

# 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  
Gary Aiken  
President  
David Martin  
Treasurer  
Philip McDonough II  
David Belyea PE  
Jay Kamm

## AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, AUGUST 9, 2023 in the CITY COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 6:00 P.M.

1. Approve Minutes of July 12, 2023 monthly meeting
2. Approve Budget and Financial Reports for July, 2023
  - A. Sign TD Bank documents (after meeting)
3. General Manager's Report
  - A. Water Projects
  - B. Primary Screen/Headworks
  - C. Water Tank Painting Project
  - D. Discuss RFP for annual audit
  - E. Other Issues
    1. Sign discharge of sewer liens after meeting is adjourned



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, July 12, 2023 in the City Council Chambers located at 25 High Street, Caribou, Maine

Trustees Present;  
Gary Aiken, President  
David Martin, Treasurer  
Philip McDonough, Asst Treas.  
Jam Kamm, Trustee  
David Belyea, Trustee

Others Present;  
Hugh Kirkpatrick, General Manager  
Sue T. Sands, Office, Mgr. Clerk  
Tim Todd, Citizen  
Penny Thompson, City Manager  
Melissa Lizotte, Aroostook Republican

President Gary Aiken opened the meeting at 6:00 P.M. Philip McDonough moved and Jay Kamm seconded the motion to approve the minutes of the June 14, 2023 monthly meeting. UNANIMOUSLY VOTED. Trustee Philip McDonough questioned account # 550 for wastewater. A safety grant was submitted in April to MMA for safety items in the amount of \$3,450.00. Once MMA receives the cancelled check for the purchase, a reimbursement of \$3,000.00 will be credited to account # 550. Account # 650.6 for the water division was questioned and Sue explained most of the total spent in this account as well as account # 606 were expenses on the jet truck in order to get it operational for the summer. Account # 603.10 was also questioned and Sue explained two pump stations had been updated with re-furbished equipment rather than buying new pumps.

President Gary Aiken questioned other income account #474 on the water side. This income includes sale of land on Collins Street, sale of valve exerciser, sale of Hudson trailer, and sale of water sold from hydrant on 176 Limestone Street to be delivered to customers for pool filling. Account 474-01 through #474-12, also classified as other miscellaneous income, includes fees charged for connection, disconnection of water, collection fee, plumbing/meter installation, and other miscellaneous fees associated with establishment and restoration of water service. Dave Belyea moved and Jay Kamm seconded the motion to approve the reports as presented. UNANIMOUSLY VOTED.

The District received notification June 28, 2023 that we were placed on the DWSRF Primary Project List of funding for the "Water Tank Painting Project" with the following terms and principal forgiveness allowed (loan amount of \$737,000.00, principal forgiveness of 35%, \$258,000.00). Philip McDonough moved and Jay Kamm seconded the motion authorizing the District to move forward and confirm interest in the DWSRF offer for construction funds for this Tank Painting Project. UNANIMOUSLY VOTED. **THE MANAGER'S REPORT FOR JULY 12, 2023 IS ATTACHED.**

Manager Kirkpatrick will meet Friday morning with Scott Ouellette and Joe Bither regarding the wood to be harvested on the River Road, and file necessary paperwork as needed to the State, etc.

President Aiken moved and David Martin seconded the motion to remove the funds in the account at Aroostook Savings and Loan borrowed for the Fiber project from the wastewater division. UNANIMOUSLY VOTED. Sue will deposit the funds into a CD for 12 months.

Philip McDonough moved and Dave Belyea seconded the motion to adjourn the meeting at 6:45 PM. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, August 9, 2023 in the City Council Chambers beginning at 6:00 P.M.

Sue T Sands, Office Manager, District Clerk

Manager's Report

A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – Work onsite is tentatively scheduled to start in August at the South Main low service (SMLS) tank on Summit Street.

Water Tank Painting Project (2023-07) – See below.

New River Crossing Project (2023-08) – We will resubmit this project in the fall of 2023 for 2024 funding.

B. 35 York Street: No update this month, there will likely be no more updates.

C. Primary Screen / Headworks:

No update, we are waiting on a first proposal from the NH District on a price for their wash press assembly.

D. Notification of funding for Water Tank Painting Project (2023-07) –

This project can now be funded because seven (7) or more projects dropped off of the 2023 primary project list. This project consists of painting the in and outside of the South Main low service tank and painting the inside only of both the South & North Main high service tanks (see Fig. 1 next page). The construction will take place next year as contractors that perform this type of work have a full backlog for 2023. We need a motion to accept the Notification of Funding for 2023-07 Water Tank Painting Project.

E. Approval of 12/32/22 Annual Financial Statement by Chester M Kearney

This summer we will solicit proposals for this annual service on a 5-year term.

F. Other Issues:

-CD Re-newels; Sue completed the transactions described last month. This will be reviewed again in 5 months.

-Verizon/NMHS tank lease; no update. Quote from an email dated 6/15/23 "We are waiting for Verizon's RF Department to formally approve this site which they will because they targeted it. It's a formality but unfortunately, it's the slowest step in the process. Once that happens things will move pretty quickly." Bob Gashlin, Centerline (Verizon Contractor)

-An Elkay water cooler/bottle filler was installed in the Library.

-Woodcutting on the River Road and Grimes Road; this is scheduled to start in late July.

-Next meeting dates: 8/9/23, 9/13/23, 10/11/23

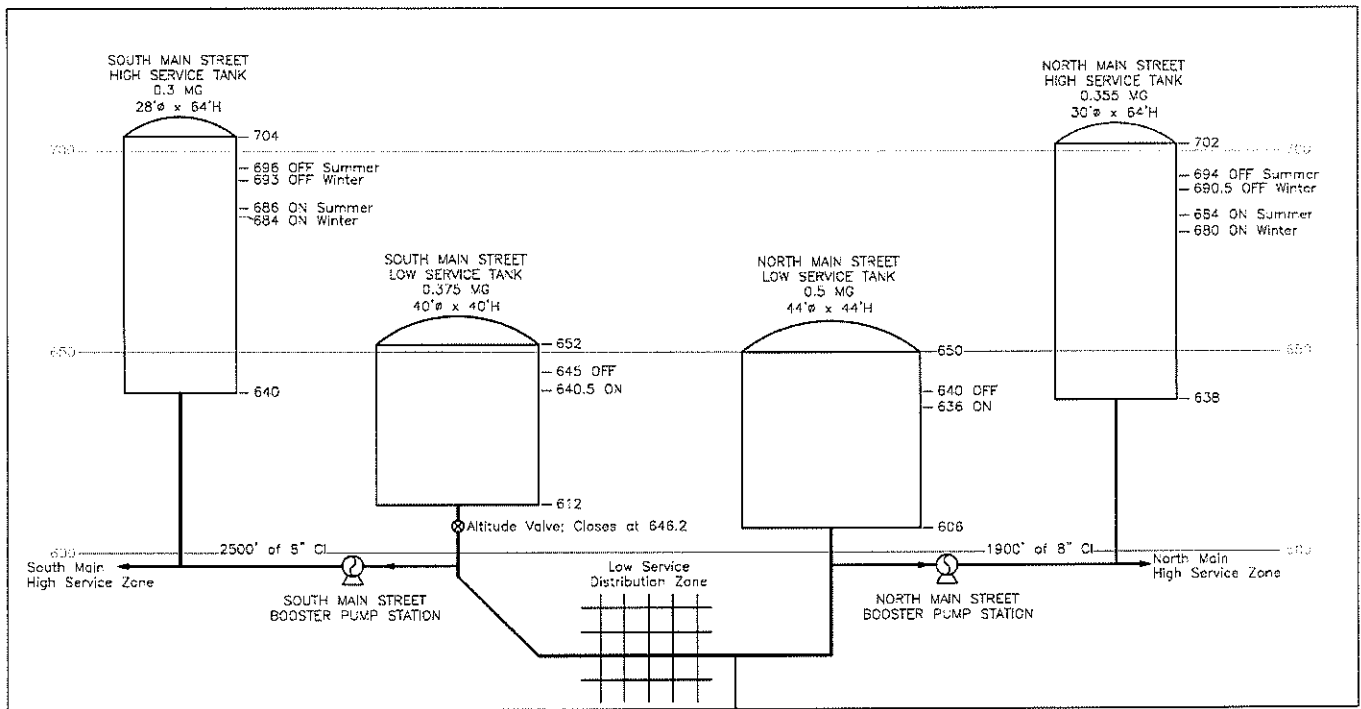


Figure 1

### Water Tank Painting Project (2023-07)

#### Scope of Work:

<u>So. Main High Service</u>	<u>So. Main Low Service</u>	<u>No. Main Low Service</u>	<u>No. Main High Service</u>
Paint inside	Paint inside	N/A	Paint inside
N/A	Paint outside	N/A	N/A

**CUD Wastewater Division Expenses**

PERIOD

7 58%

	July Expense	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Administration</b>				
701.00 Salaries	\$ 10,787.09	\$ 81,787.67	\$ 168,600	49%
701.10 401A Plan	\$ 833.86	\$ 6,731.56	\$ 9,600	70%
702.00 Office Expense	\$ 2,379.73	\$ 20,310.38	\$ 35,000	58%
711.00 Insurance, Workers Comp	\$ 1,091.02	\$ 6,316.35	\$ 7,500	84%
711.10 Insurance, Liability, PD	\$ 8,518.44	\$ 16,667.99	\$ 16,100	104%
715.00 Insurance, Health	\$ (78.58)	\$ 10,858.24	\$ 51,800	21%
716.00 Social Security	\$ 1,519.14	\$ 14,217.10	\$ 28,100	51%
721.00 Accounting Expense	\$ 5,000.00	\$ 5,000.00	\$ 7,500	67%
749.00 See below	\$ -	\$ -		
750.00 Legal, Miscellaneous	\$ 19.00	\$ 238.00	\$ 1,500	16%
<b>Subtotal / Admin</b>	<b>\$ 30,069.70</b>	<b>\$ 162,127.29</b>	<b>\$ 325,700</b>	<b>50%</b>
749.00 <b>Annual Debt Service</b>	<b>\$ -</b>	<b>\$ 35,058.95</b>	<b>\$ 250,000</b>	<b>14%</b>
<b>Treatment Plant</b>				
501.00 Salaries	\$ 4,777.50	\$ 57,471.39	\$ 77,800	74%
502.00 Labor, Projects	\$ -	\$ -	\$ 6,700	0%
503.00 Utilities	\$ 2,000.26	\$ 6,147.11	\$ 7,800	79%
504.00 Chemicals	\$ -	\$ 1,099.95	\$ 2,900	38%
506.00 Vehicle Maintenance	\$ 1,495.93	\$ 2,552.03	\$ 2,400	106%
507.00 Lab Supplies	\$ 190.55	\$ 2,898.71	\$ 2,600	111%
508.00 Plant Maint/Repair	\$ 135.00	\$ 2,186.41	\$ 4,500	49%
509.00 Plant Fuel	\$ -	\$ 3,225.68	\$ 4,600	70%
510.00 Tools and Equipment	\$ 62.70	\$ 729.60	\$ 1,000	73%
513.00 Grimes Power	\$ 9,820.52	\$ 43,820.29	\$ 67,200	65%
521.00 Consultant/lab/technical fees	\$ 26.37	\$ 2,143.87	\$ 8,000	27%
550.00 Dues, Education, misc.	\$ (3,000.00)	\$ 1,961.61	\$ 1,000	196%
<b>Subtotal / Treatment</b>	<b>\$ 15,508.83</b>	<b>\$ 124,236.65</b>	<b>\$ 186,500</b>	<b>67%</b>
<b>Collection System</b>				
601.00 Salaries	\$ 7,336.05	\$ 50,390.90	\$ 104,500	48%
602.00 Labor, Projects	\$ -	\$ -	\$ 9,600	0%
603.00 Pump Sta. Electric Power	\$ 10,305.21	\$ 40,598.38	\$ 63,900	64%
603.10 Pump Sta. Expense	\$ 501.98	\$ 4,003.57	\$ 2,500	160%
606.00 Truck Expense / Fuel	\$ 11.99	\$ 17,578.13	\$ 20,900	84%
607.00 Paving Expense	\$ -	\$ -	\$ 900	0%
608.00 Line Repair & Maintenance	\$ 4,878.17	\$ 7,463.75	\$ 6,000	124%
610.00 Tools and Equipment	\$ 86.96	\$ 243.41	\$ 1,500	16%
341.10 Vehicles & Equipment	\$ -	\$ -	\$ 1,000	0%
341.20 Asset Replacement Reserve	\$ 96.06	\$ 10,406.24	\$ 33,000	32%
<b>Subtotal / Collection</b>	<b>\$ 23,216.42</b>	<b>\$ 130,684.38</b>	<b>\$ 243,800</b>	<b>54%</b>
530.00 Depreciation	\$ -	\$ -	\$ -	
<b>Totals Wastewater</b>	<b>\$ 68,794.95</b>	<b>\$ 452,107.27</b>	<b>\$ 1,006,000</b>	<b>45%</b>

**CUD Wastewater Division Income**

Billed To Date	July Income	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Subtotal / Billed</b>	<b>\$ 64,576.43</b>	<b>\$ 447,930.79</b>	<b>\$ 1,021,700</b>	<b>44%</b>
<b>Received To Date</b>				
401.00 Service Commitment	\$ 62,598.32	\$ 448,231.65	\$ 757,400	59%
401.50 Stormwater	\$ 322.69	\$ 2,807.51	\$ 5,000	56%
402.00 Trailer Park	\$ -	\$ 573.75	\$ 500	115%
404.00 Lyon Farm Lease	\$ -	\$ 25,000.00	\$ 25,000	100%
405.00 AWS - Leachate	\$ 18,118.44	\$ 131,492.49	\$ 213,200	62%
405.00 AWS - Septage / Trucked ww	\$ -	\$ 2,212.40	\$ 4,000	55%
413.00 Lateral, Fees	\$ 100.00	\$ 200.00	\$ 1,000	20%
415.00 Interest / Dividends	\$ 1,230.30	\$ 2,967.04	\$ 2,500	119%
421.00 Lien Fees	\$ -	\$ -	\$ 200	0%
425.00 Other Income	\$ 2,100.00	\$ 6,279.85	\$ 1,800	349%
430.00 Waterworks Rental	\$ 2,040.00	\$ 7,140.00	\$ 11,100	64%
<b>Subtotal / Received</b>	<b>\$ 86,509.75</b>	<b>\$ 626,904.69</b>	<b>\$ 1,021,700</b>	<b>61%</b>

**CUD Water Division Expenses**

PERIOD

7 58%

	July Expense	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Administration</b>				
408.10 PUC Expense	\$ 2,531.00	\$ 7,853.00	\$ 8,200	96%
600.20 Tank Maintenance Fund	\$ 500.00	\$ 4,000.00	\$ 6,000	67%
601.80 Salaries	\$ 10,787.09	\$ 80,172.79	\$ 168,600	48%
604.00 Employer Payroll Taxes	\$ 1,540.45	\$ 12,935.15	\$ 25,400	51%
604.81 Employer Health Insur.	\$ 1,538.50	\$ 15,707.93	\$ 61,300	26%
604.82 401a Employer Share	\$ 854.26	\$ 6,234.75	\$ 11,800	53%
620.70 Office Expenses	\$ 3,331.51	\$ 20,912.04	\$ 45,000	46%
632.00 Accounting Services	\$ 5,000.00	\$ 5,000.00	\$ 7,500	67%
633.00 Legal Services	\$	\$ 242.00	\$ 1,500	16%
641.50 Garage,Office,Roof Rental	\$ 2,040.00	\$ 7,140.00	\$ 11,100	64%
657.00 Insurance/Liability, etc.	\$ 6,693.06	\$ 15,825.96	\$ 13,200	120%
658.00 Workers Compensation	\$ 424.28	\$ 2,456.35	\$ 3,100	79%
670.00 Bad Debt Expense	\$	\$ -	\$ 500	0%
<b>Subtotal / Admin</b>	<b>\$ 35,240.15</b>	<b>\$ 178,479.97</b>	<b>\$ 363,200</b>	<b>49%</b>
600.10 <b>Annual Debt Service</b>	<b>\$ 95,462.84</b>	<b>\$ 281,566.03</b>	<b>\$ 440,000</b>	<b>64%</b>
<b>Plant Production</b>				
601.10 Production Labor	\$ 863.00	\$ 10,658.09	\$ 15,600	68%
601.20 Labor, Projects	\$	\$ -	\$ 6,700	0%
615.10 Electric Power/Utilities	\$ 14,153.31	\$ 45,195.22	\$ 51,100	88%
618.30 Chemicals	\$ 3,343.66	\$ 14,199.84	\$ 27,000	53%
620.20 Maintenance	\$	\$ 3,546.80	\$ 6,500	55%
620.30 Lab Testing	\$ 150.00	\$ 3,346.14	\$ 6,900	48%
675.10 Dues, Education, expenses	\$ 20.00	\$ 1,701.06	\$ 3,200	53%
<b>Subtotal / Plant</b>	<b>\$ 18,529.97</b>	<b>\$ 78,647.15</b>	<b>\$ 117,000</b>	<b>67%</b>
<b>Transmission &amp; Distribution</b>				
341.00 Vehicles & Equipment	\$	\$ -	\$ 1,000	0%
341.1/136.1 Asset Replacement Reserve	\$ 6.51	\$ 10,039.51	\$ 33,000	30%
601.50 Labor, Maintenance	\$ 11,010.13	\$ 83,476.57	\$ 140,400	59%
601.60 Labor, Projects	\$	\$ -	\$ 9,600	0%
615.50 Electric Power,Utilities -Garage	\$ 1,902.32	\$ 8,557.65	\$ 10,700	80%
620.50 Tools and Equipment	\$ 394.64	\$ 2,119.25	\$ 8,400	25%
620.60 Main & Service Materials	\$ 1,495.55	\$ 14,358.76	\$ 24,300	59%
650.60 Equipment Maintenance	\$ 429.25	\$ 19,683.19	\$ 22,400	88%
675.50 Miscellaneous, Dues, Educ.	\$ 26.37	\$ 2,977.73	\$ 4,000	74%
<b>Subtotal / T&amp;D</b>	<b>\$ 15,264.77</b>	<b>\$ 141,212.66</b>	<b>\$ 253,800</b>	<b>56%</b>
<b>Totals Water</b>	<b>\$ 164,497.73</b>	<b>\$ 679,905.81</b>	<b>\$ 1,174,000</b>	<b>58%</b>

**CUD Water Division Income**

Billed To Date	July Income	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Subtotal / Billed</b>	<b>\$ 105,643.11</b>	<b>\$ 709,855.85</b>	<b>\$ 1,211,000</b>	<b>59%</b>
<b>Received To Date</b>				
461.00 Service Commitment	\$ 70,095.39	\$ 506,921.81	\$ 829,500	61%
461.00a Service Commitment (City)	\$ 57,833.34	\$ 202,416.69	\$ 347,000	58%
419.00 Interest / Dividends	\$ 66.67	\$ 433.29	\$ 1,200	36%
421.00 Voicestream Lease	\$	\$ 17,315.97	\$ 25,000	69%
474.00 Other Income	\$ (120.00)	\$ 4,359.16	\$ 1,500	291%
476.00 Lien Fees	\$	\$ -	\$ 500	0%
0.00 Misc.	\$ 3,559.14	\$ 12,174.52	\$ 6,300	193%
<b>Subtotal / Received</b>	<b>\$ 131,434.54</b>	<b>\$ 743,621.44</b>	<b>\$ 1,211,000</b>	<b>61%</b>

**CUD Wastewater Division P&L**

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
<b>Check # Capital Expense, Direct</b>	\$ 9,454	\$ 452,107	\$ 461,561	\$ 626,905	\$ 165,344
009293 Hayes Pump, G/R pump O/H, Rte 1 LS	\$ 2,203.56				
009292 Midwest Steel, G/R pump spare, Rte 1 LS	\$ 2,250.00				
009467 Rollinsford W&S, Huber wash press assy.	\$ 5,000.00				
<b>Check # Capital Expense, Financed</b>	\$ -				

**CUD Water Division P&L**

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
<b>Check # Capital Expense, Direct</b>	\$ 17,535	\$ 679,906	\$ 697,441	\$ 743,621	\$ 46,180
014758 EJP, (8) boxes 5/8" iPerl meters, 64 tot	\$ 10,240.00				
EJP, (1) 7ft hydrant	\$ 4,637.91				
New water service, Haney campground	\$ 2,657.25				
<b>Check # Capital Expense, Financed</b>	\$ 25,929.26				
014441 Dirigo Engineering, River Crossing Proj.	\$ 17,000.00				
014666 County Env., Abatement Inspection	\$ 541.26				
014755 Dirigo Engineering, Req #3	\$ 8,000.00				
014920 #331-15 River crossing permit fees	\$ 388.00				

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-ra	yr	+/-
1.85	2017	
1.77	2018	(0.08)
1.58	2019	(0.19)
1.76	2020	0.18
1.72	2021	(0.04)
1.70	2022	(0.02)
2.06	2023	0.36
2.52	2024	0.46
2.76	2025	0.24
2.89	2026	0.13
3.01	2027	0.12
3.03	2028	0.01
3.03	2029	0.00
3.03	2030	0.00
3.01	2031	(0.02)
3.09	2032	0.08
2.62	2033	(0.47)
2.19	2034	(0.43)

Water rate increase tracker				
CPI yr	CPI	yr	actual	+/-
16,17,18	4.10	2021	4.03	(0.07)
19,20,21	10.10	2022	6.17	(3.93)
22	6.30	2023	2.50	(3.80)
23	3.81	2024	2.50	(1.31)
24	2.01	2025	2.50	0.49
25	2.01	2026	2.50	0.49
26	2.01	2027	2.50	0.49
				(7.65)

Wastewater rate increase tracker					
CPI yr	CPI	yr	actual	rate	+/-
18,19,20	3.00	2021	2.00	\$ 255	(1.00)
21	6.70	2022	1.96	\$ 260	(4.74)
22	6.30	2023	1.92	\$ 265	(4.38)
23	3.81	2024	1.89	\$ 270	(1.92)
24	2.01	2025	1.85	\$ 275	(0.16)
25	2.01	2026	12.7	\$ 310	10.71
26	2.01				
					(1.49)

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	0.2	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)	(0.3)	6.3
2023	0.8	0.6	0.3	0.5	0.3	0.3	0.17	0.17	0.17	0.17	0.17	0.17	3.8

Ave (10 yr running)

2024 Cost of Living Increase

2.52

[https://data.bls.gov/timeseries/CUUR0000SA0?output\\_view=pct\\_1mth](https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_1mth)