



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

Phone - 607-277-0660
Fax - 607-277-3056
www.boltonpoint.org

scliwc@boltonpoint.org

2019
Exhibit No.

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
January 9, 2020 at 2:30 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
November 14, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, November 14, 2019 at 4 p.m. at the Bolton Point Conference Room, 1402 East Shore Drive, Ithaca, New York, 14850.

PRESENT: Commissioner Mike Newman, Chairperson, Village of Lansing
Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
Commissioner Bill Goodman, Treasurer, Town of Ithaca
Commissioner Rod Howe, Town of Ithaca
Commissioner 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
Gregg Weatherby, Distribution Manager
James Bower, Assistant Production Manager
Judy Drake, Human Resources Manager, Town of Ithaca
Mary Russell, Consultant
Jim Weber, Director of Public Works, Town of Ithaca
Jessica Sherwood, Principal Account Clerk/Typist

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

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

1. Approval of October 17, 2019 Meeting Minutes

Exhibit #110

Discussion: None

MOTION by Howe, SECOND by Rueckheim, to approve the October 17, 2019 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit # 111

Item #1 – October Projects Update

Discussion: Mr. Riddle reported on this item and noted with repairs to Filter #4 nearly complete, staff has been working with Barton and Loguidice Engineers to develop a change order to the contract to perform similar upgrades to Filter #1. The change order and associated resolution are expected to be presented to the Commission for approval at the December 2019 meeting. Upgrades to Filters #2 & #3 were discussed; staff is planning to address these upgrades at a later date.

Item #2 – Raw Water Pump #4 Project

Discussion: Mr. Ratajczak reported on this item and noted the 14-day test run began on November 12th, with no issues encountered, thus far. He confirmed that any issues that arise during the test period are the sole responsibility of the contractor. Upon successful completion, the Commission will accept the new pump and installation.

Item #3 – SCADA Upgrade Project Update

Discussion: Mr. Ratajczak reported on this item and noted the project should be complete in 3-4 weeks. Mr. Bower presented a comprehensive demonstration of the new SCADA system to meeting attendees.

Item #4 – Bostwick Road Water Storage Tank Maintenance

Discussion: Mr. Weatherby reported on this item and noted that all 8 Town of Ithaca tanks were due for inspection in 2019, and were subsequently completed.

Item #5 - Administration Department Highlights

Discussion: Mr. Riddle reported on this item and noted final bills continue to be higher than average, and the cash transfer into the HJ Capital Project fund was completed in September.

Item #6 – October 1, 2019 Billing in the Town of Dryden/Village of Lansing

Discussion: Mr. Riddle reported on this item and noted decreased consumption and revenue. The decrease in consumption at the Town of Dryden is primarily from the Brown Dog (Vanguard) Commercial account.

3. Committee Reports**A. Budget and Finance Committee**

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

1. September 30, 2019 Financial Report*Exhibit # 112*

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

2. Approval of the November 14, 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. Discussion regarding the energy bills ensued; Mr. Goodman suggested the Commission consider researching Renewable Energy Credits in the near future as a way to help bring down costs.

MOTION by Goodman, SECOND by Woodard, to approve the November 14, 2019 Warrants in the amount of \$62,033.93.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman noted that most items had been previously discussed and that the Raw Water T-Main project is complete and should be removed from future agendas. He asked for an update on the AMI project and Mr. Riddle reported that approximately 20 non-reporting meters remain. Core & Main's truck mounted antenna is expected to be on site the week of November 18th to test sites in order to decide on the best solution to obtain readings from non-reporting meters.

1. September 18, 2019 Meeting Notes*Exhibit #113*

Discussion: None

2. October 23, 2019 Meeting Agenda*Exhibit #114*

Discussion: Mr. Riddle noted that the November 20th meeting will be held at the Village of Lansing offices due to a scheduling conflict at Bolton Point.

C. Personnel and Organization Committee

Discussion: Mr. Riddle noted the next meeting is scheduled for November 20th and will be held at the Village of Lansing offices due to a scheduling conflict at Bolton Point.

D. Planning and Public Affairs Committee

1. September 10, 2019 Meeting Notes

Exhibit #115

Discussion: Mr. Rueckheim noted that a Tompkins County Source Water Protection meeting was held on October 24th at the Tompkins County Health Department.

4. Executive Session (If necessary)

Discussion: None

5. Old and New Business

Discussion: Mr. Riddle noted he was interviewed by representatives from the Water Resource Council for a position on their board and will know more soon.

6. Other

Discussion: None

7. Adjournment:

MOTION by Woodard, SECOND by Rueckheim, to adjourn the meeting at 5:00p.m.

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

Minutes submitted by: Jes Sherwood

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

November 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 December 5, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of November 14, 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. November Projects Update	1
2. Energy Curtailment Program	2
3. Production Department Current and Future Projects	2
4. Office Changes in the Distribution Department	2/3
5. Administration Department Highlights	3
6. November 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. November Projects Update

2019 NYAWWA Trainings at Bolton Point - In 2019, three New York AWWA trainings were held at Bolton Point: Biohazards in Water and Wastewater Treatment, Distribution Asset Management, and a Laboratory Skills course. Attendance for the courses continues to be high with 58 water, wastewater, and professional engineers attending and obtaining contact credit hours toward their licenses. In 2020, Bolton Point will host three courses: Water and Wastewater Worker Protection, Installation and Testing of Ductile Iron Water Mains, and a Laboratory Skills course.

Asset Management Software - Commission staff has been investigating Asset Management Software to develop an integrated program for all three departments. Being a mid-sized utility, most of the software programs staff explored have been either too complex or very simplistic, neither of which meet our goals. Staff is looking for a program that communicates with our current mapping software, updates maintenance programs, generates work orders, tracks inventories, and creates billing invoices. Finding the right program for the Commission is a priority for staff in 2020.

2. Energy Curtailment Program

The Commission continues to participate in the Powerpay Demand Response Program administered by NRG Curtailment Solutions. This program aids the operator of the electrical grid in New York State by reducing electrical demand on the grid during periods of high electrical usage. During these events the Treatment Plant, Raw Water Pump Station, and Oakcrest Booster Pump Station are taken off-line to reduce our electrical usage. Typically, events have a two to three hour duration and there is a one hour test every season.

The results of our participation for the 2019 summer season, which only had the one hour test event, translated to a combined payment of \$3,883 for our three locations.

3. Production Department Current and Future Projects

Several projects in the department have been or are nearing completion at this time. Staff has been operating the new Raw Water Pump #4 without any issues and fully expects the testing to be completed satisfactorily on November 27th. Filter #4 was returned to service on November 18th and is performing well. The exterior wall work associated with the project has also been completed. The new SCADA system upgrade is drawing to a close with a few remaining system updates to complete prior to the end of the year.

Staff is now looking ahead to the 2020 projects, which include the rehabilitation of Filter #1, tentatively slated for January. Other Capital Projects for 2020 include the addition of a third pump at the Oakcrest Booster Pump Station to replace the existing smaller pump. The new pump will be sized the same as the two existing larger pumps to provide true redundancy within the transmission system. An emergency backup generator will be installed to provide power during an outage. Currently, there is a natural gas engine for emergency use which only operates the smaller pump. This pump would not satisfy the demands of the system during a prolonged power outage. Finally, the Pump Station's roof will be replaced. This work will be coordinated with the Village of Lansing to replace the roof on the pump station and Village Hall at the same time.

4. Office Changes in the Distribution Department

Currently, the Assistant Distribution Manager operates the Permit Desk, receives customer service calls, and is responsible for managing the schedules of Distribution Operators on a daily basis. However, the original intent of this position was to learn the management role within the department, assist the Manager, and cover in their absence. Through discussions with the other department managers and Distribution Department staff, it was determined a change to the structure of the Permit Desk and the distribution office hours would be beneficial. Moving forward, permit hours will be between 8:00am and 10:30am, Monday through Friday. During that time, staff will be able to issue permits, monitor the continuous consumption report through Sensus Analytics, and continue routine customer service. In the hours between 10:30am and 4:00pm, the Assistant Manager will be able to fulfill their obligations in the field as well as learn department reporting and other essential responsibilities of the position.

The Distribution Department is usually the first point of communication with the public for customer inquiries and emergency responses. All inquiries, in person and phone calls, must be received by personnel. A mobile application called "Reach UC" is on staff's smart devices allowing all phone calls to be addressed as if staff was in the office manning the

phones. Customer service is a very important aspect in the Commission’s mission statement, and staff strives to provide excellent customer service at all times. This new structure will not only increase productivity and efficiency, it will improve construction management and oversight, supervision, assistance in the field, and increase overall output by the department as a whole.

5. Administration Department Highlights

- Department Statistics October 2019
 - **TL/VCH**
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,538
 - **ALL**
 - Work Orders prepared 45
 - Final Bills processed 24
 - New Accounts 4
 - Municipal payments processed 67
 - Cash Disbursements \$468k
 - Cash Receipts \$262k

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

November 1, 2019 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 7/16/19-10/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	11/1/18	11/1/19	11/1/18	11/1/19
TL	32,656,500	33,512,000	\$167,678.65	\$179,847.15
	3% Increase		7% Increase	
VCH	17,172,500	17,102,900	\$88,174.82	\$91,234.50
	0% Increase/Decrease		3% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	1,677,201	19,803	1,138,390	2,835,395	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,677,401	19,803	1,138,390	2,835,595	B
RESERVED CASH:					
Fringe Benefit Reserve	105,668	0	0	105,668	
Total Reserved Cash	105,668	0	0	105,668	B
OTHER ASSETS:					
Accounts Receivable	283,224	0	0	283,224	
Prepaid Expenses	0	0	0	-	
Total Other Assets	283,224	0	0	283,224	C
TOTAL ASSETS	2,066,293	19,803	1,138,390	3,224,486	
LIABILITIES					
Accounts Payable	27,390	0	10,696	38,085	
Accrued Liabilities	160,946	0	0	160,946	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	188,335	0	10,696	199,031	D
FUND BALANCE					
Reserved Fund Balance	105,492	0	0	105,492	
Unexpended Fund Balance	1,772,466	19,803	1,127,695	2,919,963	
TOTAL FUND BALANCE	1,877,958	19,803	1,127,695	3,025,455	A
TOTAL LIABILITIES and FUND BALANCE	2,066,293	19,803	1,138,390	3,224,486	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629	
ADD: YTD REVENUES	2,952,180	150,605	1,122,227	4,225,012	
LESS: YTD EXPENDITURES	3,656,963	253,019	936,204	4,846,185	
FUND BALANCE AS OF 10/31/19	1,877,958	19,803	1,127,695	3,025,455	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 10/31/19	1,877,958	19,803	1,127,695	3,025,455	A
Less: Receivables & Prepaids	283,224	0	0	283,224	C
Add: Liabilities	188,335	0	10,696	199,031	D
CASH BALANCE AS OF 10/31/19	1,783,069	19,803	1,138,390	2,941,263	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE TEN MONTH PERIOD ENDING OCTOBER 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	A 2,952,180	150,605	1,122,227
OVER (UNDER)	(1,669,981)	314	2,227
% EARNED	64%	100%	100%
% UNEARNED	36%	0%	0%

EXPENDITURES

BUDGET	4,662,161	270,688	2,059,484
YTD ACTUAL	B 3,656,963	253,019	936,204
OVER (UNDER)	(1,005,198)	(17,669)	(1,123,280)
% EXPENDED	78%	93%	45%
% UNEXPENDED	22%	7%	55%

DETAILED REVENUES

Service Charges	53,258	0	0
Cross Connection Fees	8,653	0	0
Services for Other Governments-Members	76,214	0	0
Joint Activity-Water Rents	2,724,122	0	0
Interest Earnings	6,978	314	2,227
Permits	44,067	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	1,120,000
Proceeds of Obligations	0	0	0
	A 2,952,180	150,605	1,122,227

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

DETAILED EXPENDITURES

Water Administration	563,710	0	936,204
Source of Supply	205,413	0	0
Purification	541,160	0	0
Transmission and Distribution	591,440	0	0
Employee Benefits	484,948	0	0
Debt Service	0	253,019	0
Interfund Transfers*	1,270,291	0	0
	B 3,656,963	253,019	936,204

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

2020 Bolton Point Labor, Equipment, and Service Rates and Fees					
Effective 1/1/2020					
Service Component	Rate or Fee		Overtime Rate or Fee		Comments
	2019	2020	2019	2020	
Labor	\$38.00/hr	\$39/hr.	\$49/hr.	\$51/hr.	Based on average of Distribution and Production employee wages and benefits
Vehicles	\$16.50/hr.	\$17/hr.			Based on NYSDOT Fee Schedule
Backflow Application Review	\$95.00	\$97.50			Based upon estimated 2.5 hrs. labor
Follow-up Backflow Application Review	\$95.00	\$97.50			Based upon estimated 2.5 hrs. labor
Backflow Certification Inspection	\$82.00	\$84			Based upon 1.5 hrs. labor and vehicle
Backflow Preventer Test	1st Device=\$82 Add'l Device=\$18	1st Device=\$84 Add'l Device=\$19			1st device: based upon 1.5 hrs. labor and vehicle; add'l devices: based upon 20 min
Annual Backflow Administrative Fee	1st Device=\$38 Add'l Device=\$9.5	1st Device=\$40 Add'l Device=\$15			Represents average staff time to review test results and file
Backflow Program Enforcement Letters	\$38/ea.	\$39/ea.			Represents average staff time to prepare, mail, and post letters
Shut-off AND Service Restoration for Non-Compliance of Backflow Testing	\$147	\$151	\$267	\$277	Regular: Based upon 2 hrs. labor and equipment and 1 hr. labor admin. OT (Service restoration only): Based upon 4 hrs. call-in and 2 hr. equipment and 1 hr. regular labor admin.
Non-conforming meter setting (broken seal, open bypass)	\$100	\$100			Penalty; Labor and vehicle costs would not discourage tampering with meter
Frosted Residential Meter Replacement	\$185.50	\$187	\$343.50	\$352.00	Regular: \$131 for meter, 1 hr. labor and vehicle OT: \$131 for meter, 4 hrs. labor, 1 hr. vehicle
Unauthorized Radio/MXU Removal (added 1/1/20)		\$123			1.5 hr labor and vehicle, 1 hr labor admin
Damaged Radio/MXU Replacement	\$196	\$268			\$145 for radio, 1.5 hr. labor and vehicle, 1 hr. labor admin
Meter Calibration Check	from outside vendor	\$112 plus any fee from outside vendor			Based upon 2 hrs. labor and vehicle
Temporary Hydrant Use Permits	\$488 for first week; \$60/week rental additional weeks; plus water used	\$492 for first week; \$60/week rental additional weeks; plus water used			Based upon \$300 security deposit, 2.5 hrs. labor (setup, breakdown, test), 2 hrs. vehicle, \$60/week rental
Unauthorized Hydrant Use	\$1,000	\$1,000			Significantly exceed cost of hydrant use permit
Curb Box Repair	\$48	\$48			Typical cost based upon 1/2 hr. labor and equipment and materials
Customer-owned Line Locations	\$55	\$56	\$213	\$221	Regular: Based upon 1 hr. labor and vehicle OT: Based upon 4 hrs. labor and 1 hr vehicle

2020 Bolton Point Labor, Equipment, and Service Rates and Fees

Effective 1/1/2020

Plumbing Permits/New Services	Rate or Fee		Overtime Rate or Fee		Comments
	2019	2020	2019	2020	
1" Water Main Tap	\$214	\$219			Based upon \$76 for corporation stop, 1.5 hrs. for two operators and one vehicle
1.5" and 2" Water Main Tap	\$139	\$143			Same labor and vehicle costs as 1" tap; owner supplies materials
>2" Water Main Tap	\$109	\$112			Based upon 2 hrs. labor and vehicle
Metering: 3/4"	\$350	\$356			Based upon \$300 for meter and other materials; 1 hr. labor and vehicle
Metering: 3/4" pit-type	\$360	\$366			Based upon \$310 for meter and other materials; 1 hr. labor and vehicle
Metering: 1"	\$430	\$433			Based upon \$377 for meter and other materials; 1 hr. labor and vehicle
Metering: 1" pit-type	\$430	\$433			Based upon \$377 for meter and other materials; 1 hr. for labor and vehicle
Inspections (up to 5) for Permits involving account status change	\$272.50	\$280			Based upon 1 hr./inspection for labor and vehicle
Inspections for Permit Extensions (up to 3)	\$163.50	\$168			Based upon 1 hr./inspection for labor and vehicle
permits" not involving account status change	\$163.50	\$168			Based upon 1 hr./inspection labor and vehicle
Seasonal Meter-out or Meter-in	\$92.50	\$95			Based upon 1 hr. labor and vehicle, 1 hr. labor admin.
Unmetered Fire Main	\$20/ inch	\$20/ inch			Based on Annual Estimated Usage for Testing, billed along with first quarterly water bill of each year
Billing Services-Non-BP water (per account) Quarterly Meter Cards & Bills	\$20	\$21			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-BP water (per account) 20% audit program	\$20	\$21			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-AMI compatible meter (per account)	\$50	\$50			Quarterly charge for not upgrading meter to AMI compatible meter
Bulk Water Sales At Treatment Plant	Min. \$63.80/day Plus \$5.16/1,000 gal Over 5,000 gal	Min. \$66/day Plus \$5.41/1,000 gal Over 5,000 gal			\$27.05 for min of 5,000 gallons for 1hr labor \$39 \$5.41/1,000 gallons over 5,000 gal.

Engineering and Operations Committee Meeting Notes

Wednesday, October 23, 2019 @ 12:00 Noon
Bolton Point Conference Room

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
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Present: Mike Newman, Don Hartill, Jack Rueckheim, Glenn Ratajczak, Gregg Weatherby, Winona Fisher

1. September 2019 Meeting Notes

#1

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

2. September 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.

On September 2nd pumps at the Burdick Hill and Coy Glen Pump Stations failed to start. Staff determined the failures were due to a power outage. When power was restored, operations returned to normal. A power failure also occurred on September 12th, interrupting operations at the Oakcrest Booster Pump Station.

Staff discovered the sweep arms in Filter #3 were out of tolerance. The sweeps were adjusted to the proper height and the backwash procedures are working much better. Due to Filter #4 being off-line, staff has operated the plant for extended hours on weekends to regain production lost during backwashing on weekends. During the backwash process, the plant is only operating on two filters, limiting production rates.

Staff has completed updates to the Commission's Risk Management Plan, as required every five years, and the plan has been submitted to the EPA.

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

Appurtenance repairs and maintenance project completions continue to climb due to a large number of fire hydrants repaired during valve and hydrant maintenance. The number of plumbing inspections continues to rise due to large apartment complex construction.

Staff completed six PRV and control valve repacks in accordance with the department's maintenance schedule. A leaking guard valve and fire hydrant were replaced at the intersection of Overlook and Wyckoff Roads in the Village of Cayuga Heights. The replacement also eliminated a confined space in which the original valve was located.

Staff attempted to assist in locating a service line leak after the customer's water meter. Due to the service line being plastic, staff was unable to pinpoint the leak.

Water usage at the Maplewood Apartment complex continues to increase now that all units are occupied.

Cross connection control plans for the Tompkins County Airport's customs building and Lansing Meadows on Oakcrest Road have been approved by the Tompkins County Health Department.

Staff met with City of Ithaca Public Works and Engineering staff to discuss plans for the second Six Mile Creek Transmission Main Crossing project.

3. Informational Items

a. Capital Projects

1. AMI

Steve reported Core and Main's truck mounted antenna arrival has been delayed by a few weeks. 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. Staff will begin talks with the Village of Trumansburg to determine if the Route 89 water storage tank site could be used as a base station site.

2. Raw Water Transmission Main Project

Gregg reported the project was completed in early October. Staff expects to receive as-builts for the project in November.

3. Raw Water Pump #4 Project

Glenn reported the mechanical contractor (Jones Specialty Services) is working with Bermad to remedy an issue with the new valve's limit switch. Installation and testing of the new pump is expected to be completed in October.

4. Plant Equipment - Filter #4 Repair

Glenn reported the contractor (Vacri Construction) has completed repairs to the filter and outside wall. The filter will be disinfected and bacteriological and VOC sampling will be completed before the filter is returned to service. Staff has replaced all drain lines and hangers located over the filter while equipment was in place allowing for safe access.

5. SCADA Upgrade Project

Glenn reported North Point Technology has completed the installation of PLC's at distribution system sites. Final punch list items are being completed.

4. Committee Member Comments or Other Issues

Steve recommended moving the November meeting from Wednesday, November 27th to Wednesday November 20th. The Committee agreed with the recommendation.

5. Next Meeting - Wednesday, November 20, 2019 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
December 18, January 22, February 26, March 25**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, November 20, 2019 @ 12:00 Noon
Village of Lansing Conference
Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	October 2019 Meeting Notes	#1
2.	October 2019 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. AMI	
	2. Raw Water Pump #4 Project	
	3. Plant Equipment - Filter #4 Repair	
	4. SCADA Upgrade Project	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday, December 18, 2019 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
January 22, February 26, March 25**

Bolton Point Personnel and Organization Committee
Friday, September 20, 2019

Commissioners: Ed LaVigne, chair, Rod Howe and Jack Rueckheim

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

Absent: Mike Newman

Shop Steward: Kyle Fellows

Staff Support: Judy Drake

Meeting called to order at: 9:00 am

1) Meeting Notes:

The Committee approved the August meeting notes with no edits.

2) Reports:

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

Production Manager: Glenn reported annual respirator fit testing will be scheduled for all Production staff. Glenn thanked Jimmy Bower and Megan Falicchio for volunteering to represent Bolton Point in the Lansing Community Parade. October 2nd & 3rd, Glenn will be attending the NYAWWA Tift Symposium in Buffalo. Tyler Fleming is doing well learning the Electrical Mechanical Technician position duties. Several Capital Projects are underway at the same time, which has kept staff busy and engaged. Glenn will be presenting to an Ithaca College water resources class on October 24th, explaining how SCLIWC staff manages the water filtration and distribution systems. Kyle Fellows continues to transition into a WTPO position. Kyle is assisting in the training of Tyler and the SCADA set up on the distribution system. Kyle is still pending receiving his IIA license.

Distribution Manager: Gregg reported that Jake Colbert has completed his Cross Connection Certification course. Jordan Betts has started the TCOG Supervisory Series Level I program. Dan Workman has completed the correspondence exam and Tompkins County Health Department evaluation for his Class D certification. Dan is waiting for the NYS Health Department to review the documents submitted and issue his Class D certificate. Jason Reynolds and Jake Colbert will be attending an NYAWWA training on Distribution Asset Management on September 25th at Bolton Point. Ben Coakley will be attending the NYS GEO conference in Syracuse, which includes session on GIS and mapping technology. Assisting with Capital and municipal projects continue to keep operators busy.

Finance Manager: Pam reported Jessica Sherwood is attending the TCOG Supervisory Series Level I program. Pam and her staff have been working with Distribution staff to replace the remaining non-AMI water meters. Pam thanked Ben Coakley for improving the phone options for customers when they call in.

Human Resources: Judy noted that it is time to start the General Manager annual review process. The Town of Ithaca's Personnel Committee is considering additional incentives for staff to increase participation in the Wellness Program.

General Manager: Steve explained that managers are doing a great job with all the Capital Projects including Raw Water T-main, SCADA, Filter #4 and Pump #4 projects. Managers are starting to prepare for 2020 projects which may include an Asset Management Program. Steve is working on performance reviews for the managers.

Next meeting - Wednesday, November 20, 2019 at 1:30 pm.

Meeting adjourned at 9:33 am.

Bolton Point Personnel and Organization Committee
Wednesday, November 20, 2019
1:30 pm – 2:30 pm
LOCATION: Village of Lansing Office Conference Room

AGENDA:

1. Review the draft September 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, December 18, 2019 at 1:30pm

Future meeting dates-4th Wednesday:

2020 Commission Meeting Calendar

January	February	March
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April	May	June
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July	August	September
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October	November	December
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

B&F meetings-Comm mtg day at 3:30pm
 E&O meetings-4th Wednesday at 12:00pm
 P&O meetings-4th Wednesday at 1:30pm

Month	Day	Time
January	9	2:30 p.m.
February	6	4:00 p.m.
March	5	4:00 p.m.
April	9	4:00 p.m.
May	7	4:00 p.m.
June	4	4:00 p.m.
July	9	4:00 p.m.
August	6	4:00 p.m.
September	10	4:00 p.m.
October	8	4:00 p.m.
November	5	4:00 p.m.
December	10	4:00 p.m.