

WORKSHOP MEETING MINUTES

January 13, 2014

The Workshop Meeting of the Lehigh County Authority was called to order at 12:24 p.m., on Monday, January 13, 2014, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Emrich Stellar, Tom Muller, Scott Bieber, Brian Nagle, and Norma Cusick. Authority Staff present were: Aurel Arndt, Frank Leist, Bradford Landon, Ed Bielarski, Liesel Adam, Dan Standish, Bob Kerchusky, John Parsons, Peter Burkhardt, and Cristin Keppel.

Agenda Review

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

Water and Sewer Rules and Regulations Update (Approval)

Ms. Adam explained the Authority's Rules & Regulations (Rules) for both water and sewer service required updates to reflect the full scope of operations in both Suburban and Allentown divisions. The changes presented at this time reflect the most time-critical changes that are needed to address payment collections procedures and to clarify that there may be areas where not covered by the Rules and that Concession Agreement/Operating Standards and Allentown City ordinances may apply in those areas. She explained that a more comprehensive review of these Rules will be conducted after the City completes its review and update of water and sewer ordinances, tentatively scheduled for February 2014. Some discussion followed.

On a motion from Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the updated Water and Sewer Rules and Regulations (7-0).

Geographic Information System (GIS) Web Map Update (Approval)

Ms. Adam stated an upgrade to the Authority's GIS system is needed that will include an updated web map server that will allow for web-based and mobile access to the system for both Suburban and Allentown division employees. In addition, the Allentown Division customer database will be linked into the system in the same manner that the Suburban Division is currently linked. She explained this will provide improved access to customer information for all departments and is especially useful in identifying customers to be notified during emergencies such as water main breaks or power outages. Some discussion followed.

On a motion from Mr. Muller, seconded by Mr. Bieber, the Board unanimously approved a Capital Project Authorization for the GIS Web Map Update project in the amount of \$49,225 (7-0).

On a motion from Mr. Stellar, seconded by Mr. Bieber, the Board unanimously approved a Professional Services Authorization for CDM Smith, Inc in the amount of \$39,750; this amount is included in the Capital Project Authorization for the project (7-0).

Computerized Maintenance Management System (CMMS) Upgrade and Expansion (Approval)

Ms. Adam explained the Authority's Information Technology Master Plan, developed in 2012, called out the high-priority need for a CMMS application to replace the existing paper-based work order process with a system to better manage the Authority's maintenance requirements and enhance the preventative maintenance program.

Mr. Burkhardt explained the Allentown Division employs the CASS WORKS system, which functions well for the city systems, but exists on an older server utilizing Oracle-based technology that is no longer supported and needs to be replaced. The recommended path forward includes updating the CASS WORKS program to the current database structure in use by the Authority (Microsoft SQL), and including a GIS-based service to allow for web-based, mobile access to the system. Through this upgrade, the system can then also be expanded to include the Suburban Division assets.

On a motion from Mr. Bieber, seconded by Mr. Muller, the Board unanimously approved the Capital Project Authorization for the CMMS Upgrade and Expansion in the amount of \$398,178 (7-0).

On a motion from Ms. Cusick, seconded by Mr. Nagle, the Board unanimously approved the Professional Services Authorization, which is included in the Capital Project Authorization, for RJN Group in the amount of \$290,980 (7-0).

PMRS Pension Plan Agreement (Approval)

Mr. Landon explained the Pennsylvania Municipal Retirement System (PMRS) has been working to become a tax-qualified plan with the Internal Revenue Service (IRS), and needs all plan holders to submit information regarding certain plan preferences that will become part of the Authority's permanent PMRS contract. He noted that the Board passed a motion at its October 14, 2013 meeting stating its preferences and approving the contract, but PMRS has recently required it be in resolution form to conform to IRS regulations.

On a motion from Mr. Muller, seconded by Mr. Stellar the Board unanimously approved Resolution No. 1-2014-1, approving the Authority's PMRS contract (7-0).

Allentown Division – WWTP Belt Filter Press Project – Equipment Procurement Phase (Approval)

Mr. Parsons referred to the attached memorandum explaining that this project will replace one Belt Filter Press (BFP) with a factory remanufactured unit purchased by LCA from Ashbrook Simon-Hartley and supplied to a contractor for installation. In addition, two other BFPs will be re-conditioned in place. The installation of the remanufactured unit and the reconditioning in place of the remaining units will be publicly bid. He then explained the approval for the Equipment Procurement Phase to purchase the factory remanufactured unit is requested prior to the project design and bid because Ashbrook is the sole manufacturer of what is necessary and currently has one fully remanufactured unit in-stock that meets LCA's needs and in order to maintain project schedule it is critical to purchase it at this time. If another company should commit to this unit before LCA does, LCA will be forced to wait until another press becomes available and there is no timetable on that. A remanufactured unit purchased from Ashbrook will have exactly the same footprint as the current unit that is to be removed. All chutes, catwalks, etc. that are currently being used will fit onto the new unit without the need for modifications. Mr. Parsons noted a new unit, in comparison to the remanufactured one, would not have the same dimensions and many costly modifications would have been required prior to start-up.

On a motion from Mr. Bohner, seconded by Mr. Nagle, the Board unanimously approved the Capital Project Authorization which includes equipment procurement of a belt filter press from Ashbrook Simon-Hartley in the amount of \$440,780 (7-0).

Project Labor Stabilization Agreement

Mr. Landon explained that there is a provision in the Concession Agreement that requires the Authority to consider the use of a Project Labor Stabilization Agreement (PLA) with certain capital works projects. This requirement includes conducting studies to insure that a PLA is appropriate for the project, but that this issue has been litigated extensively.

City of Allentown Arbitration – Disputed Wastewater Billing Charges (Approval)

Mr. Arndt stated that a settlement agreement has been reached between the City of Allentown and the Signatories for the disputed wastewater billing charges. He explained that all parties are agreeable to the settlement and approval of the Board is needed to proceed. Mr. Arndt also noted that there might be slight changes made only if the Authority's attorney, Kevin Fogerty, suggests any and the Authority is agreeable. Discussion followed.

On a motion from Mr. Muller, seconded by Mr. Bieber, the Board unanimously approved the settlement agreement with the City of Allentown for Disputed Wastewater Billing Charges and authorized the Chief Executive Officer to negotiate final versions of and execute any related documents (7-0).

Personnel – Union

Mr. Arndt stated that notice was received from the Pennsylvania Labor Relations Board that the Operating Engineers Union has withdrawn from holding an election to represent Authority employees. He also noted that negotiations with the Sheet Metal Workers Union are continuing for Operations employees in the Main Authority Offices. Some discussion followed.

Personnel Policy – Vacation Carryover (Approval)

Mr. Arndt explained that many employees were not able to use their carryover vacation days in 2013 because the increased workload from the Concession transaction and transition. Not using those days is a violation of personnel vacation policies. Mr. Arndt stated that he is seeking Board approval to authorize the effected employees to extend their 2013 carryover days into 2014.

On a motion from Mr. Stellar, seconded by Mr. Muller, the Board unanimously approved a personnel policy waiver for vacation carryover (7-0).

Mr. Nagle asked if the Authority could remind customers that they are responsible to protect their meters from freezing during the extremely cold weather conditions.

Ms. Adam stated that she has been posting notices on the Authority website, blog, and Facebook page. She also noted that a Public Service Announcement was issued, but not picked up by all media outlets.

There being no further business, the Chairman adjourned the meeting at 3:05 p.m.

Richard H. Bohner
Secretary