



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
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
Jarvis Brown, Diversity Program Manager
Colleen Boeckelmann, Executive Assistant

General Counsel:

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

Others:

Ed Ellinger, P.E. (HRG)
Chad Davis (HDR Engineering)
Ryan Rhoades (Michael Baker International)
Jeff Thompson, P.E., (WRA)
Paul Rosol (WRA)
John Hammell, P.E., (CDM Smith, Inc.)
Tim Dean, P.E. (AECOM)
Matt Crow (Hazen & Sawyer)
Nathan Walker (Gannett Fleming)
Frederick Douglas (Cosmos Technologies, Inc.)
Carol Peterson (Resident)

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

The meeting was called to order by Chairperson Kurowski at 6:21 PM.

Chairperson Kurowski noted that four Board members were present with Mr. Enders being excused for the meeting.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:30 PM to discuss personnel matters, potential claims against CRW with General Counsel, and to receive information from staff about strategic goals and objectives.
- 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, PA 17101 and is open to the public.

III. Committee Reports:

Budget and Finance Committee: Ms. Skotedis highlighted the following:

- 2019-2020 Audit Services engagement: CRW received six responses and three interviews were conducted. The Committee has elected to move forward with CRW's current auditors, Maher Duessel. Ms. Skotedis stated for the record that Maher Duessel is currently a tenant in the new office building purchased by CRW. The Committee fully vetted the issue with General Counsel of having CRW's auditor as a tenant in our new building, as well as issues within the Pennsylvania State Ethics Act that CPA's are required to follow. The issue has been discharged as the Lease itself is insignificant to either party, or doesn't jeopardize either parties' independence. If any Board member has any concern, they should discuss that during the time the motion is addressed this evening.
- The Committee recommends the As-Needed Services engagement with Raftelis.
- \$13,000,000 PENNVEST Loan Borrowing Resolution No. 2020-007 for Green Stormwater Infrastructure Projects will begin in the South Allison Hill area, along with Reimbursement Resolution No. 2020-008 that allows CRW to utilize funds from its Sewer Revenue Fund before the PENNVEST funding is available.
- Staff is working on the Customer Assistance Program.
- Collection efforts were discussed to investigate whether customer charges are matching internal efforts, along with conducting time studies.
- More information will be released in the future on those items.

Personnel and Administrative Committee: Ms. Skotedis highlighted the following:

- Six positions were filled in January.
- The Committee recommends an Amendment (Resolution No. 2020-006) to the Employee Handbook for a policy of a nominal charge for replacement in the event an employee loses their key card.
- Employee Development Programs and Training were discussed, along with future anticipated training.
- Discussed the outcome of the Employee Engagement Committee Meeting.
- Affordable Care Act (ACA) Reporting was completed.
- “Red Flag Reporting:” An anonymous hotline was established for employees to report issues to management for investigation. Employees were encouraged to continue to report issues to their supervisors first, but the hotline adds an additional layer if the employee is not comfortable addressing the issue with their supervisor.

Operations/Engineering Committee: Mr. Kurowski reported the Committee did not meet in January due to the large water main break that occurred. He thanked the staff and customers who were impacted by the major water main break. He commended the coordination of all utilities who worked as a team to repair the aging infrastructure as quickly as possible.

Legal/Risk Management Committee: No report.

Public Outreach / M/W/DBE Committee: No report.

IV. 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, however, Ms. Katzenmoyer introduced Jarvis Brown, Diversity Program Manager. Mr. Presley commended CRW's staff who repaired the water main break on North Street this past month.

V. Minutes of Previous Meetings:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, that the Minutes of the January 22, 2020 Regular Meeting be approved as presented.

The motion was unanimously approved.

VI. Modifications or Deletions to the Agenda:

Ms. Skotedis added Finance, Item E to read as follows:

- E. Subscription to Chiefofstaff.com:** The Board authorizes the CEO to make payment for a 12-month subscription to Chiefofstaff.com in the amount of \$29,250. Funding Source: Admin #10101516-51600 – Adm IT Computer Software.

VII. Public Comment - Agenda (3 Minutes): None.

VIII. Old/New Business:

Executive:

A motion was made by Ms. Skotedis, seconded by Mr. Presley, that the following Resolution be adopted, Executive Item A.:

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”.

The Resolution was unanimously adopted.

Administrative:

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following Resolutions be adopted, Administrative Items A. and B.:

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.

The Resolutions were unanimously adopted.

Finance:

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following Resolution be adopted, Finance Item A.:

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.

Ms. Harris and Ms. Skotedis thanked Mr. Keith for having the vision and for implementing the low interest rate loan with PENNVEST.

The Resolution was unanimously adopted.

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

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.

The Resolution was unanimously adopted.

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

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.

The motion was unanimously approved.

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

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.

Ms. Skotedis stated for the record that Maher Duessel is a WBE firm.

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. Subscription to Chiefofstaff.com:** The Board authorizes the CEO to make payment for a 12-month subscription to Chiefofstaff.com in the amount of \$29,250. Funding Source: Admin #10101516-51600 – Adm IT Computer Software.

Mr. Kurowski thanked the staff for updating the Board on the status of the Strategic Plan. Ms. Harris asked whether the Board would receive periodic updates and Ms. Katzenmoyer confirmed they will. Mr. Kurowski stated this is part of the initiatives previously identified during the Strategic Planning Session held months ago that captures what CRW is working to achieve as a growing organization.

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. 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.

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. 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.

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. Purchase of Air Compressor for Wastewater:

Motion: The Board authorizes the CFO's procurement of one 2020 Kaeser M55 Air Compressor from Service Supply Corp for the 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.

The motion was unanimously approved.

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

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.

Mr. Rosentel confirmed the equipment is being purchased through COSTARS, and this is a sole source supplier given the new rover must be compatible with the CCTV camera vehicle. Upon inquiry, Mr. Rosentel stated it was more cost-effective for staff to purchase a second camera instead of a second CCTV vehicle.

The motion was unanimously approved.

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

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.

The motion was unanimously approved.

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

X. Board Comments:

Ms. Harris highlighted:

- Commended the Operations staff for handling the odor complaints in mid-town Harrisburg, along with their work on the water main break.
- Thanked the Community Outreach staff for distributing bottled water to our ratepayers who were impacted with the recent water main break.
- Distribution of five different door hangers on cold days and nights to keep the community informed.
- The commitment of Tanya Dierolf and Mike McFadden and their teams for all their efforts over the past month.

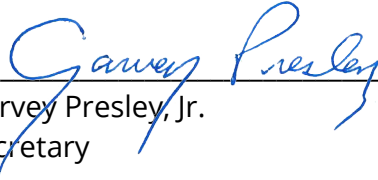
Mr. Presley also thanked the staff for their efforts on repairing the water main break on North Street. He thanked the team that provided information on the Customer Assistance Program to the Board members. He applauds CRW for their effort of going above and beyond with distributing clean drinking water, our consistent community outreach, and our future Customer Assistance Program.

Ms. Skotedis and Mr. Kurowski. No comments.

XI. Adjournment:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 6:58 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary