



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
July 2, 2019 at 4:00 p.m.
Bolton Point Conference Room

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COMMISSIONERS:

2019
Exhibit No.

H. MICHAEL NEWMAN
Chairperson

ROY E. STALEY
Vice Chairperson

BILL GOODMAN
Treasurer

DON HARTILL

ROD HOWE

EDWARD LAVIGNE

JASON LEIFER

JACK RUECKHEIM

LINDA WOODARD

KEVIN WYSZKOWSKI

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

- | | |
|---|-----|
| 1. Approval of June 6, 2019 Meeting Minutes | 074 |
| 2. Management Staff Report | 075 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. May 31, 2019 Financial Report | 076 |
| 2. 2020 Operating Budget | 077 |
| 3. Resolution Declaring the Nortel Phone System Surplus
Equipment and Authorizing Disposal | 078 |
| 4. Approval of the July 2, 2019 Warrants | |
| B. Engineering and Operations Committee | |
| 1. May 22, 2019 Meeting Notes | 079 |
| 2. June 27, 2019 Meeting Agenda | 080 |
| C. Personnel and Organization Committee | |
| 1. May 22, 2019 Meeting Notes | 081 |
| 2. June 26, 2019 Meeting Agenda | 082 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
August 8, 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
June 6, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on, Thursday, June 6, 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 Jack Rueckheim, Town of Dryden
Commissioner Linda Woodard, Village of Cayuga Heights
Commissioner Kevin Wyszowski, Town of Lansing

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
Winona Fisher, Senior Account Clerk/Typist

ABSENT: Commissioner Ed LaVigne, Town of Lansing
Commissioner Jason Leifer, Town of Dryden

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

Note: Mr. Newman introduced Kevin Wyszowski from the Town of Lansing. Mr. Wyszowski was appointed by Mr. LaVigne, at the May 15th meeting of the Town of Lansing, to the Commission replacing Tom Jones.

1. Approval of Meeting Minutes April 4, 2019 *Exhibit #057*

Discussion: Mr. Rueckheim pointed out a typo (Mater s/b Master) on page 2 of the minutes.

MOTION by Hartill, SECOND by Woodard, to approve the April 4, 2019 Commission meeting minutes with one correction.

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

Carried

2. Approval of Meeting Minutes May 9, 2019 *Exhibit #058*

Discussion: None

MOTION by Hartill, SECOND by Woodard, to approve the May 9, 2019 Commission meeting minutes.

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

Carried

3. Management Staff Report *Exhibit # 059*

Item #1 – May Project Updates

Discussion: Mr. Riddle reported on this item and noted that several capital projects are in process.

Item #2 – Drinking Water Quality Report

Discussion: Mr. Ratajczak reported on this item and distributed hard copies of the report to the Commissioners. He also noted the full report is available on our website.

Item #3 – Hydrilla Treatment for 2019

Discussion: Mr. Ratajczak reported on this item and noted the local taskforce has worked with the Army Corps of Engineers (ACOE) to develop a treatment and monitoring schedule for Cayuga Lake.

Item #4 – Ithaca Fire Department Fire Flow Testing on West Hill

Discussion: Mr. Weatherby reported on this item and highlighted challenges throughout the system. He noted our first priority is to protect the integrity of our system.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted there is only one account in the Village of Cayuga Heights that has not upgraded to an AMI compliant meter. Discussion ensued.

Item #6 – May 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights

Discussion: Ms. VanGelder reported on this item and noted there was a small increase in consumption and associated revenue in the Town of Lansing.

Committee Reports

A. Budget and Finance Committee

Mr. Goodman stated the committee met prior to this meeting. The committee recommended adding an additional vendor (Highbridge Communications-phone services) to the prepaid vendor list.

MOTION by Goodman, SECOND by Hartill to approve adding an additional vendor (Highbridge Communications) to the prepaid vendor list.

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

Carried

1. April 30, 2019 Financial Report

Exhibit # 060

Discussion: Mr. Goodman reported on this item and stated the report is comparable to this time last year.

2. 2020 Budget Adoption Schedule

Exhibit # 061

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

MOTION by Goodman, SECOND by Hartill to approve the 2020 Budget Adoption Schedule.

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

Carried

3. Resolution Declaring the Commission’s 2014 Chevy Express Cargo Van Surplus Equipment

Exhibit # 062

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: Goodman

SECONDED: Hartill

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

Carried

4. Resolution Declaring the Commission's 2012 Ford F-250 Pickup with Snowplow and Spreader Surplus Equipment

Exhibit # 063

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: Goodman

SECONDED: Hartill

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

Carried

5. Approval of the May 9, 2019 Warrants

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

MOTION by Goodman, SECOND by Hartill to approve the May 9, 2019 Warrants in the amount of \$200,457.04.

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

Carried

6. Approval of the June 6, 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 June 6, 2019 Warrants in the amount of \$171,439.09.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman reported that most items have already been discussed.

1. April 23, 2019 Meeting Notes

Exhibit #064

Discussion: None

2. May 22, 2019 Meeting Agenda

Exhibit #065

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported on this item and reviewed the notes from the April meeting. He discussed the creation of a Senior Water Maintenance position. He noted the Committee recommends creating the position and a resolution to do so follows. He also noted, due to results from civil service exams, several resolutions to appoint staff are recommended as well.

1. April 26, 2019 Meeting Notes

Exhibit #066

Discussion: None

2. May 22, 2019 Meeting Agenda

Exhibit #067

Discussion: None

3. Resolution for Creation of Senior Water Maintenance Specialist Position

Exhibit #068

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: Rueckheim

SECONDED: Hartill

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

Carried

4. Resolution for Provisional Appointment of Hugh Trimm Jr. to Senior Water Maintenance Specialist Position *Exhibit #069*

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: Rueckheim

SECONDED: Hartill

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

Carried

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

Exhibit #070

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: Rueckheim

SECONDED: Hartill

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

Carried

6. Resolution for Permanent Appointment of Jessica Sherwood to Principal Account Clerk Typist Position *Exhibit #071*

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: Woodard

SECONDED: Hartill

(Ayes: Goodman, Hartill, Howe, Newman, Rueckheim, Staley, Woodard, Wyszkowski;
Nays: None)
Carried

7. Resolution for Permanent Appointment of James Bower to Assistant Production Manager Position *Exhibit #072*

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: Rueckheim

SECONDED: Hartill

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

Carried

8. Resolution for Permanent Appointment of Megan Falicchio to Water Treatment Plant Operator Position *Exhibit #073*

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: Rueckheim

SECONDED: Hartill

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

Carried

D. Planning and Public Affairs Committee

Discussion: None

4. Executive Session (If necessary)

Discussion: None

5. Old and New Business

6. Other

Discussion: None

7. Adjournment:

MOTION by Hartill, SECOND by Rueckheim, to adjourn the meeting at 4:53 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

June 26, 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 July 2, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of June 6, 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. June Projects Update	1/2
2. Raw Water Pump #4 Project	2
3. Lead Sampling Sites	2
4. Bolton Point and Cornell AMI Infrastructure Meeting	3
5. Administration Department Highlights	3
6. June 1, 2019 Billing in the Town of Ithaca	4

1. June Projects Update

2019 Capital Improvement Projects - Working with Barton and Loguidice Engineers, Village of Lansing Public Works, Ithaca Railway staff, and property owners to begin work on the Second Raw Water Main. Items of concern include distance of excavation from the railway, storage of materials (piping, valves, stone, and excavated materials) and equipment and utility easements. Site work is expected to begin on July 1st.

Non-Revenue Water Analysis - With all of the system master meters and the majority of large meters (3-inch and larger) having been upgraded to AMI compatible meters, staff has been able to begin performing more accurate non-revenue water analysis. One of the main goals of the AMI metering program was to give staff a way to accurately determine, on a weekly basis, how much water was unaccounted for through customer meters. Weekly reports by tank zones are easily available in a matter of minutes. Staff then compares SCADA tank fill trends with master meter readings to match tank fill cycles with customer meter times in the report. This is fairly simple with tank zones that do not supply water to an

additional water storage tank(s). Staff expects to streamline these reports once the new SCADA system upgrade has been completed.

2. Raw Water Pump #4 Project

Replacement of all corroded bolts and pipe restraints at the Raw Water Pump Station has been completed by the contractor. The next phase of the project was to install a coating to protect the pipe and appurtenances from future corrosion. The surfaces were sand blasted to remove all existing corrosion and any foreign material until bare metal was achieved. This was immediately followed by applying a primer to prevent rust from redeveloping. A spray-applied insulation was added to the piping to prevent water from being trapped between the insulation and the pipes' outer surface. After several coats of the insulation, a topcoat of epoxy paint was applied for protection of the insulation, to improve aesthetics, and to comply with the Ten States Standards for color coding pipes in treatment facilities.

The new pump and motor are expected to ship on September 10th and arrive onsite two weeks later. The installation and commissioning of the new pump is expected to be completed three weeks after delivery.

3. Lead Sampling Sites

Staff received a request from the Tompkins County Department of Health (TCDoH) to review all of SCLIWC's Tier I lead sampling sites. Tier I sites are single family homes built between 1983 and 1988 using copper plumbing which may contain lead solder. Lead based solder was banned in 1988. The Health Department also categorizes any homes containing a lead service line regardless of the year built as a Tier I site. Staff used the Tompkins County Assessors website along with SCLIWC customer records to verify that all of the sampling sites meet the criteria. The sampling site plan has been submitted to the TCDoH for their review.

4. Bolton Point and Cornell AMI Infrastructure Meeting

Bolton Point staff met with Cornell Utilities representatives on June 20th to discuss the Commission's Automated Metering Infrastructure (AMI) system. Cornell has begun investigating different metering technologies and systems, including the Sensus AMI system that the Commission currently utilizes. Cornell is committed to improving their metering technology and has begun replacing specific meter registers to comply with future changes. Staff answered questions including how Bolton Point chose the Sensus system, how the meters and AMI system are performing and gave a brief demonstration of how we are using the analytics software.

In previous meetings between Cornell and Bolton Point, there has been mention that the Commission's infrastructure is built and fully operational and because Cornell University is centered geographically, there may be an opportunity for neighboring systems to utilize existing base stations as a shared service. Each of the Commission's existing four base stations can receive data from upwards of 20,000 metered endpoints. Cornell has asked Sensus to perform a propagation study to confirm all of their meters will be reachable via radio communication. Staff believes developing a shared service agreement would benefit the Commission with annual cost sharing as well as meter data analysis in the future.

5. Administration Department Highlights

- Department Statistics May 2019
 - **TI**
 - Non AMI compliant accounts 23
 - Non BP Water accounts 178
 - Total # of Water Bills sent 3,375
 - **ALL**
 - Work Orders prepared 57
 - Final Bills calculated 35
 - New Accounts 5
 - Municipal payments processed 56
 - Cash Disbursements \$332k
 - Cash Receipts \$277k

6. June 1, 2019 Billing in the Town of Ithaca

June 1, 2019 Billing in the Town of Ithaca				
Billing Period: 2/16/19-5/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	6/1/18	6/1/19	6/1/18	6/1/19
TI	97,719,908	100,730,732	\$500,152.88	\$ 536,287.22
	3% Increase		7% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,056,176	248,072	787,466	3,091,715
Petty Cash	200	0	0	200
Total Unreserved Cash	2,056,376	248,072	787,466	3,091,915
RESERVED CASH:				
Fringe Benefit Reserve	105,579	0	0	105,579
Total Reserved Cash	105,579	0	0	105,579
OTHER ASSETS:				
Accounts Receivable	556,414	0	0	556,414
Prepaid Expenses	0	0	0	-
Total Other Assets	556,414	0	0	556,414
TOTAL ASSETS	2,718,369	248,072	787,466	3,753,908
LIABILITIES				
Accounts Payable	72,627	0	96,984	169,611
Accrued Liabilities	160,946	0	0	160,946
BAN Payable	0	0	0	0
TOTAL LIABILITIES	233,573	0	96,984	330,557
FUND BALANCE				
Reserved Fund Balance	105,492	0	0	105,492
Unexpended Fund Balance	2,379,305	248,072	690,482	3,317,859
TOTAL FUND BALANCE	2,484,797	248,072	690,482	3,423,351
TOTAL LIABILITIES and FUND BALANCE	2,718,369	248,072	787,466	3,753,908
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629
ADD: YTD REVENUES	1,333,361	150,505	1,106	1,484,973
LESS: YTD EXPENDITURES	1,431,305	24,650	252,295	1,708,250
FUND BALANCE AS OF 5/31/19	2,484,797	248,072	690,482	3,423,351
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 5/31/19	2,484,797	248,072	690,482	3,423,351
Less: Receivables & Prepaids	556,414	0	0	556,414
Add: Liabilities	233,573	0	96,984	330,557
CASH BALANCE AS OF 5/31/19	2,161,956	248,072	787,466	3,197,494

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FIVE MONTH PERIOD ENDING MAY 31, 2019**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,622,161	150,291	1,120,000
YTD ACTUAL	1,333,361	150,505	1,106
OVER (UNDER)	(3,288,800)	214	(1,118,894)
% EARNED	29%	100%	0%
% UNEARNED	71%	0%	100%

EXPENDITURES			
BUDGET	4,622,161	270,688	980,000
YTD ACTUAL	1,431,305	24,650	252,295
OVER (UNDER)	(3,190,856)	(246,037)	(727,705)
% EXPENDED	31%	9%	26%
% UNEXPENDED	69%	91%	74%

DETAILED REVENUES			
Service Charges	34,028	0	0
Cross Connection Fees	5,756	0	0
Services for Other Governments-Members	46,000	0	0
Joint Activity-Water Rents	1,217,374	0	0
Interest Earnings	3,237	214	1,106
Permits	22,170	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	4,797	0	0
Interfund Transfers*	0	150,291	0
	1,333,361	150,505	1,106

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

DETAILED EXPENDITURES			
Water Administration	355,288	0	252,295
Source of Supply	100,482	0	0
Purification	273,440	0	0
Transmission and Distribution	298,051	0	0
Employee Benefits	253,753	0	0
Debt Service	0	24,650	0
Interfund Transfers*	150,291	0	0
	1,431,305	24,650	252,295

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

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
REVENUES							
2390 SHARE/JOINT ACTIVITY	3,942,279.52	4,434,161.00	4,434,161.00	1,217,374.21	4,434,161.00	4,630,488.00	4,630,488.00
2144 WATER SERVICE CHARGE	31,231.55	35,000.00	35,000.00	34,027.72	35,000.00	35,000.00	35,000.00
2378 SERVICE TO OTHER GOVTS-MEMBERS	111,206.52	75,000.00	75,000.00	45,999.67	75,000.00	75,000.00	75,000.00
2401 INTEREST-TIME DEPOSITS	4,332.86	2,500.00	2,500.00	3,236.82	2,500.00	4,000.00	4,000.00
2590 PLUMB. PERMIT FEES	61,975.66	45,000.00	45,000.00	22,170.00	45,000.00	50,000.00	50,000.00
2144C CROSS CONNECTION FEES	8,313.50	7,500.00	7,500.00	5,755.50	7,500.00	8,000.00	8,000.00
2665 SALES OF EQUIPMENT	15,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
2770 MISC. REFUNDS ETC.	15,631.30	12,000.00	12,000.00	4,797.22	12,000.00	12,000.00	12,000.00
2701 REFUNDS OF PRIOR YRS EXPENSES	456.34	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
5031TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599 APPROPRIATED FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	4,190,427.25	4,622,161.00	4,622,161.00	1,333,361.14	4,622,161.00	4,825,488.00	4,825,488.00
APPROPRIATIONS							
9901 BOND PRIN. & INTEREST	96,993.00	150,291.00	150,291.00	150,291.00	150,291.00	271,288.00	271,288.00
8310 ADMINISTRATION	640,531.09	759,245.00	759,245.00	355,287.50	759,245.00	764,255.00	764,255.00
8320 SOURCE OF SUPPLY	256,351.40	294,175.00	294,175.00	100,482.46	294,175.00	288,875.00	288,875.00
8330 PURIFICATION	654,900.87	745,675.00	745,675.00	273,440.23	745,675.00	773,145.00	773,145.00
8340 TRANSMISSION/DISTRIB.	637,425.05	789,925.00	789,925.00	298,050.60	791,671.00	812,125.00	812,125.00
9000 EMPLOYEE BENEFITS	646,724.95	762,850.00	762,850.00	253,752.96	762,850.00	795,800.00	795,800.00
9710 DEBT SERVICE (BOND PAYOFF)	565,811.45	0.00	0.00	0.00	0.00	0.00	0.00
9950 CAPITAL PROJECTS	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL APPROPRIATIONS	4,618,737.81	4,622,161.00	4,622,161.00	1,431,304.75	4,623,907.00	4,825,488.00	4,825,488.00

(428,310.56)

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
REVENUES							
2144 Water Service Charges	31,231.55	35,000.00	35,000.00	34,027.72	35,000.00	35,000.00	35,000.00
2378 Service to Other Govts-Members	111,206.52	75,000.00	75,000.00	45,999.67	75,000.00	75,000.00	75,000.00
2390 Share/Joint Activity	3,942,279.52	4,434,161.00	4,434,161.00	1,217,374.21	4,434,161.00	4,630,488.00	4,630,488.00
2401 Interest-Time Deposits	4,332.86	2,500.00	2,500.00	3,236.82	2,500.00	4,000.00	4,000.00
2590 Permit Fees	61,975.66	45,000.00	45,000.00	22,170.00	45,000.00	50,000.00	50,000.00
2144C Cross-Connection Fees	8,313.50	7,500.00	7,500.00	5,755.50	7,500.00	8,000.00	8,000.00
2665 Sales of Equipment	15,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
2770 Misc., refunds, etc.	15,631.30	12,000.00	12,000.00	4,797.22	12,000.00	12,000.00	12,000.00
2701 Refunds of Prior Years Expenses	456.34	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
5031 Transfer From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	4,190,427.25	4,622,161.00	4,622,161.00	1,333,361.14	4,622,161.00	4,825,488.00	4,825,488.00
OTHER SOURCES							
599 Appropriated From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE & OTHER SOURCES	4,190,427.25	4,622,161.00	4,622,161.00	1,333,361.14	4,622,161.00	4,825,488.00	4,825,488.00

NOTES

1. 2390 Share Joint Activity represents metered water sales revenue.

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
Debt Service:							
9901.900 Transfer to V Fund	96,993.00	150,291.00	150,291.00	150,291.00	150,291.00	271,288.00	271,288.00
Total Principle & Interest	96,993.00	150,291.00	150,291.00	150,291.00	150,291.00	271,288.00	271,288.00
Total Debt Retirement	96,993.00	150,291.00	150,291.00	150,291.00	150,291.00	271,288.00	271,288.00
Administration:							
8310.101 Personnel Services	313,138.63	363,000.00	363,000.00	141,521.46	363,000.00	374,675.00	374,675.00
8310.102 Admin Overtime	0.00	100.00	100.00	0.00	100.00	100.00	100.00
Total Personnel Services	313,138.63	363,100.00	363,100.00	141,521.46	363,100.00	374,775.00	374,775.00
8310.201 Equipment	17,325.68	25,850.00	25,850.00	12,978.77	25,850.00	7,600.00	7,600.00
8310.202 Vehicles	73,355.18	80,000.00	80,000.00	73,068.91	80,000.00	75,000.00	75,000.00
Total Equip	90,680.86	105,850.00	105,850.00	86,047.68	105,850.00	82,600.00	82,600.00
8310.401 Phone/Telemeter	17,751.89	21,110.00	21,110.00	7,250.54	21,110.00	22,050.00	22,050.00
8310.403 Natural Gas	14,980.28	16,000.00	16,000.00	3,085.56	16,000.00	16,000.00	16,000.00
8310.404 Gas & Oil	18,686.38	21,000.00	21,000.00	9,691.48	21,000.00	22,800.00	22,800.00
8310.405 Auditor & Attorney	10,617.50	25,000.00	25,000.00	337.50	25,000.00	25,000.00	25,000.00
8310.406 Consultants	42,256.10	16,500.00	16,500.00	5,486.08	16,500.00	16,800.00	16,800.00
8310.410 Office Supplies	5,533.19	6,600.00	6,600.00	1,238.33	6,600.00	7,000.00	7,000.00
8310.411 Printing & Post	8,093.81	16,250.00	16,250.00	6,668.76	16,250.00	13,250.00	13,250.00
8310.418 Equipment Maint.	3,980.43	9,350.00	9,350.00	1,803.96	9,350.00	9,550.00	9,550.00
8310.419 Custodial Services	15,262.30	16,900.00	16,900.00	8,078.05	16,900.00	13,800.00	13,800.00
8310.433 Travel Schools	6,261.39	15,100.00	15,100.00	749.54	15,100.00	17,550.00	17,550.00
8310.435 Advertising	570.96	2,050.00	2,050.00	32.05	2,050.00	1,050.00	1,050.00
8310.436 Dues & Publications	1,173.90	2,465.00	2,465.00	2,586.00	2,465.00	2,845.00	2,845.00
8310.437 Data Processing	31,529.05	52,945.00	52,945.00	24,996.25	52,945.00	70,355.00	70,355.00
8310.438 Insurance	47,624.88	53,000.00	53,000.00	50,351.36	53,000.00	54,500.00	54,500.00
8310.440 Miscellaneous	4,146.40	7,275.00	7,275.00	2,566.97	7,275.00	6,900.00	6,900.00
8310 460 In-house Training	143.48	450.00	450.00	99.89	450.00	450.00	450.00
8310.461 Safety Program	8,099.66	8,300.00	8,300.00	2,696.04	8,300.00	6,980.00	6,980.00
Total Contractual	236,711.60	290,295.00	290,295.00	127,718.36	290,295.00	306,880.00	306,880.00
Total Admin 8310	640,531.09	759,245.00	759,245.00	355,287.50	759,245.00	764,255.00	764,255.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
Source of Supply:							
8320.101 Personnel Services	97,864.21	105,300.00	105,300.00	39,711.36	105,300.00	104,750.00	104,750.00
8320.102 Overtime	18,308.52	22,800.00	22,800.00	9,741.53	22,800.00	22,800.00	22,800.00
Total Personal Services	116,172.73	128,100.00	128,100.00	49,452.89	128,100.00	127,550.00	127,550.00
8320.201 Equipment	3,616.71	7,000.00	7,000.00	0.00	7,000.00	1,500.00	1,500.00
Total Equip & Maint	3,616.71	7,000.00	7,000.00	0.00	7,000.00	1,500.00	1,500.00
8320.402 Electric Power	99,510.54	122,000.00	122,000.00	35,269.26	122,000.00	122,000.00	122,000.00
8320.408 Clothing, Boots	810.42	1,450.00	1,450.00	265.04	1,450.00	1,450.00	1,450.00
8320.412 Tools, Equip. P	5,609.44	8,175.00	8,175.00	6,753.88	8,175.00	8,425.00	8,425.00
8320.421 Maint B. P Systems	11,604.03	3,700.00	3,700.00	2,974.48	3,700.00	4,200.00	4,200.00
8320.422 Maint. T&V System	18,427.53	21,750.00	21,750.00	5,766.91	21,750.00	21,750.00	21,750.00
8320.433 Travel & School	600.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
Total Source Contractual	136,561.96	159,075.00	159,075.00	51,029.57	159,075.00	159,825.00	159,825.00
Total Source 8320	256,351.40	294,175.00	294,175.00	100,482.46	294,175.00	288,875.00	288,875.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
Purification:							
8330.101 Personnel Services	297,381.16	359,500.00	359,500.00	125,205.54	359,500.00	379,160.00	379,160.00
8330.102 Overtime	19,309.41	11,700.00	11,700.00	10,137.15	11,700.00	12,000.00	12,000.00
Total Personal Services	316,690.57	371,200.00	371,200.00	135,342.69	371,200.00	391,160.00	391,160.00
8330.201 Equipment	31,383.09	13,500.00	13,500.00	21,317.17	13,500.00	6,800.00	6,800.00
Total Equip & Supplies	31,383.09	13,500.00	13,500.00	21,317.17	13,500.00	6,800.00	6,800.00
8330.402 Electric Power	141,389.96	186,000.00	186,000.00	48,911.53	186,000.00	186,000.00	186,000.00
8330.408 Clothing Boot	1,881.99	4,250.00	4,250.00	334.79	4,250.00	5,050.00	5,050.00
8330.412 Tools/Equip Parts	5,065.02	5,900.00	5,900.00	4,043.61	5,900.00	7,200.00	7,200.00
8330.415 Treatment Supplies	52,229.42	70,550.00	70,550.00	32,394.31	70,550.00	74,550.00	74,550.00
8330.416 Lab Supplies	29,027.63	28,300.00	28,300.00	12,117.50	28,300.00	29,850.00	29,850.00
8330.418 Equipment Maint.	45,564.04	48,100.00	48,100.00	12,308.55	48,100.00	47,850.00	47,850.00
8330.419 Buildings & Grounds	29,415.92	16,275.00	16,275.00	6,288.08	16,275.00	23,235.00	23,235.00
8330.433 Travel & Schools	2,253.23	1,600.00	1,600.00	382.00	1,600.00	1,450.00	1,450.00
Total Contractual	306,827.21	360,975.00	360,975.00	116,780.37	360,975.00	375,185.00	375,185.00
Total Purification 8330	654,900.87	745,675.00	745,675.00	273,440.23	745,675.00	773,145.00	773,145.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
Transmission & Distribution:							
8340.101 Personnel Services	423,679.99	458,600.00	458,600.00	180,499.70	458,600.00	481,000.00	481,000.00
8340.102 Overtime	15,861.54	17,000.00	17,000.00	7,497.06	17,000.00	18,000.00	18,000.00
Total Personal Services	439,541.53	475,600.00	475,600.00	187,996.76	475,600.00	499,000.00	499,000.00
8340.201 Equipment	7,663.80	9,400.00	9,400.00	11,146.00	11,146.00	8,200.00	8,200.00
Total Equip & Maint	7,663.80	9,400.00	9,400.00	11,146.00	11,146.00	8,200.00	8,200.00
8340.402 Electric Power	106,669.99	141,100.00	141,100.00	39,719.59	141,100.00	141,100.00	141,100.00
8340.403 Natural Gas	400.42	900.00	900.00	452.45	900.00	900.00	900.00
8340.408 Clothing, Boots	5,790.08	6,100.00	6,100.00	2,445.10	6,100.00	6,300.00	6,300.00
8340.412 Tools/Equip Parts	2,867.57	5,800.00	5,800.00	1,242.41	5,800.00	5,800.00	5,800.00
8340.418 Vehicle Equip Maint	9,341.09	13,400.00	13,400.00	7,319.25	13,400.00	13,400.00	13,400.00
8340.421 Maint B.P. System	8,656.91	49,050.00	49,050.00	0.00	49,050.00	49,050.00	49,050.00
8340.422 Maint T&V Systems	23,283.06	46,550.00	46,550.00	11,511.55	46,550.00	46,550.00	46,550.00
8340.424 Meters	22,754.32	25,075.00	25,075.00	33,595.91	25,075.00	25,075.00	25,075.00
8340.433 Travel & School	2,469.21	4,350.00	4,350.00	2,020.41	4,350.00	5,150.00	5,150.00
8340.442 Mapping	7,987.07	12,600.00	12,600.00	601.17	12,600.00	11,600.00	11,600.00
Total Contractual	190,219.72	304,925.00	304,925.00	98,907.84	304,925.00	304,925.00	304,925.00
Total Distribution 8340	637,425.05	789,925.00	789,925.00	298,050.60	791,671.00	812,125.00	812,125.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2020 OPERATING BUDGET

	2018 Actual	2019 Approved	2019 Budget As Modified	Actual 1/1/19 to 5/31/19	Estimate for Dec. 31, 2019	2020 Department Recommended	2020 Budget Committee Recommended
Employee Benefits:							
9010.800 State Retirement	144,726.00	160,000.00	160,000.00	35,736.00	160,000.00	166,000.00	166,000.00
9030.800 Social Security	89,209.13	102,400.00	102,400.00	38,812.41	102,400.00	106,600.00	106,600.00
9040.800 Workers Comp	42,004.44	46,500.00	46,500.00	17,278.47	46,500.00	50,000.00	50,000.00
9045.800 Life Insurance	3,060.60	3,450.00	3,450.00	1,599.00	3,450.00	3,450.00	3,450.00
9050.800 Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9055.800 Disability Insurance	955.80	1,600.00	1,600.00	834.00	1,600.00	1,850.00	1,850.00
9060.800 Health Insurance	366,144.00	446,000.00	446,000.00	159,454.17	446,000.00	465,000.00	465,000.00
9089.800 Wellness Reimbursement	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
9089.801 Wellness Direct Expenses	624.98	900.00	900.00	38.91	900.00	900.00	900.00
Total Employee Ben. 9000	646,724.95	762,850.00	762,850.00	253,752.96	762,850.00	795,800.00	795,800.00
Other Debt Service:							
9710 Debt Service (Bond Payoff)	565,811.45	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations	2,835,933.36	3,351,870.00	3,351,870.00	1,281,013.75	3,353,616.00	3,434,200.00	3,434,200.00
Total Debt Retirement Expense	96,993.00	150,291.00	150,291.00	150,291.00	150,291.00	271,288.00	271,288.00
Total Appropriations & Debt Ret.	3,498,737.81	3,502,161.00	3,502,161.00	1,431,304.75	3,503,907.00	3,705,488.00	3,705,488.00
Other Uses:							
9950.900							
(Transfer to Capital Funds)							
Capital replacement program	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
Total Capital Projects	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL OTHER USES	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL APPROPRIATIONS							
AND OTHER USES	4,618,737.81	4,622,161.00	4,622,161.00	1,431,304.75	4,623,907.00	4,825,488.00	4,825,488.00

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 Nortel Phone System Surplus Equipment and Authorizing Staff
to Dispose of the Item by Donation to a Local Recycling Center**

July 2, 2019

WHEREAS, the Commission has received replacement equipment for the Nortel Phone System,
and

WHEREAS, the Commission desires to declare the Nortel phone system surplus equipment in
order to dispose of the item, and

WHEREAS, Commission staff has determined the Nortel phone system is obsolete and has no
scrap value, and

WHEREAS, the Commission desires to dispose of the Nortel phone system by donation to a
local recycling center, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the Nortel Phone System surplus equipment
with no scrap value and authorizes staff to dispose of the item by donation to a local recycling
center.

MOVED:

SECONDED:

Engineering and Operations Committee Meeting Notes

**Tuesday, May 22, 2019 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Jack Rueckheim, Mary Russell, Dan Thaete, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, James Bower, Jeff Hall, Jessica Sherwood.		
1. April 2019 Meeting Notes		#1
	The Committee found the notes to be acceptable as they appeared in the April meeting packet.	
2. April 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 fairly consistent with past years. The Cumulative annual total is on course with the five year average. Finished water turbidity readings have significantly dropped due to the installation of new meters. The new meters have been tested and calibrated to ensure the reading change is due to the meter technology being more accurate.	
	On April 1 st staff replaced the pump status relay for the Coy Glen pump station. Once completed, pump status information returned to the SCADA system.	
	On April 23 rd staff found a broken spring in the Burdick Hill pump #3 control valve solenoid piping causing the valve to malfunction. The solenoid was replaced and the control valve was returned to service.	
	On April 18 th staff replaced a leaking isolation valve for the raw water surge anticipation valve.	
	Bolton Point supplied water to Cornell University's water treatment plant from April 1 st through April 4 th while maintenance was performed in several areas of their treatment plant. Approximately 3.7 million gallons were delivered to Cornell during this time.	
	Annual inspection of two Commission owned cranes was performed by Bush Crane. OSHA certified inspections were completed for the raw water bridge crane and the treatment plant monorail crane. No major deficiencies were found.	
	Gregg discussed the following highlights of the Distribution portion of the report.	
	Staff responded to four water main breaks in April, three of the four occurred in the Village of Lansing's distribution system. The total number of plumbing permits issued continues to be high and is continuing a trend that started in 2018. A record number of utility locate requests (DSNY markouts) occurred in April with 449 requests received. Plumbing inspection trips increased in April, mainly due to the large construction projects (Milton Meadows and East Pointe Apartment complexes).	
	Staff assisted with a 10-inch water main valve replacement at 89 Graham Road. The valve began to leak following use to repair a water main break.	
	Fire flow testing was performed on Enfield Falls Road for a building design engineer. Flow testing and private hydrant maintenance was also performed on eight fire hydrants at the Finger Lakes Residential Center in Lansing.	
	Water usage at Ithaca College increased in April due to several water main breaks and the annual filling of water fountains on campus. Usage also continues to increase at the Maplewood Apartments with increased occupancy.	
	Cross Connection Control plans for a device at the Milton Meadows Apartment complex has been approved by staff and sent to the Tompkins County health Department for final approval.	
	Water main testing has been completed and the water system has been placed into service for the Milton Meadows Apartment complex. Several municipal water main projects are expect to begin in June.	

3. Informational Items

a. Capital Projects

1. AMI

Gregg reported staff is working with property owners to complete installations of large customer meters (3-inch and larger) and Cornell property meters. Steve reported Sensus and Core and Main staff are continuing to investigate the best location for a radio repeater on Lansing Station or Algerine Roads. Staff has updated information in the Sensus RNI and Analytics programs to help with reporting.

2. Raw Water Transmission Main Project

Gregg reported a pre-construction meeting was held on May 14th. The contractor will be issuing submittals for materials by the end of the month. Construction is expected to begin in late June.

3. Raw Water Pump #4 Project

Glenn reported the protective coating contractor has begun installing the pipe insulated coating. The pipe was not kept dry for the required amount of time following application and the product did not properly adhere. Following a meeting with the manufacturer's representative (Tnemic), it was determined that the contractor would need to dehumidify the space and keep the pipe temperature above 50 degrees before applying any additional coating material. Re-application is expected to occur in early June.

4. Plant Equipment - Filter #4 Repair

Glenn reported a pre-construction meeting was held on May 14th. The contractor will be issuing submittals for materials in July. Construction was expected to begin in June, but due to scheduling conflicts with subcontractors for railings and the filter lining, it was decided to wait until the end of the summer season and start the project in August. The project is to be completed by October.

5. SCADA Upgrade Project

Glenn reported North Point Technology has begun upgrading SCADA equipment in the Distribution system. Three sites have been upgraded and several programming issues have developed. North Point staff have begun work to correct these issues and no additional site upgrades will begin until these issues are resolved.

4. Committee Member Comments or Other Issues

Steve reported discussions between Bolton Point and the Town of Ithaca have begun regarding sewer lateral inspections. Bolton Point staff has a number of water system activities that have not been done to standards due to time constraints. The goal is for municipal staff to begin performing sewer inspections to allow Bolton Point staff more time to complete water related activities. The Committee agreed that Bolton Point staff should be focusing their time on the municipal water system before performing sewer inspections. Discussions with the Town of Ithaca will continue.

Steve attended a Cayuga Lake Watershed Intermunicipal Organization (IO) meeting on May 20th. Steve is considering becoming a member of the group to represent the Commission.

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**

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

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

Bolton Point Personnel and Organization Committee
Wednesday, May 22, 2019

Commissioners: Ed LaVigne (chaired), Rod Howe and Mike Newman

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

Absent: Shop Steward: Kyle Fellows

Staff Support: Judy Drake

Meeting called to order at: 1:33 pm

1) Meeting Notes:

The Committee approved the April meeting notes with no edits.

2) Review Engagement Survey Results:

The Committee reviewed the survey results, which had a 95% return. Overall, most results were over 4.0%, which indicates that most questions were answered Agreed or Strongly Agreed. Judy explained that the questionnaire is similar to questionnaires used by the Best Places To Work in the private sector. Results in the 4.0% range indicate that staff is engaged and satisfied with the Commission as an employer. Private sector employers would be touting these high results in a publicity release. The Committee reviewed questions, scores and how they related to the organization. Judy explained that next month the committee will review the results of this survey compared to results from previous surveys.

3) Discuss Appointment of Water Treatment Plant Operator and Recruitment of Instruments & Controls Mechanic Operator

Glenn reported that there is a vacant Water Treatment Plant Operator position, Kyle Fellows, ICMO, has completed the IIA water license course, but is waiting on the certification from the State. Kyle has successfully completed the WTPO civil service exam, and can be appointed to the position. The appointment would be provisional pending receipt of the IIA certificate. This is the second time that an internal promotion from ICMO to WTPO has occurred and staff feels this improves treatment plant operations. The new position will be Monday - Friday 7:00 am to 3:00 pm and will be responsible for covering for vacations or absences of other operators. The shift bid process has been completed and all current operators have chosen to remain in their current schedules and Kyle will be assigned to the new shift. Jim Bower, Assistant Production Manager, has been working this shift, but he will change to a regular Monday - Friday, 8:00 am to 4:00 pm shift to better assist the Production Manager.

The Committee was in favor of the promotion and recommends the appointment to the full Commission.

Judy explained that there will be additional resolutions permanently appointing Jim Bower, Assistant Production Manager and Megan Falicchio, WTPO as they have successfully passed their civil service exams.

4) Reports:

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

Finance Manager: Pam reported that the phone system has been upgraded and training has been provided to staff. The new phone system has several features that will be beneficial to the Administration department. Jessica Sherwood and Pam attended a Minute Taking course through the TCCOG Academy, which they found beneficial. Winona Fisher completed the Supervisory Series, Level I course and Pam noted that Winona was thankful for opportunity. Jessica will be attending the advanced level of NYS Comptroller Accounting course, in June.

The Commission's annual audit will begin next week. Pam has begun preparing the 2020 budget and Capital Improvement Plan.

Production Manager: Glenn reported that Megan Falicchio has completed the Supervisory Series Level II program. Glenn has registered for a Risk and Resiliency online course through AWWA which will be helpful when completing the system risk assessments. Jim Bower, Megan Falicchio and Kyle Fellows all successfully passed their civil service exams. Jim is applying to the Environmental Health and Safety Management Master of Science program through Rochester Institute of Technology. If accepted, Jim will be applying for the College Course Reimbursement Benefit.

Distribution Manager: Gregg reported that Hugh Trimm is transitioning to the Senior Water Maintenance Specialist position well and is much happier in this position. Dan Workman, Distribution Operator Assistant, is learning the position quickly and performing duties well. Gregg and Steve attended required excavator safety training provided by Dig Safely NY. Occasionally staff uses excavation equipment and the training informed staff of what is required by contractors working for Bolton Point. The annual safety training program has been scheduled for July and August, with Jeff Hall, Assistant Distribution Manager, organizing the training schedule and programs. Ben Coakley will be attending a GIS seminar at the end of May. Staff has been busy with construction projects occurring in Town and Village of Lansing.

Human Resources: Judy reported that there is a revised NYS Election Law that requires paid time off for employees to be able to go vote. The law has been posted as required.

General Manager: Steve explained that the managers have been doing well including making sure there is staff to cover shifts as many have started to utilize vacation time. Pam has been busy with 2018 audit preparation work and the 2020 budget. Bolton Point's capital projects have begun, which is keeping Gregg and Glenn busy. They are managing these projects well, in addition to regular operations and planning for future capital projects. Steve represented Bolton Point at the Intermunicipal Organization (IO) meeting regarding regulating water runoff flows into Cayuga Lake.

Town of Ithaca and Bolton Point met to start discussing sewer inspections and the Distribution department's workload. There has been discussion regarding the expectations of what is provided under the Negotiated Work Plan Agreement and what is included under "sewer inspections". Other municipalities have also approached Steve about conducting sewer inspections. Steve reviewed the work that isn't getting done and recommends that BP doesn't get involved with sewer inspections for the other municipalities. The discussion with Town of Ithaca included removing sewer inspections from the agreement. Steve explained that another goal would be to remove plumbing inspections too, so that additional water related work could be performed on the system. Steve discussed areas of improvements that did not get accomplished this past year due to the amount of time that staff dedicated to plumbing inspection work.

This will take time to work out with the member municipalities, so it was decided to begin with Town of Ithaca, as the largest entity. Steve explained the history as to how Bolton Point began performing sewer and plumbing inspections. The Committee members were generally supportive of the changes being discussed. It was agreed that Bolton Point's first priority should be water system operations.

Judy explained that these conversations are important for the Town of Ithaca and Bolton Point to have as the Town is currently working on the 2020-2024 staffing plan. These changes can impact what is prepared for both entities for staffing and revenue.

Committee reviewed meeting schedule and decided to maintain the same schedule.

Next meeting - Wednesday, June 26, 2019 at 1:30 pm.

Meeting adjourned at 2:26 pm.

Bolton Point Personnel and Organization Committee
Wednesday, June 26, 2019
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft May meeting notes.
2. Review Engagement Survey results comparison to previous results.
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 or contract negotiations

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

Future meeting dates-4th Wednesday: 8/28, 9/25, 10/23, 11/20 (3rd), 12/18 (3rd)