



# 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**  
**April 9, 2020 at 4:00 p.m.**  
**Bolton Point Conference Room**

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**COMMISSIONERS:**

H. MICHAEL NEWMAN  
Chairperson

ROY E. STALEY  
Vice Chairperson

ROD HOWE  
Treasurer

ANDRA BENSON

BILL GOODMAN

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JACK RUECKHEIM

LINDA WOODARD

**CONSULTANTS:**

MARY RUSSELL

**MANAGEMENT:**

STEVE RIDDLE  
General Manager

GREGG WEATHERBY  
Distribution

PAMELA VANGELDER  
Finance

GLENN RATAJCZAK  
Production

	<u>2020</u> <u>Exhibit No.</u>
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D. Planning and Public Affairs Committee	
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5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING  
May 7, 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  
March 5, 2020

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, March 5, 2020 at 4:00 p.m. at the Bolton Point Conference Room, 1402 East Shore Drive, Ithaca, New York, 14850.

### PRESENT:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights  
 Commissioner Don Hartill, Village of Lansing (arrived 4:08pm)  
 Commissioner Rod Howe, Treasurer, Town of Ithaca  
 Commissioner Ed LaVigne, Town of Lansing  
 Commissioner Jason Leifer, Town of Dryden  
 Commissioner Jack Rueckheim, Town of Dryden  
 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 Mike Newman, Chairperson, Village of Lansing  
 Commissioner Andra Benson, Town of Lansing  
 Commissioner Bill Goodman, Town of Ithaca

Commission Vice-Chairperson Roy Staley called the meeting to order at 4:02 p.m.

Vice- Chairperson Staley noted that Chairman Mike Newman passed away unexpectedly and called for a moment of silence in his memory.

**1. Approval of Meeting Minutes February 6, 2020**

*Exhibit #021*

Discussion: None

MOTION by Woodard, SECOND by Howe to approve the February 6, 2020 Commission meeting minutes.

(Ayes: Howe, LaVigne, Leifer, Staley, Woodard; Nays: None; Abstentions: Rueckheim)

Carried

**2. Management Staff Report**

*Exhibit #022*

**Item #1 – February Projects Update**

Discussion: Mr. Riddle reported on this item and noted the contract through October 2022 with Mirabito was signed on March 2<sup>nd</sup>. He also noted interviews were held with seven candidates for the GIS/IT position and two candidates were selected for second interviews. He updated the Commission that Darrin Christy was offered and has accepted the position.

**Item #2 – Energy Curtailment Program Update**

Discussion: Mr. Ratajczak reported on this item and noted we continue to participate in an energy curtailment program with NRG Curtailment Solutions which includes two mandatory one hour tests per year.

**Item #3 – Annual Reporting Performed in February**

Discussion: Mr. Ratajczak reported on this item and noted the required annual reporting was performed in February.

**Item #4 – Six Mile Creek Transmission Main Improvement Project**

Discussion: Mr. Weatherby reported on this item and noted the design was reviewed and a meeting is scheduled with the City of Ithaca on March 9<sup>th</sup> to ensure coordination of this important project. He expects the project will be advertised for bid in April 2020.

**Item #5 – Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item and noted 32 final bills were processed in January which included 15 for the Horizon Village properties in the Village of Lansing. She also noted cash disbursements included a transfer for 2020 bond payments as included in the 2020 operating budget.

**Item #6 – February 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights**

Discussion: Ms. VanGelder reported on this item and noted this is the first billing for the Town of Lansing and the Village of Cayuga Heights at the new 2020 rate.

**A. Budget and Finance Committee**

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

**1. End of the Year Budget Transfer Resolution**

*Exhibit # 023*

Discussion: Mr. Howe reported the committee reviewed the following resolution and recommends approval.

**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**

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

**Capital Project Fund-Improvement/Replacement**

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

**Debt Service Fund**

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

SECONDED: Hartill

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

Carried

**2. December 30, 2019 Financial Report (Final)**

*Exhibit #024*

Discussion: Mr. Howe noted the financial statements are in the packet and we ended the year adding \$225k to the Operating Fund Balance from 2019 activity. While revenues were under budget, expenditures were also under budget resulting in an increase in the operating fund balance.

**3. January 31, 2020 Financial Report**

*Exhibit # 025*

Discussion: Mr. Howe reported on this item and stated that the cash transfer to the debt service fund was made for scheduled 2020 bond payments.

**4. Approval of the March 5, 2020 Warrants**

Discussion: Mr. Howe stated that several committee members reviewed the warrants, and the committee recommends approval.

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

MOTION by Woodard, SECOND by Hartill to approve the March 5, 2020 Warrants in the amount of \$ 203,488.17.

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

Carried

**B. Engineering and Operations Committee**

Discussion: Mr. Riddle reported that several capital projects have been completed and 2020 projects have started including the Filter#1 Rehabilitation project and the electrical portion of the Oakcrest Booster Pump Station Upgrade project.

**1. January 22, 2020 Meeting Notes**

*Exhibit #026*

Discussion: None

**2. February 26, 2020 Meeting Agenda**

*Exhibit #027*

Discussion: None

**C. Personnel and Organization Committee**

Discussion: Mr. LaVigne highlighted various items from the meeting and extended kudos to the Managers and staff on working well together to make the organization run smoothly.

**1. January 22, 202 Meeting Notes**

*Exhibit #028*

Discussion: None

**2. February 26, 2020 Meeting Agenda**

*Exhibit #029*

Discussion: None

**D. Planning and Public Affairs Committee**

Discussion: Mr. Rueckheim noted that he and Steve Riddle attended two separate meetings on the watershed topic.

**3. Executive Session (If Necessary):**

Discussion: None

**4. Other**

Discussion: None

**5. Adjournment:**

MOTION by Hartill, SECOND by Rueckheim to adjourn the meeting at 4:51 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

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



# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

April 1, 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 April 9, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of March 5, 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. March Projects	1
2. Production COVID-19 Response	2
3. Distribution Department Update	2
4. Administration Department Highlights	3
5. March 1, 2020 Billing in the Town of Ithaca	3

## **1. March Projects**

Emergency Operations - I have been in continuous communication with the Tompkins County Health Department's Environmental Engineer, Scott Freyburger, to keep him updated with the Commission's current emergency operations. This has included staffing levels, treatment chemical and laboratory reagent levels, and the Commission's ability to assist Cornell and City of Ithaca in an emergency. I have informed the Health Department, Cornell, and the City of Ithaca that our ability to assist their operations may be limited, based on our staffing and treatment chemical availability at the time of request for assistance. The City and Cornell were asked to develop additional emergency operations plans.

Drinking Water Source Protection Program – Began to develop goals and a vision that the Commission would like to achieve with the Program. Have also begun developing a stakeholders group and protection areas outline for the program.

## **2. Production COVID-19 Response**

When it became apparent that the coronavirus had made its way to the United States and cases of COVID-19 were documented in the first week of March, the Production staff initiated emergency operations preparation. First and foremost, all essential treatment chemicals were ordered with the goal to stockpile a minimum of 90 days' supply (as storage allows). Staff was able to accomplish this goal. Staff also ensured there was a 180 day supply of lab reagents and bacteriological testing agents. Vendors were contacted to verify their supply chains are resilient and able to meet our needs if required. Products were then procured such as; janitorial paper products, disinfecting wipes, hand soap, and disposable gloves. A request for hand sanitizer was submitted to the Tompkins County Emergency Management Department, but staff was informed that requests are only being honored for first responders. Staff did successfully find a vendor to supply hand sanitizer and it is expected to arrive onsite the week of 03/30/2020.

Potential staffing issues were also addressed as the treatment plant and distribution system sampling cannot be interrupted or delayed. To avoid staff interaction as much as possible, several measures were taken; the midnight shift continues to be staffed as usual by one person; during the week, department staff was divided in to two groups, each containing a manager, operator, and electrical/mechanical technician. One group works the first half of the week and the other works the second half. Everyone is available if an emergency situation arises, but the goal is to keep each group from having direct contact with the other. Treatment plant and lab access are also being limited to production staff only.

Treatment operations remain typical with the exception of implementing a higher chlorine residual leaving the plant, as our chlorine residual in the distribution system always meets the set standards, this was instituted as more of an insurance policy. At this time, the plant has at least 60 days' worth of chemicals and staff will be reordering as soon as space allows. Staff has been flexible with arranging schedules and availability during this challenging time, as many have significant others in the health care field.

To end on a positive note, the Production Department family welcomed the addition of a new baby. Megan Falicchio gave birth to a healthy baby boy on March 8<sup>th</sup>. Congratulations Megan & family.

## **3. Distribution Department Update**

With the Governor's Coronavirus mandates to close all non-essential business, Managers have closed the office to the public and reduced staff. During the pandemic, staff is still required to maintain the water system and ensure all customers have safe, clean and continuous water supply. Staff continues to answer customer concerns by phone and email, perform DSNY locates and respond to all emergencies while maintaining social distancing and performing best practices to limit potential exposure. Staff is following Town of Ithaca's recommended code enforcement procedures by performing video plumbing inspections and only making appointments with customers for what is deemed an emergency.

Distribution staff has also been working around the Commission's facilities remodeling office spaces and performing spring landscaping tasks, while ready to respond to any emergencies within the distribution system. Throughout this rare and difficult circumstance, all staff has come together to help, and understands the importance of maintaining the water system while doing everything possible to stay safe and healthy.

**4. Administration Department Highlights**

- Department Statistics Feb 2020
  - **TI**
    - Non BP Water accounts 175
    - Total # of Water Bills sent 3,374
  - **ALL**
    - Work Orders prepared 25
    - Final Bills calculated 9
    - New Accounts 0
    - Municipal payments processed 40
    - Cash Disbursements \$227k
    - Cash Receipts \$2592k

**5. March 1, 2020 Billing in the Town of Ithaca**

March 1, 2020 Billing in the Town of Ithaca				
Billing Period: 11/16/19-2/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	3/1/19	3/1/20	3/1/19	3/1/20
TI	97,115,520	96,179,640	\$ 516,898.75	\$533,417.48
	1% Decrease		3% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
<b>ASSETS</b>				
UNRESERVED CASH:				
Savings	1,838,343	273,514	550,756	2,662,612
Petty Cash	200	0	0	200
Total Unreserved Cash	1,838,543	273,514	550,756	2,662,812
RESERVED CASH:				
Fringe Benefit Reserve	105,738	0	0	105,738
Total Reserved Cash	105,738	0	0	105,738
OTHER ASSETS:				
Accounts Receivable	599,084	0	0	599,084
Prepaid Expenses	0	0	0	-
Total Other Assets	599,084	0	0	599,084
<b>TOTAL ASSETS</b>	<b>2,543,365</b>	<b>273,514</b>	<b>550,756</b>	<b>3,367,635</b>
<b>LIABILITIES</b>				
Accounts Payable	51,558	0	145,499	197,057
Accrued Liabilities	171,499	0	19,527	191,026
BAN Payable	0	0	0	0
TOTAL LIABILITIES	223,057	0	165,026	388,083
<b>FUND BALANCE</b>				
Reserved Fund Balance	105,703	0	0	105,703
Unexpended Fund Balance	2,214,605	273,514	385,730	2,873,848
TOTAL FUND BALANCE	2,320,308	273,514	385,730	2,979,552
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>2,543,365</b>	<b>273,514</b>	<b>550,756</b>	<b>3,367,635</b>
<b>ANALYSIS OF FUND BALANCE</b>				
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097
ADD: YTD REVENUES	308,178	271,376	374	579,929
LESS: YTD EXPENSES	796,451	0	151,023	947,474
FUND BALANCE AS OF 2/28/20	2,320,308	273,514	385,730	2,979,552
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>				
FUND BALANCE AS OF 2/28/20	2,320,308	273,514	385,730	2,979,552
Less: Receivables & Prepaids	599,084	0	0	599,084
Add: Liabilities	223,057	0	165,026	388,083
CASH BALANCE AS OF 2/28/20	1,944,281	273,514	550,756	2,768,550

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENSES  
FOR THE TWO MONTH PERIOD ENDING FEBRUARY 29, 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	308,178	271,376	374
OVER (UNDER)	<b>(4,517,310)</b>	<b>88</b>	<b>(1,119,626)</b>
% EARNED	6%	100%	0%
% UNEARNED	94%	0%	100%

**EXPENSES**

BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	796,451	0	151,023
OVER (UNDER)	<b>(4,029,037)</b>	<b>(271,288)</b>	<b>(378,977)</b>
% EXPENDED	17%	0%	28%
% UNEXPENDED	83%	100%	72%

**DETAILED REVENUES**

Service Charges	3,398	0	0
Cross Connection Fees	2,445	0	0
Services for Other Governments-Members	19,437	0	0
Joint Activity-Water Rents	274,631	0	0
Interest Earnings	1,181	88	374
Permits	7,072	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	15	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	271,288	0
	<b>308,178</b>	<b>271,376</b>	<b>374</b>

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

**DETAILED EXPENSES**

Water Administration	154,564	0	151,023
Source of Supply	32,238	0	0
Purification	93,895	0	0
Transmission and Distribution	85,926	0	0
Employee Benefits	158,540	0	0
Debt Service	0	0	0
Interfund Transfers*	271,288	0	0
	<b>796,451</b>	<b>0</b>	<b>151,023</b>

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

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# Engineering and Operations Committee Meeting Notes

**Wednesday, February 26, 2020 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
<b>Present:</b> Mike Newman, Don Hartill, Jack Rueckheim, Roy Staley, Mary Russell, Steve Riddle, Glenn Rataczak, Pam VanGelder, Winona Fisher, Jessica Sherwood and David O'Shea		
<b>1. January 2019 Meeting Notes</b>		#1
The Committee found the notes to be acceptable as they appeared in the February meeting packet.		
<b>2. January 2019 Monthly Operations Report</b>		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water produced in January was lower than previous years at 73 million gallons. Raw water temperatures and turbidities were typical for January.		
On January 18 <sup>th</sup> staff discovered a leak on the chlorine dioxide feed line at the Raw Water Pump Station. Staff rebuilt the feed distribution manifold to simplify the piping and make the repair.		
While Filter #1 has been off-line for rehabilitation, staff has worked extended hours to continue producing enough water to meet demand. Mike and Roy asked about the repair of a leak between Filter #1 and Filter #2. Glenn responded the leak was successfully patched from both sides by injecting a sealant and covering with hydraulic cement.		
Glenn reported the monthly Health Department report was routine.		
Steve discussed the following highlights of the Distribution portion of the report:		
There were five water main breaks in December. Main break numbers are historically lower than previous years, in large part to municipal water main replacement projects.		
On January 21 <sup>st</sup> , Staff investigated high demand on the Commission's East Hill Tank. It was determined that a large break on Cornell's North Campus had opened the interconnection and caused the increased demand. Once the leak was isolated, demand returned to normal. Staff is investigating adding telemetry to the interconnection valve to alert operators of the status of the valve (open or closed).		
On January 24, staff closely monitored the level of the NYSEG Tank and system while fire fighters used hydrants to fight a large structure fire in the Town of Dryden.		
Water usage at Ithaca College increased due to several water main breaks on their campus. A large main break at the Baker Institute, after the master meter, increased their water usage. Cornell staff has been notified of the leak and are investigating. Staff has notified Sevanna Park Apartments of an increase in usage, after the master meter, on their water system. Apartment maintenance staff is investigating the possible cause of the increase.		
A Cross connection control device has been installed and approved for the new Customs Building at the Tompkins County Regional Airport. This brings the number of approved devices to 218.		
As-builts for the Muriel Street and Winthrop Drive water main replacement projects have been received from the Town of Ithaca. Staff has identified a few edits and requested additional information before accepting and approving the as-builts.		

### **3. Informational Items**

#### **a. Capital Projects**

##### **1 Plant Equipment - Filter #1 Repair**

Glenn reported the contractor, Vacri Construction, has completed all work identified in the project agreement. Staff is expecting filter flow meter replacement parts within the next week. Once the filter flow meter is repaired, installed, and the filter disinfection and testing is completed, the filter is expected to be returned to service in March.

##### **2. Oakcrest Booster Pump Station Upgrade Project**

Glenn reported staff has continues to develop plans to replace the pump station's existing electrical service, interior control panels, and replace VFD's with new soft starts. A new Pump #3 will also be installed. Staff is working with NYSEG to replace the existing electrical service and transformer. Glenn distributed a preliminary cost estimate of the electrical upgrades.

##### **3. Six Mile Creek Transmission Main Project**

Steve reported design of the project is expected to be completed in March. The next step will be to get approvals from the City of Ithaca and develop project specifications and bid documents. Staff and Barton and Loguidice Engineers expect to place the project out for bid in April. The project is expected to be completed in 2020.

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

Steve updated the Committee members on progress of filling the Commission's vacant GIS/IT position. Seven candidates will be interviewed for the position this week. Steve also discussed extending the Commission's current electrical contract with Mirabito Energy and Constellation. The Committee recommended extending the contract through October 2022. Jack and Steve updated the Committee on meetings they have attended regarding Cayuga Lake Watershed Rules and Regulations.

#### **5. Next Meeting - Wednesday, March 25, 2020 @ 12:00 Noon**

**Future meetings - Fourth Wednesday of the month at noon.  
April 28, May 26, June 24**



**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
March 25, 2020 - Public Meeting Cancelled  
Meeting Discussions By E-Mail**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	<b>February 2020 Meeting Notes</b>	#1
2.	<b>February 2020 Monthly Operations Report</b>	#2
3.	<b>Informational Items</b>	
	<b>a. Capital Projects</b>	
	1. <b>Plant Equipment - Filter #1 Repair</b>	
	2. <b>Oakcrest Booster Pump Station Upgrade Project</b>	
	3. <b>Six Mile Creek Transmission Main Project</b>	
4.	<b>Committee Member Comments or Other Issues</b>	
5.	<b>Next Meeting - Wednesday, April 22, 2020 @ 12:00 Noon</b>	

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

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

**Resolution Declaring the Intent Of The  
Southern Cayuga Lake Intermunicipal Water Commission  
To Act As Lead Agency – Six Mile Creek Transmission Main Project**

April 9, 2020

**WHEREAS**, the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) is proposing the Bolton Point Water System Six Mile Creek Transmission Main Project (Project), located in the City of Ithaca, Tompkins County, New York; and

**WHEREAS**, the Project has been classified as an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; and

**WHEREAS**, it is the intent of the SCLIWC Board of Commissioners to assume the role of “Lead Agency” for purposes of conducting a SEQRA assessment of the Project; and

**WHEREAS**, Part I of a Short Environmental Assessment Form (SEAF) has been completed (attached), reviewed by the SCLIWC Board of Commissioners, and will be circulated to all Involved Agencies for purposes of establishing the SCLIWC Board of Commissioners as “Lead Agency” in accordance with 6 NYCRR Part 617.6(b).

**NOW, THEREFORE, BE IT**

**RESOLVED AND DETERMINED**, that the Chairperson of the SCLIWC Board of Commissioners hereby is authorized to sign Part I of the Short Environmental Assessment Form (page 3); and it is further

**RESOLVED AND DETERMINED**, that the SCLIWC Board of Commissioners will send said Part I of the Short Environmental Assessment Form and associated site figure to the attached list of “Interested/Involved Agencies” under cover of a “Notice of Intent to Establish Lead Agency” letter for purposes of establishing Lead Agency status under SEQRA; and it is further

**RESOLVED**, that the Chairperson of the SCLIWC Board of Commissioners, together with the SCLIWC Attorney and Barton and Loguidice, D.P.C., are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

Moved:

Seconded:

Vote:

**Bolton Point Personnel and Organization Committee**  
**Wednesday, February 26, 2020**

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

Managers: Steve Riddle, Glenn Ratajczak and Pam VanGelder

Absent: Bill Goodman and Andra Benson, Gregg Weatherby      Shop Steward: Hugh Trimm

Staff Support: Judy Drake      Meeting called to order at: 1:02 pm

1) Meeting Notes:

The Committee approved the January meeting notes with no edits.

2) Review of Wellness Program:

Committee reviewed the program that was revised by the Town of Ithaca for consideration at Bolton Point. Committee will consider looking into program when establishing a wellness budget for 2021.

3) Reports:

Shop Steward: Hugh reported there are no grievances or issues to bring forward. There is a new UAW president, LeVon Brewer, that met with Hugh and Kyle Fellows. Mr. Brewer has requested information from the Commission to prepare for contract negotiations in September.

Production Manager: Glenn reported that Kyle Fellows has received his IIA WTPO license from the NYS Health Department. Megan Falicchio will be going out on Family Medical Leave the first week of March for 12 weeks and Kyle will be covering the Sunday through Wednesday plant operator shift. Bolton Point will be entering the "Best Water Competition" at this year's NYAWWA conference in April.

Distribution Manager: Steve reported for Gregg as Gregg, Jeff Hall and Jordan Betts were attending a STBOA training on Code updates. All department staff participated in two day leak detection equipment training at Bolton Point. Staff has been busy repairing several water main breaks that have occurred this winter.

Finance Manager: Pam reported there has been one year of billing training between Winona Fisher and Judy Orasi. Judy will be retiring in April. Jes Sherwood has been assisting with IT needs (back-ups, copier and other help desk issues) due to the vacancy of the GIS/IT Specialist position. Pam, Jes and Winona will be attending the TCCOG - Strengths Based Solutions training in March.

Pam presented a College Course Reimbursement request from Jes Sherwood for a Diversity class for the Spring 2020 semester for her undergraduate degree. Mike moved and Ed seconded that the committee recommends approval of the request. The reimbursement will be considered once a grade is received. The program allows for a \$3,000 annual reimbursement maximum and a \$7,500 lifetime reimbursement maximum.

Human Resources: Judy reported that she has been working on the recruitment for the vacant GIS/IT Specialist position. 17 applications were received and 7 are being interviewed. Due to Judy Orasi's retirement in April, a canvass of the civil service list for Account Clerk Typist

position has begun. Information has gone out to staff on the Platinum Plan regarding the Blue 4U wellness program.

General Manager: Steve explained that all staff attended training on Myers Briggs Type Indicator (MBTI). Management staff attended training with Town of Ithaca on Challenging Unconscious Bias in the Hiring Process. Steve has been working on the Cayuga Lake Watershed Rules and Regulations.

4) Executive Session:

Jack moved into executive session, seconded by Mike at 1:47 pm, motion approved.

Ed moved out of executive session, seconded by Jack at 2:09 pm, motion approved.

**Next meeting - Wednesday, March 25, 2020 at 1:00 pm.**

4<sup>th</sup> Wednesday: (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 2:10 pm.

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

**Resolution for Provisional Appointment of Darrin Christy to  
 Geographic Information Systems / Information Technology Specialist Position**  
 April 9, 2020

WHEREAS, there is a vacant Geographic Information Systems / Information Technology Specialist (GIS/IT) position in the Distribution Department; and

WHEREAS, the Distribution Manager, General Manager, Town of Ithaca GIS Analyst and Human Resources Manager interviewed seven candidates from the open recruitment list for the position; and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Darrin Christy to the Geographic Information Systems / Information Technology Specialist position, on a provisional basis pending the next civil service exam for said title; and

WHEREAS, the Personnel and Organization Committee has reviewed and recommends the appointment of Darrin Christy to the Geographic Information Systems / Information Technology Specialist position, on a provisional basis pending the next civil service exam for said title;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the provisional appointment of Darrin Christy to the Geographic Information Systems / Information Technology Specialist position, effective April 27, 2020 at the rate of \$27.00 per hour with full time benefits; and, be it further

RESOLVED, the appointment is provisional pending the results from the next civil service exam for this position.

MOVED:

SECONDED:

VOTE:

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

**Resolution for  
Appointment of Lilly Gustafson to  
Account Clerk Typist Position  
April 9, 2020**

WHEREAS, there is a vacant Account Clerk Typist position in the Administration Department; and

WHEREAS, the Finance Manager, Principal Account Clerk Typist, General Manager and Human Resources Manager interviewed three candidates from the civil service eligible list; and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Lilly Gustafson to the Account Clerk Typist position; and

WHEREAS, the Personnel and Organization Committee has reviewed and recommends the appointment of Lilly Gustafson to the Account Clerk Typist position effective May 18, 2020;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment of Lilly Gustafson to the Account Clerk Typist position, effective May 18, 2020; at \$19.65 per hour with full time benefits; and, be it further

RESOLVED, a twenty-six (26) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Finance Manager.

MOVED:

SECONDED:

VOTE:

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

**Resolution for Approval of Modified Employment Policies  
Due to COVID-19**

April 9, 2020

WHEREAS, On March 16, 2020, the Governor of New York issued Executive Order number 202.14 that required all local governments, effective March 17, 2020, to allow all non-essential personnel to work from home or take leave without charging accruals and all non-essential staff shall total no less than 50% of the entire workforce; and

WHEREAS, the Commission's Management Team met on March 16, 2020 to make determinations regarding staff and public access, closing the facility to the public and sending staff home with full pay through March 31<sup>st</sup>, following Town of Ithaca Board Resolution 2020-048; and

WHEREAS, the Commission's Management Team met on March 25<sup>th</sup> to make further recommendations regarding extending employment policies beyond March 31<sup>st</sup>; and

NOW THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve of the following modified employment policies due to the COVID-19 Pandemic through April 29, 2020 or until further notice:

- Public Access has been restricted from entering the facility until further notice.
- Employees are permitted to work from home, when applicable, and departments are encouraged to reduce the number of staff on site to as few as possible to maintain essential functions.
- Employees that are not feeling well are forbidden to enter our facility or report to work (even if essential) for a minimum of three days and sick time will not be required to be used.
- Employees are to be paid without the use of paid time off accruals from March 16, 2020 through April 29, 2020, whether working onsite, offsite or unable to perform work.
- Employee vacation time accruals will be allowed to extend beyond the maximum allowed, but will be required to be brought back within the maximum allowed prior to the accrual on December 1, 2020.
- Employees who are out of work on disability or workers' compensation claims will not be required to use paid time off accruals during the same time period as all other staff.
- Employees that are tested positive or quarantined will be paid in full without the use of sick time for the length of the required absence.

MOVED:

SECONDED:

VOTE: Ayes:  
Nays: