

REGULAR MEETING MINUTES
February 26, 2018

The Regular Meeting of the Lehigh County Authority was called to order at 12:01 p.m. on Monday, February 26, 2018, Vice Chairman Scott Bieber presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Kevin Baker, Jeff Morgan, Richard Bohner, Norma Cusick, Ted Lyons and Deana Zosky. Brian Nagle was on the conference phone for the duration of the meeting and voted on all Authority business. Authority Staff present were Liesel Gross, Brad Landon, Ed Klein, Chuck Volk, Chris Moughan, Susan Sampson, and Lisa Miller.

REVIEW OF AGENDA

Vice Chairman Bieber announced that today's Board meeting is being videotaped and streaming live and recordings will be posted to the Authority's website.

Liesel Gross noted there are no agenda changes but did announce that the January Financial report was issued under separate cover. There will also be an Executive Session at the end of the regular agenda to discuss potential litigation.

APPROVAL OF MINUTES

February 12, 2018 Regular Meeting Minutes

Richard Bohner suggested there may be an error in the bid amounts reported in the Minutes for the Park Pump station and the Chestnut Street Bridge replacement projects. The Staff will verify the numbers and make any necessary changes.

On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the Minutes of the February 12, 2018 meeting (9-0) with any necessary changes per Mr. Bohner's comments.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Election of Officers

Norma Cusick, serving as the Nominating Committee, indicated she had polled the Board members to determine what capacity they are willing to serve on the Board. She then offered the following slate of nominations for 2018:

Brian C. Nagle, Chair
Richard H. Bohner, Secretary
Scott Bieber, Vice Chair

Norma A. Cusick, Assistant Secretary
Ted Lyons, Treasurer

Ms. Cusick asked if there were any other nominations, which there were not. Richard Bohner made a motion to close the nominations, which was seconded by Deana Zosky. With no additional nominations from the floor, on a vote of 9-0, the nominations were closed and the Vice Chairman directed the Secretary to cast one ballot for each of the nominees, thus electing the officers for 2018. The term of the officers elected will begin on March 1, 2018.

LCA 2020 Action Plans – Part 2

Liesel Gross reviewed the remaining two of four 2020 Action Plans related to Infrastructure Stability and Employee & Leadership Development. Infrastructure Stability has been broken into two sub-categories -- Asset Management Program Development and Preventive Maintenance Program Development. She explained the Action Plans described for 2018, 2019 and 2020 are progressive and work toward

developing an integrated approach that includes use of the Computerized Maintenance Management System (CMMS) to tie various asset management plans together including the Suburban study completed in 2016, the Allentown Water Master Plan completed in 2017, and the upcoming work on the Allentown Wastewater Master Plan. On the Preventive Maintenance side, the Action Plan has been developed to create an Authority-wide standard for maintaining the assets and tracking the work that must be completed. Deana Zosky asked if the plan will be to have real-time integration between the budget and capital program from a financial perspective. Chuck Volk explained there is no automated mechanism envisioned to achieve what she is suggesting, but explained that the CMMS system can be used to report on a variety of activities, costs and asset conditions that will support more comprehensive capital planning and budgeting.

Ms. Gross explained that the Employee & Leadership Development Action Plan focuses primarily on addressing risk associated with upcoming retirements via succession planning, training and knowledge transfer. Board discussion continued, focusing on turnover rates the Authority is experiencing and how to plan for retirements. Ms. Gross explained that the succession planning effort undertaken will depend on the position, how difficult it is to recruit and train for certain positions, qualifications required for the job, existence of internal candidates, and other factors. Ms. Gross explained that to support this effort, the Action Plan outlines the need to develop training requirements for each position and to update retirement risk profiles and recruiting strategies.

Ms. Gross informed the Board that in addition to finalizing the LCA 2020 Action Plans, the Authority will be participating in the American Water Works Association benchmarking program to further refine its key performance indicators for each organizational strategy.

Rt. 29 Bridge Cost Reimbursement (Resolution No. 2-2018-1)

Brad Landon clarified the need for the resolution and why it was not acted upon at the previous meeting when the project was approved. It was previously believed that the resolution was the same reimbursement procedure as the Hamilton Street Bridge replacement project but turned out it was not. Resolution No. 2-2018-1 provides 75% reimbursement to the Authority for all costs incurred, less any betterments, from the Pennsylvania Department of Transportation (PennDOT) as a result of utility relocations for the State Route 29 bridge relocation project in Upper Milford Township and must be approved by the Board since the Authority facilities are in public right-of-way and relocation costs wouldn't typically be reimbursable at all.

Deana Zosky asked why the Authority is only getting 75% reimbursement and not 100% reimbursement. Chuck Volk explained that this is a new PennDOT program allowing for 75% reimbursement for work being done in their right of way. Normally, the Authority would not receive any reimbursement for this work.

On a motion by Linda Rosenfeld, seconded by Deana Zosky, the Board approved Resolution No. 2-2018-1 (9-0).

MONTHLY FINANCIAL REVIEW

The monthly financial review for January 2018 was prepared by Ed Klein and sent to the Board and Staff under separate cover. Deana Zosky commented on the loss of revenue on the City side and cautioned about being clear in communicating these losses as this trend continues.

MONTHLY SYSTEM OPERATIONS OVERVIEW

Liesel Gross reviewed the report and highlighted the Emergency Declarations on the January 2018 Monthly System Operations Overview report. Ms. Gross informed the Board that the costs for the

Emergency Declarations were attributed to the freezing temperatures and significant repairs that were required due to main breaks.

Linda Rosenfeld questioned what the injury accident was. Ms. Gross said she was uncertain but would find out and report back to the Board.

Deana Zosky asked that the report include 2016 Totals in the bottom section of the report that includes Precipitation Totals through Emergency Declarations.

Scott Bieber inquired about the amount of daily water loss of the 17 leaks discovered during the Smart Ball Project at Schantz Spring. Chuck Volk commented that he will look into this and report back to the Board. Ms. Gross added that John Parsons stated at the previous meeting that there is metering in place out there to have detected this amount.

Ted Lyons questioned the Authority's computer system security in light of the recent security breach in the City of Allentown. Chris Moughan reviewed the Authority's information technology security protocols and explained precautions that were taken to safeguard against impacts from the City breach.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

Vice Chairman Bieber called a recess at 12:42 p.m. The meeting reconvened at 12:52 p.m.

EXECUTIVE SESSION

An Executive Session was held at 12:52 p.m. to discuss potential litigation. The Executive Session ended at 1:12 p.m.

ADJOURNMENT

There being no further business, the Vice Chairman adjourned the meeting at 1:12 p.m.

Richard H. Bohner
Secretary