

REGULAR MEETING MINUTES
July 27, 2015

The Regular Meeting of the Lehigh County Authority was called to order at 12:20 p.m., on Monday, July 27, 2015, Chairman Brian Nagle presiding. Other Members present at the commencement of the meeting were: Linda Rosenfeld, Emrich Stellar, Tom Muller, Richard Bohner, Norma Cusick, Ted Lyons and Deana Zosky. Authority Staff present were Aurel Arndt, Liesel Adam, Pat Mandes, Frank Leist, Robert Kerchusky, John Parsons, Chuck Volk, Nathan Roush and Lisa Miller.

REVIEW OF AGENDA

Aurel Arndt stated that he has two items for an Executive Session. One regarding property acquisition and one regarding personnel. He also has an additional information item regarding the Financial Report.

Chairman Nagle said that the Board will discuss some committees and there will be a polling of the Board regarding skill sets and interests.

APPROVAL OF MINUTES

May 18, 2015 Special Meeting Minutes

On a motion by Richard Bohner, seconded by Linda Rosenfeld, the Board unanimously approved the Minutes of the May 18, 2015 Special Meeting (8-0).

May 26, 2015 Regular Meeting Minutes

Richard Bohner stated that the date is incorrect and needs to be corrected to read Tuesday May 26, 2015 not Monday, May 26, 2015.

On a motion by Richard Bohner, seconded by Norma Cusick, the Board unanimously approved the Minutes of May 26, 2015 as corrected (8-0).

June 15, 2015 Workshop Meeting Minutes

On a motion by Norma Cusick, seconded by Linda Rosenfeld, the Board unanimously approved the Minutes of June 15, 2015 (6-0). Richard Bohner and Deana Zosky abstained.

July 13, 2015 Workshop Meeting Minutes

On a motion by Richard Bohner, seconded by Norma Cusick, the Board unanimously approved the Minutes of July 13, 2015 (6-0). Ted Lyons and Deana Zosky abstained.

PUBLIC COMMENTS

None.

ACTION AND DISCUSSION ITEMS

Electronic Bill Presentment & Payment Processing Contract

Liesel Adam said that she is proposing to enter into an agreement with Paymentus Corporation which provides online and paperless billing services. This service would be an enhancement for our customers and would benefit LCA by reducing manual data entry for electronic payments, reduce/eliminate incorrect bank deposits, and standardize LCA's customer experience. Printing and payment processing costs are estimated to decrease slightly as a result of implementing the Paymentus system, and future costs will change as customer adoption of electronic billing and payment processing increases. Increases in future costs are expected to be largely offset by significant benefits in customer satisfaction and operational efficiencies. LCA does not charge a processing fee for payments. Paymentus is bonded, SAS70 and PCI compliant. Liesel said that the safeguards for Paymentus are the same as what is currently in place at LCA and any security

violations would be the responsibility of Paymentus. Legal has reviewed the agreement and all references have been checked.

On a motion made by Emrich Stellar, seconded by Norma Cusick, the Board unanimously approved the Master Services Agreement for Paymentus Corporation, which includes the Agreement and pricing for InfoSend Corporation and Bank Up Corporation and is contingent upon final review by legal (8-0).

Delaware Valley Trust

Aurel Arndt stated that LCA received an Innovation award for its network fleet monitoring system for 2014.

Suburban Division – WLI/LLRI Meter Station No. 5 Rehabilitation

Frank Leist gave an overview of the project that proposes to repair one meter pit structure to eliminate seepage and infiltration, replace flow meters, install valves to isolate flowmeters for future maintenance and install a valve cleanout at each inverted siphon to facilitate future maintenance and line cleaning. He is asking for approval of the Capital Project Authorization in the amount of \$158,300 and award the contract to C&T Associates, Inc. in the amount of \$143,300 which is included in the Capital Project Authorization.

On a motion by Tom Muller, seconded by Norma Cusick, the Board unanimously approved the Capital Project Authorization in the amount of \$158,300 which includes the General Construction Contract award to C&T Associates, Inc. in the amount of \$143,300 (8-0).

SYSTEM OPERATIONS OVERVIEW

Robert Kerchusky reported that the output at the Water Filtration Plant in Allentown averages approximately 20 million gallons per day. There have been some problems with power outages the last couple of weeks from storms causing interruptions. Kline's Island is receiving an average of 30 million gallons per day. The plant is in the middle of the motor control center project. There were also new duct banks put in leaving the driveways torn up but they are now in the process of being paved. Last week, there were a few projects to repair valves that were broken prior to the Concession. This was a large project that required portions of the system to be shut down for approximately 30 minutes. Also, the contract with All Services Contracting to clean one of the filters at the water filtration plant will be scheduled in a month or two.

STAFF COMMENTS

Aurel Arndt provided the Board with the quarterly Budget comparative which shows Budget activity for both the Suburban division and the City division. At the end of 2015, the City reports will be conformed into the same format as the Suburban division. While there are no concerns in the Suburban division budget, it was noted that the revenues are down in the City's Wastewater division. Aurel stated that it may be due to lower flows from the signatories or the dry first quarter period. He also noted that the expenses are also higher on the wastewater side. Aurel said that any questions can be directed to him. It was noted that the Staff reviews the financials on a monthly basis.

Aurel Arndt commented that the Board has received a copy of the 2014 Comprehensive Annual Financial Report. He credited Linda Eberhart for her work and dedication in putting it together after Ed Bielarski's departure.

SOLICITOR'S COMMENTS

None.

OTHER COMMENTS

None.

EXECUTIVE SESSION

The Chairman called an Executive Session at 1:00 p.m. to discuss property acquisition and a personnel matter.

On a motion made by Emrich Stellar, seconded by Linda Rosenfeld, the Board unanimously authorized the Staff acquisition of additional property in accordance with the parameters outlined to the Board in Executive Session (8-0).

On a motion made by Tom Muller, seconded by Emrich Stellar, the Board unanimously moved to hire Liesel Adam as the next Chief Executive Officer, under the terms offered by the Board, effective January 1, 2016 (8-0).

Liesel Adam was invited back into the meeting after the Board vote and was advised and congratulated on the Board's decision. Liesel then presented plans related to the communication of the Board's decision and her transitional plans.

The session ended at 1:38 p.m.

ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:38 p.m.

Richard H. Bohner
Secretary