



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
Garvey Presley, Jr.

Staff:

Jack Lausch, Director of Administration
David Nowotarski, CPA, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Mike McFadden, Superintendent – Drinking Water
Jess Rosentel, Superintendent – Wastewater
Karen M. McKillip, Archivist
Tammie Sheaffer, Office Manager
Claire Maulhardt, City Beautiful H2O Program Manager
Ken Freysinger, Wastewater Field Operations Supervisor
Randy Schaffer, Pretreatment Coordinator/Lab Supervisor
Sheri Berilla, Asset Manager
Tanya Dierolf, Sustainability Manager

Consultants:

Scott T. Wyland, Esquire (Salzmann Hughes, P.C.)
Ed Ellinger, P.E. (HRG)
Mike Mehaffey, P.E. (Gannett Fleming)
Jeff Thompson (WRA)
Randall L. Henne, P.E. (CDM Smith, Inc.)
John Hammell, P.E., (CDM Smith, Inc.)
Frederick Douglas (Cosmos Technologies, Inc.)

Others:

Sheila Dow-Ford (Impact Harrisburg)
Neil Grover, Esquire (City of Harrisburg)
Kevin Sanders (City of Harrisburg)
Claude Phipps (Community Ambassador)
Evelyn Hunt (City Resident)

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 Board members, Cluck, Skotedis and Presley were present, and that Mr. Waters was unable to attend.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 5:00 PM to discuss matters with general counsel regarding personnel issues.
- B.** The next Regular Meeting is scheduled for Wednesday, February 28, 2018 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania, and is open to the public.

III. Special Order of Business - Annual Meeting:

At this time, Mr. Kurowski turned the meeting over to Mr. Wyland for the nomination and election of officers for 2018.

Election of 2018 Officers: It was noted that the officers of Capital Region Water for calendar year 2018 shall be: Chairperson, Vice-Chairperson, Secretary and Treasurer.

A. Chairperson:

Motion: A motion was made by Mr. Cluck, seconded by Mr. Presley, that J. Marc Kurowski be nominated for the office of Chairperson. There being no further nominations, the nominations were closed. The nomination for Mr. Kurowski as Chairperson was unanimously approved.

At this time, Mr. Wyland turned the meeting back over to Mr. Kurowski.

B. Vice-Chairperson:

Motion: A motion was made by Mr. Presley, seconded by Mr. Kurowski, that William J. Cluck be nominated for the office of Vice-Chairperson. There being no further nominations, the nominations were closed. The nomination for Mr. Cluck as Vice-Chairperson was unanimously approved.

C. Secretary:

Motion: A motion was made by Ms. Skotedis, seconded by Mr. Presley, that Darryl S. Waters be nominated for the office of Secretary. There being no further nominations, the nominations were closed. The nomination for Mr. Waters as Secretary was unanimously approved.

D. Treasurer:

Motion: A motion was made by Mr. Kurowski, seconded by Mr. Presley, that Crystal Skotedis be nominated for the office of Treasurer. There being no further nominations, the nominations were closed. The nomination for Ms. Skotedis as Treasurer was unanimously approved.

After discussion, all nominations for an Assistant Secretary or Assistant Treasurer were withdrawn and would not be recorded within the Minutes. It was noted that on October 25, 2017, Resolution No. 2017-102 appointed Karen McKillip as Assistant Secretary, and therefore, the appointment of an Assistant Secretary-Treasurer was no longer needed. After discussion, Item B for the Appointment of Assistant Secretary-Treasurer was removed from the Agenda.

There being no further nominations, all nominations were closed. Mr. Kurowski congratulated the Board Members for their positions in 2018.

Committee Reports:

Personnel Committee: Mr. Cluck stated no report, but that they will be meeting in the future on some policy issues.

Budget and Finance Committee: Ms. Skotedis reported that the Committee has agreed to meet periodically to discuss policies and procedures regarding financial activities.

[Evelyn Hunt arrived at 6:21 PM]

IV. Management Report:

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

Several questions were made by Board members, Cluck and Skotedis as follows:

- Mr. Cluck made the following remarks and/or questions:
 - Financial Capability Analysis. At what point will the Board see the draft to US EPA? Mr. Stewart stated a draft of the Long-Term Control Plan (LTCP) will be released in the first week in February for a 30-day public comment period. The Board will see the draft at that time. Final transmittal of the LTCP will be around April 1, 2018.
 - Has there been a resolution to the City vs. Regional issue? Mr. Cluck questioned if CRW's elected officials have been briefed on the issue? Mr. Stewart stated that the Board should be involved with that process. Mr. Cluck questioned whether the City's congressional representative should be advocating for the City residents?
 - Mr. Kurowski stated that the Board is looking for recommendations from the staff to advise them when the timing is right for making the City's congressional representatives aware.
 - Cityworks Software Process: How can the Board be updated on this process. Mr. Stewart recommended the Board come into the office for a Cityworks demonstration.
 - Asset Prioritization Process: Mr. Stewart recommended a meeting be scheduled for the Board to come into the office for a demonstration.
 - Derry Street Sewer Line Construction: Does CRW have to alert the media that there is a change to the scope of the repair now that CRW is not going to perform the slip-in process? Mr. Rosentel advised that the section that is currently in the media is further up from the area identified to have the slip-in process performed. The current project is to repair a sewer line that was literally collapsing as the contractor was digging down to the sewer line.
 - Sinkhole Program Update Report: Is this what is being provided to US EPA? Mr. Cluck stated that this was an excellent report.
 - Drinking Water Monthly Report: He likes the new graphs that have been added to the monthly report.

- Ms. Skotedis made the following remarks and/or questions:
 - Ms. Skotedis questioned whether the auditors have provided a start date for fieldwork on the 2017 Audit? Mr. Nowotarski stated that last year the auditors began in May. Ms. Skotedis noted that the Budget Committee was planning on having some type of presentation of CRW's Financial Statements and Budgets to address some of the questions that arise from Board members. Mr. Nowotarski stated that was previously discussed for the end of last year but didn't happen. Ms. Skotedis requested that some type of presentation be scheduled in the near future.

- Who is handling the Everbridge data export with customer billing information? Ms. Sheaffer advised that weekly updates are provided with account information, telephone numbers and customer contact information and preferences for receiving mass communication updates. Everbridge is CRW's mass communication system that sends out alerts regarding issues such as hydrant flushing, sewer line collapses and water main breaks, etc. Ms. Sheaffer stated that prior notifications were manually hand-delivered, door-to-door and now they are sent via text, email or phone calls based on customer's chosen preference. When Customer Service Representatives are on the phone and receive updates they are directly incorporated in our Muni-Link billing system. Ms. Kuhn performs integration of this information every Friday by a two-click process that updates the Everbridge system. Ms. Sheaffer also stated that a link to the Everbridge portal that allows tenants to sign up to receive alerts, in addition to the property owners, is available on CRW's website.

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

V. Minutes of Previous Meetings:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, that the Minutes of the December 20, 2017 Regular Meeting be approved as presented.

Mr. Cluck asked for clarification of the Q and A portion of the Board comments from the Directors. Approval of the Minutes were suspended at this time until further review during the meeting. Mr. Nowotarski later advised that the Minutes were found to be in order and were approved later within the meeting.

The motion was unanimously approved.

VI. Modifications or Deletions to the Agenda:

1. Special Order of Business – Annual Meeting, Item B: Appointment of Assistant Secretary-Treasurer was removed from the Agenda.
2. Executive, add new Item B as follows: **Team LMI Authorization:** The Board authorizes the execution of a contract with Team LMI in accordance with their proposal, dated November 21, 2017, for the purpose of conducting a search for a new Chief Executive Officer (CEO) at the rate of \$1,650 per month. Funding Source: Unknown.



VII. Public Comment - Agenda Items (3 Minutes): None.

VIII. Old/New Business:

Executive:

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

A. Resolution No. 2018-002 – HRA GSI Easement Agreement:

Motion: The Board approves Resolution No. 2018-002 which adopts the Easement Agreement between Capital Region Water and the Redevelopment Authority of the City of Harrisburg, a/k/a Harrisburg Redevelopment Authority.

Mr. Cluck questioned whether this is one easement for one property, or multiple properties? Ms. Maulhardt clarified the Easement Agreement is for one project but covers multiple properties.

The motion was unanimously approved.

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

B. Team LMI Authorization:

Motion: The Board authorizes the execution of a contract with Team LMI in accordance with their proposal, dated November 21, 2017, for the purpose of conducting a search for a new Chief Executive Officer (CEO) at the rate of \$1,650 per month. Funding Source: Unknown.

The motion was approved with Mr. Cluck abstaining from the vote.

Administrative:

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following items be approved, Administrative Items A., B. and C.:

A. Resolution No. 2018-001 – Appointment of Open-Records Officer and Assistant Open-Records Officer:

Motion: The Board approves Resolution 2018-001 which appoints Karen M. McKillip as its Open-Records Officer, and Tammie L. Sheaffer as Assistant Open-Records Officer, as outlined in Section 502 of the Pennsylvania Right-to-Know Law, effective January 1, 2009.

B. Resolution Nos. 2018-003 through 2018-017 for Destruction of Records:

Motion: The Board approves Resolution Nos. 2018-003 through 2018-017 for destruction of records as detailed in Exhibit “A” of each Resolution.

C. Task Order 2018-03-01: Engineering Services – AWTF Phase I Environmental Site Assessment with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-03-01, dated September 18, 2017, with Gannett Fleming to perform a review and updates to the AWTF Phase I Environmental Site Assessment for an amount not-to-exceed fee of \$3,200. Funding Source: Wastewater - #80211515-51506 – Ww Pollution Liability Insurance.

Mr. Cluck requested an explanation of the difference in pricing between the two proposals provided for the Environmental Site Assessment (Item C). Mr. Lausch stated that the second company was going to perform a total visit of all CRW's sites and would have gotten much more in depth than what was actually requested as being necessary.

Mr. Cluck questioned whether the Environmental Site Assessment was for all CRW properties or do we just need a compliance audit? Mr. Lausch confirmed it is only for the AWTF facility.

The motion was unanimously approved.

Finance:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, that the following items be approved, Finance Items A., B. and C.:

A. 2018 Engagement of Municipal Advisor - Public Resources Advisory Group:

Motion: The Board authorizes the CFO to approve the continued engagement of Public Resources Advisory Group to provide Municipal Advisor services for FY2018 under the Rate Schedule provided in the Public Resources Advisory Group Proposal, dated

January 18, 2018. Funding Source: Admin #10004541-45103 – Adm Financial Advisor Fees.

B. FY2018 As-Needed Services - Raftelis:

Motion: The Board authorizes the CFO to approve the continued engagement of Raftelis to provide financial and technical assistance on an as-needed basis for FY2018 under the Rate Schedule provided in the Raftelis Proposal, dated January 18, 2018. Funding Source: Admin #10004541-54103 – Adm Financial Advisor Fees.

C. Underwriter for 2018 Water Bonds:

Motion: The Board authorizes the CFO to appoint Morgan Stanley as Senior Managing Underwriter to facilitate the refunding of all of CRW's outstanding bonds as the Underwriter to sell the transaction. All Underwriter expenses and costs are paid via the bond issuance and CRW will not be responsible for any direct costs. Funding Source: N/A.

Mr. Cluck commended the staff for refunding of the 2008 Water Bonds.

The motion was unanimously approved.

Engineering:

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

A. Task Order 2016-17-04: Engineering Services for AWTF Primary Digester Facilities Rehabilitation Additional Work with Whitman Requardt & Associates:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2016-17-04, dated January 9, 2018, with Whitman Requardt and Associates for additional design work associated with the Primary Digester Rehabilitation Project for a not-to-exceed fee of \$31,773. Funding Source: Wastewater #80800801-80100-00020 – Ww Anaerobic Digester Roof Rep.

B. Task Order 2017-09-03: Engineering Services for South Allison Hill with AKRF:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-09-03 with AKRF, as outlined in AKRF's Proposal, dated January 10, 2018, in an amount not-to-exceed \$10,000. Funding Source: Wastewater #80800801-80100-00089 – Ww 2018 South Allison Hill GSI.

C. Task Order 2018-01-01: Engineering Services for Water System Manual Updates with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-01-01, dated January 9, 2018, with Gannett Fleming for work to update CRW's Water System Manual Updates in an amount not-to-exceed \$4,500. Funding Source: Water #60504541-54104 - Wtr Engineering Services.

D. Task Order 2018-02-01: Engineering Services for Fluoride System Evaluation with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-02-01, dated January 12, 2018, with Gannett Fleming to evaluate design alternatives to replace the existing fluoride feed system in an amount not-to-exceed \$5,000. Funding Source: Water #60800801-80100-00092 - Wtr Liquid Fluoride Chem Feed Sy.

Mr. Cluck requested confirmation that CRW will continue to provide fluoride in our water system. Mr. McFadden confirmed that Item D merely changes the process of how the fluoride will be fed into the system.

The motion was unanimously approved.

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

E. Sewer and Water Maintenance Contract (Dig-Up Work) - Recommendation of Award:

Motion: The Board authorizes 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 Water and Sewer Maintenance Contract to Rogele, Inc. in the amount of \$1,699,032, as outlined in Rogele, Inc.'s Bid Documents, dated January 11, 2018. Funding Source: Wastewater #80800801-80100-00026 - Ww Collection System Rehab MS4 Rehab.

F. Sewer and Water Maintenance Contract (Trenchless) - Recommendation of Award:

Motion: The Board authorizes 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 Water and Sewer Maintenance Contract (Trenchless) to Abel Recon, LLC in the amount of \$840,710, as outlined in Abel Recon,

LLC's Bid Documents, dated January 11, 2018. Funding Source: Wastewater #80800801-80100-00026 – Ww Collection System Rehab MS4 Rehab.

Mr. Presley voiced his concern about the M/W/DBE participation levels of Rogele, Inc. He requested that staff encourage Rogele, Inc. to increase their M/W/DBE participation in the hiring of local Harrisburg residents. It was noted that the contract (Item E) is for a three-year contract and questioned whether the Board should only offer the contract as a one-year contract to encourage Rogele, Inc. to increase their M/W/DBE participation.

Mr. Stewart noted that there is a significant amount of time and work involved in bidding out this type of work and preferred to have the contract be over a three-year period. If Board members have concerns, they can bring their concerns to the staff's attention during the course of the contract and the contract could be revisited after a one-year period. The total amount of the contract for Dig-Up Work is \$1,699,032 and is based on the amount of work to be performed over a three-year period, so if the contract is terminated in one year due to non-performance of MPLs, the amount paid to Rogele, Inc. would not be as much. Mr. Tremayne Terry has been working with Rogele, Inc. to educate and assist Rogele to increase their M/W/DBE levels.

Mr. Nowotarski reminded the Board that approval of the contracts with Rogele, Inc. places them in a position to be called upon for emergencies when CRW staffing is unable to perform certain levels of work required for capital improvement projects on an on-call type basis.

The motion was unanimously approved.

[Neil Grover left the meeting at 7:09 PM]

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

G. Select Park/Playground Renovation Project – Penn & Sayford Park – Recommendation of Award:

Motion: The Board authorizes 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 Select Park/Playground Renovation Project – Penn & Sayford Park to Farhat Excavating, LLC in the amount of \$189,925, as outlined in Farhat Excavating, LLC's Bid Documents, dated December 21, 2017. Funding Source: Wastewater #80800801-80100-00085 – Ww 2018 City Parks GSI.

The motion was approved with Ms. Skotedis abstaining from the vote as Farhat is a client of her current employer.

A motion was made by Mr. Cluck, seconded by Ms. Skotedis, that the following items be approved, Engineering Items H., I. and J.:

H. Select Park/Playground Renovation Project - Royal Terrace Park - Recommendation of Award:

Motion: The Board authorizes 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 Select Park/Playground Renovation Project - Royal Terrace Park to Rogele, Inc. in the amount of \$415,340.50, as outlined in Rogele, Inc.'s Bid Documents, dated December 21, 2017. Funding Source: Wastewater #80800801-80100-00085 - Ww 2018 City Parks GSI.

I. Select Park/Playground Renovation Project - Norwood & Holly Park - Recommendation of Award:

Motion: The Board authorizes 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 Select Park/Playground Renovation Project - Norwood & Holly Park to Rogele, Inc. in the amount of \$83,343, as outlined in Rogele, Inc.'s Bid Documents, dated December 21, 2017. Funding Source: Wastewater #80800801-80100-00085 - Ww 2018 City Parks GSI.

J. Select Park/Playground Renovation Project - Cloverly Heights Park - Recommendation of Award:

Motion: The Board authorizes 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 Select Park/Playground Renovation Project - Cloverly Heights Park to Mid-State Paving, LLC in the amount of \$496,836, as outlined in Mid-State Paving, LLC Bid Documents, dated December 21, 2017. Funding Source: Wastewater #80800801-80100-00085 - Ww 2018 City Parks GSI.

The motion was unanimously approved.

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

- K. Asylum Run Interceptor Rehabilitation Project – Recommendation to Reject Bids:**
Motion: The Board authorizes the Director of Engineering to reject all bids received on January 12, 2018 for the Asylum Run Interceptor Rehabilitation Project. Funding Source: N/A.

It was confirmed by Mr. Stewart that the work relative to Asylum Run Interceptor Project must be completed by the end of 2017. If the Board had taken action tonight, the work would have been completed in August 2017, however, there is still time to rebid the project.

The motion was unanimously approved.

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

- L. AWTF Headworks Screening Project – Change Order No. 1G:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1G with Conewago Enterprises, Inc. in the amount of \$18,267.06 and thirty (30) additional days. Funding Source: Wastewater #80800801-80100-00019 – Ww Headworks Screen Design/Con.
- M. 2017 Water System Improvements Project – Change Order No. 2 with Rogele, Inc.:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 2 with Rogele, Inc. to adjust the final project costs. The Change Order results in a net increase of \$7,503.67 to the contract. Funding Source: Water #60800801-80100-00016 – Wtr Water Main Replacement.

The motion was unanimously approved.

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

- N. Professional Services for Energy Management Study – Scope Amendment:**
Motion: The Board authorizes the Director of Engineering to execute Amendment No. 1 with JMT as outlined in JMT’s Additional Scope Proposal, dated January 9, 2018, in the amount not-to-exceed \$6,860.50. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services.

The motion was unanimously approved.

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

O. Professional Services for Energy Management Implementation:

Motion: The Board authorizes the Director of Engineering to execute the Basic Ordering Agreement for Energy Program Development and Design Services with JMT as outlined in JMT's 2018 Energy Management Implementation Proposal, dated January 3, 2018. A formal scope and fee proposal and professional task order assignment will be executed with each project as it is encumbered. Funding Source: Water #60504541-54104 – Wtr Engineering Services, Wastewater #80504541-54104 – Ww Engineering Services.

Mr. Stewart explained the purpose of Items N and O outlining there are 59 Wastewater Energy Conservation Measures and 49 Drinking Water Energy Conservation Measures identified in the study phase. Only the most advantageous measures will be advanced under the engagement covered within the motions. JMT will identify cost savings for efficient energy management among CRW's capital improvement projects. The projects will be identified by individual Task Orders and will be provided to the Board in the future as they occur. The approval of the Basic Ordering Agreement with JMT authorizes CRW to utilize JMT for this service as its consultant, similar to what was done in the past with the approval of Master Engineering Agreements for Engineering Consultants.

The motion was unanimously approved.

Mr. Nowotarski advised that the December 20, 2017 Minutes were found to be in order and Mr. Wyland advised that the motion should be reflected within the Minutes as being unanimously approved.

IX. Board Comments:

Mr. Presley requested CRW provide information on our website to remind customers that they are responsible for keeping their water meters from freezing, even if their meters are located within the basement of their home.

Mr. Presley congratulated the Drinking Water and Wastewater Divisions for doing a great job of identifying leaks before they happen in the harsh winter conditions we have been enduring.

Mr. Presley thanked CRW's Asset Manager on the comprehensive sinkhole report that was provided.

Mr. Cluck inquired about an issue with the application of a payment by PNC Bank to a wrong customer account. Mr. Nowotarski explained what had happened and what steps were taken to rectify the error.

[Kevin Saunders left the meeting at 7:29 PM]

Ms. Skotedis noted that CRW's Engineering Department is working on a significant number of projects and did a great job in summarizing and reporting that information to the Board this month.

Mr. Kurowski also thanked the Engineering Department staff for the new report on capital improvements projects and all of CRW's staff on their proactive approach of dealing with the water and wastewater breaks.

X. Public Comment - Non-Agenda Items:

Ms. Evelyn Hunt, City Resident, inquired about a bill for 1847 State Street for the \$611 charge to replace a stolen water meter, plus an estimated meter reading. She questioned why she received an estimated meter reading when CRW staff installed a new meter that can be remotely read by CRW's staff. She questioned why an estimated amount was used on the invoice when the new water meter can be read remotely.

Mr. Nowotarski stated he believes the issue relates to the timing of when the meter was replaced during the billing cycle. If the meter was missing during the time the meter readers were obtaining the readings for the month, the invoice would have been estimated and should be correctly reflected on the next billing cycle.

XI. Adjournment:

A motion made by Mr. Kurowski, seconded by Mr. Presley, for the Board to adjourn the meeting at 7:44 PM. The motion was unanimously approved.

CAPITAL REGION WATER


Karen M. McKillip, Assistant Secretary