



Regular Meeting (6:00 PM)

In Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
Crystal A. Skotedis, CPA, CFE, Vice Chairperson/Treasurer
Garvey Presley, Jr., Secretary
Andrew M. Enders, Assistant Secretary/Treasurer

Staff:

David Nowotarski, CPA, Chief Financial Officer
Mike McFadden, Superintendent – Drinking Water
Joe Pezzino, Operations Supervisor – Drinking Water
Jess Rosentel, Superintendent – Wastewater
Karen McKillip, Archivist
Tammie Sheaffer, Office Manager
Andrew Bliss, Community Outreach Manager
Tremayne Terry, Diversity Program Manager
Tanya Dierolf, Sustainability Manager
Claire Maulhardt, City Beautiful H₂O Program Manager
Jeff Bowra, P.E., CRW Engineer
Sheri Berilla, Asset Manager
Randy Schaffer, Pretreatment Coordinator/Laboratory Supervisor

Consultants:

Scott Wyland, Esquire (Salzmann Hughes, P.C.)
Ed Ellinger, P.E. (HRG)
Jamie Shambaugh, P.E. (Gannett Fleming)
Jeff Thompson, P.E. (WRA)
Randall Henne, P.E. (CDM Smith, Inc.)

Others:

Matt Crow (Hazen & Sawyer)
Herb Higginbotham (HDR Engineering)
Nathan Walker (Wood)
Chuck Hanser (Arcadis)
Bill Packer (Harrisburg Resident)

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

The meeting was called to order by Chairperson Kurowski at 6:06 PM.

Chairperson Kurowski noted that Board members, Skotedis, Presley, and Enders were present, and Ms. Harris was unable to attend today's meeting.

II. Chairperson's Announcements:

- A.** The Regular Meeting scheduled for April 25, 2018 was cancelled.
- B.** Executive sessions under Section 708(a) of the Sunshine Act were held on Thursday, April 19, 2018 at 2:00 PM, Wednesday, April 25, 2018 at 2:00 PM and 3:30 PM, and on May 4, 2018 at 9:00 AM to discuss matters with general counsel regarding personnel.
- C.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:30 PM to discuss matters with general counsel regarding personnel matters.
- D.** The next Regular Meeting is scheduled for Wednesday, June 27, 2018 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania, and is open to the public.

III. Committee Reports:

Budget and Finance Committee: Ms. Skotedis reported that the Committee met earlier in the month and is in the process of developing a new Procurement Policy and Standard Operating Procedure (SOP) for purchasing with the new Procurement Manager. Recommendations will be brought to the Board in upcoming months, including training and the roll-out of the new Procurement Policy and procedures.

Additional policies and procedures under the Finance Committee will be brought to the Board as those issues are prioritized in the future.

Personnel and Administrative Committee: Ms. Skotedis reported that the Committee met earlier in the month and are reviewing additional Personnel Policies. The Committee will also be expanded to include additional responsibilities, so you will see Board action this evening to expand the Personnel Committee to include additional Administrative responsibilities, including IT, etc.

IV. Management Report:

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



Mr. Kurowski advised that both Messrs. Stewart and Lausch are not present this evening and asked if there were any questions.

Mr. McFadden introduced Mr. Joe Pezzino, Operations Supervisor, who replaced the retiring Raly Bey. The Board welcomed Mr. Pezzino.

There were no questions or comments from the Board members.

V. Minutes of Previous Meetings:

A motion was made by Mr. Enders, seconded by Ms. Skotedis, that the Minutes of the March 28, 2018 Regular Meeting be approved as presented.

The motion was unanimously approved.

VI. Modifications or Deletions to the Agenda: None.

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. 2018-080 – Establishment of 2018 Board Committees:

Motion: The Board approves Resolution No. 2018-080 which establishes the 2018 Board Committees and the Chairperson appoints Board members as follows:

- Budget and Finance Committee: J. Marc Kurowski and Crystal Skotedis;
- Personnel and Administrative Committee: Crystal Skotedis and Garvey Presley;
- Operations/Engineering Committee: J. Marc Kurowski and Alisa Harris;
- Legal/Risk Management Committee: Andrew Enders and Alisa Harris and Capital Region Water's General Counsel; and
- Public Outreach / M/W/DBE Committee: Andrew Enders and Alisa Harris.

The motion was unanimously approved.

Administrative:

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

A. Resolution Nos. 2018-054 through 2018-079 for Destruction of Records:

Motion: The Board approves Resolution Nos. 2018-054 through 2018-079 for destruction of records as detailed in Exhibit "A" of each Resolution.

The motion was unanimously approved.

Finance:

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

A. Resolution Nos. 2018-081 PENNVEST Application for Financial Assistance for the Front Street Pump Station Project:

Motion: The Board authorizes David Nowotarski, CFO, to execute all certifications and documentation required in connection with the Pennsylvania Infrastructure Investment Authority (PENNVEST) Financial Assistance Application in the amount of \$11,136,900, relative to the PENNVEST Loan Application for the Front Street Pump Station Project.

B. Resolution Nos. 2018-082 - Intent to Reimburse CRW's Sewer Revenue Fund Used to Construct Improvements to the Front Street Pump Station Project with Funds Received from PENNVEST:

Motion: Pursuant to Federal requirements set forth in 26 C.F.R. §1.150-2, Capital Region Water officially declares its intent to reimburse its Sewer Revenue Fund for the Project costs incurred with the proceeds of the Pennsylvania Infrastructure Investment Authority (PENNVEST) Debt Obligation up to the maximum principal amount of \$11,136,900, relative to the Front Street Pump Station Project. Monies shall be advanced from the Sewer Revenue Fund until the proceeds of the PENNVEST Debt Obligation are received.

C. Renewable Energy Credits Purchase and Sale Agreement:

Motion: The Board authorizes the Chairperson to execute the Renewable Energy Credits Purchase and Sale Agreement with Mint Energy LLC and related qualification as an eligible contract participant. Funding Source: N/A.

The motion was unanimously approved.

Engineering:

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved, Engineering Items A., B., C., D., E., F., G., H., I., J., K., L., M., N., O., P., Q. and S.:

A. Resolution No. 2018-083 – Agreement for Right-of-Way with Norfolk Southern Railway Company – Paxton Creek Interceptor Project:

Motion: The Board approves Resolution No. 2018-083 which authorizes the Director of Engineering to execute the Agreement for Right-of-Way with Norfolk Southern Railway Company relative to the Paxton Creek Interceptor Project.

B. Task Order 2016-17-06: Engineering Services for AWTF Primary Digester Rehabilitation Project – Construction Phase Services with WRA:

Motion: The Board ratifies the authorization of the Director of Engineering to execute Task Order 2016-17-06 with WRA, as outlined in WRA's Scope of Work, in an amount not-to-exceed \$1,119,040. Funding Source: Wastewater #80800801-80100-00020 – Ww Anaerobic Digester Roof Rep.

C. Task Order 2018-02-02: Engineering Services for WSC Fluoride Conversion Project with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-02-02 with Gannett Fleming, as outlined in Gannett Fleming's Proposal, dated May 11, 2018, in an amount not-to-exceed \$125,000. Funding Source: Water #60800801-80100-00092 – Wtr W Liquid Fluoride Chem Feed Sy.

D. Task Order 2018-08-01: Engineering Services for Wastewater Collection System Asset Management Plan with KCI:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-08-01 with KCI, as outlined in KCI's Proposal, dated May 4, 2018, in an amount not-to-exceed \$117,944. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services.

- E. Task Order 2018-10-01: Engineering Services for Water Main Condition Assessment Pilot with KCI:**
Motion: The Board ratifies the authorization of the Director of Engineering to execute Task Order 2018-10-01 with KCI, as outlined in KCI's Proposal, dated April 13, 2018, in an amount not-to-exceed \$65,740. Funding Source: Water #60504541-54104 – Wtr Engineering Services.
- F. Task Order 2018-12-01: Engineering Services for Cityworks Support with KCI:**
Motion: The Board ratifies the authorization of the Director of Engineering to execute Task Order 2018-12-01 with KCI, as outlined in KCI's Proposal, dated April 17, 2018, in an amount not-to-exceed \$69,020. Funding Source: Water #60504541-54104 – Wtr Engineering Services; and Wastewater #80504541-54104 – Ww Engineering Services.
- G. Task Order 2018-13-01: Engineering Services for Private GSI Program Analysis with AKRF:**
Motion: The Board ratifies the authorization of the Director of Engineering to execute Task Order 2018-13-01 with AKRF, as outlined in AKRF's Proposal, dated March 22, 2018, in an amount not-to-exceed \$34,600. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services.
- H. Task Order 2018-14-01: Engineering Services for Front Street Pump Station Upgrade Project – Second Opinion Project Review with Gannett Fleming:**
Motion: The Board ratifies the authorization of the Director of Engineering to execute Task Order 2018-14-01 with Gannett Fleming in an amount not-to-exceed \$10,200. Funding Source: Wastewater #80800801-80100-00025 – Ww Front Street Pump Sta Design/Co.
- I. Task Order 2018-16-01: Engineering Services for Energy Management Improvements with JMT (Drinking Water):**
Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-16-01 with JMT, as outlined in JMT's Project Scope Memo, dated May 10, 2018, in an amount not-to-exceed \$16,000. Funding Source: Water #60504541-54104 – Wtr Engineering Services.
- J. Task Order 2018-17-01: Engineering Services for Energy Management Improvements for with JMT (Wastewater):**
Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-17-01 with JMT, as outlined in JMT's Project Scope Memo, dated May 10, 2018, in an amount not-to-exceed \$49,000. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services.

- K. Select Park/Playground Renovation Project – Cloverly Heights Park – Change Order No. 1:**
Motion: The Board ratifies the authorization of the Director of Engineering to execute Change Order No. 1 with Mid-State Paving, LLC in the amount of \$750. Funding Source: Wastewater #80800801-80100-00085 – Ww 2018 City Parks GSI.
- L. Select Park/Playground Renovation Project – Norwood & Holly Park – Change Order No. 1:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Rogele, Inc. in the amount of \$3,336.96. Funding Source: Wastewater #80800801-80100-00085 – Ww 2018 City Parks GSI.
- M. 2017 Sewer Replacement Project – Final Change Order No. 1:**
Motion: The Board authorizes the Director of Engineering to execute Final Change Order No. 1 with Wexcon, Inc. in the amount of \$52,923.34 to adjust final project costs. Funding Source: Wastewater #80800801-80100-00026 – Ww Collection System MS4 Reha.
- N. WSC Plate Settlers Installation Project - Change Order No. 1:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Lobar, Inc. in the amount of \$1,495.87. Funding Source: Water #60800801-80100-00009 – Wtr WSC Tube Settler Replaceme.
- O. AWTF Headworks Screening Project - Change Order No. 3G:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 3G with Conewago Enterprises, Inc. in the amount of \$20,820.65. Funding Source: Wastewater #80800801-80100-00019 – Ww Headworks Screen Design/Con.
- P. AWTF Headworks Screening Project - Change Order No. 4G:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 4G with Conewago Enterprises, Inc. in the amount of \$127,479.20 and 37 additional days. Funding Source: Wastewater #80800801-80100-00019 – Ww Headworks Screen Design/Con.
- Q. Upper Reservoir Rehabilitation Project - Change Order No. 1:**
Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Proshot Concrete, Inc. for a net credit in the amount of \$44,566. Funding Source: Water #60800801-80100-00014 – Wtr Line/Rehabilitate Upper Re.

S. DeHart Property Boundary Survey – Scope and Fee Amendment:

Motion: The Board ratifies the authorization of the Director of Engineering to execute the additional work scope and fee amendment for the boundary survey of the DeHart Property with JMT in an amount not-to-exceed \$24,102.24. 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 R.:

R. Cameron Street Water Main Lining Project – 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 Cameron Street Water Main Lining Project in the amount of \$1,937,114, as outlined in Michels Corporation Bid Package, dated May 11, 2018. Funding Source: Water #60800801-80100-00081 – Wtr W Cameron Street Water Main Li.

Mr. Presley questioned Mr. Terry as to the amount of M/W/DBE participation on the Cameron Street Water Main Lining Project. Mr. Terry stated that the majority of the participation is through an MBE contractor through traffic control.

Mr. Kurowski questioned whether this same MBE contractor would be able to bid on other CRW projects involving traffic control for future projects and the answer was yes.

The motion was unanimously approved.

Operations:

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

A. Project Number 2018-201 Uniforms:

Motion: The Board ratifies the authorization of the Controller to issue a letter awarding Project Number 2018-201 Uniforms, and for the Chairperson to execute the Agreement with Clemens Cleaning, Inc. dba Clemens Uniform in the not-to-exceed annual amount of \$35,000. Funding Source: Water #60221510-51009 - Wtr Water Distribution

Uniforms, Water #60231510-51009 - Wtr Water Treatment Uniforms, and Wastewater #80211510-51009 - Ww Wastewater Management Uniforms.

The motion was unanimously approved.

[Sheri Berilla arrived at 6:19 PM]

[Claire Maulhardt arrived at 6:20 PM]

IX. Board Comments:

Mr. Enders – no comments.

Mr. Presley congratulated the Finance Department for obtaining an A+ rating from Standard & Poor's. Mr. Presley also commended the Water Division for their hard work in locating and repairing leak detections resulting in substantial savings of lost water revenue for CRW.

Ms. Skotedis – no comments.

Mr. Kurowski thanked the Water Division for their hard work in this year's Hydrant Flushing Project.

He also commended the Finance Department for the A+ Bond Rating received from Standard & Poor's.

X. Public Comment - Non-Agenda Items:

Mr. Bill Packer, 233 Hampton Street, Harrisburg, Pennsylvania came to address the Board on the issue of inadequate street sweeping on Green Street. He stated that the street sweepers are going too fast which is creating a lot of dust, but not picking up debris. He stated that he has made comments via email but has not heard back from the company. He questioned if any spot checks could be performed on the area to check on his concern.


Board members thanked Mr. Packer and noted that the issue will be checked into.



XI. Adjournment:

A motion made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 6:25 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Secretary