

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
David Belyea, P.E.
Jay Kamm
Matthew Till

Caribou Utilities District Board of Trustees Monthly Meeting Agenda

Type: Monthly Meeting, Board of Trustees
When: July 9, 2025 at 6:00 PM
Where: City Council Chambers, 25 High Street, Caribou, Maine

Agenda:

1. **Approval of Minutes**
 - Review and approval of the minutes from June 11, 2025 monthly meeting
2. **Financial Reports**
 - Budget and financial reports for period ending June 2025
3. **Multi Department Update**
 - Updates on matters related to both water and wastewater
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. **Other Business**
 - Approval of 12-31-2025 Financial Statements
 - Line of Credit discussion regarding Machias Savings Bank
 - Any additional items not covered above
7. **Schedule Next Meeting**
 - Confirm next meeting

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
David Belyea, P.E.
Jay Kamm
Matthew Till

Monthly Management Report

Month Ending: June, 2025

Prepared By: Jonathan Helstrom

Agenda:

1. Approval of Minutes

- No additional comments on the June 11, 2025, monthly meeting.

2. Financial Report

- No additional comments on the financials through the end of June.

3. Multi-Department Update

- Sean Smith has officially resigned from his position, with his last day of work being June 15, 2025. He was a valued member of the CUD team, and his contributions will be missed. I extend my best wishes to Sean and his family as they pursue new opportunities.
- Following up on last month's discussion regarding delinquent accounts and service disconnections: In 2024, a total of 1,178 disconnection notices were issued. Of those, 70 resulted in actual service disconnections.
- The field crew continues preparation work on High Street and Sweeden Street in advance of paving. So far, 31 gate boxes and 25 manholes have been adjusted. During the process, several manhole structures on the far end of Sweeden Street were found to be in disrepair and required replacement of the upper concrete cone section. A final count of adjusted gate boxes and manholes for this DOT project will be available at our next meeting.
- The field crew is preparing to begin manhole and gate box adjustments on approximately twenty city streets.
- The field crew has completed flagging training.

4. Water Department Update

- We received payment from LDA for their share of the capacity development and interconnect study. Dirigo Engineering has started work on the study, which is expected to be completed by fall 2025.

5. Wastewater Department Update

• The New England Interstate Water Pollution Control Commission (NEIWPCC) is offering no-cost technical assistance to the Caribou Utilities District through its EPA-funded Training & Technical Assistance Program. This support is designed to help small, rural, and Tribal communities improve their wastewater collection system performance.

Key points include:

- Initial Step: Completion of the EPA's CMOM (Capacity, Management, Operations, and Maintenance) self-assessment.
- Tailored Support: Based on the assessment results and initial discussions, NEIWPCC may assist with:
 - Identifying and prioritizing maintenance and repair needs
 - Finding funding sources and preparing applications
 - Mapping infrastructure and developing an asset management plan
- Timeline: All assistance must be completed by June 30, 2026.

This partnership presents a valuable opportunity to strengthen infrastructure planning and management at no cost to the district.

• The Caribou Development Committee is currently evaluating City and CUD owned properties for potential economic development opportunities. One site under consideration is the CUD owned freezer lot on Grimes Road. I would like to formally propose this lot for development, with the condition that CUD retains the right to spray irrigation on the adjacent farmland. A screenshot of the freezer lot is included in your packet for reference.

• FEMA now requires quasi-municipal governments, such as CUD, to adopt a Local Hazard Mitigation Plan to be eligible for Hazard Mitigation Assistance (HMA) funding. FEMA has agreed to allow CUD to retroactively adopt the Aroostook County Hazard Mitigation Plan. To proceed with the funding application, CUD must either sign a Resolution of Adoption or submit a letter stating it will adopt the plan within the next 12 months. One of these actions must be completed and submitted to FEMA as soon as possible. I hope to meet with Aroostook EMA before our meeting to determine the best course of action.

6. Other Business

• I would like a motion to accept the FY 2024 Financial Statement prepared by Chester M. Kearney.

• Machias Savings Bank now requires an annual bond counsel review, with the associated fee to be paid by CUD, as a condition for maintaining line of credit loans. To avoid this additional cost and ensure continued access to credit for both departments, I recommend increasing the existing line of credit with Katahdin Trust, which does not require a bond counsel review. This expanded line could then be used flexibly by either department as needed.

7. Schedule Next Meeting

- The next meeting is scheduled for August 13, 2025.

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
David Belyea, P.E.
Jay Kamm
Matthew Till

The monthly meeting of the Caribou Utilities District was held Wednesday June 11, 2025 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present

Gary Aiken, President,
David Martin, Treasurer
David Belyea, Trustee
Jay Kamm, Trustee
Matthew Till, Trustee

Others Present

Jonathan Helstrom, General Manager
Sue T Sands, Office Manager, District Clerk
Penny Thompson, City Manager

President Gary Aiken opened the meeting at 6:00 PM. The Budget and Financial Reports were reviewed by the Trustees. Manager Helstrom explained that although the audit has been completed, there might be a few additional adjustments to be made on the new accounts that were added at the beginning of the year. Possibly a few line items could be over the projected budget total for the year, but Manager Helstrom is not concerned with any of the figures at this time. The total percentages as of May 31, 2025 appear to be right where they should be. Trustee Belyea questioned the Capital items and Manager Helstrom explained they are listed separately from the budget items and will be assigned with a depreciation schedule at the end of the year. Trustee Kamm questioned a couple of negative totals and Manager Helstrom explained the figures represented insurance claims that had been received for the prior year and were not available at the time of the audit, and also a refund on the Worker's Comp audit. The Financial Audit for 12-31-24 was discussed briefly, and for purposes discussed in a Letter to the Board of Trustees, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. The auditor was pleased to report that no such disagreements arose during the course of our audit, therefore it was classified as a "clean audit".

Manager Helstrom discussed with the Trustees the backing which now appears on the monthly bills which explains several of the terms and conditions of the District as informational to the customers if they should have monthly questions such as reporting a water emergency, payment options, payment arrangements, etc. The cost of monthly billing was discussed, and those in attendance felt that bi-monthly billing might be beneficial in the future and Manager Helstrom will inquire as to the necessary steps to follow. The total accounts receivables as well as number of monthly shut-offs was also discussed and the information will be provided at the July meeting.

The field crew has been busy with preparation work being done on High Street and Sweden Street in advance of the DOT paving. So far 31 gate boxes have been adjusted along with 16 manholes. An additional 16-20 manholes are still scheduled for final adjustment.

The annual CCR report was completed in house this year, and a link was provided to all customers. The Trustees are very concerned regarding fluoridation treatment in our system especially since the recent tour of the facilities. The safety of our employees as well as the risks it poses to our public infrastructure is a large concern. EPA announced recently they would review data to determine whether fluoride standards should be revised. CUD currently doses fluoride to achieve levels between 0.5-0.8 mg/L. Manager Helstrom will gather steps which will be necessary to proceed and remove fluoride completely from the district's water.

The State of Maine Drinking Water Program has offered a funding package totaling \$2,191,700. for a thirty-year loan which would include 35% principal forgiveness for the water main river crossing project. This funding aligns with the cost estimate provided by Jim Lord of Dirigo Engineering. Manager Helstrom suggested we accept the funding package by June 12,2025, and begin preparing to put the project out to bid. David Belyea moved and David Martin seconded the motion to move forward with the second redundant river crossing project. UNANIMOUSLY VOTED.

FEMA representatives visited the Grimes Treatment plant recently regarding the generator replacement grant application. Their response was; Yes, we do have a generator, yes, the generator is old, and yes, the generator needs to be replaced. Hopefully with this information, an award decision will follow soon.

Five grant applications were submitted to the State of Maine Clean Water State Revolving Fund for wastewater upgrades for the following: Headworks upgrades, PS#1 and its force main upgrade, PS#2 (Grimes) and its force main upgrade, treatment plant upgrades and remote collection system pump station upgrades.

Trustee Kamm questioned the status of our solar program and if we have noticed any savings on our energy purchased. Manager Helstrom explained that he doesn't completely understand the method used to determine any savings with a solar project, but the District recently joined the Maine Power Options (MPO) through the Maine Municipal Bond Bank and they have many benefits for becoming a member. They offer Free impartial consultation to our members to weigh all options. MPO acts as an expert, independent advisor for any of your purchasing power provided, rather than an agent of vendors. Manager Helstrom will contact MPO to review the Agreement held with Revision Energy. David Belyea moved and David Martin seconded the motion to adjourn the meeting at 6:35 PM. UNANIMOUSLY VOTED. The next scheduled meeting will be July 9, 2025 at 6:00 PM in City of Caribou Council Chambers.

Sue T Sands, Office Manager, District Clerk

June 2025 Profit & Loss

Caribou Utilities District **Water Department**

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Metered	461.0	\$895,000.00	\$420,701.71	47%
Public Fire Protection	463.0	\$352,344.00	\$176,172.00	50%
Lien Fees	476	\$500.00	\$0.00	0%
Miscellaneous Customer Service and Fees	0.00	\$15,000.00	\$9,314.01	62%
Other Income	474	\$15,000.00	\$6,864.09	46%
Earned Interest	419	\$5,000.00	\$4,559.70	91%
Lease Agreements	421	\$33,000.00	\$17,392.26	53%
TOTAL REVENUE		\$1,315,844.00	\$635,003.77	48%

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	601.80	\$199,000.00	\$104,948.01	53%
Field Wages	601.20	\$188,000.00	\$96,539.13	51%
Admin & General Expenses (Outsourcing)	620.70	\$12,000.00	\$6,626.65	55%
Admin & General Expenses (Office Supplies)	620.75	\$7,000.00	\$5,520.27	79%
Admin & General Expenses (Communication & Maintenance)	620.78	\$4,000.00	\$1,979.28	49%
Admin & General Expenses (Advertising)	620.79	\$1,500.00	\$206.52	14%
Admin & General Expenses (Travel, Education & License)	620.71	\$8,000.00	\$3,271.27	41%
Retirement (401a)	604.82	\$13,000.00	\$8,235.10	63%
Health Insurance & Stipend	604.81	\$83,000.00	\$36,200.67	44%
Payroll Tax	604.00	\$32,000.00	\$16,326.58	51%
Purchased Power (Plant Production)	615.10	\$71,000.00	\$23,847.04	34%
Purchased Power (Transmission & Distribution)	615.50	\$10,000.00	\$2,357.75	24%
Communication	616.00	\$2,000.00	\$1,905.09	95%
Chemicals	618.30	\$25,000.00	\$12,765.88	51%
Operations & Maintenance (Treatment)	620.20	\$8,500.00	\$2,771.34	33%
Operations & Maintenance (Transmission & Distribution)	620.60	\$30,500.00	\$28,062.47	92%
Laboratory Supplies & Testing	620.30	\$9,000.00	\$2,138.45	24%
Operation Tools and Equipment	620.50	\$7,500.00	\$2,444.91	33%
Contractual Services Engineering & Technical	620.26	\$10,000.00	\$775.00	8%
Contractual Services Accounting	632.00	\$6,400.00	\$11,375.00	178%
Contractual Services Legal	633.00	\$1,000.00	\$152.00	15%
Transportation	650.30	\$23,000.00	\$12,585.80	55%
Insurance (General Liability)	657.00	\$16,000.00	\$7,343.44	46%
Insurance (Workers Compensation & Unemployment)	658.00	\$6,000.00	\$107.15	2%
Bad Debt	670.00	\$500.00	\$0.00	0%
Heating	615.55	\$4,000.00	\$3,804.49	95%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	675.50	\$27,000.00	\$9,602.92	36%
Utility Regulator Assessment Fees	408.10	\$8,500.00	\$4,513.00	53%
Tank Maintenance Fund	600.20	\$6,000.00	\$3,500.00	58%
Asset Replacement Reserve	341.10	\$33,000.00	\$16,000.00	48%
Garage & Office Roof Loan Payment	641.50	\$7,000.00	\$2,228.52	32%
SUBTOTAL EXPENSE		\$859,400.00	\$428,133.73	50%
Principal Payment (Long Term Debt Payments)	600.10	\$381,000.00	\$174,177.74	46%
TOTAL EXPENSE		\$1,240,400.00	\$602,311.47	49%
PROFIT (LOSS)		\$75,444.00	\$32,692.30	

2025 Capital

Caribou Utilities District [Water Department](#)

EXPENSE TYPE	DESCRIPTION	ESTIMATED COST	JUNE
Transportation	3/4 Ton Vehicle with Plow, 1/2 Service Box, 1/2 SUV	\$86,000.00	\$83,419.93
Treatment	PLC and SCADA Upgrade	\$80,000.00	\$0.00
Transmission & Distribution	Gate Box Repair Tops and Two Hydrants	\$15,000.00	\$0.00
Other	Computer Upgrades and Office Heat Pumps	\$17,000.00	\$13,029.34
	Meters		\$3,673.86
TOTAL EXPENSE		\$198,000.00	\$96,449.27

Capital Reserve Accounts

Caribou Utilities District [Water Department](#)

Account Name	Account	February	April	June
Jet Truck	136-02			\$ 3,850.00
South Main Street	136-03	\$ 36,605.95	\$ 36,133.29	\$ 35,157.84
Well Project	136-05	\$ 86,803.54	\$ 30,134.00	\$ 40,507.75
USDA RD Refinance	136-06	\$ 29,850.49	\$ 30,667.56	\$ 36,726.51
High St	136-07	\$ 19,146.35	\$ 4,792.66	\$ 10,422.73
Coolidge Ave	136-08	\$ 13,013.55	\$ 15,857.11	\$ 19,507.96
North Main St and South Main St	136-09	\$ 61,781.59	\$ 77,917.48	\$ 94,156.10
Sincock St	136-14	\$ 32,480.14	\$ 34,104.95	\$ 36,168.41
Tank Project	136-22	\$ 2,085.00	\$ 6,255.00	\$ 10,425.12
Booster Station	136-24	\$ 1,250.00	\$ 3,750.00	\$ 6,250.04
Katahdin Trust Reserve	136-01	\$ 94,972.20	\$ 90,233.29	\$ 95,530.09
Katahdin Trust Reserve	136-02	\$ 71,582.11	\$ 66,302.04	\$ 69,195.22
Contingency	136-04	\$ 94,084.78	\$ 86,323.62	\$ 87,609.42
Short Lived Assets	136-15	\$ 120,461.83	\$ 44,952.07	\$ 46,949.85
CFCU CD	136-18	\$ 61,561.73	\$ 62,325.29	\$ 62,325.29
Advanced Payment for Jet Truck	136-20			\$ 464,742.73
TOTAL		\$ 725,679.26	\$ 589,748.36	\$ 1,119,525.06

June 2025 Profit & Loss

Caribou Utilities District Wastewater Department

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Treatment	401.0	\$760,000.00	\$387,772.72	51%
AWS Leachate	405.0	\$202,000.00	\$141,744.37	70%
Trucked Septage & Wastewater	405.1	\$5,000.00	\$0.00	0%
Stormwater	401.5	\$5,000.00	\$2,038.65	41%
Miscellaneous Service & Fees	425 & 413	\$15,000.00	\$32,044.07	214%
Earned Interest	415.0	\$14,000.00	\$3,999.61	29%
Garage & Office Roof Loan Payment	430.0	\$9,800.00	\$4,824.48	49%
Lease Agreements	404.0	\$25,000.00	\$25,000.00	100%
TOTAL REVENUE		\$1,035,800.00	\$597,423.90	58%

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	701.0	\$144,000.00	\$71,272.44	49%
Field Wages	501.00	\$177,000.00	\$95,814.44	54%
Admin & General Expenses (Outsourcing)	702.00	\$12,000.00	\$5,832.98	49%
Admin & General Expenses (Office Supplies)	702.10	\$7,000.00	\$7,277.31	104%
Admin & General Expenses (Communication & Maintenance)	702.20	\$4,000.00	\$1,344.62	34%
Admin & General Expenses (Advertising)	702.25	\$1,500.00	\$525.78	35%
Admin & General Expenses (Travel, Education & License)	702.30	\$8,000.00	\$1,605.05	20%
Retirement (401a)	701.10	\$10,000.00	\$5,151.62	52%
Health Insurance & Stipend	715.00	\$83,000.00	\$33,488.25	40%
Payroll Tax	716.00	\$26,000.00	\$13,385.52	51%
Purchased Power (Treatment)	513.00	\$94,000.00	\$64,361.38	68%
Purchased Power (Pumping)	603.00	\$80,000.00	\$37,641.61	47%
Communication	503.00	\$2,500.00	\$2,177.02	87%
Chemicals	504.00	\$5,000.00	\$2,613.52	52%
Operations & Maintenance (Pumping)	603.10	\$10,000.00	\$8,493.50	85%
Operations & Maintenance (Treatment)	508.00	\$10,000.00	(\$1,250.67)	-13%
Operations & Maintenance (Collection)	608.00	\$10,000.00	\$10,009.24	100%
Laboratory Supplies & Testing	507.00	\$22,000.00	\$8,151.02	37%
Operation Tools and Equipment	510.00	\$5,500.00	(\$936.11)	-17%
Contractual Services Accounting	721.00	\$6,400.00	\$6,375.00	100%
Contractual Services Legal	750.00	\$2,000.00	\$437.00	22%
Contractual Services Engineering & Technical	521.00	\$10,000.00	\$5,151.47	52%
Transportation	506.00	\$23,000.00	\$10,958.86	48%
Insurance General Liability	711.10	\$17,000.00	\$8,814.06	52%
Insurance Workers Compensation	711.00	\$8,000.00	(\$886.75)	-11%
Heating	509.00	\$5,500.00	\$4,210.64	77%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	550.00	\$27,000.00	\$6,802.66	25%
Garage & Office Roof Loan Payment	741.50	\$2,800.00	\$880.02	31%
Asset Replacement Reserves	341.20	\$33,000.00	\$14,000.00	42%
SUBTOTAL EXPENSE		\$846,200.00	\$423,701.48	50%
Principal Payment (Long Term Debt Payments)	749.00	\$186,500.00	\$34,455.86	18%
TOTAL EXPENSE		\$1,032,700.00	\$458,157.34	44%
PROFIT (LOSS)		\$3,100.00	\$139,266.56	

2025 Capital

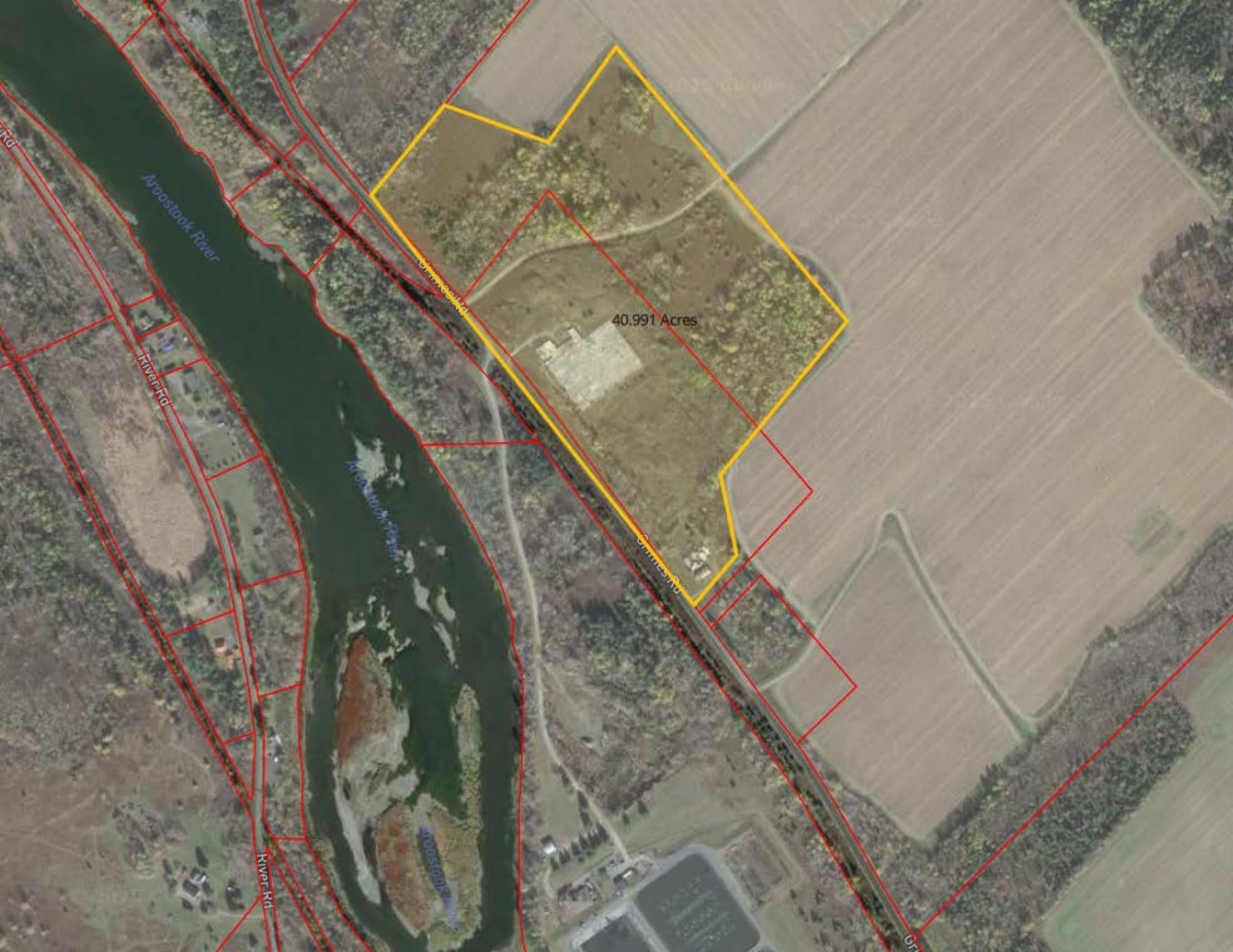
Caribou Utilities District **Wastewater Department**

EXPENSE TYPE	DESCRIPTION	ESTIMATED COST	JUNE
Transportation	3/4 Ton Vehicle with Plow, 1/2 Service Box, 1/2 SUV	\$86,000.00	\$82,601.49
Treatment	Dissolved Oxygen & pH Meter and Probes	\$7,000.00	\$5,104.71
Pumping	Two Lift Station Pumps	\$12,000.00	\$0.00
Collection	Manhole Ring/Covers, Pro-Rings, Risers and Cones	\$12,000.00	\$16,588.05
Other	Computer Upgrades and Office Heat Pumps	\$17,000.00	\$13,029.34
	Garage Door Repairs		\$2,000.00
TOTAL EXPENSE		\$134,000.00	\$119,323.59

Capital Reserve Accounts

Caribou Utilities District **Wastewater Department**

Account Name	Account	February	April	June
Jet Truck				\$ 925.00
Grimes Project	107-80	\$ 44,190.52	\$ 36,263.09	\$ 62,364.09
USDA RD Loan Payment Reserve	107-85	\$ 60,910.23	\$ 65,133.77	\$ 69,382.53
CFCU Money Market	104-11	\$ 191,214.29	\$ 167,654.97	\$ 167,654.97
ACFS&L Reserve	107-60	\$ 15,788.78	\$ 25,820.90	\$ 35,898.46
USDA RD Short Lived Asset Reserve	107-90	\$ 124,966.40	\$ 64,449.87	\$ 71,887.27
TOTAL		\$ 437,070.22	\$ 359,322.60	\$ 408,112.32



Apogostock River

River Rd

Apogostock River

River Rd

Gr...

40.991 Acres

Gr...

Gr...