



Long Creek Watershed Management District Governing Board
Minutes – October 23, 2013 – 9:00 a.m. meeting
Location: Scarborough Council Chambers A, Scarborough Town Hall

- 1) **Call to order:** 9:00 am
- 2) **Roll call:** Dan Bacon, Curtis Bohlen (absent), John Branscom, Jerry Collett, Brian Goldberg (late), Craig Gorris, Gerard Jalbert, Ed Palmer (absent), Adam Pitcher (late), Tom Raymond, Doug Roncarati (absent), Stephen Tibbetts
- 3) **Minutes 7-17-13:** Mr. Raymond made a motion to approve the 7-17-13 minutes as presented. The motion was seconded by Mr. Jalbert. The motion was approved unanimously.
- 4) **Treasurer's Report** (*Attachment B*)
 - a) **Balance Sheet; Profit & Loss; A/R Aging Summary; A/P Summary:** The financial reports were presented. Mr. Brewer worked with the auditors to correct the negative accounts payable balance. The balance has been moved to a "Deferred Revenue" account to better represent the balance of deferred payments from Port Resources for the infrastructure installed on their property.
 - b) **Budget vs. Actual:** Since Mr. Brewer joined the CCSWCD he has been working with Tamara to transfer the budget into QuickBooks to provide monthly feedback on the status of the budget. The budget entered into QuickBooks represents the operational budget including all contract costs. The operational budget was presented with the FY 14 board approved budget, so the board could track progress.
 - c) **Audit final report:** Due October 31, 2013; Auditors will be invited to the next board meeting.
 - d) **Reserve fund recommendation:** The finance committee recommended that the Board move from the previous method of calculating carry forward balances for each of the expense categories (Admin, Monitoring, Good Housekeeping and Construction & Maintenance) to using the budget as a tool to allocate from the cash on hand each year. Any variances in the budget that will require using more cash on hand than approved as part of the budget process will need approval from the board. The Board concurred with this recommendation.
- 5) **Executive Director's Report**
 - a) Construction projects
 - i) Fairchild/Texas Instruments – substantially complete
 - ii) Gorham Road
 - (1) Design almost complete. Construction will not take place this fall. RFP for construction will be released with Maine Mall Road in January.
 - (2) Treatment Area is expected to be approximately 1.2 acres.
 - (3) Engineer's construction estimate is \$465,000; South Portland will contribute \$150,000.

- (4) Treatment for linear projects is expensive – more expensive than providing treatment where you have more space to work with. However, roads are documented to have more concentrated pollutants due to the amount of traffic. Steve Tibbetts pointed out that intersections have the highest concentrations of pollutants due to idling cars but the rest of the road has a lower concentration of pollutants due to the fact that there is not stop/start/idling occurring. The board discussed the pollutant loading from the road vs. less intensely used areas. **Action:** The Board would like more information on the effectiveness of the proposed treatment area and the shading effectiveness of installing trees. Invite Sebago Technics to present at the next board meeting.
- (5) The board also pointed out that depending on the breakdown of the treatment vs. aesthetics/cooling, maybe South Portland can contribute more towards the project.
- iii) Maine Mall Road
 - (1) Design in progress
 - (2) Stakeholder input meeting slated for early December
 - (3) Construction RFP in January to include Gorham Road project. Construction will be staggered with Gorham Road first followed by Maine Mall Road.
- iv) Maine Mall
 - (1) UMaine engineering students selected the greening and treatment of the Maine Mall catchment as their capstone project; students will complete designs for the project. The students will work the entire year on the project. The students work will parallel the effort with the consultant.
 - (2) RFP for design (to include iTree, or similar, elements) will be issued in November.
 - (3) Construction planned for 2015.
- b) Upcoming RFPs
 - i) Maine Mall catchment design November 2013
 - ii) Expert Review Panel November/December 2013. Panel will review monitoring data, the H&H Study and the nonstructural and structural BMPs to date and proposed and provide guidance on what to do next.
 - iii) GIS - data organization, Data quality assurance, GIS map presentation
- c) Ordinance Review: information has been gathered from Dave Owen at UMaine Law and the Town of Scarborough. Next step is to enlist an entity to compile all work to date and make a recommendation.
- d) Monitoring update: Data collection for this season is nearly complete. Data collection this year included the standard data set as well as a pilot stage of the stressor identification.
- e) Website Revision: The committee will meet in December to discuss the revisions that are required for the site. Once this list is compiled they will determine if the changes can be handled by CCSWCD or if an RFP will be issued.

6) Annual Meeting

- a) The Annual meeting will be held in March, the date will be finalized during the December meeting.
- b) **Awards:** An awards ceremony will be part of the Annual meeting. The following categories were suggested. Additional ideas are welcome and suggestions for recipients should be submitted for consideration.
 - i) Landowners
 - (1) Commercial Property/Property Manager
 - (2) Retail Property
 - (3) Industrial Property
 - ii) Best Practices
 - iii) Operations & Maintenance/Contractor

- iv) Municipal
- v) Individual

7) **Additional Topics:**

- a) David Russell sent a letter of resignation from the Board. Dave is no longer working at Fairchild Semiconductor. A motion to approve the resignation was made by Mr. Bacon. The motion was seconded by Mr. Jalbert. The motion carried unanimously. The board wanted to record their acknowledgement of David's many contributions to his role on the board in addition to his contributions during the planning and start up phases of Long Creek.
 - i) It was noted that elections for officers will need to be held to elect a new Vice Chair.
- b) It was decided that during periods of time where decisions are not needed from the Board, that a minimum of quarterly meetings will be held. When there is no need for a meeting a bi-monthly report should be submitted to the Board in the same format as the Meeting Agenda.
- c) The next Board Meeting will be held on December 11th at 9:00am at the Scarborough Municipal Building. Sebago Technics will be invited to show their design for Gorham Road and provide an update on Maine Mall Road.

8) **Public Comments:** None

9) **Adjourn:** A motion to adjourn was made by Mr. Bacon. Mr. Collet seconded the motion. The motion carried unanimously.