



# 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**  
**October 17, 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

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NEXT MEETING  
November 14, 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  
September 5, 2019

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, September 5, 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 Bill Goodman, Treasurer, Town of Ithaca  
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  
Gregg Weatherby, Distribution Manager  
Judy Drake, Human Resources Manager, Town of Ithaca  
Mary Russell, Consultant  
Jim Weber, Director of Public Works, Town of Ithaca  
Jessica Sherwood, Principal Account Clerk/Typist

ABSENT: Commissioner Don Hartill, Village of Lansing  
Commissioner Jason Leifer, Town of Dryden  
Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights  
Commissioner Kevin Wyszowski, Town of Lansing

Commission Chairperson Mike Newman called the meeting to order at 4:01 p.m.

**1. Approval of August 8, 2019 Meeting Minutes**

***Exhibit #088***

Discussion: None

MOTION by Rueckheim, SECOND by Woodard, to approve the August 8, 2019 Commission meeting minutes.

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

Carried

**2. Management Staff Report**

***Exhibit # 089***

**Item #1 – August Projects Update**

Discussion: Mr. Riddle reported on this item and presented a new map created by Ben Coakley showing how the municipal water systems are interconnected and explained the importance of intermunicipal cooperation to maintain efficiency in the system. He offered to provide individual maps for the each municipality to help their understanding of the various components of the system. Mr. Riddle offered to schedule a tour for the Commissioners to visit sites of our current capital projects as well as sites of future projects. Mr. Riddle will send an email to determine the Commission’s availability for the tour.

**Item #2 – Unregulated Contaminant Monitoring Rule 4 (UCMR4)**

Discussion: Mr. Ratajczak reported on this item and noted the testing is mandated by the EPA.

**Item #3 – Production Department Projects**

Discussion: Mr. Ratajczak reported on this item and noted work continues on upgrading SCADA at the distribution system sites. Once those are finished, the Oakcrest Booster Pump Station and Raw Water Pump Station will be upgraded. The entire project is expected to be completed by the end of the year. He also noted that the Filter #4 Rehabilitation Project started today.

**Item #4 – Raw Water Transmission Main Project Update**

Discussion: Mr. Weatherby reported on this item and presented a slide show of the progress of installation of the pipe up the embankment to the access road.

**Item #5 – Airport Control Valve Replacement in the Village of Lansing**

Discussion: Mr. Weatherby reported on this item.

**Item #6 - Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item and noted the number of change of ownership requests continues to be high.

**Item #7 – August 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights**

Discussion: Ms. VanGelder reported on this item and noted decreased consumption and revenue for both municipalities. The decrease is mainly attributed to large commercial accounts.

**3. Committee Reports**

**A. Budget and Finance Committee**

Mr. Goodman stated the committee met prior to this meeting and that they accepted the final financial statements for 2018 from the auditors.

**1. July 31, 2019 Financial Report**

*Exhibit # 090*

Discussion: Mr. Goodman reported on this item and stated revenues are comparable with past years.

**2. Approval of the September 5, 2019 Warrants**

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

MOTION by Goodman, SECOND by Rueckheim to approve the September 5, 2019 Warrants in the amount of \$228,625.06.

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

Carried

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

*Exhibit # 091*

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: Goodman

SECONDED: Howe

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

Carried

## **B. Engineering and Operations Committee**

Discussion: Mr. Newman noted that most items had been previously discussed. He asked for an update on the AMI project and Mr. Riddle reported that Core & Main will have a truck mounted antenna on site in late September to test sites in order to decide on the best solution to obtain readings from non-reporting meters.

### **1. July 31, 2019 Meeting Notes**

*Exhibit #092*

Discussion: None

### **2. August 28, 2019 Meeting Agenda**

*Exhibit #093*

Discussion: None

## **C. Personnel and Organization Committee**

Discussion: Mr. Riddle reported on this item for Mr. LaVigne and reviewed highlights from the June meeting. In particular he recognized Mr. Ratajczak for his efforts in reaching out to the public via Discover Cayuga Lake, by educating the community on HAB's (Harmful Algal Blooms) as well as putting together information for our website. He also noted three resolutions follow for consideration.

### **1. June 26, 2019 Meeting Notes**

*Exhibit #094*

Discussion: None

**2. August 28, 2019 Meeting Agenda**

*Exhibit #095*

Discussion: None

**3. Resolution for Provisional Appointment of Kyle Fellows  
To Water Treatment Operator Position**

*Exhibit #096*

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: LaVigne

SECONDED: Rueckheim

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

Carried

**4. Resolution for Appointment of John Tyler Fleming to Instruments and Controls Mechanic Operator Position**

*Exhibit #097*

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: Woodard

SECONDED: Howe

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

Carried

**5. Resolution for Position Title Change Pursuant to Civil Service Laws**

*Exhibit #098*

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 have 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: Rueckheim

SECONDED: Woodard

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

Carried

**D. Planning and Public Affairs Committee**

**1. August 6, 2019 Meeting Notes**

*Exhibit #099*

Discussion: Mr. Rueckheim reviewed the meeting notes; discussion ensued. The Commissioners asked Mr. Riddle to reach out to Mr. Krogh for legal counsel on our role, if any, in the creation of Cayuga Lake Watershed Rules and Regulations. Mr. Rueckheim noted the next meeting is scheduled for September 10<sup>th</sup> at 10 am and the Tompkins County Water Resources Council members will be in attendance. He also noted that all Commissioners are welcome to attend the meeting.

**4. Executive Session (If necessary)**

Discussion: None

**5. Old and New Business**

**6. Other**

Discussion: Mr. LaVigne voiced his appreciation of Mr. Riddle and Mr. Weatherby’s professionalism and their contributions to the discussions at Town of Lansing’s Water and Sewer Advisory Board meetings.

**7. Adjournment:**

MOTION by Rueckheim, SECOND by LaVigne, to adjourn the meeting at 5:06 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

**NEXT MEETING**  
October 17, 2019 at 4:00 p.m.  
Bolton Point Conference Room

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

October 11, 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 October 17, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of September 5, 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. AMI Non-Compliance Program	1
2. Raw Water Pump #4 Installation	1/2
3. Filter #4 Rehabilitation Project	2
4. Pearsall Place Interconnection Test Operation	2/3
5. Administration Department Highlights	3
6. September 1, 2019 Billing in the Town of Ithaca	3

### **1. AMI Non-Compliance Program**

Staff has begun investigating options to complete the installation of AMI compatible water meters. Currently there are 20 meters left in the system that need to be upgraded. Most of these customers have either ignored the Commission's requests or have denied permission to enter the property to upgrade the water meter. Currently, customers with non-compliant water meters are billed an additional quarterly fee to cover the cost of staff running two billing systems. Information and options on the next steps to upgrading these meters will be discussed at the Commission meeting.

### **2. Raw Water Pump #4 Installation**

On October 2<sup>nd</sup>, the new pump and motor arrived from the manufacturer in Texas, Installation of the pump and motor by the mechanical contractor (Jones Specialty Services) was completed on October 7<sup>th</sup>. This work included new piping to the discharge header. The electrical contractor (Kahrs Construction) has begun the wiring for the motor and the pump

controls that operate the pump. Once the electrical work is completed, the installation will be certified by the manufacturer and undergo performance testing. After testing is completed, the pump must be operated for 14 continuous days with no significant issues or interruptions before the Commission will accept the new pump and installation.

### **3. Filter #4 Rehabilitation Project**

Repairs to the exterior concrete wall have been completed. Approximately 3” of the wall face was removed, exposing the first layer of rebar. The reinforcing steel was found to be in good condition allowing the concrete to be poured without further restoration. To protect the wall from thermal damage in the future, an exterior finish and insulation system will be installed as part of the project.

The interior walls of the filter were prepped and a polyamide epoxy was applied to prevent water seepage into the concrete. The filter valves and actuators have been replaced and staff has begun installing new electrical components and control circuits. The filter media placement started on October 7<sup>th</sup> and is expected to be completed within the week. The filter will then be disinfected and sampled for biological contamination along with volatile organic compounds (VOC) testing. Upon successful completion of all testing, the filter will be returned to service.



Removal of damaged exterior concrete

### **4. Pearsall Place Interconnection Test Operation**

Staff's main focus for Capital Improvement Projects over the past several years has been to increase system redundancy. Projects have included building secondary transmission mains under Route 13, a second raw water main, and a new main along Triphammer Road.

In October, staff performed a test of the interconnection between the Town of Ithaca's Danby/Northview tank grid and City of Ithaca at the Pearsall Place Control Valve Building. This interconnection allows for water to be pumped from the City's system to the Town of Ithaca distribution system during a shutdown or failure of the Commission's transmission line from the East Hill Tank to the Pearsall Control Valve. The purpose of the test was to ensure that the valves, pumps and motors were in proper working order and for staff to perform any preventative

maintenance before an event occurred and this back up source of water is necessary. The Commission’s Water Supply Emergency Plan provides operators with all necessary procedures to follow when changing normal operations.

On September 17<sup>th</sup>, staff conducted a test exercise with City and Town staff to verify the emergency plan procedures were up to date and the appurtenances operated as required. During the test, staff discovered the drive system for the motor, which relays how quickly the motor ramps up, required adjustment. Production EMT staff has completed the adjustment to the drive system and a second test is being scheduled. System flow rates and pressures will be updated in the Water Supply Emergency Plan if needed.

Performing test exercises is beneficial for all staff to help them understand how the system interconnections operate, and the capabilities of each system to aid if there is an emergency.

**5. Administration Department Highlights**

- Department Statistics August 2019
  - **TI**
    - Non AMI compliant accounts 17
    - Non BP Water accounts 178
    - Total # of Water Bills sent 3,380
  - **ALL**
    - Work Orders prepared 72
    - Final Bills processed 48
    - New Accounts 9
    - Municipal payments processed 58
    - Cash Disbursements \$426k
    - Cash Receipts \$282k

**6. September 1, 2019 Billing in the Town of Ithaca**

September 1, 2019 Billing in the Town of Ithaca				
Billing Period: 5/16-8/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	9/1/18	9/1/19	9/1/18	9/1/19
TI	105,688,776	96,698,036	\$ 540,509.77	\$ 515,206.63
	9% Decrease		5% Decrease	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
<b>ASSETS</b>				
UNRESERVED CASH:				
Savings	2,504,960	159,435	429,640	3,094,035
Petty Cash	200	0	0	200
Total Unreserved Cash	2,505,160	159,435	429,640	3,094,235
RESERVED CASH:				
Fringe Benefit Reserve	105,633	0	0	105,633
Total Reserved Cash	105,633	0	0	105,633
OTHER ASSETS:				
Accounts Receivable	526,601	0	0	526,601
Prepaid Expenses	0	0	0	-
Total Other Assets	526,601	0	0	526,601
<b>TOTAL ASSETS</b>	<b>3,137,393</b>	<b>159,435</b>	<b>429,640</b>	<b>3,726,469</b>
<b>LIABILITIES</b>				
Accounts Payable	40,796	0	186,492	227,287
Accrued Liabilities	160,946	0	0	160,946
BAN Payable	0	0	0	0
TOTAL LIABILITIES	201,741	0	186,492	388,233
<b>FUND BALANCE</b>				
Reserved Fund Balance	105,492	0	0	105,492
Unexpended Fund Balance	2,830,160	159,435	243,149	3,232,744
TOTAL FUND BALANCE	2,935,652	159,435	243,149	3,338,236
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>3,137,393</b>	<b>159,435</b>	<b>429,640</b>	<b>3,726,469</b>
<b>ANALYSIS OF FUND BALANCE</b>				
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629
ADD: YTD REVENUES	2,414,002	150,587	1,549	2,566,138
LESS: YTD EXPENDITURES	2,061,090	113,369	700,071	2,874,530
FUND BALANCE AS OF 8/31/19	2,935,652	159,435	243,149	3,338,236
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>				
FUND BALANCE AS OF 8/31/19	2,935,652	159,435	243,149	3,338,236
Less: Receivables & Prepaids	526,601	0	0	526,601
Add: Liabilities	201,741	0	186,492	388,233
CASH BALANCE AS OF 8/31/19	2,610,792	159,435	429,640	3,199,868

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENDITURES  
FOR THE EIGHT MONTH PERIOD ENDING AUGUST 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	2,414,002	150,587	1,549
OVER (UNDER)	<b>(2,208,159)</b>	<b>296</b>	<b>(1,118,451)</b>
% EARNED	52%	100%	0%
% UNEARNED	48%	0%	100%

**EXPENDITURES**

BUDGET	4,622,161	270,688	1,052,484
YTD ACTUAL	2,061,090	113,369	700,071
OVER (UNDER)	<b>(2,561,071)</b>	<b>(157,319)</b>	<b>(352,413)</b>
% EXPENDED	45%	42%	67%
% UNEXPENDED	55%	58%	33%

**DETAILED REVENUES**

Service Charges	46,321	0	0
Cross Connection Fees	7,817	0	0
Services for Other Governments-Members	63,552	0	0
Joint Activity-Water Rents	2,208,200	0	0
Interest Earnings	5,647	296	1,549
Permits	43,577	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
	<b>2,414,002</b>	<b>150,587</b>	<b>1,549</b>

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

**DETAILED EXPENDITURES**

Water Administration	483,069	0	700,071
Source of Supply	148,288	0	0
Purification	422,230	0	0
Transmission and Distribution	458,686	0	0
Employee Benefits	398,526	0	0
Debt Service	0	113,369	0
Interfund Transfers*	150,291	0	0
	<b>2,061,090</b>	<b>113,369</b>	<b>700,071</b>

\* 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 to Amend the 2019 Operating Budget by Transferring \$40,000 from the Unreserved Fund Balance (SW599) to the Operating Budget Line (SW8320.421) “BP System Maintenance”**

October 17, 2019

**WHEREAS**, the General Manger has determined the Commission’s current level of treatment sludge on site storage has reached maximum capacity, and

**WHEREAS**, staff has investigated all possible options to use the treatment sludge as an approved Beneficial Use Determination (BUD) by New York State Department of Environmental Conservation regulations without success, and

**WHEREAS**, the only acceptable means of treatment sludge disposal and transport is by way of a certified waste disposal facility, and

**WHEREAS**, the funds for this type of expenditure were not budgeted for 2019, and

**WHEREAS**, the Commission Treasurer has reviewed the need to secure \$40,000 in funding to finance the removal and disposal of treatment sludge from our facility and amend the 2019 Commission Operating Budget and recommends these actions to the Commission, NOW, THEREFORE, BE IT

**RESOLVED**, that the Commission accepts the recommendations presented by the Treasurer and hereby amends the 2019 Commission Operating Budget by authorizing \$ 40,000 to be transferred from the Unreserved Fund Balance SW599 to appropriation line SW8320.421 “BP System Maintenance”.

MOVED:

SECONDED:

VOTE:

## Engineering and Operations Committee Meeting Notes

**Thursday, August 28, 2019 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
<b>Present:</b> Mike Newman, Don Hartill, Jack Rueckheim, Dan Thaete, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Winona Fisher		

### 1. July 2019 Meeting Notes

#1

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

### 2. July 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 July 12<sup>th</sup> the flow meter for filter # 3 ceased sending readings to the SCADA system. The meter is original equipment to the plant. Staff has begun investigating newer meter technology to find the best type of meter for a replacement. On July 23<sup>rd</sup> the motor for the filter influent valve on filter #2 would not operate. The motor was replaced and the valve was returned to service. The influent valve will be replaced when filter # 2 is rehabilitated.

In July there were several power disruptions affecting the raw water pump station, treatment plant and pump stations throughout the distribution system. The power disruptions were caused by severe weather events. Staff responded during each event to keep the water system operating. Previously performed preventative maintenance ensured pump stations were ready when needed and helped get the system back online when placing pumps onto generator power.

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

There were 3 water main breaks in July including a corrosion failure on North Triphammer Road in the town of Lansing. The Town engineer and highway superintendent have designed a water main replacement plan for this section of pipe and work is expected to begin in October. The replacement will begin near Hillcrest Drive and continue north, stopping short of Asbury Road.

Ithaca College and Cornell's Bluegrass Lane (Golf Course) has significantly reduced usage compared to last year, mainly due to less irrigation in 2019. Staff has tested the Ithaca College meters to ensure they are registering properly.

A new cross connection control devices were added for protection from a fire sprinkler system at 40 Village Place in the Town of Lansing. Cross connection control plans for the new NYSDOT facility on Warren road have not been approved to date.

Installation and testing of the Winthrop Drive water main replacement has been completed. Water main replacement on Muriel Street in the Town of Ithaca has begun.

### 3. Informational Items

#### a. Capital Projects

#### 1. AMI

Gregg 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 installation of the 20-inch pipe up the hillside to the upper access road. The next phase of the project include removal of the flow control valve and concrete vault and connecting the new main to the existing main. This work is expected to be completed the first week of September.

**3. Raw Water Pump #4 Project**

Glenn reported electrical upgrades for the new pump have begun. The pump and motor are expected to arrive the second week of September.

**4. Plant Equipment - Filter #4 Repair**

Glenn reported the start date for the project is the first week of September.

**5. SCADA Upgrade Project**

Glenn reported North Point Technology continues with the installation of PLC's at distribution system sites. Upgrades have been completed at all of the tank sites and approximately half of the pump and control valve stations.

**4. Committee Member Comments or Other Issues**

**5. Next Meeting – Wednesday, September 18, 2019 @ 12:00 Noon**

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

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
Wednesday, September 18, 2019 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	<b>August 2019 Meeting Notes</b>	#1
2.	<b>August 2019 Monthly Operations Report</b>	#2
3.	<b>Informational Items</b>	
	<b>a. Capital Projects</b>	
	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.	<b>Committee Member Comments or Other Issues</b>	
	6. Next Meeting - Wednesday, October 23, 2019 @ 12:00 Noon	
	<b>Future meetings - Fourth Wednesday of the month at noon. November 27, December 25, January 22, February 26</b>	

**Bolton Point Personnel and Organization Committee**  
**Wednesday, August 28, 2019**

Commissioners: Ed LaVigne (chair), Mike Newman, Jack Rueckheim and Rod Howe  
 Managers: Glenn Ratajczak, Gregg Weatherby, and Pam VanGelder  
 Absent: Steve Riddle                      Shop Steward: Hugh Trimm  
 Staff Support: Judy Drake    Meeting called to order at: 1:33 pm

1) Meeting Notes:

The Committee approved the June meeting notes with no edits.

2) Discuss recommendation to change Instruments & Controls Mechanic Operator title to Electrical Mechanical Technician:

The Committee reviewed the request to change the position title. Staff feel the current title causes confusion for potential applicants during recruitment. Staff recommends changing the title to Electrical Mechanical Technician, which describes the typical work activities of the position more accurately. The Committee agreed that the title is cumbersome and supported the change. Judy explained that once approved by the Commission and Civil Service, the change should be seamless for staff. The Committee supported the title change and recommends the change to the full Commission.

3) Reports:

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

Production Manager: Glenn reported he assisted with an Eco-Cruise program with Discover Cayuga Lake. The main topic for the program was “Pros and Cons of using Cayuga Lake as a Water Source”. There were 20+ attendees and the youth enjoyed the water sampling portion of the program. Jim Bower has begun a Master’s degree program on Environmental Health and Safety through RIT. October 2<sup>nd</sup> & 3<sup>rd</sup>, Glenn will be attending the NYAWWA’s Tifft symposium in Buffalo. Glenn will be meeting with a SUNY Cortland student to discuss an unpaid internship at Bolton Point to help with the student’s Conservation Biology degree.

Glenn explained that Tyler Fleming was selected to fill the vacant ICMO position. 5 candidates were interviewed for the position. Tyler’s first day was September 12<sup>th</sup> and he is doing well learning the new position. The Committee approves the hiring of Tyler Fleming and recommends the appointment to the full Commission.

Distribution Manager: Gregg reported that Dan Workman has passed his D certification exam and is in the process of completing the final steps to obtain his D license through the New York State Health Department. Once completed a provisional appointment to Distribution Operator will be recommended to the full Commission.

Annual safety training for all the staff was conducted in July by Lew Troast through PERMA. Hands on training was also provided this summer for ladder safety, tank climbing, confined space and forklift safety.

Gregg stated will be a refresher CPR/AED/First Aid course on September 12<sup>th</sup> for Town of Ithaca and Bolton Point staff. Jake Colbert will be attending a Cross Connection Certification course in Rochester September 16-19<sup>th</sup>.

Hugh has done a great job in his new role as Senior Water Maintenance Specialist. All staff continue to be busy with the Raw Water T-main project, municipal water main projects and plumbing inspections.

Finance Manager: Pam reported she appreciates that safety training is offered to all staff. Winona Fisher has been doing a good job learning the Commissions billing process. Winona and Judy Orasi continue to update procedures as changes are made to make the process more efficient. Jes Sherwood will be attending Level I and Winona will be attending Level II of the TCCOG Supervisory Series Program this fall. Staff will also be attending Excel and Google training through the TCCOG academy in November.

Pam explained that Jes Sherwood is working on her Forensics Accounting degree and has requested reimbursement for a course titled "Financial Statement Analysis". Once the course is completed, Jes will be required to submit her grade of C or better to receive the requested reimbursement of \$1,048.63.

The Committee approved the college course reimbursement request for Jes Sherwood for the fall 2019 semester.

Human Resources: Judy reported that the Health Consortium has projected a 5% increase in premiums for 2020, and a final decision will be made September 26<sup>th</sup>.

Ed asked about the requirement for Sexual Harassment Prevention training for Commissioners. Judy explained that staff had the full training in 2018 and will have annual updates during safety training. Judy offered to provide the training to Commissioners that have not met the requirements through their full time positions or municipality.

General Manager: no report provided.

Meeting date discussed and was modified.

**Next meeting** - Friday, September 20<sup>th</sup> at 9:00 am

Meeting adjourned at 2:00 pm.

**Bolton Point Personnel and Organization Committee**  
**Friday, September 20, 2019**  
**9:00 am – 10:00 am**

AGENDA:

1. Review the draft August meeting notes
  
2. Reports
  - a. Shop Steward
  - b. Production Manager
  - c. Distribution Manager
  - d. Finance Manager
  - e. Human Resources Manager
  - f. General Manager
  
3. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations

**Next meeting will be: Wednesday, October 23, 2019 at 1:30pm**

Future meeting dates-4<sup>th</sup> Wednesday: 11/20 (3<sup>rd</sup>), 12/18 (3<sup>rd</sup>)

**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 Daniel Workman to  
Distribution Operator Position**

October 17, 2019

WHEREAS, there is vacant Distribution Operator position in the Distribution Department; and

WHEREAS, Daniel Workman was appointed as a provisional Distribution Operator Assistant effective May 12, 2019;

WHEREAS, Daniel Workman received his grade D Distribution System Water System Operator license effective September 24, 2019, which is required for the Distribution Operator position; and

WHEREAS, the Distribution Manager and the Personnel and Organization Committee recommend the appointment of Daniel Workman to the Distribution Operator position, on a provisional basis pending the next civil service exam for the said title;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the provisional appointment of Daniel Workman to the title of Distribution Operator, effective September 30, 2019 at the rate of \$23.67 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.

MOVED:

SECONDED:

VOTE:



**Southern Cayuga Lake Intermunicipal Water Commission  
Planning and Public Affairs Committee Meeting  
September 10, 2019  
10:00 am - 11:30 am  
Bolton Point Conference Room**

AGENDA:

1. Presentation by representatives of the Tompkins County Water Resource Council regarding Watershed Rules and Regulations

**Next Meeting: To be Determined**