



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
May 9, 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

DON HARTILL

ROD HOWE

EDWARD LAVIGNE

JASON LEIFER

JACK RUECKHEIM

LINDA WOODARD

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

	<u>2019</u> <u>Exhibit No.</u>
1. Approval of April 4, 2019 Meeting Minutes	046
2. Management Staff Report	047
3. Committee Reports	
A. Budget and Finance Committee	
1. March 31, 2019 Financial Report	048
2. 2020 Budget Adoption Schedule	049
3. Approval of the May 9, 2019 Warrants	
B. Engineering and Operations Committee	
1. March 27, 2019 Meeting Notes	050
2. April 23, 2019 Meeting Agenda	051
C. Personnel and Organization Committee	
1. March 27, 2019 Meeting Notes	052
2. April 26, 2019 Meeting Agenda	053
3. Resolution for Creation of Senior Water Maintenance Specialist Position	054
4. Resolution for Provisional Appointment of Hugh Trimm Jr. to Senior Water Maintenance Specialist Position	055
5. Resolution for Appointment of Daniel Workman to Distribution Operator Assistant Position	056
D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
June 6, 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
April 4, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on, Thursday, April 4, 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 Bill Goodman, Treasurer, Town of Ithaca
Commissioner Don Hartill, Village of Lansing
Commissioner Rod Howe, Town of Ithaca
Commissioner Jason Leifer, Town of Dryden
Commissioner Jack Rueckheim, Town of Dryden

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
Jessica Sherwood, Principal Account Clerk/Typist

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

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

Note: Mr. Newman introduced Rod Howe from the Town of Ithaca. Mr. Howe was appointed by Mr. Goodman, at the April 1st meeting of the Town of Ithaca, to the Commission replacing Pamela Bleiwas. He read a resignation letter from Tom Jones, Commissioner from the Town of Lansing, and also noted that Mary Ann Sumner no longer wishes to serve as a consultant to the Commission.

1. Approval of Meeting Minutes March 7, 2019

Exhibit #038

Discussion: None

MOTION by Hartill, SECOND by Rueckheim to approve the March 7, 2019 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit # 039

Item #1 – March Projects

Discussion: Mr. Riddle reported on this item and noted by splitting the Raw Water project into two parts (Second Transmission Main and Raw Water Pump#4) we were able to save a significant amount of money.

Item #2 – Annual Water Withdrawl Report

Discussion: Mr. Ratajczak reported on this item.

Item #3 – SCADA Project

Discussion: Mr. Ratajczak reported on this item and noted the installation went smoothly. He recognized the teamwork from the Production and Distribution staff members as they assisted with coverage throughout the system in the event of any unexpected issues during the installation. He commended our vendor, Northpoint Technology's response and dedication to ensure a smooth transition. He also noted the vendor would be on site soon to bring the distribution portion of the SCADA project on-line.

Item #4 – Weekly Meter Meter Readings

Discussion: Mr. Weatherby reported on this item and noted how much more accurate and accessible the data from the AMI system is compared to the manual readings taken in the past.

Item #5 – Leak Detection Equipment

Discussion: Mr. Weatherby reported on this item and noted a vendor, Pipe Tools, provided his staff with data loggers to test their ease of use and accuracy in detecting leaks in our system. Staff was able to locate and repair several leaks quickly and easily using this equipment. Mr. Weatherby is researching technology, including these data loggers, to determine what to include in the 2020 budget.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted an extra number in the amount of Cash Receipts in February. The correct amount is \$171k.

Item #7 – March 1, 2019 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted an increase in consumption and revenue in which a large percentage is attributable to Maplewood Apartments.

Committee Reports

A. Budget and Finance Committee

Mr. Goodman stated the committee met prior to this meeting.

1. February 28, 2019 Financial Report

Exhibit # 040

Discussion: Mr. Goodman reported on this item and noted the reports are routine, which is typical for the first part of the year, but activity is expected to pick up once the Capital Projects start.

2. Approval of the April 4, 2019 Warrants

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

MOTION by Goodman, SECOND by Hartill to approve the April 4, 2019 Warrants in the amount of \$136,196.66.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman reported that most of the items in the notes have been previously discussed. He noted the Committee recommends approval of the following resolutions to award contracts for upcoming Capital Projects.

1. February 27, 2019 Meeting Notes

Exhibit #041

Discussion: None

2. March 27, 2019 Meeting Agenda

Exhibit #042

Discussion: None

3. Resolution to Approve Awarding Second Raw Water Transmission Main Contract to Vacri Construction Corporation *Exhibit #043*

Discussion: Mr. Riddle noted the bids received ranged from \$3.8 million to \$519,000.

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: Hartill

SECONDED: Rueckheim

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

Carried

4. Resolution to Approve Awarding Treatment Plant Filter #4 Rehabilitation Contract to Vacri Construction Corporation Handout

Discussion: Mr. Riddle distributed copies of the resolution to the Commissioners and noted in an attempt to shorten the construction time, we have pre-ordered items with long lead times (filter media and the filter valve and actuator).

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 Treatment Plant Filter #4 Rehabilitation Contract to Vacri Construction Corporation

April 4, 2019

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allows for the rehabilitation of Treatment Plant Filter #4 in 2019, and

WHEREAS, the Commission's 2019 budget includes monies for Treatment Plant Filter #4 rehabilitation project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$400,000 (excluding engineering, legal, administrative, and other ancillary costs) for Treatment Plant Filter #4 rehabilitation project, and

WHEREAS, the Commission received two bids for the Treatment Plant Filter #4 rehabilitation project, and

WHEREAS, Vacri Construction Corporation is the apparent low bidder at \$253,000, 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 New York State Health Department has approved the construction plans for the Treatment Plant Filter #4 rehabilitation project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission hereby approve awarding the Treatment Plant Filter #4 rehabilitation project, in the amount of \$253,000, 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 \$20,000 without prior authorization of this Board, and provided further that the

total project cost, including the contract, engineering, legal and other expenses does not exceed the maximum authorized cost of the project.

MOVED: Hartill

SECONDED: Rueckheim

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

Carried

C. Personnel and Organization Committee

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

1. February 27, 2019 Meeting Notes *Exhibit #044*

Discussion: None

2. March 27, 2019 Meeting Agenda *Exhibit #045*

Discussion: None

3. Resolution to Appoint Troy Osterman to the Seasonal Worker Position *Exhibit #046*

Discussion: Mr. Riddle noted Mr. Osterman performed well in this role last year and he is happy to have him back for this season.

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: Hartill

SECONDED: Rueckheim

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

Carried

D. Planning and Public Affairs Committee

Discussion: None

3. Executive Session (If necessary)

MOTION by Hartill, SECOND by Rueckheim to move into Executive Session at 4:51 p.m.

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

Carried

MOTION by Hartill, SECOND by Goodman to move back into regular session at 5:12 p.m.

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

Carried

5. Old and New Business

Discussion: None

6. Other

Discussion: None

7. Adjournment:

MOTION by Hartill, SECOND by Rueckheim, to adjourn the meeting at 5:13 p.m.

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

Carried

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
May 9, 2019 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

May 3, 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 May 9, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of April 4, 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. April Projects	1
2. SCADA Upgrade Project	2
3. Raw Water Pump #4 Addition	2
4. Private Development Projects Update	3
5. 2019 Municipal Work Reports	3
6. Administration Department Highlights	3
7. April 1, 2019 Billing in the Town of Dryden/Village of Lansing	4

1. April Projects

2019 New York AWWA Competitions – Bolton Point staff participated in two competitions during the New York Section AWWA Water Conference - Hydrant Hysteria and Meter Madness. A presentation will be shown to highlight staff's participation in the events.

AMI Customer Portal – Staff continues to search for a portal that offers customers access to meter readings, usage history, and alarms for unusual usage. The customer portal offered by Sensus Meter provides all of the desired features, but system integration costs and annual fees are high. Sensus and Core and Main have reduced pricing in 2019, but staff is continuing to talk with other third party vendors to develop a program that will work for the Commission and customers at a more reasonable price.

2. SCADA Upgrade Project

Phase one of the Commission's SCADA system upgrade at the treatment plant has been in service for nearly a month. Staff has worked with the vendor (North Point Technology) on completing minor changes and system debugging. Staff and the vendor are pleased with the plant operations and attention is now being focused on phase two of the project: installation in the distribution system. Staff has begun preparing each pump station, control valve, and tank site to accept new microprocessors that will provide the control logic for each site. Each site's control circuits are being upgraded and standardized to assist in future troubleshooting. This will also reduce the amount of spare parts required to have on hand for emergency repairs. The installation of the distribution system phase of the SCADA upgrade project is expected to begin in early May.

For the final phase of the project, the vendor will develop an overview screen that will display the entire distribution system status. This will allow operators to view the system "big picture" and assist with making decisions about operations. Staff will also be installing a SCADA work station in the chemical feed room. This will allow operators to observe and adjust plant and distribution system operations while working in this area of the plant.

3. Raw Water Pump #4 Addition

The contractor (Jones Specialty Service Group) has started work on the raw water improvements. Currently, all piping, bolts, and restraints have been replaced. These were severely corroded due to the atmosphere within the station and the unintended trapping of moisture by the pipe insulation. The contractor is preparing for sand blasting and primer coating of all piping in the station. This will be followed by a spray-on insulated coating to prevent future corrosion. The new pump has been ordered, but since it has a long lead time (3-4 months), it will not be on-site until mid to late summer for installation.

4. Private Development Projects Update

In the months between November and April, Distribution staff performs annually scheduled preventative maintenance projects. Staff attempts to complete this work before the busy summer months and construction projects begin. With several private development projects starting in the fall of 2018, this past winter was not a typical winter and spring for staff.

In the Village of Lansing, East Pointe Apartments is a new fourteen-building apartment complex with a community center. Staff has been busy with building plumbing inspections, as well as assessment of the private water distribution system, including a master meter and cross connection control devices.

In the Town of Lansing, Milton Meadows is a ten-building apartment complex with a community center. Water to this complex will also be supplied through a private distribution system with a master meter and cross connection control devices.

With 2019 projects well underway, staff will continue to be busy right through the construction season and into the foreseeable future. As additional developments begin, staff will continue to adapt to changing schedules in order to maintain the high standards of the Commission for its customers.

5. 2019 Municipal Work Reports

Each year staff provides a Municipal Work Report to each of the Commission's member municipality's public works and engineering departments. This report identifies and summarizes needed maintenance work and recommends improvements to their water systems. Many of these items are identified during the valve and hydrant maintenance process.

Items included in the report include upgrades to confined spaces for safety and operation, inoperable fire hydrants or hydrants that may need to be relocated, water mains that run cross lots and need to have brush cleared annually for access, and water mains that should be replaced due to multiple failures. Bolton Point's GIS mapping provides staff a view of the entire distribution system and easily identifies recurring trends of water main breaks. This information allows the municipality to plan improvements on a particular street or section of water main. A proactive approach for system repairs helps reduce water related emergencies within the Commission's water system.

6. Administration Department Highlights

- Department Statistics Mar 2019
 - **TD/VL**
 - Non AMI compliant accounts 5
 - Non BP Water accounts 2
 - Total # of Water Bills sent 999
 - **ALL**
 - Work Orders prepared 38
 - Final Bills calculated 13
 - New Accounts 1
 - Municipal payments processed 71
 - Cash Disbursements \$258k
 - Includes:
\$25k bond pmt
 - Cash Receipts \$631k

7. April 1, 2019 Billing in the Town of Dryden/Village of Lansing

April 1, 2019 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 12/16/18-3/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	4/1/18	4/1/19	4/1/18	4/1/19
TD	7,834,600	6,397,800	\$ 40,259.93	\$ 34,803.88
	23% Decrease		16% Decrease	
VL	34,298,800	32,341,800	\$ 173,174.68	\$ 170,835.05
	6% Decrease		1% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,093,379	247,989	911,587	3,252,956
Petty Cash	200	0	0	200
Total Unreserved Cash	2,093,579	247,989	911,587	3,253,156
RESERVED CASH:				
Fringe Benefit Reserve	105,544	0	0	105,544
Total Reserved Cash	105,544	0	0	105,544
OTHER ASSETS:				
Accounts Receivable	223,109	0	0	223,109
Prepaid Expenses	0	0	0	-
Total Other Assets	223,109	0	0	223,109
TOTAL ASSETS	2,422,232	247,989	911,587	3,581,809
LIABILITIES				
Accounts Payable	54,773	0	80,457	135,230
Accrued Liabilities	160,946	0	0	160,946
BAN Payable	0	0	0	0
TOTAL LIABILITIES	215,719	0	80,457	296,176
FUND BALANCE				
Reserved Fund Balance	105,492	0	0	105,492
Unexpended Fund Balance	2,101,022	247,989	831,130	3,180,142
TOTAL FUND BALANCE	2,206,514	247,989	831,130	3,285,634
TOTAL LIABILITIES and FUND BALANCE	2,422,232	247,989	911,587	3,581,809
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629
ADD: YTD REVENUES	500,741	150,422	691	651,854
LESS: YTD EXPENSES	876,968	24,650	111,231	1,012,849
FUND BALANCE AS OF 3/31/19	2,206,514	247,989	831,130	3,285,634
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 3/31/19	2,206,514	247,989	831,130	3,285,634
Less: Receivables & Prepaids	223,109	0	0	223,109
Add: Liabilities	215,719	0	80,457	296,176
CASH BALANCE AS OF 3/31/19	2,199,123	247,989	911,587	3,358,700

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE THREE MONTH PERIOD ENDING MARCH 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	500,741	150,422	691
OVER (UNDER)	(4,121,420)	131	(1,119,309)
% EARNED	11%	100%	0%
% UNEARNED	89%	0%	100%

EXPENSES

BUDGET	4,622,161	270,688	960,000
YTD ACTUAL	876,968	24,650	111,231
OVER (UNDER)	(3,745,193)	(246,037)	(848,769)
% EXPENDED	19%	9%	12%
% UNEXPENDED	81%	91%	88%

DETAILED REVENUES

Service Charges	6,633	0	0
Cross Connection Fees	3,381	0	0
Services for Other Governments-Members	33,968	0	0
Joint Activity-Water Rents	441,440	0	0
Interest Earnings	1,832	131	691
Permits	8,997	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	4,491	0	0
Interfund Transfers*	0	150,291	0
	500,741	150,422	691

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

DETAILED EXPENSES

Water Administration	186,540	0	111,231
Source of Supply	57,497	0	0
Purification	151,629	0	0
Transmission and Distribution	153,987	0	0
Employee Benefits	177,024	0	0
Debt Service	0	24,650	0
Interfund Transfers*	150,291	0	0
	876,968	24,650	111,231

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

2020 Budget Adoption Schedule

Date	Milestone
May 9, 2019	Commission approves proposed budget adoption schedule
May 13, 2019	Staff begins preparing department and capital project budgets
June 13, 2019	Budget and Finance Committee members receive department proposed operational and capital project budgets
June 20, 2019	Budget and Finance Committee meets with General Manager and Department Managers to discuss 2020 budget package
July 2, 2019	Budget and Finance Committee meets to discuss budget package, which is included in the July 2 Commission meeting packet, and finalizes presentation plan to the Commission
July 2, 2019	Commission is presented with report from the Budget and Finance Committee and staff on budget package and considers adoption of the Committee recommended budget
July 25, 2019	Optional —Budget and Finance Committee meets to further discuss budget package
August 8, 2019	Budget and Finance Committee meets to discuss and make any final changes to the Committee recommended budget (if not previously approved) and the 2020 water rate
August 8, 2019	Commission considers presented 2020 Committee recommended budget (if not previously approved) and the 2020 water rate.
August 12, 2019	If approved at the August 8, 2019 meeting, staff provides each member municipality with the new 2020 Bolton Point water rate. Staff delivers copies of the Commission's 2020 Tentative Budget to the Town of Ithaca
September 5, 2019	Optional —If not previously approved, Budget and Finance Committee meets to discuss and make any final changes to the proposed budget and 2020 water rate
September 5, 2019	Optional —If not previously approved, Commission considers approving the 2020 budget and water rate
September 9, 2019	Optional —If not previously approved, Staff delivers copies of the Commission's 2020 Tentative Budget to the Town of Ithaca

New 2020 Water Rate

If a new 2020 Bolton Point water rate is approved by the Commission, the following recommended municipality deadlines allow passage of their new water rate(s) before water consumption takes place that will be billed in 2020 at the new rate.

Town of Lansing and Village of Cayuga Heights	October 16, 2019
Town of Ithaca	November 16, 2019
Town of Dryden and Village of Lansing	December 16, 2019

Engineering and Operations Committee Meeting Notes

**Wednesday, March 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, Dan Thaete, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Katie McMillen.		
1. February 2019 Meeting Notes		#1
The Committee found the notes to be acceptable as they appeared in the February meeting packet.		
2. February 2019 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water produced and pumped for 2019 continues to be consistent with past years. On February 21 st , Oakcrest Booster Pump #1 faulted due to a power outage. Two cooling fans for the VFD were damaged and required replacement. The drive was repaired, tested, and the pump returned to service.		
On February 6 th , the Water Treatment Plant and Raw Pump Station experienced a power outage. The outage damaged a control valve at the Raw Water Pump Station. Staff replaced the valve diaphragm, tested, and returned the valve to service.		
On February 21 st , Bolton Point participated in the mandatory winter electrical energy curtailment test. The event lasted from 5:00 pm to 6:00 pm, allowing for full participation without interrupting operations at the Treatment Plant, Raw Water Pump Station, and Oakcrest Booster Pump Station.		
Glenn reported February's Health Department Report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
The Distribution Activity Report numbers for February were standard. Gregg noted the correct number of main break repairs in February should be changed from four to three. Staff continues to upgrade large meters to work with the Commission's AMI system. Upgrades to Cornell University customers supplied with Bolton Point water meters are expected to be completed this spring.		
A water main break was located at 777 Warren Road. The leak occurred on a hydrant line and due to the complexity of the repair, the line was isolated and a repair will be completed this spring.		
Gregg reported the 18 Large Users list was updated and Ithaca Beer and Squeaky Clean Car Wash were added to the list. A discussion occurred on the number of customers and the gallons of consumption required to make the list of large users. Staff will investigate how many customers consistently use more than 250,000 gallons per quarter and reevaluate the 18 Large Users list.		
There were no changes to the Cross Connection Control report in February.		
3. Informational Items		
a. Capital Projects		
1. AMI		
Steve reported Core and Main and Sensus staff are continuing to investigate options, including adding a repeater to obtain readings from lakeshore customers on Lansing Station Road. Locations being studied to add a repeater are the Lansing Fire Station on Ridge Road and the Pressure Reducing Station on Algerine Road.		

2. Raw Water Transmission Main Project

Gregg reported four bids for the project were received and the low bid was by Vacri Construction Corporation for \$519,000. Barton and Loguidice Engineering staff have reviewed all of the bid documents and recommend awarding the project to Vacri Construction Corporation. The Committee discussed the bid results and recommends awarding the project to Vacri Construction Corporation. A resolution to award will be presented to the full Commission at the April meeting.

3. Raw Water Pump #4 Project

Jones Specialty Service Group staff have begun repairs to the existing Raw Water Pump Station pipe and appurtenances. Pipe fitting bolts and restraints are being replaced. The new pump is expected to arrive in 12-14 weeks. A meeting with the protective coating contractor was scheduled for March 27th.

4. Plant Equipment - Filter #4 Repair

Glenn reported a pre-bid meeting was held on March 21th to discuss the project and allow bidders the opportunity to inspect the filter, exterior concrete wall, site conditions, and building access. Three contractors attended the meeting. The bid opening for the project is scheduled for March 28th at 11:00 am. Staff will provide the bid results and recommendation to award from Barton and Loguidice engineers to committee members on March 29th for review. If acceptable, the Committee will recommend award of the project to the full Commission at the April meeting.

5. SCADA Upgrade Project

Glenn reported North Point Technology began installation of the Treatment Plant portion of the SCADA system upgrade on March 19th at 7:00 am and completed the installation on March 20th at 4:00 am. For the majority of this time, staff were unable to operate the treatment plant or see water storage tank levels. Distribution staff assisted by checking hydrant pressures throughout the distribution system to determine tank levels and manually operating control valves and pumps to fill tanks. Automated filter backwash controls were added on March 21st.

North Point Technology expects to start upgrades to the Distribution portion of the project in late April.

b. Harmful Algal Bloom Update

Glenn reported a close out meeting for the study was held on March 15th and the final version was approved by staff. The results of the study will be incorporated into the Commission's Emergency Plan and the updated plan will be submitted to the Health Department for review.

4. Committee Member Comments or Other Issues

Steve requested the April 24th meeting be moved to April 23rd due to a NY AWWA training scheduled in the Bolton Point conference room on April 24th. The Committee agreed to the change of date for the April meeting.

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, October 23**

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

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	March 2019 Meeting Notes	#1
2.	March 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	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday May 22, 2019 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon. June 26, July 24, August 28, September 25	

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

Commissioners: Mike Newman, Ed LaVigne and Pam Bleiwas
Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby, and Pam VanGelder
Absent: Tom Jones, Chair Shop Steward: Kyle Fellows
Staff Support: Judy Drake Meeting called to order at: 1:32 pm

1) Meeting Notes:

The Committee approved the February meeting notes with no edits.

2) Reports:

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

Finance Manager: Pam reported that Winona Fisher is taking the Supervisory Series Level I training this spring presented by TCCOG. Judy Orasi has been working with Winona to teach the Commission's billing process. Pam is continuing to work with Jessica Sherwood on identifying and accounting for Commission assets. Pam will be attending the Government Finance Officers Association annual conference on March 29th and 30th in Albany.

Production Manager: Glenn reported that he and Jason Nash will be taking the AWWA training on Workplace Violence Prevention and Biohazards in Water and Wastewater, hosted at Bolton Point on April 24th. James Bower and Glenn will be attending the NYAWWA conference in Saratoga Springs on April 16th. Megan Falicchio has begun the Supervisory Series Level II training presented by TCCOG. Kyle Fellows has completed the correspondence course which has been sent to NYS Rural Water for final approval. Glenn will be attending a regional meeting regarding water shed protection. The new SCADA system was installed and department staff were very helpful in keeping the plant and water system operational. Glenn thanked the Distribution staff for their assistance in checking tank levels in the field during the transition.

Distribution Manager: Gregg reported CPR training was completed for all staff in March. Jason Reynolds and Jake Colbert attended a NYAWWA training on automatic control valves. Jeff Hall and Jordan Betts will be attending a Finger Lakes Water Works training program in April. Jordan and Dan Workman will be attending the NYAWWA conference in Saratoga Springs on April 17th. Staff has been working on large water meter replacements and repairing malfunctioning fire hydrants.

Human Resources: Judy reported that arrangements have been made to have one on one consultation meetings with NYSLRS at Town Hall on June 5, 2019. The Bolton Point Staff Engagement Survey is now ready to go out shortly. Plans are to send a survey monkey link via email to be completed by staff by April 29th. The Tompkins County Health Consortium has selected a candidate for the Executive Director position.

General Manager: Steve reported that managers continue to work on the Commission's five-year capital improvement plan. Staff has begun researching a phone system upgrade for the facility in 2019. Steve commented on how well the Production and Distribution staff members worked as a team during the SCADA system transition. Staff had to manually run the plant and distribution system without telemetry, requiring excellent cooperation and communication during the installation.

Bolton Point will be entering the team of Dan and Jordan in hydrant disassembly and re-assembly, and Steve in the Meter contest at the NYAWWA Conference.

The facility and grounds maintenance will be performed again in 2019 by a seasonal staff member. Steve recommends hiring Troy Osterman to the seasonal worker position for 20 hours per week from April through September. The Committee recommends the hiring of Troy Osterman to perform the facility and grounds maintenance for 2019.

Steve thanked Pam Bleiwas for her time served as a Commissioner and particularly her support on the Personnel & Organization committee.

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

Pam moved to go into Executive Session at 1:52pm, seconded by Mike. Motion Approved

Mike moved to go out of Executive Session at 2:29 pm seconded by Ed. Motion Approved

Other:

Steve commented that since Pam Bleiwas is being replaced by Rod Howe starting April 1st and the P&O committee will need a new member, Steve recommended asking Jack Rueckheim if he would be interested in becoming a Committee member.

Meeting adjourned at 2:30 pm.

Next meeting - Friday, April 26, 2019 at 9:00 am.

Bolton Point Personnel and Organization Committee
Friday, April 26, 2019
9:00 am – 10:00 am

AGENDA:

1. Review the draft March meeting notes.
2. Discuss creation of Senior Water Maintenance Specialist position and internal appointment to position
3. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person

Next meeting will be: Wednesday, May 22, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 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
Creation of Senior Water Maintenance Specialist Position
Pursuant to Civil Service Laws**

May 9, 2019

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission), has worked with the Tompkins County and New York State Civil Service Agencies in accordance with applicable Civil Service laws, rules and regulations to maintain appropriate titles and positions; and

WHEREAS, the General Manager has reviewed the needs of the organization and determined that there is a need for a senior level Water Maintenance Specialist position to allow an additional job level for promotion; and

WHEREAS, the Personnel and Organization Committee reviewed a civil service defined job description and recommends the creation of the Senior Water Maintenance Specialist position and that the position will be filled only as approved by the Commission; and

WHEREAS, the General Manager and Human Resources Manager have discussed the addition of the position and job classification level with the United Auto Workers Local 2300; and

WHEREAS, the Personnel and Organization Committee recommends the creation of the Senior Water Maintenance Specialist position;

NOW THEREFORE, BE IT

RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission hereby establishes the following position in accordance with applicable New York State and Tompkins County Civil Service classification rules:

1. The following position is established and is a position in the competitive class pursuant to Section 44 of the Civil Service Law:
 - (a) One Senior Water Maintenance Specialist – classification level 3

AND BE IT FURTHER RESOLVED, that this resolution be forwarded to the Town Board of the Town of Ithaca for any appropriate action necessary to progress with certification under Civil Service Law.

MOVED:

SECONDED:

VOTE:

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
 Provisional Appointment of Hugh Trimm Jr. to
 Senior Water Maintenance Specialist Position
 May 9, 2019**

WHEREAS, there is currently a vacant Senior Water Maintenance Specialist position in the Distribution Department; and

WHEREAS, Hugh Trimm Jr., was appointed as a Water Maintenance Specialist on March 25, 2013 and promoted to Distribution Operator August 11, 2014; and

WHEREAS, Hugh Trimm Jr., Distribution Operator, has applied to transfer to the Senior Water Maintenance Specialist position; and

WHEREAS, the Distribution Manager and General Manager recommend the appointment of Hugh Trimm Jr. to Senior Water Maintenance Specialist on a provisional basis pending results from the next civil service exam; and

WHEREAS, the Personnel and Organization Committee recommends the appointment of Hugh Trimm Jr. to the Senior Water Maintenance Specialist position;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the provisional appointment of Hugh Trimm Jr. to the title of Senior Water Maintenance Specialist, effective, May 12, 2019 at the rate of \$24.94 per hour, with no changes to benefits;

AND BE IT FURTHER RESOLVED, the said appointment is a provisional appointment pending the results from the next civil service exam for this position or an equivalency determination by NYS Civil Service.

MOVED:

SECONDED:

VOTE:

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
Appointment of Daniel Workman to Distribution Operator Assistant Position
May 9, 2019**

WHEREAS, there is currently a vacant Distribution Operator position in the Distribution Department, which will be filled at the non-competitive Distribution Operator Assistant level; and

WHEREAS, Daniel Workman was appointed to the Water Maintenance Specialist position April 9, 2018; and

WHEREAS, the Distribution Manager and General Manager recommend the appointment of Daniel Workman to the Distribution Operator Assistant position; and

WHEREAS, the Personnel and Organization Committee recommends the appointment of Daniel Workman to the Distribution Operator Assistant position;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment of Daniel Workman to the Distribution Operator Assistant position, effective May 12, 2019 at the rate of \$20.27 per hour, in classification 2, Step 1, with no changes to benefits;

AND BE IT FURTHER RESOLVED, a minimum eight (8) week and maximum twenty six (26) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Distribution Manager.

MOVED:

SECONDED:

VOTE: