

REGULAR MEETING MINUTES

February 24, 2025

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, February 24, 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, Ted Lyons, Jeff Morgan, Norma Cusick, Linda Rosenfeld and Sean Ziller were present for Roll Call and remained for the duration of the meeting. Kevin Baker entered the meeting at 12:24 p.m. and was present for the duration of the meeting.

Attorney Kevin Reid, the Authority's Solicitor, was present along with Authority Staff, Liesel Gross, Ed Klein, Chris Moughan, Andrew Moore, AJ Capuzzi, Phil DePoe and Susan Sampson.

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 there were no changes or additions to the agenda and no executive sessions planned.

APPROVAL OF MINUTES

February 10, 2025 Meeting Minutes

On a motion by Jeff Morgan, seconded by Linda Rosenfeld, the Board approved the minutes from the February 10, 2025 meeting as presented (7-0).

PUBLIC COMMENTS

None.

Board of Directors – Election of Officers

Chairman Nagle reported that Norma Cusick served as the Nominating Committee. Ms. Cusick provided a report detailing the following slate of nominations for 2025 officers:

Amir Famili, Chair
Jeff Morgan, Vice Chair
Linda Rosenfeld, Secretary

Ted Lyons, Treasurer
Kevin Baker, Assistant Treasurer
Norma Cusick, Assistant Secretary

Chairman Nagle asked if there were any other nominations, which there were not. On a motion by Norma Cusick, seconded by Ted Lyons, the Board elected the officers for 2025 as nominated: Amir Famili as Chair, Jeff Morgan as Vice Chair, Ted Lyons as Treasurer, Kevin Baker as Assistant Treasurer, Linda Rosenfeld as Secretary, and Norma Cusick as Assistant Secretary (7-0).

Suburban Water Facilities – SCADA System Upgrade

Chris Moughan reviewed the project to upgrade the Supervisory Control and Data Acquisition (SCADA) system for 42 facilities within the Authority's Suburban Division water and sewer systems. This year is the final year of this project, which was authorized in 2022. The facilities are reviewed

annually and prioritization adjusted over the course of the project. The goal is to develop a standardized system for all facilities for system management, operational data collection, and alarm protocols for operational events. The project is ahead of schedule and has already brought many system benefits such as decreased response time during emergencies, reduced number of boil advisories being issued, and improved employee adoption of the technology.

Liesel Gross explained an authorization mistake had been made in the prior two phases of the project due to a mischaracterization of the project as an operations expense. Due to the change in Authority purchasing thresholds requiring Board approval, as approved by the Board in January via Resolution 1-2025-1, it was discovered that the professional services provided in phases 2 and 3 were not brought to the Board for approval. However, the work has been completed and all invoices paid. This was included in the Board materials for review to ensure full disclosure of the error. She also noted that the process improvements made as a result of the Board's action in January will ensure this error is not repeated.

Chris Moughan reviewed the scope of phase 4 of the project, which will be completed in 2025.

There was some Board discussion about the operational efficiencies gained through this project and the overall benefits of having a robust SCADA system.

On a motion by Norma Cusick, seconded by Jeff Morgan, the Board approved the Capital Project Authorization Amendment for the Suburban Water / Wastewater SCADA Upgrade in the amount of \$393,975.00 which includes the Professional Services Authorization to Keystone Engineering in the amount of \$368,975.00 (7-0)

Emergency Declaration: Emergency Water Main Replacement in Fogelsville

Chris Moughan explained that on February 4, 2025, an Authority field inspector visited a construction site on Nursery Street in Fogelsville, connected to a new development being constructed in the area. The inspector noted that an Authority water line had been uncovered as part of a nearby stormwater system installation, and the pipe was found to be leaking and in very poor condition. Authority field crews were dispatched to investigate, and several other areas of pipeline deterioration were found, with the pipe material showing signs of pitting and delamination, which put the pipe at higher risk of failure. Authority staff recommended replacing 800 feet of water main in this area to prevent damage and ensure the water system is in good condition to serve the new development. The emergency water main replacement was approved administratively, and a contractor was contacted to complete the work. The water main replacement is expected to be completed later this week. The contractor estimates the total repair cost to be between \$270,000 and \$300,000.

There was some Board discussion about the cause of the pipe deterioration, and Mr. Moughan explained that the water main is not very old but appears to have been installed improperly by the original developer. There was no stone backfill placed in the pipe trench, and the pipe was surrounded by wet clay, which caused more rapid rusting and peeling than would normally occur.

On a motion by Norma Cusick, seconded by Sean Ziller, the Board approved the emergency declaration retroactively to February 5, 2025 to cover expenses incurred as a result of the emergency and waive standard purchasing guidelines as a result of acting as expeditiously as possible to address the emergency (7-0). Kevin Baker abstained from the vote due to his arrival at the meeting after the start of the discussion on this topic.

MONTHLY FINANCIAL REVIEW

Ed Klein gave an overview of the December 2024 financial statements, noting that an error was

found relating to how revenues were recorded for the Suburban Wastewater fund. An updated financial report will be issued to the Board after the meeting. He then reviewed the corrected financial report, highlighting variances between actual expenses and budgeted or forecasted expenses. He provided a year-end summary and noted the 2024 Audit will be completed to provide final numbers later in the year.

Amir Famili noted that the high number of vacancies the Authority faced in 2024 would result in lower costs in that category and asked if that is reviewed as compared to expense trends in other operating categories. Ed Klein explained a more detailed breakdown of expenses will become available after the Tyler EERP project goes live on July 1, 2025. There was some additional discussion regarding the presentation of administrative and personnel costs.

Jeff Morgan asked about the \$15.2 million in capital projects that were not completed in 2024. Mr. Klein explained that a large portion related to the lead service line replacement work, budgeted for \$5 million, which was not started due to the delay in resolving funding concerns with Pennvest.

MONTHLY SYSTEM OPERATIONS OVERVIEW

Andrew Moore reviewed the January 2025 report, noting there were no safety incidents during the month. He commented that the region remains in a Drought Watch status due to continued low precipitation. He also reviewed the permit exceedance that occurred in January at the Heidelberg Heights Wastewater Treatment Plant and commented that the Sand Spring incurred zero permit exceedances in January.

STAFF COMMENTS

Liesel Gross noted that the Lehigh County Board of Commissioners would be taking action to approve the Authority Board appointments at its next meeting on February 26, 2025.

Ms. Gross reviewed correspondence received from a customer who is formally disputing their water and sewer bill due to very high usage. She explained the investigation being conducted by the Authority staff and noted that a reasonable resolution will be sought through collaboration with the customer.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

BOARD MEMBER COMMENTS

Norma Cusick stated that she has served on the Authority Board for 15 years alongside Brian Nagle, and he has been a pleasure to work with. She stated she, and the entire Authority, will miss him as his term is ending and he is not seeking reappointment.

Brian Nagle thanked Ms. Cusick for her comments. He then announced that the Authority once again received the award for excellence in financial reporting from the Government Finance Officers Association for the Annual Comprehensive Financial Report for the year ending December 31, 2023. He congratulated the staff for this achievement and highlighted the importance of the long history of excellence and transparency related to the Authority's financial reporting.

Chairman Nagle then stated it was his honor to serve on the Authority Board of Directors for the past 15 years. He has appreciated the professionalism and collaboration of all Board members during this time, which has helped the Authority to achieve success. He offered his best wishes to the organization for continued strong performance.

Each Board member took a moment to thank Chairman Nagle for his service to the Authority, stating their appreciation for his steady leadership through some challenging organizational decisions and transitions over the years.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 12:59 p.m.

Linda A. Rosenfeld
Secretary