

REGULAR MEETING MINUTES
February 28, 2011

The Regular Meeting of the Lehigh County Authority was called to order at 12:14 p.m. on Monday, February 28, 2011, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Richard Bohner, Emrich Stellar, Brian Nagle, Norma Cusick, and Scott Bieber. Authority Staff present were: Aurel Arndt, Bradford Landon, Frank Leist, Liesel Adam, Pat Mandes, Joseph McMahan, Douglas Young, Emily Gerber, and Cristin Keppel.

Margie Peterson, a reporter affiliated with Patch.com, was also in attendance.

REVIEW OF AGENDA

Mr. Arndt stated there would be additional information updates following regular agenda items.

EXECUTIVE SESSION

Mr. Arndt stated no executive sessions were required.

APPROVAL OF MINUTES

January 24, 2011 Regular Meeting Minutes

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the January 24, 2011 Regular Meeting (7-0).

ELECTION OF OFFICERS

Mr. Muller, serving as the Nominating Committee, indicated he had polled the Board officers to determine if they are willing to serve in the same capacity as in 2010, to which they agreed. He then offered the following slate of nominations for 2011:

Asa M. Hughes, Chairman	Emrich M. Stellar, Jr., Treasurer
Thomas S. Muller, Vice Chairman	Richard H. Bohner, Secretary
Brian Nagle, Assistant Treasurer and Assistant Secretary	

Mr. Bohner made a motion to close the nominations, which was seconded by Ms. Cusick. With no additional nominations from the floor, on a vote of 7-0, the nominations were closed and the Chairman directed the Secretary to cast one ballot for each of the nominees, thus electing the officers for 2011.

ACTION AND DISCUSSION ITEMS

Information Management and Technology Master Plan, Knowledge Management Program Development, & GIS Mobile Application Development (Approval)

Ms. Adam stated these projects are related in that they all address a specific aspect of data, information and knowledge we use to operate LCA's water and wastewater systems, improve performance, provide service to our customers and inform our decision-making process. She explained there are many drivers to these projects, such as changes in workforce demographics, risks related to loss of institutional knowledge, recent advancements in technology, regulatory changes and compliance risks, increasing size and complexity of LCA operations, and under-utilization of current technology.

Ms. Adam referred to the attached presentation regarding the Knowledge Management (KM) Program, highlighting the specific scope of the KM needs assessment, the consultant selection

process, and the project schedule. EMA, Inc. is recommended for award of the consulting contract for this project.

Mr. McMahon referred to the same presentation, explaining that the same consultant, EMA, Inc., will be used for the Information Management and Technology Master Plan (ITMP) project as for the KM project, which reduced the proposed cost by \$72,760.

Ms. Gerber continued the presentation and described the scope and need for the GIS Mobile Application Development. She stated that the selected consultant will work in conjunction with the KM and ITMP projects. The scope of work includes a GIS needs assessment, a mobile implementation plan, recommendations for mobile hardware and software, recommendations for data conversion software, and provides a pilot study for the application.

On a motion by Mr. Bohner, seconded by Mr. Stellar, the Board unanimously approved the Capital Project Authorization for Knowledge Management Program Development (7-0).

On a motion by Mr. Bohner, seconded by Mr. Muller, the Board unanimously approved the Professional Services Authorization for Knowledge Management Program Development and authorized the General Manager or Business Manager to execute all necessary documents to process this action, with either the Solicitor or Customer Care & Communications Manager attesting the signature (7-0).

On a motion by Mr. Bohner, seconded by Mr. Stellar, the Board unanimously approved the Capital Project Authorization for the Information Management and Technology Master Plan Update (7-0).

On a motion by Mr. Stellar, seconded by Mr. Muller, the Board unanimously approved the Professional Services Authorization for the Information Management and Technology Master Plan Update and authorized the General Manager or Business Manager to execute all necessary documents to process this action, with either the Solicitor or Customer Care & Communications Manager attesting the signature (7-0).

On a motion by Mr. Bohner, seconded by Mr. Muller, the Board unanimously approved the Capital Project Authorization for GIS Mobile Application Development (7-0).

On a motion by Mr. Stellar, seconded by Ms. Cusick, the Board unanimously approved the Professional Services Authorization for GIS Mobile Application Development and authorized the General Manager or Business Manager to execute all necessary documents to process this action, with either the Solicitor or Customer Care & Communications Manager attesting the signature (7-0).

Vera Cruz Sewer System (Approval)

Mr. Leist explained that approval of an amendment to the Project Authorization for Vera Cruz Public Sewer System, which includes funding through construction completion, and the construction contracts, is recommended. He stated the contract authorization will be contingent upon receipt of executed agreements, bonds and insurances, as well as upon approval of the Mandatory Connection Ordinance by Upper Milford Township Supervisors. Mr. Leist also recommended approval of an increase in the Professional Services contract with Spotts, Stevens & McCoy for additional efforts through the design phase for a Phase II Archeological Study of the area and construction engineering services. With all approvals in place, construction is anticipated to start in late March or early April.

Ms. Gerber left the meeting at 2:13 p.m.

On a motion by Mr. Muller, seconded by Mr. Bohner, the Board unanimously approved the CPA Amendment for the Construction Phase of the Vera Cruz Project in the amount of \$4,676,019 (7-0).

On a motion by Ms. Cusick, seconded by Mr. Nagle, the Board unanimously approved the PSA Amendment for Spotts, Stevens & McCoy Vera Cruz Project in the amount of \$173,084 and authorized the General Manager or Business Manager to execute all necessary documents to

process this action, with either the Solicitor or Customer Care & Communications Manager attesting the signature (7-0).

On a motion by Mr. Stellar, seconded by Mr. Muller, the Board unanimously approved the construction contract awards for Pact Construction, Inc. and Environmental One Corporation contingent upon submission of necessary documentation for Vera Cruz Project and authorized the General Manager or Business Manager to execute all necessary documents to process this action, with either the Solicitor or Customer Care & Communications Manager attesting the signature (7-0).

Western Lehigh Wet Weather Relief Facilities Operational Optimization (Approval)

Mr. McMahon referred to Presentation 2 and explained that to continue the EPA/PA-DEP mandated work on the SCARP, the Wet Weather Operating Logic (WWOL) for LCA's wet weather relief components must be established before Malcolm Pirnie can complete its Level of Control/ Level of Service (LOC/LOS) SCARP modeling assignment. Mr. McMahon stated the LOC modeling requires written rules of operation that can be converted into a logic that is programmed into the calibrated planning level model. The existing Standard Operating Procedures for the pump stations are very basic and are not optimized either individually or as an integrated operating system. He also stated the existing operation depends on operators trying to predict storm effects on miles of pipes and three pump stations. This project would simulate and evaluate two 10 year storm events effects on the system in order to optimize operational procedures and recommend improvement to existing equipment and control systems. He concluded that optimizing the performance of existing infrastructure is intended to reduce long term risks and costs by diminishing the need for and reducing the size of future infrastructure.

Mr. Nagle asked which system this modeling is specifically for.

Mr. McMahon stated the modeling is the Western Lehigh Interceptor; however, it will benefit the Allentown system, as well. He noted this will lead to more automation across the entire system.

On a motion from Mr. Bieber, seconded by Mr. Stellar, the Board unanimously approved the Capital Project Authorization Amendment for Malcolm Pirnie, Inc. for \$110,000 (7-0).

On a motion from Mr. Bieber, seconded by Mr. Stellar, the Board unanimously approved the Professional Services Authorization Amendment for Malcolm Pirnie to complete the Wet Weather Relief Facilities Optimization Modeling in the amount of \$110,000 and authorized the General Manager or Business Manager to execute all necessary documents to process this action, with either the Solicitor or Customer Care & Communications Manager attesting the signature (7-0).

SYSTEM OPERATIONS OVERVIEW

Mr. McMahon had no comments

Mr. Hughes asked if there were any updates regarding the Kraft Biogas project.

Mr. Leist informed the Board that a meeting was held last week to discuss the sale of biogas to Kraft; however, no final decision was made. He noted Kraft is reevaluating the economic feasibility of their energy conversion project and will report its findings to the Authority.

STAFF COMMENTS

Industrial User Wastewater Capacity Needs

Mr. Arndt stated that there have been ongoing discussions with an industrial user looking to move to the Authority Service Area and LCA has been investigating options to ensure adequate wastewater (WW) capacity needs. After discussions with the WLI signatories and Boston Beer Company, the Authority has managed to make additional capacity available for this user and will issue them a "will serve" letter today.

SOLICITOR'S COMMENTS

Solicitor Landon had no comments.

OTHER COMMENTS

None.

EXECUTIVE SESSION

There were no Executive Sessions.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:31 p.m.

Richard H. Bohner
Secretary