



## LEHIGH COUNTY AUTHORITY

March 12, 2012

### BOARD MEETING AGENDA

#### POSTPONED FEBRUARY BOARD MEETING/MARCH WORKSHOP MEETING

1. Call to Order
2. Review of Agenda
  - *Public Participation Sign-In Request*
3. Executive Sessions
4. Approval of Minutes
  - *January 9, 2012 Workshop Meeting Minutes*
  - *January 23, 2012 Regular Meeting Minutes*
  - *February 13, 2012 Workshop Meeting Minutes*
5. Public Comments
6. 2012 Board of Directors Officer Elections
7. Action / Discussion Items

#### **FINANCE AND ADMINISTRATION**

- *Financial Guidelines Amendment (Approval)*
- *Strategic Plan Update (Approval)*
- *Water Rates (Approval)*

#### **WATER**

- *None*

#### **WASTEWATER**

- *None*

8. System Operations Overview
9. Staff Comments
10. Solicitor's Comments
11. Other Comments
12. Adjournment

#### **MARCH MEETINGS**

Board Meeting

March 26 – 12:00 p.m.

#### PUBLIC PARTICIPATION POLICY

In accordance with Authority policy, members of the public shall record their name, address, and discussion item on the sign-in sheet at the start of each meeting; this information shall also be stated when addressing the meeting. Members of the public will be allowed 5 minutes to make comments/ask questions regarding non-agenda items, but time may be extended at the discretion of the Chair; comments/questions regarding agenda items may be addressed after the presentation of the agenda item. Members of the public may not request that specific items or language be included in the meeting minutes.

**BOARD ACTION/DISCUSSION ITEMS  
MARCH 2012 – MAY 2012**

<b>PRIORITY*</b>	<b>PROJECT/ISSUE</b>	<b>TYPE OF ACTION</b>	<b>TIMING**</b>
<i><b>AS NEEDED</b></i>			
<b>H</b>	Update on wastewater treatment capacity evaluation/steering committee	Status Report	As needed
<b>H</b>	Acquisition/Growth Strategy Activities	Status Report	As needed
<b>H</b>	Jordan Creek Wastewater Plant – Conditional Use Hearing	Status Report	As needed
<i><b>WITHIN 45 DAYS</b></i>			
<b>H</b>	Park Pump Station- Fuel Tank Replacement <i>Project &amp; Professional Services Authorization Amendments-for Construction phase &amp; Contract Award</i>	Approval	Mar(B)
<b>H</b>	Personnel Study Recommendations	Approval	Mar (B)
<b>H</b>	WLI Physical Condition Assessment <i>Professional Services Authorizations</i>	Approval	Mar (B)
<i><b>WITHIN 75 DAYS</b></i>			
<b>H</b>	Western Weisenberg WTP (re-bid ) <i>Project Authorization Construction, Contract Awards</i>	Approval	Apr (B) or May (W)
<b>H</b>	LCA- Wastewater Treatment Plant – Digester Mixers Procurement. <i>Project Authorization Amenzment, Contract Award</i>	Approval	Apr (B)
<b>H</b>	2011 Financial Statements	Approval	Apr (B)
<b>H</b>	Wastewater Capacity Act 537 Planning <i>Professional Services Authorizations</i>	Approval	May (B)
<b>03/26/12</b>	March Board Meeting		
<b>04/09/12</b>	April Workshop Meeting		
<b>* H – High M – Medium L – Low</b>			<b>** (W) – Workshop (B) – Board (W/B) - Either</b>

**LEHIGH COUNTY AUTHORITY**  
**WORKSHOP AGENDA**  
**Monday, March 12, 2012 – 12:00 PM**

**INITIAL ITEMS** *(Collectively 5 Minutes)*

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1. **Items from February Board Meeting**
  - *Approval of Minutes*
  - *Election of Board Officers*
2. **Identify items for March Board Meeting**
  - *Review Board Discussion items, March 2012 – April 2012*

**ACTION/DISCUSSION ITEMS**

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1. **Financial Guidelines Amendment** *(Approval)*

There was change in the Municipality Authorities Act that became effective on January 1<sup>st</sup> in regard to bidding that raised the limits slightly and provides for an annual increase to reflect inflation. It is recommended that the Authority purchasing guidelines (**yellow**) be amended accordingly and while providing these amendments, the staff reviewed the entire guideline to make changes to more accurately reflect practice and recommend some further amendments. The elimination of a three tier step with various dollar limits for purchases was reduced to a two-step process to reflect the legislation since that only provides for these two steps.

2. **Strategic Plan Update (Plan)** *(Approval)*

After mailing a copy of the proposed update to the Strategic Plan to a host of individuals and organizations, we received two comments. One strongly supported the Plan update and the other asked two questions about our goals and indicated that no other changes were suggested. We are awaiting comments from Lehigh Valley Planning Commission (LVPC). Assuming no significant adverse comments by LVPC, we recommend adoption of the attached Plan update (**blue**).

3. **Water Rates** *(Approval)*

As a result of the water rate evaluation discussed at the January Board Meeting, the proposed rate schedule is attached (**grey**). Changes to the metered water use and meter fees are highlighted.

**INFORMATION ITEMS**

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1. **Education and Training**

Donna Wingle	PRWA Conference – State College, PA	3/27-30; 240
Alan Hill	PRWA Conference – State College, PA	3/27-30; 240
Keith Smith	PRWA Conference – State College, PA	3/27-30; 240

**OTHER ITEMS**

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**None.**

## II. PURCHASING AND ACCOUNTS PAYABLE

The Authority's purchasing program is designed to obtain the best value for goods ~~or~~ and services. Value not only considers cost, but includes quality as well. To ensure that best value is obtained, the Authority has established various procedural controls and utilizes alternative purchasing sources.

The primary criterion for establishing control procedures is to maintain a competitive purchasing environment. The following requirements are established for most purchase of supplies and materials, with all monetary guidelines to be adjusted annually in accordance with the Pennsylvania Municipality Authorities Act:

~~1. Two telephone quotations for purchases between \$1,500—\$4,000;~~

~~2.1. Three written quotations for purchases between \$4,000—\$10,000 - \$18,500, unless a memorandum is placed in the file indicating that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations;~~

~~3.2.~~ As required by law, purchases of \$~~10,000~~18,500 or more necessitate a formal bid solicitation. This requirement includes purchases on an annual basis, and not only once-and-done purchases.

The only exceptions to the quotation process are emergency purchases, ~~which that~~ call for immediate action, a limited market for specialized goods or services, and professional consulting and expert services.

Before any invoice is paid for any non-emergency purchase ~~is made, authorized,~~ employees will either gather and input purchase information (including freight charges and discounts) into the purchase requisition entry module or prepare a request for check authorization and forward such information to the designated approver established in the Authority's workflow process. ~~Once approved, the purchaser will receive authorization to proceed~~ If a requisition is completed with the information entered into the Authority's purchase-requisition database system, a purchase order will be generated by Accounts Payable with a copy provided to the purchaser or department designee. Any individuals not having rights to input purchases into the database system, but having purchasing responsibilities, will provide information to a department designee for insertion into the purchasing module.

When items are delivered, the purchaser or designated employee will indicate which items are received and forward all packing slips and the completed purchase order to Accounts Payable. Accounts Payable should also be notified when services are completed so that timely payments are made. It will be our policy to take advantage of any discounts and to establish an efficient purchasing system.

Where ~~telephone~~written quotations are required, such information will be inputted into the system to ensure that a record is created, which shows the alternative ~~quotation~~quotations. Written alternative quotes will be attached to completed purchase orders and forwarded to Accounts Payable. The quotes must contain the date of the quotation; the name of the contractor; the name of the contractor's representative; the work that is subject of the quotation; and the price. Blanket purchase orders will be created for vendors, where recurring, frequent or small purchases are necessary. A dollar limit will be established for such purchases, which will be inputted into the requisition system.

~~In emergency situations, certain~~ The General Manager, or in his absence, the persons designated employees within the Authority's Emergency Response Plan (ERP) (in the order established in the ERP) may declare an interim emergency and in such event, be allowed to expeditiously purchase ~~needed~~ items or services ~~before approval~~ needed to immediately address the emergency, but such purchase information

will (including any applicable quotations received, freight charges and discounts) shall be required to be inserted into the Authority's purchase requisition module database system as soon as possible in order to properly document the emergency purchases and ensure proper accountability that payment is made according to the Authority's established workflow processes. The interim declaration shall be subject to ratification by the Authority Board at its next meeting.

For purchases or direct payments not requiring a requisition such as, employee expense checks, water purchases, etc., documentation or invoices are to be approved by the department head and forwarded to Accounts Payable. After checks with facsimile signatures are created, the checks and any attached documentation and invoices will be forwarded to two authorized signers for review and verification. The General Manager, Assistant General Capital Works Manager, Customer Care & Communications Manager, Operations Manager and Business Manager are authorized signers.

To discourage the issuance of checks for minor expenditures, the Authority has established a \$300 petty cash fund. A petty cash custodian is responsible for submitting payment slips to the Accounting Department for replenishment of the fund. In addition, company credit cards are available for Internet and other purchases approved by Department Heads. Use of the cards offers more flexibility in acquiring goods and eliminates administrative costs associated with check issuance. Our account with a local bank is automatically debited each month to avoid paying interest charges. For record-keeping purposes, a purchase requisition with department head approval must be completed for each purchase. Credit card purchases will be entered into the accounting system through monthly journal entries by the Accounting Department. The credit cards are kept in secured locations when not being used.

Although purchasing duties may be delegated to certain employees, responsibility for purchasing lies with the department head. Annual budgets adopted by the Authority Board serve as the ultimate cost control. Budget overruns must be covered by transfers approved by the General Manager or amendments approved by the Authority Board. For the Operating funds, the financial information system will disallow all purchases exceeding fund category budgets (Personnel, Purchase of Services, Equipment and Debt Service). Budget amendments will be required for exceedance of specific capital project budgets or line items, which include multiple budget rollup accounts. Workflow security will require General Manager approval before additional purchases are allowed. A budget amendment will be presented for approval at the next Authority Board meeting.

The purchase of professional services is excluded from bidding requirements; however, the Authority frequently issues requests for proposal for such services. In addition, annual internal reviews are conducted when considering reappointment of auditors and engineering consultants. The award of professional service contracts includes substantial consideration of the providers' experience, related projects, capacity to handle the assignment and other non-monetary factors. Typically, a preliminary evaluation is made based on such factors before cost proposals are considered in awarding a contract. Prior to soliciting proposals, the Staff assigned to obtaining proposals set the weighting of monetary and non-monetary factors to be used in awarding the professional service.

For most construction contracts, specifications are prepared for the bidding process; if the entire cost, value or amount, including labor and materials, exceeds \$18,500 (as adjusted annually in the Municipality Authorities Act). To ensure consistency and efficiency, the Authority has developed a standard document for the general information portion of the specifications. This section outlines such information as instruction to bidders, insurance, bond and legal requirements, etc. It is the Authority's intent to ensure that all legal requirements such as those covered under the Pennsylvania Prevailing Wage Act, Davis-Bacon Act, Steel Products Procurement Act, and other laws are included in the specifications.

To take advantage of lower prices available through volume purchases and reduced personnel costs resulting from the use of other entity bid specifications, the Authority is committed to involvement with cooperative purchasing programs. Active participation in cooperative purchasing with other municipalities such as the Lehigh Valley Cooperative Purchasing Council is encouraged. Purchasing through Pennsylvania State contracts and piggybacking on Lehigh County bids are other avenues for further cost saving. All such purchases will be entered into the requisition module and should contain a note indicating that the purchase is a bid item.

# LEHIGH COUNTY AUTHORITY



## *STRATEGIC PLAN*

**December 1988  
Revised December 1995,  
February 2007 and February 2012**

**LEHIGH COUNTY AUTHORITY  
1053 SPRUCE STREET  
P.O. BOX 3348  
ALLENTOWN, PA 18106-0348**

**(610) 398-2503**

[service@lehighcountyauthority.org](mailto:service@lehighcountyauthority.org)

## 2012 STRATEGIC PLAN UPDATE FOREWORD

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### WHAT IS IT?

Lehigh County Authority (LCA) first developed and adopted a Strategic Plan (Plan) in 1988 to provide a road map for its “journey” of delivering water and wastewater (W&WW) service in Lehigh County. Much has changed since then, and this update was undertaken to be sure that our Plan addresses the most significant current and future W&WW needs and charts a clear and effective way of getting there.

The purpose of this Plan is twofold. First, it provides criteria to guide LCA’s efforts in the coming years. These criteria will help us to select specific actions that will bring us closer to achieving our goals, and to discard those that are not clearly aligned with our vision. Second, it sets a level of expectation—what we expect of ourselves and what others should expect of us.

### PLAN STRUCTURE

The Plan includes the following elements:

***Mission*** – a statement defining what we plan to achieve for whom and where and a generalized description of how we plan to achieve it;

***Vision*** – our dream, or said differently, “what do we want to be when we grow up”;

***Objectives*** – our goals for the most critical performance areas, including specific measures to gauge our performance;

***Supporting Strategies*** – general activities that will be undertaken to achieve the Objectives; and

***Values*** – these criteria reflect the standards or philosophy, which guide our implementation of the Plan.

One other element is typically part of a strategic plan process—***Tactics***. This Plan does not include a statement or summary of our tactics. Tactics cover the specific steps to be taken to implement the supporting strategies. LCA has historically established tactics through a host of documents and processes, including annual budgets, capital plans, annual goals, communication plans, policies, and standards, among others.

Implementation of the Plan began in 1988, and some elements of that Plan remain in place in this 2012 update. Other elements have been added, changed or deleted to reflect the changes that have taken place since 1988. Although we expect to revisit the Plan triennially, this 2012 Plan update is expected to provide meaningful guidance for many years to come, as did its predecessor. We recognize that both internal and external changes will have an impact on our ability to fully implement this Plan, and future updates will be necessary to address those changes.



Any statement in the Plan refers to both W&WW unless specifically stated otherwise. For example, where the term “service” is used, it means both W&WW.

#### **ACKNOWLEDGMENTS**

We want to thank all employees, the customers, public officials, and other stakeholders for their contributions to this Plan. Their input played an integral role in the development of a thoughtful and meaningful Plan.

## 2012 STRATEGIC PLAN UPDATE

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### MISSION

**To provide continually improved, sustainable, affordable and reliable water and wastewater service in the Lehigh Valley region which meets the needs and expectations of existing and future customers.**

### VISION

**To be the leading water/wastewater service provider in the Lehigh Valley region in every dimension.**

## OBJECTIVES/SUPPORTING STRATEGIES

### SERVICE QUALITY

**To provide high quality service, meeting or outperforming industry standards and regulatory requirements, including service reliability of at least 99.95%; customer service satisfaction of LCA of at least 93%, and providing facilities and capacity to meet demand when required by new and existing customers.**

#### STRATEGIES:

##### *Facilities & Capacity*

- a) Absent the highest capacity groundwater source, maintain water supply equal to one and one-half times average daily demand.
- b) Develop and maintain a transmission and distribution network capable of delivering flow equal to one times maximum daily demand plus fire flow equal to the appropriate Insurance Service Organization's requirement.
- c) Maintain effective system storage equal to storage for firefighting based on Insurance Service Organization guidelines plus storage for emergency and peak demands equal to average day demand.
- d) Regularly monitor current and projected capacity needs, and develop and regularly update 20-year facility plans.
- e) Develop plans identifying desirable locations for future facilities, and acquire such sites.
- f) Maintain an active program of infiltration and inflow (I/I) location and removal in conjunction with LCA-served municipal systems, continually evaluate the benefits of I/I removal considering both avoided operation and maintenance and capital costs, and define an acceptable level of service goal to establish a performance standard for wastewater system performance.

##### *Operations*

- a) In the event a source violates a primary drinking water standard, use of that supply will be terminated until the primary drinking water standard can be consistently met.
- b) Prepare for future workforce needs through the establishment of employee recruitment, development and retention programs and by fostering a work environment that rewards employee performance in areas of identified strategic importance.
- c) Achieve and maintain an unaccounted-for water ratio of no more than 7.5%.
- d) Actively monitor customer and system wastewater strengths and volumes, and facility conditions.
- e) Hold all high-strength wastewater dischargers accountable for their waste strength through established user charges or pretreatment requirements.
- f) Aggressively apply technology to address all operational needs, including knowledge development and retention.

### ***Reliability***

- a) Maintain a leading edge emergency response, risk management and security management program.
- b) Set standards for avoiding service outages and consistent emergency response times in all service areas, including remote locations.

### **FINANCIAL MANAGEMENT**

**Practice sound financial management as evidenced by user rates which, in aggregate for all customer classes, increase by no more than the change in the national CPI (All Urban Consumers – Water and Sewerage Maintenance, US City Average) over any five-year span and which do not result in legal challenges.**

#### **STRATEGIES:**

- a) Use generally accepted ratemaking practices in establishing user charge and capital recovery fees.
- b) Recover capacity costs attributable to serving new customers through capital recovery fees based on the capital costs of that division.
- c) Convert new service areas to common water use charges over no more than 10 years from the date of service initiation.
- d) Maintain a common collection system wastewater rate for operational costs .
- e) Achieve and maintain an AA bond rating.
- f) Closely scrutinize operational costs and actively seek more economical and efficient ways of providing water services.
- g) Pursue an aggressive accounts receivable collections program.

### **REGIONAL SERVICE**

**Actively promote regionalization of public water and wastewater service in the Lehigh Valley region, as measured by a 20% reduction in the number of systems over a 10-year span, to reduce duplication of effort and fragmentation of service, better utilize existing facilities, offer economies of scale, and enhance public service quality and efficiency.**

#### **STRATEGIES:**

- a) Provide leadership in forming a regional providers forum to evaluate and plan for mutually beneficial service.
- b) Support efforts to study and implement regional approaches to services.
- c) Promote memoranda of understanding with all neighboring public water systems providing for interconnection when systems are within one-half mile of each other.
- d) Actively promote the public acquisition and integration of systems in the Lehigh Valley region.

- e) Establish agreements with Lehigh Valley municipalities without public water service, designating the Authority as the service provider to all new development where service is proposed.

## **COMMUNITY & ENVIRONMENTAL STEWARDSHIP**

**Promote the preservation and protection of water resources in the Lehigh Valley region, as evidenced by increased implementation of land-use plans which consider water and wastewater system planning as a key component, no new developer-operated water or wastewater systems, and integrated approaches to source water protection.**

### **STRATEGIES:**

- a) Establish joint efforts with Lehigh Valley water systems to develop service area-wide aquifer protection measures and educate municipal officials about water quality protection and preservation of groundwater recharge
- b) Monitor the impact of all proposed and existing activities, land uses, policies and legislation on water quality and quantity in the Lehigh Valley and oppose those having adverse impacts.
- c) Build and maintain public awareness of the importance of water conservation and promote conservative water use.
- d) Educate the public, especially children, about sound water resource management and protection.
- e) Hold regular discussions with municipal officials regarding the relationship between proposed land use and service plans, and assist municipalities in developing service plans consistent with their land-use plans.
- f) Support and advocate joint efforts among governmental agencies, municipalities and other utilities to monitor, evaluate and forecast water supply availability and demands.
- g) Educate municipal officials and public on the importance of clear water removal and preventing other contaminants from entering the sewer systems.

## VALUES

### **LCA will always act in accordance with the following values:**

Maintain working conditions that provide personal fulfillment, reward performance and personal initiative, encourage individual development and implementation of improvements, and ensure employee safety.

Actively seek guidance from and communicate with our employees, customers, municipal officials, community organizations and other stakeholders.

Provide service that protects the environment and enhances life in the community.

Constantly seek ways to improve LCA services by:

- implementing more economical, efficient and effective ways of performing ongoing activities;
- evaluating and refining activities to ensure they achieve their purpose;
- striving to perform all tasks properly the first time, every time;
- treating all problems as opportunities for improvement; and
- seeking new and creative responses to changing needs.

Pursue excellence in every effort.

**LEHIGH COUNTY AUTHORITY  
SCHEDULE OF WATER RATES AND CHARGES**

**CENTRAL LEHIGH, NORTH WHITEHALL, WASHINGTON TOWNSHIP,  
HEIDELBERG HEIGHTS, ARCADIA, PINE LAKES, MILL CREEK, BEVERLY HILLS,  
CLEARVIEW FARM ESTATES, UPPER MILFORD CENTRAL, EMMAUS CONSECUTIVE,  
AND MADISON PARK NORTH DIVISIONS**

**I. Schedule of Water Rates**

**A. Metered Water Use**

**Central Lehigh, North Whitehall, Washington Township, Heidelberg Heights,  
Arcadia, Pine Lakes, Mill Creek, Beverly Hills, Emmaus Consecutive  
Divisions & Clearview Farm Estates**

(adopted 3/12/12; effective 4/1/12); (Mill Creek added 4/1/05); (Beverly Hills added 3/1/09); (Emmaus added 3/1/09); (Clearview Farm Estates added 5/1/09)

Fixed Charges	
Meter Size	Fixed Charge
<i>Quarterly</i>	
5/8" & 3/4" *	\$ 11.70
1"	21.60
<i>Monthly</i>	
1-1/2"	14.10
2"	21.00
3"	43.80
4"	64.20
6"	120.30
8"	186.90
10"	263.10

\*Typical residential.

Volume Charges		
Quarterly Usage (gal.)	Monthly Usage (gal.)	Rate per 1,000 Gal.
First 120,000	First 0 - 40,000	\$ 2.17
Next 2,880,000	Next 960,000	1.99
Next 24,000,000	Next 8,000,000	1.65
Next 147,000,000	Next 49,000,000	1.43
Over 174,000,000	Over 58,000,000	1.26

**Welshtown Road (Washington Township Division)**

(adopted 9/19/95; effective 10/1/95)

Volume	Rate per 1,000 Gal.
First 8,000 gal./qtr.	*Minimum Charge/Quarter
All over 8,000 gal./qtr.	\$ 5.50
Meter Size	*Minimum Charge/Quarter
5/8" & 3/4"	\$ 60.00
1"	72.00
1-1/4"	84.00
1-1/2"	108.00
2"	133.00
3"	169.00
4"	266.00
6"	459.00

**LEHIGH COUNTY AUTHORITY**  
**SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

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**I. Schedule of Water Rates (cont'd)****A. Metered Water Use (cont'd)****Upper Milford Central Division**

(adopted 3/26/07; effective 4/1/07)

Fixed Charge
Quarterly – All Meter Sizes \$21.00

Volume	Rate per 1,000 Gallons
All Volume	\$ 5.47

**Madison Park North Division**

(adopted 7/12/10; effective 7/8/10)

Fixed Charge
Quarterly – (5/8" & 3/4" meter) \$11.70

Volume	Rate per 1,000 Gallons
All Volume	\$ 7.50

**B. Public Fire Protection****Central Lehigh, North Whitehall & Washington Township Divisions**

(adopted 2/13/06; effective 4/1/06)

Each Public Fire Hydrant (O&M Charge)	\$7.87/month
Each Inch-Squared Foot (System Charge)	\$0.00152/year

**C. Private Fire Protection****Central Lehigh, North Whitehall & Washington Township Divisions**

(adopted 7/12/10; effective 7/12/10)

Fire Line Size	Charge per Month
Single Family Residential	\$ 5.00
2"	13.61
2-1/2"	21.26
3"	30.62
4"	54.43
6"	122.47
8"	217.72
10"	340.18
12"	489.87



**LEHIGH COUNTY AUTHORITY**  
**SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

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**Arcadia Division**

(adopted 5/12/03; effective 5/12/03)

	<u>Charge per Sq. Ft. of Building Space</u>
<b>Monthly</b>	\$.00321
<b>Quarterly</b>	.00963

**II. Meter Test Fee**

(adopted 6/16/98; effective 6/16/98)

<b>Meter Size</b>	<b>Fee</b>
5/8", 3/4", 1"	\$15.00
Larger than 1"	Actual Cost

**III. Meter Inspection Fee**

(adopted 5/11/99; effective 5/11/99)

**\$40.00****IV. Service Order / Site Visit Fee**

(adopted 12/07/11; effective 01/01/12)

Business Hours – 7:00 a.m. and 4:45 p.m.,  
Monday through Friday (except holidays)

**\$40.00**

After Hours

**\$120.00****V. Site Revisitation Charge**

(adopted 12/16/02; effective 3/1/03)

**\$80.00****VI. Lien Administration Fee**

(adopted 12/13/04; effective 01/1/05)

**\$56.50 + Current Lehigh County Clerk of Court's Filing Fee**

**VII. Hydrant Security Device Fee****Central Lehigh Division**

(adopted 06/27/05; effective 07/1/05)

**\$115.00****VIII. Fire Flow Test Charge**

(adopted 12/07/11; effective 01/01/12)

**\$180.00****IX. Use of Easement Preparation Fee**

(adopted 12/07/11; effective 01/01/12)

**\$90.00****X. Backflow Prevention Non-compliance Charge**

(adopted 12/07/11; effective 01/01/12)

**\$50.00**

**LEHIGH COUNTY AUTHORITY**  
**SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

**IX. Tapping, Connection and Customer Facilities Fees**

**Central Lehigh Division**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,000	\$ 150	\$ 290	*	*
3/4"	1,480	300	435	*	*
1"	2,360	480	780	*	*
1-1/2"	3,470	705	1,740	*	*
2"	5,100	1,035	3,080	*	*
3"	8,320	1,690	6,960	*	*
4"	11,580	2,350	12,350	*	*
6"	17,350	3,520	27,840	*	*
8"	23,420	4,750	49,500	*	*
10"	28,930	5,865	77,340	*	*
12"	35,075	N/A	111,360	*	*

(\* See Notes on page 8) N/A – Not Available

**Washington Township Division – Excluding Welshtown Road**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee		Connection Fees	Customer Facilities Fees
	Distribution	Capacity		
MFR*	\$ 1,000	\$ 395	*	*
3/4"	1,480	485	*	*
1"	2,360	870	*	*
1-1/2"	3,470	1,940	*	*
2"	5,100	3,440	*	*
3"	8,320	7,760	*	*
4"	11,580	13,770	*	*
6"	17,350	31,040	*	*
8"	23,420	55,190	*	*
10"	28,930	86,230	*	*
12"	35,075	N/A	*	*

(\* See Notes on page 8) N/A – Not Available

**Central Lehigh Division – Lehigh Valley South Industrial Park**

(adopted 07/25/05; effective 07/1/11)

Special Tapping Fee - \$2,095.37 per equivalent dwelling unit (EDU)

EDU = 220 gallons per day

Central Lehigh Division fees also apply

**LEHIGH COUNTY AUTHORITY  
SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

**IX. Tapping, Connection and Customer Facilities Fees (cont'd)**

**North Whitehall Township Division**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,000	N/A	\$ 405	*	*
3/4"	1,480	N/A	610	*	*
1"	2,360	N/A	1,090	*	*
1-1/2"	3,470	N/A	2,440	*	*
2"	5,100	N/A	4,330	*	*
3"	8,320	N/A	9,760	*	*
4"	11,580	N/A	17,320	*	*
6"	17,350	N/A	39,040	*	*
8"	23,420	N/A	69,410	*	*
10"	28,930	N/A	108,450	*	*
12"	35,075	N/A	N/A	*	*

(\* See Notes on page 8)      N/A - Not Available (Type 2 Fee has not been established)

**Arcadia Division**

(adopted 5/12/03; effective 5/12/03)

Tapping Fee		
Part	Amount	Units
Capacity	\$20.40	Per Gallon per day
Distribution	18.10	Per Gallon per day
Special Purpose		
Fire Service	.10	Per Square Foot of Building Space

**Mill Creek Division**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,000	N/A	N/A	*	*
3/4"	1,480	N/A	\$165	*	*
1"	2,360	N/A	N/A	*	*
1-1/2"	3,470	N/A	N/A	*	*
2"	5,100	N/A	N/A	*	*
3"	8,320	N/A	N/A	*	*
4"	11,580	N/A	N/A	*	*
6"	17,350	N/A	N/A	*	*
8"	23,420	N/A	N/A	*	*
10"	28,930	N/A	N/A	*	*
12"	35,075	N/A	N/A	*	*

(\* See Notes on page 8)      N/A - Not Available (Type 2 Fee has not been established)

**LEHIGH COUNTY AUTHORITY**  
**SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

**IX. Tapping, Connection and Customer Facilities Fees (cont'd)****Pine Lakes Division**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution				
	Type 1	Type 2	Capacity		
MFR*	\$ 1,000	N/A	N/A	*	*
3/4"	1,480	N/A	\$165	*	*
1"	2,360	N/A	N/A	*	*
1-1/2"	3,470	N/A	N/A	*	*
2"	5,100	N/A	N/A	*	*
3"	8,320	N/A	N/A	*	*
4"	11,580	N/A	N/A	*	*
6"	17,350	N/A	N/A	*	*
8"	23,420	N/A	N/A	*	*
10"	28,930	N/A	N/A	*	*
12"	35,075	N/A	N/A	*	*

(\* See Notes on page 8) N/A - Not Available (Type 2 Fee has not been established)**Beverly Hills Division**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution				
	Type 1	Type 2	Capacity		
MFR*	\$ 1,000	N/A	N/A	*	*
3/4"	1,480	N/A	\$165	*	*
1"	2,360	N/A	N/A	*	*
1-1/2"	3,470	N/A	N/A	*	*
2"	5,100	N/A	N/A	*	*
3"	8,320	N/A	N/A	*	*
4"	11,580	N/A	N/A	*	*
6"	17,350	N/A	N/A	*	*
8"	23,420	N/A	N/A	*	*
10"	28,930	N/A	N/A	*	*
12"	35,075	N/A	N/A	*	*

(\* See Notes on page 8) N/A - Not Available (Type 2 Fee has not been established)**Heidelberg Heights Division**

(adopted 03/13/06; effective 04/1/06)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution				
	Type 1	Type 2	Capacity		
MFR*	\$ 1,000	N/A	\$	*	*
3/4"	1,480	N/A	830	*	*
1"	2,360	N/A	1,490	*	*
1-1/2"	3,470	N/A	3,320	*	*
2"	5,100	N/A	5,890	*	*
3"	8,320	N/A	13,280	*	*
4"	11,580	N/A	23,570	*	*
6"	17,350	N/A	53,120	*	*
8"	23,420	N/A	94,950	*	*
10"	28,930	N/A	147,570	*	*
12"	35,075	N/A	N/A	*	*

N/A - Not Available (Type 2 Fee has not been established)

**LEHIGH COUNTY AUTHORITY**  
**SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

**IX. Tapping, Connection and Customer Facilities Fees (cont'd)**

**Emmaus Consecutive Division**

(adopted 08/13/07; effective 08/13/07)

Size of Service Line	Tapping Fee			Connection Fee	Customer Facilities Fee
	Distribution		Capacity		
	Type 1	Type 2			
MFR*	\$ 1,000	N/A	\$200	*	*
3/4"	1,480	N/A	400	*	*
1"	2,360	N/A	580	*	*
1-1/2"	3,470	N/A	1,600	*	*
2"	5,100	N/A	2,840	*	*
3"	8,320	N/A	6,400	*	*
4"	11,580	N/A	11,360	*	*
6"	17,350	N/A	25,600	*	*
8"	23,420	N/A	45,520	*	*

N/A - Not Available (Type 2 Fee has not been established)

**Buss Acres Division**

(adopted 5/10/10; effective 5/10/10)

Size of Service Line	Tapping Fee	
	Distribution	Capacity
3/4"	\$ 1,480	\$ 389

**Notes:**

**MFR** - Applicable to each dwelling unit in a mobile home park or multi-family dwelling with individual service and individually metered.

**Connection Fee** is based on actual cost of connecting to the Authority water line, extending the service line to the property line, and inspecting the Customer Service Line.

**Customer Facilities Fee** (adopted 3/12/12; effective 3/12/12)

This fee includes the supply and installation of a water meter and a backflow protection device for residential facilities (meter component). The fee can also include, at the customer's option and based on actual cost, installation of a service line from the property line to the customer's facility by the Authority.

All service lines must have an approved backflow protection device installed. The Authority will furnish a DC (dual check) device for residential facilities.

**LEHIGH COUNTY AUTHORITY**  
**SCHEDULE OF WATER RATES AND CHARGES (cont'd)**

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Meter Size	2012 Meter Fee - With DC Backflow	2012 Meter Fee - With No Backflow
5/8"	\$ 362	\$ 322
5/8" Pit	\$ 388	\$ 348
3/4"	\$ 395	\$ 355
3/4" Pit	\$ 408	\$ 368
1"		\$ 397
1" Pit		\$ 410
1 1/2" Displacement		\$ 690
1 1/2" Turbine		\$ 942
1 1/2" Compound		\$ 1,274
2" Displacement		\$ 878
2" Turbine		\$ 1,076
2" Compound		\$ 1,435

**Notes: (cont'd)**

Backflow protection devices for commercial/industrial facilities shall be approved by the Authority, and supplied, installed and tested by the applicant. Meters larger than 2" shall be approved by the Authority, supplied and installed by the applicant, and inspected by the Authority at the applicant's expense.

**X. Non-Sufficient Funds (NSF) Fee**

**All Divisions** **\$25.00**  
 (adopted 9/24/01, effective 1/1/02)

**XI. Service Initiation Fee**

**All Divisions** **\$15.00**  
 (adopted 9/24/01, effective 1/1/02)