



1053 SPRUCE STREET * P.O. BOX 3348 * ALLENTOWN, PA 18106-0348
610-398-2503 * FAX 610-398-8413
email: service@lehighcountyauthority.org

February 15, 2011

«Customer»
«c_cid_name2»
«c_addr_line1»
«c_addr_line2»
«c_cid_city», «c_cid_state» «c_cid_zip»

RE: Water Meter Replacement Required – «Address» «Street» (Account # «Account_»)

Dear «Customer»,

Lehigh County Authority (LCA) has identified your property as requiring a new water meter due to its age. A typical water meter will record water usage accurately for about 15 to 20 years, and our records indicate your meter is within this age range, or older, and must be replaced. As part of this meter replacement program, we will also upgrade your meter to our newest standard so that we can read the meter through an automated process using a radio signal. Over the next two years, all LCA customers will be upgraded to this new “radio read” system so LCA will be able to increase accuracy and efficiency of our water billing system.

Your property is targeted for this meter replacement in the 2011-2012 project. Work will begin this summer and continue into next spring. About 4,000 homes were already upgraded in the past year, and we are scheduling yours along with an additional 3,200 homes for upgrade this year.

Details of the project are listed below, and we ask that you review this carefully and contact us with any questions or concerns you may have:

LCA Contractor: LCA will be contracting this work out to a responsible third party to ensure that the meter replacements can be conducted in the most timely and cost-effective manner possible. After the contractor has been selected, you will receive additional information from the contractor and from LCA to introduce more of the project scheduling details.

Scheduling: We plan to select a contractor by mid-2011. Please be sure to read any additional notices you receive from LCA and from the contractor, which will contain more detailed instructions about scheduling your meter replacement. We will make every effort to work with your schedule to conduct this replacement. While we don't have scheduling details to share with you at this time, this notice is being provided so you can consider the plumbing and metering issues described below and address them in advance of your scheduled meter replacement.

Meter Access: Your water meter must be accessible! This is a requirement of LCA's rules and regulations because it is important for us to be able to work on your meter if it is malfunctioning. Now that we are going to replace your meter, you will need to determine how to make it accessible for our technicians. Is your meter paneled over or hidden behind other equipment or storage? Please find your water meter and determine if there is enough room for a technician to gain access to replace it. If not, you will need to make any adjustments necessary to ensure the meter is permanently accessible.

Backflow Prevention: Your new meter will include a “backflow prevention device,” which is a requirement for service and falls under regulations set forth by the Pennsylvania Department of

Environmental Protection. This device protects our water supply from contamination that can occur when water flows backward through home plumbing systems, drawing contaminants back into our water distribution system. For example, if a resident is using a hose to apply fertilizer or weed-killer to a garden, these chemicals can flow backward into LCA's water supply in the event that water pressure is reversed due to a water main break or fire hydrant being opened to fight a fire. The backflow prevention device will prevent this type of contamination from occurring.

Thermal Expansion Tank: LCA strongly recommends that all homes should be fitted with a "thermal expansion tank." This is a standard plumbing device that your plumber can install. The purpose of the device is to accommodate pressure fluctuations that can occur within your plumbing system as water is heated and cooled. Absence of a thermal expansion tank can lead to damage of your plumbing system, including costly repairs and flood damage if your water heater fails as a result of not having this device installed. This risk will be increased after the meter installation is completed due to the new meter's configuration, which includes the backflow prevention device as explained above. If you don't already have a thermal expansion tank (many homes already do), we strongly recommend you install one! In addition, you should check with your township's plumbing code, which may require a thermal expansion tank.

Plumbing Permits: Please note that any plumbing work that you have done in your home falls under your township's plumbing code and will require a permit. Please contact your township directly with any questions related to obtaining a plumbing permit or inspection as a result of completing any of the plumbing modifications discussed in this letter.

Cost of Meter Replacement: There is no cost for LCA's work to replace your meter and upgrade your system to our current metering standards. However, please be aware that any changes you need to make in order to make your water meter permanently accessible or to install a thermal expansion tank, as described above, are your responsibility. We are providing this notice a few months in advance of the actual meter replacement so you have an opportunity to review your system and schedule any work that must be completed.

Program Requirement: This is a required project, and LCA's rules and regulations for water service explain that you are required to provide access to your water meter for repair and replacement. However, we will make every effort to accommodate your scheduling needs and to provide you with any information you need. We truly appreciate your help in completing this project and will work with you as much as possible to ensure a smooth project for you.

Meter Readout Upgraded Last Year? If your meter readout (outside your home) was upgraded with a new radio-read unit last year, you are still required to have your inside meter replaced this year!

What's Next? Please review the enclosed "Typical Residential Water Service Entrance" diagram that you and your plumber may find useful.

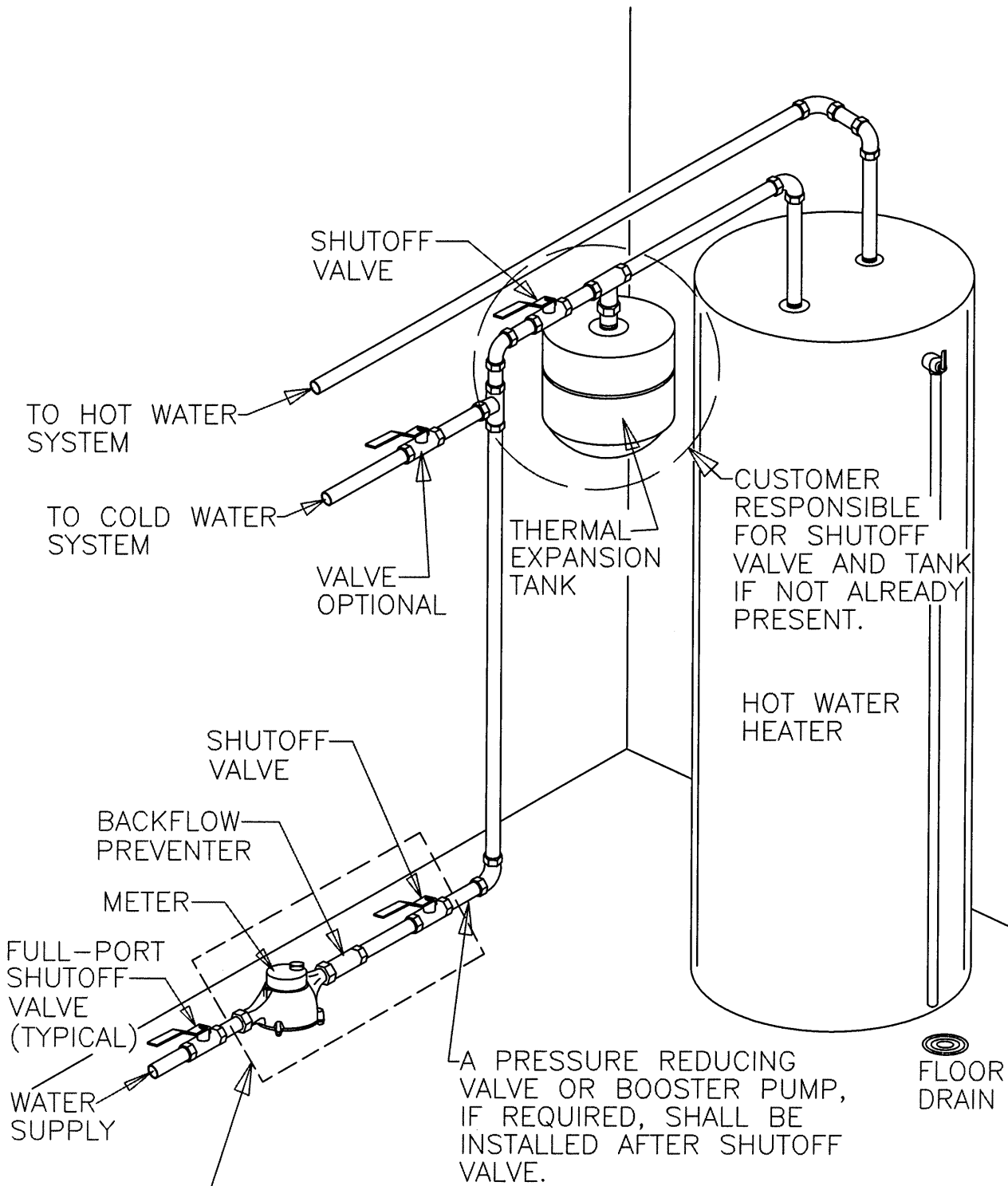
Over the next few months, LCA will be putting this project out to bid and selecting a contractor. This will give you time to review the requirements outlined in this letter and contact a plumber if any changes are required. After we have selected our contractor, we will contact you again with more details related to the process of scheduling a time to conduct the meter replacement and the steps we will follow to complete the project. Please watch your mailbox for more information!

We thank you in advance for your cooperation and assistance in completing this project. This project is financed in part by a grant from the Commonwealth of Pennsylvania, Commonwealth Financing Authority. If you have any questions or concerns whatsoever, please don't hesitate to contact us at 610-398-1444.

Sincerely,



Edward L. Hoyle Jr., P.E.
Project Manager



COMPONENTS OF LCA METER REPLACEMENT PROJECT. A RETRO-SETTER MAY BE USED IN PLACE OF THE METER, BACKFLOW PREVENTER & DOWNSTREAM SHUTOFF VALVE.

METER REPLACEMENT PROJECT
TYPICAL RESIDENTIAL WATER SERVICE ENTRANCE

LEHIGH COUNTY AUTHORITY			
1053 SPRUCE STREET ALLENTOWN, PA. 18106			
DWN BY:C.D.	CHD BY:E.H.	APR BY:M.B.	SCALE: NONE
DWG.NO.: 1 OF 1			DATE:10/15/08