

Trustees

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

Administration

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

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

Posted July 10, 2023

LEGAL NOTICE – The monthly meeting of the York Water District Board of Trustees will be a “hybrid meeting” remotely and in-person at 2:00 pm on **Wednesday, July 17, 2024**, as per the district’s meeting policy. YWD meetings are open to the public. For members of the public that wish to participate remotely, please send a request to customerservice@yorkwaterdistrict.org by 1:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

AGENDA

1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Annual Board Meeting held on June 18, 2024.
3. Invitation for Public Comment.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District.
For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
4. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
5. Members of the Conservation Commission desire to discuss the conservation status of properties owned by the York Water District.
6. See what action the Board will take on the final Space Needs Assessment.
7. Staff will provide an update on District operations.
8. The Superintendent will announce the selected Employee of the 2nd Quarter of 2024.
9. General Discussion.
10. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent

York Water District
INVOICE LIST
 FOR CHECKS FROM 6/11/2024 TO 7/8/2024

<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	33387	1,056.00	06/25/2024	19641	FILL MATERIALS
1	ABBOTT BROTHERS	33577	1,844.00	07/02/2024	19686	MULCH & FILL MATERIALS
			2,900.00			
Advanced Communications Ser						
348	Advanced Communications Ser	6011178	470.00	06/17/2024	19615	MONTHLY CYBER REPORTING
			470.00			
AHM - NORTHERN LIGHT DRUG						
210	AHM - NORTHERN LIGHT DR	00082057-00	128.00	06/17/2024	19616	RANDOM DRUG TESTING
			128.00			
AT&T						
168	AT&T	0207374976001	38.92	06/17/2024	19617	LONG DISTANCE - PLANT FAX
			38.92			
BATTERIES PLUS						
1,687	BATTERIES PLUS	P73825073	32.25	06/27/2024	19663	UPS BATTERY
			32.25			
BRIAN MCBRIDE						
1,824	BRIAN MCBRIDE	06/27/2024	109.50	06/27/2024	19664	QUARTERLY CELL PHONE STIPEND - B. MC
			109.50			
Central Maine Power						
24	Central Maine Power	30015194605 0€	154.37	06/25/2024	19642	POWER - TOWER SITE 2
24	Central Maine Power	30015194639 0€	487.74	06/25/2024	19642	POWER - TOWER SITE 1
24	Central Maine Power	35010715726 0€	32.60	06/25/2024	19642	POWER - LIGHT AT POND
24	Central Maine Power	35011336332 0€	260.69	06/25/2024	19642	POWER - RTE 1 NORTH PS
24	Central Maine Power	35012909699 0€	33.67	06/25/2024	19642	POWER - RPO GARAGE
24	Central Maine Power	35012922080 0€	197.77	06/27/2024	19665	POWER - WHITE PINE PS
24	Central Maine Power	35012966749 0€	636.29	06/25/2024	19642	POWER - SCREENHOUSE/AERATION SYSTE
24	Central Maine Power	35012969180 0€	4,227.72	06/25/2024	19642	POWER - TREATMENT PLANT
24	Central Maine Power	35013404708 0€	196.56	06/27/2024	19665	POWER - RTE 1 SOUTH PS
24	Central Maine Power	350142087900 (61.11	06/25/2024	19642	POWER - SIMPSON HILL TANK
24	Central Maine Power	35015157361 0€	456.22	06/25/2024	19642	POWER - WHIPPOORWILL PS
24	Central Maine Power	35015205897 0€	114.12	06/25/2024	19642	POWER - RPO
24	Central Maine Power	35015396233 0€	37.48	06/25/2024	19642	POWER - LIGHT AT SHOP
24	Central Maine Power	35016940278 0€	54.68	06/25/2024	19642	POWER - HEIGHTS TANK
24	Central Maine Power	35016960912 0€	31.91	06/27/2024	19665	POWER - HEAT TAPE
24	Central Maine Power	35017139011 0€	660.30	06/25/2024	19642	POWER - OFFICE/SHOP
			7,643.23			
CHARLES BLACK						
1,638	CHARLES BLACK	06/27/2024	109.50	06/27/2024	19666	QUARTERLY CELL PHONE STIPEND - C. BL
			109.50			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATIONS	1422436010607	129.99	06/25/2024	19643	BROADBAND - TANK SITE

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344	CHARTER COMMUNICATIONS	1425335010607	743.27	06/25/2024	19643	BROADBAND - MAIN SITES
			873.26			
CONSOLIDATED COMMUNICATIONS						
75	CONSOLIDATED COMMUNICATIONS	117944052542	194.65	06/27/2024	19667	BROADBAND - TOWER SITE
75	CONSOLIDATED COMMUNICATIONS	2073636101536	336.19	06/17/2024	19620	LAND LINES - PLANT
			530.84			
DANIEL HINER						
1,720	DANIEL HINER	06/27/2024	109.50	06/27/2024	19668	QUARTERLY CELL PHONE STIPEND - D. HINER
			109.50			
DIG SAFE SYSTEM, INC						
720	DIG SAFE SYSTEM, INC	40192	232.00	07/02/2024	19687	Q2 DIGSAFE REQUESTS
			232.00			
DIGGER'S EXCAVATING						
494	DIGGER'S EXCAVATING	38	2,132.50	06/25/2024	19644	EXCAVATING - COUNTY ROAD TRAIL
			2,132.50			
DUANE ROMANO						
1,784	DUANE ROMANO	196	62.50	06/25/2024	19652	UNIFORM EMBROIDERING
			62.50			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	001618817 06/2	1,998.76	06/17/2024	19618	JUNE CREDIT CARD ACTIVITY
			1,998.76			
Eldredge Lumber						
38	Eldredge Lumber	677691	63.44	06/17/2024	19621	PLANT SUPPLIES
38	Eldredge Lumber	677853	15.75	06/17/2024	19621	PLANT SUPPLIES
38	Eldredge Lumber	678071	133.20	06/17/2024	19621	PLANT SUPPLIES
38	Eldredge Lumber	678252	20.97	06/17/2024	19621	PLANT SUPPLIES
38	Eldredge Lumber	680113	31.34	06/17/2024	19621	PLANT SUPPLIES
38	Eldredge Lumber	681308	32.70	06/17/2024	19621	SHOP SUPPLIES
38	Eldredge Lumber	681714	29.52	06/17/2024	19621	SHOP SUPPLIES
38	Eldredge Lumber	682095	30.85	06/25/2024	19645	SHOP MATERIALS
38	Eldredge Lumber	682817	11.32	06/17/2024	19621	PLANT SUPPLIES
38	Eldredge Lumber	686183	46.01	06/27/2024	19669	SHOP SUPPLIES
38	Eldredge Lumber	686364	8.99	06/27/2024	19669	RPO SUPPLIES
38	Eldredge Lumber	686869	107.87	07/02/2024	19688	RPO MAINT MATERIALS
			531.96			
Electrical Installations, Inc.						
334	Electrical Installations, Inc.	S2409401	2,210.00	07/02/2024	19689	TRANSNET RADIO
			2,210.00			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6282197	10,429.20	06/27/2024	19670	STOCK ITEMS
113	Everett J. Prescott, Inc	6296346	714.19	06/25/2024	19646	STOCK ITEMS

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113	Everett J. Prescott, Inc	6318925	3,735.67	06/25/2024	19646	STOCK ITEM
113	Everett J. Prescott, Inc	6327317	775.50	06/17/2024	19622	STOCK ITEMS
113	Everett J. Prescott, Inc	6333189	4,674.83	06/17/2024	19622	STOCK ITEMS
113	Everett J. Prescott, Inc	6335730	286.50	07/02/2024	19690	STOCK ITEMS
113	Everett J. Prescott, Inc	6340703	-51.40	06/25/2024	19646	RETURN ITEM
113	Everett J. Prescott, Inc	6341014	428.59	07/02/2024	19690	STOCK ITEMS
113	Everett J. Prescott, Inc	6341287	-3,595.77	06/25/2024	19646	CREDIT INVOICE
113	Everett J. Prescott, Inc	6341296	1,588.57	06/25/2024	19646	RETURN LINE CHECK VALVE
			18,985.88			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	4809530	100.72	06/17/2024	19623	34.6 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4814429	247.44	06/25/2024	19647	85.0 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4818138	145.57	06/27/2024	19671	50.0 GAL DIESEL
988	FIELDING'S OIL & PROPANE	4820802	42.21	07/02/2024	19691	14.5 GAL DIESEL
			535.94			
FW WEBB COMPANY						
1,686	FW WEBB COMPANY	86137844	2,630.26	06/27/2024	19672	ANNUAL KAMSTRUP HOSTING FEE
			2,630.26			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	564609	195.00	06/27/2024	19673	MONTHLY FSA & HRA ADMIN FEE
			195.00			
Hach Chemical						
66	Hach Chemical	14060665	1,298.88	06/17/2024	19624	LAB CONSUMABLES
			1,298.88			
HARCROS CHEMICALS,INC						
579	HARCROS CHEMICALS,INC	301012841	1,866.00	06/17/2024	19625	1000 GAL SODIUM HYPOCHLORITE
579	HARCROS CHEMICALS,INC	301012961	3,110.40	06/25/2024	19648	8100 LBS SODIUM CARBONATE
579	HARCROS CHEMICALS,INC	30103154	3,256.17	07/02/2024	19692	1745 GAL SODIUM HYPOCHLORITE
			8,232.57			
HEIDI SKEIRIK						
1,837	HEIDI SKEIRIK	4217	7,431.01	06/17/2024	1364	DEP REF MAIN - 28 PROSPECT
1,837	HEIDI SKEIRIK	4218	2,166.41	06/17/2024	1364	DEP REF SVC - 28 PROSPECT
			9,597.42			
JN ELECTRIC INC						
1,087	JN ELECTRIC INC	8096	319.00	06/25/2024	19649	WIRING REPAIR - SAMPLE STATION
			319.00			
KAREN HALE						
1,305	KAREN HALE	06/30/2024	18.22	07/02/2024	19693	MILEAGE REIMBURSEMENT
			18.22			
KEY FORD OF ROCKLAND, LLC						
1,770	KEY FORD OF ROCKLAND, LL	06/26/2024	52,920.00	06/25/2024	19662	2024 FORD LIGHTNING

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			52,920.00			
KINNEAR, G.E.R.						
1,839	KINNEAR, G.E.R.	32781	73.03	06/25/2024	19650	UB 2772 20 ROARING ROCK ROAD
			73.03			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	06/13/2024	32.28	06/25/2024	19651	HI-VIS SHIRTS
			32.28			
KONECRANES INC.						
740	KONECRANES INC.	155033363	613.31	07/02/2024	19694	LATCHES
			613.31			
KYOCERA						
1,202	KYOCERA	55L249807	217.18	06/27/2024	19678	MONTHLY OFFICE/SHOP PRINTER CHARGE
			217.18			
Maine Municipal Association						
67	Maine Municipal Association	64251	21,832.00	07/02/2024	19695	PROPERTY & CASUALTY INSURANCE
			21,832.00			
Maine Municipal Emp Health Tr						
85	Maine Municipal Emp Health	37496 07/2024	36,206.64	06/17/2024	19626	JULY HEALTH INSURANCE
			36,206.64			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	38381	34.11	06/17/2024	19627	MONTHLY VOICEMAIL CHARGES
			34.11			
MICHAEL BEAUMIER						
1,796	MICHAEL BEAUMIER	06/27/2024	109.50	06/27/2024	19674	QUARTLERLY CELL PHONE STIPEND - M. B
			109.50			
MICK CONSTRUCTION						
39	MICK CONSTRUCTION	06/18/2024	2,760.00	06/27/2024	19675	HAULING LEDGE - COUNTY ROAD TRAIL
			2,760.00			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	224060089	120.00	06/17/2024	19628	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	224060259	105.00	06/25/2024	19653	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	224060308	1,900.00	06/25/2024	19653	RAW WATER MONITORING
587	NELSON ANALYTICAL LLC	224060417	15.00	06/25/2024	19653	TEMP LINE SAMPLE
			2,140.00			
New England Instrument/Servi						
77	New England Instrument/Ser	24893	1,320.00	06/27/2024	19676	PRESSURE LEVEL TRANSMITTER (BACKWA
			1,320.00			
NEW ENGLAND TRAFFIC CONTI						
606	NEW ENGLAND TRAFFIC COI	219068	1,455.63	06/17/2024	19629	FLAGGERS

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606	NEW ENGLAND TRAFFIC COI	219136	711.88	06/25/2024	19654	FLAGGERS
606	NEW ENGLAND TRAFFIC COI	219270	1,423.76	07/02/2024	19696	FLAGGERS
			3,591.27			
NORTHEAST MAID SERVICES, I						
1,823	NORTHEAST MAID SERVICES	4216	425.00	07/02/2024	19697	CLEANING SERVICES
			425.00			
OPENTEXT, INC						
1,751	OPENTEXT, INC	9004817889	34.68	06/25/2024	19656	CARBONITE CHARGES
			34.68			
O'REILLY AUTOMOTIVE, INC						
1,734	O'REILLY AUTOMOTIVE, INC	6214-156573	13.99	06/25/2024	19655	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-157721	19.99	06/25/2024	19655	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-160292	71.96	06/17/2024	19630	VEHICLE MAINT MATERIALS
			105.94			
PACE ANALYTICAL SERVICES, I						
1,648	PACE ANALYTICAL SERVICES	858406	1,412.00	07/02/2024	19698	UCMR5 TESTING
			1,412.00			
PATRICK DESROSIERS						
1,311	PATRICK DESROSIERS	06/27/2024	109.50	06/27/2024	19677	QUARTERLY CELL PHONE STIPEND - P. DE
			109.50			
PATTY CARTER						
1,255	PATTY CARTER	06/30/2024	4.96	07/02/2024	19699	MILEAGE REIMBURSEMENT
			4.96			
Pike Industries Inc.						
464	Pike Industries Inc.	1278183	663.12	06/17/2024	19631	FILL MATERIALS - COUNTY ROAD TRAIL
464	Pike Industries Inc.	1279178	1,682.58	06/17/2024	19631	FILL MATERIALS - COUNTY ROAD TRAIL
464	Pike Industries Inc.	1280249	3,435.10	06/27/2024	19679	FILL MATERIALS - MGMT ROAD MAINT
464	Pike Industries Inc.	1281104	603.58	06/27/2024	19679	FILL MATERIALS - MGMT ROAD MAINT
464	Pike Industries Inc.	1281498	1,548.42	07/02/2024	19700	FILL MATERIALS - MGMNT ROAD MAINT
			7,932.80			
RICHARD MURPHY JR						
1,113	RICHARD MURPHY JR	24-061224	975.00	06/17/2024	19632	CRP/AED/FA TRAINING - 15 STAFF
			975.00			
Roche Locksmith Services						
231	Roche Locksmith Services	47632	36.00	07/02/2024	19702	NEW KEYS
			36.00			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2516	45,799.50	07/02/2024	19703	MAIN INSTALLATION - OLD SEABURY RD
			45,799.50			
S. APGAR TRUCKING						

DATE: 7/9/2024
TIME: 11:33:36AM

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1,167	S. APGAR TRUCKING	06/14/2024	2,043.75	06/25/2024	19657	TRUCKING MATERIALS - WATERSHED
1,167	S. APGAR TRUCKING	06/17/2024	675.00	06/25/2024	19657	TRUCKING MATERIALS
			2,718.75			
SHELLEY KIMBALL						
706	SHELLEY KIMBALL	06/30/2024	72.15	07/02/2024	19704	MILEAGE REIMBURSEMENT
			72.15			
STEVEN CURTIS						
1,759	STEVEN CURTIS	06/27/2024	109.50	06/27/2024	19680	QUARTERLY CELL PHONE STIPEND - S. CU
			109.50			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	310207	418.84	06/17/2024	19633	STOCK ITEMS
1,390	STILES COMPANY, INC	310208	3,849.23	06/17/2024	19633	STOCK ITEMS
1,390	STILES COMPANY, INC	310209	101.75	06/17/2024	19633	STOCK ITEMS
1,390	STILES COMPANY, INC	310210	101.75	06/17/2024	19633	STOCK
1,390	STILES COMPANY, INC	310388	240.80	06/27/2024	19681	STOCK ITEMS
1,390	STILES COMPANY, INC	310389	386.24	06/25/2024	19658	STOCK ITEMS
1,390	STILES COMPANY, INC	310565	143.75	06/27/2024	19681	STOCK ITEMS
			5,242.36			
SULLIVAN ASSOCIATES						
832	SULLIVAN ASSOCIATES	43414	311.36	06/17/2024	19634	LAB CONSUMABLES
			311.36			
SUPERIOR PLUS PROPANE						
647	SUPERIOR PLUS PROPANE	21336196	887.88	06/17/2024	19619	604 GAL PROPANE - WHIPPOORWILL
			887.88			
SWANSON CONSULTING & ASS						
1,841	SWANSON CONSULTING & A	422	1,172.84	07/02/2024	19705	HARASSMENT TRAINING CLASS
			1,172.84			
THE JOURNEYMAN PRESS						
1,792	THE JOURNEYMAN PRESS	125910011	101.38	06/17/2024	19635	CCR POSTCARDS
1,792	THE JOURNEYMAN PRESS	125923011	650.72	06/27/2024	19682	WATERSHED BROCHURES
			752.10			
THE UPS STORE #1088						
193	THE UPS STORE #1088	05/31/2024	63.56	06/25/2024	19659	SHIPPING CHARGES
			63.56			
THE WEEKLY SENTINEL						
1,429	THE WEEKLY SENTINEL	73340	538.00	06/27/2024	19683	CLASSIFIED ADS
			538.00			
Ti Sales						
115	Ti Sales	INV0171273	2,283.40	06/17/2024	19636	STOCK ITEMS
			2,283.40			

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Treasurer State of Maine						
92	Treasurer State of Maine	06/26/2024	1,548.00	07/02/2024	19701	OPA ANNUAL ASSESSMENT
			1,548.00			
UNITED STATES TREASURY						
1,213	UNITED STATES TREASURY	2024 PCORI FE	70.84	07/02/2024	19706	ANNUAL PCORI FEE
			70.84			
UNIVAR USA, INC						
585	UNIVAR USA, INC	52135847	3,093.54	06/17/2024	19637	2448 GAL CAUSTIC SODA
			3,093.54			
VERRILL						
128	VERRILL	646414	289.00	07/02/2024	19707	MISC LEGAL COUNCIL
			289.00			
W.B.MASON, INC.						
532	W.B.MASON, INC.	247047837	78.54	06/25/2024	19660	OFFICE SUPPLIES
532	W.B.MASON, INC.	247127173	140.90	06/25/2024	19660	OFFICE SUPPLIES
			219.44			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9135042217	91.00	06/17/2024	19638	PLANT SUPPLIES
65	W.W. Grainger CO. Inc.	9147232475	32.48	06/27/2024	19684	PLANT SUPPLIES
65	W.W. Grainger CO. Inc.	9148526354	58.05	06/27/2024	19684	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9149912157	207.10	06/27/2024	19684	RPO SUPPLIES
65	W.W. Grainger CO. Inc.	9150191063	491.67	06/27/2024	19684	MISC SUPPLIES
			880.30			
WEX BANK						
1,415	WEX BANK	98038225	1,227.18	07/02/2024	19708	MONTHLY FLEET GAS CHARGES
			1,227.18			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (23-0000278058	454.99	06/17/2024	19639	MONTHLY DUMPSTER SERVICE
			454.99			
WOODARD & CURRAN, INC						
552	WOODARD & CURRAN, INC	235337	25,901.66	06/27/2024	19685	CONSULTING
			25,901.66			
York Parks & Recreation						
255	York Parks & Recreation	05/15/2024	8,000.00	06/17/2024	19640	MT. AGAMENTICUS ANNUAL CONTRIBUTIC
			8,000.00			
York Police Department						
114	York Police Department	6012024	1,666.66	06/25/2024	19661	MONTHLY WATERSHED PATROLLING
			1,666.66			

WARRANT TOTAL:

298,114

DATE: 7/9/2024
TIME: 11:33:36AM

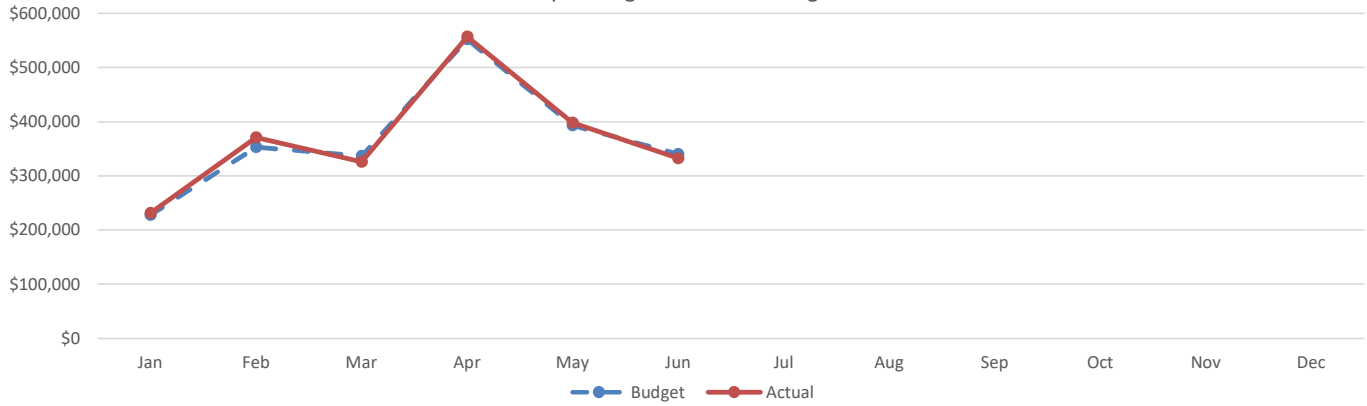
York Water District
INVOICE LIST
FOR CHECKS FROM 6/11/2024 TO 7/8/2024

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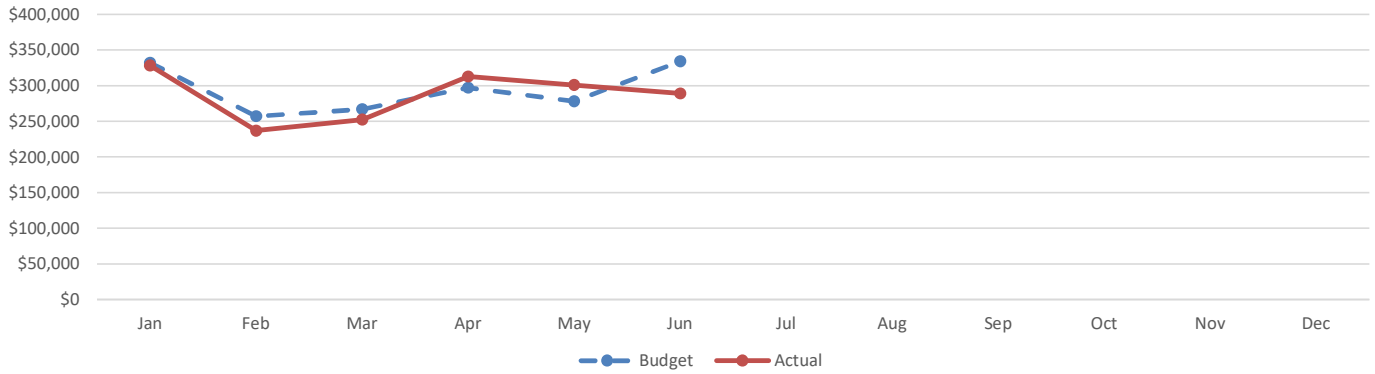
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**York Water District
Monthly Operating Revenue, Expense & Net Income**

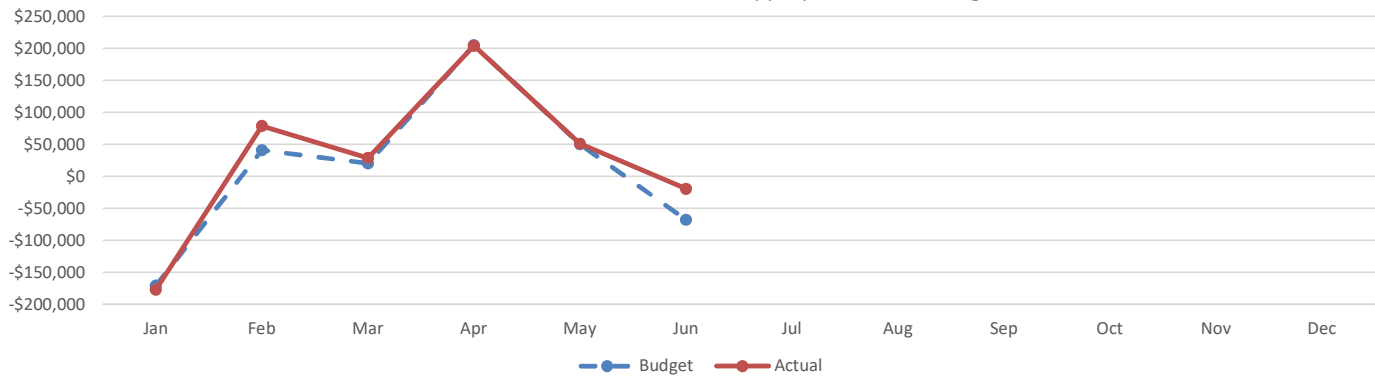
Operating Revenue vs. Budget



Operating Expense vs. Budget



Net Income After Appropriations vs. Budget



Bank Statement Balances

As of July 7, 2024

<u>Account</u>	<u>Balance</u>	<u>Monthly Change</u>	<u>Account</u>	<u>Balance</u>	<u>Monthly Change</u>
Operating	\$1,199,131	(\$72,408)	Watershed	\$446,105	\$1,281
System Development	\$314,680	\$2,536	Customer Advance	\$109,090	(\$45,714)
Investment Account	\$1,346,774	\$12,333			
Land Sale Funds	\$188,000	\$0			
Reserved for Tank Painting	\$1,158,978	\$9,721			
Operating Reserve	\$1,513,607		% of Recommended Reserve	116%	

**York Water District
Income Statement
For the Month Ending June 30, 2024**

Operating Revenue	Operating Expense	Net Income/(Loss)
▼ (\$7,795)	▼ (\$45,075)	▲ \$48,352

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 194,615	\$ 200,000	\$ (5,385)	\$ 2,710,000	0%
Commercial Metered Sales	28,648	30,000	(1,352)	535,000	0%
Governmental Metered Sales	1,484	1,000	484	98,000	0%
Public & Private Fire Protection	106,058	108,000	(1,942)	1,459,000	0%
Other Operating Revenue	<u>1,400</u>	<u>1,000</u>	<u>400</u>	<u>13,000</u>	3%
Total Operating Revenue	332,205	340,000	(7,795)	4,815,000	0%
Salaries & Wages	129,796	143,000	(13,204)	1,772,000	-1%
Employee Benefits	59,803	65,000	(5,197)	770,000	-1%
Purchased Power & Water	7,000	7,000	-	90,000	0%
Chemicals	11,326	13,000	(1,674)	101,000	-2%
Materials & Supplies	20,162	20,000	162	233,000	0%
Contracted Services	30,555	56,000	(25,445)	471,000	-5%
Transportation Expense	1,619	4,000	(2,381)	48,000	-5%
Insurance	21,833	20,000	1,833	56,000	3%
Other Miscellaneous Expenses	<u>6,831</u>	<u>6,000</u>	<u>831</u>	<u>86,000</u>	1%
Total Operating Expense	288,925	334,000	(45,075)	3,627,000	-1%
Depreciation & Amortization Expense	71,215	71,000	215	854,000	0%
Net Non-Operating Income	50,317	39,000	11,317	571,000	2%
Debt Service	32,364	32,000	364	351,000	0%
Tank Painting Contribution	9,666	10,000	(334)	116,000	0%
Net Income After Appropriations	\$ (19,648)	\$ (68,000)	\$ 48,352	\$ 438,000	

Timing of quarterly Munis payment (\$13,000), mowing (\$3,000), miscellaneous legal council (\$2,000).

Billing KWD for turnpike project.

**York Water District
Income Statement
For the Six Months Ending June 30, 2024**

Operating Revenue

Operating Expense

Net Income/(Loss)

▲ **\$13,198**

▼ **(\$45,074)**

▲ **\$85,122**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs. Tot. Budget</u>
Residential Metered Sales	\$ 1,272,171	\$ 1,274,000	\$ (1,829)	\$ 2,710,000	0%
Commercial Metered Sales	222,046	217,000	5,046	535,000	1%
Governmental Metered Sales	48,282	48,000	282	98,000	0%
Public & Private Fire Protection	667,173	657,000	10,173	1,459,000	1%
Other Operating Revenue	<u>6,526</u>	<u>7,000</u>	<u>(474)</u>	<u>13,000</u>	-4%
Total Operating Revenue	2,216,198	2,203,000	13,198	4,815,000	0%
Salaries & Wages	821,055	826,000	(4,945)	1,772,000	0%
Employee Benefits	394,976	402,000	(7,024)	770,000	-1%
Purchased Power & Water	41,087	39,000	2,087	90,000	2%
Chemicals	45,307	41,000	4,307	101,000	4%
Materials & Supplies	107,465	110,000	(2,535)	233,000	-1%
Contracted Services	176,180	214,000	(37,820)	471,000	-8%
Transportation Expense	21,362	24,000	(2,638)	48,000	-5%
Insurance	58,873	54,000	4,873	56,000	9%
Other Miscellaneous Expenses	<u>53,621</u>	<u>55,000</u>	<u>(1,379)</u>	<u>86,000</u>	-2%
Total Operating Expense	1,719,926	1,765,000	(45,074)	3,627,000	-1%
Depreciation & Amortization Expense	427,290	427,000	290	854,000	0%
Net Non-Operating Income	229,782	203,000	26,782	571,000	5%
Debt Service	75,646	76,000	(354)	351,000	0%
Tank Painting Contribution	57,996	58,000	(4)	116,000	0%
Net Income After Appropriations	\$ 165,122	\$ 80,000	\$ 85,122	\$ 438,000	

Timing on planned spending for GIS license and mowing. Lower than expected costs for legal council, watershed consulting and Munis charges.

Payment from AT&T and higher than expected jobbing revenue.

York Water District
Balance Sheet
As of June 30, 2024

	6/30/2024	6/30/2023	Difference
Capital Assets	48,275,026	46,755,527	1,519,499
Less: Accumulated Depreciation	23,199,143	22,220,091	979,052
Total Net Capital Assets	25,075,883	24,535,436	540,447
Cash	2,101,164	3,507,409	-1,406,245
Investments	1,346,774	0	1,346,774
Accounts Receivable	597,163	602,084	-4,921
Inventory	447,070	481,031	-33,961
Prepayments	36,207	34,500	1,707
Total Current and Accrued Assets	4,528,378	4,625,024	-96,646
Deferred Debits	3,853,625	4,281,809	-428,184
TOTAL ASSETS AND OTHER DEBITS	33,457,886	33,442,269	15,617
Long-Term Debt	3,039,993	3,409,531	-369,538
Accounts Payable	113,050	157,220	-44,170
Accrued Taxes	1,576	-369	1,945
Accrued Interest	17,313	15,342	1,971
Miscellaneous Current and Accrued Liabilities	1,714,663	1,758,664	-44,001
Total Current and Accrued Liabilities	1,846,602	1,930,857	-84,255
Advances for Construction	157,511	204,758	-47,247
Other Deferred Credits	2,748,160	3,073,009	-324,849
Total Deferred Credits	2,905,671	3,277,767	-372,096
Contributed Funds	1,466,407	1,294,697	171,710
Contributions In Aid Of Construction (C.I.A.C.)	10,950,296	10,466,921	483,375
Less: Accumulated Depreciation of C.I.A.C	3,546,544	3,363,944	182,600
Total Net C.I.A.C	7,403,752	7,102,977	300,775
Appropriated Retained Earnings	14,984,520	14,596,894	387,626
Unappropriated Retained Earnings	1,810,941	1,829,546	-18,605
Total Equity Capital	16,795,461	16,426,440	369,021
TOTAL LIABILITIES AND EQUITY	33,457,886	33,442,269	15,617

7/9/2024



Don Neumann, Superintendent
York Water District
86 Woodbridge Road
PO Box 447
York, ME 03909

Re: Space Needs Assessment

Dear Don:

Attached to this letter is the Space Needs Assessment completed by Simons Architects, LLC in coordination with Woodard & Curran. The purpose of this assessment was to evaluate the ability of the current properties to meet the needs of the District now and into the future with a focus on optimizing space utilization and addressing deficiencies. This document is intended to serve as a first step of a progressive project as the District ensures they have the space to support their growing operation.

The attached assessment details the observations and findings of the evaluations at the administration and distribution facility at 86 Woodbridge Road and the Water Treatment Plant at 273 Chases Pond Road. A summary of the recommendations can be found below.

- Relocate the distribution team to a new building closer to Route 1. This building would be comprised of approximately 6,000 square feet of office and storage space and a 12-car garage to hold District vehicles and equipment. A new site would need to have a minimum of five acres of usable land to support the facility.
- Renovate the existing Woodbridge Road building or construct a new building at the Woodbridge Road site or another site to house the administrative offices and support staff. This building would be approximately 6,500 square feet to include office space, meeting rooms, and areas for storage and files. A new site would need to have a minimum of three acres of usable land to support the facility. If both the distribution and administration facilities were located on one lot, a minimum usable area of eight acres would be recommended.
- Construct an approximately 1,500 square foot addition to the office/laboratory area of the Water Treatment Plant to include a meeting room, break room, and additional office space.
- Construct an approximately 150 square foot addition to the Water Treatment Plant to store chemicals in.

Conceptual-level figures of the lot layouts are included in this package.



We appreciate the opportunity to assist the District on this assessment and appreciate your involvement in the evaluation. If you have any questions or require further clarification, please do not hesitate to contact me at 207-558-4230 or mroper@woodardcurran.com.

Sincerely,

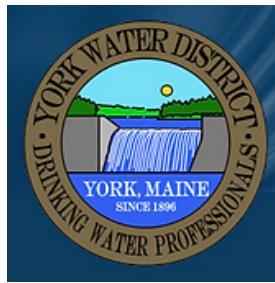
Woodard & Curran, Inc.

A handwritten signature in blue ink that reads "Morgan Roper".

Morgan Roper, PE
Project Manager

Enclosures

cc: Noah Emery, York Water District
Brent Bridges, Woodard & Curran



SPACE NEEDS ANALYSIS REPORT

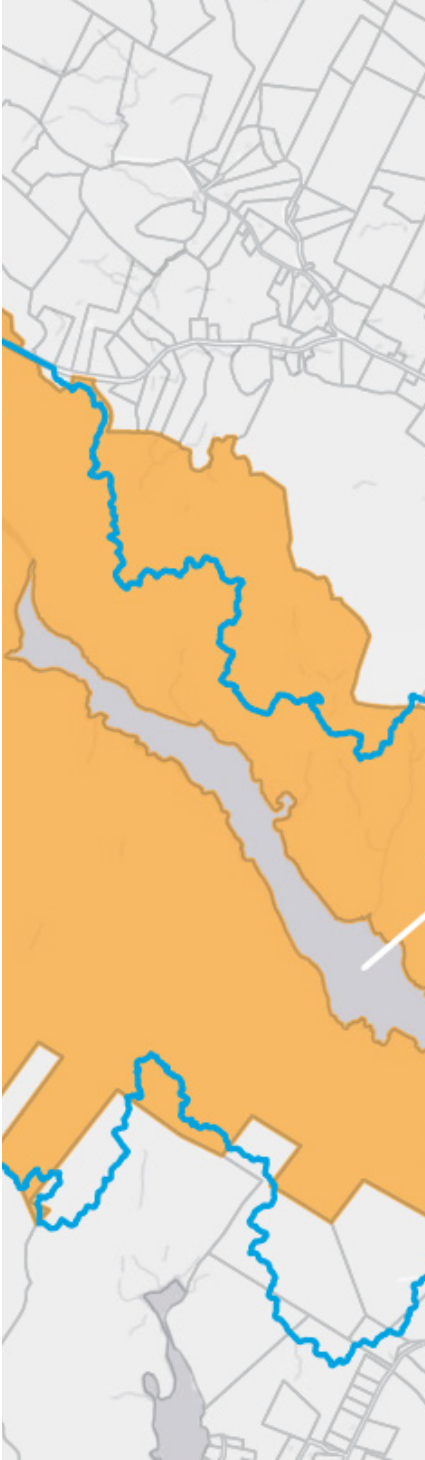
YORK WATER DISTRICT

YORK, MAINE

SIMONS ARCHITECTS, LLC
July 9, 2024



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Administration
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Water Plant



July 9, 2024

Brent Bridges,
Woodard & Curran
Montfort Street
Portland, ME 04101

Re: York Water District (YWD)

Thank you for the opportunity to prepare a Space Needs Assessment for the York Water District in York, Maine. On February 8, 2024 we toured two sites, the main administration and distribution facility at 86 Woodbridge Road and the Water Plant facility at 273 Chases Pond Road. Site inspections and evaluations were performed, as well as interviews with Don Neumann and Noah Emery. Our observations and findings are summarized below.

ADMINISTRATIVE AND DISTRIBUTION FACILITIES

OBSERVATIONS

86 Woodbridge Road: Site

The YWD Administration and Distribution building is located on Woodbridge Road near the center of York Village. The site is 83,093 SF (2.045 acres) and slopes approx 6' from NW to SE along the front and back of the building. The lowest point is at the SE end of the site, where there is staff parking and an entrance door to the basement of the 1988 addition. This area has experienced significant flooding into the basement in the past, and needs to be regraded to prevent further damage to the basement storage and teaching areas. The area around the building is paved to provide visitor parking on the front, staff parking on the SE side, and service vehicle parking, circulation, and maneuvering space behind and on the NE and NW sides of the building. There are 6 standard visitors parking spaces and one HC space in front of the building and 10 staff parking spaces on the SE side. There are approximately 8 service vehicle parking spaces and YWD apparatus spaces located behind the building, although using these spaces impacts access to equipment and stored materials in a similar area. There are pipe and supply storage racks running along approximately half the length of the back of the building.

A 32' x 32' storage barn is located at the NE corner of the paved area, which is filled with snow plow blades and other YWD supplies. There are also two shipping containers parked next to the storage barn, one 40' long and one 20' long, that are used for storing street signs and other YWD supplies. The remainder of the site is dirt and gravel, with some trees along the eastern edge. There is a small gravel and re-con paving storage area up the hill in the back of the property.

86 Woodbridge Road: Buildings

The building has an overall footprint of approx. 7,942 SF and is comprised of three building sections. The first is a 2,926 SF 6-bay garage with a loft of approx. 840 SF. The second, middle building is a 2,683 SF one-story workspace, storage spaces, and support space in the center of the building, and the third is the 2,333 SF two-story office, workspace, and storage space, built in 1988. The total usable space in the building is 11,115 SF.

The first building was built as a public works garage. It is a masonry building with a red brick veneer on concrete masonry unit (CMU) walls. The floor is a poured in place concrete slab-on-grade, and the roof is a series of precast concrete double-tee beams with a membrane roof. It has six large overhead doors, one for each truck bay. It has an approx. 16' high ceiling and is used for storing trucks, machinery, YWD supplies, and meters.



The loft was installed after the original building was completed, and is built with a wood frame and plywood decking. It is used for storage of YWD supplies and meters. There is no insulation in the garage building. It is heated with a series of oil fired, ceiling mounted heating units.

The one-story 2,683 SF middle section is a masonry building with red brick veneer on CMU walls. The floor is a poured concrete slab on grade. The roof is metal decking on steel web joists with a membrane roof. The floor area is used for the staff training and break room, meter storage, meter testing, workshop/storage space and the boiler room. There is one small office and two bathrooms all without windows, a janitor's closet, and a kitchenette in the break room. The work spaces are finished with painted drywall on studs with fiberglass batt insulation. There are windows on the front side of this section of the building. There is little if no insulation in the roof. The floor level is connected to the garage by way of several doors under the loft area.

The two-story 2,333 SF newer section was built in 1988 to house the YWD administrative offices and support spaces. The building has a red brick exterior facing on poured in place concrete walls. The lower floor is a poured concrete slab on grade, and the second floor is poured in place concrete on metal decking on steel web joists. The roof is metal decking on steel web joists with rigid insulation and a membrane roof.

The upper floor is used for the administrative offices. The work spaces are finished with painted drywall on studs with fiberglass batt insulation. There are windows on all three sides of the upper floor.

The lower floor is used for a training room, records storage, and back-up storage. There are four small windows on the SE side of the lower floor, on either side of the entrance door. As noted above, during periods of heavy rain, water comes into the building at the lower level entrance.

The two floors are connected by an internal stairway. The lower floor of the 1988 addition is accessible from the lower floor entrance and parking lot, but the two floors are not ADA accessible from each other internally and therefore not technically in compliance with the ADA accessibility code, which requires equal access for all.

YORK ZONING ORDINANCE

The property sits within York's B-1 Business Zone, which allows for commercial and public buildings. As configured, the building footprint has approximately 10.5% lot coverage, and the impervious material coverage is approximately 50%. The maximum allowed impervious coverage in the B-1 Zone is 25%. For public buildings, the ordinance requires one parking space for every 200 SF of area, excluding cellars and bulk storage areas. For the YWD buildings, there are approximately 3,600 SF of office and office support spaces, which would require 18 parking spaces (garage, maintenance, mechanical, and storage areas not included). There are 16 striped parking spaces on the site. Additional dedicated parking spaces are necessary to adequately serve the needs of the District.



YWD DEMOGRAPHICS

As of 2023, the population in York was 14,230 with significant increases in the summer. Future growth is anticipated to consist of residential and commercial growth. No major industrial developments are currently under construction in the service area. Based on the Water Systems Master Plan completed in 2020 by Wright Pierce, a 10% increase in population is projected between 2023 and 2028.

Based on this information and the historical water production information from York Water District, it is anticipated that water demand will continue to see minor increases as the population grows.

ASSESSMENT OF EXISTING SPACES

Staff Size and Space Needs:

Currently the York Water District has a total of 21 employees. Based on conversations with Don and Noah, and a review of the Woodard & Curran Staffing Evaluation Report, the YWD projects an overall increase in staff size from 21 to 25 in the next 1-5 years.

They anticipate an increase in the Administrative staff size from 6 to 8 by 2025/2026 with the addition of a full time Assistant Superintendent position. They also anticipate an increase in the Distribution staff from 10 to 11.

Office Space:

The administrative office space is tight and will need to expand to accommodate an office for the Assistant Superintendent and other spaces listed below. The existing administrative office space has been modified to accommodate the current needs of the staff, and while it is working for them, it is disorganized and lacking proper storage space for records, files, and equipment. The Superintendent and Financial Manager's offices are adequate, but records are stored in the central office area in a make shift space created by an office partition. Some files are locked and some are not. A separate, lockable file room is recommended for storing public records, invoices, etc. (see below).

The office space used by the mapping associate is large, as required to accommodate the plotters and mapping equipment. It is taking up about 1/2 of the open office area in the center of the suite. We recommended that this area be closed off, so it is not the first thing staff and visitors see when they enter the office area, and rearranged for efficiency. Don discussed the possibility that there might be a mapping assistant hired in the near future. The reconfigured space should be enlarged and designed to accommodate the growth of the mapping staff and operation.





Meeting Spaces:

The conference room can seat 10 people. The YWD Board and Staff are 10 people. For public meetings there is no room for the public to attend in person and participate. A conference room or meeting space for 20-24 people would be more appropriate.

A small conference room is needed for staff meetings, meetings with vendors, etc. The existing conference room could be used for these types of meetings. There are two training spaces in the building. The larger room is located in the center section of the building and is adequately sized for the training programs required by the staff. It also doubles as a break room and in this capacity it does not work well. The kitchenette is in the training room and the folding training tables and chairs are used as lunch tables. A separate space for the lunch room is recommended.

The second training room is in the basement of the new section of the building. It is smaller and not used very often, as it is dark and subject to occasional flooding (see above). There is a bathroom on the lower floor that is one step above the floor level, making it non-compliant with ADA accessibility laws.



Storage Spaces:

The administrative office area needs a separate lockable file room, as noted above. The lower level entrance, adjacent to the basement record storage space needs to be re-graded/reconfigured to prevent further flooding and potential damage to YWD records.

Generally speaking, there appears to be adequate storage space for YWD records and administrative support items on the lower floor of this part of the building, especially if Distribution and Metering are moved out to a more appropriate site near Route One. If that were to happen, the Administrative records storage area could be built in the garage space, providing significantly more storage space for the future, and freeing up the lower level space in the newer addition, which has windows, for more administrative meeting and training functions.



Distribution Facilities:

The distribution staff is working in offices without windows or ventilation. The storage areas have make-shift shelving and work surfaces. There is very little indoor parking for YWD vehicles and equipment, and there are important YWD signage and equipment stored in containers on the grounds behind the main building.

The site on Woodbridge Road is tight for the number of vehicles and amount of supplies they need to stock, and the location is not ideal for the service and maintenance functions they provide for their community.



CONCLUSIONS

86 Woodbridge Road: Site

While the District makes due at the current location, the site layout and the current buildings and facilities are inadequate to support the number of vehicles and volume of supplies and support materials required to service the YWD now and into the future.

Ideally there would be a 12-bay garage for the vehicles to park in, as well as a large warehouse-like structure to house the snow plows, backhoes, signs, pipes, meters, and other supplies.

The location in the center of the village is convenient for customers and the administrative staff, but the location is not ideal for the long-term needs of the YWD distribution crew, YWD vehicles, storage and support facilities. Even though the growth projections indicate only a moderate need to expand, we recommend relocating these operations to a more accessible site outside the Village Center, perhaps closer to Route One. The Woodbridge Road site is tight, and the entrances and exits to the road are potentially dangerous, given the observed level of traffic in front of the YWD building.

A more suitable site outside the village area would allow the YWD to build the 12-vehicle garage and a large, flexible storage and operations center.

86 Woodbridge Road: Buildings

The existing building is old, poorly insulated, and inadequate for the current and future uses, as we understand them. If the metering and distribution functions were relocated to a new facility, the existing spaces could possibly be renovated and repurposed to accommodate the existing and future needs of the administrative offices, meeting rooms, training rooms, storage and support spaces required by the YWD staff.

The investment required to renovate this building and bring it up to modern standards would be substantial, though less than building new. Alternatively, a new building could be built to modern standards, fully accessible and energy efficient, that would serve the community for 50-100 years in the future. This would have a much better workplace environment and save a lot of money for the District on energy costs, repairs, and maintenance.

86 Woodbridge Road: Infrastructure

If renovated, the building would need new windows in the garage and middle sections, additional insulation throughout, and an all new HVAC (heat pump) system.

WATER PLANT FACILITIES

OBSERVATIONS

273 Chases Pond Road: Site

The YWD Water Plant facility is located at 273 Chases Pond Road, on the west side of Route I-95 at the eastern end of Chases Pond. We did not see a site plan for the Water Plant facilities, but it appears the site is large enough to handle the modest proposed expansions in the near future.

273 Chases Pond Road: Buildings

The Water Plant site is comprised of the water plant building, which includes the offices, laboratory, and treatment plant facilities. Adjacent to the building are a two vehicle garage/storage building, a large backwash storage tank, and three treatment ponds. There is a parking lot for approximately 8 cars in front of the building and service drives circle the building on 3 sides.

ASSESSMENT OF EXISTING SPACES

Staff Size and Space Needs:

Currently the Water Plant has a total of 5 full-time employees. The primary space need articulated during my visit was for a variety of storage spaces, as noted below.

Office Space and Laboratory

The administrative office space includes workspaces for four people. The workspaces were modified during the covid pandemic to provide more separation and privacy. The partitions are tall and make the space feel crowded. The testing laboratory is adequate in size, and works well for the staff. To keep the counters and work areas clear for laboratory work, a records storage room is required (see Storage Spaces, below)

Meeting Spaces:

There is currently no meeting room in the office suite. A room large enough for 6-8 people is required. There is also no place for the staff to step away from their work areas. A small breakroom with a kitchenette is recommended.

Storage Spaces:

The most common request for improvements to the Water Plant building were around the storage spaces. The offices need a dedicated file storage room. If this was provided, the work employee space would be more than adequate in size. The laboratory also needs a dedicated records storage room to organize and store their files and data. In the water purification section of the plant, the storage spaces are so undersized that when delivered, chemicals and supplies are frequently stored in the hallways.



Infrastructure:

The office space has baseboard heating and two small window air-conditioners that do not properly cool the space during the summer months. A new electric heat pump HVAC system for the entire office and laboratory part of the building should be included with the space improvements listed below.

Water Plant Facilities:

Simons Architects is not qualified to analyze the spaces needed for the water treatment portions of the Water Plant building and site.

CONCLUSIONS273 Chases Pond Road: Site

No changes are proposed to the areas of the site related to the proposed office, laboratory, and storage expansions, other than normal sitework related to the addition

273 Chases Pond Road: Buildings

Two additions are recommended. The first is the 1,500 SF addition for the additional office, meeting, breakroom, and storage spaces. The second is an approximately 150 SF addition on the back of the building to store supplies and chemicals when they are delivered to the Plant. An all new HVAC (heat pump) system is also recommended in the office and laboratory spaces.

EXECUTIVE SUMMARYSUMMARY OF SPACE NEEDS

The following space needs were determined after site visits, discussions with the YWD staff, our experience with other similar municipal buildings, and our review of the Wright Pierce and Woodard & Curran reports.

Administration Team 6 FT employees now; 8 FT in the future	needs approx 6,500 SF (new or existing)
Distribution Team 10 FT employees now; 11 FT in the future	new facilities: 12 vehicle garage (+/-5,000 SF) offices and storage facility (+/- 6,000 SF)
Treatment Team 5 FT employees now and in the future	addition to existing building +/- 1,500 SF add'l office area +/- 150 SF add'l chem. storage

RECOMMENDATIONS86 Woodbridge Road: Site

Based on the limitations of the site and support buildings, and the need to provide more covered space for vehicles, equipment, and supplies, we recommend the distribution team be relocated to a new building closer to Route One, freeing up the Woodbridge Road site for a new or renovated Administration facility.

86 Woodbridge Road: Buildings

Option One: After relocation of the distribution team's spaces, renovate the existing building to provide a modern workplace environment for the administrative staff. Total usable administrative space needed: approx. 6,500 SF. The existing garage and meter storage spaces would remain as back-up for the YWD going forward.

Option Two: Sell the existing property on Woodbridge Road to offset the cost of new facilities. Build a new office building for the administrative offices and support spaces. A 3.0 acre site would be required for a building with a total usable office space of approx. 6,500 SF.





Relocate the distribution team to a new building on a site outside the village area. A 5.0 acre site would be required with a total usable distribution building space of approx. 11,000 SF.

273 Chases Pond Road: Site

Site improvements in area of proposed addition only: approx. 1,500 SF

273 Chases Pond Road: Buildings

Build a 1,500 SF addition to the office/laboratory section of the building to house the additional staff person, meeting room, break room, and dedicated storage rooms for the offices and laboratory files.

STATEMENT OF PROBABLE PROJECT COSTS

86 Woodbridge Road: Site	Relocate dist. team to new site Land costs: unknown (n.i.) New building costs: 11,000 SF \$3,300,000 to \$3,960,000
86 Woodbridge Road: Buildings	Option 1: Renovation: 6,500 SF existing \$2,960,000-\$3,380,000 Option 2: New building: 6,500 SF \$4,225,000-4,650,000**
273 Chases Pond Road: Buildings	1,500 SF new addition to existing \$880,000 to \$975,000 150 SF storage addition to existing \$35,000 to \$45,000



Assumptions:	Distribution Bldg Costs:	\$250-300/SF construction
	Soft costs @ 20%	\$ 50- 60/SF soft costs*
	<u>Total Project Costs</u>	\$300-360/SF n.i. land costs
	Renovation Costs	\$350-400/SF construction
	Soft costs @ 30%	\$105-120/SF soft costs*
	<u>Total Project Costs</u>	\$455-520/SF n.i. land costs
	New Bldg Costs:	\$500-550/SF construction**
	Soft costs @ 30%	\$150-165/SF soft costs*
	<u>Total Project Costs</u>	\$650-715/SF n.i. land costs

*Soft Costs include Architectural/Engineering fees, furniture, equipment, soil testing, geotech, contingencies, special inspections, and other project related costs.

**Includes the cost of a 2-stop elevator

Respectfully submitted,

Scott Simons, Founding Partner, FAIA

SIMONS ARCHITECTS

Simons Architects was established in 1995. Over the years the firm has evolved to its present form, a multi-disciplinary firm providing architectural, landscape architectural, planning and interior design services for a broad range of clients in the northeastern United States.

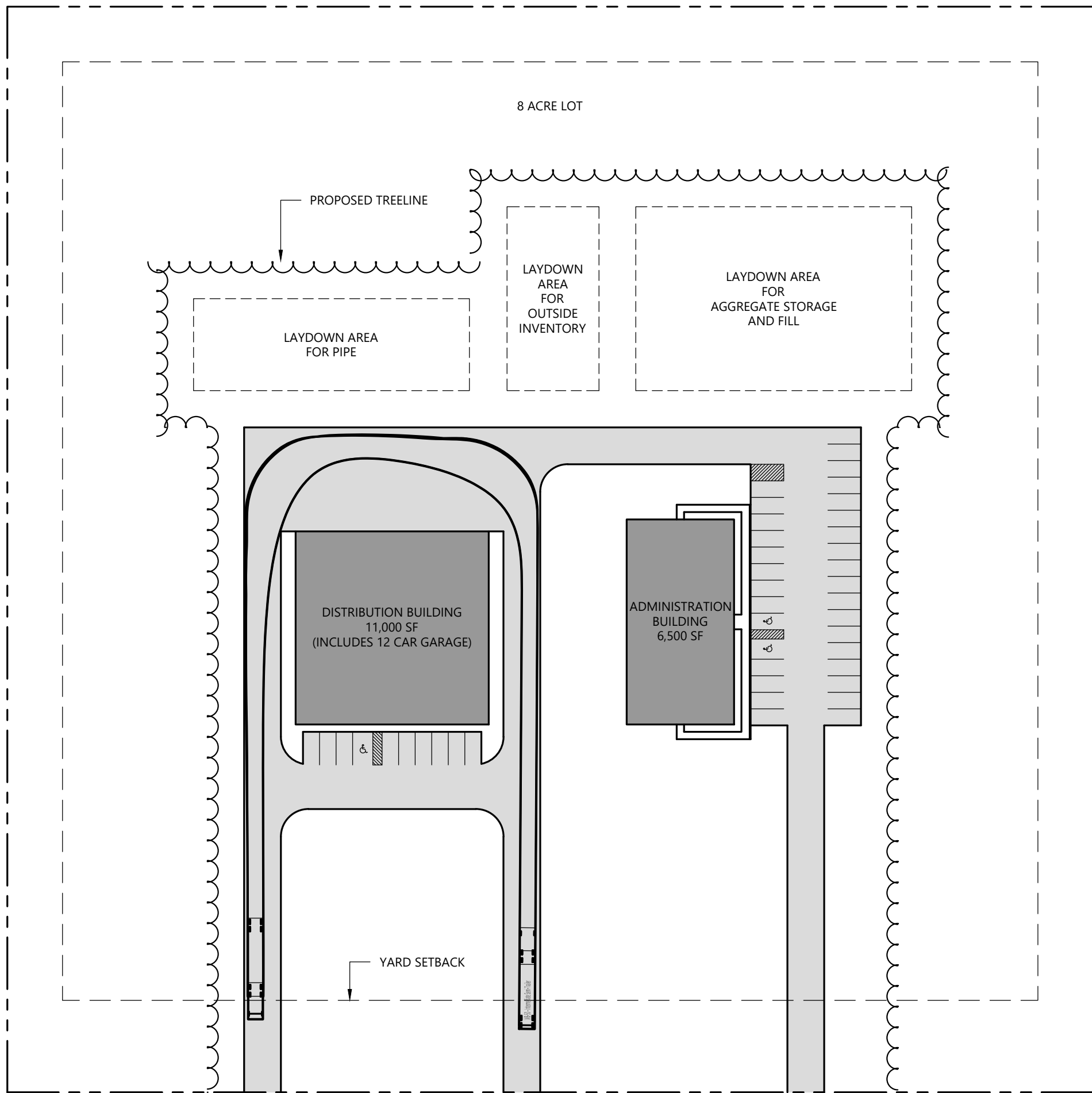
Based in Portland, Maine, the firm is well known for innovative solutions to design challenges, large and small. Our guiding principle is to design spaces of exceptional beauty and substance. We love challenges and are known for our projects that combine site planning, master planning, and combinations of new buildings with renovated and historic buildings. We have a strong ability to envision future facility and space needs and to create sustainable design solutions that add lasting value for owners and their communities.

Our office is organized as an open design studio. Members of the design team are involved at all stages of each project, from initial planning and conceptualization through completed construction and occupancy. We extend this working method to our interactions with our clients, encouraging them to share their ideas and suggestions at every opportunity. A team approach is created for thoughtful design, careful attention to the budget, quality construction, and an overall commitment to excellence.

We bring a unique design approach to all our projects. We balance listening and leading with depth of inquiry. Our goal is to stimulate imaginations and encourage rigorous investigation. We search for solutions that will support the goals and visions of our clients. We provide leadership, guidance, and technical expertise to insure that the final building product is true to our clients' intentions and supports their mission, programs, and highest aspirations.



\\woodardcurran.net\shared\Projects\023495000 York Water District WTP Treatability Study\wip\Drawings\Conceptual Site plans\23495000-FIG1_FIG3.dwg, May 28, 2024 - 8:29am JEVERETT



SHEET GENERAL NOTES

ZONING DISTRICT: GEN 1, GEN2
 MINIMUM LAND AREA: 130,680 S.F.
 MINIMUM STREET FRONTAGE: 200 FEET
 MINIMUM LOT DEPTH: NONE
 MINIMUM FRONT YARD SETBACK: 50 FEET
 MINIMUM REAR YARD SETBACK: 30 FEET
 MINIMUM SIDE YARD SETBACK: 30 FEET
 MAXIMUM COVERAGE: 25%
 MAXIMUM BUILDING HEIGHT: 35 FEET



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 Portland, Maine 04101
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PE SEAL:

NOT FOR CONSTRUCTION

CLIENT INFO:

YORK WATER DISTRICT
 YORK, MAINE
 SPACE NEEDS ASSESSMENT

JOB NO:	234950.00
DATE:	MAY, 2024
SCALE:	1" = 60'
DESIGNED BY:	ERP
DRAWN BY:	JDE
CHECKED BY:	MSR
FILENAME:	23495000-FIG1_FIG3*.dwg

DRAWING TITLE:
**CONCEPTUAL SITE PLANS
 NEW ADMINISTRATION BUILDING
 AND DISTRIBUTION BUILDING**

DRAWING NO:

FIGURE 1



BAR SCALE
 1" = 60'
 CHECK GRAPHIC SCALE BEFORE USING

\\woodardcurran.net\shared\Projects\02349500 York Water District WTP Treatability Study\wip\Drawings\Conceptual Site Plans\23495000-FIG1_FIG3.dwg, May 28, 2024 - 8:29am JEVERETT

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CLIENT INFO:

YORK WATER DISTRICT
YORK, MAINE

SPACE NEEDS ASSESSMENT

JOB NO: 234950.00

DATE: MAY, 2024

SCALE: 1" = 60'

DESIGNED BY: ERP

DRAWN BY: JDE

CHECKED BY: MSR

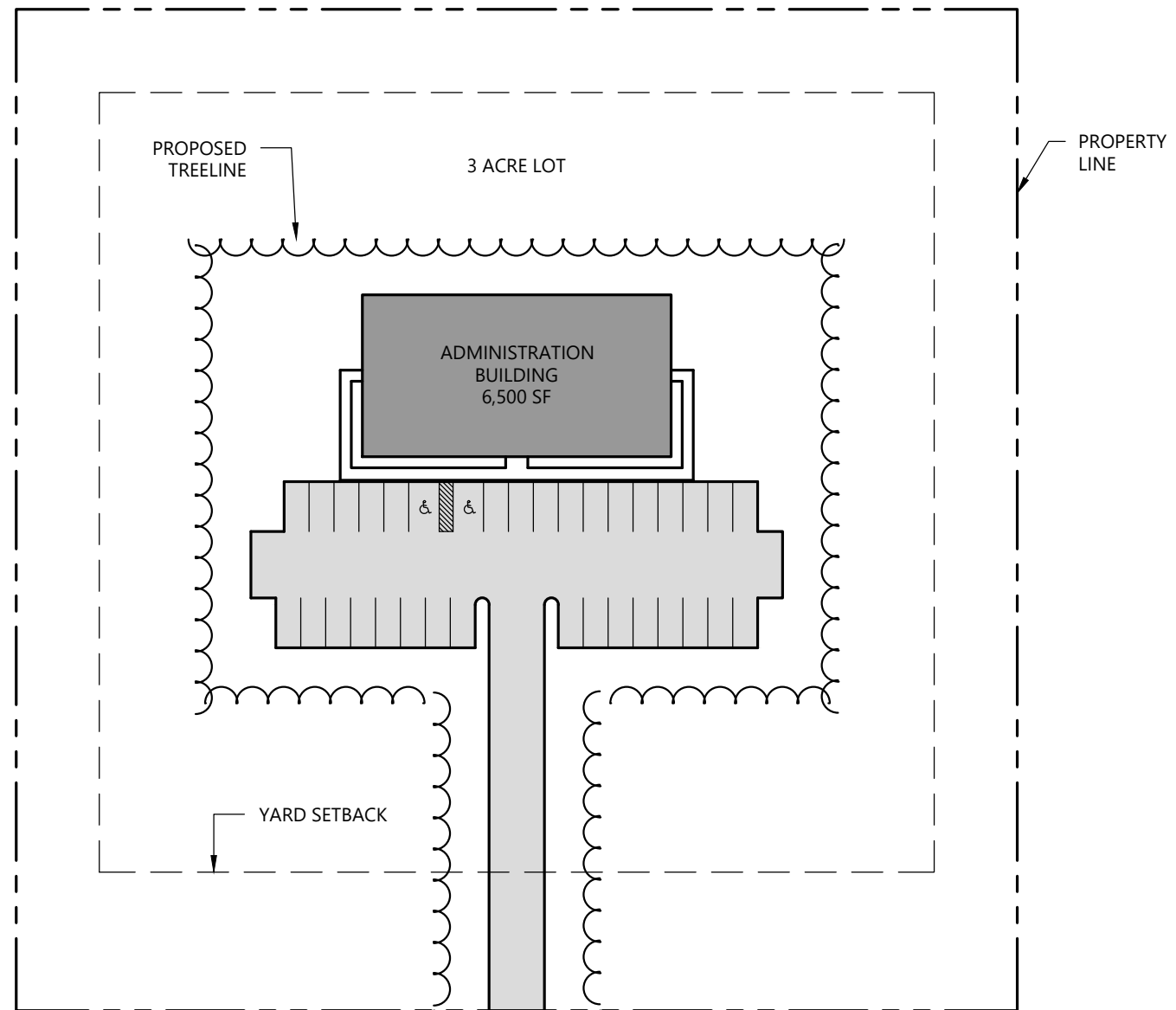
FILENAME: 23495000-FIG1_FIG3*.dwg

DRAWING TITLE:

**CONCEPTUAL SITE PLANS
NEW ADMINISTRATION BUILDING**

DRAWING NO:

FIGURE 2



BAR SCALE
1" = 60'
CHECK GRAPHIC SCALE BEFORE USING

\\woodardcurran.net\shared\Projects\02349500 York Water District WTP Treatability Study\wip\Drawings\Conceptual Site plans\23495000-FIG1_FIG3.dwg, May 28, 2024 - 8:29am JEVERETT

SHEET GENERAL NOTES

ZONING DISTRICT:	GEN 1, GEN2
MINIMUM LAND AREA:	130,680 S.F.
MINIMUM STREET FRONTAGE:	200 FEET
MINIMUM LOT DEPTH:	NONE
MINIMUM FRONT YARD SETBACK:	50 FEET
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MAXIMUM BUILDING HEIGHT:	35 FEET



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YORK WATER DISTRICT
YORK, MAINE
SPACE NEEDS ASSESSMENT

JOB NO: 234950.00

DATE: MAY, 2024

SCALE: 1"=60'

DESIGNED BY: ERP

DRAWN BY: JDE

CHECKED BY: MSR

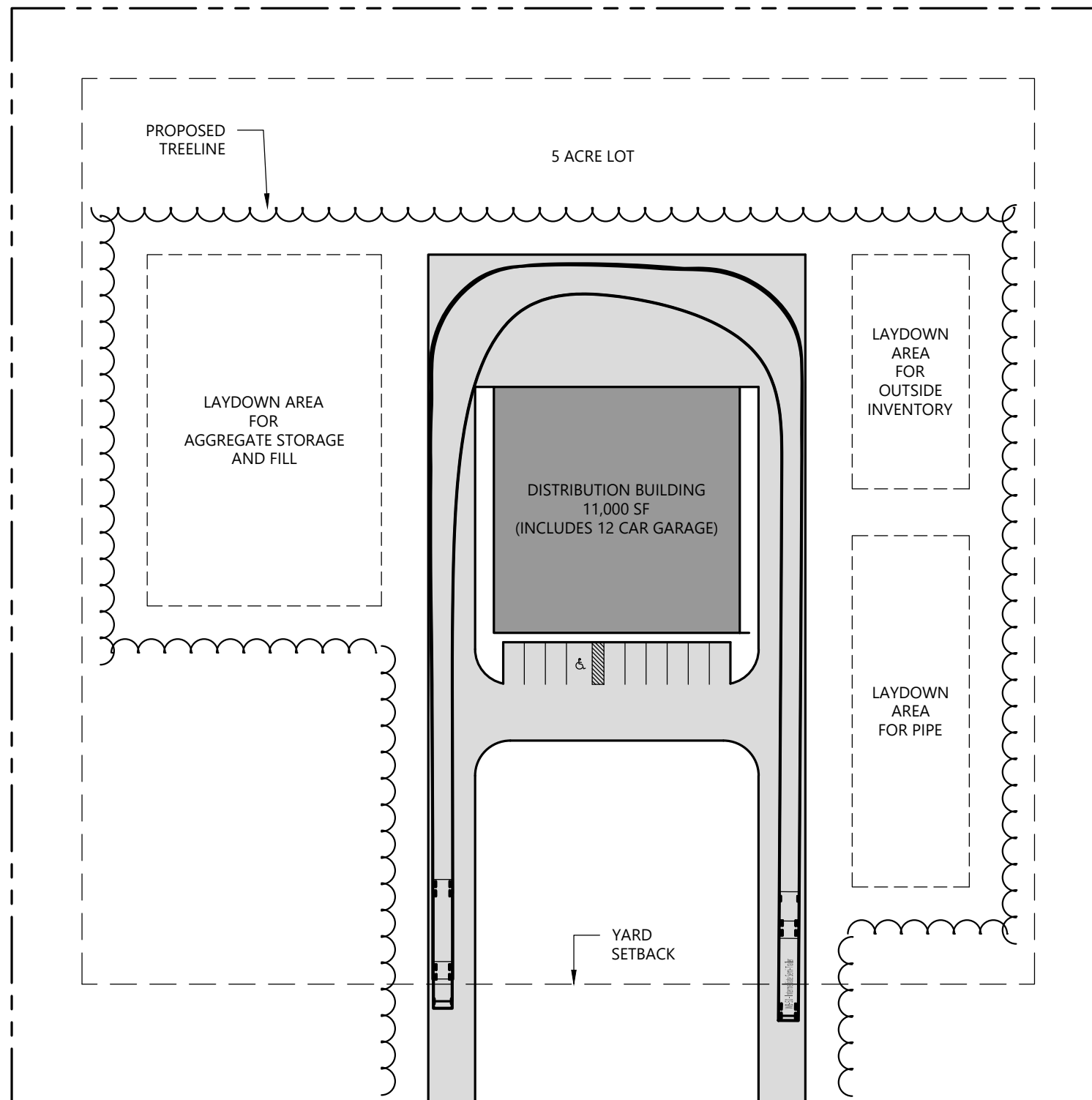
FILENAME: 23495000-FIG1_FIG3*.dwg

DRAWING TITLE:

**CONCEPTUAL SITE PLANS
NEW DISTRIBUTION BUILDING**

DRAWING NO:

FIGURE 3



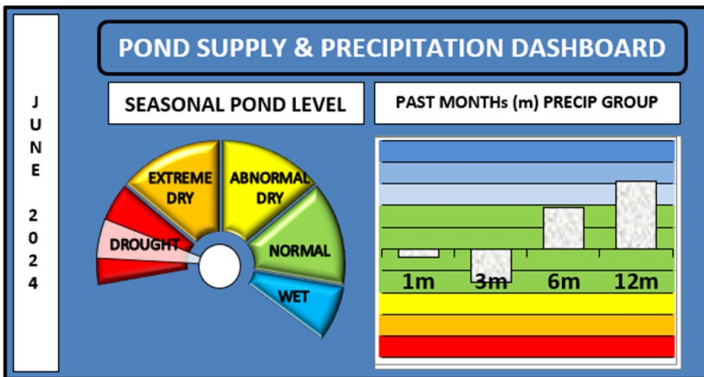
BAR SCALE
1" = 60'
CHECK GRAPHIC SCALE BEFORE USING

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2024	49.3	0	-0.80 (Drought)	3.40" (Normal)
2023	46.0	-1.8 KKW	+0.16 (Very Wet)	4.33" (Normal)
2022	46.3	-0.2 KKW	-0.30 (Low Normal)	2.61" (Normal)
2021	56.6	-1.3 KKW, +0.9 KWD	-0.85 (Drought)	0.96" (Drought)

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

TREATMENT REPORT

By: Noah Emery



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

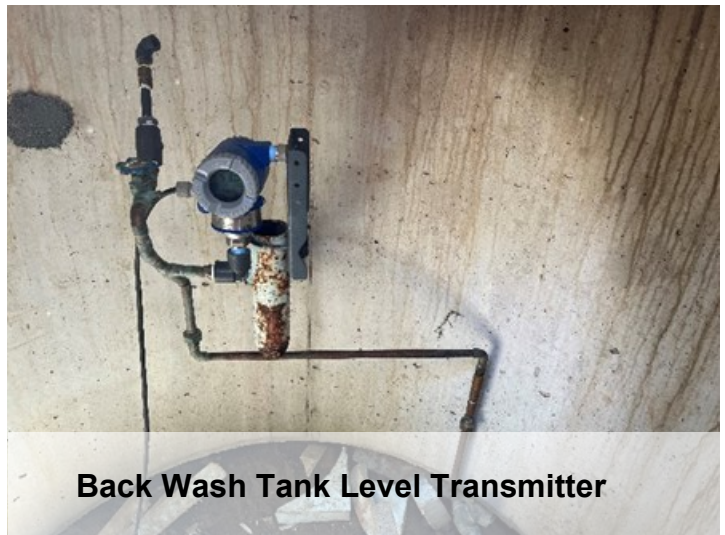
The plant’s average precipitation for the month of June is 4.35 inches. This June, we received 3.4 inches of precipitation, which puts us within the normal range. However, we finished the month with a pond level of -0.77 feet, which is considered drought for the month. Since 2005, the only years that we ended June with lower pond levels were 2008, 2016, 2020, and 2021. We will need to keep a close eye on this as, on average, we lose approximately 0.6 feet per month from June – September.

June’s average daily water pumped since 2005 is 1.40 million gallons (MG). This year we pumped 1.64 MG per day, only surpassed by 2020 and 2021 which were covid years.

This month, we performed our second quarter (of four) of the EPA’s 5th Unregulated Contaminant Monitoring Rule sampling. This tests for additional PFAS compounds and Lithium. We are happy to say that the results were non-detect again.

Many tasks the plant completed this month re-

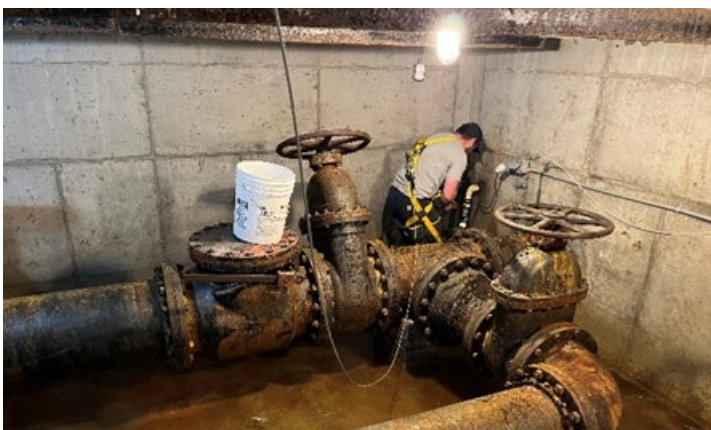
quired the use of the confined space (CS) rescue trailer. The first was the replacement of a failed level transmitter for the backwash tank. This unit failed months ago but took a long time for the replacement to arrive. Once installed in the pit adjacent to the tank, operators had to calibrate the device.



Back Wash Tank Level Transmitter

While the CS trailer was on site operators used it to troubleshoot a failing check valve in the lagoon water return pit. However, during this process they found the two original isolation valves were not holding and needed to postpone the job until later in the year when demand was down and the water could be shut off for a longer period of time.

Lastly, we received a couple flood alarms at Simpson Hill Tank's valve pit. This happens every couple years and is usually a sticking float switch on the sump pump. This seemed to be the case the first time, and the second time seemed to be a plastic fitting cap had found it's way into the sump pump pit and got stuck in the switch preventing it from activating.



Simpson Hill Tank pit sump pump repair.

We continued gathering water quality samples and algae counts during the month as follow ups to the algae bloom. Water quality looks good and *Uroglena Americana* has not returned since the pond application. We submitted the after action report to Maine DEP on July 1st and are awaiting confirmation from them to finalize that application process.

DISTRIBUTION REPORT

By: Webster Ropke

District crews are still busy locating, repairing and raising services and gates on several roads for the paving list. We excavated and repaired

three inline valves and eight services on Roaring Rock and Norwood Farms Roads. We excavated and repaired the services on Bluestone Lane. We excavated and repaired three services on Belmont Avenue. We did a new service and meter pit for a home on Fernald Avenue.



Blow-off on Old Seabury Road

In preparation for the Old Seabury Road main replacement job, District crews ran approximately 300 feet of two-inch poly line for temporary lines. We tied three homes into the temporary line. Pratt Excavation had the contract to replace the existing 2.5 inch cast iron with six-inch ductile iron. The District replaced 40 feet of the 2.5 inch cast in 2015 when Seabury Road main replacement was done. That got the new six-inch out of Seabury Road into Old Seabury by 10 feet. The job took a week to install 296 feet of six-inch ductile iron and three services. There was a little more ledge than expected. The main has been flushed, pressure tested, chlorinated, and bacteria samples taken. The bacteria samples passed, and the new main is in service, and all three homes are off the temporary water. All the temporary lines have been picked up. This was a

good project to have completed as there were several main breaks over the years.

GIS REPORT

By: Todd Hill

The Search & Rescue Map (SAR) has seen numerous updates since we met with the York Police Department. These include updating trail locations and deleting incorrect land marks including cellar holes as well as the creation of a SAR web map. Like I mentioned in last months report, this map will be shared with emergency response personal in the event it is needed. One of the things I have been working on is a search option for GPS coordinates. iPhone's default GPS coordinates as well as Android phones are based on WGS-84 datum, so if someone is lost and they have an iPhone or Android and have good cell coverage they can pin their location, share the coordinates with dispatch and once the dispatcher enters the coordinates in the web map it will zoom to the callers location, then from here emergency staff can get to the person that needs help. Zach and I have tested some of the locations throughout the watershed to make sure the coordinates match the locations. We have another meeting in July with the York Police Department to go over what has been updated and discuss how we are going to share this web map with them.

We received a preliminary plan of the York Village Revitalization Project and after the initial review it looks like a few hydrants along the scope of this project will be relocated. A meeting was scheduled with Chris Balentine to discuss the project and the fire hydrant locations in question. The plan was marked up and sent back to the engineering firm to be updated.

The new water main replacement project for Old Seabury Road has been completed. The six-inch main, two-inch blowoff and the three one-inch water services have been collected and all feature layers have been updated including ArcGIS

Online layers.

Other GIS News for June

I collected new water system features including a four-foot concrete meter pit, one-inch water service that was split due to an ADU addition at 47 Fernald Avenue, a new summer line water service at 15 Ossipee Road and another split water service at 207 York Street. I also attended a cybersecurity webinar, worked on another mobile survey for the new Gulf Hill Pump Station, updated several watershed management plan maps and continued to make updates to the lead service line inventory. Lastly, I worked on template designs for the watershed gates. This not only includes Yorks watershed gates but also includes Kittery's and the two gates on Mount Agamenticus.



Water line markers for the 16 inch main on the east side of I95.

RESOURCE PROTECTION REPORT

By: Zachariah Mein

In June, trail maintenance was completed on the Blue Management Road. The stone dust has held up to wear so well on the Red Road that we used to it to cover the last bare sections of the Blue Road which now makes it fully covered from end to end. The few sections of wash outs where also addressed on Blue. The new access trail has been fully completed as well as stone dusted making it a huge improvement over the old County Road Trail. We have received many compliments on the trail from walkers and ATV riders.

Early in the month, there was an ATV course

that was put on by the York Police Department (YPD) that the District helped host and provide for. The course was attended by the YPD as well as the Beach Fire Department, Village Fire Department, and myself. After a morning class portion the class did a practical portion where they completed a course with multiple safety related obstacles at 210 Mountain Road. This gave the participants a chance to use the different equipment the departments and District has in different safety scenarios. After the course, each person took a ride through the old access trail and the new access trail to see the different types of trails that they could experience in the watershed. Since the course, YPD has been more active in filling patrols through the watershed as well as the fire departments taking the time to go on a tour through the watershed with Gary and even testing out the dry hydrant on the syphon line for the first time. This has marked great progress in the search and rescue efforts on the District's part and getting the involvement of the first responders that will need to use the system. Progress has continued with the Search & Rescue Map (SAR) itself and has been made live online for the District and first responders, the District has a meeting coming up with YPD to go over how the online version is used.



Fire Department testing out the dry hydrant on the syphon line.

In June, I also had a part time summer worker start. After doing the onboarding and tour through the watershed we were able to clear up some blow down trees on one of the water ac-

cess trails and GPS some new edits for the SAR. The following week she was more comfortable with the area and worked on her own to repaint the gates and re-stained signposts in the watershed. She will be a huge help to me in the watershed this summer and will be able to get a lot completed that I do not have the time to work on.

WELLNESS REPORT

By: Karen Hale

Staying Hydrated During Summer

It is recommended that the average adult needs to drink sixty four ounces of water a day. That can vary depending on activity level and the climate you live in. You may need to increase your water intake under these circumstances:

- Activity level. Drink water before, during and after a work out.
- Climate. Living in a hot and humid climate. Also, living in a higher altitude.
- Overall health. When you are sick with fever, vomiting and diarrhea, increasing your fluid intake is important for recovery.

Signs of dehydration:

- Dizziness
- Headache
- Fatigue
- Thirst
- Nausea
- Vomiting

JUNE BILLING

York Beach Route

2024	Usage(cf)	Revenue	Customers
Residential	1,413,100	\$194,615	1,880
Commercial	489,700	\$28,648	89
Governmental	8,700	\$1,484	8

2023	Usage(cf)	Revenue	Customers
Residential	1,607,100	\$192,137	1,845
Commercial	559,000	\$28,406	91
Governmental	15,400	\$1,505	8

WATER QUALITY REPORT

REPORT DATE: 7/2/2024

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtCl2	Avg Ortho		Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
1,650,246	72	0.07	9.06	0.08	2.28	1.43		-0.44	-0.89	-0.20

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
6/26/2024	75	0.07	8.94	0.07	2.20	1.42	17	0	0.044	0.02	0.007
6/20/2024	75	0.09	8.92	0.04	2.20	1.25	16	0	0.060	0.02	0.015
6/11/2024	69	0.07	9.13	0.10	2.30	1.48	18	1	0.050	0.00	0.000
6/4/2024	68	0.05	9.10	0.09	2.40	1.46	17	1	0.043	0.00	0.005
AVERAGE RESULTS:	72	0.07	9.02	0.08	2.28	1.40	17	1	0.049	0.01	0.007
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	6/26/2024	0.07	9.50	0.11	1.50	1.42	21		0.006	0.000	0.062
Route 1 at Pine Ledge Motel S	6/20/2024	0.15	9.24	0.02	1.50	1.51	23		0.015	0.030	0.075
Route 1 at Pine Ledge Motel S	6/11/2024	0.06	9.04	0.06	2.10	1.64	30		0.019	0.040	0.019
Route 1 at Pine Ledge Motel S	6/4/2024	0.08	8.70	0.03	1.90	1.63	37		0.008	0.020	0.030
Route 1 North Pump Station	6/26/2024	0.07	9.23	0.17	1.60	1.46	18		0.006	0.030	0.040
Route 1 North Pump Station	6/20/2024	0.09	8.96	0.04	1.60	1.64	17		0.021	0.020	0.040
Route 1 North Pump Station	6/11/2024	0.05	9.06	0.04	1.80	1.61	17		0.014	0.030	0.026
Route 1 North Pump Station	6/4/2024	0.06	8.99	0.05	2.00	1.60	17		0.001	0.060	0.028
Route 1 South Pump Station	6/26/2024	0.09	8.98	0.07	2.10	1.46	16		0.013	0.020	0.029
Route 1 South Pump Station	6/20/2024	0.15	8.93	0.03	2.00	1.43	16		0.016	0.050	0.043
Route 1 South Pump Station	6/11/2024	0.09	9.05	0.04	2.10	1.62	17		0.014	0.020	0.005
Route 1 South Pump Station	6/4/2024	0.09	9.00	0.03	2.10	1.64	17		0.007	0.050	0.019
Simpson Hill Tank (SHT)	6/26/2024	0.07	8.96	0.06	2.10	1.53	16		0.010	0.020	0.039

Simpson Hill Tank (SHT)	6/20/2024	0.07	8.90	0.04	2.10	1.51	17		0.010	0.020	0.044
Simpson Hill Tank (SHT)	6/11/2024	0.07	8.78	0.04	1.80	1.59	17		0.026	0.000	0.014
Simpson Hill Tank (SHT)	6/4/2024	0.11	8.72	0.04	1.80	1.62	16		0.005	0.050	0.030
York Heights Tank (YHT)	6/26/2024	0.08	8.81	0.11	1.80	1.46	15		0.040	0.020	0.031
York Heights Tank (YHT)	6/20/2024	0.06	8.88	0.08	2.10	1.52	17		0.018	0.000	0.026
York Heights Tank (YHT)	6/11/2024	0.07	8.84	0.05	1.90	1.53	17		0.013	0.000	0.021
York Heights Tank (YHT)	6/4/2024	0.07	8.82	0.02	1.90	1.59	17		0.009	0.040	0.016
York Water District Office	6/26/2024	0.10	8.91	0.07	1.80	1.44	16		0.016	0.050	0.032
York Water District Office	6/20/2024	0.13	8.96	0.04	1.90	1.59	15		0.013	0.040	0.047
York Water District Office	6/11/2024	0.07	8.85	0.04	1.90	1.55	16		0.018	0.020	0.020
York Water District Office	6/4/2024	0.12	8.69	0.04	1.90	1.58	15		0.003	0.040	0.021
AVERAGE RESULTS:		0.09	8.95	0.06	1.89	1.55	18		0.013	0.028	0.032
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
Ridge Road Across from Coastal Ridge Elemen	6/4/2024	0.11	8.87	0.03	2.10	1.78	15	17.7	ABSENT
Long Beach Ave Across From Long Beach Bath	6/4/2024	0.12	8.89	0.07	2.10	1.64	16	17.1	ABSENT
Route 1 @ River Bend Road	6/4/2024	0.07	8.98	0.03	2.20	1.60	15	16.3	ABSENT
Route 1 @ Mr. Mikes Convenience Store	6/4/2024	0.09	9.02	0.03	2.20	1.66	16	18.0	ABSENT
Webber Road Near Ridge Road (73 Webber)	6/4/2024	0.06	8.95	0.04	1.90	1.68	17	18.3	ABSENT
Route 1A @ Roaring Rock Road	6/4/2024	0.07	8.94	0.05	2.10	1.63	16	15.7	ABSENT
Route 1 @ Old Post Road (Tranmission Line)	6/4/2024	0.08	8.80	0.02	2.40	1.54	16	20.3	ABSENT
White Pine Pump Station Near Route 1	6/4/2024	0.08	8.94	0.01	2.20	1.72	16	17.0	ABSENT
Middle Street near #12	6/10/2024	0.06	8.90	0.03	2.00	1.72	19	16.4	ABSENT
Organug Road @ Indian Trail	6/10/2024	0.09	8.93	0.09	1.90	1.61	18	17.8	ABSENT
Seabury Road Near Route 103	6/10/2024	0.07	9.12	0.18	1.90	1.62	19	15.0	ABSENT
Yorkshire Commons @ York Street	6/10/2024	0.06	9.00	0.09	2.10	1.84	19	17.0	ABSENT
Route 1A @ York Senior Center formerly YPD	6/10/2024	0.07	8.96	0.07	2.10	1.57	17	18.1	ABSENT

Clark Road Cape Neddick	6/10/2024	0.10	8.91	0.06	1.70	1.98	17	15.7	ABSENT
Stageneck Road @ Harbor Beach Road	6/10/2024	0.06	8.92	0.06	1.90	1.66	18	16.4	ABSENT
	Average:	0.08	8.94	0.06	2.05	1.68	17	17.1	
	Minimum:	0.06	8.80	0.01	1.70	1.54	15	15.0	
	Maximum:	0.12	9.12	0.18	2.40	1.98	19	20.3	