

REGULAR MEETING MINUTES

August 8, 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 12:01 p.m. on Monday, August 8, 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, Kevin Baker, Linda Rosenfeld, Norma Cusick, and Jeff Morgan 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, Andrew Moore, Phil DePoe, Susan Sampson, and Lisa Miller.

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 Session is planned.

APPROVAL OF MINUTES

July 25, 2022, Meeting Minutes

On a motion by Richard Bohner, seconded by Linda Rosenfeld, the Board approved the minutes of the July 25, 2022, Board meeting as written (6-0).

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

LCA Enterprise Resource Planning (ERP) Needs Assessment & Roadmap

Liesel Gross introduced Doug Spiers of Raftelis, the principal consultant who assisted with the Authority's assessment of its needs related to its Enterprise Resource Planning (ERP) software. The Authority is currently using Munis as its ERP software. The Authority sought a third-party review of the software's effectiveness and the Authority's use of the tools provided for financial and other administrative processes. The goal of the project was to develop a roadmap or path forward for process improvement, utilizing the existing Munis system or other systems to meet the Authority's needs. Mr. Spiers provided a brief presentation highlighting the current system strengths, weaknesses, and desired improvements. The recommended solution to meet the Authority's needs

is to continue to use the Munis ERP system, but to optimize its functionality through reconfiguration and the implementation of additional modules, which will increase the system's efficiency and functionality. This approach will allow for improved business processes, reporting transparency, and increased customer access through self-service tools. The project timeline was reviewed. Mr. Spiers highlighted the staff commitment needed to implement the project, which may require alternative or temporary staffing during the project schedule.

There was some discussion about the staffing arrangement and the practicality of hiring temporary staff to support the project. Liesel Gross noted that the 2023 Budget will include implementation costs, including staff support for this project. Additional discussion followed regarding the need for software customization versus using "off the shelf" functionality of the system. Chris Moughan and Mr. Spiers explained that the only customization planned for this project would be the configuration of Authority-specific accounting codes.

KISS System Modeling – 2021 Model Expansion and Calibration

Jim Shelton and Alexandra King from Arcadis were present and gave a presentation and overview of the Kline's Island Sewer System (KISS) hydraulic model calibration process. The model is a digital twin of the sewer system. The model incorporates physical attributes of the system and sewage flow characteristics. The model can be used to analyze how the system is currently performing and to predict future performance. Mr. Shelton explained the model's strengths and weaknesses, noting that the flow monitoring work completed in 2021 provided excellent data for the model calibration. The model is less accurate in predicting industrial flows and peak flows related to stream inundation during severe flooding events.

Mr. Shelton then explained the process to identify storm events that occurred between the year 2000 and 2021, for the purposes of further analyzing the alternatives that are being evaluated for the regional Act 537 Plan. He reviewed a lengthy list of potential alternatives that will be evaluated to provide long-term wastewater treatment and conveyance capacity for the KISS municipalities. Having specific storm events identified to use in the model will make the analysis more efficient. Once a final set of alternatives is selected, the model will be run using 24 years of weather data to determine future system performance. He also reviewed the Act 537 Plan development timeline, which runs through June 2025, when a final plan is expected to be submitted to the Pa. Department of Environmental Protection.

Liesel Gross stated that, due to the complexity of the project, Authority staff will continue to provide the Board updates on the Act 537 Plan development process. The Board thanked the staff for the ongoing updates and thanked Mr. Shelton and Ms. King for their work and presentation to the Board.

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross highlighted the August 2022 items that will be coming up at the next meeting.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:19 p.m.

Richard Bohner
Secretary