



Board of Commissioners

Senator Robert Singer, Chairman

Raymond Coles, Vice Chairman

Anne Fish, Treasurer

Samuel Flancbaum, Assistant Secretary

Michael Sernotti, Commissioner

Craig Theibault, Alt. Commissioner

P. G. Waxman, Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

September 7, 2016

- I. Senator Singer opened the meeting at 3:00 P.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey.
 - II. It was announced that in accordance with Chapter 231, Public Law, adequate notice of this meeting was given and that a notice of this scheduled meeting was filed with the Township Clerk and posted in the Municipal Building in a place accessible to the public and by means of public notices in the Asbury Park Press on February 9, 2016 and The Tri Town News on February 11, 2016.
 - III. **Salute to the Flag**
 - IV. **Roll Call of Commissioners**
On a roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flancbaum, Mr. Sernotti, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flancbaum was seated as an alternate. The following professionals and key personnel were present: Mr. Gerwin Bauer Jr., Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Paul Morrill, P. E., Mr. Robert Farina, Instrumentation Department Supervisor and Mrs. Nechama Lapa, Secretary.
 - V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on August 2, 2016, was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**
- Chief Financial Officer Report**
1. **Financial Results Review For August 31, 2016**
The Authorities net position for the period ending August 31, 2016 is approximately \$2.9 Million which is approximately \$1.9 Million ahead of the budget. The Authority's operating revenue as of August 31, 2016 is approximately \$9.3 Million which is approximately \$2 Million ahead of the revenue budget. This is still being driven by higher residential and industrial service fees of approximately \$800,000.00 and higher non-

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recurring connection fees which to date is close to \$1.2 Million. The Authority's expenses through August 31, 2016 are still slightly ahead of budget. As of August, the Authority has used approximately eighty five percent of the expense budget. This is very good with only two months to go. It looks like the expenses will come in right around budget or maybe a little bit ahead.

2. Metering Project Financial Update

At last month's meeting Senator Singer had asked for an analysis of the impact the meter replacement project had on the Authority's revenue. Mr. Rappoccio looked at the revenue in 2010, before the implementation of the meter replacement project and the revenue today. Currently, the revenue is running about \$800,000.00 more than in 2010. That is about a thirty six percent increase. About fifteen percent of that amount is due to new connections. Twenty one percent of the increase is due to new metering project. Senator Singer said that is fantastic. Mr. Rappoccio said that there are some one-time items which were pulled out. Twenty one percent is a good benchmark. Mr. J. Flancbaum said this does not include what was collected from outstanding monies owed. Senator Singer said the fact is by upgrading the Authority has increased revenue of twenty percent. This pays for itself. Besides it gives better information to the customer. Another benefit is the labor issue. If the Authority would not have the remote capture reads more meter readers would need to be hired. There were so many problems with the old meters, the meter was disconnected, some meters were not accessible, the meter was reversed etc. Mr. Rappoccio said there were meters that were giving "0" usage and the customer was charged minimum usage and today the Authority gets actual reads. Mr. Rappoccio said that he looked at this project from a cost perspective. The cost for Phase I and II was around \$4.5 Million. If you back out the one time issues that was had with industrial customers for back billing, this project will be paid off essentially in five years. Senator Singer said this is excellent. The Authority has to keep in mind to that these one-time expenses have to be put away for a rainy day fund. Mr. J. Flancbaum said we are one of the first Authority's to install these new meters.

Mr. Rappoccio added an item.

3. 2016 Project Status

Work is currently being done on the Capital and Operations Budgets. Mr. J. Flancbaum asked Mr. Rappoccio to look at the results of the 2016 completed projects. Close to \$4.4 Million was budgeted for the 2016 projects. The largest being Route 88 Gravity Sewer Line. Right now the costs for seven projects are coming in under budget around \$4.1 Million. Kudos to the engineers for monitoring the projects and the expenses related to them. Senator Singer asked Mr. J. Flancbaum and Mr. Morrill if the Authority is keeping a constant eye on the sewer metering for the County since the County is notorious for overbilling the Authority. Mr. J. Flancbaum said when the quarterly flow reports are received from the County it is compared to the Authority's pumping and billing records. Mr. Rappoccio and Mr. Morrill go through these items. It has been okay. Senator Singer said in the past there have been issues. Mr. Rappoccio said there has been nothing significant that raised an issue. Mr. J. Flancbaum said that comparisons are done with New Jersey American Water and Brick MUA bills on a monthly basis. It is either \$10 more or \$10 less, it is very close.

4. Motion to Approve Operating Voucher

Mr. Rappoccio provided the commissioners with a list of abstentions. There are two addendum items totaling \$19,372.00. One item is the Authority attorney in the amount of a little over \$10,000.00 and the other is a GIS invoice related to GTS Consultants.

The new Operating Expense total being requested for approval is \$866,017.90. A **motion** to approve operating vouchers in the amended amount of \$866,017.90 was made by Mr. Waxman, seconded by Mr. Sernotti. On **roll call**, all members present voted, "**Yes**" with noted abstentions. **Motion Carried.**

Mr. Bauer has a resolution for a Water/Sewer Budget extension for an additional 120 days. Mrs. Lapa read **Resolution #16-104 2016 - 2017 Water/Sewer Budget Extension.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted.**

VI. Engineer's Report

1. Gravity Sanitary Sewer for the Abandonment of the Woodlake Pump Station

- Resolution Awarding Change Order #9 (Pillari Brothers)
 - Resolution Awarding Change Order #1 (Van Cleef Engineering Associates)
- The Change Order for Pillari Brothers is a credit in the amount of \$14,294.63. Mrs. Lapa read **Resolution # 16-105 Authorizing Change Order No. 9 Abandonment of Woodlake Pump Station.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

The Change Order for Van Cleef Engineering is in the amount of \$8,490.61. Mr. Waxman asked if Mr. Morrill recommends it. Mr. Morrill said yes. Mrs. Lapa read **Resolution # 16-106 Authorizing Change Order No. 1 Abandonment of Woodlake Pump Station.** Motion was made by Mr. S. Flancbaum, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

2. Pine Street Construction of Production Wells

- Resolution Accepting Revised Proposal for Engineering Services (T&M Associates)
- The Change Order is in the amount of \$21,500.00. This is for the addition of generators at Wells No. 21 and 21. This is for construction, \$15,000.00 is for the design of the generators and \$6,500.00 is for the construction observation. Mr. Waxman asked why it was not in the initial proposal. Mr. Morrill said the Authority did not ask for it. Now we are adding generators at the smaller well sites. Mr. J. Flancbaum said the Authority did not have them at these smaller well sites before. Mr. Morrill said the Authority added them already to two wells. Mr. Waxman asked if they run on gas. Mr. J. Flancbaum said there should be gas there. Mr. Morrill said they are in the process of bringing in gas there. Mrs. Lapa read **Resolution # 16-107 Authorizing Change Order No. 2 Pine Street Construction of Production Wells.** Motion was made by Mr. Waxman, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. Somerset Run

- Resolution Accepting Revised Terms of Developer's Agreement
- On August 17, 2016 the Authority met with a representative from Somerset Development to discuss revised terms for the Developer's Agreement Schedule B. Mr. J. Flancbaum said they have signed it. Mrs. Lapa read **Resolution # 16-108 Authorizing the Execution of the Revised Developer's Agreement Somerset Run.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, Mr. S. Flancbaum, Mr. Sernotti, Mr. Waxman and Mrs. Fish voted, "**Yes**". Senator Singer abstained. **Adopted.**

4. Blvd of the Americas Office Building #2

- Resolution Authorizing the Executive Director to Sign all Applications for this Project

There is a letter in the packet dated July 19, 2016 from GTS Consultants. Mrs. Lapa read **Resolution # 16-109 Authorizing the Executive Director to Sign All Applications Boulevard of the Americas Office Building No. 2**. Motion was made by Mr. Sernotti, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

Mr. Waxman asked if there was a response from the County Engineer. Mr. J. Flancbaum said he met with the Chief Traffic Engineer a few weeks ago. He came to the Authority to fully understand the situation. He had some ideas to alleviate the situation. Mr. Morrill said he had some ideas that were good. The engineer said that they can put up plastic knock down barriers as opposed to a concrete barrier. This will try to direct people to do what they are supposed to do as opposed to what is happening now. Mr. J. Flancbaum said that there was also talk about signage in the Quick Chek parking lot directing them out towards Cedar Bridge Avenue. Now there is no signage and you do not realize you cannot make a left until you are right there by New Hampshire Avenue. At that point the people have to make a left, so they just make it. Also, the traffic light at America Avenue that will be installed late spring, early summer 2017 may also help. Mr. Waxman asked if that will help. Senator Singer said that it will give a break in the traffic. Part of the problem is that there is no break in the traffic. Senator Singer said we will continue to look at this so to ensure the safety of the Authority's employees and customers. Senator Singer said another problem is that when the light is red at the corner and the driveway is blocked. Maybe a sign should be put up saying "do not block driveway". Mr. J. Flancbaum said that is a good idea. Senator Singer said he is not sure if permission is needed from the Township for this. Perhaps because the Authority is a public entity, Public Works can make the sign. Mr. J. Flancbaum said he will call the Township Engineers to find out how to go about putting up a sign. Mrs. Fish said perhaps the road can be painted by the driveway and a sign do not block the box. Mr. J. Flancbaum said it is a very good idea. He can ask the County about it.

VII. Attorney's Report

VIII. Executive Director's Report

1. NJDEP Compliance Evaluation and Assistance Inspection

On June 23, 2016 an environmental specialist from the NJ DEP came to conduct the annual compliance inspection. Both treatment plants and Well No. 2 were inspected. The Authority was found to be in full compliance. A special thank you to the Operations Staff and everyone else involved for making sure the Authority stays in compliance with all the rules that they continue to change. Senator Singer asked Mr. J. Flancbaum to extend the commissioners thanks to the staff.

2. Annual NJUA-JIF inspection

On August 9, 2016 a loss control inspection was conducted on behalf of the JIF by J.A Montgomery Risk Control. This year the inspection was done by a new inspector and it was his first time in the Authority's facilities. Not only did the report have no new suggestions for improvement but there are several places in the report he notes that out of his twenty one JIF clients the Authority have implemented certain safety measures and best practices that he rarely or never sees. We were commended for these measures in the report. Again a special thanks to the Operations Department and the Safety Manager.

3. **Resolution to update the rules and regulations requiring the Authority to be listed as additional insured on certificates of insurance for applicable projects**

The Authority's practice is to ask developers and contractors to list the Authority on their Certificates of Insurance as an additional insured. Insurance companies are now saying that unless it is required by written contract they will not list the Authority as an additional insured. Mr. Flancbaum said by putting it in the Rules and Regulations it will be written and satisfy the insurance companies. Mrs. Lapa read **Resolution # 16-110 Approving and Adopting Revisions to the Lakewood Township Municipal Utilities Authority Rules and Regulations**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On roll call, all members present voted, "Yes". **Adopted**.

4. **Resolution awarding Professional Services Contract to Nordfors Architecture for additions and alterations to the Administration Building**

Two proposals were received from Nordfors Architecture to provide professional services beginning with design through the end of construction. The first part of the proposal is broken down into four phases. 1. Master Site Planning Design 2. Schematic Design Phase 3. Design Development Phase 4. Construction Document Phase. This will cover the design which includes taking a look at the site itself to see if certain modifications can be made to the ingress and egress to the site. This does not include civil drawings but a conceptual scale type of drawings that a civil engineer can give a full construction document on. Each phase is proposed at \$13,800.00 for a total cost not to exceed \$69,000.00 for four phases. The second proposal covers the Construction and Contract Administration, to put this out to bid and also to follow the job as it progresses. This proposal is for a total cost not to exceed \$65,800.00. The two proposals combined are for a total cost not exceed \$134,800.00. This price is slightly higher than what was paid in 2009 for the building rehab. That is likely due to the increase of scope in this project. Now the Authority is looking to make an addition with additional site work. Mr. J. Flancbaum feels that the price is a fair price. Mr. J. Flancbaum reiterated it does not include civil engineer drawings if the site will be modified, but it does include cooperation with a civil engineer and also scaled schematic conceptual drawings that a civil engineer can take to construction. The proposal was reviewed and Mr. J. Flancbaum is comfortable with this firm. They came to the Authority for a couple of meetings. Mr. J. Flancbaum is recommending awarding this contract to Nordfors Architecture. Mrs. Fish asked how the Authority can protect themselves from Change Orders. Does the do not exceed language in the resolution cover the Authority? Mr. J. Flancbaum said that the proposal is a twelve page proposal and is very clear on exactly what they feel their responsibilities are going to be. For example in the first phase, the Master Site Planning Design, they say that they anticipate three meetings between the owner and/or the civil engineering firm if the site will be modified. In the Schematic Design Phase they say that they will give two conceptual designs how they feel the building should be built and how the site plan should be modified. They are very clear on what their responsibilities are and we feel that comfortable that it will be accomplished. If there are changes that are unforeseen that is when you get into the modification request. This is not for construction. These proposals are for design, bidding process and manage the construction. Once there is a design it will be put out for bid and it will be awarded to the lowest bidder. Mrs. Fish said then how do you protect yourself from Change Orders. Senator Singer said you cannot protect yourself from Change Orders. You have to keep in mind that in many projects there are unforeseen things. For example, the wells are being done and it was decided after that generators are needed or when digging is done a tank is found that was known about before. Things happen. When the Woodlake Pump Station was abandon money was given back. Part of it was spent in another area, but the Authority still got money back. It is not unusual. Mr. J. Flancbaum said there are

certain times that increase requests are made and they are told no and it does not get to the commissioners. This happened a couple of days ago and it was not brought to commissioners. Mr. Morrill said a lot of times when a plan is being prepared, if you would have to gather every single piece of information which is not visible on the ground, the cost of doing test pits and gathering that information would cost more than making your best estimate of what is going to be found. Then once you find that it is different you pay for the Change Order. There has to be some kind of balance. Senator Singer said it is important to understand that when the Administrative Building was under construction last time, the Executive Director at that time was relied upon heavily. The construction just addressed the current need and not growth. The Authority is a fast growing Utility that is increasing the staff and developing different departments, accounting, IT etc. Now there is also a record storage problem. The original building was built as inexpensive as possible. The second phase did major improvements but there was a big shortfall as to where to expand. Fortunately now we can expand and we have the room to do it. A sub-committee needs to be formed to meet with Mr. J. Flancbaum and the architects. The Commissioners need to be kept updated with the project, to be kept informed and to approve it. If the Authority grows a little bit there should not have to be another expansion. Senator Singer asked who would like be on the sub-committee for this project. Mr. S. Flancbaum and Mr. Sernotti said they can be on the sub-committee. Senator Singer said that they will work with Mr. J. Flancbaum and the architect so they can be informed of how it is progressing. Before anything comes before the commissioners, a meeting should be held with the sub-committee. Mrs. Lapa read **Resolution #16-111 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-5(1)(a)(i)**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call** Mr. S. Flancbaum, Mr. Sernotti, Mr. Waxman, Mrs. Fish voted "**Yes**". Senator Singer did not participate. **Adopted.**

5. Resolution awarding contract to Gavan General Contracting for the construction of a waterproof temperature controlled shelter inside the base structure of the Airport Road Tank

An RFP opening was held on August 23, 2016. One proposal was received and it was from Gavan General Contracting. The purpose of this shelter is to provide protection from the elements and moisture for our SCADA equipment as well as provide backup power to the equipment. The price is for \$39,400.00 which includes the installation of an 8KW generator with automatic transfer switch, installation of a ductless heat pump condenser for climate control within the room and to construct a room to enclose the electrical equipment. The proposal was reviewed and award of this contract to Gavan General Contracting is recommended. Mrs. Lapa read **Resolution #16-112 Awarding Contract For The Construction Of A Waterproof Temperature Controlled Shelter Inside The Base Structure Of the Airport Road Water Storage Tank**. Motion was made by Mr. Sernotti, seconded by Mr. S. Flancbaum. On a **voice vote** all members present voted "**Aye**". **Adopted.**

6. Resolution awarding contract to Fortech Electric, Inc. for a generator with automatic transfer switch at Well No. 4

An RFP opening was held on August 23, 2016. One proposal was received and it was from Fortech Electric. The price is for \$34,864.00 for 70KW natural gas generator. Mr. Waxman said that seems high priced. The other two generators cost that amount. Mr. J. Flancbaum said that the two generators that were discussed earlier, \$15,000.00 was for design of the two generators and \$6,500.00 was for inspection of the work, not the generators themselves. The \$34,864.00 is for the generator and installation. This generator is a natural gas generator with an aluminum enclosure and automatic transfer

switch. The proposal was reviewed and recommend award of this contract. Mrs. Lapa read **Resolution #16-113 Awarding A Contract For The Purchase Of A Generator With Automatic Transfer Switch At Well No. 4**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted **“Aye”**. **Adopted**.

Mr. J. Flancbaum introduced Mr. Christopher McClain, the new GIS Specialist. He was hired two weeks ago and has hit the ground running. Mr. J. Flancbaum wished him lots of luck. Senator Singer welcomed Mr. McClain. Mr. McClain has seventeen years experience with the Brick MUA and the Lakewood MUA is very happy that he joined our staff and is looking forward to a long relationship. All the commissioners welcomed Mr. McClain and wished him good luck.

Senator Singer asked for an update on the Solar Project. Mr. J. Flancbaum said that the Solar Developer told him that they hired a civil engineer and a surveying company. The project is going to require a CAFRA application, as was discussed last month. The good news about the CAFRA application is that he was forwarded a statute that was put into place several years ago. The statute states that the type of solar panels that the Authority will install, panels with a post in the ground and at an angle, the whole panel does not count as pervious only the post. There is not yet a final calculation on what that will be but it is good news. A pre-application meeting with CAFRA will be requested. The next Zoning Board Meeting is September 12, 2016 and that is too soon. The next meeting is October 31, 2016. Mr. J. Flancbaum said he told them that the Authority would like to be at that Zoning Board Meeting for approval at the Zoning Board level so at least that is taken care of. In the meantime the application will be made to CAFRA. Senator Singer asked for an update on the trees. Mr. J. Flancbaum said if the impervious coverage becomes less because only the post is counted, the CAFRA application will be needed only for the tree clearing. The Authority will hopefully not have an impervious coverage issue. They do not have the figure yet. Mr. Theibault said if the Authority has to replant there are plenty of trees. Senator Singer said he would like to block the front, have a little forest here. Mr. J. Flancbaum agreed. Senator Singer asked if the front can be re-forested here. Mr. Theibault said yes, just let the engineer know.

IX. Instrumentation/IT Department Report

1. Shorrock Street New Control Status

The Shorrock Street Water Treatment Plant new control room is nearing completion and we hope to occupy it by mid-month.

2. SCADA Progress Report

The SCADA people are working on getting the routine DEP reports generated by SCADA system automatically with only the need of human intervention in order to check them over for accuracy. The SCADA alarm server development is also well under way. We expect to see some of the results rolled out by years end. They are also performing the last of debugging of the program for our ASR Well No. 17 in preparation for the October 1, 2016 start of the recharging season.

3. Well #4 Generator

Mr. J. Flancbaum discussed this on his agenda. Mr. Farina would like to address the fact why they originally were not in the specs. The New Hampshire filtration will work differently than the Shorrock Street Plant. The Shorrock Street Plant uses all its filters continuously. New Hampshire Plant will not use its entire filter in the near future. Because of that, certain filters will not run and will depend on certain wells from this well

field. Should there be a power failure and any of the wells go down it will be detrimental to the chemical dosing of the plant and ruin the water quality. Based on that possibility, the necessity was felt to put generators at Well No. 4 and the new wells that will be coming up online. Senator Singer said based on the Sandy situation, this is something that has to be done. The Authority was very lucky it did not have a power loss but you need to plan for the possibility of another major storm. Mr. J. Flancbaum said the State is encouraging generators at all facilities. Senator Singer said he likes the fact that the generator will be aluminum enclosed. It will extend the life of the generator.

4. Airport Tower Interior Base Shelter

There are some temperature issues with the equipment. When the temperature changes drastically, there is some dew and when it rains, it comes inside the tank. This is not good for the electrical equipment. Plus the fact that we have been meaning to back up that station with a generator because it serves as a major microwave hub. These are the main reasons for an enclosure and a generator.

IT Status Report

5. GIS Project Report

Our new GIS Specialist, Mr. McClain, has been making progress with the GIS system. A meeting was held with our GIS engineering firm, GTS Consultants and their GIS subcontractor, Matrix World, about two weeks ago in order to give Mr. McClain an understanding as to what they have done so far and what they are currently working on and what we can expect through year end. There are several items that Mr. McClain required from them in order to present to our management a forward moving plan. Mr. McClain has also met with our Operations Department in order to obtain their needs and expectations going forward. Also, to try and get a handle on just what type of raw data GTS Consultants is being given to work with and what type of product they have produced so far. Mr. McClain's immediate goal is to put out a demo of a segment of our service area so that Operations Personnel, through the use of a tablet, can start getting trained on electronic map utilization and move away from paper. Senator Singer asked because of this will the new customers coming in have different requirements of what needs to be submitted to the Authority. Mr. J. Flancbaum said that for more than ten years, the developers are required to submit as-built drawings in CAD format. Senator Singer asked if that works for what is needed. Mr. McClain said it should. Senator Singer said if you need us to do something to switch it, let the commissioners know. Mr. McClain said he will. Senator Singer said that there is a lot more development coming and if you need something different from them, it can be changed. The goal is that the Field Personnel have only a Tablet and need nothing more. There are older projects like Leisure Village that are problematic because things are not always where it is thought. Mr. J. Flancbaum said that to map the entire village and have as-builts of the village is not an option now. Senator Singer agreed. Mr. J. Flancbaum said as issues are found, corrections are made with the mapping and the GIS system. Now with a GIS Specialist, the whole process is easier. Senator Singer said that one of the schools complained concerning the fact that New Jersey American Water Company does not require as-built drawings on site. They are correct; the Authority really does not have that jurisdiction. The Authority did so to help the customer. If they have a problem we can help identify where the problem is. Some of the builders are short sighted and say that is not your problem and we do not want the expense. The Authority is having them sign off on this. Mr. Waxman asked if it is in the Rules and Regulations. Senator Singer said no, it is a gray area. Mr. Waxman asked if legally the Authority can put it in. Mr. J. Flancbaum said from the curb to the building falls under the DCA, Department of Community Affairs. Calls were made to different Authorities, Jackson and Brick, and asked them if they do it

and no one else does it. Senator Singer said that we overdid it. When there is a problem, Mr. Morrill can look at the plans and help them. Many times they saved money and it was easier for them. When there is a problem, first they say it is the Authority's problem. Once the Authority knows that it is not an Authority problem and it is their problem, they then have a big expense. Senator Singer said that they can sign off not to give the Authority as-built drawings, it should be put in that if they choose to do so the Authority is willing to work with them should they have a problem. Senator Singer said he is surprised that they would not want to do submit as-builts. The builder saves a few thousand dollars by not doing it but if there is a problem down the road the owner might have to spend tens of thousands dollars. Mr. J. Flancbaum said it is a gamble and it seems like they are willing to take the risk.

6. Organizations Network Update

Our networking vendor StarTec will be in tomorrow to set up our new HP managed switches that will enable full redundancy backup to our microwave radio system and improve our networking capabilities.

7. Electronic Access Training Packet

IT has developed an Electronic Access Training Orientation Packet. This will inform the end-users of IT policies, which include: Network, Internet, Desktop security guidelines and System Compliance Code. The Policy Acknowledgement Form will require users to sign this form and acknowledge the guidelines.

8. New Computer Security Logon Banner

IT has also created The Setup Security Logon Banner Notice. When users log into the system they will have to click okay to acknowledge the LTMUA's Information System Compliance Code. The text banner is up on the screen if you wish to review it at this time. Mr. J. Flancbaum said it is a synopsis that says the computer is not for personal use and understand the data security policy.

9. Engineering Project Database Update

IT is currently setting up the Engineering Project database to run in eMaintenance. We have a meeting scheduled on September 8, 2016 with Engineer Adam Ponsi to review his notes on the project form and database. This Database is being setup to replace the current excel tracking sheet.

X. Commissioners' Report

XI. MEETING OPEN TO THE PUBLIC

XII. MEETING CLOSED TO THE PUBLIC

XIII. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mrs. Fish to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 3:48 P.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA