



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 7, 2019 at 4:00 p.m.
Bolton Point Conference Room**

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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

2019
Exhibit No.

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NEXT MEETING
March 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

Meeting Minutes
January 3, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, January 3, 2019 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 Bill Goodman, Treasurer, Town of Ithaca
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
Mary Russell, Consultant
Jordan Betts, Distribution Operator
Jim Bower, Assistant Production Manager
Kyle Fellows, Instruments & Controls Mechanic Operator
Winona Fisher, Senior Account Clerk/Typist
Jeffrey Hall, Assistant Distribution Manager
Katie McMillen, Administrative Assistant II
Jason Nash, Production Operator
Jason Reynolds, Distribution Operator
Jessica Sherwood, Principal Account Clerk/Typist
Hugh Trimm, Distribution Operator
Daniel Workman, Water Maintenance Specialist

ABSENT: Commissioner Pamela Bleiwas, Town of Ithaca
Commissioner Don Hartill, Village of Lansing
Commissioner Tom Jones, Town of Lansing
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 2:31 p.m.

1. Approval of Meeting Minutes December 6, 2018***Exhibit #001***

Note: Approval of the meeting minutes was deferred due to lack of a quorum.

2. Management Staff Report***Exhibit #002*****Item #1 – December Project Updates**

Discussion: Mr. Riddle reported on this item and noted contract execution for the Raw Water Pump #4 project is in process. Mr. Riddle noted the draft Rules and Regulations update has been distributed to the 5 municipalities for comments and/or concerns.

Item #2 – PESH Consultation and Inspection

Discussion: Mr. Weatherby reported that the PESH (Public Employee Safety and Health) consultation and inspection was conducted on November 29th. Six action items were identified and to-date, four have been completed. The remaining two are in the process of being resolved. In the future, staff will request an annual consultation from PESH.

Item #3 – Onondaga County Water Authority Meeting

Discussion: Mr. Weatherby reported on this item and noted a site visit was conducted to meet and review their mapping system and processes in order to implement future improvements at Bolton Point. Our goal is to work toward building a cohesive relationship with Onondaga CWA which should be an advantageous alliance to both organizations moving forward. Onondaga CWA currently uses a drone for tank inspection and identification of HAB's. Staff has determined that the use of a drone would be an asset to the operations of our organization as well.

Item #4 – Production Department Update

Discussion: Mr. Ratajczak reported on this item and noted that staff has been busy with various projects in 2018 and is looking forward to adding a new operator in 2019.

Mr. Ratajczak highlighted year end totals for activities performed on a daily basis.

- 80 samples collected and sent to a certified lab for testing of THMs and Chlorides
- Over 2,450 tests run in house on 408 collection samples from the Distribution system
- Over 9,000 in house chemical analyses were performed
- Sampling for bacteria (365), possible leaks (14), and T-main disinfection (55) were conducted

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted the work order number continues to be large as staff continues to focus on addressing meter issues within the AMI system. From September 1st – December 1st we have taken care of 88 meter issues and 43 of those issues were for dead batteries.

Item #6 – December 1, 2018 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported that consumption for the Town of Ithaca, was down compared to last year. The majority of the decrease can be attributed to commercial accounts.

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.

1. November 30, 2018 Financial Report***Exhibit #003***

Discussion: Mr. Goodman noted preliminary year end numbers show a revenue shortfall for 2018. While our fund balance can absorb the shortfall, he reminded everyone that the 4% water rate increase for 2019 was a prudent decision.

2. Review and Approval of Procurement Policy***Exhibit #004***

Discussion: Mr. Goodman noted the Budget and Finance Committee reviewed the policy and suggested changes and recommends approval. Changes include updates to reflect current practices and clarification of bid requirements.

Note: Approval of the policy was deferred due to lack of a quorum.

3. Review and Approval of Investment Policy***Exhibit #005***

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

Note: Approval of the policy was deferred due to lack of a quorum.

4. Resolution Authorizing Prepayment of Unaudited Claims***Exhibit #006***

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

Note: Approval of the resolution was deferred due to lack of a quorum.

5. Designation of Depository/Check Signing Authority***Exhibit #007***

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

Note: Approval of the resolution was deferred due to lack of a quorum.

6. Approval of the January 3, 2019 Warrants

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

Note: Approval of the warrants was deferred due to lack of a quorum.

B. Engineering and Operations Committee

Discussion: Mr. Newman reported that a meeting was held to move forward with an AMR (drive by) system for meters not reporting via a base station.

1. November 28, 2018 Meeting Notes *Exhibit #008*

Discussion: None

2. December 19, 2018 Meeting Agenda *Exhibit #009*

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. Lavigne reported in Mr. Jones' absence, and noted the meeting notes and agenda are attached.

1. November 28, 2018 Meeting Notes *Exhibit #010*

Discussion: None

2. December 19, 2018 Meeting Agenda *Exhibit #011*

Discussion: None

3. Resolution to Appoint Acting General Manager and to Authorize Annual Stipend for Acting General Manager *Exhibit #012*

Discussion: Mr. Riddle commented that the Acting General Manager role is in place to cover if the General Manager is out of the office for extended periods of time.

Note: Approval of the resolution was deferred due to lack of a quorum.

D. Planning and Public Affairs Committee

Discussion: Mr. Rueckheim had nothing to report but did ask for an update on working with Guy Krogh from Thaler and Thaler. Mr. Riddle responded that he is satisfied with Mr. Krogh's responses and assistance.

4. **Executive Session (If Necessary):** None

5. **Old and New Business:**

A. **Appointment of Officers and Committees**

Exhibit #013

Note: Appointment of Officers and Committees was deferred due to lack of a quorum.

6. **Adjournment:**

The meeting adjourned at 3:15 p.m.

Minutes submitted by: Katie McMillen

Approved by: Steve Riddle

NEXT MEETING
February 7, 2019 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

February 1, 2019

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 7, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of January 3, 2019. 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. Hydroelectric Energy Update	1,2
3. Cross Connection Control Program Software	2
4. Cold Temperatures Causing Ruptured Pipes in Residential Homes	2
5. SCADA Upgrade Project	3
6. Filter #4 Rehabilitation Project	3
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8. January 1, 2019 Billing in the Town of Dryden/Village of Lansing	4

1. January Project Updates

SCLIWC Rules and Regulations Update - Review and updating of the Commission's Rules and Regulations is complete. Staff presented the updated draft of the Rules and Regulations to members of the Commission's Engineering and Operations committee for final review at the January 23rd meeting. A few minor edits were suggested, and the final draft will be presented and discussed for adoption by the full Commission at the March 7th meeting.

2. Hydroelectric Energy Update

Commission members and staff have become increasingly aware of public interest in environmentally sustainable water supplies. Staff has begun investigating hydroelectric energy generating capacity to existing water resources and infrastructure within the

Commission's transmission main and municipal distribution systems using micro-hydroelectric turbines. The ideal location for generating hydroelectric power is in an area of the system supplied by a gravity feed, where pressure already needs to be reduced. These locations would include pressure reducing valves and tank control valve stations. Turbines would be placed ahead of the pressure reducing (PRV) or control valve, generating power and reducing pressure ahead of the existing valve. Several system areas are being evaluated including, pressure, flow, size of current structure and available space and proximity to an electrical system. In most identified sites for micro-hydroelectric turbine installations, there would need to be a joint project/agreement between the Commission (transmission main) and the member municipality (owner of the PRV or CV structure and infrastructure) to move forward. The addition of a micro-hydroelectric turbine should be considered when a PRV or control valve station is scheduled for rehabilitation or replacement.

3. Cross Connection Control Program Software

The Commission has partnered with VEPO Solutions to implement a new cloud-based, cross connection control software program called VEPO CrossConnex. This software package will allow staff to manage the Commission's backflow program more effectively and efficiently. The program will automatically generate reports of tests that are due, completed, overdue and have failed, and then send reminder letters and notices to customers by email instead of through the mail. When the tests are performed, the certified tester will input data using a mobile device (or a desktop computer) through the VEPO CrossConnex application. Once testing forms are complete and entered, the results can be retrieved by Bolton Point staff, the Health Department and the customer for their records, eliminating the need for the tester to mail documentation to each representative, all at no additional cost to the customer or the certified tester. Staff believes this new Cross Connection Control program will benefit all parties involved. Staff along with a VEPO Solution's representative hosted a pre-implementation meeting on January 30th to inform local certified testers of the program and register them for ease of transition once the program is implemented. The program became operational on February 1st.

4. Cold Temperatures Causing Ruptured Pipes in Residential Homes

With colder than normal temperatures experienced in January, Distribution Department staff has been busy assisting customers with burst pipes and frozen meters. When service lines are placed in to unheated spaces of a building (often garages, crawl spaces and ceilings) with temperatures well below freezing and minimal water usage, the meter or service line can freeze in just a few hours. The Commission's AMI system alerts staff through meter alarms and a daily continuous consumption report, allowing quicker identification and notification of potential problems to customers. In recent weeks, many of the homes with significant leaks have occurred when the residents are away from home or unreachable by phone or email, which have resulted in significant damage to the property. If property owners cannot be reached, Distribution staff is sent to investigate the meter alarm, often finding water and ice in, on or around the building. Staff advises customers who have experienced service line and/or meter freezing in unprotected areas, to make sure they get heat to these spaces and leave the water running until temperatures rise above freezing.

5. SCADA Upgrade Project

The upgrade of the Commission’s SCADA system for the treatment plant and distribution system continues. The program code has been developed for the treatment plant operation and the graphical interface screens have been created. Development of the distribution system program code and graphics has also begun.

North Point Technology staff was onsite January 24th to conduct a communications test between the new SCADA server and our current programmable logic controller (PLC) that controls the distribution system. The purpose of the test was to confirm the current distribution system would operate with the new SCADA program while the upgrade of the treatment plant system is being implemented. Upon successful completion of the plant transfer to the new SCADA system, the current PLC for the distribution system will be removed and replaced with individual PLC’s at the various pump stations and control valves.

The new SCADA System will include several improvements that will monitor conditions in the field and be beneficial to the operators. These include monitoring building temperature to prevent frozen sensor lines in the event of a heater failure. Currently this is being monitored weekly during the pump run. Also included are utility power status and intrusion alarms on the door to the pump and control valve stations.

6. Filter #4 Rehabilitation Project

Staff has received the final drawings and specifications from Barton & Loguidice Engineers and are in the process of review. After completion of the review, the project will be advertised for bids and the project awarded. With the anticipated start of the project being Spring of 2019, staff has begun developing plans to allow for adequate water production while the filter is offline in the event of a dry spring. These plans include operation the treatment plant 24 hours and informing the City of Ithaca and Cornell that emergency water assistance may not be available until the filter is back online.

7. Administration Department Highlights

- Department Statistics Dec 2018
 - **TD/VL**
 - Non AMI compliant accounts 6
 - Non BP Water accounts 2
 - Total # of Water Bills sent 998
 - **ALL**
 - Work Orders prepared 163
 - Final Bills calculated 141
 - New Accounts 4
 - Municipal payments processed 59
 - Cash Disbursements \$415k
includes \$19k bond pmt
 - Cash Receipts \$579k

8. January 1, 2019 Billing in the Town Dryden/Village of Lansing

January 1, 2019 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 9/16/18-12/15/18				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	1/1/18	1/1/19	1/1/18	1/1/19
TD	7,840,100	6,536,000	\$ 40,121.06	\$ 33,863.90
	20% Decrease		19% Decrease	
VL	38,604,200	35,235,500	\$ 188,031.12	\$ 174,672.85
	10% Decrease		8% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<u>ASSETS</u>					
UNRESERVED CASH:					
Savings	1,930,790	122,217	953,569	3,006,576	
Petty Cash	200	0	0	200	
Total Unreserved Cash	<u>1,930,990</u>	<u>122,217</u>	<u>953,569</u>	3,006,776	B
RESERVED CASH:					
Fringe Benefit Reserve	105,492	0	0	105,492	
Total Reserved Cash	<u>105,492</u>	<u>0</u>	<u>0</u>	105,492	B
OTHER ASSETS:					
Accounts Receivable	229,577	0	0	229,577	
Prepaid Expenses	53,264	0	0	53,264	
Total Other Assets	<u>282,841</u>	<u>0</u>	<u>0</u>	282,841	C
TOTAL ASSETS	<u>2,319,323</u>	<u>122,217</u>	<u>953,569</u>	<u>3,395,109</u>	
<u>LIABILITIES</u>					
Accounts Payable	48,142	0	11,898	60,039	
Accrued Liabilities	185,431	0	0	185,431	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	<u>233,572</u>	<u>0</u>	<u>11,898</u>	245,470	D
<u>FUND BALANCE</u>					
Reserved Fund Balance	105,374	0	0	105,374	
Unexpended Fund Balance	1,980,376	122,217	941,671	3,044,265	
TOTAL FUND BALANCE	<u>2,085,750</u>	<u>122,217</u>	<u>941,671</u>	3,149,639	A
TOTAL LIABILITIES and FUND BALANCE	<u>2,319,323</u>	<u>122,217</u>	<u>953,569</u>	<u>3,395,109</u>	
<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	3,669,399	97,254	1,120,938	4,887,591	
LESS: YTD EXPENSES	4,594,699	270,013	657,575	5,522,286	
FUND BALANCE AS OF 12/31/18	<u>2,085,750</u>	<u>122,217</u>	<u>941,671</u>	3,149,639	A
<u>RECONCILIATION OF FUND BALANCE TO CASH</u>					
FUND BALANCE AS OF 12/31/18	2,085,750	122,217	941,671	3,149,639	A
Less: Receivables & Prepaids	282,841	0	0	282,841	C
Add: Liabilities	233,572	0	11,898	245,470	D
CASH BALANCE AS OF 12/31/18	<u>2,036,482</u>	<u>122,217</u>	<u>953,569</u>	3,112,268	B

SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 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	3,669,399	97,254	1,120,938
OVER (UNDER)	(796,777)	261	938
<hr/>			
% EARNED	82%	100%	100%
% UNEARNED	18%	0%	0%

EXPENSES

BUDGET	4,517,176	350,410	824,725
YTD ACTUAL	4,594,699	270,013	657,575
OVER (UNDER)	77,523	(80,397)	(167,150)
<hr/>			
% EXPENDED	100%	77%	80%
% UNEXPENDED	0%	23%	20%

DETAILED REVENUES

Service Charges	31,232	0	0
Cross Connection Fees	8,314	0	0
Services for Other Governments-Members	111,678	0	0
Joint Activity-Water Rents	3,420,780	0	0
Interest Earnings	4,333	261	938
Permits	61,976	0	0
Sales of Equipment	15,000	0	0
Refunds of Prior Years Expense	456	0	0
Other Revenues	15,631	0	0
Interfund Transfers*	0	96,993	1,120,000
	3,669,399	97,254	1,120,938

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

DETAILED EXPENSES

Water Administration	625,122	0	657,575
Source of Supply	253,367	0	0
Purification	638,595	0	0
Transmission and Distribution	625,398	0	0
Employee Benefits	669,414	0	0
Debt Service	565,811	270,013	0
Interfund Transfers*	1,216,993	0	0
	4,594,699	270,013	657,575

* 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
page 2

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;

Procurement Policy
SCLIWC
page 4

- 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, 2/7/19

**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, 2/7/19

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
February 7, 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

February 7, 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, December 19, 2018 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Roy Staley, Donald Hartill, Jack Rueckheim, Dan Thaete, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Katie McMillen.		
1.	November 2018 Meeting Notes	#1
	The Committee found the notes to be acceptable as they appeared in the November meeting packet.	
2.	November 2018 Monthly Operations Report	#2
	Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report: The monthly report shows that we have produced more water this year than we did last year despite our wetter than normal fall conditions. Staff has begun winterizing pump and control valve station systems and building. A faulty hour meter at Coy Glen pump station was discovered and has been replaced. The motor for the spent backwash water to exit filter #3 was found to be malfunctioning. The replacement motor needed to be mounted and wired differently, so the repair took extra time to get the pump back online. During this time, staff discovered SCADA programming would not allow backwashing in another filter once one filter was offline. This issue was resolved and will be incorporated in the new SCADA program. The Commission's Water Supply Emergency Plan has been updated as required every five years by the NYS Health Department. The plan update was advertised for two weeks for public comment, which ends today. A news reporter from WRFI interviewed staff to discuss the report. The report will now be submitted to the NYS Department of Health for final approval. Gregg discussed the following highlights of the Distribution portion of the report: November was relatively quiet. The increase in overtime occurrences was largely due to construction projects for water main relocations on Burns Road & Coddington Road. Staff continues to upgrade existing master meters and AMI meters with meter communication failures. Ithaca College has seen an increase in their usage, up two million gallons from last year. Staff has informed the college's staff of the increased usage and they have begun investigating for possible leaks. As the Maplewood Avenue Apartments occupation continues to increase, so does their consumption. Cross connection control device plans have been approved for the Milton Meadows complex and the project is currently in progress. Staff expects the service line construction to begin in the next few months. The project tracking list has had no major changes.	
3.	Informational Items	
	a. Capital Projects	
	1. AMI	
	Gregg reported that five large master meters have been installed with radios. We can now start monitoring daily usage of the Trumansburg Tank Control Valve and the Pine Grove, Village Circle, Christopher Circle, and Varna Pump Station. This will now provide information to assist with leak detection on the different tank grids. Core and Main representatives were on site December 18 th to discuss details of the AMR drive by system for meters that are currently not reaching a base station.	

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

Gregg reported staff has received the notice to award from Barton and Loguidice for the Raw Water Pump #4 project. Contract signing and a pre-construction meeting are expected to occur in early January. Additional boring samples are scheduled to occur in early January to provide additional site condition information for the second raw water transmission main project. The project is scheduled for rebid in January. Staff learned the Norfolk Southern Railway is now leasing part of the railroad, from Milliken Station to Sayre PA, to the Ithaca Central Railroad; however, this will not affect our agreement with Norfolk Southern Railway.

3. Plant Equipment - Filter #4 Repair

Glenn has nothing new to report on Filter #4 Repair, it is still with Barton and Loguidice.

4. SCADA Upgrade Project

Glenn reported Northpoint staff is continuing to work on screen graphics and codes and have been sharing files through Google drive for staff comments and revisions. Currently they are still working on the plant portion of the graphics which makes up 80-85% of the project.

b. Harmful Algal Bloom Update

Glenn reported staff had a few questions regarding the HAB draft report from Arcadis, who has noted receipt of questions. Staff expects to receive a response by the end of week.

4. Committee Member Comments or Other Issues

Steve discussed a question that was asked at the Budget and Finance Committee Meeting about water production year to date. Bolton Point has produced more water this year and our numbers sold to date are close to last years. Staff tested the 20-inch finished water meter at the treatment plant and the results showed a 98% accuracy, which is within AWWA recommendations.

On Tuesday, December 11th, Gregg, Jeff, Jordan and Steve and representatives from the Town of Ithaca DPW attended a tour of Kennedy Valve and Hydrant's Facility. Bolton Point currently does not utilize Kennedy hydrants in our system but we use their valves so this was an informative meeting.

On Thursday, December 13th, Gregg, Steve and Ben met with Onondaga County Water Authority (OCWA) GIS staff to discuss their GIS and asset management programs. Several ideas were shared that will benefit both organizations with GIS improvements. Staff also discussed how OCWA is using drones to inspect water storage tanks and remotely operated vehicles (ROV's) for inside the tanks. OCWA is also using drones to document possible harmful algal blooms in lakes near system intakes. They have found imagery from the drones can provide a better view of the size of these bloom formations. Staff has begun researching drone options and possibly implementing their use at Bolton Point in the future.

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**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, January 23, 2019 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	December 2018 Meeting Notes	#1
2.	December 2018 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. AMI	
	2. 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 February 27, 2019 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon. March 27, April 24, May 23, June 26	

Bolton Point Personnel and Organization Committee
Wednesday, December 19, 2018

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

1) Meeting Notes:

The Committee approved the November meeting notes with no edits.

2) Discuss Acting General Manager role and Stipend:

Steve explained the current role and stipend for the Acting General Manager and recommended a change. Currently, the AGM receives \$250 if the General Manager is out of the office for a full five days. The General Manger is recommending the stipend be changed to a set amount paid out over the year. The Committee expressed support of the change and recommends to the Commission.

3) Reports:

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

Finance Manager: Pam reported that staff actively participated in the December All Hands training on Understanding Diverse Perspectives. Annual performance reviews have been completed for Judy Orasi and Winona Fisher. Jessica Sherwood and Katie McMillen's reviews will be completed in January. Winona will be attending the TCCOG Supervisory Series Level I course in 2019. A large change of ownership project was completed on time with assistance from all department staff.

Production Manager: Glenn reported Megan Falicchio has completed the TCCOG Supervisory Series Level I course. Annual lab ethics training was completed with staff. The Commission's Emergency Response Plan has been updated and has been advertised for public comment. A local radio station interviewed Glenn and Steve regarding the plan. Glenn expressed how well the December All Hands training was received by his department staff. Discover Cayuga Lake contacted Glenn about participation from Bolton Point with an Eco-Cruise on Cayuga Lake in 2019. Production staff has completed annual respirator testing and training. Performance reviews for staff will be completed in December.

Distribution Manager: Gregg reported that he and Jeff Hall completed their code enforcement training requirements for 2018. Staff attended a training and facility tour at Kennedy Valve in Elmira. Gregg expressed how well the All Hands training was received by his department staff. Gregg, Steve and Ben Coakley met with Onondaga County Water Authority staff to gain more information regarding how other water systems are using GIS mapping and how drones are used for tank inspections and Harmful Algal Bloom identification. Annual CPR recertification classes for have been scheduled for March. Performance reviews have been completed and meetings to discuss have been scheduled with staff.

Human Resources: Judy reported the All Hands training was held on December 12th with Margo Hittleman, from the National Leadership Initiative. 2019 pay rate change letters have been sent to staff. The benefit open enrollment period has ended.

General Manager: Steve reported managers have done a good job on the performance reviews. Steve explained more of how the drones were used by the Onondaga County Water Authority and ways Bolton Point staff could use one in the future. Steve reported PESH inspectors were invited to review programs/procedures and perform a site inspection of the facility. Six items were identified as needing improvement. Steve described an employee's idea to improve the salt spreader loading and unloading process and by building a new piece of equipment with assistance from the Town of Lansing Highway Department. This was another example of intermunicipal cooperation.

Next meeting - Wednesday, January 23, 2019 at 1:30 pm. Meeting adjourned at 1:58 pm.

Bolton Point Personnel and Organization Committee
Wednesday, January 23, 2019
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

3. Consider Executive Session to discuss the personnel history of a particular person or discuss collective bargaining negotiations.

Next meeting will be: Wednesday, February 27, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 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**

February 7, 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	