

- I. Call to Order - Pledge of Allegiance - Roll Call
- II. Announcements - Chairman
  - A. An Executive Session under Section 708(a)(5) of the Sunshine was held January 21<sup>st</sup> at 12:00 to discuss personnel.
  - B. Last evening City Council confirmed the reappointment of J. Marc Kurowski for a 5-year term expiring January 4, 2019. City Council also appointed Crystal A. Skotedis to CRW's Board for a 2-year term expiring January 4, 2017. Ms. Skotedis fills a vacancy left when Trent Hargrove's term was cut short by the May 26, 2010 action of the PA Supreme Court vacating the entire slate of Board Members. This currently leaves CRW with one vacancy on our board pending City Council Administrative Committee's interview of Mr. Darryl S. Waters and subsequent vote on Resolution 135 of 2014 proposed on December 8, 2014.
  - C. Next regular meeting is scheduled for Wednesday, February 25, 2015 at 6:00 PM.

III. **SPECIAL ORDER OF BUSINESS – REORGANIZATION – ELECTION OF OFFICERS:**

A. **Nominations for 2015 Officers:**

1. **Chairperson:**

\_\_\_\_\_

2. **Vice-Chairperson:**

\_\_\_\_\_

3. **Secretary:**

\_\_\_\_\_

4. **Treasurer:**

\_\_\_\_\_

B. **Election of Officers:**

1. **Chairperson:**

\_\_\_\_\_

2. **Vice-Chairperson:**

\_\_\_\_\_

3. **Secretary:**

\_\_\_\_\_

4. **Treasurer:** \_\_\_\_\_

C. **Appointment of Assistant Secretary-Treasurer:**

**Motion:** The Board moves that Shannon G. Williams, CEO, be appointed to the position of Assistant Secretary-Treasurer of Capital Region Water for calendar year 2015.

IV. **SPECIAL ORDER OF BUSINESS – FIRST PUBLIC HEARING REGARDING PROPOSED SALE OF TWO PARCELS OF THE CLARKS VALLEY WATERSHED A/K/A DEHART WATERSHED.**

- The Second Public Hearing relative to the Proposed Sale of two parcels of the Clarks Valley Watershed is scheduled for Tuesday, February 10<sup>th</sup> at 6:00 PM at the Dauphin County Agriculture and Natural Resources Center located at 1451 Peters Mountain Road, Dauphin, PA 17018.
- Presentation by CRW, Pennsylvania Game Commission, Ft. Indiantown Gap and the Conservation Fund (20 minutes)
- Questions from the Board and the public (10 minutes)
- Public Comments (3 minute limit per person) – *(Public should begin with providing name and address to the Board upon speaking and provide contact information on sign-in sheet i.e. email address, phone etc.)*

V. Staff Reports

- Chief Executive Officer
- Chief Financial Officer
- Director of Engineering
- Director of Operations
- Director of Administration

VI. Consultant Reports

- Q&A and additional information as necessary

VII. Minutes of Previous Meetings:

- Approve December 17, 2014 Regular Meeting minutes

VIII. Modifications or Deletions to the Agenda

IX. Public Comments - Agenda Items (3 minutes)

X. Old/New Business:

**GENERAL/ADMINISTRATIVE:****A. Payout of Excess Paid Time Off (PTO):**

**Motion:** The Board approves the one time payout of earned and unused paid time off for CRW employees in accordance with the following terms. This payout is for accrued paid time off in excess of established maximums associated with (1) City management practices prior to the 2013 transition and (2) the change in leave policy enacted by the CRW Board effective January 1, 2015.

- For all Non-Bargaining Unit employees: Vacation, Sick, and Personal Time in excess of 52 days will be paid as follows: Vacation and Personal days at 100% and Sick at 100% for the first 75 days and 50% for all days in excess of 75 as of December 31, 2014 adjusted for any 2014 paid time off used during January 2015.
- For all Bargaining Unit employees: Vacation time in excess of 45 days and all Personal time as of December 31, 2014 will be paid out at 100%.
- All payouts shall be at the employees' 2014 base pay rate and will occur by February 27, 2015.
- Funding Source: Admin Fund: #6050 Salaries and Wages; Water Fund: #6240001 Salaries and Wages; #6440001 Salaries and Wages; #6540001 Salaries and Wages; Wastewater Fund: #8240001 Salaries and Wages; #8340001 Salaries and Wages; #8540001 Salaries and Wages; #8640001 Salaries and Wages.

**B. Engagement of TKS Architects – Design Services for 100 Pine Drive Reception/Cashier Lobby Renovations:**

**Motion:** The Board authorizes the CEO to enter into an agreement with TKS Architects for schematic design, preparation of construction documents, and construction administration for renovation of the reception/cashiers lobby at the Customer Service Building, 100 Pine Drive, Harrisburg for the not-to-exceed price of \$3,700. Funding Source: \_Admin #6280 – Other Professional Services.

**C. Rescind Authorization for Negotiation of Lease Agreement –Building #2, 2101 N. Front Street:**

**Motion:** The Board rescinds the prior approval for the CEO to negotiate and execute a Lease Agreement relative to the previous location for office space located in Building #2 at 2101 N. Front Street.

**D. Rescind Authorization to Purchase Cisco Telephone System through Link Computer Corporation:**

**Motion:** The Board rescinds the prior approval for the CEO to negotiate and enter into an Agreement with Link Computer Corporation (via CoStars) based on their proposal dated August 18, 2014 to purchase or lease a new Cisco telephone system with a value not-to-exceed \$118,000 due the change in new office space negotiations. The CEO is further authorized to provide appropriate notification to Link Computer Corporation to advise them of the rescission of the original negotiations.

**E. Retainer and Professional Service Agreements:****1. Cohen & Grisby – 2015 Renewal of Bond Counsel Agreement:**

The Board authorizes the CEO's execution of the January 23, 2015 Agreement with Cohen & Grisby to continue to function as Bond Counsel for Capital Region Water for calendar 2015 as outlined within the Agreement. Funding Source: Admin #6210 – Legal-General.

**2. Intern (Luis Gonzalez Torres) - Amendment to Contract:**

**Motion:** The Board ratifies the CEO's execution of an amendment to the contract with Luis Gonzalez Torres to extend its term for an indefinite amount of time. Funding Source: Admin #6280 – Professional Services

**F. CDM Engagement re: GIS Administration Server Training:**

**Motion:** The Board authorizes the Engineering Director to enter into an agreement with CDM to provide ESRI administration and SDE training in an amount not to exceed \$6,000.00. Funding Source: Water #7430 - GIS.

**G. HRG - Amendment No. 5 - GIS Development and Implementation – Sanitary Sewer System Investigation:**

**Motion:** The Board authorizes the CEO to execute Amendment No. 5 for Professional Services with Herbert Rowland and Grubic, Inc. for engineering services relative to the GIS Data Collection & Implementation (Phase 5) in an amount not to exceed \$178,400, including reimbursable expenses. Funding Source: Water #7430 - GIS.

**H. Resolution 2015-001 (Agreement with PennDOT re: Capitol Complex Pedestrian Safety Improvement Project):**

The Board authorizes David W. Stewart, P.E., BCEE, Director of Engineering as CRW's representative agreeing to work required to adjust CRW infrastructure surface features (valve boxes and manholes) impacted by PennDOT's project will be performed by PennDOT's contractor at no cost to CRW with the understanding that CRW will furnish the required materials.

**FINANCE:****A. Engagement of Maher Duessel to Perform (2013 Water Rate Covenant Audit):**

**Motion:** The Board authorizes the CEO to execute the Engagement Letter with Maher Duessel dated January 13, 2015 to perform the 2013 Rate Covenant Audit of the Water System Bonds at a cost not to exceed \$5,000.– Funding Source: Admin #6240 - Audit. & Accounting Support

**B. Engagement of Trout Ebersole (2014 Treasury Functions Internal Control Review):**

**Motion:** The Board authorizes the CEO to execute an Engagement Letter with Trout Ebersole to perform an internal control review of our treasury functions in an amount not to exceed \$15,000. Funding Source: Admin #6240 Audit. & Accounting Support.

**C. Engagement of Trout Ebersole (Pre-Audit Assistance):**

**Motion:** The Board authorizes the CEO to execute an Engagement Letter with Trout Ebersole to complete pre-audit work for the City's Utility AR Reconciliation ahead of the City's schedule, for calendar year 2014 in an amount not to exceed \$7,000. . Funding Source: Admin #6240 Audit. & Accounting Support.

**D. Engagement of Maher Duessel to Perform 2014 Audit:**

**Motion:** The Board authorizes the CEO to execute the Engagement Letter with Maher Duessel dated December 12, 2014 to re-engage them to perform the audit of CRW for calendar year 2014 at a cost not to exceed \$76,450.00.- Funding Source: Admin #6240 - Audit. & Accounting Support

**E. Engagement of McKonly & Asbury (MUNIS Conversion Project):**

**Motion:** The Board authorizes the CEO to negotiate and accept the proposal of McKonly & Asbury dated January 23, 2015 as it relates to project manager assistance relating to the Planning Phase of the MUNIS conversion in the not to exceed amount of \$10,000 for the first "planning phase" and that the second "implementation" phase will be scoped pending the outcome of the "planning" phase. Funding Source: Admin #6240 - Audit & Accounting Support.

**WASTEWATER:****A. Vehicle Purchase – Field Maintenance Operations:**

**Motion:** The Board authorizes the purchase of vehicles required to operate and maintain the Field Maintenance Division of the Wastewater system. All vehicles will be procured via Pennsylvania Department of General Services COSTARS program, which complies with PMAA competitive procurement requirements (62 Pa. C.S.). The specific vehicles and costs are as follows:

2015 Ford F-250 XL Pickup Truck	\$25,900.00 – G-38
2015 Ford F-250 XL Pickup Truck	\$25,900.00 – G-39

Funding Source: Wastewater #8645018 - - Vehicular Equipment.

**B. PPL Right of Way Grant: - Extend electrical to AWTF:**

**Motion:** The Board authorizes the Director of Engineering to execute the Grant of Right-of-Way with PPL Electric Utilities to install a pole and overhead wires, cables, etc. to provide electrical service to the Advanced Wastewater Treatment Facility as outlined in PPL Work Order No. 44075301.

**WATER:****A. Request for Water for Reservoir Park Fountains:**

**Motion:** That the Board provide an annual credit of up to \$1,000 per year against water billings associated with the Reservoir Park Fountains contingent upon the proper operation and maintenance of the facilities as determined by the professional opinion of CRW's Director of Operations after the request of a letter from William Rothman representing the "Harrisburg Beautification Committee" dated November 24, 2014.

**SOLID WASTE:****A. Settlement Agreement with Assured Guaranty Municipal (AGM):**

**Motion:** The Board hereby authorizes its Chief Executive Officer, with approval of its general counsel, to enter into a written settlement agreement, substantially in the form attached hereto as Exhibit A, with Assured Guaranty Municipal (AGM) which is intended to resolve the issue of disbursement of the reserve fund which was funded with Resource Recovery Revenues and created under a prior agreement between, among others, AGM and CRW, dated December 19, 2013

- XI. Board Member Comments
- XII. Public Comment – Non-Agenda Items (3 minutes)
- XIII. Adjournment