



MINUTES

Regular Meeting

November 23, 2021

6:00 PM

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Regular Meeting (Conducted In-Person and via GoToMeeting)

In Person Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
Crystal A. Skotedis, Vice-Chairperson/Treasurer
Andrew Enders, Assistant Secretary/Treasurer

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
Douglas E. Keith, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Tanya Dierolf, Director of Strategic Initiatives
Jess Rosentel, Director of Operations
Daniel Galbraith, Drinking Water Superintendent
Karen McKillip, Archivist
Tom Czyzykowski, Information Technology Manager

General Counsel:

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

Virtual Attendance:

Board:

Garvey Presley, Jr., Secretary

Staff:

Michelle Bethel-Miller, Director of Shared Services
Julie Peters, Controller
Alesha Vonada, Accounting Manager
Jeff Bowra, P.E., Lead Engineer
Raymond Hoke, Wastewater Operations Supervisor
Steven Early, Community Relations Manager
Sheri Berilla, Asset Manager

Others:

Ed Ellinger, P.E. (HRG)
Caleb Krauter, P.E. (HRG)
John Hammell, P.E. (CDM Smith, Inc.)
Matt Crow, P.E. (Hazen and Sawyer)
Sarah W. Ehrman, EIT (Gannett Fleming)
Paul Rosol (WRA)
Evelyn Hunt (Community Ambassador)

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

The meeting was called to order by Chairperson Kurowski at 6:10 PM.

Chairperson Kurowski stated that all four Board members were present with Mr. Presley participating virtually.

General housekeeping items were addressed by the chairperson advising that CRW is 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 Wednesday, November 24, 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.** Presentation of the 2022 Budgets were addressed at the November 17, 2021, Special Meeting and in today's Regular Meeting.

- D.** The next Regular Meeting is scheduled for Wednesday, December 22, 2021, at 6:00 PM. All meetings will be held in-person and virtually.
- E.** Capital Region Water's Regular Meetings for 2022 will be held at 6:00 PM on the following dates:

January 26	July 27
February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 22
June 22	December 21

Notice of 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/board-meetings 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.

- F.** On November 4, 2021, CRW provided notification to Harrisburg City Council of the upcoming expiration of Board Member, Crystal A. Skotedis' term, which will expire on January 4, 2022. This notification is in accordance with Article III, Section 2 of CRW's By-Laws.
- G.** Board Members, J. Marc Kurowski (term expired January 4, 2019). Andrew Enders (term expired January 4, 2020), and Alisa E. Harris (term expired January 4, 2021) resigned from her position on August 26, 2020, which position currently remains vacant. Both Messrs. Kurowski and Enders continue to serve in their capacity until officially reappointed or replaced in accordance with §5610 Governing Body (a) Board of The Pennsylvania Municipality Authorities Act.

III. Committee Reports

Budget and Finance: Ms. Skotedis reported that the committee met on November 10th at 2:30 PM to review the 2022 budget, and numerous budget meetings were held throughout the month. Ms. Skotedis highlighted the items listed below.

- The proposed 2022 Budgets were presented in detail at a Special Meeting held November 17, 2021. A video of the meeting and the presentation are both available on CRW's website.
- CRW proposes the following monthly increases for 2022 rates:
 - Drinking Water \$1.37 or 3%;
 - Wastewater \$1.25 or 4%; and
 - Stormwater rates for 2022 - no increase.
- Mr. Keith explained how CRW plans to utilize cash reserves for funding some of its long-term capital improvement projects, along with how debt service payments impact the 2022 budgets, and utilization of the water and wastewater Lines of Credit with First National Bank.
- Best management practices are being discussed on how CRW intends to handle its current accounts receivable balance which has grown significantly due to COVID restrictions and CRW's decision to cease collection efforts during the moratorium.
- CRW remains committed to keeping rate increases low with ten-year rate projections, and to perform stormwater projects in compliance with the Consent Decree, however all budget projections were prefaced on CRW's ability to collect budgeted revenues. In the event CRW has difficulty in collecting its accounts receivables, CRW may need to revisit stormwater rates in 2023. Ms. Skotedis thanked everyone in the Finance Department and the Directors for how the 2022 Budgets were presented this year and for doing a great job. The committee is recommending the approval of the 2022 rates as presented on tonight's Agenda.

Mr. Keith then presented an overview of the October 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 November 17, 2021, and highlighted the items listed below.

- Presentation was provided by Tom Czyzykowski on IT projects. His team continues to focus efforts on firewall upgrades and our accounting software and wireless network, along with any potential vulnerability issues.
- Customer Service has taken over approximately 2,700 calls this past month with a turn-around of approximately one minute 13 seconds per call.
- CRW has 165 Customer Assistance Program applications. CRW has granted \$39,100 in funds towards our ratepayers' balances that were in arrears.
- Recruiting efforts continue with three new employees being on-boarded. Open positions are posted on CRW's website.
- The committee vetted and recommends approval of CRW's application to the Low Income Household Water Assistance Program (LIHWAP).
- Rebecca Laufer was recognized as Employee of the Month for November. Ms. Laufer was instrumental in the revitalization of CRW's website which was recently released.
- Please take time out to visit our new website and all the new features.

There were no questions from the Board.

Operations and Engineering: Mr. Kurowski reported the committee did not meet in November, however, there is one item on tonight's agenda that was also discussed under the Budget and Finance Committee meeting for recommendation.

There were no questions from the Board.

Legal and Risk Management: Mr. Enders reported the committee also did not meet in November therefore no report was provided.

There were no questions from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the committee met on November 8, 2021, and highlighted the items listed below.

- Jarvis Brown attended and represented CRW at the Supplier Diversity Utility Summit held on November 15, 2021, at the Harrisburg Hilton Hotel.
- Tracking of Exhibit 6 to CRW's M/W/DBE Program was discussed again. Ms. Dierolf confirmed that the revised Exhibit 6 can now be rolled out for use by CRW. Mr. Enders will have more to say on this issue in future meetings.
- Updates on CRW's Customer Assistance Program.
- Lengthy discussion on CRW's emergency notification system.

- Community events are winding down for the end of the year, however, Steve Early attended an event with AKA Energy Forum on November 13th to discuss water safety and conservation hosted by the PUC's Commissioner.
- The Reily Street sewer relining project has been pushed to Spring of 2022.

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.

- 2022 Budget reflects CRW's values and articulates immediate priorities for the upcoming year. These priorities are based on feedback of many hours of senior management staff, meetings with community stakeholders over the past year, along with input from CReW members and the Board of Directors.
- This Budget provides clear direction of CRW's focus and priorities in the year ahead. Priorities spoken about during the budget presentation on November 17th can be summarized into four broad categories:
 1. Continued improvement to our system to provide safe and reliable service, support revitalization of the city, protect the environment while showing regulatory obligations within a compliance timeframe that does not overburden community members already in the high burden category for utility expenses based on USEPA's guidance.
 2. Strive for continuous improvement in our operations to improve the customer's experience to save limited CRW resources.
 3. Continued outreach to create a more diverse workplace and culture and ensure minority, women and disadvantaged businesses have equal opportunities to partner with CRW.
 4. Advance the opportunity we have as an environmental justice community and prioritize affordability issues as we position ourselves to benefit from new funding through various programs and agencies outlined in the federal Bipartisan Infrastructure Deal to improve water, wastewater, and stormwater infrastructure.
- These are not new priorities, nor will they be accomplished in one year. Without clear focus of sustained commitment of resources and proactive management, CRW would have limited success in achieving our organizational goals in meeting regulatory obligations and fulfilling our mission. We look forward to flowing together in the year ahead.

There were no questions from the Board.

V. Minutes of Previous Meeting

A motion was made by Ms. Skotedis, seconded by Mr. Enders, and approved by majority vote, that the Minutes of the October 27, 2021, Regular Meeting and the Minutes of the November 17, 2021, Special 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 No. 2021-074 – Authorization to Execute Low Income Household Water Assistance Program (LIHWAP) Vendor Agreement

Motion: The Board adopts Resolution No. 2021-074 authorizing Charlotte A. Katzenmoyer, Chief Executive Officer, to execute the Vendor Agreement - Signature Page to participate in the Pennsylvania Department of Human Services Low Income Household Water Assistance Program (LIHWAP) (Exhibit "A"), and correspondence from the Internal Revenue Service to Capital Region Water, dated June 2, 2021, confirming CRW's Employer Identification Number (Exhibit "B"). Both documents will be attached to the Resolution as Exhibits "A" and "B". Funding Source: N/A.

Board members are pleased to be able to offer this program for our ratepayers.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, and the Board unanimously resolved, that the following items be adopted, Administration Items B., C., D., and E.

B. Resolution No. 2021-075 – 2022 Administrative Budget

Motion: The Board adopts Resolution No. 2021-075 which adopts the 2022 Administrative Budget.

C. Resolution No. 2021-076 – 2022 Drinking Water Budget

Motion: The Board adopts Resolution No. 2021-076 which adopts the 2022 Drinking Water Budget.

D. Resolution No. 2021-077 – 2022 Wastewater Budget

Motion: The Board adopts Resolution No. 2021-077 which adopts the 2022 Wastewater Budget.

E. Resolution No. 2021-078 – 2022 Stormwater Budget

Motion: The Board adopts Resolution No. 2021-078 which adopts the 2022 Stormwater Budget.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, and the Board unanimously resolved, that the following items be adopted, Administration Items F., G., and H.

F. Resolution No. 2021-079 – 2022 Drinking Water Rate Schedule, Effective January 1, 2022

Motion: The Board adopts Resolution No. 2021-079 which adopts the 2022 Drinking Water Rate Schedule, effective January 1, 2022.

G. Resolution No. 2021-080 – 2022 Wastewater Rate Schedule, Effective January 1, 2022

Motion: The Board adopts Resolution No. 2021-080 which adopts the 2022 Wastewater Rate Schedule, effective January 1, 2022.

H. Resolution No. 2021-081 – 2022 Stormwater Rate Schedule, Effective January 1, 2022

Motion: The Board adopts Resolution No. 2021-081 which adopts the 2022 Stormwater Rate Schedule, effective January 1, 2022.

Drinking Water

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

A. Procurement of Liquid Ferric Chloride and Liquid Aluminum from USALCO, LLC and PVS Technologies, Inc. - Project Number 2021-203 Liquid Ferric Chloride and Liquid Alum

Motion: The Board authorizes the Director of Operations to award Project Number 2021-203 Liquid Ferric Chloride to PVS Technologies, Inc., and the execution of the Agreement in the estimated amount of \$80,795 and Liquid Alum to USALCO, LLC, and the execution of the Agreement in the estimated amount of \$54,840. Notifications for M/W/DBE were solicited via the PennBid system. There were no commitments returned at the time of the award (summary of notification efforts are attached). M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Drinking Water #60231513-51301 - Water Treatment Chemicals and Wastewater #80231513-51301 - Wastewater Treatment Chemicals.

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

Evelyn Hunt (Community Ambassador) had a question about a litter notice issued to the community ambassadors by Steve Early. She asked what CRW plans to do about litter and cigarette butts that we are not currently doing. Ms. Dierolf stated CRW doesn't plan on doing anything different and looks forward to resuming monthly community litter cleanup events and other similar partnerships.

Ms. Hunt also stated CRW is very good about community outreach on the FOG program for Fats, Oils and Grease, but would like to see CRW stress that cigarette butts are not biodegradable, and they ultimately cause damage to the stormwater system in your community outreach program. Ms. Dierolf thanked her for her comment.

She also questioned the number of positions that are currently available at CRW. The issue was discussed and addressed from the floor stating that CRW currently has one vacant position of Electrician III open.

X. Board Member Comments

Mr. Presley provided the comments listed below.

- He thanked Jarvis Brown for representing CRW at the Supplier Diversity Utility Summit at the Harrisburg Hilton on November 15, 2021.
- Congratulated Rebecca Laufer for being Employee of the Month for November.

Ms. Skotedis provided the comments listed below.

- Wished everyone a Happy Thanksgiving.

Mr. Enders provided the comments listed below:

- Mr. Keith previously stated that it is imperative that CRW collect accounts receivables in a timely manner to keep our rate increases to a minimum. It was reiterated that CRW's current accounts receivables are nearly \$8M, which is significantly high. Mr. Enders stressed that debt loads to do our capital improvement projects are funded on these budgeted numbers, including the collection of revenues.
- CRW will continue to apply and obtain low-interest loans through PENNVEST which is to the benefit of our ratepayers, but once those debt service payments are due, CRW cannot continue to carry significant accounts receivable balances on the books.
- While CRW continues to manage and apply for government funding when available, he also stressed that ratepayers need to do their part by timely paying their bills to avoid CRW having to spend money for collection efforts. He encourages both commercial and residential ratepayers to pay their balances on time.
- Mr. Enders thanked Dan Galbraith who attended last week's meeting in person, and special thanks to Helen Beechly, who was very special to both Andy Enders, his sister Emily and Dan Galbraith in their childhood. He welcomed Dan Galbraith back to CRW.

Mr. Kurowski provided the comment listed below.

- For the record, this Board works very diligently to find other resources and revenues and to be good stewards of our ratepayers' money resulting in the 2022 Budget that has been adopted this evening. In summary, the new rates result in a \$32 increase per year for an average residential customer.
- While still an increase, he is amazed that even with anticipated \$50M in capital improvement projects in 2022, and \$332M in capital improvement projects over the next ten years, CRW still needs to obtain access to other funds such as grants, low-interest loans, etc. to protect our ratepayers.
- CRW continues to actively seek these opportunities to offset these costs to keep rates low. Thank you to everyone for all your hard work in the adoption of the 2022 Budget.



XI. Adjournment

A motion was made by Mr. Enders, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 6:58 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary



Order Confirmation

Ad Order Number 0010168066

Customer

CAPITAL REGION WATER

Account:816
CAPITAL REGION WATER
3003 N FRONT ST,
HARRISBURG PA 17110 USA
(888)510-0606

FAX:
tammie.sheaffer@capitalregionwater.com

Payor Customer

CAPITAL REGION WATER

Account: 816
CAPITAL REGION WATER
3003 N FRONT ST,
HARRISBURG PA 17110 USA
(888)510-0606

PO Number Meetings for 2022

Sales Rep. PA Classifieds

Order Taker Jennifer Rogers

Order Source

Special Pricing

Tear Sheets 0	TearsheetsCost	\$0.00	Net Amount	\$153.74
Proofs 0			Tax Amount	\$0.00
Affidavits 1	AffidavitsCost	\$5.00	Total Amount	\$153.74
Blind Box			Payment Method	Invoice
Promo Type			Payment Amount	\$0.00
Materials			Amount Due	\$153.74
Invoice Text				

Ad Schedule

Product	The Patriot News	Placement/Class	Main Legals
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External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	CAPIT478REGIONWATERSREGULARMEETINGSFORWILLBEHELDAT600PMONTHEFOLLOWINGDATESJANUARY26 11/30/2021	

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Pick Up #	0010161803	Ad Attributes	
External Ad #		Color	<NONE>
Production Method	AdBooker	Production Notes	
Run Dates	Sort Text	CAPIT478REGIONWATERSREGULARMEETINGSFORWILLBEHELDAT600PMONTHEFOLLOWINGDATESJANUARY26 11/30/2021	

Exhibit "A"

Confidentiality Notice: This facsimile is intended only for its addressee and may contain information that is privileged, confidential or otherwise protected from disclosure. Dissemination, distribution or copying of this facsimile or the information by anyone other than the intended recipient is prohibited. If you have received this facsimile in error, please notify us immediately and return the facsimile by mail.

Ad Content Proof

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CAPITAL REGION WATER