



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

TOWNS OF DRYDEN • ITHACA • LANSING - VILLAGES OF CAYUGA HEIGHTS • LANSING
1402 EAST SHORE DRIVE – ITHACA, NY 14850

Regular Meeting Agenda
September 7, 2023 at 4:00 p.m.
Bolton Point Conference Room

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COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

PAM BLEIWAS

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JOE WETMORE

LINDA WOODARD

2023
Exhibit No.

- | | |
|--|-----|
| 1. Approval of August 3, 2023 Meeting Minutes | 071 |
| 2. Management Staff Report | 072 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. July 31, 2023 Financial Report | 073 |
| 2. Approval of the September 7, 2023 Warrants | |
| B. Engineering and Operations Committee | |
| 1. July 26, 2023 Meeting Notes | 074 |
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| C. Personnel and Organization Committee | |
| 1. July 26, 2023 Meeting Notes | 076 |
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| 3. Resolution for Approval of Revised Personnel Policies | 078 |
| 4. Resolution for Appointment of
Mark Fessenden Janik to EMT Position | 079 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

NEXT MEETING
October 5, 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
August 3, 2023

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, August 3, 2023 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 Pam Bleiwas, Town of Ithaca
 Commissioner Don Hartill, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

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

ABSENT:

Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing

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

1. Approval of Meeting Minutes July 6, 2023

Exhibit #063

Discussion: None.

MOTION by Hartill, SECOND by Woodard, to approve the July 6, 2023 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #064

Item #1 – General Manager July Update

Discussion: Mr. Riddle reported on this item and the discussed highlights from the July 11th Legislative Outreach Day with Senator Webb and Assemblymember Kelles, and the July 18th Cayuga Lake Environmental Action Now (CLEAN) Summit and Watershed Forum.

Item #2 – Production Department Update

Discussion: Mr. Ratajczak reported on this item and noted new staff member, WTPO trainee Steven Rhoads has joined the department and is training on the day shift. He will begin training on the night shift after Labor Day. He also discussed Harmful Algal Blooms, which there have been no reports of blooms on Cayuga Lake the past three weeks.

Item #3 – Distribution Department Update

Discussion: Mr. Weatherby reported on this item and noted construction of the Town of Ithaca's Ridgecrest Road Booster Pump Station and Commission's Cascadilla Creek Transmission Main projects have commenced.

Item #4 – Administration Department Highlights

Discussion: Mr. Riddle reported on this item and noted Cash Disbursements included a scheduled bond payment.

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

Discussion: Mr. Riddle reported on this item and noted a slight increase in revenue for both municipalities, despite slight decreases in consumption.

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. June 30, 2023 Financial Report

Exhibit #065

Discussion: Mr. Howe noted the financial statements are in the packet and are comparable to this time last year.

2. Approval of the August 3, 2023 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 Howe, SECOND by Rueckheim, to approve the August 3, 2023 Warrants in the amount of \$83,559.81.

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

B. Engineering and Operations Committee

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

1. June 28, 2023 Meeting Minutes

Exhibit #066

Discussion: None.

2. July 26, 2023 Meeting Agenda

Exhibit #067

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. Lavigne reported on this item and noted there are no concerns or grievances and the notes are in the packet.

1. June 28, 2023 Meeting Notes

Exhibit #068

Discussion: None.

2. July 26, 2023 Meeting Agenda

Exhibit #069

Discussion: None.

3. Resolution for Appointment of Steven Rhoads to Water Treatment Plant Operator Trainee position

Exhibit #070

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
Steven Rhoads to the Water Treatment Plant Operator Trainee Position**

August 3, 2023

WHEREAS, there is a vacant Water Treatment Plant Operator Trainee position in the Production Department due to an anticipated retirement in 2024; and

WHEREAS, the Production Manager, Assistant Production Manager, Sr. Water Treatment Plant Operator, General Manager and Human Resources Manager interviewed five external candidates for the position; and

WHEREAS, the Production Manager recommended to the Personnel and Organization Committee the appointment of Steven Rhoads to the Water Treatment Plant Operator Trainee position, retroactive to July 17, 2023, on a provisional basis pending the next competitive civil service exam for said title; and

WHEREAS, the Personnel and Organization Committee has reviewed the request and recommends the appointment; now, therefore, be it

RESOLVED, that the Commission does hereby approve the provisional appointment of Steven Rhoads to the Water Treatment Plant Operator Trainee position, retroactive to July 17, 2023, at the rate of \$21.76 per hour, with full time benefits; and, be it further

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

MOVED: Hartill

SECONDED: LaVigne

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

Carried

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session

Discussion: None.

5. Old and New Business

Discussion: None.

6. Other

Discussion: Mr. Riddle discussed a recommendation by the American Water Works Association (AWWA) and Rural Water Association (RWA) for the Commission to join a public water system PFAS litigation. The recommendation was reviewed by the Commission's legal counsel, Mr. Krogh who also recommends the Commission join the litigation. The Commissioners agreed and Mr. Riddle will submit the required documentation to join the litigation.

7. Adjournment:

Meeting adjourned at 4:40pm.

Minutes submitted by: Steve Riddle

Approved by: Steve Riddle

NEXT MEETING
September 7, 2023 at 4:00pm
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

September 1, 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 September 7, 2023 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of August 3, 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 – August Updates	1
2. Production Department Updates	1,2
3. Distribution Department Update	2
4. Administration Department Highlights	2
5. August 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights	2

1. General Manager – August Updates

Mr. Riddle will provide updates on 2023-2024 New York Section AWWA trainings and upcoming PFAS meetings with local representatives from SCLIWC, Cornell University and the City of Ithaca.

2. Production Department Updates

Mr. Ratajczak will provide updates on the lead service line inventory, lead and copper sampling, vulnerability assessment, and the electrical upgrade project at the Treatment Plant.

3. Distribution Department Update

Mr. Weatherby will provide an update on projects including the Commission's Cascadilla Creek transmission main improvement project and member municipality water system improvement projects.

4. Administration Department Highlights

- Department Statistics July 2023
 - **TL/VCH**
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,871
 - Total # of eBills 613
 - **ALL**
 - Work Orders prepared 42
 - Final Bills processed 28
 - New Accounts 6
 - Municipal payments processed 57
 - Cash Disbursements \$269k
 - Cash Receipts \$266k

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

August 1, 2023 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 4/16/23-7/15/2023				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	8/1/22	8/1/23	8/1/22	8/1/23
TL	37,463,800	34,914,000	\$225,474.86	\$221,308.37
	7% Decrease		2% Decrease	
VCH	17,979,300	16,193,100	\$107,261.75	\$102,734.68
	11% Decrease		4% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,830,770	165,761	1,481,917	4,478,447
Petty Cash	200	0	0	200
Total Unreserved Cash	2,830,970	165,761	1,481,917	4,478,647
RESERVED CASH:				
Fringe Benefit Reserve	105,971	0	0	105,971
Total Reserved Cash	105,971	0	0	105,971
OTHER ASSETS:				
Accounts Receivable	355,406	0	0	355,406
Prepaid Expenses	0	0	0	-
Total Other Assets	355,406	0	0	355,406
TOTAL ASSETS	3,292,347	165,761	1,481,917	4,940,024
LIABILITIES				
Accounts Payable	58,155	0	23,269	81,423
Accrued Liabilities	19,399	0	0	19,399
BAN Payable	0	0	0	0
TOTAL LIABILITIES	77,553	0	23,269	100,822
FUND BALANCE				
Reserved Fund Balance	105,940	0	0	105,940
Unexpended Fund Balance	3,108,853	165,761	1,458,649	4,733,262
TOTAL FUND BALANCE	3,214,793	165,761	1,458,649	4,839,203
TOTAL LIABILITIES and FUND BALANCE	3,292,347	165,761	1,481,917	4,940,024
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	2,108,811	272,522	761	2,382,094
LESS: YTD EXPENDITURES	2,197,572	109,291	768,458	3,075,321
FUND BALANCE AS OF 7/31/23	3,214,793	165,761	1,458,649	4,839,203
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 7/31/23	3,214,793	165,761	1,458,649	4,839,203
Less: Receivables & Prepaids	355,406	0	0	355,406
Add: Liabilities	77,553	0	23,269	100,822
CASH BALANCE AS OF 7/31/23	2,936,941	165,761	1,481,917	4,584,618

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE SEVEN MONTH PERIOD ENDING JULY 31, 2023**

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

BUDGET	5,297,927	272,457	0
YTD ACTUAL	2,108,811	272,522	761
OVER (UNDER)	A <u>(3,189,116)</u>	<u>65</u>	<u>761</u>
% EARNED	40%	100%	
% UNEARNED	60%	0%	

EXPENDITURES

BUDGET	5,297,927	272,457	0
YTD ACTUAL	2,197,572	109,291	768,458
OVER (UNDER)	B <u>(3,100,355)</u>	<u>(163,166)</u>	<u>768,458</u>
% EXPENDED	41%	40%	
% UNEXPENDED	59%	60%	

DETAILED REVENUES

Service Charges	19,464	0	0
Cross Connection Fees	9,764	0	0
Services for Other Governments-Members	80,383	0	0
Joint Activity-Water Rents	1,946,201	0	0
Interest Earnings	1,070	65	761
Permits	33,351	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	3,570	0	0
Other Revenues	15,008	0	0
Interfund Transfers*	0	272,457	0
	A <u>2,108,811</u>	<u>272,522</u>	<u>761</u>

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

DETAILED EXPENDITURES

Water Administration	492,814	0	768,458
Source of Supply	154,976	0	0
Purification	496,052	0	0
Transmission and Distribution	435,953	0	0
Employee Benefits	345,320	0	0
Debt Service	0	109,291	0
Interfund Transfers*	272,457	0	0
	B <u>2,197,572</u>	<u>109,291</u>	<u>768,458</u>

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

Engineering and Operations Committee Meeting Notes

Wednesday, July 26, 2023 @ 12:00 Noon
Bolton Point Conference Room

Present: Jack Rueckheim, Steve Riddle, Gregg Weatherby, Glenn Ratajczak, Travis Mills - Town of Ithaca

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. June 2023 Meeting Notes		#1
The Committee found the notes to be acceptable as presented.		
2. June 2023 Monthly Operations Report		#2
Glenn provided the Production and Electrical/Mechanical portion of the report:		
Finished water produced totals for 2023 continues to be less than the 5-year average, largely due to excessive rain this summer.		
On June 10 th , power was disrupted at the Pearsall Control Valve Station. Staff operated the valve manually until power was restored.		
On June 26 th , Staff responded to a tank level SCADA communication failure at the Trumansburg Road Tank. Staff replaced the communication card that was possibly damaged by a lightning strike. The system was returned to normal operation.		
Staff responded to a major power outage on Ithaca's South Hill. Several pump stations were operated by portable generator and several control valves had to be operated manually.		
Staff collected a water sample to be tested for Fluridone, prior to Hydrilla treatments in Cayuga Lake. The monthly Heath Department report was routine.		
Gregg provided the Distribution portion of the report:		
The monthly Distribution Activity Report was routine.		
June water usage for the Commission's 18 large users was up 11% percent over the previous year. The majority of this increase was due to sports field irrigation and new pump station meters at Ithaca College.		
The new owners of the Cayuga Mall are investigating improvements to their meter and backflow facility.		
The Town of Ithaca's Ridgecrest Road Booster Pump Station and Commission's Cascadilla Creek Transmission Main projects began construction in July.		
3. Informational Items		
a. Capital Projects		
1. Cascadilla Creek Transmission Main Project		
The project has been awarded to R.B. Robinson Construction and the contractor expects to mobilize and begin sitework next week. Due to the wet weather conditions, Cornell requested		

a delay in excavation to limit plant damage, and has agreed to extend the construction easements to the end of October, if needed to complete the project.

2. 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.

3. Treatment Plant - Electrical Upgrade Project

Staff continues 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 anticipates placing this project out to bid late summer. The generator has been ordered and is expected to be delivered in 12-14 months.

4. Interconnection Pump Station - City of Ithaca – Staff continues investigating the possibility of adding a high lift pump at the City of Ithaca Water Treatment Plant. This project will most likely be on hold until 2025.

5. Raw Water Pump Station Addition Project - Barton and Logudice Engineers continue with project permitting and site work for the project, which is expected to begin in 2025.

4. Committee Member Comments or Other Issues - None

5. Next Meeting – August 23, 2023 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
September 27, October 25, November 22**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
August 23, 2023 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. July 26, 2023 Meeting Notes		#1
2. July 2023 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Cascadilla Creek Transmission Main Project		
2. Treatment Plant - Flocc/Sed Room Upgrade Project		
3. Treatment Plant - Electrical Upgrade Project		
4. Interconnection Pump Station - City of Ithaca		
5. Raw Water Pump Station Addition Project		
4. Committee Member Comments or Other Issues		

Next Meeting - Wednesday, September 27, 2023 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
October 25, November 22, December 27**

Bolton Point Personnel and Organization Committee
Wednesday, July 26, 2023

Commissioners: Jack Rueckheim, and Joe Wetmore

Managers: Steve Riddle, Pam VanGelder, Glenn Ratajczak, and Gregg Weatherby

Absent: Ed LaVigne, Chair, and Pam Bleiwas

Shop Steward: Kyle Fellows

Staff Support: Judy Drake

Meeting called to order at: 1:10 pm

1) Meeting Notes:

The Committee approved the June meeting notes.

2) Discuss policy revision – College Course Reimbursement Program

Judy discussed that the portion of the policy being reviewed is requiring the employee to remain employed with SCLIWC for a specified amount of time, if provided reimbursement. The Committee reviewed the revised policy with the required continued employment section removed. The Committee recommends the edited policy to the Commission.

3) Reports:

Shop Steward: Kyle Fellows reported that there are no grievances or issues.

Finance Manager: Pam reported that the department is doing well with the addition of Becca Wright. She reported bids for two vehicles were opened, and the same bidder won both bids.

Distribution Manager: Gregg reported that Jordan Betts has resigned, effective July 28th. Gregg discussed the replacement of the open Distribution Operator position. Two internal candidates were interviewed and Tyler Fleming, EMT, was selected. Tyler will remain an EMT, until he receives his NYSDOH D-certification. A resolution appointing Tyler will be presented later in the year when he has obtained the required D-certification and met the minimum requirements of the position. The Committee was in favor of this transition plan.

Production Manager: Glenn reported that Steve Rhoads, WTPO Trainee started July 17th. Steve will work the day shift through September 4th, then will start working the night shift with Mike Hughston until June 2024. Steve has many years of experience in water and wastewater plants in Florida. The committee approved recommending the appointment of Steven Rhoads as WTPO Trainee to the Commission.

Kyle and Steve will be attending a NYS AWWA Lab class offered at Bolton Point on August 22nd. The Community Science Institute (CSI) is holding a summer camp called “4H20”, and will be coming to BPWS for a tour. The camp covers youth ages from K-8 and covers water filtration topics.

Brian Janik, EMT, has successfully passed his six-month probationary period. Megan Falicchio, Sr. WTPO, has successfully passed her promotional probationary period. Staff have completed their medical review forms for the respiratory fit testing that will occur in August. Glenn thanked staff for being very helpful in filling in shifts during a short period of staff shortage.

Glenn explained that with Tyler moving to Distribution Operator position, it is recommended that recruitment to fill the Electrical Mechanical Technician (EMT) position begin as soon as possible. The goal is to have a new EMT person that can be trained before Tyler is appointed as a

[Type here]

Distribution Operator. Glenn and Judy recommend reducing the minimum qualifications for the position, due to the difficulty in recruitment this past winter. The committee approved of the modifications to the EMT job description and filling an extra EMT position during Tyler's transition period.

Human Resources: Judy reported that she has been working on the new payroll software conversion, position recruitment and new staff orientation. Judy explained that the Commission's Years of Service awards have been the same since 2007. It was recommended that the amounts increase in \$25 allotments for every 5 years of service. The Committee was in favor of increasing the years of service allotments.

General Manager: Steve reported that staff and managers are doing a great job keeping up with the increased summer workload. Steve thanked Judy Drake for her support with the position recruitments.

Steve thanked all staff for making the facility look great for the Legislative Outreach Day with Senator Webb and Assemblywomen Kelles. The meeting went well, and they were very engaged with questions.

A fire inspection by the Village of Lansing code official was conducted with only one minor deficiency noted, thanks to staff for keeping the facility in compliance.

Next meeting – 4th Wednesday August 23, 2023, at 1:00 pm.

Meeting adjourned at 1:35 pm

Bolton Point Personnel and Organization Committee
Wednesday, August 23, 2023
1:00 pm – 2:00 pm

AGENDA:

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

Next meeting- 4th Wednesday. September 27, 2023 (possibly cancel)

Future meetings: 10/25, 11/22, 12/27

**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
Revised Personnel Policies
September 7, 2023

WHEREAS, the Personnel and Organization Committee has reviewed the draft personnel policies: College Course Reimbursement Program and Lactation Accommodation Policy as presented by the Town of Ithaca; and

WHEREAS, the Personnel and Organization Committee recommends approving the said draft policies;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve of the personnel policies: College Course Reimbursement Program and Lactation Accommodation Policy, effective September 12, 2023, for all staff.

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 Appointment of
Mark Fessenden to the Electrical Mechanical Technician Position
September 7, 2023**

WHEREAS, there is a vacant Electrical Mechanic Technician (EMT) position in the Production Department due to the lateral promotion of Tyler Fleming to the Distribution Department, and

WHEREAS, the General Manager, Production Manager, Assistant Production Manager, EMT, and Human Resources Manager interviewed three candidates from the recruitment for the position, and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Mark Fessenden to the Electrical Mechanic Technician position effective September 25, 2023, and

WHEREAS, the Personnel and Organization Committee recommends the appointment of Mark Fessenden to the Electrical Mechanic Technician position,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment of Mark Fessenden to the Electrical Mechanic Technician position, effective September 25, 2023, at the rate of \$26.37 per hour, with full time benefits,

AND BE IT FURTHER

RESOLVED, 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:

SECONDED:

VOTE: