

REGULAR MEETING MINUTES

January 12, 2026

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, January 12, 2026, Chairman Amir Famili 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. Amir Famili, Jeff Morgan, Linda Rosenfeld, Kevin Baker, Sean Ziller, and Peter Dent were present for Roll Call and remained for the duration of the meeting.

Attorney Kevin Reid of the KingSpry law firm, the Authority’s Solicitor, was present along with Authority Staff, Liesel Gross, Ed Klein, Andrew Moore, Chris Moughan, AJ Capuzzi, Chuck Volk, Phil DePoe, Taylor Stakes and Lisa Miller.

Chairman Famili 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 are no changes to the agenda; however, an Executive Session to discuss a topic with the Solicitor is planned to follow the close of the regular meeting.

APPROVAL OF MINUTES

December 8, 2025 Meeting Minutes

On a motion by Linda Rosenfeld, seconded by Peter Dent, the Board approved the minutes from the December 8, 2025 meeting as presented (6-0).

PUBLIC COMMENTS

None.

LCA Munis ERP System Planning & Re-Implementation

Liesel Gross introduced the project, stating this presentation is intended to be a project overview with no Board action required. The re-implementation of the Munis ERP system has been an organization-wide effort, with every employee participating in some way to achieve the goals of the project. She recognized the project steering committee members – Ed Klein, Chris Moughan, and Brooke Neve – and Todd Marion for their roles in the project. She then provided an overview of the project goals that were developed during the 2021 strategic planning effort, and reviewed Board authorizations that have been approved over the past three years. She noted that the original “go live” date was planned for January 1, 2025, but delayed by six months to July 1, 2025, to allow for additional end-user training and set-up to occur. She then introduced Brooke Neve who served as the project manager to provide more details.

Ms. Neve provided detailed information on the modules and features implemented and examples of improved processes. She noted that the biggest change was in the general ledger string. This change now allows for departmental budgeting and reporting. The addition of Project Accounting, Human Capital Management, Tyler Content Manager, and Employee Access now allow for reduction in paper and captures information directly in the database. Utility Billing and Tyler Cashiering

processes were updated to capture all data electronically making it easier to locate data in a customer account.

Ms. Neve also noted the success of the project relied on the huge team effort by all departments and employees. She reviewed gaps that were identified including the need to map administrative processes and document them, and the need for increased change management and employee engagement. She informed the Board that because of the complexity of the intermunicipal agreements, the billing processes associated with those agreements will continue to be managed externally instead of within the Munis ERP system.

Ms. Neve concluded the presentation by noting the next steps, including process documentation, end-user training, integrations with other systems, and additional module implementations.

Peter Dent asked how the Munis program ties in with the engineering and operational data. Chris Moughan explained that the Munis system is primarily a financial system, but it can be integrated with other systems. In addition, the Authority will be developing a digital master plan in 2026, with plans to create greater capacity for data analysis, reporting, and integration.

There was additional discussion regarding the departmental budgeting process. Amir Famili commented that a six-month delay in the start-up of a large program implementation should be considered somewhat standard, and he thanked the team for bringing it all together. He also asked how employees were adapting to the change from paper to computer. Brooke Neve said there is a high percentage of people using the system because some of the changes included an elimination of the availability of paper process, such as paper timesheets that no longer exist. There was some additional discussion about reporting requirements, process improvements, and system security.

Capital Project Management / Project Excellence Initiative

AJ Capuzzi provided a presentation regarding the Project Excellence initiative, which was developed to help the Authority staff improve on project performance in the area of budget and schedule adherence. He provided details of the goals, tools, activities, and strategies that they have been working on. He said the goals of the project are to understand and improve project health to get a clear understanding of what is going on with the projects in terms of their scope, schedule, budget, quality, and results. In the presentation, Mr. Capuzzi reviewed details of the tools and reporting used to assist with project performance. A new MS Lists tool was implemented to track all contracts, and a Power BI dashboard developed to report on results. Project schedule templates have been standardized. The Procore software implementation has also been completed, and approximately 38 percent of the Authority's projects are included in Procore today. Reporting tools include monthly project status updates, an overview dashboard, metric explorer, completed contracts, and notes overview. The Procore system also provides for shop drawing reviews, extensive project document management, and daily construction management reports.

Mr. Capuzzi then provided examples of the metrics that are proposed to be used in quarterly reporting to the Board, which focus on financial performance compared to budget and forecast. The staff is seeking feedback on these metrics to determine what would be the most useful data to share with the Board. Amir Famili thanked the team for the presentation and the work that has been completed. He noted that his primary concern is that the staff has the tools needed to properly manage the Authority's growing capital program and keep up with tracking financial and schedule performance, and enabling data-driven decisions and process improvements. Kevin Baker suggested that the Board would be interested in seeing any project scope changes and understanding the implications on the overall capital program. Linda Rosenfeld asked that something be added to the Board reports to show what the Board has approved for a project and how that compares to final project costs when the project is complete. Amir Famili suggested the database be

modified to include a place to capture lessons learned, which can be analyzed for trends and improvements made based on those trends.

Mr. Capuzzi thanked the Board for this feedback. He concluded the presentation with a review of the goals for 2026, which include developing the final form of project reporting for the Board, completing \$62.2 million in capital improvements, entering 100 percent of all capital projects into Procure, integrating the Munis ERP with Procure, and offering Project Management Institute training for key project managers.

Industrial Pretreatment Plant Master Plan

Liesel Gross updated the Board on the funding options for the Industrial Pretreatment Plant, including potential partnerships with Upper Macungie Township and the County of Lehigh. No decision has been made at this point, and conversations are ongoing. She discussed the change in leadership at the County, which will require some additional time to make connections with new elected officials. The Township is also conducting a deeper review of the Authority's prior engineering work. This item will remain on the Authority's agenda until a resolution is able to be brought forward for Board action.

MONTHLY PROJECT UPDATES / INFORMATION ITEMS

Liesel Gross stated that the three items discussed today will come off the report next month. She noted that the safety report will move to a meeting in February and also noted there will be a review of the strategic plan at the next meeting in January. Andrew Moore noted that the Authority recently received an innovation award from PWEA for the Sand Spring wastewater treatment plant project.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

BOARD MEMBER COMMENTS

Jeff Morgan and Kevin Reid commented on the updates to the Sunshine Act regarding the method and timing related to making changes to a public meeting agenda.

EXECUTIVE SESSION

An Executive Session will be held after the close of the regular meeting to discuss a topic with the Solicitor.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:17 p.m.

Linda A. Rosenfeld
Secretary