

REGULAR MEETING MINUTES

January 13, 2020

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, January 13, 2020, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Richard Bohner, Norma Cusick, Scott Bieber, and Amir Famili. Ted Lyons was on the conference phone for the duration of the meeting. Authority Staff present were Liesel Gross, Chuck Volk, Ed Klein, John Parsons, Susan Sampson, Chris Moughan, Todd Marion, Phil DePoe, Andrew Moore and Lisa Miller.

Chairman Nagle announced that today's Board meeting is being videotaped and streaming live and recordings will be posted to the Authority's website.

Chairman Nagle also announced that the Board received their packets prior to the meeting.

REVIEW OF AGENDA

Liesel Gross stated there are no changes to the agenda as presented and there will be an Executive Session at the end of the regular meeting to discuss matters of potential litigation and personnel.

APPROVAL OF MINUTES

December 9, 2019 Regular Meeting Minutes

On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of the December 9, 2019 (8-0).

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Lehigh County Authority Solicitor Contract & Resolution No. 1-2020-1

Liesel Gross recommended the Board approve the appointment of King, Spry, Herman, Freund & Faul, LLC ("KingSpry") to serve as Solicitor to the Authority along with Resolution No. 1-2020-1 which is necessary because a prior Resolution was approved by the Authority in 1982 regarding the Solicitor position. The new Resolution clarifies that the position may be filled either by in-house counsel or independent contractor. The Resolution also allows for the Executive Administrative Support Specialist and the Human Resources Manager to attest the Chief Executive Officer's signature in addition to the Solicitor.

Ms. Gross introduced Mike Gaul from KingSpry who has been working with the Authority since Brad Landon's retirement on December 20, 2019, and who will be the primary attorney to the Authority. Attorney Gaul introduced other members of the firm, Ms. Keely Collins, Mr. Kevin Reid, and Mr. Kent Herman, who gave a brief introduction of their work at KingSpry. Attorney Gaul said that KingSpry is very familiar with the Authority because they have been performing public financing for the Authority since 2008.

Kevin Baker arrived at 12:08 p.m.

Liesel Gross explained that KingSpry has offered a reasonable retainer and also a competitive hourly rate. KingSpry also has no conflicts of interest that would prohibit them from being appointed as the Authority's solicitor.

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved Resolution No. 1-2020-1 which clarifies the Lehigh County Authority Solicitor position and addresses certain duties by the Solicitor and other members of the Authority Staff (9-0).

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved the contract with KingSpry as set forth in the Scope of Services and Compensation Agreement letter to the Authority dated December 12, 2019 (9-0).

Suburban Division – Park Pump Station Upgrade: Electrical Contract Change Order

Chuck Volk stated that the pumps and controls for this project have been activated for a seven-day run test, and at the end of that time, will be declared substantially complete. The scope of the change order is for the addition of soft starters to the variable frequency drive (VFD) units, which represent a value-added project scope adjustment. The Authority's Operations department recommended the adjustment during the construction phase. The soft starters will allow continuous operation of the pumps in the event of a VFD unit failure, and is preferable to emergency bypass wiring.

Mr. Volk asked for approval of the Capital Project Authorization Amendment No. 1 and Construction Change Order for the Electrical Contract to Shannon A. Smith, Inc. in the amount of \$60,954.00.

Amir Famili asked if this process is the best practice recommended by the manufacturer, and if this approach is something that should be applied to all VFDs moving forward. Mr. Volk said it is a best practice, and will be put into use with VFDs at other Authority facilities as appropriate. The installation of soft starters at some other facilities, however, may not be as critical as the Park Pump Station, because the other facilities have pump redundancy that would allow for continuous operation in the event of the failure of a single VFD unit.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved the Capital Project Authorization Amendment No. 1 and Construction Change Order for the Electrical Contract to Shannon A. Smith, Inc. in the amount of \$60,954.00 (9-0).

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross reviewed a few items for the upcoming meetings on January 27th and February 10th.

STAFF COMMENTS

Liesel Gross noted that the Monthly Financial review and the Monthly System Operations overview have been posted to the Authority website for the previous two months and will be back on track and presented at the January 27th meeting.

Ms. Gross announced that the Authority has received the 2019 DVT Risk Management Innovation Award for its written procedure "Lone Worker Protection" by Chris Moughan and Kevin German. Another recognition the Authority received is an article in CityWorks magazine written by Chris Moughan and Mark Bowen entitled "Reimplementation, Release, and Buy-In". The article describes

the three steps for implementing a preventative maintenance program using the Authority's computerized maintenance management system.

SOLICITOR'S COMMENTS

Mike Gaul stated that he is excited to be part of the group.

PUBLIC COMMENTS / OTHER COMMENTS

None.

Chairman Nagle called a recess at 12:32 p.m. The meeting reconvened at 12:41 p.m.

EXECUTIVE SESSION

An Executive Session was held at 12:42 p.m. to discuss matters of potential litigation and personnel.

The Executive Session ended at 2:39 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:39 p.m.

Richard H. Bohner
Secretary