

REGULAR MEETING MINUTES November 11, 2019

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:02 p.m. on Monday, November 11, 2019, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Kevin Baker, Richard Bohner, Norma Cusick, Scott Bieber, Ted Lyons and Amir Famili. Authority Staff present were Liesel Gross, Brad Landon, Chuck Volk, Ed Klein, Pat Mandes, Chris Moughan, John Parsons, Susan Sampson, Todd Marion, 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 an Executive Session was held at 11:00 a.m. to discuss a personnel matter. The Executive Session ended at 12:00 p.m.

REVIEW OF AGENDA

Chairman Nagle announced that there was a change to the agenda with the addition of the SMART Union Contract added under Action and Discussion items prior to the meeting. Liesel Gross stated there are no changes to the agenda other than noted above by Chairman Nagle 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

October 21, 2019 Regular Meeting Minutes

On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of the October 21, 2019 meeting as published (9-0).

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Resolution No. 11-2019-1 – Document Control Procedure

Chris Moughan presented a PowerPoint presentation regarding Document Management and Document Control outlining the process the Authority wants to establish. Mr. Moughan reviewed the necessity for standardizing file names and file structures and establishing a document control procedure. Document retention is a large part of the project as it's very important for the Authority to maintain historical and financial information while maintaining a methodical, organized record management system. The Authority will follow the Commonwealth of Pennsylvania Municipal Records Act, which thoroughly outlines retention and disposition schedules.

Brad Landon explained that Resolution No. 11-2019-1 will establish the Document Control procedure and authorize management to modify it as necessary, so long as it is no less stringent than the requirements of the Municipal Records Act, and administer the procedure. The procedure will require Board approval of a list of any files or documents when they are ready for destruction. Scott Bieber asked if the Authority will be keeping all paper documents. Mr. Landon explained that

historical documents and agreements will be kept and the procedure allows for digital copies to be retained in specified formats. Liesel Gross said that a fully developed procedure regarding paper document retention or destruction has not yet been established.

Jeff Morgan commented that regulatory agencies have record retention policies regarding regulatory items. Mr. Morgan also stated that engineering and shop drawings are invaluable in hard copy form. Ms. Gross explained that all regulatory document retention requirements would be met in addition to following the Pa. Municipal Records Act.

On a motion by Linda Rosenfeld, seconded by Kevin Baker, the Board approved Resolution No. 11-2019-1 which authorizes the establishment of a Document Control procedure and authorizing management ability to administer it (9-0).

Chairman Nagle emphasized and commented on the criticality of security of the Authority's computer systems.

2020 Water & Wastewater Rate Schedules

Liesel Gross explained that the 2020 Water & Wastewater rate schedules presented are in line with the 2020 Budget that was adopted in October. There are four drivers for the rate increases in 2020 including the Asset Management program, Capital Financing, Strategy Development, and increases in Payroll & Health Insurance. The three primary components of the rate setting procedure include developing the Allentown Division water and sewer rates based on the terms of the lease agreement; updating Western Lehigh sewer rates in accordance with the User Charge Report presented to the Board in October; and development of Suburban Division water rates based on the 2018 rate study and updated to include projected expenses for 2020.

Ms. Gross noted that the townships that are subject to increases in public fire hydrant charges have been notified of the proposed rates, and the large industrial customers have also been notified in accordance with any applicable service agreements. The information included with the Board agenda regarding the impact of the rate changes to average residential customers as well as a rate comparison of the Authority's proposed rates to other utilities within the Lehigh Valley region. In the Suburban Division, the average residential customer using 15,000 gallons of water per quarter will see a 4.9% increase and the City Division will see a 5.5% increase.

Ms. Gross reminded everyone why the rate increases are necessary stating that the Authority is a non-profit, municipal authority and that all revenues collected through the water and sewer rates are used for the sole benefit of the systems for improvements. The Authority operates as a single organization, but with two divisions; therefore, the water and sewer revenues collected for the Suburban Division may not and will not be used to pay for expenses associated with the Allentown Division lease agreement, or vice versa. In closing, Ms. Gross stated that the Authority increases rates because the responsibility to maintain the systems' infrastructure and protect the public's health and the environment is taken very seriously.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved the 2020 Water & Wastewater rate schedules (9-0).

SMART Union Contract

Liesel Gross reviewed the highlights of the new contract for the Sheet Metal, Air, Rail and Transportation Workers (SMART) union employees which included benefits, time off, wages, and

work rules & recognition of operating conditions, all of which were outlined in detail in the draft Memorandum of Agreement provided to the Board. The contract offers incentives for employees to continue to learn and grow with the organization, controls benefit costs for both LCA and the employees, and offers improvements to work rules to support effective management in the Suburban operation.

On a motion by Norma Cusick, seconded by Jeff Morgan, the Board approved the SMART Union contract (9-0).

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross noted that there are no monthly items for action or approval for the November 25, 2019 meeting. If nothing comes up over the next week, there is a possibility of cancelling the meeting.

Scott Bieber asked about the Suburban Division Watershed Monitoring Program and if the Authority is currently working with USGS. Liesel Gross said that the Authority already has a partnership with USGS and will work with them regarding any new gaging locations. Mr. Bieber also questioned the status of the Suburban Division Additional Redundant Water Supply – Small Satellite Divisions. Chuck Volk replied that currently testing is going on at Madison Park North prior to developing a permanent well to quantify the impact on the neighboring wells in accordance with DEP requirements. Mr. Bieber then asked for an explanation of the DEP permit that was applied for regarding the monthly flow capacity at Kline's Island. Liesel Gross explained that the Part II permit application was submitted to DEP and awaiting response. The updated Part II permit would reflect the Kline's Island Wastewater Treatment Plant's hydraulic capacity to treat sustained high flows during prolonged periods of wet weather.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

Chairman Nagle called a recess at 12:58 p.m. The meeting reconvened at 1:10 p.m.

EXECUTIVE SESSION

An Executive Session was held at 1:10 p.m. to discuss matters of potential litigation and personnel.

The Executive Session ended at 2:54 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:54 p.m.

Richard H. Bohner
Secretary