



# 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**  
**September 10, 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

	<u>2020</u> <u>Exhibit No.</u>
1. Approval of August 6, 2020 Meeting Minutes	076
2. Management Staff Report	077
3. Committee Reports	
A. Budget and Finance Committee	
1. July 31, 2020 Financial Report	078
2. Approval of the September 10, 2020 Warrants	
B. Engineering and Operations Committee	
1. July 22, 2020 Meeting Notes	079
2. August 26, 2020 Meeting Agenda	080
C. Personnel and Organization Committee	
1. July 22, 2020 Meeting Notes	081
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D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING  
October 8, 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  
August 6, 2020

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, August 6, 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 via Zoom  
 Commissioner Rod Howe, Treasurer, Town of Ithaca  
 Commissioner Bill Goodman, Town of Ithaca via Zoom  
 Commissioner Ed LaVigne, Town of Lansing via Zoom  
 Commissioner Jason Leifer, Town of Dryden via Zoom  
 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  
 Jessica Sherwood, Principal Account Clerk/Typist  
 Judy Drake, Human Resources Manager, Town of Ithaca

### ABSENT:

Commissioner Andra Benson, Town of Lansing  
 Commissioner Don Hartill, Village of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:00 p.m.

**1. Approval of Meeting Minutes July 9, 2020**

*Exhibit #066*

Discussion: None

MOTION by Woodard, SECOND by LaVigne to approve the July 9, 2020 Commission meeting minutes.

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

Carried

**2. Management Staff Report**

*Exhibit #067*

**Item #1 – July Projects**

Discussion: Mr. Riddle reported on this item and noted staff is continuing COVID-19 safety procedures which will remain in place until the NY Executive Order is lifted.

**Item #2 – Oakcrest Booster Pump Station Upgrade Project**

Discussion: Mr. Ratajczak reported on this item and noted Pump#3 has been ordered and, due to longer lead times, he anticipates work will start in late September.

**Item #3 – Sample Site Relocation**

Discussion: Mr. Ratajczak reported on this item and noted the new sample site is up and running and the first sample will be collected this week.

**Item #4 – 2020 Safety Trainings**

Discussion: Mr. Weatherby reported on this item and noted the Commission continues its support for in-house safety training to ensure Bolton Point Staff is in compliance and meets our annual safety requirements.

**Item #5 – Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item and noted six new accounts were added in June.

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

Discussion: Ms. VanGelder reported on this item and noted the majority of the decrease in the Village of Lansing can be attributed to commercial accounts and the majority of the increase in consumption for the Town of Dryden can be attributed to Jim Ray Homes.

**A. Budget and Finance Committee**

Discussion: Mr. Howe stated that the committee met prior to this meeting. He noted that the draft financial statements for 2019 from the auditors have been received and the committee recommends acceptance of the draft report.

**1. June 30, 2020 Financial Report**

*Exhibit # 068*

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

**2. Resolution Declaring the Commission's 2012 Chevy 2500 HD With Cap Surplus Equipment**

*Exhibit # 069*

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: Rueckheim

SECONDED: Woodard

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

Carried

### 3. Approval of the August 6, 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 Woodard to approve the August 6, 2020 Warrants in the amount of \$100,308.24.

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

Carried

## B. Engineering and Operations Committee

Discussion: Mr. Staley reported that the last meeting was routine and the notes are in the packet. Mr. Riddle updated the Commission on the status of the Six Mile Creek Transmission Main Project. He noted that the contract has been signed by R. B. Robinson and a pre-construction meeting was held on July 31<sup>st</sup>. Due to the availability of materials, the project is expected to start in 5 to 6 weeks with a target completion date of the end of the year.

### 1. June 24, 2020 Meeting Notes

*Exhibit #070*

Discussion: None

### 2. July 22, 2020 Meeting Agenda

*Exhibit #071*

Discussion: None

## C. Personnel and Organization Committee

Discussion: Mr. LaVigne noted the Committee recommends the following two resolutions for approval.

### 1. June 24, 2020 Meeting Notes

**Exhibit#072**

Discussion: None

### 2. July 22, 2020 Meeting Agenda

**Exhibit #073**

### 3. Resolution for Approval to Replace the Current Smoking Policy with a Tobacco Free Policy

**Exhibit #074**

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 are 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: LaVigne

SECONDED: Rueckheim

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

Carried

**4. Resolution to Approve the Modified Vacation  
Buy Back Program for 2020**

**Exhibit #075**

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: Woodard

SECONDED: LaVigne

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

Carried

#### **D. Planning and Public Affairs Committee**

Discussion: No meeting was held.

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

Discussion: Executive Session was delayed to accommodate staff's schedules.

#### **5. Old and New Business**

Discussion: Mr. VanGelder noted she had been in contact with Cayuga Signs to create a sign to name the conference room after H. Michael Newman.

#### **6. Other**

Discussion: None

**Note:** Executive Session was discussed and voted on later to accommodate staff's schedules.

MOTION by Woodard, SECOND by Howe to move into Executive Session at 4:26 p.m.

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

Carried

MOTION by Woodard, SECOND by Howe to move back into regular session at 4:34 p.m.

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

Carried



MOTION by Woodard, SECOND by Rueckheim to approve the distribution of a COVID stipend to specific production staff members.

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

Carried

**7. Adjournment:**

MOTION by Woodard, SECOND by Howe to adjourn the meeting at 4:36 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

**NEXT MEETING**  
September 10, 2020 at 4:00 p.m.  
Bolton Point Conference Room

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

September 3, 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 September 10, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of August 6, 2020. During your review of this report, please give Mr. Riddle a call or make a note of any question or comment that may come to mind.



## Progress Report on This Month's Issues:

Issues This Month Include:	Page
1. August Projects	1
2. New York State Adopts New MCL's	2
3. 2020 Six Mile Creek Transmission Main Project Update	2
4. Administration Department Highlights	3
5. May 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights	3

### **1. August Projects**

Staff continues to develop the framework for the Commission's Drinking Water Source Protection Program Plan (DWSP2). The main focus this summer has been to establish and delineate protection areas, and develop an overview of the water system. Protection areas include potential contamination sites that may have biological, chemical, physical and radiological contaminants. These sites can include point sources, a single identifiable source of pollution, including landfills, wastewater facilities, chemical and petroleum bulk storage tanks, combined sewer overflow outfalls, farms, and mines. They can also include non-point sources, sites with no single identifiable source of pollution that may create a hazard. These sites may be identified by the use of lawn and garden chemicals or storage of contaminants that may be carried by rain or snow melt. Due to the size of the Cayuga Lake watershed, the protection area for the Commission's source water is quite large. Staff is using the NYSDEC's permit and registration inventory of potential contamination sites to develop a potential contaminant source inventory for the Commission.

## 2. New York State Adopts New MCL's

On August 26, 2020 new maximum contaminant levels (MCL's) were added to the New York State Register. They were Perfluorooctanoic acid (PFOA), Perfluorooctane sulfonate (PFOS) and 1,4-Dioxane. The MCL's are as listed in the table below. Community Water Systems serving greater than 10 000 persons are required to implement quarterly testing by October 25, 2020. Future sampling requirements will be based on the results of the initial four quarters of monitoring. The addition of any treatment technique such as Granular Activated Carbon for PFOA and PFOS or an Advanced Oxidation Process for 1,4-Dioxane will be dependent on meeting the MCL.

Staff has contracted with Microbac Laboratories to perform the testing for these newly listed contaminants. We will also be coordinating with the other two major water purveyors in the area to lower sample pick up costs by sampling at the same time and using the same provider.

Perfluorooctanoic acid	10 parts per trillion (ppt)
Perfluorooctane sulfonate	10 parts per trillion (ppt)
1,4-Dioxane	1 part per billion (ppb)

## 3. 2020 Six Mile Creek Transmission Main Project Update

Staff met with representatives from Barton & Loguidice, City of Ithaca, and R.B. Robinson Construction on July 31<sup>st</sup> for a pre-construction meeting for the Commission's Six Mile Creek Transmission Main Crossing project. Staff has worked closely with City of Ithaca Engineering and Forestry Departments throughout the project to ensure design and construction comply with all of their requirements. The contractors will be required to maintain trail access for pedestrians throughout the project and perform best practices to reduce impact to this protected area. Much of the discussion was accessibility and preservation as the project takes place in the natural wildflower preserve within the City of Ithaca's Parks Department. The City of Ithaca staff has been very cooperative and helpful throughout the process and Bolton Point staff is very appreciative of that.

The week of August 17<sup>th</sup>, Barton & Loguidice engineers began reviewing material submittals from R.B. Robinson. The boring subcontractor was scheduled to begin drilling by the end of September, however, it was determined the lead time for the 16-inch valves delivery was 20-22 weeks. Because of the long lead time, staff has decided to postpone all construction activities on the site until all the materials have arrived. If the boring was done as scheduled in September, the project would have a longer impact to the protected area as well as the possibility of compromising the integrity of the restraints and thrust blocks installed on the existing Transmission Main. This was also the preferred approach for the City of Ithaca's Engineering and Forestry staff. The recommendation is to wait until all materials have arrived and complete the project in the Spring of 2021, in the most efficient manner.

**4. Administration Department Highlights**

Department Statistics

July 2020

**• TL/VCH**

- Non BP Water accounts 5
- Total # of Water Bills sent 2,544

**• ALL**

- Work Orders prepared 55
- Final Bills calculated 25
- New Accounts 1
- Municipal payments processed 53
  
- Cash Disbursements \$245k
- Cash Receipts \$229k

**5. August 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights**

August 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 4/16/20-7/15/2020				
	Consumption Gals		Revenue	
	8/1/19	8/1/20	8/1/19	8/1/20
TL	30,894,299	34,618,600	\$167,438.98	\$195,608.57
	11% Increase		14% Increase	
VCH	15,634,400	18,517,800	\$84,649.81	\$104,831.24
	16% Increase		19% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<b>ASSETS</b>					
UNRESERVED CASH:					
Savings	2,490,897	162,435	324,170	2,977,502	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,491,097	162,435	324,170	2,977,702	B
RESERVED CASH:					
Fringe Benefit Reserve	105,780	0	0	105,780	
Total Reserved Cash	105,780	0	0	105,780	B
OTHER ASSETS:					
Accounts Receivable	319,120	0	0	319,120	
Prepaid Expenses	0	0	0	-	
Total Other Assets	319,120	0	0	319,120	C
<b>TOTAL ASSETS</b>	<b>2,915,997</b>	<b>162,435</b>	<b>324,170</b>	<b>3,402,602</b>	
<b>LIABILITIES</b>					
Accounts Payable	83,287	0	15,899	99,186	
Accrued Liabilities	171,499	0	3,000	174,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	254,786	0	18,899	273,685	D
<b>FUND BALANCE</b>					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,555,508	162,435	305,272	3,023,214	
TOTAL FUND BALANCE	2,661,211	162,435	305,272	3,128,918	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>2,915,997</b>	<b>162,435</b>	<b>324,170</b>	<b>3,402,602</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	1,786,982	271,466	541	2,058,988	
LESS: YTD EXPENDITURES	1,934,351	111,169	231,647	2,277,167	
FUND BALANCE AS OF 7/31/20	2,661,211	162,435	305,272	3,128,918	A
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>					
FUND BALANCE AS OF 7/31/20	2,661,211	162,435	305,272	3,128,918	A
Less: Receivables & Prepaids	319,120	0	0	319,120	C
Add: Liabilities	254,786	0	18,899	273,685	D
CASH BALANCE AS OF 7/31/20	2,596,877	162,435	324,170	3,083,482	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENDITURES  
FOR THE SEVEN MONTH PERIOD ENDING JULY 31, 2020**

	<b>OPERATING FUND</b>	<b>DEBT SERVICE FUND</b>	<b>CAPITAL IMPR/REPL PROJECT FUND</b>
<b>REVENUES</b>			
BUDGET	4,825,488	271,288	1,120,000
YTD ACTUAL	1,786,982	271,466	541
OVER (UNDER)	<b>(3,038,506)</b>	<b>178</b>	<b>(1,119,459)</b>
% EARNED	37%	100%	0%
% UNEARNED	63%	0%	100%
<b>EXPENDITURES</b>			
BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	1,934,351	111,169	231,647
OVER (UNDER)	<b>(2,891,137)</b>	<b>(160,119)</b>	<b>(298,353)</b>
% EXPENDED	40%	41%	44%
% UNEXPENDED	60%	59%	56%

**DETAILED REVENUES**

Service Charges	9,716	0	0
Cross Connection Fees	9,520	0	0
Services for Other Governments-Members	53,362	0	0
Joint Activity-Water Rents	1,685,059	0	0
Interest Earnings	2,832	178	541
Permits	24,029	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	858	0	0
Interfund Transfers*	0	271,288	0
	<b>1,786,982</b>	<b>271,466</b>	<b>541</b>

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

**DETAILED EXPENDITURES**

Water Administration	437,259	0	231,647
Source of Supply	130,265	0	0
Purification	368,036	0	0
Transmission and Distribution	355,470	0	0
Employee Benefits	372,035	0	0
Debt Service	0	111,169	0
Interfund Transfers*	271,288	0	0
	<b>1,934,351</b>	<b>111,169</b>	<b>231,647</b>

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

# Engineering and Operations Committee Meeting Notes

**Wednesday, July 22, 2020 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
<b>Present:</b> Jack Rueckheim, Roy Staley, Don Hartill (Zoom) Steve Riddle, Glenn Rataczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Winona Fisher, Lilly Gustafson, and Dave O’Shea		
<b>1. June 2020 Meeting Notes</b>		#1
The Committee found the notes to be acceptable as they appeared in the July meeting packet.		
<b>2. June 2020 Monthly Operations Report</b>		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water produced in June was higher, meeting the 5 year average for the first time in 2020. Raw water temperatures and turbidities were typical for June.		
Nine samples were drawn from the Town of Ulysses water system to test for Trihalomethanes. These test are normally taken quarterly, but the Town has requested samples be taken monthly for the rest of 2020. The Town of Ulysses expects to install a THM Removal system in their VanDorns Road Water Storage Tank later this year.		
On June 17 <sup>th</sup> , staff discovered the finished water pump #3 faulted due to a current imbalance. NYSEG was contacted and they found a regulator for that phase at the substation was not working properly. NYSEG corrected the issue and the power supply returned to normal.		
Annual facility inspections, including elevator, fire sprinkler and alarm systems, were completed in June. No major deficiencies were found. Fire extinguisher inspections are scheduled to be completed in July.		
Staff completed the draining and cleaning of the north flocculation/sedimentation basin in June. Operating Rods for the sludge removal valves were replaced and all other equipment was inspected and found to be in good operating condition.		
Glenn reported the monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Staff assisted in the repair of five water main breaks in June. This number is slightly higher than normal for June.		
Operators repacked the 2-inch PRV at the Renwick Drive PRV Vault. Staff has suggested a full valve replacement to the Town of Ithaca and expects to have approval to move forward with the replacement within the next month.		
Water usage at Ithaca College has decreased without student and staff on campus, but due to several water main breaks in their system, the decrease has been less than expected. Total consumption of the 18 large users was down 2.7% from 2019 Water usage to the majority of the 18 Large Users has returned to normal levels. Apartment complexes continue to have higher demand than normal.		
A Cross Connection Control device has been installed and approved for a new fire service at 9 Brown Road in the Village of Lansing. This brings the number of approved devices to 222.		
Water main replacement projects on Winston Drive and Winston Court in the Town of Ithaca are nearly completed. The new mains are expected to be in service in July.		



As-built drawings have been received for six of the Town of Ithaca's water main replacement projects. Staff will review the drawings over the next few weeks.

### **3. Informational Items**

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

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

Glenn reported the new VFD's have been ordered and are expected to arrive in 4-6 weeks. Staff received one bid for the new Pump #3 and the pump has been ordered. Bid specifications and notification for the new transfer switch is expected to go out to vendors next week. Staff continues to work with NYSEG to replace the existing electrical service and transformer. Materials have arrived onsite and work is expected to begin in the near future. Steve reported two bids were received to replace the roof on the Oakcrest Booster Pump Station. SDM was the low bidder, and the Committee recommends awarding the project to SDM. The roof replacement is expected to be completed later this year.

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

Gregg reported Barton and Loguidice Engineers have sent contract documents to R.B. Robinson for review and signatures. A pre-construction meeting will be held in the next week or two to coordinate the project with all those involved. The project is expected to be completed in 2020.

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

Representatives from Cornell University (Bert Bland, Mark Howe, Josh LaPenna and Chris Bordlemay-Padilla) attended the meeting by Zoom to discuss the Commission's ability to supply water to Cornell's water system if the drought continues or worsens. At this time, the Commission should be able to assist, but flow restrictions identified during the 2016 drought have not been improved. Phase one of the improvements would be to have a second Transmission Main crossing in Forest Home. Cornell has put together a team to help staff obtain right of ways through the Cornell Botanical Gardens to help move this project forward.

#### **5. Next Meeting - Wednesday, August 26, 2020 @ 12:00 Noon**

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

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

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	<b>July 2020 Meeting Notes</b>	#1
2.	<b>July 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, September 23, 2020 @ 12:00 Noon</b>	

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

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

Commissioners: Ed LaVigne, Chair (via Zoom), Bill Goodman (via Zoom) and Jack Rueckheim  
 Managers: Steve Riddle, Glenn Ratajczak, and Gregg Weatherby  
 Absent: Andra Benson Shop Steward: Kyle Fellows  
 Staff Support: Judy Drake Meeting called to order at: 1:02 pm

1) Meeting Notes:

The Committee approved the June meeting notes with no edits.

2) Review of Smoking Policy to become Tobacco Free Policy:

The Committee reviewed the current smoking Policy and the proposed Tobacco Free Policy. The proposed policy includes other tobacco related products. Beyond restricting use in the building, it would also include all Bolton Point property, vehicles, and equipment.

The Committee recommends replacing the Smoking Policy with the Tobacco Free Policy to the Commission.

3) Review Request of one time modification to Vacation Buy Back Program:

Judy explained that the Commission has allowed vacation time to go over the maximum due to the COVID restrictions, but time will need to be brought back in compliance by December 1<sup>st</sup> accrual. There are several employees who are over the maximum and will have a difficult time bringing it back to compliance, especially now that there are travel restrictions in place. Therefore, the request is to allow a one-time modification of the 40 hour maximum to 80 hours for the Vacation Buy Back Program. The policy still requires the employee to use a minimum of 40 hours before being eligible to buy back hours of vacation time. Kyle noted there were no concerns by the UAW group and they fully supported the modification.

The Committee recommends the modified Vacation Buy Back Program for 2020 to the Commission.

4) Reports:

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

Production Manager: Glenn reported the department is fully staffed, which has allowed everyone to work their regularly assigned schedule. Megan Falicchio is pursuing her license to operate the Commission's drone. The three year fire inspection by the Village of Lansing has been completed and there were no issues. Operators have begun performing shoreline inspections for HAB's several times per day.

Distribution Manager: Gregg reported the annual PERMA Safety Training, with Lew Troast, was held on July 15<sup>th</sup>. This training included all the required basic safety topics, Sexual Harassment and Workplace Violence Prevention. Jeff Hall has begun compiling monthly reporting documents to create reports. GIS/IT Specialist position interviews will be held July 23<sup>rd</sup>. Ben Coakley has been working on the GIS system in order to keep the maps current, while the position is vacant.

Finance Manager: Steve reported for that Pam. Lilly Gustafson is picking up on her duties quickly, which is allowing tasks to be moved to her that Jes was covering. This has allowed Pam to share more information and tasks with Jes, as was planned when the Principal Account Clerk position was created.

Judy presented a request to process the College Course Reimbursement for Jes Sherwood for the Controllershship class, as she has met the reimbursement requirements. Committee unanimously approved the payment request.

Human Resources: Judy reported she has been working on the recruitment for the vacant GIS/IT Specialist position. Steve and Judy met with LeVon Brewer, UAW President, and Kyle Fellows, Hugh Trimm, Shop Stewards, as a preliminary meeting to the negotiations as Mr. Brewer is new to his role.

The Town has been interviewing candidates for their Water/ Sewer Maintenance Supervisor, which we appreciate having Gregg part of. The Town's Network Specialist starts July 27<sup>th</sup> and is bringing intermunicipal cooperation experience with him.

Judy explained that the Town will be considering a policy July 27<sup>th</sup> that details how they are managing the required out of state travel quarantine executive order. Steve explained that the Commission doesn't have the staffing numbers to allow for the mandatory quarantine. The Commission would be requiring staff to come to work after taking a test due to the essential personnel level. If staff does need to quarantine they would be responsible for utilizing paid leave time. Only quarantine time due to a "contact" issue would the Commission be authorizing the 80 hour COVID paid time.

General Manager: Steve reported that Pam did a great job preparing and presenting the 2021 budget and completing the 2019 audit. Gregg has been meeting with CU to review the 2021 projects. Glenn has been working with the State and local health department on the HABs so we are well prepared in case of an incident.

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

Bill moved into executive session, seconded by Jack at 1:31 pm, motion approved.

Ed moved out of executive session, seconded by Jack at 1:45 pm, motion approved.

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

4<sup>th</sup> Wednesday: (9/23, 10/28, 11/25, 11/18, 12/23, 12/16)

Meeting adjourned at 1:46 pm

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

AGENDA:

1. Review the draft July meeting notes.
2. Reports
  - a. Shop Steward
  - b. Finance Manager
  - c. Production Manager
  - d. Distribution Manager
  - e. Human Resources Manager
  - f. General Manager
3. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Next meeting will be: Wednesday, September 23, 2020 at 1:00pm**

Future meeting dates - 4<sup>th</sup> Wednesday:  
(10/28, 11/25 ?->11/18, 12/23 ?-> 12/16)