

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

August 17, 2016

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on August 17, 2016 in the Conference Room at the Butler Municipal Building, One Ace Road, Butler, New Jersey. Chairman Voorman called the meeting to order at approximately 7:30 p.m.

#### ROLL CALL

On roll call:

**PRESENT** : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik

**ABSENT** : Commissioner Gall

**ALSO PRESENT** : Christopher H. Falcon, Esq., Maraziti, Falcon LLP; and Daniel D. Kelly, P.E., Kelly Engineering

#### OPEN PUBLIC MEETING STATEMENT

Chairman Voorman introduced the "Open Public Meeting Statement" indicating that adequate notice of the Authority's regular meeting had been publicized in accordance with law by posting notice on the bulletin board at the Butler Municipal Building by providing notice to the municipal clerks of Bloomingdale, Butler, Kinnelon, and Riverdale, and by providing notice to the official newspapers of the Authority.

#### ADOPTION OF MINUTES

**1. Meeting Minutes: Regular Meeting – July 21, 2016**

Before considering the minutes for adoption, Mr. Kelly noted that Chairman Voorman requested a minor revision to page 7 which revision is in the meeting file folders. Also, Commissioner Metcalfe noted a correction to the first page on the roll call attendance for the meeting.

With those two corrections, Vice Chairman Verdonik moved acceptance of the minutes of the Authority's July 21, 2016 meeting. That motion was seconded by Commissioner Lampmann and passed unanimously on the following roll call vote:

**AYES** : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Gall

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. System Operations**

#### **1.1 Flow Report**

Referring to the August 15, 2016 Flow Reports for the FlowShark monitors as well as the Triton monitors, Mr. Kelly reported that the total system flows remain low, recorded at 1.684 mgd (FlowShark), 1.646 mgd (Triton) and 1.694 mgd (TBSA M-15).

Similarly, he said the corresponding flows for July are also extremely low at 1.543 mgd (FlowShark), 1.488 mgd (Triton) and 1.490 mgd (TBSA M-15). Lastly, he commented that the rainfall recorded by the Authority's rain gauge at the P-2 monitor location recorded a total of 11.38 inches of rain for the month versus 9.96 inches recorded by Two Bridges. Over the last 4 days of the month when a significant rainfall event occurred, 6.93 inches of rain was reported at the P-2A site compared to 6.35 inches by TBSA. He said that intense rainfall resulted in an extreme jumps in the flows as is evident on the flow hydrographs for FlowShark and Triton as well as that for TBSA's meter.

The following reports were distributed for the July 2016 period for the Board's information and review:

- FlowShark Flow Report for July 2016
- FlowShark Daily Flow Summary for July 2016
- FlowShark Daily Flow Hydrograph for July 2016
- FlowShark Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for July 2016
- TBSA Budgeted vs. Actual Flow for July 2016

The following reports were also made available to the Board on the Triton meter readings:

- Triton Flow Report for July 2016
- Triton Daily Flow Summary for July 2016
- Triton Daily Flow Hydrograph for July 2016
- Triton Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for July 2016

Concerning the additional flow monitoring and confirmations being conducted by ADS, Mr. Kelly said that Mike Armes reported that ADS' Vice President of Engineering is reviewing the data and expects to have a report by the end of the month. He also noted that Mr. Armes has asked if he would be able to make a presentation on the flow monitoring data at the Board's September 21<sup>st</sup> meeting.

Commenting on the delays and ADS' evaluation of its own metering data, both Commissioners Howard and Lampmann stated that all data analyses must be strictly technology-based absent other influences.

As to ADS' revision of the data editing process flow chart, Mr. Kelly said that he has requested it again and that Mr. Armes committed to providing that chart in revised form.

Lastly, Mr. Kelly reviewed his August 16<sup>th</sup> memorandum summarizing the year-to-date differences between the FlowShark monitoring system and the Triton system. He said the largest difference in the meters is that shown for Meter P-2A at 9.9%. That effectively produces the largest differences between and among the municipalities, specifically, between Bloomingdale and Riverdale. He said that so far this year, if the Triton data is utilized, Bloomingdale's flows would increase by 29.5% while Riverdale's would decrease by 34.6%.

As before, he said the Authority must have a reliable and fundamentally sound report from ADS on its reconciliation of the differences in the two data sets as well as the third sensor running in parallel with the other two over the last 2 to 3 months.

## **1.2 TBSA Actual vs. Budgeted Flow Analysis**

As indicated by his August 15, 2016 memorandum summarizing the flows budgeted by TBSA at the beginning of FY 2016 versus the actual flows recorded year-to-date, Mr. Kelly said that the low flows thus far this year mean that the Authority's contractual minimum of 1.85 mgd must be utilized in lieu of the actual recorded flow. That in turn increases the

prospect that at the end of the fiscal year Two Bridges will bill PRBRSA additional User Charges, currently projected at an extra 2.15%.

### **1.3 PRBRSA Interceptor Inspection 2016**

As indicated by his July 29, 2016 letter to the Board, Mr. Kelly said that the Rockaway Valley Regional Sewerage Authority (RVRSA) experienced a pipe collapse of its main interceptor sewer, a 42-inch diameter prestressed concrete cylinder pipe (PCCP). That collapse, he said, required a major response effort which is still underway and may take months to resolve.

The significance of the RVRSA incident is simply that the material construction is very similar to that utilized for the PRBRSA Interceptor in Bloomingdale and Riverdale, a 30-inch and 36-inch PCCP pipeline. Accordingly, Mr. Kelly said he has continued investigations into various technologies that would be effective in determining the overall structural condition of the existing lines.

He briefly outlined the systems available through Pure Technologies including an electromagnetic survey scan capable of determining if any of the prestressed wires retaining the inner solid steel cylinder core of the pipes have broken. He noted that the system seems to be extraordinarily robust yet preliminarily indicates that it is apparently expensive. He mentioned as well that these systems have been deployed throughout the world including several applications within New Jersey, notably, continuous acoustic monitoring of the Middlesex County Utilities Authority's large diameter PCCP force main that had collapsed spilling millions of gallons of raw sewage into the Raritan River and Raritan Bay years ago.

Mr. Kelly again recommended that the Authority inspect the existing PCCP lines to assure that they remain structurally sound with minimal defects and I/I conditions.

## **2. TBSA Activities**

### **2.1 Status Update**

Vice Chairman Verdonik advised that the Two Bridges pumping station project is nearing completion whereas the treatment plant project continues to encounter some difficulties and at this stage may be only 30% complete.

**3. TWA Applications and Connection Permits**

**3.1 TWA Application  
Riverdale Phase 1 Sewer Extension  
Borough of Riverdale**

Mr. Kelly reported that the Borough of Riverdale has filed an application for TWA approval for its Phase 1 Sewer project. He said the project is designed to sewer several existing residential areas of the Borough east and west of the Newark Pompton Turnpike including 166 single family residential units at a projected flow of 49,600 gpd.

Although the approval resolution is on the agenda and although the matter had been discussed with Mayor Carelli and Councilman Desai at a meeting on July 27<sup>th</sup> and the application appears to be ready for approval, Mr. Kelly explained that on advice of counsel the approval resolution was not prepared. The reason is explained below in paragraph 4.

**4. Riverdale Delinquent Annual Charge Payment**

Explaining further, Mr. Kelly distributed a draft letter to the Borough setting forth the reason that the Borough's Phase 1 sewer project TWA application can not be considered. The issue is that the Borough is currently more than 30 days in arrears in its third quarterly Annual Charge payment in the amount of \$285,637. Based on the Authority's Rules and Regulations, as indicated in the draft letter, all work has been suspended on the project pending receipt of the payment due. In addition, again as the letter advises the Borough, in accordance with the 1987 Riverdale Service Contract and state statute, a 1.5% per month interest charge must be assessed on the delinquent payment.

On discussion Commissioner Lampmann suggested that the letter be modified to advise the Borough that the earliest that the Phase 1 application can be considered would be the Board meeting scheduled for September 21<sup>st</sup>.

Following further discussion Commissioner Lampmann moved to authorize and direct the consulting engineer to amend the letter and issue it to the Borough of Riverdale. That motion was seconded by Commissioner Howard and passed on the following roll call vote:

**AYES** : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Gall

**ABSTAIN** : None

**5. Riverdale Infiltration/Inflow Investigations**

Mr. Kelly reported that the Authority has received the executed copies of the contracts with Matrix New World Engineering, Boswell Engineering and Flow Assessment Inc. pertaining to the Borough's infiltration/inflow investigations and related flow metering within the PRBRSA system. He explained that the Borough's delinquent payment also results in suspension of any authorization that the Authority would otherwise provide the Borough to initiate that work.

**6. July 27<sup>th</sup> Meeting with Riverdale**

Mr. Kelly reported that he had a constructive meeting with Riverdale officials, Mayor Carelli and Councilman Desai, on July 27<sup>th</sup>. A summary of those discussions he said is in the meeting filed folders and had been previously been distributed to the Board under his memorandum of July 29, 2016.

**7. Boonton Avenue Interceptor Project**

**7.1 Status Report**

**7.1.1 Contract No. I-4A: Hutton Construction**

Mr. Kelly said he met with Suburban Consulting Engineers on July 28<sup>th</sup> to review close-out matters, most particularly the deficiencies noted by the July 2016 report of Mott MacDonald following inspection of the facilities installed by both Hutton and Arold.

As to Hutton's work, he said Andrew Holt and Jason Ebbs agreed that the recommendations of Mott MacDonald are appropriate such that SCE will notify the contractor of the need to remedy the conditions within MH 128 in Boonton Avenue by reconstruction of the bench and flow channel in that structure. In addition, to address the issues raised with excessive flow depths within the line in High Street from MH 132A to MH 132B, he said the contractor will be required to inspect that as well as the other lines before the end of the one year maintenance period. At that time, if any

additional work is required such as sewer line cleaning or any other remedial work is identified then, the contractor would be so notified.

He said a draft letter has been prepared by SCE which will be shortly issued to Hutton Construction along with MM's report.

### **7.1.2 Contract No. I-4B: Arold Construction**

Also at the July 28<sup>th</sup> meeting with SCE, although a number of close-out matters on Contract No. I-4B were discussed, Mr. Kelly said the primary focus was the remedial work also recommended by Mott MacDonald's July report. In Arold's case that consisted of repairs to the liner installed in MH 115 within Valley Road. Mr. Kelly said that that work was actually performed last week and, subject to SCE's review as to the acceptability of the repairs, that it should conclude construction on the Arold contract.

Mr. Kelly said he also recommends withholding retainage on Contract No. I-4B pending completion and acceptance of the remedial work. He added that the MM report had also been forwarded to SCE as related to Arold's work.

## **7.2 Meeting with SCE**

Mr. Kelly advised that a number of other matters were addressed in order to close-out both construction contracts as summarized by his August 9, 2016 memorandum on his July 29<sup>th</sup> meeting with SCE.

Mr. Kelly also reported that he reviewed the issue with the record drawings which he had raised with SCE yet is satisfied that the information shown there, notably that for Contract No. I-4A, is accurate based on field survey work SCE conducted on January 26, 2016. On that basis Mr. Kelly said he recommends release of payments to SCE for the record drawings which bills are on the construction bill list this evening.

Lastly, he reported that he again raised with SCE the issue of the hydraulic capacity of the line within High Street, MH 132A to MH 132B. He said that the engineer committed to review that matter to confirm that the capacity of the line as installed equals or exceeds the peak design flow requirement for the project.

## **7.3 MM Contract: Park Place/NYS&W Railroad Crossing**

Mr. Kelly said he is waiting on MM's scheduling for the work to conduct the field borings and other investigations within Park Place for the proposed railroad crossing.

## FINANCIAL REPORT

### 1. Treasurer's Report

#### 1.1 July 31, 2016 Treasurer's Report

Treasurer Lampmann presented the Treasurer's Report for the period ending July 31, 2016. Vice Chairman Verdonik moved acceptance of the report as presented. Treasurer Lampmann seconded that motion which passed unanimously on the following roll call vote:

**AYES** : Chairman Voorman, Commissioners Howard, Lampmann, Howard, Metcalfe and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Gall

**ABSTAIN** : None

### 2. Annual Budget: FY 2017

The Annual Budget for Fiscal Year 2017 was distributed to the Board over Mr. Kelly's letter of August 10, 2016 along with the Budget Summary. Mr. Kelly noted that another copy is available in the Member file folders.

On discussing the budget, Mr. Kelly said that there are two actions that the Board may wish to consider. The first would be to act on the budget as presented by his August 10<sup>th</sup> letter which includes a \$50,000 or 0.9% rate increase among the towns. Alternatively, since he noted that the Two Bridges Sewerage Authority has adopted a flat budget meaning that there would be no significant annual charge increase from TBSA to PRBRSA for FY 2017, he said that the Board may wish to consider what he has termed Option B, a 0% increase.

He also presented the Budget Summary for Option B with the Revenues, Appropriations and Annual Charges including the Annual Charge distributions among the towns as compared to the prior year at the 0% increase.

In addition Mr. Kelly discussed his August 11, 2016 letter to the Board as detailed by the two appended tabulations, Table 2017-1 and Table 2017-2, comparing the Annual Charge distributions among the four towns for FY 2016, both as originally billed and as amended, to the Annual Charges proposed for FY 2017.



On review of the Option B figures, Treasurer Lampmann had several questions on the FY 2017 charges as compared with those for FY 2016. He and Commissioner Howard observed that the 2017 charges may be significantly different than those projected particularly in view of the potential differences arising from the ADS flow monitoring systems as discussed earlier. Agreeing, Mr. Kelly said that while that may be true there is no way at this point to predict how the flow differences will be resolved which will ultimately determine the charges to the towns at year-end. He pointed out that his letter explains that the FY 2016 figures include the year-end flow adjustments while the comparable adjustments for FY 2017 can not be determined until the year-end flows are finalized.

Following discussion the Board elected to use Option B at a 0% rate increase for FY 2017.

To do so Treasurer Lampmann moved approval of the following

**Resolution No. R-16-8-1**

## **2016 (FY 2017) AUTHORITY BUDGET RESOLUTION** **Pequannock River Basin Regional Sewerage**

**Authority**  
(Name)

**FISCAL YEAR: FROM: November 1, 2016 TO: October 31, 2017**

WHEREAS, the Annual Budget and Capital Budget for the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning, November 1, 2016 and ending, October 31, 2017 has been presented before the governing body of the Pequannock River Basin Regional Sewerage Authority at its open public meeting of August 17, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,310,000, Total Appropriations, including any Accumulated Deficit if any, of \$5,460,000 and Total Unrestricted Net Position utilized of \$150,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$700,000 and Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5-31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock River Basin Regional Sewerage Authority, at an open public meeting held on August 17, 2016 that the Annual Budget, including all

related schedules, and the Capital Budget/Program of the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning, November 1, 2016 and ending, October 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pequannock River Basin Regional Sewerage Authority will consider the Annual Budget and Capital Budget Program for adoption on October 19, 2016.

(Secretary's Signature) Edwin Howard August 17, 2016  
(Date)

- AYES** : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
- NAYS** : None
- ABSENT** : Commissioner Gall
- ABSTAIN** : None

**3. Rate Stabilization Analysis**

Referring to his August 17, 2016 letter, Mr. Kelly presented a Rate Stabilization Analysis through FY 2024, specifically, Table 1, Table 2A and Table 2B.

Table 1 he indicated presents a historical compilation of the budgets FY 1999 forward.

Table 2A, Mr. Kelly explained, includes a 2% increase for administrative, operation and maintenance expenses for both PRBRSA and TBSA. That analysis projects a rate decrease in FY 2018 followed by increases of 1% or less for the remainder of the timespan through FY 2024. Along the way he said the maximum Annual Charge would be that projected for FY 2027 at \$5,500,000. By FY 2017, the projected Annual Charge is \$5,200,000, a 1.9% decrease over the 7 year period.

Following further discussion on the Rate Stabilization Analysis, Chairman Voorman requested that it be modified to reflect the budget as approved earlier, namely, Option B at a 0% rate increase.

**4. Riverdale Delinquent Annual Charge**

As indicated above the Authority is pursuing collection of the Borough of Riverdale's third quarter Annual Charge due on July 15, 2016.

## **UNFINISHED BUSINESS**

### **1. Contingency Operating Plan**

No change in status on this matter.

### **2. Mathews Avenue Sewer Connections**

Referring to his discussions with Mayor Carelli and Councilman Desai at the July 27<sup>th</sup> meeting, Mr. Kelly said they reported that the Borough was not aware that the two new homes on Mathews Avenue are connected to the Borough sewer system. Mr. Kelly said he informed Borough officials that it is evident that a new sewer extension was installed on Stonehouse Road which was never approved by PRBRS A, TBSA or NJDEP to which the two homes were connected. That being the case he said he informed the mayor and councilman that state regulations require that the Borough is obligated to notify NJDEP that the sewer was installed without TWA permit approval. Failing that, he further explained that under NJDEP regulations, the Authority would be similarly obligated to so notify the Department.

He advised that the mayor and councilman agreed to investigate the matter and report from there.

## **NEW BUSINESS**

None

## **PAYMENT OF BILLS**

### **1. Operating Budget**

#### **1.1 Operating Request for Payment No. 354**

Treasurer Lampmann presented and moved approval of Operating Request for Payment No. 354 as follows:

**Operating Request for Payment No. 354**

The following bills have been reviewed and are recommended for approval for payment at the **August 17, 2016** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<b>PRBRSA ACCT. NO.</b>	<b>VOUCHER NO.</b>	<b>VOUCHER DATE</b>	<b>PAYMENT AMOUNT</b>	<b>CHECK PAYABLE TO</b>
1)	24.05	OP-16-8-1	3/31/2016	\$ 250.00	Borough of Butler
2)	33.01	OP-16-8-2	10/2/2014	\$ 2,535.00	Borough of Butler
3)	24.07	OP-16-8-3	8/8/2016	\$ 131.89	Kelly Engineering
4)	22.03	OP-16-8-4	8/8/2016	\$ 10,400.00	Kelly Engineering
5)	32.02	OP-16-8-5	8/9/2016	\$ 2,495.68	Kelly Engineering
6)	22.01	OP-16-8-6	8/2/2016	\$ 1,702.00	Maraziti Falcon LLP
7)	33.01	OP-16-8-7	07/11/16	\$ 3,183.00	ADS LLC
8)	24.07	OP-16-8-8	7/1/2016	\$ 197.91	North Jersey Media
9)	24.07	OP-16-8-9	8/1/2016	\$ 61.77	North Jersey Media
10)	33.03	OP-16-8-10	7/4/2016	\$ 36.25	Verizon
11)	33.03	OP-16-8-11	7/23/2016	\$ 32.05	Verizon
12)	33.03	OP-16-8-12	7/28/2016	\$ 36.32	Verizon
13)	33.03	OP-16-8-13	7/28/2016	\$ 36.32	Verizon
14)	33.03	OP-16-8-14	8/1/2016	\$ 17.96	Borough of Butler Electric
15)	33.03	OP-16-8-15	8/9/2016	\$2.81	JCP&L

**TOTAL:     \$ 21,118.96**

Vice Chairman Verdonik seconded the motion which passed unanimously on the following roll call vote:

**AYES**           : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik

**NAYS**           : None

**ABSENT**        : Commissioner Gall

**ABSTAIN**       : None

**2. Construction Fund Disbursements**

**2.1 Construction Disbursement Requisition No. C-13-41**

Treasurer Lampmann presented and moved approval of the bills as listed on Construction Fund Disbursement Requisition No. C-13-41 as follows:

**CONSTRUCTION DISBURSEMENT REQUISITION No. C-13-41**

In accordance with Section 513(B) of the Resolution adopted by the Authority on July 15, 1986, as amended and supplemented, and entitled "Resolution Providing for the Issuance of Bonds of the Pequannock River Basin Regional Sewerage Authority and for the Rights of the Holders Thereof, and Authorizing \$20,000,000 Principal Amount Thereof" (the "Resolution"), you are hereby instructed to make the following disbursements from the Construction Fund (Account #2576006501) as authorized by the Authority at a meeting on **August 17, 2016:**

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C2	C-13-41-8-1	8/9/16	\$ 3,643.40	Kelly Engineering
2)	120322C1	C-13-41-8-2	8/2/16	\$ 518.00	Maraziti Falcon LLP
3)	120322C6.1	C-13-41-8-3	7/27/16	\$ 3,524.33	Hatch Mott MacDonald
4)	120322C6.1	C-13-38-5-5	2/15/16	\$ 280.00	Suburban Consulting Engineers
4)	120322C6.1	C-13-38-5-6	1/31/16	\$ 2,720.00	Suburban Consulting Engineers
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 10,685.73</u></b>	

**UNLESS OTHERWISE DIRECTED, ALL CHECKS SHALL BE MAILED DIRECTLY TO THE CLAIMANT AT THE ADDRESS INDICATED ON THE VOUCHER FORM.**

In compliance with Section 513, Subsection (B) of the Resolution, all disbursement requests listed above are supported by copies of the enclosed voucher forms, each of which has been signed by two Authority Officers and me certifying that such disbursement is necessary to pay part of such cost of the Project.

As required by Section 513(B) of the Resolution, any disbursements for "... the purpose of paying the purchase price or cost of any lands, easements, rights or interest in or relating to lands or paying the cost or expense of work, materials, supplies or equipment ...", will be accompanied by a Consulting Engineer's Certificate as required by Section 513(B) of the Resolution. The supporting Consulting Engineer's Certificate is attached.

Commissioner Howard seconded the motion which passed unanimously on the following roll call vote:

- AYES** : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
- NAYS** : None
- ABSENT** : Commissioner Gall
- ABSTAIN** : None

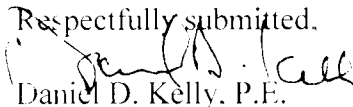
## OPEN MEETING FOR PUBLIC COMMENT

There being no members of the public present. Chairman Voorman dispensed with the public participation portion of the meeting.

## ADJOURNMENT

At approximately 8:30 pm. Commissioner Lampmann moved for adjournment. Commissioner Howard seconded the motion which was approved unanimously on voice vote.

At approximately 8:30 pm, the meeting was adjourned.

Respectfully submitted,  
  
Daniel D. Kelly, P.E.  
Recording Secretary

Enclosures: Treasurer's Report for the period ending July 31, 2016