



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 (via speakerphone)
Darryl S. Waters, Secretary (via speakerphone)
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 McKillip, Archivist
Tammie Sheaffer, Office Manager
Lexie Grant, Grants & Funding Coordinator
Andrew Bliss, Community Outreach Manager
Mike McFadden, Superintendent – Drinking Water
Jess Rosentel, Superintendent – Wastewater
Micaela Zawadski, Engineering Intern

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)
Andrew Donaldson, Senior Environmental Scientist (JMT)

Others:

Melvin T. Johnson (MT Johnson Group, LLC)
Melanie Cook (City Resident) [Arrived at 6:20 PM]
Westburn Majors (Harrisburg City Council) [Arrived at 6:26 PM]

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

The meeting was called to order by Chairperson Kurowski at 6:14 PM.

Chairperson Kurowski noted that all Board members were present with Mr. Waters and Ms. Skotedis participating via speakerphone.

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) consult with general counsel regarding legal advice surrounding the request by the Lancaster County Solid Waste Management Authority (LCSWMA) to erect a well at the Susquehanna Resource Management Complex in lieu of effluent water which is subject to an agreement LCSWMA has with CRW; (2) consulted on a written report prepared by Anthony Bowser, Esquire, CRW's labor counsel, regarding status of 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; and (3) meet with general counsel, to further consider whether to retain special counsel 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, July 27, 2016 at 6:00 PM.
- C.** CRW recently completed a thirty (30) day public comment period on our Draft M/WBE Plan. Two public hearings were held and numerous comments were received during that time.

III. Presentations:

M/WBE Plan - Summary of Public Input (David W. Stewart, P.E., BCEE, CRW) (6:16-6:26 PM):

Mr. Stewart summarized the public comments that were received to date during CRW's thirty (30) day public comment period.

He thanked the public for their comments and noted that due to the amount of public comments received, CRW requires additional time to review and analyze how it plans on proceeding with the Draft M/WBE Plan and administration enforcement.

The floor was opened for questions and comments. Two members from the public, Mr. Melvin T. Johnson and Melanie Cook, provided comments for the Board's consideration.



Mr. Kurowski advised that the Board intends to take the Draft M/WBE Plan back for further discussion at another meeting.

A/R Collection Plan and Water Shutoff Program (Dave Nowotarski, CPA, CFO, CRW) (6:39-7:15 PM):

Mr. Nowotarski outlined CRW's current situation, along with short-term and long-term plans regarding reactivation of CRW's Water Shutoff Program.

The floor was opened for questions and comments. Mr. Presley and Ms. Cook suggested that CRW provide additional walk-in payment locations such as Giant Foods, Weis Markets, Safeway or a local banking institution for customers who do not have credit card or internet access to pay their water bill in person. Mr. Nowotarski will check into this matter and report back to the Board.

Ms. Skotedis inquired whether CRW should employ a Collections Agency to handle the collection of delinquent accounts to save on staff time. This matter will also be investigated by Mr. Nowotarski as a new Accounts Receivable Manager will begin employment on July 11th.

Ms. Williams noted that CRW's current Rules and Regulations of the Water System dictate CRW's ability for quick turnaround to collect on delinquent accounts. It was also noted that CRW intends to focus first on accounts that have balances in arrears of \$500.00 and for customers who are six (6) to nine (9) months in arrears. Ms. Williams also stated that CRW is currently looking to revise the Rules and Regulations to incorporate "posting fees" for termination and reconnection due to water shutoff procedures. She also noted that there are specific restrictions for CRW not to turn off water, such as customers who use their water for heating purposes in the winter months and for specific medical reasons.

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 noted the following highlights:

- The 2016 Water Quality Report for CRW's Water System will be mailed out this year to all CRW service addresses and property owners of record and will be available on

CRW's website. She thanked Messrs. McFadden and Bliss for their assistance in its preparation.

- CRW did not win the National Championship of the American Water Works Association Conference held in Chicago earlier this month, but noted CRW still has the Best Tasting Water Award in the State of Pennsylvania.
- Applications for Impact Harrisburg are due July 15, 2016.
- CRW is taking an active role in the development of our future water workforce to encourage our youth to get involved in the water sector for future employment. She is also working with Senator Casey to sponsor CRW's water workforce development.
- A Notice of Violation (NOV) was received by the AWTF on June 4, 2016 for an unanticipated bypass of the AWTF's secondary treatment system that was a result from the loss of electricity due to a power outage. CRW is proactively taking steps to install switchgear and DEP has been notified of CRW's response to rectify the matter.
- Ms. Williams also reported that a flooding incident occurred at the Old Water Works Building on Front Street, Harrisburg. This issue has been reported by CRW's Risk Manager to CRW's insurance carrier.
- She recently attended one of the last job progress meetings relative to the AWTF Improvements Contract which is winding down. She stated that CRW's AWTF staff and contractors have done an excellent job at closing out this project and that a few punch-list items remain to date.
- Termination of the Street Sweeping Services with the City of Harrisburg is on tonight's Agenda. After the termination of the Street Sweeping Services, there will be three services that remain under the Shared Services Agreement: (1) emergency services, (2) vehicle maintenance and repairs, and (3) the green escrow account.

Mr. Stewart announced that EPA performed a post-construction inspection of the AWTF improvements. The feedback was very positive and there were no issues of concern.

Mr. Rosentel advised that EPA noted they are very pleased with CRW's efficiency at the AWTF. He also noted that the switchgear is being evaluated with PPL to avoid the issues that caused the June 4, 2016 NOV.

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.

Mr. Cluck asked whether the Board will have any further role in the approval of the Stormwater Rules and Regulations. Mr. Stewart indicated that when ready, the final version will come back to the Board for adoption.

No further questions or comments were addressed to the consultants.

VI. Minutes of Previous Meetings:

A motion was made by Mr. Cluck, seconded by Mr. Presley, that the Minutes of the May 25, 2016 Regular Meeting be approved as presented.

The motion was unanimously approved.

VII. Modifications or Deletions to the Agenda:

A minor modification was made to Engineering Item B to reflect the approval of a Change Order in lieu of the approval of an amendment as provided on the published Agenda.

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

IX. Old/New Business:

Executive:

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

A. External Sponsorship MOU: City of Harrisburg's 2016 Kipona Festival:

Motion: The Board authorizes the CEO to enter into a Memorandum of Understanding with the City of Harrisburg for the 2016 Kipona Festival, not-to-exceed \$2,500. Funding Source: Administrative-External Sponsorships.

B. External Sponsorship MOU: TheBurg/Three Bridges Media:

Motion: The Board authorizes the CEO to enter into a Memorandum of Understanding with TheBurg/Three Bridges Media for the 2016-2017 3rd in the Burg sponsorship, not-to-exceed \$1,200. Funding Source: Administrative-External Sponsorships.

C. Resolution No. 2016-005 - 2016-2017 Dauphin County Local Share Gaming Grant:

The Board authorizes the CEO and CFO to execute and sign all certifications and documentation required in connection with the Dauphin County Local Share Gaming Grant Application in the amount of \$88,650 for the mobile drinking water station and multi-purpose van. Funding Source: Administrative-External Sponsorships.

D. DeHart Conservation Transaction Counsel:

Motion: The Board authorizes the CEO to negotiate and execute a revision to the January 20, 2016 representation agreement for the continued engagement of Serratelli, Schiffman & Brown P.C. as Special Conservation Transaction Council for an increased not-to-exceed fee of \$25,000 and to reflect an engagement period concurrent to the DeHart conservation transaction negotiations. Funding Source: Water #60004541-54100 - Wtr Legal Services.

Board members noted that they were happy to see that CRW is applying for the Dauphin County Local Share Gaming Grant for the mobile drinking water station. It was noted that CRW qualifies to apply for the Grant under the Emergency Preparedness and Health/Safety requirements, however, CRW must obtain a sponsor. CRW will look to Rush Township, the Borough of Steelton or Dauphin County for sponsorship. Ms. Grant noted that CRW will not know whether we are awarded the Grant until later in the year.

The motion was unanimously approved.

Engineering:

A motion was made by Mr. Cluck, seconded by Mr. Kurowski, that the following items be approved by consent, Engineering Items A., B., C., D.1., and D.2.:

A. Street Sweeping Services:

Motion: The Board authorizes the CEO to issue a Letter of Notice of Termination for the Shared Services Agreement with the City of Harrisburg – Schedule 4 by July 1, 2016 relative to Street Sweeping Services. Funding Source: N/A.

B. Phase 5 GIS Data Collection Change Order No. 1:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 1 with Hydrostructures to increase the total contract price from \$526,880 to \$646,200 and to extend the contract time to July 1, 2016 Final Completion. Funding Sources: Water #60800801-80100-0030-Wtr GIS & Asset Management and Wastewater #80800801-80100-00030 - Ww GIS & Asset Management.

C. Water System Improvements Project Change Order No. 2:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 2 with Rogele at no cost to extend the Substantial Completion date to August 15, 2016 and Final Completion to September 15, 2016. The time extension is needed to account for multiple delays encountered during construction. Funding Source: N/A.

D. Execution of Task Orders for Engineering Services:

1. Task Order 2016-09-01: Chlorine Scrubber Feasibility Study with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-09-01 with Gannett Fleming to perform a Chlorine Scrubber Feasibility Study for a fee not-to-exceed \$9,300. Funding Sources: Water #60504541-54104 - Wtr Engineering Services.

2. Task Order 2016-10-01: Cityworks Support with CH2M:

Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-10-01 with CH2M to provide enhancements for a fee not-to-exceed \$40,200. Funding Sources: Water #60800801-80100-00030 - Wtr GIS & Asset Management and Wastewater #80800801-80100-00030 - Ww GIS & Asset Management.

Mr. Cluck questioned what happens to leaf collection if CRW terminates Street Sweeping Services with the City. Mr. Stewart noted that leaf collection will have to be worked out. It was noted that all street sweeping services will continue as is through December 31, 2016.

The motion was unanimously approved.



XI. Board Comments:

Mr. Presley reminded Mr. Nowotarski to investigate the issue of having another payment location for customers to pay their bills with walk-in access.

Mr. Nowotarski will check with Andrew Bliss about CRW issuing a survey to CRW's customers regarding additional payment options for walk-in services.

Mr. Cluck and Mr. Waters thanked the persons responsible for gathering the public comments relative to the Draft M/WBE Plan.

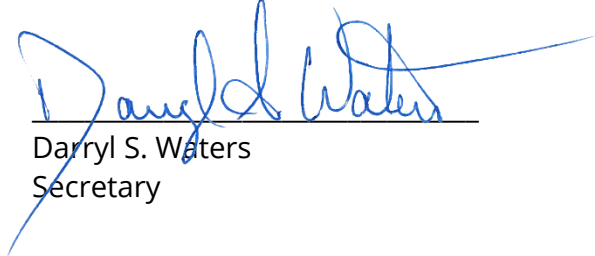
Ms. Skotedis and Mr. Kurowski did not offer any further comments.

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

XIII. Adjournment:

A motion was made by Mr. Kurowski, seconded by Mr. Cluck, that the Board adjourn the meeting at 8:08 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Darryl S. Waters
Secretary