



LEHIGH COUNTY AUTHORITY

LCA Main Office:
1053 Spruce Road
Wescosville, PA 18106
610-398-2503

Agendas & Minutes Posted:
www.lehighcountyauthority.org

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BOARD MEETING AGENDA – November 11, 2019

1. Call to Order

- NOTICE OF MEETING RECORDINGS

Meetings of Lehigh County Authority's Board of Directors that are held at LCA's Main Office at 1053 Spruce Road, Wescosville, PA, may be recorded for viewing online at lehighcountauthority.org. Recordings of LCA meetings are for public convenience and internal use only and are not considered as minutes for the meeting being recorded, nor are they part of public record. Recordings may be retained or destroyed at LCA's discretion.

- *Public Participation Sign-In Request*

2. Review of Agenda / Executive Sessions

3. Approval of Minutes

- *October 21, 2019 Board meeting minutes*

4. Public Comments

5. Action / Discussion Items:

FINANCE AND ADMINISTRATION

- *Resolution No. 11-2019-1 - Document Control Procedure (purple)*
- *2020 Water & Wastewater Rate Schedules (Approval) (yellow)*
- *SMART Union Contract (Approval) (white)*

WATER

WASTEWATER

6. Monthly Project Updates / Information Items (1st Board meeting per month) – **November report attached**

7. Monthly Financial Review (2nd Board meeting per month)

8. Monthly System Operations Overview (2nd Board meeting per month)

9. Staff Comments

10. Solicitor's Comments

11. Public Comments / Other Comments

12. Executive Sessions

13. Adjournment

UPCOMING BOARD MEETINGS

Meetings begin at Noon at LCA's Main Office, unless noted otherwise below.

November 25, 2019

December 9, 2019

January 13, 2020

PUBLIC PARTICIPATION POLICY

In accordance with Authority policy, members of the public shall record their name, address, and discussion item on the sign-in sheet at the start of each meeting; this information shall also be stated when addressing the meeting. During the Public Comment portions of the meeting, members of the public will be allowed 5 minutes to make comments/ask questions regarding non-agenda items, but time may be extended at the discretion of the Chair; comments/questions regarding agenda items may be addressed after the presentation of the agenda item. Members of the public may not request that specific items or language be included in the meeting minutes.

REGULAR MEETING MINUTES

October 21, 2019

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, October 21, 2019, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Richard Bohner, Norma Cusick, Scott Bieber, Ted Lyons and Amir Famili. Authority Staff present were Liesel Gross, Chuck Volk, Ed Klein, Pat Mandes, Chris Moughan, 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.

REVIEW OF AGENDA

Liesel Gross stated there are no changes to the agenda as presented and noted that the copy of Budget received at the October 7th meeting is the same Budget packet presented at today's meeting. There will be an Executive Session at the end of the regular meeting to discuss matters of potential litigation.

APPROVAL OF MINUTES

October 7, 2019 Regular Meeting Minutes

Richard Bohner offered a minor grammatical correction to the minutes. On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of the October 7, 2019 meeting as corrected (8-0).

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

2020 Budget Review

Liesel Gross gave a PowerPoint presentation of the 2020 Preliminary Budget to review the top level items in the Budget along with an Executive Summary describing key issues and challenges addressed in the Budget. Maintenance is a large part of the Budget with continuous improvements to SCADA, GIS, CMMS systems, and increased maintenance in both the Suburban and City Divisions. Included in the 2020 Budget is an estimated 5.9% water rate increase in the Suburban Division which is on target with the 5 year Capital Plan discussed in January 2019. The proposed rate structure will be presented at a later date. The City Division will have a 4.1% increase in accordance with the Lease Agreement with the City of Allentown. The Authority will achieve required Debt Service Coverage Ratios in 2020. The 2020 Budget also projects that the Authority will meet the target of 180 days operating cash on hand. Ms. Gross explained that the Authority is generating revenue to cover all operating and debt expenses and also some capital improvements. An ongoing challenge is with the rates to be able to support capital projects. In the City Division, major projects will be on hold until the lease disputes are resolved.

The next steps include approval of the 2020 Budget as presented at today's meeting, finalizing the Suburban Water rates, along with all other rates in November, and then development of the 5-year

Capital Plan will begin after that. The City Division Budget can be amended at any time in the future if the lease issues are resolved.

Amir Famili asked if the Authority has tangible metrics in a simplified scorecard format to measure its overall success from year to year. Liesel Gross and Ed Klein explained that the Authority has a lot of metrics that are gathered and reported, but not compiled into a single report, although the LCA 2020 goals and progress reports are presented to the Board on a routine basis. There was some discussion regarding the development of a scorecard as is often used in corporate settings to measure the Chief Executive Officer's performance.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved the 2020 Budget (8-0).

Trexlertown Wastewater Storage Facility

Chuck Volk gave an overview of the project that is a part of the Western Lehigh sewer service area's plan to address a conveyance capacity "bottleneck" in the Trexlertown area. The project is an interim solution to address local impacts of the system bottleneck, and will become part of the future long-term solution to alleviate regional conveyance capacity challenges. A pre-design feasibility study is to be performed to evaluate various engineering alternatives, including an "in-line" parallel storage tank, conventional concrete tank (flow equalization basin), or a hybrid option.

The project will be funded by the LCA Suburban Division with cost contributions from the Western Lehigh Interceptor signatories. Mr. Volk said he is recommending awarding the Pre-Design Feasibility Study to HDR based on staff experience, man hours, firm qualifications and similar project experience, project approach, innovative/value added services, and cost. Mr. Volk is asking for approval of the Capital Project Authorization for Pre-Design Phase, Trexlertown Wastewater Storage Facility in the amount of \$164,971.00 which includes the Professional Services Authorization to HDR, Inc. in the amount of \$109,971.00.

On a motion by Jeff Morgan, seconded by Linda Rosenfeld, the Board approved the Capital Project Authorization for Pre-Design Phase, Trexlertown Wastewater Storage Facility in the amount of \$164,971.00 which includes the Professional Services Authorization to HDR, Inc. in the amount of \$109,971.00 (8-0).

MONTHLY FINANCIAL REVIEW

Ed Klein presented the September 2019 financial report with a PowerPoint presentation, highlighting variances between budgeted revenues and expenses and actual or forecasted revenues and expenses. There was some discussion regarding variances in actual capital expenses as compared to forecast and budget.

MONTHLY SYSTEM OPERATIONS OVERVIEW

John Parsons reviewed the Monthly System Operations Overview report for September 2019 highlighting the significant repairs and upgrades to the Central Lehigh Division valve and hydrant program. Mr. Parsons also reported on the effort that has been made to properly locate assets in both the Suburban Division and City Division using GPS and locate approximately 23,700 curb boxes and then enter them into the GIS system.

The report also included a status report of the Western Lehigh Interceptor (WLI) High Flow Emergency Project as of October 14, 2019. Mr. Parsons noted that a comprehensive Capacity,

Management, Operations and Maintenance (CMOM) program will set guidelines for routine preventative maintenance (PM) work to try to address any defects before they become an emergency. Scott Bieber questioned the failure of the previously installed liners that were found in the WLI system. Chuck Volk explained that the end seals, from a previous slip-lining project of the WLI in that area, at manholes may have failed thus allowing groundwater in. Repairs will be done under the current Emergency project authorization.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

Chairman Nagle called a recess at 1:23 p.m. The meeting reconvened at 1:30 p.m.

EXECUTIVE SESSION

An Executive Session was held at 1:30 p.m. to discuss matters of potential litigation.

The Executive Session ended at 3:13 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 3:13 p.m.

Richard H. Bohner
Secretary

RESOLUTION No. 11-2019-1

(Duly adopted 11 November 2019)

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A DOCUMENT CONTROL PROCEDURE AND AUTHORIZING MANAGEMENT ABILITY TO ADMINISTER IT.

WHEREAS, Lehigh County Authority (hereinafter the "Authority") has been addressing, and continues to address, concerns related to proper management of institutional knowledge and documents; and

WHEREAS, as part of that process, the Authority wishes to formally establish a document control procedure; and

WHEREAS, the Commonwealth of Pennsylvania has passed the Municipal Records Act that established the Local Government Records Committee to work with the Pennsylvania Historical and Museum Commission to develop retention and disposition schedules, which they have done and published as the *Municipal Records Manual - Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments* (the "State Retention Schedule"); and

WHEREAS, the Authority wishes to follow the State Retention Schedule as a guide; and

WHEREAS, the Authority Board of Director desires to authorize management to establish and administer such a document control procedure;

NOW THEREFORE, it shall be resolved that:

1. The Authority declares its intention to follow the current State Retention Schedule, as currently published or as may be amended in the future, but with modifications that are no less stringent or not addressed by the State Retention Schedule in order to address special Authority circumstances or needs.

2. The Board authorizes the management staff, to establish, modify and administer a document control procedure.

3. Destruction of records shall be in accordance with the Municipal Records Act, or successor legislation, and the Authority document control procedures.

On motion of _____, seconded by _____, this resolution was adopted the 11th day of November 2019.



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MEMORANDUM

TO: LCA Board of Directors
FROM: Liesel Gross, CEO
DATE: November 4, 2019
RE: 2020 Water & Sewer Rates

Attached: Sample Residential Bill Calculations for Allentown and Suburban Water (historical rates)
Lehigh Valley Water & Sewer Rate Comparison
Proposed 2020 Water & Sewer Rate Schedules

Important Reminders

1. Lehigh County Authority is a non-profit, municipal authority. All revenues collected through our water and sewer rates are used for the sole benefit of the system to pay for current expenses or to fund future capital improvements. Our Board of Directors are unpaid volunteers, and LCA has no shareholders to pay.
2. While LCA operates as a single organization, the water and sewer revenues collected from our customers in Suburban communities may not and will not be used to pay for expenses associated with the Allentown Division lease agreement. Likewise, revenues from our customers in Allentown may not and will not be used to pay for expenses associated with our Suburban Division water or sewer operations. This is specified in all LCA bond documents that prohibit the mixing of revenues.
3. Across the nation, including in the Lehigh Valley, water and sewer utilities are facing a hidden crisis. Water and sewer infrastructure is buried underground, out of sight, where it is easy to forget or ignore. However, the pipes that deliver safe and reliable tap water to each home we serve, and the sewer systems that safely transport sewage to treatment centers for proper disposal, cannot be taken for granted. Caring for our aging infrastructure will take an estimated \$1 trillion nationwide. As a responsible service provider and member of the community we serve, LCA takes this responsibility very seriously. We do not raise rates because we want to. We increase rates because the responsibility to protect the public's health and our environment is so important.

Discussion of Cost Increases

Throughout the 2020 budget process, LCA staff presented information about the drivers for increasing costs across all areas of the organization. They are outlined below in summary form:

- **Asset Management Program** – As part of LCA's strategic plan, much greater emphasis has been placed on our preventive maintenance program. While the program is currently in a "catch up" phase to address prior deferred maintenance, we expect these program expenses to be closely monitored and will stabilize over the next several years as the program is fully implemented.

Every drop matters. Every customer counts.

- **Capital Financing** – Through discussion with the LCA Board, the Lehigh County Commissioners, and other key stakeholders, LCA has adopted a capital financing philosophy that will reduce our reliance on debt in the future. This will take time to achieve as current rates are structured around a more debt-intensive financing approach. Phased-in rate increases over the course of several years will be required to ensure funding for annual rehabilitation projects is available through reserves vs. increasing debt.
- **Strategy Development** – Additional expenses are increasing as LCA continues its journey toward resiliency and sustainability. In 2020, we will undertake a strategic planning effort to better define our vision for the future and develop implementation plans to achieve our organization’s goals. While this strategy work is being completed, LCA staff will also work on much-needed process improvement in critical areas such as financial management, human resources and document management. As LCA has evolved into a large, regional utility, these types of organizational improvements are necessary to allow us to operate more efficiently.
- **Payroll & Health Insurance** – LCA is experiencing significant increases in the cost of health insurance for the second year in a row. Our prior positive claims experience, which stabilized our health insurance costs in the past, has not continued and the increases we are experiencing now can be viewed as a “price correction.” Future claims experience will further impact premiums in 2021 and beyond.

Rate Setting & Review Process

Lehigh County Authority’s 2020 water and sewer rates are presented in the attached schedules for the Board of Director’s consideration for adoption on November 11, 2019. They will be posted on the LCA website in advance of their proposed adoption and shared with key customers directly in accordance with any existing service agreements. Should any customer or member of the general public have questions or comments about these rates prior to their effective date of January 1, 2020, we will bring them back to the Board for consideration and to record them publicly for the record.

To assist the Board and the public with reviewing the proposed rates, a summary of the proposed rate changes is shown on the table below, and all changes are highlighted / shaded grey within the rate schedule documents attached. A calculation of the impact to a typical residential customer is also attached to this memo along with a comparison of how LCA’s rates compare to other water/sewer utilities in the Lehigh Valley region.

It is important to note that these rates were discussed, reviewed and preliminarily approved as part of the 2020 budget process that began in August and was concluded in October. This submission represents formal adoption of the rates that were generated based 2020 budget calculations of revenue requirements as well as contractual requirements for rate-setting. In other words, there are “no surprises” included in the attached rate schedules.

Water Rates

Rate	Page #	Description / Discussion
Suburban Water Fixed & Volume Charges	1	Proposed changes in the fixed and volume rates were calculated via the water rate study conducted by Keystone Alliance Consulting in 2018. The 2020 proposed rates follow the recommendations provided by the rate consultant in November 2018.

Rate	Page #	Description / Discussion
Public Fire Protection	2	Fire hydrant and system charges for public fire service provided by the Authority were also evaluated as part of the water rate study described above.
Allentown Water Rates	9	The 2020 rates reflect increases based on the terms of the Concession Agreement with the City of Allentown. Such increases include an overall 4.1% increase in general rates, plus an updated calculation of the Capital Cost Recovery Charge per the methodology included in the agreement.

Wastewater Rates

Rate	Page #	Description / Discussion
Suburban Sampling & Testing Charges	5	Updates fees based on actual costs associated with sampling and analysis of high-strength wastes.
Suburban Exceptional Strength Charge	5	As calculated in the Western Lehigh Interceptor User Charge Report that was submitted to municipal signatories in October 2019. Rates are calculated by formula in compliance with municipal agreements.
Western Lehigh Interceptor & Little Lehigh Relief Interceptor User Charges	7	As calculated in the Western Lehigh Interceptor User Charge Report that was submitted to municipal signatories in October 2019. Rates are calculated by formula in compliance with municipal agreements.
Allentown Sewer Rates	9	The 2020 rates reflect increases based on the terms of the Concession Agreement with the City of Allentown. Such increases include an overall 4.1% increase in general rates, plus an updated calculation of the Capital Cost Recovery Charge and Administrative Order Fee per the methodology included in the agreement.
Allentown Exceptional Strength Charge	10	As calculated by formula and applied to the City's municipal signatories and in-City customers with high-strength waste discharges.
Allentown Industrial Pretreatment Charges	10	Fees that may apply to individual customers depending on permit parameters, based on actual costs.

2020 Tapping Fees / Customer Facilities Fees

Any updates to these fees that may be required will be brought to the Board at a later date with required documentation and Resolution.

Lehigh County Authority - Suburban Water Division - Preliminary 2020 Rates

Bill Sample: Average Residential Customer, 15,000 gallons per quarter

	<u>2000</u>	<u>2001</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Water Fixed Charge	\$11.70	\$11.70	\$11.70	\$11.70	\$11.70	\$11.70	\$12.78	\$12.78	\$13.05
Water Volume Charge	\$26.55	\$28.80	\$31.05	\$32.55	\$33.75	\$35.85	\$36.45	\$39.15	\$41.40
Quarterly Bill	\$38.25	\$40.50	\$42.75	\$44.25	\$45.45	\$47.55	\$49.23	\$51.93	\$54.45
Annual Cost	\$153.00	\$162.00	\$171.00	\$177.00	\$181.80	\$190.20	\$196.92	\$207.72	\$217.80
Total Annual Cost Increase (\$)		\$9.00	\$9.00	\$6.00	\$4.80	\$8.40	\$6.72	\$10.80	\$10.08
Total Cost Increase (%)		5.9%	5.6%	3.5%	2.7%	4.6%	3.5%	5.5%	4.9%
Water Volume Charge per 1000 Gallons	\$ 1.77	\$ 1.92	\$ 2.07	\$ 2.17	\$ 2.25	\$ 2.39	\$ 2.43	\$ 2.61	\$ 2.76

Lehigh County Authority - City Division - Preliminary 2020 Rates

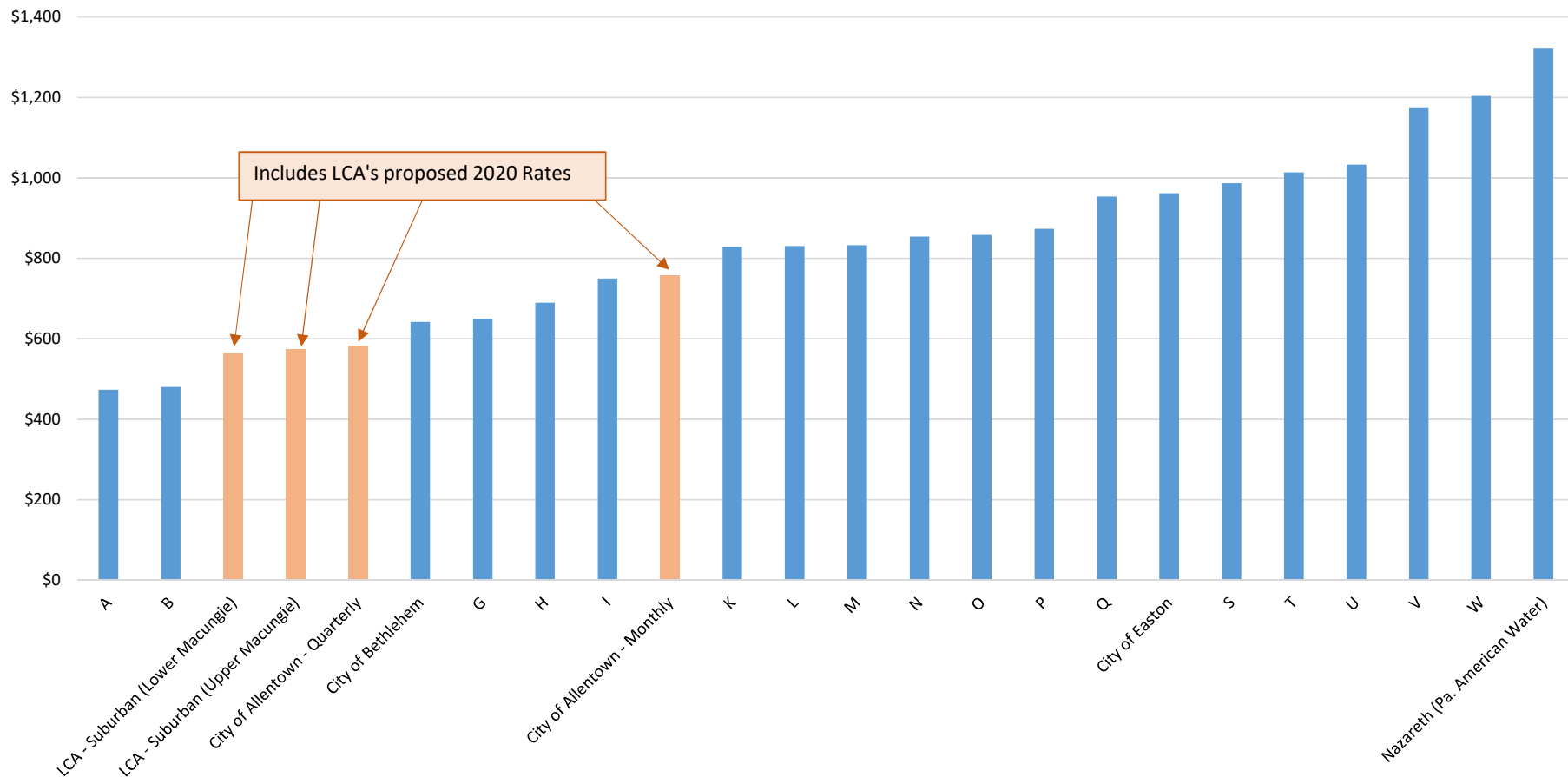
Bill Sample: Average Residential Customer, 15,000 gallons per quarter

	<u>2013-2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Water Fixed Charge	\$25.21	\$25.84	\$26.78	\$27.85	\$29.27	\$30.47
Water Volume Charge	\$46.52	\$48.37	\$50.65	\$54.58	\$58.12	\$61.72
Sewer Fixed Charge	\$8.75	\$8.97	\$9.29	\$9.66	\$10.16	\$10.57
Sewer Flow Charge	\$33.56	\$34.74	\$36.29	\$37.70	\$40.11	\$42.45
Quarterly Bill	\$114.04	\$117.91	\$123.01	\$129.79	\$137.66	\$145.22
Annual Cost	\$456.15	\$471.65	\$492.04	\$519.16	\$550.64	\$580.87
Total Annual Cost Increase (\$)		\$15.50	\$20.39	\$27.12	\$31.48	\$30.23
Total Cost Increase (%)		3.4%	4.3%	5.5%	6.1%	5.5%
Water Volume Charge per 1000 Gallons	\$ 3.10	\$ 3.23	\$ 3.38	\$ 3.64	\$ 3.87	\$ 4.11
Sewer Flow Charge per 1000 Gallons	\$ 2.24	\$ 2.32	\$ 2.42	\$ 2.51	\$ 2.67	\$ 2.83

Note: This calculation reflects rates that are applied to LCA revenues. The Capital Cost Recovery Charges (CCRC) is applied as a reimbursement of "Major Capital Improvement" expenses. Administrative Order fees are not considered to be LCA revenue as they are a direct reimbursement to the City of Allentown.

Lehigh Valley Water & Sewer Rate Comparison (Data from 2017-2019)

24 communities in Lehigh Valley - average annual residential water & sewer bill (based on 5000 gallons usage per month)



**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES**

**CENTRAL LEHIGH, NORTH WHITEHALL, WASHINGTON TOWNSHIP,
HEIDELBERG HEIGHTS, ARCADIA, PINE LAKES, MILL CREEK, BEVERLY HILLS,
CLEARVIEW FARM ESTATES, UPPER MILFORD CENTRAL, EMMAUS CONSECUTIVE,
AND MADISON PARK NORTH DIVISIONS**

I. Schedule of Water Rates

A. Metered Water Use

**Central Lehigh, North Whitehall, Washington Township, Heidelberg Heights,
Arcadia, Pine Lakes, Mill Creek, Beverly Hills, Emmaus Consecutive,
Madison Park North, Upper Milford Central & Clearview Farm Estates
Divisions**

(adopted 11/11/19; effective 1/1/20)

Current Fixed Charges		2020
Meter Size	Fixed Charge	Fixed Charge
<i>Quarterly</i>		
5/8" & 3/4" *	\$ 12.78	\$ 13.05
1"	21.93	23.13
<i>Monthly</i>		
1-1/2"	16.85	17.53
2"	22.95	24.26
3"	43.80	43.80
4"	64.20	64.20
6"	120.30	120.30
8"	186.90	186.90
10"	263.10	263.10

*Typical residential.

Current Volume Charges		
Quarterly Usage (gal.)	Monthly Usage (gal.)	Rate per 1,000 Gal.
First 120,000	First 0 - 40,000	\$2.61
Next 2,880,000	Next 960,000	\$2.36
Next 24,000,000	Next 8,000,000	\$2.00
Next 147,000,000	Next 49,000,000	\$1.76
Over 174,000,000	Over 58,000,000	\$1.62

2020 Volume Charges		
Quarterly Usage (gal.)	Monthly Usage (gal.)	Rate per 1,000 Gal.
First 120,000	First 0 - 40,000	\$2.76
Next 2,880,000	Next 960,000	\$2.50
Next 24,000,000	Next 8,000,000	\$2.18
Next 147,000,000	Next 49,000,000	\$1.88
Over 174,000,000	Over 58,000,000	\$1.70

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

Welshtown Road (Washington Township Division)

(adopted 9/19/95; effective 10/1/95)

Volume		Rate per 1,000 Gal.
First	8,000 gal./qtr.	*Minimum Charge/Quarter
All over	8,000 gal./qtr.	\$ 5.50
Meter Size		*Minimum Charge/Quarter
	5/8" & 3/4"	\$ 60.00
	1"	72.00
	1-1/4"	84.00
	1-1/2"	108.00
	2"	133.00
	3"	169.00
	4"	266.00
	6"	459.00

B. Public Fire Protection

(adopted 11/11/19; effective 1/1/20)

Each Public Fire Hydrant (O&M Charge)	\$8.83/month
Each Inch-Squared Foot (System Charge)	\$0.00138/year

<u>2020 Rates:</u>
\$9.34/month
\$0.00150/year

C. Private Fire Protection

(adopted 7/12/10; effective 7/12/10)

Fire Line Size	Charge per Month
Single Family Residential	\$ 5.00
2"	13.61
2-1/2"	21.26
3"	30.62
4"	54.43
6"	122.47
8"	217.72
10"	340.18
12"	489.87

Arcadia West Division – Direct Fire Protection Service

(adopted 5/12/03; effective 5/12/03)

	Charge per Sq. Ft. of Building Space
Monthly	\$.00321
Quarterly	.00963

II. Meter Test Fee

(adopted 12/15/14; effective 1/1/15)

Meter Size	Fee
5/8", 3/4", 1"	\$50.00
Larger than 1"	Actual Cost if >\$50

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

III. <u>Meter Inspection Fee</u>	(adopted 12/15/14; effective 1/1/15)	\$50.00
IV. <u>Service Order / Site Visit Fees</u>	(adopted 12/15/14; effective 1/1/15)	
	Business Hours – 7:00 a.m. and 4:45 p.m., Monday through Friday (except holidays)	\$50.00
	After Hours	\$150.00
	Service Termination & Restoration Charge	\$100.00
V. <u>Site Revisitation Charge</u>	(adopted 12/15/14; effective 1/1/15)	\$100.00
VI. <u>Lien Administration Fee</u>	(adopted 12/13/04; effective 01/1/05)	
	\$56.50 + Current Lehigh County Clerk of Court's Filing Fee	
VII. <u>Hydrant Security Device Fee</u>	<u>Central Lehigh Division</u> (adopted 11/28/16; effective 1/1/17)	\$140.00
VIII. <u>Fire Flow Test Charge</u>	(adopted 12/07/11; effective 01/01/12)	\$180.00
IX. <u>Use of Easement Preparation Fee</u>	(adopted 12/07/11; effective 01/01/12)	\$90.00
X. <u>Backflow Prevention Non-compliance Charge</u>	(adopted 12/07/11; effective 01/01/12)	\$50.00

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

IX. Tapping, Connection and Customer Facilities Fees

Central Lehigh Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,150	\$ 150	\$ 340	*	*
3/4"	1,880	300	605	*	*
1"	3,000	480	1,085	*	*
1-1/2"	4,350	705	2,420	*	*
2"	6,350	1,035	4,280	*	*
3"	10,190	1,690	9,675	*	*
4"	13,940	2,350	17,165	*	*
6"	20,050	3,520	38,695	*	*
8"	26,000	4,750	68,805	*	*
10"	30,700	5,865	107,500	*	*
12"	35,600	N/A	154,790	*	*

(* See Notes on page 8) N/A – Not Available

Washington Township Division – Excluding Welshtown Road

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee		Connection Fees	Customer Facilities Fees
	Distribution	Capacity		
MFR*	\$ 855	\$ 430	*	*
3/4"	1,550	1,000	*	*
1"	2,400	1,800	*	*
1-1/2"	3,470	4,000	*	*
2"	5,100	7,100	*	*
3"	8,320	16,000	*	*
4"	11,580	28,400	*	*
6"	17,350	64,000	*	*
8"	23,420	113,800	*	*
10"	28,930	177,800	*	*
12"	35,075	256,000	*	*

(* See Notes on page 8) N/A – Not Available

Central Lehigh Division – Lehigh Valley South Industrial Park

(adopted 07/25/05; effective 07/1/11)

Special Tapping Fee - \$2,095.37 per equivalent dwelling unit (EDU)

EDU = 220 gallons per day

Central Lehigh Division fees also apply

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

IX. Tapping, Connection and Customer Facilities Fees (cont'd)

North Whitehall Township Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,030	N/A	\$ 295	*	*
3/4"	2,000	N/A	575	*	*
1"	3,200	N/A	1,035	*	*
1-1/2"	4,700	N/A	2,300	*	*
2"	6,900	N/A	4,080	*	*
3"	11,250	N/A	9,200	*	*
4"	15,650	N/A	16,330	*	*
6"	23,450	N/A	36,800	*	*
8"	31,650	N/A	65,435	*	*
10"	39,100	N/A	102,235	*	*
12"	47,400	N/A	147,200	*	*

(* See Notes on page 8) N/A - Not Available (Type 2 Fee has not been established)

Arcadia Division

(adopted 8/27/12; effective 10/1/12)

Tapping Fee		
Part	Amount	Units
Capacity	\$ 1.55	Per Gallon per day
Distribution	0.67	Per Gallon per day
Special Purpose		
Fire Service	0.12	Per Square Foot of Building Space

Mill Creek Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,130	N/A	\$ 109	*	*
3/4"	2,000	N/A	192	*	*
1"	2,360	N/A	N/A	*	*
1-1/2"	3,470	N/A	N/A	*	*
2"	5,100	N/A	N/A	*	*
3"	8,320	N/A	N/A	*	*
4"	11,580	N/A	N/A	*	*
6"	17,350	N/A	N/A	*	*
8"	23,420	N/A	N/A	*	*
10"	28,930	N/A	N/A	*	*
12"	35,075	N/A	N/A	*	*

(* See Notes on page 8) N/A - Not Available (Type 2 Fee has not been established)

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

IX. Tapping, Connection and Customer Facilities Fees (cont'd)

Pine Lakes Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,130	N/A	\$ 109	*	*
3/4"	2,000	N/A	192	*	*
1"	2,360	N/A	N/A	*	*
1-1/2"	3,470	N/A	N/A	*	*
2"	5,100	N/A	N/A	*	*
3"	8,320	N/A	N/A	*	*
4"	11,580	N/A	N/A	*	*
6"	17,350	N/A	N/A	*	*
8"	23,420	N/A	N/A	*	*
10"	28,930	N/A	N/A	*	*
12"	35,075	N/A	N/A	*	*

(* See Notes on page 8) N/A - Not Available (Type 2 Fee has not been established)

Beverly Hills Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,130	N/A	\$ 109	*	*
3/4"	2,000	N/A	192	*	*
1"	2,360	N/A	N/A	*	*
1-1/2"	3,470	N/A	N/A	*	*
2"	5,100	N/A	N/A	*	*
3"	8,320	N/A	N/A	*	*
4"	11,580	N/A	N/A	*	*
6"	17,350	N/A	N/A	*	*
8"	23,420	N/A	N/A	*	*
10"	28,930	N/A	N/A	*	*
12"	35,075	N/A	N/A	*	*

(* See Notes on page 8) N/A - Not Available (Type 2 Fee has not been established)

Heidelberg Heights Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,030	N/A	\$ 364	*	*
3/4"	2,000	N/A	708	*	*
1"	2,360	N/A	1,490	*	*
1-1/2"	3,470	N/A	3,320	*	*
2"	5,100	N/A	5,890	*	*
3"	8,320	N/A	13,280	*	*
4"	11,580	N/A	23,570	*	*
6"	17,350	N/A	53,120	*	*
8"	23,420	N/A	94,950	*	*
10"	28,930	N/A	147,570	*	*
12"	35,075	N/A	N/A	*	*

N/A - Not Available (Type 2 Fee has not been established)

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

IX. Tapping, Connection and Customer Facilities Fees (cont'd)

Emmaus Consecutive Division

(adopted 08/13/07; effective 08/13/07)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,000	N/A	\$200	*	*
3/4"	1,480	N/A	400	*	*
1"	2,360	N/A	580	*	*
1-1/2"	3,470	N/A	1,600	*	*
2"	5,100	N/A	2,840	*	*
3"	8,320	N/A	6,400	*	*
4"	11,580	N/A	11,360	*	*
6"	17,350	N/A	25,600	*	*
8"	23,420	N/A	45,520	*	*

N/A - Not Available (Type 2 Fee has not been established)

Upper Milford Central Division

(adopted 8/27/12; effective 10/1/12)

Size of Service Line	Tapping Fee	
	Distribution	Capacity
3/4"	\$ 2,000	\$ 235

Notes:

MFR - Applicable to each dwelling unit in a mobile home park or multi-family dwelling with individual service and individually metered.

Connection Fee is based on actual cost of connecting to the Authority water line, extending the service line to the property line, and inspecting the Customer Service Line.

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

Customer Facilities Fee

(adopted 11/12/18; effective 1/1/19)

This fee includes the supply and installation of a water meter and a backflow protection device for residential facilities (meter component). The fee can also include, at the customer's option and based on actual cost, installation of a service line from the property line to the customer's facility by the Authority.

All service lines must have an approved backflow protection device installed. The Authority will furnish a DC (dual check) device for residential facilities.

Meter Size	Meter Fee - With DC Backflow	Meter Fee - With No Backflow
5/8"	\$368	\$335
5/8" Pit	\$423	\$390
3/4"	\$386	\$353
3/4" Pit	\$433	\$400
1"		\$429
1" Pit		\$455
1 1/2" Displacement *		\$695
1 1/2" Turbine *		\$928
1 1/2" Compound *		\$1,260
2" Displacement *		\$901
2" Turbine *		\$1,108
2" Compound *		\$1,481

* LCA will install all meters 1" or smaller. Larger meters may be purchased from LCA at the prices listed above, which includes a \$50 inspection fee. If LCA installation of a larger meter is requested, the customer will pay actual costs, on a time and materials basis.

Notes:

Backflow protection devices for commercial/industrial facilities or other facilities with a 1" or larger meter shall be approved by the Authority, and supplied, installed and tested by the applicant. Meters larger than 2" shall be approved by the Authority, supplied and installed by the applicant, and inspected by the Authority at the applicant's expense.

X. Non-Sufficient Funds (NSF) Fee

All Divisions

(adopted 9/24/01, effective 1/1/02)

\$25.00

XI. Service Initiation Fee

All Divisions

(adopted 9/24/01, effective 1/1/02)

\$15.00

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

CITY OF ALLENTOWN

Adopted 11/11/19; Effective 1/1/20

NOTE: Unless expressed specifically in this Schedule of Rates and Charges, customers of the City of Allentown water system are subject to any and all additional charges, fees, penalties and policies stated in Lehigh County Authority's Rules & Regulations for Water Service and its Schedule of Water Rates and Charges duly adopted for its non-City systems.

A. Metered Water Use

Meter Size	2019 Monthly Charge	2020 Monthly Charge	2019 Quarterly Charge	2020 Quarterly Charge
5/8"	\$20.21	\$21.04	\$29.27	\$30.47
3/4"	\$22.42	\$23.34	\$35.89	\$37.36
1"	\$26.95	\$28.06	\$49.12	\$51.13
1 1/2"	\$38.10	\$39.67	\$82.59	\$85.98
2"	\$51.46	\$53.57	\$122.67	\$127.70
3"	\$87.00	\$90.57	\$229.66	\$239.07
4"	\$127.20	\$132.41	\$349.90	\$364.25
6"	\$238.49	\$248.27	\$684.12	\$712.17
8"	\$372.20	\$387.47	\$1,084.89	\$1,129.37

Volume	2019 Rate per 1000 Gallons*	2020 Rate per 1000 Gallons*
All Volume	\$3.59528	\$3.77037

* Volume charge includes cost recovery for any Change of Law and cost passed through from the Delaware River Basin Commission as allowed under the Lease Agreement with the City of Allentown.

B. Capital Cost Recovery Charge **\$0.27945 per 1000 gallons**

2020 Rate: \$0.3447

C. Private Fire Protection

Each Hydrant	\$358.77 per year (may be billed monthly or quarterly)	2020 Rate: \$373.48
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D. Tapping Fees

Part 1 – Pre-Concession Rate for Pre-Concession Capital Cost Recovery

\$5.88 per gallon

2020 Rate: \$6.12

Part 2 – Post-Concession Rate for LCA Capital Cost Recovery

Capacity Part	\$0.00851 per gallon
Distribution Part	\$0.02551 per gallon

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

E. Customer Facilities Fees

Fees includes the supply and installation of a water meter and associated components.

Meter Size	With LCA Installation*	Without LCA Installation*
5/8"	\$290	
3/4"	\$348	
1"	\$351	
1 1/2"	\$591	
2"	\$734	
3" Compound		\$1,569
3" Turbine		\$1,131
4" Compound		\$2,618
4" Turbine		\$2,064
6" Compound		\$4,416
6" Turbine		\$3,598
8" Compound		\$7,044
8" Turbine		\$6,004

* LCA will install all meters 2" or smaller. Larger meters may be purchased from LCA at the prices listed above, which includes a \$50 inspection fee. If LCA installation of a larger meter is requested, the customer will pay actual costs, on a time and materials basis.

Other Components	Price
5/8" Meter Horn	\$43.50
3/4" Meter Horn	\$50.92
Curb Box	\$57.80

LEHIGH COUNTY AUTHORITY
SCHEDULE OF WATER RATES AND CHARGES (cont'd)

F. Connection Fee

Actual cost of connecting to the Authority water line, completed by Authority personnel. Additional fees may apply for service line inspection, plan review, construction permits and/or capital recovery charges. Please contact the Authority's Capital Works department for more information.

Tap Size	Connection Fee
3/4"	\$352
1"	\$373
1 1/2"	\$535
2"	\$662
4" x 4"	\$1,863
6" x 4"	\$1,946
6" x 6"	\$2,136
8" x 4"	\$1,972
8" x 6"	\$2,178
8" x 8"	\$2,584
12" x 4"	\$2,087
12" x 6"	\$2,274
12" x 8"	\$2,668
12" x 12"	\$4,422

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

**UPPER MILFORD TOWNSHIP, WEISENBERG TOWNSHIP,
HEIDELBERG HEIGHTS, WYNNEWOOD, SAND SPRING, WASHINGTON
TOWNSHIP, LOWHILL TOWNSHIP, LYNN TOWNSHIP, WESTERN LEHIGH
INTERCEPTOR & LITTLE LEHIGH RELIEF INTERCEPTOR SYSTEMS**

I. Schedule of Wastewater Rates

A. Lowhill Township System

(adopted 06/13/16; effective 06/08/16)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	4.53
Fixed Charge per Quarter	<u>\$ per Equivalent Dwelling Unit (EDU)</u>
- Multi-Family Residential	10.50
- All Other Accounts	21.00

B. Upper Milford Township System

(adopted 12/10/12; effective 01/01/13)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	4.53
Fixed Charge per Quarter	<u>\$ per Equivalent Dwelling Unit (EDU)</u>
- Multi-Family Residential	10.50
- All Other Accounts	21.00

C. Weisenberg Township System

(adopted 12/10/12; effective 01/01/13)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	4.53
Fixed Charge per Quarter	<u>\$ per Equivalent Dwelling Unit (EDU)</u>
- Multi-Family Residential	10.50
- All Other Accounts	21.00

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

Western Weisenberg Township System (Arcadia West)

(adopted 12/11/06; effective 01/01/07)

Quarterly Flow Charge	<u>\$/1,000 gals</u> 58.00
Quarterly Fixed Charge	<u>\$/1000 gals of Allocation per day</u> 7.55

C. Heidelberg Heights System

(adopted 12/10/12; effective 01/01/13)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	9.53
Fixed Charge per Quarter	<u>\$ per Equivalent Dwelling Unit (EDU)</u>
- Multi-Family Residential	10.50
- All Other Accounts	21.00

D. Wynnewood System

(adopted 12/10/12; effective 01/01/13)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	9.53
Fixed Charge per Quarter	<u>\$ per Equivalent Dwelling Unit (EDU)</u>
- Multi-Family Residential	10.50
- All Other Accounts	21.00

E. Sand Spring System

(adopted 12/10/12; effective 01/01/13)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	9.53
Fixed Charge per Quarter	<u>\$ per Equivalent Dwelling Unit (EDU)</u>
- Multi-Family Residential	10.50
- All Other Accounts	21.00

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

F. Wastewater Treatment Plant Direct Customer

(adopted 12/10/12; effective 01/01/13)

Flow Charge	<u>\$/1,000 gals</u>
All Flow	4.53
Fixed Charge per Quarter	\$21.00*

* Per Equivalent Dwelling Unit (EDU)

G. Washington Township System

(adopted by resolution of Washington Township Board of Supervisors 12/2/08; effective 1/1/09 – Administered by Lehigh County Authority per agreement, as operator, approved 4/13/09; effective 1/1/09. Current rate adopted by LCA 12/10/12; effective 01/01/13). All other Authority administrative fees shall apply to these customers, including those set forth in the Metering Fees and Other Charges categories of this schedule.

Fixed Charge	\$/qtr
All customers	\$124.00
Flow Charge	\$/1,000 gals
All flow	\$5.00

H. Lynn Township

(adopted 12/07/11; effective 01/01/12)

Flow Charge	<u>\$/1,000 gals</u>
Commercial accounts, flow in excess of 15,000 gallons per quarter	7.20
Fixed Charge per EDU per Quarter	\$158.98

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

II. Metering Fees

A. Meter Purchase/Installation Fee

(adopted 11/12/18; effective 1/1/19)

Meter Size	Purchase & Inspection *
5/8"	\$292
5/8" Pit	\$347
3/4"	\$310
3/4" Pit	\$357
1"	\$386
1" Pit	\$412
1-1/2"	\$695
1-1/2" Pit	\$928
2" Displacement	\$1,260
2" Displacement Pit	\$901
2" Turbine	\$1,108
2" Compound	\$1,481

* Prices include ECR meter with touchpad, radio read unit and installation wire, plus \$50 inspection fee. Plumber shall install all components and call for meter inspection by LCA personnel.

B. Meter Inspection Fee

\$50.00

(adopted 12/15/14; effective 1/1/15)

C. Meter Test Fee

(adopted 12/15/14; effective 1/1/15)

Meter Size	Fee
5/8", 3/4", 1"	\$50.00
Larger than 1"	Actual Cost if >\$50

III. Other Charges

A. Service Order / Site Visit Fee

(adopted 12/15/14; effective 1/1/15)

Business Hours – 7:00 a.m. and 4:45 p.m.,
Monday through Friday (except holidays) **\$50.00**

After Hours **\$150.00**

B. Site Revisitation Charge

\$100.00

(adopted 12/15/14; effective 1/1/15)

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

- C. Lien Administration Fee**
(adopted 12/13/04; effective 01/01/05)

\$56.50 + Current Lehigh County Clerk of Court's Filing Fee

- D. Non-Sufficient Funds (NSF) Fee** **\$25.00**
(adopted 9/24/01, effective 1/01/02)

- E. Service Initiation Fee** **\$15.00**
(adopted 9/24/01, effective 1/01/02)

- F. Sampling and Testing Charges** **\$170.00/day**
(adopted 11/11/19; effective 1/1/20)
(Commercial & Industrial)

2020 Rate: \$182.00/day

- Fats-Oils-Greases Analysis** **\$36.00/sample**
(adopted 11/11/19; effective 1/1/20)

2020 Rate: \$39.00/sample

- G. Exceptional Strength Charges**
(adopted 11/11/19; effective 1/1/20)

(Commercial & Industrial)	2019 Rates \$ / pound	2020 Rates \$ / pound
BOD	0.28	0.31
TSS	0.25	0.29
TKN	0.43	0.41

- H. Use of Easement Preparation Fee** **\$90.00**
(adopted 12/07/11; effective 01/01/12)

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

IV. Capital Recovery Charges

System	Tapping Fee \$/gallon/day	Tapping Fee \$/EDU	Connection Fee	Customer Facilities Fee
Upper Milford System (adopted 7/22/19; effective 8/1/19)			Actual Cost Trended*	Actual Cost Trended*
Route 29 Service Area				
Contributed Area (includes Western Lehigh fees plus UMiT Capacity Part)	17.75	4,031.34		
LCA-Installed Area (includes Contributed Area fees plus UMiT Collection Part)	26.24	6,025.84		
Lower Macungie Twp. Customer	2.65	632.06		
Other Service Areas				
Contributed Area (includes Western Lehigh fees plus UMiT Capacity Part- Other)	12.18	2,724.31		
Non-Contributed Area (includes Contributed Area fees plus UMiT Collection Part)	20.68	4,718.80		
Western Weisenberg Twp System (adopted 7/22/19; effective 8/1/19)				
LCA Planning Fee	2.73	715.82	Historical Cost plus Financing	
LCA Land Fee	4.59	1,204.22	Actual Cost Trended	
Wastewater Treatment Plant	41.74	10,957.60	Actual Cost Trended	
Wynnewood System (adopted 7/22/19; effective 8/1/19)				
Capacity	13.48	3,251.76	Actual Cost	Actual Cost
Collection	13.63	3,287.65		
Heidelberg Heights System (adopted 7/22/19; effective 8/1/19)				
Capacity	25.33	6,110.32	Actual Cost	Actual Cost
Collection	3.69	889.37		
Sand Spring System (adopted 7/22/19; effective 8/1/19)				
Capacity	9.78	2,358.58	Actual Cost	Actual Cost
Collection	3.64	878.38		

*If constructed by Authority; if constructed by property owner, a \$90 inspection fee applies.

The capital recovery fees set forth in this schedule do not apply to the Washington Township sewer system since the Washington Township Board of Supervisors establishes such fees and administers capital recovery fees directly.

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

WESTERN LEHIGH INTERCEPTOR SYSTEM

I. Schedule of Wastewater Rates

(adopted 11/11/19; effective 1/1/20)

LCA Signatories	2019 Rates (\$)	2020 Rates (\$)
Flow (per 1,000 gallons)	0.89	0.98
BOD (per pound)	0.28	0.31
TSS (per pound)	0.25	0.29
TKN (per pound)	0.43	0.41
Allocation (per 1,000 gallons per day)	0.29	0.21
Emmaus		
Flow (per 1,000 gallons)	0.30	0.38

II. Tapping Fee

(adopted 7/22/19; effective 8/1/19)

<u>System</u>	Tapping Fee \$/gal/day	Tapping Fee \$/EDU	Costing Method
Treatment Allocation	6.32	1,409.42	Historical Trended Cost
Western Lehigh Interceptor	4.10	915.09	

LITTLE LEHIGH RELIEF INTERCEPTOR SYSTEM

I. Schedule of Wastewater Rates

(adopted 11/11/19; effective 1/1/20)

	2019 Rate (\$)	2020 Rate (\$)
LCA Signatories – Phase 1 Flow (per 1,000 gallons)	0.22	0.19
Other Users – Lower Macungie Phase 2 & Brookside Road, Salisbury, and So. Whitehall Townships Flow (per 1,000 gallons)	0.19	0.14
LCA Signatories – Phase 2 Flow (per 1,000 gallons)	0.03	0.003

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

II. Tapping Fee

(adopted 7/22/19; effective 8/1/19)

<u>System</u>	<u>Tapping Fee \$/gal/day</u>	<u>Tapping Fee \$/EDU</u>	<u>Costing Method</u>
Little Lehigh Relief Interceptor	1.17	259.90	Historical Trended Cost

LINE INSPECTION AND CLEANING SERVICES

(adopted 7/27/09; effective 8/1/09)

<u>Crew Size</u>	<u>TV Inspection (\$/hr)</u>	<u>Sewer Cleaning (\$/hr)</u>	<u>Flow Monitoring (\$/hr)</u>
One Technician			
Regular Rate	\$111	\$116	\$68
Overtime Rate	\$140	\$144	\$96
Two Technicians			
Regular Rate	\$168	\$173	\$125
Overtime Rate	\$226	\$230	\$182
Three Technicians			
Regular Rate	\$226	\$230	N/A
Overtime Rate	\$311	\$316	N/A

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

CITY OF ALLENTOWN

Adopted 11/11/19; Effective 1/1/20

NOTE: Unless expressed specifically in this Schedule of Rates and Charges, customers of the City of Allentown wastewater system are subject to any and all additional charges, fees, penalties and policies stated in Lehigh County Authority's Rules & Regulations for Sewerage Service and its Schedule of Wastewater Rates and Charges duly adopted for its non-City systems.

A. Sewer Usage Charges

Meter Size	2019 Monthly Charge	2020 Monthly Charge	2019 Quarterly Charge	2020 Quarterly Charge
5/8"	\$7.03	\$7.31	\$10.16	\$10.57
3/4"	\$7.79	\$8.11	\$12.45	\$12.96
1"	\$9.31	\$9.69	\$17.01	\$17.71
1 1/2"	\$13.12	\$13.66	\$28.44	\$29.61
2"	\$17.69	\$18.42	\$42.15	\$43.88
3"	\$29.97	\$31.19	\$78.72	\$81.95
4"	\$43.68	\$45.47	\$120.12	\$125.04
6"	\$81.86	\$85.21	\$234.65	\$244.27
8"	\$150.16	\$156.32	\$370.27	\$385.45

Flow Charge	2019 Rate per 1000 Gallons*	2020 Rate per 1000 Gallons*
All flow based on metered water usage***	\$2.59004	\$2.69588

* Flow charge includes cost recovery for any Change of Law and cost passed through from the Delaware River Basin Commission as allowed under the Lease Agreement with the City of Allentown.

*** Unmetered residential accounts will be charged for flow based on an average usage of 180 gallons per day.

B. Capital Cost Recovery Charge

\$0.08427 per 1000 gallons

2020 Rate:
\$0.13391

C. Administrative Order Fee

\$0.03546 per 1000 gallons

Administrative Order Fee is collected to reimburse the City of Allentown for expenses associated with complying with the USEPA Administrative Order to correct / eliminate sanitary sewer system overflows.

2020 Rate:
\$0.03641

D. Tapping Fees

Part 1 – Pre-Concession Rate for Pre-Concession Capital Cost Recovery

\$4.48 per gallon

2020 Rate: \$4.66

Part 2 – Post-Concession Rate for LCA Capital Cost Recovery

Capacity Part \$0.01538 per gallon
Collection Part \$0.00052 per gallon

**LEHIGH COUNTY AUTHORITY
SCHEDULE OF WASTEWATER RATES AND CHARGES**

E. Exceptional Strength Charges

(Commercial & Industrial)	2019 Rate \$ / pound	2020 Rate \$ / pound
BOD	0.234	0.259
TSS	0.197	0.214
TKN	0.323	0.369

F. Industrial Pretreatment Program Fees

Program Charge / Testing Fees	Current Rate
Issue Initial Two (2) Year Permit	\$1,200.00
Renewal Fee	\$575.00
Review of Monitoring Reports Required by Federal Regulations	\$275.00
Single Occurrence Review	\$350.00
Site Visitations and Inspection	\$130.00
Monitoring Reports Preparation	\$135.00
Placement of Chemical Samplers	\$105.00
Sample Collection and Preparation	\$52.50
Biochemical Oxygen Demand	\$27.50
Cyanide, Total	\$43.00
Oil & Grease	\$48.50
pH	\$12.00
Phenols	\$42.50
Solids, Total Dissolved	\$14.50
Solids, Total Suspended	\$17.50
Solids, Total	\$14.50
Sulfides	\$25.50
Total Kjeldahl Nitrogen (TKN)	\$28.50
Total Petroleum Hydrocarbons	\$51.00
Total Phosphorous as P	\$21.00
Cadmium	\$15.00
Chromium	\$15.00
Copper	\$15.00
Lead	\$15.00
Molybdenum	\$15.00
Nickel	\$15.00
Silver	\$15.00
Selenium	\$15.00
Zinc	\$15.00
Mercury	\$23.00
Cobalt	\$15.00
Lithium	\$15.00
SVOA 625	\$225.00
VOA 1666	\$412.00
VOA 624 – 2020 Fee: \$100.00	\$88.00
Diesel Range Organics	\$75.00



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

MEMORANDUM

TO: LCA Board of Directors
FROM: Liesel Gross, CEO
DATE: November 8, 2019
RE: SMART Union Contract

On December 31, 2019, one of Lehigh County Authority's union contracts will expire. A significant effort was made by both the LCA staff and members / representatives of the Sheet Metal, Air, Rail and Transportation Workers (SMART), Local 19, to negotiate a new contract well in advance of the current contract expiration. This early agreement was required to allow both parties to review important aspects of the health insurance package being offered by LCA and SMART, and allowing enough time for enrollment in a new insurance plan if the group decided to move in that direction. The "open enrollment" period for health insurance begins in mid-November.

LCA staff appreciates this attention to the schedule and is satisfied that the proposed terms of the new contract are favorable for both the organization and our employees. This memo seeks to explain some of the highlights of the new contract, as well as to request Board approval of the contract as detailed in the draft Memorandum of Agreement attached.

SMART Contract

The Sheet Metal, Air, Rail and Transportation Workers (SMART), Local 19, unit represents 20 employees who work in LCA's Suburban Division. This unit was formed in 2012, and this is the second contract renewal being undertaken with this group. Negotiated terms of the new collective bargaining agreement (CBA) are outlined in detail in the attached Memorandum of Agreement (MOA), which the bargaining unit members ratified by vote on November 7, 2019. Some highlights of the new agreement include:

Benefits:

Employees who are members of the SMART union will enroll in the SMART health and welfare program and will no longer be covered by LCA's existing plan. Elements of the SMART plan are:

- Health Insurance – similar to existing coverages
- Dental & Vision Insurance – similar to existing coverages
- Life Insurance - \$50,000 per employee
- Accident & Sickness - \$350 per week up to 12 months

Because the SMART plan encompasses a very large group of members throughout the region, uniform premiums are available at a lower per-employee cost to LCA. The estimated cost will be

\$18,720 per employee for all coverage, as compared to the 2019 average cost of \$24,345 for similar coverages under the LCA plan. The SMART plan does not allow for employee contributions toward the cost of this insurance, which offsets costs savings to LCA, but is viewed as a net-positive for both LCA and the employees.

LCA will offer a voluntary disability insurance plan for employees who wish to pay for additional coverage to supplement the SMART Accident & Sickness benefit.

Time Off:

In recognition of changes in the waiting period for Accident & Sickness benefits under the SMART plan described above, the Excused Time allowance was reduced to 16 days from the current allowance of 20 days, with an incentive program in place for employees who use less than 8 days of their Excused Time.

In addition, an allowance of days for bereavement was added to the contract to ensure employees who lose a close family member have time available to use for this purpose.

Wages:

In the last contract, pay scales for this unit were aligned with pay scales for similar jobs in other LCA operational groups to improve internal equity. The pay program allows for progression into higher level positions based on the attainment of skills, specializations and certifications required to complete higher level work. In addition, step increases are awarded on the anniversary date of each employee's hiring for the first seven years of employment to reach the fully qualified rate for their position. No changes to this program have been incorporated into the contract with the following exceptions:

One additional skills specialization category has been added for employees with high-level Mechanical skills. The new list of specializations an employee may achieve through this pay program are:

- Water Distribution Maintenance
- Sewer Collections System Maintenance
- Well Station Operation & Maintenance (requires Class A PA-DEP Water Operator's License with appropriate subclasses)
- Wastewater Treatment Plant Operation & Maintenance (requires Class D or better PA-DEP Wastewater Operator's License with appropriate subclasses)
- Electrical Skills Specialization
- Instrumentation Skills Specialization
- Mechanical Skills Specialization

In addition to step movement available through the pay program, the following general wage increases are included:

- 1/1/2020 – 2%
- 1/1/2021 – 2.5%
- 1/1/2022 – 2.5%

Certain employees are “red-circled” due to pre-existing pay exceeding their placement into the pay program based on skills or certifications. For these employees, no step movement and no general wage increases will be allowed until the required skills or certifications are achieved.

Certain employees are receiving pay above the top of the pay scale due to long-term, highly qualified service to LCA. These employees will receive general wage increases of 1.25% per year through the life of this contract.

Work Rules & Recognition of Operating Conditions:

Several new terms were negotiated to improve department functions related to scheduling work, requirements for overtime and on-call service, and other related issues. Key changes include:

Mandatory Overtime – Employee may not refuse overtime assignments more than 3 consecutive times. On the fourth time, the employee is required to work or be subject to disciplinary action.

On-Call – All employees in the Operations group will be required to take at least 2 weeks of on-call service per year, and no employee may work more than 2 on-call weeks in a row. This provision is to ensure all employees are exposed to emergency operations procedures and to ensure that employees receive adequate rest after working on-call for an extended period of time.

In recognition of the emergency conditions that often arise within the Operations group, requiring commitments such as availability to work overtime and provide on-call service, the following benefits were added to the contract:

Respite Time – If an employee works more than 16 hours continuously, he/she is entitled to an 8-hour break prior to returning to work, with no loss in pay if that Respite Period overlaps with his/her regularly scheduled work day.

Compensatory Time – Employees may accrue up to 40 hours of “comp time” in lieu of receiving overtime pay which may be used as additional time off with supervisor’s approval.

Summary

LCA staff believes the SMART contract terms offer 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.

DRAFT

MEMORANDUM OF AGREEMENT

The parties, SHEET METAL, AIR, RAIL AND TRANSPORTATION WORKERS, LOCAL 19 (hereinafter “the Union”) and LEHIGH COUNTY AUTHORITY (hereinafter “LCA”), being desirous of entering into a successor labor agreement to the Agreement which expires on December 31, 2019, hereby agree that all terms and conditions in the predecessor Collective Bargaining Agreement (CBA) shall remain in full force and effect, except as modified below:

- 1) **Agreement**. This section shall be modified to read as follows:

This agreement (hereinafter “Agreement”), effective the 1st day of January **2020**, is between the Lehigh County Authority (hereinafter the “Employer,” the “Authority” or “LCA”) and Sheet Metal, Air, Rail and Transportation Workers, Local 19 (hereinafter the “Union,” “SMART,” or “Local 19”).

- 2) **Article 1 (“Recognition”) Section 1.2**. This is a new section and shall read as follows:

For all new job classifications and/or descriptions, LCA will first meet and discuss with the Union prior to the new job classification and/or description going into effect. If a dispute arises between the parties concerning the rate of pay, the Union has a right to proceed to the third step of the grievance procedure up to and including arbitration.

- 3) **Article 2 (“Bargaining Unit Work”) Section 2.4**. This section shall be modified to read as follows:

Except in cases of emergency **or temporary staff shortage**, employees represented by SEIU Local 32BJ, shall not perform bargaining unit work covered by this Agreement, . . . of the Union.

- 4) **Article 5 (“Wages”)**.

- 5.1 **Wage Increases** - LCA will increase each base wage rate in the following manner:

Full-time employees shall receive:

- Effective **January 1, 2020 - a 2.0% increase to base wages**
- Effective **January 1, 2021 - a 2.5% increase to base wages**
- Effective **January 1, 2022 - a 2.5% increase to base wages**

The above increases will apply to all full-time employees with the exception of red-circled employees.

5.2 **Red-Circled Employees**

Employees whose pay is higher than Step 8 of their pay grade will receive pay increases as follows:

- **January 1, 2020 – 1.25%**
- **January 1, 2021 – 1.25%**
- **January 1, 2022 – 1.25%**

Employees who have been placed into a higher grade or step than their current skills/certifications would otherwise qualify them for **will not be eligible for any pay increases** until they complete the necessary skills/certifications.

5.5 (Employees bidding to a new job). This section shall be modified to add the following:

However, the following rules shall also apply:

- 5.5.1 An O&M Technician who is currently at Step 1A shall be moved to Step 1A of the new pay grade.**
- 5.5.2 An O&M Technician who is currently at Step 1B shall be moved to Step 1B of the new pay grade.**
- 5.5.3 An O&M Technician who is currently at Step 2 shall be moved to Step 2 of the new pay grade.**
- 5.5.4 An O&M Technician who is currently at Step 3 shall be moved to Step 3 of the new pay grade.**
- 5.5.5 An O&M Technician who is currently at Steps 4 through 8 shall be moved to the step in the new pay grade that is closest to but higher than his/her former rate, but not less than Step 3.**

5.6 This section shall be deleted and the following language inserted:

Employees temporarily working out of class in a position with a higher pay grade than their current position, shall be compensated at a rate of pay 5% higher than their regular rate. This adjusted rate will be paid when all of the following apply:

- 5.6.1 The affected employee(s) is temporarily working out of class for one full day or more**
- 5.6.2 The employee is working in a classification with a higher pay grade than their current grade**
- 5.6.3 The employee is performing work as directed by management**
- 5.6.4 This provision will not apply to any Operations and Maintenance Technician who is completing duties typically completed by another Operations and Maintenance Technician, regardless of either employee's pay grade.**

5.7 This section shall be added:

SMART employees employed on or before December 31, 2019 will be able to progress to an O&M Technician II or III position in accordance with Section 5.3. Employees hired on or after January 1, 2020 will be able to progress to an O&M Technician II position in accordance with Section 5.3 but shall only be able to progress to an O&M Technician III position after completion of five (5) years of service unless there is a posted opening.

5) **Article 6 (“Overtime Compensation”)**.

6.2 This section shall be modified as follows:

Holidays, vacation, excused absence, **bereavement pay**, jury duty leave, and management authorized union business will be included as hours worked in determining eligibility for overtime or compensatory time. **Respite time and compensatory time taken will be excluded from the 40-hour threshold.**

6.5 This new section shall be added:

Scheduled Overtime – There shall be two (2) pools for scheduled overtime for preventive maintenance, data collection and/or work on a long-term, on-going project(s). The pools shall be as follows:

- **One (1) pool comprised of Operation and Maintenance Technicians 1 and 2 ***
- **One (1) pool comprised of Operation and Maintenance Technicians 3 and Foremen ***

*** Red-circled employees will be included in the pool that includes the grade at which they are paid.**

If there are no volunteers and no employees are mandated to work the scheduled overtime, employees can volunteer to work in the opposite pool, if they have the requisition qualifications for the scheduled work.

6.6 This new section shall be added:

Mandatory Overtime

- a. **Employees can refuse to work overtime three (3) times but will be mandated to work the next time asked, subject to forcing language in Article 6.4.**
- b. **Not answering phone calls made following currently established procedures will count as a refusal. If a phone call is returned within fifteen (15) minutes it will not be counted as a refusal.**

- c. When an employee is mandated to work overtime and does not, it may be addressed through disciplinary action.
- d. When an employee is mandated and does work the mandated overtime such employee will again be able to refuse to work overtime three (3) times before again being mandated to work.

6.8 This new section shall be added:

Compensatory Time

- a. Employees who receive compensatory time may accumulate up to forty (40) hours annually;
- b. Employees separated from LCA employment shall be compensated at their regular hourly rate of pay for all unused compensatory time accumulated;
- c. Employees shall use all compensatory time in the calendar year it is earned. Compensatory time may not be carried from one calendar year to the next.
- d. In the event an employee has unused compensatory time at the end of the calendar year, he/she shall be paid his/her regular rate of pay for all unused compensatory time. The employee's manager may require the employee to use his/her unused compensatory time prior to the end of the calendar year.
- e. All requests for use of compensatory time shall be approved or disapproved by the employee's manager. Work needs of the LCA shall control the use of all compensatory time.

6.9 This section will be modified to as follows:

Respite - With the approval of his/her supervisor, which shall not be unreasonably withheld, an Employee may report to work later than the usual starting time where the Employee has worked additional hours since the end of the preceding day's shift. **Employee shall be eligible for Respite Time after working sixteen (16) hours or more continuously without rest. Unpaid respite time in the amount of eight (8) hours will begin at the time the employee stops working. However, if the Respite Time period of eight (8) hours covers any part of the employee's normally scheduled work day, he/she will be paid straight time for those hours that are not worked that are covered by the Respite Time period. At the supervisor's discretion, work may be assigned to the employee outside his/her normal work schedule to cover time not worked during the Respite Time period, in which case paid Respite Time will be reduced by the number of hours the employee actually works. If employee is assigned work after 3:30 p.m. those hours worked will be at the regular overtime rate.**

6) **Article 7 ("On-Call Service/Emergency Call-Out")**. These sections shall be added:

7.4 **Employees will be required to work at least two (2) rounds of beeper per year**

7.5 Employees will not be permitted to work more than two (2) weeks of lead and/or back-up beeper in a row.

7) **Article 8 (“Holidays”)**. Add the following language in this section:

8.3 - Except in cases of emergency, requests must be made at least two (2) days in advance for requests of two days or more, or at least one (1) day in advance for requests of less than two (2) days.

8.4 - Any employee who is absent without leave either the work day before or the work day following a holiday will forfeit the holiday pay. Any employee who reports off work sick the work day before or the work day following a holiday must submit a medical certification form. Any employee who fails to submit such medical certification shall forfeit sick pay for that day and shall forfeit the holiday pay.

8) **Article 9 (“Vacation”) Section 9.2**. This section should be modified as follows:

Vacation requests submitted outside of these periods will be granted on a first-come, first-served basis; but such requests must be made at least **two (2) weeks** in advance for requests of two days or more, or at least one (1) **week** in advance for requests of less than two days.

9) **Article 11 (“Excused Leave”)**

Section 11.1. Change this section as follows: Each Employee is entitled to up to **sixteen (16)** excused days per year.

Section 11.2. Change this section as follows: During the year, each Employee will be paid at 100% of the Employee’s rate for each day taken within the **sixteen (16)** day limit.

Section 11.5. Add this section. **Excused leave cannot be used for absences that qualify for SMART Accident and Sickness leave.**

10) **Article 12 (“Paid Leave of Absence”)** Delete this section.

Sections 12.1, 12.2, 12.3, 12.4, 12.5 and 12.6. Delete these sections (**Short and Long Term Disability**)

- 11) **Article 12 (“Bereavement Time”)**. This new section shall be added

Full time employees who have successfully completed their probationary period shall receive leave with pay in the event of a death in their immediate family, subject to the following conditions:

- a. The maximum leave shall be five (5) work days off without loss of regular pay in the event of the death of the employee’s spouse, parent or child.**
- b. The maximum leave shall be three (3) work days off without loss of regular pay in the event of the death of the employee’s brother, sister, father-in-law or mother-in-law.**
- c. The maximum leave shall be one (1) work day off without loss of regular pay in the event of the death of the employee’s grandparent or the spouse of the employee’s brother or sister.**
- d. Days off must be consecutive with one (1) day including the day of the funeral or within one (1) week of the family member’s death if there is no funeral.**

- 12) **Article 15 (“Unpaid Leaves of Absence”) Section 15.1**. This section shall be modified to read as follows:

Before an Employee may go onto unpaid time during an FMLA leave, the Employee must first use all available vacation and personal time. However, if the employee is receiving payment under the **SMART Accident and Sickness plan** or Workers’ Compensation, the employee shall not be required to use paid vacation and personal time.

- 13) **Article 16 (“Health Insurance Benefits”) Section 16.2**. Delete this section and replace with the following: **Medical, dental, vision, life, AD&D, and Accident and Sickness coverage will be provided under the Sheet Metal Workers’ Local Union No. 19 Benefit Fund (“Fund”)**.

LCA agrees to make monthly payments to the “Fund” in the amount of \$9.00 per hour for each hour the covered employee actually worked during that month up to a maximum of 45 hours per week. This rate will remain unchanged during the term of the Agreement.

- 14) **Article 16 (“Health Insurance Benefits”) Section 16.1**. **Voluntary Short Term, Long Term and supplemental life insurance shall be available to eligible SMART employees. Minimum participation levels may apply.**

- 15) **Article 17 (“Life Insurance”)**. Delete this section.

- 16) **Article 19 (“General Terms”)**.

Add new Section 19.2 – The Employer shall provide the Union with copies of any Right to Know Request it receives concerning the Employees or the Union as soon as practicable after receipt of such request.

17) **Article 21 (“Job Posting”)**. This section shall be modified to read as follows:

21.1 All bargaining unit job openings shall be posted for a period of seven (7) calendar days on bulletin boards located in areas where Employees congregate. The position shall be awarded to the Employee meeting the minimum qualifications with the most skills which relate to the posted job; where Employees' skills are relatively equal, the position shall be awarded to the Employee with the most bargaining unit seniority.

21.2 “Qualifications” or “Qualified” is the skill, ability, experience, previous performance, physical condition, education, and other factors which make an employee suitable for the job and for further promotion. LCA reserves the right to test to determine “qualifications” through valid testing procedures and to determine the method of testing.

21.3 When LCA requires a test, employees requesting their test results shall receive a pass/fail notification. A score of 70 shall constitute a passing grade on all written tests. In addition, LCA will meet with the affected employee and Shop Steward to address areas that resulted in failure of the test.

21.4 The successful bidder will be moved to the posted position with the applicable rate of pay within sixty (60) days of the closing of the bid. The successful bidder must be able to commence actively working in the posted position within that same time.

21.5 If there are no qualified bidders for vacant bargaining unit positions, LCA may consider other qualified but contractually ineligible bidders who have more than one (1) year of service in their current position. LCA may, at its sole discretion, award the position to such senior qualified but contractually ineligible bidder before transferring or hiring someone from outside the bargaining unit.

21.6 If an employee is awarded a position and later a senior bidder is determined to be qualified for apposition through the grievance procedure, the senior qualified bidder shall receive back pay (if applicable) either to the date of the grievance filing or to the date of the awarding the position, whichever is earlier. The amount of said back pay, if such is awarded by LCA or by the arbitrator, shall not be increased or decreased by LCA or by the arbitrator.

21.7 Bargaining unit Employees who accept transfers or promotions to non-bargaining unit positions shall have the right to return to their previous positions, with no loss of seniority or contractual entitlements, provided they do so within forty-five (45) calendar days from the date they report to their new position.

21.8 Any employee bidding, promoted, or transferred is subject to a trial period of up to one hundred twenty (120) calendar days. When an employee demonstrates the ability to perform the job before the end of one hundred twenty (120) calendar days, the said employee shall be certified for the position, at which time the Manager will notify the Human Resources Manager in writing, and the Human Resources Manager will notify the employee and the UNION. If the employee’s performance in the position to which he/she has bid to, been promoted to, or transferred to is not satisfactory, he/she shall be returned to his/her previous job at any time during the demonstration period, provided that he/she is supplied with a written statement giving detailed reasons why he/she is not qualified to perform the duties and LCA will revert back to the senior bidder on the list who initially may have refused the job. This employee shall be charged with a bid as described in

Section 1 of this Article. An employee who desires to return to his/her previous job must exercise this option within fifteen (15) scheduled working days of the demonstration period; such employee shall be charged with a bid as described in Section 1 of this Article and shall not be allowed another bid for a period of twelve (12) months. Employees bumped by the return of this non-certified bidder to his/her original position shall also be returned to their previous positions and shall not be charged with a bid, as described in this Article.

18) **Article 25 (“Union Visitation”)**. Add the following sections:

25.2 The Employer shall provide notice to the Union of meetings comprised of bargaining unit employees only, in which at least 50% of the bargaining unit are expected to be present, and shall permit Union representatives to attend such meetings. During such meetings, the Union shall be allowed up to 10 minutes to address bargaining unit members.

25.3 The Union shall have the opportunity to meet with each newly-hired Employee at the worksite for a minimum of 30 minutes, in order to provide the Employee with a copy of the Collective Bargaining Agreement, to effectuate the signing of documents when applicable, and to explain the terms and conditions of employment provided for by the Agreement.

25.4 The Employer shall provide space, if available, for the Union to meet with bargaining unit members at the worksite.

19) **Article 26 (“Shop Stewards”)**. 26.1- Change as follows:

The Union shall have the right to appoint **two (2) employees** to serve as Shop Stewards for the bargaining unit.

20) **Article 28 (“Union Security”)** – Delete this section.

21) **Article 29 (“Check-Off”)** – Change to Article 28 and change as follows:

28.1 The Employer shall deduct membership dues/ assessments from the pay of those Employees who individually request in writing that such deductions be made and will continue to make such deductions while the authorization remains in effect.

28.2 Fair Share Provision The Employer shall deduct fair share fees from Employees in the bargaining unit who are not members of the Union and who individually request in writing that such deductions be made, and will continue to make such deductions while the authorization remains in effect.

28.4 The Employer shall provide all newly hired Employees with the **Union’s membership and check-off authorization forms/cards**, which shall be supplied by the Union. **The Employer shall make no statement to the Employees about whether they should sign such forms, and may not be present when the Employees sign such forms. The Employer shall direct any questions by Employees regarding Union membership, dues, and fees to the Union.**

22) **Article 30 (“Corrective Action”)** –

30.1 Change as follows:

Level 3 - 3rd offense – final written warning **with possibility of probation**

30.5 Replace existing language with the following:

Provided there are no intervening incidents of a similar nature, following are the time periods that disciplinary actions shall be used for purposes of progressive discipline:

- a. Discipline for levels 3 and 4 offenses may be used up to two (2) years**
- b. Discipline for levels 1 and 2 offenses may be used for up to one (1) year.**

23) **Article 36 (“Management Rights”)** – Add the following management rights:

to issue, change and enforce reasonable rules and regulations of work and conduct with adequate communication to employees;

24) **Article 44 (“Term”) Section 44.1.** This section shall be modified to read as follows:

This Agreement shall be effective on **January 1, 2020** and shall continue in full force and effect up to and including **December 31, 2022.**

25) **Appendix A.** This appendix will be modified to show pay rates for all positions and steps effective through the term of this agreement.

26) **Appendix B.** This appendix will be amended to **add a Mechanical Specialization.**

The terms contained in this Memorandum of Agreement shall take effect upon ratification by the SMART Local 19 bargaining unit and approval by the Lehigh County Authority Board of Directors.

Intending to be legally bound, the parties hereby affix their signatures below.

SMART LOCAL 19

BY: _____

DATE: _____

LEHIGH COUNTY AUTHORITY

BY: _____

DATE: _____

FINANCE & ADMINISTRATION

ACTION ITEMS

1. Resolution 11-2019-1 - Document Control Procedure – November 11, 2019

The Staff recommends Board approval of a Resolution establishing its intent to institute a document control procedure and authorizing the Staff to develop and administer the procedure. This Resolution will ensure Authority compliance with the Pennsylvania Municipal Records Act regarding document retention and disposition schedules. This Resolution and procedure will serve as a starting point for additional document management programs and procedures that are important for proper filing, organization, retention and control of both electronic and paper records.

2. 2020 Water & Wastewater Rate Schedules – November 11, 2019

Following completion of the 2020 budget process, a complete package of water and wastewater rate updates is presented to the Board for consideration and adoption. The rates shown in proposed rate schedules are a result of the budget process and the Suburban Water Division water rate study. Board approval for the updated rate schedule is requested at the November 11, 2019 meeting to allow for proper notification to customers prior to bills being issued with the new rates.

DISCUSSION ITEMS

INFORMATION ITEMS

1. Recently Purchased Investments – Certificates of Deposit (CDs)

CERTIFICATES OF DEPOSIT						
22-Oct-19			Gross	Date of	Date	Net Rate
Fund	Bank	Location	Amount	Purchase	Due	%
LLRI CR	PSDLAF Flex Pool		400,000.00	9/20/19	11/1/19	1.8
Cons Wtr (2)	PSDLAF Flex Pool		155,000.00	9/20/19	11/1/19	1.8
Cons LL2 (314)	PSDLAF Flex Pool		245,000.00	9/20/19	11/1/19	1.8
WW Capac	PSDLAF Flex Pool		600,000.00	9/20/19	11/1/19	1.8
Wtr R&R	PSDLAF Flex Pool		1,000,000.00	9/20/19	11/1/19	1.8
WW Capac	New York Community Bank	Westbury, NY	125,000.00	9/27/19	9/27/21	1.800
WW Capac	Reading Co-Operative Bank	Reading, MA	249,000.00	10/21/19	10/21/21	1.800

Cons Wtr (2) Consolidated Water (2)
 LLRI CR Little Lehigh Relief Interceptor Capital Reserves
 Cons LL2 (314) Consolidated Little Lehigh Relief Interceptor 2
 WW Capac Wastewater Capacity
 2010 Wtr Cons A 2010 Water Construction, Series A Bond
 Wtr R&R Renewal and Replacement

2. Developments

Water system construction is occurring in the following developments:
 5354 Hamilton Blvd., 1 commercial lot, LMT

Air Products & Chemicals, 1 commercial lot, UMT
Fields at Indian Creek, Phases 4 & 5, 86 residential units (sfd), water and sewer, UMiIT & Emmaus
Hidden Meadows, Phase 1C, 66 townhouses, UMT
Kohler Tract, 123 residential lots (sfa), water and sewer, UMiIT
Lower Macungie Twp. Community Center Expansion, 1 institutional lot, LMT
Millbrook Farms, Section 6, 42 residential units, LMT & UMiIT
Stone Hill Meadows, Phase 2, 85 residential units (sfd), LMT
Trexler Business Center, 1 lot with 6 commercial buildings, LMT
Trexler Fields, Phase 1B/8/9, 100 residential lots (sfa), UMT
Woodmont Ridge, Phase II, 30 apartment units, UMT

Water system plans are being reviewed for the following developments:

749 Route 100, 1 industrial lot with warehouse, UMT
5329-5347-5357 Hamilton Blvd., 1 commercial lot, LMT
5374/5392 Hamilton Blvd., 1 commercial lot, LMT
5420 Crackersport Road, 1 commercial lot, UMT
8323/8449 Congdon Hill Drive, 2 industrial lots with warehouses, LMT
8615/8783 Congdon Hill Drive, 2 industrial lots with warehouses, LMT
Cedarbrook Road Industrial Park, 2 industrial lots, LMT
Estates at Maple Ridge, 30 residential units (sfd), UMiIT
Laurel Field, Phase 5, 25 townhouses, UMT - NEW
Lehigh Hills, Lot 5, Phase 1, 273 apartments & clubhouse, UMT
Madison Village at Penn's View, 66 manufactured homes, 1 lot, water and sewer, LynnT
Mill Creek Hotel, 1 commercial lot with 205 room hotel & restaurant, UMT
Mountain View Estates, 27 residential units (sfd), LMT
Ridings at Parkland, 53 residential units (sfd), NWT
Schoeneck Road, Lot 1, 1 lot warehouse, LMT
Towneplace Suites by Marriott, 91-room hotel, UMT
Weilers Road Twins, 82 residential lots (sfa), UMT
Wrenfield Townhouses, 98 townhouse units, UMT

Sewage Planning Modules Reviewed in Prior Month:

None.

WATER

ACTION ITEMS

DISCUSSION ITEMS

INFORMATION ITEMS

1. **Allentown Division – Hamilton Street Cedar Creek Bridge Water Main Relocation Project**

As part of the Pennsylvania Rapid Bridge Replacement Program, the replacement of the Cedar Creek Bridge on Hamilton Street has required the relocation of approximately 500 linear feet of water main. The construction phase was approved at the December 2016 Board meeting and the construction phase at the January 2018 meeting. As of February 22, 2018, the contractor has completed a majority of the relocation work for LCA's facilities; however, they were pulled off the site due to construction conflicts. As of March 22, 2019 the original LCA water line relocation scope of work has been completed, however an additional relocation of a LCA sanitary sewer line has been added to the original scope and agreement as of April 15, 2019 with an anticipated completion of April 26, 2019. LCA anticipated submitting all final paper work to the state for reimbursement in the very near future. It is anticipated that this work will be reimbursed 100% by the state and that the construction related activities. **(No Change)**

2. **Allentown Division – Water Main Replacement Program Cycle 4**

The project is the replacement of 0.97-mile of aged and/or failing cast iron water main in multiple locations throughout the City, in accordance with our prioritization protocol. We propose to utilize the 1.1-mile credit of excess water main replacement length accumulated from previous years in order to satisfy the 2.0 miles of annual pipe replacement as outlined in the lease. This Project is required under the Operating Standards in the Concession Agreement and will be funded by the LCA Allentown Division. The reduced-scale project was re-bid following rejection of the bids for the original 2.2-mile project. The project was authorized by the Board on 9/10/18 and will be completed by December 2018. On October 30, 2018 the contractor (Doli Construction) began water main installation. As of January 4, 2019 all water main construction, prelease valve and meter replacement was completed. In April 2019, Doli began final restoration throughout the project with an anticipated completion by mid-Summer 2019. As of August 23, 2019 Doli has finished all restoration work on the project except cross walk areas on 4th and Chew streets. It is anticipated that the cross walk work will be completed by early November 2019.

3. **Allentown Division – Water Main Replacement Program Cycle 5**

The project is the replacement of 2-mile of aged and/or failing cast iron water main in multiple locations throughout the City, in accordance with our prioritization protocol. Currently Gannett Fleming is designing the 2-miles of required water main replacement. At this time, the construction phase of this project is not budgeted for unless monies become available in 2020. **(No Change)**

4. **Allentown Division – Water Filtration Plant: SCADA System Replacement**

The project consists of the replacement of the existing SCADA System at the Water Filtration Plant. The purchase and installation of new servers, new control panel cabinets, new cabling, and new programming software will encompass this project. Board approval to purchase this equipment was granted at the August 27, 2018 Board Meeting. Replacement will be completed by late 2019. This project will be funded by LCA Allentown Division. **(No Change)**

5. **Allentown Division – Water Filtration Plant: High Lift Pump VFD Replacements**

The Water Filtration Plan (WFP) supplies water to residential and commercial customers in the City of Allentown, as well as wholesale water to surrounding communities. One of the critical

elements at the WFP is the High Service Pumping System (HSPS), which is the primary means of conveying treated water into the distribution system. The HSPS has experienced regular failures of aging electrical components. The July 2017 Allentown Water Master Plan categorizes the pump variable frequency drives (VFDs) in very poor condition and notes that the VFDs are no longer supported by the manufacturer. This project will replace two of the existing VFDs and add a third VFD. This project is currently unfunded, but may be supported through a PENNVEST loan pending ongoing discussion with the City of Allentown. Board approval was granted at the 8/12/19 Meeting for the design phase of this project to ensure loan application timelines can be met - in the event an agreement can be reached. If funding is available, project completion is expected by late 2021. **(No Change)**

6. Suburban Division - Water Main Replacement Program Cycle 5

The project consists of the replacement of approximately 1.4 miles of aged and/or failing Cast Iron water mains throughout multiple location in the Suburban Division. The construction phase of this project was approved at the May 20, 2019 meeting. As of July 9, 2019 construction had begun and is progressing along very smoothly. As of August 27, 2019 all water mains have been installed and the contractor is completing the new water service lateral installations at the present time. As of September 29, 2019 all final restoration has been completed and project closeout punch list work is currently being addressed.

7. Suburban Division – Mechanical Asset Management Upgrade Project

This third phase of Suburban Division Asset Management upgrade program will again focus on mechanical components, and will replace components that were deferred due to budget limitations in 2019. Design phase will commence in Q4 of 2019, and the project will be bid in early 2020. The upgrade locations were determined from asset management data collected from internal interviews conducted by Capital Works with senior Operations staff, and based on risk ratings.

8. Suburban Division – CLD Auxiliary Pump Station Project

The project consists of installation of a new booster pumping station with SCADA and water main extension to pump water from the Lower Pressure System to the Upper Pressure System. The LCA Suburban Division will fund the project. Bids for the project were received on 6/29/18. Board approval for the construction phase of the project was granted at the 7/23/18 meeting. A preconstruction meeting was held on August 28th and construction should be completed in December 2019.

9. Suburban Division – Upper Milford-CLD Interconnection Project (Kohler Tract)

The project will feature the installation of a new booster pumping station and water main extension to interconnect the Central Lehigh Division (CLD) with the Upper Milford Division (UMD) allowing the abandonment of the UMD water supply facilities, and to provide water service to the proposed 123-lot Kohler Tract subdivision in Upper Milford Township. Costs are being shared between the LCA Suburban Division and the developer of the Kohler Tract. Pumping station bids were opened on 4/25/19. Board approval for the construction phase of the project was granted at the 5/13/19 meeting. A preconstruction meeting was held on 6/25/19. Construction should be completed by September of 2020.

A voice vote approving a “Special Exception” use of the Kern Tract as a pumping station site was received from the Upper Milford Township Zoning Hearing Board in September 2019. The written opinion will be sent after the comment period has passed. **(No Change)**

10. Suburban Division – Watershed Monitoring Program

The project will include setting up a surface water flow-monitoring network for the Little Lehigh Creek. The work is in response to the Watershed Monitoring Plan that was developed and reported to LCA by AI Guiseppa (SSM, Inc.) in 2017. Flow monitoring in 2019 will focus on the

Little Lehigh Creek only. In 2019, LCA will develop plans for subsequent years to add new monitoring wells to supplement existing groundwater data that is being collected. Total daily flow recordings at Schantz Spring that will need to include the spring field bypass and the tank overflows as well. SSM will assist LCA in calibrating surface flows under the bridges based on the recorded stream elevations. Authorization for the award of the project was approved at the 3/26/2018 Board meeting. LCA and Fybr are currently gaining PennDOT and PPL approvals that will allow us to mount our equipment on their bridges and poles, which has turned out to be a very slow process. Agreement received from PPL on April 22, 2019. Equipment is to be mounted and flow data is to be received by late summer/early fall 2019. In 2018, USGS selected the Delaware River Basin to pilot the National Next Generation Integrated Water Observing System (NGWOS). The Little Lehigh Watershed was picked as a targeted area of the NGWOS Project and additional surface water and ground water monitoring stations will be developed. USGS and LCA are currently working together on new gaging locations in the LL watershed. Automatic data collection and migration directly to LCA Main Office is currently being developed by Fybr and hopefully will start by the end of 2019. All six stations are now collecting data as the calibrations of each continues. This process will take at least 6-8 months.

11. **Suburban Division - Additional (Redundant) Water Supply - Small Satellite Divisions**

This Project addresses the needs of three satellite water systems that currently are operating on one source of supply and have no redundant water supply. The Madison Park North system has only one well, and an additional well is planned to be developed and constructed. The Clear View Farms and Mill Creek systems have one operating well each, but have at least one other existing well that has water supply or quality issues and cannot be presently utilized. An engineer has been retained to assist with the development of a second well for Madison Park North and the rehabilitation of an existing well at Clear View Farms. An agreement is in place with an adjoining property owner to Madison Park North to drill a test well on their property, in coordination with DEP guidelines. The "step drawdown test" was performed on 3/26/19 and indicated that the test well is a viable backup source to Well 1. A Pre-Drilling and Aquifer Test Plan has been approved by DEP. The next step is reconstruction of the test well and permitting which is currently being coordinated with the Engineer and well driller. Clear View Farms Well No. 2 was successfully rehabilitated to restore diminished well capacity for use as a secondary source.

12. **Suburban Division – Buss Acres Pump Station Replacement Construction**

The project consists of the consolidation and replacement of two well stations with a single new pump station and a new water storage tank to replace two antiquated hydropneumatic pump stations. The new station will be a variable frequency drive controlled double pumping system with full SCADA control. The design will include radon reduction elements and also accommodate the future installation of additional radon removal equipment, to be implemented upon DEP's mandate of a regulatory limit. The project is in construction phase. The Notice to Proceed was issued to the contractors on 9/24/19. **(No Change)**

13. **Suburban Division – Water Meter Reading Equipment Upgrade**

LCA's capital program includes the replacement of 20,000 transceiver units, and 10,000 units will be replaced in 2019 with the remaining to be replaced in 2020 under separate authorization. The new units have a 20-year battery life and are compatible with the new meter reading software purchased in 2017. This project will replace 100% of the remaining old style radio units over a two-year period. Construction phase services for the first round of 10,000 units was approved at the 5/13/19 Board meeting. Construction began in July 2019 and is expected to be concluded by December of 2019. The first phase of the project is currently 95% complete. This project is funded by the LCA Suburban Division. A change order was issued to the contractor for the installation of the remaining transceiver units that were originally scheduled for replacement in 2020, in order to expedite the completion of the work under the program and take advantage of favorable contract unit pricing.

WASTEWATER**ACTION ITEMS**

DISCUSSION ITEMS

INFORMATION ITEMS

1. Allentown Division – Kline’s Island WWTP: Phase 1 AO Design Improvements

This project includes the design of the AO improvements at the wastewater treatment plant. This conceptual design concept was approved by the City and the relevant final deliverables were received by LCA. The City then directed LCA to proceed with the final design of improvements related to the blending alternative. Board approval for the Professional Services Authorization with Kleinfelder East, Inc. was granted at the September 11, 2017 Board Meeting. The project is identified as Administrative Order Work and will be funded by the City. The 30% design drawings and specifications have been received. The City directed to “pause” the design phase of the project. The City has now directed LCA to keep this project on indefinite hold. **(No Change)**

2. Allentown Division – Sanitary Sewer Collection System: I&I Source Reduction Program Plan

This project includes the design of the City of Allentown’s I&I Source Reduction Program Plan. In 2014, Video Pipe Services complete various CCTV inspections throughout twenty Primary and Secondary Basins. All pipe segments that called for complete pipe replacement have already been repaired. The remaining source reduction activities within the twenty Basins have been organized into a 5-Year Plan, with each year focusing on a different geographic region of the City’s sewer collection system. Design has been approved for all five years, with the first project commencing in 2020 and the last project finishing in 2024. Board approval for the construction of the “Year 1 Project” will be requested in Q1 of 2020. This project is considered an AO expense under terms of the Lease and is City funded. **(No Change)**

3. Allentown Division – Kline’s Island WWTP: Max Monthly Flow Capacity Evaluation

DEP has noted that the KIWWTP has been performing at a high level and meeting its permitted effluent quality limits during a period of prolonged wet weather since early 2018. This study will provide the basis for confirming the plant’s maximum monthly average that can be sustained during prolonged periods of wet weather – while remaining in full compliance with effluent quality requirements of the plant’s permit. Approval of the study was granted at the 8/26/19 Board Meeting. The study was completed in mid-October 2019 and a Part II Permit was sent to DEP on 10/18/19. This project is considered an AO expense under terms of the Lease and is City funded.

4. Allentown Division – Kline’s Island WWTP: Electrical Substation Replacement

This project involves the replacement of the existing Substation No. 2. The equipment was installed in 1977 and has reached the end of its useful life. The City has reviewed this and has approved this project as a Major Capital Project. Approval of the design engineer was granted at the May 8, 2017 Board Meeting. The project was advertised in early May 2018 and bids were due on June 8, 2018. Approval of the construction contract (Base Bid) was granted at the July 9, 2018 Board Meeting. The construction phase of the project began in August of 2018 and was completed in May 2019. This Major Capital Project was funded by the LCA Allentown Division. The project is now 100% complete. **(No Change)**

5. Allentown Division – Kline’s Island WWTP: Sodium Hypochlorite Disinfection

This project involves the replacement of the existing gas chlorination system at the WWTP. The use of gas chlorination for sewage disinfection, while reliable, is outdated and contains inherent

risks. In addition, the existing equipment has reached the end of its useful life. Switching to sodium hypochlorite was also identified in the recently completed WWTP Maser Plan. The design started in March of 2019. Approval of the construction contract will be requested at a Board Meeting in early 2020. The construction phase of the project will begin in Q1 of 2020 and will be completed by Q4 of 2020. This project will be funded by the LCA Allentown Division. **(No Change)**

6. Allentown Division – Lehigh Street (Rte. 145) Water and Sewer Main Relocation Project

As part of the Pennsylvania Rapid Bridge Replacement Program, the proposed replacement of the Lehigh Street Bridge near the intersection with MLK Boulevard has required the relocation of existing City water and sewer lines that are located within the PennDOT right of way. PennDOT initially indicated that LCA would be eligible for 75% reimbursement for all projects costs associated with the utility relocations, and the LCA board adopted Resolution No. 3-2019-1 in March 2019 to authorize the negotiation of the PennDOT cost reimbursement. Following the submission of project incorporation paperwork to PennDOT by LCA's design engineer, the local PennDOT office submitted the resolution and agreement to the Harrisburg office, and was later informed that this bridge is owned by Lehigh County and not the Commonwealth. Although PennDOT is handling all preconstruction activities and will administer the federal funding participation between the Commonwealth and the County, the cost reimbursement agreement with PennDOT does not apply. LCA's engineer is working on behalf of LCA on a final sewer relocation design that minimizes the extent of the relocation. There will be less water infrastructure relocation work required since the existing water main is attached under the bridge and will be reattached after the new bridge is constructed. LCA staff will pursue water and sewer relocation cost reimbursement from the County out of the federal (80%) and state (15%) funds being applied to this project. Final design plans were submitted by LCA's design engineer to PennDOT on 10/22/19 and we are awaiting approval. Construction will commence in 2021. **(No Change).**

7. Suburban Division – Park Pump Station Force Main Rehabilitation

The Park Pump Station and Force Main line were constructed in 1980 to provide wet weather relief to the Little Lehigh Creek Interceptor, which conveys wastewater from ten municipalities from outlying areas to the Kline's Island Wastewater Treatment Plant (KIWWTP). The force main consists of 8,715 linear feet of prestressed concrete cylinder pipe (PCCP) of various sizes (2,615' of 24"; 2,695' of 30"; and 3,405' of 36"), and connects with the 54" sanitary sewer interceptor that runs to KIWWTP. PCCP is particularly sensitive to deterioration due to hydrogen sulfide gas from wastewater, and corrosion of exposed reinforcing steel can result in structural degradation and pipe failure. An internal investigation of the pipe is required to assess the condition of the PCCP pipe and identify damage areas, in order to determine the locations and extent of rehabilitation needed to restore the level of service, prolong service life, and mitigate the risk of failure. Capital Works is planning a limited manned inspection of the force main pipe at 5 air release valve (ARV) locations, 100 feet in both directions from the ARV manhole, which will be used as the initial evaluation of the representative condition of the pipe. Using this data, the need for performing a complete pipeline condition assessment will be determined, possibly utilizing a new electromagnetic technology for performing an internal pipe condition assessment that entails minimal interruption of operation of the pump station and force main. Commencement of this work will follow the return of "normal" dry weather flows, and also following the completion of the Park Pump Station upgrade construction. **(No Change)**

8. Suburban Division – Park Pump Station Upgrade

The Park Pump Station is to be upgraded to address mitigate risk of failure, restore station capacity, and prolong the service life of this critical facility. Design was completed in December 2017. The Park Pump Station Upgrade was advertised for bid in December 2017, pre-bid meeting was held on 1/4/18, and bids were opened 2/1/18. Construction phase was authorized at the 2/12/18 Board meeting. Notice to proceed for the construction contracts was issued dated

3/26/18. A pre-construction meeting was conducted in early April 2018, and construction is anticipated to be completed by late 2019. **(No Change)**

9. Suburban Division – Heidelberg Heights Wastewater Treatment Plant Improvements

As part of an asset management approach to maintaining the level of service and mitigating risk of failure at the Heidelberg Heights Wastewater Treatment Plant, a condition assessment evaluation is being performed for the Equalization/Sludge Holding tank. The steel tank is part of the original plant, installed in the mid-1970s, and is compartmentalized to serve as both a raw sewage equalization tank (for sequenced pumping to the newer SBR tanks), and for storing liquid sludge (for pump and haul removal). The exposed portions of this tank display areas of corrosion, and the tank was drained and cleaned and a thorough assessment was performed to determine structural integrity and remaining service life, and a study provided to LCA. Design phase services were completed in March 2019, the project was advertised for bid in early April, and a pre-bid meeting was held on 4/16/19. Bids were opened on 5/2/19 and award of bid and construction phase services was authorized at the 6/10/19 meeting. A pre-construction meeting was held on 7/19/19, and construction is anticipated to be completed by the end of November 2019. **(No Change)**

10. Suburban Division – Wynnewood WWTP Upgrade Project

Wynnewood Terrace WWTP was constructed in 1980 by the developer to serve the Wynnewood Terrace subdivision, located in the Laury's Station area in North Whitehall Township. Sewer service is provided to approximately 217 residential and 2 commercial properties. LCA acquired the system in 2003.

The plant, while meeting effluent limits, has reached the end of its useful life. The plant is constructed of in-ground steel tanks that are in poor condition, with areas of corrosion and loss of structural integrity. The mechanical and electrical systems are also at the end of their service life and in need of replacement. The proposed project includes replacement of the existing treatment facility in entirety with new technology and concrete tanks appropriate for the wastewater flows and loading characteristics. The new facility shall meet the effluent limits criteria established in the respective DEP and DRBC permits, including new or additional limits that may be imposed during the permitting process. Design phase was authorized in February 2017 and was concluded in late Summer 2018. The DEP Part 2 Water Quality Management Permit was received in March 2018. The project was advertised for bid in August 2018, bids were opened in September 2018, and bids were authorized for award at the October 22, 2018 Board meeting. Construction work mobilized in early 2019 and is anticipated to finish in early 2020. **(No Change)**

11. Suburban Division – SCARP

Since the U.S. Environmental Protection Agency (EPA) lifted the Administrative Order regarding the regional sewer system in March 2019, LCA, the City of Allentown, and other municipalities have continued to work on elements of the Regional Flow Management Strategy that was submitted to both EPA and the Pa. Department of Environmental Protection (DEP) while awaiting further direction from DEP. LCA and the Western Lehigh Sewerage Partnership (WLSPP) installed flow meters throughout the WLSPP service area in early 2019, which will continue until October. In September 2019, Arcadis was authorized to use the flow metering data to recalibrate to hydraulic flow model to allow for updated flow projections and project planning including the evaluation of the Trexlertown Wastewater Storage Facility Project.

Since August 2018, exceptionally high rainfall amounts have caused the system to experience high flows exceeding capacity limits during several months of this time period. In August 2019, DEP has begun communicating with LCA, the City and the other municipalities regarding this high-flow situation, the need for Act 537 planning, and other related matters. A meeting took place in October with DEP and all municipalities to discuss DEP's recommended approach in

addition to remaining tasks in the Regional Flow Management Strategy. A meeting has been scheduled for early November with the KISS Signatories to discuss the DEP requirements.

12. Suburban Division - WLI High Flow Emergency Declaration

LCA began the Emergency Response protocol to deal with the high flows within the Western Lehigh Interceptor (WLI) on November 28, 2018. The Emergency Declaration was presented to and approved by the Board on December 10, 2018, retroactive to November 29, 2018. Through December 28, 2018, the entire Iron Run Trunk Line (IRTL) has been televised from outside the Pretreatment Plant (PTP) down to the confluence with the Breinigsville Line, which is south of Hamilton Boulevard. This area is referred to as Phase 1 and the total distance televised in this reach was 7,115', and includes 93 manholes. In this section, LCA has identified 18 defects within that reach, the majority of which are joint leaks, along with heavy sediment in several areas. Phase 1 is completed. Phase 2 is approximately 99% completed. Phase 3, which includes the mile-long bypass is approximately 99% completed. The bypass system was totally dismantled and removed. Minor grouting and other repairs still need to be finished but that is possible without the use of the bypass system. Phases 2-3 are to be completed by late October. Phases 4-6 have all been CCTV'd now with the exception of a few problematic sections. The end of Phase 6 is Park Pump Station, which was the original endpoint goal of the project. The remaining work for 2019 and planning for 2020 tasks are currently under development.

13. Suburban Division - Lynn Township Corrective Action Plan

Excessive inflow and infiltration (I&I) and high wet-weather flows into the Lynn Township sewer system has been ongoing and increasingly challenging to address. As noted in LCA's monthly operations reports, treatment plant bypasses and sanitary sewer overflows have occurred in this system and must be addressed. On 6/4/19 a meeting was held with DEP, Lynn Township and LCA representatives as a result of a hydraulic overload at the wastewater treatment plant, based on 2018 Chapter 94 Report monthly plant flows. At the meeting, DEP directed LCA to submit an amendment to the pre-existing Corrective Action Plan (originally submitted by Lynn Township Sewer Authority) to include an updated system condition assessment and an outline of steps to be taken to mitigate I/I flows and maintain NPDES permit compliance. Staff have developed Corrective Action Plans (CAPs) that include structural and non-structural initiatives and involves coordination with the host municipality. The framework for the CAPs was shared with the Board in February and are being developed further for submission to DEP. A meeting was held at Lynn Township with DEP in June 2019 to discuss the Lynn Township CAP and Township sewer planning/growth issues, and DEP directed LCA to submit a CAP amendment by the end of August 2019. The CAP amendment contained an updated sewer system condition assessment and a plan to further mitigate I/I flows. Updated CCTV work of the entire system was substantially completed in August 2019, and the inspection data summarized in the CAP amendment will be used to scope a capital repair project. The Lynn Township Board of Supervisors adopted a sewer system rules and regulations ordinance on 9/12/19, which gives LCA the authority to inspect private laterals and facilities for illegal connections and perform follow-up enforcement. **(No Change)**

14. Suburban Division - Heidelberg Heights Sanitary Sewer Rehabilitation Project

High wet-weather flows caused by excessive inflow and infiltration into the sewage collection system have challenged the Heidelberg Heights sanitary sewage system and has been the cause of numerous wastewater treatment plant bypasses over the past two years. This project includes the replacement of approximately 1,100 lf of VCP sewer main and 26 residential sewer laterals to address high priority areas of the system to continue to work toward eliminating leakage. The pre-bid meeting was held on 3/28/19, bids were opened on 4/9/19, and award of bid and construction phase services was requested at the 4/22/19 Board meeting. Construction is anticipated to begin in late Summer 2019. **(No Change)**

15. Suburban Division - Heidelberg Heights Corrective Action Plan

On February 11, 2019, the Pa. Department of Environmental Protection (DEP) submitted a notice of violation to LCA regarding bypasses and permit exceedances at the Heidelberg Heights wastewater treatment plant. As discussed with the LCA Board during several meetings in 2018, this small satellite system is challenged by high groundwater levels and significant infiltration and inflow (I&I) of clear water into the sewer system during rain events. LCA staff met with DEP officials on March 6, 2019 to discuss the problems and, as a result, LCA is preparing a comprehensive corrective action plan (CAP) for submission to DEP by May 5, 2019. A draft of the plan was attached for Board review at the April 22, 2019 Board meeting. The final CAP was submitted to DEP on 4/29/19. The Heidelberg Heights Board of Supervisors approved of the advertisement for adoption of a sewer system rules and regulations ordinance on 9/19/19, which will give LCA the authority to inspect private laterals and facilities for illegal connections and perform follow-up enforcement.

16. Suburban Division – Sand Spring WWTP Upgrade Project Construction

The Sand Spring WWTP was constructed in 1972 by the developer to serve the Sand Spring development, located in the Schnecksville area in North Whitehall Township. Sewer service is provided to approximately 248 apartment units, 8 commercial properties, and an elementary school. Lehigh County Authority (LCA) acquired the system in 2005.

The plant, while meeting effluent limits, has reached the end of its useful life. The plant is constructed of in-ground steel tanks that are in poor condition, with areas of corrosion and loss of structural integrity. The mechanical and electrical systems are also at the end of their service life and in need of replacement. The proposed project includes replacement of the existing treatment facility in entirety with new technology and concrete tanks appropriate for the wastewater flows and loading characteristics. The new facility shall meet the effluent limits criteria established in the respective DEP and DRBC permits, including new or additional limits that may be imposed during the permitting process. Design phase was authorized in February 2017 and final design was delayed due to DEP Part 2 Water Quality Management and NPDES permitting issues. DEP approval of the Water Quality Management Permit was received in late December 2018, the design was finalized in late Spring 2019, and the project was advertised for bid in July 2019. Bids were opened on 8/13/19 and construction phase authorization was approved at the 8/26/19 Board meeting. A pre-construction meeting will be held following execution of contract documents. **(No Change)**

17. Suburban Division - Trexlertown Wastewater Storage Facility

As part of the Western Lehigh service area's Sewer Capacity Assurance & Rehabilitation Program (SCARP), a conveyance capacity "bottleneck" was identified in the Trexlertown area of the Western Lehigh Interceptor, and this area was assigned a high priority due to occurrence of sanitary sewer overflows and basement backups in the vicinity. A parallel interceptor was originally conceived to run approximately from Cetronia Rd to Spring Creek Rd. The concept was modified to focus on providing storage capacity in the system for this area, due to concerns about downstream hydraulic impacts. This project is an interim solution to address local impacts of the system bottleneck, and will become part of the future long-term solution to alleviate regional conveyance capacity challenges. A pre-design feasibility study is to be performed to evaluate various engineering alternatives, including an "in-line" parallel storage tank, conventional concrete tank (flow equalization basin), or a hybrid option. LCA issued a Request for Proposals in August 2019 to four pre-qualified engineering firms. A pre-proposal meeting was held on 9/5/19, and proposals were received on 9/20/19. Following Capital Works review and follow-up telephone interviews, award of the pre-design feasibility study was authorized at the 10/21/19 Board meeting.