



MINUTES

Regular Meeting

January 22, 2025, at 6:00 p.m.

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Regular Meeting (Conducted In-Person and via GoToMeeting)

In Person Attendance:

Board:

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

Staff:

Charlotte A. Katzenmoyer, Chief Executive Officer
Douglas E. Keith, Chief Financial Officer
Michelle Bethel-Miller, Chief Administrative Officer
Nate Merkel, GISP, LO, Chief Technical Officer
Jess Rosentel, Chief Operations Officer – Wastewater
Chad Bingaman, Chief Operations Officer – Drinking Water
Jeff Bowra, P.E., Vice President Engineering
Adam Conrad, Accounting Manager, Revenues & Capital Assets
Tammie Sheaffer, Office Manager
Karen McKillip, Records Retention Specialist (Recorder)

General Counsel:

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

Virtual Attendance:

Staff:

Colin Cash, P.E., Project Manager/Design Engineer
Sheri Berilla, Asset Manager
Claire Maulhardt, City Beautiful H2O Program Manager
Bryon Maze, Procurement Manager
Raymond Hoke, Wastewater Operations Supervisor

Others:

Caleb Krauter, P.E. (HRG Engineering, Inc.)
Taslim Hossain (HRG Engineering, Inc.)
Sarah Folk, P.E. (Gannett Fleming)
Jeff Thompson, P.E. (WRA)

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

The meeting was called to order by Chairperson Kurowski at 6:10 p.m.

Chairperson Kurowski stated all four 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 attendees 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. 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 Thursday, January 23, 2025.

II. Chairperson's Announcements

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:30 p.m. to discuss personnel matters and potential claims against Capital Region Water with General Counsel.
- B.** The December 18, 2024, 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 26, 2025, 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 2025 officers. Mr. Wakefield stated the slate of officers for 2025 shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer and Assistant Secretary/Treasurer and opened the floor for nominations.

Mr. Davidson 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. The motion was unanimously approved.

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. The motion was unanimously approved.

Mr. Kurowski nominated Andrew M. Enders for the office of Secretary. There being no further nominations, the nominations were closed. Mr. Wakefield called for the vote for Andrew M. Enders as Secretary. The motion was unanimously approved.

Mr. Kurowski 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. The motion was unanimously approved.

Mr. Kurowski nominated Karen M. 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 M. Balaban as Assistant Secretary/Treasurer. The motion was unanimously approved.

Mr. Wakefield congratulated the Board members for their positions in 2025. Mr. Wakefield then turned the meeting over to the chairperson, Mr. Kurowski.

IV. Management Report

Ms. Katzenmoyer stated the monthly Management Report was provided to the Board in advance of the meeting and posted on CRW's website. She provided an update on the following:

- Last November, Capital Region Water approved the 2025 Budget, including slight increases to its drinking water and wastewater rates. Ready-to-serve charges and stormwater fees remain unchanged. Those new rates have been implemented, and ratepayers should expect to see changes reflected on the bills they receive in February.
- For an average customer, the increase will total about \$3.45 per month. That is based on CRW's average consumption estimates of 3,650 gallons per month for customers with a typical 5/8- inch meter. Specifically, drinking water monthly rates increased by 3% percent from \$10.65 to \$10.97 per thousand gallons and the wastewater rate increased 6% percent from \$9.98 to \$10.58 per thousand gallons.
- The decision to increase rates is never made lightly, especially as CRW leadership understands the financial hardships facing many community members.
- CRW does not earn a profit and invests its revenue into funding day-to-day operations and improving the Harrisburg area's water systems.
- While working 365 days a year, CRW's staff serve the City of Harrisburg, as well as parts of its surrounding communities – Penbrook Borough, Susquehanna, Swatara and Lower Paxton townships.

- Daily, CRW provides eight million gallons of clean, safe drinking water to over 65,000 people across 20,000 service accounts. That is in addition to maintaining reliable wastewater and stormwater services throughout the City of Harrisburg.
- Another important reminder for our customers. If customers have not scheduled an appointment to replace their water meter, they are quickly running out of time. CRW ended a \$25 credit incentive to replace their water meter at the end of 2024. Soon, specifically at the end of February, we will be adding a \$515 non-compliance fee onto bills for those customers who have not had their water meter replaced. The non-compliance fee is reversible if you have your water meter replaced. A fourth, and final notice will be sent out at the beginning of March to those customers who did not have their water meter replaced reminding them that the non-compliance fee has been added to their bill at the end of February reminding them to call to make an appointment to replace their water meter. Please schedule an appointment before the non-compliance fee is added to your account.

There were no questions or comments from the Board.

V. Committee Reports

Budget and Finance: Mr. Kurowski reported the committee met on January 16, 2025.

- Mr. Keith provided the financial status update through November, stating that the books have not been closed for December yet.
- He introduced Adam Conrad, CRW's new Accounting Manager, Revenues & Capital Assets. Mr. Conrad will be researching many of the revenue items discussed during Mr. Keith's update revealing how those revenue projections will be impacted due to the loss of two major water customers who are closing their doors, Pepsi Bottling and Philadelphia Macaroni.
- The Finance Department will also be looking into whether there was any impact on 2024 revenue projections that came in significantly lower, along with what these customers' water usage was in 2023 and the impact it will have on CRW's operating income.
- Mr. Keith reported the quarterly accounts receivable past due balance report as of December 2024 shows the balance is \$10.6M of which \$1.7M is attributable to the Commonwealth of Pennsylvania.
- He stated this is one of the reasons why CRW will be utilizing Portnoff Law Associates to assist with collection efforts.
- Mr. Kurowski stated the committee also discussed the continuation of services by Bane Strategies for their assistance in getting stormwater fees to be paid by the

Commonwealth. The approval of the amendment to the contract is on the agenda for consideration.

- The committee also discussed a customer/property which has an unusual outstanding accounts receivable balance and how this property is being impacted. The property was a former school site and will also be vetted through the Legal and Risk Management Committee.
- Vetting of as-needed services of Raftelis for 2025 was also discussed and is on the agenda for consideration.

Ms. Balaban questioned whether the \$1.7M owed by the Commonwealth is more than just stormwater fees. Mr. Keith stated the Commonwealth has refused to pay stormwater fees, however they have been paying their invoices, minus the allotment for stormwater fees. CRW allocates payments between water, wastewater and stormwater, so our records will reflect different balances than the Commonwealth's records, because CRW allocates payments towards water and wastewater fees first, and each month the Commonwealth neglects to pay the portion of the stormwater balance so penalties are applied by CRW towards the outstanding stormwater balances.

There were no further questions or comments from the Board.

Personnel and Shared Services: Ms. Balaban reported the committee met on January 14, 2025, and highlighted items listed below.

- IT provided project updates, including work on a cybersecurity renewal process for insurance and the America's Water Infrastructure Act (AWIA) recertification.
- Mrs. Bethel-Miller reported call center stats for the fourth quarter of 2024 as follows:
 - There were 20,821 calls handled. The average speed of answer was 26 seconds. The average talk time was three minutes 20 seconds, and the average handling time was three minutes 20 seconds.
 - There were 53,954 credit card transactions for the year totaling \$10,483,716.05 with an average payment of \$194.31. Credit card transactions have increased 17% year-to-date, while credit card deposits have increased 32% since 2023.
 - There were 2,279 MoneyGram transactions totaling \$339,785.38 for 2024 with an average payment of \$149.09. This is a 4% decrease in the number of MoneyGram customers in 2024, showing a 5% increase in MoneyGram transactions, and an average payment increase of 9% in 2024.
 - There were 2,159 drive-thru customers and 2,493 walk-in customers for a total of 4,652 customers serviced in 2024. Drive-thru customers decreased 17%, while walk-in customers increased 16% in 2024. The combined monthly total increased 1% from 2023 to 2024. The increase in walk-in customers is attributed to customers coming in

to establish payment plans on their accounts. This process cannot be performed through the drive-thru window.

- A report on the Customer Assistance Program (CAP) was provided. CRW has approved a total of 378 applications with twenty for Susquehanna, and three opt-ins from the Low-Income Household Water Assistance Program (LIHWAP) for a total of 401. Total assistance through December 31, 2024, was \$117,300. There are eight applications currently under review. Eleven applications have been denied for being incomplete and six applications were denied for not being qualified, and one application was withdrawn by the customer.
- Customer Assistance has mailed 263 water conservation kits in 2024.
- Customer Assistance Program updates as of December 31, 2024, are listed below.

Reporting numbers as of December 31, 2024:

- CRW's Customer Assistance Program	\$116,400.00	
- CAP Opt-in Coupons	\$900.00	
- Drinking Water Service Line	\$209,892.80	
- CAP Wastewater Lateral Line	\$317,325.99	
- CAP Party Line	<u>\$45,455.18</u>	
Total Internal Customer Assistance Program		\$689,973.97

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>\$34,433.25</u>	
Total Other Combined Assistance		<u>\$52,294.69</u>

YTD Total of funds provided to customers in 2024: \$742,268.66

- Mrs. Bethel-Miller stated that since the 2024 books remain open at this time, these numbers will continue to increase as payments are properly posted to the year and the numbers will be reflected in future reports.
- She stated a key factor in our Customer Assistance Program is that CRW increased our annual rate of assistance from \$150 to \$300 in 2024. Customer Service Representatives are constantly reminding our customers to apply for assistance.
- CRW is also currently investigating whether PayPal may be another payment option for our customers to make their payments.

- Ms. Balaban introduced Nathaniel (Nate) Merkel, CRW's Chief Technical Officer who is replacing Dave Stewart in the Engineering Department. Mr. Merkel is here in person tonight and she welcomed him to CRW.
- She also reported there were three additional hires, one promotion/transfer, one resignation/retirement.
- Open positions are posted at <https://capitalregionwater.com/about/careers/>.
- There is no Employee of the Month for December and there were no Pride in Excellence (PIE) Awards to acknowledge tonight.

There were no questions or comments from the Board.

Operations and Engineering: Mr. Kurowski reported the committee met January 9, 2025, 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.
 - Claire Maulhardt provided a presentation on the Stormwater Operations and Maintenance program from 2019-2024 and what is next for 2025. In 2025 CRW kicks off a major milestone by performing surface maintenance of our stormwater facilities in-house by CRW personnel which are new positions.
 - Sheri Berilla provided a presentation on CRW's Asset Management Roadmap activities and updated the committee on where we are and where we are going in 2025 through activities of Roadmap Implementation Groups (RIGs) with Brown and Caldwell.
 - CRW is entering into a Contribution Agreement with PennDOT for relocation of a 48" stormwater pipe for the I-83 Expansion Project which is on tonight's agenda. This agreement represents \$2,821,500 worth of work which CRW agrees to reimburse PennDOT for rather than CRW going out for bid for the work. This Contribution Agreement represents significant savings by CRW partnering with PennDOT to perform this work which was previously planned as part of the Partial Consent Decree and Long-Term Control Plan. CRW originally estimated this project would cost closer to \$90M to \$100M to perform this work, which will now be done by PennDOT and CRW will reimburse them. Future phases to complete the sewer separation will take place in the future by CRW independent of the I-83 work.
 - Change Order No. 2 (Contract No. 1) with G.M. McCrossin, Inc. on the AWTF Energy Recovery Improvements Project which is on the agenda for consideration was reviewed.
 - Change Order No. 1 (Final) with Insituform Technologies, LLC on the 2023 Sewer System Improvements Project (Trenchless) which is on the agenda for consideration was reviewed.

- Change Order No. 2 with Ankiewicz Enterprises, Inc. on the Arsenal Boulevard Area Sewer Improvement Project which is on the agenda for consideration was reviewed.
- Change Order No. 3 with Insituform Technologies, LLC for the Front Street Interceptor Rehabilitation Phase 2 Project which is on the agenda for consideration was reviewed.
- Discussed the bid results of the rebid for the AWTF Primary Clarifier Rehabilitation Project that occurred on December 6, 2024. CRW only received one bid again, and the bid came in substantially higher than budgeted. CRW will review the scope of work and see what can be self-performed and rejection of the bid is recommended.
- Recommendation to award Project 2024-203 to L.R.P.M., Inc. d/b/a Lauer Construction Services for a unisex restroom and locker room at the Water Services Center.
- Task Order 2024-18-01 with CDM Smith regarding engineering services for the Total Residual Chlorine (TRC) Dilution Study for new NPDES Permit compliance requirements which is on the agenda for consideration was reviewed.
- Task Order 2023-08-04, Amendment No. 3 for engineering services with Geosyntec Consultants for the CBH2OPP Water Quality Services which is on the agenda for consideration was reviewed.
- Task Order 2025-03-01 for engineering services with HRG Engineering for IDIQ Management in 2025 which is on the agenda for consideration was reviewed.

Mr. Kurowski asked Messrs. Rosentel and Bingaman if they had any additional comments for the Board.

- Mr. Rosentel gave an update on the Ovivo mixer issue. In January of 2024, Ovivo replaced the mixing blade and part of the shaft for digester number 2. In the Fall of 2024, mixing had ceased in digester number 1 (a 1.8M-gallon digester). At the time the project was completed, Ovivo had all the components of the mixing systems for both digesters fabricated in the same weld shop. In December, the gearbox for digester number 2 failed. This left the facility with two unmixed digesters putting the facility at risk of not meeting the requirement of our PAG-08 Program which allows beneficial use of biosolids (our farm application program). This would be a budget buster if CRW was forced to landfill biosolids for any extended period.
- In November, CRW sent them a letter outlining how imperative the mixing process is to our biogas generation process and ultimately the investments we are making to capitalize on that biogas, and potential damage CRW could face without it. Apparently, we caught the attention of upper management. On January 16, 2025, Ovivo installed a new mixing disk on digester number 1 and a newly redesigned mixing shaft. They also installed a redesigned gearbox for digester number 2 that had failed and pre-emptively replaced the gearbox for digester number 1 with a redesigned unit, even though it was operating okay, giving indication they were acknowledging there were design issues.

Overall, 90% of the mixing systems have now been redesigned, refabricated and installed. Ovivo representatives have indicated their willingness to continue to stand behind their system and will come in at no cost to repair issues to make sure we have a system that continues to work correctly. This is a happy ending so far and Ovivo has invested a lot in making sure that this project is successful for CRW.

- Mr. Rosentel gave a shout out to the AWTF Laboratory and Operations staff to ensure the facility did not fall out of compliance with our PAG-08 Permit. This process was closely monitored, and new procedures were immediately placed into action as soon as we lost the second digester. The facility never came close to being in a non-compliant status.
- Mr. Bingaman reported that in October 2024, the Drinking Water facility had a filter plant performance evaluation performed by PADEP. On December 3, 2024, CRW received the report from the inspection, and we received a satisfactory rating. There were six unaddressed findings and 13 new findings that have prompted CRW to come up with a plan and response that was due to PADEP within thirty days. CRW promptly responded and has received the response back. Many of those findings have already been addressed.
- Mr. Merkel stated he is getting up to speed his first week on the job with all of the projects that are underway. He thanked all the staff in the Engineering Department for their assistance.

Ms. Balaban asked if the Drinking Water Department is receiving many calls on frozen water lines due to unheated basements. Mr. Bingaman addressed the question from the floor.

There were no further questions or comments from the Board.

Legal and Risk Management: Mr. Enders reported the committee met January 2, 2025, and highlighted items listed below.

- Ms. Gonzalez-Siegel provided an update on open insurance claims.
- The committee had a lengthy discussion on stormwater fee updates and CRW's efforts to collect those fees.
- Extending the agreement with Baner Strategies for calendar 2025 was discussed and is on the agenda for consideration.
- An update on negotiations with the Commonwealth of Pennsylvania on our Pennsylvania Emergency Management Agency (PEMA) Lease at the Water Services Center.
- The engagement of Portnoff Law was discussed as the first batch of accounts have been sent to them for collection.
- Enforcement of collection efforts was discussed, and he thanked Mr. Keith for having each committee discuss CRW's accounts receivable balance.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the committee did not meet in January 2025.

There were no questions or comments from the Board.

VI. Minutes of Previous Meeting

A motion was made by Ms. Balaban, seconded by Mr. Enders, that the Minutes of November 21, 2024, Special Meeting and the November 26, 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. Kurowski, seconded by Mr. Enders, that the following item be approved, Administrative Item A.

A. Ratification of Natural Gas Transaction Confirmation

Motion: The Board ratifies the Chief Executive Officer's execution of the Natural Gas Transaction Confirmation with NRG Business Marketing LLC in the amount of \$0.5100/CCF for the period January 1, 2025, to December 31, 2025. Funding Source: Admin #10101541-51403 – Admin Heat; Water #60231514-51403 – Wtr Trmt Heat; and Wastewater #80231514-51403 – Ww Trmt Heat.

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. FY2025 As-Needed Services – Raftelis

Motion: The Board authorizes the Chief Financial Officer to approve the continued engagement of Raftelis to provide financial and technical assistance on an as-needed basis for FY2025 under the rate schedule provided in Raftelis' Proposal, dated January 15, 2025. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60504541-54103 – Water Financial Advisor Services and Wastewater #80504541-54103 – Wastewater Financial Advisor Services.

The Board unanimously approved Administrative Item B.

Drinking Water

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

A. Task Order 2025-01-01: Engineering Services for AM Roadmap FY25 Year 4 Activities with Brown and Caldwell

Motion: The Board authorizes the Chief Technical Officer to execute Task Order 2025-01-01 with Brown and Caldwell, as outlined in Brown and Caldwell's Proposal, dated January 1, 2025, in an amount not to exceed \$445,000. M/W/DBE Commitment: \$73,000 / 16.4% 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. Davidson, that the following item be approved, Drinking Water Item B.

B. Project 2024 – 203 – Water Services Center Unisex Restroom & Locker Room – Recommendation of Award to L.R.P.M., Inc. d/b/a Lauer Construction Services

Motion: The Board authorizes the Chief Operations Officer – Drinking Water to award Project Number 2024 - 203 – Water Services Center Unisex Restroom & Locker Room to L.R.P.M., Inc. d/b/a Lauer Construction Services, and to execute the Agreement in the amount not to exceed \$128,121. Bids and notifications for M/W/DBE were solicited via the PennBid system. There were no M/W/DBE commitments returned. Funding Source: Water #60800-80300-00334 – Wtr Locker Room & Showers.

The Board unanimously approved Drinking Water Item B.

Wastewater

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

A. Ratification of Task Order 2024-18-01: Engineering Services for Total Residual Chlorine (TRC) Dilution Study with CDM Smith

Motion: The Board ratifies the Chief Technical Officer's execution of Task Order 2024-18-01 for Total Residual Chlorine (TRC) Dilution Study with CDM Smith, as outlined in CDM Smith's Proposal, dated December 6, 2024, in an amount not to exceed \$127,200. M/W/DBE Commitment: \$15,600 / 12.3% DBE. Funding Source: Wastewater #80800801-80100-00147 – Total Residual Chlorine Improvements.

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. Task Order 2023-08-04 – Amendment No. 3: Engineering Services for CBH2OPP Water Quality Services with Geosyntec Consultants

Motion: The Board authorizes the Chief Technical Officer to execute Task Order 2023-08-04 for additional services for water quality monitoring and sampling with Geosyntec Consultants, as outlined in Geosyntec Consultants' Proposal, dated December 10, 2024, in an amount not to exceed \$65,620. M/W/DBE Commitment: \$0.00/ 0.00%. Funding Source: Wastewater #80504541-54104 – Ww Engineering Services (50%) and Stormwater #90504541-54104 – Sw Engineering Services (50%).

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. Task Order 2025-03-01: Engineering Services for 2025 IDIQ Management with HRG Engineering, Inc.

Motion: The Board authorizes the Chief Technical Officer to execute Task Order 2025-03-01 with HRG Engineering, Inc., as outlined in HRG's Proposal, dated January 6, 2025, in an amount not to exceed \$579,700. M/W/DBE Commitment: \$87,000 / 15.0% MBE and \$25,200 / 4.3% WBE. Funding Source: Wastewater #80800801-80100-00026 – Ww Collection System Rehabilitation.

The Board unanimously approved Wastewater Item C.

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

D. Change Order No. 1 with Insituform Technologies, LLC - 2023 Sewer System Improvements Project (Trenchless)

Motion: The Board authorizes the Chief Technical Officer to execute Change Order No. 1 with Insituform Technologies, LLC. in the amount of \$45,539.50 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 D.

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

E. Change Order No. 2 - General with G.M. McCrossin, Inc. - AWTF Energy Recovery Improvements Project

Motion: The Board authorizes the Chief Technical Officer's execution of Change Order No. 2 with G.M. McCrossin, Inc. in the amount of \$8,365.69 with no change to the contract times. M/W/DBE Commitment: \$1,301.34 / 15.6% WBE. Funding Source: Wastewater #80800801-80100-00023 - AWTF Energy Recovery Improvements.

The Board unanimously approved Wastewater Item E.

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

F. Change Order No. 2 with Ankiewicz Enterprises, Inc. - Arsenal Boulevard Area Sewer Improvements Project

Motion: The Board authorizes the Chief Technical Officer's execution of Change Order No. 2 with Ankiewicz Enterprises, Inc. in the amount of \$11,340.38 and an increase of 111 days to the contract times. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00061 - Ww Arsenal Boulevard Sewer Improvements.

The Board unanimously approved Wastewater Item F.

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

G. Change Order No. 3 with Insituform Technologies, LLC – Front Street Interceptor Rehabilitation Phase 2 Project

Motion: The Board authorizes the Chief Technical Officer to execute Change Order No. 3 with Insituform Technologies, LLC in the net decrease amount of \$746,369.22 and no change to the contract times. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-080100-00083 – Ww Front Street Interceptor Rehab Phase 2.

Ms. Balaban clarified that this approval was for a net decrease in the total amount of the contract. There is no money changing hands, just that the contract will come in less than the original contract amount. Mr. Kurowski thanked Ms. Balaban for clarifying.

The Board unanimously approved Wastewater Item G.

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

H. AWTF Primary Clarifier Rehabilitation Project – Recommendation to Reject Bids

Motion: The Board authorizes the Chief Technical Officer to reject all bids received on December 6, 2024, for the AWTF Primary Clarifier Rehabilitation project as the bid exceeded the budgeted project value. Funding Source: Wastewater #80800801-80100-00471 – Primary Clarifier Structural Rehabilitation.

The Board unanimously approved Wastewater Item H.

Stormwater

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

A. Resolution No. 2025-001 – Contribution Agreement with PennDOT Regarding I-83 Expansion Project

Motion: The Board adopts Resolution No. 2025-001 authorizing the Chairperson and Secretary to execute the Contribution Agreement between PennDOT and Capital Region Water to construct the Supplemental Improvements as part of the SR 0083 Section B79 Reconstruction and Widening Project (MPMS #097828) which shall be attached as Exhibit "A". Funding Source: Stormwater #90800801-80100-00119 – SW PennDOT I-83 Expansion.

Mr. Kurowski stated CRW has an excellent opportunity working with PennDOT through these Intergovernmental Contribution or Cost Sharing Agreements on the I-83 Expansion Project, where PennDOT will perform the work on our behalf, or in other cases on this I-83 Expansion Project, CRW will be reimbursed up to 75% of our costs on the water and wastewater utility projects (minus betterments). This opportunity is for all parties' benefit and he just wants to point that out to the public.

The Board unanimously adopted Stormwater Item A.

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

B. Amendment to Extend Consulting Agreement with Bane Strategies, LLC

Motion: The Board authorizes the Chief Executive Officer to execute the amendment to the Consulting Agreement with government relation specialist, Bane Strategies, LLC, for an additional period commencing January 1, 2025, through December 31, 2025, with a monthly retainer of \$5,000, to assist Capital Region Water with stormwater matters. M/W/DBE Commitment: 100% MBE. Funding Source: Stormwater #90504541-54109 – Sw Other Professional Services.

The Board unanimously approved Stormwater Item B.

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

XI. Board Member Comments

Ms. Balaban reminded customers to take the necessary precautions to make sure their water pipes do not freeze in this cold weather. If you are using a supplemental heating source, make sure you are careful of carbon monoxide poisoning and keep supplemental heating sources free of flammable items to avoid home fires and to check to make sure you have working smoke detectors.

Mr. Enders welcomed Mr. Merkel to CRW. He also commended CRW's Customer Assistance Program for having a 94% approval rating. CRW is providing these funds to offset utility service costs for those that need the funds. Congratulations to CRW's Customer Service Representatives (CSRs) (1) for getting the word out to our customers; and (2) for their quick turnaround and in getting a real person on the phone when you call into our office. The CSR's are happy to assist you.

Mr. Enders also stated that while he does not sit on the Operations and Engineering Committee, he is happy to see that CRW's Asset Management Plan is in its fourth year and that staff has embraced this program and how it is being utilized.

He also stated that CRW's accounts receivable balance has continued to grow and he is excited to see CRW utilizing all the tools we can to bring this balance down, through payment plans, collection efforts, and continuing engagement with the Commonwealth on collection efforts of stormwater fees. He was happy to see Mr. Merkel up at the Capitol on day two of his employment here at CRW in meetings set up through Bane Strategies.

Mr. Davidson also welcomed Mr. Merkel. He reported he saw PENNVEST has awarded a loan to East Pennsboro. He is hoping that CRW will soon see some more PENNVEST financing as well.

Mr. Kurowski also thanked Mrs. Bethel-Miller for reporting that CRW's Customer Assistance Program provided close to \$750,000 to our customers in 2024. That number merits repeating again to the public.

He reiterated that CRW has been diligent in getting the word out to our customers that we are mandated to replace their water meters. As indicated in the CEO's Management Report, CRW has offered incentives to our customers to schedule their water meter replacement, but the next step is the \$515 non-compliance fee which will be issued by CRW. There are approximately 6K to 7K customers that still need to have water meters replaced. Please contact us to schedule your appointment.

Mr. Kurowski thanked his fellow board members for their commitment to another year with CRW and the vote of confidence for the positions that we all hold.

XII. Adjournment

A motion was made by Mr. Enders, seconded by Mr. Davidson, for the Board to adjourn the meeting at 7:31 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER


Karen M. Balaban, Assistant Secretary