

REGULAR MEETING MINUTES

July 22, 2019

The Regular Meeting of the Lehigh County Authority Board of Directors was called to order at 12:00 p.m. on Monday, July 22, 2019, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Jeff Morgan, Richard Bohner, Norma Cusick, Ted Lyons and Amir Famili. Authority Staff present were Liesel Gross, Brad Landon, Ed Klein, Pat Mandes, John Parsons, Chris Moughan, Susan Sampson, and Lisa Miller.

Chairman Nagle announced that today's Board meeting is being videotaped and streaming live and recordings will be posted to the Authority's website.

REVIEW OF AGENDA

Liesel Gross noted that the second item under Finance and Administration, Suburban Division Water Tapping Fees can be removed from the agenda. There will also be an Executive Session at the end of the regular meeting to discuss matters of litigation.

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

APPROVAL OF MINUTES

July 8, 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 the July 8, 2019 meeting as corrected (7-0).

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Resolution No. 7-2019-1 – Suburban Division Wastewater Tapping Fees

Liesel Gross explained that tapping fees are required by law to be adopted by Resolution and are legislated as to how they are calculated. The Authority utilizes the services of Keystone Alliance Consulting, Inc. to ensure that our calculations follow these legal requirements with capital spending information provided by the Authority. The components of the tapping fees are calculated two ways, the original cost method and the trended cost method. Ed Klein gave an overview of the summary page of calculations of the Suburban Wastewater Division capital recovery fees.

Kevin Baker arrived at 12:10 p.m.

Liesel Gross stated the Resolution allows for the approval of the capital recovery fees for various Suburban Division wastewater systems and also allows the Authority's Schedule of Rates and Charges to be amended to reflect the fees as adopted.

On a motion by Linda Rosenfeld, seconded by Norma Cusick, the Board approved Resolution No. 7-2019-1 which establishes the various components of the Lehigh County Authority Capital Recovery fees for the various Suburban Division Wastewater systems (8-0).

LCA 2020 Goals – 2019 Action Plan: Mid-Year Update

Liesel Gross presented a PowerPoint presentation and gave an overview of how the “LCA 2020” goals and associated action plan was developed using the Effective Utility Management (EUM) framework. She reviewed the Authority’s specific goals and key performance indicators in four main categories including Product Quality, Financial Viability, Infrastructure Stability, and Employee & Leadership Development.

Ms. Gross reviewed some of the challenges and barriers to achieving the goals outlined in the 2019 action plan. Specific barriers she reviewed included lack of regional and regulatory direction on wastewater capacity concerns, complex and manual legacy process for critical administrative and financial functions, and staffing challenges due to retirements and adequacy of staffing levels to achieve new programs..

Ted Lyons suggested looking at other utilities for their best practices. Norma Cusick suggested other utilities with regional service relationships may provide guidance on improved billing system to address intermunicipal service agreements. Amir Famili suggested a focus on productivity and efficiency as a critical measure for performance would be useful in holding departments accountable for achieving goals.

Liesel Gross acknowledged the Board’s suggestions and said they could all be incorporated into the next steps. She explained the Authority’s planned next steps include continuing to work on the LCA 2020 goals, conducting a preliminary staffing evaluation to be included in the 2020 Budget, and kicking off a comprehensive strategic planning process to better define where the Authority needs to focus its resources and develop an implementation plan to address the critical barriers discussed.

MONTHLY FINANCIAL REVIEW

Ed Klein presented the June 2019 financial report with a PowerPoint presentation, highlighting variances between budgeted revenues and expenses and actual or forecasted revenues and expenses.

MONTHLY SYSTEM OPERATIONS OVERVIEW

John Parsons reviewed the Monthly System Operations Overview report for June 2019 and noted that the numbers reflected in the report are typical for the summer months and also the wet weather conditions that the Authority has been experiencing. Mr. Parsons noted that the Authority has received permission from PennDOT and PPL to mount stream monitoring equipment on local bridges and poles and is now receiving watershed flow monitoring data. The Authority is also working with the U.S. Geological Survey (USGS) to establish several new USGS gauging stations throughout the Little Lehigh Watershed which will provide even more stream data. The report also included a status report of the Western Lehigh Interceptor High Flow Emergency Project as of July 7, 2019.

STAFF COMMENTS

None.

SOLICITOR’S COMMENTS

None.

PUBLIC COMMENTS / OTHER COMMENTS

Chairman Nagle called a recess at 1:33 p.m. The meeting reconvened at 1:41 p.m.

EXECUTIVE SESSION

An Executive Session was held at 1:41 p.m. to discuss matters of litigation.

The Executive Session ended at 1:49 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:49 p.m.

Richard H. Bohner
Secretary