

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

**II. Announcements - Chairperson**

- A.** The next Regular Meeting is scheduled for Wednesday, February 22, 2017 at 6:00 PM and is open to the public.

**III. Special Order of Business - Annual Meeting:**

**A. Election of Officers:**

1. Chairperson \_\_\_\_\_
2. Vice-Chairperson \_\_\_\_\_
3. Secretary \_\_\_\_\_
4. Treasurer \_\_\_\_\_

**B. Appointment of Assistant Secretary-Treasurer:**

**Motion:** The Board appoints Shannon M. Gority, CEO, as Assistant Secretary-Treasurer of Capital Region Water for calendar year 2017.

**IV. Committee Reports**

**V. Management Report**

**VI. Consultant Reports**

**VII. Minutes of Previous Meeting - December 21, 2016 Regular Meeting Minutes**

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

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

**X. Old/New Business**

**Executive:**

**A. Legal Services:**

**Motion:** The Board of Directors authorizes the CEO to negotiate and execute an Agreement with Hawke McKeon & Sniscak LLP for a minimum annual fee to provide general legal services of \$99,000 for up to 360 hours of attorney time and a blended hourly rate of \$275 for both partner and associate time in excess of 360 hours. Funding Source: Admin #10004541-54100-Adm Legal Services - General

**B. Special Environmental Counsel - Hamburg, Rubin, Mullin, Maxwell & Lupin:**

**Motion:** The Board authorizes the continued engagement of Hamburg, Rubin, Mullin, Maxwell & Lupin for legal services of Steven A. Hann as CRW's Special Environmental Counsel as reaffirmed in the November 18, 2010 Agreement at the same rates as outlined within the November 18, 2010 Agreement. Funding Source: Wastewater #80504541-45100 Ww - Legal Services

**C. Extension of DCED Grant No. ME 300-286 Harrisburg University:**

**Motion:** The Board ratifies the CEO's execution of Amendment No. 5 to the DCED Grant Agreement No. ME 300-286 between Harrisburg University of Science and Technology and Capital Region Water (CRW [successor Authority] to The Harrisburg Authority) to extend the termination date from December 31, 2016 to December 31, 2017 and before any additional work is performed by Harrisburg University to come back to CRW for future Board authorization. Funding Source: N/A

**Administrative:**

**A. Resolution No. 2017-002 - Pay Administration Policy for Non-Bargaining Unit Employees:**

**Motion:** The Board approves Resolution No. 2017-002 to adopt the Pay Administration Policy for Non-Bargaining Unit Employees.

**B. Resolutions for Destruction of Records:**

**Motion:** The Board approves Resolution Nos. 2017-003 through 2017-006 for destruction of records as detailed in Exhibit "A".

**Finance:**

**A. 2017 Signature Cards w/First National Bank:**

**Motion:** The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer and CEO/Assistant Secretary-Treasurer to execute the appropriate Bank Resolution and Signature Cards with First National Bank to reflect the current 2017 Officers.

**B. 2017 Signature Cards w/M & T Bank Acct #9861684190 and 986168208:**

**Motion:** The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer, CEO/Assistant Secretary-Treasurer and CFO to execute the appropriate Bank Resolutions and Signature Cards with M & T Bank to reflect the current 2017 Officers and to add additional personnel to the accounts to include the CFO for authorization of transactions not included within the Incumbency Certificate authorization.

**C. Authorization to Execute 2017 Signature Cards w/Fulton Bank:**

**Motion:** The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer and CEO/Assistant Secretary-Treasurer to execute the appropriate Bank Resolution and Signature Cards with Fulton Bank to reflect the current 2017 Officers.

**D. Authorization to Execute 2017 Signature Cards w/PNC Lockbox:**

**Motion:** The Board authorizes the Chairperson, Vice Chairperson, Secretary, Treasurer and CEO/Assistant Secretary-Treasurer to execute the appropriate Bank Resolution and Signature Cards with PNC Bank relative to the Lockbox to reflect the current 2017 Officers.

**E. 2016 Audit - Maher Duessel:**

**Motion:** The Board authorizes the CEO to execute the Engagement Letter with Maher Duessel dated December 7, 2016 to perform the audit of CRW for calendar year 2016 at a cost not to exceed \$79,525. Funding Source: Admin #10004541-54102 – Adm Audit/Accounting Fees

**Engineering:**

**A. Task Order 2017-01-01: Drinking Water System Model with Gannett Fleming:**

**Motion:** The Board authorizes the Director of Engineering's execution of the Task Order 2017-01-01 with Gannett Fleming for training to develop a drinking water model for a fee not-to-exceed \$40,000. Funding Source: Water #60504541-54104 – Wtr Engineering Services

**B. Task Order 2017-03-01: Camp Curtin Big Green Block Engineering Services with AKRF:**

**Motion:** The Board authorizes the Director of Engineering's execution of the Task Order 2017-03-01 with AKRF relative to the Camp Curtin Big Green Block for a fee not-to-exceed \$185,018. Funding Source: Wastewater #80800801-80100-00070 – Ww GSI Design PROF SERVICES

**C. Task Order 2017-04-01: Summit Terrace Green Neighborhood Engineering Services with CH2M:**

**Motion:** The Board authorizes the Director of Engineering's execution of the Task Order 2017-04-01 with CH2M relative to the Summit Terrace Green Neighborhood for a fee not-to-

exceed \$142,610. Funding Source: Wastewater #80800801-80100-00070 – Ww GSI Design PROF SERVICES

- D. Task Order 2017-05-01: Implementation Pilot of Asset Management Program with GHD:**  
**Motion:** The Board authorizes execution of GHD’s January 6, 2017 proposal in the amount not-to-exceed \$137,018. Funding Source: Water #60504541-54104 – Wtr Engineering Services Wastewater #80504541-54104 – Ww Engineering Services
- E. Street Sweeping: Services Contract:**  
**Motion:** The Board authorizes the CFO’s execution of the Contract for Street Sweeping Services with Reilly Sweeping, Inc. for a not-to-exceed fee of \$575,000. Funding Source: Wastewater #80251521-52100 – Ww FMnt Shared Services
- F. Forest Management Services Agreement:**  
**Motion:** The Board authorizes the Director of Engineering to negotiate and execute a three year Forest Management Services Agreement with Appalachian Forestry Consultants. Year one costs shall not exceed \$270,000. Funding Source: Water #60504541-54104 – Wtr Engineering Services
- G. AWTF Improvements Project – Change Orders:**
- 1. Contract No. 1 (PC Construction) – Change Order No. 40 – Replacement of Existing Flow Meters with Pipe Spools at Structure 110:**  
**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 40 to Contract No. 1 in the amount of \$8,199 and no additional contract time. Funding Source: Wastewater #8013000-00035 – Ww BNR Upgrade Project – 2014
  - 2. Contract No. 1 (PC Construction) – Change Order No. 41 – Credit for Concrete Driveway Near Structure 250 Maintenance Building:**  
**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 41 to Contract No. 1 in the amount of (\$4,800) and no additional contract time. Funding Source: Wastewater #8013000 00035 – Ww BNR Upgrade Project – 2014
  - 3. Contract No. 1 (PC Construction) – Change Order No. 42 – Credit for the Management and Disposal of Historical Fill:**  
**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 42 to Contract No. 1 in the amount of (\$10,000) and no additional contract time. Funding Source: Wastewater #8013000 00035 – Ww BNR Upgrade Project – 2014

**4. Contract No. 2 (Pagoda Electrical) – Change Order No. 36 – Pipe Credit for Aluminum Conduit in lieu of PVC Coated Rigid Conduit:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 36 to Contract No. 2 in the amount of (\$7,661.90) and no additional contract time. Funding Source: Wastewater #8013000-00035 – Ww BNR Upgrade Project – 2014

**H. 2016-11: Sewer Replacement Project – Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 1 with HRI, Inc. Funding Source: Wastewater #80800801-80100-00032 – Ww Sanitary Sewer Coll Sys-I

**I. Resolution 2017-001 – Community Greening Plan:**

**Motion:** The Board adopts Resolution No. 2017-001 which adopts the Community Greening Plan.

**Operations:**

**A. Purchase of Vehicles for Water Division:**

**Motion:** The Board authorizes the procurement of two vehicles identified as C-57 a 2017 Ford F-150 XL 4 X 4 Super Cab Styleside Pickup Truck at a total cost of \$36,359 from Keystone Ford with a trade-in value of \$1,500 being provided for trade-in of C-10 (2004 Chevrolet S-10 Blazer LS w/4WD, VIN #1GNDT13X44K163467); and C-58 a 2017 Ford F-250 XL 4X4 SD Super Cab Pickup Truck at a total cost of \$50,908 from Keystone Ford with a trade-in value of \$1,500 being provided for trade-in of C-03 (1999 Chevrolet 2500HD Extended Cab Pickup Truck 4X4, VIN #1GCGK29R6XF027426) to be utilized by the Water Division for a combined total budget amount not-to-exceed \$95,000. Funding Source: Water #60800804-80400-00017 – Wtr Vehicular Equipment

**B. Purchase of Valve Maintenance System for Water Division:**

**Motion:** The Board authorizes the procurement of a Valve Maintenance Trailer System identified as C-59 from HD Supply Waterworks to be utilized by the Water division for a combined total budget amount not to exceed \$75,000. Funding Source: Water #60800804-80400-00037 – Wtr Valve Turning Equipment

**XI. Board Member Comments**

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

**XIII. Adjournment**