



MINUTES

Regular Meeting

January 24, 2024, at 6:00 p.m.

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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
Nathan W. Davidson, Treasurer
Karen M. Balaban, Assistant Secretary/Treasurer

Staff:

Douglas E. Keith, Chief Financial Officer
Michelle Bethel-Miller, Chief Administrative Officer
Tanya Dierolf, Chief Strategy Officer
Jess Rosentel, Chief Operations Officer - Wastewater
Chad Bingaman, Chief Operations Officer - Drinking Water
Jeffrey Bowra, P.E., Vice President of Engineering
Claire Maulhardt, City Beautiful H2O Program Manager
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist

General Counsel:

Isaac Wakefield, Esquire (Salzmann Hughes, P.C.)

Others:

Zachary Khuri (Orrstown Bank)

Virtual Attendance:

Staff:

Charlotte A. Katzenmoyer, Chief Executive Officer
Julie Peters, Vice President of Finance
Sheri Berilla, Asset Manager
Jarvis Brown, Diversity Program Manager
Rebecca Laufer, External Affairs Manager
Bryon Maze, Procurement Manager

Others:

Caleb Krauter, P.E. (HRG Engineering, Inc.)
Sarah Folk, P.E. (Gannett Fleming)
Chuck Hauser (ARCADIS)
Jeff Thompson, P.E. (WRA)
Claude Phipps (Community Ambassador)

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

The meeting was called to order by Chairperson Kurowski at 6:08 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 on Wednesday, January 25, 2024.

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.** The December 20, 2023, regular monthly meeting was cancelled.
- C.** Today's regular meeting was advertised in accordance with the Sunshine Act.
- D.** The next regular meeting is scheduled for Wednesday, February 28, 2024, at 6:00 p.m. and will be held in-person and virtually.

III. Special Order of Business - Annual Meeting

Mr. Kurowski turned the meeting over to Mr. Wakefield for nominations and election of the 2024 officers. Mr. Wakefield stated the slate of officers for 2024 shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer and Assistant Secretary/Treasurer and opened the floor for nominations.

Mr. Presley nominated J. Marc Kurowski for the office of Chairperson. There being no further nominations, the nominations were closed. Mr. Wakefield called for the vote for J. Marc Kurowski as Chairperson.

A motion was made by Mr. Davidson, seconded by Mr. Presley, that J. Marc Kurowski be nominated as Chairperson for the calendar year 2024. The motion was approved by majority vote with Ms. Balaban abstaining.

Mr. Kurowski nominated Andrew M. Enders for the office of Vice-Chairperson. There being no further nominations, the nominations were closed. Mr. Wakefield called for the vote for Andrew M. Enders as Vice-Chairperson.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that Andrew M. Enders be nominated as Vice-Chairperson for the calendar year 2024. The motion was unanimously approved.

Mr. Kurowski nominated Garvey Presley for the office of Secretary. There being no further nominations, the nominations were closed. Mr. Wakefield called for the vote for Garvey Presley as Secretary.

A motion was made by Mr. Kurowski, seconded by Mr. Enders that Garvey Presley be nominated as Secretary for the calendar year 2024. The motion was unanimously approved.

Mr. Kurowski nominated Karen M. Balaban for the office of Treasurer. Ms. Balaban declined the nomination. Mr. Presley then nominated Nathan W. Davidson for the office of Treasurer. There being no further nominations, the nominations were closed. Mr. Wakefield called for the vote for Nathan W. Davidson as Treasurer.

A motion was made by Mr. Enders, seconded by Mr. Presley, that Nathan W. Davidson be nominated as Treasurer for the calendar year 2024. The motion was unanimously approved.

Mr. Kurowski nominated Karen Balaban for the office of Assistant Secretary/Treasurer. There being no further nominations, the nominations were closed. Mr. Wakefield called for the vote for Karen Balaban as Assistant Secretary/Treasurer.

A motion was made by Mr. Davidson, seconded by Mr. Kurowski, that Karen Balaban be nominated as Assistant Secretary-Treasurer for the calendar year 2024. The motion was unanimously approved.

Mr. Wakefield congratulated the Board members for their positions in 2024. Mr. Wakefield then turned the meeting back over to the chairperson, Mr. Kurowski.

IV. Committee Reports

Budget and Finance: Mr. Kurowski reported that the committee met on December 18, 2023, and on January 18, 2024. He requested Mr. Keith provide the financial update.

- Mr. Keith stated that CRW has not closed out the books for the calendar year 2023 yet, therefore he would not be presenting any financial reports at tonight's meeting. He reported that the past due balance for accounts receivable as of November 30, 2023, was \$8,942,000 and as of December 31, 2023, the accounts receivable past due balance was \$9,392,000. Once the books are closed, reports for 2023 will be provided.
- Mr. Kurowski reported that some of the following discussion topics are on the agenda for board approval and were vetted at the Budget and Finance Committee meetings.
- Increasing the Customer Assistance Program budget in 2024 to \$150 each for drinking water and wastewater.
- Change Order No. 2 – Salt Shed at the Water Services Center.
- Procurement of Soda Ash Light and the rejection of bids for Lime Slurry.
- 22nd and Kensington Street sewer collapse and recommendations for methods of repair and replacement funding.
- Sale of Renewable Energy Credits (RECs) at the AWTF (the contract was signed and requires ratification at the January Board meeting due to timing of the commitment).
- Execution of a Natural Gas Contract with NRG Business (the contract was signed and requires ratification at the January Board meeting due to timing of the commitment).
- Resolution with PENNVEST for CRW to apply for Stormwater Pro-Fi Financing.
- Engagement of Raftelis for a Financial Capability Assessment.
- Request by the Broad Street Market for a deferred payment plan on utility invoices.
- Updates on the status of two properties placed for sheriff sale and the status of those accounts for monies received by CRW.
- Update on the sale of Governor's Square.
- Notification regarding significant delays regarding the purchase of the Hydro-Excavator.

There were no questions or comments from the Board.

Personnel and Shared Services: Mr. Presley reported the committee met on December 12, 2023, and January 9, 2024, and highlighted items listed below.

- IT updates were provided by Mr. Czyzykowski.
- Procurement of Microsoft 365 Licenses was discussed and is on the agenda for board approval.
- Procurement of janitorial services for the Administrative Offices in 2024 was discussed and is on the agenda for board approval.
- Mrs. Bethel-Miller reported Customer Service updates on the items listed below.

- There were 1,393 calls handled in December. The average speed of answer was 17 seconds and average talk time was three minutes 22 seconds and an average handle time for total calls handled was three minutes 52 seconds.
- Total calls handled by Customer Service in 2023 total 21,352.
- Call volumes have decreased since CRW is in the moratorium period. Customers are not calling, and CSRs are also not making calls to schedule appointments for changing batteries since we are ramping up to start the advanced metering infrastructure upgrades. If customers call in because they have battery issues, CRW will respond to replace batteries.
- There were 4,126 credit card transactions in December, with a total of 48,762 credit card transactions totaling \$7.8M for 2023.
- There were 207 MoneyGram transactions In December, with 2,377 MoneyGram transactions totaling \$324,044.99 for 2023.
- There were 184 drive-thru customers and 152 walk-in customers for a total of 336 customers serviced in December. There have been 4,622 customers served via CRW's drive-thru and walk-in customers for 2023.
- The Customer Assistance Program update was provided. CRW has received 347 applications, 302 direct applications and 45 from Low Income Household Water Assistance Program (LIHWAP) applicants, for a total of \$67,000 given in assistance for 2023. There are currently 20 applications still being reviewed, but no applications have been rejected.
- During the budget process, Mrs. Bethel-Miller was requested to break down additional customer assistance that CRW provides for funding for drinking water service lines, wastewater lateral line and party line assistance. While these numbers are expected to change for YTD totals as CRW continues to finalize closing the books for 2023, she reported assistance has been provided in 2023 up to the date of reporting as follows:

○ Drinking Water Service Line Assistance	\$ 201,939.30
○ Wastewater Lateral Line Assistance	\$93,234.03
○ Party Line Assistance	\$950.00
○ CRW's Customer Assistance Program	<u>\$67,000.00</u>
Total CRW CAP assistance provided as of 12/31/2023	\$363,123.33

- Other Combined Customer Assistance received in 2023

○ Emergency Rental Assistance Program (ERAP)	\$.00
○ Lower Income Household Water Assistance Program (LIHWAP)	\$84,668.07
○ City of Harrisburg CARES (COH CARES)	\$12,345.78
○ Pennsylvania Homeowners Assistance Fund (PAHAF)	<u>\$46,243.94</u>
Total Other Combined Assistance	\$143,257.79

YTD Totals of funds provided to our customers in 2023: \$506,381.12

- Mr. Kurowski stated that is \$506,381.12 that CRW has made available to our customers through customer assistance programs, and the numbers will continue to climb once the LIHWAP funds are all properly allocated.
- Mr. Presley reported there were three new hires, one promotion and two separations in December.
- There are currently 14 open positions at CRW, and one position is on hold. Open positions are posted at <https://capitalregionwater.com/about/careers/>.
- An AFSCME grievance settlement agreement was vetted and is on the agenda for Board approval.
- Human Resources recently distributed the new Drug and Alcohol Policy and has conducted meetings with the staff at all facilities to address questions.
- Open enrollment for 2024 was finalized.
- Mr. Presley announced Ken Freysinger, Supervisor of Field Operations (Wastewater department) is recognized as the January Employee of the Month.
- Mrs. Bethel-Miller advised that a Pie Award was awarded to the Office Management Group (OMG) Team of Janice Miller-Zerbe, Tammie Sheaffer, Karen McKillip and Bob Lipscomb in December and they received their pies on January 22, 2024, for their effort and commitment that this team exhibits every day from Board meeting preparation, to making sure our second floor is presentable and inviting for the staff and to the public. They come together and work like a well-oiled machine behind the scenes every day and we appreciate all of you.
- Mr. Bingaman advised that a Pie Award was awarded to James Klahr, Oran Burns, Chris Welsh and Lewis Weaver in December and they received their pies on January 10, 2024, for the Susquehanna River Jar Test Team. These CReW members prioritized safety by performing jar testing of the Susquehanna River water during the November 2023 River Run and based on the results and findings, they proceeded to perform additional jar testing to fine tune chemical applications to determine the best course of treatment. Mr. Bingaman stated this involved blending of the water (25% River + 75% DeHart). The results were very successful.

There were no questions or comments from the Board.

Operations and Engineering: Mr. Kurowski reported the committee met on December 14, 2023, and on January 11, 2024, and highlighted the items listed below.

- The following task orders, change orders or bid awards, along with several others not listed below, were vetted and are on the board agenda for approval.
 - Procurement of Soda Ash Light from SAL Chemical and the rejection of bids for Lime Slurry.
 - Change Order No. 2 for the Salt Shed at the Water Services Center.
 - The procurement of ADS Level Sensors for the wastewater collection system.

- The Timber Product Harvest/Sale recommendation of award to J.L. Logging, LLC.
- Arsenal Boulevard Sewer Improvement Project recommendation of award to Ankiewicz Enterprises, Inc.
- AWTF Energy Recovery Improvements Project (both General and Electrical Construction) recommendation of award to G.M. McCrossin.
- Final Change Order No. 3 with Wexcon, Inc. on the 2022 Water System Improvements Project.
- Change Order No. 2 with Farhat Excavating, LLC on the 2023 Sewer System Improvements Project.
- Task Order 2023-12-02 for engineering services for the 2024 Sewer System Improvements Project with HRG Engineering.
- Task Order 2024-04-01 for engineering services for the Drinking Water Tank Inspection Services with Gannett Fleming.
- Task Order 2024-01-01 for engineering services for Asset Management Roadmap FY24, Phase 2 Activities with Brown and Caldwell.
- Task Order 2024-02-01 for engineering services for InfoAsset Planner Support Services FY24 with Brown and Caldwell.
- Task Order 2024-03-01 for professional services for GSI Surface Maintenance with AKRF.
- Resolution for approval of Stormwater Operation and Maintenance Agreement with TLC Corner Renewal, LP.
- Change Order No. 1 with Rogele, Inc. – Phase 4 PENNVEST Stormwater Pro-Fi Project.
- Sewer Maintenance Contract (IDIQ) Trenchless – Recommendation to Abel Recon, LLC.
- Engagement of Hammel Associates for design of the AWF Field Maintenance Building was discussed.
- The rebidding of the HVAC contract for the AWTF Energy Recovery Improvements Project was discussed since CRW did not receive any bids at the January 4, 2024, bid opening.
- An update on the Front Street Interceptor Project was provided.
- An update on the Bethel Village Sewer Extension /party line Issues a/k/a Snipe Alley was provided.
- An update on the AWTF Primary Digester Mixer Repairs was provided.
- Updates on the following stormwater projects were provided: Third and Wiconisco Street, Phase V at the Boys and Girls Club, 4th and Harris and 4th and Peffer Street projects.
- The Interconnection Agreement and Transaction Confirmation with UGI Energy Services was agreed that after the General and Electrical Construction contracts are awarded for the AWTF Energy Recovery Improvements Project the agreement the interconnection agreement can be executed.
- Updates were provided by Messrs. Rosentel and Bingaman on the Lime Slurry Project, Salt Shed at the Water Services Center, AWTF Primary Digester Mixer Repairs and the Draft NPDES Permit.

There were no questions or comments from the Board.

Legal and Risk Management: Mr. Enders reported the committee met December 7, 2023, and on January 4, 2024, and highlighted items listed below.

- Ms. Gonzalez-Siegel provided an update on insurance claims.
- An update was provided on legal matters related to stormwater fees.
- The status of the Pennsylvania Emergency Management Agency (PEMA) lease for the building on the Water Services Center grounds was discussed.
- The status on the Uptown Partners/Governor Square matter was discussed.
- The Enclave at Elmerston matter was discussed.
- A request for a Leak Adjustment Request by CSR was discussed.
- AFSCME grievance settlement agreement previously mentioned in the Personnel and Shared Services was discussed and vetted.
- Status of a Memorandum of Understanding (MOU) with the City of Harrisburg regarding the Broad Street Market was discussed.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the committee met December 13, 2023, and on January 17, 2024, and highlighted items listed below.

- Jarvis Brown reported on the final M/W/DBE participation numbers for the Bellevue Park Ponds project.
- Jarvis also provided explanations on the status of final participation numbers for the 2023 Sewer System Improvements Project.
- Bid evaluations were discussed regarding the Arsenal Boulevard Sewer Improvements Project, the AWTF Energy Recovery Improvement Project, both General and Electrical contracts, and that there were no bids received for the HVAC contract, which will be rebid.
- Mr. Brown also identified 2024 goals, including identifying additional certification agencies that CRW may capitalize on to include in our data base, and a review of the M/W/DBE Plan for any provisions that may need updated or revised.
- Customer Assistance Program updates were provided. There were 347 approved applications with 20 applications still under review. Mr. Enders expressed his happiness that CRW has not rejected any applications. He is excited to see the increase of customer assistance provided to our customers in 2023. This is a testament that our Customer Service team is doing a great job of referring our customers to this assistance program.
- Strategic Initiatives staff started utilizing a new reporting process for their work utilizing Cityworks, which includes their community outreach events.
- Strategic Initiatives staff and wastewater field staff have completed the installation of all Combined Sewer Overflow (CSO) signage per the Consent Decree. There are 58 outfalls and two emergency outfalls at pump stations. Each CSO has an asset ID and a small

warning placard, with some locations having additional signs. There are approximately 170 CSO signs/placards and 60 Stormwater Control Measure (SCM) signs in total. Now the team will begin the process of annual inspections of all the signs with the expectation of having all damage for repair/replacement to signage done within ninety (90) days after inspection in accordance with the Public Notification Plan.

- CRW utilizes Everbridge as our emergency alert system. Customers are encouraged to sign up for this alert notification that advises you when there are boil water advisories, water breaks, etc. Customers can elect to be notified by phone call, text, email, etc. Directions for signing up are available on our website at [Everbridge Emergency Alert](#).
- CRW will begin our Advanced Metering Infrastructure (AMI) project soon. All residential customers will be required to replace their water meter over the next three years. CRW will be sending out letters on joint letterhead (CRW and Lenegan Plumbing) with instructions on how to make an appointment to have your water meter replaced. This is an opportunity for all residential customers to schedule their appointment for the meter to be replaced, and at the same time complete their [Service Line Survey](#) as required by recent Lead & Copper Rule Revisions. . Customers are encouraged to schedule their appointment through Lenegan Plumbing and at the same time their water meter is replaced, the Service Line Survey will be completed for you. This information will be made available on CRW's website and will be sent out through social media so CRW customers are aware this is a legitimate request from CRW. Residential customers should know there is no option to opt out of this, and CRW thanks everyone in advance for your assistance. CRW requests that customers comply once they receive their letter requesting an appointment to avoid multiple attempts being made to reach you. This project will be rolled out in stages.
- Frequently Asked Questions regarding the AMI project will be made available on CRW's website.

There were no questions or further comments from the Board.

I. 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.

- 22nd and Kensington Street Sewer Collapse: Ms. Katzenmoyer announced that a community meeting has been scheduled for Wednesday, February 7, 2024, from 6:00 to 7:00 p.m. in the multi-purpose room of the Salvation Army, 506 South 29th Street, Harrisburg, PA to discuss the sewer collapse and to update the residents and to address questions. Door to door notifications, including social media will be provided to notify the public.
- She thanked Karen McKillip for handling responsibilities for Board Committee reports while the search for the new Executive Assistant position was completed.

- Ms. Katzenmoyer announced that Janine Schiffino has been hired as the new Executive Assistant and she will start on January 29, 2024. Ms. Schiffino will be introduced at the February Board meeting.
- Mr. Rosentel announced that reporting on the AWTF Waste Hauling Program has been a sore spot as revenues declined. Revenues had fallen short of what the AWTF was used to receiving (\$600,000 to \$700,000 range). AWTF staff took the initiative to focus on the Waste Hauling Program and made it their goal to increase revenues in 2023. The Waste Hauling Program is one of the largest sources of non-rate revenues. With the focus of several AWTF employees, they made a conscious effort to raise this non-rate revenue back to the \$700,000 range in 2023. By October 2023, the program approached \$1M in revenue, and by December 31, 2023, the revenue was \$1,003,000. AWTF personnel are very excited about being able to generate this additional non-rate revenue. CRW's Customer Assistance Program is funded by non-rate revenue. This revenue could not have been raised without the assistance of a large group of AWTF staff. Thanks was offered to Ray Hoke, Brian Hart, Brenda Rohrer and the other 15 employees that guided these vehicles in and out of the facility and managed the manifests. This was truly a team effort.

There were no questions or comments from the Board.

II. Minutes of Previous Meeting

A motion was made by Ms. Balaban, seconded by Mr. Enders, that the Minutes of the November 15, 2023, Special Meeting and the November 21, 2023, Regular Meeting be entered into the record as presented.

The Board unanimously approved the Minutes.

III. Modifications or Deletions to the Agenda - None.

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

V. Old/New Business

Administrative

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

A. Resolution No. 2024-001 – Establishment of 2024 Board Committees

Motion: The Board approves Resolution No. 2024-001, which establishes the 2024 Board Committees, and the Chairperson appoints Board members as follows:

- Budget and Finance Committee: J. Marc Kurowski and Karen M. Balaban.
- Personnel and Shared Services Committee: Garvey Presley and Karen M. Balaban.
- Operations and Engineering Committee: J. Marc Kurowski and Garvey Presley.
- Legal and Risk Management Committee: Andrew M. Enders, Nathan W. Davidson, and Capital Region Water’s General Counsel.
- Public Outreach and M/W/DBE Committee: Andrew M. Enders and Nathan W. Davidson.

The Board unanimously adopted Administrative Item A.

For the record, Mr. Kurowski stated there were no changes to Board appointments from 2023 to 2024 to the Board Committees.

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

B. Financial Capability Assessment – Raftelis

Motion: The Board authorizes the Chief Financial Officer to approve the engagement of Raftelis to update the FCA under the rate schedule provided in Raftelis’ Proposal, dated December 22, 2023, with an estimated cost of \$35,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80504541-54103 – Wastewater Financial Advisor Services.

The Board unanimously approved Administrative Item B.

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

C. Increase CAP Award

Motion: The Board authorizes the Chief Executive Officer to increase assistance to residential customers, effective January 1, 2024, to \$150 each for drinking water and wastewater charges. Funding Source: Water #60610641-64101 – Wtr Customer Assistance Program; and Wastewater #80610641-64101 – Ww Customer Assistance Program.

Mr. Davidson asked and for the record, it was noted that the Customer Assistance Program (CAP) was being increased from \$100 to \$150 each for drinking water and wastewater charges in 2024.

The Board unanimously approved Administrative Item C.

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

D. Ratification of Natural Gas Contract

Motion: The Board ratifies the Chief Executive Officer's execution of Natural Gas Transaction Confirmation and accompanying Commodity Master Agreement (CMA) with NRG Business Marketing LLC, and Direct Energy Business, LLC in the amount of \$0.410/CCF for the period January 1, 2024, to December 31, 2024. Funding Source: Admin #1010851-51403 - Admin Heat; Water #60231514-51403 - Wtr Treatment Heat; and Wastewater #80231514-51403 - Ww Treatment Heat.

The Board unanimously approved Administrative Item D.

A motion was made by Mr. Presley, seconded by Ms. Balaban, that the following item be approved, Administrative Item E.

E. 2024 Job Classification Study with NJ Hess Associates

Motion: The Board authorizes the Chief Executive Officer to accept the NJ Hess Associates Proposal, dated November 9, 2023, to conduct a Job Classification Study in the amount of \$27,520. M/W/DBE Commitment: \$27,520 / 100% WBE. Funding Source: Admin #10504541-54108 - Adm HR Professional Services.

The Board unanimously approved Administrative Item E.

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

F. Approval of AFSCME Grievance Settlement Agreement

Motion: The Board authorizes the Chief Executive Officer to execute the settlement agreement between AFSCME and Capital Region Water.

The Board unanimously approved Administrative Item F.

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

G. Procurement of PROJECT NUMBER 2023 – 211 for Janitorial Services from OCDee's Cleaning

Motion: The Board authorizes the Chief Administrative Officer's execution of the Agreement, PROJECT NUMBER 2023 – 211 – Janitorial Services for a fixed contract monthly cost of \$4,071.34 and a fixed contract annual cost of \$48,856.08 with OCDee's Cleaning for the Administrative Offices. Funding Source: Admin #10101521-52101 – Adm Maintenance Service Contracts. Notifications for M/W/DBE were solicited. There was one commitment returned. Bid #2 is a nationally certified WBE; however, Bid #2 was not the lowest bidder. M/W/DBE Commitment: \$0.00 / 0.00% WBE.

The Board unanimously approved Administrative Item G.

A motion was made by Mr. Presley, seconded by Ms. Balaban, that the following item be approved, Administrative Item H.

H. Procurement of Microsoft 365 from CDW Government through County Commissioners Association of Pennsylvania (PA CCAP)

Motion: The Board authorizes the Chief Administrative Officer to procure Microsoft 365 subscription-based licenses for applications and services from CDW Government through the PA CCAP Contract in the amount of \$85,288.20 for 36-months based on three (3) annual payments of \$28,429.40 per each 12-month licensing period. Funding Source: Admin #10101516 – 51600 Adm IT Computer Software; Water #60211516 – 51600 – Wtr IT Computer_Software; and Wastewater #80211516 51600 - Ww IT Computer Software.

The Board approved Administrative Item H. with Mr. Enders abstaining from the vote due to a potential conflict of interest (see Exhibit A).

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 2024-01-01: Engineering Services for AM Roadmap FY24, Phase 2 Activities with Brown and Caldwell

Motion: The Board authorizes the Chief Executive Officer to execute Task Order 2024-01-01 with Brown and Caldwell, as outlined in Brown and Caldwell's Proposal, January 5, 2024, in an amount not to exceed \$398,803. M/W/DBE

Commitment: \$71,000 / 18% WBE. Funding Source: Water #60504541-54104 - Wtr Engineering Services, Wastewater #80504541-54104 – Ww Engineering Services, and Stormwater #90504541-54101 – Sw Engineering Services.

The Board unanimously approved Drinking Water Item A.

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

B. Task Order 2024-02-01: Engineering Services for InfoAsset Planner Support Services FY 2024 with Brown and Caldwell

Motion: The Board authorizes the Chief Executive Officer to execute Task Order 2024-02-01 with Brown and Caldwell, as outlined in Brown and Caldwell's Proposal, January 3, 2024, in an amount not to exceed \$99,975. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: 49/38/13 Split, Water #60504541- 54104 – Wtr Engineering Services, Wastewater #80504541-54104 – Ww Engineering Services, and Stormwater #90504541-54101 – Sw Engineering Services.

The Board unanimously approved Drinking Water Item B.

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

C. Task Order 2024-04-01: Engineering Services for Drinking Water Tank Inspection Services with Gannett Fleming

Motion: The Board authorizes the Chief Executive Officer to execute Task Order 2024-04-01 with Gannett Fleming, as outlined in Gannett Fleming's Proposal, dated January 8, 2024, in an amount not to exceed \$46,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60504541-54104 – Engineering Services.

The Board unanimously approved Drinking Water Item C.

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

D. Change Order No. 2 for Cost Increase of Foundation Repairs of the Existing Salt Shed from Gordian/Lobar Associates through COSTARS

Motion: The Board ratifies the Chief Operations Officer – Drinking Water's execution of Change Order No. 2 in the amount of \$56,505.36 for Gordian/Lobar Associates, JOC Contract #: 2021JOCC-31 which increases the total amount of the contract to \$265,480.53 through COSTARS. Funding Source: Water #60800803-80300-00331 – WSC-Salt Shed Renovations.

The Board unanimously approved Drinking Water Item D.

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

E. Change Order No. 3 with Wexcon, Inc. - 2022 Water System Improvements Project

Motion: The Board authorizes the Chief Executive Officer to execute Change Order No. 3 with Wexcon, Inc. in a net decrease amount of \$6,923.05 and no change to the contract times. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Drinking Water #60800801-80100-00226 – Water System Improvements (PV).

The Board unanimously approved Drinking Water Item E.

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

F. Sewer & Water Maintenance Contract - Trenchless - Recommendation of Award to Abel Recon, LLC

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Executive Officer's execution of Contract Documents following receipt of insurance and bonds for the Sewer and Water Maintenance Contract – Trenchless to Abel Recon, LLC in the amount of \$949,050, as outlined in Abel Recon, LLC's bid documents, dated November 28, 2023. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00026 – Collection System Rehab.

The Board unanimously approved Drinking Water Item F.

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

G. Timber Product Harvest/Sale - Recommendation of Award

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Strategy Officer's execution of a Timber Product Harvest/Sale Agreement with J.L. Logging, LLC, Inc. following receipt of insurance, plans, and performance bond for the harvest and sale of wood products within Management Unit 12 of the DeHart Property as outlined in the J.L. Logging, LLC, Inc. Bid Form, dated January 4, 2024. Funding Source: Water #60000455-45520 – Wtr Timber Income.

Ms. Balaban asked if CRW's intention is to remove cut timber from the site compared to allowing cut timber to remain and potentially create a fire hazard. Ms. Dierolf stated that once the trees are cut, the hardwood and pulpwood are removed, and offered a reminder that a final site inspection is required as well as an acceptable Erosion & Sedimentation Control Plan prior to the start of any harvest.

The Board unanimously approved Drinking Water Item G.

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

H. PROJECT NUMBER 2023-214 - Water Treatment Chemicals - Ratification of Procurement of Soda Ash Light from SAL Chemical

Motion: The Board ratifies the Chief Operations Officer - Drinking Water award of PennBid Project Number 2023 - 214 - Water Treatment Chemicals to SAL Chemical for the procurement of Soda Ash and to execute the Agreement in the amount not to exceed \$188,760. 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 due to this being a product only bid. Funding Source: Water #60231513-51301 – Wtr Treatment Chemicals.

The Board unanimously approved Drinking Water Item H.

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

I. PROJECT NUMBER 2023-214 - Water Treatment Chemicals Rejection of Procurement for Hydrated Lime (Lime Slurry)

Motion: The Board authorizes the Chief Operations Officer, Drinking Water to reject PennBid Project Number 2023 – 214 – Water Treatment Chemicals bids received for hydrated lime (lime slurry).

The Board unanimously approved Drinking Water Item I.

Wastewater

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

A. Task Order 2023-12-02: Engineering Services for 2024 Sewer System Improvements with HRG

Motion: The Board authorizes the Chief Executive Officer to execute Task Order 2023-12-02 with Herbert, Rowland & Grubic, Inc., as outlined in HRG's Proposal, dated January 8, 2024, in an amount not to exceed \$74,900. M/W/DBE Commitment: \$68,800 / 91.9% WBE. Wastewater #80800801-80100 00133 – Ww Sewer PV \$21M – Phase 3.

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. 2 with Farhat Excavating, LLC - 2023 Sewer System Improvements Project

Motion: The Board authorizes the Chief Executive Officer to execute Change Order No. 2 with Farhat Excavating, LLC in a net decrease amount of \$76,019.09 and no change to the contract times. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00127 – Sewer Rehab PennVEST \$21M.

The Board unanimously approved Wastewater Item B.

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

C. Ratification of Renewable Energy Credits (RECs) Purchase and Sale Agreement with 3Degrees Group, Inc.

Motion: The Board ratifies the Chief Executive Officer's execution of the Renewable Energy Credit Purchase and Sale Agreement with 3Degrees Group, Inc., dated December 19, 2023. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Sewer Revenue Fund.

The Board unanimously approved Wastewater Item C.

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

D. Arsenal Boulevard Sewer Improvements Project - Recommendation of Award to Ankiewicz Enterprises, Inc.

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Executive Officer's execution of Contract Documents following receipt of insurance and bonds for the Arsenal Boulevard Sewer Improvements Project to Ankiewicz Enterprises, Inc. in the amount of \$2,102,205, as outlined in Ankiewicz Enterprises, Inc.'s Bid Documents, dated January 4, 2024. M/W/DBE Commitment: \$243,472.54 / 11.6% MBE and \$31,225 / 1.5% WBE. Funding Source: Wastewater #80800801-80100-00061 – Arsenal Boulevard Sewer Improvements.

The Board unanimously approved Wastewater Item D.

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

E. AWTF Energy Recovery Improvements Project – Recommendation of Award to GM McCrossin, Inc. (General Construction)

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Executive Officer's execution of Contract Documents following receipt of insurance and bonds for the AWTF Energy Recovery Improvements Project – General Construction Contract to G.M. McCrossin, Inc. in the amount of \$20,499,100 as outlined in G.M. McCrossin, Inc.'s Bid Documents, dated January 4, 2024. M/W/DBE Commitment: \$183,691.20 / 0.9% WBE and \$473,860.00 / 2.3% MBE. Total M/W/DBE Commitment: \$657,551.20 / 3.2% MBE and WBE. Funding Source: #80800801-80100-00023 – Ww Cogeneration Improvements Study.

The Board unanimously approved Wastewater Item E.

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

F. AWTF Energy Recovery Improvements Project – Recommendation of Award to GM McCrossin, Inc. (Electrical Construction)

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Executive Officer's execution of Contract Documents following receipt of insurance and bonds for the AWTF Energy Recovery Improvements Project – Electrical Construction Contract to G.M. McCrossin, Inc. in the amount of \$3,990,000 as outlined in G.M. McCrossin, Inc.'s Bid Documents, dated January 4, 2024. M/W/DBE

Commitment: \$605,720.00 / 15.2% MBE for generator and materials and \$363,120.00 / 9.1% WBE. Total M/W/DBE Commitment: \$968,840.00 / 24.3% MBE and WBE. Funding Source: #80800801-80100-00023- Ww Cogeneration Improvements Study.

The Board unanimously approved Wastewater Item F.

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

G. Procurement of Echo Level Sensors from ADS

Motion: The Board authorizes the Chief Operations Officer – Wastewater to procure ten (10) Echo Level Sensors and associated support from ADS, a sole source provider, in the amount of \$34,950. Funding Source: Wastewater: #80800803-80300-00387 – ADS Echo Level Sensors.

The Board unanimously approved Wastewater Item G.

Stormwater

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

A. Resolution No. 2024-002 – Stormwater Operation and Maintenance Agreement with TLC CORNER RENEWAL, LP

Motion: The Board adopts Resolution No. 2024-002 which authorizes the Chairperson and Secretary to execute the Operations and Maintenance Agreement for Stormwater Facilities and Best Management Practices with TLC Cornerstone Renewal, LP for the North 15th Street Project, in the City of Harrisburg, Dauphin County, Pennsylvania. Funding Source: N/A.

The Board unanimously adopted Stormwater Item A.

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

B. Resolution No. 2024-003 – Application to PENNVEST for Stormwater System Capital Improvement Projects

Motion: The Board adopts Resolution No. 2024-003 which authorizes the Chief Executive Officer, and/or the Chief Financial Officer ("Authorized Officers") to execute all certifications and documentation required in connection with the PENNVEST Programmatic Financing (Pro-Fi) Financial Assistance Application and award in the amount of \$13,300,000 for Stormwater Capital Improvement Projects between the application submission date and final loan closeout; and are also authorized to enter into a PENNVEST Loan Agreement (and related documentation) for the Stormwater System Improvements 2024 Pro-Fi Projects.

Mr. Davidson stated that PENNVEST is a great resource for municipal authorities due to the low interest rate and is happy to see CRW taking advantage of this opportunity.

The Board unanimously adopted Stormwater Item B.

Due to the absence of Mr. Stewart, Stormwater Item C was amended from the floor to change the authorization from the Chief Technical Officer to the Chief Executive Officer.

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

C. Task Order 2024-03-01: Engineering Services for 2024 GSI Operation & Maintenance with AKRF

Motion: The Board authorizes the Chief Executive Officer to execute Task Order 2024-03-01 with AKRF, as outlined in AKRF's Proposal, dated January 11, 2024, in an amount not to exceed \$276,000. M/W/DBE Commitment: \$200,000 / 72.5% MBE. Funding Source: Stormwater #90251521-52104 – Sw Contracted Maintenance-GSI.

The Board unanimously approved Stormwater Item C.

At approximately 8:00 p.m. CRW experienced technical difficulties in streaming the meeting and virtual participants lost audio and visual connection. Upon the advice of General Counsel, the meeting continued since the agenda had been previously advertised and posted in accordance with the Sunshine Law. The video of the meeting was uploaded to CRW's website the next day, January 25, 2024.

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

D. Change Order No. 1 with Rogele, Inc. – Phase 4 PENNVEST SW Pro-Fi Project

Motion: The Board authorizes the Chief Executive Officer to execute Change Order No. 1 with Rogele, Inc. with a decrease of \$28,039.52 to the contract value and 0 days to the contract time. M/W/DBE Commitment: N/A. Funding Source: Stormwater #90800801-80100-00124 – Sw PENNVEST Pro-Fi Phase 4.

The Board unanimously approved Stormwater Item D.

VI. Public Comments - Non-Agenda Items (3 Minutes) None.

VII. Board Member Comments

Ms. Balaban – no comments.

Mr. Presley congratulated the Human Resources staff for all the work that they are doing.

Mr. Davidson – no comments.

Mr. Enders – no comments.

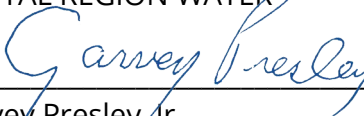
Mr. Kurowski – no comments.

VIII. Adjournment

A motion was made by Mr. Davidson, seconded by Mr. Enders, for the Board to adjourn the meeting at 8:05 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary

From: [Andrew Enders](#)
To: [Karen McKillip](#)
Cc: [Marc Kurowski](#); [Charlotte Katzenmoyer](#); [Scott Wyland](#)
Subject: Notice of Abstention
Date: Wednesday, January 24, 2024 4:32:50 PM

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:

Out an abundance of caution, I will abstain from voting on Administrative Item H. Procurement of Microsoft 365 from CDW Government through County Commissioners Association of Pennsylvania (PA CCAP). CCAP is a client of Enders and I personally providing insurance and risk management services to this client, including Cyber Liability, Data Breach Liability and Professional Liability that could have intersection with CRW acquisition of these products.

Andy

Andrew M. Enders, Esq.
President & General Counsel

ENDERS

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Harrisburg, PA 17112

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m: 
endersinsurance.com

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Exhibit "A"