



Long Creek Watershed Management District Governing Board
Agenda – December 11, 2013 – 9:30 a.m. meeting
Location: Scarborough Council Chambers A, Scarborough Town Hall

1. **Call to order**
2. **Roll call**
3. **Minutes 10-23-13** (*Attachment A*)
4. **Sebago Technics presentation of Gorham Road design & associated cost estimates and Maine Mall Road concept design**
5. **Kleinschmidt presentation of Hydrology & Hydraulics modeling effort**
6. **FY2013 Audit presentation from Smith & Associates, CPAs**
7. **Treasurer's Report** (*Attachment B*)
 - a. Balance Sheet; Profit & Loss; A/R Aging Summary; A/P Summary; Budget vs. Actual
8. **Elect Board Vice Chair**
9. **Executive Director's Report**
 - a. Annual meeting – proposed for Monday, February 3rd, 3:00 – 5:00 p.m.
 - Awards nominations for January board meeting for the following suggested categories:
 - (1) Landowners (Commercial/Property Manager; Retail; Industrial)
 - (2) Best Practices
 - (3) Operations & Maintenance/Contractor
 - (4) Municipal
 - (5) Individual
 - b. FY2015 Budgeting
 - c. Technical Advisory Committee
 - Expert Review Panel
 - d. Upcoming RFPs
 - Maine Mall catchment design (January '13) – working with GGP, Macy's & Sears.
 - GIS - data organization, Data quality assurance, GIS map presentation
 - e. Ordinance Review
 - f. Website revision - committee to meet December 11th at 9:00 a.m.
10. **Public Comments**
11. **Next Meeting – January 15th, 9:00 a.m.**
12. **Adjourn**



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) We will explore having the Annual meeting in March to allow more time for evaluation of data and determining next steps. Timing will be dependent on the Marriott availability; the date will be finalized at 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. Collett seconded the motion. The motion carried unanimously.

Long Creek Watershed Management District
Balance Sheet
 As of November 30, 2013

	Nov 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1000 · TD BANK	1,471,501.14
Total Checking/Savings	1,471,501.14
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	47,685.51
Total Accounts Receivable	47,685.51
Total Current Assets	1,519,186.65
Fixed Assets	
1700 · FIXED ASSETS	
1730 · Monitoring Equipment	25,425.00
1740 · Infrastructure	2,712,430.71
1780 · Construction in Process	646,732.73
1790 · Accumulated Depreciation	-170,851.21
Total 1700 · FIXED ASSETS	3,213,737.23
Total Fixed Assets	3,213,737.23
Other Assets	
1850 · Deferred Charges	15,887.87
Total Other Assets	15,887.87
TOTAL ASSETS	4,748,811.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	55,004.36
Total Accounts Payable	55,004.36
Other Current Liabilities	
2200 · Deferred Revenue	39,019.91
2320 · Performance Bonds	13,024.27
Total Other Current Liabilities	52,044.18
Total Current Liabilities	107,048.54
Long Term Liabilities	
2700 · MM BOND BANK	1,363,649.40
Total Long Term Liabilities	1,363,649.40
Total Liabilities	1,470,697.94
Equity	
3000 · NET ASSETS	3,185,660.93
Net Income	92,452.88
Total Equity	3,278,113.81
TOTAL LIABILITIES & EQUITY	4,748,811.75

Long Creek Watershed Management District
Profit & Loss
 July through November 2013

	<u>Jul - Nov 13</u>
Ordinary Income/Expense	
Income	
4100 · ADMINISTRATION	50,688.28
4200 · CONSTRUCTION AND MAINTENANCE	
4201 · Drainage Maintenance Agreement	316.00
4200 · CONSTRUCTION AND MAINTENANCE - Other	464,676.97
Total 4200 · CONSTRUCTION AND MAINTENANCE	<u>464,992.97</u>
4500 · GOOD HOUSEKEEPING	170,118.57
4600 · MONITORING	77,229.00
4700 · STREAM RESTORATION	3,020.23
4750 · CFUP INCOME	3,320.00
4820 · INTEREST	609.88
Total Income	<u>769,978.93</u>
Gross Profit	769,978.93
Expense	
5030 · BAD DEBT	0.09
5040 · CONSTRUCTION	
5042 · Engineering	106,593.47
5044 · Permits	70.00
5046 · Structural	171,035.42
5047 · Maintenance	24,426.00
Total 5040 · CONSTRUCTION	<u>302,124.89</u>
5050 · GOOD HOUSEKEEPING EXPENSE	
5053 · Engineering	4,500.00
Total 5050 · GOOD HOUSEKEEPING EXPENSE	<u>4,500.00</u>
5060 · MONITORING EXPENSE	
5061 · Watershed Monitoring	79,734.10
Total 5060 · MONITORING EXPENSE	<u>79,734.10</u>
6000 · PROGRAM EXPENSE	
6002 · Loan Payment	37,897.15
Total 6000 · PROGRAM EXPENSE	<u>37,897.15</u>
6160 · DUES AND SUBSCRIPTIONS	243.58
6180 · INSURANCE	
6181 · Liability Insurance	2,216.00
Total 6180 · INSURANCE	<u>2,216.00</u>
6270 · PROFESSIONAL FEES	
6271 · Engineer	51,236.85
6272 · Legal Fees	4,132.71
6273 · Accounting	4,975.00
6275 · Program Management	163,795.94
6276 · Sweeping	13,705.50
6278 · Catch Basin Cleaning	4,129.65
Total 6270 · PROFESSIONAL FEES	<u>241,975.65</u>
6300 · REPAIRS	
6330 · Equipment Repairs	806.00
Total 6300 · REPAIRS	<u>806.00</u>
6340 · TELEPHONE	491.99
6350 · TRAVEL	
6351 · Lodging	313.93
6353 · Meals	177.23
6354 · Travel	2,362.51
6355 · Conferences	1,025.00
Total 6350 · TRAVEL	<u>3,878.67</u>
6550 · SUPPLIES	3,657.93
Total Expense	<u>677,526.05</u>
Net Ordinary Income	<u>92,452.88</u>
Net Income	<u><u>92,452.88</u></u>

**Long Creek Watershed Management District
A/R Aging Summary
As of December 6, 2013**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
465 Main Street LLC						
128-02	0.00	0.00	0.00	0.00	5,095.22	5,095.22
Total 465 Main Street LLC	0.00	0.00	0.00	0.00	5,095.22	5,095.22
Cornerbrook, LLC						
65-01	0.00	0.00	0.00	0.00	3,047.55	3,047.55
Total Cornerbrook, LLC	0.00	0.00	0.00	0.00	3,047.55	3,047.55
CPSP, LLC						
70-D-01	0.00	0.00	0.00	0.00	12,487.27	12,487.27
71-D-01	0.00	0.00	0.00	0.00	4,778.85	4,778.85
72-D-01	0.00	0.00	0.00	0.00	1,760.12	1,760.12
Total CPSP, LLC	0.00	0.00	0.00	0.00	19,026.24	19,026.24
Port Resources						
135-01	0.00	0.00	39,019.91	0.00	-39,019.91	0.00
Total Port Resources	0.00	0.00	39,019.91	0.00	-39,019.91	0.00
R.A. Cummings, Inc.						
125-I-01	0.00	0.00	0.00	0.00	3,740.12	3,740.12
43-I-01	0.00	0.00	0.00	0.00	1,104.00	1,104.00
Total R.A. Cummings, Inc.	0.00	0.00	0.00	0.00	4,844.12	4,844.12
Storage Realty Corp						
54-01	0.00	0.00	0.00	0.00	-0.04	-0.04
Total Storage Realty Corp	0.00	0.00	0.00	0.00	-0.04	-0.04
Target Corporation						
23-U-01	0.00	0.00	0.00	0.00	10,658.92	10,658.92
41-U-01	0.00	0.00	0.00	0.00	2,022.36	2,022.36
Total Target Corporation	0.00	0.00	0.00	0.00	12,681.28	12,681.28
UPS	28,491.55	11,370.55	0.00	0.00	0.00	39,862.10
TOTAL	28,491.55	11,370.55	39,019.91	0.00	5,674.46	84,556.47

1:46 PM
12/06/13

Attachment B

Long Creek Watershed Management District
A/P Aging Summary
As of November 30, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
AMEC	20,478.85	0.00	0.00	0.00	0.00	20,478.85
CUMBERLAND COUNTY SWCD	20,948.35	0.00	0.00	0.00	0.00	20,948.35
R.J. GRONDIN & SONS	0.00	0.00	0.00	0.00	504.46	504.46
SEBAGO TECHNICS, INC	13,072.70	0.00	0.00	0.00	0.00	13,072.70
TOTAL	<u>54,499.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>504.46</u>	<u>55,004.36</u>

Long Creek Watershed Management District
Profit & Loss Budget vs. Actual
July 2013 through November 30, 2013

Ordinary Income/Expense	Operational Administration Budget			Board Approved Administration Budget		
	11/30/13	Budget	% of Budget	11/30/13	Budget	% of Budget
Income						
4100 · ADMINISTRATION	50,688.28	99,020.00	51.19%	50,688.28	193,990.00	*a 26.13%
4200 · CONSTRUCTION AND MAINTENANCE						
4201 · Drainage Maintenance Agreement	0.00			0.00		
4200 · CONSTRUCTION AND MAINTENANCE - Other	0.00			0.00		
Total 4200 · CONSTRUCTION AND MAINTENANCE	0.00			0.00		
4500 · GOOD HOUSEKEEPING						
4500 · GOOD HOUSEKEEPING - Other	0.00			0.00		
Total 4500 · GOOD HOUSEKEEPING	0.00			0.00		
4600 · MONITORING						
4600 · MONITORING - Other	0.00			0.00		
Total 4600 · MONITORING	0.00			0.00		
4700 · STREAM RESTORATION	0.00			0.00		
4750 · CFUP INCOME	0.00			0.00		
4820 · INTEREST	609.88	0.00	100.0%	609.88	700.00	87.13%
Total Income	51,298.16	99,020.00	51.81%	51,298.16	194,690.00	26.35%
Gross Profit	51,298.16	99,020.00	51.81%	51,298.16	194,690.00	26.35%
Expense						
5010 · ADS	0.00			0.00		
5030 · BAD DEBT	0.09			0.09		
5040 · CONSTRUCTION						
5042 · Engineering	0.00			0.00		
5044 · Permits	0.00			0.00		
5046 · Structural	0.00			0.00		
5047 · Maintenance	0.00			0.00		
5040 · CONSTRUCTION - Other	0.00			0.00		
Total 5040 · CONSTRUCTION	0.00			0.00		
5050 · GOOD HOUSEKEEPING EXPENSE	0.00			0.00		
5060 · MONITORING EXPENSE						
5061 · Watershed Monitoring	0.00					
5063 · Data Analysis	0.00					
5060 · MONITORING EXPENSE - Other	0.00					
Total 5060 · MONITORING EXPENSE	0.00			0.00		
6000 · PROGRAM EXPENSE						
6002 · Loan Payment	0.00			0.00		
Total 6000 · PROGRAM EXPENSE	0.00			0.00		
6160 · DUES AND SUBSCRIPTIONS	23.33			23.33		
6180 · INSURANCE						
6181 · Liability Insurance	2,216.00	6,000.00	36.93%	2,216.00		100.0%
Total 6180 · INSURANCE	2,216.00	6,000.00	36.93%	2,216.00	6,000.00	36.93%
6270 · PROFESSIONAL FEES						
6271 · Engineer	0.00			0.00		
6272 · Legal Fees	1,832.41	30,000.00	6.11%	1,832.41	30,000.00	6.11%
6273 · Accounting	4,975.00	4,975.00	100.0%	4,975.00	12,000.00	*b 41.46%
6275 · Program Management*	38,839.93	84,616.00	45.9%	38,839.93	84,616.00	45.9%
6276 · Sweeping	0.00			0.00		
6278 · Catch Basin Cleaning	0.00			0.00		
6279 · Database Management	0.00			0.00		
6281 · Website	0.00	3,999.96	0.0%	0.00	4,000.00	0.0%
Total 6270 · PROFESSIONAL FEES	45,647.34	123,590.96	36.93%	45,647.34	130,616.00	34.95%
6300 · REPAIRS						
6330 · Equipment Repairs	0.00			0.00		
Total 6300 · REPAIRS	0.00			0.00		
6340 · TELEPHONE	0.00			0.00		
6350 · TRAVEL						
6351 · Lodging	313.93			313.93		
6353 · Meals	177.23			177.23		
6354 · Travel	767.62	5,540.04	13.86%	767.62	5,540.00	13.86%
6355 · Conferences	1,025.00	6,000.00	17.08%	1,025.00	6,000.00	17.08%
Total 6350 · TRAVEL	2,283.78	11,540.04	19.79%	2,283.78	11,540.00	19.79%
6550 · SUPPLIES	2,326.83	700.00	332.4%	2,326.83	700.00	332.4%
Total Expense	52,497.37	141,831.00	37.01%	52,497.37	148,856.00	35.27%
Net Ordinary income	-1,199.21	-42,811.00	2.8%	-1,199.21	45,834.00	-2.62%

* Program Management = CCSWCD staffing

*a: Admin income budget number: \$95,670 opening balance; \$98,835 landowner assessments and (\$515) landowner credits

*b: Audit services bid came in at \$4,975/year for three years

Long Creek Watershed Management District
Profit & Loss Budget vs. Actual
July 2013 through November 30, 2013

Ordinary Income/Expense	Operational Const. & Maint.			Board Approved Const. & Maint		
	11/30/13	Budget	% of Budget	11/30/13	Budget	% of Budget
Income						
4100 · ADMINISTRATION	0.00			0.00		
4200 · CONSTRUCTION AND MAINTENANCE						
4201 · Drainage Maintenance Agreement	316.00	0.00	100.0%	316.00		100.0%
4200 · CONSTRUCTION AND MAINTENANCE - Other	464,676.97	925,850.00	50.19%	464,676.97	1,219,925.00 *c	38.09%
Total 4200 · CONSTRUCTION AND MAINTENANCE	464,992.97	925,850.00	50.22%	464,992.97	1,219,925.00	38.12%
4500 · GOOD HOUSEKEEPING						
4500 · GOOD HOUSEKEEPING - Other	0.00			0.00		
Total 4500 · GOOD HOUSEKEEPING	0.00			0.00		
4600 · MONITORING						
4600 · MONITORING - Other	0.00			0.00		
Total 4600 · MONITORING	0.00			0.00		
4700 · STREAM RESTORATION	3,020.23	0.00	100.0%	3,020.23		100.0%
4750 · CFUP INCOME	3,320.00			3,320.00		
4820 · INTEREST	0.00			0.00		
Total Income	471,333.20	925,850.00	50.91%	471,333.20	1,219,925.00	38.64%
Gross Profit	471,333.20	925,850.00	50.91%	471,333.20	1,219,925.00	38.64%
Expense						
5010 · ADS	0.00	0.00	0.0%	0.00		0.0%
5030 · BAD DEBT	0.00			0.00		
5040 · CONSTRUCTION						
5042 · Engineering	106,593.47	109,944.02 *d	96.95%	106,593.47	102,260.00	104.24%
5044 · Permits	0.00		0.0%	0.00		0.0%
5046 · Structural	171,035.42	522,451.04 *e	32.74%	171,035.42	450,000.00 *f	38.01%
5047 · Maintenance	24,426.00	73,396.20 *g	33.28%	24,426.00	45,000.00	54.28%
5040 · CONSTRUCTION - Other	0.00	0.00	0.0%	0.00		0.0%
Total 5040 · CONSTRUCTION	302,054.89	705,791.26	42.8%	302,054.89	597,260.00	50.57%
5050 · GOOD HOUSEKEEPING EXPENSE	0.00			0.00		
5060 · MONITORING EXPENSE						
5061 · Watershed Monitoring	0.00					
5063 · Data Analysis	0.00					
5060 · MONITORING EXPENSE - Other	0.00					
Total 5060 · MONITORING EXPENSE	0.00			0.00		
6000 · PROGRAM EXPENSE						
6002 · Loan Payment	37,897.15	75,758.00	50.02%	37,897.15	75,758.00	50.02%
Total 6000 · PROGRAM EXPENSE	37,897.15	75,758.00	50.02%	37,897.15	75,758.00	50.02%
6160 · DUES AND SUBSCRIPTIONS	0.00			0.00		
6180 · INSURANCE						
6181 · Liability Insurance	0.00			0.00		
Total 6180 · INSURANCE	0.00			0.00		
6270 · PROFESSIONAL FEES						
6271 · Engineer	51,236.85	76,137.40 *h	67.3%	51,236.85	95,000.00	53.93%
6272 · Legal Fees	1,915.30	25,000.00	7.66%	1,915.30	25,000.00	7.66%
6273 · Accounting	0.00			0.00		
6275 · Program Management*	47,498.29	127,119.24 *i	37.37%	47,498.29	110,754.00	42.89%
6276 · Sweeping	0.00			0.00		
6278 · Catch Basin Cleaning	0.00			0.00		
6279 · Database Management	0.00			0.00		
6281 · Website	0.00			0.00		
Total 6270 · PROFESSIONAL FEES	100,650.44	228,256.64	44.1%	100,650.44	230,754.00	43.62%
6300 · REPAIRS						
6330 · Equipment Repairs	0.00			0.00		
Total 6300 · REPAIRS	0.00			0.00		
6340 · TELEPHONE	0.00			0.00		
6350 · TRAVEL						
6351 · Lodging	0.00			0.00		
6353 · Meals	0.00			0.00		
6354 · Travel	652.62			652.62		
6355 · Conferences	0.00			0.00		
Total 6350 · TRAVEL	652.62			652.62		
6550 · SUPPLIES	0.00			0.00		
Total Expense	441,255.10	1,009,805.90	43.7%	441,255.10	903,772.00	48.82%
Net Ordinary income	30,078.10	-83,955.90	-35.83%	30,078.10	316,153.00	9.51%

* Program Management = CCSWCD staffing

*c: C&M income budget number: \$294,075 opening balance; \$1,027,235 landowner assessments and (104,405) landowner credits

*d: Sebago Technics - Gorham Road/Maine Mall Road Design - \$103,115.58 (FY 14); Amec - Construction Oversight for C-08 (Fairchild) - FY14 - \$6,828.44 (\$59,742.28 total contract)

*e: Shaw Brothers - C-08 (Fairchild) Construction \$204,788.50; Engineering estimate Gorham Road \$465,162.54 (\$150K to be paid by South Portland)

*f: \$100K budget number - C08 (Fairchild) Construction (total construction budget FY13 - 14: \$400K); \$350,000 budget number for Maine Mall Road Construction (engineering cost estimate is anticipated to be 2-3 times more)

*g: PR Webster contract for maintenance of BMPs (\$44,829.50) and Sterling Stormwater for maint of proprietary devices (\$4950) and addtl funds for maintenance on as needed basis

*h: H&H Study Kleinschmidt - FY 14 - \$76,137.40 (\$85,933 total contract)

*i: staff time was increased in order to manage the outreach to multiple landowners for Maine Mall Road and manage an additional design contract for the Maine Mall proper

Long Creek Watershed Management District
Profit & Loss Budget vs. Actual
July 2013 through November 30, 2013

Ordinary Income/Expense	Operational Goodhousekeeping			Board Approved Goodhousekeeping		
	11/30/13	Budget	% of Budget	11/30/13	Budget	% of Budget
Income						
4100 · ADMINISTRATION	0.00			0.00		
4200 · CONSTRUCTION AND MAINTENANCE						
4201 · Drainage Maintenance Agreement	0.00			0.00		
4200 · CONSTRUCTION AND MAINTENANCE - Other	0.00			0.00		
Total 4200 · CONSTRUCTION AND MAINTENANCE	0.00			0.00		
4500 · GOOD HOUSEKEEPING						
4500 · GOOD HOUSEKEEPING - Other	170,118.57	324,019.00	52.5%	170,118.57	409,243.00 *j	41.57%
Total 4500 · GOOD HOUSEKEEPING	170,118.57	324,019.00	52.5%	170,118.57	409,243.00	41.57%
4600 · MONITORING						
4600 · MONITORING - Other	0.00			0.00		
Total 4600 · MONITORING	0.00			0.00		
4700 · STREAM RESTORATION	0.00			0.00		
4750 · CFUP INCOME	0.00			0.00		
4820 · INTEREST	0.00			0.00		
Total Income	170,118.57	324,019.00	52.5%	170,118.57	409,243.00	41.57%
Gross Profit	170,118.57	324,019.00	52.5%	170,118.57	409,243.00	41.57%
Expense						
5010 · ADS	0.00			0.00		
5030 · BAD DEBT	0.00			0.00		
5040 · CONSTRUCTION						
5042 · Engineering	0.00			0.00		
5044 · Permits	70.00			70.00		
5046 · Structural	0.00			0.00		
5047 · Maintenance	0.00			0.00		
5040 · CONSTRUCTION - Other	0.00			0.00		
Total 5040 · CONSTRUCTION	70.00			70.00		
5050 · GOOD HOUSEKEEPING EXPENSE	4,500.00			4,500.00		
5060 · MONITORING EXPENSE						
5061 · Watershed Monitoring	0.00			0.00		
5063 · Data Analysis	0.00			0.00		
5060 · MONITORING EXPENSE - Other	0.00					
Total 5060 · MONITORING EXPENSE	0.00			0.00		
6000 · PROGRAM EXPENSE						
6002 · Loan Payment	0.00			0.00		
Total 6000 · PROGRAM EXPENSE	0.00			0.00	50.00	
6160 · DUES AND SUBSCRIPTIONS	220.25			220.25		
6180 · INSURANCE						
6181 · Liability Insurance	0.00			0.00		
Total 6180 · INSURANCE	0.00			0.00		
6270 · PROFESSIONAL FEES						
6271 · Engineer	0.00	0.00	0.0%	0.00		0.0%
6272 · Legal Fees	385.00	0.00	0.0%	385.00		100.0%
6273 · Accounting	0.00	0.00	0.0%	0.00		0.0%
6275 · Program Management*	58,865.14	118,572.36	41.66%	58,865.14	153,244.00 *k	38.41%
6276 · Sweeping	13,705.50	125,000.00	5.38%	13,705.50	201,600.00 *l	6.8%
6278 · Catch Basin Cleaning	4,129.65	10,000.00	29.12%	4,129.65	10,000.00	41.3%
6279 · Database Management	0.00	2,499.96	0.0%	0.00	2,500.00	0.0%
6281 · Website	0.00			0.00		
Total 6270 · PROFESSIONAL FEES	77,085.29	256,072.32	23.2%	77,085.29	367,344.00	20.98%
6300 · REPAIRS						
6330 · Equipment Repairs	0.00			0.00		
Total 6300 · REPAIRS	0.00			0.00		
6340 · TELEPHONE	491.99			491.99		
6350 · TRAVEL						
6351 · Lodging	0.00			0.00		
6353 · Meals	0.00			0.00		
6354 · Travel	844.83	2,745.60	23.86%	844.83	2,795.60	30.22%
6355 · Conferences	0.00			0.00		
Total 6350 · TRAVEL	844.83	2,745.60	0.24	844.83	2,795.60	30.22%
6550 · SUPPLIES	81.10	2,400.00	3.15%	81.10	2,400.00 *m	3.38%
Total Expense	83,293.46	261,217.92	23.72%	83,293.46	372,589.60	22.36%
Net Ordinary income	86,825.11	62,801.08	172.22%	86,825.11	36,653.40	236.88%

* Program Management = CCSWCD staffing

*j: GHPP income budget number: \$85,225 opening balance; \$355,415 landowner assessments and (31,397) credits

*k: staff time was reduced b/c we did not have the info to warrant a large scale ed campaign regarding nutrients, salt or coal tar sealants. Outreach is still planned through inspections, targeted trainings & newsletters.

*l: sweeping was estimated to double in cost because our current contract was well below average costs. We were able to negotiate a new contract with the same rates with our existing contractor.

*m: supplies = stream crossing signs & educational site signs

Long Creek Watershed Management District
Profit & Loss Budget vs. Actual
July 2013 through November 30, 2013

Ordinary Income/Expense	Operational Monitoring			Board Approved Monitoring		
	11/30/13	Budget	% of Budget	11/30/13	Budget	% of Budget
Income						
4100 · ADMINISTRATION	0.00			0.00		
4200 · CONSTRUCTION AND MAINTENANCE						
4201 · Drainage Maintenance Agreement	0.00			0.00		
4200 · CONSTRUCTION AND MAINTENANCE - Other	0.00			0.00		
Total 4200 · CONSTRUCTION AND MAINTENANCE	0.00			0.00		
4500 · GOOD HOUSEKEEPING						
4500 · GOOD HOUSEKEEPING - Other	0.00			0.00		
Total 4500 · GOOD HOUSEKEEPING	0.00			0.00		
4600 · MONITORING						
4600 · MONITORING - Other	77,229.00	148,088.00	52.15%	77,229.00	297,207.00	*n 25.99%
Total 4600 · MONITORING	77,229.00	148,088.00	52.15%	77,229.00	297,207.00	25.99%
4700 · STREAM RESTORATION	0.00			0.00		
4750 · CFUP INCOME	0.00			0.00		
4820 · INTEREST	0.00			0.00		
Total Income	77,229.00	148,088.00	52.15%	77,229.00	297,207.00	25.99%
Gross Profit	77,229.00	148,088.00	52.15%	77,229.00	297,207.00	25.99%
Expense						
5010 · ADS	0.00			0.00		
5030 · BAD DEBT	0.00			0.00		
5040 · CONSTRUCTION						
5042 · Engineering	0.00			0.00		
5044 · Permits	0.00			0.00		
5046 · Structural	0.00			0.00		
5047 · Maintenance	0.00			0.00		
5040 · CONSTRUCTION - Other	0.00			0.00		
Total 5040 · CONSTRUCTION	0.00			0.00		
5050 · GOOD HOUSEKEEPING EXPENSE	0.00			0.00		
5060 · MONITORING EXPENSE						
5061 · Watershed Monitoring	79,734.10	105,266.46	*o 75.75%	79,734.10	81,094.80	98.32%
5063 · Data Analysis	0.00	71,130.00	*p 0.0%	0.00	71,130.00	0.0%
5060 · MONITORING EXPENSE - Other		0.00	0.0%			0.0%
Total 5060 · MONITORING EXPENSE	79,734.10	176,396.46	45.2%	79,734.10	152,224.80	52.38%
6000 · PROGRAM EXPENSE						
6002 · Loan Payment	0.00			0.00		
Total 6000 · PROGRAM EXPENSE	0.00			0.00		
6160 · DUES AND SUBSCRIPTIONS	0.00			0.00		
6180 · INSURANCE						
6181 · Liability Insurance	0.00			0.00		
Total 6180 · INSURANCE	0.00			0.00		
6270 · PROFESSIONAL FEES						
6271 · Engineer	0.00			0.00		
6272 · Legal Fees	0.00			0.00		
6273 · Accounting	0.00			0.00		
6275 · Program Management*	18,592.58	47,385.84	*q 39.24%	18,592.58	74,107.00	25.09%
6276 · Sweeping	0.00			0.00		
6278 · Catch Basin Cleaning	0.00			0.00		
6279 · Database Management	0.00			0.00		
6281 · Website	0.00			0.00		
Total 6270 · PROFESSIONAL FEES	18,592.58	47,385.84	39.24%	18,592.58	74,107.00	25.09%
6300 · REPAIRS						
6330 · Equipment Repairs	806.00			806.00		
Total 6300 · REPAIRS	806.00			806.00		
6340 · TELEPHONE	0.00			0.00		
6350 · TRAVEL						
6351 · Lodging	0.00			0.00		
6353 · Meals	0.00			0.00		
6354 · Travel	97.44			97.44		
6355 · Conferences	0.00			0.00		
Total 6350 · TRAVEL	97.44			97.44		
6550 · SUPPLIES	1,250.00			1,250.00		
Total Expense	100,480.12	223,782.30	44.9%	100,480.12	226,331.80	44.4%
Net Ordinary income	-23,251.12	-75,694.30	30.72%	-23,251.12	70,875.20	-32.81%

* Program Management = CCSWCD staffing

*n: monitoring income budget number: \$149,119 opening balance; \$148,672 landowner assessments (772) credits; \$188 ind. permit monitoring fee

*o: URS remaining contract (\$29,361.99); FB contract - FY14: \$75,904.50 (total contract \$159,969)

*p: data anlysis for next permit and five year project report

*q: staff time was reduced to contract out stressor ID memo (supporting documentation compilation) and data analysis summary through June 2013

Long Creek Watershed Management District
Profit & Loss Budget vs. Actual
July 2013 through November 30, 2013

	Operational Total			Board Approved Total		
	11/30/13	Budget	% of Budget	11/30/13	Budget	% of Budget
Ordinary Income/Expense						
Income						
4100 · ADMINISTRATION	50,688.28	99,020.00	51.19%	50,688.28	193,990.00	26.13%
4200 · CONSTRUCTION AND MAINTENANCE						
4201 · Drainage Maintenance Agreement	316.00	0.00	100.0%	316.00	0.00	100.0%
4200 · CONSTRUCTION AND MAINTENANCE - Other	464,676.97	925,850.00	50.19%	464,676.97	1,219,925.00	38.09%
Total 4200 · CONSTRUCTION AND MAINTENANCE	464,992.97	925,850.00	50.22%	464,992.97	1,219,925.00	38.12%
4500 · GOOD HOUSEKEEPING						
4500 · GOOD HOUSEKEEPING - Other	170,118.57	324,019.00	52.5%	170,118.57	409,243.00	41.57%
Total 4500 · GOOD HOUSEKEEPING	170,118.57	324,019.00	52.5%	170,118.57	409,243.00	41.57%
4600 · MONITORING						
4600 · MONITORING - Other	77,229.00	148,088.00	52.15%	77,229.00	297,207.00	25.99%
Total 4600 · MONITORING	77,229.00	148,088.00	52.15%	77,229.00	297,207.00	25.99%
4700 · STREAM RESTORATION						
4700 · STREAM RESTORATION	3,020.23	0.00	100.0%	3,020.23	0.00	100.0%
4750 · CFUP INCOME						
4750 · CFUP INCOME	3,320.00	0.00	100.0%	3,320.00	0.00	100.0%
4820 · INTEREST						
4820 · INTEREST	609.88	0.00	100.0%	609.88	700.00	87.13%
Total Income	769,978.93	1,496,977.00	51.43%	769,978.93	2,121,065.00	36.3%
Gross Profit	769,978.93	1,496,977.00	51.43%	769,978.93	2,121,065.00	36.3%
Expense						
5010 · ADS						
5010 · ADS	0.00	0.00	0.0%	0.00	0.00	0.0%
5030 · BAD DEBT						
5030 · BAD DEBT	0.09	0.00	100.0%	0.09	0.00	100.0%
5040 · CONSTRUCTION						
5042 · Engineering	106,593.47	109,944.02	26.69%	106,593.47	102,260.00	104.24%
5044 · Permits	70.00	0.00	100.0%	70.00	0.00	100.0%
5046 · Structural	171,035.42	522,451.04	30.13%	171,035.42	450,000.00	38.01%
5047 · Maintenance	24,426.00	73,396.20	45.87%	24,426.00	45,000.00	54.28%
5040 · CONSTRUCTION - Other	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 5040 · CONSTRUCTION	302,124.89	705,791.26	30.6%	302,124.89	597,260.00	50.59%
5050 · GOOD HOUSEKEEPING EXPENSE						
5050 · GOOD HOUSEKEEPING EXPENSE	4,500.00	0.00	0.0%	4,500.00	0.00	100.0%
5060 · MONITORING EXPENSE						
5061 · Watershed Monitoring	79,734.10	105,266.46	0.0%	79,734.10	81,094.80	98.32%
5063 · Data Analysis	0.00	71,130.00	0.0%	0.00	71,130.00	0.0%
5060 · MONITORING EXPENSE - Other		0.00	100.0%		0.00	0.0%
Total 5060 · MONITORING EXPENSE	79,734.10	176,396.46	25.41%	79,734.10	152,224.80	52.38%
6000 · PROGRAM EXPENSE						
6002 · Loan Payment	37,897.15	75,758.00	50.02%	37,897.15	75,758.00	50.02%
Total 6000 · PROGRAM EXPENSE	37,897.15	75,758.00	36.39%	37,897.15	75,808.00	49.99%
6160 · DUES AND SUBSCRIPTIONS						
6160 · DUES AND SUBSCRIPTIONS	243.58	0.00	100.0%	243.58	0.00	100.0%
6180 · INSURANCE						
6181 · Liability Insurance	2,216.00	6,000.00	36.93%	2,216.00	0.00	100.0%
Total 6180 · INSURANCE	2,216.00	6,000.00	36.93%	2,216.00	0.00	100.0%
6270 · PROFESSIONAL FEES						
6271 · Engineer	51,236.85	76,137.40	60.75%	51,236.85	95,000.00	53.93%
6272 · Legal Fees	4,132.71	55,000.00	5.99%	4,132.71	55,000.00	7.51%
6273 · Accounting	4,975.00	4,975.00	0.0%	4,975.00	12,000.00	41.46%
6275 · Program Management*	163,795.94	377,693.44	32.24%	163,795.94	422,721.00	38.75%
6276 · Sweeping	13,705.50	125,000.00	5.38%	13,705.50	201,600.00	6.8%
6278 · Catch Basin Cleaning	4,129.65	10,000.00	29.12%	4,129.65	10,000.00	41.3%
6279 · Database Management	0.00	2,499.96	0.0%	0.00	2,500.00	0.0%
6281 · Website	0.00	3,999.96	0.0%	0.00	4,000.00	0.0%
Total 6270 · PROFESSIONAL FEES	241,975.65	655,305.76	27.62%	241,975.65	802,821.00	30.14%
6300 · REPAIRS						
6330 · Equipment Repairs	806.00	0.00	100.0%	806.00	0.00	100.0%
Total 6300 · REPAIRS	806.00	0.00	100.0%	806.00	0.00	100.0%
6340 · TELEPHONE						
6340 · TELEPHONE	491.99	0.00	100.0%	491.99	0.00	100.0%
6350 · TRAVEL						
6351 · Lodging	313.93	0.00	100.0%	313.93	0.00	100.0%
6353 · Meals	177.23	0.00	100.0%	177.23	0.00	100.0%
6354 · Travel	2,362.51	8,285.64	23.27%	2,362.51	8,335.60	28.34%
6355 · Conferences	1,025.00	6,000.00	0.0%	1,025.00	6,000.00	17.08%
Total 6350 · TRAVEL	3,878.67	14,285.64	16.94%	3,878.67	14,335.60	27.06%
6550 · SUPPLIES						
6550 · SUPPLIES	3,657.93	3,100.00	117.82%	3,657.93	3,100.00	118.0%
Total Expense	677,526.05	1,636,637.12	29.47%	677,526.05	1,645,549.40	41.17%
Net Ordinary income	92,452.88	-139,660.12	-148.33%	92,452.88	475,515.60	19.44%

* Program Management = CCSWCD staffing