

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 4:30 PM to discuss personnel matters and potential claims against CRW with General Counsel.
- B.** The next Regular Meeting is scheduled for Wednesday, March 25, 2020 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
- Personnel and Administration
- Operations/Engineering
- Legal/Risk Management
- Public Outreach / M/W/DBE

IV. Management Report

V. Minutes of Previous Meeting - January 22, 2020 - Regular Meeting Minutes

VI. Modifications or Deletions to the Agenda

VII. Public Comment - Agenda Items (3 Minutes)

VIII. Old/New Business

Executive:

A. Resolution No. 2020-006 – Amendment to Employee Handbook - Property and Building Access Cards and Keys Policy:

Motion: The Board adopts Resolution No. 2020-006 which approves an Amendment to Employee Handbook - Property and Building Access Cards and Keys Policy, which shall be attached hereto as Exhibit “A”.

Administrative:

A. Resolution No. 2020-004 – Document Retention and Disposition Policy:

Motion: The Board adopts Resolution No. 2020-004 wherein Capital Region Water intends to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual Issued for the Local Government Records Committee by the Pennsylvania Historical and Museum Commission, Bureau of the Pennsylvania State Archives, as amended March 28, 2019, which shall be attached hereto as Exhibit “A”.

B. Resolution No. 2020-005 – Municipal Officer for Implementing Capital Region Water’s Document Retention and Disposition Policy:

Motion: The Board adopts Resolution No. 2020-005 to appoint Tammie Sheaffer to continue to serve as the Municipal Officer for implementing CRW’s Document Retention and Disposition Policy, adopted via Resolution No. 2020-004 and approved February 26, 2020.

Finance:

A. Resolution No. 2020-007 – PENNVEST Borrowing for GSI:

Motion: The Board adopts Resolution No. 2020-007 which approves the Undertaking of the 2020 PENNVEST Project; Approving and Authorizing Funding from the Pennsylvania Infrastructure Investment Authority (PENNVEST) in a Principal Amount Not-To-Exceed \$13,000,000 (the 2020 PENNVEST Loan) which 2020 PENNVEST Loan will be Evidenced And Secured by the Authority’s Debt Obligation known as the Capital Region Water Subordinate Sewer Revenue Note, Series of 2020 (PENNVEST) (or Similar Designation), In a Principal Amount Not-to-Exceed \$13,000,000 (the “2020 Note”), for the Purpose of Providing Funds to Finance the cost of the 2020 PENNVEST Project; Authorizing the Issuance of the 2020 Note and Approving the form thereof; Authorizing the Execution and Delivery of the Third Supplemental Trust Indenture (the “Third Supplemental Indenture”); Authorizing the Execution and Delivery of all of the PENNVEST Funding Documents (the “Funding Documents”); Authorizing Automatic Electronic Payments; Authorizing and Directing Proper Officers of the Authority to Execute and Deliver Such Other Documents and to do Such Other Things As May Be Necessary to Secure the 2020 PENNVEST Loan and the Issuance of the 2020 Note; And Approving and Confirming Other Matters Necessary to Securing the 2020 PENNVEST Loan and to the Issuance of the 2020 Note.

B. Resolution No. 2020-008 – PENNVEST Reimbursement for GSI:

Motion: The Board adopts Resolution No. 2020-008 which approves its Declaration of its Intent to Reimburse its Sewer Revenue Fund Used to Construct Certain Green Stormwater Infrastructure Projects with Programmatic Financing received from the Pennsylvania Infrastructure Investment Authority.

C. FY2020 As-Needed Services – Raftelis:

Motion: The Board authorizes the CFO to approve the continued engagement of Raftelis to provide financial and technical assistance on an as-needed basis for FY2020 under the Rate Schedule provided in the Raftelis' Proposal, dated February 11, 2020. Funding Source: Admin #10504541-54103 – Adm Financial Advisor Services.

D. 2019 - 2020 Audit Services:

Motion: The Board authorizes the CFO to execute the Engagement Letter with Maher Duessel to perform the Audit of Capital Region Water for calendar years 2019 and 2020 at a cost not-to-exceed \$69,700 for 2019 and \$71,100 for 2020. M/W/DBE Commitment: \$69,700 / 100% WBE and \$71,100 / 100% WBE. Funding Source: Admin #10504541-54102 – Adm Audit & Accounting Fees, Water #60504541-54102 – Wtr Audit and Accounting Fees, and Wastewater #80504541-54102 – Ww Audit and Accounting Fees.

Engineering:

A. Cameron Street Water Main Lining – Phase 2 Project – 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 Cameron Street Water Main Lining – Phase 2 Project to Dewcon, Inc., in the amount of \$3,141,185 as outlined in Dewcon, Inc.'s Bid Documents, dated February 12, 2020. M/W/DBE Commitment: \$495,000 / 15.8% of Commitment for MBE and \$165,000 / 5.3% Commitment for WBE. Funding Source: Water #60800801-80100-00081 – Wtr Cameron Street Water Main.

Operations:

A. Purchase of Vehicles for Stormwater:

Motion: The Board authorizes the CFO to procure two Ford F-350 4X4 Dump Trucks from Keystone Ford for Stormwater totaling \$99,680. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Stormwater #90251511-51103 – Sw Equipment Lease.

B. Purchase of Compressor for Wastewater:

Motion: The Board authorizes the CFO's procurement of one 2020 Kaeser M55 Air Compressor from Service Supply Corp for Wastewater Division in the amount of \$23,739.13. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800809-80900-00026 - Ww Collection System Rehabilitation.

C. Lateral Launch CCTV Camera and Rover for Wastewater:

Motion: The Board authorizes the CFO to procure one Lateral Launch CCTV Camera and Rover from A & H Equipment for the Wastewater Department in the amount of \$104,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #808000804-80400-00027 - Ww Vehicular Equipment.

D. Project Number 2020-201 Water Treatment Chemicals:

Motion: The Board authorizes the CFO to execute the Agreement with Univar Solutions USA, Inc. in the estimated amount of \$250,740 based in unit pricing. M/W/DBE Commitment: \$0.00 / 0.00%. There were no commitments returned at the time of the award. Funding Source: Water #60231513-51301- Wtr Treatment Chemicals and Wastewater #80231513-51301- Wastewater Treatment Chemicals.

IX. Public Comment - Non-Agenda Items (3 Minutes)

X. Board Member Comments

XI. Adjournment