



**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

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  
Dan Galbraith, Drinking Water Superintendent  
Maynard Gardner, Drinking Water Distribution Supervisor  
Tanya Dierolf, Director of Strategic Initiatives  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist  
Julie Peters, Controller  
Alesha Vonada, Accounting Manager  
Emily Ginanni, Staff Accountant  
Rebecca Laufer, External Affairs Manager  
Jarvis Brown, Diversity Program Manager  
Steven Early, Community Relations Manager  
Jeff Bowra, P.E., Lead Engineer  
Sheri Berilla, Asset Manager  
Tom Czyzykowski, IT Manager

Others:

Phil Sapone (Raftelis)  
Matt Crow, P.E. (Hazen and Sawyer)  
Mark Bottin, P.E. (Hazen and Sawyer)  
Jeff Thompson, P.E. (WRA)  
Sarah Hurr (Monaloh Basin Engineers)  
Michael Buchwach (Community Ambassador)  
Evelyn Hunt (Community Ambassador)  
Paul Massy  
R. Farner

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

The meeting was originally advertised to be conducted as a GoToMeeting (GTM) but was transitioned to a Skype meeting due to technical difficulties with the GTM platform and confirmation with General Counsel that the meeting could proceed after proper notification of the change was posted via several social media platforms. All participants were notified via the GTM chat feature and were able to transition to the Skype platform. Notification of the meeting transition and access link to the Skype meeting was immediately posted on CRW's website and social media.

The meeting was called to order by Chairperson Kurowski at 5:26 PM.

Chairperson Kurowski stated that all four Board members were present, and that today's meeting was being conducted via the Skype 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 is being recorded and will be posted on CRW's website at <https://capitalregionwater.com/meetings-reports/> on Friday, November 12, 2020.

## **II. Chairperson's Announcements**

- A.** Today's Special Meeting is for the purpose of presenting the proposed 2021 Budgets for Capital Region Water, and to conduct any other business that has come before the Board. Public Notice of the meeting was advertised in accordance with the Sunshine Law. The Advertisement will be attached to the Minutes as Exhibit "A".

- B.** The next Regular Meeting is scheduled for Tuesday, November 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 GoToMeeting meeting will be posted on the Capital Region Water website. This meeting is open to the public.

**III. Presentation - 2021 Draft Budget (5:30 PM - 7:38 PM)**

The Chairperson announced that tonight's meeting is CRW's opportunity to share information and present its Draft 2021 Budgets, as well as address any questions from the public. There will not be any formal action on tonight's Agenda relative to the Budgets. CRW intends to approve the 2021 Budgets at its Regular Monthly Meeting on November 24, 2020.

Charlotte Katzenmoyer, CEO, began the presentation by thanking the staff for their hard work that went into the Budget process, while adapting to remote working and the ever changing processes that have occurred in 2020 with the COVID-19 pandemic. She provided an Overview and Highlights on the Budget, along with CRW's Accomplishments in 2020 and the Challenges and Opportunities CRW faces in 2021.

Each Director spoke about their portion of the Budget as follows:

- Shared Services (Michelle Bethel-Miller, Director of Shared Services) (5:44 - 5:52 PM)
- Strategic Initiatives (Tanya Dierolf, Director of Strategic Initiatives) (5:52 - 5:58 PM)
- Operations (Jess Rosentel, Director of Operations) (5:58 - 6:24 PM)
- Engineering (David W. Stewart, P.E., Director of Engineering) (6:24 - 6:39 PM)
- Finance (Douglas E. Keith, CFO) (6:39 - 7:09 PM)

A copy of the 2021 Budget Presentation will be available on the website tomorrow at <https://capitalregionwater.com/meetings-reports/>.

Mr. Presley questioned if there was any grant or non-rate revenue being considered to enhance the collection of samples from the neighborhoods rather than at the Advanced Wastewater Treatment Facility. Mr. Rosentel advised there is a pilot program through the neighborhoods being coordinated through Harrisburg University so CRW is hopeful some monies will be made available through a grant.

Ms. Skotedis stated she is very pleased to see CRW able to keep our rate increases stable, while continuing to do the many identified capital improvement projects and to keep pace while working during a pandemic. The community should take pride in the accomplishments that CRW was able to do in 2020, along with the impressive list of goals identified for 2021. She also noted CRW was able to keep our water and wastewater rates at a minimum of 2 to

3 percent increase, and no increase for stormwater fees in 2021. Thank you to everyone for your hard work.

Mr. Kurowski stated it takes a lot of effort and meetings to put the Budgets together and is very pleased that CRW was able to provide tonight's comprehensive presentation to the public. This reveals CRW is on task for all the requirements we are mandated to follow, and that through great leadership, this Board and staff are being good stewards of CRW's assets and resources. He thanked the staff for continuing to be creative in ways to keep rate increases to a minimum to protect our ratepayers, including ways to generate non-ratepayer revenue.

**IV. Modifications or Deletions to the Agenda - None.**

**V. Public Comment - Agenda Items (3 Minutes) - None.**

**VI. Public Comment - Non-Agenda Items (3 Minutes)**

Mr. Buchwach (Community Ambassador) questioned whether CRW anticipated any changes or increases of the water, wastewater or stormwater rates from tonight's presentation until November 24, 2020 when CRW will approve the Budgets. He also questioned how rates could remain low given the lost revenues CRW experienced in 2020. Mr. Keith advised that the Board is prepared to vote on the rates as presented this evening at the November 24, 2020 Board Meeting. Mr. Kurowski stated there were some unusual circumstances last year, when rates were adjusted from the time the budgets were presented until they were voted on at the November 2019 meeting, but that is not anticipated to occur this year. Mr. Keith confirmed that there was over \$3M in lost revenues in 2020 due to impacts from COVID-related issues, so CRW focused on utilizing current cash reserves, lines of credit and the new \$65,000,000 PENNVEST Loan to keep the rates at the current projected levels.

**VII. Board Member Comments**

Mr. Presley thanked everyone who contributed to tonight's budget presentation.

Ms. Skotedis thanked Mr. Buchwach for his stewardship and involvement in the community.

Mr. Enders commended CRW on the number of accomplishments achieved in 2020 despite all the obstacles. He stated he is excited to see how CRW's staff continues to look for ways to increase non-ratepayer revenue which allows CRW to keep our rates low.



## MINUTES

### Special Meeting

November 12, 2020

5:00 PM

Page 5 of 5

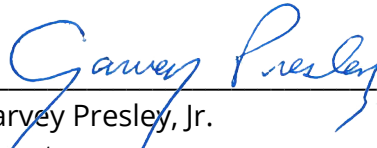
Mr. Kurowski stated that the amount of operating expenses and capital improvement projects accomplished and identified for 2021 total over \$51M. He is impressed that CRW is able to do all these projects, while keeping the projected monthly increase of our rates in 2021 to \$1.80/month for a typical residential customer for water and wastewater with no increase for stormwater.

There is a tremendous amount of information provided to the Board tonight and after discussion, it was noted that any additional questions should be directed to Mr. Keith by Friday, November 20, 2020.

#### VIII. Adjournment

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 7:38 PM. The motion was unanimously approved.

CAPITAL REGION WATER

  
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Garvey Presley, Jr.  
Secretary



## Order Confirmation

Ad Order Number 0009767144

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Sales Rep. Marianna Aldridge

Order Taker Marianna Aldridge

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Special Pricing

Tear Sheets	0	TearsheetsCost	\$0.00	Net Amount	\$84.62
Proofs	0			Tax Amount	\$0.00
Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$84.62
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$84.62
Invoice Text	11/12 Special Meeting				

## Ad Schedule

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		10/27/2020	

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Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDASPECIALMEETINGOFCAPITALREGIONWAT	
		10/27/2020	

0009767144-01

### Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, a **Special Meeting of Capital Region Water** will be held on Thursday, November 12, 2020 at 5:00 PM for presentation of its proposed 2021 Budgets and to take action on any other business that may come before the Board. The meeting will be conducted as a virtual GoToMeeting and is open to the public. To participate, please access our website at <https://capitalregionwater.com/meetings-reports/> and click on the November 12, 2020 Meeting hyperlink.

**CAPITAL REGION WATER**