



Regular Meeting (Conducted via Skype)

In Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
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
Daniel Galbraith, Drinking Water Superintendent
Tanya Dierolf, Director of Strategic Initiatives
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Julie Peters, Controller
Alesha Vonada, Accounting Manager
Jarvis Brown, Diversity Program Manager
Steven Early, Community Relations Manager
Rebecca Laufer, External Affairs Manager
Jeff Bowra, P.E., Lead Engineer
Claire Maulhardt, City Beautiful H2O Program Manager
Kendrick Maholtz, GIS Data Analyst
Wendy Shollenberger, Accounts Receivable Manager
Jamie Meily, Customer Service Representative
Nanette Burnett, Customer Service Representative

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)
John Hammell, P.E. (CDM Smith, Inc.)
Herb Higginbotham (HDR Engineering)
Cindy Zawrotuk, P.E., (GHD)
Donald Barnett (Community Ambassador)

Michael Buchwach (Community Ambassador)
Holly Douglas (Cosmos Technologies, Inc.)
Frederick Douglas (Cosmos Technologies, Inc.)
Dylan Ellinger
Denny (Guest)

I. Call to Order - Roll Call:

The meeting was called to order by Chairperson Kurowski at 6:02 PM.

Chairperson Kurowski stated that Board members Enders, Presley and himself were present and that Ms. Skotedis was excused, 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 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 Thursday, February 25, 2021.

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.

- C. The next Regular Meeting is scheduled for Wednesday, March 24, 2021 at 6:00 PM and will be held virtually. An advertisement for the 2021 Board meetings was published in the Patriot News and instructions to join the meeting will be posted on the Capital Region Water's website. These meetings are open to the public.

III. Committee Reports:

Budget and Finance: Mr. Kurowski reported that the Committee met on February 16, 2021 and highlighted the following:

- Recommended Agenda Item, Administration A.: Resolution No. 2021-003 repealing Resolution No. 2020-009 Lifting the Moratorium on Termination of Utility Services also referred to as termination of water services and methods on how to work with CRW's customers through its Customer Assistance Program or payment plan arrangements; and
- Mr. Doug Keith presented an overview of the January financial reports, along with presentation of a slide outlining CRW's financial position and the impact on CRW's accounts receivable balances and outstanding delinquent accounts.

There were no questions from the Board.

Personnel and Shared Services: Mr. Presley reported the Committee met on February 1, 2021 and highlighted the following:

- Tom Czyzkowski updated the Committee focusing on cyber security;
- 2020 highlights at the Customer Service Center were discussed regarding customer calls, credit card and alternative payment methods, and how those have been impacted during the pandemic;
- Water service terminations will resume on or about April 1, 2021 as previously outlined by Mr. Keith to reduce CRW's accounts receivable balances; CRW will continue to promote its Customer Assistance Program and will assist customers in using alternate payment options, and to make payment arrangements or payment plan agreements;
- Negotiations with AFSCME on the Collective Bargaining Agreement has been completed and we are awaiting the marked-up agreement from the union for our review; and
- Jennifer O'Neill was recognized as Employee of the Month for February. Ms. O'Neill works as the Accounts Payable Specialist in the Finance Department. The Board congratulated Ms. O'Neill for her award and dedication to CRW.

There were no questions from the Board.

Operations and Engineering: Mr. Kurowski reported the Committee met on February 16, 2021 and highlighted the following:

- Discussed the current construction projects, including Task Orders and Change Orders reflected on tonight's Agenda and noted that all items have been fully vetted through the Operations and Engineering Committee.

There were no questions from the Board.

Legal and Risk Management: Mr. Enders reported the Committee met on February 4, 2021 and highlighted the following:

- Heard a report by Mr. Joseph Ritchey updating the Committee on CRW's renewal insurance application due April 1, 2021;
- Discussions on cyber security analysis, along with a report from Charlotte from a NACWA Board Meeting regarding ransom attacks on similar utility entities; CRW will be looking to make cyber security a high priority;
- Continued to discuss current litigation issues with General Counsel; and
- Heard a report on CRW's continuing negotiations with US EPA and PADEP.

There were no questions from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the Committee met on February 11, 2021 and highlighted the following:

- Heard a report from Jarvis Brown on a summary of CRW's M/W/DBE Program and awarded contracts in 2020; CRW awarded approximately \$13.9M in capital improvement and associated professional services in 2020 with an average participation percentage of 22% from awarded 2020 Capital Improvement Projects; CRW looks to expand those contract awards and percentages in 2021 and to continue educating prime and subcontractors;
- CRW's Virtual 2021 Project Kick-Off and Networking Event held in January had 61 registrations and was attended by 49 participants; Of those 49 participants, 43 are M/W/DBE companies. Even though the event was virtual, it was well attended and successful;
- Resumption of water service terminations were also discussed; he thanked Tanya Dierolf on implementing the Customer Assistance Program; CRW will continue to encourage customers to utilize the Customer Assistance Program to avoid water service terminations; the program has not been utilized as much as anticipated, but with the moratorium to be lifted, CRW expects an increase in applications for customers experiencing hardships to apply to the Credit Assistance Program; and

- Updates to CRW's website continue and additional tools will be made available on the website to further assist our customers.

There were no questions from the Board.

IV. Management Report:

The monthly Management Report was provided to the Board in advance of the meeting and posted on CRW's website. Ms. Katzenmoyer provided additional highlights as follows:

- During 2020, all Management employees were required to attend Strength-Based Leadership Training through Temple University. The Program was initially attended in person, was delayed, and eventually transitioned to virtual participation due to the pandemic. While all employees attended the trainings, completion of the final project was optional for employees due to the amount of time involved. Six employees went on to complete the program by preparing and implementing a final project that was presented to their peers to obtain their certificates. The employees were honored by Ms. Katzenmoyer, along with a description of the projects they completed as follows:
 - Tanya Dierolf, Director of Strategic Initiatives;
 - Jeffrey Bowra, Lead Engineer;
 - Emily Ginanni, Staff Accountant;
 - Alesha Vonada, Accounting Manager;
 - Shane Russell, GIS Analyst; and
 - Claire Maulhardt, City H2O Program Manager.

There were no questions or comments from the Board.

V. Minutes of Previous Meetings:

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the Minutes of the January 27, 2021 Regular Meeting be approved as presented.

The motion was unanimously approved.

VI. Modifications or Deletions to the Agenda: None.

VII. Public Comment - Agenda (3 Minutes):

Mr. Michael Buchwach, Community Ambassador, offered the following comments regarding CRW's resumption of termination of service a/k/a water shutoffs that is on the Agenda.

1. The context in which he makes the comments;
2. He is hoping there will be plenty of notice to the public, along with transparency; and
3. Looking for any other sources of revenue or means that customers could be provided with to let them know help is available.

He stated every person at CRW is professional and treats everyone with dignity and respect. CRW employees refer to CRW as a public resource with loyalty to the community, and they are working to assist our customers. He stated he is very proud as a Community Ambassador that CRW takes this approach and that CRW is not trying to maximize profits, but works to improve the infrastructure within the community within which we live and work in the most cost effective manner.

He expects CRW to be transparent in how customers will be notified regarding water service terminations. He inquired as to whether the City, County and State officials were contacted before CRW begins water shutoffs to see if other resources may be available for assistance. He wants CRW customers to know everything has been done to help our customers during financial hardships caused by the pandemic, and while he knows CRW is not in the habit of wanting to turn water off, customers also need to be mindful of the impact the delinquent accounts receivables will have on CRW if you don't lift the moratorium.

Mr. Kurowski thanked Mr. Buchwach for his service to CRW as a Community Ambassador, and his comments at the Committee level. Mr. Enders stated he is confident that Mr. Buchwach's comments have been taken into consideration and will be handled appropriately.

VIII. Old/New Business:

Administration:

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

A. Resolution No. 2021-003: Repealing Resolution No. 2020-009 Lifting Moratorium on Terminating Utility Services:

Motion: The Board adopts Resolution No. 2021-003 to repeal in full Resolution No. 2020-009, effective immediately.

The Resolution was unanimously adopted.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved together with one motion by consent, Administration Items B. and C.:

B. Purchase of (A-02) 2021 Ford Explorer XLT 4X4 for Shared Services Department from Hoffman Ford:

Motion: The Board authorizes the Director of Shared Services to procure one 2021 Ford Explorer XLT 4X4 (A-02) from Hoffman Ford for the Shared Services Department in the amount not-to-exceed \$30,250. 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: Admin #10800804-80400-00027 – Adm Vehicular Equipment.

C. Purchase of (A-03) 2021 Ford Escape SE AWD for Finance Department from Hoffman Ford:

Motion: The Board authorizes the CFO to procure one 2021 Ford Escape SE AWD (A-03) from Hoffman Ford for the Finance Department in the amount not-to-exceed \$24,250. 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: Admin #10800804-80400-00027 – Adm Vehicular Equipment.

Mr. Enders stated both purchases were made under the COSTARS program and Mr. Presley noted that he is happy to see a local dealership was utilized in the procurement of these vehicles.

The motion was unanimously approved.

Drinking Water:

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

A. 2021 Water System Improvements Project – Recommendation of Award:

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Director of Engineering's execution of Contract Documents following receipt of insurance and bonds for the 2021 Water System Improvements Project to Rogele, Inc. in the amount of \$2,658,486.50, as outlined in Rogele, Inc.'s Bid Documents, dated February 5, 2021. M/W/DBE Commitment: \$385,576.04 / 14.5% (MBE) and \$134,117.91 / 5% (W/DBE). Funding Source: Water #60800801-80100-00015 - Wtr Water Main Replacement.

Mr. Presley stated he is pleased to see the M/W/DBE participation on this project, and that professional services other than traffic control and construction cleanup services being utilized. He monitors how the variety of professional services' database has expanded for goods and services. Board members expressed their gratitude that Rogele has stepped up its M/W/DBE participation levels. Congratulations to all those involved in educating the prime and subcontractors in CRW's expectations.

The motion was unanimously approved.

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

B. Task Order 2021-06-01: Engineering Services for WSC Permitting Assistance with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2021-06-01 with Gannett Fleming, Inc., in the amount not-to-exceed \$8,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60504541-54104 - Wtr Engineering Services.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the following item be approved together with one motion by consent, Drinking Water Items C. and D.:

C. Purchase of Rotork Actuators for Drinking Water Department at DeHart Dam:

Motion: The Board authorizes the Director of Operations to procure Rotork Actuator 42-inch, 36-inch, 24-inch Valves from Edwin Elliot & Co. for the Drinking Water Department in the amount of \$31,813. There was no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS

(Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800804-80300-00320 – DeHart Actuators (Control Rm&I).

D. Purchase of Rotork Actuator Retrofits for Pratt Finish Control Ball Valves (4) for Drinking Water Department:

Motion: The Board authorizes the Director of Operations to procure Rotork Actuator Retrofits for 20-inch Pratt Finish Control Ball Valves (4) from Edwin Elliot & Co. for the Drinking Water Department in the total amount of \$58,836. There was no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800804-80400-00205 – Filter Drain Valve Actuator.

The motion was unanimously approved.

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

E. Purchase of TU5300 Laser Turbidimeters for Drinking Water Department:

Motion: The Board authorizes the Director of Operations to procure TU5300 Laser Turbidimeters from Hach for the Drinking Water Department in the total amount of \$42,459.36. There was no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800803-80300-00327 - Wtr Water Treatment Plant Turbidimeters.

The equipment is no longer serviced by any other provider within Pennsylvania, and the Drinking Water Department staff has confidence in the Hach instrumentation. Mr. Galbraith stated the actuators, will enable operators to remotely control the actuators at the DeHart facility from the Control Room at the Water Services Center in Harrisburg. Mr. Galbraith indicated there was a typographical error in the Funding Source and that the Funding Source should be identified as Water #60800803-80300-00327 - Wtr Water Treatment Plant Turbidimeters, not Wtr Caustic Tanks. General Counsel, Scott Wyland, indicated that the motion does not need to be corrected by the board and that the correction could be made in the minutes.

The motion was unanimously approved.

Wastewater:

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

A. Resolution No. 2021-004 – Joint Pollutant Reduction Plan Intergovernmental Cooperation Agreement Task Order 2021-01 – Stonebridge Project:

Motion: The Board adopts Resolution No. 2021-004 authorizing the Chairperson and Secretary to execute Task Order 2021-01 under the Intergovernmental Cooperation Agreement for the Stonebridge Project at a total cost estimate of \$823,500. The cost for implementation associated with these BMP Projects shall be shared pursuant to the allocation provided in Task Order 2021-01 by Capital Region Water \$131,760; Lower Paxton Township - \$469,395; and Susquehanna Township - \$222,345. Funding Source: Stormwater #90800801-80100-00091 Paxton Crk TMDL Joint PRP MS4.

Mr. Kurowski stated this is another example of an intergovernmental collaborative approach of ways to approach the total maximum daily load (TMDL) reduction between CRW, Lower Paxton Township and Susquehanna Township in a very cost-effective manner.

He also congratulated Claire Maulhardt on receiving an Environmental Achievement Award from the National Association of Clean Water Agencies (NACWA) in recognition of this project.

Mr. Enders requested clarification on how the cost allocation between CRW, Lower Paxton Township and Susquehanna Township was calculated. Mr. Stewart confirmed that the cost allocations were identified in the prior Intergovernmental Cooperation Agreement previously executed based on the TMDLs, and that same percentage of cost responsibility applies to this Task Order.

The Resolution was unanimously adopted.

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

B. South Allison Hill Business District GSI Project – Change Order No. 4:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 4 with Shiloh Paving & Excavating, Inc. in an increase amount of \$22,172 and no increase to the contract time. M/W/DBE Commitment: \$11,095 / 50.04%. Stormwater #90800801-80100-00089 – South Allison Hill GSI.

For the record, Mr. Kurowski noted that the \$22,172 associated with this change order will be 100% reimbursed by the Tri-County Community Action/Community Action Commission.

The motion was unanimously approved.

IX. Public Comment - Non-Agenda Items:

Mr. Buchwach, Community Ambassador, stated that he would like to see a collaborative effort with CRW reaching out to the Mayor of Harrisburg, County Commissioners and the Governor stating that CRW should seek assistance across the community before beginning the water service terminations to ensure that CRW has done everything it could to assist our customers.

Mr. Donald Barnett, Community Ambassador, stated that the topic of water service terminations was discussed at the last Community Ambassador meeting and he was under the impression that CRW wouldn't be lifting the moratorium until April 1, 2021, but Resolution No. 2021-003 indicates the moratorium would be effective immediately.

Ms. Tanya Dierolf explained from the floor that the process of lifting the moratorium had to occur at today's Board meeting so that the invoices and notices going out for March billings could notify CRW customers that the process for terminations will begin in April, and that Customer Service has adequate time to process the large number of delinquent accounts that will need to be notified. While the resolution states the moratorium is effective immediately, water service terminations would not actually begin until after April 12, 2021.

Mr. Barnett thanked Ms. Dierolf for the explanation.

X. Board Member Comments:

Mr. Presley provided the comments below.

- Reminder that while CRW performs street sweeping, if residents received parking tickets, CRW is not responsible for parking tickets. Parking tickets are issued by the City of Harrisburg.
- Happy to see CRW's CEO acknowledge the six management employees who went on to finish their Strength Based Leadership Training Certification and appreciated letting everyone know the projects that those six employees implemented within CRW. It goes to show we have a great staff, whether you are working behind a desk, or out in the field. Thank you for all that you do.

Mr. Enders provided the comments below.

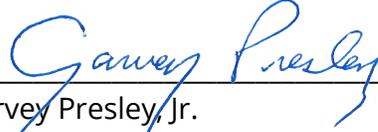
- He is pleased that CRW intends to be transparent in notifying our customers regarding the process that will be implemented for water service terminations and that processes and procedures have been thoroughly vetted by management. He is confident that CRW will get the message out through proper community outreach.
- Pleased with the progress of the M/W/DBE Program and while participation levels are not where we want them to be, he and fellow Board member, Garvey Presley, are grateful to see the percentage levels increasing and the types of professional goods and services being expanded.

Mr. Kurowski: No comments.

XI. Adjournment:

A motion was made by Mr. Presley, seconded by Mr. Kurowski, for the Board to adjourn the meeting at 7:14 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary