Long Creek Watershed Management District Governing Board
Agenda – August 20, 2014 – 9:00 a.m. meeting
Location: Scarborough Council Chambers B, Scarborough Town Hall

1. Call to order
2. Roll call
3. Minutes 6-12-14 (Attachment A) 7-9-14 (Attachment B)
4. Treasurer’s Report (Attachment C)
   a. Balance Sheet; Profit & Loss; A/R Aging Summary; A/P Summary; Budget vs. Actual
5. Maine Mall Feasibility Study – Conceptual Design Presentation and Q&A
6. 100 Foden Road – Introduction of Project (Attachment D)
7. Executive Director’s Report:
   a. Financial Policy
   b. Gorham Road and Maine Mall Road
   c. Audit Starts August 26
   d. Expert Review Panel
   e. Contract Carry Forwards
   f. Website RFP
   g. Water Main Break, Home Depot Culvert Washout, Mall Plaza Sinkhole
8. Public Comments
9. Next Meeting
10. Adjourn
1) **Call to order:** 9:03 am

2) **Roll call:** Dan Bacon, Curtis Bohlen (absent), John Branscom (absent), Jerry Collett, Brian Goldberg, Craig Gorris (absent), Gerard Jalbert (absent), Ed Palmer (late), Adam Pitcher, Tom Raymond, Doug Roncarati, Stephen Tibbetts, Michael Vail (absent)

3) **Minutes 04-17-14:** Mr. Collett made a motion to approve the 5-21-14 minutes as presented. The motion was seconded by Mr. Raymond. The motion was approved unanimously.

4) **Treasurer’s Report:** Mr. Brewer provided an overview of the reports in Mr. Bohlen’s absence.

5) **Easements:** Mr. Goldberg made a motion to accept easements as listed below and authorize the LCWMD President to accept the documents as necessary thereto. The motion was seconded by Mr. Collett and carried unanimously.
   
   i) Storage Realty Corp
   ii) Two Building LLC
   iii) Littlefield Associates, LLC
   
   b) The following easements will be ready for the July meeting:
   i) J&L Limited Liability Company
   ii) GGP Maine Mall, LLC

6) **Executive Director’s Report**

   a) **Technical Advisory Committee, Expert Review Panel:**

   i) The panel met on June 16th. The meeting was very successful. The subcommittees were the most valuable component of the effort.

   (1) The water quality group was led by Curtis and he spent a considerable amount of time reviewing and analyzing our data. He determined that our annual monitoring analysis is getting about 80% of the information that we need. Bob Pitt also did some detailed data analysis specific to phosphorus, which is a nutrient that can be problematic in urban streams.

   (2) Modeling group reviewed our model and our flow data to date. They determined that we should identify one site (site 2) to comprehensively monitor the flow because this site captures most of the stream system. We can use this site to calibrate the H&H model.
(3) Stream/Riparian Group determined that we need to create more habitat using wood, to help bring back the bugs. The group looked deeper than the DEP standards and did a detailed analysis of the specific bugs we are seeing at each site. By identifying the specific species distribution and quantities it helped to pinpoint the fact that toxics are a larger issue in the south and north branch than in the main stem. They recommended that we target the restoration efforts in the main steam. The believed toxin of concern is salt. DEP will be doing more studies on the toxicity to determine how we can address the salt issue. In the lower main stem additional studies will be done to determine if adding habitat will help the species there. Some of the culverts that were identified in the management plan for resizing may need to remain in place because they are helping to control flow.

Some of the recommendations from this panel may require us to adjust the Management Plan in some situations, however the general recommendation so far has been to continue with the construction retrofits as scheduled, and see how the retrofits effect the stream.

Following the panel recommendations there will be a meeting with representatives from EPA and DEP to make recommendations based on the findings of the panel. The recommendations from this meeting will help us formulate the workplan for the next permit and help us identify where we may be able to seek grant funds to fund additional studies.

b) Current RFPs:

i) Website: The website RFP was issued on June 12. Questions are due by July 11 and the addendum will be published on July 24, final submissions are due on July 27th.

c) Maine Mall Greening: The interim meeting was held, without Sears and Macy’s representation. From this point forward Tamara will keep them up to date on the design process. The preliminary design will include a gravel wetland that will treat approximately 30 acres. The additional options that are being explored during the feasibility study are bioretention cells that will be fit into the parking areas at existing drainage areas as well as tree islands for cooling. Parking must remain the same to meet existing lease requirements, but can be shifted to provide better treatment and better flow of traffic and pedestrians. The Macy’s parcel is in total disrepair, we will do restriping and install tree islands, however we will not be repaving (we are encouraging them to repave). This area currently provides no treatment. The preliminary design will be presented at the August Board meeting.

d) Maine Mall Road-Gorham Road Construction: Construction is in progress. Sewer work is done. Trees are being installed on Gorham Road this week. The medians have been removed and the treatment systems will be installed soon. They are planning to move onto the Maine Mall Road systems scheduled to start in early July.

7) Comments: Stephen Tibbets and Jerry Collett are both retiring from their jobs and will be stepping down from the Board. They were thanked for their service to the District.

8) Next Meeting –July 9, 2014 at 9:00 at Scarborough Town Hall.

9) Adjourn: A motion to adjourn was made by Mr. Bacon at 9:48 a.m. Mr. Roncarati seconded the motion. The motion was unanimously approved.
1) **Call to order:** 9:09 am

2) **Roll call:** Dan Bacon, Gerard Jalbert, Curtis Bohlen (absent), John Branscom, Brian Goldberg, Craig Gorris (absent), Ed Palmer, Adam Pitcher (late), Tom Raymond (absent), Doug Roncarati (absent), Michael Vail

3) **Easements:** Mr. Goldberg made a motion to accept easements as listed below and authorize the LCWMD President to accept the documents as necessary thereto. The motion was seconded by Mr. Jalbert and carried unanimously.
   
   i) J&L Limited Liability Company
   
   ii) GGP Maine Mall, LLC

4) Next Meeting – August 20, 2014 at 9:00 at Scarborough Town Hall.

5) Adjourn: A motion to adjourn was made by Mr. Palmer at 9:16 a.m. Mr. Jalbert seconded the motion. The motion was unanimously approved.
### Balance Sheet

**As of July 31, 2014**

#### ASSETS

**Current Assets**
- 1000 · TD BANK: 305,685.06
- 1110 · Biddeford Savings - Checking: 96,314.22
- 1112 · Biddeford Savings - M Market: 1,566,960.85
  - **Total Checking/Savings**: 1,968,960.13
- 1200 · ACCOUNTS RECEIVABLE: 384,115.30
  - **Total Accounts Receivable**: 384,115.30
- **Total Current Assets**: 2,353,075.43

**Fixed Assets**
- 1700 · FIXED ASSETS
  - 1730 · Monitoring Equipment: 25,425.00
  - 1740 · Infrastructure: 3,648,371.40
  - 1780 · Construction in Process: 35,119.93
  - 1790 · Accumulated Depreciation: -245,657.83
  - **Total 1700 · FIXED ASSETS**: 3,463,258.50
- **Total Fixed Assets**: 3,463,258.50

**Other Assets**
- 1850 · Deferred Charges: 14,953.34
- **Total Other Assets**: 14,953.34

**TOTAL ASSETS**: 5,831,287.27

#### LIABILITIES & EQUITY

**Liabilities**

**Current Liabilities**
- 2000 · ACCOUNTS PAYABLE: 74,153.93
  - **Total Accounts Payable**: 74,153.93

**Other Current Liabilities**
- 2200 · Deferred Revenue: 30,535.85
- 2320 · Performance Bonds: 11,002.15
  - **Total Other Current Liabilities**: 41,538.00

**Total Current Liabilities**: 115,691.93

**Long Term Liabilities**
- 2700 · MM BOND BANK: 1,250,029.95
  - **Total Long Term Liabilities**: 1,250,029.95

**Total Liabilities**: 1,365,721.88

**Equity**
- 3000 · NET ASSETS: 3,741,651.26
- Net Income: 723,914.13
  - **Total Equity**: 4,465,565.39

**TOTAL LIABILITIES & EQUITY**: 5,831,287.27
## Ordinary Income/Expense

### Income

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### Gross Profit

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### Net Ordinary Income

| Net Ordinary Income | 723,914.13 |

### Net Income

| Net Income | 723,914.13 |
## Long Creek Watershed Management District
### Reconciliation Detail
#### 1110 · Biddeford Savings - Checking, Period Ending 07/31/2014

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1:41 PM
08/13/14

Attachment C
### Long Creek Watershed Management District
### Reconciliation Summary
### 1110 · Biddeford Savings - Checking, Period Ending 07/31/2014

| Description | Amount  
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**Cleared Transactions**

| Description | Amount  
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**Total Cleared Transactions** | 154,811.44 |

**Cleared Balance** | 155,311.44 |

**Uncleared Transactions**

| Description | Amount  
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**Total Uncleared Transactions** | -58,997.22 |

**Register Balance as of 07/31/2014** | 96,314.22 |

**New Transactions**

| Description | Amount  
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**Total New Transactions** | 19,248.88 |

**Ending Balance** | 115,563.10 |
## Long Creek Watershed Management District
### Reconciliation Detail

**1112 · Biddeford Savings - M Market, Period Ending 07/31/2014**

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| Beginning Balance | 999,513.42 |
| Total Deposits and Credits | 567,447.43 |
| Total Cleared Transactions | 567,447.43 |
| Cleared Balance | 1,566,960.85 |
| Register Balance as of 07/31/2014 | 567,447.43 |
| Total Deposits and Credits | 111,393.98 |
| Total New Transactions | 111,393.98 |
| Ending Balance | 678,841.41 |

**Ending Balance** | 1,678,354.83 |
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# Long Creek Watershed Management District

## Reconciliation Detail

**1000 · TD BANK, Period Ending 07/31/2014**

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### Long Creek Watershed Management District
#### Reconciliation Summary
1000 · TD BANK, Period Ending 07/31/2014

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## Long Creek Watershed Management District

### Check Listing by Bank Account

#### July 2014

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# Deposit Listing by Bank Account

**Long Creek Watershed Management District**

**July 2014**

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**Addenda:**

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- 08/13/14 Deposit Listing by Bank Account
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## Long Creek Watershed Management District
### A/R Aging Summary
#### As of July 31, 2014

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# Long Creek Watershed Management District
## A/R Aging Summary
### As of July 31, 2014

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## A/P Aging Summary

**As of July 31, 2014**

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*As of July 31, 2014*
## Long Creek Watershed Management District
### Profit & Loss Budget vs. Actual
#### July 2014 through June 2015

**ADMINISTRATION**

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### Long Creek Watershed Management District
#### Profit & Loss Budget vs. Actual
**July 2014 through June 2015**

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Long Creek Watershed Management District
Profit & Loss Budget vs. Actual
July 2014 through June 2015

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<td>5040 · CONSTRUCTION</td>
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Net Ordinary Income
67,501.59 16,566.00 50,935.59

Net Income
67,501.59 16,566.00 50,935.59
## Long Creek Watershed Management District
### Profit & Loss Budget vs. Actual
#### July 2014 through June 2015

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| Net Ordinary Income     | 157,875.25      | -3,534.96 | 161,410.21   |
| Net Income              | 157,875.25      | -3,534.96 | 161,410.21   |
### Ordinary Income/Expense

#### Total Income

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<th>$ Over Budget</th>
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#### Gross Profit

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#### Expense

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<tbody>
<tr>
<td>5010 · ADS</td>
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<tr>
<td>5040 · CONSTRUCTION</td>
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<td>5042 · Engineering</td>
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<td>5044 · Permits</td>
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<td>5047 · Maintenance</td>
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<td>5070 · DEPRECIATION EXPENSE</td>
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<td>5071 · AMORTIZATION EXPENSE</td>
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<td>5080 · MEETINGS</td>
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<td>6260 · PRINTING AND REPRODUCTION</td>
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<td>6270 · PROFESSIONAL FEES</td>
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<tr>
<td>6271 · Engineer/Consultant</td>
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<td>6272 · Legal Fees</td>
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<td>6274 · Administration</td>
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<td>6275 · Program Management</td>
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<td>6277 · WQ Monitoring</td>
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#### Net Ordinary Income

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<th>Jul '14 - Jun 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<td>718,492.90</td>
<td>-1,115,584.66</td>
<td>1,834,077.56</td>
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#### Net Income

<table>
<thead>
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<th></th>
<th>Jul '14 - Jun 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<tbody>
<tr>
<td></td>
<td>718,492.90</td>
<td>-1,115,584.66</td>
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