/22/2022	17864	STOCK
113	Everett J. Prescott, Inc	6067726	2,500.00	09/22/2022	17864	METER PIT & COVER
113	Everett J. Prescott, Inc	6071329	1,000.00	09/22/2022	17864	STOCK
113	Everett J. Prescott, Inc	6077238	1,125.60	09/29/2022	17881	SPRING STREET
113	Everett J. Prescott, Inc	6077346	196.00	09/29/2022	17881	STOCK ITEMS
			46,353.07			

FIELDING'S OIL & PROPANE CC

DATE: 10/12/2022
TIME: 5:04:08PM

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988	FIELDING'S OIL & PROPANE	4129035	28.64	09/15/2022	17843	6.5 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4131980	210.66	09/22/2022	17865	47.8 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4140244	140.59	09/29/2022	17882	31.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4142756	311.14	09/29/2022	17882	70.6 GAL DIESEL
			<u>691.03</u>			
FORREST MANSUR						
1,696	FORREST MANSUR	09/27/2022	2,658.00	09/29/2022	17885	GRANITE BENCH
			<u>2,658.00</u>			
FW WEBB COMPANY						
1,686	FW WEBB COMPANY	77393150	4,074.94	09/15/2022	17844	TEST PUMP
1,686	FW WEBB COMPANY	77566757	-212.44	09/15/2022	17844	TEST PUMP - TAX REFUND
			<u>3,862.50</u>			
GAC CHEMICAL CORP						
1,073	GAC CHEMICAL CORP	57698	374.00	09/15/2022	17845	110 LBS POLYMER
1,073	GAC CHEMICAL CORP	V109593	4,019.34	10/06/2022	17895	9520 LBS AMMONIA
			<u>4,393.34</u>			
GARRETT HOMES, LLC						
1,632	GARRETT HOMES, LLC	3717	69.43	09/29/2022	1245	DEP REF MTR - 317 US RTE 1 - O'REILLY'S
			<u>69.43</u>			
George G. Roberts Company						
96	George G. Roberts Company	0072772-IN	1,545.75	09/22/2022	17866	STOCK - 8 SHEPHARDS WAY
96	George G. Roberts Company	0072916-IN	3,642.75	09/29/2022	17883	STOCK - METER PITS
96	George G. Roberts Company	0072918-IN	1,444.75	09/29/2022	17883	STOCK
			<u>6,633.25</u>			
GOVERNMENT FORMS AND SUPPLIES						
1,184	GOVERNMENT FORMS AND SUPPLIES	0336250	45.25	10/06/2022	17896	OFFICE SUPPLIES
			<u>45.25</u>			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	L2210-01600084	203.00	09/22/2022	17867	MONTHLY FSA & HRA ADMIN FEE
			<u>203.00</u>			
HALEY RAMUS						
1,690	HALEY RAMUS	3707	67.19	09/22/2022	1240	DEP REF MTR - 8 DRIFTWOOD LANE
			<u>67.19</u>			
HARCROS CHEMICALS,INC						
579	HARCROS CHEMICALS,INC	300169047	3,107.34	09/15/2022	17846	1830 GAL SODIUM HYPOCHLORITE
579	HARCROS CHEMICALS,INC	300169170	3,175.20	09/15/2022	17846	10800 LBS SODIUM CARBONATE
			<u>6,282.54</u>			
HAYES PUMP, INC						
1,662	HAYES PUMP, INC	00156944	65,107.19	10/06/2022	17897	FINISH PUMP PURCHASE & INSTALL
			<u>65,107.19</u>			

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HD SUPPLY CONSTRUCTION AI						
1,421	HD SUPPLY CONSTRUCTION	50019764667	1,256.10	10/06/2022	17898	EROSION CONTROL MATERIALS
			1,256.10			
KAREN HALE						
1,305	KAREN HALE	09/30/2022	21.13	10/06/2022	17900	MILEAGE REIMBURSEMENT - K. HALE
			21.13			
KEMIRA WATER SOLUTIONS, II						
1,010	KEMIRA WATER SOLUTIONS,	9005451504	4,200.77	10/06/2022	17901	2249 LBS POLYMER
			4,200.77			
KYOCERA						
1,202	KYOCERA	55L2261222	63.11	09/29/2022	17888	MONTHLY CHARGE - OFFICE/SHOP PRINTS
			63.11			
MAINE DEPARTMENT OF HEALTH						
69	MAINE DEPARTMENT OF HEALTH	10135422	300.00	09/15/2022	17847	DBP SAMPLES
69	MAINE DEPARTMENT OF HEALTH	10135423	300.00	09/15/2022	17847	DBP SAMPLES
69	MAINE DEPARTMENT OF HEALTH	10135424	300.00	09/15/2022	17847	DBP SAMPLES
69	MAINE DEPARTMENT OF HEALTH	10135425	100.00	10/06/2022	17899	DBP SAMPLES
69	MAINE DEPARTMENT OF HEALTH	10136757	200.00	09/29/2022	17884	DBP SAMPLES
			1,200.00			
Maine Municipal Emp Health Tr						
85	Maine Municipal Emp Health Tr	37496 10/22	38,318.45	09/15/2022	17848	OCTOBER HEALTH INSURANCE
85	Maine Municipal Emp Health Tr	41978	5,200.00	09/22/2022	17868	2022 GASB 75 ACTUARIAL FEE
			43,518.45			
MAINE RURAL WATER ASSOCIATION						
68	MAINE RURAL WATER ASSOCIATION	12889	200.00	09/15/2022	17849	MRWA CONFERENCE - 2 STAFF
			200.00			
Maine Water Utilities						
148	Maine Water Utilities	2003568	140.00	09/15/2022	17850	MWUA CLASS - 4 STAFF
148	Maine Water Utilities	2003625	1,190.00	09/15/2022	17850	LEADERSHIP INSTITUTE - N. EMERY
148	Maine Water Utilities	2003652	50.00	09/22/2022	17869	MWUA CLASS - 1 STAFF
148	Maine Water Utilities	2003664	500.00	09/29/2022	17886	MWUA CLASS - 10 STAFF
148	Maine Water Utilities	2003886	130.00	10/06/2022	17902	MWUA MEETING - 2 STAFF
			2,010.00			
MARY MCKENNA						
1,693	MARY MCKENNA	3709	42.12	09/22/2022	1241	DEP REF SRVC - 17 CARLTON ST
			42.12			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	222090401	105.00	10/06/2022	17903	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	222090600	15.00	10/06/2022	17903	SAMPLE - 317 US ROUTE 1
587	NELSON ANALYTICAL LLC	222100035	120.00	10/06/2022	17903	ROUTINE BACTERIA SAMPLES
			240.00			

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NEW ENGLAND TRAFFIC CONTI						
606	NEW ENGLAND TRAFFIC COI	213220	858.00	09/29/2022	17887	FLAGGERS
			858.00			
NICHOLS, DAVID						
1,697	NICHOLS, DAVID	29741	470.49	10/06/2022	17904	UB 2725 55 ARGO POINT LANE
			470.49			
PATTY CARTER						
1,255	PATTY CARTER	09/30/2022	91.63	10/06/2022	17905	MILEAGE REIMBURSEMENT - P. CARTER
			91.63			
PERIOD DESIGN RESTORATION						
1,694	PERIOD DESIGN RESTORATI	3710	305.33	09/22/2022	1242	DEP REF SRVC - 8 SHEPHERDS WAY
1,694	PERIOD DESIGN RESTORATI	3711	39.19	09/22/2022	1242	DEP REF MTR - 8 SHEPHERDS WAY
			344.52			
REP ENTERPRISES						
1,248	REP ENTERPRISES	11820	20,800.00	09/15/2022	17851	LOAD TRAIL EQUIPMENT TRAILER
			20,800.00			
ROBBINS AUTO PARTS						
931	ROBBINS AUTO PARTS	460-230202	347.70	09/15/2022	17852	VEHICLE MAINT MATERIALS
931	ROBBINS AUTO PARTS	460-232809	109.33	10/06/2022	17906	VEHICLE MAINT MATERIALS
			457.03			
ROBERT FRANKLIN						
1,691	ROBERT FRANKLIN	3706	67.19	09/22/2022	1243	DEP REF MTR - 11 DRIFTWOOD LANE
			67.19			
Roche Locksmith Services						
231	Roche Locksmith Services	151634	150.00	09/15/2022	17853	SERVICE CALL
			150.00			
Rockingham Electric						
8	Rockingham Electric	S3596571.001	196.25	09/22/2022	17871	SHOP MATERIALS
8	Rockingham Electric	S3609987.001	289.76	09/22/2022	17871	PLANT GATE MATERIALS
			486.01			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2332	7,520.00	09/29/2022	17889	PAVEMENT REPAIRS
99	Roger Pratt Excavating & Pav	2336	37,648.50	10/06/2022	17907	MAIN INSTALLATION - MOODY LANE
			45,168.50			
SANEL NAPA						
451	SANEL NAPA	14201 08/22	5.78	10/06/2022	17908	VEHICLE MAINT MATERIALS
			5.78			
SHELLEY KIMBALL						
706	SHELLEY KIMBALL	09/30/2022	79.63	10/06/2022	17909	MILEAGE REIMBURSEMENT - S. KIMBALL

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			79.63			
SOUTHWORTH-MILTON, INC.						
1,364	SOUTHWORTH-MILTON, INC	SCINV662499	957.79	09/22/2022	17870	MT A. GENERATOR MAINTENANCE
1,364	SOUTHWORTH-MILTON, INC	SCR0417894	-16.17	09/22/2022	17870	RETURN ITEM
			941.62			
STEVEN M. JOHNSON						
1,695	STEVEN M. JOHNSON	3715	1.71	09/22/2022	1244	DEP REF SRVC - 22 BLUEBERRY LANE
1,695	STEVEN M. JOHNSON	3716	9.83	09/22/2022	1244	DEP REF MTR - 22 BLUEBERRY LANE
			11.54			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	301464	15.79	09/15/2022	17854	SHOP MATERIALS
1,390	STILES COMPANY, INC	301567	90.76	09/22/2022	17872	SERVICE BRASS
			106.55			
Ti Sales						
115	Ti Sales	INV0147988	2,237.66	09/22/2022	17873	STOCK
			2,237.66			
Utility Supply of America						
155	Utility Supply of America	098897	3,056.00	09/15/2022	17855	SEAMETRIC HIGH-FLOW METER
			3,056.00			
VERIZON WIRELESS						
836	VERIZON WIRELESS	9916265303	644.16	10/06/2022	17910	MONTHLY CELL PHONES & TABLETS
836	VERIZON WIRELESS	9916265304	608.93	10/06/2022	17910	MONTHLY ONE-TALK CHARGES
			1,253.09			
VERRILL						
128	VERRILL	607025	6,838.50	09/29/2022	17890	LEGAL FEES - PROPERTY DISPUTE
128	VERRILL	607026	2,438.00	09/29/2022	17890	MISC LEGAL COUNCIL
			9,276.50			
W.B.MASON, INC.						
532	W.B.MASON, INC.	232920640	160.52	09/29/2022	17891	OFFICE SUPPLIES
			160.52			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9414042748	467.80	09/22/2022	17874	SHOT MATERIALS
65	W.W. Grainger CO. Inc.	9430417353	24.58	09/15/2022	17856	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9430802422	263.06	09/22/2022	17874	MATERIALS - PLANT GATE
65	W.W. Grainger CO. Inc.	9437910897	68.72	09/22/2022	17874	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9439123432	122.38	09/22/2022	17874	SAFETY SUPPLIES
			946.54			
WEX BANK						
1,415	WEX BANK	84031557	1,260.54	10/06/2022	17911	MONTHLY FLEET GAS
			1,260.54			

DATE: 10/12/2022
TIME: 5:04:08PM

York Water District
INVOICE LIST
FOR CHECKS FROM 9/11/2022 TO 10/11/2022

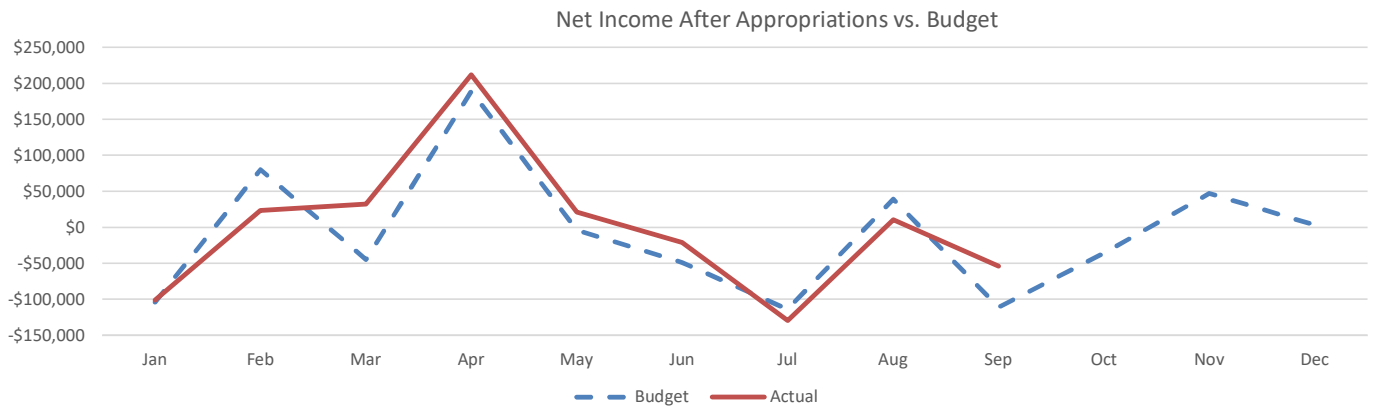
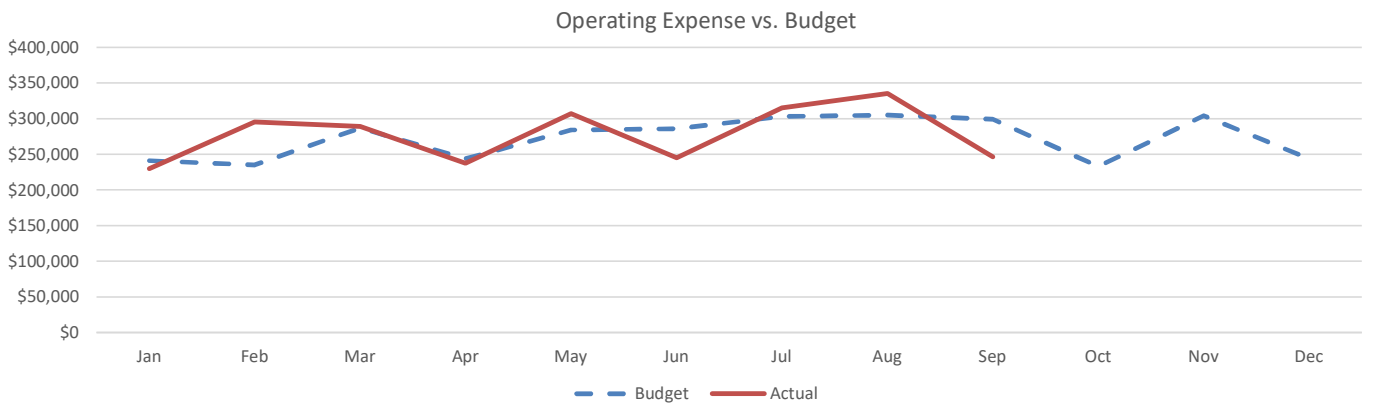
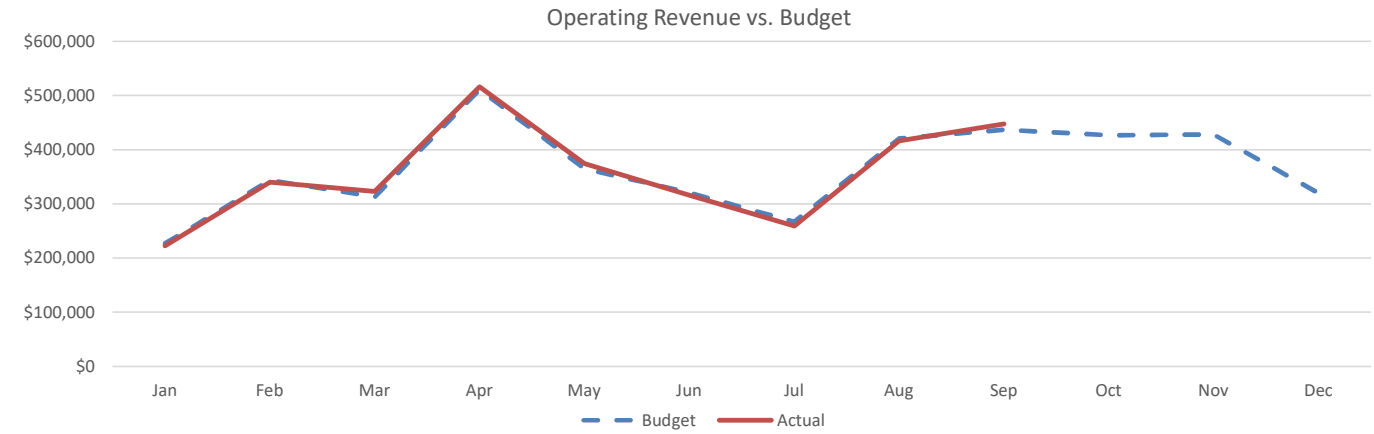
PAGE: 7

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (	23-0000199873	226.56	09/15/2022	17857	DUMPSTER SERVICE
			226.56			
WIRELESS TECHNOLOGY SOLU'						
1,654	WIRELESS TECHNOLOGY SO	2029637	122.88	10/06/2022	17912	MONTHLY VOICEMAIL BOX FEE
			122.88			
York Police Department						
114	York Police Department	YWD 09142022	600.00	09/15/2022	17858	ANNUAL CODE RED SUBSCRIPTION
			600.00			

WARRANT TOTAL:

372,749

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of September 7, 2022

<u>Account</u>	<u>Balance</u>	<u>Account</u>	<u>Balance</u>
Operating	\$2,209,981.13	Watershed	\$285,408.89
System Development	\$93,733.63	Customer Advance	\$579,852.68
Reserved for Tank Painting	\$ 959,755.00		
Operating Reserve	\$1,343,959.76	% of Recommended Reserve	110%

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

Operating Revenue

▲ **\$11,178**

Operating Expense

▼ **(\$52,394)**

Net Income/(Loss)

▲ **\$57,249**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 290,322	\$ 282,000	\$ 8,322	\$ 2,548,000	0%
Commercial Metered Sales	53,967	51,000	2,967	499,000	1%
Governmental Metered Sales	2,451	2,000	451	88,000	1%
Public & Private Fire Protection	100,399	99,000	1,399	1,238,000	0%
Other Operating Revenue	1,039	3,000	(1,961)	17,000	-12%
Total Operating Revenue	448,178	437,000	11,178	4,390,000	0%
Salaries & Wages	111,771	114,000	(2,229)	1,589,000	0%
Employee Benefits	61,283	62,000	(717)	727,000	0%
Purchased Power & Water	8,049	10,000	(1,951)	79,000	-2%
Chemicals	14,877	9,000	5,877	69,000	9%
Materials & Supplies	12,768	36,000	(23,232)	224,000	-10%
Contracted Services	27,690	57,000	(29,310)	394,000	-7%
Transportation Expense	2,049	3,000	(951)	43,000	-2%
Insurance	2,849	4,000	(1,151)	56,000	-2%
Other Miscellaneous Expenses	5,270	4,000	1,270	83,000	2%
Total Operating Expense	246,606	299,000	(52,394)	3,264,000	-2%
Depreciation & Amortization Expense	83,615	84,000	(385)	1,008,000	0%
Net Non-Operating Income	33,017	39,000	(5,983)	377,000	-2%
Debt Service	196,365	196,000	365	491,000	0%
Tank Painting Contribution	8,360	8,000	360	100,000	0%
Net Income After Appropriations	\$ (53,751)	\$ (111,000)	\$ 57,249	\$ (96,000)	

Light spending on materials this month but still over budget for the year.

Quarterly Munis bill was budgeted in September but paid in August. Delays in billing from vendors on some projects.

**York Water District
Income Statement
For the Nine Months Ending September 30, 2022**

Operating Revenue

▲ **\$3,951**

Operating Expense

▲ **\$20,410**

Net Income/(Loss)

▲ **\$101,568**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 1,865,414	\$ 1,888,000	\$ (22,586)	\$ 2,548,000	-1%
Commercial Metered Sales	337,077	324,000	13,077	499,000	3%
Governmental Metered Sales	63,020	61,000	2,020	88,000	2%
Public & Private Fire Protection	934,927	928,000	6,927	1,238,000	1%
Other Operating Revenue	16,513	12,000	4,513	17,000	27%
Total Operating Revenue	3,216,951	3,213,000	3,951	4,390,000	0%
Salaries & Wages	1,137,833	1,117,000	20,833	1,589,000	1%
Employee Benefits	576,407	574,000	2,407	727,000	0%
Purchased Power & Water	61,808	61,000	808	79,000	1%
Chemicals	80,607	58,000	22,607	69,000	33%
Materials & Supplies	203,985	173,000	30,985	224,000	14%
Contracted Services	298,504	351,000	(52,496)	394,000	-13%
Transportation Expense	34,503	32,000	2,503	43,000	6%
Insurance	41,040	41,000	40	56,000	0%
Other Miscellaneous Expenses	66,723	74,000	(7,277)	83,000	-9%
Total Operating Expense	2,501,410	2,481,000	20,410	3,264,000	1%
Depreciation & Amortization Expense	752,535	753,000	(465)	1,008,000	0%
Net Non-Operating Income	407,295	289,000	118,295	377,000	31%
Debt Service	302,493	302,000	493	491,000	0%
Tank Painting Contribution	75,240	75,000	240	100,000	0%
Net Income After Appropriations	\$ (7,432)	\$ (109,000)	\$ 101,568	\$ (96,000)	

Recorded water sold to KKW in 2021.

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

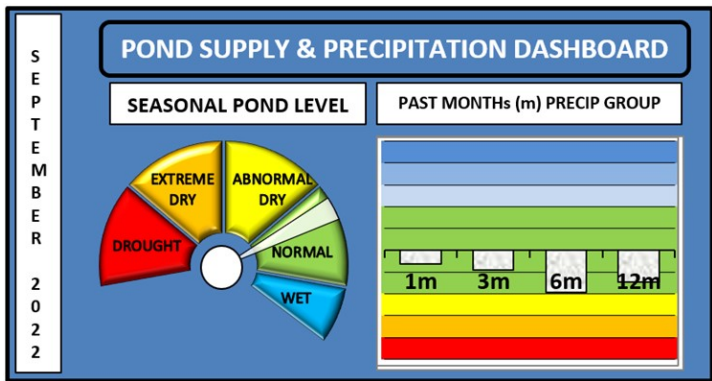
Incurred \$26,000 in expenses for projects that were included in the 2021. A few unplanned purchases also occurred. Gas and diesel prices have been higher than expected.

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

YEAR	System Total^(MG)	Water Transfers*	Pond Level-Feet (Assessment)	Precipitation (Assessment)
2022	44.0	-1.8 KKW	-3.0 (Low Normal w/o KWD)	2.8" (Low Normal)
2021	53.0	-0.9 KKW	-0.4 (Extremely Wet)	4.4" (High Normal)
2020	45.7	-0.6 KKW	-4.3 (Drought)	0.9" (Drought)
2019	39.9	0	-2.7 (Normal)	0.4" (Drought)
* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.				

TREATMENT REPORT

By: Ryan Lynch



In September, we received 2.8 inches of precipitation which is below our average of 4.1 for the month. This amount is again in the ‘low-normal’ range. We are still suffering from continuing small monthly deficits which are now compounding into the long-term. The past six months (6m) is nearly out of the normal green area and the past twelve months (12m) is falling as well. Looking at NOAA’s seasonal outlook for Maine, it still predicts normal precipitation.

The seasonal pond level is in the green (good) at three feet below the splashboard (full). It is below the average of -2.6 but still a ‘low-normal’. This is an artificially high level however, due to the raw water transfers from Kittery’s Folly Pond. Without the transfer we would be at a ‘severely dry’ pond level estimated nearly a foot lower. Fortunately, we are at the end of the high demand season. So far for September the system water demand has dropped significantly from 1.9 million gallons per day to 1.4. We could use some above average rainfall, but it should not matter since in the past 30 years, the pond has always rebounded to full by March for the start of our high flow season.

Inside this issue:	
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GIS	3
Resource Protection	3-5
Distribution	5
Wellness	5
Billing Statistics	5



Original variable frequency drive removal

Electricians from Electrical Installations, Inc. (EII) finally made it to remove an original variable frequency drive (VFD) on a pump from 2000 and

installed a new one. A VFD allows pumps to run at a percentage of their maximum gallons per minute output to allow improved operation. Without a VFD they are only capable of 'ON', at 100% of maximum output, or 'OFF', and nothing in between. We had delays in ordering, delivery, and installation. It took more than one day for the electricians to deconstruct and remove the existing drive and wiring, nearly another one to install the new drive and wire it up, and a third for EII to connect it to SCADA and program the drive. Operators spent several more days watching drive operation. It all went smoothly with the exception that at maximum output, the new drive interferes with some nearby electronics. To circumvent this issue, we will cap the VFD at 99%.



Replacement of failed lagoon water return pump

This month, we received from the manufacturer, our order of a new large pump motor (power source) and its large pump (mechanical housing with impeller and shaft). The two large and very heavy components will replace an original finish pump. This pump has reached its design life and its shaft has developed a slight wobble so is being replaced. Later this year, our contractor, with the help of operators, will use our two-ton chain hoist to pull off the existing old motor, pull up the existing pump which extends down into the plant finish water storage, and then disinfect and install new equipment. They will also do an inspection

on the pulled pump to get an indication of the condition of the second pump and whether it should be replaced sooner or later.

Capital project components are finally starting to trickle in, so we are planning several big jobs in the next few months. We will be completing many 2022 capital projects, discussing 2023 capital projects, and are working on winter readiness.

The person who was performing the Southern Maine Regional Water Council (SMRWC) treatment chemical bid has abruptly left. Now would be bad timing to not lock in chemical pricing for the next year. Since the District the originators of the bid, we were asked to train another person and make sure the process does not falter. Operators have spent time with a capable operator from Kennebunk, Kennebunkport and Wells Water District (KKW), going over the entire process and it is now moving forward. We will help throughout the entire process this year.

We have been working on a statement of work for a 'Treatability Study'. This study will evaluate the continued use of our Microfloc treatment on Chase's Pond. We have had more poor pond water quality and treatment issues than we have in the past. This begs the question of how long will water quality in Chase's Pond remain optimal for using our current type of filtration process. Pond water quality may be degrading to the point where we may need to consider more or different treatment process or improved pretreatment.

We had a contractor cut down seven trees on the plant access road this month. Several of these trees were approaching one hundred feet high and were either undermined by water or dying, so were safety issues.

Our fearless tank climbers Joe D. and Dave D. were able to climb and take water quality samples at different levels in Simpson Hill Tank from the top hatch. This data was used to compose a level water quality profile in Simpson Hill Tank to assess if there might be any stratification or layering occurring. Poor tank mixing allows layering in the tank which can allow nitrification conditions. Since the water quality and temperature throughout the tank is very similar, good mixing appears to be taking place. This does not appear to be an issue for the tank.

Operators have also continued purchasing materials for our Route One South chemical systems and have begun installing them. EII also swapped us over to four new chemical level transducers because the existing one had been discontinued and exceeded its design life.

GIS REPORT

By: Todd Hill

September started with a District main replacement project on High Street. So far, I have collected data points on all water utility features that have been installed on High Street and will finish the remaining features once everything has been installed. The Moody Lane project also started in September. This project was privately financed with four participants that live on Moody Lane. All data points for the water utility features for this extension have been collected. Once the contractor has cleaned up the project area, I will go back and take pictures of all water utility features.

Valley Road and Spring Street will be the last scheduled privately financed main extension projects for 2022. In both extension locations blasting will need to be done to get the required depth. When blasting is the only option a few extra steps are needed before the project starts. Using GIS a pre-blast survey map is created using a 300 foot buffer that starts at the beginning and end of the extension. All the properties that the buffer touches or are inside the buffer will be selected. These properties are then exported and a spreadsheet is created. This information is used to contact everyone to have a pre- and post-blast home inspection. KS Inspections, LLC. have been hired to complete the inspections and to date 31 out of the 39 homes have been completed with the remaining homes to be completed in the next two weeks. Well sampling and well drawdowns will also have to be done to six wells that fall within the same buffer. District staff will take care of the well sampling and Clear Water Artesian Well Co., Inc. will take care of the well drawdowns pre- and post-blasting.

I worked on a new survey update to the lead service line inventory that can be used to collect the required LSLI data. Survey123 for ArcGIS is the mobile application the staff uses for hydrant maintenance, hydrant flushing, and hydrant

checks. The change I made was to auto populate linked fields from the mobile application to a spreadsheet that will be used to store the lead service line information. I have a few more changes to make, and after that, I'll test it and share it with the staff.

Also this month, I collected water utility features at the following locations:

- 1845 US Route One
- 100 River Road
- 22 Angel Avenue
- 9 Greenacre Drive
- 1 Davis Drive



New water service and 4 foot concrete meter pit at 1845 US Route One

RESOURCE PROTECTION REPORT

By: Joe Dignam



Timber harvest equipment set up at the log landing near Welch's Pond

This month, at the Resource Protection Office we spend time working on several different projects from construction, to forestry, to public relations and more.

The 2022 timber harvest around Welch's Pond began early this month and is continuing into October as well. This harvest is performed by our typical forestry contractors Mark Cressey Logging and Khiel Logging and Trucking. These two companies work together to process the wood and deliver to the available markets. Both contractors have been working in conjunction with our forester, Brian Reader of Reader Forest Management, on District timber harvests for years. This is a great benefit to us as they understand and respect the high standard of quality we hold for forest management practices.

This year, there have been some complaints from the logging trucks of recreational trail users getting in the way of trucks or entering the logging area while workers are present. Despite the multiple signs we put up in the area restricting access, many people choose to ignore them. We have begun designing new and more visible signage that will hopefully deter some of these people from entering the work area.

This month, we finally had a meeting with staff from York Schools and the York Sewer District to discuss the possibility of an internship partnership. The meeting went very well, and we now are in process of planning a high school internship program with both the York Water and York Sewer Districts. The high school is hopeful that this program will attract students who may not be a good fit for college and introduce a possible local career path they may not have been aware of before.

We have been working hard with our Maine Conservation Corps Environmental Steward Madison this month to gather and edit all the GIS data she has been collecting in the field. This data will create a new watershed base map where all the assets, trails, and maintenance planning will be stored. This will be a living document that is constantly updated as upgrades and maintenance take place. Madison will be with us until early November.

On September 21st, District employees, trustees, friends, and family gathered at the water filtration plant to celebrate the 40th Anniversary of Gary Stevens. To recognize Gary's achievements, he was presented with a recognition award from the Maine Water Utilities Association and the York Police Department. The District presented Gary

with a granite bench installed in one of his favorite watershed locations.



Granite bench installed for Gary Stevens overlooking Chase's Pond

The new parking lot project is Mt. Agamenticus is now underway. Crews have begun clearing trees and stumps for the lower parking lot area. The change is significant and will likely garner some attention from the public. This will be a great addition to the area and protect the land for future recreation.

During the routine inspection of the Mt. A tower site and generator this month, we found the backup generator in a no start failure state. We called Milton CAT, and they were on site right away to make a repair. The problem reappeared later in the month, so we have a service appointment scheduled to further diagnose and repair the unit.



Gary presenting on YWD watershed management in August

Also this month, we attended a Source Water Protection Seminar in Augusta where Gary pre-

sented on the watershed management history of the District, and we attended a tour of the brand-new Maine Water Company treatment facility in Biddeford/Saco.

DISTRIBUTION REPORT

By: Webster Ropke

Mick Construction has installed a 620-foot water main on High Street. They have also connected eight of twenty-one services for the job. The work has been slow but steady due to a lot of hard ledge combined with the tight quarters on High Street. They stopped just before the first sewer main crossing because the sewer main is three feet deeper than the water main. Once the sewer main replacement is completed, they will continue with the water main replacement.



Hammering hard ledge on High Street

WELLNESS REPORT

By: Karen Hale

Financial Focus

41% of employees are currently living paycheck-to-paycheck, an increase from a pre-pandemic level of 38%. Without any extra funds at the end of the month, 75% of employees report money stress, with their top concerns being an inability

to save for retirement, as well as challenges paying off debt and building an emergency fund.

Data from multiple Human Resource platforms are showing that employees are feeling the financial pinch and the resulting stress is impacting their work and career choices. Here are two ideas for improving employee's financial fitness:

- **Budget!** More than half of employees don't have a budget to keep track of their expenditures, and 56% don't know how much they spend month-to-month. Just tracking spending and knowing where the money is going is a great way to regain control and create traction.
- **Start an emergency fund.** Over half (51%) of Americans don't have an emergency fund with at least three months' worth of expenses saved. For younger employees in particular, who are just beginning to build their savings, an emergency savings fund can help establish better financial habits and alleviate the stress of unexpected financial pitfalls.

SEPTEMBER BILLING

York Beach Route

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

2021	Usage(cf)	Revenue	Customers
Residential	3,989,500	\$282,068	1,823
Commercial	1,685,200	\$51,209	90
Governmental	39,500	\$2,112	8



Drone picture of Welches Pond

WATER QUALITY REPORT

REPORT DATE: 10/3/2022

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtlCl2	Avg Ortho	Current Lvl	Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
1,497,986	70	0.07	9.05	0.07	2.23	1.57	-2.95	-2.60	-2.95	-2.12

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
9/27/2022	66	0.08	8.95	0.03	2.00	1.54	14	0	0.006	0.02	0.043
9/19/2022	69	0.08	9.09	0.04	2.20	1.68	16	0	0.009	0.00	0.017
9/13/2022	71	0.08	8.96	0.05	2.30	1.55	16	0	0.046	0.01	0.046
9/7/2022	71	0.09	9.14	0.16	2.40	1.61	15	0	0.019	0.00	0.002
9/1/2022	76	0.07	9.05	0.03	2.10	1.56	16	0	0.016	0.00	0.058
AVERAGE RESULTS:	71	0.08	9.04	0.06	2.20	1.59	15	0	0.019	0.01	0.033
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	Color	Manganese	Iron	Aluminum
Route 1 at Pine Ledge Motel S	9/27/2022	0.13	9.15	0.08	1.60	1.69	16	2	0.004	0.020	0.055
Route 1 at Pine Ledge Motel S	9/19/2022	0.09	9.22	0.07	1.60	1.65	15	0	0.000	0.030	0.000
Route 1 at Pine Ledge Motel S	9/13/2022	0.09	9.18	0.04	2.00	1.72	17	0	0.003	0.000	0.056
Route 1 at Pine Ledge Motel S	9/7/2022	0.11	9.37	0.05	1.70	1.72	18	2	0.004	0.030	0.023
Route 1 North Pump Station	9/27/2022	0.10	9.08	0.04	1.70	1.62	16	2	0.003	0.000	0.024
Route 1 North Pump Station	9/19/2022	0.11	9.17	0.06	1.60	1.70	16	0	0.000	0.030	0.002
Route 1 North Pump Station	9/13/2022	0.08	9.19	0.03	1.70	1.71	17	0	0.002	0.000	0.050
Route 1 North Pump Station	9/7/2022	0.08	9.28	0.04	1.60	1.69	16	2	0.000	0.000	0.030
Route 1 South Pump Station	9/27/2022	0.11	8.99	0.06	1.80	1.61	16	2	0.006	0.010	0.047
Route 1 South Pump Station	9/19/2022	0.11	9.14	0.07	1.90	1.63	15	0	0.001	0.010	0.000
Route 1 South Pump Station	9/13/2022	0.10	9.20	0.03	1.90	1.70	15	0	0.000	0.000	0.025
Route 1 South Pump Station	9/6/2022	0.06	9.33	0.06	1.90	1.67	17	2	0.000	0.000	0.000

York Water District Office	9/27/2022	0.11	8.79	0.06	1.70	1.62	15	1	0.001	0.010	0.045
York Water District Office	9/19/2022	0.13	8.98	0.07	1.80	1.79	15	0	0.000	0.060	0.020
York Water District Office	9/13/2022	0.10	9.09	0.02	1.80	1.74	14	0	0.004	0.010	0.066
York Water District Office	9/7/2022	0.08	8.81	0.04	1.70	1.69	18	2	0.001	0.030	0.051
AVERAGE RESULTS:		0.10	9.12	0.05	1.75	1.68	16	1	0.002	0.015	0.031
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10	<5	<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	
Webber Road Near Ridge Road (73 Webber)	9/8/2022	0.09	8.95	0.06	2.10	1.67	16	21.8	ABSENT	
Route 1A @ Roaring Rock Road	9/8/2022	0.08	9.15	0.07	1.80	1.71	16	21.2	ABSENT	
Seabury Road Near Route 103	9/8/2022	0.10	9.15	0.06	2.00	1.65	17	20.7	ABSENT	
Organug Road @ Indian Trail	9/8/2022	0.09	9.09	0.17	2.10	1.66	16	21.7	ABSENT	
Route 1 @ Old Post Road (Tranmission Line)	9/8/2022	0.09	9.06	0.12	2.30	1.56	15	21.9	ABSENT	
Route 1 @ River Bend Road	9/8/2022	0.06	9.11	0.07	2.00	1.68	16	22.4	ABSENT	
South Side Road Near Blaisdell Farm	9/8/2022	0.07	9.22	0.07	1.90	1.68	17	21.1	ABSENT	
Long Beach Ave Across From Long Beach Bath	9/15/2022	0.06	8.82	0.08	2.00	1.75	14	21.6	ABSENT	
Stageneck Road @ Harbor Beach Road	9/15/2022	0.06	8.89	0.08	1.80	1.72	15	21.8	ABSENT	
Ridge Road Across from Coastal Ridge Elemen	9/15/2022	0.07	8.94	0.05	2.20	1.66	15	21.0	ABSENT	
Nubble Road at Sewer Pump Station	9/15/2022	0.08	9.03	0.06	2.00	1.48	17	21.7	ABSENT	
White Pine Pump Station Near Route 1	9/15/2022	0.07	8.98	0.11	2.10	1.68	15	21.8	ABSENT	
Yorkshire Commons @ York Street	9/15/2022	0.07	9.02	0.06	2.10	1.68	15	21.6	ABSENT	
Route 1 @ Mr. Mikes Convenience Store	9/15/2022	0.09	9.03	0.05	2.30	1.54	14	22.5	ABSENT	
Route 1A @ York Senior Center formerly YPD	9/8/2022	0.09	8.83	0.06	1.90	1.70	17	22.2	ABSENT	
Average:		0.08	9.02	0.08	2.04	1.65	16	21.7		
Minimum:		0.06	8.82	0.05	1.80	1.48	14	20.7		
Maximum:		0.10	9.22	0.17	2.30	1.75	17	22.5		

				<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>
BLS REQUIRED INSPECTIONS	<u>Task</u>	<u>Interval</u>													
	Eyewash Station checks	Weekly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Vehicle Checks	Weekly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Portable Ladder inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Sling/ lifting strap/ lifting chain inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	PPE inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Fire extinguisher inspections (internal)	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	First Aid Kit Inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Jack inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Jack stand inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Welding equipment inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Air Compressor relief valve check	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Water heater relief valve check	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Grinding wheel/ guard inspection	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Garage Door sensor checks	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Emergency Exit Lighting checks	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	AED inspections	Monthly		✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Fixed Ladder Inspections	Every 6 months - or when accessible							✓					-	
	Air Quality Monitor Calibrations	Every 6 months							✓						
	Lifts/Hoists (internal)	6 months from KoneCrane inspection							✓						
	Lifts/Hoists (Contracted)	Annually													
	Testing Panic buttons/security pads	Annually													
	Fire extinguisher inspections (contracted)	Annually													
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 9/22/20													
	CPR certification*	Every 2 years - last 9/22/20													
	Hearing Tests/Training Video*	Annual										✓			
	Respirator Medical Evaluations*	Annual							✓						
	Respirator Fit Tests*	Annual								-	✓				
	Workzone/Flagger Training	Initial													
	Trenching & Excavation Training	Initial													
	Global Harmonization Video	Initial													
BLS REQUIRED PROGRAMS	Hazard Assessment of PPE	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Bloodborne Pathogen Policy	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Confined Space Program	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Emergency Action Plan	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Electrical Policy (Arc Flash)	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Fire Extinguisher Policy	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Global Harmonization Policy (HazCom)	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Hearing Protection Program	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Ladder Policy	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Lock Out / Tag Out Program	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Respiratory Protection Program	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Silica Exposure Prevention Program	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
	Video Display Terminal Policy	Program Review	Annual	✓											
		Employee Review	Annual		✓	✓									
MISC	Safety Meetings	Quarterly				✓			✓			✓			
	Update Bureau of Labor posters	Every 6 months		✓						✓					
	Post OSHA 300 logs	Annual		✓											
	Prepare Safety budget	Annual													
	SDS inventory	Annual		✓	✓									-	
	NWZAW & Safe Digging Banners	Annual				✓	✓								
	SHAPE inspection	Every 3 years													

* Applicable employees only