

**LEHIGH COUNTY AUTHORITY**  
**WORKSHOP AGENDA**  
**Monday, January 11, 2016 – 12:00 PM**

**INITIAL ITEMS** *(Collectively 5 Minutes)*

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1. **Review of Agenda**
2. **Identify items for January Board Meeting**
  - *Review Board Discussion Items, January 2016 – March 2016*
3. **Public Comment**

**ACTION/DISCUSSION ITEMS**

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1. **Board Norms (Approval)**

*Following discussion at the December workshop meeting, the Board Norms document has been updated to include clarifications discussed at that meeting. (yellow).*
2. **Bonding Issue**

*Discussion on bonding for Authority staff and others who have financial authorizations.*
3. **2016 Board Meeting schedule**

*The 2016 Workshop and Board meeting schedule is included for discussion.*

**INFORMATION ITEMS**

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1. *None.*

**OTHER ITEMS**

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1. *None.*

**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.

**BOARD ACTION/DISCUSSION ITEMS  
JANUARY 2016 – MARCH 2016**

<b>PRIORITY*</b>	<b>PROJECT/ISSUE</b>	<b>TYPE OF ACTION</b>	<b>TIMING**</b>
<i>AS NEEDED</i>			
<b>H</b>	Acquisition/Growth Strategy Activities	Status Report	As needed
<b>L</b>	Jordan Creek Wastewater Plant	Status Report	As needed
<b>H</b>	Wastewater Capacity Program Update	Status Report	As needed
<i>WITHIN 45 DAYS</i>			
<b>L</b>	Suburban Division- Lynn Township Wastewater Treatment Plant Upgrades, Phase 1 Construction Phase	Approval	January (B)
<b>H</b>	Boston Beer	Approval	January (B)
<b>H</b>	Suburban Division Condition Assessments	Approval	January (B)
<b>H</b>	Allentown Division: WWTP Digester Cover Replacement - Construction Phase	Approval	February (W)
<i>WITHIN 75 DAYS</i>			
<b>L</b>	Allentown Division: Water Filtration Plant Pipe Painting Phase II: Filter Pipe Gallery - Construction Phase	Approval	March (B)
<b>L</b>	Allentown Division: Water Filtration Plant Filter Room High Ceiling Upgrades - Construction Phase	Approval	March (B)
<b>L</b>	Allentown Division: Roof Replacements Phase II - Construction Phase	Approval	March (B)

## LCA BOARD MEMBER NORMS

The following norms are provided as a guide to LCA Board Members (Members):

### *1. Respect*

In all aspects of their duties, Members shall treat customers, the general public, vendors, consultants, employees and other Members with respect. Respectful treatment shall include:

- a. Avoiding derogatory comments about others, regardless of the other party's presence / absence at an LCA meeting;
- b. Presenting comment or criticism in a constructive manner;
- c. Recognizing that contrary points of view have merit; and
- d. Supporting Board or staff decision in the face of a contrary point of view, stating one's difference of opinion in a respectful manner and avoiding the use of public platforms to express such contrary opinions.

### *2. Public Participation in Authority Meetings*

Subject to other relevant provisions of the Norms:

- a. Prior to addressing Action or Discussion Items at an official meeting of the Authority Board, members of the public shall be offered the opportunity to make comments or ask questions on any subject matter related to the Authority that is not listed as an agenda item for that meeting. Such person shall be requested to first provide name and address and briefly state the matter to be addressed.
- b. Each person shall be allowed five uninterrupted minutes to make comments/ask questions. At the Chair's sole discretion, the Chair may grant additional time ~~not to exceed five more minutes~~ for additional comments and questions.
- c. At the end of the comments/questions, the Chair will thank the person for the comments/questions. The Chair may allow Board or staff member questions to clarify the matter, request that Board or staff members respond to the matter, defer the matter for consideration at a future Authority meeting, or determine to take no further action on the matter. If a member of the public provides information that is factually incorrect, the Chair will allow clarification of facts to be provided by Board or staff so that the public record includes such clarifications.

If the matter is deferred for consideration at a future meeting, the public member shall be notified via mail or email at least one week prior to the date of the meeting when the matter will be considered. The time for Board and/or staff questions or response shall not exceed three minutes, or extended at the Chair's discretion, after which the matter shall be closed for that meeting.

- d. Members of the public shall be afforded the opportunity to comment/ask questions on any Action or Discussion agenda item following presentation of the item and preceding any Board discussion and action. Each member of the public shall be allowed five minutes for comments/questions.
- e. The meeting minutes will reflect the nature of any public comments/questions, but will not include a verbatim transcript as any handouts provided.
- f. The posted (website and other locations) Authority meeting agenda will include the following public participation summary at the bottom of each agenda:

Public Comments / Questions:

- Members of public are required to register with the Board Secretary to indicate your interest in presenting a comment or question today.
- Each presenter will be offered five minutes to present a comment or questions.
- If your comment or question is related to a specific agenda item, such comments may be made when the Board addresses that agenda item.

### 3. *Board Meetings*

Recognizing that Board meetings provide the primary opportunity for Members to participate in the affairs of the Authority, the following shall guide meeting conduct:

- a. Attending all meetings where personal or business obligations do not preclude participation (please notify the CEO's Administrative Assistant if you are unable to attend);

b. When attending a meeting by phone or other technology that allows participation at a location distant from the Board meeting, all members shall acknowledge they can hear all other members present and can be heard by all members present, via roll call, and the Board member must be present on the phone during the full duration of the meeting. In cases where these conditions cannot be met, the Board member may stay on the phone to listen but may not participate in any official action requiring a vote and will not be counted as a member present to establish a quorum;

- b. Avoiding disruptions to the meeting and its deliberations, including cell phone calls. Cell phones and pagers should be turned off or in the silent mode. If necessary, cell phone calls should only be taken outside of the Board meeting room. LCA's receptionist is available to provide assistance to Members if emergency contact or business contact needs to be provided during a Board meeting;
- c. Avoid having sidebar discussions or comments while another party is speaking;
- d. Requesting recognition of the Chair before speaking;
- e. Reviewing materials distributed prior to the meeting to minimize unnecessary review of background information;
- f. If a decision is reached other than by a formal motion and vote, such decision or consensus shall be subject to acknowledgement by each Member;
- g. Members should strive to achieve balanced participation and input on discussion items;
- h. In the absence of new information, avoiding raising issues previously discussed or decided;
- i. Unless amended by the Chair or a majority of the Board, the meeting agenda shall be restricted to those items listed thereon for action, review or discussion, and
- j. If a Member requests, other than at an official meeting, discussion of an item at an upcoming meeting, the requesting Member shall make such a request to the Chair and the Chief Executive Officer via phone, fax or email. The request shall include the focus of the matter to facilitate preparation for discussion and notice to other Members. While all such requests shall be addressed by the Board, ~~t~~The Chair shall decide the timing of such discussions, whether to add the item to the Agenda for the next regularly scheduled meeting or a future meeting.

#### ***4. Discussion and Decision-making***

- a. Each Member shall be allowed to express comments on an issue before the Board. The Chair may set a reasonable time limit for a Member for a given topic, unless extended by a majority of the Board;
- b. Effort should be made to reach a consensus on matters for decision; in the absence of consensus, decisions will be by majority vote;
- c. Minority comments and contrary opinions are important and should be heard and fully explored. Minority comments, unless abandoned in the discussion, shall be reflected in the meeting minutes; and

- d. Members will respect confidentiality appropriate to issues of a sensitive nature discussed in executive sessions.

**5. *Staff Contact***

In the event a Member needs information from staff, the initial contact regarding such matters shall be to the Chief Executive Officer.

**6. *Public Statements***

In the event a Member makes statements about the Authority or its affairs and such statements differ from an Authority determination or address a matter on which the Authority has made no determination, such Member shall identify that those statement reflect the individual Member's perspective and not that of the Authority.



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**LEHIGH COUNTY AUTHORITY  
2016 MEETING SCHEDULE**

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*Meetings are typically held on Mondays beginning at 12:00 p.m.,  
in the LCA Office, Main Conference Room*

**Workshop Meetings**

January 11  
February 8  
March 14  
April 11  
May 9  
June 13  
July 11  
August 8  
September 12  
October 10  
November 14

**Board Meetings**

January 25  
February 22  
March 28  
April 25  
May 23  
June 27  
July 25  
August 22  
September 26  
October 24  
November 28  
December 12

BRIAN NAGLE  
Chair