

AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, JULY 10, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine beginning at 6:00 PM.

1. Approve minutes of June 12, 2024 monthly meeting
2. Approve Budget and Financial Reports for June, 2024
3. Project Updates
 - A. Water Projects
 1. Booster Stations
 2. River Crossing
 3. Water Treatment Plant Upgrades
 4. Street/Hospital Loop Water Main Replacement
 - B. Wastewater Projects
 1. Grimes Phase 2
 2. Chadwick BaRoss
 3. FEMA Funding
 - C. Tractor Discussion
 - D. Other Issues
 1. Sign documents for renewal Line of Credit, Machias Savings Bank/Signature card update/Machias
 2. Sign Lien Documents
 3. Additional signer for office checks (Inter-company)
 4. Review 12-31-23 Financial Statement/Vote
 5. Move to go into executive session, Title 1, Chapter 13, 405 6E, Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation.
 6. Move to go out of executive session

The monthly meeting of the Caribou Utilities District was held Wednesday June 12, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present;

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

Absent – Manager Kirkpatrick
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 discussed two items omitted from the May 8, 2024 minutes which need to be corrected. (1) Discussion of old liens and to research and obtain extra information on each of those, and (2) Discuss insulation used on the Booster Station Project which did not meet contractor's specifications and correct same. A punch list was prepared on 06/11/2024 by the contractor, and this is one of the items to be corrected. Install 2 inch polystyrene insulation from bottom of siding to 36 inches below grade and add Z flashing over insulation from bottom edge of siding to 12 inches below grade. The Trustees questioned the time frame for completion of these items. Sue checked with Jim Lord and the contractor has until July 12, 2024 to complete the list. Philip McDonough moved and David Belyea seconded the motion to approve the May 2024 amended minutes as presented. UNANIMOUSLY VOTED.

Philip McDonough moved and Jay Kamm seconded the motion to approve the budget and financial reports as presented. UNANIMOUSLY VOTED.

Since Manager Kirkpatrick was absent from the meeting, the Manager's report was reviewed by all in attendance. Manager Thompson reviewed the Chadwick Baross project with Trustees. The ARPA application has been submitted, and the VRSA engineers are working on fire permits with the Fire Marshall. Manager Thompson will meet with Chadwick representatives June 26, 2024, to discuss further plans on breaking ground on the new facility this summer.

Sue discussed two (2) Lines of Credit the District has with Machias Savings and Katahdin Trust. David Belyea moved and Philip McDonough seconded the motion to renew both the Machias Savings LOC of \$200,000.00 and the Katahdin Trust Company LOC in the amount of \$200,000.00. UNANIMOUSLY VOTED. President Gary Aiken and Treasurer David Martin are authorized as the two signers on the documents.

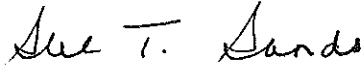
Trustees David Belyea and Jay Kamm discussed Lagoon Day hosted by Caribou Utilities District and Fort Fairfield Utilities District 05/30/24. Trustee Belyea was very enlightened with the tough issues Jim Lord of Dirigo, and Manager Kirkpatrick worked out with the Contractor which was a huge benefit for the District and saved them a considerable amount of money. Many of the field attendees were very impressed with the two systems as well as the presentations by all the speakers. Trustees Belyea and Kamm were extremely impressed with the CUD Project and especially to observe the treatment plant in operation. They were Trustees of the District who worked on the design of the plant, as well as Trustees when the plant went on line. They both indicated there were many little things observed during the tour which normally they would just take for granted.

The water rate case has been submitted to the PUC, the Public Notice appeared in the 06/12/24 edition of the Aroostook Republican, and a notice was enclosed in all customer bills 06/12/24. The increase will be effective October 1, 2024 and will appear in the November billing.

Sue discussed CD's that will be maturing and reviewed interest rates received from local banks. David Martin moved and Philip McDonough seconded the motion to renew the CD's and shop around for the best interest rate available. The rates currently are less than the previous CD's. Sue will reach out to all banks for the best rate available, and when the (2) CD's for the wastewater mature they will be combined into one.

Trustee Kamm discussed the Comprehensive Plan he is working on with the City of Caribou especially the housing development portion. Trustee Kamm is very concerned regarding rumors on the street indicating CUD's infrastructure plus water and wastewater rates are an impediment to the City's Housing development. He feels this is very unfair to use CUD and their rate structuring along with infrastructure as the reason for the decline in the housing industry.

Philip McDonough moved and Jay Kamm seconded the motion to adjourn the meeting at 6:25 P.M.
UNANIMOUSLY VOTED.

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

Sue T Sands, Office Manager, District Clerk

A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – A punch list walk through with Dirigo of the two sites was conducted on 6/11/24, see attached lists. After the contractor completes the items documented, as well as Dirigo providing a permanent PID controller at both stations, record drawings will be generated for future reference.

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. **No change**

Water Treatment Plant Upgrade (2024-11) - New metering pumps for corrosion inhibitor and fluoride are on hand and will be installed by staff. 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 in April. CDS request submitted for a grant of the balance of the project (**Susan Collins has requested \$3,288,000 be included in the FY25 Interior & Environment Appropriations bill to help pay for this project, see attached.**) 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:

-Review and vote to renew \$200,000 lines of credit with Katahdin Trust & Machias Savings Bank.

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

-1.48% water rate increase to go into effect in October when the \$5 sewer increase also goes into effect. Public notices have been sent to be published in the paper, to the PUC and will be mailed to customers in their forthcoming June bill, **see attached.**

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

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

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

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

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

		PERIOD			6	50%
CUD Wastewater Division Expenses		June Expense	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration						
	Subtotal / Admin	\$ 35,345.66	\$ 164,220.88	\$ 332,300	49%	
749.00	Annual Debt Service	\$ -	\$ 34,520.70	\$ 285,000	12%	
Treatment Plant						
	Subtotal / Treatment	\$ 8,192.82	\$ 78,838.35	\$ 189,500	42%	
Collection System						
	Subtotal / Collection	\$ 14,865.50	\$ 107,121.14	\$ 238,200	45%	
530.00	Depreciation	\$ -	\$ -	\$ -		
Totals Wastewater		\$ 58,403.98	\$ 384,701.07	\$ 1,045,000	37%	

CUD Wastewater Division Income		June Income	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date						
	Subtotal / Billed	\$ 68,422.55	\$ 386,225.35	\$ 1,057,400	37%	
Received To Date						
	Subtotal / Received	\$ 87,986.41	\$ 533,058.17	\$ 1,057,400	50%	

		PERIOD			6	50%
CUD Water Division Expenses		June Expense	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration						
	Subtotal / Admin	\$ 39,708.44	\$ 184,241.10	\$ 369,900	50%	
600.10	Annual Debt Service	\$ 2,574.12	\$ 193,770.82	\$ 440,000	44%	
Plant Production						
	Subtotal / Plant	\$ 7,414.85	\$ 52,754.45	\$ 158,100	33%	
Transmission & Distribution						
	Subtotal / T&D	\$ 13,054.95	\$ 97,258.69	\$ 246,200	40%	
Totals Water		\$ 62,752.36	\$ 528,025.06	\$ 1,214,200	43%	

CUD Water Division Income		June Income	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date						
	Subtotal / Billed	\$ 103,964.96	\$ 599,638.71	\$ 1,220,300	49%	
Received To Date						
	Subtotal / Received	\$ 73,794.33	\$ 584,620.55	\$ 1,220,300	48%	

CUW Wastewater Division Expenses		PERIOD			6	50%
		June Expense	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration						
701.00	Salaries	\$ 10,400.89	\$ 75,433.30	\$ 174,100	43%	
701.10	401A Plan	\$ 672.03	\$ 4,693.48	\$ 10,000	47%	
702.00	Office Expense	\$ 9,447.40	\$ 32,013.05	\$ 35,000	91%	
711.00	Insurance, Workers Comp	\$ 1,161.08	\$ 7,020.77	\$ 7,800	90%	
711.10	Insurance, Liability, PD	\$ 10.00	\$ 8,713.94	\$ 16,500	53%	
715.00	Insurance, Health	\$ 5,555.50	\$ 18,198.04	\$ 52,000	35%	
716.00	Social Security	\$ 1,829.76	\$ 11,442.30	\$ 29,000	39%	
721.00	Accounting Expense	\$ 6,250.00	\$ 6,250.00	\$ 6,400	98%	
749.00	See below	\$ -	\$ -	\$ -		
750.00	Legal, Miscellaneous	\$ 19.00	\$ 456.00	\$ 1,500	30%	
	Subtotal / Admin	\$ 35,345.66	\$ 164,220.88	\$ 332,300	49%	
749.00	Annual Debt Service	\$ -	\$ 34,520.70	\$ 285,000	12%	
Treatment Plant						
501.00	Salaries	\$ 4,878.40	\$ 30,186.62	\$ 63,300	48%	
502.00	Labor, Projects	\$ -	\$ -	\$ 6,800	0%	
503.00	Utilities	\$ 628.43	\$ 4,551.97	\$ 11,100	41%	
504.00	Chemicals	\$ -	\$ 880.00	\$ 4,800	18%	
506.00	Vehicle Maintenance	\$ 478.22	\$ (628.63)	\$ 6,900	-9%	
507.00	Lab Supplies	\$ 701.23	\$ 1,960.69	\$ 4,500	44%	
508.00	Plant Maint/Repair	\$ 309.56	\$ 6,670.39	\$ 6,500	103%	
509.00	Plant Fuel	\$ 376.54	\$ 4,237.26	\$ 4,500	94%	
510.00	Tools and Equipment	\$ 570.44	\$ 877.25	\$ 1,500	58%	
513.00	Grimes Power	\$ -	\$ 26,577.33	\$ 68,600	39%	
521.00	Consultant/lab/technical fees	\$ 250.00	\$ 1,522.42	\$ 8,500	18%	
550.00	Dues, Education, misc.	\$ -	\$ 2,003.05	\$ 2,500	80%	
	Subtotal / Treatment	\$ 8,192.82	\$ 78,838.35	\$ 189,500	42%	
Collection System						
	Subtotal / Collection	\$ 14,865.50	\$ 107,121.14	\$ 238,200	45%	
530.00	Depreciation	\$ -	\$ -	\$ -		
Totals Wastewater		\$ 58,403.98	\$ 384,701.07	\$ 1,045,000	37%	

CUW Wastewater Division Income		PERIOD			6	50%
		June Income	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date						
	Subtotal / Billed	\$ 68,422.55	\$ 386,225.35	\$ 1,057,400	37%	
Received To Date						
401.00	Service Commitment	\$ 56,805.41	\$ 378,018.85	\$ 772,500	49%	
401.50	Stormwater	\$ 330.52	\$ 1,932.89	\$ 5,000	39%	
402.00	Trailer Park	\$ -	\$ -	\$ 1,000	0%	
404.00	Lyon Farm Lease	\$ -	\$ 25,000.00	\$ 25,000	100%	
405.00	AWS - Leachate	\$ 27,841.35	\$ 120,693.05	\$ 223,300	54%	
405.00	AWS - Septage / Trucked ww	\$ -	\$ 1,216.69	\$ 4,000	30%	
413.00	Lateral, Fees	\$ 100.00	\$ 100.00	\$ 500	20%	
415.00	Interest / Dividends	\$ 3,036.14	\$ 5,474.75	\$ 3,900	140%	
421.00	Lien Fees	\$ -	\$ -	\$ 200	0%	
425.00	Other Income	\$ (127.01)	\$ 621.94	\$ 10,000	6%	
430.00	Waterworks Rental	\$ -	\$ -	\$ 12,000	0%	
	Subtotal / Received	\$ 87,986.41	\$ 533,058.17	\$ 1,057,400	50%	

CUD Water Division Expenses		PERIOD			6	50%
		June 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	\$ 3,000.00	\$ 6,000	50%	
601.80	Salaries	\$ 15,772.95	\$ 95,270.24	\$ 174,100	55%	
604.00	Employer Payroll Taxes	\$ 1,981.71	\$ 12,026.91	\$ 26,000	46%	
604.81	Employer Health Insur.	\$ 5,700.54	\$ 20,789.64	\$ 60,000	35%	
604.82	401a Employer Share	\$ 690.89	\$ 5,265.37	\$ 12,000	44%	
620.70	Office Expenses	\$ 8,176.23	\$ 31,066.35	\$ 40,000	78%	
632.00	Accounting Services	\$ 6,250.00	\$ 6,250.00	\$ 6,400	98%	
633.00	Legal Services	\$ 38.00	\$ 133.00	\$ 1,500	9%	
641.50	Garage,Office,Roof Rental			\$ 12,000	0%	
657.00	Insurance/Liability, etc.		\$ 6,878.56	\$ 16,200	42%	
658.00	Workers Compensation	\$ 598.12	\$ 3,561.03	\$ 6,300	57%	
670.00	Bad Debt Expense			\$ 500	0%	
	Subtotal / Admin	\$ 39,708.44	\$ 184,241.10	\$ 369,900	50%	
600.10	Annual Debt Service	\$ 2,574.12	\$ 193,770.82	\$ 440,000	44%	
Plant Production						
601.10	Production Labor	\$ (88.08)	\$ 3,359.25	\$ 31,600	11%	
601.20	Labor, Projects			\$ 6,800	0%	
615.10	Electric Power/Utilities	\$ 246.14	\$ 25,456.99	\$ 72,300	35%	
618.30	Chemicals	\$ 6,220.25	\$ 15,499.78	\$ 22,700	68%	
620.20	Maintenance		\$ 2,262.54	\$ 7,400	31%	
620.30	Lab Testing	\$ 1,090.00	\$ 4,028.10	\$ 7,100	57%	
650.30	Vehicle Maintenance	\$ (53.46)	\$ 1,248.51	\$ 6,900	18%	
675.10	Dues, Education, expenses		\$ 899.28	\$ 3,300	27%	
	Subtotal / Plant	\$ 7,414.85	\$ 52,754.45	\$ 158,100	33%	
Transmission & Distribution						
341.00	Vehicles & Equipment		\$ -	\$ 5,000	0%	
341.1/136.15	Asset Replacement Reserve	\$ 2,147.24	\$ 13,186.78	\$ 33,000	40%	
601.50	Labor, Maintenance	\$ 9,032.08	\$ 61,055.46	\$ 126,500	48%	
601.60	Labor, Projects			\$ 9,600	0%	
615.50	Electric Power,Utilities -Garage	\$ 213.56	\$ 6,181.98	\$ 11,400	54%	
620.50	Tools and Equipment	\$ 290.95	\$ 5,582.97	\$ 7,300	76%	
620.60	Main & Service Materials		\$ 5,780.31	\$ 33,200	17%	
650.60	Equipment Maintenance	\$ 1,241.12	\$ 2,867.78	\$ 15,800	18%	
675.50	Miscellaneous, Dues, Educ.	\$ 130.00	\$ 2,603.41	\$ 4,400	59%	
	Subtotal / T&D	\$ 13,054.95	\$ 97,258.69	\$ 246,200	40%	
Totals Water		\$ 62,752.36	\$ 528,025.06	\$ 1,214,200	43%	

CUD Water Division Income		June Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date					
	Subtotal / Billed	\$ 103,964.96	\$ 599,638.71	\$ 1,220,300	49%
Received To Date					
461.00	Service Commitment	\$ 61,188.87	\$ 403,996.59	\$ 829,500	49%
461.00a	Service Commitment (City)	\$ -	\$ 144,583.35	\$ 347,000	42%
419.00	Interest / Dividends	\$ 5,081.68	\$ 7,448.84	\$ 1,500	497%
421.00	Voicestream Lease	\$ 5,347.42	\$ 18,715.97	\$ 25,000	75%
474.00	Other Income	\$ 833.96	\$ 1,702.15	\$ 7,500	23%
476.00	Lien Fees	\$ -	\$ -	\$ 600	0%
0.00	Misc.	\$ 1,342.40	\$ 8,173.65	\$ 9,200	89%
	Subtotal / Received	\$ 73,794.33	\$ 584,620.55	\$ 1,220,300	48%

CUD Wastewater Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	CF (+/-)
Check # Capital Expense, Direct	\$ 62,170	\$ 369,836	\$ 432,005	\$ 533,058	\$ 101,053
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

	Capital Expense	Expense To Date	Total Expense	Total Income	CF (+/-)
Check # Capital Expense, Direct	\$ 23,671	\$ 565,307	\$ 588,977	\$ 584,621	\$ (4,357)
015451 Oak Leaf Systems, new server	\$ 1,612.50				
015734 Audit Prep	\$ 5,000.00				
015709 EJP (2) 6-1/2 ft hydrants	\$ 9,934.12				
015705 TI Sales (24) Gate top extensions	\$ 999.60				
015705 BlueWhite Dbl Diaphragm Chem Pump x2 w/ Tubing & Fittings	\$ 6,124.40				
Check # Capital Expense, Financed	\$ 43,308.04				
Water Garage new shingled roof (WW)	\$ -				
015451 Dirigo Eng., River Crossing Project	\$ 1,961.03				
Main Office Siding/Trim/Shingles (WW)(1/2)	\$ -				
015682 Apex Req 7	\$ 41,347.01				
015681 Dirigo Req 7 Booster	\$ 5,440.65				

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	2017	+/-
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
2.99	2026		0.28
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)
3.19	2032		0.08
2.72	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	

0.17 Placeholder, 20 yr average per month 2001 through 2020

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	3.48	2025	2.50	(0.98)
25	2.01	2026	2.50	0.49
26	2.01	2027	2.50	0.49
				(12.12)

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	3.48	2025	1.85	\$ 275	(1.62)
25	3.48	2026	9.1	\$ 300	5.62
26	2.01	2027	8.3	\$ 325	6.32
					(1.22)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
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