



Regular Meeting

In Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
Crystal A. Skotedis, CPA, CFE, Vice Chairperson/Treasurer
Garvey Presley, Jr., Secretary
Alisa E. Harris

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
Douglas E. Keith, Chief Financial Officer
Michael T. Doweary, Director of Administration
Mike McFadden, Director of Water Operations
Jess Rosentel, Director of Wastewater Operations
Kodi Webb, Water Quality Administrator – Drinking Water
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Claire Maulhardt, City Beautiful H2O Program Manager
Tanya Dierolf, Sustainability & Strategic Projects Manager
Tremayne Terry, Diversity Program Manager
Colleen Boeckelmann, Executive Assistant

General Counsel:

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

Others:

Neil Grover, Esq. (City of Harrisburg Solicitor)
Isaac Gaylord, Esq. (City of Harrisburg, Assistant Solicitor)
Ed Ellinger, P.E. (HRG)
Cindy Zawrotuk, P.E. (AKRF)
Paul Rosol (WRA)
Jeff Thompson, P.E. (WRA)
Paul McNamee, P.E. (KCI Technologies, Inc.)
Tim Dean, P.E. (AECOM)
Rachel Kirkham, P.E. (CDM Smith)
Herb Higginbotham (HDR Engineering)
Courtney Accurti (Ceisler Media & Issue Advocacy)
Rebecca Kann (Ceisler Media & Issue Advocacy)
Frederick Douglas (Cosmos Technologies, Inc.)
Karl Singleton (PA Diversity Coalition/Cosmos Technologies, Inc.)
Evelyn Hunt (City Resident)
Melanie Cook (City 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 four Board members are present with Mr. Enders being excused.

II. Chairperson's Announcements:

- A.** The Chairperson announced that in an effort to be green, CRW will now project the Agenda on the overhead screen in lieu of providing paper copies during the meetings. The Agendas are posted on CRW's website and could be printed if anyone still wants to have a paper copy.
- B.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:30 PM to discuss personnel matters and potential claims against CRW with General Counsel.
- C.** The next Regular Meeting is scheduled for Wednesday, September 25, 2019 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 noted that the Budget and Finance Committee met last month, and highlighted the following:

- New financial reports were made available to the Board members beginning this month.
- Committee reviewed the last six months of activity and CRW is trending better than 2018.
- The initial Budget timeline has been established. Initial Department submissions are due September 16, 2019 for discussion over the months of September through October. The Budgets will come before the Board for presentation in November and will need to be adopted by November 30th.
- The 2018 Audit is being finalized.
- CRW is currently reviewing its Investment Policy on current investments.
- PENNVEST Loan Application (Green Stormwater Infrastructure Programmatic Financing) was submitted.

Personnel and Administrative Committee: Ms. Skotedis reported that the Committee met last month, and highlighted the following:

- Six positions were filled in August.
- Two of the hired positions were filled by persons who were previously involved in CRW's Outreach Programs in past years. One is a graduate of the Environmental Teen Corps Program, and the other was an intern in the Engineering Department several years ago. CRW is very proud to see the efforts of our Outreach Program benefit us with these new hires.
- Several positions remain open and are available on CRW's website, however, CRW is specifically looking for a Customer Service Representative who speaks Spanish.

Operations/Engineering Committee: Mr. Kurowski reported the Committee met last month with heavy focus on on-going capital improvement projects, including the Committee's recommendation for many of the items on tonight's Agenda, as well as operational questions and concerns. He provided highlights on the following:

- DeHart Spillway and Embankment Improvements Project will soon kick off. He thanked the Engineering Department who has performed a significant amount of vetting prior to tonight's award.
- Front Street Interceptor Project will begin in September to finish up areas along Riverfront Park. This project is expected to be finalized by the end of 2019, weather permitting.
- CRW opted to directly purchase replacement equipment for the AWTF Primary Clarifiers through COSTARS versus a Change Order under the Contract which provided significant cost savings. The equipment is original from 1959 and the work will be performed in-house.

Legal/Risk Management Committee: Ms. Harris reported the Committee met on August 12, 2019, and highlighted the following:

- Insurance claims filed.
- Discussion regarding the Mayor's Request for Letters of Interest to privatize CRW's Drinking Water, Wastewater and Stormwater Systems.

Public Outreach / M/W/DBE Committee: Ms. Harris reported the Committee also met on August 12, 2019, and highlighted the following:

- Intern from Dickinson Law School will begin in August to help with the enhancement of the M/W/DBE Program.
- Considerable discussion was held with the Stormwater Implementation Consultant and public comments. To date, CRW has received 48 comments on the Stormwater Fee and it appears the public is in favor of the implementation of the Stormwater Fee as

proposed. CRW continues to meet with top stakeholders in providing information on potential costs if the Stormwater Fee is implemented as proposed.

- CRW continues to host public and stakeholder meetings. The next meeting is scheduled for Thursday, September 5, 2019 at the Camp Curtin YMCA at 5:00 PM with the Local Faith-Based Neighborhood Organization. The final Public Meeting on the Stormwater Fee is scheduled for Thursday, September 12, 2019 from 6:00 to 7:30 PM at Cloverly Heights Park.
- CRW will continue to accept public comments until September 25, 2019.

IV. Management Report:

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

Mr. Presley questioned Mr. Rosentel on the number of operators who now have their NASSCO PACP certifications. Mr. Rosentel stated CRW currently has two employees who are certified (Brandon Harris and Scott Rotolo).

Ms. Katzenmoyer advised that three of the seven sinkholes investigated this month by the AWTF staff were related to CRW's infrastructure (two related to Sewer and one related to Water).

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

V. Minutes of Previous Meetings:

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the Minutes of the July 24, 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. Revisiting City Beautiful Exhibit – Funding Partner:

Motion: The Board authorizes funding in the amount not-to-exceed \$3,000 in partnership with the Harrisburg Parks Foundation and the Historic Harrisburg Association for the Revisiting City Beautiful Exhibit, as outlined in the Revisiting the City Beautiful Proposal, dated July 23, 2019. Funding Source: Wastewater #80504542-54201 – Ww Community Outreach.

The exhibit will be on display over the Labor Day weekend at the Historic Harrisburg Association and everyone was encouraged to attend.

The motion was unanimously approved.

Finance:

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

A. 2020 Water and Wastewater Rate Study:

Motion: The Board authorizes the CEO to approve the engagement of Raftelis to prepare a 2020 Water and Wastewater Rate Study, as outlined in Raftelis' Proposal, dated August 19, 2019, in the amount not-to-exceed \$75,000. Water #60504541-54106 – Wtr Rate Study and Consulting Engineers Annual Report (CEAR) Fees and Wastewater #80504541-54106 – Ww Rate Study and Consulting Engineers Annual Report (CEAR) 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. 2019-035 – Authorization for Cost Sharing Agreement with PennDOT Regarding Herr Street Resurfacing Project – MPMS #110486:

Motion: The Board approves Resolution 2019-035 authorizing the Director of Engineering to sign a Utility Reimbursement Agreement on its behalf for our water and sewer facilities, and that the Secretary of the Board of Directors be authorized and directed to attest the Director of Engineering's signature on the Utility Reimbursement Agreement for the Herr Street Resurfacing Project No. MPMS #110486. The total water relocation cost is estimated to be \$26,000. CRW's financial responsibility for the water relocations are estimated at \$6,500 (25%). Funding Source: Water #60800801-80100-00015 – Wtr Water Main Replacement.

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 2019-19-01: Engineering Services for MS4 Joint Pollutant Reduction Plan Revisions with HRG:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2019-19-01 with HRG, as outlined in HRG's Proposal, dated August 13, 2019, in the amount not-to-exceed \$41,560. CRW will be responsible for 1/3 of the cost, sharing the fee with Susquehanna Township and Lower Paxton Township (not-to-exceed \$13,853.33). M/W/DBE Commitment: \$1,000 / 2.4% of Commitment for WBE Funding Source: Wastewater #80800801-80100-00091 - Ww Paxton Creek TMDL Joint PRP MS4.

The motion was unanimously approved.

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

C. Task Order 2019-20-01: Engineering Services for 2020 Water System Improvements Project with KCI Technologies, Inc.:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2019-20-01 with KCI Technologies, Inc., as outlined in KCI's Proposal, dated August 15, 2019, in the amount not-to-exceed \$233,940. M/W/DBE Commitment: \$108,388 / 46% of Commitment for MBE and \$18,460 / 8% of Commitment for WBE. Funding Source: Water #60800801-80100-00015 – Wtr Main Replacement.

D. Task Order 2019-21-01: Engineering Services for 2020 Sewer System Improvements Project with KCI Technologies, Inc.:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2019-21-01 with KCI Technologies, Inc., as outlined in KCI's Proposal, dated August 15, 2019, in the amount not-to-exceed \$277,818. M/W/DBE Commitment: \$127,300 / 46% of Commitment for MBE and \$24,100 / 8% of Commitment for WBE. Funding Source: Wastewater #80800801-80100-00026 – Ww Collection System Rehabilitation.

The motion was unanimously approved.

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

E. Professional Services for DeHart Dam Spillway & Embankment Improvements with AECOM:

Motion: The Board authorizes the Director of Engineering to engage the professional services of AECOM relative to the DeHart Dam Spillway & Embankment Improvements Project, as outlined in AECOM's Proposal, dated July 25, 2019, in an amount not-to-exceed \$1,295,655. M/W/DBE Commitment: \$261,000 / 20.1% total Commitment for 9.3% MBE and 10.8% WBE. Funding Source: Water #60800801-80100-00050 – Wtr DeHart Spillway Improvements.

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 Primary Clarifier Equipment Replacement:

Motion: Per the Costars Cooperative Contract Number 016-154, the Board authorizes the procurement of the Primary Clarifier Equipment Replacement, as outlined in Iron Horse Environmental's Proposal, dated July 25, 2019, in the amount of \$721,888. Funding Source: Wastewater #80800801-80100-00024 – Ww Primary Clarifier Improvement.

The motion was unanimously approved.

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

B. Project Number 2019-209 CLA-Valve Replacements:

Motion: The Board authorizes the CFO to award Project Number 2019-209 CLA-Valve Replacements to LB Water Service, Inc., and to execute the Agreement in the amount not-to-exceed \$27,336.51. Funding Source: Water #60800803-80300-00098 – Wtr Water Plant Renovations.

The motion was unanimously approved.

IX. Public Comment - Non-Agenda Items:

Evelyn Hunt (City Resident and Community Ambassador) stated that frequently Community Ambassadors get asked questions about CRW's policies and procedures such as recent rate increases. Community Ambassadors recently met with Wendy Shollenberger at the Customer Service Center who explained the reasoning for the rate increases. The Community Ambassadors appreciate when staff are sent to speak to the them and wanted the Board to know they have been updated.

Melanie Cook (City Resident) asked the Board if there have been any updates on the Request on the Letters of Interest prepared by the Mayor? She stated that a large young demographic group of citizens recently attended the Harrisburg City Council meeting in favor of CRW's Implementation of the Stormwater Fee.

Ms. Cook asked if CRW issued an RFQ for the award of the \$75,000 contract to Raftelis for the Water and Wastewater Study? Mr. Keith advised that CRW does not routinely issue a RFQ for professional services, however, in this case the knowledge of the prior consultant for setting CRW's water and wastewater rates far outweighed the value of issuing a RFQ for this service for year 2020. Raftelis is a nationally recognized firm providing professional services relating to utility rates. CRW intends to issue an RFQ for this professional service next year.

X. Board Comments:

Ms. Harris:

- Thanked everyone for their comments tonight.
- Through our website and community outreach, spread the word that CRW is looking for a Customer Service Representative who speaks Spanish.
- Visit CRW's website for the upcoming public meetings on Implementation of the Stormwater Fee and other supporting community events.



Mr. Presley stated he is very pleased with the increase in M/W/DBE participation levels to include minority engineering. He also commended and thanked Daniel Galbraith, DeHart Facility Superintendent, who recently left CRW's employment after many years of service. Mr. Galbraith is held in high esteem and the Board wishes him well in his new endeavors.

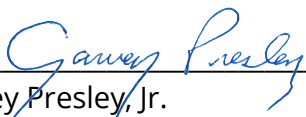
Ms. Skotedis thanked Charlotte Katzenmoyer for her emails updating the Board on operational issues to keep Board members up-to-date.

Mr. Kurowski stated that there have been extensive conversations with the Mayor's office on the Request for Letters of Interest and the Stormwater Fee issue. Since this is the first CRW Board meeting since the RFI was issued, he wanted it stated for the record that more information will be made to the public on these topics in the future.

XI. Adjournment:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 6:47 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary