

REGULAR MEETING MINUTES

January 10, 2022

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:01 p.m. on Monday, January 10, 2022. Chairman Brian Nagle presiding. The meeting was hybrid via in-person and video and audio advanced communication technology ("ACT"), using the Zoom internet application, including telephone option. Each Board member and other attendees of the meeting were able to hear each other attendee and be heard by each other attendee. The public could also participate in the meeting in-person or via ACT, using the Zoom internet application, including telephone option. A Roll Call of Board members present was taken. Chairman Brian Nagle, Scott Bieber, Richard Bohner, Norma Cusick, Kevin Baker, Linda Rosenfeld, Jeff Morgan and Amir Famili were present for the duration of the meeting.

Solicitor Michael Gaul of KingSpry was present along with Authority Staff, Liesel Gross, Ed Klein, John Parsons, Chris Moughan, Chuck Volk, Susan Sampson, Andrew Moore, Phil DePoe, Lisa Miller, and Todd Marion.

Chairman Nagle announced that the Board received their electronic and hard copies of the Board packet in advance and asked if anyone did not receive their copy of the packet. A copy of the packet is also available online.

REVIEW OF AGENDA

Liesel Gross announced that there are no changes to the agenda, but she will provide an update on staffing impacts related to the COVID-19 pandemic under Staff Comments. No Executive Session is planned.

APPROVAL OF MINUTES

December 13, 2021 Meeting Minutes

Richard Bohner noted a spelling error. On a motion by Richard Bohner, seconded by Linda Rosenfeld, the Board approved the minutes of the December 13, 2021 Board meeting as corrected (7-0). Jeff Morgan abstained.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Allentown Division – Water Filtration Plant & System Master Plan (Approval)

Ted Lyons joined the meeting at 12:14 p.m. during this discussion.

Phil DePoe gave a presentation regarding the Water Filtration Plant Master Plan. The Allentown Concession and Lease Agreement requires the Master Plan be updated every five years. The last Master Plan was completed in 2017, and this project will be an update to the 2017 Plan. To complete this Master Plan update, three tasks will be performed: Task 1 – Condition Assessment; Task 2 – Process Evaluation; and Task 3 – Capital Plan.

Task 1 will establish a baseline for all the water assets by evaluating the performance and physical condition of the assets, estimating their remaining useful life, and assigning a risk score for each asset. A summary of recommended improvements for each asset will be provided for 0-10 years, 10-25 years and 25-50 years.

Task 2 is to identify existing and potential future process limitations and methods to optimize current operations. A comprehensive operational and water quality evaluation was conducted in 2016 and these findings will be reviewed to determine whether there have been significant changes since 2016. The Lead and Copper Rule Revision will be discussed in Task 2.

Task 3 will incorporate results from Task 1 and 2 to develop a prioritized Capital Improvement Plan that will include the preparation of opinions of probable project costs. The three main deliverables for this task include schedule and project costs, project descriptions, and a summary of anticipated permits per project.

Mr. DePoe is asking for authorization to have Arcadis complete the update since they completed the original Master Plan in 2017 and have intimate knowledge of the Water Filtration Plant. After this update, it is recommended to conduct a full Request for Proposal process for the development of the Master Plan that will be due in 2027. The 2022 plan is expected to be complete in July or August of 2022.

Scott Bieber asked if the piping that delivers the water to and from the reservoirs is included in this plan. Mr. DePoe said the piping is not included in the plan and is dealt with separately through the pipeline assessment program that supports the annual water main replacement program. Amir Famili asked how successful the Authority was in implementing the previous Master Plan recommendations. Mr. DePoe explained that the previous Master Plan offered project recommendations that have been followed to a certain degree, although the Authority faced financial constraints within the prior five years that limited its ability to fully implement the projects. Liesel Gross added that the water Master Plan was used extensively, in conjunction with the sewer system Master Plan, to create the project prioritization process that is used in the development of the annual capital plan and budget. Mr. Famili asked if the Authority was surprised with any unexpected costs for the projects that were implemented. Mr. DePoe said there were none. Jeff Morgan asked how the water tanks' condition would be assessed, since gaining access can be difficult. Mr. DePoe explained that the water reservoirs are included in the Master Plan and they are inspected every five years as part of an operating contract with a firm that specializes in this type of under-water inspection.

On a motion by Linda Rosenfeld, seconded by Jeff Morgan, the Board approved the Capital Plan Authorization for preparation of the Water Filtration Plant Master Plan in the amount of \$110,000.00 which included the Professional Services Authorization to Arcadis in the amount of \$85,000.00 (9-0).

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross reviewed the report and noted there are no additional agenda items listed for January. Therefore, she will coordinate the potential of cancelling the January 24 meeting with the Chairman. Also, the 2020 Audit and Financial statements have been received from the Pennsylvania Municipal Retirement System and the Authority's audit was completed by the end of the year. The Authority's auditors will be scheduled to present the audit and financial statements to the Board in February. Ms. Gross also noted that the Staff will be working on reformatting the monthly reports to the Board. Chairman Nagle suggested a cover sheet noting which projects have changed from the prior month. Ted Lyons asked how other Authorities' Board reports are formatted, and whether there are best

practices that could be followed. Ms. Gross said that there does not appear to be a standard among the other Authorities' Board reports she has reviewed. The Staff will work on consolidating the information in the current report into a simpler format that is easier to review. Chairman Nagle asked that the Board provide Ms. Gross with any comments or suggestions.

STAFF COMMENTS

Liesel Gross updated the Board on how the Authority workforce has been impacted by the COVID-19 pandemic. She noted that there have been a high number of employee absences due to exposure to the virus, although actual illnesses have been much less, and no severe illnesses. Technology remains in place to allow some employees to work from home, which has helped to deal with some of the absences. To provide additional protection for field service employees, the Authority has re-implemented its prior policy to limit customer service field visits to emergency work only. She notes that most meetings are being moved to a virtual setting to further limit exposure within the workplace.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

EXECUTIVE SESSION

None.

Scott Bieber asked about the project status of Buss Acres regarding the pump station and wells. Chuck Volk said the project is complete. Final restoration is complete, and the upgraded facility has been started up and tested. Closeout is expected within one month.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 12:41 p.m.

Richard Bohner
Secretary