



## **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  
Alisa E. Harris

#### 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  
Joe Pezzino, Operations Supervisor – Drinking Water  
Jess Rosentel, Superintendent – Wastewater  
Karen McKillip, Archivist  
Tammie Sheaffer, Office Manager  
Renee Kolacek, Human Resources Manager  
Andrew Bliss, Community Outreach Manager  
Tremayne Terry, Diversity Program Manager  
Tanya Dierolf, Sustainability Manager  
Claire Maulhardt, City Beautiful H<sub>2</sub>O Program Manager  
Sheri Berilla, Asset Manager  
Joseph Ritchey, Risk Manager  
Randy Schaffer, Pretreatment Coordinator/Laboratory Supervisor

#### Consultants:

Scott Wyland, Esquire (Salzmann Hughes, P.C.)  
Ed Ellinger, P.E. (HRG)  
Mike Mehaffey, P.E. (Gannett Fleming)  
Jeff Thompson, P.E. (WRA)  
Randall Henne, P.E. (CDM Smith, Inc.)  
Chuck Hauser (Arcadis)  
Melvin Johnson (MT Johnson Group, LLC)

#### Others:

Herb Higginbotham (HDR Engineering)  
Nathan Walker (Wood)  
Shannon Gority (Raindrop to River Consulting)  
Bill Cluck (Harrisburg Resident)



James S. Brown (Browns Building Services, LLC)  
James White (White Painting)  
Karl Singleton (Pennsylvania Diversity Council)

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

The meeting was called to order by Chairperson Kurowski at 6:16 PM.

Chairperson Kurowski noted that all Board members were present for today's meeting.

**II. Chairperson's Announcements:**

- A.** 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 and potential litigation.
- B.** The next Regular Meeting is scheduled for Wednesday, July 25, 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 has not met over the last month but is scheduled to meet on June 28, 2018.

**Personnel and Administrative Committee:** Ms. Skotedis reported that the Committee met with personnel and Administration and continues to work on employee policies and procedures.

**Operations/Engineering Committee:** Mr. Kurowski reported that the Committee had not met during the month of June but will begin regularly scheduled meetings beginning in July.

**Legal/Risk Management Committee:** Mr. Enders reported that the Committee had not met during the month of June, but he has been in contact with Mr. Ritchey and will begin regularly scheduled meetings beginning in July.

**Public Outreach / M/W/DBE Committee:** Mr. Enders reported that he had a positive conversation with Mr. Terry today regarding the M/W/DBE Program. More to come once regularly scheduled meetings are held beginning in July.

Ms. Harris thanked the general and subcontractors who recently attended CRW's M/W/DBE contractor event on June 1, 2018 to bring parties and certification agencies together to discuss how CRW can obtain more M/W/DBE work within CRW's Capital Improvement Projects. She encouraged anyone who wants to provide recommendations on how we can make these types of events more productive, to reach out to CRW's staff members.

#### **IV. Management Report:**

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

Each Board member was asked, but there were no questions or comments.

#### **V. Minutes of Previous Meetings:**

A motion was made by Mr. Enders, seconded by Ms. Skotedis, that the Minutes of the May 23, 2018 Regular Meeting be approved as presented.

The motion was unanimously approved.

#### **VI. Modifications or Deletions to the Agenda:**

Finance, Items B. and C. and Engineering, Item I. were removed from tonight's Agenda for further discussion:

##### **Finance:**

#### **B. FY2018 Water and Wastewater Consulting Engineer's Annual Reports (CEARs):**

**Motion:** The Board authorizes the CFO to approve the engagement of Arcadis to prepare the FY2018 CEARs for both the Water and Wastewater systems, as outlined in Arcadis' Proposal, dated May 1, 2018, in the amount not to exceed \$50,000. Water #60504541 54106 – Wtr Rate Study and CEAR Fees and Wastewater #80504541-54106 – Ww Rate Study and CEAR Fees.

#### **C. 2019 Water and Wastewater Rate Study:**

**Motion:** The Board authorizes the CFO to approve the engagement of Raftelis to prepare a 2019 Water and Wastewater Rate Study, as outlined in Raftelis' Proposal, dated March 2, 2018, in the amount not to exceed \$73,000. Water #60504541-54106 –

Wtr Rate Study and CEAR Fees and Wastewater #80504541-54106 – Ww Rate Study and CEAR Fees.

**Engineering:**

**I. Professional Services for Digester Gas/Combined Heat and Power Evaluation:**

**Motion:** The Board authorizes the Director of Engineering to engage the professional services of Arcadis to conduct a digester gas and combined heat and power evaluation in an amount not-to-exceed \$173,947. Funding Source: Wastewater #80800801-80100-00023 – Ww Cogeneration Improvements St.

Also, Engineering, Item G. dollar amount of the Change Order should read (\$32,947.51) rather than (\$37,447.51).

**VII. Public Comment - Agenda Items (3 Minutes):**

Bill Cluck, City Resident, asked (1) who are the two customers referred to in the June Management Report as illegally bypassing CRW's water meters; (2) has CRW reported the theft of services to the District Attorney for prosecution; and (3) is there a dollar amount attributed to Engineering, Item E. – Change Order No. 1 for the Paxton Creek Interceptor Rehabilitation Project.

Mr. McFadden stated that he does not have the names of the two customers for tonight's meeting, but stated that during the calibration of meters, staff members occasionally run into issues where customers are not in compliance. CRW's service workers then follow-up with Customer Service. Mr. McFadden is not aware of the outcome after the initial notification to Customer Service. Mr. Wyland stated that he will discuss the matter with Mr. Cluck after the meeting. The question is whether CRW follows up with law enforcement when there is a theft of service, and how much customer information should be made available to the public upon inquiry due to customer confidentiality.

The issue of the amount of the Change Order will be addressed during the part of the meeting when the Change Order comes up for approval.

**VIII. Old/New Business:**

**Finance:**

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

**A. H2O PA Program Grant C000051333 Audit:**

**Motion:** The Board ratifies the CFO's execution of the Engagement Letter with Maher Duessel, dated May 1, 2018, to perform the H2O PA Program Grant Audit in an amount not-to-exceed \$2,000. Funding Source: Wastewater #80504541-54102 - Ww Audit/Accounting Fees.

The motion was unanimously approved.

**Engineering:**

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

**A. Resolution No. 2018-084 - Settlement Agreement and Release with ProRank Business Solutions, LLC:**

**Motion:** The Board approves Resolution No. 2018-084 which rescinds the previous authorization of its intent to enter into an Agreement for Professional Services with ProRank Business Solutions, LLC on March 29, 2017, and ratifies the execution of a Settlement Agreement and Release between Capital Region Water and ProRank Business Solutions, LLC, which Settlement Agreement shall be attached hereto and incorporated herein as Exhibit "A".

The motion was unanimously approved.

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

**B. Task Order 2016-24-03: Engineering Services for Parks GSI Design at 4<sup>th</sup> and Dauphin with WRT:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2016-24-03 with WRT, as outlined in WRT's Proposal, dated June 18, 2018, in an amount

not-to-exceed \$85,000. Funding Source: Wastewater #80800801-80100-0085 – Ww 2018 City Parks GSI.

Upon inquiry by Mr. Kurowski, Mr. Stewart noted that this is CRW's fifth Park Project. There are currently four Park Projects under construction, and this is a joint project with the City of Harrisburg.

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 2018-18-01: Engineering Services for Front Street Interceptor Rehabilitation Phase II with WRA:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2018-18-01 with WRA, as outlined in WRA's Proposal, in an amount not-to-exceed \$329,322. Funding Source: Wastewater #80800801-80100-00029 – Ww Interceptor Rehabilitation.

Upon inquiry by Mr. Kurowski, Mr. Stewart noted that this is a Consent Decree project. Construction is expected to be bid in March 2019.

The motion was unanimously approved.

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

**D. Task Order 2018-19-01: Engineering Services for GSI Program Development Support with AKRF:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2018-19-01 with AKRF, as outlined in AKRF's Proposal, dated June 17, 2018, in an amount not-to-exceed \$299,600. Funding Source: Wastewater #80800801-80100-00070 – Ww GSI Design – PROF 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 E.:

**E. Paxton Creek Interceptor Rehabilitation Project – Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 1 with Northeast Remsco Construction, Inc. to add unit price items 56-65. Funding Source: Wastewater #80800801-80100-00028 – Ww Paxton Creek Interceptor Re.

Mr. Stewart explained that initially CRW began the project cleaning existing pipes. Once the pipes were evaluated, it was found that a lot of the pipes were in very bad shape. There isn't an exact dollar amount attributed to this Change Order as the pricing reflects repair of the pipe based on LF or LB per unit. The contractor must first identify the repairs needed, the costs are then evaluated by CRW's consultant and brought to CRW's in-house staff and evaluated prior to any action being taken by the contractor before any work is approved. CRW's has performed its due diligence to avoid potential costs that could reach over \$20,000/per day. Evaluation and cost analysis prove that it is still more cost-effective for CRW to repair the sections of pipe before they are lined, than to replace the pipe.

The motion was unanimously approved.

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

**F. WSC Plate Settlers Installation Project – Change Order No. 2:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 2 with Lobar, Inc. in the amount of \$7,142.42. Funding Source: Water #60800801-80100-00009 – Wtr WSC Tube Settler Replaceme.

Mr. Presley inquired whether Lobar, Inc. was able to acquire any additional M/W/DBE participation on this project yet? Mr. Terry advised that to date, Lobar, Inc. was not able to increase their M/W/DBE participation.

The motion was approved by majority vote with Mr. Presley opposed to the motion.

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

**G. 2017 Water System Improvements Project – Change Order No. 3 (FINAL):**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 3 (FINAL) with Rogele, Inc. in the amount of (\$32,947.51) to adjust the final project costs. Funding Source: Water #60800801-80100-00015 – Wtr Water Main Replacement Eng.

The motion was unanimously approved.

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

**H. Select Park/Playground Renovation Project – Norwood & Holly Park – Amendment to Recommendation of Award:**

**Motion:** The Board originally authorized the issuance of a Notice of Intent to Award to Rogele, Inc. relative to the Select Park/Playground Renovation Project – Norwood & Holly Park in the amount of \$83,343. Subsequent to the Director of Engineering's execution of the Contract Documents with Rogele, Inc., the contract amount was increased to be awarded in the amount of \$85,652.50. This motion is made to memorialize the change in the contract amount previously recommended for award at the January 24, 2018 Board meeting. Funding Source: Wastewater #80800801-80100-00085 – Ww 2018 City Parks GSI.

The motion was unanimously approved.

[James White arrived at 6:25 PM]

**IX. Board Comments:**

There were no comments from Board members Harris and Enders.

Mr. Presley congratulated the Wastewater Division for the number of inlets that have been cleaned to date. He also asked if the five sinkholes that were reported on the Management Report are natural sinkholes or the result of CRW's infrastructure? Mr. Rosentel noted that sinkholes are described as a depression in the street. There were a variety of depressions reported to Customer Service this past month which CRW investigated and addressed. Some sinkholes were identified as CRW's and some were merely investigated.

Ms. Skotedis reported that she is currently participating on two committees and a lot of sub-committee meetings have emerged from the new committee process and she appreciates the responses being received from all who have been asked to contribute their input.



Mr. Kurowski reported that the Board is conducting second interviews for the CEO position and expects to extend an offer in the very near future.

He also reported that Jack Lausch, CRW's Director of Administration, tendered his resignation to retire from CRW after 9-½ years of service. The Board and staff thanked Mr. Lausch for his dedication and years of service and presented an engraved award in appreciation of his service to CRW.

**X. Public Comment - Non-Agenda Items:**

Ms. Shannon Gority, Mid-Town resident, thanked CRW for their continued improvements to Harrisburg's water and sewer infrastructure but noted that CRW's customer base is not expanding. In the meantime, neighboring community, Borough of Steelton, struggles with their water and sewer systems and maintenance of their rates that are affordable to their ratepayers. She asked the Board "What has CRW done to investigate the possibility of combining the Borough of Steelton's water and sewer systems with CRW's to see if there are any mutual benefits?"

Mr. Karl Singleton, Fulton Street resident and representing the Pennsylvania Diversity Coalition, stated that the Pennsylvania Diversity Coalition remains committed to working with CRW to assist in pursuit of M/W/DBE participation. He commended Mr. Terry on his efforts on behalf of CRW.

Mr. James Brown, Paxton Street resident and local MBE contractor, spoke in regard to his concern on the low percentage of M/W/DBE participation on CRW's capital improvements projects. He stated that his company was originally committed to a contract on the Upper Reservoir Project and was recently let go without explanation. He asked who is responsible for the enforcement of M/W/DBE participation on CRW's capital improvement projects?

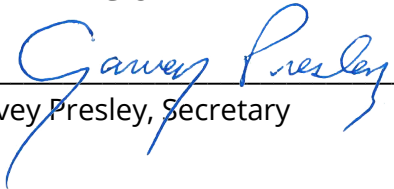
Mr. James White, Paxton Street resident and local MBE Consultant and Estimator, indicated that he too has come before CRW's Board to inquire who is enforcing CRW's contractor's commitments for boots on the ground? He asked if CRW's Board intends to do anything about the contractor relative to the Upper Reservoir Project that recently released a MBE contractor they had committed to before the contractor was able to perform any work. He stated that he questions the integrity of CRW and stated CRW appears to be creating an illusion of inclusion.



**XI. Adjournment:**

A motion made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 6:59 PM. The motion was unanimously approved.

CAPITAL REGION WATER

  
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Garvey Presley, Secretary