



Regular Meeting (Conducted In-Person and via GoToMeeting)

In Person Attendance:

Board:

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

Staff:

Douglas E. Keith, Chief Financial Officer
Michelle Bethel-Miller, Director of Shared Services
Julie Peters, Controller
Salvatore Montalto, Senior Staff Accountant
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist

General Counsel:

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

Others:

Caleb Krauter, P.E. (HRG)
Krista Peters (Howard Hanna)

Virtual Attendance:

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
David W. Stewart, P.E., Director of Engineering
Tanya Dierolf, Director of Strategic Initiatives
Jess Rosentel, Director of Operations
Raymond Hoke, Wastewater Operations Supervisor
Jarvis Brown, Diversity Program Manager
Jamie Meily, Customer Service Representative

Others:

Matt Crow, P.E. (Hazen and Sawyer)
Sarah Ehrman, EIT (Gannett Fleming)
Caitlin Cavanagh, EIT (AECOM)
Karen Balaban (Resident)

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

The meeting was called to order by Chairperson Kurowski at 6:13 PM.

Chairperson Kurowski stated that all Board members were currently present in person.

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.

CRW posted the agenda 24 hours 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 public comments, therefore, no comments were read into the record.

The chairperson advised that the meeting was being recorded and will be posted on CRW's website at capitalregionwater.com on Thursday, October 27, 2022.

II. Chairperson's Announcements

- A.** An executive session under Section 708(a) of the Sunshine Act was held October 6, 2022 at 2:00 PM and today at 5:00 PM 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 meeting is scheduled for Tuesday, November 22, 2022 at 5:00 PM for presentation of the 2023 Budgets, and the Regular Meeting will follow at 6:00 PM and will be held in person and virtually.
- D.** A Special Meeting for approval of the 2023 Budgets is scheduled for Wednesday, November 30, 2022 at 6:00 PM and will be held in-person and virtually.

III. Committee Reports

Budget and Finance: Ms. Skotedis reported the committee did not meet in October due to meetings related to the 2023 budget. She provided the following comments:

- Introduced Salvatore (Sam) Montalto, Senior Staff Accountant who recently joined CRW's Finance department.
- She identified one agenda item relating to the opening of a money market account for stormwater monies that the committee recommends opening in order to maximize interest earnings for CRW.

- Presentation of the 2023 Budget will be presented to the public on Tuesday, November 22, 2022, at 5:00 PM. This presentation will allow the public to ask questions during that time. A Special Meeting has been scheduled for Wednesday, November 30, 2022, at 6:00 PM to approve the 2023 Budgets in order to be in compliance with CRW's Bond Indentures and regulatory compliance mandates.
- Mr. Keith presented an overview of the September financial reports, along with a slide outlining CRW's financial position.
- He also included a slide for years 2018 through 2022 identifying residential and non-residential water consumption which reveals how water consumption hasn't returned to pre-COVID levels and how it is having a financial impact on CRW's revenues.
- Water consumption is down which impacts the budget because those consumption volumes were budgeted for, and rising inflation costs on operating expenses is causing CRW to feel the impact. Appropriate adjustments will need to be taken regarding the 2023 Budget. Mr. Keith believes the loss of water consumption is most likely based on businesses that have either chosen to remain working remotely or have gone out of business.
- He identified multiple factors that will increase in 2023 such as health and property insurance premiums, waste hauling fees, loss of timbering sales due to pricing, operational expenses at the facilities, and upcoming debt service payments regarding PENNVEST loans. He also stated that additional debt is expected during the next ten years.
- Recruiting has had a big impact on CRW this year. HR has hired thirteen new employees over the past five months. HR is doing an astounding job in recruiting. As these positions are filled, CRW will see less variances on operating vs budgeted expenses.
- CRW's accounts receivable balance for September is \$8,070,000 which is up \$176,000 from last month and is also \$726,000 higher than in September of 2021. The last time CRW's accounts receivable balance was this high was in February 2021.

Mr. Presley inquired about the electricity production from the cogeneration facilities at the Wastewater Department. Mr. Rosentel stated the units were installed in 1984 and one of the units has been decommissioned for the last several years. It is difficult to find parts and qualified companies to provide service. Catastrophic failure of Unit No. 1 caused CRW to decommission the unit. The secondary unit is currently operating at 60% capacity, which is the highest they can operate safely. The costs required to bring the second unit up to 400 KW service is not practicable. It is anticipated the second unit will be decommissioned in 2023 as part of the Energy Recovery project. These units will be replaced by biogas utilization methods to natural gas and selling the natural gas to UGI.

Additional questions were raised about the increase in utility costs of electricity and gas and Mr. Rosentel stated that CRW still continues to see significant savings through the Constellation Energy contract with savings of approximately \$1,000,000 a year. He also expects to see an increase in costs associated with biosolids hauling expenses to Lancaster farms, and with the increase in diesel fuel and operating costs, the Wastewater Department continues to seek other methods for disposal of biosolids.

Ms. Skotedis inquired when CRW will seek additional PENNVEST loans or funding in the future. Mr. Keith stated in the past two to three years, CRW has taken out the following loans:

- \$13,000,000 Green Stormwater Infrastructure Loan
- \$21,000,000 Wastewater Improvement Project
- \$65,000,000 affiliated plant related Wastewater Loan; and
- \$44,600,000 Drinking Water Loan.

These are twenty-year loans with PENNVEST at one (1%) percent interest rates. CRW is currently paying interest only, however he anticipates these loans will be fully lent out within the next two to three years. In 2025, CRW will need to begin to pay principal payments on these loans. It is anticipated CRW will need to be looking for additional funding to fund the next five years of CRW's capital improvement plan after the current PENNVEST loans are fully utilized, whether that is through PENNVEST funding or a separate bond issue.

There were no further questions or comments from the Board.

Personnel and Shared Services: Ms. Skotedis reported the committee met on October 20, 2022, and highlighted the items listed below.

- An update on IT issues was provided by Mr. Czyzykowski. IT staff are evaluating a round table group where people throughout the state can get together to discuss IT security issues that companies are experiencing.
- Payment types were reviewed. CRW currently offers credit card, MoneyGram, drive-thru and walk-in options. CRW monitors the use of each type of payment on a monthly basis.
- Cash controls and checks and balances were discussed to make sure all procedures are in place.
- Ms. Bethel-Miller reported CRW's customer service handled 1,914 calls with an average speed of answering calls of 28 seconds and talk time of approximately three minutes 23 seconds.
- CRW's Customer Assistance Program is up to 188 applications received, with a 92% approval rate. Ms. Skotedis advised that the LIHWAP funding will be ending soon with the state having expended all funds allocated for the program. Customer Service and

the Strategic Initiatives team has done an excellent job making sure our customers were made aware of these opportunities.

- Other customer assistance programs through ERAP, LIHWAP, COH Cares and others total \$555,000 for 2022 to date.
- Recruiting efforts with HR was reviewed. CRW has recently hired a number of new employees and HR continues its onboarding process. Current open positions are available on the website under [Careers](#) on the website.
- The Wellness Program was reviewed. Employee relations with AFSCME, wellness events, such as the flu shot clinic and upcoming biometric screenings are scheduled for employees.
- Increased health care costs were discussed as more employees are returning for routine healthcare.
- The committee recommends CRW engaging NJ Hess Associates for a compensation study. The last compensation study was done in 2019 (pre-COVID), and CRW wants to make sure we are competitive with the current market.
- Hipolito Vega was recognized as October's Employee of the Month.

Mr. Presley reiterated CRW does not charge a fee for our ratepayers' use of credit or debit card transactions, or MoneyGram payments when paying cash. Electric and gas utilities and other city services add a surcharge for these services. However, CRW has chosen not to pass this fee onto its ratepayers. With so many payment options, CRW ratepayers have the ability to pay 24/7 with no additional fees being assessed to them.

Mr. Enders stated he has heard people in the community say how they are pleased that they are able to physically come to CRW in person to pay their bills. He questioned whether CRW tracks the statistics to see how many people are utilizing the drive-in or walk-in services provided, as many companies no longer offer these options. Ms. Bethel-Miller reported there were 376 drive-in and walk-in customers in September and there have been 2,500 drive-in and walk-in customers to date in 2022. CRW's staff is happy the Board has supported these options to our ratepayers, as many companies no longer offer these types of services. No other utility, nor the City of Harrisburg, is currently offering this service.

There were no questions or further comments from the Board.

Operations and Engineering: Mr. Kurowski reported the committee met on October 19, 2022, and highlighted the items listed below.

- All items on tonight's agenda were fully vetted during the meeting.

- Mr. Kurowski stated he was happy to see CRW continue with another cooperative partnership with Lower Paxton and Susquehanna Townships to share costs between the three communities in our Joint Pollutant Reduction Plan with the Stonebridge project which is an agenda item.
- 2022 Street Restoration project is coming to a close. A final change order is on the agenda.
- 2023 Sewer System (Excavation) and (Trenchless) contracts. There are recommendations for award to two new contractors as the previous contract was terminated and CRW went back out to bid for completion of the work.
- 2021 Water System Improvements project was delayed due to some delays with the federal courthouse project. This has caused the engineer to require more time for the project.
- The Camp Curtin YMCA and Bellevue Park projects continue and are expected to be finalized in the Spring of 2023. Most work is done, however, the change orders allow for the contractor to complete final landscaping in the Spring when the weather is warmer.
- Wastewater department continued dispositioning equipment no longer needed through the use of Municibid which is an on-line auction. Drinking Water department will be checking into this method as well.
- The lime silo demolition began at the Drinking Water department last week.
- Improvements to the salt shed and the flocculators will occur in November at the Drinking Water department.
- A front-end wheel loader has been requested to be replaced at the Wastewater department. The current equipment is not operational and the costs for leasing a replacement, and/or cost to repair the equipment have been vetted and CRW has elected to trade-in the current equipment valued at \$50,000 towards the purchase of a new wheel loader. Mr. Rosentel stated this equipment is heavily used for biosolid management.
- Discussion of the two cogeneration units at the Wastewater department that supply electricity that drives the supply of gas is part of CRW's Energy Recovery program. CRW continues to search for methods to generate non-ratepayer revenue in order to avoid raising rates for our customers. This project allows CRW to sell natural gas to a natural gas provider, which is a by-product of a process already utilized by CRW. Mr. Kurowski stated this is just one of many types of processes that CRW implements in order to raise non-ratepayer revenue.
- Front Street Interceptor project (Phase 2) will begin shortly. The public will soon see this work begin along Front Street. There are three to four larger manhole openings that will require digging on Front Street, however, the public should only see minimal disruption to the walking or running path areas of Front Street.

- Claire Maulhardt brought the committee up to date on stormwater projects.
- A recent inspection with U.S. EPA was recently conducted.

There were no questions or comments from the Board.

Legal and Risk Management: Mr. Enders reported the committee met on October 6, 2022, and highlighted the items listed below:

- The committee continues to monitor and follow-up working with our insurance carrier on open claims received due to severe weather incidents earlier in the year.
- Tom Czyzykowski shared information on cybersecurity management that is being implemented at CRW. Mr. Enders reported CRW recently experienced a non-event, but kudos to CRW's IT Manager who was able to quickly analyze the situation and provided a clear and detailed report to the CEO.
- Stormwater fees charged to the Commonwealth of Pennsylvania continues to be discussed.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the committee met on October 13, 2022, and highlighted the items listed below.

- Jarvis Brown continues working on outreach with prime contractors on the M/W/DBE program.
- Jarvis Brown and Claire Maulhardt recently held an in-house event on October 5, 2022, for CRW's Capital Improvement Projects for prime contractors to continue educating them for successful M/W/DBE solicitations. Fifteen prime contractors participated in this event. Thanks to Jarvis and Claire for hosting this event.
- Ms. Dierolf updated the committee on CRW's Customer Assistance Program advising the Strategic Initiatives team continues to inform the community on various funding opportunities available to them.
- Community outreach events for September were:
 - Two community litter cleanup events;
 - One neighborhood meeting;
 - One Community Ambassadors meeting; and
 - One door-to-door notification and one Everbridge alert performed due to hydrant replacement.
- If you haven't signed up for the Everbridge notification system, please do so. Signup is available on our website by clicking the link ([Updates & Alerts - Capital Region Water](#)).
- Street sweeping was recently cancelled due to severe weather. This is an example of how an Everbridge alert would be issued.

- CRW reminds residents not to sweep your leaves into the street. CRW is responsible for street sweeping, not leaf removal.
- The DeHart litter clean-up event previously scheduled for October 1, 2022, was cancelled due to inclement weather. Look for this event to be rescheduled.

Mr. Presley stated for the record that for four years ago Karl Singleton was coming to CRW's meetings and pushing for CRW's M/W/DBE program to be better implemented. Mr. Presley noted that while CRW M/W/DBE program is not where we want to be, significant improvements have been made over the last four years in educating prime and sub-contractors and with the successful award of many projects with significant M/W/DBE participation. The Board is very proud of these accomplishments and the growth of the M/W/DBE program. Mr. Presley requested Jarvis Brown follow-up with the City and Harrisburg City Council to make sure they are provided with a summary of CRW's M/W/DBE program achievements.

There were no further comments 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 requested Mr. Rosentel make the presentation:

- Mr. Rosentel presented the Pride in Excellence (PIE) award which is awarded to teams of three or more CReW members that represent CRW's core value of flowing together by raising unity to demonstrate exceptional and impactful work. This is a team of fourteen employees who recently installed over sixty new Combined Sewer Overflow (CSO) signs at all CSO outfall locations. The employee team consists of: Cody Howe, Melvin Thompson, Densin Wilson, Jasper Campana, Trevor Thompson, Ken Freysinger, Brandon Harris, Mike Fox, Steve Early, Rebecca Laufer, Claire Maulhardt, Tom York, Shane Russell and Kendrick Maholtz.
- The new CSO signs are configured with QR codes that identify each location and whether that CSO location is actively overflowing. The information is uploaded in real time to CRW's website for the public's information. Thank you to each of these employees.

There were no questions or comments from the Board.

V. Minutes of Previous Meeting

A motion was made by Mr. Presley, seconded by Ms. Skotedis, that the Minutes of the September 28, 2022, Regular Meeting be entered into the record as presented.

The Board unanimously approved the Minutes.

VI. Modifications or Deletions to the Agenda

A motion was made by Mr. Enders, seconded by Mr. Presley, to add the following motion to tonight's agenda as Administrative, Item B:

Administrative

- B. Compromise Five Outstanding Water and Sewer Balances for Properties Subject to Civil Forfeiture:** The Board authorizes the CEO to compromise five outstanding water and sewer balances for properties subject to the Drug Forfeiture Act with the Office of the Dauphin County District Attorney and scheduled for settlement in November.

The Board unanimously approved adding Administrative Item B to the agenda.

It was noted that the Amended Agenda will be posted at CRW's office tomorrow, along with posting on CRW's website in accordance with Section 712.1(e)(1) of the Sunshine Act.

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

VIII. Old/New Business

Administrative

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

A. 2022-2023 Compensation Study with NJ Hess Associates

Motion: The Board authorizes the Chief Executive Officer to accept the NJ Hess Associates Proposal, dated October 4, 2022, to perform a Compensation Study in the amount of \$18,600. M/W/DBE Commitment: \$18,600 / 100.00% WBE. Funding Source: Admin #10504541-54108 – Adm HR Professional Services.

The Board unanimously approved Administrative Item A.

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

B. Compromise Five Outstanding Water and Sewer Balances for Properties Subject to Civil Forfeiture: The Board authorizes the CEO to compromise five outstanding water and sewer balances for properties subject to the Drug Forfeiture Act with the Office of the Dauphin County District Attorney and scheduled for settlement in November.

Mr. Enders stated this motion will allow these five distressed properties within the City of Harrisburg to be rehabilitated, transferred to new owners, and be able to be placed back on the tax rolls of the City of Harrisburg and Dauphin County and provide revenue for utility services.

The Board unanimously approved Administrative Item B.

Drinking Water

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

A. Task Order 2020-20-03: Engineering Services for 2021 Water System Improvements Project with HRG

Motion: The Board authorizes the Director of Engineering to execute Task Order 2020-20-03 with Herbert, Rowland & Grubic, Inc., as outlined in HRG's Proposal, dated October 7, 2022, in the amount not to exceed \$23,400. M/W/DBE Commitment: \$1,983.84 / 8.5% MBE. Funding Source: Water #60800801-80100-00015 – Wtr Water Main Replacement.

The Board unanimously approved Drinking Water Item A.

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

B. Change Order No. 1 with Shiloh Paving & Excavating, Inc. – 2022 Street Restoration Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Shiloh Paving & Excavating, Inc. for in the amount of \$132,764.50 an increase of 197 days to the contract times. M/W/DBE Commitment: \$9,500 / 7.2% DBE and \$4,700 / 3.5% WBE. Funding Source: Water #60800803-80300-00310 – City Street Restorations and Wastewater #80800803-80300-00310 – City Street Restorations and Wastewater #80800801-80100-00127 – Ww Sewer Rehab PENNVEST \$21M.

The Board unanimously approved Drinking Water Item B.

Wastewater

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

A. 2023 Sewer System Improvements Project – Excavation – Recommendation of Award to Farhat Excavating, LLC

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Director of Engineering to execute Contract Documents with 2023 Sewer System Improvements Project – Excavation to Farhat Excavating, LLC in the amount of \$1,896,875 and as outlined in the Farhat Excavating, LLC bid documents, dated October 4, 2022, contingent upon PADEP approval of their DBE six good faith solicitation efforts. M/W/DBE Commitments: \$178,834 / 9.4% MBE, \$23,160 / 1.2% WBE and \$5,000 / 0.3% DBE. Funding Source: Wastewater #80800801-80100-00127 – Ww Sewer Rehab PENNVEST \$21M.

For further clarification, Mr. Enders stated this issue was vetted at the Public Outreach/M/W/DBE Committee meeting. The low bidder was deemed to be responsive, however, Jarvis Brown confirmed that CRW is still waiting for confirmation of the six good faith solicitation effort documentation to be confirmed by PADEP and PENNVEST. This same information will be relevant to the next motion too. This is a formality that PADEP must also approve.

The Board approved Wastewater Item A. with Ms. Skotedis abstaining from the vote due to a potential conflict of interest (see Exhibit "A").

Mr. Presley stated that due to a personal commitment he inquired if there would be any additional abstention votes this evening. Hearing none, Mr. Presley requested to be excused from the meeting.

[Mr. Presley left the meeting at 7:37 PM].

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

B. 2023 Sewer System Improvements Project – Trenchless – Recommendation of Award to Standard Pipe Services, LLC

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Director of Engineering to execute Contract Documents with 2023 Sewer System Improvements Project – Trenchless to Standard Pipe Services, LLC in the amount of \$1,943,215 and as outlined in Standard Pipe Services, LLC's bid documents, dated October 4, 2022, contingent upon PADEP approval of their DBE six good faith solicitation efforts. M/W/DBE Commitments: \$489,000 / 25.2% WBE. Funding Source: Wastewater #80800801-80100-00127 – Ww Sewer Rehab PENNVEST \$21M.

The Board unanimously approved Wastewater Item B.

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

C. Purchase of (G-84) 2022 Wheel Loader from Stephenson Equipment through COSTARS for the Wastewater Department

Motion: The Board authorizes the Director of Operations to procure one 2022 JCB Model 437ZX Wheel Loader (G-84) with (G-49) 2017 JCB Wheel Loader as-is trade-in from Stephenson Equipment, Inc. in the amount of \$124,900 through COSTARS. Funding Source: Wastewater #80800804-80400-00442 – Model 437HT Wheel Loader.

The Board unanimously approved Wastewater Item C.

Stormwater

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

A. Resolution No. 2022-046 – Joint Pollutant Reduction Plan – Intergovernmental Cooperation Agreement – Task Order 2021-01 – Stonebridge Project – Amendment No. 1

Motion: The Board adopt Resolution No. 2022-046 authorizing the Chairperson and Secretary to execute Task Order 2021-01 Amendment No. 1 for Reconciliation & Monitoring under the Intergovernmental Cooperation Agreement for a total contribution of \$84,573.86 and \$7,000 toward the project. The cost for implementation associated with this BMP Projects shall be shared pursuant to the allocation provided in Task Order 2021-01 Amendment No 1 (CRW - \$13,527.01; Lower Paxton Township - \$48,220; Susquehanna Township - \$22,826.85 and CRW - \$1,120; Lower Paxton Township - \$3,990; Susquehanna Township - \$1,890). Funding Source: Stormwater #90800801-80100-00091 – Paxton Crk TMDL Joint PRP MS4.

Mr. Kurowski wanted it noted for the minutes that out of the \$84,573.86, CRW's portion is only \$13,527.01 and of the \$7,000, CRW's portion is only \$1,120. This shows how a collaborative effort between the three municipalities achieves the end goal with substantial savings to all three municipalities.

The Board unanimously adopted Stormwater Item A.

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

B. Change Order No. 1 with Shiloh Paving & Excavating, Inc. – Bellevue Park Ponds SW Retrofit GSI Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Shiloh Paving & Excavating, Inc. with no increase to the contract value and an increase of 241 days to the contract time. M/W/DBE Commitment: N/A. Funding Source: Stormwater #90800801-80100-00108 – SW Pond Retrofit Bellevue Park GSI.

The Board unanimously approved Stormwater Item B.

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

C. Change Order No. 1 with Rogele, Inc. – Camp Curtin YMCA GSI Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Rogele, Inc. with no increase to the contract value and an increase of 241 days to the contract time. M/W/DBE Commitment: N/A. Funding Source: Stormwater #90800801-80100-00087 – Sw Camp Curtin Big Green Block GSI.

The Board unanimously approved Stormwater Item C.

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

D. Authorization to Open Bank Account at First National Bank

Motion: The Board authorizes the respective officers' execution of the Bank Resolution and Signature Cards to open the bank account with First National Bank, titled CRW Stormwater Money Market, effective October 26, 2022.

The Board unanimously approved Stormwater Item D.

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

Karen Balaban (City Resident) asked two questions of the Board for clarification: 1) Who is authorized to sign on the new Stormwater bank account being authorized with First National Bank, and how many people are required to sign on the account? **Answer:** Chief Executive Officer, Chief Financial Officer, Chairperson, Treasurer and Secretary-Treasurer. CRW requires two signers on transactions. 2) Why was there an extension of 241 days for the change orders for Stormwater Items B. and C.? **Answer:** All work has been completed, with the exception of landscaping which has been deferred until Spring of 2023 when plants will have more success for survival.

Ms. Balaban thanked the Board for clarification. She stated she was very pleased to see how CRW's Board was operated and to see the M/W/DBE participation levels that are itemized on your projects.

X. Board Member Comments

Mr. Enders provided the comments listed below.

- He is surprised to see the number of people who are physically coming into CRW's office to handle their payments through the walk-in or drive-thru, while still handling the volume of calls coming into Customer Service on a monthly basis.
- As a resident that uses the walking and running paths along Front Street, he noted that the upcoming Front Street Interceptor project is a 111-year-old interceptor that is being structurally rehabilitated as part of CRW's partial consent decree and aiding in the reduction of CSO volumes. This project is funded through PENNVEST, and the project is 2.7 miles from Seneca Street to I-83. He has asked and it has been confirmed that CRW's project will not interfere with 2022 Fall race seasons or biking or walking activities along Front Street. There should be minimal disruption to the public.
- He also wanted to note some of the additional delays relating to the change orders for Stormwater Items B. and C. related to landscaping being delayed until Spring of 2023, however, the other modification was to allow for the safe relocation of wildlife in the Bellevue Park ponds. Neighbors were concerned about the wildlife in the area, not specifically the snapping turtles, but the relocation of the other wildlife.

Ms. Skotedis provided the comments listed below.

- As we round out the third quarter of 2022, CRW has experienced a lot of change over the past year, CRW will be entering a challenging time with the budget process. In the past, she has accounted for how much time she has spent on the budget process. She recalls spending approximately 200+ hours in reviewing various drafts of budgets.
- Both she and Marc Kurowski also would have equally spent that much time since they both sit on the Budget and Finance Committee. She wanted to note that it is an incredible amount of time for a volunteer commitment to understand all of the budget process and what goes into the rate setting process that our ratepayers are paying, but she stated that if the Board members have invested that much time, CRW's staff has invested ten times that much time in preparing multiple versions of the budgets in order to meet, sharpening numbers, and all in a very tight timeline.
- So as the Board sits here tonight and the meetings have already begun within the departments, she wanted to thank everyone involved in the budget process. We will have a difficult year as CRW sees the non-residential consumption numbers decline, operating costs increase, inflation of up to eight (8%) percent, commitment made to CRW's Partial Consent Decree, projects within the Long-Term Control Plan and other necessary costs CRW will have. CRW's 2023 Budget will certainly be challenging. The complexity of CRW's budget is intense. Thank you for to all who are involved in this process.

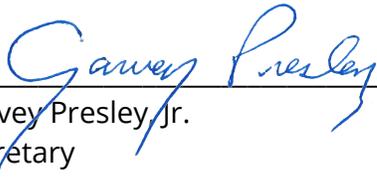
Mr. Kurowski provided the comments listed below.

- Thank you to everyone involved in the budget process as well. He has full faith and confidence CRW's staff to make the right decisions, but the decisions are going to be hard. This Board labors hard over whether rate increases must occur.
- Stay tuned to the meetings in November for the budget process. Presentation of the 2023 Budgets begin November 22, 2022 at 5:00 PM and approval of the 2023 Budgets at the Special Meeting scheduled for November 30, 2022 at 6:00 PM.

XI. Adjournment

A motion was made by Ms. Skotedis, seconded by Mr. Enders, for the Board to adjourn the meeting at 7:56 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary

From: Crystal A. Skotedis <cskotedis@cpabr.com>
Sent: Wednesday, October 26, 2022 7:11 PM
To: Karen McKillip
Cc: Scott Wyland
Subject: Notice of Vote Abstention

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 be abstaining from deliberating and voting with respect to the bid award for **“2023 Sewer System Improvements Project – Excavation – Recommendation of Award to Farhat Excavating, LLC”** because my firm has a professional relationship with one of the project bidders. Thank you.

Respectfully submitted,
Crystal

Crystal A. Skotedis, CPA, CFE | Principal



B&R Boyer & Ritter LLC
Certified Public Accountants and Consultants
FOCUSED ON YOUR FUTURE