

WORKSHOP MEETING MINUTES
May 13, 2013

The Workshop Meeting of the Lehigh County Authority was called to order at 12:23 p.m., on Monday, May 13, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Brian Nagle, Emrich Stellar, Norma Cusick, and Scott Bieber. Authority Staff present were: Aurel Arndt, Patricia Mandes, Liesel Adam, Ed Bielarski, Frank Leist, and Cristin Garger.

Member of the public, George Maniatty was in attendance.

Agenda Review

Mr. Arndt stated there would be three additional items to follow the regular agenda items.

Executive Session

Mr. Arndt stated there would be an Executive Session to discuss personnel matters.

Communications Program – Professional Services Authorization (Approval)

Mr. Adam referred the attached Professional Services Authorization to retain services of Spark Creatives to assist with customer outreach and public relations activities during the transition period of the Allentown water/sewer lease. She outlined the specific services in the Authorization and noted the use of contract services is needed because the workload for the Concession is quite extensive.

On a motion from Mr. Muller, seconded by Mr. Nagle, the Board unanimously approved the Professional Services Authorization for Spark Creatives not to exceed \$99,373 (6-0).

Human Resources Services – Professional Services Authorization (Approval)

Ms. Adam explained that staffing will be growing because of the Allentown Concession and there are some immediate human resources needs; however, the Authority currently has no formal human resources department. She reviewed the attached Authorization that outlined the staffing, recruitment, and support services that hireVision will perform to help with the transition of Allentown employees.

On a motion from Ms. Cusick, seconded by Mr. Nagle, the Board unanimously approved the Professional Services Authorization for hireVision not to exceed \$70,000 (6-0).

CH2M Hill – Professional Services (Approval)

Mr. Arndt explained that CH2M Hill, the contract operator for the LCA WTP, has been working with the Authority on the Allentown Concession Project since the beginning of the bidding process. He noted that their services are needed to help assess the operational transition of the systems and compliance with the Operating Standards that are part of the Concession Agreement. He briefly reviewed the details in the attached memorandum.

On a motion from Mr. Stellar, seconded by Ms. Cusick, the Board unanimously approved the Professional Services Authorization for CH2M Hill not to exceed \$278,372 (6-0).

Arcadis US, Inc. – Professional Authorization (Approval)

Mr. Arndt explained that a requirement of the financing documents is to provide an Independent Engineer's Report to validate the system details used in the bid. Arcadis has been involved since the bid development, and they know the LCA and City systems well; therefore, the Authority would like to engage Arcadis US, Inc. to perform work to provide the Report.

On a motion from Mr. Nagle, seconded by Ms. Cusick, the Board unanimously approved the Professional Services Authorization not to exceed \$260,000 (6-0).

McNees, Wallace & Nurick Service Amendment (Approval)

Mr. Arndt explained that an amendment to retain Special Counsel Services to address matters related to finalization of the Concession Lease Agreement necessary for closing is required. The amendment requests an additional \$157,500 for McNees, Wallace and Nurick.

On a motion from Mr. Nagle, seconded by Ms. Cusick, the Board unanimously approved the Professional Services Authorization Amendment not to exceed \$350,000 (6-0).

Executive Session

The Chairman called for an Executive Session at 1:37 p.m. to discuss personnel matters, at which time, members of the public left the meeting.

The session ended at 2:11 p.m.

Mr. Arndt clarified some general questions regarding information updates on other projects.

There being no further business, the Chairman adjourned the meeting at 2:33 p.m.

Richard H. Bohner
Secretary