



LEHIGH COUNTY AUTHORITY

April 23, 2012

BOARD MEETING AGENDA

1. Call to Order
2. Review of Agenda
 - *Public Participation Sign-In Request*
3. Executive Sessions
4. Approval of Minutes
 - *March 26, 2012 Regular Meeting Minutes*
 - *April 9, 2012 Workshop Meeting Minutes*
5. Public Comments
6. Action / Discussion Items

FINANCE AND ADMINISTRATION

- *None*

WATER

- *None*

WASTEWATER

- *LCA WTP Digester Mixer Procurement (Approval)*

7. System Operations Overview
8. Staff Comments
9. Solicitor's Comments
10. Other Comments
11. Adjournment

MAY MEETINGS

Workshop Meeting
Board Meeting

May 7 – 12:00 p.m.
May 21 – 12:00 p.m.

PUBLIC PARTICIPATION POLICY

In accordance with Authority policy, members of the public shall record their name, address, and discussion item on the sign-in sheet at the start of each meeting; this information shall also be stated when addressing the meeting. Members of the public will be allowed 5 minutes to make comments/ask questions regarding non-agenda items, but time may be extended at the discretion of the Chair; comments/questions regarding agenda items may be addressed after the presentation of the agenda item. Members of the public may not request that specific items or language be included in the meeting minutes.

REGULAR MEETING MINUTES
March 26, 2012

The Regular Meeting of the Lehigh County Authority was called to order at 12:24 p.m. on Monday, March 26, 2012, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Richard Bohner, Brian Nagle, Norma Cusick, and Scott Bieber. Authority Staff present were: Aurel Arndt, Frank Leist, Liesel Adam, Pat Mandes, Joseph McMahon, Douglas Young, Brad Landon, and Cristin Garger.

Sandy Spellman, consultant from Fox Lawson and Associates, was in attendance.

Member of the public, Jeanine Bauer of Jordan Road in North Whitehall Township, was in attendance.

REVIEW OF AGENDA

Mr. Arndt noted that the Water Item regarding Arcadia West will be handled first, followed by the Personnel Study presentation which will include an Executive Session

EXECUTIVE SESSION

Mr. Arndt stated there would be one Executive Session regarding personnel.

APPROVAL OF MINUTES

March 12, 2012 Workshop Meeting Minutes

On a motion by Ms. Cusick, seconded by Mr. Muller, the Board unanimously approved the minutes of the March 12, 2012 Workshop Meeting (4-0). Messrs. Nagle and Bohner abstained due to their absence at the subject meeting.

ACTION AND DISCUSSION ITEMS

Arcadia West Pumping Station Modifications

Mr. Leist explained that a Capital Project Authorization (CPA) was approved on December 7, 2011 in the amount of \$139,440 for the Design Phase of a project to modify the Arcadia West Pumping Station in Weisenberg Township that would include re-piping the station, larger distribution pumps with variable frequency drives (VFD), an emergency power generator, metering, SCADA control, corrosion control equipment, a redundant fire pump, minor building expansion (if required), paving, and a new pump in well PW-1. Any electrical or code deficiencies will be addressed by the design, and the station would maintain service during construction. He stated that the initial authorization did not include SCADA services; therefore, the Authority has solicited SCADA firms to submit proposals to design, furnish and implement a SCADA system that will control and monitor station operation, including an upgrade of hardware and software components at the LCA central office. The SCADA cabinet and conduit and wiring to field devices will be installed by the electrical contractor. Mr. Leist briefly explained the selection process, referring to the previously distributed memorandum. He indicated that approval to award the contract to Aptus Control Systems, Inc., the lowest bidder, is recommended for this work.

On a motion from Mr. Muller, seconded by Mr. Nagle, the Board unanimously approved Capital Project Authorization Amendment No. 1 for design phase SCADA services for the Arcadia West Pumping Station Modifications in the amount of \$34,560 (6-0).

On a motion from Mr. Bieber, seconded by Mr. Nagle, the Board unanimously approved the Professional Services Authorization for Aptus Control Systems, Inc for design phase SCADA services for the Arcadia West Pumping Station Modifications in the amount of \$34,560 and authorized the appropriate Staff members to finalize and execute an agreement in this regard (6-0).

Personnel Study – Pay Classification Plan (Approval)

Mr. Young introduced the Personnel Study Consultant, Sandy Spellman of Fox Lawson.

Ms. Lawson reviewed the attached presentation outlining the basic topics of the study including compensation philosophy, job classification, broad banding analysis, and market study.

SYSTEM OPERATIONS OVERVIEW

Mr. McMahon had no comments.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

Solicitor Landon had no comments.

OTHER COMMENTS

None.

EXECUTIVE SESSION

The Chairman called for an Executive Session at 1:02 p.m. to discuss personnel; all staff members except for Messrs. Young and Arndt were excused.

The session ended at 2:30 p.m.

On a motion from Mr. Nagle, seconded by Ms. Cusick, the Board unanimously approved the 2012 budget amendment request in the amount of \$42,288 for 2012 employee compensation changes (6-0).

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:34 p.m.

Richard H. Bohner
Secretary

WORKSHOP MEETING MINUTES
April 9, 2012

The Workshop Meeting of the Lehigh County Authority was called to order at 12:23 p.m., on Monday, April 9, 2012, Vice Chairman Thomas Muller presiding. Other Members present at the commencement of the meeting were: Brian Nagle, Norma Cusick, Richard Bohner, and Scott Bieber. Authority Staff present were: Aurel Arndt, Doug Young, Bradford Landon, Frank Leist, Patricia Mandes, Joseph McMahon, and Cristin Garger.

Agenda Review

Mr. Arndt stated there would be one additional item following the regular agenda regarding the General Manager's 2011 Evaluation.

WLI Physical Condition Assessment (Approval)

Ms. Mandes referred to the previously distributed memorandum and presentation. She noted that the Physical Condition Assessment (PCA) Program began in 2004, with the purpose of the Program to inspect the WLI pipe and assess the extent of the defects in order to reduce infiltration and extend the life of the pipe. The Program consists of in-pipe CCTV inspection of the pipe utilizing Pipeline Assessment Certification Program (PACP) ratings and a review of the inspection records by Malcolm Pirnie. Ms. Mandes explained in 2011, the Board approved a PCA for 23,000 Linear Feet of Alburdis/Macungie Branch of the WLI. The LCA staff provided the in-pipe CCTV inspection and completed the work in February 2012, and Malcolm Pirnie is providing the assessment and follow-up. The findings report is expected within the next month.

After multiple questions about the pipeline life, Mr. Arndt explained that longevity is dependent on how well the lines are protected and the types of wastewater flows in the lines. Some discussion followed.

Ms. Mandes stated that a recommended schedule for continuation of the PCA has been developed for 2012. A Professional Services Authorization is needed for Malcolm Pirnie in the amount of \$38,000 for the assessment of four areas of the WLI. The LCA staff will provide the in-pipe CCTV inspection.

On a motion from Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the Professional Services Authorization for Malcolm Pirnie for the 2012 Physical Condition Assessment in the amount of \$38,000 and authorized the appropriate staff to execute necessary documents in this regard (5-0).

North Whitehall Township

Ms. Cusick asked for an update on the conditional use application issues with North Whitehall Township.

Mr. Arndt stated that a Conditional Use Approval Application was submitted on April 2, 2012 and will be reviewed by the Township Planning Commission at its May meeting, and then by the Township Supervisors at their June meeting.

2011 General Manager Evaluation

Vice Chairman Muller called for an Executive Session to discuss a personnel matter and asked that all Staff members be excused with the exception of Mr. Arndt. All Staff members left the meeting at 12:55 p.m.

Mr. Arndt was excused at 1:50 p.m.

The session ended at 2:29 p.m.

There being no further business, the Vice Chairman adjourned the meeting at 2:30 p.m.

Richard H. Bohner
Secretary

FINANCE & ADMINISTRATION**ACTION ITEMS**1. *None.***DISCUSSION ITEMS**1. *None.***INFORMATION ITEMS**1. **Customer Growth**

Figures for customer growth through March 2012 are indicated below:

	As of 12/31/11	As of 3/31/12	2012 Additions	2012 Projections	2011 Additions
Water					
<u>Central Lehigh (A)</u>					
Residential	17,085	17,126	41	205	365
Commercial/Industrial	600	600	-	9	7
<u>Emmaus</u>					
Residential	410	410	-	1	1
Commercial/Industrial	9	9	-	-	-
<u>North Whitehall</u>					
Residential	1,085	1,085	-	3	7
Commercial/Industrial	53	53	-	1	-
<u>Washington Twp</u>					
Residential	431	431	-	-	5
Commercial/Industrial	15	15	-	1	-
<u>Northampton County SA</u>					
Residential	67	67	-	-	-
<u>Lynn Twp</u>					
Residential	176	176	-	-	-
<u>Heidelberg Htgs</u>					
Residential	190	190	-	-	-
<u>Beverly Hills</u>					
Residential	44	44	-	-	-
Total Water	20,165	20,206	41	220	385
Wastewater					
<u>Upper Milford</u>					
Residential (B)	501	554	53	265	36
Commercial/Industrial (B)	31	33	2	15	-
<u>Weisenberg Twp</u>					
Residential	146	146	-	-	-
Commercial/Industrial	14	14	-	-	-
<u>Heidelberg Heights</u>					
Residential	145	145	-	-	-
<u>North Whitehall Twp</u>					
Residential	465	248	(217)	-	-
Commercial/Industrial	9	11	2	-	-
<u>Lynn Township</u>					
Residential	-	403	403	403	-
Commercial/Industrial	-	21	21	26	-
<u>Washington Twp</u>					
Residential	596	596	-	-	4
Commercial/Industrial	22	22	-	-	-
<u>WTP Direct Customer</u>					
Residential	1	1	-	-	-
Total Wastewater	1,930	2,194	264	709	40
Wastewater Allocation (gals) *	10,677,301	10,693,999	16,698	275,000	49,879

* Additions include allocation purchased net of allocation returned to the general pool.

(A) Includes Upper Milford Divisions, Arcadia and Buss Acres systems.

(B) 2012 Projection is mostly Vera Cruz connections

WATER

ACTION ITEMS

1. *None.*

DISCUSSION ITEMS

1. *None.*

INFORMATION ITEMS

1. **Interconnection with Allentown**

Phase 2 - Connection to City Transmission System at 26th and Chew Streets – Approximately two-thirds of the project has been completed. Pipelaying in West Walnut Street (South Whitehall Township) has begun. The final work area, along Ott and Chew Streets, will be deferred until after June 1 to avoid potential conflicts with Mayfair. A contract time extension will be included in a future change order.

LCCD/PADEP has assessed a penalty for violations of the construction stormwater NPDES permit that occurred in the fall of 2011 after the record rainfalls. The Contractor is agreeing to pay the settlement amount suggested by LCCD rather than have the matter sent to PADEP for enforcement.

2. **Water Main Replacement Project – Oakland Park (UMT)**

Due to changes in the NPDES permit requirements effective as of 2011, this project will require that we complete an E&S plan for review by the Lehigh County Conservation District. Since a NPDES permit is required we anticipate a spring 2012 start date.

We are adding to the project a section of water main along Highland Court in the Clearview Manor development in LMT. This 845' section has experienced 3 main breaks in the last year and a half. As this area is not contiguous with the rest of the project, it will not need to be included in any NPDES permit submittals.

3. **Water Main Relocation Project – Slatedale**

Our water facilities on West Grant Street were successfully relocated in June. Work on Main Street has been scheduled for 2012. PaDOT held a special meeting with the project representatives, to determine the best course of action for taking the 12-inch line on Main Street out of service during the construction of bridge abutments. LCA staffing is evaluating options for a temporary line. Our exposure, by PaDOT Agreement, is about \$25,000.

4. **Water Meter Replacement Project**

Phase 2 - TSE, Inc. has replaced 3,608 out of 3,869 aging meters, radio-read units and backflow preventers through April 7. The substantial completion date is June 9, 2012.

5. **Arcadia West Pumping Station Modifications**

T&M continues to work on the design of the pumping station improvements. A SCADA design kickoff meeting will be scheduled with Aptus Control Systems, Inc.

6. **Lehigh Country Authority Facility Emergency Power Capability**

This project provides emergency back-up power for the LCA Office Operations Center and ten-other facilities. An RFP for design related services was sent to nine responding

firms March 15, 2012; proposals are due on April 16 2012. We anticipate requesting Board approval for the Design Phase of this project at the May Work Shop meeting.

7. **Developments**

Water system construction is occurring at the following developments:

Valley West Estates, Phases 4, 5 & 6, 46 residential lots (sfd), UMT *(There has not been any construction activity at this development in over two years.)*

Water system plans are being reviewed for the following developments:

Above & Beyond (personal care facility), 2 commercial lots, UMT

Diocesan Pastoral Center, 2 commercial lots, 3 additional lots, & residual lot for existing cemetery, LMT

Hamilton Crossings, 2 commercial lots with 20 buildings with retail, financial, convenience and restaurant uses, LMT

Hickory Park Estates, 3 residential lots (sfd), UMT

Hillview Farms, 31 residential lots (sfd), LMT/SWT

Indian Creek Industrial Park, 6 commercial lots, UMIIT, water and sewer

Lehigh Hills, 247 residential lots (sfa/sfd), UMT

Morgan Hills, 40 residential lots (sfd), Water & Sewer, WeisT

North Whitehall Commercial Center (Walmart), 5 commercial lots, NWT, water & sewer

Parkland Fields (formerly Rabenold Farms I), 205 residential lots (sfd), (Portion south of I-78), UMT

Rabenold Farms II, 288 apartment units and clubhouse, (Portion north of I-78), UMT

Red Maple Acres Expansion, 29 units, LMT

Route 100 Bypass & Cetronia Road Proposed Commercial Development, 1 commercial lot with 4 buildings with auto, convenience, financial and day care uses, UMT

Shepherd's Corner, 1 commercial lot, LMT

Spring Creek Properties Subdivision 1, 14 commercial and industrial lots, LMT

Trexler Business Center, Lot 1, 1 commercial building, LMT

Trexler Senior Living Center, 2 commercial lots, LMT *(In bankruptcy)*

Weilers Road Twins, 82 residential lots (sfa), UMT

West Hills Business Center, 8 industrial lots, WeisT

Woodmere Estates, 60 residential units (sfd), UMT

WASTEWATER

ACTION ITEMS

1. **LCA WTP Digester Mixer Procurement** (approval)

Based upon the WTP Energy Audit/Bioenergy Recovery Evaluation Study completed in August 2011, the Board December of 2011 authorized the Design Phase Primary Digesters Mixer Replacement Project. Due to the long lead time for the mixers, the procurement is taking place in advance to the construction contract bidding. We are receiving bids for the procurement of the mixers on April 18th. Approval will be sought for a Capital Projects Authorization Amendment No. 1 and Contract Award. The recommendation and the amount of the contract award will be provided to the Board after the consultant reviews the bids and provides a recommendation. Attachments will be sent under separate cover prior to the meeting.

DISCUSSION ITEMS

1. *None.*

INFORMATION ITEMS

1. **Vera Cruz Area Sewer Project**

PACT Construction continues to work with the installation of manholes and laterals in Milestone Area #3 and anticipates completion by the end of April. Milestone Area #2 was completed on February 27. Final paving in completed portions of the project area, is anticipated for spring of 2012. Substantial Completion and Final Completion are presently January 29, 2012 and March 29, 2012, respectively, but may move back as far as April 2012.

2. **Infiltration and Inflow (I&I) Program Update**

A meeting was held with the SCARP Partners to identify potential projects for 2012 that will provide a reduction in I & I. The Partners were in agreement to initiate these "low hanging fruit" projects that will require LCA capital funding. We are currently developing the scope and budget for the 2012 projects.

The Partners are interested in an information meeting for the municipal officials in order to convey the future financial requirements.

The 2011 Annual Report was submitted to DEP as required. In 2011, we received 324,000 development credits from the removal of sump pumps in the system. The total remaining flow credits (conveyance allocation) is currently 1,042,884 gallons.

Rehab effectiveness flow motoring has been initiated for the 2012 rehab projects. The metering will determine the I & I flow credits that will be gained for each of the rehab projects. The I & I flow credits allow for new connections to the WLI System.

3. **Wastewater Treatment Capacity**

The City has agreed to work together with LCA on a joint Act 537 Plan. A Memo of Understanding relating to the work associated with the 537 Study has been drafted and is expected to be executed in the near future.

The Request for Qualifications was modified to include the necessary scope for the City work. The RFQ was distributed to consultants and an approval date of June 18 is expected.

Talks with Coplay-Whitehall Sewer Authority and Salisbury Townships may result in the sale and/or lease of allocation. An offer was presented to Salisbury for consideration several months ago. The Manager from Salisbury recently provided LCA with a counter offer. Follow-up questions have been sent back to Salisbury.

4. **Northern Lehigh Wastewater System**

The project is proceeding in a number of areas:

Wastewater Treatment Plant (on a 5 acre tract at Kids Peace)

- a) North Whitehall Board of Supervisors have advised LCA that they want to discuss their concerns related to the proposed regional Wastewater Treatment Plant (WTP) that was approved in the Act 537 Plan. This discussion should take place in early March.

The total cost of the WTP including soft costs and Kids-Peace acquisition costs is estimated at \$4.69 million.

Offsite Conveyance Facilities (OSCF)

- a) Wal-Mart has stopped design of the necessary conveyance facilities, which includes gravity sewers, a pump station and force main to deliver the wastewater from their proposed development and other future wastewater customers to the wastewater treatment facilities until a cost sharing agreement is reached with LCA. Wal-Mart has proposed that LCA assume the responsibility of designing, permitting and constructing the OSCF, which is a change from the previous plan where Wal-Mart had the responsibility. Ongoing cost-sharing negotiations have now been terminated as we have been advised by Wal-Mart's engineer that the construction of the store has been put on hold.

The construction cost of the conveyance facilities is estimated at \$1.354 million.

- b) An amendment to the agreement with KidsPeace is being negotiated to reflect the changed circumstances since the original agreement was signed in 2006. A recent meeting has indicated that KidsPeace is unwilling to entertain any changes to the original agreement that would decrease compensation or increase ongoing costs.

5. **Park Pump Station Improvements**

Comminutor Replacement – The comminutor procured through last year's efforts, was delivered on February 21. Installation occurred during March 27 through 29, with start up on March 30, 2012. The new device is up and running per requirements.

Fuel Tank Replacement – Staff has received and is reviewing the plans for replacement of the fuel tank at the Park Pump Station. We will need to acquire additional easement area for the tank.

6. **LCA WTP- Truck Waste Receiving Station & Digester Mixer Replacement**

The project design is underway. To maintain schedule we plan to procure the 36-inch diameter digester mixers in advance of the installation contract bidding which we expect to take in April. The current schedule anticipates completion of the aforementioned improvements in the last quarter of 2012.

7. **Lynn Township Sewer System**

Settlement on this system took place on February 29, 2012. The system has approximately 49,000 ft. of gravity sewer main and an 80,000 gpd Wastewater Treatment Plant. Focus will be on I/I investigation/remediation; and Phase 1 & 2 improvements (headworks & disinfection) for the Wastewater Treatment Plant.