



**Long Creek Watershed Management District Board of Director's Meeting**

Agenda: June 23, 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: 115 458 767#.

<b>Time</b>	<b>Agenda Item</b>	<b>Attachment</b>	<b>Page(s)</b>
9:00 — 9:05	<b>1. Call to Order</b>		
9:05 — 9:10	<b>2. Minutes:</b> April 28, 2022, Board Meeting <i>Proposed Motion: Motion to approve the April 28, 2022, Board meeting minutes.</i>	Attachment A	1 — 5
9:10 — 9:20	<b>3. Treasurer's Report:</b> May Financial Report	Attachment B	6 — 20
9:20 — 9:35	<b>4. Approve Fiscal Year 2023 Budget:</b> <i>Proposed Motion: Motion to approve the Fiscal Year 2023 budget.</i>	Attachment C	21 — 29
9:35 — 9:50	<b>5. Sterling Stormwater Maintenance Services, LLC: Change Order</b> <i>Proposed Motion: Motion to authorize the Executive Director to enter into a change order with Sterling Stormwater Maintenance Services, LLC to increase BMP inspection and maintenance frequencies.</i>	Attachment D	30 — 63
9:50 — 9:55	<b>6. Public Comment(s)</b>		
9:55 — 10:00	<b>7. Next Meeting</b>		
10:00	<b>8. Adjourn</b>		

# **ATTACHMENT A**



## Long Creek Watershed Management District Board of Director's Meeting

Minutes from April 28, 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: 757 586 996#.

1. **Call to Order:** Mr. Dillon call the meeting to order at 9:05a.m.
2. **Roll Call:**
  - a. Attendance: Curtis Bohlen, Fred Dillon, Sean Donohue, Brian Goldberg, Craig Gorris, Jason Kenney, Ed Palmer, Doug Roncarati
  - b. Absent: Angela Blanchette, Eric Dudley, Will Haskell, Susan Henderson
  - c. Staff/Guests: Peter Carney (Long Creek Watershed Management District); Jim Katsiaficas, Esq. (Perkins Thompson); Chris Brewer (Cumberland County Soil & Water Conservation District); Phill Sexton (WIT Advisers, Inc.)
3. **Review of Board Meeting Minutes:**
  - a. The Board reviewed the minutes from the January 19, 2022, meeting.
  - b. **Mr. Bohlen made a motion to approve the January 19, 2022, Board meeting minutes. Mr. Roncarati seconded the motion. The motion carried unanimously.**
4. **Treasurer's Report:**
  - a. Mr. Bohlen reviewed the March Financial Report.
  - b. Mr. Bohlen noted there was a large expenditure for BMP maintenance and waste management, which was unusual because this work is typically not carried out during the winter.
  - c. Mr. Brewer explained that the expenses are related to field work that was performed in 2021, but which was not invoiced until 2022. The expenses were expected, but just not billed during the 2021 inspection and maintenance season.
  - d. With respect to the Accounts Receivable report, Mr. Brewer noted that he and Mr. Carney recently met with staff from the Maine Department of Environmental Protection ("Maine DEP") to review outstanding permitting fees and licensing issues. Maine DEP is moving forward with compliance action on several matters.
  - e. Mr. Carney reminded the Board that the Fiscal Year 2023 budget will need to be approved before July.
5. **Conflict of Interest Discussion:**
  - a. Mr. Carney advised that Mr. Haskell, a District Board member (unable to attend today's meeting), inquired prior to the meeting whether it would be a conflict of interest for him, through his employer, Gorrill-Palmer Consulting Engineers, Inc., to take on a client seeking engineering services related to Long Creek watershed post-construction stormwater discharge permitting requirements.
  - b. Mr. Katsiaficas suggested bringing the issue to the Board for review to determine whether there was, in the Board's opinion, a conflict of interest under the District's Rules and Regulations.

- c. Mr. Katsiaficas advised that under the District's Rules and Regulations a conflict of interest may arise when a Board member has a direct or indirect financial interest, or a personal interest, in any transaction in which the District is participating.
- d. Mr. Katsiaficas further advised that under the District's Rules and Regulations a Financial Interest arises when a Board member or family member has a current or potential ownership or investment interest in, or compensation agreement with, an entity with which the District is participating in, or negotiating, a transaction, or a material financial interest in a transaction or potential transaction.
- e. Mr. Katsiaficas noted that Mr. Haskell has no ownership or investment interest in the potential client. While there is a compensation agreement contemplated with the potential client, the compensation agreement would not pertain to an entity with which the District is participating in, or negotiating, a transaction or potential transaction.
- f. Mr. Katsiaficas noted the under the District's Rules and Regulations a Personal interest arises when it could be reasonable questioned whether a Board member's action or decisions are determined primarily by consideration of personal gain, financial or otherwise, adverse to the interests of the Corporation.
- g. Mr. Katsiaficas suggested that Mr. Haskell's work for the potential client was typical of the type of work Mr. Haskell and his firm would perform for any other client, therefore, it is unlikely one could conclude that performing the work for the potential client would result in Mr. Haskell's decisions as a Board member being driven by consideration of personal gain.
- h. Mr. Katsiaficas further advised that Maine statute also requires that municipal officials attempt to avoid the "appearance" of a conflict of interest, by disclosure or abstention.
- i. Mr. Katsiaficas, therefore, suggested that should the Board need to act at some point in the future on an issue arising out of work performed by Mr. Haskell for the potential client Mr. Haskell should recuse himself from such vote to avoid any appearance of a conflict of interest.
- j. Mr. Dillon suggested that Mr. Haskell's recusal from any Board action arising out of work performed by Mr. Haskell for the potential client should resolve the issue.
- k. There was a consensus among the Board that situation does not constitute a conflict of interest, therefore, no action was required by the Board to consider approval of a conflict-of-interest transaction.

**6. Sterling Stormwater Maintenance Services, LLC; Change Order:**

- a. Mr. Carney asked the Board to turn its attention to the proposed change order with Sterling Stormwater Maintenance Services, LLC included in today's Board packet.
- b. Mr. Carney advised that this is an after-the-fact change order for non-routine maintenance work performed by Sterling Stormwater Maintenance Services, LLC during the 2021 BMP inspection and maintenance season.
- c. Mr. Carney advised that the work primarily relates to time-sensitive, field determinations to perform the work. Mr. Carney noted that these types of situations arise when the contractor is in the field performing routine maintenance and nonroutine maintenance issues are discovered that would most efficiently and economically be resolved at the time routine maintenance is being performed.

- d. Mr. Carney noted that this type of work would typically be approved on a situation-by-situation basis throughout the year through several smaller change orders, however, the 2021 BMP inspection and maintenance work was not invoiced until 2022.
- e. Mr. Carney noted that the contractor was aware that the value of work exceeding the Executive Director's authority to unilaterally approve change orders would be subject to Board approval. Because the aggregate of the 2021 work requiring a change order exceeded the Executive Director's authority to unilaterally approve change orders the change order is being brought for consideration by the Board.
- f. **Mr. Bohlen made a 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 for non-routine BMP maintenance services. Mr. Donohue seconded the motion. The motion carried unanimously.**

**7. Presentation and Discussion, P.C. Sexton WIT Companies, LLC, Sustainable Winter Management Program:**

- a. Mr. Carney introduced Phill Sexton, principal of P.C. Sexton WIT Companies, LLC ("WIT"), with which the District has contractor for the past two winter season for consulting work to implement WIT's Sustainable Winter Management (SWiM®) Program focused on chloride reduction through reduced use of winter salt.
- b. Mr. Sexton related his experience from the winter of 2021/2022 of working with the three Participating Landowners that have been piloting the SWiM® project.
- c. Mr. Sexton advised that the 2021/2022 participants were at varying levels of implementation from installation of web cameras and GPS tracking equipment to being ready to move on to implementing site-specific chloride reduction measures during the 2022/2023 season should the Board decide to continue with the program.
- d. Based on the prior two seasons, Mr. Sexton suggested devoting more time in the 2022/2023 winter season to educating all levels of participants in winter maintenance activities as to why chloride reduction measures are needed and how they will be implemented.
- e. Mr. Sexton said that everyone involved in the winter maintenance process from top-level management to plow operators should have a mutual understanding of why chloride reduction measures are being implemented.
- f. Mr. Carney said there could be capacity to onboard additional participants during the 2022/2023 winter season depending on the level of cooperation to work with WIT, and the willingness to deploy monitoring equipment and measure salt output from snow removal equipment.

Mr. Gorris left the meeting.

**8. Discussion; Long Creek Watershed Management Plan — Status Update:**

- a. Mr. Carney initiated the discussion on general implementation of the Long Creek Watershed Management Plan.
- b. Mr. Carney provided insights into the 2021 Water Quality Monitoring Summary report prepared by GZA GeoEnvironmental, Inc., the District's water quality monitoring contractor, following conclusion of the 2021 monitoring season.
- c. Mr. Carney noted that the "stoplights" system developed by the District reflect an improvement in metals at several monitoring stations. In addition, habitat assessments

performed to document the effectiveness of the Main Stem Restoration Project, performed in 2019, reflect that the stream habitat in the "restoration reach" of the Main Stem of Long Creek is now of equal quality to the habitat in the upstream "reference reach" of the Main Stem of Long Creek.

- d. Mr. Carney asked how the Board how the District should respond to several new developments, and potential development projects, within the Long Creek Watershed that will contribute, or potentially contribute, to increased impervious area in the watershed.
- e. Mr. Carney noted that the District's involvement in proposed development projects typically occurs in one of two ways; providing landowners with information on reducing development impacts on water quality in Long Creek as early in the design process as possible which involves the developer's willingness to receive and use the information, and by providing comments on proposed projects during Maine Department of Environmental Protection and municipal permitting processes which typically occurs very late in the design process.
- f. Several Board members suggested that the District continue with advocacy and educating landowners as early in the development process as possible, while maintaining neutrality.
- g. In addition, the District should continue with providing objective comments during the state and municipal permitting processes, however, the preference remains to be involved with landowners earlier in the process when they are willing to do so.
- h. Mr. Carney advised that there has still been no further progress on obtaining one of the easements for the South Branch BMP Retrofits projects, despite attempts to contact the landowner's representative.
- i. Several Board members noted that since the delay was likely resulting in increased costs due to the rising cost of construction and was preventing the Participating Landowners from collectively meeting permit requirements, Mr. Carney and Mr. Katsiaficas should prepare a letter to the landowner for the Board to sign stressing the need for the easement to be provided promptly.

**9. Discussion; 2022 Participating Landowner Meeting:**

- a. Mr. Carney noted that prior to COVID-19 pandemic, May had traditionally been the month during which the annual, in-person, Participating Landowner meeting was held.
- b. Mr. Carney inquired as to whether the Board would like to hold the Participating Landowner meeting this year.
- c. There was a consensus that Mr. Carney inquire with Mr. Palmer to see if there are dates available when the Sheraton at Sable Oaks could host the Participating Landowner meeting. If so, the Board could consider the COVID-19 situation at the time and decide whether to proceed.

**10. Public Comment(s):** None.

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

**12. Adjourn:** The meeting adjourned at 10:58a.m.

Board attendance and voting record:

Board Member	Attendance	Approve January 19, 2022, Minutes	Sterling Stormwater Maintenance Services, LLC Change Order
<b>Blanchette</b>	N	—	—
<b>Bohlen</b>	Y	Y	Y
<b>Dillon</b>	Y	Y	Y
<b>Donahue</b>	Y	Y	Y
<b>Dudley</b>	N	—	—
<b>Goldberg</b>	Y	Y	Y
<b>Gorris</b>	Y	Y	Y
<b>Haskell</b>	N	—	—
<b>Henderson</b>	N	—	—
<b>Kenney</b>	Y	Y	Y
<b>Palmer</b>	Y	Y	Y
<b>Roncarati</b>	Y	Y	Y

# **ATTACHMENT B**





# Financial Report

---

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

Prepared by  
Christopher Brewer, Fiscal Agent

Prepared on  
June 17, 2022

# Table of Contents

---

Financial Reports Include:..... 3

Profit and Loss..... 4

Balance Sheet ..... 6

Checks and Credit Card Charges by Date..... 8

Deposit List by Date..... 9

A/R Aging Summary..... 10

Accounts Payable Aging Summary..... 12

Expenses by Vendor Summary..... 13

Budget vs. Actuals - FY22 Profit & Loss..... 14

## 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

May 2022

		<b>Total</b>
	<b>May 2022</b>	<b>Jul 2021 - May 2022 (YTD)</b>
<b>INCOME</b>		
4100 ADMINISTRATION	1,519.94	202,944.79
4200 CONSTRUCTION AND MAINTENANCE	6,222.17	897,511.50
4201 Drainage Maintenance Agreement		316.00
<b>Total 4200 CONSTRUCTION AND MAINTENANCE</b>	<b>6,222.17</b>	<b>897,827.50</b>
4500 GOOD HOUSEKEEPING	2,459.20	291,078.38
4600 MONITORING	626.59	86,417.03
4750 CFUP INCOME		16,613.52
4810 FINANCE CHARGES	1,668.40	16,498.04
4820 INTEREST	909.20	9,366.01
4990 Uncategorized Income	3.00	3.00
Sales		82.00
<b>Total Income</b>	<b>13,408.50</b>	<b>1,520,830.27</b>
<b>GROSS PROFIT</b>		
	<b>13,408.50</b>	<b>1,520,830.27</b>
<b>EXPENSES</b>		
5030 BAD DEBT		51.50
5040 CONSTRUCTION		
5042 Engineering		13,100.25
5044 Permit Fees		300.00
5046 Structural		50,000.00
5047 Inspection and Maintenance		60,200.00
5048 Non-Routine Repair & Maint.	1,660.00	157,846.59
5049 Landscaping of Const. Proj.	8,292.50	66,772.00
<b>Total 5040 CONSTRUCTION</b>	<b>9,952.50</b>	<b>348,218.84</b>
5060 MONITORING EXPENSE		
5061 Watershed Monitoring	4,782.26	56,272.23
<b>Total 5060 MONITORING EXPENSE</b>	<b>4,782.26</b>	<b>56,272.23</b>
5090 EQUIPMENT		4,712.07
6000 PROGRAM EXPENSE		
6002 Loan Payment		75,758.30
<b>Total 6000 PROGRAM EXPENSE</b>		<b>75,758.30</b>
6120 SERVICE CHARGES		10.00
6160 DUES AND SUBSCRIPTIONS	56.97	1,412.10
6180 INSURANCE		
6181 Liability Insurance		8,098.00
<b>Total 6180 INSURANCE</b>		<b>8,098.00</b>
6250 POSTAGE AND DELIVERY	1.76	1.76
6270 PROFESSIONAL FEES		
6271 Consultant-Engineer	43,181.25	54,331.25
6272 Legal Fees	1,000.00	9,033.88

		<b>Total</b>
	<b>May 2022</b>	<b>Jul 2021 - May 2022 (YTD)</b>
6273 Accounting		8,600.00
6275 Plan Implementation	10,255.98	105,904.29
6276 Sweeping	51,911.22	127,057.20
6278 Catch Basin Cleaning	12,300.00	51,975.00
6283 Waste Management	2,169.08	33,787.81
<b>Total 6270 PROFESSIONAL FEES</b>	<b>120,817.53</b>	<b>390,689.43</b>
6340 TELEPHONE	120.50	1,325.64
6350 TRAVEL		77.41
6354 Travel	71.08	197.51
6355 Conferences		207.54
<b>Total 6350 TRAVEL</b>	<b>71.08</b>	<b>482.46</b>
6550 SUPPLIES		1,510.33
66910 Bank Service Charges		-10.00
7200 Salaries & Related Expenses		
7220 Salaries & Wages	7,140.02	83,619.84
7245 Employee Benefits - Simple IRA	214.20	2,508.60
7250 Payroll Taxes, etc.	546.21	6,396.92
7260 Payroll Processing & Fees	49.00	527.74
7270 Workers Comp Insurance		495.15
<b>Total 7200 Salaries &amp; Related Expenses</b>	<b>7,949.43</b>	<b>93,548.25</b>
<b>Total Expenses</b>	<b>143,752.03</b>	<b>982,080.91</b>
<b>NET OPERATING INCOME</b>	<b>-130,343.53</b>	<b>538,749.36</b>
<b>NET INCOME</b>	<b>\$ -130,343.53</b>	<b>\$538,749.36</b>

# Balance Sheet

As of May 31, 2022

	As of May 31, 2022	As of May 31, 2021 (PY)	Total % Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1110 Biddeford Savings - Checking	4,975.30	10,000.93	-50.25 %
1116 Biddeford Savings Savings Base	200,000.00	200,000.00	0.00 %
1117 Biddeford Savings Sweep Savings	3,497,092.77	2,997,096.80	16.68 %
<b>Total Bank Accounts</b>	<b>3,702,068.07</b>	<b>3,207,097.73</b>	<b>15.43 %</b>
<b>Accounts Receivable</b>			
1200 ACCOUNTS RECEIVABLE	353,964.83	277,322.17	27.64 %
<b>Total Accounts Receivable</b>	<b>353,964.83</b>	<b>277,322.17</b>	<b>27.64 %</b>
<b>Other Current Assets</b>			
12100 Performance Guarantee	33,050.00	33,050.00	0.00 %
1400 ALLOWANCE FOR DOUBTFUL ACCOUNTS	-33,426.12	-17,500.00	-91.01 %
<b>Total Other Current Assets</b>	<b>-376.12</b>	<b>15,550.00</b>	<b>-102.42 %</b>
<b>Total Current Assets</b>	<b>4,055,656.78</b>	<b>3,499,969.90</b>	<b>15.88 %</b>
<b>Fixed Assets</b>			
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 %
<b>Total 1740 Infrastructure</b>	<b>5,433,163.06</b>	<b>5,433,163.06</b>	<b>0.00 %</b>
1780 Construction in Process	0.00	0.00	
1786 South Branch BMP Retrofits E-34	154,388.38	102,648.91	50.40 %
<b>Total 1780 Construction in Process</b>	<b>154,388.38</b>	<b>102,648.91</b>	<b>50.40 %</b>
1790 Accumulated Depreciation	-886,988.39	-778,325.13	-13.96 %
<b>Total 1700 FIXED ASSETS</b>	<b>4,700,563.05</b>	<b>4,757,486.84</b>	<b>-1.20 %</b>
<b>Total Fixed Assets</b>	<b>4,700,563.05</b>	<b>4,757,486.84</b>	<b>-1.20 %</b>
<b>TOTAL ASSETS</b>	<b>\$8,756,219.83</b>	<b>\$8,257,456.74</b>	<b>6.04 %</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

	As of May 31, 2022	As of May 31, 2021 (PY)	Total % Change
2000 ACCOUNTS PAYABLE	159,809.86	26,762.06	497.15 %
<b>Total Accounts Payable</b>	<b>159,809.86</b>	<b>26,762.06</b>	<b>497.15 %</b>
<b>Credit Cards</b>			
1114 Credit Card	107.73	0.00	
<b>Total Credit Cards</b>	<b>107.73</b>	<b>0.00</b>	<b>0.00%</b>
<b>Other Current Liabilities</b>			
2210 Accrued Vacation	1,801.74	1,801.74	0.00 %
Payroll Liabilities			
TD Ameritrade	0.00	-1.00	100.00 %
<b>Total Payroll Liabilities</b>	<b>0.00</b>	<b>-1.00</b>	<b>100.00 %</b>
<b>Total Other Current Liabilities</b>	<b>1,801.74</b>	<b>1,800.74</b>	<b>0.06 %</b>
<b>Total Current Liabilities</b>	<b>161,719.33</b>	<b>28,562.80</b>	<b>466.19 %</b>
<b>Long-Term Liabilities</b>			
2700 MM BOND BANK	757,583.00	833,341.30	-9.09 %
<b>Total Long-Term Liabilities</b>	<b>757,583.00</b>	<b>833,341.30</b>	<b>-9.09 %</b>
<b>Total Liabilities</b>	<b>919,302.33</b>	<b>861,904.10</b>	<b>6.66 %</b>
<b>Equity</b>			
3000 NET ASSETS	7,298,168.14	7,429,168.74	-1.76 %
Net Income	538,749.36	-33,616.10	1,702.65 %
<b>Total Equity</b>	<b>7,836,917.50</b>	<b>7,395,552.64</b>	<b>5.97 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$8,756,219.83</b>	<b>\$8,257,456.74</b>	<b>6.04 %</b>

# Checks and Credit Card Charges by Date

May 2022

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
05/05/2022	Bill Payment (Check)	1041	Yes	Sterling Stormwater Maintenance Services		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-15,638.48
05/10/2022	Bill Payment (Check)	1042	Yes	Eco Maine - Vendor		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-5,334.98
05/10/2022	Bill Payment (Check)	1043	Yes	A Partner in Technology		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-31.25
05/10/2022	Bill Payment (Check)	1044	Yes	CARD SERVICES		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-404.33
05/10/2022	Bill Payment (Check)	1045	Yes	GZA GEOENVIRONMENTAL INC		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-4,782.26
05/18/2022	Bill Payment (Check)	1046	Yes	PERKINS THOMPSON	13657-0001	1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-1,000.00
05/25/2022	Bill Payment (Check)	1047	Yes	VERIZON		1110 Biddeford Savings - Checking	2000 ACCOUNTS PAYABLE	-120.50



# Deposit List by Date

May 2022

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Split	Amount
05/02/2022	Deposit		Yes			1116 Biddeford Savings Savings Base	49900 Uncategorized Income	3.00
05/05/2022	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	11,554.90
05/09/2022	Deposit		Yes			1116 Biddeford Savings Savings Base	-Split-	13,535.47
05/23/2022	Deposit		Yes			1116 Biddeford Savings Savings Base	1499 UNDEPOSITED FUNDS	664.67
05/24/2022	Deposit		Yes			1110 Biddeford Savings - Checking	1499 UNDEPOSITED FUNDS	45.23
05/31/2022	Deposit		Yes	Biddeford Savings Bank	INTEREST	1116 Biddeford Savings Savings Base	4820 INTEREST	17.53
05/31/2022	Deposit		Yes	Biddeford Savings Bank	INTEREST	1110 Biddeford Savings - Checking	4820 INTEREST	0.79
05/31/2022	Deposit		Yes	Biddeford Savings Bank	INTEREST POSTING FOR DDA 8082398999	1117 Biddeford Savings Sweep Savings	4820 INTEREST	890.88

# A/R Aging Summary

As of May 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
333 Clark's Pond, LLC						0.00
138-01					727.00	727.00
<b>Total 333 Clark's Pond, LLC</b>					<b>727.00</b>	<b>727.00</b>
465 Main Street LLC						0.00
128-02					1,703.77	1,703.77
<b>Total 465 Main Street LLC</b>					<b>1,703.77</b>	<b>1,703.77</b>
53 Darling Avenue LLC					-2,272.00	-2,272.00
CarMax Auto Superstores, Inc.					-0.02	-0.02
Cornerbrook LLC						0.00
65-01	365.72	364.81		719.98	71,497.44	72,947.95
<b>Total Cornerbrook LLC</b>	<b>365.72</b>	<b>364.81</b>		<b>719.98</b>	<b>71,497.44</b>	<b>72,947.95</b>
CPSP LLC						0.00
70-D-01	445.72	444.61		877.70	77,918.13	79,686.16
71-D-01	475.17	473.98		935.52	92,848.12	94,732.79
72-D-01	210.04	209.51		413.45	38,765.75	39,598.75
<b>Total CPSP LLC</b>	<b>1,130.93</b>	<b>1,128.10</b>		<b>2,226.67</b>	<b>209,532.00</b>	<b>214,017.70</b>
GGP-Maine Mall L.L.C.						0.00
30-R-01	10,827.90				10,827.90	21,655.80
<b>Total GGP-Maine Mall L.L.C.</b>	<b>10,827.90</b>				<b>10,827.90</b>	<b>21,655.80</b>
Macy's Retail Holdings, Inc						0.00
29-01				80.28		80.28
<b>Total Macy's Retail Holdings, Inc</b>				<b>80.28</b>		<b>80.28</b>
North Avenue Realty Trust						0.00
15-01					5,230.57	5,230.57
<b>Total North Avenue Realty Trust</b>					<b>5,230.57</b>	<b>5,230.57</b>
Second Portland Limited Partnership						0.00
46-01	74.87	74.69		147.25	5,093.71	5,390.52
<b>Total Second Portland Limited Partnership</b>	<b>74.87</b>	<b>74.69</b>		<b>147.25</b>	<b>5,093.71</b>	<b>5,390.52</b>
Target Corporation						0.00

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
23-U-01	51.65					51.65
<b>Total Target Corporation</b>	<b>51.65</b>					<b>51.65</b>
TRU 2005 RE I, LLC						0.00
33-01					10,016.46	10,016.46
<b>Total TRU 2005 RE I, LLC</b>					<b>10,016.46</b>	<b>10,016.46</b>
Washington Baxter, LLC						0.00
69-02					24,415.15	24,415.15
<b>Total Washington Baxter, LLC</b>					<b>24,415.15</b>	<b>24,415.15</b>
<b>TOTAL</b>	<b>\$12,451.07</b>	<b>\$1,567.60</b>	<b>\$0.00</b>	<b>\$3,174.18</b>	<b>\$336,771.98</b>	<b>\$353,964.83</b>

# Accounts Payable Aging Summary

As of May 31, 2022

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
ACV ENVIRO	12,300.00	30,000.00				42,300.00
CONTECH ENGINEERED SOLUTIONS LLC	1,660.00					1,660.00
CUMBERLAND COUNTY SWCD	10,327.06					10,327.06
Eco Maine - Vendor	2,154.08					2,154.08
Maritime Farms Land Management	60,218.72					60,218.72
P.C. Sexton WIT Companies, LLC	43,150.00					43,150.00
<b>TOTAL</b>	<b>\$129,809.86</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$159,809.86</b>

# Expenses by Vendor Summary

July 2021 - May 2022

	<b>Total</b>
A Partner in Technology	621.25
Acadia Insurance	5,532.00
ACORN ENGINEERING, INC	252.50
ACV ENVIRO	51,975.00
AMAZON.COM	122.51
Biddeford Savings Bank	10.00
CITY OF SOUTH PORTLAND	300.00
CONTECH ENGINEERED SOLUTIONS LLC	48,260.00
CROSS INSURANCE	2,566.00
CUMBERLAND COUNTY SWCD	112,580.13
Eco Maine - Vendor	18,697.08
ESRI	600.00
Eventbrite	32.54
GZA GEOENVIRONMENTAL INC	69,119.98
Intuit	49.00
Lenovo	1,307.65
MAINE MUNICIPAL BOND BANK	75,758.30
Maritime Farms Land Management	199,632.20
MEMIC	495.15
MICROSOFT	341.30
ONSET COMPUTER	2,130.57
P.C. Sexton WIT Companies, LLC	51,650.00
PERKINS THOMPSON	6,144.00
POSTMASTER	1.76
Purdy Powers & Company	8,600.00
SquareSpace	120.00
STAPLES	80.17
Sterling Stormwater Maintenance Services	179,074.32
TechSoup	75.00
The Maine Mall	50,000.00
VERIZON	1,325.64
wood	2,060.00
Not Specified	-245.00
<b>TOTAL</b>	<b>\$889,269.05</b>

# Budget vs. Actuals - FY22 Profit & Loss

July 2021 - May 2022

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
4100 ADMINISTRATION	202,944.79	206,424.28	-3,479.49	98.31 %
4200 CONSTRUCTION AND MAINTENANCE	897,511.50	845,057.16	52,454.34	106.21 %
4201 Drainage Maintenance Agreement	316.00		316.00	
<b>Total 4200 CONSTRUCTION AND MAINTENANCE</b>	<b>897,827.50</b>	<b>845,057.16</b>	<b>52,770.34</b>	<b>106.24 %</b>
4500 GOOD HOUSEKEEPING	291,078.38	337,936.51	-46,858.13	86.13 %
4600 MONITORING	86,417.03	141,500.51	-55,083.48	61.07 %
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	16,498.04		16,498.04	
4820 INTEREST	9,366.01	10,000.00	-633.99	93.66 %
49900 Uncategorized Income	3.00		3.00	
Sales	82.00		82.00	
<b>Total Income</b>	<b>1,520,830.27</b>	<b>1,544,114.97</b>	<b>-23,284.70</b>	<b>98.49 %</b>
<b>GROSS PROFIT</b>	<b>1,520,830.27</b>	<b>1,544,114.97</b>	<b>-23,284.70</b>	<b>98.49 %</b>
<b>EXPENSES</b>				
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.	157,846.59		157,846.59	
5049 Landscaping of Const. Proj.	66,772.00	98,681.50	-31,909.50	67.66 %
<b>Total 5040 CONSTRUCTION</b>	<b>348,218.84</b>	<b>1,755,431.50</b>	<b>-1,407,212.66</b>	<b>19.84 %</b>
5060 MONITORING EXPENSE				
5061 Watershed Monitoring	56,272.23	67,719.00	-11,446.77	83.10 %
<b>Total 5060 MONITORING EXPENSE</b>	<b>56,272.23</b>	<b>67,719.00</b>	<b>-11,446.77</b>	<b>83.10 %</b>
5080 MEETINGS		2,000.00	-2,000.00	
5090 EQUIPMENT	4,712.07	5,000.00	-287.93	94.24 %
6000 PROGRAM EXPENSE				
6002 Loan Payment	75,758.30	75,760.00	-1.70	100.00 %

				<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Total 6000 PROGRAM EXPENSE</b>	<b>75,758.30</b>	<b>75,760.00</b>	<b>-1.70</b>	<b>100.00 %</b>
6120 SERVICE CHARGES	10.00		10.00	
6160 DUES AND SUBSCRIPTIONS	1,412.10	2,500.00	-1,087.90	56.48 %
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 %
<b>Total 6180 INSURANCE</b>	<b>8,098.00</b>	<b>9,500.00</b>	<b>-1,402.00</b>	<b>85.24 %</b>
6250 POSTAGE AND DELIVERY	1.76	650.00	-648.24	0.27 %
6270 PROFESSIONAL FEES				
6271 Consultant-Engineer	54,331.25	67,280.00	-12,948.75	80.75 %
6272 Legal Fees	9,033.88	20,000.00	-10,966.12	45.17 %
6273 Accounting	8,600.00	7,500.00	1,100.00	114.67 %
6275 Plan Implementation	105,904.29	181,165.79	-75,261.50	58.46 %
6276 Sweeping	127,057.20	145,146.40	-18,089.20	87.54 %
6278 Catch Basin Cleaning	51,975.00	52,500.00	-525.00	99.00 %
6283 Waste Management	33,787.81	25,300.00	8,487.81	133.55 %
<b>Total 6270 PROFESSIONAL FEES</b>	<b>390,689.43</b>	<b>498,892.19</b>	<b>-108,202.76</b>	<b>78.31 %</b>
6340 TELEPHONE	1,325.64	1,440.00	-114.36	92.06 %
6350 TRAVEL	77.41		77.41	
6351 Lodging		500.00	-500.00	
6353 Meals		500.00	-500.00	
6354 Travel	197.51	1,100.00	-902.49	17.96 %
6355 Conferences	207.54	2,000.00	-1,792.46	10.38 %
<b>Total 6350 TRAVEL</b>	<b>482.46</b>	<b>4,100.00</b>	<b>-3,617.54</b>	<b>11.77 %</b>
6550 SUPPLIES	1,510.33	2,000.00	-489.67	75.52 %
66910 Bank Service Charges	-10.00		-10.00	
7200 Salaries & Related Expenses				
7220 Salaries & Wages	83,619.84	89,900.12	-6,280.28	93.01 %
7245 Employee Benefits - Simple IRA	2,508.60	2,696.96	-188.36	93.02 %
7250 Payroll Taxes, etc.	6,396.92	7,416.78	-1,019.86	86.25 %
7260 Payroll Processing & Fees	527.74	500.00	27.74	105.55 %
7270 Workers Comp Insurance	495.15	500.00	-4.85	99.03 %
<b>Total 7200 Salaries &amp; Related Expenses</b>	<b>93,548.25</b>	<b>101,013.86</b>	<b>-7,465.61</b>	<b>92.61 %</b>
<b>Total Expenses</b>	<b>982,080.91</b>	<b>2,567,251.65</b>	<b>-1,585,170.74</b>	<b>38.25 %</b>
<b>NET OPERATING INCOME</b>	<b>538,749.36</b>	<b>-1,023,136.68</b>	<b>1,561,886.04</b>	<b>-52.66 %</b>
<b>NET INCOME</b>	<b>\$538,749.36</b>	<b>\$ -1,023,136.68</b>	<b>\$1,561,886.04</b>	<b>-52.66 %</b>

# **ATTACHMENT C**





## Long Creek FY2023 (July 1, 2022 – June 30, 2023) Budget Narrative

### 5010 – ADS

This line item of **\$500** is identified for advertising, typically related to advertising and publishing public notices for requests for proposals.

### 5030 – BAD DEBT

This line item of **\$40,245.10** is identified for Participating Landowner assessments that are doubtful for collection to ensure that these funds are not allocated to expenses until they are received. All Participating Landowners are required to pay annual assessments under Participating Landowner Agreements. Maine DEP can enforce this requirement as a permit condition; however, in some circumstances, payments falling into this category may never be received, and, in others, the timing of payment is indeterminate and, therefore, are allocated to Bad Debt until received.

### 5041 – CONSTRUCTION – Reserve Fund Account

A line item of **\$200,000** is budgeted as a reserve fund for long-term non-routine maintenance, repair, and replacement of LCMWD-operated structural Best Management Practices (“BMPs”). This is an annual amount to be set aside against which non-routine maintenance, repair, and replacement costs are debited.

### 5042 – CONSTRUCTION – Engineering

This line item of **\$12,250** includes the portion of the engineering design services agreement that will cover the remaining permitting, construction oversight, and project management activities for the South Branch Stormwater BMP Retrofits project.

### 5046 – CONSTRUCTION – Structural

This Account includes:

- A line item of **\$1,391,000** allocated for construction of the South Branch Stormwater BMP Retrofits project which includes construction of a gravel wetland, a modular wetland system, and a bypass pipe to disconnect future impervious area from the gravel wetland.
- A line item of **\$295,000** allocated for the *Private BMP Incentive Program* to incentivize private stormwater management efforts. The funds will provide seed grants for structural retrofits with the goal of offering enough incentive for landowners to consider implementation during other capital improvements. Funds are disbursed in accordance with the Private BMP Incentive Program Policy approved by the Board of Directors.

An overall line item of **\$1,686,000** is budgeted for this Account.

### 5047 – CONSTRUCTION – Inspection and Maintenance

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

- *Routine BMP Inspections:* A line item of **\$24,700** is estimated for inspections of LCWMD-owned-or-operated structural BMPs. The budgeted amount assumes that BMPs will be inspected once, or more, annually based on the manufacturer's or designer's recommendation.
- *Routine BMP Maintenance:* A line item of **\$103,275** is allocated for routine maintenance of LCWMD-owned-or-operated structural BMPs. The budgeted amount assumes that each structural BMP will be maintained once, or more, annually based on the manufacturer's or designer's recommendation.

An overall line item of **\$127,975** is budgeted for this Account.

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

This Account is for routine landscaping maintenance services. This line item includes landscaping tasks such as trimming trees, mowing, mulching, weeding, cutting back perennials, and trash removal. A line item of **\$103,442.50** is budgeted for this Account.

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

This line item represents the following:

- *Routine Water Quality Monitoring:* A line item of **\$63,549** for the third-party contract for ongoing water quality monitoring required under the Long Creek Monitoring Plan. The scope of the contract is conducting continuous water quality monitoring and grab sampling, performing biomonitoring fish sampling, acquiring meteorological data, and measuring stream flow and stream channel cross sections.
- *Rapid Biomonitoring and Habitat Assessment:* A item of **\$9,850** for in-stream habitat assessments between Long Creek Monitoring Stations S08 and S10 and between Long Creek Monitoring Stations S05 and S07, and benthic macroinvertebrate sampling to be performed at Monitoring Stations S17 and S05 to assess the effectiveness of the habitat restoration project performed by LCWMD in the riparian corridor and floodplain of the main stem of Long Creek between Maine Mall Road and Foden Road.

An overall line item of **\$63,549** is budgeted for this Account.

#### **5070 – DEPRECIATION EXPENSE**

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

#### **5080 – MEETINGS**

A line item of **\$2,000** is budgeted to host the Annual Participating Landowner Meeting and stakeholder meetings concerning the next permit cycle.

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

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

#### **6002 – PROGRAM EXPENSE – Loan Payment**

Annual payment for the Maine Municipal Bond Bank Bond loan. A line item of **\$75,760** is budgeted in FY2022.

#### **6160 – DUES AND SUBSCRIPTIONS**

This Account is for licensing and subscription fees for Information Technology-related services, and other dues and subscriptions. Examples of these include Microsoft Azure fees for hosting the water quality monitoring database and annual licensing fees for ESRI's GIS software and Microsoft Office 365. A line item of **\$2,000** is budgeted in FY2023.

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

This line item includes the cost to purchase, rent, maintain, and repair equipment other than water quality monitoring equipment. A line item of **\$1,000** is budgeted in FY2023.

#### **6181 – INSURANCE – Liability Insurance**

Annual premiums for Directors and Officers Liability Insurance for the Board and General Liability Insurance coverage for LCWMD. A line item of **\$9,500** is budgeted in FY2023.

#### **6250 – POSTAGE**

A line item of **\$650** is budgeted for postage, including costs related to mailing annual parcel inspection reports, annual assessments, and invoices.

#### **6271 – PROFESSIONAL FEES – Consultant**

This account is for consultants to provide the following expert services.

- *Sustainable Winter Management (SWiM) Program*: **\$57,600** is allocated to implement the next phase of implementing the SWiM Program during the winter of 2022/2023.
- *Information Technology*: **\$5,000** under general administration for Information Technology services, primarily for general Information Technology services and maintenance of the water quality monitoring database.

A total line item of **\$62,600** is budgeted in FY2023.

#### **6272 – PROFESSIONAL FEES – Legal Fees**

This account is for legal services. The estimated allocation for FY2023 is as follows:

- **\$10,000** under general administration to support contract, board, and policy needs.
- **\$5,000** for support of revisions to Long Creek Watershed Management Plan and Long Creek General Permit.
- **\$5,000** for legal support for the South Branch BMP Retrofits project.

A total line item of **\$20,000** is budgeted in FY2023.

#### **6273 – PROFESSIONAL FEES – Accounting**

This is the cost for the annual independent audit of LCWMD's financial statements. A line item of **\$9,300** is budgeted for FY2023.

#### **6275 – PROFESSIONAL FEES – Plan Implementation**

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

- **Administration: \$70,377.82**
  - Administer invoicing and collection of semi-annual payments for Participating Landowner Assessments; annual budget announcement to Participating Landowners; and annual fees announcement to Participating Landowners, per the Participating Landowner Agreements.
  - Revising assessments for Participating Landowner parcels to account for new (or expanded) impervious cover since a prior assessment was calculated.
  - Provide support to Participating Landowners during property transactions.
  - Respond to Participating Landowner questions on assessments, invoices, and/or billing.
  - Management of outstanding assessment invoices.
  - Monthly processing of invoices and payments.
  - Reconciliation of bank statements and development of monthly financial reports for review by the Treasurer and Executive Director.
  - Coordinate payroll and expense reimbursements for the Executive Director.
  - Work in association with Executive Director to develop the LCWMD FY2024 budget.
  - Annual preparation of financial audit documentation and review of the financial audit.
  - Provide support to Executive Director in preparation of LCWMD Board agendas and supporting materials.
  - Provide staff support at LCWMD Board meetings.
  - Provide support to the Executive Director to prepare the annual Long Creek Watershed Management Plan implementation report to Maine DEP.
  - Monthly Contract Check-in meetings between CCSWCD's Contract Coordinator and LCWMD's Executive Director.
- **Construction & Maintenance: \$25,274.13**
  - Provide support for the South Branch BMP Retrofits project, including design support, technical support, and construction oversight.
  - Manage Stormwater BMP inspection, maintenance, and landscaping contracts for all LCWMD-owned-or-operated BMPs, including reviewing requested change orders, processing change orders when appropriate, complying with processes and documentation as outlined in the most current version of the Standard Operating Procedure for contracts and the "Contract Checklist," and ensuring timely and effective delivery of goods and services.
  - Provide technical support upon request on construction opportunities in partnership with Participating Landowners.
  - Provide technical support upon request for new development and redevelopment projects in the watershed.
- **Monitoring: \$3,259.12**
  - Manage water quality monitoring contract and provide oversight and field support for surface water quality and biological monitoring.
  - Conduct annual audit and monthly QA/QC of monitoring data.
  - Compile monitoring data for annual Maine DEP permit reporting.
- **Non-Structural: \$70,309.57**
  - Coordination of non-structural good housekeeping and pollution prevention activities (*e.g.*, pavement sweeping, catch basin cleaning), assigning work to one or more service providers, reviewing reports received from service providers, and other field-based and office-based services associated with this work.

- Develop attributes in GIS system to track maintenance and inspection costs by BMP number.
- Perform annual inspection of Participating Landowner parcels to ensure compliance with the Long Creek General Permit, Participating Landowner Agreements, Operation and Maintenance Plan, and site-specific Operation and Maintenance Plans and work with Executive Director to resolve issues identified during parcel inspections.
- Maintenance and update of Participating Landowner database and GIS layers denoting stormwater infrastructure.
- Education and Outreach activities, including implementing the social media calendar, sending landowner notifications, developing fact sheets, updating the District's website, and securing permission for catch basin stenciling and coordinating stenciling on Participating Landowner properties.
- Provide technical support for Sustainable Winter Management ("SWiM") program.
- Maintaining the District's GIS system including updating parcel maps to reflect changes in boundaries and stormwater infrastructure, batching maps for the District's website and for use by the District's maintenance contractors, and performing investigations upon request.
- Annual tracking and documentation of activities for Long Creek General Permit reporting to Maine DEP.

An overall line item of **\$169,220.63** is budgeted for this Account.

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

For FY2023, pavement sweeping covers five sweeping events, including: the Spring Sweep: Large Particle Collection event of 311 acres; the Spring Sweep: Fine Particle Collection event of 311 acres; two "Hot Spot" sweeping events of 62 acres each; and the Fall Sweep event of 311 acres. This line item of **\$148,768.40** reflects the pavement sweeping Service Agreement per-acre unit prices.

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

For FY2023, inspection and cleaning of 700 catch basins is anticipated. This line item of **\$52,500** reflects the catch basin inspection and cleaning Services Agreement price of \$75.00 per catch basin.

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

A line item of **\$14,322** is budgeted for waste disposal costs. This Account is for the disposal costs of catch basin grit, pavement sweepings, landscaping debris, and other solid wastes generated as the result of LWCMD's maintenance activities. The estimate is based on 160 tons at the rate of \$115.50 per ton at Eco Maine.

#### **6340 – TELEPHONE**

This line item, **\$1,440**, represents the annual cost for cell phone service of the Executive Director.

#### **6351 – TRAVEL – Lodging and Meals**

This line item of **\$1,000** is for the cost of the Executive Director's lodging and meals for attendance of conferences and meetings.

#### **6354 – TRAVEL – Mileage**

This line item is for mileage reimbursements for the Executive Director and for CCSWCD staff conducting work under the Services Agreement between LCWMD and CCSWCD. A line item of **\$1,100** is budgeted under this account.

**6355 – TRAVEL – Conference Fees**

This line item of **\$2,000** reflect the cost of the Executive Director’s registration fees pertaining to attendance of conferences and meetings.

**6550 – SUPPLIES**

A line item of **\$2,000** is budgeted under this Account. This Account is used for office supplies, and communications and IT equipment for the Executive Director.

**7200 – SALARIES AND RELATED EXPENSES**

Salary, benefits, workers’ compensation insurance, and payroll taxes for Executive Director. A line item of **\$104,691.41** is budgeted under this Account.

DRAFT

**LCWMD FY2023**

**Budget**

	Total ADMINISTRATION	Total CONSTRUCTION & MAINTENANCE	Total MONITORING	Total Non-Structural	FY 2023	FY 2024 Projected	FY 2025 Projected
<b>0</b>							
<b>Income</b>							
4100 ADMINISTRATION	174,606.37	0.00	0.00	0.00	174,606.37	174,606.37	174,606.37
4200 CONSTRUCTION AND MAINTENANCE	0.00	931,804.93	0.00	0.00	931,804.93	845,057.16	845,057.16
4500 GOOD HOUSEKEEPING	0.00	0.00	0.00	357,400.79	357,400.79	357,400.79	357,400.79
4600 MONITORING	0.00	0.00	73,027.91	0.00	73,027.91	73,027.91	73,027.91
4700 STREAM RESTORATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4820 INTEREST	8,000.00	0.00	2,753.95	0.00	10,753.95	10,753.95	10,753.95
<b>Total Income</b>	<b>\$ 182,606.37</b>	<b>\$ 931,804.93</b>	<b>\$ 75,781.86</b>	<b>\$ 357,400.79</b>	<b>\$ 1,547,593.95</b>	<b>\$ 1,547,593.95</b>	<b>\$ 1,547,593.95</b>
<b>Gross Profit</b>	<b>\$ 182,606.37</b>	<b>\$ 931,804.93</b>	<b>\$ 75,781.86</b>	<b>\$ 357,400.79</b>	<b>\$ 1,547,593.95</b>	<b>\$ 1,547,593.95</b>	<b>\$ 1,547,593.95</b>
<b>Expenses</b>							
5010 ADS	\$ 500.00	\$ 0.00	\$ 0.00	0.00	\$ 500.00	\$ 500.00	\$ 500.00
5030 BAD DEBT	5,349.95	22,877.50	3,184.60	8,833.05	40,245.10	40,245.10	40,245.10
5040 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5041 BMP Repair & Replacment Reserve	0.00	200,000.00	0.00	0.00	200,000.00	200,000.00	200,000.00
5042 Engineering	0.00	12,250.00	0.00	0.00	12,250.00	0.00	0.00
5045 Streams	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5046 Structural	0.00	1,686,000.00	0.00	0.00	1,686,000.00	0.00	0.00
5047 Inspection and Maintenance	0.00	127,975.00	0.00	0.00	127,975.00	127,975.00	127,975.00
5048 Non-Routine Repair & Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5049 Landscaping of Const. Proj.	0.00	103,442.50	0.00	0.00	103,442.50	103,442.50	103,442.50
<b>Total 5040 CONSTRUCTION</b>	<b>\$ 0.00</b>	<b>\$ 2,129,667.50</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,129,667.50</b>	<b>\$ 431,417.50</b>	<b>\$ 431,417.50</b>
5060 MONITORING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5061 Watershed Monitoring	0.00	0.00	63,549.00	0.00	63,549.00	69,343.00	63,549.00
<b>Total 5060 MONITORING EXPENSE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 63,549.00</b>	<b>\$ 0.00</b>	<b>\$ 63,549.00</b>	<b>\$ 69,343.00</b>	<b>\$ 63,549.00</b>
5080 MEETINGS	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
5090 EQUIPMENT	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
6000 PROGRAM EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6002 Loan Payment	0.00	75,760.00	0.00	0.00	75,760.00	75,760.00	75,760.00
<b>Total 6000 PROGRAM EXPENSE</b>	<b>\$ 0.00</b>	<b>\$ 75,760.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 75,760.00</b>	<b>\$ 75,760.00</b>	<b>\$ 75,760.00</b>
6160 DUES AND SUBSCRIPTIONS	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
6170 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00
<b>Total 6180 INSURANCE</b>	<b>\$ 9,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,500.00</b>	<b>\$ 9,975.00</b>	<b>\$ 10,473.75</b>
6250 POSTAGE AND DELIVERY	650.00	0.00	0.00	0.00	650.00	650.00	650.00
6270 PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6271 Consultant-Engineer	5,000.00	0.00	0.00	57,600.00	62,600.00	62,600.00	62,600.00
6272 Legal Fees	10,000.00	5,000.00	0.00	5,000.00	20,000.00	20,000.00	20,000.00
6273 Accounting	9,300.00	0.00	0.00	0.00	9,300.00	9,300.00	9,300.00

**LCWMD FY2023**

**Budget**

<b>6275 Plan Implementation</b>	70,377.82	25,274.13	3,259.12	70,309.57	169,220.63	174,297.25	179,526.17
<b>6276 Sweeping</b>	0.00	0.00	0.00	148,768.40	148,768.40	148,768.40	148,768.40
<b>6277 Pipe Inspection and Cleaning</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>6278 Catch Basin Cleaning</b>	0.00	0.00	0.00	52,500.00	52,500.00	52,500.00	52,500.00
<b>6283 Waste Management</b>	0.00	0.00	0.00	14,322.00	14,322.00	14,751.66	15,194.21
<b>Total 6270 PROFESSIONAL FEES</b>	<b>\$ 94,677.82</b>	<b>\$ 30,274.13</b>	<b>\$ 3,259.12</b>	<b>\$ 348,499.97</b>	<b>\$ 476,711.03</b>	<b>\$ 482,217.31</b>	<b>\$ 487,888.78</b>
<b>6340 TELEPHONE</b>	1,440.00	0.00	0.00	0.00	1,440.00	1,440.00	1,440.00
<b>6350 TRAVEL</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>6351 Lodging</b>	500.00	0.00	0.00	0.00	500.00	500.00	500.00
<b>6353 Meals</b>	500.00	0.00	0.00	0.00	500.00	500.00	500.00
<b>6354 Mileage</b>	500.00	150.00	50.00	400.00	1,100.00	1,133.00	1,166.99
<b>6355 Conferences</b>	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
<b>Total 6350 TRAVEL</b>	<b>\$ 3,500.00</b>	<b>\$ 150.00</b>	<b>\$ 50.00</b>	<b>\$ 400.00</b>	<b>\$ 4,100.00</b>	<b>\$ 4,133.00</b>	<b>\$ 4,166.99</b>
<b>6550 SUPPLIES</b>	1,000.00	0.00	0.00	1,000.00	2,000.00	2,000.00	2,000.00
<b>7200 Salaries &amp; Related Expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>7220 Salaries &amp; Wages</b>	53,311.09	23,209.16	2,927.39	14,263.71	93,711.35	97,225.52	100,871.48
<b>7245 Employee Benefits - Simple IRA</b>	1,599.34	696.28	87.82	427.91	2,811.35	2,916.78	3,026.16
<b>7250 Payroll Taxes, etc.</b>	4,078.18	1,775.45	223.94	1,091.14	7,168.71	7,437.53	7,716.44
<b>7260 Payroll Processing &amp; Fees</b>	500.00	0.00	0.00	0.00	500.00	518.75	538.20
<b>7270 Workers Comp Insurance</b>	500.00	0.00	0.00	0.00	500.00	515.00	530.45
<b>Total 7200 Salaries &amp; Related Expenses</b>	<b>\$ 59,988.61</b>	<b>\$ 25,680.89</b>	<b>\$ 3,239.15</b>	<b>\$ 15,782.76</b>	<b>\$ 104,691.41</b>	<b>\$ 108,613.58</b>	<b>\$ 112,682.73</b>
<b>Total Expenses</b>	<b>\$180,606.37</b>	<b>\$2,284,410.02</b>	<b>\$78,281.86</b>	<b>\$375,515.79</b>	<b>\$2,918,814.04</b>	<b>\$1,235,794.50</b>	<b>\$1,240,273.85</b>
<b>Net Operating Income</b>	<b>\$2,000.00</b>	<b>(\$1,352,605.09)</b>	<b>(\$2,500.00)</b>	<b>(\$18,115.00)</b>	<b>(\$1,371,220.09)</b>	<b>\$311,799.45</b>	<b>\$307,320.10</b>
<b>Net Income</b>	<b>\$2,000.00</b>	<b>(\$1,352,605.09)</b>	<b>(\$2,500.00)</b>	<b>(\$18,115.00)</b>	<b>(\$1,371,220.09)</b>	<b>\$311,799.45</b>	<b>\$307,320.10</b>



**Long Creek Watershed Management District**  
**Projected Statement of Cash Flows**  
 July 2022 through June 2025

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	533,688.82
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 ACCOUNTS RECEIVABLE	-57,829.18
2000 ACCOUNTS PAYABLE	-46,856.80
1114 Credit Card	-149.90
2200 Deferred Revenue	-29,008.94
Direct Deposit Payable	0.00
Payroll Liabilities:Federal Taxes (941/944)	850.81
Payroll Liabilities:Federal Unemployment (940)	0.00
Payroll Liabilities:ME Income Tax	192.00
Payroll Liabilities:TD Ameritrade Simple-IRA Catch-up	0.00
Payroll Liabilities:TD Ameritrade	1.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-\$ 132,801.01
Net cash provided by operating activities	\$ 400,887.81
Net cash increase for period	\$ 400,887.81
Cash at beginning of period	3,126,475.68
Cash at end of period	\$ 3,527,363.49
Projected Cash Income FY 2023	1,547,593.95
Projected Cash Expenses FY 2023	2,918,814.04
Projected Net Cash FY 2023	2,156,143.40
Projected Cash Income FY 2024	1,547,593.95
Projected Cash Expenses FY 2024	1,235,794.50
Projected Net Cash FY 2024	2,467,942.85
Projected Cash Income FY 2025	1,547,593.95
Projected Cash Expenses FY 2025	1,240,273.85
Projected Net Cash FY 2025	2,775,262.95

# **ATTACHMENT D**



## Agreement Change Order

<b>Contract Title:</b> Stormwater Best Management Practice (“BMP”) Inspection and Maintenance Services Agreement		<b>Change Order Number:</b> 5						
<b>Contractor Name and Address:</b> Sterling Stormwater Maintenance Services, LLC 9 Heathwood Drive Windham, Maine 04062		<b>Date of Request:</b> June 23, 2022						
		<b>Original Contract Date:</b> January 4, 2021						
		<b>Original Performance Date:</b> Per schedule in agreement.						
		<b>Original Termination Date:</b> December 31, 2023						
<b>Contractor Phone:</b> (207) 321-9852	<b>Contractor Email:</b> tgorrivan@sterlingstormwater.com	<b>Original Contract Amount:</b> 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)								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding-right: 10px;"> <b>Revised Contract Amount:</b> 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; Change Order #3 in the amount of \$15,873.58; Change Order #4 in the amount of \$1,100.00.         </td> <td style="width: 33%; vertical-align: top; padding-right: 10px;"> <b>Revised Performance Date:</b> Not applicable.         </td> <td style="width: 33%; vertical-align: top;"> <b>Revised Termination Date:</b> Not applicable.         </td> </tr> </table>			<b>Revised Contract Amount:</b> 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; Change Order #3 in the amount of \$15,873.58; Change Order #4 in the amount of \$1,100.00.	<b>Revised Performance Date:</b> Not applicable.	<b>Revised Termination Date:</b> Not applicable.			
<b>Revised Contract Amount:</b> 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; Change Order #3 in the amount of \$15,873.58; Change Order #4 in the amount of \$1,100.00.	<b>Revised Performance Date:</b> Not applicable.	<b>Revised Termination Date:</b> Not applicable.						
<b>Change Category (Check all that apply):</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input checked="" type="checkbox"/> Schedule</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Cost</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Scope</td> </tr> <tr> <td><input type="checkbox"/> Deliverables</td> <td><input type="checkbox"/> Testing/Quality</td> <td><input type="checkbox"/> Resources</td> </tr> </table>			<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
<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						
<b>Does this Change Affect (Check all that apply):</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Corrective Action</td> <td style="width: 33%;"><input type="checkbox"/> Preventative Action</td> <td style="width: 33%;"><input type="checkbox"/> Defect Repair</td> </tr> </table>			<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action	<input type="checkbox"/> Defect Repair			
<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action	<input type="checkbox"/> Defect Repair						

<input type="checkbox"/> Updates <input type="checkbox"/> Other		
Description:	Add	Deduct
<p>This change order revises the Stormwater BMP Inspection and Maintenance Services Agreement, as follows: (1) it increases BMP inspection and maintenance frequencies; (2) recharacterizes a number of Underdrained Soil Filter BMPs as Bioretention cell BMPs; and (3) amends the scope of work applicable to some BMPs. The revisions are further detailed and summarized in the following attachments:</p> <ul style="list-style-type: none"> <li>• Summary of Revised Frequencies – Change Order #5</li> <li>• BMP Inspection and Maintenance Summary – Change Order #5</li> <li>• Tables B-1 through B-12</li> <li>• CONTECH Filterra® Bioretention System Inspection and Maintenance</li> <li>• Vegetated Swale Inspection and Maintenance</li> <li>• Underdrained Soil Filter Inspection and Maintenance</li> <li>• Bioretention Cell/Rain Garden Inspection and Maintenance</li> </ul> <p>Increasing the frequency of inspection and maintenance activities is anticipated to lessen the likelihood that “nonroutine” maintenance will be required, while keeping BMPs at a consistent, high level of function.</p> <p>Undrained Soil Filters are typically grassed and only require mowing, whereas, Bioretention cells typically have planting beds which need to be maintained and mulched. The Request for Proposals issued for the current contract generally used the BMP characterizations taken from engineering plans. In some cases, Underdrained Soil Filters have been “converted” to Bioretention cells and in other cases there were different understandings of what should be considered an Underdrained Soil Filter and what should be considered a Bioretention cell. For clarity in this contract, a distinction is being made between grassed BMPs (Underdrained Soil Filters) and landscaped BMPs (Bioretention cells). This characterization results in many former Underdrained Soil Filters being recharacterized as Bioretention cells.</p> <p>Given the District’s experience with media in Filterra units becoming clogged with fine particulate, routine maintenance for Filterra units will now include replacement of the top 3” of media as routine annual maintenance. This preventative maintenance is intended to keep the Filterras operating more efficiently and to prolong, or obviate, the need to completely replace the media in the future.</p> <p>Changes to the scope of work also include more frequent and more comprehensive cleanout of sediment from certain BMPs and</p>	<p>Indefinite delivery, indefinite quantity; per rate and schedule in agreement</p>	

<p>clarifies inspection requirements for post-storm, draw-down assessments.</p> <p>As a result of the change order, the annual value of the Sterling Stormwater Maintenance Services, LLC BMP Inspection and Maintenance Services Agreement increases from <b>\$79,500 annually</b> to <b>\$128,000 annually</b>, assuming all work is carried out annually. The revised inspection and maintenance schedule will commence with the first events scheduled following the effective date of the Change Order. The revisions in the Change Order carry through to the termination date of the Agreement.</p>		
<p>Total</p>		
<p>Change Order Amount:</p>	<p>Indefinite delivery, indefinite quantity; per rate and schedule in agreement.</p>	
<p>Previous Contract/Agreement Amount:</p>	<p>Indefinite delivery, indefinite quantity; per rate and schedule in agreement.</p>	
<p>New Contract/Agreement Amount:</p>	<p>Indefinite delivery, indefinite quantity; per rate and schedule in agreement</p>	
<p><b>Approval Process Needed:</b></p> <p> <input type="checkbox"/> No Cost Time Extension                      <input type="checkbox"/> Executive Director Approval                      <input checked="" type="checkbox"/> Board Approval             </p>		
<p><b>New Contract Information (enter if revised):</b></p> <p> <b>New Contract Amount:</b> Indefinite delivery, indefinite quantity; per rate and schedule in agreement.                      <b>New Performance Date:</b> Not applicable.                      <b>New Termination Date:</b> Not applicable.             </p>		
<p>All provisions of the original contract not modified by this change order remain in full force and effect.</p>		

<b>Approved by Long Creek Watershed Management District:</b>		<b>Approved by Contractor:</b>	
Signature:	Date:	Signature:	Date:
Printed Name: Peter J. Carney		Printed Name: Thomas P. Gorrivan	
Title: Executive Director		Title:	

DRAFT

**Sterling Stormwater Maintenance Services, LLC – Summary of Revised Frequencies – Change Order #5 (June 23, 2002)**

<b>Inspection Services</b>	<b>Unit</b>	<b>Bid Units</b>	<b>Unit Price</b>	<b>Old Frequency</b>	<b>New Frequency</b>
CONTECH Filterra® Bioretention System Inspection	Each	22	\$75.00	2	3
Vegetated Swale Inspection	Each	3	\$100.00	1	2
Underdrained Soil Filter Inspection	Each	9	\$125.00	1	3
Gravel Wetland Inspection	Each	3	\$200.00	1	2
Bioretention Cell/Rain Garden Inspection	Each	23	\$125.00	1	2
ADS Storm-Pure™ Catch Basin Insert Inspection	Each	2	\$75.00	12	2
CONTECH Jellyfish® Filter Inspection	Each	3	\$150.00	1	2
Hydro First Defense® Catch Basin Insert Inspection	Each	1	\$125.00	1	2
Hydro Downstream Defender® Catch Basin Insert Inspection	Each	4	\$125.00	1	2
ADS StormTech® Infiltration and Treatment BMP Inspection	Each	9	\$200.00	1	2
StormTreat Bioretention and Treatment BMP Inspection	Each	15	\$75.00	1	2
Brentwood StormTank® Subsurface Retention BMP Inspection	Each	1	\$200.00	1	2

**Sterling Stormwater Maintenance Services, LLC – Summary of Revised Frequencies – Change Order #5 (June 23, 2002)**

Maintenance Services	Unit	Bid Units	Unit Price	Old Frequency	New Frequency	New Annual Add On
CONTECH Filterra® Bioretention System Maintenance	Each	22	\$225.00 (+\$400.00 fall event)	2	2	YES; Replace top 3" media in Fall.
Vegetated Swale Maintenance	Each	3	\$350.00	1	2	
Underdrained Soil Filter Maintenance	Each	9	\$350.00	1	2	
Gravel Wetland Maintenance	Each	3	\$1500.00	1	1 @ 2 2 @ 1	
Bioretention Cell/Rain Garden Maintenance	Each	23	\$425.00 (+\$300.00 spring event)	1	3	YES; Remove sediment to media layer in Spring.
ADS Storm-Pure™ Catch Basin Insert Maintenance	Each	2	\$300.00	12	2	
CONTECH Jellyfish® Filter Maintenance	Each	3	\$1500.00	1	1	
Hydro First Defense® Catch Basin Insert Maintenance	Each	1	\$1500.00	1	1	
Hydro Downstream Defender® Catch Basin Insert Maintenance	Each	4	\$1500.00	1	1	
ADS StormTech® Infiltration and Treatment BMP Maintenance	Each	9	\$1200.00	1	1	
StormTreat Bioretention and Treatment BMP Maintenance	Each	15	\$400.00	1	1	
Brentwood StormTank® Subsurface Retention BMP Maintenance	Each	1	\$1500.00	1	1	







**Sterling Stormwater Maintenance Services, LLC - BMP Inspection and Maintenance Summary - Change Order #5**

BMP ID Number	BMP Type	Inspection Frequency	Inspection Fee Per Annual Contract	Annual Inspection Cost	Maintenance Frequency	Maintenance Fee Per Annual Contract	Annual Maintenance Cost	Maintenance Add On	Total	Notes
BMP 135-02	Bioretention Cell	2	\$125.00	\$250.00	3	\$425.00	\$1,275.00	\$300.00	\$1,825.00	Inspection at Beginning and End of Season; Maintenance in Spring, Summer, and Fall; Spring maintenance to include removal of sediment and mulch down to media layer and replacement of mulch with organic cedar mulch ( <b>once per year maintenance add on of \$300</b> ), other maintenance events to include removal of sediment down to mulch layer. Note: SOP includes estimate the drainage time of collected stormwater through the basin. Following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours.
BMP 135-06	Bioretention Cell	2	\$125.00	\$250.00	3	\$425.00	\$1,275.00	\$300.00	\$1,825.00	Inspection at Beginning and End of Season; Maintenance in Spring, Summer, and Fall; Spring maintenance to include removal of sediment and mulch down to media layer and replacement of mulch with organic cedar mulch ( <b>once per year maintenance add on of \$300</b> ), other maintenance events to include removal of sediment down to mulch layer. Note: SOP includes estimate the drainage time of collected stormwater through the basin. Following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours.
BMP 117-01	Brentwood StormTank	2	\$200.00	\$400.00	1	\$1,500.00	\$1,500.00		\$1,900.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 203-01	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 203-02	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 203-03	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-02	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-03	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-06	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-10	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-11	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-13	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-17	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 28-02	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 402-03	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 402-04	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 405-01	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 405-02	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 62-01	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 62-02	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 62-03	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 203-05	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-09	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 208-15	Filtterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).

**Sterling Stormwater Maintenance Services, LLC - BMP Inspection and Maintenance Summary - Change Order #5**

BMP ID Number	BMP Type	Inspection Frequency	Inspection Fee Per Annual Contract	Annual Inspection Cost	Maintenance Frequency	Maintenance Fee Per Annual Contract	Annual Maintenance Cost	Maintenance Add On	Total	Notes
BMP 208-16	Filterra System	3	\$75.00	\$225.00	2	\$225.00	\$450.00	\$400.00	\$1,075.00	Inspection at Beginning and End of Season, plus one inspection mid-summer; Maintenance in Spring and Fall; Replace the top 3" of media at Fall Maintenance Event ( <b>once per year maintenance add on of \$400</b> ).
BMP 58-05	Gravel Wetland	2	\$200.00	\$400.00	2	\$1,500.00	\$3,000.00		\$3,400.00	Inspection at Beginning and End of Season, maintenance in Spring and Fall; Note: SOP includes removal of sand and sediment from riprap and sediment forebay during routine maintenance events, mowing not included in SOP.
BMP 98-01	Gravel Wetland	2	\$200.00	\$400.00	1	\$1,500.00	\$1,500.00		\$1,900.00	Inspection at Beginning and End of Season; maintenance in Fall; Note: SOP includes removal of sand and sediment from riprap and sediment forebay during routine maintenance events, mowing not included in SOP.
BMP 114-01	Gravel Wetland	2	\$200.00	\$400.00	1	\$1,500.00	\$1,500.00		\$1,900.00	Inspection at Beginning and End of Season; maintenance in Fall; Note: SOP includes removal of sand and sediment from riprap and sediment forebay during routine maintenance events, mowing not included in SOP.
BMP 57-01	Hydro Downstream Defender	2	\$125.00	\$250.00	1	\$1,500.00	\$1,500.00		\$1,750.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 49-01	Hydro Downstream Defender	2	\$125.00	\$250.00	1	\$1,500.00	\$1,500.00		\$1,750.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-02	Hydro Downstream Defender	2	\$125.00	\$250.00	1	\$1,500.00	\$1,500.00		\$1,750.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-17	Hydro Downstream Defender	2	\$125.00	\$250.00	1	\$1,500.00	\$1,500.00		\$1,750.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-03	Hydro First Defense	2	\$125.00	\$250.00	1	\$1,500.00	\$1,500.00		\$1,750.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 208-08	Jellyfish Filter	2	\$150.00	\$300.00	1	\$1,500.00	\$1,500.00		\$1,800.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 208-14	Jellyfish Filter	2	\$150.00	\$300.00	1	\$1,500.00	\$1,500.00		\$1,800.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 208-04	Jellyfish Filter	2	\$150.00	\$300.00	1	\$1,500.00	\$1,500.00		\$1,800.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-06	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-07	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-08	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-09	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-10	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-11	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-12	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-13	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-14	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 57-15	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 28-01	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 58-01	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 58-02	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 58-03	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 58-04	StormTreat	2	\$75.00	\$150.00	1	\$400.00	\$400.00		\$550.00	Inspection at Beginning and End of Season, Maintenance in the Spring.
BMP 208-05	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 113-01	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 203-04	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 501-01	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 92-01	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 49-02	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.

**Sterling Stormwater Maintenance Services, LLC - BMP Inspection and Maintenance Summary - Change Order #5**

BMP ID Number	BMP Type	Inspection Frequency	Inspection Fee Per Annual Contract	Annual Inspection Cost	Maintenance Frequency	Maintenance Fee Per Annual Contract	Annual Maintenance Cost	Maintenance Add On	Total	Notes
BMP 57-16	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 93-02	Underdrained Soil Filter	3	\$125.00	\$375.00	2	\$350.00	\$700.00		\$1,075.00	Inspection at Beginning and End of Season, plus one inspection during summer to observe drawdown following a storm with greater than 1" of rainfall, the basin should completely drain within 48 hours; Maintenance in Spring and Fall; Remove accumulated sediment in forebay and basin during each maintenance event.
BMP 112-02	Vegetated Swale	2	\$100.00	\$200.00	2	\$350.00	\$700.00		\$900.00	Inspection at Beginning and End of Season; Maintenance in Spring and Fall; Remove accumulated sediment during each maintenance event.
BMP 112-03	Vegetated Swale	2	\$100.00	\$200.00	2	\$350.00	\$700.00		\$900.00	Inspection at Beginning and End of Season; Maintenance in Spring and Fall; Remove accumulated sediment during each maintenance event.
BMP 501-02	Vegetated Swale	2	\$100.00	\$200.00	2	\$350.00	\$700.00		\$900.00	Inspection at Beginning and End of Season; Maintenance in Spring and Fall; Remove accumulated sediment during each maintenance event.
<b>Total Invoice Amount</b>				\$24,700.00			\$86,975.00	\$16,300.00	\$127,975.00	

**Attachment B**

**Table B-1: CONTECH Filterra® Bioretention System BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP28-02	28	3	2	South Portland
LCWMD BMP62-01	62	3	2	South Portland
LCWMD BMP62-02	62	3	2	South Portland
LCWMD BMP62-03	62	3	2	South Portland
LCWMD BMP203-01	203	3	2	South Portland
LCWMD BMP203-02	203	3	2	South Portland
LCWMD BMP203-03	203	3	2	South Portland
LCWMD BMP203-05	203	3	2	South Portland
LCWMD BMP208-02	208	3	2	South Portland
LCWMD BMP208-03	208	3	2	South Portland
LCWMD BMP208-06	208	3	2	South Portland
LCWMD BMP208-09	208	3	2	South Portland
LCWMD BMP208-10	208	3	2	South Portland
LCWMD BMP208-11	208	3	2	South Portland
LCWMD BMP208-13	208	3	2	South Portland
LCWMD BMP208-15	208	3	2	South Portland
LCWMD BMP208-16	208	3	2	South Portland
LCWMD BMP208-17	208	3	2	South Portland
LCWMD BMP402-03	402	3	2	South Portland
LCWMD BMP402-04	402	3	2	South Portland
LCWMD BMP405-01	405	3	2	South Portland
LCWMD BMP405-02	405	3	2	South Portland

**22 = total number of BMPs**

**Attachment B**

**Table B-2: Vegetated Swale BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP112-02	112	2	2	Westbrook
LCWMD BMP112-03	112	2	2	Westbrook
LCWMD BMP501-02	501	2	2	Westbrook

**3** = total number of BMPs

**Attachment B**

**Table B-3: Underdrained Soil Filter BMP Unit(s) Managed by LCWMD**  
 Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP49-02	49	3	2	South Portland
LCWMD BMP57-16	57	3	2	South Portland
LCWMD BMP92-01	92	3	2	South Portland
LCWMD BMP93-02	93	3	2	South Portland
LCWMD BMP113-01	113	3	2	Westbrook
LCWMD BMP203-04	203	3	2	South Portland
LCWMD BMP208-12	208	3	2	South Portland
LCWMD BMP501-01	501	3	2	Westbrook

**8** = total number of BMPs



Attachment B

**Table B-4: Gravel Wetland BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP58-05	58	2	2	South Portland
LCWMD BMP98-01	98	2	1	South Portland
LCWMD BMP114-01	114	2	1	Westbrook

**3**

**= total number of BMPs**

**Attachment B**

**Table B-5: Bioretention Cell/Rain Garden BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP62-07	62	2	3	South Portland
LCWMD BMP135-02	135	2	3	South Portland
LCWMD BMP135-03	135	2	3	South Portland
LCWMD BMP135-06	135	2	3	South Portland
LCWMD BMP206-01	206	2	3	South Portland
LCWMD BMP206-02	206	2	3	South Portland
LCWMD BMP206-03	206	2	3	South Portland
LCWMD BMP206-04	206	2	3	South Portland
LCWMD BMP206-05	206	2	3	South Portland
LCWMD BMP206-06	206	2	3	South Portland
LCWMD BMP208-01	208	2	3	South Portland
LCWMD BMP208-05	208	2	3	South Portland
LCWMD BMP208-07	208	2	3	South Portland
LCWMD BMP405-03	405	2	3	South Portland
LCWMD BMP405-04	405	2	3	South Portland
LCWMD BMP405-05	405	2	3	South Portland
LCWMD BMP405-06	405	2	3	South Portland
LCWMD BMP405-07	405	2	3	South Portland
LCWMD BMP405-08	405	2	3	South Portland
LCWMD BMP405-09	405	2	3	South Portland
LCWMD BMP405-11	405	2	3	South Portland
LCWMD BMP405-12	405	2	3	South Portland
LCWMD BMP405-13	405	2	3	South Portland
LCWMD BMP411-07	411	2	3	South Portland
LCWMD BMP411-08	411	2	3	South Portland

**25**

**= total number of BMPs**

**Attachment B**

**Table B-6: ADS Storm-Pure™ Catch Basin Insert BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP57-04	57	2	2	South Portland
LCWMD BMP57-19	57	2	2	South Portland

**2**

**= total number of BMPs**

**Attachment B**

**Table B-7: CONTECH Jellyfish® Filter BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP208-04	208	2	1	South Portland
LCWMD BMP208-08	208	2	1	South Portland
LCWMD BMP208-14	208	2	1	South Portland

**3** = total number of BMPs

Attachment B

Table B-8: Hydro First Defense® Catch Basin Insert BMP Unit(s) Managed by LCWMD  
Stormwater Best Management Practices Inspection and Maintenance RFP

BMP ID Number	Parcel Number	Annual Inspection Frequency	Annual Maintenance Frequency	Municipality
LCWMD BMP57-03	57	2	1	South Portland

1

= total number of BMPs

**Attachment B**

**Table B-9: Hydro Downstream Defender® Catch Basin Insert BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP49-01	49	2	1	South Portland
LCWMD BMP57-01	57	2	1	South Portland
LCWMD BMP57-02	57	2	1	South Portland
LCWMD BMP57-17	57	2	1	South Portland

**4** = total number of BMPs

**Attachment B**

**Table B-10: ADS StormTech® Infiltration and Treatment BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP28-05	28	2	1	South Portland
LCWMD BMP28-06	28	2	1	South Portland
LCWMD BMP28-08	28	2	1	South Portland
LCWMD BMP28-09	28	2	1	South Portland
LCWMD BMP57-18	57	2	1	South Portland
LCWMD BMP58-06	58	2	1	South Portland
LCWMD BMP58-07	58	2	1	South Portland
LCWMD BMP112-01	112	2	1	Westbrook
LCWMD BMP118-01	118	2	1	Westbrook

**9**

**= total number of BMPs**

**Attachment B**

**Table B-11: StormTreat Bioretention and Treatment BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP28-01	28	2	1	South Portland
LCWMD BMP57-06	57	2	1	South Portland
LCWMD BMP57-07	57	2	1	South Portland
LCWMD BMP57-08	57	2	1	South Portland
LCWMD BMP57-09	57	2	1	South Portland
LCWMD BMP57-10	57	2	1	South Portland
LCWMD BMP57-11	57	2	1	South Portland
LCWMD BMP57-12	57	2	1	South Portland
LCWMD BMP57-13	57	2	1	South Portland
LCWMD BMP57-14	57	2	1	South Portland
LCWMD BMP57-15	57	2	1	South Portland
LCWMD BMP58-01	58	2	1	South Portland
LCWMD BMP58-02	58	2	1	South Portland
LCWMD BMP58-03	58	2	1	South Portland
LCWMD BMP58-04	58	2	1	South Portland

**15** = total number of BMPs



**Attachment B**

**Table B-12: Brentwood StormTank® Subsurface Retention BMP Unit(s) Managed by LCWMD**  
Stormwater Best Management Practices Inspection and Maintenance RFP

<b>BMP ID Number</b>	<b>Parcel Number</b>	<b>Annual Inspection Frequency</b>	<b>Annual Maintenance Frequency</b>	<b>Municipality</b>
LCWMD BMP117-01	117	2	1	Westbrook

**1** = total number of BMPs



# CONTECH Filterra® Bioretention System Inspection and Maintenance

---

## 1.0 Introduction

The CONTECH Filterra® BMP is a proprietary stormwater bioretention treatment system. LCWMD has adopted the inspection and maintenance procedures defined by the manufacturer, CONTECH Engineered Systems (CONTECH). Information about the function of the unit is included in the attached CONTECH Filterra® Owner's Manual from the manufacturer.

## 1.1 Equipment Required

Refer to the inspection and maintenance procedures included in the attached CONTECH Filterra® Owner's Manual from the manufacturer for equipment that may be required to perform these services.

## 1.2 Procedures

Inspection and maintenance procedures for the Filterra® Bioretention System BMP are described in the attached CONTECH Filterra® Owner's Manual, with the exception that the top 3" of media in each unit will be replaced annually in the fall.

## 1.3 Water Access

The service provider is responsible for providing all water needed to properly perform the services. Water used for the work shall be potable. The cost of water shall be included in the unit prices bid for this work. The service provider has sole responsibility for identifying and coordinating for any and all water required.

## 1.4 Notification

If any of the following conditions are caused, encountered, or observed during the work of any part of this SOP, the service provider shall notify LCWMD immediately (within two hours, at a minimum) using the contact information provided during the project kickoff meeting.

- Observation of any suspected pollution in or near a structure, including: petroleum or chemical odor; petroleum sheen; foam; discoloration; evidence of sanitary sewage (odor or visual). The service provider shall not proceed with work at such a structure without guidance from LCWMD;
- Discharge of sediment, slurry, debris or non-decanted wash water to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Discharge of oil, vehicle fluid, hydraulic fluid, detergent, cleaning agent, or other potential pollutant to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Any occurrence requiring the service provider to use a spill kit, sorbent material, or any materials from a spill kit; and/or

- Any damage to structures, pipes, the cover or access point for a structure, or the areas immediately surrounding any of these.

## **1.5 Required Information**

The service provider shall submit a completed Inspection and Maintenance Log and photos for each structure for which an inspection, or for which maintenance, is performed.

## **1.6 Attachments**

CONTECH Filterra® Owner's Manual



# Vegetated Swale Inspection and Maintenance

---

## 1.0 Introduction

Vegetated swales are stormwater units primarily used as pretreatment systems. Structurally, they are wide, shallow channels that are filled with dense vegetation. Settlement of particulates is achieved in these systems by slowing the water via moderate slopes and vegetation. In large storm events, these units can also be used to hold the volume and peak rate of runoff. The Long Creek Watershed has a variety of vegetated swales, which can include many different features. One of the most common features is a check dam, which is used to create large pools in the swale. This promotes additional settling within the unit and induces infiltration.

## 1.1 Equipment Required

Equipment used to perform the work in this SOP may include: shovels; rakes; wheelbarrows; clippers; push mowers; and/or electric or gasoline-powered trimmers, edgers and power heads. No track or rubber-tire machinery shall be used within the structure as it may cause compaction of treatment materials, rutting, and/or channelized flow.

## 1.2 Procedures

Inspection and maintenance procedures for vegetated swales are grouped by features of the unit. Details on these procedures are described below.

### 1.2.1 Basin

~~1. Inspect the depth of sediment collected in the basin. Accumulated sediment should not exceed six inches in depth.~~

~~a. If the depth is greater than six inches:~~

~~2. The basin shall be emptied of accumulated sediment during each maintenance event.~~

~~1.~~

~~2.~~ If accumulated material found during inspection is suspected to be contaminated with grease, oils, or any other contaminant, remove material regardless of depth and dispose of the sediment at an appropriately licensed facility.

3. If the basin contains trash or debris, all trash or debris shall be removed.

### 1.2.2 Embankments

1. Inspect the condition of all embankments around the basin. If the embankment slopes show signs of erosion, burrows, settlement, swamping, or are otherwise in disrepair, maintenance shall be performed to restore these areas to their original design.

2. In the case of disturbance, slopes should be re-built using clean soil, compacted, re-graded, and re-seeded to match the surrounding embankments.

### **1.2.3 Inlet/Outlet**

1. Inspect the inlet and outlet for obstruction and/or damage.
  - a. If obstruction or damage is present, the structure shall be restored to its original design.
  - b. If settlement, erosion, sedimentation, or downstream swamping is observed, make note of this in the Inspection and Maintenance Log.

### **1.2.4 Landscaping**

1. Inspect the condition of plants within the BMP. Plants should be in good health and well spread out with no bare spots. If this is not the case, make note in the Inspection and Maintenance Log.
2. Inspect the BMP for evidence of wooded growth and invasive species. If wooded or invasive plants are growing in the BMP, the wooded or invasive plants shall be removed.
3. If trash or debris is found in the BMP, all trash or debris shall be removed.

## **1.3 Water Access**

The service provider is responsible for providing all water needed to properly perform the services. Water used for the work shall be potable. The cost of water shall be included in the unit prices bid for this work. The service provider has sole responsibility for identifying and coordinating for any and all water required.

## **1.4 Notification**

If any of the following conditions are caused, encountered, or observed during the work of any part of this SOP, the service provider shall notify LCWMD immediately (within two hours, at a minimum) using the contact information provided during the project kickoff meeting.

- Observation of any suspected pollution in or near a structure, including: petroleum or chemical odor; petroleum sheen; foam; discoloration; evidence of sanitary sewage (odor or visual). The service provider shall not proceed with work at such a structure without guidance from LCWMD;
- Discharge of sediment, slurry, debris or non-decanted wash water to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Discharge of oil, vehicle fluid, hydraulic fluid, detergent, cleaning agent, or other potential pollutant to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Any occurrence requiring the service provider to use a spill kit, sorbent material, or any materials from a spill kit; and/or

- Any damage to structures, pipes, the cover or access point for a structure, or the areas immediately surrounding any of these.

### **1.5 Required Information**

The service provider shall submit a completed Inspection and Maintenance Log and photos for each structure for which an inspection, or for which maintenance, is performed.



# Underdrained Soil Filter Inspection and Maintenance

---

## 1.0 Introduction

An underdrained soil filter is a stormwater structure that is designed to store, treat, and release stormwater at a specified rate. These structures achieve this by channeling the collected stormwater through an inlet pipe into a sediment forebay. The forebay holds incoming water and settles the sediment and grit included in it. Once the water has settled, it flows through a level spreader into a basin of aggregate. Water infiltrates through the aggregate, eventually reaching an underdrain, where it is released through an outlet control structure, commonly to a riprap apron. Alternatively, during a rain event, if the water within the structure rises high enough, flow will be diverted over an emergency spillway.

## 1.1 Equipment Required

Equipment used to perform the work in this SOP may include: shovels; rakes; wheelbarrows; clippers; push mowers; and/or electric or gasoline-powered trimmers, edgers and power heads. No vehicles or track or rubber-tire machinery shall be used within the structure as it may cause compaction of treatment materials, rutting, and/or channelized flow.

## 1.2 Procedures

Inspection and maintenance procedures for underdrained soil filters can be broken up by features of the unit. Details on these procedures are described below.

### 1.2.1 Sediment Forebay

1. Inspect the condition of the sediment forebay for sediment build-up. Note the condition of the inlet pipe, as well as the level spreader. If storage in the forebay has been restricted by built up sediment, or the inlet or level spreader are otherwise in disrepair:
  - a. Sediment shall be screened from riprap and the riprap replaced in accordance with its original design.
  - b. In the case of sediment buildup, the sediment shall be removed.
  - c. In the case that the inlet pipe is in need of repair, make note of this in the Inspection and Maintenance Log.
  - d. In the case that the level spreader is in need of repair, make note of this in the Inspection and Maintenance Log.

### 1.2.2 Embankments

1. Inspect the condition of all embankments around the basin for condition as well as vegetation growth. If the embankment slopes show signs of erosion, burrows,

settlement, swamping, or are otherwise in disrepair, maintenance shall be performed to restore these areas to their original design.

- a. In the case of disturbance, slopes shall be re-built using clean soil, compacted, re-graded, and re-seeded to match the surrounding embankments.

### 1.2.3 Basin

~~1. Inspect the depth of sediment collected in the basins. Accumulated sediment should not exceed six inches in depth.~~

~~a. If the depth is greater than six inches:~~

~~1.~~ 1. The basin shall be emptied of accumulated sediment during each maintenance event.

~~2.~~ 2. If accumulated material found during inspection is suspected to be contaminated with grease, oils, or any other contaminant, remove material regardless of depth and dispose of the sediment at an appropriately licensed facility.

3. If the basin contains trash or debris, all trash or debris shall be removed.

~~2.4.~~ Estimate the drainage time of collected stormwater through the basin. Following a storm with greater than 1" of rainfall within 24 hours, the basin should completely drain within 48 hours. If the basin does not drain within 48 hours, note this in the Inspection and Maintenance Log.

### 1.2.4 Outlet Control Structure

1. Inspect the outlet control structures (riprap apron and emergency spillway) for obstruction and/or damage.
  - a. If obstruction or damage is present, the structures shall be restored to their original design.
  - b. If settlement, erosion, sedimentation, or downstream swamping is observed, make note of this in the Inspection and Maintenance Log.
  - c. Trash racks shall be cleared of debris.

### 1.2.5 Landscaping

1. Inspect the BMP for the health of all plants, including all trees and shrubs. Plants should be in good health. If this is not the case, make note of this in the Inspection and Maintenance Log.
2. Inspect the BMP for evidence of wooded growth and invasive species. If wooded or invasive plants are growing in the BMP, the wooded or invasive plants shall be removed.
3. If trash or debris is found in the BMP, all trash or debris shall be removed.

## 1.3 Water Access



The service provider is responsible for providing all water needed to properly perform the services. Water used for the work shall be potable. The cost of water shall be included in the unit prices bid for this work. The service provider has sole responsibility for identifying and coordinating for any and all water required.

#### **1.4 Notification**

If any of the following conditions are caused, encountered, or observed during the work of any part of this SOP, the service provider shall notify LCWMD immediately (within two hours, at a minimum) using the contact information provided during the project kickoff meeting.

- Observation of any suspected pollution in or near a structure, including: petroleum or chemical odor; petroleum sheen; foam; discoloration; evidence of sanitary sewage (odor or visual). The service provider shall not proceed with work at such a structure without guidance from LCWMD;
- Discharge of sediment, slurry, debris or non-decanted wash water to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Discharge of oil, vehicle fluid, hydraulic fluid, detergent, cleaning agent, or other potential pollutant to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Any occurrence requiring the service provider to use a spill kit, sorbent material, or any materials from a spill kit; and/or
- Any damage to structures, pipes, the cover or access point for a structure, or the areas immediately surrounding any of these.

#### **1.6 Required Information**

The service provider shall submit a completed Inspection and Maintenance Log and photos for each structure for which an inspection, or for which maintenance, is performed.



# Bioretention Cell/Rain Garden Inspection and Maintenance

## 1.0 Introduction

A bioretention cell, also commonly referred to as a rain garden, is a stormwater feature that is used to collect and filter stormwater runoff through the use of infiltration and vegetation. The structures generally include an underdrain, and typically include a variety of medium sized plants which are used to absorb nutrients present in the stormwater. Bioretention cells are effective at removing many common contaminants, such as sediment, nutrients, and grease. These structures may be spread out through residential areas or near parking areas in order to maximize efficiency.

## 1.1 Equipment Required

Equipment used to perform the work in this SOP may include: shovels; rakes; wheelbarrows; clippers; push mowers; and/or electric or gasoline-powered trimmers, edgers and power heads. No vehicles or track or rubber-tire machinery shall be used within the structure as it may cause compaction of treatment materials, rutting, and/or channelized flow.

## 1.2 Maintenance Procedure

Maintenance procedures for bioretention cells can be broken up by features of the unit. Details on these procedures are described below.

### 1.2.1 Pretreatment Structure

1. If the unit has a pretreatment structure, inspect the condition of the pretreatment structure (if any) for sediment build-up. Note the condition of the inlet pipe (if any). If storage in the pretreatment structure has been restricted by built up sediment, or the inlet is otherwise in disrepair:
  - a. Sediment shall be screened from riprap and the riprap replaced in accordance with its original design.
  - b. In the case of sediment buildup, the sediment shall be pumped out and the pretreatment structure restored to its original design.
  - c. In the case that the inlet pipe is in need of repair, make note of this in the Inspection and Maintenance Log.

### 1.2.2 Basin

1. Removal of sediment:
  - a. The basin shall be emptied of accumulated mulch and sediment down to the media layer during the spring maintenance event.
  - b. The basin shall be emptied of accumulated sediment down to the mulch layer during other maintenance event.

- ~~1. Inspect the depth of sediment collected in the basin. Accumulated sediment should not exceed 6" in depth.~~
  - ~~a. If the depth is greater than 6":~~
    - ~~i. The basin shall be emptied of accumulated sediment.~~
  - ~~ii.c.~~ If accumulated material found during inspection is suspected to be contaminated with grease, oils, or any other contaminant, remove material regardless of depth and dispose of the sediment at an appropriately-license facility.
2. Inspect the condition of plants within basin. Plants should be in good health and well spread out with no bare spots.
3. If the basin contains trash or debris, all trash or debris shall be removed.
4. Estimate the drainage time of collected stormwater through the basin. Following a storm with greater than 1" of rainfall within 24 hours, the basin should completely drain within 48 hours.
  - a. If the basin does not drain within 48 hours, note this in the Inspection and Maintenance Log.

### 1.2.3 Landscaping

1. Inspect the BMP for evidence of wooded growth along the embankments, invasive species growth, and general condition of the surrounding vegetation near the basin.
  - a. If the BMP has wooded or invasive plants growing near the basin, all wooded/invasive plants shall be removed.
  - b. If trash or debris is found, all trash or debris shall be removed.
2. Inspect the BMP for the health of all plants, including all trees and shrubs.
  - a. Plants on site should be in good health. If plants on site are dead or dying, make note in the Inspection and Maintenance Log.
  - b. The mulch layer should be fresh and be 3" thick for all vegetation.

## 1.3 Water Access

The service provider is responsible for providing all water needed to properly perform the services. Water used for the work shall be potable. The cost of water shall be included in the unit prices bid for this work. The service provider has sole responsibility for identifying and coordinating for any and all water required.

## 1.4 Notification

If any of the following conditions are caused, encountered, or observed during the work of any part of this SOP, the service provider shall notify LCWMD immediately (within two hours, at a minimum) using the contact information provided during the project kickoff meeting.

- Observation of any suspected pollution in or near a structure, including: petroleum or chemical odor; petroleum sheen; foam; discoloration; evidence of sanitary sewage (odor or

visual). The service provider shall not proceed with work at such a structure without guidance from LCWMD;

- Discharge of sediment, slurry, debris or non-decanted wash water to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Discharge of oil, vehicle fluid, hydraulic fluid, detergent, cleaning agent, or other potential pollutant to surface waters, a Municipal Separate Storm Sewer System (MS4<sup>2</sup>), the Long Creek drainage system, open ditches, or private properties;
- Any occurrence requiring the service provider to use a spill kit, sorbent material, or any materials from a spill kit; and/or
- Any damage to structures, pipes, the cover or access point for a structure, or the areas immediately surrounding any of these.

## **1.6 Required Information**

The service provider shall submit a completed Inspection and Maintenance Log and photos for each structure for which an inspection, or for which maintenance, is performed.