



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 Mr. Majors was not present at the time the Workshop began but was expected to arrive later.

In Attendance:

Board:

J. Marc Kurowski, Chairperson
William J. Cluck, Vice-Chairperson
Westburn Majors, Secretary (Arrived at 5:37 PM)
Crystal Skotedis, Treasurer
Darryl Waters

Staff:

Shannon G. Williams, Chief Executive Officer
Jack Lausch, Director of Administration (Arrived at 5:17 PM)
David Nowotarski, Chief Financial Officer (Arrived at 5:17 PM)
David W. Stewart, P.E., Director of Engineering
Michael Deily, Director of Operations
Karen M. McKillip, Archivist
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Lexie O. Grant, Grants & Funding Coordinator
Joseph Ritchey, Risk Manager
Tanya Dierolf, Sustainability Manager
Raly Bey, Superintendent – Water
Claire Maulhardt, Wet Weather Coordinator
Jess Rosentel, Superintendent – Wastewater (Arrived 5:45 PM)

Consultants:

Steven E. Grubb, Esq. (Goldberg Katzman, P.C.)
Michael A. Schober, P.E. (CDM Smith, Inc.)
Paul Rosol (WRA [Arrived at 5:45 PM])
Jeff Thompson (WRA)
Ed Ellinger (HRG [Arrived at 5:50 PM])

Others:

Paul McNamee, PE (KCI Technologies, Inc.)



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Presenters:

David W. Stewart, P.E., Director of Engineering
Andrew Bliss, Community Outreach Manager
Claire Maulhardt, Wet Weather Coordinator

Others:

Paul McNamee, PE (KCI Technologies, Inc.)
Matt Crow (JMT)
John Kelly (Janney Montgomery Scott, LLC [Arrived at 5:30 PM])
Karl Singleton (City of Harrisburg [Arrived at 5:37 PM])
Kyalo Crosson (Harrisburg Regional Diversity Coalition)

Capital Improvement Projects- Presentation by Dave Stewart (began at 5:17 PM)

Mr. Stewart provided a presentation updating the Board and the public as to the current status of Sewer and Water Capital Projects. It was noted that the screen shots provided on the presentation do not accurately reflect the accounting of the projects since there are limitations within the current Quickbooks software for reporting purposes.

Additional questions were addressed by Mr. Stewart. The presentation ended at 5:33 PM.

Green Stormwater Infrastructure Work Groups- Claire Maulhardt and Andrew Bliss (began at 5:33 PM)

Mr. Bliss and Ms. Maulhardt provided an update to the Board on the current status of the established Community Ambassadors, Partners Workgroup, and Innovation Workgroup. The Board was also provided with a separate handout notifying them of the parties' names and affiliated agencies and/or companies who are serving on the various workgroups.

Mr. Bliss noted that the first Community Ambassador Workgroup is scheduled for August 27th from 9:00 through 11 AM. Meetings will be scheduled at a later time for the Innovative and Partners Workgroups.

The presentation ended at 5:49 PM.

RECESSED:

At 5:49 PM, the Chairperson recessed the meeting for a break.



RECONVENED:

The meeting was reconvened at 6:00 PM.

Regular Meeting (6:00PM)

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, Archivist
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Lexie O. Grant, Grants & Funding Coordinator
Joseph Ritchey, Risk Manager
Tanya Dierolf, Sustainability Manager
Raly Bey, Superintendent – Water
Claire Maulhardt, Wet Weather Coordinator
Jess Rosentel, Superintendent – Wastewater (Arrived 5:45 PM)
Joe Baker, Maintenance Supervisor

Consultants:

Steven E. Grubb, Esq. (Goldberg Katzman, P.C.)
Michael A. Schober, P.E. (CDM Smith, Inc.)
Paul Rosol (WRA)
Jeff Thompson (WRA)
Ed Ellinger (HRG)
Steve Schiffman, Esq. (Serratelli Schiffman & Brown, P.C.)
Merritt Reitzel, Esq. (Serratelli Schiffman & Brown, P.C.)



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Others:

Paul McNamee, PE (KCI Technologies, Inc.)
Matt Crow (JMT)
John Kelly (Janney Montgomery Scott, LLC)
Karl Singleton (City of Harrisburg)
Kyalo Crosson (Harrisburg Regional Diversity Coalition)
Tarik Casteel (TLC Construction & Renovations)
Dave Weisnicht (PA Army National Guard)
Tom Inge (Ward Burton Wildlife Federation)
James Roxbury (Roxbury News)
Evelyn L. Hunt (City Resident) (Arrived at 6:09 PM)

Call to Order - Pledge of Allegiance:

The meeting was called to order by Mr. Kurowski at 6:00 PM.

Chairman's Announcements:

- A. An Executive Session was held at 4:00 today to meet with general counsel for purposes of obtaining legal advice on disputes and potential disputes with the suburban communities over unpaid sewer charges and to discuss a legal strategy in the negotiation of a new intermunicipal agreement with the suburban communities.
- B. A workshop meeting was held on August 19, 2015 at 5:00 PM. The next workshop meeting is scheduled for September 9, 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, September 23, 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.



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Chief Executive Officer:

Ms. Williams announced that the first annual CReW Picnic will be held on City Island on Saturday, September 19th. Employees, Board members and their families are invited to attend the picnic, weather permitting.

CRW is still looking for volunteers for our Raindrop to River Conservation Carnival event at the Harrisburg Kipona over Labor Day weekend. Contact Andrew Bliss if you are interested in volunteering. CRW will be featuring the same events as last year. Ms. Williams has received a lot of inquiries from citizens about our event and she is looking forward to another community outreach event. She thanked the following sponsors who have assisted CRW with this year's event: Alteris, Phillips Group, Serratelli, Schiffman & Brown P.C., Cohen & Grisby, HRG Engineering, PC Construction, NRG, JMT and Whitman Requardt Associates, LLP.

Ms. Williams explained the purposes of the following items under tonight's agenda: EXECUTIVE Items A through D and addressed any questions that were brought up from the floor.

A discussion was held regarding EXECUTIVE Item D wherein Ms. Williams noted that there may be a financial liability to CRW by the approval of the Consent Form to begin negotiating the terms of a Conservation Easement relative to the DeHart Watershed.

Mr. Cluck inquired if Mr. Bliss had followed up from last month's meeting with the Fair Housing Council regarding the distribution of materials for tenants' rights regarding water shut off notices. Mr. Bliss confirmed that he has not handled that matter as of the date of today's meeting.

Mr. Cluck also inquired if there has been any update on the investigation of premiums being paid for flood insurance in order to avoid duplication of coverage. Mr. Ritchey advised that this is still being investigated, and to date, there is no update.

Mr. Cluck noted that he enjoyed Mr. Bliss's video of getting splashed by a stormwater puddle and thanked him for taking one for the team and his service to CRW. Everyone laughed as it was noted the video took three attempts to get it right.



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Director of Administration:

Mr. Lausch advised that a recommendation is on tonight's agenda regarding the Service Line Warranties issue that was discussed during a July 15th Workshop Meeting.

It was also reported that CRW has made the move from the 3rd, 4th and 6th Floors to Suite 500 of this building effective August 24, 2015.

Chief Financial Officer:

Mr. Nowotarski highlighted his Agenda items FINANCE Items A through C and entertained questions.

A discussion was held as to the importance of the authorization to enter into a two-year energy supply contract. Questions were addressed by Mr. Nowotarski as they were presented by Board members.

Ms. Skotedis asked what the Finance Department will be using for Accounts Receivable and Accounts Payable if we are not using those modules thru MUNIS. Mr. Nowotarski advised that AR and AP will be thru Muni-Link which will now result in a decrease in the original Agreement with Tyler Technologies, Inc.

He also updated the Board on the bond rating for the Water Bonds, stating early next month CRW will be issuing an RFP for an underwriter under review by CRW's bond counsel. He anticipates having responses due in September and the ability to issue a notice of intent to award at the September monthly meeting.

Director of Engineering:

Mr. Stewart highlighted his Agenda items ENGINEERING Items A through E and entertained any questions. There were no questions.

Director of Operations:

Mr. Deily noted that a number of repairs have been made to inlets this past month, along with repairs made to a sinkhole on North Third Street near the Whitaker Center that has been in existence for over ten years.



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He also welcomed and introduced Joe Baker, Maintenance Supervisor of CRW who has made his first appearance at a CRW meeting this evening and wished Mr. Baker Happy Birthday! Mr. Baker is a face that many customers see out in the field. He is one of CRW's go to guys when issues occur out in the streets and thanked him for his service.

Mr. Kurowski inquired about the coordination of storm sewer inlets on Front Street. Mr. Deily advised that the storm sewer inlets are being replaced on Front Street. The lines underneath Front Street are not being replaced but are being evaluated. This issue is on CRW's "To Do List".

A discussion was held regarding the coordination with PENNDOT and the paving of Front Street and the issue regarding the replacement of inlets from Division to Forster Streets, and then from Forster to Shipoke. Mr. Deily noted that CRW has CCTV'd lines and repaired 19 inlets in August alone. It was noted that the maintenance division of CRW has repaired more inlets in a three month period than had been performed by the City over the past 25 years. Pipe and asset identifications will be linked to CRW's GIS software in the future.

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. There were no questions.

Mr. Cluck requested that the draft of the Nine Minimum Control (NMC) Plan that CDM referred to within their report be uploaded to ShareFile for the Board. Mr. Stewart will handle uploading the material.

Minutes of Previous Meetings:

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the Minutes of the July 22, 2015 Workshop and Regular Meeting be approved as presented. The motion was unanimously approved.

Modifications or Deletions to the Agenda:

The following two motions will be amended to read as follows:

FINANCE:

B. Tyler Technologies (MUNIS) Agreement Modification:

Motion: The Board ratifies the CEO's execution of an Amendment, dated July 21, 2015, to the original Agreement with Tyler Technologies, Inc. dated August 28, 2013, regarding the Financial Software and related support. This Amendment results in a decrease in the contract amount of \$12,779 in 2015. Funding Source: Admin #6240 – Audit & Accounting Support.

C. Resolution No. 2015-005 - Energy Contract Procurement Assistance:

Motion: The Board (1) authorizes the CEO to approve the engagement of Gabel Associates to assist with the procurement of a two-year energy supply contract; (2) authorizes the CEO to enter into a two-year Energy Supply Contract based on the energy supply bidding/procurement process and recommendation by Gabel Associates; and ratification of this resultant two year energy supply contract will take place at the Board Meeting following the contract award. Funding Source: Admin #6280 – Other Professional Fees. The fee of Gabel Associates will be incorporated into the supplier pricing and is estimated to be 1/10 of a cent per KWH and will be reflected in the electric expense over the two year contract included in the rate received from the supplier not to exceed \$10,000.

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

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. Strategic Planning:

Motion: The Board authorizes the CEO to approve the engagement of Raftelis to provide strategic planning consulting services as more fully described in the letter proposal dated, May 21, 2015. The total cost of this work will not exceed \$116,850 without additional Board approval. Funding Source: Admin #6280 - Other - Professional Fees.



The motion was unanimously approved.

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

B. Consulting Engineer’s Annual Report – Water:

Motion: The Board authorizes the CEO to approve the engagement of ARCADIS to prepare this year’s CEAR for CRW’s Water System in an amount not to exceed \$24,000. Funding Source: Water #6606 – Financial Advisor Fees.

The motion was unanimously approved.

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

C. Conservation Easement Agreement for DeHart Watershed:

Motion: The Board authorizes the CEO to negotiate and execute, pending consensus of the Chairperson and General Counsel, a Consent Form to begin negotiating the terms of a Conservation Easement with The Nature Conservancy and Ward Burton Wildlife Foundation utilizing Army Compatible Use Buffer (ACUB) funds through Fort Indiantown Gap.

A discussion was held regarding whether there would be some type of financial obligation on behalf of CRW by authorizing the negotiation and execution of the Consent Form. Through discussion, it was noted that should CRW move forward with the authorization to negotiate, staff will rely upon its special counsel, Serratelli Schiffman & Brown, P.C., and General Counsel to assist in drafting any necessary language that needs to be addressed within the Consent Form before it is executed by CRW’s CEO. The CEO and Chairperson will circulate the final draft of the Consent Form prior to execution to make sure that all Board members’ concerns are addressed prior to execution. The motion tonight allows CRW to take the next step for CRW to enter into and apply for ACUB funds to be used for the DeHart Watershed project.

Upon discussion, the motion was unanimously approved.

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

- D. Consulting Engineer's Report- Conservation Easement for DeHart Watershed:**
Motion: The Board authorizes the CEO to execute a Professional Services Agreement with Herbert Rowland and Grubic, Inc. for services needed to complete a Consulting Engineer's Report evaluating potential impact to the efficient operations of the water system under a conservation easement scenario for an amount not to exceed \$11,500. Funding Source: Water #6609 – Engineering/Consulting Fees.

The motion was unanimously approved.

ADMINISTRATIVE:

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

- A. Service Line Warranties:**
Motion: The Board directs the CRW staff to make the following information available to customers: property owner responsibility for service lines, contact information for assistance programs, and resources that rate service line companies and home warranty products in lieu of endorsing a service line warranty company. Funding Source: Admin #6115 - Community Outreach.

Mr. Cluck asked that CRW distribute this information through the use of social media to assist in letting customers know that products are available even if CRW is not endorsing a specific company and thanked CRW's staff for their investigation into this matter.

The motion was unanimously approved.

FINANCE:

A motion was made by Mr. Cluck, seconded by Ms. Skotedis, that the following items be approved FINANCE – Items A and B as amended:

- A. Authorization to Open Account – Sewer 2015 DCNR Grant Account #2844398954 at Metro Bank:**
Motion: The Board authorizes the appropriate officers to execute Bank Resolution and Signature Cards to open the new Account #2844398954 with Metro Bank titled Sewer 2015 DCNR Grant.

B. Tyler Technologies (MUNIS) Agreement Modification:

Motion: The Board ratifies the CEO's execution of an Amendment, dated July 21, 2015, to the original Agreement with Tyler Technologies, Inc. dated August 28, 2013, regarding the Financial Software and related support. This Amendment results in a decrease in the contract amount of \$12,779 in 2015. Funding Source: Admin #6240 – Audit & Accounting Support.

The motion was unanimously approved.

A motion was made by Mr. Cluck, seconded by Mr. Kurowski, that the following item be approved FINANCE as amended– Item C:

C. Resolution No. 2015-005 - Energy Contract Procurement Assistance:

Motion: The Board (1) authorizes the CEO to approve the engagement of Gabel Associates to assist with the procurement of a two-year energy supply contract; (2) authorizes the CEO to enter into a two-year Energy Supply Contract based on the energy supply bidding/procurement process and recommendation by Gabel Associates; and ratification of this resultant two year energy supply contract will take place at the Board Meeting following the contract award. Funding Source: Admin #6280 – Other Professional Fees. The fee of Gabel Associates will be incorporated into the supplier pricing and is estimated to be 1/10 of a cent per KWH and will be reflected in the electric expense over the two year contract included in the rate received from the supplier not to exceed \$10,000.

The motion was unanimously approved.

ENGINEERING:

A motion was made by Mr. Kurowski, seconded by Mr. Cluck, that the following items be approved by consent ENGINEERING Items A through E:

A. Force Main Assessment:

Motion: The Board authorizes the CEO to negotiate and execute a professional services agreement with Pure Technologies U.S. Inc. to conduct a pipe wall assessment for a not-to-exceed amount of \$80,000. Funding Source: Wastewater #7261 – Conveyance System Projects.

- B. Resolution 2015-006 (PennDOT Capitol Complex Pedestrian Safety Project):**
Motion: The Board authorizes David W. Stewart, P.E., BCEE, Director of Engineering as CRW's representative, to sign the PennDOT's Non-Reimbursement Agreement No. 08A435 authorizing work required to adjust CRW's infrastructure surface features (valve boxes and manholes) impacted by PennDOT's project. The necessary utility adjustments will be at no cost to CRW and 100% funded by PennDOT.
- C. 2013 HAWTF Improvements Project: Contract No. 1 (PC Construction) - Change Order Nos. 13, 14, 15 and 16:**
Motion: The Board authorizes the Director of Engineering's execution of Change Order Nos. 13, 14, 15 & 16 to Contract No. 1 in the combined amount of \$42,882 with no addition of work days for additional work related to extension of water and wash down hydrants; masonry opening revisions; additional coating for chemical containment area; and addition of an overhead door. Funding Source: Sewer #7210 - 2013 HAWTF Improvements.
- D. 2013 HAWTF Improvements Project: Contract No. 2 (Pagoda Electrical) - Change Order No. 11:**
Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 11 in the total amount of \$4,799.11 with no addition of work days to address PPL requirements for the high voltage switchgear. Funding Source: Sewer #7210 - 2013 HAWTF Improvements.
- E. 2013 HAWTF Improvements Project: Contract No. 3 (GF Bowman) - Change Order No. 2:**
Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 2 to Contract No. 3 in the total amount of \$5,378 with no addition of work days for heating modifications in the RAS pumping station. Funding Source: Sewer #7210 - 2013 HAWTF Improvements.

A discussion was held regarding the purpose of Item A. Questions and answers were addressed noting that the Front Street Pump Station and forcemain is beyond its life cycle. Approval of this pipe assessment allows CRW to be proactive rather than incurring expenses that occur on an emergency basis. An emergency repair such as this was addressed in 2006 on the Pennsy Supply site. Access was difficult and the repair was very expensive and due to the nature of the repair, sewage flowed directly to the river for the duration of the work. The Front Street Pump Station does not fall within the Consent



Decree to repair, however the Force Main evaluation is mandated.
The motion was unanimously approved.

Board Comments:

Mr. Cluck inquired about the erosion issues in Riverfront Park near the sidewalk at Chestnut Street on Front Street. Upon discussion, Mr. Stewart advised that he will contact the Dauphin County Conservation District to have them look into this. Mr. Cluck suggested the planting of some type of vegetation to address the issue.

The Environmental Advisory Council has an Urban Tree Sub Committee of approximately thirty people working with the City of Harrisburg's arborist and their Master Plan. There is a CRW stormwater component to it. He thanked Ms. Maulhardt and Mr. Bliss for speaking at their recent meeting.

He recently attended a meeting in the Swatara Township Building with the Dauphin County Resiliency Program with Lexi Grant. While there, he spoke with a representative from Habitat for Humanity regarding the collection of used paint. As part of the NMC Plan he wanted to advise CRW's consumers not to dump paint down the drain. He also inquired if there were any funds that CRW would be able to assist with this program. Mr. Cluck would like CRW to become more active in the economic development of the City, in addition to having Award Winning Water.

Ms. Skotedis noted that CRW's Board had over 500 pages of materials to view for tonight's meeting. She was impressed to see the large turnout at tonight's meeting and wanted everyone to know that CRW's Board members are required to review an extensive amount of materials related to all of the items approved at tonight's meeting, and thanked the staff for compiling all of the necessary information and making everything available to the Board on a timely basis for their review.

No additional comments were provided from Board members, Majors, Waters or Kurowski.

Public Comment - Non-Agenda Items:

Evelyn Hunt, resident of the 1800 block of State Street, Harrisburg, Pennsylvania.

- She thanked Mr. Bliss for meeting with her and walking an entire ten block area to view areas she is concerned with regarding a number of blocked storm drains on State Street, specifically at North 17th and State Street. There is a large erosion of soil near the Day Care located at that intersection and wanted to bring it to CRW's attention.

Ms. Williams thanked Ms. Hunt for bringing the blocked storm drain issue to CRW's attention. Those problem areas will be addressed by CRW in the future. Ms. Williams stated there are approximately 4,000 stormwater inlets on CRW's radar at this time and they are cleaned and rebuilt in order of priority. She noted that when CRW goes to investigate and clean the inlets, sometimes the inlets are so bad they collapse. Residents are encouraged to bring these issues to our attention by calling our Customer Service Number at 1-888-510-0606 or by coming to our monthly meetings.

- Ms. Hunt also noted a payment plan/billing issue she previously had with the City of Harrisburg regarding a large water bill for an account that did not have a meter reading for over 18 months. Since the transition of the Water/Sewer and Trash billing conversions from the City over to CRW she has continued to have problems with her additional payment made on her water bill being credited towards her trash bill. It appears the credit has been incorrectly posted and she wants to know how to get it rectified since she knows CRW doesn't mean to be crediting her trash bill which is now handled by the City of Harrisburg. She was previously assured this issue was addressed and it appears to not be corrected.

Ms. Hunt was encouraged to speak with Mr. Nowotarski at the end of the meeting to address the issues she is experiencing regarding her water bill.

Mr. Kaylo Crosson with the Harrisburg Regional Diversity Coalition ("HRDC") introduced himself and Tarik Casteel of TLC Construction & Renovations here in Harrisburg. He introduced TLC as a new viable M/WBE company in the Harrisburg area and wanted to let the Board know of their existence and invited CRW representatives to attend the HRDC meetings.

Mr. Crosson noted that he will provide his contact information with Ms. Williams after the meeting.



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Adjournment:

A motion was made by Mr. Cluck,, seconded by Ms. Skotedis, that the Board adjourn the meeting at 7:20 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Westburn Majors, Secretary