



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
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
Claire Maulhardt, City Beautiful H₂O Program Manager
Andrew Bliss, Community Outreach Manager
Mike McFadden, Superintendent – Drinking Water
Jess Rosentel, Superintendent – Wastewater

Consultants:

Steven E. Grubb, Esquire (Goldberg Katzman, P.C.)
Ed Ellinger, P.E. (HRG)
Jamie Shambaugh, P.E. (Gannett Fleming)
Jeff Thompson (WRA)
Herb Higginbotham (AECOM)

Others:

Kobby Addo-Boateng, P.E. (Amec Foster Wheeler)
Andrew Donaldson, Senior Environmental Scientist (JMT)
Frederick Douglas (Cosmos Technologies, Inc.)

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

The meeting was called to order by Chairperson Kurowski at 6:05 PM.

Chairperson Kurowski noted that all Board members were present.

II. Chairperson's Announcements:

- 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:

At this time, Mr. Kurowski turned the meeting over to Ms. Gority for the nomination and election of officers for 2017.

A. Election of 2017 Officers:

Motion: A motion was made by Mr. Cluck, seconded by Mr. Presley that the officers of Capital Region Water for calendar year 2017 shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer and Assistant Secretary-Treasurer. The motion was unanimously approved.

B. 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.

C. Vice-Chairperson:

Motion: A motion was made by Mr. Kurowski, seconded by Mr. Waters, 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.

D. Secretary:

Motion: A motion was made by Mr. Kurowski, 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.

E. Treasurer:

Motion: A motion was made by Mr. Presley, seconded by Mr. Waters, 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.

There being no further nominations, all nominations were closed. Ms. GORITY congratulated the Board Members for their positions in 2017.

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

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

F. 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.

The motion was unanimously approved.

IV. Committee Reports

Personnel Committee: Mr. Cluck noted that the Personnel Committee met with CRW staff and spent time reviewing an October 2016 document that was used as a baseline to establish salary ranges for Non-Bargaining Unit positions. The Personnel Committee provided their recommendations to Mr. Lausch. Resolution No. 2017-002 was prepared by Mr. Lausch for the Board's consideration under Administrative, Item A - Pay Administration Policy for Non-Bargaining Unit Employees without the Committee's recommendation regarding an adjustment to the pay ranges.

A meeting was also held on January 24th with the HR Manager regarding a confidential matter. That matter will be presented to the Board by the Personnel Committee during next month's Executive Session.

The Committee is also reviewing CRW's performance evaluation procedures. A "360 Evaluation Process" is being considered for the CEO, CFO, Directors, and Superintendents. Mr. Cluck stated that he will have more information to report on at next month's meeting after further discussion with CRW's HR Manager.

Mr. Cluck stated that since Committees have now been established, the Board should determine processes and procedures on how Committee information is to be relayed to the Board.

V. Staff Reports:

Ms. Gority updated the Board on all of CRW's accomplishments as we enter into our fourth year as Capital Region Water.

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

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

- Coordination efforts with UGI on construction projects: CRW has reached out to UGI numerous times but UGI has been non-responsive. Only notifications are received through the PA One Call System;
- GIS update for the Board: Presentation proposed for April 2017 Board Meeting;
- Stop the Drop Campaign and Earth Day (April 22nd Activities): Presentation proposed for March Board Meeting;
- EPA penalties assessed to CRW: Penalties only go through April 2016 with the same dollar amount attributed to each event;
- Harrisburg Dairies' oil and grease issue and non-compliance, along with CRW penalty process for violators: Stipulations of penalties reveal that Harrisburg Dairies has been non-compliant, but not consecutively within a specific time period to incur penalties;
- Status of the litigation of the law firm for payment of legal fees by CRW and requested whether a Court Opinion or Order had been issued: Mr. Grubb will provide a copy of Judge Tully's Memorandum to the Board; and
- Additional time requested to receive Board meeting material: Documentation will be uploaded to ShareFile on Wednesday before the meeting date instead of Friday.

Mr. Presley inquired how long Goldberg Katzman has held the position of General Counsel for CRW. It was noted that Goldberg Katzman has been General Counsel for CRW since the end of 2006. Upon discussion, Board members decided that additional time was needed to review the material relative to Legal Services, and that the item previously published on tonight's Agenda for negotiation of an Agreement with Hawke McKeon & Sniscak LLP would be removed from tonight's Agenda.

Ms. Skotedis requested that the Budget and Finance Committee members have regularly scheduled meetings with the CFO in order to be more active with the Accounting Department personnel and better informed regarding CRW's Audit process. Mr. Nowotarski was requested to schedule the meetings.

There were no questions by Board members Kurowski or Waters.

VI. Consultant Reports:

Written Consultant Reports were received from Goldberg Katzman, HRG, CDM Smith, and Whitman Requardt & Associates. Representatives were present and available for questions by the Board.

There were no questions from any Board members.

VI. Minutes of Previous Meetings:

A motion was made by Ms. Skotedis, seconded by Mr. Cluck, that the Minutes of the December 21, 2016 Regular Meeting be approved as presented.

The motion was unanimously approved.

VII. Modifications or Deletions to the Agenda:

The item under Executive “Legal Services” was removed from the published Agenda.

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

IX. Old/New Business:

Executive:

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

A. 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

Mr. Cluck recommended CRW staff have Mr. Hann contact our State Representative regarding the violations issued by PADEP for discharge of chlorinated water due to CRW flushing of fire hydrants and how other municipalities are being impacted or handled.

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. 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

The motion was unanimously approved.

Administrative:

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

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.

Upon discussion, Ms. Gority stated that Resolution No. 2017-002 was written to establish salary ranges for positions and to establish guidelines for compensating employees within those ranges. The ranges were used in January 2017 to adjust employee salaries to within proper salary ranges. The expense of these one-time adjustments were included within the 2016 Budget.

The motion was unanimously approved.

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

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".

The motion was unanimously approved.

Finance:

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

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.

The motion was unanimously approved.

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

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

The motion was unanimously approved.

Engineering:

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

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 201701-01 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

The motion was unanimously approved.

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

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

Upon inquiry, Ms. Maulhardt stated that the Camp Curtin Big Green Block and Summit Terrace Green Neighborhood projects are both scheduled to be completed by December 2017. Mr. Cluck noted that the consultant proposal excepted Environmental Site Assessments and asked if that was cause for concern. Mr. Cluck asked Ms. Maulhardt to contact Steve Hann to inquire whether Phase I and II Assessments are required for the projects.

The motion was unanimously approved.

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

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

Board members commended the staff on the percentage of MBE/WBE/DBE participation on this project, however, they also want to confirm that CRW will be tracking names and firms who will be doing the work so that one firm doesn't get all of the work. CRW's intention is to have increased MBE/WBE/DBE participation, but not to have the same company always receiving the award, but rather to have the work be spread out among various companies, if possible.

The motion was unanimously approved.

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

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 and Wastewater #80504541-54104 – Ww Engineering Services

The motion was unanimously approved.

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

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

A discussion was held regarding whether CRW would continue to follow the same schedule for street sweeping previously used by the City, and whether CRW would be working with the City for parking enforcement. Ms. Gority stated that CRW intends to continue to follow the City's sweeping schedule and that parking enforcement will still be enforced by the City or Standard Parking. She noted that the City had at times chosen to waive parking enforcement tickets when street cleaning was not done. She noted that the City would be notified if street sweeping was canceled by CRW for a specific time period. The decision on enforcement of parking ordinances is under their purview.

Mr. Cluck requested a copy of the Street Sweeping Services Contract because it was not previously provided to the Board members prior to the meeting. Upon discussion, Ms. Gority stated for the record that the City of Harrisburg chose not to respond to CRW's RFP for Street Sweeping Services.

The motion was unanimously approved.

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

F. Forest Management Services Agreement:

Motion: The Board authorizes the CEO and Chairperson, subject to legal review, to negotiate and execute a Forest Management Services Agreement with Appalachian Forestry Consultants. Year one costs shall not exceed \$270,000. Funding Source: Water #60504541-54104 – Wtr Engineering Services

The motion was unanimously approved.

A motion was made by Mr. Cluck, seconded by Mr. Kurowski, that the following items, be approved, by consent, Engineering Items G1., G2., G3. and G4.:

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

The motion was unanimously approved.

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

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

The motion was unanimously approved.

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

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

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

Ms. Maulhardt stated that bound copies of the final version of the Community Greening Plan would be provided to the Board members.

The motion was unanimously approved.

Operations:

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

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 #1GNDDT13X44K163467); 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

The motion was unanimously approved.

X. Board Comments: None.

XI. Public Comment - Non-Agenda Items: None.



XII. Adjournment:

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

CAPITAL REGION WATER

A handwritten signature in blue ink that reads "Darryl S. Waters". The signature is written in a cursive style and is positioned above a horizontal line.

Darryl S. Waters
Secretary