

WORKSHOP MEETING MINUTES
September 9, 2013

The Workshop Meeting of the Lehigh County Authority was called to order at 12:22 p.m., on Monday, September 9, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Emrich Stellar, Norma Cusick, and Scott Bieber. Authority Staff present were: Aurel Arndt, Liesel Adam, Frank Leist, Bradford Landon, Pat Mandes, Robert Kerchusky, and Cristin Keppel.

Agenda Review

Mr. Arndt stated there would be three additional information items and one action item following the regular agenda.

M&T Bank – Resolution 9-2013-1 (Approval)

Mr. Landon reviewed the resolution and explained that M&T Bank was appointed as trustee on the Concession bonds as well as for some of the escrow accounts established pursuant to the Concession Agreement. As a result, the bank has requested the Authority pass a resolution in regard to authorized signers for resultant transactions. He noted that the resolution is primarily required M&T language.

On a motion by Tom Muller, seconded by Emrich Stellar, the Board unanimously approved Resolution 9-2013-1 (5-0).

Western Lehigh Interceptor (WLI) Manhole Inspection (Approval)

Ms. Mandes referred to the attached memo, noting that inspection of the WLI pipe and manholes to assess the extent of the defects in order to reduce infiltration and extend the life of the buried infrastructure is part of the ongoing Physical Condition Assessment Program. The Program consisted of CCTV inspection of the pipe utilizing Pipeline Assessment Certification Program (PACP) ratings and inspection of manholes and a review of the inspection records by Arcadis. She explained a Professional Services Authorization is attached for Arcadis in the amount of \$110,000 for the assessment of 570 manholes in the WLI System. Arcadis will prepare maps for in the field based on the LCA GIS system. Manholes will be inspected with structural and leakage issues identified. Information necessary for the design and rehabilitation implementation will be collected. Arcadis will review the findings and will recommend follow-up actions. Ms. Mandes also noted that each assessment thus far has cost less than expected.

On a motion from Ms. Cusick, seconded by Mr. Bieber, the Board unanimously approved a Capital Project Authorization amendment and Professional Services Authorization for Arcadis for \$110,000 (5-0).

Arcadia West Pumping Station Modifications Project (Approval)

Mr. Leist referred to the attached memorandum and explained a Capital Project Authorization Amendment for the construction phase, Professional Services Authorizations for construction engineering services by T&M Associates and construction management services by Cowan Associates, and the award of the General Construction and Electrical Construction contracts are recommended for approval. He stated the project consists of installing new pumps and appurtenances, along with fencing, paving, SCADA control and security system at the Arcadia West pumping station in Weisenberg Township, Lehigh County to increase the reliability of fire protection, increase pumping efficiency, address corrosion, and add system controls and security. Mr. Leist summarized the bidding processes and various changes to this project via the memorandum. Some discussion followed.

On a motion from Mr. Muller, seconded by Ms. Cusick, the Board unanimously approved a Capital Project Authorization amendment for \$1,166,746, which included Professional Services Authorizations and general, electrical and security construction contracts for the Arcadia West Pumping Station (5-0).

Additional Information Items***EPA Administrative Order***

Mr. Arndt addressed the recent *Morning Call* article regarding the subject Order. He noted that the article was inaccurate and no extension request has been made to the EPA at this time and explained that one could be made in the future, as this project is on the list of unresolved issues to be addressed with the City.

Ms. Adam also noted that she put a call into the reporter to find out the source of that information and to have it corrected.

Little Lehigh Dam Project

Mr. Arndt reminded the Board of the project in conjunction with Wildlands Conservancy and the Fish and Game Commission regarding breaching some of the dams along the Little Lehigh Creek. He noted that further research is being done to make sure that this will not cause sediment buildup or any other problems in the City system. Some discussion followed.

Staffing

Mr. Arndt gave a brief update regarding some of the staffing transitions made because of the Concession. He noted that the designated Lab Director decided to stay with the City; therefore, an alternative has been made, and that position has now been changed to Compliance Director, with Pat Mandes taking over. He stated that a lab director is still needed, but Suburban Testing Laboratories is being used for the interim. Mr. Arndt stated that Bob Kerchusky has now moved into Pat's old position as the Wastewater Services Director and the Authority is currently interviewing for a new Water Services Director. He also noted that the Chief Operator at the Kline's Island WTP has resigned; therefore, some promotions are happening to fill vacant positions in the plant. Peter Burkhardt has been promoted to IT Manager; this position will replace the need for a Chief Information Officer. Also, Emily Gerber has been promoted to Special Project Manager to handle the Concession Contract and other cross-functional matters. Lastly, a few other vacancies are being filled, mostly in the City Division, so a strong recruitment and hiring plan is still in process.

Ms. Adam added that once all positions are filled, there will be 150 positions within the organization.

Automated Meter Reading (AMR) (Approval)

Mr. Arndt explained that the City was carrying out an AMR project to replace old meters, just as the Authority has done; about 80% of the project is completed. The contract to finish this work was inherited with the Concession agreement. The current contract with Itron expires on September 15, 2013. The contract can be rebid – or we could issue a change order before the expiration date to have Itron finish the project. Although this project was assigned to the Authority to administer, the City will be paying for the remainder of the project. Some discussion followed.

On a motion from Mr. Bieber, seconded by Ms. Cusick, the Board unanimously approved a Change Order be executed with Itron to finished the AMR project in the City of Allentown system (5-0).

There being no further business, the Chairman adjourned the meeting at 1:22 p.m.

Norma A. Cusick
Assistant Secretary