



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

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

scliwc@boltonpoint.org

2020
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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| 6. | Other | |
| 7. | Adjournment | |

NEXT MEETING
February 6, 2020 at 4:00 p.m.
Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
December 5, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, December 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 Don Hartill, Village of Lansing
Commissioner Rod Howe, Town of Ithaca
Commissioner Ed LaVigne, Town of Lansing
Commissioner Jason Leifer, Town of Dryden
Commissioner Jack Rueckheim, Town of Dryden
Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT: Steve Riddle, General Manager
Glenn Ratajczak, Production Manager
Gregg Weatherby, Distribution Manager
Judy Drake, Human Resources Manager, Town of Ithaca
Jim Weber, Director of Public Works, Town of Ithaca
Jessica Sherwood, Principal Account Clerk/Typist

ABSENT: Commissioner Kevin Wyszowski, Town of Lansing

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

1. Approval of November 14, 2019 Meeting Minutes

Exhibit #116

Discussion: None

MOTION by Hartill, SECOND by Rueckheim, to approve the November 14, 2019 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit # 117

Item #1 – November Projects Update

Discussion: Mr. Riddle reported on this item and noted attendance for the AWWA training courses continues to be high, and by hosting the AWWA trainings at Bolton Point we are able to save money on the registration fee for our staff members. He also noted that staff is investigating options for an Asset Management program.

Item #2 – Energy Curtailment Program

Discussion: Mr. Ratajczak reported on this item and noted we will continue to participate in the program.

Item #3 – Production Department Current and Future Projects

Discussion: Mr. Ratajczak reported on this item and noted several current projects are nearing completion and staff is preparing for upcoming Capital Projects in the New Year.

Item #4 – Office Changes in the Distribution Department

Discussion: Mr. Weatherby reported on this item and noted the changes have been implemented and have been working well so far.

Item #5 - Administration Department Highlights

Discussion: Ms. Van Gelder reported on this item.

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

Discussion: Ms. Van Gelder reported on this item and noted increased consumption and revenue in the Town of Lansing due to the addition of several new commercial developments.

3. Committee Reports

A. Budget and Finance Committee

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

1. October 31, 2019 Financial Report

Exhibit # 118

Discussion: Mr. Goodman reported on this item and stated revenues are comparable with past years. He noted that at this point, revenue is projected to have a shortfall due to reduced consumption for the budget year.

2. Approval of the Service Fees for 2020

Exhibit # 119

Discussion: Mr. Goodman noted that the committee recommends approval of the service fees for 2020.

MOTION by Goodman, SECOND by Hartill, to approve the service fees for 2020.

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

Carried

3. Approval of the December 5, 2019 Warrants

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

MOTION by Goodman, SECOND by Hartill, to approve the December 5, 2019 Warrants in the amount of \$65,518.30.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman noted that most items had been previously discussed and asked Mr. Riddle for an update on Core and Main's truck mounted antenna testing results. Mr. Riddle noted the truck has been parked at Myers Park in Lansing for the past two weeks. If the results of the testing indicate that the reads cannot be accessed from this side of the lake, Mr. Riddle and Mr. Weatherby had a preliminary meeting with the Village of Trumansburg and discussed the possibility of using their Route 89 tank side for an additional base station.

1. October 23, 2019 Meeting Notes

Exhibit #120

Discussion: None

2. November 20, 2019 Meeting Agenda

Exhibit #121

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. LaVigne noted the meeting notes and agenda are in the packet and asked Mr. Riddle to highlight various items from the meeting. Mr. LaVigne reported the General Manager’s Performance review has been finalized. On behalf of all of the Commissioners, he commended Mr. Riddle on a job well done.

1. September 20, 2019 Meeting Notes

Exhibit #122

Discussion: None

2. November 20, 2019 Meeting Agenda

Exhibit #123

Discussion: None

D. Planning and Public Affairs Committee

Discussion: Mr. Rueckheim noted a meeting was held at Bolton Point on November 21st with the Water Resources Council, several Commissioners and staff members, as well as local interested parties to review progress of Watershed Rules and Regulations (WRR). He also noted that Mr. Riddle met with our attorney, Guy Krogh to discuss Bolton Point’s possible involvement, if any, in the WRR. Discussion ensued. Mr. Rueckheim noted he would be setting up a Planning and Public Affairs Committee meeting to further discuss our involvement.

4. Executive Session (If necessary)

None

5. Old and New Business

A. 2020 Commission Meeting Schedule

Exhibit #124

Discussion: Mr. Hartill moved, and Mr. LaVigne seconded approval of the 2020 Commission Meeting Schedule.

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

Carried

6. Other

Discussion: None

7. Adjournment:

MOTION by Hartill, SECOND by LaVigne, to adjourn the meeting at 5:01 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

January 3, 2020

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 January 9, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of December 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 Base Station Test	1
2. Oakcrest Booster Pump Station Electrical Maintenance	1/2
3. 2019 Distribution Department Year in Review	2
4. Administration Department Highlights	2/3
5. December 1, 2019 Billing in the Town of Ithaca	3

1. AMI Base Station Test

Staff has completed the test with Core and Main's truck mounted AMI base station/antenna at the northern part of the water system. The purpose of the test was to verify if adding an additional base station at the lakeshore would improve radio-to-base station communications in Lansing. The new base station, located at Myers Park, did not improve the number of readings received. Distribution staff has relocated a number of radios from meter pit lids to stakes above grade, and this has greatly reduced the number of meter no-reads. Currently, there are only six meters that are not reaching a base station. To date, the AMI system with four base stations is receiving readings from 99.9% of the Commission's meters.

2. Oakcrest Booster Pump Station Electrical Maintenance

The three major electrical power usage points for Bolton Point water treatment and pumping are the Treatment Plant, Raw Water Pump Station, and Oakcrest Booster Pump Station.

The Production Department schedules regular preventative maintenance by specialized contractors to ensure safe and continuous operation; O’Connell Electric performed this service at the Oakcrest Booster Pump Station on 11/19/19. The maintenance included testing the integrity of the high voltage cables, as well as tightening and cleaning connections in the power distribution and motor control cabinets. The contractors found the electrical equipment in good working order, and collected oil samples at both the Treatment Plant and Raw Water Pump Station transformers, which will be sent to a laboratory for analysis.

3. 2019 Distribution Department Year in Review

2019 was a busy year for Bolton Point’s Distribution staff. The Raw Water Transmission Main Project, six municipal water main replacements and/or extensions, construction of four large commercial residential properties, the continuous work on the AMI infrastructure, and continued learning curve of Sensus Analytics filled a large portion of operators’ schedules. A lot of hard work and dedication by staff go into these large projects. Often times, operators arrive early or stay late to perform work outside of high usage times to perform activities that disrupt water supply, allowing customers to enjoy uninterrupted service.

Operators also responded to a large list of non-project-related issues with the water system in 2019. This list includes responding to and assisting with 32 water main breaks, 18 service line repairs, and repair of 78 water system appurtenances, in addition to regular valve and hydrant maintenance. Staff also performed 536 plumbing inspections and 3,334 Dig Safely New York (DSNY) utility location requests during the year.

These are just a couple of examples of what the public may not realize occurs to ensure they have good, clean, safe drinking water. I would like to thank staff for their dedication to the water system, and the department looks forward to 2020.

4. Administration Department Highlights

- Department Statistics November 2019
 - **TI**
 - Non BP Water accounts 177
 - Total # of Water Bills sent 3,381
 - **ALL**
 - Work Orders prepared 325
 - Final Bills processed 10
 - New Accounts 1
 - Municipal payments processed 52
 - Cash Disbursements \$193k
 - Cash Receipts \$107k

5. December 1, 2019 Billing in the Town of Ithaca

December 1, 2019 Billing in the Town of Ithaca				
Billing Period: 8/16-11/15/19				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	12/1/18	12/1/19	12/1/18	12/1/19
TI	112,728,616	105,967,572	\$ 570,308.23	\$ 645,899.49
	6% Decrease		12% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

Officers Appointed by Commission

Office	2019	2020
Chairperson	H. Michael Newman	
Vice Chairperson	Roy Staley	
Treasurer	Bill Goodman	
Secretary	General Manager (S.Riddle)	

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Bill Goodman	
	Jack Rueckheim	
	Rod Howe	
	Ed LaVigne	
	Linda Woodard	
	Kevin Wyszowski	

Engineering and Operations

Chairperson	H. Michael Newman	
	Donald Hartill	
	Jack Rueckheim	
	Roy Staley	
	Mary Russell (C)	

Personnel and Organization

Chairperson	Ed LaVigne	
	H. Michael Newman	
	Rod Howe	
	Jack Rueckheim	

Planning and Public Affairs

Chairperson	Jack Rueckheim	
	Donald Hartill	
	Bill Goodman	
	Roy Staley	
	Jason Leifer	
	Linda Woodard	
	Kevin Wyszowski	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<u>ASSETS</u>					
UNRESERVED CASH:					
Savings	1,600,611	19,806	1,128,068	2,748,485	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,600,811	19,806	1,128,068	2,748,685	B
RESERVED CASH:					
Fringe Benefit Reserve	105,685	0	0	105,685	
Total Reserved Cash	105,685	0	0	105,685	B
OTHER ASSETS:					
Accounts Receivable	845,806	0	0	845,806	
Prepaid Expenses	0	0	0	-	
Total Other Assets	845,806	0	0	845,806	C
TOTAL ASSETS	2,552,302	19,806	1,128,068	3,700,176	
<u>LIABILITIES</u>					
Accounts Payable	62,354	0	397	62,750	
Accrued Liabilities	160,946	0	0	160,946	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	223,299	0	397	223,696	D
<u>FUND BALANCE</u>					
Reserved Fund Balance	105,492	0	0	105,492	
Unexpended Fund Balance	2,223,511	19,806	1,127,671	3,370,988	
TOTAL FUND BALANCE	2,329,003	19,806	1,127,671	3,476,480	A
TOTAL LIABILITIES and FUND BALANCE	2,552,302	19,806	1,128,068	3,700,176	
<u>ANALYSIS OF FUND BALANCE</u>					
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629	
ADD: YTD REVENUES	3,620,615	150,608	1,122,600	4,893,823	
LESS: YTD EXPENDITURES	3,874,352	253,019	936,600	5,063,971	
FUND BALANCE AS OF 11/30/19	2,329,003	19,806	1,127,671	3,476,480	A
<u>RECONCILIATION OF FUND BALANCE TO CASH</u>					
FUND BALANCE AS OF 11/30/19	2,329,003	19,806	1,127,671	3,476,480	A
Less: Receivables & Prepays	845,806	0	0	845,806	C
Add: Liabilities	223,299	0	397	223,696	D
CASH BALANCE AS OF 11/30/19	1,706,496	19,806	1,128,068	2,854,370	B

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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,622,161	150,291	1,120,000
YTD ACTUAL	3,620,615	150,608	1,122,600
OVER (UNDER)	(1,001,546)	317	2,600
% EARNED	78%	100%	100%
% UNEARNED	22%	0%	0%
EXPENDITURES			
BUDGET	4,662,161	270,688	2,059,484
YTD ACTUAL	3,874,352	253,019	936,600
OVER (UNDER)	(787,809)	(17,669)	(1,122,884)
% EXPENDED	83%	93%	45%
% UNEXPENDED	17%	7%	55%

DETAILED REVENUES

Service Charges	57,530	0	0
Cross Connection Fees	9,309	0	0
Services for Other Governments-Members	83,557	0	0
Joint Activity-Water Rents	3,369,935	0	0
Interest Earnings	7,538	317	2,600
Permits	49,569	0	0
Sales of Equipment	34,091	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	9,086	0	0
Interfund Transfers*	0	150,291	1,120,000
	3,620,615	150,608	1,122,600

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

DETAILED EXPENDITURES

Water Administration	599,417	0	936,600
Source of Supply	229,812	0	0
Purification	608,682	0	0
Transmission and Distribution	641,346	0	0
Employee Benefits	524,804	0	0
Debt Service	0	253,019	0
Interfund Transfers*	1,270,291	0	0
	3,874,352	253,019	936,600

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

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**Procurement Policy
for the
Southern Cayuga Lake Intermunicipal Water Commission**

I. SCOPE

This procurement policy applies to all purchases made by the Southern Cayuga Lake Intermunicipal Water Commission (Commission). All Commissioners and staff are responsible for ensuring that purchases comply with this policy.

II. OBJECTIVES

Goods and/or services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys, in the best interest of the ratepayers, to facilitate the acquisition of goods and/or services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the Commission is adopting internal policies and procedures governing all procurement of goods and/or services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or any other general, special, or local law.

III. DELEGATION OF AUTHORITY

The Commission's responsibility for administration of the procurement policy is delegated to the Purchasing Agent as designated by resolution. The Purchasing Agent is to make every reasonable effort to ensure staff purchases comply with this policy.

IV. REQUISITION/PURCHASING PROCESS

Requisitions are not required. Purchase orders are tracked and prepared by department managers and submitted to the Purchasing Agent for approval. Once approved the purchase orders are forwarded to Accounting for processing.

V. WRITTEN REQUIREMENTS

Purchases from local (NYS) vendors under \$1,500 are left to the discretion of the department managers. Written purchase orders can be created for budget tracking but are not required.

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Purchases of supplies or equipment from any vendor over \$1,500 but less than \$5,000 are left to the discretion of the department managers after consultation with the Purchasing Agent. Written purchase orders are required.

Purchases of supplies or equipment from any vendor over \$5,000 but less than \$20,000 require written quotes from three (3) vendors and a written purchase order.

VI. BID REQUIREMENTS

All purchases of:

- a) supplies or equipment which may exceed \$20,000 individual or in aggregate: or
- b) public works contracts (construction, alteration, demolition, installation or repair work done under contract. It can include preconstruction and post construction activities) that may exceed \$35,000 shall be formally bid pursuant to General Municipal Law, Section 103.

Bidding requirements are for the benefit of the water rate payers and should never be for the benefit or enrichment of the bidder(s). Bid specifications should be construed and administered so as to accomplish that purpose fairly and reasonably always for the sole interest of the public.

VII. WRITTEN BID REQUIREMENTS

All estimated purchases of goods and/or services of:

- a) less than \$20,000 but greater than \$5,000 may require a written request for a proposal (RFP) and written quotes from three vendors; and

All estimated public works contracts of:

- a) less than \$35,000 but greater than \$10,000 require written proposals from at least three vendors for all non-emergency needs; and
- b) less than \$10,000 but greater than \$1,500 are left to the discretion of the purchaser after consultation with the Purchasing Agent.

VIII. AWARDING THE BID

As a general proposition the award for goods and/or services will be given to the lowest responsible bidder. There are, however, two grounds for not awarding a contract to a low bidder, (1) non-compliance with the bid specifications or (2) finding that the bidder is not a responsible bidder.

IX. DOCUMENTATION REQUIREMENTS

The department responsible for requesting the RFP and/or proposals shall compile a list of all vendors from whom written quotes have been requested and from whom written quotes have been received.

Added documentation describing the desired goods and/or services needed, quantities, and particulars of delivery shall be included with the RFP documentation.

All information gathered in complying with the procedure of this policy shall be filed in the accounting department attached to vendor payment vouchers. (E.G. voucher, invoice, purchase order, packing slip or other proof of delivery.)

X. GOOD FAITH

A good faith effort shall be made to obtain the required number of quotes and bid proposals. If the purchaser is unable to obtain the required number of proposals, the purchaser shall document the attempt made at obtaining the quotes and bids and consult with the Purchasing Agent for additional vendors or approval for procurement without the required number of responses.

XI. WAIVER OF REQUIREMENTS

Except when directed by the Commission, solicitation of written proposals or quotes shall not be required under the following circumstances:

- a) *acquisition of professional services;
- b) *emergencies;
- c) *sole source situations;
- d) goods purchased from agencies serving the differently abled;
- e) goods purchased from correctional facilities;
- f) goods purchased from another government agency;

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- g) goods purchased under New York State or County contracts;
- h) goods purchased at auction, or
- i) as deemed fiscally prudent by the Commission.

*See definitions in General Municipal Law, Section 103. This waiver does not exclude or exempt these goods and/or services from requiring a purchase order approval by the Purchasing Agent.

XII. ANNUAL REVIEW

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by vote of the Commission.

Record of Changes/Revisions

Originally Approved 6/3/93

Reviewed by Commission:

4/7/94, 4/6/95, 4/4/96, 3/6/97, 4/9/98, 4/4/99, 5/4/00, 4/5/01, 4/4/02, 4/3/03, 4/8/04, 4/7/05,
4/6/06, 4/5/07, 4/3/08, 4/9/09, 1/7/10, 1/6/11, 1/5/12, 1/3/13, 1/9/14, 1/8/15, 1/7/16,
1/5/17, 1/4/18, 2/7/19, 1/9/20

**Investment Policy
for the
Southern Cayuga Lake Intermunicipal Water Commission**

I. SCOPE

This investment policy applies to all monetary and other financial resources available for investment by the Southern Cayuga Lake Intermunicipal Water Commission (Commission).

II. OBJECTIVES

The primary objectives of the Commission's investment activities are, in priority order:

- a) to conform with all applicable federal, state and other legal requirements (legal);
- b) to adequately safeguard principal (safety);
- c) to provide sufficient liquidity to meet all operating requirements (liquidity);and
- d) to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Commission's responsibility for administration of the investment program is delegated to the Treasurer who will establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability. Such procedures shall be based on a database of records, incorporating descriptions and amounts of investments, transaction dates, and other relevant information. Such procedures shall regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Commission.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Commission to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Commission that all moneys collected by any officer or employee of the Commission are to be deposited in the depository noted below within three (3) business days of receipt.

The Treasurer, with the assistance of the Finance Manager of the Commission, is responsible for establishing and maintaining an internal control structure to assure that deposits and investments are safeguarded against loss from unauthorized use or disposition. The control structure shall assure that transactions are executed in timely manner, recorded properly, and are compliant with applicable Commission policies, and local and state laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

Annually, the Commission will designate a bank and/or trust company (under resolution) as the depository of record where all cash is to be held on deposit. This designation will also specify the maximum amount of cash to be held on deposit.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law (GML), Section 10, all deposits of the Commission, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a) By a pledge of “eligible securities” with an aggregate “market value” as provided by GML, Section 10, equal to the aggregate amount of deposits or
- b) By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements or
- c) By an eligible surety bond payable to the Commission for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by Tompkins Trust Company and/or a third party custodian subject to a Security and Custodial Agreement.

The Security Agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released and the events that will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Commission or its custodial bank.

The Custodial Agreement shall provide that securities held by the bank or trust company, or agent of a custodian for the Commission, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Commission authorizes the Treasurer to invest moneys not required for immediate expenditure in the following types of investments.

- a) special time deposit accounts;
- b) certificates of deposit;

XI. ANNUAL REVIEW

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by a vote of the Commission.

Record of Changes/Revisions:

Originally Approved 6/3/93

Reviewed by Commission: 4/7/94 / 4/6/95 / 4/4/96 / 3/6/97 / 4/9/98 / 4/4/99 / 5/4/00 / 4/5/01 / 4/4/02 /4/3/03 / 4/8/04 / 4/4/05 /4/6/06 / 4/5/07 / 4/3/08 / 4/9/09 / 1/7/10 / 1/6/11, 1/5/12, 1/3/13, 1/9/14, 1/8/15, 1/7/16, 1/5/17,1/4/18, 2/7/19, 2/9/20

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

Resolution Authorizing Payment of Unaudited Claims
January 9, 2020

WHEREAS, the New York State Comptroller Financial Management Guide, Section 8.1020 notes that payroll costs, utility bills and other similar costs may be paid prior to the monthly board audit of claims, and

WHEREAS, the Comptroller allows the designation of other claims that may be paid prior to monthly audit of claims by advance resolution of the board, and

WHEREAS the Commission has historically expressed the desire to prepay claims that might afford the inclusion of a significant discount for early payment or in avoidance of significant late fees, and

WHEREAS the Commission has historically expressed the desire to maintain positive relationships with vendors from whom it receives goods and services on an ongoing basis, and

WHEREAS the Commission desires to maintain a list of vendors for whom claims may be paid by the Treasurer prior to audit, NOW, THEREFORE, BE IT

RESOLVED that the Treasurer may pay claims from the following vendors prior to the monthly audit for goods and services verified as received by Department Managers, AND BE IT FURTHER

RESOLVED that the Commission's General Manager, Steve Riddle, is hereby authorized to sign checks to the vendors listed below.

Vendor	Description
Constellation	Electric and Gas
Fingerlakes Business Services	Answering Service
Mirabito	Vehicle Fuel/Natural Gas
NYSEG	Electric and Gas
Pitney Bowes	Postage Meter postage
Postmaster	Postage/Reply and Bulk Mail Permits
Specturm(Time Warner)/Highbridge Communications	Phone Service/Internet Provider
Verizon Wireless	Phone Service/Data Provider

MOVED:

SECONDED:

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

Resolution authorizing check signing and cash transaction authority and designation of
depository

January 9, 2020

WHEREAS, General Municipal Law Section 10 requires that the governing body (Commission) of every local government shall designate one or more banks or trust companies for the deposit of public funds and that such designation specifies the maximum amount which may be kept on deposit at any time, and

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to Rod Howe, Ithaca Town Supervisor and Treasurer of the Commission and Steve Riddle, General Manager of the Commission, NOW, THEREFORE, BE IT

RESOLVED, the Commission designates Tompkins Trust Company as the depository with a maximum amount not to exceed five million dollars (\$5,000,000.00) to be kept on deposit, and be it further

RESOLVED, the Commission designates and authorizes Rod Howe and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED:

SECONDED:

Engineering and Operations Committee Meeting Notes

**Wednesday, November 20, 2019 @ 12:00 Noon
Village of Lansing Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
Present: Mike Newman, Don Hartill, Jack Rueckheim, Roy Staley, Steve Riddle, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, and Winona Fisher		

1. October 2019 Meeting Notes

#1

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

2. October 2019 Monthly Operations Report

#2

Steve 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, with the last three month of 2019 being the lowest monthly totals.

On October 6th staff received a SCADA alarm that the East Hill Tank level was low. It was determined the Oakcrest Booster Pump Station had experienced a power outage. The SCADA system placed the pumps into disabled mode, but did not provide a call out alarm until the tank reached the low alarm setting. This issue has been addressed in the new SCADA system, allowing the program to initiate a call out alarm in the future.

The monthly Health Department report was routine.

A sample was tested for lead in the Commission's source water. Testing has been done quarterly for five quarters and all samples have returned as non-detectable. These tests have been performed in response to concerns of lead in Salmon Creek possibly reaching the Commission's water intake.

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

Appurtenance repairs and maintenance project completions continue to increase due to valve and hydrant maintenance being performed on private water systems. Staff is investigating options for a new utility location request management system. The Commission's current system, Digtrack, is undergoing changes in that will increase fees in 2020. Staff assisted the Village of Lansing in repairing a circular water main break at 720 Warren Road and responded to a report of a damaged fire hydrant due to an automobile accident. The hydrant was repaired and returned to service.

Water usage at the Maplewood Apartment complex continues to increase now that all units are occupied. Usage at Ithaca College decreased in October of 2019, largely due to less irrigation of sports fields.

Cross connection control plans for the Tompkins County Airport's customs building and Lansing Meadows on Oakcrest Road have been approved and construction has begun.

Water main replacement projects at Bundy Road and Muriel Street in the Town of Ithaca have been completed.

3. Informational Items

a. Capital Projects

1. AMI

Steve reported Core and Main's truck mounted antenna is expected to arrive this week. Staff has begun talks with the Village of Trumansburg to determine if the Route 89 water storage tank site could be used as a base station site, if test sites identified on the east side of the lake are

determined to be ineffective.

2 Raw Water Pump #4 Project

Steve reported installation of the new pump has been completed and the fourteen day testing period began on November 13th. The pump will be operated for from 7:00 am to 5:00 pm for testing.

3. Plant Equipment - Filter #4 Repair

Steve reported the filter was placed into service on November 18th and has been operating without issue. Staff is working with the contractor, Vacri Construction, to develop a project change order to rehabilitate Filter #1. The Committee recommends the change order for the Filter #1 project.

4. SCADA Upgrade Project

Steve reported North Point Technology is completing final punch list items and creating report formats within the new system. Four temperature sensors are being added to remote locations that have a history of freezing.

4. Committee Member Comments or Other Issues

None

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**

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

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	November 2019 Meeting Notes	#1
2.	November 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, January 22, 2020 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
February 26, March 25, April 22, May 27**

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

**Resolution to Approve Vacri Construction Corporation Change Order for Treatment Plant
Filter #1 Rehabilitation Project**

January 9, 2020

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allowed for the rehabilitation of Treatment Plant Filter #1 in 2019, and

WHEREAS, the Commission's 2019 budget includes monies for Treatment Plant Filter #1 rehabilitation project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$180,000 (excluding engineering, legal, administrative, and other ancillary costs) for Treatment Plant Filter #1 rehabilitation project, and

WHEREAS, Vacri Construction Corporation provided a change order to rehabilitate Treatment Plant Filter #1 in the amount of \$140,000, and

WHEREAS, Barton and Loguidice, D.P.C. has deemed the Vacri Construction Corporation's change order to be acceptable and recommends acceptance of the Change order, and

WHEREAS, the New York State Health Department has approved the construction plans for the Treatment Plant Filter #1 rehabilitation project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission hereby approves the Vacri Construction Corporation change order in the amount of \$140,000 for the Treatment Plant Filter #1 rehabilitation project; and be it further

RESOLVED, that the General Manager is authorized to approve change orders to such contract upon receipt of appropriate justification provided that the maximum amount of such change orders shall not in the aggregate exceed \$20,000 without prior authorization of this Board, and provided further that the total project cost, including the contract, engineering, legal and other expenses does not exceed the maximum authorized cost of the project.

MOVED:

SECONDED:

VOTE: (Ayes: ; Nays:)

Carried

**Bolton Point Personnel and Organization Committee
Wednesday, November 20, 2019**

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

Managers: Steve Riddle, Gregg Weatherby, and Pam VanGelder

Absent: Mike Newman, Glenn Ratajczak, and Shop Steward

Staff Support: Judy Drake

Meeting called to order at: 1:32 am

1) Meeting Notes:

The Committee approved the September meeting notes with no edits.

2) Reports:

Shop Steward: No report

Production Manager: Steve reported for Glenn. Glenn, Jim Bower, Megan Falicchio and Kyle Fellows are attending the AWWA Lab Skills training today at Bolton Point. Department respirator fit testing will occur this week. Glenn spoke at an Ithaca College Environment Sciences class regarding the supply and treatment processes of the three Ithaca area water systems. Kyle is progressing through the correspondence course for his IIA license. Tyler Fleming, EMT, is doing well in the position and learning quickly.

Distribution Manager: Gregg reported that Jordan Betts completed the TCCOG Supervisor Series Level 1. Jake Colbert has completed the course and is now certified Cross Connection device tester. Gregg will be attending a Cross Connection tester recertification course in December. Jeff Hall, Jordan and Gregg will be attending a two-day training course offered by STBOA for code recertification contact hours in December.

Jeff is attending today's AWWA course at Bolton Point. A refresher training from VEPO Solutions on the new cross connection software is scheduled for next week. Municipal water main projects continue to keep staff busy.

Gregg reviewed the Distribution department changes that have occurred. These include changes to permit hours, established as 8:00 am - 10:30 am, as well as forwarding Department phone calls to Jeff or the on-call phone, so staff is always able to receive customer and emergency calls. The changes have been implemented on a trial basis for the past few weeks, and so far has been working well.

Finance Manager: Pam reported that Jessica Sherwood has completed the TCCOG Supervisor Series Level 1 and Winona Fisher has completed Level 2. Pam gave an overview of the billing system training Winona has received from Judy Orasi. Judy has submitted her letter of intent to retire April 30, 2020. Pam will be sending notice to the municipal clerks to let them know what changes will be coming due to Judy's retirement.

Jes had requested a tuition request for the 2019 Fall semester but had to withdrawal from the course. She will re-submit when she registers for the course in 2020.

Human Resources: Judy noted that the General Manager annual review process is still in the works. She noted Open Enrollment for health benefits is underway.

General Manager: Steve explained that Managers are doing a good job getting projects completed before the end of year, which helps Pam with year-end accounting. Gregg has been doing a good job making department changes and improving efficiencies. Pam has been actively preparing for the future changes in the Administration department. Steve reviewed how the customer service desk located in the Admin area could be utilized by the Administration and Distribution departments. This change will also allow the creation of a designated office area for Jeff Hall, Assistant Distribution Manager.

Next meeting - Wednesday, December 18, 2019 at 1:30 pm.

Committee discussed the 2020 schedule and leaving it as the 4th Wednesday of the month at 1:30 pm.

(1/22, 2/26, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, 11/25 ?->11/18, 12/23 ?-> 12/16)

Meeting adjourned at 1:54 pm.

Bolton Point Personnel and Organization Committee
Wednesday, December 18, 2019
1:30 pm – 2:30 pm

AGENDA:

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

Next meeting will be: Wednesday, January 22, 2020 at 1:30pm

Future meeting dates-4th Wednesday:

(2/26, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, 11/25 ?->11/18, 12/23 ?-> 12/16)