

Trustees

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



Administration

Donald D. Neumann Jr., Superintendent
Noah Emery, Assistant Superintendent
Patrick M. Desrosiers, Financial Manager
Zachariah Mein, Resource Protection Mgr.

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

Posted May 14, 2025

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, May 21, 2025, as per the district’s meeting policy. For 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 16, 2025.
3. Invitation for Public Comment.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District. For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
4. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
5. See what action the Board will take regarding a request from the residents of 20 Sunset for special consideration on their seasonal water bill.
6. See what action the Board will take on revised personal vehicle usage agreement.
7. Staff will provide an update on District operations.
8. Executive Session to discuss Real Estate related matters - (Pursuant to MRSA Title 1, Section 405.6 C). Re: Potential purchase of a parcel of land.
9. Executive Session to discuss Employment related matters - (Pursuant to MRSA Title 1, Section 405.6 A). Re: Personnel policies.
10. See what action the Board may take as a result of the Executive session held regarding real estate.
11. See what action the Board may take as a result of the Executive session held regarding personnel policies.
12. General Discussion
13. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



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April Meeting Minutes

The York Water District Board of Trustees monthly meeting held on Wednesday, April 16, 2025, was in-person and through remote conferencing as allowed by the District's remote meeting policy.

President, Richard Boston called the meeting to order at 2:00 pm. Present were Treasurer – Russell Peterson, Clerk – Karen Arsenault, and Trustee – Richard Leigh. Staff present Superintendent – Donald Neumann, Assistant Superintendent – Noah Emery, Financial Manager- Patrick Desrosiers, Resource Protection Manager - Zachariah Mein, General Foreman – Larry Graham, and Financial Assistant – Shelley Kimball and Resident - Mary Marshall. Trustee – Stephen Rendall was not in attendance.

See what action the Board will take after a review of the minutes of the Board Meeting held on March 19, 2025.

On a motion made by Trustee Arsenault and duly seconded by Trustee Leigh, it was voted unanimously to accept the Minutes of the March 19, 2025, Board Meeting. **4-0 vote: Motion Passes.**

Public Comment

Mary Marshall was introduced to the Board by President Boston. Mary also gave an overview of her credentials professionally and personally.

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 the Income and Budget reports for March. The revenue for March 2025 is \$3,849 less than projected. The O&M budget for March 2025 is \$29,318 higher than projected. The YTD revenue for 2025 is \$15,792 higher than projected. The YTD O&M Budget for 2025 is \$38,221 higher than projected. Accepted as presented.

The Board will discuss Trustee Compensation and consider if action should be taken.

Don presented the Board with a recent survey of Trustee compensation from other Districts. The Board decided that no action should be taken at this time.

See what action the Board will take on an AT&T lease amendment.

On a motion made by Trustee Arsenault and duly seconded by Trustee Leigh it was voted unanimously to amend the current lease agreement with AT&T at the York Heights Water tank and extend one year under the terms outlined in the First Amendment. **4-0 vote: Motion Passes.**

See what action the Board will take on the draft employee handbook and policy updates.

Patrick gave an overview of two policies:

(1) Investment Policy, this is a new policy that outlines the purpose, ethics, and conflicts of interest, authorized and suitable investments, maturities, internal controls, and investment procedures. Trustee Peterson made a change under Maximum Maturity to read; Maturity will be 10 years or less.

On a motion made by Trustee Peterson and duly seconded by Trustee Arsenault it was voted unanimously to adopt the Investment Policy with amendments described. **4-0 vote: Motion Passes.**

Trustee Peterson informed the other Board members that Fidelity would not supply the auditors with proof of account balances due to security reasons. Trustee Peterson felt that if Patrick could supply the auditors with the December statements showing the year-end balance this should be sufficient. Trustee Peterson asked how other Board members felt. It was the consensus that the December year-end balance statement should suffice. The Board is aware that this could result in a written comment from the auditors. Patrick will follow up with Auditor's "RKO" to resolve.

(2) Procurement Policy, this policy was updated to reflect purchase order limit changing from \$500.00 to \$2,000. Anything under \$2,000 would require supervisor's verbal approval. The Treasurer would still sign off on all invoices over \$10,000.

On a motion made by Trustee Peterson duly seconded by Trustee Leigh it was to accept the changes to the Procurement Policy as presented. **4-0 vote: Motion Passes**

Noah gave an overview of changes/updates to the Employee Handbook. All proposed changes were reviewed by the handbook committee (the committee consists of 6 employees, several grammatical issues were resolved. The District’s attorney reviewed and edited the section regarding overtime and standby pay. On a motion made by Trustee Leigh and duly seconded by Trustee Arsenault it was voted unanimously to accept the updated handbook guidelines. **4-0 vote: Motion Passes**

Staff will provide an update on District Operations:

Zach:

- The fifth annual Josiah Chase Clean Water scholarship recipient has been selected.
- Received approval for \$10,000 source water protection grant for the Red Cross Over upgrade from the Maine Drinking Water Program. (updated guidelines to apply if you have received previously in the past 2 years a grant of \$20,000 then you can only be awarded \$10,000)
- Also received approval for a \$10,000 security grant from the Maine Drinking Water program for the New Access Trail Gate Project
- Coastal Ridge Elementary School will help plant White Pine seedlings this year. Details are being worked out.
- Annual Imagine A Day Without Water event is approaching and this year with the help of Kinzie and Michael the District will have a new Water Treatment Plant model for the kids to enjoy.

Larry:

- Nubble Road Phase V is complete. The job has been handed over to the Department of Public Works.
- Norwood Avenue main replacement has been prepped, and temporary water lines have been completed.
- The annual main flushing started on March 24th.
- Summerlines have been filled and flushed in preparation for meter installations on April 22nd.

Noah:

- JN Electric completed the installation of a propane Kohler generator at the screenhouse. This is a step recommended in the Treatability Study.
- A davit arm was added to the clarifier/filter room for safety measures.
- EII “Electrical Installations Inc” finished the HOA “Hand- Off-Auto” switch replacement upgrade.
- Received approval for a Capacity Development grant from the Maine Drinking Water Program for a Structural Stability of the Dam in the amount of \$29,999.

Don:

- The Old Beach Ridge Interconnection Pump Station was intended to be a shared cost between the York Water District and Kittery Water District. We will work to get the final number of our costs and review with Kittery Water to settle the cost incurred. Don, Noah, and Larry will strategize with Kittery Water District on how to move forward.
- A joint meeting with the Kittery Water’s District’s Trustees is being considered to revisit the MOU that was established back in 2018 as there are still tasks that need to be discussed.
- Noah and Brian have checked on chemicals and inventory for any potential delivery delays due to the tariffs. Currently, they do not expect any delays or issues.

Staff to announce the selected Employee of the 1st Quarter of 2025.

Todd Hill was awarded the Employee of the Quarter. In his role as Utility Coordinator, Todd has always been a team player and goes above and beyond. Todd always strives to perform at a high level and has the respect of all his coworkers. Congratulations Todd!

General Discussion:

No update on the real estate appraisal from the York Hospital.

Waiting on the recommendation from Woodard and Curran with the Space Needs Assessment. Not due until July. As part of the recommendations, they will develop a proposed layout for a 40 x 80 dry storage building at the Simpson Hill storage tank site.

The meeting adjourned at 3:35 PM.

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District

DATE: 5/13/2025
TIME: 10:00:21AM

York Water District
INVOICE LIST
FOR CHECKS FROM 4/9/2025 TO 5/12/2025

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	34768	1,530.00	05/01/2025	20541	FILL MATERIALS - NUBBLE ROAD
			1,530.00			
Advanced Communications Ser						
348	Advanced Communications Ser	60114573	520.00	04/17/2025	20499	MONTHLY CYBER REPORTING
			520.00			
AGAMENTICUS PLUMBING & H						
1,190	AGAMENTICUS PLUMBING &	11585	318.40	04/17/2025	20500	PLUMBING WORK - NUBBLE ROAD
			318.40			
AHM - NORTHERN LIGHT DRUG						
210	AHM - NORTHERN LIGHT DR	2025033904010	192.00	05/06/2025	20561	RANDOM DRUG/ALCOHOL TESTING
210	AHM - NORTHERN LIGHT DR	93289	64.00	04/24/2025	20529	DRUG TESTING - NEW HIRE
			256.00			
AQUILLA & NEPTUN, LLC						
1,200	AQUILLA & NEPTUN, LLC	4046	1,193.00	04/14/2025	20479	CLARIFIER REPAIRS
			1,193.00			
ARUNDEL FORD						
1,111	ARUNDEL FORD	04/09/2025	62,178.02	04/09/2025	20478	2025 FORD TRANSIT AWD CARGO VAN
			62,178.02			
AT&T						
168	AT&T	0207374976001	49.00	04/14/2025	20480	LONG DISTANCE - PLANT
168	AT&T	0207374976001	50.14	05/06/2025	20562	LONG DISTANCE - PLANT
			99.14			
BRIAN MCBRIDE						
1,824	BRIAN MCBRIDE	04/09/2025	211.00	04/17/2025	20501	04/09/25 BOOT ALLOWANCE - B. MCBRIDE
			211.00			
CARUS CORPORATION						
1,385	CARUS CORPORATION	10120015	10,718.40	04/14/2025	20481	9570 LBS ORTHO-PHOSPHATE
			10,718.40			
Central Maine Power						
24	Central Maine Power	30015194605 04	304.16	04/17/2025	20503	1159 KWH - TOWER SITE 2
24	Central Maine Power	30015194639 04	434.07	04/17/2025	20503	1756 KWH - TOWER SITE 1
24	Central Maine Power	30016410778 04	304.40	05/01/2025	20542	1169 KWH - GULF HILL PS
24	Central Maine Power	35010715726 04	42.53	04/17/2025	20503	4 KWH - LIGHT AT PLANT GATE
24	Central Maine Power	35011336332 04	432.48	04/24/2025	20530	1858 KWH - RTE 1 NORTH PS
24	Central Maine Power	35012087900 04	423.07	04/24/2025	20530	1849 KWH - SIMPSON HILL TANK
24	Central Maine Power	35012909699 04	44.00	04/17/2025	20503	0 KWH - RPO GARAGE
24	Central Maine Power	35012922080 04	306.66	04/24/2025	20530	1248 KWH - WHITE PINE PS
24	Central Maine Power	35012966749 04	763.31	04/17/2025	20503	3462 KWH - SCREEN HOUSE
24	Central Maine Power	35012969180 04	4,314.08	04/17/2025	20503	16582 KWH - TREATMENT PLANT
24	Central Maine Power	35013404708 04	511.88	04/24/2025	20530	2243 KWH - RTE 1 SOUTH PS

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PAGE: 2

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
24	Central Maine Power	35015157361 04	656.87	04/24/2025	20530	2946 KWH - WHIPPOORWILL PS
24	Central Maine Power	35015205897 04	144.01	04/17/2025	20503	496 KWH - RPO
24	Central Maine Power	35015396233 04	46.86	04/17/2025	20503	25 KWH - LIGHT BEHIND SHOP
24	Central Maine Power	35016940278 04	103.79	04/24/2025	20530	301 KWH - HEIGHTS TANK
24	Central Maine Power	35016960912 04	82.34	04/24/2025	20530	197 KWH - HEAT TAPE
24	Central Maine Power	35017139011 04	714.49	04/17/2025	20503	3034 KWH - OFFICE/SHOP
			9,629.00			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATION:	1406178010421	160.00	05/01/2025	20543	BROADBAND - TANK SITE
344	CHARTER COMMUNICATION:	1422436010407	130.00	04/17/2025	20504	BROADBAND - TANK SITE
344	CHARTER COMMUNICATION:	1425335010407	755.04	04/17/2025	20504	BROADBAND - MAIN SITES
			1,045.04			
COLE THOMPSON						
1,822	COLE THOMPSON	05/04/2025	209.99	05/06/2025	20563	05/04/25 BOOT ALLOWANCE - C. THOMPSON
			209.99			
COMMUNICATIONS FACILITIES						
338	COMMUNICATIONS FACILITIES	2249	500.00	05/06/2025	20564	MONTHLY TOWER SITE INSPECTION
			500.00			
CONSOLIDATED COMMUNICATIONS						
75	CONSOLIDATED COMMUNICATIONS	117944052542 (194.65	04/24/2025	20531	BROADBAND - TOWER SITE
75	CONSOLIDATED COMMUNICATIONS	2073636101536	294.34	04/14/2025	20482	LAND LINES - PLANT
75	CONSOLIDATED COMMUNICATIONS	2073636101536	294.89	05/06/2025	20565	LAND LINES - PLANT
			783.88			
DIG SAFE SYSTEM, INC						
720	DIG SAFE SYSTEM, INC	41828	111.00	04/14/2025	20483	Q1 DIGSAFE REQUESTS
			111.00			
Dowling Corporation						
202	Dowling Corporation	C232216	13,719.00	05/01/2025	20544	HVAC ROOFTOP UNIT
			13,719.00			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	001618817 04/2	3,121.16	04/17/2025	20502	APRIL CREDIT CARD CHARGES
			3,121.16			
Eldredge Lumber						
38	Eldredge Lumber	741916	63.55	04/17/2025	20505	PLANT SUPPLIES
38	Eldredge Lumber	742596	139.93	04/14/2025	20484	SHOP SUPPLIES
38	Eldredge Lumber	742888	1.79	04/14/2025	20484	MATERIALS - NORWOOD AVE
38	Eldredge Lumber	743641	15.96	04/14/2025	20484	SHOP SUPPLIES
38	Eldredge Lumber	743883	14.83	04/17/2025	20505	SHOP SUPPLIES
38	Eldredge Lumber	744230	97.99	04/17/2025	20505	SHOP SUPPLIES
38	Eldredge Lumber	744882	12.58	04/17/2025	20505	SUPPLIES - NUBBLE ROAD
38	Eldredge Lumber	745007 - 2025	18.68	04/17/2025	20505	PLANT SUPPLIES
38	Eldredge Lumber	745384	4.83	04/17/2025	20505	TOWER GENERATOR MATERIALS

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38	Eldredge Lumber	745426	21.55	04/24/2025	20532	DWOW SUPPLIES
38	Eldredge Lumber	745428	27.48	04/24/2025	20532	DWOW SUPPLIES
38	Eldredge Lumber	749776	15.31	05/06/2025	20566	METER SHOP SUPPLIES
38	Eldredge Lumber	749852	31.96	05/06/2025	20566	SHOP SUPPLIES
38	Eldredge Lumber	K39316	65.86	04/17/2025	20505	PLANT SUPPLIES
38	Eldredge Lumber	K48222	60.00	05/01/2025	20545	SHOP SUPPLIES
38	Eldredge Lumber	K48395	216.52	05/01/2025	20545	SHOP SUPPLIES
			808.82			
Electrical Installations, Inc.						
334	Electrical Installations, Inc.	S2409301	11,629.00	04/17/2025	20506	VALVE CONTROL SWITCHES
			11,629.00			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6450472	74,475.32	04/17/2025	20507	STOCK - DI PIPE
113	Everett J. Prescott, Inc	6450473	11,163.04	04/14/2025	20485	STOCK - GATE VALVES
113	Everett J. Prescott, Inc	6450476	6,700.14	04/14/2025	20485	STOCK - MJ FITTINGS
113	Everett J. Prescott, Inc	6456438	348.00	05/01/2025	20546	STOCK ITEMS
113	Everett J. Prescott, Inc	6458222	2,857.11	05/01/2025	20546	STOCK - MISC
113	Everett J. Prescott, Inc	6459816	1,000.00	04/17/2025	20507	STOCK ITEMS
113	Everett J. Prescott, Inc	6462210	6,510.73	05/01/2025	20546	STOCK - VALVES
			103,054.34			
FERGUSON WATERWORKS #13						
1,468	FERGUSON WATERWORKS #	1272755	2,550.60	04/14/2025	20486	STOCK ITEMS
			2,550.60			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	5123713	678.16	04/14/2025	20487	236.5 GAL HEATING OIL - OFFICE
988	FIELDING'S OIL & PROPANE	5146116	3,877.06	04/24/2025	20533	1385.9 GAL HEATING OIL - PLANT
988	FIELDING'S OIL & PROPANE	5148269	447.77	04/17/2025	20508	143.0 GAL DIESEL
988	FIELDING'S OIL & PROPANE	5152626	4,475.72	04/24/2025	20533	1599.9 GAL HEATING OIL - PLANT
988	FIELDING'S OIL & PROPANE	5167771	459.35	05/01/2025	20547	146.7 GAL DIESEL
			9,938.06			
FREDERICK BROS. OIL & PROP						
1,846	FREDERICK BROS. OIL & PROP	802832	1,750.00	04/14/2025	20488	GAS LINE - SCREENHOUSE GENERATOR
			1,750.00			
GEI CONSULTING, INC						
1,754	GEI CONSULTING, INC	003176507	7,639.50	05/06/2025	20567	INFLOW DESIGN FLOOD STUDY
1,754	GEI CONSULTING, INC	3175008	5,565.75	04/17/2025	20509	INFLOW DESIGN FLOOD STUDY
			13,205.25			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	706551	218.10	04/24/2025	20534	MONTHLY FSA & HRA ADMIN FEE
			218.10			
Hach Chemical						
66	Hach Chemical	14442400	647.19	04/14/2025	20489	LAB CONSUMABLES

DATE: 5/13/2025
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PAGE: 4

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66	Hach Chemical	14452738	281.05	04/17/2025	20510	LAB CONSUMABLES
			928.24			
HARCROS CHEMICALS,INC						
579	HARCROS CHEMICALS,INC	301016022	2,815.21	04/14/2025	20490	1583 GAL SODIUM HYPOCHLORITE
			2,815.21			
HD SUPPLY, INC						
155	HD SUPPLY, INC	INV00684884	296.72	05/06/2025	20573	LAB SUPPLIES
			296.72			
HERITAGE SIDING & WINDOW						
1,884	HERITAGE SIDING & WINDO	INV#4287	2,224.00	04/17/2025	20511	TABERNACLE TEST BORING REFUND
			2,224.00			
KEMIRA WATER SOLUTIONS, II						
1,010	KEMIRA WATER SOLUTIONS,	9017881925	4,377.93	05/01/2025	20548	2300 LBS POLYMER
			4,377.93			
KINZIE MERRILL						
1,771	KINZIE MERRILL	04/13/2025	124.99	04/17/2025	20512	04/13/25 BOOT ALLOWANCE - K. MERRILL
			124.99			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	9861	170.82	04/24/2025	20535	3/7/25 BOOT ALLOWANCE - R. HENSON
1,670	KITTERY TRADING POST	9877	152.99	05/06/2025	20568	04/25/25 BOOT ALLOWANCE - D. HINER
1,670	KITTERY TRADING POST	9881	191.23	05/06/2025	20568	05/02/25 BOOT ALLOWANCE - J. FREEMAN
			515.04			
KYOCERA						
1,202	KYOCERA	55L2603162	394.66	04/14/2025	20494	QUARTERLY OFFICE COPIER CHARGES
1,202	KYOCERA	55L2609987	81.92	05/01/2025	20555	MONTHLY OFFICE/SHOP PRINTER CHARGE
			476.58			
L & M HEATING						
1,727	L & M HEATING	1844	310.00	05/01/2025	20549	BOILER CLEANING - OFFICE/SHOP
1,727	L & M HEATING	1845	705.00	05/01/2025	20549	BOILER MAINTENANCE - PLANT
			1,015.00			
MAILFINANCE						
1,000	MAILFINANCE	Q1835462	720.39	05/06/2025	20570	QUARTERLY POSTAGE MACHINE CHARGES
			720.39			
Maine Municipal Emp Health Tr						
85	Maine Municipal Emp Health	37496 05/25	44,604.55	04/17/2025	20513	MAY HEALTH INSURANCE
			44,604.55			
MARCOTTI, KEITH						
1,886	MARCOTTI, KEITH	34211	80.55	04/17/2025	20514	UB 5693 2 BEACH STREET UNIT 8
			80.55			

DATE: 5/13/2025
TIME: 10:00:21AM

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PAGE: 5

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MARY SALLESE						
1,885	MARY SALLESE	INV#4288	1,603.00	04/17/2025	20515	MORNINGSIDE DR TEST BORING REFUND
			1,603.00			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	57073	34.30	04/17/2025	20516	MONTHLY VOICEMAIL CHARGES
			34.30			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	225040029	40.00	04/14/2025	20491	SAMPLES - NORWOOD AVE
587	NELSON ANALYTICAL LLC	225040058	40.00	04/14/2025	20491	SAMPLES - NORWOOD AVE
587	NELSON ANALYTICAL LLC	225040215	120.00	04/17/2025	20517	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	225040281	60.00	04/24/2025	20536	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	225040283	60.00	04/24/2025	20536	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	225040312	180.00	04/24/2025	20536	MONTHLY BACTERIA SAMPLING
587	NELSON ANALYTICAL LLC	225040408	240.00	04/24/2025	20536	MONTHLY BACTERIA SAMPLING
587	NELSON ANALYTICAL LLC	225040474	20.00	05/01/2025	20550	SAMPLE - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	225040671	20.00	05/06/2025	20569	SAMPLES - NORWOOD AVE
587	NELSON ANALYTICAL LLC	225040706	20.00	05/06/2025	20569	SAMPLES - NORWOOD AVE
587	NELSON ANALYTICAL LLC	225040782	20.00	05/06/2025	20569	SAMPLES
587	NELSON ANALYTICAL LLC	225050046	270.00	05/06/2025	20569	ANNUAL SAMPLING
587	NELSON ANALYTICAL LLC	225050047	20.00	05/06/2025	20569	SAMPLES
			1,110.00			
NEW ENGLAND TRAFFIC CONTI						
606	NEW ENGLAND TRAFFIC COI	221334	3,453.14	04/14/2025	20492	FLAGGERS - NUBBLE ROAD
606	NEW ENGLAND TRAFFIC COI	221373	5,731.00	04/17/2025	20518	FLAGGERS - NUBBLE ROAD
606	NEW ENGLAND TRAFFIC COI	221441	4,796.00	04/24/2025	20537	FLAGGERS - NUBBLE ROAD
			13,980.14			
NM Curtis Earth Works, Inc.						
1,594	NM Curtis Earth Works, Inc.	10236	222,185.50	05/01/2025	20551	MAIN INSTALLATION - NUBBLE ROAD
			222,185.50			
Northeast Hydraulics						
268	Northeast Hydraulics	87384	130.50	05/01/2025	20552	TRACTOR MAINT MATERIALS
			130.50			
NORTHEAST MAID SERVICES, L						
1,823	NORTHEAST MAID SERVICES	4325	650.00	04/24/2025	20538	MONTHLY CLEANING SERVICE
			650.00			
ON TARGET UTILITY SERVICES						
1,888	ON TARGET UTILITY SERVIC	05/01/2025	1,600.00	05/01/2025	20554	HOLE BORING
			1,600.00			
OPENTEXT, INC						
1,751	OPENTEXT, INC	9005417906	1.32	04/17/2025	20519	WEBROOT CHARGES
1,751	OPENTEXT, INC	9005421934	51.50	04/17/2025	20519	CARBONITE CHARGES

DATE: 5/13/2025
TIME: 10:00:21AM

York Water District
INVOICE LIST
FOR CHECKS FROM 4/9/2025 TO 5/12/2025

PAGE: 6

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
			52.82			
O'REILLY AUTOMOTIVE, INC						
1,734	O'REILLY AUTOMOTIVE, INC	3287644 03/25	74.30	04/24/2025	20539	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-195365	54.00	04/14/2025	20493	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-196308	45.88	05/01/2025	20553	VEHICLE MAINT MATERIALS
			174.18			
Roche Locksmith Services						
231	Roche Locksmith Services	47347	33.00	04/17/2025	20520	KEYS
			33.00			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2597	68,675.50	05/01/2025	20556	MAIN INSTALLATION - NORWOOD AVE
			68,675.50			
SANEL NAPA						
451	SANEL NAPA	450460	84.80	04/17/2025	20521	VEHICLE MAINT MATERIALS
451	SANEL NAPA	450479	7.32	04/17/2025	20521	VEHICLE MAINT MATERIALS
451	SANEL NAPA	452933	109.18	05/06/2025	20571	VEHICLE MAINT MATERIALS
			201.30			
SHELLEY KIMBALL						
706	SHELLEY KIMBALL	05/01/2025	53.09	05/01/2025	20557	MILEAGE REIMBURSEMENT - S. KIMBALL
			53.09			
SHORE BUILT CONSTRUCTION						
1,831	SHORE BUILT CONSTRUCTIC	4384	8,453.42	04/17/2025	1403	DEP REF MAIN - 6 BREEZE WAY
			8,453.42			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	314433	494.05	05/06/2025	20572	STOCK ITEMS
			494.05			
THE UPS STORE #1088						
193	THE UPS STORE #1088	03/31/2025	127.55	04/17/2025	20522	SHIPPING CHARGES
			127.55			
THE WEEKLY SENTINEL						
1,429	THE WEEKLY SENTINEL	75526	88.00	05/01/2025	20558	PROJECT ADVERTISING
1,429	THE WEEKLY SENTINEL	75569	198.00	05/01/2025	20558	PROJECT ADVERTISING
			286.00			
Ti Sales						
115	Ti Sales	INV0182238	2,008.00	04/14/2025	20495	SAMPLE STATION
			2,008.00			
Todd Hill						
316	Todd Hill	1	50.00	05/01/2025	20559	DRONE USE
			50.00			

DATE: 5/13/2025
TIME: 10:00:21AM

York Water District
INVOICE LIST
FOR CHECKS FROM 4/9/2025 TO 5/12/2025

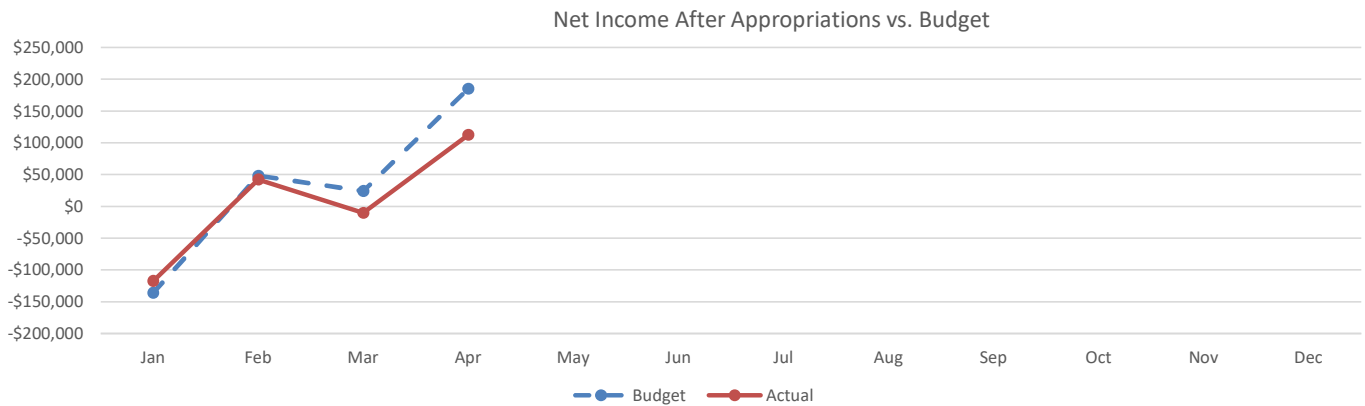
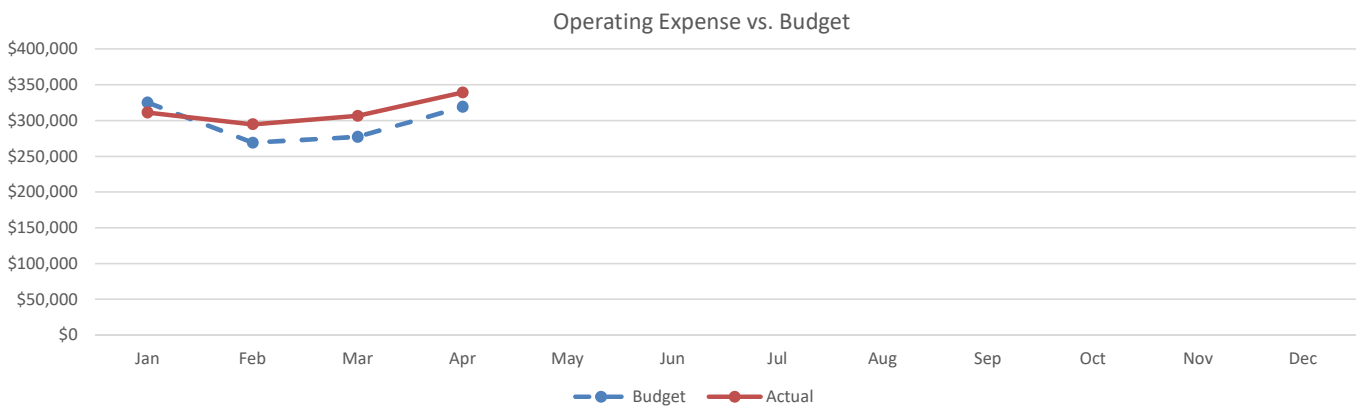
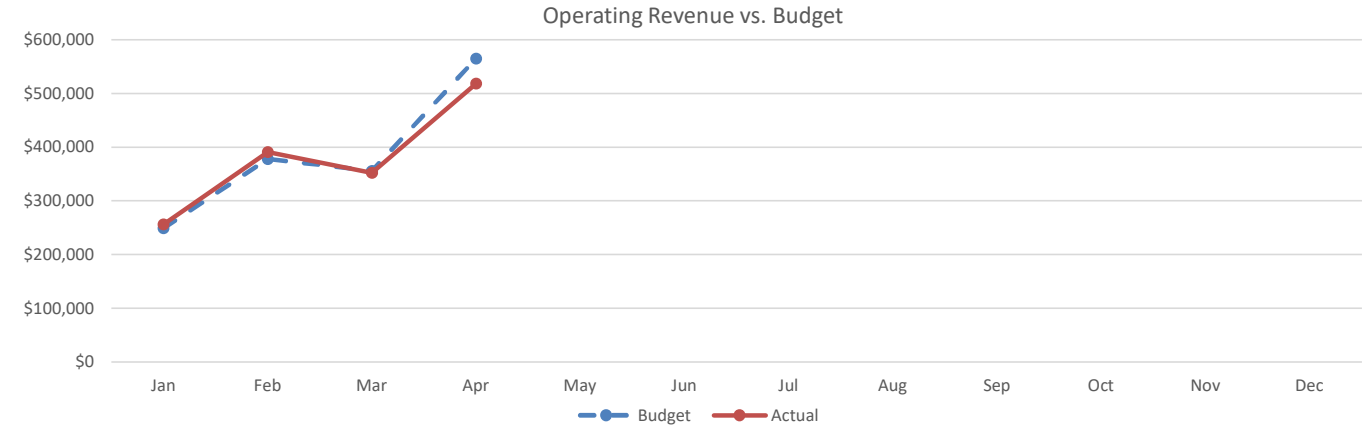
PAGE: 7

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
TREASURER STATE OF MAINE						
915	TREASURER STATE OF MAIN	8654	50.00	04/17/2025	20523	BIOLER SAFTY CERTIFICATE FEE
			50.00			
VERIZON WIRELESS						
836	VERIZON WIRELESS	6108983898	611.24	04/14/2025	20496	MONTHLY CELL PHONE & TABLET CHARGE
836	VERIZON WIRELESS	6108983899	615.90	04/14/2025	20496	MONTHLY ONE-TALK CHARGES
836	VERIZON WIRELESS	6111477729	2,451.87	05/06/2025	20574	MONTHLY CELL PHONE & TABLET CHARGE
836	VERIZON WIRELESS	6111477730	615.67	05/06/2025	20574	MONTHLY ONE-TALK CHARGES
			4,294.68			
VERRILL						
128	VERRILL	666571	4,306.00	04/24/2025	20540	MISC LEGAL COUNCIL
			4,306.00			
W.B.MASON, INC.						
532	W.B.MASON, INC.	253226572	66.65	04/14/2025	20497	OFFICE SUPPLIES
532	W.B.MASON, INC.	253429525	29.99	04/17/2025	20524	OFFICE SUPPLIES
532	W.B.MASON, INC.	253938162	120.74	05/06/2025	20575	OFFICE SUPPLIES
			217.38			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9450195426	108.40	04/14/2025	20498	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9456934026	68.86	04/17/2025	20525	SAFTEY SUPPLIES
65	W.W. Grainger CO. Inc.	9474161362	165.78	05/01/2025	20560	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9478596696	142.30	05/01/2025	20560	SAFETY SUPPLIES
			485.34			
WEX BANK						
1,415	WEX BANK	104520872	1,047.73	05/06/2025	20576	MONTHLY FLEET GAS CHARGES
			1,047.73			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (23-0000313716	519.67	04/17/2025	20526	MONTHLY DUMPSTER SERVICE
			519.67			
Wright-Pierce						
137	Wright-Pierce	243153	2,366.73	04/17/2025	20527	LAGOON SYSTEM DESIGN
137	Wright-Pierce	243402	7,769.21	05/06/2025	20577	LAGOON SYSTEM DESIGN
			10,135.94			
York Hospital						
187	York Hospital	04/08/2025	213.00	04/17/2025	20528	PRE-EMPLOYMENT PHYSICAL
			213.00			

WARRANT TOTAL:

650,648

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of May 7, 2025

<u>Account</u>	<u>Balance</u>	<u>Monthly Change</u>	<u>Account</u>	<u>Balance</u>	<u>Monthly Change</u>
Operating	\$968,812	(\$498,577)	Watershed	\$459,300	\$1,319
System Development	\$425,961	\$8,477	Customer Advance	\$163,216	\$57,919
Investment Account	\$1,407,016	\$0			
Land Sale Funds	(\$188,000)	\$0			
Reserved for Tank Painting	(\$1,263,636)	(\$11,583)			
Operating Reserve	\$1,350,153		% of Recommended Reserve	104%	

**York Water District
Income Statement
For the Month Ending April 30, 2025**

Operating Revenue

▼ (\$46,912)

Operating Expense

▲ \$20,090

Net Income/(Loss)

▼ (\$72,579)

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 359,994	\$ 395,000	\$ (35,006)	\$ 2,732,000	-1%
Commercial Metered Sales	40,182	44,000	(3,818)	538,000	-1%
Governmental Metered Sales	2,052	11,000	(8,948)	99,000	-9%
Public & Private Fire Protection	115,306	114,000	1,306	1,460,000	0%
Other Operating Revenue	554	1,000	(446)	16,000	-3%
Total Operating Revenue	518,088	565,000	(46,912)	4,845,000	-1%
Salaries & Wages	180,203	171,000	9,203	1,916,000	0%
Employee Benefits	82,163	77,000	5,163	824,000	1%
Purchased Power & Water	8,890	8,000	890	97,000	1%
Chemicals	13,533	10,000	3,533	122,000	3%
Materials & Supplies	31,414	18,000	13,414	231,000	6%
Contracted Services	17,418	28,000	(10,582)	408,000	-3%
Transportation Expense	1,974	4,000	(2,026)	47,000	-4%
Insurance	-	-	-	62,000	0%
Other Miscellaneous Expenses	3,495	3,000	495	84,000	1%
Total Operating Expense	339,090	319,000	20,090	3,791,000	1%
Depreciation & Amortization Expense	73,615	74,000	(385)	883,000	0%
Net Non-Operating Income	26,787	33,000	(6,213)	534,000	-1%
Debt Service	8,166	8,000	166	327,000	0%
Tank Painting Contribution	11,583	12,000	(417)	139,000	0%
Net Income After Appropriations	\$ 112,421	\$ 185,000	\$ (72,579)	\$ 239,000	

Decreased revenue attributed to timing of seasonal minimum charges.

Large heating oil purchase (\$8,000) and valve control switches (\$12,000).

York Water District
Income Statement
For the Four Months Ending April 30, 2025

Operating Revenue

▼ (\$31,120)

Operating Expense

▲ \$58,311

Net Income/(Loss)

▼ (\$93,502)

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>
Residential Metered Sales	\$ 870,649	\$ 900,000	\$ (29,351)	\$ 2,732,000	-1%
Commercial Metered Sales	133,315	135,000	(1,685)	538,000	0%
Governmental Metered Sales	24,330	31,000	(6,670)	99,000	-7%
Public & Private Fire Protection	485,001	477,000	8,001	1,460,000	1%
Other Operating Revenue	3,585	5,000	(1,415)	16,000	-9%
Total Operating Revenue	1,516,880	1,548,000	(31,120)	4,845,000	-1%
Salaries & Wages	601,855	577,000	24,855	1,916,000	1%
Employee Benefits	312,812	297,000	15,812	824,000	2%
Purchased Power & Water	34,470	30,000	4,470	97,000	5%
Chemicals	34,592	41,000	(6,408)	122,000	-5%
Materials & Supplies	88,876	80,000	8,876	231,000	4%
Contracted Services	97,648	102,000	(4,352)	408,000	-1%
Transportation Expense	23,691	16,000	7,691	47,000	16%
Insurance	36,596	30,000	6,596	62,000	11%
Other Miscellaneous Expenses	20,771	20,000	771	84,000	1%
Total Operating Expense	1,251,311	1,193,000	58,311	3,791,000	2%
Depreciation & Amortization Expense	294,460	294,000	460	883,000	0%
Net Non-Operating Income	137,315	141,000	(3,685)	534,000	-1%
Debt Service	34,594	35,000	(406)	327,000	0%
Tank Painting Contribution	46,332	46,000	332	139,000	0%
Net Income After Appropriations	\$ 27,498	\$ 121,000	\$ (93,502)	\$ 239,000	

Decreased revenue attributed to timing of seasonal minimum charges.

Large heating oil purchase (\$8,000) and valve control switches (\$12,000).

Repairs to plant and distribution vehicles.

Workers comp insurance adjustment was about \$4,000 due to higher payroll than MEMIC had estimated.

York Water District
Balance Sheet
As of April 30, 2025

	04/30/2025	04/30/2024	Difference
Capital Assets	50,128,477	48,021,700	2,106,777 (1)
Less: Accumulated Depreciation	24,000,457	23,033,943	966,514
Total Net Capital Assets	26,128,020	24,987,757	1,140,263
Cash	2,264,060	2,286,849	-22,789 (2)
Investments	1,407,016	1,029,993	377,023 (2)
Accounts Receivable	779,236	756,690	22,546
Inventory	483,127	410,459	72,668
Prepayments	44,605	36,591	8,014
Total Current and Accrued Assets	4,978,044	4,520,582	457,462
Deferred Debits	1,027,315	1,006,161	21,154
TOTAL ASSETS AND OTHER DEBITS	32,133,379	30,514,500	1,618,879
Long-Term Debt	2,814,922	3,063,693	-248,771
Accounts Payable	389,562	45,825	343,737 (3)
Accrued Taxes	8,931	2,653	6,278
Accrued Interest	-10	0	-10
Miscellaneous Current and Accrued Liabilities	1,766,154	1,594,434	171,720
Total Current and Accrued Liabilities	2,164,637	1,642,912	521,725
Advances for Construction	116,221	231,378	-115,157 (2)
Other Deferred Credits	20,425	20,425	0
Total Deferred Credits	136,646	251,803	-115,157
Contributed Funds	1,571,747	1,441,167	130,580
Contributions In Aid Of Construction (C.I.A.C.)	11,627,212	10,869,163	758,049 (1)
Less: Accumulated Depreciation of C.I.A.C	3,720,212	3,516,544	203,668
Total Net C.I.A.C	7,907,000	7,352,619	554,381
Appropriated Retained Earnings	15,233,273	14,984,520	248,753
Unappropriated Retained Earnings	2,305,154	1,777,786	527,368
Total Equity Capital	17,538,427	16,762,306	776,121
TOTAL LIABILITIES AND EQUITY	32,133,379	30,514,500	1,618,879

(1) Capital Assets

\$2.1 million in capital additions in past twelve months. \$760,000 of that amount came in the form of C.I.A.C from customer paid projects.

(2) Cash & Investments

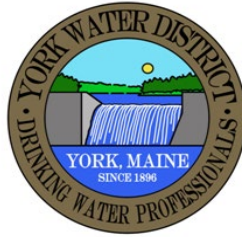
Overall cash and investments are up about \$650,000 from last April. This is in spite of less advances for construction being held for outstanding customer projects.

(3) Accounts Payable

Construction invoices for Nubble and Norwood recieved at the end of April were paid in the first week of May.

Trustees

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



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

Administration

Donald D. Neumann Jr., Superintendent
Noah Emery, Assistant Superintendent
Patrick M. Desrosiers, Financial Manager
Zachariah Mein, Resource Protection Mgr.

Meeting date May 21, 2025

To York Water District Board of Trustees

Request for special consideration from residents on 20 Sunset

Packet includes

- Request from Resident
- Statement from Billing Clerk
- Summary from Foreman
- Overview from Superintendent
- Maine Public Utility Commission approved Terms and conditions
 - See term 15 page 10 Abatement Policy

Respectfully

Donald D. Neumann Jr.
Superintendent
York Water District

TO: Trustees of the York Water Department

FROM: Edward and Ellen Gaudiano, 20 Sunset Road, York, ME

Please accept this letter as our request for the dismissal of an overcharge which we will incur upon billing in October. This charge will add \$655. to our water bill.

We have been residents of 20 Sunset Road, York since 1957 (same family) and are summer customers of the water district.

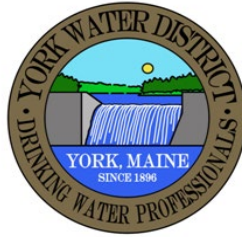
Our meter was connected on 4/22/25 and our plumber was scheduled to resume service on 4/28/25. When he arrived, he found the shut off valve at the street turned on and water flowing throughout our system. Someone had deliberately turned on our water at the shut off. Since I believe, that this situation does not apply to the conditions* for a normal abatement, we are asking for this overcharge to be reconsidered.

- 1) There was no leak or break, and no customer negligence in this case and
- 2) The water was not shut off within a reasonable time.

Thank you very much for your consideration.

Trustees

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Karen Arsenault, Clerk
Stephen C. Rendall Jr, Trustee
Richard Leigh, Trustee



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Summary for 20 Sunset Rd.

Ellen Gaudiano
210 Brickett Hill Circle
Haverhill, MA 01830

The owner's meter was installed with all other Summerline meters on Tuesday, April 22, 2025, with a beginning water meter reading of 8835.

On April 28, 2025, Tom Chase our Meter Foreman received a call from Agamenticus Plumbing stating when they arrived at the property (20 Sunset Rd) the valve was already turned on and water was running from the fixtures inside the home and the outdoor faucet outback of the home. Tom went out to the property to attain a meter read which was 17914 and was determined to have used 9079 cubic feet of water since the meter was installed. The shut off valve for the meter is located across the private road from the neighbor's home. Tom called Agamenticus plumbing and advised them York Water District does not turn on the water after installing the meter. The same day our office staff reached out to the owner and a message was left asking them to return our call.

On April 29, 2025, Mr. Gaudiano called back, spoke with the office staff and was given information about the high-water usage, and his current bill as of April 28th \$655.69, and our abatement process. The owner stated he would reach out to Agamenticus, get their explanation and would be back in contact with us.

Patty Carter
Billing Clerk
York Water District

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
Noah Emery, Assistant Superintendent
Patrick M. Desrosiers, Financial Manager
Zachariah Mein, Resource Protection Mgr.

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On April 22, 2025, District crews completed the installation of the nearly 500 summer line meters in the system.

This process starts with loading meters in the shop, street by street. At that time, myself and Foreman Robbie Henson refreshed the entire crew on the process of setting these meters. Problems that may be encountered and tips to solve them, making sure to flush the live side of the meter connection prior to setting the meter to avoid plugging the meter, and making sure the valve is completely off as we do not charge the lines to the customers home. I personally checked with the newest employees to make sure they fully understood the importance of why we do not charge these lines and explained that the homeowner or their plumber are allowed to operate these valves at will, unlike our annual service valves.

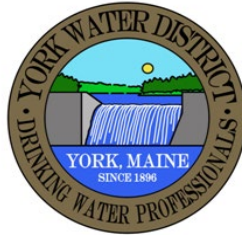
The service for 20 Sunset Rd is slightly different than the average summer service being that the service valve is at the main across the street and not at the meter connection in front of the house. To set the meter on this service, the valve would be cracked enough to flush the live side of the meter connection onto the ground, shut off, and then the meter is set across the street at the house. This service valve is also located next to the service valve for 19 Sunset road so the potential is there that another homeowner or plumber could have inadvertently turned on the wrong valve for 19 Sunset and forgot to shut it off when they realized they were not getting water to their house.

A handwritten signature in black ink, appearing to read 'Larry Graham', with a long, sweeping horizontal line extending to the right.

Larry Graham
General Foreman

Trustees

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



Administration

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Noah Emery, Assistant Superintendent
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Zachariah Mein, Resource Protection Mgr.

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On May 8, 2025, Edward Gaudiano of 20 Sunset stopped by the office asking to speak to me regarding the issue that occurred at his property. As noted in the statement by Larry Graham attached, the lines were flushed, and the meters were installed on Sunset.

At some point **after** our crew left Sunset, an unknown person turned on the valve for 20 Sunset and the water ran thru the interior plumbing (luckily the drain lines and his septic system handled the flow with no structural damage). According to the meter reading 9079 cubic feet of water (67,911 gallons) passed thru their water meter.

Our policy is to bill each customer based on the installation water meter reading and the final reading in the fall. Our billing Clerk Patty informed the resident of the high consumption which has started this process. Patty's statement and the abatement process is attached.

Mr. Gaudiano explained to me that he felt the burden this issue shouldn't be at his expense. He asked his plumber, his neighbor and his neighbor's plumber and no one shared any knowledge of the incident. This all happened before he arrived. I suggested that it would be a good idea to have a valve installed on its side of the road to prevent this from occurring again.

I asked Patty to calculate the value of the 9079 CF of water. It is a total \$655.69. I explained to Mr. Gaudiano the abatement process and we can forgive a maximum of \$200.00 proving it meets the terms of our policy. He strongly felt the abatement policy

should not apply because he didn't have a leak. Someone turned his valve on without his knowledge.

He inquired about an appeal process, I provided 2 options

- YWD would split the \$655.69

Or

- He can request to appeal directly to the Board of Trustees

As you can see Mr. Gaudiano opted for the latter. See his statement attached.

My opinion is that YWD has approximately 500 Summerline customers. Almost all with water shut off valves and water meters near the edge of road. Our responsibility is to set the seasonal water meter and provide water service. We do not have the staff to police each and every water shut off. And I feel that offering to split the overage is more than generous.

Furthermore, as stated the abatement policy "may" provide an abatement for an out of ordinary event.

This case is out of ordinary. All conditions have been met.

- A leak occurred
- The water was shut off
- The customer requested an abatement (or special consideration in this case)
- The customer has had an account for many years
- The customer has not requested an abatement in the past 5 years.

Respectfully,

Donald D. Neumann Jr.
Superintendent
York Water District

Terms and Conditions

York Water District

Fourth Revision

Page | 1

TABLE OF CONTENTS

Definitions.....	5,6
Introduction.....	6
<i>Terms and Conditions</i>	
Term 1.....	6
<i>Utility Service Area</i>	
Term 2.....	6,7
<i>Application for Service</i>	
Term 3.....	7
<i>Billing Procedures</i>	
<i>a. Minimum Charges</i>	
<i>b. Seasonal Service Minimum Charges</i>	
<i>c. Public Fire Protection</i>	
<i>d. Private Fire Protection</i>	
<i>e. Seasonal Private Fire Protection Charges</i>	
Term 4.....	7
<i>Terms of Payment</i>	
Term 5.....	8
<i>Credit and Collection Procedures</i>	
Term 6.....	8
<i>Charge for Returned Checks</i>	

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 2

Term 7.....	8
<i>Charges for Establishment of Service</i>	
Term 8.....	8
<i>Charges for Restoration/Reconnection of Service</i>	
Term 9.....	9
<i>Collection Trip Charge</i>	
Term 10.....	9
<i>Disconnection of Leased or Rented Property</i>	
<i>10.1 - Leased or Rented Single-Meter, Multi-Unit Residential Property</i>	
Term 11.....	9
<i>Service Interruption</i>	
Term 12.....	9
<i>Hydrant Flow Test Charge</i>	
Term 13.....	9
<i>System Development Charge</i>	
Term 14.....	10
<i>Utility Jobbing</i>	
Term 15.....	10
<i>Abatements</i>	
Term 16.....	10, 11
<i>Unauthorized Use of Water</i>	

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 3

Term 17.....	11
<i>No Tampering with Utility Property</i>	
Term 18.....	11
<i>Maintenance of Plumbing</i>	
Term 19.....	11, 12
<i>Access to Premises</i>	
Term 20.....	12
<i>Liability</i>	
Term 21.....	12
<i>Fluctuation of Pressures by Customer's Apparatus</i>	
Term 22.....	12
<i>Safeguarding Direct Pressure Water Devices And Systems Supplied by Automatic Feed Valves</i>	
Term 23.....	12
<i>Cross Connections</i>	
Term 24.....	12
<i>Joint Use of Service Pipe Trench</i>	
Term 25.....	13
<i>Conservation</i>	
Term 26.....	13
<i>Back-Flow Prevention Device Testing</i>	

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 4

Term 27.....	13
<i>Stop Valve</i>	
Term 28.....	13
<i>Winter Construction</i>	
Term 29.....	13,14
<i>Charges for Removal of Snow, Ice, or other Obstacles during Connection/Disconnection Requested by Customers.</i>	
Term 30.....	14-18
<i>Metering, New Service Lines and Main Extensions</i>	
a. Separate Metering of Premises.....	14
b. Metering of Multi-Unit Developments.....	14,15
c. Sub-Metering.....	15
d. Charges for repair/replacement of damaged meters and other Utility equipment.	15
e. Meter Testing.....	15,16
f. Meter Pits.....	16
g. Extensions of Mains.....	16
h. Water Main Sizes.....	17
i. New Service Lines and Meters.....	17,18
Term 31.....	18, 19
<i>Private Fire Protection</i>	
Term 32.....	19
<i>Fire Hydrants</i>	

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 5

The following **Terms and Conditions** adopted by the York Water District and filed with the Maine Public Utilities Commission constitutes a contract between the **Customer** and the **Utility**. The **Customer** agrees to adhere to these **Terms and Conditions** and to take water only for purposes stated in the application and at the established rates.

DEFINITIONS

Annual Customer. *"Annual Customer"* means a Customer who takes water service from a year-round **Main** and does not fall under any other **Customer** class. The Utility will decide, upon application of service, if the **Customer** will be billed as an **Annual Customer**.

Commission. *"Commission"* refers to the Maine Public Utilities Commission.

Customer. *"Customer"* means any person, firm, corporation, or governmental division who has applied for and is granted service.

Main. *"Main"* means a water pipe, owned, operated and maintained by the **Utility**, used to transmit or distribute water but is not a water Service Line.

Normal Business Hours. *"Normal Business Hours"* means Monday – Thursday, excluding holidays, 7:00 am – 5:30 pm

Other Hours. *"Other Hours"* means any hours that are not **Normal Business Hours**.

Seasonal Customer. *"Seasonal Customer"* means a Customer who takes water service for a portion of the year from either a summer or year-round **Main**.

- Summer Service Pipes and Water Mains. "Summer Service Pipes and Water Mains" are pipes which can supply Premises for only a portion of the year, typically from May 1 to October 1. The Utility may elect to extend service before May 1 or after October 1. (Chapter 62 §2E)

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 6

- Seasonal water service and disconnection of seasonal water service to **Customers** served from deep water **Mains** will be by appointment only. Establishment of service normally begins April 1 and disconnection of service will be no later than December 31, each year.

Seasonal Rental property. *"Seasonal Rental Property" means an Annual customer that rents its property out as a summer rental (Approximately May –September) and then as a winter rental (Approximately October – April).*

Service Pipe. *"Service Pipe" means the pipe running from the water main to the customer's establishment.*

System Development Charge. *"System Development Charge" as approved by the Public Utilities Commission, April 29, 2003 is a charge to new customers or existing **Customers** who increase their meter size excluding Municipal and Private Fire Protection.*

Utility. *"Utility" refers to the York Water District*

TERMS AND CONDITIONS

1. UTILITY SERVICE AREA. The District is permitted by charter to serve the territory and people of the town of York.

2. APPLICATION FOR SERVICE. Pursuant to Chapter 620 of the **Commission's** rules, the owner or owner's agent, or the occupant of the establishment to be served may apply for service on forms provided by the **Utility**. Only the owner or owner's agent may be an applicant for service of **Seasonal Rental Property**.

Any tenant may become a **Customer** if the tenant assumes responsibility for future service under the conditions set forth in Title 35-A MRS §706(2), and Chapter 660 of the **Commission's** rules.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 7

The **Utility** shall determine the size of the meter, which shall be reasonable in view of the nature of the water service to be provided. If a new service connection or other work on the owner's premise is required, the owner must authorize the **Utility** to enter the premises to do the necessary work.

3. BILLING PROCEDURES:

a. **Minimum charges** for metered service shall be billed quarterly in advance and water used in excess of the minimum shall be billed quarterly in arrears. The **Utility** reserves the right to render bills monthly at its discretion.

b. **Seasonal Service Minimum charges** shall be billed immediately after the meter is set for the season. Charges for water used in excess of the minimum allowance will be billed after the final reading and upon the removal of the meter for the season. The **Utility** reserves the right to render bills for excess water usage quarterly or monthly at its discretion.

c. **Public Fire Protection** shall be billed monthly in advance.

d. **Private Fire Protection charges** shall be billed quarterly in advance. The **Utility** reserves the right to bill monthly at its discretion.

e. **Seasonal Private Fire Protection charges** are billed in advance annually in May.

4. TERMS OF PAYMENT. All bills are payable upon receipt or within twenty-five (25) days from the postmark date of the bill or otherwise delivered to the **Customer**. **Customers** receiving their bills electronically will be notified electronically, not more than one (1) day after the physical mailing. If the due date for payment falls on a Saturday, Sunday, legal holiday, or any other day when the **Utility's** offices are not open for business, the **Utility** shall extend the due date to the next business day. It is the **Customer's** responsibility to provide correct billing or email addresses. Failure to receive a bill does not relieve the **Customer** of the obligation of its payment, nor from the consequence of non-payment.

Payments may be made by mail, at the office of the **Utility**, or electronically or the **Utility** provided drop-box at the entrance to the office.

5. CREDIT AND COLLECTION PROCEDURES. All credit and collection procedures for both residential and commercial **Customers** will be based upon Chapter 660 and Chapter 870 of the **Commission's** rules. The

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 8

Utility may demand a deposit from a **Customer** as permitted by Chapter 660. Pursuant to Chapter 870, the interest rate on **Customer** deposits shall be the rate set by the **Commission**.

An amount is overdue when it has not been paid by the due date. The due date must be no less than 25 days after the bill is mailed, hand delivered or electronically mailed to the **Customer**. A bill is considered to have been mailed on the date it is postmarked. If there is no postmark, the **Utility** must date the bill and deliver the bill on or before that date.

Late payment charges are assessed for overdue bills that are not paid within twenty-five (25) days from the postmarked date or electronic notification. The late payment rate will be no more than the maximum allowed under Chapter 870 of the **Commission's** rules, to be determined annually. (Chapter 660 § 8 G)

6. CHARGE FOR RETURNED CHECKS. In accordance with Chapter 870, any customer whose check is returned for nonpayment to the Utility by a bank will be charged the greater of \$5.00 per account to which the check is to be applied or the amount that the bank charges the Utility. If the Customer is charged more than \$5.00, the Utility will provide the Customer a copy of the bank charge upon request.

7. CHARGES FOR ESTABLISHMENT OF SERVICE. The **Utility** will charge \$20.00 to establish water service if it is not necessary for the **Utility** to visit the premises. If it is necessary for the **Utility** to visit the premises, the **Utility** will charge \$ 48.00 per hour, one hour minimum charge to establish water service during **Normal Business Hours**. **Other Hours**, the charge will be \$ 74.25 per hour, one hour minimum charge.

8. CHARGES FOR RESTORATION/RECONNECTION OF SERVICE. The **Utility** will charge the **Customer** a Restoration/Reconnection fee to restore service at the **Customer's** premises for any reason allowable under Chapter 660 and/or these Terms and Conditions.

The Restoration/Reconnection charge is \$ 48.00 for resumption of service made during **Normal Business Hours**. The charge for resumption of service made during **Other Hours** is \$ 74.25.

9. COLLECTION TRIP CHARGE. If **Utility** representatives visit the **Customer's** premises to disconnect service for non-payment and in lieu of disconnection, the **Customer** pays or makes a payment

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 9

arrangement for the entire past due balance, the **Utility** will charge a Collection Trip charge of \$28.50 as permitted in Chapter 660 of the **Commission's** Rules.

10. DISCONNECTION OF LEASED OR RENTED PROPERTY. Before disconnecting a leased or rented residential property, the **Utility** shall comply with the required notice requirements contained in Chapter 660 of the **Commission's** rules and must offer the tenant the right to take responsibility for future payments.

10-1. Leased or Rented Single-Meter, Multi-Unit Residential Property. Pursuant to Chapter 660, in addition to the above, before disconnecting a leased or rented single-meter, multi-unit residential property, the **Utility** shall: (Chapter 660 § 10 | 4)

- a. Apply any existing deposit to the current account balance, and
- b. Assess against the property owner a collection fee of \$ 300.00.

In addition, at its discretion, the **Utility** may separately meter or cause to be separately metered, at the property owner's expense, each dwelling unit within the property. (Chapter 660 § 10)

11. SERVICE INTERRUPTION. Water service may be interrupted when it is necessary to repair or maintain the utility delivery system (planned or unplanned); to eliminate an imminent threat to life, health, safety, or substantial property damage; or for reasons of local, state or national emergency.

Chapter 660 provides details regarding reasonable notice of affected customers. (660 §14 A)

12. HYDRANT FLOW TEST CHARGE. A hydrant flow test must be requested in writing on forms supplied by the **Utility**. Tests will be scheduled at a time convenient to the **Utility** and so that it will not negatively affect the system or its **Customers**. For a single Hydrant Flow Test the charge is \$168.00 during **Normal Business Hours**. For **Other Hours**, a single Hydrant Flow Test charge is \$252.00.

13. SYSTEM DEVELOPMENT CHARGE. The **Utility** shall charge a **System Development Charge** to all new **Customers** and existing **Customers**, excluding municipal and private fire services, who increase their meter size. For new **Customers** with meters 2" or larger, the charge will be calculated by the **Utility** based upon an estimated consumption. After three years of consumption history, the **Customer's** account will be adjusted based upon actual usage. For existing **Customers**, the charge will be the

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 10

difference between the **System Development Charge** for the increased meter size and the charge for the existing meter size. The **System Development Charge** shall be paid, by the **Customer** prior to connection and installation.

14. UTILITY JOBBING. Jobbing is the provision of unregulated Utility services, such as construction services.

If the Utility agrees to do work outside the scope of regulated Utility service for a Customer at the Customer's expense, the Utility may require an advance payment equal to the Utility's estimated cost of the work. At the completion of the work, any excess over the actual bill for service will be returned, and any amount due in excess of the advance payment will be payable. (Chapter 62 § 2B)

Jobbing rates are established annually by the Utility and are available upon request.

15. ABATEMENTS. The **Utility** may provide an abatement to a **Customer** for an out of the ordinary event under the below listed conditions. It is solely the decision of the **Utility** whether these conditions have been met:

- A leak or break occurred at the **Customer's** premises not resulting from **Customer** negligence; and
- The leak or break was repaired, or the water was shut-off while awaiting repair within a reasonable time; and
- The **Customer** requested the abatement within 25 days of receipt of the bill in question; and
- The **Customer** has had an account at this location for at least one year prior to the request; and
- No abatements within the past 5 years have been granted to this **Customer** at any location within the **Utility**.

If all the above specified conditions are met, the Utility may provide an abatement. The abatement will not exceed the lesser of \$200.00 or half the difference between the bill in question and what the bill would have been based on the average usage for the same billing period from the two previous years.

The Utility will review each abatement request on a case by case basis and grant or deny abatements based on available information.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 11

16. UNAUTHORIZED USE OF WATER. No **Customer** shall supply water to another nor use it for any purposes not mentioned in his/her application without **Utility** approval. No **Customer** or their agent shall obtain water from any hydrant or other fixture of the **Utility** without the previous consent of the **Utility**. No **Customer** or his/her agent shall bypass any meter, nor restore service without **Utility** authorization, nor unreasonably interfere with **Utility** service nor otherwise take action to prevent the proper metering of water consumed by the **Customer**. In the event of the discovery of such unauthorized use of water, the **Customer** shall be immediately disconnected, pursuant Chapter 660. In addition, the **Utility** shall be entitled to bill and recover from the **Customer** or responsible person the cost of the estimated amount of water consumed, based on the **Utility's** approved rates, plus interest at an annual rate of 5%. Where the unauthorized use of water has occurred, the **Utility** may also assess the **Customer** or responsible person a fee of \$ 48.00 per hour, one hour minimum charge, for each service visit to the **Customer's** premises necessary to investigate and address the unauthorized use of water, including removing the meter bypass, taking measures to prevent further diversion of water, and verifying that corrective measures have been taken and maintained. For service visits that occur during **Other Hours**, the fee will be \$74.25 per hour, one hour minimum charge.

17. NO TAMPERING WITH UTILITY PROPERTY. No person may tamper with **Utility** property. No valve, valve sealing mechanism, meter, shut-off, hydrant or standpipe that is the property of the **Utility** shall be opened or closed or otherwise operated, modified or removed by other than persons authorized by the **Utility**. Tampering will subject a **Customer** or other responsible person to the same charges and actions outlined in Section 16, entitled *Unauthorized Use of Water*. In addition, in the event of such tampering, the responsible party may be subject to a civil action, pursuant to Title 35-A MRS §2707, as amended or replaced.

18. MAINTENANCE OF PLUMBING. Pursuant to Chapter 620 of the **Commission's** rules, to prevent leaks and damages, a **Customer** shall maintain at their own expense the plumbing and fixtures within their own premises in good repair and protect them from freezing or from heat damage. If damage occurs, the **Customer** is liable for any expenses incurred. A leak or break that is considered a serious danger to the water system will be cause for immediate disconnection of the **Customer**.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 12

If a leak is discovered that is not considered an immediate danger to the water system, but may be a long term or cumulative danger, the **Customer** will be notified in writing by the **Utility** and will be given 30 days to repair the leak. If the repair is not completed by that time, the **Customer** will be subject to disconnection, pursuant to Chapter 660.

19. ACCESS TO PREMISES. Pursuant to Chapter 620 of the **Commission's** rules, as a condition of service, representatives of the **Utility** by providing proper identification to either the **Customer** or owner shall have reasonable access at all reasonable hours to all premises served by the **Utility**, to inspect all plumbing and fixtures, to set, remove, or read meters, to ascertain the amount of water used and the manner of use, and to enforce these Terms and Conditions. (Chapter 62 § 4)

20. LIABILITY. The **Utility** will only be liable for any damages arising from claims to the extent liability is expressly provided in the Maine Tort Claims Act, as set forth in Title 14 MRS §741. The **Utility** will not be responsible for any damages caused by discolored water, and makes no representations or warranties, expressed or implied, about the suitability of any water provided by the **Utility** for any particular purpose.

21. FLUCTUATION OF PRESSURES BY CUSTOMER'S APPARATUS. Pursuant to Chapter 620 of the **Commission's** rules, as a condition of service **Customers** may not install or use any device that will affect the **Utility's** pressure or water quality without prior **Utility** written permission. (Chapter 62 § 4 C)

22. SAFEGUARDING DIRECT PRESSURE WATER DEVICES AND SYSTEMS SUPPLIED BY AUTOMATIC FEED VALVES. Pursuant to Chapter 620 of the **Commission's rules**, as a condition of service, **Customers** must install vacuum, temperature and pressure relief valves or cutouts to prevent damage to a direct pressure water device or system supplied by an automatic feed valve. (Chapter 62 § 4 D)

23. CROSS CONNECTIONS. Pursuant to Chapter 620 of the **Commission's** rules, no cross connection between the public water system and any other supply will be allowed unless properly protected, based upon the Maine State Department of Health and Human Services and the Maine Internal Plumbing Code. No new cross connection may be installed without the express, written approval of the **Utility**. In addition, no connection will be permitted capable of causing back-flow, including back siphonage or backpressure, between the public water supply system and any plumbing fixture, device, or appliance, or between any waste outlet and pipe having direct connection to waste drains. If the owner of such a

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 13

connection fails or refuses to break or properly protect the connection within a time limit specified by the **Utility**, the **Utility** may disconnect the service according to Chapter 660 of the **Commission's** rules. The **Utility's Cross Connection Control** program is on file at the **Utility** office and Maine State Department of Health and Human Services. (Chapter 62 § 4)

24. JOINT USE OF SERVICE PIPE TRENCH. Pursuant to Chapter 620 of the **Commission's** rules, water **Service Pipes** will not be placed in the same trench with other utility facilities.

25. CONSERVATION. All Customers shall minimize the waste of water. Pursuant to Chapter 620 of the Commission's Rules, when necessary to conserve the water supply or in the event of an emergency, the District may restrict or prohibit the use of hoses, lawn sprinklers and non-agricultural irrigation systems. Under these conditions, the District will decide what constitutes waste and improper usage to protect the health and safety of the water system.

26. BACK-FLOW PREVENTION DEVICE TESTING. **Customers** with testable back-flow devices are responsible for completing device testing according to the **Utility** schedule, available in the **Utility** office. The **Customer** must select a certified professional to comply with this requirement and pay the charges for the testing and for any necessary repairs directly to the contractor. Upon completion, the **Customer** must send the **Utility** a copy of each signed certified test. In the event that a **Customer** does not comply with the testing requirement or does not make repairs necessary to maintain full functionality of the device, the water service will be disconnected as a dangerous condition, pursuant to the **Utility's Cross Connection Control** program and to Chapter 660 of the **Commission's** rules.

27. STOP VALVE. Each service must be provided with a minimum of two operable stop valves located inside the building. The stop valves must be near the service entrance, one placed above and one below the meter connection, easily accessible, and protected from freezing. All plumbing must be installed to comply with applicable plumbing codes, to prevent back-siphonage and to permit draining whenever necessary.

28. WINTER CONSTRUCTION. No new service or extension of mains will be installed for the convenience of the **Customer** during winter conditions that increase the cost of the work for the **Utility** unless the **Customer** assumes all extra expense over ordinary construction costs.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 14

29. CHARGES FOR REMOVAL OF SNOW, ICE, OR OTHER OBSTACLES DURING

CONNECTION/RECONNECTION REQUESTED BY THE CUSTOMER. The **Customer** will be responsible for clearing snow, ice, or any obstacles to the shut-off valve and/or meter when requesting a disconnection, including, but not limited to emergency requests resulting from a frozen meter. If the **Customer** does not fulfill this responsibility and the **Utility** must clear the area to perform the requested disconnection, the **Utility** will charge the **Customer** at the following rates: \$ 48.00 per person per hour, one hour minimum charge during the **Normal Business Hours** plus the cost of equipment rental if applicable. During **Other Hours**, the charge will be \$ 74.25 per person per hour one-hour minimum charge, plus the cost of equipment rental, if applicable.

30. METERING, NEW SERVICE LINES AND MAIN EXTENSIONS.

a. Separate Metering of Premises. No **Customer** shall supply water to another, nor use it for purposes not mentioned in his/her application without prior written **Utility** approval. At its discretion, the **Utility** reserves the right to require separate piping, meter and shut-off for each building as a condition of service, except as provided in Chapter 660 of the **Commission's** rules. Where there is more than one (1) abode or business in a building supplied with water, the **Utility** may require the owner to arrange the plumbing to permit separate piping and a separate meter and shut-off for each abode or business in locations acceptable to the **Utility**. The cost of the meter, appurtenances, installation, and a **System Development Charge** shall be borne by the **Customer**, unless otherwise agreed upon before service is rendered. Meter size is to be determined by the **Utility**.

b. Metering of Multi-Unit Developments. With the specific exception of hotels, motels and as otherwise specifically excluded herein, this Term applies to all multi-unit developments, including condominiums, apartments, mobile home parks, cottages, commercial and retail units and other similar units within residential and commercial developments. This also applies to all conversions of an existing building or buildings to multi-unit residential or commercial developments. The **Utility** requires that each residential or commercial unit in a multi-unit development be individually metered, including units in a single building and units in multiple buildings in a larger development. Design and construction of the system, including sizing, location, and installation of meters, associated valves and backflow prevention devices shall comply with all **Utility** construction standards and material specifications.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 15

In the case of multi-unit time-share developments, each unit shall be individually metered, but all meters within the same time-share development complex shall be billed to the complex owner, association, corporation, or other responsible entity.

As an exception to this Term, the **Utility** at its discretion, at the request of the owner(s), shall consider the master metering of multi-unit or multi-site campgrounds and RV Parks that are principally used by transient campers or guests utilizing mobile tents, campers, recreational vehicles, motor homes or similar equipment that is easily moved from a site and is not designed or used for long-term use at a single site. Campgrounds and RV Parks that are master metered and subsequently add or convert individual sites or units to non-transient or long-term use shall have all such sites or units individually metered.

c. Sub metering. Additional or auxiliary meters for showing subdivision of water use may be furnished, installed, read and maintained, at the **Customer's** own expense.

d. Charges for repair/replacement of damaged water meters and other Utility equipment. Pursuant to Chapter 620 of the **Commission's** rules, the **Utility** may charge a **Customer** for costs incurred for the repair or replacement of meter(s) or other **Utility** equipment damaged due to **Customer** negligence or improper care. During **Normal Business Hours**, the charge will be \$ 48.00 per hour with a minimum charge of one-hour. During **Other Hours**, the charge will be \$ 74.25 per hour one-hour minimum charge. In all cases, the **Customer** will be charged for the cost of the necessary replacement parts, including the meter. As specified in these Terms and Conditions, *Section 29* entitled *Charges for removal of snow, ice, or other obstacles during disconnections requested by the Customer*, if snow, ice or other obstacles must be removed to complete the requested repair, total hours and equipment fees for the removal service will be added to the total for this section.

e. Meter Testing. The **Utility** will test its water meters in accordance to Chapter 620 of the **Commission's** rules with the exception of Chapter 620, Section 3. MPUC order, Docket # 2018-00193-dated December 3, approved a testing interval for all 5/8" up to and including 1" Sensus iPerl meters to be tested or replaced every 20 years. All 5/8" up to and including 1" Sensus SR meters to be tested or replaced every 15 years. All 1 1/2" and 2" Sensus SR meters to be tested or replaced every 10 years.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 16

Upon **Customer** request, the **Utility** will test the **Customer's** water meter at no charge in the presence of the **Customer** or representative, unless the **Customer** requests more than one test in an 18-month period.

If the **Customer** requests a test more frequently, the **Utility** may charge the **Customer** at the current \$48.00 per hour, one hour minimum charge, to cover the expense of the test. If a meter tested at the **Customer's** request does not conform to standards, the **Utility** will adjust the **Customer's** bill according to the provisions of Chapter 620 of the **Commission's** rules. If the meter conforms to standards, the **Utility** may continue to use the meter at the **Customer's** premises.

f. Meter Pits. The **Utility** shall require the owner/developer of the property to supply, install, and maintain a meter pit(s) to **Utility** specifications as a condition of service, both new and old, when one or more of the following conditions exist:

f-1. The actual laying length of the **Service Pipe** measures over one-hundred feet from the curb stop to the first connection inside the building foundation.

f-2. The service location makes discovery of a possible leak unlikely.

f-3. **Service Pipe** not meeting the standard of the **Utility**. Must be copper Type K or Copper Tubing Size "CTS" Plastic Pipe rated at 200psi.

f-4. A single **Service Line** supplying two (2) or more units supplied through multiple services, any of which is located in front of, or enters a unit other than, the one it serves.

f-5. Crawl space with less than 60" from floor to bottom of joists.

f-6. The **Customer** does not provide a clean, warm, dry, and accessible location for the meter and its appurtenances.

g. Extensions of Mains. All water **Main** extensions shall be installed in accordance with the **Utility's** standards and material specifications. Requests for water **Main** extensions shall be treated in accordance with Chapter 65 section 3A of the **Commission's** rules. With the exception of MPUC order, Docket #2018-00196 dated November 19, allowing the District to charge an hourly fee to prepare a cost estimate for a proposed water

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 17

extension in instances where there are multiple requests for cost estimates by a customer or group of customers that relate to the same water main extension.

h. Water Main Sizes. The Utility provides water for domestic use and fire protection. The Utility requires all distribution mains to be adequately sized in accordance with Chapter 65.

i. Plan Reviews. In accordance with Chapter 65, Section 4C of the Commission's Rules, if it is necessary for the Utility to provide detailed engineering design/review for sub-divisions and/or commercial entities, the **Customer** shall pay the estimated cost of the design/review prior to commencement of the design/review.

j. New Service Lines and Meters. The **Customer** must complete a written application for a new service, and the **Utility** reserves the right to pre-approve the design. All new **Service Lines** shall be installed at the **Customer's** expense, in accordance with **Utility** standards and material specifications and as permitted in 35-A MRS§ 6106. The **Customer** may elect to contract with the **Utility** to install the service line from the **Main** to the curb-stop, or contract with a **Utility** approved private contractor to complete the installation. The **Utility** shall own and maintain the service line portion of all **Service Pipes** that shall extend from the **Main** to the curb stop (shut off valve). The curb stop shall normally be located at the limit of the public way or the **Utility's** right of way. The **Utility** will be responsible for all **Service Lines** within the limits of the highway or right of way. If a public way must be crossed, such crossing shall be installed in accordance with **Utility** standards and material specifications and be installed by the **Utility**. With prior approval, the **Utility** may allow the **Customer** to hire a **Utility** approved contractor for the entire installation, and all costs shall be paid by the **Customer**.

As permitted in 35-A §6106, and Chapter 620 of the **Commission's** rules, the **Customer** shall install at the **Customer's** expense and shall own and maintain the **Service Pipe** from the curb stop to the **Customer's** premises. The costs incurred by the **Customer** shall include equipment rental, labor, materials, and necessary appurtenances for installation, including the meter. The **Utility** shall require individual **Service Pipes** for individual properties, lots or land parcels regardless of ownership of the properties, lots, or land parcels and that the **Service Pipe(s)** is installed in accordance with **Utility** standards and material specifications.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 18

The **Customer** will be responsible for obtaining **Utility** approval for the work. In addition, the **Customer** will contract with a **Utility** approved professional for the excavation and installation from the curb stop into the building and for the piping across the roadway, if needed. All contractor charges will be paid by the **Customer**.

The **Service Line** location will be set or reviewed by the **Utility** prior to excavation and must be installed to applicable plumbing codes and to **Utility** standards and material specifications, which are available at the **Utility** business office. The **Utility** reserves the right to inspect the materials and installation and must be notified before they are buried and enclosed. If a site visit has been scheduled, and if the **Utility** must later return to the premises due to inadequate preparation by the **Customer** or the contractor, or lack of adherence to the specifications, the **Customer** will be responsible for the cost of the additional visit(s).

The **Utility** will be responsible for the installation of the meter and other related appurtenances during **Normal Business Hours**. At its discretion, the **Utility** may subcontract any part of this work. The costs to the **Customer** for all **Utility** installed and any subcontracted portions of the installation are as follows,

j-1. All labor will be charged at the current \$ 48.00 per hour, one hour minimum charge for all work performed by the **Utility** and for the inspection and approval of contracted work.

j-2. Cost of the necessary District labor, materials, and equipment rental, if applicable, including the cost of the meter.

A written estimate will be provided to the **Customer** for the **Utility's** portion of the work, and a deposit equal to the estimate will be collected to be applied to the cost of the installation, prior to the **Utility** performing the work. A final reconciliation of the job costs will be provided upon completion, and if applicable, the **Utility** will return any excess deposit at that time. If the actual cost exceeds the deposit, the **Customer** must pay the additional amount as per the written agreement between the **Utility** and the **Customer**, as a condition of service.

31. PRIVATE FIRE PROTECTION. **Customers** requesting Private Fire Protection must contact the **Utility** to determine the availability of fire service at their location. Fire service, if available, will be installed at the **Customer's** expense. Any special fire service line within the public right of way will be owned and maintained by the **Utility** and will be considered a **Main** for purposes of these Terms and Conditions.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

Terms and Conditions

York Water District

Fourth Revision

Page | 19

Private Fire Protection **Service Lines** shall be considered **Service Pipes** for the purposes of these Terms and Conditions and shall not be used for domestic water use. Rates for various types or sizes of private fire protection can be found in the **Utility's** Rate Schedule. **Customers** that wish to test/flush their private fire protection systems are encouraged to do so during the last week of October and/or the last week of May. Any **Customers** choosing to test/flush during these two weeks are required to give the **Utility** at least two business days' notice. In the event the **Customer** wishes to conduct a test/flush at any other time, the **Customer** must first receive the written permission of the **Utility**. The **Customer** must also compensate the **Utility** for both the actual costs of any public notice of the test/flush, determined by the **Utility** to be reasonable and necessary, and the cost of any flushing of the system determined by the **Utility** to be reasonable or necessary to correct any discoloration of water caused by the **Customer's** test/flushing.

32. FIRE HYDRANTS. Fire hydrants may not be used for any purpose other than to extinguish fires unless prior permission is given by the **Utility**. In the case of training exercises, notification shall be made to the **Utility**, prior to and immediately after completion. In the event of fire extinguishment, the fire department will notify the **Utility** of hydrant use within a reasonable time of declaring the fire under control to allow for proper maintenance. Fire hydrants must not be opened by any person other than an agent of the **Utility** or a duly authorized representative of the municipality.

The **Utility** reserves the right to meter any fire line that it has reason to believe water is being taken for purposes other than fire protection.

Effective Date: January 1, 2019

EFFECTIVE DATE 1/1/19

Approved Date:

DOCKET NO 2018-00338

Docket Number:

YORK WATER DISTRICT

POLICY: Personal Vehicle Usage Agreement

DATE ISSUED: April 8, 2009

BOARD APPROVED: May xx, 2025

Supersedes any previous policy

REVISION DATE: April 29, 2025

Purpose

The purpose of this policy is to ensure that those individuals who drive their personal vehicle while conducting District business maintain minimum insurance and vehicle requirements.

Scope

This procedure applies to all employees that travel with their personal vehicle while conducting business for the District. Examples include but are not limited to: making a bank deposit, picking up the mail, or attending a conference or training session.

Responsibility

The interpretation of this policy is the responsibility of the Board of Trustees and Superintendent.

Policy

It is the policy of the District for employees to use District vehicles whenever possible for all District related business. If the use of a personal vehicle is necessary, it must be pre-approved by the Superintendent in writing at least two (2) business days in advance of the use unless such notice is not possible due to exigent circumstances.

All District employees are required to maintain the current State of Maine minimum levels of automobile insurance on their personal vehicles while conducting District business with a personal vehicle. *(If an employee resides in another State they still need to maintain current State of Maine minimum levels of insurance).*

Important Note: If an employee has an accident or is injured while performing duties for the District - whether driving a District vehicle or the employee's vehicle - or is a passenger in a vehicle, it must be reported immediately. 1st report of injury and complete accident report must be submitted to the Superintendent within 24 hours of the incident. A claim will be filed with the District's workers compensation insurance company by office staff upon receipt of the information regarding the accident and any medical treatment required due to the accident.

In addition, any time it is necessary for an employee to use their personal vehicle for District business the vehicle must have a valid registration and inspection sticker and the vehicle must be properly maintained and safe to operate. Employees are responsible for all operating and owning expenses of the vehicle, including but not limited to, licensing and registration fees, maintenance costs (tires, oils, services), and repairs.

Employees operating their personal vehicle while conducting District business are expected to operate the vehicle in a safe and lawful manner. Safe driving standards include but are not limited to:

- Maintaining a reasonable rate of speed as appropriate for existing road conditions.

- Abiding by traffic signals, signs, and laws.
- Wearing seat belts.
- Avoiding aggressive and reckless driving.
- Never driving in unsafe conditions.
- Never driving when impaired by alcohol, drugs, or fatigue.
- Never texting or emailing while driving.
- Never talking on a cell phone while driving, handsfree is acceptable.
- Never listening to headphones while driving.

Once approved by the Superintendent following verification of the expense, an employee will be reimbursed at the current IRS standard mileage rates for business miles. The employee must provide on the expense report documentation including dates, miles traveled and the purpose of each trip. The Superintendent will verify that expenses are permissible, and that documentation is adequate and accurate. The District reserves the right to refuse any expenses reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late, or otherwise fails to fully comply with the District's policy, as determined by the District in its sole discretion.

The District assumes no liability for personal automobiles used for District business.

By signing below, I confirm that I have and will continue to maintain the minimum insurance coverages required to drive my personal vehicle(s) for York Water District business. I also understand that York Water District does not furnish any insurance for the protection of me if any claim or suit is made against me arising out of my operation of a personally owned vehicle; nor is any insurance provided by the District to repair damage that may occur to my personally owned vehicle. I acknowledge that York Water District will not pay for collision damage incurred while driving for the District's Business. I agree to provide the District with proof of my automobile insurance policy and valid registration upon request.

Signature:

Date;

[illegible]

Monthly Total Miles _____

Current IRS Mileage Rate _____

Total Reimbursement _____

Employee Signature _____

Date _____

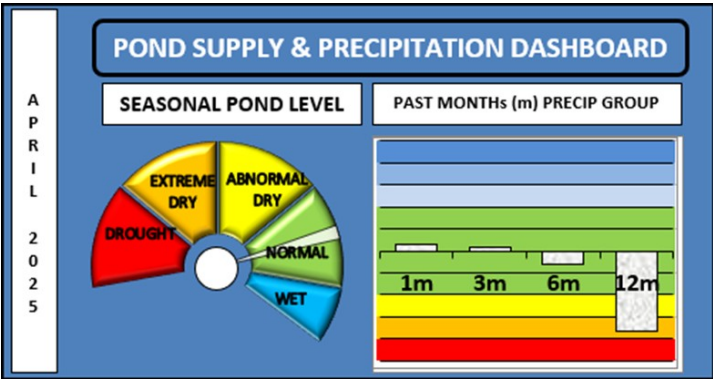
Superintendent Signature _____

Date _____

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2025	27.8	0	+0.25 (Normal)	4.53" (Normal)
2024	27.8	0	+0.14 (Normal)	4.22" (Normal)
2023	25.2	0	+0.70 (Very Wet)	5.40" (High Normal)
2022	26.6	0	+0.10 (Normal)	4.01" (Normal)
* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.				

TREATMENT REPORT

By: Brian McBride



The plant's precipitation for the month of April was 4.53 inches, which is in the normal range over the past 30 years. The pond level at the end of April was 0.25 feet and the flow over the dam has been increasing throughout the month.

April's average daily water pumped since 2004 is 763,922 gallons. This year we pumped 928,098 gallons.

Frederick Brothers completed the installation of a propane line to the Kohler generator at the screenhouse at Chases Pond. Steven and Michael completed the backfilling of the trench, then graded and seeded the area. They also began preparations for the addition of chemical treatment by removing shelving and items stored in the blower room. This will assist in the installation of a new doorway connecting the screenhouse room to the blower room.

Spring clean-ups at our remote stations were performed, which included leaf and other debris removal, and new bark mulch added where

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

needed. The clean-up was also done at the treatment facility.

DISTRIBUTION REPORT

By: Larry Graham

The month of April is always the beginning of the busy season for the distribution crew. The main focuses are spring main replacement projects, summer lines, watermain flushing and spring cleanup of hydrants and excavations.

The Norwood Avenue main replacement started on April 7th and was completed and in service on April 29th when all customers were taken off temporary water and served from the new main. This project is a joint improvement project between the District, York Sewer District and York Dept. of Public Works (YDPW). Pratt Construction replaced 360 feet of 2 1/4 inch cast iron water main with four-inch ductile iron water main

and 6 water services with one inch copper. There was 165 feet of ledge trench between the main and services and the remainder was all in earth. Once completed, Pratt moved on to a full sewer collection system replacement. YDPW will follow up with drainage, re-grading and paving of the road.



Hoe ramming ledge on Norwood Avenue

The crew worked to take homes off temporary water for the Nubble Road Phase V improvement project. In all, eight homes were served directly with temporary water as well as the condo complex on Nubble Light which the crew was able to back feed the water main serving those 13 homes, saving a great deal of time and effort. All temporary lines were picked up and any service points feeding the temporary water were dug and removed in preparation for base paving.

Summer lines went very well this year. The crew filled and flushed all 20 miles of lines prior to the install date of April 22nd. They also replaced approximately 220 feet of two-inch galvanized summer main that was discovered on Nicole Road. with two-inch poly. On the 22nd, with the help of Steven and Michael from the treatment plant and Todd from the office, all 500 meters were installed by 5:00pm kicking off the unofficial start to the summer season in the York Beach area.

The crew finished main line flushing and moved on to dead end main flushing, cleaned up plow damage around the hydrants in the system and loamed and hydro-seeded lawns from repairs

that were completed in the off season as well as completed many Digsafe request for the start of the construction season.



Large piece of ledge found directly under the pavement on Norwood Avenue

RESOURCE PROTECTION REPORT

By: Zachariah Mein

This month was a lot of coordinating this year's upcoming projects and events. The Asset Security Grant was approved this month for the new gate on the County Road Access Trail that was installed last year. With that, On Point has been lined up to bore the holes for the posts so Parshley Fabricating can begin building the gate. I have been working with Todd to design a map to layout a grid for Welches Pond to do our in-house bathometric survey this summer. Collecting the depth data for Welches will be beneficial to determine how much water is in Welches as well as having a base line of data to track the water quality and aging process of the pond. Throughout the month there was significant coordination for our white pine seedling planting this year with the third grade class from Coastal Ridge Elementary School. The planting will take place in the later part of May, including a trip to the Mount Agamenticus learning lodge.

For watershed activities this month, the last load of pulp wood from last year's timber harvest was taken after the snow melted and the trails dried up enough to handle the trucks. I have been using the tractor to do some spring clean up in the

watershed moving debris and brush from the landing site and alongside the trails, luckily, we had a decent winter as far as tree damage goes.

This month for public outreach I was able to take the District's intern Josh out into the watershed now that the trails had cleared off and went over the timber harvests, invasive and insect issues, previous projects, as well as this year's upcoming projects. I will have Josh two more times, to do pond sampling and again after summer projects have started. I was also contacted by Matthew Charpentier, who was the scholarship recipient for 2024, to have a tour of the watershed and the treatment plant. Matthew is going to Bates College for a bachelor's degree in environmental studies and had many questions for the plant staff and myself about water quality, our processes, and the water industry.



Matthew Charpentier took a tour of the watershed and treatment plant.

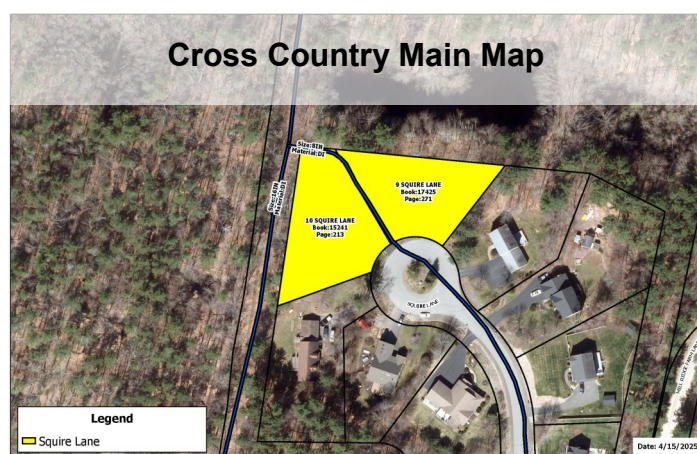
GIS REPORT

By: Todd Hill

All water utilities for the Nubble Road Phase V main replacement project have been picked up, uploaded to ArcGIS Online and all water feature layers have been updated. This includes nine domestic water services, one summer line service, a sampling station, new gate for 5 Sohier Park Road, three-way tee at Cycad Avenue and Nubble Road, and a relocated fire hydrant. Originally there were two fire hydrants along this stretch and after discussing the current fire hy-

drant locations with the fire department it was decided that we only need one hydrant instead of two. The hydrant that was in front of 173 Nubble Road has been removed and the other hydrant, which was near the entrance to Sohier Park, has been relocated across the street near 1 Cycad Avenue. A four-inch ductile iron water main, six one-inch services and a two-inch blowoff was installed on Norwood Avenue to replace the aging infrastructure. All water system data has been collected and uploaded to ArcGIS online.

Using GIS mapping tools, I put together a series of maps that displayed all of the District's mains that were installed across private property. Labeling the parcels was key because I could not only display the address to help track down the easement, I was also able to display the book and page of the deed. This information would be helpful when looking for an easement for any given cross country main location in York.



As you know we installed over 500 summer line meters the day after Patriots Day. To prepare for another summer line season I went through the summer line map book to make sure that all updates have been completed. ArcGIS Pro was used to cross reference the meter accounts and meter locations to update the map. I also helped the crew install summer line meters.

To help with low cell coverage areas in town, offline maps were created and downloaded to each iPad. These maps can be used exactly the

same way as a normal map and allow the user to reliably work with GIS data when network connectivity is intermittent or unavailable.

I worked on new Chases Pond signs for Zach, updated the sampling station map for the plant, updated a few of the mobile forms the crew uses in the field, and worked on a water quality map in ArcGIS Pro that tracks water quality complaints.

WELLNESS REPORT

By: Karen Hale

Clutter & Mental Health

Digital or tangible clutter can increase stress levels and make it difficult to focus. It can also take a toll on relationships, create chaos and limit the brains capacity to process information. Living in a cluttered environment can lead to memory impediments, poor eating habits, mood disorders, and decreased impulse control.

Consistency is important to declutter. It may help you to dedicate 10 minutes at the end of each day to put things back where they belong. Before making purchases, consider whether you will actually use the item or will it sit in the corner collecting dust? A clean, decluttered room can help you feel more in control of your environment and promote a sense of calmness.

APRIL BILLING

York Harbor Route

2025	Usage(cf)	Revenue	Customers
Residential	855,400	\$359,994	982
Commercial	232,700	\$40,182	54
Governmental	500	\$2,052	3

2024	Usage(cf)	Revenue	Customers
Residential	901,900	\$394,299	956
Commercial	236	\$50,259	56
Governmental	300	\$6,262	3

WATER QUALITY REPORT

REPORT DATE: 5/5/2025

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
933,884	48	0.09	9.21	0.05	2.23	1.49		0.21	0.16	0.29

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
4/29/2025	53	0.08	9.24	0.06	2.30	1.49	17	2	0.045	0.02	0.046
4/22/2025	49	0.11	9.25	0.03	2.20	1.54	14	4	0.038	0.03	0.069
4/16/2025	45	0.09	9.24	0.03	2.30	1.51	15	1	0.055	0.02	0.059
4/8/2025	46	0.09	9.16	0.10	2.40	1.55	18	5	0.059	0.01	0.036
4/2/2025	44	0.09	8.94	0.04	2.20	1.51	14	3	0.067	0.04	0.040
AVERAGE RESULTS:	47	0.09	9.17	0.05	2.28	1.52	16	3	0.053	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	4/29/2025	0.15	9.45	0.02	1.60	1.61	19		0.014	0.050	0.033
Route 1 at Pine Ledge Motel S	4/22/2025	0.15	9.40	0.04	1.70	1.59	18		0.021	0.050	0.044
Route 1 at Pine Ledge Motel S	4/16/2025	0.14	9.78	0.05	1.50	1.61	22		0.015	0.050	0.044
Route 1 at Pine Ledge Motel S	4/8/2025	0.07	9.86	0.03	1.60	1.46	20		0.013	0.040	0.033
Route 1 at Pine Ledge Motel S	4/2/2025	0.09	9.67	0.03	1.60	1.51	22		0.011	0.040	0.056
Route 1 North Pump Station	4/29/2025	0.13	9.13	0.05	1.70	1.55	17		0.024	0.060	0.039
Route 1 North Pump Station	4/22/2025	0.14	9.30	0.02	1.70	1.62	17		0.020	0.070	0.042
Route 1 North Pump Station	4/16/2025	0.17	9.04	0.04	1.90	1.56	18		0.022	0.070	0.039
Route 1 North Pump Station	4/8/2025	0.10	9.16	0.07	1.80	1.56	18		0.021	0.060	0.069
Route 1 North Pump Station	4/2/2025	0.10	9.29	0.04	1.60	1.58	19		0.016	0.040	0.058
Route 1 South Pump Station	4/29/2025	0.09	9.13	0.02	1.70	1.49	16		0.016	0.020	0.053
Route 1 South Pump Station	4/22/2025	0.10	9.18	0.05	1.70	1.52	14		0.017	0.030	0.034
Route 1 South Pump Station	4/16/2025	0.13	9.06	0.01	2.00	1.52	16		0.022	0.030	0.091

Route 1 South Pump Station	4/8/2025	0.09	8.98	0.03	2.10	1.44	16		0.028	0.060	0.059
Route 1 South Pump Station	4/2/2025	0.08	8.87	0.14	1.90	1.62	16		0.037	0.050	0.072
Simpson Hill Tank (SHT)	4/29/2025	0.10	8.18	0.04	1.70	1.54	15		0.028	0.040	0.038
Simpson Hill Tank (SHT)	4/22/2025	0.08	8.65	0.02	1.80	1.62	16		0.056	0.070	0.047
Simpson Hill Tank (SHT)	4/16/2025	0.43	8.38	0.03	1.70	1.51	16		0.070	0.020	0.085
Simpson Hill Tank (SHT)	4/8/2025	0.07	8.30	0.08	2.00	1.57	16		0.036	0.030	0.066
Simpson Hill Tank (SHT)	4/2/2025	0.07	8.12	0.02	1.80	1.51	17		0.051	0.040	0.052
York Heights Tank (YHT)	4/29/2025	0.08	8.46	0.02	1.90	1.53	14		0.032	0.010	0.052
York Heights Tank (YHT)	4/22/2025	0.08	8.97	0.04	1.90	1.59	16		0.034	0.030	0.082
York Heights Tank (YHT)	4/16/2025	0.11	8.45	0.02	1.90	1.57	16		0.038	0.010	0.049
York Heights Tank (YHT)	4/8/2025	0.08	8.61	0.05	2.00	1.52	15		0.084	0.030	0.066
York Heights Tank (YHT)	4/2/2025	0.10	8.11	0.03	1.70	1.50	16		0.026	0.050	0.044
York Water District Office	4/29/2025	0.09	8.77	0.02	1.90	1.52	16		0.019	0.040	0.016
York Water District Office	4/22/2025	0.08	8.86	0.03	1.80	1.55	14		0.026	0.020	0.020
York Water District Office	4/16/2025	0.10	8.60	0.02	2.10	1.46	15		0.030	0.020	0.058
York Water District Office	4/8/2025	0.10	8.66	0.03	1.90	1.60	15		0.045	0.030	0.045
York Water District Office	4/2/2025	0.08	8.68	0.07	1.80	1.51	16		0.038	0.040	0.060
AVERAGE RESULTS:		0.11	8.90	0.04	1.80	1.54	17		0.030	0.040	0.052
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	4/9/2025	0.28	8.82	0.05	2.10	1.76	15	6.6	ABSENT		
Route 1 @ Mr. Mikes Convenience Store	4/9/2025	0.08	8.81	0.05	2.10	1.61	15	6.0	ABSENT		
Route 1A @ Roaring Rock Road	4/9/2025	0.11	8.99	0.04	2.00	1.64	16	6.7	ABSENT		
Nubble Road at Sewer Pump Station	4/9/2025	0.21	9.06	0.02	1.70	1.61	16	7.7	ABSENT		
Route 1 @ Old Post Road (Tranmission Line)	4/9/2025	0.13	8.82	0.03	2.30	1.58	15	5.7	ABSENT		
White Pine Pump Station Near Route 1	4/9/2025	0.10	8.78	0.02	2.10	1.58	17	7.2	ABSENT		
Organug Road @ Indian Trail	4/14/2025	0.09	8.86	0.03	1.90	1.70	17	6.9	ABSENT		

South Side Road Near Blaisdell Farm	4/14/2025	0.09	9.14	0.03	2.00	2.24	16	7.1	ABSENT
Yorkshire Commons @ York Street	4/14/2025	0.11	8.84	0.02	1.90	1.68	16	6.3	ABSENT
Ridge Road Across from Coastal Ridge Elemen	4/14/2025	0.11	8.97	0.03	2.10	1.59	14	5.9	ABSENT
Webber Road Near Ridge Road (73 Webber)	4/14/2025	0.13	8.92	0.04	2.00	1.45	16	6.0	ABSENT
Stageneck Road @ Harbor Beach Road	4/14/2025	0.13	8.76	0.01	1.90	1.61	14	7.2	ABSENT
Seabury Road Near Route 103	4/14/2025	0.11	8.95	0.02	1.90	1.67	16	6.8	ABSENT
Route 1A @ York Senior Center formerly YPD	4/14/2025	0.14	8.78	0.02	2.20	1.66	15	6.8	ABSENT
Clark Road Cape Neddick	4/14/2025	0.10	8.48	0.02	1.80	1.92	16	6.2	ABSENT
	Average:	0.13	8.87	0.03	2.00	1.69	16	6.6	
	Minimum:	0.08	8.48	0.01	1.70	1.45	14	5.7	
	Maximum:	0.28	9.14	0.05	2.30	2.24	17	7.7	

				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Task		Interval													
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 6/12/2024													
	CPR certification*	Every 2 years - last 6/12/2024													
	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