

**REGULAR MEETING MINUTES**  
**February 8, 2016**

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The Regular Meeting of the Lehigh County Authority was called to order at 12:10 p.m., on Monday, February 8, 2016, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Tom Muller, Richard Bohner, Norma Cusick, Scott Bieber and Ted Lyons. Authority Staff present were Liesel Gross, Ed Klein, Pat Mandes, Frank Leist, Brad Landon, John Parsons, Chuck Volk, Jennifer Montero, Phil DePoe and Lisa Miller.

**REVIEW OF AGENDA**

Liesel Gross announced that there will be an Executive Session following the regular meeting to discuss two topics of potential litigation.

**APPROVAL OF MINUTES**

**October 26, 2015 Regular Meeting Minutes**

Richard Bohner said that there needs to be a correction to the Minutes. On page 2 under Allentown Division – Miscellaneous Water Filtration Plan/Water Distribution, paragraphs 1 and 2 should say *Project*, not *Projection*.

On a motion by Richard Bohner, seconded by Norma Cusick, the Board unanimously approved the Minutes of the October 26, 2015 Regular meeting with the noted correction (7-0).

**November 9, 2015 Workshop Meeting Minutes**

Tom Muller said that under Review of Agenda the word needs to be *Session*, not *Sessions*. Chairman Nagle noted that under Public Comment, Joe Hilliard requested that the word *personal* be stricken because he did not ask for the Board members' personal email.

On a motion by Richard Bohner, seconded by Linda Rosenfeld, the Board approved the Minutes of the November 9, 2015 Workshop meeting as corrected (7-0).

**December 14, 2015 Regular Meeting Minutes**

On a motion by Richard Bohner, seconded by Norma Cusick, the Board unanimously approved the Minutes of the December 14, 2015 Regular meeting (7-0).

**January 11, 2016 Workshop Meeting Minutes**

On a motion by Richard Bohner, seconded by Norma Cusick, the Board unanimously approved the Minutes of the January 11, 2016 Workshop meeting (7-0).

**PUBLIC COMMENTS**

Joe Hilliard of Allentown was present to comment on transparency and also to request that the Board consider adopting a formal Lehigh County Authority email address for each member. Chairman Nagle said that the Board will be addressing transparency issues in the near future.

**ACTION AND DISCUSSION ITEMS**

**2016 Goals**

Liesel Gross presented a timeline of the 2016 Goals for discussion. The 4 goal areas that are being worked on and developed are #4 – Organizational Development, #3 – Environmental/Regional Leadership, #2 – Asset Management, and #1 – Financial Health. The ultimate object is to finalize the goals with detail plans by the March 28<sup>th</sup> meeting and to establish a process for a quarterly review. The Board asked that the goals be provided prior to the meeting and that they have a brief comparison of the old goals to the new goals. Ms. Gross presented the detail developed by staff for Goal #4. The Board will review the details of Goal #4 and submit any questions or comments to Ms. Gross.

**Board Meeting Designation**

Liesel Gross presented the Board with a sample Board Meeting Agenda. She is asking the Board to consider the following: eliminating the Workshop meeting designation and title all meetings as a Regular Board Meeting, keeping the Monthly Project Updates/Information Items to the first meeting of the month, adding a Monthly Financial Review, which Ed Klein will begin presenting at the second Board meeting of the month, and the System Operations Overview become a formatted written report that will also be provided at the second Board meeting of the month. The Board asked that "No Activity" be added in bold to the Monthly Project Updates/Information report for any items that do not have any current activity. Ted Lyons said that he would like the Staff members that attend the meeting to have nameplates.

On a motion by Scott Bieber, seconded by Tom Muller, the Board unanimously approved changing the name of all meetings to Regular Board Meetings (7-0).

**Suburban Division – Facility Condition Assessment**

Chuck Volk gave an overview of the study that includes 11 sewer and 16 water facilities in the Suburban Division. The Study is comprised of a detailed evaluation of the structure, roof, HVAC and electrical system at each facility. D'Huy Engineering was selected as the most qualified firm based on the following factors: demonstrated project understanding and approach, prior similar project experience, experience with asset management program development, strength of project team, adequate man hours budgeted to perform comprehensive evaluation, and familiarity with LCA and track record. He is asking for approval of the Capital Project Authorization – Study Phase in the amount of \$120,000.00 which includes the Professional Services Authorization to D'Huy Engineering in the amount of \$72,220.00. Some discussion followed primarily asking for explanation of why D'Huy was being recommended for the award when there are two lower cost proposals, which Mr. Volk provided.

On a motion by Scott Bieber, seconded by Norma Cusick, the Board approved the Capital Project Authorization – Study Phase in the amount of \$120,000.00 which includes the Professional Services Authorization to D'Huy Engineering in the amount of \$72,220.00. Tom Muller opposed (6-1).

**Boston Beer Amendment**

Liesel Gross introduced Jennifer Montero, LCA Contract Administrator, to the Board, who attended to present on this topic with Pat Mandes, Chief Compliance Officer. Ms. Mandes presented a PowerPoint presentation on Boston Beer's Wastewater Renewal Agreement for the 2016-2020 period and the 2016 rate. It highlighted the history, and summary and comparison of the agreement terms. Many of the terms and conditions in Amendment #1 carry over to Amendment #2 with some changes. New language was added to address Boston Beer's energy conservation efforts that may include some wastewater pretreatment onsite and certain water reuse. Pat Mandes asked the Board for approval of Amendment #2 and the increased 2016 allocation rate.

On a motion by Ted Lyons, seconded by Richard Bohner, the Board unanimously approved the Boston Beer Amendment #2 and the 2016 Rate (7-0).

**Allentown Division – Wastewater Treatment Plant: Digester Cover Replacements**

Frank Leist gave an overview of the project which consists of the phasing and replacement of two anaerobic digester covers at the Kline's Island Wastewater Treatment Plant. The project is identified as a Schedule 7 Project in the Allentown Lease agreement which means it is a required project. In addition, it is considered to be a Major Capital Improvement as defined by the lease and will therefore have costs recovered through the customer rates. He is asking for approval of the Capital Project Authorization Amendment No. 1 – Construction Phase in the amount of \$2,982,156.00 which includes the Professional Services Authorization Amendment No. 1 – Construction Phase: GHD in the amount of \$91,988.00; awarding the General Contract – Construction Phase to Quad Construction in the amount of \$2,754,750.00; and awarding the Electrical Contract – Construction Phase to Diefenderfer Electric in the amount of \$15,418.00.

On a motion by Tom Muller, seconded by Linda Rosenfeld, the Board unanimously approved the Capital Project Authorization Amendment No. 1 – Construction Phase in the amount of \$2,982,156.00 which includes the Professional Services Authorization Amendment No. 1 – Construction Phase: GHD in the amount of \$91,988.00, awarding the General Contract – Construction Phase to Quad Construction in the amount of \$2,754,750.00 and awarding the Electrical Contract – Construction Phase to Diefenderfer Electric in the amount of \$15,418.00 (7-0).

### **SYSTEM OPERATIONS OVERVIEW**

John Parsons gave a summary of the systems. He reported that there were no major operational episodes resulting from the snowstorm on 1/23/16 and both Suburban and City operations had all facilities cleared by the following Tuesday. The rain event on 2/2/16, however, stressed some operational activities. Kline's Island Wastewater Treatment Plant went from a normal 31 MGD to 75 MGD. No bypasses or sewer overflows were recorded at the plant or associated collector systems as a result of this event. The Suburban Division did experience a sewage bypass at the Heidelberg Heights facility resulting from the increased flows.

Due to the milder winter, main breaks are down. In January, there have been 5 main breaks in the City Division and 1 break in the Suburban Division.

The SCADA (supervisory control and data acquisition) and MCC (motor control center) installations at Kline's Island Wastewater Treatment Plant are near completion. Proposals for the City of Allentown Water System Master Plan are being reviewed. The testing period for the City of Allentown Water Coagulant Study is also near completion.

John Parsons commented on the articles regarding the levels of lead in Allentown. Some articles have noted the levels are from airborne lead resulting from lead paint in older homes, and not a water problem. He said that the Lead and Copper Rule states 90 percentile limits of 15 ppb lead and 1.3 ppm copper. The City Division has never had any problems meeting the limits of the Lead and Copper Rule. The Suburban Division had only one problem in Washington Township which was decades ago and rectified the issue by connecting with Slatington's filtered water system in combination with other remediation work and eliminated the issue. The Allentown Division has a zinc ortho-phosphate tank that is ready to be put in operation should the lead and copper levels ever increase to the regulatory limit. Some discussion followed regarding the process of lead testing and sampling. Ted Lyons stated that he would like to see information on the process for testing sites. Joe Hilliard suggested that LCA expedite the testing schedule. He said LCA may also want to test residents with water softeners. Liesel Gross stated that the testing schedule is mandated by DEP. In conclusion, the Board stated that they will revisit the sampling process at the next meeting.

### **STAFF COMMENTS**

None.

### **SOLICITOR'S COMMENTS**

None.

### **OTHER COMMENTS**

None.

### **EXECUTIVE SESSION**

The Chairman called an Executive Session at 1:58 p.m. to discuss potential litigation.

The Executive Session ended at 2:28 p.m.

### **ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 2:35 p.m.

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Richard H. Bohner  
Secretary