



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
Douglas E. Keith, Chief Financial Officer
Michelle Bethel-Miller, Director of Shared Services
David W. Stewart, P.E., Director of Engineering
Jess Rosentel, Director of Wastewater Operations
Daniel Galbraith, Drinking Water Superintendent
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Jarvis Brown, Diversity Program Manager
Rebecca Laufer, External Affairs Manager
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)
Tia Trate, P.E. (Gannett Fleming)
Matt Crow, P.E. (Hazen and Sawyer)
Nicole Brown (AECOM)
Herb Higginbotham (HDR Engineering)
John Hammell, P.E. (CDM Smith, Inc.)
Courtney Accurti (Ceisler Media & Issue Advocacy)
Loretta Barbee-Dare (Community Ambassador)
Michael Buchwach (Community Ambassador)
Guest (name not identified)

I. Call to Order - Roll Call

The meeting was called to order by Chairperson Kurowski at 6:06 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 accepted public comments via email until 4:00 PM, the day of the Board meeting. The chairperson reported that CRW did not receive any emailed comments, therefore, no comments were read into the record. The chairperson advised that public comments made during the open public comment periods should be kept to no more than three minutes.

The chairperson advised that the meeting was being recorded and will be posted on CRW's website at <https://capitalregionwater.com/meetings-reports/> on Thursday, June 24, 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 Act.
- C.** The next Regular Meeting is scheduled for Wednesday, July 28, 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 Capital Region Water's website. These meetings are open to the public.

III. Committee Reports

Budget and Finance: Ms. Skotedis reported that the committee met on June 15, 2021, and highlighted the items listed below.

- \$21,000,000 Wastewater Programmatic Financing Loan with PENNVEST, along with the engagements of consultants, Dentons Cohen & Grigsby, P.C., and Salzman Hughes, P.C. were vetted.
- \$65,000,000 Wastewater Programmatic Financing Loan with PENNVEST was vetted.
- Resolutions for the destruction of records was reviewed.
- The committee also discussed the details of the May financial reports which Mr. Keith will report on next.
- CRW voluntarily stopped its collection efforts for the past year to provide additional relief assistance to our customers during the pandemic. However, CRW has made the decision to resume water service terminations effective July 8, 2021.
- The collection process has been modified to provide customers better communication, timing, and opportunities to maintain current balances:
 - Due dates have been extended by five days.
 - Penalties for late payments have been pushed back by eight days.
 - A 10-day notice is provided to the customer prior to the water service termination date for a customer to make their account current, or to establish other payment arrangements.
 - Payment plan options have been extended.
 - A Customer Assistance Program has been developed to provide up to \$200 for eligible customers facing financial difficulties (customers must apply using CRW's application process).
 - Water service terminations will be tiered by the highest balances first.

Mr. Keith presented an overview of the May financial reports, along with a slide outlining CRW's financial position on CRW's accounts receivable balances and outstanding delinquent accounts.

There were no questions from the Board.

Personnel and Shared Services: Ms. Skotedis reported the committee met on June 22, 2021, and highlighted the items listed below.

- Scott Rotolo was recognized as Employee of the Month for June.
- A report on IT infrastructure, security of facilities and cyber security was provided by Tom Czyzykowski.
- CRW's Customer Assistance Program statistics were reviewed. To date, 83 applications have been approved, eight are in review and one has been rejected. With a total of 92 applications in 2021, totaled with 43 from 2020 gives us a total of 135 customers that have benefited from the Customer Assistance Program. The committee is pleased to see this trend.

- Recruiting of employees and employee relations regarding COVID restrictions, etc. was reviewed.
- A new Telecommuting Policy was reviewed.

There were no questions from the Board.

Operations and Engineering: Mr. Kurowski reported the committee met on June 10, 2021, and highlighted the items listed below.

- An update on the current construction projects was heard. All change orders, task orders and procurement items appearing on today's Agenda were vetted during the committee meeting, including procurement issues relating to the renovations at the Administrative Office location at 3003 North Front Street and upgrades to the chlorine room and gas chlorination system at the drinking water facility.
- Stormwater Operations & Maintenance Agreement with TLC Work Based Training Programs, Inc. was reviewed.
- The committee was also updated on the status of the following:
 - DeHart tower intake roofing project.
 - Front Street pump station.
 - AWTF primary digester rehabilitation.
 - 1700 block Market Street sewer replacement.
 - Arsenal Boulevard sewer improvements.
 - GSI projects, including the 4th and Dauphin Park.

There were no questions from the Board.

Legal and Risk Management: Mr. Enders reported the committee met on June 3, 2021, and highlighted the items listed below.

- Joseph Ritchey updated the committee on the status of CRW's claims. Claims continue to be held in check and old claims continue to be closed out.
- Cyber security and infrastructure continue to be big topics of discussion.
- CRW is currently working on AWIA compliance requirements and updating our Emergency Response Plan which is due by June 30, 2021.
- Lien forgiveness for affordable housing policy will be reviewed in the future.
- Status of the Intermunicipal Agreement with Rush Township was provided.
- Current litigation issues were discussed with general counsel.

There were no questions from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the committee did not meet in June due to a light agenda and scheduling conflicts.

- Mr. Enders stated that he and Mr. Presley are participating in CRW's internal Diversity, Equity and Inclusion (DE&I) task force. This task force met yesterday on June 22, 2021. CRW is not just looking for M/W/DBE participation outside of the organization, we are working internally as well.

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 listed below.

- In early June, CRW learned of its acceptance into Phase 2 of the National Wastewater Surveillance System Project to test raw sewage for the presence of COVID-19. This is a joint venture by the United States Health and Human Services and the Center for Disease control (CDC). CRW will submit influent samples twice a week throughout the duration of the study, which is being administered through Biobot Analytics. There is no cost to CRW to participate.
- Ms. Katzenmoyer thanked Jess Rosentel and his staff for continuing this important effort that helped inform national health experts, while also assisting our own local experts, along with protocols with our staff. More to come next month on an award that Jess Rosentel has received on this effort.
- Thank you to the Board for their acknowledgement and establishment of our newest holiday, Juneteenth Day. This is in line with CRW's DE&I task force efforts to raise awareness and understanding of our country's past and the struggles of black Americans. This will help us all come together to form a brighter future at CRW. She encouraged everyone to take time to reflect and educate yourself on this important day in our country's history.
- She acknowledged and thanked the following individuals for their participation in the DE&I task force in addition to their other responsibilities: Claire Maulhardt, Jarvis Brown, Thomas York, Dave Stewart, Bob Lipscomb, Nanette Burnette, Gina Bond, Melvin Thompson, Matt Chisnell, James Bottiglier, Jonathan Moscoso-Ramos, Janice Miller-Zerbe, Jermaine Taylor, Jamie Maynard, Steve Early, Michelle Bethel-Miller and Aviane Chase. Also thank you to Andy Enders and Garvey Presley for their support and attendance as Board representatives. Their engagement shows their commitment to this process.

There were no questions from the Board.

V. Minutes of Previous Meetings

A motion was made by Mr. Presley, seconded by Mr. Enders, and approved by majority vote with Ms. Skotedis abstaining, that the Minutes of the May 26, 2021, Regular Meeting be entered into the record as presented.

VI. Modifications or Deletions to the Agenda None.

VII. Public Comment - Agenda (3 Minutes) None.

VIII. Old/New Business

Administration

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, and the board unanimously resolved, that the following item be adopted, Administration Item A.

A. Resolution Nos. 2021-039 through 2021-043 - Destruction of Records

Motion: The Board adopts Resolution Nos. 2021-039 through 2021-043 for destruction of records, as detailed in "Exhibit A" attached. Funding Source: Wastewater #80211510-51020 - Ww Document Management.

A motion was made by Ms. Skotedis, seconded by Mr. Presley, and the board unanimously resolved, that the following item be adopted, Administration Item B.

B. Resolution No. 2021-045 - Telecommuting Policy

Motion: The Board adopts Resolution No. 2021-045 which approves the Telecommuting Policy, which shall be attached as Exhibit "A".

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

C. Engagement of Miller Brother Staffing for Electricians

Motion: The Board authorizes the Chief Executive Officer to execute the two contracts between Capital Region Water and Miller Brother Staffing. One contract is for Direct Placement services, and the other is for Contract-to-Hire and Temporary positions. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80240501-50101 - Ww Maintenance Temporary Pay.

Ms. Katzenmoyer explained how the two contracts were vetted in the Personnel and Shared Services Committee meeting, and that the fee is based on a percentage of the salary if the individual stays on with CRW. If hired by CRW, the individual would be required to stay with CRW for a term of one year. She thanked Carlesha Halkias for providing a solution to CRW's recruiting efforts for electricians.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, and unanimously approved, that the following item be approved, Administration Item D.

D. Engagement of ARCADIS - FY2021 Water and Wastewater - Consulting Engineer's Annual Reports (CEARS)

Motion: The Board authorizes the Chief Financial Officer to execute the engagement letter with Arcadis in the amount of \$39,000 to prepare the FY2021 CEARS for both the Water and Wastewater Systems, as outlined in Arcadis' Proposal, dated May 19, 2021. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60504541-54106 – Wtr Rate Study and CEAR Fees and Wastewater #80504541-54106 – Ww Rate Study and CEAR Fees.

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

E. Procurement of Audio-Visual Equipment and Installation for 3003 North Front Street from JP Lilley, Inc. through COSTARS

Motion: The Board ratifies the Chief Executive Officer/Chief Financial Officers' procurement of audio-visual equipment and installation with JP Lilley, Inc. in the amount of \$54,487. There is no M/W/DBE participation due to purchasing through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Admin #60800804-80400-00500 – Administration Building.

Mr. Enders stated he is happy to see a local vendor receiving the award of this contract.

Drinking Water

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

A. Change Order No. 1 with Rogele, Inc. - 2020 Water System Improvements

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Rogele, Inc. in the amount of \$53,854.68 and no increase of days to the contract time. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00015 - Wtr Water Main Replacement.

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

B. Procurement of Upgrades for the Chlorine Room and Gas Chlorination System from Environmental Service and Equipment Company, Inc. through COSTARS

Motion: The Board authorizes the Director of Operations to procure the upgrade of the Chlorine Room and Gas Chlorination System with Environmental Service and Equipment Company, in the amount of \$107,520. There is no M/W/DBE participation due to purchasing through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800803-80300-00316 - Wtr Chlorine Room Upgrades.

Wastewater

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, and the board unanimously resolved, that the following items be adopted, Wastewater Items A. and B.

A. Resolution No. 2021-037 - \$21,000,000 Wastewater Programmatic Financing Loan with PENNVEST Loan No. 71449 (Borrowing Resolution)

Motion: The Board adopts Resolution No. 2021-037 which authorizes the Chairperson and Secretary to execute the Borrowing Resolution between Capital Region Water and PENNVEST Loan No. 71449. Funding Source: N/A.

B. Resolution No. 2021-038 - \$21,000,000 Wastewater Programmatic Financing Loan with PENNVEST Loan No. 71449 (Reimbursement Resolution)

Motion: The Board adopts Resolution No. 2021-038 which authorizes the Chairperson and Secretary to execute the Reimbursement Resolution between Capital Region Water and PENNVEST Loan No. 71449. Funding Source: N/A.

Ms. Skotedis stated PENNVEST Loan 71449 deals with the Interstate 83 Sewer Separation Project and Collection System Rehabilitation Program.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, and the board unanimously resolved, that the following item be adopted, Wastewater Item C.

C. Resolution No. 2021-044 - \$65,000,000 Programmatic Financing Loan with PENNVEST Loan No. 75376 (Redesignation of Series B of 2021)

Motion: The Board adopts Resolution No. 2021 044 which authorizes the Chairperson and Secretary to execute the Redesignation Resolution between Capital Region Water and PENNVEST Loan No. 75376. Funding Source: N/A.

Ms. Skotedis stated the redesignation is due to the delay in closing PENNVEST Loan 75376 which was due to the rejection of bids on the Arsenal Boulevard Project, the first project intended for funding under this loan.

A motion was made by Mr. Kurowski, seconded by Mr. Enders, and unanimously approved, that the following item be approved, Wastewater Item D.

D. Task Order 2020-21-02: Engineering Services for 2021 Sewer System Improvements Project with HRG Engineering, Inc.

Motion: The Board authorizes the Director of Engineering to execute Task Order 2020-21-02 with HRG Engineering, Inc., as outlined in HRG's Proposal, dated June 6, 2021, in an amount not to exceed \$345,400. M/W/DBE Commitment: \$51,827.82 / 15.0% for MBE. Funding Source: Wastewater #80800801-80100-00026 - Collection System Rehabilitation.

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

E. Engagement of Dentons Cohen & Grigsby, P.C. - PENNVEST Loan 71449

Motion: The Board authorizes the Chief Financial Officer to execute the engagement letter with Dentons Cohen & Grigsby P.C. in an amount not to exceed \$25,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00418 - Sewer Rehab PENNVEST Project.

F. Engagement of Salzmann Hughes, P.C. - PENNVEST Loan 71449

Motion: The Board authorizes the Chief Financial Officer to execute the engagement letter with Salzmann Hughes, P.C. in the amount of \$14,500. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00418 - Sewer Rehab PENNVEST Project.

Ms. Skotedis noted that Wastewater Items E. and F. relate to PENNVEST Loan 71449 (\$21,000,000 Interstate 83 Sewer Separation Project and Collection System Rehabilitation Program).

Stormwater

A motion was made by Mr. Kurowski, seconded by Mr. Enders, and the board unanimously resolved, that the following item be adopted, Stormwater Item A.

A. Resolution No. 2021-046 - Stormwater Operation & Maintenance Agreement with TLC Work Based Training Programs, Inc. - 440 Kelker Street, Harrisburg, PA

Motion: The Board adopts Resolution No. 2021-046 authorizing the Chairperson and Secretary to execute the Stormwater Facilities and Best Management Practices Operations and Maintenance Agreement with TLC Work Based Training Programs, Inc., for the Kelker Street Apartments, in the City of Harrisburg, Dauphin County, Pennsylvania. Funding Source: N/A.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, and unanimously approved, that the following item be approved, Stormwater Item B.

B. Task Order 2019-14-03: Engineering Services for Bellevue Park Pond SW Retrofit with Jacobs Engineering Group, Inc.

Motion: The Board authorizes the Director of Engineering to execute Task Order 2019-14-03 with Jacobs Engineering Group, Inc., as outlined in Jacobs's Proposal, dated June 4, 2021, in an amount not to exceed \$79,758. M/W/DBE Commitment: \$1,300 / 1.6% WBE. Funding Source: Stormwater #90800801-80100-00108 - SW Pond Retrofit - Bellevue Park.

IX. Public Comment - Non-Agenda Items

Loretta Barbee-Dare (Summit Terrace Neighborhood and Community Ambassador) thanked CRW for the notification from Steve Early about the sinkhole that opened up on Walnut Street today. She stated that even though this sinkhole popped up unexpectedly, she is always amazed at CRW's quick response time and how CRW addresses sinkhole issues within the City and wanted to thank CRW for what you do for the community.

Chairperson Kurowski thanked Ms. Barbee-Dare for her comments and her service to the community.

X. Board Member Comments

Mr. Enders provided the comments listed below.

- While there wasn't a lot of discussion on CRW's M/W/DBE Plan this evening, he wants the public to know that it is an issue of high priority and expects more information to be discussed at the July Board meeting.
- Key items of the M/W/DBE Plan is to bring awareness to prime and subcontractors of the participation levels required and awarded by CRW. An example is that he has been able to take specific portions of CRW's M/W/DBE Plan and deploy it to another community organization. He has shared some of CRW's experiences with a not-for-profit organization embarking on a substantial building campaign. So as much as CRW wants to put it out in the community that our projects are being awarded with significant M/W/DBE participation, it's not enough that it ends with CRW.
- For someone who is new to the Board, it has been a great opportunity to learn about the program, learn about its origins and make certain that it continues to grow. This goes hand-in-hand in conjunction with CRW's DE&I task force, as these issues all flow together within CRW's staff in order to promote open dialog. These meetings are designed to create discussion among its members so we can continue to branch out.

Ms. Skotedis provided the comments listed below.

- She reiterated the process regarding water service terminations.
- CRW invoices are typically mailed out on the 25th of the month.
- CRW extended due dates to be 25 days after the invoice date.
- Twenty-five days after the due date, a late notice is mailed out and penalties are applied.
- Once an account has become significantly delinquent, CRW's collection system prioritizes a list of accounts that need to be addressed. When a property becomes scheduled for termination of water service, a 10-day notice is issued to the customer. That can happen as early as two weeks after the late notice is sent.
- After the 10-day notice, another notice is provided to the customer with a 48-hour notice that their water service can be terminated after the date noted in this notice.
- Ways in which CRW works with customers to bring their accounts current are:
 - CRW accepts, debit and credit cards, ACH and MoneyGram payments.
 - CRW absorbs all debit and credit card charges for customers.
 - CRW's Customer Assistance Program provides up to \$200 in assistance.
 - CRW offers payment plans.
- CRW is not in the business to terminate water service. We are in the business of providing quality drinking water at the lowest rates possible.

- If anyone has any questions, please reach out to our Customer Service Center by calling 888-510-0606. They will be happy to assist you.

Mr. Presley provided the comments below.

- Reiterates prior comments that CRW is not in business to terminate water service. CRW wants to assist our customers.
- He hopes that everyone took time out this past Memorial Day to thank those men and women who made the ultimate sacrifice for this country and to remember the true purpose of the holiday.
- Acknowledge the new holiday, Juneteenth Day, as it acknowledges and celebrates the end of slavery.
- Congratulated Scott Rotolo for being employee of the month. His knowledge is invaluable to CRW. He is pleased to see Scott is training other personnel to utilize the CCTV camera.

Mr. Kurowski provided the comments listed below.

- It appears that we are starting to return to some type of normalcy. He commended CRW's staff for all their hard work over the past year to keep all services flowing and while staying within budget, despite significant loss of revenues with the suspension of collection efforts.

XI. Adjournment

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

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary