



MINUTES

Regular Meeting

September 25, 2024, at 6:00 p.m.
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Regular Meeting (Conducted In-Person and via GoToMeeting)

In Person Attendance:

Board:

Andrew M Enders, Vice Chairperson and Secretary
Karen M. Balaban, Assistant Secretary/Treasurer
Nathan W. Davidson, Treasurer

Absent:

J. Marc Kurowski, Chairperson

Staff:

Charlotte A. Katzenmoyer, Chief Executive Officer
Julie Peters, Vice President, Finance
David W. Stewart, P.E., Chief Technical Officer
Jeffrey Bowra, P.E., Vice President, Engineering
Michelle Bethel-Miller, Chief Administrative Officer
Tanya Dierolf, Chief Strategy Officer
Claire Maulhardt, City Beautiful H2O Program Manager
Karen McKillip, Archivist (Recorder)
Tammie Sheaffer, Office Manager

General Counsel:

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

Others:

Holly Douglas (Cosmos Technologies, Inc.)

Virtual Attendance:

Staff:

Colin Cash, P.E., Project Manager/Design Engineer
Bryon Maze, Procurement Manager
Sheri Berilla, Asset Manager

Others:

Jennifer CruverKibi, CPA (Maher Duessel)
Caleb Krauter, P.E. (HRG Engineering, Inc.)
Taslim Hossain (HRG Engineering, Inc.)
Matt Crow, P.E. (Black & Veatch)
Jeff Thompson, P.E. (WRA)
Sarah Folk, P.E. (Gannett Fleming)
Claude Phipps (Community Ambassador)

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

The meeting was called to order by Vice Chairperson Enders at 6:07 p.m.

Mr. Enders stated three Board members were present in person and Mr. Kurowski previously advised he would be out of town and was excused from the meeting.

General housekeeping items were addressed by Mr. Enders 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 full first and last 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. prior to the meeting. Mr. Enders reported that CRW did not receive any public comments, therefore, no comments were read into the record.

Mr. Enders advised that the meeting was being recorded and will be posted on CRW's website at capitalregionwater.com on Thursday, September 26, 2024.

II. Vice 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.** This regular meeting was advertised in accordance with the Sunshine Act.
- C.** The next regular meeting is scheduled for Wednesday, October 23, 2024, at 6:00 p.m. and will be held in-person and virtually.

III. Presentation of CRW's 2023 Audit Results by Maher Duessel (Jennifer CruverKibi) (6:11 – 6:18 p.m.)

Ms. CruverKibi stated a detailed presentation of the 2023 Financial Statement was previously provided to the Budget and Finance Committee on September 18, 2024. It was noted that CRW's 2023 Audit had no significant issues to report as of December 31, 2023. After the presentation of the 2023 Audit, the floor was opened for questions and answers. There were no questions.

Mr. Enders thanked CRW's management staff and the firm of Maher Duessel for completing CRW's 2023 Audit on time. Ms. Peters stated that this is a team goal to get everything done on time. The next step is for CRW to post our audited financial statement on the Electronic Municipal Market Access (EMMA) portal which is part of CRW's compliance under the

respective Trust Indentures and to distribute them, as needed. Upon inquiry by Ms. Balaban, Ms. Peters stated CRW is not required to vote on the approval of the 2023 Financial Statement.

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 updates.

Kensington Street Sewer Repair:

- Lining of the upstream and downstream manholes is complete.
- USG (the manhole lining subcontractor) must return for one day next week, after paving, to seal inside the top of the manholes. This will be completed in one day and there should be no loss of parking.
- All bypass pumps and associated piping have been removed.
- Sidewalk and curb restorations are complete. Final street restoration/paving began on this date and will be complete by Friday, September 27, 2024, weather dependent.
- The last item is 2-3 days of landscaping work that will begin Monday, September 30, 2024. This includes seeding and replanting of trees coordinated with the city's arborist.

She thanked the Strategic Initiatives and Engineering department teams for their commitment to managing an extremely challenging project, and for keeping neighbors informed. The two teams involved were:

Strategic Initiatives Team

Sean Sauro
Cj McDougald
Rebecca Laufer

Engineering Department Team

Jeff Bowra
Matt Chisnell
Micaela Swart

Water Quality Modeling Report with Geosyntec Consultants: In February, the Board authorized additional funds for our consultant, Geosyntec, to perform additional stream sampling related to the Water Quality Model Report effort. After the Geosyntec team was able to collect the data for the two calibration events the week of August 5, 2024 (yes, there have been no qualifying rain events from February to August 2024), they began coordination with the CDM Smith team to run the hydrologic and hydraulic (H&H) model and develop simulation results for the two events. Geosyntec hopes to have the water quality model calibration work completed in a few weeks and will be ready to discuss the model calibration and alternatives scenario results with our team in October.

Update on the Partial Consent Decree requirements related to the Long-term Control Plan. CRW has received comments from the agencies on CRW's Alternatives Analysis Report. We are preparing responses to the agencies' comments. But I can share some good news regarding the alternative that CRW selected in the report. Quoting from USEPA's comment letter:

"Section 7.2, beginning page 202 – This section presents CRW's logic process in selecting MTA-6 – maximizing conveyance and treatment, as CRW's preferred alternative. The Agency concurs with this process and the selection of MTA-6 as the preferred alternative. From USEPA's perspective, the key advantages of MTA-6 are:

- The increase in water quality benefits achieved through improved CSO capture versus MTA-4B.
- Reduction in the number of remote storage and other facilities to be maintained versus MTA-4B.
- Placing the wet-weather treatment facility adjacent to the AWTF to facilitate operation.
- Potential for future increases in conveyance/treatment capacity."

We are encouraged that the agencies concur with our selected alternative.

We are still waiting for comments on the submitted Financial Capability Assessment (FCA) Report. The agencies have requested additional financial information, which we have submitted.

Lead and Copper Rule (LCR) is the National Primary Drinking Water Regulation first promulgated in 1991 that requires actions by public water systems to reduce levels of lead and copper in drinking water. On January 15, 2021, the USEPA promulgated the Lead and Copper Rule Revisions (LCRR), and the deadline for water systems to comply with these revised requirements is October 16, 2024. This compliance date includes a requirement for submission of the initial service line inventory to the state (PADEP) and requirements for notification of service line material by November 15, 2024.

As of today, CRW has tested the submission of all 22,015 records through PADEP's portal and that submission had no errors. This is a major accomplishment since their portal has been riddled with errors to be able to receive significant data uploads.

Our next step is to finalize a cover letter and send final tables of the lead service line inventory to PADEP which will be our official "initial" submittal.

We may amend the inventory as we gain more clarity on those listed in our inventory as “unknown status” for the private service line material due to insufficient records on these lines that CRW does not own, and CRW is not alone in this dilemma. Many utilities are facing the same issues. In fact, we were selected by USEPA to work with their team of consultants through a technical assistance grant to develop documents to advance Harrisburg’s compliance with the Lead and Copper Rule Revisions and ultimately work toward the goal of replacing 100 percent of lead and galvanized steel service lines throughout CRW’s service area.

Another requirement of the LCRR is that by November 15, 2024, we must deliver notifications to all customers with a lead, galvanized requiring replacement (GRR), or an unknown status service line. This will be a major undertaking as our list in two of the three categories is extensive. We are also preparing a public facing map, similar to the stormwater fee finder map, which allows a customer to search their service line material (street side and property side). It will also include links to have their meter upgraded and for customers to take the service line inventory if the material present is unknown.

There were no questions from the Board, however Mr. Enders stated he is very excited about the new public facing map and asked if CRW will be preparing the GIS map on the lead and copper piping in-house. Ms. Katzenmoyer confirmed the map will be prepared in-house. Mr. Enders stated this is a very useful tool for managing CRW’s system and thanked Ms. Katzenmoyer for the update on the progress of CRW’s Consent Decree.

V. Committee Reports

Budget and Finance: In Mr. Keith’s absence, Ms. Peters reported the committee met September 18, 2024, and highlighted items listed below.

- Ms. Peters provided the financial update through August 2024.
- Mr. Enders remarked on the forecasted waste hauling projection to exceed \$1M by the end of 2024, and that during his tenure at CRW, he has not seen that amount ever reached for non-rate revenue. That forecast is a true testament to the relationships that have been built at the AWTF through Mr. Rosentel and a real goal for AWTF staff to aspire towards before the end of 2024.
- No further information was reported on from the September 18, 2024, meeting.

There were no questions or further comments from the Board.

Personnel and Shared Services: Ms. Balaban reported the committee met September 17, 2024, and highlighted items listed below.

- IT provided project updates, including the most recent updates to Windows 11 computers because in about a year, Windows 10 will no longer be supported by Microsoft.
- Ms. Bethel-Miller reported that call center stats remain in line with previous months and that credit card and cash payments are consistent and on trend with totals from 2023. She will be providing the third quarterly reports next month for 2024.
 - There were 1,841 calls handled in August. The average speed of answer was 22 seconds. The average talk time was three minutes 12 seconds and average handling time was three minutes 42 seconds.
 - There were 4,711 credit card transactions totaling \$936,936.49 for August 2024 with an average payment of \$198.88.
 - There were 204 MoneyGram transactions totaling \$36,256.48 for August 2024 with an average payment of \$177.73.
 - There were 181 drive-thru customers and 260 walk-in customers for a total of 441 customers serviced August 2024.
- The Customer Assistance Program (CAP). CRW has approved a total of 275 applications with fourteen for Susquehanna, and three opt-ins from the Low-Income Household Water Assistance Program (LIHWAP) for total assistance in August of \$85,500.
- This month sixteen assistance applications were rejected by three different categories: (1) customer was no longer eligible; (2) customer withdrew their application; or (3) their application was incomplete. Ten of the applications were rejected because the application was incomplete; five were denied because the applicant thought the PPL budget program was on the same track as CRW's Customer Assistance Program, which it is not, and one application was withdrawn. If applications are incomplete, CSRs work with the applicant to provide the required information which typically involves the application being approved.
- Customer Assistance Program updates as of August 31, 2024, are listed below.

Reporting numbers as of August 31, 2024:

– CRW's Customer Assistance Program	\$84,600.00	
– CAP Opt-in Coupons	\$900.00	
– Drinking Water Service Line	\$170,507.50	
– CAP Wastewater Lateral Line	\$193,552.57	
– CAP Party Line	<u>\$37,885.40</u>	
Total Internal Customer Assistance Program		\$487,445.47

Other combined customer assistance received in 2024:

- Emergency Rental Assistance Program (ERAP)	\$0.00	
- Low-Income Household Water Assistance Program (LIHWAP)	\$17,861.44	
- City of Harrisburg CARES (COH CARES)	\$0.00	
- Pennsylvania Homeowners Assistance Fund (PAHAF)	<u>\$20,677.55</u>	
Total Other Combined Assistance		<u>\$38,538.99</u>

YTD Total of funds provided to customers in 2024: \$525,984.46

- Ms. Balaban reported there were five new hires, two promotions/transfers and two separations in August. There are currently seven open positions. Open positions are posted at <https://capitalregionwater.com/about/careers/>.
- Ms. Balaban stated Jarvis Brown has left CRW's employment to pursue other opportunities. The Board wishes him well in his future endeavors, and for his work with implementing and ensuring the goals of CRW's M/W/DBE Program are met.
- CRW will be hosting a flu shot and COVID vaccination clinic through Giant Pharmacy on October 24, 2024, at all three facilities.
- The CEO reported on the status of negotiations with AFSCME.
- Ms. Balaban announced Jeffrey Ceasar, Field Maintenance Worker I at the Wastewater Department, is being recognized as the September Employee of the Month.

There were no questions or comments from the Board.

Operations and Engineering: In Mr. Kurowski's absence, Mr. Bowra reported the committee met September 12, 2024, and highlighted items listed below.

- The following task orders, change orders or bid awards, along with several others not listed below, were vetted and a number of these are on the Board agenda tonight and recommended for approval.
 - Plumbers Maintenance Contract 2024-204 - Recommendation of award to DSW Services, LLC.
 - Change Order No. 1 with Rogele, Inc. for the 2024 Sewer System Improvements Project. This change order increases the cost of the contract, but also includes additional M/W/DBE participation as well.
 - Two Stormwater Operation and Maintenance Agreements with the River of God Church, Capital City Campus at 1719 Market Street, Harrisburg, Pennsylvania and with the St. Johns CME Church at 174 North 15th Street, Harrisburg, Pennsylvania.

- Task Order 2024-17-01 for professional services for the Riverfront Park GSI project with HDR Engineering, Inc. In 2024 CRW was successful in receiving a \$1M grant (\$100,000 in Design Coordination/Watershed signage, and \$900,000 for construction) from the National Fish and Wildlife Federation (NFWF) to fund a portion of the stakeholder coordination for this project, as well as construction funding. This project includes approximately \$102,000 in WBE participation.
- Mr. Bowra stated that during the committee meeting Mr. Kurowski requested that due to the high visibility of the Riverfront Park GSI project, that Board members be provided copies of the drawings once they are in the preliminary concept stage for their review.
- Mr. Enders asked if CRW has included the Capital Area Greenbelt in stakeholder engagement for the Riverfront Park GSI project. Ms. Maulhardt confirmed CRW has notified Capital Area Greenbelt.
- Procurement of Polymer for Solids Treatment from Pollu-Tech, Inc. for the Wastewater department was also vetted.

There were no further questions or comments from the Board.

Legal and Risk Management: Mr. Enders reported the committee did not meet in September and that the next meeting is scheduled for October 3, 2024.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the committee met September 18, 2024, and highlighted items listed below.

- Jarvis Brown advised the committee that his last day with CRW would be September 19, 2024. Mr. Brown thanked the board members for their support during his tenure with CRW.
- He provided his M/W/DBE update on the bid evaluations for the 2024 Water System Improvements project with Kinsley Construction, and on the 2024 Sewer System Improvements project.
- Mr. Enders stated that if Garvey Presley was still here, he would be commending Mr. Brown on the growth of the M/W/DBE Program and commending CRW for reaching its goals of M/W/DBE participation through the education process and community outreach to prime contractors that seek M/W/DBE participation when submitting their bids. He wanted it on the record that Board members are aware who those contractors are.
- There was no update for CRW's Customer Assistance Program for August 2024 as quarterly updates will be provided next month.

- Ms. Dierolf updated the committee on the Lead RMM Report for the month of August stating there were 123 properties eligible for Lead Risk Mitigation Measures and options for them to receive Brita pitchers with filters, flushing instructions and a request for sampling/testing to be conducted by CRW.
- Ms. Laufer reported on communications through social media in August, including an op-ed article on stormwater management that appeared in PennLive on August 24, 2024.
- Ms. Dierolf provided an update on the Advanced Metering Infrastructure (AMI) Upgrade Project. CRW is still encouraging customers to get their new water meter installed by December 31, 2024, to receive the \$25 credit incentive. To date, CRW is currently at 40% installed. CRW has pushed notification to customers via postcards to encourage customers to [schedule their appointments with Lenegan Plumbing](#). Information on how to schedule your appointments is available on CRW's website.
- If customers are not currently enrolled in CRW's Everbridge Notification System, please sign up. This allows CRW to reach out as quickly as possible in the event an emergency such as a boil water advisory or other important information that needs to be passed on to our customers. Again, enrollment through CRW's website can be done quickly by clicking this link: [Enrollment to Everbridge Notification System](#).

There were no questions or comments from the Board.

VI. Minutes of Previous Meeting

A motion was made by Ms. Balaban, seconded by Mr. Davidson, that the Minutes of the August 28, 2024, Regular Meeting be entered into the record as presented.

The Board unanimously approved the Minutes.

VII. Modifications or Deletions to the Agenda - None.

VIII. Public Comment - Agenda (3 Minutes) – None.

IX. Old/New Business

Administrative

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

A. Audit Services for FYs 2024 and 2025

Motion: The Board authorizes the Chief Financial Officer to approve the engagement of Maher Duessel, to prepare the 2024 and 2025 financial audits of Capital Region Water, inclusive of single audit requirements, the preparation and filing of the PA Department of Community and Economic Development Annual Report of Municipal Authorities, reports expressing opinions as to the fair presentation of rate covenants, required debt service and operating reserve fund balances, including required transfers, and a detailed management letter identifying audit findings and recommendations for improvement in the amount of \$74,000 for 2024 and \$77,300 for 2025. Funding Sources: Admin #10504541-54102 – Adm Audit and Accounting Fees, Water #60504541-54104 – Wtr Audit and Accounting Fees; and Wastewater #80504541-54102 – Ww Audit and Accounting Fees.

The Board unanimously approved Administrative Item A.

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

B. RACP Grant Agreement ME 300-286 - Harrisburg University

Motion: The Board ratifies the Chief Financial Officer's execution of 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 B.

Drinking Water

A motion was made by Mr. Enders, seconded by Ms. Balaban, that the following item be adopted, Drinking Water Item A.

A. Resolution No. 2024-022 – Collections Policy, effective October 1, 2024

Motion: The Board adopts Resolution No. 2024-022 to approve the Collections Policy, effective October 1, 2024, which shall be attached as Exhibit "A".

The Board unanimously adopted Drinking Water Item A.

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

B. Plumbers Maintenance Contract Project 2024-204 – Recommendation of Award with DSW Services, LLC

Motion: The Board authorizes the issuance of a Notice of Intent to Award and subsequent Chief Technical Officer's execution of Contract Documents following receipt of insurance and bonds for the Plumbers Maintenance Contract Project No. 2024-204 to DSW Services, LLC in the amount of \$484,650, as outlined in bid documents, dated September 6, 2024. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60610641-64103 – Wtr Service Line Repair and Wastewater #80610641-64103 – Ww Service Line Repair.

The Board unanimously approved Drinking Water Item B.

Wastewater

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

A. Change Order No. 1 with Rogele, Inc. – 2024 Sewer System Improvements Project

Motion: The Board authorizes the Chief Technical Officer to execute Change Order No. 1 with Rogele, Inc. in the amount of \$543,460.20 and an additional 50 days in contract time. M/W/DBE Commitment: \$90,596.81 / 16.7% MBE. Funding Source: Wastewater #80800801-80100-00133 – Ww Sewer PV \$21M – Phase 3.

The Board unanimously approved Wastewater Item A.

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

B. Procurement of Polymer for Solids Treatment from Pollu-Tech, Inc., a Sole Source Provider

Motion: The Board authorizes the Chief Operations Officer – Wastewater to procure 16,500 lbs. of Pollu-Treat® C-583 super sacks from Pollu-Tech, Inc., a sole source provider, in the amount of \$35,970 through COSTARS. Funding Source: Wastewater #80231513-51301 – Ww Trmt Chemicals.

The Board unanimously approved Wastewater Item B.

Stormwater

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

A. Resolution No. 2024-020 - Stormwater Operation and Maintenance Agreement with River of God Church Capital City Campus (1719 Market Street)

Motion: The Board adopts Resolution No. 2024-020 which authorizes the Chairperson and Secretary to execute the Operations and Maintenance Agreement for Stormwater Facilities and Best Management Practices with River of God Church Capital City Campus for 1719 Market Street 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. Enders, seconded by Mr. Davidson, that the following item be adopted, Stormwater Item B.

A. Resolution No. 2024-021 – Stormwater Operation and Maintenance Agreement with St. Johns CME Church (174 North 15th Street)

Motion: The Board adopts Resolution No. 2024-021 which authorizes the Chairperson and Secretary to execute the Operations and Maintenance Agreement for Stormwater Facilities and Best Management Practices with St. Johns CME Church for 174 North 15th Street in the City of Harrisburg, Dauphin County, Pennsylvania. Funding Source: N/A.

The Board unanimously adopted Stormwater Item B.

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

B. Task Order 2024-17-01: Engineering Services for Riverfront Park GSI with HDR Engineering, Inc.

Motion: The Board authorizes the Chief Technical Officer to execute Task Order 2024-17-01 the Riverfront Park GSI to HDR Engineering, Inc. in an amount not to exceed \$560,384, as outlined in HDR Engineering Inc.'s Proposal, dated September 9, 2024. M/W/DBE Commitment: \$101,814 / 18.2% WBE. Funding Source: Stormwater #90800801-80100-00473 – Sw Riverfront Park GSI.

The Board unanimously approved Stormwater Item C.

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

XI. Board Member Comments

Ms. Balaban wished farewell to Jarvis Brown as he moves on from CRW. She also stated she will be joining the community ambassadors for a tour of the Advanced Wastewater Treatment Facility on October 2, 2024.

Mr. Davidson stated earlier this week there was a 20-inch wastewater pipe that burst near Selingsgrove, Pennsylvania which is a good distance up river from Harrisburg, but eventually will run into the Susquehanna River. He reminded everyone that CRW's main drinking water source is the pristine DeHart Reservoir. The Susquehanna River is a secondary source of water only, if needed.

Mr. Enders stated this is a perfect example of why stormwater issues and CRW's infrastructure needs to be addressed, and why CRW is spending so much on our capital improvement projects to invest in and protect our infrastructure.

He reminded everyone to have their water meter replaced and encouraged our customers to schedule their appointment with Lenegan Plumbing as soon as possible, and to take advantage of the \$25 credit if their water meter is replaced by December 31, 2024. Also, for customers to take advantage of the Risk Mitigation Measures (RMM) opportunities provided by CRW (Brita pitcher and further water testing) if your property is identified with lead or a galvanized service line.

Mr. Enders thanked Jarvis Brown and looks forward to him continuing to advocate for CRW out in the community.

CRW has open positions available, and he encourages anyone looking for a job to seek out employment offered by CRW.

Mr. Enders stated that the Whitaker Center for Science and the Arts celebrated its 25th anniversary a couple of weeks ago. He congratulated them on their 25th anniversary here in downtown Harrisburg.



MINUTES

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XII. Adjournment

A motion was made by Mr. Davidson, seconded by Ms. Balaban, for the Board to adjourn the meeting at 7:36 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER

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

Karen M. Balaban, Assistant Secretary