



Regular Meeting (Conducted via Skype)

In Attendance:

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
Maynard Gardner, Acting Director of Water Operations
Michelle Mancuso, Water Operations Supervisor
Tanya Dierolf, Director of Strategic Initiatives
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Bob Lipscomb, Document Specialist
Rebecca Laufer, External Affairs Manager
Jarvis Brown, Diversity Program Manager
Steven Early, Community Relations Manager
Tom Czyzykowski, IT Manager
Sheri Berilla, Asset Manager
Kendrick Maholtz, GIS Data Analyst
Micaela Swart, Project Engineer

General Counsel:

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

Others:

Caleb Krauter, P.E. (HRG)
Nathan Walker, P.E. (Gannett Fleming)
Jeff Thompson, P.E. (WRA)
Herb Higginbotham (HDR Engineering)
Chuck Hauser (ARCADIS)
Cindy Zawrotuk, P.E., (GHD)
John Hammell, P.E. (CDM Smith, Inc.)
Don Barnett (Community Ambassador)
Michael Buchwach (Community Ambassador)
Evelyn Hunt (Community Ambassador)

Greg Kline
Don Enders

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. When you are done speaking please remember to mute your phone or your phone be muted for you 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 Thursday, June 25, 2020, on CRW's website at <https://capitalregionwater.com/meetings-reports/>.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held on June 4, 2020 at 4:00 PM to discuss the implementation of stormwater fees on July 1, 2020, and today at 3:30 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, July 22, 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. Committee Reports:

Legal/Risk Management Committee: Mr. Enders highlighted the following:

- CRW received its first two notice of loss claims but neither notice rose to being an actual claim. They were reported to CRW's carrier.
- Health insurance renewal was discussed. Compliments to Carlesha for reviewing CRW's claims history and working closing with CRW's health insurance provider. Thanks to CRW's outreach to our staff, there has been an increase in in-network visits, a decrease in ER visits and pharmacy costs, and alternatives to prescription refills were discussed. The Committee will continue to monitor these costs as they relate to the budget. This is a good renewal for CRW's health insurance program.
- Outstanding issue regarding the transfer of the Deed from the City of Harrisburg to CRW regarding the Conservation Easement with The Nature Conservancy. This is expected to be finalized at the July Board meeting.
- Outstanding issues regarding legal matters were discussed with General Counsel and the Committee was updated and provided guidance to the Board.

There were no comments from the Board.

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

- Discussions for delaying the implementation of the Stormwater Fee from July 1 to October 1, 2020 and ways to make up the \$1.3M of lost revenues due to the lack of billing for those months.
- New metrics and tools for Board members are being reviewed for the Board to evaluate the financial condition on a monthly basis.
- Forest Management at DeHart was discussed. These revenues are non-ratepayer revenues which are able to be allocated towards projects such as the Customer Assistance Program.

There were no comments from the Board.

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

- Recruiting efforts were discussed on how to recruit and retain talented staff.
- Discussion regarding currently furloughed employees.
- Return to Work Committee was created and meets twice weekly.
- Compensation Study was discussed to align CRW's salaries to organizations of our size and within our region to stay competitive.
- Diversity and inclusion.
- Employee relations and what the future looks like.

- Ms. Skotedis made the following statement regarding Conrad Decker who is retiring. Conrad Decker joined Capital Region Water on August 22, 1994. He has been operating the Drinking Water facility since the day it opened. In his 26 years at the plant, Conrad has been dedicated to producing the highest possible quality of drinking water. He has deep knowledge of water treatment and conservation and his passion for the environment is contagious. One of Conrad's many achievements is that he has trained countless operators who were just starting out. Conrad's immense knowledge makes him an excellent teacher and he does have great patience and general interest in this field. Conrad has a long-standing positive influence on the facility. The loss of him from our staff will be felt for years to come. We will miss him and his generous attitude and his ability to identify all the birds around the plant by sight and sound. We are lucky to have him on our team and wish him and his wife Jane, the very best moving forward. On behalf of the Personnel Committee and the entire Board and the Executive staff, we wish Conrad Decker a great retirement.

Ms. Harris questioned whether the Compensation Study will cover Exempt and Non-Exempt employees and what will the process be for the Board's involvement? Ms. Skotedis confirmed the Compensation Study will include Exempt and Non-Exempt employees and currently the Committee is in a data collection phase. Once the data has been evaluated, the Board will be informed. Upon discussion, it was noted that an internal Compensation Study was performed approximately six years ago. Ms. Skotedis advised that best practices normally have Compensation Studies performed every five years.

There were no further questions or comments from the Board.

Operations/Engineering Committee: Mr. Kurowski reported the Committee met virtually on June 11, 2020 and discussed a number of issues which appear on tonight's Agenda under Operations and Engineering. The majority of the discussion in Committee was on Engineering Item D. and the impact of delaying the Stormwater Fee from July 1 to October 1, 2010.

There were no questions from the Board.

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

There were no questions from the Board.

IV. Management Report:

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

Ms. Katzenmoyer stated that CRW is moving forward with public bidding on the renovations for the 3003 North Front Street location. According to the schedule, it is anticipated that the notice of award will be brought to the Board at the August Board meeting.

Ms. Harris requested Ms. Katzenmoyer to provide the Chief of Staff software or tool that is being used as it relates to CRW's strategic initiatives and where CRW currently stands to determine whether we are being reactive or proactive to our strategic goals. Ms. Katzenmoyer will report back to the Board on that.

Ms. Harris inquired as to where CRW stands on collection efforts due to the pandemic. Mr. Keith stated that revenues are down about 10% pre-COVID. From an Accounts Receivable aging standpoint, CRW is seeing a slow growth in collection aging each month. Ms. Harris requested some type of handout to be provided to the Board members in the event CRW needs her to advocate for any type of assistance. Mr. Keith advised that the Finance Committee is approximately 90% complete with a new monthly dashboard that will be provided to the Board members that would go over many of the statistics in a graphical format with bullets outlining the information being requested. The dashboard has been recently circulated to the CEO and Ms. Skotedis and is expected to be presented to the Board next month.

Mr. Presley requested Mr. Rosentel provide an update regarding the status of the Cogenerator No. 1 at the AWTF. Mr. Rosentel reported that after 36 years, Cogenerator No. 1 has been permanently shut down. CRW is on schedule to go out for bid for the Renewable Energy Improvements Project in 2021 which will replace these units with renewable natural gas units. The AWTF is currently working with one unit with a selection of parts to rehab the existing unit, if needed, until the time it is replaced.

There were no further questions from the Board.

V. Minutes of Previous Meetings:

A motion was made by Ms. Skotedis, seconded by Mr. Enders, that the Minutes of the May 27, 2020 Regular Meeting be approved as presented.

The motion was unanimously approved.

VI. **Modifications or Deletions to the Agenda:** None.

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

VIII. **Old/New Business:**

Administrative:

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

A. Interior Painting Service at 3003 North Front Street Change Order No 1:

Motion: The Board authorizes the CEO to execute Change Order No.1 with Certapro Painters of Central and Lower Bucks County in the amount of \$2,220 increasing the total amount to \$34,470. Funding Source: Admin #10101510-52000 - Adm New Building Maintenance.

The motion was unanimously approved.

Finance:

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

A. Resolution No. 2020-029 - 2020 Stormwater Rate Schedule Implementation Extension:

Motion: The Board adopts Resolution No. 2020-029 which adopts the 2020 Stormwater Rate Schedule Implementation Extension effective October 1, 2020.

The Resolution was unanimously adopted.

Engineering:

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

A. 2019 Sewer Replacement Project – Change Order No. 1 (Revised):

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Rogele, Inc. in the amount of \$121,764.01, and an increase in contract times of 60 days. This revised Change Order will replace the previous version of Change Order No. 1 approved on April 22, 2020, reducing the Change Order amount by \$9,716.40. Funding Source: Wastewater #80800801-00026 – 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, Engineering Item B.:

B. Task Order 2020-13-01: Engineering Services for RWTM Easement Clearing Project – Phase 2 with HRG:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2020-13-01 with HRG, Inc., as outlined in HRG’s Proposal, dated June 10, 2020, in the amount not-to-exceed \$53,200. M/W/DBE Commitment: \$9,950 / 18.7% of Commitment for MBE. Funding Source: Water #60800801-80100-00046 – Mountain Line Clearing.

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 Street Restoration 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 Street Restoration Project to Shiloh Paving & Excavating, Inc. in the amount of \$515,356, as outlined in Shiloh Paving & Excavating, Inc.’s bid package, dated June 12, 2020. M/W/DBE Commitment: \$78,000 / 15.1% of Commitment for MBE and \$45,000 / 8.7% of Commitment for WBE. Funding Sources: Water #60800803-80300-00310 – City Street Restorations; and Wastewater #80800803-80300-00310 City Street Restorations.

Mr. Presley advised that some of the wastewater staff has reached out to him to question why CRW was outsourcing this work and not performing the work with our own staff. Mr. Stewart stated that a decision was made that CRW’s staff is better focused on the cleaning, repairing and replacing our broken infrastructure and to hire a paving contractor for the street restoration work. Ms. Katzenmoyer stated this type of work should be bid out

so that we can evaluate the cost-effectiveness of outsourcing the work for paving so that staff could focus on our core mission that we are to be maintaining and protecting our assets.

The motion was approved by a 4-1 vote with Ms. Presley 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. Task Order 2020-14-01: City Beautiful H2O Program Services with CDM Smith:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2020-14-01 with CDM Smith, as outlined in CDM Smith's proposal, dated June 9, 2020. Services will be provided on an as-needed basis following the Rate Schedule provided in the proposal. M/W/DBE Commitment: 10% (at a minimum). Funding Source: Wastewater #80504541-54104 – Ww Engineering Services.

Mr. Kurowski requested clarification on this motion since there is no amount attributed to this work. Mr. Stewart explained the purpose of the Task Order is for transitioning of the work previously performed by CDM Smith since 2013 over to CRW's staff to be performed internally. The Scope of Work was outlined within the information provided to the Board.

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. Task Order 2020-12-01: Forest Management Services:

Motion: The Board authorizes the Director of Strategic Initiatives to execute Task Order 2020-12-01, dated May 28, 2020, with Appalachian Forest Consultants for forest management services for a not-to-exceed fee of \$72,432. Funding Source: Water #60504541-54105 – Wtr Forest Management Services.

Mr. Enders stated that it is important to note that the timbering harvesting brings in approximately \$300,000 plus in non-rate revenues. CRW engages with The Nature Conservancy prior to any of the timbering being performed to ascertain that we have a third party reviewing what CRW is doing within the Conservation Easement.

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 Vehicle for Wastewater Department:

Motion: The Board authorizes the Controller's procurement of one 2020 Ford F-250 Super Duty SRW (F2B) XL 4WD Reg Cab at a cost of \$31,925 from Hondru Ford with a Warner Select II Service Body for SRW Chassis from U.S. Municipal at a cost of \$13,150 to be installed from Hondru Ford for the Wastewater Department in the total amount of \$45,075. Funding Source: Wastewater #80800804-80400-00027 – Ww Wastewater Vehicular Equipment.

A discussion was held where Board members requested that local dealerships be given priority consideration even when utilizing COSTARS. After discussion, a vote was taken and the decision to proceed with the purchase of this vehicle was given, but future vehicle purchases are to be given priority consideration to local dealerships first.

The motion was unanimously approved.

IX. Public Comment - Non-Agenda Items:

Greg Kline, resident of Dauphin County – Clarks Creek stated that on June 7, he went to a normal fishing spot and saw that Capital Region Water had posted no trespassing signs in the area. Calls to Capital Region Water were not returned. He stated that the Fish and Game Commission has also received calls about the area. He requested that CRW consider access for fishing be resumed to the area from Carsonsonville Road up to the DeHart Dam. Mr. Kline provided his contact information and Ms. Katzenmoyer will check into the matter and get back to Mr. Kline.

X. Board Comments:

Mr. Enders highlighted several items:

- Happy to see his Dad attending tonight's meeting.
- Noted that whenever possible, he'd like to see CRW infusing ratepayer monies into the local community by utilizing vendors within the Harrisburg and service area, as well as our focus on the M/W/DBE participation to support our local vendors and he will continue to be vocal about this issue.

Ms. Skotedis thanked Mr. Keith for his ability to be flexible and his adaptability to always think outside the box when requested by the Board. His ability to be able to allow CRW to

delay the implementation of the Stormwater fee in the middle of the year in order to accommodate the Board's request was very impressive and appreciated by the Board.

Mr. Presley highlighted several items:

- Thanked Mr. Kline for his comments and the Board appreciates him following up on the issue with CRW.
- He is also in support of utilizing local vendors for vehicle purchases and services whenever possible.
- Thanked the Char's Tracy Mansion Restaurant for allowing CRW's staff to use their parking lot for some recent work in the area.

Ms. Harris highlighted several items:

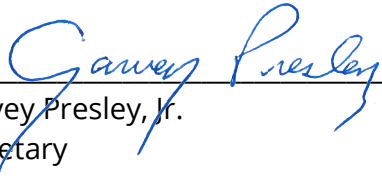
- Thanked Shiloh Paving and CDM Smith for their support of CRW's focus on M/W/DBE participation and positive relationships.
- Thanked Mr. Keith for setting the bar for the Board's requests.
- Thanked Mr. Kline for following-up on the issue regarding the no trespassing signs at the DeHart facility.
- She is hopeful that CRW will soon be able to get back out into the community as the area continues to open up due to the pandemic.

Mr. Kurowski stated he is very pleased with the way CRW has been able to easily adapt our Board meetings to being held virtually to keep our essential services flowing.

XI. Adjournment:

A motion was made by Mr. Kurowski, seconded by Mr. Enders, for the Board to adjourn the meeting at 7:42 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary



Order Confirmation

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| Proofs | 0 | | | Tax Amount | \$0.00 |
| Affidavits | 1 | AffidavitsCost | \$5.00 | Total Amount | \$66.34 |
| Blind Box | | | | Payment Method | Invoice |
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| Invoice Text | | | | | |

Ad Schedule

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| Product | The Patriot News | Placement/Class | Main Legals |
| # Inserts | 1 | POS/Sub-Class | Meeting Notices |
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| | 06/04/2020 | | |

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|-------------------|--------------------|--|-----------------|
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| Pick Up # | 0009615941 | Ad Attributes | |
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| Run Dates | Sort Text | IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW | |
| | 06/04/2020 | | |

0009625399-01

Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Wednesday, June 24, 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 June 24, 2020 Meeting hyperlink.
CAPITAL REGION WATER

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