

REGULAR MEETING MINUTES
September 19, 2011

The Regular Meeting of the Lehigh County Authority was called to order at 12:19 p.m. on Monday, September 19, 2011, Vice Chairman Tom Muller presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Brian Nagle, Scott Bieber and Norma Cusick. Authority Staff present were: Aurel Arndt, Bradford Landon, Pat Mandes, Frank Leist, Douglas Young, Joseph McMahan, Liesel Adam, and Cristin Keppel.

Member of the public, Jeanine Bauer was also in attendance.

REVIEW OF AGENDA

Mr. Arndt stated there would be a two additional items following the regular agenda. He also stated that the Wastewater Action item will be moved to the next meeting because details for that project need to be finalized.

EXECUTIVE SESSION

Mr. Arndt stated there will be an executive session to address legal items.

APPROVAL OF MINUTES

August 22, 2011 Regular Meeting Minutes

On a motion by Mr. Nagle, seconded by Ms. Cusick, the Board unanimously approved the minutes of the August 22, 2011 Regular Meeting, as amended (4-0). Mr. Bohner abstained from voting due to his absence at the subject meeting.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Budget Amendment (Approval)

Mr. Young explained an addition to the 2011 Budget is required for an actuarial study for the Authority's Other Post-Employment Benefits obligation; due to oversight, the study was not budgeted for 2011.

On a motion by Mr. Bohner, seconded by Mr. Nagle, the Board unanimously approved a Budget Amendment for Actuarial Services in the amount of \$4,150 (5-0).

Preliminary Capital Plan 2012-2021 (Plan) (Acceptance)

Mr. Young addressed the attached presentation and the previously distributed Capital Plan. He highlighted current and projected growth, wastewater capacity, debt, and the cost comparison with the 2011-2020 Capital Plan.

Mr. Leist then discussed some major Administrative projects including the GIS upgrades, IT Master Plan and Document Management. Mr. Young provided the financial justification for these projects.

Mr. Leist explained some major Water projects including the Crestwood Alternate Water Supply, CLD Auxiliary Pump Station & Main Extension, Schantz Spring Rd. to Minesite Rd. Main Extension, and Rt. 309 Crossing & Main Extension @ Education Park Drive. He also highlighted some revised projects. Mr. Young then provided the financial justification for the Water projects.

Mr. Leist then explained new and major Wastewater projects which include: LCA-WTP Biogas Energy Related Improvements, Spring Creek Pump Station Upgrades, Western Lehigh Interceptor Rehabilitation, Central Lehigh County Wastewater Capacity Planning/Expansion, Park Pump Station Renovations and Upgrades, Park Pump Station Force Main Upgrade, Signatory I & I Investigation and Remediation Program, Lynn Township WTP Expansion, Vera Cruz Sanitary Sewer Project, Jordan Creek Wastewater System, and Western Weisenberg Township Wastewater Treatment Plant. Mr. Young provided a financial justification for Wastewater projects.

Messrs. Young and Leist addressed various questions regarding the details of the Plan.

Mr. Young noted the Board approval will be sought after the Lehigh Valley Planning Commission and Lehigh County Commissioners provide their comments on the plan.

Personnel Study

Mr. Young referred to the attached scope of work for the Personnel Study that the Authority performs every few years. He noted that the scope includes an update to Authority pay classifications and a salary survey. Mr. Young also noted that the Knowledge Management Study recommendations will be included in this study which includes consideration of possibly "broad banding" certain positions for the Operations and Accounting departments. He explained that a small benefits survey update and streamlined review of all Authority job descriptions will be done as well. Mr. Young noted that an RFP was sent out and recommendation for an award will be made at the October Board meeting. Some discussion followed.

SYSTEM OPERATIONS OVERVIEW

Mr. McMahon gave a presentation (attached, Presentation 2) regarding preparations and aftermath of Hurricane Irene on the weekend of August 27-28, 2011

Mr. Nagle asked if any of the Capital Plan projects were a result of damages incurred by the storm.

Mr. McMahon stated that Project W-19, regarding emergency generators for more systems, is a result of the lack of emergency power available during the storm. He noted that most other damages were able to be repaired by Operations staff.

STAFF COMMENTS

Malcolm Pirnie PSA Amendment (Approval)

Ms. Mandes noted that additional funds are needed for Malcolm Pirnie, Inc to continue consultant services for the Wastewater Capacity Planning project. She requested approval for Malcolm Pirnie to complete engineering tasks or assistance as required during 2011 associated with the Wastewater Capacity Program.

On a motion from Mr. Bohner, seconded by Mr. Nagle, the unanimously approved a professional services authorization in the amount of \$15,000 for Malcolm Pirnie, Inc. for on-call services (5-0).

SOLICITOR'S COMMENTS

None.

OTHER COMMENTS

None.

EXECUTIVE SESSION

The Vice Chairman called for an Executive session at 2:12 p.m. to discuss legal matters.

Ms. Bauer left the meeting at 2:12 p.m.

The session ended at 2:32 p.m.

ADJOURNMENT

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

Richard H. Bohner
Secretary