



MINUTES

Regular Meeting

November 24, 2020

6:00 PM

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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
Maynard Gardner, Drinking Water Distribution Supervisor
Daniel Galbraith, Drinking Water Superintendent
Tanya Dierolf, Director of Strategic Initiatives
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Alesha Vonada, Accounting Manager
Jarvis Brown, Diversity Program Manager
Steven Early, Community Relations Manager
Jeff Bowra, P.E., Lead Engineer
Sheri Berilla, Asset Manager
Kendrick Maholtz, GIS Data Analyst
Thomas York, GIS Manager

General Counsel:

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

Others:

Ed Ellinger, P.E. (HRG)
Caleb Krauter, P.E. (HRG)
Matt Crow, P.E. (Hazen and Sawyer)
Jeff Thompson, P.E. (WRA)
Donald Barnett (Community Ambassador)
Unidentified Callers (2)

I. Call to Order - Roll Call:

The meeting was called to order by Chairperson Kurowski at 6:03 PM.

Chairperson Kurowski stated that all four Board members are present, 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 sound quality and 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. At this time, 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 will be posted on CRW's website at <https://capitalregionwater.com/meetings-reports/> on Wednesday, November 25, 2020.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:30 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.** Presentation of the 2021 Budgets were addressed in the November 12, 2020 Special Meeting and in today's Regular Meeting.
- D.** The next Regular Meeting is scheduled for Wednesday, December 16, 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.

- E.** 2021 Regular Meetings of Capital Region Water’s Board will be held at 6:00 PM on the following dates:

January 27	July 28
February 24	August 25
March 24	September 22
April 28	October 27
May 26	November 23
June 23	December 22

Notice of these meetings will be published in a newspaper of general circulation and posted at Capital Region Water’s offices in accordance with the Sunshine Act. Special Meetings may be called from time to time and will be advertised in accordance with the Sunshine Act. All meeting dates will be posted on Capital Region Water’s website at capitalregionwater.com and are open to the public. Visit our website or call 888-510-0606 for location details and virtual meeting access for attending each respective meeting. The Advertisement will be attached to the Minutes as Exhibit “B”.

- F.** On November 12, 2020, CRW provided notification to Harrisburg City Council of the upcoming expiration and resignation of Board Member, Alisa E. Harris’ term, which will expire on January 4, 2021. This notification is in accordance with Article III, Section 2 of CRW’s By-Laws.
- G.** Board Members, J. Marc Kurowski’s term expired January 4, 2019, and Andrew Enders’ term expired January 4, 2020. Both Messrs. Kurowski and Enders continue to serve in their capacity until officially reappointed or replaced in accordance with §5610 Governing Body (a) Board of The Pennsylvania Municipality Authorities Act.

III. Committee Reports:

Budget and Finance Committee: Ms. Skotedis reported the Committee has been actively working and highlighted the following:

- Reviewing and assessing the 2021 budgets;
- Drinking Water, Wastewater and Stormwater Rates for 2021. She is happy to report that CRW was able to hold rate increases to a minimum. Water rates are increasing 2%, Wastewater Rates are increasing 3% and there is no increase for Stormwater fees in 2021 for a total average residential increase of \$1.80/month; and

- If you were unable to attend the November 12, 2020 presentation of the 2021 budgets you can watch the video of the meeting which has been posted on CRW's website at <https://capitalregionwater.com/meetings-reports/>.
- Mr. Keith, CFO updated the Board on the October Financial Dashboard Report.

Mr. Enders asked where proceeds from timber sales are recorded. Mr. Keith advised that timber sale revenues are reported under Miscellaneous Revenue. There were no further questions from the Board.

Personnel and Administrative Committee: Ms. Skotedis reported the Committee met earlier today and highlighted the following:

- Recruitment efforts and employee onboarding;
- AFSCME negotiations continue and CRW is hopeful to complete negotiations by the end of the year;
- Employee relations;
- COVID-19 protocols;
- Employee of the Month (Malcolm Hicks) was recognized by Ms. Skotedis. Mr. Hicks was commended for entering a 30-inch wastewater manhole at 3:00 AM to retrieve a CCTV camera that was stuck in a very confined space. Ms. Skotedis noted this is an excellent example of the types of issues CRW's staff members face out in the field, and want the public to see first-hand the types of situations our essential workers face in their jobs; and
- The Committee name will be renamed Personnel and Shared Services Committee in the future.

There were no questions from the Board.

Operations and Engineering Committee: Mr. Kurowski reported the Committee met on November 12, 2020 and highlighted the following:

- Current construction projects were discussed, including Task Order and Change Orders reflected on tonight's Agenda; and
- CRW continues to discuss the PennDOT I-83 Expansion Project and how it impacts CRW. Mr. Kurowski commended HRG and staff as they continue to work collaboratively with PennDOT and other stakeholders to coordinate CRW's work in the most cost-effective manner, including stormwater related issues that will be brought up later in the project under CRW's Long Term Control Plan and other related activities;
- Congratulated Jess Rosentel and the Wastewater team for juggling multiple large construction projects (Front Street Pump Station, Primary Digester Rehabilitation, and work at Muench and Green Streets); and

- Congratulated Terri Ambush for painting 85 hydrants and adding reflective markers so they are easily able to be identified and located by emergency services, especially when they are buried under snow.

There were no questions or comments from the Board.

Legal and Risk Management Committee: Mr. Enders reported the Committee met on November 6, 2020 and highlighted the following:

- Additional oversight and support was provided to Joe Ritchey regarding the identification of open or potential claims with General Counsel;
- Street Sweeping issues were discussed. CRW is very focused on this new responsibility and wants the public to know we are working on improving this process and want to focus on issues that may need addressed. Please contact CRW if you are experiencing any problems with street sweeping;
- Easement Agreement with George Nunemacher is on tonight's Agenda regarding an easement near the DeHart Facility. This has been an ongoing issue for discussion and has been vetted by the Legal and Risk Management Committee who are in support of the execution of this Easement Agreement; and
- Renovations at 3003 North Front Street were discussed. CRW's staff continue their focus on business continuity and recovery in the event of a disaster, while also incorporating the renovations needed at the new Administrative Offices. He complimented staff for their efforts on focusing on ways to continue business without disruption, even during a pandemic, and to incorporate those expenses into the renovations up front. CRW is hopeful to award bids for the renovations at 3003 North Front Street at the December 16, 2020 Board meeting.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE Committee: Mr. Enders reported the Committee met on November 12, 2020 and highlighted the following:

- Continued focus on public outreach to educate contractors for successfully achieving higher M/W/DBE participation, including the expansion of professional services;
- Participation levels regarding COSTARS and the Keystone Purchasing Network. The Committee discussed the pros and cons of utilizing these two platforms. The Committee continues to monitor and discuss issues as Board members stress buying and awarding from local vendors, but on occasion, procurement of goods and services must be utilized outside the area due to restrictions CRW is mandated to follow as a Municipal Authority;

- The Customer Assistance Program has now awarded \$4,600 in applications. To date, 25 applications have been awarded and 8 applications are pending review. If your application has been denied, either reach out to CRW, or expect to be contacted by CRW, to follow-up regarding your application;
- Sewer lateral and service line issues;
- Stormwater Fee outreach; and
- Public outreach to the community regarding the 2021 budget.

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 provided the following highlights:

- 2021 budget and rates were the main focus over the past month; and
- COVID-19 protocols that relate to schedule changes will begin again effective, November 30, 2020 and will continue into the New Year.

There were no questions or comments from the Board.

VI. Minutes of Previous Meetings:

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the Minutes of the October 28, 2020 Regular Meeting and the November 12, 2020 Special 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 Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Executive Item A.:

A. Everbridge Notification Services – Agreement Renewal:

Motion: The Board authorizes the CEO to execute a one-year contract renewal with Everbridge in an amount not-to-exceed \$11,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Adm #10101512-54201 – Adm Community Outreach.

The motion was unanimously approved.

Finance:

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

A. Resolution No. 2020-057 – 2021 Drinking Water Rate Schedule, Effective January 1, 2021:

Motion: The Board adopts Resolution No. 2020-057 which adopts the 2021 Drinking Water Rate Schedule, effective January 1, 2021.

B. Resolution No. 2020-058 – 2021 Wastewater Rate Schedule, Effective January 1, 2021:

Motion: The Board adopts Resolution No. 2020-058 which adopts the 2021 Wastewater Rate Schedule, effective January 1, 2021.

C. Resolution No. 2020-059 – 2021 Stormwater Rate Schedule, Effective January 1, 2021:

Motion: The Board adopts Resolution No. 2020-059 which adopts the 2021 Stormwater Rate Schedule, effective January 1, 2021.

Ms. Skotedis thanked CRW's staff for providing Board members with information and processes that go into the creation of the budget, including how rates are set to provide the many essential services provided by CRW. She appreciates everything that went into the 2021 budget process and with the guidance of CRW's consultant, Raftelis and staff, CRW was able to hold the line on rate increases to 2% for Drinking Water, 3% for Wastewater and 0% increase for Stormwater Rates for 2021 for a total of \$1.80/month average increase for residential customers.

The Resolutions were unanimously adopted.

A motion was made by Ms. Skotedis, seconded by Mr. Presley, that the following items be approved by consent, Finance Items D., E., F. and G.:

D. Resolution No. 2020-060 – 2021 Administrative Budget:

Motion: The Board adopts Resolution No. 2020-060 which adopts the 2021 Administrative Budget.

E. Resolution No. 2020-061 – 2021 Drinking Water Budget:

Motion: The Board adopts Resolution No. 2020-061 which adopts the 2021 Drinking Water Budget.

F. Resolution No. 2020-062 – 2021 Wastewater Budget:

Motion: The Board adopts Resolution No. 2020-062 which adopts the 2021 Wastewater Budget.

G. Resolution No. 2020-063 – 2021 Stormwater Budget:

Motion: The Board adopts Resolution No. 2020-063 which adopts the 2021 Stormwater Budget.

The Resolutions were unanimously adopted.

Engineering:

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

A. Task Order 2020-22-01: Forest Stewardship Services with Appalachian Forest Consultants:

Motion: The Board authorizes the CEO to execute Task Order 2020-22-01 with Appalachian Forest Consultants for timber appraisal services in an amount not-to-exceed \$2,500. M/W/DBE Commitment: \$0.00 / 0.00%. 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 B.:

B. Cameron Street Water Main Lining Phase 2 Project – Change Order No. 1:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Dewcon, Inc. in the amount of \$388,000 and an increase of 130 days to the contract time. M/W/DBE Commitment: \$92,131.29 / 23.7%. Funding Source: Water #60800801-80100-00081– Wtr Cameron Street Water Main.

Mr. Enders requested clarification on the purpose of the 130-day extension which was provided from the floor by Mr. Stewart.

The motion was unanimously approved.

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

C. Task Order 2020-16-02: Engineering Services for Front Street Interceptor Rehabilitation Phase 2 with AECOM:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2020-16-02 with AECOM for design and bid phase services as outlined in AECOM's Proposal, dated November 6, 2020, in the amount not-to-exceed \$490,908. M/W/DBE Commitment: \$204,025/ 41.6%. Funding Source: Wastewater #80800801-80100-00083 - Front Street Interceptor Rehabilitation Phase 2.

Mr. Enders pointed out this is a great example of M/W/DBE participation relating to professional services which is what the Public Outreach and M/W/DBE Committee is striving to increase. He identified the percentages and breakdowns of the companies by name and whether they were MBE or WBE in scope. He commended AECOM for the professional services commitment to these companies. Mr. Presley also commended AECOM for use of these companies and their expertise in surveying and technical drilling services. He is happy to see these types of companies being utilized for CRW projects.

Mr. Kurowski stated that this shows how CRW is increasing its database and utilization of companies for the M/W/DBE Program across all types of projects.

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. Task Order 2017-09-05: Engineering Services for South Allison Hill Business District GSI Project with AKRF:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2017-09-05 with AKRF as outlined in AKRF's Proposal, dated November 9, 2020, in an amount not-to-exceed \$34,200. M/W/DBE Commitment: \$12,500 / 37% for/MBE or DBE. Funding Source: Stormwater #90800801-80100-00089 - South Allison Hill GSI.

Mr. Presley stated that only structural work will be done now. He pointed out that planting for this GSI project will not occur until Spring of 2021.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following items be approved by consent, Engineering Items E. and F.:

E. Resolution No. 2020-065: Stormwater Operation & Maintenance Agreement with Hudson Harrisburg, LP:

Motion: The Board adopts Resolution No. 2020-065 authorizing the Chairperson and Secretary to execute the Operation and Maintenance Agreement for Stormwater Facilities and Best Management Practices with Hudson Harrisburg, LP for the Hudson DHA OA Office Building, in the City of Harrisburg, Dauphin County, Pennsylvania. Funding Source: N/A.

F. Resolution No. 2020-066: Stormwater Operation & Maintenance Agreement with Buonarroti Trust d/b/a Auto Zone Development, LLC:

Motion: The Board adopts Resolution No. 2020-066 authorizing the Chairperson and Secretary to execute the Operation and Maintenance Agreement for Stormwater Facilities and Best Management Practices with Buonarroti Trust d/b/a Auto Zone Development, LLC, in the City of Harrisburg, Dauphin County, Pennsylvania. Funding Source: N/A.

Mr. Presley questioned whether Hudson Harrisburg, LP will be using a permeable surface? Mr. Stewart will check into the matter and report back to the Board with a summary of the Best Management Practices (BMPs) Hudson Harrisburg, LP is looking to utilize for this project.

The Resolutions were unanimously adopted.

Operations:

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

A. Resolution No. 2020-064 – Easement Agreement w/George L. Nunemacher:

Motion: The Board adopts Resolution No. 2020-064 which authorizes the Chairperson to execute an Easement Agreement between Capital Region Water and George L. Nunemacher. Funding Source: N/A.

The Resolution was unanimously adopted.

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

B. Procurement of Schneider Disconnects:

Motion: The Board authorizes the CFO's procurement of 20 Schneider Electric Disconnects from Graybar for the Wastewater Department in the amount of \$34,482.80. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #808000801-80100 – Ww Capital Funding Reserves.

Mr. Rosentel explained the purpose of the motion from the floor and apologized for adding the motion to the Agenda so late. This work will be performed by AWTF personnel in-house which has substantial cost savings for CRW. Mr. Kurowski thanked the staff for taking on this project in addition to their other responsibilities.

The motion was unanimously approved.

X. Public Comment - Non-Agenda Items: None.

XI. Board Member Comments:

Ms. Skotedis highlighted:

- Extended a Happy Thanksgiving and safe holiday as this is definitely a different type of holiday season this year;
- Thanked CRW's CREW for being out on Thanksgiving Day and performing their jobs so we can enjoy fresh drinking water and other essential services;
- Thanked the staff who provided input into the 2021 budget presentation that was provided earlier in the month; and

- Thanked the members of the public that continue to participate in CRW's Board meetings in support of the community.

Mr. Presley highlighted:

- Welcomed Dan Galbraith back to CRW; and
- Thanked AECOM for their outstanding levels of M/W/DBE participation in professional service consultants.

Mr. Enders highlighted:

- Thanked all of the staff and fellow Board members for the adoption of the 2021 budgets and for keeping CRW's rate increases as low as possible;
- Thanked staff for continuing to seek financing options for our ratepayers and to PENNVEST for the loan to CRW;
- Thanked CRW's staff for keeping our systems flowing. He is very proud to be a part of Capital Region Water;
- With much work left to be done by the end of the year, additional committee meetings continue to be scheduled; and
- He commended his fellow Board members for their commitment to CRW.

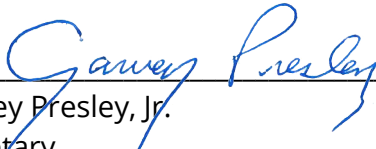
Mr. Kurowski highlighted:

- Thanked CRW's team for getting us through the budget process this evening; and
- Enjoy your holidays, whether its virtual, or in person, and be safe.

XII. Adjournment:

A motion was made by Mr. Enders, seconded by Mr. Presley, for the Board to adjourn the meeting at 7:12 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary



Order Confirmation

Ad Order Number 0009767126

Customer

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PO Number 11.24 Meeting

Sales Rep. Marianna Aldridge

Order Taker Marianna Aldridge

Order Source

Special Pricing

Tear Sheets	0	TearsheetsCost	\$0.00	Net Amount	\$75.48
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Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$75.48
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Ad Schedule

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		10/27/2020	

0009767126-01

Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Tuesday, November 24, 2020 at 6:00 PM, 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 24, 2020 Meeting hyperlink.

CAPITAL REGION WATER



Order Confirmation

Ad Order Number 0009815756

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(888)510-0606

PO Number 2021 CRW Board Mee

Sales Rep. Jennifer Rogers

Order Taker Jennifer Rogers

Order Source Phone

Special Pricing

Tear Sheets	1	TearsheetsCost	\$0.00	Net Amount	\$149.17
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Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$149.17
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Ad Schedule

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		12/08/2020	

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CAPITAL REGION WATER