



Long Creek Watershed Management District Board of Director's Meeting

Agenda: April 28, 2022, 9:00a.m. to 11:00a.m.

Location: Remote participation due to COVID-19; members of the public may participate in the meeting telephonically by calling (207) 352-4212 and entering conference ID: 757 586 996#.

| Time | Agenda Item | Attachment | Page(s) |
|---------------|---|-------------------|----------------|
| 9:00 — 9:05 | 1. Call to Order | | |
| 9:05 — 9:10 | 2. Minutes: January 19, 2022, Board Meeting <i>Proposed Motion: Motion to approve the January 19, 2022, Board meeting minutes.</i> | Attachment A | 1 — 7 |
| 9:10 — 9:15 | 3. Treasurer's Report: March Financial Report | Attachment B | 8 — 23 |
| 9:15 — 9:25 | 4. Sterling Stormwater Maintenance Services, LLC: Change Order <i>Proposed Motion: Motion to authorize the Executive Director to enter into a change order with Sterling Stormwater Maintenance Services, LLC in the amount of \$15,873.58 to for non-routine BMP maintenance services.</i> | Attachment C | 24 — 31 |
| 9:25 — 10:05 | 5. Presentation and Discussion, WIT Advisers, Sustainable Winter Management Program | | |
| 10:05 — 10:45 | 6. Discussion: Long Creek Watershed Management Plan — Status Update <ul style="list-style-type: none"> • 2021 Water Quality Monitoring Summary • South Branch BMP Retrofits • Sable Oaks Golf Course | | |
| 10:45 — 10:50 | 7. Discussion: 2022 Participating Landowner Meeting | | |
| 10:50 — 10:55 | 8. Public Comment(s) | | |
| 10:55 — 11:00 | 9. Next Meeting | | |
| 11:00 | 10. Adjourn | | |

ATTACHMENT A



Long Creek Watershed Management District Board of Directors' Meeting

Minutes from January 19, 2022 Meeting

Location: Remote participation due to COVID-19; members of the public may participate in the meeting telephonically by calling (207) 352-4212 and entering conference ID: 772 560 995#.

1. **Call to Order:** Mr. Dillon call the meeting to order at 9:01a.m.
2. **Roll Call:**
 - a. Attendance: Angela Blanchette, Curtis Bohlen, Fred Dillon, Sean Donohue, Eric Dudley, Brian Goldberg, Craig Gorris (joined at 9:19a.m.), Kerem Gungor, Will Haskell, Susan Henderson, Doug Roncarati
 - b. Absent: Ed Palmer
 - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District); Jason Kenney (prospective Board member from ecomaine)
3. **Review of Board Meeting Minutes:**
 - a. The Board reviewed the minutes from the October 6, 2021, meeting.
 - b. **Mr. Roncarati made a motion to approve the October 6, 2021, Board meeting minutes. Mr. Haskell seconded the motion. The motion carried unanimously.**
4. **Treasurer's Report:**
 - a. Mr. Bohlen reviewed the December Financial Report noting that there are substantial funds in arrears as indicated on the accounts receivable report.
 - b. Mr. Brewer noted that one of the past due accounts was the result of a payment processing issue and that payment should be received soon.
 - c. Mr. Carney noted that most of the remaining past due balances are related to outstanding permitting issues which need to be resolved by Maine DEP.
 - d. Mr. Carney noted that he and Mr. Brewer typically meet with Maine DEP twice a year to discuss outstanding permitting issues and past due fees and the next meeting with Maine DEP is scheduled for next week.
 - e. Mr. Carney advised the Board that the annual financial audit of the Fiscal Year 2021 is complete, and the report should be available for distribution at the next meeting.
5. **Carry Over Executive Director Leave Time from Calendar Year 2021 to Calendar Year 2022:**
 - a. Mr. Carney noted that under the terms of his employment the Executive Director may carry over up to 40 hours of unused paid time off from one year to the next if approved by the Board.
 - b. Mr. Carney requested that the Board approve carrying over up to 40 hours of leave time from 2021 to 2022.
 - c. **Mr. Haskell made a motion to authorize Executive Director to carry over 40 hours of leave time from 2021 to 2022. Mr. Bohlen seconded the motion. The motion carried unanimously.**

The Executive Session concerning the Executive Director's Annual Performance Review was moved to the end of the meeting so Mr. Brewer and Mr. Kinney could leave the call for the part of the meeting.

6. FY2023 Estimate of Expenditures and Anticipated Revenues:

- a. Mr. Carney noted that the Interlocal Agreement under which the District was formed and the District's Bylaws require that the Board adopt an "Estimate of Expenditures and Anticipated Revenues" on or before February 1 of each year for the following fiscal year.
- b. On or before July 1 of each year, the Board must adopt the final budget for the following fiscal year.
- c. Mr. Carney clarified that, today, the Board is only being asked to vote on an Estimate of Expenditures and Anticipated Revenues for fiscal year 2023, and not the final fiscal year 2023 budget.
- d. Mr. Carney advised that the purpose of the annual estimate is to provide Participating Landowners with an estimate of what their annual assessments will be for the next fiscal year for their budgeting purposes.
- e. Mr. Carney noted that many of the line-item amounts in the draft budget are either estimates based on year-to-date figures for fiscal year 2022 or are set figures from established services agreements.
- f. Mr. Carney advised notable items in the proposed budget include the construction budget for the South Branch BMP project which was increased by 30% from \$1,070,000 in Fiscal Year 2022 to \$1,391,000 in FY2023, which is based on observations by professionals in the industry that say pandemic construction costs are 30% to 40% more than pre-pandemic construction costs.

Mr. Gorris joined the meeting.

- g. Mr. Carney further noted the proposed budget includes funding in the amount of \$295,000 for the Private BMP Incentive Program. In the last two fiscal years \$295,000 was budgeted in each year for the Private BMP Incentive Program. Out of these funds, one award was made to GGP-Maine Mall L.L.C. for in the amount of \$50,000 for the heated sidewalk project.
- h. Mr. Carney said he thought there are two reasons for this, first the cost of construction is so high that construction projects are being put off, and second that the grants cover only 75% of the cost of a project with a cap of \$50,000. Landowners appear reluctant to incur any costs for what are voluntary projects.
- i. Mr. Carney suggested that if we want to continue with this program, to make the grants more palatable for structural BMP projects, we should consider paying up to 100% of the project cost and raising the cap.
- j. Mr. Carney noted that funding for the Sustainable Winter Management (SWiM) Program is included in the proposed budget for the winter of 2022/2023. The Board can make a final decision after this winter as to whether funding makes it into the final budget to be adopted in June.
- k. **Mr. Haskell made a motion to approve the Fiscal Year 2023 estimate of expenditures and anticipated revenues as set forth in draft Fiscal Year 2023 budget. Mr. Gungor seconded the motion. The motion carried unanimously.**

7. A Partner in Technology, Approve Contract with Revised Insurance Limits:

- a. Mr. Carney explained that the District's current contract with A Partner in Technology ("API"), the District's information technology contractor, expired at the end of February.
- b. Mr. Carney noted that API provides day-to-day on-call support to address the District's information technology needs.
- c. Mr. Carney advised that a new contract with a not to exceed limit of \$5,000, the monetary limit for the Executive Director to enter into contracts without competitive bidding, has been prepared for API for continued information technology support services in calendar years 2022 and 2023.
- d. The District typically requires contractors to carry \$2,000,000 in General Liability insurance and \$2,000,000 in Automobile Liability insurance. API carries \$1,000,000 in Automobile Liability insurance.
- e. Mr. Carney noted that for API's prior contracts with the District the Board authorized modifying the Automobile Liability insurance requirements in the Services Agreement with API from \$2,000,000 to \$1,000,000, based upon API's work being performed remotely.

Ms. Henderson stepped away from her computer.

- f. Mr. Carney referred the Board to the proposed motion in today's Board packet, which would authorize the District's Executive Director to enter into a Services Agreement with API with Automobile Liability insurance in the amount of \$1,000,000, combined single limit, rather than the typically required \$2,000,000, based upon API representing and warranting that the work under the Services Agreement will be performed remotely.
- g. **Mr. Haskell made a motion to authorize the Executive Director to enter into a two-year Services Agreement with A Partner in Technology for information technology services with Automobile Liability insurance in the amount of \$1,000,000, combined single limit, based upon A Partner in Technology representing and warranting that the work under the Services Agreement will be performed remotely. Mr. Bohlen seconded the motion. The motion carried unanimously.**

Ms. Henderson returned.

8. Revisions to *Documentation of Internal Financial Control Structure*:

- a. Mr. Carney asked the Board to direct its attention to the draft revisions to the District's *Documentation of Internal Financial Control Structure* included in today's Board packet.
- b. Mr. Carney advised that the edits reflect two substantive changes, the first of which is to authorize the establishment of a separate bank account to accept EFT/ACH deposits, and the second change clarifies the acceptable forms of payment that the District will accept for payment of annual assessments.
- c. Mr. Carney noted that there has been an increase in requests to pay annual assessments electronically rather than by paper check. The District currently does not have a straightforward means of accepting electronic payments.
- d. Mr. Carney noted that Mr. Brewer consulted with the District's bank on establishing the ability to accept EFT/ACH deposits and the bank suggested setting up a separate account to

- clearly identify electronic payments. The bank suggested that a separate account would provide more security than accepting electronic payments into one of the District's primary accounts.
- e. With respect to the revisions concerning acceptable methods of payment, Mr. Carney advised these revisions were the result of requests to pay annual assessments by credit card and by requests that the District establish itself as a "vendor" either with a payor's internal accounts payable department or with a payor's third-party payment processor.
 - f. With respect to credit card payments, Mr. Carney advised that under the proposed edits credit cards payments would not be included as an acceptable method of payment.
 - g. Mr. Carney noted that credit card payment processors charge a processing fee based on a percentage of the transaction, which could be substantial considering annual assessments for larger properties may be in tens of thousands of dollars.
 - h. Mr. Carney said that Mr. Katsiaficas advised that, as a governmental entity, the District has the option of accepting credit cards and passing the transaction fee through to the payor.
 - i. Mr. Carney noted, however, that the establishment of the EFT/ACH deposit account would provide a means for making and accepting electronic payments without either party having to pay the transaction fees associated with credit card payments.
 - j. With respect to requests that the District establish itself as a "vendor" with a payor, Mr. Brewer advised that the number of these requests has increased as the result of payors using third-party payment processors for accounts payable.
 - k. Mr. Brewer noted that the District is not a "vendor" and rather the fees paid to the District are a requirement of the state-issued Long Creek General Permit.
 - l. Mr. Brewer noted that he has accommodated requests that the District establish itself as a vendor, however, as the number of these requests increase it will eventually become administratively difficult to manage these accounts.
 - m. Mr. Brewer further noted that requests by third-party payment processors for the District to establish itself as a vendor and approve associated "purchase orders" has led to confusion as the third-party payment processor may not be an entity known to the District.
 - n. Mr. Brewer requested that the Board formally adopt a policy against establishing the District as a vendor or acquiescing to a payment processor's request to approve "purchase orders," which are not appropriate given that payments to the District a required fees to a governmental entity, so that policy can be provided in response to such future requests.
 - o. The Board sought input from Mr. Gorris, as the representative of a larger landowner, on how internal accounts payable processing works.
 - p. Mr. Gorris advised that the Maine Mall does not use third-party payment processors, but rather has an internal invoice approval system.
 - q. Mr. Dillon suggested that fees paid to the District are similar to the City of South Portland's sewer user fee and payors are probably are not requiring the City to establish itself as a vendor.
 - r. Ms. Blanchette asked whether we would be making it impossible for some landowners to pay if the proposed edits are adopted concerning acceptable forms of payment.

- s. Mr. Katsiaficas noted that the District's invoices for annual assessments are identified as "Invoice" and suggested that it might be helpful to change the title to "Assessment" to distinguish the District's Assessment invoices from invoices in the more traditional sense.
- t. Mr. Brewer advised that the District has established itself as a vendor with a handful of entities and he is willing to continue to use those systems that are already established, but the policy would be helpful in avoiding similar requests in the future.
- u. Ms. Blanchette said she was supportive of continuing to work with already established systems, while encouraging those payors to phase out such arrangements.
- v. **Ms. Henderson made a motion to approve revisions to the *Documentation of Internal Financial Control Structure* as presented in the draft in today's Board packet, with the understanding that the District will continue to accept payments from entities with which the District has already established itself as a "vendor" with the entity or a third-party payment processor. Mr. Roncarati seconded the motion. The motion carried unanimously.**

9. Annual Nomination and Election of Board Officers: Chair, Vice Chair, Treasurer, and Secretary

- a. Mr. Carney noted that the District's organizational documents require that an "annual meeting" be held by the Board each year at which time the Board elects a Chair, Vice Chair, Treasurer, and Secretary for the following year.
- b. The Board briefly discussed retaining the same slate of officers for the ensuing year, that being Mr. Dillon as Chair, Mr. Roncarati as Vice Chair, Mr. Bohlen as Treasurer, and Mr. Goldberg as Secretary.
- c. **Mr. Dudley made a motion to nominate and elect as officers, Mr. Dillon for the position of Chair, Mr. Roncarati for the position of Vice Chair, Mr. Bohlen for the position of Treasurer, and Mr. Goldberg for the position of Secretary. Ms. Blanchette seconded the motion. The motion carried unanimously.**

10. Executive Session – Personnel Matter (re: Annual Performance Review):

- a. **Mr. Haksell made a motion that the Board go into executive session under 1 M.R.S. § 405(6)(A) to discuss a personnel matter where public discussion could reasonably be expected to damage the employee's reputation or violate his/her right to privacy. Mr. Roncarati seconded the motion. The motion carried unanimously.**
- b. **Ms. Henderson made a motion for the Board come out of executive session. Mr. Gungor seconded the motion. The motion carried unanimously.**
- c. Following the executive session, Mr. Dillon summarized the Board's discussion noting the Board continues to appreciate Mr. Carney's work.
- d. **Mr. Dillon made a motion to increase Executive Director's salary by 4%; apply the existing health insurance stipend of 15% to the new base salary amount; and apply the existing employer Simple IRA contribution of 3% to the total of the new base salary amount plus the amount of the health insurance stipend. Mr. Roncarati seconded the motion. The motion carried unanimously.**

11. Public Comment(s): None.

12. Next Meeting: Mr. Carney agreed to send a poll to the Board to determine the date of the next meeting.

13. Adjourn: The meeting adjourned at 10:19a.m.

DRAFT

Board attendance and voting record:

| Board Member | Attendance | Approve October 6, 2021, Minutes | Executive Director Leave Time | FY2023 Estimate of Expenditures and Anticipated Revenues | A Partner in Technology Revised Insurance Limits | Documentation of Internal Financial Controls | Nomination and Election of Board Officers | Motion to go into Executive Session – Personnel Matter | Motion to Come Out of Executive Session – Personnel Matter | Motion Following Executive Session |
|-------------------|------------|----------------------------------|-------------------------------|--|--|--|---|--|--|------------------------------------|
| Blanchette | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Bohlen | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Dillon | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Donahue | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Dudley | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Goldberg | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Gorris | Y | — | — | Y | Y | Y | Y | Y | Y | Y |
| Gungor | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Haskell | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Henderson | Y | Y | Y | Y | — | Y | Y | Y | Y | Y |
| Palmer | — | — | — | — | — | — | — | — | — | — |
| Roncarati | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |

ATTACHMENT B



Financial Report

Long Creek Watershed Management District
For the period ended March 31, 2022

Prepared by
Christopher Brewer, Fiscal Agent

Prepared on
April 12, 2022

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Financial Reports Include:

1. Balance Sheet: presents a snapshot of the District as of the end of the month. The report calculates what the District is worth by subtracting all of the money the district owes (liabilities) from everything it owns (assets). The total includes the net income for the fiscal year to date. This report is required by the Documentation of Internal Control Structure.
2. Profit and Loss: summarizes the income and expenses for the month, to determine if the District is operating at a profit or loss. The report shows subtotals for each income or expense account. The last line shows the net income or loss for the month. This report is required by the Documentation of Internal Control Structure.
3. Withdrawals by Bank Account: details all outgoing transactions from the bank accounts. This report is required by the Documentation of Internal Control Structure.
4. Deposit Listing by Bank Account: details all deposits into the bank accounts. This report is required by the Documentation of Internal Control Structure.
5. Accounts Receivable Aging Summary: This report summarized the status of unpaid invoices and statement charges in Accounts Receivable. For each customer the report shows what the customer owes for the current and previous billing periods. This report is required by the Documentation of Internal Control Structure.
6. Accounts Payable Aging Summary: summarizes the status of unpaid bills in the Accounts Payable showing what is owed, who it is owed to and when it is due. This report is required by the Documentation of Internal Control Structure.
7. Expenses by Vendor Summary: summarizes the total payments to vendors during the fiscal year. This report is one of the tools used to monitor contractual payments to vendors.
8. Profit and Loss Budget Performance: summarizes the income and expenses for the month, to determine if the District is operating at a profit or loss compared to the estimated budget. The report shows subtotals for each income or expense account which are also compared to the estimated budget. This report is required by the Documentation of Internal Control Structure.

Profit and Loss

March 2022

| | Mar 2022 | Jul 2021 - Mar 2022 (YTD) | Total |
|--|-------------------|---------------------------|---------------------|
| INCOME | | | |
| 4100 ADMINISTRATION | 1,519.94 | | 196,669.38 |
| 4200 CONSTRUCTION AND MAINTENANCE | 6,222.17 | | 874,806.85 |
| 4201 Drainage Maintenance Agreement | | | 316.00 |
| Total 4200 CONSTRUCTION AND MAINTENANCE | 6,222.17 | | 875,122.85 |
| 4500 GOOD HOUSEKEEPING | 2,459.20 | | 280,925.01 |
| 4600 MONITORING | 626.59 | | 83,830.01 |
| 4750 CFUP INCOME | | | 16,613.52 |
| 4810 FINANCE CHARGES | 1,773.36 | | 13,122.08 |
| 4820 INTEREST | 952.82 | | 7,571.18 |
| Sales | | | 82.00 |
| Total Income | 13,554.08 | | 1,473,936.03 |
| GROSS PROFIT | 13,554.08 | | 1,473,936.03 |
| EXPENSES | | | |
| 5030 BAD DEBT | | | 51.50 |
| 5040 CONSTRUCTION | | | |
| 5042 Engineering | 33.75 | | 13,100.25 |
| 5044 Permit Fees | | | 300.00 |
| 5046 Structural | | | 50,000.00 |
| 5047 Inspection and Maintenance | 60,200.00 | | 60,200.00 |
| 5048 Non-Routine Repair & Maint. | 103,798.59 | | 156,186.59 |
| 5049 Landscaping of Const. Proj. | | | 51,179.50 |
| Total 5040 CONSTRUCTION | 164,032.34 | | 330,966.34 |
| 5060 MONITORING EXPENSE | | | |
| 5061 Watershed Monitoring | 8,590.48 | | 51,489.97 |
| Total 5060 MONITORING EXPENSE | 8,590.48 | | 51,489.97 |
| 5090 EQUIPMENT | 1,380.43 | | 2,493.57 |
| 6000 PROGRAM EXPENSE | | | |
| 6002 Loan Payment | | | 75,758.30 |
| Total 6000 PROGRAM EXPENSE | | | 75,758.30 |
| 6120 SERVICE CHARGES | | | 10.00 |
| 6160 DUES AND SUBSCRIPTIONS | 35.00 | | 710.00 |
| 6180 INSURANCE | | | |
| 6181 Liability Insurance | | | 8,098.00 |
| Total 6180 INSURANCE | | | 8,098.00 |
| 6270 PROFESSIONAL FEES | | | |
| 6271 Consultant-Engineer | 31.25 | | 11,118.75 |
| 6272 Legal Fees | | | 8,033.88 |
| 6273 Accounting | | | 8,600.00 |
| 6275 Plan Implementation | 11,000.20 | | 78,731.47 |

| | | Total |
|---|-----------------------|----------------------------------|
| | Mar 2022 | Jul 2021 - Mar 2022 (YTD) |
| 6276 Sweeping | | 75,145.98 |
| 6283 Waste Management | 16,348.55 | 26,283.75 |
| Total 6270 PROFESSIONAL FEES | 27,380.00 | 207,913.83 |
| 6300 Routine Maint. & Repairs | | |
| 6330 Equipment | | 1,280.50 |
| Total 6300 Routine Maint. & Repairs | | 1,280.50 |
| 6340 TELEPHONE | 120.53 | 1,084.64 |
| 6350 TRAVEL | | 77.41 |
| 6354 Travel | | 61.32 |
| 6355 Conferences | | 207.54 |
| Total 6350 TRAVEL | | 346.27 |
| 6550 SUPPLIES | 1,333.78 | 1,510.33 |
| 66910 Bank Service Charges | -10.00 | -10.00 |
| 7200 Salaries & Related Expenses | | |
| 7220 Salaries & Wages | 7,140.02 | 69,339.80 |
| 7245 Employee Benefits - Simple IRA | 214.20 | 2,080.20 |
| 7250 Payroll Taxes, etc. | 546.21 | 5,304.50 |
| 7260 Payroll Processing & Fees | 49.00 | 429.74 |
| 7270 Workers Comp Insurance | 566.00 | 495.15 |
| Total 7200 Salaries & Related Expenses | 8,515.43 | 77,649.39 |
| Total Expenses | 211,377.99 | 759,352.64 |
| NET OPERATING INCOME | -197,823.91 | 714,583.39 |
| NET INCOME | \$ -197,823.91 | \$714,583.39 |

Balance Sheet

As of March 31, 2022

| | As of Mar 31, 2022 | As of Mar 31, 2021 (PY) | Total % Change |
|---|-----------------------|----------------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1110 Biddeford Savings - Checking | 10,000.88 | 5,489.67 | 82.18 % |
| 1116 Biddeford Savings Savings Base | 200,000.00 | 200,000.00 | 0.00 % |
| 1117 Biddeford Savings Sweep Savings | 3,526,113.25 | 3,029,640.25 | 16.39 % |
| Total Bank Accounts | 3,736,114.13 | 3,235,129.92 | 15.49 % |
| Accounts Receivable | | | |
| 1200 ACCOUNTS RECEIVABLE | 374,375.93 | 311,277.70 | 20.27 % |
| Total Accounts Receivable | 374,375.93 | 311,277.70 | 20.27 % |
| Other Current Assets | | | |
| 12100 Performance Guarantee | 33,050.00 | 33,050.00 | 0.00 % |
| 1400 ALLOWANCE FOR DOUBTFUL ACCOUNTS | -17,500.00 | -17,500.00 | 0.00 % |
| 1499 UNDEPOSITED FUNDS | 0.00 | 514.45 | -100.00 % |
| Total Other Current Assets | 15,550.00 | 16,064.45 | -3.20 % |
| Total Current Assets | 4,126,040.06 | 3,562,472.07 | 15.82 % |
| Fixed Assets | | | |
| 1700 FIXED ASSETS | | | |
| 1740 Infrastructure | 194,074.09 | 194,074.09 | 0.00 % |
| 1740-02 B21 Blanchette Br. Restoration | 611,612.80 | 611,612.80 | 0.00 % |
| 1740-03 Darling Avenue Improvements | 572,926.52 | 572,926.52 | 0.00 % |
| 1740-07 Mall Plaza Improvements | 1,256,737.05 | 1,256,737.05 | 0.00 % |
| 1740-09 Philbrook Ave Improvements | 428,967.91 | 428,967.91 | 0.00 % |
| 1740-11 B21 Col. Westbrook Improvements | 207,979.14 | 207,979.14 | 0.00 % |
| 1740-16 Port Resources Improvements | 51,745.00 | 51,745.00 | 0.00 % |
| 1740-20 C08 Fairchild Improvements | 259,759.13 | 259,759.13 | 0.00 % |
| 1740-21 Gorham Road Improvements | 491,412.26 | 491,412.26 | 0.00 % |
| 1740-22 Maine Mall Road Improvements | 693,732.87 | 693,732.87 | 0.00 % |
| 1740-23 GGP Gravel Wetland | 664,216.29 | 664,216.29 | 0.00 % |
| Total 1740 Infrastructure | 5,433,163.06 | 5,433,163.06 | 0.00 % |
| 1780 Construction in Process | 0.00 | 0.00 | |
| 1786 South Branch BMP Retrofits E-34 | 154,388.38 | 102,648.91 | 50.40 % |
| Total 1780 Construction in Process | 154,388.38 | 102,648.91 | 50.40 % |
| 1790 Accumulated Depreciation | -886,988.39 | -778,325.13 | -13.96 % |
| Total 1700 FIXED ASSETS | 4,700,563.05 | 4,757,486.84 | -1.20 % |
| Total Fixed Assets | 4,700,563.05 | 4,757,486.84 | -1.20 % |
| TOTAL ASSETS | \$8,826,603.11 | \$8,319,958.91 | 6.09 % |

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

| | As of Mar 31, 2022 | As of Mar 31, 2021 (PY) | Total % Change |
|--|-----------------------|----------------------------|-------------------|
| Accounts Payable | | | |
| 2000 ACCOUNTS PAYABLE | 35,705.98 | 14,864.74 | 140.21 % |
| Total Accounts Payable | 35,705.98 | 14,864.74 | 140.21 % |
| Credit Cards | | | |
| 1114 Credit Card | 2,834.74 | 648.79 | 336.93 % |
| Total Credit Cards | 2,834.74 | 648.79 | 336.93 % |
| Other Current Liabilities | | | |
| 2210 Accrued Vacation | 1,801.74 | 1,801.74 | 0.00 % |
| Total Other Current Liabilities | 1,801.74 | 1,801.74 | 0.00 % |
| Total Current Liabilities | 40,342.46 | 17,315.27 | 132.99 % |
| Long-Term Liabilities | | | |
| 2700 MM BOND BANK | 757,583.00 | 833,341.30 | -9.09 % |
| Total Long-Term Liabilities | 757,583.00 | 833,341.30 | -9.09 % |
| Total Liabilities | 797,925.46 | 850,656.57 | -6.20 % |
| Equity | | | |
| 3000 NET ASSETS | 7,314,094.26 | 7,429,168.74 | -1.55 % |
| Net Income | 714,583.39 | 40,133.60 | 1,680.51 % |
| Total Equity | 8,028,677.65 | 7,469,302.34 | 7.49 % |
| TOTAL LIABILITIES AND EQUITY | \$8,826,603.11 | \$8,319,958.91 | 6.09 % |

Checks and Credit Card Charges by Date

March 2022

| Date | Transaction Type | Num | Posting | Name | Memo/Description | Account | Split | Amount |
|------------|----------------------|---------------------|---------|--|--------------------------|-----------------------------------|-----------------------|-----------------|
| 03/18/2022 | Credit Card Expense | 111-5523694-1365803 | Yes | AMAZON.COM | Printer Paper | 1114 Credit Card | 6550 SUPPLIES | 26.13 |
| 03/21/2022 | Bill Payment (Check) | 1024 | Yes | ACORN ENGINEERING, INC | | 1110 Biddeford Savings - Checking | 2000 ACCOUNTS PAYABLE | -33.75 |
| 03/21/2022 | Bill Payment (Check) | 1025 | Yes | MEMIC | | 1110 Biddeford Savings - Checking | 2000 ACCOUNTS PAYABLE | -566.00 |
| 03/21/2022 | Bill Payment (Check) | 1026 | Yes | GZA GEOENVIRONMENTAL INC | | 1110 Biddeford Savings - Checking | 2000 ACCOUNTS PAYABLE | -880.00 |
| 03/21/2022 | Bill Payment (Check) | 1027 | Yes | A Partner in Technology | | 1110 Biddeford Savings - Checking | 2000 ACCOUNTS PAYABLE | -31.25 |
| 03/23/2022 | Credit Card Expense | 6460338421 | Yes | Lenovo | Laptop & Docking Station | 1114 Credit Card | 6550 SUPPLIES | 1,307.65 |
| 03/31/2022 | Bill Payment (Check) | 1028 | Yes | Sterling Stormwater Maintenance Services | | 1110 Biddeford Savings - Checking | 2000 ACCOUNTS PAYABLE | - 163,435.84 |

Deposit List by Date

March 2022

| Date | Transaction Type | Num | Posting | Name | Memo/Description | Account | Split | Amount |
|------------|------------------|-----|---------|-----------------------------|-------------------------------------|--------------------------------------|----------------------------|-----------|
| 03/02/2022 | Deposit | | Yes | 333 Clark's Pond, LLC | | 1116 Biddeford Savings Savings Base | 1499 UNDEPOSITED FUNDS | 727.00 |
| 03/02/2022 | Deposit | | Yes | | SERVICE CHARGE REFUND | 1116 Biddeford Savings Savings Base | 66910 Bank Service Charges | 10.00 |
| 03/04/2022 | Deposit | | Yes | | | 1116 Biddeford Savings Savings Base | -Split- | 1,217.69 |
| 03/07/2022 | Deposit | | Yes | Hannaford Bros. Co., LLC | | 1116 Biddeford Savings Savings Base | 1499 UNDEPOSITED FUNDS | 4,404.98 |
| 03/14/2022 | Deposit | | Yes | | | 1116 Biddeford Savings Savings Base | -Split- | 13,116.90 |
| 03/22/2022 | Deposit | | Yes | Macy's Retail Holdings, Inc | | 1116 Biddeford Savings Savings Base | 1499 UNDEPOSITED FUNDS | 22,110.92 |
| 03/31/2022 | Deposit | | Yes | Biddeford Savings Bank | INTEREST | 1110 Biddeford Savings - Checking | 4820 INTEREST | 0.88 |
| 03/31/2022 | Deposit | | Yes | Biddeford Savings Bank | INTEREST | 1116 Biddeford Savings Savings Base | 4820 INTEREST | 16.99 |
| 03/31/2022 | Deposit | | Yes | Biddeford Savings Bank | INTEREST POSTING FOR DDA 8082398999 | 1117 Biddeford Savings Sweep Savings | 4820 INTEREST | 934.95 |

A/R Aging Summary

As of March 31, 2022

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--|------------------|-----------------|------------------|------------------|-------------------|-------------------|
| 333 Clark's Pond, LLC | | | | | | 0.00 |
| 138-01 | | | 2,181.00 | | | 2,181.00 |
| Total 333 Clark's Pond, LLC | | | 2,181.00 | | | 2,181.00 |
| 465 Main Street LLC | | | | | | 0.00 |
| 128-02 | | | 3,407.45 | | | 3,407.45 |
| Total 465 Main Street LLC | | | 3,407.45 | | | 3,407.45 |
| 53 Darling Avenue LLC | | | -2,272.00 | | | -2,272.00 |
| CarMax Auto Superstores, Inc. | | | -0.02 | | | -0.02 |
| Cornerbrook LLC | | | | | | 0.00 |
| 65-01 | 361.59 | 358.39 | 4,108.84 | 314.88 | 67,073.72 | 72,217.42 |
| Total Cornerbrook LLC | 361.59 | 358.39 | 4,108.84 | 314.88 | 67,073.72 | 72,217.42 |
| Cortland Associates Limited Partnership | | | | | | 0.00 |
| 134-01 | 42.39 | | 6,956.62 | | | 6,999.01 |
| Total Cortland Associates Limited Partnership | 42.39 | | 6,956.62 | | | 6,999.01 |
| CPSP LLC | | | | | | 0.00 |
| 70-D-01 | 440.76 | 436.94 | 6,125.54 | 372.97 | 71,419.62 | 78,795.83 |
| 71-D-01 | 469.83 | 465.69 | 5,681.61 | 405.79 | 86,760.72 | 93,783.64 |
| 72-D-01 | 207.65 | 205.80 | 2,184.12 | 182.53 | 36,399.10 | 39,179.20 |
| Total CPSP LLC | 1,118.24 | 1,108.43 | 13,991.27 | 961.29 | 194,579.44 | 211,758.67 |
| GGP-Maine Mall L.L.C. | | | | | | 0.00 |
| 30-R-01 | 10,827.90 | | | 10,827.90 | | 21,655.80 |
| 32-R-01 | | | 633.89 | | | 633.89 |
| 58-R-01 | | | 30.78 | | | 30.78 |
| Total GGP-Maine Mall L.L.C. | 10,827.90 | | 664.67 | 10,827.90 | | 22,320.47 |
| Macy's Retail Holdings, Inc | | | | | | 0.00 |
| 29-01 | 80.28 | | | | | 80.28 |
| Total Macy's Retail Holdings, Inc | 80.28 | | | | | 80.28 |
| North Avenue Realty Trust | | | | | | 0.00 |
| 15-01 | | | 1,151.81 | | 4,078.76 | 5,230.57 |

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--|--------------------|-------------------|--------------------|--------------------|---------------------|---------------------|
| Total North Avenue Realty Trust | | | 1,151.81 | | 4,078.76 | 5,230.57 |
| Second Portland Limited Partnership | | | | | | 0.00 |
| 46-01 | 73.98 | 73.27 | 72.57 | 71.88 | 4,949.26 | 5,240.96 |
| Total Second Portland Limited Partnership | 73.98 | 73.27 | 72.57 | 71.88 | 4,949.26 | 5,240.96 |
| Target Corporation | | | | | | 0.00 |
| 23-U-01 | 51.65 | | 10,660.73 | | | 10,712.38 |
| 41-U-01 | 45.23 | | 2,022.90 | | | 2,068.13 |
| Total Target Corporation | 96.88 | | 12,683.63 | | | 12,780.51 |
| TRU 2005 RE I, LLC | | | | | | 0.00 |
| 33-01 | | | | | 10,016.46 | 10,016.46 |
| Total TRU 2005 RE I, LLC | | | | | 10,016.46 | 10,016.46 |
| Washington Baxter, LLC | | | | | | 0.00 |
| 69-02 | | | | | 24,415.15 | 24,415.15 |
| Total Washington Baxter, LLC | | | | | 24,415.15 | 24,415.15 |
| TOTAL | \$12,601.26 | \$1,540.09 | \$42,945.84 | \$12,175.95 | \$305,112.79 | \$374,375.93 |

Accounts Payable Aging Summary

As of March 31, 2022

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--|--------------------|---------------|----------------|----------------|--------------------|--------------------|
| CUMBERLAND COUNTY SWCD | 11,084.20 | | | | | 11,084.20 |
| Eco Maine - Vendor | 1,272.82 | | | | | 1,272.82 |
| GZA GEOENVIRONMENTAL INC | 7,710.48 | | | | | 7,710.48 |
| Sterling Stormwater Maintenance Services | 15,638.48 | | | | | 15,638.48 |
| TOTAL | \$35,705.98 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$35,705.98 |

Expenses by Vendor Summary

July 2021 - March 2022

| | Total |
|--|---------------------|
| A Partner in Technology | 558.75 |
| Acadia Insurance | 5,532.00 |
| ACORN ENGINEERING, INC | 252.50 |
| AMAZON.COM | 122.51 |
| Biddeford Savings Bank | 10.00 |
| CITY OF SOUTH PORTLAND | 300.00 |
| CONTECH ENGINEERED SOLUTIONS LLC | 46,600.00 |
| CROSS INSURANCE | 2,566.00 |
| CUMBERLAND COUNTY SWCD | 84,043.32 |
| Eco Maine - Vendor | 11,208.02 |
| ESRI | 600.00 |
| Eventbrite | 32.54 |
| GZA GEOENVIRONMENTAL INC | 64,337.72 |
| Lenovo | 1,307.65 |
| MAINE MUNICIPAL BOND BANK | 75,758.30 |
| Maritime Farms Land Management | 132,113.48 |
| MEMIC | 495.15 |
| ONSET COMPUTER | 2,130.57 |
| P.C. Sexton WIT Companies, LLC | 8,500.00 |
| PERKINS-THOMPSON | 5,144.00 |
| Purdy Powers & Company | 8,600.00 |
| STAPLES | 80.17 |
| Sterling Stormwater Maintenance Services | 179,074.32 |
| TechSoup | 75.00 |
| The Maine Mall | 50,000.00 |
| VERIZON | 1,084.64 |
| wood | 2,060.00 |
| Not Specified | -245.00 |
| TOTAL | \$682,341.64 |

Budget vs. Actuals - FY22 Profit & Loss

July 2021 - March 2022

| | Actual | Budget | over Budget | Total % of Budget |
|--|---------------------|---------------------|----------------------|----------------------|
| INCOME | | | | |
| 4100 ADMINISTRATION | 196,669.38 | 206,424.28 | -9,754.90 | 95.27 % |
| 4200 CONSTRUCTION AND MAINTENANCE | 874,806.85 | 845,057.16 | 29,749.69 | 103.52 % |
| 4201 Drainage Maintenance Agreement | 316.00 | | 316.00 | |
| Total 4200 CONSTRUCTION AND MAINTENANCE | 875,122.85 | 845,057.16 | 30,065.69 | 103.56 % |
| 4500 GOOD HOUSEKEEPING | 280,925.01 | 337,936.51 | -57,011.50 | 83.13 % |
| 4600 MONITORING | 83,830.01 | 141,500.51 | -57,670.50 | 59.24 % |
| 4700 STREAM RESTORATION | 0.00 | 3,196.51 | -3,196.51 | 0.00 % |
| 4750 CFUP INCOME | 16,613.52 | | 16,613.52 | |
| 4810 FINANCE CHARGES | 13,122.08 | | 13,122.08 | |
| 4820 INTEREST | 7,571.18 | 10,000.00 | -2,428.82 | 75.71 % |
| Sales | 82.00 | | 82.00 | |
| Total Income | 1,473,936.03 | 1,544,114.97 | -70,178.94 | 95.46 % |
| GROSS PROFIT | 1,473,936.03 | 1,544,114.97 | -70,178.94 | 95.46 % |
| EXPENSES | | | | |
| 5030 BAD DEBT | 51.50 | 40,245.10 | -40,193.60 | 0.13 % |
| 5040 CONSTRUCTION | | | | |
| 5041 BMP Repair & Replacment Reserve | | 200,000.00 | -200,000.00 | |
| 5042 Engineering | 13,100.25 | 12,250.00 | 850.25 | 106.94 % |
| 5044 Permit Fees | 300.00 | | 300.00 | |
| 5046 Structural | 50,000.00 | 1,365,000.00 | -1,315,000.00 | 3.66 % |
| 5047 Inspection and Maintenance | 60,200.00 | 79,500.00 | -19,300.00 | 75.72 % |
| 5048 Non-Routine Repair & Maint. | 156,186.59 | | 156,186.59 | |
| 5049 Landscaping of Const. Proj. | 51,179.50 | 98,681.50 | -47,502.00 | 51.86 % |
| Total 5040 CONSTRUCTION | 330,966.34 | 1,755,431.50 | -1,424,465.16 | 18.85 % |
| 5060 MONITORING EXPENSE | | | | |
| 5061 Watershed Monitoring | 51,489.97 | 67,719.00 | -16,229.03 | 76.03 % |
| Total 5060 MONITORING EXPENSE | 51,489.97 | 67,719.00 | -16,229.03 | 76.03 % |
| 5080 MEETINGS | | 2,000.00 | -2,000.00 | |
| 5090 EQUIPMENT | 2,493.57 | 5,000.00 | -2,506.43 | 49.87 % |

| | | | | Total |
|--|-------------------|-------------------|--------------------|--------------------|
| | Actual | Budget | over Budget | % of Budget |
| 6000 PROGRAM EXPENSE | | | | |
| 6002 Loan Payment | 75,758.30 | 75,760.00 | -1.70 | 100.00 % |
| Total 6000 PROGRAM EXPENSE | 75,758.30 | 75,760.00 | -1.70 | 100.00 % |
| 6120 SERVICE CHARGES | 10.00 | | 10.00 | |
| 6160 DUES AND SUBSCRIPTIONS | 710.00 | 2,500.00 | -1,790.00 | 28.40 % |
| 6170 EQUIPMENT RENTAL | | 1,000.00 | -1,000.00 | |
| 6180 INSURANCE | | | | |
| 6181 Liability Insurance | 8,098.00 | 9,500.00 | -1,402.00 | 85.24 % |
| Total 6180 INSURANCE | 8,098.00 | 9,500.00 | -1,402.00 | 85.24 % |
| 6250 POSTAGE AND DELIVERY | | 650.00 | -650.00 | |
| 6270 PROFESSIONAL FEES | | | | |
| 6271 Consultant-Engineer | 11,118.75 | 67,280.00 | -56,161.25 | 16.53 % |
| 6272 Legal Fees | 8,033.88 | 20,000.00 | -11,966.12 | 40.17 % |
| 6273 Accounting | 8,600.00 | 7,500.00 | 1,100.00 | 114.67 % |
| 6275 Plan Implementation | 78,731.47 | 181,165.79 | -102,434.32 | 43.46 % |
| 6276 Sweeping | 75,145.98 | 145,146.40 | -70,000.42 | 51.77 % |
| 6278 Catch Basin Cleaning | | 52,500.00 | -52,500.00 | |
| 6283 Waste Management | 26,283.75 | 25,300.00 | 983.75 | 103.89 % |
| Total 6270 PROFESSIONAL FEES | 207,913.83 | 498,892.19 | -290,978.36 | 41.68 % |
| 6300 Routine Maint. & Repairs | | | | |
| 6330 Equipment | 1,280.50 | | 1,280.50 | |
| Total 6300 Routine Maint. & Repairs | 1,280.50 | | 1,280.50 | |
| 6340 TELEPHONE | 1,084.64 | 1,440.00 | -355.36 | 75.32 % |
| 6350 TRAVEL | 77.41 | | 77.41 | |
| 6351 Lodging | | 500.00 | -500.00 | |
| 6353 Meals | | 500.00 | -500.00 | |
| 6354 Travel | 61.32 | 1,100.00 | -1,038.68 | 5.57 % |
| 6355 Conferences | 207.54 | 2,000.00 | -1,792.46 | 10.38 % |
| Total 6350 TRAVEL | 346.27 | 4,100.00 | -3,753.73 | 8.45 % |
| 6550 SUPPLIES | 1,510.33 | 2,000.00 | -489.67 | 75.52 % |
| 66910 Bank Service Charges | -10.00 | | -10.00 | |
| 7200 Salaries & Related Expenses | | | | |

| | Actual | Budget | over Budget | Total % of Budget |
|---|---------------------|-------------------------|-----------------------|------------------------------|
| 7220 Salaries & Wages | 69,339.80 | 89,900.12 | -20,560.32 | 77.13 % |
| 7245 Employee Benefits - Simple IRA | 2,080.20 | 2,696.96 | -616.76 | 77.13 % |
| 7250 Payroll Taxes, etc. | 5,304.50 | 7,416.78 | -2,112.28 | 71.52 % |
| 7260 Payroll Processing & Fees | 429.74 | 500.00 | -70.26 | 85.95 % |
| 7270 Workers Comp Insurance | 495.15 | 500.00 | -4.85 | 99.03 % |
| Total 7200 Salaries & Related Expenses | 77,649.39 | 101,013.86 | -23,364.47 | 76.87 % |
| Total Expenses | 759,352.64 | 2,567,251.65 | -1,807,899.01 | 29.58 % |
| NET OPERATING INCOME | 714,583.39 | -1,023,136.68 | 1,737,720.07 | -69.84 % |
| NET INCOME | \$714,583.39 | \$ -1,023,136.68 | \$1,737,720.07 | -69.84 % |

ATTACHMENT C



Agreement Change Order

| | | |
|--|--|---|
| Contract Title: Stormwater Best Management Practice (“BMP”) Inspection and Maintenance Services Agreement | | Change Order Number: 3 |
| Contractor Name and Address: Sterling Stormwater Maintenance Services, LLC 9 Heathwood Drive Windham, Maine 04062 | | Date of Request: April 28, 2022 |
| | | Original Contract Date: January 4, 2021 |
| | | Original Performance Date: Per schedule in agreement. |
| | | Original Termination Date: December 31, 2023 |
| Contractor Phone: (207) 321-9852 | Contractor Email: tgorrivan@sterlingstormwater.com | Original Contract Amount: Indefinite delivery, indefinite quantity; per rate and schedule in agreement. |
| <input checked="" type="checkbox"/> Previous Change Orders (If yes complete revised amount and/or termination fields) | | |
| Revised Contract Amount: Indefinite delivery, indefinite quantity; per rate and schedule in agreement; Change Order #1 for increase in an amount not to exceed \$5,500.00; Change Order #2 for increase in an amount not to exceed \$144,775.00. | Revised Performance Date: Not applicable. | Revised Termination Date: Not applicable. |
| Change Category (Check all that apply): | | |
| <input checked="" type="checkbox"/> Schedule | <input checked="" type="checkbox"/> Cost | <input checked="" type="checkbox"/> Scope |
| <input type="checkbox"/> Deliverables | <input type="checkbox"/> Testing/Quality | <input type="checkbox"/> Resources |
| Does this Change Affect (Check all that apply): | | |
| <input type="checkbox"/> Corrective Action | <input type="checkbox"/> Preventative Action | <input checked="" type="checkbox"/> Defect Repair |
| <input type="checkbox"/> Updates | <input checked="" type="checkbox"/> Other – Non-routine maintenance. | |

| Description: | Add | Deduct |
|--|--|--------|
| <p>This is an after-the-fact change order is for non-routine maintenance work performed by Sterling Stormwater Maintenance Services, LLC during the 2021 BMP inspection and maintenance season in accordance with the attached detail.</p> <p>Underdrained Soil Filters: The BMPs along Darling Avenue were originally designed as grassed and/or landscaped Underdrained Soil Filters (“USF”). Over the years, most of the BMPs were converted from grassed soil filters to landscaped and mulched beds because grass was not growing well in the units leading to erosion and sedimentation. The maintenance protocols for grassed USFs was used to bid the work for these BMPs, however, because the BMPs were converted to landscaped beds over the years additional work is required to remove accumulated sediment and mulch, maintain plants, and re-mulch. The last two USF BMPs were converted to landscaped and mulched beds in 2021 because the grass was in poor condition and erosion and sedimentation was occurring. In addition, rip-rap inlet throats were constructed for each BMP to prevent sediment from entering the filter bed.</p> <p>Similar additional maintenance work was performed on two USF units at Port Resources on Gannett Drive and two USF units on Maine Mall Road, which were constructed with “hybrid” of grass and landscaping and mulch, with the exception of installing rip-rap inlet throats.</p> <p>The plants in the two USFs on Darling Avenue that were converted to landscaped beds were watered twice per week for three weeks.</p> <p>Bioretention Cells: Non-routine maintenance was performed on the Bioretention cells in the Gorham Road medians. This work included completely scraping the surface to remove all existing mulch and then installing 3" of bioretention mulch.</p> <p>Filtterra Sampling: Sterling requested after-the-fact approval of recovery of costs for sampling the media in the twenty-two Filtterra units upon which non-routine maintenance was performed in 2021.</p> <p>Filtterra Repair: During maintenance it was discovered that Filtterra unit BMP208-10’s underdrain pipe was broken and needed to be repaired.</p> <p>123 Darling Avenue, Underdrained Soil Filter: Field-approved repair of eroded berm and installation of rip-rap apron to prevent sedimentation of filter bed.</p> | <p>\$10,025.48</p> <p>\$405.00</p> <p>\$3,800.00</p> <p>\$758.00</p> <p>\$235.10</p> <p>\$650.00</p> | |
| Total | \$15,873.58 | |

| | | | |
|---|-------|---|-------|
| | | | |
| Change Order Amount: | | \$15,873.58 | |
| Previous Contract/Agreement Amount: | | Indefinite delivery, indefinite quantity; per rate and schedule in agreement. | |
| New Contract/Agreement Amount: | | Increase in the amount of \$15,873.58. | |
| Approval Process Needed: | | | |
| <input type="checkbox"/> No Cost Time Extension <input type="checkbox"/> Executive Director Approval <input checked="" type="checkbox"/> Board Approval | | | |
| New Contract Information (enter if revised): | | | |
| New Contract Amount: Indefinite delivery, indefinite quantity; per rate and schedule in agreement. Increase in the amount of \$15,873.58. | | New Performance Date: Not applicable. | |
| | | New Termination Date: Not applicable. | |
| All provisions of the original contract not modified by this change order remain in full force and effect. | | | |
| Approved by Long Creek Watershed Management District: | | Approved by Contractor: | |
| Signature: | Date: | Signature: | Date: |
| Printed Name: Peter J. Carney | | Printed Name: Thomas P. Gorrivan | |
| Title: Executive Director | | Title: | |

| Darling Avenue Underdrained Soil Filters | | | | | | | | | | | | | | | | | | |
|--|-----------------------|-------|-------|----------|------------|---------|-------|----------|-----------|----------|---------------------|------------|---------|------------|-----------|------------------|--------------------------------|------------|
| # Units | BMP | | Labor | | | Plants | | | Mulch | | RR Inlets/Overflows | | | TOTALS | | | Cost | |
| | BMP's | SQ/FT | MH | Rate (*) | Total | Per | Count | Total | Cubic YDS | Total | # Inlet Throats | RR - Yards | Total | Labor | Materials | Equipment Rental | Less Routine Maintenance Event | TOTAL |
| 1 | 405-03 | 320 | 3 | \$245.00 | \$735.00 | \$22.14 | 0 | \$0.00 | 2.96 | \$63.64 | 2 | 0.41 | \$32.80 | \$735.00 | \$96.44 | \$51.00 | -\$350.00 | \$532.44 |
| 2 | 405-04 | 176 | 2 | \$245.00 | \$490.00 | \$22.14 | 0 | \$0.00 | 1.63 | \$35.05 | 1 | 0.41 | \$16.40 | \$490.00 | \$51.45 | \$51.00 | -\$350.00 | \$242.45 |
| 3 | 405-05 | 96 | 2 | \$245.00 | \$490.00 | \$22.14 | 0 | \$0.00 | 0.89 | \$19.14 | 1 | 0.41 | \$16.40 | \$490.00 | \$35.54 | \$51.00 | -\$350.00 | \$226.54 |
| 4 | 405-06 | 272 | 3 | \$245.00 | \$735.00 | \$22.14 | 0 | \$0.00 | 2.52 | \$54.18 | 2 | 0.41 | \$32.80 | \$735.00 | \$86.98 | \$51.00 | -\$350.00 | \$522.98 |
| 5 | 405-07 | 60 | 2 | \$245.00 | \$490.00 | \$22.14 | 0 | \$0.00 | 0.56 | \$12.04 | 0 | 0.41 | \$0.00 | \$490.00 | \$12.04 | \$51.00 | -\$350.00 | \$203.04 |
| 6 | 405-08 | 292 | 3 | \$245.00 | \$735.00 | \$22.14 | 0 | \$0.00 | 2.7 | \$58.05 | 2 | 0.41 | \$32.80 | \$735.00 | \$90.85 | \$51.00 | -\$350.00 | \$526.85 |
| 7 | 405-09 | 320 | 3 | \$245.00 | \$735.00 | \$22.14 | 3 | \$66.42 | 2.96 | \$63.64 | 2 | 0.41 | \$32.80 | \$735.00 | \$162.86 | \$51.00 | -\$350.00 | \$598.86 |
| 8 | 405-11 (added Plants) | 412 | 8 | \$245.00 | \$1,960.00 | \$22.14 | 30 | \$664.20 | 3.81 | \$81.92 | 1 | 0.41 | \$16.40 | \$1,960.00 | \$762.52 | \$51.00 | -\$350.00 | \$2,423.52 |
| 9 | 405-12 (added Plants) | 760 | 6 | \$245.00 | \$1,470.00 | \$22.14 | 10 | \$221.40 | 7.04 | \$151.36 | 1 | 0.41 | \$16.40 | \$1,470.00 | \$389.16 | \$51.00 | -\$350.00 | \$1,560.16 |
| 10 | 405-13 | 436 | 4 | \$245.00 | \$980.00 | \$22.14 | 3 | \$66.42 | 4.04 | \$86.86 | 1 | 0.41 | \$16.40 | \$980.00 | \$169.68 | \$51.00 | -\$350.00 | \$850.68 |
| 11 | BMP 135-03 | 3060 | 4 | \$245.00 | \$980.00 | \$22.14 | 0 | \$0.00 | 18.05 | \$388.08 | 0 | 0 | \$0.00 | \$980.00 | \$388.08 | \$75.00 | -\$350.00 | \$1,093.08 |
| 12 | BMP 135-06 | 670 | 4 | \$245.00 | \$980.00 | \$22.14 | 0 | \$0.00 | 4.14 | \$89.01 | 0 | 0 | \$0.00 | \$980.00 | \$89.01 | \$75.00 | -\$350.00 | \$794.01 |
| 13 | BMP 208-01 | 196 | 2 | \$245.00 | \$490.00 | \$22.14 | 0 | \$0.00 | 1.81 | \$38.92 | 0 | 0 | \$0.00 | \$490.00 | \$38.92 | \$37.50 | -\$350.00 | \$216.42 |
| 14 | BMP 208-07 | 286 | 2 | \$245.00 | \$490.00 | \$22.14 | 0 | \$0.00 | 2.65 | \$56.98 | 0 | 0 | \$0.00 | \$490.00 | \$56.98 | \$37.50 | -\$350.00 | \$234.48 |
| | | | | | | | | | | | | | | | | | \$10,025.48 | |

| Labor Rates | 1 | 2 | 3 | 4 | Supervisor |
|--------------|---------|---------|----------|----------|------------|
| Hourly Rates | \$45.00 | \$90.00 | \$135.00 | \$180.00 | \$65.00 |

NOTES: Includes all labor related to the removal of old mulch, removal of sediment & dead plantings, pruning and replanting existing plants, edging, replacing mulch, adding RR to inlets and overflow areas. In the case of BMP 405-11 we added 30 plants(watering that was done 2 tx week after plants were quoted seperately).

| (*) Darling AVE Manhours Explained | | | | |
|------------------------------------|---------|-------|----------|--|
| | Rate | Count | Hourly | |
| Laborer | \$45.00 | 4 | \$180.00 | |
| Forman | \$65.00 | 1 | \$65.00 | |

| Equipment Rental | | | | |
|------------------|----------|---------|--------------|-------------|
| EQ | Project | Per Bed | Equip | Daily Rates |
| Edger | \$135.00 | \$13.50 | Edger | \$45.00 |
| Rotortiller | \$75.00 | \$7.50 | Rotortiller | \$75.00 |
| Dump Trailer | \$300.00 | \$30.00 | Dump Trailer | \$75.00 |
| TOTAL | \$510.00 | \$51.00 | | |

| Materials | Material Cost (CY) | Per Ton | Customer |
|-----------|--------------------|---------|----------|
| Mulch | \$21.50 | - | \$43.00 |
| Rip Rap | - | \$42.00 | \$84.00 |

| PLANTS | | |
|----------|--------|---------|
| Our Cost | Markup | Per |
| \$11.07 | | \$22.14 |

| Gorham Road Bioretention Cells | | | | | |
|--------------------------------|-------------------|---------------------------|------------------------------------|--------------------------|--|
| Facility ID | Type | Contract Maintenance Cost | Maintenance Fee for Work Completed | Extra Amount to Bill Out | Notes |
| BMP 206-01 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | Maintenance fee for work completed based on price we would have charged Long Creek to do full maintenance on these facilities. Full maintenance includes routine maintenance items plus completely scraping the surface to remove all existing mulch and then installing 3" of bioretention mulch. |
| BMP 206-02 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| BMP 206-03 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| BMP 206-04 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| BMP 206-05 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| BMP 206-06 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| BMP 411-07 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| BMP 411-08 | Bioretention Cell | \$425.00 | \$900.00 | \$475.00 | |
| | | | | \$3,800.00 | |

Darling Avenue Watering Plants

Watering Plants (2 x weeks for 3 weeks) post planting

| MH rate | Time Per trip | # Trips | Total |
|---------|---------------|---------|----------|
| \$45.00 | 1.5 | 6 | \$405.00 |

| Facility ID | Watering Cost |
|-------------|---------------|
| 405-11 | \$202.50 |
| 405-12 | \$202.50 |

| Filtterra Sampling Cost Determination | | | |
|---|-------------|--------------|-----------------|
| # Staff | Rate | Hours | Total |
| 2 | \$45.00 | 8 | \$720.00 |
| Sample Containers | | | \$12.00 |
| Postage | | | \$26.00 |
| TOTAL | | | \$758.00 |
| <i>Includes taking sample, packaging and mailing.</i> | | | |

| BMP ID Number | BMP Type | Sampling Fee Per Unit |
|----------------------|------------------|------------------------------|
| BMP 28-02 | Filtterra System | \$34.45 |
| BMP 62-01 | Filtterra System | \$34.45 |
| BMP 62-02 | Filtterra System | \$34.45 |
| BMP 62-03 | Filtterra System | \$34.45 |
| BMP 203-01 | Filtterra System | \$34.45 |
| BMP 203-02 | Filtterra System | \$34.45 |
| BMP 203-03 | Filtterra System | \$34.45 |
| BMP 203-05 | Filtterra System | \$34.45 |
| BMP 208-02 | Filtterra System | \$34.45 |
| BMP 208-03 | Filtterra System | \$34.45 |
| BMP 208-06 | Filtterra System | \$34.45 |
| BMP 208-09 | Filtterra System | \$34.45 |
| BMP 208-10 | Filtterra System | \$34.45 |
| BMP 208-11 | Filtterra System | \$34.45 |
| BMP 208-13 | Filtterra System | \$34.45 |
| BMP 208-15 | Filtterra System | \$34.45 |
| BMP 208-16 | Filtterra System | \$34.45 |
| BMP 208-17 | Filtterra System | \$34.45 |
| BMP 402-03 | Filtterra System | \$34.45 |
| BMP 402-04 | Filtterra System | \$34.45 |
| BMP 405-01 | Filtterra System | \$34.45 |
| BMP 405-02 | Filtterra System | \$34.45 |

| Filtterra Repair | | |
|--|------------------|-----------------|
| BMP ID Number | BMP Type | Cost |
| BMP208-10 | Filtterra System | \$235.10 |
| Underdrain pipe was broken and needed to be repaired. The cost of materials was \$40.10 and labor was \$195.00 (\$65 per hour X 3 hours). Therefore the total is \$235.10. | | |

| BMP93-02 Repair | |
|------------------------|--|
| Facility ID | Fee Approved by Pete to Repair Erosion on Embankment |
| BMP 93-02 | \$650.00 |