



Long Creek FY2017 (July 1, 2016 – June 30, 2017) Budget Narrative

5030 – BAD DEBT – line item has been added to the budget in order to account for the fact that we have landowners who are consistently late with their payments. All landowners are required to pay and DEP does enforce this. However, the timing of payments is unknown.

5042 – CONSTRUCTION – Engineering:

- Main Stem: this line item represents an estimated cost of \$100,000 for the design team and Expert Review Panel for the Main Stem Restoration project.
- South Branch: Initial estimates for a full H&H study for the South Branch could cost between \$160,000 and \$190,000 with all work being done by contractors. We have used \$65,000 as an estimated place holder, assuming partner participation for majority of costs.

5046 – CONSTRUCTION – Structural – this line item represents an initial estimate of \$1.5 million that for the Main Stem in-stream work and retrofits behind Guitar Center and Cornerbrook. A detailed estimate is currently being compiled by a contractor that will provide refined estimates the project.

5047 – CONSTRUCTION – Maintenance – this line item of \$69,716.47 represents the maintenance of the Long Creek installed BMPs. This estimate also includes the annual maintenance of the Jellyfish units on Maine Mall Road, the other long term maintenance items will be reflected in the 2019 budget, based on the current recommendation for a 3-5-year cycle for the other BMPs. An additional \$10,000 is included in this estimate for unforeseen maintenance that may be needed such as fence repairs at Mall Side, disconnected infrastructure, etc.

6061 – MONITORING – This line item represents the following:

- DEP Compliance Monitoring provided by a contractor recording the meteorological data, surface water chemistry and the biological data. The current estimate of \$90,000 will need to be refined once the new monitoring contract is in place.
- Targeted Data Collection: This is included as a placeholder and will be confirmed as the Monitoring Expert Review Panel updates the monitoring plan, through the stakeholder process: management of contracts; support for data collection; data analysis input and review. Identified potential investigations may include:
 - North Branch - multiple stressor interaction; historical data review; groundwater, stormwater and sediment sampling; eco risk assessment.
 - Geomorphology – update 2005 geomorphology assessment and develop monitoring benchmarks that can be included with the biological monitoring program (years 5, 7, & 10).
 - Main Stem – low DO and groundwater inputs.

- South Branch – (this item may be included in the South Branch Investigations) update chloride loading model with catchment specific data; consider installing groundwater sample points or collecting samples from excavations during exploration and construction to identify extent and severity of groundwater impacts.

6002 – PROGRAM EXPENSE – Loan Payment – Annual payment for State Revolving Fund Loan

6160 – DUES AND SUBSCRIPTIONS – internet hosting services for website and monitoring database

6181 – INSURANCE – annual premiums for Board Liability Insurance and General Liability coverage for the District.

6721 – PROFESSIONAL FEES – Engineer/Consultant - \$5,000 for consultants to provide assistance for GIS, Information Management, expert services, etc.

6272 – PROFESSIONAL FEES – Legal Fees - \$10,000 under admin to support contract, board, and policy needs; \$20,000 under construction to support development of easements and access agreements for construction projects. The proposed in-stream work behind Guitar Center and Cornerbrook will require work with nonparticipating landowners as well as participating landowners that we have not worked with yet on easements (KIMCO and Cornerbrook).

6273 – PROFESSIONAL FEES – Accounting – this represents an estimate for annual audit, plus a new contract will need to be negotiated this year.

6275 – PROFESSIONAL FEES – Program Management – this represents that staff costs through Cumberland County Soil and Water Conservation District as follows:

- Admin: \$103,48.81 – (1,288 hours; 0.62 FTE)
 - annual reporting to DEP on permit activities;
 - annual development of the budget;
 - annual preparation of audit documentation and review of the financial audit;
 - semi-annual billing; annual budget announcement; and annual fees announcement, per PLA;
 - quarterly checks of the budget;
 - preparation of board agendas and supporting materials and staff support at board meetings;
 - monthly processing of payments, reconciliation of bank statements, and development of financial reports;
 - management of outstanding invoices/delinquent landowners; and
 - monthly team project management meetings, which have been added in the last year to better manage the assignment of staff to Long Creek tasks to ensure timely delivery of services.
- Construction & Maintenance: \$105,646.35 – (1,270 hours; 0.61 FTE)
 - exploration of cost-effective construction opportunities;
 - review and input into new development in the watershed;
 - management of maintenance contracts for all Long Creek installed BMPs
 - reviewing and approving change orders;
 - ensuring timely and effective delivery of services;
 - coordinating monthly porous pavement inspection and sweeping;
 - closing out of construction from FY2016 (Maine Mall Gravel Wetland);
 - Coordinate the Main Stem Restoration efforts through development of RFQ process to hire design team, landowner outreach, easement negotiation, and design support and review of the construction project.

- Coordinate investigation in South Branch through a stakeholder process.
- Monitoring: \$25,190.28 – (359 hours; 0.17 FTE)
 - contract management and project oversight of surface water quality and biological monitoring;
 - annual audits of data;
 - annual DEP permit reporting: report, trends, and comparisons for stormflow and baseflow samples; annual hydrographs and trends for continuous monitoring; metrological comparisons; update of chloride correlation curve.
 - management of Hobo loggers (6 total). Installed year-round, downloaded monthly.
 - database – develop RFQ; hire contractor; complete preliminary build & input; customize queries and user interface; and manage annual maintenance.
 - targeted investigations – coordination and facilitation of the Expert Review Panel’s recommendations discussed above under 5016 – MONITORING.
- Non-Structural: \$110,838.99 – (1,722 hours; 0.83 FTE)
 - annual inspection of catch basins and coordination of catch basin cleaning contractor;
 - coordination of annual spring clean-up, corner to corner sweep, and hotspot sweeping;
 - annual inspection of participating landowner’s properties to ensure compliance with Operation and Maintenance plans;
 - maintenance of landowner database and GIS layers denoting stormwater infrastructure;
 - maintenance of restorelongcreek.org website;
 - hydraulics & hydrology - develop questions & run model to guide implementation;
 - Education and Outreach includes the following:
 - targeted education and outreach for winter salt management and landscape management to property owners; municipal staff; and contractors
 - Coordination of street and stream cleanups
 - Updates provided through the Current e-mail newsletter
 - Specific outreach to landowners based on inspection data, such as outreach targeted to restaurants on the proper disposal of fats, oils and grease.
 - ordinance development – working with municipal staff to incorporate suggested changes into local ordinances and policy to provide for the long-term protection of Long Creek.
 - GIS investigations/modeling – potential to carry out additional investigations to target necessary actions for the North and South Branches.
 - exploration of measurable results efforts to target identified stressors.
 - annual tracking and documentation of activities for DEP permit reporting;

6276 – PROFESSIONAL FEES – Sweeping – historical expenses have not exceeded \$111,000, therefore \$115,000 was budgeted.

6278 – PROFESSIONAL FEES – Catch Basin Cleaning – raised this to \$15,000 because to ensure we have adequate funds set aside to clean basins that need cleaning based on the annual inspections.

6281 – PROFESSIONAL FEES – Website – budgeted \$1,000 for additional support if necessary.

6330 – REPAIRS – Equipment Repairs –budgeted at \$1,500 for our monitoring equipment because it is more cost effective to replace than repair existing equipment because less expensive, but more accurate equipment, now exists and the original sondes are now more than 5 years old.

6340 – TELEPHONE – this line item represents the cellular plan for in the field collection of data during property inspections.

6354 – TRAVEL – Travel – this line item was reduced to \$5,450 to better reflect the true cost.

6355 – TRAVEL – Conferences – this line item was reduced to \$1,000 to better reflect the true cost.

6550 – SUPPLIES – this line item represents the cost to replace water quality monitoring equipment should our old equipment fail.

Long Creek Watershed Management District Profit & Loss Budget Overview July 2016 through June 2017

	ADMINISTRATION	Total CONSTRUCTION & MAINTENANCE	Total MONITORING	Total Non- Structural	TOTAL FY 17	FY 16 Approved	FY 16 Revised	Difference
Ordinary Income/Expense					Proposed	1/28/2015	Mid Year	
Total Income	125,756.24	934,795.48	149,983.88	312,295.72	1,522,831.32	1,520,240.32	1,520,240.32	2,591.00
Gross Profit	125,756.24	934,795.48	149,983.88	312,295.72	1,522,831.32	1,520,240.32	1,520,240.32	2,591.00
Expense								
5020 · AWARDS	50.00				50.00	50.00	50.00	0.00
5030 · BAD DEBT	3,290.40	17,033.64	2,467.81	6,032.42	28,824.27	28,824.24	28,824.24	0.03
5040 · CONSTRUCTION								
5042 · Engineering		165,000.00			165,000.00	82,890.70	57,000.00	108,000.00
5044 · Permits		1,000.00			1,000.00		456.25	543.75
5046 · Structural		1,500,000.00			1,500,000.00	900,000.00	200,017.50	1,299,982.50
5047 · Maintenance		69,716.47			69,716.47	50,000.00	105,561.82	-35,845.35
Total 5040 · CONSTRUCTION		1,735,716.47			1,735,716.47	1,032,890.70	363,035.57	1,372,680.90
Total 5060 · MONITORING EXPENSE			90,000.00		90,000.00	117,450.68	117,450.68	-27,450.68
5080 · MEETINGS	1,500.00	0.00			1,500.00	1,500.00	1,500.00	0.00
6000 · PROGRAM EXPENSE								
6002 · Loan Payment		75,758.30			75,758.30	75,758.30	75,758.30	0.00
Total 6000 · PROGRAM EXPENSE		75,758.30			75,758.30	75,758.30	75,758.30	0.00
6160 · DUES AND SUBSCRIPTIONS	0.00	0.00		525.00	525.00	525.00	525.00	0.00
Total 6180 · INSURANCE	4,500.00	0.00			4,500.00	4,500.00	4,500.00	0.00
6250 · POSTAGE AND DELIVERY	250.00				250.00	225.00	225.00	25.00
6270 · PROFESSIONAL FEES								
6271 · Engineer/Consultant			0.00	5,000.00	5,000.00	23,400.00	63,400.00	-58,400.00
6272 · Legal Fees	10,000.00	20,000.00			30,000.00	25,000.00	52,500.00	-22,500.00
6273 · Accounting	7,500.00				7,500.00	5,000.00	5,000.00	2,500.00
6275 · Program Management	103,486.81	105,646.35	25,190.28	110,838.99	345,162.43	443,870.80	398,047.54	-52,885.11
6276 · Sweeping				115,000.00	115,000.00	115,000.00	115,000.00	0.00
6278 · Catch Basin Cleaning				15,000.00	15,000.00	10,000.00	10,000.00	5,000.00
6281 · Website				1,000.00	1,000.00	1,000.00	1,000.00	0.00
Total 6270 · PROFESSIONAL FEES	120,986.81	125,646.35	25,190.28	246,838.99	518,662.43	623,270.80	644,947.54	-126,285.11
Total 6300 · REPAIRS			1,500.00		1,500.00	1,500.00	1,500.00	0.00
6340 · TELEPHONE		0.00		725.00	725.00	725.00	725.00	0.00
6350 · TRAVEL								0.00

Long Creek Watershed Management District Profit & Loss Budget Overview July 2016 through June 2017

	ADMINISTRATION	Total CONSTRUCTION & MAINTENANCE	Total MONITORING	Total Non- Structural	TOTAL FY 17	FY 16 Approved	FY 16 Revised	Difference
6354 - Travel	3,000.00	1,000.00	700.00	1,200.00	5,900.00	7,300.00	7,300.00	-1,400.00
6355 - Conferences	1,000.00				1,000.00	2,000.00	2,000.00	-1,000.00
Total 6350 - TRAVEL	4,000.00	1,000.00	700.00	1,200.00	6,900.00	9,300.00	9,300.00	-2,400.00
6550 - SUPPLIES			3,000.00	3,000.00	6,000.00	6,200.00	6,200.00	-200.00
Total Expense	134,577.21	1,955,154.76	122,858.09	258,321.41	2,470,911.47	1,902,719.72	1,254,541.33	1,216,370.14
Net Ordinary Income	-8,820.97	-1,020,359.28	27,125.79	53,974.31	-948,080.15	-382,479.40	265,698.99	-1,213,779.14
Net Income	-8,820.97	-1,020,359.28	27,125.79	53,974.31	-948,080.15	-382,479.40	265,698.99	-1,213,779.14

**Long Creek Watershed Management District
Profit & Loss Budget Overview
FY 2016 - 2020**

	FY 17	FY 18	FY 19	FY 20	FY 21
Ordinary Income/Expense					
Total Income	1,522,831.32	1,522,840.32	1,522,840.32	1,522,840.32	1,522,840.32
Gross Profit	1,522,831.32	1,522,840.32	1,522,840.32	1,522,840.32	1,522,840.32
Expense					
5010 - Awards	50.00	50.00	50.00	50.00	50.00
5030 - BAD DEBT	28,824.27	28,824.27	28,824.27	28,824.27	28,824.27
5040 - CONSTRUCTION					
5042 - Engineering	165,000.00	100,000.00	100,000.00	100,000.00	100,000.00
5044 - Permits	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
5046 - Structural	1,500,000.00	200,000.00	1,200,000.00	500,000.00	250,000.00
5047 - Maintenance	69,716.47	67,500.00	120,000.00	68,850.00	70,227.00
5040 - CONSTRUCTION - Other	0.00				
Total 5040 - CONSTRUCTION	1,735,716.47	368,500.00	1,421,000.00	669,850.00	421,227.00
Total 5060 - MONITORING EXPENSE	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
5080 - MEETINGS	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Total 6000 - PROGRAM EXPENSE	75,758.30	75,758.30	75,758.30	75,758.30	75,758.30
6160 - DUES AND SUBSCRIPTIONS	525.00	535.50	546.21	557.13	568.28
Total 6180 - INSURANCE	4,500.00	5,000.00	5,500.00	6,000.00	6,500.00
6250 - POSTAGE AND DELIVERY*	250.00	255.00	260.10	265.30	270.61
6260 - PRINTING AND REPRODUCTION					
6270 - PROFESSIONAL FEES					
6271 - Engineer/Consultant	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
6272 - Legal Fees	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
6273 - Accounting	7,500.00	7,500.00	10,000.00	10,000.00	10,000.00
6275 - Program Management*	345,162.43	352,065.67	359,106.99	366,289.13	373,614.91
6276 - Sweeping	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00
6278 - Catch Basin Cleaning	15,000.00	8,000.00	8,000.00	9,000.00	9,000.00
6281 - Website	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total 6270 - PROFESSIONAL FEES	518,662.43	518,565.67	528,106.99	536,289.13	543,614.91
Total 6300 - REPAIRS	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
6340 - TELEPHONE*	725.00	739.50	754.29	769.38	784.76
6350 - TRAVEL	0.00				
6354 - Travel	5,900.00	6,000.00	6,000.00	6,000.00	6,000.00
6355 - Conferences	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
6350 - TRAVEL - Other	0.00				
Total 6350 - TRAVEL	6,900.00	7,000.00	7,000.00	7,000.00	7,000.00
6550 - SUPPLIES	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Total Expense	2,470,911.47	1,104,228.24	2,166,800.16	1,424,363.51	1,183,598.13
Net Ordinary Income	-948,080.15	418,612.08	-643,959.84	98,476.81	339,242.19
Net Income	-948,080.15	418,612.08	-643,959.84	98,476.81	339,242.19

*Estimated Inflation Rate

2%

Long Creek Watershed Management District Projected Statement of Cash Flows

FY 2016-2021

	Projections	Notes
OPERATING ACTIVITIES FY 2015		
Net Income	910,261.88	
Adjustments to reconcile Net Income		
Net cash provided by Operating Activities	910,261.88	
INVESTING ACTIVITIES		
1700 · FIXED ASSETS:1780 · Construction in Process	-1,760,720.48	Maine/Gorahm Roads, GGP Gravel Wetland
1700 · FIXED ASSETS:1790 · Accumulated Depreciation	76,761.02	
1850 · Deferred Charges	934.53	Deferred Bond Interest
Net cash provided by Investing Activities	-1,683,024.93	
FINANCING ACTIVITIES		
2700 · MM BOND BANK	-75,758.30	
3000 · NET ASSETS	298.00	
3050 · Prior Period Adjustment	294,976.46	
Net cash provided by Financing Activities	219,516.16	
Net cash increase for period	-553,246.89	
Cash at beginning of period	1,743,391.92	
Cash at end of period FY 2015	1,190,145.03	
Projected Cash Income FY 2016	1,520,240.32	
Projected Cash Expenses FY 2016	1,254,241.37	
Projected Net Cash FY 2016	1,456,143.98	
Projected Cash Income FY 2017	1,522,831.32	
Projected Cash Expenses FY 2017	2,470,911.47	
Projected Net Cash FY 2017	508,063.84	
Projected Cash Income FY 2018	1,522,840.32	
Projected Cash Expenses FY 2018	1,104,228.24	
Projected Net Cash FY 2018	926,675.91	
Projected Cash Income FY 2019	1,522,840.32	
Projected Cash Expenses FY 2019	2,166,800.16	
Projected Net Cash FY 2019	282,716.07	
Projected Cash Income FY 2020	1,522,840.32	
Projected Cash Expenses FY 2020	1,424,363.51	
Projected Net Cash FY 2020	381,192.88	
Projected Cash Income FY 2021	1,522,840.32	
Projected Cash Expenses FY 2021	1,183,598.13	
Projected Net Cash FY 2021	720,435.07	