



Regular Meeting (6:00 PM)

In Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
William J. Cluck, Esquire, Vice-Chairperson
Crystal Skotedis, CPA, CFE, Treasurer
Darryl S. Waters, Secretary
Garvey Presley, Jr., Board Member

Staff:

Shannon G. Williams, P.E., Chief Executive Officer
Jack Lausch, Director of Administration
David Nowotarski, CPA, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Karen M. McKillip, Archivist
Tammie Sheaffer, Office Manager
Lexie O. Grant, Grants & Funding Coordinator
Andrew Bliss, Community Outreach Manager
Tremayne Terry, Community Liaison
Tanya Dierolf, Sustainability Manager
Mike McFadden, Superintendent – Drinking Water
Jess Rosentel, Superintendent – Wastewater
Claire Maulhardt, City Beautiful H₂O Program Manager
Jeff Bowra, P.E., Staff Engineer

Consultants:

Steven E. Grubb, Esquire (Goldberg Katzman, P.C.)
Michael A. Schober, P.E. (CDM Smith, Inc.)
Paul Rosol (WRA)
Michael Oliviar (WRA)
Ed Ellinger, P.E. (HRG)
Mike Mehaffey, P.E. (Gannett Fleming)
Rob Koechert, P.E. (JMT)

Others:

Sheila Dow-Ford (Impact Harrisburg)
Melvin T. Johnson (MT Johnson Group, LLC)



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

The meeting was called to order by Chairperson Kurowski at 6:28 PM.

Chairperson Kurowski noted that all Board members were present and welcomed Garvey Presley, Jr., CRW's newest Board member.

II. Chairman's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 5:00 PM to: (1) further discuss with general counsel possible litigation against the City of Harrisburg over unpaid reserves attributable to the sewer fund; (2) meet with attorneys, including its general counsel, to consider whether to retain those attorneys to represent CRW's interests as a class representative in a class action involving price-fixing.
- B.** The next Regular Meeting is scheduled for Wednesday, June 22, 2016 at 6:00 PM.
- C.** A thirty (30) day public comment period for CRW's Draft Minority/Women Business Enterprise Plan (M/WBE Plan) was announced on May 17th and will conclude on June 16th. The public is encouraged to help strengthen the Draft Plan by providing comments online, by email, by mail, or in person at two public hearings. These comments will be considered before the Board of Directors' scheduled vote on the Draft Plan at their June 22nd meeting. The first Public Hearing is tonight, and the second Public Hearing will be on Thursday, June 2nd at 6:00 PM on the second floor of the Mt. Pleasant Commerce & Resource Center/PNC Bank located at 1301 Derry Street, Harrisburg, Pennsylvania.

III. Presentations:

First Public Hearing Regarding Minority/Women Business Enterprise (David W. Stewart, P.E., BCEE, CRW) (6:30-7:03 PM):

Mr. Stewart introduced himself and announced that tonight was the first of two Public Hearings to be held by CRW to accept public comments relative to CRW's Minority/Women Business Enterprise (M/WBE) Plan that was presented to the public at the April 25, 2016 CRW Board Meeting.



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Mr. Stewart provided a PowerPoint presentation providing highlights of the Draft M/WBE Plan presented to the public at last month's meeting. CRW plans to accept public comments through June 16, 2016. Information relative to the Draft M/WBE Plan can be obtained on CRW's website, including a YouTube video of the presentation from last month's meeting at <http://capitalregionwater.com/mwbe/>.

A second Public Hearing will be held on June 2, 2016 from 6:00 to 7:00 PM at the Mt. Pleasant Commerce & Resource Center/PNC Bank, 1301 Derry Street, Second Floor, Harrisburg, Pennsylvania.

After the presentation, the floor was opened for questions and comments. Two members from the public, Mr. Melvin T. Johnson, and Ms. Sheila Dow-Ford, provided comments which will be incorporated into other public comments relative to the Draft M/WBE Plan and will be provided to the Board members for their consideration of the final version of the M/WBE Plan anticipated to be before the Board at the June 22, 2016 monthly meeting.

Street Cleaning Services (Claire Maulhardt, CRW) (7:03-7:20 PM):

Ms. Maulhardt provided a PowerPoint presentation wherein she explained that CRW is currently reviewing one of the remaining scope of services items under the terms of the November 12, 2014 Shared Services Agreement between the City of Harrisburg and CRW. CRW is performing a preliminary analysis to determine if there may be potential savings, and is looking into alternative options to perform Street Cleaning Services, along with any regulatory requirements that may impact CRW's Partial Consent Decree and Long Term Control Plan (LTCP) with US EPA.

In June 2016, CRW plans to perform a final analysis of the City's documentation of their Street Cleaning Services and to determine if CRW will issue an RFP for Street Cleaning Services.

The floor was opened for questions and comments.

Ms. Williams explained that under the terms of the Shared Services Agreement, CRW must notify the City of Harrisburg six (6) months in advance of the end of the current term of service (by July 1, 2016) as to whether it plans to terminate the Shared Services Schedule for Street Cleaning Services, otherwise the terms of the current Schedule will automatically renew for another calendar year.



Ms. Williams stated that CRW staff recommends that an RFP be issued to provide significant cost savings for CRW and will encourage the City of Harrisburg to respond to CRW's RFP.

Additional discussion was held regarding whether Street Cleaning Services can be separated into two services – Street Sweeping and Leaf Collection which the City is legally required to perform under Pa "Act 101". Mr. Stewart explained that the two issues may not be easily separated between the City and CRW due to each entity's respective legal obligations, but that more information will be available after a final analysis is performed.

Mr. Nowotarski thanked Ms. Maulhardt for taking the lead and assisting the Finance Department in our effort to reduce expenses.

City Beautiful H₂O Art Contest (Andrew Bliss, CRW) (7:21-7:28 PM):

Mr. Bliss provided a PowerPoint presentation noting that CRW had previously launched an Art Contest in April 2015 in conjunction with Earth Day and the announcement of the City Beautiful H₂O Program. Last year's event did not generate much interest, so CRW solicited sponsors to provide prizes and relaunched the Art Contest in April 2016 with the Susquehanna Art Museum.

Local artists were encouraged to participate in student and adult categories. Prizes for the top three winners from each category will be awarded on Friday, June 17th in the form of 1st Place - \$75/VISA Gift Card; 2nd Place - \$50/VISA Gift Card; and 3rd Place - \$25/Gift Card. Contest submissions will be on display at the Susquehanna Art Museum with a reception scheduled for June 17th during Third in the Burg. Images of the art submissions were displayed during the presentation and will be available on CRW's website as of May 26th.

CRW was able to obtain participants from ages 4th through 12th grades, along with adult contestants; however more effort will be focused next year towards generating increased participation from students in the Harrisburg School District.

Mr. Cluck suggested that CRW consider using the art submissions and other photos to create a calendar that can be used for educational purposes.

Impact Harrisburg Project Selection (Shannon G. Williams, P.E., CRW) (7:28-8:27 PM):

Ms. Williams presented several options for application to Impact Harrisburg's (iH) Infrastructure program for the Board's consideration: (1) Emergency Arsenal Boulevard Sewer Rehabilitation Project, (2) Construction-Ready City-Wide Failing Sewer Replacement Project, (3) Construction-Ready AWTF Headworks Screening Project, (4) Collaborative Future Project to Rehabilitate and Install Green Stormwater Infrastructure in the alignments of the City of Harrisburg's Multimodal Project (which was presented by the City as one of their two infrastructure projects for which they will be making application to iH), and (5) agree to a proposal from Mayor Papenfuse under which CRW would not submit its own application to iH but would receive future funds from the City for CRW work described in Option 4. All scenarios were discussed at length.

Mr. Cluck made a suggestion that CRW requests that the three City employees who currently sit on the iH Board recuse themselves from voting, and that CRW's two shovel ready projects be applied for. Not all Board members were in agreement after discussion, with Mr. Kurowski stating that he feels the Multimodal Project will score the most with iH.

The Board agreed to move on with the meeting and have further discussion at the time of voting under New Business.

IV. Staff Reports:

The Monthly Management Report was provided to the Board in advance of the meeting and will be posted to CRW's website.

Ms. Williams introduced and welcomed Tremayne Terry, Community Liaison, along with noting that CRW has also welcomed Micaela Zawadski, CRW's first intern, working within the Engineering Department.

Other highlights provided were:

- CRW is on target for having the Financial Statement for year ending December 31, 2015 finalized by the end of June 2016;
- Substantial completion of the AWTF Improvement Project has been completed and the AWTF staff are doing a tremendous job at starting up the biological processes; and

- CRW was awarded the Best Tasting Water Award in the State of Pennsylvania through a panel of judges at the Pennsylvania Section American Water Works Association Competition, and will be going on to the National Championship during the American Water Works Association Conference in Chicago in June.

Mr. Cluck asked if CRW is shopping banking institutions for the best terms. Mr. Nowotarski advised that he is currently drafting an Investment Policy that will be distributed to the Board sometime in June.

Mr. Cluck also asked whether there is an official policy regarding CRW's water shutoff procedures? Mr. Nowotarski noted that the water shutoff procedures are outlined within the Board-approved Rules and Regulations of the Drinking Water System.

Mr. Cluck asked that the number of estimated meter readings be included within the Management Report beginning in June.

Mr. Cluck congratulated the staff on the great job they are doing on identifying and resolving water leaks and had positive comment on the new format for the AWTF and Drinking Water Monthly Reports.

Ms. Skotedis requested an update on the Asset Management Plan for next month.

V. 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 from the Board.

Mr. Cluck asked whether CDM Smith has provided a revised draft of the Stormwater Rules and Regulations and whether Legal has been involved. Ms. Maulhardt confirmed that CRW is not yet at the point to re-engage Legal.

Mr. Cluck requested additional detail on a report item "stormwater review for waivers". What is it that is being requested to be waived, and who provides the waiver, the City or CRW? Ms. Maulhardt provided a response directly from the floor.



VI. Minutes of Previous Meetings:

A motion was made by Ms. Skotedis, seconded by Mr. Cluck, that the Minutes of the April 27, 2016 Regular Meeting be approved as presented.

The motion was unanimously approved.

VII. Modifications or Deletions to the Agenda:

No modifications were made at this point in the meeting, however Executive Item B was modified from the floor from the version published on tonight's Agenda at the time of consideration.

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

IX. Old/New Business:

Executive:

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

A. PADEP Environmental Education Grant Agreement:

Motion: The Board authorizes the CEO to enter into the Environmental Education Grant Agreement with PADEP for the Rain Garden Demonstration Project: Signage & Volunteer Planting Event. Funding Source: Wastewater #80504542-54201 – Ww Community Outreach.

Upon inquiry, Ms. Grant confirmed that the amount of money associated with the PADEP Environmental Education Grant was \$3,000.

The motion was unanimously approved.

The Board elected to defer Executive Item B on the Agenda until the end of the meeting.



Administrative:

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

A. Appeal of Arbitrator's Decision Regarding Terminated Bargaining Unit Employee:

Motion: The Board ratifies the appeal taken by special counsel, Thomas, Thomas & Hafer, to the March 3, 2016 Decision rendered by arbitrator Robert Light, Esq. in the matter captioned Capital Region Water and AFSCME, District Council 90, Docket Number 1-15-0004-4937.

Mr. Cluck requested an update on the Arbitrator's Decision at next month's Executive Session.

The motion was unanimously approved.

Engineering:

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

A. AWTF Improvements Project – Change Orders (Contract No. 2):

1. Contract No. 2 (Pagoda Electrical) – Change Order No. 27:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 27 to Contract No. 2 in the amount of \$ \$30,106.96 with no addition of time for installation of a new instrument air compressor package for the Cryogenic Oxygen Plant to provide dry air to effectively operate the instrument air valves. Funding Source: Wastewater #80-13000-00035 – Ww BNR Upgrade Project – 2014.

2. Contract No. 2 (Pagoda Electrical) – Change Order No. 28:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 28 to Contract No. 2 in the amount of \$4,143.89 with no addition of time for installation of a motor heater and thermistor for the new Polymer Rapid Mixer. Funding Source: Wastewater #80-13000-00035 – Ww BNR Upgrade Project – 2014.

3. Contract No. 2 (Pagoda Electrical) – Change Order No. 29:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 29 to Contract No. 2 in the amount of \$11,303.28 with no addition of time for additional heat tracing for the Sodium Hydroxide Storage Facility to handle 50% sodium hydroxide solution and avoid freezing or crystallization. The heat tracing specified in the contract is satisfactory for 25% solution, but 50% solution is required for the process. Funding Source: Wastewater #80-13000-00035 – Ww BNR Upgrade Project – 2014.

The motion was unanimously approved.

[Note: The following Task Order Numbers have been altered from the numbering previously provided on the published Agenda to reflect CRW's numbering sequence assigned after the meeting. The Minutes reflect the correct Task Order Numbers assigned by CRW.]

A motion was made by Mr. Cluck, seconded by Mr. Kurowski, that the following items be approved by consent, Engineering Items B1 Task Order Nos. 2016-01-01, 2016-02-01, 2016-03-01 and 2016-04-01; B2 Task Order Nos. 2016-05-01 and 2016-06-01; B3 Task Order No. 2016-07-01; and B4 Task Order No. 2016-08-01:

B. Execution of Task Orders for Engineering Services:

1. Water Infrastructure with CDM Smith:

Motion: The Board authorizes the execution of the following three Task Orders with CDM Smith in the total fee not-to-exceed as follows:

Task Order 2016-01-01: Arsenal Blvd. Sanitary Sewer System Improvements

Task Order for Engineering Services: The Board authorizes the Director of Engineering's execution of Task Order 2016-01-01 with CDM Smith relative to Arsenal Blvd Sanitary Sewer System Improvements for a fee not-to-exceed \$77,800. Funding Source: Wastewater #80800801-80100-0029 Ww Interceptor Rehabilitation.

Task Order 2016-02-01: Harrisburg Transportation Center (HTC) Investigation:

The Board authorizes the Director of Engineering's execution of Task Order 2016-02-01 with CDM Smith relative to the Harrisburg Transportation Center (HTC) Investigation for a fee not-to-exceed \$66,000. Funding Source: Wastewater #80800801-80100-00032 Ww Sanitary Sewer Coll Sys.

Task Order 2016-03-01: Stormwater Management Reviews: The Board authorizes the Director of Engineering's execution of Task Order 2016-03-01 with CDM Smith relative to Stormwater Management Reviews for a fee not-to-exceed \$20,000. Funding Source: Wastewater #80504541-54104 Ww Engineering Services.

Task Order 2016-04-01: Paxton Creek Interceptor Rehabilitation Design: The Board authorizes the Director of Engineering's execution of Task Order 2016-04-01 with CDM Smith relative to the Paxton Creek Interceptor Rehabilitation Design for a fee not-to-exceed \$195,000. Funding Source: Wastewater #80800801-80100-00029 Ww Interceptor Rehabilitation Fund.

2. Water Infrastructure with Gannett Fleming:

Motion: The Board authorizes the execution of the following two Task Orders with Gannett Fleming in the total fee not-to-exceed as follows:

Task Order 2016-05-01: Engineering Services for DeHart Dam - Phase I: The Board authorizes the Director of Engineering's execution of Task Order 2016-05-01, inclusive with Gannett Fleming relative to the DeHart Dam - Phase I to identify DeHart Dam safety deficiencies and to address DEP Division of Dam Safety comments for a fee not-to-exceed \$160,381. CRW will not proceed with either of the optional tasks at this time. Funding Source: Water #60504541-54104 Wtr Engineering Services.

Task Order 2016-06-01: Engineering Services for Water Services Center Filter Evaluation & Rehabilitation: The Board authorizes the Director of Engineering's execution of Task Order No. 2016-06-01 with Gannett Fleming relative to the Water Services Center Filter Evaluation & Rehabilitation to investigate and provide recommendations to repair the filters which will improve backwash efficiency and mitigate filter media loss for a fee not-to-exceed \$62,900. Funding Source: Water #60504541-54104 Wtr Engineering Services.

3. Task Order 2016-07-01: Signage Implementation Plan with Wallace Roberts & Todd:

Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-07-01 with Wallace Roberts & Todd (WRT) relative to Signage Implementation Plan for a fee not-to-exceed \$108,940. Funding Sources: Wastewater #80800801-80100-00026 Ww MS4 and LTCP Compliance and Wastewater #80504542-54201 Ww Community Outreach.

4. Task Order 2016-08-01: GIS Professional Services with KCI Technologies, Inc.:

Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-08-01 with KCI Technologies, Inc. relative to GIS Enhancements for a fee not-to-exceed \$29,538. Funding Sources: Water #60800801-80100-00030 and Wastewater #80800801-80100-00030.

Upon inquiry by Mr. Kurowski, Ms. Maulhardt explained the reason why the amount identified in Task Order No. 2016-07-01 for signage implementation was so high. CRW anticipates using branding in our design of the signs so the fee now includes the establishment of a template for all of CRW signs, City-wide, including a design standard that will best avoid or defer graffiti, and will include an alternative language or brail.

The motion was unanimously approved.

Operations:

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

A. Authorization to Dispose/Salvage Vehicle - Wastewater:

Motion: The Board authorizes the CEO to take any appropriate action and to sign any necessary documents required to dispose and/or salvage the following vehicle within the Wastewater Division: G-12: 1998 Chevrolet Pickup Truck - VIN #1GCEC14M8WZ203965.

B. Purchase of Vehicles for Wastewater:

Motion: The Board authorizes the CEO's procurement of four (4) vehicles for the Wastewater Division for a combined total budget amount of \$140,240. Funding Source: Wastewater #80800804-80400-00027 - Ww Minor Capital.

C. Purchase of Hydro-Excavator for Wastewater:

Motion: The Board authorizes the CEO's procurement of a Hydro-Excavator for the Wastewater Division at a cost of \$399,135 from (GAPVAX, Inc. - \$291,135) and (Hunter Truck Sales & Service, Inc. - \$108,000). Funding Source: Wastewater #80800804-80400-00027 - Ww Minor Capital.

Mr. Cluck questioned whether CRW considered the purchase of alternative fuel vehicles? It was noted based on the type and style of vehicles currently needed that CRW elected not

to use alternative fuel vehicles during this acquisition. It may be explored as an alternative in future.

It was also noted that the reason the Hydro-Excavator is \$100,000 more than the Hydro-Excavator that was approved last month for the Drinking Water Division, is that it is a completely different type of machine. The Hydro-Excavator being requested for the AWTF is much larger and utilized in a different capacity than the one acquired for the Drinking Water Division.

Ms. Skotedis questioned whether all of the vehicle acquisitions were included in the 2016 budget. It was confirmed that they were.

The motion was unanimously approved.

Executive (continued):

A motion was made by Mr. Cluck, seconded by Mr. Waters, replacing the motion language on the published Agenda as Executive Item B:

B. Impact Harrisburg:

Motion: The Board authorizes the CEO to apply for the Contingency Funds from Impact Harrisburg in the amount of \$500,000 for the Arsenal Boulevard Sewer Rehabilitation Project. Funding Sources for match and excess costs: Admin, Water and Wastewater - 2017 - 2020 Capital Budget Allocations.

The motion was unanimously approved.

A motion was made by Mr. Cluck, that the following item be approved as new Executive Item C:

C. Impact Harrisburg:

Motion: The Board does not authorize the CEO to make any further application to Impact Harrisburg for Infrastructure Funds.

The motion failed for lack of a second vote.

After a lengthy discussion, a motion was made Mr. Kurowski, seconded by Mr. Waters, that the following item be approved as new Executive Item D:

D. Impact Harrisburg:

Motion: The Board authorizes the CEO to apply to iH's Infrastructure Project Fund for CRW's Multimodal Project in an amount equal to the difference between the total funding available, and the amount requested by the City for their Multimodal Project. Funding Sources for match and excess costs: Admin, Water and Wastewater - 2017 - 2020 Capital Budget Allocations.

Upon discussion, it was noted that this motion reflects the Board's dedication to CRW's ratepayers and the responsibility of pursuing all available funds for grant funding and not a desire to be directly competitive with or in opposition to the City. It was noted that the decision for approval of CRW's Application for the Infrastructure Funds now lies with iH's Board of Directors.

The motion was unanimously approved.

XI. Board Comments:

Mr. Presley: No comments.

Mr. Cluck noted that this may be his last meeting to sit as a CRW Board member. He commended the Board and staff for doing an excellent job, and stated that it has been a pleasure to have been a CRW Board member, and that he is proud of all of CRW's accomplishments.

Ms. Skotedis welcomed Mr. Presley to CRW's Board.

Mr. Waters also welcomed Mr. Presley and thanked the staff for continuing to do a great job.

Mr. Kurowski: No comments.

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

XIII. Adjournment:

A motion was made by Mr. Kurowski, seconded by Mr. Waters, that the Board adjourn the meeting at 9:22 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Darryl S. Waters
Secretary