



Regular Meeting (Conducted In-Person and via GoToMeeting)

In Person Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
Garvey Presley, Jr., Secretary
Andrew Enders, Assistant Secretary/Treasurer

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
David W. Stewart, P.E., Director of Engineering
Jess Rosentel, Director of Wastewater Operations
Tanya Dierolf, Director of Strategic Initiatives
Karen McKillip, Archivist
Tom Czyzykowski, Information Technology Manager
John Rathfon, Risk and Safety Officer

General Counsel:

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

Virtual Attendance:

Staff:

Douglas E. Keith, Chief Financial Officer
Tammie Sheaffer, Office Manager
Julie Peters, Controller
Jeff Bowra, P.E., Lead Engineer
Rebecca Laufer, External Affairs Manager
Raymond Hoke, Wastewater Operations Supervisor

Others:

Ed Ellinger, P.E., (HRG)
Caleb Krauter, P.E. (HRG)
Herb Higginbotham (HDR Engineering)
Sarah Ehrman, EIT (Gannett Fleming)
Jeff Thompson, P.E., (WRA)
Nicole Brown (AECOM)
Dennille Schuler (Ceisler Media & Issue Advocacy)
Frederick Douglas (Cosmos Technologies, Inc.)
Claude Phipps (Community Ambassador)
Evelyn Hunt (Community Ambassador)
Jennifer CruverKibi, CPA (Maher Duessel)
Sara Brenneman, CPA (Maher Duessel)

I. Call to Order - Pledge of Allegiance - Roll Call

The meeting was called to order by Chairperson Kurowski at 6:09 PM.

Chairperson Kurowski stated that three board members were present in person and Ms. Skotedis was excused from the meeting.

General housekeeping items were addressed by the chairperson advising that CRW is now using the GoToMeeting platform for virtual meetings for the public. Under CRW's rules of decorum, all persons participating virtually must sign in with their name to properly identify themselves. Instructions for adding your name are provided on the website under the meeting link. If you have signed into the meeting as a guest only, you will be dismissed from the meeting until you have identified yourself by name.

To enhance sound quality and reduce feedback, all attendees' microphones have been muted. For anyone wishing to provide a public comment during the two public comment periods, please unmute your microphone to speak, and mute yourself 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 capitalregionwater.com on Thursday, September 23, 2021.

II. Chairperson's Announcements

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:00 PM today to discuss personnel matters and potential claims against Capital Region Water 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, October 27, 2021, at 6:00 PM and is open to the public for attending in-person and virtually. Visit our website at capitalregionwater.com or call 888-510-0606 for in-person location and virtual meeting access details.

III. Presentation - CRW's 2020 Audit Results by Maher Duessel (Jennifer CruverKibi, CPA and Sara H. Brenneman, CPA) (6:11 - 6:28 PM)

Ms. CruverKibi stated that a detailed presentation of the 2020 Financial Statement was provided to the Budget and Finance Committee on August 17, 2021. Tonight's presentation is a condensed version for the public and noted that settlement of a construction project which appears on tonight's agenda is currently not reflected in the audit presentation, but would be reflected in the final 2020 Financial Statement. It was noted that CRW's 2020 Audit was performed virtually due to the pandemic, and that with the assistance of CRW's management staff, providing all documentation to the auditors was timely.

Ms. Katzenmoyer thanked CRW's management staff and the firm of Maher Duessel for their diligent efforts to complete CRW's 2020 Audit and opened the floor for questions from the Board. Mr. Enders asked for additional comments from Maher Duessel and Mr. Keith regarding the financial strength of CRW based on the financial metrics presented. Ms. CruverKibi provided an answer directly from the floor affirming and providing additional context on the favorable ratios. Mr. Keith agreed that the ratios, despite some minor declines year over year, are strong and as anticipated by staff, and that the construction settlement previously referred to is a balance sheet only entry and will not have an impact on the 2020 Financial Statement. Maher Duessel's presentation will be uploaded to the website on Thursday, September 23, 2021.

IV. Committee Reports

Budget and Finance: Mr. Keith reported that the committee did not meet in September but highlighted the items listed below.

- He thanked Jennifer CruverKibi and Sara Brenneman, along with CRW's staff for all working collaboratively towards our audit compliance deadlines.
- 2022 budget meetings have kicked off, effective August 20, 2021, with final review meetings scheduled in October.
- CRW will be performing rate reviews in-house this year based on previous projections by Raftelis. CRW is looking very closely at these projections.
- A special Board meeting has been scheduled for presentation of the 2022 budget for November 17, 2021, at 5:00 PM. Information will be available on the website.
- On August 30, 2021, Standard and Poor Global (S&P) affirmed an A+ long term rating with a stable outlook for CRW's series 2018 Water and 2016 Water Revenue and Refunding bonds.
- On September 2, 2021, CRW closed on the \$21M Programmatic Pro-Fi Financing Loan for the Wastewater System.

Mr. Keith presented an overview of the August 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. Mr. Kurowski stated that the staff should be commended on this A+ bond rating from S&P.

Personnel and Shared Services: Mr. Presley reported the committee did not meet however, Ms. Katzenmoyer highlighted the items listed below.

- Matt Chisnell was recognized as Employee of the Month for September.
- Other nominations for Employee of the Month were Brian Russell, Jason Miller (2), Jeff Guilmette and Karen McKillip.

Operations and Engineering: Mr. Kurowski reported the committee met on September 9, 2021, and highlighted the items listed below.

- The committee was updated on current construction projects. All change orders and task orders appearing on tonight's agenda were vetted during the committee meeting, and it is the committee's recommendation that these items be approved.
- Stormwater easement agreements with Bellevue Park Association and the Harrisburg YMCA were vetted and are recommended for approval. Mr. Kurowski stated this shows a collaborative effort to work with both the Bellevue Park Association and the Harrisburg YMCA to assist CRW with maintenance of our stormwater management, while also providing valuable financial benefits for both organizations through annual stormwater fee reductions.
- DeHart Dam water levels are up due to the recent heavy rainfall within the Harrisburg area. This is the third highest rain level recorded in history at the Harrisburg International Airport.
- Kudos to the collaborative effort of CRW, City of Harrisburg's Public Works Department and the Bureau of Fire, as all agencies worked together to handle water situations as they occurred during these high rainfall events. Job well done everyone!
- Great news on the \$21M closing with PENNVEST on September 2, 2021, and the A+ bond rating received by Standard and Poor Global (S&P). CRW is reaching excellent milestones!

There were no questions from the Board.

Legal and Risk Management: Mr. Enders reported the committee did not meet in September due to scheduling conflicts. He introduced and welcomed John Rathfon, our new Risk and Safety Officer.

Public Outreach and M/W/DBE: Mr. Enders reported the committee met on September 9, 2021, and highlighted the items listed below.

- Jarvis Brown provided a general update on the M/W/DBE program to the committee. CRW's work on the M/W/DBE program is evidence of Jarvis' continued work with contractors in the pre-bid meeting phases as the participation levels on CRW's construction projects are showing improvements.
- The Customer Assistance Program continues to be promoted by staff for the benefit of our ratepayers.
- CRW will launch its refreshed website on Monday, September 27, 2021. Please check it out and let us know your thoughts. The new website is more user friendly and provides new search features.
- CRW continues to be out and about in numerous community events within the Harrisburg area.

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 listed below.

- She thanked CRW's wastewater field and operations personnel who worked tirelessly through the heavy rainfall event on August 11, 2021. Our staff did a great job in proactively keeping up with the massive surge of water coming through the Advanced Wastewater Treatment Facility. She listed many of the items they did to ensure proper drainage of stormwater inlets during the 6 1/2" rainfall event, which resulted in zero basement backups and no street flooding to any CRW assets.
- On September 2, 2021, CRW closed on the \$21M PENNVEST Programmatic Pro-Fi Financing for the collection and conveyance system and issued a notice to proceed on the first \$9.4M phase of work which will continue through 2022.
- CRW's plans to launch the new refreshed website on Monday, September 27, 2021. The refreshed website provides new tabs and features to better assist our customers with our on-line portal.
- The new state of the art drive-thru payment system opened this week at the new location at 3003 North Front Street for our customers to pay their bill with contactless convenience while never leaving their car. Cash, check and money orders can now be accepted Monday through Friday from 8:30 AM to 4:00 PM. Check out our website for more details.
- Walk-in customers will soon be able to pay their bill in-person at 3003 North Front Street once all construction has been completed.

- Now that Customer Service has been relocated to 3003 North Front Street, the facility located at 100 Pine Drive is restricted to operations of the Drinking Water Department.
 - A planning process going back to 2016 resulted in implementation of a stormwater easement agreement with the Harrisburg YMCA. The following green stormwater improvements (GSI) will include.
 - Stormwater bump outs and planter boxes at the facility entrance at Sixth and Forster Streets.
 - Stormwater tree boxes and trenches and a total of nine street trees at Sixth, Woodbine and Forster Streets.
 - A green wall on the rear wall of the YMCA with a cistern and irrigation system managing roof runoff.
 - A subsurface storage and infiltration facility under the playfield at the rear of the facility entering the parking lot and nearby affordable housing units so that stormwater runoff cascades into the subsurface facility in the parking lot.
 - The estimated impervious area to be managed is approximately four acres which results in a 50% reduction in stormwater fees for the YMCA bringing their annual stormwater fee to less \$2,200+ and the YMCA Cornerstone Housing Units to approximately \$37 for each unit per year.

There were no questions from the Board.

VI. Minutes of Previous Meeting

A motion was made by Mr. Enders, seconded by Mr. Presley, and approved by majority vote, that the Minutes of the August 25, 2021, Regular Meeting be entered into the record as presented.

VII. Modifications or Deletions to the Agenda - None.

VIII. Public Comment - Agenda (3 Minutes)

Claude Phipps (Community Ambassador) thanked CRW for the fantastic job handling the recent storms, and for working collaboratively with the City of Harrisburg Public Works Department and the Bureau of Fire.

IX. Old/New Business

Administration

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

A. Resolution No. 2021-061 - Memorandum of Understanding Between CRW and Dauphin County

Motion: The Board adopts Resolution No. 2021-061 which authorizes the Chief Executive Officer to execute the Memorandum of Understanding between Capital Region Water and Dauphin County, which shall be attached as Exhibit "A". Funding Source: N/A. M/W/DBE Commitment: \$0.00 / 0.00%.

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

B. Resolution No. 2021-062 - Right-to-Know Request Form and Schedule of Fees

Motion: The Board adopts Resolution No. 2021-062 which approves the Right-to-Know Request Form and Schedule of Fees, which shall be attached as Exhibits "A" and "B", respectively.

A motion was made by Mr. Kurowski, seconded by Mr. Enders, and the Board unanimously approved, that the following items be approved, Administration Items C. and D.

C. Change Order No. 5 - General Construction with Lauer Construction - 3003 North Front Street Renovations Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 5 with Lauer Construction Services in the total not-to-exceed amount of \$8,853.90 with no additional days to the contract time. M/W/DBE Commitment: \$5,477 / 61.9% WBE. Funding Source: Water #60800804-80400-00500 – Administrative Building.

D. Change Order No. 5 - Electrical Construction with Lauer Construction - 3003 North Front Street Renovations Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 5 with Lauer Construction Services in the total not-to-exceed amount of \$1,049.73 and no additional days. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800804-80400- 00500 – Administrative Building.

Board members inquired if this is the last of the change orders regarding the renovations to 3003 North Front Street and Ms. Katzenmoyer confirmed that it should be, however, CRW is waiting for our final occupancy permit from the City Codes Department.

Drinking Water

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

A. Task Order 2021-12-01: Engineering Services for 2022 Water System Improvements with HRG

Motion: The Board authorizes the Director of Engineering to execute Task Order 2021-12-01 with HRG, as outlined in HRG's Proposal, dated September 3, 2021, in the amount not to exceed \$215,900. M/W/DBE Commitment: \$62,625 / 29.0% MBE and \$15,000 / 6.9% WBE. Funding Source: Wastewater #60800801-80100-00015 - Water Main Replacement.

Board members thanked HRG for consistently complying with CRW's M/W/DBE Program and for the use of M/W/DBE contractors.

Wastewater

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

A. Task Order 2016-17-08: Engineering Services for AWTF Primary Digester Rehabilitation Project with WRA

Motion: The Board authorizes the Director of Engineering to execute Task Order 2016-17-08 with WRA, as outlined in WRA's Proposal, dated September 1, 2021, in an amount not to exceed \$223,731. M/W/DBE Commitment: \$42,000 / 18.8% MBE. Funding Source: Wastewater #80800801-80100-00020 - Primary Digester Rehabilitation.

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

B. Change Order No. 4 and Settlement Agreement with NRC and QLS - Paxton Creek Interceptor Rehabilitation Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 4 with Northeast Remsco Construction Inc. in the credit amount of (\$3,299,994.24) and no additional days and authorizes the Chief Executive Officer to execute a settlement agreement and release with NRC and QLS calling for final payment of \$1,215,182.89 by CRW to NRC, conditioned upon final approval of the settlement

agreement by General Counsel and submission of a final pay application. Funding Source: Wastewater #80800801-80100-00028 – Paxton Creek Interceptor Repair.

Mr. Enders commended Ms. Katzenmoyer, Mr. Wyland and CRW's staff for resolving this matter. While not spoken about publicly, this matter has been an on-going topic for the last two years under the Legal and Risk Management Committee and he is happy that CRW has been able to resolve this matter with a positive outcome for CRW.

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. 2021-060 - Easement Agreement for Stormwater Facilities with Bellevue Park Association

Motion: The Board adopts Resolution No. 2021-060 which authorizes the Chairperson and Secretary to execute the Easement Agreement for Stormwater Facilities between Bellevue Park Association and Capital Region Water, which shall be attached as Exhibit "A". Funding Source: N/A.

Board members stated they are pleased to bring new engineering strategies into community areas, while also furthering CRW's goals for stormwater management.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, and the Board resolved by majority vote, with Mr. Enders abstaining from the vote since he is a Board member of the Harrisburg YMCA, that the following item be adopted, Stormwater Item B. (See attached Exhibit "A").

B. Resolution No. 2021-063 - Easement Agreement for Stormwater Facilities with Harrisburg Area (Young Men's Christian Association f/k/a Young Men's Christian Association of Harrisburg) (the "YMCA")

Motion: The Board adopts Resolution No. 2021-063 which authorizes the Chairperson and Secretary to execute the Easement Agreement for Stormwater Facilities with Harrisburg Area (Young Men's Christian Association f/k/a Young Men's Christian Association of Harrisburg) (the "YMCA"), in the City of Harrisburg, Dauphin County, Pennsylvania, which shall be attached as Exhibit "A". Authorization is conditioned upon final approval of the Easement Agreement by General Counsel. Funding Source: N/A.

X. Public Comment - Non-Agenda Items (3 Minutes)

Ms. Evelyn Hunt, resident of the 1800 block of State Street, stated she recently visited the new drive-thru facility and experienced problems with lighting and with the tube that goes from the drive-thru to the cashiers in Customer Service. She requested that CRW look into providing better lighting in the drive-thru area, along with additional signage in the parking lot area for customers with instructions on how to access the drive-thru lane for payments.

Ms. Katzenmoyer thanked Ms. Hunt for her comments and will look into the lighting issue. She noted that additional signs have been ordered but are delayed due to supply-chain issues. By next month, customers should be able to come into the building to make payments in-person.

XI. Board Member Comments

Mr. Enders provided the comments listed below.

- He gave kudos to CRW and the Finance Department for achieving an A+ bond rating from Standard & Poor Global.
- He thanked Jarvis Brown for assisting him on an M/W/DBE issue relative to the Dauphin County Library Board. This shows that CRW's M/W/DBE Plan is also working to assist other community organizations through their own construction processes.
- He explained the reason he abstained from the vote on the Easement Agreement with the Harrisburg YMCA is because he is on the Harrisburg YMCA Board. He thanked Dave Stewart for presenting to the Harrisburg YMCA's Board last week.
- He is excited to see the work in the Camp Curtain YMCA area, along with the YMCA Cornerstone project for the development of townhouses in that area.

Mr. Presley provided the comments listed below.

- He congratulated CRW for finalizing easement agreements for stormwater management with the Harrisburg YMCA and the Bellevue Park Association. He is very proud to be a part of CRW and our accomplishments.
- He welcomed John Rathfon, our new Risk and Safety Officer and extended best wishes in the retirement to Joe Ritchey.
- He welcomed our newest wastewater operator employees Brandon Anderson and Keith Zimmerman, and our new Water Quality Administrator, Amy Borden who will be starting soon.
- He congratulated Matt Chisnell for being recognized as Employee of the Month.

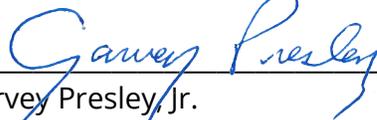
Mr. Kurowski provided the comment listed below.

- He inquired if Ms. Katzenmoyer heard anything back from the city regarding monies from the American Rescue Plan (ARP) funding yet? Ms. Katzenmoyer stated that CRW has not heard anything yet. Mr. Kurowski stated that he plans on attending Harrisburg City Council meetings to press this matter with the city.

XII. Adjournment

A motion was made by Mr. Presley, seconded by Mr. Enders, for the Board to adjourn the meeting at 7:19 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary

From: [Andrew Enders](#)
To: [Karen McKillip](#)
Cc: [Scott Wyland](#); [Charlotte Katzenmoyer](#); [Marc Kurowski](#)
Subject: Memo Regarding Abstention from Vote
Date: Wednesday, September 22, 2021 4:17:19 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Karen:

I will abstain from voting during this evening's meeting (09/22/2021) on CRW Board Stormwater Agenda Item B. Resolution No. 2021-063 Easement Agreement for Stormwater Facilities with Harrisburg Area (Young Men's Christian Association f/k/a Young Men's Christian Association of Harrisburg (the "YMCA")). I currently serve a Trustee of this organization and am a member of the Executive Committee.

Regards,
Andy

Andrew M. Enders, Esq.
President & General Counsel

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