



Regular Meeting (6:00 PM)

In Attendance:

Board:

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

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
Karen M. McKillip, Archivist
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Lexie O. Grant, Grants & Funding Coordinator
Tanya Dierolf, Sustainability Manager
Mike McFadden, Superintendent – Drinking Water
Raly Bey – Drinking Water
Jess Rosentel, Superintendent – Wastewater

Consultants:

Steven E. Grubb, Esq. (Goldberg Katzman, P.C.)
Michael A. Schober, P.E. (CDM Smith, Inc.)
John Aldrich, P.E. (CDM Smith, Inc.)
Paul Rosol (WRA)
Jeff Thompson (WRA)
Ed Ellinger, P.E. (HRG)
Paul Deardorff (JMT)

Others:

Kevin Anderson (PADEP)
Randy Straub (AWWA)
Ron Morrow (CRW)
Josh Parrish (Nature Conservancy)
Westburn Majors (Harrisburg City Council)
Paul McNamee, P.E. (KCI Technologies, Inc.)
Bruce McClure (EBA Engineering)
Andrew Potts (CH2M)



Brian Marengo (CH2M)
Anthony Mosca (Greene Mosca Associates, LLC)
Harris Greene (Greene Mosca Associates, LLC)
Carrol Ehrhardt (Skelly & Loy, Inc.)
Bill Allis (Gannett Fleming, Inc.)
Julianne Mattera (Pennlive)

I. Call to Order - Pledge of Allegiance - Roll Call:

The meeting was called to order by Chairperson Kurowski at 6:23 PM.

Chairperson Kurowski noted that Board members Kurowski, Cluck and Skotedis were present this evening. Mr. Waters was not present.

II. Chairman's Announcements:

- 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, 2016 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?" and "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 Presentation by Tanya Dierolf (began at 6:26 PM):

Ms. Dierolf presented an overview of CRW's Source Water Protection (SWP) Program and information on how CRW intends to implement its SWP Plan. She provided additional background and explained elements of the SWP Plan and identified groups associated with the Steering Committee and Public Participation. A Powerpoint presentation was provided and will be posted on CRW's website.

At the end of the presentation, a video called "Consider the Source – from raindrop to tap" featuring Shannon G. Williams, CEO of CRW, was shown revealing how CRW's water system begins at the raindrop and how the water is collected through the DeHart Reservoir Watershed, filtered through the Dr. Robert E. Young Water Services Center and flows through CRW's customers' taps.

The video has been shared by CRW's Community Outreach Manager through social media, community outreach events and has been uploaded to CRW's website. Ms. Williams noted that a shorter version of the video will be used as a trailer to movie events held at the Midtown Cinema.

Mr. Cluck inquired as to whether the Source Water Protection Plan document would be available to the public on CRW's website. Ms. Dierolf stated it would be but that some



additional revisions needed to be made to the Consider the Source portion of the website and an invitation to add additional public participants in the source water workgroup.

It was noted that CRW's Draft of the Source Water Protection Plan was submitted to PADEP in October of 2015 with the anticipation that CRW would receive comments prior to PADEP's adoption; however, PADEP approved the first submission of the Source Water Protection Plan. Additional questions and answers were provided and can be heard by requesting an mp3 copy of tonight's meeting via a Right to Know request.

Partnership for Safe Water President's Award Presented by Kevin Anderson (PADEP) and Randy Straub (AWWA) to CRW's Water Division (began at 6:50 PM):

Mr. Kevin Anderson of PADEP and Randy Straub of AWWA presented the President's Award for the Partnership for Safe Water to the Water Division of CRW. CRW members Mike McFadden, Raly Bey, and Ron Morrow accepted the award on behalf of CRW's Drinking Water Division. PADEP commended CRW's operators and staff for all of their efforts that led to this award.

CRW's Lead Prevention and Monitoring Program Fact Sheet Presented by Mike McFadden, Superintendent of CRW's Drinking Water Division (began at 6:55 PM):

Ms. Williams introduced Mr. McFadden by noting that CRW proactively prepared a Fact Sheet describing our "Lead Prevention and Monitoring Program" in light of the recent publicity regarding the contaminated drinking water issue in Flint, Michigan.

Mr. McFadden explained how CRW's Drinking Water Division prevents and monitors for lead and how Harrisburg's system differs from that of Flint Michigan. Lead testing results are included in CRW's Annual Drinking Water Quality Report which is available by request at any time and is also posted on the "Customer Information" page of CRW's website. A copy of the Fact Sheet, titled CRW's Lead Prevention & Monitoring Program, provided this evening will be uploaded to CRW's website and will be attached to tonight's Minutes as Exhibit "A". Copies of the Fact Sheet are also available at CRW's Administrative Offices and at the Billing and Customer Service Center for customers who pay their bills in person. The Fact Sheet may be provided as a bill stuffer with a future utility invoice.



IV. Special Order of Business - Annual Meeting:

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

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.

The motion was unanimously approved.

Board members expressed their appreciation for the time and service dedicated by Mr. Majors during his tenure on the Board since 2010. In appreciation of Mr. Majors' service, Ms. Williams presented him with a blue glass water drop in honor of his service on CRW's Board and his role in the transformation of the authority. The Board wished Mr. Majors success on his new appointment as Chair of Harrisburg City Council's Public Works Committee.

At this time, Mr. Kurowski turned the meeting over to Ms. Williams for the nomination and election of officers for 2016.

A motion was made by Ms. Skotedis, seconded by Mr. Cluck, that the following persons be nominated for a slate of officers for calendar year 2016:

B. Election of 2016 Officers:

Chairperson:	J. Marc Kurowski
Vice-Chairperson:	William J. Cluck
Secretary:	Darryl S. Waters
Treasurer:	Crystal Skotedis

There being no further nominations, the nominations were closed. The motion was unanimously approved.

At this time, Ms. Williams turned the meeting back over to Mr. Kurowski.

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

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.

The motion was unanimously approved.

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

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.

Mr. Cluck thanked Mr. Grubb for Goldberg Katzman's services to CRW. It was also noted that within the terms of the engagement, an Annual Meeting was to have been held with CRW Board members. Mr. Cluck stated that CRW Board members plan on holding a retreat sometime this year, at which time Mr. Grubb would be invited to attend and the Annual Meeting with the Board members would be held at that time.

The motion was unanimously approved.

V. Staff Reports:

The Monthly Management Report was provided to the Board in advance of the meeting and will be posted to CRW's website. There were no questions from the Board.

Ms. Williams noted that there are many items outlined within this month's Management Report and welcomed any questions. She noted that after CRW facilities were properly plowed, CRW was able to assist the City of Harrisburg with the recent snow cleanup process and thanked all staff members and City representatives for their efforts. She also noted that CRW's staff recommendation regarding LCSWMA's request to drill a private well for industrial purposes is to deny the request.

Mr. Cluck asked several questions which were answered by multiple persons in attendance. The following items need to be addressed as the result of his questions:

- Final Paxton Creek TMDL Plan needs to be uploaded to CRW's website.
- Asylum Run would be brought up later in the meeting.
- Jess Rosental to provide highlights of the CCTV Report to the Board.
- Mr. Bliss will check into Channel 20 advertising costs for possible filming of CRW's meetings and possible advertisement costs.

There were no other questions from Board members.

VI. 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 for and received clarification on technical aspects related to change orders on tonight's agenda. Mr. Cluck questioned whether CRW's approval of these change orders which include time extensions will have an impact on CRW's ability to comply with the schedules in the Partial Consent Decree with the Federal Department of Justice. Mr. Stewart noted that both DEP and EPA have been informed of the impacts to the schedule and they will determine whether any stipulated penalties will be assessed. He also noted that CRW may need to purchase more nutrient credits than anticipated for this water year due to the delay. Mr. Stewart pointed out that additional change orders associated with the AWTF Improvements Project, Contracts 1, 2 and 3 may be presented to the Board in the future. There were no additional questions.

VII. Minutes of Previous Meetings:

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the Minutes of the November 18, 2015 Workshop and Regular Meeting be approved as presented. The motion was unanimously approved.

VIII. Modifications or Deletions to the Agenda:

EXECUTIVE Item C: Regional Collaboration Phase I – ARCADIS was removed from the Agenda as follows:



EXECUTIVE:

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.

The following EXECUTIVE Item E motion was amended to read as follows:

E. Assignment of Harrisburg Resource Recovery Facility (HRRF) Claims and Common Interest Agreement 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 and a Common Interest Agreement with the Coordinator of the City of Harrisburg under Act 47 related to the HRRF (identified in the Harrisburg Strong Plan as "Incinerator Claims") to the City of Harrisburg's Act 47 Coordinator. Funding Source: N/A.

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

X. Old/New Business:

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

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.

The motion was unanimously approved.

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

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.

The motion was unanimously approved.

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

E. Assignment of Harrisburg Resource Recovery Facility (HRRF) Claims and Common Interest Agreement 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 and a Common Interest Agreement with the Coordinator of the City of Harrisburg under Act 47 related to the HRRF (identified in the Harrisburg Strong Plan as "Incinerator Claims") to the City of Harrisburg's Act 47 Coordinator. Funding Source: N/A.

For the public, Mr. Cluck advised that HRRF stands for Harrisburg Resource Recovery Facility which is also known as the Harrisburg Incinerator. Under the Strong Plan, there is a chapter under Incinerator claims wherein the Act 47 Coordinator will move forward in going after any person(s) affiliated with the Incinerator debt. CRW is cooperating with the City and the Act 47 Coordinator in this regard by the execution of the Assignment and

Common Interest Agreement which will be public documents once they are executed and subject to Right to Know.

The motion was unanimously approved.

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

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.

A discussion was held with Ms. Williams explaining the purpose and CRW's history and involvement in relationship to the approval of this Amendment. It was noted that CRW has no liability or recourse regarding this matter and merely acts as a pass thru financing agency. There is no exposure to CRW and this is a formality to following up with a prior THA transaction that had occurred back in 2010. Mr. Grubb noted that Municipal Authorities are permitted to process these types of financings.

The motion was unanimously approved.

A motion was made by Mr. Cluck, seconded by Mr. Kurowski, that the following items be approved by consent FINANCE Items A, B, C, D, E, F, G, H, I and J:

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.

Upon inquiry, Mr. Nowotarski clarified that Item F was required to be set up due to the new Munis software so that all expenses flow through a General Expense Account and, thereby, eliminating “due to” and “due from” journal entries previously required by the Accounting Department . It was also noted that as outstanding checks clear from the prior utilized accounts, those accounts will be closed out.

A discussion was held regarding the purpose of an Incumbency Certificate as identified in Item H with M & T Bank. An Incumbency Certificate identifies who CRW’s officers are for that year and the meeting date in which they were voted on. In the past Incumbency Certificates were voted on and provided to CRW’s Trustees and banking institutions after the election of officers at the Annual Meeting in January even though they do not appear to be required to be voted on in accordance with CRW’s By-Laws.

CRW’s intention is to eliminate the formal action of approving Incumbency Certificates at the Annual Meeting, and to have the information provided to the banking institutions as a formality on an annual basis by the Accounting Department. All Bank signature cards should mirror each other with the same list of signers. Authorization of the above signature cards for First National Bank, M & T, Fulton Bank and PNC Lockbox will address

this matter as of January 2016, thereby removing Westburn Majors from the Bank Signature Cards and replacing his name with the newly elected Secretary, Darryl S. Waters.

The motion was unanimously approved.

ENGINEERING:

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following items be approved by consent ENGINEERING – Items A1, A2, A3 and A4:

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.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following items be approved by consent ENGINEERING – Items B1, B2, B3, C and D:

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.

The motion was unanimously approved.

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

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.

Upon discussion, Mr. Cluck stated that a October 22, 2015 Notice of Violation (NOV) was issued by PADEP to the AWTF and referred to within the January Management Report. Mr. Cluck requested Ms. Williams to advise the Board how and when the Board was notified of the NOV at the AWTF and requested Mr. Rosentel to advise which AWTF Monthly Report notified the Board of the October 22, 2015 NOV.

Mr. Cluck also inquired if there is an estimate as to the cost to provide the corrective action to address the NOV. An estimated amount of \$250,000 was stated, however, the project had not been specifically identified within CRW’s Capital Improvement Project. Since the

project has now been identified and is within a creek it now becomes a high priority on CRW's Capital Improvements Project List.

A discussion was held noting that a small percentage of capital improvements were actually addressed even though they were budgeted for in 2015. CRW is taking the approach that capital improvement projects that have been budgeted for will be prioritized and addressed within 2016.

Mr. Nowotarski stated that a meeting regarding the 2016 Capital Improvement Projects was held this morning and management intends to track capital improvement projects on a more frequent basis now that projects are being specifically identified so that they can be properly prioritized and addressed in 2016. CRW customers should expect to see expenses for capital improvements projects in 2016 to be much higher. Ms. Williams stated that CRW is very aware of our aging infrastructure and while we do not expect or anticipate water or sewer lines to collapse due to the severe 2016 winter freeze/thaw, CRW will deal with those issues as they occur.

Upon discussion, the motion was unanimously approved.

ADMINISTRATION:

A motion was made by Mr. Kurowski, seconded by Mr. Cluck, that the following item be approved by consent ADMINISTRATION – Items A, B and C:

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.

The motion was unanimously approved.

OPERATIONS:

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

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 November 18, 2015 to salvage/dispose of Unit G-01 1998 Ford Taurus Station Wagon – VIN # 1FAFP579UWA193785.

The motion was unanimously approved.

XI. Board Comments:

Mr. Cluck thanked all staff and consultants for the material provided for this month, and hoped everyone had a good Holiday. He noted that the amount of material to review on ShareFile was very voluminous this month and was hopeful that we will not continue to have agendas that are this aggressive.

Ms. Skotedis. No comments.

Mr. Kurowski also thanked the staff for all of the materials provided. He noted that the Board may need to revisit the Workshop Meetings due to the volume of materials at Board meetings and/or the establishment of Committees as permitted within our current By-Laws.



MINUTES
Regular Meeting
January 27, 2016
6:00 PM
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Board members encouraged anyone interested in serving on CRW's Board to submit their resume. CRW Board members can be any person who lives within the area that CRW serves.

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

XIII. Adjournment:

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the Board adjourn the meeting at 8:11 PM. The motion was unanimously approved.

CAPITAL REGION WATER

Shannon G. Williams, P.E.,
Assistant Secretary/Treasurer

LEAD PREVENTION & MONITORING PROGRAM



As a drinking water, wastewater, and stormwater service provider, Capital Region Water's top focus is protecting public health. In light of the current crisis facing families in Flint, Michigan, Capital Region Water wants you, our customers, to know about our lead prevention and monitoring program.

What does Capital Region Water do to keep the lead out?

Lead is not present in the water Capital Region Water sends into the distribution system. It enters the water when there is corrosion of plumbing systems containing lead. To prevent the corrosion of pipes, Capital Region Water adjusts the pH of our water to near-neutral levels (not acidic or basic) and also adds a corrosion inhibitor (orthophosphate).

Does Capital Region Water test for lead?

Under strict state and federal regulations, Capital Region Water is required to test for copper and lead in its drinking water every three years. Samples for this testing are taken directly from customer faucets in areas with the oldest water mains and buildings which are more likely to contain lead in their indoor plumbing. Based on Capital Region Water's service area size, 30 samples are collected for each testing period. Capital Region Water last tested for lead in 2013 and will collect another 30 samples for testing in the summer of 2016.

What were the most recent results?

Out of the 30 samples collected, 29 samples were below detectable levels (less than 2 parts per billion) and one sample tested at 5 parts per billion (below the action level). Regulations require remedial action if 10% of the samples are above 15 parts per billion.

How do I know if I have lead in my water?

Customers can contract with a local environmental testing lab or purchase in-home test kits at their local hardware store. Capital Region Water cannot recommend or endorse any specific laboratory or in-home test kit.

What about other water contaminants?

Every year, Capital Region Water publishes a "Drinking Water Quality Report" that outlines the results of water quality testing for a number of contaminants. The report is available by request and on the "Customer Information" page of our website.

 **888-510-0606**
capitalregionwater.com
info@CapitalRegionWater.com

Where does my drinking water come from?

Capital Region Water gets its drinking water from the DeHart Reservoir, a remote pristine lake about 20 miles north of Harrisburg that is almost completely surrounded by forest.

The DeHart Reservoir provides some of the highest quality drinking water in the country to Capital Region Water's Water Services Center which is staffed 24 hours a day to treat, test, and produce over 8 million gallons of safe drinking water every day.

Capital Region Water also maintains three storage reservoirs at Reservoir Park and over 200 miles of water mains to deliver safe drinking water to every home and business in its service area.

In 2015, Capital Region Water received the President's Award from the Partnership for Safe Drinking Water for exceeding all state and federal drinking water standards.