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#### **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 Daniel Galbraith, Drinking Water Superintendent Tanya Dierolf, Director of Strategic Initiatives Tammie Sheaffer, Office Manager Karen McKillip, Archivist Julie Peters, Controller Jarvis Brown, Diversity Program Manager Steven Early, Community Relations Manager Rebecca Laufer, External Affairs Manager Jeff Bowra, P.E., Lead Engineer Micaela Swart, Project 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) John Hammell, P.E. (CDM Smith, Inc.) Cindy Zawrotuk, P.E., (GHD) Paul McNamee, P.E., (KCI Technologies, Inc.) Donald Barnett (Community Ambassador) Evelyn Hunt (Community Ambassador)



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Michael Buchwach (Community Ambassador) Holly Douglas (Cosmos Technologies, Inc.) Frederick Douglas (Cosmos Technologies, Inc.) Taylor Lebo Spencer (Guest)

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

The meeting was called to order by Chairperson Kurowski at 6:05 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 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 <u>https://capitalregionwater.com/meetings-reports/</u> on Thursday, January 28, 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. The Advertisement will be attached to the Minutes as Exhibit "A".



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**C.** The next Regular Meeting is scheduled for Wednesday, February 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. Special Order of Business - Annual Meeting:

Mr. Kurowski turned the meeting over to Mr. Wyland for nomination and election of the 2021 officers.

**A.** <u>Election of 2021 Officers</u>: Mr. Wyland stated the slate of officers of Capital Region Water for calendar year 2021 shall be: Chairperson, Vice-Chairperson, Secretary and Treasurer.

**Chairperson:** A motion was made by Mr. Presley, seconded by Mr. Enders, nominating J. Marc Kurowski for the office of Chairperson. There being no further nominations, the nominations were closed. Mr. Wyland called for the vote for J. Marc Kurowski as Chairperson.

The motion was unanimously approved.

At 6:10 PM, Mr. Wyland turned the meeting back over to Mr. Kurowski.

**Vice-Chairperson:** A motion was made by Mr. Enders, seconded by Mr. Presley, nominating Crystal Skotedis for the office of Vice-Chairperson. There being no further nominations, the nominations were closed. Mr. Kurowski called for the vote for Crystal Skotedis as Vice-Chairperson.

The motion was unanimously approved.

**Secretary:** A motion was made by Mr. Enders, seconded by Mr. Kurowski, nominating Garvey Presley for the office of Secretary. There being no further nominations, the nominations were closed. Mr. Kurowski called for the vote for Garvey Presley as Secretary.



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**Treasurer:** A motion was made by Mr. Kurowski, seconded by Mr. Presley, nominating Crystal Skotedis for the office of Treasurer. There being no further nominations, the nominations were closed. Mr. Kurowski called for the vote for Crystal Skotedis as Treasurer.

The motion was unanimously approved.

Mr. Kurowski announced the slate of officers for 2021 has been elected and congratulated the Board Members for their positions in 2021.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Special Order of Business – Annual Meeting, Item B:

#### B. <u>Appointment of Assistant Secretary-Treasurer</u>:

**Motion:** The Board appoints Andrew Enders, as Assistant Secretary-Treasurer of Capital Region Water for calendar year 2021.

The motion was unanimously approved.

#### IV. Committee Reports:

**Budget and Finance:** Ms. Skotedis reported the Committee met on January 19, 2021 and highlighted the following:

- Recommended Agenda Item, Administration C.: CRW's Application to PENNVEST for a \$21,000,000 Loan for Capital Improvements;
- Discussed the Customer Assistance Program and ways to communicate to the community the availability of funding for our ratepayers;
- Heard a report on the Leak Forgiveness Policy that rolled out in 2019, and that CRW processed 67 Leak Forgiveness Applications amounting to \$79,000 in leak forgiveness fees;
- Reported on in-house filing of municipal liens that ramped up in 2020 and she thanked Wendy Shollenberger for filing over 106 municipal liens in-house on behalf of CRW in 2020;
- Reported that the moratorium on water shut-offs is still in place and the committee discussed when the moratorium on water shut-offs will be lifted;
- Reviewed December financial reports that were presented by Doug Keith; and
- Mr. Keith provided highlights of the December Financial Dashboard Report from the floor, also stating that CRW's 2020 Annual Audit began on January 20, 2021.



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There were no questions from the Board.

**<u>Personnel and Shared Services</u>**: Ms. Skotedis reported the Committee met on January 26, 2021 and highlighted the following:

- Recognized employee of the Month for December. Mr. Randy Saunders works in the Street Sweeping Group and was nominated for his excellent work and dedication to CRW;
- Recognized employee of the Month for January. Mr. Jarvis Brown works in the Strategic Initiatives Department and was recognized for his navigation of an extremely steep learning curve influenced by the public, several CRW Departments, our Board of Directors, CRW's Solicitor, and the municipal bidding landscape all during a pandemic; and
- Congratulated both employees for their awards and thanked them for their dedication to CRW.

There were no questions from the Board.

**<u>Operations</u>** and **<u>Engineering</u>**: Mr. Kurowski reported the Committee met on January 14, 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; and
- Thanked Sheri Berilla and the Asset Management Group for their presentation of the 2020 Asset Management Survey Study results which is part of the benchmarking process of CRW's success since 2017. Several items also appear on tonight's Agenda for the Board's consideration.

There were no questions from the Board.

**Legal and Risk Management:** Mr. Enders reported the Committee met on January 7, 2021 and highlighted the following:

- Heard a report by Mr. Joseph Ritchey that CRW's renewal insurance application due on April 1, 2021 is well underway and feedback from the application is due in the near future;
- Reported that CRW is working with our adjusters and AIG to close out a possible loss claim relating to business interruption coverage due to COVID that occurred in 2020, the issue has been vetted, and CRW is in agreement to close out the claim prior to CRW's insurance renewal;



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- Continued to discuss current litigation issues with General Counsel; and
- CRW continues to negotiate with EPA as we move forward with special thanks to Fredric Andes, Esquire and our CEO who continue diligently working on behalf of CRW.

There were no questions from the Board.

**Public Outreach and M/W/DBE:** Mr. Enders reported the Committee met on January 14, 2021 and highlighted the following:

- Commended Jarvis Brown, Steve Early, Tanya Dierolf and Rebecca Laufer for a great job conducting the Virtual 2021 Project Kick-Off and Networking Event conducted by the Strategic Initiatives and Engineering Departments. Since the event, he has received information from various attendees and has spoken to several contractors that provided positive feedback;
- Reviewed a recommendation to award that is on tonight's Agenda to Julian Hardwoods with strong M/W/DBE participation levels;
- Heard a report on the Customer Assistance Program: To date, 53 applications have been received with 40 being awarded a total of \$7,400. Nine applications are pending review with three applications being denied as incomplete, and noted tha tif your application has been denied, reach out to CRW or expect to be contacted by CRW, to follow-up regarding your application; and
- Complimented Charlotte Katzenmoyer, Carlesha Halkias and Claire Maulhardt as they continue to discuss diversity, equity and inclusion issues and discussed the possibility of a committee being formed to report at future Board meetings.

There were no questions 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 additional highlights related to operations.

• Thanked the Strategic Initiatives and Engineering Departments for a well-attended Virtual 2021 Project Kick-Off and Networking Event held on January 22, 2021. Jarvis Brown did a fantastic job hosting the event attended by 45 attendees. The event also included PennBid providing virtual training on how to navigate the PennBid platform. Thanked the Engineering GIS Group, Tom York and Shane Russell, for the creation of various tools to keep our customers informed on all of the projects CRW is completing to help revitalize our neighborhoods that was unveiled at the 2021 Project Kick-Off and Networking Event. CRW is hopeful to have this be an annual event moving forward.



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- Announced that CRW received the 2020 Growing Within our Environment Premiere Project Award from the Tri-County Planning Commission in recognition for the Cameron Street Water Main Lining Project. Congratulations to Dave Stewart and Jeff Bowra and the rest of the Engineering Department for a job well done.
- Thanked Renee Andrews and Dan Galbraith for their work ensuring CRW's Water Quality Laboratory Permit was reinstated after the voluntary suspension of our lab accreditation.
- Congratulated Geraldo (Jerry) Santiago who has been promoted from an Operator to the Drinking Water Operations Supervisor. Mr. Santiago has been with CRW for 29 years and we thank him for his service and welcome him to his leadership role with CRW.

There were no questions or comments from the Board.

### VI. Minutes of Previous Meetings:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, that the Minutes of the December 16, 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:

#### Administration:

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

- A. <u>Resolution No. 2021-001 Establishment of 2021 Board Committees:</u> <u>Motion</u>: The Board approves Resolution No. 2021-001 which establishes the 2021 Board Committees, and the Chairperson appoints Board members as follows:
  - Budget and Finance: J. Marc Kurowski and Crystal Skotedis;
  - Personnel and Shared Services: Crystal Skotedis and Garvey Presley;



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- Operations/Engineering: J. Marc Kurowski and Garvey Presley;
- Legal and Risk Management: Andrew Enders, Crystal Skotedis and Capital Region Water's General Counsel; and
- Public Outreach and M/W/DBE: Andrew Enders and Garvey Presley.

The Resolution was unanimously adopted.

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

B. <u>Hammel Associates Architects, LLC – Additional Scope of Services for Renovations</u> <u>to 3003 North Front Street</u>:

**Motion:** The Board authorizes the CEO to approve the additional scope of work for Hammel Associates Architects, LLC for the renovations project as outlined in their Proposal, dated December 15, 2020, in the amount not-to-exceed \$15,595. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800804-80400-00500 – Administrative Building.

The motion was unanimously approved.

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

C. <u>Resolution No. 2021-002: Authorized Representatives to Submit a Wastewater</u> <u>Collection System Rehabilitation Programmatic Financing Financial Assistance</u> <u>Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST)</u> <u>in the Amount of \$21,000,000</u>:

**Motion:** The Board adopts Resolution No. 2021-002 authorizing the Chairperson, Vice-Chairperson, Chief Executive Officer and/or the Chief Financial Officer ("Authorized Officers") to execute all certifications and documentation required in connection with the PENNVEST Programmatic Financing (PRO-Fi) Financial Assistance Application and award in the amount of \$21,000,000 for Wastewater Collection System Rehabilitation Capital Improvement Projects between the award date and 2026; and Capital Region Water's Authorized Officers are also authorized to enter into a PENNVEST Loan Agreement (and related documentation) for the Wastewater Collection System Rehabilitation Pro-Fi Project.

Mr. Kurowski thanked Mr. Keith for his continued pursuit of low-interest loans from PENNVEST.



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The Resolution was unanimously adopted.

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

#### D. <u>Water Transmission Easement Clearing Phase 2 Project – Recommendation of</u> <u>Award</u>:

**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 Water Transmission Easement Clearing Phase 2 Project to Julian Hardwoods in the amount of \$348,863.20, as outlined in Julian Hardwoods' Bid Documents, dated December 15, 2020. M/W/DBE Commitment: \$22,400 / 6.4% (MBE) and \$32,087.26 / 9.2% (W/DBE). Funding Source: Water #60800801-80100-00046 – Mountain Line Clearing.

Mr. Enders stated this project was previously bid in June of 2020 and all bids were rejected as non-responsive. He thanked Jarvis Brown for rebidding the project which now includes responsive participation levels in compliance with CRW's M/W/DBE Program.

The motion was unanimously approved.

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

E. <u>Task Order 2017-17-04: Engineering Services for Cameron Street Water Main</u> <u>Lining Phase 2 Project with HRG</u>:

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2017-17-04 with HRG as outlined in HRG's Proposal, dated January 7, 2021, in an amount not-to-exceed \$58,600. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00081 - Wtr Cameron Street Water Main.



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A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved by consent, Administration Items F., G. and H.:

F. <u>Task Order 2021-01-01: Engineering Services for GIS Support with KCI</u> <u>Technologies, Inc.</u>:

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2021-01-01 with KCI Technologies, Inc., in an amount not-to-exceed \$160,000. M/W/DBE Commitment: \$24,044 / 15% MBE. Funding Source: Water #60504541-54104 – Wtr Engineering Services and Wastewater #80504541-54104 – WW Engineering Services.

G. <u>Task Order 2021-02-01: Engineering Services for Cityworks Support with KCI</u> <u>Technologies, Inc.</u>:

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2021-02-01 with KCI Technologies, Inc., as outlined in KCI's Proposal, dated January 8, 2021, in an amount not-to-exceed \$29,990.50. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: (50/50 Split) Water #60504541-54104 – Wtr Engineering Services and Wastewater #80504541-54104 – Ww Engineering Services.

#### H. <u>Task Order 2021-03-01: Engineering Services for Asset Management Support with</u> <u>KCI Technologies, Inc.</u>:

**Motion:** The Board authorizes the Director of Engineering to execute Task 2021-03-01 with KCI Technologies, Inc., as outlined in KCI's Proposal, dated January 11, 2021, in an amount not-to-exceed \$126,000. M/W/DBE Commitment: \$18,900 / 15.00% WBE. Funding Source: 50/50 Split, (exception Subtask 24.2 AWTF Gap Analysis): Water #60504541-54104 – Wtr Engineering Services and Wastewater #80504541-54104 – Ww Engineering Services. 100 % Subtask 24.2 AWTF Gap Analysis: Wastewater #80504541-54104 – Ww Engineering Services.

Mr. Presley stated that it has been a pleasure watching the Asset Management Group and the Stormwater Group grow over the past few years and to see all the progress CRW has made.



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

 <u>Task Order 2021-04-01: Engineering Services for CCTV Data Management with KCI Technologies, Inc.</u>: <u>Motion</u>: The Board authorizes the Director of Engineering to execute Task Order 2021-04-01 with KCI Technologies, Inc., as outlined in KCI's Proposal, dated January 8, 2021- in an amount not-to-exceed \$58,050.50. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services.

The motion was unanimously approved.

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

J. <u>Task Order 2021-05-01: Engineering Services for 2021 GSI Operation &</u> <u>Maintenance with AKRF</u>:

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2021-05-01 with AKRF, as outlined in AKRF's Proposal, dated January 13, 2021, in an amount not-to-exceed \$207,000. M/W/DBE Commitment: \$153,000 / 73.9%. Funding Source: Stormwater #90251521-52104 – Sw Contracted Maintenance-GSI.

Mr. Kurowski inquired what the breakdown of the \$153,000 for M/W/DBE participation relates to. Mr. Stewart stated the breakdown is \$91,800 or 44% MBE, and \$61,200 or 30% WBE.

Mr. Kurowski reminded the Board that AKRF is responsible for oversight of the operation and maintenance of the GSI gardens. The stormwater rain gardens are a great asset to the neighborhoods. Mr. Presley inquired why the GSI vendor is required to obtain water at the Advanced Wastewater Treatment Facility rather than being able to fill up at a fire hydrant. Mr. Stewart explained that all water coming off from fire hydrants is metered. If other arrangements need to be made that could be discussed. Ms. Katzenmoyer stated this procedure is in place to assist CRW in the tracking all unaccounted water usage.



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

K. <u>Task Order 2019-14-02: Engineering Services for Bellevue Park Pond Stormwater</u> <u>Retrofit and Restoration with Jacobs Engineering Group, Inc. – Amendment No. 1:</u> <u>Motion</u>: The Board authorizes the Director of Engineering to execute Task Order 2019-14-02 with Jacobs Engineering Group, Inc., as outlined in Jacobs Engineering Group, Inc.'s Proposal, dated January 8, 2021, in the amount not-to-exceed \$4,860. M/W/DBE Commitment: \$2,500 / 51.4% MBE. Funding Source: Stormwater #90800801-80100-00108 – SW Pond Retrofit - Bellevue Park.

The motion was unanimously approved.

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

L. <u>4th and Dauphin Park Renovation Project - Change Order No. 1</u>:

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 1 with Mid-State Paving, LLC. in the net increase amount of \$1,512.50 and no increase to the contract time. Funding Source: Stormwater #90800801-80100-00085 - City Parks GSI.

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. <u>Purchase of Vehicles for Drinking Water</u>:

**Motion:** The Board authorizes the Director of Operations to procure five vehicles from Keystone Ford for the Drinking Water Department for a combined total budget amount of \$260,360. Funding Source: Water #60800804-80400-00027 – Wtr Capital Equipment.

Upon inquiry by Mr. Presley, Mr. Rosentel explained the purpose of the acquisition of the vehicles will be to replace vehicles CRW is currently renting during protocols of the pandemic and reminded the board that vehicle replacements were budgeted in the 2021 budget. Mr. Presley asked about local dealerships and Mr. Rosentel noted that quotes were obtained



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from Keystone and Hoffman Ford (local dealership) and Keystone's quotes were the lowest, responsible quotes provided.

The motion was unanimously approved.

#### Wastewater:

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

A. <u>Purchase of Coneqtec Universal Manhole Cutter Saw for Wastewater</u>:

**Motion:** The Board authorizes the CFO to procure one Coneqtec Universal Manhole Cutter Saw from Groff Tractor & Equipment for the Wastewater Department in the amount of \$28,900. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80251517-51703 – Ww Field Maintenance Equipment Repair/Maintenance.

The motion was unanimously approved.

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

#### XI. Board Member Comments:

Mr. Presley provided the comments below.

- Thanked Renee Andrews and Dan Galbraith for working on getting the Drinking Water Department Lab accreditation reinstated.
- Congratulated Geraldo (Jerry) Santiago on his promotion from Operator to Operations Supervisor at the Drinking Water Department.
- Thanked everyone who participated in the litter clean-up on Martin Luther King Day on behalf of CRW and the Strategic Initiative Group.
- Commended Randy Saunders and Jarvis Brown on achieving Employee of the Month for December and January.

Mr. Enders provided the comments below.

• Thanked everyone involved with the 2021 Kick-Off and Networking Event that occurred on January 22, 2021. He is hopeful next year's event can be held live.



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Ms. Skotedis provided the comments below.

- Thanked Colleen Boeckelmann for another informative quarterly CRW newsletter.
- Commended Joseph Baker and Ray Hoke on achieving 40 years of service with CRW. What a commitment and accomplishment to these gentlemen.
- Noted while working at home during the pandemic, she has had the privilege of seeing CRW's CReW working first-hand utilizing the CCTV equipment at a manhole on her street and street sweeping operations. Great job everyone.
- Due to conflicts with her work schedule, she will be unable to attend the February 24, 2021 Board meeting but will be back for the March 2021 meeting.

Mr. Kurowski highlighted:

- Thanked everyone who participated in the Martin Luther King Jr. litter clean-up event on January 18, 2021.
- Thanked the public who continue to participate in CRW's Board meetings.

#### XII. Adjournment:

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

CAPITAL REGION WATER

res Garvey Presley, r. Secretary

PA MEDIA GROUP

### **Order Confirmation**

Ad Order Number 0009815756

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#### Ad Content Proof

2021 Regular Meetings of Capital Region Water's Board will be held at 6:00 PM on the following dates: January 27 February 24 March 24 April 28 May 26 June 23 July 28 August 25 September 22 October 27 November 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. CAPITAL REGION WATER

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