



Monthly Management Report

CRW Directors and Staff

November 2018

As of November 21, 2018

Ensure Financial Stability	
Reconciled Bank Account Balances	<i>Refer to attached Reconciled Bank Account Balances as of 10/31/2018.</i>
Monthly Financial Statements	<i>Provided separately to Board of Directors.</i>
AP Check Reconciliation Register	<i>Provided separately to Board of Directors.</i>
2016 and 2017 Capital Improvement Projects for Drinking Water	<i>Provided separately to Board of Directors.</i>
2016 and 2017 Capital Improvement Projects for Wastewater	<i>Provided separately to Board of Directors.</i>
2019 Budget	2019 Budget and Rate Study Drafts are complete. The Budget Hearing presentation, originally scheduled for 11/15/2018 was postponed to 11/20/2018 due to inclement weather. Bond Indentures require Budget adoption no later than 12/1/2018.
Financing	PENNVEST loan for \$11.1M will close on 11/20/2018
Staffing Update	CRW is interviewing candidates for the position of CFO.
Procurement	Pcard Program is in place, with rollout to operations staff completed on 11/14/2018. Rollout to Admin staff to be completed before year end.
	Centralized and Decentralized requisition process training is underway. Water Operations training occurred on 11/19/18. Wastewater training scheduled for the last week of November.
Munis Upgrade	Due to time constraints, the Munis upgrade to 11.3 has been postponed to January 2019. Once complete, the Finance team will begin optimization of modules.
Grant Management	<i>Refer to attached Grant Management Report.</i>
Ensure Revenues are Consistent with System Usage	
Water Shutoffs	Drinking Water Division staff performed 102 water shutoffs for non-payment. Water was restored to 46 properties.
Repair/Replace Meters/MXUs/Batteries	Drinking Water Division staff replaced 23 water meters, 8 batteries, and 16 MXUs.
Reduce Wet Weather Impacts to Infrastructure, Community, and Receiving Waters	
Negotiate with PADEP/US EPA/DOJ on Past and Future Practices	No update.
Develop Necessary Planning for Implementation of Green Infrastructure	No update.
Joint Pollutant Reduction Plan - Collaborate with Suburban Partners on MS4	No update.
Obtain and Comply with Individual MS4 Permit	No update.

Operate Facilities with a High Standard of Care	
Permit Compliance	The Drinking Water Division met all Primary and Secondary Safe Drinking Water Act required permit parameters for the month.
	AWTF met all required NPDES monthly permit parameters in October. Three Dry Weather Overflows were reported. Details are provided in the Wastewater Division Monthly Report.
Notice of Violations (NOVs)	No violations were received by the Water Division for the month of October.
	No violations were received by the Wastewater Division for the month of October.
Preventive Maintenance	The Drinking Water Division Maintenance Department conducted all scheduled preventative maintenance for the month to the Treatment Plant equipment. Other facility maintenance activities are outlined within the Drinking Water Division Monthly Report.
	Wastewater Field Operations completed its semi-annual preventative maintenance and cleaning of 50 CSO structures in October. All other regularly scheduled preventative maintenance was completed.
CCTV	Wastewater crews flushed 4,820 LF of pipe and performed CCTV assessment of 13,457 LF (2.5 miles) of sewer mains during the month of October.
Incident Response	The Drinking Water Distribution Department did not have any emergency main breaks to respond to, but addressed several customer / contractor emergencies throughout the month.
	Wastewater responded to six customer back-up complaints during the month of October. CRW was found to be responsible for none.
GIS	Provided the City of Harrisburg and Fire Department CRW's Water Hydrant GIS layer for their use. Fire Department to provide CRW with its historic flow rates to include in CRW's data. Trained in 1MARK PA One Call ticketing system in order to begin completion of all "Design" one calls. Completed typical sewer edits to the GIS mapping based on staff field investigations utilizing the Cityworks interface. Completed data edits in the GIS database to accommodate future in-house sewer inlet inspections, as well as inspections of any manholes that were missed in previous contracted inspections.
Cityworks	Work continues for the Cityworks plant implementation, and updated the schedule of go-live for January 2019. One-on-one meetings were held with maintenance and operations supervisors to discuss preventative maintenance schedules.
Asset Management	<p>Water Main Condition Assessment Pilot:</p> <ul style="list-style-type: none"> • 10/09/2018 through 10/12/2018 Field testing of acoustic technology on approximately 2.5 miles of pipe was successfully completed. The testing included pipes ranging in size from 6-inch to 16-inch at nine different sites within the City. The data set and report are expected in November. • 10/24/2018 and 10/25/2018 Field testing of ultrasonic technology was attempted at four sites, Phase 1. Tuberculation at three of the sites made it impossible for the equipment to be deployed. At the fourth site, deployment was made and limited data was captured due to technical difficulties. CRW is currently reviewing Phase 2 options. <p>Collection System Asset Management Plan - Workshop was held on 10/29/2018 to define CRW's lifecycle management strategy groups. This will spell out CRW's desired approach for maintaining and renewing the Collection System Assets based on material, diameter, type, age and risk.</p> <p>Recruitment for the Data/GIS Analyst has been completed and offer was made and accepted. The Data/GIS Analyst is scheduled to start in December 2018.</p>
Development Review Summary	<i>No update.</i>

Undertake Capital Improvement Projects - Refer to attached Capital Improvement Projects Report	
Professional Services	<p>Recommend Board Approval of the following Task Orders and Change Orders:</p> <ul style="list-style-type: none"> • AWTF Primary Digester Rehabilitation Project - Change Order No. 1 with Eastern Environmental Contractors, Inc. • AWTF Headworks Screening Project - Change Order No. 1H with Garden Spot Mechanical, Inc. • AWTF Headworks Screening Project - Change Order No. 3E with Pagoda Electrical, Inc. • AWTF Headworks Screening Project - Change Order No. 7G with Conewago Enterprises, Inc. • Paxton Creek Interceptor Rehabilitation Project - Change Order No. 3 with Northeast Remsco Construction, Inc. • WSC Emergency Generator Installation Project - Change Order No. 4 with Pagoda Electrical, Inc. • 2018 Water System Improvements Project - Change Order No. 1 with Wexcon, Inc. • Summit Terrace Green Neighborhood - Final Change Order No. 1 with Shiloh Paving & Excavating Inc. • Select Park/Playground Renovation Project - Penn & Sayford Park - Change Order No. 3 with Farhat Excavating, LLC. • Select Park/Playground Renovation Project - Cloverly Heights Park - Change Order No. 4 with Mid-State Paving, LLC. • Select Park/Playground Renovation Project - Royal Terrace Park - Change Order Nos. 1 and 2 with Rogele, Inc. • Select Park/Playground Renovation Project - Norwood & Holly Park - Change Order No. 2 with Rogele, Inc. • Task Order 2016-24-02: Engineering Services - Parks GSI Construction Services - Amendment No. 1 with Wallace, Roberts & Todd. • Task Order 2017-25-02: Professional Services - 3rd Street Multi-Modal with Wallace Montgomery & Associates, LLP - Supplement No. 1. • Task Order 2018-23-01: Engineering Services - Front Street Pump Station Improvements Project - Construction Phase Services with WRA. • Task Order 2018-23-02: Engineering Services - Front Street Pump Station Improvements Project - Construction Phase Services with JMT. • Task Order 2018-24-01: Engineering Services - 2019 Water System Improvements Project with Gannett Fleming. • Professional Services for AWTF Headworks Screening Project - Amendment No. 4 with GHD. • Professional Services for Digester Gas/Combined Heat and Power Evaluation with ARCADIS.
AWTF Headworks Screening	Substantial Completion was issued on 10/17/2018. Punch list items will be completed by December.
AWTF Primary Digesters Rehabilitation	Demolition work continues on Primary Digester No. 2.
AWTF Primary Clarifiers Rehabilitation	No update.
Front Street Pumping Station Improvements	The pre-construction meeting was held on 11/19/2018.
2018 Water Main Replacement	The contractor continues work on Front Street and will complete pipe work in December.
2019 Water Main Replacement	No update.
2019 Street Restoration	18 Street cuts located in state roads must be restored and will be put out to bid in January 2019.
WSC Generator Installation	No update.
WSC Chlorine Scrubber Installation	The pre-construction meeting was held 10/31/2018.
WSC Fluoride Conversion	The project has been advertised and bids are due 12/7/2018.
Cameron Street Water Main Lining	No update.
Upper Reservoir Inspection/Rehab	Work continues in the East Reservoir and will be complete in December 2018.
2019 Sewer Replacement	No update.
Market Street Sewer Replacement	Pipe lining work continues and the project is expected to be completed in December.

Undertake Renewal and Replacement Projects	
Paxton Creek Interceptor Rehabilitation	CRW determined that we need to terminate work under this contract and the work will conclude once Northeast Remsco Construction has completed the pipe sections they have partially started. No additional pipe repair will be started on new sections of pipe. Retained JMT to perform additional evaluation to establish a revised approach.
Arsenal Boulevard Sewer Improvements	No update.
Front Street Interceptor Rehabilitation - Phase 1	Utility conflicts are affecting progress. We are waiting on costs from the contractor to perform the work with changed conditions.
Front Street Interceptor Rehabilitation - Phase 2	No update.
Asylum Run Interceptor Rehabilitation	One manhole remains to be lined and is expected to be complete by the end of November 2018.
Water Facility Maintenance	Water Division Distribution Department facilitated the Front Street Water Line Replacement Project, the replacement of a 1904 water main, by turning valves, flushing lines, and testing water. Staff also oversaw the Water Main Condition Assessment Pilot to identify future main replacements.
Wastewater Facility Maintenance	Facility Maintenance performed repairs to various process units and pump stations in October, but focused heavily on the annual retubing of Heat Exchanger No. 2 at the Primary Digester. A comprehensive list of completed projects can be found in the Wastewater Division Monthly Report for October.
Sinkhole Program	Investigated four reported sinkholes in October and made remediations to several sites that were previously reported.
Inlet Cleaning	Wastewater Field Operations cleaned 138 stormwater inlets in October.

Operate as an Efficient, Sustainable and Resilient Water Utility	
DeHart Property Stewardship	Final field work is underway for completion and recording of the Boundary Survey to aid in the final round of the Conservation Easement. Department of Defense funding request has been made on behalf of CRW. Review of an Erosion & Sedimentation Control Plan, as well as a Activity Hazard Analysis, is underway for an upcoming timber harvest. Pre-harvest field meeting is scheduled for 11/21/2018.
Sustainability	Fall Source Water Collaborative Meeting was hosted on 11/02/2018. The primary topic was Emergency Response. Development of four Energy Conservation Measures to modify AWTF operations are underway.
Internal Communications	No update.

Inform and Listen to Customers and Encourage Stewardship of our Systems	
Media Relations	No update.
Community Relations	<p>Community Ambassador Meeting: Community Ambassador Meeting scheduled for 11/21/2018 to summarize the Draft Budget Presentation from the 11/20/2018 Special Board Meeting.</p> <p>Community Events: CRW attended and provided information at the following events:</p> <ul style="list-style-type: none"> • Harrisburg City Council's Pre-Trick or Treat Night on 10/24/2018; • Bethesda Mission's Fall Fest on 10/27/2018; • YMCA's Harrisburg Marathon on 11/11/2018; and • Litter cleanup was held on 11/20/2018. <p>Tours: Facility tours were given to the following organizations on:</p> <ul style="list-style-type: none"> • River Rock Academy students on 10/24/2018; • John Harris High School students on 10/25/2018; • Thadeus Stevens College students on 11/5/2018; • YMCA Teen Achievers on 11/10/2018; and • Messiah College students on 11/14/2018. <p>CBH₂O: Block parties were held at Royal Terrace and Bailey Street Green Infrastructure Projects on 11/3/2018. Both were well attended and received by the Summit Terrace Neighborhood Association.</p>
Public Communications	December communications will focus on encouraging customers to protect their plumbing for Winter, budget and rates, and construction updates.
K2Career Pipeline	A re-Kick off meeting was held on 11/1/2018 with project partners. Several follow-up meetings are to be held before 12/15/2018.

Office Management	<p>Document/Records Management: Resolution Nos. 2018-101 through 2018-115 are on the 11/28/2018 Regular Meeting Agenda for Board approval authorizing Destruction of Records.</p> <p>Standard Operating Procedures: Collaborated with Customer Service and Billing Manager to document the Customer Utility Procedures process.</p> <p>Street/Sidewalk-Cut Permits: Four new water-related street-cut permit requests from separate contractors were processed from the Harrisburg City Engineer. Awaiting receipt of photo documentation from contractors of finished restorations for nine Drinking Water and five Wastewater outstanding permits so final inspections by CRW can be completed. Official notification emails and letters for restorations that failed to meet specifications outlined in the City of Harrisburg Procedures Manual & Standard Specifications for Street Cut Permits, or the contractor did not schedule to have their restoration inspected by CRW, were sent on 11/5/2018 to one contractor for three Wastewater cuts and 10 contractors for Drinking Water cuts requesting that they respond to the respective Supervisor within 48 hours (two-days). Responses received to date include:</p> <p><u>Drinking Water:</u></p> <ul style="list-style-type: none"> - ConstruXX, Inc. made satisfactory restorations on the three failed inspections and the Permits have been closed. - Green Earth Technologies Group, LLC, Wohlsen Construction, Murray Plumbing and HL Bowman, Inc., contacted Maynard Gardner and scheduled restorations of the streets. - Big Brother Plumbing, Mentzer Excavating, LLC and C & R Excavating failed to contact Maynard Gardner and have been disqualified from performing future street/sidewalk cuts for CRW. <p><u>Wastewater:</u></p> <ul style="list-style-type: none"> - Dilks Plumbing/Roto-Rooter successfully restored one but have not restored the remaining two so they have been disqualified from performing future street/sidewalk cuts for CRW.
Diversity	<ul style="list-style-type: none"> • 10/14/2018 Greater HBG NAACP Freedom Fund • 10/16/2018 Contractor Information Workshop • 10/17/2018 2019 SCORE Mentor Meeting • 10/19/2018 Small Business Development Meeting • 10/22/2018 CSR Building Security Enhancement Meeting • 10/26/2018 SBA Business Development Meeting • 10/31/2018 Chlorine Scrubber Kickoff • 11/01/2018 K2 Career Kickoff Meeting • 11/05/2018 Met w/ SkyPix (MBE) • 11/13/2018 South Allison Hill GSI PreBid Meeting



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November 2018

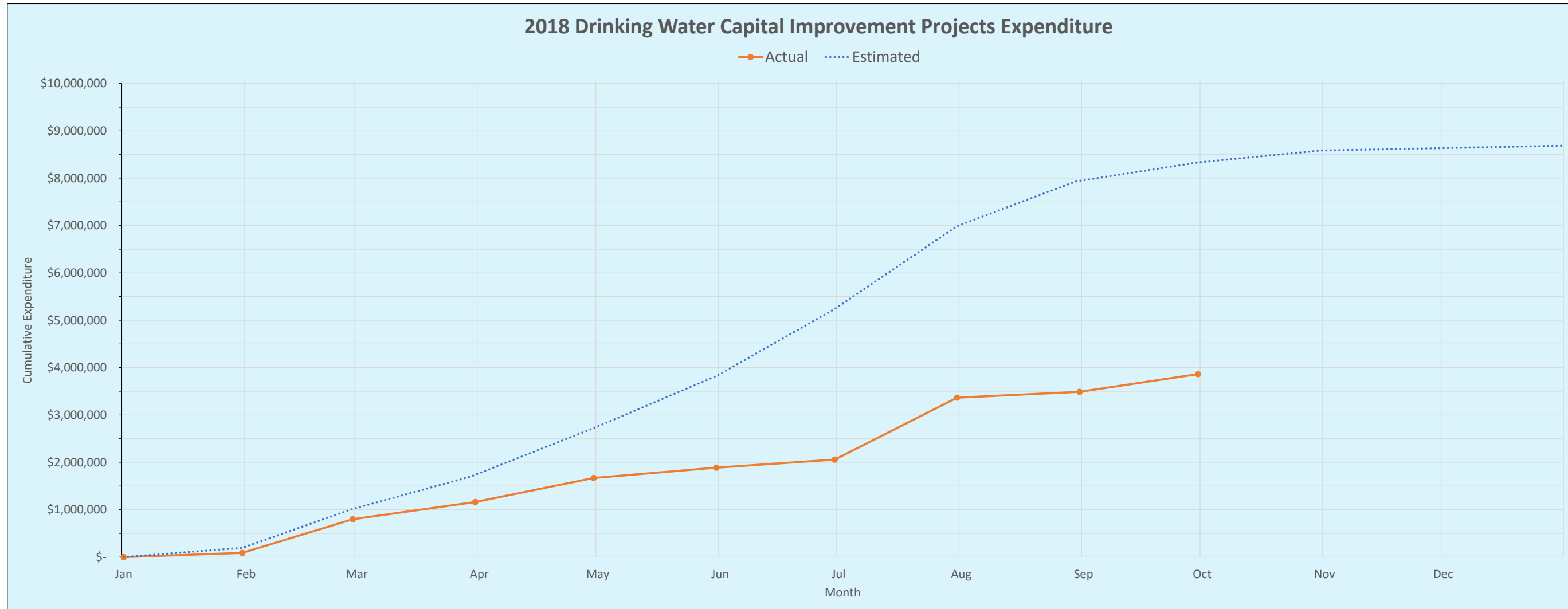
As of November 21, 2018

<p>Right-to-Know Requests</p>	<p>CRW received zero Right-to-Know requests and responded to two prior Right-to-Know Requests during the period 10/18/2018 through 11/21/2018 as follows:</p> <p>RTK 2018-026 - Vartez Little (Tenant/Resident). Requesting CRW's history for the entire 400 block of Meunch Street, Harrisburg, PA for the timeframe of 1/1/2014 through 12/31/2017 for all records regarding drinking water, wastewater and stormwater records to include (1) all problems, disruptions, damages and repairs reported to or identified by CRW; (2) all notices to property owners and residents; (3) all reports and memoranda; (4) all records that inform regarding billing assessments; payments made; and all other communications between CRW and the property owner/resident. Response provided 10/15/2018 requesting 30-day extension until 11/19/2018.</p> <p>10/29/2018 Amended timeframe to include 1/1/2016 through 12/31/2016 for all properties. Response provided 10/30/2018.</p> <p>10/31/2018 Amended to request additional report for 410 Muench Street only for period 1/1/2015 through 12/31/2015 only. Response provided 11/1/2018.</p> <p>RTK 2018-027 - Krishan Saini (KAKS & Company, LLC). Requesting last three contracts with bid tabulations, including the testing lab name and per test prices, for water filtration media testing for Anthracites and Sand. Also CRW's Annual Budget for filter media testing for years 2018, 2019 and 2020. Response provided 10/19/2018.</p>
<p>Responses to Public Comments Received at Previous Board Meeting</p>	
<p>No public comments comments were received at the 9/26/2018 Board Meeting: No update.</p>	

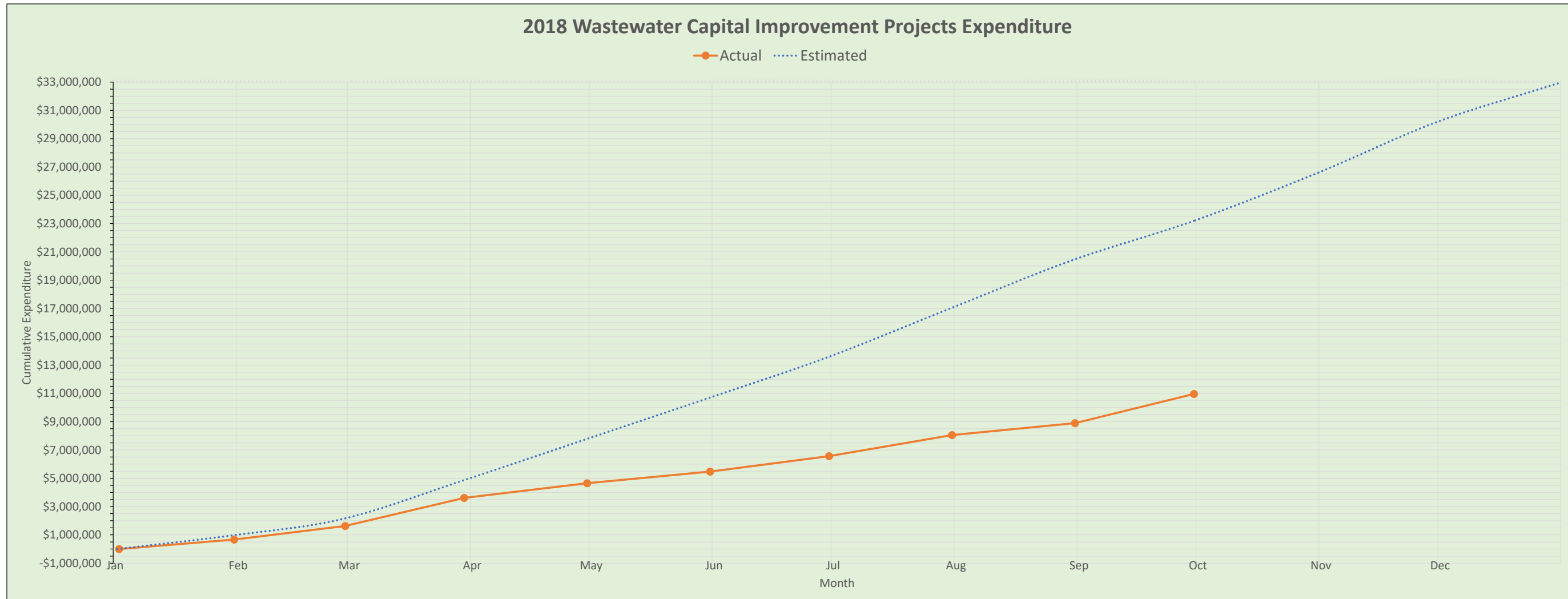


Grant Management Report

GRANT OVERVIEW											
Funding	Program	Project	Proposal Due Date	Anticipated Announcement Date	Date of Notification	Request Amount	Request Type (Cash vs. Loan)	CRW Matching Amount	CRW Matching Type	Dollars Awarded	Rationale/Notes
Capital Region Water's Future Grant Applications											
SUB TOTALS											
Capital Region Water's Pending Grant & Loan Applications											
SUB TOTALS											
Capital Region Water's Awarded Grant, Loan and Bond Proceeds											
PENNVEST	Infrastructure (Projects)	Front Street Pump Station Upgrade	3-May-18	18-Jul-18	19-Jul-18	\$11,136,900	Loan	\$0	\$0	\$11,136,900	
PENNVEST	Infrastructure (Projects)	AWTF Headworks PENNVEST Loan	COMPLETED	15-Oct-17	15-Oct-17	\$5,500,000	Loan	\$0	0	\$3,577,394	Bid lower than anticipated. Reduced loan accordingly. Project underway
Impact Harrisburg (IH)	Infrastructure (Projects)	City of Harrisburg's Multimodal (COH-MC) Project	10-Jun-16	Unknown	22-Jul-16	\$3,000,000	Cash	\$5,098,000	Cash & GSI Escrow Accounts	\$2,743,645	
DEP	Local Stormwater BMP Implementation Grant	Downspout Planter Pilot Project	COMPLETED	14-Dec-15	30-Jun-16	\$100,000	Cash	\$30,000	In-Kind	\$40,800	Received Extension approval. Date extended to March 30, 2019
Dauphin County	Public Infrastructure Funds	Drinking Water Emergency Generator Purchase & Installation Project	COMPLETED	1-Dec-16	15-Dec-16	\$812,622	Cash	\$596,378	Cash	\$812,622	Grant funding received. Water Emergency Generator Project in process.
DEP	Environmental Education Grant	K2Career Pipeline Project	COMPLETED	22-Apr-16	1-Apr-17	\$50,000	Cash	\$29,500	In-Kind	\$48,032	Pending. Agreements under review by legal
SUB TOTALS											
Capital Region Water's Not Awarded Grants & Loans											
Dauphin County	Local Share Gaming Grant	Mobile Drinking Water Station Project	1-Sep-16	1-Feb-17	1-Mar-17	\$47,475	Cash	\$5,275.00	Cash	\$0	Not Awarded
HUD/Rockefeller Foundation	NDRC	Sewer Interceptor Rehabilitation Project, Storm Sewer Rehabilitation Project, Community Outreach	COMPLETED	Jan-16	20-Feb-16	\$50,000	Cash	\$50,000	Cash	\$0	Waiting to hear from Dauphin County for the rationale.
EPA	Urban Water Small Grants	City Beautiful H2O Green Schools Clean Water Education Program	COMPLETED	3-May-16	3-May-16	\$53,194	Cash	\$7,167.62	In-Kind	\$0	
Impact Harrisburg (IH)	Infrastructure (Contingency)	Arsenal Boulevard Sewer Rehabilitation (ABSR) Project	10-Jun-16	Unknown	5-Jul-16	\$500,000	Cash	\$1,000,000	Cash		
Chesapeake Bay Trust	2016-2017 Mini Grant Program	Raindrop to River Educator Workshops	5-Aug-16	30-Sep-16		\$5,000	Cash		In-Kind	\$2,416	
SUB TOTALS											



MUNIS Project Code	Description	Status	ACTUAL EXPENDITURE (from Finance)												Actual Expenditure YTD	% Budget Expended	2018 Budget				
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
60800801-80100-00008	WSC Filter Media Replaceme	DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 215,138
60800801-80100-00045	Chlorine Scrubber Project	DESIGN	\$ -	\$ -	\$ 4,540	\$ 6,680	\$ 2,280	\$ -	\$ 12,253	\$ 17,259	\$ 2,410								\$ 45,421	11%	\$ 395,050
60800801-80100-00046	Mountain Line Clearing	DESIGN	\$ -	\$ 586	\$ -	\$ -	\$ 1,149	\$ 268	\$ 13,407	\$ 2,949	\$ 758								\$ 19,116	10%	\$ 200,000
60800801-80100-00092	Liquid Fluoride Chem Feed Sy	DESIGN	\$ -	\$ -	\$ 4,973	\$ -	\$ -	\$ -	\$ 17,217	\$ 15,480	\$ 43,975								\$ 81,645	38%	\$ 215,400
60800801-80100-00016	Water Main Replacement Eng	BID/AWARD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,400								\$ 36,400	18%	\$ 200,000
60800801-80100-00015	Water Main Replacement Const	CONSTRUCTION	\$ 11,801	\$ 37,197	\$ 24,153	\$ -	\$ 56,870	\$ 4,842	\$ 44,591	\$ 12,939	\$ 12,186								\$ 204,577	35%	\$ 590,950
60800801-80100-00081	Cameron Street Water Main Li	CONSTRUCTION	\$ 542	\$ -	\$ 40,806	\$ -	\$ -	\$ 4,630	\$ -	\$ -	\$ -								\$ 45,978	2%	\$ 1,912,200
60800801-80100-00012	Inspect Upper Reservoir	CONSTRUCTION	\$ -	\$ -	\$ -	\$ 39,424	\$ 25,303	\$ -	\$ 98,539	\$ 3,325	\$ 1,774								\$ 168,365		\$ -
60800801-80100-00014	Line/Rehabilitate Upper Re	CONSTRUCTION	\$ -	\$ -	\$ 1,290	\$ -	\$ 74,015	\$ 147,783	\$ 788,986	\$ 40	\$ 244,316								\$ 1,256,430	56%	\$ 2,261,400
60800801-80100-00007	WSC Emergency Generator	CONSTRUCTION	\$ 31,505	\$ 374,321	\$ 91,987	\$ -	\$ -	\$ 2,247	\$ 2,055	\$ 1,825	\$ 2,890								\$ 506,830	48%	\$ 1,045,464
60800801-80100-00009	WSC Tube Settler Replaceme	CONSTRUCTION	\$ 7,216	\$ 282,919	\$ 197,030	\$ 408,796	\$ 19,690	\$ 11,624	\$ 121,467	\$ 2,400	\$ 2,707								\$ 1,053,849	122%	\$ 864,008
60800801-80100-00050	DeHart Evaluation - PROF SERVI	CONSTRUCTION	\$ 37,548	\$ 14,290	\$ -	\$ 51,512	\$ 38,399	\$ -	\$ 209,517	\$ 66,939	\$ 25,730								\$ 443,934	81%	\$ 550,000
Actual Monthly Expenditure			\$ 88,611	\$ 709,313	\$ 364,779	\$ 506,411	\$ 217,706	\$ 171,393	\$ 1,308,031	\$ 123,155	\$ 373,146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,862,544	45.7%	\$ 8,449,610
Actual CUMULATIVE Expenditure			\$ 88,611	\$ 797,924	\$ 1,162,702	\$ 1,669,113	\$ 1,886,820	\$ 2,058,213	\$ 3,366,244	\$ 3,489,398	\$ 3,862,544										



ACTUAL EXPENDITURE (from Finance)

MUNIS Project Code	Description	Status	Actual Expenditure												2018 Budget					
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		YTD	% Budget Expended			
80800801-80100-00023	Cogeneration Improvments St	DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,557	\$ -	\$ -	\$ -	\$ 45,557	6%	\$ 750,000	
80800801-80100-00024	Primary Clarifier Improvement	DESIGN	\$ 2,895	\$ 832	\$ 18,310	\$ 3,013	\$ 6,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,216		\$ -	
80800801-80100-00061	Arsenal Boulevard Sewer Improvements	DESIGN	\$ 7,495	\$ 15,407	\$ 9,322	\$ 21,985	\$ 42,587	\$ -	\$ 4,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,953		\$ -	
80800801-80100-00065	Other Multi-Modal CCTV Investi	DESIGN	\$ -	\$ -	\$ -	\$ -	\$ 769	\$ -	\$ 3,276	\$ 6,515	\$ 47,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,415	8%	\$ 750,000	
80800801-80100-00070	GSI Design	DESIGN	\$ -	\$ -	\$ 18,400	\$ -	\$ -	\$ 2,001	\$ 10,304	\$ 40	\$ 29,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,011	15%	\$ 400,000	
80800801-80100-00073	Wet Weather Services	DESIGN	\$ 4,927	\$ 255,824	\$ 30,304	\$ 175,681	\$ 37,962	\$ 8,428	\$ 41,213	\$ 27,880	\$ 48,355	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630,575	46%	\$ 1,379,360	
80800801-80100-00086	Summit Terrce Neighbrhd GSI	DESIGN	\$ -	\$ -	\$ 63,014	\$ 76,300	\$ 36	\$ 9,910	\$ 81,754	\$ 6,528	\$ 72,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,169	64%	\$ 488,350	
80800801-80100-00088	MulDer Square GSI	DESIGN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 300,000	
80800801-80100-00089	2018 South Allison Hill GSI	DESIGN	\$ 480	\$ -	\$ 66,652	\$ 52,533	\$ 6,456	\$ -	\$ 7,660	\$ -	\$ 10,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,299	20%	\$ 711,388	
80800801-80100-00090	2nd/7th Strts Multimoda GSI	DESIGN	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,909	0%	\$ 400,000	
80800801-80100-00091	Pax Crk TMDL Joint PRP MS4	DESIGN	\$ -	\$ -	\$ -	\$ -	\$ 2,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,580	1%	\$ 377,200	
80800801-80100-00025	Front St Pump Sta Design/Co	CONSTRUCTION	\$ -	\$ -	\$ 186	\$ 4,225	\$ 1,630	\$ -	\$ 2,828	\$ 45	\$ 39,586	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,500	2%	\$ 2,561,000	
80800801-80100-00085	2018 City Parks GSI	CONSTRUCTION	\$ -	\$ -	\$ 216,457	\$ 120,000	\$ 310,941	\$ -	\$ 99,871	\$ -	\$ 378,186	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125,455	127%	\$ 884,014	
80800801-80100-00059	Asylum Run Interceptor Improv	CONSTRUCTION	\$ 1,138	\$ 31,794	\$ 3,318	\$ 4,754	\$ 6,049	\$ 58	\$ 27,793	\$ 17,480	\$ 553,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 645,499	42%	\$ 1,551,200	
80800801-80100-00029	Front Street Interceptor Rehabilitation - Ph I	CONSTRUCTION	\$ 5,229	\$ 2,568	\$ 4,040	\$ 5,535	\$ 10,803	\$ -	\$ 4,625	\$ 57,179	\$ 53,544	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,524	13%	\$ 1,071,605	
80800801-80100-00026	Collection System Rehabilitation	CONSTRUCTION	\$ 204,612	\$ 446,755	\$ 246,062	\$ 168,628	\$ 54,188	\$ 4,690	\$ 119,564	\$ 61,857	\$ 37,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,343,414	49%	\$ 2,722,950	
80800801-80100-00020	Anaerobic Digester Roof Rep	CONSTRUCTION	\$ 35,086	\$ 43,136	\$ 17,832	\$ 26,414	\$ 180,903	\$ -	\$ 17,503	\$ 50,667	\$ 280,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 651,990	12%	\$ 5,513,985	
80800801-80100-00019	Headworks Screen Design/Con	CONSTRUCTION	\$ 409,597	\$ 30,511	\$ 930,464	\$ 242,768	\$ 36,045	\$ 413,336	\$ 507,453	\$ 28,170	\$ 166,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,764,894	77%	\$ 3,586,474	
80800801-80100-00028	Paxton Creek Interceptor Re	CONSTRUCTION	\$ -	\$ 24,223	\$ 311,367	\$ 123,171	\$ 119,613	\$ 648,571	\$ 527,016	\$ 587,778	\$ 297,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,639,518	36%	\$ 7,274,254	
80800801-80100-00084	3rd Street Multimodal GSI	CONSTRUCTION	\$ -	\$ 111,213	\$ 40,554	\$ 14,554	\$ 10,010	\$ -	\$ 36,403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212,734	14%	\$ 1,555,515	
Actual Monthly Expenditure			\$ 671,459	\$ 962,263	\$ 1,976,480	\$ 1,039,560	\$ 826,740	\$ 1,086,994	\$ 1,491,420	\$ 844,139	\$ 2,062,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,961,212	34.0%	\$ 32,277,295	
Actual CUMULATIVE Expenditure			\$ 671,459	\$ 1,633,722	\$ 3,610,202	\$ 4,649,762	\$ 5,476,502	\$ 6,563,496	\$ 8,054,917	\$ 8,899,056	\$ 10,961,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

New Hires

Position	Employee	Effective Date
Operator – Wastewater	Daniel Lehman	10/22/2018
Grant & Capital Project Accountant	Karen Short	10/22/2018
Laborer – Operations, Drinking Water	Benjamin Burns	10/22/2018
Service Person – Drinking Water	Joshua Edmonds	11/5/2018

Transfers

Employee	Former Position	New Position	Effective Date

Retirements

Position	Employee	Effective Date

Resignations/ Terminations

Position	Employee	Effective Date
CEO	Mark Kropilak	10/19/2018

Open Positions

Position	Status
CEO	Posting with recruiting firm; currently reviewing resumes
CFO	Posted with recruiting firm; starting interview process
Project Engineer	Externally Posted – Accepting Resumes
Customer Service Representative	Two internal candidates – to be skill assessed
Meter Account Supervisor	Interviews in process
HR Generalist	Reviewing Resumes
Laborer/Entry Level Maintenance Assistant – Wastewater	Resume reviewed and scheduling interviews.
Laborer/Entry Level Maintenance – Wastewater Operations	Verbal Offer Extended – Candidate to start on 11/26/18
GIS/Data Analyst	Verbal Offer Extended – Candidate to start on 12/3/18