



MINUTES

Regular Meeting

November 20, 2019

6:00 PM

Page 1 of 11

Regular Meeting

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:

Charlotte Katzenmoyer, Chief Executive Officer
Douglas E. Keith, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Michael T. Doweary, Director of Administration
Jess Rosentel, Director of Wastewater Operations
Mike McFadden, Director of Water Operations
Tanya Dierolf, Director of Strategic Initiatives
Michelle Mancuso, Water Operations Supervisor
Kodi Webb, Water Quality Administrator
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Claire Maulhardt, City Beautiful H2O Program Manager
Julie Peters, Controller
Alesha Vonada, Accounting Manager
Randy Schaffer, Pretreatment Coordinator/Laboratory Supervisor
Raymond Hoke, Wastewater Operations Supervisor
Tom Bernstein, Environmental Compliance Inspector
Sheri Berilla, Asset Manager
Colleen Boeckelmann, Executive Assistant
Barry Brightbill, AWTF Operator

General Counsel:

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

Others:

Ed Ellinger, P.E. (HRG)
Andrew Kreider, P.E. (Gannett Fleming)
Nathan Walker (Gannett Fleming)
John Hammell, P.E., (CDM Smith, Inc.)
Paul Rosol (WRA)
Kurt Knaus (Ceisler Media & Issue Advocacy)

Karl Singleton (PA Diversity Coalition)
Honorable Eric Papenfuse, Mayor (City of Harrisburg)
Neil Grover, Esq. (City of Harrisburg Solicitor)
Sean Sauro, Reporter (PennLive)
Larry Binda (TheBurg)
Evelyn Hunt (Resident/Community Ambassador)
Michael Buchwach (Resident/Community Ambassador)
Marilyn McHenry (Resident)

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

The meeting was called to order by Chairperson Kurowski at 6:22 PM.

Chairperson Kurowski noted that all Board members are present.

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.** Presentation of the 2020 Budgets were addressed in the November 13, 2019 Special Meeting and in today's Regular Meeting.
- C.** The next Regular Meeting is scheduled for Wednesday, December 18, 2019 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, PA 17101 and is open to the public.
- D.** 2020 Regular Meetings of Capital Region Water's Board of Directors will be held at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, PA 17101, on the following dates:

January 22	July 22
February 26	August 26
March 25	September 23
April 22	October 28
May 27	November 24
June 24	December 16

Notice of these meetings will be published in a newspaper of general circulation and posted at Capital Region Water's office in accordance with the Sunshine Act. Special Meetings may be called from time to time and will be advertised in accordance with the Sunshine Act. All meeting dates will be posted on Capital Region Water's website at capitalregionwater.com and are open to the public.

- E.** CRW provided notification to Harrisburg City Council of the upcoming expiration of Board Member, Andrew M. Enders' term, which will expire on January 4, 2020. This notification is in accordance with Article III, Section 2 of CRW's By-Laws.
- F.** Board Member, J. Marc Kurowski's term expired January 4, 2019. Mr. Kurowski continues to serve in his capacity until officially reappointed or replaced in accordance with §5610 Governing Body (a) Board of The Pennsylvania Municipality Authorities Act.

III. Presentation:

Wastewater and Stormwater Rules and Regulations - Public Comment Period (Claire Maulhardt) (6:25 PM - 6:36 PM)

Ms. Maulhardt stated CRW has decided to combine its Wastewater and Stormwater Rules and Regulations in order to avoid duplication of definitions, etc. This is the first comprehensive update since 2010. The presentation outlined the Summary of Revisions that are encompassed within the Draft Wastewater and Stormwater Rules and Regulations and advised they will be placed on CRW's website and available for public comment November 21, 2019 through January 8, 2020. Capital Region Water intends to adopt the Wastewater and Stormwater Rules and Regulations at its Regular Monthly Meeting on January 22, 2020.

As outlined in the budget presentation proposed by the Administrative staff at the Special Meeting on November 13th and if approved by the Board, CRW plans on sending out Stormwater Fee Assessment Notices to its ratepayers the first week in December to advise them of their proposed stormwater fee. This allows ratepayers the opportunity to assess their stormwater fee and determine if they want to file an Adjustment Appeal Form, or to file a Stormwater Management Program Fee Credit Request with CRW to reduce their stormwater fee. Those two forms are on tonight's Agenda for approval by the Board. This provides a window of opportunity during the period December 6, 2019 through March 6, 2020 for ratepayers to apply for stormwater fee adjustments.

After the presentation, Ms. Maulhardt opened the floor to questions by Board members. There were no questions by Board members.

IV. Committee Reports:

Budget and Finance Committee: Ms. Skotedis noted that the Budget and Finance Committee has been busy throughout the month with the Budget process. There are several items on tonight's Agenda for approval regarding the 2020 Budgets.

Personnel and Administrative Committee: Ms. Skotedis recognized Barry Brightbill, who has worked as an Operator at the Advanced Wastewater Treatment Facility for 33 years. Mr. Brightbill will be retiring by the end of the year after his many years of service. Messrs. Rosentel and Hoke awarded him with a Certificate of Service on behalf of CRW. The Board thanked Mr. Brightbill for his years of service.

Operations/Engineering Committee: Mr. Kurowski reported the Committee met last month and discussed numerous capital improvements projects currently underway.

Legal/Risk Management Committee: Mr. Enders reported the Committee met on October 24th. Discussions included CRW's proactive approach towards issues of cyber security. A third-party consultant will be engaged by CRW to complete a full cyber security assessment to keep CRW compliant with all Federal and State guidelines.

Public Outreach / M/W/DBE Committee: Ms. Harris reported the Committee met on October 24th and highlighted the following:

- Roll out process of the Stormwater Fee and Budget;
- Press Release and public comments received regarding the Stormwater Fee; and
- Upcoming bidding season and how the M/W/DBE Program is working.

V. Management Report:

The monthly Management Report was provided to the Board in advance of the meeting and posted on CRW's website. There were no questions from the Board.

VI. Minutes of Previous Meetings:

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the Minutes of the October 22, 2019 Regular Meeting be approved as presented.

The motion was unanimously approved.

VII. Modifications or Deletions to the Agenda: None.

VIII. Public Comment - Agenda (3 Minutes):

Mayor Eric Papenfuse thanked CRW's leadership for their commitment and meeting with him and working with the City towards the same goal, as well as CRW's rates and long-term forecasting regarding the Stormwater Fee issue. He stated that while it may seem that CRW and the City were at odds with each other, he appreciates that CRW listened to the City's concerns and is excited to work with CRW as we move forward.

Michael Buchwach (Resident and Community Ambassador) thanked the Mayor for working with CRW on the issues regarding the Stormwater Fee. He is happy to know there were a lot of public comments regarding the Stormwater Fee. He applauded CRW in solving an issue of decades of run-off pollution that CRW inherited.

IX. Old/New Business:

Executive:

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

A. Draft Wastewater and Stormwater Rules and Regulations:

Motion: The Board approves the Draft Wastewater and Stormwater Rules and Regulations, dated November 20, 2019, for public review November 21 through January 8, 2020.

B. Resolution No. 2019-048 - Adoption of Wastewater and Stormwater Rules and Regulations Appendix Forms:

Motion: The Board adopts Resolution No. 2019-048 which adopts the use of Appendix Forms A and B listed above, which shall be attached hereto as Exhibits "A" and "B". The forms will also be available on CRW's website at: capitalregionwater.com/forms/.

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. 2019-049 through 2019-055 for Destruction of Records:

Motion: The Board adopts Resolution Nos. 2019-049 through 2019-055 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 item be approved, Finance Item A.:

A. Resolution No. 2019-041 – 2020 Drinking Water Rate Schedule:

Motion: The Board adopts Resolution No. 2019-041 which adopts the 2020 Drinking Water Rate Schedule, effective January 1, 2020.

Ms. Skotedis announced that the 2020 Drinking Water rates will increase 2%.

The motion was unanimously approved.

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

B. Resolution No. 2019-042 – 2020 Wastewater Rate Schedule:

Motion: The Board adopts Resolution No. 2019-042 which adopts the 2020 Wastewater Rate Schedule, effective January 1, 2020.

Ms. Skotedis announced that the 2020 Wastewater Rate will increase 4.5%. This changes from what was originally proposed at last week's meeting. After consideration and vetting, the Board has decided that for long-range forecasting, increasing the Wastewater Rates in 2020 by 4.5% allows for less of an impact on CRW's raising rates in the future.

The motion was unanimously approved.

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

C. Resolution No. 2019-043 – 2020 Schedule Sheet for Stormwater Fees:

Motion: The Board adopts Resolution No. 2019-043 which adopts the 2020 Schedule Sheet for Stormwater Fees, effective July 1, 2020.

Ms. Skotedis announced that after considerable discussion since last week's meeting and vetting with the City of Harrisburg and comments submitted by ratepayers, CRW has elected not to implement the phased-in approach of the Stormwater Fee. CRW will delay implementing Stormwater Rates until July 1, 2020 instead of January 1, 2020 as originally published on the Agenda. This new timetable allows CRW to collect 100% of the Stormwater Fee and those numbers will now be written into the Budget.

The motion was unanimously approved as amended.

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

D. Resolution No. 2019-044 – 2020 Administrative Budget:

Motion: The Board adopts Resolution No. 2019-044 which adopts the 2020 Administrative Budget.

The motion was unanimously approved.

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

E. Resolution No. 2019-045 – 2020 Drinking Water Budget:

Motion: The Board adopts Resolution No. 2019-045 which adopts the 2020 Drinking Water Budget.

The motion was unanimously approved.

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

F. Resolution No. 2019-046 – 2020 Wastewater Budget:

Motion: The Board adopts Resolution No. 2019-046 which adopts the 2020 Wastewater Budget.

Ms. Skotedis announced that a 4.5% increase to Wastewater Rates in 2020 provides for an additional \$517,000 in revenue.

The motion was unanimously approved.

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

G. Resolution No. 2019-047 – 2020 Stormwater Budget:

Motion: The Board adopts Resolution No. 2019-047 which adopts the 2020 Stormwater Budget.

Ms. Skotedis announced that the delaying to implement the Stormwater Fee until July 1, 2019 at 100%, rather than to phase-in the Stormwater Fee, allows CRW to increase its 2020 revenue projections from \$2.1M to \$2.6M in 2020.

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. Task Order 2016-29-03: Engineering Services for 2019 Annual DeHart Dam Inspection with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2016-29-03 with Gannett Fleming, Inc. to perform the Annual DeHart Dam Inspection in the amount not-to-exceed \$4,000. M/W/DBE Commitment: \$0.00 / 0%. Funding Source: Water #60800801-80100-00050 – DeHart Spillway Improvements.

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. Resolution No. 2019-040 – MS4 Permit Obligation – Joint Pollutant Reduction Plan - Intergovernmental Cooperation Agreement:

Motion: The Board adopts Resolution No. 2019-040 authorizing the Chairperson and Secretary to execute the Intergovernmental Cooperation Agreement between CRW, Lower Paxton Township and Susquehanna Township for the implementation of the Joint Pollutant Reduction Plan to address the combined sediment waste load reduction obligations of signatory parties. The costs associated with the development will be shared equally. The cost for implementation associated with each New BMP Project shall be shared pursuant to the allocation provided in the Task Order authorizing the New BMP Project. The Task Orders will be executed as sub-agreements under the Intergovernmental Cooperation Agreement. Funding Source: N/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 C.:

C. 2019 Water System Improvements Project – Change Order No. 3:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 3 with Rogele, Inc. for adjustment of actual quantities of bid items used in the amount of \$10,155.60 and no increase to the contract time. M/W/DBE Commitment: \$0.00 / 0%. Funding Source: Water #60800801-80100-00015 – Water Main Replacement Engineering.

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. Water Transmission Easement Clearing Project – Change Order No. 1:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Julian Hardwoods for additional clearing work in the amount not-to-exceed \$17,535.75 and a 100-day increase to the contract time. Funding Source: Water #60800801-80100-00046 – Wtr Mountain Line Clearing.

Ms. Harris questioned the extra work required for this Change Order. Ms. Dierolf stated the additional work was required due to storm damage.

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. Settlement Agreement & Mutual Release for the Front Street Interceptor Rehabilitation Project – Phase I:

Motion: The Board authorizes the Chairperson and Secretary to execute the Settlement Agreement & Mutual Release with Michels Corporation relative to the Front Street Interceptor Rehabilitation Project – Phase I, in the one-time, lump sum payment of \$100,000 to Michels Corporation. Funding Source: Wastewater #80800801-80100-00029 – Front Street Interceptor Rehab Phase I.

The motion was unanimously approved.

X. Public Comment - Non-Agenda Items:

Evelyn Hunt (City Resident and Community Ambassador):

- Ms. Hunt stated she wasn't comfortable that just last week CRW announced at the November 13th meeting that Wastewater Rates were not going to be increased in 2020 and now one week later, CRW is announcing 2020 Wastewater Rates will increase 4.5%. She stated that it reflects poorly on the Community Ambassadors who already delivered this message to their neighbors.

Mr. Kurowski apologized but stated that last week's presentation was the Board's first view of the 2020 Draft Budget and after careful consideration and vetting, the Board elected to raise the rates now. Eliminating the phase-in process for Stormwater Fees made more sense for long-term rate forecasting.

Ms. Harris stated that for the Board to be in compliance with the Sunshine Act, deliberations can only take place during specific times. Due to time constraints in meeting, vetting and transparency, Board members were not able to meet any earlier.

Board Comments:

Ms. Harris thanked Ms. Maulhardt for tonight's presentation stating CRW continues to be as transparent as possible so that Stormwater Fee issues are clear, including the new roll-out date.

Mr. Enders had no comments.



MINUTES

Regular Meeting

November 20, 2019

6:00 PM

Page 11 of 11

Mr. Presley thanked the staff and consultants who listened and implemented Board members' suggestions into the 2020 Budget process.

Ms. Skotedis thanked the public and the City of Harrisburg for providing public comments and vetting in implementing the Stormwater Fee, and noted we are seeking transparency for everyone that will be impacted by the Stormwater Fee process.

Mr. Kurowski thanked everyone who provided public comment during the past four months. The 2020 Budget process was difficult with the inclusion of the Stormwater Fee and he thanked the staff for a job well done.

He also thanked Barry Brightbill for his 33 years of service.

XI. Adjournment:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 7:09 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley Jr.
Secretary



Order Confirmation

Ad Order Number 0009418737

Customer

CAPITAL REGION WATER

Account: 816
CAPITAL REGION WATER
212 LOCUST ST STE 500,
HARRISBURG PA 17101 USA
(888)510-0606

FAX:

karen.mckillip@capitalregionwater.com

Payor Customer

CAPITAL REGION WATER

Account: 816
CAPITAL REGION WATER
212 LOCUST ST STE 500,
HARRISBURG PA 17101 USA
(888)510-0606

PO Number

Sales Rep. Marianna Aldridge

Order Taker Marianna Aldridge

Order Source

Special Pricing

Tear Sheets	0	TearsheetsCost	\$0.00	Net Amount	\$144.60
Proofs	0			Tax Amount	\$0.00
Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$144.60
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$144.60
Invoice Text	2020 Regular Board Meeting				

Ad Schedule

Product	PennLive.com	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Meeting Notices
Cost	\$2.50	AdNumber	0009418737-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 30 li
Pick Up #	0009402567	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	REGUL480MEETINGSOFCAPITALREGIONWATERSBOARDOFDIRECTORSWILLBEHELDAT600PMINTHELOCUSTCOU	
	11/26/2019		

Product	The Patriot News	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Meeting Notices
Cost	\$137.10	AdNumber	0009418737-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 30 li
Pick Up #	0009402567	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	REGUL480MEETINGSOFCAPITALREGIONWATERSBOARDOFDIRECTORSWILLBEHELDAT600PMINTHELOCUSTCOU	
	11/26/2019		

Exhibit "A"

Ad Content Proof

2020 Regular Meetings of Capital Region Water's Board of Directors will be held at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, PA 17101, on the following dates:

- January 22
- February 26
- March 25
- April 22
- May 27
- June 24
- July 22
- August 26
- September 23
- October 28
- November 24
- December 16

Notice of these meetings will be published in a newspaper of general circulation and posted at Capital Region Water's offices in accordance with the Sunshine Act. Special Meetings may be called from time to time and will be advertised in accordance with the Sunshine Act. All meeting dates will be posted on Capital Region Water's website at capitalregionwater.com and are open to the public.

CAPITAL REGION WATER