



# SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

TOWNS OF DRYDEN • ITHACA • LANSING - VILLAGES OF CAYUGA HEIGHTS • LANSING  
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**Regular Meeting Agenda**  
**January 5, 2012 at 2:30 p.m.**  
**Bolton Point Conference Room**

**COMMISSIONERS:**

2012 Exhibit No.

H. MICHAEL NEWMAN  
Chairperson

STEPHEN C. LIPINSKI  
Vice Chairperson

HERBERT J. ENGMAN  
Treasurer

RONALD ANDERSON

BILL GOODMAN

DONALD HARTILL

SCOTT PINNEY

MARY ANN SUMNER

KATHRYN D. SUPRON

CONNIE WILCOX

- 1. December 8, 2011 Meeting Minutes 001
- 2. Management Staff Report 002
- 3. Old and New Business
  - A. Appointment of Officers and Committees 003
  - B. Discussion of Minimum Bill
  - C. Dedication of the RWPS Road to the Village of Lansing
  - D. Town of Ithaca Ridgecrest Road Tank VOC's
  - E. Septic System
  - F. Review and Approval of Procurement Policy 004
  - G. Review and Approval of Investment Policy 005
  - H. Resolution Authorizing Prepayment of Unaudited Claims 006
    - I. 2012 Vehicle Procurement 007
  - J. Holiday Gathering

**CONSULTANTS:**

STEPHEN FARKAS

MARY RUSSELL

- 4. Committee Reports
  - A. Engineering and Operations Committee
    - 1. November 22, 2011 Meeting Notes 008
    - 2. December 21, 2011 Meeting Agenda 009
  - B. Personnel and Organization Committee
    - 1. December 21, 2011 Meeting Notes 010
    - 2. Resolution to Appoint Distribution Leadperson 011

**MANAGEMENT:**

JACK RUECKHEIM  
General Manager

STEVE RIDDLE  
Distribution

PAMELA VANGELDER  
Finance

JOAN FOOTE  
Production

- C. Budget and Finance Committee
  - 1. November 30, 2011 Financial Report 012
  - 2. Designation of Depository/Check Signing Authority 013
  - 3. Approval of the January 5, 2012 Warrants
- 5. Executive Session (If Necessary)
- 6. Other
- 7. Adjournment

NEXT MEETING  
February 9, 2012 at 4:00 p.m.  
Bolton Point Conference Room



## SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes  
December 8, 2011

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, December 8, 2011 at 4:00 p.m. at the Bolton Point Conference Room, 1402 East Shore Drive, Ithaca, New York, 14850.

PRESENT: Commissioner Mike Newman, Chairperson, Village of Lansing  
Commissioner Steve Lipinski, Vice Chairperson, Town of Dryden  
Commissioner Herb Engman, Treasurer, Town of Ithaca  
Commissioner Ron Anderson, Village of Cayuga Heights  
Commissioner Bill Goodman, Town of Ithaca  
Commissioner Kate Supron, Village of Cayuga Heights  
Commissioner Connie Wilcox, Town of Lansing

ALSO PRESENT: Jack Rueckheim, General Manager  
Steve Riddle, Distribution Manager  
Joan Foote, Production Manager  
Pam VanGelder, Finance Manager  
Judy Drake, Human Resources Manager, Town of Ithaca  
Mike Solvig, Finance Officer, Town of Ithaca  
Jim Weber, Director of Public Works, Town of Ithaca  
Mary Russell, Consultant

ABSENT: Commissioner Don Hartill, Village of Lansing  
Commissioner Scott Pinney, Town of Lansing  
Commissioner Mary Ann Sumner, Town of Dryden

Commission Chair Mike Newman called the meeting to order at 4:03 p.m.

**1. Approval of November 3, 2011 Meeting Minutes*****Exhibit No. 090***

Discussion:

MOTION by Engman, SECOND by Lipinski, to approve the November 3, 2011 Commission meeting minutes.

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

**2. Management Staff Report*****Exhibit No. 091*****Item #1 – Staffing Changes**

Discussion: Mr. Rueckheim noted that Commission staff has been in a state of flux for the past couple of months. Paul's retirement created a void at the General Manager position. At the November 3 Commission meeting, the Distribution Manager was appointed as GM, creating a vacancy in the Distribution Department. The Distribution Leadperson and the GM have been working together to complete the duties of the Distribution Manager. Mr. Rueckheim noted that Distribution Operator Fred Dean announced his resignation effective November 25, creating another vacancy in the Distribution Department. One of the Water Plant Operators has expressed interest in the Distribution Department openings.

**Item #2 - Triennial Electrical Maintenance at Water Treatment Plant**

Discussion: Ms. Foote noted that the treatment plant, the raw water pump station and Oakcrest pump station are the three basic electrical power usage points for Bolton Point water treatment and pumping, and the Production Department schedules regular preventive maintenance by specialized contractors to promote reliable and safe operation. O'Connell Electric performed this preventive maintenance at the treatment plant in November. The work covered testing the integrity of the high voltage cables and tightening and cleaning connections in the power distribution and motor control cabinets. The contractors found the switch in the substation was very difficult to operate, and it was lubricated and exercised. The NYSEG meter supports in the substation were found to be deteriorating, and staff will call the metering department and inform them. All other electrical equipment was found to be in good working order. Oil samples were collected at the treatment plant and raw water pump station transformers and will be sent to the laboratory for analysis for PCBS.

**Item #3 - Hydrilla in Cayuga Lake**

Discussion: Ms. Foote Noted that on 8/4/11, a student on the Floating Classroom project discovered the invasive aquatic plant Hydrilla in Cayuga Lake. Further investigation found approximately nine acres of dense beds of Hydrilla, located throughout the inlet and Six Mile Creek. In early September, the Hydrilla Task Force (comprised of local government, City employees, Cornell evasive species experts, local law enforcement, State Park officials, Tompkins County Health Department, and local water treatment plant employees) decided to apply the herbicide Endothall. After approval from the New York State Department of Conservation (DEC), the herbicide was applied on 10/11/11. The local Health Department requested Bolton Point take several Endothall samples at the raw water intake. A baseline sample was taken before application on 10/5/11, and the result was <9 ppb. Another sample was taken on 10/17/11, with a result of 9 ppb. A third sample taken on 10/24/11 also had a result of 9 ppb. A fourth sample was taken on 10/23/11, and staff has

not yet received these results. The Task Force met with State Assemblymen and DEC officials on 11/16/11 to discuss the importance of making this a statewide issue as opposed to a local issue. The hope is that state level legislation will be passed allowing legal actions and funding to be available to assist local officials in dealing with invasive species. In the meantime, the Task Force is continuing to investigate controlling the Hydrilla through future herbicide (Possible floridone) applications and/or possible harvesting of remaining plants.

#### **Item #4 - Water Main Break at 2250 North Triphammer Road**

Discussion: Mr. Riddle noted that on 11/10/11, Distribution staff responded to several low pressure complaints in the Village of Lansing. Staff found a large water main break in front of the Savannah Park Apartments at 2250 North Triphammer Rd. In attempting to isolate the water main break and control water loss, the operator discovered a needed valve was not accessible with a valve key. Because of this inaccessible valve approximately 50 more customers were affected by the water main shut down. The next two valves needed to isolate the inoperable valve were found to be covered with 3 to 6 feet of dirt and concrete fill.

In the spring a contractor working for Savannah Park Apartments was directed to dump the fill from an excavation project at the apartments in the area of these valves. A Dig Safely New York (DSNY) mark out was made for the excavation area, but not in the area where the fill dirt was dumped. If the DSNY request included the dumpsite these valves would have been marked out and most likely not covered over.

The operator proceeded to the next available main valve across NYS Route 13. This valve was accessible and did not affect any additional customers. The water main break was excavated and a circular break was found on the 8-inch water main. A repair clamp was used to make the repair and the system was recharged. As pressure began to build water began pouring out of the north wall of the excavation. The valve was closed again and an additional split was found in the 8-inch water main. This was repaired with two couplings and a new section of pipe. The system was again recharged, this time with no additional leaks.

This water main break shows the importance of regular valve maintenance and inspection. The inaccessible valve would have been found and the valve box straightened. Also the valves covered with fill dirt and concrete would have been discovered and uncovered. This water main break also shows the importance of operators knowing what work is being done around the distribution system and informing contractors if their work is going to affect the operation of the distribution system. The Village of Lansing DPW and Bolton Point staff corrected the problems associated with these valves the following day.

#### **Item #5 - Water Main Extensions and Other Projects**

Discussion: Mr. Riddle noted that this item provides a summary of progress of the various on-going water main and other significant projects in the Distribution system.

#### **Item #6 - Administration Department Highlights**

Discussion: Ms. VanGelder stated that Judy and Donna are working well with each other tackling customer calls. Jennifer is working on catch up things and wish list items.

#### **Item #7 - November 1, 2011 Billing to the Town of Lansing and Village of Cayuga Heights**

Discussion: None

### 3. Old and New Business

#### A. Resolution of Appreciation for Paul Tunison

*Exhibit No. 092*

Discussion: Mr. Lipinski stated that a copy of the Appreciation to Paul is being circulated for signatures.

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

Resolution of Appreciation and Recognition of Service for Paul Tunison

WHEREAS, Paul Tunison was appointed by the Commission on June 1, 1976 as the Assistant Plant Foreman and was offered the opportunity to set up and manage Bolton Point's Laboratory at the time the water treatment plant was just coming on-line; and

WHEREAS, Paul was promoted to Production Manager, a position in which he served for 23 years before he was promoted to General Manager on March 9, 2000, a position in which he provided his expertise and talents faithfully to the Commission since that date; and

WHEREAS, effective October 22, 2011, Paul has chosen to retire after a total of thirty five (35) years of dedicated service; and

WHEREAS, Paul's professionalism and courteousness was always appreciated when speaking with Commissioners, staff and residents of the five municipalities, developers, business owners, Cornell and City of Ithaca staff, and all other parties with which he communicated; and

WHEREAS, during Paul's time as the General Manager, he was dedicated to bringing about improvements such as the plant expansion, East Hill Water Tank and enhancements to provide reliable connections among the Cornell, City, and Bolton Point plants; and

WHEREAS, the Commission has greatly benefited from Paul's thoughtful consideration, time, energy and desire to provide an excellent water supply to the customers of the Commission; and

WHEREAS, Paul's dedication to the Commission was so great that, upon more than one occasion, he was seen arriving at work on crutches, or in a wheelchair, and was coerced on a regular basis to take vacation time; and

WHEREAS, the Commission is appreciative of Paul's invaluable contributions and years of dedication, devotion and exemplary service to the Commission during his thirty five years of service;

Now, Therefore, Be It

RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission, on behalf of the Towns and Villages, their citizens and employees, acknowledges the retirement of Paul Tunison as General Manager; and expresses its sincere gratitude to Paul for his dedicated service to the Commission and our communities.

MOVED: Anderson

SECONDED: Wilcox

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

#### **B. Discussion of Minimum Bill**

Discussion: Mr. Engman stated there is no recommendation at this point. Mr. Engman noted that a study was done for a water utility looking to change its minimum bill. The utility decided to charge by size of meter. The Commissioners requested a copy of the study be sent to them.

#### **C. Dedication of the RWPS Road to the Village of Lansing**

Discussion: Village of Lansing will take over ownership and maintenance of the road. The Commission will assume responsibility for snow and ice removal. Mr. Dubow is drafting an agreement.

#### **D. Town of Ithaca Ridgecrest Road Tank VOCs**

Discussion: Ms. Foote noted that the latest test was done on November 30<sup>th</sup> and levels were non-detectable. This test was the first test done not in overflow mode. The next test will be done at the end of December.

#### **E. Septic System**

Discussion: Mr. Rueckheim noted that the contractor plans to start construction in mid December. It will take about a week to finish.

#### **F. 2012 Commission Operating Budget and Water Rate**

Discussion: Mr. Engman noted that all water rates have been approved by the municipalities. Pam noted that the Commission is still waiting on signed paper work from Town of Dryden.

#### **G. 2012 Commission Meeting Schedule**

*Exhibit No. 093*

Discussion: The proposed meeting schedule was resented. Mr. Newman noted that the January Commission Meeting will begin at 2:30 due to the Holiday party starting at 4.

MOTION by Goodman, SECONDED by Supron to approve to proposed 2012 Commission meeting calendar.

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

#### **H. Holiday Gathering**

Discussion: Ms. VanGelder presented three different location choices for the Holiday Gathering. Costs at all three locations were within the budget. The Commissioners suggested letting the Commission staff choose where the party should be held.

### **4. Committee Reports**

#### **A. Engineering and Operations Committee**

**1. October 26, 2011 Meeting Notes**

*Exhibit No. 094*

Discussion: Mr. Newman noted that most items had been discussed.

**2. November 22, 2011 Meeting Agenda**

*Exhibit No. 095*

Discussion: None

**B. Personnel and Organization Committee**

**1. November 22, 2011 Meeting Notes**

*Exhibit No. 096*

Discussion: None

**2. Resolution to Appoint Acting General Manager**

*Exhibit No. 097*

Discussion: Commission Engman sought clarification that the stipend would be paid only when the General Manager was out for five days or longer.

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

Proposed Resolution to  
Appoint Acting General Manager and  
Authorize Temporary Wage Adjustment for Acting General Manager  
Thursday, December 8, 2011

WHEREAS, there are times when the General Manager is out of the office for extended periods of time due to vacations and other reasons that warrant the Commission designating a second in command or an Acting General Manager; and

WHEREAS, the Personnel and Organization Committee recommends that Joan Foote, Production Manager, be designated as the second in command and be designated as the Acting General Manager during these times; and

WHEREAS, the Personnel and Organization Committee recommends a temporary wage adjustment to be paid to Ms. Foote when she takes on these additional responsibilities for periods of time when the General Manager is out of the office for periods of one week or longer; and

WHEREAS, the Personnel and Organization Committee recommends a \$250 per week stipend for each whole week period when Ms. Foote is acting as the Acting General Manager; and

WHEREAS, the Personnel and Organization Committee recognizes that the appointment of a second in command or an Acting General Manager would promote a succession plan;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission appoints Joan Foote, Production Manager, as the second in command and as the Acting General Manager, with all the official duties and responsibilities of the General Manager,

during times when the General Manager is unavailable for periods of one week or greater due to vacation or other reasons; and be it further

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and authorizes the Human Resources Manager to provide Ms. Foote with a temporary wage adjustment of \$250 per week for each whole week interval when she is functioning in the role of Acting General Manager, until further notice.

MOVED: Wilcox

SECONDED: Supron

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

**3. Resolution to Revise Distribution Manager Job Description**

*Exhibit No. 098*

Discussion: None

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

Proposed Resolution For  
Approval of Revised Distribution Manager Job Description  
December 8, 2011

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) has been working with the Tompkins County and New York State Civil Service Agencies in accordance with applicable Civil Service laws, rules and regulations to establish and maintain appropriate titles and positions; and

WHEREAS, the Personnel and Organization Committee discussed the needs of the organization and determined that the Distribution Manager job description no longer met the needs of the organization; and

WHEREAS, the Personnel and Organization Committee reviewed and edited a job to more appropriately meet the current and future needs of the organization; and

WHEREAS, the Personnel and Organization Committee recommends the revisions of the Distribution Manager job description (see attached); and

WHEREAS, Tompkins County Civil Service has reviewed and approved the revisions of the Distribution Manager job description;

NOW THEREFORE, BE IT

RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission hereby approves the revised Distribution Manager job description.

MOVED: Wilcox

SECONDED: Lipinski

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

**4. Resolution to Appoint Provisional Distribution Manager**

*Exhibit No. 099*

Discussion: None

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

Proposed Resolution for  
Provisional Appointment of Steven Riddle to Distribution Manager  
Thursday, December 8, 2011

WHEREAS, there is a vacancy in the Distribution Manager position; and

WHEREAS, the interviewing group consisting of the Personnel and Organizational Committee members, General Manager, Production Manager, Finance Manager and Human Resources Manager interviewed this internal candidate for the position; and

WHEREAS, the interviewing group recommends the appointment of Steven Riddle, currently Distribution Operator and Distribution Leadperson, to the Distribution Manager position on a provisional basis pending successful completion of a departmental promotional civil service exam for said title;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby approves the appointment of Steven Riddle to the position of Distribution Manager, effective December 12, 2011, at a salary of \$67,000, in Job Classification '9', with full time benefits including a Commission vehicle for commuting and emergency response; and, be it further

RESOLVED, the said appointment is a provisional appointment pending successful completion of a departmental promotional civil service exam.

MOVED: Wilcox

SECONDED: Lipinski

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

**5. Resolution to Appoint Backflow Administrator**

*Exhibit No. 100*

Discussion: None

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and**

**The Villages of Cayuga Heights and Lansing**

Proposed Resolution for  
Appointment of Backflow Administrator  
Thursday, December 8, 2011

WHEREAS, the Commission designates an employee as Backflow Administrator to take on the responsibilities of administering the Backflow program in accordance with the Local Law for Cross Connection Control, and

WHEREAS, this position confers no change in pay or job classification; and

WHEREAS, Jack Rueckheim has been the Backflow Administrator over the past several years; and

WHEREAS, Jack Rueckheim, General Manager, recommends Peter Middaugh, Distribution Operator, be appointed as the Backflow Administrator since he has been assisting with the administration of the program for many years and is well-versed in the program; and

WHEREAS, the Personnel and Organization Committee recommends appointing Mr. Middaugh as the Backflow Administrator;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby approves the appointment of Peter Middaugh as the Backflow Administrator until further notice.

MOVED: Wilcox

SECONDED: Anderson

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Suprdon, Wilcox; Nays: None)

Carried

**6. Resolution to Authorize Increase in Compensation to General Manager in Lieu of Vehicle for Commuting**      *Exhibit No. 101*

Discussion: None

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

Proposed Resolution to  
Authorize an Increase in Compensation to General Manager in Lieu of a Vehicle for Commuting.  
Thursday, December 8, 2011

WHEREAS, in the past the General Manager has been provided with a Commission vehicle to use for commuting as part of the compensation package; and

WHEREAS, it is in the interest of the Commission to terminate this practice in order to reduce expenses and wear and tear on its vehicles; and

WHEREAS the present General Manager is in favor of eliminating the vehicle for commuting; and

WHEREAS, the Personnel and Organization Committee recommends utilizing the IRS mileage reimbursement rate to calculate a value of the use of the Commission vehicle; and

WHEREAS this calculation resulted in a recommendation of a \$3,000 per year increase to the General Manager salary in lieu of using the Commission vehicle for commuting; and

WHEREAS, Personnel and Organization Committee intends that this resolution apply to the current General Manager only, and future General Managers will not be provided with a vehicle for commuting;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission authorizes a \$3,000 per year increase in the present General Manager’s salary in lieu of a Commission vehicle for use in commuting, effective January 1, 2012; and be it further

RESOLVED, that the Commission will not include the use of a Commission vehicle for commuting as part of any future General Manager’s compensation package.

MOVED: Wilcox

SECONDED: Supron

(Ayes: Andrson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

**7. Resolution to Approve Revised Weather Related Time Off Procedures** *Exhibit No. 102*

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

Proposed Resolution of Adoption of Revised Weather Related Time Off Procedures  
Thursday, December 8, 2011

WHEREAS, the Personnel & Organization Committee has reviewed the attached revised Weather Related Time Off Procedures; and

WHEREAS, the Weather Related Time Off Procedures document has been revised by the Town of Ithaca’s Personnel Committee to address questions about road closures; and

WHEREAS, the Personnel & Organization Committee recommends adopting the revised procedures to replace the current procedures in the Personnel Manual;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby adopt the revised Weather Related Time Off Procedures to replace the current procedures in the Personnel Manual.

Moved: Wilcox

Seconded: Engman

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

### **C. Budget and Finance Committee**

#### **1. October 31, 2011 Financial Report**

*Exhibit No. 103*

Discussion: Mr. Engman noted all items were already discussed. Mr. Engman also noted that staff has been working in a Capital Replacement Plan.

#### **2. Approval of the December 8, 2011 Warrants in the amount of \$56,675.08.**

Discussion: None

MOTION by Engman, SECOND by Wilcox, to approve the December 8, 2011 warrants in the amount of \$ 56,675.08.

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

### **5. Executive Session**

Discussion: No executive session needed.

### **6. Other**

Discussion: Mr. Lipinski stated that he will be asking the Town of Dryden to replace him on the Commission.

Ms. VanGelder presented a new electronic letterhead sample for the Commissioners to review. Mr. Rueckheim noted the UAW negotiations are in progress. Mr. Rueckheim noted that staff is investigating options for replacing the HVAC unit in the conference room.

### **Adjournment:**

MOTION by Lipinski, SECOND by Engman, to adjourn the meeting at 5:19p.m.

(Ayes: Anderson, Engman, Goodman, Lipinski, Newman, Supron, Wilcox; Nays: None)

Carried

Minutes submitted by: Jennifer Maine

Approved by: Jack Rueckheim

**NEXT MEETING**  
January 5, 2012 at 2:30 p.m.  
Bolton Point Conference Room

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 29, 2011

To: All Commissioners  
From: General Manager and Department Managers  
Re: Management Staff Monthly Report

This report is intended to provide each Commissioner with a status of issues that may not appear on the agenda for your January 5, 2012 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of December 8, 2011. During your review of this report, please give Jack a call or make a note of any question or comment that may come to mind.



## Progress Report on This Month's Issues:

Issues This Month Include:	Page
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2. Removal of Backwash Pump #2 for Rebuild	2
3. Chlorine Dioxide Trial	2
4. Distribution Department Personnel	2/3
5. Pressure Reducing and Control Valve Maintenance	3
6. Burdick Hill Main Replacement, Route 34 Interconnect	4
7. Administration Department Highlights	4
8. December 1, 2011 Billing to the Town of Ithaca	4

### **1. Commission Projects**

The General Manager worked on the following projects during the month of December:

- Transmission main replacement project—held preliminary discussions with affected property owners regarding easements. Scheduled conference call to bonding company for January 5.
- Burdick Hill tank—Scheduled conference call to bonding company for January 5. Worked with TG Miller on design and have scheduled debate between glass-lined steel and concrete tank representatives for the January 25 Engineering and Operations Committee meeting.
- Participated in UAW negotiations.
- Septic System—attempting to determine construction schedule. Construction should start any day, according to the contractor.

- Chlorine Dioxide trial—Worked toward moving the trial to final status. Procured an engineer for required engineered application to the health Department and met with him on January 3.
- Staffing changes—assisted the new Distribution Manager as he becomes acquainted with his position. Reviewed applications for vacant Distribution Operator positions.
- Worked with Finance Manager to begin streamlining the Commission's meter-no-read procedure.
- Worked on clearing and organizing the General Manager office space.

This work includes projects that are new to the GM and new perspectives on projects with which he has already been involved. The focus on these areas has been made possible because of assistance from the three department managers and their staff.

## **2. Removal of Backwash Pump #2 for Rebuild**

The large pumps at the treatment plant and the raw water pump station are used every day and are critical to the operation of the Bolton Point system. Beginning in 2005, staff has rebuilt all three finished and all three raw water pumps, one per year. Rebuilding the pumps cost the Commission approximately \$28,000 per pump, in comparison to a replacement cost of almost \$70,000. On 12/6/11, Commission staff assisted the specialist pump contractor in the removal of the second backwash pump. Removal of these water pumps was relatively simple. The motor was removed and set aside. A crane then pulled the Gould pump out through a skylight directly over the pump. The pump was taken to the contractor's shop in Penn Yan and will be disassembled and rebuilt. The estimated cost for the backwash pump rebuild is \$30,000. Once this pump is reinstalled later this winter, the rebuild project will be completed.

## **3. Chlorine Dioxide Trial**

Bolton Point changed pre-disinfection from liquid chlorine to chlorine dioxide in 2005 in order to lower total trihalomethane and haloacetic acid concentrations. In areas where more hypochlorite is added at the more remote pump stations to boost chlorine levels, the trihalomethane concentrations were approaching the maximum contaminant level. The trial has indeed been successful in lowering these disinfection byproducts. Staff is addressing the remaining issues to move this pre-disinfection method to a permanent status. An engineer is being contacted to write a report to submit to the Health Department. Staff is also investigating the chemical storage issue. Three chemicals are combined using a generator to produce the chlorine dioxide. These chemicals are purchased in 55-gallon drums. They are currently stored inside the raw water pump station, and the Health Department requires separate storage areas for the chemicals. Staff has suggested storing the chemicals at the treatment plant, and having only three drums in use and three drums on standby. Staff would then bring three new drums to the raw water pump station approximately every ten days.

## **4. Distribution Department Personnel**

Over the past two months, two Distribution Operator positions have been vacated, leaving the department short of staff. Steve Riddle was promoted from Distribution Leadperson to Distribution Manager and Distribution Operator Fred Dean resigned in late November. The remaining operators have done an exceptional job of keeping up with the

additional workload and customer service standards have continued to be met. With the extended fall weather several large-scale projects (College Circle Apartments, Burdick Hill and Cayuga Heights Road Main replacements) have been able to continue construction. These projects often require inspections that require operators to be on site for several hours. In addition to these inspections, operators have performed emergency water main repairs, customer meter audits, commercial meter readings and plumbing inspections.

The Distribution Manager would like to appoint Jim Shaff as Distribution Leadperson to fill the vacancy. Jim has been a Distribution Operator for the past 11 years. Jim has shown sound judgment and decision making in water main repairs, plumbing inspections and staff scheduling. Jim will become more involved with the operation of the distribution office, issuing and reviewing permits and assisting customers. Jim is interested in this position and I feel he will perform well in this position.

Applications for the Distribution Operator positions have been received from Tomkins County Civil Service. After reviewing the forty-three applicants, eight have been selected to be interviewed. The interviews will be held on January 4 and 5, 2012. Production Operator Jeff Hall has applied for the Distribution Operator position, and staff agrees he would be an excellent addition to the department. Jeff will remain in his current position until the end of January 2012, allowing the production department to operate at full staff until they are able to post his position. This will leave one additional position to fill from the interviewed candidates.

Once all Distribution Department positions have been filled, staff will begin training of two new operators. Distribution staff performs probably the most diverse work of any of the Commission departments, making training and learning processes difficult and time-consuming. On average, trainees work with established operators for several months before they are ready to tackle other than routine tasks alone. Many of the routine distribution tasks have written procedures, found in the new training manual developed by department staff. This manual covers topics such as individual tank systems and characteristics, source of water, system interconnections, critical customers, and demand patterns. The manual also covers line locating, valve and hydrant maintenance, control and pressure reducing valve maintenance and water main testing.

Although the training process is long and difficult, it is made easier by the Distribution Operators willingness to share their skills and knowledge. Department staff is eager to hire and start training of the new operators to help reduce the demanding new workload they have been faced with.

## **5. Pressure Reducing and Control Valve Maintenance**

Pressure Reducing Valves and Tank Control Valves are inspected on a quarterly schedule for proper operation. Distribution staff checks for full opening and closing of the valves, inspects for leaks on the main valve housing and indicator rod packing, checks pressure gage operation and checks the building or vaults' drainage and heating systems. The valves are rebuilt on a schedule based on the frequency the valve is used. Tank control valves are rebuilt annually, while pressure reducing valves are rebuilt every two to four years. During the month of December, three tank control valves (Spruce Lane, Airport Tank and Apple Orchard) and one pressure reducing valve (Oakcrest) were rebuilt. The Zone 2 PRV inspections also occurred in December. Staff found all valves in good operating condition.

**6. Burdick Hill Main Replacement, Route 34 Interconnect**

The contractor installing new water main on Burdick Hill Rd. for the Village of Lansing completed work at the Route 34 Interconnect near the south entrance of Bolton Point. The project required planning and scheduling between the contractor, Distribution and Production staff. The connection of the Burdick Hill tank grid to the transmission main is located at the south gate. An existing tapping sleeve and valve were replaced with a new valve and restrained tee fitting. This replacement required Burdick Hill Tank Grid to be supplied by a temporary connection between a transmission main hydrant and Burdick Hill hydrant. The Distribution Department has 5-inch hose that is used to make connections for only potable water. Once the temporary connection was made, the finished water pumps were turned OFF and the valve replacement was completed. Production staff filled all tanks to capacity the night before the transmission main shutdown. The water main was connected to the Oakcrest and Burdick Hill systems and leakage testing and disinfection were completed. Once all test results were received, the new water main was put into service and the temporary connection between hydrants removed. With the completion of this project the new Burdick Hill water main is now completed.

**7. Administration Department Highlights**

- Department Statistics
 

	Oct 2011
○ Meter Reads Cards sent	2,687 TI
○ Water Bills sent	2,381 VCH/TL
○ Final Bills calculated	21
○ New Accounts	0
○ Municipal payments processed	50
○ Internet Readings	350 VCH/TL
○ Warning Letters sent	103 TI
○ Certified Letters sent	15 TI
○ Incoming phone calls	305
○ Follow-up calls re: meter reads	28
○ Work Orders prepared	56
○ 20% Audit notices sent	158 VCH/TL
○ 20% Audits completed	89 (56%)
○ Cash Disbursements	\$257k
○ Cash Receipts	\$570k

**8. December 1, 2011 Billing in the Town of Ithaca**

Zone 2 (TI) Billing Dates: 8-16-11 to 11-15-11				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	12/1/10	12/1/11	12/1/10	12/1/11
TI	126,681,700	118,722,800	\$ 359,412.06	\$ 371,581.58
	7% Decrease		3% Increase	

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**Officers Appointed by Commission**


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Office	2011	2012
Chairperson	H. Michael Newman	
Vice-Chairperson	Steve Lipinski	
Treasurer	Herb Engman	

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**Committee Assignments Appointed by Chairperson**


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**Budget and Finance**

Chairperson	Herb Engman	
	Ronald Anderson	
	Steve Lipinski	
	Scott Pinney	
	Cathy Valentino (C)	

**Engineering and Operations**

Chairperson	H. Michael Newman	
	Donald Hartill	
	Steve Lipinski	
	Connie Wilcox	
	Nahmin Horwitz	
	Mary Russell (C)	

**Personnel and Organizational**

Chairperson	Connie Wilcox	
	H. Michael Newman	
	MaryAnn Sumner	
	Kate Supron	
	Cathy Valentino (C)	

**Planning and Public Affairs**

Chairperson	Donald Hartill	
	Steve Lipinski	
	Herb Engman	
	Mary Ann Sumner	
	Mary Russell (C)	
	Steve Farkas (C)	

**Procurement Policy  
for the  
Southern Cayuga Lake Intermunicipal Water Commission**

**I. SCOPE**

This procurement policy applies to all purchases made by the Southern Cayuga Lake Intermunicipal Water Commission (Commission). All Commissioners and staff are responsible for ensuring that purchases comply with this policy.

**II. OBJECTIVES**

Goods and/or services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interest of the taxpayers, to facilitate the acquisition of goods and/or services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the Commission is adopting internal policies and procedures governing all procurement of goods and/or services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or any other general, special, or local law.

**III. DELEGATION OF AUTHORITY**

The Commission's responsibility for administration of the procurement policy is delegated to the Purchasing Agent as designated by resolution. The Purchasing Agent is to make every effort to ensure staff purchases comply with this policy.

**IV. REQUISITION PROCESS**

Requisitions are not required for local vendor purchases. All non-local vendor purchases require the issuance of a purchase order signed by the Purchasing Agent.

**V. BID REQUIREMENTS**

All purchases of:

- a) supplies or equipment which may exceed \$20,000 individual or in aggregate: or
- b) public works contracts that may exceed \$50,000 shall be formally bid pursuant to General Municipal Law, Section 103.

Bidding requirements are for the benefit of the taxpayers and should never be for the benefit or enrichment of the bidder(s). A bid specifications should be construed and administered so as to accomplish that purpose fairly and reasonably always for the sole interest of the public.

**VI. WRITTEN BID REQUIREMENTS**

All estimated purchases of goods and/or services of:

- a) less than \$20,000 but greater than \$5,000 (may) require a written request for a proposal (RFP) and written/fax quotes from three vendors; and
- b) less than \$5,000 but greater than \$1,500 are left to discretion of the purchaser after consultation with the Purchasing Agent.

All estimated public works contracts of:

- a) less than \$50,000 but greater than \$10,000 require a written RFP and written/fax proposals from three contractors for all non-emergency needs; and
- b) less than \$10,000 but greater than \$1,500 are left to the discretion of the purchaser after consultation with the Purchasing Agent.

**VII. DOCUMENTATION REQUIREMENTS**

The department responsible for requesting the RFP shall compile a list of all vendors/contractors from whom written/fax quotes have been requested and the written/fax quotes offered.

Added documentation describing the desired goods and/or services needed, quantities, and particulars of delivery shall be included with the RFP documentation.

All information gathered in complying with the procedure of this policy shall be filed in the accounting department attached to vendor payment vouchers. (E.G. voucher, invoice, purchase order, packing slip or other proof of delivery.)

### **VIII. AWARDING THE BID**

As a general proposition the award for goods and/or services will be given to the lowest responsible bidder. There are, however, two grounds for not awarding a contract to a low bidder, (1) non-compliance with the bid specifications or (2) finding that the bidder is not a responsible bidder.

### **IX. GOOD FAITH**

A good faith effort shall be made to obtain the required number of bid proposals. If the purchaser is unable to obtain the required number of proposals, the purchaser shall document the attempt made at obtaining the bids and consult with the Purchasing Agent for additional vendors or approval for procurement without the required number of responses.

### **X. WAIVER OF REQUIREMENTS**

Except when directed by the Commission, solicitation of written proposals or quotes shall not be required under the following circumstances:

- a) \*acquisition of professional services;
- b) \*emergencies;
- c) \*sole source situations;
- d) goods purchased from agencies serving the differently abled;
- e) goods purchased from correctional facilities;
- f) goods purchased from another government agency;
- g) goods purchased under New York State or Tompkins County contract;
- h) goods purchased at auction;
- i) goods purchased for less than \$1,500; and
- j) public works contracts for less than \$1,500, or
- k) as deemed fiscally prudent by the Commission.

**Procurement Policy**  
**SCLIWC**  
**page 4**

\*See definitions in General Municipal Law, Section 103. This waiver does not exclude or exempt these goods and/or services from requiring a purchase order approval by the Purchasing Agent.

**XI. ANNUAL REVIEW**

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by vote of the Commission.

Record of Changes/Revisions

Originally Approved 6/3/93

Reviewed by Commission:

4/7/94, 4/6/95, 4/4/96, 3/6/97, 4/9/98, 4/4/99, 5/4/00, 4/5/01, 4/4/02, 4/3/03, 4/8/04, 4/7/05,  
4/6/06, 4/5/07, 4/3/08, 4/9/09, 1/7/10, 1/6/11, 1/5/12

**Investment Policy  
for the  
Southern Cayuga Lake Intermunicipal Water Commission**

**I. SCOPE**

This investment policy applies to all monetary and other financial resources available for investment by the Southern Cayuga Lake Intermunicipal Water Commission (Commission).

**II. OBJECTIVES**

The primary objectives of the Commission's investment activities are, in priority order:

- a) to conform with all applicable federal, state and other legal requirements (legal);
- b) to adequately safeguard principal (safety);
- c) to provide sufficient liquidity to meet all operating requirements (liquidity);and
- d) to obtain a reasonable rate of return (yield).

**III. DELEGATION OF AUTHORITY**

The Commission's responsibility for administration of the investment program is delegated to the Treasurer who will establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures will include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating descriptions and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Commission.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## **Investment Policy**

### **SCLIWC**

#### **Page 2**

#### **V. DIVERSIFICATION**

It is the policy of the Commission to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

#### **VI. INTERNAL CONTROLS**

It is the policy of the Commission for all moneys collected by any officer or employee of the Commission to deposit those funds in the depository noted below within three (3) business days of receipt.

The Treasurer along with the assistance of the Finance Manager of the Commission are responsible for establishing and maintaining an internal control structure to assure that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in timely manner, recorded properly, and are compliant to applicable Commission policies, applicable local and state laws and regulations.

#### **VII. DESIGNATION OF DEPOSITORIES**

Annually the Commission will designate a bank and/or trust company (under resolution) as the depository of record where all cash is to held on deposit. This designation will also specify the maximum amount of cash to be held on deposit.

#### **VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law (GML), Section 10, all deposits of the Commission, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a) By a pledge of “eligible securities” with an aggregate “market value” as provided by GML, Section 10, equal to the aggregate amount of deposits or
- b) By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements or
- c) By an eligible surety bond payable to the Commission for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

#### **IX. SAFEKEEPING AND COLLATERALIZATION**

## **Investment Policy**

### **SCLIWC**

#### **Page 3**

Eligible securities used for collateralizing deposits shall be held by Tompkins Trust Company and/or a third party custodian subject to a Security and Custodial Agreements.

The Security Agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released and the events that will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Commission or its custodial bank.

The Custodial Agreement shall provide that securities held by the bank or trust company, or agent of a custodian for the Commission, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### **X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, Section 11, the Commission authorizes the Treasurer to invest moneys not required for immediate expenditure in the following types of investments.

- a) special time deposit accounts;
- b) certificates of deposit;

#### **XI. ANNUAL REVIEW**

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by a vote of the Commission.

Record of Changes/Revisions:

Originally Approved 6/3/93

Reviewed by Commission: 4/7/94 / 4/6/95 / 4/4/96 / 3/6/97 / 4/9/98 / 4/4/99 / 5/4/00 / 4/5/01 / 4/4/02 / 4/3/03 / 4/8/04 / 4/4/05 / 4/6/06 / 4/5/07 / 4/3/08 / 4/9/09 / 1/7/10 / 1/6/11, 1/5/12

The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing

Resolution Authorizing Payment of Unaudited Claims  
January 5, 2012

WHEREAS, the New York State Comptroller Financial Management Guide, Section 8.1020 notes that payroll costs, utility bills and other similar costs may be paid prior to the monthly board audit of claims, and

WHEREAS, the Comptroller allows the designation of other claims that may be paid prior to monthly audit of claims by advance resolution of the board, and

WHEREAS the Commission has historically expressed the desire to prepay claims that might afford the inclusion of a significant discount for early payment or in avoidance of significant late fees, and

WHEREAS the Commission has historically expressed the desire to maintain positive relationships with vendors upon whom it receives goods and services from on an ongoing basis, and

WHEREAS the Commission desires to maintain a list of vendors for whom claims may be paid by the Treasurer prior to audit, NOW, THEREFORE, BE IT

RESOLVED that the Treasurer may pay claims from the following vendors prior to the monthly audit for goods and services verified as received by Department Managers, AND BE IT FURTHER

RESOLVED that the Commission's General Manager, John E. Rueckheim Jr., is hereby authorized to sign checks to the vendors listed below.

Andree Petroleum	Vehicle fuel
AT&T	Phone Service
Bolton Point Employee(s)	Reimbursement
Broadview	Phone Service
Cardmember Services	Visa payment
Direct Page	Paging Service
Fingerlakes Business Svcs	Answering Service
Integrys	Electric and Gas
NYSEG	Electric and Gas
Postmaster	Postage/Reply and Bulk Mail Permits
Time Warner Cable	Internet provider/Phone Service
Tompkins Insurance	Insurance
Town of Ithaca	PR/Benefits/Services
USPS(Reserve Account-Postage-by-phone)	Postage Meter
Verizon Wireless	Phone Service
Waste Management	Waste Management

MOVED:

SECONDED:

<u>2012 Chevrolet Silverado 2500 HD Ext. Cab</u>	<u>OPTION CODE</u>	<u>2012 COST</u>	<u>LOCALLY INSTALLED</u>	<u>COST</u>
Unit Price 2500 HD Silverado Pick Up	CK20753	21,646.90	Vent Shades	50.00
Delivery Allowance Schedule Reg 1-2	DAS	160.00	Hood Protector	75.00
LT Upgrade Package	LT	2,961.20	Mud Flaps	100.00
Snow Plow Prep Package	VYU	250.80	Running Boards	375.00
Trailer Equipment - HD	Z82	400.40	Floor mats	100.00
Roof Marker Lamps	U01	48.40	Safety Lights	350.00
Locking Tailgate	A60	83.60	Bed Storage System	4,500.00
Seat Adjuster	AG1	259.60		
All Terrain Tires LT265/70R17E	QXT	176.00		
Blue Granite Metallic Exterior Paint	46U	Incl.		

Costs above: 5,550.00  
 plus freight:

**LOCAL TOTAL est.: \$ 5,550.00**

**Dealer Total: \$ 25,986.90**

**DEALER TOTAL: 25,986.90**  
**plus LOCAL TOTAL est.: 5,550.00**

**GRAND TOTAL est.: \$ 31,536.90**

Budgetet \$35,000

**Engineering and Operations Committee Meeting Notes**  
**Tuesday, November 22, 2011 @ 11:00 a.m.**  
**Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
<b>Present:</b> Mike Newman, Connie Wilcox, Don Hartill, Town of Dryden Engineer Andy Sciarabba, Jack Rueckheim, Joan Foote, Steve Riddle		
<b>1. October 2011 Meeting Notes</b>		#1
The Committee found the meeting notes to be acceptable as they appeared in the November meeting packet.		
<b>2. October 2011 Monthly Operations Report</b>		#2
<p>Joan reported the finished water produced in October was 92 million gallons, bringing the YTD finished water total to 854 million gallons. The monthly average turbidity in October was 0.8 NTU, which was significantly down from September's average of 12.4 NTU due to the flooding that occurred. Joan then mentioned that the quarterly trihalomethane (THM) and haloacetic acid samples were collected in October, and the THM results were higher throughout the entire distribution system. She believes this is due to the fact that September's daily turbidities were at least twice the normal levels, and all the organics in the raw water contributed to the higher THM levels.</p> <p>Joan stated that the majority of the distribution system monitoring activity was routine. Starting 10/4/11, we supplied the City of Ithaca treatment plant with water over a four-day period while they performed emergency dredging on their intake. This created nine hours of overtime, which the City was billed for. On 10/11/11, Oakcrest pump #2 was removed from service due to a faulty variable frequency drive (VFD). The drive was repaired by EMA and reinstalled on 10/24/11. The unit has been working well, and the fan that failed and caused all the damage was replaced in the second VFD.</p> <p>Joan reported that several samples were taken in October for Endothall. This herbicide was applied to the lake on 10/11/11 to stop the evasive species Hydrilla. A baseline raw water sample was taken prior to treatment and Endothall was not detected. A second sample was taken on 10/18/11, showing 9 parts per billion (ppb), and a third sample on 10/27/11 also showed 9 ppb. Another sample will be taken on 11/23/11.</p> <p>Joan then discussed other Bolton Point activity which included staff attending several meetings concerning the Hydrilla treatment and sampling, divers performing the annual chlorine dioxide equipment and raw water intake inspection, and awarding the bid for the triennial treatment plant electrical maintenance to O'Connell Electric for \$5,950. This maintenance will be performed on 11/21/11. Staff also performed maintenance on Town of Ithaca's solar/wind power system that generates power for the West Hill tank telemetry equipment in October.</p>		

Steve reported on some leak repairs. Two were on customer service lines and another was a water main on Snyder Hill Rd. that was eliminated when the new main was put into service.

Steve noted there were two service complaints of rusty water due to water main flushing. One was in Cayuga Heights, due to flushing of the new East Shore Dr. water main. The other, on Elm Street Extension, was due to flushing conducted by the City of Ithaca Water Department.

Steve reported on the status of the 18 large users program, noting that three of the accounts had significantly lower consumption in October 2011 than in October 2010 because of meter problems this year or leaks last year.

Steve stated staff would be performing leak detection on the transmission main. There is a growing gap between total water pumped at Oakcrest and the total water going to the base tanks. Staff will test some of the master meters.

Steve reported on staff assisting the City of Ithaca by supplying water to the City's clear well during dredging of their intake. Water was also supplied during a main break on Stewart Avenue. In this case, an inoperable valve required a temporary pressure-reducing valve and meter to be installed between two hydrants to make the interconnection.

Steve discussed various water main replacement and extension projects. Commissioner Hartill noted that the Village of Lansing's Burdick Hill Road and Cayuga Heights Road water main replacement projects would soon be shut down for the winter. He added that the Village will be building a new office in 2012 and that project would involve a water main relocation and relocation of the electric power line to the Oakcrest pump station.

### **3. Informational Items**

#### **a. SCADA – Phase III**

Joan stated that the SCADA system and radios have been running well. Staff trimmed branches at the Coy Glen pump station to improve the line of sight for the radio and installed another grounding rod for the NYSEG antenna cable.

#### **b. Chlorine Dioxide Disinfection Trial**

Joan reported that the chlorine dioxide equipment has been operating well and no problems have occurred. Jack added that staff is meeting with the Health Department on 12/5/11 for their annual inspection and will be discussing making chlorine dioxide a permanent treatment process.

#### **c. Transmission Line Replacement Program**

Jack noted that the 2012 budget and approved water rate include and will support bonding for this project. The Committee asked Jack to have Town of Ithaca Engineering continue design and Commission staff will pursue the easement and bonding aspects.

#### **d. Burdick Hill Road Tank Design and Construction**

Jack and Andy reported that TG Miller is continuing with design. The site design will include alternatives for a concrete or glass-lined steel tank since the base of a concrete tank would be buried whereas the bottom of a glass-lined steel tank would be at grade. The Commission will be bonding for construction of this tank.

**e. Transfer of the Raw Water Pump Station Road to the Village of Lansing**

Commissioner Hartill stated that the crux of the agreement for transfer would be that the Commission would perform snow and ice removal and the Village would be responsible for other maintenance. Jack will have attorney David Dubow draw up an agreement.

**f. Ridgcrest Tank Volatile Organic Compounds**

Staff reported that the latest sample, taken toward the end of October, was non-detect for all compounds. The tank has been operated in normal mode since then and a new sample will be taken on November 30.

**g. Septic System Construction**

Jack reported that the contractor expects to begin in mid-December. The project will include installation of a conduit for electrical power to operate a gate opener and security light at the north gate. Another conduit will allow installation of a security camera at the north gate.

**h. DEC Sheldon Road Tank Hazardous Waste Disposal Fees**

Jack has provided pertinent information to Commissioners Newman and Engman, who will contact Assemblywoman Barbara Lifton on this issue.

**4. Committee Member Comments or Other Issues**

**a. Flocculation/Sedimentation room roof**

Joan reported she has an estimate of \$30,000 (without prevailing wage) for replacing the leaking roof over the flocc/sed basins. This roof has been in need of replacing for many years and is leaking badly. She suggested the Committee members might want to consider replacing the roof next year using fund balance money.

**b. Health Department Inspection**

Jack stated that the inspection would occur on 12/5/11 at 9:00AM.

**c. NYSEG Demand Charge**

Joan reported that two Oakcrest pumps were inadvertently run simultaneously, resulting in a potential increase of the demand charge. She was able to negotiate a compromise with NYSEG to limit the charge to \$400.

**d. Energy Audit**

Jack reported that Johnson Controls performed a no-cost preliminary energy audit for the Commission on November 4. They noted that the Commission's facilities, including pump motors and controls, are up-to-date and that possible areas of improvement were limited. Staff is assembling data for a non-revenue water analysis.

**e. Yellow Barn Water Company**

Jack reported that the Town of Dryden has been petitioned to take over the YBWC. Since the Town has no certified water system operators, TG Miller is investigating the possibility of the Commission operating the distribution system. The Commission operated the Schickel Road water district for the Town of Ithaca for several years before it was supplied with Bolton Point water. Andy will estimate the amount of required routine work (sampling and maintenance) before the November meeting.

**5. Next Meeting—Wednesday, December 21, 2011 @ 10:00AM**

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
Wednesday, December 21 @ 10:00 a.m.  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	November 2011 Meeting Notes	#1
2.	November 2011 Monthly Operations Report	#2
3.	Informational Items	
	a. SCADA	
	b. Chlorine Dioxide Disinfection Trial	
	c. Transmission Line Section Replacement Program	#3
	d. Burdick Hill Road Tank Re-design and Construction	
	e. Transfer of Raw Water Pump Station Road to the Village of Lansing	
	f. Ridgecrest Road tank VOCs	
	g. Septic System Construction	
	h. DEC Sheldon Road Tank Hazardous Waste Disposal Fee	
	i. 2012 Vehicle Purchase	#4
4.	Committee Member Comments or Other Issues	
5.	Next Meeting – Wednesday, January 25, 2012 @ 11:00 a.m.	

**Bolton Point Personnel and Organization Committee**  
**Wednesday, December 21, 2011**  
**11:00 am – 12:00 pm**

Commissioners: Connie Wilcox, Mike Newman, and Mary Ann Sumner  
 Managers: Jack Rueckheim, Pam VanGelder, Joan Foote, and Steve Riddle  
 Staff Support: Judy Drake                      Meeting called to order at: 11:10 am

**NOTES:**

**1. Report from Managers.**

Finance Manager – Pam reported that DEC would be refunding the hazardous Waste disposal fee.

Jen's 3-month performance review has been completed and she is doing well. Jen's presence and the restructuring of duties have improved department dynamics. During Judy's vacation Donna did a great job covering the work. Department has been revamping the customer brochure. Mike asked that the department keep working on the automatic input of meter reads from the website to the billing program. Pam will report on her supervisory training experience at the January 2012 meeting.

Distribution Manager- Steve reported that things have been hectic since there are two vacant positions. Steve has reviewed the 40 applications. Interviews will be held soon. Steve handed out a memo recommending appointment of Jim Shaff as the Distribution Leadperson. Committee is confident in Steve's recommendation and will support it at the January 5 Commission meeting.

Training: Peter has been working online for some Code Enforcement training credits.

Production Manager-Joan reported that her performance reviews were completed. Jeff Hall has applied for the Distribution Operator Trainee position, so in January the WTPO position will be advertised. Jeff has been getting training with Distribution on slow days.

Training: Jimmy Bower and Jeff Hall attended Competent Person training for confined space operations.

General Manager- Jack reported that he would be completing a performance review for Joan and Pam soon. Steve's will be done in eight weeks since he is a new promotion. Jack asked to have a review done for himself. This could include feedback from managers and the Commissioners. Committee was also in favor of implementing "360" reviews. It would be good to do the employee satisfaction survey again. Steve has quickly learning the administrative aspects of his new position. Jack has been surprised on how quickly he has become removed from the Distribution work.

Jack provided the Supervisor Training for Confined Space entry for Peter, Jeff, and Jimmy Bower. This will relieve Joan of some Confined Space Supervisor responsibilities. Steve will be assuming these kinds of training responsibilities.

**2. Other topics**

Committee discussed the union negotiations status.

**Next meeting: To Be finalized after the January 5 Commission meeting – Wednesday, January 25<sup>th</sup> at noon**

Moved to Adjourn: Connie    Seconded: Mary Ann    Vote: Approved    Meeting adjourned at 12:10pm.

**The Southern Cayuga Lake Intermunicipal Water Commission  
Of the Towns of Dryden, Ithaca, and Lansing and  
The Villages of Cayuga Heights and Lansing**

**Proposed Resolution of  
Appointment of Distribution Department Leadperson**

**January 5, 2012**

WHEREAS, Steven Riddle has served as Leadperson in the Distribution Department for the past several years, and

WHEREAS, Steven Riddle was promoted to the position of Distribution Department Manager effective December 19, 2011, and

WHEREAS, the Distribution Department Manager and the Commission's Personnel and Organization Committee desire to maintain the Leadperson position, and

WHEREAS, Steven Riddle has recommended to the Commission's Personnel and Organization Committee that Distribution Operator James Shaff be appointed as the Distribution Department's Lead-person; and

WHEREAS, James Shaff has agreed to receive specific training to prepare him for the Leadperson position and to assume specific responsibilities in keeping with that position; and

WHEREAS, the Personnel and Organization Committee is supportive of James Shaff being appointed as the Distribution Department's Leadperson effective January 1, 2012 and recommends the same to the Commission,

NOW, THEREFORE, BE IT

RESOLVED, the Commission accepts the recommendation of the Personnel and Organization Committee and does hereby appoint Jim Shaff as the Distribution Department's Leadperson effective January 1, 2012.

Moved:

Seconded:



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
FINANCIAL STATEMENTS  
NOVEMBER 2011**

**BALANCE SHEET PAGE ONE  
REVENUES AND EXPENSES PAGE TWO**

**OPERATING FUND  
DEBT SERVICE FUND  
CAPITAL PROJECT FUNDS**

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
BALANCE SHEET  
NOVEMBER 2011**

	OPERATING FUND	DEBT SERVICE FUND	BOLTON POINT RD PROJECT FUND	BURDICK HILL TANKS PROJECT FUND	TOTAL	
<b>ASSETS</b>						
UNRESERVED CASH:						
Savings	1,162,539	8,632	0	23,891	1,195,062	
Petty Cash	200	0	0	0	200	
Total Unreserved Cash	<u>1,162,739</u>	<u>8,632</u>		<u>23,891</u>	<u>1,195,262</u>	B
RESERVED CASH:						
Fringe Benefit Reserve	104,835	0	0	0	104,835	
Total Reserved Cash	<u>104,835</u>	<u>0</u>		<u>0</u>	<u>104,835</u>	B
OTHER ASSETS:						
Account Receivable	383,914	0	0	0	383,914	
Prepaid Expenses	9,143	0	0	0	9,143	
Total Other Assets	<u>393,057</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>393,057</u>	C
<b>TOTAL ASSETS</b>	<b><u>1,660,631</u></b>	<b><u>8,632</u></b>	<b><u>0</u></b>	<b><u>23,891</u></b>	<b><u>1,693,154</u></b>	
<b>LIABILITIES</b>						
Accounts Payable	41,228	0	0	0	41,228	
Accrued Liabilities	0	0	0	0	-	
BAN Payable	0	0	647,000	0	647,000	
TOTAL LIABILITIES	<u>41,228</u>	<u>0</u>	<u>647,000</u>	<u>0</u>	<u>688,228</u>	D
<b>FUND BALANCE</b>						
Reserved Fund Balance	104,661	0	0	0	104,661	
Unexpended Fund Balance	1,514,742	8,632	(647,000)	23,891	900,265	
TOTAL FUND BALANCE	<u>1,619,403</u>	<u>8,632</u>	<u>(647,000)</u>	<u>23,891</u>	<u>1,004,926</u>	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b><u>1,660,631</u></b>	<b><u>8,632</u></b>	<b><u>0</u></b>	<b><u>23,891</u></b>	<b><u>1,693,154</u></b>	
<b>ANALYSIS OF FUND BALANCE</b>						
<b>FUND BALANCE AS OF 1/1/11</b>	<b>1,444,371</b>	<b>8,203</b>	<b>(720,000)</b>	<b>28,395</b>	<b>760,970</b>	
ADD: YTD REVENUES	2,552,898	328,756	73,000	46	2,954,700	
LESS: YTD EXPENSES	<u>2,377,866</u>	<u>328,327</u>	<u>0</u>	<u>4,550</u>	<u>2,710,743</u>	
<b>FUND BALANCE AS OF 11/30/11</b>	<b><u>1,619,403</u></b>	<b><u>8,632</u></b>	<b><u>(647,000)</u></b>	<b><u>23,891</u></b>	<b><u>1,004,926</u></b>	A
<b>CASH</b>						
<b>FUND BALANCE AS OF 11/30/11</b>	<b>1,619,403</b>	<b>8,632</b>	<b>(647,000)</b>	<b>23,891</b>	<b>1,004,926</b>	A
Less: Receivables & Prepaids	393,057	0	0	0	393,057	C
Add: Liabilities	41,228	0	647,000	0	688,228	D
<b>CASH BALANCE AS OF 11/30/11</b>	<b><u>1,267,575</u></b>	<b><u>8,632</u></b>	<b><u>0</u></b>	<b><u>23,891</u></b>	<b><u>1,300,098</u></b>	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENSES  
FOR THE ELEVEN MONTH PERIOD ENDING NOVEMBER 30, 2011**

	OPERATING FUND	DEBT SERVICE FUND	BOLTON POINT RD PROJECT FUND	BURDICK HILL TANKS PROJECT FUND
<b>REVENUES</b>				
BUDGET	2,712,337	328,367	73,000	0
YTD ACTUAL	2,552,898	328,756	73,000	46
OVER (UNDER)	<b>159,439</b>	<b>(389)</b>	<b>0</b>	<b>(46)</b>
% EXPENDED	94%	100%	0%	0%
% UNEXPENDED	6%	0%	0%	0%
<b>EXPENSES</b>				
BUDGET	2,747,337	328,367	0	27,920
YTD ACTUAL	2,377,866	328,327	0	4,550
OVER (UNDER)	<b>369,471</b>	<b>40</b>	<b>0</b>	<b>23,370</b>
% EXPENDED	87%	100%	0%	16%
% UNEXPENDED	13%	0%	0%	84%

**DETAILED REVENUES**

Service Charges	29,377	0	0	0
Cross Connection Fees	4,814	0	0	0
Services for Other Governments	52,266	0	0	0
Joint Activity-Water Rents	2,252,726	0	0	0
Interest Earnings	2,202	389	0	46
Permits	37,051	0	0	0
Refunds of Prior Years Expense*	166,811	0	0	0
Other Revenues	7,651	0	0	0
Interfund Transfers**	0	328,367	0	0
BAN Redeemed	0	0	73,000	0
Appropriated from Fund Balance	0	0	0	0
	<b>2,552,898</b>	<b>328,756</b>	<b>73,000</b>	<b>46</b>

\* includes reversal of 2010 Other Post-Employment Benefit Accrual

\*\* includes transfer to Debt Service Fund to cover 2011 Principal & Interest Payments

**DETAILED EXPENSES**

Water Administration	457,077	0	0	4,550
Source of Supply	194,124	0	0	0
Purification	491,222	0	0	0
Transmission and Distribution	484,128	0	0	0
Employee Benefits	422,949	0	0	0
Debt Service	0	0	0	0
Interfund Transfers**	328,367	328,327	0	0
	<b>2,377,866</b>	<b>328,327</b>	<b>0</b>	<b>4,550</b>

\*\* includes transfer to Debt Service Fund to cover 2011 Principal & Interest Payments

The Southern Cayuga Lake Intermunicipal Water Commission

Resolution authorizing check signing and cash transaction authority and designation of depository

January 5, 2012

WHEREAS, General Municipal Law Section 10 requires that the governing body (Commission) of every local government shall designate one or more banks or trust companies for the deposit of public funds and that such designation specifies the maximum amount which may be kept on deposit at any time.

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to Herbert J. Engman, Ithaca Town Supervisor and Treasurer of the Commission and John E. Rueckheim Jr., General Manager of the Commission, NOW, THEREFORE, BE IT

RESOLVED, the Commission designates Tompkins Trust Company as the depository with a maximum amount not to exceed five million dollars (\$5,000,000.00) to be kept on deposit and be it further

RESOLVED, the Commission designates and authorizes Herbert J. Engman and John E. Rueckheim Jr. to conduct check signing and cash transactions on behalf of the Commission.

MOVED:

SECONDED: