

REGULAR MEETING MINUTES December 11, 2023

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, December 11, 2023, 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, Amir Famili, Linda Rosenfeld, Kevin Baker, Jeff Morgan, and Marc Grammes were present for Roll Call, and remained for the duration of the meeting. Ted Lyons arrived at the meeting at 12:03 p.m.

Attorneys Kevin Reid and Rich Campbell of KingSpry, the Authority’s Solicitor, were present along with Authority Staff, Liesel Gross, Ed Klein, Chris Moughan, Andrew Moore, AJ Capuzzi, Phil DePoe, Chuck Volk, and Lisa Miller.

Chairman Nagle announced that the Board received their electronic and hard copies of the Board packet in advance. He then 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. An Executive Session is planned after the regular meeting to discuss a security matter and a personnel matter.

APPROVAL OF MINUTES

November 13, 2023 Meeting Minutes

On a motion by Linda Rosenfeld, seconded by Amir Famili, the Board approved the minutes from the November 13, 2023 meeting as presented (7-0).

PUBLIC COMMENTS

None.

LCA Strategic Plan – 2023 Quarterly Progress Reporting

Albert Capuzzi gave an overview of the work completed in 2023 regarding Asset Management. Some of the goals and objectives for the program are to maximize existing resources, maintain affordable rates with cost-effective Asset Management processes, instill consistency with standard procedures, enhance organizational credibility, and prioritize financial investments. The framework for the Strategic Asset Management Plan was developed by the Institute of Asset Management and includes 39 elements under six core groups. The Authority’s consultant, Hazen & Sawyer, conducted a maturity assessment using these 39 elements. Important components of the planning process were determining the desired levels of service which align with the Authority’s mission and establishing the risk framework to assess the Authority’s assets for likelihood of failure and consequence of failure. The next steps in the planning process include developing plans for key Suburban Division wastewater treatment plants and the Kline’s Island Wastewater Treatment Plant, updating the Authority’s asset inventory using the new asset definition and framework, upgrading the computerized maintenance management system to better address the needs to the Authority’s vertical assets, and creating a materials and parts inventory.

Mr. Capuzzi then described the Project Excellence Initiative that was developed to improve tracking of capital projects and their adherence to performance standards, schedule, and budget. The goal is to improve results through collaboration and communication across the organization and manage the Authority's projects in a consistent manner. The initial phase of this initiative included using an online tool to track all projects in a centralized manner. However, this is a manual process that doesn't capture all financial and contract data. Authority staff are evaluating new software systems that will provide a more integrated method to manage projects, which will increase efficiency and transparency for the staff and Board.

There was some Board discussion regarding risk factors, cost and project tracking tool, and software implementation. The Board thanked Mr. Capuzzi for the presentation and commented that significant progress on the Authority's asset management programs appears to have been made in the past year.

Chris Moughan provided a summary of 2023 Employee Health & Safety metrics. He noted that the way incidents are recorded and followed up on has improved, and a corrective action plan review step has been added to the process. The number of incidents in 2023 show a significant increase from the prior year, which is due to the improvements being made in tracking and internal communication about the importance of safety. There was some discussion regarding insurance reporting. Marc Grammes commented that getting employees to report incidents and near misses is vital to a good safety program. There was additional discussion regarding the importance of consistency in reporting and also implementation of incentives for a good safety record.

Capital Works Planning Room Organizing, Secure Storage and Digitizing – Phase 2

Matt Dorner explained Phase 2 of the project to have all the remaining 14,000 as-builts and archived plans scanned. After scanning the plans, Reynolds Business Systems will return the plans to the Authority in storage boxes and in digital form through a secure hosted site.

On a motion by Marc Grammes, seconded by Amir Famili, the Board approved the Professional Services Authorization to Reynolds Business Systems in the amount of \$90,000.00 (7-0)

Resolution No. 12-2023-1: Customer Facility Fees & Connection Fees

Liesel Gross explained the Resolution regarding the customer facilities fees and connection fees and provided details of specific costs and fees charged. These costs are within 5 percent of last year's fees and will be incorporated into the existing rate schedule.

On a motion by Linda Rosenfeld, seconded by Ted Lyons, the Board approved Resolution No. 12-2023-1 (7-0).

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

Brian Nagle – yes
Amir Famili – yes
Ted Lyons – yes
Linda Rosenfeld – yes
Kevin Baker – yes
Jeff Morgan – yes
Marc Grammes – yes

Water Filtration Plant: Filter Upgrade Project

Amy Rohrbach provided an overview of the project that was identified in the 2017 and 2022 Allentown Water System Master Plan. Hazen & Sawyer performed design and bidding phase services for the project and recommended upgrading the filter underdrain, replacing the filter media, and installing an air scour filter backwash system. Approximately 50 percent of this project will be funded by the City of Allentown via an allocation of their American Rescue Plan Act funds. The remainder of the project cost will be paid via the Suburban Division under the terms of the bulk water purchase agreement with the City. Chuck Volk explained the increased cost estimate due to equipment and material increases. He also noted that the eight filters need to be taken down one at a time, which is very time consuming and adds to the construction cost. There was some discussion regarding the cost escalation.

On a motion by Ted Lyons, seconded by Amir Famili, the Board approved the Capital Project Authorization for the Construction Phase in the amount of \$8,447,978.00 which includes the Professional Services Authorization to Hazen & Sawyer in the amount of \$499,378.00, the General Construction Contract Award in the amount of \$6,968,600.00 to Eastern Environmental Contractors, Inc., and the Electrical Construction Contract Award in the amount of \$455,000.00 to Orlando Diefenderfer Electrical Contractors (7-0).

Upper Western Lehigh Pump Station & Force Main

Chuck Volk stated that this project is part of the interim Act 537 plan improvements in the Trexlertown area known as the “Trexlertown bottleneck” until a long-term solution is developed. The purpose of the pump station and force main will be to divert approximately 2.5 million gallons per day of dry-day sewage flow from the Western Lehigh Interceptor to a sanitary trunk line owned by Upper Macungie Township. For this authorization, the Authority will begin construction on the force main portion of the project only. The pump station construction would be authorized at a future meeting when all easements and appropriate bid documents are assembled for review.

Mr. Volk explained the Professional Services Authorization Design Phase Amendment 1 that was needed to cover unforeseen costs. The additional costs were due to the township requesting additional surveying and hydraulic calculations to be performed at the downstream manhole, coordination of the NPDES permits, adjustments to the line at the park at the request of the township, and the separated bid documents due to easement acquisition issues.

Liesel Gross reminded the Board that the Sewage Transportation Agreement required for this project was approved at the previous meeting. Also, this project was submitted to the H2O PA program for consideration of grant funding. The grant, if awarded, would pay for the bulk of the project.

On a motion by Marc Grammes, seconded by Amir Famili, the Board approved the Capital Project Authorization for the Construction Phase, Force Main only, in the amount of \$2,271,335.00 which includes the Construction Contract to Pact One LLC in the amount of \$1,940,050.00, the Professional Services Authorization for Construction Phase Engineering to Entech Engineering in the amount of \$85,000.00, Professional Services Authorization for Construction Phase Inspection to Keystone Consulting Engineers in the amount of \$72,777.00, and a Professional Services Authorization – Amendment 1 (Design Phase) to Entech Engineering in the amount of \$53,508.00 (7-0).

Kline’s Island WWTP: Substation No. 1 and Switchgear Replacement

Amy Rohrbach provided an overview of the project to replace Substation No. 1 as it has reached the end of its useful life and not adequate to accommodate future increase in equipment loads from planned capacity improvements projects. Liesel Gross commented that this project is critical to have completed in advance of some of the wet-weather pumping upgrade projects so that the electrical

system is ready for the larger draws from the upgraded pumps. The project has been reviewed and approved by the City of Allentown as a major capital improvement project so there is approval for the capital cost recovery charges.

On a motion by Linda Rosenfeld, seconded by Ted Lyons, the Board approved the Capital Project Authorization for the Construction Phase in the amount of \$6,561,934.00 which includes the Professional Services Authorization for Construction Engineering and Administration to Keystone Engineering Group in the amount of \$136,858.00, the Professional Services Authorization for Construction Inspection to Borton Lawson in the amount of \$102,300.00, the Electrical Construction Contract Award to Philips Brothers Electrical Contractors, Inc. in the amount of \$4,974,999.00, and the General Construction Contract Award to Philips Brothers Electrical Contractors, Inc. in the amount of \$892,777.00 (7-0).

KISS System Selection of Solution (SOS)

Phil DePoe gave an overview of the work completed during the Final Alternatives Analysis phase of the Kline's Island Sewer System (KISS) Act 537 Plan development project. He provided an update on the current consultants' responsibilities regarding the final phase of the Act 537 planning. The Selection of Solution (SOS) is the final phase of the planning.

On a motion by Linda Rosenfeld, seconded by Ted Lyons, the Board approved the Capital Plan Authorization for the KISS Act 537 Selection of Solution in the amount of \$165,000.00 which includes the Professional Services Authorization to Arcadis in the amount of \$125,000.00 (7-0).

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross commented that this is the last meeting of the year and highlighted that the regular monthly reports will be sent to the Board later this month. She also noted that the current report format could evolve in the upcoming year based on work being completed on upgrades to capital project management and tracking systems.

STAFF COMMENTS

Liesel Gross welcomed Kevin Reid and Rich Campbell, both from KingSpry, to the Board meeting. Ms. Gross also wished everyone a happy holiday and thanked everyone for the support provided during 2023.

SOLICITOR'S COMMENTS

Solicitor Reid thanked the Board and Staff for the opportunity to work for the Authority and gave a brief background of his work experience.

PUBLIC COMMENTS / OTHER COMMENTS

None.

BOARD MEMBER COMMENTS

Chairman Nagle acknowledged the interview that Liesel Gross gave to Good Morning Lehigh Valley to discuss water and sewer in Lehigh County.

EXECUTIVE SESSION

Chairman Nagle announced there will be an Executive Session at 2:10 p.m. to discuss matters of security and personnel.

ADJOURNMENT

There being no further business, the Vice Chairman adjourned the meeting at 2:00 p.m.

Linda A. Rosenfeld
Secretary