



## Long Creek FY2019 (July 1, 2018 – June 30, 2019) 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

This Account reflects consulting or engineering work that is directly related to:

- *Main Stem Restoration*: a line item of **\$48,000** is allocated in FY2019 for construction oversight of the Main Stem Restoration project which includes \$40,000 for those activities identified in the project design contract as taking place in FY2019, plus a 20% contingency.

An overall line item of **\$48,000** is budgeted for this Account.

### 5045 – CONSTRUCTION – Streams

This Account reflects construction costs directly related to:

- *Main Stem Restoration*: The overall construction budget estimate for this project is \$775,000. Construction is anticipated to occur in late 2018 and/or early 2019. **\$800,000** is included in the FY2019 budget.

### 5047 – CONSTRUCTION – Inspection and Maintenance

This Account is for routine structural Best Maintenance Practice (“BMP”) inspection and maintenance work.

- *Routine BMP Inspections*: A line item of **\$17,500** 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 **\$25,950.50** 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 **\$43,450.50** 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. In FY2018, non-routine and/or repair work was performed on BMPs in the amount of approximately \$11,000. This line item of **\$20,000** is allocated repair work that may be performed in FY2019.

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

This Account tracks routine landscape maintenance separate from BMP inspection and maintenance services that are performed under Account 5047. This line item includes landscape tasks such as trimming trees, mowing, mulching, weeding, cutting back perennials, and trash removal. The budget for FY2019 includes work under the original contract, which was approximately \$56,500, plus the increase in cost attributable to additional work added to the contract in May 2017 in “Change Order #5” which was approximately \$23,500. A line item of **\$80,000** is budgeted for this Account.

**5061 – MONITORING – Watershed Monitoring**

This line item represents the following:

- *Routine Monitoring*: This line item of **\$93,000** 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, conducting grab sampling, collecting surface water chemistry during spring-melt, base-flow, and storm-flow conditions, acquiring meteorological data, and collecting biological data. LCWMD is responsible for an invertebrate monitoring event to be performed in 2018, which is included in in this line item.
- *Chlorides Analysis*: Study and analysis of watershed-wide chloride data and identification of possible modifications or alternatives to the Hannaford Basin BMP retrofit project. A line item of **\$10,000** is budgeted for FY2019.
- *Targeted Data Collection*: This line item includes \$7,500 to conduct a pre-construction Kick Netting and Habitat Analysis in the Main Stem restoration reach and \$8,500 to conduct Fish Monitoring in accordance with the monitoring plan. A line item of **\$16,000** is budgeted for FY2019.

An overall line item of **\$119,000** 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 **\$108,297.97**.

**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 FY2019 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 FY2019.

**6160 – DUES AND SUBSCRIPTIONS**

Account related to licensing and subscription fees for IT-related services, and other dues and subscriptions. A line item of **\$2,000** is budgeted in FY2019.

**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 FY2019.

**6181 – 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 FY2019.

**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**

- **\$20,000** is budgeted for consultants to provide unanticipated expert services that are outside the scope of routine budgeted services such as IT/Technology services, or standalone engineering services.
- **\$50,000** is budgeted for convening a focused expert review panel, or similar, to provide recommendations on management plan revisions and/or updates and identify priorities for the next permit cycle.

A total line item of **\$70,000** is budgeted in FY2019.

**6272 – PROFESSIONAL FEES – Legal Fees**

This account is for legal services. The estimated allocation for FY2019 is as follows:

- **\$20,000** under general administration to support contract, board, and policy needs.
- **\$15,000** under construction to support development of easements and access agreements for construction projects, such as the planned in-stream work associated with the Main Stem Restoration 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 FY2019.

**6273 – PROFESSIONAL FEES – Accounting**

This is the cost for the annual audit of LCWMD’s financial statements. A line item of **\$4,825** is budget for FY2019.

**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: **\$101,839.04**
  - 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 2017 Long Creek Watershed Management Plan implementation report to Maine DEP; and
  - Monthly Contract Check-in meeting between CCSWCD Contract Coordinator and the LCWMD Executive Director.
- Construction & Maintenance: **\$42,636.05**
  - Provide technical support for the Main Stem Restoration project, provide support on easement negotiation, 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: \$20,623.83**
  - Manage water quality monitoring contract and provide oversight and field support for surface water quality and biological monitoring;
  - Conduct annual audit and QA/QC of monitoring data;
  - Compile monitoring data for annual DEP permit reporting;
  - Perform annual update of chloride correlation curve; and
  - Coordination and facilitation of Technical Advisory Committee recommendations.
- **Non-Structural: \$125,091.19**
  - 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 coordinating use of the LCWMD catch basin stencil on Participating Landowner properties and securing permission for stenciling; 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 **\$290,190.11** 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. It is recommended for FY2019 that Hot Spot Sweep #3, conducted in November, be expanded into a full sweep of all 260 acres swept by LCWMD. The resulting budget for FY2019 would increase from \$97,189 to \$125,274. 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 FY2019, 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 FY2019 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 (\$1,200) as well as the cellular plan for in the field collection of data during property inspections (\$725).

**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 **\$5,500** 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 **\$95,610.98** is budgeted under this Account.

**Long Creek Watershed Management District**  
**Profit & Loss Budget Overview**  
Fiscal Year 2019 - July 2018 through June 2019

	Total ADMINISTRATION	Total CONSTRUCTION & MAINTENANCE	Total MONITORING	Total Non-Structural	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Total Income</b>	138,958.36	915,755.55	152,301.52	310,299.45	1,517,314.88
<b>Gross Profit</b>	138,958.36	915,755.55	152,301.52	310,299.45	1,517,314.88
<b>Expense</b>					
5030 - BAD DEBT	4,308.49	32,782.41	4,858.31	10,796.22	52,745.43
<b>5040 - CONSTRUCTION</b>					
5042 - Engineering		48,000.00			48,000.00
5044 - Permit Fees		0.00			0.00
5045 - Streams		800,000.00			800,000.00
5046 - Structural		0.00			0.00
5047 - Inspection and Maintenance		43,450.50			43,450.50
5048 - Non-Routine Repair & Maint.		20,000.00			20,000.00
5049 - Landscaping of Const. Proj.		80,000.00			80,000.00
<b>Total 5040 - CONSTRUCTION</b>		991,450.50			991,450.50
<b>5060 - MONITORING EXPENSE</b>					
5061 - Watershed Monitoring			119,000.00		119,000.00
<b>Total 5060 - MONITORING EXPENSE</b>			119,000.00		119,000.00
5080 - MEETINGS	3,000.00				3,000.00
5090 - MONITORING EQUIPMENT			5,000.00		5,000.00
<b>Total 6000 - PROGRAM EXPENSE</b>		75,760.00			75,760.00
6160 - DUES AND SUBSCRIPTIONS	2,000.00				2,000.00
6170 - EQUIPMENT RENTAL			2,000.00		2,000.00
<b>Total 6180 - INSURANCE</b>	8,000.00				8,000.00
6250 - POSTAGE AND DELIVERY	500.00				500.00
<b>6270 - PROFESSIONAL FEES</b>					
6271 - Consultant	5,000.00	5,000.00	5,000.00	55,000.00	70,000.00
6272 - Legal Fees	20,000.00	15,000.00			35,000.00
6273 - Accounting	4,825.00				4,825.00
6275 - Plan Implementation	101,839.04	42,636.05	20,623.83	125,091.19	290,190.11
6276 - Sweeping				125,274.00	125,274.00
6277 - Pipe Inspection and Cleaning				10,000.00	10,000.00
6278 - Catch Basin Cleaning				60,000.00	60,000.00
6283 - Waste Management				10,000.00	10,000.00
<b>Total 6270 - PROFESSIONAL FEES</b>	131,664.04	62,636.05	25,623.83	385,365.19	605,289.11
6340 - TELEPHONE	1,200.00			725.00	1,925.00
<b>6350 - TRAVEL</b>					
6351 - Lodging	500.00				500.00
6353 - Meals	500.00				500.00
6354 - Travel	2,000.00	1,000.00	400.00	1,400.00	4,800.00
6355 - Conferences	1,000.00				1,000.00
<b>Total 6350 - TRAVEL</b>	4,000.00	1,000.00	400.00	1,400.00	6,800.00
6550 - SUPPLIES	2,000.00			3,500.00	5,500.00
<b>Total 7200 - Salaries &amp; Related Expenses</b>	45,184.30	18,143.18	13,658.16	18,625.34	95,610.98
<b>Total Expense</b>	201,856.83	1,181,772.14	170,540.30	420,411.75	1,974,581.02
<b>Net Ordinary Income</b>	-62,898.47	-266,016.59	-18,238.78	-110,112.30	-457,266.14
<b>Net Income</b>	-62,898.47	-266,016.59	-18,238.78	-110,112.30	-457,266.14

## Long Creek Watershed Management District Profit & Loss Budget Overview FY 2019 through FY 2021

	FY 2019	FY 2020	FY 2021
<b>Ordinary Income/Expense</b>			
<b>Total Income</b>	1,517,314.88	1,517,314.88	1,517,314.88
<b>Gross Profit</b>	1,517,314.88	1,517,314.88	1,517,314.88
<b>Expense</b>			
<b>5030 · BAD DEBT</b>	52,745.43	52,745.43	52,745.43
<b>5040 · CONSTRUCTION</b>			
5042 · Engineering	48,000.00	40,000.00	
5044 · Permit Fees	0.00	2,000.00	
5045 · Streams	800,000.00		
5046 · Structural	0.00	415,000.00	
5047 · Inspection and Maintenance	43,450.50	45,623.03	43,450.50
5048 · Non-Routine Repair & Maint.	20,000.00	20,600.00	21,200.00
5049 · Landscaping of Const. Proj.	80,000.00	82,400.00	84,800.00
<b>Total 5040 · CONSTRUCTION</b>	991,450.50	605,623.03	149,450.50
<b>Total 5060 · MONITORING EXPENSE</b>	119,000.00	103,000.00	106,000.00
<b>5080 · MEETINGS</b>	3,000.00	3,090.00	3,180.00
<b>5090 · EQUIPMENT</b>	5,000.00	5,000.00	5,000.00
<b>Total 6000 · PROGRAM EXPENSE</b>	75,760.00	75,760.00	75,760.00
<b>6160 · DUES AND SUBSCRIPTIONS</b>	2,000.00	2,060.00	2,120.00
<b>6170 · EQUIPMENT RENTAL</b>	2,000.00	2,060.00	2,120.00
<b>Total 6180 · INSURANCE</b>	8,000.00	8,240.00	8,480.00
<b>6250 · POSTAGE AND DELIVERY</b>	500.00	375.00	400.00
<b>6270 · PROFESSIONAL FEES</b>			
6271 · Consultant-Engineer	70,000.00	72,100.00	74,200.00
6272 · Legal Fees	35,000.00	30,000.00	30,000.00
6273 · Accounting	4,825.00	5,000.00	5,200.00
6275 · Plan Implementation	290,190.11	298,895.81	307,601.52
6276 · Sweeping	125,274.00	129,032.22	132,790.44
6277 · Pipe Inspection and Cleaning	10,000.00	10,300.00	10,600.00
6278 · Catch Basin Cleaning	60,000.00	61,800.00	63,600.00
6283 · Waste Management	10,000.00	10,300.00	10,600.00
<b>Total 6270 · PROFESSIONAL FEES</b>	605,289.11	617,428.03	634,591.96
<b>6340 · TELEPHONE</b>	1,925.00	1,982.75	2,040.50
<b>6350 · TRAVEL</b>			
6351 · Lodging	500.00	515.00	530.00
6353 · Meals	500.00	515.00	530.00
6354 · Travel	4,800.00	6,700.00	6,700.00
6355 · Conferences	1,000.00	1,000.00	1,000.00
<b>Total 6350 · TRAVEL</b>	6,800.00	8,730.00	8,760.00
<b>6550 · SUPPLIES</b>	5,500.00	5,665.00	5,830.00
<b>Total 7200 · Salaries &amp; Related Expenses</b>	95,610.98	95,610.98	95,610.98
<b>Total Expense</b>	1,974,581.02	1,587,370.22	1,152,089.37
<b>Net Ordinary Income</b>	-457,266.14	-70,055.34	365,225.51
<b>Net Income</b>	-457,266.14	-70,055.34	365,225.51



**Long Creek Watershed Management District**  
**Projected Statement of Cash Flows**  
 July 2018 through June 2021

Jul 1, '17 - Jun 15, 18

<b>OPERATING ACTIVITIES</b>	
Net Income	762,195.78
Adjustments to reconcile Net Income	
to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-18,684.66
2000 · ACCOUNTS PAYABLE	-79,608.05
1114 · Credit Card	26.25
2200 · Deferred Revenue	-8,484.06
2320 · Performance Bonds	-10,697.00
<b>Net cash provided by Operating Activities</b>	<b>644,748.26</b>
<b>INVESTING ACTIVITIES</b>	
1700 · FIXED ASSETS:1730 · Monitoring Equipment	25,425.00
1700 · FIXED ASSETS:1740 · Infrastructure	3,389,727.55
1700 · FIXED ASSETS:1740 · Infrastructure:1740-02 · B21 Blanchette Br. Restoration	-611,612.80
1700 · FIXED ASSETS:1740 · Infrastructure:1740-03 · Darling Avenue Improvements	-572,926.52
1700 · FIXED ASSETS:1740 · Infrastructure:1740-07 · Mall Plaza Improvements	-1,256,737.05
1700 · FIXED ASSETS:1740 · Infrastructure:1740-09 · Philbrook Ave Improvements	-428,967.91
1700 · FIXED ASSETS:1740 · Infrastructure:1740-11 · B21 Col. Westbrook Improvements	-207,979.14
1700 · FIXED ASSETS:1740 · Infrastructure:1740-16 · Port Resources Improvements	-51,745.00
1700 · FIXED ASSETS:1740 · Infrastructure:1740-20 · C08 Fairchild Improvements	-259,759.13
1700 · FIXED ASSETS:1740 · Infrastructure:1740-23 · GGP Gravel Wetland	-651,372.71
1700 · FIXED ASSETS:1780 · Construction in Process:1785 · GGP Gravel Wetland	645,951.51
1700 · FIXED ASSETS:1790 · Accumulated Depreciation	-25,425.00
<b>Net cash provided by Investing Activities</b>	<b>-5,421.20</b>
<b>Net cash increase for period</b>	<b>639,327.06</b>
Cash at beginning of period	2,138,972.49
<b>Cash at end of period</b>	<b>2,778,299.55</b>
Projected expenses from 6/16/2018 - 6/30/2018	150,487.19
<b>Projected Net Cash FY 2018</b>	<b>2,627,812.36</b>
Projected Cash Income FY 2019	1,517,314.88
Projected Cash Expenses FY 2019	1,974,581.02
<b>Projected Net Cash FY 2019</b>	<b>2,170,546.22</b>
Projected Cash Income FY 2020	1,517,314.88
Projected Cash Expenses FY 2020	1,587,370.22
<b>Projected Net Cash FY 2020</b>	<b>2,100,490.89</b>
Projected Cash Income FY 2021	1,517,314.88
Projected Cash Expenses FY 2021	1,152,089.37
<b>Projected Net Cash FY 2021</b>	<b>2,465,716.40</b>