



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
January 5, 2023 at 2:30 p.m.
Bolton Point Conference Room

Phone: 607-277-0660
Fax: 607-277-3056
www.boltonpoint.org

2023
Exhibit No.

scliwc@boltonpoint.org

COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

PAM BLEIWAS

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JOE WETMORE

LINDA WOODARD

- | | |
|------------------------------------------------------------------------------|-----|
| 1. Approval of December 8, 2022 Meeting Minutes | 001 |
| 2. Management Staff Report | 002 |
| 3. Old and New Business | |
| A. Appointment of Officers and Committees | 003 |
| 4. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. November 30, 2022 Financial Report | 004 |
| 2. Review and Approval of Procurement Policy | 005 |
| 3. Review and Approval of Investment Policy | 006 |
| 4. Resolution Authorizing Prepayment of Unaudited Claims | 007 |
| 5. Designation of Depository/Check Signing Authority | 008 |
| 6. Approval of the January 5, 2023 Warrants | |
| B. Engineering and Operations Committee | |
| 1. December 5, 2022 Meeting Notes | 009 |
| C. Personnel and Organization Committee | |
| 1. Resolution for Creation of Senior Water Treatment Plant Operator Position | 010 |
| D. Planning and Public Affairs Committee | |
| 5. Executive Session (If Necessary) | |
| 6. Other | |
| 7. Adjournment | |

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

NEXT MEETING
February 9, 2023 at 4:00 p.m.
Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
December 8, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, December 8, 2022 at 4:00 p.m. in the Bolton Point Conference Room.

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 Ed LaVigne, Town of Lansing
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
Pamela VanGelder, Finance Manager
Jessica Sherwood, Principal Account Clerk Typist
Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Pam Bleiwas, Town of Ithaca
Commissioner Ronny Hardaway, Village of Lansing
Commissioner Don Hartill, Village of Lansing
Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:02 pm.

1. Approval of Meeting Minutes November 3, 2022***Exhibit #088***

Discussion: None.

MOTION by LaVigne, SECOND by Woodard, to approve the November 3, 2022 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #089*****Item #1 – General Manager – November Updates**

Discussion: Mr. Riddle reported on this item and noted the following:

The company-wide annual training was held on November 16th, and covered alarm and emergency practices, and general safety procedures.

As of December 2nd, Commission attorney Guy Krogh had reviewed the abstract for the Raw Water Pump Station Land Acquisition, and suggested an early January 2023 closing is possible.

Cornell University provided a site agreement for the Cascadilla Creek Crossing Project; suggested edits were made and it was sent back to Cornell for review.

Item #2 – Production Department Updates

Discussion: Mr. Ratajczak reported on this item and noted the following:

Barton & Loguidice continues design work for the Raw Water Sea Wall while awaiting the closing on the land.

The radio replacement is almost complete and staff is already seeing approximately twice the speed they used to.

The lighting is done in the floc/sed room; replacement of the aluminum railings is slated for the beginning of 2023.

The remaining parts for the Finished Water Flowmeter project have come in, which will allow staff to complete the project.

The settling aid polymer system is installed; staff needs to wait for sufficient turbidity to test it.

The alum/caustic feed systems updates are about 90% complete.

Removal of the old meter shed is complete, and lighting has been added at the south gate.

Item #3 – Commission Staff's Emergency Water Main Break Response

Discussion: Mr. Weatherby thanked Commission and municipal staff for the great job they do to work together during emergency responses.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that cash disbursements for September included a regularly scheduled \$146K bond payment.

Item #5 – October 1st Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item.

Item #6 – November 1st Billing in the Town of Lansing/Village of Cayuga Heights

Discussion: Ms. VanGelder reported on this item and noted the increase in consumption and revenue was largely due to commercial accounts.

3. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting.

1. September 30, 2022 Financial Report

Exhibit #090

Discussion: Mr. Howe reported on this item and noted that it was comparable to last year at this time.

2. October 31, 2022 Financial Report

Exhibit #091

Discussion: Mr. Howe reported on this item and noted that it was comparable to last year at this time.

3. Approval of the 2023 Service Rates and Fees

Exhibit #092

Discussion: Mr. Howe reported on this item and noted that the committee recommends approval.

MOTION by Rueckheim, SECOND by LaVigne, to approve the 2023 Service Rates and Fees.

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

Carried

4. Approval of the December 8, 2022 Warrants

Discussion: Mr. Howe stated that several committee members reviewed the warrants, and the committee recommends approval.

The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Rueckheim, SECOND by LaVigne, to approve the December 8, 2022 Warrants in the amount of \$ 109,304.57.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported on this item and noted the meeting was routine and the notes are in the packet.

1. October 26, 2022 Meeting Minutes

Exhibit #093

Discussion: None.

2. December 5, 2022 Meeting Agenda

Exhibit #094

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and stated that the notes are in the packet, and the committee finalized the General Manager’s annual performance review.

1. October 26 Meeting Minutes

Exhibit #095

Discussion: None.

2. December 5, 2022 Meeting Agenda

Exhibit #096

Discussion: None.

3. Resolution for Appointment of Brian Janik to EMT Position

Exhibit #097

Discussion: None

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

**Resolution for Appointment of
Brian Janik to the Electrical Mechanical Technician Position**

December 8, 2022

WHEREAS, there is currently a vacant Electrical Mechanical Technician (EMT) position in the Production Department, and

WHEREAS, the interviewing group of the General Manager, Production Manager, Assistant Production Manager, EMT and Human Resources Manager interviewed two candidates from the recruitment for the position, and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Brian Janik to the Electrical Mechanical Technician position effective January 3, 2023, and

WHEREAS, the Personnel and Organization Committee recommends the appointment of Brian Janik to the Electrical Mechanical Technician position,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment of Brian Janik to the title of Electrical Mechanical Technician, effective January 3, 2023, at the hourly wage of \$26.37, with full benefits,

AND BE IT FURTHERRESOLVED, a minimum twenty-six (26) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Production Manager.

MOVED: LaVigne

SECONDED: Leifer

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

4. Resolution of Approval of Memorandum of Understanding with UAW

Handout

Discussion: None.

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

Resolution of Approval of Memorandum of Understanding with UAW

December 8, 2022

WHEREAS, the Personnel and Organization Committee discussed the issue of the consumer price inflation rate being 8.2% for the 12-month period ending September 2022, which is the highest it has been in over 40 years; and

WHEREAS, the Collective Bargaining contract set a 2.5% cost of living adjustment for 2022 and a 2.75% cost of living adjustment for 2023; and

WHEREAS, the Personnel and Organization Committee discussed the concept of creating a one-time payment to employees to assist in offsetting the impact of high inflation; and

WHEREAS, the Personnel and Organization Committee recommends approval of the Memorandum of Understanding with the UAW establishing a one-time Inflation Stipend to be paid by the end of 2022 to all current union and non-union employees at Bolton Point;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve of the Memorandum of Understanding with the UAW and authorizes the payment of a one-time only Inflation Stipend to be paid on December 16, 2022, to all current Bolton Point union and non-union employees.

MOVED: LaVigne

SECONDED: Woodard

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

Carried

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session

Discussion: None.

5. Old and New Business

2023 Commission Meeting Schedule

Exhibit #098

Discussion: None.

MOTION by LaVigne, SECOND by Woodard, to approve the 2023 Commission Meeting Schedule.

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

Carried

6. Other

Discussion: None.

7. Adjournment:

Meeting adjourned at 4:42 pm.

Minutes submitted by: Jessica Sherwood/Pam Van Gelder

Approved by: Steve Riddle

NEXT MEETING

January 5, 2023 at 2:30 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 30, 2022

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 January 5, 2023 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of December 8, 2022. 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. General Manager-December Projects	1
2. Production Department Projects for 2023	1
3. Administration Department Highlights	2
4. December 1, 2022 Billing in the Town of Ithaca	2

1. General Manager-December Projects

Mr. Riddle will provide updates on the Raw Water Land Acquisition, Cascadilla Creek Transmission Main project, and distribution system pressure monitoring via Sensus Analytics.

2. Production Department Projects for 2023

The Production Department has several projects scheduled to be completed in 2023. These include large capital projects, along with smaller upgrades at the plant. Mr. Ratajczak will provide details on the following projects.

1. Raw water seawall and sitework.
2. Raw Water and Treatment Plant electrical upgrades.
3. Flocc/Sed room railing.
4. Finished water flow meter replacement.
5. Replace decant sludge and recycled water valves.
6. Replace backwash flowmeter.
7. North gate replacement.

3. Administration Department Highlights

- Department Statistics Nov 2022
 - **TI**
 - Non BP Water accounts 157
 - Total # of Water Bills sent 3,661
 - Total # of eBills 547

 - **ALL**
 - Work Orders prepared 35
 - Final Bills calculated 19
 - New Accounts 1
 - Municipal payments processed 79

 - Cash Disbursements \$1,385k
 - Cash Receipts \$1,451k

(Includes \$1,120k HJ fund xfer)

4. December 1, 2022 Billing in the Town of Ithaca

December 1, 2022 Billing in the Town of Ithaca				
Billing Period: 8/16/22-11/15/22				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	12/1/21	12/1/22	12/1/21	12/1/22
TI	108,090,216	108,839,188	\$ 618,449.63	\$ 642,134.60
	1% Increase		4% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

Officers Appointed by Commission

Office	2022	2023
Chairperson	Jack Rueckheim	
Vice Chairperson	Roy Staley	
Treasurer	Rod Howe	
Secretary	General Manager (S. Riddle)	

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Rod Howe	
	Jack Rueckheim	
	Ed LaVigne	
	Linda Woodard	
	Ronny Hardaway	

Engineering and Operations

Chairperson	Roy Staley	
	Donald Hartill	
	Jack Rueckheim	
	Ed LaVigne	

Personnel and Organization

Chairperson	Ed LaVigne	
	Jack Rueckheim	
	Pam Bleiwas	
	Joe Wetmore	

Planning and Public Affairs

Chairperson	Jack Rueckheim	
	Donald Hartill	
	Rod Howe	
	Roy Staley	
	Jason Leifer	
	Linda Woodard	
	Joe Wetmore	



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
NOVEMBER 2022**

**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
NOVEMBER 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,172,757	17,048	2,243,050	4,432,854
Petty Cash	200	0	0	200
Total Unreserved Cash	2,172,957	17,048	2,243,050	4,433,054
RESERVED CASH:				
Fringe Benefit Reserve	105,936	0	0	105,936
Total Reserved Cash	105,936	0	0	105,936
OTHER ASSETS:				
Accounts Receivable	660,081	0	0	660,081
Prepaid Expenses	32,178	0	0	32,178
Total Other Assets	692,259	0	0	692,259
TOTAL ASSETS	2,971,152	17,048	2,243,050	5,231,249
LIABILITIES				
Accounts Payable	92,375	0	6,426	98,801
Accrued Liabilities	95,891	0	0	95,891
BAN Payable	0	0	0	0
TOTAL LIABILITIES	188,266	0	6,426	194,692
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	2,676,998	17,048	2,236,625	4,930,670
TOTAL FUND BALANCE	2,782,886	17,048	2,236,625	5,036,558
TOTAL LIABILITIES and FUND BALANCE	2,971,152	17,048	2,243,050	5,231,249
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/22	2,973,986	2,450	1,709,224	4,685,660
ADD: YTD REVENUES	4,036,084	267,366	1,120,989	5,424,439
LESS: YTD EXPENDITURES	4,227,184	252,769	593,589	5,073,542
FUND BALANCE AS OF 11/30/22	2,782,886	17,048	2,236,625	5,036,558
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 11/30/22	2,782,886	17,048	2,236,625	5,036,558
Less: Receivables & Prepays	692,259	0	0	692,259
Add: Liabilities	188,266	0	6,426	194,692
CASH BALANCE AS OF 11/30/22	2,278,892	17,048	2,243,050	4,538,990

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE ELEVEN MONTH PERIOD ENDING NOVEMBER 30, 2022**

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

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	4,036,084	267,366	1,120,989
OVER (UNDER)	(1,052,759)	78	989
% EARNED	79%	100%	100%
% UNEARNED	21%	0%	0%

EXPENDITURES

BUDGET	5,088,843	267,288	2,240,000
YTD ACTUAL	4,227,184	252,769	593,589
OVER (UNDER)	(861,659)	(14,519)	(1,646,411)
% EXPENDED	83%	95%	26%
% UNEXPENDED	17%	5%	74%

DETAILED REVENUES

Service Charges	47,077	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	88,209	0	0
Joint Activity-Water Rents	3,779,103	0	0
Interest Earnings	1,825	78	989
Permits	43,278	0	0
Sales of Equipment	54,200	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	6,745	0	0
Interfund Transfers*	0	267,288	1,120,000
	4,036,084	267,366	1,120,989

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

DETAILED EXPENDITURES

Water Administration	660,568	0	593,589
Source of Supply	234,125	0	0
Purification	716,474	0	0
Transmission and Distribution	691,387	0	0
Employee Benefits	537,341	0	0
Debt Service	0	252,769	0
Interfund Transfers*	1,387,288	0	0
	4,227,184	252,769	593,589

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

**Procurement Policy
for the
Southern Cayuga Lake Intermunicipal Water Commission**

I. SCOPE

This procurement policy applies to all purchases made by the Southern Cayuga Lake Intermunicipal Water Commission (Commission). All Commissioners and staff are responsible for ensuring that purchases comply with this policy.

II. OBJECTIVES

Goods and/or services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys, in the best interest of the ratepayers, to facilitate the acquisition of goods and/or services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the Commission is adopting internal policies and procedures governing all procurement of goods and/or services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or any other general, special, or local law.

III. DELEGATION OF AUTHORITY

The Commission's responsibility for administration of the procurement policy is delegated to the Purchasing Agent as designated by resolution. The Purchasing Agent is to make every reasonable effort to ensure staff purchases comply with this policy.

IV. REQUISITION/PURCHASING PROCESS

Requisitions are not required. Purchase orders are tracked and prepared by department managers and submitted to the Purchasing Agent for approval. Once approved the purchase orders are forwarded to Accounting for processing.

V. WRITTEN REQUIREMENTS

Purchases from local (NYS) vendors under \$1,500 are left to the discretion of the department managers. Written purchase orders can be created for budget tracking but are not required.

Procurement Policy
SCLIWC
page 2

Purchases of supplies or equipment from any vendor over \$1,500 but less than \$5,000 are left to the discretion of the department managers after consultation with the Purchasing Agent. Written purchase orders are required.

Purchases of supplies or equipment from any vendor over \$5,000 but less than \$20,000 require written quotes from three (3) vendors and a written purchase order.

VI. BID REQUIREMENTS

All purchases of:

- a) supplies or equipment which may exceed \$20,000 individual or in aggregate: or
- b) public works contracts (construction, alteration, demolition, installation or repair work done under contract. It can include preconstruction and post construction activities) that may exceed \$35,000 shall be formally bid pursuant to General Municipal Law, Section 103.

Bidding requirements are for the benefit of the water rate payers and should never be for the benefit or enrichment of the bidder(s). Bid specifications should be construed and administered so as to accomplish that purpose fairly and reasonably always for the sole interest of the public.

VII. WRITTEN BID REQUIREMENTS

All estimated purchases of goods and/or services of:

- a) less than \$20,000 but greater than \$5,000 may require a written request for a proposal (RFP) and written quotes from three vendors; and

All estimated public works contracts of:

- a) less than \$35,000 but greater than \$10,000 require written proposals from at least three vendors for all non-emergency needs; and
- b) less than \$10,000 but greater than \$1,500 are left to the discretion of the purchaser after consultation with the Purchasing Agent.

VIII. AWARDING THE BID

As a general proposition the award for goods and/or services will be given to the lowest responsible bidder. There are, however, two grounds for not awarding a contract to a low bidder, (1) non-compliance with the bid specifications or (2) finding that the bidder is not a responsible bidder.

IX. DOCUMENTATION REQUIREMENTS

The department responsible for requesting the RFP and/or proposals shall compile a list of all vendors from whom written quotes have been requested and from whom written quotes have been received.

Added documentation describing the desired goods and/or services needed, quantities, and particulars of delivery shall be included with the RFP documentation.

All information gathered in complying with the procedure of this policy shall be filed in the accounting department attached to vendor payment vouchers. (E.G. voucher, invoice, purchase order, packing slip or other proof of delivery.)

X. GOOD FAITH

A good faith effort shall be made to obtain the required number of quotes and bid proposals. If the purchaser is unable to obtain the required number of proposals, the purchaser shall document the attempt made at obtaining the quotes and bids and consult with the Purchasing Agent for additional vendors or approval for procurement without the required number of responses.

XI. WAIVER OF REQUIREMENTS

Except when directed by the Commission, solicitation of written proposals or quotes shall not be required under the following circumstances:

- a) *acquisition of professional services;
- b) *emergencies;
- c) *sole source situations;
- d) goods purchased from agencies serving the differently abled;
- e) goods purchased from correctional facilities;
- f) goods purchased from another government agency;

Procurement Policy
SCLIWC
page 4

- g) goods purchased under New York State or County contracts;
- h) goods purchased at auction, or
- i) as deemed fiscally prudent by the Commission.

*See definitions in General Municipal Law, Section 103. This waiver does not exclude or exempt these goods and/or services from requiring a purchase order approval by the Purchasing Agent.

XII. ANNUAL REVIEW

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by vote of the Commission.

Record of Changes/Revisions

Originally Approved 6/3/93

Reviewed by Commission:

4/7/94, 4/6/95, 4/4/96, 3/6/97, 4/9/98, 4/4/99, 5/4/00, 4/5/01, 4/4/02, 4/3/03, 4/8/04, 4/7/05,
4/6/06, 4/5/07, 4/3/08, 4/9/09, 1/7/10, 1/6/11, 1/5/12, 1/3/13, 1/9/14, 1/8/15, 1/7/16,
1/5/17, 1/4/18, 2/7/19, 1/9/20, 1/7/21, 1/6/22, 1/5/23

**Investment Policy
for the
Southern Cayuga Lake Intermunicipal Water Commission**

I. SCOPE

This investment policy applies to all monetary and other financial resources available for investment by the Southern Cayuga Lake Intermunicipal Water Commission (Commission).

II. OBJECTIVES

The primary objectives of the Commission's investment activities are, in priority order:

- a) to conform with all applicable federal, state and other legal requirements (legal);
- b) to adequately safeguard principal (safety);
- c) to provide sufficient liquidity to meet all operating requirements (liquidity);and
- d) to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Commission's responsibility for administration of the investment program is delegated to the Treasurer who will establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability. Such procedures shall be based on a database of records, incorporating descriptions and amounts of investments, transaction dates, and other relevant information. Such procedures shall regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Commission.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Commission to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Commission that all moneys collected by any officer or employee of the Commission are to be deposited in the depository noted below within three (3) business days of receipt.

The Treasurer, with the assistance of the Finance Manager of the Commission, is responsible for establishing and maintaining an internal control structure to assure that deposits and investments are safeguarded against loss from unauthorized use or disposition. The control structure shall assure that transactions are executed in timely manner, recorded properly, and are compliant with applicable Commission policies, and local and state laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

Annually, the Commission will designate a bank and/or trust company (under resolution) as the depository of record where all cash is to be held on deposit. This designation will also specify the maximum amount of cash to be held on deposit.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law (GML), Section 10, all deposits of the Commission, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a) By a pledge of “eligible securities” with an aggregate “market value” as provided by GML, Section 10, equal to the aggregate amount of deposits or
- b) By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements or
- c) By an eligible surety bond payable to the Commission for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by Tompkins Trust Company and/or a third party custodian subject to a Security and Custodial Agreement.

The Security Agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released and the events that will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Commission or its custodial bank.

The Custodial Agreement shall provide that securities held by the bank or trust company, or agent of a custodian for the Commission, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Commission authorizes the Treasurer to invest moneys not required for immediate expenditure in the following types of investments.

- a) special time deposit accounts;
- b) certificates of deposit;

XI. ANNUAL REVIEW

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by a vote of the Commission.

Record of Changes/Revisions:

Originally Approved 6/3/93

Reviewed by Commission: 4/7/94 / 4/6/95 / 4/4/96 / 3/6/97 / 4/9/98 / 4/4/99 / 5/4/00 / 4/5/01 / 4/4/02 /4/3/03 / 4/8/04 / 4/4/05 /4/6/06 / 4/5/07 / 4/3/08 / 4/9/09 / 1/7/10 / 1/6/11, 1/5/12, 1/3/13, 1/9/14, 1/8/15, 1/7/16, 1/5/17,1/4/18, 2/7/19, 2/9/20, 1/7/21, 1/6/22, 1/5/23

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

Resolution Authorizing Payment of Unaudited Claims
January 5, 2023

WHEREAS, the New York State Comptroller Financial Management Guide, Section 8.1020 notes that payroll costs, utility bills and other similar costs may be paid prior to the monthly board audit of claims, and

WHEREAS, the Comptroller allows the designation of other claims that may be paid prior to monthly audit of claims by advance resolution of the board, and

WHEREAS the Commission has historically expressed the desire to prepay claims that might afford the inclusion of a significant discount for early payment or in avoidance of significant late fees, and

WHEREAS the Commission has historically expressed the desire to maintain positive relationships with vendors from whom it receives goods and services on an ongoing basis, and

WHEREAS the Commission desires to maintain a list of vendors for whom claims may be paid by the Treasurer prior to audit, NOW, THEREFORE, BE IT

RESOLVED that the Treasurer may pay claims from the following vendors prior to the monthly audit for goods and services verified as received by Department Managers, AND BE IT FURTHER

RESOLVED that the Commission's General Manager, Steve Riddle, is hereby authorized to sign checks to the vendors listed below.

Vendor	Description
Constellation	Electric and Gas
Fingerlakes Business Services	Answering Service
Mirabito	Vehicle Fuel/Natural Gas
NYSEG	Electric and Gas
Pitney Bowes	Postage Meter postage
Postmaster	Postage/Reply and Bulk Mail Permits
Charter Comm. (Time Warner)/Highbridge Communications	Phone Service/Internet Provider
Verizon/Verizon Wireless	Phone Service/Data Provider

MOVED:

SECONDED:

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

Resolution authorizing check signing and cash transaction authority and designation of
depository

January 5, 2023

WHEREAS, General Municipal Law Section 10 requires that the governing body (Commission) of every local government shall designate one or more banks or trust companies for the deposit of public funds and that such designation specifies the maximum amount which may be kept on deposit at any time, and

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to Rod Howe, Ithaca Town Supervisor and Treasurer of the Commission and Steve Riddle, General Manager of the Commission, NOW, THEREFORE, BE IT

RESOLVED, the Commission designates Tompkins Trust Company as the depository with a maximum amount not to exceed five million dollars (\$5,000,000.00) to be kept on deposit, and be it further

RESOLVED, the Commission designates and authorizes Rod Howe and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED:

SECONDED:

Engineering and Operations Committee Meeting Notes

Wednesday, December 5, 2022 @ 12:00 Noon
Bolton Point Conference Room

Present: Jack Rueckheim, Ed LaVigne Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
<p>1. October 2022 Meeting Notes</p> <p>The Committee found the notes to be acceptable as presented.</p>		#1
<p>2. October 2022 Monthly Operations Report</p> <p>Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:</p> <p>Water production levels in 2022 are slightly above 2020 and 2021 production levels. Raw water turbidity in 2022 continue to be lower than in 2021, due to fewer large rain events.</p> <p>Five haloacetic acid and quarterly disinfection byproduct sampling were completed in October, as required by Stage II of the Disinfectant Byproduct Rule. All samples were non-detectable.</p> <p>The Treatment Plant’s decant basins were drained and cleaned in October for their annual inspection. All equipment and the structure were inspected to ensure proper operation, no issues were discovered.</p> <p>The monthly Health Department report was routine.</p> <p>Gregg discussed the following highlights of the Distribution portion of the report:</p> <p>Staff assisted with 3 water main break repairs in October. A service line leak repair at 101 Harris B. Dates Drive was made more difficult due to the service not having a curb valve. Cayuga Medical owns the property and plans to add a curb valve in the future.</p> <p>Staff performed a fire flow test at 1285 Dryden Road in the Town of Dryden for a design engineer.</p> <p>Water usage at Ithaca College and Morse-Borg Warner remains slightly higher than in 2021. Monthly water usage among the systems 18 Large Users decreased 0.7% over October 2021.</p> <p>There were no changes to the Cross-Connection Control program in October.</p> <p>Construction, testing and site restoration of the Brown Road water main replacement has been completed and the new main has been placed into service.</p> <p>No new As-Builts were received in October.</p>		#2
<p>3. Informational Items</p> <p>a. Capital Projects</p> <p>1. Cascadilla Creek Transmission Main Project</p> <p>Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project.</p>		

2. **Fall Creek Transmission Main Project**
Staff has paused the review of the project to focus on the Cascadilla Creek project.
3. **Raw Water Pump Station Land Acquisition**
Staff continues to work with Commission Attorney, Guy Krogh, and the property owners to obtain additional land for a future Raw Water Pump Station expansion project.
4. **Treatment Plant - Floc/Sed Room Upgrade Project**
Staff continues to investigate pricing and availability of new aluminum railings to replace the original steel railings around the basins. This work is the final phase of the project.
5. **Treatment Plant - Electrical Upgrade Project**
Staff has begun investigating upgrades to all major electrical components at the Treatment Plant, including the substation, transformers, motor controls and a new emergency generator capable of running two finished water pumps. Staff has met with Barton and Loguidice Engineers to develop the scope and coordination of the project.
6. **Interconnection Pump Station - City of Ithaca** - Staff has begun investigating the possibility of adding a high lift pump at the City of Ithaca Water Treatment Plant. Barton and Loguidice Engineers has developed the scope and initial design of the project. Staff has reviewed the initial design with the City of Ithaca, a few design changes have been recommended and will be investigated.
7. **Interconnection Pump Station - Cornell University** - Staff has begun investigating the possibility of adding a pump between the Commission and Cornell's East Hill Storage Tanks. Barton and Loguidice Engineers has developed the scope of the project and has begun initial design of the project.

4. **Committee Member Comments or Other Issues** - None

5. **Next Meeting** – Monday January 25, 2023 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
February 22, March 22, April 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 For Creation of Senior Water Treatment Plant Operator Position
Pursuant to Civil Service Laws
January 5, 2023**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (Commission), has worked with the Tompkins County and New York State Civil Service Agencies in accordance with applicable Civil Service laws, rules and regulations to maintain appropriate titles and positions; and

WHEREAS, the General Manager and Production Manager have reviewed the needs of the organization and determined there is a need for a senior level Water Treatment Plant Operator position; and

WHEREAS, the Personnel and Organization Committee discussed the needs of the organization and reviewed a civil service defined job description and recommends the creation of the Senior Water Treatment Plant Operator position and approval of the related job description; and

WHEREAS, the General Manager and Human Resources Manager have discussed the addition of the position in the classification structure with the United Auto Workers Local 2300; and

WHEREAS, the Commission has discussed the recommendation of the Personnel and Organization Committee, and agrees with the recommended action;

NOW THEREFORE, BE IT

RESOLVED, that the Southern Cayuga Lake Intermunicipal Water Commission hereby establishes the following position in accordance with applicable New York State and Tompkins County Civil Service classification rules:

1. The following position is established and is a position in the competitive class pursuant to Section 44 of the Civil Service Law:

(a) One Senior Water Treatment Plant Operator –classification level 6

AND BE IT FURTHER, RESOLVED that this resolution be forwarded to the Town Board of the Town of Ithaca for any appropriate action necessary to progress with certification under Civil Service Law.

MOVED:

SECONDED:

VOTE: