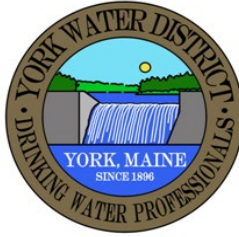


Trustees

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



Administration

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

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

Posted April 13, 2022

LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held remotely at 2:00 pm on Wednesday, April 20, 2022, as per the district's remote meeting policy. For members of the public that wish to participate, please send a request to customerservice@yorkwaterdistrict.org by 12:00 pm on the day of the meeting. Our staff will provide an access link by email ten minutes prior to the meeting.

AGENDA

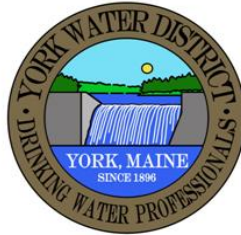
1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Board Meeting held on March 16, 2022.
3. Invitation for Public Comment.
Because time is limited, the Board will give York WD ratepayers and York property owners priority for presenting public comments.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District.
For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
4. Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
5. Reports: Dan Flaig P.E. of Wright Pierce will provide an overview of Public Water System Report for the Town of York's Comprehensive Plan update.
6. See what action the Board will take on a proposed Electronic Use Policy which sets standards for use of workplace electronic devices.
7. Superintendent will share a request from the Center for Wildlife to extend their current lease. No action to be taken at this time.
8. Staff will provide an update on District Operations.
9. General Discussion
10. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent

Trustees

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



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Patrick M. Desrosiers, Financial Manager
Ryan Lynch, Treatment Plant Manager

The York Water District Board of Trustees monthly meeting was held on Wednesday, March 16, 2022, through remote conferencing as allowed by the District's remote meeting policy.

President, Richard Leigh called the Meeting to order at 2:02 PM. Others present were Treasurer – Russell Peterson, Clerk – Stephen Rendall, Trustee - Richard Boston and Trustee – Karen Arsenault. Staff present was Superintendent – Donald Neumann, Asst. Superintendent – Gary Stevens, Financial Manager – Patrick Desrosiers, Treatment Plant Manager – Ryan Lynch, and Customer Service Person – Karen Hale.

On a motion made by Trustee Arsenault and duly seconded by Trustee Peterson to accept the draft minutes, After the motion, President Leigh said for clarity on the February Minutes concerning the remote meeting policy, it should be worded as Article 2, Section 7. It was voted unanimously to accept the amended Minutes of the February 16, 2022, Board Meeting. **Motion Passes**

Public Comment:

Janet Drew
Martha King

The Financial Manager presented the Board with the Monthly Budget Reports and Income Statement for February 2022 for review and discussion. The Monthly Revenue for February 2022 is \$4,000 under projected. The Monthly O&M Budget for February 2022 is \$60,000 over projected.

Trustee Arsenault provided an overview of the Town of York's Climate Action Plan Executive Summary. The non-binding set of recommendations is to reduce greenhouse gas emissions in the Town of York, which will be on the Town ballot for May voting.

Update on District operations:

Gary Stevens gave a background on the Patrol Program that has been in place since 1997. For the past seventeen years the York Police Department has applied for two ATV Law Enforcement grants annually, all have been approved. This has been a great benefit to the Town of York, YWD and the region. Gary stated that he just received approval for the first Law Enforcement grant of 2022. He has started the process of applying for a 2022 Source Water Protection Grant thru the Maine Drinking Water Program to finish management road on the north side of Chases Pond. For the past twelve years YWD has received a source water protection grant to help YWD with the cost of upgrading our management roads. This effort has been beneficial in adding culverts where necessary and preventing erosion within the watershed. A truck can actually be driven around Chase's Pond over our management roads. Joe Dignam will be applying for a Security Grant to upgrade two more of District's access gates. The purpose is to tighten security. Trustee Arsenault asked Gary if he was aware there is money available for the control of invasive species, such as phragmites. Gary replied he is aware and has reached out to our Forester Brian Reader. Brian happens to be on the States list of approved contractors.

Ryan Lynch said he is applying for a Capacity Development Grant from the DWP as well. The scope of the project will complete a bathymetric survey of Chases Pond and update the safe yield calculation. The last survey was completed in 1994. This project will assist for effective planning to provide adequate water quantity and appropriate water quality into the future.

Don explained that the grants provided by the Drinking Water Program are intended for all water utilities to strengthen their systems. Capacity Development grants for the preparation of studies like our master plan. Source Water Protection Grants cover most projects that help to protect our drinking water source, like the recent management road upgrades Gary has been working on for several years. The newest program is the water system security grant to enhance security at our facilities. The Trustees were happy to hear about the opportunities to enhance YWD.

Don provided an update on District operations:

- On March 8th, the District curtailed the indoor masking policy. Staff is maintaining facility cleaning as necessary and monitoring the situation and can change course if necessary.
- The PUC upheld our metering policy and ruled in the District's favor regarding the York Housing Authority's request for a single water meter.
- 247 Scituate Road and 61 Mountain Road parcels are under contract for full asking price. And he received certification that the District does not need MPUC authorization to sell these two parcels as they do not materially affect the ability of the District to perform its duties to the public.
- The crew has started installing temporary lines for Lobster Cove Road. Construction is expected to begin April 4th.
- Woodard & Curran has started the first phase for a staffing assessment to determine if YWD staffed appropriately.
- Don received a call last week from the Drinking Water Program concerning a local motel that had a legionella outbreak. Staff took samples in the vicinity of the problem. The DWP is confident the outbreak is not a result of our water quality.
- Don will be mailing out copies of the final report prepared by Wright Pierce regarding the Utility Chapter of the Town of York's update to the Comp Plan.
- He also informed the Board that he has been told the YHT lease agreement is being signed by AT&T. They have finally agreed to our terms. And he received certification that the District does not need MPUC authorization to lease space on the York Heights Water Tank as the lease will not materially affect the ability of the District to perform its duties to the public.

Trustee Peterson asked Don if he was planning to figure out what YWD needed for space if we were to build a new facility, so we are better prepared in the event a good parcel becomes available? Don explained that he has asked for a proposal from a local engineering firm to complete a space needs assessment..

General Discussion:

Gary spoke with the director for the Center for Wildlife concerning their lease that expires on May 14, 2023. All buildings need to be removed off the property by the end of the lease. Gary is also working on the Watershed Rules of Use for board approval.

Trustee Boston suggested that some of the money from the real estate sale be set aside for scholarship funds.

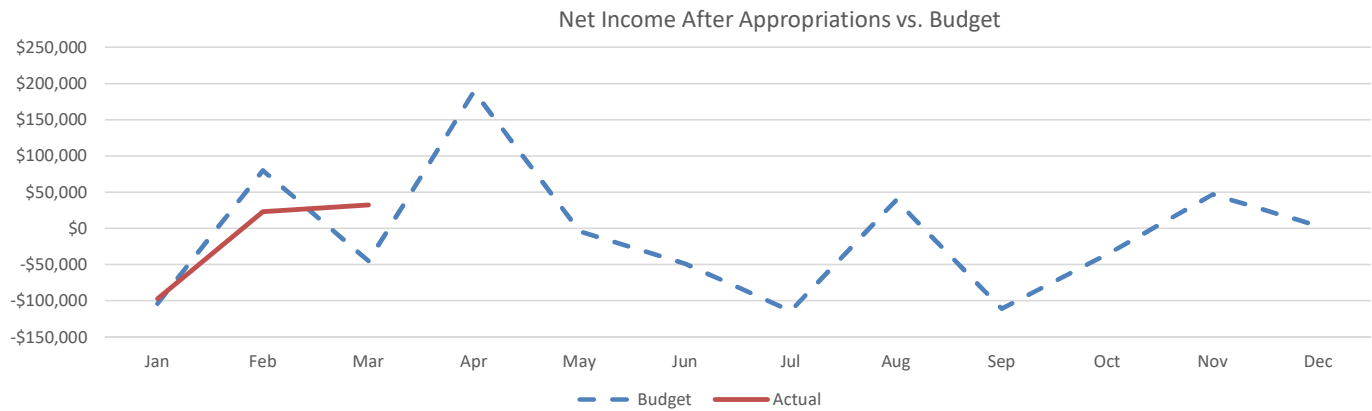
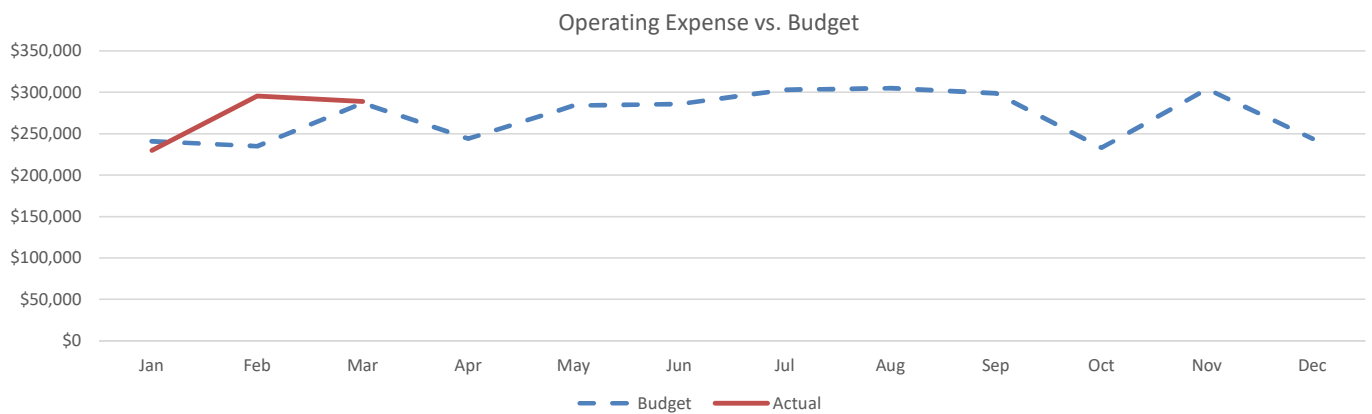
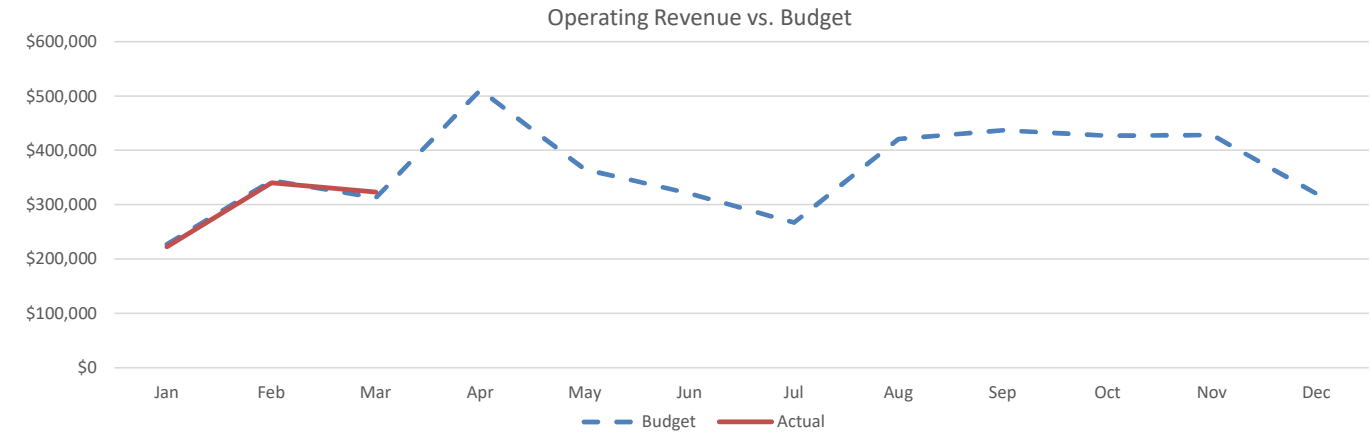
President Leigh congratulated employees Shelley Kimball and Todd Hill on graduating from Management Candidate School. Eight employees from the District have completed this program to date. Don mentioned that the program has been a great benefit to assist employees to rise to the level of great supervisors and managers.

President Leigh adjourned the meeting at 3:21 PM.

Respectfully Submitted,

Stephen Rendall
Clerk
York Water District

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of April 6, 2022

<u>Account</u>	<u>Balance</u>	<u>Account</u>	<u>Balance</u>
Operating	\$2,573,251.23	Watershed	\$159,143.89
System Development	\$59,567.61	Customer Advance	\$88,383.42
Reserved for Tank Painting	\$ 909,595.00		
Operating Reserve	\$1,723,223.84	% of Recommended Reserve	141%

**York Water District
Income Statement
For the Month Ending March 31, 2022**

Operating Revenue

 **\$10,096**

Operating Expense

 **\$1,911**

Net Income/(Loss)

 **\$77,121**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 190,992	\$ 184,000	\$ 6,992	\$ 2,548,000	0%
Commercial Metered Sales	26,283	26,000	283	499,000	0%
Governmental Metered Sales	3,523	1,000	2,523	88,000	3%
Public & Private Fire Protection	100,212	101,000	(788)	1,238,000	0%
Other Operating Revenue	<u>2,086</u>	<u>1,000</u>	<u>1,086</u>	<u>17,000</u>	6%
Total Operating Revenue	323,096	313,000	10,096	4,390,000	0%
Salaries & Wages	153,537	134,000	19,537	1,589,000	1%
Employee Benefits	65,477	69,000	(3,523)	727,000	0%
Purchased Power & Water	5,627	6,000	(373)	79,000	0%
Chemicals	7,117	3,000	4,117	69,000	6%
Materials & Supplies	23,413	22,000	1,413	224,000	1%
Contracted Services	25,842	42,000	(16,158)	394,000	-4%
Transportation Expense	3,078	3,000	78	43,000	0%
Insurance	2,889	5,000	(2,111)	56,000	-4%
Other Miscellaneous Expenses	<u>1,931</u>	<u>3,000</u>	<u>(1,069)</u>	<u>83,000</u>	-1%
Total Operating Expense	288,911	287,000	1,911	3,264,000	0%
Depreciation & Amortization Expense	83,615	84,000	(385)	1,008,000	0%
Net Non-Operating Income	99,174	30,000	69,174	327,000	21%
Debt Service	9,263	9,000	263	491,000	0%
Tank Painting Contribution	8,360	8,000	360	100,000	0%
Net Income After Appropriations	\$ 32,121	\$ (45,000)	\$ 77,121	\$ (146,000)	

Timing of Q2 for Munis (\$12,700). Bill paid in February, but budgeted in March.

Higher than expected income from System Development Charges.

York Water District
Preliminary Income Statement
For the Three Months Ending March 31, 2022

Operating Revenue

 **\$632**

Operating Expense

 **\$51,262**

Net Income/(Loss)

 **\$25,857**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 466,515	\$ 474,000	\$ (7,485)	\$ 2,548,000	0%
Commercial Metered Sales	86,720	83,000	3,720	499,000	1%
Governmental Metered Sales	18,702	17,000	1,702	88,000	2%
Public & Private Fire Protection	309,166	308,000	1,166	1,238,000	0%
Other Operating Revenue	<u>4,529</u>	<u>3,000</u>	<u>1,529</u>	<u>17,000</u>	9%
Total Operating Revenue	885,632	885,000	632	4,390,000	0%
Salaries & Wages	371,815	357,000	14,815	1,589,000	1%
Employee Benefits	191,039	194,000	(2,961)	727,000	0%
Purchased Power & Water	17,354	16,000	1,354	79,000	2%
Chemicals	19,056	13,000	6,056	69,000	9%
Materials & Supplies	84,941	52,000	32,941	224,000	15%
Contracted Services	84,349	89,000	(4,651)	394,000	-1%
Transportation Expense	13,509	11,000	2,509	43,000	6%
Insurance	16,585	14,000	2,585	56,000	5%
Other Miscellaneous Expenses	<u>15,614</u>	<u>17,000</u>	<u>(1,386)</u>	<u>83,000</u>	-2%
Total Operating Expense	814,262	763,000	51,262	3,264,000	2%
Depreciation & Amortization Expense	250,845	251,000	(155)	1,008,000	0%
Net Non-Operating Income	200,701	124,000	76,701	327,000	23%
Debt Service	38,289	38,000	289	491,000	0%
Tank Painting Contribution	25,080	25,000	80	100,000	0%
Net Income After Appropriations	\$ (42,143)	\$ (68,000)	\$ 25,857	\$ (146,000)	

Incurring \$26,000 in expenses for project that were included in the 2021 budget but due to shipping delays and scheduling, these projects are being completed in 2022.

Higher than expected income from System Development Charges.

DATE: 4/14/2022
TIME: 10:38:30AM

York Water District
INVOICE LIST
FOR CHECKS FROM 3/10/2022 TO 4/8/2022

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	28879	150.00	03/10/2022	17316	CRUSHED GRAVEL FOR NEW GATES
			150.00			
ACI Payments, Inc.						
1,527	ACI Payments, Inc.	1000066261	11.90	03/24/2022	17341	RETURN ACH FEE
			11.90			
Advanced Communications Ser						
348	Advanced Communications Ser	6010233	470.00	03/10/2022	17317	MONTHLY CYBER REPORTING
348	Advanced Communications Ser	6010270	677.45	04/07/2022	17385	IT SUPPORT
			1,147.45			
AMERICAN SECURITY ALARM						
598	AMERICAN SECURITY ALARM	145151	170.00	03/24/2022	17342	SERVICE CALL - OFFICE
598	AMERICAN SECURITY ALARM	145389	55.00	04/07/2022	17386	SERVICE CALL - RPO
598	AMERICAN SECURITY ALARM	145390	55.00	04/07/2022	17386	SERVICE CALL - 210 MOUNTAIN RD
			280.00			
ANCHORAGE BY THE SEA						
1,660	ANCHORAGE BY THE SEA	28881	23.65	04/07/2022	17387	GB Customer ID 2086 Bill #3616
			23.65			
APPROVED FIRE PROTECTION						
1,024	APPROVED FIRE PROTECTIO	IN00066549	88.29	03/17/2022	17330	GAS METER CALIBRATION
			88.29			
AT&T						
168	AT&T	0207374976001	35.32	03/10/2022	17318	LONG DISTANCE - PLANT
168	AT&T	0207374976001	35.32	04/07/2022	17388	LONG DISTANCE - PLANT
			70.64			
BRISTOL POINTE, LLC						
1,658	BRISTOL POINTE, LLC	3591	567.24	03/10/2022	1210	DEP REF SRVC - 298 YORK ST
1,658	BRISTOL POINTE, LLC	3592	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST OFFICE
1,658	BRISTOL POINTE, LLC	3593	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #5
1,658	BRISTOL POINTE, LLC	3594	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #6
1,658	BRISTOL POINTE, LLC	3595	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #7
1,658	BRISTOL POINTE, LLC	3596	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #8
1,658	BRISTOL POINTE, LLC	3597	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #9
1,658	BRISTOL POINTE, LLC	3598	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #10
1,658	BRISTOL POINTE, LLC	3599	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #11
1,658	BRISTOL POINTE, LLC	3600	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #12
1,658	BRISTOL POINTE, LLC	3601	81.26	03/10/2022	1210	DEP REF MTR - 298 YORK ST #14
1,658	BRISTOL POINTE, LLC	3603	73.32	03/10/2022	1210	DEP REF MTR - 298 YORK ST HOUSE
			1,453.16			
CARDMEMBER SERVICE						
1,264	CARDMEMBER SERVICE	001618817 03/2	2,711.09	03/17/2022	17331	MARCH CREDIT CARD PURCHASES

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			2,711.09			
CENTRAL EQUIPMENT COMPAN						
1,656	CENTRAL EQUIPMENT COMP	IVC120803	16,995.00	03/31/2022	17364	WANCO MOBILE SIGN BOARD
			16,995.00			
Central Maine Power						
24	Central Maine Power	35010715726 03	16.86	03/24/2022	17343	POWER - LIGHT AT POND
24	Central Maine Power	35011336322 03	400.58	03/24/2022	17343	POWER - RTE 1 NORTH PS
24	Central Maine Power	35012087900 03	198.51	03/24/2022	17343	POWER - SIMPSON HILL TANK
24	Central Maine Power	35012909699 03	17.79	03/24/2022	17343	POWER - RPO GARAGE
24	Central Maine Power	35012922080 03	120.78	03/24/2022	17343	POWER - WHITE PINE PS
24	Central Maine Power	35012966749 03	491.84	03/24/2022	17343	POWER - SCREENHOUSE/AERATION SYSTE
24	Central Maine Power	35012969180 03	2,794.70	03/24/2022	17343	POWER - TREATMENT PLANT
24	Central Maine Power	35013404708 03	313.35	03/24/2022	17343	POWER - RTE 1 SOUTH PS
24	Central Maine Power	35015157361 03	292.71	03/24/2022	17343	POWER - WHIPPOORWILL PS
24	Central Maine Power	35015205987 03	91.02	03/24/2022	17343	POWER - RPO
24	Central Maine Power	35015396233 03	20.17	03/17/2022	17332	POWER - LIGHT BEHIND SHOP
24	Central Maine Power	35016940278 03	82.97	03/24/2022	17343	POWER - HEIGHTS TANK
24	Central Maine Power	35016960912 03	205.99	03/24/2022	17343	POWER - HEAT TAPE
24	Central Maine Power	35017139011 03	579.62	03/24/2022	17343	POWER - OFFICE/SHOP
			5,626.89			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATIONS	5924589010314	119.99	03/31/2022	17365	MONTHLY INTERNET - TANK CAMERA
344	CHARTER COMMUNICATIONS	6192836010302	149.98	03/10/2022	17319	INTERNET FOR TANK CAMERAS
344	CHARTER COMMUNICATIONS	8938816010312	640.36	03/24/2022	17344	MONTHLY CABLE & INTERNET
			910.33			
COMMUNICATIONS FACILITIES						
338	COMMUNICATIONS FACILITIES	1690	250.00	04/07/2022	17389	MONTHLY TOWER SITE INSPECTION
			250.00			
CONSOLIDATED COMMUNICATIONS						
75	CONSOLIDATED COMMUNICATIONS	117944052542 03	194.65	03/24/2022	17345	INTERNET FOR CAMERA AT TOWER
75	CONSOLIDATED COMMUNICATIONS	2073636101536	156.75	03/10/2022	17320	MONTHLY SCADA MESSAGING
75	CONSOLIDATED COMMUNICATIONS	3636101536 04/	156.69	04/07/2022	17390	MONTHLY SCADA MESSAGING
			508.09			
CORE & MAIN						
1,124	CORE & MAIN	Q414453	902.33	03/10/2022	17321	STOCK
			902.33			
Eldredge Lumber						
38	Eldredge Lumber	488726	85.68	03/10/2022	17322	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	489536	138.17	03/10/2022	17322	FILTER MAINT MATERIALS
38	Eldredge Lumber	489715	132.96	03/10/2022	17322	SHOP SUPPLIES
38	Eldredge Lumber	489891	74.45	03/10/2022	17322	SHOP SUPPLIES
38	Eldredge Lumber	490910	126.68	03/24/2022	17346	PLANT MAINT MATERIALS

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38	Eldredge Lumber	491755	51.25	03/17/2022	17333	MATERIALS - LOBSTER COVE
38	Eldredge Lumber	491758	87.98	03/17/2022	17333	PLANT MATERIALS
38	Eldredge Lumber	491760	16.19	03/17/2022	17333	PLANT MATERIALS
38	Eldredge Lumber	492722	27.31	03/17/2022	17333	SHOP SUPPLIES
38	Eldredge Lumber	494097	6.29	03/24/2022	17346	SHOP SUPPLIES
38	Eldredge Lumber	494227	68.17	03/24/2022	17346	SCREENHOUSE MAINT MATERIALS
38	Eldredge Lumber	494571	53.98	04/07/2022	17391	SHOP SUPPLIES
38	Eldredge Lumber	494620	174.30	03/24/2022	17346	MATERIALS - LOBSTER COVE
38	Eldredge Lumber	494674	87.17	03/24/2022	17346	MATERIALS - LOBSTER COVE RD
38	Eldredge Lumber	494765	4.13	03/24/2022	17346	MATERIALS - LOBSTER COVE RD
38	Eldredge Lumber	495817	41.24	04/07/2022	17391	SCREENHOUSE MAINT MATERIALS
38	Eldredge Lumber	496023	285.73	03/31/2022	17366	MATERIAL - LOBSTER COVE RD
38	Eldredge Lumber	496296	102.84	03/31/2022	17366	SHOP SUPPLIES
38	Eldredge Lumber	498108	21.34	04/07/2022	17391	SHOP SUPPLIES
			1,585.86			

Electrical Installations, Inc.

334	Electrical Installations, Inc.	21111-02	9,500.00	04/07/2022	17392	LAGOON PUMP CONTROL PANEL
334	Electrical Installations, Inc.	21112-01	12,925.00	04/07/2022	17392	VFD FOR FINISH PUMP
			22,425.00			

Eliot Small Engine Repair

23	Eliot Small Engine Repair	H0067575	197.27	03/24/2022	17347	LEAF BLOWER REPAIR
			197.27			

Everett J. Prescott, Inc

113	Everett J. Prescott, Inc	5948931	6,360.44	03/17/2022	17334	STOCK - METER CHANGE OUTS
113	Everett J. Prescott, Inc	5965363	27,984.29	03/17/2022	17334	STOCK - LOBSTER COVE RD
113	Everett J. Prescott, Inc	5969842	4,316.76	03/10/2022	17323	STOCK - METER CHANGE OUTS
113	Everett J. Prescott, Inc	5985225	1,928.12	03/31/2022	17367	STOCK
113	Everett J. Prescott, Inc	5987004	957.85	03/17/2022	17334	STOCK - LOBSTER COVE
113	Everett J. Prescott, Inc	5988573	1,816.61	03/24/2022	17348	STOCK - METER CHANGE OUTS
113	Everett J. Prescott, Inc	5989492	414.60	03/24/2022	17348	STOCK - LOBSTER COVE RD
113	Everett J. Prescott, Inc	5994176	405.15	04/07/2022	17393	STOCK - LOBSTER COVE RD
			44,183.82			

FIELDING'S OIL & PROPANE CO

988	FIELDING'S OIL & PROPANE	3985455	314.21	03/10/2022	17324	133.3 GAL DIESEL
988	FIELDING'S OIL & PROPANE	3993073	589.37	03/17/2022	17335	268.2 GAL HEATING OIL - OFFICE
988	FIELDING'S OIL & PROPANE	3997123	61.05	03/10/2022	17324	25.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	3997806	8,790.00	03/24/2022	17349	4000 GAL HEATING OIL - PLANT
988	FIELDING'S OIL & PROPANE	4002609	445.38	03/24/2022	17349	318.7 GAL PROPANE - RPO
988	FIELDING'S OIL & PROPANE	4009477	102.77	03/24/2022	17349	43.6 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4017659	46.91	03/31/2022	17368	19.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4024922	209.55	03/31/2022	17368	88.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4027624	431.37	04/07/2022	17394	196.3 GAL HEATING OIL - OFFICE
			10,990.61			

GAC CHEMICAL CORP

DATE: 4/14/2022
TIME: 10:38:30AM

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Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
85	Maine Municipal Emp Health	37496 - 04/2022	44,170.35	03/17/2022	17337	APRIL HEALTH INSURANCE
			44,170.35			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	222030276	120.00	03/24/2022	17355	MONTHLY BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	222030277	50.00	03/31/2022	17372	RAW WATER MONITORING
587	NELSON ANALYTICAL LLC	222030426	105.00	03/24/2022	17355	MONTHLY BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	222030574	30.00	03/31/2022	17372	SAMPLING - LOBSTER COVE RD
			305.00			
NEW ENGLAND TRAFFIC CONTI						
606	NEW ENGLAND TRAFFIC COI	212247	264.00	04/07/2022	17397	FLAGGERS - LOBSTER COVE RD
			264.00			
PATTY CARTER						
1,255	PATTY CARTER	03/31/22	29.48	03/31/2022	17373	MILEAGE REIMBURSEMENT - P. CARTER
			29.48			
Pollard Company						
84	Pollard Company	CMC023731	-44.00	03/24/2022	17357	RETURN ITEM
84	Pollard Company	WW025723	1,362.00	03/24/2022	17357	DECHLOR TABLETS
			1,318.00			
RADIO COMMUNICATIONS MGI						
1,306	RADIO COMMUNICATIONS M	92145	94.48	03/31/2022	17374	REPLACE TRUCK ANTENNA
			94.48			
RUNYON KERSTEEN OUELLETTI						
509	RUNYON KERSTEEN OUELLE	42474	12,500.00	03/31/2022	17375	PROGRESS BILL - 2021 AUDIT
			12,500.00			
SETH THOMPSON						
1,453	SETH THOMPSON	04/01/2022	225.00	04/07/2022	17398	2022 BOOT ALLOWANCE - S. THOMPSON
			225.00			
SHELLEY KIMBALL						
706	SHELLEY KIMBALL	03/31/2022	73.01	03/31/2022	17376	MILEAGE REIMBURESMENT - S. KIMBALL
			73.01			
SHORELINE CONSTRUCTION, I						
903	SHORELINE CONSTRUCTION	3614	60.62	04/07/2022	1212	DEP REF MTR - 81 ELDRIDGE RD
903	SHORELINE CONSTRUCTION	3615	2.92	04/07/2022	1211	DEP REF SRVC - 81 ELDRIDGE RD
			63.54			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	247306	-137.28	03/10/2022	17327	RETURN ITEMS
1,390	STILES COMPANY, INC	247965	2,733.30	03/10/2022	17327	STOCK
1,390	STILES COMPANY, INC	248043	1,381.65	03/24/2022	17358	STOCK
1,390	STILES COMPANY, INC	248168	156.06	03/31/2022	17377	STOCK
			4,133.73			

Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
SULLIVAN ASSOCIATES						
832	SULLIVAN ASSOCIATES	40199	5,921.23	03/24/2022	17359	CHLORINE ANALYZERS
			5,921.23			
THE UPS STORE #1088						
193	THE UPS STORE #1088	03/16/2022	24.58	03/31/2022	17378	RETURN SHIPPING
193	THE UPS STORE #1088	04/05/2022	54.57	04/07/2022	17399	SHIPPING SAMPLES
			79.15			
TREASURER STATE OF MAINE						
915	TREASURER STATE OF MAIN	4218	50.00	03/31/2022	17379	BOILER & PRESSURE VESSEL SAFETY PROC
			50.00			
UNIFIRST CORPORATION						
1,461	UNIFIRST CORPORATION	1040165525	25.26	03/10/2022	17328	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040165528	50.63	03/10/2022	17328	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040167909	25.26	03/17/2022	17338	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040167914	93.56	03/17/2022	17338	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040170248	25.26	03/24/2022	17360	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	104017253	50.09	03/24/2022	17360	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040172587	25.26	03/31/2022	17380	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040172589	50.09	03/31/2022	17380	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040174926	25.26	04/07/2022	17400	UNIFORM SERVICE
1,461	UNIFIRST CORPORATION	1040174932	50.09	04/07/2022	17400	UNIFORM SERVICE
			420.76			
VERIZON WIRELESS						
836	VERIZON WIRELESS	9902274754	850.65	03/31/2022	17381	MONTHLY CELL PHONE CHARGES
836	VERIZON WIRELESS	9902274755	601.50	03/31/2022	17381	MONTHLY ONE-TALK CHARGES
			1,452.15			
VERRILL						
128	VERRILL	596193	4,740.00	03/24/2022	17361	MISC LEGAL SERVICES
			4,740.00			
W.B.MASON, INC.						
532	W.B.MASON, INC.	228533459	16.98	04/07/2022	17401	OFFICE SUPPLIES
			16.98			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9227870103	79.64	03/17/2022	17339	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9238547773	117.26	03/24/2022	17362	TANK MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9243985380	16.00	03/31/2022	17382	RPO SUPPLIES
65	W.W. Grainger CO. Inc.	9244657970	114.01	03/31/2022	17382	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9248021561	-28.20	03/31/2022	17382	RETURN ITEM
65	W.W. Grainger CO. Inc.	9248021587	-10.82	03/31/2022	17382	RETURN ITEM
65	W.W. Grainger CO. Inc.	9253117924	34.54	04/07/2022	17402	PLANT MAINT MATERIALS
			322.43			
WARREN'S OFFICE SUPPLIES						

DATE: 4/14/2022
TIME: 10:38:30AM

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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>
1,391	WARREN'S OFFICE SUPPLIES	503384-00	169.60	03/17/2022	17340	OFFICE SUPPLIES
1,391	WARREN'S OFFICE SUPPLIES	503914-00	65.97	03/31/2022	17383	OFFICE SUPPLIES
			235.57			
WEX BANK						
1,415	WEX BANK	79932527	1,725.88	04/07/2022	17403	MONTHLY FLEET GAS
			1,725.88			
WHEELABRATOR HOLDCO 1 IN						
1,308	WHEELABRATOR HOLDCO 1	23-0000178097	196.00	03/10/2022	17326	DUMPSTER SERVICE
			196.00			
WIRELESS TECHNOLOGY SOLU'						
1,654	WIRELESS TECHNOLOGY SO	2029413	122.88	04/07/2022	17404	QRTLY VOICEMAIL FEE
			122.88			
Wright-Pierce						
137	Wright-Pierce	218792	1,121.12	03/10/2022	17329	HYDRAULIC MODELING - 1963 US RTE 1
137	Wright-Pierce	219219	1,729.62	03/10/2022	17329	COMPREHENSIVE PLAN UPDATE
137	Wright-Pierce	219448	1,600.00	03/31/2022	17384	HYDRAULIC MODELING - 66 RAYDON RD
137	Wright-Pierce	219449	455.23	03/31/2022	17384	HYDRAULIC MODELING - 1963 US RTE 1
			4,905.97			
York Police Department						
114	York Police Department	00003711	900.00	04/07/2022	17405	TRAFFIC CONTROL - HYDRANT REPLACEMI
			900.00			
York Water District Petty Cash						
189	York Water District Petty Cash	03/24/2022	220.56	03/24/2022	17363	REFILL PETTY CASH
			220.56			

WARRANT TOTAL:

207,286

YORK WATER DISTRICT

POLICY: ELECTRONIC USE POLICY

DATE ISSUED: April 21, 2022

EFFECTIVE DATE: April xx 2022

BOARD APPROVED: April xx 2022

REVISION DATE:

PURPOSE

Electronics in the workplace bring both advantages and disadvantages.

This Electronic Use Policy endeavors to explain and clarify use policy and to eliminate confusion. Electronic policy sets only minimum standards and rules of use in the workplace for electronic devices, information processing, and system control. The district may revise these as needed to comply with applicable state and federal laws and with changes to technology.

POLICY**Distribution**

District employees will receive and acknowledge a copy of this agreement upon hire and annually thereafter.

Data & Information Access Control

Access to district information will be limited to those persons who are required to know such information to accomplish our legitimate business purposes or as is necessary for compliance with local, state, and federal regulations.

Data Classification

This policy pertains primarily to the data classifications of Protected and Confidential. For more details regarding data classifications, and the security requirements around each classification, contact your supervisor

- A. **Protected** information is defined as information that requires the highest level of protection, which if modified or disclosed would have legal, regulatory, and financial or negative public perception impact.
- B. **Confidential** information is defined as information that is restricted to employees, auditors, regulators, vendors, and affiliates on a "need-to-know" basis.

Authentication

Authentication is the process of verifying the identity of a system user.

New Password Requirements

Passwords need to be kept private to prevent havoc that cybercriminals wish to create. A good strong password may be all that stands between you and a cybercriminal stealing your (YWD) information. There are many ways a hacker can crack a password outside of phishing and spyware attempts.

REMEMBER: the more unique and complex the password, the more time it will take to crack.

Below are suggestions of how to create a secure Password:

1. Employees shall activate Multifactor Authentication (MFA) whenever possible on all District devices.
2. Passwords must be a minimum of 8 characters long, using a combination of a minimum of 3 types of uppercase and lowercase letters, numbers, and special characters.
 - A. The password must NOT use commonly used passwords such as PASSWORD, 12345678, or Monkey.
 - B. The password must NOT include the users first or last name, should not just contain dictionary words or names like those of children, pets, or a favorite hobby, phone number, address, birthday, or social security number. It can include a random portion of a number.
 - C. Do NOT use the same password across multiple web sites.
 - D. Do NOT answer "YES" when prompted to save your password to a computer browser.
 - E. Do NOT reuse any recent passwords when selecting a new password and do NOT just add additional letters, numbers, or symbols for new passwords from old ones.

DO use abbreviated phrases to allow you to create a safe but memorable password:

1. Choose a favorite phrase like "I want to move to Hilton Head South Carolina!"

A clever option is to convert this phrase by using the first letters of each word or incomplete words, using upper and lower case, changing words like "two" to a number 2 resulting in "1W2m2hhSC!" but then add an extra symbol. #1W2m2hhSC!

 - A. Use a secret life goal, song lyric, or secret new year's resolution. Keep it secret.
 - B. Use 2 for Two/Too, 3 for E, 0 for O, 5 for S, 1 for I, @ for at, etc.

Section highlighted has not been enabled, waiting for further testing, upon completion an amended policy will be issued

- All Passwords must be changed at least every 365 days. The District Microsoft 365 (M365) accounts have been set up to require an annual automatic password change.
- A Self-Service Password Reset tool is enabled within the Microsoft 365 Admin account and allow YWD staff to reset passwords themselves. This will need to be enabled and evaluated first before it gets deployed.
- Desktop M365 Accounts will be locked out (disabled) after 8 consecutive failed log-on attempts.
 - 2 Factor Authentication is enabled for all employee M365 accounts.
 - Mobile devices such as phones or tablets, when secured, have standard lockout practices addressed under Mobile use.
 - Network accounts will remain locked out for 30 minutes. When is it locked out? Trys?
 - If you need your account reenabled during the lockout period, contact IT staff.

Approved PINs and Passwords

- Windows 10 and other mobile devices are enabled to use a PIN. Most often, a PIN is just a set of identification numbers, but it can include complex characters both upper and lower. Using a PIN where available is more secure than a password, even though many times shorter, because it is stored locally and tied to the device whereas online passwords are validated offsite. A PIN is also useless to a cybercriminal unless they have direct access to the device. A PIN can be assigned in lieu of using a password and is quite common for phones and tablets.
- PIN Length: A PIN must be at least 6 characters long. It may include uppercase and lowercase letters and digits.
- A PIN should be used locally.

Password/PIN Protection

Every user is responsible for any actions performed using their network or application account. Therefore, it is critical that users protect their passwords and PINS.

- Do not store them in a text file on a computer unless in an encrypted form.
- Passwords/PINs must *never be shared* with anyone, including IT staff.
 - For this reason, each district computer/iPad/tablet is also set up with an administrator account only accessible by IT personnel.
- Work passwords must never be used for accounts such as Gmail, Amazon, an ISP e-mail account, etc. These passwords can be easily intercepted and can result in compromising network security.
- Users must report all password compromises or attempted compromises to their supervisor.
- Passwords/PINs must be changed if there is any suspicion of compromise and reported to their supervisor.
- When stepping away from desktops for more than a brief period, desktops/laptops must either be switched off, user logged out, or be set to enter sleep mode such that re-authentication is required with next use.
- Desktops/laptops shall be set to require re-authentication. Supervisors will determine the length based on location and risk.

Email

YWD owns the email system, and the information transmitted and stored within, so employees should have no expectation of privacy. It is critical for employees to remember their Cyber training as 90 percent of cyber-attacks come by email, most often an attachment or link.

- Each district employee will receive and is expected to complete and pass annual cyber training elements within 10 business days of receipt unless otherwise unavailable.
- All Protected and Confidential information must be password protected/encrypted.
- If sending Protected or Confidential data in the body of an email, employees will use an approved encryption solution for encrypting the entire email including all attachments. York Water District shall provide the solution. Contact the Superintendent with questions.
- Individual M365 documents can be encrypted with use of a password to allow secure transmittal of Protected and Confidential data.

To encrypt a document in M365:

1. **Go to File > Info > Protect Document > Encrypt with Password,**
2. Type a password, then type it again to confirm it.
3. Save the file to make sure the password takes effect.

M365 Encryption passwords are case-sensitive and can be a maximum of 15 characters long. If a password is lost, the file will not be recoverable. Be sure to keep a copy of the password in a safe place and create a strong password that you will remember. Your recipient will need the password to open the file. Do not send it in the email, agree to one verbally with the recipient previously.

- The following activities are prohibited:
 - Sending email that is intimidating or harassing.
 - Using email for purposes of political lobbying or campaigning.
 - Violating copyright laws by inappropriately distributing protected works.
 - Posing as anyone other than oneself when sending or receiving email, except when authorized to send messages for another when serving in an administrative support role.
- The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
 - Sending or forwarding chain letters.
 - Sending unsolicited messages to large groups except as required to conduct business.
 - Sending excessively large messages.
 - Sending or forwarding email that is known to contain computer viruses.
- **Think twice before you open attachments or click links in email.**
 - If you do not know the sender, delete the email; if you do know the sender but were not expecting an attachment, double check using an alternate method of contact that they actually sent the email.
 - If your contact did not send you the attachment, block, delete the message, and empty your junk folder. If his or her computer is infected with malicious code, it may automatically send you emails (without their knowledge) with links or attachments to infect your computer as well.

Backups

The York Water District uses Data and Information Backup Solutions to be able to restore lost, locked, or stolen data/information from Desktop, Apps, and Server/NAS.

- These Backup solutions work together but back up various locations.
 - Desktop Hard drives, Email/M365 & the Server/NAS.
- Quarterly reports are generated to show that backups are being performed on select backups.

Internet Use

Employees must be aware that in addition to being an excellent resource for information and a revolutionary way to communicate with the world, the Internet is a rapidly changing and volatile place which can introduce threats. These policies are intended to provide guidance and protection for specified devices, while still making available this useful business tool.

The following rules apply when using the Internet:

All users must **not**:

- Knowingly visit Internet sites that contain obscene, hateful, or other objectionable materials; send or receive any material, whether by email, voice mail, memoranda, or oral conversation, which is obscene, defamatory, harassing, intimidating, offensive, discriminatory, or which is intended to annoy, harass, or intimidate another person. Intentional access to such sites, whether or not blocked by content filtering system, is prohibited, and subject to disciplinary action, including termination.
- Use the business services or devices for personal gain or profit.
- Use the Internet or email for any illegal purpose.
- Use the Internet or email for offensive or vulgar messages such as messages that contain sexual or racial comments or for any messages that do not conform to district policies against harassment and discrimination.
- Download or install any software or electronic files without the prior approval of IT staff.
- Change any security settings in their Internet browser unless under the direction of IT staff.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the district.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which hinders others in their use of the network.
- Access the Internet via any means other than a secure connection provided for that purpose.

WIFI (Secured Private versus Public)

Public Wi-Fi networks are inherently less secure than a personal, secured, private one. Cybercriminals can hack devices on public Wi-Fi, gaining access to personal data, and potentially steal it. One of the most common attacks is called "Man in The Middle" whereby an attacker mimics the public Wi-Fi and name allowing connection and pass-through access through their device as the middleman. They then intercept transmissions of personal information such as logins, account details, credit card information etc. Recent encryption of some internet browsers directly to some web site servers has improved security but these attacks are still prevalent and successful. When internet surfing, look to see if it is an encrypted connection starting with HTTP:// or a small padlock in the browser near the website address.

- YWD approved mobile devices must only be connected to the district isolated "Guest" networks where they are established, rather than main networks, for security purposes unless otherwise approved by IT personnel.

- Employees shall not connect district provided mobile devices to Public Wi-Fi. Instead, they must play it safe and rely on the phones data connection or connect a laptop to their smartphone hotspot instead.
- SCADA iPad will remain on cellular access or only in the case of poor signal, employee password secured private Wi-Fi unless prior authorization is given by the lead Supervisor in their department.
- Employees may only connect mobile devices to known password secured private Wi-Fi.
- Approved district guests/contractors may access district Guest Wi-Fi when requested for a limited time. Providing they agree to adhere to this Acceptable Use Agreement.

Social Media

Social media, such as Facebook, Twitter, and blogs, is a personal communication medium. Even LinkedIn, as well as other “professional” social media sites, are used by individuals in their personal capacity. If a district employee elects to participate in social media, they must remember that any communications will be subject to review and approval by the district.

Personal use of such media needs to be conducted in compliance with the following:

- Under no circumstances will Protected or Confidential Information be posted on social media sites.
- The **personal** use of Facebook, Twitter or social networking web sites must not be accessed during work time.
- District postings to social media shall be pre-approved by management.
- Any identification of the author, including usernames, pictures/logos, or “profile” web pages, must not use logos, trademarks, or other intellectual property of the district, without approval of the district.
- Personal written messages are, or can become, public. Use common sense.

Messaging (Besides Email)

Messaging systems, such as Short Message Service (SMS), Enhanced Message Service (EMS), Multimedia Message Service (MMS), Instant Messaging, Texting, Push Notifications and even posts to Microsoft Team sites, are communication tools designed to enhance productivity and facilitate internal communications to provide excellent customer service. Only messaging applications approved by the district are permitted. Policies governing the acceptable use of email and the Internet apply to Messaging systems.

- Employees should have no reasonable expectation of privacy when using the district’s Messaging system. The district reserves the right to monitor, access and disclose all employee Messaging communications.
- The Messaging systems are intended for business use.
- Employees will use professional and appropriate language in all messages.

Removable Media

Removable media and devices include such things as, optical disc drives, memory cards, USB flash drives, external hard drives, digital cameras, smart phones, and other dock able devices with memory capabilities. To minimize the risk of loss or exposure of sensitive information maintained by York Water District Staff and to reduce the risk of acquiring malware infections on computers operated by York Water District Staff, the following restrictions on removable storage media apply:

- Only authorized YWD staff may use approved removable media in their work computers.
 - GoPro cameras and district issued mobile devices are currently approved.
- Only district issued devices will be used.
- YWD removable media may not be connected to or used in computers that are not owned or leased by YWD without explicit permission of the district.
- Protected or Confidential information may only be stored on district supplied removable media when required in the performance of your assigned duties.
- When Protected or Confidential information is stored (other than for immediate transfer) on removable media, it must be encrypted. After transfer, the removable media shall be wiped clean.

Mobile Devices (Cell Phones, Tablets, and Laptops)

Mobile devices are a great convenience and are a part of doing business. The portability of these devices can increase security exposure and risk if not properly managed. This section applies to all employees/guests who have been granted permission to access York Water Districts internal information resources via the use of mobile devices (smartphone, tablet, laptop). When requested by the Management, employees must provide devices for evaluation or spot checks to assess conformity with mobile device policy.

Mobile Device Controls

To protect district information; it is important that users of mobile devices follow these rules of use:

- The district reserves the right to refuse the ability of mobile devices to connect to district infrastructure.
- All users must always employ reasonable physical security measures against devices being lost or stolen.
- Only authorized district employees are allowed to use district provided devices.
- Employees shall refrain from using their phone without hands free equipment while driving. Safety comes before all other concerns.
- Employees charged with traffic violations resulting from use of a phone while driving will be responsible for all liabilities resulting from said action.
- Employees with employer provided cell phones shall limit monthly data usage to a maximum of 4 GB. Employees may be responsible for excessive overages unless business related.
- Employees may be responsible for repair/replacement cost for any damage to a district supplied device, depending on the circumstances.

- Only approved mobile devices may be used to access Wi-Fi networks at any District facility that is Wi-Fi enabled.
- Mobile devices shall be always protected with a PIN and/or password meeting the requirements outlined.
 - For APPLE Products: To enable iOS encryption, you need only make sure a passcode (PIN/Password) is enabled.
 - To set up: Open Settings > tap Face ID & Passcode > enable Passcode.
 - All iOS8 and greater iPhone, iPod Touch, and iPad smart devices support built-in encryption when a passcode is enabled.
 - For ANDROID Products: To enable encryption you need only ensure a password is enabled.
 - To set up: Open Settings > Security > Device Security > enable type
 - Devices running Android 5.0 and later are encrypted by default.
- Employees are required to use the auto-lock feature. Each time the device is turned on or awoken, it will ask to unlock the device with appropriate security.
- Lockout is achieved with standard OS procedure below.
 - Standard for iOS devices: After six failed passcode attempts in a row, the seventh will lock the user out for 5 minutes, the eighth attempt 15 minutes, the tenth for one hour, sixteenth for 2 hours, the account then is disabled for security purposes and a password reset is needed to regain access.
 - Standard for Android OS devices: After ten failed attempts in a row, the lock screen "Forgot Pattern" is displayed. The only way to unlock the device at this point is to enter the Google Account username and password information of the account previously added to the phone.
- Employees shall not install illegal, pirated, or private software/firmware on any device.
- **Games are not allowed on district supplied devices. Any pre-installed games that cannot be deleted shall not be used.**
- Only Applications (Apps) from the Apple Store or Google Play Store/Google Play Protect may be downloaded as these are vetted for viruses, malware, and unauthorized or unsafe programming. Users must however understand that applications many times are given access to some user data.
- The theft or loss of a mobile device must be immediately reported to your supervisor and the superintendent.
- Any incident or suspected incident of unauthorized access, compromise, data loss, or resources must be immediately reported to you supervisor and superintendent. Password and other authentication must be changed immediately.
- Mobile device operations system shall be kept up to date as the most recent versions are the most secure. Application patches must be installed within 10 business days of release unless physically unable. Contact IT staff with any questions.
- The district will be notified of devices/operating systems that have reached End of Life. They will be replaced by the district. A maximum 5-year life cycle for all phones, desktops, and or laptops is targeted.

- Employees shall not connect to public or unsecured network/Wi-Fi connections.

Laptops (Specific controls in addition to the above)

Laptops are a great convenience. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications.

To protect our valuable information; laptop users must follow these additional rules of use:

- Only district supplied and approved laptops may be used to access district information resources.
- Only authorized District employees are allowed to use District supplied devices.
- Laptops are subject to the same controls as workstations, including patch requirements, malware protection, firewall rules, screen saver timeouts, etc. Endpoint protection software is added to each laptop. When not in frequent use, district provided laptops must be turned on monthly to allow automatic updates.
- Protected and/or Confidential district data will not be stored on laptops unless specifically authorized by the superintendent.
- Where Protected and/or Confidential district data is approved to be stored on laptops, Windows 10, or greater laptops, can and will be encrypted. This typically can be found in Settings > Update Security > Device Encryption.
- Laptops shall be always protected with a PIN and/or password meeting the requirements outlined.

Remote Access to Networks (SCADA/General IT)

This section applies to all users who have been granted permission to access internal resources from a remote location.

Remote Access Policy

- Remote access to the district network is provided to authorized users only.
- Any devices used for remote connectivity to the network must conform to remote access standards and security.
- Access will be achieved only using a secure remote access application.
- SCADA tablet remote access is only achieved through use of a Virtual Private Network (VPN).

Remote Access System

Users must review this Acceptable Use Agreement and acknowledge they understand their requirements in respect to remote access.

- Confidential and Protected district information WILL NOT be stored or saved to the remote workstation unless authorized.

Remote access connections must use the authorized remote access solutions.

- SCADA connections use encryption protocol and better than 2FA (not to be defined here).
- Only district approved remote access solutions shall use encryption protocol and multi-factor authentication for non-SCADA application.
- Only district approved remote help desk solutions will be used for remote assistance and tech support.
 - AnyDesk, Carbonite, Zoom, GoDaddy, and GoToAssist are presently approved.
- The remote device is required to:
 - Be kept physically secure and not be used by anyone other than authorized users.
 - Have appropriate security controls in place for the device which may include:
 - Antivirus Software installed and virus definition files updated.
 - Desktop Firewall Software.
 - Updated and current with operating system and application patches.
 - No critical vulnerabilities or malware are present that could negatively affect the health of the district network.
- Remote sessions will be manually deleted and/or automatically disconnected after problem resolution.

Physical Access

The section applies to all facilities operated by the district and all personnel and guests who may come in physical contact with resources or information assets on district premises. Physical Security is the process of protecting information and technology from physical threats. Physical access to information processing areas and their supporting infrastructure (communications, power, and environmental) is controlled to prevent, detect, and minimize the effects of unintended access to these areas (i.e., unauthorized information access or disruption of information processing itself). Critical district sites are physically secured and alarmed.

- When an individual authorized to access a controlled area is separated from the job or has a role change that no longer authorizes access to that area, that person's authorization is removed from all applicable access lists and immediately removed from controlled areas.
 - Keys are collected or exchanged, and the necessary access control personnel are notified to remove access or change codes.
- All individuals that enter any secured areas must be verified as authorized to do so.
- Third parties must not be given access to district data/information unless authorized by the superintendent.
- Protected and confidential data and/or information systems containing confidential or protected data must be physically secured when not in use.
- Files must be stored in controlled areas or locked safe and access is limited to appropriate users based on job function.
- Individuals are required to notify a manager if they notice improperly identified visitors.

Incidental Use of Resources

As a convenience to the user community, incidental use of Resources is permitted. Only brief and occasional use is incidental. The following restrictions on incidental use apply:

- Incidental personal use of electronic mail, Internet access, fax machines, printers, copiers, and so on, is restricted to approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in cost to York Water District.
- Incidental use must not interfere with the normal performance of a user's work duties.
- For Guest network Wi-Fi users, a defined Guest Use Policy shall be physically posted. Guest Wi-Fi network and password shall be issued to authorized users only.
- Incidental use of information resources must not involve solicitation in any form, must not be associated with any outside business or employment activity, and must not potentially injure the reputation of York Water District, or its workforce members.
- All messages, files, and documents – including private messages, files, and documents – located on information resources are owned by York Water District and may be subject to open records requests and may be accessed in accordance with this policy.

Termination

The following requirements apply to all users and contractors whose employment or affiliation is terminated either voluntarily or involuntarily.

- The terminated user must immediately surrender the following: all keys, IDs, access codes, badges, business cards and similar items that are used to access district premises or records.
- District issued cell phone numbers will be retained by the district.
- The terminated user's voicemail access, e-mail access, Internet access, passwords, and any other physical or electronic access to personal information will be disabled immediately.
- The terminated user must return all devices and records to the district that may or do contain protected or confidential information, which at the time of termination is in the terminated user's possession. Such records include all personal information stored on laptops or other portable devices or media, and in files, work papers, etc.

Tyler Cybersecurity was the original author of this Acceptable Use Agreement template, which was provided to Maine Municipal Association for distribution to their members. For more information on the cyber services Tyler Cybersecurity provides, please visit: www.tylertech.com/solutions/transformative-technology/cybersecurity.

York Water District Electronic Use Policy

Effective cyber security is a shared responsibility, and a team effort involving the participation and support of every workforce member at York Water District. It is everyone's responsibility to know, understand and adhere to the guidelines listed in this agreement.

Based on best practices and regulations, we have endeavored to create safe cyber practices which are clear, concise, and easy to understand. If you have any questions about this agreement, please contact the Superintendent at dneumann@yorkwaterdistrict.org.

Thank you in advance for your support as we do our best to maintain a secure environment and fulfill our obligations and our mission.

Electronic Use Policy Agreement

- I certify that I have read and fully understand this Electronic Use Agreement. I understand and acknowledge my obligations and responsibilities.
- I understand that York Water District reserves the right to monitor system activity and usage. My signature on this document means I have consented to this monitoring.
- I agree that I will not purposely engage in activity that may: harass, threaten or abuse others; take actions that will impede or reduce the performance of Information Resources; deprive an authorized York Water District user access to a York Water District resource; obtain extra resources beyond those allocated; or in any way circumvent York Water District security measures.
- I further understand that violation of these policies is subject to disciplinary action up to and including termination without warning or notice. Additionally, individuals may be subject to civil liability and criminal prosecution.

Acknowledged & agreed to by:

User Signature

Date

Printed Name

York Water District Trustees
c/o Don Neumann & Gary Stevens
9 Eber Dr.
York, ME 03909



Dear Trustees,

We have been incredibly grateful to the York Water District for providing us the land and thus existence to conduct our work from over the past several decades. We received our temporary occupancy permit from the York Planning Board and Code Office in January of 2021 for our new facility, and in 6 months successfully transitioned medical equipment, installed utilities, acquired furniture and equipment, implemented new work flow and admissions protocols.

Goals vs. Actual for Timeline: Unfortunately, due to several factors we are running about 1.5-2 years behind on our 5-year project and timeline which incorporates Phases 1a and 1b, and Phase 2. Despite strategic planning, best efforts at managing both operations and needed capital projects, and moderately successful fundraising, the global pandemic and restrictions on in-person events and programming has necessitated a focus on remaining open and functioning without interruption to animal care and service to the community which we have been successful in doing. Major issues from the pandemic include:

- Understaffed and high turnover DEP agency delayed permit application by 9 months
- Supply chain delays and labor shortages
- Contractor delays, saturation with jobs, and lack of commitment standards
- School shut downs, need for social distancing and restricting group sizes (ie: 15 vs. 50, 25 vs. 100)
- Inability to host large-scale fundraising events and donor cultivation tours on-site
- Need to focus on fundraising to complete the site work and ambassador enclosure transition from original capital campaign (anticipated completion date now 9/2022)
- Maintaining employment and remaining open despite many small business and non-profit closures and layoffs due to essential work

Phase 2 Goals and Tasks- Goal and Updated Activities and Timeline

Request: Due to the delays in our multi-year and phased project, we are formally requesting an extension to our lease to 12/2025. This covers the 1.5-2 year delay we have experienced due to shutdowns, labor and materials issues, and the economic climate all caused by the global pandemic. The new timeline is conservative, anticipates continued issues in these areas, and allows us to carry out the necessary activities in a thoughtful and thorough manner.

Goal: Remove all facilities and return YWD property to natural. Raze all older wildlife rehabilitation enclosures, move any kiosk or public enclosures as possible. Replace older wildlife rehabilitation enclosures with newer consolidated and safer, more effective designs with best practices and materials developed in the past 20 years. All wildlife rehabilitation enclosures are on 375 Mountain Road property, and remain separated from public spaces and protected.

Activities, Cost, Timeline:

Activity	Tasks	Timeline
Engineering, Site Planning for Berm, Property Bounds, Utilities Termination	- Raze ranch house, trailer, terminate well, septic, and utilities - Re-engage engineering firm to conduct property boundary marking incorporating set-backs and buildable areas - Engineering firm designs berms to direct water according to Deed	10/22-3/23 (prior to 5/2023 original lease end)

Site Work, Design and Build to replace 22 wildlife rehabilitation enclosures	- Research and design replacement for existing enclosures on YWD property: - o Raptors - o Aquatic Species - o Songbirds - o Mammals - Perform Site Work- mindful of ephemeral pools and wooded wetland areas - Employ architects, general contractor and engineering firm - Perform construction on new enclosures - Build and install specialized tubs, filtration systems, perching, predator proofing, substrate - Transition existing patients to new enclosures	1/23-5/24
Return Site to Natural	- Demolish and/or deconstruct existing outdoor enclosures - Rent dumpsters for debris, and/or store and donate salvaged materials - Treat invasive species, remove ornamentals - Loam and seed disturbed areas with conservation forest mix - Install Berm around perimeter - Plant trees for visual barrier along berm	5/24-10/25

We would love the opportunity to discuss this request and the process at an upcoming meeting, and would also love to host one of your Trustees meeting at our new facility and give you a tour of our building and operations. Please let me know if you have any questions, and we look forward to hearing from you.

Sincerely,

Kristen Lamb

Kristen Lamb, Executive Director
Center for Wildlife
P.O. Box 620
Cape Neddick, ME 03902

YEAR	System Total^(MG)	Water Transfers*	Pond Level-Feet (Assessment)	Precipitation (Assessment)
2022	24.3	0	+0.19 (Normal)	2.9" (High Normal)
2021	20.9	+1.3 KKW	+0.30 (High Normal)	2.9" (Normal)
2020	19.1	0	+0.30 (High Normal)	4.0" (High Normal)
2019	20.5	0	+0.30 (High Normal)	3.0" (High Normal)

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

METER CREW REPORT

By: Tom Chase

In March, we read the beach routes for billing. We did encounter two properties that had very high water usage because of leaks. At the first property, David discovered a basement door that was wide open allowing the cold air inside which resulted in 46,000 cubic feet of usage. The other property had water lines that were enclosed (in an insulated box), but one of them still froze and broke leading to 152,000 cubic feet of water loss. Amazingly, all that water was absorbed into the ground, and I observed no visual indication of a leak other than a slight audible sound of water running from where the lines were enclosed. Keeping in mind that one cubic foot of water is equivalent to 7.48 gallons of water, it is important for customers to remember that checking in on their homes (when not in regular use) is even more important during the winter season. Make sure water lines are insulated and/or in heated areas, seal up any drafts from windows/doors/foundations/etc., plug in heat tape (when applicable), and monitor heating fuel levels.

I attended a New England Water Works Association (NEWWA) backflow tester recertification course on March 8th. Since Covid has imposed so many restrictions on in-person training opportunities, they were currently offering an online option to take the course and exam. Having this certification is crucial since David and I are responsible for testing the devices that the District owns and maintains. We also oversee the enforcement of all private testing done, so this added level of knowledge helps us to communicate accurately with the customers and other testers.

From an inventory standpoint, we have so far been able to manage our stock supplies despite

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some long lead times that are being experienced around the country. However, while trying to acquire materials for new projects (especially larger quantities) we are reminding customers and contractors to plan well in advance to avoid any major scheduling delays. Some items like water meters, reading devices, and water pipe (which might normally only take a couple of weeks) could now end up taking a couple of months (or longer) to procure.

David came across a seasonal service that could not be turned on due to a leak from the private galvanized portion of the water line. The plumber was able to make a temporary fix by connecting to the riser line (which is a line that comes up shallow from the curb stop valve) and ran a new above ground line to the house since for the season they are planning a reconstruction project at that location in the fall. For this instance, the meter was also relocated out near the property line to ensure that if any damage occurs to the above ground temporary line the water loss will be metered.



Temporary above-ground line on home with leak.

puter program was reinstalled last month. This month, the Distribution Crew flushed the Whippoorwill subdivision and the pump station operated as desired.

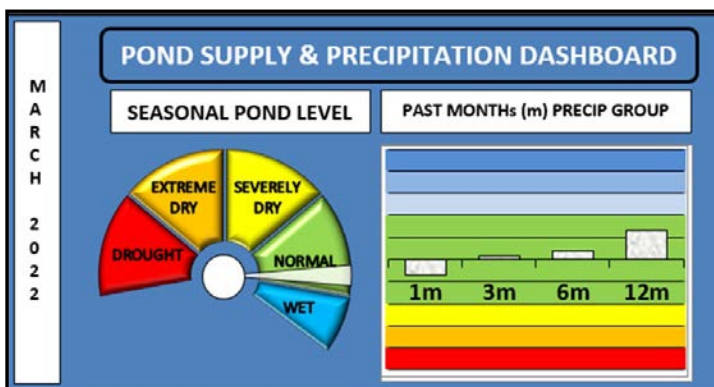
A truck hit a hydrant on the Ogunquit side of the Route One North Pumping Station near Logging Road. The Distribution Crew asked that the pump station be shut down during repair. We shut down the pump station for approximately six hours while repairs were made and confirmed that Kennebunk, Kennebunkport, and Wells Water District's (KKW) pump station was supplying pressure for the few customers north of the station. The station was placed back in service after the repair and the Distribution Crew flushed the area several days later. The pump station ran well in all cases.

We asked to restart our interconnection water quality transfer plan with KKW last month, but the KKW small water pumping system remains down for repairs. KKW instead opened the blowoff in their pump station to help us maintain a minimum water flow for good water quality. We will be starting our transfer to KKW next month in accordance with the plan.

Operators took one of our two clarifiers offline and rebuilt it. Clarifiers filter larger treated particles. The clarifier plastic filtration media is held in place by large screens with gasket seals. We continue to have problems with these seals allowing media to escape. This month the screens were removed, and gasket seals were replaced. The new gaskets are holding.

TREATMENT REPORT

By: Ryan Lynch



In March, we received 2.9 inches of precipitation (as water). This is characterized as the low side of normal as we typically average 3.4 inches. For all monthly groupings we are still in the green which is the "normal" area and are still well above average for precipitation for over the past 12 months. The pond level is at a normal seasonal level (above full). Water is flowing into the Cape Neddick River.

This month, we received all manuals, including lists of operating parameters and electronic equipment, from our contractor for the new Whippoorwill Pump Station pump panel. The station has operated without issue since the com-



Clarifier repair at the Treatment Plant.

Operators replaced the screen house valve pit cover to accommodate a new valve stem, worked to provide information regarding the water quality issue at a motel in town, completed/ submitted a Capacity Development Grant application to the State, completed Consumer Confidence Report articles, and reviewed and updated job descriptions. We also worked with our IT contractor to set up a new plant WIFI guest network so that guests connect to an isolated network rather than the internal one.

Operators worked on capital projects and logistics and met to discuss their work with employees from the plant and RPO. Operators provided company-wide refresher training on the updated Chase's Pond Dam Emergency Action Plan and the Plant Hazardous Materials Emergency Response Plan and worked on a formal, extensive District Cyber/Electronic Use Policy.

Treatment Operators completed the annual flushing of the water line from the plant that supplies several customers on Chase's Pond Road. Operators also installed a new free chlorine analyzer, attended training, State Revolving Fund meetings, worked on treatment, troubleshoot issues with pumps, trimmed and cut up fallen trees, began spring cleaning and performed other routine safety and operations checks.

GIS REPORT

By: Todd Hill

Don and I had a Zoom meeting with a group from Valley Road to go over next steps to install the main extension. This group is looking to extend a water main to serve four houses along this section of Valley Road. To date, two contractors have provided pricing for this installation. During the meeting it was decided to hold off until after summer line removals in the fall to complete this project. Although to help speed up the process all four participants have agreed to install concrete meter pits with deep water services to get ahead of this project. We also talked about getting the estimate finalized during the spring so we can get the materials ordered early.

To prepare for this year's flushing program notifications were created and posted in the York Weekly, Seacoast Online, York's Channel 3 and the District's website. The District's Geographic Information System (GIS) was also used to cre-

ate a flushing progress map that is hosted on ArcGIS Online and linked to the District's website. A map was also created to help the office identify the locations that will be getting flushed and have been flushed. Updates to both maps are made daily.

A meeting, via Zoom, took place to discuss the Lead Service Line Inventory (LSLI) Program. Representatives from Kittery Water, Sanford Water, Kennebunk Water and Maine Water, as well as myself and Joe D. This meeting was put together to see how the other utilities in our area are dealing with this requirement. We all discussed what each utility has been doing so far to prepare for collecting this information. After we talked, it seems like we are all doing the same things to collect this information. One of the things that was discussed is a solution that was created by ESRI. This solution has several nice features that can be used, but we are all trying to figure out how to integrate it into our everyday workflow. The collaboration between all the utilities will be beneficial in helping us complete this inventory. Right now, we are waiting for the Environmental Protection Agency and the Drinking Water Program for guidance once we get that we will start collecting the required information.



GIS plays a role in all water related projects at the District and the Lobster Cove Road main replacement is one of them. A construction sign package map was created to show the location of the project area with the required signage

needed to help with the flow of traffic, and an out of service hydrant map was also put together for Lobster Cove Road that shared with dispatch and York Village Fire Department. Because the end of the extension is in a shoreland zone, I had to pull a shoreland permit. This permit also required me to put together a shoreland map. Shut down maps for Long Sands Road and Lobster Cove Road were also needed as well.

Several signs have been made for the Resource Protection Office (RPO) and the York Sewer District. Banners were also updated for Work Zone Safety Week and Dig Safe's Safe Digging Month which are both in April. This is a collaboration we do with the York Sewer District every year.

In March, I also updated an existing mowing map for Noah. Search and rescue map and watershed compartment map have both been updated as well for the RPO. I exported flushing data from Survey123 for ArcGIS, and it has been shared with plant staff. I attended an ESRI webinar on mobile mapping and the lead service line inventory solution. I have also been working on a new acceptable use agreement with Ryan.

RESOURCE PROTECTION REPORT

By: Joe Dignam



Renovations have begun at the Resource Protection Office.

Now that winter is almost over, we are able to get to work on various spring projects planned for 2022. Our first major project of the year is the addition and renovations to the Resource Protection Office, originally built in 2015. Pre-COVID, this office had two workstations built into one desk, but during COVID we were forced to separate the workstations for social distancing purposes.

We now have one workstation in the main office, and the other in a re-purposed storage closet. The planned renovations will add square footage to the main office area by moving the exterior wall outward and will allow room to build two new office spaces that will create adequate work areas. This project will likely take several weeks to complete.

We spent time in meetings and planning discussions this month for several upcoming events with York Schools. York Water and York Sewer Districts are collaborating with the York Schools to bring kids on various events and field trips this spring. There is a significant amount of work that happens behind the scenes for these events, but it is always well worth the effort for the kids.

The YorkWise Auction was held this month. We historically have participated in this auction by donating a cord of firewood and a boat tour of Chase's Pond. This year, we offered three cords of firewood and a boat tour. All four items sold. We spent time this month cutting and splitting what is left of the firewood so we are ready to deliver.

Quarterly PFAS samples were collected this month from our treated water, raw source water, and from the interconnection with Kennebunk, Kennebunkport, and Wells Water District. This is the first sampling event with our new Maine Drinking Water Program approved laboratory, Con-Test. PFAS is now regulated and a required test for public water systems in Maine beginning in 2022. York Water District has been proactively sampling for PFAS compounds since 2020, and we have not had a detection.



A tree fell across Chase's Pond Rd near Gertrude Lane, damaging the fence.

On March 22nd, during a windstorm, a tree fell across Chase's Pond Road onto power lines. The tree damaged our fence at the Screen House property. We will plan to repair or replace this fence soon.

DISTRIBUTION REPORT

By: Webster Ropke



Flushing on Shore Road.

On Monday, March 21st, we started main line flushing. Main line flushing is done annually in the spring. Flushing water mains improves water quality by removing sediment that slowly builds up over time. The District does unidirectional flushing (UDF). UDF isolates each pipeline to create flow in a single direction to efficiently clean the pipe. By concentrating flow, UDF creates higher velocities that are better able to clean the pipe. Our flushing starts on the transmission main coming from the treatment plant to Route One. From Route One we work our way to the north side of the system to the Cape Neddick area. Once this area is completed, we work our way through the southern half of the system. The main line flushing takes four weeks to complete. Most of the flushing takes place during the day, with several days going late into the night. Soon as the main line flushing is complete, we start flushing dead ends. There are 160 dead ends. Dead ends take approximately six weeks to complete.

Our crews ran temporary lines for the Lobster Cove water main replacement job. The District is replacing roughly 1,160 feet of old cast iron water main on Lobster Cove. This main was installed in the early 1900s. The District put the job out to bid using our select contractors list. Pratt

Excavation and Paving was the low bidder. The job will be starting April 5th. Our crew ran approximately 2,320 feet of two-inch poly pipe and 2,100 feet of one-inch plastic for temporary services. Each temporary service is tapped from the two-inch temporary line. In most cases we either connect the one-inch line to an outside faucet or run the line through a window in the basement and connect to the meter connection there.



Two-inch tap for Lobster Cove temporary line.

On Thursday, March 24th, our crew responded to a hydrant that was hit by a box truck on Route One by our pump station across from Pine Hill Road. Upon arrival we found the top section of the hydrant thirty feet away from the bottom section. On the bottom section the barrel was tipped severely. Normally the top section would separate at a break away flange and coupling. This would be a simple fix by replacing the top section, breakaway flange, and coupling. Unfortunately, the impact was so great the hydrant had to be excavated to be repaired. We called in Dig Safe and set up a job zone with a police detail. After 11 hours the repairs were complete, and the hydrant was back in service.

SAFETY COMMITTEE REPORT

By: Tom Chase

During the March T.A.S.C. meeting, we reviewed a vehicle incident that resulted in some minimal damage to the dump truck, which was promptly repaired in-house. This led to a discussion about looking into options for equipment spotter training. We also discussed a minor slip/fall incident involving a snowy patch of ice near the employee entrance at the main office, which did not result in any injuries.

Noah is preparing the necessary paperwork to submit for a certification renewal in the SHAPE program. The District was first given the Safety and Health Award for Public Employers (SHAPE) by the Maine Department of Labor in October 2010 and has maintained it continuously since then. This process begins by requesting a consultation visit with Maine Department of Labor and involves a complete hazard identification survey. Employees are involved in the consultation process and the District will then correct any hazards identified by the consultant. This process was designed to improve employee education and involvement and reduce the potential for accidents and injuries in the workplace.

We have been utilizing MMA's online training portal for reviewing all the District's policies with employees as well as assigning and tracking online trainings. Since their updates to the site in January, we have been dealing with some issues with records not carrying over from the previous year and other delays. Now that Noah has attended a training session on their new format, we are finally starting to iron out all the wrinkles.

Our next quarterly meeting will be held in June of 2022 (date/time to be determined).

WELLNESS REPORT

By: Karen Hale

Daylight Saving Strategies to Help You Spring Forward

- **Get to Bed Earlier the Day Before Daylight Saving:** Help your body adjust by going to bed a little earlier the night before.
- **Less Screen Time at Night:** We should try to limit screen time at night anyway, but especially the night before daylight saving. It has been proven that the light emitted from screens makes it difficult to fall asleep.
- **Change Clocks the Night Before:** Most devices that we own automatically change with daylight saving, but there are some clocks that need to be changed manually.
- **Enjoy the Longer Days:** Although moving forward an hour means that we get an hour less of sleep, there are many benefits from daylight saving as well. One of these is the fact

that there is more sunlight to enjoy after work. This means you can get outside and engage in more outdoor activities like sports and hobbies.

- **Turn Off the Lights:** Another benefit of the time change is that there is more natural light available during the day. Turn off the lights and open the shades. Natural light is better for your eyes and will decrease eye strain which can lead to headaches. It also saves energy and money in the long-run.

MARCH BILLING

York Beach Route

2022	Usage(cf)	Revenue	Customers
Residential	1,374,900	\$190,992	1,817
Commercial	234,600	\$26,283	93
Governmental	4,900	\$3,523	8
2021	Usage(cf)	Revenue	Customers
Residential	1,177,000	\$183,681	1,806
Commercial	179,600	\$26,180	87
Governmental	3,900	\$1,391	8

WATER QUALITY REPORT

REPORT DATE: 4/4/2022

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtlCl2	Avg Ortho	Current Lvl	Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
804,330	41	0.08	9.04	0.04	1.98	1.51	0.19	0.27	0.16	0.38

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
3/30/2022	43	0.07	9.26	0.03	2.00	1.55	17	4	0.026	0.02	0.034
3/23/2022	43	0.07	9.08	0.03	2.00	1.51	18	3	0.037	0.03	0.068
3/16/2022	40	0.08	9.07	0.03	2.10	1.50	18	3	0.022	0.01	0.033
3/9/2022	39	0.09	8.88	0.01	1.90	1.49	19	4	0.035	0.03	0.030
3/2/2022	38	0.09	9.02	0.29	2.40	1.52	18	4	0.037	0.02	0.043
AVERAGE RESULTS:	41	0.08	9.06	0.08	2.08	1.51	18	4	0.031	0.02	0.042
TREATMENT TARGET PARAMETERS:		<0.3	9.0	<0.10	2.0-2.5	>=1.5	>10	<5	<0.05	<0.05	<0.05

ROUTINE DISTRIBUTION WATER QUALITY RESULTS

Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
Route 1 at Pine Ledge Motel S	3/30/2022	0.08	9.06	0.00	1.56	1.57	19	4	0.013	0.020	0.048
Route 1 at Pine Ledge Motel S	3/23/2022	0.08	8.98	0.05	1.70	1.60	19	4	0.017	0.030	0.027
Route 1 at Pine Ledge Motel S	3/16/2022	0.09	9.10	0.03	1.70	1.60	19	4	0.014	0.000	0.072
Route 1 at Pine Ledge Motel S	3/9/2022	0.10	9.09	0.02	1.70	1.61	19	5	0.017	0.030	0.012
Route 1 at Pine Ledge Motel S	3/2/2022	0.09	9.10	0.04	1.60	1.53	18	4	0.013	0.020	0.015
Route 1 North Pump Station	3/30/2022	0.15	8.99	0.00	1.68	1.53	20	4	0.015	0.070	0.043
Route 1 North Pump Station	3/23/2022	0.11	8.98	0.02	1.70	1.56	20	4	0.013	0.020	0.054
Route 1 North Pump Station	3/16/2022	0.10	8.83	0.02	1.70	1.59	19	4	0.011	0.040	0.044
Route 1 North Pump Station	3/9/2022	0.10	8.73	0.02	1.70	1.59	20	4	0.016	0.020	0.022
Route 1 North Pump Station	3/2/2022	0.08	9.02	0.03	1.70	1.57	19	4	0.016	0.050	0.039
Route 1 South Pump Station	3/30/2022	0.08	9.12	0.07	2.00	1.66	19	4	0.014	0.010	0.052
Route 1 South Pump Station	3/23/2022	0.11	8.96	0.04	1.70	1.55	20	4	0.015	0.040	0.047

Route 1 South Pump Station	3/15/2022	0.09	8.98	0.02	1.70	1.54	20	4	0.010	0.030	0.034
Route 1 South Pump Station	3/9/2022	0.09	8.90	0.02	1.80	1.50	19	5	0.025	0.020	0.030
Route 1 South Pump Station	3/2/2022	0.09	9.07	0.04	1.80	1.68	19	4	0.016	0.020	0.050
York Water District Office	3/30/2022	0.12	8.84	0.04	1.70	1.57	17	3	0.014	0.010	0.039
York Water District Office	3/23/2022	0.13	8.90	0.05	1.70	1.53	19	4	0.018	0.020	0.055
York Water District Office	3/15/2022	0.08	8.79	0.05	1.70	1.54	17	3	0.012	0.010	0.029
York Water District Office	3/9/2022	0.08	8.62	0.05	1.80	1.48	19	5	0.020	0.010	0.034
York Water District Office	3/2/2022	0.12	8.86	0.05	1.80	1.44	18	4	0.160	0.030	0.051
AVERAGE RESULTS:		0.10	8.95	0.03	1.72	1.56	19	4	0.022	0.025	0.040
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10	<5	<0.10	<0.10	<0.10

ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)										
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform	
Clark Road Cape Neddick	3/16/2022	0.12	9.00	0.03	1.60	1.46	18	3.8	ABSENT	
Route 1 @ Old Post Road (Tranmission Line)	3/16/2022	0.11	8.97	0.08	2.20	1.50	18	4.2	ABSENT	
Route 1 @ River Bend Road	3/10/2022	0.11	9.29	0.03	2.00	1.52	19	4.5	ABSENT	
Organug Road @ Indian Trail	3/10/2022	0.11	9.03	0.02	1.90	1.49	19	4.5	ABSENT	
Seabury Road Near Route 103	3/10/2022	0.12	9.31	0.10	1.50	1.57	19	4.3	ABSENT	
South Side Road Near Blaisdell Farm	3/10/2022	0.10	9.23	0.04	1.80	1.55	19	4.8	ABSENT	
Route 1 @ Mr. Mikes Convenience Store	3/10/2022	0.09	9.05	0.03	2.10	1.51	19	4.1	ABSENT	
Webber Road Near Ridge Road (73 Webber)	3/10/2022	0.10	8.99	0.03	2.00	1.51	18	4.0	ABSENT	
Route 1A @ Roaring Rock Road	3/10/2022	0.09	9.14	0.06	2.00	1.56	20	4.9	ABSENT	
White Pine Pump Station Near Route 1	3/10/2022	0.10	9.14	0.07	2.10	1.52	19	5.3	ABSENT	
Route 1A @ Roaring Rock Road	3/16/2022	0.09	8.96	0.03	1.80	1.54	18	5.1	ABSENT	
Ridge Road Across from Coastal Ridge Elemen	3/16/2022	0.10	8.91	0.02	2.20	1.46	18	4.4	ABSENT	
Nubble Road at Sewer Pump Station	3/16/2022	0.10	8.98	0.03	1.80	1.46	18	5.5	ABSENT	
Route 1A @ York Senior Center formerly YPD	3/16/2022	0.09	8.93	0.02	2.00	1.51	18	5.8	ABSENT	
Yorkshire Commons @ York Street	3/16/2022	0.13	9.10	0.02	2.10	1.51	18	4.3	ABSENT	

	Average:	0.10	9.07	0.04	1.94	1.51	19	4.6
	Minimum:	0.09	8.91	0.02	1.50	1.46	18	3.8
	Maximum:	0.13	9.31	0.10	2.20	1.57	20	5.8

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

* Applicable employees only