



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
September 5, 2019 at 4:00 p.m.
Bolton Point Conference Room

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COMMISSIONERS:

H. MICHAEL NEWMAN
Chairperson

ROY E. STALEY
Vice Chairperson

BILL GOODMAN
Treasurer

DON HARTILL

ROD HOWE

EDWARD LAVIGNE

JASON LEIFER

JACK RUECKHEIM

LINDA WOODARD

KEVIN WYSZKOWSKI

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

	<u>2019</u>
	<u>Exhibit No.</u>
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1. July 31, 2019 Financial Report	090
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4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
October 17, 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
August 8, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, August 8, 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 Ed LaVigne, Town of Lansing
Commissioner Jack Rueckheim, Town of Dryden
Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT: Steve Riddle, General Manager
Glenn Ratajczak, Production Manager
Pam VanGelder, Finance Manager
Judy Drake, Human Resources Manager, Town of Ithaca
Jim Weber, Director of Public Works, Town of Ithaca
Jessica Sherwood, Principal Account Clerk/Typist
Winona Fisher, Senior Account Clerk/Typist

ABSENT: Commissioner Jason Leifer, Town of Dryden
Commissioner Kevin Wyszowski, Town of Lansing

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

1. Approval of Meeting Minutes July 2, 2019

Exhibit #083

Discussion: None

MOTION by Hartill, SECOND by Woodard, to approve the July 2, 2019 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit # 084

Item #1 – July Projects Update

Discussion: Mr. Riddle reported on this item and noted we are moving forward with planning of 2020 capital projects including a new back-up generator for the Oakcrest Booster Pump Station and a second Transmission main crossing at Six Mile Creek.

Item #2 – Town of Ithaca Water Main Replacement Projects Update

Discussion: Mr. Riddle reported on this item and noted the Winthrop Drive Main Replacement Project is nearing completion and service connections should be done within the next few weeks.

Item #3 – Raw Water Transmission Main Project Update

Discussion: Mr. Riddle reported on this item and noted the boring under the railroad tracks has been completed and progress on the installation of pipe up the slope continues.

Item #4 – Cayuga Lake Hydrilla Treatment Update

Discussion: Mr. Ratajczak reported on this item and noted the treatments are being coordinated by the Army Corps of Engineers.

Item #5 – Harmful Algal Bloom (HAB) Update

Discussion: Ms. Ratajczak reported on this item and noted that although July started out with several sightings around the lake, they have since decreased significantly as we finished the month. He explained that our Fluoroprobe is the best line of defense and we have a plan in place in the event an algal bloom is detected at our intake point.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted cash disbursements included a regularly scheduled bond payment.

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

Discussion: Ms. VanGelder reported on this item and noted the decrease in consumption in both municipalities due mainly to several commercial accounts (Vanguard and Kionix).

3. Committee Reports

A. Budget and Finance Committee

Mr. Goodman stated the committee met prior to this meeting. He noted that the draft financial statements for 2018 from the auditors have been received and the committee recommends acceptance of the draft report.

1. June 30, 2019 Financial Report

Exhibit # 085

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

2. Approval of the August 8, 2019 Warrants

Discussion: Mr. Goodman stated that the committee reviewed the warrants and recommends approval. He noted that there are several payments for Capital projects. The warrants, abstract, and bank statement were available for Commissioner review.

MOTION by Rueckheim, SECOND by Woodard to approve the August 8, 2019 Warrants in the amount of \$289,374.83.

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

Carried

Mr. Goodman continued the discussion from the Budget and Finance Committee meeting on setting the 2020 water rate. Discussion ensued.

MOTION by Goodman, SECOND by Hartill to approve the 2020 Water Rate in the amount of \$5.41/1,000 gallons, which is a 4.75% increase over the 2019 rate. The minimum billing structure will remain at 5,000 gallons per quarter.

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

Carried

B. Engineering and Operations Committee

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

1. June 27, 2019 Meeting Notes

Exhibit #086

Discussion: None

2. July 31, 2019 Meeting Agenda

Exhibit #087

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr Riddle noted the next meeting is scheduled for August 28th and two items will need Committee approval at that meeting- appointment of the Instruments & Controls Mechanic Operator (ICMO) candidate and a title change from ICMO to Electrical & Mechanical Technician (EMT).

D. Planning and Public Affairs Committee

Discussion: Mr. Rueckheim reported that a meeting was held on August 6th and the meeting notes will be in the next Commission Packet. At the meeting, Committee members were presented with information from Tee-Ann Hunter for the Cayuga Lake Watershed Intermunicipal Organization on possible funding for creating Rules and Regulations for the Watershed as well as what role (if any) Bolton Point should have in creating the Rules and Regulations. The next meeting is scheduled for September 10th and will include representatives from Cornell, the City of Ithaca and the local Department of Health.

4. Executive Session (If necessary)

Discussion: None

5. Old and New Business

6. Other

Discussion: None

7. Adjournment:

MOTION by Rueckheim, SECOND by Woodard, to adjourn the meeting at 4:41 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
September 5, 2019 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

August 30, 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 September 5, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of August 8, 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. August Projects Update	1/2
2. Unregulated Contaminant Monitoring Rule 4 (UCMR4)	2
3. Production Department Projects	2
4. Raw Water Transmission Main Project Update	2
5. Airport Control Valve Replacement in the Village of Lansing	3
6. Administration Department Highlights	3
7. August 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights	4

1. August Projects Update

SCLIWC Water System Mapping - Staff has begun developing a new map to help inform Commissioners, Municipal Staff and Board Members, and Engineers of how the SCLIWC water system operates. The main purpose of this map is to show how the municipal water systems are interconnected, which improves service to customers as well as overall system efficiency. The focus area of the map primarily shows how water travels from the Water Treatment Plant to East Hill Water Storage Tank and then to the municipal water distribution systems. Once completed, maps of each individual municipal system and their interconnections could be made and presented to municipal boards if there is interest.

2019 Capital Projects - For several years, staff has identified and performed several Capital Improvement Projects for the Commission and additional projects have been proposed for the next five years. Staff would like to schedule a tour for Commissioners of these projects, and sites of future projects, to provide an opportunity to see how the projects

have improved system operations and why future projects are needed. Potential dates and times for a tour will be discussed at the September Commission Meeting.

2. Unregulated Contaminant Monitoring Rule 4 (UCMR4)

As mandated by the Safe Drinking Water Act amendments of 1996, public water systems serving a population of more than 10,000 are required to participate in the UCMR testing program. This is the fourth round of testing that occurs every five years. The EPA selects 30 contaminants that are tested for throughout the country. This data is used to determine levels of exposure and population exposure that aid in the decision if regulation is warranted. For UCMR4 the contaminants consist of cyanotoxins, metals, pesticides, brominated haloacetic acids, alcohols, and semivolatile chemicals.

In August staff began gathering samples; collection will be conducted quarterly for a one year period. The cyanotoxin samples will be collected every two weeks from June through September of 2020. All data will be uploaded to the EPA data base and reported in our Annual Water Quality Report.

3. Production Department Projects

The SCADA Upgrade Project is moving along with the implementation of the distribution system sites. All of the tank sites have been completed. About half of the 22 pump stations and control valves are complete. Once those are finished, the Oakcrest Booster Pump Station and Raw Pump Station will be the last remaining sites to be upgraded. The entire project is expected to be completed by the end of the year.

Work will resume mid-September on the Raw Water Pump #4 Project. The contractor is waiting on delivery of the pump, which is anticipated to occur on the 16th. They are scheduled to have it installed and commissioned by September 25th.

The Filter #4 Rehabilitation Project will commence on or about the first week of September. It will begin with the removal of the filter media and preparation of the filter box for sealing. Once the interior sealing is cured, work can begin on repairs to the south exterior wall. While this is being accomplished, the valves and actuators for the filter will be replaced along with installation of new filter media. The duration for this portion of the project is scheduled to be 90 days.

4. Raw Water Transmission Main Project Update

On Tuesday July 30th, following the completion of the bore and construction underneath the Norfolk Southern Railroad, Vacri (the contractor) began installing 20" ductile iron pipe up the steep embankment from the Raw Water Pump Station to the access road at the top of the hill. By Tuesday August 20th, the installation to the top of the hill was completed and the first tie-in with the existing raw water transmission line was scheduled for Thursday August 22nd. Following the successful tie-in, the contractor began the final stage of construction directly outside the Raw Water Pump Station: demolition of the original concrete flow control vault. The construction plans call for complete removal of all existing valves, fittings and the confined space vault inside the gated area of the pump station in order to install a new section of pipe and two new valves that will ultimately provide redundancy to the Bolton Point water supply for generations to come. The final connection is scheduled to be performed on Tuesday September 3rd with testing and final restoration to follow.

5. Airport Control Valve Replacement in the Village of Lansing

Bolton Point staff continues to look for better, more efficient and cost effective ways to operate the water system. Through routine maintenance, staff occasionally encounters issues with some valves in the distribution system which costs the member municipalities' time and money. Staff evaluates the number of occurrences, cost of repairs and maintenance requirements of everything in the field and annually makes recommendations to the municipality. A change may be beneficial and/or necessary depending on the circumstances. In particular, the Airport Control valve has been a recurring issue for both the Distribution and Production departments at Bolton Point for several years now, and with expensive repairs and countless overtime hours, staff recommended the valve be replaced with a new Cla-Val flow control and pressure reducing valve (similar to the ones recently installed at the Sheldon Road and Pine Tree control valves, which fill their respective tanks). Following approval from the Village of Lansing and long lead time on the production of the valve, staff made the installation on August 15th and it is fully operational. The cost savings on preventative maintenance, repair kits and overtime will save the municipalities thousands of dollars annually and, more importantly, make the system run much more efficiently and effectively.

6. Administration Department Highlights

- Department Statistics July 2019
 - **TL/VCH**
 - Non AMI compliant accounts 2
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1,001
 - **ALL**
 - Work Orders prepared 89
 - Final Bills processed 53
 - New Accounts 4
 - Municipal payments processed 40
 - Cash Disbursements \$552k
 - Cash Receipts \$424k

7. August 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights

August 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 4/16- 7/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	8/1/18	8/1/19	8/1/18	8/1/19
TL	33,889,500	30,894,299	\$175,155.17	\$167,438.98
	10% Decrease		5% Decrease	
VCH	17,591,700	15,634,400	\$90,159.00	\$84,649.81
	13% Decrease		7% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,431,263	159,408	647,303	3,237,974
Petty Cash	200	0	0	200
Total Unreserved Cash	2,431,463	159,408	647,303	3,238,174
RESERVED CASH:				
Fringe Benefit Reserve	105,615	0	0	105,615
Total Reserved Cash	105,615	0	0	105,615
OTHER ASSETS:				
Accounts Receivable	270,271	0	0	270,271
Prepaid Expenses	0	0	0	-
Total Other Assets	270,271	0	0	270,271
TOTAL ASSETS	2,807,348	159,408	647,303	3,614,059
LIABILITIES				
Accounts Payable	68,060	0	217,759	285,819
Accrued Liabilities	160,946	0	0	160,946
BAN Payable	0	0	0	0
TOTAL LIABILITIES	229,006	0	217,759	446,765
FUND BALANCE				
Reserved Fund Balance	105,492	0	0	105,492
Unexpended Fund Balance	2,472,850	159,408	429,544	3,061,802
TOTAL FUND BALANCE	2,578,342	159,408	429,544	3,167,294
TOTAL LIABILITIES and FUND BALANCE	2,807,348	159,408	647,303	3,614,059
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629
ADD: YTD REVENUES	1,875,338	150,559	1,452	2,027,349
LESS: YTD EXPENDITURES	1,879,736	113,369	513,580	2,506,684
FUND BALANCE AS OF 7/31/19	2,578,342	159,408	429,544	3,167,294
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 7/31/19	2,578,342	159,408	429,544	3,167,294
Less: Receivables & Prepaids	270,271	0	0	270,271
Add: Liabilities	229,006	0	217,759	446,765
CASH BALANCE AS OF 7/31/19	2,537,078	159,408	647,303	3,343,788

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

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

BUDGET	4,622,161	150,291	1,120,000
YTD ACTUAL	1,875,338	150,559	1,452
OVER (UNDER)	(2,746,823)	268	(1,118,548)
% EARNED	41%	100%	0%
% UNEARNED	59%	0%	100%

EXPENDITURES

BUDGET	4,622,161	270,688	991,357
YTD ACTUAL	1,879,736	113,369	513,580
OVER (UNDER)	(2,742,425)	(157,319)	(477,777)
% EXPENDED	41%	42%	52%
% UNEXPENDED	59%	58%	48%

DETAILED REVENUES

Service Charges	43,571	0	0
Cross Connection Fees	7,257	0	0
Services for Other Governments-Members	58,148	0	0
Joint Activity-Water Rents	1,693,079	0	0
Interest Earnings	4,822	268	1,452
Permits	29,573	0	0
Sales of Equipment	34,091	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	4,797	0	0
Interfund Transfers*	0	150,291	0
	1,875,338	150,559	1,452

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

DETAILED EXPENDITURES

Water Administration	444,656	0	513,580
Source of Supply	133,914	0	0
Purification	388,666	0	0
Transmission and Distribution	403,420	0	0
Employee Benefits	358,788	0	0
Debt Service	0	113,369	0
Interfund Transfers*	150,291	0	0
	1,879,736	113,369	513,580

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

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 HP Server Surplus Equipment and Authorizing Staff to Dispose
of the Item by Donation to a Local Not for Profit Organization**

September 5, 2019

WHEREAS, the Commission has received a replacement server for the HP Server, and

WHEREAS, the Commission desires to declare the HP Server surplus equipment in order to dispose of the item, and

WHEREAS, Commission staff has determined the HP Server is obsolete and has no scrap value, and

WHEREAS, the Commission desires to dispose of the HP Server by donation to a local not for profit organization, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the HP Server surplus equipment with no scrap value and authorizes staff to dispose of the item by donation to a local not for profit organization.

MOVED:

SECONDED:

Engineering and Operations Committee Meeting Notes

**Thursday, July 31, 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. June 2019 Meeting Notes		#1
	The Committee found the notes to be acceptable as they appeared in the June meeting packet.	
2. June 2019 Monthly Operations Report		#2
	Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:	
	Finished water produced in 2019 continues to be less than 2018, but greater than 2017. Staff has assisted with several water main disinfections and collection and testing of 20 samples for five water main extensions.	
	On June 23 rd the treatment plant experienced a loss of power. NYSEG restored power within the hour and the plant returned to normal operations.	
	Repairs to the treatment plant's boiler were completed by Red Armor in June.	
	Gregg discussed the following highlights of the Distribution portion of the report.	
	The total number of plumbing permits issued and inspection trips continues to be high in 2019. This is mainly due to the construction of large apartment complexes.	
	The Senior Water Maintenance Specialist has repaired several valves and fire hydrants throughout the distribution system. The Town of Ithaca has repaired several valves and fire hydrants that have been out of service for several years.	
	Ithaca College's has significantly reduced usage compared to last year, mainly due to less irrigation of sports fields in 2019. Usage at Kionix has also reduced due to lower production. Maplewood Apartments usage continues to rise as more apartments are occupied.	
	New cross connection control devices were added at the Cornell North Campus Interconnect and Milton Meadows Apartment in June. Plan review for a new device at 960 Warren Road (NYSDOT facility) continues.	
	Installation and testing of phase one of the Winthorp Drive water main replacement was completed in June. As-builts for the Drake Road water main extension were received, several issues were identified and the engineer will make corrections then resubmit.	
3. Informational Items		
a. Capital Projects		
1. AMI		
	Steve reported Core and Main has scheduled their truck mounted antenna to be onsite in September. The unit will be used to determine the best location to add a repeater or move the Wilson Road Tank base station to a different location to improve communications near the Lansing Station Road area. The sites being considered include the Raw Water Pump Station and Emmons Road Water Storage Tank. There are approximately 25 meters throughout the system that regularly experience issues with sending readings to a base station.	

2. Raw Water Transmission Main Project

Gregg reported the contractor has completed the boring beneath the railroad and has installed the 20-inch main inside the 36-inch casing. The next phase of the project will be to run the 20-inch pipe up the hillside to the upper access road.

3. Raw Water Pump #4 Project

Glenn reported work has stopped onsite until the new pump arrives in early September.

4. Plant Equipment - Filter #4 Repair

Glenn reported the tentative start date for the project is late August. The contractor has begun sending product submittals to staff and the project engineer for approval.

5. SCADA Upgrade Project

Glenn reported North Point Technology will be proceeding with the installation of PLC's at distribution sites over the next few weeks. Staff has been working to optimize radio signals with the networks of the telemetry system. The system master overview screen has been completed and is online in the SCADA/Production control room and the lab.

4. Committee Member Comments or Other Issues

Steve noted the new treatment plant HVAC system chiller is expected to be delivered the week of August 19th

Steve mentioned Troy Osterman's (seasonal worker) last day would be July 31st. Troy has accepted a new job. Distribution and Production staff will help perform landscape maintenance for the rest of the season.

Glenn noted Harmful Algal Bloom monitoring in July was performed several times a day

5. Next Meeting – Wednesday, August 28, 2019 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
September 25, October 23, November 27**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, August 28, 2019 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	July 2019 Meeting Notes	#1
2.	July 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	
	6. Next Meeting - Wednesday, September 18, 2019 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon. October 23, November 27, December 25, January 22	

Bolton Point Personnel and Organization Committee
Wednesday, June 26, 2019

Commissioners: Ed LaVigne (chaired), and Rod Howe

Managers: Steve Riddle, Glenn Ratajczak, Jeff Hall, and Pam VanGelder

Absent: Mike Newman, Jack Rueckheim, Gregg Weatherby, Kyle Fellows, Shop Steward

Staff Support: Judy Drake

Meeting called to order at: 1:39 pm

1) Meeting Notes:

The Committee approved the May meeting notes with no edits.

2) Review Engagement Survey Results:

Committee reviewed the survey results in comparison to the 2016 results. The comparison shows that several areas improved. The comparison adds the ratings of Agree and Strongly Agree together and compares that to neutral ratings. The future goal is to move the neutrals to agrees. The results showcase that Bolton Point continues to be a great place to work and managers and employees are engaged and committed to the organization. The results will be shared with staff for comments. The Committee recommended that there be a recognition to the employees for this great outcome and the results be utilized during recruitment and interviews.

Reports:

Shop Steward: Via message Kyle reported that there are no grievances or issues to bring forth.

Distribution Manager: Jeff reported for Gregg Weatherby, as Gregg and Jordan Betts were attending Code Enforcement training in Dryden through STBOA. Dan Workman and Jordan appreciated attending the national AWWA conference in Denver, CO and competing in the hydrant hysteria competition representing New York. Dan and Hugh Trimm are doing well with the transition into their new positions. Staff has been very busy with clean-up work around the distribution system, inspection of municipal water main projects and Capital Improvement Projects.

Finance Manager: Pam reported that Jessica Sherwood attended the Advanced Accounting class through NYS Comptroller's Office. Jessica was appreciative of being able to take this training. Training continues with Winona Fisher on the billing process and Judy Orasi has been updating the department procedures. Pam noted that the 2018 audit is underway and going well.

Production Manager: Glenn reported that Megan Falicchio has completed the Level I and II Supervisory series. Glenn will be presenting a program for Discover Cayuga Lake (The Floating Classroom) on "Advantages and Disadvantages of using Cayuga Lake as a Water Source".

Glenn is participating in the Hydrilla treatment, monitoring and testing program through Community Science Institute. Glenn will be taking an online certificate program through AWWA on Risk and Resilience, which will aid in preparing for future Emergency Plan updates. Megan will be taking a web-based course through the AWWA entitled Hi-Tech Operator.

Human Resources: Judy reported that she has been busy with the Instruments & Controls Mechanic Operator (ICMO) position recruitment and expressed a desire to change the title to Electrical and Mechanical Technician. This will be discussed further at the next meeting.

General Manager: Steve noted that Pam has done a great job with the 2018 audit and preparation of the 2020 budget. Gregg and Glenn are doing well managing their Capital Improvement Projects (SCADA and Raw Water T-Main). Glenn has been proactive adjusting maintenance schedules to complete work while production has been low. Steve expressed his appreciation for Judy's assistance putting together and summarizing the Employee Engagement Survey.

Next meeting - Wednesday, August 28, 2019 at 1:30 pm.

Meeting adjourned at 2:16 pm.

Bolton Point Personnel and Organization Committee
Wednesday, August 28, 2019
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft June meeting notes.
2. Discuss recommendation to change Instruments & Controls Mechanic Operator title to Electrical & Mechanical Technician.
3. Reports
 - a. Shop Steward
 - b. Production Manager
 - i. Recommendation of ICMO appointment
 - c. Distribution Manager
 - d. Finance Manager
 - i. College Tuition Program request
 - 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, September 25, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 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 Provisional Appointment of
Kyle Fellows to the Water Treatment Plant Operator Position**
September 5, 2019

WHEREAS, there is currently a vacant Water Treatment Plant Operator position in the Production Department, and

WHEREAS, Kyle Fellows was appointed as an Instruments and Controls Mechanic Operator on March 21, 2016,

WHEREAS, Kyle Fellows is in the process of obtaining his IIA Filtration Plant Water System Operator license, which is required for the Water Treatment Plant Operator position, and

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

WHEREAS, the General Manager and Production Manager recommended to the Personnel and Organization Committee the appointment of Kyle Fellows to the Water Treatment Plant Operator position on a provisional basis of obtaining the IIA license within three (3) months of appointment, and

WHEREAS, the Personnel and Organization Committee recommends the appointment of Kyle Fellows to the Water Treatment Plant Operator position, on a provisional basis of obtaining the IIA license within three (3) months of appointment,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the provisional appointment of Kyle Fellows to the title of Water Treatment Plant Operator, effective, August 8, 2019 at the rate of \$25.18 per hour, with no changes to benefits,

AND BE IT FURTHER RESOLVED, the said appointment is provisional on Kyle Fellows' obtaining the required IIA Filtration Plant Water System Operator license with three (3) months of appointment,

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 Production 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 Appointment of
John Tyler Fleming to the Instruments and Controls Mechanic Operator Position
September 5, 2019**

WHEREAS, there is currently a vacant Instruments and Controls Mechanic Operator (ICMO) position in the Production Department, and

WHEREAS, the interviewing group of the General Manager, Production Manager, Assistant Production Manager and Human Resources Manager interviewed five of the candidates from the recruitment for the position, and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of John Tyler Fleming to the Instruments and Controls Mechanic Operator position effective August 12, 2019, and

WHEREAS, the Personnel and Organization Committee recommends the appointment of John Tyler Fleming to the Instruments and Controls Mechanic Operator position,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment of John Tyler Fleming to the title of Instruments and Controls Mechanic Operator, retroactive to August 12, 2019, at the hourly wage of \$22.91, with full benefits,

AND BE IT FURTHERRESOLVED, a 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:

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 Position Title Change
Pursuant to Civil Service Laws
September 5, 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, due to a vacancy the Production Manager and General Manager reviewed the job description and title for the Instruments and Controls Mechanic Operator position and has determined that the title does not accurately describe the position, and

WHEREAS, the General Manager, Production Manager and Human Resources Manager recommended to the Personnel and Organization Committee that the title for the position be changed to Electrical and Mechanical Technician, and

WHEREAS, the Personnel and Organization Committee reviewed the titles and job description and recommends the change in title from Instruments and Controls Mechanic Operator to Electrical and Mechanical Technician, and

WHEREAS, the Commission has discussed the recommendation from the Personnel and Organization Committee, and agrees with the change in title from Instruments and Controls Mechanic Operator to Electrical and Mechanical Technician,

NOW THEREFORE, BE IT

RESOLVED, that the Commission does hereby change the title of the Instruments and Controls Mechanic Operator position to Electrical and Mechanical Technician, with no other changes to the job description,

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 process this change under Civil Service Law.

MOVED:

SECONDED:

VOTE:

**Southern Cayuga Lake Intermunicipal Water Commission
Planning and Public Affairs Committee Meeting Notes
August 6, 2019 - 11:00 am
Bolton Point Conference Room**

Present: Jack Rueckheim, Mike Newman, Roy Staley, Linda Woodard, Bill Goodman, Jason Leifer, Tee-Ann Hunter, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder

1. Cayuga Lake Watershed Intermunicipal Organization Presentation

Tee-Ann Hunter with the Cayuga Lake Watershed Intermunicipal Organization (IO) presented information to the Committee including the IO's background and objectives, NYS DOS grants, future projects, and the IO's project oversight committee and a discussion of watershed rules and regulations.

The IO has begun to create a Cayuga Lake Restoration and Protection Plan. This plan includes all municipalities within the Cayuga Lake watershed (6 counties and 46 municipalities). Project ideas were solicited from each municipality and 5-6 projects were identified. The IO has received a grant and has hired the Central New York Regional Planning Board to complete the Restoration and Protection Plan. An advisory board would select water quality improvement projects to recommend and help local municipalities apply for state funding or grants.

One of the projects proposed is to create Cayuga Lake Watershed Rules and Regulations. The IO asked if Bolton Point, as a water purveyor on Cayuga Lake, would be interested in becoming the driving force to develop and provide enforcement of these Rules and Regulations.

Following much discussion, the Committee recommended meeting with the Tompkins County Water Resources Council to discuss their efforts to create watershed rules and regulations for Six Mile and Fall Creeks.

Informational / Upcoming Items:

Meet with Tompkins County Water Resources Council to discuss City of Ithaca and Cornell University Watershed Rules and Regulations.

Next meeting scheduled - Tuesday, September 10, 2019 @10:00 am.