



Regular Meeting (5:30 PM)

In Attendance:

Board:

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

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
Tanya Dierolf, Sustainability Manager
Andrew Bliss, Community Outreach Manager
Julie Peters, Accounting Manager
Jenny Keller, Accounting Supervisor
Mike McFadden, Superintendent – Drinking Water

Consultants:

Steven E. Grubb, Esquire (Goldberg Katzman, P.C.)
Rachel Kirkham, P.E. (CDM Smith, Inc.)
John Hammell (CDM Smith, Inc.)
Ed Ellinger, P.E. (HRG)
Mike Mehaffey, P.E. (Gannett Fleming)

Others:

Evelyn Hunt (City Resident)

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

The meeting was called to order by Chairperson Kurowski at 5:40 PM.

Chairperson Kurowski noted that Board members Kurowski, Cluck, Skotedis and Presley were present and that Mr. Waters was participating via conference call.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 7:15 PM on November 9, 2016 immediately following the Special Meeting to discuss compensation of personnel.
- B.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:00 PM to discuss compensation of personnel.
- C.** A Special Meeting was held on November 9, 2016 at 5:00 PM for discussion of the proposed 2017 Drinking Water and Wastewater Rates, and to address the Amendment to the Effluent Water Reuse System Agreement with the Lancaster County Solid Waste Management Authority (LCSWMA).
- D.** The November 16, 2016 Regular Meeting was rescheduled for today, November 22, 2016 at 5:30 PM. A copy of the advertisement will be attached to the Minutes of tonight's meeting as Exhibit "A".
- E.** 2017 Budgets were presented and discussed at the October 26, 2016 Regular Monthly Meeting and at a Special Meeting held on November 9, 2016. All meetings were open to the public.
- F.** The next Regular Meeting is scheduled for Wednesday, December 21, 2016 at 6:00 PM and is open to the public.
- G.** 2017 Regular Meetings of Capital Region Water's Board of Directors will be held on the following dates at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, PA 17101:

| | |
|-------------|--------------|
| January 25 | July 26 |
| February 22 | August 23 |
| March 22 | September 27 |
| April 26 | October 25 |
| May 24 | November 15 |
| June 28 | December 20 |

Notice of the above meetings will be published in a newspaper of general circulation and posted at CRW's office in accordance with the Sunshine Act. Special Meetings may be called from time to time and will also be advertised in accordance with the Sunshine Act. All meeting dates will be posted on the CRW's website at www.capitalregionwater.com. A copy of the advertisement will be attached to the Minutes of tonight's meeting as Exhibit "B".

- H.** CRW provided notification to Harrisburg City Council of the upcoming expiration of Board Member, Crystal A. Skotedis' term, which will expire on January 4, 2017. This notification is in accordance with Article III, Section 2 of CRW's By-Laws.

- I. Board Members, William J. Cluck (term expired January 4, 2015), and Darryl S. Waters (term expired January 4, 2016) continue to serve in their capacity until officially reappointed or replaced in accordance with §5610 (a) Governing Body of The Pennsylvania Municipality Authorities Act.

III. Presentations:

2017 Drinking Water and Wastewater Rates and Budgets - (David L. Nowotarski, CPA, CFO):

Mr. Nowotarski stated that finalized copies of the 2017 Budgets and Drinking Water and Wastewater Rates were attached to each of the respective Resolutions for approval by the Board. He also distributed information about how the average residential water and wastewater bill compared to median household income.

IV. Staff Reports:

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

Mr. Cluck commended Mr. Nowotarski on reducing the number of estimated meter readings to less than 600. When CRW originally took over the billing system from the City, the number of estimated meter readings was in excess of 7,000.

Mr. Cluck asked for an update on the sinkhole issue within the City and Mr. Stewart responded noted that the number of identified sinkholes far exceeds the initial 41 sinkholes initially identified. Mr. Stewart indicated that he is planning a presentation to the Board on the status of the sinkholes at a future Board meeting.

Mr. Cluck thanked the staff on the new format for monthly reporting for the Drinking Water and Wastewater Divisions.

Mr. Cluck stated that PADEP requires dechlorination of our water before fire hydrants are flushed. He asked if CRW contacted other municipalities to see what steps they are taking for dechlorination of water prior to hydrant flushing. He requested Mr. McFadden check into this, inquire with the Pennsylvania American Water Association, and to possibly discuss the issue with local legislators.

Upon inquiry, Mr. Bliss noted that a bill insert regarding canning your grease was distributed with the most recent utility mailing. Mr. Cluck asked Board members if they want CRW to publicly identify the two (2) restaurants continuing to have grease going into the system which is causing problems. Mr. Stewart advised that the City's Plumbing Inspector, not the City's Health Inspector, handles this type of issue and will have Claire Maulhardt follow up on the issue and report back to the Board.

Mr. Cluck asked if CRW has any legal obligation to report to PADEP after CRW identified the possible discharge of fuel and a diesel smell on Industrial Road. If so, he asked if this notification had been done. This issue will be relayed to Mr. Rosentel for follow-up and reporting back to the Board.

There were no questions by Board members Presley, Skotedis, Kurowski or Waters.

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 for clarification on several issues within the CDM monthly report. The questions were answered directly from Ms. Kirkham.

Mr. Cluck requested CDM Smith, Inc. to provide a presentation to update the Board on the status of the GIS System at a future Board meeting. He feels the presentation would be beneficial for the public and Board members to see the work being performed. Mr. Stewart will speak to Mr. Aldridge and will report back to the Board.

Mr. Cluck asked if CRW coordinated its resources with the City regarding identification of landlords since CRW has initiated legal action for water shut off procedures and Mr. Nowotarski responded that CRW is.

Mr. Cluck asked the Solicitor if there is a conflict of interest with the Judge that was assigned to the Obermayer litigation since he is a former Dauphin County Solicitor and Mr. Grubb stated that he did not have any insight on the matter.

There were no questions from Board members Garvey, Skotedis, Kurowski or Waters.

VI. Minutes of Previous Meetings:

A motion was made by Mr. Cluck, seconded by Ms. Skotedis, that the Minutes of the October 26, 2016 Regular Meeting be approved as presented.

The motion was unanimously approved.

VII. Modifications or Deletions to the Agenda: None.

VIII. Public Comments - Agenda and/or Non-Agenda Items (3 minutes): None.

IX. Old/New Business:

Administrative:

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

A. Resolutions for Destruction of Records:

Motion: The Board approves **Resolution Nos. 2016-013 through 2016-020** for destruction of records as detailed in Exhibit "A".

The motion was unanimously approved.

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

B. 2017 Employee Benefits:

Motion: The Board authorizes the CEO, or her designee, to take any and all action necessary to implement the recommendations stated in the 2017 Employee Benefits Issue Brief, dated November 22, 2016, for CRW's employee benefits effective January 1, 2017:

- Medical - Approval of **Resolution No. 2016-021** to join with other authorities as a member of the Pennsylvania Municipal Health Insurance Cooperative (PMHIC) and to enter into an Intergovernmental Agreement for the purpose of joining PMHIC.
- Dental – Renewal with United Concordia.
- Vision – Renewal with National Vision Administrators.
- Life Insurance – Renewal with Principal.

- Disability – Renewal with Principal.
- Flex Spending Account – Establish a Flex Spending Account (FSA) for Healthcare/Dependent Care expenses with WageWorks.
- Employee Medical Benefit Cost Share - Cost sharing for Bargaining Unit employees to remain unchanged from 2016. Non-Bargaining Unit employees the benefit cost share becomes 5% of the medical premium cost for each level of Dependent coverage.

Funding Source: Admin #10000503-50301, 50302 – Adm Admin Benefits; Water #60210503-50301, 50302 – Wtr Benefits; Water #60220503-50301, 50302 – Wtr Benefits; Water #60230503-50301, 50302 – Wtr Benefits; Wastewater #80210503-50301, 50302 – Ww Wastewater Benefits; Wastewater #80220503-50301, 50302 – Ww Wastewater Benefits; Wastewater #80240503-50301, 50302 – Ww Wastewater Benefits; and Wastewater #80250503-50301, 50302 – Ww Wastewater Benefits

The motion was unanimously approved.

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

C. Emergency Notification:

Motion: The Board authorizes the CEO to enter into a Services Contract with Everbridge for a not-to-exceed fee of \$12,294 for Year 1 and \$11,000 a year thereafter. Funding Source: Wastewater #80211510-51015 – Ww Mgmt Software License Fees and Water #60211510-51015 – Wtr Mgmt Software License Fees

Mr. Nowotarski stated that the City system did not maintain telephone numbers and addresses, therefore, CRW is currently gathering information to populate our database. The new service with Everbridge allows customers to choose the method of how they want to be notified by CRW, e.g. email, text, telephone, etc.

The motion was unanimously approved.

Finance:

A motion was made by Mr. Cluck, seconded by Mr. Presley, that the following items, be approved, Finance Item A., B., C., D. and E.:

A. Resolution No. 2016-022 – 2017 Drinking Water Rate Schedule:

Motion: The Board approves **Resolution No. 2016-022** which adopts the 2017 Drinking Water Rate Schedule effective January 1, 2017.

B. Resolution No. 2016-023 – 2017 Wastewater Rate Schedule:

Motion: The Board approves **Resolution No. 2016-023** which adopts the 2017 Wastewater Rate Schedule effective January 1, 2017.

C. Resolution No. 2016-024 – 2017 Administrative Budget:

Motion: The Board approves **Resolution No. 2016-024** which adopts the 2017 Administrative Budget.

D. Resolution No. 2016-025 – 2017 Drinking Water Budget:

Motion: The Board approves **Resolution No. 2016-025** which adopts the 2017 Drinking Water Budget.

E. Resolution No. 2016-026 – 2017 Wastewater Budget:

Motion: The Board approves **Resolution No. 2016-026** which adopts the 2017 Wastewater Budget.

Mr. Cluck inquired if the presentation on the 2017 Rates was available on CRW's website and it was noted that presentations made at Board meetings are routinely uploaded to the website the day after the meeting.

Prior to the vote, Board members provided various comments to the 2017 Budget process and stated that the process appeared to go much smoother this year due to the creation of a Budget and Finance Committee.

Ms. Skotedis stated she was very glad to have been part of that Committee, and that CRW's Board members are very sensitive to our residents' concerns about utility rate increases. However, with the massive amount of capital improvements slated to be done with this money, she is hopeful that the \$5 to \$7 monthly increase in 2017 will be less burdensome than anticipated by CRW's customers, as this increase begins to stabilize our rate increases in the future.

Mr. Kurowski thanked CRW's consultants, Mr. Nowotarski, Ms. Peters and Ms. Keller for their hard work in preparation of the budget and capital improvement plans as requested by the Board.

Mr. Presley asked if CRW is now eligible for PennVEST grant funding after the 2017 rate increase goes into effect and Ms. Williams answered, that the resulting rates do not yet approach the PENNVEST criteria as it relates to median household income.

Mr. Waters questioned whether CRW would be changing its Water Shut-Off Policy and Procedures after the approval of the 2017 rates. Mr. Nowotarski answered, no.

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.1., A.2. A.3., A.4., A.5. and A.6.:

A. Execution of Task Orders for Engineering Services:

1. **Task Order 2016-24-01 for Consulting Services – Parks GSI Design with WRT:**
Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-24-01 with WRT relative to the Parks GSI Design for a fee not-to-exceed \$134,770. Funding Source: Wastewater #80800801-80100-00026 – Ww MS4 and LTCP Compliance
2. **Task Order 2016-09-02 for Engineering Services – WSC Chlorine Scrubber with Gannett Fleming:**
Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-09-02 with Gannett Fleming to design, bid and provide construction management for a new chlorine scrubber for a fee not-to-exceed \$102,000. Funding Source: Water #60800801-80100-00045 – Wtr Chlorine Scrubber
3. **Task Order 2016-28-01 for 2016 Hydroturbine PPL Application with Gannett Fleming:**
Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-28-01 with Gannett Fleming for a fee not-to-exceed \$3,500. Funding Source: Water #60504541-54104 – Wtr Engineering Services
4. **Task Order 2016-29-01 for Engineering Services – DeHart Dam Inspection with Gannett Fleming:**
Motion: The Board authorizes the Director of Engineering's execution of the Task Order 2016-29-01 with Gannett Fleming to complete an annual inspection and

report as required by PADEP for a fee not-to-exceed \$2,800. Funding Source: Water #60004541- 54104 – Wtr Engineering Services

5. **Task Order 2016-30-01 for Engineering Services – Third Street GSI Design with Navarro & Wright:**

Motion: The Board authorizes the Director of Engineering’s execution of the Task Order 2016-30-01 with Navarro & Wright Consulting Engineers, Inc. relative to the Third Street GSI Design for a not-to-exceed fee of \$45,540. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services

6. **Task Order 2016-31-01 for Engineering Services - Fire Station #2 Rain Garden with AKRF:**

Motion: The Board authorizes the Director of Engineering’s execution of the Task Order 2016-31-01 with AKRF relative to the Fire Station #2 Rain Garden for a not-to-exceed fee of \$31,130. Funding Source: Wastewater #80800801-80100-00026 – Ww MS4 and LTCP Compliance

Mr. Stewart explained the purpose of all Task Orders for the Board. He noted that a presentation on the playground and basketball courts will be provided to the Board at the December 21, 2016 meeting.

The motion was unanimously approved.

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

B. **Water System Improvements Project Change Order No. 4:**

Motion: The Board authorizes the Director of Engineering’s execution of Change Order No. 4 with Rogele to adjust final project costs. The change order results in a net reduction of \$148,843.97 dollars to the original contract cost. Funding Source: N/A

C. **Water System Improvement Project – Amendment No. 1 to Engineering Contract with GHD:**

Motion: The Board authorizes the Director of Engineering to execute an Amendment No. 1 to the existing Agreement with GHD for an additional not-to-exceed fee of \$46,600. The Amendment covers additional permitting and construction inspection services. Funding Source: Water #60800801-80100-00016 – Wtr Water Main Replacement

The motion was unanimously approved.

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

D. Cameron & Calder Streets Sewer Repairs Project – Recommendation of Award:

Motion: The Board authorizes the issuance of a Notice of Intent to Award the Cameron & Calder Streets Sewer Repairs Project to Shiloh Paving & Excavating, Inc. in the amount of \$99,995 and subsequent execution of an Agreement following receipt of insurance and bonds. Funding Source: Wastewater #80800801-80100-00032 – Ww Sanitary Sewer Collection System

The motion was unanimously approved.

Operations:

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

A. Replacement of Front End Wheel Loader for Wastewater Division:

Motion: Upon approval of the 2017 Budgets, the Board authorizes the procurement of a 2016 JCB Model 437HT Front End Wheel Loader for the Wastewater Division at a total cost of \$139,648 from Stephenson Equipment, Inc. with a trade-in value of \$45,000 being provided for trade-in of Unit G-22 (2003 Case Model 721D Front End Wheel Loader, Serial No. JEE0135942). Funding Source: Wastewater #80800804-80400-0027 – Ww Minor Capital

B. Replacement of Forklift for Wastewater Division:

Motion: Upon approval of the 2017 Budgets, the Board authorizes the procurement of a Mitsubishi Diesel Powered Pneumatic Tire Forklift for the Wastewater Division at a total cost of \$45,869.10 from Equipment Depot Pennsylvania, Inc. with a trade-in value of \$500 being provided for trade in of Unit G-53 (1988 Caterpillar Forklift Model No. V50DSA, Serial No. 5AC939). Funding Source: Wastewater #80800804-80400-0027 – Ww Minor Capital

C. Authorization to Salvage Vehicle – Wastewater Division:

Motion: The Board authorizes the CEO to take any appropriate action and to sign any necessary documents required to salvage the following vehicle within the Wastewater Division: G-05: 1995 Chevrolet Lumina, VIN #2G1WL52M9S9271199.

The motion was unanimously approved.

X. Board Comments:

Mr. Waters commended the staff for making the Board meeting process very understandable for Board members.

Ms. Skotedis – no comments.

Mr. Presley asked if the Amendment to the Effluent Agreement with LCSWMA was resolved. It was noted that the Board approved the execution of the Amendment to the Effluent Agreement with LCSWMA at the November 9th meeting and the document was currently being circulated for signature.

Mr. Presley inquired if there was an update on the creation of a Hardship Fund being established to assist our customers. Ms. Williams noted two scenarios may be available such as corporate donations, or CRW customers rounding their bills to deposit the difference in a Hardship Fund. Currently, CRW is unable to use revenues from ratepayers to fund a Hardship Fund.

XI. Public Comment - Non-Agenda Items:

Ms. Evelyn Hunt, City Resident, stated that she did not want to see CRW coming back to customers asking for more money to do the same projects after the rates go up.

She asked if the 2017 employee benefit package remains the same when benefits were renewed and Mr. Lausch confirmed that all medical benefits stayed the same.

She also asked if Management was required to pay a percentage for their benefits. Mr. Lausch noted that effective January 1, 2017, Non-Bargaining Unit (Management) employees must pay five (5%) of the premium for each level of dependent coverage. Prior to January 1, 2017, Non-Bargaining (Management) employees were not required to contribute towards their medical benefit coverage.

She also asked what criteria is used by CRW for the water shut-off process. Mr. Nowotarski stated that CRW's priority is currently focused on customers with larger outstanding account balances. Once the program gets through the larger outstanding accounts, CRW



will begin reviewing the accounts based on the number of days the accounts are outstanding, e.g. 90, 60, 30 days.

XII. Adjournment:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 6:50 PM. The motion was unanimously approved.

CAPITAL REGION WATER

A handwritten signature in blue ink, reading "Darryl S. Waters", is written over a horizontal line. The signature is fluid and cursive.

Darryl S. Waters
Secretary



Order Confirmation

Ad Order Number 0007918366

Customer

CAPITAL REGION WATER

Account:816
CAPITAL REGION WATER
212 LOCUST ST STE 500,
HARRISBURG PA 17101 USA
(717)525-7677

FAX:7175257688

karen.mckillip@capitalregionwater.com

Payor Customer

CAPITAL REGION WATER

Account: 816
CAPITAL REGION WATER
212 LOCUST ST STE 500,
HARRISBURG PA 17101 USA
(717)525-7677

PO Number

Sales Rep. Marianna Aldridge

Order Taker Marianna Aldridge

Order Source Phone

Special Pricing

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| Affidavits | 1 | Total Amount | \$70.13 |
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| Promo Type | | Payment Amount | \$0.00 |
| Materials | | Amount Due | \$70.13 |
| Invoice Text | | | |

Ad Schedule

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| <i>External Ad #</i> | | <i>Color</i> | <NONE> |
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| <i>Production Method</i> | AdBooker | <i>Production Notes</i> | |
| <i>Run Dates</i> | <i>Sort Text</i> | THE484REGULARMEETINGOFCAPITALREGIONWATERSCHEDULEDFORWEDNESDAYNOVEMBER2016AT600PMH 11/13/2016 | |

Exhibit "A"

0007918366-01

Ad Content Proof

The **Regular Meeting of Capital Region Water** scheduled for Wednesday, November 16, 2016 at 6:00 PM, has been rescheduled to Tuesday, November 22, 2016 at 5:30 PM in the 1st Floor Conference Center Board Room located within the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania.

CAPITAL REGION WATER
Shannon G. Williams, P. E., CEO



Order Confirmation

Ad Order Number 0007945451

Customer

CAPITAL REGION WATER

Account:816
 CAPITAL REGION WATER
 212 LOCUST ST STE 500,
 HARRISBURG PA 17101 USA
 (717)525-7677

FAX:7175257688

JoAnn Gray <joann.gray@capitalregionwater.com>

Payor Customer

CAPITAL REGION WATER

Account: 816
 CAPITAL REGION WATER
 212 LOCUST ST STE 500,
 HARRISBURG PA 17101 USA
 (717)525-7677

PO Number

Sales Rep. Jennifer Rogers

Order Taker Jennifer Rogers

Order Source

Special Pricing

| | | |
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| Proofs 0 | Tax Amount | \$0.00 |
| Affidavits 1 | Total Amount | \$162.07 |
| Blind Box | Payment Method | Invoice |
| Promo Type | Payment Amount | \$0.00 |
| Materials | Amount Due | \$162.07 |
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Ad Schedule

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| Run Dates Sort Text REGUL483MEETINGSOFCAPITALREGIONWATERSBOARDOFDIRECTORSWILLBEHELDONTHEFOLLOWINGDATESA 12/04/2016 | |

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| External Ad # | Color <NONE> |
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| Run Dates Sort Text REGUL483MEETINGSOFCAPITALREGIONWATERSBOARDOFDIRECTORSWILLBEHELDONTHEFOLLOWINGDATESA 12/04/2016 | |

Exhibit "B"

0007945451-01

Ad Content Proof

2017 Regular Meetings of Capital Region Water's Board of Directors will be held on the following dates at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, PA:

January 25
February 22
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CAPITAL REGION WATER
Shannon G. Williams, P.E., CEO