

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Operator
Derek Dufour
Wastewater Operator

WATER / WASTEWATER / FIBER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
(207) 496-0911 ~ (207) 496-0921 fax

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, OCTOBER 11, 2023 in the CITY COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 6:00 P.M.

1. Approve Minutes of September 13, 2023 monthly meeting
2. Approve Budget and Financial Reports for September, 2023
3. General Manager's Report
 - A. Water Projects
 1. Booster Stations
 2. Tank Painting
 3. River Crossing
 4. Water Treatment Plant Upgrades
 5. Glenn Street / Hospital Loop Water Main Replacement
 - B. Other Issues

The monthly meeting of the Caribou Utilities District was held Wednesday, September 13, 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
Gary Aiken, President
David Belyea, Trustee

Others Present;

Hugh Kirkpatrick, General Manager
~~Sue T Sands, Office Manager, Clerk~~

Gary Aiken called the meeting to order at 6:02 P.M.

Dave Martin moved and Philip McDonough seconded the motion to approve the minutes of the August 9, 2023 monthly meeting. UNANIMOUSLY VOTED.

Philip McDonough moved and Jay Kamm seconded the motion to accept the budget and financial reports as presented. UNANIMOUSLY VOTED.

THE MANAGER'S REPORT FOR SEPTEMBER 13, 2023 IS ATTACHED.

Gary Aiken requested the following information:

- By-laws for Trustee duties (Charter and subsequent amendments)
- Job descriptions
- General Manager review or evaluation
- Number of employees
- Copy of sewer by-laws without watermark (Phil McDonough requested)

Jay Kamm moved and Philip McDonough seconded the motion to go into executive session per 1 MRSA § 405(6) (E), Legal rights and duties of the District, at 6:20 PM.

Trustees came out of executive session at approximately 6:26 PM, no action taken.

Dave Martin moved and Philip McDonough seconded the motion to adjourn the meeting at 6:27 PM. UNANIMOUSLY VOTED.

The next scheduled meeting will be October 11, 2023.

Hugh A. Kirkpatrick

Hugh A. Kirkpatrick, General Manager

Manager's Report

A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – Work onsite has started at the North Main low service (NMLS) tank on Main Street.

Temporary pumping system is online and being monitored closely until weather allows new exterior piping header to be installed.

New concrete floor is framed and will likely be poured early next week.

Water Tank Painting Project (2023-07) – Work onsite has started at the South Main high service (SMHS) tank on Main Street.

SMHS tank tentatively complete next week, contractor will be installing a new overflow pipe. Existing pipe was damaged on the inside of the tank by an ice cap pushing it against the lid.

Contractor would like to start the NMHS tank the week of 9/25.

New River Crossing Project (2023-08) – No update from last month. 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. Other Issues:

-Verizon/NMHS tank lease; No update from last month. Waiting for Verizon's RF Department to formally approve the site.

-Woodcutting on the River Road and Grimes Road; ongoing.

9/12/23: "I just wanted to give you a quick update. Everything is going well according to the plan. Scott is almost finished with the overstory removal of the thinned northern portion of the plantation and has begun thinning the south side of the plantation. I think he is leaving adequate stocking of surviving trees and is doing an excellent job with low stumps and brush removal. It will be interesting to see how the surviving trees respond to the thinning. I will keep an eye on this plantation in the years to come to ensure the trees respond positively and check to see if wind will be a problem. Please feel free to reach out with any questions or concerns and I will continue to monitor the activities here to ensure the harvesting prescription is being followed. Thanks, and have a great day." Joe Bither

-Next meeting dates: 10/11/23, 11/8/23, 12/13/23

C. Executive Session, 1 MRSA § 405(6) (E), Legal rights and duties of the District; discussion of RFP for audit services results.

		Sep-23		PERIOD		9	75%
<u>CUD Wastewater Division Expenses</u>		September Expense	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration							
	Subtotal / Admin	\$ 44,474.09	\$ 27,141.67	\$ 225,972.57	\$ 325,700	69%	
749.00	Annual Debt Service	\$ 97,730.24	\$ 20,833.33	\$ 132,789.19	\$ 250,000	53%	
Treatment Plant							
	Subtotal / Treatment	\$ 10,958.08	\$ 15,541.67	\$ 150,722.26	\$ 186,500	81%	
Collection System							
	Subtotal / Collection	\$ 18,663.09	\$ 20,316.67	\$ 162,878.14	\$ 243,800	67%	
Totals Wastewater		\$ 171,825.50	\$ 83,833.33	\$ 672,362.16	\$ 1,006,000	67%	

<u>CUD Wastewater Division Income</u>		September Income	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date							
	Subtotal / Billed	\$ 63,306.57	\$ 85,141.67	\$ 576,276.44	\$ 1,021,700	56%	
Received To Date							
	Subtotal / Received	\$ 85,540.44	\$ 85,141.67	\$ 802,892.15	\$ 1,021,700	79%	

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		Sep-23		PERIOD		9	75%
<u>CUD Water Division Expenses</u>		September Expense	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget	
Administration							
	Subtotal / Admin	\$ 49,632.89	\$ 30,266.67	\$ 252,767.60	\$ 363,200	70%	
600.10	Annual Debt Service	\$ 80,383.50	\$ 36,666.67	\$ 364,523.72	\$ 440,000	83%	
Plant Production							
	Subtotal / Plant	\$ 6,476.83	\$ 9,750.00	\$ 91,302.97	\$ 117,000	78%	
Transmission & Distribution							
	Subtotal / T&D	\$ 25,588.14	\$ 21,150.00	\$ 209,753.20	\$ 253,800	83%	
Totals Water		\$ 162,081.36	\$ 97,833.33	\$ 918,347.49	\$ 1,174,000	78%	

<u>CUD Water Division Income</u>		September Income	Monthly Budget	Year to Date Amt.	Annual Budget	% of Total Budget	
Billed To Date							
	Subtotal / Billed	\$ 101,673.74	\$ 100,916.67	\$ 919,473.75	\$ 1,211,000	76%	
Received To Date							
	Subtotal / Received	\$ 108,349.14	\$ 100,916.67	\$ 980,090.74	\$ 1,211,000	81%	

CUD Wastewater Division Expenses

	September Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration				
701.00	Salaries	\$ 14,435.06	\$ 109,168.51	\$ 168,600 65%
701.10	401A Plan	\$ 766.07	\$ 8,567.63	\$ 9,600 89%
702.00	Office Expense	\$ 1,628.32	\$ 23,482.70	\$ 35,000 67%
711.00	Insurance, Workers Comp		\$ 6,316.35	\$ 7,500 84%
711.10	Insurance, Liability, PD	\$ 54.00	\$ 16,721.99	\$ 16,100 104%
715.00	Insurance, Health	\$ 23,503.36	\$ 36,124.46	\$ 51,800 70%
716.00	Social Security	\$ 3,382.28	\$ 19,628.93	\$ 28,100 70%
721.00	Accounting Expense		\$ 5,000.00	\$ 7,500 67%
749.00	See below		\$ -	
750.00	Legal, Miscellaneous	\$ 705.00	\$ 962.00	\$ 1,500 64%
	Subtotal / Admin	\$ 44,474.09	\$ 225,972.57	\$ 325,700 69%
749.00	Annual Debt Service	\$ 97,730.24	\$ 132,789.19	\$ 250,000 53%
Treatment Plant				
501.00	Salaries	\$ 5,453.18	\$ 68,431.60	\$ 77,800 88%
501.10	Plant Project (Grimes)		\$ -	
501.20	Fiscal Sustain. Plan		\$ -	
502.00	Labor, Projects		\$ -	\$ 6,700 0%
503.00	Utilities	\$ 325.71	\$ 6,978.91	\$ 7,800 89%
504.00	Chemicals		\$ 2,021.95	\$ 2,900 70%
506.00	Vehicle Maintenance		\$ 3,132.23	\$ 2,400 131%
507.00	Lab Supplies	\$ 3,301.22	\$ 6,696.50	\$ 2,600 258%
508.00	Plant Maint/Repair	\$ 687.33	\$ 5,188.36	\$ 4,500 115%
509.00	Plant Fuel		\$ 3,794.33	\$ 4,600 82%
510.00	Tools and Equipment	\$ 72.21	\$ 997.29	\$ 1,000 100%
513.00	Grimes Power	\$ 1,508.93	\$ 46,425.87	\$ 67,200 69%
521.00	Consultant/lab/technical fees		\$ 5,484.11	\$ 8,000 69%
550.00	Dues, Education, misc.	\$ (390.50)	\$ 1,571.11	\$ 1,000 157%
	Subtotal / Treatment	\$ 10,958.08	\$ 150,722.26	\$ 186,500 81%
Collection System				
601.00	Salaries	\$ 10,899.50	\$ 71,734.14	\$ 104,500 69%
602.00	Labor, Projects		\$ -	\$ 9,600 0%
603.00	Pump Sta. Electric Power	\$ 2,335.35	\$ 45,646.09	\$ 63,900 71%
603.10	Pump Sta. Expense	\$ 19.89	\$ 4,212.34	\$ 2,500 168%
606.00	Truck Expense / Fuel	\$ 480.90	\$ 18,144.72	\$ 20,900 87%
607.00	Paving Expense		\$ -	\$ 900 0%
608.00	Line Repair & Maintenance	\$ 2,138.07	\$ 9,601.82	\$ 6,000 160%
610.00	Tools and Equipment	\$ 689.21	\$ 932.62	\$ 1,500 62%
341.10	Vehicles & Equipment		\$ -	\$ 1,000 0%
341.20	Asset Replacement Reserve	\$ 2,100.17	\$ 12,606.41	\$ 33,000 38%
	Subtotal / Collection	\$ 18,663.09	\$ 162,878.14	\$ 243,800 67%
Totals Wastewater		\$ 171,825.50	\$ 672,362.16	\$ 1,006,000 67%

CUD Wastewater Division Income

	September Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date				
	Subtotal / Billed	\$ 63,306.57	\$ 576,276.44	\$ 1,021,700 56%
Received To Date				
401.00	Service Commitment	\$ 61,287.29	\$ 576,624.88	\$ 757,400 76%
401.50	Stormwater	\$ 330.52	\$ 3,439.89	\$ 5,000 69%
402.00	Trailer Park	\$ 191.25	\$ 765.00	\$ 500 153%
404.00	Lyon Farm Lease		\$ 25,000.00	\$ 25,000 100%
405.00	AWS - Leachate	\$ 22,155.73	\$ 175,164.00	\$ 213,200 82%
405.00	AWS - Septage / Trucked ww		\$ 2,212.40	\$ 4,000 55%
413.00	Lateral, Fees	\$ 100.00	\$ 300.00	\$ 1,000 30%
415.00	Interest / Dividends	\$ 425.65	\$ 3,726.13	\$ 2,500 149%
421.00	Lien Fees		\$ -	\$ 200 0%
425.00	Other Income	\$ 30.00	\$ 6,479.85	\$ 1,800 360%
430.00	Waterworks Rental	\$ 1,020.00	\$ 9,180.00	\$ 11,100 83%
	Subtotal / Received	\$ 85,540.44	\$ 802,892.15	\$ 1,021,700 79%

CUD Water Division Expenses

		September Expense	Year to Date Amt.	Annual Budget	% of Total Budget
Administration					
403.00	Depreciation		\$ -	\$ -	
408.10	PUC Expense	\$ 407.00	\$ 8,667.00	\$ 8,200	106%
600.20	Tank Maintenance Fund	\$ 500.00	\$ 5,000.00	\$ 6,000	83%
601.80	Salaries	\$ 13,370.06	\$ 106,901.41	\$ 168,600	63%
604.00	Employer Payroll Taxes	\$ 3,360.40	\$ 18,479.83	\$ 25,400	73%
604.81	Employer Health Insur.	\$ 24,409.19	\$ 43,503.45	\$ 61,300	71%
604.82	401a Employer Share	\$ 819.39	\$ 8,132.44	\$ 11,800	69%
620.70	Office Expenses	\$ 5,007.85	\$ 28,620.16	\$ 45,000	64%
632.00	Accounting Services		\$ 5,000.00	\$ 7,500	67%
633.00	Legal Services	\$ 705.00	\$ 947.00	\$ 1,500	63%
641.50	Garage,Office,Roof Rental	\$ 1,000.00	\$ 9,180.00	\$ 11,100	83%
657.00	Insurance/Liability, etc.	\$ 54.00	\$ 15,879.96	\$ 13,200	120%
658.00	Workers Compensation		\$ 2,456.35	\$ 3,100	79%
670.00	Bad Debt Expense		\$ -	\$ 500	0%
	Subtotal / Admin	\$ 49,632.89	\$ 252,767.60	\$ 363,200	70%
600.10	Annual Debt Service	\$ 80,383.50	\$ 364,523.72	\$ 440,000	83%
Plant Production					
601.10	Production Labor	\$ 1,808.85	\$ 14,192.94	\$ 15,600	91%
601.20	Labor, Projects		\$ -	\$ 6,700	0%
615.10	Electric Power/Utilities	\$ 905.90	\$ 46,930.89	\$ 51,100	92%
618.30	Chemicals		\$ 17,184.12	\$ 27,000	64%
620.20	Maintenance	\$ 2,248.31	\$ 6,025.10	\$ 6,500	93%
620.30	Lab Testing	\$ 889.27	\$ 4,549.36	\$ 6,900	66%
641.60	Capital Projects, Plant		\$ -	\$ -	#DIV/0!
675.10	Dues, Education, expenses	\$ 624.50	\$ 2,420.56	\$ 3,200	76%
	Subtotal / Plant	\$ 6,476.83	\$ 91,302.97	\$ 117,000	78%
Transmission & Distribution					
341.00	Vehicles & Equipment		\$ -	\$ 1,000	0%
341.1/136.1	Asset Replacement Reserve	\$ 6,413.44	\$ 26,553.84	\$ 33,000	80%
601.50	Labor, Maintenance	\$ 14,836.03	\$ 115,709.36	\$ 140,400	82%
601.60	Labor, Projects		\$ -	\$ 9,600	0%
615.50	Electric Power,Utilities -Garage	\$ 233.80	\$ 9,024.93	\$ 10,700	84%
620.50	Tools and Equipment	\$ 566.18	\$ 2,940.44	\$ 8,400	35%
620.60	Main & Service Materials	\$ 1,624.32	\$ 29,895.08	\$ 24,300	123%
650.60	Equipment Maintenance	\$ 1,665.85	\$ 22,386.77	\$ 22,400	100%
675.50	Miscellaneous, Dues, Educ.	\$ 248.52	\$ 3,242.78	\$ 4,000	81%
	Subtotal / T&D	\$ 25,588.14	\$ 209,753.20	\$ 253,800	83%
Totals Water		\$ 162,081.36	\$ 918,347.49	\$ 1,174,000	78%

CUD Water Division Income

		September Income	Year to Date Amt.	Annual Budget	% of Total Budget
Billed To Date					
	Subtotal / Billed	\$ 101,673.74	\$ 919,473.75	\$ 1,211,000	76%
Received To Date					
461.00	Service Commitment	\$ 70,832.07	\$ 665,338.98	\$ 829,500	80%
461.00a	Service Commitment (City)	\$ 28,916.67	\$ 260,250.03	\$ 347,000	75%
419.00	Interest / Dividends	\$ 548.70	\$ 1,331.21	\$ 1,200	111%
421.00	Voicestream Lease	\$ 2,673.71	\$ 22,663.39	\$ 25,000	91%
474.00	Other Income	\$ 4,729.55	\$ 16,755.73	\$ 1,500	1117%
476.00	Lien Fees		\$ -	\$ 500	0%
0.00	Misc.	\$ 648.44	\$ 13,751.40	\$ 6,300	218%
	Subtotal / Received	\$ 108,349.14	\$ 980,090.74	\$ 1,211,000	81%

CUD Wastewater Division P&L

		Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
		\$ 11,265	\$ 672,362	\$ 683,627	\$ 802,892	\$ 119,265
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	\$ 918,347	\$ 935,883	\$ 980,091	\$ 44,208
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
2.79	2025	0.27
2.92	2026	0.13
3.04	2027	0.12
3.05	2028	0.01
3.05	2029	0.00
3.05	2030	0.00
3.04	2031	(0.02)
3.12	2032	0.08
2.65	2033	(0.47)
2.22	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	4.07	2024	5.00	0.93
24	2.01	2025	5.00	2.99
25	2.01	2026	5.00	2.99
26	2.01	2027	5.00	2.99
				(0.42)

# Employees		
F/T	P/T	P/T-s
10	0	1
F/T	Full Time	
P/T	Part Time	
P/T-s	Part Time-seasonal	

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	4.07	2024	1.89	\$ 270	(2.18)
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
					(0.74)

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	0.4	0.17	0.17	0.17	0.17	4.1

Ave (10 yr running)

2024 Cost of Living Increase

2.52

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