

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
Noah Emery, 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 January 10, 2024

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, January 17, 2024, 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 Budget Workshop held on December 13, 2023.
3. See what action the Board will take after a review of the minutes of the Board Meeting held on December 20, 2023.
4. Invitation for Public Comment.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District.
For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
5. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
6. “Utility Services Coordinator” Todd Hill will provide an update on the lead service line inventory project.
7. Staff will provide an update on District operations.
8. General Discussion
9. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent

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A York Water District Board of Trustees 2024 O&M budget workshop was held on Wednesday, December 13, 2023, in the conference room at 86 Woodbridge Road.

President, Richard Boston called the workshop to order at 2:00pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee Stephen Rendall, and Trustee Richard Leigh. Staff present were Superintendent – Donald Neumann, Financial Manager – Patrick Desrosiers,

The Financial Manager presented the Board with a draft of the 2024 Operations and Capital Improvement Budget.

No action was taken.

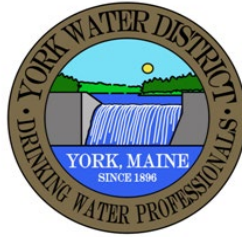
General Discussion:

N/A

President Boston adjourned the meeting at 2:45pm

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District



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December Meeting Minutes

The York Water District Board of Trustees monthly meeting was held on Wednesday, December 20, 2023, as a “hybrid meeting” in person and through remote conferencing as allowed by the district’s remote meeting policy.

President, Richard Boston called the meeting to order at 1:58 pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee – Richard Leigh, and Trustee – Stephen Rendall. Staff present Superintendent – Donald Neumann, Financial Manager- Patrick Desrosiers, Treatment Plant Manager-Ryan Lynch, Resource Protection Manager-Zachariah Mein.

See what action the Board will take after a review of the minutes of the Board Meeting held on November 15, 2023.

On a motion made by Trustee Peterson and duly seconded by Trustee Leigh, it was voted unanimously to accept the Minutes of the November 15, 2023, Board Meeting. **5-0 vote: Motion Passes.**

Public Comment:

Janet Drew

The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.

The Financial Manager presented the Board with monthly budgetary reports and income statements. Revenue for November 2023 was \$8,618 less than projected. Operating expenses for November 2023 were \$41,654 more than projected. Year-to-date revenue for 2023 is \$89,854 less than projected. Operating expenses for 2023 are \$94,222 less than projected.

See what action the Board will take on the proposed 2024 Capital and O&M Budgets.

Don explained to the Board the reductions made to the proposed 2024 budget. Eliminating 95K allows the addition of one YWD employee. On a motion made by Trustee Arsenault and duly seconded by Trustee Rendall, it was voted unanimously to accept the revised 2024 Capital and O&M Budgets. **5-0 vote: Motion Passes.**

See if the Board will discuss updating the approved signers on the district’s bank accounts.

The Financial Manager met with our bank representative to discuss reducing fees and suggested changing the authorized users on the accounts from the Superintendent and two YWD trustees, to the Superintendent and YWD employee (Manager) to alleviate searching for an available authorized user when required. Treasurer-Peterson and President-Boston disagreed with the suggestion. There was no action taken.

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:

On a motion made by Richard Leigh and duly seconded by Trustee Rendall it was voted unanimously to adopt the (YWD and KWD) resolution as presented. **5-0 vote: Motion Passes.**

See if the board will consider options for the 247 Scituate Road land sale funds.

The Financial Manager presented various options to the board options for the sale of the land.: array into surplus, designate start of YWD new building, land site improvements. On a motion made Treasurer- Peterson and duly seconded by Trustee Rendall: it was decided to leave it in monthly reserve operating account and make a journal entry to reflect in the financials.

5-0 vote: Motion Passes.

General Discussion:

President-Boston requested a moment of silence for the former Superintendent, David Michniewicz on his recent passing.

President Boston adjourned the meeting at 2:39 PM

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District

DATE: 1/11/2024
TIME: 1:50:51PM

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647	CHAMPAGNE'S ENERGY	16063136	99.96	12/21/2023	19096	68 GAL PROPANE - RPO
			99.96			
CHARLES BLACK						
1,638	CHARLES BLACK	12/21/2023	109.50	12/21/2023	19097	CELL PHONE STIPEND - C. BLACK
			109.50			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATIONS	1422436011207	129.99	12/21/2023	19098	BROADBAND - TANK SITE
344	CHARTER COMMUNICATIONS	1425335011207	725.35	12/21/2023	19098	BROADBAND - MAIN SITES
			855.34			
DANIEL HINER						
1,720	DANIEL HINER	12/21/2023	109.50	12/21/2023	19099	CELL PHONE STIPEND - D. HINER
			109.50			
DENNIS CONLIN						
1,791	DENNIS CONLIN	4061	27.52	12/21/2023	1328	DEP REF MTR - 19 AGAMENTICUS
			27.52			
DIANE LYNCH						
1,789	DIANE LYNCH	4030	122.10	12/12/2023	1322	DEP REF SVC - 21 ROGERS ROAD
			122.10			
DLJ Corporation						
407	DLJ Corporation	4040	469.88	12/12/2023	1323	DEP REF SVC - 10 JACK RABBIT RIDGE
407	DLJ Corporation	4042	461.32	12/12/2023	1323	DEP REF SVC - 12 JACK RABBIT RIDGE
407	DLJ Corporation	4044	289.29	12/12/2023	1323	DEP REF SVC - 11 JACK RABBIT RIDGE
407	DLJ Corporation	4046	12.77	12/12/2023	1323	DEP REF MTR - 7 JACK RABBIT RIDGE
407	DLJ Corporation	4047	587.92	12/12/2023	1323	DEP REF SVC - 7 JACK RABBIT RIDGE
407	DLJ Corporation	4050	217.26	12/12/2023	1323	DEP REF SVC - 5 JACK RABBIT RIDGE
407	DLJ Corporation	4051	194.78	12/12/2023	1323	DEP REF MTR - 5 JACK RABBIT RIDGE
			2,233.22			
Dowling Corporation						
202	Dowling Corporation	221124	150.00	12/21/2023	19100	HVAC MAINTENANCE
			150.00			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	1618817 12/202	5,290.38	12/12/2023	19071	DECEMBER CREDIT CARD CHARGES
			5,290.38			
Eldredge Lumber						
38	Eldredge Lumber	642886	136.00	12/21/2023	19101	PLANT MAINT MATERIALS
38	Eldredge Lumber	643160	85.81	12/21/2023	19101	PLANT MAINT MATERIALS
38	Eldredge Lumber	644361	86.04	12/21/2023	19101	SHOP SUPPLIES
38	Eldredge Lumber	644503	47.21	12/21/2023	19101	PLANT MAINT MATERIALS
38	Eldredge Lumber	645570	132.15	12/21/2023	19101	PLANT MAINT MATERIALS
38	Eldredge Lumber	645979	12.22	01/04/2024	19126	SHOP SUPPLIES
38	Eldredge Lumber	646344	111.93	01/04/2024	19126	PLANT SUPPLIES

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38	Eldredge Lumber	646468	62.63	01/04/2024	19126	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	647130	7.70	01/04/2024	19126	SHOP SUPPLIES
			681.69			
Eliot Small Engine Repair						
23	Eliot Small Engine Repair	42721	48.06	12/21/2023	19102	RPO SUPPLIES
			48.06			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6243907	3,600.00	12/12/2023	19072	2024 SENSUS SUPPORT
113	Everett J. Prescott, Inc	6268956	1,443.12	12/21/2023	19103	STOCK
113	Everett J. Prescott, Inc	6269220	500.00	12/21/2023	19103	STOCK - BLUEBERRY LANE
			5,543.12			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	4573728	481.90	12/12/2023	19073	173.5 GAL HEATING OIL - OFFICE
988	FIELDING'S OIL & PROPANE	4583700	44.83	12/12/2023	19073	15.4 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4591581	26.79	12/21/2023	19104	9.2 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4600453	104.22	01/04/2024	19127	35.8 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4603555	501.89	01/04/2024	19127	180.7 GAL HEATING OIL - OFFICE
988	FIELDING'S OIL & PROPANE	4612240	94.03	01/04/2024	19127	32.3 GAL DIESEL
			1,253.66			
FW WEBB COMPANY						
1,686	FW WEBB COMPANY	83545835	20,180.16	12/21/2023	19105	METER STOCK - HANNAFORD DRIVE
			20,180.16			
Gary E. Stevens						
213	Gary E. Stevens	2	385.00	12/12/2023	19074	WATERSHED CONSULTING
			385.00			
George G. Roberts Company						
96	George G. Roberts Company	0075147-IN	553.00	12/12/2023	19075	STOCK - 29 OCEAN AVE EXT
			553.00			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	ANNLSUB00000	1,375.00	12/18/2023	19089	2024 FSA & HRA ANNUAL FEE
			1,375.00			
Hach Chemical						
66	Hach Chemical	13855193	725.04	01/04/2024	19128	LAB CONSUMABLES
			725.04			
HD SUPPLY, INC						
155	HD SUPPLY, INC	INV00207477	221.93	12/21/2023	19123	PLANT MAINT MATERIALS
155	HD SUPPLY, INC	INV00211085	83.80	12/21/2023	19123	PLANT MAINT MATERIALS
155	HD SUPPLY, INC	INV00211125	17.01	12/21/2023	19123	PLANT MAINT MATERIALS
			322.74			
KAREN HALE						
1,305	KAREN HALE	12/31/2023	14.54	01/04/2024	19129	MILEAGE REIMBURSEMENT - K. HALE

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			14.54			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	12/18/2023	373.97	12/21/2023	19106	2023 BOOT ALLOWANCE - D NEUMANN & C
1,670	KITTERY TRADING POST	12/27/2023	525.43	01/04/2024	19130	EMPLOYEE UNIFORMS
1,670	KITTERY TRADING POST	9669	208.23	12/21/2023	19106	EMPLOYEE UNIFORMS
1,670	KITTERY TRADING POST	9672	1,195.74	12/21/2023	19106	WINTER GEAR FOR CREW
			2,303.37			
KYOCERA						
1,202	KYOCERA	55L2422141	81.05	12/21/2023	19113	MONTHLY OFFICE/SHOP PRINTER CHARGE
			81.05			
Maine Employers Mutual						
33	Maine Employers Mutual	2024-1 1810083	4,210.50	12/21/2023	19107	QRTL WORKERS COMP INSURANCE
			4,210.50			
Maine Water Utilities						
148	Maine Water Utilities	2005879	3,952.00	12/18/2023	19090	2024 MWUA MEMBERSHIP DUES
148	Maine Water Utilities	2006028	180.00	12/21/2023	19108	MWUA TRAINING - 3 STAFF
148	Maine Water Utilities	2006177	690.00	01/04/2024	19131	MWUA CONFERENCE - 4 STAFF
			4,822.00			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	28100	35.32	12/12/2023	19076	MONTHLY VOICEMAIL CHARGES
			35.32			
MB TRACTOR & EQUIPMENT						
833	MB TRACTOR & EQUIPMENT	EE06118	72,351.60	12/12/2023	19077	2022 KUBOTA L-47 TRACTOR
833	MB TRACTOR & EQUIPMENT	EE06143	14,906.19	12/12/2023	19077	2022 KUBOTA L-47 TRACTOR
			87,257.79			
MICHAEL BEAUMIER						
1,796	MICHAEL BEAUMIER	12/18/2023	174.06	01/04/2024	19132	2024 BOOT ALLOWANCE - M. BEAUMIER
			174.06			
NEIWPPC-JETCC						
286	NEIWPPC-JETCC	006669	200.00	12/21/2023	19109	WATER CHEMISTRY CLASS
			200.00			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	223120244	120.00	12/21/2023	19110	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223120278	15.00	12/21/2023	19110	SAMPLES - BLUEBERRY LANE
587	NELSON ANALYTICAL LLC	223120305	15.00	01/04/2024	19133	SAMPLES
587	NELSON ANALYTICAL LLC	223120395	105.00	01/04/2024	19133	ROUTINE BACTERIA SAMPLES
			255.00			
NM Curtis Earth Works, Inc.						
1,594	NM Curtis Earth Works, Inc.	10044	33,263.30	12/21/2023	19111	MAIN INSTALLATION - BLUEBERRY LANE
			33,263.30			

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OPENTEXT, INC						
1,751	OPENTEXT, INC	9004441275	9.80	01/04/2024	19134	CARBONITE CHARGE
			9.80			
PATRICK DESROSIERS						
1,311	PATRICK DESROSIERS	12/21/2023	109.50	12/21/2023	19112	CELL PHONE STIPEND - P. DESROSIERS
			109.50			
PATTY CARTER						
1,255	PATTY CARTER	12/31/2023	37.86	01/04/2024	19135	MILEAGE REIMBURSEMENT - P. CARTER
			37.86			
Portland Plastic Pipe						
101	Portland Plastic Pipe	3803	4,318.09	12/12/2023	19078	HYPO FEED SYSTEM MATERIALS
101	Portland Plastic Pipe	4068	367.85	12/12/2023	19078	HYPO FEED SYSTEM MATERIALS
101	Portland Plastic Pipe	4074	320.45	01/04/2024	19136	HYPO FEED SYSTEM MATERIALS
101	Portland Plastic Pipe	4115	-91.03	01/04/2024	19136	RETURN ITEM
			4,915.36			
ROBBINS AUTO PARTS						
931	ROBBINS AUTO PARTS	460-276081	81.52	12/21/2023	19114	VEHICLE MAINT MATERIALS
			81.52			
ROBERT W. GRAY						
1,785	ROBERT W. GRAY	4048	596.17	12/12/2023	1324	DEP REF SVC - 4 PARLIN RD
1,785	ROBERT W. GRAY	4049	75.31	12/12/2023	1324	DEP REF MTR - 4 PARLIN ROAD
			671.48			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2356-RETAINAC	5,420.50	12/21/2023	19115	RETAINAGE - SPRING STREET MAIN
99	Roger Pratt Excavating & Pav	2451	40,778.75	12/21/2023	19115	MAIN INSTALLATION - SUNSET ROAD
99	Roger Pratt Excavating & Pav	2452	4,821.00	12/21/2023	19115	FILL MATERIALS
			51,020.25			
RUNYON KERSTEEN OUELLETTI						
509	RUNYON KERSTEEN OUELLETTI	46237	5,000.00	12/21/2023	19116	FINAL AUDIT BILL
			5,000.00			
SHELLEY KIMBALL						
706	SHELLEY KIMBALL	12/31/2023	68.10	01/04/2024	19137	MILEAGE REIMBURSEMENT - S. KIMBALL
			68.10			
STEVEN CURTIS						
1,759	STEVEN CURTIS	12/04/2023 B	59.75	12/12/2023	19079	MILEAGE REIMBURSEMENT - S. CURTIS
1,759	STEVEN CURTIS	12/21/2023	109.50	12/21/2023	19117	CELL PHONE STIPEND - S. CURTIS
			169.25			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	307898	89.28	12/21/2023	19118	STOCK ITEMS
			89.28			

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SULLIVAN'S TIRE PORTSMOUTH						
144	SULLIVAN'S TIRE PORTSMOUTH	K65855	672.48	01/04/2024	19138	TRUCK TIRES
			672.48			
THE JOURNEYMAN PRESS						
1,792	THE JOURNEYMAN PRESS	12/18/2023	2,081.60	12/18/2023	19091	POSTAGE - LSLI LETTER
1,792	THE JOURNEYMAN PRESS	124533011	2,088.00	01/04/2024	19139	LSLI LETTERS
			4,169.60			
THEODORE E. HOWARD						
1,700	THEODORE E. HOWARD	12/15/2023	4,928.80	12/21/2023	19120	WATERSHED MANAGEMENT PLAN
			4,928.80			
THOMAS C OREILLY REVOCABLE						
1,790	THOMAS C OREILLY REVOCABLE	31748	500.00	12/12/2023	19080	UB 5766 22 WANAQUE ROAD
			500.00			
Thomas J. Chase						
325	Thomas J. Chase	12/16/2023	225.00	12/21/2023	19121	2023 BOOT ALLOWANCE - T. CHASE
			225.00			
TIDEWATER ENGINEERING & S						
1,216	TIDEWATER ENGINEERING & S	2338	7,500.00	12/21/2023	19122	ENGINEERING - RESERVE STREET MAIN
			7,500.00			
TIMKEN MOTOR & CRANE SVCS						
119	TIMKEN MOTOR & CRANE SVCS	72718	1,284.06	12/21/2023	19119	WHITE PINE PS VFD PUMP
			1,284.06			
TIMOTHY BREEN						
1,786	TIMOTHY BREEN	4038	570.49	12/12/2023	1325	DEP REF SVC - 1841 US ROUTE 1
1,786	TIMOTHY BREEN	4039	115.54	12/12/2023	1325	DEP REF MTR - 1841 US ROUTE 1
			686.03			
TIMOTHY GORMAN						
1,787	TIMOTHY GORMAN	4036	1,049.62	12/12/2023	1326	DEP REF SVC - 3 JAMIES WAY
1,787	TIMOTHY GORMAN	4037	177.23	12/12/2023	1326	DEP REF MTR - 3 JAMIES WAY
			1,226.85			
Treasurer State of Maine						
216	Treasurer State of Maine	12/11/2023	75.00	12/12/2023	19081	LICENSE RENEWAL - J. BRACY
			75.00			
TYLER TECHNOLOGIES, INC.						
330	TYLER TECHNOLOGIES, INC.	045-446081	12,848.48	12/12/2023	19082	Q1-2024 MUNIS CHARGES
			12,848.48			
UNIVAR USA, INC						
585	UNIVAR USA, INC	51720132	2,704.00	01/04/2024	19140	1000 GAL SODIUM HYPOCHLORITE
			2,704.00			

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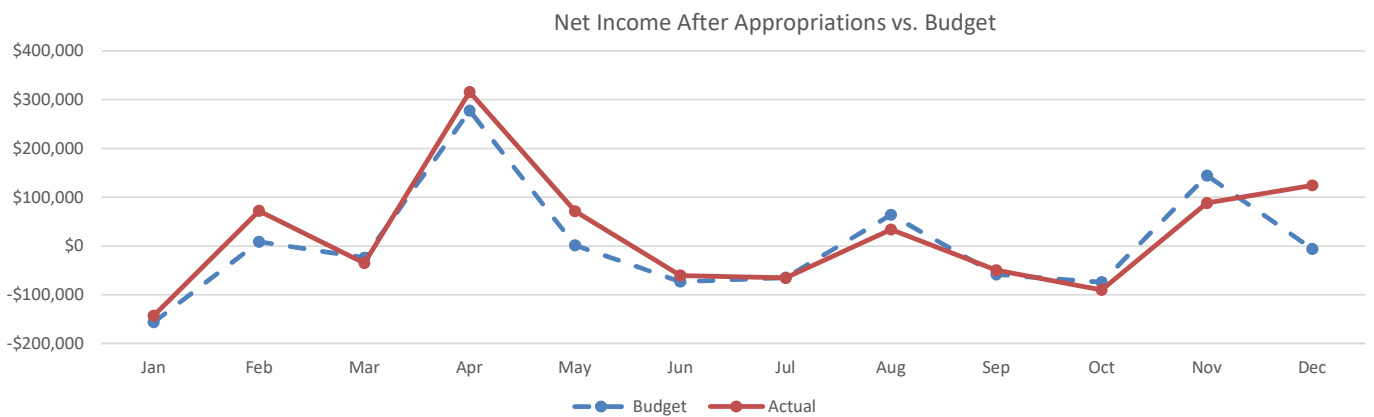
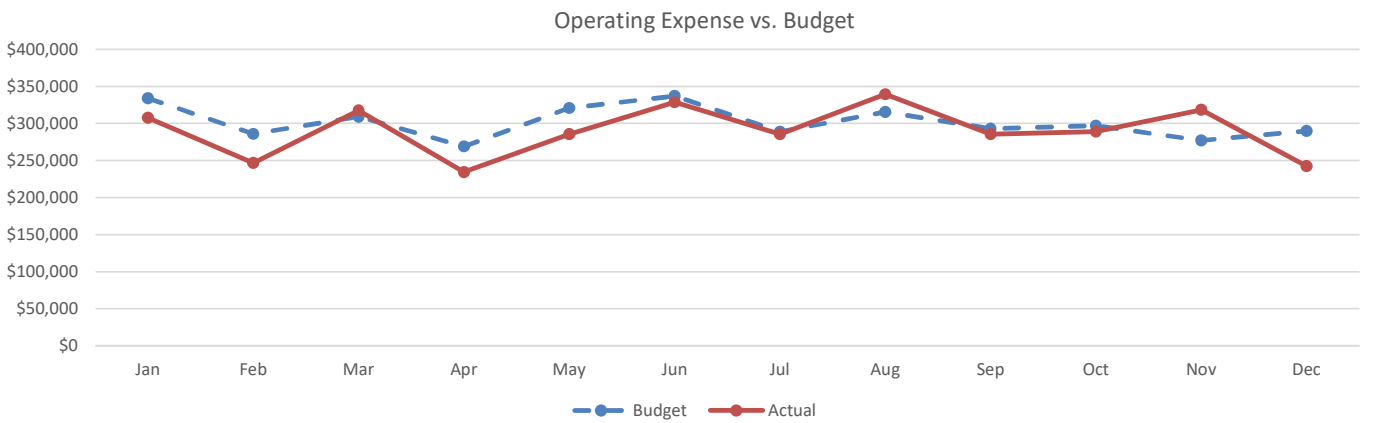
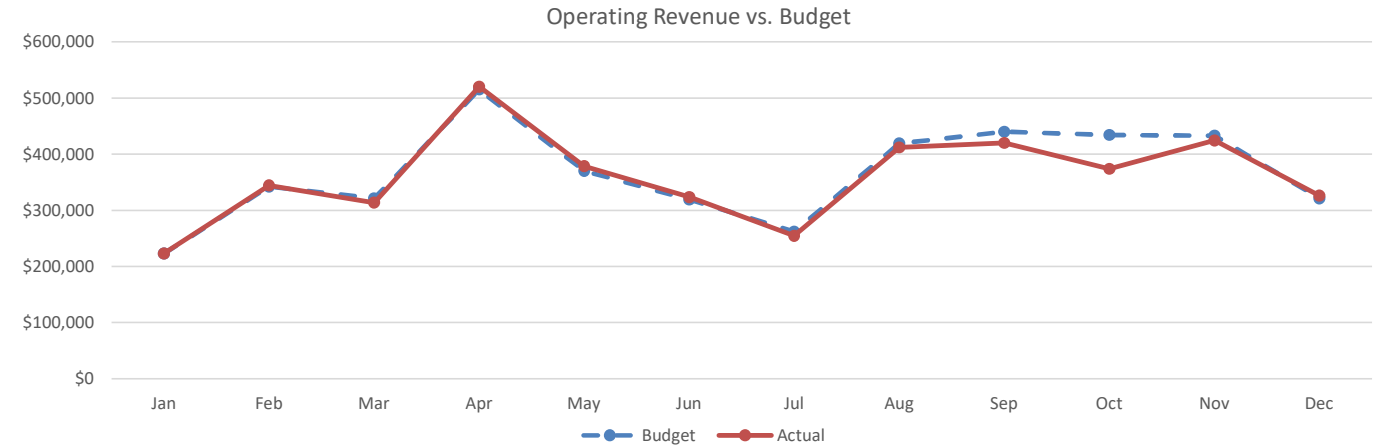
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VERIZON WIRELESS						
836	VERIZON WIRELESS	9949751683	715.16	12/12/2023	19083	MONTHLY CELL PHONES & TABLETS
836	VERIZON WIRELESS	9949751684	611.29	12/12/2023	19083	MONTHLY ONE-TALK CHARGES
			1,326.45			
VERRILL						
128	VERRILL	634094	5,388.00	12/12/2023	19084	MISC LEGAL COUNCIL
128	VERRILL	634247	1,548.50	12/12/2023	19084	LEGAL COUNCIL - WATERSHED AGREEMENT
			6,936.50			
W.B.MASON, INC.						
532	W.B.MASON, INC.	242772875	102.04	12/21/2023	19124	OFFICE SUPPLIES
532	W.B.MASON, INC.	242909702	30.96	12/12/2023	19085	OFFICE SUPPLIES
532	W.B.MASON, INC.	243192378	134.62	12/21/2023	19124	OFFICE SUPPLIES
			267.62			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9915196993	167.11	12/21/2023	19125	TYVEK COVERALLS
65	W.W. Grainger CO. Inc.	9920760395	71.66	12/12/2023	19086	MATERIALS - GULF HILL PS
65	W.W. Grainger CO. Inc.	9922631313	111.60	12/21/2023	19125	PLANT SUPPLIES
65	W.W. Grainger CO. Inc.	9928699413	97.20	12/21/2023	19125	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9928704460	77.88	12/21/2023	19125	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9935782509	185.73	01/04/2024	19141	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9937393982	64.33	01/04/2024	19141	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9939133063	52.19	01/04/2024	19141	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9939399540	318.74	01/04/2024	19141	PLANT SUPPLIES
65	W.W. Grainger CO. Inc.	9940493415	74.08	01/04/2024	19141	SHOP SUPPLIES
			1,220.52			
WEX BANK						
1,415	WEX BANK	94236334	1,120.41	01/04/2024	19142	MONTHLY FLEET GAS CHARGES
			1,120.41			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (	23-0000256782	382.00	12/12/2023	19087	DUMPSTER SERVICE
			382.00			
WOODARD & CURRAN, INC						
552	WOODARD & CURRAN, INC	227493	2,771.53	12/12/2023	19088	TREATABILITY ASSESSMENT
			2,771.53			

WARRANT TOTAL:

295,372

York Water District Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of January 9, 2024

Account	Balance	Account	Balance
Operating	\$1,619,121.97	Watershed	\$311,805.85
System Development	\$272,485.00	Customer Advance	\$305,682.43
Investment Account	\$1,004,569.88		
Land Sale Funds	\$188,000.00		
Reserved for Tank Painting	\$ 1,100,004.00		
Operating Reserve	\$1,608,172.85	% of Recommended Reserve	124%

York Water District
Income Statement - Preliminary
For the Month Ending December 31, 2023

Operating Revenue

▲ **\$4,904**

Operating Expense

▼ **(\$47,712)**

Net Income/(Loss)

▲ **\$130,625**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>
Residential Metered Sales	\$ 189,642	\$ 183,000	\$ 6,642	\$ 2,537,000	0%
Commercial Metered Sales	32,259	33,000	(741)	506,000	0%
Governmental Metered Sales	1,401	2,000	(599)	89,000	-1%
Public & Private Fire Protection	100,694	102,000	(1,306)	1,249,000	0%
Other Operating Revenue	1,908	1,000	908	18,000	5%
Total Operating Revenue	325,904	321,000	4,904	4,399,000	0%
Salaries & Wages	136,137	182,000	(45,863)	1,751,000	-3%
Employee Benefits	48,927	33,000	15,927	771,000	2%
Purchased Power & Water	7,163	6,000	1,163	82,000	1%
Chemicals	2,704	9,000	(6,296)	108,000	-6%
Materials & Supplies	24,556	23,000	1,556	309,000	1%
Contracted Services	11,618	20,000	(8,382)	472,000	-2%
Transportation Expense	2,419	4,000	(1,581)	52,000	-3%
Insurance	-	-	-	50,000	0%
Other Miscellaneous Expenses	8,764	13,000	(4,236)	98,000	-4%
Total Operating Expense	242,288	290,000	(47,712)	3,693,000	-1%
Depreciation & Amortization Expense	70,615	71,000	(385)	804,000	0%
Net Non-Operating Income	111,522	33,000	78,522	487,000	16%
Debt Service	10,232	9,000	1,232	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	\$ 124,125	\$ (6,500)	\$ 130,625	\$ 12,000	

Year-end payroll accrual entry not yet made.

Year-end job burden entries not yet made.

Final payment of SDC charges for Hannaford Drive project (\$70,000).

York Water District
Income Statement - Preliminary
For the Twelve Months Ending December 31, 2023

Operating Revenue

▼ **(\$84,950)**

Operating Expense

▼ **(\$211,934)**

Net Income/(Loss)

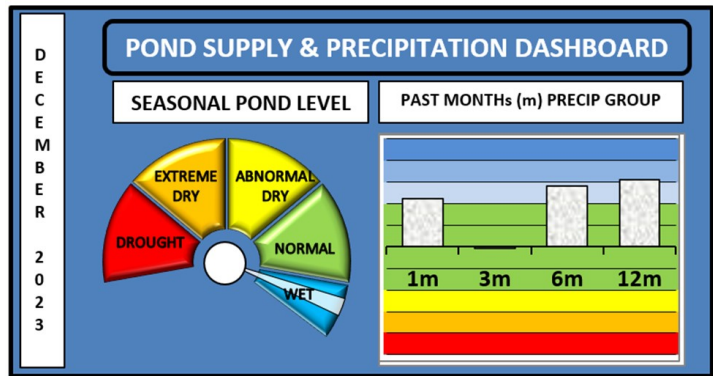
▲ **\$248,851**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>	
Residential Metered Sales	\$ 2,469,271	\$ 2,537,000	\$ (67,729)	\$ 2,537,000	-3%	
Commercial Metered Sales	482,773	506,000	(23,227)	506,000	-5%	
Governmental Metered Sales	89,756	89,000	756	89,000	1%	
Public & Private Fire Protection	1,257,077	1,249,000	8,077	1,249,000	1%	
Other Operating Revenue	15,173	18,000	(2,827)	18,000	-16%	
Total Operating Revenue	4,314,050	4,399,000	(84,950)	4,399,000	-2%	Impact of the very wet summer on revenue.
Salaries & Wages	1,688,048	1,751,000	(62,952)	1,751,000	-4%	
Employee Benefits	711,810	771,000	(59,190)	771,000	-8%	Less employees on District health insurance than expected.
Purchased Power & Water	73,950	82,000	(8,050)	82,000	-10%	
Chemicals	101,379	108,000	(6,621)	108,000	-6%	
Materials & Supplies	290,661	309,000	(18,339)	309,000	-6%	Consulting projects planned to be complete in 2023 will not be fully billed until 2024.
Contracted Services	411,362	472,000	(60,638)	472,000	-13%	
Transportation Expense	60,077	52,000	8,077	52,000	16%	Costly repair to large Distribution vehicle.
Insurance	50,644	50,000	644	50,000	1%	
Other Miscellaneous Expenses	93,135	98,000	(4,865)	98,000	-5%	
Total Operating Expense	3,481,066	3,693,000	(211,934)	3,693,000	-6%	
Depreciation & Amortization Expense	847,380	804,000	43,380	804,000	5%	
Net Non-Operating Income	642,560	487,000	155,560	487,000	32%	Grant money recieved from Wheeler Trust. higher than expected timber harvest revenue.
Debt Service	485,321	495,000	(9,679)	495,000	-2%	
Tank Painting Contribution	115,992	116,000	(8)	116,000	0%	
Depreciation Funds Allocated to O&M	(234,000)	(234,000)	-	(234,000)	0%	\$72,000 in projects budgeted for 2023 will not be complete until 2024.
Net Income After Appropriations	\$ 260,851	\$ 12,000	\$ 248,851	\$ 12,000		

York Water District
Preliminary Balance Sheet
As of December 31, 2023

	12/31/2023	12/31/2022	vs SOY
Capital Assets	47,780,650	46,100,311	1,680,339
Less: Accumulated Depreciation	22,712,091	21,728,291	983,800
Total Net Capital Assets	25,068,559	24,372,020	696,539
Cash	2,462,497	2,998,265	-535,768
Investments	1,000,000	0	1,000,000
Accounts Receivable	660,017	612,378	47,639
Inventory	367,831	537,441	-169,610
Prepayments	25,986	45,105	-19,119
Total Current and Accrued Assets	4,516,331	4,193,189	323,142
Deferred Debits	4,268,352	4,303,502	-35,150
TOTAL ASSETS AND OTHER DEBITS	33,853,242	32,868,711	984,531
Long-Term Debt	3,045,605	2,909,231	136,374
Accounts Payable	48,187	232,466	-184,279
Accrued Taxes	757	1,821	-1,064
Accrued Interest	8,700	16,393	-7,693
Miscellaneous Current and Accrued Liabilities	1,691,486	1,805,844	-114,358
Total Current and Accrued Liabilities	1,749,130	2,056,524	-307,394
Advances for Construction	598,717	276,855	321,862
Other Deferred Credits	3,080,884	3,073,009	7,875
Total Deferred Credits	3,679,601	3,349,864	329,737
Contributed Funds	1,424,212	1,254,687	169,525
Contributions In Aid Of Construction (C.I.A.C.)	10,606,431	10,284,914	321,517
Less: Accumulated Depreciation of C.I.A.C	3,453,944	3,274,144	179,800
Total Net C.I.A.C	7,152,487	7,010,770	141,717
Appropriated Retained Earnings	14,596,894	14,596,894	0
Unappropriated Retained Earnings	2,205,313	1,690,741	514,572
Total Equity Capital	16,802,207	16,287,635	514,572
TOTAL LIABILITIES AND EQUITY	33,853,242	32,868,711	984,531

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2023	21.7	0	+0.3 (Very Wet)	6.27" (Very Wet)
2022	19.5	+1.7 KKW	+0.2 (Moderately Wet)	4.42" (Normal)
2021	21.9	-1.0 KKW	+0.1 (High Normal)	3.08" (Low Normal)
2020	14.0	+3.3 KKW	-0.9 (Normal)	4.96" (High Normal)
* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.				



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Billing	5

TREATMENT REPORT

By: Noah Emery

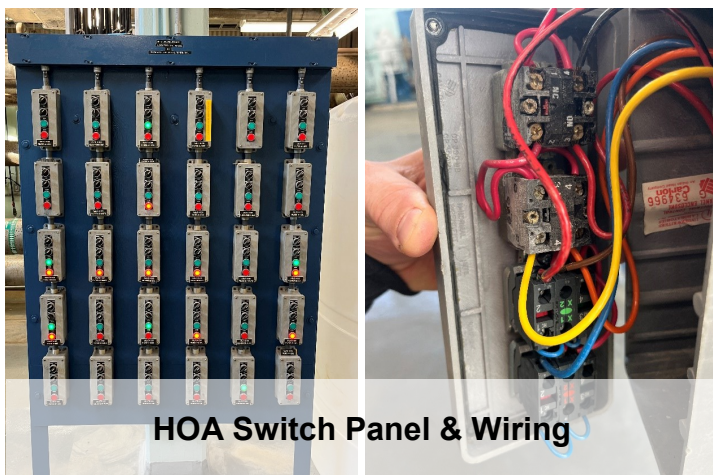
The average precipitation for the month of December is 4.12 inches. We received 6.27 inches of rain which is considered very wet. This breaks a small two-month streak of near average precipitation. The pond level is still considered very wet for this time of year as the pond was still overflowing by several inches at the end of the month. On average, the pond is 10 inches below full this time of year, but rising. Pond water quality still remains poor. Treatment operators continue to adjust chemicals as needed. NOAA is predicting slightly above normal precipitation into February. The past year ended having the 2nd highest precipitation level in the past 32 years. Second to only 2005, which had 67.1 inches.

It was an eventful month as our long-time Plant Manager informed us he was moving on to the next stage of his career. This announcement meant we needed to ensure his 19 years of experience and hard work at the District was trans-

ferred to the other operators before his departure. Much of the month was spent on this process, which included things like password transfers, verifying compliance items, data transfers, updating contacts with vendors and in District plans, and overviewing the maintenance and troubleshooting of the database and files Ryan created.

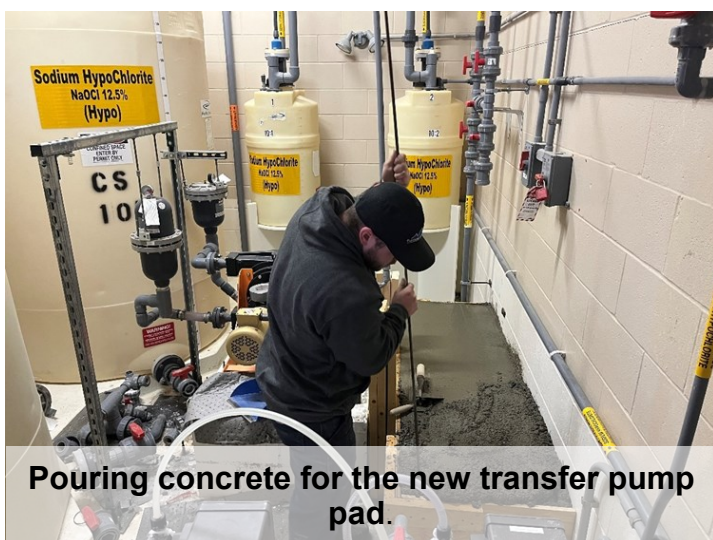
Aquilla & Neptune was scheduled to complete the replacement of the last two original valve actuators at the treatment plant. There are 30 actuators, which we have been replacing proactively at 2-3 per year due to life expectancy. However, when they were here performing the work, they realized one had the wrong adapter plate and the other had an issue of stray voltage in the wiring. After much troubleshooting they found that some of the switches were faulty and had to be bypassed. This board of switches is original but the indicator lights attached to it were updated to LEDs a few years back and

they have been burning out prematurely. This stray voltage may be a reason the LEDs are burning out as well. We are getting a couple quotes to replace all the switches.



HOA Switch Panel & Wiring

Operators began the overhaul of the sodium hypochlorite system this month. This chlorine system is original, since the transition from chlorine gas almost 20 years ago. Upon performing a repair earlier this year we noticed the piping had become brittle. While replumbing this system with new pipe we decided to improve the setup of the transfer pump system which transfers chemicals from the bulk tanks to the day tanks. The below picture shows Steven pouring concrete for the new transfer pump pad. This process has to be done in stages as each bulk tank needs to be drained completely to replace the isolation valves.



Pouring concrete for the new transfer pump pad.

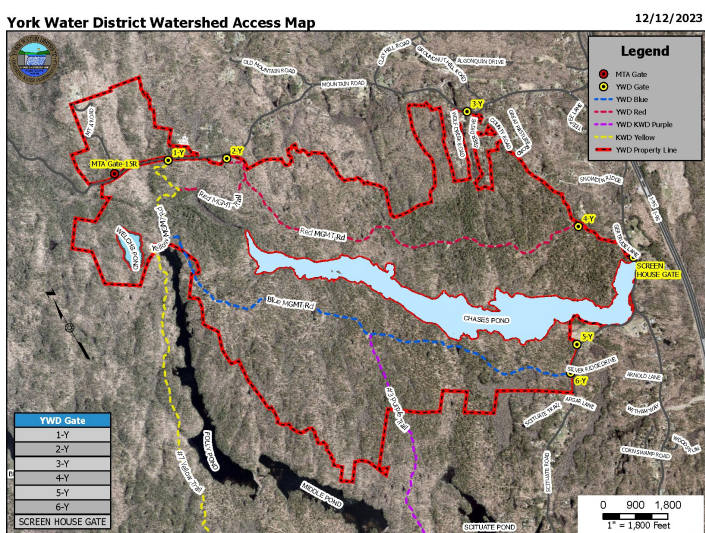
GIS REPORT

By: Todd Hill

I helped Webster mark out a DigSafe on Old Beech Ridge Road, Beech Ridge Road and both the east and west side of Interstate 95, for the water main boring project that will create a second interconnection with the Kittery Water District which also includes the pump station on Old Beech Ridge Road. A required shoreland permit was also pulled and submitted to the York Code Enforcement Office due to the location of the water line boring project.

Some changes have been needed for the search and rescue map and a few of the organizations that are involved in making the map have made comments on how the map should look moving forward especially on property they own and or maintain. At this time, I have been working on some of the updates that have been received.

I finished the eight maps that will be part of the Watershed Management Plan. These maps were created using a combination of ArcGIS Pro and ArcGIS Desktop. Access, boundary line and soils maps are just a few of the maps that will be included in the plan. PDF versions of the maps have been exported and will be ready to be inserted when the plan is finalized.



Water utility features have been collected for two water main extension projects. The first extension was for 15 Blueberry Lane. This included 80

feet of eight-inch ductile iron pipe, two-inch blow-off and a one-inch water service. The second extension was for Sunset Road. This project has been in the works for several years now and finally five property owners now have a deep water service. Around 380 feet of six-inch ductile iron water pipe was installed along with a two-inch blow-off and five one-inch water services with one-inch plastic meter pits for each property. Utility features for both projects have been collected using the Arrow Gold GPS receiver, water feature layers have been updated and posted to ArcGIS online.

A lead service line inventory letter went out the week of December 18th. The letter included a two page document that gave our customers the instructions on how to identify the water line and how to take the pictures of the water line. The help document that was included with the letter was created by our friends at DC Water & Sewer. I reached out to customer service at DC Water to see if we could use this document with our letter and within 48 hours Maureen Schmelling who is the Water Quality and Technology Director contacted me giving the District permission to use it. To date, the response has been incredible with over 50 submission on 12/22/2023. This includes not only picture submission but requests for us to do an onsite inspection. Since December 22nd, the emails keep coming in and on site inspections have been getting scheduled daily.

RESOURCE PROTECTION REPORT

By: Zachariah Mein

In December, Don and I went to the York Planning Board for the updated watershed fall line public forum hearing. It passed with no issues so it will appear on the voting ballot in May for the public to vote on. This has been one of my big ongoing projects that I can mark off my list. One of the other ongoing projects has been the search and rescue map update which has been sent out as a draft to all the parties involved. We have been getting good feedback on it in December and will hopefully have the map finished

in January of 2024. This month, I was able to wrap up the Silver Road project with code enforcement and completed the documentation needed for the drinking water program. The drinking water program approved the grant that was used towards this project and has awarded the District \$20,000 that we requested this past spring.

I was able to focus more on land maintenance this month taking the brush saw out into the watershed roughly once a week for a few hours to weed the American Beech. I started by the Scituate Road entrance on Blue Management Road and have been working my way in. The progress has been steady, and visually it has made a big difference as the young Beech hold most of their leaves through the winter. Removing the suckers from old stumps and nearby roots but leaving established mature Beech has opened a lot of area up giving other species the light and nutrients to get above the Beech. I will continue this project throughout winter as long as the weather cooperates.



Storm damage on Red Management Road.

The big storm earlier this month did drop two trees in the watershed, one along the County Road access trail, and one across the Red Management Road, and created a wash out on the Red Cross Over Trail. Surprisingly, that was the only issues on the trails. I cut them into sections and the distribution crew was able to move them out of the way with the tractor. Robbie, from the

crew, also got a lot of maintenance items completed on the side-by-side. There was a leak in one of the coolant lines which had drained the radiator on one of Gary's patrols. After fixing the coolant line, the side-by-side was also given an oil change, valve adjustment, and all four new tires to get it back in order for the new year.

DISTRIBUTION REPORT

By: Webster Ropke



Main extension on Sunset Road.

There were two homeowner driven main extensions done this month. The first one was Sunset Road, off Broadway. The water on Sunset was all summer lines before the main extension. Pratt Excavation did the excavating and installation of 380 feet of six-inch water main, five services and installed five plastic meter pits on the homeowner side. The new main was tapped off of the eight-inch main on Broadway. The District did the inspecting, pressure testing and bacteria sampling. This job was the most difficult main extension we have done. The road is very narrow with a lot of very hard ledge that had to be hammered. It took some time. There are still a few homes on the summer line.

The second main extension was on Blueberry Lane. Curtis Earthworks excavated and installed 80 feet of eight-inch water main and one service. Curtis only had to hammer a few feet of ledge, the rest of the digging was in earth. The main

was extended from an existing main on Blueberry Lane. The District did the inspecting, pressure testing and bacteria sampling.



The District hosted a class on how to fuse heavy duty polyethylene pipe.

The District hosted a class on how to fuse heavy duty polyethylene pipe (HDPE). The class was put on by Everett J. Prescott, Inc. Operators from two other water districts attended as well. The fusion process is done by using either a hand operated machine used for smaller pipe or one operated by electricity and hydraulics for the larger pipe. The pipe is placed in the machine and the ends are shaved to make two even surfaces. Then a heat plate is placed in the machine and both sections of pipe are heated for a certain amount of time depending on the size of pipe. The plate is taken out and both ends are pushed to form the fusion, commonly known as the weld. The welded joint, if done properly, is stronger than the pipe. Poly pipe can be used above ground and below. It has its disadvantages and many advantages. The biggest disadvantage is using it for main replacements due to the length of pipe that are commonly 40 or 50 foot lengths before they are welded. The District uses two-inch poly for all of our summer lines. We use it for sleeving old water mains and it is always used when a road crossing is done by directional drilling. We did two river crossings with poly pipe. The class was very informative and hands on class.

WELLNESS REPORT

By: Karen Hale

Immunity and Nutrition



A balanced diet, minimizing stress and getting enough sleep is a great way to boost the immune system. A diet full of processed foods and not enough variety can reduce your body's ability to produce and activate antibodies and immune cells. Besides Vitamin C, other nutrients and vitamins that are essential for a strong immune system include:

- Zinc. Found in beans, lentils and pumpkin seeds.
- Iron. Found in spinach, liver, shellfish and legumes.
- Vitamin D. Found in tuna, cheese, egg yolks and salmon.
- Protein. Found in eggs, meat and tofu.
- Selenium. Found in turkey, fish and Brazil nuts.

DECEMBER BILLING

York Beach Route

2023	Usage(cf)	Revenue	Customers
Residential	1,691,700	\$189,642	1,881
Commercial	706,200	\$32,259	95
Governmental	10,100	\$1,401	8

2022	Usage(cf)	Revenue	Customers
Residential	1,927,900	\$199,872	1,844
Commercial	795,600	\$33,109	92
Governmental	25,600	\$2,133	8

WATER QUALITY REPORT

REPORT DATE: 1/3/2024

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
703,650	41	0.09	9.08	0.09	2.24	1.41		0.24	0.12	0.33

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
12/27/2023	40	0.10	9.05	0.06	2.40	1.37	19	0	0.050	0.06	0.058
12/18/2023	40	0.11	9.15	0.08	2.00	1.39	18	5	0.062	0.06	0.094
12/13/2023	42	0.11	9.12	0.04	2.10	1.45	19	2	0.073	0.04	0.047
12/6/2023	42	0.08	9.05	0.04	2.10	1.41	17	5	0.058	0.00	0.011
AVERAGE RESULTS:	41	0.10	9.09	0.06	2.15	1.41	18	3	0.061	0.04	0.053
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	12/27/2023	0.10	9.20	0.06	1.70	1.56	17		0.024	0.030	0.019
Route 1 at Pine Ledge Motel S	12/18/2023	0.12	9.10	0.02	1.70	1.55	18		0.022	0.020	0.020
Route 1 at Pine Ledge Motel S	12/11/2023	0.09	9.20	0.03	1.50	1.44	19		0.026	0.030	0.021
Route 1 at Pine Ledge Motel S	12/6/2023	0.10	9.18	0.02	1.50	1.48	18		0.033	0.040	0.007
Route 1 North Pump Station	12/27/2023	0.10	9.00	0.05	1.70	1.46	19		0.027	0.030	0.038
Route 1 North Pump Station	12/18/2023	0.12	9.08	0.05	1.70	1.50	17		0.027	0.020	0.014
Route 1 North Pump Station	12/11/2023	0.11	9.07	0.04	1.60	1.62	16		0.016	0.020	0.018
Route 1 North Pump Station	12/6/2023	0.10	9.16	0.02	1.90	1.56	18		0.022	0.020	0.022
Route 1 South Pump Station	12/27/2023	0.07	9.50	0.09	2.40	1.33	21		0.039	0.060	0.030
Route 1 South Pump Station	12/18/2023	0.09	8.98	0.06	2.10	1.10	17		0.021	0.040	0.036
Route 1 South Pump Station	12/11/2023	0.07	8.89	0.06	2.20	1.45	17		0.014	0.000	0.015
Route 1 South Pump Station	12/6/2023	0.12	9.07	0.07	2.20	1.54	18		0.033	0.080	0.019
Simpson Hill Tank (SHT)	12/27/2023	0.09	8.89	0.06	1.70	1.52	17		0.029	0.030	0.052

Simpson Hill Tank (SHT)	12/18/2023	0.11	8.90	0.15	1.70	1.59	17		0.031	0.040	0.013
Simpson Hill Tank (SHT)	12/11/2023	0.11	8.95	0.04	1.70	1.75	17		0.016	0.030	0.022
Simpson Hill Tank (SHT)	12/6/2023	0.11	8.99	0.02	1.60	1.55	17		0.031	0.030	0.012
York Heights Tank (YHT)	12/27/2023	0.08	8.78	0.08	2.00	1.35	16		0.034	0.000	0.049
York Heights Tank (YHT)	12/18/2023	0.10	8.88	0.09	2.00	1.14	17		0.038	0.020	0.049
York Heights Tank (YHT)	12/11/2023	0.10	8.85	0.04	2.00	1.50	17		0.024	0.000	0.025
York Heights Tank (YHT)	12/6/2023	0.11	8.95	0.11	2.00	1.40	17		0.039	0.000	0.030
York Water District Office	12/27/2023	0.09	8.66	0.07	1.90	1.54	17		0.027	0.020	0.033
York Water District Office	12/18/2023	0.10	8.62	0.07	1.90	1.47	16		0.031	0.040	0.030
York Water District Office	12/11/2023	0.11	8.77	0.06	2.00	1.50	15		0.020	0.050	0.011
York Water District Office	12/6/2023	0.12	8.78	0.05	2.00	1.59	16		0.032	0.050	0.026
AVERAGE RESULTS:		0.10	8.98	0.06	1.86	1.48	17		0.027	0.029	0.025
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10
ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)											
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform		
South Side Road Near Blaisdell Farm	12/12/2023	0.11	9.03	0.04	2.00	1.65	17	9.0	ABSENT		
Route 1 @ River Bend Road	12/12/2023	0.11	8.90	0.02	2.10	1.53	18	9.0	ABSENT		
Route 1 @ Mr. Mikes Convenience Store	12/12/2023	0.09	8.89	0.02	2.30	1.52	17	7.1	ABSENT		
Webber Road Near Ridge Road (73 Webber)	12/12/2023	0.14	9.00	0.03	2.30	1.57	18	7.3	ABSENT		
Ridge Road Across from Coastal Ridge Elemen	12/12/2023	0.07	8.85	0.03	2.40	1.56	17	7.8	ABSENT		
Route 1A @ Roaring Rock Road	12/12/2023	0.12	8.96	0.03	2.10	1.58	18	9.0	ABSENT		
Route 1 @ Old Post Road (Tranmission Line)	12/12/2023	0.13	8.94	0.03	2.20	1.54	18	5.5	ABSENT		
White Pine Pump Station Near Route 1	12/12/2023	0.22	8.87	0.03	2.30	1.62	17	9.1	ABSENT		
Organug Road @ Indian Trail	12/19/2023	0.10	8.81	0.04	2.20	1.51	16	8.0	ABSENT		
Seabury Road Near Route 103	12/19/2023	0.12	9.10	0.06	1.70	1.58	17	8.5	ABSENT		
Stageneck Road @ Harbor Beach Road	12/19/2023	0.12	9.09	0.03	1.80	1.63	17	9.1	ABSENT		
Nubble Road at Sewer Pump Station	12/19/2023	0.11	9.13	0.05	2.00	1.54	18	9.5	ABSENT		
Yorkshire Commons @ York Street	12/19/2023	0.10	8.95	0.03	2.20	1.50	17	7.6	ABSENT		

Route 1A @ York Senior Center formerly YPD	12/19/2023	0.09	8.95	0.04	2.20	1.64	16	8.2	ABSENT
Clark Road Cape Neddick	12/19/2023	0.10	9.03	0.03	1.70	1.64	18	8.3	ABSENT
	Average:	0.12	8.97	0.03	2.10	1.57	17	8.2	
	Minimum:	0.07	8.81	0.02	1.70	1.50	16	5.5	
	Maximum:	0.22	9.13	0.06	2.40	1.65	18	9.5	

				<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>
	<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