



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
January 3, 2019 at 2:30 p.m.
Bolton Point Conference Room

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2019
Exhibit No.

COMMISSIONERS:

H. MICHAEL NEWMAN
Chairperson

ROY E. STALEY
Vice Chairperson

BILL GOODMAN
Treasurer

PAMELA BLEIWAS

DON HARTILL

THOMAS J. JONES

EDWARD LAVIGNE

JASON LEIFER

JACK RUECKHEIM

LINDA WOODARD

CONSULTANTS:

MARY RUSSELL

MARY ANN SUMNER

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

- | | | |
|----|--|-----|
| 1. | Approval of December 6, 2018 Meeting Minutes | 001 |
| 2. | Management Staff Report | 002 |
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| | 4. Resolution Authorizing Prepayment of Unaudited Claims | 006 |
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NEXT MEETING
February 7, 2019 at 4:00 p.m.
Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
December 6, 2018

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, December 6th, 2018 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 Bill Goodman, Treasurer, Town of Ithaca
Commissioner Pamela Bleiwas, Town of Ithaca
Commissioner Don Hartill, Village of Lansing
Commissioner Tom Jones, Town of Lansing
Commissioner Ed LaVigne, Town of Lansing
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 VanGelder, Finance Manager
Judy Drake, Human Resources Manager, Town of Ithaca
Jim Weber, Director of Public Works, Town of Ithaca
Mary Russell, Consultant
Jessica Sherwood, Principal Account Clerk/Typist
Katie McMillen, Administrative Assistant II

ABSENT: Commissioner Jason Leifer, Town of Dryden
Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights

Commission Chairperson Mike Newman called the meeting to order at 4:00 p.m.

1. Approval of Meeting Minutes November 8, 2018

Exhibit #111

Discussion: None

MOTION by Hartill, SECOND by Rueckheim, to approve the November 8th, 2018 Commission meeting minutes.

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

2. Management Staff Report

Exhibit #112

Item #1 – November Project Updates

Discussion: Mr. Riddle reported on this item and noted that four bids were received and were opened on 11/29/18. Jones Specialty Services from Binghamton was the low bidder and deemed to be a responsible bidder. Further discussion of awarding the bid will be during the Engineering and Operations Committee report.

Mr. Riddle reported on the progress of land acquisition at the Raw Water Pump Station location. He noted that the Village of Lansing is willing to purchase the parcel and then sell a portion to the Commission. He noted during his research he found that we can submit a joint application form to satisfy the DEC and Army Corp of Engineers requirements for improvement to the lake shore.

Item #2 – Updating Commission’s Field Work Guide and Distribution Code Requirements

Discussion: Mr. Weatherby reported on this item and noted staff is working on updates to our field guide to create an informative guide for employees, contractors and inspectors.

Item #3 – Town of Ithaca’s Maplewood Redevelopment Project Update

Discussion: Mr. Weatherby reported on this item and noted that final inspections are in progress.

Item #4 – Energy Curtailment Program

Discussion: Mr. Ratajczak reviewed the program and noted that Bolton Point achieved 100% of committed reduction at the Raw Water Pump Station, Treatment Plant and Oakcrest Booster Station during the last curtailment event.

Item #5 – Harmful Algal Bloom (HAB) Study

Discussion: Mr. Ratajczak reported on this item and noted the draft report has been received and reviewed. He reported on several options in the study. Mr. Ratajczak will send comments to Arcadis. Upon finalizing the study, Mr. Ratajczak will write up procedures and send to the Department of Health.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted, of the total number of workorders, 45 were for meter issues.

Item #7 – November 1, 2018 Billing in the Town of Lansing/Village of Cayuga Heights

Discussion: Ms. VanGelder reported on this item and noted that the Village of Cayuga consumption decreased mainly due to commercial accounts, including Kendal and Lakeland Apartments. Town of Lansing decrease in consumption is attributable to commercial accounts as well.

3. Committee Reports

A. Budget and Finance Committee

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

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

1. October 31, 2018 Financial Report

Exhibit #113

Discussion: Mr. Goodman noted that water rent revenue is lagging behind budget. He also noted the cash transfer into the HJ Capital Project fund was completed in October.

2. Service Fees for 2019

Exhibit #114

Discussion: Mr. Goodman noted that the committee recommends approval of the service fees for 2019.

MOTION by Goodman, SECOND by Hartill to approve the service fees for 2019.

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

3. Approval of the December 6, 2018 Warrants

Discussion: Mr. Goodman noted the committee reviewed the warrants and recommends approval. He noted the committee discussed energy efficiency options.

MOTION by Goodman, SECOND by Hartill to approve the December 6th, 2018 Warrants in the amount of \$113,258.58.

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman reported on this item and noted the committee recommends approval of the following resolutions.

1. October 26, 2018 Meeting Notes

Exhibit #115

Discussion: Mr. Newman asked for an update on the AMI project. Mr. Riddle noted that the additional base station has not resolved the meter reporting issues. In the interim, we will be implementing a drive by system to capture the reads from those 28 meters.

2. November 28, 2018 Meeting Agenda

Exhibit #116

Discussion: None

3. Resolution to Approve Awarding Raw Water Pump #4 Contract

Handout

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**

**Resolution to Approve Awarding Raw Water Pump #4 Contract to Jones Specialty Services, Inc.
December 6, 2018**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allows for the addition of a fourth Raw Water Pump in 2018, and

WHEREAS, the Commission's 2018 budget includes monies for a fourth raw water pump addition project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$450,000 (excluding engineering, legal, administrative, and other ancillary costs) for the fourth Raw Water Pump project, and

WHEREAS, the Commission received four bids for the fourth raw water pump project, and

WHEREAS, Jones Specialty Services, Inc. is the apparent low bidder at \$327,488, and

WHEREAS, Barton and Loguidice, D.P.C. has deemed the Jones Specialty Services, Inc. bid to be acceptable and recommends acceptance of the bid, and

WHEREAS, the Tompkins County Health Department has approved the construction plans for the fourth Raw Water Pump project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Commission hereby approve awarding the fourth Raw Water Pump project contract, in the amount of \$327,488, to Jones Specialty Services, Inc., pending favorable review of the Commission Attorney; 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 \$35,000 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.

MOTION: Hartill

SECOND: Jones

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

4. Resolution to Approve Awarding Raw Water Pump #4 Electrical Contract *Handout*

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**

Resolution to Approve Awarding Raw Water Pump #4 - Electrical Contract to Kahrs Construction, Inc.
December 6, 2018

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allows for the addition of a fourth Raw Water Pump in 2018, and

WHEREAS, the Commission's 2018 budget includes monies for a fourth raw water pump project, and

WHEREAS, Commission staff determined electrical connections cannot be handled by internal staff due to the scope of the project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$450,000 (excluding engineering, legal, administrative, and other ancillary costs) for the fourth Raw Water Pump project, and

WHEREAS, the Commission received one bid for the fourth raw water pump's electrical portion of the project, and

WHEREAS, Kahrs Construction, Inc. is the apparent low bidder at \$84,000, and

WHEREAS, Barton and Loguidice, D.P.C. has deemed the Kahrs Construction, Inc. bid to be acceptable and recommends acceptance of the bid, and

WHEREAS, the Tompkins County Health Department has approved the construction plans for the fourth Raw Water Pump project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Commission hereby approve awarding the fourth Raw Water Pump project's electrical contract, in the amount of \$84,000, to Kahrs Construction, Inc., pending favorable review of the Commission Attorney; 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 \$10,000 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.

MOTION: Hartill

SECOND: Rueckheim

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

C. Personnel and Organization Committee

Discussion: Mr. Jones reported on this item and noted the meeting notes and agenda are in the packet.

1. October 24, 2018 Meeting Notes *Exhibit #117*

Discussion: None

2. November 28, 2018 Meeting Agenda *Exhibit #118*

Discussion: None

3. Resolution for Adoption of Revised Additional Time Policy for Salaried Staff *Exhibit #119*

Discussion: Mr. Jones noted this resolution brings the policy for salaried staff in line with union employees.

**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 Adoption of Revised Additional Time Policy for Salaried Staff

December 6, 2018

WHEREAS, the Personnel and Organization Committee has reviewed the Additional Time Policy (adopted in September 2014) for Salaried Staff, which was created to document current practices for salaried staff who accumulate hours worked beyond their standard work week, and

WHEREAS, the Personnel and Organization Committee recommends revising the Additional Time Policy for Salaried Staff to allow for a maximum of 40 hours of Additional Time to be carried over into the following year,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby adopt the revised Additional Time Policy for Salaried Staff to be placed in the Personnel Manual.

MOTION: Jones

SECOND: Hartill

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

D. Planning and Public Affairs Committee

Discussion: None

4. Executive Session:

Discussion: None

5. Old and New Business:

A. 2019 Commission Meeting Schedule

Exhibit #120

Discussion: Mr. Newman noted the July meeting is suggested to be on a Tuesday, due to the 4th of July holiday falling on a Thursday. The October meeting date was changed to October 3rd due to the Town of Ithaca's October meeting being held on the 7th.

MOTION: Hartill

SECOND: Jones

(Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

6. Old and New Business:

Discussion: None

7. Adjournment:

MOTION by Hartill, SECOND by Rueckheim to adjourn the meeting at 4:55 p.m.

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Jones, LaVigne, Newman, Rueckheim, Woodard; Nays: None)

Carried

Minutes submitted by: Katie McMillen

Approved by: Steve Riddle

NEXT MEETING

January 3rd, 2019 at 2:30p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 28, 2018

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 3, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of December 6, 2018. 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
1. December Project Updates	1
2. PESH Consultation and Inspection	2
3. Onondaga County Water Authority Meeting	2
4. Production Department Update	2
5. Administration Department Highlights	3
6. December 1, 2018 Billing in the Town of Ithaca	3

1. December Project Updates

2018 Capital Improvement Projects - Contract execution for construction of the fourth Raw Water Pump will occur in January. Site work is expected to begin mid-January. Base plans for repairs to Filter #4 at the treatment plant have been completed. Staff and Barton and Loguidice engineers are working with manufacturer's representatives for specifications on filter media, valves, actuators and details on exterior wall repairs. A project review meeting is expected to occur mid-January.

SCLIWC Rules and Regulations Update - Review and update of the Commission's Rules and Regulations is nearing completion. Staff has presented an updated draft of the Rules and Regulations to the Member Municipality's Engineers and Highway/Public Works Superintendents for review. Comments should be received by January 11th. The Engineering and Operations Committee will review final document at its January 23rd meeting and if approved, the Rules and Regulations will be presented to the full Commission at the February 8th meeting.

2. PESH Consultation and Inspection

On November 29th Bolton Point staff met with a NYS Department of Labor, Division of Public Employment Safety and Health (PESH) inspector for a scheduled consultation and facility inspection. Scheduling of this meeting was a proactive approach to ensure all of Bolton Point policies, procedures, facilities and grounds meet current PESH safety standards. Following the review and facility inspection; the inspector provided Bolton Point staff with a list of six action items that need correction and/or updating to meet current standards. Four of the six action items have been resolved since the November 29th consultation and the two remaining action items are in the process of being updated. The consultation was a learning experience for newer staff members and the Commission will continue to conduct these consultative inspections with the NYS Department of Labor on an annual basis.

3. Onondaga County Water Authority Meeting

Bolton Point staff met with Onondaga County Water Authority (OCWA) GIS/mapping staff on December 13th to discuss GIS mapping systems and asset management programs. Commission staff was able observe how OCWA's asset management software functioned; from creating work orders to completing inventory ordering and restocking to integrating work order information into the GIS mapping system.

Another tool used by OCWA to obtain information for their mapping is the use of a drone. The drone is able to capture aerial imagery to enhance GIS mapping as well as create 3-D modeling for future water infrastructure projects. The drone is also used for water storage tank inspections (tanks and components attached to tanks, including antennas) as well as investigating harmful algal blooms (HABs) in bodies of water where there is potential impact to source water intakes. With the increased concerns of HABs in the Finger Lakes, staff believes using this technology could be very beneficial to the Commission due to its multiuse functionality. The trip was very informative and although OCWA is a much larger water system than Bolton Point operationally, both systems are working towards similar system improvements to GIS mapping and asset management.

4. Production Department Update

Several projects were completed during 2018 within the Production department. Roofing was replaced on the raw water pump station, treatment plant pump gallery and stair tower. The fire detection system for the office portion of the treatment plant was extended to include the treatment portion of the facility. Staff installed all the conduit, wiring, and devices resulting in cost savings for the Commission. The SCADA system replacement project was awarded and implementation started this past fall. Staff also assisted with the addition of the Ellis Hollow Tank, including SCADA and electrical work, to the distribution system. The department also saw a change in staff assignments with the addition of the Assistant Production Manager position.

For the upcoming year, staff is preparing for several projects. The rehabilitation of filter #4 is anticipated to begin late winter or early spring. The addition of the fourth raw water pump will start in January. The SCADA system replacement project will continue with system installation at the plant followed by distribution system upgrades. Staff continues to develop a harmful algal bloom monitoring and treatment plan in preparation for the upcoming summer and any potential issues that may arise. The department will also fill a Water Plant Operator position in 2019.

5. Administration Department Highlights

- Department Statistics Nov 2018
 - **TI**
 - Non AMI compliant accounts 24
 - Non BP Water accounts 178
 - Total # of Water Bills sent 3,373
 - **ALL**
 - Work Orders prepared 54
 - Final Bills calculated 16
 - New Accounts 3
 - Municipal payments processed 52

 - Cash Disbursements \$238k
 - Cash Receipts \$280k

6. December 1, 2018 Billing in the Town of Ithaca

December 1, 2018 Billing in the Town of Ithaca				
Billing Period: 8/16/18-11/15/18				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	12/1/17	12/1/18	12/1/17	12/1/18
TI	117,229,700	112,728,616	\$ 568,562.06	\$570,308.23
	4% Decrease		0% Increase/Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
NOVEMBER 2018**

**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
NOVEMBER 2018**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<u>ASSETS</u>					
UNRESERVED CASH:					
Savings	1,708,416	140,915	993,014	2,842,345	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,708,616	140,915	993,014	2,842,545	B
RESERVED CASH:					
Fringe Benefit Reserve	105,474	0	0	105,474	
Total Reserved Cash	105,474	0	0	105,474	B
OTHER ASSETS:					
Accounts Receivable	587,255	0	0	587,255	
Prepaid Expenses	17,122	0	0	17,122	
Total Other Assets	604,377	0	0	604,377	C
TOTAL ASSETS	2,418,468	140,915	993,014	3,552,396	
<u>LIABILITIES</u>					
Accounts Payable	72,526	0	39,691	112,216	
Accrued Liabilities	185,431	0	0	185,431	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	257,956	0	39,691	297,647	D
<u>FUND BALANCE</u>					
Reserved Fund Balance	105,374	0	0	105,374	
Unexpended Fund Balance	2,055,137	140,915	953,323	3,149,375	
TOTAL FUND BALANCE	2,160,511	140,915	953,323	3,254,749	A
TOTAL LIABILITIES and FUND BALANCE	2,418,468	140,915	993,014	3,552,396	
<u>ANALYSIS OF FUND BALANCE</u>					
FUND BALANCE AS OF 1/1/18	3,011,051	294,976	478,307	3,784,334	
ADD: YTD REVENUES	3,449,141	97,233	1,120,692	4,667,066	
LESS: YTD EXPENDITURES	4,299,681	251,294	645,677	5,196,651	
FUND BALANCE AS OF 11/30/18	2,160,511	140,915	953,323	3,254,749	A
<u>RECONCILIATION OF FUND BALANCE TO CASH</u>					
FUND BALANCE AS OF 11/30/18	2,160,511	140,915	953,323	3,254,749	A
Less: Receivables & Prepaids	604,377	0	0	604,377	C
Add: Liabilities	257,956	0	39,691	297,647	D
CASH BALANCE AS OF 11/30/18	1,814,090	140,915	993,014	2,948,019	B

SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE ELEVEN MONTH PERIOD ENDING NOVEMBER 30, 2018

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

BUDGET	4,466,176	96,993	1,120,000
YTD ACTUAL	3,449,141	97,233	1,120,692
OVER (UNDER)	(1,017,035)	240	692
% EARNED	77%	100%	100%
% UNEARNED	23%	0%	0%

EXPENDITURES

BUDGET	0	350,410	824,725
YTD ACTUAL	4,299,681	251,294	645,677
OVER (UNDER)	4,299,681	(99,116)	(179,048)
% EXPENDED	95%	72%	78%
% UNEXPENDED	5%	28%	22%

DETAILED REVENUES

Service Charges	29,000	0	0
Cross Connection Fees	7,801	0	0
Services for Other Governments-Members	107,439	0	0
Joint Activity-Water Rents	3,212,409	0	0
Interest Earnings	3,676	240	692
Permits	58,302	0	0
Sales of Equipment	15,000	0	0
Refunds of Prior Years Expense	456	0	0
Other Revenues	15,059	0	0
Interfund Transfers*	0	96,993	1,120,000
	3,449,141	97,233	1,120,692

* includes transfer to Debt Service Fund to cover 2018 Principal & Interest Payments

DETAILED EXPENDITURES

Water Administration	592,241	0	645,677
Source of Supply	237,275	0	0
Purification	602,790	0	0
Transmission and Distribution	564,427	0	0
Employee Benefits	520,142	0	0
Debt Service	565,811	251,294	0
Interfund Transfers*	1,216,993	0	0
	4,299,681	251,294	645,677

* includes transfer to Debt Service Fund to cover 2018 Principal & Interest Payments

**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 as to assure the prudent and economical use of public moneys, in the best interest of the ratepayers, 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 reasonable effort to ensure staff purchases comply with this policy.

IV. REQUISITION/PURCHASING PROCESS

Requisitions are not required. Purchase orders are tracked and prepared by department managers and submitted to the Purchasing Agent for approval. Once approved the purchase orders are forwarded to Accounting for processing.

V. WRITTEN REQUIREMENTS

Purchases from local (NYS) vendors under \$1,500 are left to the discretion of the department managers. Written purchase orders can be created for budget tracking but are not required.

Procurement Policy
SCLIWC
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Purchases of supplies or equipment from any vendor over \$1,500 but less than \$5,000 are left to the discretion of the department managers after consultation with the Purchasing Agent. Written purchase orders are required.

Purchases of supplies or equipment from any vendor over \$5,000 but less than \$20,000 require written quotes from three (3) vendors and a written purchase order.

VI. BID REQUIREMENTS

All purchases of:

- a) supplies or equipment which may exceed \$20,000 individual or in aggregate: or
- b) public works contracts (construction, alteration, demolition, installation or repair work done under contract. It can include preconstruction and post construction activities) that may exceed \$35,000 shall be formally bid pursuant to General Municipal Law, Section 103.

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

VII. 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 quotes from three vendors; and

All estimated public works contracts of:

- a) less than \$35,000 but greater than \$10,000 require written proposals from at least three vendors 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.

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. DOCUMENTATION REQUIREMENTS

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

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.)

X. GOOD FAITH

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

XI. 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;

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SCLIWC
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- g) goods purchased under New York State or County contracts;
- h) goods purchased at auction, or
- i) as deemed fiscally prudent by the Commission.

*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.

XII. 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, 1/3/13, 1/9/14, 1/8/15, 1/7/16,
1/5/17, 1/4/18, 1/3/19

**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 shall include an adequate internal control structure to provide a satisfactory level of accountability. Such procedures shall be based on a database of records, incorporating descriptions and amounts of investments, transaction dates, and other relevant information. Such procedures shall 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.

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 that all moneys collected by any officer or employee of the Commission are to be deposited in the depository noted below within three (3) business days of receipt.

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

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 Agreement.

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, 1/3/13, 1/9/14, 1/8/15, 1/7/16, 1/5/17,1/4/18, 1/3/19

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 3, 2019

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
Bolton Point Employee(s)	Reimbursement
Cardmember Services	Visa payment
Constellation	Electric and Gas
Fingerlakes Business Services	Answering Service
Mirabito	Vehicle Fuel/Natural Gas
NYSEG	Electric and Gas
Petty Cash	Reimbursement
Postmaster	Postage/Reply and Bulk Mail Permits
Time Warner Cable	Phone Service/Internet Provider
Tompkins Insurance	Insurance
Town of Ithaca	PR/Benefits/Services
USPS (Reserve Account)	Postage Meter postage
Verizon Wireless	Phone Service/Data Provider
Waste Management/Alternative Waste Services	Waste/Recycle Service

MOVED:

SECONDED:

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 3, 2019

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 William D. Goodman, 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 William D. Goodman and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED:

SECONDED:

Engineering and Operations Committee Meeting Notes

**Wednesday, November 28, 2018, @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Katie McMillen.		
1. October 2018 Meeting Notes		#1
The Committee found the notes to be acceptable as they appeared in the October meeting packet.		
2. October 2018 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Glenn noted the Main Disinfections for Drake Road had 12 samples and Coddington Road had 22 samples. Glenn mentioned that due to two sets of sampling explains the higher numbers than normal for Coddington Road.		
Glenn reported about the problems with the plant equipment. On 10/01/18, the Plant backup generator would not start during a utility power outage. Staff investigated and found that the coolant level was low. A leaking hose on the engine block heater was replaced with help from the Town of Ithaca, coolant was added and the generator was returned to service. On 10/31/18, staff noticed the loss of tank level trend lines on SCADA. Staff reset the PLC5 and the trends returned to normal.		
Glenn noted that upon completion of the raw and finished water pump motor replacement project, Bolton Point had three used 350hp motors (Glenn noted should be 300hp) that were not being retained as spares. Staff investigated the scrap value of the motors and found they were worth \$0.07 per pound or about \$850 in total. Selling the motors was also explored and a vendor that purchases used motors was contacted. The value of the motors was determined to be \$5000 and the buyer paid for shipping costs. The motors were shipped on 10/24/18 to Refurbmotors. Both Glenn and Pam noted how quickly and efficiently the transaction was completed.		
Gregg discussed the following highlights of the Distribution Department portion of the report:		
Gregg stated there was not a lot to report as numbers were down in the meter department.		
Gregg noted that there was one main break on 10 Muriel Street where we had to repair a circular break on an 8-inch main.		
Gregg mentioned that under the Overtime Occurrences on 10/15 – the Coddington Road project, where we assisted with the water main relocation project, had to work around school schedule so they only had to be closed for one day for the water issue so overtime was increased so we could work after school hours and weekends to accomplish this.		
Gregg reported consumption continues to increase as occupancy increases at the Maplewood Apartments. Ithaca College's total for this quarter numbers were up but are now back to normal		
Gregg reported plans have been approved for cross connection at Auburn Road for the Milton Meadows project in the Town of Lansing.		
Gregg reported the Coddington Road main replacement and the Drake Road water main extension projects are both complete.		

3. Informational Items

a. Capital Projects

1. AMI

Gregg reported we are getting weekly readings.

2. 2018 Transmission Main and Raw Water Pump #4 Projects

Gregg reported the Raw Water Pump #4 portion of the project was advertised for bid on 10/29/18. Resolution was made during the Commission Meeting on 11/15/18. Five contractors came out for pre-bid but the actual bid opens tomorrow, 11/29/18 at 11:00 AM. The packet will be available by Steve during Commission Meeting 12/06/18. The 2018 Transmission Main will be re-advertised after New Year's.

3. Plant Equipment – Filter #4 Repair

Glenn reported on this item and noted Barton and Loguidice (B&L) is nearing completion of the project's final design. Staff is investigating which manufacturer's specifications for valve actuators will meet needs best. The project is expected to be advertised for bid by the end of 2018. Interior work is expected to occur in February 2019 with exterior work planned to occur in Spring 2019.

4. SCADA Update Project

Glenn reported on this item and noted that he has met with SCADA people on the 15th. The Flume level need to change and they are starting graphics and what will be seen on the screen. PLC5 codes have changed so computers will begin to lock and need to be relogged in every 15 minutes. Four radios will need to be ethernet capable.

b. Harmful Algal Bloom Update

Glenn reported on this item and noted the Arcadis Engineering desktop study is progressing. The study is expected to be completed and the draft will be available at the end of the week.

4. Committee Member Comments or Other Issues

Steve noted two issues to discuss: first, Talking to Guy Crow about the property deed restrictions and still needing to meet with Don, who has met with Howard Hannah, in continuing discussions regarding additional land acquisition at the Raw Water Pump Station.

We are working with Tompkins County and the Village of Lansing and Village of Cayuga Heights for the permit for plumbing at the airport.

Steve reported the Norfolk Southern Railway has approved plans for the second Raw Water transmission Main crossing at Bolton Point Road and has presented an agreement for the Commission to approve. The agreement has been reviewed by the Commission's Attorney. The agreement will be signed and the \$31,500 fee will be paid in November.

Gregg discussed plans to utilize Vepo CrossConnex Blackflow software for the Commissions Cross Connection Control Program to comply with new recommendations from the NYSDoH in 2019. This software will improve efficiency within the program by automating customer letters and allowing backflow testers to submit test forms electronically.

Committee members discussed the date of the December meeting and decided to move the meeting from December 26 to December 19.

5. Next Meeting – Wednesday December 19, 2018 @ 12:00 Noon

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, December 19, 2018 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	November 2018 Meeting Notes	#1
2.	November 2018 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. AMI	
	2. 2018 Transmission Main and Raw Water Pump #4 Projects	
	3. Plant Equipment - Filter #4 Repair	
	4. SCADA Upgrade Project	
	b. Harmful Algal Bloom Update	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday January 23, 2019 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon. February 27, March 27, April 24, May 23	

Bolton Point Personnel and Organization Committee
Wednesday, November 28, 2018

Commissioners: Tom Jones, Mike Newman, Pam Bleiwas and Ed LaVigne
 Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby, and Pam VanGelder
 Shop Steward: Kyle Fellows Staff Support: Judy Drake
 Absent: Mary Ann Sumner, Consultant
 Meeting called to order at: 1:30 pm

1) Meeting Notes:

The Committee approved the October meeting notes with no edits.

2) Reports:

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

Production Manager: Glenn reported that department has been preparing for PESH inspection on November 29th. PESH will supply testing equipment for staff to complete annual fit testing for the respirator program in December.

Distribution Manager: Gregg reported that he and Jeff Hall attended an AWWA lab training held at Bolton Point. Jeff and Gregg will be attending a two day STBOA training to satisfy code enforcement certification requirements for 2018. Gregg has completed an inspection of the facility in preparation for the PESH consultation. Staff has continued to train at the Distribution office desk, which is working out well.

Finance Manager: Pam reported that Winona Fisher had an opportunity to view a water main break repair. Staff members were offered the opportunity to participate in the hearing testing program, which was appreciated. Jessica Sherwood and Katie McMillen continue to learn elements of their positions. The department has been prepping for 2018 year end and 2019 water and sewer rate changes. Pam has been working on annual staff performance reviews.

Human Resources: Judy reported that an All Hands Training will be held on December 12th with Margo Hittleman, National Leadership Initiative, titled "Understanding Diverse Perspectives". Staff has completed Sexual Harassment Prevention Training as required by New York State.

General Manager: Steve reported that Troy Osterman, seasonal laborer, completed his appointment on November 16th. All staff has been great assisting with snow removal as needed. Bolton Point's AWWA trainings in 2018 were both well attended. Steve discussed that staff has been practicing for the meter and hydrant competitions at the NYAWWA conference. Steve is working on the details for the 2019 Bolton Point Annual meeting.

The Committee decided to keep the Personnel & Organizational meetings on the 4th Wednesday of the month at 1:30 pm.

3) Consider Executive Session:

Mike moved Tom seconded to enter into Executive Session at 1:46 pm. Motion approved.
 Mike moved Tom seconded to exit Executive Session at 2:41 pm. Motion approved.

The Committee discussed and recommends to the Commission a revision to the Additional Hours Policy for salaried staff. This revision allows a maximum of 40 hours Additional Time to be carried over to the following year instead of being zeroed out on January 1st each year.

Next meeting – Wednesday, December 19, 2018 at 1:30 pm. Meeting adjourned at 2:50 pm.

Bolton Point Personnel and Organization Committee
Wednesday, December 19, 2018
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft November meeting notes.
2. Discuss Acting General Manager role and stipend.
3. Reports
 - a. Shop Steward
 - b. Finance Manager
 - c. Production Manager
 - d. Distribution Manager
 - e. Human Resources Manager
 - f. General Manager
4. Consider Executive Session to discuss the personnel history of a particular person or discuss collective bargaining negotiations.

Next meeting will be: Wednesday, January 23, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 1/23, 2/27, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 11/20 (3rd), 12/18 (3rd)

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 Appoint Acting General Manager and to
Authorize Annual Stipend for Acting General Manager**

January 3, 2019

WHEREAS, in 2011 the Commission established the practice of designating an Acting General Manager as there are times when the General Manager is out of the office for extended periods of time due to vacations and/or other commitments, and

WHEREAS, the Commission has been developing staff through succession planning efforts, which includes the General Manager's goal to involve the Acting General Manager more in day to day operations, and

WHEREAS, as recommended by Steve Riddle, General Manager, the Personnel and Organization Committee recommends that Glenn Ratajczak, Production Manager, be appointed Acting General Manager, and

WHEREAS, the Personnel and Organization Committee recommends an annual stipend, in an amount established during the annual budget process, to be paid in bi-weekly increments to the appointed Acting General Manager, and

NOW, THEREFORE, BE IT

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and appoints Glenn Ratajczak, Production Manager, as the Acting General Manager, with official duties and responsibilities of the General Manager, during times when the General Manager is unavailable due to vacations and/or other commitments; and, be it further

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and authorizes an annual stipend, as established in the annual budget, to be paid in bi-weekly increments to the appointed Acting General Manager.

MOVED:

SECONDED:

VOTED:

Officers Appointed by Commission		
Office	2018	2019
Chairperson	H. Michael Newman	
Vice Chairperson	Roy Staley	
Treasurer	Bill Goodman	
Secretary	General Manager (S.Riddle)	

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Bill Goodman	
	Jack Rueckheim	
	Tom Jones	
	Ed LaVigne	
	Linda Woodard	

Engineering and Operations

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

Personnel and Organization

Chairperson	Tom Jones	
	H. Michael Newman	
	Pamela Bleiwas	
	Mary Ann Sumner (C)	
	Ed LaVigne	

Planning and Public Affairs

Chairperson	Jack Rueckheim	
	Donald Hartill	
	Bill Goodman	
	Roy Staley	
	Jason Leifer	
	Linda Woodard	