

Attachment A

Long Creek Watershed Management District Governing Board
Minutes – May 13, 2011 Meeting
Location: Scarborough Library

1. Call to order – 8:39 a.m.

2. Roll call

Gerard Jalbert (late), Curtis Bohlen, Mary Costigan, David Thomes (absent), Jim Hughes, John O'Hara, David Russell, Dan Bacon (absent), Ed Palmer, Craig Gorris (absent), Brian Goldberg, Tom Raymond, John Branscom, Adam Pitcher

3. Minutes (*Attachment A*)

- Mr. Russell made the motion to accept the minutes as presented. Mr. Hughes seconded the motion. The motion was approved unanimously.

4. Treasurer's report (*Attachment B*)

- Transfer of funds from CCSWCD has occurred. The Fixed Assets will get revised as part of the audit to reflect the new assets that have been installed by LCWMD.
- Curtis explained that the Actuals vs. Budget report that the financial policy requires to be provided to the board was not completed this month because although the transfer of funds has occurred, there is some coding of income and expenses that has not yet occurred. Curtis and Tamara will be sitting down with the accountant soon to flesh this out.
- Mr. Hughes made the motion to accept the report as presented. Mr. Palmer seconded the motion. The motion was approved unanimously.

5. Executive Director's report

- Aging Summary:
 - 865 Spring Street (Portland Glass) was referred to DEP on April 26th.
 - RA Cummings was referred to DEP on May 11th.
 - Vaneastland check was received May 12th for their individual permit fees.
- Audit RFP can go out soon – this year's audit should be more straight forward than last year's. The contract from last year with Berry Talbot and Royer was \$9,700.
- Technical Committee has planned to visit stream restoration sites May 25th beginning at 3 pm.
- Presentation request provided an opportunity to look at the numbers in regards to successful implementation of the Management Plan (excellent progress on Plan implementation!):
 - Goal: Treat 150 impervious acres
 - 26.33 acres treated (18%)
 - Goal: Implementing non-structural measures
 - Good housekeeping - in progress
 - Targeted education – in progress
 - Goal: Implementing stream habitat mitigation
 - 2 out of 10 sites will be completed by Fall 2011
- Winter Maintenance roundtable discussion is being organized for late July. The goal is to bring together landowners and snow contractors to discuss options for reducing the use of chloride. This will be an information gathering effort to flesh out what might be feasible.
- B&D Realty Update – Scrub a Dub, Wendy's & Key Bank – letter went out to all regarding paying for maintenance of system that they all drain to. We are still waiting to see where this will end up.

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LCWMD has stated to Scrub a Dub that we will not approve a maintenance agreement with them until they agree to pay us for maintenance. They will need our approval to move forward with their redevelopment project that is slated for the fall.

6. **Procurement Policy Amendment.** To adopt the attached (*Attachment C*) Draft Amendment to Long Creek Watershed Management District Rules and Regulations Regarding Late Payments. The intent is to clarify some of the procedures under the procurement policy and add a provision that allows for pre-certification of contractors for the procurement of services.
 - Postponed until the next meeting.
 - Mary Costigan will meet with Tamara to refine.

7. **Contract Services.** To contract monitoring services for the LCWMD and to authorize the LCWMD Chair/President to execute documents necessary thereto. Recommendation for contract award is URS Corporation for a two year monitoring contract commencing July 1, 2011 and terminating June 30, 2013 for a total of \$76,028.94.
 - Mr. Hughes made the motion to award the monitoring services contract to URS Corporation and authorize the Chair/President to execute documents thereto. Mr. Raymond seconded the motion. The motion was approved unanimously.

8. **Public Comments.**

9. **Adjourn.**
 - Mr. Russell made the motion to adjourn. Mr. O'Hara seconded the motion. The motion was approved unanimously. Meeting adjourned at 10:04 a.m.