



## **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  
Tanya Dierolf, Director of Strategic Initiatives  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist  
Rebecca Laufer, External Affairs Manager  
Jarvis Brown, Diversity Program Manager  
Steven Early (Community Relations Manager)  
Sheri Berilla, Asset Manager  
Kendrick Maholtz, GIS Data Analyst

General Counsel:

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

Others:

Caleb Krauter, P.E. (HRG)  
Jeff Thompson, P.E. (WRA)  
Paul Rosol (WRA)  
Mike Mehaffey, P.E., (Gannet Fleming)  
Chuck Hauser (ARCADIS)  
Holly Douglas (Cosmos Technologies, Inc.)  
John Hammell, P.E. (CDM Smith, Inc.)  
Cindy Zawrotuk, P.E., (GHD)  
Don Barnett (Community Ambassador)  
Karl Singleton (Pennsylvania Diversity Coalition)

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

The meeting was called to order by Chairperson Kurowski at 6:05 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 will 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, August 27, 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 today at 4:00 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, September 23, 2020 at 6:00 PM and will be held virtually. An advertisement will be published in the Patriot News and instructions to join the GoToMeeting will be posted on the Capital Region Water website.

## **III. Committee Reports:**

**Budget and Finance Committee:** Ms. Skotedis reported the Committee met virtually on August 11, 2020 and highlighted the following topics for discussion:

- July/August metrics were reviewed to better understand how our customers are utilizing the Customer Assistance Program;
- Sewer Lateral Assistance Program for 2021 was discussed;

- The 2019 Financial Statement (Audit) is complete and is nearing release. This is the first time the Financial Statements have been finalized this early and she commended the Finance team for their efforts. The 2019 Audit is a clean audit with limited adjustments;
- Tapping Fee adjustments were discussed;
- Mechanism for tracking construction change orders was reviewed;
- Status of renovations at 3003 North Front Street Building was discussed;
- An overview of the July financial metrics were provided to the Board by the CFO:
  - Mr. Keith advised that the copy of the Financial Statement that was distributed to the Board will need to be amended to correct some calculations that did not have the proper titles on them. The amended version will be redistributed to the Board;
  - Revenue trends thru the COVID crisis were highlighted regarding lower consumption and revenues and how some of the implementations during the pandemic have impacted revenues, including the delay in implementing the Stormwater Fee until October 1, 2020. CRW will see a revenue shortage of approximately \$433,000/month or \$1.3M in lost revenues by October 2020;
  - Cost savings due to the delay in the transition of street sweeping for three months was reviewed;
  - \$346,000 was reported as lost revenue due to the suspension of late fees. Last month the Board elected to reinstate the implementation of late fees;
  - Operating expenses are favorable and continue to be under budget for 2020. Some of those savings are not COVID related, but merely due to the delay in spending for capital improvements. Capital improvement projects will occur however the payment of those expenses have been delayed;
  - COVID related impacts were identified as:
    - \$170,000 savings due to the delay in transitioning street sweeping;
    - \$126,000 savings due to the furloughing five employees (some of which have already returned to work as CRW continues to bring back our furloughed employees);
    - Hiring delays and resignations, along with maintenance, repair and other related expenses are lower;
    - Compared to 2019, CRW is currently running with a \$1.2M deficit in revenues and expenses;
    - Interest rates have fallen and are approximately \$78,000 less than what was budgeted, along with an increase in customer bankruptcy filings and bad debts that were written off;
    - 2020 Cash receipts are lower than 2019 receipts;
    - Some significant outstanding account balances were resolved.

- Ms. Skotedis noted the Finance Committee recommends the Board take action on Finance, Item A. tonight regarding the authorization for Raftelis to prepare the 2021 Water and Wastewater Rate Study.

Mr. Presley inquired about the increase in bankruptcies by some of our customers. Mr. Keith stated that is why he requested the Board to begin the process of filing Municipal Liens to protect CRW's assets before bankruptcies began to take place by our customers. Unfortunately, this appears to be a sign of the times due to the pandemic.

Ms. Harris asked if CRW anticipated any future costs to be expended or recouped due to regulations relating to COVID? If so, what impact will those costs have on CRW's ratepayers or future rate increases? Mr. Keith stated that CRW is just beginning the 2021 Budget process but is hopeful that extraordinary expenses relating to COVID will stabilize. He is concerned about revenues being lower due to the loss in consumption. The sooner our customers get back to work and are operational the better. It is not possible for CRW to judge revenues lost due to the pandemic. CRW can always cut back on capital spending and expenses, but the revenues are real losses to CRW and will have an impact. The Finance Department continues to monitor this issue and will keep the Board advised.

Ms. Harris asked if implementation of CRW's Customer Assistance Program is trending the way CRW anticipated? Mr. Keith acknowledged CRW has received calls from customers regarding the timing of the reinstatement of late fees that the Board took action on last month, however CRW encourages our customers to reach out through Customer Service with their concerns. CRW will continue to work through payment plans, etc. as much as possible, but CRW must take steps to begin collection of some of the \$2.5M in loss revenues that have occurred over the past six months.

**Personnel and Administrative Committee:** Ms. Skotedis advised the Committee met on August 25, 2020 and provided these highlights:

- Recruiting efforts during the pandemic;
- Actively working on the Return to Work Plan to bring back all furloughed employees;
- Diversity and inclusion;
- Negotiations have begun on the Collective Bargaining Agreement with AFSCME;
- Compensation Study and how to uniformly assign merit increases, and interim merit increases;
- Policies are being drafted and are under review for hiring practices for employees who live and work within CRW's service area;
- There are no items on tonight's Agenda for recommendation by the Personnel and Administrative Committee but would entertain any questions.

There were no questions from the Board.

**Operations/Engineering Committee:** Mr. Kurowski reported the Committee met virtually on August 13, 2020 and discussed a number of issues which appear on tonight's Agenda under Operations and Engineering. He noted that all items on tonight's Agenda were previously vetted during the Committee meeting and are recommended by the Committee for approval tonight, however, two items on tonight's Agenda, (Engineering Items E. and H.) involve large contract awards so he wanted to specifically offer them up for discussion. He stated that all items are open for discussion at the time of the vote during the meeting but he wanted to point out that Item E. is for \$551,868 and involves two construction projects (AWTF Primary Digester Rehabilitation Project and the Front Street Pump Station Improvements Project with WRA). Both of these contracts are running way beyond their anticipated contract completion dates and require a Resident Project Representative (RPR) in order for the projects to proceed to completion. These are complex projects and the delays are not the result of anything CRW has done. Challenges have occurred on both of these projects and the contractor is subject to liquidated damages up to \$500/day plus additional costs.

Item H. involves the PennDOT I-83 Expansion Project – Phase 1 in the amount of \$338,900. CRW is eligible for up to 75% reimbursement of funds, as well as the construction costs that will be expended on this project by PennDOT for relocating CRW's utilities as long as CRW complies with PennDOT's construction schedule. CRW intends to pursue all avenues of reimbursement for this project.

There were no questions or comments from the Board.

**Legal/Risk Management Committee:** Mr. Enders reported the Committee met virtually on August 20, 2020 and highlighted the following:

- Discussed a number of items including property law and the transfer of deeds;
- A Separation Agreement which will be added to tonight's Agenda and will require Board action this evening;
- Other items discussed could give rise to future litigation and/or the recommendation by General Counsel.
- The Legal Committee is recommending Board action on approval of the Separation Agreement (which was previously disclosed to the Chairperson) before tonight's meeting.

There were no questions or comments from the Board.

**Public Outreach / M/W/DBE Committee:** Ms. Harris reported the Committee did not meet last month but she provided the following highlights:

- CRW acknowledges a number of complaints have been received regarding street sweeping, most of which have been addressed, and the number of complaints has significantly gone down;
- Monitoring of the Customer Assistance Program; and what our customers' reactions to the program are, and what their needs are going forward; and
- Happy to report a Community Outreach Calendar event has been placed on the calendar for the end of September regarding a future litter clean up event. Stay tuned for more information.

There were no questions or comments 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 updated the Board on the bidding process for the renovations of CRW's new corporate office renovations at 3003 North Front Street. She noted that additional Board action will be added to tonight's Agenda regarding bids that were received to allow CRW to continue moving forward.

She thanked Tom Czyzkowski, IT Manager, for relocating CRW's servers to the new corporate office in a very smooth transition last weekend. She also commended Tammie Sheaffer for her hard work and dedication for coordinating all the preparations regarding the move to 3003 North Front Street. The final move will occur the weekend of August 28<sup>th</sup>, but a lot of work has already occurred due to the phased-in approach of readying the building for the final move.

She also commended Steve Early for always conducting an efficient and engaging Community Ambassador Meeting every month.

Ms. Katzenmoyer advised she had nothing further to lift up thanks to a great staff and for all that they do.

Ms. Harris questioned whether there were any other customer related issues that CRW needs to address other than street sweeping and our Customer Assistance Program, and were there any trends that Steve Early needs to focus on? Ms. Katzenmoyer noted that the Community Ambassadors brought up the issue of the Environmental Integrity Project (EIP)

and the recent article on that project. Mr. Early noted that the EIP is a big concern, however, their general concerns are construction projects and where CRW's projects are out on the roads. With the Strategic Initiatives Team doing a Community Ambassadors' Meeting prior to the Board Meeting, and with the use of Everbridge and social media posts being provided by Rebecca Laufer, CRW's communication efforts have made a big difference to the Community Ambassadors in reducing the amount of complaints received by CRW.

Ms. Harris requested Mr. Kurowski or Ms. Katzenmoyer outline CRW's position on the Environmental Integrity Project Report for the public. Ms. Katzenmoyer noted that the August 17, 2020 Report is a follow-up to their report from last year when the Chesapeake Bay Commission met to highlight some of the larger environmental impacts to the Chesapeake Bay cleanup. If you read the Report, it appears they are trying to force the hand of legislators to put more money towards the clean-up effort. Ms. Katzenmoyer stated she believes we need to turn this to our advantage and go after some of the money earmarked through grant funding. Mr. Kurowski stated that while this is updated information, it also acknowledges that CRW is diligently pursuing our efforts with US EPA and PADEP. Mr. Kurowski has done some research on the issue and it appears a lot of people are saying "don't put this burden on the City of Harrisburg". We are only one entity on the Susquehanna River and let's get out there and find a way to help us get this project funded. While he notes that is encouraging, CRW has been very successful with PENNVEST and maybe CRW can step up our game with some lobbying, or some advocacies or other opportunities to jump on to say "we are happy to make more improvements if you can help us with figuring out a way to fund the improvements and not have an impact to Harrisburg's ratepayers who are struggling."

Ms. Harris thanked Ms. Katzenmoyer and Mr. Kurowski for their comments. She stated she wasn't alarmed and was happy to see the Community Ambassadors raised the EIP Report as an issue. The Community Ambassadors are there for us and CRW's responsibility is to make sure we are being responsive to their interests.

There were no further questions or comments from the Board.

## **V. Minutes of Previous Meetings:**

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

The motion was unanimously approved.

**VI. Modifications or Deletions to the Agenda:**

Three items were added to tonight's Agenda to read as follows:

**Administrative:**

**A. 3003 North Front Street Renovations Project – Rejection of Bids (General, Mechanical and Electrical Construction):**

**Motion:** The Board authorizes the rejection of all bids for the renovations at 3003 North Front Street opened on August 4, 2020 for General, Mechanical and Electrical Construction, due to the timeline of construction being delayed and escalating costs beyond CRW's control.

**B. 3003 North Front Street Renovation Project – Rejection of Electrical Construction Re-Bid:**

**Motion:** The Board authorizes the rejection of all bids for the renovations at 3003 North Front Street opened on August 17, 2020 for the Electrical Construction Re-bid, due to the timeline of construction being delayed and escalating costs beyond CRW's control.

**C. Final Separation Documents Relating to the Former Director of Drinking Water:**

**Motion:** The Board authorizes the ratification of the execution of final Separation Documents relating to the former Director of Drinking Water.

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

**VIII. 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. 3003 North Front Street Renovations Project – Rejection of Bids (General, Mechanical and Electrical Construction):**

**Motion:** The Board authorizes the rejection of all bids for the renovations at 3003 North Front Street opened on August 4, 2020 for General, Mechanical and Electrical Construction, due to the timeline of construction being delayed and escalating costs beyond CRW's control.

The motion was unanimously approved.

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

**B. 3003 North Front Street Renovation Project – Rejection of Electrical Construction Re-Bid:**

**Motion:** The Board authorizes the rejection of all bids for the renovations at 3003 North Front Street opened on August 17, 2020 for the Electrical Construction Re-bid, due to the timeline of construction being delayed and escalating costs beyond CRW's control.

The motion was unanimously approved.

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

**C. Final Separation Documents Relating to the Former Director of Drinking Water:**

**Motion:** The Board authorizes the ratification of the execution of final Separation Documents relating to the former Director of Drinking Water.

The motion was unanimously approved.

**Finance:**

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

**A. 2021 Water and Wastewater Rate Study:**

**Motion:** The Board authorizes the CFO to approve the engagement of Raftelis to prepare a 2021 Water and Wastewater Rate Study, as outlined in Raftelis' Proposal, dated August 20, 2020, in the amount not-to-exceed \$78,000. M/W/DBE Commitment: \$0.00 / 0.00%. 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 2017-17-03: Engineering Services for Cameron Street Water Main Lining Project-Phase 2 with HRG:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2017-17-03 with HRG as outlined in HRG's Proposal, dated August 7, 2020, in an amount not-to-exceed \$69,800. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00081 - Wtr Cameron Street Water Main.

Upon inquiry, Mr. Stewart provided an explanation of Task Order 2017-17-03 from the floor.

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 2020-18-01: Engineering Services for WSC Soda Ash Conversion Project with Gannett Fleming:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-18-01 with Gannett Fleming as outlined in Gannett Fleming's Proposal, dated August 6, 2020, in the amount not-to-exceed \$83,200. M/W/DBE Commitment: \$12,600 / 15.1%. Funding Source: Water #60800803-80300-00301 - Wtr Soda Ash Feeder Replacement.

Upon inquiry, Mr. Stewart provided an explanation of Task Order 2020-18-01 from the floor.

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. Contract Technology Vendor for Water Main Condition Assessment Project:**

**Motion:** The Board authorizes the Director of Engineering to execute a Professional Services Agreement with Echologics, LLC, as outlined in Echologics, LLC's Proposal 42220113, dated July 30, 2020, in an amount not-to-exceed \$92,422. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00015 - Wtr Water Main Replacement.

Upon inquiry, Mr. Stewart provided an explanation of this contract from the floor.

The motion was unanimously approved.

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

**D. AWTF Primary Digester Rehabilitation Project – Change Order No. 12:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 12 with Eastern Environmental Contractors, Inc. in the amount of \$34,641.03 and no increase to the contract time. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

Mr. Kurowski stated that Board members are now being provided with a Change Order Log that tracks all Change Orders for the project at the time the Change Order is introduced to the Board for approval. He thanked Messrs. Bowra and Stewart for providing this information.

Mr. Rosentel provided an explanation of the Change Order from the floor.

Ms. Harris thanked the staff for providing the Change Order Log, but still requested CRW be more upfront by posting on the Agenda whether the Change Order reflects any impact on the M/W/DBE participation within the recommended motion language.

The motion was unanimously approved.

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

**E. Task Order 2016-17-07: Engineering Services for AWTF Primary Digester Rehabilitation Project and Front Street Pump Station Improvements Project with WRA:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2016-17-07 with WRA, as outlined in WRA's Proposal, dated August 7, 2020, in an amount not-to-exceed \$551,868. M/W/DBE Commitment: \$105,675 / 19.1%. Funding Source: Wastewater #80800801-80100-00020 – Primary Digester Rehabilitation and Wastewater #80800801-80100-00025 – Front Street Pump Station Des/Cons.

Mr. Kurowski explained why CRW requires WRA to continue on as Resident Project Representative (RPR) for CRW to finalize these two projects which are beyond their originally scheduled completion dates. Mr. Stewart explained the purpose of Task Order 2016-17-07 from the floor indicating that Eastern Environmental, Inc. (EEI) has requested an extension to both construction completion dates which have been rejected by CRW as being without basis. At this point EEI has been notified that they are subject to \$500 per day liquidated damages which will be assessed to both contracts for the delay of the final construction schedule. CRW is pleased with the work performed to date by EEI, however, both projects have been delayed for approximately one year.

Mr. Rosentel also stated that even though both projects got off to a slow start, the Primary Digester is currently functioning very well and the construction at the Front Street Pump Station will begin soon with the majority of the work to be completed over a four month period. Mr. Kurowski stated that future conversations will be forthcoming on CRW finalizing these two complex projects.

The motion was unanimously approved.

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

**F. Front Street Pump Station Improvements Project – Change Order No. 2:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 2 with Garden Spot Mechanical, Inc. in the amount of \$3,226 and no increase to the contract time. Funding Source: Wastewater #80800801-80100-00025 – Front Street Pump Station Design/Construction.

The motion was unanimously approved.

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

**G. Task Order 2018-23-04: Engineering Services for Front Street Pump Station Improvements Project with JMT:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2018-23-04 with JMT, as outlined in JMT's Proposal, dated July 31, 2020, in an amount not-to-exceed \$64,250. M/W/DBE Commitment: \$3,500 / 5.4%. Funding Source: Wastewater #80800801-80100-00025 – Front Street Pump Station Des/Cons.

Upon inquiry from Ms. Harris, Mr. Stewart provided an explanation of Task Order 2018-23-04 from the floor.

The motion was unanimously approved.

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

**H. Task Order 2020-19-01: Engineering Services for PennDOT I-83 Expansion Project - Phase 1 with HRG:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-19-01 with HRG as outlined in HRG's Proposal, dated August 7, 2020, in the amount not-to-exceed \$338,900. M/W/DBE Commitment: \$130,669.80 / 38.6%. Funding Source: Water #60800801-80100-00015 – Water Main Replacement and Wastewater #80800801-80100-00026 – Collection System Rehabilitation.

Mr. Kurowski explained the purpose of Task Order 2020-19-01 which was previously discussed during the Operations and Engineering Committee report.

The motion was unanimously approved.

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

**I. Task Order 2016-24-04: Engineering Services for Parks GSI Construction at 4<sup>th</sup> and Dauphin with WRT:**

**Motion:** The Board authorizes the Director of Engineering's execution of Task Order 2016-24-04 with WRT, as outlined in WRT's Proposal, dated August 6, 2020, in an amount not-to-exceed \$54,500. M/W/DBE Commitment: \$33,000 / 60.5% of Commitment for WBE. Funding Source: Stormwater #90800801-80100-00085 – City Parks GSI.

The motion was unanimously approved.

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

**J. South Allison Hill GSI Project – Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 1 with Shiloh Paving & Excavating, Inc. in the net decrease amount of \$5,303 and two (2) days increase to the contract time. Funding Source: Stormwater #90800801-80100-00089 – South Allison Hill GSI.

The motion was unanimously approved.

**Operations:**

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

**A. Purchase Dump Truck for Wastewater (G-75):**

**Motion:** The Board authorizes the CFO to procure one 2020 International Dump Truck (G-75) from Five Star International, LLC for the Wastewater Department totaling \$98,029. There was no M/W/DBE participation due to the purchase through COSTARS (Commonwealth of PA's Cooperative Purchasing Program). M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80000804-80400-00027 – Ww Vehicular Equipment.

A discussion was held regarding the status of the vehicle being replaced and whether it could be traded-in or donated. Mr. Rosentel stated this purchase will replace a 1996 Dump Truck that can no longer pass inspection and never leaves the AWTF. The vehicle is required approximately 18 hours a day 365/days a year for use at the Belt Press. If the truck is not available, the AWTF staff must borrow a truck from Field Operations so it is imperative that the vehicle be replaced and operational.

The motion was unanimously approved.

**Strategic Initiatives:**

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

**A. Professional Services for Website Redesign:**

**Motion:** The Board authorizes the Director of Strategic Initiatives to engage Infantree, LLC to rebuild and redesign the Capital Region Water website, as outlined in Infantree, LLC's Proposal, dated July 27, 2020, in the amount not-to-exceed of \$39,920. M/W/DBE

Commitment: \$0.00 / 0.00%. Funding Source: Admin #10001512-51201 – Adm Community Outreach; Water #60504542-54201 – Wtr Community Outreach; and Wastewater #80504542-54201 – Ww Community Outreach.

Ms. Harris questioned the lack of M/W/DBE participation on the contract. Ms. Dierolf stated five vendors were proposed. Of the five vendors, one is a certified WBE in Washington D.C., and one is in the Lancaster/Harrisburg area and is in the process of obtaining their certification. The other three are not certified M/W/DBEs. Infantree is located in Lancaster.

Upon discussion, the motion was unanimously approved.

#### **IX. Public Comment - Non-Agenda Items:**

Don Barnett (Community Ambassador), Fulton Street, Harrisburg, PA inquired as to when the 4<sup>th</sup> and Dauphin Park construction is expected to begin and end. Mr. Stewart advised that the project is expected to kick off in October and is scheduled to be finished in the Spring of 2021. He will email a copy of the construction schedule to Mr. Barnett and Mr. Early will make sure that the neighborhood residents are informed of the construction schedule.

#### **X. Board Comments:**

Ms. Harris stated she will be providing her resignation to the Chairperson, Mayor Papenfuse and Harrisburg City Council regarding her position on CRW's Board by the end of the week. She is proud of all CRW's achievements during her tenure and looks forward to being an avid advocate for CRW's ratepayers. She thanked several companies for their continued support of CRW's M/W/DBE Program and goals. She also thanked CRW's staff for their continuing commitment to the community.

Mr. Presley highlighted several items:

- Sorry to see Ms. Harris resigning from the Board. He stated that she has brought so much to the table on behalf of CRW.
- Thanked Steve Early and the Community Ambassadors who are great community leaders who continue to be the eyes and ears for CRW out in the community without pay and provide additional leadership to the Board.
- He too commended Gannett Fleming, HRG Engineering and WRA for honoring the M/W/DBE Program and bringing in engineering firms in addition to traffic control participation within the levels of M/W/DBE vendors. He will continue to have his voice heard regarding M/W/DBE participation levels regarding the awarding of contracts. He also thanked Jarvis Brown for his part in CRW's M/W/DBE Program.

- Thanked the Engineering Department for their use of acoustic sensors to evaluate the conditions of our underground pipes. He wants the community to know that while this also saves money, it also avoids the inconvenience of tearing up the streets to complete some of our Capital Improvement Projects.
- He inquired about the COVID testing of wastewater at the AWTF and requested Mr. Rosental to update the Board.
  - Mr. Rosental will provide a comprehensive update to the Board on the results from Dauphin County. The AWTF is involved in the development of a pilot project through Harrisburg University, along with some support from the Department of Health. The program is in development and may begin within the next month. This should narrow down and identify where the pockets of COVID are located. The tabulations of results will be shared with the Board.
- Mr. Presley also stated for the record that four of the five new street sweeping employees live in Harrisburg, and the fifth one also grew up in Harrisburg. He is very happy to see local people getting local jobs with CRW.

Ms. Skotedis also expressed her gratitude for working with Ms. Harris. She has enjoyed the healthy conversations and ways to think of things differently. She thanked Ms. Harris for her contributions to the Board and your friendship. She respects her decision and wishes her the best.

Ms. Skotedis stated that she continues to be impressed by CRW's CReW, but this month she is impressed by the level of the commitment of Doug Keith, CRW's CFO. His fiscal leadership involves changing the landscape of what CRW is able to accomplish on the Finance Committee level, along with the Organizational level. A lot of things fall into his lap from all directions and she sees him as someone that the organization really leans on for fiscal leadership and she thanked him for being so collaborative.

Mr. Enders thanked Jess Rosental for listening to the Board and tracking down local dealerships for purchasing vehicles needed by CRW. He believes that support of our local vendors means a lot to the community.

Mr. Enders also thanked all of the team in their diligent efforts on preparing for the office move as this is no small task, and thanked the public in dealing with the interference CRW is going through in order to get everything up and running at the new corporate offices at 3003 North Front Street. It is a large endeavor to move an organization of CRW's size with a lot of moving parts. Thank you for keeping CRW operational throughout the move. It is very impressive that all of our servers were moved with virtually no interruption to CRW's IT technology.

Mr. Enders also thanked the new Street Sweeping Team. He is happy that CRW has taken on this responsibility and has been able to decrease the number of complaints from our customers.

Mr. Enders also thanked Ms. Harris for her friendship and her ability to be a mentor and her diligent monitoring and review of issues close to CRW's core values on a consistent basis. She has been a champion for CRW's ratepayers and CRW will miss her. She has advanced CRW's M/W/DBE Program and he will continue to carry the torch in that area.

Mr. Enders also said that he heard Ms. Harris' remarks that she will hold the Board and CRW accountable as a ratepayer. He stated that this Board's promise will be to continue that same level of accountability back to her. He thanked Ms. Harris for her investment in CRW.

Mr. Kurowski also thanked the street sweeping team for getting this issue under our responsibility so now CRW is in control of this service. Street sweeping being under CRW is exactly where we need it to be.

Mr. Kurowski made additional comments regarding the EIP Report and the concerns about the impact of discharges into the Susquehanna River. He wanted to publicly state to our ratepayers that CRW continues to push forward on doing the items we are obligated to do by regulatory agencies, but doing it in a way that is as economically feasible and the most efficient way to not have such an impact on our ratepayers. and to always be looking for opportunities to subsidize or fund those issues to reduce or eliminate the impact on our ratepayers. This issue has never stopped, and this Board continues to push for our ratepayers to get to the best position possible. This Board takes all public comments very seriously and thanks everyone for their input.

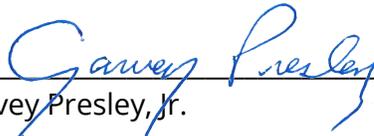
Mr. Kurowski thanked Ms. Harris for her public service as part of this Board. No one can question her commitment and passion towards issues. The M/W/DBE Program is a shining example of Ms. Harris' efforts to drive this Program forward. She will be missed and also expressed that he too hopes that she remains in touch with us and that we can still rely on her for her continued feedback in the future. Thank you for being part of this group and helping us be who we are.



**XI. Adjournment:**

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 7:48 PM. The motion was unanimously approved.

CAPITAL REGION WATER

  
\_\_\_\_\_  
Garvey Presley, Jr.  
Secretary



## Order Confirmation

Ad Order Number 0009678760

### Customer

#### CAPITAL REGION WATER

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

#### FAX:

karen.mckillip@capitalregionwater.com

### Payor Customer

#### 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     | \$75.48 |
| Proofs       | 0 |                |        | Tax Amount     | \$0.00  |
| Affidavits   | 1 | AffidavitsCost | \$5.00 | Total Amount   | \$75.48 |
| Blind Box    |   |                |        | Payment Method | Invoice |
| Promo Type   |   |                |        | Payment Amount | \$0.00  |
| Materials    |   |                |        | Amount Due     | \$75.48 |
| Invoice Text |   |                |        |                |         |

## Ad Schedule

|                   |                    |                                                                                      |                 |
|-------------------|--------------------|--------------------------------------------------------------------------------------|-----------------|
| Product           | The Patriot News   | Placement/Class                                                                      | Main Legals     |
| # Inserts         | 1                  | POS/Sub-Class                                                                        | Meeting Notices |
| Cost              | \$67.98            | AdNumber                                                                             | 0009678760-01   |
| Ad Type           | PA CLS Legal Liner | Ad Size                                                                              | 2 X 7 li        |
| Pick Up #         | 0009661475         | Ad Attributes                                                                        |                 |
| External Ad #     |                    | Color                                                                                | <NONE>          |
| Production Method | AdBooker           | Production Notes                                                                     |                 |
| Run Dates         | Sort Text          | IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW |                 |
|                   |                    | 07/30/2020                                                                           |                 |

|                   |                    |                                                                                      |                 |
|-------------------|--------------------|--------------------------------------------------------------------------------------|-----------------|
| Product           | PennLive.com       | Placement/Class                                                                      | Main Legals     |
| # Inserts         | 1                  | POS/Sub-Class                                                                        | Meeting Notices |
| Cost              | \$2.50             | AdNumber                                                                             | 0009678760-01   |
| Ad Type           | PA CLS Legal Liner | Ad Size                                                                              | 2 X 7 li        |
| Pick Up #         | 0009661475         | Ad Attributes                                                                        |                 |
| External Ad #     |                    | Color                                                                                | <NONE>          |
| Production Method | AdBooker           | Production Notes                                                                     |                 |
| Run Dates         | Sort Text          | IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW |                 |
|                   |                    | 07/30/2020                                                                           |                 |

0009678760-01

### Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Wednesday, August 26, 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 August 26, 2020 Meeting hyperlink.

**CAPITAL REGION WATER**