



## **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 (via speakerphone)  
Garvey Presley, Jr.

#### Staff:

Shannon M. Gority, 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  
Mike McFadden, Superintendent – Drinking Water  
Jess Rosentel, Superintendent – Wastewater  
Tanya Dierolf, Sustainability Manager  
Tremayne Terry, Diversity Program Manager  
Andrew Bliss, Community Outreach Manager  
Ken Freysinger, Wastewater Field Operations Supervisor

#### Consultants:

Scott T. Wyland, Esquire (Salzmann Hughes, P.C.)  
Ed Ellinger, P.E. (HRG)  
Mike Mehaffey, P.E. (Gannett Fleming)  
Steve Parse (Gannett Fleming)  
Mike Olivier (WRA)  
Randall L. Henne, P.E. (CDM Smith, Inc.)

#### Others:

Claude Phipps (Community Ambassador)  
Nathan Walker (Amer Foster Wheeler)  
Neil Grover, Esquire (City of Harrisburg)  
Bruce Weber (City of Harrisburg)  
Holly Hudson (Cosmos Technologies)  
Josh Parrish (The Nature Conservancy)

**I. Call to Order: 6:03 PM.**

**II. Chairperson's Announcements:**

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:30 PM to discuss matters with general counsel in regard to personnel.
- B.** The next Regular Meeting is scheduled for Wednesday, October 25, 2017 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania, and is open to the public.

**III. Presentation**

**Susquehanna River Source Water (Mike McFadden) 6:05 - 6:22 PM.**

Mr. McFadden presented information on CRW's alternate water source, the Susquehanna River, highlighting that CRW has scheduled a ten-day exercise within the month of October 2017 to begin pumping water from the Susquehanna River, along with valve exercises and dewatering of the large water transmission main from DeHart to the Water Services Center. CRW is also performing this ten-day exercise to be proactive in the event of an emergency.

During this ten-day period, CRW will perform maintenance work on the large water transmission main running from DeHart. It was noted that the last time this maintenance exercise had occurred was in May of 1999.

This information will also be posted on CRW's website to ensure our customers are aware of any operational impact to the system. During this time, CRW will incur additional electrical and chemical costs associated with the ten-day exercise since the primary water transmission main coming from the DeHart facility is a gravity fed system that requires no electrical costs to transmit water to the Water Services Center for water treatment.

Upon inquiry, it was noted that CRW's River Intake and Pump Station is located on North Front Street in Harrisburg, as indicated by a buoy that is about sixty (60) feet from the shoreline of the Susquehanna River and blends into the neighborhood.

#### **IV. Committee Reports:**

**Personnel Committee:** No report, however, a meeting will be held on October 10<sup>th</sup> to discuss several items.

**Budget and Finance Committee:** Ms. Skotedis reported the Committee has met three (3) times in the past month regarding the 2018 Budget. It is anticipated that the Committee will meet several more times before the end of the month. Information regarding the 2018 Budget will be presented to the Board at the October meeting to assist in the establishment of water and wastewater rates.

#### **V. Management Report:**

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

Mr. Nowotarski stated that the 2016 Financial Statement has been issued and filings are complete. He also noted that the 2018 Budget meetings are progressing and that preliminary information regarding the establishment of rates will be provided at the October Board meeting.

Mr. Stewart noted that financing from PENNVEST for the Headworks Screening Project at the AWTF has been received, and CRW is approved to issue Notice to Proceed and begin work. The Semi-Annual Report required in CRW's Consent Decree is also wrapping up and the Long-Term Control Plan (LTCP) is coming along.

Mr. Lausch also noted that Mr. Kim Jenkins from the AWTF retired this month and we thank him for his many years of service with CRW.

Ms. Gority thanked Andrew Bliss and the numerous volunteers that worked at CRW's events over the past month, e.g. the Conservation Carnival at Kipona over Labor Day, and the Open House events that were held at CRW's Wastewater and Drinking Water facilities.

Ms. Gority noted that the Open Houses are part of the K2 Career Pipeline Program, a nationally recognized program. She had the honor of presenting this program yesterday alongside the San Francisco PUC on the first in a series of webinars organized by the USEPA and the National Association of Clean Water Agencies (NACWA). The webinar series will be

conducted quarterly and will highlight other organizations, however, the work by Mr. Bliss and his workgroup has landed our program in a national compendium.

The same K2 Career Pipeline Program was also presented at the Utility Management Conference in February of this year at a panel presentation organized by USEPA. Ms. Gority noted that she received word that CRW is again invited to present this material in 2018.

Ms. Gority reported that her focus over the last several months has been matters of governance and organizational efficiencies. She noted that CRW is now at the point where we are operating in proactive instead of reactive mode; and that now it's time to do the same on the management side and to start putting processes in place to share information between the Board and staff in a more efficient manner, and in a way that is helpful and usable for staff. She circulated prototype documents to the Board this evening for review and discussion purposes. She noted there is nothing to be voted on tonight regarding this issue, but is looking for feedback and discussion from the Board.

Ms. Gority stated that an Issue Brief for Governance Recommendations, dated September 27, 2017, was provided to the Board this evening regarding Agenda Item Executive B. "Establishment of Committees." Her recommendation is for the addition of more Board committees as follows: Facilities, Legal, External Affairs, and Governance. She noted that she is not expecting the Board to take any action on this Agenda item this evening, but to review the material and the issue will be brought up at a future meeting after the Board members have had a chance to review and discuss the proposal.

Mr. Stewart provided a brief update from the last Board meeting as follows:

- Claire Maulhardt made a presentation last month of the TMDL Joint Pollution Reduction Plan (PRP). CRW submitted the individual application for the MS4 Permit on September 15, 2017. He is hopeful that CRW will soon have a MS4 Permit to operate the Stormwater System to fulfill CRW's obligations;
- Notice to Proceed may now be issued on the Headworks Screening Project at the AWTF;
- Notice to Proceed has also been issued for the Paxton Creek Interceptor Rehabilitation Project;
- Advertisements for bids were issued for the Upper Reservoir Rehabilitation Project, and the next phase of the Front Street Interceptor Rehabilitation, Asylum Run and the 2017 Sewer Replacement Project;
- Ten-day Susquehanna River Run exercise will be conducted in October;

- Several other projects are beginning:
  - 2017 Water Main Replacement Project started this week;
  - 2017 Street Restoration Project started this week;
  - Plate Settler Project began at the Settling Basins at the Water Services Center;
  - WSC Emergency Generator Project was awarded; and
- Bids were also opened on two (2) GSI Projects this week:
  - Joint project with the City on the Playground Renovations; and
  - Green Stormwater Infrastructure.

The Engineering Department will be bringing these two (2) projects to the Board for recommendation for award at the October Board meeting.

Mr. Cluck raised the following questions relative to the Monthly Management Report. Responses were provided from the floor by CRW staff for the following:

- “August 31, 2017 incident regarding overload by draining of a City public pool.” Mr. Cluck requested clarification that the City is permitted to drain the public pool into the sewer system that goes down to the AWTF before it is discharged. Mr. Rosentel confirmed that the City has permission to do this.
- Does CRW expect to get hit by PADEP for the overcharge to the system since the water was chlorinated water draining from a public pool that caused the overcharge to the manhole onto the City streets? Mr. Rosentel stated that CRW notified PADEP and that Mr. Rosentel does not expect anything else to come of the incident. To date nothing has been received from PADEP.

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

#### **VI. Minutes of Previous Meetings:**

A motion was made by Mr. Cluck, seconded by Mr. Presley that the Minutes of the August 23, 2017 Regular Meeting be approved as presented.

The motion was unanimously approved.

#### **VII. Modifications or Deletions to the Agenda:** None.

#### **VIII. Public Comment - Agenda Items (3 Minutes):** None.

**IX. New Business:**

**Executive:**

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

**A. Resolution No. 2017-100 – Adopting Revisions to the Rules and Regulations Related to the Drinking Water System:**

**Motion:** The Board approves Resolution No. 2017-100 which adopts a Resolution to revise the Rules and Regulations related to the Drinking Water System, provision of services related to Drinking Water, and Water Shut-Offs.

The motion was unanimously approved.

For the record, it was noted that CRW's Solicitor is currently working on the Wastewater and Stormwater Rules and Regulations, in addition to the Rules and Regulations regarding the Drinking Water System, to consolidate all of the documents into one (1) comprehensive set of Rules and Regulations. CRW continues working with the Solicitor and the City as to CRW's responsibilities and what needs to be removed from the City's Charter regarding Ordinances for enforcement. That comprehensive document will be presented to the Board at a future Board meeting.

**Engineering:**

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

**A. Resolution No. 2017-099 – Adoption of Minimum Participation Levels for the Upper Reservoir Rehabilitation Project:**

**Motion:** The Board approves Resolution No. 2017-099 which establishes the following MPLs for the General Construction contract for the Upper Reservoir Rehabilitation Project:

MBEs – 15.0% of the total dollar amount of the General Construction Contract; and

Other DBEs (WBE, Veteran, Service-Disabled Veteran or LGBT Business Enterprise) – 5.0% of the total dollar amount of the General Construction Contract.

The motion was unanimously approved.

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

**B. Task Order 2016-05-02: Engineering Services - DeHart Dam Geotechnical Program with Gannett Fleming:**

**Motion:** The Board authorize the Director of Engineering to execute Task Order 2016-05-02 with Gannett Fleming, as outlined in Gannett Fleming's September 6, 2017 Proposal, in the amount not-to-exceed \$551,900. Funding Source: Drinking Water #60800801-80100-00050 – DeHart Evaluation PROF SERVI.

The motion was unanimously approved.

Mr. Stewart stated that the DeHart Dam Geotechnical Program Project will be a capital improvement project for design in 2019 with construction to be initiated in 2020. Mr. Stewart noted that the expansion of the DeHart Dam Spillway and associated projects to be identified by Gannett Fleming will cost approximately \$30M dollars and is slated for construction in the years 2020-2022.

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

**C. Task Order 2016-16-02: Engineering Services - AWTF Biosolids Facilities Improvement Plan - Dewatering Evaluation with Whitman Requardt and Associates:**

**Motion:** The Board authorize the Director of Engineering to execute Task Order 2016-16-02 with Whitman, Requardt and Associates as outlined in WRA's August 9, 2017 Proposal, in the amount not-to-exceed \$46,252. Funding Source: Wastewater #80800801-80100-00058 – Ww Biosolids Master Plan.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following items be approved, Engineering Items D. and E.:

**D. WSC Filter Rehabilitation Project – Final Change Order No. 1:**

**Motion:** The Board authorize the Director of Engineering to execute the Final Change Order No. 1 with A.C. Schultes, Inc., dated July 31, 2017 to adjust final project costs. The

Change Order results in a net increase of \$5,145 to the contract. Funding Source: Drinking Water #60800801-80100-00008 – Wtr WSC Filter Media Replaceme.

**E. 2016 Sewer Replacement Project – Final Change Order No. 3:**

**Motion:** The Board authorize the Director of Engineering to execute the Final Change Order No. 3 with HRI, Inc. to adjust final project costs. The Change Order results in a net decrease of \$119,745.86 to the contract. Funding Source: Wastewater #80800801-80100-00060 – Ww Green, Oxford, Baily Streets &.

The motion was unanimously approved.

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

**F. 2017 Sewer Replacement Project – Recommendation of Award:**

**Motion:** The Board authorize the issuance of a Notice of Intent to Award and subsequent Director of Engineering's execution of Contract Documents following receipt of insurance and bonds for the 2017 Sewer Replacement Project to Wexcon, Inc. in the amount of \$562,661 as outlined in Wexcon, Inc.'s Bid Package, dated August 30, 2017. Funding Source: Wastewater #80800801-80100-00026 – Ww Collection System MS4 Rehab.

The motion was unanimously approved.

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

**G. Memorandum of Agreement – FSC Group Certification Program:**

**Motion:** The Board authorizes the Chairperson's execution of the Memorandum of Agreement with The Nature Conservancy to enroll the DeHart Property under the Forest Stewardship Council Group Certification. There is no cost to CRW during the 10-year term of this MOA. Funding Source: N/A.

The motion was unanimously approved.

**Operations:**

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

**A. Purchase of Vehicle for Drinking Water Division:**

**Motion:** The Board authorize the procurement of one (1) vehicle, identified as C-67, a 2018 Ford F-150 XL 4 X 4 Super Cab Styleside 8' Pickup Truck at a total cost of \$34,162 as outlined in Keystone Ford's Proposal, dated September 15, 2017 with a trade-in value of \$800 being provided for trade-in of G-56 (2002 Ford Taurus Sedan, VIN #1FAFP522X2A239401) previously used by Customer Service to be utilized by the Drinking Water Division. Funding Source: Water #60800804-80400-00017 - Wtr Vehicular Equipment.

**B. Purchase of Small Combination Vactor Truck for Wastewater Division:**

**Motion:** Upon approval of the 2018 Budget, the Board authorizes the procurement of a 2018 Small Combination Vactor Truck for the Wastewater Division (G-63) at a total cost not-to-exceed \$275,349 as outlined in A&H Equipment's Proposal, dated September 1, 2017. Funding Source: 2018 Wastewater #80800804-80400-0027 - Ww Vehicular Equipment.

The motion was unanimously approved.

**X. Board Comments:**

No comments from Mr. Waters.

Mr. Presley advised that he continues to see yard clippings in the street by William Penn High School and Camp Curtin on Sixth Street and asked, "Who has enforcement powers for this?" Mr. Rosentel noted that he will investigate the area and check with DBI to see if the area was previously flagged during street sweeping to be addressed by the City. Ms. Gority confirmed that CRW is not responsible for the removal of the debris, but that processes are in place for notification to the City of the area for enforcement of the removal.

Mr. Cluck commended Tanya Dierolf on all the work she has done regarding the Conservation Easement on behalf of CRW. He recently attended a ceremony on the Conservation Easement at Fort Indiantown Gap where CRW received a (physically) big check from the Ward Burton Foundation, and he also met the Deputy Secretary for Health and Environment of the U.S. Department of Army who came in from the Pentagon for the ceremony, and was permitted to fly in a Black Hawk helicopter to tour the DeHart Dam and surrounding watershed. He got the ride of his life and is so proud to be part of this organization and the beautiful watershed that we protect.

Ms. Skotedis also expressed her appreciation for the massive undertaking regarding CRW's budget process that occurs behind the scene. She appreciates all the efforts for the information provided by staff at the request of Board members to keep the rates as low as possible for CRW's customers.

Mr. Kurowski thanked Mr. Stewart for all the capital improvement projects that the Engineering Department is currently working on.

#### **XI. Public Comment - Non-Agenda Items:**

Mr. Josh Parrish of The Nature Conservancy thanked the Board for their approval of the Memorandum of Understanding that was passed tonight relative to the Forest Stewardship Council Group Certification. He apologized for not being present at the last Board meeting to address any questions Board members may have had. He stated that the only other piece that remains is CRW's approval of the forty-year Carbon Development and Marketing Agreement with Blue Source LLC.

Mr. Parrish reported that he has a lot of corporate interest in carbon buyers and expressed the interest in the market as being very favorable. He stated that the Albany, New York, Water Board just recently entered into an Agreement, so it is catching on. Mr. Parrish will make himself available for any questions the Board may have in the future.

Mr. Cluck asked what is the status of the Carbon Development and Marketing Agreement since it was pulled from tonight's agenda? Mr. Nowotarski stated that CRW continues to analyze the data before CRW enters into a forty-year Agreement. Mr. Nowotarski noted that it may be several months before the Agreement is brought back before the Board.

Mr. Parrish noted that there is a window of opportunity of one (1) year for CRW to do a Forest Carbon Agreement. After that one (1) year window, the opportunity to sell Forest Carbons will go away because you are judged by the restrictions on your property. Mr. Parrish noted that The Nature Conservancy (TNC) hopes that CRW enters into the Carbon Development and Marketing Agreement as its goal is to protect the watershed, and the Kittatinny Ridge in Pennsylvania.

Mr. Parrish indicated that the carbon markets are growing as of 2017.

Mr. Kurowski asked staff to address issues with the Board intermittently during the month if they have questions and not to wait until the Board meeting packet is prepared if they feel the need.



**XII. Adjournment:**

A motion made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 7:04 PM. The motion was unanimously approved.

CAPITAL REGION WATER

A handwritten signature in blue ink, which appears to read "Darryl S. Waters", is written over a horizontal line.

Darryl S. Waters  
Secretary