

Long Creek Watershed Management District Governing Board

Minutes – June 10, 2011 Meeting

Location: Westbrook Housing Authority, 30 Liza Harmon Drive, Westbrook

**1. Call to order** – 8:37 a.m.

**2. Roll call**

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

**3. Minutes** (*Attachment A*)

Mr. Raymond made the motion to accept the minutes as presented. Mr. Goldberg seconded the motion. The motion was approved unanimously.

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

Mr. Russell made the motion to accept the report as presented. Mr. Raymond seconded the motion. The motion was approved unanimously.

**5. Executive Director's report**

- 865 Spring Street will be resolved following the sale of the property that is anticipated to occur within the next two weeks.
- Technical Committee reviewed stream restoration sites and the next step is to prioritize stream restoration along with retrofit sites to create a long term planning list.
- We are applying for funding from YSI to purchase a monitoring sonde and cover labor to assist us with the identification of chloride issues from the Portland snow dump.
- USM is applying for funding to do additional street dust and flood plain sediment monitoring to look at the effectiveness of our sweeping program.
- Colonel Westbrook stream restoration will go out to bid within the next few weeks.

**6. Annual Meeting/Election of Officers.** Under Art. IV, Sec. 1., "The officers of the Corporation shall be a President/Chair, Vice-President/Vice-Chair, Treasurer, Secretary and Registered Agent."

- President – Mr. Jalbert made the motion to elect Mary Costigan to serve as President. Mr. Russell seconded the motion. The motion was approved unanimously.
- Vice-president - Mr. Jalbert made the motion to elect Dan Bacon to serve as Vice-president. Mr. Hughes seconded the motion. The motion was approved unanimously.
- Treasurer - Mr. Bacon made the motion to re-elect Curtis Bohlen to serve as Treasurer. Mr. Russell seconded the motion. The motion was approved unanimously.
- Secretary - Mr. Jalbert made the motion to elect David Russell to serve as Secretary. Mr. Bacon seconded the motion. The motion was approved unanimously.
- Registered Agent - Mr. Jalbert made the motion to elect Jim Katsiaficas to serve as registered agent. Mr. Hughes seconded the motion. The motion was approved unanimously.

**7. Competitive Bid Waiver Request.** Per the existing LCWMD Procurement Policy, the Board must approve any waivers for the requirement of competitive bidding/proposals for all purchases of goods and services in excess of \$2,500.00. The 2010 RFP process for auditing services resulted in contracting with Berry Talbot and Royer for \$9,700.00. It is expected that the 2011 audit will be less involved and thus,

less expensive and sole sourcing with Berry Talbot Royer for the coming year will be the most economical, effective and appropriate means of fulfilling the demonstrated need. They are familiar with both CCSWCD books and the establishment and structure of the LCWMD. The 2011 audit will include both LCWMD books and the review of the transfer of funds from CCSWCD to LCWMD. It is the recommendation of the Executive Director that the Board waive the competitive bid requirement for 2011 auditing services.

- Mr. Raymond made the motion to waive the competitive bid requirement for 2011 auditing services. Mr. Bacon seconded the motion. The motion was approved unanimously.

**8. Procurement Policy Amendment.** To adopt the attached (*Attachment C*) Draft Amendment to Long Creek Watershed Management District Rules and Regulations Procurement Policy. 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.

- Mr. Bohlen made the motion to approve the procurement policy as provided with the two recommended amendments. Mr. Raymond seconded the motion. The motion was approved unanimously.

**9. Financial Policy Amendment.** To adopt the attached (*Attachment D*) Draft Amendment to Long Creek Watershed Management District Rules and Regulations Financial Policy. The intent is to change the approval of journal entries so that the Treasurer, and not the Finance Manager, is approving the journal entries. This ensures better separation of duties so that the approval comes from someone who is not doing the entry.

- Mr. Goldberg made the motion to adopt the amendment to the LCWMD Rules & Regulations Financial Policy. Mr. Bacon seconded the motion. The motion was approved unanimously.

**10. Public Comments.**

- Mr. Hughes thanked the President and officers for their work during this first year of the LCWMD.

**11. Adjourn.**

- Mr. Russell made the motion to adjourn. Mr. Hughes seconded the motion. Meeting adjourned at 9:40 a.m.