

**BOARD ACTION/DISCUSSION ITEMS
AUGUST 2013 – OCTOBER 2013**

PRIORITY*	PROJECT/ISSUE	TYPE OF ACTION	TIMING**
<i>AS NEEDED</i>			
H	Update on LCA/City 537 Plan Study	Status Report	As needed
H	Acquisition/Growth Strategy Activities	Status Report	As needed
H	Jordan Creek Wastewater Plant	Status Report	As needed

WITHIN 45 DAYS

H	Allentown Division 2013-2016 Capital Plan	Presentation	Aug (B)
H	Arcadia Water Pump Station Upgrades, Construction Phase	Approval	Sept (W/B)

WITHIN 75 DAYS

L	Upper Milford Central Division – Radon Study Alternatives	Report	Oct (W/B)
H	Allentown Division- Water Main Replacements Design Phase	Approval	Oct (B)

8/26/13 August Board Meeting

9/9/13 September Workshop Meeting

* **H – High**
M – Medium
L – Low

** **(W) – Workshop**
(B) – Board
(W/B) - Either

LEHIGH COUNTY AUTHORITY
WORKSHOP AGENDA
Monday, August 12, 2013 – 12:00 PM

INITIAL ITEMS *(Collectively 5 Minutes)*

1. **Identify items for August Board Meeting**

- *Review Board Discussion items, August 2013 – October 2013*

ACTION/DISCUSSION ITEMS

1. **July 29, 2013 Special Meeting Minutes** *(Approval)*

2. **Resolution 8-2013-1 – Reflecting Position Changes with City of Allentown Lease**
(Approval)

Authorization is needed for the elimination of various authority Staff positions and effectuating the reassignment of responsibilities to newly created positions (**purple**).

INFORMATION ITEMS

1. *None.*

OTHER ITEMS

1. *None.*

SPECIAL MEETING MINUTES
July 29, 2013

A Special Meeting of the Lehigh County Authority was called to order at 11:39 a.m. on Monday, July 29, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Brian Nagle, Emrich Stellar (via phone), Tom Muller, and Norma Cusick. Authority Staff present were: Aurel Arndt, Frank Leist, Liesel Adam, Pat Mandes, Ed Bielarski, Brad Landon, and Cristin Keppel.

REVIEW OF AGENDA

None.

EXECUTIVE SESSION

Mr. Arndt stated there would be an executive session to discuss potential lease of real property.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

City of Allentown (City) Concession – Closing Extension (Approval)

Mr. Arndt explained that the Authority will not be able to close on the City Lease as planned on July 31, 2013. He noted that litigation against the City regarding the Lease affected the ability to proceed with certain aspects of bond financing on the original time schedule. Mr. Arndt stated that an extension until August 7, 2013 has been agreed upon by the City and the Authority; however, the Board must approve the extension as well in order to proceed to marketing and selling of the bonds.

Mr. Bielarski handed out copies of the Preliminary Official Statement to Board members.

EXECUTIVE SESSION

The Chairman called for an Executive Session at 11:42 a.m. to discuss potential lease of property.

The session ended at 12:15 p.m.

During the Executive Session, Scott Bieber entered the meeting at 12:00 p.m. Mr. Stellar remained connected via telephone during the entire meeting and Executive Session.

City of Allentown (City) Concession – Closing Extension (Continued) (Approval)

On a motion from Mr. Stellar, seconded by Mr. Muller, the Board unanimously approved the extension agreement for the Concession Lease as outlined in the July 25, 2013 letter to Mayor Pawlowski (6-1), with Mr. Nagle voting against the closing extension.

As a point of information, Mr. Arndt also distributed the final ratings report from Standard and Poors. Some discussion followed.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 12:32 p.m.

Richard H. Bohner
Secretary

RESOLUTION No. 8-2013-1

(Duly adopted 12 August 2013)

***A RESOLUTION REFLECTING THE ELIMINATION OF VARIOUS AUTHORITY
STAFF POSITIONS AND EFFECTUATING THE REASSIGNMENT
OF RESPONSIBILITIES TO NEWLY CREATED POSITIONS.***

WHEREAS, Lehigh County Authority (hereinafter the "Authority") Board of Directors (the "Board") periodically takes action designating particular staff positions to share in certain of its powers and responsibilities; and

WHEREAS, the City of Allentown (hereinafter the "City") and Authority have entered into the Allentown Water and Sewer Utility Concession and Lease Agreement dated as of 1 May 2013 (the "Concession Agreement") pursuant to which the City shall lease the System (as defined therein) to the Authority, as Concessionaire, and to grant to the Authority the right to operate the System in order to provide utility services in accordance with the provisions of the Concession Agreement; and

WHEREAS, the closing of the transfer of responsibilities under the Concession Agreement occurred on 7 August 2013, and as a result the Authority's employee base increased substantially and the Authority's organizational structure required numerous changes to reflect this new Authority employee base;

NOW THEREFORE, it shall be resolved that

1. The administrative duties and responsibilities of the following prior Authority staff positions ("Prior Position") shall be reassigned to the designated new Authority staff positions ("Current Position"), unless indicated differently, as follows:

<i>PRIOR POSITION TITLE</i>	<i>CURRENT POSITION TITLE</i>
General Manager (GM)	Chief Executive Officer (CEO)
Customer Care & Communications Manager (CCCM)	Chief Administrative Officer (CAO)
Capital Works Manager (CWM)	Chief Capital Works Officer (CCWO)

2. It is the intent of this resolution to be as broad as possible and cover all Board actions, policies, guidelines, statements, procedures, etc. in which specific Authority staff positions are cited so that from this point forward the Prior Position title shall be replaced by the respective Current Position title as though it had been used in the original authorization. With this intent all prior Board resolutions and motions referencing Prior Position titles are hereby amended to reflect Current Position titles. Additionally, the following is a list of many such policies, guidelines, statements,

procedures, etc., which list is not intended to be all inclusive so that this resolution shall apply whether or not an action, policy, guideline, statement, procedure, etc. is cited below.

<i>POLICY/GUIDELINE/STATEMENT/PROCEDURE</i>	<i>FROM</i>	<i>TO</i>
Build America Bonds Policy and Procedures	GM	CEO
Commercial Drivers License Policy	GM	CEO
Customer Identity Theft Prevention Program	CCCM	CAO
Employee Manual	GM	CEO
Health & Safety Manual	GM	CEO
Main Extension Policy	GM	CEO
Privacy Procedures - Employee Health Benefits	GM	CEO
Public Records Review Policy	GM	CEO
Budgeting Financial Guideline	GM	CEO
Cash & Investment Financial Guideline	GM	CEO
	CWM	CCWO
	CCCM	CAO
Debt Management Financial Guideline	GM	CAO
Purchasing & Accounts Receivable Financial Guideline	GM	CEO
	CCCM	CAO
	CWM	CCWO
Capital Expenditure Approval Process	GM	CEO

3. This resolution hereby amends and supersedes all previous actions taken by the Authority appointing staff positions to transact its matters.

On motion of _____, seconded by _____,
 this resolution was adopted the 12th day of August 2013.