

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
Gary E. Stevens, Asst. Superintendent
Patrick M. Desrosiers, Financial Manager
Ryan Lynch, Treatment Plant Manager
Zachariah Mein, Resource Protection Mgr.

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

Posted August 15, 2023

LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held as a “hybrid meeting” remotely and in-person at 2:00 pm on Wednesday, August 16, 2023, as per the district’s meeting policy. Members of the public that wish to participate remotely, please send a request to customerservice@yorkwaterdistrict.org by 1:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

AMENDED AGENDA

1. The President will call the meeting to order.
2. 1:30 Executive Session to discuss Personnel related matters - (Pursuant to MRSA Title 1, Section 405.6 A).
3. The President will call the monthly meeting to order.
4. See what action the Board will take after a review of the minutes of the Annual Board Meeting held on July 19, 2023.
5. Invitation for Public Comment.
Because time is limited, comments by 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, you are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
6. The Financial Manager will present the Board of Trustees with monthly budgetary reports for review and discussion.
7. See what action the Board will take on a proposed revision to the current Salary Administration Policy.
8. Superintendent and Assistant Superintendent will update the Board regarding proposed regional watershed patrol program.
9. Staff will provide an update on District operations.
10. General Discussion.
11. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



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July Meeting Minutes

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

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

See what action the Board will take after a review of the minutes of the Board Meeting held on June 21, 2023.

On a motion made by Trustee Leigh and duly seconded by Trustee Arsenault, it was voted unanimously to accept the Minutes of the June 21, 2023, Board Meeting. **5-0 vote: Motion Passes.**

Public Comment:

Janet Drew
Martha King

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

The Financial Manager presented the Board with the Income and Budget reports for June. The revenue for June 2023 is \$4,410 over projected. The O&M Budget for June 2023 is \$8,443 less than projected. The YTD revenue for 2023 is \$13,479 over projected. YTD O&M Budget for 2023 is \$139,046 under projected.

Trustee Arsenault asked for a Capital Project update for the next meeting.

Patrick presented the Board with supporting documents and timeline for the proposed rate increase for January 1, 2024. Patrick explained a few key points:

- The fire protection curb projected increase is 19.7%. The Town finance department was informed and knew to put this in their next year’s budget.
- The average residential customer will see a 5.7% increase. Those customers with a 5/8 meter and use less than the minimum will see a 4% increase.
- Our last rate increase was in 2020.

See what action the Board will take regarding the proposed rate increase.

On a motion made by Trustee Peterson and duly seconded by Trustee Arsenault, it was voted unanimously to accept the 2024 rate case as presented. **5-0 vote: Motion Passes**

See what action the Board will take regarding a Resolution that would authorize the YWD to bond \$40,000 towards the purchase of 105 Mountain Road.

Don updated the Board on the property at 105 Mountain Road 7.2 acres with 6.2 acres in the watershed. This is a property the district has tried to acquire over the years. If the Board approves the district will bond \$40,000 for a 10-year period through the Bond Bank with a \$20,000 principal forgiveness.

On a motion made by Trustee Peterson and duly seconded by Trustee Leigh, it was voted unanimously to adopt the resolution as presented. **5-0 vote: Motion Passes**

See what action the Board will take regarding a proposal regarding Dam engineering and inspection.

Don explained that our Dam Inspector from Wright Pierce has retired. Don is asking the Board to consider signing a proposal with GEI Consulting, Inc to complete an assessment of Chase's Pond Dam. The cost is \$9400.00 for inspections and reports. Don felt that having a relationship with a firm now would help in the future when the Town replaces the bridge. Trustee Peterson asked Don if the firm would consider doing a presentation on their report. Don will follow up with GEI.

On a motion made by Trustee Rendall and duly seconded by Trustee Peterson, it was voted unanimously to approve the proposal as presented and authorized the budget not to exceed \$12,000. **5-0 vote: Motion Passes**

Superintendent and Assistant Superintendent gave the Board an update on the proposed regional watershed patrol program. Gary has been a big part of developing the watershed patrol program and he and Don want the program to continue after Gary's retirement especially the enforcement piece. The meeting between the YWD, KWD, York PD, Great Works, Mount A, and the Land Trust went well. Chief Davis has proposed hiring Gary for 2 years with an annual budget of \$40,000, this will give him the opportunity to find and train someone for this position. Don is asking the Board to fund half the cost of the program. KWD is proposing to fund \$20,000 each to fund the program. Don has not heard from other landowners if they will contribute to the program. Gary mentioned it's not only patrolling and having a presence out in the watershed it's also the enforcement piece that has had a big impact. With the new parking lot at Mount A, we can expect to see our volume of people go up. Stopping the program will only result in the problems we used to have in that area. Trustee Rendall asked if there was anything in the Bylaws that say the district needs to protect the watershed. Trustee Rendall suggested adopting a resolution that would mandate the minimum watershed protection ingrained in the bylaws or structure something around the protection and spell out the minimum levels of standards. Trustee Boston asked Trustee Rendall if he could take the lead on this and to come up with the verbiage and include KWD. Trustee Rendall agreed to work with Don and Gary draft a resolution.

Staff will provide an update of District operations:

Larry:

- Construction in the area continues to be at a steady pace. To date we have supplied 65 estimates for services/meters and 4 main extensions that are scheduled for the fall.
- Pipe is now readily available to accommodate the main extension scheduled.
- The crew has completed 60% of the dead-end flushing.
- The crew continues to locate and repair all service gates for the Town's Paving List.
- The summerline and seasonal meters have all been read. This is done to locate any high consumption and address them before the season ends.
- Larry & Webster attended a tanker exercise by the Fire departments for the ISO report.

Ryan:

- The pond is in good shape as we have had a very wet year. To date precipitation is 24% over what we normally report.
- Working on completing projects.

Zach:

- We are scheduled to complete a timber harvest in compartment 16. The abutters notice has been mailed and all signs are in place. We will start the timber harvest in August as it's a dry time of year and helps to reduce erosion and destruction of the land.
- Working with Ted Howard (our forestry consultant) and Brian Reader (Our Forester) on the Watershed and Forestry Management Plans.
- The Silver Management Road is scheduled for work this year. This is near Welch's Pond and heads towards Kittery Water District Land.
- There was some discussion on invasives in the watershed. What can be done and what has been done in the past.

Don:

- The closing on the property at 247 Scituate Road is scheduled for July 25, 2023
- The closing of the property at 105 Mountain Road is scheduled for the end of August.
- We've had some neighbor issues with the Prospect Street main project. Residents filed a complaint with the DEP. To proceed with the project, we had to apply for a Tier One permit.

Going forward there will be added cost for engineering on projects.

- Received a call from a Kittery resident suggesting our Watershed Patroller was threatening him. Both Kittery & York Police Departments were notified after an investigation and questioning of the individual it came out, he didn't even know or meet our Patrol Officer.

Executive Session to discuss Personnel related matters – (Pursuant to MRSA Title 1, Section 405.6 A)

On a motion made by Trustee Leigh and duly seconded by Trustee Peterson, it was voted unanimously to go into Executive Session.

See what action the Board may take as a result of the executive session.

On a motion made by Trustee Leigh and duly seconded by Trustee Arsenaault, it was voted unanimously to take no action.

General Discussion: n/a

President Boston adjourned the meeting at 4:20 PM

Respectfully Submitted,

Karen Arsenaault
Clerk
York Water District

DATE: 8/9/2023
TIME: 4:40:22PM

York Water District
INVOICE LIST
FOR CHECKS FROM 7/12/2023 TO 8/7/2023

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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
338	COMMUNICATIONS FACILITI	1996	250.00	08/03/2023	18685	MONTHLY TOWER SITE INSPECTION
			250.00			

CONSOLIDATED COMMUNICAT

75	CONSOLIDATED COMMUNIC	11794052542 08	194.65	08/03/2023	18686	BROADBAND - TOWER SITE
			194.65			

ELAN FINANCIAL SERVICES

1,264	ELAN FINANCIAL SERVICES	001618817 07/2	5,353.86	07/20/2023	18656	JULY CREDIT CARD ACTIVITY
			5,353.86			

Eldredge Lumber

38	Eldredge Lumber	595813	37.74	07/13/2023	18639	SHOP SUPPLIES
38	Eldredge Lumber	597043	18.61	07/13/2023	18639	SHOP SUPPLIES
38	Eldredge Lumber	600668	52.75	07/13/2023	18639	PUMP STATION MATERIALS
38	Eldredge Lumber	608583	28.27	07/20/2023	18659	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	612071	146.41	07/20/2023	18659	PLANT SUPPLIES
38	Eldredge Lumber	614992	68.51	08/03/2023	18687	PUMP STATION MAINT MATERTIALS
			352.29			

Eliot Small Engine Repair

23	Eliot Small Engine Repair	39239	40.00	07/13/2023	18640	SHOP SUPPLIES
			40.00			

Everett J. Prescott, Inc

113	Everett J. Prescott, Inc	6180040	113.60	07/20/2023	18660	STOCK ITEMS
113	Everett J. Prescott, Inc	6186254	52.47	07/13/2023	18641	STOCK ITEMS
113	Everett J. Prescott, Inc	6186810	1,756.93	07/20/2023	18660	STOCK ITEMS
113	Everett J. Prescott, Inc	6189383	2,447.11	07/13/2023	18641	STOCK - SUNSET ROAD
113	Everett J. Prescott, Inc	6189393	5,026.62	07/13/2023	18641	STOCK - 28 PROSPECT ST
113	Everett J. Prescott, Inc	6190488	11,255.99	07/20/2023	18660	STOCK
113	Everett J. Prescott, Inc	6194021	1,388.03	07/20/2023	18660	STOCK
113	Everett J. Prescott, Inc	6198484	396.92	08/03/2023	18688	STOCK
			22,437.67			

FIELDING'S OIL & PROPANE CO

988	FIELDING'S OIL & PROPANE	4470218	2,082.66	07/13/2023	18642	600 GAL HEATING OIL - PLANT
988	FIELDING'S OIL & PROPANE	4473551	317.02	07/20/2023	18661	108.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4478422	169.13	08/03/2023	18689	58.1 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4480942	272.49	08/03/2023	18689	93.6 GAL DIESEL
			2,841.30			

GATEHOUSE MEDIA MASSACHU

1,663	GATEHOUSE MEDIA MASSAC	5687487	125.16	07/20/2023	18667	ADVERTISING FOR CCR
			125.16			

GC AAA FENCES INC.

755	GC AAA FENCES INC.	0040662	1,144.00	07/20/2023	18662	HEIGHTS TANK FENCE REPAIR
			1,144.00			

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GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	L2308-01600084	193.45	07/20/2023	18663	MONTHLY FSA & HRA ADMIN FEE
			193.45			
Hach Chemical						
66	Hach Chemical	13648863	315.20	07/20/2023	18664	LAB CONSUMABLES
66	Hach Chemical	13666632	284.00	08/03/2023	18690	LAB SUPPLIES
			599.20			
HD SUPPLY, INC						
155	HD SUPPLY, INC	INV00062983	429.12	08/03/2023	18704	SHOP SUPPLIES
155	HD SUPPLY, INC	INV00068661	73.95	08/03/2023	18704	SHOP SUPPLIES
155	HD SUPPLY, INC	SCN004444	-73.95	08/03/2023	18704	RETURN ITEM
			429.12			
HEALTH AND ENVIRONMENTAL						
69	HEALTH AND ENVIRONMENT	07/12/2023	8,045.00	07/13/2023	18643	ANNUAL DRINKING WATER FEE
			8,045.00			
Jack's Towing Service						
292	Jack's Towing Service	16497	650.00	07/20/2023	18665	VEHICLE TOWING
			650.00			
KEMIRA WATER SOLUTIONS, I						
1,010	KEMIRA WATER SOLUTIONS	9005477133	4,331.19	07/20/2023	18666	2249 LBS POLYMER
			4,331.19			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	9634	957.23	07/13/2023	18644	EMPLOYEE UNIFORMS
			957.23			
KYOCERA						
1,202	KYOCERA	55L2362311	382.27	07/13/2023	18647	QRTLY OFFICE COPIER CHARGES
1,202	KYOCERA	55L2365037	63.02	07/20/2023	18673	MONTHLY CHARGES - OFFICE/SHOP PRINT
			445.29			
Maine Municipal Emp Health Tr						
85	Maine Municipal Emp Health	37496 08/23	34,665.28	07/20/2023	18668	AUGUST HEALTH INSURANCE
			34,665.28			
Maine Water Utilities						
148	Maine Water Utilities	2005255	1,900.00	07/20/2023	18669	MWUA CLASS SERIES - 4 STAFF
			1,900.00			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	20452	34.86	07/13/2023	18645	VOICEMAIL BOX CHARGES
			34.86			
Michael Cuomo, Soil Scientist						
450	Michael Cuomo, Soil Scientist	07/28/2023	375.00	08/03/2023	18691	WETLAND INVESTIGATION - PROSPECT ST

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			375.00			
NATIONAL PEN CO. LLC						
1,418	NATIONAL PEN CO. LLC	113258018	356.90	07/20/2023	18670	PEN ORDER
			356.90			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	223070061	120.00	07/13/2023	18646	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223070233	105.00	07/20/2023	18671	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	223070271	1,520.00	07/20/2023	18671	RAW WATER MONITORING
587	NELSON ANALYTICAL LLC	223070486	15.00	08/03/2023	18692	DISTRIBUTION SAMPLES
587	NELSON ANALYTICAL LLC	223070487	110.00	08/03/2023	18692	DISTRIBUTION SAMPLES
587	NELSON ANALYTICAL LLC	223070488	30.00	08/03/2023	18692	SAMPLES - MOOREHOUSE
587	NELSON ANALYTICAL LLC	223070532	30.00	08/03/2023	18692	SAMPLES - MOOREHOUSE
			1,930.00			
NICK NEUMANN						
1,753	NICK NEUMANN	07/20/2023	500.00	07/20/2023	18672	PLANT CABINET
			500.00			
O'REILLY AUTOMOTIVE, INC						
1,734	O'REILLY AUTOMOTIVE, INC	6214-118779	7.99	08/03/2023	18693	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-122115	164.63	08/03/2023	18693	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-122431	-61.90	08/03/2023	18693	RETURN ITEMS
1,734	O'REILLY AUTOMOTIVE, INC	6214-123098	146.23	08/03/2023	18693	VEHICLE MAINT MATERIALS
			256.95			
Pike Industries Inc.						
464	Pike Industries Inc.	1236060	1,599.96	07/13/2023	18648	FILL MATERIALS - SILVER MGMT RD
464	Pike Industries Inc.	1236823	751.30	08/03/2023	18694	FILL MATERIALS
464	Pike Industries Inc.	1238099	1,245.00	08/03/2023	18694	FILL MATERIALS
464	Pike Industries Inc.	1239129	1,356.82	08/03/2023	18694	FILL MATERIALS
464	Pike Industries Inc.	1239693	1,203.30	08/03/2023	18694	FILL MATERIALS
			6,156.38			
Portland Plastic Pipe						
101	Portland Plastic Pipe	1353	661.26	08/03/2023	18695	CHEM SYSTEM MATERIALS
			661.26			
Rockingham Electric						
8	Rockingham Electric	S3750695.001	208.92	08/03/2023	18696	SHOP MATERIALS
			208.92			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2309 RETAINAC	1,075.50	08/03/2023	18697	RETAINAGE - OCEAN BREEZE
			1,075.50			
S. APGAR TRUCKING						
1,167	S. APGAR TRUCKING	07/16/2023	2,137.50	08/03/2023	18698	TRUCKING MATERIALS
			2,137.50			

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SETH THOMPSON						
1,453	SETH THOMPSON	53583627	50.00	07/13/2023	18650	PLANT MAINT MATERIALS
			50.00			
STEPHEN CARR PROPERTY SER						
1,554	STEPHEN CARR PROPERTY S	13636	975.00	07/20/2023	18674	BRUSH CLEARING
			975.00			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	306077	812.04	08/03/2023	18699	STOCK ITEMS
			812.04			
SUNBELT RENTALS						
1,417	SUNBELT RENTALS	141338146-001	1,202.24	07/20/2023	18675	CHIPPER RENTAL
			1,202.24			
THE WEEKLY SENTINEL						
1,429	THE WEEKLY SENTINEL	71110	143.00	08/03/2023	18700	LEGAL NOTICE
			143.00			
Ti Sales						
115	Ti Sales	INV0160018	2,361.12	08/03/2023	18701	STOCK ITEMS
			2,361.12			
TIDEWATER ENGINEERING & S						
1,216	TIDEWATER ENGINEERING &	2146	5,000.00	08/03/2023	18702	ENGINEERING - OLD SEABURY ROAD MAIN
			5,000.00			
Treasurer State of Maine						
92	Treasurer State of Maine	07/12/2023	1,672.00	07/13/2023	18649	PUBLIC ADVOCATE ASSESSMENT FEE
			1,672.00			
UNITED STATES TREASURY						
1,213	UNITED STATES TREASURY	06/30/2023	72.00	07/13/2023	18652	ANNUAL PCORI FEE
			72.00			
UNIVAR USA, INC						
585	UNIVAR USA, INC	51303177	3,570.37	07/20/2023	18676	1949 CAUSTIC SODA
585	UNIVAR USA, INC	51332830	4,056.00	08/03/2023	18703	1500 GAL SODIUM HYPOCHLORITE
585	UNIVAR USA, INC	99213595	4,607.62	07/13/2023	18653	1704 GAL SODIUM HYPOCHLORITE
			12,233.99			
VERIZON WIRELESS						
836	VERIZON WIRELESS	9940082207	999.17	08/03/2023	18705	MONTHLY CELL PHONE & TABLET CHARGE
836	VERIZON WIRELESS	9940082208	604.88	08/03/2023	18705	MONTHLY ONE-TALK CHARGES
			1,604.05			
VERRILL						
128	VERRILL	625280	1,346.00	08/03/2023	18706	MISC LEGAL COUNCIL
			1,346.00			

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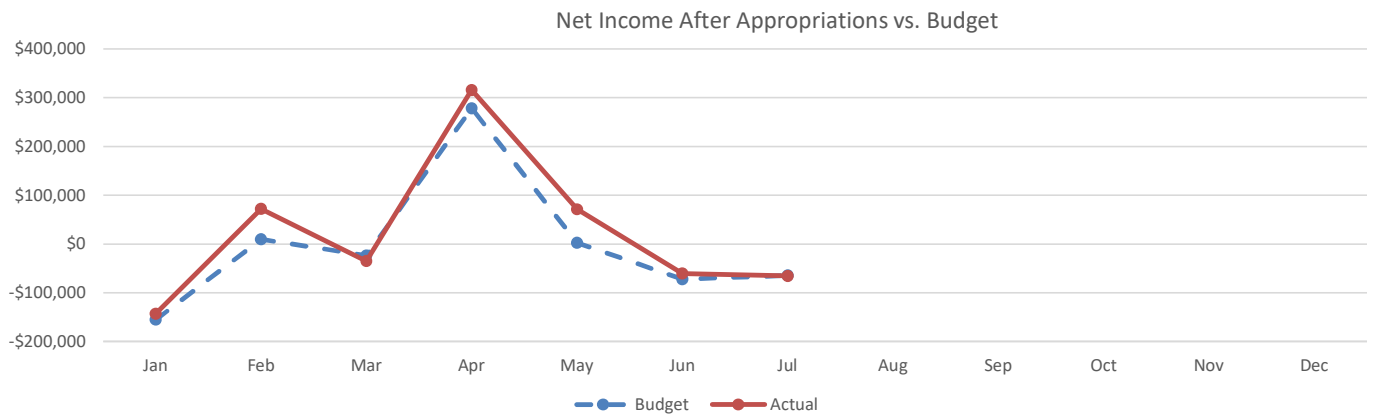
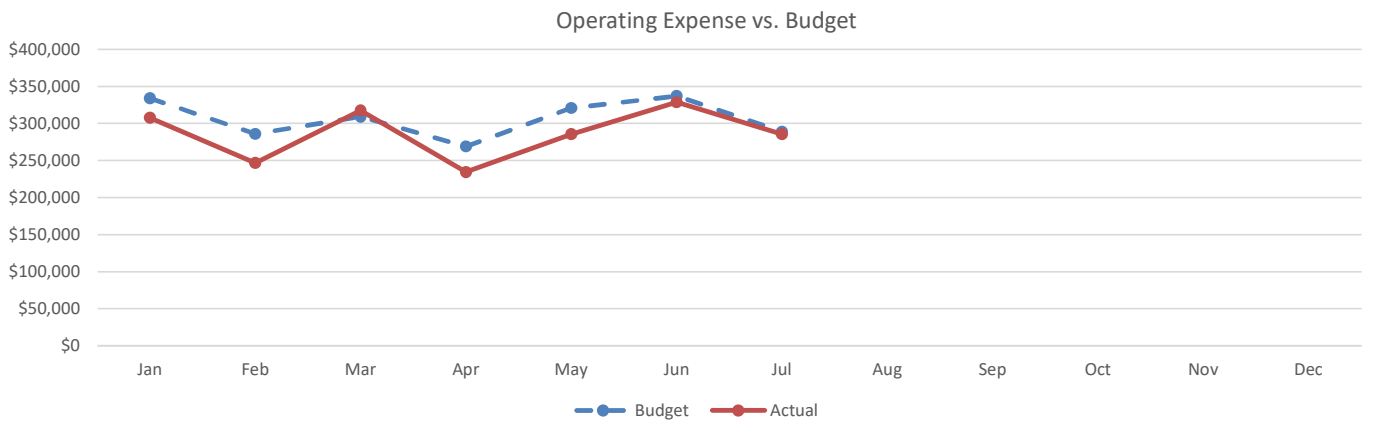
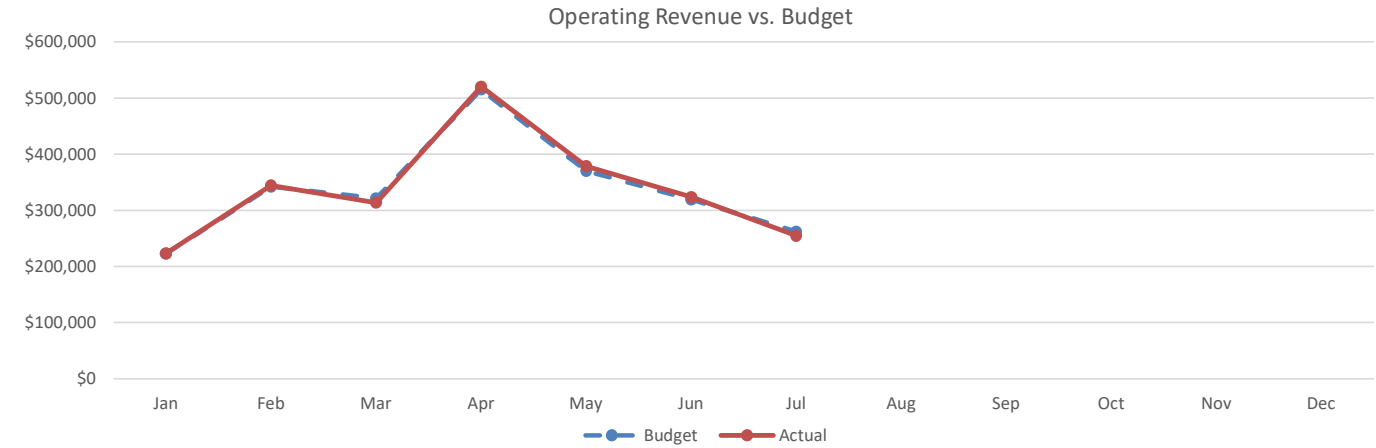
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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
W.B.MASON, INC.						
532	W.B.MASON, INC.	239932107	73.99	08/03/2023	18707	OFFICE SUPPLIES
532	W.B.MASON, INC.	239989678	200.55	08/03/2023	18707	OFFICE SUPPLIES
			274.54			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9656232486	415.10	08/03/2023	18708	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9757851820	184.20	07/13/2023	18654	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9763925956	98.55	08/03/2023	18708	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9769301996	165.02	08/03/2023	18708	PLANT MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9781807053	108.43	08/03/2023	18708	SAFETY SUPPLIES
			971.30			
WESCOR ASSOCIATES, INC						
1,548	WESCOR ASSOCIATES, INC	4134	3,570.00	07/20/2023	18677	PUMP & PARTS FOR RTE1 SOUTH PS
			3,570.00			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (	23-0000237555	314.06	07/20/2023	18678	DUMPSTER SERVICE
			314.06			
WOODARD & CURRAN, INC						
552	WOODARD & CURRAN, INC	222053	8,525.85	08/03/2023	18709	TREATABILITY ASSESSMENT
			8,525.85			
YORK SEWER DISTRICT						
798	YORK SEWER DISTRICT	183565	623.72	07/20/2023	18679	SEWER CHARGES
			623.72			
York Water District Petty Cash						
189	York Water District Petty Casl	07/20/2023	63.95	07/20/2023	18680	WELLNESS CLASS CHECK
			63.95			

WARRANT TOTAL:

153,343

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of August 8, 2023

<u>Account</u>	<u>Balance</u>	<u>Account</u>	<u>Balance</u>
Operating	\$2,730,299.13	Watershed	\$343,315.33
System Development	\$154,012.99	Customer Advance	\$247,419.23
Reserved for Tank Painting	\$ 1,051,669.00	Remaining Bond Proceeds	\$235,255.22
Operating Reserve	\$1,832,643.12	% of Recommended Reserve	141%

York Water District
Income Statement
For the Month Ending July 31, 2023

Operating Revenue	Operating Expense	Net Income/(Loss)
▼ (\$7,326)	▼ (\$3,338)	▼ (\$1,067)

					<u>Variance vs.</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Tot. Budget</u>
Residential Metered Sales	\$ 140,958	\$ 147,000	\$ (6,042)	\$ 2,537,000	0%
Commercial Metered Sales	18,499	20,000	(1,501)	506,000	0%
Governmental Metered Sales	375	-	375	89,000	0%
Public & Private Fire Protection	94,298	94,000	298	1,249,000	0%
Other Operating Revenue	<u>544</u>	<u>1,000</u>	<u>(456)</u>	<u>18,000</u>	-3%
Total Operating Revenue	254,674	262,000	(7,326)	4,399,000	0%
Salaries & Wages	149,955	143,000	6,955	1,751,000	0%
Employee Benefits	61,481	60,000	1,481	771,000	0%
Purchased Power & Water	7,247	9,000	(1,753)	82,000	-2%
Chemicals	16,565	9,000	7,565	108,000	7%
Materials & Supplies	14,570	22,000	(7,430)	309,000	-2%
Contracted Services	21,731	29,000	(7,269)	472,000	-2%
Transportation Expense	1,441	4,000	(2,559)	52,000	-5%
Insurance	-	-	-	50,000	0%
Other Miscellaneous Expenses	<u>12,672</u>	<u>13,000</u>	<u>(328)</u>	<u>98,000</u>	0%
Total Operating Expense	285,662	289,000	(3,338)	3,693,000	0%
Depreciation & Amortization Expense	70,615	71,000	(385)	804,000	0%
Net Non-Operating Income	33,873	32,000	1,873	487,000	0%
Debt Service	7,671	8,000	(329)	495,000	0%
Tank Painting Contribution	9,666	10,000	(334)	116,000	0%
Depreciation Funds Allocated to O&M	(19,500)	(19,500)	-	(234,000)	0%
Net Income After Appropriations	\$ (65,567)	\$ (64,500)	\$ (1,067)	\$ 12,000	

**York Water District
Income Statement
For the Seven Months Ending July 31, 2023**

Operating Revenue

▲ **\$6,153**

Operating Expense

▼ **(\$141,384)**

Net Income/(Loss)

▲ **\$180,214**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 1,357,374	\$ 1,352,000	\$ 5,374	\$ 2,537,000	0%
Commercial Metered Sales	225,707	227,000	(1,293)	506,000	0%
Governmental Metered Sales	44,443	44,000	443	89,000	0%
Public & Private Fire Protection	722,940	719,000	3,940	1,249,000	0%
Other Operating Revenue	7,689	10,000	(2,311)	18,000	-13%
Total Operating Revenue	2,358,153	2,352,000	6,153	4,399,000	0%
Salaries & Wages	938,939	975,000	(36,061)	1,751,000	-2%
Employee Benefits	435,871	465,000	(29,129)	771,000	-4%
Purchased Power & Water	38,904	45,000	(6,096)	82,000	-7%
Chemicals	50,102	63,000	(12,898)	108,000	-12%
Materials & Supplies	172,965	192,000	(19,035)	309,000	-6%
Contracted Services	226,573	257,000	(30,427)	472,000	-6%
Transportation Expense	24,089	30,000	(5,911)	52,000	-11%
Insurance	50,454	49,000	1,454	50,000	3%
Other Miscellaneous Expenses	68,719	72,000	(3,281)	98,000	-3%
Total Operating Expense	2,006,616	2,148,000	(141,384)	3,693,000	-4%
Depreciation & Amortization Expense	494,305	494,000	305	804,000	0%
Net Non-Operating Income	308,145	276,000	32,145	487,000	7%
Debt Service	79,501	80,000	(499)	495,000	0%
Tank Painting Contribution	67,662	68,000	(338)	116,000	0%
Depreciation Funds Allocated to O&M	(136,500)	(136,500)	-	(234,000)	0%
Net Income After Appropriations	\$ 154,714	\$ (25,500)	\$ 180,214	\$ 12,000	

Two open positions earlier in the year.

Timing of chemical purchases.

A few planned projects in 2023 will not be completed to help offset higher than expected costs for Nubble Road main replacement.

Grant money recieved from Wheeler Trust. higher than expected jobbing revenue.

York Water District
Balance Sheet
As of July 31, 2023

	07/31/2023	12/31/2022	07/31/2022	vs SOY	vs 12mo
Capital Assets	46,783,522	46,100,311	45,471,227	683,211	1,312,295
Less: Accumulated Depreciation	22,302,091	21,728,291	21,535,770	573,800	766,321
Total Net Capital Assets	24,481,431	24,372,020	23,935,457	109,411	545,974
Cash	3,548,245	2,998,265	2,978,363	549,980	569,882
Accounts Receivable	500,535	612,378	541,829	-111,843	-41,294
Inventory	497,013	537,441	396,430	-40,428	100,583
Prepayments	34,665	45,105	60,043	-10,440	-25,378
Total Current and Accrued Assets	4,580,458	4,193,189	3,976,665	387,269	603,793
Deferred Debits	4,278,193	4,303,502	1,345,785	-25,309	2,932,408
TOTAL ASSETS AND OTHER DEBITS	33,340,082	32,868,711	29,257,907	471,371	4,082,175
Long-Term Debt	3,409,531	2,909,231	3,260,502	500,300	149,029
Accounts Payable	69,112	232,466	46,245	-163,354	22,867
Accrued Taxes	838	1,821	916	-983	-78
Accrued Interest	23,012	16,393	26,157	6,619	-3,145
Miscellaneous Current and Accrued Liabilities	1,759,951	1,805,844	920,214	-45,893	839,737
Total Current and Accrued Liabilities	1,852,913	2,056,524	993,532	-203,611	859,381
Advances for Construction	270,413	276,855	206,647	-6,442	63,766
Other Deferred Credits	3,073,009	3,073,009	994,021	0	2,078,988
Total Deferred Credits	3,343,422	3,349,864	1,200,668	-6,442	2,142,754
Contributed Funds	1,305,301	1,254,687	1,233,049	50,614	72,252
Contributions In Aid Of Construction (C.I.A.C.)	10,467,582	10,284,914	10,003,482	182,668	464,100
Less: Accumulated Depreciation of C.I.A.C	3,378,944	3,274,144	3,197,613	104,800	181,331
Total Net C.I.A.C	7,088,638	7,010,770	6,805,869	77,868	282,769
Appropriated Retained Earnings	14,596,894	14,596,894	14,211,423	0	385,471
Unappropriated Retained Earnings	1,743,383	1,690,741	1,552,864	52,642	190,519
Total Equity Capital	16,340,277	16,287,635	15,764,287	52,642	575,990
TOTAL LIABILITIES AND EQUITY	33,340,082	32,868,711	29,257,907	471,371	4,082,175

2023 Capital Items Spending Summary

	Actual	Total Budget	Remaining Budget	
Nubble Road Phase III Main Replacement	15,685	427,000	411,315	
Lindsay Road Main Replacement	153,144	182,000	28,856	Near Completion
Moulton Lane Main Replacement	268,583	340,000	71,417	Near Completion
Finish Pump I Update (including VFD)	-	70,000	70,000	
Welch's Pond/Silver Mgmt Road	29,083	45,000	15,917	
Conex Box (2)	24,950	18,000	(6,950)	Near Completion
Hydrant Replacements (not part of main jobs)	-	10,000	10,000	
Meter Replacements (not part of main jobs)	50,985	80,000	29,015	
Service Replacements (not part of main jobs)	4,076	20,000	15,924	
Tower Site Improvements	32,919	-	(32,919)	Near Completion
	579,425	1,192,000	612,575	
Bond Proceeds	(288,745)	(524,000)	(235,255)	
Total/Remaining Spending	\$ 290,680	\$ 668,000	\$ 377,320	

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
Gary E. Stevens, Asst. Superintendent
Patrick M. Desrosiers, Financial Manager
Ryan Lynch, Treatment Plant Manager
Zachariah Mein, Resource Protection Mgr.

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August 9, 2023

Salary Administration Policy Revision

Key points to support revision

- YWD has had a merit-based pay system for 25+ years. This system has provided YWD with many high-quality employees (in the past those that “didn’t fit” into a merit-based pay system moved on).
- 3 key parts are addressed in current policy.
 - COLA “cost of living adjustment”
 - Merit-based
 - Top of Scale
- Our current COLA and Merit are combined.
- Top of Scale is controlled.

The proposed revision addresses all 3 key components while working to align our policy to other local entities.

- The majority of entities surveyed provide a COLA adjust to all employees on January 1st or July 1st.
- The majority of entities surveyed provide a set amount of a pay increase to all employees either on a specific date or their anniversary.
- The majority of entities surveyed provide either a pay differential or stipend for maintaining specific license requirements.

The proposed revision

COLA

- An annual COLA adjustment would still be established by Board of Trustees in November using the CPI-w as a guide.
- The established pay scale would be increased by the approved amount on January 1st.
- The difference in the **proposed revision** is that all employees wages would be increased by the approved percentage of COLA on January 1st.

Providing an approved COLA to all employees on January 1st aligns our process with the majority surveyed. Many employees anniversary date falls in the 3rd or 4th quarter. Those employees currently wait for a COLA increase that was set in November of the previous year.

Merit vs an increase

- Under the **proposed revision**, in November the Board of Trustees would establish a percentage for good performance. (not part of COLA)
 - The Superintendent would make an annual recommendation to the Board for consideration based on knowledge what the industry may be doing.
- On an employee's anniversary date, their supervisor would complete an annual review and based on good performance (with Superintendent's approval) the employee would receive the set percentage. With poor performance no increase would be granted.
- **Eliminating the merit piece and setting an annual percentage will help YWD be competitive with other employers.**

Top of Scale

- Past system was complicated to address top of scale.
- The proposed revision will adjust the top of scale (and bottom) by COLA annually.
- The proposed revision will only allow an employee at top of scale to receive COLA only. No complicated formula. If you hit the top of scale that is where it ends (this is the max a position will pay for the responsibility of the job)
- 2 things can change top of scale for an employee.
 - An annual COLA adjustment.
 - A wage survey and the market demonstrates an adjustment should be made.
- Side note: if an employee is excelling in their position with Superintendent approval exceptions can be made. Meaning an employee could move quicker in a specific pay range or an employee could be moved to a higher grade. A justification would need to be made.

License stipend

- All employees with specific licenses would receive an annual stipend. This also encourages employees without a license to take the initiative to better themselves and add value to the YWD staff of drinking water professionals.
 - *YWD has 15 State of Maine Drinking Water licensed employees. Many utilities have only 1-4. This statement alone says a lot for the type of employees we have that serve YWD.*
 - *YWD has 9 licensed CDL operators.*
 - *Both licenses are an attractive commodity to other utilities/entities.*
- **Providing this stipend will be a great incentive to our current and future staff and most importantly align YWD with our competitors.**

This proposed change is necessary to keep YWD strong and retain our talented workforce that serves our community.

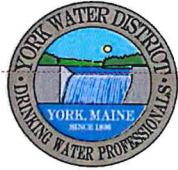
Respectfully Submitted

Donald D. Neumann Jr.



Don Neumann
Superintendent

Trustees
Richard E. Boston, President
Russell A. Peterson, Treasurer
~~Karen Arsenault, Clerk~~
Stephen C. Rendall Jr., Clerk
~~Karen Arsenault, Trustee~~
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~~Zachariah Mein, Resource Protection Mgr.~~

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POLICY: Salary Administration Policy
DATE ISSUED: August 6, 2020
BOARD APPROVED: ~~August 19, 2020~~
REVISION DATE: August ~~19, 2020~~ 7, 2023

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PURPOSE AND SCOPE

The purpose of this Policy is to outline the ~~polices and~~ procedures governing the administration of compensation for all employees ~~inof~~ the York Water District.

STATEMENT OF COMPENSATION OBJECTIVES

It is the District's objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility.
- Reflect the relative difficulty and responsibility level of positions.
- Be externally competitive, as well as internally consistent and fair.
- Foster good employee communication by providing individual employees with information on the pay structure and its administration.
- Motivate employees to work toward achievement of the District's goals.
- Control and predict salary expense.
- Be straightforward to administer and comply with applicable federal and state laws.

POLICY

The following statements express the District's objectives and policies with respect to base pay of all employees. The District recognizes that not all these objectives may always be completely achieved for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and salary ranges that reflect the relative value of the various positions.
- Ensure that, for comparable positions, pay rates and benefits are competitive with those offered by other employers providing similar responsibilities and employment.
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by periodic surveys.

- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristics.

COMPENSATION AND BENEFITS SURVEYS

The District will periodically compare compensation and benefits to those of other Utilities that are similar in structure and size.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATIONS

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the *Fair Labor Standards Act (FLSA)*. Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

GRADE AND SALARY RANGE STRUCTURE

~~In January 2020, the District contracted with L. Bouchard & Associates, LLC to conduct a compensation and benefits survey. In addition, recommendations were made for a Grade and Salary Range structure, based on the survey results.~~

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GUIDELINES FOR ADMINISTERING PAY WITHIN ESTABLISHED GRADES AND SALARY RANGES:

- **Minimum of the Salary Range:** An employee performing the duties of a position, as described in his/her job description, shall be paid not less than the minimum of the salary range applicable to that position, unless the employee's qualifications and experience do not meet the requirements set for the position and he or she is receiving training essential to meeting such requirements ~~(designated as a "Green-Circled" salary rate).~~
- **Midpoint of the Salary Range:** The midpoint in the range is the salary that is considered to be a fair and equitable rate of compensation for an employee who is fully qualified from the standpoint of training and experience, and whose demonstrated performance on the job over a period of 8-10 years is entirely satisfactory in all respects.
- **Maximum of the Salary Range:** An employee will not receive a base pay that exceeds the maximum of the salary range applicable to that position. Once an employee's salary reaches the maximum of the salary range ~~(referred to as "Red-Circled" salary rate).~~, s/he will not have the opportunity to receive an increase in base pay until: 1) the employee is promoted to a higher grade level where their base pay does not exceed the top of the salary range; or 2) the pay ranges are adjusted ~~and the maximum of the range exceeds their base pay, by either COLA or a wage survey.~~

Special Exception Compensation:

~~As a tool to recognize an employee with a very good performance level who has reached the top of their salary range, he/she may be entitled to a special exception compensation payment "SEC". The maximum amount of the SEC would be the difference between the published COLA and the maximum amount for a merit increase set by the Board of Trustees in that calendar year. The special exception compensation payment will not increase the employee's base pay.~~

Example of the maximum special exception compensation:

(Please note, the maximum amount of a merit increase set by the Board is generally a combination of the published COLA and an amount for good performance)

In November, if the Board of Trustees set a maximum amount of 3% for a merit increase for the upcoming year and COLA was published as 1.6%, the maximum special exception compensation an employee at or over the top of the pay range may receive would be up to 1.4% of their base pay.

HIRING GUIDELINES

New employees will be hired into the salary range for the position, provided they meet the minimum qualifications for the job. If an employee does not meet the minimum qualifications (e.g. training or certification requirements), s/he may be "green-circled" and hired below the minimum of the grade until the minimum qualifications are fulfilled.

SALARY INCREASES

The Superintendent and Board of Trustees will consider salary increases under the following guidelines:

1. **Cost-of-Living Adjustments (COLA) to the approved salary range.** Beginning in November ~~2020~~2023 and each November thereafter the Board of Trustees will decide if a COLA increase to the salary range is necessary. If agreed, the Trustees will set an amount for the increase to the salary range ~~to be determined by the increase in. The published CPI-W may be used as a guide.~~ A COLA increase to the salary range will also set the new Top of Pay Range for the year. Any increases to the approved salary range shall take effect January 1st of the next calendar year. ~~Increases to the approved salary range do not increase employee wages.~~
~~Merit~~All employees' wages will be increased by the approved COLA amount and take effect during the 1st pay period of the next calendar year.
2. **Annual Wage Increase.** Beginning in November ~~2020~~2023 and each November thereafter the Board of Trustees will consider ~~(based on a recommendation of the Superintendent)~~ setting the annual ~~maximum merit~~wage increase amount that will be in effect the next calendar year. On an employee's anniversary date of hire they may be eligible for a ~~merit~~the approved wage increase based on good performance, ~~if~~unless the employee is ~~not~~ at or over the top of the approved salary range.
3. **Promotional Increase.** If an employee is promoted to a position in a higher grade, the employee will be eligible for a promotional increase.
4. ~~Salary Range Adjustments.~~ Salary ranges will be reviewed and adjusted periodically, based on the results of the market surveys.

ANNUAL STIPEND FOR LICENSES

1. All District employees that obtain and maintain in good standing a State of Maine Drinking license shall receive an annual stipend of \$150.00 per level of license. State of Maine has a total of 8 licenses. 1-4 in Distribution & 1-4 in Treatment.
2. All District employees that obtain and maintain a commercial driver's license Class A or Class B will receive an annual stipend of \$300.00 or \$150.00 respectively.

E.g., any employee that has or obtains and maintains a Class III Distribution License will receive an annual stipend of \$450.00 or

any employee that has or obtains and maintains a Class III Distribution License and a Class II Treatment License will receive an annual stipend of \$750.00 or

any employee that has or obtains and maintains a Class III Distribution License and a Class II Treatment License and a CDL A will receive an annual stipend of \$1,050.00.

3. Stipends shall be paid at the beginning of each calendar year for license(s) each employee has obtained and in good standing by January 1st. Stipend is not pro-rated.

QUESTIONS

Questions about this Policy should be directed to the Superintendent.

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Trustees

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Zachariah Mein, Resource Protection Mgr.

POLICY: Salary Administration Policy
DATE ISSUED: August 6, 2020
BOARD APPROVED:
REVISION DATE: August 7, 2023

PURPOSE AND SCOPE

The purpose of this Policy is to outline the procedures governing the administration of compensation for all employees of the York Water District.

STATEMENT OF COMPENSATION OBJECTIVES

It is the District's objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility.
- Reflect the relative difficulty and responsibility level of positions.
- Be externally competitive, as well as internally consistent and fair.
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POLICY

The following statements express the District's objectives and policies with respect to base pay of all employees. The District recognizes that not all these objectives may always be completely achieved for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

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- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by periodic surveys.
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristics.

COMPENSATION AND BENEFITS SURVEYS

The District will periodically compare compensation and benefits to those of other Utilities that are similar in structure and size.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATIONS

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the *Fair Labor Standards Act (FLSA)*. Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

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HIRING GUIDELINES

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The Superintendent and Board of Trustees will consider salary increases under the following guidelines:

1. **Cost-of-Living Adjustments (COLA) to the approved salary range.** Beginning in November 2023 and each November thereafter the Board of Trustees will decide if a COLA increase to the salary range is necessary. If agreed, the Trustees will set an amount for the increase to the salary range. The published CPI-W may be used as a guide. A COLA increase to the salary range will also set the new Top of Pay Range for the year. Any increases to the approved salary range shall take effect January 1st of the next calendar year.

All employees' wages will be increased by the approved COLA amount and take effect during the 1st pay period of the next calendar year.

2. **Annual Wage Increase.** Beginning in November 2023 and each November thereafter the Board of Trustees will consider (*based on a recommendation of the Superintendent*) setting the annual wage increase amount that will be in effect the next calendar year. On an employee's anniversary date of hire they may be eligible for the approved wage increase based on good performance, unless the employee is at or over the top of the approved salary range.
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E.g., any employee that has or obtains and maintains a Class III Distribution License will receive an annual stipend of \$450.00 or

any employee that has or obtains and maintains a Class III Distribution License and a Class II Treatment License will receive an annual stipend of \$750.00 or

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QUESTIONS

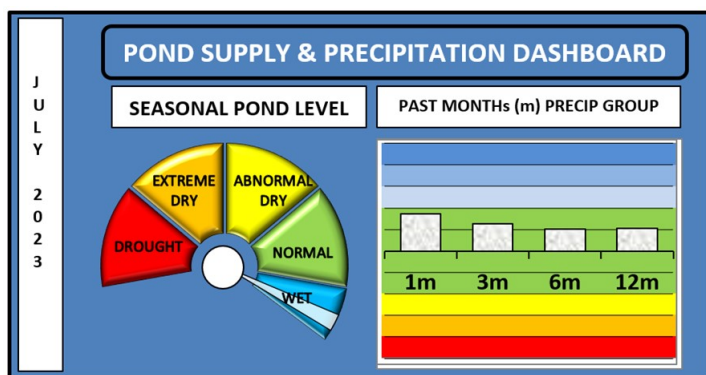
Questions about this Policy should be directed to the Superintendent.

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2023	54.8	-2.0 KKW	+0.16 (Very Wet)	5.6" (Moderately Wet)
2022	66.8	-2.0 KKW	-1.60 (Extremely Dry)	3.6" (Normal)
2021	56.4	-2.0 KKW	+0.44 (Extremely Wet)	11.7" (Extremely Wet)
2020	57.9	-1.4 KKW	-2.20 (Drought)	2.2" (Low Normal)

* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.

TREATMENT REPORT

By: Ryan Lynch



We received 5.6 inches of rain in July which is considered a high normal level. The average for July is just 3.3 inches. In the last 30 years our average annual rainfall has increased by nearly two inches and storm intensity has been reported to have increased by over 40%. All our monthly indicators are now significantly above average. The seasonal pond level at the end of July was at 0.16 feet above full and was the second highest in the past 31 years (since 1992). Only 2021 was higher at 0.4 feet. In the last 31 years there have been only four years at or above full pond and they were all since year 2000 (2000, 2009, 2021, and 2023). The NOAA outlook for the next several months continues with a high likelihood of normal precipitation but interesting enough, the predicted temperature is expected to be above average into October.

This month we lost radio communications to all but one remote site (Mount A.), including the tanks. The filtration plant starts and stops based on high and low tank levels received at the plant. All remote sites communicate with the filtration

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plant through radio waves. The radio is connected to a basic computer called a programmable logic controller (PLC) which sends the needed information to the radio. The radio transmits the information through a cable to an antenna at a high point either on a pole high off a building or to an antenna at the top of the two large storage tanks.

When initial communications failed, operators were able to get them working again by power cycling and cooling down what was thought to be an overheating radio at the plant site. Operators had also recently purchased a new antenna for the backwash tank, after installation, communications were good for about a week until the same situation reoccurred. This time, communications could not be restored. While operators installed and monitored a camera set up at a tank site to obtain the tank levels to manually start and stop the filtration plant, other operators troubleshooted the radio system with help of our SCADA contractor, first visiting each site to as-

sess strength of signal. It was determined that the signal received at each site was much weaker than in the past.



Antennas on York Heights and Backwash Tanks

With more troubleshooting, it was determined that the signal from the York Heights Tank system, which collects and relays multiple site information, was poor. The radio itself was swapped out with no improvement. Then the signal wire to the antenna at the top of the tank was tested by attaching the radio to a temporary wire with an alternate antenna located on the ground. The signal was found to be better on the ground than from the top of the tank meaning it was either a problem with the wire, wire connections, or antenna. Luckily, several years back we had switched from a dual radio/antenna system to a single system but left the unused antenna and wire in place. When connecting to the unused wire and antenna, the signal improved significantly but it was the wrong type of antenna. Operators swapped the antenna wires and installed a used, but working, antenna on the previously unused system. This corrected the communication problem. Since then, all sites have been tested and besides one other radio failing during testing and having to be replaced, communications signals are strong and continuous to all sites.

Operators met with Kennebunk, Kennebunkport and Wells Water District and Wright-Pierce to discuss potential operational improvements to Route One North Pump Station with the new Gulf Hill station soon to come online.

Operators also took down Clarifier A to improve the seal of the gasket material so that some clar-

ifier media stops escaping, replaced and ran new wires for the camera system at the plant, reviewed a contract for a new dam inspection company, repaired a minor leak in the plant roof over the laboratory, ramped up sampling and Nitrification testing for peak season, and received a large number of treatment chemicals.

GIS REPORT

By: Todd Hill

Kerry Flaherty of Verisk sent Don a hydrant list from the last time ISO came to York. This list consisted of several fire hydrants in our system and a few in the Kittery Water District system that had been flowed during our last ISO visit back in 2012. Unfortunately, the hydrant location descriptions were not very good so Don asked me to go through each hydrant description and update not only the hydrant location, but also the hydrant number using GIS. Once this was completed Don was able to send it to our engineers at Wright-Pierce so they could run a digital flow test for each fire hydrant listed, because we could not do a field flow test due to the time of year.



Two Fire Hydrants at Gulf Hill Pump Station

Once the Gulf Hill Pump Station was complete, I was able to collect data for the remaining water utility feature locations going in and out of the pump station. This included two waterous fire hydrants, two six-inch hydrant gates, a twelve-inch gate, two eight-inch gates and a one-inch water service for irrigation. The combination of

an eight-inch and twelve-inch ductile iron pipe, as well as a short section of ten-inch HDPE pipe was also collected. I also collected a new one-inch plastic meter pit that was installed at 49 Agamenticus Avenue for new construction and a split service for 5 Winterbrook Drive and 330 Long Sands Road.

Microsoft Power Automate (PA) and Survey123 for ArcGIS combined are helping make data collected easier to save and review. I have been using both software products to help automate tasks when a survey has been submitted. These tasks include email and or text notifications as well as storing collected data in an Excel spreadsheet. Zach and Ryan are also working with PA and Survey123. The three of us met in July to go over what we have been working on to date and in doing so we also were able to help each other out with some of the PA connections that we all have been trying to include in our flows.

Other projects performed in July include:

- Worked on LSLI updates and attended a LSLI meeting with Tom at the Maine Water filtration plant.
- Attended an ESRI Story Map webinar with Zach.
- Hyperlinked service and hydrant pictures in ArcGIS.
- Attended monthly cybersecurity meeting and training.
- Installed updates to a few of our mobile maps.
- Worked on a new 2023 timber harvest map for Zach.
- Created a new set of ID's for the trustees.
- Took preconstruction pictures and video of Fort Hill Avenue main extension and Harrison Avenue for a water main extension project at 28 Prospect Street.

RESOURCE PROTECTION REPORT

By: Zachariah Mein

In the month of June, there was a lot of focus on Gary's retirement and how we are proceeding with the watershed patrolling program afterwards. With discussion between multiple entities

such as York Water District, Kittery Water District, Town of York, Mt. Agamenticus staff, Great Works Land Trust, and York Land Trust, it was decided that a regional patrolling effort would be the best course of action. Working with the York Police Department (YPD) the committee is working towards funding a position that Gary will initially hold after retirement until the YPD is able to get a full-time officer specifically to fill the position over the next two years.

The Resource Protection Office has also been able to begin the transition over to a new patrol report program this month. The previous program which had been used over the past 12 years was based in Microsoft Access where the new program is using ESRI Survey123. The goal of the new program was to make the process more efficient and user friendly to reduce time spent on the reports but still retain all the pertinent information that we are currently collecting. The process took quite some time to learn everything that goes on behind the scenes for creating a survey, that when completed will generate a Microsoft Word report that will look good and is easily understandable to a large audience.



The work on our Silver Management Road has continued throughout the month with a lot of progress.

The work on our Silver Management Road has continued throughout the month with a lot of progress. Digger Excavating has finished the main section going from the Welches Pond landing area to the property line of the Kittery Water District watershed. After completing the main

stretch, Digger began the side trail that goes around the side of the Welches Pond, which is close to completion now.

DISTRIBUTION REPORT

By: Webster Ropke

District crews have been working on locating, raising, and repairing main gates and services for the town's paving list. Crews excavated three services and three main gates for repairs on Fernald Avenue. Main gates and services were located, broken out, and raised on Candlewood Drive and Little River Drive.

While flushing dead-end mains this month our crews had an issue shutting down the blow-off for Simpson Hill Road. There was a valve on the riser pipe that is connected to the blow-off while flushing. This is used to extend the blow-off above ground level and connect hoses when flushing. They were able to shut that off. Since it was late in the afternoon, we decided to wait till morning to excavate for repairs. We called in an emergency Dig Safe request the following morning. Once excavated, it was discovered that the old steel rod had rotted off. We replaced the rod with a new stainless steel rod. The old galvanized blow-off pipe was replaced with two-inch poly pipe.



On Tuesday July 25th, I received a call from a local contractor that there was water coming in

the paved shoulder just past Bog Road on Route 91. Upon arrival, our crew determined it was our water. We used our leak locator to pinpoint the leak. An emergency Dig Safe request was called in. The cause of the leak was a six-inch horizontal crack in the six-inch cast iron watermain. The crew repaired the leak with a three-foot piece of six-inch ductile iron and two couplings.

WELLNESS REPORT

By: Karen Hale

Tips To Break Sugar Addiction

The current dietary guideline recommends that calories from added sugars should be no more than 10% per day. Here are some tips to help achieve this goal:

- Consume whole, unprocessed foods.
- Swap out sugary drinks with water or unsweetened seltzer.
- Shop the perimeter of the grocery store, focusing on fresh ingredients.
- Use olive oil and vinegar as salad dressing other than processed dressings.
- Avoid alcoholic beverages that are sweetened with juice, soda, honey, or agave.
- Choose carb sources that are low in added sugar and rich in fiber.
- Swap out candy for trail mix with fruit and nuts.
- Choose condiments with zero added sugar.
- Instead of cereal, have fresh berries and an omelet with fresh veggies.

Overall, the best way to limit added sugar intake is to prepare your own meals at home and avoid buying food and drinks that are high in added sugar.

JULY BILLING

York Harbor Route

2023	Usage(cf)	Revenue	Customers
Residential	1,863,400	\$140,958	956
Commercial	536,600	\$18,499	54
Governmental	400	\$375	3

2022	Usage(cf)	Revenue	Customers
Residential	1,904,100	\$143,966	947
Commercial	604,900	\$20,064	56
Governmental	400	\$375	3

WATER QUALITY REPORT

REPORT DATE: 8/2/2023

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtlCl2	Avg Ortho	Current Lvl	Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
1,790,073	74	0.08	8.92	0.09	2.15	1.50	-0.20	0.14	-0.20	0.52

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
7/24/2023	75	0.06	9.02	0.06	2.20	1.49	16	0	0.091	0.06	0.029
7/18/2023	74	0.09	8.83	0.11	2.10	1.45	17	0	0.084	0.00	0.052
7/11/2023	71	0.09	8.87	0.04	2.20	1.52	16	3	0.088	0.02	0.069
7/5/2023	70	0.07	8.82	0.07	2.20	1.51	16	0	0.070	0.01	0.041
AVERAGE RESULTS:	73	0.08	8.89	0.07	2.18	1.49	16	1	0.083	0.02	0.048
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	7/24/2023	0.07	9.04	0.07	1.50	1.60	16		0.010	0.020	0.035
Route 1 at Pine Ledge Motel S	7/18/2023	0.09	8.98	0.07	1.70	1.65	17		0.010	0.000	0.036
Route 1 at Pine Ledge Motel S	7/10/2023	0.08	9.07	0.04	1.70	1.60	15		0.005	0.020	0.067
Route 1 at Pine Ledge Motel S	7/3/2023	0.09	9.05	0.03	2.20	1.62	16		0.000	0.030	0.035
Route 1 North Pump Station	7/24/2023	0.07	8.79	0.09	1.70	1.60	16		0.032	0.020	0.034
Route 1 North Pump Station	7/18/2023	0.09	8.94	0.07	1.80	1.63	17		0.014	0.010	0.055
Route 1 North Pump Station	7/10/2023	0.09	8.92	0.02	1.70	1.66	15		0.001	0.020	0.023
Route 1 North Pump Station	7/3/2023	0.10	8.90	0.06	2.40	1.60	15		0.007	0.040	0.042
Route 1 South Pump Station	7/24/2023	0.07	8.87	0.06	1.80	1.61	17		0.013	0.020	0.029
Route 1 South Pump Station	7/18/2023	0.10	8.95	0.08	1.80	1.72	17		0.010	0.040	0.034
Route 1 South Pump Station	7/10/2023	0.09	8.91	0.10	2.00	1.57	16		0.003	0.030	0.066
Route 1 South Pump Station	7/3/2023	0.11	9.08	0.08	1.90	1.60	17		0.008	0.020	0.021
York Water District Office	7/24/2023	0.07	8.59	0.12	1.70	1.68	15		0.005	0.010	0.037

York Water District Office	7/18/2023	0.10	8.67	0.06	1.70	1.67	16		0.019	0.000	0.049
York Water District Office	7/10/2023	0.08	8.65	0.04	1.80	1.60	13		0.019	0.010	0.053
York Water District Office	7/3/2023	0.10	8.59	0.05	1.80	1.59	14		0.002	0.030	0.091
AVERAGE RESULTS:		0.09	8.88	0.07	1.83	1.63	16		0.010	0.020	0.044
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10
ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)											
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform		
South Side Road Near Blaisdell Farm	7/5/2023	0.11	8.81	0.11	1.90	1.66	16	17.0	ABSENT		
Route 1 @ River Bend Road	7/5/2023	0.12	8.82	0.10	2.00	1.61	15	18.8	ABSENT		
Route 1 @ Mr. Mikes Convenience Store	7/5/2023	0.12	8.70	0.06	2.20	1.55	15	20.4	ABSENT		
Ridge Road Across from Coastal Ridge Elemen	7/5/2023	0.09	8.81	0.08	2.20	1.64	16	16.0	ABSENT		
Route 1A @ Roaring Rock Road	7/5/2023	0.10	8.88	0.09	1.80	1.82	15	17.8	ABSENT		
Route 1 @ Old Post Road (Tranmission Line)	7/5/2023	0.14	8.93	0.14	2.20	1.63	14	21.4	ABSENT		
White Pine Pump Station Near Route 1	7/5/2023	0.12	8.85	0.06	2.00	1.67	17	18.3	ABSENT		
Webber Road Near Ridge Road (73 Webber)	7/5/2023	0.11	8.76	0.15	2.20	1.71	16	21.1	ABSENT		
Organug Road @ Indian Trail	7/11/2023	0.14	9.07	0.02	1.90	1.63	15	19.7	ABSENT		
Seabury Road Near Route 103	7/11/2023	0.09	9.21	0.04	1.80	1.61	18	17.3	ABSENT		
Stageneck Road @ Harbor Beach Road	7/11/2023	0.12	9.06	0.04	1.70	1.54	16	19.4	ABSENT		
Yorkshire Commons @ York Street	7/11/2023	0.10	8.99	0.03	2.00	1.65	17	20.0	ABSENT		
Route 1A @ York Senior Center formerly YPD	7/11/2023	0.12	9.00	0.02	1.90	1.65	17	20.3	ABSENT		
Long Beach Ave Across From Long Beach Bath	7/11/2023	0.12	9.02	0.03	1.90	1.64	17	22.1	ABSENT		
Clark Road Cape Neddick	7/11/2023	0.11	9.10	0.04	1.60	1.61	15	17.4	ABSENT		
		Average:	0.11	8.93	0.07	1.95	1.64	16	19.1		
		Minimum:	0.09	8.70	0.02	1.60	1.54	14	16.0		
		Maximum:	0.14	9.21	0.15	2.20	1.82	18	22.1		

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

* Applicable employees only