



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
May 7, 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>
1. Approval of April 9, 2020 Meeting Minutes	040
2. Management Staff Report	041
3. Committee Reports	
A. Budget and Finance Committee	
1. March 31, 2020 Financial Report	042
2. 2021 Budget Adoption Schedule	043
3. Approval of the April 9, 2020 Warrants	
4. Approval of the May 7, 2020 Warrants	
B. Engineering and Operations Committee	
1. March 25, 2020 Meeting Notes-meeting held via email	044
2. April 22, 2020 Meeting Agenda	045
C. Personnel and Organization Committee	
1. March 25, 2020 Meeting Agenda-meeting cancelled	
2. April 22, 2020 Meeting Agenda-meeting cancelled	
3. Resolution for Approval of Continued Extension of Modified Employment Policies Due to COVID-19	046
D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
June 4, 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
April 9, 2020

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, April 9, 2020 at 4:00 p.m. via Zoom Teleconference in the Bolton Point Conference Room, 1402 East Shore Drive, Ithaca, New York, 14850.

PRESENT:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Bill Goodman, Town of Ithaca
 Commissioner Don Hartill, Village of Lansing
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jack Rueckheim, Town of Dryden
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Gregg Weatherby, Distribution Manager
 Glenn Ratajczak, Production Manager
 Pam Van Gelder, Finance Manager
 Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Andra Benson, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden

Commission Vice-Chairperson Roy Staley called the meeting to order at 4:03 p.m.

1. Approval of Meeting Minutes March 5, 2020

Exhibit #030

Discussion: None

MOTION by Rueckheim, SECOND by Hartill to approve the March 5, 2020 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #031

Item #1 – March Projects Update

Discussion: Mr. Riddle reported on this item and noted he has 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.

Item #2 – Production COVID-19 Response

Discussion: Mr. Ratajczak reported on this item and noted that department staff was divided in to two teams, each containing a manager, operator, and electrical/mechanical technician. In the event someone becomes ill the plant can still be operated by the other team.

Item #3 – Distribution Department Update

Discussion: Mr. Weatherby reported on this item and noted he has divided his group to ensure adequate coverage in order to respond to all emergencies while maintaining social distancing and performing best practices to limit potential exposure.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

Item #5 – March 1, 2020 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item.

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee did not meet this month due to the COVID-19 mandates.

1. February 29, 2020 Financial Report

Exhibit # 032

Discussion: Mr. Howe reported on this item.

2. Approval of the April 9, 2020 Warrants

Discussion: Approval was deferred until the May meeting.

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported that several Capital Projects are in process including the Six Mile Creek Transmission Main Project and the Oakcrest Booster Pump Station Upgrade Project.

1. February 26, 2020 Meeting Notes

Exhibit #033

Discussion: None

2. March 25, 2020 Meeting Agenda

Exhibit #034

Discussion: None

3. Resolution Declaring the Intent of the Commission to Act as Lead Agency-Six Mile Creek T-Main Project

Exhibit #035

Discussion: Mr. Riddle distributed the resolution to the Commissioners prior to the meeting for their review.

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: Hartill

Seconded: LaVigne

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

Carried

C. Personnel and Organization Committee

Discussion: Mr. Riddle noted the Committee members received the following three resolutions prior to the meeting and recommend their approval to the entire Commission.

1. February 26, 2020 Meeting Notes *Exhibit #036*

Discussion: None

2. Resolution for Appointment of Darrin Christy To GIS/IT Position *Exhibit #037*

Discussion: None

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 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: Hartill

SECONDED: Rueckheim

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

Carried

**3. Resolution for Appointment of Lilly Gustafson
To Account Clerk Typist Position**

Exhibit #038

Discussion: None

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: Hartill

SECONDED: Rueckheim

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

Carried

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

Exhibit #039

Discussion: None

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 31st, following Town of Ithaca Board Resolution 2020-048; and

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

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

D. Planning and Public Affairs Committee

Discussion: Mr. Rueckheim noted there have been no meetings due to the COVID-19 mandates.

4. Executive Session (If Necessary):

Discussion: None

5. Old and New Business

Discussion: None

6. Other

Discussion: None

7. Adjournment:

MOTION by Staley, SECOND by Hartill to adjourn the meeting at 4:41 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
May 7, 2020 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

May 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 May 7, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of April 9, 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. April Projects	1
2. Production Department Update	2
3. Distribution Department Water Main Project Updates	2
4. Administration Department Highlights	3
5. April 1, 2020 Billing in the Town of Dryden/Village of Lansing	3

1. April Projects

Removal of Treatment Sludge - In October of 2019, the Commission accepted the recommendation from the Budget and Finance Committee to amend the 2019 Operating Budget by transferring \$40,000 from the Unreserved Fund Balance to the BP System Maintenance budget line. Since that time, staff has worked with Casella Waste Management and Life Science Laboratories to ensure all paperwork and testing required had been completed. On April 28th, the final test results and waste characterization profile application were submitted to Casella Waste Management. Final approval to remove 40+ years of treatment sludge is expected to occur in May and removal of the material should be completed this summer. Staff will add funding to the operating budget beginning in 2021, to allow for annual removal of treatment sludge in the future.

2. Production Department Update

The Production Department continues to operate under a modified schedule to provide adequate staffing while minimizing interactions within the department. At this time, there have been no supply chain interruptions for procuring treatment chemicals or supplies. Staff has received masks and hand sanitizer from the Tomkins County Emergency Management Department to supplement our stock on hand. Staff has implemented protocols for safely collecting distribution system samples as many sites are businesses, to ensure the safety of our staff and the public.

As New York State looks towards implementing a reopening plan; staff has posted guidelines on our website set forth by the Center for Disease Control on how to properly flush internal plumbing systems for buildings that have been vacant. When water sits stagnant for long periods of time the chlorine dissipates, and there is an increased chance of bacterial growth, and in proper conditions this could also lead to the formation of Legionella.

3. Distribution Department Water Main Project Updates

As the weather improves, staff has started to see essential construction projects within the member municipalities water systems begin. On April 14th, a preconstruction meeting was held via video conference for the Town of Ithaca's Winston Court/Winston Drive water main replacement project. The project includes replacing approximately 4,500 linear feet of 8-inch ductile iron pipe, new valves, fire hydrants and service connections. The contractor for this project, Varci Construction, is scheduled to start on May 11th.

The Northwood's water main extension project in the Village of Lansing began on Monday April 27th. Staff was on-site to assist and perform the water main shutdown during the initial tie-in to the existing main process. The project consists of extending approximately 800 feet of 8-inch water main and connecting two pressure zones. Once completed, this will provide enhanced water pressure to several customers in this area of the distribution system. Commission staff will be conducting pressure and bacteriological testing once construction is complete. The new main is expected to be in service by the end of May.

Staff has also been assisting contractors at the new NYS Department of Transportation facility located at 960 Warren Road in the Town of Lansing. This project consists of a new large commercial facility, which requires many plumbing inspections. The project also contains approximately 1,100 feet of 12-inch private water main, master meter, RPZ, and several fire hydrants. The master meter will measure all water usage, including fire flows for building's fire suppression system and fire hydrant usage. The water main was constructed, tested and put into service in April. Bolton Point Rules and Regulations require all private mains to meet the same standards for water quality and construction, which is why staff was present for all testing procedures. Staff will continue with plumbing inspections until the facility is completed.

4. Administration Department Highlights

- Department Statistics Mar 2020
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1,011
 - **ALL**
 - Work Orders prepared 19
 - Final Bills calculated 12
 - New Accounts 2
 - Municipal payments processed 64
 - Cash Disbursements \$442k
Includes:
\$24k bond pmt
 - Cash Receipts \$575k

5. April 1, 2020 Billing in the Town of Dryden/Village of Lansing

April 1, 2020 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 12/16/19-3/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	4/1/19	4/1/20	4/1/19	4/1/20
TD	6,397,800	6,831,100	\$ 34,803.88	\$ 38,933.17
	6% Increase		11% Increase	
VL	32,341,800	33,158,000	\$ 170,835.05	\$ 152,992.30
	3% Increase		12% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,141,044	250,049	405,330	2,796,423	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,141,244	250,049	405,330	2,796,623	B
RESERVED CASH:					
Fringe Benefit Reserve	105,752	0	0	105,752	
Total Reserved Cash	105,752	0	0	105,752	B
OTHER ASSETS:					
Accounts Receivable	200,756	0	0	200,756	
Prepaid Expenses	0	0	0	-	
Total Other Assets	200,756	0	0	200,756	C
TOTAL ASSETS	2,447,752	250,049	405,330	3,103,130	
LIABILITIES					
Accounts Payable	87,586	0	52,588	140,174	
Accrued Liabilities	171,499	0	19,527	191,026	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	259,085	0	72,115	331,200	D
FUND BALANCE					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,082,963	250,049	333,215	2,666,227	
TOTAL FUND BALANCE	2,188,666	250,049	333,215	2,771,930	A
TOTAL LIABILITIES and FUND BALANCE	2,447,752	250,049	405,330	3,103,130	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	470,092	271,411	448	741,951	
LESS: YTD EXPENSES	1,090,007	23,500	203,611	1,317,117	
FUND BALANCE AS OF 3/31/20	2,188,666	250,049	333,215	2,771,930	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 3/31/20	2,188,666	250,049	333,215	2,771,930	A
Less: Receivables & Prepaids	200,756	0	0	200,756	C
Add: Liabilities	259,085	0	72,115	331,200	D
CASH BALANCE AS OF 3/31/20	2,246,996	250,049	405,330	2,902,375	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE THREE MONTH PERIOD ENDING MARCH 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	470,092	271,411	448
OVER (UNDER)	(4,355,396)	123	(1,119,552)
% EARNED	10%	100%	0%
% UNEARNED	90%	0%	100%

EXPENSES

BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	1,090,007	23,500	203,611
OVER (UNDER)	(3,735,481)	(247,788)	(326,389)
% EXPENDED	23%	9%	38%
% UNEXPENDED	77%	91%	62%

DETAILED REVENUES

Service Charges	4,222	0	0
Cross Connection Fees	4,225	0	0
Services for Other Governments-Members	22,601	0	0
Joint Activity-Water Rents	425,057	0	0
Interest Earnings	1,664	123	448
Permits	10,709	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	11	0	0
Interfund Transfers*	0	271,288	0
	470,092	271,411	448

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

DETAILED EXPENSES

Water Administration	251,208	0	203,611
Source of Supply	53,402	0	0
Purification	151,296	0	0
Transmission and Distribution	158,581	0	0
Employee Benefits	204,232	0	0
Debt Service	0	0	0
Interfund Transfers*	271,288	23,500	0
	1,090,007	23,500	203,611

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

2021 Budget Adoption Schedule

Date	Milestone
May 7, 2020	Commission approves proposed budget adoption schedule
May 11, 2020	Staff begins preparing department and capital project budgets
June 18, 2020	Budget and Finance Committee members receive department proposed operational and capital project budgets
June 25, 2020	Budget and Finance Committee meets with General Manager and Department Managers to discuss 2021 budget package
July 9, 2020	Budget and Finance Committee meets to discuss budget package, which is included in the July 9 Commission meeting packet, and finalizes presentation plan to the Commission
July 9, 2020	Commission is presented with report from the Budget and Finance Committee and staff on budget package and considers adoption of the Committee recommended budget
July 23, 2020	Optional —Budget and Finance Committee meets to further discuss budget package
August 6, 2020	Budget and Finance Committee meets to discuss and make any final changes to the Committee recommended budget (if not previously approved) and the 2021 water rate
August 6, 2020	Commission considers presented 2021 Committee recommended budget (if not previously approved) and the 2021 water rate.
August 10, 2020	If approved at the August 6, 2020 meeting, staff provides each member municipality with the new 2021 Bolton Point water rate. Staff delivers copies of the Commission's 2021 Tentative Budget to the Town of Ithaca
September 10, 2020	Optional —If not previously approved, Budget and Finance Committee meets to discuss and make any final changes to the proposed budget and 2021 water rate
September 10, 2020	Optional —If not previously approved, Commission considers approving the 2021 budget and water rate
September 14, 2020	Optional —If not previously approved, Staff delivers copies of the Commission's 2021 Tentative Budget to the Town of Ithaca

New 2021 Water Rate

If a new 2021 Bolton Point water rate is approved by the Commission, the following recommended municipality deadlines allow passage of their new water rate(s) before water consumption takes place that will be billed in 2021 at the new rate.

Town of Lansing and Village of Cayuga Heights
 Town of Ithaca
 Town of Dryden and Village of Lansing

October 16, 2020
 November 16, 2020
 December 16, 2020

Engineering and Operations Committee Meeting Notes

**Wednesday, March 25, 2020 @ 12:00 Noon
Meeting Held Via Email**

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
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Packet Sent To: Don Hartill, Jack Rueckheim, Roy Staley, Mary Russell, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder, Winona Fisher, Jessica Sherwood, Scott, Freyburger, Liz Cameron, Jim Weber, Dan Thaete and David O'Shea

1. February 2020 Meeting Notes

#1

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

2. February 2020 Monthly Operations Report

#2

Glenn provided the Production and Electrical/Mechanical portion of the report:

Jack submitted a question regarding overtime incidents for the energy curtailment test. The report stated there were three incidents, this indicated three staff members were deployed for one incident. There were not three separate curtailment tests.

Gregg provided the Distribution portion of the report:

No questions from Committee members.

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

Committee members were presented with the completed Six Mile Creek SEQR Part 1 of the Short Environmental Assessment Form and recommends to the full Commission establishing SCLIWC as the "Lead Agency" for the review.

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**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
April 22, 2020 - Public Meeting Cancelled
Meeting Discussions Via Email**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	March 2020 Meeting Notes	#1
2.	March 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, May 27, 2020 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
June 24, July 22, August 26**

**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 Continued Extension of Modified Employment
Policies Due to COVID-19**

May 7, 2020

WHEREAS, On April 9, 2020, the Commission approved a resolution, (Exhibit 039) ,which modified employment policies to comply with the Governor's Executive Order 202.14 due to the COVID-19 Pandemic, which was extended through April 29, 2020; and

WHEREAS, the Governor through Executive Order 202.18 extended Executive Order 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 ad all non-essential staff shall total no less than 50% of the entire workforce policies due to the COVID-19 Pandemic, through May 15, 2020;

NOW THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve of the continued extension of modified employment policies due to the COVID-19 Pandemic, through May 15, 2020 or until further notice.

MOVED:

SECONDED:

VOTE: Ayes:

Nays: