

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

II. Chairperson's Announcements

- A.** An executive session under Section 708(a) of the Sunshine Act is scheduled for 5:00 p.m. to discuss personnel matters and potential claims against Capital Region Water with General Counsel.
- B.** The presentation of the 2024 Budgets was held on November 15, 2023, at 5:00 p.m. in-person and virtually.
- C.** Today's regular meeting was advertised in accordance with the Sunshine Act.
- D.** The next regular meeting is scheduled for Wednesday, December 20, 2023, at 6:00 p.m. and will be held in-person and virtually.
- E.** All 2024 Regular Meetings were advertised in accordance with the Sunshine Act.
- F.** Capital Region Water's Regular Meetings for 2024 will be held at 6:00 p.m. on the following dates:

January 24	July 24
February 28	August 28
March 27	September 25
April 24	October 23
May 22	November 26
June 26	December 18

Notice of these 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.

III. Committee Reports

- Budget and Finance
- Personnel and Shared Services
- Operations and Engineering
- Legal and Risk Management
- Public Outreach and M/W/DBE

IV. Management Report

V. Minutes of Previous Meetings - October 25, 2023, Regular Meeting

VI. Modifications or Deletions to the Agenda

Remove motion under Wastewater Item C:

C. [Resolution No. 2023-043 - Authorization of Official Designees to Apply for DCED Local Share Assessment Funding Through the Commonwealth Financing Authority for the AWTF Energy Improvements Project](#)

Motion: The Board adopts Resolution No. 2023-043 that authorizes the application for funding from the Commonwealth Financing Authority, and that the Chief Financial Officer and/or Chief Executive Officer are authorized as its official designees to execute all documents and agreements between Capital Region Water and the Commonwealth Financing Authority to assist in obtaining the requested grant.

VII. Public Comment - Agenda Items (3 Minutes)

VIII. Old/New Business

Administrative

A. [Resolution No. 2023-035 – 2024 Administrative Budget](#)

Motion: The Board adopts Resolution No. 2023-035 which approves the 2024 Administrative Budget.

Drinking Water

A. Resolution No. 2023-036 – 2024 Drinking Water Budget

Motion: The Board adopts Resolution No. 2023-036 which approves the 2024 Drinking Water Budget.

B. Resolution No. 2023-037 - 2024 Drinking Water Rate Schedule

Motion: The Board adopts Resolution No. 2023-037 which approves the 2024 Drinking Water Rate Schedule, effective January 1, 2024.

C. Resolution No. 2023-038 – 2024 Rate Schedule for Tapping, Fire Line and Water Operational Fees, Effective January 1, 2024

Motion: The Board adopts Resolution No. 2023-038 which approves the 2024 Rate Schedule for Tapping, Fire Line and Water Operational Fees, effective January 1, 2024.

D. Change Order No. 1 (Final) with Rogele, Inc. - 2023 Street Restoration Project

Motion: The Board authorizes the Chief Technical Officer to execute Change Order No. 1 with Rogele, Inc. in the amount of \$73,111.49 and 7 day increase to the contract times. 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.

E. Procurement of Zinc Orthophosphate (SLI-321L) from Shannon Chemical Corporation, a Sole Source Provider

Motion: The Board authorizes the Chief Operations Officer – Drinking Water to procure SLI-321L proprietary liquid Zinc Orthophosphate from Shannon Chemical Corporation, a sole source provider, in the amount of \$77,046.48. Funding Source: Drinking Water #60231513-51301 – Water Treatment Chemicals.

F. Procurement of Sludge Removal from Back Wash Tank from Wind River Environmental dba Kline's Services through COSTARS

Motion: The Board authorizes the Chief Operations Officer – Drinking Water to procure the sludge removal from the Backwash Tank from Wind River Environmental dba Kline's Services in the amount of \$28,460 through COSTARS. Funding Source: Drinking Water #60231514-51407 - Wtr Debris Removal.

G. Timber Product Harvest/Sale Extension Agreement with All Terrain Logging, LLC

Motion: The Board authorizes the Chief Strategy Officer to execute an Extension Agreement to the Timber Product Harvest/Sale Agreement with All Terrain Logging, LLC for harvest and sale of wood products within Management Units 20/34/36/37 of the DeHart Property. The Extension Agreement would extend the Agreement for an additional 18-month period through June 30, 2025, unless otherwise terminated or extended by the parties. Funding Source: Water #60000455-45520 – Wtr Timber Income.

Wastewater

A. Resolution No. 2023-039 – 2024 Wastewater Budget

Motion: The Board adopts Resolution No. 2023-039 which approves the 2024 Wastewater Budget.

B. Resolution No. 2023-040 – 2024 Wastewater Rate Schedule, Effective January 1, 2024

Motion: The Board adopts Resolution No. 2023-040 which approves the 2024 Wastewater Rate Schedule, effective January 1, 2024.

C. Task Order 2023-05-02: Engineering Services for 2024 Water and Sewer Maintenance Contracts (IDIQ) with HRG Engineering, Inc.

Motion: The Board authorizes the Chief Technical Officer to execute Task Order 2023-05-02 with HRG Engineering, Inc., as outlined in HRG's Proposal, dated November 3, 2023, in an amount not to exceed \$399,800. M/W/DBE Commitment: \$72,580 / 18.2% MBE and \$20,000 / 5.0% WBE. Funding Source: Wastewater #80800801-80100-00026 – Collection System Rehab.

D. Change Order No. 2 with Insituform Technologies, LLC - Front Street Rehabilitation Phase 2 Project

Motion: The Board authorizes the Chief Technical Officer to execute Change Order No. 2 with Insituform Technologies, LLC in the amount of \$750,376.67 and an increase of fifty-two (52) days to the contract times. M/W/DBE Commitment: \$0.00 / 0.00%. Source: Wastewater #80800801-080100-00083 – Ww Front Street Interceptor Rehab Phase 2.

E. Procurement of Six (6) Replacement Overhead Garage Doors with Installation from Central State Door Service through COSTARS

Motion: The Board authorizes the Chief Operations Officer - Wastewater to procure six (6) overhead garage doors with installation from Central State Door Service in the amount of \$28,060.23 through COSTARS. Funding Source: Wastewater #80800801-80300-00317 - Ww Garage Door Replacements.

F. Engagement of Barnes and Thornburg as Special Legal Counsel for Environmental Matters

Motion: The Board authorizes the Chief Executive Officer to execute an Agreement with Barnes & Thornburg LLP, for the provision of Special Legal Counsel services for Environmental Matters within CRW's budget for legal expenses, based primarily on the rates set in Barnes & Thornburg LLP's Proposal, dated November 17, 2023. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80504541-54100 - Ww Legal Services.

Stormwater

A. Resolution No. 2023-041 – 2024 Stormwater Budget

Motion: The Board adopts Resolution No. 2023-041 which approves the 2024 Stormwater Budget.

B. Resolution No. 2023-042 – 2024 Stormwater Rate Schedule, Effective January 1, 2024

Motion: The Board adopts Resolution No. 2023-042 which approves the 2024 Stormwater Rate Schedule, effective January 1, 2024.

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

X. Board Member Comments

XI. Adjournment