



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
March 7, 2019 at 4:00 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

- | | |
|--|-----|
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NEXT MEETING
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Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
February 7, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, February 7, 2019 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 Roy Staley, Vice Chairperson, Village of Cayuga Heights
Commissioner Bill Goodman, Treasurer, Town of Ithaca
Commissioner Pamela Bleiwas, Town of Ithaca
Commissioner Don Hartill, Village of Lansing
Commissioner Jack Rueckheim, Town of Dryden

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
Jessica Sherwood, Principal Account Clerk/Typist
Katie McMillen, Administrative Assistant II

ABSENT: Commissioner Tom Jones, Town of Lansing
Commissioner Ed LaVigne, Town of Lansing
Commissioner Jason Leifer, Town of Dryden
Commissioner Linda Woodard, Village of Cayuga Heights

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

1. Approval of Meeting Minutes December 6, 2018

Exhibit #014

Discussion: None

MOTION by Hartill, SECOND by Rueckheim to approve the December 6, 2018 Commission meeting minutes.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

2. Approval of Meeting Minutes January 3, 2019

Exhibit #015

Discussion: None

MOTION by Hartill, SECOND by Rueckheim to approve the January 3, 2019 Commission meeting minutes.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

3. Management Staff Report

Exhibit #016

Item #1 – January Project Updates

Discussion: Mr. Riddle reported on this item and noted that the SCLIWC Rules and Regulations update has been made available for final edits and one line has been added under the hydrant specifications. The final draft will be presented and discussed for adoption by the full Commission at the March 7th meeting.

Item #2 – Hydroelectric Energy Update

Discussion: Mr. Riddle reported on this item and noted that due to increasing public interest in environmentally sustainable energy supplies, staff has begun investigating hydroelectric energy generating capacities to existing water resources and infrastructure within the Commission's transmission main and municipal distribution systems using micro-hydroelectric turbines. Several systems are being evaluated and in most of the identified potential sites, 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.

Item #3 – Cross Connection Control Program Software

Discussion: Mr. Weatherby reported on this item. The Commission has partnered with VEPO Solutions to implement a new cloud-based cross control software program called VEPO CrossConnex. This program became operational on February 1st and staff is currently in the process of collecting customer data to implement this software more efficiently.

Item #4 – Cold Temperatures Causing Ruptured Pipes in Residential Homes

Discussion: Mr. Weatherby reported on this item. With colder than normal temperatures, Distribution Department staff has been busy assisting customers with burst pipes and frozen meters. Due to the Commission's AMI system alerts, staff now monitors customer usage from daily continuous consumption reports, detecting leaks in a matter of days or weeks instead of possibly months of costly damage.

Item #5 – SCADA Upgrade Project

Discussion: Mr. Ratajczak reported that the upgrade of the Commission's SCADA system for the treatment plant and distribution system continues. The new SCADA System will include improvements that will monitor conditions in the field and be beneficial to operators.

Item #6 – Filter #4 Rehabilitation Project

Discussion: Mr. Ratajczak reported that staff has received the final drawings and specifications from Barton & Loguidice Engineers and are in the process of review. Staff has begun preparation of this project to begin in the Spring of 2019 and are considering going to 24/7 operation to complete the project if necessary. The Filter #4 Rehabilitation Project pre-bid meeting is scheduled for February 21st.

Item #7 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted a large number of change of ownerships increased both the work orders prepared and the final bills calculated totals.

Item #8 – January 1, 2019 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported that this billing is the last for 2018 and following the trend in 2018, there is a decrease in consumption in both municipalities.

4. 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. December 31, 2018 Financial Report***Exhibit #017***

Discussion: Mr. Goodman noted the financial statements are through December, the final report for 2018 will be available at the March meeting.

2. Review and Approval of Procurement Policy***Exhibit #018***

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

MOVED: Goodman

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

3. Review and Approval of Investment Policy

Exhibit #019

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

MOVED: Goodman

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

4. Resolution Authorizing Payment of Unaudited Claims

Exhibit #020

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

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

Resolution Authorizing Payment of Unaudited Claims

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: Goodman

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

5. Designation of Depository/Check Signing Authority

Exhibit #021

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

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

**Resolution authorizing check signing and cash transaction authority and designation of depository
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: Goodman

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

6. Approval of the January 3, 2019 Warrants

Discussion: Mr. Goodman stated that several committee members reviewed the warrants, and the committee recommends approval.

MOTION by Goodman, SECOND by Hartill to approve the January 3, 2019 Warrants in the amount of \$112,842.50.

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

7. Approval of the February 7, 2019 Warrants

Discussion: Mr. Goodman stated that several committee members reviewed the warrants, and the committee recommends approval. He noted the warrants include a payment to Core & Main for the annual fees on the AMI system.

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

MOTION by Goodman, SECOND by Hartill to approve the February 7, 2019 Warrants in the amount of \$132,108.03.

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

B. Engineering and Operations Committee

Discussion: None

1. December 19, 2018 Meeting Notes

Exhibit #022

Discussion: None

2. January 23, 2019 Meeting Agenda

Exhibit #023

Discussion: Mr. Newman asked Mr. Ratacjazk to send the HAB study to the Commissioners.

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported in Mr. Jones' absence and highlighted various items from the meeting.

1. January 23, 2018 Meeting Notes

Exhibit #024

Discussion: None

2. February 18, 2018 Meeting Agenda

Exhibit #025

Discussion: None

3. Resolution to Appoint Acting General Manager and to Authorize Annual Stipend for Acting General Manager

Exhibit #026

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

**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: Rueckheim

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

D. Planning and Public Affairs Committee

Discussion: None

5. Executive Session (If Necessary):

Discussion: None

6. Old and New Business:

A. Appointment of Officers and Committees

Exhibit #027

Discussion: Mr. Newman stated that this is the annual election of officers and appointment of committee members. Steve Riddle, as General Manager, will serve as Secretary of the Commission for 2019, and the committee appointments will remain the same as in 2018.

Mr. Goodman reported that he will not be running for Supervisor in the Town of Ithaca for the upcoming election, so this will be his final year as Treasurer of the Commission.

MOTION by Rueckheim, SECOND by Goodman to nominate Commissioner Newman as Chairperson of the Commission for 2019.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

MOTION by Goodman, SECOND by Hartill to nominate Commissioner Staley as Vice Chairperson of the Commission for 2019.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

MOTION by Hartill, SECOND by Rueckheim to nominate Commissioner Goodman as Treasurer of the Commission for 2019.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

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

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Bill Goodman	Bill Goodman
	Jack Rueckheim	Jack Rueckheim
	Tom Jones	Tom Jones
	Ed LaVigne	Ed LaVigne
	Linda Woodard	Linda Woodard

Engineering and Operations

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

Personnel and Organization

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

Planning and Public Affairs

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

7. **Other:** Mr. Riddle noted a need to change the October Commission Meeting date due to a change in the Town of Ithaca meeting schedule.

MOTION by Hartill, SECOND by Rueckheim to change October Commission Meeting date to October 17th, 2019.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

8. **Adjournment:**

MOTION by Hartill, SECOND by Rueckheim to adjourn the meeting at 5:10 p.m.

(Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

Minutes submitted by: Katie McMillen

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

March 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 March 7, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of February 7, 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. GIS/Mapping Update	2
3. SCADA Project	2
4. Harmful Algal Bloom Study	3
5. Water Supply Emergency Plan	3
6. Administration Department Highlights	3
7. February 1, 2019 Town of Lansing/Village of Cayuga Heights	4

1. Quarterly Bolton Point/City of Ithaca/Cornell Meeting

For many years, the three local water treatment facilities have met quarterly to discuss water issues and updates concerning the Ithaca Area interconnected water systems. These meetings keep everyone informed and are very helpful in planning upcoming maintenance and improvement projects. The last quarterly meeting was held on February 21st.

Bolton Point staff began the meeting discussing upcoming Capital Projects including the second Raw Water Transmission Main, Raw Water Pump #4, Filter #4 renovations and the new SCADA system. Staff discussed options to add a high lift pump to the Bolton Point/City of Ithaca Water Interconnect building or Treatment Plant on Water Street. A six inch pipe connection for a pump does exist and City staff will talk with their engineer, O'Brien and Gere, to determine pump size and capacities that the City could supply to Bolton Point in an emergency.

City of Ithaca staff provided updates on an issue with a pump soft start at the Vinegar Hill pump station, which if the device fails, may require emergency water supply assistance

from Bolton Point. The roof on the Coddington Road water storage tank will be replaced this summer. Removal and replacement of the roof is expected to take twelve weeks. The City and Town of Ithaca are discussing the process to decommission the Cliff Street Pump Station. Dredging at the City reservoir will not start in 2019.

Cornell staff discussed maintenance projects planned for the treatment plant in April. This work includes cleaning and repairs to the clear wells and settling basins. The work will be performed over the college's spring break when system demands are lower. During this time Bolton Point will supply Cornell with approximately 1 million gallons of water per day for 5-6 days. Cornell will be replacing 620 feet of water main along Dryden Road, between the Cornell heating plant and Pine Tree Road this summer.

2. GIS/Mapping Update

During winter months, the Commission's Water Maintenance Specialist focusses on gathering missing GPS coordinate data. This data can be captured while there is no foliage on trees and when performing less valve and hydrant maintenance, which is their primary focus during the warmer months. As of February 25th, staff has collected current GPS coordinate data for 1,412 out of 1,593 (89%) hydrants and 2,493 out of 2,904 (86%) main valves within the Bolton Point water system. Staff anticipates every valve and hydrant will be updated with accurate GPS coordinates on the Commission's GIS map by the end of 2019.

The GIS map is a vital instrument to assist a Distribution Operator's emergency response. This is especially true in the winter months when a majority of water main breaks and leaks occur. Having accurate GPS coordinate data allows operators to find isolating main valves faster. Each Distribution Operator has a tablet with access to the GIS map. By using the "Find Me" function and holding the mobile device, the operator can walk to the valve following the GPS coordinate on the screen. This feature becomes especially helpful when the valve is buried in dirt, blacktop or snow. When operators are responding to an emergency, time spent shoveling snow up and down a road or across a field looking for a valve can result in property damage or low tank levels. Staff continues to advance with ever changing technology to ensure system operations are as efficient as possible.

3. SCADA Project

Staff traveled to North Point Technology in Johnson City, on February 20th, to view the new SCADA system operating in a simulation mode. In an effort to identify any changes prior to installation at the treatment plant, operators were able to virtually operate the plant. Staff was satisfied with the performance and the design of the graphics interface. In addition to our requests, North Point has added additional features to assist the operators with troubleshooting that will be displayed on the interface screen. This includes what command the programmable logic controller (PLC) is sending, if any, along with the status of communications between tanks and pump stations or control valves.

The installation of the new system is planned for March 19th. Staff is planning to have water storage tanks in the system full to provide the maximum amount of time the treatment plant can be offline. The initial installation consists of the complete replacement of the PLC components along with the installation of new redundant servers and interface stations. The new system will then control the distribution system using our current mode of operation. This will allow for transferring our distribution sites to the new distributed control method at a later date and expedite bringing the plant back online. Staff has alerted the City of Ithaca and Cornell and they will be ready to assist if water is needed during the transition.

4. Harmful Algal Bloom Study

Staff has received the final desk top study report for treatment options of Harmful Algal Blooms (HAB) at Bolton Point from Arcadis Consulting Firm. Staff will review the recommendations and develop an action plan to remove HAB's should they enter the treatment plant. This plan will be forwarded to the local health department for approval. Once approval is obtained, the action plan will be integrated into Bolton Point's Water Supply Emergency Plan.

5. Water Supply Emergency Plan

Staff completed updates to Bolton Point's Water Supply Emergency Plan and submitted the document to the New York State Department of Health (NYSDoH) as required every five years. This also includes a vulnerability assessment of the entire system operation and in 2018 required a cyber security component. Bolton Point received approval of the document in February. The NYSDoH will forward the vulnerability assessment to the NYS Department of Homeland Security and Emergency Services for their approval. The plan is a confidential document, but does contain a public version which may be viewed upon request.

6. Administration Department Highlights

- Department Statistics Jan 2019
 - **TL/VCH**
 - Non AMI compliant accounts 1
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,525
 - **ALL**
 - Work Orders prepared 37
 - Final Bills calculated 4
 - New Accounts 8
 - Municipal payments processed 50
 - Cash Disbursements \$403k
includes:
\$150k V fund xfer
 - Cash Receipts \$374k

7. February 1, 2019 Town of Lansing/Village of Cayuga Heights

February 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 10/16/18-1/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	2/1/18	2/1/19	2/1/18	2/1/19
TL	30,932,300	29,308,000	\$160,676.12	\$158,828.69
	6% Decrease		1% Decrease	
VCH	16,238,944	15,198,200	\$83,482.93	\$82,440.70
	7% Decrease		1% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

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 Approval of Budget Transfers, Amendments, and Modifications for the
Year Ending December 31, 2018

March 7, 2019

WHEREAS, in preparation of closing the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission, the Commission's Finance Manager has reviewed all budgetary revenue and appropriation accounts for the year ending December 31, 2018, and

WHEREAS, this review disclosed certain budgetary revenues and expenditures requiring transfers, amendments, or modifications needed to close the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2018, and

WHEREAS, these findings are summarized below showing the net impact on Fund Balance in each fund,

Operating Fund

Beginning Fund Balance as of 1/1/18	\$	3,011,051
ADD: Total Revenues		4,190,427
LESS: Total Expenditures		<u>4,618,738</u>
Ending Fund Balance as of 12/31/18	\$	2,582,740
Net decrease of Fund Balance from 2018 Operations:		(428,311)

Capital Project Fund-Improvement/Replacement

Beginning Fund Balance as of 1/1/18	\$	478,307
ADD: Total Revenues		1,120,938
LESS: Total Expenditures		<u>657,575</u>
Ending Fund Balance as of 12/31/18	\$	941,671
Net increase to Fund Balance from 2018 Activity:		463,364

Debt Service Fund

Beginning Fund Balance as of 1/1/18	\$	294,976
ADD: Total Revenues		97,254
LESS: Total Expenditures		<u>270,013</u>
Ending Fund Balance as of 12/31/18	\$	122,217
Net decrease of Fund Balance from 2018 Activity:		(172,758)

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission authorize and direct the Finance Manager to record all year end budget transfers, amendments and modifications, including any and all other changes deemed appropriate and necessary to close the financial records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2018.

MOVED:

SECONDED:



**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	
ASSETS					
UNRESERVED CASH:					
Savings	1,930,790	122,217	953,569	3,006,576	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,930,990	122,217	953,569	3,006,776	B
RESERVED CASH:					
Fringe Benefit Reserve	105,492	0	0	105,492	
Total Reserved Cash	105,492	0	0	105,492	B
OTHER ASSETS:					
Accounts Receivable	750,605	0	0	750,605	
Prepaid Expenses	53,264	0	0	53,264	
Total Other Assets	803,869	0	0	803,869	C
TOTAL ASSETS	2,840,351	122,217	953,569	3,916,137	
LIABILITIES					
Accounts Payable	48,142	0	11,898	60,039	
Accrued Liabilities	209,469	0	0	209,469	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	257,611	0	11,898	269,509	D
FUND BALANCE					
Reserved Fund Balance	105,374	0	0	105,374	
Unexpended Fund Balance	2,477,366	122,217	941,671	3,541,254	
TOTAL FUND BALANCE	2,582,740	122,217	941,671	3,646,629	A
TOTAL LIABILITIES and FUND BALANCE	2,840,351	122,217	953,569	3,916,137	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/18	3,011,051	294,976	478,307	3,784,334	
ADD: YTD REVENUES	4,190,427	97,254	1,120,938	5,408,620	
LESS: YTD EXPENSES	4,618,738	270,013	657,575	5,546,325	
FUND BALANCE AS OF 12/31/18	2,582,740	122,217	941,671	3,646,629	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 12/31/18	2,582,740	122,217	941,671	3,646,629	A
Less: Receivables & Prepaids	803,869	0	0	803,869	C
Add: Liabilities	257,611	0	11,898	269,509	D
CASH BALANCE AS OF 12/31/18	2,036,482	122,217	953,569	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	4,190,427	97,254	1,120,938
YTD ACTUAL	4,190,427	97,254	1,120,938
OVER (UNDER)	0	0	0
% EARNED	100%	100%	100%
% UNEARNED	0%	0%	0%

EXPENSES

BUDGET	4,618,738	270,013	657,575
YTD ACTUAL	4,618,738	270,013	657,575
OVER (UNDER)	0	0	0
% EXPENDED	100%	100%	100%
% UNEXPENDED	0%	0%	0%

DETAILED REVENUES

Service Charges	31,232	0	0
Cross Connection Fees	8,314	0	0
Services for Other Governments-Members	111,207	0	0
Joint Activity-Water Rents	3,942,280	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
	4,190,427	97,254	1,120,938

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

DETAILED EXPENSES

Water Administration	640,531	0	657,575
Source of Supply	256,351	0	0
Purification	654,901	0	0
Transmission and Distribution	637,425	0	0
Employee Benefits	646,725	0	0
Debt Service	565,811	270,013	0
Interfund Transfers*	1,216,993	0	0
	4,618,738	270,013	657,575

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



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

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

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

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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	1,768,430	272,554	941,912	2,982,895	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,768,630	272,554	941,912	2,983,095	B
RESERVED CASH:					
Fringe Benefit Reserve	105,510	0	0	105,510	
Total Reserved Cash	105,510	0	0	105,510	B
OTHER ASSETS:					
Accounts Receivable	557,463	0	0	557,463	
Prepaid Expenses	0	0	0	-	
Total Other Assets	557,463	0	0	557,463	C
TOTAL ASSETS	2,431,603	272,554	941,912	3,646,068	
LIABILITIES					
Accounts Payable	0	0	0	-	
Accrued Liabilities	184,817	0	0	184,817	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	184,817	0	0	184,817	D
FUND BALANCE					
Reserved Fund Balance	105,492	0	0	105,492	
Unexpended Fund Balance	2,141,294	272,554	941,912	3,355,759	
TOTAL FUND BALANCE	2,246,786	272,554	941,912	3,461,251	A
TOTAL LIABILITIES and FUND BALANCE	2,431,603	272,554	941,912	3,646,068	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629	
ADD: YTD REVENUES	36,010	150,336	241	186,587	
LESS: YTD EXPENSES	374,964	0	0	374,964	
FUND BALANCE AS OF 1/31/19	2,243,786	272,554	941,912	3,458,251	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 1/31/19	2,246,786	272,554	941,912	3,461,251	A
Less: Receivables & Prepays	557,463	0	0	557,463	C
Add: Liabilities	184,817	0	0	184,817	D
CASH BALANCE AS OF 1/31/19	1,874,140	272,554	941,912	3,088,605	B

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

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

BUDGET	4,622,161	150,291	1,120,000
YTD ACTUAL	36,010	150,336	241
OVER (UNDER)	(4,586,151)	45	(1,119,759)
<hr/>			
% EARNED	1%	100%	0%
% UNEARNED	99%	0%	100%

EXPENSES

BUDGET	4,622,161	270,688	940,000
YTD ACTUAL	374,964	0	0
OVER (UNDER)	(4,247,197)	(270,688)	(940,000)
<hr/>			
% EXPENDED	8%	0%	0%
% UNEXPENDED	92%	100%	100%

DETAILED REVENUES

Service Charges	1,611	0	0
Cross Connection Fees	703	0	0
Services for Other Governments	4,672	0	0
Joint Activity-Water Rents	24,951	0	0
Interest Earnings	603	45	241
Permits	3,469	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	150,291	0
	<hr/>	<hr/>	<hr/>
	36,010	150,336	241

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

DETAILED EXPENSES

Water Administration	76,973	0	0
Source of Supply	5,856	0	0
Purification	19,386	0	0
Transmission and Distribution	26,856	0	0
Employee Benefits	92,601	0	0
Debt Service*	0	0	0
Interfund Transfers	150,291	0	0
	<hr/>	<hr/>	<hr/>
	371,964	0	0

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

Engineering and Operations Committee Meeting Notes

Wednesday, January 23, 2019 @ 12:00 Noon
Bolton Point Conference Room

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Jack Rueckheim, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Katie McMillen.		

1. December 2018 Meeting Notes

#1

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

2. December 2018 Monthly Operations Report

#2

Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report: The percentage difference in process water used between 2018 and 2017 was due to faulty meter readings from the Raw Water flow meter. Higher than normal turbidity in December was due to warmer than normal conditions and snow melt.

The December department monthly report for 2018 was routine. Glenn discussed a power outage on December 22nd that caused diaphragms to rupture on two finished water pump control valves. Staff is investigating options with the control valve manufacturer to limit damage during future power outages.

Generator tests were performed under full plant loads and to prevent algae growing in the fuel tanks. Mr. Newman suggested the use of PRIST in the fuel, the same used in jet fuel at the airport. Glenn will research options with our fuel provider.

On 12/23/18, staff received notice from the Tompkins County Department of Health that the Ithaca Area Wastewater Treatment Facility (IAWWTF) was discharging sewage that had gone through primary treatment and was chlorinated before getting discharged into the lake. In the likelihood of this occurrence happening again in the future, the state suggested further testing. Discussion ensued but committee has agreed that there is no need to take further action at this time.

Gregg discussed the following highlights of the Distribution portion of the report: Staff continues to work with Core and Main and Sensus to resolve the AMI dead battery issues. Plumbing inspection continue to increase due to the start of the Bomax Drive Apartment project in the Village of Lansing. A pre-construction meeting was held for the Milton Meadows project water main extension in the Town of Lansing. A safety issue regarding confined space entries on Stone Quarry Road in the Town of Ithaca was discussed and will be brought to the attention of the Town of Ithaca / Bolton Point Safety Committee.

Staff continues to upgrade existing system master meters, large AMI meters (4-inch and larger) and investigating meters with communication failures.

Ithaca College has seen an increase in their usage. 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 under construction.

The project tracking list had no changes in December.

3. Informational Items

a. Capital Projects

1. AMI

Gregg reported that Core and Main staff have completed the installation of the AMR drive by system program. Future customers in the Lansing Station and Bill George Road water main extensions have

been added to the propagation study to ensure they are included in the AMI system upgrades in Lansing.

2. Transmission Main and Raw Water Pump #4 Projects

Gregg reported a meeting has been scheduled with Barton and Loguidice Engineers for Thursday, January 31st, to schedule a timeline for advertisement of the Raw Water Transmission Main project bid.

There is a 20-24 week delay for the fourth Raw Water Pump delivery. The contractor will begin the project by focusing on existing pipe and pump rehabilitation. Project submittal approvals are underway and work is expected to begin in February.

3. Plant Equipment - Filter #4 Repair

Glenn reported that the specifications and drawings have been completed and material specifications due on Friday, have been completed and are ready for bid. The project will include repairs to the filter and internal and external concrete walls.

4. SCADA Upgrade Project

Glenn informed the committee that Northpoint Technology will be on site for program testing on Thursday, January 24th. An updated project schedule will also be provided.

b. Harmful Algal Bloom Update

Glenn reported staff will be installing a floroprobe while the plant is offline for Northpoint Technology's SCADA testing. The final report from Arcadis is expected this week with answers to staff questions from the draft report.

4. Committee Member Comments or Other Issues

Steve reported on a meeting with the Town of Ithaca and Cornell University to discuss the North Campus water interconnection.

The SCLIWC Rules and Regulations update has been completed and is available for Committee review and approval.

A meeting was held on January 14th with staff and member municipal staff to discuss possible changes to the current inspection process of sewer laterals and building plumbing systems.

5. Next Meeting - Wednesday March 27, 2019 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
April 24, May 22, June 26, July 24, August 28, September 25**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, February 27, 2019 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	January 2019 Meeting Notes	#1
2.	January 2019 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. AMI	
	2. Raw Water Transmission Main Project	
	3. Raw Water Pump #4 Project	
	4. Plant Equipment - Filter #4 Repair	
	5. SCADA Upgrade Project	
	b. Harmful Algal Bloom Update	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday March 27, 2019 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon.	
	April 24, May 22, June 26, July 24, August 28, September 25	

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

Commissioners: Mike Newman and Pam Bleiwas

Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby, and Pam VanGelder

Absent: Tom Jones, Chair, Ed LaVigne, and Hugh Trimm, Shop Steward

Staff Support: Judy Drake

Meeting called to order at: 1:34 pm

1) Meeting Notes:

The Committee approved the December meeting notes with no edits.

2) Reports:

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

Distribution Manager: Gregg reported that Hugh Trimm is attending the W2Operator training in Cortland this week which will provide CEU's toward his Distribution Operator license recertification. Lew Troast, PERMA safety training consultant, has been scheduled for SCLIWC's annual safety training on July 17th. Code Enforcement training dates through STBOA have been published for 2019 and some will conflict with standing meetings and others are out of the area causing more travel time. A manufacturer's specialist from Pipe Tools Inc. conducted an all-day field training on pipe locating using our new locating equipment. Gregg has met with most of the staff to complete performance reviews.

Finance Manager: Pam reported that the department is working on transitioning in new staff. Jessica Sherwood has been performing well as she completes her 6 month probationary period. Katie McMillen has completed 3 months of her probationary period. Performance reviews for both Jessica and Katie are in process. Plans have been discussed for preparation of Judy Orasi's retirement in 2020. Winona Fisher is working with Judy to learn the billing process and AMI reporting. Jessica has taken on the Accounts Payable duties that Winona has been performing. Katie is working on a scanning project. Pam has been working with Ben Coakley on a project for municipalities to access billing payment processing reports from Google Drive. Jessica's civil service exam for Principal Account Clerk /Typist is scheduled for March 2nd.

Production Manager: Glenn reported the Mike Hughston and Jason Nash are attending the W2Operator training this week for CEU's for their Water Treatment Plant Operator license recertification. Glenn will be presenting a Lock Out/Tag Out training program for all staff, which will complete the requirements for the program. Glenn explained that there are about 20 different kinds of items that need to be addressed under the Lock Out/Tag Out program. Each item will need a procedure written for it as part of the program. Kyle Fellows completed and submitted his correspondence exam to the New York Rural Water Association for a Grade IIA plant operator license. Assistant Production Manager (APM) and Water Treatment Plant Operator (WTPO) civil service exam are being held March 2nd. Jimmy Bower and Megan Falicchio will be taking the APM exam and Megan and Kyle will be taking the WTPO exam. Glenn is working with Jason Nash on the Hazard Communication plan update. This plan requires a listing of all the chemicals that are on site. Glenn has been meeting with staff to complete performance reviews.

Human Resources: Judy reported that all tax forms have been provided to staff.

General Manager: Steve reported that all staff did a great job with shift and emergency coverage over the holidays. Pam is doing a great job implementing a plan to prepare for Judy's retirement. This plan will also help with cross training and coverage during time off by department staff.

Managers are working collectively on the Capital Improvement Plan for the future. Steve explained that items need to be added to the plan that had not been identified in the past. These items will change the five year plan.

Managers did a good job composing well written performance reviews for their staff.

Bolton Point held a meeting with all five member municipalities regarding possible changes to sewer inspection procedures.

Next meeting - Wednesday, February 27, 2019 at 1:30 pm. Meeting adjourned at 1:56 pm.

Bolton Point Personnel and Organization Committee
Wednesday, February 27, 2019
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft January meeting notes.

2. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Distribution Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - f. General Manager

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

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

Future meeting dates-4th Wednesday: 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 for Approval to Amend the Rules and Regulations of the Southern Cayuga
Lake Intermunicipal Water Commission**

March 7, 2019

WHEREAS, the Rules and Regulation of the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) were originally approved on January 1, 1980, with revisions in March 1992 and May 2012, and

WHEREAS, staff has identified and amended much of the information in SCLIWC's Rules and Regulations to meet current American Water Works Association and member municipality standards, and

WHEREAS, the amendments to SCLIWC's Rules and Regulations has been reviewed and approved by the Commission's attorney, and

WHEREAS, the Engineering and Operations Committee has reviewed and approves the amendments to SCLIWC's Rules and Regulations; and

NOW THEREFORE, BE IT

RESOLVED, that the Commission does hereby accept the recommendation of the Engineering and Operations Committee and approves the 2019 amended SCLIWC Rules and Regulations.

MOVED:

SECONDED: