



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 (via speakerphone)
Garvey Presley, Jr.

Staff:

Shannon M. Gority, P.E., Chief Executive Officer
Jack Lausch, Director of Administration
David W. Stewart, P.E., Director of Engineering
Karen M. McKillip, Archivist
Tammie Sheaffer, Office Manager
Tanya Dierolf, Sustainability Manager
Andrew Bliss, Community Outreach Manager
Luis Gonzalez-Torres, GIS Analyst
Mike McFadden, Superintendent – Drinking Water
Jess Rosentel, Superintendent – Wastewater
Yuri Evans, GIS Manager
Sheri Berilla, Asset Manager

Consultants:

Ed Ellinger, P.E. (HRG)
Jamie Shambaugh, P.E. (Gannett Fleming)
Ted S. Ntwari, (Gannett Fleming)
John Aldrich, P.E. (CDM Smith, Inc.)
Randall L. Henne, P.E. (CDM Smith, Inc.)
Jeff Thompson, P.E. (WRA)
Herb Higginbotham, P.E. (AECOM)
Josh Parrish (The Nature Conservancy)
Charles R. Brodbeck, Esq. (Cohen & Grisby, P.C.)
Andrew C. Maher, Esq. (Cohen & Grisby, P.C.)
Frederick Douglas (Cosmos Technologies, Inc.)
Melvin T. Johnson (MT Johnson Group, LLC)

Others:

Rhonda Mays (Resident)
Josh Strauss (Blue Source) (via speakerphone for Carbon Development Presentation)

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

The meeting was called to order by Chairperson Kurowski at 6:15 PM.

Chairperson Kurowski noted that Board members Kurowski, Cluck, Skotedis and Presley were present and that Mr. Waters would be participating via conference call.

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 counsel involving potential claims relating to public contracting and with respect to a personnel matter.
- B.** The next Regular Meeting is scheduled for Wednesday, June 28, 2017 at 6:00 PM and is open to the public.

III. Presentations

Asset Management (Sheri Berilla) 6:16 - 6:38 PM.

Ms. Sheri Berilla, CRW's Asset Manager, provided the Board with an update on the Computerized Maintenance Management System (CMMS) of the Asset Management Program. She explained the process of how CRW has been identifying assets through collaboration of the GIS and Cityworks platforms.

Ms. Skotedis inquired if the Accounting Department will be able to integrate current Fixed Assets of record into the Asset Management Policy. Ms. Berilla noted that this issue has been discussed with accounting representatives, and Ms. Jenny Keller indicated that Ms. Berilla will be brought into the discussion at the time the Accounting Department gets to the point of implementing CRW's current Fixed Assets.

Ms. Berilla explained that the Asset Management Policy is a living document that will constantly be changed and updated. Upon inquiry, it was noted that the Asset Management Policy will be a document provided to the Board for endorsement in the near future.

Mr. Cluck asked if CRW could request a credit from EPA for all monies spent on the Asset Management Policy? Mr. Stewart answered yes.

Mr. Kurowski stated that CRW has spent a considerable amount of money on the GIS and questioned how much more money is expected to be spent on the Asset Management Program? Ms. Berilla stated that \$1.8M has already been identified for Asset Management over a five- (5) year period.

Carbon Development on the DeHart Property (Tanya Dierolf [CRW], Josh Parish [The Nature Conservancy] and Josh Strauss [Blue Source via speakerphone]) 6:38 - 7:14 PM.

Ms. Dierolf provided the Board with information for the establishment of a Carbon Development Project on the DeHart Property partnered with Blue Source and indicated that the Agreement would be a ten- (10) year Agreement between CRW and Blue Source. It was noted that The Nature Conservancy would not be a party to the Agreement.

She further noted that even though the Agreement would be for a period of ten (10) years, there is an additional provision for thirty (30) additional years for monitoring. She noted that a chart of revenue was included in the packet of information previously provided to the Board for review and to reveal the amount of money expected to be involved with the project.

She explained that CRW is under no legal obligation to enter into the Agreement, however, it had been the Board's previous intention to enter into a Carbon Development Project. The information has been provided to the Board in anticipation that the Agreement could be brought before the Board for approval at the June 28, 2017 Board meeting.

Messrs. Parrish and Strauss provided additional comments during the presentation.

Mr. Cluck asked if there was a potential downside risk to CRW entering into this Agreement where CRW could lose money? Mr. Strauss stated that there is a market and he feels it is very strong. Ms. Dierolf noted that all potential revenues would be split 50/50 between CRW and Blue Source and that the calculations are provided within the Issue Brief.

Ms. Skotedis stated that she is concerned about the additional thirty- (30) year period, and is not sure if she would be adequately prepared to vote on this issue at the June 28th meeting.

The next step would be for CRW to enter into the Agreement with Blue Source for a ten- (10) year Agreement, along with a separate Agreement with the American Carbon Registry. Ms. Dierolf noted that Serratelli Schiffman Brown, P.C. has not finished reviewing

the Agreement and questioned whether the Board members wished to take the next step of having the documents reviewed by legal counsel. The Board directed Ms. Dierolf to proceed with the legal review.

IV. Committee Reports

Budget and Finance Committee: Ms. Skotedis reported that she met with Dave Stewart regarding capital improvement projects and how to streamline reporting to the Board on a monthly basis. More information will come on this matter in the future.

Personnel Committee: Mr. Cluck reported that the Personnel Committee met on Monday, May 22nd. They reviewed an Agenda item and recommended the hiring of a Diversity Program Manager.

V. Staff Reports:

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

Ms. Gority provided additional highlights to the Management Report, including:

- She is very proud of the staff and the presentations provided to the Board tonight and over the past months. It shows how talented, dedicated and committed CRW's staff are to our mission and includes personnel that work behind the scenes who this Board often never sees.
- Thanks to Tom Czyzykowski, CRW's IT Manager. CRW's computers were successfully converted to Office 365. It was done over the weekend with minor hiccups and, at the same time, CRW remained clean of the Wannacry Ransomware attacks.
- A lot of work will be coming out of the last meeting regarding project reporting and project status updates, as CRW is working internally to develop an ease of reporting to the Board using various methods so stay tuned for future updates. CRW staff will be working to determine what methods the Board members want utilized to receive information.

Mr. Stewart provided additional highlights, including:

- A six- (6) hour meeting was held with PADEP and US EPA on May 23, 2017. Despite the negative comment letters received over the last six (6) to nine (9) months on CRW deliverables under the Partial Consent Decree, the meeting was very productive. CRW was expecting to be directed to increase the scope of work, but

they did not request any additional work. In fact, they were complimentary on what CRW is currently doing and asked how they could help.

- Mr. Cluck questioned if the Board could be provided with the letters from PADEP and US EPA? Mr. Stewart noted that all comment letters and CRW response letters have been made available to the Board through the ShareFile portal. Ms. Gority noted that this is an example of how there is a disconnect between staff and the Board on how information is provided.

Mr. Cluck asked what CRW is doing relative to the upcoming Arts Festival over Memorial Day weekend? Mr. Bliss stated that CRW will have our award winning water tap bar with free tastes available at the Arts Festival. Jump Street will be selling reusable water bottles as a fundraiser next to CRW's stand.

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

Minutes of Previous Meetings:

A motion was made by Mr. Cluck, seconded by Ms. Skotedis, that the Minutes of the May 2, 2017 Regular Meeting be approved as presented.

The motion was unanimously approved.

VI. Modifications or Deletions to the Agenda: None.

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

VIII. Old/New Business:

Executive:

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

A. Resolution No. 2017-083 – Adoption of Minimum Participation Levels for the Facility Signage Installation Project:

Motion: The Board approves Resolution No. 2017-083 which establishes the following minimum participation levels for the General Construction Contract for the Facility Signage Installation 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.

Administrative:

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

A. Request for New Position – Diversity Program Manager:

Motion: The Board authorizes the HR Manager to create and post the new position of Diversity Program Manager for the administration and management of CRW's Diversity and Inclusion (aka M/W/DBE) Plan. Funding Source: Administrative #10000501-50100 – Adm Salaries & Wages.

Mr. Cluck stated that CRW is looking to build capacity in the local community and to go “above and beyond” MPLs for our projects with our Diversity and Inclusion Plan. Ms. Skotedis asked whether the salary range is appropriate for the position. Mr. Cluck noted that the Personnel Committee confirmed that the salary range is spot on for a non-department head position.

Once the position is filled, the Personnel Committee will discuss what metrics and reports will be required to be provided to the Board. Ms. Skotedis agreed that the position is very necessary as CRW continues its pursuit of M/W/DBE participation and the solicitation of new personnel to join our CRW.

The motion was unanimously approved.

Engineering:

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

- A. Task Order 2017-13-01: Business Diversity Support with M.T. Johnson Group, LLC:**
Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-13-01 with M.T. Johnson Group, LLC to provide Business Diversity Support for the following projects: (1)AWTF Headworks Screening; (2) CRW Parks Improvements; (3) Water Main Project; (4) Water Services Center Generator Installation; (5) Water Services Center Plate Settler Project; (6) Sewer Line Replacement; (7) Front Street Pump Station Improvements; and (8) Chlorine Scrubber at \$3,460 for each project, as outlined in M. T. Johnson Group’s May 15, 2017 proposal in the amount not-to-exceed \$27,680. Funding Source: Services are budgeted and will be applied to each of the projects.
- B. Task Order 2017-11-01: Engineering Services - Current State of Buried Assets for Short-Term Capital Planning with GHD:**
Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-11-01 with GHD to review the current state of buried linear infrastructure assets and identifying assets recommended for short-term horizon investment, as outlined in GHD’s April 21, 2017 proposal in the amount not-to-exceed \$138,189. Funding Source: Water #60504541-54104 –Wtr Engineering Services and Wastewater #80504541-54104 – Ww Engineering Services.
- C. Task Order 2017-15-01: Engineering Services - Front Street Interceptor Rehabilitation with Whitman Requardt and Associates:**
Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-15-01 with Whitman Requardt and Associates (WRA) for design, bid and construction services for rehabilitation of the Front Street Interceptor, as outlined in WRA’s Scope of Work in the amount not-to-exceed \$97,036. Funding Source: Wastewater #80800801-80100-00059 – Ww Asylum Run Interceptor Improv.
- D. Task Order 2017-16-01: Engineering Services - Asylum Run Interceptor Rehabilitation with HRG Engineering:**
Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-16-01 with HRG Engineering for study, design, bid, and construction phase services for rehabilitation of the Asylum Run Interceptor, as outlined in HRG’s May 15, 2017 proposal in the amount not-to-exceed \$136,700. Funding Source: Wastewater #80800801-80100-00059 – Ww Asylum Run Interceptor Improv.

E. Task Order 2017-17-01: Engineering Services - Cameron Street Water Main Lining with HRG Engineering:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-17-01 with HRG Engineering for design, bid, and construction phase services for the lining of the water main in Cameron Street, as outlined in HRG's May 15, 2017 proposal in the amount not-to-exceed \$250,800. Funding Source: Water #60800801-80100-00015 – Wtr Water Main Replacement Eng.

F. Task Order 2017-19-01: Engineering Services - AWTF Primary Clarifiers Rehabilitation with Whitman Requardt and Associates:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-19-01 with Whitman Requardt and Associates (WRA) for design and bid phase services for rehabilitation of the Primary Clarifiers at the AWTF, as outlined in WRA's Scope of Work in the amount not-to-exceed \$372,525. Funding Source: Wastewater #80800801-80100-00024 – Ww Primary Clarifier Improvements

G. Recommendation of Award: AWTF Screening Project:

Motion: The Board authorizes the Director of Engineering's issuance of Notices of Award and subsequent execution of Contract Documents following receipt of insurance and bonds for the AWTF Headworks Screening Project as follows:

1. **General Contract:** Conewago Enterprises, Inc. in the amount of \$2,987,995.
2. **Electrical Contract:** Pagoda Electrical in the amount of \$308,143.
3. **HVAC Contract:** Garden Spot Mechanical in the amount of \$89,000.

Funding Source: Wastewater #80800801-80100-00019 – Ww Headworks Screening.

Mr. Stewart explained that Engineering Item E. was not originally budgeted as a 2017 Capital Improvement Project (CIP) however the work needs to be done this year, and that this is a good area to test the procedure for lining a water main.

Mr. Kurowski questioned if Engineering Item F. was a part of the recent renovations that were performed at the AWTF. Mr. Stewart stated that this work relates to the original 1950 design of the Advanced Wastewater Treatment Facility and was not incorporated as part of the renovations that were recently performed at the AWTF.

The motion was unanimously approved.

Operations:

A motion was made by Mr. Cluck, seconded by Mr. Kurowski, that the following items be approved by consent, Operations Items A1., A2. and A3.:

A. Purchase of Vehicles and Equipment for Wastewater:

Motion: The Board authorizes the CEO's procurement of the following vehicles for the Wastewater Division:

1. (G-55 and G-59) Two (2) F-150 XL Pickup Trucks for a total combined amount of \$60,042 from Keystone Ford.
2. (G-60) One (1) 2018 Peterbilt Dump Truck from A & H Equipment in the amount of \$115,434.
3. (G-61) One (1) Case 580 SN Backhoe with an Atlas Copco Breaker for a total combined amount of \$109,092.

Funding Source: Wastewater #80800804-80400-00027 – Ww Minor Capital.

It was noted that all of the equipment being requested to purchase are additions to the existing Wastewater fleet. As CRW has expanded its staff, we are now able to perform multiple repairs which now requires additional vehicles and equipment to be at multiple places at the same time to double our productivity.

The motion was unanimously approved.

IX. Board Comments:

Mr. Presley thanked Ms. Berilla and Ms. Dierolf for thorough presentations this evening and was happy to see Mr. Melvin Johnson present this evening.

Mr. Cluck stated that the recent events in Manchester, England bring the risk of terrorism to light as CRW does our best to protect our water resources. He offered prayers to the families and the victims that were affected.

He also noted that the Official Statement that was provided by Mr. Nowotarski has an Appendix E in the back that provides information relating to the Consulting Engineering Annual Report from October 2016 (CEAR) that reveals all of the projects that CRW is required to do relative to the Wastewater System. Ms. GORITY stated that a similar CEAR is provided in the fall of each year relative to CRW's Drinking Water System as well. The CEAR

specifically outlines all of the work that is recommended be included in future year budgets and Capital Improvement Plans.

Mr. Cluck also thanked Ms. Berilla and Ms. Dierolf for their presentations this evening.

Ms. Skotedis and Mr. Kurowski had no comments.


Ms. Waters also thanked the presenters this evening.

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

XI. Adjournment:

A motion was made by Mr. Cluck, seconded by Mr. Presley, for the Board to adjourn the meeting at 7:35 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Darryl S. Waters
Secretary