



**LCA Main Office:**  
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**Agendas & Minutes Posted:**  
[www.lehighcountyauthority.org](http://www.lehighcountyauthority.org)

## LEHIGH COUNTY AUTHORITY

Published: August 1, 2022

### BOARD MEETING AGENDA – August 8, 2022 – 12:00 p.m.

**In-Person or Virtual Meeting Attendance Options Available:** Meetings of the LCA Board of Directors will be held at LCA's Main Office as well as online using the Zoom Meetings application, which includes a telephone option. Public participation is welcomed both in-person or virtually. Instructions for joining the meeting online or by phone are posted on the LCA website in the morning on the day of the meeting, prior to the start of each meeting. You may also issue comment to LCA via email to [LCABoard@lehighcountyauthority.org](mailto:LCABoard@lehighcountyauthority.org) in advance of any meeting or view the meeting at a later time by visiting the LCA website. Please visit <https://www.lehighcountyauthority.org/about/lca-board-meeting-videos/> for specific instructions to join the meeting if you are attending virtually. If attending in-person at LCA's Main Office, please follow all safety and sanitation protocols posted.

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](http://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

- Additions to Agenda (vote required if action will be taken)

3. Approval of Minutes

- *July 25, 2022 Board meeting minutes*

4. Public Comments

5. Action / Discussion Items:

**FINANCE AND ADMINISTRATION**

- *LCA Enterprise Resource Planning (ERP) Needs Assessment & Roadmap (Discussion)*

**WATER**

**WASTEWATER**

- *KISS System Modeling – 2021 Model Expansion and Calibration (Discussion)*

6. Monthly Project Updates / Information Items (1<sup>st</sup> Board meeting per month) (digital Board packet, pages 7 - 13) – **August report attached**

7. Monthly Financial Review (2<sup>nd</sup> Board meeting per month) (digital Board packet, pages)

8. Monthly System Operations Overview (2<sup>nd</sup> Board meeting per month) (digital Board packet, page)

9. Staff Comments

10. Solicitor's Comments

- 11. Public Comments / Other Comments
- 12. Executive Sessions
- 13. Adjournment

<b>UPCOMING BOARD MEETINGS</b>		
August 22, 2022	September 12, 2022	September 19, 2022

**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 July 25, 2022

*Notice of Preparation of Authority Meeting Minutes: Authority staff who are in attendance at each Authority Board meeting prepare a draft of the Minutes, which are subsequently distributed to all Board members for review. Board members may offer corrections prior to a vote of the full Board of Directors to approve the Minutes.*

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, July 25, 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, Scott Bieber, Richard Bohner, Norma Cusick, Ted Lyons, Kevin Baker, Linda Rosenfeld, and Jeff Morgan were present for the duration of the meeting.

Attorney Kent Herman of the KingSpry law firm, Authority Solicitor, was present along with Authority Staff, Liesel Gross, Ed Klein, Chris Moughan, Andrew Moore, Phil DePoe, Susan Sampson, Mark Bowen, and Lisa Miller.

Chairman Nagle announced that the Authority received the Government Finance Officers Association Certificate of Achievement for excellence in financial reporting for the 37<sup>th</sup> year in a row. The Board thanked Ed Klein and his staff for a job well done. Andrew Moore received an award from Pennsylvania Water Environment Association for excellence in running the industrial pretreatment program. The Water Filtration Plant also received a Director's award from the American Water Works Association for 15 years of participation in the Partnership for Safe Water program for operating the plant at a level that exceeds regulatory requirements.

Amir Famili entered the meeting at 12:02 p.m.

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; however, there will be an Executive Session at the close of the regular meeting to discuss personnel.

### **APPROVAL OF MINUTES**

#### **July 11, 2022 Meeting Minutes**

Richard Bohner suggested a minor correction. On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of the July 11, 2022 Board meeting as corrected (7-0). Ted Lyons and Scott Bieber abstained.

### **PUBLIC COMMENTS**

None.

**ACTION AND DISCUSSION ITEMS****Resolution No. 7-2022-1: Suburban Water Division Financing**

Chris Gibbons from Concord Public Financial Advisors, Inc. gave a brief presentation regarding Resolution No. 7-2022-1 to authorize borrowing \$12,255,000.00 through a Water Revenue Bond, Series 2022 for the Suburban Water Division. A request for proposals for the financing was issued, and Concord reviewed options for a bank loan or a bond issue to determine the best financing option for the Authority. Fulton Bank's proposal is recommended to be approved, as it provides favorable terms and lower interest rates than are currently available on the bond market. Mr. Gibbons reviewed the proposed debt service schedule and explained the approach to scheduling interest-only payments during the first half of the repayment schedule, to allow for other Authority bonds to be paid. There was some discussion regarding interest rates and the terms of the proposed bank loan. Ed Klein commented that the proposed three-year drawdown on the loan was derived from the Authority's current capital plan.

On a motion by Linda Rosenfeld, seconded by Ted Lyons, the Board approved Resolution No. 7-2022-1 authorizing the issuance of Water Revenue Bond, 2022 Series for the Suburban Water Division in the amount of \$12,255,00.00 (9-0).

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

Brian Nagle – yes  
Scott Bieber – yes  
Richard Bohner – yes  
Norma Cusick – yes  
Ted Lyons – yes  
Kevin Baker – yes  
Linda Rosenfeld – yes  
Jeff Morgan – yes  
Amir Famili – yes

**LCA Strategic Plan – 2022 Quarterly Progress Reporting**

Liesel Gross gave a presentation on the Authority's progress on strategic initiatives during the second quarter of 2022. She gave an overview of the 2022-2027 Strategic Plan and focused the remainder of the presentation on priority areas related to asset management and process improvement.

Ms. Gross explained that the focus for the Authority's asset management program in 2022 is to (1) build the foundation of the program by developing a multi-year implementation plan and (2) begin the work necessary to track all maintenance activities in a standard computerized maintenance management system (CMMS). An internal team has begun the work necessary to develop the implementation plan, but work has stalled due to having limited internal capacity to focus on developing key program definitions such as defining an asset and the required level of service and standardizing the risk and asset condition scoring method to be used. Therefore, hiring a Director of Engineering & Asset Management to assist with this process will be beneficial to move the plan forward. Some external resources will also be required to facilitate the progress. A request for proposals is being developed and a consultant authorization will be brought before the Board later this year. There was some discussion regarding the process for defining and managing assets.

Regarding the strategic priority related to process improvement, Ms. Gross explained that the focus for 2022 is to (1) assess the Authority's enterprise resource planning (ERP) software, Munis, and (2) decide the next steps needed to enhance the functionality of the system, including integrations with other systems such as the CMMS discussed earlier. Raffelis was hired to complete the needs assessment and will present a summary of the results at the Board's August 8<sup>th</sup> meeting. Based on the most recent staff review, the solution will involve a detailed business process review period, followed by a full re-implementation of the Munis software, to better align with the Authority's current needs. The project is expected to cost about \$1.5 million and will be a major focus for the staff in 2023.

There was some additional discussion regarding the benefits of continuing to use Munis and the detailed process that will be required to complete the re-implementation of the system.

### **MONTHLY FINANCIAL REVIEW**

Ed Klein gave an overview of the June 2022 financial statements, highlighting variances between actual expenses and budgeted or forecasted expenses. There was some Board discussion regarding the impact of the new Suburban Water financing on the rate structure.

### **MONTHLY SYSTEM OPERATIONS OVERVIEW**

Andrew Moore reviewed highlights of the June 2022 report, noting that there was an increase in water production in June due to increasing temperatures, along with increased sewer flows in all service areas. He also reviewed the sewer overflows and boil advisories that occurred in June as outlined in the report. Chris Moughan reported on the Authority's response to an incident of damage to a 36" steel water main. The damage was caused by a contractor during construction on the Lehigh Street bridge in Allentown. The Board asked for an update on Sands Springs wastewater treatment plant performance. Mr. Moore reported that the plant continues to receive elevated flows from the system, and staff have been unable to determine where the extra flow is coming from. This has resulted in continued difficulty meeting permit requirements.

### **STAFF COMMENTS**

None.

### **SOLICITOR'S COMMENTS**

None.

### **PUBLIC COMMENTS / OTHER COMMENTS**

None.

### **EXECUTIVE SESSION**

There will be an Executive Session after the regular meeting to discuss personnel matters.

### **ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 1:34 p.m.

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Richard Bohner  
Secretary

# Lehigh County Authority – Monthly Report to Board of Directors

## Upcoming Board Agenda Items & Project Updates – August 2022

Published: August 1, 2022

### ***PART 1 – Upcoming Agenda Items – Action & Discussion Items***

#### **FINANCE & ADMINISTRATION**

**Project Title: LCA Enterprise Resource Planning (ERP) Needs Assessment & Roadmap**

Division / Funding: Internal Services

Board Action Date: 8/8/2022

Status or Action Desired: Discussion

Project Phase: Planning Phase

Project Notes: Within the recently adopted 2022-2027 Strategic Plan, LCA has identified the need to improve its administrative and financial processes to eliminate paper-based and spreadsheet-based processes, improve reporting accuracy and efficiency, and provide greater opportunity for process optimization, automation and self-service access for employees and customers. A key component of this initiative is to evaluate the configuration and use of the Enterprise Resource Planning (ERP) system currently in place to determine if the system can meet LCA's needs. At the April 11, 2022 Board meeting, approval was granted for a professional services authorization for Raftelis to assist with this evaluation and needs analysis. The needs analysis was completed in July, and Raftelis will present its findings to the Board at the August 8, 2022 meeting. Staff Responsibility: Liesel Gross

**Project Title: Monthly Financial Review**

Division / Funding: n/a

Board Action Date: 8/22/2022

Status or Action Desired: Discussion

Project Phase: n/a

Project Notes: July 2022 monthly financial report will be presented. Staff Responsibility: Ed Klein

**Project Title: LCA Tapping Fee Policy Update & Suburban Water Division Tapping Fees**

Division / Funding: Suburban Division

Board Action Date: 8/22/2022

Status or Action Desired: Approval

Project Phase: n/a

Project Notes: Following detailed review of LCA's Suburban Division water tapping fees, the current Tapping Fee Policy, and associated policy documents, it was determined that a more comprehensive internal review is required to ensure updated procedures are documented. At the August 22, 2022 meeting, staff will present draft updated policy documents and Resolution 8-2022-1 for the adoption of updated Suburban Water tapping fees. Staff Responsibility: Liesel Gross & Ed Klein

## SYSTEM OPERATIONS

**Project Title: Monthly Operations Report**

Division / Funding: n/a

Board Action Date: 8/22/2022

Status or Action Desired: Discussion

Project Phase: n/a

Project Notes: July 2022 monthly operations report will be presented. Staff Responsibility: Andrew Moore & Chris Moughan

## WATER PROJECTS

**Project Title: Water Main Replacement Program Cycles 7 & 8**

Division / Funding: Allentown Division

Board Action Date: 8/22/2022

Status or Action Desired: Approval

Project Phase: Design

Project Notes: LCA Staff has negotiated a price to renew our Professional Services Agreement with Gannett Fleming, Inc. to provide design and bid phase services for the next two cycles (7 & 8) of water main replacements in the Allentown Division. Through the Lease Agreement with the City of Allentown, as amended in 2020, LCA is required to replace a total of four miles of water main during the period of 2021 through 2024. Approximately one mile of water main replacement has been completed annually in 2021 and 2022, and cycles 7 and 8 would be designed to complete the Lease requirement thorough 2024. LCA Staff and Gannett Fleming have established a cooperative working relationship with the City Compliance Office, City Engineering and Streets departments for Cycles 1 through 6 of the main replacements. This project will be funded by the LCA Allentown Division and has been approved by the City as a Major Capital Improvement. Board approval for the Design Phase for Cycles 7 & 8 will be requested at the 8/22/22 Board meeting. Staff Responsibility: Jason Peters

## WASTEWATER PROJECTS

**Project Title: KISS System Modeling - Hydraulic Model Expansion and Calibration**

Division / Funding: City of Allentown (AO)

Board Action Date: 8/8/2022

Status or Action Desired: Discussion

Project Phase: Planning Phase

Project Notes: Calibration of the Kline's Island Sewer System (KISS) hydraulic model to current flow characteristics will aid in the identification and evaluation of regional alternatives for both treatment and conveyance improvements through the year 2050, which is the current Act 537 planning horizon. The result of this work will be a comprehensive, calibrated sewer model for the entire KISS system using 2021 temporary meter flow data and rainfall data. On February 22, 2021, Board approval was granted for this next phase of Act 537 planning efforts. The model was fully calibrated by June 2022. Upon completion of the modeling calibration, a preliminary screening of alternatives will occur in the second half of 2022. Arcadis will provide a brief overview of the model's strengths and weaknesses at the August 8, 2022 Board Meeting. Staff Responsibility: Phil DePoe



## **PART 2 – Project Updates – Information Items**

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**Project Title: Water Main Replacement Program Cycle 6**

Division / Funding: Suburban Division

Status or Action Desired: Updated

Board Action Date: n/a

Project Phase: Design Phase

Project Notes: The project is for the annual replacement of 1 mile of aged and/or failing water mains in multiple locations throughout the Suburban Division, based on the design engineer's risk prioritization protocol. The design engineer (Gannett Fleming) has finished the prioritization of the Cycle 6 main replacements after receiving approval from LCA staff. Currently the design engineer has begun survey and design efforts with an authorization for the construction phase to be requested at the September 5, 2022 Board meeting. Staff Responsibility: Jason Peters

**Project Title: Heidelberg Heights 2021 and 2022 Sanitary Sewer Replacement Project**

Division / Funding: Suburban Division

Status or Action Desired: Updated

Board Action Date: n/a

Project Phase: Construction Phase

Project Notes: In accordance with the Consent Order and Agreement (CO&A) executed by LCA and DEP, LCA is required to complete annual inflow and infiltration mitigation projects to eliminate hydraulic overloads and bypass events at the Heidelberg Heights Wastewater Treatment plant. The CO&A requires that all original vitrified clay sewer main and lateral pipe be replaced within five years. The combined 2021/2022 sewer replacement project was advertised for bid on 8/24/2021. Bids were opened on 9/15/2021, and construction phase authorization was granted at the 9/27/2021 Board meeting. Phase 1 of the project was substantially completed by the end of 2021, and Phase 2 construction commenced in early 2022 and was closed out in Spring 2022. As authorized by the Board at the July 11, 2022, private side investigation will commence late August to early September 2022 with corrective actions starting in 2023. The final sewer main replacement project will be bid in early 2023 as well. Staff Responsibility: Jason Peters

**Project Title: Kline's Island WWTP: Wet Weather Capacity Enhancements**

Division / Funding: Allentown Division

Status or Action Desired: NEW

Board Action Date: n/a

Project Phase: Preliminary Design

Project Notes: This project was identified in a 2020 study entitled "Evaluation in Peak Flow Capacity" performed for the City to evaluate alternatives to increase wet weather capacity at KIWWTP in accordance with regional Act 537 planning. The project will eliminate a hydraulic bottleneck and consists of a gravity tertiary bypass around the Intermediate Settling Tanks and Rock Media Trickling Filters to divert treated flow from the Plastic Media Trickling Filters directly to the final clarifiers. The project is currently in preliminary design phase. Staff Responsibility: Bryan Geissel

**PART 3 – Open Project List – No Updates**

<b>Project Category</b>	<b>Project Title</b>	<b>Division / Funding</b>	<b>Project Phase</b>	<b>Staff Responsibility</b>
Finance & Administration	LCA Strategic Plan - 2022 Quarterly Progress Reporting	n/a	n/a	Liesel Gross
Finance & Administration	LCA-South Whitehall Township Emergency Water System Interconnection	Suburban Division	Project Closeout	Phil DePoe
System Operations	Large Diameter Valve Prioritization Program	Allentown Division	Planning Phase	Chris Moughan
System Operations	Suburban Water Facilities - SCADA System Upgrade	Suburban Division	Construction Phase	Chris Moughan
System Operations	Watershed Monitoring Program	Suburban Division	Ongoing	Andrew Moore
Water - Suburban	Arcadia West Water Storage Tank Replacement	Suburban Division	Project Closeout	Amy Kunkel
Water - Suburban	Fixed Base Meter Reading Stations	Suburban Division	Planning Phase	Amy Kunkel
Water - Suburban	2022 Commercial Meter Replacement Project	Suburban Division	Construction Phase	Amy Kunkel
Water - Suburban	Far View Farms Pump Station Demolition	Suburban Division	Construction Phase	Ed Hoyle
Water - Suburban	Upper System Pump Station and Main Extension	Suburban Division	Design Phase	Ed Hoyle
Water - Suburban	Central Lehigh and North Whitehall Systems – Water Supply Study	Suburban Division	Planning Phase	Phil DePoe
Water - Allentown	Water Main Replacement Program Cycle 6	Allentown Division	Construction Phase	Jason Peters
Water - Allentown	SmartBall Inspection - 30" and 36" Transmission Main - East Side	Allentown Division	Planning Phase	Chris Moughan
Water - Allentown	Water Filtration Plant: Filter Upgrade Project	Allentown Division	Design Phase	Chuck Volk
Water - Allentown	Water Filtration Plant: 2022 Indenture Upgrades	Allentown Division	Construction Phase	Bryan Geissel

<b>Project Category</b>	<b>Project Title</b>	<b>Division / Funding</b>	<b>Project Phase</b>	<b>Staff Responsibility</b>
Water - Allentown	Water Filtration Plant: Filter Upgrade Project	Allentown Division	Preliminary Design	Chuck Volk
Water - Allentown	Water Filtration Plant: High Lift Pump VFD Replacements	Allentown Division	Construction Phase	Chuck Volk
Water - Allentown	Water Filtration Plant & System Master Plan	Allentown Division	Planning Phase	Phil DePoe
Sewer - Act 537	Sanitary Sewer Collection System: Rain Derived Inflow and Infiltration (RDII) Analysis - Signatory Systems	Allentown Division	Project Closeout	Phil DePoe
Sewer - Act 537	KISS System Modeling - Capacity Problem Definition	City of Allentown (AO)	Planning Phase	Phil DePoe
Sewer - Act 537	KISS System Modeling - Rain Derived Inflow and Infiltration (RDII) Analysis - City System	City of Allentown (AO)	Project Closeout	Phil DePoe
Sewer - Act 537	City of Allentown: 2022 Nighttime Weiring	City of Allentown (AO)	Project Closeout	Phil DePoe
Sewer - Act 537	KIWWTP - Wet Weather Treatment Options	City of Allentown (AO)	Planning Phase	Phil DePoe
Sewer - Act 537	Regional Sewer Capacity & Wet-Weather Planning - Regional Act 537 Plan Preparation	City of Allentown (AO)	Planning Phase	Phil DePoe
Sewer - Act 537	Kline's Island WWTP: Phase 1 AO Design Improvements	City of Allentown (AO)	On Hold	Phil DePoe
Sewer - Act 537	KISS System Modeling - Sewage Billing Meter QA/QC Data Analytics and 2021 Flow Metering Preparation	City of Allentown (AO)	Planning Phase	Phil DePoe
Sewer - Act 537	Resolution 6-2022-1: Trexlertown Act 537 Special Study	Suburban Division	Planning Phase	Phil DePoe
Sewer - Act 537	Regional Sewer Capacity & Wet-Weather Planning: Engineering & Program Support	Suburban Division	Planning Phase	Phil DePoe
Sewer - Act 537	Upper Western Lehigh Pump Station and Force Main	Suburban Division	Design Phase	Amy Kunkel
Sewer - Act 537	Western Lehigh Service Area: 2022 Nighttime Weiring & Budget Amendment	Suburban Division	Project Closeout	Phil DePoe

<b>Project Category</b>	<b>Project Title</b>	<b>Division / Funding</b>	<b>Project Phase</b>	<b>Staff Responsibility</b>
Sewer - Act 537	Western Lehigh Service Area: 2020 Sewer Modeling	Suburban Division	Project Closeout	Phil DePoe
Sewer - Act 537	Western Lehigh Service Area - Engineering & Program Support	Suburban Division	Planning Phase	Phil DePoe
Sewer - Act 537	Industrial Pretreatment Plant Master Plan	Suburban Division	Planning Phase	Phil DePoe
Sewer - Suburban	Heidelberg Heights Wastewater Treatment Plant - Mechanical Screen Project	Suburban Division	Design Phase	Chuck Volk
Sewer - Suburban	Heidelberg Heights Sanitary Sewer Consent Order & Agreement	Suburban Division	Planning Phase	Chuck Volk
Sewer - Suburban	Lynn Township Corrective Action Plan	Suburban Division	Ongoing	Jason Peters
Sewer - Suburban	Park Pump Station Phase 2 Upgrade	Suburban Division	Construction Phase	Chuck Volk
Sewer - Suburban	Western Lehigh Manhole Rehabilitation Project - Phase 3	Suburban Division	Design Phase	Jason Peters
Sewer - Allentown	Kline's Island WWTP: 2022 Indenture Upgrades	Allentown Division	Construction Phase	Bryan Geissel
Sewer - Allentown	Kline's Island WWTP: Dechlorination System Pilot Program	Allentown Division	Preliminary Design	Bryan Geissel
Sewer - Allentown	KIWWTP Primary Digester No. 1 Cleaning	Allentown Division	Construction Phase	Bryan Geissel
Sewer - Allentown	Kline's Island WWTP: Sludge Thickener Tank No. 3 Mechanical Upgrade	Allentown Division	Construction Phase	Bryan Geissel
Sewer - Allentown	Kline's Island WWTP: Main and Auxiliary Pump Station Improvements	Allentown Division	Preliminary Design	Chuck Volk
Sewer - Allentown	Kline's Island WWTP: Intermediate Pump Station Improvements	Allentown Division	Preliminary Design	Chuck Volk
Sewer - Allentown	Kline's Island WWTP: Solids Process Boiler and HVAC System Upgrade Project	Allentown Division	Design Phase	Bryan Geissel
Sewer - Allentown	Lehigh Street (Rte. 145) Water and Sewer Main Relocation Project	Allentown Division	Construction Phase	Jason Peters

<b>Project Category</b>	<b>Project Title</b>	<b>Division / Funding</b>	<b>Project Phase</b>	<b>Staff Responsibility</b>
Sewer - Allentown	Sanitary Sewer Collection System: I&I Source Reduction Program Plan (Year 3)	City of Allentown (AO)	Construction Phase	Phil DePoe