

**REGULAR MEETING MINUTES**  
**September 23, 2013**

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The Regular Meeting of the Lehigh County Authority was called to order at 12:25 p.m. on Monday, September 23, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Tom Muller, Emrich Stellar, Norma Cusick, and Brian Nagle. Authority Staff present were: Aurel Arndt, Bradford Landon, Liesel Adam, Ed Bielarski, Frank Leist, Bob Kerchusky, Dan Standish, Pat Mandes, John Parsons, and Cristin Keppel.

**REVIEW OF AGENDA**

Mr. Arndt stated there would be one additional information item. He then introduced Daniel Standish, the Authority's new Water Services Manager.

Mr. Standish gave the Board some background on his career prior to starting with the Authority.

**PUBLIC COMMENTS**

None.

**EXECUTIVE SESSION**

None.

**APPROVAL OF MINUTES**

**July 22, 2013, Regular Meeting Minutes**

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the July 22, 2013 Regular Meeting (6-0).

**August 12, 2013, Workshop Meeting Minutes**

On a motion by Mr. Bohner, seconded by Mr. Nagle, the Board unanimously approved the minutes of the August 12, 2013 Workshop Meeting (6-0).

**August 26, 2013, Regular Meeting Minutes**

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the August 26, 2013 Regular Meeting (6-0).

**ACTION AND DISCUSSION ITEMS**

**Health Insurance Portability and Accountability Act (HIPAA) Policy (Approval)**

Ms. Adam explained that the full policy recommended for approval was attached and was an amendment of the original policy passed by the Board in April 2004. This amended policy was drafted by the Authority's Benefit Administrator, Benecon. She summarized the policy, noting that it is the policy of the Employee Benefits Plan (Plan) to maintain and protect the privacy of the protected health information (PHI) of its plan participants and to give its participants specific rights with respect to their PHI. Ms. Adam explained this policy is intended to promote awareness of the confidential nature of the medical information that is collected, maintained and disseminated by the Plan. This policy and these procedures reflect the commitment of the Employer to protecting the confidentiality of private health information. Ms. Adam stated that Kathy Martin, Human Resources Manager, is now the designated Privacy Officer with this amended policy. She explained this Privacy Policy shall be overseen by the Privacy Official. The Privacy Official shall have authority and responsibility for implementation and operation of this policy. Some discussion and language clarifications occurred.

On a motion from Mr. Muller, seconded by Ms. Cusick, the Board approved the HIPAA Policy (5-1). Mr. Bohner was opposed.

### **Pension Plan Minimum Municipal Obligation (MMO)**

Ms. Adam stated the Pennsylvania Municipal Retirement System (PMRS), in which the Authority is enrolled for employee pension benefits, requires that the Authority calculate its MMO for 2014 and present the information to the Board of Directors prior to submitting it to PMRS in October. The information required for this calculation is included in the attached memo and form. She noted that the calculation does not reflect a full 12 month period because of the transition with the Allentown concession but does reflect the minimum obligation. Some discussion followed.

### **Allentown Division 2013 Budget**

Mr. Bielarski distributed the budget for the remainder of 2013 for the Allentown Division. He summarized the budget and explained the allocation of Division expenses. He noted that moving forward, the Allentown Division will be part of the regular Authority Budget and these costs are to cover capital funding and debt service through the end of 2013. Mr. Bielarski explained the approval of the budget is needed, but he would like the Board to look through the document in more detail and approval will be sought at the next Regular Meeting. Some discussion followed.

### **Water Rate Schedule – Meter Fee Update (Approval)**

Ms. Adam distributed an updated fee schedule and explained that due to the difference in prices for the meters currently being installed at new installations in the City of Allentown, a new meter fee schedule is required to reflect the actual cost of meter installations for such properties. The meter fee schedule will be incorporated into the full *Schedule of Water Rates and Charges* upon Board approval. Ms. Adam stated that these fees are present for suburban customers as well, but components of the meter installations are slightly different due to a City Ordinance that does not allow developers to tap into the line, only system employees. Some discussion followed.

On a motion from Mr. Nagle, seconded by Mr. Muller, the Board unanimously approved the Meter Fee Update for the Allentown Division Customers (6-0).

### **Summary of Suburban Wastewater Projects**

Mr. Leist stated the Board requested a presentation in September giving them an update on each of the Suburban wastewater projects, as they feel they would like to refocus on where things are at in this regard with all the attention on the Allentown transaction during the past many months. He referred to the attached presentation, summarizing the major wastewater projects throughout the system, including the LCA WTP Biogas Energy Improvements, Park Pump Station Renovations, Improvements, and Force Main Project, the Spring Creek Pump Station Improvements, Jordan Creek Wastewater System, the Wynnewood Pump Station and Force Main project, the Wynnewood I/I Investigation and Remediation Project, the Western Weisenberg Wastewater Treatment Plant Replacement, and the Lynn Township Plant Upgrades and Expansion.

Ms. Mandes continued the presentation, providing updates on the SCARP and I/I programs, Western Lehigh Interceptor Rehabilitation, and the Central Lehigh Wastewater Capacity Planning and Expansion. Extensive discussion followed.

**SYSTEM OPERATIONS OVERVIEW**

Mr. Kerchusky stated that the current status of projects are being evaluated in regard to Capital Planning. He also noted that the first Operating Standards Report to the City Office of Compliance is being started as part of the Concession Agreement. Mr. Kerchusky also stated the dams along the Little Lehigh have been breached through the project with Wildlands Conservancy. He noted that communication has been good in regard to making sure that the water heading to the Water Filtration Plant is not affected. Some discussion followed.

**STAFF COMMENTS**

None.

**SOLICITOR'S COMMENTS**

None.

**OTHER COMMENTS**

Mr. Hughes noted that the Comprehensive Annual Financial Report was received and he commended the Authority on the report and strong financial position.

**ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 2:27 p.m.

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Richard H. Bohner  
Secretary