

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

**II. Announcements - Chairperson**

- 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 Regular Meeting previously scheduled for December 18, 2019 was cancelled.
- C.** Today's Regular Meeting was advertised in accordance with the Sunshine Law. The Advertisement will be attached to the Minutes as Exhibit "A".
- D.** The next Regular Meeting is scheduled for Wednesday, February 26, 2020 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania, and is open to the public.

**III. Special Order of Business - Annual Meeting:**

**A. Election of Officers:**

Chairperson \_\_\_\_\_  
Vice-Chairperson \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

**B. Appointment of Assistant Secretary-Treasurer:**

**Motion:** The Board appoints \_\_\_\_\_, as Assistant Secretary-Treasurer of Capital Region Water for calendar year 2020.

**IV. Committee Reports**

- Budget and Finance
- Personnel and Administration
- Operations/Engineering
- Legal/Risk Management
- Public Outreach / M/W/DBE

**V. Management Report**

**VI. Minutes of Previous Meeting** - November 13, 2019 – Special Meeting Minutes  
November 20, 2019 – Regular Meeting Minutes

**VII. Modifications or Deletions to the Agenda**

**VIII. Public Comment - Agenda Items (3 Minutes)**

**IX. Old/New Business**

**Executive:**

**A. Resolution No. 2020-001 – Establishment of 2020 Board Committees:**

**Motion:** The Board approves Resolution No. 2020-001 which establishes the 2020 Board Committees and the Chairperson appoints Board members as follows:

- Budget and Finance Committee: J. Marc Kurowski and Crystal Skotedis;
- Personnel and Administrative Committee: Crystal Skotedis and Garvey Presley;
- Operations/Engineering Committee: J. Marc Kurowski and Garvey Presley;
- Legal/Risk Management Committee: Andrew Enders and Alisa Harris and Capital Region Water's General Counsel; and
- Public Outreach / M/W/DBE Committee: Andrew Enders and Alisa Harris.

**B. Resolution No. 2020-002 – Wastewater and Stormwater Rules and Regulations, effective February 1, 2020:**

**Motion:** The Board adopts Resolution No. 2020-002 for the Wastewater and Stormwater Rules and Regulations, effective February 1, 2020, which shall be attached as Exhibit "A".

**C. Engagement of Summit Technologies for AWIA, HIPAA & PCI Compliance:**

**Motion:** The Board authorizes the CEO to negotiate and execute an Agreement with Summit Technologies for the provision of cybersecurity risk assessment within CRW's budget for Information Technology consultants, based primarily on the rates set in Summit Technologies Proposal, dated August 1, 2019, in the amount not-to-exceed \$40,000. Funding Source: \$20,000 Water Fund #60504542-54205-C001 – Wtr AWIA Non-Core Requirements; \$20,000 Wastewater Fund #80504542-54205-C001 – Ww AWIA Non-Core Requirements.

**Administrative:**

**A. Engagement of Hammel Associates Architects, LLC for Renovations to 3003 North Front Street, Harrisburg Building:**

**Motion:** The Board authorizes the CEO to execute an Agreement with Hammel Associates Architects, LLC for Renovations to 3003 North Front Street, Harrisburg, PA, in the amount not-to-exceed \$73,150 for professional fees and \$2,500 for estimated reimbursable expenses for designing the first-floor office space and performing construction administration during the construction. Funding Source: Water #60800804-80400-00500 Administrative Building.

**Finance:**

- A. Resolution No. 2020-003 - Authorized Representatives to Submit a Wastewater Treatment Capital Improvements Programmatic Financing Financial Assistance Application to PENNVEST in the Amount of \$65,000,000 for Wastewater Treatment Capital Improvements Projects and to Finalize Such Loan per the Funding Approval from PENNVEST:**

**Motion:** The Board approves Resolution No. 2020-003 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 \$65,000,000 for Wastewater Treatment Capital Improvement Projects between the award date and 2025; and Capital Region Water’s Authorized Officers are also authorized to enter into a PENNVEST Loan Agreement (and related documentation) for the Wastewater Treatment Pro-Fi Project.

**Engineering:**

- 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 Pagoda Electrical, Inc. in the amount of \$2,753.77 and no additional days. Funding Source: Water #60800801-80100-00045 – Chlorine Scrubber Project.

- B. WSC Chlorine Scrubber Project – Change Order No. 2:**

**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 2 with Heisey Mechanical, Ltd. for a credit of \$1,058 and no additional days. Funding Source: Water #60800801-80100-00045 – Chlorine Scrubber Project.

- C. WSC Liquid Fluoride Feed System Project – Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 1 with PSI Pumping Solutions, Inc. for a decrease in the amount of \$2,274 and no additional days. Funding Source: Water #60800801-80100-00092 – Wtr Liquid Fluoride Chem Feed.

- D. Cameron Street Water Main Lining Project Phase 1 – Change Order No. 2 - Final:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 2 with Dewcon, Inc., for \$221,267.22 and no increase to the contract time. Funding Source: Water #60800801-80100-00081 – Wtr Cameron Street Water Main.

**E. 2019 Street Restoration Project – Change Order No. 1 – Final:**

**Motion:** The Board authorizes the Director of Engineer’s execution of Change Order No. 1 (Final) with Shiloh Paving & Excavating, Inc. for a decrease in the amount of \$11,698, and no change to the contract time. Funding Source: Wastewater #80800801-80100-00026 – Collection System Rehabilitation and Drinking Water #60800801-80100-00015 – Water Main Replacement.

**F. AWTF Digester Rehabilitation Project – Change Order No. 3:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 3 with IB Abel, Inc. for a decrease in the amount of \$9,894.94 and no additional days. Funding Source: Wastewater #80800801-80100-00020 – Primary Digester Rehabilitation.

**G. AWTF Digester Rehabilitation Project – Change Order No. 8:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 8 with Eastern Environmental Contractors, Inc. in the amount of \$180,971.18 and no increase to the contract time. Funding Source: Wastewater #80800801-80100-00020 – Primary Digester Rehabilitation.

**H. Task Order 2020-01-01: Engineering Services for Water Distribution and Transmission Asset Management Plan with KCI:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-01-01 with KCI as outlined in KCI’s Proposal, dated January 9, 2020, in an amount not-to-exceed \$90,317. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water: #60504541-54101 – Wtr Engineering Services.

**I. Task Order 2020-03-01: Engineering Services for Cityworks Support with KCI:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-03-01 with KCI, as outlined in KCI’s Proposal, dated January 8, 2020, in an amount not-to-exceed \$32,985.05. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: 50/50 Split: Water #60504541-54101 – Wtr Engineering Services and Wastewater #80504541-54101 – Ww Engineering Services.

**J. Task Order 2020-04-01: Engineering Services for GIS Support with KCI:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-04-01 with KCI, as outlined in KCI’s Proposal, dated January 9, 2020, in an amount not-to-exceed \$159,970. M/W/DBE Commitment: \$16,128 / 10.1%. Funding Source: Water #60504541-54101 – Wtr Engineering Services and Wastewater #80504541-54101 – Ww Engineering Services.

**K. Task Order 2018-23-03: Engineering Services for Construction Phase Engineering Services for Front Street Pumping Station Improvements with JMT:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2018-23-03 with JMT, as outlined in JMT's Proposal, dated January 17, 2020, in an amount not-to-exceed \$59,750. M/W/DBE Commitment: \$3,500 / 5.9% of commitment to a WBE firm to provide structural engineering services. Funding Source: Wastewater #80800801-80100-00025 - Front St Pump Station Des/Cons.

**L. Task Order 2019-06-02: Engineering Services for Paxton Creek Interceptor Improvements - Preliminary Screening Investigation with JMT:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2019-06-02 with JMT, as outlined in JMT's Proposal, dated November 15, 2019, in an amount not-to-exceed \$43,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00028 - Paxton Creek Interceptor Rehabilitation.

**M. Task Order 2020-05-01: Engineering Services for 2020 IDIQ Construction Management with HRG:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-05-01 with HRG Engineering, Inc., as outlined in HRG's Proposal, dated January 8, 2020, in an amount not-to-exceed \$413,900. M/W/DBE Commitment: \$62,600 / 15.1% of commitment for MBE and \$16,500 / 4.0% of commitment for WBE. Funding Source: Wastewater #80800801-80100-00026 - Collection System Rehabilitation and Water #60800801-80100-00015 - Water Main Replacement.

**N. Task Order 2017-09-04: Engineering Services for South Allison Hill Business District GSI Project with AKRF:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2017-09-04 with AKRF as outlined in AKRF's Proposal, dated January 14, 2020, in an amount not-to-exceed \$144,215. M/W/DBE Commitment: \$43,200 / 30% of commitment for M/W/DBE. Funding Source: Stormwater #90800801-80100-00089 - South Allison Hill GSI.

**O. Basic Ordering Agreement & Task Order 2020-08-01: CBH2OPP Priority Planning Area Plans - Uptown - Recommendation of Award with WRT:**

**Motion:** The Board authorizes the issuance of a Notice of Intent to Award, subsequent Director of Engineering's execution of a Basic Ordering Agreement, and Task Order 2020-08-01 for the CBH2OPP Priority Planning Area Plans - Uptown to WRT, LLC in an amount not-to-exceed \$127,495, as outlined in WRT's Proposal, dated November 25, 2019. M/W/DBE Commitment: \$50,210 / 40% of commitment for WBE. Funding Source: Wastewater #80800801-80100-00112 Uptown CSS Area Decentralized.

- P. Basic Ordering Agreement & Task Order 2020-09-01: CBH2OPP Priority Planning Area Plans – Lower Paxton Creek – Recommendation of Award with Brown & Caldwell:**  
**Motion:** The Board authorizes the issuance of a Notice of Intent to Award, subsequent Director of Engineering’s execution of a Basic Ordering Agreement, and Task Order 2020-09-01 for the CBH2OPP Priority Planning Area Plans – Lower Paxton Creek to Brown & Caldwell in an amount not-to-exceed \$222,135 as outlined in Brown & Caldwell’s Proposal Documents, dated January 10, 2020. M/W/DBE Commitment: \$32,503 / 14.6% of commitment for M/W/DBE. Funding Source: Wastewater #80800801-80100-00113 – Lower Paxton Creek CSS Area Decentralized G/G.
- Q. Task Order 2020-10-01: CBH2OPP Priority Planning Area Plans – Lower Front Street – Recommendation of Award with AKRF:**  
**Motion:** The Board authorizes the issuance of a Notice of Intent to Award and subsequent Director of Engineering’s execution of Task Order 2020-10-01 for the CBH2OPP Priority Planning Area Plans – Lower Front Street to AKRF in an amount not-to-exceed \$100,000 as outlined in AKRF’s Proposal Documents, dated November 25, 2019. M/W/DBE Commitment: \$21,000 / 21% of commitment for M/W/DBE. Funding Source: Wastewater #80800801-80100-00114 – Lower Front Street CSS Area Decentralized G/G.
- R. TLC Cornerstone GSI – Engineering Services with Cosmos Technologies:**  
**Motion:** The Board authorizes the Director of Engineering to execute a contract with Cosmos Technologies Inc., as outlined in Cosmos’ Proposal, dated January 10, 2020, in an amount not-to-exceed \$45,000. M/W/DBE Commitment: 100% of commitment for MBE. Funding Source: Stormwater #90800801-80100-00109 – TLC Cornerstone GSI.
- S. South Allison Hill Business District GSI – Recommendation of Award:**  
**Motion:** The Board authorizes the issuance of a Notice of Intent to Award and subsequent Director of Engineering’s execution of Contract Documents following receipt of insurance and bonds for the South Allison Hill Business District GSI to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, as outlined in \_\_\_\_\_’s Bid Documents, dated December 20, 2019. M/W/DBE Commitment: \$XX / X.XX% of Commitment for WBE/MBE or DBE. Funding Source: Stormwater # 90800801-80100-00089 – South Allison Hill GSI.

**Operations:**

- A. Task Order 2020-06-01: Engineering Services for 2020 GSI Operation & Maintenance with AKRF:**  
**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-06-01 with AKRF, as outlined in AKRF’s Proposal, dated January 8, 2020, in an amount not-to-exceed \$193,000. M/W/DBE Commitment: \$150,000 / 77.7% of commitment for M/W/DBE. Funding

Source: Wastewater #80504541-54104 – Ww Engineering Services (\$43,000) and Wastewater #80251521-52104 – Ww Fmtc Contract Services-GSI (\$150,000).

**B. Project Number 2019-212: Fiberglass Reinforced Plastic (FRP) Doors and Fiberglass Resin Transfer Molding Frames – Drinking Water Department:**

**Motion:** The Board ratifies the CFO's execution awarding Project Number 2019-212 – Fiberglass Reinforced Plastic (FRP) Doors and Fiberglass Resin Transfer Molding Door Frames to COR Construction Services, and the execution of the Agreement in the amount not-to-exceed \$46,049. Notifications for M/W/DBE were solicited via PennBid system. There were no commitments returned at the time of the award (summary of notification efforts attached). Funding Source: Water #60800804-00203 – Security Cameras/Access Control.

**C. Project Number 2019-213: Satellite Leak Detection Services for Drinking Water Department:**

**Motion:** The Board ratifies the CFO's execution of the Proposal with Utilis, Inc., dated August 29, 2019, to procure Satellite Leak Detection Services at a total cost not-to-exceed \$29,500. M/W/DBE Commitment: \$0.00 / 0.00% – Sole Source Provider. Funding Source: Water #60221512-2019-213 – Satellite Leak Detection Services for Drinking Water.

**D. Purchase of RamJet Truck for Wastewater:**

**Motion:** The Board authorizes the CFO to procure one RamJet Truck (G-73) from A&H Equipment for the Wastewater Department totaling \$266,671. There was no M/W/DBE participation due to the purchase through COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Wastewater #80800804-80400-00027 – Ww Vehicular Equipment.

**E. Project Number 2019-214: Street Sweeping Equipment:**

**Motion:** The Board ratifies the CFO's procurement of three Elgin Pelican Street Sweepers from A&H Equipment for the Stormwater Department identified as SW-01, SW-02 and SW-03. The purchase will be 100% financing with a tax-exempt capital lease, for a term of 60 months, with a \$1 buyout. The lease interest rate will be determined at the time of the lease application. Current interest rates are in the range of 2.11% - 3.25%, based on a three-year cost of funds. Monthly lease expense is expected not-to-exceed \$12,500 per month. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Stormwater #90251511-51103 - Sw Equipment Lease.



**F. Municipal (Wastewater) Blending Group Participation:**

**Motion:** The Board authorizes CRW to participate in a Municipal (Wastewater) Blending Workgroup providing education and advocating against regulatory restriction of in-plant blending in the amount not-to-exceed \$2,500. The workgroup is administered by Barnes & Thornburg. Funding Source: Wastewater #80504541-54100 – Legal Services – General.

**G. Purchase of SCADA System:**

**Motion:** The Board authorizes the CFO to procure hardware clusters with a five-year lease through Insight Public Sector, Inc. for the Water and Wastewater Departments totaling \$69,771.70. Funding Sources: Water #60800801-80101-C001 – Wtr AWIA Compliance and Wastewater #80800801-80101-C001 – Ww AWIA Compliance

**X. Public Comment - Non-Agenda Items (3 Minutes)**

**XI. Board Member Comments**

**XII. Adjournment**