

Long Creek Watershed Management District Governing Board

Agenda – April 5, 2013 – 9:00 a.m. meeting

Location: Maine Turnpike Authority Administration Building

1. **Call to order**
2. **Roll call**
3. **Minutes 3-15-13** (*Attachment A*)
4. **Treasurer's Report** (*Attachment B*)
 - a. CCSWCD invoice
5. **Technical Advisory Committee Report**
 - a. Meeting held March 27th to review the Revised Monitoring Plan.
 - The draft monitoring plan will be out for review in mid-April, and the final plan will be available in late May.
6. **Executive Director's Report**
 - a. Soley update
 - b. Construction projects
 - Catchment C-08 (Fairchild) – design & construction process update
 - Gorham Road/Maine Mall Road – shift in RFP dates to better coordinate with South Portland and DOT and allow for proper review of proposals and interviews
 - Maine Mall – Manomet is going to provide an intern to collect data to assess potential water quality improvements from tree cover
7. **Contract Services, Stream Modeling.** To award a contract for hydrologic and hydraulic modeling of Long Creek as specified in the RFP and to authorize the LCWMD Chair/President to execute documents necessary thereto. Recommendation will be provided at the meeting.
8. **Public Comments.**
9. **Adjourn.**

Long Creek Watershed Management District Governing Board

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

Location: Sable Oaks Marriott

1. Call to order – 9:05 a.m.

2. Roll call

Dan Bacon, David Russell, John Branscom, Jerry Collett, Brian Goldberg, Craig Gorris (absent), Gerard Jalbert (absent), Ed Palmer (absent), Adam Pitcher (absent), Tom Raymond, Doug Roncarati, Stephen Tibbetts

3. Minutes - Mr. Raymond made the motion to accept the 1-18-13 minutes as presented. Mr. Russell seconded the motion. The motion was approved unanimously.

4. Treasurer's Report

- a. FY2012 Financial Report from the Audit – available on the website

5. Elect Secretary. Mr. Russell made the motion to nominate Mr. Collett as Secretary. Mr. Branscom seconded the motion. The motion was approved unanimously.

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; final plan will be available in late May.

7. Executive Director's Report

- a. Soley update – Mr. Soley has until April 2nd to execute his PLA and pay \$161,383.42 in overdue fees and late fees
- 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 – RFP will go out in April or May.
- e. MSBA planting on Blanchette Brook – June 20th (rain date June 25th)
- f. Board appointments – Westbrook public and private seats still need to be appointed; Portland still needs to appoint the nonprofit seat; South Portland still needs to appoint a nonprofit seat.
- g. Logo has been finalized and website revision will incorporate new logo. Logo will be used for stream signage to occur this summer.

8. Items for board input

- a. Insurance - professional liability additional insureds – have received input that carriers will not do this - board agreed that this makes sense to remove as a requirement

- b. Catchment C-08 (Fairchild) - construction process – board instructed ED to explore RFQ to prequalify contractors
- c. RFP timeline – board members signed up as follows:
 - Hydrologic/Hydraulic Modeling – Tom Raymond
 - Gorham Road/Maine Mall Road Engineering – Steve Tibbetts, Dan Bacon & Brian Goldberg
 - Expert Review Panel – Curtis Bohlen & Tom Raymond
 - Monitoring - Curtis Bohlen & Tom Raymond
 - Audit – Curtis – board instructed RFP to be a three year contract
 - C-08 Catchment – construction RFQ – Dave Russell

9. Public Comments. None

10. Adjourn – 10:38 a.m.

Long Creek Watershed Management District
Balance Sheet
 As of February 28, 2013

	Feb 28, 13
ASSETS	
Current Assets	
Checking/Savings	
1000 · TD BANK	1,489,646.35
Total Checking/Savings	1,489,646.35
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	28,839.71
Total Accounts Receivable	28,839.71
Total Current Assets	1,518,486.06
Fixed Assets	
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
Total 1700 · FIXED ASSETS	2,757,541.41
Total Fixed Assets	2,757,541.41
Other Assets	
1850 · Deferred Charges	16,821.64
Total Other Assets	16,821.64
TOTAL ASSETS	4,292,849.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	11,043.46
Total Accounts Payable	11,043.46
Other Current Liabilities	
2320 · Performance Bond	4,197.50
Total Other Current Liabilities	4,197.50
Total Current Liabilities	15,240.96
Long Term Liabilities	
2700 · MM BOND BANK	1,439,407.70
Total Long Term Liabilities	1,439,407.70
Total Liabilities	1,454,648.66
Equity	
3000 · NET ASSETS	2,099,846.17
Net Income	738,354.28
Total Equity	2,838,200.45
TOTAL LIABILITIES & EQUITY	4,292,849.11

Long Creek Watershed Management District
Profit & Loss
February 2013

	Feb 13	Jul '12 - Feb 13
Ordinary Income/Expense		
Income		
4100 · ADMINISTRATION	0.00	98,871.33
4200 · CONSTRUCTION AND MAINTENANCE		
4201 · Drainage Maintenance Agreement	0.00	316.00
4203 · In Lieu of Payment	0.00	-10,865.72
4200 · CONSTRUCTION AND MAINTENANCE - Other	0.00	936,378.93
Total 4200 · CONSTRUCTION AND MAINTENANCE	0.00	925,829.21
4500 · GOOD HOUSEKEEPING		
4504 · In Lieu of Payment	0.00	0.00
4500 · GOOD HOUSEKEEPING - Other	0.00	326,039.14
Total 4500 · GOOD HOUSEKEEPING	0.00	326,039.14
4600 · MONITORING		
4603 · In Lieu of Payment	0.00	0.00
4600 · MONITORING - Other	0.00	148,726.52
Total 4600 · MONITORING	0.00	148,726.52
4700 · STREAM RESTORATION	0.00	3,020.23
4810 · FINANCE CHARGES	0.00	363.47
4820 · INTEREST	116.81	781.14
Total Income	116.81	1,503,631.04
Gross Profit	116.81	1,503,631.04
Expense		
5010 · ADS	0.00	225.72
5040 · CONSTRUCTION		
5042 · Engineering	15,418.73	51,115.25
5044 · Permits	2,436.75	2,436.75
5046 · Structural	0.00	475,238.17
5047 · Maintenance	0.00	11,360.00
5040 · CONSTRUCTION - Other	0.00	75,758.30
Total 5040 · CONSTRUCTION	17,855.48	615,908.47
5080 · MEETINGS	0.00	932.40
6180 · INSURANCE		
6181 · Liability Insurance	0.00	4,066.00
Total 6180 · INSURANCE	0.00	4,066.00
6270 · PROFESSIONAL FEES		
6271 · Engineer	0.00	24,862.50
6272 · Legal Fees	0.00	5,026.65
6274 · Administration	0.00	27,563.78
6275 · Program Management	0.00	39,755.78
6276 · Sweeping	250.00	22,527.94
6277 · WQ Monitoring	0.00	24,066.52
6278 · Catch Basin Cleaning	0.00	341.00
Total 6270 · PROFESSIONAL FEES	250.00	144,144.17
Total Expense	18,105.48	765,276.76
Net Ordinary Income	-17,988.67	738,354.28
Net Income	-17,988.67	738,354.28

2:30 PM

03/15/13

Long Creek Watershed Management District
A/P Aging Summary
As of March 15, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 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
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,043.46</u>	<u>11,043.46</u>

Long Creek Watershed Management District
A/R Aging Summary
As of April 2, 2013

	Current	1 - 90	> 90	TOTAL
Colby Marvin Trust				
49-T-01	0.00	0.10	0.00	0.10
Total Colby Marvin Trust	0.00	0.10	0.00	0.10
Millenium Development				
116-01	0.00	0.00	0.00	0.00
Total Millenium Development	0.00	0.00	0.00	0.00
Port Resources				
135-01	0.00	0.00	-43,261.94	-43,261.94
Total Port Resources	0.00	0.00	-43,261.94	-43,261.94
R.A. Cummings, Inc.				
125-I-01	0.00	1,870.06	0.00	1,870.06
43-I-01	0.00	552.00	0.00	552.00
Total R.A. Cummings, Inc.	0.00	2,422.06	0.00	2,422.06
Storage Realty Corp				
54-01	0.00	-0.02	-0.02	-0.04
Total Storage Realty Corp	0.00	-0.02	-0.02	-0.04
Target Corporation				
23-U-01	0.00	10,658.92	0.00	10,658.92
41-U-01	0.00	2,022.36	0.00	2,022.36
Total Target Corporation	0.00	12,681.28	0.00	12,681.28
Texas Instruments				
86-01	0.00	1,025.02	0.00	1,025.02
Total Texas Instruments	0.00	1,025.02	0.00	1,025.02
TOTAL	0.00	16,128.44	-43,261.96	-27,133.52