

REGULAR MEETING MINUTES

April 11, 2022

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:01 p.m. on Monday, April 11, 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. Brian Nagle, Richard Bohner, Norma Cusick, 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, Chris Moughan, Chuck Volk, Susan Sampson, Andrew Moore, Phil DePoe, Mark Bowen, Lisa Miller, Todd Marion, and Ed Hoyle.

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 and no Executive Sessions planned. There will be two items under Staff Comments.

APPROVAL OF MINUTES

March 28, 2022 Meeting Minutes

Richard Bohner noted a grammatical error. On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of the March 28, 2022 Board meeting as corrected (5-0).

Chairman Nagle noted there was a question asked about the length of the minutes and if the Board preferred a shorter version of them. He then asked if any comments were received. Liesel Gross reported that she received comments from four Board members suggesting that a shorter version of the minutes would be preferred. Solicitor Gaul commented that the Authority is required to follow the Sunshine Act regarding the preparation of the minutes, but the requirements in the Act are somewhat limited. The Act requires the meeting minutes include the date, time, and place of the meeting, names of members present, substance of all official actions taken such as motions or resolutions, and the substance of any citizen testimony provided. Solicitor Gaul suggested trying to abbreviate the minutes and soliciting additional feedback from the Board. Some discussion followed

Ted Lyons entered the meeting at 12:11 p.m.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

LCA Enterprise Resource Planning (ERP) Needs Assessment & Roadmap

Liesel Gross provided background on the current ERP software in place and the challenges faced when trying to implement process improvement, system integration, or enhanced financial reporting. The staff would like to explore whether the current system can be fixed or if it needs to be reimplemented or replaced. A consultant to support business process review and technology needs would be beneficial to this review. She recommended moving forward with the work using Raftelis, with details provided in the Board agenda packet. A Professional Services Authorization is being requested in the amount of \$61,025.00. Ms. Gross noted the cost is not included in the 2022 Budget but would be offset by lower personnel costs due to eliminating the proposed process improvement staff member. She noted that this project may evolve into a more significant investment in the future if the study reveals the need to reimplement or replace the existing ERP system. Some discussion followed regarding the Authority's need for this project and the availability of other software systems that might meet those needs.

On a motion by Norma Cusick, seconded by Amir Famili, the Board approved the Professional Services Authorization to Raftelis in the amount of \$61,025.00 (6-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes
Richard Bohner – yes
Norma Cusick – yes
Ted Lyons – yes
Jeff Morgan – yes
Amir Famili – yes

2023-2027 Capital Plan – Allentown Division – Preliminary Plan

Liesel Gross noted that there is a memo that was included in the packet regarding revised pages to the Suburban Division 2023-2027 Capital Plan. This is not for discussion today, but these revisions have been incorporated into the preliminary plan that has been distributed for public comment.

Chuck Volk reminded everyone of the Authority's capital planning and approval process, including the public comment period that starts today. Final approval of the plans is expected at the May 23, 2022 Board meeting. Mr. Volk then gave a presentation of the preliminary draft of the 2023-2027 Allentown Division Capital Plan. The water system plan includes various annual water projects, annual water main replacements, water studies, and various larger projects including reservoir rehabilitation and filter upgrades at the water filtration plant. The wastewater system plan includes various annual wastewater projects, projects funded by the City of Allentown to meet requirements of the Administrative Order (AO), and various larger projects including electrical substation replacement and improvements of the main and auxiliary pump stations.

Ed Klein reviewed the financial analysis for the Allentown Division Capital Plan, noting that there will not be any borrowing needed to fund the capital projects listed in the plan. He highlighted \$4.1 million expected to be granted from the City of Allentown's American Rescue Plan Act funds, and \$2.1 million in reimbursements from the City for the AO projects.

Chairman Nagle thanked Mr. Volk for the detailed presentation of the projects.

Brian Chamberlain, City of Allentown Compliance Office, commented that the City will be reviewing the plans and will provide comments. Liesel Gross concluded that any comments received will be shared with the Board at the May 23, 2022 meeting.

Large Diameter Valve Prioritization Program

Chris Moughan reviewed the project that was included in the Authority's 2022-2027 Strategic Plan to develop a prioritization plan to guide the maintenance, replacement, and renewals of water system valves sized 16-inch and larger with the Allentown Division water system. The program will provide benefits by proactively addressing the operation of critical valves to minimize customer service outages and reactive maintenance costs when the valves are needed for routine and emergency use. To begin this work, Gannett Fleming has been selected to evaluate the valves and develop the prioritization program. Some discussion followed regarding the current valve maintenance program and the importance of the program to ensure service reliability in the event of a large water main break.

On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the Capital Project Authorization in the amount of \$78,600.00 which includes the Professional Services Authorization to Gannett Fleming in the amount of \$58,600.00 (6-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes
Richard Bohner – yes
Norma Cusick – yes
Ted Lyons – yes
Jeff Morgan – yes
Amir Famili – yes

Suburban Division – Far View Farms Pump Station Demolition

Chuck Volk gave an overview of the project to abandon the Far View Farms well station in Upper Milford Township following the completion of the Kohler Tract Pumping Station. The pump station is now providing service to the area and the old well station and associated facilities are no longer needed. In order to dispose of the property through a land sale, the facilities must be properly demolished. Ed Hoyle reviewed the bid summary noting that only one bid was received and was below the engineer's estimate. The contractor's references were checked. Once the facility demolition is complete, authorization to sell the property will be requested. Discussion followed regarding potential sale or uses of the property as well as job scope review in light of the bid coming in below the engineer's estimate.

On a motion by Norma Cusick, seconded by Richard Bohner, the Board approved the Capital Project Authorization for the Construction Phase in the amount of \$143,500.00 which includes the Contract Award for the Construction Phase to BrightFields, Inc. in the amount of \$115,500.00 (6-0)

A roll call vote was taken with the following votes cast:

Brian Nagle – yes
Richard Bohner – yes
Norma Cusick – yes
Ted Lyons – yes

Jeff Morgan – yes
Amir Famili – yes

City of Allentown: 2022 Nighttime Weiring

Phil DePoe gave an overview of the project noting that it is similar to the Western Lehigh Service Area weiring project reviewed at a prior Board meeting. Arcadis will conduct a nighttime weiring study for approximately 180 miles of sanitary sewer pipe to help identify specific neighborhoods contributing to high levels of groundwater infiltration in the City of Allentown sewer system. The work will occur in the Spring providing a short time to prepare the necessary Source Reduction Plans (SRPs) by August of 2022. This is the first time the nighttime weiring has been performed in the City of Allentown. Board discussion followed regarding the process to remove inflow and infiltration from the municipal sewer systems and how this work aligns with the overall plan to develop the Act 537 Plan for the region.

On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the Capital Project Authorization for the Allentown Division 2022 Nighttime Weiring for \$241,000.00 which includes the Professional Services Authorization to Arcadis for in the amount of \$211,000.00 (6-0).

A roll call vote was taken with the following votes cast:

Brian Nagle – yes
Richard Bohner – yes
Norma Cusick – yes
Ted Lyons – yes
Jeff Morgan – yes
Amir Famili – yes

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross highlighted items scheduled for the next meeting in April along with project updates provided in the report.

STAFF COMMENTS

Liesel Gross reminded the Board and Staff that Statement of Financial Interest and Conflict of Interest forms are due to Lisa Miller by May 1, 2022.

Ms. Gross provided information to the Board regarding a possible emergency water system interconnection with South Whitehall Township. A map of the area was provided, and Ms. Gross highlighted an upcoming project to rehabilitate Reservoir 1, which will require back-up emergency water supply for the Upper System portion of the Authority's Central Lehigh Division. An emergency interconnection with the Township would meet this need, and discussions are under way with the Township. She noted that South Whitehall Township has been supportive and a "good neighbor" with the Authority. The next steps include finalizing design and permitting review and development of an interconnection agreement between the Authority and the Township.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:31 p.m.

Richard Bohner
Secretary