



Long Creek Watershed Management District Board of Directors Meeting

Agenda: April 16, 2024, 9:00a.m. to 11:00a.m.

Location: Cumberland County Soil & Water Conservation District, 35 Main Street, Suite #3, Windham, Maine or [Click here to join the meeting](#) on Microsoft Teams

Time	Agenda Item	Attachment	Page(s)
9:00 — 9:05	1. Call to Order		
9:05 — 9:10	2. Minutes: March 28, 2024, Board Meeting <i>Proposed Motion: Motion to approve the March 28, 2024, Board meeting minutes.</i>	Attachment A	1 — 5
9:10 — 9:15	3. Treasurer’s Report: March Financial Report	Attachment B	6 — 20
9:15 — 9:20	4. 75 Darling Preble Street, LLC: Private BMP Incentive Program Award; Request to Amend Agreement <i>Proposed Motion: Motion to approve payment of \$6,060.00 to 75 Darling Preble Street, LLC (the “Applicant”) for the design phase of a project described in a Private BMP Incentive Program Funding Agreement with the Applicant dated December 4, 2023 (the “Agreement”), without requiring the Applicant to submit a complete application for the construction phase of the project, as would otherwise be required by the Agreement.</i>	Attachment C	21 — 22
9:20 — 9:30	5. Strategic Planning Committee: Next Steps for Long Creek Watershed Management Plan		
9:30 — 9:45	6. Executive Director’s Report		
9:45 — 9:50	7. Public Comment(s)		
9:50 — 10:00	8. Next Meeting: May (Floating Date), “Annual Landowner Meeting”		
10:00	9. Adjourn		

ATTACHMENT A



Long Creek Watershed Management District Board of Director's Meeting

Minutes from March 28, 2024, Meeting

Location: South Portland Water Pollution Control Facility, 111 Waterman Drive,
South Portland, Maine or [Click here to join the meeting](#) on Microsoft Teams

1. **Call to Order:** Mr. Dillon called the meeting to order at 9:06a.m.
2. **Roll Call:**
 - a. Attendance: Curtis Bohlen, Fred Dillon, Cindy Dionne, Sean Donohue, Brian Goldberg, Jason Kenney, Richard Matthews, Doug Roncarati, Taryn Trefethen-Boileau
 - b. Absent: Angela Blanchette, Peter Connell, Eric Dudley, Will Haskell,
 - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District); Greg Bilezikian, BFE Ventures LLC (Participating Landowner)
3. **Review of Board Meeting Minutes:**
 - a. The Board reviewed the minutes from the January 23, 2024, meeting.
 - b. **Mr. Roncarati made a motion to approve the January 23, 2024, Board meeting minutes. Mr. Bohlen seconded the motion. The motion carried unanimously.**
 - c. The Board reviewed the minutes from the February 20, 2024, meeting.
 - d. **Mr. Bohlen made a motion to approve the February 20, 2024, Board meeting minutes. Mr. Roncarati seconded the motion. The motion carried unanimously.**
4. **Treasurer's Report:**
 - a. Mr. Bohlen reviewed the February Financial Report.
 - b. Mr. Bohlen noted there have been several big expenses related to construction of the gravel wetland project, these expenses appear on the profit and loss report.
 - c. Mr. Bohlen noted that in 2009 the District took out a loan from the Maine Municipal Bond Bank for over \$2,000,000 with a 30-year term, which provided the funding to get the District started. The balance of the loan has gone down significantly and presently stands at just over \$600,000.
 - d. Mr. Bohlen reminded that Board that the District maintains a reserve account, for nonroutine maintenance and repair, and replacement, of structural BMPs, the balance of which is about \$350,000.
 - e. Mr. Bohlen further noted that biennial payments were due in January and some late payments are reflected in the accounts receivable report.
 - f. Mr. Brewer noted that several payments have been received since the accounts receivable report was generated. Overall, the total accounts receivable is the smallest that it has been in a long time as two large past due accounts recently became current.
 - g. Mr. Carney reminded the Board that under the District's financial controls the Executive Director has unilateral authority to enter into change orders to existing contracts in the amount of \$5,000 or less.
 - h. Mr. Carney advised that recent change orders include the following:

- i. GZA GeoEnvironmental, Inc. in the amount of \$2,179.48 for additional grab samples that were requested for the Maine Mall gravel wetland during 2023;
- ii. GZA GeoEnvironmental, Inc. in the amount of \$1,200 for to address a geotechnical issue related to the gravel wetland project currently under construction;
- iii. Maritime Farms & Land Management, LLC in the amount of \$2,400 to camera a drain line in the Dick's Sporting Goods underdrained soil filter to diagnose the cause of a separated outfall pipe;
- iv. Maritime Farms & Land Management, LLC in the amount of \$2,400 to remove invasive olive trees in an undrained soil filter on Thoms Drive.
- i. Mr. Carney noted that Maritime Farms & Land Management, LLC recently concluded an early clean up of trash of the District's BMPs, stream restoration areas, and the Gorham Road medians during which 6,600 pounds of trash was collected.
- j. Mr. Carney noted that under the District's financial controls an annual audit of the District's financial statements is performed by a third-party auditor.
- k. For the past several years the audit has been performed by the accounting firm of Purdy Powers & Company.
- l. Mr. Carney advised that the contract with Purdy Powers & Company expired at the end of 2023.
- m. Mr. Carney noted that the Purdy Powers & Company contract was awarded under the "sole source" provisions of the District's procurement policy as no parties submitted bids under the public request for proposals last issued by the District.
- n. Mr. Carney asked the Board whether it would prefer to pursue a new sole source contract with Purdy Powers & Company or put the work out to bid, noting that either way the annual cost would likely increase.
- o. Mr. Katsiaficas noted that the Board could pursue a sole source agreement where the service is procurable from only one source and a sole source agreement is the most effective and economical means of securing a service.
- p. There was a consensus among the Board the given the prior results of the public request for proposals process and Purdy Powers & Company's familiarity with the District's books and accounting practices that a sole source agreement should at least be discussed with Purdy Powers & Company.
- q. Mr. Bilezikian suggested that, if possible, the District consider annual "reviews" rather than "audits" of its financial statements, a "review" is a less formal, and less expensive, process.
- r. Councilor Matthews expressed support for seeking proposed costs for financial "reviews" with Purdy Powers & Company to determine the cost differential.

5. 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 2024 and 2025.

- 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.
- 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. **Councilor Matthews 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. Goldberg seconded the motion. The motion carried unanimously.**

6. 75 Darling Preble Street, LLC: Private BMP Incentive Program Award

- a. Mr. Carney noted that, in 2023, 75 Darling Preble Street, LLC submitted an application under the Private BMP Incentive Program for engineering costs pertaining to installation of porous pavers as part of a renovation project at its building located at 75 Darling Avenue.
- b. As a result the application, the Board awarded 75 Darling Preble Street, LLC the amount of \$6,060 for the engineering costs with payment being made to 75 Darling Preble Street, LLC upon the submission of a second application under the Private BMP Incentive Program for construction of the porous pavers.
- c. The funding agreement pertaining to the award is included in today's Board packet as Attachment D.
- d. Mr. Carney reminded the Board that awards under the Private BMP Incentive Program are capped at a combined \$50,000 for engineering and construction costs.
- e. 75 Darling Preble Street, LLC has advised that since the application and award for engineering costs was made two intervening issues have made the project prohibitively expensive.
- f. The first being a change in the City of South Portland's ordinances which require the installation of EV chargers when "reconstruction" of a parking lot occurs, which would be triggered by the subject project.
- g. The second is the construction cost of the porous pavers, which is estimated to be well over \$100,000, which far exceeds the \$50,000 cap on awards under the Private BMP Incentive Program.
- h. 75 Darling Preble Street, LLC has requested that the funding agreement be modified to allow the \$6,060 in engineering costs to be paid without further pursuing construction of the porous pavers.
- i. There was a consensus among that Board members present that agreement be modified as requested, if possible, as it is not the point of the program to put participants in a difficult financial situation.

- j. It was noted that renewal of the Private BMP Incentive Program will be up for discussion in June as part of approval of the final budget, at which time the Board agreed it will need to evaluate the Private BMP Incentive Program to determine if it should be continued or modified given substantial increases in construction costs.
- k. Mr. Katsiaficas agreed to review the funding agreement to determine if the agreement can be modified by the Board as requested.

7. Long Creek Watershed Management Plan: Next Steps

- a. Mr. Carney reminded the Board that at the last meeting the Board requested that Mr. Carney sketch out an outline of next steps under the Long Creek Watershed Management Plan.
- b. Mr. Carney asked the Board to turn its attention to the outline in Attachment E to today's Board packet.
- c. Mr. Carney advised that the items in black on the outline reflect routine activities that the District will likely need to continue on an annual basis, whereas the items in red on the outline are discretionary items that for the Board to continue. Some of the items in red are already being implemented, while others would be new activities.
- d. The discretionary items include considering restoration of several large stormwater detention basins, a stream corridor management plan, working with the Maine Department of Environmental Protection to revise the watershed boundary and impervious cover figures, assembling an expert review panel to review completed work, working with planning agencies on redevelopment projects in the watershed, continuing implementation of the Sustainable Winter Maintenance program, and continuing to perform habitat assessments.
- e. Mr. Dillon suggested that the Board consider working with municipalities on low impact development requirements.
- f. Mr. Roncarati noted that the City of Portland is reviewing mechanisms to incentivize separating stormwater flows from parking lots versus rooftops, with the goal of treating parking lot stormwater that carries more pollutants while infiltrating cleaner roof water.
- g. Mr. Roncarati also suggested there should be a focus on preventing further damage to stream, wetlands, and forest habitats as they cannot be replaced.
- h. Mr. Roncarati further noted that preservation is cheaper than restoration.
- i. Mr. Katsiaficas suggested that the District may want to hire an engineer to review structural BMP opportunities in addition to assembling an expert review panel.
- j. Mr. Bohlen suggested that if the expert review panel is pursued it will be important to determine the scope of the panel's review.
- k. A consensus formed that a committee of Board members should be formed to work on potential revisions to the watershed management plan.
- l. Mr. Carney agreed to reach out to Board members to see who would like to be on the committee.

8. Public Comment(s): None.

9. Next Meeting: The next meeting will be held on April 16, 2024, at 9:00a.m. with the in-person meeting location to be determined.

10. Adjourn: The meeting adjourned at 10:50a.m.

Board attendance and voting record:

Board Member	Attendance	Approve January 23, 2024, Minutes	Approve February 20, 2024, Minutes	A Partner in Technology, Approve Contract with Revised Insurance Limits
Blanchette	N	—	—	—
Bohlen	Y	Y	Y	Y
Connell	N	—	—	—
Dillon	Y	Y	Y	Y
Dionne	Y	Y	Y	Y
Donahue	Y	Y	Y	Y
Dudley	N	—	—	—
Goldberg	Y	Y	Y	Y
Haskell	N	—	—	—
Kenney	Y	Y	Y	Y
Matthews	Y	Y	Y	Y
Roncarati	Y	Y	Y	Y
Trefethen-Boileau	Y	Y	Y	Y

DRAFT

ATTACHMENT B



Financial Report

Long Creek Watershed Management District
For the period ended March 31, 2024

Prepared by
Christopher Brewer, Fiscal Agent

Prepared on
April 12, 2024

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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 2024

	Mar 2024	Jul 2023 - Mar 2024 (YTD)	Total
INCOME			
4100 ADMINISTRATION	1,561.79		201,433.03
4200 CONSTRUCTION AND MAINTENANCE	5,235.18		734,972.25
4500 GOOD HOUSEKEEPING	3,521.66		417,658.86
4600 MONITORING	762.35		102,750.23
4810 FINANCE CHARGES			18,541.92
4820 INTEREST	1,085.38		9,575.04
4840 Other Income			97.00
Total Income	12,166.36		1,485,028.33
GROSS PROFIT	12,166.36		1,485,028.33
EXPENSES			
5010 ADS			100.00
5040 CONSTRUCTION			
5041 BMP Repair & Replacement Reserve	1,630.00		23,706.00
5042 Engineering	2,944.92		17,642.18
5044 Permit Fees			150.00
5046 Structural	584,083.00		1,550,740.00
5046.1 Private BMP Incentive Program			43,611.81
5047 Inspection and Maintenance			85,900.00
5049 Landscaping of Const. Proj.	10,266.00		68,119.00
Total 5040 CONSTRUCTION	598,923.92		1,789,868.99
5060 MONITORING EXPENSE			
5061 Watershed Monitoring	2,109.71		64,063.70
Total 5060 MONITORING EXPENSE	2,109.71		64,063.70
5090 EQUIPMENT			2,330.80
6000 PROGRAM EXPENSE			
6002 Loan Payment			75,758.30
Total 6000 PROGRAM EXPENSE			75,758.30
6160 DUES AND SUBSCRIPTIONS	276.00		1,990.84
6180 INSURANCE			
6181 Liability Insurance			8,749.00
Total 6180 INSURANCE			8,749.00
6250 POSTAGE AND DELIVERY			66.50
6270 PROFESSIONAL FEES			
6271 Consultant-Engineer			11,686.25
6272 Legal Fees	1,395.00		9,045.00
6273 Accounting			10,100.00
6275 Plan Implementation	19,111.34		100,641.67
6276 Sweeping			56,731.76
6283 Waste Management			3,687.87
Total 6270 PROFESSIONAL FEES	20,506.34		191,892.55
6340 TELEPHONE	91.29		851.47
6350 TRAVEL			
6354 Travel			78.75

	Mar 2024	Jul 2023 - Mar 2024 (YTD)	Total
6355 Conferences			198.00
Total 6350 TRAVEL			276.75
7200 Salaries & Related Expenses			
7220 Salaries & Wages	7,722.64		71,137.43
7245 Employee Benefits - Simple IRA	231.68		2,134.06
7250 Payroll Taxes, etc.	590.79		5,442.03
7260 Payroll Processing & Fees	51.00		407.00
7270 Workers Comp Insurance			511.03
Total 7200 Salaries & Related Expenses	8,596.11		79,631.55
Total Expenses	630,503.37		2,215,580.45
NET OPERATING INCOME	-618,337.01		-730,552.12
NET INCOME	\$ -618,337.01		\$ -730,552.12

Balance Sheet

As of March 31, 2024

	As of Mar 31, 2024	As of Mar 31, 2023 (PY)	Total % Change
ASSETS			
Current Assets			
Bank Accounts			
1110 MCB Checking	10,007.54	5,893.75	69.80 %
1116 MCB Savings Base	200,000.00	200,000.00	0.00 %
1117 MCB Sweep Savings	3,810,191.65	3,955,786.67	-3.68 %
1117R Non-Routine Maintenance Reserve	346,513.30	205,850.87	68.33 %
Total 1117 MCB Sweep Savings	4,156,704.95	4,161,637.54	-0.12 %
Total Bank Accounts	4,366,712.49	4,367,531.29	-0.02 %
Accounts Receivable			
1200 ACCOUNTS RECEIVABLE	61,668.08	399,410.43	-84.56 %
Total Accounts Receivable	61,668.08	399,410.43	-84.56 %
Other Current Assets			
12100 Performance Guarantee	33,050.00	33,050.00	0.00 %
1400 ALLOWANCE FOR DOUBTFUL ACCOUNTS	-82,983.16	-82,983.16	0.00 %
1499 UNDEPOSITED FUNDS	0.00	3,443.56	-100.00 %
Total Other Current Assets	-49,933.16	-46,489.60	-7.41 %
Total Current Assets	4,378,447.41	4,720,452.12	-7.25 %
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	179,922.35	171,461.90	4.93 %
Total 1780 Construction in Process	179,922.35	171,461.90	4.93 %
1790 Accumulated Depreciation	-1,104,314.91	-995,651.65	-10.91 %
Total 1700 FIXED ASSETS	4,508,770.50	4,608,973.31	-2.17 %
Total Fixed Assets	4,508,770.50	4,608,973.31	-2.17 %
TOTAL ASSETS	\$8,887,217.91	\$9,329,425.43	-4.74 %

LIABILITIES AND EQUITY

	As of Mar 31, 2024	As of Mar 31, 2023 (PY)	Total % Change
Liabilities			
Current Liabilities			
Accounts Payable			
2000 ACCOUNTS PAYABLE	690,044.34	100,825.58	584.39 %
Total Accounts Payable	690,044.34	100,825.58	584.39 %
Credit Cards			
1114 Credit Card	327.00	645.00	-49.30 %
Total Credit Cards	327.00	645.00	-49.30 %
Other Current Liabilities			
2210 Accrued Vacation	1,801.74	1,801.74	0.00 %
2310 Construction Retainage	95,665.70	0.00	
Payroll Liabilities			
Federal Unemployment (940)	42.00	42.00	0.00 %
Total Payroll Liabilities	42.00	42.00	0.00 %
Total Other Current Liabilities	97,509.44	1,843.74	5,188.68 %
Total Current Liabilities	787,880.78	103,314.32	662.61 %
Long-Term Liabilities			
2700 MM BOND BANK	606,066.40	681,824.70	-11.11 %
Total Long-Term Liabilities	606,066.40	681,824.70	-11.11 %
Total Liabilities	1,393,947.18	785,139.02	77.54 %
Equity			
3000 NET ASSETS	8,223,822.85	7,646,336.70	7.55 %
Net Income	-730,552.12	897,949.71	-181.36 %
Total Equity	7,493,270.73	8,544,286.41	-12.30 %
TOTAL LIABILITIES AND EQUITY	\$8,887,217.91	\$9,329,425.43	-4.74 %

Checks and Credit Card Charges by Date

March 2024

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
03/06/2024	Bill Payment (Check)	1280	Yes	R. J. Grondin & Sons		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-307,155.60
03/07/2024	Bill Payment (Check)	1281	Yes	MEMIC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-576.00
03/07/2024	Bill Payment (Check)	1282	Yes	GZA GEOENVIRONMENTAL INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-7,811.25
03/07/2024	Bill Payment (Check)	1283	Yes	Outdoor Service Company, INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-3,300.00
03/07/2024	Bill Payment (Check)	1284	Yes	CUMBERLAND COUNTY SWCD		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-14,621.54
03/07/2024	Bill Payment (Check)	1285	Yes	Maritime Farms Land Management		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-180.00
03/07/2024	Bill Payment (Check)	1286	Yes	PERKINS THOMPSON	13657-0001	1110 MCB Checking	2000 ACCOUNTS PAYABLE	-1,395.00
03/18/2024	Bill Payment (Check)	1287	Yes	CARD SERVICES		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-51.00
03/18/2024	Bill Payment (Check)	1288	Yes	GZA GEOENVIRONMENTAL INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-2,109.71
03/26/2024	Bill Payment (Check)	1289	Yes	ACORN ENGINEERING, INC		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-2,944.92
03/26/2024	Bill Payment (Check)	1290	Yes	VERIZON		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-91.29
03/26/2024	Bill Payment (Check)	1291	Yes	Maritime Farms Land Management		1110 MCB Checking	2000 ACCOUNTS PAYABLE	-10,766.00

Deposit List by Date

March 2024

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
03/04/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	9,033.33
03/07/2024	Deposit		Yes			1116 MCB Savings Base	-Split-	1,455.24
03/08/2024	Deposit		Yes	Jetport Plaza LLC		1116 MCB Savings Base	1499 UNDEPOSITED FUNDS	12,134.96
03/11/2024	Deposit		Yes	GGP-Maine Mall L.L.C.		1116 MCB Savings Base	1499 UNDEPOSITED FUNDS	11,203.37
03/12/2024	Deposit		Yes	UPS		1116 MCB Savings Base	1499 UNDEPOSITED FUNDS	5,466.00
03/29/2024	Deposit		Yes	Maine Community Bank	INTEREST	1110 MCB Checking	4820 INTEREST	7.54
03/29/2024	Deposit		Yes	Maine Community Bank	INTEREST	1116 MCB Savings Base	4820 INTEREST	15.89
03/29/2024	Deposit		Yes	Maine Community Bank	INTEREST POSTING FOR DDA XXXXXX8999	1117 MCB Sweep Savings	4820 INTEREST	1,061.95

A/R Aging Summary

As of March 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
244 Western Ave Associates			-0.02			-0.02
333 Clark's Pond, LLC						0.00
138-01			945.11			945.11
Total 333 Clark's Pond, LLC			945.11			945.11
465 Main Street LLC						0.00
128-02			3,400.21			3,400.21
Total 465 Main Street LLC			3,400.21			3,400.21
ABR Realty Trust						0.00
79-V-01			365.86			365.86
Total ABR Realty Trust			365.86			365.86
Atlantic Regional Federal Credit Union						0.00
44-02					4,588.53	4,588.53
Total Atlantic Regional Federal Credit Union					4,588.53	4,588.53
Best Company, LLC						0.00
122-01					1.00	1.00
Total Best Company, LLC					1.00	1.00
CarMax Auto Superstores, Inc.					-0.02	-0.02
CPSP LLC			-6,955.32			-6,955.32
Fork Food Hub L3C						0.00
91-02			2,812.36			2,812.36
Total Fork Food Hub L3C			2,812.36			2,812.36
GGP-Maine Mall L.L.C.						0.00
30-R-01	11,080.98				10,827.90	21,908.88
Total GGP-Maine Mall L.L.C.	11,080.98				10,827.90	21,908.88
Hannaford Bros. Co., LLC						0.00
66-01					4,505.90	4,505.90
Total Hannaford Bros. Co., LLC					4,505.90	4,505.90
Individual Permit Holders Services						0.00
144 New Gen Holding Co LLC					208.60	208.60
Total Individual Permit Holders Services					208.60	208.60
Jetport Plaza LLC						0.00

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
99-01					0.75	0.75
Total Jetport Plaza LLC					0.75	0.75
Sysco Northern New England, Inc.						0.00
109-01					0.07	0.07
Total Sysco Northern New England, Inc.					0.07	0.07
Transport Leasing Corp.						0.00
6-N-01			0.02			0.02
Total Transport Leasing Corp.			0.02			0.02
UPS						0.00
85-01			5,466.00			5,466.00
Total UPS			5,466.00			5,466.00
Washington Baxter, LLC						0.00
69-02					24,415.15	24,415.15
Total Washington Baxter, LLC					24,415.15	24,415.15
Winward Circle Condominium Association						0.00
135-02			5.00			5.00
Total Winward Circle Condominium Association			5.00			5.00
TOTAL	\$11,080.98	\$0.00	\$6,039.22	\$0.00	\$44,547.88	\$61,668.08

Accounts Payable Aging Summary

As of March 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
CUMBERLAND COUNTY SWCD	19,111.34					19,111.34
Maritime Farms Land Management	950.00					950.00
R. J. Grondin & Sons	584,083.00					584,083.00
Sterling Stormwater Maintenance Services, LLC			85,900.00			85,900.00
TOTAL	\$604,144.34	\$0.00	\$85,900.00	\$0.00	\$0.00	\$690,044.34

Expenses by Vendor Summary

July 2023 - March 2024

	Total
A Partner in Technology	416.25
Acadia Insurance	6,070.00
ACORN ENGINEERING, INC	17,642.18
Center for Watershed Protection	413.00
CITY OF SOUTH PORTLAND	10,150.00
CROSS INSURANCE	2,679.00
CUMBERLAND COUNTY SWCD	101,903.92
Eco Maine - Vendor	3,638.31
ESRI	1,373.84
GZA GEOENVIRONMENTAL INC	64,063.70
Intuit	408.00
Maine Community Bank	25.00
Maine Municipal Association	100.00
Maine Municipal Bond Bank	75,758.30
Maritime Farms Land Management	148,606.32
MEMIC	511.03
ONSET COMPUTER	1,113.00
Outdoor Service Company, INC	10,553.38
P.C. Sexton WIT Companies, LLC	9,500.00
PERKINS THOMPSON	9,045.00
PINE ENVIRONMENTAL SERVICES, INC	100.80
Purdy Powers & Company	10,100.00
R. J. Grondin & Sons	1,540,740.00
S&J Properties, LLC (V)	33,058.43
SquareSpace	276.00
Sterling Stormwater Maintenance Services, LLC	85,900.00
TechSoup	75.00
VERIZON	851.47
WSP USA Environment & Infrastructure Inc.	1,770.00
Not Specified	50.00
TOTAL	\$2,136,891.93

Monthly: Budget vs. Actuals - FY24 P&L

July 2023 - March 2024

	Actual	Budget	Remaining	Total % Remaining
INCOME				
4100 ADMINISTRATION	201,433.03	193,525.92	-7,907.11	-4.09 %
4200 CONSTRUCTION AND MAINTENANCE	734,972.25	812,474.98	77,502.73	9.54 %
4500 GOOD HOUSEKEEPING	417,658.86	436,376.58	18,717.72	4.29 %
4600 MONITORING	102,750.23	94,462.52	-8,287.71	-8.77 %
4700 STREAM RESTORATION	0.00		0.00	
4810 FINANCE CHARGES	18,541.92		-18,541.92	
4820 INTEREST	9,575.04	8,000.00	-1,575.04	-19.69 %
4840 Other Income	97.00		-97.00	
Total Income	1,485,028.33	1,544,840.00	59,811.67	3.87 %
GROSS PROFIT	1,485,028.33	1,544,840.00	59,811.67	3.87 %
EXPENSES				
5010 ADS	100.00	500.00	400.00	80.00 %
5030 BAD DEBT		40,245.10	40,245.10	100.00 %
5040 CONSTRUCTION				
5041 BMP Repair & Replacement Reserve	23,706.00	200,000.00	176,294.00	88.15 %
5042 Engineering	17,642.18	21,746.00	4,103.82	18.87 %
5044 Permit Fees	150.00		-150.00	
5046 Structural	1,550,740.00	1,446,640.00	-104,100.00	-7.20 %
5046.1 Private BMP Incentive Program	43,611.81	295,000.00	251,388.19	85.22 %
5047 Inspection and Maintenance	85,900.00	127,975.00	42,075.00	32.88 %
5049 Landscaping of Const. Proj.	68,119.00	103,442.50	35,323.50	34.15 %
Total 5040 CONSTRUCTION	1,789,868.99	2,194,803.50	404,934.51	18.45 %
5060 MONITORING EXPENSE				
5061 Watershed Monitoring	64,063.70	79,193.00	15,129.30	19.10 %
Total 5060 MONITORING EXPENSE	64,063.70	79,193.00	15,129.30	19.10 %
5080 MEETINGS		10,000.00	10,000.00	100.00 %
5090 EQUIPMENT	2,330.80	5,000.00	2,669.20	53.38 %
6000 PROGRAM EXPENSE				
6002 Loan Payment	75,758.30	75,760.00	1.70	0.00 %
Total 6000 PROGRAM EXPENSE	75,758.30	75,760.00	1.70	0.00 %
6160 DUES AND SUBSCRIPTIONS	1,990.84	2,000.00	9.16	0.46 %
6170 EQUIPMENT RENTAL		500.00	500.00	100.00 %
6180 INSURANCE				
6181 Liability Insurance	8,749.00	10,000.00	1,251.00	12.51 %

				Total
	Actual	Budget	Remaining	% Remaining
Total 6180 INSURANCE	8,749.00	10,000.00	1,251.00	12.51 %
6240 MISCELLANEOUS	0.00		0.00	
6250 POSTAGE AND DELIVERY	66.50	650.00	583.50	89.77 %
6270 PROFESSIONAL FEES				
6271 Consultant-Engineer	11,686.25	88,250.00	76,563.75	86.76 %
6272 Legal Fees	9,045.00	20,000.00	10,955.00	54.78 %
6273 Accounting	10,100.00	10,100.00	0.00	0.00 %
6275 Plan Implementation	100,641.67	172,509.78	71,868.11	41.66 %
6276 Sweeping	56,731.76	148,768.40	92,036.64	61.87 %
6278 Catch Basin Cleaning		55,500.00	55,500.00	100.00 %
6283 Waste Management	3,687.87	20,000.00	16,312.13	81.56 %
Total 6270 PROFESSIONAL FEES	191,892.55	515,128.18	323,235.63	62.75 %
6340 TELEPHONE	851.47	1,440.00	588.53	40.87 %
6350 TRAVEL				
6351 Lodging		500.00	500.00	100.00 %
6353 Meals		500.00	500.00	100.00 %
6354 Travel	78.75	1,100.00	1,021.25	92.84 %
6355 Conferences	198.00	2,000.00	1,802.00	90.10 %
Total 6350 TRAVEL	276.75	4,100.00	3,823.25	93.25 %
6550 SUPPLIES		1,000.00	1,000.00	100.00 %
7200 Salaries & Related Expenses				
7220 Salaries & Wages	71,137.43	101,359.71	30,222.28	29.82 %
7245 Employee Benefits - Simple IRA	2,134.06	3,040.67	906.61	29.82 %
7250 Payroll Taxes, etc.	5,442.03	11,025.92	5,583.89	50.64 %
7260 Payroll Processing & Fees	407.00	500.00	93.00	18.60 %
7270 Workers Comp Insurance	511.03	500.00	-11.03	-2.21 %
Total 7200 Salaries & Related Expenses	79,631.55	116,426.30	36,794.75	31.60 %
Total Expenses	2,215,580.45	3,056,746.08	841,165.63	27.52 %
NET OPERATING INCOME	-730,552.12	-1,511,906.08	-781,353.96	51.68 %
NET INCOME	\$ -730,552.12	\$ -1,511,906.08	\$ -781,353.96	51.68 %

ATTACHMENT C



Private BMP Incentive Program Funding Agreement

This Private BMP Incentive Program Funding Agreement ("**Agreement**"), dated as of December 4, 2023, is entered into by and between **75 Darling Preble Street, LLC**, a Maine limited liability company, with offices located at 55 Preble Street, Portland, Maine 04101 ("**Participating Landowner**") and the **Long Creek Watershed Management District**, a quasi-municipal, special purpose district established as a separate legal entity and instrumentality and body corporate and politic under the laws of the State of Maine, with a mailing address of 35 Main Street, Suite 3, Windham, Maine 04062 ("**LCWMD**").

WHEREAS, LCWMD has requested proposals in its *Long Creek Private BMP Incentive Program* ("**Program**") Request for Proposals dated August 8, 2023, under which Participating Landowners were invited to apply for funds to undertake activities that will improve water quality in Long Creek, attached hereto as **Exhibit A**;

WHEREAS, Participating Landowner has submitted a Private BMP Incentive Program Proposal Form dated October 3, 2023, for an award of funding under the Program (the "**Proposal**"), attached hereto as **Exhibit B**; and

WHEREAS, LCWMD desires to award funding to Participating Landowner for engineering costs for the Preble Street Commercial Kitchen permeable paver project ("**Project**") identified in the Proposal as set forth in LCWMD's Award Letter to Participating Landowner, attached hereto as **Exhibit C**;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Participating Landowner and LCWMD (hereinafter, collectively, the "**Parties**", or each, individually, a "**Party**") agree as follows:

- A. **Purpose:** LCWMD's Board of Directors has approved an award of funding to Participating Landowner to implement the design phase of the Project identified in Participating Landowner's Proposal that will abate stormwater pollution at the site(s) described in Participating Landowner's Proposal.
- B. **LCWMD agrees to:** Reimburse Participating Landowner an amount of up to \$6,060.00, which reflects 100% of the design phase cost of the Project identified in Participating Landowner's Proposal.
- C. **Participating Landowner agrees to:**
 1. Design the Project described and detailed in Participating Landowner's Proposal.
 2. Ensure that any required permits are acquired prior to commencing implementation of the Project.
 3. Submit an application for the construction phase of the Project no later than June 30, 2024, unless extended in writing by both parties.

4. Provide LCWMD with documentation of all direct and indirect expenses, reimbursable staff time, and financial support from other sources that were relied on for the award of the funds.
5. Allow LCWMD access to the Project site for a period of five years from the date of Substantial Completion to monitor the effectiveness of the Project and to ensure that any required maintenance is performed in accordance with the maintenance provisions identified in the Proposal.
6. Perform any required maintenance of the Project in accordance with the maintenance provisions identified in the Proposal.

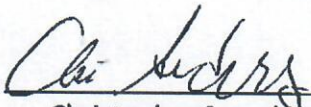
D. Payment:

1. LCWMD will reimburse Participating Landowner for the agreed upon amount upon the applicant submitting a complete application for the construction phase of the Project.
2. If the actual Project design cost is less than the Project design cost identified in Participating Landowner's Proposal, the payment due from LCWMD will be reduced to the agreed upon percentage of total Project design cost (stated in paragraph B above) applied to the actual Project design cost.

- E. Amendments:** If necessary, the parties may mutually agree to amend this Agreement. Participating Landowner will notify LCWMD, in advance, regarding proposed changes to this Agreement or the Project design and/or specifications or cost estimate. Changes to this Agreement must be documented in writing, signed by the parties, and attached to this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date by their respective authorized officers.

75 DARLING PREBLE STREET, LLC

By:  _____

Christopher Saunders

Its: Vice President of Operations

LONG CREEK WATERSHED MANAGEMENT DISTRICT

By:  _____

Peter J. Carney

Its: Executive Director