

## **REGULAR MEETING MINUTES**

### **March 25, 2019**

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The Regular Meeting of the Lehigh County Authority was called to order at 12:00 p.m. on Monday, March 25, 2019, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Richard Bohner, Norma Cusick, Scott Bieber and Ted Lyons. Authority Staff present were Liesel Gross, Brad Landon, Charles Volk, Ed Klein, John Parsons, Chris Moughan, Susan Sampson, Phil DePoe and Lisa Miller.

#### **REVIEW OF AGENDA**

Chairman Nagle 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 will be an Executive Session after the regular meeting to discuss a matter of potential litigation. There are no changes to the agenda.

Chairman Nagle stated that LCA received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for its Comprehensive Annual Financial Report for the Fiscal Year ended December 31, 2017. The Board congratulated the Staff for this achievement.

#### **APPROVAL OF MINUTES**

##### **February 25, 2019 Regular Meeting Minutes**

Richard Bohner offered a grammatical correction to the minutes. On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the minutes of February 25, 2019 meeting as corrected (7-0).

#### **PUBLIC COMMENTS**

None.

#### **ACTION AND DISCUSSION ITEMS**

Chairman Nagle announced that the Board received their packet in the mail prior to the meeting.

##### **Information Technology Master Plan**

Chris Moughan, Chief Information Officer presented a PowerPoint presentation regarding the Information Technology Master Plan and gave an overview of the project which will provide a more technical-level, detailed review of all current systems, current and future configurations/versions, database interdependencies, and security requirements, which will drive planning for replacement and upgrades to maintain a high level of system integrity for all users as the IT team continues to drive innovation and automation at LCA.

Mr. Moughan explained that as part of the Master Plan, an executive summary and a mission statement that works hand-in-hand with LCA's mission statement will be created. The consultant will conduct department discovery reports from an IT standpoint to find where each department can become more efficient. An overall report on their findings will be completed to help LCA define and

prioritize tasks based on those interviews with each department. Mr. Moughan is asking for approval of a Capital Project Authorization in the amount of \$70,000.00 which includes a Professional Services Authorization to EZ Micro Solutions in the amount of \$50,000.00.

Kevin Baker arrived at 12:16 p.m.

Chairman Nagle asked that when the work is finished, will additional approvals be needed to implement the recommendations. Mr. Moughan explained there is funding in the Capital Plan for this year and there is also money in the 5-year plan for this project, which includes estimated expenses to implement new plans and projects that may result from the IT Master Plan. Operationally, the Authority already has a contract with EZ Micro for maintenance of certain systems, and that expense is handled via the annual operations budget.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved the Capital Project Authorization in the amount of \$70,000.00 which includes a Professional Services Authorization to EZ Micro Solutions in the amount of \$50,000.00 (8-0).

### **Final Draft Capital Plan (2020-2024) – All Divisions**

Liesel Gross noted that a memorandum attached to the Board agenda packet describes the process and procedure of the capital plans along with the public comments received and also the updated plan details with changes. Individual project sheets that were changed were provided with the Board packet. Ms. Gross noted that the most significant change is the Suburban Wastewater Capital Plan where additional funding was added for the Heidelberg Heights Inflow & Infiltration program to address the overflows within the system. Chairman Nagle commented that the Board has reviewed the capital plans in draft and final stages, along with the comments from the Lehigh Valley Planning Commission and the City of Allentown, and recommends approval.

Jennifer McKenna, City of Allentown Compliance Office, commented that the Compliance Office is pleased to be invited to a capital planning meeting with LCA staff to better understand the planning process. Liesel Gross also noted that internally, the staff will review the next 10 years of projects included in the Allentown Division Water and Wastewater Master Plans and discuss a prioritization process.

Jeff Morgan commented that the additional funding for the Heidelberg Heights project is a great idea.

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved the 2020-2024 Capital Plans – All Divisions (8-0).

Liesel Gross thanked the Board for the approval and recognized the staff for working through the revised planning process this year, including changes in the funding strategy and revisions to the planning timeline. The result is a plan that addresses key asset management and financial goals for the Authority and is responsive to the Board's request for a shift in the way the Authority funds the capital program.

### **Resolution No. 3-2019-1 – PennDOT Cost Reimbursement for Utility Relocations for the Rapid Bridge Replacement Project**

Chuck Volk gave an overview of the project regarding the replacement of a PennDOT bridge which requires the relocation of an LCA manhole. Because the utilities are within the public right-of-way, the Authority would be responsible for the costs, but PennDOT is using a special program that may allow for some reimbursement. As part of the PennDOT Rapid Bridge Replacement project, the

Authority is requesting Board approval of Resolution No. 3-2019-1 to request 75% reimbursement of the project.

Chairman Nagle asked that the Resolution language be changed to add that the facilities are Authority "controlled" to clarify the Authority does not own the facilities due to the structure of the lease with Allentown.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved Resolution No. 3-2019-1 with the additional wording read by the Solicitor being added (8-0).

### **MONTHLY PROJECT UPDATES / INFORMATION ITEMS**

Liesel Gross reported that there are no new action or discussion items since they have been discussed previously. Several items were raised by the Board for clarification or additional information.

Scott Bieber asked what the Mountain View Estates project, under Sewage Planning Modules, consists of. Chuck Volk said the project is in Lower Macungie Township near Reservoir 5 in the Mountain Road area.

Richard Bohner questioned the status of the Authority's opposition filed with Lower Macungie Township regarding the proposed trucking terminal. Chuck Volk reported that Spotts, Stevens and McCoy reviewed the plan on behalf of the Authority and communicated our comments to the township and township engineer during the approval process of the plan. Mr. Volk said the plan was modified to include those comments and the Authority is satisfied with the result.

Chairman Nagle asked about the status of the Western Lehigh Interceptor (WLI) High Flow Emergency Declaration. Liesel Gross said this is reported on the Monthly System Operations Overview report by John Parsons.

Chairman Nagle also asked if LCA and the other municipalities had responded to the Pennsylvania Department of Environmental Protection (DEP) regarding their questions and comments about the Regional Flow Management Strategy. Ms. Gross stated that a joint response was developed by all the municipalities, the Authority and the City of Allentown, and the response was sent to DEP earlier in March. She will provide a copy of the response document to the Board.

Linda Rosenfeld asked if the Hamilton Street Cedar Creek Bridge project has been restarted. Chuck Volk stated that the Authority's work is complete and PennDOT has restarted their work on the project with a summer completion date.

Scott Bieber questioned if the Authority will receive flow development credits after completion of the rehabilitation of the Western Lehigh Interceptor to remove leakage into the sewer system. Liesel Gross responded that this will be determined when the project is complete and will require discussion with DEP about how to quantify the leakage removed that may be applicable for the flow development credit program.

### **MONTHLY FINANCIAL REVIEW**

Ed Klein gave an overview and summary of the February 2019 financial report, highlighting variances between budgeted expenses and actual or forecasted expenses.

### **MONTHLY SYSTEM OPERATIONS OVERVIEW**

John Parsons reviewed the Monthly System Operations Overview report for February 2019 which included a status report of the Western Lehigh Interceptor (WLI) High Flow Emergency Project as of March 15, 2019. The Phase I contract for the WLI emergency project was signed and a preconstruction meeting was held last week. Phase I work will begin this week. CCTV work is continuing at sections of the Spring Creek pump station and also downstream of the station. Remediation of joint repairs and sedimentation will also begin this week.

**STAFF COMMENTS**

None.

**SOLICITOR'S COMMENTS**

None.

**PUBLIC COMMENTS / OTHER COMMENTS**

None.

Chairman Nagle called a recess at 12:53 p.m. The meeting reconvened at 1:00 p.m.

**EXECUTIVE SESSION**

An Executive Session was held at 1:00 p.m. to discuss potential litigation.

The Executive Session ended at 1:36 p.m.

**ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 1:36 p.m.

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Richard H. Bohner  
Secretary