

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, JUNE 12, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine beginning at 6:00 PM.

1. Approve minutes of May 8, 2024 monthly meeting
2. Approve Budget and Financial Reports for May, 2024
3. General Manager's Report
 - A. Water Projects
 1. Booster Stations
 2. River Crossing
 3. Water Treatment Plant Upgrades
 4. Glenn Street/Hospital Loop Water Main Replacement
 - B. Wastewater Projects
 1. Grimes Phase 2
 2. Chadwick BaRoss
 - C. Other Issues
 1. Review and renew Line of Credit for \$200,000.00 with Katahdin Trust Co. Sign Allonge
 2. Review and renew Line of Credit for \$200,000.00 with Machias Savings Bank.
 3. Lagoon Day, Thursday, May 30, 2024
 4. Water Rate Case



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 May 8, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present;

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

Others Present;

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

President Gary Aiken called the meeting to order at 6:00 P.M. Philip McDonough moved and Jay Kamm seconded the motion to approve the minutes of the April 3, 2024 meeting. UNANIMOUSLY VOTED.

Manager Gary Aiken had several questions regarding the April Water and Wastewater Budget. Sue summarized the budget figures with the trustees explaining there are some accounts which have annual maintenance fees billed during the first half of the year. This alone would explain why budget percentages as of April, 2024 are higher than normal. Philip McDonough moved and David Belyea seconded the motion to approve the budget and financial reports as presented. UNANIMOUSLY VOTED.

April 2024 Manager's Report is attached.

There will be a meeting Tuesday, May 14th with Chadwick Baross, Caribou Utilities District and Penny Thompson, City Manager to discuss the next step necessary for Chadwick to move forward with project.

C. Other Issues

City Manager Penny Manager thanked the staff at Caribou Utilities District for their professionalism in handling a customer complaint regarding a gate box cover. It was greatly appreciated by Manager Thompson.

ACAP has a program (WE) Work Experience that they are offering to summer employees interested in joining the workforce as interns and it will pay \$3,000.00 for each employee. The District has (2) employees interested and possibly a third. The only requirement necessary is that the employee must meet eligibility criteria required by ACAP.

Manager Kirkpatrick discussed the Discharge incident on 3/30/24 and reviewed the follow up report from DEP.

MRWA is sponsoring Lagoon Day 2024, Thursday May 30, 2024 from 8:00am – 4:30pm. Caribou Utilities District and Fort Fairfield Utilities District are hosting the event.

Philip McDonough moved and David Martin seconded the motion to adjourn the meeting at 6:50 PM. UNANIMOUSLY VOTED.

Sue T Sands,
Office Manager, District Clerk

A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – Scheduling a punch list walk through with Dirigo of the two sites in May to get the contractors de-mobilized and the project completed.

New (2nd) River Crossing Project (2024-09) – Army Corps permit has been issued in April. Next steps are finalizing the projects drawings based on any DEP and Army Corps permit requirements, obtaining a local shoreland zoning permit and apply to the Maine Emergency Management Agency (MEMA) for a grant (Building Resilient Infrastructure & Communities, BRIC) that may include funds up to \$2m allowing the District to fund other projects. Project will be constructed in 2025.

Water Treatment Plant Upgrade (2024-11) - New metering pumps for corrosion inhibitor and fluoride are on order and will be installed by staff; **these are out for delivery today**. Well pumps (2) require (1) new variable frequency drive (VFD) and (2) bypasses. These are on order (**eta is mid June**) to be installed by a local contractor. High lift pumps (2) require (2) new variable frequency drive (VFD) and (2) bypasses. We may source these ourselves or include them in the Dirigo portion of this project; tbd. The Dirigo portion of this project will include new analyzers, SCADA, master control & PLC's, telemetry from tanks and possibly well rehab, if deemed necessary.

Glenn Street Water Main Replacement & Hospital Loop (2024-10) – This will be submitted again this fall to the DWSRF for scoring. MEMA has a program that may *help* pay for the Hospital Loop portion of this project. **No update.**

B. Wastewater Projects:

Grimes Phase 2 (CWSRF) – CWSRF application to DEP was submitted April 8th. Project summary was provided last month. CDS request submitted for a grant of the balance of the project that won't be covered by CWSRF (principal forgiveness) and MEMA grants. If awarded all grants, total District obligation for this project will be between \$800k - \$900k.

Chadwick-BaRoss – The ARPA application was submitted on time. The City has had to move to option number two so the City is now requesting 269,000-ish dollars. The city council has authorized up to \$220,000 to be used from ARPA NEU funds for the project. The City will continue to pursue other funds in hopes of stacking grants to be able to do the desired option four (per Penny Thompson). Chadwick-BaRoss is planning on breaking ground on the new facility this summer. **No update.**

C. Other Issues:

-WE Program (ACAP)

-Release liens on account written off, sign lien discharge. See next page for list of written off liens.

- Lagoon Day, 5/30 8am-430pm

-Verizon/NMHS tank lease; **No update.**

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

-1999 Caterpillar backhoe replacement; **No update**

-MWUA Conference: 1.48% water rate increase to go into effect in October when the \$5 sewer increase also goes into effect.

-DWP; Refer to the following pages for a summary of correspondence from the Drinking Water Program.

-DEP; Discharge Incident on 3/30/24, refer to the attached follow up report from DEP.

-Water Garage-re-shingle / Main Office- re-side & re-shingle; turnkey prices forthcoming.

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

		PERIOD			5	42%
<u>CUD Wastewater Division Expenses</u>		May	Year to	Annual	% of Total	
		Expense	Date Amt.	Budget	Budget	
Administration						
	Subtotal / Admin	\$ 18,864.14	\$ 128,875.22	\$ 332,300	39%	
749.00	Annual Debt Service	\$ -	\$ 34,520.70	\$ 285,000	12%	
Treatment Plant						
	Subtotal / Treatment	\$ 9,688.75	\$ 70,645.53	\$ 189,500	37%	
Collection System						
	Subtotal / Collection	\$ 18,941.96	\$ 92,255.64	\$ 238,200	39%	
Totals Wastewater		\$ 47,494.85	\$ 326,297.09	\$ 1,045,000	31%	

<u>CUD Wastewater Division Income</u>		May	Year to	Annual	% of Total	
		Income	Date Amt.	Budget	Budget	
Billed To Date						
	Subtotal / Billed	\$ 63,424.86	\$ 317,802.80	\$ 1,057,400	30%	
Received To Date						
	Subtotal / Received	\$ 69,385.73	\$ 445,071.76	\$ 1,057,400	42%	

		PERIOD			5	42%
<u>CUD Water Division Expenses</u>		May	Year to	Annual	% of Total	
		Expense	Date Amt.	Budget	Budget	
Administration						
	Subtotal / Admin	\$ 24,409.25	\$ 144,532.66	\$ 369,900	39%	
600.10	Annual Debt Service	\$ 2,574.19	\$ 191,196.70	\$ 440,000	43%	
Plant Production						
	Subtotal / Plant	\$ 894.94	\$ 45,339.60	\$ 158,100	29%	
Transmission & Distribution						
	Subtotal / T&D	\$ 4,260.60	\$ 84,203.74	\$ 246,200	34%	
Totals Water		\$ 32,138.98	\$ 465,272.70	\$ 1,214,200	38%	

<u>CUD Water Division Income</u>		May	Year to	Annual	% of Total	
		Income	Date Amt.	Budget	Budget	
Billed To Date						
	Subtotal / Billed	\$ 98,704.60	\$ 495,673.75	\$ 1,220,300	41%	
Received To Date						
	Subtotal / Received	\$ 102,223.13	\$ 510,826.22	\$ 1,220,300	42%	

CUD Wastewater Division P&L

Check #	Capital Expense, Direct	Capital Expense	Expense To Date	Total Expense	Total Income	CF (+/-)
		\$ 62,170	\$ 326,297	\$ 388,467	\$ 445,072	\$ 56,605
009867	Oak Leaf Systems, new server	\$ 1,612.50				
009895	Ti-Sales, manhole frames/covers	\$ 5,274.24				
009918	Rollinford W&S District, Huber step screen	\$ 45,000.00			depreciate 7-10yrs	
010015	NM Diesel; ATS' @ Grimes	\$ 10,283.17			depreciate 20yrs	
		\$ -				
Check #	Capital Expense, Financed	\$ 1,950.00				
009925	Dirigo Eng., CWSRF application prep	\$ 975.00				
009926	Dirigo Eng., Rt1 lift sta. (CB)	\$ 975.00				
	Main Office Siding/Trim/Shingles (WW)(1/2)	\$ -				
		\$ -				

CUD Water Division P&L

Check #	Capital Expense, Direct	Capital Expense	Expense To Date	Total Expense	Total Income	CF (+/-)
		\$ 14,813	\$ 465,273	\$ 480,085	\$ 510,826	\$ 30,741
015451	Oak Leaf Systems, new server	\$ 1,612.50				
	EJP (2) 6-1/2 ft hydrants	\$ 10,000.00				
	Ti Sales (24) Gate top extensions	\$ 3,200.00				
		\$ -				
Check #	Capital Expense, Financed	\$ 1,961.03				
	Water Garage new shingled roof (WW)	\$ -				
015451	Dirigo Eng., River Crossing Project	\$ 1,961.03				
	Main Office Siding/Trim/Shingles (WW)(1/2)	\$ -				

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
2.98	2026	0.27
3.11	2027	0.12
3.12	2028	0.01
3.12	2029	0.00
3.12	2030	0.00
3.10	2031	(0.02)
3.18	2032	0.08
2.71	2033	(0.47)
2.29	2034	(0.43)

# Employees		
F/T	P/T	P/T-s
10	0	2
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	1.48	(1.82)
24	3.44	2025	2.50	(0.94)
25	2.01	2026	2.50	0.49
26	2.01	2027	2.50	0.49
				<u>0.49</u>
				(12.09)

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	3.44	2025	1.85	\$ 275	(1.59)
25	3.44	2026	8.1	\$ 300	5.65
26	2.01	2027	8.3	\$ 325	6.32
					<u>6.32</u>
					(1.15)

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	0.5	0.6	0.6	0.4	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	3.4

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

		May Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration					
701.00	Salaries	\$ 10,762.31	\$ 65,032.41	\$ 174,100	37%
701.10	401A Plan	\$ 753.08	\$ 4,021.45	\$ 10,000	40%
702.00	Office Expense	\$ 2,901.27	\$ 22,565.65	\$ 35,000	64%
711.00	Insurance, Workers Comp	\$ -	\$ 5,859.69	\$ 7,800	75%
711.10	Insurance, Liability, PD	\$ -	\$ 8,703.94	\$ 16,500	53%
715.00	Insurance, Health	\$ 2,708.56	\$ 12,642.54	\$ 52,000	24%
716.00	Social Security	\$ 1,738.92	\$ 9,612.54	\$ 29,000	33%
721.00	Accounting Expense	\$ -	\$ -	\$ 6,400	0%
750.00	Legal, Miscellaneous	\$ -	\$ 437.00	\$ 1,500	29%
	Subtotal / Admin	\$ 18,864.14	\$ 128,875.22	\$ 332,300	39%
749.00	Annual Debt Service	\$ -	\$ 34,520.70	\$ 285,000	12%
Treatment Plant					
501.00	Salaries	\$ 4,558.40	\$ 25,308.22	\$ 63,300	40%
502.00	Labor, Projects	\$ -	\$ -	\$ 6,800	0%
503.00	Utilities	\$ 463.26	\$ 3,923.54	\$ 11,100	35%
504.00	Chemicals	\$ -	\$ 880.00	\$ 4,800	18%
506.00	Vehicle Maintenance	\$ -	\$ (1,106.85)	\$ 6,900	-16%
507.00	Lab Supplies	\$ 54.78	\$ 1,259.46	\$ 4,500	28%
508.00	Plant Maint/Repair	\$ 683.63	\$ 6,360.83	\$ 6,500	98%
509.00	Plant Fuel	\$ 366.23	\$ 3,860.72	\$ 4,500	86%
510.00	Tools and Equipment	\$ 93.44	\$ 306.81	\$ 1,500	20%
513.00	Grimes Power	\$ 3,089.86	\$ 26,577.33	\$ 68,600	39%
521.00	Consultant/lab/technical fees	\$ 309.17	\$ 1,272.42	\$ 8,500	15%
550.00	Dues, Education, misc.	\$ 69.98	\$ 2,003.05	\$ 2,500	80%
	Subtotal / Treatment	\$ 9,688.75	\$ 70,645.53	\$ 189,500	37%
Collection System					
601.00	Salaries	\$ 7,726.41	\$ 37,373.42	\$ 94,900	39%
602.00	Labor, Projects	\$ -	\$ -	\$ 9,600	0%
603.00	Pump Sta. Electric Power	\$ 3,297.59	\$ 25,934.98	\$ 68,900	38%
603.10	Pump Sta. Expense	\$ 1,603.67	\$ 9,219.16	\$ 4,800	192%
606.00	Truck Expense / Fuel	\$ 214.20	\$ 4,678.89	\$ 10,800	43%
607.00	Paving Expense	\$ -	\$ -	\$ 1,200	0%
608.00	Line Repair & Maintenance	\$ 3,880.87	\$ 3,912.64	\$ 6,500	60%
610.00	Tools and Equipment	\$ 64.20	\$ 541.31	\$ 3,500	15%
341.10	Vehicles & Equipment	\$ -	\$ -	\$ 5,000	0%
341.20	Asset Replacement Reserve	\$ 2,155.02	\$ 10,595.24	\$ 33,000	32%
	Subtotal / Collection	\$ 18,941.96	\$ 92,255.64	\$ 238,200	39%
530.00	Depreciation	\$ -	\$ -	\$ -	
Totals Wastewater		\$ 47,494.85	\$ 326,297.09	\$ 1,045,000	31%

CUD Wastewater Division Income

		May Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date					
	Subtotal / Billed	\$ 63,424.86	\$ 317,802.80	\$ 1,057,400	30%
Received To Date					
401.00	Service Commitment	\$ 61,168.62	\$ 321,213.44	\$ 772,500	42%
401.50	Stormwater	\$ 352.74	\$ 1,602.37	\$ 5,000	32%
402.00	Trailer Park	\$ -	\$ -	\$ 1,000	0%
404.00	Lyon Farm Lease	\$ -	\$ 25,000.00	\$ 25,000	100%
405.00	AWS - Leachate	\$ 5,093.64	\$ 92,851.70	\$ 223,300	42%
405.00	AWS - Septage / Trucked ww	\$ 1,216.69	\$ 1,216.69	\$ 4,000	30%
413.00	Lateral, Fees	\$ -	\$ -	\$ 500	0%
415.00	Interest / Dividends	\$ 1,534.04	\$ 2,438.61	\$ 3,900	63%
421.00	Lien Fees	\$ -	\$ -	\$ 200	0%
425.00	Other Income	\$ 20.00	\$ 748.95	\$ 10,000	7%
430.00	Waterworks Rental	\$ -	\$ -	\$ 12,000	0%
	Subtotal / Received	\$ 69,385.73	\$ 445,071.76	\$ 1,057,400	42%

CUD Water Division Expenses

	May 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	\$ 2,500.00	42%
601.80	Salaries	\$ 15,519.10	\$ 79,497.29	46%
604.00	Employer Payroll Taxes	\$ 1,837.94	\$ 10,045.20	39%
604.81	Employer Health Insur.	\$ 2,896.42	\$ 15,089.10	25%
604.82	401a Employer Share	\$ 922.36	\$ 4,574.48	38%
620.70	Office Expenses	\$ 2,733.43	\$ 22,890.12	57%
632.00	Accounting Services	\$ -	\$ 6,400	0%
633.00	Legal Services	\$ -	\$ 95.00	6%
641.50	Garage, Office, Roof Rental	\$ -	\$ 12,000	0%
657.00	Insurance/Liability, etc.	\$ -	\$ 6,878.56	42%
658.00	Workers Compensation	\$ -	\$ 2,962.91	47%
670.00	Bad Debt Expense	\$ -	\$ 500	0%
	Subtotal / Admin	\$ 24,409.25	\$ 144,532.66	39%
600.10	Annual Debt Service	\$ 2,574.19	\$ 191,196.70	43%
Plant Production				
601.10	Production Labor	\$ 503.86	\$ 3,447.33	11%
601.20	Labor, Projects	\$ -	\$ 6,800	0%
615.10	Electric Power/Utilities	\$ (1,239.97)	\$ 25,210.85	35%
618.30	Chemicals	\$ -	\$ 9,279.53	41%
620.20	Maintenance	\$ 119.12	\$ 2,262.54	31%
620.30	Lab Testing	\$ 1,230.41	\$ 2,938.10	41%
650.30	Vehicle Maintenance	\$ 281.52	\$ 1,301.97	19%
675.10	Dues, Education, expenses	\$ -	\$ 899.28	27%
	Subtotal / Plant	\$ 894.94	\$ 45,339.60	29%
Transmission & Distribution				
341.00	Vehicles & Equipment	\$ -	\$ 5,000	0%
341.1/136.15	Asset Replacement Reserve	\$ 2,278.35	\$ 11,039.54	33%
601.50	Labor, Maintenance	\$ 8,200.14	\$ 52,023.38	41%
601.60	Labor, Projects	\$ -	\$ 9,600	0%
615.50	Electric Power, Utilities -Garage	\$ (8,312.85)	\$ 5,968.42	52%
620.50	Tools and Equipment	\$ 387.46	\$ 5,292.02	72%
620.60	Main & Service Materials	\$ 560.00	\$ 5,780.31	17%
650.60	Equipment Maintenance	\$ 654.84	\$ 1,626.66	10%
675.50	Miscellaneous, Dues, Educ.	\$ 492.66	\$ 2,473.41	56%
	Subtotal / T&D	\$ 4,260.60	\$ 84,203.74	34%
	Totals Water	\$ 32,138.98	\$ 465,272.70	38%

CUD Water Division Income

	May Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date				
	Subtotal / Billed	\$ 98,704.60	\$ 495,673.75	41%
Received To Date				
461.00	Service Commitment	\$ 67,593.44	\$ 342,807.72	41%
461.00a	Service Commitment (City)	\$ 28,916.67	\$ 144,583.35	42%
419.00	Interest / Dividends	\$ 1,101.57	\$ 2,367.16	158%
421.00	Voicestream Lease	\$ 2,673.71	\$ 13,368.55	53%
474.00	Other Income	\$ 412.61	\$ 868.19	12%
476.00	Lien Fees	\$ -	\$ 600	0%
0.00	Misc.	\$ 1,525.13	\$ 6,831.25	74%
	Subtotal / Received	\$ 102,223.13	\$ 510,826.22	42%