



# 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  
August 6, 2020 at 4:00 p.m.  
Bolton Point Conference Room**

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**COMMISSIONERS:**

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

2020  
Exhibit No.

- |   |     |
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| 5. Old and New Business   |     |
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NEXT MEETING  
September 10, 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  
July 9, 2020

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, July 9, 2020 at 4:00 p.m. via Zoom and 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 via Zoom  
 Commissioner Don Hartill, Village of Lansing via Zoom  
 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 June 4, 2020**

*Exhibit #054*

Discussion: None

MOTION by Woodard, SECOND by Howe to approve the June 4, 2020 Commission meeting minutes.

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

Carried

**2. Management Staff Report**

*Exhibit #055*

**Item #1 – June Projects**

Discussion: Mr. Riddle reported on this item and commended the staff and managers on ensuring operations are funded without unnecessary increases to the annual budget.

**Item #2 – Triennial Lead and Copper Sampling**

Discussion: Mr. Ratajczak reported on this item and noted we on a reduced monitoring plan due to past test result levels in customer's homes.

**Item #3 – Harmful Algal Bloom (HAB) Monitoring**

Discussion: Mr. Ratajczak reported on this item and noted visual monitoring started at the end of June.

**Item #4 – Hydrilla Treatment 2020**

Discussion: Mr. Ratajczak reported on this item and noted the treatment strategy for 2020 commenced the week of June 22<sup>nd</sup>.

**Item #5 – Municipal Owned Tank Inspections**

Discussion: Mr. Weatherby reported on this item and noted all 24 tanks in the Commission's water system meet current AWWA inspection requirements.

**Item #6 – Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item.

**Item #7 – June 1, 2020 Billing in the Town of Ithaca**

Discussion: Ms. VanGelder reported on this item and noted the majority of the decrease in consumption is attributed to the Ithaca College account.

**A. Budget and Finance Committee**

Discussion: Mr. Howe stated that the committee met prior to this meeting.

**1. May 31, 2020 Financial Report**

*Exhibit # 056*

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

**2. 2021 Operating Budget**

*Exhibit # 057*

Discussion: Mr. Howe noted that the Committee did not recommend any changes to the department recommended operating budget for 2021. The Budget and Finance Committee recommends approval of the 2021 Operating Budget.

MOTION by Rueckheim, SECOND by Howe to approve the 2021 Operating Budget

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

Carried

Mr. Howe continued the discussion from the Budget and Finance Committee meeting on setting the 2021 water rate. Discussion ensued.

MOTION by Howe, SECOND by Rueckheim to approve the 2021 Water Rate in the amount of \$5.60/1,000 gallons, which is a 3.5% increase over the 2020 rate. The minimum billing structure will remain at 5,000 gallons per quarter.

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

Carried

**3. Approval of the July 9, 2020 Warrants**

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

MOTION by Rueckheim, SECOND by Hartill to approve the July 9, 2020 Warrants in the amount of \$131,180.47.

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

Carried

**B. Engineering and Operations Committee**

Discussion: Mr. Riddle reported that several Capital Projects are in process and asked Mr. Weatherby to update the Commissioners on the Six Mile Creek Transmission Main Project. Mr. Weatherby noted that bids were opened on June 5<sup>th</sup> and the apparent low bidder was R. B. Robinson Contracting, Inc. Mr. Riddle noted the Committee recommends the following resolution to award the contract to R. B. Robinson Contracting, Inc.

**1. May 27, 2020 Meeting Notes-meeting held via email**

*Exhibit #059*

Discussion: None

**2. June 24, 2020 Meeting Agenda**

*Exhibit #060*

Discussion: None

**3. Resolution Awarding Six Mile Creek Transmission Contract to R.B. Robinson**

*Exhibit #061*

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 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 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: LaVigne

Seconded: Staley

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

Carried

### **C. Personnel and Organization Committee**

Discussion: Mr. LaVigne noted the Committee recommends the following two resolutions. Mr. La Vigne continued the discussion from the P&O Committee meeting on setting the union negotiation team. Discussion ensued.

MOTION by Woodard, SECOND by Howe to appoint Mr. LaVigne, Mr. Howe, Mr. Riddle and Ms. Drake to the union negotiation team.

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

Carried

- |  |                     |
|--|---------------------|
| <b>1. February 26, 2020 Meeting Notes</b>                          | <b>Exhibit#062</b>  |
| Discussion: None   |                     |
| <b>2. June 24, 2020 Meeting Agenda</b>                             | <b>Exhibit #063</b> |
| <b>3. Resolution to Amend the SCLIWC Employee Wellness Program</b> | <b>Exhibit #064</b> |

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 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 Organization Committee recommends the approval of the revised Employee Wellness program, effective July 9<sup>th</sup>, 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 9<sup>th</sup> 2020.

Moved: LaVigne

Seconded: Woodard

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

Carried

**4. Resolution to Amend the SCLIWC Weather Related Time-Off Policy**

**Exhibit #065**

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 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 Policy improves procedures for closing the offices, and clarifies who are essential and non-essential staff, and

**WHEREAS**, the Personnel and Organization Committee recommends the approval of the revised SCLIWC Weather Related Time-Off Policy, effective July 9<sup>th</sup>, 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 9<sup>th</sup> 2020.

Moved: LaVigne

Seconded: Woodard

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

Carried

**D. Planning and Public Affairs Committee**

Discussion: No meeting was held.

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

Discussion: None

**5. Old and New Business**

Discussion: Mr. Staley inquired about the resolution of appreciation for Mr. Newman. Mr. Riddle noted he was working on the resolution. Mr. Riddle also noted that the conference room would be named in honor of Mr. Newman.

**6. Other**

Discussion: None

**7. Adjournment:**

MOTION by LaVigne, SECOND by Woodard to adjourn the meeting at 4:42 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

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

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

July 31, 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 August 6, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of July 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. July Projects	1/2
2. Oakcrest Booster Pump Station Upgrade Project	2
3. Sample Site Relocation	2
4. 2020 Safety Trainings	2
5. Administration Department Highlights	3
6. July 1, 2020 Billing in the Town of Dryden/Village of Lansing	3

### **1. July Projects**

As directed by the Commission, utility billing information was provided to TRI Utility Cost Reductions and ST Network through their local representative, Stephen Lipinski, in July. One of the requirements to participate in the Utility Audit and Recovery Program is that all utility billing being audited meets a \$2,000/month minimum threshold. Because of this, only the Commission's monthly NYSEG electric bills for the Raw Water Pump Station, Treatment Plant and Oakcrest Booster Pump Station meet the minimum threshold of the program. Staff expects to receive the results of the utility audit, and if the Commission will see a refund or rate reduction, in the next few months.

Staff continues to develop COVID-19 safety procedures to maintain compliance with the Governor's executive orders. All staff continues to monitor temperatures and answer three questions daily when they enter the facility. Staff members have also been informed to follow NYS established quarantine requirements if they travel to a state that meets the criteria for

required quarantine. The quarantine requirements differ for essential and non-essential staff. These procedures will remain in place until the Executive Order is amended or lifted.

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

Staff continues to procure equipment for the electrical upgrades and addition of a larger pump #3 required to improve system reliability. NYSEG has begun preparing for the replacement of the utility pole that supplies the pump station with materials onsite ready for installation in the near future. Staff has begun to coordinate a portable generator simulation test to confirm connections and cables are of proper size and length during a controlled exercise. A portable generator will serve as emergency power to the pump station during the project, which requires decommissioning of the natural gas engine prior to the emergency generator installation in 2021. Bids on the roof replacement have been received, reviewed, and the project will be awarded in August. With increased lead times on most components and materials due to the COVID-19 pandemic, work is slated to start in late September.

## **3. Sample Site Relocation**

The AES Cayuga Power Plant in Lansing was one of the Commission's sample sites for Trihalomethanes (THM's). Since the plant's closure, the site seen has limited water use and because of the reduction, the size (8-inch), and length (1000-feet) of the service line that serves the facility, using this site as a sampling point no longer gives a true representation of water quality at the water main. Staff petitioned the Tompkins County Department of Health (TCDoH) to relocate this site to a nearby location. Since the THM results have been markedly higher since the closure of the power plant, the new site is expected to give lower THM results. Upon TCDoH approval, a sample station was installed on Milliken Station Road by staff with assistance from the Town of Lansing Highway Department.

## **4. 2020 Safety Trainings**

During the COVID-19 pandemic, departments have made it a priority to continue to fulfill the Commission's annual safety training requirements. Staff has coordinated with the American Red Cross and PERMA (Public Employment Risk Management Association) to ensure safety trainings can continue while complying with all CDC and State regulations. The CPR/First Aid/AED refresher courses with American Red Cross were held on June 10<sup>th</sup> and 17<sup>th</sup>. Attendees were limited to six per session, maintained six feet of separation, and face coverings were required during the entire training. Staff also completed the annual PERMA safety training with Lew Troast, on July 15, covering a variety of work related safety topics. Annual confined space training will take place on August 26<sup>th</sup> and tank climbing/ladder safety and forklift operations will be scheduled for September. Staff will follow all safety guidelines for in-house trainings to ensure Bolton Point is in compliance. The Commission continues its support of these trainings to best educate personnel to prevent injuries while in the workplace. If the pandemic continues, the staff now has established procedures to enable these trainings to continue and meet our annual safety requirements.

**5. Administration Department Highlights**

- Department Statistics June 2020
  - **TD/VL**
    - Non BP Water accounts 2
    - Total # of Water Bills sent 1,016
  - **ALL**
    - Work Orders prepared 42
    - Final Bills calculated 30
    - New Accounts 6
    - Municipal payments processed 67
    - Cash Disbursements \$312k  
Includes: \$88k bond pmt
    - Cash Receipts \$519k

**6. July 1, 2020 Billing in the Town of Dryden/Village of Lansing**

July 1, 2020 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 3/16/20-6/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	7/1/19	7/1/20	7/1/19	7/1/20
TD	6,548,900	7,385,300	\$ 35,163.02	\$ 42,508.89
	11% Increase		17% Increase	
VL	35,942,700	30,001,900	\$ 189,548.54	\$ 168,108.11
	20% Decrease		13% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<b>ASSETS</b>					
UNRESERVED CASH:					
Savings	2,498,053	162,424	333,147	2,993,624	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,498,253	162,424	333,147	2,993,824	B
RESERVED CASH:					
Fringe Benefit Reserve	105,773	0	0	105,773	
Total Reserved Cash	105,773	0	0	105,773	B
OTHER ASSETS:					
Accounts Receivable	233,959	0	0	233,959	
Prepaid Expenses	0	0	0	-	
Total Other Assets	233,959	0	0	233,959	C
<b>TOTAL ASSETS</b>	<b>2,837,985</b>	<b>162,424</b>	<b>333,147</b>	<b>3,333,556</b>	
<b>LIABILITIES</b>					
Accounts Payable	93,532	0	8,999	102,530	
Accrued Liabilities	171,499	0	3,000	174,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	265,031	0	11,999	277,030	D
<b>FUND BALANCE</b>					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,467,251	162,424	321,148	2,950,823	
TOTAL FUND BALANCE	2,572,954	162,424	321,148	3,056,526	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>2,837,985</b>	<b>162,424</b>	<b>333,147</b>	<b>3,333,556</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	1,474,655	271,455	519	1,746,629	
LESS: YTD EXPENDITURES	1,710,357	111,169	215,748	2,037,274	
FUND BALANCE AS OF 6/30/20	2,572,879	162,424	321,148	3,056,451	A
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>					
FUND BALANCE AS OF 6/30/20	2,572,954	162,424	321,148	3,056,526	A
Less: Receivables & Prepaids	233,959	0	0	233,959	C
Add: Liabilities	265,031	0	11,999	277,030	D
CASH BALANCE AS OF 6/30/20	2,604,026	162,424	333,147	3,099,596	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENDITURES  
FOR THE SIX MONTH PERIOD ENDING JUNE 30, 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	1,474,655	271,455	519
OVER (UNDER)	<b>(3,350,833)</b>	<b>167</b>	<b>(1,119,481)</b>
% EARNED	31%	100%	0%
% UNEARNED	69%	0%	100%

**EXPENDITURES**

BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	1,710,357	111,169	215,748
OVER (UNDER)	<b>(3,115,131)</b>	<b>(160,119)</b>	<b>(314,252)</b>
% EXPENDED	35%	41%	41%
% UNEXPENDED	65%	59%	59%

**DETAILED REVENUES**

Service Charges	7,369	0	0
Cross Connection Fees	9,520	0	0
Services for Other Governments-Members	48,681	0	0
Joint Activity-Water Rents	1,385,136	0	0
Interest Earnings	2,511	167	519
Permits	19,318	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	592	0	0
Interfund Transfers*	0	271,288	0
	<b>1,474,730</b>	<b>271,455</b>	<b>519</b>

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

**DETAILED EXPENDITURES**

Water Administration	394,643	0	215,748
Source of Supply	109,016	0	0
Purification	305,089	0	0
Transmission and Distribution	303,098	0	0
Employee Benefits	327,224	0	0
Debt Service	0	111,169	0
Interfund Transfers*	271,288	0	0
	<b>1,710,357</b>	<b>111,169</b>	<b>215,748</b>

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

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 Commission's 2012 Chevy 2500 HD with Cap Surplus Equipment  
and Authorizing Staff to Sell the Vehicle for the Current Market Value or the Best Price  
Obtainable**

August 6, 2020

**WHEREAS**, the Commission has received the replacement vehicle for the Commission's 2012 Chevy 2500 HD with cap, and

**WHEREAS**, the Commission desires to declare the 2012 Chevy 2500 HD with cap surplus equipment in order to dispose of the vehicle, and

**WHEREAS**, the Commission desires to sell the vehicle by advertising for bids for the vehicle, and

**WHEREAS**, the Commission desires to establish a current market value of \$12,500.00 for the vehicle, and

**WHEREAS**, the Commission recognizes its fiduciary duty to secure the best price obtainable, NOW, THEREFORE, BE IT

**RESOLVED**, that the Commission hereby declares the 2012 Chevy 2500 HD with cap surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$12,500.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:



# Engineering and Operations Committee Meeting Notes

**Wednesday, June 24, 2020 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
<b>Present:</b> Jack Rueckheim, Roy Staley, Steve Riddle, Glenn Rataczak, Gregg Weatherby, Pam VanGelder, Jes Sherwood, Winona Fisher, and Dave O'Shea		

## 1. May 2020 Meeting Notes

#1

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

## 2. May 2020 Monthly Operations Report

#2

Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:

Finished water produced in May was lower than previous years at 74 million gallons. Raw water temperatures were typical for May, but turbidities were higher due to 5 days of heavy rain and wind.

On several occasions, SCADA communications were lost with the Emmons Road Tank. Staff trimmed several trees and repositioned the antenna to improve the signal strength. Staff will investigate relocating the antenna to the top of the tank.

Staff collected UCMR-4 samples for Germanium and Manganese as well as 5 THM samples in May.

On May 15<sup>th</sup>, staff discovered the power lines leading to the Raw Water Pump Station were arcing due to being in contact with trees. NYSEG responded to inspect the lines and remove several tree branches.

On May 23<sup>rd</sup>, staff identified and repaired a small leak in the chlorine dioxide feed line at the Raw Water Pump Station.

Glenn reported the monthly Health Department report was routine.

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

Staff performed 248 DSNY utility locate requests in May, bringing the year to date total to 766. This number is down from 2019 due to COVID-19.

Staff performed a fire flow test on Elmira Road for design engineers working with the Town of Newfield. The town is investigating a second source of water supply in the case of an emergency.

Water usage at Ithaca College has decreased without student and staff on campus, but due to several water main breaks on their system, the decrease has been less than expected. Total consumption of the 18 large users was down 27% from 2019, largely due to COVID-19.

Cross connection control devices have been installed and approved for the new NYS DOT Facility at 960 Warren Road and SEE Associates at 3105 North Triphammer Road. This brings the number of approved devices to 221.

Water main replacement projects on Winston Drive and Winston Court in the Town of Ithaca are underway. The new mains are expected to be in service in July. The water main extension on Coventry Walk in the Village of Lansing has been completed.

## 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. The filter has been returned to service and is operating as expected. This completes this Capital Project. Staff has received two quotes from contractors for the Pump Station's roof replacement and repairs.

**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. New VFD's have been ordered and are expected to arrive in 4-6 weeks. These devices need to be installed before electrical component replacements can begin. Staff continues to work with NYSEG to replace the existing electrical service and transformer.

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

Gregg reported three bids were received for the project with R.B. Robinson being the low bidder at \$344,855.00. Barton and Loguidice Engineers have reviewed the bid documents and recommend the Commission award the project to R.B. Robinson. The Committee voted to recommend the project award to the Commission. The project is expected to be completed in 2020.

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

Glenn discussed an Arc Flash Study staff would like to perform at the Raw Water Pump Station, Treatment Plant and Oakcrest Booster Pump Station in 2021. OSHA and PESH regulations recommend performing these studies, and staff feel this information would be beneficial to staff and contractors working with the Commission's electrical systems. The Committee was in support of adding the Arc Flash Study to the 2021 SCLIWC Operating Budget.

Steve discussed that he is continuing to work with Casella Organics to remove the 40+ year pile of alum sludge stored on-site. The engineer that began the project has left Casella and Steve has begun working with a new engineer to complete the project.

**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, November 25**

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
Wednesday, July 22, 2020 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	<b>June 2020 Meeting Notes</b>	#1
2.	<b>June 2020 Monthly Operations Report</b>	#2
3.	<b>Informational Items</b>	
	<b>a. Capital Projects</b>	
	1. <b>Oakcrest Booster Pump Station Upgrade Project</b>	
	2. <b>Six Mile Creek Transmission Main Project</b>	
4.	<b>Committee Member Comments or Other Issues</b>	
5.	<b>Next Meeting - Wednesday, August 26, 2020 @ 12:00 Noon</b>	

**Future meetings - Fourth Wednesday of the month at noon.  
September 23, October 28, November 25**

**Bolton Point Personnel and Organization Committee**  
**Wednesday, June 20, 2020**

Commissioners: Ed LaVigne, Chair (via Zoom), Bill Goodman (via Zoom) and Jack Rueckheim  
Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby and Pam VanGelder  
Absent: Andra Benson                      Shop Steward: Kyle Fellows  
Staff Support: Judy Drake                      Meeting called to order at: 1:07 pm

1) Meeting Notes:

The Committee approved the February meeting notes with no edits.

2) Continue Review of Revised Wellness Program:

The Committee reviewed the revised program adopted by the Town of Ithaca. The Committee was in favor of the policy revisions. Steve explained that the 2021 Budget has been adjusted to include this program, and there are funds available for 2020.

The Committee voted to recommend the revised program to the Commission for adoption in 2020.

3) Review Revised Weather Related Time Off Policy :

Steve explained the revision to the current policy, which included updates to the essential personnel listing and shift work procedures. Kyle noted there were no concerns by the UAW group.

The Committee voted to recommend the revised program to the Commission for adoption in 2020.

4) Discuss COVID-19 paid hours:

Judy reviewed the COVID-19 tracking numbers and reported on the hours paid but not worked. She does not anticipate any reimbursement from State or Federal programs for the hours, but There should be a benefit under the Workers' Compensation audit as there will be a lower expense rate for this leave time. The Committee expressed gratitude to all staff for their diligence and support during this very trying and confusing time.

5) Discuss establishing a Negotiations Team

Kyle reported the Shop Stewards have met with UAW President, Levon Brewer, and staff to discuss upcoming contract negotiations. The negotiations are expected to start by September. The Committee discussed having the P&O Committee Chair, Budget & Finance Committee Chair, General Manager and Human Resources Manager, negotiate on behalf of the Commission. Bill Goodman, as a past negotiations chair, may also participate in the negotiations. The Committee recommends these members as the negotiations team to the Commission.

6) Reports:

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

Production Manager: Glenn reported the department is back to full staff, as Megan has returned from leave. The Assistant Production Manager's hours have changed to Monday - Friday from 8a.m.-4 p.m., and Kyle is filling the Plant Operator Monday - Friday 7a.m.-3p.m. position. Glenn expressed his appreciation of the staff's dedication during the past few months.

Distribution Manager: Gregg reported annual CPR/First Aid refresher training has been completed for 2020. The Annual PERMA Safety Training, with Lew Troast, is still scheduled for July 15<sup>th</sup>. Any change in public meeting requirements, such as spacing, will be taken into consideration for that training. The Department is back to full staff and has been very busy with municipal water main projects. The GIS/IT Specialist candidate chose to decline the position on June 5<sup>th</sup>, and the position has been re-advertised. In the meantime, Ben Coakley will be doing some mapping work to help keep the GIS map up to date.

Finance Manager: Pam reported that Judy Orasi has retired. Lilly Gustafson, Account Clerk Typist, started on June 8<sup>th</sup> and is working out well. Jes Sherwood has been assisting Pam with Lilly's training. Winona Fisher has been doing a great job with the water billing responsibilities. Pam, Jes and Winona kept everything going during the COVID-19, even though they were short staffed and worked fewer hours on-site. The 2021 Budget will be discussed in the Committee meeting this week, and the 2019 Audit is wrapping up.

Pam presented a College Course Reimbursement request from Jes Sherwood for a Controllershship class for the Spring 2020 semester. Jes is working on a degree in Forensic Accounting. Bill moved and Ed seconded that the Committee recommend approval of the request. The motion was unanimously approved. The reimbursement will be considered once a passing grade is received. The program allows for a \$3,000 annual reimbursement maximum and a \$7,500 lifetime reimbursement maximum.

Human Resources: Judy reported she has been working on the recruitment for the vacant GIS/IT Specialist position. The Town's P&O Committee has started review of a Remote Work Policy, updating Emergency Management Plan and revised Smoking Policy. The Committee briefly discussed the pros and cons of a Remote Work Policy and the fact that it is not possible for all positions. Judy raised the discussion of a one time change to the Vacation Buy Back program in November 2020 that goes beyond the current 40 hours maximum. This is mainly due to COVID-19 and staff being off and not using vacation time plus traveling for a vacation is difficult at this time. The Committee was in favor of looking at more information at the next meeting.

General Manager: Steve thanked the staff for their dedication during the COVID-19 pandemic. The managers were able to continue normal operations and kept projects on track. Staff completed some remodeling and landscaping projects during the pandemic that had needed to be done for several years. Staff was kept to a minimum and on a rotating schedule.

The Commissioners were thankful for the dedication of the staff.

7) Executive Session to discuss the personnel history of a particular person(s):

Jack moved into executive session, seconded by Bill at 1:55 pm, motion approved.

Bill moved out of executive session, seconded by Jack at 2:26 pm, motion approved.

**Next meeting - Wednesday, July 22, 2020 at 1:00 pm.**

4<sup>th</sup> Wednesday: (8/26 (no Judy), 9/23, 10/28, 11/25, 11/18, 12/23, 12/16)

Meeting adjourned at 2:27 pm.

**Bolton Point Personnel and Organization Committee**  
**Wednesday, July 22, 2020**  
**1:00 pm – 2:00 pm**

AGENDA:

1. Review the draft June meeting notes.
2. Continued discussion on Smoking Policy – Tobacco Free
3. Review draft one time Vacation Buy Back policy expansion
  
4. Reports
  - a. Shop Steward
  - b. Finance Manager
  - c. Production Manager
  - d. Distribution Manager
  - e. Human Resources Manager
  - f. General Manager
  
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Next meeting will be: Wednesday, August 26, 2020 at 1:00pm (Judy not present)**

Future meeting dates-4<sup>th</sup> Wednesday:  
(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 for Approval to Replace the Current Smoking Policy with a Tobacco Free Policy**

August 6, 2020

**WHEREAS**, the Personnel and Organization Committee has reviewed the current Smoking Policy and the proposed Tobacco Free Policy, and

**WHEREAS**, the Committee agrees the revisions made to the Program is in the interest of providing a safe and healthy environment for employees, Commissioners, customers, contractors and visitors, in accordance with Article 13-E of the Public Health Law, and

**WHEREAS**, the Personnel and Organization Committee recommends the approval of replacing the current and Policy with the Tobacco Free Policy,

**NOW THEREFORE, BE IT**

**RESOLVED**, that the Commission accepts the recommendation of the Personnel and Organization Committee and hereby approves the replacement of the current Smoking Policy with the Tobacco Free Policy.

MOVED:

SECONDED:

VOTE:



## **TOBACCO FREE POLICY**

In the interest of providing a safe and healthy environment for employees, board/commission members, customers, contractors and any other visitors, in accordance with Article 13-E of the Public Health Law and the Tobacco Free policy, the following tobacco use rules has been adopted:

Tobacco use is prohibited in any SCLIWC building, vehicle/equipment, and on all owned or maintained property.

Tobacco Use refers to the intake of tobacco products by smoke or vapor from cigarettes, cigars, pipes, hookahs, vapes, e-cigarettes, or other electronic nicotine aerosol delivery systems, either by the individual smoking/vaping or the oral absorption of nicotine and related toxins through smokeless tobacco products.

Tobacco Products are defined by the FDA to include cigarettes, cigars, roll-your-own tobacco, pipe tobacco, hookah tobacco, dissolvable, nicotine gels, smokeless tobacco (dip, snuff, snus, chewing tobacco), vaporizers, e-cigarettes, and other electronic nicotine or aerosol delivery systems.

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 the Modified Vacation Buy Back Program for 2020**

August 6, 2020

**WHEREAS**, during a time when staff are returning to work from the COVID-19 pandemic and vacations are not recommended, the Personnel and Organization Committee has reviewed a modified Vacation Buy Back Program allowing up to 80 hours of vacation buy back in the 2020 calendar year, and

**WHEREAS**, the Committee agrees the modifications made to the Program are in the interest of allowing staff to return maximum vacation accruals to compliance by the end of the year, and

**WHEREAS**, the Personnel and Organization Committee recommends the approval of the modified Vacation Buy Back Program for the 2020 calendar year,

**NOW THEREFORE, BE IT**

**RESOLVED**, that the Commission accepts the recommendation of the Personnel and Organization Committee and hereby approves the modified Vacation Buy Back Program for 2020.

MOVED:

SECONDED:

VOTE: