



## **Regular Meeting (6:00 PM)**

### In Attendance:

#### Board:

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

#### Staff:

Charlotte Katzenmoyer, Chief Executive Officer  
Douglas E. Keith, Chief Financial Officer  
David W. Stewart, P.E., Director of Engineering  
Mike McFadden, Director of Water Operations  
Jess Rosentel, Director of Wastewater Operations  
Randy Schaffer, Pretreatment Coordinator/Laboratory Supervisor  
Kodi Webb, Water Quality Administrator – Drinking Water  
Karen McKillip, Archivist  
Tanya Dierolf, Sustainability & Strategic Projects Manager  
Sheri Berilla, Asset Manager  
Tremayne Terry, Diversity Program Manager

#### General Counsel:

Scott Wyland, Esquire (Salzmann Hughes, P.C.)

#### Others:

Neil Grover, Esq. (City of Harrisburg Solicitor)  
Ed Ellinger, P.E. (HRG)  
Michael Mehaffey, P.E. (Gannett Fleming)  
Amanda Hess, P.E. (Gannett Fleming)  
Paul Rosol (WRA)  
Jeff Thompson, P.E. (WRA)  
Paul McNamee, P.E. (KCI Technologies, Inc.)  
Randall L. Henne, P.E., (CDM Smith, Inc.)  
Tim Dean, P.E. (AECOM)  
Herb Higginbotham (HDR Engineering)  
Kurt Knaus (Ceisler Media & Issue Advocacy)  
Holly Douglas (Cosmos Technologies, Inc.)  
Chuck Hauser (Arcadis)  
Thomas Munlyn (Sci-Tek Consultants, Inc.)  
Dr. Vijay Gupta, P.E. (American Engineers Group, LLC)



**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 are present with Ms. Skotedis participating via speakerphone.

**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 personnel matters and potential claims against CRW with General Counsel.
- B.** The next Regular Meeting is scheduled for Wednesday, August 28, 2019 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania, and is open to the public.

**III. IV. Committee Reports:**

**Budget and Finance Committee:** Ms. Skotedis noted that the Budget and Finance Committee met last month. She provided highlights on the following:

- Billing issues were reviewed regarding concerns addressed at the last Board meeting, including a billing insert and late payments.
- Recommends the approval of the PENNVEST financing tonight regarding Resolution No. 2019-034.

**Personnel and Administrative Committee:** Ms. Skotedis reported that the Committee met last month. She provided highlights on the following:

- CRW's HR Manager began July 15, 2019.
- A number of positions remain open and are available on CRW's website.

**Operations/Engineering Committee:** Mr. Kurowski reported the Committee met within the last month with heavy focus on the capital improvement projects, including the Committee's recommendation of items on tonight's Agenda for consulting services, as well as operational questions and concerns.

**Legal/Risk Management Committee:** Mr. Enders reported the Committee met on July 1, 2019. He provided highlights on the following:

- Discussions regarding the DeHart facility and the Forest Stewardship Project.
- CRW previously issued a Notice of Intent to Award to Spigelmyer Wood Products, LLC. A field meeting is scheduled for July 25, 2019 regarding the identification of Deeds and Easements relative to the project.
- The Committee recommends the Notice of Intent to award Special Counsel for Environmental Matters on tonight's Agenda. This item was not previously discussed at the Legal/Risk Management Committee meeting but will be added to the August Committee meeting.

**Public Outreach / M/W/DBE Committee:** Ms. Harris reported the Committee also met on July 1, 2019. She provided highlights on the following:

- Methods of outreach on how to roll-out the Implementation of the Stormwater Fee, including the scope of activities and best practices.
- Considerable discussion was held with the Stormwater Implementation Consultant and how to address communication regarding stormwater and billing issues.

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

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

Upon inquiry by Ms. Harris, Ms. Katzenmoyer confirmed that the interactive map relative to CRW's proposed stormwater fee is currently available on CRW's website at <https://capitalregionwater.com/stormwater-fee/sw-fee-finder/> and includes instructions for customers to view their property to see how much the proposed stormwater fee will be for their property.

Mr. Enders congratulated Joe Ritchey, Risk Manager, who recently completed a number of course requirements for AWWA Utility Risk and Resilience including, Cybersecurity, Security Practices for Operations and Management, Risk and Resilience Management of Water and Wastewater Systems, and Emergency Planning and Preparedness.

There were no further comments provided by Board members Presley, Skotedis or Kurowski.

**V. Minutes of Previous Meetings:**

A motion was made by Mr. Presley, seconded by Ms. Harris, that the Minutes of the June 26, 2019 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. Engagement of Barnes & Thornburg LLP as Special Legal Counsel for Environmental Matters:**

**Motion:** The Board authorizes the CEO to negotiate and execute an Agreement with Barnes & Thornburg LLP, for the provision of Special Legal Counsel services for Environmental Matters within CRW's budget for legal expenses, based primarily on the rates set in Barnes & Thornburg LLP's Engagement Letter, dated July 22, 2019. Funding Source: Wastewater #80800801-80100-00073 - Ww Wet Weather - Professional Services.

Mr. Enders stated for the record that he is in support of this motion based on the level of expertise this firm has in relationships in negotiation and navigation between U.S. EPA and PADEP regarding various issues that CRW is heavily engaged in.

Ms. Harris advised that CRW recently received a letter from U.S. EPA Region 3 regarding CRW's City Beautiful H2O Plan, and the Board felt that Special Counsel was needed at this time. The letter was recently received and was not discussed within this month's Management Report but will be addressed in next month's Management Report.

The motion was unanimously approved.

**Finance:**

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

**A. Resolution No. 2019-034 - Authorized Representatives to Submit a Green Stormwater Infrastructure (GSI) Programmatic Financing Financial Assistance Application to PENNVEST in the Amount of \$13,000,000 for projects throughout the service area and to Finalize Such Loan per the Funding Approval from PENNVEST:**

**Motion:** The Board approves Resolution No. 2019-034 which authorizes the Chairperson, Vice Chairperson, Chief Executive Officer and/or Chief Financial Officer (“Authorized Officers”) to execute all certifications and documentation required in connection with the PENNVEST Programmatic Financing (Pro-Fi) Financial Assistance Application and award in the amount of \$13,000,000 for Green Stormwater Infrastructure (GSI) Projects between the award date and 2024; and Capital Region Water’s Authorized Officers are also authorized to enter into a PENNVEST Loan Agreement and related documentation for the GSI Pro-Fi Project.

Chairperson Kurowski advised this Program came into play this week with PENNVEST. CRW intends to apply to mitigate expenses of some GSI Projects at the lowest financing rates on behalf of our ratepayers.

The motion was unanimously approved.

Ms. Harris commended the CEO, CFO and Director of Engineering for bringing the PENNVEST Program to CRW.

The motion was unanimously approved.

**Engineering:**

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

**A. WSC Chlorine Scrubber Project - Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 1 with Heisey Mechanical, Ltd. in the amount of \$2,897 and no additional days. Funding Source: Water #60800801-80100-00045 – Wtr Chlorine Scrubber Project.

**B. Resolution No. 2019-033 – Riccardo Ayler Grant of Right-of-Way for Sewage Facilities Agreement (2019 Sewer Replacement Project):**

**Motion:** The Board approves Resolution No. 2019-033 ratifying the Chairperson and Secretary's execution of the Grant of Right-of-Way for Sewage Facilities Agreement with Riccardo Ayler and Capital Region Water for Dauphin County Tax Parcel No. 08-029-012-000-0000 in the amount of \$3,900 relative to the 2019 Sewer Replacement Project. A copy of the Grant of Right-of-Way for Sewage Facilities shall be attached to Resolution No. 2019-033 as Exhibit "A" and incorporated therein.

**C. AWTF Primary Digester Rehabilitation Project – Contract 3 – Change Order No. 2:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 2 with I.B. Abel, Inc. in the decrease amount of \$12,069.26 and no additional days. Funding Source: Wastewater #80800801-80100-00020 – Ww Anaerobic Digester Roof Repair.

**D. Task Order 2019-17-01: Engineering Services for Sewer Pipe CCTV Inspections – Phase 3 with KCI Technologies, Inc.:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2019-17-01 with KCI Technologies, Inc., as outlined in KCI Technologies, Inc.'s Proposal, dated July 16, 2019, in the amount not-to-exceed \$318,484.88. M/W/DBE Commitment: \$40,426.88 / 12.7% DBE. Funding Source: Wastewater #80800801-80100-00065 – Ww Other Multi-Modal CCTV Investigation.

**E. Task Order 2019-18-01: Engineering Services for On-Site GIS Support with KCI Technologies, Inc.:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2019-18-01 with KCI Technologies, Inc., to provide GIS support services, in the amount not-to-exceed \$31,511. M/W/DBE Commitment: 0% MBE, 0% WBE, 0% DBE. Funding Source: Wastewater #80504541-54104 - Ww Engineering Services and Water #60504541-54104 - Ww Engineering Services.

Upon inquiry it was confirmed that Item E involves the continuation of 12-weeks of additional temporary GIS coverage.

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. AWTF Laboratory Renovations:**

**Motion:** The Board authorizes the procurement of services from VWR International, LLC for renovation of the AWTF Laboratory, as outlined in VWR International, LLC's Quote, dated June 7, 2019, in the amount of \$63,275.32. Funding Source: Wastewater #80800803-80300-00095 – Ww 2018 Building Renovations.

Mr. Rosentel stated the AWTF Laboratory was last renovated in the 1980's, and the estimate came in under budget.

The motion was unanimously approved.

**IX. Public Comment - Non-Agenda Items:** None.

**X. Board Comments:**

Ms. Skotedis. No comments.

Mr. Presley commended staff on the \$13,000,000 PENNVEST issue approved this evening, along with the additional revenue attributed to Contract Waste Hauling Agreements at the AWTF, along with cogeneration revenue, noting that not all revenue received by CRW is coming from our ratepayers and commended the AWTF staff for their hard work. The contract waste hauling revenues are approximately 50% higher in 2019 than in 2018.

Mr. Enders thanked CRW's team as we roll-out information for the implementation of the stormwater fee. He encourages everyone to engage in the public comment period and to attend any of the upcoming events as CRW continues to engage and educate the community regarding the stormwater fee. CRW wants to see and hear from you.

Ms. Harris announced the following public meetings regarding the stormwater fee:

- July 30, 2019 from 6:00 – 7:00 PM @ Lincoln Administration Building, 1601 State Street, Harrisburg, PA;
- August 6, 2019 from 5:00 – 9:00 PM @ National Night Out at Camp Curtin Academy, 2900 N. Sixth Street, Harrisburg, PA; and

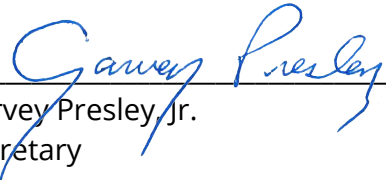
- September 12, 2019 from 6:00 to 7:30 PM @ Cloverly Heights Park, 18<sup>th</sup> and Pemberton Streets, Harrisburg, PA.
- All meetings were properly advertised, and information is also available on CRW's website.

Mr. Kurowski stated that CRW continues to accept public comments on the Implementation of the Stormwater Fee through September 25, 2019 and looks forward to the community's feedback.

**XI. Adjournment:**

A motion was made by Mr. Presley, seconded by Mr. Enders, for the Board to adjourn the meeting at 6:30 PM. The motion was unanimously approved.

CAPITAL REGION WATER



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Garvey Presley, Jr.  
Secretary