

## Long Creek Watershed Management District Governing Board

Agenda – March 15, 2013 – 9:00 a.m. meeting

Location: Sable Oaks Marriott

1. **Call to order**
2. **Roll call**
3. **Minutes 1-18-13** (*Attachment A*)
4. **Treasurer's Report** (*Attachment B*)
  - a. FY2012 Financial Report from the Audit (*Attachment C*)
5. **Elect Secretary.**
6. **Technical Advisory Committee Report**
  - a. Meeting scheduled for March 27, 3 – 5 p.m. at URS to review the Revised Monitoring Plan.
    - Monitoring data 2010-2012 is being evaluated, and monitoring plan revision recommendations will be provided.
    - The draft plan will be out for review in mid-April, and the final plan will be available in late May.
7. **Executive Director's Report**
  - a. Soley update
  - b. Construction projects
    - Catchment C-08 (Fairchild)
    - Gorham Road/Maine Mall Road
    - Maine Mall
  - c. RFP released 3/8 for Stream Modeling Services
  - d. website revision
  - e. MSBA planting on Blanchette Brook – June 20<sup>th</sup> (rain date June 25<sup>th</sup>)
8. **Items for board input**
  - a. Insurance - professional liability additional insureds – have received input that carriers will not do this
  - b. Catchment C-08 (Fairchild) - construction process
  - c. RFP timeline (*Attachment D*) – will need board members for review
9. **Public Comments.**
10. **Adjourn.**

**Long Creek Watershed Management District Governing Board**

Minutes – January 18, 2013 – 8:30 a.m. meeting

Location: Maine Turnpike Authority, Portland

**1. Call to order** – 8:38 a.m.

**2. Roll call**

Dan Bacon (absent), David Russell, Curtis Bohlen, David Thomes (late), John Branscom (absent), Brian Goldberg, Craig Gorris (absent), Jim Hughes (late), Gerard Jalbert, John O’Hara (absent), Ed Palmer, Adam Pitcher, Tom Raymond, Doug Roncarati, Stephen Tibbetts (absent)

**3. Minutes** - Mr. Goldberg made the motion to accept the 12-7-12 minutes as presented. Mr. Palmer seconded the motion. The motion was approved unanimously.

**4. Treasurer’s Report** - Mr. Palmer made the motion to accept the report as presented. Mr. Raymond seconded the motion. The motion was approved unanimously.

**4. FY2014 budget** - Mr. Jalbert made the motion to accept the budget as presented. Mr. Hughes seconded the motion. The motion was approved unanimously.

**5. Public Comments.** None.

**6. Adjourn**– Mr. Hughes made the motion for the meeting to adjourn at 9:34 a.m. Mr. Thomes seconded the motion. The motion passed unanimously.

10:05 AM

02/14/13

Accrual Basis

**Long Creek Watershed Management District**  
**Balance Sheet**  
As of January 31, 2013

	Jan 31, 13
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · TD BANK	1,387,139.56
<b>Total Checking/Savings</b>	1,387,139.56
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	184,941.08
<b>Total Accounts Receivable</b>	184,941.08
<b>Total Current Assets</b>	1,572,080.64
<b>Fixed Assets</b>	
1700 · FIXED ASSETS	
1730 · Monitoring Equipment	25,425.00
1740 · Infrastructure	2,701,564.99
1780 · Construction in Process	142,286.36
1790 · Accumulated Depreciation	-111,734.94
<b>Total 1700 · FIXED ASSETS</b>	2,757,541.41
<b>Total Fixed Assets</b>	2,757,541.41
<b>Other Assets</b>	
1850 · Deferred Charges	16,821.64
<b>Total Other Assets</b>	16,821.64
<b>TOTAL ASSETS</b>	<b>4,346,443.69</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	11,975.86
<b>Total Accounts Payable</b>	11,975.86
Other Current Liabilities	
2320 · Performance Bond	4,197.50
<b>Total Other Current Liabilities</b>	4,197.50
<b>Total Current Liabilities</b>	16,173.36
<b>Long Term Liabilities</b>	
2700 · MM BOND BANK	1,439,407.70
<b>Total Long Term Liabilities</b>	1,439,407.70
<b>Total Liabilities</b>	1,455,581.06
<b>Equity</b>	
3000 · NET ASSETS	2,099,846.17
Net Income	791,016.46
<b>Total Equity</b>	2,890,862.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,346,443.69</b>

10:08 AM

02/14/13

Accrual Basis

**Long Creek Watershed Management District**  
**Profit & Loss**  
**January 2013**

	Jan 13	Jul '12 - Jan 13
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · ADMINISTRATION	48,463.52	98,871.33
<b>4200 · CONSTRUCTION AND MAINTENANCE</b>		
4201 · Drainage Maintenance Agreement	0.00	316.00
4203 · In Lieu of Payment	0.00	-10,865.72
4200 · CONSTRUCTION AND MAINTENANCE - Other	461,256.13	936,378.93
<b>Total 4200 · CONSTRUCTION AND MAINTENANCE</b>	461,256.13	925,829.21
<b>4500 · GOOD HOUSEKEEPING</b>		
4504 · In Lieu of Payment	0.00	0.00
4500 · GOOD HOUSEKEEPING - Other	161,322.12	326,039.14
<b>Total 4500 · GOOD HOUSEKEEPING</b>	161,322.12	326,039.14
<b>4600 · MONITORING</b>		
4603 · In Lieu of Payment	0.00	0.00
4600 · MONITORING - Other	72,496.56	148,726.52
<b>Total 4600 · MONITORING</b>	72,496.56	148,726.52
<b>4700 · STREAM RESTORATION</b>	0.00	3,020.23
<b>4810 · FINANCE CHARGES</b>	0.00	363.47
<b>4820 · INTEREST</b>	96.53	664.33
<b>Total Income</b>	743,634.86	1,503,514.23
<b>Gross Profit</b>	743,634.86	1,503,514.23
<b>Expense</b>		
5010 · ADS	0.00	225.72
<b>5040 · CONSTRUCTION</b>		
5042 · Engineering	10,237.90	35,696.52
5046 · Structural	0.00	475,238.17
5047 · Maintenance	3,150.00	11,360.00
5040 · CONSTRUCTION - Other	37,879.15	75,758.30
<b>Total 5040 · CONSTRUCTION</b>	51,267.05	598,052.99
<b>5080 · MEETINGS</b>	932.40	932.40
<b>6180 · INSURANCE</b>		
6181 · Liability Insurance	0.00	4,066.00
<b>Total 6180 · INSURANCE</b>	0.00	4,066.00
<b>6270 · PROFESSIONAL FEES</b>		
6271 · Engineer	0.00	14,577.50
6272 · Legal Fees	1,207.50	5,026.65
6274 · Administration	0.00	14,729.65
6275 · Program Management	0.00	28,201.40
6276 · Sweeping	0.00	22,277.94
6277 · WQ Monitoring	4,048.76	24,066.52
6278 · Catch Basin Cleaning	125.00	341.00
<b>Total 6270 · PROFESSIONAL FEES</b>	5,381.26	109,220.66
<b>Total Expense</b>	57,580.71	712,497.77
<b>Net Ordinary Income</b>	686,054.15	791,016.46
<b>Net Income</b>	<b>686,054.15</b>	<b>791,016.46</b>

**Long Creek Watershed Management District**  
**A/R Aging Summary**  
As of February 14, 2013

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>119 Gannett Drive Associates</b>						
13-01	0.00	3,360.21	0.00	0.00	0.00	3,360.21
<b>Total 119 Gannett Drive Associates</b>	0.00	3,360.21	0.00	0.00	0.00	3,360.21
<b>ABR Realty Trust (Terra Firma)</b>						
79-V-01	0.00	365.85	0.00	0.00	0.00	365.85
<b>Total ABR Realty Trust (Terra Firma)</b>	0.00	365.85	0.00	0.00	0.00	365.85
<b>Anthem Health Plans</b>						
22-01	0.00	13,093.20	0.00	0.00	0.00	13,093.20
<b>Total Anthem Health Plans</b>	0.00	13,093.20	0.00	0.00	0.00	13,093.20
<b>Cabot House of Portland Real Estate Trust</b>						
100-01	0.00	2,105.40	0.00	0.00	0.00	2,105.40
<b>Total Cabot House of Portland Real Estate Trust</b>	0.00	2,105.40	0.00	0.00	0.00	2,105.40
<b>Capital Automotive, Inc.</b>						
55-Q-01	0.00	3,228.30	0.00	0.00	0.00	3,228.30
<b>Total Capital Automotive, Inc.</b>	0.00	3,228.30	0.00	0.00	0.00	3,228.30
<b>Colby Marvin Trust</b>						
49-T-01	0.00	0.10	0.00	0.00	0.00	0.10
<b>Total Colby Marvin Trust</b>	0.00	0.10	0.00	0.00	0.00	0.10
<b>LZ Associates</b>						
110-01	0.00	2,608.27	0.00	0.00	0.00	2,608.27
<b>Total LZ Associates</b>	0.00	2,608.27	0.00	0.00	0.00	2,608.27
<b>MaineToday Media, Inc.</b>						
16-01	0.00	10,271.24	0.00	0.00	0.00	10,271.24
<b>Total MaineToday Media, Inc.</b>	0.00	10,271.24	0.00	0.00	0.00	10,271.24
<b>Millenium Development</b>						
116-01	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Millenium Development</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Port Resources</b>						
135-01	0.00	0.00	0.00	-43,261.94	0.00	-43,261.94
<b>Total Port Resources</b>	0.00	0.00	0.00	-43,261.94	0.00	-43,261.94
<b>Portland, City of - LO</b>						
103-A-01	0.00	1,144.35	0.00	0.00	0.00	1,144.35
105-01	0.00	20,630.85	0.00	0.00	0.00	20,630.85
<b>Total Portland, City of - LO</b>	0.00	21,775.20	0.00	0.00	0.00	21,775.20
<b>R.A. Cummings, Inc.</b>						
125-I-01	0.00	1,870.06	0.00	0.00	0.00	1,870.06
43-I-01	0.00	552.00	0.00	0.00	0.00	552.00
<b>Total R.A. Cummings, Inc.</b>	0.00	2,422.06	0.00	0.00	0.00	2,422.06
<b>Storage Realty Corp</b>						
54-01	0.00	0.00	-0.02	0.00	-0.02	-0.04
<b>Total Storage Realty Corp</b>	0.00	0.00	-0.02	0.00	-0.02	-0.04
<b>Target Corporation</b>						
23-U-01	0.00	10,658.92	0.00	0.00	0.00	10,658.92
41-U-01	0.00	2,022.36	0.00	0.00	0.00	2,022.36
<b>Total Target Corporation</b>	0.00	12,681.28	0.00	0.00	0.00	12,681.28
<b>Texas Instruments</b>						
86-01	0.00	1,025.02	0.00	0.00	0.00	1,025.02
<b>Total Texas Instruments</b>	0.00	1,025.02	0.00	0.00	0.00	1,025.02
<b>United Rentals</b>						
115-01	0.00	2,759.71	0.00	0.00	0.00	2,759.71
<b>Total United Rentals</b>	0.00	2,759.71	0.00	0.00	0.00	2,759.71
<b>TOTAL</b>	<b>0.00</b>	<b>75,695.84</b>	<b>-0.02</b>	<b>-43,261.94</b>	<b>-0.02</b>	<b>32,433.86</b>

10:11 AM

02/14/13

**Long Creek Watershed Management District**  
**A/P Aging Summary**  
**As of February 14, 2013**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
R.J. GRONDIN & SONS	0.00	0.00	0.00	0.00	9,504.46	9,504.46
SEABREEZE PROPERTY SERVICES	0.00	0.00	0.00	0.00	1,539.00	1,539.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,043.46</b>	<b>11,043.46</b>



## **Communication with Those Charged with Governance**

Governing Board  
Long Creek Watershed Management District  
Windham, Maine 04062

We have audited the financial statements of Long Creek Watershed Management District (the District) for the year ended June 30, 2012. Professional standards - **The Auditor's Communication with Those Charged with Governance** – require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our letter dated July 26, 2012. Professional standards also require that we communicate to you the following information related to our audit.

### **Qualitative Aspects of Accounting Practices**

#### *Significant Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year ended June 30, 2012. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of depreciation expense is based on useful lives and the straight-line depreciation method. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

#### *Corrected Misstatements*

Professional standards require us to accumulate all known misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The following material adjustments detected as a result of audit procedures were corrected by management:

- 1) Expenses of \$326,548 were capitalized and depreciation of \$59,016 was expensed.
- 2) Bond payments of \$75,758 were reclassified to the balance sheet.

### **Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that **no such disagreements** arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated December 28, 2012.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year, prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

### **Difficulties Encountered in Performing the Audit**

We encountered **no difficulties** in dealing with management in performing and completing our audit.

This information is intended solely for the use of the Governing Board and management of Long Creek Watershed Management District and is not intended to be and should not be used by anyone other than these specified parties.



Certified Public Accountants  
December 28, 2012



## Long Creek 2013 Request for Proposals (RFPs)

1. Hydrologic/Hydraulic Modeling
  - a. Published 3/8
  - b. Deadline 3/28
  - c. Board meeting 4/5?
  
2. Gorham Road/Maine Mall Road Engineering Services
  - a. Published 3/20
  - b. Deadline 4/10
  - c. Board meeting 4/24?
  - d. Schedule
    - i. Gorham Road – design (may – june); bid (july); award (aug); build (sept)
    - ii. MMR– design (oct - dec); bid (feb); award (mar); build (april)
  
3. Expert Review Panel
  - a. Published 3/?
  - b. Deadline 5/8
  - c. Board meeting 5/22-23?
  
4. Monitoring
  - a. Published 4/17
  - b. Pre-bid 4/24
  - c. Deadline 5/8
  - d. Board meeting 5/22-23?
  
5. Sweeping contract goes through spring 2014
  
6. Website – under \$10K, but will send out an RFP