

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



Caribou Utilities District
Water & Wastewater
176 Limestone St., Caribou, ME 04736
(207) 496-0911

Trustees
Jay Kamm
President
David Martin
Treasurer
David Belyea, P.E.
Matthew Till
Mark Draper

Caribou Utilities District Board of Trustees Monthly Meeting Agenda

Type: Monthly Meeting, Board of Trustees
When: Wednesday, October 14, 2026 at 5:30 P.M.
Where: City Council Chambers, 25 High Street, Caribou, Maine

Agenda:

1. Approval of Minutes

Review and approve the minutes of the previous meeting

2. Financial Reports

Budget and financial reports for period ending August and September 2026

3. Multi Department Update

Updates on matters related to both water and wastewater

Vote to increase the Business Visa Account at Katahdin Trust to \$30,000

Vote to open new Reserve Account for River Crossing Project at Katahdin &
Sign new Signature Card

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

Discussion of additional District business or updates brought forward by the Board, if necessary.

7. Confirm Next Meeting

Tuesday, November 10, 2026

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The regular meeting of the Caribou Utilities District scheduled for Wednesday, September 9, 2026 was canceled due to a lack of quorum. Therefore, there are no meeting minutes for September 2026.

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Monthly Management Report

Meeting Month: October, 2026
Prepared By: Jonathan Helstrom
Agenda:

Approval of Minutes

No additional comments on the August 12, 2026 monthly meeting minutes. The September 9, 2026 meeting was canceled due to a lack of quorum; therefore, there are no September meeting minutes for approval.

Financial Report

No additional comments on the financials through the end of August and September

Multi-Department Update

Monthly Board Meeting Location

We have purchased the video conferencing and recording equipment discussed previously. The equipment has been received but has not yet been fully installed. Once installation is complete, it will provide the District with a dedicated system for recording public meetings as well as participating in remote and hybrid meetings.

I have also created a CUD YouTube channel, which will be used to post recordings of our public meetings and provide an easily accessible archive for the public.

The period between the September and October meetings is expected to be quite busy, and we would also like to complete a few additional updates to the meeting space before transitioning meetings back to the District office. At this point, I suggest we tentatively plan to hold our December meeting at the CUD office, with the new recording and conferencing system in place.

Cybersecurity Review

The cybersecurity audit discussed in August remains in the queue to be completed through the Maine Drinking Water Program and cybersecurity specialists with the U.S. Army National Guard. The onsite assessment is scheduled for November 5 from 10:00 AM–1:00 PM, with the out-brief requested for 7:30 AM November 6.

We met with Bob Sowers, who provides IT support to the District, and Chuck Kelley, who has previously worked with the District on our PLC and SCADA systems, to review our current systems and discuss cybersecurity considerations. A few broad recommendations were made as a result of that review, and all have since been implemented.

Due to the sensitive nature of cybersecurity, specific details regarding system configurations, potential vulnerabilities, and security measures will not be included in this public report or discussed in a public forum.

Digital Timekeeping

We are in the process of transitioning from our current paper timekeeping system to a digital system through Aroostook Payroll. Employees will record their time electronically, which will integrate directly into Aroostook Payroll's payroll system. This should streamline payroll processing, reduce manual data entry, and improve overall recordkeeping.

Personnel Policy Update

A major update to the Personnel Policy remains in progress. Considerable work has been completed to modernize the policy, clarify existing practices, and better reflect CUD's current operations and benefit structure.

Staffing Update

The employment of a probationary Water/Wastewater Operator ended effective August 18, 2026, leaving the position vacant. No additional personnel details are included, as this is a public report.

Recruitment for the Water/Wastewater Technician position has progressed. Six candidates have been interviewed, and we anticipate making an offer to the selected candidate within the next few days.

Water Department Update

Water Main River Crossing Project

Construction on the Water Main River Crossing Project continues to progress well, with several significant milestones reached since last month's report.

Soderberg Construction has successfully completed the in-water work associated with the Aroostook River crossing. The newly installed water main has also passed its pressure test and has been chlorinated. We are currently awaiting the results of the bacteriological testing before proceeding with the next steps toward placing the new main into service.

On the Limestone Street side of the project, paving has been completed, marking another major milestone and restoring the roadway following the extensive excavation and water main installation work.

With the river crossing complete and the pressure test successfully passed, the project is moving into its final stages. Remaining work will focus on receiving satisfactory bacteriological test results, and addressing outstanding construction and restoration items.

Overall, the project continues to progress very well. Dirigo Engineering, Soderberg Construction, and CUD staff have worked collaboratively throughout construction, and we are pleased with both the progress and quality of work completed to date.

Wastewater Department Update

Grimes Generator Replacement Project

Construction bids for the Grimes Generator Replacement Project were opened on September 17, 2026. Three bids were received, with Underwood Electric submitting the apparent low bid of \$289,387, followed by County Electric at \$297,900 and R.L. Todd & Son at \$383,167.

While the low bid was favorable compared to the overall construction estimate, the allocation of costs among the various bid items differed significantly from the budget categories originally approved by FEMA. As a result, we have been working with MEMA and FEMA to determine the appropriate process for modifying the approved grant budget before awarding the construction contract.

Additionally, the proposed generator has an estimated lead time of approximately 50 weeks from the date of order. We are preparing a grant modification request to revise both the approved budget allocations and project construction schedule. The anticipated schedule calls for awarding the construction contract in November 2026, beginning site work in May 2027, and completing generator installation and commissioning in early 2028. The revised schedule remains within the existing FEMA grant period of performance, which expires January 2, 2029.

We are also coordinating with the Maine Department of Environmental Protection on the construction contract documents.

Overall, the project continues to move forward, although the grant modification, environmental review, and financing approvals must be addressed before the construction contract can be awarded.

FFY 2025 Maine Clean Water State Revolving Fund Loan (CWSRF)

There have been no significant updates since last month's report. The application to the Maine Municipal Bond Bank for up to \$1.7 million in CWSRF financing remains in the underwriting review process. MMBB previously indicated that the documentation submitted appears to be in order and will contact us if any additional information or clarification is required.

Wastewater Upgrade Project

As previously reported, the District received a \$3.288 million FY2026 EPA Community Grant for wastewater infrastructure improvements, and Dirigo Engineering was selected through the qualifications-based procurement process to provide engineering and design services for the project.

EPA also approved the District's request for a waiver of the non-federal cost-share requirement associated with the \$3.288 million Community Grant. This eliminates the otherwise required 20% local match and significantly improves the overall funding position for the project.

On September 2, 2026, Dan Wells and Jim Lord of Dirigo Engineering spent the day with CUD staff reviewing the various wastewater infrastructure improvements included in the project. This provided an opportunity to look at each project component in the field and further define the anticipated scope of improvements.

Dirigo's next steps will be to refine the project cost estimates, develop a detailed engineering scope and fee proposal, and prepare and submit the required environmental review. Completion of these items will allow the District to continue moving the EPA grant process and project design forward.

FY 2027 Congressionally Directed Spending Grant Application

There have been no new developments regarding the FY 2027 Congressionally Directed Spending (CDS) request.

Other Business

No additional matters have been identified for discussion under Other Business at this time.

Schedule Next Meeting

The next regular meeting is scheduled for November 11, 2026, which falls on Veterans Day. As an alternative, I propose holding the meeting on Tuesday, November 10, 2026, at 5:30 p.m. in the City Council Chambers, subject to Board approval.

September 2026 Profit & Loss

Caribou Utilities District [Water Department](#)

REVENUE	Account	2026 Budget	2026 Cumulative Total	2025 Cumulative Total	% of Budget
Metered	461.0	\$900,000.00	\$663,562.06	\$664,643.88	74%
Public Fire Protection	463.0	\$357,600.00	\$267,341.01	\$264,258.00	75%
Lien Fees	476	\$500.00	\$126.00	\$0.00	25%
Miscellaneous Customer Service and Fees	0.00	\$16,000.00	\$13,639.17	\$13,353.20	85%
Other Income	474	\$15,000.00	\$25,197.11	\$12,506.39	168%
Earned Interest	419	\$6,000.00	\$9,269.85	\$8,006.65	154%
Lease Agreements	421	\$33,000.00	\$29,856.70	\$26,088.39	90%
TOTAL REVENUE		\$1,328,100.00	\$1,008,991.90	\$988,856.51	76%
EXPENSE	Account	2026 Budget	2026 Cumulative Total	2025 Cumulative Total	% of Budget
Administration Wages	601.80	\$217,000.00	\$171,597.49	\$159,963.61	79%
Field Wages	601.20	\$206,000.00	\$150,540.55	\$151,644.69	73%
Admin & General Expenses (Outsourcing)	620.70	\$15,000.00	\$8,639.04	\$9,827.65	58%
Admin & General Expenses (Office Supplies)	620.75	\$7,500.00	\$7,382.39	\$6,824.36	98%
Admin & General Expenses (Communication & Maintenance)	620.78	\$4,000.00	\$4,307.50	\$2,698.39	108%
Admin & General Expenses (Advertising)	620.79	\$1,000.00	\$395.25	\$295.77	40%
Admin & General Expenses (Travel, Education & License)	620.71	\$8,000.00	\$486.90	\$3,888.88	6%
Retirement (401a)	604.82	\$17,000.00	\$12,167.55	\$12,538.19	72%
Health Insurance & Stipend	604.81	\$88,000.00	\$66,374.74	\$70,601.51	75%
Payroll Tax	604.00	\$37,000.00	\$28,035.02	\$27,372.12	76%
Purchased Power (Plant Production)	615.10	\$66,000.00	\$37,368.23	\$39,636.27	57%
Purchased Power (Transmission & Distribution)	615.50	\$12,000.00	\$9,426.68	\$4,169.29	79%
Communication	616.00	\$4,500.00	\$2,903.39	\$3,209.29	65%
Chemicals	618.30	\$30,000.00	\$29,687.11	\$25,131.13	99%
Operations & Maintenance (Treatment)	620.20	\$9,000.00	\$2,659.23	\$4,929.22	30%
Operations & Maintenance (Transmission & Distribution)	620.60	\$31,000.00	\$49,015.94	\$37,593.66	158%
Laboratory Supplies & Testing	620.30	\$9,000.00	\$2,468.19	\$4,142.36	27%
Operation Tools and Equipment	620.50	\$7,500.00	\$3,235.70	\$2,811.64	43%
Contractual Services Engineering & Technical	620.26	\$5,000.00	\$0.00	\$775.00	0%
Contractual Services Accounting	632.00	\$6,500.00	\$6,475.00	\$11,375.00	100%
Contractual Services Legal	633.00	\$1,000.00	\$395.00	\$190.00	40%
Transportation	650.30	\$23,000.00	\$9,771.12	\$16,523.09	42%
Insurance (General Liability)	657.00	\$15,000.00	\$16,708.20	\$14,503.55	111%
Insurance (Workers Compensation & Unemployment)	658.00	\$5,000.00	\$4,176.48	\$548.51	84%
Bad Debt	670.00	\$500.00	\$0.00	\$772.38	0%
Heating	615.55	\$4,500.00	\$718.70	\$3,804.49	16%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	675.50	\$25,000.00	\$15,050.47	\$11,085.16	60%
Utility Regulator Assessment Fees	408.10	\$8,000.00	\$8,598.10	\$7,868.00	107%
Tank Maintenance Fund	600.20	\$6,000.00	\$4,500.00	\$5,000.00	75%
Asset Replacement Reserve	341.10	\$33,000.00	\$18,000.00	\$16,000.00	55%
Garage & Office Roof Loan Payment	641.50	\$7,000.00	\$3,458.68	\$3,342.78	49%
SUBTOTAL EXPENSE		\$909,000.00	\$674,542.65	\$659,065.99	74%
Principal Payment (Long Term Debt Payments)	600.10	\$393,300.00	\$393,509.80	\$375,740.28	100%
TOTAL EXPENSE		\$1,302,300.00	\$1,068,052.45	\$1,034,806.27	82%
PROFIT (LOSS)		\$25,800.00	(\$59,060.55)	(\$45,949.76)	

September 2025 Profit & Loss

Caribou Utilities District **Wastewater Department**

REVENUE	Account	2026 Budget	2026 Cumulative Total	2025 Cumulative Total	% of Budget
Treatment	401.0	\$785,000.00	\$591,023.90	\$584,824.20	75%
AWS Leachate	405.0	\$213,000.00	\$157,906.44	\$174,895.30	74%
Trucked Septage & Wastewater	405.1	\$4,000.00	\$1,000.00	\$0.00	25%
Stormwater	401.5	\$4,000.00	\$3,066.48	\$3,040.39	77%
Miscellaneous Service & Fees	425, 416, 421	\$15,000.00	\$27,730.12	\$41,008.57	185%
Earned Interest	415.0	\$10,000.00	\$6,268.44	\$7,524.14	63%
Garage & Office Roof Loan Payment	430.0	\$9,800.00	\$4,824.48	\$7,236.72	49%
Lease Agreements	404.0	\$25,000.00	\$25,000.00	\$25,000.00	100%
TOTAL REVENUE		\$1,065,800.00	\$816,819.86	\$843,529.32	77%

EXPENSE	Account	2026 Budget	2026 Cumulative Total	2025 Cumulative Total	% of Budget
Administration Wages	701.00	\$147,000.00	\$108,713.95	\$108,480.72	74%
Field Wages	501.00	\$176,000.00	\$112,419.00	\$137,276.51	64%
Admin & General Expenses (Outsourcing)	702.00	\$15,000.00	\$8,751.73	\$9,033.99	58%
Admin & General Expenses (Office Supplies)	702.10	\$7,500.00	\$7,698.09	\$4,696.36	103%
Admin & General Expenses (Communication & Maintenance)	702.20	\$4,000.00	\$4,033.32	\$2,695.81	101%
Admin & General Expenses (Advertising)	702.25	\$1,000.00	\$331.25	\$750.53	33%
Admin & General Expenses (Travel, Education & License)	702.30	\$8,000.00	(\$308.05)	\$4,475.11	-4%
Retirement (401a)	701.10	\$11,000.00	(\$5,021.08)	\$7,821.06	-46%
Health Insurance & Stipend	715.00	\$88,000.00	\$66,760.68	\$76,374.41	76%
Payroll Tax	716.00	\$26,500.00	\$17,936.12	\$19,967.87	68%
Purchased Power (Treatment)	513.00	\$110,000.00	\$85,065.78	\$81,000.51	77%
Purchased Power (Pumping)	603.00	\$90,000.00	\$47,133.59	\$58,956.86	52%
Communication	503.00	\$5,000.00	\$2,092.40	\$3,412.24	42%
Chemicals	504.00	\$3,500.00	\$2,510.80	\$2,613.52	72%
Operations & Maintenance (Pumping)	603.10	\$15,000.00	\$9,948.80	\$9,438.34	66%
Operations & Maintenance (Treatment)	508.00	\$10,000.00	\$5,265.25	\$3,300.32	53%
Operations & Maintenance (Collection)	608.00	\$11,000.00	\$8,385.17	\$10,608.12	76%
Laboratory Supplies & Testing	507.00	\$15,000.00	\$10,424.61	\$9,613.69	69%
Operation Tools and Equipment	510.00	\$5,500.00	\$4,225.27	\$3,339.97	77%
Contractual Services Accounting	721.00	\$6,400.00	\$6,475.00	\$6,375.00	101%
Contractual Services Legal	750.00	\$2,000.00	\$843.50	\$475.00	42%
Contractual Services Engineering & Technical	521.00	\$10,000.00	\$6,111.20	\$6,260.77	61%
Transportation	506.00	\$23,000.00	\$8,288.61	\$15,779.25	36%
Insurance General Liability	711.10	\$18,500.00	\$18,698.80	\$17,413.95	101%
Insurance (Workers Compensation & Unemployment)	711.00	\$7,000.00	\$3,961.52	\$94.84	57%
Heating	509.00	\$5,500.00	\$4,789.32	\$4,210.64	87%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	550.00	\$25,000.00	\$6,060.51	\$13,133.51	24%
Garage & Office Roof Loan Payment	741.50	\$2,800.00	\$1,365.78	\$1,320.03	49%
Asset Replacement Reserves	341.20	\$33,000.00	\$9,500.00	\$18,000.00	29%
SUBTOTAL EXPENSE		\$882,200.00	\$562,460.92	\$636,918.93	64%
Principal Payment (Long Term Debt Payments)	749.00	\$201,800.00	\$49,988.83	\$50,240.84	25%
TOTAL EXPENSE		\$1,084,000.00	\$612,449.75	\$687,159.77	56%
PROFIT (LOSS)		(\$18,200.00)	\$204,370.11	\$156,369.55	