

REGULAR MEETING MINUTES
December 10, 2012

The Regular Meeting of the Lehigh County Authority was called to order at 1:24 p.m. on Monday, December 10, 2012, Vice Chairman Tom Muller presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Brian Nagle, Norma Cusick, and Emrich Stellar. Authority Staff present were: Aurel Arndt, Douglas Young, Joseph McMahon, Frank Leist, Bradford Landon, Liesel Adam, Douglas Young, Pat Mandes, Ed Bielarski, and Cristin Garger.

Brad Jurkovic of GHD Consulting was also in attendance.

REVIEW OF AGENDA

Mr. Arndt stated there will be one additional item to follow the regular Agenda items.

EXECUTIVE SESSION

None.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

November 28, 2012 Board Meeting Minutes

On a motion by Mr. Bohner, seconded by Mr. Nagle, the Board unanimously approved the minutes of the November 28, 2012 Workshop Meeting (5-0).

ACTION AND DISCUSSION ITEMS

Authorization of Transfer of Business Manager Functions to CFO (Approval)

Mr. Landon stated that Resolution 11-2012-1 approved at the November 28, 2012 meeting that explained the duties of the Business Manager will be assumed by the newly created position of Chief Financial Officer upon the retirement of the Authority's Business Manager required a minor correction. He noted that Resolution 12-2012-1 is corrected to reflect that it is the Capital Works Manager, not the Operations Manager, who should be authorized to sign with financial transactions.

On a motion from Mr. Nagle, seconded by Ms. Cusick, the Board unanimously approved Resolution 12-2012-1 (5-0).

2012 Third Quarter Unaudited Financial Statements (Approval)

Mr. Young briefly reviewed the Statements noting that the Wastewater Fund does not include the City of Allentown actual costs to date. He also stated that all coverage requirements are being met.

On a motion from Mr. Bohner, seconded by Mr. Stellar, the Board unanimously accepted the 2012 Third Quarter Unaudited Financial Statements (5-0).

Mr. Bieber entered the meeting at 1:41 p.m.

2013 Budget (Approval)

Mr. Young referred to the attached presentation to review highlights of the 2013 Budget. He noted that amounts budgeted for capital expenditures are lower than those originally presented in the Capital Plan, stating the newly budgeted costs are more accurate figures.

Messrs. Leist and McMahon highlighted some of the 2013 capital and operating cost justifications. Some discussion followed.

On a motion from Ms. Cusick, seconded by Mr. Nagle, the Board unanimously approved the 2013 Budget, which included adoption of new Wastewater User Charges effective January 1, 2013 (6-0).

Knowledge Sharing Skills Development – Project Update

Ms. Adam reviewed the basis for the Knowledge Management Project and provided some examples of Standard Operating Procedures and Process Maps that have been completed thus far. She also gave a brief overview of the mentoring program that will be implemented in the upcoming months.

Mr. Jurkovic of GHD explained that sessions with the Operations Department regarding this work have revealed there is not a well defined set of skills identified for each task. He explained that skills need to be defined and attached to job descriptions in the Operations Department in order to certify workers are knowledgeable and efficient.

Ms. Adam stated that implementing such a program is a significant investment as every skill must be defined and catalogued before a matrix can even take shape. Extensive discussion followed.

SYSTEM OPERATIONS OVERVIEW

Mr. McMahon explained there was a main break last week in Ancient Oaks that has been fixed.

STAFF COMMENTS**Severance and Independent Contractor Agreement – Legal Services (Approval)**

Mr. Arndt explained that a contract for legal services moving forward has been drafted as the Solicitor position moves from an in-house full-time employee position to an independent contractor position with fewer hours. He stated that Mr. Landon will now be paid on an hourly basis as an independent contractor to the Authority.

On a motion from Mr. Nagle, seconded by Mr. Stellar, the Board unanimously approved the Severance and Independent Contract Agreement for Legal Services (6-0).

SOLICITOR'S COMMENTS

No other comments.

OTHER COMMENTS

No comments.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:38 p.m.

Richard H. Bohner
Secretary