

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Operator
Paul Rossignol
Wastewater Operator

WATER / WASTEWATER / FIBER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES
Nancy Solman
President
Jay Kamm
Treasurer
Janine Murchison PE
David Belyea PE
John Swanberg

AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, JANUARY 11, 2023 AT 7:30 A.M. The meeting will be held in the conference room located at 176 Limestone Street, Caribou, Maine beginning at 7:30 A.M.

1. Call Monthly meeting to order
2. Approve minutes of December 21, 2022 Monthly Meeting
3. Approve Financial and Budget Report for December 2022
4. Discuss Projected Budget for Water and Wastewater for 2023
5. General Manager's Report
 - A. Water Projects, other
 - B. 35 York Street
 - C. 11 Collins Street
 - D. Lyons Farm
 - E. River Road Lot
 - F. Fiber Project (Broadband)
 - G. Other issues



Maine Rural Water Association 2017 Maine's Best Tasting Drinking Water
We are an equal opportunity employer and service provider



The monthly meeting of the Caribou Utilities District was held Wednesday, December 21, 2022 in the Conference Room of Caribou Utilities District, 176 Limestone Street, Caribou, Maine

Trustees Present;
Nancy Solman, President
Jay Kamm, Treasurer,
David Belyea, Trustee
Janine Murchison, Trustee

Others Present;
Hugh Kirkpatrick, General Manager
Sue Sands, Office Manager
Jim Lord, Dirigo Engineering
Gail & Bruce Hagelstein, citizens

President Nancy Solman opened the meeting at 7:36 A.M. The minutes of the November 16, 2022 meeting were discussed. Lead and copper testing as well as PFAS was discussed. Jay Kamm moved and Dave Belyea seconded the motion to approve the minutes as presented. UNANIMOUSLY VOTED.

The minutes of the special meeting held December 5, 2022 were also discussed. The Trustees wanted the minutes amended regarding the \$250,000 donation to the CUD fiber project by the Caribou Hospital District reflecting the actions taken by the City Council at their meeting on 11/28/22. After corrections were discussed, Janine Murchison moved and Jay Kamm seconded the motion to accept the minutes as presented. UNIMOUSLY VOTED.

The budget and financial reports were discussed. Sue described totals of several of the line items that currently are over the annual budget projected on January 1, 2022, and had itemized figures for each account showing how the money was spent. Jay Kamm moved and David Belyea seconded the motion to approve the minutes as presented. UNANIMOUSLY VOTED.

At 8:20 Mr. Bruce Hagelstein interrupted the meeting since he had another commitment questioning the status of the broadband report discussed at the Special meeting December 5, 2022. Manager Kirkpatrick informed everyone he spoke with Manager Thompson regarding the current City of Caribou website, and since Christine Kane-Gibson and Bethany Zell are designing a new platform for the City of Caribou, Manager Thompson would reach out and ask them for a new digital platform for Caribou Utilities District showing all information regarding the fiber project. This would include all revenue received for the project as well as expenses, the engineering study of the installation which the City financed in the amount of \$159,00000, cost of all building materials and other items needed for each of the phases of the project, copies of grant applications, a city map showing streets in the City where houses who will benefit from fiber installation are located. Manager Thompson is reaching out to the marketing department to develop a more assessable web-page for the citizens to view information. Mr. Hagelstein was excused from the meeting at 8:25 AM due to another commitment.

At 8:55 AM Jim Lord of Dirigo gave a brief report of the three water projects; (1) The design for the booster stations on North and South Main Street are nearly 99.9% completed and will be sent out for bid soon. (2) The two other projects on the back-up list have been re-submitted to SRF for funding. The tank project design and specifications are 99.9% completed as well. Both high service tanks will be painted inside, and the low service tank on Summit Street will be painted both inside and out. (3) The design for the River Crossing Project is about 75% completed and will be roughly a \$1.5 million dollar project.

Dave Belyea moved and Janine Murchison seconded the motion to consider, and vote among other matters, on the issuance of revenue bonds of the District in a cumulative amount not to exceed \$467,000 to the Maine Municipal Bond Bank to finance upgrades to two high pressure service area booster pump stations of the District (the Project) and the issuance of a bond anticipation note in the same amount for purposes of funding. UNANIMOUSLY VOTED.

Janine Murchison moved and Jay Kamm seconded the motion for a 2.06% cost of living increase for all employees. UNANIMOUSLY VOTED.

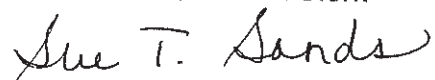
Manager Kirkpatrick has filed an application with PUC for Caribou Utilities District to be a pole attaching utility. This item needs to be approved by the PUC before moving forward with Pioneer.

The option for the 94-acre River Road lot has been completed and will be mailed after the first of the year which was the request of the seller.

The property on 11 Collins Street has been sold. Steven Moreno signed the quitclaim deed and paid the District for his portion, and Manager Kirkpatrick is waiting for the second buyer to contact us.

Jay Kamm moved and Janine Murchison seconded the motion to adjourn the meeting at 10:45 AM. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, January 11, 2023 at 7:30 AM in the conference room located on 176 Limestone Street.

Sue T Sands, District Clerk

A handwritten signature in cursive script that reads "Sue T. Sands".

CUD Wastewater Division Expenses

		PERIOD		12	100%
		December Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration					
701.00	Salaries	\$ 16,734.83	\$ 163,476.83	\$ 153,500	106%
701.10	401A Plan	\$ 968.68	\$ 9,432.78	\$ 13,000	73%
702.00	Office Expense	\$ 5,151.91	\$ 37,577.80	\$ 35,000	107%
711.00	Insurance, Workers Comp		\$ 6,435.37	\$ 9,500	68%
711.10	Insurance, Liability, PD		\$ 13,796.74	\$ 12,500	110%
715.00	Insurance, Health	\$ 3,396.44	\$ 75,279.15	\$ 90,800	83%
716.00	Social Security	\$ 2,165.77	\$ 29,364.23	\$ 29,000	101%
721.00	Accounting Expense		\$ 7,250.00	\$ 5,000	145%
749.00	See below		\$ -		
750.00	Legal, Miscellaneous	\$ 360.00	\$ 1,672.50	\$ 500	335%
	Subtotal / Admin	\$ 28,777.63	\$ 344,285.40	\$ 348,800	99%
749.00	Annual Debt Service	\$ 152,250.00	\$ 248,974.02	\$ 245,000	102%
Treatment Plant					
501.00	Salaries	\$ 5,970.70	\$ 78,774.96	\$ 76,200	103%
501.10	Plant Project (Grimes)		\$ 634.88		
501.20	Fiscal Sustain. Plan		\$ -	\$ 4,000	
502.00	Labor, Projects		\$ -	\$ 10,600	0%
503.00	Utilities	\$ 507.64	\$ 16,935.07	\$ 15,000	113%
504.00	Chemicals		\$ 1,513.40	\$ 2,900	52%
506.00	Vehicle Maintenance	\$ 2,078.25	\$ 4,204.43	\$ 2,400	175%
507.00	Lab Supplies	\$ 84.18	\$ 2,612.05	\$ 2,600	100%
508.00	Plant Maint/Repair	\$ 1,913.73	\$ 12,464.35	\$ 4,500	277%
509.00	Plant Fuel		\$ 10,013.37	\$ 4,600	218%
510.00	Tools and Equipment		\$ 54.75	\$ 1,000	5%
513.00	Grimes Power		\$ 38,682.58	\$ 65,000	60%
521.00	Consultant/lab/technical fees	\$ 3,905.00	\$ 20,279.34	\$ 8,000	253%
550.00	Dues, Education, misc.	\$ 797.18	\$ 3,254.67	\$ 1,000	325%
	Subtotal / Treatment	\$ 15,256.68	\$ 189,423.85	\$ 197,800	96%
Collection System					
601.00	Salaries	\$ 6,108.60	\$ 105,022.34	\$ 143,100	73%
602.00	Labor, Projects		\$ -	\$ 5,400	0%
603.00	Pump Sta. Electric Power	\$ 2,697.30	\$ 26,730.74	\$ 5,500	486%
603.10	Pump Sta. Expense		\$ 3,435.05	\$ 1,500	229%
606.00	Truck Expense / Fuel	\$ 148.68	\$ 12,439.04	\$ 12,000	104%
607.00	Paving Expense		\$ 1,463.70	\$ 500	293%
608.00	Line Repair & Maintenance	\$ 1,043.29	\$ 12,744.20	\$ 6,000	212%
610.00	Tools and Equipment		\$ 21.93	\$ 500	4%
341.10	Vehicles & Equipment		\$ 229.80	\$ 1,000	23%
341.20	Asset Replacement Reserve	\$ 14.68	\$ 15,609.10	\$ 33,000	47%
	Subtotal / Collection	\$ 10,012.55	\$ 177,695.90	\$ 208,500	85%
530.00	Depreciation	\$ -	\$ -	\$ -	
	Totals Wastewater	\$ 206,296.86	\$ 960,379.17	\$ 1,000,100	96%

CUD Wastewater Division Income

Billed To Date		December Income	Year to Date Amt.	Annual Budget	% of Total Budget
Subtotal / Billed		\$ 62,860.09	\$ 761,512.90	\$ 1,003,850	76%
Received To Date					
401.00	Service Commitment	\$ 64,135.58	\$ 743,268.83	\$ 757,100	98%
401.50	Stormwater	\$ 416.54	\$ 3,558.33	\$ 5,000	71%
402.00	Trailer Park		\$ 573.75	\$ 1,250	46%
404.00	Lyon Farm Lease		\$ 25,000.00	\$ 25,000	100%
405.00	AWS - Leachate	\$ 36,240.71	\$ 245,845.16	\$ 194,200	127%
405.00	AWS - Septage / Trucked ww	\$ 32.00	\$ 3,992.00	\$ 3,000	133%
413.00	Lateral, Fees		\$ 600.00	\$ 2,500	24%
415.00	Interest / Dividends	\$ 184.08	\$ 2,884.49	\$ 2,500	115%
421.00	Lien Fees		\$ -	\$ 200	0%
425.00	Other Income	\$ 1,650.00	\$ 3,871.72	\$ 800	484%
430.00	Waterworks Rental	\$ 1,020.00	\$ 12,240.00	\$ 12,300	100%
	Subtotal / Received	\$ 103,678.91	\$ 1,041,834.28	\$ 1,003,850	104%

CUD Water Division Expenses

PERIOD

12 100%

	December Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration				
403.00	Depreciation	\$ -	\$ -	
408.10	PUC Expense	\$ 8,171.80	\$ 8,000	102%
600.20	Tank Maintenance Fund	\$ 500.00	\$ 6,000	100%
601.80	Salaries	\$ 15,530.82	\$ 162,335.68	106%
604.00	Employer Payroll Taxes	\$ 2,314.34	\$ 28,204.92	123%
604.81	Employer Health Insur.	\$ 4,377.68	\$ 70,010.73	75%
604.82	401a Employer Share	\$ 901.64	\$ 13,592.52	124%
620.70	Office Expenses	\$ 10,667.07	\$ 49,440.52	141%
632.00	Accounting Services	\$ -	\$ 8,067.50	5,000
633.00	Legal Services	\$ -	\$ 483.00	1,500
641.50	Garage,Office,Roof Rental	\$ 1,020.00	\$ 12,240.00	\$ 12,200
657.00	Insurance/Liability, etc.	\$ -	\$ 11,552.08	\$ 11,000
658.00	Workers Compensation	\$ -	\$ 4,092.63	\$ 4,300
670.00	Bad Debt Expense	\$ -	\$ -	\$ 500
	Subtotal / Admin	\$ 35,311.55	\$ 374,191.38	\$ 364,300
600.10	Annual Debt Service	\$ 12,735.59	\$ 378,835.40	\$ 440,000
				86%
Plant Production				
601.10	Production Labor	\$ 1,234.25	\$ 8,888.30	\$ 15,300
601.20	Labor, Projects	\$ -	\$ -	\$ 10,600
615.10	Electric Power/Utilities	\$ 538.47	\$ 38,803.22	\$ 47,000
618.30	Chemicals	\$ 7,023.93	\$ 29,103.40	\$ 12,000
620.20	Maintenance	\$ 76.41	\$ 8,936.27	\$ 5,300
620.30	Lab Testing	\$ 1,191.85	\$ 8,093.45	\$ 6,500
675.10	Dues, Education, expenses	\$ 405.00	\$ 3,364.26	\$ 1,200
	Subtotal / Plant	\$ 10,469.91	\$ 97,188.90	\$ 97,900
				99%
Transmission & Distribution				
341.00	Vehicles & Equipment	\$ -	\$ 229.80	\$ 1,000
341.1/136.1	Asset Replacement Reserve	\$ 4.91	\$ 15,534.99	\$ 33,000
601.50	Labor, Maintenance	\$ 14,102.61	\$ 182,103.44	\$ 138,100
601.60	Labor, Projects	\$ -	\$ -	\$ 5,400
615.50	Electric Power, Utilities -Garage	\$ 670.53	\$ 18,237.83	\$ 6,500
620.50	Tools and Equipment	\$ 838.35	\$ 9,521.45	\$ 8,400
620.60	Main & Service Materials	\$ 1,669.15	\$ 26,340.88	\$ 24,300
650.60	Equipment Maintenance	\$ 2,763.62	\$ 22,503.95	\$ 9,600
675.50	Miscellaneous, Dues, Educ.	\$ 597.54	\$ 1,561.54	\$ 4,800
	Subtotal / T&D	\$ 20,646.71	\$ 276,033.88	\$ 231,100
				119%
	Totals Water	\$ 79,163.76	\$ 1,126,249.56	\$ 1,133,300
				99%

CUD Water Division Income

Billed To Date	December Income	Year to Date Amt.	Annual Budget	% of Total Budget
Subtotal / Billed	\$ 98,001.28	\$ 1,136,113.93	\$ 1,140,800	100%
Received To Date				
461.00	Service Commitment	\$ 70,452.63	\$ 797,298.54	\$ 781,300
461.00a	Service Commitment (City)	\$ 28,916.67	\$ 326,833.41	\$ 325,000
419.00	Interest / Dividends	\$ 151.25	\$ 926.62	\$ 1,200
421.00	Voicestream Lease	\$ 2,473.71	\$ 25,468.87	\$ 25,000
474.00	Other Income	\$ 980.91	\$ 11,367.61	\$ 1,500
476.00	Lien Fees	\$ -	\$ -	\$ 500
0.00	Misc.	\$ 1,529.00	\$ 10,792.93	\$ 6,300
	Subtotal / Received	\$ 104,504.17	\$ 1,172,687.98	\$ 1,140,800
				103%

CUD Wastewater Division P&L

Check #	Capital Expense, Direct	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
037942	State of ME, 6" resolution orthoimagery City of Caribou contribution Wachs valve maint trailer	\$ 8,175.00 \$ (4,087.50) \$ 7,300.00	\$ 960,379	\$ 981,583	\$ 1,041,834	\$ 60,251
038160	Wachs valve maint trailer, shipping	\$ 1,300.00				
038332	Dump Trailer, 16x7	\$ 8,516.50				
	not capital					
	Capital Expense, Financed	\$ 477,513.24				
037821	USPS, mailed samples, qty 3	\$ 93.65				
037785	Clearwater Lab	\$ 1,000.00				
037776	USPS, mailed samples, qty 1	\$ 32.20				
037925	Dirigo Eng. - Grimes Project	\$ 24,943.02				
037989	Dirigo Eng. - Grimes Project, req 17	\$ 13,500.00				
037990	MBB, Grimes Proj. loan closing	\$ 3,429.14				
037991	Sargent Corp, Grimes Proj., req 17	\$ 408,436.49				
037992	Dirigo Eng. - Grimes Project, req 17	\$ 14,889.53				
037993	Eaton/Peabody, Grimes Proj. closing	\$ 3,011.71				
038124	Dirigo Eng. - Grimes Project, vfd issues	\$ 677.50				
038157	Dirigo Eng. - Grimes Project, FSP 5	\$ 7,500.00				
	not capital					

CUD Water Division P&L

Check #	Capital Expense, Direct	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
037942	State of ME, 6" resolution orthoimagery City of Caribou contribution Wachs valve maint trailer	\$ 8,175.00 \$ (4,087.50) \$ 7,300.00	\$ 1,126,250	\$ 1,147,454	\$ 1,172,688	\$ 25,234
014431	Wachs valve maint trailer, shipping Cost of Mat'l's & Labor, 896 Main St Cost of Mat'l's & Labor, 60 Access Hwy Cost of Mat'l's & Labor, 156 Limestone St Dump Trailer, 16x7	\$ 1,300.00				
	not capital					
	Capital Expense, Financed	\$ 34,525.93				
013783	MBB, Sincoc project accrued interest	\$ 2,562.53				
013841	MBB, Sincoc project proj mgmnt fee	\$ 5,010.28				
013920	Eaton/Peabody, Sincoc Proj. closing	\$ 3,066.84				
014115	Dirigo Eng., Geotech Services	\$ 16,636.13				
014203	State of Maine, Ag/Consv/Forestry	\$ 1,037.15				
014248	NE Archaeology Research Ctr.	\$ 6,213.00				
014266	Dirigo Eng., Engineering tank painting	\$ 6,000.00				

Bureau of Labor Statistics

Consumer Price Index -
 All Urban Consumers
 1-Month Percent Change
 Series Id: CUUR0000SA0
 Not Seasonally Adjusted
 Area: U.S. city average
 Item: All items
 Base Period: 1982-84=100
 Years: 1914 to 2017

COLA		10 yr		yr		+/-	
16,17,18	4.10	2021	4.03				(0.07)
19,20,21	10.10	2022	6.17				(3.93)
22	6.77	2023	9.00				2.23
23	2.01	2024	2.50				0.49
24	2.01	2025	2.50				0.49
25	2.01	2026	2.50				0.49
							(0.31)
2.57		2024	0.51				
2.63		2025	0.06				
2.76		2026	0.13				
2.88		2027	0.12				
2.89		2028	0.01				
2.89		2029	0.00				
2.90		2030	0.00				
2.88		2031	(0.02)				
2.96		2032	0.08				
2.49		2033	(0.47)				
2.01		2034	(0.48)				

Water rate increase tracker		CPI		yr		actual		+/-	
16,17,18	4.10	2021	4.03						(0.07)
19,20,21	10.10	2022	6.17						(3.93)
22	6.77	2023	9.00						2.23
23	2.01	2024	2.50						0.49
24	2.01	2025	2.50						0.49
25	2.01	2026	2.50						0.49
									(0.31)

Wastewater rate increase tracker		CPI		yr		rate		+/-	
18,19,20	3.00	2021	2.0	\$	255				(1.00)
21	6.70	2022	2.0	\$	260				(4.74)
22	6.77	2023	1.9	\$	265				(4.84)
23	2.01	2024	1.9	\$	270				(0.13)
24	2.01	2025	1.9	\$	275				(0.16)
25	2.01	2026	12.7	\$	310				10.71
									(0.16)

0.17 Placeholder, 20 yr average per month 2001 through 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
2011	0.5	0.5	1.0	0.6	0.5	(0.1)	0.1	0.3	0.2	(0.2)	(0.1)	(0.2)	3.1
2012	0.4	0.4	0.8	0.3	(0.1)	(0.1)	(0.2)	0.6	0.4	0.0	(0.5)	(0.3)	1.7
2013	0.3	0.8	0.3	(0.1)	0.2	0.0	0.0	0.1	0.1	(0.3)	(0.2)	0.0	1.4
2014	0.4	0.4	0.6	0.3	0.3	0.2	0.0	(0.2)	0.1	(0.3)	(0.5)	(0.6)	0.7
2015	(0.5)	0.4	0.6	0.2	0.5	0.4	0.0	(0.1)	(0.2)	0.0	(0.2)	(0.3)	0.8
2016	0.2	0.1	0.4	0.5	0.4	0.3	(0.2)	0.1	0.2	0.1	(0.2)	0.0	1.9
2017	0.6	0.3	0.1	0.3	0.1	0.1	(0.1)	0.3	0.5	(0.1)	0.0	(0.1)	2.0
2018	0.5	0.5	0.2	0.4	0.4	0.2	0.0	0.1	0.1	0.2	(0.3)	(0.3)	2.0
2019	0.2	0.4	0.6	0.5	0.2	0.0	0.2	0.0	0.1	0.2	(0.1)	(0.1)	2.2
2020	0.4	0.3	(0.2)	(0.7)	0.0	0.5	0.5	0.3	0.1	0.0	(0.1)	0.1	1.2
2021	0.4	0.5	0.7	0.8	0.8	0.9	0.5	0.2	0.3	0.8	0.5	0.3	6.7
2022	0.8	0.9	1.3	0.6	1.1	1.4	0.0	0.0	0.2	0.4	(0.1)	0.17	6.8
2023	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	2.0

Ave (10 yr running)

2023 Cost of Living Increase

2.06

https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_1mth