



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
April 4, 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

	<u>2019</u>
	<u>Exhibit No.</u>
1. Approval of March 7, 2019 Meeting Minutes	038
2. Management Staff Report	039
3. Committee Reports	
A. Budget and Finance Committee	
1. February 28, 2019 Financial Report	040
2. Approval of the April 4, 2019 Warrants	
B. Engineering and Operations Committee	
1. February 27, 2019 Meeting Notes	041
2. March 27, 2019 Meeting Agenda	042
3. Resoluion to Approve Awarding Second Raw Water Transmission Main Contract to Vacri Construction Corporation	043
4. Resolution to Approve Awarding Treatment Plant Filter #4 Rehabilitation Contract	Handout
C. Personnel and Organization Committee	
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3. Resolution to Appoint Troy Osterman to the Seasonal Worker Position	046
D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
May 9, 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
March 7, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on, Thursday, March 7, 2019 at 4 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 Pamela Bleiwas, 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
Glenn Ratajczak, Production Manager
Pam VanGelder, Finance Manager
Gregg Weatherby, Distribution Manager
Judy Drake, Human Resources Manager, Town of Ithaca
Mary Russell, Consultant
Jim Weber, Director of Public Works, Town of Ithaca
Katie McMillen, Administrative Assistant II
Jessica Sherwood, Principal Account Clerk/Typist

ABSENT: Commissioner Bill Goodman, Treasurer, Town of Ithaca
Commissioner Don Hartill, Village of Lansing
Commissioner Tom Jones, Town of Lansing
Commissioner Jason Leifer, Town of Dryden

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

1. Approval of Meeting Minutes February 7, 2019

Exhibit #028

Discussion: None

MOTION by Rueckheim, SECOND by Bleiwas, to approve the February 7, 2019 Commission meeting minutes.

(Ayes: Bleiwas, Newman, Rueckheim, Staley; Nays, None; Abstentions: LaVigne, Woodard)

Carried

2. Management Staff Report

Exhibit # 029

Item #1 – Quarterly Bolton Point/City of Ithaca/Cornell Meeting

Discussion: Mr. Riddle reported on this item and noted the three local water treatment facilities met February 21st, to discuss water issues and updates concerning the Ithaca Area interconnected water systems.

Item #2 – GIS/Mapping Update

Discussion: Mr. Weatherby reported on this item and noted that staff anticipates all valve and hydrants will be updated with accurate GPS coordinates on the Commission’s GIS map by the end of 2019.

Item #3 – SCADA Project

Discussion: Mr. Ratajczak reported on this item and noted the installation of the new system is planned for March 19th.

Item #4 – Harmful Algal Bloom Study

Discussion: Mr. Ratajczak reported that staff has received the final report. Once approval is obtained from the local health department, the action plan will be integrated into Bolton Point’s Water Supply Emergency Plan.

Item #5 – Water Supply Emergency Plan

Discussion: Mr. Ratajczak reported on this item and noted updates to Bolton Point’s Water Supply Emergency Plan have been made and submitted to the New York State Department of Health.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted cash disbursements and receipts reflect the annual transfer for debt service payments. She also noted the last customer in the Village of Cayuga Heights with a non-compliant meter, has been scheduled for a meter upgrade. She thanked Jeff Walker at the Village of Cayuga Heights for his assistance.

Item #7 – February 1, 2019 Town of Lansing/Village of Cayuga Heights

Discussion: Ms. VanGelder reported on this item and noted this was the first billing cycle at the new 2019 rate.

3. Committee Reports

A. Budget and Finance Committee

Mr. Rueckheim reported in Mr. Goodman’s absence and stated the committee met prior to this meeting.

1. End of the Year Budget Transfer Resolution

Exhibit # 030

Discussion: Mr. Rueckheim reported the committee reviewed the following resolution and recommends approval.

**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,

<u>Operating Fund</u>	
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)
<u>Capital Project Fund-Improvement/Replacement</u>	
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

<u>Debt Service Fund</u>	
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: Rueckheim

SECONDED: LaVigne

(Ayes: Bleiwas, LaVigne, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

2. December 31, 2018 Financial Report (Final) *Exhibit #031*

Discussion: Mr. Rueckheim reported that the Committee has reviewed the final report for 2018. He noted fund balance was used to pay off the 2006 bond issue.

3. January 31, 2019 Financial Report *Exhibit # 032*

Discussion: Mr. Rueckheim reported on this item and stated that the cash transfer to the debt service fund was made for scheduled 2019 bond payments.

4. Approval of the March 7, 2019 Warrants

Discussion: Mr. Rueckheim stated that the committee reviewed the warrants and recommends approval. The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Rueckheim , SECOND by LaVigne to approve the March 7, 2019 Warrants in the amount of \$97,022.69.

(Ayes: Bleiwas, LaVigne, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman reported that the Filter #4 Capital project would be starting in June.

1. January 23, 2019 Meeting Notes *Exhibit #033*

Discussion: None

2. February 27, 2019 Meeting Agenda

Exhibit #034

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported in Mr. Jones' absence and reviewed various highlights of the January meeting notes.

1. January 23, 2019 Meeting Notes

Exhibit #035

Discussion: None

2. February 27, 2019 Meeting Agenda

Exhibit #036

Discussion: None

D. Planning and Public Affairs Committee

Discussion: None

4. Executive Session (If necessary)

Discussion: None

5. Old and New Business

Exhibit #037

Discussion: Mr. Newman asked Mr. Riddle to highlight the major changes to the document. Mr. Riddle noted that changes were made to bring the document current to AWWA standards and to current AMI requirements.

**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: Rueckheim

SECONDED: Staley

(Ayes: Bleiwas, LaVigne, Newman, Rueckheim, Staley, Woodard; Nays: None)

Carried

6. Other

Discussion: None

7. Adjournment:

MOTION by Rueckheim, SECOND by LaVigne, to adjourn the meeting at 4:46 p.m.

(Ayes: Bleiwas, LaVigne, Newman, Rueckheim, Staley, Woodard; Nays: None)

Minutes submitted by: Katie McMillen

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

March 29, 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 April 4, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of March 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
1. March Projects	1,2
2. Annual Water Withdrawal Report	2
3. SCADA Project	2
4. Weekly Master Meter Readings	2
5. Leak Detection Equipment	2,3
6. Administration Department Highlights	3
7. March 1, 2019 Billing in the Town of Ithaca	3

1. March Projects

SCLIWC Field Work Guide Update - Review and updates of the Commission's Field Work Guide continues. Information within the document has been updated to meet current New York State code standards. Discussions continue with member municipality engineering, highway/public works and code enforcement officials on the level of inspection services performed by Commission staff on sewer piping and connections. Once agreed upon, staff will complete the Field Guide update and present to member municipality staff and the Engineering and Operations Committee for final approval.

2019 Capital Improvement Projects – On March 12th, four bids for the second Raw Water Transmission Main project were opened. Staff and Barton and Loguidice engineers have reviewed all bids and recommend awarding the project to Vacri Construction Corporation at the contract price of \$519,000. A resolution to award the project will be presented during the Engineering and Operations Committee report.

On March 21st, a pre-bid meeting was held for the Treatment Plant Filter #4 Rehabilitation project. Three contractor representatives attended the meeting, toured the facility and inspected the filter to assist in bidding the project. Bids for the project will be opened on March 28th and a resolution to award the project will be presented during the Engineering and Operations Committee report.

2. Annual Water Withdrawal Report

Each year the Commission is required to complete and submit a Water Withdrawal Report to the New York State Department of Environmental Conservation. Approximately 1 billion gallons were withdrawn from Cayuga Lake in 2018. The report for 2018 was completed and submitted in March.

3. SCADA Project

Installation of the new SCADA system at the Treatment Plant took place on March 19th. Production Department staff will provide an update on the status of the installation and SCADA operations at the April Commission meeting.

4. Weekly Master Meter Readings

Distribution Operators continue to begin each week by reading the distribution system master meters in their tank zones. Prior to implementation of the AMI system, each operator would travel to each tank site to take a reading, analyze the consumption and determine whether the water usage trends appear to be low, normal or high. In circumstances where usage appears to be high, staff would need to investigate a possible leak in the distribution system. That process, depending on schedule, weather, and/or traffic, could take several hours to begin each work week. With the Commission's AMI system, staff can obtain all of the tank zone readings within minutes, observe the trends on our computer screens and determine immediately whether further investigation needs to take place. Staff is always monitoring the tank trends however in the SCADA system it's often difficult to determine what is a leak, and what is not, unless the graph shows a steep decline which would indicate a water main break. Staff also analyzes the continuous consumption report from the AMI system that could help narrow down increased consumption in a particular grid. The change in technology has continued to help staff become more efficient in many different areas of the organization.

5. Leak Detection Equipment

Staff continues to limit the amount of non-revenue water throughout the Commission's distribution system. In efforts to minimize non-revenue water loss, staff is always looking for new techniques and technology to assist in finding leaks in the Commission's water system. On February 26th, staff began testing data recording loggers provided by Pipe Tools Inc. These "lift and shift" Bluetooth loggers are distributed around the water system and placed on main valves. Any noise heard on the system is transmitted to a hand held device. There are certain frequencies of noise that correspond with water leaks. If certain frequencies are detected, staff is then able to determine whether further investigation is needed. The Commission's correlation equipment is used to pinpoint the location of the leak before excavation to repair occurs.

Since February 26th, staff has located and repaired four leaks that without this equipment might not have been found or taken much more time to locate. These leaks did not make a noise detectable with staff’s current equipment and the water from the leaks did not surface. Staff has also ruled out suspected leaks in several tank distribution grids. The data loggers are easy for operators to program, move and retrieve data on a daily basis. Staff will continue to investigate products, like these data loggers, to maximize the efficiency of the water system and continue to meet the goals of the Commission

6. Administration Department Highlights

- Department Statistics Feb 2019
 - **TI**
 - Non AMI compliant accounts 14
 - Non BP Water accounts 177
 - Total # of Water Bills sent 3,367
 - **ALL**
 - Work Orders prepared 43
 - Final Bills calculated 12
 - New Accounts 4
 - Municipal payments processed 57
 - Cash Disbursements \$274k
 - Cash Receipts \$1712k

7. March 1, 2019 Billing in the Town of Ithaca

March 1, 2019 Billing in the Town of Ithaca				
Billing Period: 11/16/18-2/15/19				
	Consumption Gals		Revenue	
	3/1/18	3/1/19	3/1/18	3/1/19
TI	91,020,728	97,115,520	\$ 441,890.88	\$516,898.75
	6% Increase		15% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	1,673,638	272,595	933,915	2,880,149	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,673,838	272,595	933,915	2,880,349	B
RESERVED CASH:					
Fringe Benefit Reserve	105,526	0	0	105,526	
Total Reserved Cash	105,526	0	0	105,526	B
OTHER ASSETS:					
Accounts Receivable	663,097	0	0	663,097	
Prepaid Expenses	0	0	0	-	
Total Other Assets	663,097	0	0	663,097	C
TOTAL ASSETS	2,442,461	272,595	933,915	3,648,972	
LIABILITIES					
Accounts Payable	68,708	0	22,562	91,270	
Accrued Liabilities	160,946	0	0	160,946	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	229,654	0	22,562	252,216	D
FUND BALANCE					
Reserved Fund Balance	105,492	0	0	105,492	
Unexpended Fund Balance	2,107,316	272,595	911,353	3,291,264	
TOTAL FUND BALANCE	2,212,808	272,595	911,353	3,396,756	A
TOTAL LIABILITIES and FUND BALANCE	2,442,461	272,595	933,915	3,648,972	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629	
ADD: YTD REVENUES	310,835	150,378	456	461,669	
LESS: YTD EXPENSES	680,767	0	30,774	711,542	
FUND BALANCE AS OF 2/28/19	2,212,808	272,595	911,353	3,396,756	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 2/28/19	2,212,808	272,595	911,353	3,396,756	A
Less: Receivables & Prepays	663,097	0	0	663,097	C
Add: Liabilities	229,654	0	22,562	252,216	D
CASH BALANCE AS OF 2/28/19	1,779,364	272,595	933,915	2,985,875	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWO MONTH PERIOD ENDING FEBRUARY 28, 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	310,835	150,378	456
OVER (UNDER)	(4,311,326)	87	(1,119,544)
% EARNED	7%	100%	0%
% UNEARNED	93%	0%	100%

EXPENSES

BUDGET	4,622,161	270,688	940,000
YTD ACTUAL	680,767	0	30,774
OVER (UNDER)	(3,941,394)	(270,688)	(909,226)
% EXPENDED	15%	0%	3%
% UNEXPENDED	85%	100%	97%

DETAILED REVENUES

Service Charges	3,445	0	0
Cross Connection Fees	2,307	0	0
Services for Other Governments-Members	23,816	0	0
Joint Activity-Water Rents	274,850	0	0
Interest Earnings	1,138	87	456
Permits	5,279	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
	310,835	150,378	456

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

DETAILED EXPENSES

Water Administration	145,085	0	30,774
Source of Supply	37,833	0	0
Purification	113,841	0	0
Transmission and Distribution	99,377	0	0
Employee Benefits	134,341	0	0
Debt Service	0	0	0
Interfund Transfers*	150,291	0	0
	680,767	0	30,774

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

Engineering and Operations Committee Meeting Notes

**Wednesday, February 27, 2019 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Don Hartill, Jack Rueckheim, Roy Staley, Mary Russell, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Katie McMillen.		
1. January 2019 Meeting Notes		#1
	The Committee found the notes to be acceptable as they appeared in the January meeting packet.	
2. January 2019 Monthly Operations Report		#2
	Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report: On January 19 th , staff found a small pin hole in the finished water surge relief valve body. Staff replaced the body casting of the valve. Staff has started recording recent electrical outages to help assess damage and associated cost to repair lines or equipment when these outages occur.	
	Staff replaced the bearings in the air handler unit located in the conference room.	
	Staff continues to work on the chiller replacement estimate with Trane Company. It was determined that a larger chiller would be necessary, but along with the larger chiller all the associated appurtenances would also require upsizing. A more economical solution is being investigated where the chiller would be sized the same, but an additional unit dedicated to the conference room would be added. Trane Company is in the process of finalizing their quote and is expected to submit it in the near future. Staff is planning to have the installation complete before the 2019 cooling season begins.	
	Glenn reported January's Health Department Report was routine.	
	Gregg discussed the following highlights of the Distribution portion of the report: Staff reported January was a standard month with a few main breaks, service line leaks, and frozen meter issues all consistent with the winter months of the past two years. One note, the activity report for Metered Accounts should read 1/1/19=7096 and will be updated for future reports.	
	Staff has repaired main breaks on Winner Circle and Slaterville Road. These areas are especially prone to breakage due to corrosive soils in the area.	
	The PRV and control valve were repacked in January.	
	Many of the frozen meters, pipes and existing meter repairs were for repeat customers. Gregg mentioned his staff provides recommendations to customers on how to prepare and insulate meters and pipes for colder weather conditions.	
	Gregg reported the 18 Large Users list will be updated and provided at the next E&O Meeting. Currently, there are a total of 212 backflow devices requiring annual testing within the Bolton Point water system. The new VEPO Cross Connex software will identify future problems that may arise from a lack of customers completing backflow testing.	
3. Informational Items		
a. Capital Projects		
1. AMI		
	Gregg reported that staff continues to replace 3-inch and larger commercial meters. In the last two weeks staff has replaced meters at the Cayuga Mall, Shops at Ithaca Mall, Boynton Middle School, Cayuga Medical Center, Borg Warner, and Finger Lakes Residential Center. Staff has ordered a new meter for Treman State Park as it currently is not compatible with the AMI system.	

Local reps from Core and Main and Sensus are working with staff on several issues with data in Sensus Analytics.

2. Raw Water Transmission Main Project

Gregg noted that one contractor was present for the Pre-bid meeting on February 26th. Steve inquired about possible work hour limits in the Village of Lansing. Don deferred the question to Mike Scott, code official for the Village. Bids for the project will be opened on March 12th.

3. Raw Water Pump #4 Project

Glenn reported that the project has been awarded. Jones Specialty Group is performing the mechanical portion of the job and will be on site next week to start construction. Kahrs Construction will perform the electrical portion of the project later this spring.

4. Plant Equipment - Filter #4 Repair

Glenn reported the project will be placed for bid February 10th. Bolton Point will shorten the construction time by pre-purchasing filter media and the filter valve and actuator. These items have long lead times and will be provided to the contractor.

5. SCADA Upgrade Project

Staff traveled to North Point Technology in Johnson City on February 20th to view the new SCADA system operating in simulation mode. In an effort to identify any required 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. The installation of the new system is planned for March 19th.

b. Harmful Algal Bloom Update

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.

4. Committee Member Comments or Other Issues

Steve updated the Committee on a meeting to discuss sewer lateral inspections with four out of five municipalities that are interested in having Bolton Point staff perform these inspections. Staff is performing an internal review to determine if all water related operations are being performed to AWWA and 10 State standards before agreeing to take on this additional work.

5. Next Meeting - Wednesday April 24, 2019 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
May 22, June 26, July 24, August 28, September 25, October 23**

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

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	February 2019 Meeting Notes	#1
2.	February 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 - Tuesday April 23, 2019 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon. May 22, June 26, July 24, August 28, September 25	

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 Second Raw Water Transmission Main Contract to Vacri
Construction Corporation**
April 4, 2019

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allows for the addition of a second Raw Water Transmission Main in 2019, and

WHEREAS, the Commission's 2019 budget includes monies for a second Raw Water Transmission Main project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$700,000 (excluding engineering, legal, administrative, and other ancillary costs) for the second Raw Water Transmission Main project, and

WHEREAS, the Commission received four bids for the second Raw Water Transmission Main project, and

WHEREAS, Vacri Construction Corporation is the apparent low bidder at \$519,000, and

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

WHEREAS, the Tompkins County Health Department has approved the construction plans for the second Raw Water Transmission Main project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission hereby approve awarding the second Raw Water Transmission Main project, in the amount of \$519,000, to Vacri Construction Corporation, 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 \$50,000 without prior authorization of this Board, and provided further that the total project cost, including the contract, engineering, legal and other expenses does not exceed the maximum authorized cost of the project.

MOVED:

SECONDED:

VOTE:

Bolton Point Personnel and Organization Committee
Wednesday, February 27, 2019

Commissioners: Mike Newman, Ed LaVigne and Pam Bleiwas

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

Guest: Jack Rueckheim

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

Staff Support: Judy Drake

Meeting called to order at: 1:32 pm

1) Meeting Notes:

The Committee approved the January meeting notes with no edits.

2) Reports:

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

Production Manager: Glenn reported that Kyle Fellows has completed the Water Treatment Operator IIA correspondence course and is awaiting final approvals from the New York Rural Water Association and Tompkins County Health Department. Jim Bower has completed his 6 month probationary period as Assistant Production Manager. His performance review is underway and he has done a great job in this new position. On March 2nd, Jim and Megan Falicchio will be taking the Assistant Production Manager civil service exam, and Megan and Kyle will be taking the Water Treatment Plant Operator civil service exam. Glenn conducted Lock Out/ Tag Out training for all staff to meet PESH safety training requirements. This topic will be reviewed annually during Bolton Point's PERMA safety training. Several water main breaks have occurred in February and staff has been coming in early or staying late to ensure water supply meets demands.

Distribution Manager: Gregg reported that Hugh Trimm attended a W2Operator water system training in Cortland. Jeff Hall, Jordan Betts and Gregg attended an Energy Code training for their Code Enforcement Certification. Gregg thanked all staff for their help with improvements needed to satisfy the recent PESH inspection. Gregg will continue to work with PESH annually to ensure SCLIWC stays in compliance. Staff has been diligently working on AMI meter issues and completing other regular maintenance on the system. Jeff's annual performance review has been completed. CPR training will be held for all staff in March.

Finance Manager: Pam reported that Jessica Sherwood has passed her 6-month probationary period and is doing well. She will be taking her civil service exam on March 2nd. Winona Fisher and Judy Orasi have been cross training on the Commission's billing processes. Katie McMillen is continuing to learn the different elements of the Administrative Assistant position. Pam reported that the New York State AUD report has been submitted.

Human Resources: Judy reported on a new Joint Public Works Apprenticeship program between the Town of Ithaca, Tompkins County and City of Ithaca.

General Manager: Steve reported the PESH inspector has approved all improvements staff made following the recent inspection. Glenn did a great job on the Lock Out / Tag Out program updates and training. Pam has been very busy with the AUD and training of new staff. Staff has begun prioritizing and revising the 5 year Capital Improvement Plan. New York AWWA trainings, being held at Bolton Point, have been scheduled for April, September and November

2019. Steve has begun a review of the current workload and staffing of the Distribution Department. This review was a result of a request by member municipalities for SCLIWC staff to perform additional sewer connection inspections and associated mapping records. Additional meetings will be held to determine if absorbing the additional work is feasible for staff. Seasonal help will be recruited for part time lawn care soon.

Meeting adjourned at 1:53 pm.

Next meeting - Wednesday, March 27, 2019 at 1:30 pm.

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

AGENDA:

1. Review the draft February meeting notes.

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

3. Consider Executive Session to discuss the personnel history of a particular person

Next meeting will be: Wednesday, April 24, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 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 Troy Osterman to the Seasonal Worker Position
April 4, 2019**

WHEREAS, the Commission has traditionally hired a seasonal worker to perform facility and grounds maintenance during the summer months, and

WHEREAS, funds for a part time employee were included in the 2019 budget, and

WHEREAS, the General Manager has identified the need to hire a seasonal worker for a flexible twenty hours per week from April through September, and

WHEREAS, the General Manager reviewed applications and recommended to the Personnel and Organization Committee the appointment of Troy Osterman to the Seasonal Worker position, retroactive to April 1, 2019, and

WHEREAS, the Personnel and Organization Committee has reviewed the request and recommends the appointment of Troy Osterman to the Seasonal Worker position, retroactive to April 1, 2019,

NOW, THEREFORE, BE IT

RESOLVED, the Commission accepts the recommendation of the Personnel and Organization Committee and does hereby appoint Troy Osterman to the part time Seasonal Worker position at an estimated 20 hours per week, retroactive to April 1, 2019 through September at \$15.30 per hour.

MOVED:

SECONDED:

VOTE: