

Jonathan Helstrom
General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Superintendent
Derek Dufour
Wastewater Superintendent



Caribou Utilities District
Water & Wastewater
P.O. Box 10 Caribou, ME 04736 (207) 496-0911

Trustees
Gary Aiken
President
David Martin
Treasurer
Philip J. McDonough II
David Belyea, P.E.
Jay Kamm

Caribou Utilities District Board of Trustees Monthly Meeting Agenda

Type: Monthly Meeting, Board of Trustees
When: November 13, 2024 at 6:00 PM
Where: City Council Chambers, 25 High Street, Caribou, Maine

Agenda:

1. **Better Investment Group**
 - Troy Haney would like to discuss the water/sewer bills and liens associated with 30 North Street
2. **Approval of Minutes**
 - Review and approval of the minutes from September 18, 2024 Monthly Meeting
3. **Financial Reports**
 - Budget and financial reports for period ending September 2024
4. **Water Department Update**
 - Updates on water-related matters, projects, and any relevant issues
5. **Wastewater Department Update**
 - Updates on wastewater-related matters, projects, and any relevant issues
6. **Water Rate Case**
 - Discussion of water rate case
7. **Other Business**
 - Any additional items not covered above
8. **Schedule Next Meeting**
 - Confirm next meeting

The monthly meeting of the Caribou Utilities District was held Wednesday October 9, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present

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

Others Present

Jonathan Helstrom, General Manager
Sue T Sands, Office Mgr, District Clerk
Danielle Brissette, Caribou City Clerk

President Gary Aiken opened the meeting at 6:00 PM. Philip McDonough moved and Jay Kamm seconded the motion to accept the minutes of the September 18, 2024 meeting as presented. UNANIMOUSLY VOTED.

The budget and financial reports were reviewed with the Trustees. Sue explained that the Health Insurance account for both the water and wastewater was extremely high for the month. Each year employees who are not on the Company Health Insurance are reimbursed 75% of the total single premium of the POS 200 plan after showing proof of insurance with another source. The projected budget for 2024 for Health Insurance and Office Expense had errors which has resulted in an overage for 2024. The errors were explained to the Trustees. Sue reported to the Trustees that the loan for the Hatch Wastewater plant which was built in 2004 has been paid in full. Dave Belyea moved and Philip McDonough seconded the motion to accept the reports as presented. UNANIMOUSLY VOTED. Trustee Gary Aiken questioned the outsourcing of the water bills and would like to have more information regarding the cost.

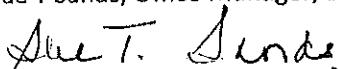
The format for the budget report will be reviewed for another year, and sub accounts probably will be set up under some of the line items which will make the report easier to understand. The account # 701, salaries for wastewater was questioned, and after reviewing the account, the quarterly payment for the Trustees was included in the monthly total.

Manager Helstrom reported to the trustees that a second backup server will be in the water garage which will prevent loss of any backup material in case the office should be broken into, robbed, etc. The siding and roofing on the office building and roofing on the water garage was completed October 4, 2024. The efficiency Maine rebate for the heat pumps will only be \$2,000.00 due to the age of the heating system. The pumps have been ordered, and once received, the contractor will start the installation.

The application for the second river crossing has been submitted, and hopefully the District will receive a higher score. The FEMA grant application was submitted, but a few changes was requested, and this will be taken care of and resubmitted. Trustee Belyea suggested he would like for the employees to attend a work zone safety seminar since there are so many contractors working in the City on different jobs.

The water rate case was received by the PUC 09/26/24 after several corrections were made on Private and Public Fire Protection. Hopefully this will be finalized soon. David Belyea moved and Philip McDonough seconded the motion to adjourn the meeting at 6:35 P.M. UNANIMOUSLY VOTED.

Sue T Sands, Office Manager, District Clerk



		October			PERIOD	10	83%
<u>Wastewater Division Expenses</u>		September Expense	October Expense	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Administration							
	Subtotal / Admin	\$ 39,242.29	\$ 20,565.60	\$ 27,691.67	\$ 268,109.65	\$ 332,300	81%
749.00	Annual Debt Service	\$ -	\$ -	\$ 23,750.00	\$ 133,272.89	\$ 285,000	47%
Treatment Plant							
	Subtotal / Treatment	\$ 10,267.70	\$ 11,843.74	\$ 15,791.67	\$ 145,886.84	\$ 189,500	77%
Collection System							
	Subtotal / Collection	\$ 19,810.15	\$ 17,898.43	\$ 19,850.00	\$ 196,352.57	\$ 238,200	82%
530.00	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals Wastewater		\$ 69,320.14	\$ 50,307.77	\$ 87,083.33	\$ 743,621.95	\$ 1,045,000	71%

<u>Wastewater Division Income</u>		September Income	October Income	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date							
	Subtotal / Billed	\$ 64,731.25	\$ 63,057.51	\$ 88,116.67	\$ 645,834.67	\$ 1,057,400	61%
Received To Date							
	Subtotal / Received	\$ 68,316.85	\$ 71,096.35	\$ 88,116.67	\$ 864,951.91	\$ 1,057,400	82%

		October			PERIOD	10	83%
<u>Water Division Expenses</u>		September Expense	October Expense	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Administration							
	Subtotal / Admin	\$ 76,128.25	\$ 25,489.12	\$ 30,825.00	\$ 351,276.75	\$ 369,900	95%
600.10	Annual Debt Service	\$ 79,840.54	\$ 1,711.67	\$ 36,666.67	\$ 373,791.05	\$ 440,000	85%
Plant Production							
	Subtotal / Plant	\$ 2,511.08	\$ 3,935.41	\$ 13,175.00	\$ 78,528.32	\$ 158,100	50%
Transmission & Distribution							
	Subtotal / T&D	\$ 18,705.02	\$ 12,704.70	\$ 20,516.67	\$ 180,870.36	\$ 246,200	73%
Totals Water		\$ 177,184.89	\$ 43,840.90	\$ 101,183.33	\$ 984,466.48	\$ 1,214,200	81%

<u>Water Division Income</u>		September Income	October Income	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date							
	Subtotal / Billed	\$ 124,093.09	\$ 104,010.23	\$ 101,691.67	\$ 1,039,057.94	\$ 1,220,300	85%
Received To Date							
	Subtotal / Received	\$ 94,410.66	\$ 141,862.02	\$ 101,691.67	\$ 1,099,601.70	\$ 1,220,300	90%

		October		PERIOD		10	83%
Wastewater Division Expenses		September Expense	October Expense	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Administration							
701.00	Salaries	\$ 12,617.81	\$ 10,376.99	\$ 14,508.33	\$ 117,232.83	\$ 174,100	67%
701.10	401A Plan	\$ 675.77	\$ 815.13	\$ 833.33	\$ 7,666.95	\$ 10,000	77%
702.00	Office Expense	\$ 3,193.53	\$ 2,319.13	\$ 2,916.67	\$ 44,026.36	\$ 35,000	126%
711.00	Insurance, Workers Comp	\$ 1,161.08	\$ -	\$ 650.00	\$ 7,898.71	\$ 7,800	101%
711.10	Insurance, Liability, PD	\$ -	\$ -	\$ 1,375.00	\$ 16,529.22	\$ 16,500	100%
715.00	Insurance, Health	\$ 18,543.37	\$ 5,154.86	\$ 4,333.33	\$ 47,366.17	\$ 52,000	91%
716.00	Social Security	\$ 2,765.73	\$ 1,861.49	\$ 2,416.67	\$ 20,322.41	\$ 29,000	70%
721.00	Accounting Expense	\$ -	\$ -	\$ 533.33	\$ 6,250.00	\$ 6,400	98%
749.00	See below	\$ -	\$ -	\$ -	\$ -	\$ -	
750.00	Legal, Miscellaneous	\$ 285.00	\$ 38.00	\$ 125.00	\$ 817.00	\$ 1,500	54%
	Subtotal / Admin	\$ 39,242.29	\$ 20,565.60	\$ 27,691.67	\$ 268,109.65	\$ 332,300	81%
749.00	Annual Debt Service	\$ -	\$ -	\$ 23,750.00	\$ 133,272.89	\$ 285,000	47%
Treatment Plant							
501.00	Salaries	\$ 5,198.40	\$ 5,807.65	\$ 5,275.00	\$ 54,372.13	\$ 63,300	86%
501.10	Plant Project (Grimes)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
501.20	Fiscal Sustain. Plan	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
502.00	Labor, Projects	\$ -	\$ -	\$ 566.67	\$ -	\$ 6,800	0%
503.00	Utilities	\$ 509.03	\$ 599.74	\$ 925.00	\$ 8,486.84	\$ 11,100	76%
504.00	Chemicals	\$ 1.83	\$ 220.00	\$ 400.00	\$ 1,106.82	\$ 4,800	23%
506.00	Vehicle Maintenance	\$ 583.00	\$ 16.76	\$ 575.00	\$ 2,822.59	\$ 6,900	41%
507.00	Lab Supplies	\$ 48.45	\$ 361.38	\$ 375.00	\$ 4,782.66	\$ 4,500	106%
508.00	Plant Maint/Repair	\$ 403.32	\$ 1,162.22	\$ 541.67	\$ 11,843.49	\$ 6,500	182%
509.00	Plant Fuel	\$ -	\$ 301.22	\$ 375.00	\$ 4,538.48	\$ 4,500	101%
510.00	Tools and Equipment	\$ -	\$ 425.79	\$ 125.00	\$ 1,624.79	\$ 1,500	108%
513.00	Grimes Power	\$ 2,654.20	\$ 3,220.81	\$ 5,716.67	\$ 47,094.96	\$ 68,600	69%
		\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
519.00	Sludge Removal	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
521.00	Consultant/lab/technical fees	\$ 780.00	\$ 604.64	\$ 708.33	\$ 6,795.29	\$ 8,500	80%
550.00	Dues, Education, misc.	\$ 89.47	\$ (876.47)	\$ 208.33	\$ 2,418.79	\$ 2,500	97%
	Subtotal / Treatment	\$ 10,267.70	\$ 11,843.74	\$ 15,791.67	\$ 145,886.84	\$ 189,500	77%
Collection System							
601.00	Salaries	\$ 7,927.21	\$ 8,373.59	\$ 7,908.33	\$ 88,139.79	\$ 94,900	93%
602.00	Labor, Projects	\$ -	\$ -	\$ 800.00	\$ -	\$ 9,600	0%
603.00	Pump Sta. Electric Power	\$ 2,993.10	\$ 2,920.00	\$ 5,741.67	\$ 49,350.54	\$ 68,900	72%
603.10	Pump Sta. Expense	\$ -	\$ 1,052.87	\$ 400.00	\$ 10,632.02	\$ 4,800	222%
606.00	Truck Expense / Fuel	\$ 35.45	\$ 915.24	\$ 900.00	\$ 5,922.38	\$ 10,800	55%
607.00	Paving Expense	\$ -	\$ -	\$ 100.00	\$ -	\$ 1,200	0%
608.00	Line Repair & Maintenance	\$ 1,489.57	\$ 1,271.87	\$ 541.67	\$ 5,414.08	\$ 6,500	83%
610.00	Tools and Equipment	\$ -	\$ 281.01	\$ 291.67	\$ 1,073.09	\$ 3,500	31%
341.10	Vehicles & Equipment	\$ -	\$ -	\$ 416.67	\$ -	\$ 5,000	0%
341.20	Asset Replacement Reserve	\$ 7,364.82	\$ 3,083.85	\$ 2,750.00	\$ 35,820.67	\$ 33,000	109%
	Subtotal / Collection	\$ 19,810.15	\$ 17,898.43	\$ 19,850.00	\$ 196,352.57	\$ 238,200	82%
530.00	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals Wastewater		\$ 69,320.14	\$ 50,307.77	\$ 87,083.33	\$ 743,621.95	\$ 1,045,000	71%

Wastewater Division Income		September Income	October Income	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date							
401.00	Service Commitment	\$ 64,731.25	\$ 63,057.51	\$ 64,375.00	\$ 645,834.67	\$ 772,500	84%
401.50	Stormwater	\$ -	\$ -	\$ 416.67	\$ -	\$ 5,000	0%
402.00	Trailer Park	\$ -	\$ -	\$ 83.33	\$ -	\$ 1,000	0%
404.00	Lyon Farm Lease	\$ -	\$ -	\$ 2,083.33	\$ -	\$ 25,000	0%
405.00	AWS - Leachate	\$ -	\$ -	\$ 18,608.33	\$ -	\$ 223,300	0%
405.00	AWS - Septage / Trucked ww	\$ -	\$ -	\$ 333.33	\$ -	\$ 4,000	0%
413.00	Lateral, Fees	\$ -	\$ -	\$ 41.67	\$ -	\$ 500	0%
415.00	Interest / Dividends	\$ -	\$ -	\$ 325.00	\$ -	\$ 3,900	0%
421.00	Lien Fees	\$ -	\$ -	\$ 16.67	\$ -	\$ 200	0%
425.00	Other Income	\$ -	\$ -	\$ 833.33	\$ -	\$ 10,000	0%
430.00	Waterworks Rental	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 12,000	0%
	Subtotal / Billed	\$ 64,731.25	\$ 63,057.51	\$ 88,116.67	\$ 645,834.67	\$ 1,057,400	61%
Received To Date							
401.00	Service Commitment	\$ 56,713.82	\$ 64,238.05	\$ 64,375.00	\$ 635,739.95	\$ 772,500	82%
401.50	Stormwater	\$ 330.52	\$ 330.52	\$ 416.67	\$ 3,254.97	\$ 5,000	65%
402.00	Trailer Park	\$ -	\$ -	\$ 83.33	\$ -	\$ 1,000	0%
404.00	Lyon Farm Lease	\$ -	\$ -	\$ 2,083.33	\$ 25,000.00	\$ 25,000	100%
405.00	AWS - Leachate	\$ 4,038.73	\$ 4,043.91	\$ 18,608.33	\$ 165,074.72	\$ 223,300	74%
405.00	AWS - Septage / Trucked ww	\$ 461.01	\$ -	\$ 333.33	\$ 2,534.10	\$ 4,000	63%
413.00	Lateral, Fees	\$ -	\$ -	\$ 41.67	\$ 500.00	\$ 500	100%
415.00	Interest / Dividends	\$ 1,584.35	\$ 1,403.66	\$ 325.00	\$ 17,272.00	\$ 3,900	443%
421.00	Lien Fees	\$ -	\$ -	\$ 16.67	\$ -	\$ 200	0%
425.00	Other Income	\$ 5,188.42	\$ 1,080.21	\$ 833.33	\$ 15,576.17	\$ 10,000	156%
430.00	Waterworks Rental	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 12,000	0%
	Subtotal / Received	\$ 68,316.85	\$ 71,096.35	\$ 88,116.67	\$ 864,951.91	\$ 1,057,400	82%

		October			PERIOD	10	83%
Water Division Expenses		September Expense	October Expense	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Administration							
403.00	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
408.10	PUC Expense	\$ -	\$ -	\$ 741.67	\$ 7,808.00	\$ 8,900	88%
600.20	Tank Maintenance Fund	\$ 500.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 6,000	83%
601.80	Salaries	\$ 16,742.73	\$ 15,082.70	\$ 14,508.33	\$ 159,094.18	\$ 174,100	91%
604.00	Employer Payroll Taxes	\$ 4,208.03	\$ 1,842.97	\$ 2,166.67	\$ 22,248.02	\$ 26,000	86%
604.81	Employer Health Insur.	\$ 49,657.89	\$ 5,288.91	\$ 5,000.00	\$ 81,419.54	\$ 60,000	136%
604.82	401a Employer Share	\$ 835.00	\$ 921.54	\$ 1,000.00	\$ 8,897.16	\$ 12,000	74%
620.70	Office Expenses	\$ 3,417.48	\$ 1,673.00	\$ 3,333.33	\$ 42,615.28	\$ 40,000	107%
632.00	Accounting Services	\$ -	\$ -	\$ 533.33	\$ 6,250.00	\$ 6,400	98%
633.00	Legal Services	\$ 171.00	\$ -	\$ 125.00	\$ 342.00	\$ 1,500	23%
641.50	Garage, Office, Roof Rental	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 12,000	0%
657.00	Insurance/Liability, etc.	\$ -	\$ -	\$ 1,350.00	\$ 13,589.28	\$ 16,200	84%
658.00	Workers Compensation	\$ 598.12	\$ -	\$ 525.00	\$ 4,013.29	\$ 6,300	64%
670.00	Bad Debt Expense	\$ -	\$ -	\$ 41.67	\$ -	\$ 500	0%
	Subtotal / Admin	\$ 76,128.25	\$ 25,489.12	\$ 30,825.00	\$ 351,276.75	\$ 369,900	95%
600.10	Annual Debt Service	\$ 79,840.54	\$ 1,711.67	\$ 36,666.67	\$ 373,791.05	\$ 440,000	85%
Plant Production							
601.10	Production Labor	\$ 374.34	\$ 383.74	\$ 2,633.33	\$ 5,325.21	\$ 31,600	17%
601.20	Labor, Projects	\$ -	\$ -	\$ 566.67	\$ -	\$ 6,800	0%
615.10	Electric Power/Utilities	\$ 855.84	\$ 992.48	\$ 6,025.00	\$ 44,144.36	\$ 72,300	61%
618.30	Chemicals	\$ -	\$ 1,448.63	\$ 1,891.67	\$ 16,948.41	\$ 22,700	75%
620.20	Maintenance	\$ -	\$ 9.48	\$ 616.67	\$ 2,342.07	\$ 7,400	32%
620.30	Lab Testing	\$ 1,295.00	\$ 943.59	\$ 591.67	\$ 6,806.69	\$ 7,100	93%
650.30	Vehicle Maintenance	\$ 90.90	\$ 82.49	\$ 575.00	\$ 2,042.30	\$ 6,900	30%
675.10	Dues, Education, expenses	\$ (105.00)	\$ 75.00	\$ 275.00	\$ 1,119.28	\$ 3,300	34%
	Subtotal / Plant	\$ 2,511.08	\$ 3,935.41	\$ 13,175.00	\$ 78,528.32	\$ 158,100	50%
Transmission & Distribution							
341.00	Vehicles & Equipment	\$ -	\$ -	\$ 416.67	\$ -	\$ 5,000	0%
341.1/136.15	Asset Replacement Reserve	\$ 2,163.26	\$ 2,163.06	\$ 2,750.00	\$ 32,786.55	\$ 33,000	99%
601.50	Labor, Maintenance	\$ 8,809.66	\$ 8,800.26	\$ 10,541.67	\$ 100,417.50	\$ 126,500	79%
601.60	Labor, Projects	\$ -	\$ -	\$ 800.00	\$ -	\$ 9,600	0%
615.50	Electric Power, Utilities -Garage	\$ 262.26	\$ 414.02	\$ 950.00	\$ 9,312.28	\$ 11,400	82%
620.50	Tools and Equipment	\$ 62.17	\$ 61.79	\$ 608.33	\$ 7,978.52	\$ 7,300	109%
620.60	Main & Service Materials	\$ 6,000.00	\$ -	\$ 2,766.67	\$ 19,921.49	\$ 33,200	60%
650.60	Equipment Maintenance	\$ 1,407.67	\$ 937.28	\$ 1,316.67	\$ 6,841.69	\$ 15,800	43%
675.50	Miscellaneous, Dues, Educ.	\$ -	\$ 328.29	\$ 366.67	\$ 3,612.33	\$ 4,400	82%
	Subtotal / T&D	\$ 18,705.02	\$ 12,704.70	\$ 20,516.67	\$ 180,870.36	\$ 246,200	73%
Totals Water		\$ 177,184.89	\$ 43,840.90	\$ 101,183.33	\$ 984,466.48	\$ 1,214,200	81%

Water Division Income		September Income	October Income	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date							
461.00	Service Commitment	\$ 124,093.09	\$ 104,010.23	\$ 98,041.67	\$ 1,039,057.94	\$ 1,176,500	88%
419.00	Interest / Dividends	\$ -	\$ -	\$ 125.00	\$ -	\$ 1,500	0%
421.00	Voicestream Lease	\$ -	\$ -	\$ 2,083.33	\$ -	\$ 25,000	0%
474.00	Other Income	\$ -	\$ -	\$ 625.00	\$ -	\$ 7,500	0%
476.00	Lien Fees	\$ -	\$ -	\$ 50.00	\$ -	\$ 600	0%
0.00	Misc.	\$ -	\$ -	\$ 766.67	\$ -	\$ 9,200	0%
	Subtotal / Billed	\$ 124,093.09	\$ 104,010.23	\$ 101,691.67	\$ 1,039,057.94	\$ 1,220,300	85%
Received To Date							
461.00	Service Commitment	\$ 86,527.23	\$ 80,693.98	\$ 69,125.00	\$ 746,612.51	\$ 829,500	90%
461.00a	Service Commitment (City)	\$ -	\$ 57,833.34	\$ 28,916.67	\$ 289,166.70	\$ 347,000	83%
419.00	Interest / Dividends	\$ 1,160.90	\$ 1,414.22	\$ 125.00	\$ 11,639.87	\$ 1,500	776%
421.00	Voicestream Lease	\$ 6,022.42	\$ -	\$ 2,083.33	\$ 27,412.10	\$ 25,000	110%
474.00	Other Income	\$ -	\$ (126.82)	\$ 625.00	\$ 11,469.46	\$ 7,500	153%
476.00	Lien Fees	\$ -	\$ -	\$ 50.00	\$ -	\$ 600	0%
0.00	Misc.	\$ 700.11	\$ 2,047.30	\$ 766.67	\$ 13,301.06	\$ 9,200	145%
	Est. of Service in Office	\$ 130.00	\$ 90.30				
	Est. of Service Visiting Site	\$ 54.85	\$ 381.00				
	Collection Trip Fee	\$ -	\$ 910.00				
	Restoration of Service	\$ -	\$ 455.00				
	Returned Check Fee	\$ -	\$ -				
	Customer Req for Disconnect in order for Construction, etc.	\$ 35.00	\$ 211.00				
	Request for Meter Install	\$ -	\$ -				
	Frozen Meter	\$ -	\$ -				
	Rest of service after hrs	\$ -	\$ -				
	Clear obstruction to shut-off	\$ -	\$ -				
	Customer plumbing	\$ 480.26	\$ -				
	Subtotal / Received	\$ 94,410.66	\$ 141,862.02	\$ 101,691.67	\$ 1,099,601.70	\$ 1,220,300	90%

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General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Superintendent
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Wastewater Superintendent



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Jay Kamm

Monthly Management Report

Month Ending: October, 2024

Prepared By: Jonathan Helstrom

Agenda:

1. Better Investment Group

- On October 10, 2024, I received a call from Troy Haney regarding a project by the Better Investment Group (BIG). The City acquired 30 North Street through tax foreclosure and has since transferred the deed to the Better Investment Group. They have demolished the existing house and plan to place a tiny home on the property, which they will then sell. The proceeds from the sale will be used to continue this process in the future. The goal of this non-profit is to improve blighted properties in the community and return them to the tax roll.

Troy has asked that CUD release the liens that have accumulated on the property over the years. Normally, I believe liens should be paid as they are our primary method of collecting old debts. Troy has requested that CUD, consider a different approach since this project will ultimately benefit the City and the Utilities by adding back a new home to the tax roll and gaining back a new customer for the Utilities. If CUD honors BIG request, I would suggest making it contingent that a home is placed within a specified timeline.

2. Approval of Minutes

- No additional comments.

3. Financial Reports

- No additional comments on the financials through the end of October.
- I would respectfully request approval to submit the 2025 budget in early 2025. This will allow us to close out the 2024 year prior to finalizing the budget. I have been working on a revised budget/financial spreadsheet that will incorporate a number of new accounts and combine others. I would also like to move away from the current reports that only compare the current month to the previous month and move to a comparison of the same month over previous years. Please see attached draft formats for a better idea of what the budget and monthly financials would look like.

4. Multi Department Update

- Over the past seven weeks, Fred, Derek, and I have been working on pricing a new vacuum/jeter to replace our current, unreliable 2008 vacuum/jeter combo truck. In the last

four years, The Utilities has spent over \$38,000 on reactive maintenance. Now is the perfect time to purchase a new vacuum/jeter combo truck.

The Drinking Water State Revolving Loan Fund (DWSRF) is offering Lead Service Line Capitalization Grants for equipment to look for the presence of lead service lines. This is part of a federal law requiring all public water systems to catalog the material of every customer service line. After going through the application process, CUD has been offered an excellent grant/loan package. The grant would cover 55% of the truck's cost, with a ten-year, 0% loan from the Maine Municipal Bond Bank on the remaining 45%.

We received three quotes from three different companies for the truck specifications that we believe are the most useful and cost-effective for the Utilities. The quotes ranged from \$564,000 to \$455,500, with Vac-Con being the low bidder. Their model V 390H/1000L A, on a Freightliner chassis with a Cummins diesel engine, would be selected. Vac-Con has an excellent reputation and has many trucks in Maine. With the grant/loan package and the sale of the current truck, the anticipated cost to the Utilities would be \$137,000, which is significantly less than financing a new truck without a grant.

Please see attached cost analyses for the two options (with and without the grant). The DWSRF program does not expect this grant/loan offer to last much longer, making this likely our only opportunity to apply and receive it. The truck would arrive in 2025 with the initial annual payment due 2026. If agreeable, I would like a motion during our meeting on 11-13-2024 to approve the purchase of a new Vac-Con Vacuum/Jeter Combo truck, contingent on the Drinking Water State Revolving Loan Fund, Lead Service Line Capitalization Grant/Loan package.

- All DOT paving that involved the Utilities has been completed for the season. The field crew worked diligently and did a great job coordinating and completing the required work.
- A request for safety training from Safety Work (SW), a division of Maine Department of Labor has been initiated. The next step is to notify SW of what training is needed and they will work to line up a training provider to come conduct the training.
- The trees in the obsolete round clarifiers have been cut (request made by Dave Martin) The spider web infestation around the building lights have been removed (request made by Dave Belyea).
- The engineering firm responsible for design of the new police station has been in contact with CUD regarding the location of the water and wastewater infrastructure. We will continue to provide information to them as needed.
- It was determined an electrical upgrade, condensate pumps and inverted foundation brackets were not included on the low bidder's quote for installation of the heat pumps. With this unexpected addition and lower than anticipated Efficiency Maine Rebate we will reassess our options.

5. Water Department Update

- With the continued issues at Loring Development Authority's, Madawaska Dam Water Plant, I reached out to Jonathan Judkins its CEO to see if LDA would have any interest in connecting to Caribou. After our initial meeting, LDA was amenable and sees the benefit of an interconnection. This would allow them to discontinue use of their drastically oversized and aging water plant and become a customer of Caribou. This would provide a great additional revenue for CUD. In addition, it could spur economic growth along the corridor and allow us to bring public water to new customers along the six plus miles of transmission water line.

Currently we are pumping water at 28% of the max design capacity. If LDA was connected, CUD would still have capacity for future growth in our service area. I plan to move forward with a capacity study to see if this idea is feasible for CUD. I found a Drinking Water grant that would cover 75% of the cost of a study up to a maximum grant amount of \$30,000. LDA has agreed to split the unfunded portion. This will make CUD's max out of pocket portion \$5,000. This will be accomplished by capping the cost of the study at \$40,000. Regardless of LDA, the study will be a valuable tool for the Utilities. It will also provide a capacity evaluation of our current water treatment plant and available capacity in each pressure zone. Having this information readily available will help the Utilities and the City plan for future growth. In addition, the study will dovetail well with helping outline areas to investigate in a future asset management plan. At completion of the study, it would be shared with LDA but owned by CUD.

6. Wastewater Department Update

- A variable speed drive that operates dry weather pump #2 at Pump Station #1 shorted out and was destroyed. A refurbished replacement was ordered and installed by Kellys Electronics. The cost of the drive was \$6,500. A refurbished drive was purchased because the drives are slated to be replaced as part of the pump station upgrades pending the CDS grant.
- A check valve that operates on one of the dry weather pumps at Pump Station #1 has a significant leak. The valve is discontinued and parts are no longer available. Derek is working with Dirigo Engineering to spec a replacement. Initial estimates for the valve are \$6,000-\$7,000.
- The step screen at the headworks had a bearing failure that caused additional damage to the auger press zone. A repair is in process but the extent of damage is not known at this time.

7. Water Rate Case

- The Public Utilities Commission accepted the rate proposal on 10-24-2024. The new rate will go into effect on 12-1-2024.

8. Other Business

- No additional comments

2025 Budget

Caribou Utilities District Wastewater Department

REVENUE	Account	Budgeted
Residential Treatment	461-1.1	
Commercial Treatment	461-1.2	
Industrial Treatment	461-1.3	
Public Authority Treatment	461-1.4	
Other Treatment	461-1.5	
AWS Leachate	461-1.6	
AWS Septage	461-1.7	
Stormwater	461-1.8	
Trailer Park	461-1.9	
Merchandising & Jobbing	415-1	
Forfeited Discounts	470-1	
Miscellaneous Service & Fees	471-1	
Earned Interest	474-1	
Project Expense Reimbursement	474-2	
Waterworks Rental		
Equipment Sale	474-3	
Lease Agreements	475-1	
TOTAL REVENUE		\$0.00
EXPENSE	Account	Budgeted
Administration Wages	601-1.1	
Field Wages	601-1.2	
Board of Directors	603-1.8	
Administration & General Expenses	604-1.80	
Retirement (401a)	604-1.81	
Health Insurance	604-1.82	
Health Insurance Stipend	604-1.83	
Payroll Tax	604-1.84	
Purchased Power General	615-1-3	
Purchased Power Pumping	615-1-2	
Chemicals	618-1	
Pumping Operations & Maintenance	620-1.1	
Treatment Operations & Maintenance	620-1.3	
Collection Operations & Maintenance	620-1.5	
Laboratory Supplies	620-1.7	
Customer Billing & Accounting	620-1.81	
Administration Supplies and Equipment	620-1.82	
Operation Tools and Equipment	620-1.9	
Contractual Services Engineering	631-1	
Contractual Services Accounting	632-1	
Contractual Services Legal	633-1	
Contractual Services Other	635-1	
Rental of Equipment	642-1	
Transportation	650-1	
Insurance Vehicle	656-1	
Insurance General Liability	657-1	
Insurance Workers Compensation	658-1	
Insurance Administration Liability and GM Bond	659-1-8	
Bad Debt	670-1	
Communication	675-1-1	
Heating	675-1-2	
Donations & Subscriptions	675-1-5	
Safety Equipment and Supplies	675-1-6	
Administration & General Miscellaneous	675-1-7	
Depreciation	403-1-1	
Regulatory Fees & License	675-1-8	
Asset Replacement Reserves		
Interest Expense	427-1	
SUBTOTAL EXPENSE		\$0.00
Principal Payment (Long Term Debt Payments)		
Capital purchases (Transportation)		
Capital purchases (Operations)		
Capital purchases (Other)		
TOTAL EXPENSE		\$0.00
PROFIT (LOSS)		\$0.00

2025 Budget

Caribou Utilities District Water Department

REVENUE	Account	Budgeted
Metered Residential	461.1	
Metered Commercial	461.2	
Metered Industrial	461.3	
Metered Public Authorities	461.4	
Public Fire Protection	462.1	
Private Fire Protection	462.2	
Merchandising & Jobbing	415	
Forfeited Discounts	470	
Lien Fees	476	
Miscellaneous Customer Service and Fees	471	
Other Income	472	
Earned Interest	474.1	
Project Expense Reimbursement	474.2	
Equipment Sale	474.3	
Lease Agreements	475.0	
TOTAL REVENUE		\$0.00
EXPENSE	Account	Budgeted
Administration Wages	601.1	
Field Wages	601.2	
Board of Directors	601.3	
Administration & General Expenses	603	
Retirement (401a)	604.80	
Health Insurance	604.81	
Health Insurance Stipend	604.82	
Payroll Tax	604.84	
Purchased Power General	615.1	
Purchased Power Pumping	615.2	
Chemicals	618.3	
Pumping Operations & Maintenance	620.1	
Treatment Operations & Maintenance	620.3	
Transmission/Distribution Operations & Maintenance	620.5	
Laboratory Supplies	620.7	
Customer Billing & Accounting	620.81	
Administration & General Supplies and Equipment	620.82	
Operation Tools and Equipment	620.9	
Contractual Services Engineering	631	
Contractual Services Accounting	632	
Contractual Services Legal	633	
Contractual Services Other	635	
Rental of Equipment	642	
Transportation	650	
Insurance Vehicle	656	
Insurance General Liability	657	
Insurance Workers Compensation	658	
Insurance Administration Liability and GM Bond	659	
Bad Debt	670	
Communication	675.1	
Heating	675.2	
Donations & Subscriptions	675.5	
Safety Equipment and Supplies	675.6	
Miscellaneous Administration & General	675.7	
Depreciation	403.0	
Utility Regulator Assessment Fees	408.1	
Tank Maintenance Fund		
Asset Replacement Reserve		
Garage, Office Roof Rental		
Interest Expense	427.0	
SUBTOTAL EXPENSE		\$0.00
Principal Payment (Long Term Debt Payments)		
Capital purchases (Transportation)		
Capital purchases (Treatment)		
Capital purchases (Transmission/Distribution)		
Capital purchases (Other)		
TOTAL EXPENSE		\$0.00
PROFIT (LOSS)		\$0.00

Profit & Loss through January 2025

Caribou Utilities District Wastewater Department

REVENUE	Account	Budgeted	2025	2024	2023
Residential Treatment	461-1.1				
Commercial Treatment	461-1.2				
Industrial Treatment	461-1.3				
Public Authority Treatment	461-1.4				
Other Treatment	461-1.5				
AWS Leachate	461-1.6				
AWS Septage	461-1.7				
Stormwater	461-1.8				
Trailer Park	461-1.9				
Merchandising & Jobbing	415-1				
Forfeited Discounts	470-1				
Miscellaneous Service & Fees	471-1				
Earned Interest	474-1				
Project Expense Reimbursement	474-2				
Waterworks Rental					
Equipment Sale	474-3				
Lease Agreements	475-1				
TOTAL REVENUE		\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE	Account	Budgeted	2025	2024	2023
Administration Wages	601-1.1				
Field Wages	601-1.2				
Board of Directors	603-1.8				
Administration & General Expenses	604-1.80				
Retirement (401a)	604-1.81				
Health Insurance	604-1.82				
Health Insurance Stipend	604-1.83				
Payroll Tax	604-1.84				
Purchased Power General	615-1.3				
Purchased Power Pumping	615-1.2				
Chemicals	618-1				
Pumping Operations & Maintenance	620-1.1				
Treatment Operations & Maintenance	620-1.3				
Collection Operations & Maintenance	620-1.5				
Laboratory Supplies	620-1.7				
Customer Billing & Accounting	620-1.81				
Administration Supplies and Equipment	620-1.82				
Operation Tools and Equipment	620-1.9				
Contractual Services Engineering	631-1				
Contractual Services Accounting	632-1				
Contractual Services Legal	633-1				
Contractual Services Other	635-1				
Rental of Equipment	642-1				
Transportation	650-1				
Insurance Vehicle	656-1				
Insurance General Liability	657-1				
Insurance Workers Compensation	658-1				
Insurance Administration Liability and GM Bond	659-1.8				
Bad Debt	670-1				
Communication	675-1-1				
Heating	675-1-2				
Donations & Subscriptions	675-1-5				
Safety Equipment and Supplies	675-1-6				
Administration & General Miscellaneous	675-1-7				
Depreciation	403-1-1				
Regulatory Fees & License	675-1-8				
Asset Replacement Reserves					
Interest Expense	427-1				
SUBTOTAL EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00
Principal Payment (Long Term Debt Payments)					
Capital purchases (Transportation)					
Capital purchases (Operations)					
Capital purchases (Other)					
TOTAL EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00
PROFIT (LOSS)		\$0.00	\$0.00	\$0.00	\$0.00

Profit & Loss through January 2025

Caribou Utilities District Water Department

REVENUE	Account	Budgeted	2025	2024	2023
Metered Residential	461.1				
Metered Commercial	461.2				
Metered Industrial	461.3				
Metered Public Authorities	461.4				
Public Fire Protection	462.1				
Private Fire Protection	462.2				
Merchandising & Jobbing	415				
Forfeited Discounts	470				
Lien Fees	476				
Miscellaneous Customer Service and Fees	471				
Other Income	472				
Earned Interest	474.1				
Project Expense Reimbursement	474.2				
Equipment Sale	474.3				
Lease Agreements	475.0				
TOTAL REVENUE		\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE	Account	Budgeted	2025	2024	2023
Administration Wages	601.1				
Field Wages	601.2				
Board of Directors	601.3				
Administration & General Expenses	603				
Retirement (401a)	604.80				
Health Insurance	604.81				
Health Insurance Stipend	604.82				
Payroll Tax	604.84				
Purchased Power General	615.1				
Purchased Power Pumping	615.2				
Chemicals	618.3				
Pumping Operations & Maintenance	620.1				
Treatment Operations & Maintenance	620.3				
Transmission/Distribution Operations & Maintenance	620.5				
Laboratory Supplies	620.7				
Customer Billing & Accounting	620.81				
Administration & General Supplies and Equipment	620.82				
Operation Tools and Equipment	620.9				
Contractual Services Engineering	631				
Contractual Services Accounting	632				
Contractual Services Legal	633				
Contractual Services Other	635				
Rental of Equipment	642				
Transportation	650				
Insurance Vehicle	656				
Insurance General Liability	657				
Insurance Workers Compensation	658				
Insurance Administration Liability and GM Bond	659				
Bad Debt	670				
Communication	675.1				
Heating	675.2				
Donations & Subscriptions	675.5				
Safety Equipment and Supplies	675.6				
Miscellaneous Administration & General	675.7				
Depreciation	403.0				
Utility Regulator Assessment Fees	408.1				
Tank Maintenance Fund					
Asset Replacement Reserve					
Garage, Office Roof Rental					
Interest Expense	427.0				
SUBTOTAL EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00
Principal Payment (Long Term Debt Payments)					
Capital purchases (Transportation)					
Capital purchases (Treatment)					
Capital purchases (Transmission/Distribution)					
Capital purchases (Other)					
TOTAL EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00
PROFIT (LOSS)		\$0.00	\$0.00	\$0.00	\$0.00

Cost Analysis for Vacuum / Jeter Truck

Option #1 (including ME DWP grant)					
2025 Vacuum Truck	\$	455,526.50			
Drinking Water Program Management Fee	\$	4,555.27			
SRF Principal Forgiveness, 55%	\$	(253,044.97)			
Sale of Current Truck (estimate)	\$	(70,000.00)			
Interest 0% for ten years (see chart below)	\$	0.00			
Total Cost at the end of 10 Years	\$	137,036.80			
Amortization Schedule					
Year	Beginning Balance	Interest rate 0.00% APY	Principal	Ending Balance	
1	\$ 207,036.80	\$ 0.00	\$ 20,703.68	\$ 186,333.12	
2	\$ 186,333.12	\$ 0.00	\$ 20,703.68	\$ 165,629.44	
3	\$ 165,629.44	\$ 0.00	\$ 20,703.68	\$ 144,925.76	
4	\$ 144,925.76	\$ 0.00	\$ 20,703.68	\$ 124,222.08	
5	\$ 124,222.08	\$ 0.00	\$ 20,703.68	\$ 103,518.40	
6	\$ 103,518.40	\$ 0.00	\$ 20,703.68	\$ 82,814.72	
7	\$ 82,814.72	\$ 0.00	\$ 20,703.68	\$ 62,111.04	
8	\$ 62,111.04	\$ 0.00	\$ 20,703.68	\$ 41,407.36	
9	\$ 41,407.36	\$ 0.00	\$ 20,703.68	\$ 20,703.68	
10	\$ 20,703.68	\$ 0.00	\$ 20,703.68	\$ 0.00	
Total Interest Paid at the end of 10 years		\$ 0.00			

Option #2 (without ME DWP grant)					
2025 Vacuum Truck	\$	455,526.50			
Sale of Current Truck (estimate)	\$	(70,000.00)			
Interest Estimate (see chart below)	\$	113,747.97			
Total Cost at the end of 10 Years	\$	499,274.47			
Amortization Schedule					
Year	Beginning Balance	Interest rate 5.00% APY	Principal	Ending Balance	
1	\$ 385,526.50	\$ 19,276.33	\$ 30,651.12	\$ 354,875.38	
2	\$ 354,875.38	\$ 17,743.77	\$ 32,183.68	\$ 322,691.70	
3	\$ 322,691.70	\$ 16,134.59	\$ 33,792.86	\$ 288,898.84	
4	\$ 288,898.84	\$ 14,444.94	\$ 35,482.50	\$ 253,416.34	
5	\$ 253,416.34	\$ 12,670.82	\$ 37,256.63	\$ 216,159.71	
6	\$ 216,159.71	\$ 10,807.99	\$ 39,119.46	\$ 177,040.25	
7	\$ 177,040.25	\$ 8,852.01	\$ 41,075.43	\$ 135,964.82	
8	\$ 135,964.82	\$ 6,798.24	\$ 43,129.20	\$ 92,835.61	
9	\$ 92,835.61	\$ 4,641.78	\$ 45,285.66	\$ 47,549.95	
10	\$ 47,549.95	\$ 2,377.50	\$ 47,549.95	\$ 0.00	
Total Interest Paid at the end of 10 years		\$ 113,747.97			

Summary of Option 1 vs. Option 2		
Option 1	\$	137,036.80
Option 2	\$	499,274.40
Savings at the end of 10 years	\$	362,237.60