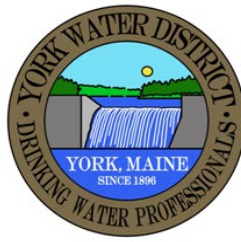


Trustees

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



Administration

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

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

Posted April 9, 2025

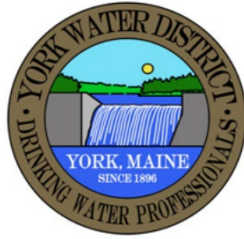
LEGAL NOTICE -- The monthly meeting of the York Water District Board of Trustees will be held as a “hybrid meeting” remotely and in-person @ 2:00 pm on Wednesday, April 16, 2025, as per the district’s meeting policy. For members of the public that wish to participate remotely, please send a request to customerservice@yorkwaterdistrict.org by 1:00 pm on the day of the meeting. Staff will provide an invite by email ten minutes prior to the meeting.

AGENDA

1. The President will call the meeting to order.
2. See what action the Board will take after a review of the minutes of the Board Meeting held on March 19, 2025.
3. Invitation for Public Comment.
Comments by everyone will be limited to 3 minutes. All comments will be directed to the Board President and are required to be civil, respectful, and relevant to the York Water District. For those who were not provided an adequate opportunity to provide oral comments, they are free to submit written comments. Those comments should be sent to customerservice@yorkwaterdistrict.org
4. The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.
5. The Board will discuss Trustee compensation and consider if action should be taken.
6. See what action the Board will take on an AT&T lease amendment.
7. See what action the Board will take on draft employee handbook and policy updates.
8. Staff will provide an update on District operations.
9. Staff will announce the selected Employee of the 1st Quarter of 2025.
10. General Discussion
11. Adjourn.

Respectfully Submitted,

Donald D. Neumann, Jr.
Superintendent



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

Administration

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March Meeting Minutes

The York Water District Board of Trustees monthly meeting held on Wednesday, March 19, 2025, was in-person and through remote conferencing as allowed by the District's remote meeting policy.

President, Richard Boston called the meeting to order at 1:55 pm. Present were Clerk – Karen Arsenault, Trustees – Richard Leigh and Stephen Rendall. Staff present were Superintendent – Donald Neumann, Assistant Superintendent – Noah Emery, Financial Manager- Patrick Desrosiers, Resource Protection Manager - Zachariah Mein, General Foreman – Larry Graham, and Financial Assistant – Shelley Kimball. Treasurer – Russell Peterson was not in attendance.

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

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

Public Comment

n/a

The Financial Manager will present the Board of Trustees with monthly budgetary reports and income statements for review and discussion.

The Financial Manager presented the Board with the Income and Budget reports for February. The revenue for February 2025 is \$12,565 higher than projected. The O&M budget for February 2025 is \$25,555 higher than projected. The YTD revenue for 2025 is \$19,641 higher than projected. The YTD O&M Budget for 2025 is \$9,903 higher than projected. Accepted as presented.

Staff will provide an update on District Operations.

Larry:

- The crew has been reorganizing the garage and preparing for the auto lift to be installed.
- There's the potential for two main extensions (1) Morningside Drive & (2) Tabernacle/Carlton. If these customer funded projects move forward, they will be scheduled for the fall.
- There are two main extension inquiries for (1) Midnight Drive & (2) 51 Long Beach Avenue.
- YWD hosted pre-construction meeting with all departments for Nubble Road Phase V on March 19, 2025, with a construction start date of March 31, 2025.
- Norwood Avenue construction is scheduled to start April 7, 2025.
- Reserve Street construction start date is potentially scheduled before Memorial Day.
- Construction and requests for water service estimates have started out heavy, looks to be another busy year for YWD staff.
- The annual flushing will start March 24, 2025.

Zach:

- Larry conducted a safety briefing on the new Kubota tractor to teach Plant and Distribution Crews maintenance, control use, general operations, and safety precautions. Zach has been gaining valuable experience due to all the snow we have had this season.
- Continued to make updates to the patrol report survey along with other various surveys that are used to collect data. The goal is to replace the plants Access program with Survey 123 reports.
- President Rick Boston, Zach and Don presented Cary Drake the 2024 Josiah Chase scholarship.
- Followed up with Brian Reader to order the one thousand white pine for planting in the spring. He is trying to coordinate through the school to have the kids participate. Trustee Leigh recommended reaching out to the Scouts. Trustee Rendall suggested reaching out to other schools that require community service.
- Working with Forester Brian Reader to strategize on compartment eighteen for a 2025 Timber Harvest.
- The District will donate a boat tour of Chase's Pond and then collaborate with the York Sewer District to provide 3 cords of wood for YORKWISE, which supports alcohol/drug-free activities such as Project Graduation as well as funding for educational programs and events for our youth and the community-at-large.

Patrick:

- The annual audit was completed the week of March 3, 2025. Zachary Albahary, our Lead Auditor for 5 years, is leaving RKO and going forward Sarah Dodge will be our Lead Auditor. We are just waiting for the final year-end entries so Patrick can complete the Annual PUC Report and close our books for the year.

Noah:

- The pond is finally full and going over the spillway.
- Staff have been working on general maintenance and getting ready for future projects.
- Frederick Brothers is scheduled to install the propane line for the generator.
- The transfer switch for the Route One Pump Station has been received.
- Getting the plant ready for annual flushing.
- We should have the York Hospital commercial appraisal next week for the property on Woodbridge Road.
- Meeting with other area Districts to see what they are doing for cyber security.

Don:

- Don gave the Board a copy of YWD's submittal to be included in York's annual town report. This year per, Trustee Peterson's suggestion, there is mention of PFAS and information on public fire protection.
- Heard from an engineer from the Maine Turnpike inquiring about getting public water to their facility on the Spur Road to set up a salt brine processing area. Their main concern is adequate fire protection because they have had a prior fire at another facility with a large loss of equipment. A meeting with the MTA and Town will be scheduled to discuss options.
- A red-line employee handbook with a summary of changes was handed out to all Trustees for review.
- With Webster's retirement in place for July 2025, Noah, Larry & Tom, our interview team have hired our new Service Technician starting March 31, 2025.
- A prior employee reached out to see if we were hiring. With retirement and succession planning it was decided to hire Cole Thompson back as an equipment operator. The District will be fully staffed.

General Discussion:

AT&T's lease expires May 2, 2025. Once Don hears back from Smart Link about the proposed amendment to the lease and to make sure that there are no equipment changes. Substantial changes will potentially increase the rent proposed. This will be on the agenda for the Board to consider next steps.

The meeting adjourned at 2:40 PM.

Respectfully Submitted,

Karen Arsenault
Clerk
York Water District

DATE: 4/8/2025
TIME: 10:40:37AM

York Water District
INVOICE LIST
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Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
Advanced Communications Ser						
348	Advanced Communications Ser	6011440	480.00	03/12/2025	20386	NETWORK RELOCATION PROJECT
348	Advanced Communications Ser	60114506	720.00	03/12/2025	20386	NETWORK RELOCATION PROJECT
348	Advanced Communications Ser	60114518	520.00	03/19/2025	20408	MONTHLY CYBER REPORTING
348	Advanced Communications Ser	60114526	780.00	03/27/2025	20427	OFFICE NETWORKING PROJECT
348	Advanced Communications Ser	60114527	111.87	03/27/2025	20427	OFFICE NETWORKING MATERIALS
348	Advanced Communications Ser	60114530	270.00	04/03/2025	20451	IT SERVICE CALL - PLANT
348	Advanced Communications Ser	6011505	1,691.13	03/12/2025	20386	NETWORK RELOCATION PROJECT
			4,573.00			
AT&T						
168	AT&T	0207374976001	40.74	03/12/2025	20387	LONG DISTANCE - PLANT
			40.74			
BRIAN MCBRIDE						
1,824	BRIAN MCBRIDE	03/26/2025	109.50	03/27/2025	20428	CELL PHONE STIPEND
			109.50			
BULLSHIRT,LLC.						
578	BULLSHIRT,LLC.	565750	164.88	03/19/2025	20409	EMPLOYEE ANNIVERSARY GIFT
			164.88			
CAP WORLD-NORTH HAMPTON						
1,253	CAP WORLD-NORTH HAMPTON	401-00026232-0	1,095.00	04/03/2025	20453	TOYOTA RAV 4 ACCESSORIES
			1,095.00			
Central Maine Power						
24	Central Maine Power	30015194605 03	398.16	03/19/2025	20410	1591 KWH - TOWER SITE 2
24	Central Maine Power	30015194639 03	501.74	03/19/2025	20410	2067 KWH - TOWER SITE 1
24	Central Maine Power	30016410788 03	307.21	04/03/2025	20454	1182 KWH - GULF HILL PS
24	Central Maine Power	35010715726 03	42.33	03/19/2025	20410	3 KWH - LIGHT AT POND GATE
24	Central Maine Power	35011336332 03	429.80	03/19/2025	20410	1845 KWH - RTE 1 NORTH PS
24	Central Maine Power	35012087900 03	484.74	03/19/2025	20410	2148 KWH - SIMPSON HILL TANK
24	Central Maine Power	35012909699 03	44.00	03/19/2025	20410	0 KWH - RPO GARAGE
24	Central Maine Power	35012922080 03	250.97	03/27/2025	20429	978 KWH - WHITE PINES PS
24	Central Maine Power	35012966749 03	763.92	03/27/2025	20429	3465 KWH - SCREEN HOUSE/AERATION SY
24	Central Maine Power	35012969180 03	3,312.00	03/19/2025	20410	14187 KWH - TREATMENT PLANT
24	Central Maine Power	35013404708 03	639.14	03/27/2025	20429	2860 KWH - RTE 1 SOUTH PS
24	Central Maine Power	35015157361 03	649.04	03/19/2025	20410	2908 KWH - WHIPPOORWILL PS
24	Central Maine Power	35015205897 03	138.03	03/27/2025	20429	467 KWH - RPO
24	Central Maine Power	35015396233 03	48.11	03/19/2025	20410	31 KWH - LIGHT BEHIND SHOP
24	Central Maine Power	35016940278 03	122.97	03/19/2025	20410	394 KWH - HEIGHTS TANK
24	Central Maine Power	35016960912 03	315.20	03/27/2025	20429	1326 KWH - HEAT TAPE
24	Central Maine Power	35017139011 03	760.74	03/27/2025	20429	3251 KWH - OFFICE/SHOP
			9,208.10			
CESSCO, INC						
1,879	CESSCO, INC	003500006514-0	5,014.00	03/27/2025	20430	HYDRAULIC CHAINSAW

DATE: 4/8/2025
TIME: 10:40:37AM

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			5,014.00			
CHARLES BLACK						
1,638	CHARLES BLACK	03/26/2025	109.50	03/27/2025	20431	CELL PHONE STIPEND
			109.50			
CHARTER COMMUNICATIONS						
344	CHARTER COMMUNICATION:	1406178010321	160.00	04/03/2025	20455	BROADBAND - TANK SITE
344	CHARTER COMMUNICATION:	1422436010307	130.00	03/19/2025	20411	BROADBAND - TANK SITE
344	CHARTER COMMUNICATION:	1425335010307	755.21	03/19/2025	20411	BROADBAND - MAIN SITES
			1,045.21			
COMMUNICATIONS FACILITIES						
338	COMMUNICATIONS FACILITY	2238	500.00	04/03/2025	20456	MONTHLY TOWER SITE INSPECTION
			500.00			
CONSOLIDATED COMMUNICATIONS						
75	CONSOLIDATED COMMUNICATIONS	117994052542 (194.65	04/03/2025	20457	BROADBAND - TOWER SITE
			194.65			
DANIEL HINER						
1,720	DANIEL HINER	03/26/2025	109.50	03/27/2025	20432	CELL PHONE STIPEND
			109.50			
ELAN FINANCIAL SERVICES						
1,264	ELAN FINANCIAL SERVICES	001618817 03/2	4,692.79	03/12/2025	20388	MARCH CREDIT CARD CHARGES
			4,692.79			
Eldredge Lumber						
38	Eldredge Lumber	736842	11.74	03/12/2025	20389	METERING MATERIALS
38	Eldredge Lumber	736928	50.88	03/19/2025	20412	PLANT SUPPLIES
38	Eldredge Lumber	737146	8.63	03/12/2025	20389	SHOP SUPPLIES
38	Eldredge Lumber	737812	157.90	03/12/2025	20389	SHOP SUPPLIES
38	Eldredge Lumber	737813	17.09	03/12/2025	20389	SHOP SUPPLIES
38	Eldredge Lumber	737844	3.21	03/19/2025	20412	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	738099	11.10	03/19/2025	20412	PUMP STATION MAINT MATERIALS
38	Eldredge Lumber	738122	5.03	03/12/2025	20389	SHOP SUPPLIES
38	Eldredge Lumber	738201	2.08	03/19/2025	20412	SHOP SUPPLIES
38	Eldredge Lumber	738240	15.28	03/19/2025	20412	PLANT SUPPLIES
38	Eldredge Lumber	738457	163.04	03/19/2025	20412	SHOP SUPPLIES
38	Eldredge Lumber	739714	46.21	03/27/2025	20433	SHOP SUPPLIES
38	Eldredge Lumber	740003	84.31	03/27/2025	20433	DAY WITHOUT WATER SUPPLIES
38	Eldredge Lumber	740610	7.19	04/03/2025	20458	METERING MATERIALS
38	Eldredge Lumber	740698	16.18	04/03/2025	20458	SHOP SUPPLIES
38	Eldredge Lumber	741194 - 2025	3.59	04/03/2025	20458	PUMP STATION MATERIALS
38	Eldredge Lumber	741962	48.33	04/03/2025	20458	SHOP SUPPLIES
38	Eldredge Lumber	741994	664.50	04/03/2025	20458	MATERIALS - NUBBLE ROAD
38	Eldredge Lumber	742101	39.98	04/03/2025	20458	SHOP SUPPLIES
38	Eldredge Lumber	K39078	-8.99	03/19/2025	20412	RETURN ITEM

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38	Eldredge Lumber	K39086	76.45	03/19/2025	20412	SHOP SUPPLIES
38	Eldredge Lumber	K39183	86.36	03/19/2025	20412	SHOP SUPPLIES
			1,510.09			
Everett J. Prescott, Inc						
113	Everett J. Prescott, Inc	6450477	5,113.00	04/03/2025	20459	STOCK - MISC
113	Everett J. Prescott, Inc	6453828	8,692.00	03/27/2025	20434	STOCK ITEMS
			13,805.00			
FERGUSON WATERWORKS #13						
1,468	FERGUSON WATERWORKS #	1271151	4,145.36	04/03/2025	20460	STOCK - GATE VALVE BOXES
			4,145.36			
FIELDING'S OIL & PROPANE CC						
988	FIELDING'S OIL & PROPANE	5078660	920.18	03/12/2025	20390	320.9 GAL DIESEL
988	FIELDING'S OIL & PROPANE	5111674	7.51	03/19/2025	20413	2.4 GAL DIESEL
988	FIELDING'S OIL & PROPANE	5121687	63.25	03/27/2025	20435	20.2 GAL DIESEL
			990.94			
FORMAX, A DIVISION OF BESCO						
566	FORMAX, A DIVISION OF BESCO	296508	232.00	03/19/2025	20414	INK CARTRIDGE
			232.00			
FREDERICK BROS. OIL & PROPANE						
1,846	FREDERICK BROS. OIL & PROPANE	800726	451.85	04/03/2025	20461	312.7 GAL PROPANE - WHIPPOORWILL PS
1,846	FREDERICK BROS. OIL & PROPANE	800764	299.55	04/03/2025	20461	207.3 GAL PROPANE - RPO
1,846	FREDERICK BROS. OIL & PROPANE	800765	466.11	04/03/2025	20461	229.7 GAL PROPANE - GULF HILL PS
			1,217.51			
FW WEBB COMPANY						
1,686	FW WEBB COMPANY	89848662	421.32	03/27/2025	20436	GASKETS
			421.32			
GEI CONSULTING, INC						
1,754	GEI CONSULTING, INC	003172455	6,699.75	03/12/2025	20391	INFLOW DESIGN FLOOD STUDY
			6,699.75			
GENEST PRECAST						
918	GENEST PRECAST	69365	1,782.00	04/03/2025	20462	STOCK ITEMS
			1,782.00			
GROUP DYNAMIC INC						
1,086	GROUP DYNAMIC INC	693532	214.10	03/19/2025	20415	MONTHLY FSA & HRA ADMIN FEE
			214.10			
Hach Chemical						
66	Hach Chemical	14404373	98.75	03/12/2025	20392	LAB CONSUMABLES
			98.75			
HARCROS CHEMICALS, INC						
579	HARCROS CHEMICALS, INC	301015984	3,167.10	04/03/2025	20463	8100 LBS SODIUM CARBONATE

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			3,167.10			
HYDROSERVE, LLC						
446	HYDROSERVE, LLC	SI-013015	55,758.50	03/27/2025	20437	WHITE PINE PS - MATERIALS & LABOR
			55,758.50			
JN ELECTRIC INC						
1,087	JN ELECTRIC INC	8437	24,850.00	03/19/2025	20416	SCREEN HOUSE STANDBY GENERATOR
			24,850.00			
JOSEPH FREEMAN						
1,882	JOSEPH FREEMAN	03/26/2025	109.50	03/27/2025	20438	CELL PHONE STIPEND
			109.50			
KEMIRA WATER SOLUTIONS, II						
1,010	KEMIRA WATER SOLUTIONS,	9017881925	4,377.93	03/27/2025	20439	2300 LBS POLYMER
			4,377.93			
KITTERY TRADING POST						
1,670	KITTERY TRADING POST	9860	113.04	03/12/2025	20393	SAFETY CLOTHING
1,670	KITTERY TRADING POST	9863	76.49	03/19/2025	20417	EMPLOYEE UNIFORMS
1,670	KITTERY TRADING POST	9866	348.47	04/03/2025	20464	EMPLOYEE CLOTHING
1,670	KITTERY TRADING POST	9867	189.53	04/03/2025	20464	EMPLOYEE CLOTHING
			727.53			
KYOCERA						
1,202	KYOCERA	55L2598568	86.19	04/03/2025	20470	MONTHLY CHARGE - OFFICE/SHOP PRINTE
			86.19			
M & P TRANSMISSION CORP						
1,880	M & P TRANSMISSION CORP	I144451	5,864.00	03/19/2025	20418	VEHICLE REPAIRS
			5,864.00			
Maine Municipal Association						
67	Maine Municipal Association	545239	130.56	03/12/2025	20394	EMPLOYEE BACKGROUND CHECK
			130.56			
Maine Municipal Emp Health Tr						
85	Maine Municipal Emp Health	37496 04/2025	39,655.49	03/19/2025	20419	APRIL HEALTH INSURANCE
			39,655.49			
Maine Water Utilities						
148	Maine Water Utilities	2007960	150.00	03/27/2025	20440	MWUA MEETING - 2 STAFF
148	Maine Water Utilities	2007976	50.00	04/03/2025	20465	T&C CLASS - 1 STAFF
148	Maine Water Utilities	2007981	100.00	04/03/2025	20465	T&C CLASS - 2 STAFF
148	Maine Water Utilities	2007984	50.00	04/03/2025	20465	T&C CLASS - 1 STAFF
			350.00			
MARK EDWARDS YELINEK, JR.						
1,874	MARK EDWARDS YELINEK, JI	799	5,693.05	04/03/2025	20452	MOBILE DAVIT ARM SYSTEM
1,874	MARK EDWARDS YELINEK, JI	800	1,500.00	04/03/2025	20452	REPAIR LOADING DOCK

DATE: 4/8/2025
TIME: 10:40:37AM

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			7,193.05			
MASTERS TELECOM, LLC						
1,729	MASTERS TELECOM, LLC	54933	34.29	03/12/2025	20395	MONTHLY VOICEMAIL CHARGES
			34.29			
MICHAEL BEAUMIER						
1,796	MICHAEL BEAUMIER	03/26/2025	109.50	03/27/2025	20441	CELL PHONE STIPEND
			109.50			
MOODY'S COLLISON CENTERS						
686	MOODY'S COLLISON CENTER	382864	2,306.37	03/24/2025	20426	VEHICLE REPAIRS
			2,306.37			
NELSON ANALYTICAL LLC						
587	NELSON ANALYTICAL LLC	225030254	160.00	03/19/2025	20420	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	225030448	20.00	04/03/2025	20466	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	225030449	140.00	04/03/2025	20466	ROUTINE BACTERIA SAMPLES
587	NELSON ANALYTICAL LLC	225030478	20.00	04/03/2025	20466	SAMPLES - NUBBLE RD
587	NELSON ANALYTICAL LLC	225030481	800.00	04/03/2025	20466	ANNUAL SAMPLING
587	NELSON ANALYTICAL LLC	225030507	40.00	04/03/2025	20466	SAMPLES - NUBBLE ROAD
587	NELSON ANALYTICAL LLC	225030553	40.00	04/03/2025	20466	SAMPLES - NUBBLE ROAD
			1,220.00			
NORMAN R. GAGNON CONSTR						
734	NORMAN R. GAGNON CONST	3/12/24 - RETAI	400.00	04/03/2025	20467	RETAINAGE - MITCHELL ROAD
			400.00			
NORTHEAST MAID SERVICES, L						
1,823	NORTHEAST MAID SERVICES	4319	650.00	03/27/2025	20442	MONTHLY CLEANING SERVICE
			650.00			
OAKWOODS LUMBER INC.						
1,119	OAKWOODS LUMBER INC.	32054	3,968.00	03/12/2025	20397	HEMLOCK BEAMS
1,119	OAKWOODS LUMBER INC.	32083	627.12	04/03/2025	20469	MATERIALS FOR BRIDGE
			4,595.12			
OPENTEXT, INC						
1,751	OPENTEXT, INC	9005364808	51.50	03/19/2025	20421	CARBONITE CHARGES
			51.50			
O'REILLY AUTOMOTIVE, INC						
1,734	O'REILLY AUTOMOTIVE, INC	6214-191828	9.98	03/12/2025	20396	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-191889	0.82	03/12/2025	20396	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-191911	78.30	03/12/2025	20396	VEHICLE MAINT MATERIALS
1,734	O'REILLY AUTOMOTIVE, INC	6214-192642	4.89	03/27/2025	20443	SHOP SUPPLIES
1,734	O'REILLY AUTOMOTIVE, INC	6214-194213	349.99	04/03/2025	20468	VEHICLE CODE READER
			443.98			
PATRICK DESROSIERS						
1,311	PATRICK DESROSIERS	03/26/2025	109.50	03/27/2025	20444	CELL PHONE STIPEND

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York Water District
INVOICE LIST
FOR CHECKS FROM 3/11/2025 TO 4/8/2025

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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>
			109.50			
Pollard Company						
84	Pollard Company	WW066521	2,064.00	03/12/2025	20398	DECHLOR TABS
			2,064.00			
ROBBINS AUTO PARTS						
931	ROBBINS AUTO PARTS	460-317143	95.24	03/12/2025	20399	VEHICLE MAINT MATERIALS
			95.24			
Roger Pratt Excavating & Pavin						
99	Roger Pratt Excavating & Pav	2592	354.00	03/19/2025	20422	SALT & SAND
			354.00			
RUNYON KERSTEEN OUELLETTI						
509	RUNYON KERSTEEN OUELLE	49404	10,000.00	04/03/2025	20471	FINAL BILL - 2024 AUDIT
			10,000.00			
SANEL NAPA						
451	SANEL NAPA	448376	257.29	03/12/2025	20400	SHOP SUPPLIES
			257.29			
STEVEN CURTIS						
1,759	STEVEN CURTIS	03/26/2025	109.50	03/27/2025	20445	CELL PHONE STIPEND
			109.50			
STILES COMPANY, INC						
1,390	STILES COMPANY, INC	313796	9,467.69	03/12/2025	20401	STOCK - SERVICE BRASS
1,390	STILES COMPANY, INC	313797	7,231.00	03/12/2025	20401	STOCK - COPPER & CTS
1,390	STILES COMPANY, INC	313905	6,167.11	03/27/2025	20446	STOCK ITEMS
1,390	STILES COMPANY, INC	313957	32.50	03/27/2025	20446	STOCK ITEMS
			22,898.30			
SULLIVAN ASSOCIATES						
832	SULLIVAN ASSOCIATES	44437	705.64	03/12/2025	20402	PH PROBE - SIMPSON HILL TANK
			705.64			
SULLIVAN TIRE COMPANY, INC						
144	SULLIVAN TIRE COMPANY, II	0065-0273329	674.40	03/12/2025	20403	TIRE
			674.40			
THE WEEKLY SENTINEL						
1,429	THE WEEKLY SENTINEL	75339	176.00	04/03/2025	20472	FLUSHING ADVERTISEMENT
			176.00			
Ti Sales						
115	Ti Sales	INV0181326	4,302.32	03/12/2025	20404	STOCK ITEMS
			4,302.32			
TIDEWATER ENGINEERING & S						
1,216	TIDEWATER ENGINEERING & S	2836	858.00	04/03/2025	20473	CONSTRUCTION LAYOUT - NUBBLE ROAD

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York Water District
INVOICE LIST
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Vendor #	Vendor Name	Invoice #	Amount	Check Date	CHK #	Description
			858.00			
TOM'S WATER SOLUTIONS, LLC						
1,881	TOM'S WATER SOLUTIONS, I	032-TRNG-2024	240.00	03/19/2025	20423	TRAINING CLASS - 4 STAFF
			240.00			
UNITED AG & TURF						
1,730	UNITED AG & TURF	10998933	8.06	04/03/2025	20474	SHOP SUPPLIES
1,730	UNITED AG & TURF	10998969	22.43	03/19/2025	20424	SHOP SUPPLIES
			30.49			
VEHICLE SERVICE GROUP, LLC						
1,877	VEHICLE SERVICE GROUP, LI	1133785	23,468.33	04/03/2025	20475	AUTOMOTIVE LIFT
			23,468.33			
VERRILL						
128	VERRILL	664266	981.00	03/27/2025	20447	MISC LEGAL COUNCIL
			981.00			
W.B.MASON, INC.						
532	W.B.MASON, INC.	252697752	44.32	03/12/2025	20405	OFFICE SUPPLIES
532	W.B.MASON, INC.	252730042	13.79	03/19/2025	20425	OFFICE SUPPLIES
532	W.B.MASON, INC.	252957371	79.20	03/27/2025	20448	OFFICE SUPPLIES
			137.31			
W.W. Grainger CO. Inc.						
65	W.W. Grainger CO. Inc.	9418036498	798.64	03/12/2025	20406	VACUUM PUMP
65	W.W. Grainger CO. Inc.	9418036506	26.36	03/27/2025	20449	SAFETY SUPPLIES
65	W.W. Grainger CO. Inc.	9421207607	150.87	03/12/2025	20406	PLANT SUPPLIES
65	W.W. Grainger CO. Inc.	9421207623	106.21	03/12/2025	20406	KITCHEN SUPPLIES
65	W.W. Grainger CO. Inc.	9426407269	-40.47	03/27/2025	20449	RETURN ITEM
65	W.W. Grainger CO. Inc.	9433255925	168.39	03/27/2025	20449	SHOP SUPPLIES
65	W.W. Grainger CO. Inc.	9435017620	138.20	03/27/2025	20449	PUMP STATION MAINT MATERIALS
65	W.W. Grainger CO. Inc.	9442392149	30.10	04/03/2025	20476	SAFETY GEAR
65	W.W. Grainger CO. Inc.	9442529443	243.49	04/03/2025	20476	SAFETY GEAR
65	W.W. Grainger CO. Inc.	9449455840	103.79	04/03/2025	20476	SAFETY GEAR
			1,725.58			
WEX BANK						
1,415	WEX BANK	103878925	864.32	04/03/2025	20477	MONTHLY FLEET GAS CHARGES
			864.32			
WIN WASTE INNOVATIONS OF						
1,666	WIN WASTE INNOVATIONS (23-0000310282	473.36	03/12/2025	20407	MONTHLY DUMPSTER SERVICE
			473.36			
ZACHARY RUGER						
1,847	ZACHARY RUGER	03/26/2025	109.50	03/27/2025	20450	CELL PHONE STIPEND
			109.50			

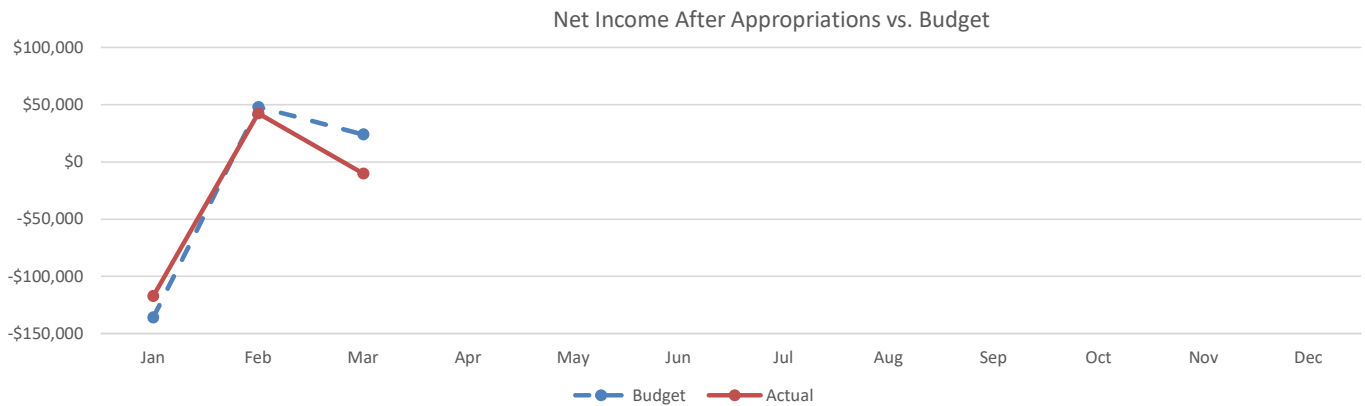
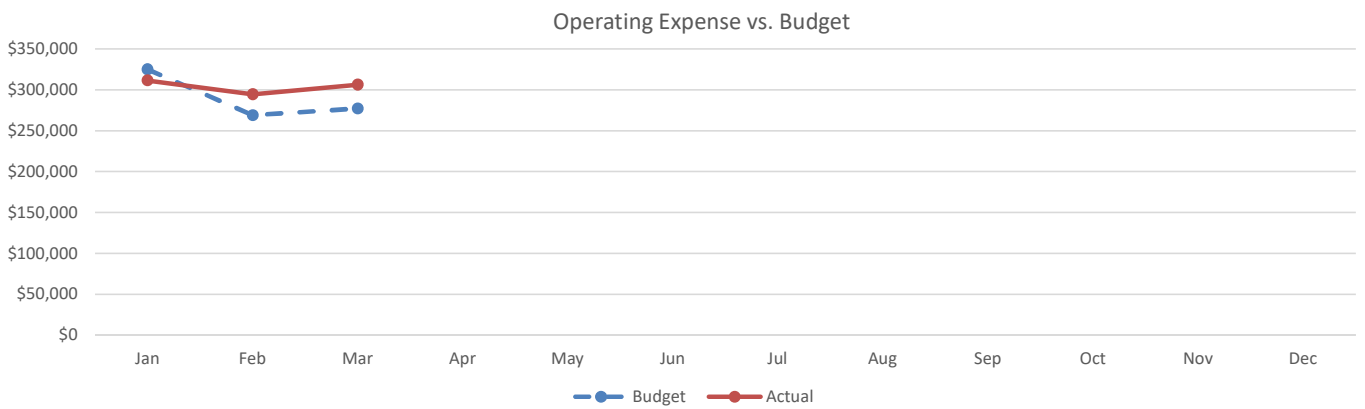
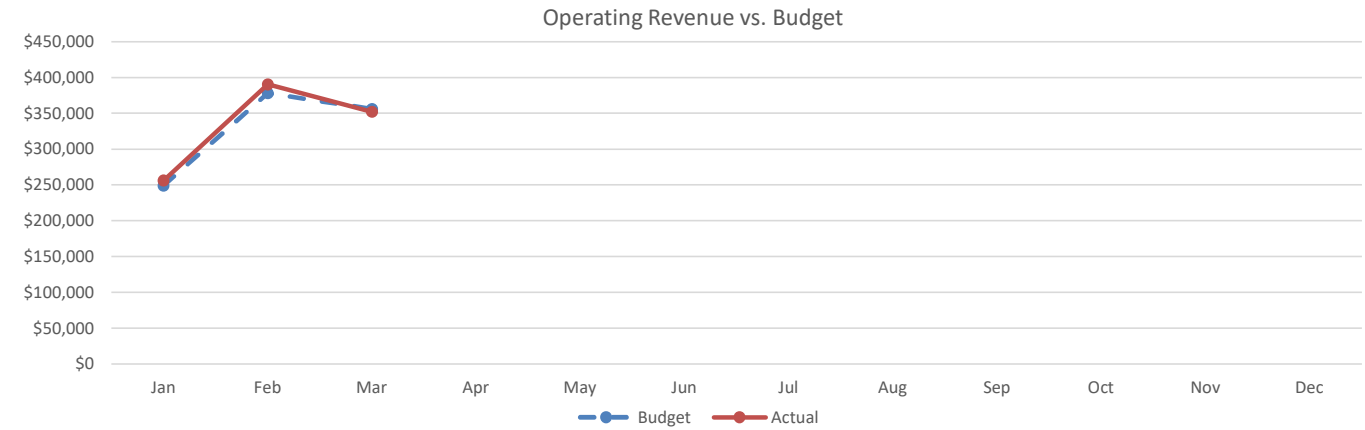
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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Check Date</u>	<u>CHK #</u>	<u>Description</u>
WARRANT TOTAL:						280,688

York Water District
Monthly Operating Revenue, Expense & Net Income



Bank Statement Balances

As of April 7, 2025

<u>Account</u>	<u>Balance</u>	<u>Monthly Change</u>	<u>Account</u>	<u>Balance</u>	<u>Monthly Change</u>
Operating	\$1,467,389	(\$78,911)	Watershed	\$457,980	\$1,359
System Development	\$417,484	\$6,101	Customer Advance	\$105,297	\$1,408
Investment Account	\$1,400,729	\$0			
Land Sale Funds	(\$188,000)	\$0			
Reserved for Tank Painting	(\$1,252,053)	(\$11,583)			
Operating Reserve	\$1,845,549		% of Recommended Reserve	142%	

York Water District
Income Statement
For the Month Ending March 31, 2025

Operating Revenue

▼ **(\$3,849)**

Operating Expense

▲ **\$29,318**

Net Income/(Loss)

▼ **(\$34,148)**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Variance vs.</u> <u>Tot. Budget</u>
Residential Metered Sales	\$ 197,801	\$ 204,000	\$ (6,199)	\$ 2,732,000	0%
Commercial Metered Sales	27,569	28,000	(431)	538,000	0%
Governmental Metered Sales	6,573	3,000	3,573	99,000	4%
Public & Private Fire Protection	119,265	119,000	265	1,460,000	0%
Other Operating Revenue	943	2,000	(1,057)	16,000	-7%
Total Operating Revenue	352,151	356,000	(3,849)	4,845,000	0%
Salaries & Wages	144,656	130,000	14,656	1,916,000	1%
Employee Benefits	83,225	71,000	12,225	824,000	1%
Purchased Power & Water	8,310	7,000	1,310	97,000	1%
Chemicals	7,545	10,000	(2,455)	122,000	-2%
Materials & Supplies	27,966	27,000	966	231,000	0%
Contracted Services	20,583	25,000	(4,417)	408,000	-1%
Transportation Expense	11,132	4,000	7,132	47,000	15%
Insurance	-	-	-	62,000	0%
Other Miscellaneous Expenses	2,901	3,000	(99)	84,000	0%
Total Operating Expense	306,318	277,000	29,318	3,791,000	1%
Depreciation & Amortization Expense	73,615	74,000	(385)	883,000	0%
Net Non-Operating Income	37,383	41,000	(3,617)	534,000	-1%
Debt Service	8,166	10,000	(1,834)	327,000	-1%
Tank Painting Contribution	11,583	12,000	(417)	139,000	0%
Net Income After Appropriations	\$ (10,148)	\$ 24,000	\$ (34,148)	\$ 239,000	

Repairs to plant and distribution vehicles.

York Water District
Income Statement
For the Three Months Ending March 31, 2025

Operating Revenue	Operating Expense	Net Income/(Loss)
▲ \$15,792	▲ \$38,221	▼ (\$20,923)

					<u>Variance vs.</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Total Budget</u>	<u>Tot. Budget</u>
Residential Metered Sales	\$ 510,655	\$ 505,000	\$ 5,655	\$ 2,732,000	0%
Commercial Metered Sales	93,133	91,000	2,133	538,000	0%
Governmental Metered Sales	22,278	20,000	2,278	99,000	2%
Public & Private Fire Protection	369,695	363,000	6,695	1,460,000	0%
Other Operating Revenue	<u>3,031</u>	<u>4,000</u>	<u>(969)</u>	<u>16,000</u>	-6%
Total Operating Revenue	998,792	983,000	15,792	4,845,000	0%
Salaries & Wages	421,652	407,000	14,652	1,916,000	1%
Employee Benefits	230,649	220,000	10,649	824,000	1%
Purchased Power & Water	25,580	22,000	3,580	97,000	4%
Chemicals	21,059	30,000	(8,941)	122,000	-7%
Materials & Supplies	57,462	62,000	(4,538)	231,000	-2%
Contracted Services	80,230	74,000	6,230	408,000	2%
Transportation Expense	21,717	12,000	9,717	47,000	21%
Insurance	36,596	30,000	6,596	62,000	11%
Other Miscellaneous Expenses	<u>17,276</u>	<u>17,000</u>	<u>276</u>	<u>84,000</u>	0%
Total Operating Expense	912,221	874,000	38,221	3,791,000	1%
Depreciation & Amortization Expense	220,845	221,000	(155)	883,000	0%
Net Non-Operating Income	110,528	109,000	1,528	534,000	0%
Debt Service	26,428	26,000	428	327,000	0%
Tank Painting Contribution	34,749	35,000	(251)	139,000	0%
Net Income After Appropriations	\$ (84,923)	\$ (64,000)	\$ (20,923)	\$ 239,000	

Repairs to plant and distribution vehicles.

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

York Water District
Balance Sheet
As of March 31, 2025

	03/31/2025	03/31/2024	Difference
Capital Assets	49,682,459	47,977,109	1,705,350 (1)
Less: Accumulated Depreciation	23,914,457	22,951,343	963,114
Total Net Capital Assets	25,768,002	25,025,766	742,236
Cash	2,458,487	2,220,473	238,014 (2)
Investments	1,400,729	1,029,993	370,736 (2)
Accounts Receivable	638,018	555,717	82,301
Inventory	391,450	417,340	-25,890
Prepayments	39,655	31,538	8,117
Total Current and Accrued Assets	4,928,339	4,255,061	673,278
Deferred Debits	3,815,431	4,251,851	-436,420
TOTAL ASSETS AND OTHER DEBITS	34,511,772	33,532,678	979,094
Long-Term Debt	2,814,922	3,063,693	-248,771
Accounts Payable	90,883	37,803	53,080
Accrued Taxes	6,200	1,383	4,817
Accrued Interest	-8,176	-8,649	473
Miscellaneous Current and Accrued Liabilities	1,744,507	1,698,276	46,231
Total Current and Accrued Liabilities	1,833,414	1,728,813	104,601
Advances for Construction	187,133	229,430	-42,297 (2)
Other Deferred Credits	2,748,160	3,080,884	-332,724
Total Deferred Credits	2,935,293	3,310,314	-375,021
Contributed Funds	1,568,023	1,435,226	132,797
Contributions In Aid Of Construction (C.I.A.C.)	11,560,242	10,864,402	695,840 (1)
Less: Accumulated Depreciation of C.I.A.C	3,704,212	3,501,544	202,668
Total Net C.I.A.C	7,856,030	7,362,858	493,172
Appropriated Retained Earnings	15,233,273	14,984,520	248,753
Unappropriated Retained Earnings	2,270,817	1,647,254	623,563
Total Equity Capital	17,504,090	16,631,774	872,316
TOTAL LIABILITIES AND EQUITY	34,511,772	33,532,678	979,094

(1) Capital Assets

\$1.7 million in capital additions in past twelve months. \$700,000 of that amount came in the form of C.I.A.C from customer paid projects.

(2) Cash & Investments

Overall cash and investments are up about \$609,000 from last March. This is in spite of less advances for construction being held for outstanding customer projects.

Non-Tower Structure

Market: New England
Cell Site Number: S4097
Cell Site Name: York – Rock Roots Rd.
Search Ring Name: NSB at York ME - S4097
Fixed Asset Number: 12676392

FIRST AMENDMENT TO STRUCTURE LEASE AGREEMENT

THIS AMENDMENT is made this ____ day of _____, 2025 by and between the **York Water District**, a quasi-municipal corporation organized and existing under the laws of the State of Maine having a mailing address of 86 Woodbridge Road, P.O. Box 447, York, ME 03909 (“Landlord”), and **New Cingular Wireless PCS, LLC**, a Delaware limited liability company having a mailing address of 1025 Lenox Park Blvd NE, Third Floor, Atlanta, GA 30319 (“Tenant”).

WHEREAS, Landlord and Tenant are parties to that certain Structure Lease Agreement with an Effective Date of May 2, 2022 (the “Agreement”), relating to certain “Property” and leased “Premises” located at 5 Roots Rock Road, in the Town of York, State of Maine; and

WHEREAS, the parties wish to extend the “Option Term” described in the Agreement, and to amend the Agreement in certain other respects;

NOW THEREFORE, for good and valuable consideration, Tenant and Landlord hereby agree as follows, with capitalized terms used and not otherwise defined herein having the meanings ascribed in the Agreement:

1. **OPTION TERM.** The Option Term (described in Section 1.c of the Agreement), which previously was extended to May 2, 2025 by Tenant, is further extended to **May 2, 2026**. In consideration of such extension, Tenant agrees to pay Landlord the sum of Twelve Thousand Five Hundred Dollars (\$12,500.00) within ten (10) business days of this Amendment.
2. **RENT.** The initial monthly Rent set forth in Section 5.a of the Agreement is increased, from Three Thousand Dollars (\$3,000.00) to **Three Thousand Four Hundred Dollars (\$3,400.00)**.
3. **RATIFICATION.** The Agreement, as amended hereby, remains in full force and effect, and is hereby ratified and affirmed by Tenant and Landlord.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the date first written above.

“LANDLORD”

YORK WATER DISTRICT
a quasi-municipal corporation organized and
existing under the laws of the State of Maine

By: _____
Donald Neumann, Jr.
Superintendent

“TENANT”

New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____
Print Name: _____
Its: _____

YORK WATER DISTRICT

POLICY: Investment Policy
DATE ISSUED:
BOARD APPROVED:
REVISION DATE:

PURPOSE AND SCOPE

It is the purpose of this policy to ensure that District funds are invested in a way that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District.

The primary objectives of the District's investment activities shall be:

- District investing shall be undertaken in a manner that seeks to ensure preservation of capital.
- The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements, which might be reasonably anticipated.
- The District's investment portfolio shall be designed with the objective of attaining a market-average rate of return throughout budgetary and economic cycles, considering the District's investment risk constraints and the cash flow characteristics.

ETHICS AND CONFLICTS OF INTEREST

Individuals conducting investment activities for the District shall disclose to the Superintendent any material financial interests that may conflict with proper execution of the investment program and refrain from personal business of the same nature. No District employee shall invest District funds in any instrument or institution in which he/she has any direct or indirect financial interest, such as but not limited to oneself, one's spouse or direct family member being a partner, officer, director, trustee, or paid consultant related to the instrument or institution unless such institution was selected through an open process by the District; nor shall he/she accept any gift, free service or payment of any kind for performing their duties under this policy.

AUTHORIZED AND SUITABLE INVESTMENTS

Funds of the District may be invested in the following types of securities:

- Obligations of the U.S. government, its agencies, and instrumentalities, i.e., Treasury bills. Treasury notes or bonds.
- Insured or fully collateralized certificates of deposit of banks and savings and loan associations.
- Mutual funds of exchange-traded funds whose portfolios consist entirely of U.S. Government securities or cash and equivalents.
- Collateralization will be required on any investment where funds are not insured or backed by the U.S. government or FDIC.

MAXIMUM MATURITIES

To the extent possible, the District will attempt to match investments with anticipated cash requirements. Funds in the District's operating accounts will remain liquid. Maturities for long term funds will be ten years or less.

INTERNAL CONTROL REVIEW

The Financial Manager is responsible for establishing and maintaining an internal control

structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. Independent review by the independent auditor to assure compliance with policies and procedures shall be performed annually.

INVESTMENT PROCEDURE

- The District's operating funds will be held at Bangor Savings Bank. The District will also maintain a trading account at Fidelity Investments. The Board Treasurer will approve funds transferred out of the trading account and their intended purpose.
- Access to the District's accounts shall be granted to none other than the Board President, Board Treasurer, Superintendent and Financial Manager.
- Management responsibility for the Fidelity account is delegated to the Financial Manager. The Financial Manager, with review and oversight by the Superintendent or designee, shall be responsible for all transactions undertaken and ensuring they meet the requirements of this policy. All statements shall be reviewed by the Superintendent or designee upon release.
- Regarding cyber security and external fraud, the Financial Manager shall ensure that all the safeguards available are implemented in District accounts.
- The District will maintain \$1 million in crime coverage insurance to safeguard funds from fraudulent activity.

REPORTING

On an annual basis the Financial Manager shall provide the Board of Trustees with an investment report, which provides the status of the current investment portfolio. Schedules in the report should include the following:

- A listing of investments by type including market values, rate of return and average maturity date (if applicable) at the end of the reporting period.
- A listing of the purchase and sales of securities in the Fidelity account excluding automatic fund transfers into or out of the money market fund.

YORK WATER DISTRICT

POLICY: PROCUREMENT POLICY
DATE ISSUED:
BOARD APPROVED:
SUPERSEDES ANY PREVIOUS POLICY
REVISION DATE:

PURPOSE

The purpose of this policy is to address the following:

- To delineate policies and procedures mandated by the Board of Trustees regarding the procurement of goods and services that meet the quality standards of the District at the best possible price without compromising water quality and safety while avoiding conflicts of interest or perceived conflicts of interest in procurement.
- Create a standardized process for purchasing goods/services across all departments of the District while still meeting individual departmental business needs.

APPROVAL PROCESS

Verbal Approval

Spending under \$500 will be approved by the purchaser's supervisor. Purchases above that level, up to \$2,000, will be approved by the Superintendent or Assistant Superintendent. Invoices for these purchases will be reviewed and signed by the Superintendent or Assistant Superintendent before payment.

Signed Purchase Orders or Contracts

Purchases more than \$2,000 require either a contract or purchase order signed by either the Superintendent or Assistant Superintendent. Whenever possible the purchaser will receive informal quotes from the vendor before a purchase order is issued. When no quote is available an estimate will be made internally to determine the amount requested. All purchase orders are subject to 20% tolerance. If the total amount paid exceeds 20% of the original approved amount, the Superintendent or Assistant Superintendent must review and approve the excess amount.

Repairs to Critical Assets

The proper functioning of critical assets is essential to prevent delays which might impact production or affect the safety, health or convenience of the community. To get these assets working properly as quickly as possible, all repairs to critical assets shall only require verbal approval by the Superintendent or Assistant Superintendent regardless of cost. Examples are, but not limited to, repairs to vehicles, generators, and critical water treatment and distribution equipment.

Recurring Expenses

Invoices for recurring expenses that are typically automatically billed on a monthly, quarterly, semi-annual, or annual basis and are relatively stable in cost, such as utility bills, subscription services,

regulatory fees and membership dues will be reviewed and signed by the Superintendent or Assistant Superintendent before payment.

Board Approval and Review

The Board of Trustees shall vote to approve the annual budget. The Board will be made aware of any spending over \$20,000 that was not included in the annual budget. The Board Treasurer will review any vendor checks that are at least \$10,000. In the absence of the Treasurer, review will be delegated to the Board President. Approval is required prior to making payment unless it is an emergency.

PROCUREMENT PROCESS

Informal Pricing

Goods and services up to \$20,000 may be purchased based on the purchaser's knowledge of the best sources for such purchases. Informal price comparisons between known vendors shall be performed whenever possible to get the best price possible that meet quality standards.

Competitive Procurement

For purchases totaling over \$20,000, bid solicitations are required unless the Superintendent or Assistant Superintendent approves a waiver. Bid solicitations may be requested for purchases below \$20,000 at their discretion (ex. specialized equipment).

Where prices on goods or services have been determined by competitive procurement by any entity through which the District purchases cooperatively, that price shall be considered sufficiently competitive for the purchase of those items.

All purchases for which competitive procurement has been used shall be awarded by the Superintendent or Assistant Superintendent. In all cases, they shall reserve the right to award procurement to the bidder whose combination of price, product quality, timeline for delivery and performance history are determined to be in the best interest of the District. Where only one or no formal bid is received, the management will determine appropriate action to be taken. The District reserves the right to accept or reject any or all bids at any time for any reason.

Recurring Expenses

The District goes out to bid for certain recurring expenses on an annual basis. These expenses include chemicals, diesel, propane, heating oil, lawncare, and some stock items. Competitive procurement for all other recurring costs that qualify for bidding shall be done at the discretion of the Superintendent or Assistant Superintendent.

Procurement Process Exceptions

Infrequent, highly technical, or specialized professional services may be directly sourced without competitive bidding where a detailed knowledge of the District's operating systems is required. Examples are, but not limited to, SCADA and engineering services.

Alternative sourcing outside of the competitive bid process may occur in emergency situations or with the approval of the Superintendent or Assistant Superintendent when a timely response to a critical service or business-related issue is necessary. Emergency buying should be avoided whenever possible and must be reported to the Superintendent as soon as possible.

CREDIT CARDS

Credit cards are used for online purchases, travel expenses and for purchases from entities where the District does not have a charge account. The Superintendent will make all decisions regarding the issuance of individual cards. All credit card transactions will be reviewed by the Superintendent or Assistant Superintendent monthly.

The following guidelines must be followed:

- The limit on each card shall be \$5,000.
- A signed approval from the Superintendent or Assistant Superintendent shall occur for all purchases at least \$2,000 and verbal approval for all other purchases.
- The credit card will not be used for personal purchases of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the District is prohibited.
- Use of the card for meals is limited to business purposes only at the convenience of the District. There will be no charges allowed for entertainment.
- No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the credit card.
- All cardholders shall take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf. If a credit card is lost or stolen it shall be reported to the Finance Department immediately after discovery.
- Upon separation of employment, cardholders shall surrender their District credit card to the Finance Department on or before their last day of work and prior to issuance of final compensation to the cardholder.
- All receipts related to the purchases should be sent to the Finance Department. If the cardholder does not have receipt or proper documentation to submit, a reconciliation statement that includes a description of the item, date of purchase and merchant's name shall be submitted in its place.
- Each authorized cardholder must sign an agreement prior to issuance of the credit card. Completed forms will be kept on file in the Finance Department.
- Lack of proper documentation or authorization may result in loss of credit card privileges and/or personal liability. Misuse of a District credit card will result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.

PETTY CASH

For purchases under \$200 petty cash may be used. The contents of the petty cash drawer shall consist of the total amount of petty cash authorized and/or receipts and should not exceed more than \$500.

REQUEST FOR WAIVER

Waivers to this policy require prior approval of the Superintendent or Assistant Superintendent. Individuals who have been granted a waiver shall submit all request/approval documentation to the Finance Department for retention.

<u>Dollar Value</u>	<u>Approval Process</u>	<u>Procurement Process</u>
Under \$500	Verbal Approval from Supervisor	Informal Price Comparison
\$500 - \$2,000	Verbal Approval from Superintendent or Assistant Superintendent	Informal Price Comparison
\$2,001 - \$20,000	Signed Purchase Order or Contract	Informal Price Comparison
Over \$20,000	Signed Purchase Order or Contract	Competitive Procurement

Trustees

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



Administration

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

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York, Maine 03909
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4/8/25

YWD Handbook Update Summary of Changes

In addition to several grammatical changes, the following were the significant changes to the District handbook during the review period ending April 8, 2025:

- 4.4 Performance Evaluation:
 - Added – “If, at the time of an employee’s annual review, said employee is on a Performance Improvement Plan (PIP), said employee is not eligible for a step increase”
- 4.7 Dress Code:
 - Reworded dress code section to comply with IRS requirements on fringe benefits. This includes providing an annual \$400 stipend for work pants so that the employee will be taxed on that benefit. – as opposed to charging to the district account.
- 5 Wage & Salary Administration:
 - Reorganized order of section 5
- 5.2 Call In Pay- previously 5.12:
 - Added section stating “an employee who has used earned paid leave or sick leave during that pay period and is called in for an emergency by their supervisor would be paid a minimum of 2 hours OT. Any work beyond two (2) hours shall be paid OT in 15-minute increments”. This was done as incentive for employees to come in during emergencies as they were previously not paid OT until they worked off their prior earned/sick time.
- 5.4 Standby/On Call Pay-previously 5.3:
 - Added clarification of what the standby compensation is for to comply with auditors/lawyer’s requests
- 5.5 Salary Increases:
 - Removed statement about performance increases.
- 6.2 Health Insurance:

- Removed statement about employees hired after 9/1/2014 paying 15% of insurance
- 6.3 Retirement Program:
 - Updated statement about Maine MSRS to comply with MSRS current policies.
- 7.3 Holidays:
 - Added statement “Holidays that land on Saturday will be given to all normal schedule employees as Earned time and added to their Earned Time accrual. Any employees on alternate schedules will observe that holiday on Friday.”
- 7.10 Jury Duty:
 - Updated statement about jury duty compensation procedures
- 7.11 Volunteer Firefighter:
 - Updated statement about volunteer firefighter compensation procedures.

YORK WATER DISTRICT

EMPLOYEE HANDBOOK

1. **PURPOSE**

1.1 **WELCOME TO EMPLOYMENT AT THE YORK WATER DISTRICT**

The following material has been formulated to help you understand your responsibility to the York Water District (the "District") as well as the responsibility the District has to you as an employee.

In addition, this handbook should be used in assisting you to familiarize yourself with employment conditions and policies. The District reserves the right to alter, amend, modify, or terminate any policy at any time with or without notice.

We hope your employment here will be a rewarding one, and should you have any questions, please feel free to contact your supervisor or the Superintendent.

EMPLOYMENT AT WILL. The District is an AT WILL employer. Therefore, the policies in this handbook do not create a contract implied or expressed with employees. Employment is terminable at will by either the District or the employee at any time with or without cause, and with or without notice.

1.2 **MISSION STATEMENT**

The Mission of the District is to provide our customers with a safe, reliable supply of water that meets or exceeds all State and Federal Health Standards in an environmentally sensitive manner. We are dedicated to conserving and protecting the District's natural resources and assets to ensure high quality drinking water at the most responsible cost. Exceptional customer service is our number one priority.

1.3 WATER SYSTEM OPERATORS PROFESSIONAL CODE OF ETHICS

In order to establish and maintain a high standard of integrity, skills and practice in the profession of water system operations and to safeguard the life, health, property, and welfare of the public, York Water District adheres to the following code of professional conduct that has been developed by the New England Water Works Association, Operator Certification Committee and is adopted by the Maine Board of Licensure of Water System Operators.

The Water System Operator:

- A. Shall, always, recognize his, or her primary obligation is to protect the safety, health, and welfare of the public in the performance of his, or her duties. If his, or her judgement is overruled under circumstances where the safety, health, and welfare of the public are endangered, he or she shall inform his, or her employer of the possible consequences and notify such other proper authorities of the situation, as may be appropriate.
- B. Shall accept and perform water operations assignments only when qualified by education, or experience, in the specific technical area and levels of water operations involved. Operators may accept an assignment requiring education, or experience outside of his, or her, own field of competence, but only under the direct supervision of licensed, qualified co-workers, consultants, or employees.
- C. The water systems operator shall be completely objective and truthful in all professional reports, statements, or testimony. He, or she, shall include all relevant and pertinent information in such reports, statements, or testimony.
- D. Shall avoid conflicts of interest with his, or her, employer, or customer, but, when unavoidable, the water system operator shall promptly disclose the circumstances to his, or her, employer, or customer, of any business association, interest, or circumstances which could influence his, or her, judgement, or the quality of his, or her, work. The water system operator shall not review, or influence the decision of his, or her employees' work for any public body on which he, or she may serve.
- E. Shall not solicit, or accept financial, or other valuable items from material or equipment suppliers for specifying their product.
- F. Shall not solicit, or accept gratuities from contractors, or other parties dealing with his, or her customers, or employer in connection with work for which he, or she is responsible.
- G. Shall not falsify his, or her academic, or professional qualifications. He, or she shall not misrepresent, or exaggerate his, or her degree of responsibility in prior assignments, duties, or accomplishments to enhance his, or her, qualifications, and work.
- H. Shall not knowingly associate with, or permit the use of his, or her name, or employer's name in a business venture by any person, or company which he, or she knows, or has reason to believe, is engaging in business, or professional practices of fraudulent, or dishonest nature.
- I. If the water system operator has knowledge, or reason to believe that another person, or water company may be in violation of any of these rules, he or she shall present such information to the appropriate regulatory agency in writing and shall cooperate with the regulatory agency in furnishing information, or assistance as may be required by the agency.

1.4 THE HEALTH AND SAFETY OF OUR EMPLOYEES IS A PRIORITY

It is the policy of the District to provide all employees with a safe and healthy workplace. An effective health and safety program is an integral part of doing or being in business; it must be part of everything that takes place within our operation, and it must be part of everyone's responsibility.

While the District must provide safe and healthy conditions for each of its employees, in return, the District expects and insists that all employees recognize their obligation to conduct themselves with due regard not only for their own safety, but for the safety of their fellow employees, as well. Safe work practices are a condition of employment.

To ensure that a safe working environment is maintained, all employees shall actively promote safety and accident prevention as an integral part of their normal job functions. Each employee is responsible for implementing this policy by continually observing all safety practices, rules, and standards throughout the workday. Since safety and efficient operations are integrated and inseparable, similar methods of control are required to address accident prevention as they are used to maintain process quality and customer relations.

Employees are instructed to take immediate action to prevent an accident or injury that might occur if not addressed immediately, if capable of addressing, as opposed to the time delay of notifying a supervisor.

Of even more importance, there is the loss of earnings and physical injuries suffered by employees as a result of accidents. These alone are factors, which, in themselves, justify a constant and intensive accident prevention program.

Full cooperation of all employees is essential to successfully achieve this safety policy. For more information about safety policies and procedures, see Section 8.

Remember, all accidents and injuries can be prevented!

2. ADMINISTRATION

2.1 EQUAL EMPLOYMENT OPPORTUNITIES

THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER, AND PLEDGES CONTINUED POSITIVE ACTION TO ENSURE EQUAL OPPORTUNITY FOR ALL EMPLOYEES. The District does not discriminate on the basis of age, race, color, sex (including pregnancy), sexual orientation, marital status, religion, ancestry, national or ethnic origin, physical or mental disability, gender identity or veteran status in its employment practices, including hiring, placement, advancements, transfers, demotions, recruitment, advertising, treatment during employment, rates of pay or other forms of compensation, selection for training, termination, and any other District programs. The Superintendent shall have the responsibility to ensure that the District employees comply with this policy.

2.2 ANTI-HARASSMENT AND INTIMIDATION

It is the policy of the District to maintain a working environment free from any form of illegal harassment and discrimination, which includes harassment based on age, race, color, sex (including pregnancy), sexual orientation, marital status, religion, ancestry, national or ethnic origin, physical or mental disability, gender identity or veteran status. The District does not tolerate any form of harassment or intimidation, including sexual harassment.

Sexual harassment is illegal and is defined in the regulations of the Equal Employment Opportunity Commission and the Maine Human Rights Act as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly on a term or condition of an individual's employment.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions impacting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes any unwelcome sexual attention. It is usually repeated behavior; however, it could be one single incident. The following are examples of the type of conduct that may constitute sexual harassment:

- Unwelcome sexual advances.
- Suggestive or lewd remarks.
- Unwelcome hugging, touching, or kissing.
- Slurs, jokes, or degrading comments of a sexual nature.
- Repeated offensive sexual flirtation or propositions.
- The display of sexually suggestive objects or pictures.
- Unwelcome physical contact or touching such as patting, pinching, or constant brushing against another's body.

Any employee who believes that he or she has been subjected to illegal harassment or intimidation should immediately contact the Superintendent or his or her supervisor. Because the District takes allegations of harassment or intimidation seriously, it will investigate reports of illegal harassment as promptly as possible. The report and ensuing investigation will be handled in as confidential a manner as possible under the circumstances.

If it is determined that inappropriate conduct has occurred, the District will take such action, as it deems appropriate under the circumstances. Disciplinary action may include suspension or immediate termination of employment.

Please note that while this policy sets forth our goal of promoting a workplace that is free of illegal harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that the District deems unacceptable or inappropriate regardless of whether that conduct satisfies the definition of illegal harassment.

The District will not tolerate retaliation against any employee or group for reporting alleged illegal harassment or participating in a harassment investigation.

In addition, employees should be aware that the Maine Human Rights Commission is the State Agency charged with the responsibility of enforcing Maine's Anti-discrimination laws. The Commission investigates complaints of unlawful discrimination in employment, including claims involving sexual harassment. The Commission will attempt to resolve complaints of discrimination to the mutual satisfaction of those involved. An employee may contact the Maine Human Rights Commission at the following address and telephone number:

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
(207) 624-6290

The Maine Human Rights Act also prohibits any employer from punishing or penalizing, or attempting to punish or penalize, any person from seeking to exercise the rights protected by the Act for reporting a violation of the Act, or for testifying in any proceeding brought pursuant to the Act.

2.3 REASONABLE ACCOMMODATIONS

The District complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and the Maine Human Rights Act (MHRA), and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the District will provide a reasonable accommodation to disabled and pregnant applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Employees who believe they need accommodation because of their disability or pregnancy are responsible for requesting reasonable accommodation from their supervisor. Employees may make

the request orally or in writing. The District encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation the employee is requesting.
- The reason is that the employee needs an accommodation.
- How accommodations will help the employee perform the essential functions of his or her job.

After receiving the employee's oral or written request, the District will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. The District encourages employees to suggest specific reasonable accommodation that the employee believes would allow him or her to perform his or her job. However, the District is not required to make the specific accommodation requested by the employee and may provide alternative, effective accommodation, to the extent any reasonable accommodation can be provided without imposing an undue hardship on the District.

If an employee's disability, pregnancy, or need for accommodation is not obvious, the District may ask the employee to provide supporting documents showing that he or she has a disability within the meaning of the ADA and applicable state or local laws, and that the employee's disability necessitates reasonable accommodation. If the employee fails to provide the requested information, the employee's request for reasonable accommodation may be denied.

The District will keep confidential any medical information that it obtains in connection with an employee's request for reasonable accommodation.

The District makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The District strives to make determinations on reasonable accommodation requests expeditiously and will inform the employee once a determination has been made. If an employee has any questions about a reasonable accommodation request, he or she made, please contact the Superintendent.

Individuals will not be retaliated against for requesting accommodation in good faith. The District expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting accommodation in good faith.

2.4 TOBACCO

It is the District's policy to provide a tobacco-free environment for all employees and visitors. This policy prohibits smoking, vaping, chewing, or spitting of any tobacco product or facsimile. This policy applies to all employees, contractors, and visitors of the District. This policy applies to any District property or in District vehicles and/or equipment. (Watershed excluded at this time)

2.5 SOLICITATION

Water service is our primary responsibility and in order to prevent any interference with this responsibility, employees are asked to observe the following rules:

- A. People who are not employed by the District may not distribute material or solicit employees for any purpose whatsoever on District grounds, inside the Main Office, Resource Protection Office (RPO), or Treatment Plant at any time.
- B. Employees may not distribute any material or solicit other employees during working time.
- C. Employees may not distribute any material or solicit other employees in working areas.
- D. Employees may not solicit customers at any time.
- E. The Superintendent must approve of any exception to this rule. Violation of these rules will result in appropriate disciplinary action.

Solicitation includes, but is not limited to, approaching someone in person or through District owned property (such as computers, telephones, and e-mail systems) for any of the following purposes:

- Offering anything for sale.
- Asking for donations.
- Collecting funds or pledges.
- Seeking to promote, encourage, or discourage participation in support for any organization, activity, or event, or membership in any organization.

For purposes of this policy, “working time” includes any time in which either the person doing the solicitation (or distribution) or the person being solicited is engaged in or required to be performing work tasks. Working time does not include times when employees are properly not engaged in performing work tasks, including break period and mealtimes. “Working areas” include areas controlled by the District where employees are performing work, but do not include areas such as break rooms and parking lots.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

2.6 USE OF DISTRICT PROPERTY

The Superintendent or Assistant Superintendent must authorize the use of District property. If authorized, a waiver of liability form must also be filled out and signed.

2.7 CONFIDENTIALITY OF CUSTOMER INFORMATION

All employees share the responsibility for keeping information about customers’ accounts and other personnel information strictly confidential.

Violations of this trust are a breach of ethics with serious legal implications and will lead to appropriate disciplinary action. When in doubt, check with Supervisor.

2.8 DISCIPLINARY ACTION

In order for the District to function in a safe and orderly manner, acceptable standards of job performances and behavior are necessary. Failure to meet those standards may result in disciplinary action as deemed appropriate by the Superintendent.

2.9 GRIEVANCE PROCEDURE

It is the policy of the District to establish and maintain a positive working relationship with its Staff. To enhance this relationship, the District would like to resolve formal employee grievances timely and as equitably as possible.

Employees who feel they have been treated unfairly must first meet and discuss the issue with their immediate Supervisor. If the employee is still dissatisfied, the employee must set up an appointment with the Superintendent to discuss the grievance and the next appropriate step.

- Step 1 The employee must give a written statement stating his or her grievance in reasonable detail to the Supervisor within eight working days of the incident.
- Step 2 The Supervisor has the responsibility of meeting with all parties involved and providing a verbal and written response generally within eight working days to the employee.
- Step 3 If the employee is still dissatisfied, he or she must submit within eight working days from the response of the supervisor a written letter to the superintendent stating in reasonable detail why he or she wishes to appeal the decision that has already occurred. The Superintendent has the responsibility of meeting with both parties involved and providing a verbal and written response within eight working days to the employee.
- Step 4 If the employee is still dissatisfied, he or she must in writing notify the Board of Trustees within eight working days of the discussion with the Superintendent. The Board will meet with all parties involved and resolve the grievance in a final verbal and written decision within ten working days of receiving the notice.

3. PRE-EMPLOYMENT

3.1 POST-OFFER/PRE-PLACEMENT SCREENING

An important part of our employment is for the newly hired individual and the District to assess the individual's ability to perform the essential functions of the job for which the employee was hired. Offers of employment are conditional upon passing a series of post-offers, pre-placement tests and checks demonstrating that the individual can perform the essential functions of the job with or without reasonable accommodation. First, the candidate must pass a background and driver's license check. Second, the candidate must complete an initial hearing test through the Professional Audiology Center. Third, a copy of the candidate's job description is sent to York Hospital, and a post-offer/pre-employment physical must be passed (if required for the position in question).

The hearing test and physical, evaluate the employee's ability to perform, in a safe manner, the essential functions of the position with or without reasonable accommodations. When appropriate, the assessment also identifies areas in which an employee may require additional training or modification of the work environment to perform the essential functions of the job for which the employee was hired.

See Section 2.3 for more information about the District's Policy with respect to reasonable accommodation.

3.2 ORIENTATION

New employees will be notified of the day and time of the orientation via their HIRE LETTER. The orientation will contain information and answer questions regarding the organization of the District, its history and relationship with the community. The immediate Supervisor shall provide a review of the District's policies, handbook, and other pertinent information.

3.3 PARKING

All employees that work at the Main Office are requested to park in the following areas:

- The parking lot at the rear of the office
- The lower parking lot beside the office

Please do not park in areas specifically designated as "Handicapped" unless you have a handicap designation. The District does not assume responsibility for personal vehicles and their contents.

4. EMPLOYMENT

4.1 INTRODUCTORY PERIOD

The first twelve months of employment will be considered an "Introductory Period" for all new employees. During this time, evaluations are generally conducted quarterly to determine whether or not employment is mutually beneficial to the employee and the District. This period may be extended for up to 90 days (about 3 months) at the discretion of the Supervisor with the approval of the Superintendent.

If the Superintendent and Supervisor determine that the employee has failed to meet job expectations, employment will be terminated.

Employees in a benefit position accrue benefits from the first day of employment. Benefits will be vested after the successful completion of the Introductory Period. Successful completion of the Introductory Period does not alter the employee's at-will status.

4.2 EMPLOYMENT STATUS AND CLASSIFICATION

Employment is based upon the needs of the District as determined by the Superintendent.

Employees of the District will be classified as salaried (exempt) or hourly (non-exempt) employees.

A salaried (exempt) employee is hired to perform executive, administrative, or professional positions and is usually classified as a full-time employee. Salaried employees are exempt from the federal and state overtime laws. Hourly (non-exempt) employees can be classified in the following categories:

- A. **FULL-TIME:** an employee regularly scheduled to work thirty or more hours per week. Full-time employees are eligible for employee benefits.
- B. **PART-TIME:** an employee scheduled to work less than thirty hours per week. In accordance with Maine's "Act Authorizing Earned Employee Leave" Part-time employees are eligible to earn 1 hour of Earned Paid Leave for every 40 hours worked; capped at 40 hours. Part-time employees are not eligible for any additional employee benefits.
- C. **TEMPORARY:** an employee regularly scheduled to work for a period of not more than six months. In accordance with Maine's "Act Authorizing Earned Employee Leave" Temporary employees are eligible to earn 1 hour of Earned Paid Leave for every 40 hours worked; capped at 40 hours. Temporary employees are not eligible for any additional employee benefits.
- D. **PER DIEM:** an employee not scheduled on a regular basis but rather is scheduled daily. Per Diem employees are not eligible for employee benefits.

Hourly employees (non-exempt) are entitled to overtime after working more than 40 hours in one workweek.

4.3 JOB DESCRIPTIONS

A job description has been prepared for each position. It will describe the basic job responsibilities and functions of the position. It is the joint responsibility of the management and the employee to keep job descriptions current.

The District generally reviews job descriptions as needed or requested. Job descriptions may be adjusted based on added duties or responsibilities. Changes must be approved by the Supervisor for the job in question and then approved by the Superintendent.

4.4 PERFORMANCE EVALUATION

A performance evaluation is generally conducted every six months by the Department Supervisor for each employee under their supervision. The evaluation is based upon the employee's job description, job standards and past performance. The Supervisor will review this evaluation with the Employee. The mid-year review provides the employee with the opportunity to make adjustments if necessary.

If, at the time of an employee's annual review, said employee is on a Performance Improvement Plan (PIP), said employee is not eligible for a step increase. For new hires, or existing employees in new positions, performance evaluations are generally done quarterly during the Introductory Period and then on a biannual basis. This process helps to promote the continuing goal of the District to retain high quality employees.

4.5 ATTENDANCE

Attendance at work for scheduled shifts is an essential function of all positions at the District. Every employee is expected to be present and prepared for work on all scheduled workdays. Failure to attend scheduled work or tardiness to work not only causes increased burden on co-workers, but it also impedes the District's ability to complete all necessary work in a timely manner.

The District recognizes that, from time to time, unanticipated time off from work may become necessary to care for oneself, a family member or to fulfill other obligations that could not be foreseen, resulting in an unexpected need to be absent from scheduled work. Unanticipated absences for illness or to care for a family member should be reported to the Supervisor in charge of the employee's work schedule as soon as reasonably possible, so that substitute coverage may be explored.

Unanticipated absences that do not qualify under the District's leave policies must be presented to the Superintendent, in writing, as soon as the need for the unanticipated absence becomes clear to the employee. The Superintendent will discuss the need for the unanticipated absence with the employee to try to determine the best way to address the need for the unanticipated absence. The District follows all applicable State and Federal laws regarding leaves of absence and will follow such laws as they might apply to any individual situation.

Frequent unexcused absences from work or tardiness at work will not be tolerated and may be subject to discipline up to and including termination of employment with the District. Time off from work without pay may be considered only after a written request is submitted to the Superintendent. The Superintendent will consult with the Supervisor in charge of the employee prior to making a final decision.

An absence from scheduled work for two consecutive days without communication with the Supervisor per the policy outlined in paragraph two above, will be considered a voluntary resignation from employment with the District. This provision does not apply to any absence or absences pursuant to any approved leave of absence.

Furthermore, in the event an employee needs to call out, the preferred method to communicate an anticipated absence with your supervisor(s) is a text before 8:00pm the night before your scheduled work shift or between 6:00-7:00am the morning of your scheduled work shift. It is the responsibility of the employee that is calling out to ensure that the communication is received. Supervisors agree to respond as soon as possible, if the employee calling out doesn't receive a response from a supervisor or manager by the start of their scheduled shift they must try until contact is made/verified.

Finally, the District recognizes that all employees strive to perform their jobs in the most efficient and effective manner. Nothing in this policy should be construed as limiting the Superintendent's willingness to engage in a dialogue to address unusual circumstances that might temporarily impact an employee's ability to comply with the District policy on attendance at work on scheduled workdays.

4.6 RULES OF CONDUCT

In order to ensure a safe, orderly, and productive atmosphere, the District has established a set of rules of conduct. Each employee has a right to know what is expected of him or her. In the event of misconduct, **IT IS THE POLICY OF THE DISTRICT TO TAILOR THE LEVEL OF DISCIPLINE TO THE SERIOUSNESS OF THE EMPLOYEE'S CONDUCT.** Misconduct may subject an employee to disciplinary action ranging from verbal warning to immediate discharge depending on the nature and seriousness of the offense. Any discussion by any Supervisor or Department Head concerning rules of conduct and disciplinary actions generally takes place with the individual in a private office setting away from other employees. Misconduct includes, but is not limited to:

- A. Falsifying personnel records, District employee benefit plan or other records, including timecards, customer files or any other confidential information.
- B. Being under the influence of or using alcohol or drugs that are illegal under state or federal law while on District or customers' premises, or in the District's vehicles.
- C. Theft of District or employee property.
- D. Insubordination or refusal to follow reasonable instructions.
- E. Willful destruction, defacing or damaging of District property.
- F. Failure to report to work regularly and on time or to notify the District when absent.
- G. Loud, abusive, physical, or otherwise unprofessional conduct which may disrupt the work of others or adversely affect the District's image with customers or others.

- H. Continual substandard safety record or flagrant disregard for policy.
- I. Violating the anti-harassment policy.

Any employee who violates the District's policies will be subject to appropriate action, up to and including discharge.

4.7 DRESS CODE

Employees are expected to present a neat, clean, and well-groomed appearance. Specific dress or uniform requirements vary by department and/or job and may be prescribed by the department manager. Select clothing will be provided to all Outside crew employees whose jobs present the potential of significant wear to personal clothing and Treatment Plant Operators to provide a more professional appearance bearing the District's logo. When uniforms are clothing is provided it is expected they it will be worn, as necessary. All District provided clothing is not to be worn for personal use outside of work.

In addition to the above provided clothing, in January, YWD will provide an annual stipend of \$400 for work pants to all employees whose jobs present the potential of significant wear to personal clothing. The stipend is a taxable fringe benefit that will be shown as income on your W-2.

Employees are expected to present a neat, clean, and well-groomed appearance. If a supervisor deems an employee's clothing does not meet this expectation the employee may be told to replace the tattered/worn/stained clothing.

4.8 PERSONAL DATA

Federal Law requires that all new employees shall provide documentation of their eligibility to work in the United States.

It is the employee's responsibility to advise the District's Main Office of any changes in his/her name, telephone number, address, number of dependents, marital status, beneficiary information, and who to notify in case of an emergency. This information is necessary to reflect current employment status for State and Federal tax laws and the District's Retirement and Health Programs.

The District maintains personnel files for its employees. All medical information and documentation is maintained in a separate file. Employees may request to review their personnel and medical files and obtain a copy by contacting **the Superintendent** to arrange a time and place for review. Certain information is protected by the Maine Freedom of Access Law and cannot be released without implementing special procedures with the Superintendent's knowledge. It is incumbent upon management to advise employees to determine what information is protected by the Maine Freedom of Access Law.

It is also your responsibility to notify the Superintendent of any changes with your motor vehicle license or any conditions that may prevent you from completing your duties. The District

completes annual Driver's License checks as per a requirement of our insurance carrier. Authorization form must be completed by each employee in advance of the District completing the check.

4.9 JOB POSTINGS

If job openings become available, a notice to this effect is generally placed on the bulletin board in the common areas in each facility, one week prior to outside advertising unless the need for immediate employment necessitates an exception to this policy.

District employees who would like to apply for a posted position should complete an application and submit it as specified in the posting for consideration.

4.10 HIRING, DISMISSAL AND RESIGNATION

Hiring and dismissal will be upon recommendation of the Supervisors with approval and final decision of the Superintendent.

4.11 ILLEGAL CONDUCT

The District will not tolerate employee actions that may violate federal or state laws or rules, or that threaten the health or safety of any individual. The District encourages any employee who believes that such conduct has occurred to report the suspected violation to his or her supervisor or the Superintendent. The District prohibits retaliation against any employee for reporting conduct that the employee reasonably believes is illegal.

4.12 WORK WEEK

A typical workweek consists of 40 (forty) hours scheduled within seven consecutive days unless otherwise arranged by the Superintendent. The District has established the week beginning at 12:01AM Sunday and ending 12:00AM the following Sunday for payroll purposes. The Superintendent shall determine the hourly work week.

The regular workday is a ten-and-a-half-hour day for all employees with ten hours of scheduled work and a 30-minute unpaid lunch break, Monday through Thursday: 7:00 am to 5:30 pm. Fifteen-minute coffee breaks in the AM and PM are allowed whenever possible.

The pay period consists of one week, with payday occurring on the following Tuesday after the pay period. All Employees are required to have a direct deposit and will receive an electronic pay advice by email. A printed pay advice can be supplied at an employee's request.

Any requests for temporary or permanent variations to the regular workday must have prior approval of the Superintendent.

The above stated policy regarding a regular workweek and workdays does not apply to exempt (salaried) employees.

4.13 EMPLOYEE PROPERTY

The District assumes no responsibility for the damage, loss, or theft of personal property.

4.14 BULLETIN BOARDS

There are several bulletin boards throughout the District's Main Office, RPO, and Treatment Plant locations. Any information that an employee wishes to be displayed must have prior approval of their supervisor. If approved, the Supervisor will initial and post the approved information.

4.15 TRAINING CLASSES & WORKSHOPS

All employees will be eligible to participate in work-related training classes and/or workshops. The District will pay for approved training providing written approval is received from the Superintendent prior to the start of the class or workshop. Attendance at conferences will be encouraged when they are applicable to the performance of the employee's position.

4.16 LICENSING AND REGISTRATION

Expenses related to maintaining and renewals of licenses and certifications shall be compensated by the District with prior approval by the Superintendent. The employee shall be solely responsible for ensuring that required licenses and certifications remain current and in effect. The District shall reimburse an employee who renews their license on their own provided the employee submits a copy of the renewed license and receipt.

Subject to supervisor approval, the District will reimburse the employee for the license fee upon successful completion of any District desired licensing, providing it is accompanied by a copy of the current license or registration certificate and receipt. Recommended licensing levels for employees are referenced in the appropriate job description. Once attained, the District will compensate the employee for approved licenses by providing an incentive to their hourly rate. Details of this are provided in the Approved Educational Benefits Policy. Licenses and required Training Contact Hours "TCH's" must be maintained by each employee to avoid the risk of losing the incentive.

5. WAGE & SALARY ADMINISTRATION

The

5.1 — OVERTIME

~~The Supervisor or Superintendent must approve overtime requests prior to the time worked unless it is an emergency situation or standby time. Technically, the term "overtime" applies only to those hours worked in excess of 40 hours in a workweek. Nonexempt Employees will be paid 1.5 times their regular rate of pay for all hours worked in excess of 40 hours in a workweek.~~

~~Overtime will be paid in 15-minute increments. For the standby person, or person qualifying for the minimum call out, the 15-minute increments begin after their call out minimum (1 hour or 2 hours, as outlined in section 5.3). Employees shall continue to work/clean until the next 15-minute increment after the reason for overtime is completed.~~

5.12 — CALL IN PAY

~~Employees called to work outside their regularly scheduled work hours shall receive minimum pay of two (2) hours or pay for the hours worked, whichever is greater at 1.5 times their regular rate. Any call for additional work received while an employee is working a "call in" shall not be recognized as an additional call in. A "call in" is a communication to an employee who has been released and has left work at the end of their workday directing them to report to work to engage in work immediately or at a designated time outside of their shift.~~

~~Call in pay for employees on standby is considered time worked. Call in pay for employees not on standby is not considered time worked and may be applied to leave that employee had during that pay week.~~

~~For example:~~

~~A full-time employee **on standby**:~~

~~——— i.e. ——— " Earned Day Monday: 10 hours
——— " worked normal workdays Tuesday-Thursday: 30 hours
——— " worked main break Friday: 2 hours (2 HOURS MIN CALL IN TIME)
——— Results in 40 hours straight time and 2 hours OT.~~

~~A full-time employee who is **not on standby** that worked 30 hours and took an Earned Day would not get paid "overtime" until they had physically worked over 40 hours in that week. Instead, the Earned Day would be paid at the employee's straight time pay and only the hours actually worked over 40 would be paid at the overtime rate.~~

~~——— i.e. ——— " Earned Day Monday: 10 hours
——— " worked normal workdays Tuesday-Thursday: 30 hours
——— " worked main break Friday: 2 hours (2 HOURS MIN CALL IN TIME)~~

~~Results in 32 hours straight time and 8 hours Earned Paid Leave. No OT.~~

Holidays are considered "Time worked".

~~Overtime and call out minimums begin upon arrival at the plant, office, remote site, or distribution callout location. Home-to-work travel is not paid.~~

As of January 27, 2020, the District does not allow "comp time" to be accrued. If schedules allow, the ~~supervisor~~ Lead Supervisor is required to adjust the employee's work week after ~~reaching they reach~~ 40 hours unless their supervisor approves the overtime. Any approved overtime will be paid at the end of that pay period.

~~i.e. — worked~~

For example:

Worked normal Monday plus 2-hours: 12 hours.

~~worked~~ Worked normal Tuesday and Wednesday: 20 hours.

~~work~~ Worked until 3:30 Thursday: 8 hours.

Results in 40 hours straight time for the pay period

In the event payroll must be completed early because of a holiday or a Monday closure, any approved OT occurring after the payroll submission will be applied ~~as stated above~~ in the very next pay period. Time off during the next pay period will not affect the previous week's overtime.

5.1 OVERTIME

The Lead Supervisor must approve overtime requests prior to the time worked unless it is an emergency situation or standby time defined below. Technically, the term "overtime" applies only to those hours worked more than 40 hours in a work week.

Nonexempt Employees will be paid 1.5 times their regular rate of pay for all hours worked more than 40 hours in a workweek.

Any employee that works beyond the end of their 40-hour shift will be paid OT in 15-minute increments.

Holidays and approved closures are considered "Time worked."

Overtime and call minimums begin upon arrival at the plant, office, remote site, or distribution callout location. Home-to-work travel is not paid.

5.2 CALL IN PAY

A "call in" is communication to an employee who has been released and has left work at the end of their regular workday directing them to report to work to engage in work immediately or at a designated time outside of their shift.

Employees called in shall receive a minimum of two (2) hours of OT pay. Any work beyond two (2) hours shall be paid OT in 15-minute increments.

An employee who has used **earned paid leave or sick leave** during that pay period and is called in for an emergency by their supervisor would be paid a minimum of 2 hours OT. Any work beyond two (2) hours shall be paid OT in 15-minute increments.

For example:

A full-time employee

Took an earned day on Monday: 10 hours.

Worked normal workdays on Tuesday-Thursday: 30 hours.

Was called in for an emergency by a supervisor.

Worked main break on Friday: 4 hours.

Results = 30 hours straight time and 10 hours earned time. 4 hours OT.

5.3 **STANDBY/ON CALL DUTIES**

Definition: An Employee previously approved by the Supervisor to handle routine physical Treatment Plant, Main Office, and Shop checks and to handle emergency service calls after normal working hours from Thursday to Thursday, Holidays, and scheduled closures.

Standby Events require immediate acknowledgement electronically or by phone. Operators must respond within 15 minutes of a call or alarm received by any means.

This means upon receiving an alarm or call:

1. Logging in to SCADA to assess the situation or returning a customer call,
2. Notifying appropriate personnel, if necessary,
3. Fix and/or acknowledge the issue (past or present) remotely if possible, or
4. Where needed, depart for an on-site visit.

The operator on standby must always reside and remain within 45 minutes travel time from their location to the point of the appropriate standby location during their standby rotation. Travel time to the standby event must not take longer than 45 minutes from the point of receiving the alarm or emergency call unless unusual circumstances prevent responding within that time. In the case of a special circumstance your supervisor must be notified immediately.

The employee on Standby is required to take the standby vehicle to address standby duties and calls (due to important equipment, markings, etc.) but special consideration may be granted, as long as it does not inhibit the ability of the employee to respond appropriately, under defined circumstances when approved by the Superintendent or designee.

Please refer to the District's approved vehicle use policy regarding safe, proper operation.

5.34 **STANDBY/ON CALL PAY**

Rate of Pay:- The Employee who is designated as on standby/on call will receive nine hours of pay at their overtime rate for being available from 7:00 AM Thursday through 7:00AM the following Thursday.

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- The nine hours of overtime is to compensate the employee for being on-call during the scheduled period—: this includes incidental time spent returning customer calls and alarms handled while remotely logging into SCADA through the iPad. For rare occurrences where an abnormal large amount of time is spent resolving an issue remotely, the employee will be paid a 1-hour minimum pending Lead Supervisor approval.
- Additionally, the employee will be compensated for two hours of OT per day or for the hours worked, whichever is greater, while the facility is unstaffed - Friday, Saturday, Sunday, and recognized Holidays for completing the required inspections and or checks.
- For the plant on-call staff this includes everything in the “standby checks SOP.”
- For the distribution on-call staff this includes the daily physical checks of the main office, and remote sites checks per day; rotated so each site is checked weekly.
- Furthermore, the employee will be paid a 2-hour minimum, at the overtime rate, or for the hours worked, whichever is greater, for any actual service calls or alarms that require an on-site visit. Any additional standby calls received while an employee is working a standby (referred to as call shall not be considered an additional 2 hour minimum. After the 2-hour minimum OT pay will be compensated in 15-minute increments outs).

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Any alarms/issues that occur when already at the main office or plant or that are handled at home through the iPad or cell phone, which require an abnormally high amount of time to correct will be paid a 1-hour minimum pending Lead Supervisor approval. Additional standby calls received while an employee is working a standby call out shall not be considered an additional 2 hour minimum. Any work beyond two (2) hours shall be paid OT in 15-minute increments. Standby calls are considered time worked.

If an employee is on standby on a Holiday, they will also receive an Earned day off with pay that must be used within the next 30-day period or it is forfeited to be added to their accrued time. If that Holiday falls on a Saturday, the on-call person receives just the one Earned day. They do not get a second Earned day in combination with section 7.3.

Examples:

If you respond to an on-site call that takes:

- 20 minutes you will be paid 2 hours of OT
- 2 hours and 14 minutes you will be paid 2.25 hours of OT

If you are already at the plant working beyond your normal duties or working from home on the iPad for an abnormally long time and it takes:

- 20 additional minutes you will be paid 1 hour of OT
- 1 hour and 14 minutes of additional time you will be paid 1.25 hours of OT

5.5 ~~PERFORMANCE~~SALARY INCREASES

~~Annually the Board of Trustees will set the maximum amount available for performance~~Details on employee salary increases.

~~Annual performance reviews will be completed on the employee's anniversary date. The amount of any performance increase depend on the Supervisor's recommendation (based on the range approved annually by the Board of Trustees) and the~~ can be found in our Salary Administration Policy dated August 19, 2020. The Superintendent must approve the recommendation.

6. BENEFITS

6.1 STATEMENT

The eligibility for benefits is determined by employment status. Please refer to each summarized benefit to see if the employee is eligible to receive the benefit.

These descriptions are only meant to serve as guidelines for the benefits set forth below. For complete details regarding the terms, conditions, restrictions, eligibility requirements, and coverage, please refer to the Summary Plan Descriptions (SPD), which are provided to eligible employees, and the plan documents. For any questions or to request more information, please contact the Health Trust "MMEHT" directly. In the event of any discrepancy between the summaries contained in this manual and more specific plan documents, the plan documents will govern. The District reserves the right to modify, amend, alter, or terminate its plans.

6.2 HEALTH INSURANCE

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The District offers Health Insurance to all full-time employees and eligible dependents. ~~On August 13, 2014, the Board of Trustees voted to change the Insurance coverage to any employee hired after September 1, 2014, shall contribute 15% to the current insurance premium if they wish to have the District's Health Insurance.~~

The district offers Dental Insurance for all full-time employees and the employee shall pay for the dependent's portion if coverage is desired.

The District offers a vision plan through MMEHT – VSP Vision (this coverage is for the hardware as the medical plan already covers the eye exam). This benefit's premium is employee paid. It does qualify under Section 125 as a pre-tax premium, and it also qualifies for open enrollment at the end of year, the same as medical and dental.

6.21 INSURANCE OPT OUT

Should an employee be eligible for the District provided Health Insurance but choose not to participate, the District will provide a monthly reimbursement providing that adequate proof of insurance from another party is provided. Effective June 12, 2017, the reimbursement amount shall be equal to 26.5% of the District's single or married premium cost depending on which plan the eligible employee qualifies for. HRA funding or employee paid portion of health insurance costs are excluded from reimbursement. The reimbursement will be calculated annually.

For example (Illustrative purposes only, not actual rates):

Health Insurance Opt out Incentive Details for a **single** employee:
Moosehead Plan = \$800.00 / month x 26.5% = \$212.00 per month

Health Insurance Opt out Incentive Details for a **married** employee:
Moosehead Plan = \$1,800.00 / month x 26.5% = \$477.00 per month

6.3 RETIREMENT PROGRAM

~~The District participates in YORK WATER DISTRICT agreed to adopt the Maine Public Employees Retirement System (or Maine PERS). Individual participation in this program is provision of 5 M.R.S. § 18252-C as enacted by PL 2021, Chapter 286 as allowed by Maine Pers Rule Chapter 803 for its non-participating employees with optional, as the District also participates in Social Security. The employee must make a one-time, irrevocable election whether membership who previously declined to participate in Maine PERS ("eligible employee") and to comply with the following requirements:~~

- ~~Beginning in 2022, to annually offer eligible employees who have been employed for less than 5 years, the opportunity to join MainePERS when hired. If on a prospective basis during~~

an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision: and

- To withhold employee ~~decides to participate, both the employee and the District make~~ weekly contributions. ~~The percentage is determined by the~~ for employees who join under this provision after all taxes have been withheld, and to remit them to Maine PERS: ~~as after-tax contributions~~

6.4 RETIREE HEALTH PROGRAM

See the “Retiree Health Program” in the appendix for details.

6.5 MAINE START RETIREMENT SAVINGS PLAN

As of October 14, 2015, the District established the MainePERS Maine Start Retirement Savings Plan program for employees of the District. The Maine Start Program applies to all current employees, as of October 1, 2015, born after January 1, 1970, as well as all future employees regardless of birthdate. As a transitional program the District will contribute three levels of funding towards this program:

For current employees born between January 1, 1970, and December 31, 1979, the District will contribute \$100.00 per month into their MSRSP.

For current employees born between January 1, 1980, and December 31, 1989, the District will contribute \$75.00 per month into their MSRSP.

For current employees born after December 31, 1989, **as well as all future employees, regardless of birthdate**, the District will contribute \$50.00 per month into their MSRSP.

The District will begin contributions for new employees in the first month that said employee works more than half the District’s normal workdays that month. For example, if any employee begins on July 10th the District will begin contributions in the month of July. If an employee begins on July 20th the District will begin contributions in the month of August.

All District contributions to this program will cease toward each employee at the time of that employees’ retirement or termination. Employees are eligible to contribute their own funds towards this program, but it is not required. Specific details of this program can be attained by contacting MainePERS regarding the Maine Start retirement savings plan.

6.6 WORKER’S COMPENSATION PROGRAM

Accidents arising out of and within the course of employment are covered under the Maine Worker’s Compensation Policy furnished by the District. Current benefits are based on two-thirds of an average week’s pay with a maximum specified by law.

Medical bills reasonably related to accidents or illnesses occurring out of and within the course of employment or exposures are also paid under Workman's compensation.

All on the job injuries, no matter how slight, must be reported immediately to a supervisor. Supervisors are responsible for the immediate completion of an accident report and decision on whether the employee should seek medical attention. Once the accident report has been submitted, the insurance company will be in touch with the employee about benefits.

6.7 SOCIAL SECURITY INSURANCE

The employees and the District equally share the cost of Social Security. The Government sets the rate for these wage deductions, which appear on the paychecks under the heading FICA.

6.8 INCOME PROTECTION

The District offers an income protection/disability insurance program through the Maine Municipal Association. This program is available to the employees at their expense as a payroll deduction.

6.9 CONTINUATION OF HEALTH INSURANCE

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and dependents have the right to continue group health coverage for specified periods of time if their insurance terminates for the reasons indicated below.

- Termination of employment for any reasons except gross misconduct.
- Loss of eligibility due to reduced work hours.
- Your death; benefits for your children.
- Your divorce; benefits for your dependent.
- Ceasing contribution as to a spouse from whom you are legally separated.
- A dependent child ceasing to be a dependent.
- A dependent's loss of eligibility because you become entitled to Medicare Benefits.

Employees (or their dependents) are responsible for paying the entire premium for continued coverage.

7. LEAVE

7.1 EARNED PAID LEAVE

Full-time employees shall earn:

- 52 hours Earned Paid Leave the first year; 20 hours of which are available for use after the first month of employment; however, if employment is terminated for any reason the District shall only reimburse the employee at a proportionate rate of 1 hour paid leave per week worked that is due to them.
- 96 hours per year the second through the third year,
- 120 hours per year the fourth through the fifth year,
- 144 hours per year the sixth through the tenth year,
- 160 hours per year the eleventh through the fifteenth year,
- 200 hours per year the sixteenth through the twentieth year, and
- 240 hours thereafter.

In addition to the 20 hours available after the first month of employment, employees accrue 2.91 hours of Earned Paid Leave for the remaining 11 months during their first year. Every year after that one twelfth (1/12) of their yearly Earned Paid Leave is received before the last payroll of each month. Employees may carry over a maximum of 120 hours of accrued Earned Paid Leave from one year to the next. Any time exceeding 120 hours at the end of calendar year will be forfeited.

Seasonal and part-time employees will accrue Earned Paid Leave from their date of hire at the rate of one hour earned for each 40 hours worked, including overtime, to a maximum of 40 hours earned per calendar year.

In accordance with Maine's "Act Authorizing Earned Employee Leave" employees may use the first 40 hours of Earned Paid Leave for anything **within reason** that is unforeseen and requires the employee to interrupt their work schedule. Employees are required to notify their immediate supervisor as soon as practicable if the Earned Paid Leave is being used for an emergency, illness, or sudden necessity. York Water District requires a general reason for the unplanned leave. If an employee is using Earned Paid Leave for any reason **other than** an emergency, illness, or sudden necessity a two-week notice must be given, unless that requirement is waived by a supervisor. Some departments, due to the nature and the business cycle of the work performed, have designated periods during which they limit the number of employees away from work. During these designated periods of time, should multiple employees request time away from work for reasons other than emergency, illness, or sudden necessity even during the first 40 hours, Earned Paid Leave may be denied due to undue hardship in the District.

Time off without pay is not allowed without the Superintendent's approval or when otherwise required by law. Unauthorized time off could be grounds for dismissal.

An employee with less than 10 years of service may "cash in" 40 hours of Earned Paid Leave to be paid once a year. An employee with more than 10 years of service may cash in for 80 hours of Earned Paid Leave to be paid once a year.

Accrued but unused Earned Paid Leave shall be paid to an employee upon termination of employment. In the event of an untimely death of an employee, said time shall be paid to the designated beneficiary identified in the Unused Sick and Earned Time Beneficiary Form. Completed form must be submitted to HR and updated whenever changes are made to the designated beneficiary, or an employee shall risk loss of Earned Paid Leave.

7.2 SICK LEAVE

Full-time employees shall accumulate 10 hours of paid sick leave per month, up to a total of 720 hours. Accrual occurs before the last payroll of the month. After 720 hours are accumulated, the employee will be paid 50% of unused sick days in excess of the 720 accumulated hours not to exceed 48 hours in any one year of accumulated sick leave, payable at the end of each calendar year. The remaining 50% will be credited to the individual sick time bank.

Accumulated sick time may be used for sick leave only, **not** for reimbursement purposes. In addition to using sick leave for the employee's own illness, employees may also use it to care for their immediate family (parent, child, or spouse). Accumulated sick time may also be used as Additional Service Credit, for retirement purposes with Maine PERS.

When an employee is absent from work due to illness for three or more consecutive days, the employee must provide a written verification of illness from a physician, and the employee must also provide written notice from the physician, of the employee's ability to return to work with or without reasonable accommodation, to include written notice of any limitations on work capacity and the anticipated duration of the limitation, where possible.

When an employee is absent for a medical procedure, the employee must also provide written notice, from the physician, of the employee's ability to return to work with or without reasonable accommodation, to include written notice of any limitations on work capacity and the anticipated duration of the limitation, where possible.

One half (1/2) of accrued sick leave time shall be paid to an employee upon termination of employment, not to exceed 360 hours. In the event of an untimely death of an employee, said time shall be paid to the designated beneficiary identified in the Unused Sick and Earned Time Beneficiary Form. Completed form must be submitted to HR prior to death or an employee shall risk loss of Sick Leave.

7.3 HOLIDAYS

York Water District observes all federal holidays. Below is a list of Paid Holidays ~~traditionally observed.~~ But please see bullet list for further explanation of how holidays are observed now that the District is on a 4 day work week.

New Year's Day	Martin Luther King Day	Washington's Birthday
Patriot's Day	Memorial Day	Juneteenth Day
Independence Day	Labor Day	Indigenous Peoples Day
Veteran's Day	Thanksgiving Day	Christmas Day

- ~~Holidays that land on a Sunday will be observed on Monday. (YWD will be closed)~~
- ~~Holidays that land on Monday-Thursday, (YWD will be closed on the observed day)~~
- Holidays that land on Friday (YWD will be closed on Thursday); except alternate schedule employees who normally work Fridays will still observe it on Friday
- ~~Holidays that land on Saturday are forfeited. YWD will be closed on Friday (rare occurrence)~~ will be given to all employees not on standby as

- Holidays highlighted will be forfeited by all normal schedule employees not on standby as Earned time and added to their Earned Time accrual. Any employees on alternate schedules will observe that holiday on Friday.

Holidays that will fall on a Saturday through 2044

HOLIDAY	
New Years Day	2028, 2033, 2039
Juneteenth Day	2027, 2032, 2038
Independence Day	2026, 2037, 2043
Veteran's Day	2028, 2034, 2044
Christmas Day	2027, 2032, 2038

7.4 MILITARY LEAVE

The District provides military leave to employees who are absent from work because of service in the National Guard or the Reserves of the United States Armed Forces of the employee or of a family member, pursuant to 26 M.R.S.A. §812 et. seq. and 26 M.R.S.A. §814 et. seq. This covers duties performed on a voluntary or involuntary basis, and includes active duty, active duty for training, initial active duty for training, and inactive duty for training, and full-time National Guard duties. Military leave is unpaid, but at the election of the individual employee, the employee may use his or her Earned Paid Leave in order to receive compensation for all or part of the time that the employee is on leave. The District will continue the employee's existing health, dental, and life insurance for the first 30 days of military leave at no cost to the employee. After 30 days, the employee may continue his or her insurance benefits at his or her own expense at the same rates originally paid by the District. For more information regarding an employee's rights, reemployment rights, and obligations, please contact the Superintendent.

7.5 BEREAVEMENT LEAVE

Any employee shall be excused from work in the event of death in his or her family and shall be paid his or her regular rate for the time missed. It is intended that this time off be used for the purpose of handling the necessary arrangements and attendance of the funeral. This paid leave shall be no more than 1 day for grandparents, aunts, uncles, and cousins. It shall exceed no more than 3 days for immediate family. Immediate family shall include mother, father, spouse, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepchild.

In addition to Bereavement, sick time or Earned Paid Leave may be used if more time is needed.

7.6 MATERNITY/PARENTAL LEAVE

The employee must submit in writing to his or her supervisor information related to the anticipated birth of a child or the adoption of a child by the employee or his/her spouse or domestic partner. The employee and Supervisor will discuss appropriate leave and return to work schedule. Any employee employed by the District for more than twelve (12) consecutive months may be entitled

to ten (10) weeks of unpaid leave in a two-year (2) period under the District's Family Medical Leave policy. Employees may use their sick time or Earned Paid Leave in order to receive compensation for all or part of the time that the employee is on leave. Employees may continue fringe benefits, such as health or dental insurance, at his or her own expense while on leave.

7.7 LEAVE FOR VICTIMS OF VIOLENCE

In accordance with Maine Law, the District provides an employee with a reasonable and necessary amount of time off from work without pay for the employee to:

- A. Prepare for and attend court proceedings.
- B. Receive medical treatment, or attend to medical treatment for a victim who is the employee's son, daughter, parent, or spouse; or
- C. Obtain necessary services to remedy a crisis caused by violence, sexual assault, or stalking.

This leave must be requested as soon as circumstances make it clear that time off is necessary. Approval of leave will be dependent upon (a) whether the employee's absence will create undue hardship for the District; (b) whether the leave is requested within a reasonable time; and (c) whether the requested leave is impractical, unreasonable, or unnecessary given the facts made available to the District at the time of the request.

If the leave is approved, the employee may use any accrued paid Earned Paid Leave and, if applicable, sick time before taking unpaid leave. Earned Paid Leave and sick time do not accrue during leave, and holidays are not paid while employee is on leave. However, employees may be allowed to continue fringe benefits, such as health and dental insurance, at his or her expense. Employees will not be discriminated against for asking or taking such leave.

7.8 THE MAINE FAMILY MEDICAL LEAVE LAW

Those employees who have been employed by the District for more than twelve (12) consecutive months are entitled to up to ten (10) consecutive weeks of unpaid leave in a two-year (2) period for

- A. Serious health condition of the employee;
- B. The birth of the employee's child or employee's domestic partner's child;
- C. The placement of a child 16 years of age or less with the employee or the employee's domestic partner in connection with the adoption of a child by the employee or the employee's domestic partner;
- D. Serious health condition of an employee's child, parent, domestic partner, or spouse; or
- E. The donation of an organ of that employee for a human organ transplant.
- F. If the employee's spouse, domestic partner, parent, or child is a member of the state military forces or United States Armed Forces, including the National Guard and Reserves, and dies or incurs a serious health condition while on active duty.

This Family Medical Leave will run concurrently with any short-term disability the employee may be entitled to and will also run concurrently with any workers' compensation leave from work. Serious health condition is defined as "an illness, injury, impairment or physical or mental

condition that involves: (A) inpatient care in a hospital, hospice or residential medical care facility; or (B) continuing treatment by a health care provider.”

An employee must provide a 30-day notice of the intended date the leave will commence and terminate, unless such notice is impractical due to medical emergency preventing giving that notice. The District reserves the right to request medical certification to determine eligibility for leave. In addition, the District reserves the right to request “fitness for duty” prior to the employee returning from leave.

After an approved family medical leave, an employee will be reinstated to his or her pre-leave position or a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment, unless the employee’s employment would have been terminated if no leave had been taken, and the termination is unrelated to the employee’s exercise of his or her statutory rights under the Maine Family Medical Leave Law. If the employee does not return to work on the first workday following the last day of the leave, his or her employment will automatically terminate, unless otherwise required by law.

If the leave is approved, the employee may use any accrued Earned Paid Leave and, if applicable, sick time before taking unpaid leave. During the leave, the Employee may maintain his or her existing insurance at the employee’s own expense. Employees do not accrue any Earned Paid Leave, sick time, or other benefits during such leave, but benefits accrued prior to the leave remain intact throughout the leave.

Employees are expected to follow all restrictions while on a leave. It is the expectation that an employee taking a leave of absence from work with the District will not perform any work or recreational activities that would be incompatible with the restrictions that cause the employee to require leave during the leave period.

7.9 UNPAID LEAVE OF ABSENCE

An unpaid leave of absence is defined as more than two consecutive unpaid weeks off from work, not qualifying under any of the District’s other leave policies, and with written District approval. In order to qualify for an unpaid leave of absence, all available Earned Paid Leave and sick leave must be used prior to the beginning of the unpaid leave of absence. Only after the employee has completed twelve (12) months of continuous employment will an employee qualify for an unpaid leave of absence. A request for consideration for an unpaid leave of absence should be submitted, in writing, to the Superintendent as soon as the need for such leave becomes apparent to the employee. Consideration and determination of the ability of the District to grant such a leave will be completed, with a written determination issued within seven (7) days of submission of the written request for an unpaid leave of absence.

7.10 JURY DUTY

The District recognizes the importance and the obligation of Jury Duty. In the event an employee is picked for duty the Supervisor must be informed of the duty prior to leave and the employee may be required to give the Supervisor proof of jury service issued by the court. -The employee is expected to report to work during regularly scheduled hours not spent in court. ~~Time spent on jury~~

~~duty is Compensation paid at the employee's regular rate of pay. The District reserves employee from the right to request courts for jury duty shall be provided to the district along with documentation to support any request for payment for hours spent on jury duty. Once required documentation is in hand the employee will be compensated by the District at their normal rate of pay on the next pay period.~~

7.11 VOLUNTEER FIREFIGHTER

The District recognizes the importance of volunteer firefighters in the community. ~~The District shall pay the employee's regular hourly rate of pay for structure and forest fires that occur during the regular business hours of the District. The District reserves the right to review this policy if at some time in the future the Firefighters receive any other stipend for these fires. If a District employee is a volunteer firefighter and there is a structure or forest fire in their Department's territory during work hours, the employee must get supervisor's approval before leaving to attend the event. This is to ensure the employees' absence does not cause undue hardship to the District. York Fire Departments provide a stipend to volunteer firefighters who attend structure or forest fires for their departments. In the event a District employee is a volunteer firefighter and they attend a structure or forest fire during their normal work hours at the District, they have the choice of accepting their stipend from the Fire department as compensation for that time or submitting it to the District for reimbursement. If they choose reimbursement, said employee's service at the scene must be verified in writing by the department's commanding officer on scene. Once received by the district, the employee provides the district the stipend they received and the District will pay the employee's regular hourly rate of pay for any time lost from regularly scheduled District work time.~~

8. SAFETY

8.1 FIRE AND SAFETY

Employees should engage in good housekeeping practices and refrain from littering the premises or allowing litter to accumulate on or around any District location or property. Flammable materials that are used should be stored properly. Any potential fire hazards must be reported to the Superintendent immediately.

It is of the utmost importance that employees act swiftly in case of a fire. Please become familiar with the location of the fire extinguishers and their use. Please familiarize yourself with evacuation plans posted in each facility. Special instructions on the use of fire extinguishers will be provided in a specific orientation program for all new employees.

The District has a commitment to provide you with safe working conditions and protect you from injury on the job. Emphasis is placed on good housekeeping and safe working practices.

Safety is an important management responsibility, but you, as well, can help keep the District a safe place to work by:

- A. Learning and following good safety practices.
- B. Correcting and/or reporting any dangerous practices or conditions promptly.
- C. Bringing to Management's attention any question you may have about the safety of your job or your work environment.
- D. State of Maine Law now requires the mandatory use of seat belts and daytime running lights when wipers are in use. The District employees shall abide by this law.

Remember, when in doubt ask your Supervisor.

8.2 GENERAL SAFETY RULES

- A. Each employee shall use care in the performance of his/her duties and act in a manner that will assure maximum safety to him / her, fellow employees, and the public.
- B. All unsafe conditions, accidents, and injuries shall be reported immediately to the Supervisor.
- C. The Supervisor must respond to all reports of unsafe conditions. Employees failing to receive a timely response from their Supervisor should follow up with the next higher level of supervision.

- D. Employees shall not work under the influence of alcohol or drugs that are illegal under state or federal law. Prescription and "over the counter" drugs are allowed provided the employee can safely perform their duties without impairment of skills, function, and judgment. Employees may be asked to provide a note from a medical provider attesting to the fact that use of a prescription drug will not impair the employee's ability to work.
- E. On-the-job illness, fatigue, and any other impairment shall be reported to the Supervisor so that possible hazardous situations can be avoided.
- F. Work areas, vehicles, and the inside and outside access areas of buildings shall be kept clean.
- G. Horseplay or practical jokes shall not be permitted before, during, or after work hours on the District's property.
- H. Fighting on the job is grounds for dismissal.
- I. Unauthorized tampering with any machinery or equipment is not allowed and will result in disciplinary action up to and including dismissal.
- J. Carrying of explosives or firearms in the District's buildings or vehicles is grounds for immediate dismissal. Exception to this requirement regarding firearms is any employee that is working for the Police Department in any capacity. An employee may, however, have a firearm locked in his or her vehicle in the District's parking lot.
- K. Sabotage, theft, or willful destruction of property may be grounds for immediate dismissal and prosecution.
- L. All tools/equipment shall be kept in good working conditions. Defective tools/ substandard equipment shall not be used. Report all defective tools/equipment to your supervisor using the appropriate form
- M. Employees shall not operate any machine unless they are trained and authorized to use the equipment, and all guards and safety devices are in place and in good operating condition.
- N. All ladders shall be inspected by the employee prior to use. Defective ladders shall be removed from service. Ladders shall be placed on secure footing at a 4 to 1 pitch (75-degree angle), with at least three feet extending above the work surface. The ladder shall also be tied off at the top whenever possible. Folding ladders shall be used only in the open and locked position and, unless specifically designed for use, the last step prior to the top shall never be used.
- O. Unless double insulated, all electric power tools and equipment shall be grounded power cords and receptacles. Power extension cords shall be protected from crushing cuts, and other damage. Ground fault circuit interrupter protection should be used in all wet or damp areas.
- P. Except where required for a legitimate work purpose, employees may not use or possess on his or her person (including in a pocket) a cell phone when performing work of a safety-sensitive nature.
- Q. Employees shall wear approved safety goggles, respirators, gloves, and other personal protective equipment required for particular jobs or operations as required by the operator's

instructions, safe work procedures, or material safety (MSDS/SDS) information. Failure to wear the required PPE may result in discipline action up to and including dismissal.

OFFICE SAFETY RULES

- A. Drawers of desks and file cabinets shall be kept closed when unattended.
- B. Caution shall be exercised when walking around blind corners.
- C. Only one drawer of a file cabinet shall be pulled out at a time in order to avoid tipping, unless the cabinet is securely fastened to the wall or other cabinets.
- D. The floor shall be kept free of tripping hazards such as telephone cords, extension cords, loose papers, cartons, etc.
- E. Materials shall be stored on shelves in a manner to prevent falling. Heavy objects shall be placed on middle shelves at the optimum "knuckle to shoulder" height.
- F. Unsafe electrical cords, faulty electrical equipment, and any other hazards must be reported to the Supervisor immediately.
- G. Broken glass and sharp objects shall not be placed in wastepaper containers.
- H. Employees shall not use their own ventilation fans. All fans must be properly guarded (openings no larger than 1/2 inch).
- I. Portable heaters are not to be used unless authorized by the area Supervisor.
- J. The District provides Video Display Terminal training as required under Maine law.

NOTE: Any questions regarding specific details and safety requirements should be referred to the appropriate Supervisor.

8.3 SAFETY DISCIPLINE

Safety rules exist for the protection of each employee, his or her co-workers, and the public. Failure to comply with safety rules will generally result in the following:

Stage 1 (Verbal Warning)

The supervisor will generally discuss the employee's behavior in private with the employee, free from interruptions. All aspects of the behavior will be covered. The employee will be told the areas in which behavior modification is expected and the deadline for implementation of the behavior modification. The supervisor will inform the employee that if improvement is not forthcoming, more severe action may be necessary. The supervisor will summarize in writing, the content, and results of this meeting. A copy will be given to the employee.

Failure to observe minor safety rules, procedures, and verbal directions are examples of behavior requiring Stage 1. The list in Section 8.2 is intended to provide an example; it is not exhaustive.

Stage 2 (Final Warning Reprimand)

If the employee's behavior has not improved within the time limits established in Stage 1, a second meeting will generally be held with the employee. The format for the second meeting will

generally be the same as Stage 1. The supervisor will prepare a written summary of the behavior/performance being addressed, including a description of the expected modifications. Statements of specific time limits and disciplinary action will generally be included. The supervisor usually gives the employee the opportunity to provide comments on the document. Refusal will be so noted.

Stage 3 (Disciplinary Action)

If there is no improvement within the time frame prescribed in Stage 2 above, the employee will be terminated.

The District reserves the right to skip Stage 1 and/or Stage 2 when it determines the circumstances and warrants such action. Examples are identified in the general safety rules in Section 8.2.

8.4 PERSONAL PROTECTIVE AND LIFE SAVING EQUIPMENT

Head Protection

As on OSHA Standard 1926.100, Sub-part E, hard hats shall be worn.

- A. If there is a possible danger of head injury, wear a hard hat.
- B. Hard hats shall meet specifications of ANSI Z 89.1-1969.
- C. Hard hats exposed to electrical shock shall meet specifications of ANSI Z 89.2- 1971.

There is a designated hardhat area at the District pipe yard. Any time there is danger of an overhead load, everyone, including truck drivers, outside contractors and all employees and guests, must wear a hard hat.

1926.101 Hearing Protection

Hearing protection shall be provided and used where required and when feasible to reduce noise levels. Approved earplugs, earphones, or a combination of both to suit noise levels shall be used and provided by the District.

1926.102 Eye and Face Protection

Employees are provided with eye and face protection equipment when machines or operations present potential for eye and face injury.

Employees, whose vision requires the use of corrective lenses, when required by this regulation to wear eye protection, are protected by goggles that can be worn over corrective lenses without disturbing the adjustment of spectacles.

Eye and face protection shall meet specifications of ANSI Z 87.1-1968.

1926.103 Respiratory Protection

It is the District's policy for designated employees to wear respiratory protection when required. Undesignated employees shall not place themselves in situations requiring respiratory protection. Each designated employee is required to complete a medical evaluation and be cleared to use a respirator by a doctor. Designated employees will also be fit tested and trained on an annual basis per the District's respirator program.

Boots or Shoes with Toe Protection

It is the District's policy for members of the outside crew, treatment plant, and the resource protection office to wear OSHA approved shoes or boots with appropriate toe protection. Footwear for employees must meet the requirements and specifications in American National Standard for Employee's Safety-Toe footwear. The District will provide annually a one-time reimbursement (as determined by Superintendent annually) to outside crew, treatment plant personnel, and the resource protection personnel to purchase the required footwear. Where multiple pairs (max 2 pairs) of approved footwear are purchased, personnel will be reimbursed up to the maximum amount as long as all receipts are submitted together as a one-time transaction. The only employees exempt from this requirement are office staff. Office staff or outside visitors shall not enter or remain in areas where toe protection is required unless they are wearing appropriate footwear.

Safety Vests

It is Policy of the District that any time an employee is working in a traveled way an appropriate safety vest must be worn. When working at night, clothing must be retro-reflective. Remember, a neat appearance helps gain respect and makes your job more effective.

1926.106 Water Safety

It is the District's policy to wear life jackets or vests any time working over or immediately adjacent to water. This is not an everyday occurrence, but on occasion it does happen.

- A. All vests shall be inspected before and after use.
- B. A skiff and life ring will be available when working over or immediately adjacent to water.

Hand Protection

Any employee working under conditions whereby cuts, abrasions or cold may be a factor must wear gloves to protect the hands. The District will supply the appropriate gloves.

Special Tasks

The District will provide employees required to do special tasks that are not described here with the necessary special clothing or safety devices to ensure the safety of the employee.

Training and Use of Safety Equipment and Clothing

Employees will be trained in the use of safety equipment and clothing as per manufacturer's instructions, warning labels and common sense.

- A. Employees will be trained in the theory and application of the District's Safety Policy and Procedure's on a continuing basis so that they may achieve proficiency in use and application of the tools and programs provided by the District.
- B. An employee's training records are part of the employee's file.

8.5 "TASC" TRAINING & SAFETY COMMITTEE

- A. A Safety Committee was established at an employee meeting that was held on March 2, 1995. One employee from each department was chosen to be on the committee.
- B. The Committee consists of at least four employees. A designated Plant Operator will be on the Committee as a permanent member. The remaining Safety Committee will be made up of 1 employee from the office staff, 1 employee from the meter crew and 1 employee from the distribution crew. Unless otherwise necessary for the operation of the District, these employees will serve a 1-year term, with terms staggered to preserve continuity and institutional history. Annually, or as needed, one new appointee will be rotated into the Safety Committee.
- C. Meetings of the Safety Committee are held every quarter.
- D. It is the responsibility of the Safety Committee to review and provide a report and recommendations on all accidents and injuries. Additionally, the Safety Committee may, from time to time, make recommendations on safety policies, training, and/or practices.

8.6 ANNUAL FLU SHOTS

The District supports employees who wish to receive flu shots by allowing this inoculation to be performed on company time, providing these flu shots are available locally.

8.7 FOR WORK RELATED INJURIES

In effort to provide proper care, communication, and documentation throughout a workplace injury event the District maintains an Occupational Health Program. This is achieved through a strong relationship between the District, York Hospital. Therefore, all non-basic first aid workplace injuries must be treated by the York Hospital, or specialists referred to by York Hospital, .

8.8 OCCUPATIONAL HEALTH PROGRAM

GOAL: The goal of the Occupational Health Program is to professionally treat the employee for work related injuries and develop a program that will allow the employee to return to work as soon as possible.

PROCEDURE:

FOR MINOR INJURIES:

OSHA describes the following as first aid, not to be recorded on the 300 logs as a workplace injury if it involves only:

- A. using non-prescription medications at nonprescription strength;
- B. administering tetanus immunizations;
- C. cleaning, flushing, or soaking wounds on the skin surface;
- D. using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.
- E. using hot or cold therapy;

- F. using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- G. using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- H. drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- I. using eye patches;
- J. using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- K. using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;
- L. using finger guards;
- M. using massages;
- N. drinking fluids to relieve heat stress.

All injuries, no matter how minor, must be reported immediately to a Supervisor.

FOR OTHER THAN MINOR INJURIES:

1. If the injury requires more than basic first aid, pending the severity the injured employee will be driven to either York Walkin Care or York Hospital Emergency Department by a coworker or ambulance if necessary.
2. The supervisor should:
 - A. Identify the employee as a District employee upon arrival.
 - B. Specify whether injury is work related or not.
 - C. Notify the District's Main Office so that the necessary reports can be put together and filed.
 - D. Complete the Employer's First Report of Occupational Injury or Disease if the injury is a work-related injury.
 - E. Provide notice to MEMIC
 - F. BOL within 24 hours
 - G. Contact Employees EC
3. The York Hospital will:
 - A. Treat the injured employee.
 - B. If appropriate, refer the injured employee to a specialist and to physical therapy, if needed.
 - C. Complete necessary Workers' Compensation forms if the injury is a work-related injury and provide written documentation regarding the capacity to which the employee may return to work regardless of whether the injury is a work-related injury or not.
4. During admission, the coworker will remain with the injured employee until admission is complete and treatment started, unless the employee requests that the coworker leave.

5. The supervisor or designate will make sure that all necessary forms and paperwork are completed, and that York Hospital fills out the Practitioner's report for any work-related injury.
6. Supervisor or designate will notify the injured employee's emergency contact of what has occurred and when the injured employee may be released or visited unless the employee instructs the Supervisor or designate not to do so.
7. Supervisor or designate will plan to stay in regular communication with the injured employee during recovery and if hospital stay is required. This is true for both work-related and non-work-related injuries.
8. The District may request written documentation of any work limitations imposed by a health care provider treating the employee. The employee must produce the written limitations upon demand to the supervisor and/or Superintendent. The employee will also engage in a series of interactive discussions with the supervisor/Superintendent to determine whether the District can accommodate the limitations. Leave may be appropriate accommodation.

RETURN TO WORK OPTIONS

1. During the recovery period, in or out of the hospital, the District may confer with the Doctor to see when the employee will be able to return to work and if therapy is required. If therapy is required, the appropriate referral will be made to physical or occupational therapy by the Emergency Department or specialist.
2. Upon the Doctor's recommendations, the District will determine what options are available to the injured employee as to recuperation at home, light duty on the job, or back to regular work schedule. It is the District's intent through working with the Doctor and employee to help the injured employee return full or part-time as soon as prudent.

INSURANCE CARRIER TO BE NOTIFIED

1. The District's insurance carrier is to be notified by a Supervisor of any injury or incident as soon as practical, but in no case beyond 48 hours after the injury occurred.
2. The District generally investigates all accidents that occur in detail, so that this information can be used to determine if an unsafe condition exists in buildings, vehicles or on work sites. This information may also be used in the District's safety meetings to work on a way to prevent similar occurrences. These reports may also be used as a basis for the changing of policies or procedures.

9. **APPENDICES: ADDITIONAL POLICIES**

YORK WATER DISTRICT

POLICY: Vehicle Safety Policy
DATE ISSUED: April 8, 2009
BOARD APPROVED: April 8, 2009
Supersedes any previous policy
REVISION DATE: March 23, 2023

Purpose

The purpose of this Policy is to ensure the safety of those individuals who drive District vehicles. Vehicle accidents are costly to the District, but more importantly, they may result in injury to you or others. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility. The District expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

Definitions

“Accident” means a vehicle accident or vehicle crash in which a vehicle collides with anything that causes personal injury or damage, including any vehicle, utility poles, buildings or trees, or in which the driver loses control of the vehicle and damages it in some other way, such as driving into a ditch or rolling over.

“Incident” means any vehicular event, not deemed an “accident,” that causes damage to the vehicle or other property.

“Moving violation” means a violation of motor vehicle or traffic laws that is made while the vehicle is moving (i.e. speeding, driving through a red light, etc).

“Non-moving violation” means any type of traffic offense that involves a stationary vehicle (i.e. parking violation, paperwork violations, etc).

“At fault” means an accident/incident where the operator was responsible for the accident/incident due to their actions.

“Non-fault” means an accident/incident was not the direct result of the operator’s actions or inactions.

TABLE 1		
Type "A" Violations	Type "B" Violations	Type "C" Incident
Driving While Intoxicated	All At-Fault Moving Violations Not Listed as Type A Violations	All Non-Fault Vehicle Incidents
Driving While Under the Influence of Drugs	Others as defined by the Superintendent	Others as defined by the Superintendent
Negligent Homicide arising out of the use of a Motor Vehicle (Gross Negligence)		
Operating During a Period of Suspension or Revocation		
Using a Motor Vehicle in the Commission of a Felony		
Aggravated Assault with a Motor Vehicle		
Operating a Motor Vehicle Without the Owners Authority (Grand Theft)		
Reckless Driving		
Permitting an Unlicensed Person to Drive		
Speed Contest (Racing)		
Hit and Run (Bodily Injury or Property Damage)		
Others as defined by the Superintendent		

Scope

This procedure applies to all employees and individuals that operate District vehicles.

Responsibility

The interpretation of this policy is the responsibility of the Superintendent. The attitude you take when behind the wheel is the single most important factor in driving safely. It is therefore the driver's responsibility to always operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Policy

1. District vehicles are to be driven by authorized employees only, or in case of repair testing, by a mechanic. Spouses, other family members, or other non-employees, are not authorized to drive District vehicles.
2. Passengers are generally limited to those individuals who need to ride in the vehicle to conduct employer business, such as other employees, vendor representatives, retailers, etc. Employee family members may be passengers during restricted, need based use. Employees who use the vehicle to transport non-employees (for example, to pick up a child from day care) must understand that they are liable for any damages, payments, or costs that exceed the limits of district insurance coverage. Employees who transport non-employees during personal use of a district vehicle should be aware that such use indicates acceptance of any liability not covered by district insurance.

NOTE: Children aged 12 and under should never ride in a front passenger seat. If an employee's child, age 12 or under, is transported in a district vehicle, the child should ride buckled up in the rear seat. They should use child safety seats, booster seats, or safety belts appropriate to their age and size.

3. Restricted, limited personal business may be done on the way to and from work only; provided it falls within their normal commute route.
4. Any employee who has a driver's license revoked or suspended shall immediately notify the Superintendent and discontinue operation of District vehicles. Failure to do so may result in disciplinary action, including dismissal.
5. The District operates vehicles and other equipment both on and off public roadways. Therefore, all accidents/incidents regardless of location and severity must be reported immediately to your supervisor. Additionally, accidents involving another vehicle or damage to private property shall also be reported to the Police and to the Superintendent as soon as practical following the accident/incident. Further reporting of all other types of accidents/incidents will be at the discretion of the Supervisor/Superintendent following an assessment. Failing to stop after an accident and/or failure to report an accident promptly may result in disciplinary action, including dismissal.
6. If it can be done safely, the employee and/or supervisor will take pictures of the damage caused, scene surrounding accident/incident, and any other notable conditions that may have contributed to the accident/incident. At the request of a supervisor, a T.A.S.C. member may be summoned to visit the active scene if scheduling and site conditions allow.
7. Drivers must immediately report all summonses received for moving violations during the operation of a District vehicle to the Superintendent.
8. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
9. Motor Vehicle Records may be ordered periodically by the District to assess an employees' driving record. An unfavorable record may result in loss of the privilege of driving a District vehicle or dismissal.

THE FOLLOWING SYSTEM WILL BE USED TO DETERMINE ELIGIBILITY TO OPERATE A DISTRICT VEHICLE:

1. All Type A violations, as defined in Table 1, may result in termination of driving privileges for employees and will disqualify any potential employees from being hired for a driving position.
2. Any drivers (employees or applicants) meeting one of the following action levels may result in restrictions placed on their driving privileges from driving District vehicles. Length of driving restrictions or possible termination will be a formal decision of the Superintendent.
 - One (1) or more type 'A' Violations within a 5-year period.
 - Three (3) or more Type 'B' (*at-fault*) accidents/incidents within a 3-year period.

3-year period is defined as the window of time between the 1st type B accident/incident and the 3rd type "B" accident/incident

If a driver has multiple Type "C" incidents, the Superintendent will review and determine if any action should be taken.

3. Any limitations to, or termination of driving privileges will remain in effect until all State, Federal, and District requirements have been fulfilled, as determined by the Superintendent.

THE FOLLOWING PROTOCOL WILL BE USED TO TRACK AND MONITOR DISTRICT VIOLATIONS/INCIDENTS:

1. Any employee involved in an accident/incident shall fill out a District Incident Report form, in addition to any State or Federally required forms, and shall submit a copy to the Superintendent as well as the Training and Safety Committee.
2. The incident will be reviewed with the employee by the Committee at the next available meeting, unless an immediate review is warranted. This process will involve:

From employee involved in incident

- Presenting the committee with an overview of events recounting details of the incident.
- Any additional concerns the employee may have in relation to the incident.
- Recommendations for preventative measures.

From the Committee

- Listening to statements from the involved party and/or other witnesses (the Committee may request to meet with witnesses of the incident separately from the involved party).
- Reviewing any written documentation or pictures/video relating to the incident.
- Determining if employee was at fault for the accident/incident
- Determining whether the incident falls under an A, B or C category violation/incident.
- Determine if any other personnel policies were violated during the incident (before, during or after).
- Review total number of accidents/incidents and/or violations the employee now has in a 3-year period.
- Discuss recommendations made by the committee.
- Verify that the accident/incident report has been signed by a member of the Committee.
- Verify that the accident/incident report has been signed by the employee involved in the accident/incident.

From the Superintendent

- Determine what actions (if any) need to be taken.

3. The accident/incident report form will then be given to the Superintendent for review and resolution.

GENERAL DRIVER SAFETY RULES:

- The use of a District vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a District vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers operating and passengers riding in District vehicles must wear seat belts, even if air bags are available.
- Prior to operation of any District vehicle or any vehicle used for District business, a walk around check is required to ensure an understanding of its surroundings. **Failure to complete this action will result in disciplinary action.**
- Whenever possible, if a vehicle will be parked in a spot that cannot be pulled through to exit, the vehicle should be backed into the parking spot if possible. This enables the driver to see all the surrounding obstacles as they are driving up to the spot. It should also lessen the potential for accidents when leaving the spot, since the driver will have full vision of obstacles in front of them.

- The vehicle's emergency brake or a wheel chock should be utilized whenever a vehicle is parked on a steep grade. If a trailer is attached to the vehicle parked on a steep grade, the vehicle's emergency brake and a wheel chock shall be utilized simultaneously.
- No unauthorized personnel (e.g. hitch-hikers) are allowed to ride in District vehicles.
- Drivers are responsible for the safety and security of District vehicles assigned to them.
 - Vehicles left **unoccupied and unattended** (out of immediate supervision of the operator or passenger):
 - The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked. If the vehicle is left with a parking attendant, only the ignition key is to be left.
 - Vehicles left **unoccupied and attended** (under immediate supervision of the operator or passenger):
 - When it is necessary to leave the engine running in an un-occupied and attended vehicle during certain daily operations, the operator must visually confirm that the vehicle transmission indicator is in the "park" position and the emergency brake must be set.
 - If it is necessary to park on a steep grade, the downhill side of one wheel must be chocked. When towing any trailer: any time the driver gets out of the vehicle it must be placed in "park", emergency brake set, engine shut off, ignition keys removed and put in the driver's pocket, and the truck and trailer shall be chocked.
 - Any time a district vehicle's driver gets out of the driver seat they must ensure the safe control of the vehicle by either 1) turning off the ignition and taking the keys with you, or 2) visually confirming that the vehicle transmission indicator is in the "park" position and the emergency brake is set.
 - Vehicles in an active work zone:
 - When it is necessary to leave the engine running in an unoccupied vehicle within the confines of a coned off work zone, the operator must visually confirm that the vehicle transmission indicator is in the "park" position, the emergency brake must be set and the front and rear of one wheel (typically driver's side rear) must be chocked. The engine should be shut off as soon as it is no longer necessary to run the vehicle.
 - When towing any trailer:
 - Any time the driver gets out of the vehicle, the transmission must be placed in "park", emergency brake set, engine shut off, ignition keys removed and remaining in the operator's possession, and the truck and trailer shall both be chocked.
- Use of remote start is permitted, providing the vehicle is in plain view prior to starting and vehicle is secured.
- Head lights shall be used one half hour after sunset and one-half hour before sunrise, or during inclement weather or at any time when a distance of at least 500 feet ahead of the vehicle cannot be seen clearly.
- No driver shall text while driving.
- To avoid distracted driving, Bluetooth and other hands-free technology must be used while driving or pull over to a safe location to make or take a text/telephone call.
- All other state laws, local laws, or Motor Carrier Safety Regulations must be obeyed.

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Defensive Driving Rules:

- Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.

- Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
- Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicyclists in the roadway always have the right of way. Operator's will not pass pedestrians or bicyclists with less than 3 feet of lateral distance between them, as per Maine State law.
- Avoid driving in other driver's blind spots; attempt to maintain visual contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
- Turn signals must be used to show your intended direction; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your mirrors before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful. Use a spotter when necessary.
- Drivers must complete a walk around prior to vehicle operation.
- Back to the driver's side. Do not back around a corner or into an area of no visibility.

What to Do In Case of an Accident

- In an attempt to minimize the results of an accident, when the driver is physically and mentally able to do so, they should act to prevent further damages or injuries and obtain all pertinent information and report it accurately. This will include;
 - Calling for medical aid if necessary.
 - Securing the accident scene (where safe to do so) -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
 - Calling the police. All on road accidents must be reported to the police in accordance with the policy stated above. If the driver cannot get to a phone or 2-way radio, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
 - Recording names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - Completing the accident record form located in your Vehicle Safety Box.
 - Pertinent information to be obtained includes:
 - License number of other drivers
 - Insurance company names and policy numbers of other vehicles

- ☐ Make, year, model of other vehicles
- ☐ Date and time of accident
- ☐ Overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Take pictures of the scene and damage to vehicles and personal property.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident and DON'T argue with anyone.
- Provide the other party with your name, address, phone number, drivers' license number, and insurance information.
- Immediately report the accident to the Superintendent. Provide a copy of the accident record and/or your written description of the accident to Chalmers Insurance ASAP through your Supervisor.
- Cooperate fully with any follow-up from Chalmers Insurance Claims personnel.

Vehicle Maintenance

Proper vehicle maintenance is a basic element of any vehicle safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Registration and Inspection is the responsibility of the assigned driver.
- Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the District mechanic of deficiencies found.
- In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.
- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the District. A clean vehicle makes a good impression on customers.
- The vehicle manufacturer's maintenance schedule should be referenced and closely followed regarding recommended maintenance intervals.
- If at any time during an inspection of a vehicle it is found to be unsafe it shall be immediately taken out of service and the appropriate Supervisor will be immediately notified to initiate repair.

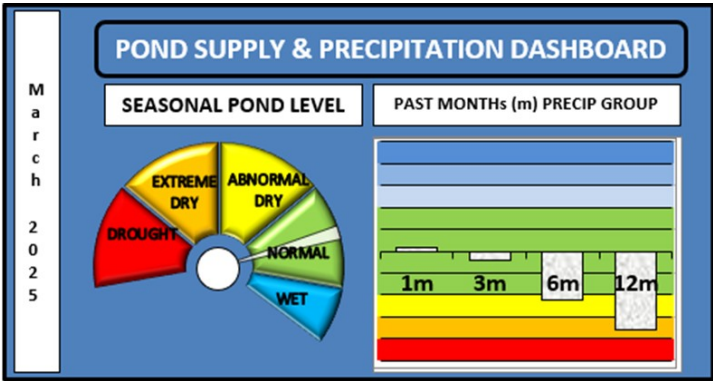
Acknowledgment of Receipt and Understanding

I understand that the purpose of this policy is to protect both the employee and District from injury and damage that may occur from unsafe operation of District vehicles.

YEAR	System Total^(MG)	Water Transfers*	Pond Level Assessment (ft)	Precipitation (Assessment)
2025	23.0	0	+0.32 (Normal)	3.92" (Normal)
2024	24.8	0	+0.68 (Very Wet)	10.34" (Very Wet)
2023	21.9	+1.6 KKW	+0.22 (Normal)	4.42" (High Normal)
2022	24.3	0	+0.19 (Normal)	2.93" (Low Normal)
* Water Transfers= District & amount (in MG) transferred at interconnection. ^ Total system Demand excluding transfer.				

TREATMENT REPORT

By: Brian McBride



The plant’s precipitation for the month of March was 3.92 inches, which is right in the normal range. The warmer March days and cooler temperatures at night have led to a recharge of Chases Pond that was marked by water cresting the dam on March 8th. Recharge pond level at the end of March rose to 0.32 feet which marks the first month end we’ve finished with positive numbers since May 28th of 2024.



A new propane lines has been installed at the screenhouse.

Inside this issue:	
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JN Electric completed the installation of a propane fired Kohler generator at the screenhouse at Chases Pond. Steven and Michael assisted in burying new propane lines to the screenhouse. The propane connections remain to be made. The addition of a generator at the screenhouse will allow the treatment staff to move forward with a plan to address the removal of a small amount of manganese that is present in our raw water, improving the quality of our finished water.

We experienced a power outage at our Route One North Pump Station in the first week of March. Larry Graham retrieved the shared generator from Kennebunk, Kennebunkport & Wells Water District (KKW) and positioned it at the pump station, it will remain there until the new permanent generator is installed. To enhance the communication and understanding between both districts, our treatment plant personnel

hosted the Superintendent, Plant Manager, Facilities Manager, and the Lead Operator from KKW for a luncheon and discussion regarding interdistrict operations and capabilities during power outages and other situations.



Installation of new davit arm at the treatment plant.

A new safety measure was added to our clarifier/filter room. The pictured davit will provide lifting ability to relieve operators from very heavy lifting when working on our clarifiers and an option to attach an operator with a safety harness when working in the filter beds. The davit can be mounted at either clarifier and can be easily stored out of the way when not in use.

RESOURCE PROTECTION REPORT

By: Zachariah Mein



Wood has been prepared for this year's bridge replacement.

In March, the wood was cut and prepared for this year's hemlock bridge replacement project on the Yellow Trail that goes over Steep Gully Brook. With help from the crew, they were able to pick up the separate orders from Oakwoods Lumber and store them at 210 Mountain Road until we are ready to do the project. The bridge replacement will be done in house this summer when the weather is warmer and drier.

I have continued with my Survey 123 work this month, primarily focusing on the plant. I was able to update a few things on the Bac T survey and get the Daily Readings and Daily Testing surveys completed and linked to Power Automate with the data going to a SharePoint site so all the operators can access the data in real time on their own PCs. With this step the surveys are in full operation and in a trial phase.

I had a few different community outreach opportunities this month, starting with the presentation of the \$2,000 Annual Josiah Chase Clean Drinking Water Scholarship to Cary Drake with the help of Rick Boston. We were luckily able to coordinate a time for her to stop by the office for the presentation as she is attending Northwestern University in Chicago and does not come back to York often.



Annual Josiah Chase Clean Drinking Water Scholarship presented to Cary Drake.

Later in the month, we put in three cords of wood as well as a boat tour of Chases Pond (back by

popular demand) into the Yorkwise Auction. We have already heard from one of the recipients of one of the cords of wood to schedule delivery this fall.

This month, I also worked with Kinzie and Michael from the treatment plant to create a new station for the Day Without Water event at Village Elementary. In the past the RPO had brought the side by side or ATV for the kids to climb in and check out, but I wanted to do something a bit different and educational about what we do at the District. With the help of Michael and Kinzie we have designed a model water plant to reflect our own process, using media and clear containers we will be able to demonstrate how raw water flows from the pond and through the different steps of the plant to the distribution system.

I was contacted this month by Annete, a STEM teacher from CRES, and Molly, the parent leader of the “Green Team” after-school program, to attend a public showing of a microplastic film at the York High School. The showing went well and was very informative, I took the opportunity to introduce myself to Molly after the film and she mentioned she regularly has people come talk to the kids. She asked if I would come do a presentation to the after-school program this May.

In other watershed news, the wind storm in early March blew down some smaller diameter trees through out the watershed. Most of the damage was tree tops snapping off or limbs coming down. I was able to cut up and move the trees off the trails in half a day. Hopefully, that is the worst of it this year. Micheal came out this month to do the first-round tributary sampling and timber harvest sampling. This is only the second year for timber harvest sampling and will take a few more years before we can start trending any significant data.

GIS REPORT

By: Todd Hill

In a great display of collaboration, staff from York Water District, York Sewer District and Department of Public Works worked together to update and put together several banners for DigSafe Month and Work Zone Awareness Week. Originally created by water and sewer staff, the banners were redesigned to include all three departments. With help from Public Works, the team stripped and customized the existing materials—giving them a fresh, unified look. At this time, the DigSafe banners have been hung, and the remaining banners will be hung the week of April 7th.

John has completed the reorganization of the network cabinet in the basement. The scope of his work includes reorganizing the network cables and moving some of the devices in a different location in the cabinet to optimize space and airflow. The remaining cables that were run by District staff have been zip tied, and all excess slack has been pulled back. We were also able to reuse the original network cabinet for the security system. This unit has been mounted right next to the new cabinet in the basement. The final step is to complete a digital map of the office network, John is planning to do this sometime in April.



Michael completing the first-round of tributary and timber harvest sampling.

WELLNESS REPORT

By: Karen Hale



The Benefits of Being in Nature

Now that spring is approaching, we can take advantage of the numerous benefits of being outdoors. People that spend time outdoors show that nature has a positive impact physically and mentally.

Breathing in phytoncides from trees will make you feel good because they will strengthen the immune system. Phytoncides are airborne chemicals released by plants and trees that protect themselves from disease. When inhaled by humans, boost our immune system due to the antibacterial and antifungal properties.

For people who suffer from anxiety, being out in nature has proven to calm the mind. Other benefits include lowering blood pressure, improving mood and sleep.

MARCH BILLING

York Beach Route

2025	Usage(cf)	Revenue	Customers
Residential	1,082,000	\$197,801	1,874
Commercial	268,900	\$27,569	90
Governmental	5,500	\$6,573	8

2024	Usage(cf)	Revenue	Customers
Residential	1,098,300	\$186,277	1,864
Commercial	235,900	\$25,147	91
Governmental	5,600	\$7,071	8



John Sears has completed the reorganization of the network cabinet in the basement.

Updates to several of our surveys that are used in the field to collect information have been done to either rework the original layout of the survey or add and remove staff.

Isolation gates, air releases and services have been installed outside the Nubble Road Phase V project area. These additions were collected, and all ArcGIS online layers have been updated. I also collected a new plastic meter pit for a property on Long Cove Road.

I had the pleasure of working with the District's intern Josh Pawlencio. During his time with me I went over GIS, GPS, map making, mobile apps, and DigSafe locating. We have also collected a few gates and services that have been installed recently so he was able to see how we collect utility features in the field and bring them back to the office to add the new features to the correct layer in ArcGIS Pro.

WATER QUALITY REPORT

REPORT DATE: 4/2/2025

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

Avg Daily Gals Pumped	Avg TEMP	Avg Turb	Avg pH	AvgFreeCl2	Avg TtlCl2	Avg Ortho		Avg Pond Lvl	Min Pond Lvl	Max Pond Lvl
757,121	38	0.07	9.09	0.10	2.06	1.48		0.15	-0.81	0.39

PLANT FINISH WATER QUALITY RESULTS

TEST DATE	Temp F	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Color	Manganese	Iron	Aluminum
3/24/2025	41	0.08	9.13	0.03	1.80	1.47	15	2	0.071	0.01	0.043
3/18/2025	40	0.11	9.21	0.10	2.20	0.60	18	0	0.087	0.07	0.057
3/11/2025	37	0.06	9.09	0.03	1.80	1.55	18	0	0.065	0.04	0.031
3/4/2025	36	0.07	8.81	0.06	2.00	1.47	18	0	0.073	0.03	0.035
AVERAGE RESULTS:	39	0.08	9.06	0.06	1.95	1.27	17	1	0.074	0.04	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		Manganese	Iron	Aluminum
Route 1 at Pine Ledge Motel S	3/24/2025	0.13	9.60	0.06	1.70	1.52	21		0.008	0.030	0.031
Route 1 at Pine Ledge Motel S	3/18/2025	0.07	9.50	0.05	1.70	1.52	19		0.017	0.050	0.038
Route 1 at Pine Ledge Motel S	3/11/2025	0.07	9.40	0.03	1.70	1.54	20		0.010	0.050	0.031
Route 1 at Pine Ledge Motel S	3/4/2025	0.14	9.11	0.01	1.80	1.63	17		0.021	0.040	0.035
Route 1 North Pump Station	3/24/2025	0.16	9.35	0.04	1.70	1.51	19		0.015	0.060	0.071
Route 1 North Pump Station	3/18/2025	0.06	9.31	0.04	1.70	1.49	18		0.000	0.030	0.044
Route 1 North Pump Station	3/11/2025	0.05	9.44	0.05	2.00	1.51	19		0.023	0.080	0.048
Route 1 North Pump Station	3/4/2025	0.12	8.60	0.05	2.10	1.60	18		0.021	0.040	0.039
Route 1 South Pump Station	3/24/2025	0.13	9.15	0.05	1.80	1.47	18		0.026	0.060	0.045
Route 1 South Pump Station	3/18/2025	0.09	8.84	0.04	1.90	1.56	17		0.039	0.060	0.058
Route 1 South Pump Station	3/11/2025	0.07	9.09	0.04	1.90	1.49	17		0.026	0.040	0.062
Route 1 South Pump Station	3/4/2025	0.08	8.55	0.02	1.90	1.51	18		0.031	0.040	0.052
Simpson Hill Tank (SHT)	3/24/2025	0.21	8.48	0.04	1.80	1.54	17		0.055	0.040	0.029

Simpson Hill Tank (SHT)	3/18/2025	0.05	8.65	0.03	1.90	1.48	15		0.024	0.020	0.039
Simpson Hill Tank (SHT)	3/11/2025	0.09	8.78	0.01	1.90	1.50	17		0.014	0.020	0.036
Simpson Hill Tank (SHT)	3/4/2025	0.10	8.40	0.09	1.90	1.56	17		0.034	0.070	0.042
York Heights Tank (YHT)	3/24/2025	0.13	8.34	0.04	1.90	1.49	16		0.048	0.030	0.037
York Heights Tank (YHT)	3/18/2025	0.05	8.33	0.03	1.80	1.52	17		0.039	0.030	0.046
York Heights Tank (YHT)	3/11/2025	0.06	8.66	0.04	1.80	1.52	16		0.031	0.020	0.033
York Heights Tank (YHT)	3/4/2025	0.09	8.32	0.04	1.90	1.73	17		0.041	0.020	0.054
York Water District Office	3/24/2025	0.15	8.94	0.05	2.10	1.50	18		0.023	0.050	0.052
York Water District Office	3/18/2025	0.07	8.85	0.07	2.20	1.47	16		0.029	0.070	0.044
York Water District Office	3/11/2025	0.08	8.91	0.04	1.80	1.41	18		0.025	0.030	0.047
York Water District Office	3/4/2025	0.12	8.45	0.04	2.10	1.58	17		0.028	0.020	0.056
AVERAGE RESULTS:		0.10	8.88	0.04	1.88	1.53	18		0.026	0.042	0.045
TARGET MIN/MAX PARAMETERS:		<0.3	8.0-9.2	<0.10	>>1.0	>=1.0	>10		<0.10	<0.10	<0.10
ROUTINE BACTERIA MONITORING PERFORMED (None if Empty)											
Sample Site	Date	Turbidity	pH	Free Cl2	Total Cl2	Ortho	Alkalinity	Temp	Total Coliform		
Route 1A @ Roaring Rock Road	3/12/2025	0.07	8.80	0.02	1.80	1.81	17	4.1	ABSENT		
Route 1 @ Mr. Mikes Convenience Store	3/12/2025	0.08	8.62	0.05	2.00	1.56	17	2.9	ABSENT		
Ridge Road Across from Coastal Ridge Elemen	3/12/2025	0.09	8.52	0.03	1.90	1.78	16	3.4	ABSENT		
Route 1 @ River Bend Road	3/12/2025	0.18	8.80	0.04	1.80	1.38	17	4.1	ABSENT		
Webber Road Near Ridge Road (73 Webber)	3/12/2025	0.06	8.47	0.05	2.00	1.79	18	3.0	ABSENT		
South Side Road Near Blaisdell Farm	3/12/2025	0.10	9.09	0.03	1.90	1.97	19	4.4	ABSENT		
Route 1 @ Old Post Road (Tranmission Line)	3/12/2025	0.07	8.55	0.02	1.80	1.65	18	2.3	ABSENT		
White Pine Pump Station Near Route 1	3/12/2025	0.05	8.38	0.02	2.10	1.59	16	3.4	ABSENT		
Organug Road @ Indian Trail	3/19/2025	0.06	8.90	0.06	2.00	1.47	16	4.5	ABSENT		
Seabury Road Near Route 103	3/19/2025	0.07	9.19	0.02	1.70	1.56	17	4.5	ABSENT		
Stageneck Road @ Harbor Beach Road	3/19/2025	0.08	9.03	0.02	1.80	1.53	17	5.0	ABSENT		
Long Beach Ave Across From Long Beach Bath	3/19/2025	0.06	8.90	0.03	2.00	1.45	17	5.3	ABSENT		
Yorkshire Commons @ York Street	3/19/2025	0.09	8.87	0.04	2.20	1.25	17	4.5	ABSENT		

Route 1A @ York Senior Center formerly YPD	3/19/2025	0.05	8.80	0.02	2.00	1.27	17	4.9	ABSENT
Clark Road Cape Neddick	3/19/2025	0.07	9.18	0.06	1.60	1.55	17	4.3	ABSENT
	Average:	0.08	8.81	0.03	1.91	1.57	17	4.0	
	Minimum:	0.05	8.38	0.02	1.60	1.25	16	2.3	
	Maximum:	0.18	9.19	0.06	2.20	1.97	19	5.3	

				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
BI	Task	Interval													
	Eyewash Station checks	Weekly		√	√	√									
	Vehicle Checks	Weekly		√	√	√									
	Fire extinguisher inspections (internal)	Monthly		√	√	√									
	First Aid Kit Inspections	Monthly		√	√	√									
	AED inspections	Monthly		√	√	√									
	GFCI checks	Quarterly		√											
	Air Compressor relief valve check	Quarterly		√											
	Portable Ladder inspections	Quarterly		√											
	Sling/ lifting strap/ lifting chain inspections	Quarterly		√											
	PPE inspections	Quarterly		√											
	Jack inspections	Quarterly		√											
	Jack stand inspections	Quarterly		√											
	Welding equipment inspections	Quarterly		√											
	Grinding wheel/ guard inspection	Quarterly		√											
	Garage Door sensor checks	Quarterly		√											
	Emergency Exit Lighting checks	Quarterly		√											
	Confined Space Rescue Trailer inspections	Quarterly		√											
	Air Quality Monitor Calibrations	Every 6 months			√										
	Fixed Ladder Inspections	Annually													
	Lifts/Hoists (internal)	Annually - opposite the contracted insp.													
	Lifts/Hoists (Contracted)	Annually													
	Testing Panic buttons/security pads	Annually													
	Fire extinguisher inspections (contracted)	Annually													
BLS REQUIRED TRAINING	MMA - Fire Extinguisher Training	Annual													
	Confined Space Rescue Training*	Initial													
	Simulated Confined Space Rescue Training*	Annual													
	Basic First Aid Training*	Every 2 years - last 6/12/2024													
	CPR certification*	Every 2 years - last 6/12/2024													
	Hearing Tests/Training Video*	Annual													
	Respirator Medical Evaluations*	Annual													
	Respirator Fit Tests*	Annual													
	Workzone/Flagger Training	Initial													
	Trenching & Excavation Training	Initial													
	Global Harmonization Video	Initial													
BLS REQUIRED PROGRAMS	Hazard Assessment of PPE	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Bloodborne Pathogen Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Confined Space Program	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Emergency Action Plan	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Electrical Policy (Arc Flash)	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Fire Extinguisher Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Global Harmonization Policy (HazCom)	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Hearing Protection Program	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Ladder Policy	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Lock Out / Tag Out Program	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Respiratory Protection Program	Program Review	Annual	-	√										
		Employee Review	Annual		-										
	Silica Exposure Prevencion 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