



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
March 9, 2023 at 4:00 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

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

- | | |
|---|-----|
| 1. Approval of February 9, 2023 Meeting Minutes | 018 |
| 2. Management Staff Report | 019 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. End of year Budget Transfer Resolution | 020 |
| 2. December 31, 2022 Financial Report (Final) | 021 |
| 3. January 31, 2023 Financial Report | 022 |
| 4. Approval of March 3, 2023 Warrants | |
| B. Engineering and Operations Committee | |
| 1. January 25, 2023 Meeting Notes | 023 |
| 2. February 22, 2023 Meeting Agenda | 024 |
| C. Personnel and Organization Committee | |
| 1. January 25, 2023 Meeting Notes | 025 |
| 2. February 22, 2023 Meeting Agenda | 026 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
April 6, 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
February 9, 2023

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, February 9, 2023 at 4:00pm. in the Bolton Point Conference Room.

PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Pam Bleiwas, Town of Ithaca
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden (arrived 4:10pm)
 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 Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Joe Wetmore, Town of Lansing

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

1. Approval of Meeting Minutes January 5, 2023

Exhibit #011

Discussion: None..

MOTION by Hartill, SECOND by LaVigne, to approve the January 5, 2023 Commission meeting minutes.

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Rueckheim, Woodard; Nays: None.)

Carried

2. Management Staff Report

Exhibit #012

Item #1 – General Manager January Updates

Discussion: Mr. Riddle reported on this item and noted the closing for the Raw Water Land was held on January 30th. He thanked the Commissioners for their support and patience during the acquisition process.

He also noted that he was invited by our local Assemblymember Anna Kelles, to attend the NYS One Water Legislative event held in January in Albany and made several contacts with other water providers.

Item #2 –Production Department Updates

Discussion: Mr. Ratajczak reported on this item and noted the following staffing changes. In January, Megan Falicchio has been promoted to Senior Water Treatment Plant Operator and we welcomed Brian Janik to the team. Brian will be working with Tyler Fleming in the EMT department.

Projects: Mr. Ratajczak reported that the Finished Water Flowmeter is scheduled to be replaced on February 20th. Barton and Loguidice Engineers are working on the cost estimates for the Electrical upgrade project. Invitation letters for 2023 Chemical Bids were mailed today and are due March 3rd.

Item #3 – Distribution Department Updates

Discussion: Mr. Weatherby reported on this item and noted the easements have been completed for the Cascadilla Creek transmission main improvement project and it is out to bid.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted a regular bond payment was made in December.

Item #5 – January 1, 2023 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item.

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. December 31, 2022 Financial Report

Exhibit #013

Discussion: Mr. Howe noted the financial statements are in the packet and noted final 2022 statements will reviewed at the March meeting.

2. Approval of the January 5, 2023 Warrants

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

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

MOTION by Rueckheim, SECOND by Howe, to approve the February 9, 2023 Warrants in the amount of \$796,853.51.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported on this item and noted that the meeting notes are in the packet. He also noted that after almost five years of negotiations, the closing was held on January 30th for the additional land at the Raw Water Pump Station. This acquisition will allow us to plan and respond to any future additional sampling requirements that would require us to expand.

1. January 25, 2023 Meeting Agenda

Exhibit #014

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported on this item and noted that the meeting notes are in the packet. He noted that the committee recommends approval of the following resolution.

1. December 5, 2022 Meeting Notes

Exhibit #015

Discussion: None

2. January 25, 2023 Meeting Agenda

Exhibit #016

Discussion: None

3. Resolution for Provisional Appointment of Megan Falicchio to Senior Water Treatment Plant Operator Position

Exhibit #017

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 Provisional Appointment of
Megan Falicchio to the Sr. Water Treatment Plant Operator Position**

February 9, 2023

WHEREAS, there is currently a vacant Sr. Water Treatment Plant Operator position in the Production Department that has been budgeted to be filled through internal promotion; and

WHEREAS, the Production Manager, General Manager and Human Resources Manager interviewed an internal candidate for the position; and

WHEREAS, Megan Falicchio has worked as a Water Treatment Plant Operator in the Production Department since November 20, 2017 and has since obtained her IA Certification for Water Treatment Plant Operations; and

WHEREAS, the Production Manager recommended to the Personnel and Organization Committee the appointment of Megan Falicchio to the Sr. Water Treatment Plant Operator position, retroactive to January 15, 2023, on a provisional basis pending the next noncompetitive civil service exam for said title;

WHEREAS, the Personnel and Organization Committee recommends the appointment of Megan Falicchio to the Sr. Water Treatment Plant Operator position, on a provisional basis pending the next civil service exam for said title;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the provisional appointment of Megan Falicchio to the Sr. Water Treatment Plant Operator position, retroactive to January 15, 2023, at the rate of \$31.07 per hour, with no changes to benefits; and, be it further

RESOLVED, the said appointment is a provisional appointment pending the results from the next noncompetitive civil service exam for this position.

MOVED: Hartill

SECONDED: Rueckheim

VOTE: (Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Leifer, Rueckheim, Woodard; Nays: None.)

Carried

D. Planning and Public Affairs Committee

Discussion: Mr. Rueckheim reported he would be scheduling a meeting soon to discuss a customer request.

4. Old and New Business

Discussion: None.

5. Other

Discussion: None

6. Executive Session

MOTION by Rueckheim, SECOND by Hartill, to move into Executive Session at 4:47pm.

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

Carried

MOTION by Hardaway, SECOND by Hartill, to move back into regular session at 5:10pm.

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

Carried

MOTION by Hartill, SECOND by Hardaway to approve a temporary stipend to administration staff members.

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

Carried

7. Adjournment:

Meeting adjourned at 5:15pm.

Minutes submitted by: Pam Van Gelder

Approved by: Steve Riddle

NEXT MEETING
March 9, 2023 at 4:00pm
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

March 3, 2023

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 March 9, 2023 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of February 9, 2023. 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 Update	1
2. Production Department Update	2
3. Distribution Department Update	2
4. Administration Department Highlights	2
5. February 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. General Manager Update

Annually since 2004, the Commission has reviewed the quantity of water produced at the treatment plant versus the amount of water billed to member municipalities to determine the total of non-revenue water. Along with metered customer usage staff includes: water sold to the City of Ithaca and Cornell University through interconnects: bulk water sales at the treatment plant; and temporary hydrant connection sales. Examples of non-revenue water includes water used for firefighting, water system and sprinkler system testing, water main and service line leaks, and illegal fire hydrant usage. From 2004-2016, billed consumption data for metered customers was often inaccurate due to the minimum billing of customers for 10,000 gallons per quarter and customer readings often being estimated. Since 2017, when the Automated Metering Infrastructure (AMI) was placed into service and, in 2018, the customer minimum billing was reduced to 5,000 gallons per quarter, metered customer usage has become considerably more accurate. From 2004 -2010, the Commission's percent of non-revenue water averaged around 15%. From 2011-2019, the percent dropped to 12.5 %. From 2020- 2022, the percentage was reduced to below 10%, and in 2022 the percentage was 9.62% These numbers show staff continues to use new technologies to help reduce the Commission's non-revenue water loss.

2. Production Department Update

2023 Bulk Chemical Bids

Mr. Ratajczak will discuss the bid results for the bulk treatment chemicals used in the plant.

Finished Water Flowmeter and Plant Isolation Valve Installation

Mr. Ratajczak will discuss the replacement of the finished water flowmeter and the installation of the new treatment plant isolation valve.

Treatment Plant Electrical Upgrade Project

Mr. Ratajczak will give an update on the design phase of the upgrade project at the plant.

3. Distribution Department Updates

Mr. Weatherby will provide a status update on department changes and 2023 construction season projects.

4. Administration Department Highlights

• Department Statistics	Jan 2023
▪ TL/VCH	
○ Non BP Water accounts	5
○ Total # of Water Bills sent	2,842
➤ Total # of eBills	547
▪ ALL	
○ Work Orders prepared	28
○ Final Bills calculated	20
○ New Accounts	4
○ Municipal payments processed	55
○ Cash Disbursements	\$1,245k
	includes:
	\$272k V fund xfer
○ Cash Receipts	\$511k

5. February 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights

February 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 10/16/22-1/15/2023				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	2/1/22	2/1/23	2/1/22	2/1/23
TL	30,849,400 1% Increase	31,281,300	\$188,997.43 5% Increase	\$199,740.07
VCH	16,091,400 7% Decrease	15,034,600	\$95,266.00 5% Decrease	\$90,796.22

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

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 Budget Transfers, Amendments, and Modifications for the
Year Ending December 31, 2022

March 9, 2023

WHEREAS, in preparation of closing the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission, the Commission's Finance Manager has reviewed all budgetary revenue and appropriation accounts for the year ending December 31, 2022, and

WHEREAS, this review disclosed certain budgetary revenues and expenditures requiring transfers, amendments, or modifications needed to close the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2022, and

WHEREAS, these findings are summarized below showing the net impact on Fund Balance in each fund,

Operating Fund

Beginning Fund Balance as of 1/1/22	\$	2,973,986
ADD: Total Revenues		5,010,662
LESS: Total Expenditures		4,681,093
Ending Fund Balance as of 12/31/22	\$	3,303,555
Net increase of Fund Balance from 2022 Operations:		329,569

Capital Project Fund-Improvement/Replacement

Beginning Fund Balance as of 1/1/22	\$	1,709,224
ADD: Total Revenues		1,121,141
LESS: Total Expenditures		604,019
Ending Fund Balance as of 12/31/22	\$	2,226,346
Net increase to Fund Balance from 2022 Activity:		517,122

[Type here]

Debt Service Fund

Beginning Fund Balance as of 1/1/22	\$	2,450
ADD: Total Revenues		267,366
LESS: Total Expenditures		<u>267,288</u>
Ending Fund Balance as of 12/31/22	\$	2,529
Net increase of Fund Balance from 2022 Activity:		78

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission authorize and direct the Finance Manager to record all year end budget transfers, amendments and modifications, including any and all other changes deemed appropriate and necessary to close the financial records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2022.

MOVED:

SECONDED:



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,433,472	2,529	2,236,777	4,672,777	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,433,672	2,529	2,236,777	4,672,977	B
RESERVED CASH:					
Fringe Benefit Reserve	105,940	0	0	105,940	
Total Reserved Cash	105,940	0	0	105,940	B
OTHER ASSETS:					
Accounts Receivable	872,630	0	0	872,630	
Prepaid Expenses	68,546	0	0	68,546	
Total Other Assets	941,176	0	0	941,176	C
TOTAL ASSETS	3,480,787	2,529	2,236,777	5,720,093	
LIABILITIES					
Accounts Payable	57,710	0	10,430	68,140	
Accrued Liabilities	119,523	0	0	119,523	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	177,233	0	10,430	187,663	D
FUND BALANCE					
Reserved Fund Balance	105,887	0	0	105,887	
Unexpended Fund Balance	3,197,667	2,529	2,226,346	5,426,543	
TOTAL FUND BALANCE	3,303,555	2,529	2,226,346	5,532,430	A
TOTAL LIABILITIES and FUND BALANCE	3,480,787	2,529	2,236,777	5,720,093	
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	5,010,662	267,366	1,121,141	6,399,169	
LESS: YTD EXPENSES	4,681,093	267,288	604,019	5,552,400	
FUND BALANCE AS OF 12/31/22	3,303,555	2,529	2,226,346	5,532,430	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 12/31/22	3,303,555	2,529	2,226,346	5,532,430	A
Less: Receivables & Prepaids	941,176	0	0	941,176	C
Add: Liabilities	177,233	0	10,430	187,663	D
CASH BALANCE AS OF 12/31/22	2,539,612	2,529	2,236,777	4,778,917	B



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
JANUARY 2023**

**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
JANUARY 2023**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,040,942	274,994	1,622,592	3,938,528	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,041,142	274,994	1,622,592	3,938,728	B
RESERVED CASH:					
Fringe Benefit Reserve	105,945	0	0	105,945	
Total Reserved Cash	105,945	0	0	105,945	B
OTHER ASSETS:					
Accounts Receivable	671,269	0	0	671,269	
Prepaid Expenses	0	0	0	-	
Total Other Assets	671,269	0	0	671,269	C
TOTAL ASSETS	2,818,355	274,994	1,622,592	4,715,941	
LIABILITIES					
Accounts Payable	152,450	0	3,050	155,500	
Accrued Liabilities	19,654	0	0	19,654	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	172,103	0	3,050	175,153	D
FUND BALANCE					
Reserved Fund Balance	105,940	0	0	105,940	
Unexpended Fund Balance	2,540,312	274,994	1,619,542	4,434,848	
TOTAL FUND BALANCE	2,646,252	274,994	1,619,542	4,540,788	A
TOTAL LIABILITIES and FUND BALANCE	2,818,355	274,994	1,622,592	4,715,941	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/23	3,303,555	2,529	2,226,346	5,532,430	
ADD: YTD REVENUES	37,048	272,465	144	309,657	
LESS: YTD EXPENSES	694,351	0	606,948	1,301,299	
FUND BALANCE AS OF 1/31/23	2,646,252	274,994	1,619,542	4,540,788	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 1/31/23	2,646,252	274,994	1,619,542	4,540,788	A
Less: Receivables & Prepaids	671,269	0	0	671,269	C
Add: Liabilities	172,103	0	3,050	175,153	D
CASH BALANCE AS OF 1/31/23	2,147,086	274,994	1,622,592	4,044,672	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE ONE MONTH PERIOD ENDING JANUARY 31, 2023**

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

REVENUES

BUDGET	5,297,927	272,457	0
YTD ACTUAL	37,048	272,465	144
OVER (UNDER)	(5,260,879)	8	144
<hr/>			
% EARNED	1%	100%	
% UNEARNED	99%	0%	

EXPENSES

BUDGET	5,297,927	272,457	0
YTD ACTUAL	694,351	0	606,948
OVER (UNDER)	(4,603,576)	(272,457)	606,948
<hr/>			
% EXPENDED	13%	0%	
% UNEXPENDED	87%	100%	

DETAILED REVENUES

Service Charges	1,394	0	0
Cross Connection Fees	0	0	0
Services for Other Governments	7,499	0	0
Joint Activity-Water Rents	23,536	0	0
Interest Earnings	153	8	144
Permits	4,356	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	110	0	0
Interfund Transfers*	0	272,457	0
	37,048	272,465	144

* includes transfer to Debt Service Fund to cover 2023 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	137,817	0	606,948
Source of Supply	20,622	0	0
Purification	98,161	0	0
Transmission and Distribution	56,917	0	0
Employee Benefits	108,377	0	0
Debt Service*	0	0	0
Interfund Transfers	272,457	0	0
	694,351	0	606,948

* includes transfer to Debt Service Fund to cover 2023 Principal & Interest Payments

Engineering and Operations Committee Meeting Notes

**Wednesday, January 25, 2023 @ 12:00 Noon
Bolton Point Conference Room**

Present: Roy Staley, Jack Rueckheim, Don Hartill, Gregg Weatherby, Glenn Rataczak, Pam VanGelder, Travis Mills- Town of Ithaca

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. December 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as presented.		
2. December 2022 Monthly Operations Report		#2
Glenn provided the Production and Electrical/Mechanical portion of the report: 926 million gallons of water were pumped from the Treatment facility in 2022. This was slightly higher than 2021 (913 million gallons). On December 2 nd , staff rebuilt the re-chlorination station at the Coy Glen Pump Station. Staff is working to standardize our five separate re-chlorination stations to minimize the quantity of replacement parts to stock. Staff performed annual chlorination system equipment maintenance. The maintenance is a preventative measure to ensure the chlorine system is operating in optimal condition. The maintenance schedule is a part of our Risk Management Plan that is required by the EPA due to the amount of chlorine stored onsite. In 2023, staff we will be replacing all of the chorine piping as required every 10 years. The monthly Heath Department report was routine.		
Gregg provided the Distribution portion of the report: Staff assisted with four water main breaks in December, bringing the annual total to 42. This was slightly higher than 2021 (37). Water usage at Ithaca College is lower than December 2021. There were two changes to the Cross-Connection Control Program in December. The YMCA has installed an device and the Osmica installation has been finalized.		

3. Informational Items

a. Capital Projects

- 1. Cascadilla Creek Transmission Main Project**
Staff has received approval from Cornell University for the permanent and construction easement approvals for the project. The project will go out to bid on January 25th.
- 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. Closing on the property is scheduled for January 30th.
4. **Treatment Plant - Flocc/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. Staff anticipates putting this out to bid late summer.
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. Drawings are expected next week.
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 – Wednesday February 22, 2023 @ 12:00 Noon**

**Future meetings - Fourth Wednesday of the month at noon.
March 22, April 26, May 24, June 28**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
February 22, 2023 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. January 25, 2023 Meeting Notes		#1
2. January 2023 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Cascadilla Creek Transmission Main Project		
2. Fall Creek Transmission Main Project		
3. Raw Water Pump Station Land Acquisition		
4. Treatment Plant - Flocc/Sed Room Upgrade Project		
5. Treatment Plant - Electrical Upgrade Project		
6. Interconnection Pump Station - City of Ithaca		
7. Interconnection Pump Station - Cornell		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Wednesday, March 22, 2023 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon.		
April 26, May 24, June 28		

Bolton Point Personnel and Organization Committee
Wednesday, January 25, 2023

Commissioners: Jack Rueckheim, Chaired, Pam Bleiwas, and Joe Wetmore
Managers: Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
Absent: Steve Riddle, Ed LaVigne, and Hugh Trimm, Shop Steward
Staff Support: Judy Drake Meeting called to order at: 1:00 pm

1) Meeting Notes:

The Committee approved the December meeting notes.

2) Reports:

Shop Steward: Hugh Trimm reported via email that there are no grievances or issues to report.

Production Manager: Glenn reported that Brian Janik, EMT, started January 3rd and is doing well. Jim Bower, Megan Falicchio, and Kyle Fellows toured the Auburn water treatment plant and the Auburn plant operators visited BP the prior week. Auburn feeds activated carbon for HABs, which is a treatment BP does not use. It was good for the staff to see other plants and visit with other plant operators.

Glenn will be attending “Communicating UCMR5 Results” webinar, which are unregulated contaminants that have to be tested for every 5 years, and 2024 is our test year.

Megan will be attending “Controlling Lead and Copper in the Water System, Disinfection Byproducts, HAB’s and PFA’s” webinar.

Promotional appointment of Megan Falicchio to the Senior Water Treatment Plant position will be effective January 15th. The Committee recommends referring her appointment to the Commission for approval.

Finance Manager: Pam reported that her and staff (Winona Fisher) are doing well keeping up with the department workload and some non-critical tasks are on hold until after year end processing and until full staffing is restored

Distribution Manager: Gregg reported that code training webinars were attended by staff members that need required hours of continuing education credits. Jake Colbert enrolled in the Code Enforcement Training, which is online. Annual CPR/First-Aid training will be March 8th and 16th.

Jeffrey Kaplan will be teaching a GIS class at TC3 as an adjunct instructor.

Gregg reported on a customer incident in December involving staff members. Discussion ensued. Electronic alerts to staff members is in process.

Human Resources: Judy reported that payroll W-2 and 1095C reporting for 2022 is complete. Brian Janik’s orientation was completed.

General Manager: Steve was absent.

Next meeting – 4th Wednesday February 22, 2023, at 1:00 pm.

Meeting adjourned at 1:25 pm

Bolton Point Personnel and Organization Committee
Wednesday, February 22, 2023
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft January meeting notes.

2. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager

3. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting- 4th Wednesday. March 22, 2023
4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/27