

**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**

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# Caribou Utilities District Board of Trustees

## Monthly Meeting Agenda

**Type:** Monthly Meeting, Board of Trustees  
**When:** WEDNESDAY, SEPTEMBER 10, 2025, 6:00 P.M.  
**Where:** City Council Chambers, 25 High Street, Caribou, Maine

**Agenda:**

1. **Approval of Minutes**
  - Review and approval of the minutes from August 19, 2025 monthly meeting
2. **Financial Reports**
  - Budget and financial reports for period ending August 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**
7. **Move to go into Executive Session, Maine Revised Statutes, Title 1, Chapter 13, 405 (6) A, Discussion or consideration of employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials.**
8. **Move to come out of Executive Session, Maine Revised Statutes, Title 1 Chapter 13, 405/6A**
9. **Schedule and confirm next meeting**

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# Monthly Management Report

**Month Ending:** August, 2025

**Prepared By:** Jonathan Helstrom

## Agenda

### 1. Approval of Minutes

- No additional comments on the August 19, 2025, monthly meeting.

### 2. Financial Report

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

### 3. Multi-Department Update

- The new vacuum truck is tentatively scheduled to be delivered on September 24, 2025.

### 4. Water Department Update

- Northern Border Regional Commission Catalyst Grant application was successfully submitted on August 27, 2025. This application seeks additional funding for the redundant river crossing project.

### 5. Wastewater Department Update

- No update on the FEMA grant application.

- On August 4, 2025, the Clean Water State Revolving Fund (CWSRF) confirmed that the wastewater upgrade projects could be advanced to the primary list. Given the reduced CDS award compared to the original request, I decided to remove the redundant wastewater river crossing from the scope of work.

The original CDS request was based on a \$5,557,850 project, with a grant request of \$4,446,280. The actual CDS award was \$3,288,000, leaving an unfunded balance of \$2,269,850. To reduce the overall burden on ratepayers and reassess our priorities, I eliminated the redundant wastewater line (estimated at \$1,026,250) and added \$300,000 for the Grimes generator in case the FEMA grant is not approved. Following discussions with Jim Lord and CWSRF staff, I also added a 10% construction contingency (\$330,000) to account for market volatility and the higher-than-expected bids currently being seen across Maine.

These adjustments bring the revised project total to \$5,001,600, leaving CUD's unfunded loan portion at approximately \$1.7 million. We are not required to borrow the full \$1.7 million—rather, this represents the maximum we could borrow if needed. When we begin preliminary engineering, we'll need to determine how much we actually want to borrow and design the project around that budget.

There may also be an opportunity to apply for additional grants, though it could be a long shot since the CDS grant already covers approximately 65% of the total project cost.

## **6. Other Business**

- Review of my one-year performance.

## **7. Schedule Next Meeting**

- The next meeting is scheduled for October 8, 2025. I'll be on vacation and returning to the office on October 6. If you're amenable to receiving your packets on the 6th or 7th, we can keep the meeting date as planned. However, if you'd prefer to receive the packets further in advance, I'm happy to discuss alternate dates.

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The monthly meeting of the Caribou Utilities District was held Tuesday, August 19, 2025 in the City Council Chambers located at 25 High Street, Caribou, Maine.

**Trustees Present**

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

**Others Present**

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

Treasurer David Martin opened the meeting at 6:00 PM in the absence of Gary Aiken, President. After reviewing the minutes of the July 16, 2025 meeting, Jay Kamm moved and David Belyea seconded the motion to approve the minutes as presented. UNANIMOUSLY VOTED.

David Belyea moved and Matthew Till seconded the motion to approve the Budget and Financial reports for July 2025. UNANIMOUSLY VOTED.

Manager Helstrom discussed summer projects that both water and wastewater field crew have been working on with the City and DOT. 51 gate boxes and 37 manholes were adjusted. Three manhole structures on Sweden Street were in disrepair and required replacement of the upper concrete cone section. The breakdown of the wastewater department material costs for the DOT project on High and Sweden Street are as follows; High Street; \$3,151.00 which is an average cost of \$315.13 per manhole, and Sweden Street totaled \$12,077.63 with the average manhole cost being \$447.32. A total of 21 City streets were scheduled for paving this summer, and hopefully the weather will cooperate in order to complete everything before colder weather sets in.

The pre-application for the Northern Border Regional Commission Catalyst Grant is nearly completed. This application seeks additional funding for the redundant river crossing project.

With strong support from Senator Susan Collins, \$3,288,000 has been included in the FY 2026 Interior and Environment Appropriations Bill for our wastewater treatment facility upgrade project. This bill has already been approved by the Senate Appropriations Committee which makes a significant milestone in our infrastructure modernization efforts. This development represents meaningful progress toward our long-term goals. The District expressed special thanks to the following individuals and organizations for their letters of support; Penny Thompson, City Manager, Mark Draper, Aroostook Waste Solutions, Jason Parent, ACAP, Troy Haney, Caribou Development Committee, Tim Guerrette,

Maine House of Representatives, District 4, and Lehrle Kieffer, Kieffer Real Estate. Their advocacy was very instrumental in helping us reach this point.

The District assisted the City in slip-lining the city-owned sewer lateral at the airport. The project was funded by a grant received by the City.

Jay Kamm moved and David Belyea seconded the motion to authorize Caribou Utilities District, (Wastewater Division) to borrow \$200,000.00 from the Katahdin Trust Company line of credit. This motion also grants President Gary Aiken and Treasurer David Martin the authority to sign any necessary documents on behalf of the District. Additionally, the board authorizes Manager Jonathan Helstrom and Office Manager and District Clerk Sue Sands to initiate advances on the line of credit. UNANIMOUSLY VOTED BY ALL FOUR TRUSTEES IN ATTENDANCE.

David Belyea moved and Jay Kamm seconded the motion to approve the following seven (7) proposed votes prepared by Bernstein and Shur, legal counsel for Caribou Utilities District.

1. That the Board of Trustees hereby approve the loan application submitted to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$2,192,000, less forgiveness of up to \$767,200 of permanent financing to fund the Aroostook River Crossing Project, including design and construction costs, transaction costs and all related expenses (the "Project").
2. That pursuant to authority granted by the Charter of the Caribou Utilities District specifically Section 12, the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Revenue Obligation Bond of the District, in an aggregate principal amount not to exceed \$2,192,000 to fund the project.
3. That the District Treasurer and President of the Board of Trustees are hereby authorized to execute and deliver the Bond of behalf of the District to the Maine Municipal Bond Bank. The bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and President of the Board of Trustees and shall have the District seal affixed and be attested by the District Clerk of the District.
4. That the District Treasurer is authorized and directed to issue a revenue obligation note or notes to the Maine Municipal Bond Bank in the amount of up to \$2,192,000.
5. That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the debt service.
6. That the Treasurer and President of the Board of Trustees are hereby authorized to execute and deliver a Loan Agreement with Maine Municipal Bond Bank.
7. That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District. UNANIMOUSLY VOTED.

Trustee David Martin would like for an item to be added on the September agenda which would call for an Executive Session, Maine Revised Statutes, Title 1, Chapter 13, 405 (6) A, Discussion or consideration of employment, (one-year anniversary). The next scheduled meeting will be Wednesday, September 10, 2025. Jay Kamm moved and David Belyea seconded the motion to adjourn the meeting at 6:20 PM UNANIMOUSLY VOTED.

Sue T Sands, Office Manager, District Clerk

# August 2025 Profit & Loss

Caribou Utilities District [Water Department](#)

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Metered	461.0	\$895,000.00	\$583,471.32	65%
Public Fire Protection	463.0	\$352,344.00	\$234,896.00	67%
Lien Fees	476	\$500.00	\$0.00	0%
Miscellaneous Customer Service and Fees	0.00	\$15,000.00	\$12,134.37	81%
Other Income	474	\$15,000.00	\$12,131.90	81%
Earned Interest	419	\$5,000.00	\$7,108.53	142%
Lease Agreements	421	\$33,000.00	\$23,189.68	70%
<b>TOTAL REVENUE</b>		<b>\$1,315,844.00</b>	<b>\$872,931.80</b>	<b>66%</b>

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	601.80	\$199,000.00	\$143,044.01	72%
Field Wages	601.20	\$188,000.00	\$137,391.39	73%
Admin & General Expenses (Outsourcing)	620.70	\$12,000.00	\$8,767.83	73%
Admin & General Expenses (Office Supplies)	620.75	\$7,000.00	\$6,491.20	93%
Admin & General Expenses (Communication & Maintenance)	620.78	\$4,000.00	\$2,482.24	62%
Admin & General Expenses (Advertising)	620.79	\$1,500.00	\$266.02	18%
Admin & General Expenses (Travel, Education & License)	620.71	\$8,000.00	\$3,477.28	43%
Retirement (401a)	604.82	\$13,000.00	\$11,448.63	88%
Health Insurance & Stipend	604.81	\$83,000.00	\$44,172.36	53%
Payroll Tax	604.00	\$32,000.00	\$22,674.52	71%
Purchased Power (Plant Production)	615.10	\$71,000.00	\$38,757.78	55%
Purchased Power (Transmission & Distribution)	615.50	\$10,000.00	\$4,115.08	41%
Communication	616.00	\$2,000.00	\$2,689.30	134%
Chemicals	618.30	\$25,000.00	\$22,146.85	89%
Operations & Maintenance (Treatment)	620.20	\$8,500.00	\$2,892.00	34%
Operations & Maintenance (Transmission & Distribution)	620.60	\$30,500.00	\$29,128.88	96%
Laboratory Supplies & Testing	620.30	\$9,000.00	\$2,743.45	30%
Operation Tools and Equipment	620.50	\$7,500.00	\$2,801.22	37%
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	\$190.00	19%
Transportation	650.30	\$23,000.00	\$15,927.50	69%
Insurance (General Liability)	657.00	\$16,000.00	\$14,503.55	91%
Insurance (Workers Compensation & Unemployment)	658.00	\$6,000.00	\$548.51	9%
Bad Debt	670.00	\$500.00	\$772.38	154%
Heating	615.55	\$4,000.00	\$3,804.49	95%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	675.50	\$27,000.00	\$11,875.18	44%
Utility Regulator Assessment Fees	408.10	\$8,500.00	\$7,868.00	93%
Tank Maintenance Fund	600.20	\$6,000.00	\$4,500.00	75%
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%
<b>SUBTOTAL EXPENSE</b>		<b>\$859,400.00</b>	<b>\$575,858.17</b>	<b>67%</b>
Principal Payment (Long Term Debt Payments)	600.10	\$381,000.00	\$267,932.44	70%
<b>TOTAL EXPENSE</b>		<b>\$1,240,400.00</b>	<b>\$843,790.61</b>	<b>68%</b>
<b>PROFIT (LOSS)</b>		<b>\$75,444.00</b>	<b>\$29,141.19</b>	

# Capital Reserve Accounts

Caribou Utilities District [Water Department](#)

Account Name	Account	February	April	June	August
Jet Truck	136-02			\$ 3,850.00	\$ 9,450.00
South Main Street	136-03	\$ 36,605.95	\$ 36,133.29	\$ 35,157.84	\$ 35,160.82
Well Project	136-05	\$ 86,803.54	\$ 30,134.00	\$ 40,507.75	\$ 62,395.80
USDA RD Refinance	136-06	\$ 29,850.49	\$ 30,667.56	\$ 36,726.51	\$ 39,845.70
High St	136-07	\$ 19,146.35	\$ 4,792.66	\$ 10,422.73	\$ 13,352.23
Coolidge Ave	136-08	\$ 13,013.55	\$ 15,857.11	\$ 19,507.96	\$ 20,171.23
North Main St and South Main St	136-09	\$ 61,781.59	\$ 77,917.48	\$ 94,156.10	\$ 24,365.57
Sincock St	136-14	\$ 32,480.14	\$ 34,104.95	\$ 36,168.41	\$ 39,788.08
Tank Project	136-22	\$ 2,085.00	\$ 6,255.00	\$ 10,425.12	\$ 19,425.23
Booster Station	136-24	\$ 1,250.00	\$ 3,750.00	\$ 6,250.04	\$ 11,450.13
Katahdin Trust Reserve	136-01	\$ 94,972.20	\$ 90,233.29	\$ 95,530.09	\$ 100,845.78
Katahdin Trust Reserve	136-02	\$ 71,582.11	\$ 66,302.04	\$ 69,195.22	\$ 73,033.50
Contingency	136-04	\$ 94,084.78	\$ 86,323.62	\$ 87,609.42	\$ 88,399.37
Short Lived Assets	136-15	\$ 120,461.83	\$ 44,952.07	\$ 46,949.85	\$ 53,107.62
CFCU CD	136-18	\$ 61,561.73	\$ 62,325.29	\$ 62,325.29	\$ 63,179.80
Advanced Payment for Jet Truck	136-20			\$ 464,742.73	\$ 464,742.73
<b>TOTAL</b>		\$ 725,679.26	\$ 589,748.36	\$ 1,119,525.06	\$ 1,118,713.59

# 2025 Capital Expense

Caribou Utilities District [Water Department](#)

EXPENSE TYPE	DESCRIPTION	ESTIMATED COST	JUNE	JULY	AUGUST
Transportation	3/4 Ton Vehicle with Plow, 1/2 Service Box, 1/2 SUV	\$86,000.00	\$83,419.93	\$83,419.93	\$83,419.93
Treatment	PLC and SCADA Upgrade	\$80,000.00	\$0.00	\$13,772.34	\$13,772.34
Transmission & Distribution	Gate Box Repair Tops and Two Hydrants	\$15,000.00	\$0.00	\$0.00	\$0.00
Other	Computer Upgrades and Office Heat Pumps	\$17,000.00	\$13,029.34	\$13,029.34	\$13,029.34
	Meters		\$3,673.86	\$3,673.86	\$3,673.86
<b>TOTAL EXPENSE</b>		<b>\$198,000.00</b>	<b>\$96,449.27</b>	<b>\$110,221.61</b>	<b>\$110,221.61</b>



# August 2025 Profit & Loss

Caribou Utilities District **Wastewater Department**

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Treatment	401.0	\$760,000.00	\$519,798.50	68%
AWS Leachate	405.0	\$202,000.00	\$166,434.32	82%
Trucked Septage & Wastewater	405.1	\$5,000.00	\$0.00	0%
Stormwater	401.5	\$5,000.00	\$2,699.67	54%
Miscellaneous Service & Fees	425 & 413	\$15,000.00	\$41,493.20	277%
Earned Interest	415.0	\$14,000.00	\$6,124.48	44%
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%
<b>TOTAL REVENUE</b>		<b>\$1,035,800.00</b>	<b>\$766,374.65</b>	<b>74%</b>

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	701.00	\$144,000.00	\$96,430.19	67%
Field Wages	501.00	\$177,000.00	\$125,664.27	71%
Admin & General Expenses (Outsourcing)	702.00	\$12,000.00	\$7,974.18	66%
Admin & General Expenses (Office Supplies)	702.10	\$7,000.00	\$8,286.28	118%
Admin & General Expenses (Communication & Maintenance)	702.20	\$4,000.00	\$1,787.57	45%
Admin & General Expenses (Advertising)	702.25	\$1,500.00	\$585.28	39%
Admin & General Expenses (Travel, Education & License)	702.30	\$8,000.00	\$1,811.06	23%
Retirement (401a)	701.10	\$10,000.00	\$7,050.33	71%
Health Insurance & Stipend	715.00	\$83,000.00	\$40,815.81	49%
Payroll Tax	716.00	\$26,000.00	\$17,825.39	69%
Purchased Power (Treatment)	513.00	\$94,000.00	\$78,258.66	83%
Purchased Power (Pumping)	603.00	\$80,000.00	\$55,409.42	69%
Communication	503.00	\$2,500.00	\$3,018.21	121%
Chemicals	504.00	\$5,000.00	\$2,613.52	52%
Operations & Maintenance (Pumping)	603.10	\$10,000.00	\$8,898.98	89%
Operations & Maintenance (Treatment)	508.00	\$10,000.00	\$2,455.70	25%
Operations & Maintenance (Collection)	608.00	\$10,000.00	\$12,647.65	126%
Laboratory Supplies & Testing	507.00	\$22,000.00	\$9,040.72	41%
Operation Tools and Equipment	510.00	\$5,500.00	(\$55.62)	-1%
Contractual Services Accounting	721.00	\$6,400.00	\$6,375.00	100%
Contractual Services Legal	750.00	\$2,000.00	\$475.00	24%
Contractual Services Engineering & Technical	521.00	\$10,000.00	\$9,925.05	99%
Transportation	506.00	\$23,000.00	\$13,713.82	60%
Insurance General Liability	711.10	\$17,000.00	\$17,413.95	102%
Insurance Workers Compensation	711.00	\$8,000.00	\$94.84	1%
Heating	509.00	\$5,500.00	\$4,210.64	77%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	550.00	\$27,000.00	\$9,029.91	33%
Garage & Office Roof Loan Payment	741.50	\$2,800.00	\$880.02	31%
Asset Replacement Reserves	341.20	\$33,000.00	\$16,000.00	48%
<b>SUBTOTAL EXPENSE</b>		<b>\$846,200.00</b>	<b>\$558,635.83</b>	<b>66%</b>
Principal Payment (Long Term Debt Payments)	749.00	\$186,500.00	\$34,463.53	18%
<b>TOTAL EXPENSE</b>		<b>\$1,032,700.00</b>	<b>\$593,099.36</b>	<b>57%</b>
<b>PROFIT (LOSS)</b>		<b>\$3,100.00</b>	<b>\$173,275.29</b>	

# Capital Reserve Accounts

Caribou Utilities District Wastewater Department

Account Name	Account	February	April	June	August
Jet Truck				\$ 925.00	\$ 8,525.00
Grimes Project	107-80	\$ 44,190.52	\$ 36,263.09	\$ 62,364.09	\$ 104,997.87
USDA RD Loan Payment Reserve	107-85	\$ 60,910.23	\$ 65,133.77	\$ 69,382.53	\$ 73,648.19
CFCU Money Market	104-11	\$ 191,214.29	\$ 167,654.97	\$ 167,654.97	\$ 118,829.48
ACFS&L Reserve	107-60	\$ 15,788.78	\$ 25,820.90	\$ 35,898.46	\$ 46,017.55
USDA RD Short Lived Asset Reserve	107-90	\$ 124,966.40	\$ 64,449.87	\$ 71,887.27	\$ 76,164.58
<b>TOTAL</b>		\$ 437,070.22	\$ 359,322.60	\$ 408,112.32	\$ 428,182.67

# 2025 Capital Expense

Caribou Utilities District **Wastewater Department**

EXPENSE TYPE	DESCRIPTION	ESTIMATED COST	JUNE	JULY	AUGUST
Transportation	3/4 Ton Vehicle with Plow, 1/2 Service Box, 1/2 SUV	\$86,000.00	\$82,601.49	\$82,601.49	\$82,601.49
Treatment	Dissolved Oxygen & pH Meter and Probes	\$7,000.00	\$5,104.71	\$5,104.71	\$5,104.71
Pumping	Two Lift Station Pumps	\$12,000.00	\$0.00	\$0.00	\$0.00
Collection	Manhole Ring/Covers, Pro-Rings, Risers and Cones	\$12,000.00	\$16,588.05	\$24,853.47	\$32,971.18
Other	Computer Upgrades and Office Heat Pumps	\$17,000.00	\$13,029.34	\$13,029.34	\$13,029.34
	Garage Door Repairs		\$2,000.00	\$2,000.00	\$2,000.00
<b>TOTAL EXPENSE</b>		<b>\$134,000.00</b>	<b>\$119,323.59</b>	<b>\$127,589.01</b>	<b>\$135,706.72</b>