



LEHIGH COUNTY AUTHORITY

September 23, 2013

BOARD MEETING AGENDA

1. Call to Order
2. Review of Agenda
 - *Public Participation Sign-In Request*
3. Executive Sessions
4. Approval of Minutes
 - *July 22, 2013 Regular Meeting*
 - *August 12, 2013 Workshop Meeting*
 - *August 26, 2013 Regular Meeting*
5. Public Comments
6. Action / Discussion Items

FINANCE AND ADMINISTRATION

- *Health Insurance Portability and Accountability Act (HIPAA) Policy (Approval)*
- *Pension Plan Minimum Municipal Obligation (MMO) for 2014 (Approval)*

WATER

- *Water Rate Schedule – Meter Fee Update (Approval)*

WASTEWATER

- *Summary of Suburban Wastewater Projects (Presentation)*
7. System Operations Overview
 8. Staff Comments
 9. Solicitor's Comments
 10. Other Comments
 11. Adjournment

OCTOBER MEETINGS

Workshop Meeting
Board Meeting

October 14 – 12:00 p.m.
October 28 – 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
July 22, 2013

The Regular Meeting of the Lehigh County Authority was called to order at 12:19 p.m. on Monday, July 22, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Emrich Stellar, Scott Bieber, Norma Cusick, Brian Nagle, and Tom Muller. Authority Staff present were: Aurel Arndt, Bradford Landon, Liesel Adam, Ed Bielarski, Frank Leist, Pat Mandes, and Cristin Keppel.

John Ingram and George Maniatty members of the public, were also in attendance.

REVIEW OF AGENDA

Mr. Arndt stated there would be one additional item for approval after the regularly listed agenda items.

PUBLIC COMMENTS

Mr. Ingram addressed Board and Staff members and handed out some information regarding his hypothetical estimates of potential financing costs for the City of Allentown Concession Lease. Mr. Ingram noted that he was concerned about the market and the financing of the bonds for the lease. Some discussion followed.

Mr. Arndt explained that many of the concerns that he raised based on newspaper reports, either aren't applicable as the newspaper reports didn't get it all correct, or were already anticipated by the Authority's team and have been addressed in the financing plan.

EXECUTIVE SESSION

Mr. Arndt stated there would be an Executive Session regarding litigation and potential real estate lease. He asked that the session be held prior to the regular agenda items because Mr. Muller will have to exit the meeting by 1:30 p.m.

APPROVAL OF MINUTES

May 28, 2013, Regular Meeting Minutes

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the May 28, 2013 Workshop Meeting (7-0).

EXECUTIVE SESSION

The Chairman called for an Executive Session at 12:34 p.m., at which time Messrs. Ingram and Maniatty left the room.

The session ended at 1:22 p.m., at which time Mr. Maniatty reentered the meeting.

ACTION AND DISCUSSION ITEMS

LCA Employee Manual Update (Approval)

Ms. Adam explained that a minor update to the Manual is necessary to reflect that any future approved Union contract will supersede the manual. This change comes as a result of the impending contracts with the Service Employees International Union, for former Allentown employees transferring to Authority employees with the concession settlement, and the Sheet Metal Workers Union for present Authority Operations Department employees.

On a motion from Mr. Nagle, seconded by Ms. Cusick, the Board unanimously approved the LCA Employee Manual Update (7-0).

Water and Sewer Rate Schedules - Allentown (Approval)

Ms. Adam stated that water and sewer rates for the City of Allentown customers are based on the concession agreement with the City and include adoption of the City's current rates. She noted that those rate schedules have been adapted to our format and require Board adoption. Existing Authority rates and charges will apply if there aren't equivalent rates in the schedule in the concession agreement.

On a motion from Mr. Muller, seconded by Mr. Nagle, the Board unanimously adopted the water and sewer rates for the City of Allentown customers (7-0).

Mr. Muller left the meeting at 1:31 p.m.

Human Resources – Professional Services Authorization Amendment (Approval)

Ms. Adam reviewed the details of the Professional Services Authorization regarding human resources planning and other services for the transition period with the City of Allentown lease. She explained that at the time hireVision was actually contracted, it was unknown how many vacancies there would be for City of Allentown systems so now with additional work an amendment to the original Professional Services Authorization is necessary. Some discussion followed.

On a motion from Mr. Bieber, seconded by Mr. Nagle, the Board unanimously approved the Professional Services Authorization Amendment for hireVision in the amount of \$95,000 (6-0).

SYSTEM OPERATIONS OVERVIEW

None.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

OTHER COMMENTS

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:59 p.m.

Richard H. Bohner
Secretary

WORKSHOP MEETING MINUTES
August 12, 2013

The Workshop Meeting of the Lehigh County Authority was called to order at 12:20 p.m., on Monday, August 12, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Brian Nagle, Richard Bohner and Emrich Stellar. Authority Staff present were: Aurel Arndt, Liesel Adam, Frank Leist, Bradford Landon, Robert Kerchusky, and Kathy Martin.

Members of the public, George Maniatty, Glenn Hunsicker and Lou Hershman were also in attendance.

Agenda Review

Mr. Arndt stated there would be an additional information item following the regular agenda.

Executive Session

Mr. Arndt stated there would be an Executive Session following the regular agenda items to discuss personnel matters.

Public Comments

Mr. Hershman addressed the Board with a series of questions related to the bond financing for the Allentown water and sewer lease including requests for clarification of the approval process for the bond issue, role of Allentown City Council in the approval of the bond issue, and whether the cost of the bond issue could have been reduced by waiting longer than August 7, 2013 to complete the transfer.

Mr. Arndt addressed the questions by explaining that the Authority Board had passed a resolution on July 8, 2013 that set the parameters for the bond sale, including caps on the interest rate and total bond amounts, which the staff could not exceed without additional authorization. The bonds were sold within these parameters, and so no further authorization was required. He also explained that the City Council approval of the Concession Lease Agreement with the Authority established the process for how both entities would be protected from interest rate fluctuations from the time of the bid to the closing date. This was an integral part of the concession agreement that was fully investigated and approved by the City as well as the Authority.

Mr. Hunsicker addressed the Board with a series of questions about the Authority's finances and planned use of the funds secured through the bond sale. In particular, he questioned the use of funds for capital improvements, inquiring whether those improvements would be necessary and what portion of the improvements are to be paid for by the City of Allentown.

Mr. Arndt explained that the accounting for the city systems would be set up as a separate fund within the Authority's accounting structure, so the costs and revenues will be reported separately, in a fashion similar to how the Authority reports on other systems it operates separately. He explained that the bond issue for the lease included approximately \$32 million to fund the first five years of anticipated capital improvements for the water and sewer systems. The City retains responsibility for certain other capital improvements, such as completing work related to the U.S. Environmental Protection Agency (EPA) Administrative Order to remediate sewer system overflows, but those projects are not captured within the Authority's bond issue.

Mr. Hunsicker also inquired about the benefits for employees who transferred to the Authority, and whether any outstanding issues remained in that regard.

Mr. Arndt explained that employees have transferred to the Authority with their benefits intact, including their sick leave banks accrued for their service to the City. How the cost of this benefit will be shared between the Authority and the City has not been resolved.

Additional discussion continued on related topics.

Messrs. Hunsicker and Hershman left the meeting at 12:55 p.m.

Mr. Maniatty asked the Board to ensure the spelling of his name would be corrected in prior Board meeting minutes.

APPROVAL OF MINUTES

July 29, 2013 Special Meeting Minutes

On a motion by Richard Bohner, seconded by Emrich Stellar, the Board unanimously approved the minutes of July 29, 2013 Special meeting (5-0).

Resolution 8-2013-1 – Reflecting Position Changes Consequent with City of Allentown Systems Lease (Approval)

Mr. Landon reviewed the resolution and explained that it was needed to update all Authority resolutions and policies that referenced job titles that are being updated through the reorganization following the Allentown water and sewer system transfer.

On a motion by Tom Muller, seconded by Richard Bohner, the Board unanimously approved Resolution 8-2013-1 (5-0).

City of Allentown Concession Transition

Mr. Arndt introduced two new employees who will serve on the Authority's management team. Kathy Martin started work on July 15, 2013 as a Human Resources Manager and has been addressing many of the final transition details for the employee transfers as a result of the Allentown water and sewer system transfer. Bob Kerchursky is a long-term Allentown employee who transferred to the Authority and will serve as the Water Services Manager, covering both city and suburban water systems.

Mr. Arndt provided an overview of the Authority's new employee base, which includes 36 original employees, 84 city employees who transferred to the Authority, and 13 new employees who have just begun work within the past week. An additional 10 more employees are expected to start within the next month.

Mr. Hughes thanked the staff for their efforts in the past several months to complete the Allentown system transfer.

Executive Session

The Chairman called for an executive session at 1:15 p.m. to discuss personnel matters, at which time the staff, except for Mr. Arndt, and Mr. Maniatty left the meeting.

The session ended at 2:25 p.m.

There being no further business, the Chairman adjourned the meeting at 2:26 p.m.

Richard H. Bohner
Secretary

REGULAR MEETING MINUTES
August 26, 2013

The Regular Meeting of the Lehigh County Authority was called to order at 12:17 p.m. on Monday, August 26, 2013, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Richard Bohner, Scott Bieber, Norma Cusick, Brian Nagle, and Tom Muller. Authority Staff present were: Bradford Landon, Liesel Adam, Ed Bielarski, Frank Leist, John Parsons, and Cristin Keppel.

REVIEW OF AGENDA

Mr. Bielarski stated that the Wastewater item regarding Western Lehigh Interceptor Manhole Inspection will be removed from the agenda and handled at a later meeting.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

None.

APPROVAL OF MINUTES

June 24, 2013, Regular Meeting Minutes

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the June 24, 2013 Regular Meeting (5-0). Mr. Nagle abstained due to his absence at the subject meeting.

July 8, 2013, Workshop Meeting Minutes

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the July 8, 2013 Workshop Meeting (6-0).

Mr. Stellar entered the meeting at 12:21 p.m.

July 29, 2013, Special Meeting Minutes - Amended

Mr. Landon stated that there was an error in the originally approved minutes for the July 29th meeting.

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the amended minutes of the July 29, 2013 Special Meeting (7-0).

ACTION AND DISCUSSION ITEMS

LCA By-Laws Amendment (Approval)

Mr. Landon stated that Authority By-Laws must be updated to reflect the staffing changes because of the City of Allentown Concession Transition. There were also two other changes made to clarify Authority practices: (i) that the language as to the calling of special meetings was how board members could institute special meetings, but not the exclusive way of doing so and (ii) broadened the provision for board member distance participation from just telephone to other available electronic connections. He referred to the previously distributed memorandum.

On a motion from Mr. Muller, seconded by Mr. Nagle, the Board unanimously approved the LCA By-Laws Amendment (7-0) and ratified any and all prior actions taken to call and hold special board meetings.

Allentown Division 2013-2016 Capital Plan (Approval)

Mr. Leist, along with Mr. Parsons, gave an overview presentation (attached) of the Allentown Division Capital Plan through 2016; noting that that Capital Plan was required at closing of the Concession Lease. He noted that there are four categories of projects included in the plan: LCA funded projects required as part of the Lease agreement, LCA funded projects added by the Authority, City funded projects that were incomplete at closing of the Lease agreement, and City funded projects regarding the EPA Administrative Order.

Messrs. Leist and Parsons gave overviews of the major projects noting the costs and funding sources. Extensive discussion followed.

On a motion from Mr. Stellar, seconded by Mr. Nagle, the Board unanimously approved the City of Allentown Division 2013-2016 Capital Plan (7-0).

SYSTEM OPERATIONS OVERVIEW

None.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

OTHER COMMENTS

Mr. Nagle inquired as to why we have been investing in two-month CDs.

Mr. Bielarski explained that funds were invested that way in case the money was needed to liquidate the City of Allentown deal, longer life CDs will be used moving forward per LCA's usual financial activity.

Mr. Bohner asked if the Board members could have some sort of comprehensive update at the next meeting regarding all major wastewater projects since there are multiple major projects like the Act 537 Planning, disputed billing charges with the City of Allentown, inflow & infiltration, and future treatment capacity. The other Board members agreed such a presentation would be helpful.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:52 p.m.

Richard H. Bohner
Secretary

FINANCE & ADMINISTRATION**ACTION ITEMS****1. Health Insurance Portability and Accountability Act (HIPAA) Policy (Approval)**

An updated HIPAA policy is required to be adopted to meet new health care laws. The revised policy (**green**) was developed by the Authority's health insurance pool administrator, Benecon. Following Board adoption of the policy, all employees will receive a copy of the policy.

DISCUSSION ITEMS**1. None.****INFORMATION ITEMS****1. Pension Plan Minimum Municipal Obligation (MMO) for 2014**

The Pennsylvania Municipal Retirement System (PMRS), which the Authority is enrolled in for employee pension benefits, requires that the Authority calculate its MMO for 2014 and present the information to the Board of Directors prior to submitting to PMRS in October. The information required for this calculation is included in the attached memo and form (**salmon**).

2. Recently Purchased Investments – Certificates of Deposit (CDs)

Fund	Bank	Location	Gross Amount	Date of Purchase	Date Due	Net Rate %
Consolidated (2)	PSDLAF Flex Pool		155,000.00	8/27/2013	12/17/2013	0.150
LLRI 2	PSDLAF Flex Pool		245,000.00	8/27/2013	12/17/2013	0.150
2010 DSR	PSDLAF Flex Pool		150,000.00	8/27/2013	12/17/2013	0.150
Water Renew & Repl	PSDLAF Flex Pool		1,000,000.00	8/27/2013	12/17/2013	0.150
LLRI Cap Reserves	PSDLAF Flex Pool		400,000.00	8/27/2013	12/17/2013	0.150
WW Capacity	PSDLAF Flex Pool		600,000.00	8/27/2013	12/17/2013	0.150
2010 A Construction	PSDLAF Flex Pool		3,600,000.00	8/27/2013	12/17/2013	0.150

Fund Descriptions for Investments:

WW Capac	Wastewater Capacity
Cons Wtr (2)	Consolidated Water 2
LLRI CR	Little Lehigh Relief Interceptor Capital Reserves
2010 DSR	2010 Bond Debt Service Reserves
Wtr R & R	Renewal and Replacement
LLRI (2)	Consolidated Little Lehigh Relief Interceptor 2
2010 Wtr Cons A	Water Construction, Series A Bonds

WATER**ACTION ITEMS**

1. Water Rate Schedule – Meter Fee Update (approval)

Due to the difference in prices for the meters currently being installed at new installations in the City of Allentown, a new meter fee schedule is required to reflect the actual cost of meter installations for such properties. The attached meter fee schedule (*blue*) will be incorporated into the full Schedule of Water Rates and Charges upon Board approval.

DISCUSSION ITEMS

1. *None.***INFORMATION ITEMS**

1. Phase 2 Interconnection with Allentown

Livengood Excavators intends to address restoration at Schantz Road this fall. We were recently informed by South Whitehall Township that the contractor did not remove in-flow inserts from sanitary sewer manholes prior to installation of paving riser rings when overlaying W. Walnut Street and Mertz Lane last fall. The inserts must be cut out and new inserts installed.

2. Water Main Replacement Project – Oakland Park

Final paving, lawn and driveway restoration was completed in early June. The project is complete and now in the 18-month warranty period.

3. Arcadia West Pumping Station Modifications

A letter was sent to Eastern Environmental Contractors, Inc. for the General Construction contract and to High Peak Electrical, Inc. for the Electrical Construction contract notifying them of our intent to award the subject contracts to them subject to receipt of an executed Agreement and bonds, insurance and other required documentation. A preconstruction conference will be scheduled after all contract documents have been received.

4. Upper Milford Central Division Radon Mitigation Study

Board authorized this project in June and our consultant Cowan Associates (CA) is currently evaluating the existing wells in the Upper Milford Central Division (a/k/a Buss Acres). A Draft report was received in late December and a Draft Final report was received in early April. The final report is currently being reviewed by LCA staff. The report findings will be presented to the Board later this year.

5. LCA Facilities Emergency Power Project

The Board authorized the construction phase of this project at the April 8, 2013, Work Shop meeting. Notices of Award were issued on April 9, 2013 to Barry J. Hoffman Co., Inc. – Electrical Construction and Lisbon – General Construction. All required documentation from the contractors has been received and Notices to Proceed (NTP) were issued on May 20, 2013. A pre-construction meeting was held on June 11, 2013. Construction is underway the site work is completed at a majority of the facilities. Long lead items provided by the electrical contractor such as transfer switches and generators are scheduled to be delivered by the end of September. The Agreement requires substantial completion of the project no later November 16, 2013.

6. Allentown Division – Cast Iron Main Replacement Program

The Operating Standards in the Lease Agreement require the annual replacement of two-miles of aged pit and/or spun cast-iron water mains, excepting in the first year where only one-mile is required. This work also has to be coordinated with the City’s Streets program. Over the term of the Lease approximately ~99-miles of the ~180-miles of cast iron mains will be replaced.

Given this is an on-going program it is important to develop a buried asset water main replacement program to identify mains that will need replacement. Secondly, unlike replacing mains in a suburban area such as the Central Lehigh Division, designing and replacing mains in a highly populated urban area, with many underground facilities and work restrictions in certain areas during events will present many challenges and will require significant amount coordination with City departments.

In June, a Request for Qualifications (RFQ) was sent to seven national engineering consulting firms, where they among other information were asked to provide an overview of their qualifications and past experience for programs similar to this. Four of the firms responded.

The review team composed of members of the LCA Capital Works and Allentown Division Distribution & Collection Staff reviewed the RFQs and interviewed three of the most qualified firms. As the team was comfortable with the firms presentations, all three firms have been issued a very high level Request for Proposals (RFP) to assure a cost “reality check”.

To assure continuity and efficiencies it is our goal to establish a long-term relationship with a firm. It is our intent to first select a firm based upon qualifications and best value and then develop a detailed scope of work and price that would include the buried asset water main replacement program; and design and construction services for three cycles of main replacement (5-miles) that will extend through the construction of main replacements in 2016. The cycles are as follows:

Cycle	Main Replaced	Design/Construction
1	1-mile	2013-2014
2	2-miles	2014-2015
4	3-miles	2015-2016

We will be requesting approval of the aforementioned professional services at the October Board meeting.

7. Developments

Water system construction is occurring at the following developments:

- Valley West Estates, Phases 4, 5 & 6, 46 residential lots (sfd), UMT.
- West Hills Business Center, 8 industrial lots, WeisT, water and sewer

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 and residual lot for existing cemetery, LMT
- Grant Street Townes, 18 residential lots (sfa), WashT
- Hamilton Crossings, 2 commercial lots with 20 buildings having 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
Liberty at Mill Creek, 2 industrial lots, UMT
Morgan Hills, 40 residential lots (sfd), WeisT, water and sewer
North Whitehall Commercial Center (Walmart), 5 commercial lots, NWT, water and sewer
Woodmont at Upper Macungie (formerly Rabenold Farms II), 288 apartment units and
clubhouse, (Portion north of I-78), UMT
Route 100 Bypass & Cetronia Road Proposed Commercial Development, 1 commercial
lot with 4 buildings having auto, convenience, financial and day care uses, UMT
Shepherd's Corner, 1 commercial lot, LMT
Spring Creek Properties Settlement Subdivision (formerly Spring Creek Properties
Subdivision I), 16 commercial and industrial lots, LMT
Trexler Business Center, Lot 1, 1 commercial building, LMT
Weilers Road Twins, 82 residential lots (sfa), UMT
Woodmere Estates, 60 residential units (sfd), UMT

WASTEWATER

ACTION ITEMS

1. *None.*

DISCUSSION ITEMS

1. **Summary of Suburban Wastewater Projects Status** (Presentation)

The Board requested a presentation in September giving them an update on each of the Suburban Wastewater projects, status, interconnection, etc. as they feel they would like to refocus on where things are at in this regard with all the attention on the Allentown transaction during the past many months.

INFORMATION ITEMS

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

The following is work planned for 2013:

- Submission of reports to EPA and DEP.
- CCTV work in areas identified as have high leakage to determine the extent of the leakage. Malcolm Pirnie will review the CCTV video and determine a Basis of Rehab.
- Keystone Consulting Engineers (KCE) is generating the population projections for the LCA service area to be used in the Level of Service modeling.
- Completion of the Level of Service Modeling for future growth.
- Rehab effectiveness metering in Phase 1 pipe lining project areas to determine the reduction in peak flows as a result of the rehab work.
- Phase 2 of Signatory pipe lining projects as determined by KCE.
- Rehab effectiveness metering in Phase 2 pipe lining project areas.
- Alternative Modeling and feasibility analysis to evaluate the various alternatives to achieve the preliminary objectives. The alternatives will include various combinations of I & I elimination, storage and capacity increases.
- Long term flow meters will continue on a limited basis. Two rain gauges and meters remain in the system.
- Preliminary Program Objectives Evaluation Report will be submitted to DEP by the end of 2013. This document will define the current system performance and assess what it will take to achieve the system preliminary objectives. The report will include a discussion of the investigation and evaluation work completed including flow evaluation, SSES prioritization, modeling, current and future level of service, current and future system sizing requirements, and will propose the Level of Control for system operation.
- The development of the Capital Improvements Plan is scheduled to begin by the end of the year. This will identify the rehab needs, replacement needs, expansion requirements, costs of improvements and schedule for implementation to achieve the program objectives. ***No Current Activity.***

2. Wastewater Treatment Capacity

The Memo of Understanding (MOU) regarding working together on a joint Act 537 Plan with the City was never executed with the City.

A Communications Plan was developed by the consultant with input from LCA and the City. A stakeholder's group has been formed and the kick-off meeting was held in mid-January at the Lehigh County Administration Building. The stakeholders Advisory Committee (SAC) consists of either Municipal Managers or Municipal Officials from each of the City and LCA Signatories. It is expected that there will be 5 meetings with the SAC during the Study to keep the Committee up to date on Plan with the expectation that the adoption of the plan with the various Signatories will be completed in a short period of time.

Talks continue with DEP on the effluent standards applicable to a discharge to the Jordan Creek. A meeting was held with DEP in late May to discuss the Jordan Creek discharge. DEP indicated water quality standards will be applicable to the plant effluent. We had requested Reuse Standards which are less stringent but DEP will require the secondary drinking water standards. We have since received a letter from DEP with the specific requirements for performing a study of the Jordan Creek that must be completed prior to the issuance of final effluent standards. We have recently completed Total Dissolved Solids (TDS) testing and have compared them to TDS data from several years ago. The trend is an increase in the TDS in the plant effluent. This could potentially mean that an upgraded Pretreatment Plant would require TDS removal such as Reverse Osmosis.

A meeting was held with the DRBC to discuss updating the prospective effluent limits for the various alternatives. The model will be refined and the grandfathered loads for Phosphorus and Ammonia will be updated based on the actual Kline's Island data. A model run will be completed in the near future.

LCA purchased 100,000 gallons of allocation from Salisbury Township at \$6.00 per gallon.

3. Northern Lehigh Wastewater System

The project is composed of the following:

Wastewater Treatment Plant (on a 5-acre tract at KidsPeace)

In March, LCA representatives met with North Whitehall Township (NTW) Supervisor, Steve Pany; Solicitor, Lisa Young; and Township Manager, Jeff Bartlett to discuss the Act 537 Plan. In summary, for the westside of Rt. 309 (the 1-5 year service area) LCA has agreed to limit the size of the Wastewater Treatment Plant (WTP) to 200,000 GPD which in essence reflects the need for this area. Any expansion beyond 200,000 GPD would require NWT approval.

September 18, 2012, after six months of hearings, the Supervisors granted approval of the Conditional Use for the proposed WTP with nine conditions. We have received the written decision from the Township and have accepted all conditions. In late November 2012 the opposition, the Friends of the Jordan, appealed the Township decision to Lehigh County Court of Common Pleas. Legal Briefs were filed by the Voice of the Jordan (Voice), NWT and LCA. Argument took place on Wednesday May 29, 2013 with Judge Edward Reibman presiding. On June 5, 2013 the Court ordered "that the decision of the NWT Board of Supervisors dated October 23, 2012 is hereby reaffirmed". However, on July 29, 2013 the Voice filed an appeal of the previous Court ruling.

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

Offsite Conveyance Facilities (OSCF)

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 are still on hold. **No current activity.**

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

Kids Peace Agreement

A revised amendment to the Agreement has been sent to KidsPeace. It primarily focuses the financial impact on the Jordan Creek Wastewater system because of KidsPeace's sale of the 101 Acre parcel to Lehigh Carbon-Community College (LCCC). The 101 Acre parcel was an integral economic component for LCA in the 2006 Agreement. Kids Peace has filed for Chapter 11 Bankruptcy we are investigating how this may impact our Agreement.

Act 537 Plan (Plan) Revision

NWT continues to work on developing an alternate a solution for the wastewater treatment needs for a revised 1-5 year service area which would include a WTP located on the eastside of Route 309 that would discharge to the Coplay Creek. LCA has agreed to provide support and expertise. Recent discussions with NWT indicate that the Pennsylvania Department of Environmental Resources (PADEP) has agreed to allow data from the on-site sewer system evaluations and water testing conducted for the current Plan to be used for any Plan revisions. NWT has requested and will receive shortly preliminary wastewater effluent discharge standards from DEP and has met with the Delaware River Basin Commission (DRBC) has verified that water quality modeling will be required for effluent discharge on the Coplay Creek. A conceptual short term service area collector system layout has also been developed. NWT continues discussions to secure a site for the proposed WTP and to secure commitments to connect from property owner along the proposed route.

4. Arcadia West WWTP Improvements

Construction activity continues at the site with about 65% of the work completed by the end of August. Now that the structure is under roof, painting of the interior can begin. Equipment installation will begin mid-September. The total project is on schedule with a cost estimate of \$3,502,300.

5. Wynnewood Terrace Pump Station & Force Main Replacement

Design work is continuing on a below grade self-contained pump station with submersible pumps and a new 6" force main.

6. Park Pump Station Improvements

Fuel Tank Replacement – Staff has received and is reviewing the final specifications and plans for replacement of the fuel tank at the Park Pump Station. We expect to place the work to bid by the end of the year.

7. LCA WTP- Truck Waste Receiving Station

Truck Waste Receiving Station (TWRS):

The Board awarded the General and Electrical construction contracts at the January workshop meeting. The contractors have returned the construction Agreements for our execution. Notices to Proceed (NTP) to the respective contractors were issued on February 26, 2013 and a pre-construction meeting was held on March 7, 2013. Construction is

underway and on schedule; the Agreement requires substantial completion of the facility no later than 270 days from the date of the NTP.

Digester Mixer Replacements:

Notice to Proceed for the Construction Phase of the project was issued to both the General and Electrical contractors on October 8, 2012. Electrical construction work is approximately 80% complete, as most of it could be accomplished without draining the digesters. The General contractor has completed the installation of mixers in the first digester and the digester is currently being filled. After this digester is put back in service, the 2nd digester will be drained and mixers installed. As a note; the mixers will be installed one digester at a time, as it is necessary to always have two digesters operating. Assuming no major difficulty in draining the remaining digesters we expect the project will be completed in the 1st quarter of 2014 however additional issues with draining the digesters may extend the completion date

PPL E-Power Customizable Energy Program:

Applications have been submitted for energy savings rebates and verification methodologies for both the Digester Mixer Replacements and Truck Waste Receiving Station. PPL has finally responded and is requiring that temporary sub-meters be installed to set a base line and verify estimated energy savings for the digester mixers.

Lehigh County Authority

PRIVACY POLICY

This Policy applies to the following employee benefit plans (the "Plan") that are sponsored by Lehigh County Authority (the "Employer"): . This Privacy Policy is effective as of September 23, 2013 (the "Effective Date").

General Policy

It is the policy of the Plan (also known as the "covered entity" under the HIPAA privacy rule) to maintain and protect the privacy of the protected health information ("PHI") of its plan participants and to give its participants specific rights with respect to their PHI.

Purpose

This policy is intended to promote awareness of the confidential nature of the medical information that is collected, maintained and disseminated by the Plan. This policy and these procedures reflect the commitment of the Employer to protecting the confidentiality of private health information.

Structure

This Privacy Policy shall be overseen by the Privacy Official. The Privacy Official shall have authority and responsibility for implementation and operation of this policy.

Collection and Receipt of Protected Health Information

Policy

The Plan will make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the collection, receipt or maintenance of PHI. The designated record set of the Plan includes all enrollment and disenrollment information, along with any claim forms, explanations of benefits, and any other information that the Plan receives as part of the operations and payment functions of the Plan.

Procedures

1. When collecting or receiving PHI, employees will request only the minimum necessary information. Prior to making such a request and at the time this policy first becomes effective, employees who collect or receive PHI will evaluate the information that is requested or received to determine that he or she is receiving or requesting the minimum necessary. The Privacy Official will make the final determination (when necessary) as to what information can be requested and received.
2. When collecting or discussing PHI, employees will comply with the following privacy guidelines, along with any additional procedures established from time to time:
 - PHI should not be discussed in any open area;
 - Documents containing PHI should be kept in locked files and should not be left in any open area or area where the general public has access;
 - Documents containing PHI should be de-identified wherever possible; and
 - Documents containing PHI should be shredded when they are no longer needed.
3. PHI will be discussed and shared with an employee only to the extent that the individual has a need to know the PHI as part of the performance of his or her job duties.
4. The information in the designated record set will be kept in a file separate from an employee's employment file.

Uses and Disclosures of Protected Health Information

Policy

1. The Plan will use and disclose the PHI it creates, collects and/or maintains for its treatment, payment and healthcare operations, including, but not limited to the following: to enroll and disenroll individuals in or from the Plan; to evaluate renewal proposals or new health plan vendors, insurance companies or administrators; to assist in claims resolution; and to conduct due diligence in connection with the sale or transfer of assets to a potential successor.
2. All PHI collected by the Plan will be disclosed only to the following "valid recipients" or in the following situations: (1) to the plan participant; (2) to the plan participant's enrolled spouse; (3) if the plan participant is an enrolled dependent child, to the plan participant's parent or legal guardian (a Personal Representative); (4) to a Personal Representative of an individual who is incapable of making health care decisions and/or has appointed another individual to make these decisions on his or her behalf; (5) to an insurance company, reinsurance company, third party administrator or a business associate of the Plan, (6) to the plan participant's representative, agent, or any other person with a signed authorization from the plan participant; (7) in response to legal process; (8) to investigate possible insurance fraud; (9) for claims management related to nurse navigation; (10) to help settle a claim dispute for benefits under a medical benefit plan or insurance policy; or (11) to the Plan Sponsor, but only if the plan documents have been amended in accordance with the provisions of HIPAA.
3. The Plan will obtain written authorization to disclose certain types of PHI, i.e., psychotherapy notes and to disclose PHI under certain circumstances, i.e., the sale and marketing of PHI resulting in the Plan receiving remuneration.
4. The Plan will execute Business Associate Agreements with outside entities that create, receive, maintain or transmit protected health information in the course of performing functions on behalf of the Plan. The agreement will *inter alia* require the business associate to comply with the HIPAA Privacy Rule, report a breach of unsecured PHI to the Plan, and agree to enter into business associate agreements with any subcontractors who receive the Plan's PHI.

Procedures

1. To the extent reasonably possible, PHI that is requested or disclosed by the Plan will be received or distributed after it has been de-identified. The Privacy Official will oversee the de-identification process.
2. Where it is not possible or practicable to de-identify PHI that is disclosed, employees will disclose only the minimum necessary information. The Privacy Official will help, upon request, to determine that the minimum necessary information is disclosed. Minimum necessary standards will be created and followed for all routine disclosures of PHI.
3. In any situation where PHI is requested from the Plan, an employee will verify the identity of the person requesting the information and the authority of the person to have access to PHI (unless the identity and authority is already known).
4. PHI will be disclosed to a Valid Recipient as described above through the telephone, only after the identity and authority of the person who is on the other end of the call is verified.
5. PHI will be sent to a Valid Recipient by facsimile only if the employee who is sending the information can determine that the intended recipient will be the receiver of the facsimile, or that he or she is expecting the confidential facsimile at that time.
6. All fax cover sheets utilized by employees will contain a standard confidentiality statement.
7. The Plan will not use or disclose PHI that is genetic information for underwriting purposes.

8. The Plan may disclose PHI to family members or others who were involved in the decedent's health care or payment for their care prior to the decedent's death so long as the disclosure is relevant to the person's involvement and is not inconsistent with the decedent's prior expressed wishes.

Access to Protected Health Information by Plan Participants

Policy

The Plan will provide plan participants with the right to access their own PHI that has been collected and is maintained by the Plan and is part of the designated record set. This right of access does not apply to information compiled in anticipation of a civil legal action.

Procedures

1. A plan participant (or his or her Personal Representative, including the parent or legal guardian of an enrolled dependent child) may request a copy of his or her PHI, as long as the request is in writing and is dated and signed by the plan participant on a form approved by the Plan. All such requests will be given to the Privacy Official for response.
2. Within 30 days of receipt of the written request, the Privacy Official will inform the plan participant of the acceptance of the request, will provide a written denial, or will direct the plan participant to the entity that maintains the requested information.
3. The Privacy Official will provide the plan participant either with the ability to inspect the plan participant's file or will provide a copy of the file, as requested by the plan participant. The Plan may charge a reasonable fee for all copying requests. This fee will include supplies, labor and postage.
4. The Privacy Official will provide the file in the format requested by the plan participant, unless it is not readily producible in that format.
5. If the plan participant directs the Plan in writing to transmit an electronic copy of his/her PHI to another person, the Plan will generally comply.
6. The Privacy Official may provide the plan participant with a summary of the PHI or an explanation of the PHI, if the plan participant requests such a summary or explanation.

Amendment of Protected Health Information

Policy

The Plan will allow plan participants to request amendment of their PHI that is part of the designated record set. PHI that was not created by the Plan or that is accurate and complete, as determined by the Privacy Official, is not subject to amendment.

Procedures

1. A request for amendment of PHI must be made on a form approved by the Plan. The request must be made by the plan participant or the plan participant's personal representative, parent (for a minor or an enrolled dependent child) or guardian (collectively referred to as "plan participant"). The request must reference the information for which amendment is requested and the reason for the requested amendment.
2. When a plan participant first contacts the Plan to request an amendment, the employee who receives the request will notify the plan participant of the requirements for requesting the change.
3. All written requests for amendment will be forwarded to the Privacy Official for response.

4. Within 60 days after receipt of the request for amendment, the Privacy Official will either accept or deny the amendment request. The Privacy Official will make this determination. If the amendment request is accepted, the Privacy Official will notify the plan participant and request the agreement of the plan participant to notify business associates or other persons who have received the incorrect PHI about the plan participant from the Plan. If the amendment request is denied, the Privacy Official will notify the plan participant of the basis for the denial, the right of the plan participant to submit a written statement of disagreement or to request that the amendment and the denial be included in any future disclosures, and a description of how the plan participant may file a complaint.
5. If the plan participant files a statement of disagreement, the Privacy Official may prepare a written rebuttal, which must be given to the plan participant. All future disclosures of PHI for this plan participant must include both the statement of disagreement and the rebuttal, if any, and a link between these documents and the PHI that is subject to dispute.

Accounting of Disclosures of PHI

Policy

It is the Policy of the Plan to provide plan participants with an accounting of disclosures of PHI that were made for purposes other than the payment and healthcare operations of the Plan.

Procedures

All disclosures of PHI, other than those conducted in the course of payment or healthcare operations of the Plan, will be reported to the Privacy Official. When requested by a plan participant in writing, the Privacy Official will prepare an accounting of all disclosures that were not part of the health care operations of the Plan. The accounting will include all disclosures made by the Plan that occurred in the past six years (or shorter period as requested by the plan participant), but excluding any disclosures made prior to April 14, 2004, and will comply with all applicable laws and regulations. The accounting will be provided within 60 days of the request. No charge will be imposed for the first accounting requested during any 12-month period.

Restriction on Disclosures of PHI

Policy

It is the Policy of the Plan to allow plan participants to request a restriction on the uses and disclosures of the plan participant's PHI made by the Plan.

Procedures

1. A request for restriction on the uses and disclosures of PHI must be made on a form approved by the Plan. The request must be made by the plan participant or the plan participant's personal representative, parent (for a minor or an enrolled dependent child) or guardian (collectively referred to as "plan participant"). The request must reference the particular type of restriction that is requested and the reason for the requested restriction.
2. When a plan participant first contacts the Plan to request a restriction, the employee who receives the request will notify the plan participant of the requirements for requesting the change.
3. All written requests for restriction will be forwarded to the Privacy Official for response.
4. Within a reasonable period of time after receipt of the request for restriction, the Privacy Official will either accept or deny the restriction request. The Privacy Official will make this determination. If the restriction request is accepted, the Privacy Official will notify the plan participant and will document the agreed upon restriction. If the restriction request is denied, the Privacy Official will notify the plan participant of the basis for the denial.

Notice of Privacy Practices

Policy

It is the Policy of the Plan to create and, as required by law, to provide all employees with a Notice of Privacy Practices that describes the Plan's required and permitted uses and disclosures of PHI and the rights of plan participants with respect to their PHI.

Procedures

1. The employer will deliver the Notice of Privacy Practices to each employee as soon as possible after the Effective Date. If an employee has requested that benefit, enrollment or other employment information be delivered by e-mail, the notice may be given by e-mail. Otherwise, the Notice will either be hand delivered or sent by interoffice or U.S. mail.
2. If the employer maintains an employee benefits related website, the employer will also post a copy of the Notice of Privacy Practices prominently on its website.
3. Every three years from the date of the initial delivery of the Notice, the Privacy Official will be responsible for notifying employees that the Notice is available and that they can receive a copy of it on request.
4. A revised Privacy Notice will be delivered to each employee within 60 days after a material change is made, based on a change in the law or regulations or a change in internal procedures.

Notice in case of Breach of Unsecured PHI

Policy

It is the Policy of the Plan to secure PHI in accordance with its Security Policy (if the employer maintains any PHI in an electronic format on behalf of the plan) and to notify individuals, the media and the Department of Health and Human Services in the event of a breach of unsecured PHI, in accordance with the HITECH Act. The Plan will presume that a reportable breach has occurred when any impermissible acquisition, access, use or disclosure of unsecured PHI has happened, unless the Plan can demonstrate there is a low probability that the information has been compromised based on a risk assessment of certain factors or the breach fits within certain exceptions.

Procedures

1. The employer will follow any Security Policy that it has adopted to comply with the HIPAA Security Rules and will secure any electronic PHI that it maintains in accordance with the HITECH Act.
2. The employer will document all risk assessments regarding all reportable breaches in order to demonstrate it provided all required breach notifications or, in the alternative, that the impermissible use or disclosure did not constitute a breach.
3. For any breach of unsecured PHI (as both breach and unsecured are defined in the HITECH Act, the employer will provide written notice or a substitute notice (if the last known contact address is insufficient) to each affected individual within 60 days following discovery of any breach of Unsecured PHI. The notice will include:
 - A brief description of what happened including the date of the breach and the date of discovery, if known;
 - A description of the types of unsecured PHI that were involved in the breach;
 - Any steps the individual should take to protect him/herself from potential harm resulting from the breach;
 - A brief description of what the employer is doing to investigate the breach in accordance with HIPAA breach notification requirements;
 - Contact procedures for individuals to ask questions or learn additional information

4. If a breach of unsecured PHI involves more than 500 residents of a state, the employer will provide notice to local media outlets serving the state within 60 days of discovering the breach.
5. If a breach of unsecured PHI involves more than 500 covered persons, the employer will provide notice to the DHHS not later than 60 days after the end of the calendar year in which the breach occurred.

Training

Policy

The Privacy Official will train or oversee training of all new employees and current staff who have access to PHI. Training will include general information about HIPAA and will focus on the requirements of this Privacy Policy.

Procedures

The Privacy Official will conduct or oversee the training for all employees who have or may have access to PHI no later than the date that this Policy becomes effective. New staff will receive training on the Privacy Policy within 3 months of the start of their employment, or within 3 months of the assignment to a position in which they deal with PHI as part of their job requirements.

The Privacy Official will conduct training on any material changes made to the Privacy Policy within 60 days after the changes become effective.

Additional training sessions may be conducted by the Privacy Official as needed.

All training will be documented by the Privacy Official, or other employee as requested by the Privacy Official.

Complaints

Policy

The Plan will accept and respond to complaints relating to the Privacy Policy, procedures, and compliance efforts relating to the privacy of PHI.

Procedures

1. Complaints regarding this Privacy Policy will be forwarded to the Privacy Official for review and response.
2. The Privacy Official will review all complaints, will discuss them (as needed) with the Controller and/or other employees, will review relevant documents and will respond to the plan participant who has filed the complaint.
3. All complaints will be logged by the Privacy Official. The log will include the complaint and a brief description of the resolution of the complaint.

Recordkeeping

Policy

The Plan will retain all documentation related to this Privacy Policy for a minimum of six (6) years from the date the documentation was created or the date that it was last in effect, whichever is later.

Procedures

1. The following documents will be maintained in the files of the Privacy Official or other secured location:
 - This Privacy Policy
 - Notice of Privacy Practices (all versions)
 - Privacy Notice and Notice of Privacy Practices Distribution Log
 - All signed authorizations
 - PHI Disclosure Log
 - Record Request Log
 - Record Requests
 - Complaint Log, along with copies of any written complaints
 - Records of any sanctions imposed on employees
 - Employee training manuals and procedures
 - Business associate contracts
 - Plan document amendments
 - Plan sponsor certification
 - Record of breaches and any associated risk assessments
 - Breach Information

2. Every year on or about January 1, the Privacy Official will determine which records, if any, have been held for the minimum period required and should be destroyed.

Sanctions

Policy

The Plan Sponsor, on behalf of the Plan, will appropriately discipline any staff member who fails to comply with this Privacy Policy.

Procedures

For any failure to comply with this Privacy Policy, an employee will be subject to sanctions up to and including removal of access by the employee to PHI and termination of employment.

Miscellaneous Policies

Mitigation of Wrongful Disclosures

The Plan will attempt to mitigate any disclosures of PHI that are in violation of this Privacy Policy by, for example, requesting return of any written PHI that was improperly disclosed, or by admonishing the recipients of any wrongly-disclosed PHI of their obligation not to further disclose the PHI.

Refraining from Intimidating or Retaliatory Acts

It is the policy of the Plan to prohibit any intimidation, threats, coercion, discrimination or other retaliatory acts against any person for the exercise of his or her rights under this Privacy Policy, for filing a complaint with the DHHS, or for assisting in an investigation of any act made unlawful by the Health Insurance Portability and Accountability Act.

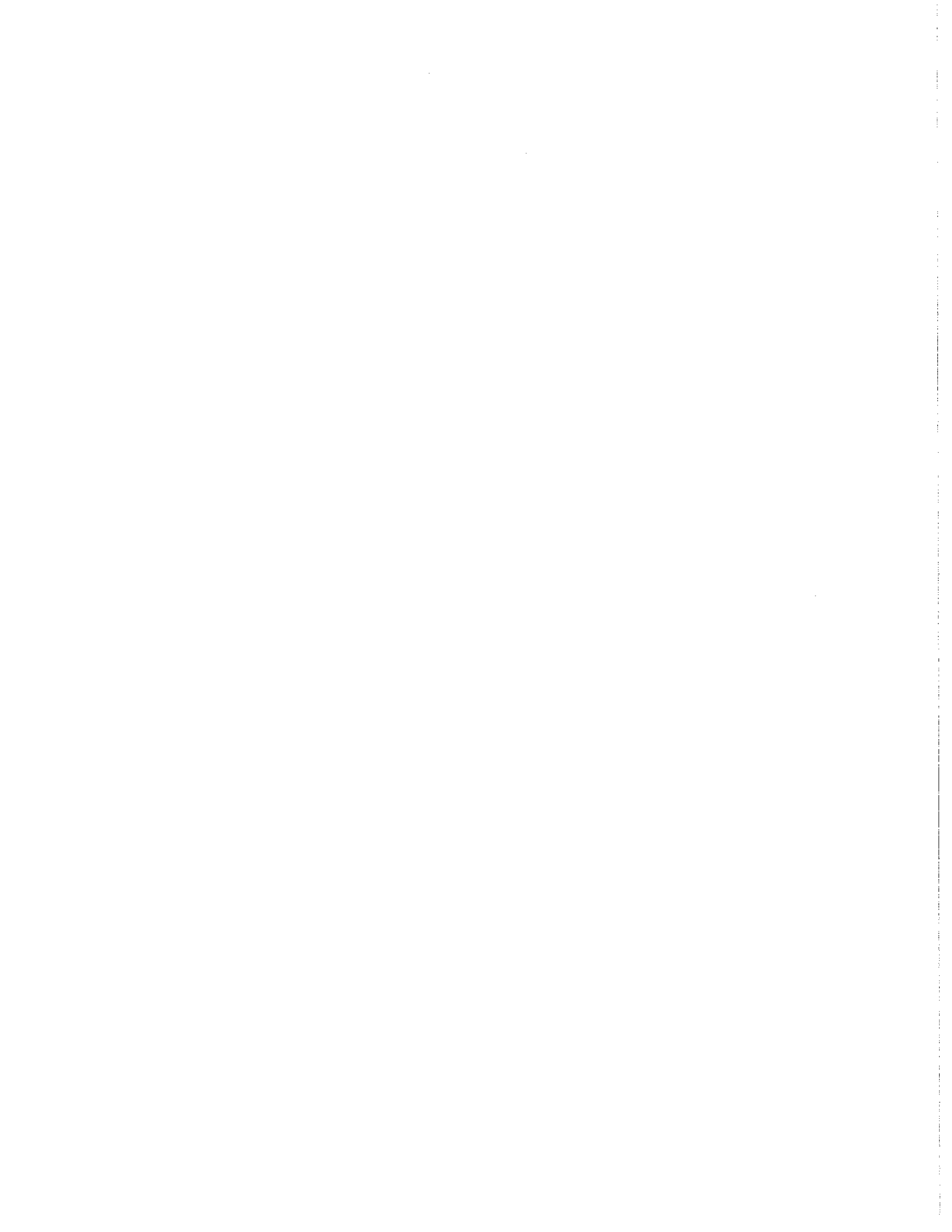
This Privacy Policy is effective as of the Effective Date shown above.

Signature: _____

Name (print or type): _____

Title: _____

Date Signed: _____





1053 Spruce Street
P O Box 3348
Allentown PA 18106
(610) 398-2503

INTEROFFICE MEMO

Date Presented September 23, 2013

To Lehigh County Authority Board of Directors

From Edward Bielarski

Subject The 2014 Minimum Municipal Obligation (MMO) for the Lehigh County Authority Pension Plan (39-448-6N)

Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires the Chief Administrative Officer of each municipal pension plan to inform the governing body of the municipality of the plan's expected financial obligation for the coming year. This must be done by the last business day in September. This memo, provided under the guidance of the Pennsylvania Municipal Retirement System (the plan's administrator), is intended to satisfy the legal requirements of Act 205.

The calculation of the 2014 plan cost, or the MMO, required an estimate of the 2013 W-2 wages of the employees covered by the plan. I have indicated on the attached worksheet my best estimate of the same. Questions on the pension cost calculation may be addressed to either myself or the staff of the Pennsylvania Municipal Retirement System at (800) 622-7968.

Please understand that the MMO is the municipality's 2014 bill for the pension plan. The calculated obligation must be paid by December 31, 2014. The obligation must be met with general fund monies or with any General State Aid to Municipal Pensions to which we may be entitled to under Act 205.



Edward Bielarski
COO/CFO
EdBielarski@lehighcountyauthority.org
(610) 398-2501, extension 160

Attachment: 2014 MMO Worksheet

The Minimum Municipal Obligation Worksheet (MMO)
For The
Lehigh County Authority Pension Plan (39-448-6 N)
For Plan Year 2014

CHARGES

Estimated 2013 W-2 Payroll For Covered Plan Members:	(A)	<u>\$ 4,100,948</u>	
PMRS Determined Normal Cost Expressed as a Decimal:	(B)	<u>.1081</u>	
RESULT: (A) * (B) =	(C)		<u>\$ 443,312</u>
Administrative Charge (PMRS Determined) # of Plan Members times \$20:	(D)		<u>3,140</u>
Amortization of Unfunded Liability (PMRS Determined)	(E)		<u>0</u>
TOTAL CHARGES: (C) + (D) + (E) =	(F)		<u>\$ 446,452</u>

CREDITS

Repeat Estimated 2013 W-2 Payroll For Covered Plan Members:	(A)	<u>\$ 4,100,948</u>	
Employee Contribution Rate Expressed as a Decimal:	(G)	<u>.01</u>	
RESULT: (A) * (G) =	(H)		<u>\$ 41,009</u>
Amortization of the Actuarial Surplus (PMRS Determined)	(I)		<u>43,836</u>
TOTAL CREDITS: (H) + (I) =	(J)		<u>\$ 84,845</u>

MINIMUM MUNICIPAL OBLIGATION

(Based on 01/01/2011 Actuarial Valuation)

(MMO) \$ 361,607

Equals TOTAL CHARGES Minus
TOTAL CREDITS (F) - (J) = (Please round numbers to dollars)

Prepared By: Kathy A. Martin (Name) Kathy A. Martin (Signature)
Human Resource Mgr. (Title) (610) 398-2503 x189 (Telephone #)

Please complete the above worksheet with your best estimates and return a copy to the Pennsylvania Municipal Retirement System by October 11. The official copy must be shared with the plan's governing board by the last business day in September.

City of Allentown Meter Fees: Adopted 9/23/13

Meter Size	Meter Fee - With LCA Installation*	Meter Fee - Without LCA Installation*
5/8"	\$268.93	
5/8" w/ Horn	\$305.43	
3/4"	\$291.79	
3/4" w/ Horn	\$347.79	
1"	\$315.53	
1 1/2"	\$462.84	
2"	\$546.04	
3" Compound		\$1,180.19
3" Turbine		\$1,147.43
4" Compound		\$1,447.20
4" Turbine		\$1,464.63
6" Compound		\$2,575.00
6" Turbine		\$2,610.80
8" Compound		\$7,017.25
8" Turbine		\$6,527.95

* LCA will install all meters 2" or smaller. Larger meters may be purchased from LCA at the prices listed above, and an additional inspection fee will be applied after installation is complete. If LCA installation of a larger meter is requested, the customer will pay actual costs, on a time and materials basis.

