

CARIBOU UTILITIES DISTRICT

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

WATER / WASTEWATER / FIBER
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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, SEPTEMBER 13, 2023** in the **CITY COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE** BEGINNING AT 6:00 P.M.

1. Approve Minutes of August 9, 2023 monthly meeting
2. Approve Budget and Financial Reports for August, 2023
3. General Manager's Report
 - A. Water Projects
 1. Booster Stations
 2. Tank Painting
 3. River Crossing
 - B. Other Issues
 - C. Executive Session, 1 MRSA § 405(6) (E), Legal rights and duties of the District; discussion of.



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, August 9, 2023 in the City Council Chambers located at 25 High Street, Caribou, Maine

Trustees Present;
David Martin, Treasurer
Philip McDonough, Assistant Treas.
Jay Kamm, Trustee
Trustees Absent; Gary Aiken, Pres.
David Belyea, Trustee

Others Present;
Hugh Kirkpatrick, General Manager
Sue T Sands, Office Manager, Clerk

Treasurer David Martin called the meeting to order at 6:03 P.M. Philip McDonough moved and Jay Kamm seconded the motion to approve the minutes of the July 12, 2023 monthly meeting. UNANIMOUSLY VOTED. Trustee Philip McDonough questioned some of the line items in the wastewater division since they are over the budgeted amount for the year. Sue explained that the bottom line of the Wastewater Budget is at 45% for 7-31-23, and this is the figure you need to be concerned about for the end of the year. Philip McDonough moved and Jay Kamm seconded the motion to accept the budget report as presented. UNANIMOUSLY VOTED.

Philip McDonough moved and Jay Kamm seconded the motion to accept the Financial Reports as presented. UNANIMOUSLY VOTED.

THE MANAGER'S REPORT FOR AUGUST 9, 2023 IS ATTACHED.

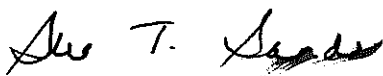
Jay Kamm questioned the water tank painting project which is out for bid with the following stipulation; The project has an expected duration of 120 days. A winter shutdown and suspension in contract time will be allowed by the Owner if work begins in 2023 and needs to be completed in 2024, but if a tank is started, that tank needs to be completed and back in service before a shutdown will be authorized. In that case, the South Main low service tank would be started first since a lesser amount of maintenance would be required on this tank. The tank will be drained and out of service for 30 days.

Manager Kirkpatrick discussed the RFP sent out for proposals on the annual audit of the District for a five year period. Five firms received RFPs with one proposal being returned. Two firms did not respond, one declined and is not taking new clients, one only provides audit preparation, and Chester M. Kearney submitted the only complete proposal. After discussion, Philip McDonough moved and Jay Kamm seconded the motion to accept the audit proposal from Chester M. Kearney Co. with estimate cost for the years ending 12-31-23 and 12-31-24 in the amount of \$12,500.00, 12-31-25 for \$12,750.00, 12-31-26 for \$12,750.00 and 12-31-27 in the amount of \$13,000.00 respectively. UNANIMOUSLY VOTED.

Philip McDonough moved and Jay Kamm seconded the motion to adjourn the meeting at 6:13 PM. UNANIMOUSLY VOTED. The next scheduled meeting will be September 13, 2023.

After the meeting signature cards for T D Bank were signed as well as discharge of two sewer liens.

Sue T Sands, Office Manager and District Clerk



CUD Wastewater Division Expenses

PERIOD

8 67%

	July Expense	August Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration					
701.00 Salaries	\$ 10,787.09	\$ 12,945.78	\$ 94,733.45	\$ 168,600	56%
701.10 401A Plan	\$ 833.86	\$ 1,070.00	\$ 7,801.56	\$ 9,600	81%
702.00 Office Expense	\$ 2,379.73	\$ 1,544.00	\$ 21,854.38	\$ 35,000	62%
711.00 Insurance, Workers Comp	\$ 1,091.02		\$ 6,316.35	\$ 7,500	84%
711.10 Insurance, Liability, PD	\$ 8,518.44		\$ 16,667.99	\$ 16,100	104%
715.00 Insurance, Health	\$ (78.58)	\$ 1,762.86	\$ 12,621.10	\$ 51,800	24%
716.00 Social Security	\$ 1,519.14	\$ 2,029.55	\$ 16,246.65	\$ 28,100	58%
721.00 Accounting Expense	\$ 5,000.00		\$ 5,000.00	\$ 7,500	67%
749.00 See below			\$ -		
750.00 Legal, Miscellaneous	\$ 19.00	\$ 19.00	\$ 257.00	\$ 1,500	17%
Subtotal / Admin	\$ 30,069.70	\$ 19,371.19	\$ 181,498.48	\$ 325,700	56%
749.00 Annual Debt Service	\$ -	\$ -	\$ 35,058.95	\$ 250,000	14%
Treatment Plant					
501.00 Salaries	\$ 4,777.50	\$ 5,507.03	\$ 62,978.42	\$ 77,800	81%
502.00 Labor, Projects			\$ -	\$ 6,700	0%
503.00 Utilities	\$ 2,000.26	\$ 506.09	\$ 6,653.20	\$ 7,800	85%
504.00 Chemicals		\$ 922.00	\$ 2,021.95	\$ 2,900	70%
506.00 Vehicle Maintenance	\$ 1,495.93	\$ 580.20	\$ 3,132.23	\$ 2,400	131%
507.00 Lab Supplies	\$ 190.55	\$ 496.57	\$ 3,395.28	\$ 2,600	131%
508.00 Plant Maint/Repair	\$ 135.00	\$ 2,314.62	\$ 4,501.03	\$ 4,500	100%
509.00 Plant Fuel		\$ 568.65	\$ 3,794.33	\$ 4,600	82%
510.00 Tools and Equipment	\$ 62.70	\$ 195.48	\$ 925.08	\$ 1,000	93%
513.00 Grimes Power	\$ 9,820.52	\$ 1,096.65	\$ 44,916.94	\$ 67,200	67%
521.00 Consultant/lab/technical fees	\$ 26.37	\$ 3,340.24	\$ 5,484.11	\$ 8,000	69%
550.00 Dues, Education, misc.	\$ (3,000.00)		\$ 1,961.61	\$ 1,000	196%
Subtotal / Treatment	\$ 15,508.83	\$ 15,527.53	\$ 139,764.18	\$ 186,500	75%
Collection System					
601.00 Salaries	\$ 7,336.05	\$ 10,443.74	\$ 60,834.64	\$ 104,500	58%
602.00 Labor, Projects			\$ -	\$ 9,600	0%
603.00 Pump Sta. Electric Power	\$ 10,305.21	\$ 2,712.36	\$ 43,310.74	\$ 63,900	68%
603.10 Pump Sta. Expense	\$ 501.98	\$ 188.88	\$ 4,192.45	\$ 2,500	168%
606.00 Truck Expense / Fuel	\$ 11.99	\$ 85.69	\$ 17,663.82	\$ 20,900	85%
607.00 Paving Expense			\$ -	\$ 900	0%
608.00 Line Repair & Maintenance	\$ 4,878.17		\$ 7,463.75	\$ 6,000	124%
610.00 Tools and Equipment	\$ 86.96		\$ 243.41	\$ 1,500	16%
341.10 Vehicles & Equipment			\$ -	\$ 1,000	0%
341.20 Asset Replacement Reserve	\$ 96.06	\$ 100.00	\$ 10,506.24	\$ 33,000	32%
Subtotal / Collection	\$ 23,216.42	\$ 13,530.67	\$ 144,215.05	\$ 243,800	59%
530.00 Depreciation	\$ -	\$ -	\$ -	\$ -	
Totals Wastewater	\$ 68,794.95	\$ 48,429.39	\$ 500,536.66	\$ 1,006,000	50%

CUD Wastewater Division Income

	July Income	August Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date					
Subtotal / Billed	\$ 64,576.43	\$ 65,039.08	\$ 512,969.87	\$ 1,021,700	50%
Received To Date					
401.00 Service Commitment	\$ 62,598.32	\$ 67,105.94	\$ 515,337.59	\$ 757,400	68%
401.50 Stormwater	\$ 322.69	\$ 301.86	\$ 3,109.37	\$ 5,000	62%
402.00 Trailer Park			\$ 573.75	\$ 500	115%
404.00 Lyon Farm Lease			\$ 25,000.00	\$ 25,000	100%
405.00 AWS - Leachate	\$ 18,118.44	\$ 21,515.78	\$ 153,008.27	\$ 213,200	72%
405.00 AWS - Septage / Trucked ww			\$ 2,212.40	\$ 4,000	55%
413.00 Lateral, Fees	\$ 100.00	\$ -	\$ 200.00	\$ 1,000	20%
415.00 Interest / Dividends	\$ 1,230.30	\$ 333.44	\$ 3,300.48	\$ 2,500	132%
421.00 Lien Fees			\$ -	\$ 200	0%
425.00 Other Income	\$ 2,100.00	\$ 170.00	\$ 6,449.85	\$ 1,800	358%
430.00 Waterworks Rental	\$ 2,040.00	\$ 1,020.00	\$ 8,160.00	\$ 11,100	74%
Subtotal / Received	\$ 86,509.75	\$ 90,447.02	\$ 717,351.71	\$ 1,021,700	70%

CUD Water Division Expenses

PERIOD

8 67%

	July Expense	August Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration					
408.10 PUC Expense	\$ 2,531.00	\$ 407.00	\$ 8,260.00	\$ 8,200	101%
600.20 Tank Maintenance Fund	\$ 500.00	\$ 500.00	\$ 4,500.00	\$ 6,000	75%
601.80 Salaries	\$ 10,787.09	\$ 13,358.56	\$ 93,531.35	\$ 168,600	55%
604.00 Employer Payroll Taxes	\$ 1,540.45	\$ 2,184.28	\$ 15,119.43	\$ 25,400	60%
604.81 Employer Health Insur.	\$ 1,538.50	\$ 3,386.33	\$ 19,094.26	\$ 61,300	31%
604.82 401a Employer Share	\$ 854.26	\$ 1,078.30	\$ 7,313.05	\$ 11,800	62%
620.70 Office Expenses	\$ 3,331.51	\$ 2,700.27	\$ 23,612.31	\$ 45,000	52%
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	\$ 2,040.00	\$ 1,040.00	\$ 8,180.00	\$ 11,100	74%
657.00 Insurance/Liability, etc.	\$ 6,693.06		\$ 15,825.96	\$ 13,200	120%
658.00 Workers Compensation	\$ 424.28		\$ 2,456.35	\$ 3,100	79%
670.00 Bad Debt Expense			\$ -	\$ 500	0%
Subtotal / Admin	\$ 35,240.15	\$ 24,654.74	\$ 203,134.71	\$ 363,200	56%
600.10 Annual Debt Service	\$ 95,462.84	\$ 2,574.19	\$ 284,140.22	\$ 440,000	65%
Plant Production					
601.10 Production Labor	\$ 863.00	\$ 1,726.00	\$ 12,384.09	\$ 15,600	79%
601.20 Labor, Projects			\$ -	\$ 6,700	0%
615.10 Electric Power/Utilities	\$ 14,153.31	\$ 829.77	\$ 46,024.99	\$ 51,100	90%
618.30 Chemicals	\$ 3,343.66	\$ 2,984.28	\$ 17,184.12	\$ 27,000	64%
620.20 Maintenance		\$ 229.99	\$ 3,776.79	\$ 6,500	58%
620.30 Lab Testing	\$ 150.00	\$ 313.95	\$ 3,660.09	\$ 6,900	53%
675.10 Dues, Education, expenses	\$ 20.00	\$ 95.00	\$ 1,796.06	\$ 3,200	56%
Subtotal / Plant	\$ 18,529.97	\$ 6,178.99	\$ 84,826.14	\$ 117,000	73%
Transmission & Distribution					
341.00 Vehicles & Equipment			\$ -	\$ 1,000	0%
341.1/136.1 Asset Replacement Reserve	\$ 6.51	\$ 10,100.89	\$ 20,140.40	\$ 33,000	61%
601.50 Labor, Maintenance	\$ 11,010.13	\$ 17,396.76	\$ 100,873.33	\$ 140,400	72%
601.60 Labor, Projects			\$ -	\$ 9,600	0%
615.50 Electric Power, Utilities -Garage	\$ 1,902.32	\$ 233.48	\$ 8,791.13	\$ 10,700	82%
620.50 Tools and Equipment	\$ 394.64	\$ 255.01	\$ 2,374.26	\$ 8,400	28%
620.60 Main & Service Materials	\$ 1,495.55	\$ 13,912.00	\$ 28,270.76	\$ 24,300	116%
650.60 Equipment Maintenance	\$ 429.25	\$ 1,037.73	\$ 20,720.92	\$ 22,400	93%
675.50 Miscellaneous, Dues, Educ.	\$ 26.37	\$ 16.53	\$ 2,994.26	\$ 4,000	75%
Subtotal / T&D	\$ 15,264.77	\$ 42,952.40	\$ 184,165.06	\$ 253,800	73%
Totals Water	\$ 164,497.73	\$ 76,360.32	\$ 756,266.13	\$ 1,174,000	64%

CUD Water Division Income

Billed To Date	July Income	August Income	Year to Date Amt.	Annual Budget	% of Total Budget
Subtotal / Billed	\$ 105,643.11	\$ 107,944.16	\$ 817,800.01	\$ 1,211,000	68%
Received To Date					
461.00 Service Commitment	\$ 70,095.39	\$ 87,585.10	\$ 594,506.91	\$ 829,500	72%
461.00a Service Commitment (City)	\$ 57,833.34	\$ 28,916.67	\$ 231,333.36	\$ 347,000	67%
419.00 Interest / Dividends	\$ 66.67	\$ 349.22	\$ 782.51	\$ 1,200	65%
421.00 Voicestream Lease		\$ 2,673.71	\$ 19,989.68	\$ 25,000	80%
474.00 Other Income	\$ (120.00)	\$ 7,667.02	\$ 12,026.18	\$ 1,500	802%
476.00 Lien Fees			\$ -	\$ 500	0%
0.00 Misc.	\$ 3,559.14	\$ 928.44	\$ 13,102.96	\$ 6,300	208%
Subtotal / Received	\$ 131,434.54	\$ 128,120.16	\$ 871,741.60	\$ 1,211,000	72%

Manager's Report

A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – Work onsite is scheduled to start this month on Monday August 28th at the South Main low service (SMLS) tank on Summit Street.

Water Tank Painting Project (2023-07) – Dirigo spoke with one of the painting contractors in July and they have a window in their schedule later this year and requested we put this project out to bid. Dirigo put the project out to bid last week with bids due 8/24 with the following stipulation: The Project has an expected duration of [120] days. A winter shutdown and suspension in contract time will be allowed by the Owner if work begins in 2023 and needs to be completed in 2024 but if a tank is started, that tank needs to be completed and back in service before another shutdown will be authorized. If the most qualified tank painting bidder does begin their work this year we will coordinate their work with Apex, the booster pump station contractor.

New River Crossing Project (2023-08) – Dirigo has submitted the NRPA and Army Corps permit applications for approval. These will take 6 to 8 months for approval to be processed as the Army Corps and DEP are extremely busy with applications. We will resubmit this project the Drinking Water SRF program in the fall of 2023 for 2024 funding.

B. Primary Screen / Headworks: The Rollinsford Water & Sewer District (NH) sold the CUD their wash press assembly for \$5,000 with an option to purchase their remaining Huber step screen for \$45,000 within two years. Earlier this year Huber quoted \$48,000 for a new replacement wash press assembly (only) which was not a direct replacement for the model we have. This meant we would incur additional costs making the new wash press compatible with the existing step screen with no guarantee of performance. Rollinsford's wash press will allow our primary screen to go back to operating as designed as it has since the early 2000's and with the purchase of their step screen we will have parts in the future that will not cost arms and legs in magnitude. A new primary screen needs to be included in the next wastewater project which will allow the current Huber step screen to operate as a back-up.

C. Water Tank Painting Project (2023-07) – See above.

D. Discuss RFP for annual audit.

We solicited proposals for this annual service on a 5-year term from five auditors:

Chester M Kearney (P.I.)	\$12,500-2023/24, \$12,750-2025/26, \$13,000-2027
Felch & Company, LLC (Caribou)	Declined, not taking new clients
Barry Talbot Royer (Falmouth)	No response
Haverlock Esty Curran (Hampden)	No response
Karifin Partners, LLC (Crouseville)	Only provides audit preparation

E. Other Issues:

- Verizon/NMHS tank lease; Waiting for Verizon's RF Department to formally approve the site.
- Woodcutting on the River Road and Grimes Road; ongoing.
- Sign discharge of sewer liens after meeting is adjourned.
- Next meeting dates: 9/13/23, 10/11/23, 11/8/23, 12/13/23

CUD Wastewater Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
	\$ 11,265	\$ 500,537	\$ 511,801	\$ 717,352	\$ 205,550
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				
009467 Rollinsford W&S, Huber wash press assy.	\$ 5,000.00				
009523 Ti-Sales, 24" MH covers. Qty 12	\$ 1,811.16	(install 2023)			
Check # Capital Expense, Financed	\$ -				

CUD Water Division P&L

	Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
	\$ 17,535	\$ 756,266	\$ 773,801	\$ 871,742	\$ 97,940
Check # Capital Expense, Direct					
014758 EJP, (8) boxes 5/8" iPerl meters, 64 tot	\$ 10,240.00				
EJP, (1) 7ft hydrant	\$ 4,637.91				
New water service, Haney campground	\$ 2,657.25				
Check # Capital Expense, Financed	\$ 26,055.26				
014441 Dirigo Engineering, River Crossing Proj.	\$ 17,000.00				
014666 County Env., Abatement Inspection	\$ 541.26				
014755 Dirigo Engineering, Req #3	\$ 8,000.00				
014920 #331-15 River crossing permit fees	\$ 388.00				
014938 River crossing permit-public notice	\$ 126.00				

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
2.76	2025	0.24
2.90	2026	0.13
3.02	2027	0.12
3.03	2028	0.01
3.03	2029	0.00
3.03	2030	0.00
3.01	2031	(0.02)
3.09	2032	0.08
2.63	2033	(0.47)
2.20	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	0.00	(6.30)
23	3.84	2024	5.00	1.16
24	2.01	2025	5.00	2.99
25	2.01	2026	5.00	2.99
26	2.01	2027	5.00	2.99
				(0.18)

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	3.84	2024	1.89	\$ 270	(1.95)
24	2.01	2025	1.85	\$ 275	(0.16)
25	2.01	2026	9.1	\$ 300	7.08
26	2.01	2027	6.7	\$ 320	4.65
					(0.50)

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	0.3	0.2	0.17	0.17	0.17	0.17	0.17	3.8

Ave (10 yr running)

2024 Cost of Living Increase

2.52

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