



**Regular Meeting (Conducted via Skype)**

**In Attendance (via Skype):**

**Board:**

J. Marc Kurowski, P.E., Chairperson  
Crystal A. Skotedis, CPA, CFE, Vice Chairperson/Treasurer  
Garvey Presley, Jr., Secretary  
Andrew 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  
Jess Rosentel, Director of Wastewater Operations  
Mike McFadden, Director of Water Operations  
Michelle Mancuso, Water Operations Supervisor  
Tanya Dierolf, Director of Strategic Initiatives  
Kodi Webb, Water Quality Administrator  
Nancy Kuhn, Customer Service Manager  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist  
Bob Lipscomb, Document Specialist  
Claire Maulhardt, City Beautiful H2O Program Manager  
Jeff Bowra, Lead Engineer  
Rebecca Laufer, External Affairs Manager  
Jarvis Brown, Diversity Program Manager  
Tom Czyzykowski, IT Manager  
Sheri Berilla, Asset Manager  
Kendrick Maholtz, GIS Data Analyst  
Jeff Guilmette, Procurement Manager  
JoAnn Gray, Procurement Specialist  
Jamie Meily, Customer Service Representative  
Michael Gonzalez, Wastewater Collection Construction Specialist

**General Counsel:**

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

**Others:**

Caleb Krauter, P.E. (HRG)  
Nathan Walker, P.E. (Gannett Fleming)  
Paul McNamee, P.E., (KCI Technologies, Inc.)

Brian G. Marengo, P.E. (Brown and Caldwell)  
Jeff Thompson, P.E. (WRA)  
Herb Higginbotham (HDR Engineering)  
Chuck Hauser (ARCADIS)  
Cindy Zawrotuk, P.E., (GHD)  
John Hammell, P.E. (CDM Smith, Inc.)  
Karl Singleton (Pennsylvania Diversity Coalition)  
Michael Buchwach, Community Ambassador

**I. Call to Order - Roll Call:**

The meeting was called to order by Chairperson Kurowski at 6:07 PM.

Chairperson Kurowski stated that all five Board members were present, and that today's meeting was being conducted via Skype due to the pandemic with COVID-19.

General housekeeping items were addressed by the Chairperson advising that all attendees microphones have been muted to enhance the sound quality and to reduce feedback. If anyone participating wants to speak or make a comment during the comment periods, please unmute your phone or send an instant message including your name and request that your phone be unmuted. However, please remember to mute your phone or send an instant message and request your phone be muted when you are finished speaking.

CRW posted the Agenda one week in advance on the website and has accepted public comments via email until 4:00 PM today. As of today, we have not received any emailed comments, therefore, no comments will be read into the record.

Today's meeting is being recorded and will be posted on the website at <https://capitalregionwater.com/meetings-reports/> on Thursday, May 28, 2020.

**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.** Today's Regular Meeting was advertised in accordance with the Sunshine Law. The Advertisement will be attached to the Minutes as Exhibit "A".

- C. The next Regular Meeting is scheduled for Wednesday, June 24, 2020 at 6:00 PM and will be held virtually, an advertisement will be published in the Patriot News and instructions to join the Skype meeting will be posted on the Capital Region Water website.

### III. Presentation

#### **Customer Assistance Program Recommendations (Tanya Dierolf - 6:07 - 6:25 PM)**

Ms. Dierolf announced that CRW is enhancing its Customer Assistance Program, effective July 1, 2020. The purpose of the grant assistance component is to assist CRW's lower income residential customers with the payment of their bills for water and sewer services, specifically customers at or below 150% of the Federal Poverty Level. The Program will be called "Help @ Home". CRW has budgeted \$160,000 for grant assistance for calendar year 2020, and the budgeted funds came from non-ratepayer revenues collected by CRW such as timber sales, waste hauling contracts, etc. She explained how the Program will run and that CRW will accept identification from residential ratepayers already qualified for other specific programs such as LIHEAP as eligible for CRW's Help @ Home Program.

Future Programs being considered were also identified and more information will be coming on those items in the future. Details on the Help @ Home Program, along with tonight's presentation will be posted on CRW's website on Thursday, May 28, 2020.

The floor was opened for questions and answers were addressed from the floor by Ms. Dierolf. Ms. Harris questioned if CRW could accelerate the other future programs identified in the presentation. Mr. Keith stated that the low-income grant assistance was budgeted for 2020, and CRW wants to focus on rolling out this program first. Future programs will be considered during the 2021 Budget process and will not be available in 2020, however, staff is working to present those future programs to the Board in the next couple of months.

### IV. Committee Reports:

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

- CRW currently has \$9M of accounts receivables with the top 50 customers making up \$1.8M of the \$9M.
- \$1M of the \$1.8M currently remains uncollectible as CRW approaches one year of collection efforts.

- Collection efforts were discussed through the Municipal Lien process.
- Water revenues are down in 2020 due to the COVID pandemic which is attributed to less water usage since the majority of businesses in the area are closed.
- Wastewater revenues are also down but are offset by lower operating expenses and remain stable.
- Credit card processes and uses.
- The Customer Assistance Program, along with approval of the CEARs is on tonight's Agenda for recommendation by the Committee.

Ms. Harris questioned how CRW stands on collection efforts from 2020 compared to 2019. Mr. Keith stated that CRW typically does not track revenues in this manner. There appears to be a 10% reduction in revenues in 2020, however since collection efforts were ceased due to the Pandemic that may be the issue. Ms. Harris also asked if there was any increase in credit card payments since the Pandemic began. Mr. Keith reported that there has not been a significant increase in credit card payments, however, there has been an increase in the processing of checks and/or ACH payment processing from our ratepayers.

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

- Recruiting offers have been put on hold.
- The Collective Bargaining Agreement (CBA) was extended for one year.
- Compensation Study comparable to other agencies similar in size to CRW is continuing to move forward and will be finalized for presentation to the Board in the next couple of months.
- Employee Evaluations and compensation process.
- COVID issues and impacts on the workplace, e.g. personal leave.
- Established a "Back to Work Committee" on how CRW will return to work as the Governor's Order of Emergency shifts into the next phase.
- Ms. Skotedis stated she is very impressed as CRW's staff continues to work their normal workload, while adapting to the constantly changing environment as they push to maintain CRW's Strategic Initiatives. She thanked everyone and noted their efforts have not gone unnoticed.

**Operations/Engineering Committee:** Mr. Kurowski reported the Committee met virtually on May 14, 2020 and discussed a number of issues impacted by the Governor's stay at home Order. There are several Engineering items associated with those discussions tonight on the Agenda. He pointed out he is happy to see the 2020 Annual Water and Sewer Projects are being awarded under Engineering Items C. and D., and the collaboration efforts between CRW, Susquehanna Township, Lower Paxton Township and PennDOT regarding Engineering Items E. and F. for the benefit of all parties. He thanked the staff for working out the terms

of these Agreements in an effort to share the costs appropriately amongst the agencies that are impacted. Some of the construction projects are precursors to engineering work that is going to begin in the very near future. There were no questions from the Board.

**Legal/Risk Management Committee:** Mr. Enders reported the Committee met on May 7, 2020 via telephone and highlighted the following:

- There were no new insurance claims to discuss. Thank you to Mr. Ritchey for keeping everything focused on safety throughout the organization.
- Two pending easement issues relating to the DeHart Facility. Mr. Enders is hoping to report on those issues at the next Board meeting.
- Negotiations relating to a contractor was discussed with General Counsel. He is hopeful this will be resolved shortly and thanked Mr. Wyland for his efforts on resolving this matter,
- CRW has received one challenge to the new stormwater fee. Conversations between the parties has begun and he expects all parties to reach common ground in the near future.
- The award of some contracts that appear on tonight's Agenda under New Business were also discussed in the Legal Committee.
- COVID issues and the impacts to the organization to confirm CRW is compliant with all rules and responsibilities impacted by Regulations that CRW is required to comply with.
- Compliments to Ms. Katzenmoyer for all her efforts during the pandemic. CRW is not just doing the bare minimum, we are going above and beyond to keep staff safe, as well as the community, as staff is working in the Harrisburg area.
- He complimented the Finance Committee as they continue to work on collection efforts, including the use of municipal liens and how CRW will monitor the collection of accounts receivables and the use of effective mechanisms in which to enforce collection efforts. Committee members remain very aware that CRW's efforts to protect its assets will be highly scrutinized, but this effort has a big impact on all CRW's ratepayers. As staff continues to negotiate these decisions in coming to the Board, the Committee is taking a thoughtful approach in analyzing and assessing recommendations.

Ms. Harris requested that the Board consider CRW's residential ratepayer when deciding how aggressively to pursue collection efforts, while continuing to be strategically thoughtful as to how CRW proceeds in the enforcement of municipal liens to protect CRW's assets. There were no further comments from the Board.

**Public Outreach / M/W/DBE Committee:** Ms. Harris reported that the Committee also met virtually on May 14, 2020 and highlighted the following:

- Opportunities of the new Customer Assistance Program.
- Challenges of CRW regarding its Collections Policy of outstanding accounts receivable balances.
- Shout out to new members of the Community Relations Team, Jarvis Brown, Diversity Program Manager, as well as Rebecca Laufer, External Affairs Manager, along with Steve Early who are great additions to the Committee.
- Agenda items were discussed regarding where M/W/DBE participation levels are.
- Best ways of communicating with our customers through social media via LinkedIn, Facebook, Twitter, etc. on how to keep everyone safe.
- When Street Sweeping will begin, stay tuned for more information on that.
- Hydrant Flushing schedule.
- Due to COVID, CRW is currently not out in the community like we normally are so stay tuned to our website for upcoming events as soon as it is safe to do so.

There were no questions from the Board.

## **V. Management Report:**

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

Ms. Katzenmoyer thanked the Senior Leadership, as well as Joseph Ritchey, who served on the Return to Work Committee in the development of a Return to Work Plan. The Plan is for bringing CRW's staff back in a phased-in approach, while also maintaining the health and safety of our employees.

Mr. Presley commended the Drinking Water personnel for the water loss going down from 42% to 20% over the last four years due to the locating, tracking and repair of water main leaks. This is a great accomplishment and wanted the information conveyed to the Drinking Water personnel. Mr. McFadden advised he will relay that information to his staff.

There were no questions from the Board.

**VI. Minutes of Previous Meetings:**

A motion was made by Mr. Enders, seconded by Ms. Skotedis, that the Minutes of the April 22, 2020 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):** None.

**IX. Old/New Business:**

**Administrative:**

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

**A. Project Number 2020-205 - Interior Painting Service at 3003 N. Front Street:**

**Motion:** The Board approves awarding Project Number 2020-205 – Interior Painting Service at 3003 North Front Street to Central Bucks Painter, Inc. / DBA: Certapro Painters of Central Bucks and authorizes the CFO to execute the agreement in the not-to-exceed amount of \$32,250. Notifications were solicited via the PennBid system and M/W/DBE Participation: \$32,250 / 100%. Funding Source: Admin #10101510-52000 - Adm New Building Maintenance.

Ms. Harris stated that this contract was discussed at the Committee level since the contractor is not local. Jarvis Brown spoke to the Committee as he is familiar with this contractor as he continues working to build CRW's database of local contractors to increase M/W/DBE participation levels at the local level.

The motion was unanimously approved.

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

**B. Procurement of Interface Carpet Tile for Second Floor Administrative Offices at 3003 N Front Street:**

**Motion:** The Board authorizes the CEO/CFO to procure Interface Carpet Tile from Martin's Flooring Inc. under Costars Contract #4400020403, as outlined in their Quote, dated May 13, 2020, in the not-to-exceed amount of \$127,293.36. This was also reviewed with the Engineering and Operations Committee. M/W/DBE Commitment: \$0.00 / 0.00%. This will be self-performed by this Costars vendor. Funding Source: Admin #10101510-52000 - Adm New Building Maintenance.

Mr. Kurowski stated that this contract was also discussed in Committee. It was noted that this contract will be self-performed by a Costars vendor. Ms. Katzenmoyer noted that the carpet currently within the building will be recycled into new carpet tile. The product anticipated to be purchased is an environmentally recycled product.

Ms. Harris stated that the Committee discussed the award of contracts to vendors under the Costars program. She requested that the Board continue to have discussions as to when it is appropriate to use opportunities through the Costars and Keystone Purchasing Network through the procurement process, while also keeping an eye on whether it is counterproductive to CRW's M/W/DBE Program. Mr. Presley feels CRW's M/W/DBE Plan is being slighted with participation levels when some of these procurement programs are considered. Mr. Presley feels CRW is very proactive but doesn't want the M/W/DBE Plan to suffer by using the other government sponsored procurement processes. The use of these programs through CRW's procurement process has to be taken into consideration when M/W/DBE participation levels aren't there, and the Board wants it known they are very dedicated to CRW's M/W/DBE Plan.

The motion was unanimously approved.

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

**C. Procurement of Furniture and Ancillary Items for Administrative Offices at 3003 N. Front Street:**

**Motion:** The Board authorizes the CFO to procure furniture and ancillary items from Allsteel Costars Contract in the not-to-exceed amount of \$15,761.92, Lacasse Costars Contract in the not-to-exceed amount of \$17,751.96, Hon-OMNIA Costars Contract not-to-exceed amount of \$1,495.21, SitOnIt OMNIA Commonwealth Contract in the not-to-exceed amount of \$1,183.68, National-OMNIA Costars Contract in the not-to-exceed amount of \$8,060.77, and Benjamin Roberts in the not-to-exceed

amount of \$8,075, as outlined in their respective Quotes, dated May 26, 2020, in the total amount of \$52,328.54. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Admin #10101510-52000 - Adm New Building Maintenance.

Mr. Presley questioned why information was not provided to the Board prior to the meeting. Mr. Keith stated that the proposals came in over the weekend and the proposals were resubmitted to the Board on May 26, 2020. The information was not available at the time of the initial upload last week, but these are the final numbers and they still fall within the existing budget.

Ms. Katzenmoyer stated the quotes are for the second floor at 3003 N. Front Street. Additional quotes may be required to retrofit the Board room and Customer Service at a later time. Mr. Keith confirmed that additional furniture will be needed in the Board room for stackable chairs. Customer Service will utilize existing office space and furniture. Ms. Harris questioned whether Keystone Purchasing Network was utilized for this purchase and Ms. Katzenmoyer indicated that Benjamin Roberts was used for this purchase and all purchases are being done under the Costars Program, not the Keystone Purchasing Network.

Mr. Enders questioned why other companies within Dauphin County were not consulted. He would like other Costar vendors in the Dauphin County area to be considered for future purchases of this nature. Ms. Harris agreed with Mr. Enders' comment.

Ms. Katzenmoyer stated the quotes deal with existing furniture that must be retrofitted to fit into the new facility, as cubicles will not be utilized at the new location, therefore, the same vendor used from the prior move from the third to fifth floor at the Locust Street location was chosen.

Ms. Harris questioned whether the CDC and OSHA guidelines were considered for Customer Service? Ms. Katzenmoyer stated CRW's architect has taken all those issues into consideration. There are two rows of cubicles with four on each side. Currently, CRW does not employ eight customer service representatives so this allows for growth, plus between the rows of cubicles will be a solid wall that will go from floor to ceiling so there will be a physical separation. No plexi-glass or sneeze guards will be required because there will be a wall of glass where customers will exit the elevators and walk up to a window that will have a slotted space to slide papers and payments through. A design into the ground level parking level will include a drive-thru area similar to a drive-thru bank interface that allows for a vacuum tube to go from the drive-thru area directly to the cashiers so ratepayers won't

physically have to leave their vehicles or enter the building, along with a two-way TV monitor system. Board members were very excited.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the following Resolutions be adopted, Administrative Item D.:

**D. Resolution Nos. 2020-017 through 2020-026 for Destruction of Records:**

**Motion:** The Board adopts Resolution Nos. 2020-017 through 2020-026 for destruction of records as detailed in Exhibit "A" of each Resolution.

The Resolutions were unanimously adopted.

**Finance:**

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

**A. Access Control System for 3003 N Front Street:**

**Motion:** The Board authorizes the CFO to procure the Salto Access System from Empire Communications in the not-to-exceed amount of \$16,240. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800804-80400-00500 - Administrative Building.

The motion was unanimously approved.

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

**B. FY2020 Water and Wastewater Consulting Engineer's Annual Reports (CEARS):**

**Motion:** The Board authorizes the CFO to approve the engagement of Arcadis to prepare the FY2020 CEARS for both the Water and Wastewater Systems, as outlined in Arcadis' Proposal, dated May 4, 2020, for a lump sum cost of \$38,000. This cost remains unchanged from last year. Funding Source: Water #60504541-54106 - Wtr Rate Study and CEAR Fees and Wastewater #80504541-54106 - Ww Rate Study and 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. Task Order 2020-11-01: Engineering Services for Asset Management Support with KCI:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-11-01 with KCI, as outlined in KCI's Proposal, dated May 2020, in an amount not-to-exceed \$106,000. M/W/DBE Commitment: \$10,600 / 10.00%. Funding Source: 50/50 Split: Water #60504541-54101 – Wtr Engineering Services and Wastewater #80504541-54101 – Ww Engineering Services.

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 2018-22-02: Engineering Services for WSC Filter Media Replacement Project with Gannett Fleming:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2018-22-02 with Gannett Fleming in an amount not-to-exceed \$17,500. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00008 - Wtr WSC Filter Media Replacement.

Ms. Harris requested an explanation of the Task Order and Mr. Stewart provided an explanation from the floor. In the future, Ms. Harris requested that when additional work is required for approval, that both the authorization for the additional work for the Task Order be provided at the same time the change order is submitted for approval by the Board. Mr. Stewart stated that can occur in the future.

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. 2020 Water System Improvements 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 2020 Water System Improvements Project to Rogele, Inc. in the amount of \$1,546,916.85 as outlined in Rogele, Inc.’s bid package, dated April 30, 2020. M/W/DBE Commitment: \$9,769.50 / 0.63% MBE and \$5,150 / 0.33% WBE. Funding Source: Water #60800801-80100-00015 – Water Main Replacement.

A discussion was held regarding the award of the contract to Rogele with low M/W/DBE participation. Mr. Bowra explained the project is directly in front of Rogele’s facility, therefore, Rogele didn’t have to include mobilization costs into their bid. Both Mr. Presley and Ms. Harris expressed their concern on the lack of M/W/DBE participation on this contract. Since Rogele does a substantial amount of work within the City, they felt the M/W/DBE participation levels could have been acquired through other avenues other than mobilization in order to comply with CRW’s M/W/DBE Plan.

The motion was approved by a 4-1 vote with Ms. Harris opposed to the motion.

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

**D. 2020 Sewer System Improvements 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 2020 Sewer System Improvements Project to Rogele, Inc. in the amount of \$2,418,647, as outlined in Rogele, Inc.’s bid package, dated April 30, 2020. M/W/DBE commitment \$52,919 / 2.2% MBE and \$26,650 / 0.98% for WBE. Funding Source: Wastewater #80800801-80100-00026 – Collection System Rehabilitation.

Mr. Presley voiced the same concerns over the lack of M/W/DBE participation from Rogele. During the discussion Board members voiced their concern about contractors not taking CRW’s M/W/DBE Plan seriously and stated they do not want contractors to feel they can continue to not utilize M/W/DBEs.

The motion was approved by a 3-2 vote with Ms. Harris and Mr. Presley opposed to the motion.

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

**E. Resolution No. 2020-027 Joint Pollutant Reduction Plan - Intergovernmental Cooperation Agreement - Task Order 2020-01 - Contribution to PennDOT:**

**Motion:** The Board adopts Resolution No. 2020-027 authorizing the Chairperson and Secretary to execute Task Order 2020-01 under the Intergovernmental Cooperation Agreement for a total contribution of One Million Dollars (\$1,000,000) toward the Project. The cost for implementation associated with these BMP Projects shall be shared pursuant to the allocation provided in Task Order 2020-01 by Capital Region Water - \$160,000; Lower Paxton Township - \$570,000; and Susquehanna Township - \$270,000. Funding Source: Stormwater #90800801-80100-00091 Paxton Creek TMDL Joint PRP MS4.

The Resolution was unanimously adopted.

A motion was made by Mr. Kurowski, seconded by Ms. Harris, that the following Resolution be adopted, Engineering Item F.:

**F. Resolution No. 2020-028 - Joint Pollutant Reduction Plan - Contribution Agreement with PennDOT:**

**Motion:** The Board adopts Resolution No. 2020-028 authorizing the Chairperson and Secretary to execute the Contribution Agreement between PennDOT and Capital Region Water (on behalf of the Municipalities - Capital Region Water, Lower Paxton Township and Susquehanna Township) for the implementation of Task Order 2020-01 under the Intergovernmental Cooperation Agreement for a total contribution of One Million Dollars (\$1,000,000) toward the Project. The cost for implementation associated with these BMP Projects shall be shared pursuant to the allocation provided in Task Order 2020-01. Task Order 2020-01 will be executed as sub-agreements under the Intergovernmental Cooperation Agreement as follows: Capital Region Water - \$160,000; Lower Paxton Township - \$570,000; and Susquehanna Township - \$270,000. Funding Source: N/A.

The Resolution was unanimously adopted.

## Operations:

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

**A. Project Number 2020-203 SCADA Support Services:**

**Motion:** The Board authorizes the CFO to execute the Agreement with GES Automation Technology Inc. to procure SCADA Support System Services in the estimated amount of \$169,660. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water Treatment #60800804-8400-00208-SCADA System Upgrade and Wastewater #80800804-80400-00415-SCADA System Upgrade.

Mr. Presley requested clarification on the purpose of this contract. Mr. Rosentel explained that this updates CRW to a server-based platform that allows for the facilities to be more efficient with a mobile platform allowing for remote access and work from a mobile device in the field. Requirements of America's Water Infrastructure Act (AWIA) will be taken into consideration with this upgrade.

The motion was unanimously approved.

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

**B. Painting Services for Reservoir Pump Station:**

**Motion:** The Board authorizes the CFO's procurement of painting services with Lobar Associates Construction in an amount not-to-exceed \$39,800.26. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60231521-52102 – Wtr Treatment Other Contracted Maintenance.

Mr. Presley questioned why this motion was back on the agenda when there were not any changes to the M/W/DBE participation levels since the last meeting when it was tabled. A discussion was held wherein Mr. Enders noted that this contract was discussed in the Committee meetings and that the consensus was that CRW would use government sponsored programs such as Costars and the Keystone Purchasing Network when there was an urgency and/or the costs justify the use. Moving forward, the procurement process will be carefully monitored to make sure all efforts to comply with CRW's M/W/DBE Plan are being met.

The motion was approved with a 4-1 vote with Mr. Presley opposed to the motion.

**X. Public Comment - Non-Agenda Items:**

Karl Singleton (Pennsylvania Diversity Coalition) stated CRW has taken great strides with the development of your M/W/DBE Plan and he is discouraged with the award of the contracts this evening to Rogele, Inc. and Lobar. Hopefully CRW moves forward next month and increases M/W/DBE participation on contract awards.

Michael Buchwach (Community Ambassador) stated he is hopeful that CRW will take all the comments made tonight into consideration regarding the awarding of contracts and M/W/DBE participation levels. He also supports CRW's Senior Leadership and believes they are doing a good work on behalf of CRW.

**XI. Board Comments:**

Mr. Presley highlighted several items:

- Disappointed with the low M/W/DBE percentages participations that were awarded this evening.
- Stormwater bump-outs installed by CRW throughout the City look very nice.
- Thank you to the resident in the 3600 block of Sixth Street that placed a sign in their front yard showing their appreciation for CRW and Suez as essential workers during the pandemic.

Ms. Harris thanked CRW's essential employees for adhering to the new safety precautions and for protecting their coworkers and ratepayers, when necessary.

Ms. Skotedis. No comments.

Mr. Enders highlighted several items:

- Thanked CRW's essential employees for making sure the water continues to flow through the faucet and flushes the toilets.
- For the record, he wants it known that not one Legal Committee meeting goes by without some time and discussion regarding CRW's M/W/DBE Plan regarding thoughtful, strategic and careful analysis in consultation with CRW's General Counsel. While not speaking for all Board members, he wants it known that both he and Ms. Harris are very aligned with the success of CRW's M/W/DBE Plan that is in place and are appalled by the level of recent M/W/DBE participation. It appears that since there has been a recent turnover at CRW, that there may be contractors attempting to take advantage of CRW. Jarvis Brown met with Mr. Enders last Friday prior to the holiday weekend and clearly impressed Mr. Enders with his knowledge of the Board's

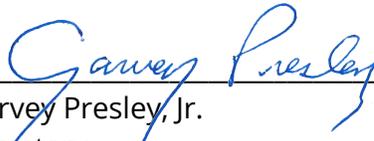
position on meeting participation levels and the success of CRW's M/W/DBE Plan. Mr. Enders thanked Mr. Brown and CRW's Senior Leadership as he knows that Senior Leadership know that the Board believes in the success of CRW's M/W/DBE Plan, and will continue to closely scrutinize participation levels and will be very vocal about this issue. He wants the public to know that tonight's award is not a backslide or a new norm by this Board.

Mr. Kurowski stated he wants CRW's ratepayers to be aware that Board members and staff are doing everything they can to protect our ratepayers and in keeping your rates low.

**XII. Adjournment:**

A motion was made by Mr. Enders, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 8:09 PM. The motion was unanimously approved.

CAPITAL REGION WATER



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Garvey Presley, Jr.  
Secretary



## Order Confirmation

Ad Order Number 0009610623

### Customer

#### CAPITAL REGION WATER

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

FAX:

tammie.sheaffer@capitalregionwater.com

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#### 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	\$66.34
Proofs	0			Tax Amount	\$0.00
Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$66.34
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$66.34
Invoice Text					

## Ad Schedule

Product	The Patriot News	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Misc Legal Notices
Cost	\$58.84	AdNumber	0009610623-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 12 li
Pick Up #	0009605056	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW	
05/19/2020			

Product	PennLive.com	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Misc Legal Notices
Cost	\$2.50	AdNumber	0009610623-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 12 li
Pick Up #	0009605056	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW	
05/19/2020			

0009610623-01

### Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Wednesday, May 27, 2020 at 6:00 PM, will be conducted as a virtual Skype Meeting and is open to the public. To participate please access our website at <https://capitalregionwater.com/meetings-reports/> and click on the May 27, 2020 Meeting hyperlink.

### CAPITAL REGION WATER

Exhibit "A"

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