



# 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**  
**December 10, 2020 at 4:00 p.m.**  
**Bolton Point Conference Room**

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2020  
Exhibit No.

**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

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NEXT MEETING  
January 7, 2021 at 4:00 p.m.  
Bolton Point Conference Room

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





## SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes  
November 5, 2020

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, November 5, 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 Rod Howe, Treasurer, Town of Ithaca  
 Commissioner Bill Goodman, Town of Ithaca via Zoom  
 Commissioner Don Hartill, Village of Lansing via Zoom  
 Commissioner Ed LaVigne, Town of Lansing via Zoom  
 Commissioner Jason Leifer, Town of Dryden  
 Commissioner Linda Woodard, Village of Cayuga Heights

### ALSO PRESENT:

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

### ABSENT:

Commissioner Andra Benson, Town of Lansing

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

**1. Approval of Meeting Minutes October 8, 2020*****Exhibit #094***

Discussion: None

MOTION by Woodard, SECOND by Howe to approve the October 8, 2020 Commission meeting minutes.

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

Carried

**2. Management Staff Report*****Exhibit #095*****Item #1 – October Projects**

Discussion: Mr. Riddle reported on this item and noted Casella Organics began removing sludge on October 1<sup>st</sup>. The last two truckloads of sludge were removed this week. He also noted staff has continued to meet with the City of Ithaca, Cornell University and Tompkins County Health Department (TCHD) to discuss drought conditions and current operations. While the watershed has recently seen rain, additional meetings will be held to discuss system operations during emergencies, as well as, future drought conditions.

**Item #2 – Lead and Copper Monitoring**

Discussion: Mr. Ratajczak reported on this item and noted staff completed the requirements of the triennial lead and copper sampling in September. Residents were supplied with the results of the analysis, information on lead reduction strategies in the home, and information regarding possible health effects of lead exposure.

**Item #3 – Harmful Algal Blooms (HAB's)**

Discussion: Mr. Ratajczak reported on this item and noted in 2020, the Commission did not experience any bloom occurrences at the raw water intake point. For Cayuga Lake as a whole, the majority of the blooms occurred at the northern end of the lake, with a few near Stewart Park at the southern end.

**Item #4 – Distribution system PRV and Control Valve Maintenance and Inspection**

Discussion: Mr. Weatherby reported on this item and noted the Commission's distribution system includes 51 pressure reducing valves (PRV's) and control valves spread out amongst the five member municipalities. These valves are critical to the distribution system's operation and routinely require preventative maintenance and inspection to ensure they are operating properly. The Commission has supported a proactive approach to maintenance on these valves.

**Item #5 – Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item and noted cash disbursements in September include a scheduled bond payment.

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

Discussion: Ms. VanGelder reported on this item and noted the majority of the increase in the Town of Dryden can be attributed to commercial accounts (NYSEG & Jim Ray Homes). The Village of Lansing had a small decrease. While many residential accounts increased their usage, it is off-set by a decrease in commercial usage (Courtyard, Clarion, Triphammer Hotel, and Triphammer Mall).

**A. Budget and Finance Committee**

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

**1. September 30, 2020 Financial Report*****Exhibit # 096***

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

**2. Approval of the November 5, 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 November 5, 2020 Warrants in the amount of \$163,692.28.

(Ayes: Goodman, Hartill, 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. He asked for an update on the Oakcrest Booster Pump Station Project. Mr. Ratajczak noted the new third pump and motor is expected to ship the end of November. Staff has started demolition and has removed the existing VFD's, and the natural gas engine is ready to be removed next.

**1. September 23, 2020 Meeting Notes*****Exhibit #097***

Discussion: None

**2. October 28, 2020 Meeting Agenda*****Exhibit #098***

Discussion: None

**3. Resolution to Approve Awarding Emergency Rehabilitation of Treatment Plant Filter #2 & #3 Project to Vacri Construction Corp.*****Exhibit #099***

Discussion: Mr. Staley stated the Committee recommends approval of the following resolution.

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 Emergency Rehabilitation of Treatment Plant Filter #2 and #3  
Project to Vacri Construction Corporation**

November 5, 2020

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission) has determined that, due to a leak in the wall between Filter #2 and Filter #3, an emergency rehabilitation is needed, and

WHEREAS, the Commission's 2020 budget includes monies for a Treatment Plant Filter rehabilitation project, and

WHEREAS, Barton and Loguidice, D.P.C. prepared a construction cost estimate of \$180,000 (excluding engineering, legal, administrative, and other ancillary costs) for a Treatment Plant Filter rehabilitation project, and

WHEREAS, Vacri Construction Corporation provided a proposal for emergency rehabilitation of Filter #2 and #3 in the amount of \$140,000 per filter, and

WHEREAS, the Commission has deemed the Vacri Construction Corporation's proposal to be acceptable and recommends acceptance of the proposal, and

WHEREAS, the New York State Health Department has approved the construction plans for the Emergency Rehabilitation of Treatment Plant Filter #2 and #3 project,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission hereby approves Vacri Construction Corporation's proposal in the amount of \$280,000 for the Emergency Rehabilitation of Treatment Plant Filter #2 and #3 project; and be it further

RESOLVED, that the General Manager is authorized to approve change orders to the proposal upon receipt of appropriate justification provided that the maximum amount of such change orders shall not in the aggregate exceed \$20,000 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: Howe

SECONDED: Woodard

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

Carried

**C. Personnel and Organization Committee**

Discussion: Mr. LaVigne noted the October meeting was canceled.

**D. Planning and Public Affairs Committee**

Discussion: No report.

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

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

**5. Old and New Business**

**6. Other**

Discussion: None

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

MOTION by Hartill, SECOND by LaVigne to move into Executive Session at 4:37 p.m.

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

Carried

MOTION by Howe, SECOND by Woodard to move back into regular session at 4:55 p.m.

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

Carried

Discussion: Mr. Riddle stated the each municipal board will need to vote on the contract as well.

**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 United Auto Workers (UAW)  
Local 2300 Union Contact Agreement for 2021-2023**

November 5, 2020

WHEREAS, since September 4, 2014 the Southern Cayuga Lake Intermunicipal Water Commission's (Commission) Administration, Production and Distribution employees have been represented by United Auto Workers (UAW) Local 2300 as the exclusive representative for collective bargaining purposes, and

WHEREAS, the Commission entered into collective bargaining negotiations with the UAW’s negotiating team on September 29, 2020; and

WHEREAS, on October 28, 2020, the Commission’s negotiating team reached a tentative agreement with the UAW’s negotiating team on a three year contract, and

WHEREAS, the Commission’s Personnel and Organization Committee reviewed the tentative contract on November 3, 2020, and recommends approval by the Commission, and

WHEREAS, on November 2, 2020, the bargaining unit’s majority voted in favor of the tentative contract, and

WHEREAS, the Commissioners reviewed the tentative contract at the November 5, 2020 Commission Meeting, now, therefore, be it

RESOLVED, that the Commission does hereby approve the tentative union contract with the UAW for the term of January 1, 2021 – December 31, 2023, and be it further

RESOLVED, that the union contract will not be officially adopted until approved by the Town and Village Boards of the Commission’s member municipalities.

MOVED: Staley

SECONDED: Woodard

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

Carried

**7. Adjournment:**

MOTION by Staley, SECOND by Woodard to adjourn the meeting at 4:58 p.m.

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

Minutes submitted by: Pam VanGelder

Approved by: Steve Riddle

**NEXT MEETING**

December 10, 2020 at 4:00 p.m.  
Bolton Point Conference Room



# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 4, 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 December 10, 2020 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of November 5, 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. November Projects	1
2. Production Department Projects Update	2
3. Triennial Electrical Maintenance	2
4. Lead and Copper Results	2
5. COVID-19 Impact in the Distribution Department	2
6. Administration Department Highlights	3
7. November 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights	3

### **1. November Projects**

Staff continues to meet with the City of Ithaca, Cornell University, and Tompkins County Health Department (TCHD) to discuss current operations and future extended emergency operations. Currently, staff from all three water systems and the TCHD are reviewing each facility's emergency drought plans and the Commission and City of Ithaca's agreement to supply the City with additional water during their Treatment Plant project. This included creating a prioritized list of customers, water conservation plans to implement during emergencies, and updating agreements between the three water systems.

The Commission's Public Employer Health Emergency Plan is nearing completion. The plan is pertinent to a declared public health emergency by the State of New York which may impact the Commission's operations; and is in the interest of the safety of our employees and the continuity of our operations. The plan covers essential functions, essential staff, strategies to reduce risk (remote work, staggered shifts, etc.), personal protective equipment, staff exposures, and cleaning and disinfection of facilities.

## **2. Production Department Projects Update**

Staff will report on the ongoing progress of the Oakcrest Booster Pump Station electrical upgrades along with the rehabilitation of Filter #2.

## **3. Triennial Electrical Maintenance**

Triennial electrical maintenance was performed at the Treatment Plant on November 11<sup>th</sup> by O'Connell Electric. The maintenance required a complete de-energizing of the facility and was scheduled on the Veterans Day holiday, which eliminated the disruption that would be caused if staff was present. All of the main switchgear and motor control centers were tested, cleaned, and connections tightened. Oil from the Treatment Plant and Raw Water Pump Station's transformers was sampled and sent for analysis. A report from the contractor on the electrical testing and oil analysis is pending.

## **4. Lead and Copper Results**

Staff has received all of the lead and copper sample analysis from Life Science Laboratory. The required Health Department report has been compiled and submitted by staff. The results for the 90<sup>th</sup> percentile for lead and copper were 2.4 ppb and 0.053 ppm respectively. These are below the action level of 15 ppb for lead and 1.3 ppm for copper.

## **5. COVID-19 Impact in the Distribution Department**

The COVID-19 pandemic impacted Bolton Point's Distribution Department throughout the month of November. Staff adapted to daily scheduling changes and emergency responses due to Health Department mandated self-quarantine and isolation for three of the seven department staff members. With the new phone system installed and all staff members working from tablets, staff isolated at home were able to assist by answering customer calls, issuing permits, scheduling appointments for plumbing inspections, dispatching Dig Safely New York ticket requests, as well as monitoring the VEPO CrossConnex program and Sensus AMI's daily continuous consumption report. Plumbing permits were submitted and approved by email, and meetings continued to be held via Zoom or other meeting platforms. Staff continues to following all social distancing and facial mask requirements and are not entering customer homes or businesses unless it is an emergency. Staff continues to ensure the health and safety of the Commission's employees while maintaining services to our member municipalities.

**6. Administration Department Highlights**

- Department Statistics October 2020
    - **TL/VCH**
      - Non-BP Water accounts 5
      - Total # of Water Bills sent 2,554
    - **ALL**
      - Work Orders prepared 45
      - Final Bills calculated 27
      - New Accounts 3
      - Municipal payments processed 56
      - Cash Disbursements \$1,355k
      - Cash Receipts \$1,388k
- (includes \$1,120k HJ fund xfer)

**7. November 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights**

November 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 7/16/20-10/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	11/1/19	11/1/20	11/1/19	11/1/20
TL	33,512,000	39,544,500	\$ 179,847.15	\$ 220,830.66
	15% Increase		19% Increase	
VCH	17,102,900	19,787,300	\$ 91,234.50	\$ 104,934.24
	14% Increase		13% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<b>ASSETS</b>					
UNRESERVED CASH:					
Savings	1,907,365	18,953	1,385,223	3,311,542	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,907,565	18,953	1,385,223	3,311,742	B
RESERVED CASH:					
Fringe Benefit Reserve	105,801	0	0	105,801	
Total Reserved Cash	105,801	0	0	105,801	B
OTHER ASSETS:					
Accounts Receivable	334,339	0	0	334,339	
Prepaid Expenses	0	0	0	-	
Total Other Assets	334,339	0	0	334,339	C
<b>TOTAL ASSETS</b>	<b>2,347,705</b>	<b>18,953</b>	<b>1,385,223</b>	<b>3,751,881</b>	
<b>LIABILITIES</b>					
Accounts Payable	52,040	0	105,143	157,183	
Accrued Liabilities	171,499	0	0	171,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	223,540	0	105,143	328,682	D
<b>FUND BALANCE</b>					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,018,462	18,953	1,280,081	3,317,496	
TOTAL FUND BALANCE	2,124,165	18,953	1,280,081	3,423,199	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>2,347,705</b>	<b>18,953</b>	<b>1,385,223</b>	<b>3,751,881</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	3,043,225	271,484	1,120,626	4,435,335	
LESS: YTD EXPENDITURES	3,727,640	254,669	376,923	4,359,232	
FUND BALANCE AS OF 10/31/20	2,124,165	18,953	1,280,081	3,423,199	A
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>					
FUND BALANCE AS OF 10/31/20	2,124,165	18,953	1,280,081	3,423,199	A
Less: Receivables & Prepaids	334,339	0	0	334,339	C
Add: Liabilities	223,540	0	105,143	328,682	D
CASH BALANCE AS OF 10/31/20	2,013,366	18,953	1,385,223	3,417,543	B

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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
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**REVENUES**

BUDGET	4,825,488	271,288	1,120,000
YTD ACTUAL	3,043,225	271,484	1,120,626
OVER (UNDER)	<b>(1,782,263)</b>	<b>196</b>	<b>626</b>
% EARNED	63%	100%	100%
% UNEARNED	37%	0%	0%

**EXPENDITURES**

BUDGET	4,825,488	271,288	1,650,000
YTD ACTUAL	3,727,640	254,669	376,923
OVER (UNDER)	<b>(1,097,848)</b>	<b>(16,619)</b>	<b>(1,273,077)</b>
% EXPENDED	77%	94%	23%
% UNEXPENDED	23%	6%	77%

**DETAILED REVENUES**

Service Charges	18,331	0	0
Cross Connection Fees	9,520	0	0
Services for Other Governments-Members	72,202	0	0
Joint Activity-Water Rents	2,884,887	0	0
Interest Earnings	3,865	196	626
Permits	35,407	0	0
Sales of Equipment	16,500	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	908	0	0
Interfund Transfers*	0	271,288	1,120,000
Proceeds of Obligations	0	0	0
	<b>3,043,225</b>	<b>271,484</b>	<b>1,120,626</b>

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

**DETAILED EXPENDITURES**

Water Administration	564,099	0	376,923
Source of Supply	191,253	0	0
Purification	564,133	0	0
Transmission and Distribution	511,962	0	0
Employee Benefits	504,904	0	0
Debt Service	271,288	254,669	0
Interfund Transfers*	1,120,000	0	0
	<b>3,727,640</b>	<b>254,669</b>	<b>376,923</b>

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

2021 Bolton Point Labor, Equipment, and Service Rates and Fees					
Effective 1/1/2021					
Service Component	Rate or Fee		Overtime Rate or Fee		Comments
	2020	2021	2020	2021	
Labor	\$39/hr	\$40/hr.	\$51/hr.	\$52/hr.	Based on average of Distribution and Production employee wages and benefits
Vehicles	\$17/hr.	\$17/hr.			Based on NYSDOT Fee Schedule
Backflow Application Review	\$97.50	\$100.00			Based upon estimated 2.5 hrs. labor
Follow-up Backflow Application Review	\$97.50	\$100.00			Based upon estimated 2.5 hrs. labor
Backflow Certification Inspection	\$84	\$85			Based upon 1.5 hrs. labor and vehicle
Backflow Preventer Test	1st Device=\$84 Add'l Device=\$19	1st Device=\$85 Add'l Device=\$20			1st device: based upon 1.5 hrs. labor and vehicle; add'l devices: based upon 20 min
Annual Backflow Administrative Fee	1st Device=\$40 Add'l Device=\$15	1st Device=\$40 Add'l Device=\$15			Represents average staff time to review test results and file
Backflow Program Enforcement Letters	\$39/ea.	\$40/ea.			Represents average staff time to prepare, mail, and post letters
Shut-off AND Service Restoration for Non-Compliance of Backflow Testing	\$151	\$154	\$277	\$282	Regular: Based upon 2 hrs. labor and equipment and 1 hr. labor admin. OT (Service restoration only): Based upon 4 hrs. call-in and 2 hr. equipment and 1 hr. regular labor admin.
Non-conforming meter setting (broken seal, open bypass)	\$100	\$100			Penalty; Labor and vehicle costs would not discourage tampering with meter
Frosted Residential Meter Replacement	\$187	\$191	\$352.00	\$359.00	Regular: \$134 for meter, 1 hr. labor and vehicle OT: \$134 for meter, 4 hrs. labor, 1 hr. vehicle
Unauthorized Radio/MXU Removal	\$123	\$126			1.5 hr labor and vehicle, 1 hr labor admin
Damaged Radio/MXU Replacement	\$268	\$283			\$157 for radio, 1.5 hr. labor and vehicle, 1 hr. labor admin
Meter Calibration Check	\$112 plus any fee from outside vendor	\$114 plus any fee from outside vendor			Based upon 2 hrs. labor and vehicle
Temporary Hydrant Use Permits	\$492 for first week; \$60/week rental additional weeks; plus water used	\$494 for first week; \$60/week rental additional weeks; plus water used			Based upon \$300 security deposit, 2.5 hrs. labor (setup, breakdown, test), 2 hrs. vehicle, \$60/week rental
Unauthorized Hydrant Use	\$1,000	\$1,000			Significantly exceed cost of hydrant use permit
Curb Box Repair	\$48	\$48			Typical cost based upon 1/2 hr. labor and equipment and materials
Customer-owned Line Locations	\$56	\$57	\$221	\$225	Regular: Based upon 1 hr. labor and vehicle OT: Based upon 4 hrs. labor and 1 hr vehicle

**2021 Bolton Point Labor, Equipment, and Service Rates and Fees**

Effective 1/1/2021

Plumbing Permits/New Services	Rate or Fee		Overtime Rate or Fee		Comments
	2020	2021	2020	2021	
1" Water Main Tap	\$219	\$225			Based upon \$79 for corporation stop, 1.5 hrs. for two operators and one vehicle
1.5" and 2" Water Main Tap	\$143	\$146			Same labor and vehicle costs as 1" tap; owner supplies materials
>2" Water Main Tap	\$112	\$114			Based upon 2 hrs. labor and vehicle
Metering: 3/4"	\$356	\$357			Based upon \$300 for meter and other materials; 1 hr. labor and vehicle
Metering: 3/4" pit-type	\$366	\$367			Based upon \$310 for meter and other materials; 1 hr. labor and vehicle
Metering: 1"	\$433	\$434			Based upon \$377 for meter and other materials; 1 hr. labor and vehicle
Metering: 1" pit-type	\$433	\$434			Based upon \$377 for meter and other materials; 1 hr. for labor and vehicle
Inspections (up to 5) for Permits involving account status change	\$280	\$285			Based upon 1 hr./inspection for labor and vehicle
Inspections for Permit Extensions (up to 3)	\$168	\$171			Based upon 1 hr./inspection for labor and vehicle
Inspections (up to 3) for "Mini-permits" not involving account status change	\$168	\$171			Based upon 1 hr./inspection labor and vehicle
Seasonal Meter-out or Meter-in	\$95	\$97			Based upon 1 hr. labor and vehicle, 1 hr. labor admin.
Unmetered Fire Main	\$20/ inch	\$20/ inch			Based on Annual Estimated Usage for Testing, billed along with first quarterly water bill of each year
Billing Services-Non-BP water (per account) Quarterly Meter Cards & Bills	\$21	\$22			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-BP water (per account) 20% audit program	\$21	\$21			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-AMI compatible meter (per account)	\$50	\$100			Quarterly charge for not upgrading meter to AMI compatible meter
Bulk Water Sales At Treatment Plant	Min. \$66/day Plus \$5.41/1,000 gal Over 5,000 gal	Min. \$68/day Plus \$5.60/1,000 gal Over 5,000 gal			\$28.00 for min of 5,000 gallons \$40 for 1hr labor \$5.60/1,000 gallons over 5,000 gal.



## Engineering and Operations Committee Meeting Notes

**Wednesday, October 28, 2020 @ 12:00 Noon**  
**Bolton Point Conference Room**

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
<b>Present:</b> Roy Staley, Bill Goodman (by Zoom), Don Hartill (by Zoom), Steve Riddle, Glenn Rataczak, Gregg Weatherby, Pam VanGelder, Winona Fisher, and Dave O'Shea (by Zoom)		

### 1. September 2020 Meeting Notes

#1

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

### 2. September 2020 Monthly Operations Report

#2

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

Finished water produced in September was on par with 2019, slightly under the 5-year average. Raw water temperatures were slightly higher in 2020, largely due to the warmer summer.

Monthly testing included three water main bacteriological testing samples, three possible water main leak samples, and four Lead and Copper samples. These are the last Lead and Copper samples needed to complete the triennial sampling requirements.

On September 2<sup>nd</sup>, the Treatment Plant's Filter #4 effluent valve actuator would not respond properly. Staff determined that the gearing was worn and would need replacement. The valve was replaced with a new Bermad control valve and a new magnetic flow meter was installed while the piping was disassembled. All four filters are now controlled with Bermad control valves, making operations and maintenance more efficient.

The Treatment Plant's boiler continues to experience operational issues, as has been the case since it was installed in 2015. A decision will be made soon to continue making repairs or replace the entire unit. The Treatment Plants HVAC system was balanced by an outside contractor. Three incorrect valves that were installed during construction of the office addition were identified. Staff will replace these valves, in the near future to meet the original plans and specifications.

Glenn reported the monthly Health Department report was routine.

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

Operators assisted with the replacement of a 2-inch water main in the Village of Cayuga Heights. The main had experienced several leaks and was replaced with a new copper pipe. Staff assisted the removal of a leaking corporation stop on Peregrine Way. The fitting was most likely left during initial construction of the water main. Staff performed two 1-inch tap for new service connections in the Town of Ulysses.

Total consumption of the 18 large users was down 18.8% from 2019. The majority of the decrease is due to water main leaks being repaired at Ithaca College. Apartment complexes continue to have higher demand than normal.

A Cross Connection Control device was approved and installed at 53 Brown Road. The device was installed for a COVID-19 testing facility.

As-built drawings have been received for several of the Town of Ithaca's water main replacement projects.

### 3. Informational Items

## **a. Capital Projects**

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

A test was performed with Kinsley Power to ensure connections were correct to power the pump station in an emergency. The test went well and the pumps operated as expected. New controls for Pumps #1 and #2 have been installed. The next phase is to remove the VFD's and install soft starts on the pumps. The new Pump and motor #3 are expected to ship from the manufacturer on November 7<sup>th</sup>. The natural gas engine has been decommissioned and is ready to be removed. 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. Treatment Plant Filter #2 and #3 Emergency Repair**

Filter media, valves and actuators that were ordered by Bolton Point have begun to arrive. All materials are expected to be on site by the end of October. The contractor, Vacri Construction, expects to be on-site in late November to begin making repairs.

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

The project start has been delayed until Spring 2021 and is scheduled to be completed in 2021.

### **4. Cascadilla Creek Transmission Main Project**

Engineering and surveying work has begun on this project. Meetings with Cornell University staff will be held to finalize plans and easements. The project is expected to be placed out for bid in early 2021.

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

Steve reported 416 yards of treatment sludge have been removed from the facility and disposed of at the Ontario County Landfill. Two more truckloads will be removed from the facility in the next week, depending on weather, to complete the project.

Gregg reported the Town of Ulysses has begun installing a THM removal system in their Van Dorn Water Storage Tank. The system is expected to be operational in two weeks.

## **5. Next Meeting - Wednesday, November 18, 2020 @ 12:00 Noon**

**Future meetings - Fourth Wednesday of the month at noon.  
December 23, January 27, February 24**

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
November 18, 2020 - Public Meeting Cancelled  
Meeting Discussions Via Email**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	<b>October 2020 Meeting Notes</b>	#1
2.	<b>October 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>Treatment Plant Filter #2 and #3 Emergency Repair</b>	
	3. <b>Six Mile Creek Transmission Main Project</b>	
	4. <b>Cascadilla Creek Transmission Main Project</b>	
4.	<b>Committee Member Comments or Other Issues</b>	
5.	<b>Next Meeting - Wednesday, December 16, 2020 @ 12:00 Noon</b>	

**Future meetings - Fourth Wednesday of the month at noon.  
January 27, February 24, March 24**

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

**Resolution Declaring the Intent Of The  
Southern Cayuga Lake Intermunicipal Water Commission  
To Act As Lead Agency – Bolton Point Water System 2021 Transmission Main Projects  
December 10, 2020**

**WHEREAS**, the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) is proposing Bolton Point Water System Transmission Main Projects (Projects), located in the Town of Ithaca and Village of Cayuga Heights, Tompkins County, New York; and

**WHEREAS**, the Projects have been classified as an “Unlisted Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2; and

**WHEREAS**, it is the intent of the SCLIWC Board of Commissioners to assume the role of “Lead Agency” for purposes of conducting a SEQRA assessment of the Projects; and

**WHEREAS**, Part I of a Short Environmental Assessment Form (SEAF) has been completed (attached), reviewed by the SCLIWC Board of Commissioners, and will be circulated to all Involved Agencies for purposes of establishing the SCLIWC Board of Commissioners as “Lead Agency” in accordance with 6 NYCRR Part 617.6(b).

**NOW, THEREFORE, BE IT**

**RESOLVED AND DETERMINED**, that the Chairperson of the SCLIWC Board of Commissioners hereby is authorized to sign Part I of the Short Environmental Assessment Form (page 3); and it is further

**RESOLVED AND DETERMINED**, that the SCLIWC Board of Commissioners will send said Part I of the Short Environmental Assessment Form and associated site figure to the attached list of “Interested/Involved Agencies” under cover of a “Notice of Intent to Establish Lead Agency” letter for purposes of establishing Lead Agency status under SEQRA; and it is further

**RESOLVED**, that the Chairperson of the SCLIWC Board of Commissioners, together with the SCLIWC Attorney and Barton and Loguidice, D.P.C., are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

Moved:

Seconded:

Vote:

**Bolton Point Personnel and Organization Committee  
Wednesday, September 23, 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- absent  
 Staff Support: Judy Drake                                      Meeting called to order at: 1:05 pm

1) Meeting Notes:

The Committee approved the August meeting notes with no edits.

2) Discuss revisions to the 2020 Personnel Manual:

The Committee reviewed the Personnel Manual revisions. Judy explained that several of the policy changes have already been approved by the Commission, such as, the Sexual Harassment Prevention Policy, Workplace Violence Prevention Policy and Tobacco Free Policy. Most of the revisions were made to include the Health Consortium and to reorganize some of the new sections. The only new items were an explanation of an Alternative Work Schedule and to clarify Flex Time. Judy explained that the revised manual will be the core manual and will be provided electronically to staff so changes due to negotiations or laws can be easily updated.

The committee suggested a few grammatical edits. The manual is still being reviewed by Town of Ithaca's Committees over the next few weeks. The final version will be brought to the October Personnel & Organization meeting for referral to the Commission at their November meeting.

3) Reports:

Shop Steward: Steve reported there are no grievances or issues that he is aware of. The UAW and Commission committee will meet to begin negotiations on September 29<sup>th</sup> at 9:00 am.

Distribution Manager: Gregg reported that EastCom Associates demonstrated new ground radar penetrating technology with staff and member municipalities in attendance. Annual Ladder and Tank Climbing Training was completed for all staff. Forklift training will occur next month, which will complete the Commission's required annual trainings for 2020. Hugh Trimm passed his backflow and cross connection recertification. Jeff Hall and Jordan Betts attended a code certification class to obtain additional CEU credit hours. Staff has been busy with watermain replacements in the Village and Town of Lansing. Gregg has completed plan reviews for several future water main replacements projects.

Finance Manager: Pam reported staff attended the safety training with the other departments and appreciated the opportunity. Lilly Gustafson is attending an Introduction to Excel class through TC3 held via Zoom. Jes Sherwood and Winona Fisher will be attending the Advanced Excel class starting in November.

Winona is cross training Lilly on the no reads and large consumption reads reports from the AMI System. Lilly successfully completed her three-month review and is doing well. Jes has taken on some of the IT duties until the GIS/IT position is filled.

Production Manager: Glenn reported that he attended a webinar hosted by AWWA and the NYS Department of Health on Sampling Requirement Updates for PFOA and PFOS 1-4 Dioxane MCL. This sampling will begin next quarter and continue for one year. Megan Fallichio is continuing to work towards her drone license certification. The Oakcrest Pump Station's valves that are in a confined space vault will be upgraded and moved above ground. Respirator fit will be completed for staff as soon as the testing apparatus is available from PESH. Glenn reviewed the COVID safety aspects of the testing apparatus with PESH.

Human Resources: Judy reported that the Consortium will be considering a 5% increase in premiums for 2021. Additionally, the Consortium will be considering a premium holiday for the December 2020.

The Committee reviewed the 2021 wage scale and salary listing for the staff. Non-Collective Bargaining staff are set at a 2% cost of living increase. The unionized staff will remain at 2020 wages until the agreement has been approved. Staff that is due a step increase will receive that in 2021. The Committee approved recommending the resolution to the Commission.

Hugh Trimm passed his Civil Service exam for the Senior Water Maintenance Specialist position. The Committee approved recommending a resolution for Hugh's permanent appointment to the Commission.

The General Manager's performance review process has begun. The General Manager's self-review and management team survey will be submitted to the Commissioners for review by September 25<sup>th</sup>. At the October Commission meeting, Commissioners will have the opportunity to discuss the General Manager's self-review with him.

General Manager: Steve reported on drought meetings being held with the City of Ithaca, Cornell and the TCHD. Steve provided an update on the sludge removal project with Casella Organics. Managers have all been doing a great job and he thanked them for all of their hard work.

**Next meeting - Wednesday, October 28, 2020 at 1:00 pm.**

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

Meeting adjourned at 1:40 pm

**Bolton Point Personnel and Organization Committee**  
**Wednesday, November 18, 2020**  
**1:00 pm – 2:00 pm**

<https://zoom.us/j/97806850388?pwd=WGZZM2c1VjVWUjNaSDNyNkNLRHRDdz09>

Meeting ID: 978 0685 0388

Passcode: 706621

AGENDA:

1. Review the draft September meeting notes.
2. Discuss revisions to the 2020 Personnel Manual
3. Discuss extending UAW agreement changes to non-union staff
4. Reports
  - a. Shop Steward
  - b. Finance Manager
  - c. Production Manager
  - d. Distribution Manager
  - e. Human Resources Manager
  - f. General Manager
    - i. All Hands Training
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Next meeting will be: Wednesday, December 16, 2020 at 1:00pm**

Future meeting dates - 4<sup>th</sup> Wednesday:

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 Extend to Non-Collective Bargaining Staff  
Policies from the UAW Union Contract

December 10, 2020

WHEREAS, the Commission approved the 2021-2023 union contract with the UAW unit on November 5, 2020, and

WHEREAS, the Personnel & Organization committee discussed the differences between the union contract and current policy for some benefits that affect the non-collective bargaining staff, which consists of four management level positions, and

WHEREAS, the Personnel & Organization Committee recommends extending the following UAW union contract policies to the non-collective bargaining group:

Cost of living adjustments to Wage Scale for 2021, 2022 & 2023, holiday schedule, vacation buy back, sick time, personal time, bereavement leave, health insurance cost share percentage, and retiree health insurance,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve extending the following UAW union contract policies to the non-collective bargaining group:

Cost of living adjustments to Wage Scale for 2021, 2022 & 2023, holiday schedule, vacation buy back, sick time, personal time, bereavement leave, health insurance cost share percentage, and retiree health insurance

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 for Approval of 2021 Wage Scale and 2021 Salaries  
December 10, 2020

WHEREAS, the Commission approved a resolution on November 5, 2020 to approve the 2021-2023 UAW union contract, and

WHEREAS, the Personnel and Organization Committee has reviewed the 2021 cost of living adjustment to the Wage Scale for non-collective bargaining staff and recommends to the Commission that the non-collective bargaining staff wage scale be increased by 2.5% to match the UAW union contract, and

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the 2.5% overall increase to the 2021 wage scale for all non-collective bargaining staff, and be it further

RESOLVED, the Commission approves the specific wages as detailed on the attached spreadsheet for the non-collective bargaining staff and the UAW union staff for 2021.

MOVED:

SECONDED:

VOTE:

2020 SCLIWC Employee Salaries

2021 SCLIWC Employee Salaries

					FINAL					Draft 11.13.20						
					UAW CB		102.75% per CBA			UAW CB		Per CBA			102.50%	
					Non - C B		102.75%			Non - C B		Per resolution			102.50%	
							2080								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 Rate w/ licenses	2021 Salary	Longevity/ or Total Yr.	
<b>Production Department</b>																
Ratajczak, Glenn	9	10/26/2015	5.2	Prod Mgr	2.8%	\$ 1.12	\$ 41.84	\$ 87,027.20	\$ -	2.51%	\$ 1.05	\$ 42.89		\$ 89,211.20	\$ -	\$ 3,431.20
Bower, Jim IA	7	11/17/2008	12.1	Asst Prod Mgr 8/5/18	6.1%	\$ 1.74	\$ 30.51	\$ 63,460.80	\$ 425.00	5.67%	\$ 1.73	\$ 32.24	\$ 33.24	\$ 69,139.20	\$ 425.00	step3 job
Hughston, Mike IA	5	4/1/1996	24.8	WTP Oper.	2.7%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ 625.00	4.45%	\$ 1.15	\$ 27.02	\$ 28.02	\$ 58,281.60	\$ 725.00	
Nash, Jason	5	1/23/2012	8.9	WTP Oper.	2.7%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ -	4.45%	\$ 1.15	\$ 27.02		\$ 56,201.60	\$ -	
Falicchio, Megan	5	11/20/2017	3.1	WTP Oper.			\$ 24.42	\$ 46,886.40	\$ 51,025.60	4.45%	\$ 1.15	\$ 27.02		\$ 56,201.60		Pay 1 job
					5.9%	\$ 1.45	\$ 25.87	\$ 4,139.20	step 3-job-anniv							
Fellows, Kyle	5	3/21/2016	4.8	WTP Oper.	2.7%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ 53,809.60	4.45%	\$ 1.15	\$ 27.02		\$ 56,201.60		
Seasonal lawn / facility care								\$ 15.40	\$ 6,160.00			\$ 15.50		\$ 6,200.00		
Shift Differential									\$ 5,000.00					\$ 5,000.00		
vacation buy back									\$ 4,000.00					\$ 4,000.00		
<b>SW8330.101</b>								\$ 19,675.20	\$ 378,102.40	\$ 1,050.00				\$ 400,436.80	\$ 1,150.00	
<b>Tierney, Jim</b>																
	5	3/21/2016	4.8	Elect/Mech Tech	3%	\$ 0.69	\$ 25.87	\$ 53,809.60		4.45%	\$ 1.15	\$ 27.02		\$ 56,201.60	\$ -	
<b>Fleming, John Tyler</b>																
	5	8/12/2019	1.4	Elect/Mech Tech			\$ 22.91	\$ 31,157.60	\$ 48,668.00	7.77%	\$ 1.89	\$ 26.21		\$ 35,645.60	\$ -	Pay 1 step 2
					6.2%	\$ 1.41	\$ 24.32	\$ 17,510.40	step 1 anniv							
Vacation buy back									\$ 2,000.00					\$ 2,000.00		
<b>SW8320.101</b>									\$ 104,477.60	\$ -				\$ 93,847.20	\$ -	
<b>Total Production Department</b>									\$ 482,580.00	\$ 1,050.00				\$ 494,284.00	\$ 1,150.00	
<b>Distribution Department</b>																
Weatherby, Gregg	9	3/19/2012	8.8	Distribution Manager	5.92%	\$ 2.34	\$ 41.84	\$ 87,027.20	\$ -	@ step 3-Job	2.51%	\$ 1.05	\$ 42.89	\$ 89,211.20	\$ -	\$ 3,431.20
Hall, Jeff COE& XCBF	7	7/19/2010	10.5	Asst.Dist. Manager	4.97%	\$ 1.49	\$ 31.45	\$ 65,416.00	\$ -	@ step 3-Job	2.51%	\$ 0.79	\$ 32.24	\$ 32.99	\$ 68,619.20	\$ 425.00
Betts, Jordan COE& XCBF	2	6/22/2015	5.53	Dist. Oper.	2.74%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ -		4.45%	\$ 1.15	\$ 27.02	\$ 27.77	\$ 57,761.60	\$ -
Reynolds, Jason	5	4/25/2016	4.7	Dist Oper	2.74%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ -		4.45%	\$ 1.15	\$ 27.02	\$ 56,201.60	\$ -	
Colbert, Jacob XCBF	5	4/25/2016	4.7	Dist. Oper	2.74%	\$ 0.69	\$ 25.87	\$ 53,809.60	\$ -		4.45%	\$ 1.15	\$ 27.02	\$ 27.27	\$ 56,721.60	\$ -
Workman, Dan	5	4/9/2018	2.7	Dist. Oper			\$ 23.67	\$ 15,148.80	\$ 51,278.40	7.69%	\$ 1.93	\$ 27.02		\$ 56,201.60	\$ -	Pay 1 job
					6.00%	\$ 1.42	\$ 25.09	\$ 36,129.60	Step 2 anniv class 5							
Trimm Jr., Hugh XCBF	3	3/25/2013	7.8	Sr.WMS 5/12/19	2.77%	\$ 0.69	\$ 25.63	\$ 53,310.40	\$ -		3.28%	\$ 0.84	\$ 26.47	\$ 26.72	\$ 55,577.60	\$ -
GIS/IT	6		121.1	GIS/IT Specialist			\$ 27.00	\$ 56,160.00	\$ -	hire rate	2.48%	\$ 0.67	\$ 27.67	\$ 57,553.60	\$ -	Pay 1 hire
vacation buy back									\$ 5,000.00					\$ 5,000.00		
<b>Total Distribution Department SW8340.101</b>									\$ 479,620.80	\$ -				\$ 502,848.00	\$ 425.00	

DRAFT  
11/19/2020

2020 SCLIWC Employee Salaries

2021 SCLIWC Employee Salaries

Employee	Job Class	Date of Hire	Years of Service	Position	% change	\$ change	UAW CB		FINAL	
							Non - C B	2020 Rate	102.75% per CBA	2020 Salary
			1/1/2021	2080						

Employee	Job Class	Date of Hire	Years of Service	Position	% change	\$ change	UAW CB		Draft 11.13.20	
							Non - C B	2021 Rate	Per resolution	102.50%

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	\$ 32,191.20	\$ 50,256.00	Pay 1-16
					6.0%	\$ 1.42	\$ 25.09	\$ 18,064.80	\$ -	Step 2 anniv
Gustafson, Lily	1	6/8/2020	0.6	Acct.Clk Typ			\$ 19.65	\$ 40,872.00	\$ 40,872.00	Pay 13-26
Acting GM Stipend				@ \$50/pay			biweekly stipend	\$ 1,300.00		
vacation buy back							vacation buy back	\$ 3,000.00		
<b>Total Administration Department SW8310.101</b>								\$ 323,916.00	\$ 950.00	

					2.50%	\$ 1.13	\$ 46.25	\$ 96,200.00	\$ 525.00	\$ 3,700.00
					2.51%	\$ 0.98	\$ 40.08	\$ 83,366.40	\$ 425.00	\$ 3,206.40
					2.50%	\$ 0.64	\$ 26.27	\$ 54,641.60	\$ -	
					6.5%	\$ 1.63	\$ 26.72	\$ 55,577.60	\$ -	Pay 1 job
					5.85%	\$ 1.15	\$ 20.80	\$ 43,264.00	\$ -	Pay 1 step 1
							biweekly stipend	\$ 1,300.00		
							vacation buy back	\$ 3,000.00		
								\$ 337,349.60	\$ 950.00	

Licenses: \$ add to wage	\$
IA WTPO	1.00
COE	0.50
XCBF	0.25

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

\$ 1,286,116.80	\$ 2,000.00
<b>\$ 1,288,116.80</b>	w/ Longevity
\$ 1,343,938.80	Original '20 budget w/Long

<b>Total Commission (Salaries)</b>	\$ 1,334,481.60	\$ 2,525.00
<b>Percent Increase: 2021</b>	<b>-0.5%</b>	
	\$ (6,932.20)	vs prior yr bdgt
	\$ 1,322,460.00	Original '21 budget
	<b>\$ 14,546.60</b>	<b>Additional needed</b>

**SCLIWC UAW JOB CLASSIFICATION SYSTEM**

JOB CLASSIFICATION LISTING			FINAL per contract				FINAL per contract				FINAL per contract				FINAL per contract						
			2020 SALARY SCALE				2021 SALARY SCALE				2022 SALARY SCALE				2023 SALARY SCALE						
			102.75%				102.50%				102.50%				102.75%						
CLASS	CIVIL SERVICE TITLE		HIRING Rate	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE	HIRING Rate	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE		HIRING Rate	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE		HIRING Rate	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE	
			% inc by step =	3.3%	3.2%	3.1%	% inc by step =	3.3%	3.2%	3.1%		% inc by step =	3.3%	3.2%	3.1%		% inc by step =	3.3%	3.2%	3.1%	
	<b>HOURLY POSITIONS</b>																				
7	Assistant Production Manager Assistant Distriution Manager	HOURLY 40 HR Annual	\$ 28.62 \$ 59,528.56	\$ 29.56 \$ 61,491.04	\$ 30.51 \$ 63,453.52	\$ 31.45 \$ 65,416.00	\$ 29.34 \$ 61,023.87	\$ 30.31 \$ 63,035.65	\$ 31.27 \$ 65,047.42	\$ 32.24 \$ 67,059.20	2.51% \$ 1,643.20	\$ 30.08 \$ 62,557.04	\$ 31.07 \$ 64,619.36	\$ 32.06 \$ 66,681.68	\$ 33.05 \$ 68,744.00	2.51% \$ 1,684.80	\$ 30.90 \$ 64,279.49	\$ 31.92 \$ 66,398.59	\$ 32.94 \$ 68,517.70	\$ 33.96 \$ 70,636.80	2.75% \$ 1,892.80
6	GIS/IT Specialist	HOURLY 40 HR Annual	\$ 27.00 \$ 56,159.38	\$ 27.89 \$ 58,010.78	\$ 28.78 \$ 59,862.19	\$ 29.67 \$ 61,713.60	\$ 27.67 \$ 57,560.05	\$ 28.59 \$ 59,457.63	\$ 29.50 \$ 61,355.22	\$ 30.41 \$ 63,252.80	2.49% \$ 1,539.20	\$ 28.36 \$ 58,998.58	\$ 29.30 \$ 60,943.58	\$ 30.23 \$ 62,888.59	\$ 31.17 \$ 64,833.60	2.50% \$ 1,580.80	\$ 29.15 \$ 60,626.38	\$ 30.11 \$ 62,625.06	\$ 31.07 \$ 64,623.73	\$ 32.03 \$ 66,622.40	2.76% \$ 1,788.80
5B	Water Treatment Plant Operator Electrical & Mechanical Technician Distribution Operator	HOURLY 40 HR Annual	\$ 23.54 \$ 48,966.74	\$ 24.32 \$ 50,581.02	\$ 25.09 \$ 52,195.31	\$ 25.87 \$ 53,809.60	\$ 24.59 \$ 51,143.46	\$ 25.40 \$ 52,829.50	\$ 26.21 \$ 54,515.55	\$ 27.02 \$ 56,201.60	\$ 0.50 \$ 2,392.00	\$ 25.66 \$ 53,376.96	\$ 26.51 \$ 55,136.64	\$ 27.35 \$ 56,896.32	\$ 28.20 \$ 58,656.00	\$ 0.50 \$ 2,454.40	\$ 26.37 \$ 54,853.34	\$ 27.24 \$ 56,661.70	\$ 28.11 \$ 58,470.05	\$ 28.98 \$ 60,278.40	2.77% \$ 1,622.40
5A	Principal Account Clerk Typist Administrative Assistant IV	HOURLY 40 HR Annual	\$ 23.54 \$ 48,966.74	\$ 24.32 \$ 50,581.02	\$ 25.09 \$ 52,195.31	\$ 25.87 \$ 53,809.60	\$ 24.32 \$ 50,575.62	\$ 25.12 \$ 52,242.94	\$ 25.92 \$ 53,910.27	\$ 26.72 \$ 55,577.60	\$ 0.20 \$ 1,768.00	\$ 25.11 \$ 52,222.35	\$ 25.93 \$ 53,943.97	\$ 26.76 \$ 55,665.58	\$ 27.59 \$ 57,387.20	\$ 0.20 \$ 1,809.60	\$ 25.80 \$ 53,660.88	\$ 26.65 \$ 55,429.92	\$ 27.50 \$ 57,198.96	\$ 28.35 \$ 58,968.00	2.75% \$ 1,580.80
4	Administrative Assistant III	HOURLY 40 HR Annual	\$ 23.41 \$ 48,701.74	\$ 24.19 \$ 50,307.30	\$ 24.96 \$ 51,912.85	\$ 25.73 \$ 53,518.40	\$ 24.18 \$ 50,291.70	\$ 24.98 \$ 51,949.66	\$ 25.77 \$ 53,607.63	\$ 26.57 \$ 55,265.60	\$ 0.20 \$ 1,747.20	\$ 24.96 \$ 51,919.50	\$ 25.78 \$ 53,631.14	\$ 26.61 \$ 55,342.77	\$ 27.43 \$ 57,054.40	\$ 0.20 \$ 1,788.80	\$ 25.64 \$ 53,339.10	\$ 26.49 \$ 55,097.54	\$ 27.33 \$ 56,855.97	\$ 28.18 \$ 58,614.40	2.73% \$ 1,560.00
3B	Sr. Water Maintenance Spec.	HOURLY 40 HR Annual	\$ 23.32 \$ 48,512.46	\$ 24.09 \$ 50,111.78	\$ 24.86 \$ 51,711.09	\$ 25.63 \$ 53,310.40	\$ 24.09 \$ 50,102.42	\$ 24.88 \$ 51,754.14	\$ 25.68 \$ 53,405.87	\$ 26.47 \$ 55,057.60	\$ 0.20 \$ 1,747.20	\$ 24.87 \$ 51,730.22	\$ 25.69 \$ 53,435.62	\$ 26.51 \$ 55,141.01	\$ 27.33 \$ 56,846.40	\$ 0.20 \$ 1,788.80	\$ 25.55 \$ 53,149.82	\$ 26.40 \$ 54,902.02	\$ 27.24 \$ 56,654.21	\$ 28.08 \$ 58,406.40	2.74% \$ 1,560.00
3A	Sr. Account Clerk Typist Administrative Assistant II	HOURLY 40 HR Annual	\$ 23.32 \$ 48,512.46	\$ 24.09 \$ 50,111.78	\$ 24.86 \$ 51,711.09	\$ 25.63 \$ 53,310.40	\$ 23.91 \$ 49,723.86	\$ 24.69 \$ 51,363.10	\$ 25.48 \$ 53,002.35	\$ 26.27 \$ 54,641.60	2.50% \$ 1,331.20	\$ 24.51 \$ 50,973.10	\$ 25.31 \$ 52,653.54	\$ 26.12 \$ 54,333.97	\$ 26.93 \$ 56,014.40	2.51% \$ 1,372.80	\$ 25.18 \$ 52,373.78	\$ 26.01 \$ 54,100.38	\$ 26.84 \$ 55,826.99	\$ 27.67 \$ 57,553.60	2.75% \$ 1,539.20
2	Water Maintenance Specialist Distribution Operator Assistant WTPO Assistant	HOURLY 40 HR Annual	\$ 20.16 \$ 41,925.52	\$ 20.82 \$ 43,307.68	\$ 21.49 \$ 44,689.84	\$ 22.15 \$ 46,072.00	\$ 20.66 \$ 42,966.56	\$ 21.34 \$ 44,383.04	\$ 22.02 \$ 45,799.52	\$ 22.70 \$ 47,216.00	2.48% \$ 1,144.00	\$ 21.18 \$ 44,045.46	\$ 21.87 \$ 45,497.50	\$ 22.57 \$ 46,949.55	\$ 23.27 \$ 48,401.60	2.51% \$ 1,185.60	\$ 21.76 \$ 45,256.85	\$ 22.48 \$ 46,748.83	\$ 23.19 \$ 48,240.82	\$ 23.91 \$ 49,732.80	2.75% \$ 1,331.20
1	Account Clerk Typist Administrative Assistant I	HOURLY 40 HR Annual	\$ 19.65 \$ 40,865.55	\$ 20.29 \$ 42,212.77	\$ 20.94 \$ 43,559.98	\$ 21.59 \$ 44,907.20	\$ 20.14 \$ 41,887.66	\$ 20.80 \$ 43,268.58	\$ 21.47 \$ 44,649.49	\$ 22.13 \$ 46,030.40	2.50% \$ 1,123.20	\$ 20.65 \$ 42,947.63	\$ 21.33 \$ 44,363.49	\$ 22.01 \$ 45,779.34	\$ 22.69 \$ 47,195.20	2.53% \$ 1,164.80	\$ 21.22 \$ 44,140.10	\$ 21.92 \$ 45,595.26	\$ 22.62 \$ 47,050.43	\$ 23.32 \$ 48,505.60	2.78% \$ 1,310.40

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 Revised Personnel Manual  
December 10, 2020

WHEREAS, the Commission's Personnel and Organization Committee and Town of Ithaca Personnel and Organization committee have revised the Personnel Manual, and

WHEREAS, the Commission's Personnel and Organization Committee has reviewed and approved the revised manual and recommends the approval to the Commission, and

NOW, THEREFORE, BE IT

RESOLVED, that the Commission accept the recommendation of the Personnel and Organization Committee and hereby approves the revised Personnel Manual, effective December 10, 2020.

Moved:

Seconded:

Vote:

## 2021 Commission Meeting Calendar

<b>January</b>	<b>February</b>	<b>March</b>
S M T W T F S 1 2 3 4 5 6 <b>7</b> 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 <b>4</b> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 <b>4</b> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>April</b>	<b>May</b>	<b>June</b>
S M T W T F S 1 2 3 4 5 6 7 <b>8</b> 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 <b>6</b> 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 <b>10</b> 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>July</b>	<b>August</b>	<b>September</b>
S M T W T F S 1 2 3 4 5 6 7 <b>8</b> 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 <b>5</b> 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 <b>9</b> 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>October</b>	<b>November</b>	<b>December</b>
S M T W T F S 1 2 3 4 5 6 <b>7</b> 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 <b>4</b> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 <b>9</b> 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

B&F meetings-Comm mtg day at 3:30pm  
 E&O meetings-4th Wednesday at 12:00pm  
 P&O meetings-4th Wednesday at 1:00pm

Month	Day	Time
January	7	4:00 p.m.
February	4	4:00 p.m.
March	4	4:00 p.m.
April	8	4:00 p.m.
May	6	4:00 p.m.
June	10	4:00 p.m.
July	8	4:00 p.m.
August	5	4:00 p.m.
September	9	4:00 p.m.
October	7	4:00 p.m.
November	4	4:00 p.m.
December	9	4:00 p.m.