



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
June 6, 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

THOMAS J. JONES

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

2019
Exhibit No.

- | | |
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NEXT MEETING
July 2, 2019 at 4:00 p.m.
Bolton Point Conference Room



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

Meeting Minutes
May 9, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on, Thursday, May 9, 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 Rod Howe, Town of Ithaca
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
Jessica Sherwood, Principal Account Clerk/Typist

ABSENT: Commissioner Don Hartill, Village of Lansing
Commissioner Ed LaVigne, Town of Lansing
Commissioner Jason Leifer, Town of Dryden
Commissioner Jack Rueckheim, Town of Dryden

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

1. Approval of Meeting Minutes April 4, 2019

Exhibit #046

Discussion: Due to the lack of a quorum, the April 4, 2019 minutes will be presented again for approval at the June 6, 2019 meeting.

2. Management Staff Report

Exhibit # 047

Item #1 – April Projects

Discussion: Mr. Riddle reported on this item.

Item #2 SCADA Upgrade Project

Discussion: Mr. Ratajczak reported on this item.

Item #3 – Raw Water Pump #4 Addition

Discussion: Mr. Ratajczak reported on this item.

Item #4 – Private Development Project Updates

Discussion: Mr. Weatherby reported on this item.

Item #5 – 2019 Municipal Work Reports

Discussion: Mr. Weatherby reported on this item.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

Item #7 – April 1, 2019 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item.

3. Committee Reports

A. Budget and Finance Committee

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

1. March 31, 2019 Financial Report

Exhibit # 048

Discussion: Mr. Goodman reported on this item.

2. 2020 Budget Adoption Schedule*Exhibit # 049*

Discussion: Mr. Goodman noted the Committee discussed this resolution and recommends approval but due to the lack of a quorum, the schedule will be presented again at the June 6, 2019 meeting.

3. Approval of the May 9, 2019 Warrants

Discussion: Mr. Goodman stated that the committee reviewed the warrants and recommends approval but due to the lack of a quorum, the warrants will be presented for approval at the June 6, 2019 meeting. The warrants, abstract, and bank statements were available for Commissioner review.

B. Engineering and Operations Committee

Discussion: Mr. Newman reported on this item.

1. March 27, 2019 Meeting Notes*Exhibit #050*

Discussion: None

2. April 23, 2019 Meeting Agenda*Exhibit #051*

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported on this item and noted the committee recommends approval of the resolutions but due to the lack of a quorum, the resolutions will be present for approval the June 6, 2019 meeting

1. March 27, 2019 Meeting Notes*Exhibit #052*

Discussion: None

2. April 26, 2019 Meeting Agenda*Exhibit #053*

Discussion: None

3. Resolution for Creation of Senior Water Maintenance Specialist Position**Exhibit #054**

Discussion: None

4. Resolution for Provisional Appointment of Hugh Trimm Jr. to Senior Water Maintenance Specialist Position

Exhibit #055

Discussion: None

5. Resolution for Appointment of Daniel Workman to Distribution Operator Assistant Position

Exhibit #056

Discussion: None

D. Planning and Public Affairs Committee

Discussion: None

4. Executive Session (If necessary)

Discussion: None

5. Old and New Business

Discussion: Mr. Newman appointed Mr. Howe to the Budget & Finance and Personnel & Organization Committees.

6. Other

Discussion: None

7. Adjournment:

Meeting adjourned at 4:45 p.m.

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
June 6, 2019 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

May 31, 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 June 6, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of May 9, 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. Drinking Water Quality Report | 2 |
| 3. Hydrilla Treatment for 2019 | 2 |
| 4. Ithaca Fire Department Fire Flow Testing on West Hill | 3 |
| 5. Administration Department Highlights | 3 |
| 6. May 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights | 4 |

1. May Project Updates

2019 Capital Improvement Projects - A pre-construction meeting for the second Raw Water Transmission Main and Filter #4 Rehabilitation projects was held on May 14th. Representatives from Bolton Point, Barton and Loguidice engineers and Vacri Construction were present.

Construction of the Raw Water Transmission main is expected to begin in late June. Excavation for the boring equipment on each side of the railroad will be the first phase of the project. Approximately 800 cubic yards of material will need to be removed to allow for the bore to occur. Once the boring is completed, pipe will be installed from the pump station to the upper access road. Substantial completion is scheduled for October.

The Filter #4 Rehabilitation project will not begin until late August. After much discussion, it was decided to keep the filter online during the busy summer months. This would allow for full production if a drought occurs. Long lead time items including filter media, valves and actuators were ordered by Bolton Point and have been received. Substantial completion of the project is still anticipated to be in October.

Building HVAC Upgrades - Following the HVAC condenser failure at the plant in 2018, staff has been working with representatives from Trane Corporation to upgrade the HVAC system. Providing increased cooling to the main office and conference room has been the main focus for the improvements.

The first phase of the project will be to add a separate heating and air conditioning system for the conference room. This will allow the conference room temperature to be regulated without having to adjust the temperature for the rest of the building. This will also allow for additional cooling to be sent to the office portion of the building. Staff expects this work to be completed in June.

The second phase of the project is to replace the main building condensing unit. In 2018, several leaks in the condenser coils were repaired and the system recharged. At that time, the contractor suggested replacement of the entire unit. Staff has NYS OGS contract pricing for the new condenser and is working with our HVAC contractor on a quote to install the new unit.

2. Drinking Water Quality Report 2019

Staff has been preparing the Annual Water Quality Report (AWQR) also known as the Consumer Confidence Report (CCR) over the past few months. The report is mandated by the Environmental Protection Agency (EPA) for all community water systems serving 15 or more service connections. The report is produced annually for all local consumers and contains general water information and water quality data for 2018, along with all detected and non-detected contaminants. The report also contains information on health and security concerns, water conservation, the previous year's major system improvements, and future system upgrades. The report is available on the Bolton Point website and was e-mailed to all member municipality Town and Village clerks and the Town of Ulysses. Bolton Point customers are being notified on their water bills that the report will be available on the Bolton Point website or they can call the plant to get a paper copy mailed to them. The notice of distribution advertisement was posted in three local papers (the Ithaca Journal, the Ithaca Times and the Shopper) prior to the May 31st deadline.

3. Hydrilla Treatment for 2019

The local Hydrilla Taskforce has been working with the Army Corps of Engineer (ACOE) to develop a treatment and monitoring schedule for Cayuga Lake for 2019. Since the copper based product used in the 2018 treatment was not as effective as anticipated, Fluridone will be used for treatment this year. Fluridone has been used effectively in the past in Fall Creek and the Inlet. This year's treatment zone is a 70 acre area, off the Shore of Stewart Park. A second treatment product, to be used for spot treatments as needed, is still being investigated. Treatments are scheduled to begin in the end of June and continue throughout the summer as needed based on extensive monitoring.

As with last year, the ACOE will be coordinating the treatments with the local Hydrilla Taskforce ensuring proper notifications, sampling for residual herbicide, and to provide monitoring of the efficacy of the treatments. Bolton Point will monitor for the presence of any fluridone in our source water.

4. Ithaca Fire Department Fire Flow Testing on West Hill

On Monday, May 13th, staff received notice from the Ithaca Fire Department (IFD) that they would be performing fire hydrant flow testing on numerous hydrants within the City of Ithaca’s water system on May 15th. These tests would be occurring on Trumansburg Road, near the Town of Ithaca and City’s water system interconnection. Several Town of Ithaca customers are supplied by the City of Ithaca water system as part of a water swap agreement.

On May 15th, Bolton point staff received phone calls from customers reporting discolored water and/or low pressure in their homes. Staff immediately responded and quickly suspended the IFD’s testing. Once testing was stopped, customers’ water supply returned to full pressure, but the water was discolored. To clear the system of discolored water, several hydrants were flushed to help clear the system. This worked on all streets except Hopkins Place. Staff discovered on that section of the water system, there is not a sufficient method of flushing the short dead-end main. The main was flushed to remove the discolored water via customer service lines and hose bibs.

A meeting was held with Town of Ithaca staff to develop a plan to add a flushing point to alleviate discolored water and/or air form the water main for future events. Town of Ithaca and Bolton Point have been working with Hopkins Place residents to select a location for the flush point within the Town’s right of way. The Town of Ithaca will install a new yard hydrant in June. Bolton Point and the Commission’s member municipalities continue to learn about our aging water infrastructure and adapt accordingly to ensure all Commission customers have safe, clean and reliable water service.

5. Administration Department Highlights

- Department Statistics April 2019
 - **TL/VCH**
 - Non AMI compliant accounts 1
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,524
 - **ALL**
 - Work Orders prepared 40
 - Final Bills calculated 17
 - New Accounts 3
 - Municipal payments processed 52
 - Cash Disbursements \$333k
 - Cash Receipts \$226k

6. May 1, 2019 Billing in the Town of Lansing /Village of Cayuga Heights

| May 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights | | | | |
|--|-------------------------|------------|----------------|---------------|
| Billing Period: 1/16/19-4/15/19 | | | | |
| | <u>Consumption Gals</u> | | <u>Revenue</u> | |
| | 5/1/18 | 5/1/19 | 5/1/18 | 5/1/19 |
| TL | 28,623,300 | 29,180,100 | \$ 149,938.97 | \$ 159,771.21 |
| | 2% Increase | | 6% Increase | |
| VCH | 15,545,060 | 14,928,700 | \$ 80,281.53 | \$ 81,275.71 |
| | 4% Decrease | | 1% Increase | |

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

| | OPERATING FUND | DEBT SERVICE FUND | CAPITAL IMPR/REPL PROJECT FUND | TOTAL | |
|---|-------------------|----------------------|-----------------------------------|------------------|---|
| ASSETS | | | | | |
| UNRESERVED CASH: | | | | | |
| Savings | 2,067,052 | 248,030 | 831,341 | 3,146,422 | |
| Petty Cash | 200 | 0 | 0 | 200 | |
| Total Unreserved Cash | 2,067,252 | 248,030 | 831,341 | 3,146,622 | B |
| RESERVED CASH: | | | | | |
| Fringe Benefit Reserve | 105,561 | 0 | 0 | 105,561 | |
| Total Reserved Cash | 105,561 | 0 | 0 | 105,561 | B |
| OTHER ASSETS: | | | | | |
| Accounts Receivable | 272,122 | 0 | 0 | 272,122 | |
| Prepaid Expenses | 0 | 0 | 0 | - | |
| Total Other Assets | 272,122 | 0 | 0 | 272,122 | C |
| TOTAL ASSETS | 2,444,935 | 248,030 | 831,341 | 3,524,306 | |
| LIABILITIES | | | | | |
| Accounts Payable | 155,016 | 0 | 44,080 | 199,096 | |
| Accrued Liabilities | 160,946 | 0 | 0 | 160,946 | |
| BAN Payable | 0 | 0 | 0 | 0 | |
| TOTAL LIABILITIES | 315,962 | 0 | 44,080 | 360,042 | D |
| FUND BALANCE | | | | | |
| Reserved Fund Balance | 105,492 | 0 | 0 | 105,492 | |
| Unexpended Fund Balance | 2,023,481 | 248,030 | 787,261 | 3,058,772 | |
| TOTAL FUND BALANCE | 2,128,973 | 248,030 | 787,261 | 3,164,264 | A |
| TOTAL LIABILITIES and FUND BALANCE | 2,444,935 | 248,030 | 831,341 | 3,524,306 | |
| ANALYSIS OF FUND BALANCE | | | | | |
| FUND BALANCE AS OF 1/1/19 | 2,582,740 | 122,217 | 941,671 | 3,646,629 | |
| ADD: YTD REVENUES | 775,146 | 150,463 | 901 | 926,510 | |
| LESS: YTD EXPENSES | 1,228,914 | 24,650 | 155,311 | 1,408,875 | |
| FUND BALANCE AS OF 4/30/19 | 2,128,973 | 248,030 | 787,261 | 3,164,264 | A |
| RECONCILIATION OF FUND BALANCE TO CASH | | | | | |
| FUND BALANCE AS OF 4/30/19 | 2,128,973 | 248,030 | 787,261 | 3,164,264 | A |
| Less: Receivables & Prepaids | 272,122 | 0 | 0 | 272,122 | C |
| Add: Liabilities | 315,962 | 0 | 44,080 | 360,042 | D |
| CASH BALANCE AS OF 4/30/19 | 2,172,813 | 248,030 | 831,341 | 3,252,184 | B |

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FOUR MONTH PERIOD ENDING APRIL 30, 2019**

| | OPERATING FUND | DEBT SERVICE FUND | CAPITAL IMPR/REPL PROJECT FUND |
|--|-------------------|----------------------|-----------------------------------|
|--|-------------------|----------------------|-----------------------------------|

REVENUES

| | | | |
|--------------|--------------------|------------|--------------------|
| BUDGET | 4,622,161 | 150,291 | 1,120,000 |
| YTD ACTUAL | 775,146 | 150,463 | 901 |
| OVER (UNDER) | (3,847,015) | 172 | (1,119,099) |
| | | | |
| % EARNED | 17% | 100% | 0% |
| % UNEARNED | 83% | 0% | 100% |

EXPENDITURES

| | | | |
|--------------|--------------------|------------------|------------------|
| BUDGET | 4,622,161 | 270,688 | 980,000 |
| YTD ACTUAL | 1,228,914 | 24,650 | 155,311 |
| OVER (UNDER) | (3,393,247) | (246,037) | (824,689) |
| | | | |
| % EXPENDED | 27% | 9% | 16% |
| % UNEXPENDED | 73% | 91% | 84% |

DETAILED REVENUES

| | | | |
|--|----------------|----------------|------------|
| Service Charges | 29,227 | 0 | 0 |
| Cross Connection Fees | 4,150 | 0 | 0 |
| Services for Other Governments-Members | 38,105 | 0 | 0 |
| Joint Activity-Water Rents | 681,771 | 0 | 0 |
| Interest Earnings | 2,533 | 172 | 901 |
| Permits | 14,870 | 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 |
| | 775,146 | 150,463 | 901 |

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

DETAILED EXPENDITURES

| | | | |
|-------------------------------|------------------|---------------|----------------|
| Water Administration | 308,404 | 0 | 155,311 |
| Source of Supply | 80,753 | 0 | 0 |
| Purification | 232,608 | 0 | 0 |
| Transmission and Distribution | 237,673 | 0 | 0 |
| Employee Benefits | 219,184 | 0 | 0 |
| Debt Service | 0 | 24,650 | 0 |
| Interfund Transfers* | 150,291 | 0 | 0 |
| | 1,228,914 | 24,650 | 155,311 |

* 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
 Town of Ithaca
 Town of Dryden and Village of Lansing

October 16, 2019
 November 16, 2019
 December 16, 2019

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

**Resolution Declaring the Commission's 2014 Chevy Express Cargo Van Surplus
Equipment and Authorizing Staff to Sell the Vehicle for the Current Market Value or the
Best Price Obtainable**

June 6, 2019

WHEREAS, the Commission has received the replacement vehicle for the Commission's 2014 Chevy Express Cargo Van, and

WHEREAS, the Commission desires to declare the 2014 Chevy Express Cargo Van surplus equipment in order to dispose of the vehicle, and

WHEREAS, the Commission desires to sell the vehicle by advertising for bids for the vehicle, and

WHEREAS, the Commission desires to establish a current market value of \$14,000.00 for the vehicle, and

WHEREAS, the Commission recognizes its fiduciary duty to secure the best price obtainable, NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the 2014 Chevy Express Cargo Van surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$14,000.00, or the best price obtainable.

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 Declaring the Commission's 2012 Ford F-250 Pickup with Snowplow and
Spreader Surplus Equipment and Authorizing Staff to Sell the Vehicle for the Current
Market Value or the Best Price Obtainable**

June 6, 2019

WHEREAS, the Commission has received the replacement vehicle for the Commission's 2012 Ford F-250 pickup with snow plow and spreader, and

WHEREAS, the Commission desires to declare the 2012 Ford F-250 pickup with snowplow and spreader surplus equipment in order to dispose of the vehicle, and

WHEREAS, the Commission desires to sell the vehicle by advertising for bids for the vehicle, and

WHEREAS, the Commission desires to establish a current market value of \$15,000.00 for the vehicle, and

WHEREAS, the Commission recognizes its fiduciary duty to secure the best price obtainable, NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the 2012 Ford F-250 pickup with snowplow and spreader surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$15,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

Engineering and Operations Committee Meeting Notes

**Tuesday, April 23, 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, Dan Thaete, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood. | | |

1. March 2019 Meeting Notes

#1

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

2. March 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. Distribution system sampling and laboratory analysis numbers increased in March due to seven water main disinfection samples for water main breaks and water main extensions.

Staff investigated a customer concern at 10 Sunset Drive in the Town of Lansing regarding sediment in their hot water tank. Staff found typical water quality parameters and determined the sediment was most likely coming from the customers water softener. The customer was satisfied with the results.

Overtime incidents in March included 23 occurrences due to the installation of the new SCADA system and production of water before and after SCADA system installation to avoid operational disruptions.

Staff discovered the Treatment Plant's boiler was not maintaining proper temperature. Several burner tubes were found detached from the manifold changing their orientation. This redirected the flame to the side of the boiler and caused cracks in the refractory of the side wall. Staff and an HVAC contractor are working to make repairs to the boiler.

Gregg discussed the following highlights of the Distribution portion of the report.

In March, staff assisted with the repair of three leaking service lines and performed thirty nine plumbing permit inspection trips, most of which occurred at the Milton Meadows and East Pointe Apartments projects. A water main break at 337 Snyder Hill Road occurred in the Town of Dryden following high volume usage to extinguish a house fire.

Ithaca College continues to use more water in 2019. The majority of this increase is due to system leakage and the annual filling of fountains on campus.

The East Pointe Apartment complex in the Village of Lansing was added to the Cross Connection Control program in March. Backflow devices have been installed, inspected and approved.

Installation of a new water main extension to serve the Milton Meadows complex began in March.

3. Informational Items

a. Capital Projects

1. AMI

Gregg reported all large customer meters (3-inch and larger) and Cornell property meters have been received and staff is working with property owners to schedule installations.

Steve reported staff met with Core and Main and Sensus representatives at the NY AWWA conference. They 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. Customer portal pricing options and issues with information in Sensus Analytics are also being investigated.

2. Raw Water Transmission Main Project

Gregg reported a pre-construction meeting for the project will be held in mid-May. The Commission's attorney has reviewed and approved the project contract. Construction is expected to begin in late June.

3. Raw Water Pump #4 Project

Glenn reported Jones Specialty Service Group staff have completed repairs to the existing Raw Water Pump Station pipe and appurtenances. All required pipe fitting bolts and restraints have being replaced. The new pump is expected to arrive in 12-14 weeks. A meeting with the protective coating contractor is expected this week and coating installation should begin the following week.

4. Plant Equipment - Filter #4 Repair

Glenn reported a pre-construction meeting for the project will be held in mid-May. The Commission's attorney has reviewed and approved the project contract. Long lead items including filter media, valves and actuators were ordered by the Commission and have been received.

5. SCADA Upgrade Project

Glenn reported North Point Technology has completed 98% of the SCADA upgrade to the treatment Plant. A few small items need to be finalized to complete the installation. ICMO staff has begun upgrading and standardizing wiring at pump and control valve stations to streamline SCADA upgrades in the Distribution system. North Point Technology expects to begin upgrades to the Distribution portion of the project in May.

4. Committee Member Comments or Other Issues

Mike requested the June 26th meeting be moved to June 27th due to a scheduling conflict. The Committee agreed to the change of date for the June meeting.

5. Next Meeting - Wednesday May 22, 2019 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
June 27, July 24, August 28, September 25, October 23**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, May 22, 2019 @ 12:00 Noon
Bolton Point Conference Room**

| <u>Agenda Item #</u> | <u>Topic</u> | <u>Attachment</u> |
|--------------------------|--|-------------------|
| 1. | April 2019 Meeting Notes | #1 |
| 2. | April 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 - Thursday, June 27, 2019 @ 12:00 Noon | |
| | Future meetings - Fourth Wednesday of the month at noon. July 24, August 28, September 25, October 23 | |

Bolton Point Personnel and Organization Committee
Friday, April 26, 2019

Commissioners: Ed LaVigne and Mike Newman (arrived at 9:45 am)

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

Absent: Shop Steward: Kyle Fellows

Staff Support: Judy Drake Meeting called to order at: 9.12 am

1) Meeting Notes:

The Committee approved the March meeting notes with no edits.

2) Discuss creation of Senior Water Maintenance Specialist position and internal appointment of position:

Steve explained why the new Senior Water Maintenance Specialist position is being recommended to the committee at this time. The position has been discussed for several years as a mechanism to add value to the entry level position and provide additional staff for on call and emergency repairs. Discussions have occurred with UAW and Civil Service to create and add the position to the collective bargaining agreement. This new position would not increase staffing, rather it would be a promotional opportunity for the Water Maintenance Specialist position. Distribution Operator Hugh Trimm, has requested to transfer to the new position. If approved, the transfer will create an open Distribution Operator Assistant position, which has been posted internally. Dan Workman, current Water Maintenance Specialist, has applied for the Distribution Operator Assistant position, which would be a lateral promotion. The Committee reviewed the recommended staffing changes and agreed that this is a very positive direction for the Commission.

The Committee recommends referring the creation of the Senior Water Maintenance Specialist position, approval to sign the MOU with UAW, and appointment of Hugh Trimm to the position to the full Commission. Additionally, the Committee recommends the appointment of Dan Workman to the open Distribution Operator Assistant position, if recommended by Distribution and General Manager after doing internal interview(s).

3) Reports:

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

Distribution Manager: Gregg reported that Jordan Betts and Jeff Hall attended a W2Operator Group training in Cortland. Jordan and Dan Workman attended the NYS AWWA annual conference in Saratoga Springs. Jeff, Jordan and Gregg attended a Code certification training. Pow-R-Mole provided a sales presentation on leak detection equipment to Distribution staff. Staff will be attending a meeting in May at Town of Ithaca with Darling Hydrant for a hands-on training for hydrant repairs. Staff will be attending a mandatory DSNY training in May for all equipment operators.

Finance Manager: Pam reported that Winona Fisher completed two of the TCCOG Supervisory Series Level I programs in April. Winona and Judy Orasi continue to train on the Commission's billing process. External auditors will be onsite May 28th to begin the Commission's 2018 annual audit. Pam attended the NYS GFOA annual conference in Albany and recommended that additional training on Cyber Security be conducted for staff. Pam discussed a session she

attended on financial planning for capital projects and was pleased to report many areas match with the Commission's current strategy.

The Administrative Assistant II position is vacant. Staff is covering the primary duties of the position while options on when and how to fill the position are being considered.

Production Manager: Glenn reported that James Bower and he attended the NYS AWWA annual conference in Saratoga Springs. Glenn attended several sessions including Lead and Cooper testing, chemical loading, and water testing. Glenn and Jason Nash attended the AWWA seminar offered at Bolton Point on April 24th on Water and Wastewater Biohazards, and Workplace Violence. Glenn expressed his appreciation for the opportunity to attend these trainings as they are helpful to the staff.

Glenn attended an education program at the Community Science Institute on Hazardous Algae Blooms, which included cautions to those that draw drinking water directly from the lake. Glenn attended a meeting of the Intermunicipal Organization (IO) on source water protection guidance project, which is currently being developed for Owasco Lake.

Human Resources: Judy reported that the Bolton Point Staff Engagement Survey went out and 18 out of 20 responses have been submitted to date. Completed surveys from staff are due on April 29th. Judy has assisted managers with position changes, job postings and promotions.

General Manager: Steve thanked the Administrative staff in helping with coverage while being down a member and preparing for the annual audit. Steve noted that Glenn is doing a great job with SCADA upgrade and capital projects and Gregg is helping prepare staff for the challenging summer with many municipal projects planned.

Steve expanded on the NYS AWWA conference attendance and how nice it was to see Jim Bower and Dan Workman; both first time attendees, meeting vendors, attending trainings and absorbing all there is to offer from a larger conference. Managers would like all staff to attend this conference, but are grateful to the Commission for the support to send some. There were 23 attendees for the AWWA training held at BPWS and the training was well received by all.

Steve has developed AWWA trainings for 2020 on Ductile Iron Pipe and Valve Installation and Ductile Iron Pipe Testing and Disinfection.

Steve explained at the NYS AWWA conference there are timed competitions for meter assembly and hydrant assembly. In the first time Bolton Point competed in these events, Steve won the meter assembly competition and Jordan and Dan won the hydrant assembly competition. The three staff members will be heading to Colorado for the National AWWA Conference June 9-12 to represent New York in the national finals.

Meeting adjourned at 10:00 am.

Next meeting - Wednesday, May 22, 2019 at 1:30 pm.

Bolton Point Personnel and Organization Committee
Wednesday, May 22, 2019
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft April meeting notes.
2. Review Engagement Survey results.
3. Discuss Appointment of Water Treatment Plant Operator and Recruitment of Instruments & Controls Mechanic Operator
4. Reports
 - a. Shop Steward
 - b. Finance Manager
 - c. Production Manager
 - d. Distribution Manager
 - e. Human Resources Manager
 - f. General Manager
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations

Next meeting will be: Wednesday, June 26, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 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**

June 6, 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.

BE IT FURTHER RESOLVED, the General Manager and Human Resources Manager are authorized to sign the MOU with the UAW establishing the position in the classification structure.

MOVED:

SECONDED:

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

**Resolution for
Provisional Appointment of Hugh Trimm Jr. to
Senior Water Maintenance Specialist Position
June 6, 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 the Senior Water Maintenance Specialist position 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, retroactive to 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
June 6, 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 as a Water Maintenance Specialist on 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 title of Distribution Operator Assistant, retroactive to 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:

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
 Permanent Appointment of Jessica Sherwood to Principal Account Clerk Typist
 position
 June 6, 2019**

WHEREAS, on July 9, 2018, the Commission provisionally appointed Jessica Sherwood to the position of Principal Account Clerk Typist position, pending a civil service exam for said title, and

WHEREAS, the Tompkins County Personnel has provided the certified eligible list from the Principal Account Clerk Typist exam, and Jessica Sherwood was one of the top three reachable candidates, and

WHEREAS, the Finance Manager and General Manager recommended the appointment of Jessica Sherwood to the Principal Account Clerk Typist position, and

WHEREAS, the Personnel and Organization Committee recommends the permanent appointment of Jessica Sherwood to the Principal Account Clerk Typist position, retroactive to May 26, 2019,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the permanent appointment of Jessica Sherwood to the title of Principal Account Clerk Typist with no change in current compensation or benefits, retroactive to May 26, 2019,

AND BE IT FURTHER RESOLVED, the minimum 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 Finance Manager.

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
 Permanent Appointment of James Bower to
 Assistant Production Manager Position
 June 6, 2019**

WHEREAS, on August 5, 2018, the Commission provisionally appointed James Bower to the position of Assistant Production Manager position pending a civil service exam for said title, and

WHEREAS, the Tompkins County Personnel has provided the certified eligible list from the Assistant Distribution Manager exam, and James Bower is a reachable candidate, and

WHEREAS, the Production Manager and General Manager recommend the permanent appointment of James Bower to the Assistant Production Manager position, and

WHEREAS, the Personnel and Organization Committee recommends the permanent appointment of James Bower to the Assistant Production Manager position, retroactive to May 26, 2019,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the permanent appointment of James Bower to the title of Assistant Production Manager with no change in current compensation or benefits, retroactive to May 26, 2019,

AND BE IT FURTHER RESOLVED, a minimum eight (8) 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:

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
Permanent Appointment of Megan Falicchio to
Water Treatment Plant Operator Position**

June 6, 2019

WHEREAS, on February 18, 2018, the Commission provisionally appointed Megan Falicchio to the position of Water Treatment Plant Operator pending a civil service exam for said title, and

WHEREAS, the Tompkins County Personnel has provided the certified eligible list from the Water Treatment Plant Operator exam, and Megan Falicchio is a reachable candidate, and

WHEREAS, the Production Manager and General Manager recommend the permanent appointment of Megan Falicchio to the Water Treatment Plant Operator position, and

WHEREAS, the Personnel and Organization Committee recommends the permanent appointment of Megan Falicchio to the Water Treatment Plant Operator position, retroactive to May 26, 2019,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the permanent appointment of Megan Falicchio to the title of Water Treatment Plant Operator with no change in current compensation or benefits, retroactive to May 26, 2019,

AND BE IT FURTHER RESOLVED, the minimum 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 Production Manager.

MOVED:

SECONDED:

VOTE: