



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

TOWNS OF DRYDEN • ITHACA • LANSING - VILLAGES OF CAYUGA HEIGHTS • LANSING
1402 EAST SHORE DRIVE – ITHACA, NY 14850

***Regular Meeting Agenda
February 6, 2020 at 4:00 p.m.
Bolton Point Conference Room***

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COMMISSIONERS:

H. MICHAEL NEWMAN
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

ANDRA BENSON

BILL GOODMAN

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JACK RUECKHEIM

LINDA WOODARD

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

	<u>2020</u> <u>Exhibit No.</u>
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5. Old and New Business	
6. Other	
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NEXT MEETING
March 5, 2020 at 4:00 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
January 9, 2020

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, January 9, 2020 at 2:30 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 Roy Staley, Vice Chairperson, Village of Cayuga Heights
- Commissioner Bill Goodman, Treasurer, Town of Ithaca
- Commissioner Don Hartill, Village of Lansing
- Commissioner Rod Howe, Town of Ithaca
- Commissioner Ed LaVigne, Town of Lansing
- Commissioner Jason Leifer, Town of Dryden (arrived 2:43pm)
- Commissioner Jack Rueckheim, Town of Dryden
- Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

- Steve Riddle, General Manager
- Gregg Weatherby, Distribution Manager
- Glenn Ratajczak, Production Manager
- Pam Van Gelder, Finance Manager
- Judy Drake, Human Resources Manager, Town of Ithaca
- Mary Russell, Consultant
- Jessica Sherwood, Principal Account Clerk/Typist
- Jordan Betts, Distribution Operator
- Jim Bower, Assistant Production Manager
- Kyle Fellows, Water Plant Operator
- Winona Fisher, Senior Account Clerk/Typist
- Jason Nash, Water Plant Operator
- Jim Tierney, Electrical/Mechanical Technician
- Tyler Fleming, Electrical/Mechanical Technician
- Jason Reynolds, Distribution Operator

ABSENT:

- Commissioner Kevin Wyszowski, Town of Lansing

Commission Chairperson Mike Newman called the meeting to order at 2:31 p.m.

1. Approval of Meeting Minutes December 5, 2019

Exhibit #001

Discussion: None

MOTION by Hartill, SECOND by Rueckheim to approve the December 5, 2019 Commission meeting minutes.

(Ayes: Goodman, Hartill, Howe, LaVigne, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

2. Management Staff Report

Exhibit #002

Item #1 – AMI Base Station Test

Discussion: Mr. Riddle reported on this item and noted six meters are not reporting due to the interior location of the radios. He noted that 99.5 % of meters are now reporting.

Item #2 – Oakcrest Booster Pump Station Electrical Maintenance

Discussion: Mr. Ratajczak reported on this item and noted the contractors found the equipment was in good working order.

Item #3 – 2019 Distribution Department Year in Review

Discussion: Mr. Weatherby reported on this item and thanked all the staff for their hard work on the projects this year.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

Item #5 – December 1, 2019 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported that the revenue numbers included catch up amounts due to two commercial accounts that were under billed in previous quarters.

3. Old and New Business

4. Appointment of Officers and Committees

Exhibit #003

Discussion: Mr. Newman stated that this is the annual election of officers and appointment of committee members. Steve Riddle, as General Manager, will serve as Secretary of the Commission for 2020,

MOTION by Rueckheim, SECOND by Hartill to nominate Commissioner Newman as Chairperson of the Commission for 2020.

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

MOTION by Woodard, SECOND by Hartill to nominate Commissioner Staley as Vice Chairperson of the Commission for 2020.

(Ayes Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

MOTION by Goodman, SECOND by Hartill to nominate Commissioner Howe as Treasurer of the Commission for 2020.

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

Officers Appointed by Commission		
Office	2019	2020
Chairperson	H. Michael Newman	H. Michael Newman
Vice Chairperson	Roy Staley	Roy Staley
Treasurer	Bill Goodman	Rod Howe
Secretary	General Manager (S.Riddle)	General Manager (S.Riddle)

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Bill Goodman	Rod Howe
	Jack Rueckheim	Jack Rueckheim
	Rod Howe	Ed LaVigne
	Ed LaVigne	Linda Woodard
	Linda Woodard	
	Kevin Wyszowski	

Engineering and Operations

Chairperson	H. Michael Newman	H. Michael Newman
	Donald Hartill	Donald Hartill
	Jack Rueckheim	Jack Rueckheim
	Roy Staley	Roy Staley
	Mary Russell (C)	Bill Goodman
		Mary Russell (C)

Personnel and Organization

Chairperson	Ed LaVigne	Ed LaVigne
	H. Michael Newman	H. Michael Newman
	Rod Howe	Bill Goodman
	Jack Rueckheim	Jack Rueckheim

Planning and Public Affairs

Chairperson	Jack Rueckheim	Jack Rueckheim
	Donald Hartill	Donald Hartill
	Bill Goodman	Rod Howe
	Roy Staley	Roy Staley
	Jason Leifer	Jason Leifer
	Linda Woodard	Linda Woodard
	Kevin Wyszowski	Mary Russell (C)

5. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Goodman reported on this item and stated that the committee met prior to this meeting.

1. November 30, 2019 Financial Report

Exhibit #004

Discussion: Mr. Goodman noted the financial statements are in the packet and revenues are projected to be under budget due to decreased consumption.

2. Review and Approval of Procurement Policy

Exhibit #005

Discussion: Mr. Goodman stated that the Budget and Finance Committee reviewed the Procurement Policy and recommends approval.

MOVED: Goodman

SECONDED: Hartill

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard: None)

Carried

3. Review and Approval of Investment Policy

Exhibit #006

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Investment Policy and recommends approval.

MOVED: Goodman

SECONDED: Hartill

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

4. Resolution Authorizing Prepayment of Unaudited Claims

Exhibit #007

Discussion: Mr. Goodman noted that the Committee recommends approval of the resolution.

**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 9, 2020

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 from whom it receives goods and services 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, Steve Riddle, is hereby authorized to sign checks to the vendors listed below.

Vendor	Description
Constellation	Electric and Gas
Fingerlakes Business Services	Answering Service
Mirabito	Vehicle Fuel/Natural Gas
NYSEG	Electric and Gas
Pitney Bowes	Postage Meter postage
Postmaster	Postage/Reply and Bulk Mail Permits
Spectrum(Time Warner)/Highbridge Communications	Phone Service/Internet Provider
Verizon Wireless	Phone Service/Data Provider

MOVED: Goodman

SECONDED: Hartill

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

5. Designation of Depository/Check Signing Authority

Exhibit #008

Discussion: Mr. Goodman reported that the Committee recommends the approval of the resolution.

**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 check signing and cash transaction authority and designation of depository
January 9, 2020**

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, and

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to Rod Howe, Ithaca Town Supervisor and Treasurer of the Commission and Steve Riddle, 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 Rod Howe and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED: Goodman

SECONDED: Hartill

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

6. Approval of the January 9, 2020 Warrants

Discussion: Mr. Goodman stated that several committee members reviewed the warrants, and the committee recommends approval. He noted the warrants include several final payments for Capital Projects.

The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Goodman, SECOND by Hartill to approve the January 9, 2020 Warrants in the amount of \$670,009.00.

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman noted that several projects are complete (AMI, RW Pump #4, Filter #4, RW T-Main and SCADA) and will be removed from future agendas. Mr. Newman noted that the committee recommends the following resolution for the rehabilitation of Filter #1.

1. November 20, 2019 Meeting Notes *Exhibit #009*

Discussion: None

2. December 18, 2019 Meeting Agenda *Exhibit #010*

Discussion: None

3. Resolution to Approve Vacri Construction Change Order for Treatment Plant Filter#1 Rehabilitation Project *Exhibit #011*

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

Resolution to Approve Vacri Construction Corporation Change Order for Treatment Plant Filter #1 Rehabilitation Project

January 9, 2020

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allowed for the rehabilitation of Treatment Plant Filter #1 in 2019, and

WHEREAS, the Commission’s 2019 budget includes monies for Treatment Plant Filter #1 rehabilitation project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$180,000 (excluding engineering, legal, administrative, and other ancillary costs) for Treatment Plant Filter #1 rehabilitation project, and

WHEREAS, Vacri Construction Corporation provided a change order to rehabilitate Treatment Plant Filter #1 in the amount of \$140,000, and

WHEREAS, Barton and Loguidice, D.P.C. has deemed the Vacri Construction Corporation’s change order to be acceptable and recommends acceptance of the Change order, and

WHEREAS, the New York State Health Department has approved the construction plans for the Treatment Plant Filter #1 rehabilitation project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission hereby approves the Vacri Construction Corporation change order in the amount of \$140,000 for the Treatment Plant Filter #1 rehabilitation project; and be it further

RESOLVED, that the General Manager is authorized to approve change orders to such contract upon receipt of appropriate justification provided that the maximum amount of such change orders shall not in the aggregate exceed \$20,000 without prior authorization of this Board, and provided further that the total project cost, including the contract, engineering, legal and other expenses does not exceed the maximum authorized cost of the project.

MOVED: Hartill

SECONDED: Rueckheim

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported for Mr. LaVigne and highlighted various items from the meeting including completion of TCCOG Supervisory Training by Winona Fisher, Jessica Sherwood and Jordan Betts. He thanked Mr. Rataczjak for continuing to work on customer outreach. Mr. LaVigne noted that Bolton Point is very well run and thanked the Managers and staff for helping make his first four years on the Commission outstanding.

- 1. November 20, 2019 Meeting Notes** *Exhibit #012*

Discussion: None

- 2. December 18, 2019 Meeting Agenda** *Exhibit #013*

Discussion: None

D. Planning and Public Affairs Committee

Discussion: None

- 6. Executive Session (If Necessary):**

Discussion: None

7. Other

Discussion: None

8. Adjournment:

MOTION by Hartill, SECOND by Rueckheim to adjourn the meeting at 3:13 p.m.

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Newman, Rueckheim, Staley, Woodard; Nays: None)

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
February 6, 2020 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

January 31, 2020

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 February 6, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of January 9, 2020. During your review of this report, please give Mr. Riddle 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. Commission's Cross Connection Control Program Software Update	2
3. Filter #1 Rehabilitation Project	2
4. Instrumentation Upgrades and Data Collection	2
5. Administration Department Highlights	3
6. January 1, 2020 Billings in the Town of Dryden/Village of Lansing	3

1. January Projects Update

SCLIWC Facility Electric Contracts - Initiated talks with Mirabito Energy Products to extend the Commission's current electrical contracts, which end in October 2020. The current price paid per kilowatt hour is \$0.03880 (down from \$0.05067 in 2018). Mirabito has indicated market rates have dropped significantly in recent weeks and they expect to have a new contract proposal to the Commission in February. Once received, the contracts will be reviewed by staff and the Engineering and Operations Committee.

Year End Non-Revenue Water Audit - Began a review of the Commission's water sales compared to water produced to determine the effectiveness of the AMI system and new leak detection equipment. Findings of the review will be presented at the Commission Meeting.

2. Commission's Cross Connection Control Program Software Update

February 2020 marks the one year anniversary of the Commission's partnership with VEPO Solutions to implement the cloud based cross connection control program, "VEPO CrossConnex." On February 1st, all annual backflow testing requirement letters will be generated and distributed directly through the software program to the property owner and the New York State certified tester who performed the test last year. Although the process is now automated and completed electronically, staff will continue to review the monthly testing letters to ensure the customer information is correct as well as for administrative tracking. The new program has greatly reduced staff's time administering the program, as well as paper and postage costs.

Bolton Point was one of VEPO's first customers and staff knew there would be a few growing pains along the way. Since the inception of the program, VEPO Solutions has gathered feedback and has been committed to offering more features and customizing the software to meet the Commission's needs. Some of the new features of the software include additional fields staff can incorporate into the testing procedure to gather current information, including photo identification of the testers and picture uploads of devices for inspection purposes and mapping. Staff is looking forward to these upgrades and how they will benefit the Commission's Cross Connection Control Program.

3. Filter #1 Rehabilitation Project

Vacri Construction has commenced work on the Filter #1 Rehabilitation Project. Demolition, media/support gravel removal, and filter box wall preparation and protective coatings have all been completed. After the required seven day curing time of the coating, the new support gravel along with the filtering media will be replaced. Both the influent and wash water effluent valves will be replaced along with new valve actuators. Staff is completing all of the electrical work associated with the new valves and has begun preparing for installation. Staff will perform the disinfection and testing before the filter is returned to service. The project is expected to be completed by mid-February.

4. Instrumentation Upgrades and Data Collection

Staff continues to update the on-line instrumentation within the treatment plant that monitors water quality on a continuous basis. It has been a goal of the department to ensure that analyzers are kept well maintained and calibrated. Equipment is replaced when this cannot be achieved. In the past few years, all of the filter effluent and finished water turbidimeters were replaced with more accurate models employing the latest technology. It was determined the finished water chlorine analyzer was providing inaccurate measurements and was also replaced. This year both the raw and finished water pH meters will be replaced.

With the completion of the new SCADA system, it is easier than ever to capture vast amounts of data. Beyond using this data for daily operation of the treatment process, which is also confirmed with lab testing, the data is often provided to consultants for project design or treatment strategies, such as the HAB study. Without accurate data from the SCADA system, decisions in the future may be based on erroneous information. For example, ten years from now no one will remember that the finished water pH probe needed 0.2 to be added to make the reading correct. Staff continues to work toward this goal as we move forward in 2020.

5. Administration Department Highlights

- Department Statistics December 2019
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1,011
 - **ALL**
 - Work Orders prepared 48
 - Final Bills processed 20
 - New Accounts 1
 - Municipal payments processed 66
 - Cash Disbursements \$439k
includes \$18k bond pmt
 - Cash Receipts \$845k

6. January 1, 2020 Billing in the Town of Dryden/Village of Lansing

January 1, 2020 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 9/16/19-12/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	1/1/19	1/1/2020	1/1/19	1/1/2020
TD	6,536,000	6,741,600	\$ 33,863.90	\$ 36,965.45
	3% Increase		8% Increase	
VL	35,235,500	39,248,600	\$ 174,672.85	\$ 232,57.26
	10% Increase		25% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
DECEMBER 2019**

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

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

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BALANCE SHEET
DECEMBER 2019**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,023,516	2,138	1,128,054	3,153,708	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,023,716	2,138	1,128,054	3,153,908	B
RESERVED CASH:					
Fringe Benefit Reserve	105,703	0	0	105,703	
Total Reserved Cash	105,703	0	0	105,703	B
OTHER ASSETS:					
Accounts Receivable	281,257	0	0	281,257	
Prepaid Expenses	78,825	0	0	78,825	
Total Other Assets	360,082	0	0	360,082	C
TOTAL ASSETS	2,489,501	2,138	1,128,054	3,619,693	
LIABILITIES					
Accounts Payable	26,108	0	568,762	594,870	
Accrued Liabilities	160,946	0	19,527	180,473	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	187,054	0	588,289	775,343	D
FUND BALANCE					
Reserved Fund Balance	105,492	0	0	105,492	
Unexpended Fund Balance	2,196,956	2,138	539,765	2,738,858	
TOTAL FUND BALANCE	2,302,448	2,138	539,765	2,844,350	A
TOTAL LIABILITIES and FUND BALANCE	2,489,501	2,138	1,128,054	3,619,693	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629	
ADD: YTD REVENUES	3,900,313	150,608	1,122,983	5,173,904	
LESS: YTD EXPENSES	4,180,605	270,688	1,524,890	5,976,183	
FUND BALANCE AS OF 12/31/19	2,302,448	2,138	539,765	2,844,350	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 12/31/19	2,302,448	2,138	539,765	2,844,350	A
Less: Receivables & Prepaids	360,082	0	0	360,082	C
Add: Liabilities	187,054	0	588,289	775,343	D
CASH BALANCE AS OF 12/31/19	2,129,419	2,138	1,128,054	3,259,611	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2019**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
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REVENUES

BUDGET	4,622,161	150,291	1,120,000
YTD ACTUAL	3,900,313	150,608	1,122,983
OVER (UNDER)	(721,848)	317	2,983
% EARNED	84%	100%	100%
% UNEARNED	16%	0%	0%

EXPENSES

BUDGET	4,662,161	270,688	2,059,484
YTD ACTUAL	4,180,605	270,688	1,524,890
OVER (UNDER)	(481,556)	0	(534,594)
% EXPENDED	90%	100%	74%
% UNEXPENDED	10%	0%	26%

DETAILED REVENUES

Service Charges	59,358	0	0
Cross Connection Fees	9,888	0	0
Services for Other Governments-Members	88,335	0	0
Joint Activity-Water Rents	3,639,212	0	0
Interest Earnings	8,075	317	2,983
Permits	52,257	0	0
Sales of Equipment	34,091	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	9,097	0	0
Interfund Transfers*	0	150,291	1,120,000
	3,900,313	150,608	1,122,983

* includes transfer to Debt Service Fund to cover 2019 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	639,567	0	1,524,890
Source of Supply	253,376	0	0
Purification	649,219	0	0
Transmission and Distribution	690,741	0	0
Employee Benefits	677,411	0	0
Debt Service	0	270,688	0
Interfund Transfers*	1,270,291	0	0
	4,180,605	270,688	1,524,890

* includes transfer to Debt Service Fund to cover 2019 Principal & Interest Payments

Engineering and Operations Committee Meeting Notes

**Wednesday, December 18, 2019 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Don Hartill, Jack Rueckheim, Roy Staley, Steve Riddle, Gregg Weatherby, Jim Bower, Pam VanGelder, Jessica Sherwood, and Winona Fisher		

1. November 2019 Meeting Notes

#1

The Committee found the notes to be acceptable as they appeared in the December meeting packet.

2. November 2019 Monthly Operations Report

#2

Jim discussed the following highlights of the Production and Electrical/Mechanical portion of the report:
Finished water produced in 2019 continues to be less than 2018.

On November 3rd staff received a SCADA alarm that the Emmons Road Tank level was low. It was determined communications were lost between the tank and Pine Grove Pump Station, thus not calling the pump on to fill the tank. Alarms were acknowledged and power was cycled, restoring communications.

On November 14th Troy Road Pump #2 would not shut off. Staff determined the pump control solenoid was not operating properly. The defective solenoid was replaced and the pump returned to normal operation.

Staff completed quarterly UCMR 4 testing for the month. These tests are required by the EPA and are used to determine future testing requirements.

Triennial electrical inspection was completed at the Oakcrest Booster Pump Station. No major issues were discovered. Installation of the new HVAC chiller unit for the treatment plant facility has been completed. Staff turned off the Trumansburg Road and Emmons Road Tanks' THM removal systems on November 11th for the winter. Tank mixing devices remain in operation for both tanks.

The monthly Health Department report was routine.

Gregg discussed the following highlights of the Distribution portion of the report:

Appurtenance repairs and maintenance project completions continue to increase due to valve and hydrant maintenance. Operators repacked the 3-inch and 6-inch PRV's for the Oakcrest pressure grid. Two customer water meters were replaced due to freezing.

Water usage at the Maplewood Apartment complex continues to increase now that all units are occupied. Consumption totals for the Commission's 18 large users continues to be down from 2018.

Cross connection control plans for Salt Point Brewing Company's new facility on Auburn Road have been approved by staff and the TCHD. Installation of cross connection control devices has begun for Dutch Harvest Farm and SEE Associates' new facilities.

The water main replacement project on North Triphammer Road in the Town of Lansing has been completed.

3. Informational Items

a. Capital Projects

1. AMI

Steve reported Core and Main's truck mounted antenna was placed into service at Myers Park.

Following a two week test, it was concluded an additional base station on the east side of Cayuga Lake would not increase reliability of obtaining meter readings near the Northeast lakeshore. Staff has begun relocating meter pit radios from meter pit lids to stakes 3-4 feet above grade. This has greatly reduced the number of “no-read” and “stale” meters in the system. The AMI system is now receiving readings from 99.9% of installed meters. Staff confirms the project’s completion and will remove this item from the Capital Projects list.

2 Raw Water Pump #4 Project

Jim reported installation of the new pump has been completed and the fourteen day testing period expired without issue. The contractor has a few punch list items left to finish the project. Substantial completion is expected next week.

3. Plant Equipment - Filter #4 Repair

Jim reported the filter has been working as expected and without issue. A retainage of \$3,000 will be held for final site restoration along the treatment facility’s south wall in the Spring. Work on Filter #1 is expected to begin in early January, Following approval of the change order by the Commission, all work is expected to be completed in April 2020.

4. SCADA Upgrade Project

Jim reported North Point Technology is addressing final punch list items and creating report formats within the new system. Four temperature sensors have been added to remote locations that have a history of freezing. Substantial completion is expected next week.

4. Committee Member Comments or Other Issues

None

5. Next Meeting - Wednesday, January 22, 2019 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
February 26, March 25, April 28, May 26**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, January 22, 2020 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	December 2019 Meeting Notes	#1
2.	December 2019 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. Raw Water Pump #4 Project	
	2. SCADA Upgrade Project	
	3. Plant Equipment - Filter #1 Repair	
	4. Oakcrest Booster Pump Station Upgrade Project	
	5. Six Mile Creek Transmission Main Project	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday, February 26, 2020 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
March 25, April 22, May 27, June 24**

Bolton Point Personnel and Organization Committee
Wednesday, December 18, 2019

Commissioners: Ed LaVigne, Chair, Mike Newman, and Jack Rueckheim
Managers: Steve Riddle, Gregg Weatherby, Jim Bower and Pam VanGelder
Absent: Rod Howe and Glenn Ratajczak Shop Steward: Kyle Fellows
Staff Support: Judy Drake Meeting called to order at: 1:30 pm

1) Meeting Notes:

The Committee approved the September meeting notes with no edits.

2) Reports:

Shop Steward: Kyle reported there are no grievances or issues to bring forward.

Finance Manager: Pam reported everything is going well with preparation for year-end. The transition of the billing process from Judy Orasi to Winona Fisher has gone well.

Production Manager: Jim Bower reported for Glenn and noted that Kyle Fellows has passed an on-line water operator training course and should have his certificate to submit to the NYS Health Department soon. Kyle has begun his position as a Water Plant Operator Trainee. Glenn participated in an interview with an Ithaca College student for a radio program on general water quality and HAB's in Cayuga Lake. PESH representatives were invited to review the Commission's Respirator Program and found everything to be in good order.

Distribution Manager: Gregg reported that he, Jeff Hall, and Jordan Betts attended a two-day training course offered by STBOA for code recertification contact hours. Gregg also attended a Cross Connection tester recertification course in Rochester, NY. Refresher training from VEPO Solutions on the cross connection software was held for staff. Gregg will be setting up safety trainings for 2020 through PERMA, and First Aid/CPR through Red Cross. Distribution office changes are going well. Jeff is now able to get into the field more often and assist with emergencies and zone issues. There have been no concerns raised by customers about the reduced permit hours. Office phone calls are now going to operator cell phones, and the system has been working well.

Human Resources: Judy noted the annual open enrollment process has been completed. Sexual Harassment Prevention Training was provided to Mike Newman and Jack Rueckheim. This training is required to be provided annually, which could be done through an on-line training program through NYMIR.

General Manager: Steve explained that managers are doing a great job getting projects wrapped up for year end. Managers are working on completing their staff's performance reviews for 2019. He noted the reviews have been well written with good reflection of the staff's performance. A Quarterly Employee Appreciation luncheon was held with staff.

3) Executive Session to discuss the personnel history of a particular person(s).

At 1:41 pm, Ed moved to enter Executive Session, seconded by Mike. Motion passed

At 2:08 pm, Mike moved to exit from Executive Session, seconded by Ed. Motion passed

Next meeting - Wednesday, January 22, 2020 at 1:30 pm.

4th Wednesday: (2/26, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28,
11/25 ?->11/18, 12/23 ?-> 12/16)

Meeting adjourned at 2:09 pm.

Bolton Point Personnel and Organization Committee
Wednesday, January 22, 2020
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft December meeting notes.
2. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager

Next meeting will be: Wednesday, February 26, 2020 at 1:30pm

Future meeting dates-4th Wednesday:

(3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, 11/25 ?->11/18, 12/23 ?-> 12/16)