

Regular Meeting (6:00 PM)

- I. Call to Order - Pledge of Allegiance - Roll Call**
- II. Announcements - Chairperson**
 - A.** An executive session under Section 708(a) of the Sunshine Act was held today at 5:00 PM to discuss the following general matters with general counsel which involved the provision of legal advice and discussion of legal strategy: (1) Assignment of CRW's legal claims to the Coordinator for the City of Harrisburg; and (2) Settlement of outstanding claims with the suburban communities pertaining to past sewer rate setting practices. CRW also discussed acquisition of real property associated with potential system and operational expansion. Additionally, CRW met with its special counsel, Serratelli, Schiffman & Brown, P.C. and general counsel, to discuss legal issues and strategy surrounding property conservation efforts at the DeHart Reservoir.
 - B.** The December 16, 2015 monthly meeting was cancelled. Notice of the cancellation was posted on CRW's website in accordance with the Sunshine Act.
 - C.** Capital Region Water is hosting two public input events over the next two weeks as part of its City Beautiful H2O campaign to reduce street flooding, sewer backups, and combined sewer overflows. They will be held on Thursday January 28th at the Camp Curtin YMCA and on Tuesday, February 2 at the Lincoln School. CRW staff, consultants, community ambassadors, and partner organizations will be at these locations from 5:30 to 8:30 PM and participants can visit at any point during that time and spend as much or as little time as they desire.

These duplicate events will be interactive with educational stations including: "What is community greening?" "What are the benefits of green projects?" and participant input stations including: "Where is street flooding a problem?" "Where do you want to see investment?"

Capital Region Water will also have staff on hand for employee recruiting and to answer any questions about utility bills.

There will be free food, door prizes, and activities for kids at each event. More information is available on our website.

- D.** The next Regular Meeting is scheduled for Wednesday, February 24, 2016 at 6:00 PM.

III. Presentations:

Source Water Protection
Partnership for Safe Water
CRW's Lead Prevention and Monitoring Program

IV. Special Order of Business - Annual Meeting:

A. Resignation of Westburn Majors:

Motion: The Board acknowledges and accepts the resignation of Westburn Majors as Secretary and Board Member of Capital Region Water effective January 4, 2016.

B. Election of Officers:

1. **Chairperson:** _____
2. **Vice-Chairperson:** _____
3. **Secretary:** _____
4. **Treasurer:** _____

C. Appointment of Assistant Secretary-Treasurer:

Motion: The Board appoints Shannon G. Williams, CEO, as Assistant Secretary-Treasurer of Capital Region Water for calendar year 2016.

D. General Counsel:

Motion: The Board of Directors authorizes the CEO's execution of the December 9, 2015 Letter Agreement with Goldberg Katzman for legal services as CRW's General Counsel/Solicitor for a fee of \$90,000 per year paid monthly. Funding Source: Admin #10004541-54100 – Adm Legal Services - General.

V. Staff Reports

VI. Consultant Reports

VII. Minutes of Previous Meetings -

- **November 18, 2015 Workshop and Regular Meeting Minutes**

- VIII. **Modifications or Deletions to the Agenda**
- IX. **Public Comments - Agenda Items (3 minutes)**
- X. **Old/New Business:**

EXECUTIVE:

A. Special Environmental Counsel - Hamburg, Rubin, Mullin, Maxwell & Lupin:

Motion: The Board authorizes the continued engagement of Hamburg, Rubin, Mullin, Maxwell & Lupin for legal services of Steven A. Hann as CRW's Special Environmental Counsel as previously outlined in an RFP and confirmed list of authorized firms provided at the October 1, 2008 meeting of CRW's Board of Directors. Funding Source: Wastewater #80004541-45100 Ww Legal Services.

B. Conservation Counsel for the DeHart Watershed Property - Serratelli, Schiffman & Brown P.C.:

Motion: The Board authorizes the CEO to negotiate and execute a representation agreement with Serratelli, Schiffman & Brown P.C. to continue to function as Special Conservation Transaction Counsel to advise and negotiate on Capital Region Water's behalf through 2016 for a not-to-exceed fee of \$25,000. Funding Source: Water #60004541-54100 Wtr Legal Services.

C. Regional Collaboration Phase I - ARCADIS:

Motion: The Board authorizes the CEO's negotiation and execution of a professional services agreement with ARCADIS to prepare a study to independently assess the feasibility, and subsequently the execution of CRW entering into a collaborative arrangement with one or more community water and/or sewer systems in the vicinity of CRW's current operations for a lump sum fee of \$38,000 based on the scope of work dated January 22, 2016. Funding Source: Admin #10004541-54109 – Adm Other Professional Service.

D. Resolution No. 2016-001 (Source Water Protection Plan):

Motion: The Board adopts Resolution No. 2016-001 agreeing to participate in Source Water Protection planning and the subsequent implementation of management approaches aimed at protecting against potential sources of contamination of both the DeHart Reservoir and Susquehanna River source water supplies. Funding Source: N/A - staff time and grant funds.

E. Assignment of HRRF Claims to Act 47 Coordinator:

Motion: The Board authorizes the CEO and general counsel to continue to negotiate terms and to execute an Assignment of certain legal claims related to the Harrisburg Resource Recovery Facility (identified in the Harrisburg Strong Plan as "Incinerator Claims") to the City of Harrisburg's Act 47 Coordinator. Funding Source: N/A.

F. Extension of DCED Grant No. ME-300-286 for Harrisburg University:

Motion: The Board ratifies the CEO's execution of Amendment No. 4 to the DCED Grant Agreement No. ME-300-286 between Harrisburg University of Science and Technology and Capital Region Water (CRW [successor Authority] to The Harrisburg Authority) to extend the termination date from December 31, 2015 to December 31, 2016 and before any additional work is performed by Harrisburg University to come back to CRW for future Board authorization. Funding Source: N/A.

FINANCE:

A. Financial Consultant - Public Resources Advisory Group:

Motion: The Board authorizes the continued engagement of Public Resources Advisory Group for financial advisory services in accordance with a January 21, 2016 Letter Agreement to be billed hourly for work completed under the updated fee schedule provided. Funding Source: Admin #1000451-45103 – Adm Advisor Fees.

B. Bond Counsel - Cohen & Grisby:

Motion: The Board authorizes the continued engagement of Cohen & Grisby to function as Bond Counsel for Capital Region Water for calendar year 2016 as outlined within the Letter Agreement dated January 21, 2016. Funding Source: Admin #1000451-45100 – Adm Legal Services General.

C. 2015 Water Rate Covenant Audit - Maher Duessel:

Motion: The Board authorizes the CEO to execute the Engagement Letter with Maher Duessel dated January 20, 2016 to perform the 2015 Rate Covenant Audit of the Water System Bonds at a cost not to exceed \$5,100. Funding Source: Water #60004541-54103 – Wtr Financial Advisor Fees.

D. 2015 Audit - Maher Duessel:

Motion: The Board authorizes the CEO to execute the Engagement Letter with Maher Duessel dated November 3, 2015 to perform the audit of CRW for calendar year 2015 at a cost not to exceed \$77,950. Funding Source: Admin #10004541-54102 – Adm Audit/Accounting Fees.

E. Energy Contract Procurement:

Motion: The Board ratifies the Contract for energy provision which was entered into by CEO with Champion Energy Services on November 19, 2015 per Resolution No. 2015-005 – Energy Procurement Assistance. Funding Source: Admin #6280 – Other Professional Fees.

F. Ratifying Authorization to Open Account – CRW General Expense Account #2844517892 at Metro Bank:

Motion: The Board ratifies the appropriate officers' execution of the Bank Resolution and Signature Cards to open a new Account #2844517892 with Metro Bank titled CRW General Expense Account effective November 18, 2015.

G. 2016 Signature Cards w/First National Bank:

Motion: The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer and CEO/Assistant Secretary-Treasurer to execute the appropriate Bank Resolution and Signature Cards with First National Bank to reflect the current 2016 officers.

H. 2016 Signature Cards w/M & T Bank Acct #9861684190 and 986168208:

Motion: The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer, CEO/Assistant Secretary-Treasurer and CFO to execute the appropriate Bank Resolutions and Signature Cards with M & T Bank to reflect the current 2016 officers and to add additional personnel to the accounts to include the CFO for authorization of transactions not included within the Incumbency Certificate authorization.

I. Authorization to Execute 2016 Signature Cards w/Fulton Bank:

Motion: The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer and CEO/Assistant Secretary-Treasurer to execute the appropriate Bank Resolution and Signature Cards with Fulton Bank to reflect the current 2016 officers.

J. Authorization to Execute 2016 Signature Cards w/PNC Lockbox:

Motion: The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer and CEO/Assistant Secretary-Treasurer to execute the appropriate Bank Resolution and Signature Cards with PNC Bank relative to the Lockbox to reflect the current 2016 officers.

ENGINEERING:

A. Procurement of Engineering Professional Services

1. Retained Engineer:

Motion: The Board authorizes the continued engagement of Herbert, Rowland & Grubic,

Inc. (HRG) for Retained Engineering Services as needed under the fee schedule included with a total annual fee not to exceed \$250,000. Funding Source: Admin #10004541-54109 Adm Other Professional Service.

2. Water Infrastructure:

Motion: The Board authorizes appointment of the following three firms: CDM Smith, Gannett Fleming, and Whitman, Requardt & Associates to provide professional services as identified and approved in CRW's annual capital budget. A formal scope and fee proposal and professional services task assignment will be executed with each project as it is encumbered. Funding Source: Water and Sewer – various.

3. Urban Design & Planning:

Motion: The Board authorizes appointment of the following three firms: AKRF, CH2M Hill, and WRT to provide professional services as identified and approved in CRW's annual capital budget. A formal scope and fee proposal and professional services task assignment will be executed with each project as it is encumbered. Funding Source: Water and Sewer – various.

4. GIS/Asset Management:

Motion: The Board authorizes appointment of the following two firms: CH2M Hill and KCI to provide professional services as identified and approved in CRW's annual capital budget. A formal scope and fee proposal and professional services task assignment will be executed with each project as it is encumbered. Funding Source: Water and Sewer – various.

B. AWTF Improvements Project – Change Orders (Contract Nos. 1, 2 & 3):

1. Contract No. 1 (PC Construction) – Change Order Nos. 22, 23, 24 & 25:

Motion: The Board authorizes the Director of Engineering's execution of Change Order Nos. 22, 23, 24 and 25 to Contract No. 1 in the amount of \$31,747.14 with the addition of 69 calendar days to substantial completion and 73 calendar days to final completion for additional work and delays related to lighting the methanol facility, spray water piping modifications, transfer of cryogenic oxygen plant electrical work, and removal of concrete thrust blocks. Funding Source: Wastewater #80-13000-00035 – Ww BNR Upgrade Project – 2014.

2. Contract No. 2 (Pagoda Electrical) – Change Order Nos. 16, 17, 18, 19 and 20:

Motion: The Board authorizes the Director of Engineering's execution of Change Order Nos. 16, 17, 18, 19 and 20 in the total amount of \$97,727.33 with the addition of 69

calendar days to substantial completion and 73 calendar days to final completion for additional work and delays related to lighting the methanol facility, installation of new power feeds for sluice gates, transfer of cryogenic oxygen plant electrical work, replacement of 1000 kVA transformer, and removal of concrete thrust blocks. Funding Source: Wastewater #80-13000-00035 – Ww BNR Upgrade Project – 2014.

3. Contract No. 3 (G.F. Bowman) – Change Order No. 3:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 3 to Contract No. 3 in the total amount of \$0 with the addition of 69 calendar days to substantial completion and 73 calendar days to final completion for delays related to the removal of concrete thrust blocks. Funding Source: Wastewater #80-13000-00035 – Ww BNR Upgrade Project – 2014.

C. Water System Improvements Project – Change Order No. 1:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 1 at no cost to extend the Substantial Completion date to April 30, 2016 and Final Completion to May 31, 2016. The time extension is needed to account for railroad approval delays and to perform final pavement restoration in the spring. Funding Source: N/A.

D. Steam Line Demolition Project – Change Order No. 1:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 1 at no cost with the addition of 111 work days to perform final vegetative seeding and restoration which cannot be accomplished until the spring. Funding Source: N/A.

E. Investigation of Asylum Run Tributary Sewer System:

Motion: The Board ratifies the engagement of CDM Smith to perform evaluation of a compromised section of the Asylum Run Interceptor as an assignment under their 2015 retained engineering services agreement. Work included engagement and management of a sewer services contractor to clean and televise lines and preparation of a technical memorandum for submission to PADEP under the requirements of an October 2015 Notice of Violation for release of sewage to the environment. Funding Source: Wastewater #80000801-80100-00032 – Ww Sanitary Sewer Collection System.

ADMINISTRATION:

A. Property & Casualty Insurance Broker:

Motion: The Board authorizes the appointment of Murray Securus as CRW's Broker of Record for property and casualty insurances effective immediately so that the 2016 renewal can be delivered by April 1, 2016. Funding Source: N/A – paid from transaction(s).



B. Phillips Office Solutions – Network Management Services:

Motion: The Board authorizes the CEO's execution of the January 1, 2016 Agreement with Phillips Office Solutions for Network Management Services for a fee of \$9,190.73 per month. Funding Source: Admin #10004541-54105 Adm - IT Support Services.

C. Summit Technology Consulting Group:

Motion: The Board ratifies the Director of Administration's execution of a Block Time Contract for Network Integration Services with Summit Technology Consulting Group in a not to exceed amount of \$15,000.00. Funding Source: Admin #10004541-54105 Adm - IT Support Services.

OPERATIONS:

A. Authorization to Retain Vehicle G-01 Previously Approved for Salvage:

Motion: The Board authorizes the CEO to take any appropriate action to reverse the prior authorization on 11-18-15 to salvage/dispose of Unit G-01 1998 Ford Taurus Station Wagon – VIN # 1FAFP579UWA193785.

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