

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Operator
Derek Dufour
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, FEBRUARY 14, 2024 in the COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 6:00 P.M.

1. Elect President / Treasurer / Asst. Treasurer for 2024
2. Approve Minutes of January 4, 2024 monthly meeting
3. Approve Budget and Financial Reports for January, 2024
4. Sign Water Demand Letters and Wastewater Liens
5. General Manager's Report
 - A. Water Projects
 1. Booster Stations
 2. Tank Painting
 3. River Crossing
 4. Water Treatment Plant Upgrades
 5. Glenn Street / Hospital Loop Water Main Replacement
 - B. Wastewater Projects
 1. Grimes Phase 2
 2. Chadwick BaRoss
 - C. Other Issues
 6. Executive Session, 1 MRSA § 405(6) (E), Legal rights and duties of the District; discussion of. Move to come out of executive session.
 7. Executive Session, 1 MRSA § 405(6) (A), Employment. Move to come out of executive session.



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 Thursday, January 4, 2024 in the Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present;

David Martin, Treasurer
David Belyea, Trustee
Jay Kamm, Trustee
Gary Aiken, Absent
Philip McDonough, Absent

Others Present;

Hugh Kirkpatrick, General Manager
Sue T Sands, Office Manager, Clerk
Penny Thompson, City Manager

Treasurer David Martin called the meeting to order at 6:10 P.M. David Belyea moved and Jay Kamm seconded the motion to appoint Sue Sands as District Clerk for 2024. UNANIMOUSLY VOTED. Due to the absence of two trustees, the appointment of President, Treasurer and Assistant Treasurer for 2024 was tabled until the February 14, 2024 meeting.

Jay Kamm moved and David Belyea seconded the motion to approve the minutes of the December 14, 2023 monthly meeting. UNANIMOUSLY VOTED.

Jay Kamm moved and David Belyea seconded the motion to approve the December 2023 Budget and Financial Reports as presented. UNANIMOUSLY VOTED.

December 2023 Manager's Report attached.

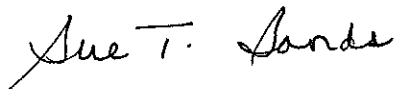
Manager Kirkpatrick reported both Booster Station sites have had propane systems filled and plumbed to their respective back-up generators. All 3 tanks of the tank painting project are back online. A BRIC grant from the Maine Emergency Management Agency (MEMA) is being researched for the new River Crossing Project.

Grimes Phase 2 application to the DEP is due March 2024. (CWSRF).

December 18th Manager Thompson and Manager Kirkpatrick joined a conference call with a representative from Chadwick-Baross regarding the expansion of the facility in 2024. A question was discussed regarding wastewater facilities available during construction. CUD and the City of Caribou will install a temporary sewer line which will cross the street while major components of a long-term sewer connection are designed, financed, and constructed.

David Belyea moved and Jay Kamm seconded the motion to adjourn the meeting at 6:21 PM. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, February 14, 2024.

Sue T Sands, Office Manager, District Clerk



Manager's Report

A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – Since last meeting, both sites have had propane systems filled and plumbed to their respective back-up generators.

Water Tank Painting Project (2023-07) – All 3 tanks are back online, construction complete.

New River Crossing Project (2024-09) – Researching a FEMA grant

Water Treatment Plant Upgrade (2024-11) - No update

Glenn Street Water Main Replacement & Hospital Loop (2024-10) - No update

B. Wastewater Projects:

Grimes Phase 2 (CWSRF) – Application to DEP is due in March 2024.

Chadwick-BaRoss – December 18th; joined Penny on a conference call with a representative from Chadwick-BaRoss. The main points of the discussion were twofold: Chadwick-BaRoss would like to expand their facility in 2024 and the City/CUD can make temporary facilities part of the project while the major components of a long-term sewer connection are designed, financed and constructed. We anticipate another conference call later in January.

C. Other Issues:

-Verizon/NMHS tank lease; No update

-Woodcutting on River/Grimes/Albair Roads; This will resume late spring 2024

-1999 Caterpillar replacement; No update

-Next meeting dates: 2/14, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/11, 10/9, 11/13, 12/11

		PERIOD			1	8%
<u>CUD Wastewater Division Expenses</u>		January Expense	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration						
	Subtotal / Admin	\$ 30,940.47	\$ 30,940.47	\$ 332,300	9%	
749.00	Annual Debt Service	\$ -	\$ -	\$ 285,000	0%	
Treatment Plant						
	Subtotal / Treatment	\$ 8,781.83	\$ 8,781.83	\$ 189,500	5%	
Collection System						
	Subtotal / Collection	\$ 9,663.78	\$ 9,663.78	\$ 238,200	4%	
Totals Wastewater		\$ 49,386.08	\$ 49,386.08	\$ 1,045,000	5%	

<u>CUD Wastewater Division Income</u>		January Income	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date						
	Subtotal / Billed	\$ 62,838.21	\$ 62,838.21	\$ 1,057,400	6%	
Received To Date						
	Subtotal / Received	\$ 77,620.11	\$ 77,620.11	\$ 1,057,400	7%	

		PERIOD			1	8%
<u>CUD Water Division Expenses</u>		January Expense	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration						
	Subtotal / Admin	\$ 32,089.99	\$ 32,089.99	\$ 369,900	9%	
600.10	Annual Debt Service	\$ 8,600.68	\$ 8,600.68	\$ 440,000	2%	
Plant Production						
	Subtotal / Plant	\$ 3,131.02	\$ 3,131.02	\$ 158,100	2%	
Transmission & Distribution						
	Subtotal / T&D	\$ 19,087.63	\$ 19,087.63	\$ 246,200	8%	
Totals Water		\$ 62,909.32	\$ 62,909.32	\$ 1,214,200	5%	

<u>CUD Water Division Income</u>		January Income	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date						
	Subtotal / Billed	\$ 98,104.59	\$ 98,104.59	\$ 1,220,300	8%	
Received To Date						
	Subtotal / Received	\$ 111,213.97	\$ 111,213.97	\$ 1,220,300	9%	

CUD Wastewater Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
Check # Capital Expense, Direct	\$ -	\$ 49,386	\$ 49,386	\$ 77,620	\$ 28,234

\$	-
\$	-
\$	-

Check # Capital Expense, Financed

\$	-
\$	-
\$	-
\$	-

CUD Water Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
Check # Capital Expense, Direct	\$ -	\$ 62,411	\$ 62,411	\$ 111,214	\$ 48,803

\$	-
\$	-
\$	-

Check # Capital Expense, Financed

\$	-
\$	-
\$	-
\$	-

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
2.71	2025	0.19
2.84	2026	0.13
2.96	2027	0.12
2.97	2028	0.01
2.98	2029	0.00
2.98	2030	0.00
2.96	2031	(0.02)
3.04	2032	0.08
2.57	2033	(0.47)
2.14	2034	(0.43)

# Employees		
F/T	P/T	P/T-s
11	0	0
F/T	Full Time	
P/T	Part Time	
P/T-s	Part Time-seasonal	

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	-	(6.30)	
23	3.30	2024	1.50	(1.80)	
24	2.01	2025	1.50	(0.51)	
25	2.01	2026	1.50	(0.51)	
26	2.01	2027	1.50	(0.51)	
				<u>13.64</u>	

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	3.30	2024	1.89	\$ 270	(1.41)
24	2.01	2025	1.85	\$ 275	(0.16)
25	2.01	2026	8.1	\$ 300	7.08
26	2.01	2027	8.3	\$ 325	6.32
				<u>1.70</u>	

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
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	0.2	0.4	0.2	0.0	(0.2)	(0.1)	3.3
2024	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)

2025 Cost of Living Increase

2.71

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

CUD Wastewater Division Expenses		PERIOD			1	8%
		January Expense	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration						
701.00	Salaries	\$ 19,850.52	\$ 19,850.52	\$ 174,100	11%	
701.10	401A Plan	\$ 956.07	\$ 956.07	\$ 10,000	10%	
702.00	Office Expense	\$ 2,603.01	\$ 2,603.01	\$ 35,000	7%	
711.00	Insurance, Workers Comp	\$ 3,096.19	\$ 3,096.19	\$ 7,800	40%	
711.10	Insurance, Liability, PD	\$ -	\$ -	\$ 16,500	0%	
715.00	Insurance, Health	\$ 1,893.20	\$ 1,893.20	\$ 52,000	4%	
716.00	Social Security	\$ 2,541.48	\$ 2,541.48	\$ 29,000	9%	
721.00	Accounting Expense	\$ -	\$ -	\$ 6,400	0%	
749.00	See below	\$ -	\$ -	\$ -	-	
750.00	Legal, Miscellaneous	\$ -	\$ -	\$ 1,500	0%	
	Subtotal / Admin	\$ 30,940.47	\$ 30,940.47	\$ 332,300	9%	
749.00	Annual Debt Service	\$ -	\$ -	\$ 285,000	0%	
Treatment Plant						
501.00	Salaries	\$ 6,116.10	\$ 6,116.10	\$ 63,300	10%	
502.00	Labor, Projects	\$ -	\$ -	\$ 6,800	0%	
503.00	Utilities	\$ 141.58	\$ 141.58	\$ 11,100	1%	
504.00	Chemicals	\$ -	\$ -	\$ 4,800	0%	
506.00	Vehicle Maintenance	\$ 583.44	\$ 583.44	\$ 6,900	8%	
507.00	Lab Supplies	\$ -	\$ -	\$ 4,500	0%	
508.00	Plant Maint/Repair	\$ 82.59	\$ 82.59	\$ 6,500	1%	
509.00	Plant Fuel	\$ 906.40	\$ 906.40	\$ 4,500	20%	
510.00	Tools and Equipment	\$ -	\$ -	\$ 1,500	0%	
513.00	Grimes Power	\$ -	\$ -	\$ 68,600	0%	
521.00	Consultant/lab/technical fees	\$ 550.00	\$ 550.00	\$ 8,500	6%	
550.00	Dues, Education, misc.	\$ 401.72	\$ 401.72	\$ 2,500	16%	
	Subtotal / Treatment	\$ 8,781.83	\$ 8,781.83	\$ 189,500	5%	
Collection System						
601.00	Salaries	\$ 7,730.56	\$ 7,730.56	\$ 94,900	8%	
602.00	Labor, Projects	\$ -	\$ -	\$ 9,600	0%	
603.00	Pump Sta. Electric Power	\$ -	\$ -	\$ 68,900	0%	
603.10	Pump Sta. Expense	\$ 266.35	\$ 266.35	\$ 4,800	6%	
606.00	Truck Expense / Fuel	\$ 1,666.87	\$ 1,666.87	\$ 10,800	15%	
607.00	Paving Expense	\$ -	\$ -	\$ 1,200	0%	
608.00	Line Repair & Maintenance	\$ -	\$ -	\$ 6,500	0%	
610.00	Tools and Equipment	\$ -	\$ -	\$ 3,500	0%	
341.10	Vehicles & Equipment	\$ -	\$ -	\$ 5,000	0%	
341.20	Asset Replacement Reserve	\$ -	\$ -	\$ 33,000	0%	
	Subtotal / Collection	\$ 9,663.78	\$ 9,663.78	\$ 238,200	4%	
	Totals Wastewater	\$ 49,386.08	\$ 49,386.08	\$ 1,045,000	5%	

CUD Wastewater Division Income		January Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date					
	Subtotal / Billed	\$ 62,838.21	\$ 62,838.21	\$ 1,057,400	6%
Received To Date					
401.00	Service Commitment	\$ 71,916.42	\$ 71,916.42	\$ 772,500	9%
401.50	Stormwater	\$ 383.51	\$ 383.51	\$ 5,000	8%
402.00	Trailer Park	\$ -	\$ -	\$ 1,000	0%
404.00	Lyon Farm Lease	\$ -	\$ -	\$ 25,000	0%
405.00	AWS - Leachate	\$ 5,320.18	\$ 5,320.18	\$ 223,300	2%
405.00	AWS - Septage / Trucked ww	\$ -	\$ -	\$ 4,000	0%
413.00	Lateral, Fees	\$ -	\$ -	\$ 500	0%
415.00	Interest / Dividends	\$ -	\$ -	\$ 3,900	0%
421.00	Lien Fees	\$ -	\$ -	\$ 200	0%
425.00	Other Income	\$ -	\$ -	\$ 10,000	0%
430.00	Waterworks Rental	\$ -	\$ -	\$ 12,000	0%
	Subtotal / Received	\$ 77,620.11	\$ 77,620.11	\$ 1,057,400	7%

		PERIOD		1	8%
CUD Water Division Expenses		January Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration					
403.00	Depreciation	\$ -	\$ -	\$ -	#DIV/0!
408.10	PUC Expense	\$ -	\$ -	\$ 8,900	0%
600.20	Tank Maintenance Fund	\$ 500.00	\$ 500.00	\$ 6,000	8%
601.80	Salaries	\$ 19,282.92	\$ 19,282.92	\$ 174,100	11%
604.00	Employer Payroll Taxes	\$ 2,523.77	\$ 2,523.77	\$ 26,000	10%
604.81	Employer Health Insur.	\$ 3,358.61	\$ 3,358.61	\$ 60,000	6%
604.82	401a Employer Share	\$ 996.74	\$ 996.74	\$ 12,000	8%
620.70	Office Expenses	\$ 3,832.94	\$ 3,832.94	\$ 40,000	10%
632.00	Accounting Services	\$ -	\$ -	\$ 6,400	0%
633.00	Legal Services	\$ -	\$ -	\$ 1,500	0%
641.50	Garage,Office,Roof Rental	\$ -	\$ -	\$ 12,000	0%
657.00	Insurance/Liability, etc.	\$ -	\$ -	\$ 16,200	0%
658.00	Workers Compensation	\$ 1,595.01	\$ 1,595.01	\$ 6,300	25%
670.00	Bad Debt Expense	\$ -	\$ -	\$ 500	0%
	Subtotal / Admin	\$ 32,089.99	\$ 32,089.99	\$ 369,900	9%
600.10	Annual Debt Service	\$ 8,600.68	\$ 8,600.68	\$ 440,000	2%
Plant Production					
601.10	Production Labor	\$ 1,344.83	\$ 1,344.83	\$ 31,600	4%
601.20	Labor, Projects	\$ -	\$ -	\$ 6,800	0%
615.10	Electric Power/Utilities	\$ -	\$ -	\$ 72,300	0%
618.30	Chemicals	\$ -	\$ -	\$ 22,700	0%
620.20	Maintenance	\$ -	\$ -	\$ 7,400	0%
620.30	Lab Testing	\$ 910.00	\$ 910.00	\$ 7,100	13%
650.30	Vehicle Maintenance	\$ 605.91	\$ 605.91	\$ 6,900	9%
675.10	Dues, Education, expenses	\$ 270.28	\$ 270.28	\$ 3,300	8%
	Subtotal / Plant	\$ 3,131.02	\$ 3,131.02	\$ 158,100	2%
Transmission & Distribution					
341.00	Vehicles & Equipment	\$ -	\$ -	\$ 5,000	0%
341.1/136.15	Asset Replacement Reserve	\$ -	\$ -	\$ 33,000	0%
601.50	Labor, Maintenance	\$ 13,664.78	\$ 13,664.78	\$ 126,500	11%
601.60	Labor, Projects	\$ -	\$ -	\$ 9,600	0%
615.50	Electric Power,Utilities -Garage	\$ 1,442.88	\$ 1,442.88	\$ 11,400	13%
620.50	Tools and Equipment	\$ 62.15	\$ 62.15	\$ 7,300	1%
620.60	Main & Service Materials	\$ 3,419.94	\$ 3,419.94	\$ 33,200	10%
650.60	Equipment Maintenance	\$ -	\$ -	\$ 15,800	0%
675.50	Miscellaneous, Dues, Educ.	\$ 497.88	\$ 497.88	\$ 4,400	11%
	Subtotal / T&D	\$ 19,087.63	\$ 19,087.63	\$ 246,200	8%
Totals Water		\$ 62,909.32	\$ 62,909.32	\$ 1,214,200	5%

CUD Water Division Income		January Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date					
461.00	Service Commitment	\$ 98,104.59	\$ 98,104.59	\$ 1,176,500	8%
419.00	Interest / Dividends	\$ -	\$ -	\$ 1,500	0%
421.00	Voicestream Lease	\$ -	\$ -	\$ 25,000	0%
474.00	Other Income	\$ -	\$ -	\$ 7,500	0%
476.00	Lien Fees	\$ -	\$ -	\$ 600	0%
0.00	Misc.	\$ -	\$ -	\$ 9,200	0%
	Subtotal / Billed	\$ 98,104.59	\$ 98,104.59	\$ 1,220,300	8%
Received To Date					
461.00	Service Commitment	\$ 78,054.12	\$ 78,054.12	\$ 829,500	9%
461.00a	Service Commitment (City)	\$ 28,916.67	\$ 28,916.67	\$ 347,000	8%
419.00	Interest / Dividends	\$ -	\$ -	\$ 1,500	0%
421.00	Voicestream Lease	\$ 2,673.71	\$ 2,673.71	\$ 25,000	11%
474.00	Other Income	\$ (43.97)	\$ (43.97)	\$ 7,500	-1%
476.00	Lien Fees	\$ -	\$ -	\$ 600	0%
0.00	Misc.	\$ 1,613.44	\$ 1,613.44	\$ 9,200	18%
	Subtotal / Received	\$ 111,213.97	\$ 111,213.97	\$ 1,220,300	9%