



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
October 8, 2020 at 4:00 p.m.
Bolton Point Conference Room

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COMMISSIONERS:

JACK RUECKHEIM
NEWMAN
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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NEXT MEETING

November 5, 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
September 10, 2020

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, September 10, 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 Rod Howe, Treasurer, Town of Ithaca
Commissioner Don Hartill, Village of Lansing 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
Jessica Sherwood, Principal Account/Clerk Typist

ABSENT:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
Commissioner Andra Benson, Town of Lansing
Commissioner Bill Goodman, Town of Ithaca

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

1. Approval of Meeting Minutes August 6, 2020

Exhibit #076

Discussion: None

MOTION by Woodard, SECOND by Rueckheim to approve the August 6, 2020 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #077

Item #1 – August Projects

Discussion: Mr. Riddle reported on this item.

Item #2 – New York State Adopts New MCL's

Discussion: Mr. Ratajczak reported on this item and noted we have contracted with Microbac Laboratories to perform the testing for these newly listed contaminants.

Item #3 – 2020 Six Mile Creek Transmission Main Project Update

Discussion: Mr. Weatherby reported on this item and noted due a delay in delivery of critical components, a decision was made to postpone all construction activities on the site until all materials have arrived.

Item #4 – Administration Department Highlights

Discussion: Mr. Riddle reported on this item and noted the number of change of ownerships processed remains high.

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

Discussion: Mr. Riddle reported on this item and noted the majority of the increase in the Town of Lansing can be attributed to a new commercial account (NYS DOT facility) as well as residential accounts. The majority of the increase in consumption for the Village of Cayuga Heights is primarily from residential accounts.

A. Budget and Finance Committee

Discussion: Mr. Howe stated the committee met prior to this meeting and that they accepted the final financial statements for 2019 from the auditors. He also noted the public hearing at the Town of Ithaca on our 2021 budget is set for September 14, 2020.

1. July 31, 2020 Financial Report

Exhibit # 078

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

2. Approval of the September 10, 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 Howe, SECOND by Rueckheim to approve the September 10, 2020 Warrants in the amount of \$95,793.76.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle 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. As reported by Mr. Weatherby, the project will be delayed until early 2021. Mr. Riddle noted the roof, as part of the Oakcrest Booster Pump Station Project, is scheduled to be replaced in Mid-October.

1. July 22, 2020 Meeting Notes

Exhibit #079

Discussion: None

2. August 26, 2020 Meeting Agenda

Exhibit #080

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. Riddle noted that the open GIS/IT position should be filled by the end of September. He also noted the first union negotiation meeting is scheduled for September 29th.

1. July 22, 2020 Meeting Notes

Exhibit#081

Discussion: None

2. August 26, 2020 Meeting Agenda

Exhibit #082

Discussion: None

D. Planning and Public Affairs Committee

Discussion: No meeting was held.

4. Executive Session (If Necessary):

Discussion: None.

5. Old and New Business

Discussion: None

6. Other

Discussion: None

7. Adjournment:

MOTION by Woodard, SECOND by Howe to adjourn the meeting at 4:29 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

NEXT MEETING
October 8, 2020 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

October 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 October 8, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of September 10, 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. September Projects	1/2
2. Annual Preventative Maintenance	2
3. Energy Curtailment Program	2
4. Water Main Replacement Projects Update	2/3
5. Administration Department Highlights	3
6. March 1, 2020 Billing in the Town of Ithaca	3

1. September Projects

In October of 2019, the Commission accepted the recommendation from the Budget and Finance Committee to amend the 2019 Operating Budget by transferring \$40,000 from the Unreserved Fund Balance to the BP System Maintenance budget line. Since that time, staff worked with Casella Waste Management and Life Science Laboratories to ensure all required paperwork and testing was completed. On April 28th, the final test results and waste characterization profile application were submitted to Casella Organics, a division of Casella Waste Management. Due to some unexpected staffing changes with Casella Organics, final approvals were delayed until September 23rd. The project to remove 40+ years of treatment sludge began with the first truckload leaving the treatment facility on October 1st and the project is expected to be completed in October. Beginning in 2022, funds will be added to the operating budget, to allow for annual or biennial removal of treatment sludge in the future.

Staff has been meeting with the City of Ithaca, Cornell University and Tompkins County Health Department (TCHD) to discuss drought conditions and current operations. The TCHD issued a press release regarding water conservation for all of Tompkins County. Staff added a clarification on our website stating SCLIWC has sufficient water supply and there was no need for our customers to conserve water. To date, SCLIWC has not received any requests for water transfers to the City of Ithaca or Cornell. While the watershed did receive nearly 1.5-inches of rain on September 29th, additional meetings are expected to discuss system operations during emergencies and future drought conditions.

2. Annual Preventative Maintenance

Annual maintenance of the Treatment Plant's HVAC systems has been completed. All of the equipment was lubricated and tested for proper operation. This included the chiller and boiler along with numerous air handlers throughout the facility. The coils were cleaned in the air handlers and chiller, along with the replacement of all filters. Annual inspection and maintenance of the emergency generators located at the Treatment Plant and Raw Water Pump Station is completed. All fluids and filters were changed in both generators.

Staff sent out request for quotes (RFQ) for the Annual Electrical High/Medium Voltage Preventative Maintenance. This work is performed annually at one of the Commission's three main facility locations: the Treatment Plant; Raw Water Pump Station; and Oakcrest Booster Pump Station. For 2020, the Treatment Plant is due for preventative maintenance. Quotes will be received in October with work expected to be performed in November or December.

3. Energy Curtailment Program

Bolton Point continues to participate in the Powerpay Demand Response Program administered by NRG Curtailment Solutions. This program aids operators of the electrical grid in New York State to reduce electrical demand on the grid during periods of high demand. During these events, the Treatment Plant, Raw Water Pump Station, and Oakcrest Booster Pump Station are taken offline to reduce our electrical demand. Typically, these events have two or three hour duration and there is a one hour test every season. The 2020 summer season had no events except for the mandatory one hour test, which occurred on August 27th.

Staff has been informed by NRG that they do not recommend the Commission participate in the 2021 winter season. This is due to a decline in the value of the incentive offered per megawatt that participation payment is based on. NRG will resume our enrollment for the 2021 summer season.

4. Water Main Replacement Projects Update

The Tompkins County Highway Department began the Ludlowville Bridge replacement project in the Town of Lansing. The bridge carries an 8-inch water main that is the primary feed for the Emmons Road tank. In order to maintain proper flows, the project required a temporary 8-inch water main over Salmon Creek for the duration of the project. On September 4th, staff began pressure and bacteriological testing of the temporary main. Following successful testing, staff conducted several flow tests to ensure the temporary main functioned as expected, before the existing main over the bridge was decommissioned. On September 14th, the existing main was removed and the temporary main was put into full service to remain in operation until construction of the new main and bridge is complete.

Staff is monitoring the project and hopes that the bridge will be completed before the winter months to avoid possible freezing issues with the temporary water main.

The Village of Lansing replaced approximately 700 feet of water main on Catherwood Road. This section of water main has experienced several leaks over the past few years and has been recommended for repair in the Commission’s annual work reports. Commission staff filled and flushed the new main on September 4th and performed the pressure and bacteriological testing on the Tuesday September 8th. Following successful testing, the Village of Lansing connected existing services to the new main, with the final connection to the Shops at Ithaca Mall’s service being completed on September 16th. On September 17th, the final connection of the new main to the existing Triphammer Road water main was completed, as well as decommissioning the old main’s connection. This work was performed in the early morning hours to minimize water interruptions for customers before their businesses opened for the day.

5. Administration Department Highlights

- Department Statistics August 2020
 - **TI**
 - Non BP Water accounts 177
 - Total # of Water Bills sent 3,377
 - **ALL**
 - Work Orders prepared 70
 - Final Bills calculated 39
 - New Accounts 5
 - Municipal payments processed 81
 - Cash Disbursements \$238k
 - Cash Receipts \$314k

6. September 1, 2020 Billing in the Town of Ithaca

September 1, 2020 Billing in the Town of Ithaca				
Billing Period: 5/16/20-8/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	9/1/19	9/1/20	9/1/19	9/1/20
TI	96,698,036	110,883,782	\$ 515,206.63	\$619,183.79
	13% Increase		17% Increase	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,582,114	162,446	308,293	3,052,853	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,582,314	162,446	308,293	3,053,053	B
RESERVED CASH:					
Fringe Benefit Reserve	105,787	0	0	105,787	
Total Reserved Cash	105,787	0	0	105,787	B
OTHER ASSETS:					
Accounts Receivable	643,045	0	0	643,045	
Prepaid Expenses	0	0	0	-	
Total Other Assets	643,045	0	0	643,045	C
TOTAL ASSETS	3,331,146	162,446	308,293	3,801,885	
LIABILITIES					
Accounts Payable	66,554	0	26,916	93,470	
Accrued Liabilities	171,499	0	3,000	174,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	238,053	0	29,916	267,969	D
FUND BALANCE					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,987,390	162,446	278,377	3,428,213	
TOTAL FUND BALANCE	3,093,093	162,446	278,377	3,533,916	A
TOTAL LIABILITIES and FUND BALANCE	3,331,146	162,446	308,293	3,801,885	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	2,424,295	271,477	562	2,696,334	
LESS: YTD EXPENDITURES	2,139,783	111,169	258,563	2,509,515	
FUND BALANCE AS OF 8/31/20	3,093,093	162,446	278,377	3,533,916	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 8/31/20	3,093,093	162,446	278,377	3,533,916	A
Less: Receivables & Prepays	643,045	0	0	643,045	C
Add: Liabilities	238,053	0	29,916	267,969	D
CASH BALANCE AS OF 8/31/20	2,688,101	162,446	308,293	3,158,840	B

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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,825,488	271,288	1,120,000
YTD ACTUAL	2,424,295	271,477	562
OVER (UNDER)	(2,401,193)	189	(1,119,438)
% EARNED	50%	100%	0%
% UNEARNED	50%	0%	100%
EXPENDITURES			
BUDGET	4,825,488	271,288	530,000
YTD ACTUAL	2,139,783	111,169	258,563
OVER (UNDER)	(2,685,705)	(160,119)	(271,437)
% EXPENDED	44%	41%	49%
% UNEXPENDED	56%	59%	51%

DETAILED REVENUES

Service Charges	11,910	0	0
Cross Connection Fees	9,520	0	0
Services for Other Governments-Members	65,252	0	0
Joint Activity-Water Rents	2,303,458	0	0
Interest Earnings	3,146	189	562
Permits	28,497	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	908	0	0
Interfund Transfers*	0	271,288	0
	2,424,295	271,477	562

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

DETAILED EXPENDITURES

Water Administration	475,595	0	258,563
Source of Supply	150,024	0	0
Purification	424,312	0	0
Transmission and Distribution	405,559	0	0
Employee Benefits	413,006	0	0
Debt Service	0	111,169	0
Interfund Transfers*	271,288	0	0
	2,139,783	111,169	258,563

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

Engineering and Operations Committee Meeting Notes

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

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

1. July 2020 Meeting Notes

#1

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

2. July 2020 Monthly Operations Report

#2

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

Finished water produced in July was higher than last year, meeting the 5 year average. Raw water temperatures and turbidities were typical for July.

On July 1st, staff replaced a missing plug on the roof of the Village of Lansing's Airport Tank. The missing plug was identified during a scheduled tank inspection.

Monthly testing included two finished water samples that were tested for Cyanotoxins. Both samples tested negative.

On July 21st, the Treatment Plant's Filter #4 effluent valve actuator malfunctioned and would not open. Upon investigation, it was determined the bushings and gears were severely worn. The valve is scheduled for replacement this fall and is currently being operated manually to allow the use of the filter.

On July 21st, staff identified an issue with the Raw Water Pump Station generator not operating correctly due to air in the fuel line. The air was bled and the generator started without incident. Penn Power was then scheduled to perform annual maintenance on the Raw Water and Treatment Plant generators. The contractor installed a missing pressure sustaining valve on the fuel lines which maintains fuel pressure in both systems.

Annual fire extinguisher inspections were completed by Fulton Enterprises. The triennial fire inspection by the Village of Lansing's fire inspector was also completed. A few minor conditions were identified and corrected immediately by staff.

Staff continues to monitor the lake for HAB's near the Commission's raw water intake. The majority of HAB's have occurred at the north end of the lake in 2020.

Fluridone treatments for hydrilla have been performed in several locations at the south end of the lake. Weekly samples are taken from the raw water entering the plant to ensure the absence of any herbicide.

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 seven service line leaks in July. This number is slightly higher than normal for July.

Operators assisted with the repair of a water main break at 704 Five Mile Drive. It was determined the break was caused by water hammer when a fire hydrant was improperly closed by the Ithaca Fire Department.

Annual Water Main Flushing was completed in the Town of Lansing.

Water usage at Ithaca College has decreased from previous months due to several water main breaks in their system being repaired. Total consumption of the 18 large users was up 2.1% 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.

Four new facilities have begun construction and will be added to the Cross Connection Control Program.

As-built drawings have been received for several 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

NYSEG has set a new utility pole to begin electrical service upgrades. Staff does not know when their crews will return to finish the new service installation. The new pump and motor #3 has been ordered. Staff has requested a shipping date from the vendor. Staff is scheduling an emergency generator test with Kinsley Power. This test will ensure all required connections are in place and the emergency generator is sized correctly to power the pump station. SDM has been awarded the contract to replace the pump station roof. This portion of the project is expected to be completed in October.

2. Six Mile Creek Transmission Main Project

R.B. Robinson staff has begun to supply material submittals to Barton and Loguidice Engineers for approval. The submittal for the main line valves was found to be incorrect and did not meet the required 350psi rating that is required. The correct valve has a 22-24 week lead time to arrive. R.B. Robinson requested a delay in starting the project until the valves arrive. Commission and B&L staff agreed that a delay in starting the project until Spring 2021 is the best course of action at this time.

4. Committee Member Comments or Other Issues

Steve informed the Committee that during the Filter #1 rehabilitation project, the contractor informed staff there was a leak between Filters #2 and #3. This leak is now making regular maintenance difficult when a filter needs to be drained. Steve has begun working with Vacri Construction, the contractor that performed the rehabilitation of Filters #1 and #4, to obtain an emergency repair quote to fix the leak and rehabilitate Filters #2 and #3. Additional information will be provided to the Committee at the September meeting.

5. Next Meeting - Wednesday, September 23, 2020 @ 12:00 Noon

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

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
Wednesday, September 23, 2020 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	August 2020 Meeting Notes	#1
2.	August 2020 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. Oakcrest Booster Pump Station Upgrade Project	
	2. Six Mile Creek Transmission Main Project	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday, October 28, 2020 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
November 25, December 23, January 27**

Bolton Point Personnel and Organization Committee
Wednesday, August 26, 2020

Commissioners: Ed LaVigne, Chair (via Zoom), Bill Goodman (via Zoom) and Jack Rueckheim
Managers: Steve Riddle, Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
Absent: Andra Benson Shop Steward: Hugh Trimm
Staff Support: Judy Drake Meeting called to order at: 1:03 pm

1) Meeting Notes:

The Committee approved the July meeting notes with no edits.

2) Reports:

Shop Steward: Hugh reported there are no grievances or issues to bring forward. The UAW has begun preparing to start negotiations, which is scheduled for September 25th at 9:00 am.

Finance Manager: Pam reported the Administration Department staff appreciated the opportunity to attend the Confined Space training as it helps them understand the risks other employees face. Jes Sherwood and Winona Fisher attended an Intermediate Excel class through TC3 Biz. Lilly Gustafson's three-month probationary review is underway. Winona is doing a great job with the billing process and working with Distribution staff to resolve AMI metering issues. Pam expressed her pleasure that all staff are working so well together. Ed congratulated Pam for her dedication as the leader of the department.

Production Manager: Glenn reported that staff is looking into training available online to maintain certification credits. Staff will be doing the respirator fit testing and training this fall.

Distribution Manager: Gregg reported that the annual Confined Space training was conducted, with the hands on portion taking place at the Drake Road PRV. Jeff Hall, Jordan Betts, and Gregg attended STBOA Code Enforcement training, and Gregg detailed the COVID-19 protections provided for the in-person training. He also explained the required training for a code enforcement certification. Eastcom Associates will be providing a demonstration on their ground penetrating radar tools, which allows viewing of underground utilities. Laurence Jacobs has been offered and accepted the GIS/IT position. Laurence will be relocating from Arizona, so his start date will be delayed until the fall. Staff has been busy with water main projects and working with Cornell on future Capital project planning.

Human Resources: Judy reported that the Town of Ithaca has begun revisions to its Personnel Manual. The manual covers the Town of Ithaca and Commission staff. A redlined version of the manual has been shared with managers for their review. The P&O committee will also be reviewing the edits before the next meeting. Ultimately, the P&O committee will be asked to recommend the adoption of the updated manual for Commission by the end of the year.

General Manager: Steve reported Pam completed the 2019 audit and congratulated her and her staff on another great audit. Staff is continuing with daily health check-ins before starting their shifts. COVID-19 is creating issues with getting parts for projects, so some are being delayed to 2021.

Steve is working on rescheduling NYAWWA trainings that were cancelled in 2020 due to COVID-19.

Ed asked about the potential of a drop in revenue due to IC students not coming back this fall. Pam explained the process of establishing the water rates and the use of the Commissions of fund balance if needed.

Next meeting - Wednesday, September 23, 2020 at 1:00 pm.

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

Meeting adjourned at 1:34 pm

Bolton Point Personnel and Organization Committee
Wednesday, September 23, 2020
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft August meeting notes.
2. Discuss revisions to the 2020 Personnel Manual
3. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting will be: Wednesday, October 28, 2020 at 1:00pm

Future meeting dates-4th Wednesday:
(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 of 2021 Wage Scale and 2021 Salaries
For All Non-Collective Bargaining Employees
October 8, 2020**

WHEREAS, Staff recommended an 2.0% increase to the Job Classification Wage Scale for all non-collective bargaining employees, and

WHEREAS, the Personnel and Organization Committee has reviewed staff's recommendation of the 2% increase to the 2021 wage scale for all non-collective bargaining employees and recommends approval, and

WHEREAS, the Budget and Finance Committee acknowledged the Personnel and Organization Committee's recommendation,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the 2.0% overall increase to the current 2020 wage scale for all non-collective bargaining employees,

AND BE IT FURTHER RESOLVED, the Commission approves the specific wages as detailed on the attached spreadsheet, with the understanding that the wages for the employees of the UAW collective bargaining unit will be determined through labor negotiations in process.

MOVED:

SECONDED:

VOTE:

JOB CLASSIFICATION LISTING

		2020 SALARY SCALE				102.75%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE	
	MANAGEMENT POSITIONS		4.4%	3.2%	3.1%	
10	General Manager	HOURLY 40 HR SALARY	\$ 40.61 \$ 84,464.64	\$ 42.41 \$ 88,218.62	\$ 43.77 \$ 91,034.11	\$ 45.12 \$ 93,849.60
9	Production Manager Distribution Manager	HOURLY 40 HR SALARY	\$ 37.66 \$ 78,324.48	\$ 39.33 \$ 81,805.57	\$ 40.58 \$ 84,416.38	\$ 41.84 \$ 87,027.20
8	Finance Manager	HOURLY 40 HR SALARY	\$ 35.19 \$ 73,195.20	\$ 36.75 \$ 76,448.32	\$ 37.93 \$ 78,888.16	\$ 39.10 \$ 81,328.00

		2021 SALARY SCALE				102.00%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE	
	MANAGEMENT POSITIONS		4.4%	3.2%	3.1%	
10	General Manager	HOURLY 40 HR SALARY	\$ 41.42 \$ 86,149.44	\$ 43.26 \$ 89,978.30	\$ 44.64 \$ 92,849.95	\$ 46.02 \$ 95,721.60
9	Production Manager Distribution Manager	HOURLY 40 HR SALARY	\$ 38.41 \$ 79,896.96	\$ 40.12 \$ 83,447.94	\$ 41.40 \$ 86,111.17	\$ 42.68 \$ 88,774.40
8	Finance Manager	HOURLY 40 HR SALARY	\$ 35.89 \$ 74,655.36	\$ 37.49 \$ 77,973.38	\$ 38.68 \$ 80,461.89	\$ 39.88 \$ 82,950.40

1.99%
\$ 1,872.00

8%
\$ 6,947.20

2.01%
\$ 1,747.20

7%
\$ 5,824.00

1.99%
\$ 1,622.40

2020 SCLJWC Employee Salaries

2021 SCLJWC Employee Salaries

DRAFT
6/1/2020

FINAL
UAW CB 102.75% per CBA 2080
Non - C B 102.75% 2080

UAW CB 100.00% pre contract renew
Non - C B 100.00% 2080

1/1/2021 2080

Employee	Job Class	Date of Hire	Years of Service	Position	% change	\$ change	2020 Rate	2020 Salary	Longevity/ or Total Yr.	% change	\$ change	2021 Rate	2021 Salary	Longevity/ or Total Yr.
Production Department														
Ratajezak, Glenn	9	10/26/2015	5.2	Prod Mgr	2.8%	\$ 1.12	\$ 41.84	\$ 87,027.20	-	2.01%	\$ 0.84	\$ 42.68	\$ 88,774.40	-
Bower, Jim	7	11/17/2008	12.1	Asst Prod Mgr 8/5/18	6.1%	\$ 1.74	\$ 30.51	\$ 63,460.80	425.00 step2	3.08%	\$ 0.94	\$ 31.45	\$ 65,416.00	\$ 425.00 step3 job
Hughston, Mike	5	4/1/1996	24.8	WTP Oper.	2.7%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ 625.00	0.00%	\$ -	\$ 25.87	\$ 53,809.60	\$ 725.00
Nash, Jason	5	1/23/2012	8.9	WTP Oper.	2.7%	\$ 0.69	\$ 25.87	\$ 53,809.60	-	0.00%	\$ -	\$ 25.87	\$ 53,809.60	-
Fallicchio, Megan	5	11/20/2017	3.1	WTP Oper.	5.9%	\$ 1.45	\$ 24.42	\$ 46,886.40	\$ 51,026.60 Pay 1-24	0.00%	\$ -	\$ 25.87	\$ 53,809.60	job 1/1
Fellows, Kyle	5	3/21/2016	4.8	WTP Oper.	2.7%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ 53,809.60 step 3-job-anniv. Pay 2-5-26	0.00%	\$ -	\$ 25.87	\$ 53,809.60	-
Seasonal lawn/ facility care				20 wks @ 20 hrs/wk			\$ 15.40	\$ 6,160.00				\$ 15.50	\$ 6,200.00	
Shift Differential				2nd = \$1.10 3rd = \$1.65				\$ 5,000.00					\$ 5,000.00	
vacation buy back							\$ 19,676.20	\$ 4,000.00					\$ 4,000.00	
SW8330.101								\$ 378,102.40	\$ 1,050.00				\$ 384,628.80	\$ 1,150.00
Total Production Department														
Tierney, Jim	5	3/21/2016	4.8	Electr/Mech Tech	3%	\$ 0.69	\$ 25.87	\$ 53,809.60	-	0.00%	\$ -	\$ 25.87	\$ 53,809.60	-
Fleming, John Tyler	5	8/12/2019	1.4	Electr/Mech Tech	6.2%	\$ 1.41	\$ 24.32	\$ 31,157.60	\$ 48,688.00 Pay 1-17	3.2%	\$ 0.77	\$ 25.09	\$ 18,064.80	\$ 51,140.00 step 2 2nd anniv Pay 1 8-26
vacation buy back								\$ 2,000.00					\$ 2,000.00	
SW8320.101								\$ 104,477.60	\$ -				\$ 106,949.60	\$ -
Total Distribution Department								\$ 482,580.00	\$ 1,050.00				\$ 491,578.40	\$ 1,150.00
Distribution Department														
Weatherby, Gregg	9	3/19/2012	8.8	Distribution Manager	5.92%	\$ 2.34	\$ 41.84	\$ 87,027.20	-	2.01%	\$ 0.84	\$ 42.68	\$ 88,774.40	-
Hall, Jeff	7	7/19/2010	10.5	Asst.Dist. Manager	4.97%	\$ 1.49	\$ 31.45	\$ 65,416.00	-	0.00%	\$ -	\$ 31.45	\$ 65,416.00	\$ 425.00
Betts, Jordan	2	6/22/2015	5.53	Dist. Oper.	2.74%	\$ 0.69	\$ 25.87	\$ 53,809.60	-	0.00%	\$ -	\$ 25.87	\$ 53,809.60	-
Reynolds, Jason	5	4/25/2016	4.7	Dist Oper	2.74%	\$ 0.69	\$ 25.87	\$ 53,809.60	-	0.00%	\$ -	\$ 25.87	\$ 53,809.60	-
Colbert, Jacob	5	4/25/2016	4.7	Dist Oper	2.74%	\$ 0.69	\$ 25.87	\$ 53,809.60	-	0.00%	\$ -	\$ 25.87	\$ 53,809.60	-
Workman, Dan	5	4/9/2018	2.7	Dist Oper	6.00%	\$ 1.42	\$ 23.67	\$ 15,148.80	\$ 51,278.40 Pay 1-8	3.1%	\$ 0.78	\$ 25.09	\$ 16,057.60	\$ 59,310.40 Step 3 anniv job. Pay 9-26
Trimm Jr., Hugh	3	3/25/2013	7.8	Sr.WMS 5/12/19	2.77%	\$ 0.69	\$ 25.63	\$ 53,310.40	-	0.00%	\$ -	\$ 25.63	\$ 53,310.40	-
GIS/IT	6		121.1	GIS/IT Specialist			\$ 27.00	\$ 56,160.00	hire rate	0.00%	\$ -	\$ 27.00	\$ 28,080.00	\$ 57,085.60
vacation buy back								\$ 16,000.00					\$ 16,000.00	
Total Distribution Department SW8340.101								\$ 479,620.80	\$ -				\$ 484,325.60	\$ 425.00
Total														
vacation buy back \$ 5,000.00														
on call pay 8 hrs wk 1.5 hrs hol 19.5 435.5														
oncall pay \$ 16,899.58														

2020 SCLIW C Employee Salaries

FINAL

UAW CB 102.75% per CBA 2080
Non - C B 102.75%

2021 SCLIW C Employee Salaries

Draft 9.21.20

UAW CB 100.00% pre contract renew 2080
Non - C B 102.00%

1/1/2021 2080

Employee	Job Class	Date of Hire	Years of Service	Position	% change	\$ change	2020 Rate	2020 Salary	Longevity/ or Total Yr.
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Employee	Job Class	Date of Hire	Years of Service	Position	% change	\$ change	2021 Rate	2021 Salary	Longevity/ or Total Yr.
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Administration Department

Riddle, Steve	10	6/10/2002	18.6	General Manager	2.76%	\$ 1.21	\$ 45.12	\$ 93,849.60	\$ 525.00	Job rate
VanGelder, Pam	8	3/5/2007	13.8	Finance Manager	2.76%	\$ 1.05	\$ 39.10	\$ 81,328.00	\$ 425.00	
Fisher, Winona	3	1/26/2015	5.9	Sr. Acct Clk/Typ	2.77%	\$ 0.69	\$ 25.63	\$ 53,310.40	\$ -	
Sherwood, Jessica	5	7/30/2018	2.4	Principal/ACT		\$ 23.67	\$ 23.67	\$ 32,191.20	\$ 50,256.00	Pay 1-16
Gustafson, Lily	1	6/8/2020	0.6	Acct. Clk Typ	6.0%	\$ 1.42	\$ 25.09	\$ 18,064.80	\$ 20,696.00	Step 2 anniv Job Pay 17-26
Acting GM Stipend				@ \$50/pay				\$ 1,300.00	\$ 1,300.00	hire rate
vacation buy back								\$ 3,000.00	\$ 3,000.00	

					1.99%	\$ 0.90	\$ 46.02	\$ 95,721.60	\$ 525.00	3,681.60
					1.99%	\$ 0.78	\$ 39.88	\$ 82,950.40	\$ 425.00	3,190.40
					0.00%	\$ -	\$ 25.63	\$ 53,310.40	\$ -	
					3.1%	\$ 0.78	\$ 25.87	\$ 20,696.00	\$ 20,696.00	Step 3 anniv Job Pay 1-16
					3.3%	\$ 0.64	\$ 20.29	\$ 21,101.60	\$ 21,101.60	Step 1 anniv Pay 1-13
								\$ 1,300.00	\$ 1,300.00	Pay 14-26

vacation buy back								\$ 323,916.00	\$ 950.00	
Total Administration Department SW8310.101								\$ 1,288,116.80	\$ 2,000.00	

vacation buy back								\$ 330,631.20	\$ 950.00	
Total Commission (Salaries)								\$ 1,306,535.20	\$ 2,525.00	
Percent Increase: 2021								\$ 1,309,060.20	\$ 2,525.00	

Years of Service	UAW Stipend
10-14	\$425
15-19	\$525
20-24	\$625
≥ 25	\$725

Original '20 budget w/Long	\$ 1,343,938.80
2021 Budgeted:	\$ 1,322,460.00

*For new hires since 2015, increase effective first pay period following anniversary date

Actual Budgeted: \$ 1,322,460.00

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
Permanent Appointment of Hugh Trimm Jr. to
Senior Water Maintenance Specialist Position**

October 8, 2020

WHEREAS, on May 12, 2019, the Commission provisionally appointed Hugh Trimm Jr. to the position of Senior Water Maintenance Specialist pending a civil service exam for said title, and

WHEREAS, the Tompkins County Personnel has provided the certified eligible list from the Senior Water Maintenance Specialist exam, and Hugh Trimm Jr. is a reachable candidate, and

WHEREAS, the Distribution Manager and General Manager recommend the permanent appointment of Hugh Trimm Jr. to the Senior Water Maintenance Specialist position, and

WHEREAS, the Personnel and Organization Committee recommends the permanent appointment of Hugh Trimm Jr. to the Senior Water Maintenance Specialist position, retroactive to September 23, 2020,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the permanent appointment of Hugh Trimm Jr. to the title of Senior Water Maintenance Specialist with no change in current compensation or benefits, retroactive to September 23, 2020,

AND BE IT FURTHER RESOLVED, the minimum eight (8) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Distribution Manager.

MOVED:

SECONDED:

VOTE:

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

**Resolution of Appreciation For
Commissioner H. Michael Newman
October 8, 2020**

WHEREAS, after filling in temporarily for another Commissioner, H. Michael Newman has served the Southern Cayuga Lake Intermunicipal Water Commission (Commission) as a Commissioner, Committee Chair and Commission Chairperson since 1992, and

WHEREAS, H. Michael Newman led the Commission with great vision and held all Commission members and staff to high standards to ensure customers were provided the highest quality of water at the lowest possible cost, and

WHEREAS, H. Michael Newman took great pride in knowing each staff member by name and knowing what position they held within the Commission. Commissioner Newman was known to often arrive at water main breaks, safety trainings, All-Hands meetings or an all-night SCADA transition, to talk with staff and assist if he could, and

WHEREAS, H. Michael Newman led the Commission through many challenges including: investigation of the City of Ithaca and Cornell University becoming members; updating the original Agreement of Municipal Cooperation; the Drought of 2016; the Treatment Plant office addition; implementation of the Automated Metering Infrastructure and two SCADA control projects; construction of three large water storage tanks, and replacement of hundreds of feet of Transmission Main,

NOW THEREFORE, BE IT

RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission hereby recognizes H. Michael Newman for his dedication, leadership and service to the Commission for over 28 years.

AND BE IT FURTHER RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission's conference room will now be known as the H. Michael Newman Conference Room in Appreciation of Commissioner Newman's dedicated service and leadership.

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 Adopting Retention and Disposition Schedule for
New York Local Government Records (LGS-1)**

October 10, 2020

WHEREAS, the Commission has received notification that the State Archives has revised and consolidated its local government records retention and disposition schedule into a single comprehensive retention schedule, and,

WHEREAS, the Commission desires to adopt the new schedule, Retention and Disposition Schedule for New York Local Government Records (LGS-1) as required, THEREFORE, BE IT

RESOLVED, that the Commission hereby adopts the Retention and Disposition Schedule for New York Local Government records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local records, for use by all officers and employees in legally disposing of valueless records listed therein,

Further resolved, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein:
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established minimum periods.

MOVED:

SECONDED: