

<b>Ensure Financial Stability</b>	
Reconciled Bank Account Balances	<i>Refer to attached Reconciled Bank Account Balances as of 8/31/2017.</i>
Monthly Financial Statements	<i>Provided separately to Board of Directors.</i>
AP Check Reconciliation Register	<i>Provided separately to Board of Directors.</i>
2016 and 2017 Capital Improvement Projects for Drinking Water	<i>Provided separately to Board of Directors.</i>
2016 and 2017 Capital Improvement Projects for Wastewater	<i>Provided separately to Board of Directors.</i>
Water Shutoffs	We anticipate posting shutoff notices before the end of September. [REDACTED]
2016 Internal Audit	Audit field work is completed.
2018 Budget	Initial Budget reviews were held mid-September.
Headworks Screening Project - PENNVEST Financing	We are anticipating a Letter of No Prejudice being received in the next few days. Closing of the PENNVEST financing has been rescheduled for 10/26/2017.
Grant Management	<i>Refer to attached Grant Management Report.</i>

<b>Ensure Revenues are Consistent with System Usage</b>	
Water Shutoffs	Drinking Water Division staff performed seventy (70) water shutoffs in August for non-compliant meters. Water was restored to twenty-three (23) properties.
Repair/Replace Meters/MXUs/Batteries	In August the Drinking Water Division staff replaced twenty-five (25) water meters, fifty (50) batteries, and thirteen (13) MXUs.

<b>Reduce Wet Weather Impacts to Infrastructure, Community, and Receiving Waters</b>	
Negotiate with PADEP/US EPA/DOJ on Past and Future Practices	The Semi- Annual Report (9/30/2017) will be submitted and is the last USEPA/PADEP submittal due under the partial Consent Decree for 2017. Development of the Long Term Control Plan LTCP is in progress.
Develop Necessary Planning for Implementation of Green Infrastructure	No update. Currently, working on aligning the findings from the Master Plan with the Long Term Control Plan strategies.
Build Modeling Necessary for Creation of a Comprehensive Plan	No update. CDM Smith is currently using model to advance Long Term Control Plan alternatives analysis.
Collaborate with Suburban Partners for Mutually-Beneficial Projects	The Final Joint Pollutant Reduction Plan was submitted to PADEP on 9/15/2017 along with the MS4 Permit Application.
Obtain and Comply with Individual MS4 Permit	Capital Region Water submitted the MS4 Permit Application along with the Chesapeake Bay Reduction Plan, the Pollution Reduction Plans, and the Paxton Creek TMDL Plan on 9/15/2017.
Street Sweeping Services	No update.

<b>Operate Facilities with a High Standard of Care</b>	
Permit Compliance	The Drinking Water Division met all required Permit parameters in August.
	The AWTF met all required NPDES monthly permit parameters in August. Two (2) Sanitary Sewer Overflows SSOs were reported. Details are provided in the Wastewater Monthly Report.
Notice of Violations (NOVs)	No violations were received by the Drinking Water Division in August.
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Preventive Maintenance	The Drinking Water Facility Maintenance Department conducted all scheduled preventative maintenance for the month and prepared the worksites for three (3) repairs on the primary DeHart Transmission Main (Mountain Line). Repair or replacement was performed on eleven (11) fire hydrants in August.
	All regularly scheduled preventative maintenance at the AWTF and Pump Stations were completed in August. Preparation has begun for the annual week-long preventative maintenance project for the Cryogenic Oxygen Distillation Facility which will occur in September.
CCTV	Wastewater crews flushed 3,668 linear feet of pipe and performed CCTV assessment of 4,781 linear feet of sewer mains during the month of August.
Incident Response	The Drinking Water Distribution Department did not respond to any water main breaks in August.
	Wastewater responded to fourteen (14) customer complaints during the month of August. CRW was found to be responsible for two (2).
GIS	We received an update of the customer data from Muni-Link and have updated the GIS customer layer. By updating the GIS, Cityworks users receive the most recent information available to complete Service Requests and Work Orders. Several new On-line Mapping Applications are being developed to showcase CRW's maintenance activities, such as valve exercising and inlet inspections.
	GIS Update: Work Orders have slowed down and are completed as they are received. We are continuing to work with WinCan and their programmers in Europe to resolve the problems between the CCTV software and Cityworks/GIS. A Global Positioning System (GPS) unit was received and setup for collecting new data points of newly discovered storm inlets, as well as other CRW facilities.
Cityworks	Development continues on the Capital Project Tracking Reports, valve exercising, and inlet inspection templates. A meeting was held 8/03/2017 to review the status of sinkhole remediation. Training was provided to Field Supervisors on 08/04/2017 to implement the new monthly report process.
Asset Management	Work continues on the Current State of Buried Assets Task Order.
Development Review Summary	No update.

<b>Undertake Capital Improvement Projects</b>	
Professional Services	<p>Recommend Board Approval of the following Task Orders and contract amendments:</p> <ul style="list-style-type: none"> <li>• Task Order 2016-05-02: GF - DeHart Dam Geotechnical Program</li> <li>• Task Order 2016-16-02: WRA - AWTF Biosolids Facilities Improvement Plan - Dewatering Evaluation</li> </ul>
Diversity	<p>Pre-Bid Meetings were conducted for the following projects:</p> <ul style="list-style-type: none"> <li>• Playground Renovations on 9/7/2017;</li> <li>• Summit Terrace GSI on 9/8/2017;</li> <li>• Upper Reservoir Rehabilitation on 9/20/2017; and</li> <li>• Hydro Turbine on 9/21/2017.</li> </ul> <p>Reviewed M/W/DBE submission for the 2017 Sewer Replacement Project (Wexcon Inc). Attended the Latino Connection Career Fair on 9/12/2017. Began implementation of the M/W/DBE reporting software by CVM Solutions.</p>
AWTF Headworks Screening	CRW and GHD engineers are working through the PENNVEST approval process before Notice to Proceed can be issued.
AWTF Primary Digesters Rehabilitation	The project is at the 90% design level.
AWTF Primary Clarifiers Rehabilitation	The project is at the 30% design level.
Front Street Pumping Station Improvements	The PADEP Water Quality Management (WQM) Part II Permit Application was submitted to PADEP on 6/26/2017. A response is expected in November 2017, and the project will be advertised upon receipt of the PADEP Permit.
2017 Water Main Replacement	The pre-construction meeting was held on 8/22/2017. Work is expected to begin in October 2017.
WSC Generator Installation	The pre-construction meeting was held on 8/23/2017. The lead time on delivery of the generator is several months.
WSC Chlorine Scrubber Installation	Bids were received 6/14/2017. The low bidders were deemed not responsible, therefore those contractors will not be awarded the General and Electrical contracts. The project will be rebid after CRW completes changes to the M/W/DBE Plan.
WSC Plate Settlers Installation	Notice of Award was issued to Lobar, Inc. on 7/31/2017. The pre-construction meeting is scheduled for 9/27/2017.
Cameron Street Water Main Lining	The project is at the 60% design level.
Upper Reservoir Inspection/Rehab	The east side of the Upper Reservoir has been drained, cleaned and inspected. The inspection revealed minor concrete defects, which were repaired and the tank was returned to service. The west side of the Upper Reservoir will also be cleaned and inspected. CRW is currently bidding a project to perform the concrete lining and repair of the Upper Reservoirs. Bids are due 10/12/2017.
2017 Sewer Replacement	Bids were received 9/12/2017. Recommend the Board authorize award to Wexcon, Inc.

<b>Undertake Renewal and Replacement Projects</b>	
Paxton Creek Interceptor Rehabilitation	No update.
Arsenal Boulevard Sewer Improvements	No update.
Front St. Interceptor Rehabilitation	The project is at the 90% design level.
Asylum Run Interceptor Rehabilitation	The project is at the 60% design level.

Water Facility Maintenance	All departments, Operations/Maintenance/Distribution/Water Quality continued to work together to operate the Upper Reservoir at 1/2 capacity without impact to drinking water quality and returned it to service in August. Distribution Department continues to complete legacy street cut restorations; thirteen (13) of the original 145 Street Cut Permits remain to be completed.
2017 Street Restoration Project	The project was awarded to Rogele, Inc. The pre-construction meeting was held on 9/13/2017. Work is expected to begin in October 2017.
Wastewater Facility Maintenance	Facility Maintenance performed repairs to various process units and pump stations in August. A full list is available in the AWTF Monthly Report.
Sinkhole Program	Wastewater Field crews focused on performing CCTV assessments to confirm repairs that were made to remediate past sinkholes. Additionally, logistics were in the planning stages to secure an outside contractor to repair a collapsed sanitary sewer pipe on Crescent Street.
Inlet Cleaning	Wastewater Field Operations cleaned one hundred fifty five (155) storm inlets. A total of 742 inlets have been cleaned in 2017.

**Operate as an Efficient, Sustainable and Resilient Water Utility**

DeHart Property Stewardship Planning	A preliminary boundary survey has been delivered to CRW and is under legal review. Pending review, CRW intends to request a courtesy meeting with the PA Game Commission and have property corners marked later this Fall. Discussions with FTIG and partners continue for Phase 2 of the Conservation Easement. Partners are largely in agreement on how to proceed and are awaiting disbursement of funds due to a new finance system at the National Guard Bureau. Funds are secured, but unprocessed. Herbicide application under the Forest Management Plan has been completed for 2017, and active thinning/harvesting is to commence this Fall pending execution of a Memorandum of Agreement (MOA) with The Nature Conservancy (TNC) regarding Forest Stewardship Council certification. <i>See Issue Brief 2017-09-15 MOA FSC Group Certification Program.</i>
Sustainability	Energy: CRW's Energy Management Planning and Optimization Program continues with the JMT team. On-site energy auditing has concluded and CRW has been provided analysis of CRW's energy use/baseline and energy saving measures for implementation. Technical memos for process optimization are under development. CRW issued Requests for Bids for Electric Generation and Natural Gas Supplies on 9/14/2017. Price bids are due on 9/25/2017. The Board will be expected to ratify the electric and natural gas contracts on 9/27/2017.  Non-Revenue Water: No update.  Climate Resiliency: No update.
Regional Collaboration	Recurring bi-weekly meetings have been scheduled through the end of 2017 for all parties associated with the Intermunicipal Agreement. Talks will progress through these meetings with a target of finalization to be by year's end.
Advocacy	CEO will present CRW's K2 Career Pipeline during the "Community Service Programs at Water and Wastewater Utilities" nationwide webinar hosted by NACWA and the USEPA on 9/25/2017.
Strategic Plan Implementation	Currently developing a prototype for the Board's review and comment.

<b>Inform and Listen to Customers and Encourage Stewardship of our Systems</b>	
Media Relations	A Press Release announcing CRW's facility Open Houses was sent out on 8/30/2017. Community Outreach Manager gave an interview about Capital Region Water's AWTF Open House to WGAL. Community Outreach Manager fielded an inquiry from the Central Penn Business Journal about the 3rd Street Multimodal Project. City Beautiful H <sub>2</sub> O Manager spoke with a reporter from The Burg News about the Paxton Creek Joint Pollution Reduction Plan. City Beautiful H <sub>2</sub> O Manager and Community Outreach Manager spoke with a reporter from The Burg News about upcoming Green Infrastructure Projects.
Community Relations	<p>Community Ambassador Meetings: The next Community Ambassador Meeting will be held on 9/20/2017 to discuss models to increase stewardship of storm drains.</p> <p>Community Events: CRW held its 4th Conservation Carnival during Kipona (9/2-9/4/2017) with forty six (46) different volunteers educating over two thousand (2,000) participants. An Open House was held on 9/9/2017 at the Advanced Wastewater Treatment Facility with over one hundred (100) attendees. An Open House is currently scheduled to be held at the Dr. Robert E. Young Water Services Center on 9/23/2017. CRW supplied and distributed water at the YMCA Half Marathon and Mural Fest on 9/10/2017, along with a Fall Festival at Emerald Street Park on 9/16/2017.</p>
Public Communications	<p>Customers and Stakeholders Research and Planning Project: This project will conclude in October and a presentation will be given to the Board at the October meeting.</p> <p>CRW communications have primarily focused on the facility Open Houses held in September.</p> <p>2,110 email opens, and 9,470 page views on capitalregionwater.com.</p>
K2Career Pipeline	K2Career PADEP Grant Agreement is currently being reviewed by CRW's Solicitor. HR Manager and Diversity Program Manager attended the Latino Connection Career Fair on 9/12/2017. Also met with Tri County Community Action on 9/18/2017 to discuss training skills that will be needed for future opportunities at CRW. Tri County Community Action works with the underemployed in Dauphin, Cumberland and Perry Counties and offers training in soft and technical skills.

<b>Administrative</b>	
Risk Management	<p>Safety: Participated in FEMA's National Virtual Table-Top Exercise on a Chlorine Release event in coordination with Dauphin County's Department of Public Safety.</p> <p>Property Vulnerability Assessment Project: Work on this project is continuing with revisions to CRW's Risk Management Plans and Emergency Action Plan pending the outcome of the assessment.</p> <p>Property Valuations: Working in conjunction with AIG on updating the valuation of the DeHart Dam/Reservoir Facility. Final valuation will be dependent on the results of the comprehensive geotechnical evaluation of the DeHart Dam following Gannett Fleming's assessment of the DeHart spillway capacity expansion.</p>



# Monthly Management Report

## CRW Directors and Staff

September 2017

As of September 20, 2017

Human Resources	<p>Recruiting: SOP has been developed for recruiting. HR attended and participated in the Latino Connection Career Fair on 9/12/2017. Refer to the Recruiting Status Report for update.</p> <p>Wellness Plan: Power Kunkle Benefits Consulting is assisting with the design and implementation of a Wellness Plan. Biometric Screenings have been scheduled at each location for October. A Lunch and Learn entitled "Know Your Numbers" will be held at the Wastewater and Drinking Water Facilities in early November to provide more resources to employees to know what to do and how to interpret their results.</p>
Information Technologies (IT)	<p>[REDACTED]</p> <p>Software: Office 365 email is fully implemented. SharePoint planning to replace ShareFile is proceeding on schedule.</p>
Office Management	<p>SOPs and Policies: Draft Conference/Seminar Attendance Request SOP and Forms, along with a draft Travel Management Policy have been developed for review by the CEO, Directors and General Counsel. Various Wastewater SOPs are being branded and formatted for review by the Wastewater Superintendent and Supervisors.</p> <p>Document Management: The sorting and categorizing of files into Record Series for identifying disposition is 70% complete.</p>
Right-to-Know Requests	<p>CRW received one (1) Right-to-Know request during the period 8/17/2017 through 9/18/2017.</p>



GRANT OVERVIEW											
Funding	Program	Project	Proposal Due Date	Anticipated Announcement Date	Date of Notification	Request Amount	Request Type (Cash vs. Loan)	CRW Matching Amount	CRW Matching Type	\$\$\$ Awarded	Rationale/Notes
<b>Capital Region Water's Future Grant Applications</b>											
SUB TOTALS											
<b>Capital Region Water's Pending Grant &amp; Loan Applications</b>											
NFWF	Technical Capacity: Restoration & Community Stewardship	Logan Farm Park Pilot Project	30-Jun-16	1-Aug-16	Not Confirmed	\$50,000	Cash	\$50,000	Cash		
SUB TOTALS											
<b>Capital Region Water's Awarded Grant, Loan and Bond Proceeds</b>											
PENNVEST	Infrastructure (Sewer)	The Headworks Screening Project	COMPLETED	10-Jul-17	20-Jul-16	\$5,500,000	Loan	\$0	N/A	\$5,500,000	Construction pending PENNVEST Letter of No Prejudice
Impact Harrisburg (IH)	Infrastructure (Projects)	City of Harrisburg's Multimodal (COH-MC) Project	10-Jun-16	Unknown	22-Jul-16	\$3,000,000	Cash	\$5,098,000	Cash & GSI Escrow Account	\$2,743,645	
DCNR Community Program Grant	Environmental Stewardship	Harrisburg Green Infrastructure Plan	COMPLETED	15-Jun-14	15-Jun-14	\$125,000	Cash	\$125,000	In-Kind	\$125,000	Work complete. Balance of funding to be requested. Grant to be closed
DEP	Local Stormwater BMP Implementation Grant	Downspout Planter Pilot Project	COMPLETED	14-Dec-15	30-Jun-16	\$100,000	Cash	\$30,000	In-Kind	\$40,800	
DEP	Environmental Education Program	Rain Garden Demonstration Project: Signage & Volunteer Planting Event	COMPLETED	25-Apr-16	27-Apr-16	\$3,000	Cash	\$2,705	In-Kind	\$2,584	Work complete. Funding received. Grant to be closed
DCED	H2O PA	Construction for the Arsenal Boulevard Area's Sanitary Sewer CCTV Investigation Recommendations	COMPLETED	1-Jun-16	1-Jun-16	\$141,760	Cash	\$0	N/A	\$141,760	Work complete. Funding received. Grant to be closed
Dauphin County	Public Infrastructure Funds	Drinking Water Emergency Generator Purchase & Installation Project	COMPLETED	1-Dec-16	15-Dec-16	\$812,622	Cash	\$596,378	Cash	\$812,622	Grant funding received. Water Emergency Generator Project in process.
DEP	Environmental Education Grant	K2Career Pipeline Project	COMPLETED	22-Apr-16	1-Apr-17	\$50,000	Cash	\$29,500	In-Kind	\$48,032	Agreements under review by legal
SUB TOTALS											
<b>Capital Region Water's Not Awarded Grants &amp; Loans</b>											
Dauphin County	Local Share Gaming Grant	Mobile Drinking Water Station Project	1-Sep-16	1-Feb-17	1-Mar-17	\$47,475	Cash	\$5,275.00	Cash	0	Not Awarded
HUD/Rockefeller Foundation	NDRC	Sewer Interceptor Rehabilitation Project, Storm Sewer Rehabilitation Project, Community Outreach	COMPLETED	Jan-16	20-Feb-16	\$50,000	Cash	\$50,000	Cash	\$0	Waiting to hear from Dauphin County for the rationale.
EPA	Urban Water Small Grants	City Beautiful H2O Green Schools Clean Water Education Program	COMPLETED	3-May-16	3-May-16	\$53,194	Cash	\$7,167.62	In-Kind	\$0	
Impact Harrisburg (IH)	Infrastructure (Contingency)	Arsenal Boulevard Sewer Rehabilitation (ABSR) Project	10-Jun-16	Unknown	5-Jul-16	\$500,000	Cash	\$1,000,000	Cash		
Chesapeake Bay Trust	2016-2017 Mini Grant Program	Raindrop to River Educator Workshops	5-Aug-16	30-Sep-16		\$5,000	Cash	\$2,416	In-Kind		
SUB TOTALS											



**New Hires**

Position	Employee	Effective Date
Laborer- Wastewater	Scott Schaeffer	9/18/2017
Administrative Assistant – Admin Offices	Janice Miller-Zerbe	8/28/17

**Transfers**

Employee	Former Position	New Position	Effective Date
Melvin Thompson	Laborer – Wastewater	Field Maintenance Worker	9/4/17

**Retirements**

Position	Employee	Effective Date
Field Maintenance - Wastewater	Kim Jenkins	9/15/17

**Resignations/ Terminations**

Position	Employee	Effective Date
Community Engagement Intern	Roman Colon	8/17/17
Multimedia Intern	Bobby Klein	7/21/17

**Open Positions**

Position	Status
Accounting Manager	Posted internally and externally. Currently reviewing candidates.
Buyer/Procurement Manager	Posted internally and externally. Currently reviewing candidates.
Community Liaison	Posted internally and externally. Currently interviewing candidates.
Field Maintenance Worker – Operations Division	Open due to retirement of Kim Jenkins. Will be internally posted.
Laborer – Wastewater	Open due to transfer of Melvin Thompson. Posted internally and externally. Currently reviewing resumes.

The following is a summary of RTKs that have been received and/or responded to during the period August 17, 2017 through September 18, 2017:

**RTK REQUESTS RECEIVED 8/17/2017 through 9/18/2017:**

**RTK 2017-009 - Jeffrey Paul Lutz, Esq. (Culhane Meadows PLLC) Received 8/31/2017:**

- Response Due 10/9/2017. CRW response pending as of 9/18/2017.

**RTK REQUESTS RESPONDED TO DUE TO LEGAL EXTENSIONS:** None.

**ADDITIONAL FOLLOW-UP ON PRIOR RTK REQUESTS:** None.

Assistance continues with inquiries received in lieu of formal RTK requests, as needed, and gathering of information in lieu of a Subpoena.