

Trustees

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



Administration

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

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

Posted May 10, 2023

LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held as a “hybrid meeting” remotely and in-person at 2:00 pm on Wednesday, May 17, 2023, as per the district’s meeting policy. Members of the public that wish to participate remotely, please send a request to customerservice@yorkwaterdistrict.org by 1:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

AGENDA

1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Board Meeting held on April 19, 2023.
3. Invitation for Public Comment.
Because time is limited, comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District. For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
4. The Financial Manager will present the Board of Trustees with monthly budgetary reports for review and discussion.
5. Staff will provide an update on District operations.
6. General Discussion
7. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



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Minutes

The York Water District Board of Trustees monthly meeting was held on Wednesday, April 19, 2023, as a “hybrid meeting” in person and through remote conferencing as allowed by the district’s remote meeting policy.

President, Richard Leigh called the public meeting to order at 2:00 pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, Trustee – Richard Boston, and Trustee – Stephen Rendall. Staff present Superintendent – Donald Neumann, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch, Resource Protection Manager – Zachariah Mein, Lead Treatment Plant Operator – Noah Emery and Financial Assistant – Shelley Kimball.

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

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

See what action the Board will take after a review of the minutes of the Special Board Meeting held on March 27, 2023.

On a motion made by Trustee Arsenault and duly seconded by Trustee Peterson, it was voted unanimously to accept the Minutes of the March 27, 2023, Special Board Meeting. **5-0 vote: Motion Passes.**

See what action the Board will take after a review of the minutes of the Special Board Meeting held on April 3, 2023.

On a motion made by Trustee Boston and duly seconded by Trustee Arsenault, it was voted unanimously to accept the Minutes of the April 3, 2023, Special Board Meeting. **5-0 vote: Motion Passes.**

Public Comment:

Janet Drew

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

The Financial Manager presented the Board with the Income and Budget reports for February. The revenue for February 2023 is \$7,199 less than projected. The O&M Budget for February 2023 is \$8,652 over projected. The YTD revenue for 2023 is \$4,700 less than projected. YTD O&M Budget for 2023 is \$59,518 under projected.

Patrick presented the new Balance Sheet Report, explained highlighted fields, and answered questions from the Board.

District engineer Dan Flaig of Wright Pierce will provide a brief summary regarding Water Supply Capacity and discuss recently completed water age study.

Dan Flaig of Wright-Pierce talked about the numerous studies the district has done over the past 3 years. These studies are used to evaluate and update future water demand, addressing safe yield of Chases Pond, and contributing to the Town of York’s comprehensive plan updated in 2021. The memo provided by Dan explored the safe yield, water use projections and management strategies.

Dan Flaig also went over the most recent Water Age Study. The purpose of this study was to evaluate the possible operational changes, manage the water supplied to / from Kennebunk, Kennebunkport & Wells Water District (KKW) due to a nitrification issue at the Simpson Hill water storage tank. The report addressed current conditions, a water age model and analyzed the flow of water through the system. The report had short-term and long-term recommendations.

See what action the board will take on opening an investment account for the purpose of setting up a ladder of U.S. Treasury Notes.

Patrick was asked to research brokerage firms to invest the tank painting funds. Suggested firms were Charles Schwab, Ameritrade, and Fidelity. Patrick found that Ameritrade would be merging with Charles Schwab this year. He also reached out to Bangor Savings to see what they had to offer; they could not compare to the Investment Brokerage Firms.

Patrick supplied the Board with an online brokerage firm comparison sheet and pointed out key factors. He recommended Fidelity and if the Board wanted to move forward, he had a resolution ready for adoption.

On a motion made by Trustee Peterson and duly seconded by Trustee Arsenault, it was voted unanimously to accept the recommendation, put in motion, and move forward with Fidelity. Adopting the resolution as presented. **5-0 vote: Motion Passes**

Financial Manager will share a possible timeline related to proposed rate increase.

Patrick shared a timeline for the proposed rate increase for January 1, 2024. Patrick will supply the Board with materials to support the rate increase at the June 2023 meeting in which time the Board will need to consider having an agenda item for the July 2023 meeting to vote on the proposed rate increase.

Zack and Ryan updated the Board on the three grants that the District applied for and were approved through the Maine Drinking Water Program:

- Source Water Protection Grant - the District was awarded \$20,000 which will go to upgrade the Silver Trail to a working management road.
- Asset Security Grant – the District was awarded \$20,000 to update our 2009 Watershed Management Plan.
- Capacity Development Grant – the District was awarded 75% of project up to \$30,000 to prepare a treatability review of the Josiah Chase Filtration Plant.

The Board appreciated staff efforts to apply for these grants. The result is a great savings for our rate payers and it helps to complete necessary projects that would have needed to be delayed until full funding was available.

See what action the Board will take on the latest version of the Early Retirement Payout Policy.

On a motion made by Trustee Peterson and duly seconded by Trustee Rendall to accept the Early Retirement Payout Policy as presented for May 1, 2023 – May 1, 2024. **5-0 vote: Motion Passes**

Ryan updated the Board on the York Heights water tower tank dome repair that had been delayed. He explained that during an inspection last year they found paint damage to the outer coating on the dome. The company that painted the tank has agreed to overcoat the top of the tank at no cost to the District next month as it is still under warranty.

Staff will provide an update of District operations:

Don:

- Read Ms. Drews email to the Board, he addressed each of her suggestions / comments.
- Don had heard that a Selectboard member inquired about our Mount Agamenticus tower site (mainly the condition of the perimeter). He took 2 Selectboard members and a Trustee to the summit to review and consider options for adjustments. Don acknowledged something could be done to improve the aesthetics in the area. Don developed a plan to complete some fencing maintenance, consider some appropriate plantings and build a retaining wall.

He applied for a grant through the Nathaniel Wheeler Trust to complete a landscape project. He should know by May 1st if the District will be awarded the grant. If awarded, improvements would include fencing repairs with a privacy screen facing the lodge, native plantings, and concrete blocks to address erosion control on the front side. YWD, Mount A Conservation and the York Rotary Club will collaborate on the project. Don explained this project has been long overdue and because the Town is constructing the parking lots and rest room facilities it will be good timing on our part.

- This year the District received six applications for the Josiah Chase Scholarship. The committee has agreed on a candidate and has notified the York School Department. Don will update the Board who the recipient is once the student's name has been released.
- The Southern Maine Regional Water Council Annual Meeting is scheduled for June 7, 2023. Don will send out a notice.
- Lindsay Road main replacement is complete and handed over to the Public Works Department.
- Moulton Lane main replacement is underway, and the contractor (Curtis Earthworks) is making significant progress.
- Don received a call from a professor at Sanford Vocational School that he had a high school student who would fit the criteria for our System Maintenance Technician job opening. The student applied and is now working part time while in school and will start full-time January 1, 2024.

Ryan:

- Updated the Board on the dam engineering report completed in December 2022. The inspection showed the intake structure in good condition, the dam is in fair condition, and the pilings in decent shape. A future capital project will be planned as a result of this inspection.

General Discussion:

Trustee Peterson asked for a status update on Kittery Water District boring the water pipe under Interstate 95. Don will follow up as he has not heard anything from KWD.

President Leigh adjourned the meeting at 3:54

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District

DATE: 5/9/2023
TIME: 10:16:21AM

York Water District
INVOICE LIST
FOR INVOICES FROM 4/11/2023 TO 5/8/2023

PAGE: 1

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
ABBOTT BROTHERS						
1	ABBOTT BROTHERS	3870	32.24	05/04/2023	1285	DEP REF MTR - 2 KELLEY LANE
			32.24			
Advanced Communications Services Inc						
348	Advanced Communications Services Inc	6010744	470.00	04/13/2023	18395	MONTHLY CYBER REPORTING
348	Advanced Communications Services Inc	6010764	402.45	04/26/2023	18438	SERVICE CALL - IT SUPPORT
348	Advanced Communications Services Inc	6010765	285.00	04/26/2023	18438	SERVICE CALL IT SUPPORT
348	Advanced Communications Services Inc	6010766	470.00	04/26/2023	18438	MONTHLY CYBER REPORTING
			1,627.45			
AHM - NORTHERN LIGHT DRUG TESTING						
210	AHM - NORTHERN LIGHT DRUG TESTING	00067978-00	64.00	05/04/2023	18455	RANDOM DRUG TESTING - 1 STAFF
210	AHM - NORTHERN LIGHT DRUG TESTING	00068170-00	128.00	05/04/2023	18455	RANDOM DRUG TESTING - 2 STAFF
			192.00			
AMY RICHMOND						
1,747	AMY RICHMOND	3892	46.72	05/04/2023	1286	DEP REF MTR - 109 OLD POST RD
			46.72			
AT&T						
168	AT&T	0207374976001	123.75	04/13/2023	18396	LONG DISTANCE - PLANT FAX
			123.75			
BRIAN MCGOWAN						
1,746	BRIAN MCGOWAN	3880	8.07	05/04/2023	1288	DEP REF MTR - 33 NUBBLE ROAD
			8.07			
Central Maine Power						
24	Central Maine Power	35010715726 04	20.70	04/20/2023	18424	POWER - LIGHT AT POND GATE
24	Central Maine Power	35011336332 04	261.65	04/20/2023	18424	POWER - RTE 1 NORTH PS
24	Central Maine Power	35012087900 04	163.08	04/20/2023	18424	POWER - RTE 1 SOUTH PS
24	Central Maine Power	35012909699 04	21.27	04/20/2023	18424	POWER - RPO GARAGE
24	Central Maine Power	35012922080 04	123.49	04/26/2023	18439	POWER - WHITE PINE PS
24	Central Maine Power	35012966749 04	600.34	04/20/2023	18424	POWER - SCREENHOUSE/AERATION SYSTEM
24	Central Maine Power	35012969180 04	2,662.27	04/20/2023	18424	POWER - TREATMENT PLANT
24	Central Maine Power	35013404708 04	420.47	04/26/2023	18439	POWER - RTE 1 SOUTH PS
24	Central Maine Power	35015157361 04	318.49	04/20/2023	18424	POWER - WHIPPOORWILL PS
24	Central Maine Power	35015205897 04	120.15	04/20/2023	18424	POWER - RPO
24	Central Maine Power	35015396233 04	27.09	04/20/2023	18424	POWER - LIGHT BEHIND SHOP
24	Central Maine Power	35016940278 04	53.98	04/20/2023	18424	POWER - HEIGHTS TANK
24	Central Maine Power	35016960912 04	197.45	04/26/2023	18439	POWER - HEAT TAPE
24	Central Maine Power	35017139011 04	463.33	04/20/2023	18424	POWER - OFFICE/SHOP
			5,453.76			
CHAMPAGNE'S ENERGY						
647	CHAMPAGNE'S ENERGY	312278	147.10	04/26/2023	18440	82.5 GAL PROPANE - RPO
			147.10			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATIONS	1406178010421	159.98	05/04/2023	18456	BROADBAND - TANK SITE

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344	CHARTER COMMUNICATION:	1422436010407	129.99	04/26/2023	18441	BROADBAND - TANK SITE
344	CHARTER COMMUNICATION:	1425335010407	725.35	04/20/2023	18425	BROADBAND - MAIN SITES
			1,015.32			
CIVIL CONSULTANTS						
1,430	CIVIL CONSULTANTS	18229	542.48	04/13/2023	18397	SURVEYING - 200 MOUNTAIN RD
			542.48			
COMMUNICATIONS FACILITIES						
338	COMMUNICATIONS FACILITI	1960	250.00	05/04/2023	18457	MONTHLY TOWER SITE INSPECTION
			250.00			
CONSOLIDATED COMMUNICATIONS						
75	CONSOLIDATED COMMUNIC/	117944052542 (	194.65	04/26/2023	18442	BROADBAND - TOWER SITE
75	CONSOLIDATED COMMUNIC/	2073636101536	156.60	04/13/2023	18398	LAND LINES - PLANT
			351.25			
DAVID S. MOULTON						
1,676	DAVID S. MOULTON	268194	100.00	04/20/2023	18432	GRADING - EBER DRIVE
			100.00			
DIG SAFE SYSTEM, INC						
720	DIG SAFE SYSTEM, INC	37473	107.00	04/13/2023	18399	Q1 DIGSAFE REQUESTS
			107.00			
DLJ Corporation						
407	DLJ Corporation	3887	19.05	05/04/2023	1289	DEP REF MTR - 4 ZOE'S WAY
407	DLJ Corporation	3888	19.05	05/04/2023	1289	DEP REF MTR - 6 ZOE'S WAY
			38.10			
Dowling Corporation						
202	Dowling Corporation	217550	302.77	04/26/2023	18443	HVAC MAINT
			302.77			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	001618817 04/2	7,690.98	04/20/2023	18423	APRIL CREDIT CARD ACTIVITY
			7,690.98			
Eldredge Lumber						
38	Eldredge Lumber	581280	90.82	04/26/2023	18444	PLANT MAINT MATERIALS
38	Eldredge Lumber	584595	76.55	04/13/2023	18401	PLANT MAINT MATERIALS
38	Eldredge Lumber	584849	50.34	04/13/2023	18401	PLANT MAINT MATERIALS
38	Eldredge Lumber	586488	45.29	04/20/2023	18426	PLANT SUPPLIES
38	Eldredge Lumber	586624	34.58	04/20/2023	18426	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	586705	35.97	04/20/2023	18426	SHOP SUPPLIES
38	Eldredge Lumber	588564	57.05	04/20/2023	18426	PLANT MAINT MATERIALS
38	Eldredge Lumber	589514	5.84	05/04/2023	18458	RPO SUPPLIES
38	Eldredge Lumber	590025	17.06	04/26/2023	18444	SHOP SUPPLIES
38	Eldredge Lumber	591469	34.14	04/26/2023	18444	SHOP MAINT MATERIALS
38	Eldredge Lumber	591646	64.85	04/26/2023	18444	PLANT MAINT MATERIALS
38	Eldredge Lumber	591723	265.80	04/26/2023	18444	MATERIALS - MOULTON LANE
38	Eldredge Lumber	593322	60.00	05/04/2023	18458	SHOP SUPPLIES

DATE: 5/9/2023
TIME: 10:16:21AM

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			838.29			
Electrical Installations, Inc.						
334	Electrical Installations, Inc.	22SC230-02	2,300.00	04/13/2023	18402	SCADA HARDWARE/SOFTWARE UPGRAD
334	Electrical Installations, Inc.	S2217604	950.00	04/20/2023	18427	SCADA MAINT AGREEMENT
			3,250.00			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6145127	8,909.43	04/13/2023	18403	STOCK
113	Everett J. Prescott, Inc	6145130	2,213.66	04/13/2023	18403	STOCK
113	Everett J. Prescott, Inc	6147147	1,548.06	04/20/2023	18428	PIT INSULATION
113	Everett J. Prescott, Inc	6147508	597.91	04/26/2023	18445	TEST BALL PLUG
113	Everett J. Prescott, Inc	6151771	221.43	04/20/2023	18428	STOCK
113	Everett J. Prescott, Inc	6152068	240.08	04/20/2023	18428	STOCK
			13,730.57			
FIELDING'S OIL & PROPANE CO.,INC.						
988	FIELDING'S OIL & PROPANE	4408730	868.46	04/20/2023	18429	206.9 GAL HEATING OIL - OFFICE
988	FIELDING'S OIL & PROPANE	4412172	425.68	04/20/2023	18429	96.5 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4425253	296.86	05/04/2023	18459	67.3 GAL DIESEL
			1,591.00			
FW WEBB COMPANY						
1,686	FW WEBB COMPANY	78910103-3	27,066.24	04/13/2023	18404	STOCK - METER CHANGE OUTS
			27,066.24			
GATEHOUSE MEDIA MASSACHUSETTS I, INC						
1,663	GATEHOUSE MEDIA MASSAC	0005445311	172.20	04/20/2023	18431	FLUSHING NOTICE
			172.20			
GC AAA FENCES INC.						
755	GC AAA FENCES INC.	0040307	9,451.00	05/04/2023	18460	FENCE REPAIR - TOWER SITE
			9,451.00			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	L2305-0160008.	193.45	04/26/2023	18446	MONTHLY FSA & HRA ADMIN FEE
			193.45			
Hach Chemical						
66	Hach Chemical	13476815	3,323.70	04/13/2023	18405	TURBIDIMETERS (2)
66	Hach Chemical	13528413	191.97	04/13/2023	18405	LAB CONSUMABLES
66	Hach Chemical	13555575	206.22	05/04/2023	18461	LAB CONSUMABLES
			3,721.89			
HARBOR PARTNERS, LLC						
1,744	HARBOR PARTNERS, LLC	30656	595.72	04/13/2023	18406	UB 0917 14 ROARING ROCK ROAD
			595.72			
HAYES PUMP, INC						
1,662	HAYES PUMP, INC	00161531	7,500.00	04/20/2023	18430	FINISH PUMP PURCHASE & INSTALL
			7,500.00			

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
587	NELSON ANALYTICAL LLC	22303536	15.00	04/13/2023	18411	SAMPLE - LINDSAY ROAD
587	NELSON ANALYTICAL LLC	223040089	15.00	04/13/2023	18411	SAMPLE - MOULTON LANE
587	NELSON ANALYTICAL LLC	223040165	15.00	04/26/2023	18449	SAMPLE - LINDSAY ROAD
587	NELSON ANALYTICAL LLC	223040192	15.00	04/26/2023	18449	SAMPLE - LINDSAY ROAD
587	NELSON ANALYTICAL LLC	223040195	120.00	04/26/2023	18449	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223040268	15.00	04/26/2023	18449	SAMPLE - WOODSTONE
587	NELSON ANALYTICAL LLC	223040269	165.00	04/26/2023	18449	SAMPLES - SUMMERLINES
587	NELSON ANALYTICAL LLC	223040291	15.00	04/26/2023	18449	SAMPLE - WOODSTONE
587	NELSON ANALYTICAL LLC	223040389	105.00	04/26/2023	18449	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223040525	15.00	05/04/2023	18463	SAMPLE - MOULTON LANE
587	NELSON ANALYTICAL LLC	223040588	15.00	05/04/2023	18463	SAMPLE - MOULTON LANE
			510.00			
NEW ENGLAND TRAFFIC CONTROL SERVICE						
606	NEW ENGLAND TRAFFIC CONTROL	215697	4,776.50	04/26/2023	18450	FLAGGERS
606	NEW ENGLAND TRAFFIC CONTROL	215755	3,239.00	04/26/2023	18450	FLAGGERS
			8,015.50			
NM Curtis Earth Works, Inc.						
1,594	NM Curtis Earth Works, Inc.	9965	88,198.00	04/13/2023	18412	MAIN INSTALLATION - LINDSAY ROAD
			88,198.00			
O'REILLY AUTOMOTIVE, INC						
1,734	O'REILLY AUTOMOTIVE, INC	6214-109295	322.87	04/13/2023	18413	PLANT MAINT MATERIALS
			322.87			
Pollard Company						
84	Pollard Company	WW040058	86.00	04/26/2023	18451	SHOP SUPPLIES
			86.00			
Portland Plastic Pipe						
101	Portland Plastic Pipe	240882	63.62	05/04/2023	18464	PLANT MAINT MATERIALS
			63.62			
Roche Locksmith Services						
231	Roche Locksmith Services	46547	84.00	04/13/2023	18415	PLANT SUPPLIES
			84.00			
Roger Pratt Excavating & Paving						
99	Roger Pratt Excavating & Paving	3879	19.05	05/04/2023	1291	DEP REF MTR - 7 FERRY LANE NORTH
			19.05			
SETH THOMPSON						
1,453	SETH THOMPSON	04/26/2023	225.00	04/26/2023	18452	2023 BOOT ALLOWANCE - S. THOMPSON
			225.00			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	304559	1,023.00	04/20/2023	18434	STOCK
1,390	STILES COMPANY, INC	304679	579.36	04/20/2023	18434	STOCK ITEMS
			1,602.36			
THE UPS STORE #1088						

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193	THE UPS STORE #1088	03/31/2023	97.29	04/20/2023	18435	SHIPPING CHARGES
			97.29			
TIAA, FSB						
1,210	TIAA, FSB	9508453	476.32	05/04/2023	18467	QUARTERLY OFFICE COPIER PAYMENT
			476.32			
UNIVAR USA, INC						
585	UNIVAR USA, INC	51049539	4,369.66	04/13/2023	18417	1616 GAL SODIUM HYPOCHLORITE
			4,369.66			
VERIZON WIRELESS						
836	VERIZON WIRELESS	9932966259	649.39	05/04/2023	18468	CELL PHONE & TABLET CHARGES
836	VERIZON WIRELESS	9932966260	603.43	05/04/2023	18468	ONE-TALK CHARGES
			1,252.82			
VERRILL						
128	VERRILL	618889	2,517.50	04/20/2023	18436	MISC LEGAL COUNCIL
			2,517.50			
W.B.MASON, INC.						
532	W.B.MASON, INC.	237452662	207.89	04/13/2023	18419	OFFICE CONSUMABLES
532	W.B.MASON, INC.	237628077	71.53	04/26/2023	18453	OFFICE SUPPLIES
532	W.B.MASON, INC.	238043710	6.78	05/04/2023	18469	OFFICE SUPPLIES
			286.20			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9645428245	438.80	04/13/2023	18420	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9653111154	106.41	04/13/2023	18420	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9654655852	37.68	04/13/2023	18420	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9654655878	95.13	04/13/2023	18420	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9656232486	415.10	04/20/2023	18437	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9657721297	85.41	04/13/2023	18420	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9670126870	74.38	04/26/2023	18454	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9673487956	6.21	04/26/2023	18454	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9673698412	64.38	04/26/2023	18454	PLANT MAINT MATERIALS
			1,323.50			
WEX BANK						
1,415	WEX BANK	88896843	1,239.03	05/04/2023	18470	MONTHLY FLEET GAS CHARGES
			1,239.03			
WIN WASTE INNOVATIONS OF NORTHERN NEW EN						
1,666	WIN WASTE INNOVATIONS (	23-0000225990	324.04	04/13/2023	18421	MONTHLY DUMPSTER SERVICE
			324.04			
Wright-Pierce						
137	Wright-Pierce	227239	1,900.00	04/13/2023	18422	TOWN HALL EXPANSION REVIEW
137	Wright-Pierce	227240	1,500.00	04/13/2023	18422	242 YORK ST PROJECT REVIEW
137	Wright-Pierce	227248	1,600.00	04/13/2023	18422	WATER SYSTEM CAPACITY REVIEW
			5,000.00			

DATE: 5/9/2023
TIME: 10:16:21AM

**York Water District
INVOICE LIST
FOR INVOICES FROM 4/11/2023 TO 5/8/2023**

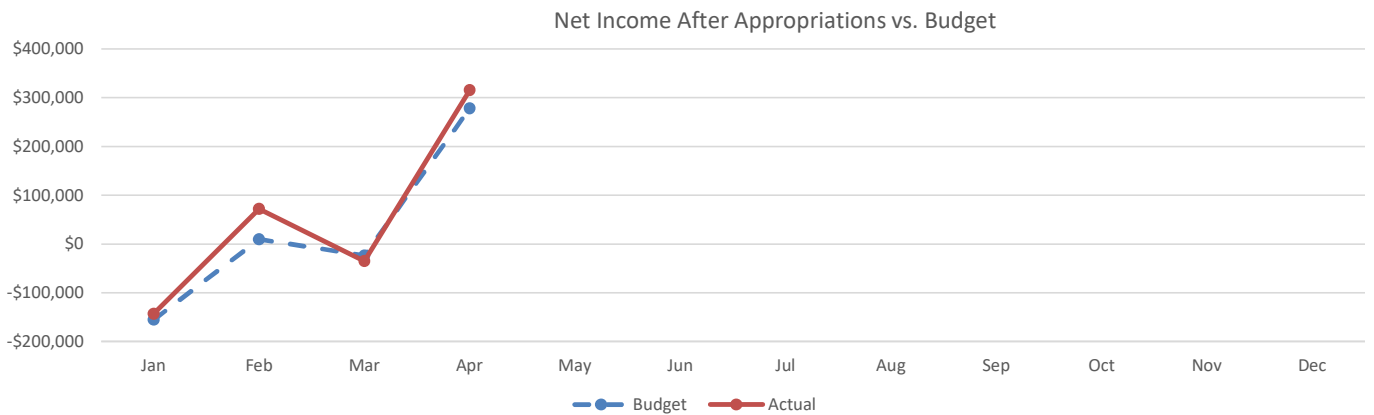
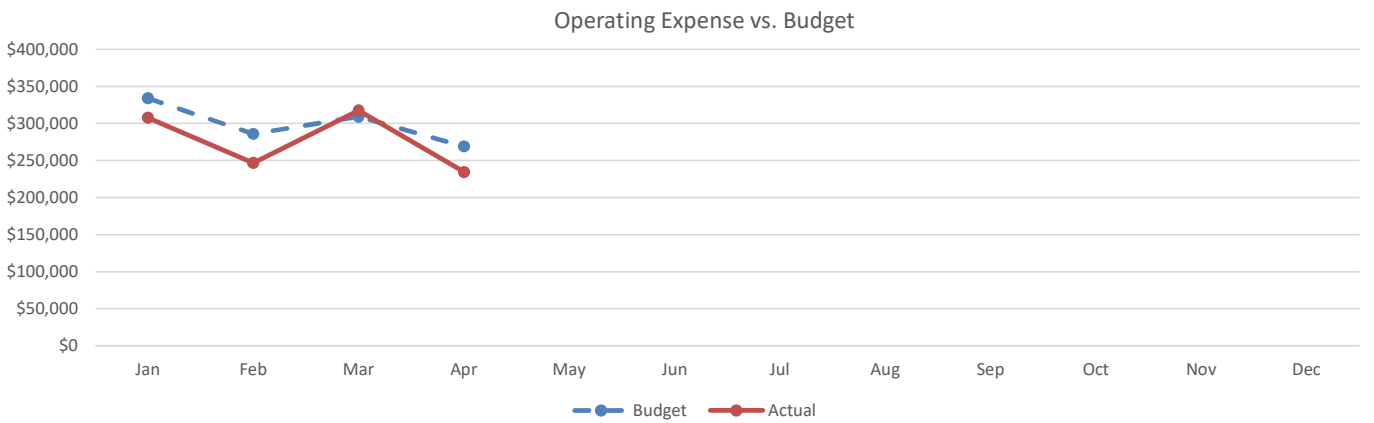
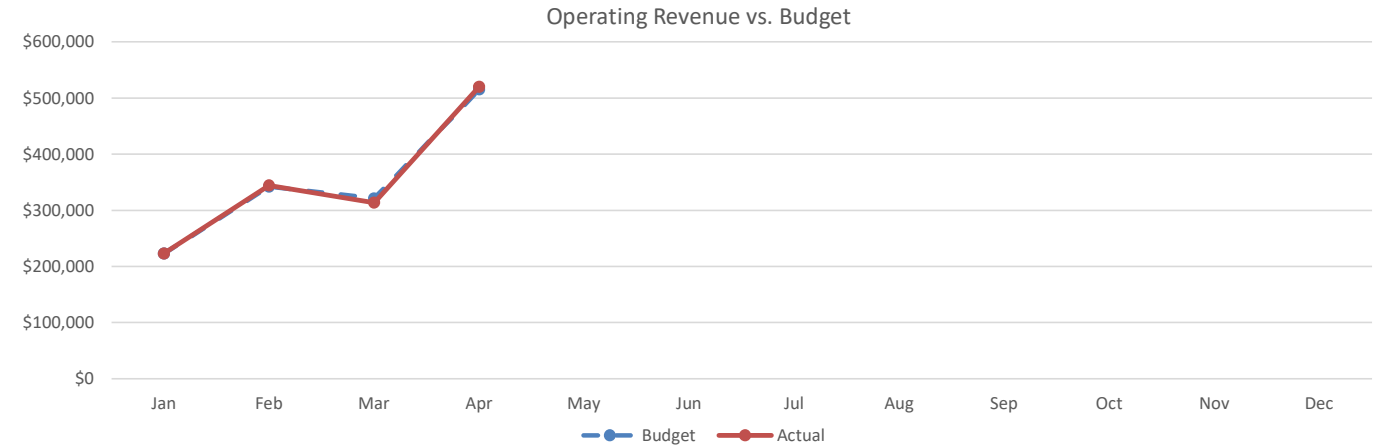
PAGE: 7

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
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WARRANT TOTAL:

242,990.47

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of May 8, 2023

<u>Account</u>	<u>Balance</u>	<u>Account</u>	<u>Balance</u>
Operating	\$2,397,073.50	Watershed	\$243,034.86
System Development	\$124,976.32	Customer Advance	\$152,852.25
Reserved for Tank Painting	\$ 1,022,668.00		
Operating Reserve	\$1,499,381.82	% of Recommended Reserve	123%

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

Operating Revenue

▲ **\$5,213**

Operating Expense

▼ **(\$34,518)**

Net Income/(Loss)

▲ **\$37,466**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 372,237	\$ 367,000	\$ 5,237	\$ 2,537,000	0%
Commercial Metered Sales	42,668	41,000	1,668	506,000	0%
Governmental Metered Sales	9,162	10,000	(838)	89,000	-1%
Public & Private Fire Protection	95,510	97,000	(1,490)	1,249,000	0%
Other Operating Revenue	636	-	636	18,000	4%
Total Operating Revenue	520,213	515,000	5,213	4,399,000	0%
Salaries & Wages	121,630	130,000	(8,370)	1,751,000	0%
Employee Benefits	65,964	66,000	(36)	771,000	0%
Purchased Power & Water	5,455	7,000	(1,545)	82,000	-2%
Chemicals	4,370	9,000	(4,630)	108,000	-4%
Materials & Supplies	13,497	16,000	(2,503)	309,000	-1%
Contracted Services	15,084	34,000	(18,916)	472,000	-4%
Transportation Expense	4,542	4,000	542	52,000	1%
Insurance	-	-	-	50,000	0%
Other Miscellaneous Expenses	3,940	3,000	940	98,000	1%
Total Operating Expense	234,482	269,000	(34,518)	3,693,000	-1%
Depreciation & Amortization Expense	70,615	71,000	(385)	804,000	0%
Net Non-Operating Income	99,213	102,000	(2,787)	487,000	-1%
Debt Service	8,197	8,000	197	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	\$ 315,966	\$ 278,500	\$ 37,466	\$ 12,000	

In anticipation of higher than expected costs for the Nubble Road main project in the fall, the District will no longer be hiring a company for hydrant painting.

York Water District
Income Statement
For the Four Months Ending April 30, 2023

Operating Revenue

▲ **\$513**

Operating Expense

▼ **(\$93,036)**

Net Income/(Loss)

▲ **\$100,966**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>
Residential Metered Sales	\$ 830,877	\$ 835,000	\$ (4,123)	\$ 2,537,000	0%
Commercial Metered Sales	128,486	127,000	1,486	506,000	0%
Governmental Metered Sales	27,892	28,000	(108)	89,000	0%
Public & Private Fire Protection	409,563	407,000	2,563	1,249,000	0%
Other Operating Revenue	4,695	4,000	695	18,000	4%
Total Operating Revenue	1,401,513	1,401,000	513	4,399,000	0%
Salaries & Wages	509,842	533,000	(23,158)	1,751,000	-1%
Employee Benefits	255,795	269,000	(13,205)	771,000	-2%
Purchased Power & Water	20,722	24,000	(3,278)	82,000	-4%
Chemicals	11,775	36,000	(24,225)	108,000	-22%
Materials & Supplies	120,895	115,000	5,895	309,000	2%
Contracted Services	120,864	159,000	(38,136)	472,000	-8%
Transportation Expense	19,484	17,000	2,484	52,000	5%
Insurance	25,947	26,000	(53)	50,000	0%
Other Miscellaneous Expenses	21,640	21,000	640	98,000	1%
Total Operating Expense	1,106,964	1,200,000	(93,036)	3,693,000	-3%
Depreciation & Amortization Expense	282,460	282,000	460	804,000	0%
Net Non-Operating Income	191,329	184,000	7,329	487,000	2%
Debt Service	32,788	33,000	(212)	495,000	0%
Tank Painting Contribution	38,664	39,000	(336)	116,000	0%
Depreciation Funds Allocated to O&M	(78,000)	(78,000)	-	(234,000)	0%
Net Income After Appropriations	\$ 209,966	\$ 109,000	\$ 100,966	\$ 12,000	

Two full time positions currently open. One position is posted, while the other is being deferred until June.

Timing of chemical purchases.

No longer completing hydrant painting in 2023 to help offset higher than expected costs for Nubble Road main replacement.

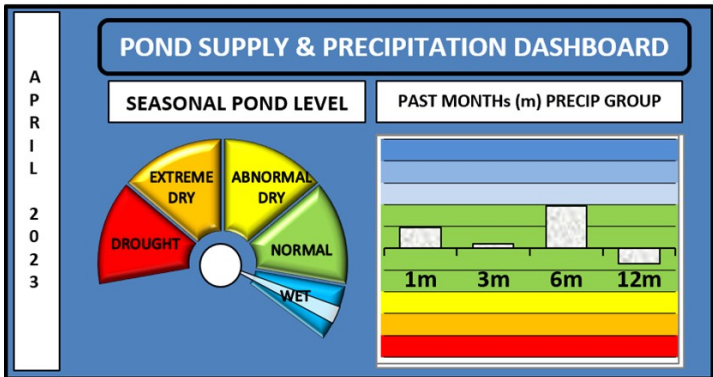
York Water District
Balance Sheet
As of April 30, 2023

	04/30/2023	12/31/2022	04/30/2022	vs SOY	vs 12mo
Capital Assets	46,416,985	46,100,311	45,219,466	316,674	1,197,519
Less: Accumulated Depreciation	22,056,091	21,728,291	21,251,370	327,800	804,721
Total Net Capital Assets	24,360,894	24,372,020	23,968,096	-11,126	392,798
Cash	2,843,627	2,998,265	2,793,367	-154,638	50,260
Accounts Receivable	735,420	612,378	713,861	123,042	21,559
Inventory	518,606	537,441	360,117	-18,835	158,489
Prepayments	32,030	45,105	51,578	-13,075	-19,548
Total Current and Accrued Assets	4,129,683	4,193,189	3,918,923	-63,506	210,760
Deferred Debits	4,289,040	4,303,502	1,356,631	-14,462	2,932,409
TOTAL ASSETS AND OTHER DEBITS	32,779,617	32,868,711	29,243,650	-89,094	3,535,967
Long-Term Debt	2,909,231	2,909,231	3,284,202	0	-374,971
Accounts Payable	41,704	232,466	58,884	-190,762	-17,180
Accrued Taxes	2,245	1,821	2,192	424	53
Accrued Interest	0	16,393	0	-16,393	0
Miscellaneous Current and Accrued Liabilities	1,760,623	1,805,844	922,868	-45,221	837,755
Total Current and Accrued Liabilities	1,804,572	2,056,524	983,944	-251,952	820,628
Advances for Construction	161,594	276,855	94,347	-115,261	67,247
Other Deferred Credits	3,073,009	3,073,009	994,021	0	2,078,988
Total Deferred Credits	3,234,603	3,349,864	1,088,368	-115,261	2,146,235
Contributed Funds	1,274,178	1,254,687	1,220,687	19,491	53,491
Contributions In Aid Of Construction (C.I.A.C.)	10,430,531	10,284,914	9,977,060	145,617	453,471
Less: Accumulated Depreciation of C.I.A.C	3,333,944	3,274,144	3,153,213	59,800	180,731
Total Net C.I.A.C	7,096,587	7,010,770	6,823,847	85,817	272,740
Appropriated Retained Earnings	14,596,894	14,596,894	14,211,423	0	385,471
Unappropriated Retained Earnings	1,863,552	1,690,741	1,631,179	172,811	232,373
Total Equity Capital	16,460,446	16,287,635	15,842,602	172,811	617,844
TOTAL LIABILITIES AND EQUITY	32,779,617	32,868,711	29,243,650	-89,094	3,535,967

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2023	25.2	0.0	+0.70 (High Normal)	5.4" (High Normal)
2022	26.6	0.0	+0.10 (Low Normal)	4.0" (Normal)
2021	22.7	0.0	+0.15 (Normal)	4.2" (Normal)
2020	19.4	-0.5 KKW	+0.10 (Low Normal)	5.8" (High Normal)
* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.				

TREATMENT REPORT

By: Ryan Lynch



This past month we received 5.4 inches of precipitation (as water) which is above the average of 4.2. This continues a streak of mostly above average precipitation for the past six months which is signified by the white columns being above the middle average line. For the past 12 months, precipitation continues to be in the normal range (green) but slightly below average. We had our first significant stream flow of the year with 3.62 inches falling over about 31 hours. The seasonal pond level assessment is considered “Wet”. Operators opened the dam bottom release gate to pass more water into the stream and bring the pond level down quicker. Significant water (millions of gallons per day) continues to run over the flashboard into the stream. The NOAA outlook for the next several months is still for a high likelihood of normal precipitation.

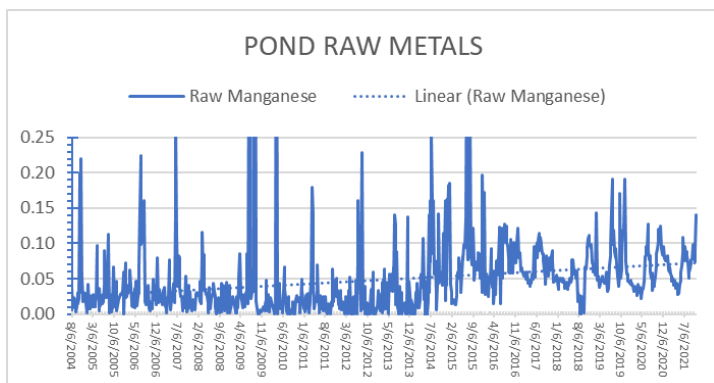
This month, operators participated in the kickoff meeting for the Treatability Review being performed by Woodard and Curran. This review will take a closer look at treatment performance and

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



problems, seek to identify raw water quality trends, and then discuss the likely impacts on the continued application, effectiveness, and efficiency of our Microfloc Trident treatment system into the future. The consultants will provide recommendations for potential improvement strategies, trials, testing, and even future treatment enhancements. Operators have since uploaded

a great number of documents and will continue in the following weeks. It will take several months for consultants to review and work with treatment personnel to provide additional context and input, then put forward a comprehensive report. An example chart is provided where pond water manganese levels appear to be increasing since 2004, which may impact treatment efficiency.



Operators found and repaired a clog in the chlorine chemical feed line backpressure valve, due to accumulated debris. The debris caused higher backpressure which also led to the need to replace damaged chemical injection tubing. Chlorine piping is now the oldest in the plant and will be replaced fully in 2024. Operators also started the transition from the plants antiquated analog security camera system to a new digital camera system. This will significantly improve clarity and detail possible. Several old analog cameras had failed, creating the right time for upgrade rather than replacement of obsolete technology. Also, this month, operators performed a dam inspection, evaluated the Route One North Pump Station during Gulf Hill flow testing, and started spring cleaning, inside and out.

METERING REPORT

By: Tom Chase

In April, David and I read the harbor routes and the commercial book, and then spent most of the month fulfilling seasonal turn on requests and new meter installs. In total this month, we installed 16 new meters and changed out 20. After months of work preceding us, we completed

ten different meter installations within four concrete meter pits resulting in the conclusion of the project for Iduna Condos, which now gives each owner their own separate water line.

I attended a virtual meeting to discuss issues presented from several other utilities regarding fire system design, backflow requirements, and the discrepancies between the NFPA and the AWWA regulations as they pertain to pressure testing of water mains. I also sat in on the Southern Maine LSLI discussion to talk with other utilities about progress relating to service line material inventories. David also spent a few days at the Treatment Plant to begin getting acquainted with the day-to-day operations in anticipation of eventually going on standby up there, which would help provide some needed relief to the existing operators.



Meter change-out at York Hospital

While the distribution crew was performing some nighttime flushing on the water mains throughout the York Hospital campus this month, David and I had coordinated to replace the two remaining three-inch water meters for the Hancock and Biewend wings. The hospital staff also took the opportunity (knowing that the water would be shut down) to have a mechanical company replace two of the RPZ backflow prevention devices.

GIS REPORT

By: Todd Hill

On Monday, April 3rd, the construction signs for the Lindsay Road project were uncovered to let the traveling public know that the water main replacement project was going to start. With the help of Public Works staff all 20+ signs were uncovered before the contractor broke ground. Later that morning, I did receive a call a few hours into the start of the project that the hospital requested three additional signs and they also wanted us to relocate an existing sign. With Dan Kingsbury's help, we made three additional signs and rehung a fourth as quickly as we could.



After the completion of the Lindsay Road and Moulton Lane main replacement projects, I collected all new water utility infrastructure at both locations. The Lindsay Road replacement included a water main, two services and gate valve replacements. Moulton Lane included a complete water main replacement, adding a new fire hydrant, relocating the existing hydrant and gate valve and installing ten new water services. All new water utility features have been updated to ArcGIS Online which includes all mobile maps. Don and I worked on completing the Rogers Road main extension project and met with the four participants during a zoom meeting to discuss the project and answer any questions. Larry Graham and Roger Pratt were also in attendance. Because we are going to schedule to start

this main extension after Labor Day, we asked the group for the money to purchase the materials upfront. The pipe is the hardest thing to get right now. The lead time for pipe for the Sunset Road project was 30+ weeks out when we ordered it. Because of this, we knew we had to get this part moving forward so there would be no delays for pipe delivery for a fall project.

While Larry was busy with the District's main line flushing program, he asked me to take care of any water service estimates that the District received. A total of ten estimates went out, these varied from stand-alone meter installations to service, meter pit, and meter combines installations.

Other projects performed in April include:

- Logged GPS points for two fire hydrants in the Woodstone Development.
- Worked on LSLI updates.
- Worked on the watershed fall line GIS layers.
- Created a Western Point summer line map.
- Hyperlinked service and hydrant pictures in ArcGIS.
- Attended monthly cybersecurity meeting and training.
- Updated water main footages for the 2022 MPUC Report.
- Installed updates to a few of our mobile maps.
- Worked on a future land use map in ArcGIS Pro.

RESOURCE PROTECTION REPORT

By: Zachariah Mein

In the beginning of the month, I worked together with a few of the distribution crew to get the Folly Pond syphon line charged while the fire hazard was at a high, we were able to charge and assess it without any issues. Most of the month, we focused on trail clean up after this past winter which caused a lot of blow overs and stressed trees. With help from Robbie and our new employee, Cole, we were able to complete the Red Road, which had most of the problem areas, and prepped the debris for chipping. Robbie and I fell trees that had become stressed, that would

cause issues later when they eventually break or fall across the trail, to prevent hazards and added debris.

Debris cleanup on Red Management Road



At the end of the month, we had a tour through York's watershed, Kittery's watershed, and Mount Agamenticus with our contacts at the Maine Drinking Water Program. We were able to show Susan and Ashley, from the Drinking Water Program, the work that we have been able to accomplish over the years through grant money that the program provides, as well as the direction we would like to take the watershed in the future through our resource management plan and help of future grants. The tour went very well and we received positive feed back regarding how well our trails are maintained, and how debris was cleaned and stacked along the trails. It was also noted how the District helps set the standard for watershed management programs.

Watershed tour

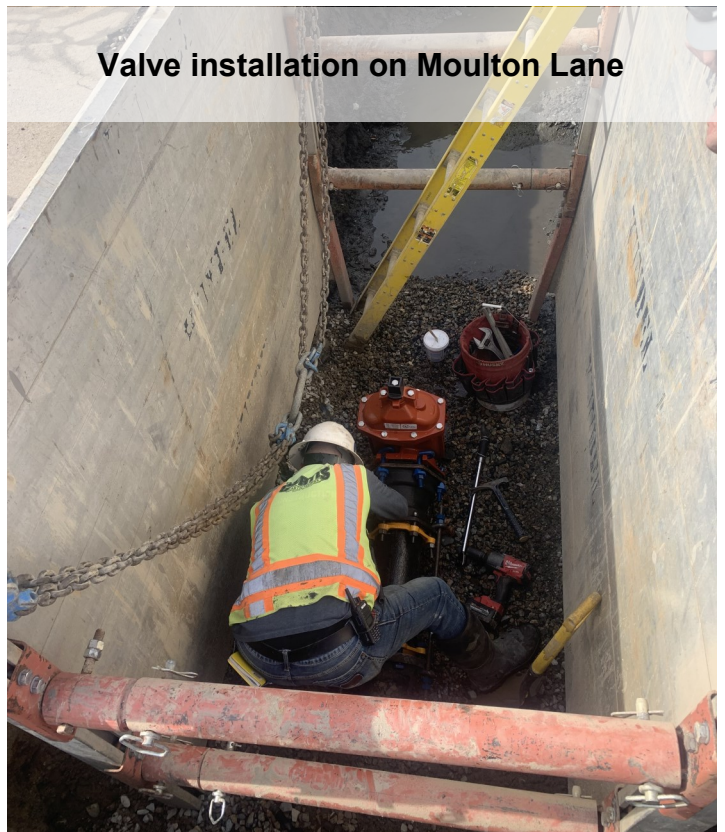


DISTRIBUTION REPORT

By: Webster Ropke

Curtis Earth Works completed the Lindsay Road main replacement project. They started Monday, April 3rd, replacing the old eight-inch cast iron pipe with new twelve-inch ductile iron pipe. They were completed on Friday, the 7th. Curtis also replaced two services. The main and services were back in service Tuesday, April 11th. The cleanup was also completed April 11th. Curtis started Moulton Lane main replacement job on Wednesday, the 12th. Curtis completed the installation of 954 feet of eight-inch ductile iron water main and installation of two hydrants on Friday, the 20th. District crews filled, flushed, dechlorinated the waste water, pressure tested, chlorinated, and took bacteria samples. Curtis started tying in services the following Monday. The services were completed and the main was back in service on Thursday, the 27th. District crews had all services back in service by the end of the day Thursday. The temporary lines will be picked up the following week.

Valve installation on Moulton Lane



The crews filled and flushed our summer lines in preparation for installing summer line meters. On Tuesday, the 24th, District crews installed meters on a majority of the streets so there were just a few streets left for the following day. The District has approximately 15 miles of summer lines and 492 summer meters. The meters are installed annually, the third week in April, and taken out the fourth week in October. In preparation of the meter installations, our crews start flushing all the summer lines as early as the weather allows in April. At that time, we inspect the lines for leaks. Ninety percent of our summer lines are two-inch heavy-duty polyethylene pipe. There is an assortment of eight-inch ductile iron, four-inch cast iron, and four-inch poly pipe on Shore Road. After the meters are taken out in the fall, our crews will winterize all 15 miles of pipe.

WELLNESS REPORT

By: Karen Hale

Impact of Financial Stress

Debt has a severe negative impact on mental health. The Financial Health Institute defines financial stress as “a condition that is the result of financial and/or economic events that create anxiety, worry, or a sense of scarcity, and is accompanied by a physiological stress response.”

Financial stress can have a negative impact on money decisions on a day-to-day basis. Sometimes this can lead to extreme overspending or underspending. An individual may spend mindlessly on nonessential items, or restrict spending where they go without basic necessities. Both are harmful.

Incorporate financial wellness into your life to reduce financial stress and feel good about your financial health.

APRIL BILLING

York Harbor Route

2023	Usage(cf)	Revenue	Customers
Residential	981,200	\$372,237	949
Commercial	253,300	\$42,668	54
Governmental	400	\$9,162	3

2022	Usage(cf)	Revenue	Customers
Residential	853,500	\$367,231	936
Commercial	264,200	\$41,660	56
Governmental	400	\$9,162	3



Hammering ledge on Moulton Lane

WATER QUALITY REPORT

REPORT DATE: 5/3/2023

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtlCl2	Avg Ortho	Current Lvl	Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
846,670	48	0.09	8.99	0.10	2.16	1.58	0.40	0.37	0.06	1.20

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
4/26/2023	50	0.09	8.70	0.04	1.90	1.55	11	2	0.033	0.04	0.039
4/19/2023	49	0.09	8.89	0.05	2.20	1.66	12	0	0.029	0.01	0.040
4/12/2023	46	0.07	9.04	0.05	2.00	1.55	12	3	0.028	0.00	0.036
4/4/2023	44	0.10	9.04	0.06	2.20	1.50	15	1	0.085	0.01	0.085
AVERAGE RESULTS:	47	0.09	8.92	0.05	2.08	1.57	13	2	0.044	0.02	0.050
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	4/25/2023	0.17	9.14	0.07	2.40	1.34	20		0.010	0.060	0.023
Route 1 at Pine Ledge Motel S	4/19/2023	0.12	9.02	0.04	1.60	1.64	15		0.015	0.060	0.033
Route 1 at Pine Ledge Motel S	4/12/2023	0.12	9.38	0.11	1.80	1.63	17		0.013	0.050	0.044
Route 1 at Pine Ledge Motel S	4/3/2023	0.13	9.11	0.16	1.80	1.57	15		0.021	0.030	0.028
Route 1 North Pump Station	4/25/2023	0.20	9.34	0.04	1.60	1.64	16		0.011	0.120	0.047
Route 1 North Pump Station	4/19/2023	0.12	9.06	0.11	1.60	1.58	16		0.017	0.100	0.027
Route 1 North Pump Station	4/12/2023	0.13	8.98	0.05	1.60	1.63	16		0.012	0.080	0.066
Route 1 North Pump Station	4/3/2023	0.19	9.06	0.11	2.10	1.59	15		0.027	0.130	0.016
Route 1 South Pump Station	4/25/2023	0.09	8.96	0.06	2.20	1.55	13		0.012	0.040	0.058
Route 1 South Pump Station	4/19/2023	0.08	8.92	0.07	2.00	1.67	13		0.012	0.030	0.023
Route 1 South Pump Station	4/12/2023	0.17	8.67	0.05	1.70	1.69	14		0.026	0.030	0.045
Route 1 South Pump Station	4/3/2023	0.11	9.09	0.06	2.00	1.54	15		0.020	0.040	0.042
York Water District Office	4/25/2023	0.09	8.67	0.05	1.90	1.64	12		0.010	0.030	0.028

York Water District Office	4/19/2023	0.09	8.72	0.13	1.90	1.63	14		0.017	0.020	0.034
York Water District Office	4/11/2023	0.10	8.70	0.05	1.90	1.59	14		0.020	0.000	0.036
York Water District Office	4/3/2023	0.09	8.79	0.04	1.90	1.56	15		0.041	0.030	0.026
AVERAGE RESULTS:		0.13	8.98	0.08	1.88	1.59	15		0.018	0.053	0.036
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10
ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)											
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform		
Route 1 @ River Bend Road	4/10/2023	0.10	8.80	0.08	2.00	1.68	14	7.4	ABSENT		
Organug Road @ Indian Trail	4/10/2023	0.11	8.62	0.06	1.70	1.62	14	6.9	ABSENT		
Seabury Road Near Route 103	4/10/2023	0.42	8.81	0.09	2.00	1.60	14	7.3	ABSENT		
Stageneck Road @ Harbor Beach Road	4/10/2023	0.09	8.91	0.07	2.00	1.66	16	7.8	ABSENT		
Long Beach Ave Across From Long Beach Bath	4/10/2023	0.13	8.83	0.10	1.70	1.69	13	7.3	ABSENT		
Webber Road Near Ridge Road (73 Webber)	4/10/2023	0.13	8.80	0.16	2.00	1.64	13	7.0	ABSENT		
Route 1 @ Old Post Road (Tranmission Line)	4/10/2023	0.10	8.83	0.48	2.60	1.70	14	7.2	ABSENT		
Route 1 @ Mr. Mikes Convenience Store	4/18/2023	0.10	8.94	0.11	2.20	1.68	13	8.7	ABSENT		
White Pine Pump Station Near Route 1	4/18/2023	0.10	8.85	0.06	2.30	1.68	12	8.8	ABSENT		
Nubble Road at Sewer Pump Station	4/18/2023	0.11	9.08	0.06	1.90	1.67	15	1.9	ABSENT		
Yorkshire Commons @ York Street	4/18/2023	0.10	8.76	0.08	2.30	1.73	14	8.6	ABSENT		
Route 1A @ Roaring Rock Road	4/18/2023	0.09	8.98	0.06	2.00	1.66	14	9.0	ABSENT		
Ridge Road Across from Coastal Ridge Elemen	4/18/2023	0.12	8.82	0.08	2.30	1.64	13	8.7	ABSENT		
Route 1A @ York Senior Center formerly YPD	4/18/2023	0.12	8.91	0.09	2.10	1.72	14	9.0	ABSENT		
South Side Road Near Blaisdell Farm	4/10/2023	0.13	8.98	0.05	1.90	1.56	15	7.5	ABSENT		
		Average:	0.13	8.86	0.11	2.07	1.66	14	7.5		
		Minimum:	0.09	8.62	0.05	1.70	1.56	12	1.9		
		Maximum:	0.42	9.08	0.48	2.60	1.73	16	9.0		

				<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	Task	Interval													
	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