

Hugh

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Operator
Paul Rossignol
Wastewater Operator

WATER / WASTEWATER / FIBER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
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TRUSTEES
Gary Aiken
President
David Martin
Treasurer
Philip McDonough II
David Belyea PE
Jay Kamm

AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, JULY 12, 2023 in the CITY COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 6:00 P.M.

1. Approve Minutes of June 14, 2023 monthly meeting
2. Approve Budget and Financial Reports for June, 2023
 - A. Sign TD Bank documents (after meeting)
3. General Manager's Report
 - A. Water Projects
 - B. 35 York Street
 - C. Primary Screen/Headworks
 - D. Notification of funding for 2023 DWSRF Water Tank Painting Project and approval by Trustees to move forward.
 - E. Approval of 12-31-2022 Financial Statement prepared by Chester M. Kearney Company, Presque Isle, Maine.
 - F. Other Issues



Maine Rural Water Association 2017 Maine's Best Tasting Drinking Water
We are an equal opportunity employer and service provider



The monthly meeting of the Caribou Utilities District was held Wednesday, June 14, 2023 in the City Council Chambers located at 25 High Street, Caribou, Maine

Trustees Present;

Gary Aiken, President

David Martin, Treasurer

Philip McDonough, Asst Treas.

Jam Kamm, Trustee

Absent; David Belyea, Trustee

Others Present;

Hugh Kirkpatrick, General Manager

Sue T. Sands, Office, Mgr. Clerk

Tim Todd, Citizen

Penny Thompson, City Manager

President Gary Aiken opened the meeting at 6:08 P.M. Philip McDonough moved and David Martin seconded the motion to approve the minutes of the May 16, 2023 monthly meeting. UNANIMOUSLY VOTED. Trustee Jay Kamm questioned account # 650.6 for the water division. Sue explained that \$19,905.57 was spent in February for repair of the wastewater jet/vac truck. The water and wastewater division split the cost of this repair. Fuel for vehicles, furnace repairs as well as miscellaneous vehicle expenses would also be included in this line item. Philip McDonough moved and Jay Kamm seconded the motion to approve the budget and financial reports as presented. UNANIMOUSLY VOTED.

Sue discussed the \$200,000.00 Line of Credit (LOC) with Katahdin Trust Company which will mature June 30, 2023. Philip McDonough moved and David Martin seconded the motion to renew the LOC for another year with a maturity date of June 2024. UNANIMOUSLY VOTED.

The Manager's report from Hugh Kirkpatrick is attached. The trustees asked Manager Kirkpatrick to review the Timber Growth Management Program with the State before a local wood cutter is hired to harvest wood on the River Road.

Sue discussed funds she would like to transfer from The County Federal Credit Union and Katahdin Trust Company to go into 6 and 12-month CD's. \$105,000.00 will be transferred from a wastewater CD maturing 06/22/2023 into a CD at TD Bank for 12 months at an interest rate of 5.2%. \$60,000.00 will be transferred from a contingency account from the water division at Katahdin Trust to go into a 6-month CD at TD Bank with an interest rate of 5.39%.

President Aiken had several questions regarding the Fiber Project. He felt if the project were to continue, only the core area of the city of Caribou should be offered the proposed internet service rather than the whole city. After much discussion, Mr. Aiken suggested a survey be sent to monthly water/wastewater customers along with their monthly water bills asking if they would support the current Broadband/Fiber Project the District has developed. Trustee Jay Kamm made a motion authorizing Manager Kirkpatrick the ability to send a survey to all billed water and wastewater customers in the core area of the City asking if they would support the broadband/fiber project the District has developed, or if they would stay with their existing provider. Gary Aiken seconded the motion. Gary Aiken and Jay Kamm voted in favor of the survey, and David Martin and Philip McDonough were opposed to the survey. Trustee McDonough felt the survey was unfair to the rural residents of Caribou since the scope of the broadband/fiber project offered by the District originally would serve the unserved and underserved first, and now it would be changed to offer the service only to the core area of the City. The meeting was adjourned at 6:50 P.M. The next scheduled meeting will be Wednesday, July 12, 2023 at 6:00 PM in the City Council Chambers located at 25 High Street.

Sue T. Sands, Office Manager, District Clerk

Manager' Report

A. Water Projects:

-High Service Area Booster Pump Station Upgrade Project (2022-14) – Apex, has provided Dirigo a draft schedule with an August start date at the South Main low service tank site. The South Main low service tank site will be likely be completed this year and the North Main low service tank site will be started and completed next spring.

-Water Tank Painting Project (2023-07) – No change in status from last month. We will resubmit this project in the fall of 2023 for 2024 funding.

-New River Crossing Project (2023-08) – No change in status from last month. We will resubmit this project in the fall of 2023 for 2024 funding.

B. 35 York Street:

No change in status from last month.

C. Primary Screen / Headworks**

The small treatment plant in NH which operates the exact same Huber primary screen we have had a meeting last week to discuss what to do with their existing equipment. We are working with the Huber vendor, at the seller's request, to establish a price for their obsolete wash press. This will allow our primary screen to go back to operating as designed as it has since the early 2000's. A new primary screen needs to be included in the next wastewater project which would allow the current Huber screen to operate as a back-up.

D. Other Issues:

- CD re-newels; TD is offering a municipal 6-month CD at 5.39% or 12-month CD at 5.20%. Sue is moving \$60k from a water contingency account and \$105k from a wastewater CD which is coming due June 22nd into these new CDs, respectively.

-Verizon/NMHS tank lease – no update.

-An Elkay water cooler/bottle filler has been received for the Library and will be installed by Mark Wagner of QHS on 6/16/23 (this Friday).

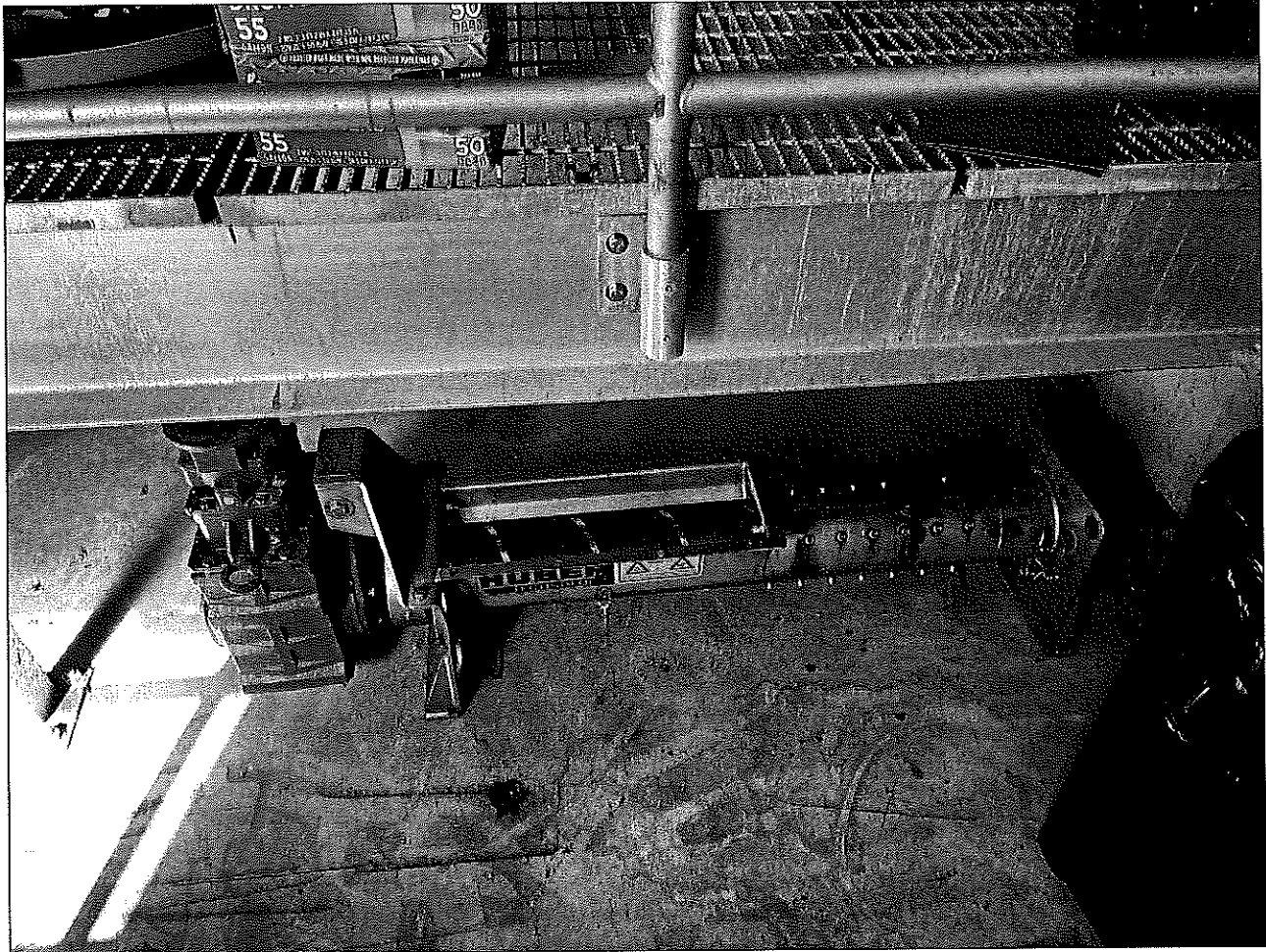
-Last year we had discussions with a woodcutter regarding harvesting black spruce and poplar trees on two parcels on the River Road (map 11, lots 60a & 67) as well as the non-tillable portion of the Lyon Farm on the Grimes Road (map 12, lot 5). The woodcutter has an opening in their schedule to harvest the three lots in late July. Harvesting timber from CUD owned property represents sound land management and provides additional income which does not have to be generated through rates. Revenue generated from this will be deposited in the asset replacement reserves accounts for the respective divisions.

-Fiber Project; Gary Aiken requested a discussion on this subject.

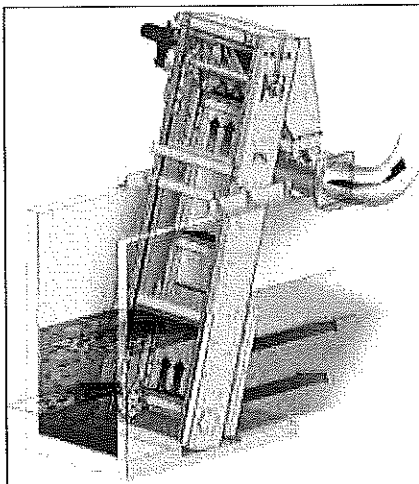
-Next meeting dates: 7/12/23, 8/9/23, 9/13/23

****What is primary screening of wastewater?** Screening is the first unit operation used at wastewater treatment plants (WWTPs). Screening removes objects such as rags, paper, plastics, and metals to prevent damage and clogging of downstream equipment (mainly pumps), piping, and appurtenances.

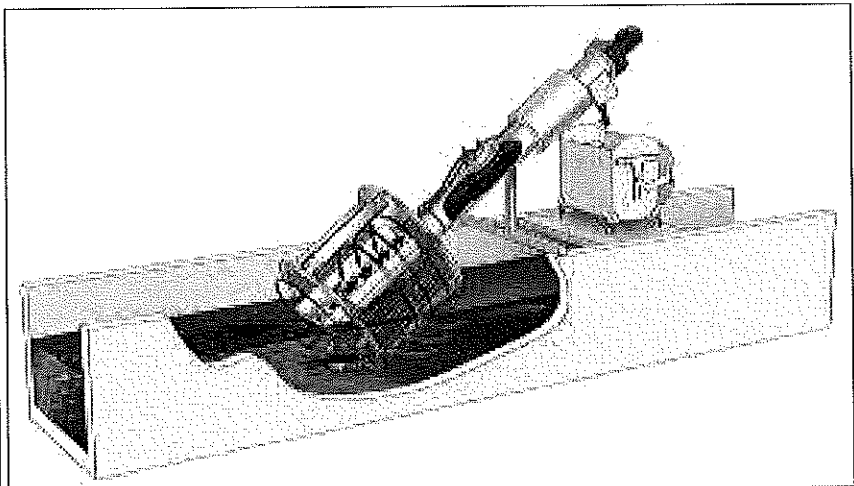
What are headworks? The facilities where wastewater enters a wastewater treatment plant. The headworks may consist of bar racks or bar screens, shredders or grinders, a wet well, and pumps.



Huber wash press assembly



Current Huber Step Screen



Future Huber ROTOMAT Screen

CUD Wastewater Division Expenses

PERIOD

6 **50%**

	June Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration				
701.00	Salaries	\$ 10,625.36	\$ 71,000.58	\$ 168,600 42%
701.10	401A Plan	\$ 832.91	\$ 5,897.70	\$ 9,600 61%
702.00	Office Expense	\$ 4,013.26	\$ 17,930.65	\$ 35,000 51%
711.00	Insurance, Workers Comp		\$ 5,225.33	\$ 7,500 70%
711.10	Insurance, Liability, PD		\$ 8,149.55	\$ 16,100 51%
715.00	Insurance, Health	\$ 1,290.51	\$ 10,936.82	\$ 51,800 21%
716.00	Social Security	\$ 1,604.27	\$ 12,697.96	\$ 28,100 45%
721.00	Accounting Expense	\$ 5,000.00	\$ 5,000.00	\$ 7,500 67%
749.00	See below		\$ -	
750.00	Legal, Miscellaneous		\$ 219.00	\$ 1,500 15%
	Subtotal / Admin	\$ 23,366.31	\$ 137,057.59	\$ 325,700 42%
749.00	Annual Debt Service		\$ 35,058.95	\$ 250,000 14%
Treatment Plant				
501.00	Salaries	\$ 4,368.00	\$ 52,693.89	\$ 77,800 68%
502.00	Labor, Projects		\$ -	\$ 6,700 0%
503.00	Utilities	\$ 420.68	\$ 4,146.85	\$ 7,800 53%
504.00	Chemicals	\$ 177.95	\$ 1,099.95	\$ 2,900 38%
506.00	Vehicle Maintenance	\$ 540.46	\$ 1,056.10	\$ 2,400 44%
507.00	Lab Supplies	\$ 763.80	\$ 2,708.16	\$ 2,600 104%
508.00	Plant Maint/Repair		\$ 2,051.41	\$ 4,500 46%
509.00	Plant Fuel		\$ 3,225.68	\$ 4,600 70%
510.00	Tools and Equipment	\$ 119.12	\$ 666.90	\$ 1,000 67%
513.00	Grimes Power	\$ 1,474.87	\$ 33,999.77	\$ 67,200 51%
521.00	Consultant/lab/technical fees	\$ 180.00	\$ 2,117.50	\$ 8,000 26%
550.00	Dues, Education, misc.	\$ 3,535.10	\$ 4,961.61	\$ 1,000 496%
	Subtotal / Treatment	\$ 11,579.98	\$ 108,727.82	\$ 186,500 58%
Collection System				
601.00	Salaries	\$ 6,741.00	\$ 43,054.85	\$ 104,500 41%
602.00	Labor, Projects		\$ -	\$ 9,600 0%
603.00	Pump Sta. Electric Power	\$ 2,106.17	\$ 30,293.17	\$ 63,900 47%
603.10	Pump Sta. Expense	\$ 1,067.33	\$ 3,501.59	\$ 2,500 140%
606.00	Truck Expense / Fuel	\$ 3,767.52	\$ 17,566.14	\$ 20,900 84%
607.00	Paving Expense		\$ -	\$ 900 0%
608.00	Line Repair & Maintenance		\$ 2,585.58	\$ 6,000 43%
610.00	Tools and Equipment	\$ 123.46	\$ 156.45	\$ 1,500 10%
341.10	Vehicles & Equipment		\$ -	\$ 1,000 0%
341.20	Asset Replacement Reserve	\$ 86.03	\$ 10,310.18	\$ 33,000 31%
	Subtotal / Collection	\$ 13,891.51	\$ 107,467.96	\$ 243,800 44%
530.00	Depreciation	\$ -	\$ -	\$ -
	Totals Wastewater	\$ 48,837.80	\$ 388,312.32	\$ 1,006,000 39%

CUD Wastewater Division Income

Billed To Date	June Income	Year to Date Amt.	Annual Budget	% of Total Budget
Subtotal / Billed	\$ 64,889.30	\$ 383,354.36	\$ 1,021,700	38%
Received To Date				
401.00	Service Commitment	\$ 65,015.46	\$ 385,633.33	\$ 757,400 51%
401.50	Stormwater	\$ 330.52	\$ 2,484.82	\$ 5,000 50%
402.00	Trailer Park	\$ 191.25	\$ 573.75	\$ 500 115%
404.00	Lyon Farm Lease		\$ 25,000.00	\$ 25,000 100%
405.00	AWS - Leachate	\$ 8,957.81	\$ 113,374.05	\$ 213,200 53%
405.00	AWS - Septage / Trucked ww		\$ 2,212.40	\$ 4,000 55%
413.00	Lateral, Fees		\$ 100.00	\$ 1,000 10%
415.00	Interest / Dividends	\$ 210.50	\$ 1,736.74	\$ 2,500 69%
421.00	Lien Fees		\$ -	\$ 200 0%
425.00	Other Income		\$ 4,179.85	\$ 1,800 232%
430.00	Waterworks Rental	\$ 1,020.00	\$ 5,100.00	\$ 11,100 46%
	Subtotal / Received	\$ 75,725.54	\$ 540,394.94	\$ 1,021,700 53%

CUD Water Division Expenses

PERIOD

6 **50%**

	June Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration				
408.10	PUC Expense	\$ 5,322.00	\$ 5,322.00	\$ 8,200 65%
600.20	Tank Maintenance Fund	\$ 500.00	\$ 3,500.00	\$ 6,000 58%
601.80	Salaries	\$ 10,810.48	\$ 69,385.70	\$ 168,600 41%
604.00	Employer Payroll Taxes	\$ 1,655.22	\$ 11,394.70	\$ 25,400 45%
604.81	Employer Health Insur.	\$ 2,699.85	\$ 14,169.43	\$ 61,300 23%
604.82	401a Employer Share	\$ 854.22	\$ 5,380.49	\$ 11,800 46%
620.70	Office Expenses	\$ 5,333.81	\$ 17,580.53	\$ 45,000 39%
632.00	Accounting Services	\$ 5,000.00	\$ 5,000.00	\$ 7,500 67%
633.00	Legal Services		\$ 242.00	\$ 1,500 16%
641.50	Garage,Office,Roof Rental	\$ 1,020.00	\$ 5,100.00	\$ 11,100 46%
657.00	Insurance/Liability, etc.		\$ 9,132.90	\$ 13,200 69%
658.00	Workers Compensation		\$ 2,032.07	\$ 3,100 66%
670.00	Bad Debt Expense		\$ -	\$ 500 0%
	Subtotal / Admin	\$ 33,195.58	\$ 148,239.82	\$ 363,200 41%
600.10	Annual Debt Service	\$ 2,574.19	\$ 186,103.19	\$ 440,000 42%
Plant Production				
601.10	Production Labor	\$ 1,237.01	\$ 9,795.09	\$ 15,600 63%
601.20	Labor, Projects		\$ -	\$ 6,700 0%
615.10	Electric Power/Utilities	\$ 1,497.35	\$ 31,041.91	\$ 51,100 61%
618.30	Chemicals	\$ 3,184.05	\$ 10,856.18	\$ 27,000 40%
620.20	Maintenance	\$ 376.67	\$ 3,546.80	\$ 6,500 55%
620.30	Lab Testing	\$ 2,199.89	\$ 3,196.14	\$ 6,900 46%
675.10	Dues, Education, expenses	\$ 29.97	\$ 1,681.06	\$ 3,200 53%
	Subtotal / Plant	\$ 8,524.94	\$ 60,117.18	\$ 117,000 51%
Transmission & Distribution				
341.00	Vehicles & Equipment		\$ -	\$ 1,000 0%
341.1/136.1	Asset Replacement Reserve	\$ 6.34	\$ 10,033.00	\$ 33,000 30%
601.50	Labor, Maintenance	\$ 10,310.38	\$ 72,466.44	\$ 140,400 52%
601.60	Labor, Projects		\$ -	\$ 9,600 0%
615.50	Electric Power,Utilities -Garage	\$ 275.53	\$ 6,655.33	\$ 10,700 62%
620.50	Tools and Equipment		\$ 1,724.61	\$ 8,400 21%
620.60	Main & Service Materials	\$ 2,817.10	\$ 12,863.21	\$ 24,300 53%
650.60	Equipment Maintenance	\$ 767.86	\$ 19,253.94	\$ 22,400 86%
675.50	Miscellaneous, Dues, Educ.	\$ 237.52	\$ 2,951.36	\$ 4,000 74%
	Subtotal / T&D	\$ 14,414.73	\$ 125,947.89	\$ 253,800 50%
	Totals Water	\$ 58,709.44	\$ 520,408.08	\$ 1,174,000 44%

CUD Water Division Income

Billed To Date	June Income	Year to Date Amt.	Annual Budget	% of Total Budget
	Subtotal / Billed	\$ 102,979.40	\$ 604,212.74	\$ 1,211,000 50%
Received To Date				
461.00	Service Commitment	\$ 75,083.93	\$ 436,826.42	\$ 829,500 53%
461.00a	Service Commitment (City)		\$ 144,583.35	\$ 347,000 42%
419.00	Interest / Dividends	\$ 65.76	\$ 366.62	\$ 1,200 31%
421.00	Voicestream Lease	\$ 4,947.42	\$ 17,315.97	\$ 25,000 69%
474.00	Other Income	\$ 780.00	\$ 4,479.16	\$ 1,500 299%
476.00	Lien Fees		\$ -	\$ 500 0%
0.00	Misc.	\$ 1,290.95	\$ 8,615.38	\$ 6,300 137%
	Subtotal / Received	\$ 82,168.06	\$ 612,186.90	\$ 1,211,000 51%

CUD Wastewater Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
	\$ 4,454	\$ 388,312	\$ 392,766	\$ 540,395	\$ 147,629
Check # Capital Expense, Direct					
009293 Hayes Pump, G/R pump O/H, Rte 1 LS	\$ 2,203.56				
009292 Midwest Steel, G/R pump spare, Rte 1 LS	\$ 2,250.00				
Check # Capital Expense, Financed	\$ -				

CUD Water Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
	\$ 14,878	\$ 520,408	\$ 535,286	\$ 612,187	\$ 76,901
Check # Capital Expense, Direct					
EJP, (8) boxes 5/8" iPerl meters, 64 tot	\$ 10,240.00				
014758 EJP, (1) 7ft hydrant	\$ 4,637.91				
Check # Capital Expense, Financed	\$ 25,541.26				
014441 Dirigo Engineering, River Crossing Proj.	\$ 17,000.00				
014666 County Env., Abatement Inspection	\$ 541.26				
014755 Dirigo Engineering, Req #3	\$ 8,000.00				

Bureau of Labor Statistics

Consumer Price Index -

All Urban Consumers

1-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Years: 1914 to 2017

COLA		
10 yr-ra	yr	+/-
1.85	2017	
1.77	2018	(0.08)
1.58	2019	(0.19)
1.76	2020	0.18
1.72	2021	(0.04)
1.70	2022	(0.02)
2.06	2023	0.36
2.52	2024	0.46
2.75	2025	0.23
2.88	2026	0.13
3.00	2027	0.12
3.01	2028	0.01
3.01	2029	0.00
3.01	2030	0.00
3.00	2031	(0.02)
3.08	2032	0.08
2.61	2033	(0.47)
2.18	2034	(0.43)

Water rate increase tracker					
CPI yr	CPI	yr	actual	+/-	
16,17,18	4.10	2021	4.03	(0.07)	
19,20,21	10.10	2022	6.17	(3.93)	
22	6.30	2023	2.50	(3.80)	
23	3.68	2024	2.50	(1.18)	
24	2.01	2025	2.50	0.49	
25	2.01	2026	2.50	0.49	
26	2.01	2027	2.50	0.49	
				<hr/>	
				(7.52)	

Wastewater rate increase tracker						
CPI yr	CPI	yr	actual	rate	+/-	
18,19,20	3.00	2021	2.00	\$ 255	(1.00)	
21	6.70	2022	1.96	\$ 260	(4.74)	
22	6.30	2023	1.92	\$ 265	(4.38)	
23	3.68	2024	1.89	\$ 270	(1.79)	
24	2.01	2025	1.85	\$ 275	(0.16)	
25	2.01	2026	12.7	\$ 310	10.71	
26	2.01					
				<hr/>		
				(1.36)		

0.17 Placeholder, 20 yr average per month 2001 through 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
2011	0.5	0.5	1.0	0.6	0.5	(0.1)	0.1	0.3	0.2	(0.2)	(0.1)	(0.2)	3.1
2012	0.4	0.4	0.8	0.3	(0.1)	(0.1)	(0.2)	0.6	0.4	0.0	(0.5)	(0.3)	1.7
2013	0.3	0.8	0.3	(0.1)	0.2	0.2	0.0	0.1	0.1	(0.3)	(0.2)	0.0	1.4
2014	0.4	0.4	0.6	0.3	0.3	0.2	0.0	(0.2)	0.1	(0.3)	(0.5)	(0.6)	0.7
2015	(0.5)	0.4	0.6	0.2	0.5	0.4	0.0	(0.1)	(0.2)	0.0	(0.2)	(0.3)	0.8
2016	0.2	0.1	0.4	0.5	0.4	0.3	(0.2)	0.1	0.2	0.1	(0.2)	0.0	1.9
2017	0.6	0.3	0.1	0.3	0.1	0.1	(0.1)	0.3	0.5	(0.1)	0.0	(0.1)	2.0
2018	0.5	0.5	0.2	0.4	0.4	0.2	0.0	0.1	0.1	0.2	(0.3)	(0.3)	2.0
2019	0.2	0.4	0.6	0.5	0.2	0.0	0.2	0.0	0.1	0.2	(0.1)	(0.1)	2.2
2020	0.4	0.3	(0.2)	(0.7)	0.0	0.5	0.5	0.3	0.1	0.0	(0.1)	0.1	1.2
2021	0.4	0.5	0.7	0.8	0.8	0.9	0.5	0.2	0.3	0.8	0.5	0.3	6.7
2022	0.8	0.9	1.3	0.6	1.1	1.4	0.0	0.0	0.2	0.4	(0.1)	(0.3)	6.3
2023	0.8	0.6	0.3	0.5	0.3	0.17	0.17	0.17	0.17	0.17	0.17	0.17	3.7

Ave (10 yr running)

2024 Cost of Living Increase

2.52

https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_1mth