



# Workshop and Regular Meeting Minutes

Board of Directors

April 22, 2015

5:00/6:00 PM

## Workshop Meeting (5:00)

A Workshop Meeting of Capital Region Water was conducted at 5:00 PM prior to the Regular Meeting. The Workshop was open to the public and presentations were made to bring the Board and public up to date on the status of the ongoing projects.

### In Attendance:

#### Board:

J. Marc Kurowski, Chairperson  
William J. Cluck, Vice-Chairperson  
Westburn Majors, Secretary (Arrived at 5:54 PM)  
Crystal Skotedis, Treasurer

#### Staff:

Shannon G. Williams, Chief Executive Officer  
Jack Lausch, Director of Administration  
David W. Stewart, P.E., Director of Engineering  
Michael Deily, Director of Operations  
Tammie Sheaffer, Office Manager  
Andrew Bliss, Community Outreach Manager  
Tanya Dierolf, Sustainability Manager  
Raly Bey, Superintendent – Water  
Renee Snyder, HR Manager  
Nancy Kuhn, Revenue and Customer Service Manager

#### Consultants:

Steve Grubb, Esq. (Goldberg Katzman, P.C.)  
Michael A. Schober, P.E. (CDM Smith, Inc.)  
Brian Book (Hazen and Sawyer)

#### Others:

Jean Cutler (Harrisburg: Our Water's Worth It)  
Tim Dean (JMT)  
Matt Crow (JMT)

**Harrisburg: Our Water's Worth It** (Presentation by Jean Cutler began at 5:10 PM)

Ms. Cutler highlighted that CRW was the first partner of "Harrisburg: Our Water's Worth It" which is an outgrowth of the Harrisburg Rain Barrel Coalition. She outlined Harrisburg's polluted stormwater runoff problem and noted the things CRW can do and is doing to help through its partnership such as developing a Green Stormwater Infrastructure program and requiring the incorporation of more green strategies.

Mr. Cluck asked who are the targeted audiences and whether or not schools are included. Ms. Cutler confirmed that schools are and Mr. Cluck suggested that HACC be contacted.

**Screening Evaluation Findings and Recommendations** (Presentation by Dave Stewart with Brian Book of Hazen and Sawyer, the project Consultant, began at 5:25 PM)

Mr. Stewart outlined the basics of the evaluation and provided information about the existing screening. Mike Deily noted that the screens were rebuilt at least three (3) times. Mr. Book described screening equipment alternatives and presented improvement recommendations for the Advanced Wastewater Treatment Facility (AWTF).

The evaluations and recommendations are fully described in the Screening and Pump Station Report provided on March 25<sup>th</sup>.

Mr. Stewart and Mr. Book explained that the next steps are design, bidding, and construction of improvement. Screening improvements will be part of planned full Pump Station upgrade projects; and the AWTF Headworks screening will be a stand-alone project. Prioritization will be Front Street P.S. followed closely by AWTF Headworks. Spring Creek P.S. will follow next year. The Request for Proposals (RFP) for design of Front Street P.S. is to be released shortly and an engineering selection should be brought to the Board by the June meeting.

Mr. Cluck asked what will be the state of the plant while construction is being done. Mr. Stewart advised that AWTF Screening construction would not begin until the current AWTF Improvements Project was completed. There was subsequent conversation as to whether the work could be incorporated into the current work by change order. Mr. Stewart replied that the magnitude was likely too significant, but he would investigate further.

There was discussion about the projected cost of the projects as compared to the budgeted values from the 2014 Consulting Engineer's Annual Report (CEAR). Mr.

Stewart advised that the projected costs from the Hazen and Sawyer study came in higher than the amounts budgeted through the CEAR process and that actual project costs would be refined prior to 2016 budgeting.

**Billing Changes** (Presentation by Nancy Kuhn began at 5:54 PM)

Ms. Kuhn highlighted the billing enhancements that include easy billing, customer portal, AutoPay/ACH, and capability to view account information (including historic water consumption in graphic form).

She reported that the new billing systems will be live and active on Monday, April 27<sup>th</sup> and that all Customer Service Representatives (CSRs) have been trained on how to talk to customers and walk them through the new process and system. Ms. Kuhn also reported that she has the ability to track and monitor service calls.

Ms. Kuhn also explained that the new invoice includes an area for adding a notification message or alert such as an upcoming event.

Ms. Williams asked what is the preferred payment method and Ms. Kuhn indicated using the online portal.

Ms. Kuhn also indicated that many customers pay by credit card and this new system is beneficial to owners with multiple locations.

**Regular Meeting (6:00)**

The Regular Meeting of Capital Region Water was held on April 22, 2015 in the First Floor Conference Room located at the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania. The meeting was called to order by Mr. Kurowski at 6:13 PM.

In Attendance:

Board:

- J. Marc Kurowski, Chairperson
- William J. Cluck, Vice-Chairperson
- Westburn Majors, Secretary
- Crystal Skotedis, Treasurer

Staff:

- Shannon G. Williams, Chief Executive Officer
- Jack Lausch, Director of Administration
- David W. Stewart, P.E., Director of Engineering

Michael Deily, Director of Operations  
Tammie Sheaffer, Office Manager  
Raly Bey, Superintendent – Water  
Andrew Bliss, Community Outreach Manager  
Tanya Dierolf, Sustainability Manager  
Renee Snyder, HR Manager

Consultants:

Steve Grubb, Esq. (Goldberg Katzman, P.C.)  
Ed Ellinger, P.E. (HRG)  
Michael A. Schober, P.E. (CDM Smith, Inc.)  
Brian Book (Hazen and Sawyer)  
Jeff Thompson (WRA)  
Paul Rosol (WRA)

Others:

Tim Dean, (JMT)  
Matthew Crow (JMT)  
John Kelly (Janney Montgomery Scott)

**Chairman's Announcements:**

- A. An Executive Session under Section 708(a)(5) of the Sunshine Law was held today at 4:00 PM to meet with counsel to discuss legal strategies involving its former real estate broker, Collier's International and to discuss personnel matters involving termination of a bargaining unit employee.
- B. A workshop meeting may be held on Wednesday, May 13, 2015 at 5:00 PM. This meeting is open to the public and deliberation of issues may take place.
- C. The next Regular meeting is scheduled for Wednesday, May 27, 2015 at 6:00 PM. It will be preceded by a workshop meeting at 5:00 PM. Both are open to the public.

**Staff Reports:**

The Monthly Management Report was provided to the Board in advance of the meeting and will be posted to CRW's website. Each Director presented highlights and supplements to the report and entertained questions from the Board.

Chief Executive Officer:

Ms. Williams introduced tonight's four agenda items and noted that presentation slides and Issue Briefs had been prepared and distributed to support each.

She stated that she visited with legislative representatives in Washington, DC on April 14<sup>th</sup> during NACWA's annual National Water Policy Forum, Fly-In and Expo April 13-15, 2015 to advocate for clean water funding, maintaining the tax-exempt status of municipal bonds, integrated planning under the Clean Water Act, and financial affordability considerations.

Ms. Williams reported that the launch of City Beautiful H<sub>2</sub>O occurred earlier in the day. Staff from the Susquehanna Art Museum and Harrisburg School District, together with students from Marshall Math Science Academy (who had the day off due to a failed water heater) participated. She noted that planting a rain garden was planned by Andrew Bliss but a storm came up so the activity was moved indoors and the students enjoyed a tour of the treatment process. Tanya Dierolf taught the students about watersheds using a borrowed watershed model.

She also introduced Tammie Sheaffer, the new Office Manager.

Director of Administration:

Mr. Lausch reported on the status of the Staffing Plan and the need for more office space. He reported that the lease for the fifth floor at Locust Court had been executed, that CRW met with architects and contractors on the renovations, and that once permitting is obtained, construction will start.

He also reported that new liability insurances have been secured through Alteris who specializes in public and private water systems and that it is nice to speak with an insurer who understands our business.

Chief Financial Officer:

No report due to Mr. Nowotarski's absence.

Director of Engineering:

Mr. Stewart presented and discussed Change Order Nos. 10 & 11 for PC Construction (Contract 1) and Nos. 6, 7, 8 & 9 for Pagoda Electrical (Contract 2) to the 2013 Harrisburg Advanced Wastewater Treatment Facility Improvements Project.

Mr. Stewart stated that the project is 50% complete and on time in response to Mr. Kurowski's inquiry. He will obtain information regarding the S/W/MBE percentage to present at the next meet in response to Mr. Cluck's question.

Mr. Stewart also discussed the cleaning/remediation to the interceptors and future structural repairs as part of the early action projects in the Partial Consent Decree. He noted that it is important to obtain specialized service and requested a proposal from CDM Smith. Next, will be for bidding to perform the cleaning/remediation work.

**Director of Operations:**

Mr. Deily noted that everything is running well in both Water and Wastewater divisions. CCTV equipment was obtained and approximately 750 feet of sewer main has been televised to date.

He presented and discussed the CRW Fleet Procurement plan for water and wastewater. He indicated that the planned approach is to replace vehicles approximately every 8 years and an evaluation of leasing should be considered.

Mr. Deily reported that the Board's approval of the three (3) pieces of rolling stock in tonight's motion will continue to get us caught up for this year, and to prepare for budgeting replacements each year as we increase staff and crews in response to Mr. Kurowski's inquiry.

**Consultant Reports:**

Written consultant reports were received from Goldberg Katzman, HRG, CDM Smith, and Whitman Requardt & Associates. Representatives from all firms were present and available for questions by the Board.

Mr. Cluck asked CDM Smith to provide details on an item in their monthly report regarding the MS4 Permit Application and the Paxton Creek TMDL. Mr. Stewart responded that CRW received a comment letter from DEP in response to our Paxton Creek TMDL Plan for MS4. Similar letters went out to all municipalities with MS4 discharges to TMDL streams. DEP is encouraging regional cooperation in CRW's case, with Lower Paxton and Susquehanna Townships on a regional plan. A revised TMDL Plan submittal following a public comment solicitation process is required to be provided to DEP by end of year.

Mr. Cluck questioned the Paxton Creek TMDLs and Mr. Stewart responded that the impairment of Paxton Creek is related to sediment and largely due to in-stream erosion, and the most effective means of addressing the issue will be stream restoration upstream

of the City (in the Townships).

**Minutes of Previous Meetings:**

A motion was made by Mr. Cluck, seconded by Ms. Skotedis, that the minutes of the March 25, 2015 Regular Meeting be approved as presented. The motion was unanimously approved.

**Modifications or Deletions to the Agenda:**

Mr. Stewart revised Item C. under New Business, Wastewater.

**Public Comments - Agenda Items (3 minutes):** None.

**Old/New Business:**

**GENERAL/ADMINISTRATIVE:**

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following item be approved: GENERAL ADMINISTRATIVE – Item A:

**A. Change of Appointment of Assistant Right to Know Officer:**

**Motion:** The Board appoints Tammie Sheaffer as “Assistant Right to Know Officer” to serve as a backup in the absence of the Right to Know Officer.

The motion was unanimously approved.

**WASTEWATER:**

A motion was made by Mr. Kurowski, seconded by Mr. Cluck, that the following items be approved together: WASTEWATER - Item A, B, and C:

**A. Interceptor Cleaning:**

**Motion:** The Board authorizes the CEO to enter into a professional services agreement with CDM Smith to develop contract documents, administer the bidding process, and provide oversight of execution of the cleaning of CRW’s conveyance interceptors in an amount not to exceed \$68,000.00. Funding Source: Sewer Acct # 7261 – Conveyance System Project

**B. 2013 HAWTF Improvements Project: Contract No. 1 (PC Construction) – Change Order Nos. 10 and 11:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order Nos. 10 & 11 to Contract No. 1 in the amount of \$291,577.00 with no addition of work days for additional work related to PLC programming and construction of high voltage switchgear platform and duct banks. Funding Source: Sewer #7210 - 2013 HAWTF Improvements.

**C. 2013 HAWTF Improvements Project: Contract No. 2 (Pagoda Electrical) – Change Order Nos. 6, 7, 8 and 9:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order Nos. 6, 7, 8 & 9 to Contract No. 2 in the total amount of \$115,824.95 with no addition of work days to address high voltage switchgear modifications, additional wiring for clarifiers control and replacement of the secondary clarifiers MCC. Funding Source: Sewer #7210 - 2013 HAWTF Improvements.

The motion was unanimously approved.

**DRINKING WATER:**

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following item be approved: DRINKING WATER – Item A:

**A. Vehicle Purchase – Water Operations:**

**Motion:** The Board authorizes the purchase of vehicles required to operate and maintain the water distribution 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 Transit Connect XL Cargo Van	\$24,325.00
2015 Ford F-550, Chassis XL, 4x2 Dump Truck	\$49,980.00
2015 Case 580 SN Loader Backhoe	\$84,850.00

Funding Source: Water Unit account number 6545018.

The motion was unanimously approved.

**Board Comments:**

Mr. Cluck raised awareness concern in regards to news coverage of a resident paying significant cost to repair sewer lateral. Mr. Lausch will investigate into a service to provide assistance.

Mr. Cluck reported that he received excellent customer service feedback regarding Nancy Kuhn.

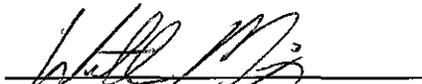
**Public Comment - Non-Agenda Items:**

Mr. Bey questioned whether or not the water and sewer lateral service coverage program he previously purchased remains in effect. Ms. Williams reported that it is.

**Adjournment:**

A motion was made by Mr. Kurowski, seconded by Mr. Cluck, that the Board adjourn the meeting at 7:15 PM. The motion was unanimously approved.

CAPITAL REGION WATER

  
Westburn Major, Secretary