

## **REGULAR MEETING MINUTES**

### **February 10, 2025**

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:01 p.m. on Monday, February 10, 2025, 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, Jeff Morgan, Norma Cusick, Linda Rosenfeld, Sean Ziller, and Marc Grammes were present for Roll Call, and remained for the duration of the meeting. Kevin Baker entered the meeting at 12:05 p.m. and was present for the duration of the meeting. Ted Lyons entered the meeting at 12:30 p.m. and was present for the remaining duration of the meeting.

Attorney Kevin Reid, the Authority's Solicitor, was present along with Authority Staff, Liesel Gross, Ed Klein, Chuck Volk, 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. A copy of the packet is also available online.

#### **REVIEW OF AGENDA**

Liesel Gross stated the December 2024 Financial report will not be presented at today's meeting. Ed Klein is working on the year-end analysis and will present the report at the next meeting. Also, there will be an Executive Session at the end of the regular meeting to discuss potential litigation.

#### **APPROVAL OF MINUTES**

##### **January 27, 2025 Meeting Minutes**

On a motion by Jeff Morgan, seconded by Linda Rosenfeld, the Board approved the minutes from the January 27, 2025 meeting as presented (7-0).

#### **PUBLIC COMMENTS**

None.

##### **LCA Strategic Plan – Progress Reporting**

Liesel Gross provided background information regarding the Strategic Plan that was adopted in December 2021, explaining how the Authority's Mission, Vision, Values, and Priorities are interconnected within the plan. Since the plan was adopted, annual goals and priorities have been selected to be the focus for each calendar year. In 2024, seven major goals were selected with 53 individual targeted tasks identified. Approximately 70 percent of these tasks were completed in 2024, and she reviewed the items that have been delayed related to the KISS Act 537 Plan, Tyler EERP Implementation, Lead Replacement, and Building Optimization categories.

There was some Board discussion regarding the phasing of the Tyler EERP project implementation. Ms. Gross explained the updated "go live" date of July 1, 2025 was selected to coincide with the end of a fiscal quarter, and some modules could be implemented after that date.

There was additional discussion about the need for a staffing plan and elements of that planning including planning for retirements.

Liesel Gross reviewed other key achievements from 2024 including excellent new hires, internship program, regional collaboration, financial achievements, and internal collaboration. Looking forward to 2025, the Authority will continue to focus on the big items discussed earlier, along with new organizational strategies related to water and sewer rate affordability and long-term staffing. Ms. Gross asked the Board to consider if a refresh of the strategic plan would be helpful in 2025, and noted she would poll the strategic planning subcommittee for additional feedback.

There was some discussion about staffing and the Authority's progress on filling vacant positions.

Amir Famili recognized the staff for improvements in the Safety program, noting that the number of recordable injuries has been drastically reduced.

Brian Nagle asked if there would be any negative impacts with the delay in completing the KISS Act 537 Plan, and asked what are the drivers for the delay. Ms. Gross explained that last fall the Authority received specific feedback from DEP that caused the Act 537 Plan to be adjusted, which has taken some time to accomplish. In addition, the 15 municipalities included in the planning process are being asked to submit documentation to the Authority, and some submissions have been delayed. However, the plan will be submitted in 2025, which will meet DEP's expectations.

### **Suburban Division – LCA Meter Stations 1 and 2 Upgrades**

Chuck Volk explained that this project is to expand peak flow metering capacity of two existing meter stations to enable the accurate measurement of flows from the two boroughs, Macungie and Alburtis. In order to accomplish this, the existing flumes need to be removed and replaced because they are undersized and cause bottlenecks that overflow during peak flows. Mr. Volk provided a map showing where the meters are located and pictures of the meter stations and the flumes.

Liesel Gross noted that the project total cost is estimated to be \$298,000, which is over the newly established threshold of \$250,000. However, this approval for the construction phase is less than the new threshold. She asked for Board feedback on the application of the new threshold to construction projects. Chairman Nagle commented that good practice would be to use the project total cost when bringing projects before the Board.

Amir Famili asked if the meters have an impact on sewer billing. Liesel Gross explained that the municipalities are currently negotiating new sewer agreements, and the current draft includes an updated billing method using metered flows. These meter upgrades will be required to implement the new billing approach.

On a motion by Norma Cusick, seconded by Sean Ziller, the Board approved the Capital Project Authorization for the Construction Phase – Meter Stations 1 and 2 Upgrades in the amount of \$239,135.00 which includes contract award for construction to LB Industries, Inc. in the amount of \$185,135.00 and the Professional Services Authorization for Construction Engineering to Arcadis in the amount of \$38,000.00 (9-0)

### **MONTHLY PROJECT UPDATES / INFORMATION ITEMS**

Liesel Gross reviewed items that will be on the agenda for the next meeting including the December 2024 Financial Report. She also noted the Election of Officers will occur at the next meeting.

### **STAFF COMMENTS**

None.

**SOLICITOR'S COMMENTS**

None.

**PUBLIC COMMENTS / OTHER COMMENTS**

None.

**BOARD MEMBER COMMENTS**

Chairman Nagle asked Norma Cusick to serve as the Nominating Committee for the upcoming Board election of officers. Ms. Cusick agreed and will poll the Board members regarding their interest in being nominated to an officer position. Nominations will be finalized, and officers will be elected at the next meeting.

Chairman Nagle announced that his term on the Board ended in December, and he is not seeking reappointment to the Board.

**EXECUTIVE SESSION**

There will be an Executive Session after the regular meeting to discuss matters of potential litigation.

**ADJOURNMENT**

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

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Jeffrey J. Morgan  
Secretary