

**Regular Meeting (Conducted In-Person and via GoToMeeting)**

In Person Attendance:

Board:

Andrew M Enders, Vice Chairperson  
Garvey Presley, Jr., Secretary  
Karen M. Balaban, Treasurer

Staff:

Charlotte Katzenmoyer, Chief Executive Officer  
Douglas E. Keith, Chief Financial Officer  
David W. Stewart, P.E., Chief Technical Officer  
Tanya Dierolf, Chief Strategy Officer  
Jess Rosentel, Chief Operations Officer - Wastewater  
Chad Bingaman, Chief Operations Officer - Drinking Water  
Julie Peters, Vice President of Finance  
Colleen Boeckelmann, Executive Assistant  
Regina Gail Malloy, Executive Assistant  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist

General Counsel:

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

Others:

Scott Boeckelmann  
Krista Peters (Howard Hanna)  
Nasser Al Bader (Cosmos Technology Inc.)  
Dean Foote, P.E. (RK&K, LLP)

Virtual Attendance:

Board:

Nathan W. Davidson, Assistant Secretary/Treasurer

Staff:

Jeffrey Bowra, P.E., Vice President of Engineering  
Sheri Berilla, Asset Manager  
Raymond Hoke, Wastewater Operations Supervisor  
Jarvis Brown, Diversity Program Manager  
Sean Sauro, Community Outreach Specialist  
Rebecca Laufer, External Affairs Manager

Others:

Edward Ellinger, P.E. (HRG Engineering, Inc.)  
Matt Crow, P.E. (Hazen and Sawyer)  
Sarah Folk Ehrman, EIT (Gannett Fleming)

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

The meeting was called to order by Vice Chairperson Enders at 6:14 p.m.

Vice Chairperson Enders stated that three Board members were present in person, Mr. Davidson is participating virtually, and Mr. Kurowski is excused as he is on vacation.

General housekeeping items were addressed by the vice 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 p.m. today. The vice chairperson reported that CRW did not receive any public comments, therefore, no comments were read into the record.

The vice chairperson advised that the meeting was being recorded and will be posted on CRW's website at [capitalregionwater.com](http://capitalregionwater.com) on Thursday, May 25, 2023.

## **II. Vice Chairperson's Announcements**

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:30 p.m. 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, June 28, 2023, at 6:00 p.m. and will be held in-person and virtually.

## **III. Committee Reports**

**Budget and Finance:** Mr. Keith reported that the committee met on May 17, 2023, and highlighted items listed below.

- Julie Peters, Vice President of Finance, provided an update on CRW's financial dashboard.
- Proposals were requested for a three-year period for preparation of the Consulting Engineers' Annual Reports (CEARS) for Drinking Water and Wastewater. After vetting, the recommendation is to award a three-year contract to Gannett Fleming, Inc.

- CRW's Investment Policy hasn't been updated since 2016. The proposed Investment Policy now fully aligns with Act 10 of 2016, as well as the Municipal Authorities Act.
- A Memorandum of Understanding (MOU) regarding the Intermunicipal Agreement between CRW and its suburban partners was discussed. A draft of the Memorandum of Understanding is currently being circulated amongst the suburban partners. Once the suburban partners have vetted the MOU and provided their comments, the MOU will be provided to CRW's general counsel for final review.
- The 2022 audit is on time and CRW is currently waiting to receive information from the City of Harrisburg and the Pennsylvania Municipal Retirement System (PMRS).
- Accounts receivable and collection efforts were discussed.
- CRW's accounts receivable balance through April was up \$139K to \$8.9M.
- Mr. Enders stated that the Financial Dashboard chart that is provided to the Board members provides a very clear picture of CRW's accounts receivable status. He suggested that Mr. Keith may want to share the chart during Mr. Keith's summary at Board meetings in the future.
- Mr. Enders questioned whether CRW's finance team has comfort levels with its current banking institutions regarding FDIC limits, etc. Mr. Keith stated CRW has a great working relationship with First National Bank (FNB) and Bank of New York as CRW's Trustee and PLIGIT. CRW's funds are scattered within these three reputable organizations. CRW's investments are all collateralized, and he doesn't have any concerns with our current relationships.
- Mr. Enders asked if CRW's deposits were shared amongst the three institutions, or if CRW subscribes to this type of service to provide assurances on the \$250,000 FDIC limit. Ms. Peters stated CRW doesn't follow the FDIC guidelines as our investments are required to be collateralized as a municipal authority, and we are required to report on a monthly and quarterly basis that shows how many assets are collateralized. Mr. Enders thanked the staff for their explanation.
- Mr. Enders questioned whether the updated proposed Investment Policy mirrors current industry standards with similar organizations? Mr. Keith stated the updated Investment Policy will be in line with current regulations.

There were no further questions or comments from the Board.

**Personnel and Shared Services:** Mr. Presley reported the committee meeting was held on May 9, 2023, and highlighted items listed below.

- IT issues were discussed and penetration testing continues to be performed.
- An emergency plan for cyber-attacks was discussed.

- Customer Service Updates:
  - There were 1,741 calls received with an average talk time of 3:55 minutes.
  - Everbridge notices went out regarding CRW's hydrant flushing, which caused additional calls to come into the Customer Service Center.
  - There were 3,768 credit card transactions in April totaling \$649,597.61.
  - There were 203 MoneyGram payments in April totaling \$27,039.16.
  - There were 436 combined drive-thru and walk-in payments in April. Total year-to-date activity is 1,528.
- Customer Assistance Program: There were 116 applications approved in April with eight applications pending review. An additional 10 applications remain to be reviewed from 2022.
- Total combined assistance of customer service to date totals \$34,153.22.
- Three new employees were hired this month, Dustin Rogers, Regina Gail Malloy (who is here tonight in person) and Cj Rosa. Currently there are five open positions that are accessible on the website at <https://capitalregionwater.com/about/careers/>.
- The Drug & Alcohol Policy was discussed, which is expected to be updated at the June Board meeting.
- Employee wellness was also discussed. CRW will receive a wellness grant from Benecon so meetings to discuss how to use the grant funds will be established.
- Management titles are being changed. No pay increases, just a change in titles. The following titles will now be reflected for future management positions:
  - Director of Engineering to Chief Technical Officer.
  - Director of Operations to Chief Operations Officer - Wastewater.
  - Superintendent of Drinking Water Operations to Chief Operations Officer - Drinking Water.
  - Director of Strategic Initiatives to Chief Strategy Officer.
  - Director of Shared Services to Chief Administrative Officer.
  - Human Resources Manager to Vice President of Human Resources.
  - Risk Manager and Safety Officer to Vice President of Compliance.
  - Controller to Vice President of Finance.
  - Lead Engineer to Vice President of Engineering.
  - All Administrative managers/supervisors will be Managers.
  - All Operations managers/supervisors will be Supervisors.

There were no questions or comments from the Board.

**Operations and Engineering:** Mr. Presley reported the committee meeting was held on May 10, 2023, and highlighted the items listed below.

- All task and change orders, including procurement items on tonight's agenda were vetted.
- A PADEP inspection was conducted at the Water Services Center in April. There were no violations.
- The automated meter infrastructure (AMI) project is still on schedule. This project will be bid by the end of May with bid openings in June. The project is expected to be awarded in July.
- Rehabilitation of the Front Street Interceptor Phase 1 is complete. The contractor is currently disassembling and will begin mobilizing north of Forster on Front Street as soon as clearance is received from the City. The area is expected to be clear prior to the Memorial Day weekend activities at Riverfront Park.
- On May 2, 2023, CRW received a Notice of Violation (NOV) during the Rehabilitation of the Front Street Interceptor Phase 1 project. The areas were properly remediated, and the issues were reported to PADEP.
- Discussions continue with UGI Energy Services for an energy recovery improvement project at the Advanced Wastewater Treatment Facility. CRW anticipates \$1M in revenue/savings due to this project.
- CRW is looking to pilot a new project utilizing artificial intelligence (AI) with robots to survey some of our sewer mains. This is expected to cost CRW \$9,600/year. This is not to replace CCTV services already performed by CRW staff, but to add to our current services. After the pilot program, recommendations will be made to CRW.

There were no questions or comments from the Board.

**Legal and Risk Management:** Mr. Enders reported the committee meeting was held on May 4, 2023, and highlighted items listed below.

- A presentation was provided on per-and polyfluoroalkyl substance chemicals (PFAS) which have the potential to do environmental damage to CRW's infrastructure.
- Ms. Gonzalez-Siegel provided a new format for tracking CRW's insurance claims.
- Mr. Enders reminded the public that CRW wants and needs to be made aware if you have a sewer backup in your property. Residents should have things stored in basements off the ground to avoid problems as we begin to enter the summer weather season and possible potential heavy rains.
- He reminded the public that in order to be in compliance with our Consent Decree, this is why we are investing so much on our infrastructure to handle these types of issues. CRW tracks problem areas, but we have no control over the weather, just how we manage the impact.

- Stormwater fee updates were discussed.
- General Counsel provided updates to the committee regarding any pending litigation.

There were no questions or comments from the Board.

**Public Outreach and M/W/DBE:** Mr. Enders reported the committee meeting was held on May 11, 2023, and highlighted items listed below. Mr. Enders stated that he was absent but reported from the minutes on behalf of Mr. Davidson who was present at the meeting.

- Since Jarvis Brown was absent, there was no update on the M/W/DBE program, however, a report was provided to the committee members.
- Community Outreach updates were provided by Ms. Dierolf. Several litter clean-up events were held, and all events are outlined in the monthly Management Report that is provided on our website.
- Six courtesy notifications were issued regarding capital improvement projects.
- Two boil water advisories were issued that impacted approximately 25 customers.
- Ten Everbridge alerts were issued regarding boil water advisories and CRW's hydrant flushing project. If you haven't signed up for Everbridge notifications, you can do so by visiting our website at [Updates and Alerts](#).
- 2023 DeHart Day has been scheduled for June 10, 2023 (rain date is June 11, 2023). See our website to register in advance.

There were no questions or 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 provided the following additions to that report.

- Ms. Katzenmoyer announced Sean Sauro is being recognized as the May Employee of the Month. Additional employees that were nominated for this award in April were:
  - Mister Pitts and Mike Gonzalez (Maintenance Workers - Wastewater department)
  - Karen McKillip, Archivist (Shared Services)
  - Tammie Sheaffer, Office Manager (Shared Services)
- Mr. Bingaman presented the Pie Award to the following employees: Aviane Chase, Cody Trostle-Weber and Jarrett Brown (Drinking Water department), as they were part of the DeHart screen cleaning team cleaning the intake tower screens at DeHart on a cold morning on May 21, 2023.

- Ms. Katzenmoyer continued with an update on the Front Street Interceptor Rehabilitation project update:
  - Insituform has completed all CIPP lining and subsequent grouting work on the lower section of the project below Forster Street.
  - Insituform is currently dismantling and remobilizing the bypass operations and is focused on completing clean-up of the Arts Fest area (Market Street to Forster Street) first, then moving out from there. All clean-up work in Riverfront Park will be completed before Friday to enable the city to set up for the Memorial Day 55<sup>th</sup> annual Arts Fest.
  - They are sodding the summer concert series area and will be focused on ensuring establishment of the new turf. The first concert in Riverfront Park is scheduled for July 14<sup>th</sup>.
  - There is no change to the schedule for work on the upper section – active lining should resume in late June.
- Ms. Katzenmoyer reminded the public of a rare opportunity to tour the DeHart Dam on Saturday, June 10<sup>th</sup>. The DeHart Reservoir is the source of our drinking water. Participants will learn all about the drinking water process and take in the beauty of Clarks Valley while lending a helping hand to protect our source from litter. Please visit [capitalregionwater.com](https://capitalregionwater.com) for details and to register. Tools and lunch provided. T-shirts will be provided to early registrants.
- Ms. Katzenmoyer recognized Colleen Boeckelmann who has served as the CEO's executive assistant and assisted the senior leadership team for the last six and a half years.
- Ms. Katzenmoyer presented Colleen with a Certificate of Recognition and then introduced Regina Gail Malloy as Colleen's replacement.
- Board members personally congratulated Colleen for all of her work here at CRW and welcomed Regina Gail Malloy.

There were no questions or comments from the Board.

## **V. Minutes of Previous Meeting**

A motion was made by Ms. Balaban, seconded by Mr. Presley, that the Minutes of the April 26, 2023, Regular Meeting be entered into the record as presented.

The Board unanimously approved the Minutes.

- VI. **Modifications or Deletions to the Agenda** – None.
- VII. **Public Comment - Agenda and Non-Agenda (3 Minutes)** – None.
- VIII. **Old/New Business**

### **Administrative**

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

**A. Resolution No. 2023-009 - Investment Policy, Effective May 24, 2023**

**Motion:** The Board adopts Resolution No. 2023-009 to approve the Investment Policy, effective May 24, 2023.

The Board unanimously adopted Administrative Item A.

### **Drinking Water**

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

**A. Task Order 2023-01-02: Engineering Services for AM Roadmap FY2023 Data Maintenance with Brown and Caldwell – Amendment No. 1**

**Motion:** The Board authorizes the Director of Engineering to execute amended Task Order 2023-01-02 with Brown and Caldwell, as outlined in Brown and Caldwell's Proposal, dated May 4, 2023, in an amount not to exceed \$21,382. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60504541-54104 – Wtr Engineering Services and Wastewater #80504541-54104 – Ww Engineering Services.

Upon inquiry, Mr. Stewart stated that CRW's Asset Management Program didn't exist for years. The approval of these additional services from Brown and Caldwell will eliminate the backlog of information from capital projects in the years 2019 to 2020 for the collection system. Moving forward, this type of information is now being required from the contractors on capital projects electronically to assist CRW in meeting our goals.

The Board unanimously approved Drinking Water Item A.



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

**B. Task Order 2023-10-01: Engineering Services for Consulting Engineer's Annual Reports for Water and Wastewater for FYs 2023, 2024 and 2025 with Gannett Fleming, Inc.**

**Motion:** The Board authorizes the Chief Financial Officer to execute Task Order 2023-10-01 with Gannett Fleming, Inc., as outlined in Gannett Fleming, Inc.'s Proposal, dated April 27, 2023, in an amount not to exceed \$100,000. M/W/DBE Commitment: \$0.00 / 0.00% M/W/DBE. Funding Sources: One-third of the proposed total will be split equally each fiscal year: Water #60504541-54106 – Wtr Rate Study and CEAR Fees and Wastewater #80504541-54106 – Ww Rate Study and CEAR Fees.

The Board unanimously approved Drinking Water Item B.

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

**C. Change Order No. 1 with Wexcon, Inc. - 2022 Water System Improvements Project**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 1 with Wexcon, Inc. in the amount of \$0.00 and an increase of 107 days to the contract time. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00226 – Water System Improvements (PV).

The Board unanimously approved Drinking Water Item C.

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

**D. Change Order No. 3 (Final) with Shiloh Paving & Excavating, Inc. - 2022 Street Restoration Project**

**Motion:** The Board authorizes the Director of Engineering to execute Change Order No. 3 with Shiloh Paving & Excavating, Inc. in the decrease amount of \$836.50 and no change to the contract time. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800803-80300-00310 – City Street Restorations and Wastewater #80800803-80300-00310 - City Street Restorations.

The Board unanimously approved Drinking Water Item D.

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

**E. Project Number 2023 - 201 - Basin Perimeter Safety Speed-Rail® Railing System from G. R. Sponaugle**

**Motion:** The Board authorizes the Director of Operations to award Project Number 2023 - 201 – Basin Perimeter Safety Speed-Rail® Railing System for the Water Services Center to G. R. Sponaugle, and to execute the Agreement in the amount not to exceed \$162,105. Bids and notifications for M/W/DBE were solicited via the PennBid system. There were no M/W/DBE commitments returned at the time of the award. Funding Source: Water #60800803-80300-00342 – Treatment Basins Railings/Platforms.

The Board unanimously approved Drinking Water Item E.

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

**F. Project Number 2023 - 202 - Filter Building Window Glass Replacement from Hershocks, Inc.**

**Motion:** The Board authorizes the Director of Operations to award Project Number 2023 - 202 – Filter Building Window Glass Replacement for the Water Services Center to Hershocks, Inc., and to execute the Agreement in the amount not to exceed \$74,924.18. Bids and notifications for M/W/DBE were solicited via the PennBid system. There were no M/W/DBE commitments returned at the time of the award. Funding Source: Water #60800803-80300-00362 – Filter Plant Windows.

The Board unanimously approved Drinking Water Item F.

**IX. Public Comments - Non-Agenda Items (3 Minutes) – None.**

**X. Board Member Comments**

Ms. Balaban stated that she had the opportunity to tour both of CRW's facilities since the last meeting. She now has a greater appreciation for CRW's team in the way of courtesy, friendliness, etc. It takes a special person to do this type of work and she applauds all of CRW's staff for the work they do.

Ms. Balaban stated she attended a presentation with Claire Maulhardt on Sunday, May 21<sup>st</sup> when CRW received an award for the preservation of the ponds that were renovated in Bellevue Park. Originally the group didn't think CRW could preserve the integrity of their project, but this was quickly dispelled, and they were very thankful they were able to do something they otherwise would not have been able to do. She was happy to represent CRW at this event.

Mr. Presley agrees with Ms. Balaban's comments. CRW is lucky to have the staff we have, and while Colleen has since left the meeting, he wished her well in her retirement. She will be missed.

Mr. Presley also thanked CRW's Community Ambassadors for all of their volunteer assistance they provide and congratulated fellow Board member Nathan Davidson who recently became a father with the birth of his daughter, Ella, who was born on Mother's Day. This will be your first official Father's Day.

Mr. Enders also congratulated Colleen for her work and her husband Scott for being in attendance to support her. He welcomed Regina Gail Malloy.

Mr. Enders reminded the public that if they haven't seen it yet, take time to visit the backside of the Harrisburg Camp Curtin YMCA to see the big green wall. This is a magnificent project to be enjoyed for many years to come. This is in a part of Harrisburg that is being revitalized and CRW is excited to be a part of it.

Recently, Mr. Enders heard from a group of people running in the Halfity Half Run who were complaining about the work on Riverfront Park and whether the work would be cleaned up in time for the Harrisburg Arts Fest. Since they didn't know of his CRW affiliation, he happily informed them of CRW's involvement during their four-mile run. He thanked all CRW's staff who assisted in meeting milestones to be respectful of the City's event over the Memorial Day Holiday.

Mr. Davidson announced that he and his wife welcomed their daughter, Ella, on Mother's Day 2023.



**XI. Adjournment**

A motion was made by Mr. Presley, seconded by Ms. Balaban, for the Board to adjourn the meeting at 7:28 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER

A handwritten signature in blue ink that reads "Garvey Presley, Jr." is written over a horizontal line.

Garvey Presley, Jr.  
Secretary