

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

In Person Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson  
Andrew M Enders, Vice Chairperson  
Garvey Presley, Jr., Secretary  
Karen M. Balaban, Treasurer  
Nathan W. Davidson, Assistant Secretary/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  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist

General Counsel:

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

Virtual Attendance:

Staff:

Julie Peters, Vice President of Finance  
Sheri Berilla, Asset Manager  
Raymond Hoke, Wastewater Operations Supervisor  
Jarvis Brown, Diversity Program Manager

Others:

Caleb Krauter, P.E. (HRG Engineering, Inc.)  
Jeff Thompson, P.E. (WRA)

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

The meeting was called to order by Chairperson Kurowski at 6:03 p.m.

Chairperson Kurowski stated that all five Board members were 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 p.m. today. 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](http://capitalregionwater.com) on Thursday, July 27, 2023.

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

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:00 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, August 23, 2023, at 6:00 p.m. and will be held in-person and virtually.

## **III. Committee Reports**

**Budget and Finance:** Mr. Kurowski reported the committee meeting was held on July 20, 2023, and requested Mr. Keith provide the financial update.

- Mr. Keith provided the financial update for CRW through June.
- He reported CRW is receiving favorable interest earnings on investments in 2023.
- Mr. Keith shared a chart on CRW's accounts receivable balance, showing CRW's accounts receivable balance as of June 30, 2023, was \$8,547,000.
- Mr. Kurowski reported the committee vetted the 2023 Capital Improvement Budget process with the Finance Department.
- Also discussed and on the board agenda is the 2004 RACP Grant Agreement ME 300-286 on behalf of Harrisburg University whereby CRW (as the authorized conduit grantee) is being requested by the Commonwealth's Office of Budget to provide authorization to extend the term of the 2004 Grant Agreement for an additional year until September 30, 2024. Harrisburg University is required to provide a Scope of Work for the remaining \$2.8M in funds that remain on this Grant.
- Authorization to close bank accounts no longer needed at First National Bank was discussed and is on the agenda for board consideration.
- Also discussed and on the board agenda is a Joint Stipulation Agreement with federal and state agencies to amend the modification to the Partial Consent Decree, as CRW is being requested to use the newest guidance to prepare the Financial Capability Assessment related to our Long Term Control Plan.

- The chairperson reported that the 2022 Audit is nearing completion. Representatives from Maher Duessel, CRW's auditor, will be at the August Budget and Finance Committee meeting to provide a presentation on the 2022 Audit, and will be in attendance at the August 23, 2023, Board meeting to present the audit findings to the public.

Mr. Enders stated that the Federal Reserve Board increased interest rates today. He questioned whether Mr. Keith had any concerns and whether any action was needed by CRW. Mr. Keith reported CRW has two Certificates of Deposits that are coming up for renewal. The Finance team will monitor this issue.

There were no further questions or comments from the Board.

**Personnel and Shared Services:** Mr. Presley reported the committee meeting was held on July 11, 2023, and highlighted items listed below.

- IT issues were discussed, and penetration testing continues.
- Mrs. Bethel-Miller reported Customer Service updates as follows:
  - There were approximately 2,000 calls received in June (200 more calls than May). It is believed that the increase in calls was due to extra service termination notices issued in June. The average talk time was one minute four seconds. She stated Customer Service Representatives (CSRs) are the ones that handle calls, as well as walk-in and drive-thru customers, so with the increase in call volumes, CSR call times were taking a little longer. While customers may think that the cashiers are the ones who handle walk-in and drive-thru customers, it is the Customer Service Representatives that are answering phones that also handle walk-in and drive-thru customers. She commended the Customer Service Center for doing a great job.
  - There were 235 drive-thru customers and 239 walk-in customers in June.
  - There were 4,158 credit card transactions in June (an increase over May) which is attributable to the service termination notices.
  - There were 215 MoneyGram payments in June.
- Customer Assistance Program: There were 168 approved applications with 27 LIHWAP applications being reviewed for the month of June. As of July 10, 2023, LIHWAP reopened a short 30-day period until August 11, 2023, when customers could seek assistance. CRW's Customer Service Center encourages its customers to reach out for LIHWAP funding and included a flyer along with all delinquent letters, in addition to sending the flyer out to all customers announcing the reopening of LIHWAP. Customer Service Representatives are available if you want to take advantage of how to apply for LIHWAP assistance.

- Total combined assistance of customer service to date totals nearly \$52,000, made up of \$32,500 for CRW's internal Customer Assistance Program, LIHWAP in the amount of \$2,100 and PAHAV Program \$17,200 (which is currently paused as they catch up on previously submitted applications). CRW is hopeful these numbers will increase as applications are processed.
- There were no new hires, resignations, separations, or retirements in June.
- Open positions are posted at <https://capitalregionwater.com/about/careers/>.
- Mr. Presley reported D. (Tom) Bernstein has been conducting training certification classes to assist other CRW employees working through their coursework in order to obtain their PADEP operator certification license. Mr. Presley commended Mr. Bernstein and the other employees who attended the course. This is a difficult course with Mr. Presley stating he's sure Mr. Bernstein's co-workers appreciated the assistance.
- Human Resources provided updates on grievances.
- Human Resources continues to review the Drug & Alcohol Policy with legal counsel.
- The Employee Engagement Committee has chosen to spend the \$5,000 wellness grant received from Capital Blue Cross on (1) lunch and learn sessions; (2) healthy snacks and drinks for employees; and (3) additional gym equipment for the first floor fitness center.
- Karen Balaban will be organizing a hike on the Appalachian Trail for CREW members that will kick off the September Walk Challenge.
- PTO adjustments were discussed for the Senior Leadership Team. There are no budgetary adjustments required.
- Mr. Presley announced Brenda Rohrer, Administrative Assistant (Wastewater Department) is recognized as the July Employee of the Month. Rebecca Laufer, External Affairs Manager (Strategic Initiatives) was also nominated.

There were no questions or comments from the Board.

**Operations and Engineering:** Mr. Kurowski reported the committee meeting was held on July 13, 2023, and highlighted the items listed below.

- All task and change orders, including procurement items on tonight's agenda were vetted.
- Task Order 2023-13-01 was discussed related to Engineering Services with HRG Inc. for the PennDOT I-83 Expansion (Contract 2). CRW will share costs on this project with PennDOT. The total cost is \$378,600 with estimated out-of-pocket expenses by CRW coming in just under \$100,000 due to the 75% cost sharing with PennDOT.
- The AWTF Primary Digester Rehabilitation Project was discussed and on the agenda is Change Order No. 8 with I.B. Abel related to delay costs for Eastern Environmental Company. The total cost for the change order is \$24,924.79 and covers the period from July 2021 through March 2023.

- The Advanced Metering Infrastructure (AMI) Upgrade project bid results were presented to the committee. CRW will be replacing 19,000 water meters and transmitters over a three-year period beginning in the Fall of 2023 through the Fall of 2026. The committee recommends the award to the lowest bidder, Rio Supply, Inc. of PA.
- Project Number 2023 - 208 a/k/a Plumbers Maintenance Contract (Trenchless) bid results were presented to the committee. Rejection of the bids were discussed. This contract would authorize CRW to provide the option for the contractor to make repairs to our customers' water service lines and sewer laterals on an emergency basis. The bids came in much higher. The committee recommends rejecting all bids received on July 6, 2023, and for CRW to rebid the project.
- Task Order 2023-15-01 - GIS Support Services with EBA Engineering, Inc. was vetted and recommended to be awarded.
- Final Change Orders for the GSI Camp Curtin YMCA project with Rogele, and the Bellevue Park Pond stormwater project with Shiloh Paving & Excavating were vetted and recommended for approval by the committee.

There were no questions or comments from the Board.

**Legal and Risk Management:** Mr. Enders reported the committee meeting was held on July 6, 2023, and highlighted items listed below.

- Ms. Gonzalez-Siegel provided an update on insurance claims.
- There was no update on the stormwater fee issue with the Commonwealth, and claims involving third parties were provided by general counsel.
- On-going discussions regarding the Uptown Partners and Governor's Square matter that Mr. Keith referenced earlier regarding outstanding accounts receivables was discussed. CRW's goal is to be a good partner for the tenants that live in those buildings, and to not be an impediment to a future owner in order to rehabilitate these buildings.
- Ms. Gonzalez-Siegel identified a Medical Response Action Plan to replace Automatic External Defibrillators (AEDs) throughout CRW. Her recommendation is to obtain mobile AEDs that will be able to provide service to all employees at job sites, whether they are out in the field or in an office building. She is currently researching whether there are any grants to facilitate this acquisition.
- The committee was updated on CRW's anonymous compliance help line previously known as the Red Flag Reporting. Ms. Gonzalez-Siegel will be working on dashboard reports for the Board.

There were no questions or comments from the Board.

**Public Outreach and M/W/DBE:** Mr. Enders reported the committee meeting was held on July 19, 2023, and highlighted items listed below.

- Mr. Enders reported the committee spent considerable time discussing the new advanced meter reading system (AMI upgrade). Jarvis Brown gave a very detailed report on the project regarding the difference of the bids received. Mr. Enders stated that Mr. Brown has had a series of conversations with Rio Supply Inc. of PA, and CRW acknowledges Rio Supply's willingness to engage in CRW's M/W/DBE Program. Upon further investigation by Mr. Brown, the committee recommends the award of the contract for the advanced meter reading system be awarded tonight to Rio Supply Inc. of PA.
- The committee was updated on the 2022 Street Restoration project. Discussions centered around the change in the contractor during the 2022 Street Restoration project. The new contractor had taken additional steps to further engage M/W/DBE certified contractors and ultimately the project ended with 18.2% participation which is a 2.4% increase of M/W/DBE participation over the originally awarded contract. CRW's decision to replace the contractor mid-project turned out very well.
- The committee was updated on the Water Services Center Flocculator project. The contractor's participation level was at 1.8% and the project didn't have a lot of room for further participation. Mr. Enders points this out because some projects are so specialized there is little to no room for vendors to seek participation. While 1.8% is not where CRW wants to be on any project, it is better than no participation.
- Through the second quarter of 2023, CRW had 168 approved applications through its Customer Assistance Program totaling \$32,500. Mr. Enders asked staff if all applications that have been received to date have been approved. Ms. Dierolf stated that CRW has not rejected any applications received, however there are applications still pending authorization. Mr. Enders stated CRW's staff is processing these applications to get them approved ASAP. It is a testament that CRW's Customer Assistance Program is working. If customers have questions, they should contact the Customer Service Center at 888-510-0606.
- CRW staff provided educational and water services at the recent Harrisburg Mile which was sponsored by the Harrisburg YMCA and the Harrisburg City Parks Program. Staff will also have educational activities at National Night Out on August 1st.

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.

- **Front Street Interceptor Project - Phase 2:** (Insituform) Cured-in-place pipe (CIPP) lining continues. Insituform is scheduled to resume lining of the Front Street Interceptor next week. It will take approximately through August to complete the lining process.
- **Cameron Street Water Main Rehabilitation Project - Phase 4:** (Dewcon) This project is scheduled to mobilize next week. Initial construction activities associated with the establishment of the temporary bypass system and excavation work for cross-street and hydrant tie-in continues. Lining work is scheduled to begin late September. The contract runs through the summer of 2024.
- We also have three active infrastructure rehabilitation contracts in construction, all of which will be completed with final restoration this year.
  - **2022 Water System Improvements:** (Wexcon) This project is approximately two-thirds complete with all work in the South Allison Hill area, wrapping up work in Evergreen Street, then on to Nectarine Alley, projecting completion by September.
  - **2023 Sewer System Improvements - Excavation:** (Farhat) The contractor is completing pipe replacement work throughout the City, with 15<sup>th</sup> Street, Seneca Street and Forster Streets remaining, projecting completion by the end of November.
  - **2023 Sewer System improvements - Trenchless:** (Standard Pipe Services, LLC) Lining in Sycamore Street was completed last week. Working on Seneca Street into next week, then a few more sites (including 15<sup>th</sup> Street and Forster Streets) wrapping up by October.
- Without urging, D. Tom Bernstein took the initiative to run weekly operator certification classes to help fellow employees obtain their PADEP licenses and further their career. Nearly 20 employees attended these classes. With certification exams finally being offered in June and July. To date, nine employees have passed their exams and several more are scheduled to sit for exams in the near future. Congratulations to everyone for passing their certification exams!

| <b>Employee's Name</b> | <b>Exam</b>   |
|------------------------|---|
| Ronald Grove           | Subclass 1 – Activated Sludge   |
| Jasper Campana         | Subclass 1 – Activated Sludge   |
| David Toth             | Class A – General Knowledge   |
| Kevin Martin           | Subclass 4 – Collection Systems   |
| Trevor Thompson        | Subclass 4 – Collection Systems   |
| Melvin Thompson        | Subclass 4 – Collection Systems   |
| Densin Wilson          | Subclass 4 – Collection Systems   |
| Cody Howe              | Subclass 4 – Collection Systems   |
| D. Tom Bernstein       | Wastewater Subclass 3 – Treatment Ponds and Lagoons, Water Subclasses 6 – Membrane Filtration, 7 – Corrosion Control, and 8 – Chemical Addition |

There were no questions or comments from the Board.

**V. Minutes of Previous Meeting**

A motion was made by Mr. Enders, seconded by Mr. Presley, that the Minutes of the June 28, 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. Kurowski, seconded by Mr. Presley, that the following item be approved, Administrative Item A.

**A. RACP Grant Agreement ME 300-286 - Harrisburg University**

**Motion:** The Board authorizes the Chief Financial Officer to execute a letter to request a one-year extension to the RACP Grant Agreement ME 300-286 to allow Harrisburg University the opportunity to draw down the remaining Grant funds. M/W/DBE Commitment: N/A. Funding Source: N/A.

The Board unanimously approved Administrative Item A.

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

**B. Authorization to Close Bank Accounts at First National Bank**

**Motion:** The Board authorizes the Chief Financial Officer to close the three legacy First National Bank (FNB) bank accounts, identified as Water Operating Reserve Account #536036841, Water Contingency Account #536036866, and Water Contingency Subaccount #537070328, and to transfer the balances to the Water Revenue Account also held at First National Bank. Funding Source: N/A.

The Board unanimously approved Administrative Item B.



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

**C. Joint Stipulation Among Parties to Proposed Modification to Partial Consent Decree**

**Motion:** The Board authorizes Fred Andes, Esquire, to sign the Joint Stipulation to the Modification to the Partial Consent Decree on behalf of Capital Region Water. There are no budgetary implications relating to the Joint Stipulation. Funding Source: N/A.

The Board unanimously approved Administrative Item C.

**Drinking Water**

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

**A. Task Order 2023-15-01 - Engineering Services for GIS Support with EBA Engineering, Inc.**

**Motion:** The Board authorizes the Chief Technical Officer to execute Task Order 2023-15-01 with EBA Engineering Inc., as outlined in EBA Engineering Inc.'s Proposal, dated July 3, 2023, in an amount not to exceed \$2,000. M/W/DBE Commitment: \$2,000 / 100.00% M/W/DBE. Funding Source: Split 50/50 Water #60504541-54104 - Wtr Engineering Services and Wastewater #80504541-54104 - WW Engineering.

The Board unanimously approved Drinking Water Item A.

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

**B. Advanced Metering Infrastructure Upgrade Project - Recommendation of Award to Rio Supply Inc. of PA**

**Motion:** The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Technical Officer to execute Contract Documents for the Advanced Metering Infrastructure Upgrade project to RIO Supply Inc. of PA in the amount of \$6,713,506.77 and as outlined in RIO Supply Inc. of PA's bid documents, dated July 6, 2023. M/W/DBE Commitments: \$6,240 / 0.09% MBE. Funding Source: Water #60800801-80100-00229 - Wtr Meter Network Conversion PENNVEST (PV) and Susquehanna River Basin Commission - Consumptive Use Mitigation Grant (\$250,000).

Mr. Enders stated for the record, this is a three year project to replace 19,000 water meters, and that Jarvis Brown will continue to follow-up with the contractor regarding M/W/DBE participation. It was also pointed out that this project is being funded with a low-interest PENNVEST loan.

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. Task Order 2023-13-01 - Engineering Services for PennDOT I-83 Expansion Project (Contract 2) with HRG, Inc.**

**Motion:** The Board authorizes the Chief Technical Officer to execute Task Order 2023-13-01 with Herbert, Rowland & Grubic, Inc., as outlined in HRG, Inc.'s Proposal, dated July 7, 2023, in an amount not to exceed \$378,600. M/W/DBE Commitment: \$62,441 / 16.5% MBE and \$12,840 / 3.4 % WBE. Wastewater #80800801-80100 00118 – Ww PennDOT I-83 Expansion.

Mr. Enders stated the documentation provided to the Board indicated that reimbursement is exclusive of any "betterments or improvements". He asked who has the final say whether the work being performed is a "betterment or improvement", is it CRW or PennDOT? Mr. Stewart stated CRW is relocating our existing infrastructure to avoid conflicts with PennDOT's facilities. In previous phases of the expansion project, CRW made betterments. However, CRW is not making any betterments on this phase of the expansion project.

The Board unanimously approved Wastewater Item A.

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

**B. Change Order No. 8 (Contract No. 3) with I.B. Abel - AWTF Primary Digester Rehabilitation Project**

**Motion:** The Board authorizes the Chief Technical Officer to execute Change Order No. 8 with I.B. Abel, Inc. in the amount of \$23,194.66 and no change to the contract times. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

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. Project Number 2023 - 208 - Maintenance Contract for Sewer Line Rehabilitation - Recommendation to Reject Bids**

**Motion:** The Board authorizes the Chief Technical Officer to reject all bids received on July 6, 2023, for Project Number 2023 - 208 - Maintenance Contract for Sewer Line Rehabilitation project. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80610641-64103 - Ww Service Line Repair.

The Board unanimously approved Wastewater Item C.

**Stormwater**

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

**A. Change Order No. 2 with Shiloh Paving & Excavating, Inc. - Bellevue Park Ponds SW Retrofit GSI Project**

**Motion:** The Board authorizes the Chief Technical Officer to execute Change Order No. 2 with Shiloh Paving & Excavating, Inc. with an increase to the contract value of \$26,770.29 and no days to the contract time. M/W/DBE Commitment: \$4,341 /16.2% MBE. Funding Source: Stormwater #90800801-80100-00108 – SW Pond Retrofit Bellevue Park GSI.

The Board unanimously approved Stormwater Item A.

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

**B. Change Order No. 2 with Rogele, Inc. - Camp Curtin YMCA GSI Project**

**Motion:** The Board authorizes the Chief Technical Officer to execute Change Order No. 2 with Rogele, Inc. with a decrease to the contract value of \$116,751.91 and no days added 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 B.

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

**X. Board Member Comments**

Mr. Enders recently attended the latest Employee Appreciation event (ice cream truck and dunk tank) held on July 20, 2023. He and Marc Kurowski both volunteered to be in the dunk tank and was happy to see fellow Board members, Nate Davidson and Karen Balaban also present. The event was well attended and was enjoyed by all. He also commended Tanya Dierolf for dunking him upon his taunting comment "I hate Harrisburg". For the record, he does love Harrisburg and Rebecca Laufer also got it on video, so it was well-played.

Mr. Enders also stated that the first concert event was held by the Harrisburg University Concert Series, and he congratulated CRW and Insituform on keeping to their commitment, allowing the first concert held in River Front Park to take place. CRW continues to be a good partner within the community.

Mr. Davidson thanked everyone for congratulating him and his wife Katyln for the birth of his first child/daughter, Ella. Mom and baby are doing well, and he is enjoying this time with his family.

Mr. Presley congratulated Brenda Rohrer for being voted Employee of the Month and for all that she does for CRW.

Mr. Presley thanked everyone for their support of the vendors at the Broad Street Market due to the recent fire. CRW will do whatever we can to support the rehabilitation of this historic market.

He also congratulated his oldest daughter, Marla, who recently received her doctorate's degree in education which is why he wasn't in attendance for the recent Employee Appreciation event. She is the last of his five children that now has her degree.

Ms. Balaban thanked the staff for including the Board at the recent Employee Appreciation event. She appreciates the opportunity to meet additional CRW staff. The morale and enthusiasm amongst the staff is seen throughout the organization. CRW is a positive work place.

Mr. Kurowski, no comments.



# MINUTES

## Regular Meeting

July 26, 2023, at 6:00 p.m.

Page 13 of 13

### XI. Adjournment

A motion was made by Mr. Presley, seconded by Mr. Davidson, for the Board to adjourn the meeting at 7:08 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER

A handwritten signature in blue ink that reads "Garvey Presley". The signature is written in a cursive style and is positioned above a horizontal line.

Garvey Presley, Jr.  
Secretary