

**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 matters with general counsel which involved the provision of legal advice and discussion of legal strategy for possible amendments to the Effluent Water Reuse Agreement with the Lancaster County Solid Waste Management Authority (LCSWMA).
- B.** The August 24, 2016 Regular Monthly Meeting was cancelled. The meeting cancellation was posted on CRW's website and communicated via email to CRW Board members, CRW staff and consultants on August 18, 2016.
- C.** The next meeting will be a Special Meeting scheduled for Wednesday, October 19, 2016 at 5:30 PM for presentation of the 2017 Budgets.
- D.** The next Regular Meeting is scheduled for Wednesday, October 26, 2016 at 6:00 PM and is open to the public.
- E.** Additional Special Meetings are scheduled for Wednesday, November 2, 2016 at 5:30 PM and Tuesday, November 22, 2016 at 5:30 PM for presentation of the 2017 Budgets.

**III. Presentations**

- A.** Forest Stewardship Plan (Tanya Dierolf)
- B.** Strategic Planning (Raftelis Financial Consultants, Inc.)

**IV. Staff Reports**

**V. Consultant Reports**

**VI. Minutes of Previous Meeting - July 27, 2016 Regular Meeting Minutes**

**VII. Modifications or Deletions to the Agenda**

**VIII. Public Comment - Agenda Items (3 Minutes)**

**IX. Old/New Business**

**Executive:**

**A. PADEP's Local BMP Stormwater Implementation Grant Agreement:**

**Motion:** The Board authorizes Shannon G. Williams, CEO, to execute the Grant Agreement for PADEP's Local Stormwater BMP Implementation Grant of the Downspout Planter Pilot Project. Funding Source: N/A

**B. Addendum to Purchase and Sale Agreement:**

**Motion:** The Board authorizes the Chairperson to execute the Addendum to the Purchase and Sale Agreement for Conservation Easement. Funding Source: N/A

**C. DeHart Property Conservation Easement:**

**Motion:** Consistent with Resolution No. 2016-004 authorizing CRW's entry into a Purchase and Sale Agreement for Conservation Easement the Board authorizes the Chairperson to execute the Conservation Easement and all additional documentation necessary to effectuate its terms, including, but not limited to, the Easement Documentation Report and Conflict of Interest Disclosure Form. Funding Source: N/A

**D. Resolution No. 2016-009 - Cooperative Agreement - Pennsylvania Game Commission:**

**Motion:** The Board authorizes the execution Resolution No. 2016-009 providing for authorization of the Chairperson's execution of a Hunter Access Program Cooperative Agreement with the Pennsylvania Game Commission. Legal Counsel has reviewed the Agreement as well as applicable state game regulations. Funding Source: N/A

**E. Resolution No. 2016-007 - Minority/Women/Disadvantaged Business Enterprise Plan, dated August 26, 2016:**

**Motion:** The Board authorizes the acceptance of the Minority/Women/Disadvantaged Business Enterprise Plan, dated August 26, 2016 reflecting changes to the May 23, 2016 "Draft Minority and Women Business Enterprise Plan" made after review of the public comment and responses received and the incorporation of staff comments. The Board further directs that a copy of the approved Plan compared to the Draft via red-lined document shall be uploaded to CRW's website. Funding Source: N/A

**F. Raftelis Financial Consultants, Inc. - Extension of Agreement:**

**Motion:** The Board ratifies the CEO's acceptance of a four (4) month extension to the August 26, 2015 Professional Services Agreement with Raftelis Financial Consultants, Inc. for a Strategic Plan to reflect the existing not-to-exceed fee of \$116,850 and to extend the term of the Agreement to December 31, 2016. Funding Source: Admin #10004541-54109 - Adm - Other Professional Services

**G. Paxton Creek Watershed TMDL – Legal Services to Prepare Intergovernmental Cooperation Agreement:**

**Motion:** The Board authorizes the CEO to execute and accept the Representation Letter and Fee Agreement with Salzmann Hughes, P.C. Funding Source: Wastewater #80800801-80100-00026 – Ww MS4 and LTCP Compliance

**H. Amendment to Effluent Water Reuse System Agreement with Lancaster County Solid Waste Management Authority:**

**Motion:** The Board authorizes the CEO to negotiate an amendment to the Effluent Water Reuse System Agreement with Lancaster County Solid Waste Management Authority (LCSWMA), dated December 23, 2013 wherein Capital Region Water will consider providing LCSWMA potable water for non-potable purposes at a re-negotiated rate in place of the effluent water referenced in the Agreement, dated December 23, 2013, which is expected to result in reduced expenses and higher revenues than under the original agreement. The final agreement shall be brought before this Board for approval, prior to execution.

**Administrative:**

**A. Payroll Services Provider:**

**Motion:** The Board ratifies the CEO to accept the Terms and Conditions of the quote from Paycor valid through 9/16/2016 as CRW's new Payroll Services Provider. Funding Source: Admin #10001510-51016 – Adm – Financial Software Fees

**B. Resolution No. 2016-008 – Appointment of Municipal Officer:**

**Motion:** The Board appoints Tammie Sheaffer as the Municipal Officer for implementing CRW's Document Retention and Disposition Policy, adopted via Resolution 2014-015 and approved June 25, 2014.

**C. Resolution No. 2016-010 – Business Integrity Policy:**

**Motion:** The Board adopt and implement a Business Integrity Policy. A copy of the Business Integrity Policy shall be attached to this Resolution as Exhibit "A".

**Finance:**

**A. Resolution No. 2016-006 – Investment Policy:**

**Motion:** The Board adopts an Investment Policy in the form provided and recommended by the Chief Financial Officer. A copy of the Investment Policy shall be attached to this Resolution as Exhibit "A".

**B. PENNVEST Funding Offer – Loan for \$5,500,000:**

**Motion:** The Board authorizes Shannon G. Williams, CEO or David Nowotarski, CFO to accept PENNVEST's funding offer for a loan in the maximum principal amount of \$5,500,000 to fund the Headworks Screening Project. Funding Source: Wastewater #8025306-L005 - Ww – Notes Payable-PV 2016

**Engineering:**

**A. AWTF Improvements Project – Change Orders:**

**1. Contract No. 1 (PC Construction) – Change Order No. 32:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 32 to Contract No. 1 in the amount of \$6,373 with no addition of time for adjustments to access stairs to the Aerobic and Post Anoxic Tanks (Structures 80 and 85). Funding Source: Wastewater #8013000-00035 – Ww BNR Upgrade Project – 2014

**2. Contract No. 1 (PC Construction) – Change Order No. 33:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 33 to Contract No. 1 in the amount of \$27,705 for numerous field adjustments at new and upgraded facilities which were made for improved accessibility, safety and maintenance considerations. Funding Source: Wastewater #8013000-00035 – Ww BNR Upgrade Project – 2014

**3. Contract No. 2 (Pagoda Electrical) – Change Order No. 33:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 33 to Contract No. 2 in the amount of \$572.55 with no addition of time for adjustment of the cash allowance item under Contract AWTF2 to the actual costs as set forth in Section 01 21 00 Allowances. Funding Source: Wastewater #8013000-00035 – Ww BNR Upgrade Project – 2014

**B. Execution of Task Orders for Engineering Services:**

**1. Task Order 2016-18-01 for Engineering Services Upper Reservoir Rehabilitation with Gannett Fleming:**

**Motion:** The Board authorizes the Director of Engineering's execution of the Task Order 2016-18-01 with Gannett Fleming to the Upper Reservoir Rehabilitation for a fee not-to-exceed \$97,000. Funding Source: Water #60800801-80100-00014 – Wtr Line/Rehabilitate Upper Reservoir

**2. Task Order 2016-19-01 for Engineering Services Integrated Wastewater/Stormwater Planning – Phase III with CDM Smith:**

**Motion:** The Board authorizes the Director of Engineering's execution of the Task Order 2016-19-01 with CDM Smith to Integrated Wastewater/Stormwater Planning – Phase III for a fee not-to-exceed \$2,873,000. Funding Source: Wastewater #80800801-80100-00026 – Ww MS4 and LTCP Compliance

**3. Task Order 2016-20-1 for Engineering Services Mish Run Corridor Hydrologic Study with CH2M:**

**Motion:** The Board authorizes the Director of Engineering's execution of the Task Order 2016-20-01 with CH2M relative to Mish Run Watershed Study for a fee not-to-exceed \$48,300. Funding Source: Wastewater #80800801-80100-00026 – Ww MS4 and LTCP Compliance

**C. Front Street Pump Station Upgrade – Amendment No. 2 to Engineering Contract with JMT:**

**Motion:** The Board authorizes the Director of Engineering to execute an amendment for Green Roof Design (Amendment No. 2) to the existing agreement with JMT for an additional not-to-exceed fee of \$18,517.27. Funding Source: Wastewater #80800801-80100-00025 - Ww Front St Pump Sta Design/Co

**D. Water System Improvements Project Change Order No. 3:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 3 with Rogele to extend the Substantial Completion date to October 15, 2016 and Final Completion to November 15, 2016. The time extension is needed to allow installation of a cap at the intersection of Front and North Streets. Cost for this work will be tracked as time and material as part of the existing contract. Funding Source: N/A

**E. 2016 DeHart Dam Access Road Paving Project – Recommendation of Award:**

**Motion:** The Board ratifies the award of the 2016 DeHart Dam Access Road Paving Project to Jay Fulkroad & Sons, Inc. in the amount of \$297,652. Funding Source: Water #60800801-80100-00001 – Wtr Repaving DeHart Complex

**F. Upper Reservoir Rehabilitation Project – Recommendation to Reject Bids:**

**Motion:** The Board rejects all bids received on September 20, 2016 for the Upper Reservoir Rehabilitation Project. Funding Source: N/A

**G. Street Restoration Project – Recommendation to Reject Bids:**

**Motion:** The Board authorizes the Director of Engineering to reject all bids received on August 17, 2016 for the 2016 Street Restoration Project. Funding Source: N/A

**H. Filter Rehabilitation Project – Recommendation of Award:**

**Motion:** The Board authorizes the issuance of a Notice of Intent to Award of the 2016 Filter Rehabilitation Project to A.C. Schultes, Inc. in the amount of \$208,500 and subsequent execution of an Agreement following receipt of insurance and bonds. Funding Source: Water #60800801-80100-00008 – Wtr WSC Filter Media Replacement

**I. Recommendation of Pre-Selected Screening Equipment Manufacturer:**

**Motion:** The Board authorizes Duperon Corporation as the selected manufacturer (with specified price) to be included in the forthcoming bid packages for both projects Funding Source: N/A

**X. Board Member Comments**

**XI. Public Comment - Non Agenda Items (3 Minutes)**

**XII. Adjournment**