

Long Creek Watershed Management District Governing Board  
Agenda – September 16, 2011 – 8:30 a.m. Meeting  
Location: Sable Oaks Marriott

1. **Call to order**
2. **Roll call**
3. **Minutes** (*Attachment A*)
4. **Treasurer's report** (*Attachment B*)
5. **Technical Committee report**
6. **Executive Director's report**
7. **Contract Services, Catchment B-21 Engineering.** To award a contract for the engineering of Catchment B-21 retrofits on Thomas Drive, Westbrook, Maine for the LCWMD and to authorize the LCWMD Chair/President to execute documents necessary thereto. Recommendation for contract award will be provided at the board meeting. Proposal deadline was August 31, 2011 (list of firms that responded to the proposal is at [www.restorelongcreek.org](http://www.restorelongcreek.org)).
8. **Ratify Caribou Springs contract.** To ratify the Caribou Springs, LLC contract with the one-year performance bond.
9. **280 Gannett Drive redevelopment.** Provide background information on potential redevelopment project at 280 Gannett Drive.
10. **Public Comments.**
11. **Adjourn.**

Long Creek Watershed Management District Governing Board

Minutes – August 11, 2011 Meeting

Location: MTA Admin Headquarters at 2360 Congress Street, Portland, Maine - Conference Room E

**1. Call to order** – 8:37 a.m.

**2. Roll call**

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

**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*)

**5. Executive Director's report**

- Engineering proposals are due 8/31/11.
- Audit will be getting underway at the end of August. Report due to board no later than October 31, 2011. Cost will be \$8,175 including preparation of 990 tax forms.
- Chain link fence around the stormtreats (proprietary devices located in the corner behind Wendy's and McDonald's) at Mall Plaza was damaged by Goodall Landscaping. We have been requesting that they repair the fence since spring and they have yet to follow through. Wendy's hired Goodall Landscaping to do their snow removal. A letter will be sent to Wendy's requesting immediate action.
- There has been no movement on the Maintenance Agreement with Scrub-a-Dub, Key Bank and Wendy's. Scrub-a-Dub's project is slated for this fall, so it is anticipated that this will move forward soon.

**6. Colonel Westbrook**

- a. **Easements.** Accept easements from Colonel Westbrook Associates (*Attachment C*) and Seven Thomas Drive LLC (*Attachment D*) and authorize LCWMD Chair/President to execute documents necessary thereto.
  - i) Ms. Costigan requested that the font be changed on Exhibit A.
  - ii) Mr. Hughes made the motion to accept the easements with the recommended amendment and execute the documents necessary thereto. Mr. Jalbert seconded the motion. The motion was approved unanimously.
- b. **Contract Services.** To award a contract for Long Creek Stream Corridor Enhancements, Thomas Drive, Westbrook, Maine for the LCWMD and to authorize the LCWMD Chair/President to execute documents necessary thereto. Recommendation for contract award will be provided at the board meeting. Bid opening is Monday, August 8, 2011 at 10:00 a.m.
  - i) Mr. Raymond made the motion to award the contract to Seabreeze Property Services, Inc. and to authorize execution of the documents necessary thereto. Mr. Russell seconded the motion. The motion was approved unanimously.

c. **Competitive Bid Waiver Request.** Per the existing LCWMD Procurement Policy, the Board must approve any waivers of the requirement for competitive bidding/proposals for all purchases of goods and services in excess of \$10,000.00. It is the recommendation of the Executive Director that the Board waive the competitive bid requirements for the in-stream work on Thomas Drive and authorize the LCWMD Chair/President to execute documents necessary thereto. As required by Section C 5 of the Procurement Policy Rules, a “Requisition for Contract Authorization” completed by the Executive Director is attached (*Attachment E*).

i) Mr. Bohlen recommended that a three year performance bond be added to the contract.

ii) Mr. Bohlen made the motion to waive the competitive bid requirements with the amendment of a three year performance bond and to authorize execution of the documents necessary thereto. Mr. Russell seconded the motion. The motion was approved unanimously.

7. **Communication with Participating Landowners.** Discuss desired reporting and outreach to landowners regarding progress on Plan implementation.

- Board discussed communication with Participating Landowners.
- It was decided that all board meeting notifications should go to all landowners with a link to the website; the website should be updated with more information about progress; and an annual meeting will be held every January with a report out on progress of the Plan implementation including updates on monitoring, structural retrofits and good housekeeping/pollution prevention efforts.

8. **Public Comments.** None.

9. **Adjourn.**

Mr. Hughes made the motion to adjourn. Mr. Jalbert seconded the motion. Meeting adjourned at 9:43 a.m.

12:57 PM

09/08/11

Accrual Basis

**Long Creek Watershed Management District**  
**Balance Sheet**  
As of August 31, 2011

	Aug 31, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 - TD BANK	733,734.44
<b>Total Checking/Savings</b>	733,734.44
<b>Accounts Receivable</b>	
1200 - ACCOUNTS RECEIVABLE	149,639.75
<b>Total Accounts Receivable</b>	149,639.75
<b>Total Current Assets</b>	883,374.19
<b>Fixed Assets</b>	
<b>1700 - FIXED ASSETS</b>	
1730 - Monitoring Equipment	25,425.00
1780 - Construction in Process	2,056,063.45
<b>Total 1700 - FIXED ASSETS</b>	2,081,488.45
<b>Total Fixed Assets</b>	2,081,488.45
<b>TOTAL ASSETS</b>	<b>2,964,862.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - ACCOUNTS PAYABLE	43,815.87
<b>Total Accounts Payable</b>	43,815.87
<b>Total Current Liabilities</b>	43,815.87
<b>Long Term Liabilities</b>	
2700 - MM BOND BANK	2,095,000.00
<b>Total Long Term Liabilities</b>	2,095,000.00
<b>Total Liabilities</b>	2,138,815.87
<b>Equity</b>	
3000 - NET ASSETS	336,880.00
Net Income	489,166.77
<b>Total Equity</b>	826,046.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,964,862.64</b>

12:58 PM

09/08/11

Accrual Basis

**Long Creek Watershed Management District**  
**Profit & Loss**  
**August 2011**

	<u>Aug 11</u>	<u>Jul - Aug 11</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4040 · REIMBURSEMENT	0.00	210.00
4100 · ADMINISTRATION	0.00	55,928.66
4200 · CONSTRUCTION AND MAINTENANCE	0.00	366,620.08
4500 · GOOD HOUSEKEEPING	0.00	106,819.44
4600 · MONITORING	0.00	72,120.68
4700 · STREAM RESTORATION	0.00	2,879.93
4820 · INTEREST	59.77	101.95
<b>Total Income</b>	<u>59.77</u>	<u>604,680.74</u>
<b>Gross Profit</b>	59.77	604,680.74
<b>Expense</b>		
5010 · ADS	260.47	996.44
5040 · CONSTRUCTION		
5042 · Engineering	6,829.90	9,656.76
5046 · Structural	24,277.40	24,277.40
5040 · CONSTRUCTION - Other	0.00	37,879.15
<b>Total 5040 · CONSTRUCTION</b>	<u>31,107.30</u>	<u>71,813.31</u>
5060 · MONITORING EXPENSE	0.00	722.50
6180 · INSURANCE		
6181 · Liability Insurance	2,017.00	2,017.00
<b>Total 6180 · INSURANCE</b>	<u>2,017.00</u>	<u>2,017.00</u>
6270 · PROFESSIONAL FEES		
6272 · Legal Fees	4,559.09	5,994.09
6276 · Sweeping	7,857.76	10,271.51
6277 · WQ Monitoring	13,499.12	13,499.12
6278 · Catch Basin Cleaning	5,184.00	9,450.00
6279 · Database Management	0.00	750.00
<b>Total 6270 · PROFESSIONAL FEES</b>	<u>31,099.97</u>	<u>39,964.72</u>
<b>Total Expense</b>	<u>64,484.74</u>	<u>115,513.97</u>
<b>Net Ordinary Income</b>	<u>-64,424.97</u>	<u>489,166.77</u>
<b>Net Income</b>	<u><b>-64,424.97</b></u>	<u><b>489,166.77</b></u>

**Long Creek Watershed Management District**  
**A/R Aging Summary**  
As of September 8, 2011

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
865 Spring Street, Inc. 128-01	0.00	0.00	5,095.21	0.00	0.02	5,095.23
Total 865 Spring Street, Inc.	0.00	0.00	5,095.21	0.00	0.02	5,095.23
90 Maine Mall Road LLC 88-01	0.00	0.00	2,422.95	0.00	0.00	2,422.95
Total 90 Maine Mall Road LLC	0.00	0.00	2,422.95	0.00	0.00	2,422.95
Cabot House of Portland Real Estate Trust 100-01	0.00	0.00	2,105.40	0.00	0.00	2,105.40
Total Cabot House of Portland Real Estate Trust	0.00	0.00	2,105.40	0.00	0.00	2,105.40
Individual Permit Holders Services Vaneastland, LLC	0.00	0.00	3,756.86	0.00	0.00	3,756.86
Total Individual Permit Holders Services	0.00	0.00	3,756.86	0.00	0.00	3,756.86
Macy's Retail Holdings, Inc 29-01	0.00	0.00	26,860.04	0.00	0.00	26,860.04
Total Macy's Retail Holdings, Inc	0.00	0.00	26,860.04	0.00	0.00	26,860.04
MAINE TURNPIKE AUTHORITY 301-01	0.00	0.00	5,595.00	0.00	0.00	5,595.00
303-01	0.00	0.00	31,305.00	0.00	0.00	31,305.00
Total MAINE TURNPIKE AUTHORITY	0.00	0.00	36,900.00	0.00	0.00	36,900.00
MaineToday Media, Inc. 16-01	0.00	0.00	10,271.24	0.00	0.00	10,271.24
Total MaineToday Media, Inc.	0.00	0.00	10,271.24	0.00	0.00	10,271.24
Olympia Equity Investors XII 131-01	0.00	0.00	2,431.52	0.00	0.00	2,431.52
Total Olympia Equity Investors XII	0.00	0.00	2,431.52	0.00	0.00	2,431.52
R.A. Cummings, Inc. 125-I-01	0.00	0.00	1,870.06	0.00	0.00	1,870.06
43-I-01	0.00	0.00	552.00	0.00	0.00	552.00
Total R.A. Cummings, Inc.	0.00	0.00	2,422.06	0.00	0.00	2,422.06
Sears, Roebuck and Company 31-01	0.00	0.00	21,325.80	0.00	0.00	21,325.80
Total Sears, Roebuck and Company	0.00	0.00	21,325.80	0.00	0.00	21,325.80
TRU 2005 REI, LLC 33-01	0.00	0.00	2,332.38	0.00	0.00	2,332.38
34-01	0.00	0.00	4,366.88	0.00	0.00	4,366.88
Total TRU 2005 REI, LLC	0.00	0.00	6,699.26	0.00	0.00	6,699.26
United Rentals 115-01	0.00	0.00	2,759.70	0.00	0.00	2,759.70
Total United Rentals	0.00	0.00	2,759.70	0.00	0.00	2,759.70
Westbrook, City of - LO 501-503 Designated Road Segments	0.00	0.00	7,148.52	0.00	0.00	7,148.52
Total Westbrook, City of - LO	0.00	0.00	7,148.52	0.00	0.00	7,148.52
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>130,198.56</b>	<b>0.00</b>	<b>0.02</b>	<b>130,198.58</b>

**Long Creek Watershed Management District**  
**A/P Aging Summary**  
**As of September 8, 2011**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
RISBARA BROS. CONSTRUCTION CO	16,336.68	0.00	0.00	0.00	4,960.00	21,296.68
<b>TOTAL</b>	<b><u>16,336.68</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>4,960.00</u></b>	<b><u>21,296.68</u></b>