



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
March 5, 2020 at 4:00 p.m.
Bolton Point Conference Room

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

scliwc@boltonpoint.org

2020
Exhibit No.

COMMISSIONERS:	1. Approval of February 6, 2020 Meeting Minutes	021
H. MICHAEL NEWMAN Chairperson	2. Management Staff Report	022
ROY E. STALEY Vice Chairperson	3. Committee Reports	
	A. Budget and Finance Committee	
	1. End of year Budget Transfer Resolution	023
	2. December 31, 2019 Financial Report (Final)	024
	3. January 31, 2020 Financial Report	025
	4. Approval of March 5, 2020 Warrants	
	B. Engineering and Operations Committee	
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	2. February 26, 2020 Meeting Agenda	027
	C. Personnel and Organization Committee	
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	D. Planning and Public Affairs Committee	
ANDRA BENSON		
BILL GOODMAN		
DON HARTILL		
EDWARD LAVIGNE		
JASON LEIFER		
JACK RUECKHEIM		
LINDA WOODARD		
CONSULTANTS:	4. Executive Session (If Necessary)	
MARY RUSSELL	5. Old and New Business	
MANAGEMENT:	6. Other	
STEVE RIDDLE General Manager	7. Adjournment	

NEXT MEETING
April 9, 2020 at 4:00 p.m.
Bolton Point Conference Room

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
February 6, 2020

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, February 6, 2020 at 4:00 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 Rod Howe, Treasurer, Town of Ithaca
- Commissioner Andra Benson, Town of Lansing
- Commissioner Bill Goodman, Town of Ithaca
- Commissioner Ed LaVigne, Town of Lansing
- Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

- Steve Riddle, General Manager
- Gregg Weatherby, Distribution Manager
- Glenn Ratajczak, Production Manager
- Pam Van Gelder, Finance Manager
- Judy Drake, Human Resources Manager, Town of Ithaca
- Jim Weber, Director of Public Works, Town of Ithaca
- Jessica Sherwood, Principal Account Clerk/Typist

ABSENT:

- Commissioner Don Hartill, Village of Lansing
- Commissioner Jason Leifer, Town of Dryden
- Commissioner Jack Rueckheim, Town of Dryden

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

Note: Mr. Newman introduced Andra Benson from the Town of Lansing. Ms. Benson was appointed by Mr. LaVigne, at the January 15th meeting of the Town of Lansing, to the Commission replacing Kevin Wyszowski.

1. Approval of Meeting Minutes January 9, 2020

Exhibit #014

Discussion: None

MOTION by Howe, SECOND by Woodard to approve the January 9, 2020 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #015

Item #1 – January Projects Update

Discussion: Mr. Riddle reported on this item and noted he has contacted Mirabito to discuss extending our current electrical contract. He also reviewed our Non-Revenue Water and noted the AMI system has improved accuracy of the numbers used to calculate water loss.

Item #2 – Commission’s Cross Connection Control Program Software Update

Discussion: Mr. Weatherby reported on this item and noted we have completed one year with the VEPO CrossConnex program. He noted VEPO has been responsive to requests for enhancements and are releasing a new version this month. He distributed a copy of the software enhancements that have been made to the program.

Item #3 – Filter#1 Rehabilitation Project

Discussion: Mr. Ratajczak reported on this item and noted that Vacri Construction has completed their work on the project. The next step is for staff to complete the electrical work and then disinfection and testing will be conducted to return the Filter to operation.

Item #4 – Instrumentation Upgrades and Data Collection

Discussion: Mr. Ratajczak reported on this item and noted the new SCADA system is capturing a large amount of data that will be useful for future analysis.

Item #5 – Administration Department Highlights

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

Item #6 – January 1, 2020 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item.

3. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting.

1. December 30, 2019 Financial Report

Exhibit #016

Discussion: Mr. Howe noted the financial statements are in the packet and revenues are projected to be under budget due to decreased consumption.

2. Approval of the February 6, 2020 Warrants

Discussion: Mr. Howe stated that several committee members reviewed the warrants, and the committee recommends approval. He noted a payment has been made to Core & Main for the annual fees for the AMI System.

The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Howe, SECOND by Goodman to approve the February 6, 2020 Warrants in the amount of \$93,138.18.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Newman noted the reports are in the packet and that several Capital Projects (SCADA, Filter#4, Raw Water Pump#4, and the Raw Water Transmission Main) have been completed.

1. December 18, 2019 Meeting Notes

Exhibit #017

Discussion: None

2. January 22, 2020 Meeting Agenda

Exhibit #018

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. LaVigne and highlighted various items from the meeting including safety trainings that have been scheduled for 2020. Mr. LaVigne noted that the committee discussed and decided to move the meeting time from 1:30 p.m. to 1:00 p.m.

1. December 18, 2019 Meeting Notes

Exhibit #019

Discussion: None

2. January 22, 2020 Meeting Agenda

Exhibit #020

Discussion: None

D. Planning and Public Affairs Committee

Discussion: Mr. Riddle noted he would be attending a meeting in Waterloo on February 12th which was scheduled by Liz Cameron from the Tompkins County Health Department to discuss the Watershed Rules and Regulations project.

4. Executive Session (If Necessary):

Discussion: None

5. Other

Discussion: None

6. Adjournment:

MOTION by LaVigne, SECOND by Woodard to adjourn the meeting at 4:40 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
March 5, 2020 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

February 28, 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 March 5, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of February 6, 2020. 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. February Projects Update	1
2. Energy Curtailment Program Update	2
3. Annual Reporting Performed in February	2
4. Six Mile Creek Transmission Main Improvement Project	2
5. Administration Department Highlights	3
6. February 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. February Projects Update

Electric Energy Contract Renewal - Worked with Mirabito Energy to extend the Commission's current two year electrical energy contract (current contract expires in October 2020). Electrical rates are slightly lower than the existing contract and staff has had been very satisfied with Mirabito Energy's customer service. Staff recommended to the Engineering and Operations Committee at the February 26th meeting extending the contract for an additional two years. The Committee discussed and recommends extending the contract.

GIS/IT Interviews - Staff reviewed 17 applications for the open position and selected seven applicants to interview. Interviews were held on February 25th and 27th. Three applicants have been selected for a second interview, which are currently being scheduled.

2. Energy Curtailment Program Update

Bolton Point participates in an energy curtailment program with NRG Curtailment Solutions. This program includes two mandatory one hour tests (one during the summer and one in the winter). On February 24th, NRG notified staff of a mandatory test scheduled for Thursday February 25th, from 5pm to 6pm. Payments for the following six month period is based on our performance during this one hour test. To reduce electrical demands as much as possible, staff turned off all unnecessary electrical power at the Treatment Plant, Raw Water Pump Station and Oakcrest Booster Pump Station for the one hour period. Official results from the test should be received in 3-4 weeks.

3. Annual Reporting Performed in February

In February, staff sent notification letters to local and State agencies as required by the Superfund Amendments and Reauthorization Act (SARA). The notification is required due to the Commission's practice of storing bulk quantities of potentially hazardous chemicals. Letters were sent to the State Department of Environmental Conservation, The Tompkins County Fire and Disaster Coordinator, the Local Emergency Coordinator, and the New York State Office of Emergency Management.

Staff completed the Environmental Laboratory Accreditation Program (ELAP) laboratory certification renewal process. This on-line application is filed with the New York State Department of Health to maintain laboratory bacteriological certification. Staff also submitted the annual water withdrawal report, accounting for the amount of water taken from the lake, and water supplied to other water systems to the New York State DEC. In 2019, Bolton Point withdrew 942 million gallons of water from the lake.

4. Six Mile Creek Transmission Main Improvement Project

Staff continues working with Barton & Loguidice (B&L) Engineers and the City of Ithaca to develop the Six Mile Creek Transmission Main Improvement Project. Initial design, material specification and bidding requirement draft documents are being reviewed by Commission staff. B&L staff is completing the SEQR assessment forms and staff will be presenting this information and a resolution to establish the Commission as lead agency for this project. This is the same process used for the 2019 Raw Water Transmission Main Project. Once this step has been completed, Part II of the Environmental Assessment will take place, including soil borings and completion of the design phase.

Staff is scheduled to meet with B&L engineers the week of March 2nd to finalize plans and to discuss the project timeline. Staff expects the project to be advertised for bid in April 2020 with a fall or early winter construction date.

5. Administration Department Highlights

- Department Statistics January 2020
 - **TL/VCH**
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,539
 - **ALL**
 - Work Orders prepared 47
 - Final Bills processed 32
 - New Accounts 2
 - Municipal payments processed 48
 - Cash Disbursements \$1,077k
Includes:
\$271k V fund xfer
 - Cash Receipts \$555k

6. February 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights

February 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 10/16/19-1/15/2020				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	2/1/19	2/1/20	2/1/19	2/1/20
TL	29,308,000	28,696,300	\$158,828.69	\$164,365.52
	2% Decrease		3% Increase	
VCH	15,198,200	15,278,900	\$82,440.70	\$86,142.93
	0% Increase/Decrease		4% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

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

Resolution of Approval of Budget Transfers, Amendments, and Modifications for the
Year Ending December 31, 2019

March 5, 2020

WHEREAS, in preparation of closing the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission, the Commission's Finance Manager has reviewed all budgetary revenue and appropriation accounts for the year ending December 31, 2019, and

WHEREAS, this review disclosed certain budgetary revenues and expenditures requiring transfers, amendments, or modifications needed to close the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2019, and

WHEREAS, these findings are summarized below showing the net impact on Fund Balance in each fund,

Operating Fund

Beginning Fund Balance as of 1/1/19	\$	2,582,740
ADD: Total Revenues		4,450,813
LESS: Total Expenditures		<u>4,224,972</u>
Ending Fund Balance as of 12/31/19	\$	2,808,581
Net increase of Fund Balance from 2019 Operations:		225,841

Capital Project Fund-Improvement/Replacement

Beginning Fund Balance as of 1/1/19	\$	941,671
ADD: Total Revenues		1,122,983
LESS: Total Expenditures		<u>1,528,277</u>
Ending Fund Balance as of 12/31/19	\$	536,378
Net decrease to Fund Balance from 2019 Activity:		(405,293)

Debt Service Fund

Beginning Fund Balance as of 1/1/19	\$	122,217
ADD: Total Revenues		150,608
LESS: Total Expenditures		<u>270,688</u>
Ending Fund Balance as of 12/31/19	\$	2,138
Net decrease of Fund Balance from 2019 Activity:		(120,079)

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission authorize and direct the Finance Manager to record all year end budget transfers, amendments and modifications, including any and all other changes deemed appropriate and necessary to close the financial records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2019.

MOVED:

SECONDED:



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,023,516	2,138	1,128,054	3,153,708	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,023,716	2,138	1,128,054	3,153,908	B
RESERVED CASH:					
Fringe Benefit Reserve	105,703	0	0	105,703	
Total Reserved Cash	105,703	0	0	105,703	B
OTHER ASSETS:					
Accounts Receivable	831,761	0	0	831,761	
Prepaid Expenses	78,825	0	0	78,825	
Total Other Assets	910,586	0	0	910,586	C
TOTAL ASSETS	3,040,005	2,138	1,128,054	4,170,197	
LIABILITIES					
Accounts Payable	26,108	0	568,762	594,870	
Accrued Liabilities	205,316	0	22,914	228,230	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	231,424	0	591,676	823,101	D
FUND BALANCE					
Reserved Fund Balance	105,492	0	0	105,492	
Unexpended Fund Balance	2,703,089	2,138	536,378	3,241,605	
TOTAL FUND BALANCE	2,808,581	2,138	536,378	3,347,097	A
TOTAL LIABILITIES and FUND BALANCE	3,040,005	2,138	1,128,054	4,170,197	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/19	2,582,740	122,217	941,671	3,646,629	
ADD: YTD REVENUES	4,450,813	150,608	1,122,983	5,724,404	
LESS: YTD EXPENSES	4,224,972	270,688	1,528,277	6,023,936	
FUND BALANCE AS OF 12/31/19	2,808,581	2,138	536,378	3,347,097	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 12/31/19	2,808,581	2,138	536,378	3,347,097	A
Less: Receivables & Prepaids	910,586	0	0	910,586	C
Add: Liabilities	231,424	0	591,676	823,101	D
CASH BALANCE AS OF 12/31/19	2,129,419	2,138	1,128,054	3,259,611	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2019**

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

BUDGET	4,450,813	150,291	1,122,983
YTD ACTUAL	4,450,813	150,608	1,122,983
OVER (UNDER)	0	317	0
% EARNED	100%	100%	100%
% UNEARNED	0%	0%	0%

EXPENSES

BUDGET	4,224,972	270,688	1,528,277
YTD ACTUAL	4,224,972	270,688	1,528,277
OVER (UNDER)	0	0	0
% EXPENDED	100%	100%	100%
% UNEXPENDED	0%	0%	0%

DETAILED REVENUES

Service Charges	59,358	0	0
Cross Connection Fees	9,888	0	0
Services for Other Governments-Members	88,335	0	0
Joint Activity-Water Rents	4,189,712	0	0
Interest Earnings	8,075	317	2,983
Permits	52,257	0	0
Sales of Equipment	34,091	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	9,097	0	0
Interfund Transfers*	0	150,291	1,120,000
	4,450,813	150,608	1,122,983

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

DETAILED EXPENSES

Water Administration	646,999	0	1,528,277
Source of Supply	296,145	0	0
Purification	660,428	0	0
Transmission and Distribution	701,145	0	0
Employee Benefits	649,965	0	0
Debt Service	0	270,688	0
Interfund Transfers*	1,270,291	0	0
	4,224,972	270,688	1,528,277

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



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
JANUARY 2020**

**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
JANUARY 2020**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	1,798,605	273,471	559,490	2,631,566	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,798,805	273,471	559,490	2,631,766	B
RESERVED CASH:					
Fringe Benefit Reserve	105,721	0	0	105,721	
Total Reserved Cash	105,721	0	0	105,721	B
OTHER ASSETS:					
Accounts Receivable	589,407	0	0	589,407	
Prepaid Expenses	0	0	0	-	
Total Other Assets	589,407	0	0	589,407	C
TOTAL ASSETS	2,493,933	273,471	559,490	3,326,894	
LIABILITIES					
Accounts Payable	75,628	0	8,866	84,494	
Accrued Liabilities	171,499	0	19,527	191,026	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	247,127	0	28,393	275,520	D
FUND BALANCE					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,141,103	273,471	531,097	2,945,670	
TOTAL FUND BALANCE	2,246,806	273,471	531,097	3,051,374	A
TOTAL LIABILITIES and FUND BALANCE	2,493,933	273,471	559,490	3,326,894	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	40,137	271,333	243	311,713	
LESS: YTD EXPENSES	601,912	0	5,523	607,436	
FUND BALANCE AS OF 1/31/20	2,246,806	273,471	531,097	3,051,374	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 1/31/20	2,246,806	273,471	531,097	3,051,374	A
Less: Receivables & Prepays	589,407	0	0	589,407	C
Add: Liabilities	247,127	0	28,393	275,520	D
CASH BALANCE AS OF 1/31/20	1,904,526	273,471	559,490	2,737,487	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE ONE MONTH PERIOD ENDING JANUARY 31, 2020**

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

BUDGET	4,825,488	271,288	1,120,000
YTD ACTUAL	40,137	271,333	243
OVER (UNDER)	(4,785,351)	45	(1,119,757)
<hr/>			
% EARNED	1%	100%	0%
% UNEARNED	99%	0%	100%

EXPENSES

BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	601,912	0	5,523
OVER (UNDER)	(4,223,576)	(271,288)	(524,477)
<hr/>			
% EXPENDED	12%	0%	1%
% UNEXPENDED	88%	100%	99%

DETAILED REVENUES

Service Charges	1,952	0	0
Cross Connection Fees	785	0	0
Services for Other Governments	1,610	0	0
Joint Activity-Water Rents	31,337	0	0
Interest Earnings	621	45	243
Permits	3,832	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	271,288	0
	40,137	271,333	243

* includes transfer to Debt Service Fund to cover 2020 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	115,759	0	5,523
Source of Supply	14,025	0	0
Purification	43,762	0	0
Transmission and Distribution	38,179	0	0
Employee Benefits	118,900	0	0
Debt Service*	0	0	0
Interfund Transfers	271,288	0	0
	601,912	0	5,523

* includes transfer to Debt Service Fund to cover 2020 Principal & Interest Payments

Engineering and Operations Committee Meeting Notes

Wednesday, January 22, 2020 @ 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, Bill Goodman, Jack Rueckheim, Roy Staley, Mary Russell, Steve Riddle, Gregg Weatherby, Pam VanGelder, Winona Fisher and David O'Shea

1. December 2019 Meeting Notes

#1

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

2. December 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 totaled 942 million gallons.

On December 2nd staff replaced a broken pressure gauge and repacked the indicator stem on Pump #1 at the Coy Glen Pump Station.

On December 16th during their weekly test, staff found the Brown Road Pumps were not operating. Staff found and replaced a faulty timer that controls the pumps. The pumps were returned to normal operation.

During the months of November and December, staff performed a trial to reduce and eventually eliminate the feed of starch as a filter aid. Over a four week period, starch concentrations were reduced by 25% each week. Filter turbidities were monitored closely and with no detriment to water quality the starch feed was discontinued on December 9th. Staff will closely monitor water quality from the filters as it may change during different seasons. The starch filter aid will be available for use if needed.

A gap in the finished water comparison graph can be attributed to staff topping off water storage tanks within the distribution system to assist in completing shutdowns for Capital Projects.

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

There were four water main breaks in December, bringing the year to date total to 34 - one less main break than occurred in 2018. Utility location requests were up 12 % in 2019 over 2018.

Water usage at Ithaca College was much lower in 2019, this is due to several water main breaks that occurred in December 2018 on their campus. Consumption totals for the Commission's 18 large users continues to be down from 2018.

Cross connection control plans for the new New York State DOT Facility facility on Warren Road have been received and are being reviewed by staff. Plans have been approved by staff and the Tompkins County Health Department for the Salt Point Brewing Facility on Auburn Road. Construction of the new facility has been delayed until the Spring.

Bids for the water main replacement project on Winston Drive and Winston Court in the Town of Ithaca have been received and are currently being reviewed for approval and contract award. Installation of a water main extension at the Westview Subdivision has been completed, but to date testing of the new main has not occurred. Materials have arrived for a water main extension on Northwoods Road in the Village of Lansing. Installation is expected to occur in the Spring.

3. Informational Items

a. Capital Projects

1. Raw Water Pump #4 Project

Glenn reported the project has been completed and this item will be removed from the Capital Projects list.

2. SCADA Upgrade Project

Glenn reported the project has been completed and this item will be removed from the Capital Projects list.

3. Plant Equipment - Filter #1 Repair

Glenn reported removal of equipment and demolition of the filter has been completed and the original media has been removed. A leak in the shared wall of Filters #1 and #2 was discovered and repaired. Protective coating application on the filter walls will be completed today. Staff has begun installing electrical equipment upgrades and will rebuild the filter meter once parts arrive. The filter is expected to be returned to service in March.

4. Oakcrest Booster Pump Station Upgrade Project

Staff reported the scope of the project needs to be changed due to electrical code requirements. For 2020, staff has begun developing plans to replace the existing electrical service, interior control panels and replace VFD's with new soft starts. A new Pump #3 will also be installed. The emergency generator portion of the project will be moved to the 2021 Capital Project list.

5. Six Mile Creek Transmission Main Project

Gregg reported that the surveying and design of the project is expected to be completed in February. The next step will be to get approvals from the City of Ithaca and develop project specifications and bid documents.

4. Committee Member Comments or Other Issues

Jack asked if staff had reviewed the proposal from TRI to review the Commission's electrical bills for possible overbilling. Steve stated he will reach out to Steve Lipinski to proceed once a billing information packet has been assembled.

5. Next Meeting - Wednesday, February 26, 2020 @ 12:00 Noon

Future meetings - Fourth Wednesday of the month at noon.

March 25, April 28, May 26, June 24

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, February 26, 2020 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	January 2020 Meeting Notes	#1
2.	January 2020 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. Plant Equipment - Filter #1 Repair	
	2. Oakcrest Booster Pump Station Upgrade Project	
	3. Six Mile Creek Transmission Main Project	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday, March 25, 2020 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
April 22, May 27, June 24, July 22**

**Bolton Point Personnel and Organization Committee
Wednesday, January 22, 2020**

Commissioners: Ed LaVigne, Chair, Mike Newman, Jack Rueckheim and Bill Goodman

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

Absent:

Shop Steward: Kyle Fellows

Staff Support: Judy Drake

Meeting called to order at: 1:30 pm

1) Meeting Notes:

The Committee approved the December meeting notes with no edits.

2) Reports:

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

Distribution Manager: Gregg reported the Commission's annual CPR/ First Aid training will be held on March 18th and 26th. The annual PERMA safety training has been scheduled for July 15th. Jordan Betts will be attending Supervisory Series Level II in 2020. Jake Colbert, Jason Reynolds and Hugh Trimm will be participating in a tour/training at the Kennedy Valve and Hydrant Foundry this Friday.

Finance Manager: Pam reported Jessica Sherwood will be attending Supervisory Series Level II in 2020. Pam continues working on year-end reporting.

Production Manager: Glenn reported that Kyle Fellows has successfully completed the operator home-study tests, submitted all paperwork to the Tompkins County Health Department and completed the required field exam. Final application paperwork has been submitted to the NYS Health Department for Kyle's Water Treatment Plant IIA Operator license.

With the additional WTPO, the department has started to shift work between Operators and Electrical Mechanical Technicians. This work includes performing general monthly checklist on the treatment facility and taking over chemical dosing reviews in the distribution system.

Tyler Fleming has successfully completed his 6 month probationary period. Tyler has indicated interest in attending electrical trainings to expand his core knowledge. This will be helpful as there are several large electrical projects scheduled for 2020.

Jim Bower started an online Master's degree program in Environmental Health and Safety through RIT. Glenn recommended the College Course Reimbursement program for Jim for the Fall 2019 semester and the Spring 2020 semester. The program allows for an annual \$3,000 reimbursement and a \$7,500 lifetime max. Mike moved and Jack seconded the recommendation.

Human Resources: Judy reported that year end and new year payroll processing is complete. W2's are done and soon to be sent out with 1095 health insurance report. An All-Hands training has been scheduled for all staff on February 12th. The training will focus on the Myers Briggs Type Indicator (MBTI). Managers have been invited to attend a session on January 29th on "Challenging Unconscious Bias in the Hiring Process" at the Town of Ithaca. This program will

be offered for staff titled “Challenging Unconscious Bias in the Workplace”, which Bolton Point staff will be invited to attend

General Manager: Steve explained that managers are doing a great job especially on 2020 Capital projects which are being re-evaluated but still moving forward. Pam is diligently working on the year end reporting requirements.

Ben Coakley has resigned effective February 7th to take a position at the Town of Ithaca. The GIS/IT position will be advertised this week. The Asset Management Program project will be put on hold until this fall. Jes Sherwood will be filling in some of the basic IT needs until we hire a replacement.

Mike expressed his gratitude to Ben on what he has done over the years.

The Committee discussed and decided to move meeting time from 1:30 pm to 1:00 pm.

Next meeting - Wednesday, February 26, 2020 at 1:00 pm.

4th Wednesday: (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 2:00 pm.

Bolton Point Personnel and Organization Committee
Wednesday, February 26, 2020
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft January meeting notes
2. Review Wellness Program revised by ToI

3. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Distribution Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - f. General Manager

4. Consider Executive Session to discuss the personnel history of a particular person.

Next meeting will be: Wednesday, March 25, 2020 at 1:00pm

Future meeting dates-4th Wednesday:

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