



Workshop Meeting (5:00)

A Workshop Meeting of Capital Region Water was conducted at 5:00 PM and was open to the public. Chairperson Kurowski noted that Messrs. Majors and Waters were not present at the time the Workshop began but were expected to arrive later.

In Attendance:

Board:

J. Marc Kurowski, Chairperson
William J. Cluck, Vice-Chairperson
Westburn Majors, Secretary (Arrived at 5:44 PM)
Crystal Skotedis, Treasurer
Darryl Waters (Arrived at 6:10 PM)

Staff:

Shannon G. Williams, Chief Executive Officer
David W. Stewart, P.E., Director of Engineering
Karen M. McKillip, Archivist
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Lexie O. Grant, Grants & Funding Coordinator
Joseph Ritchey, Risk Manager

Consultants:

Steven E. Grubb, Esq. (Goldberg Katzman, P.C.)

Others:

James Roxbury (Roxbury News [Arrived at 5:57 PM])

Presenters:

Doug Bean (Raftelis Financial Consultants, Inc.)

Call to Order - Pledge of Allegiance:

The meeting was called to order by Mr. Kurowski at 5:06 PM.

Chairman's Announcements:

- A. Tonight's Workshop was originally scheduled for Wednesday, August 12, 2015. Advertisement of the rescheduled workshop was advertised in the Patriot News and was made available through CRW's website. A copy of the advertisement will be

attached to the minutes of tonight's Workshop as Exhibit "A".

- B. The next regular meeting is scheduled for Wednesday, August 26, 2015 at 6:00 PM. It will be preceded by a workshop meeting at 5:00 PM. Both are open to the public.

Ms. Williams stated that CRW's Board has been involved in numerous decisions, transitions, and changes including the sale of the Harrisburg Resource Recovery Facility, Forensic Audit, the City's Recovery Plan, Transition and Transfer of the Water and Sewer Systems from the City to CRW, and a number of major construction projects. As CRW continues to evolve from a Financing or Lease Back Authority into an Operating Authority, CRW's focus must include optimizing and streamlining operations. In order to do this, she proposes that CRW develop and maintain a Strategic Plan.

It is her goal that CRW will be able to develop strategies within the goals of the Strategic Plan whereby the Board will be able to measure the progress of CRW's staff as we continue to grow.

Ms. Williams stated that back in 2012 she had begun preparing a Strategic Plan which included the transition of the water and sewer operations over to CRW, and for us to develop into an Operating Authority. Now that those goals have been accomplished, a new Strategic Plan will identify new goals we are striving to achieve.

Through the many conferences that Ms. Williams attended, several consultants showed interested in working with CRW to prepare a Strategic Plan. CRW has received formal proposals from ARCADIS and Raftelis Financial Consultants, Inc. After review of the proposals, Ms. Williams felt Raftelis had the stronger expertise in this field. Both proposals were made available to the Board through ShareFile and she requested a representative from Raftelis to provide a presentation to the Board to discuss what a Strategic Plan is and why it is important to employ a consultant for this purpose. She then introduced Mr. Doug Bean of Raftelis Financial Consultants, Inc.

Enterprise Strategic Plan Presentation by Doug Bean (began at 5:10 PM)

Mr. Bean provided a presentation on the Strategic Planning that Raftelis plans to perform on behalf of Capital Region Water. The presentation hit on highlights of the following:



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- What is a Strategic Plan?
- Why is a Strategic Plan Important for a Water Utility?
- Why is a consultant needed?
- Why is Raftelis the right choice; and
- Introduction of the team of Raftelis.

It was noted that Raftelis performs independent interviews and seeks to involve all players including CRW's staff, Board members and stakeholders in order to achieve independent views when preparing a Strategic Plan. Mr. Bean noted that the Strategic Plan of a Utility normally needs to be reevaluated approximately every five years as goals and missions are ever changing.

The presentation ended at 5:35 PM. Mr. Bean opened the floor for questions and discussion. Several examples of other strategic plans prepared by Raftelis were provided. Upon request, the examples of other Strategic Plans will be uploaded for the Board's reference on ShareFile. A copy of the presentation from Raftelis will be made available on CRW's website after the meeting.

Modifications or Deletions to the Agenda: None.

Public Comment - Agenda/Non-Agenda Items: None.

Adjournment:

A motion was made by Mr. Cluck, seconded by Mr. Waters, that the Board adjourn the meeting at 5:51 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Westburn Majors, Secretary

The Patriot-News

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The Workshop Meeting of Capital Region Water scheduled for Wednesday, August 12, 2015 at 5:00 PM, has been rescheduled to Wednesday, August 19, 2015 at 5:00 PM in the 1st Floor Conference Center Board Room located within the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania.

CAPITAL REGION WATER
Shannon G. Williams, P.E., CEO

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