

WORKSHOP MEETING MINUTES
September 8, 2014

The Workshop Meeting of the Lehigh County Authority was called to order at 12:23 p.m., on Monday, September 8, 2014, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Richard Bohner, Emrich Stellar, Scott Bieber, Ted Lyons, and Brian Nagle. Authority Staff present were Aurel Arndt, Liesel Adam, Bradford Landon, Ed Bielarski, Frank Leist, Dan Standish, Pat Mandes, John Parsons, Bob Kerchusky, and Lisa Miller.

REVIEW OF AGENDA

Mr. Arndt introduced his new Executive Assistant, Lisa Miller, to the Board.

Review Items for September Board meeting.

Mr. Arndt stated that the September 22nd Board meeting will need to be rescheduled due to a schedule conflict. It was the consensus of the Board to reschedule the meeting for September 30, 2014.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Mr. Hughes stated there would be an Executive Session immediately following the Workshop Agenda items.

ACTION AND DISCUSSION ITEMS

Allentown Division – Belt Filter Presses- Construction Phase (Approval)

Mr. Parsons reviewed the history of the project and reviewed bids that were received on August 26, 2014. Two bids were received for General Construction with Michael Ronca & Sons providing the lowest bid. He stated that past work with Michael Ronca & Sons has been satisfactory and all items were in order with their bid submission. Four bids were received for the Electrical Construction with High Peak Electrical providing the low bid. He recommended award of the General Construction bid to Michael Ronca and Sons for \$390,000 and the Electrical Construction bid to High Peak Electrical for \$163,000.

He asked for approval of the Capital Project Authorization for a total of \$617,120, which includes the Professional Services Authorization Amendment No. 1 for the remainder of the D'Huy contract in the amount of \$9,120. Mr. Parsons stated that work on Unit # 2 will start in November, Unit # 3 in December, and the manufactured unit will be in place in January 2015. This schedule is subject to change.

Mr. Lyons asked if these projects are budgeted before they go to bid. Mr. Arndt explained the Capital Plan and Budget process. Capital projects are included in the Capital Plan, which is a 10 year outlook for expenditures. Then, the projects that are included for next year are included in the annual budget. Additionally, projects are approved individually throughout the year according to Authority purchasing guidelines.

On a motion made by Mr. Stellar, seconded by Mr. Nagle, the Board unanimously approved the Capital Project Authorization AD-S-14-1, Construction Phase, in the amount of \$617,120 and the Professional Services Authorization, Amendment 1, to D'Huy Engineering for \$9,120 (7-0).

Wynnewood Terrace Pump Station and Force Main Replacement – Resolution No. 9-2014-1 (Approval)

Mr. Landon said that this Resolution authorizes filing of the PENNVEST application for funding and ratifies who the people are that are allowed to sign for it. It is retroactive to August 1, 2014 because the application was filed earlier in the month.

Mr. Bohner asked how much of the project will be paid through the \$1,000,000 funding the Authority is seeking. Mr. Leist said that the \$1,000,000 will cover the entire project budget.

On a motion made by Mr. Bieber, seconded by Mr. Muller, the Board unanimously approved the Resolution (7-0).

Strategic Plan Update

Mr. Arndt presented results of ongoing efforts to update the Authority's strategic plan, which is being undertaken in particular to ensure it reflects the organization's updated plans since completing the Concession Lease with the City of Allentown water and sewer systems. He explained that an important part of this effort would be to educate the employee base as to what the Authority's priorities and focus will be looking forward into the future. Feedback from staff managers, employees and the Board was reviewed, along with a draft vision statement, mission statement and organizational values.

Board discussion followed, with feedback focused on terminology presented in the new mission statement, and ensuring that stakeholder concerns are properly represented. Mr. Hughes suggested Board members provide all feedback to Mr. Arndt in writing.

Mr. Arndt explained that the staff will review all feedback, modify the plan documents as needed, and begin developing critical goals to complete the strategic plan update.

SYSTEM OPERATIONS OVERVIEW

None.

STAFF COMMENTS

Mr. Arndt presented a chart of the US Drinking Water System summary. Since the Concession Lease with Allentown, the Authority now sits in the top 1% of "very large" water systems in the U.S.

SOLICITOR'S COMMENTS

None.

OTHER COMMENTS

None.

EXECUTIVE SESSION

The Chairman called for an executive session at 1:23 p.m. to discuss a personnel item, at which time the staff, except for Mr. Arndt, left the meeting.

The session ended at 2:50 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:50 p.m.

Richard H. Bohner
Secretary