

## Long Creek Watershed Management District Governing Board

Agenda – May 22, 2013 – 9:00 a.m. meeting

Location: Westbrook Housing Authority, Liza Harmon Drive

1. **Call to order**
2. **Roll call**
3. **Minutes 4-5-13** (*Attachment A*)
4. **Treasurer's Report** (*Attachment B*)
5. **Executive Director's Report**
  - a. Construction projects
    - Catchment C-08 (Fairchild/Texas Instruments) – Planning Bd approval 5/14; DEP permitting in progress; construction bid in June; construction start June/July
    - Maine Mall – data collection to assess potential water quality improvements from tree cover will begin in June
  - b. Upcoming RFPs – Audit (posted 5/31; due 6/14); Catchment C-08 (posted June ?; due June ?); Expert Review Panel (posted June 7<sup>th</sup>; due Aug 2nd); Maine Mall catchment design (fall '13)
  - c. Annual report due out in July; website revision still on to-do list
6. **Contract Services, Engineering Design Services.** To award a contract for Engineering Design Services to **Sebago Technics** for time and materials not to exceed **\$97,127.15** for Gorham Road and Maine Mall Road as specified in the RFP and to authorize the LCWMD Executive Director to execute documents necessary thereto.
7. **Contract Services, Monitoring Services.** To award a contract for monitoring services for the Long Creek Watershed as specified in the RFP and to authorize the LCWMD Executive Director to execute documents necessary thereto. Recommendation will be provided at the meeting.
8. **Consideration of Changes to LCWMD Sample Agreement Insurance and Indemnification Language** (*Attachment C*)
9. **Upcoming contracts**
  - a. **Sweeping contract** – current contract with BMP Maintenance, LLC extends until the fall.
    - Board to consider authorizing continuation of current sweeping contract for next three years.
    - BMP Maintenance, LLC has expressed a willingness to maintain their existing rates if LCWMD would sign on for another three year contract.
      - (1) Caveats include: allowances for them to recapture any increases in fuel costs and disposal fees. In addition, LCWMD will be including increased sweeping frequency for Maine Mall Road porous pavement at \$250/sweep.
    - Their current rates are ½ the going rate for vacuum sweeping. Total costs for FY2011: \$82,900.95; FY2012: \$102,556.15; FY2013 not to exceed \$134,500 (total to date \$82,220.49).
    - FY2014 budget projection included doubling of cost for spring cleanup and corner to corner sweep for a total of \$201,600.
  - b. **GIS data** – outstanding needs: incorporating the municipal data from the watershed municipalities, incorporating the data from the LCWMD construction projects, and re-evaluating the existing infrastructure data.

- Potential exists for only two bidders. Discussion to include board consideration of requesting proposal from only GZA and Tom Burns.
  - (1) GZA did the first leg of work for \$6,200. They completed the work on budget and ahead of schedule.
  - (2) Tom Burns is a local contractor who manages the GIS data for South Portland and Westbrook.
- c. **Ordinance Review** – municipal ordinance review is included in the Management Plan. The Town of Scarborough has been working with AMEC on ordinances for Red Brook Watershed, specifically, but work has included full review of existing ordinances. Discussion to include board consideration of requesting proposal from AMEC for ordinance review work for watershed municipalities.

## 10. Discussion

- a. **Coal Tar Sealants – LD 1212** – An Act to Prohibit Coal Tar Pavement Products. Workshop was held May 16<sup>th</sup> with the Committee on the Environment and Natural Resources. A vote was held and the listed result is divided report. This means that if Committee members disagree on a recommended action multiple reports are submitted for the Legislature to consider. More information has been requested from the Representative Daughtry who sponsored the bill.
- b. **Approach to BMP maintenance** – seeking board input on timeliness of BMP maintenance.

## 11. Public Comments.

## 12. Adjourn.

**Long Creek Watershed Management District Governing Board**

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

Location: Maine Turnpike Authority Administration Building

**1. Call to order** – 9:05 a.m.

**2. Roll call**

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

**3. Minutes** - Mr. Jalbert made the motion to accept the 3-15-13 minutes as presented. Mr. Bohlen seconded the motion. The motion was approved unanimously.

**4. Treasurer's Report**

- a. CCSWCD invoice – Mr. Bohlen has been working with CCSWCD on a new invoice that strikes the right balance of information to ensure Long Creek has the documentation on file to show what was done.

**5. Technical Advisory Committee Report**

- a. Meeting held March 27<sup>th</sup> 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 – Mr. Soley executed his PLAs for all properties and paid the \$161,383.42 in fees.
- 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.** Mr. Raymond made the motion to award a \$85,993.00 contract to Kleinschmidt and Associates 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. Mr. Jalbert seconded the motion. The motion was approved unanimously.

**8. Public Comments.**

**9. Adjourn.** Mr. Jalbert made the motion to adjourn. Mr. Raymond seconded the motion. The motion was approved unanimously. The meeting adjourned at 10:03 a.m.

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05/15/13

Accrual Basis

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

	Apr 30, 13
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · TD BANK	1,589,178.17
<b>Total Checking/Savings</b>	1,589,178.17
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	-40,839.82
<b>Total Accounts Receivable</b>	-40,839.82
<b>Total Current Assets</b>	1,548,338.35
<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>4,322,701.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	11,827.49
<b>Total Accounts Payable</b>	11,827.49
Other Current Liabilities	
2320 · Performance Bond	4,197.50
<b>Total Other Current Liabilities</b>	4,197.50
<b>Total Current Liabilities</b>	16,024.99
<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>	1,455,432.69
<b>Equity</b>	
3000 · NET ASSETS	2,099,846.17
Net Income	767,422.54
<b>Total Equity</b>	2,867,268.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,322,701.40</b>

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## Long Creek Watershed Management District

## Profit &amp; Loss

April 2013

05/15/13

Accrual Basis

	Apr 13	Jul '12 - Apr 13
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · ADMINISTRATION	22,913.83	121,785.16
<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	86,265.69	1,022,644.62
<b>Total 4200 · CONSTRUCTION AND MAINTENANCE</b>	86,265.69	1,012,094.90
<b>4500 · GOOD HOUSEKEEPING</b>		
4504 · In Lieu of Payment	0.00	0.00
4500 · GOOD HOUSEKEEPING - Other	38,536.02	364,575.16
<b>Total 4500 · GOOD HOUSEKEEPING</b>	38,536.02	364,575.16
<b>4600 · MONITORING</b>		
4603 · In Lieu of Payment	0.00	0.00
4600 · MONITORING - Other	13,667.88	162,394.40
<b>Total 4600 · MONITORING</b>	13,667.88	162,394.40
4700 · STREAM RESTORATION	0.00	3,020.23
4810 · FINANCE CHARGES	0.00	363.47
4820 · INTEREST	136.53	1,048.81
<b>Total Income</b>	161,519.95	1,665,282.13
<b>Gross Profit</b>	161,519.95	1,665,282.13
<b>Expense</b>		
5010 · ADS	436.38	1,564.21
<b>5040 · CONSTRUCTION</b>		
5042 · Engineering	0.00	65,893.48
5044 · Permits	317.65	2,754.40
5046 · Structural	0.00	475,238.17
5047 · Maintenance	0.00	11,360.00
5040 · CONSTRUCTION - Other	0.00	75,758.30
<b>Total 5040 · CONSTRUCTION</b>	317.65	631,004.35
5080 · MEETINGS	0.00	932.40
<b>6180 · INSURANCE</b>		
6181 · Liability Insurance	0.00	4,066.00
<b>Total 6180 · INSURANCE</b>	0.00	4,066.00
6260 · PRINTING AND REPRODUCTION	0.00	20.00
<b>6270 · PROFESSIONAL FEES</b>		
6271 · Engineer	10,000.98	34,863.48
6272 · Legal Fees	4,677.50	11,524.15
6274 · Administration	12,702.11	40,265.89
6275 · Program Management	11,567.00	51,322.78
6276 · Sweeping	31,343.30	53,871.24
6277 · WQ Monitoring	28,445.86	66,175.09
6278 · Catch Basin Cleaning	0.00	989.00
<b>Total 6270 · PROFESSIONAL FEES</b>	98,736.75	259,011.63
6300 · REPAIRS		
6330 · Equipment Repairs	30.00	1,261.00
<b>Total 6300 · REPAIRS</b>	30.00	1,261.00
<b>Total Expense</b>	99,520.78	897,859.59
<b>Net Ordinary Income</b>	61,999.17	767,422.54
<b>Net Income</b>	<b>61,999.17</b>	<b>767,422.54</b>

## Long Creek Watershed Management District

## A/R Aging Summary

As of May 15, 2013

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Colby Marvin Trust 49-T-01	0.00	0.00	0.00	0.00	0.10	0.10
Total Colby Marvin Trust	0.00	0.00	0.00	0.00	0.10	0.10
Port Resources 135-01	0.00	0.00	0.00	0.00	-43,261.94	-43,261.94
Total Port Resources	0.00	0.00	0.00	0.00	-43,261.94	-43,261.94
R.A. Cummings, Inc. 125-I-01	0.00	0.00	0.00	0.00	1,870.06	1,870.06
43-I-01	0.00	0.00	0.00	0.00	552.00	552.00
Total R.A. Cummings, Inc.	0.00	0.00	0.00	0.00	2,422.06	2,422.06
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
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-40,839.82</b>	<b>-40,839.82</b>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
GZA GEOENVIRONMENTAL INC	1,977.70	0.00	0.00	0.00	0.00	1,977.70
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><u>1,977.70</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>11,043.46</u></b>	<b><u>13,021.16</u></b>