



## Long Creek FY2020 (July 1, 2019 – June 30, 2020) Budget Narrative

### 5030 – BAD DEBT

This line item of **\$52,745.43** is for Participating Landowner assessments that are doubtful for collection to ensure that these funds are not allocated to expenses until they are received. All Participating Landowners are required to pay annual assessments under Participating Landowner Agreements. Maine DEP can enforce this requirement as a permit condition; however, in some circumstances payments falling into this category may never be received, and, in others, the timing of payment is indeterminate and, therefore, are allocated to Bad Debt until received.

### 5042 – CONSTRUCTION – Engineering

- *Main Stem Restoration*: a line item of **\$42,500** is allocated in FY2020 for construction oversight services for the Main Stem Restoration project. This amount includes \$35,000 of construction oversight costs identified in the design services contract for the project, plus a 20% contingency.
- *Hannaford Basin*: a line item of **\$107,500** is allocated in FY2020 for engineering design services for the Hannaford Basin Structural BMP retrofit project.

An overall line item of **\$150,000.00** is budgeted for this Account.

### 5045 – CONSTRUCTION – Streams

- *Main Stem Restoration*: The overall construction budget estimate for this project is \$526,314. Given the potential of construction occurring in two phases, an additional twenty percent has been added for additional mobilization and administrative costs. Construction is anticipated to occur in the late summer and early fall of 2019. **\$630,000** is included in the FY2019 budget.

### 5046 – CONSTRUCTION – Structural

- *Hannaford Basin*: This line item of **\$590,000** is for construction of the Hannaford Basin Structural BMP retrofit project. This amount includes a contingency of ten percent.

### 5047 – CONSTRUCTION – Inspection and Maintenance

This Account is for routine inspection and maintenance of LCWMD-owned-or-operated structural Best Maintenance Practices (“BMPs”).

- *Routine BMP Inspections*: A line item of **\$17,890** is estimated for inspections of LCWMD-owned-or-operated structural BMPs. Services agreements for this work are “indefinite delivery, indefinite quantity.” The budgeted amount assumes that some BMPs will be inspected once annually and some BMPs twice will be inspected twice annually.
- *Routine BMP Maintenance*: A line item of **\$31,471.50** is allocated for anticipated maintenance of LCWMD-owned-or-operated structural BMPs. Services agreements for this work are “indefinite

delivery, indefinite quantity.” The budgeted amount assumes that roughly half of the structural BMPs will require maintenance annually.

An overall line item of **\$49,631.50** is budgeted for this Account.

#### **5048 – CONSTRUCTION – Non-Routine Maintenance and Repair**

This Account tracks unforeseen, unanticipated maintenance and repair work separate from routine inspection and maintenance and work and routine landscape maintenance. This line item of **\$20,000** is allocated for maintenance and repair work that may be performed in FY2020.

#### **5049 – CONSTRUCTION – Landscaping of Constructed Projects**

This Account is for routine landscaping maintenance services that are separate from BMP inspection and maintenance services that are performed under Account 5047. This line item includes landscaping tasks such as trimming trees, mowing, mulching, weeding, cutting back perennials, and trash removal. The budget for FY2020 is based on the value of the new contract signed at the end of 2018. A line item of **\$85,595** is budgeted for this Account.

#### **5061 – MONITORING – Water Quality Monitoring**

This line item represents the following:

- *Routine Water Quality Monitoring*: This line item of **\$57,453** is for the third-party contract for ongoing water quality monitoring required under the Long Creek Monitoring Plan. The scope of the contract is for conducting continuous water quality monitoring and grab sampling, acquiring meteorological data, and measuring stream flow and stream channel cross sections.
- *Targeted Data Collection*: This line item includes \$10,000 to conduct voluntary biomonitoring at four monitoring locations during the summer of 2019. Mandatory biomonitoring was conducted in 2018 and is required in 2020. Mandatory biomonitoring is conducted in accordance with Maine DEP protocols, which requires biomonitoring events to be conducted during the, dry late summer months which are typically the most inhospitable conditions of the year. This line item provides funding for additional voluntary biomonitoring to be conducted under typical, rather than extreme, conditions and at locations that are not standard biomonitoring locations. A line item of **\$10,000** is budgeted for FY2020.
- *Watershed Monitoring Data Analysis*: This line item of **\$45,000** pertains to the services agreement awarded to perform a data review and statistical analysis to answer questions related to the water quality characterization of discharged stormwater and the effectiveness of best management practices (“BMPs”) and watershed restoration in the Long Creek Watershed. The analysis will investigate linkages between water quality trends and BMP implementation and watershed restoration and perform exploratory data analysis.

An overall line item of **\$112,453** is budgeted for this Account.

#### **5070 – DEPRECIATION EXPENSE**

This account is not reflected in the budget, however, each year an allocation of depreciation expenses is charged against the LWCMD BMP assets (non-cash transaction). In this fiscal year, the projected depreciation expense is **\$108,663.26**.

#### **5071 – AMORTIZATION EXPENSE**

This account is not reflected in the budget, however, each year a portion of the interest forgiveness received against the Maine Municipal Bond Bank loan is written off against LCWMD assets for the life of the bond (i.e. until 2030). The annual allocation for this non-cash transaction is **\$934.53**.

**5080 – MEETINGS**

A line item of **\$3,000** is budgeted to host the Annual Participating Landowner Meeting in FY2020 and to cover the costs of other meetings that may arise.

**5090 – MONITORING EQUIPMENT – Purchase, Rental, Maintenance, and Repair**

A line item of **\$5,000** is budgeted for the purchase or rental of replacement water quality monitoring equipment that may fail during the monitoring season, as well as for maintenance and repair of current monitoring equipment. This line item includes consumable accessories, such as probe caps, associated with the monitoring equipment.

**6002 – PROGRAM EXPENSE – Loan Payment**

Annual payment for State Revolving Fund Loan. A line item of **\$75,760** is budgeted in FY2020.

**6160 – DUES AND SUBSCRIPTIONS**

Account related to licensing and subscription fees for IT-related services, and other dues and subscriptions. A line item of **\$2,500** is budgeted in FY2020.

**6170 – EQUIPMENT – Purchase, Rental, Maintenance, and Repair**

This line item includes the cost to purchase, rent, maintain, and repair equipment other than water quality monitoring equipment. A line item of **\$2,000** is budgeted in FY2020.

**6180 – INSURANCE – Liability Insurance**

Annual premiums for Directors and Officers Liability Insurance for the Board and General Liability Insurance coverage for the LCWMD. A line item of **\$8,000** is budgeted in FY2020.

**6250 – POSTAGE**

A line item of **\$500** is budgeted for postage, including costs related to mailing annual parcel inspection reports, annual assessments, and invoices.

**6271 – PROFESSIONAL FEES – Consultant**

A line item of **\$10,000** is budgeted for consultants to provide expert services such as IT/Technology services, or standalone engineering services.

**6272 – PROFESSIONAL FEES – Legal Fees**

This account is for legal services. The estimated allocation for FY2020 is as follows:

- **\$20,000** under general administration to support contract, board, and policy needs.
- **\$10,000** for support of revisions to Long Creek Watershed Management Plan and Long Creek General Permit.
- **\$5,000** under construction to support development of easements and access agreements for the Hannaford Basin Structural BMP retrofit project. This will require working with non-participating landowners as well as participating landowners for easements.

A total line item of **\$35,000** is budgeted in FY2020.

**6273 – PROFESSIONAL FEES – Accounting**

This is the cost for the annual audit of LCWMD's financial statements. A line item of **\$7,500** is budgeted for FY2020.

**6275 – PROFESSIONAL FEES – Plan Implementation**

This represents staff costs related to the Services Agreement with the Cumberland County Soil & Water Conservation District, as follows:

- **Admin: \$103,459.54**
  - Administer invoicing and collection of semi-annual payments for Participating Landowner Assessments; annual budget announcement to Participating Landowners; and annual fees announcement to Participating Landowners, per the Participating Landowner Agreements;
  - Revising assessments for Participating Landowner parcels to account for new (or expanded) impervious cover since a prior assessment was calculated;
  - Provide support to Participating Landowners during property transactions;
  - Respond to Participating Landowner questions on assessments, invoices, and/or billing;
  - Management of outstanding assessment invoices;
  - Monthly processing of invoices and payments;
  - Reconciliation of bank statements and development of monthly financial reports for review by Treasurer and Executive Director;
  - Coordinate payroll and expense reimbursements for the Executive Director;
  - Work in association with Executive Director to develop the LCWMD FY2020 budget;
  - Annual preparation of financial audit documentation and review of the financial audit;
  - Project costs for long-term maintenance or replacement needs and estimated costs for LCWMD-owned-or-operated BMPs and infrastructure;
  - Provide support to Executive Director in preparation of LCWMD Board agendas and supporting materials;
  - Provide staff support at LCWMD Board meetings;
  - Provide support to the Executive Director to prepare the calendar year 2018 Long Creek Watershed Management Plan implementation report to Maine DEP; and
  - Monthly Contract Check-in meeting between CCSWCD's Contract Coordinator and LCWMD's Executive Director.
- **Construction & Maintenance: \$38,427.98**
  - Provide technical support for the Main Stem Restoration and Hannaford Basin projects, provide design support, and provide construction management.
  - Manage Stormwater BMP inspection, maintenance, and landscaping contracts for all LCWMD-owned-or-operated BMPs, including reviewing requested change orders, processing change orders when appropriate, complying with processes and documentation as outlined in the most current version of the Standard Operating Procedure for contracts and the "Contract Checklist," and ensuring timely and effective delivery of goods and services.
  - Provide technical support upon request on construction opportunities in partnership with Participating Landowners;
  - Provide technical support upon request for new development and redevelopment projects in the watershed; and
  - Annual tracking and documentation of activities for Long Creek General Permit reporting to Maine DEP.
- **Monitoring: \$6,608.62**
  - Manage water quality monitoring contract and provide oversight and field support for surface water quality and biological monitoring;
  - Conduct annual audit and monthly QA/QC of monitoring data;
  - Compile monitoring data for annual DEP permit reporting.
- **Non-Structural: \$90,134.06**

- Coordination of non-structural aspects of BMP inspection and maintenance agreements (e.g. pavement sweeping, catch basin cleaning, pipe jetting), assigning work to one or more service providers, reviewing reports received from service providers, and other field-based and office-based services associated with this work;
- Develop attributes in GIS system to track maintenance and inspection costs by unique BMP number;
- Perform annual inspection of Participating Landowner parcels to ensure compliance with the Long Creek General Permit, Participating Landowner Agreements, Operation and Maintenance Plan, and site-specific Operation and Maintenance Plans and work with Executive Director to resolve issues identified during parcel inspections;
- Maintenance and update of Participating Landowner database and GIS layers denoting stormwater infrastructure;
- Education and Outreach activities, including securing permission for catch basin stenciling and coordinating stenciling on Participating Landowner properties and;
- Developing targeted education and outreach for winter salt management for property owners, municipal staff, and contractors;
- GIS investigations upon request; and
- Annual tracking and documentation of activities for Long Creek General Permit reporting to Maine DEP.

An overall line item of **\$238,630.20** is budgeted for this Account.

#### **6276 – PROFESSIONAL FEES – Sweeping**

The current pavement sweeping services agreement was entered into in May of 2017, with the annual pavement sweeping costs set at \$97,189 through the end of the current permit cycle in June 2020. In FY2019 the Board authorized the conversion of Hot Spot Sweep #3, conducted in November, from a Hot Spot sweep to a full sweep of all 260 acres swept by LCWMD. The resulting budget for FY2019 was an increase from \$97,189 to \$125,274. It is recommended that Hot Spot Sweep #3 again be converted to a full sweep of all 260 acres swept by LCWMD for FY2020. Conversion of Hot Spot #3 to a full sweep will require a change order to the pavement sweeping contract. A line item of **\$125,274** is budgeted for this Account.

#### **6277 – PROFESSIONAL FEES – Pipe Inspection and Cleaning**

This Account includes the inspection and/or cleaning of stormwater drain pipe when needed. A line item of **\$10,000** is allocated for inspection and cleaning and to troubleshoot or respond to identified problems.

#### **6278 – PROFESSIONAL FEES – Catch Basin Cleaning**

For FY2020, catch basin cleaning work will begin in spring to early summer with the goal of cleaning 800 catch basins. This line item of **\$60,000** in FY2020 reflects the current per catch basing cleaning contract price of \$75.00 per catch basin.

#### **6283 – PROFESSIONAL FEES – Waste Management**

This Account tracks the disposal cost of grit, sweepings, and other solid wastes generated as the result of LWCMD's maintenance activities such as pavement sweeping and catch basin cleaning. A line item of **\$10,000** is budgeted for disposal costs.

#### **6340 – TELEPHONE**

This line item, **\$1,925**, represents the cost for cell phone service of the Executive Director as well as the cellular plan for in the field collection of data during property inspections.

**6351 – TRAVEL – Lodging**

This line item of **\$500** is for the cost of the Executive Director's lodging for attendance of conferences and meetings.

**6353 – TRAVEL – Meals**

This line item of **\$500** is for the cost of the Executive Director's meals during attendance of conferences and meetings.

**6354 – TRAVEL – Travel**

This line item is for travel by the Executive Director and for travel expenses for CCSWCD staff conducting work under the Services Agreement with CCSWCD. A line item of **\$4,800** is budgeted under this account.

**6355 – TRAVEL – Conference Fees**

This line item of **\$1,000** reflect the cost of the Executive Director's travel pertaining to attendance of conferences and meetings.

**6550 – SUPPLIES**

A line item of **\$5,000** is budgeted under this Account. This Account is used for office supplies for the Executive Director, and supplies for field work, and education and outreach.

**7200 – SALARIES AND RELATED EXPENSES**

Salary, benefits, workers' compensation insurance, and payroll taxes for Executive Director. A line item of **\$93,490.88** is budgeted under this Account.

**Long Creek Watershed Management District**  
**Profit & Loss Budget Overview**  
Fiscal Year 2020 - July 2019 through June 2020

	TOTAL
Ordinary Income/Expense	
Total Income	1,544,114.97
Gross Profit	1,544,114.97
Expense	
5030 · BAD DEBT	52,745.43
5040 · CONSTRUCTION	
5042 · Engineering	150,000.00
5044 · Permit Fees	0.00
5045 · Streams	630,000.00
5046 · Structural	590,000.00
5047 · Inspection and Maintenance	49,631.50
5048 · Non-Routine Repair & Maint.	20,000.00
5049 · Landscaping of Const. Proj.	85,595.00
Total 5040 · CONSTRUCTION	1,525,226.50
5060 · MONITORING EXPENSE	
5061 · Watershed Monitoring	112,453.00
Total 5060 · MONITORING EXPENSE	112,453.00
5080 · MEETINGS	3,000.00
5090 · MONITORING EQUIPMENT	5,000.00
Total 6000 · PROGRAM EXPENSE	75,760.00
6160 · DUES AND SUBSCRIPTIONS	2,500.00
6170 · EQUIPMENT	2,000.00
Total 6180 · INSURANCE	8,000.00
6250 · POSTAGE AND DELIVERY	500.00
6270 · PROFESSIONAL FEES	
6271 · Consultant	10,000.00
6272 · Legal Fees	35,000.00
6273 · Accounting	7,500.00
6275 · Plan Implementation	238,630.20
6276 · Sweeping	125,274.00
6277 · Pipe Inspection and Cleaning	10,000.00
6278 · Catch Basin Cleaning	60,000.00
6283 · Waste Management	10,000.00
Total 6270 · PROFESSIONAL FEES	496,404.20
6340 · TELEPHONE	1,925.00
6350 · TRAVEL	
6351 · Lodging	500.00
6353 · Meals	500.00
6354 · Travel	4,800.00
6355 · Conferences	1,000.00
Total 6350 · TRAVEL	6,800.00
6550 · SUPPLIES	5,000.00
Total 7200 · Salaries & Related Expenses	93,490.88
Total Expense	2,390,805.01
Net Ordinary Income	-846,690.04
<b>Net Income</b>	<b>-846,690.04</b>

**Long Creek Watershed Management District**  
**Projected Statement of Cash Flows**  
 July 2019 through June 2021

July 1, 2018 - June 30, 2019

**OPERATING ACTIVITIES**

Net Income		849,227.46
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1200 ACCOUNTS RECEIVABLE		-61,269.61
2000 ACCOUNTS PAYABLE		-119,680.68
1114 Credit Card		1,036.46
2200 Deferred Revenue		-841.64
Direct Deposit Payable		0.00
Payroll Liabilities:Federal Taxes (941/944)		814.08
Payroll Liabilities:Federal Unemployment (940)		42.00
Payroll Liabilities:ME Employment Taxes		0.00
Payroll Liabilities:ME Income Tax		123.00
Payroll Liabilities:TD Ameritrade		0.00

Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-\$	<b>179,776.39</b>
Net cash provided by operating activities	\$	<b>669,451.07</b>

**FINANCING ACTIVITIES**

3050 Prior Period Adjustment		40,290.02
Net cash provided by financing activities	\$	<b>40,290.02</b>
Net cash increase for period	\$	<b>709,741.09</b>
Cash at beginning of period		2,766,611.37
Cash at end of period (as of June 6, 2019)	\$	<b>3,476,352.46</b>

Projected Expenses from June 6 - June 30, 2019		57,937.00
Cash at end of period		<b>3,418,415.46</b>

Projected Cash Income FY 2020		1,544,114.97
Projected Cash Expenses FY 2020		2,390,155.01
Projected Net Cash FY 2020		<b>2,572,375.42</b>

Projected Cash Income FY 2021		1,544,114.97
Projected Cash Expenses FY 2021		1,029,294.56
Projected Net Cash FY 2021		<b>3,087,195.83</b>