

**REGULAR MEETING MINUTES**  
**March 27, 2017**

---

The Regular Meeting of the Lehigh County Authority was called to order at 12:00 p.m. on Monday, March 27, 2017, Chairman Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Kevin Baker, Jeff Morgan, Richard Bohner, Norma Cusick, and Scott Bieber. Authority Staff present were Liesel Gross, Brad Landon, Chuck Volk, Ed Klein, John Parsons, Chris Moughan and Lisa Miller.

**REVIEW OF AGENDA**

Chairman Nagle announced that today's Board meeting is being videotaped and streaming live which will be posted to the Authority's website. Chairman Nagle stated that Scott Bieber requested to discuss the topic of storm water injection wells, and he recommended adding this item to the agenda for an April Board meeting.

Liesel Gross announced there will be an Executive Session regarding potential litigation and an additional item under Staff Comments.

Deana Zosky arrived at 12:02 p.m.

Jeff Morgan, the newly appointed Board Member, was introduced to the Board and Staff. The Board asked that Mr. Morgan give a brief description of his background.

Ted Lyons arrived at 12:04 p.m.

**APPROVAL OF MINUTES**

**March 13, 2017 Regular Meeting Minutes**

Richard Bohner suggested a correction on page 2 under Drought and Water Supply Monitoring Program, second paragraph, second sentence, that the word *suppose* be changed to *support*. He also suggested adding the word *it*, after *discuss* on page 3, third paragraph, last sentence. Chairman Nagle suggested adding **GENERAL SESSION CONTINUED** between *The Executive Session ended at 3:01 p.m.* and the start of the motions.

On a motion by Richard Bohner, seconded by Norma Cusick, the Board approved the Minutes of the March 13, 2017 meeting with the noted changes and corrections (6-0). Deana Zosky, Ted Lyons and Jeff Morgan abstained.

**PUBLIC COMMENTS**

None.

**ACTION AND DISCUSSION ITEMS**

**Non-Union Employee Compensation Study – Overview of Results**

Liesel Gross reviewed the results of the Compensation Study that was completed by Mosteller & Associates and the summary that was attached to the Board agenda packet. The primary issues addressed in the study were: Market Alignment, Internal Equity, and Equity Adjustments. The recommendations included a reduced number of paygrades, but maintaining the overall spread of the compensation from the lowest to highest paygrade. Individual positions were then slotted into the new paygrades based on market survey data gathered by Mosteller & Associates. Then, individual employees' pay was evaluated and recommendations made for adjustments to address internal inequities based on the new paygrade placements. Ed Klein explained that the adjustments, which total \$68,818 on a total annualized basis, will impact the 2017 personnel budget for non-union employees by less than 1% after taking into consideration timing and other factors. Deana Zosky suggested that, in the future, strategic adjustments such as this should be anticipated and aligned with the budget development schedule.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board accepted the report and approved the recommended changes in non-union employee compensation (9-0).

### **Citizen Survey Results**

Liesel Gross gave an overview of the results of the citizen survey that was conducted to collect feedback on potential methods to improve public participation in meetings of the Board of Directors or other Authority meetings. With only 45 responses received, despite efforts to distribute the survey broadly, the public's interest in Authority business does not appear to be very high. In addition, survey results indicate that the topics typically covered at Authority meetings are not as high a priority as other issues that are covered by municipal or other public meetings. Survey results also generally indicated that moving the Authority's meetings to a nighttime schedule is unlikely to significantly increase public participation. Deana Zosky said that she was disappointed in the low participation in the survey but happy with the work that was done composing the survey and thanked Ms. Gross for all her work. Scott Bieber concurred. Chairman Nagle asked for Board consensus for the Authority to maintain the current meeting schedule but to consider scheduling evening meetings as needed to review special topics. Board members agreed.

### **Suburban Division Hydrant & Valve Exercising Program**

John Parsons gave an overview of this operational project. The project consists of exercising almost 6,000 gate and butterfly valves of various sizes and 1,515 fire hydrants. It has been historically difficult for the Authority to maintain their valves and hydrants due to staff levels. Therefore, it's the Authority's intent to hire a contractor to exercise and maintain all of the hydrants annually and also exercise and maintain 1/3 of the valves annually over a 3-year contract. Since the Suburban Division is in the process of installing a Computerized Management System (CMMS) known as CityWorks, the contractor will obtain and assemble the asset data and migrate into the CityWorks system. The contractor will also be required to provide sub-meter GPS locations for all assets so existing locations in LCA's database can be corrected if required. The project will be funded by LCA and was budgeted in 2017 as an operational expense. Liesel Gross explained that operational contracts such as this would not normally be brought to the Board for approval once budgeted, but this is being brought forth because it is a significant program enhancement that the staff would like Board concurrence.

Mr. Parsons is asking for approval of the Professional Services Authorization in the amount of \$106,728.00 annually for 2017-2019 for a total of \$320,184.00 for the 3-year contract, not to be exceeded without further Board authorization. The Board questioned the differential in the cost of the contract between the three firms that submitted proposals. Mr. Parsons explained that Valvetek is a smaller company and is geographically closer to the site, therefore reducing travel costs. He also noted that Valvetek was the only contractor to attend the site visit.

On a motion by Norma Cusick, seconded by Kevin Baker, the Board approved the Professional Services Authorization in the amount of \$106,728.00 annually for 2017-2019 with a total of \$320,184.00 for the 3-year contract, not to be exceeded without further Board authorization (9-0).

### **Waiver of Main Extension Policy provision for Mack Trucks**

Brad Landon explained the memo regarding the Main Extension Policy waiver for Mack Trucks. Mack Trucks has requested water service for its manufacturing facility in Lower Macungie Township and is requesting a waiver to the policy by asking to provide a surety bond for performance security in regard to a potential obligation for a future main extension. After expressing the Authority's position in regard to surety bonds and the need for liquidity that is typically not present with surety bonds, Mack Trucks was able to provide a surety bond with additional provisions that met this liquidity concern. Therefore, the Authority is requesting a waiver of this provision of the Main Extension Policy in this particular circumstance.

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved the waiver to the Main Extension Policy regarding the surety bond for Mack Trucks (9-0).

**Suburban Division – Western Lehigh Interceptor (WLI) Easement Clearing**

John Parsons gave an overview of the project. The Western Lehigh Interceptor (WLI) has approximately ten miles of easements that have become overgrown with vegetation to the point that vehicular access is no longer possible. Mr. Parsons is requesting approval of the Professional Services Authorization for Phase I to DBi Services Inc. in the amount of \$250,961.60. The project would consist of fulfilling all permit requirements with local and state entities, opening 10' wide clear sight between manholes, clearing all existing trees growing over the interceptor or manholes, applying stump treatment to all cut trees, applying appropriate herbicides to properly control undergrowth, and gathering and providing GPS (global positioning system) data for all existing assets. The project will be funded by LCA out of the 2017 operational budget. The Board expressed concerns about the public impact of the project. Liesel Gross said that the public and regional concerns have been discussed internally and the Authority will work with the municipalities in conjunction with any trailway or greenway programs they may have in the same geographic locations, and the staff will personally handle some aspects of landowner contact. The Board is also concerned about environmental sensitivity and some members do not want herbicides to be sprayed. Mr. Parsons stated that the staff has these same concerns, which have been shared with the contractor already, and the herbicides will only be used for certain species as well as meet regulatory standards. Chairman Nagle suggested the Wildlands Conservancy be contacted to provide guidance regarding herbicide use. Mr. Parsons will develop additional plans in conjunction with staff, the contractor and other resources to properly address the Board's concerns about herbicide use.

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board approved the Professional Services Authorization for Phase I to DBi Services Inc. in the amount of \$250,961.60 (9-0).

**Flow Meter Data Evaluation**

Pat Mandes gave an overview of the project amendment for Flow Meter Data review and evaluation to be performed by Arcadis. Ms. Mandes is requesting approval of the Capital Project Authorization – Amendment Number 26 in the amount of \$131,000.00 which includes the Professional Services Authorization to Arcadis. This work is primarily focused on analyzing and validating data from sewer flow metering that is being conducted by TFE as authorized by the Board at the February 13, 2017 meeting. This metering data is used to determine the amount of infiltration and inflow that has been removed by specific projects completed by the municipalities, and to collect baseline flow data in other areas. The Board asked what happens if the TFE data is not valid or is incorrect? Ms. Mandes explained that Arcadis will be spot-checking the data, and according to the contract with TFE, the Authority will not have to pay for invalid data.

On a motion by Scott Bieber, seconded by Norma Cusick, the Board approved the Capital Project Authorization – Amendment Number 26 in the amount of \$131,000.00 which includes the Professional Services Authorization to Arcadis (9-0).

**MONTHLY FINANCIAL REVIEW**

Ed Klein gave an overview of the February 2017 Financial Report. The Report was previously emailed to the Board for their review prior to the meeting.

**MONTHLY SYSTEM OPERATIONS OVERVIEW**

John Parsons reviewed the February 2017 Operations Report that was attached to the Board agenda.

**STAFF COMMENTS**

Liesel Gross informed the Board that Pat Mandes and she attended the 2017 AWWA Fly-In last week in Washington D.C. where they discussed national water financing and infrastructure issues with legislative staff of the U.S. Representatives and Senators.

**SOLICITOR'S COMMENTS**

Brad Landon reminded the Board that Ethics Forms and Financial Disclosure Statements are due April 30, 2017, although he has received a majority of the Board members' forms already.

**PUBLIC COMMENTS / OTHER COMMENTS**

Art Persing, resident of Lower Macungie Township, stated he was impressed with the LCA hydrant and valve exercising program and suggested working with Lower Macungie Fire department and other local fire departments to share the information as to the location and status of hydrants.

Mr. Persing suggested that LCA inform the public whenever accessing public or private land so residents are aware of work that is being done. Mr. Persing also informed the Board about an infection that is affecting ash trees and advised the staff to take precautions when completing the easement-clearing project.

The Chairman called a break at 1:38 p.m. The meeting reconvened at 1:41 p.m.

**EXECUTIVE SESSION**

Chairman Nagle called an Executive Session at 1:41 p.m. to discuss potential litigation.

The Executive Session ended at 1:58 p.m.

**ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 1:58 p.m.

---

Richard H. Bohner  
Secretary