



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
July 9, 2020 at 4:00 p.m.
Bolton Point Conference Room

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COMMISSIONERS:

2020
Exhibit No.

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

ANDRA BENSON

BILL GOODMAN

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

LINDA WOODARD

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

- | | |
|--|-----|
| 1. Approval of June 4, 2020 Meeting Minutes | 054 |
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| 6. Other | |
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NEXT MEETING
August 6, 2020 at 4:00 p.m.
Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
June 4, 2020

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, June 4, 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 Jack Rueckheim, Chairperson, Town of Dryden
 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 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 Chairperson Jack Rueckheim called the meeting to order at 4:02 p.m.

1. Approval of Meeting Minutes May 7, 2020

Exhibit #047

Discussion: None

MOTION by Hartill, SECOND by Howe to approve the May 7, 2020 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #048

Item #1 – COVID-19 Operations Update

Discussion: Mr. Riddle reported on this item and noted safety precautions have been implemented including physical distancing measures and daily health screening assessments.

Item #2 – Drinking Water Quality Report

Discussion: Mr. Ratajczak reported on this item and noted, as mandated by the EPA, the report has been completed and was advertised in three local papers prior to the May 31st deadline.

Item #3 – Filter Aid Termination Project

Discussion: Mr. Ratajczak reported on this item and noted the use of a filter aid for particle removal in the water was discontinued. Staff will compile data on water quality for a 12 month period.

Item #4 – Distribution Department Water Main Project Updates

Discussion: Mr. Weatherby reported on this item and noted the Town of Ithaca's Winston Drive project is progressing well and the Village of Lansing's Northwoods water main extension project is complete. Construction is expected to occur this summer on the Commission's Six Mile Creek Transmission Main project.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

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

Discussion: Ms. VanGelder reported on this item and noted part of the decrease in consumption for the Town of Lansing can be attributed to Borg Warner and Cargill commercial accounts. The increase in the consumption for the Village of Cayuga Heights is due to an increase in usage for residential accounts.

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. He noted that a meeting has been scheduled for 1:00 pm on June 25th to review the 2021 department recommended budget.

1. April 30, 2020 Financial Report***Exhibit # 049***

Discussion: Mr. Howe reported on this item and noted the report is comparable to last year at this time.

2. Approval of the June 4, 2020 Warrants

Discussion: Mr. Howe stated that he and Mr. Rueckheim reviewed the warrants, and recommend approval.

MOTION by Howe , SECOND by Hartill to approve the June 4, 2020 Warrants in the amount of \$58,656.24.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported for Mr. Staley and stated that several Capital Projects are in process and asked Mr. Weatherby and Mr. Ratajczak to update the Commissioners. Mr. Weatherby noted the bid opening for the Six Mile Creek Transmission Main Project is scheduled for June 5th. Mr. Ratajczak noted that the Filter #1 project is complete and Filters #2 & 3 are next to be rehabilitated. Mr. Ratajczak also noted that work on the first phase of the Oakcrest Booster Pump Station Upgrade Project is in process.

1. April 22, 2020 Meeting Notes-meeting held via email***Exhibit #050***

Discussion: None

2. May 27, 2020 Meeting Agenda***Exhibit #051***

Discussion: None

3. Resolution for Six Mile Creek Transmission Project – SEQR Unlisted Action***Exhibit #052***

Discussion: None

The Villages of Cayuga Heights and Lansing

**Resolution Determining the Proposed Bolton Point Water System Six Mile Creek Transmission Main Project is an Unlisted Action and Will Not Have a Significant Adverse Impact on the Environment
June 4, 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, the SCLIWC Board of Commissioners sent a letter and Part 1 of a Short Environmental Assessment Form (SEAF) to other potentially “Interested Agencies” and “Involved Agencies” (as these terms are defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating that SCLIWC’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the Project (in accordance with 6 NYCRR Part 617.6); and

WHEREAS, responses from Interested and Involved Agencies were requested, and each of the potentially Interested and Involved Agencies has agreed to, or raised no objections to, the SCLIWC Board of Commissioners serving as Lead Agency for the Project; and

WHEREAS, Pursuant to the SEQRA Regulations, the SCLIWC Board of Commissioners has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the SEAF for the Project, including the facts and conclusions in Part 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern:

NOW, THEREFORE, BE IT

RESOLVED, that the SCLIWC Board of Commissioners hereby establishes itself as Lead Agency for the Project; and

BE IT FURTHER RESOLVED, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the SCLIWC’s knowledge of the area surrounding the Project, the SCLIWC Board of Commissioners makes the determination that the Project will not have a significant adverse environmental impact and that the Project will not require the preparation of a Draft Environmental Impact Statement; and

BE IT FURTHER RESOLVED, that the consequence of such findings and declaration, and in compliance with the requirements of SEQRA, the SCLIWC Board of Commissioners, as Lead Agency, hereby directs the SCLIWC Board of Commissioners Chairperson to sign the SEAF Part 3 – Determination of Significance indicating that a Negative Declaration has been issued for the Project; this Resolution shall take effect immediately.

MOVED: Hartill

SECONDED: Woodard

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

Carried

C. Personnel and Organization Committee

Discussion: Mr. Riddle noted the Committee members approved the tuition reimbursement for Jim Bower.

1. May 27, 2020 Meeting Agenda-meeting cancelled

Discussion: None

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

Exhibit #052

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**

June 4, 2020

WHEREAS, the Governor of New York issued Executive Order number 202.4 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 policies due to the COVID-19 Pandemic through May 15th, 2020; and

WHEREAS, On May 7, 2020 the Commission approved a resolution, Exhibit 046, which modified employment policies to comply with the Governor’s Executive Order 202.14 due to the COVID-19 Pandemic, which was extended through May 15, 2020; and

WHEREAS, in anticipation of Executive order 202.4 concluding on June 6th, and the Commission being allowed to expand the number of staff beyond 50% at the Commission facility, the following employment policies are recommended by the General Manager;

NOW, THEREFORE, BE IT

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

- Public Access to facilities is restricted to the customer service area only between the hours of 8:00 am - 10:30 am for plumbing permits
- Employees will be expected to work their regular weekly hours or must utilize paid leave accruals to make up the difference

- Employees unable to report to work or meet their regular weekly hours due to childcare issues such as school being closed, childcare facility being closed or child care provider unavailable due to COVID-19 reasons, shall utilize Expanded FMLA leave in conjunction with paid leave time
- Effective May 26, 2020, employees are required to use paid leave accruals for anytime during their normal schedule when they are unavailable to work, and prior to, must request and receive approval for the time off
- 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. Once vacation time is brought back within the maximum, prior to the accrual on December 1, 2020, from that time on it must remain within the maximum.
- Effective May 17, 2020 employees who are out of work on FMLA, disability or workers' compensation claims will be required to use paid leave accruals
- 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; and
- Employees that have any COVID-19 related symptoms or have been potentially exposed to a person being tested for COVID-19 or a person who has received a positive test result of COVID-19 are forbidden to enter a town facility or report to work (even if essential) and must be tested for COVID-19, providing a negative test result before being able to return to work. Sick time will not be required to be used. Employees are reminded to use due diligence if they are not feeling well due to other common illnesses and to not report to work.

MOVED: Hartill

SECONDED: LaVigne

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

Carried

D. Planning and Public Affairs Committee

Discussion: No meeting was held due to COVID-19 restrictions.

4. Executive Session (If Necessary):

Discussion: None

5. Old and New Business

Discussion: None

6. Other

Discussion: Mr. Riddle congratulated Mr. Ratajczak on receiving the New York American Water Works Association's Operator of the Year Award for 2020.

7. Adjournment:

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

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

July 2, 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 July 9, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of June 4, 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. June Projects	1
2. Triennial Lead and Copper Sampling	2
3. Harmful Algal Bloom (HAB) Monitoring	2
4. Hydrilla Treatment 2020	2
5. Municipal Owned Tank Inspections	2/3
6. Administration Department Highlights	3
7. June 1, 2020 Billing in the Town of Ithaca	3

1. June Projects

2021 Operating Budget - Managers reviewed each Operating Fund account to ensure all Commission operations function as needed. Individual account increases for 2021 include an additional vehicle for the Distribution department, increasing funding for an asset management maintenance system, an arc flash study for the entire electrical system at the Treatment Plant, Raw Water Pump Station and Oakcrest Booster Pump Station, and funds in Grounds Maintenance for parking lot maintenance. Additions have also been made to the Administration Equipment account to allow for new laptops and docking stations for managers as well, as a camera for the conference room. These items will allow Managers to work outside of the office and increase functionality for future virtual meetings. These items are necessary as they were identified as issues for the Commission during the COVID-19 pandemic. One notable decrease in the 2021 budget is the removal of a part time position in the Administration Department. Staff

has done a great job ensuring operations are funded without unnecessary increases to the annual Operating Fund budget.

2. Triennial Lead and Copper Sampling

Bolton Point is on a reduced monitoring plan for lead and copper, due to past test result levels in customers' homes. The reduced monitoring program requires staff to collect and test 30 samples, every 3 years, from June through September. Staff has reviewed the sampling site plan to confirm all sites meet the criteria set forth by the Environmental Protection Agency. Customers that participate in the program are informed of the test results as soon as they are made available to Bolton Point.

3. Harmful Algal Bloom (HAB) Monitoring

Staff has begun monitoring the shoreline near the raw water intake for the presence of HABs as we begin to experience favorable weather conditions. Staff is again collaborating with the HAB Harrier Project, led by the Community Science Institute. This allows staff access to near real time data of blooms reported from around the lake. With the departure of our GIS/IT staff member, we have lost our drone pilot to search for blooms. With this vacancy, Megan Falicchio is currently training to obtain her drone operator license. Staff is hoping to have the drone back in the air by mid-summer.

4. Hydrilla Treatment 2020

The Hydrilla treatment strategy for Cayuga Lake in 2020 has been determined and began the week of June 22nd, and will continue weekly for ten weeks. The treatments are being managed by the US Army Corp of Engineers (USACE) and Tompkins County Soil and Water Conservation District (TCSWCD). The USACE will be treating approximately 51 acres along the shoreline of Stewart Park, the Cornell Sailing Center, and the Cayuga Inlet. The TCSWCD will be managing the treatment of about 14 acres in the southwest corner of the Cayuga Inlet, north of Allan H. Treman State Marine Park. The herbicide fluridone will be used for both treatment projects with chelated copper as an option for spot treatments. Both projects will be using the same application contractor and be conducted at the same time. Bolton Point will be sampling for fluridone on a weekly schedule that has been developed by the Tompkins County Department of Health.

5. Municipal Owned Tank Inspections

The Town of Dryden, Village of Lansing and the Town of Lansing hired Atlantic Underwater Services Inc. to inspect their eight water storage tanks on Monday June 15th. Water storage tanks are required to be inspected every five years in accordance with AWWA standards. Interior and exterior inspection were performed at both NYSEG tanks, Airport tank, Village Circle tank, Bone Plain tank, Bean Hill tank, Wilson Road tank, and Emmons Road tank using a drone and submersible remote operated vehicle (ROV) equipped with a camera. Staff has not received an official report from the contractor, however upon conclusion of the inspections there were few deficiencies and recommendations that staff hasn't already addressed in the days following the inspections. This brings all 24 tanks in the Commission's water system up to

current AWWA inspection requirements. The contractor on-site commended the condition of the tanks and contributed it to the quality of Bolton Point’s water.

6. Administration Department Highlights

- Department Statistics May 2020
 - **TI**
 - Non BP Water accounts 176
 - Total # of Water Bills sent 3,363
 - **ALL**
 - Work Orders prepared 40
 - Final Bills calculated 28
 - New Accounts 5
 - Municipal payments processed 79
 - Cash Disbursements \$187k
 - Cash Receipts \$258k

7. June 1, 2020 Billing in the Town of Ithaca

June 1, 2020 Billing in the Town of Ithaca				
Billing Period: 2/16/19-5/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	6/1/19	6/1/20	6/1/19	6/1/20
TI	100,730,732	90,524,196	\$ 536,287.22	\$507,396.88
	11% Decrease		6% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,183,222	250,082	352,735	2,786,039	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,183,422	250,082	352,735	2,786,239	B
RESERVED CASH:					
Fringe Benefit Reserve	105,766	0	0	105,766	
Total Reserved Cash	105,766	0	0	105,766	B
OTHER ASSETS:					
Accounts Receivable	519,734	0	0	519,734	
Prepaid Expenses	0	0	0	-	
Total Other Assets	519,734	0	0	519,734	C
TOTAL ASSETS	2,808,921	250,082	352,735	3,411,738	
LIABILITIES					
Accounts Payable	36,848	0	19,610	56,459	
Accrued Liabilities	171,499	0	3,000	174,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	208,347	0	22,610	230,958	D
FUND BALANCE					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,494,871	250,082	330,125	3,075,077	
TOTAL FUND BALANCE	2,600,574	250,082	330,125	3,180,781	A
TOTAL LIABILITIES and FUND BALANCE	2,808,921	250,082	352,735	3,411,738	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	1,243,914	271,444	497	1,515,855	
LESS: YTD EXPENDITURES	1,451,921	23,500	206,750	1,682,171	
FUND BALANCE AS OF 5/31/20	2,600,574	250,082	330,125	3,180,781	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 5/31/20	2,600,574	250,082	330,125	3,180,781	A
Less: Receivables & Prepaids	519,734	0	0	519,734	C
Add: Liabilities	208,347	0	22,610	230,958	D
CASH BALANCE AS OF 5/31/20	2,289,188	250,082	352,735	2,892,005	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FIVE MONTH PERIOD ENDING MAY 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	1,243,914	271,444	497
OVER (UNDER)	(3,581,574)	156	(1,119,503)
% EARNED	26%	100%	0%
% UNEARNED	74%	0%	100%

EXPENDITURES

BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	1,451,921	23,500	206,750
OVER (UNDER)	(3,373,567)	(247,788)	(323,250)
% EXPENDED	30%	9%	39%
% UNEXPENDED	70%	91%	61%

DETAILED REVENUES

Service Charges	5,380	0	0
Cross Connection Fees	6,810	0	0
Services for Other Governments-Members	34,350	0	0
Joint Activity-Water Rents	1,175,599	0	0
Interest Earnings	2,200	156	497
Permits	17,961	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
	1,243,914	271,444	497

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

DETAILED EXPENDITURES

Water Administration	317,349	0	206,750
Source of Supply	89,903	0	0
Purification	241,315	0	0
Transmission and Distribution	246,084	0	0
Employee Benefits	285,983	0	0
Debt Service	0	23,500	0
Interfund Transfers*	271,288	0	0
	1,451,921	23,500	206,750

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

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

057

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
REVENUES							
2390 SHARE/JOINT ACTIVITY	4,189,712.36	4,630,488.00	4,630,488.00	1,175,598.75	4,630,488.00	4,738,515.00	4,738,515.00
2144 WATER SERVICE CHARGE	59,358.11	35,000.00	35,000.00	5,379.66	35,000.00	45,000.00	45,000.00
2378 SERVICE TO OTHER GOVTS-MEMBERS	88,334.71	75,000.00	75,000.00	34,349.60	75,000.00	78,000.00	78,000.00
2401 INTEREST-TIME DEPOSITS	8,075.06	4,000.00	4,000.00	2,200.49	4,000.00	6,000.00	6,000.00
2590 PLUMB. PERMIT FEES	52,256.68	50,000.00	50,000.00	17,960.56	50,000.00	50,000.00	50,000.00
2144C CROSS CONNECTION FEES	9,888.00	8,000.00	8,000.00	6,810.00	8,000.00	9,000.00	9,000.00
2665 SALES OF EQUIPMENT	34,091.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
2770 MISC. REFUNDS ETC.	9,096.94	12,000.00	12,000.00	10.88	12,000.00	12,000.00	12,000.00
2701 REFUNDS OF PRIOR YRS EXPENSES	0.00	1,000.00	1,000.00	1,604.50	1,000.00	1,000.00	1,000.00
5031TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599 APPROPRIATED FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	4,450,812.86	4,825,488.00	4,825,488.00	1,243,914.44	4,825,488.00	4,949,515.00	4,949,515.00
APPROPRIATIONS							
9901 BOND PRIN. & INTEREST	150,291.00	271,288.00	271,288.00	271,288.00	271,288.00	266,788.00	266,788.00
8310 ADMINISTRATION	646,998.84	764,255.00	764,255.00	317,348.55	764,255.00	838,645.00	838,645.00
8320 SOURCE OF SUPPLY	296,144.61	288,875.00	288,875.00	89,902.97	288,875.00	302,375.00	302,375.00
8330 PURIFICATION	660,427.64	773,145.00	773,145.00	241,315.00	773,145.00	800,625.00	800,625.00
8340 TRANSMISSION/DISTRIB.	701,145.40	812,125.00	812,125.00	246,083.60	812,125.00	819,332.00	819,332.00
9000 EMPLOYEE BENEFITS	649,964.81	795,800.00	795,800.00	285,983.21	795,800.00	802,250.00	802,250.00
9710 DEBT SERVICE (BOND PAYOFF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9950 CAPITAL PROJECTS	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL APPROPRIATIONS	4,224,972.30	4,825,488.00	4,825,488.00	1,451,921.33	4,825,488.00	4,950,015.00	4,950,015.00

225,840.56

124,527.00
2.6%

Prepared by:
Pam VanGelder
June 2020

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
REVENUES							
2144 Water Service Charges	59,358.11	35,000.00	35,000.00	5,379.66	35,000.00	45,000.00	45,000.00
2378 Service to Other Govts-Members	88,334.71	75,000.00	75,000.00	34,349.60	75,000.00	78,000.00	78,000.00
2390 Share/Joint Activity	4,189,712.36	4,630,488.00	4,630,488.00	1,175,598.75	4,630,488.00	4,738,515.00	4,738,515.00
2401 Interest-Time Deposits	8,075.06	4,000.00	4,000.00	2,200.49	4,000.00	6,000.00	6,000.00
2590 Permit Fees	52,256.68	50,000.00	50,000.00	17,960.56	50,000.00	50,000.00	50,000.00
2144C Cross-Connection Fees	9,888.00	8,000.00	8,000.00	6,810.00	8,000.00	9,000.00	9,000.00
2665 Sales of Equipment	34,091.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
2770 Misc., refunds, etc.	9,096.94	12,000.00	12,000.00	10.88	12,000.00	12,000.00	12,000.00
2701 Refunds of Prior Years Expenses	0.00	1,000.00	1,000.00	1,604.50	1,000.00	1,000.00	1,000.00
5031 Transfer From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	4,450,812.86	4,825,488.00	4,825,488.00	1,243,914.44	4,825,488.00	4,949,515.00	4,949,515.00
OTHER SOURCES							
599 Appropriated From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE & OTHER SOURCES	4,450,812.86	4,825,488.00	4,825,488.00	1,243,914.44	4,825,488.00	4,949,515.00	4,949,515.00

NOTES

1. 2390 Share Joint Activity represents metered water sales revenue.

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
Debt Service:							
9901.900 Transfer to V Fund	150,291.00	271,288.00	271,288.00	271,288.00	271,288.00	266,788.00	266,788.00
Total Principle & Interest	150,291.00	271,288.00	271,288.00	271,288.00	271,288.00	266,788.00	266,788.00
Total Debt Retirement	150,291.00	271,288.00	271,288.00	271,288.00	271,288.00	266,788.00	266,788.00
Administration:							
8310.101 Personnel Services	337,051.17	374,675.00	374,675.00	134,728.04	374,675.00	333,500.00	333,500.00
8310.102 Admin Overtime	0.00	100.00	100.00	0.00	100.00	100.00	100.00
Total Personnel Services	337,051.17	374,775.00	374,775.00	134,728.04	374,775.00	333,600.00	333,600.00
8310.201 Equipment	15,380.61	7,600.00	7,600.00	2,406.73	7,600.00	11,350.00	11,350.00
8310.202 Vehicles	73,298.91	75,000.00	75,000.00	39,661.64	75,000.00	96,000.00	96,000.00
Total Equip	88,679.52	82,600.00	82,600.00	42,068.37	82,600.00	107,350.00	107,350.00
8310.401 Phone/Telemeter	20,322.37	22,050.00	22,050.00	7,946.49	22,050.00	22,850.00	22,850.00
8310.403 Natural Gas	6,286.89	16,000.00	16,000.00	6,398.50	16,000.00	16,000.00	16,000.00
8310.404 Gas & Oil	20,730.21	22,800.00	22,800.00	8,457.70	22,800.00	22,800.00	22,800.00
8310.405 Auditor & Attorney	14,672.50	25,000.00	25,000.00	360.00	25,000.00	25,000.00	25,000.00
8310.406 Consultants	10,972.16	16,800.00	16,800.00	5,650.65	16,800.00	18,100.00	18,100.00
8310.410 Office Supplies	2,541.79	7,000.00	7,000.00	1,544.48	7,000.00	5,900.00	5,900.00
8310.411 Printing & Post	13,417.67	13,250.00	13,250.00	8,918.76	13,250.00	13,775.00	13,775.00
8310.418 Equipment Maint.	4,045.10	9,550.00	9,550.00	1,538.79	9,550.00	9,550.00	9,550.00
8310.419 Custodial Services	14,991.16	13,800.00	13,800.00	5,541.70	13,800.00	13,000.00	13,000.00
8310.433 Travel Schools	7,212.11	17,550.00	17,550.00	7,130.00	17,550.00	15,850.00	15,850.00
8310.435 Advertising	328.46	1,050.00	1,050.00	301.40	1,050.00	800.00	800.00
8310.436 Dues & Publications	2,645.00	2,845.00	2,845.00	2,938.95	2,845.00	2,945.00	2,945.00
8310.437 Data Processing	42,773.21	70,355.00	70,355.00	28,294.47	70,355.00	108,475.00	108,475.00
8310.438 Insurance	49,969.36	54,500.00	54,500.00	50,827.09	54,500.00	55,000.00	55,000.00
8310.440 Miscellaneous	5,081.07	6,900.00	6,900.00	3,458.73	6,900.00	7,200.00	7,200.00
8310 460 In-house Training	160.40	450.00	450.00	240.96	450.00	450.00	450.00
8310.461 Safety Program	5,118.69	6,980.00	6,980.00	1,003.47	6,980.00	60,000.00	60,000.00
Total Contractual	221,268.15	306,880.00	306,880.00	140,552.14	306,880.00	397,695.00	397,695.00
Total Admin 8310	646,998.84	764,255.00	764,255.00	317,348.55	764,255.00	838,645.00	838,645.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
Source of Supply:							
8320.101 Personnel Services	109,206.57	104,750.00	104,750.00	40,233.36	104,750.00	108,400.00	108,400.00
8320.102 Overtime	22,209.26	22,800.00	22,800.00	7,960.44	22,800.00	23,600.00	23,600.00
Total Personal Services	131,415.83	127,550.00	127,550.00	48,193.80	127,550.00	132,000.00	132,000.00
8320.201 Equipment	7,907.96	1,500.00	1,500.00	954.48	1,500.00	7,800.00	7,800.00
Total Equip & Maint	7,907.96	1,500.00	1,500.00	954.48	1,500.00	7,800.00	7,800.00
8320.402 Electric Power	82,066.46	122,000.00	122,000.00	32,297.93	122,000.00	122,000.00	122,000.00
8320.408 Clothing, Boots	1,322.21	1,450.00	1,450.00	250.72	1,450.00	1,500.00	1,500.00
8320.412 Tools, Equip. P	8,302.77	8,425.00	8,425.00	2,554.34	8,425.00	9,225.00	9,225.00
8320.421 Maint B. P Systems	43,069.79	4,200.00	4,200.00	2,481.56	4,200.00	3,800.00	3,800.00
8320.422 Maint. T&V System	22,059.59	21,750.00	21,750.00	3,170.14	21,750.00	24,050.00	24,050.00
8320.433 Travel & School	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
Total Source Contractual	156,820.82	159,825.00	159,825.00	40,754.69	159,825.00	162,575.00	162,575.00
Total Source 8320	296,144.61	288,875.00	288,875.00	89,902.97	288,875.00	302,375.00	302,375.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
Purification:							
8330.101 Personnel Services	326,523.36	379,160.00	379,160.00	146,858.15	379,160.00	391,500.00	391,500.00
8330.102 Overtime	28,052.04	12,000.00	12,000.00	5,126.11	12,000.00	12,000.00	12,000.00
Total Personal Services	354,575.40	391,160.00	391,160.00	151,984.26	391,160.00	403,500.00	403,500.00
8330.201 Equipment	13,409.21	6,800.00	6,800.00	954.48	6,800.00	11,500.00	11,500.00
Total Equip & Supplies	13,409.21	6,800.00	6,800.00	954.48	6,800.00	11,500.00	11,500.00
8330.402 Electric Power	117,207.89	186,000.00	186,000.00	45,694.91	186,000.00	186,000.00	186,000.00
8330.408 Clothing Boot	1,647.84	5,050.00	5,050.00	429.03	5,050.00	4,850.00	4,850.00
8330.412 Tools/Equip Parts	5,552.83	7,200.00	7,200.00	1,750.07	7,200.00	7,700.00	7,700.00
8330.415 Treatment Supplies	75,988.20	74,550.00	74,550.00	11,852.01	74,550.00	74,550.00	74,550.00
8330.416 Lab Supplies	31,354.95	29,850.00	29,850.00	11,356.74	29,850.00	31,450.00	31,450.00
8330.418 Equipment Maint.	33,610.62	47,850.00	47,850.00	9,155.40	47,850.00	50,350.00	50,350.00
8330.419 Buildings & Grounds	25,690.01	23,235.00	23,235.00	7,783.10	23,235.00	29,075.00	29,075.00
8330.433 Travel & Schools	1,390.69	1,450.00	1,450.00	355.00	1,450.00	1,650.00	1,650.00
Total Contractual	292,443.03	375,185.00	375,185.00	88,376.26	375,185.00	385,625.00	385,625.00
Total Purification 8330	660,427.64	773,145.00	773,145.00	241,315.00	773,145.00	800,625.00	800,625.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
Transmission & Distribution:							
8340.101 Personnel Services	458,356.89	481,000.00	481,000.00	175,121.30	481,000.00	490,650.00	490,650.00
8340.102 Overtime	15,845.08	18,000.00	18,000.00	5,401.90	18,000.00	18,000.00	18,000.00
Total Personal Services	474,201.97	499,000.00	499,000.00	180,523.20	499,000.00	508,650.00	508,650.00
8340.201 Equipment	11,146.00	8,200.00	8,200.00	2,460.00	8,200.00	8,700.00	8,700.00
Total Equip & Maint	11,146.00	8,200.00	8,200.00	2,460.00	8,200.00	8,700.00	8,700.00
8340.402 Electric Power	92,748.40	141,100.00	141,100.00	35,636.33	141,100.00	141,100.00	141,100.00
8340.403 Natural Gas	848.98	900.00	900.00	552.06	900.00	900.00	900.00
8340.408 Clothing, Boots	4,238.58	6,300.00	6,300.00	1,351.11	6,300.00	6,300.00	6,300.00
8340.412 Tools/Equip Parts	3,377.88	5,800.00	5,800.00	0.00	5,800.00	5,800.00	5,800.00
8340.418 Vehicle Equip Maint	10,745.53	13,400.00	13,400.00	3,686.04	13,400.00	13,150.00	13,150.00
8340.421 Maint B.P. System	1,113.12	49,050.00	49,050.00	4.04	49,050.00	49,050.00	49,050.00
8340.422 Maint T&V Systems	45,689.47	46,550.00	46,550.00	15,064.36	46,550.00	44,750.00	44,750.00
8340.424 Meters	47,853.14	25,075.00	25,075.00	5,348.00	25,075.00	24,382.00	24,382.00
8340.433 Travel & School	3,494.01	5,150.00	5,150.00	620.00	5,150.00	4,450.00	4,450.00
8340.442 Mapping	5,688.32	11,600.00	11,600.00	838.46	11,600.00	12,100.00	12,100.00
Total Contractual	215,797.43	304,925.00	304,925.00	63,100.40	304,925.00	301,982.00	301,982.00
Total Distribution 8340	701,145.40	812,125.00	812,125.00	246,083.60	812,125.00	819,332.00	819,332.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2021 OPERATING BUDGET

	2019 Actual	2020 Approved	2020 Budget As Modified	Actual 1/1/20 to 5/31/20	Estimate for Dec. 31, 2020	2021 Department Recommended	2021 Budget Committee Recommended
Employee Benefits:							
9010.800 State Retirement	147,386.00	166,000.00	166,000.00	37,216.00	166,000.00	166,000.00	166,000.00
9030.800 Social Security	98,376.52	106,600.00	106,600.00	39,009.56	106,600.00	105,500.00	105,500.00
9040.800 Workers Comp	41,796.47	50,000.00	50,000.00	41,609.00	50,000.00	50,000.00	50,000.00
9045.800 Life Insurance	3,211.00	3,450.00	3,450.00	1,395.00	3,450.00	2,900.00	2,900.00
9050.800 Unemployment Ins	3,032.70	0.00	0.00	0.00	0.00	0.00	0.00
9055.800 Disability Insurance	1,702.19	1,850.00	1,850.00	959.40	1,850.00	1,950.00	1,950.00
9060.800 Health Insurance	353,349.10	465,000.00	465,000.00	165,760.72	465,000.00	465,000.00	465,000.00
9089.800 Wellness Reimbursement	500.00	2,000.00	2,000.00	0.00	2,000.00	10,000.00	10,000.00
9089.801 Wellness Direct Expenses	610.83	900.00	900.00	33.53	900.00	900.00	900.00
Total Employee Ben. 9000	649,964.81	795,800.00	795,800.00	285,983.21	795,800.00	802,250.00	802,250.00
Other Debt Service:							
9710 Debt Service (Bond Payoff)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations	2,954,681.30	3,434,200.00	3,434,200.00	1,180,633.33	3,434,200.00	3,563,227.00	3,563,227.00
Total Debt Retirement Expense	150,291.00	271,288.00	271,288.00	271,288.00	271,288.00	266,788.00	266,788.00
Total Appropriations & Debt Ret.	3,104,972.30	3,705,488.00	3,705,488.00	1,451,921.33	3,705,488.00	3,830,015.00	3,830,015.00
Other Uses:							
9950.900							
(Transfer to Capital Funds)							
Capital replacement program	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
Total Capital Projects	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL OTHER USES	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL APPROPRIATIONS							
AND OTHER USES	4,224,972.30	4,825,488.00	4,825,488.00	1,451,921.33	4,825,488.00	4,950,015.00	4,950,015.00

Engineering and Operations Committee Meeting Notes

**Wednesday, May 27, 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.	April 2020 Meeting Notes	#1
	The Committee found the notes to be acceptable as they appeared in the May meeting packet.	

2.	April 2020 Monthly Operations Report	#2
	Glenn provided the Production and Electrical/Mechanical portion of the report: No questions from Committee members.	

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**
Glenn reported the filter was returned to service in April and is operating as expected. Final lawn restoration was finished outside of Filter #4 in April, completing this project. Staff is investigating options to complete repairs to Filters #2 and #3 late 2020 or early 2021.
- 2. Oakcrest Booster Pump Station Upgrade Project**
Glenn reported staff continues to develop plans and obtain pricing from vendors to replace the pump stations existing electrical service, control panels, replace VFD's with new soft starts and install a new Pump #3. Equipment is expected to be ordered in May.
- 3. Six Mile Creek Transmission Main Project**
Gregg reported final design and specifications for the project has been completed. The project was placed out for bid on May 1st and a pre-bid meeting was held on May 21st at the project site. The bid opening will be held on June 5th. The project is expected to be completed in 2020.

4. Committee Member Comments or Other Issues

None.

5. Next Meeting - Wednesday, June 24, 2020 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
July 22, August 26, September 23**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, June 24, 2020 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	May 2020 Meeting Notes	#1
2.	May 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, July 22, 2020 @ 12:00 Noon	
	Future meetings - Fourth Wednesday of the month at noon. August 26, September 23, October 28	

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

**Resolution to Approve Awarding Second Six Mile Creek Transmission Main Crossing Contract to
R.B. Robinson Contracting, Inc.**

July 9, 2020

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) capital improvement/replacement plan allows for the addition of a second Six Mile Creek Transmission Main Crossing in 2020, and

WHEREAS, the Commission's 2020 budget includes monies for a second Six Mile Creek Transmission Main Crossing project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$500,000 (excluding engineering, legal, administrative, and other ancillary costs) for the second Six Mile Creek Transmission Main Crossing project, and

WHEREAS, the Commission received three bids for the second Six Mile Creek Transmission Main Crossing project, and

WHEREAS, R.B. Robinson Contracting, Inc. is the apparent low bidder at \$344,855, and

WHEREAS, Barton and Loguidice, D.P.C. has deemed the R.B. Robinson Contracting, Inc. bid to be acceptable and recommends acceptance of the bid, and

WHEREAS, the Tompkins County Health Department has approved the construction plans for the second Six Mile Creek Transmission Main Crossing project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission hereby approve awarding the second Six Mile Creek Transmission Main Crossing project, in the amount of \$344,855, to R.B. Robinson Contracting, Inc., pending favorable review by the Commission's Attorney; and be it further

RESOLVED, that the General Manager is authorized to approve change orders to such contract upon receipt of appropriate justification provided that the maximum amount of such change orders shall not in the aggregate exceed \$50,000 without prior authorization of this Board, and provided further that the total project cost, including the contract, engineering, legal and other expenses does not exceed the maximum authorized cost of the project.

MOVED:

SECONDED:

VOTE:

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.

4th 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.

Bolton Point Personnel and Organization Committee
Wednesday, June 24, 2020
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft February meeting notes.
2. Continued discussion on Wellness Program revised by Town of Ithaca
3. Review Weather Related Time Off revised by Town of Ithaca
4. Discuss COVID paid hours
5. Discuss establishing Negotiations Team

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

7. (if needed) Consider Executive Session to discuss the personnel history of a particular person.

Next meeting will be: Wednesday, July 22, 2020 at 1:00pm

Future meeting dates-4th Wednesday:
(8/26 (Judy vacation), 9/23, 10/28, 11/25 ?->11/18, 12/23 ?-> 12/16)

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

Resolution to Amend the SCLIWC Employee Wellness Program
July 9, 2020

WHEREAS, the Personnel and Organization Committee has reviewed a revised Employee Wellness Program, and

WHEREAS, the Committee agrees the revisions made to the Program encourages employees to improve their health and well-being through fitness, nutrition and general health, and

WHEREAS, the Personnel and Organizational Committee recommends the approval of the revised Employee Wellness Program, effective July 9th 2020,

NOW THEREFORE, BE IT

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and hereby amends the 2020 SCLIWC Employee Wellness Program, effective July 9th 2020.

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 to Amend the SCLIWC Weather Related Time-Off Policy

July 9, 2020

WHEREAS, the Personnel and Organization Committee has reviewed a revised Weather Related Time-Off Policy, and

WHEREAS, the Committee agrees the revisions made to the Program improves procedures for closing the offices and clarifies who are essential and non-essential staff, and

WHEREAS, the Personnel and Organizational Committee recommends the approval of the revised SCLIWC Weather Related Time-Off Policy, effective July 9th 2020,

NOW THEREFORE, BE IT

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and hereby amends the SCLIWC Weather Related Time-Off Policy, effective July 9th 2020.

MOVED:

SECONDED:

VOTE: