



**Regular Meeting (Conducted via GoToMeeting)**

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

Staff:

Charlotte Katzenmoyer, Chief Executive Officer  
Michelle Bethel-Miller, Director of Shared Services  
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  
Julie Peters, Controller  
Alesha Vonada, Accounting Manager  
Rebecca Laufer, External Affairs Manager  
Jarvis Brown, Diversity Program Manager  
Jeff Bowra, P.E., Lead Engineer  
Sheri Berilla, Asset Manager  
Kendrick Maholtz, GIS Data Analyst

General Counsel:

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

Others:

Caleb Krauter, P.E. (HRG)  
Mike Mehaffey, P.E. (Gannet Fleming)  
Mark Bottin (Hazen and Sawyer)  
Matt Crow, P.E. (Hazen and Sawyer)  
Chuck Hauser (ARCADIS)  
John Hammell, P.E. (CDM Smith, Inc.)  
Donald Barnett (Community Ambassador)  
Evelyn Hunt (Community Ambassador)  
Jennifer CruverKibi, CPA (Maher Duessel)  
Sara Brenneman, CPA (Maher Duessel)

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

The meeting was called to order by Chairperson Kurowski at 6:10 PM.

Chairperson Kurowski stated that all four Board members were present, noting that Alisa Harris resigned her position on the Board last month, and that today's meeting was being conducted via the GoToMeeting platform due to the COVID-19 pandemic.

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 provide a public comment during the two public comment periods, please unmute your microphone to speak and then mute it again when you are finished speaking.

CRW posted the Agenda five days 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. Public comments should be kept to no more than three minutes.

Today's meeting was being recorded and posted on CRW's website at <https://capitalregionwater.com/meetings-reports/> on Thursday, September 24, 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, October 28, 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 Capital Region Water's website.

### **III. Presentation:**

#### **Maher Duessel regarding CRW's 2019 Audit Results (Jennifer CruverKibi, CPA and Sara H. Brenneman, CPA) (6:13 - 6:24 PM)**

Ms. CruverKibi provided a presentation to the Board on the status of the 2019 Audited Financial Statements. It was noted that CRW's 2019 Audit was performed virtually due to the pandemic, and that with the assistance of CRW's Management Staff, all documentation was provided to the auditors in a timely manner.

Ms. Skotedis thanked CRW's Management Staff and the firm of Maher Duessel for their diligent efforts to complete CRW's 2019 Audit much earlier than anticipated and appreciates everyone's efforts. Tonight's presentation will be uploaded to the website on Thursday, September 24, 2020.

### **IV. Committee Reports:**

Mr. Kurowski stated that due to the resignation of Alisa Harris, and in order to have two Board members sit on each Committee, Crystal Skotedis has agreed to sit on the Legal and Risk Management Committee, and Garvey Presley has agreed to sit on the Public Outreach and M/W/DBE Committee. Mr. Enders thanked them for stepping up to assist him on each of those Committees.

**Budget and Finance Committee:** Ms. Skotedis reported the Committee met virtually on September 15, 2020 and highlighted the following topics:

- Met with CRW's Auditors, Maher Duessel, to review the presentation of the 2019 Audit;
- Review of the 2020 forecasting and expectations for the remainder of 2020;
- Dave Stewart provided information to the Committee on non-ratepayer revenue possibilities at the AWTF regarding gas production;
- Compensation Study and evaluation of implementing strategies;
- Recent tax law changes regarding deferral of Social Security taxes on wages. CRW has elected not to participate in the deferral of Social Security taxes;
- Tapping Fee adjustments. Resolutions amending the Drinking Water, Wastewater and Stormwater Rules and Regulations to adjust Tapping Fees are on tonight's Agenda to assist low-income housing development;

- An overview of the August financial metrics were provided to the Board by the CFO:
  - Mr. Keith explained the purpose of Resolution Nos. 2020-052 and 2020-053 from the floor as they relate to adjustment of Tapping Fees for low-income housing development;
  - Revenue and expense trends through the COVID crisis;
  - Improvements are beginning to be seen in residential and non-residential billed water volumes as businesses and residents are beginning to get back to normal;
  - Average daily volumes are still down from 2019 across all customer types;
  - August revenues were down 8.3% or \$300,000; with stormwater revenues being the primary reason due to the delay in implementation;
  - Receipts are down but remain comparable to prior years when moratoriums were in place;
  - YTD revenues were \$2.7M below budget due to lower water usage through the pandemic; and \$1.2M in lost stormwater and penalty revenues;
  - Penalties are back in place so revenue should get back to normal soon;
  - Accounts Receivable balances are higher in August 2020 than in prior years 2018 and 2019;
  - All furloughed employees have been brought back, effective September 2020; and
  - Minimum Municipal Obligation (MMO) for 2021 for CRW's Pension Plan was addressed stating that information was provided to the Board earlier today and was uploaded to the Intranet. The numbers are based on actuarial values and were addressed by Maher Duessel during their presentation tonight. The MMO will be paid in January 2021, but must be projected now for 2021 Budget purposes.

There were no questions from the Board.

**Personnel and Administrative Committee:** Ms. Skotedis advised the Committee met on September 22, 2020 and highlighted the following topics:

- Welcomed new employees, Brian Nelson, Operator at AWTF; James Bottiglier, Laborer at AWTF; and Michelle Bethel-Miller, Director of Shared Services;
- All furloughed employees are back to work effective September 2020;
- Compensation Study continues to be discussed;
- AFSCME negotiations continue;
- Recruiting efforts during the pandemic; and
- 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 and Engineering Committee:** Mr. Kurowski reported the Committee met on September 10, 2020 and highlighted the following topics:

- Award of the annual 2021 Water System Improvements Project which encompasses 10,000 LF of new water mains in 2021;
- Award of the annual 2021 Sewer System Improvements Project which encompasses 12,000 LF of new sewer mains in 2021;
- Both the 2021 Water and Sewer System Improvement Projects will continue to improve and enhance CRW's aging infrastructure;
- Status of the current situation with US EPA on the Long-Term Control Plan (LTCP), Consent Decree and everything that it entails. CRW continues to move this issue forward;
- CRW's staff located an 8-inch water main in Kelker Street that was previously installed in the 1980's and was never connected. This is great news because it is larger than the 6-inch water main in the area. CRW's staff is in the process of connecting users on the 6-inch water main to the 8-inch water main as soon as feasible. This is another reason why CRW relies on the Geographical Information System (GIS);
- For residents in Shipoke, you will see work has begun on the Front Street Pump Station Improvement Project. CRW will be by-passing wastewater during renovations;
- CRW is continuing to look for ways to generate non-ratepayer revenue. The Engineering Department is working with UGI Utilities to capture gas generated at the AWTF for potential sale for non-rate revenue;
- South Allison Hill GSI Project is moving forward very well;
- The 4<sup>th</sup> and Dauphin Park GSI Project is about to begin. Residents will soon begin to see activity of green infrastructure projects in this neighborhood;
- PennDOT's I-83 Expansion Project is moving along. Some of CRW's infrastructure will be impacted. CRW continues to work with PennDOT for up to 75% reimbursement of any infrastructure costs incurred by CRW; and
- Metal plates with patched pavement remain on Cameron Street due to some of CRW's projects. CRW anticipates all paving on Cameron Street to be finalized by the end of 2020 so that the metal plates do not impede snow removal by PennDOT.

There were no questions or comments from the Board.

**Legal and Risk Management Committee:** Mr. Enders reported the Committee did not meet in September. The Committee plans to meet prior to the next Board meeting in October.

There were no questions or comments from the Board.

**Public Outreach and M/W/DBE Committee:** Mr. Enders reported the Committee met on September 10, 2020 and highlighted the following topics:

- Thank you to the Engineering Department for providing a new process of tracking change orders for review and approval;
- Commitment levels and building of CRW's database of contractors, professional service providers, etc. to increase our M/W/DBE Program. CRW's goal is to encourage more M/W/DBE vendors as prime contractors, instead of subcontractors. These participation levels are clearly reflected in the award of the contracts on tonight's Agenda for the annual 2021 Water and Sewer System Improvement Projects; and
- Customer Assistance Program has received 23 applications. Eighteen applications have been granted with five pending review. He is pleased to see the community is utilizing the new Customer Assistance Program.

Messrs. Enders and Presley thanked Tanya Dierolf and Jarvis Brown for their hard work on this project.

There were no questions or comments 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 highlighted:

- Welcome extended to Michelle Bethel-Miller as the new Director of Shared Services.
- Thanked Tanya Dierolf and Steve Early for coordinating a very efficient Community Ambassador meeting this past month.
- Thanked the Community Ambassadors who continue to be engaged, and for bringing issues to CRW for consideration, as well as keeping the community and neighborhoods informed. CRW appreciates its Community Ambassadors.
- Great Harrisburg Litter Cleanup will be held Saturday, September 26, 2020 from 8:00 AM to 12:00 PM. If you are available to help, please sign up for this event. Information is available on CRW's website. Ms. Dierolf reported there will be three check-in sites (Uptown, Midtown and Allison Hill). CRW will have four volunteer staff drivers circulating throughout the City to transport trash to larger dumpsters.

There were no questions or comments from the Board.

**VI. Minutes of Previous Meetings:**

A motion was made by Mr. Enders, seconded by Ms. Skotedis, that the Minutes of the August 26, 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:**

**Executive:**

A motion was made by Ms. Skotedis, seconded by Mr. Presley, that the following items be approved by consent, Executive Items A. and B.:

**A. Resolution No. 2020-052 – Wastewater and Stormwater Rules and Regulations Minor Modifications, effective October 1, 2020:**

**Motion:** The Board adopts Resolution No. 2020-052 to make minor modifications to the Wastewater and Stormwater Rules and Regulations, effective October 1, 2020, which shall be attached as Exhibit “A”.

**B. Resolution No. 2020-053 – Amendment to the Drinking Water System Rules and Regulations – Tapping Fee Credit, effective October 1, 2020:**

**Motion:** The Board adopts Resolution No. 2020-053 to make modifications to the Drinking Water System Rules and Regulations – Tapping Fee Credit, effective October 1, 2020.

Mr. Kurowski stated he is happy to see these Resolutions being passed that will assist low-income housing development.

The Resolutions were unanimously adopted.

**Engineering:**

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved by consent, Engineering Items A. and B.:

**A. Task Order 2020-20-01: Engineering Services for 2021 Water System Improvements Project with HRG:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-20-01 with Herbert, Rowland & Grubic, Inc. as outlined in HRG's Proposal, dated September 4, 2020, in the amount not-to-exceed \$195,400. M/W/DBE Commitment: \$82,660 / 42.3% of Commitment for MBE and \$13,300 / 6.8% for WBE. Funding Source: Water #60800801-80100-00015 - Wtr Water Main Replacement.

**B. Task Order 2020-21-01: Engineering Services for 2021 Sewer System Improvements Project with HRG:**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2020-21-01 with Herbert, Rowland Grubic, Inc., as outlined in HRG's Proposal, dated September 4, 2020, in the amount not-to-exceed \$239,400. M/W/DBE Commitment: \$82,660 / 34.5% of Commitment for MBE and \$17,830 / 7.4% for WBE. Funding Source: Wastewater #80800801-80100-00026 - Ww Collection System Rehabilitation.

Mr. Kurowski stated he is impressed with the M/W/DBE participation levels awarded on these projects.

The motion was unanimously approved.

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

Don Barnett (Community Ambassador), Fulton Street, Harrisburg, PA, asked in which block the 8-inch water main was located on Kelker Street that was previously referred to as being installed in 1980's since the block was just repaved. Mr. Stewart advised he will send the information to Mr. Barnett.

**XI. Board Member Comments:**

Mr. Presley highlighted:

- Welcomed Michelle Bethel-Miller to CRW; and
- Pleased to see the M/W/DBE participation levels awarded on tonight's Agenda are for professional services.



Mr. Enders highlighted:

- Great Harrisburg Litter Cleanup on Saturday, September 26, 2020 from 8:00 AM to 12:00 PM;
- Welcomed Michelle Bethel-Miller to CRW; and
- Pleased to see that all furloughed employees have returned to work.

Ms. Skotedis – no comments.

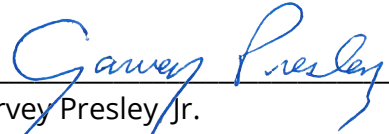
Mr. Kurowski highlighted:

- Welcomed the new employees to CRW;
- Pleased to see all furloughed employees have been brought back to work.
- If it is not known to the public, CRW has officially moved into the new Administrative Offices location at 3003 North Front Street, Harrisburg, PA 17110, effective August 31, 2020. At some time in the future, the Customer Service Center will also move into the Administrative Offices location so stay tuned for future updates.

## **XII. Adjournment:**

A motion was made by Mr. Presley, seconded by Mr. Enders, for the Board to adjourn the meeting at 7:11 PM. The motion was unanimously approved.

CAPITAL REGION WATER



---

Garvey Presley Jr.  
Secretary



## Order Confirmation

Ad Order Number 0009720256

### 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	\$65.91
Proofs	0			Tax Amount	\$0.00
Affidavits	0	AffidavitsCost	\$0.00	Total Amount	\$65.91
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$65.91
Invoice Text					

## Ad Schedule

Product	The Patriot News	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Meeting Notices
Cost	\$63.41	AdNumber	0009720256-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 13 li
Pick Up #	0009716401	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW	
		09/08/2020	

Product	PennLive.com	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Meeting Notices
Cost	\$2.50	AdNumber	0009720256-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 13 li
Pick Up #	0009716401	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW	
		09/08/2020	

## Exhibit "A"

Confidentiality Notice: This facsimile is intended only for its addressee and may contain information that is privileged, confidential or otherwise protected from disclosure. Dissemination, distribution or copying of this facsimile or the information by anyone other than the intended recipient is prohibited. If you have received this facsimile in error, please notify us immediately and return the facsimile by mail.

0009720256-01

**Ad Content Proof**

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Wednesday, September 23, 2020 at 6:00 PM, will be conducted as a virtual Go To Meeting and is open to the public. To participate, please access our website at <https://capitalregionwater.com/meetings-reports/> and click on the September 23, 2020 Meeting hyperlink.

**CAPITAL REGION WATER**