

REGULAR MEETING MINUTES
January 28, 2013

The Regular Meeting of the Lehigh County Authority was called to order at 12:18 p.m. on Monday, January 28, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Brian Nagle, Emrich Stellar, Tom Muller, and Norma Cusick (via phone). Authority Staff present were: Aurel Arndt, Joseph McMahon, Frank Leist, Bradford Landon, Liesel Adam, Pat Mandes, Ed Bielarski, and Cristin Garger.

REVIEW OF AGENDA

Mr. Arndt stated there will be one additional item to follow the regular Agenda items.

EXECUTIVE SESSION

None.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

December 10, 2012 Board Meeting Minutes

On a motion by Mr. Bohner, seconded by Mr. Muller, the Board unanimously approved the minutes of the December 10, 2012 Board Meeting (6-0).

ACTION AND DISCUSSION ITEMS

Knowledge Sharing Skills Development Project, Amendment #1 – Operations Department Career Path Program (Approval)

Ms. Adam reminded the Board that Brad Jurkovic from GHD was at the December Board meeting to explain the development of a career path program for the Operations Department as part of the Knowledge Management (KM) program. She reviewed the memorandum, stating that KM work in the Operations area has yielded some findings that are critical to address, including defining employee skills requirements and creating standard definitions for skills utilized in completing Operations work. These skill definitions would need to be developed before proceeding with additional development of Standard Operating Procedures (SOPs) for the KM program. She also explained that the Personnel Study completed in April 2012 created a new pay system that included new broad-banded multi-skilled job classes for workers, technicians, specialists and foremen. These job classes were designed to allow movement among and through the overlapping pay bands, but are not currently defined. These outstanding issues would be addressed through a new proposed program to fully catalog the skill requirements for operational work, define each skill, and develop a Career Path Program to clarify how decisions will be made regarding employee training and compensation adjustments as employees acquire new skills. Some discussion followed.

On a motion from Mr. Nagle, seconded by Mr. Stellar, the Board unanimously approved the Operations Department Career Path Program (5-1).

2012 Bonus Benchmark Program (Approval)

Mr. Bielarski shared the attached presentation regarding the Threshold and Bonus Benchmark criteria for the Authority and reviewed monetary value as a result of achieving eight of the ten Bonus Benchmarks. Some discussion followed.

On a motion from Mr. Muller, seconded by Mr. Bohner, the Board unanimously approved the 2012 Bonus Benchmark Program Award (6-0).

Water Rate Increases (Approval)

Mr. Arndt stated the Authority's 2013 Budget included an approximate 3% water rate increase, which is needed to keep pace with increasing costs and maintain adequate debt coverage on the outstanding bonds financing our water infrastructure.

On a motion from Mr. Bohner, seconded by Mr. Muller, the Board unanimously approved the 2013 Water Rate Increases effective April 1, 2013 (6-0).

Mr. Bohner inquired as to why some of the Certificates of Deposit (CD) rates were so low.

Mr. Bielarski indicated that when some CDs mature, there is not a desirable place for them, so they are put in low-rate, no risk CDs until needed.

SYSTEM OPERATIONS OVERVIEW

Mr. McMahon explained there were two sinkholes in the service area near water pipelines that had to be fixed and that one employee accident occurred regarding a manhole cover resulting in a hand injury being handled through Workers Compensation.

STAFF COMMENTS**Resolution 1-2013-1 – Trading Authorization (Approval)**

Mr. Landon explained this was a resolution reflecting trading authorization for brokerage accounts with JP Morgan Securities and its Affiliates and Designation of Persons to execute transactions on behalf of the Authority. He noted this was necessary to change this responsibility over to Mr. Bielarski since he replaced Doug Young and JP Morgan wanted facsimile signatures. The Board had several comments wanting provisions to be tied to the checks and balances in the Authority's financial guidelines, so the matter was postponed until February to reflect such revisions.

SOLICITOR'S COMMENTS

Mr. Landon explained that we have received a settlement check (~\$5,500) from Syngenta regarding a class action law suit. Atrazine ended up in our Buss Acres system so the Authority was eligible to collect, and the amount awarded reflects the size of the effected system.

OTHER COMMENTS

No comments.

EXECUTIVE SESSION

The Chairman called for an Executive Session at 1:43 p.m. to discuss potential property acquisition.

The session ended at 2:37 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:38 p.m.

Richard H. Bohner
Secretary