



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 the 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 5:25 PM)
Crystal Skotedis, Treasurer
Darryl Waters (Arrived at 5:15)

Staff:

Shannon G. Williams, Chief Executive Officer
Jack Lausch, Director of Administration
David Nowotarski, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Michael Deily, Director of Operations
Karen M. McKillip, Document Manager/Right to Know Officer
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Lexie O. Grant, Grants & Funding Coordinator
Renee Snyder, Human Resources Manager
Joseph Ritchey, Risk Manager
Yuri Evans, GIS Manager

Consultants:

Royce Morris, Esq. (Goldberg Katzman, P.C.)
Herb Higginbotham (AECOM)

Presenters:

David W. Stewart, P.E., Director of Engineering
Claire Maulhardt, Wet Weather Coordinator
Tanya Dierolf, Sustainability Manager

Others:

Tom Inge (Ward Burton Wildlife Federation)
Ward Burton (Ward Burton Wildlife Federation)
Josh Parrish (The Nature Conservancy)



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Lt. Christopher McDevitt (PA Army National Guard)
Dave Weisnicht (PA Army National Guard)
Paul McNamee, PE (KCI Technologies, Inc.)
Matt Crow (JMT)

GIS Project (Presentation by Dave Stewart) (began at 5:10 PM)

Mr. Stewart provided a presentation to update the Board as to the current status of CRW's GIS Project. He stated that Phases 1 thru 4 are now nearing 90% completion and that it is anticipated that Phases 5 and 7 will be 90% complete by December 31, 2015. The GIS project currently is, and is and projected to be, under budget.

After two years of collecting data, CRW is now beginning to utilize the data. Effective July 2015 CRW will begin using the Cityworks software for tracking field O&M activities in lieu of paper work orders.

Green Stormwater Infrastructure ("GSI") Master Plan: (Presentation by Clair Maulhardt) (began at 5:33 PM)

Ms. Maulhardt, Wet Weather Coordinator, provided a brief background of her prior experience in Portland, Oregon and a presentation outlining how CRW plans to proceed with the implementation of Green Stormwater Infrastructure into CRW's projects and to secure funding whenever possible.

She noted that a kickoff meeting will be held on Monday, June 29th from 1:00 PM to 5:00 PM which will include representative of the City and DCNR. Board members were invited to attend. This is a Study Committee meeting and is not open to the public but workgroups are being formed to maximize public input. More information will be coming on this effort once the project gets started.

Mr. Cluck wants CRW to integrate CRW's Green Stormwater Infrastructure Plan into the City's Comprehensive Plan as much as possible. Ms. Maulhardt noted that she closely communicates with the City's representative, Geoffrey Knight, Planning Director, to coordinate efforts and overlap strategies. The GSI Project is anticipated to be a 15-to 18-month process.

Mr. Cluck also noted that the City has hired an arborist. Whenever possible, he asked that CRW's discussions relative to GIS and GSI include the new arborist in CRW's decision and to



include any ability for application for funding thru the \$6 Billion Clinton Foundation and to seek Grant funding for building rehabilitation within the City.

DeHart Watershed Recommendation: (Presentation by Tanya Dierolf) (began at 5:55 PM)

[Messrs. Inge, Parrish, Ward, McDevitt and Weisnicht were present for questions but did not participate in the presentation]

Ms. Dierolf provided a presentation setting forth the evaluations and recommendations of staff for management approach and the award of contracts for a (1) Forest Stewardship Plan; (2) Boundary Survey of the Watershed property; and (3) Conservation Legal Counsel. She reviewed the management approach evaluation conducted, including a benefit-cost analysis. Evaluation of contract proposals have been summarized in an Issue Brief and provided to the Board members in advance of tonight's workshop. Next steps and recommendations are on tonight's agenda for Board action.

It was noted that approximately 100 companies were sent the Request for Proposals and relevant information by CRW and that fourteen proposals were received: five Forest Stewardship Plan proposals; five Boundary Survey proposals; and four Conservation Legal Counsel proposals.

She entertained any questions but there were none.

RECESSED:

At 6:07 PM, the Chairperson recessed the meeting for a break.

RECONVENED:

The meeting was reconvened at 6:17 PM.



Regular Meeting (6:00)

In Attendance:

Board:

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

Staff:

Shannon G. Williams, Chief Executive Officer
Jack Lausch, Director of Administration
David Nowotarski, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Michael Deily, Director of Operations
Karen M. McKillip, Document Manager/Right to Know Officer
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Lexie O. Grant, Grants & Funding Coordinator
Renee Snyder, Human Resources Manager
Joseph Ritchey, Risk Manager
Tanya Dierolf, Sustainability Manager
Claire Maulhardt, Wet Weather Coordinator
Jess Rosentel, Superintendent – Wastewater

Consultants:

Royce Morris, Esq. (Goldberg Katzman, P.C.)
Ed Ellinger, P.E. (HRG Engineering)
Herb Higginbotham (AECOM)
Paul Rosol (WRA)
Michael Olivier (WRA)
Mark Pickering, P.E. (GHD)

Others:

Tom Inge (Ward Burton Wildlife Federation)
Ward Burton (Ward Burton Wildlife Federation)
Josh Parrish (Nature Conservancy)
Lt. Christopher McDevitt (PA Army National Guard)
Dave Weisnicht (PA Army National Guard)



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Paul McNamee, PE (KCI Technologies, Inc.)
Matt Crow (JMT)
Tom Leonard (Citizen)
James Roxbury (Roxbury News)

Call to Order - Pledge of Allegiance:

The meeting was called to order by Mr. Kurowski at 6:17 PM.

Chairman's Announcements:

- A. An Executive Session under Section 708(a)(5) of the Sunshine Law was held today at 4:00 PM to discuss potential litigation regarding contracted services and personnel matters.
- B. A workshop meeting previously announced to be held on Wednesday, June 10, 2015 was cancelled. The next workshop meeting is scheduled for July 8, 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, July 22, 2015 at 6:00 PM. It will be preceded by a workshop meeting at 5:00 PM. Both are open to the public.
- D. The Chairman announced that all five members of the Board were present.
- E. He announced that for those who are just arriving, a Workshop had been held tonight at 5:00 PM and that there were three presentations provided. CRW Workshops are open to the public and information will be relayed in the minutes of tonight's meeting. Copies of the presentations provided at the Workshop tonight are available upon request.

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 CRW's newest staff members, Lexie Grant, Grants & Funding Manager and Joe Ritchey, Risk Manager to the Board.



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She noted that Dauphin County's application for grant funding through HUD, which includes CRW projects, has made it to the next round in the process. Ms. Grant will be reaching out to and working with the Dauphin County team to strengthen the County application process and CRW's chances of receiving funding for important projects.

Ms. Williams announced that CRW's tap water bar will be at the upcoming July 4th celebration sponsored by the City.

Earlier this week, CRW staff members Tanya Dierolf, Mike Deily, Jess Rosentel, Raly Bey and Shannon Williams participated in filming of a promotional video paid for by EPA's Climate Resiliency Project.

CRW is in receipt of a draft agreement from the Suburban municipalities for the sewer system. Upon legal review, more information will be made available.

Mr. Cluck suggested that CRW provide public service announcements regarding consumer rights for tenant/landlord issues to provide guidance on what tenants need to do when their landlord has collected payment but not paid the utility. He noted that perhaps a PSA could include a video with CRW's new billing format and how a tenant could make payments directly through CRW's Utility Billing and Collections Department.

Director of Administration:

Mr. Lausch noted that CRW continues to make progress on the office move to the 5th floor. It is expected that we will be in the new office space by the middle of August, 2015.

Mr. Ritchey, Risk Manager is reviewing CRW's current and past insurance policies and getting up to speed on all other insurance related items. Mr. Ritchey will also be reviewing the safety programs at CRW's facilities.

The water/sewer service line warranty issue is still being reviewed. He will report at next month's Workshop.

Chief Financial Officer:

Billing and Collections received higher than normal calls this month based on the additional week that was included on the May billings. Invoices are expected to be issued on Monday, June 29th so customers should receive their bills on June 30th or July 1st. Next



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month's billing will be taken back to the 25th of the month. He requested customers be patient as CRW transitions into our new billing system.

He stated that meetings are scheduled in July with representatives of Bond Rating agencies to discuss possible restructuring of our Water related debt issues.

Mr. Cluck questioned why there was a significant increase in the flood insurance budgets for water and sewer. Mr. Lausch stated the increase is more than likely due to the transfer of insurance premiums from the City over to CRW but he will check into that and get back to Mr. Cluck.

Mr. Cluck noted that at the May 27th meeting Mr. Nowotarski referred to a City discounted list of customers. Mr. Nowotarski was requested to provide the City discounted list of customers to Mr. Cluck. It was noted that CRW does not have a discounted list for any of its customers.

Director of Engineering:

Mr. Stewart highlighted his agenda related item and addressed any questions.

Director of Operations:

Mr. Deily noted that the FEMA repairs at the DeHart Dam are nearing completion.

The AWTF staff continues to televise the sewer lines in areas of known concern. We have been discovering many hidden "treasures" in the sewer lines under our City streets. A list of areas for priority repairs and associated scopes is being generated in order to solicit proposals from outside contractors.

He also noted that he will be requesting the procurement of equipment at next month's meeting to allow for CRW's staff to make smaller construction related repairs in-house.

Several questions were raised by Board members and were addressed by CRW representatives at the time to resolve their concerns, i.e. flooding at the intersection of Second and Market Street, fire hydrant repairs and issues with the City of Harrisburg pools.



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.

Board members addressed several questions which were answered by CRW consultants.

Minutes of Previous Meetings:

A motion was made by Ms. Skotedis, seconded by Mr. Waters, that the Minutes of the May 27, 2015 Regular Meeting be approved as presented. The motion was unanimously approved.

Modifications or Deletions to the Agenda:

EXECUTIVE: Item F: Consulting Engineer's Report and Item G: Conservation Easement Agreement for DeHart Watershed were removed from tonight's agenda.

Public Comments - Agenda Items (3 minutes):

Tom Leonard, 315 Edwards Street, Harrisburg, PA. Mr. Leonard asked that CRW explain the agenda items relating to the DeHart Watershed Property so that the public has the history and how those approvals relate to the neighboring property owners.

Old/New Business:

EXECUTIVE:

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

A. Special Legal Counsel – Project Planning:

Motion: The Board authorizes the CEO to approve the retention of Saul Ewing to provide project planning legal services as more fully described in the letter proposal dated May 6, 2015. The total cost of this work will be dependent upon the tasks

requested and the level of effort required but will not exceed \$25,000 without additional Board approval. Funding Source: Admin #6210 – Legal General.

The motion was approved by majority vote. Mr. Cluck recused himself from voting as he was former special counsel to the firm of Saul Ewing and he still has an active matter with them.

A motion was made by Mr. Majors, seconded by Ms. Skotedis, that the following item be approved: EXECUTIVE – Item B:

B. Settlement Agreement and Release with Colliers International:

Motion: The Board ratifies the CEO's execution of a Settlement Agreement and Release between CRW and Lanard and Axilbund LLC d/b/a Colliers International dated June 16, 2015 related to the termination of the Exclusive Representation Agreement to negotiate office space arrangements. Compensation of \$20,000 was provided in accordance with the terms of the agreement. Funding Source: Admin #6610 – Rent.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Cluck, that the following items be approved by consent: EXECUTIVE – Items C, D and E:

C. Boundary Survey for DeHart Watershed Property:

Motion: The Board authorizes the CEO to negotiate and execute a Professional Services Agreement with JMT to conduct a boundary survey of the DeHart Reservoir Property for a not-to-exceed fee of \$160,000. Funding Source: Water #6609 - Engineer/Consulting Fees.

D. Forest Stewardship Plan for DeHart Watershed Property:

Motion: The Board authorizes the CEO to negotiate and execute a Professional Services Agreement with Appalachian Forest Consultants to develop a forest stewardship plan for the DeHart Reservoir Property for a not-to-exceed fee of \$45,000. Funding Source: Water #6609 - Engineer/Consulting Fees.

E. Conservation Counsel for the DeHart Watershed Property

Motion: The Board authorizes the CEO to negotiate and execute a professional contract with Serratelli, Schiffman & Brown P.C. to function as Conservation

Transaction Counsel to advise and negotiate on Capital Region Water's behalf through December 2015 for a not-to-exceed fee of \$25,000. Funding Source: Water #6601 – Legal.

It was noted that Mr. Leonard was not present for the 5:00 PM Workshop however he was directed to speak with Ms. Dierolf after the meeting and could obtain a copy of the presentation that was provided earlier at tonight's Workshop.

All board members made comments that they are all in favor of the voting on Items C, D and E and thanked Ms. Dierolf in briefing the Board and the public with all of the presentations as CRW continued its due diligence relative to the DeHart Watershed.

The motion was unanimously approved.

ENGINEERING:

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

A. Front Street Pump Station Upgrade Design:

Motion: The Board authorizes the CEO to negotiate and execute a professional services agreement with JMT to design and publicly bid improvements to upgrade the Front Street Pump Station for a not-to-exceed fee of \$210,000. Funding Source: Wastewater #7251 – Front Street Pumping Station.

The motion was unanimously approved.

ADMINISTRATIVE:

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

A. Locust Court Employee and Visitor Parking Policy:

Motion: The Board adopts the new Parking Policy as outlined in an Issue Brief prepared June 11, 2015 and authorizes the Chief Executive Officer, or her designee, to take the steps necessary, including entering into parking lease agreements or other arrangements, to make the Parking Policy effective July 1, 2015.



The motion was unanimously approved.

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

B. Print/Copy/Scan/Fax Units:

Motion: The Board authorizes the CEO, or her designee, to enter into a Xerox State and Local Government Negotiated Contract 48 Month Lease Agreement for \$301.18 per month per unit through Gold n Copy for two (2) Xerox W7835PT Units. One unit for the Customer Service Center and one unit for the Locust Court Office. Funding Source: Admin #6910 – Office Equipment.

The motion was unanimously approved.

Board Comments:

Mr. Cluck stated PENNDOT's removal of trees from the twenty mile stretch of historic Front Street is still very much in the spotlight. He noted that signs are now appearing on the property to reveal the public's objection to the removal of the trees and CRW had previously been turned down by PENNDOT to incorporate use of green infrastructure into the project. The Pennsylvania Historical Museum Commission has recently notified PENNDOT that there has been public controversy regarding the removal of the trees and that PENNDOT is in violation since public meetings were not previously held. He encouraged residents to make their voices heard and to attend the public meetings that will be required to be held.

With the Urban Tree Canopy issue still pending and CRW's Green Stormwater Infrastructure Master Plan, he encouraged CRW's participation. Mayor Papenfuse has announced that for every tree removed, the City will be planting three trees in their place. It appears that the trees must be removed due to the current location of planned pedestrian crossings. While relocating the pedestrian crossings to other locations would appear to be a solution rather than removing the trees, that doesn't appear to be a logical option. For future reference, Mr. Cluck noted that PENNDOT needs to be informed that CRW is environmentally conscious and wants to implement green infrastructure improvements as much as possible to assist with Stormwater Management. The City's hiring of an arborist and CRW's implementation of a GSI Master Plan should be indications to PENNDOT that CRW and the City, at the local levels of government, are attempting to be as environmentally conscious



and want PENNDOT representatives to be aware of who they should be contacting for future projects while in the planning stages.

Mr. Majors thanked CRW staff for all of their hard work. He stated he has received comments from the public about the excellent service they were provided by CRW's Operations Staff and wanted to thank Mr. Deily and his staff publicly.

Ms. Skotedis also thanked Messrs. Deily and Rosentel for giving her a recent comprehensive tour of the AWTF. She was impressed with the way all of the staff works together while dealing with the current construction issues surrounding them on a daily basis.

Mr. Waters thanked Mrs. McKillip for uploading all of the board meeting materials in electronic format to the Share File Portal. It has made his job as a new board member much easier to be brought up-to-date on current affairs.

No comments were provided from Mr. Kurowski.

Public Comment - Non-Agenda Items:

Lt. McDevitt of the PA Army National Guard stated that he acknowledges that while CRW continues their due diligence as it relates to the Conservation Easement Agreement relating to the DeHart Watershed, he has to notify CRW that he has other projects that he is able to use the ACUB funding for. He stated that he has \$2.3M in funding to utilize and his budget is based on executed contracts. Ft. Indiantown Gap continues to be strongly motivated to work with CRW but at this time, but he will now begin to proceed investigating other avenues where ACUB funds could be utilized. He has been holding off on investigating other projects pending the use of the ACUB funds with CRW. He noted that Ft. Indiantown Gap continues to be the largest neighboring fence line property owner next to Clarks Creek. However, he understands and respects CRW's due diligence process. Lt. McDevitt entertained any questions and stated that he will wait to hear back from CRW. There were no questions.



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Adjournment:

A motion was made by Ms. Skotedis, seconded by Mr. Cluck, that the Board adjourn the meeting at 7:10 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Westburn Majors, Secretary