

REGULAR MEETING MINUTES
July 10, 2017

The Regular Meeting of the Lehigh County Authority was called to order at 12:04 p.m. on Monday, July 10, 2017, Chairman Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Richard Bohner, Norma Cusick, Scott Bieber and Deana Zosky. Authority Staff present were Liesel Gross, Brad Landon, Chuck Volk, Ed Klein, Pat Mandes, Chris Moughan, John Parsons, Susan Sampson, Mark Bowen, and Lisa Miller.

REVIEW OF AGENDA

Chairman Nagle announced that today's Board meeting is not being videotaped and streaming live due to technical difficulties.

Liesel Gross noted there are no Agenda changes but there will be an Executive Session regarding property acquisition. Ms. Gross introduced Mark Bowen, Geographic Information System (GIS) Specialist for the Authority, who will be giving a presentation at today's meeting. Ms. Gross also introduced Susan Sampson who is starting her first day with the Authority as Customer Care & Communications Manager.

APPROVAL OF MINUTES

June 26, 2017 Regular Meeting Minutes

On a motion by Linda Rosenfeld, seconded by Deana Zosky, the Board approved the Minutes of the June 26, 2017 meeting (5-0). Richard Bohner abstained.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

LCA Strategic Goals & Key Performance Indicators

Liesel Gross reviewed the memo provided to the Board regarding a 2nd quarter update to the 2017 Goals and Measures along with a PowerPoint presentation. Using the Effective Utility Management (EUM) framework, four primary areas were identified as Financial Viability, Infrastructure Stability, Product Quality, and Employee Leadership & Development.

Kevin Baker arrived at 12:11 p.m.

Ms. Gross summarized the eleven preliminary measures and explained the definition and description of the measures, how they are related to the EUM strategies, and an implementation plan. Chris Moughan explained that he has been forming internal teams to review the key performance indicators that have been selected and to develop the definitions and datasets to be used for each measure.

In response to Board members' questions related to the Authority's knowledge management program, Liesel Gross explained that significant work has been done to assess the risk of knowledge loss due to retirements and that plans to address some of those risks still need to be developed. Some of the work will involve recruiting and training new employees, while other risks are being addressed through technology improvements where historical knowledge is being codified into databases for asset information and maintenance histories.

Deana Zosky commented on the number of key performance indicators and feels there are too many and the Authority should focus on identifying a small number of leading indicators that will impact the overall performance in strategic areas. She also stated that while the EUM framework may be an industry-accepted set of strategies, the staff should be sure that the strategies selected are appropriate for the Authority.

Geographic Information System (GIS) Field Application

Mark Bowen, Geographic Information System (GIS) Specialist for the Authority, gave a demonstration of the ArcGIS mobile application that was developed specifically for the Authority. The program is designed to optimize office and field operations by providing the ability to track, manage and visualize daily operations all in one place. The ArcGIS program uses maps, as-built plans, and easements allowing field staff the ability to collect and record asset information in the field. The mobile application was developed in-house by Mr. Bowen and another GIS employee, Brendan Rusbatch, who were able to address the field employees' needs directly, saving the Authority a significant expense to develop the software through a vendor.

Deana Zosky voiced her concern over security and how to minimize any risk to the Authority's assets. Chris Moughan said that security is a priority and he is actively involved with Department of Homeland Security protocol processes using the security actions and options tailored toward utilities.

The Board thanked Mark for his presentation and expressed appreciation for the opportunity to see the work of Authority employees.

Suburban Water Division – Curb Box Location Program

Chris Moughan provided an overview of the project, which includes the geo-locating of approximately 18,000 curb boxes in the Suburban Water Division. All the collected data will then be transformed and customized so it can be imported into the Authority's mobile Geographic Information System (GIS) and will be available to Authority field personnel working anywhere within the water system. Mr. Moughan is asking for approval of the Capital Project Authorization in the amount of \$168,000.00 which includes the Professional Services Authorization to ValveTek in the amount of \$153,000.00.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved the Capital Project Authorization in the amount of \$168,000.00 which includes the Professional Services Authorization to ValveTek in the amount of \$153,000.00 (7-0).

MONTHLY PROJECT UPDATES/INFORMATION ITEMS

Liesel Gross brought to the attention of the Board numerous items listed in the report for upcoming meetings in July and August.

Scott Bieber inquired about the Suburban Division – Well Abandonments project that is listed for the July 24, 2017 meeting and asked for details on the water quality concerns cited. Liesel Gross and John Parsons explained that the Authority stopped using these wells about 20 years ago due to being classified as under the influence of surface water and therefore requiring additional treatment, and this project is needed to officially complete the well abandonment process.

Deana Zosky asked that a capital project spending summary be presented alongside the capital plan. Ms. Zosky inquired about the project regarding the Suburban Division – Rt. 309 Crossing at Sand Spring Road and who is paying for it. Chuck Volk replied that the Authority is because a conduit was placed there at the time the intersection was rebuilt a few years ago for this exact purpose. Ms. Zosky also asked what the final outcome was regarding the Allentown Division – Kline's Island WWTP Phase 1 AO improvements: Conceptual Design Development since a final determination was to be made in May 2017. Mr. Volk replied that a final determination has not yet been provided by the City of Allentown. Ms. Zosky also asked for an update on the Administrative Order (AO) work. Liesel Gross replied the Authority will prepare for a discussion with the Board at the August 14 meeting.

STAFF COMMENTS

None.

SOLICITOR'S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

None.

Chairman Nagle called a break at 1:13 p.m. The meeting reconvened at 1:16 p.m.

EXECUTIVE SESSION

Chairman Nagle called an Executive Session at 1:16 p.m. to discuss property acquisition.

The Executive Sessions ended at 1:39 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:39 p.m.

Richard H. Bohner
Secretary