

REGULAR MEETING MINUTES
July 23, 2012

The Regular Meeting of the Lehigh County Authority was called to order at 12:25 p.m. on Monday, July 23, 2012, Chairman Asa Hughes presiding. Other Members present at the commencement of the meeting were: Tom Muller, Richard Bohner, Norma Cusick, Scott Bieber, Emrich Stellar, and Brian Nagle. Authority Staff present were: Aurel Arndt, Joseph McMahon, Patricia Mandes, Frank Leist, Bradford Landon, Liesel Adam, and Cristin Garger.

Dr. Bruno Levine, from FLOWatch was also in attendance.

REVIEW OF AGENDA

Mr. Arndt noted that there was one additional item regarding the Arcadia West Wastewater Treatment Plant to be addressed after the regular agenda items and to remove the action item under Wastewater regarding the Act 537 Facilities Planning.

EXECUTIVE SESSION

Mr. Arndt stated there will be an Executive Session regarding personnel and potential real estate acquisition.

PUBLIC COMMENTS

Dr. Levine explained that he is working on a new management system that is endorsed by the American Water Works Association that could provide savings to the water industry and is looking forward to sharing that capability with the Authority staff.

APPROVAL OF MINUTES

June 4, 2012 Workshop Meeting Minutes

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the June 4, 2012 Workshop Meeting (7-0).

June 18, 2012 Regular Meeting Minutes

On a motion by Mr. Bohner, seconded by Ms. Cusick, the Board unanimously approved the minutes of the June 18, 2012 Regular Meeting (7-0).

ACTION AND DISCUSSION ITEMS

Knowledge Sharing Skills Development Project (Approval)

Ms. Adam referred to the attached presentation and memorandum. She briefly reviewed the background of the Knowledge Management project and added that consultant services are needed in developing internal capabilities for knowledge sharing, including development of standing operating procedures and process maps, and conducting mentoring and coaching programs. The scope of work includes prioritizing this work for 12-month and 3-year time horizons, and developing program structure and templates to ensure organization-wide consistency in implementing the tools. Ms. Adam explained that firms were shortlisted and interviewed by the internal employee team and GHD is recommended for this work.

On a motion from Mr. Stellar, seconded by Ms. Cusick, the Board unanimously approved Capital Project Authorization (\$393,800), Professional Services Authorization, and Budget Amendment (\$75,000) and authorized the General Manager to execute all related contract documents (7-0).

Sand Spring Road Waterline Relocation – Resolution 7-2012-1 (Approval)

Mr. Leist explained that Pennsylvania Department of Transportation (PaDOT) will be widening the intersection of Route 309 and Sand Spring Road in North Whitehall Township. Preliminary plans and specifications have been completed and submitted to PaDOT for comment/approval. He explained that PaDOT is placing the road widening project out to bid in July. Resolution 7-2012-1, authorizing the negotiation of reimbursement for water line relocations is needed.

On a motion from Mr. Bieber, seconded by Ms. Cusick, the Board unanimously approved Resolution 7-2012-1 (7-0).

SYSTEM OPERATIONS OVERVIEW

Mr. McMahon had no comments.

STAFF COMMENTS

Mr. Young noted that a single audit for PennVEST funding for the Flow Equalization Basin and the Meter Replacement Project were completed and no deficiencies were found.

SOLICITOR'S COMMENTS

Mr. Landon had no additional comments.

OTHER COMMENTS**Western Weisenberg (Arcadia West) West WWTP Agreement (Approval)**

Mr. Landon distributed the final agreement with Hillwood for the Western Weisenberg Wastewater Treatment Plant that will serve the West Hills Business Center. He briefly summarized the agreement, stating that Hillwood will contribute 30% of the cost to the design and construction to the Wastewater Treatment Plant.

After discussion, on a motion from Mr. Muller, seconded by Mr. Nagle, the Board unanimously approved the Usage and Contribution Agreement for the Western Weisenberg Wastewater Treatment Plant with West Hills Business Center and authorized the appropriate staff to execute all necessary documents (7-0).

Revenue Enhancements

Mr. Arndt referred to the distributed memorandum outlining several ideas to pursue in order to increase revenue at the Authority. He invited other suggestions from Board members. Extensive discussion followed.

EXECUTIVE SESSION

The Chairman called for an Executive Session at 1:48 p.m. to discuss personnel issues and potential real estate acquisition; at which time, Dr. Levine left the meeting.

The Session ended at 2:59 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 3:07 p.m.

Richard H. Bohner
Secretary