



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

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scliwc@boltonpoint.org

2021
Exhibit No.

COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

ANDRA BENSON

BILL GOODMAN

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

LINDA WOODARD

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

- | | |
|--|-----|
| 1. Approval of December 10, 2020 Meeting Minutes | 001 |
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| A. Appointment of Officers and Committees | 003 |
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NEXT MEETING
February 4, 2021 at 4:00 p.m.
Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
December 10, 2020

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, December 10, 2020 at 4:00 p.m. via Zoom.

PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden
 Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Bill Goodman, Town of Ithaca
 Commissioner Don Hartill, Village of Lansing
 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
 Jessica Sherwood, Principal Account Clerk/Typist
 Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Andra Benson, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:03 p.m.

1. Approval of Meeting Minutes November 5, 2020***Exhibit #100***

Discussion: None

MOTION by Hartill, SECOND by LaVigne, to approve the November 5, 2020 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #101*****Item #1 – November Projects**

Discussion: Mr. Riddle reported on this item and noted that the Commission's Public Employer Health Emergency Plan is nearing completion. Once complete, Mr. Riddle will send the Plan to Judy Drake to forward on to New York State.

He also noted that staff continues to meet with the City of Ithaca, Cornell University, and the Tompkins County Health Department to discuss current operations and future extended emergency operations. Currently, staff from the three water systems and TCHD are reviewing each facility's emergency drought plans as well as updating agreements between the systems. The December 2020 meeting between the three water systems was postponed until 2021.

Item #2 – Production Department Projects Update

Discussion: Mr. Ratajczak reported on this item and noted that all old equipment from the Oakcrest Booster Pump Station has been removed and brought to the Plant for future sale or scrap. The transfer switch is expected to arrive on December 15th. Schuler-Haas Electric Corp will be installing pulleys and conduit, and the Village of Lansing will be performing excavation. Pump #3 has arrived on site; we have received two quotes for installation and are working on obtaining a third to ensure adherence to the Procurement Policy. Roof shingling began on December 9th and is expected to be completed in a few days. Mr. Ratajczak noted he expects completion of the OBPS project around March 2021, at which time installation of the generator, which has a two to three-month lead time, will begin.

Item #3 – Triennial Electric Maintenance

Discussion: Mr. Ratajczak reported on this item and noted that triennial electric maintenance was performed at the Treatment Plant on November 11th by O'Connell Electric. Oil from the Treatment Plant and the Raw Water Pump Station's transformers were sampled and sent for analysis. A report from the contractor is pending. He also noted maintenance on the Raw Water Pump Station is due in 2021.

Item #4 – Lead and Copper Results

Discussion: Mr. Ratajczak reported on this item and noted the results of the lead and copper sample analysis have been received from Life Science Laboratory and are below the action level for treatment. He also noted that there are going to be changes to the rules before our next analysis in three years, but he expects we will still be in good shape due to our consistent results far below current thresholds.

Item #5 – COVID-19 Impact in the Distribution Department

Discussion: Mr. Weatherby reported on this item and noted that the COVID-19 pandemic impacted Bolton Point in the months of November and December, with several staff members across all departments in Health Department mandated self-quarantine and isolation, including three of the seven Distribution Department staff members. Staff adapted to daily scheduling changes and emergency responses, and all departments worked together to continue operations, ensuring no interruptions to services for customers.

Item #6 – Administration Department Highlights

Discussion: Mr. Riddle reported on this item and noted the number of final bills remains high.

Item #7 – November 1, 2020 Billing in the Town of Lansing/Village of Cayuga Heights

Discussion: Mr. Riddle reported on this item and noted that the majority of the increases in both the Town of Lansing and the Village of Cayuga Heights could be attributed to residential accounts.

A. Budget and Finance Committee

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

1. October 31, 2020 Financial Report***Exhibit # 102***

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

2. Approval of the 2021 Service Rates and Fees***Exhibit # 103***

Discussion: Mr. Howe reported on this item and noted that the committee made one change to the service rates and fees for 2021, and recommends approval.

MOTION by Rueckheim, SECOND by Howe, to approve the 2021 Service Rates and Fees.

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

Carried

3. Approval of the December 10, 2020 Warrants

Discussion: Mr. Howe stated that the committee reviewed the warrants and recommends approval. The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Mr. Howe, SECOND by Mr. Hartill, to approve the December 10, 2020 Warrants in the amount of \$ 167,300.40.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported on this item.

1. October 28, 2020 Meeting Notes

Exhibit #104

Discussion: None

2. November 18, 2020 Meeting Agenda

Exhibit #105

Discussion: None

3. Resolution Declaring the Intent of the Commission to Act as Lead Agency – 2021 T-Main Projects

Exhibit #106

Discussion: Mr. Rueckheim noted that approval of this resolution was postponed until the January meeting.

C. Personnel and Organization Committee

Discussion: Ms. Drake noted that the current offer for the GIS/IT position had been rescinded and the position had been reposted for 30 days nationwide.

1. September 23, 2020 Meeting Notes

Exhibit #107

Discussion: None

2. November 18, 2020 Meeting Agenda

Exhibit #108

Discussion: None

3. Resolution for Approval to Extend to Non-Collective Bargaining Staff Policies from the UAW Union Contract

Exhibit #109

Discussion: Ms. Drake noted that it is customary to extend the contract policies to managers.

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

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

December 10, 2020

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

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

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

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

NOW, THEREFORE, BE IT

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

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

MOVED: Lavigne
SECONDED: Hartill

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

Carried

4. Resolution for Approval of 2021 Wage Scale and 2021 Salaries

Exhibit #110

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

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

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

NOW, THEREFORE, BE IT

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

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

MOVED: Hartill
SECONDED: LaVigne

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

Carried

5. Resolution for Approval of Revised Personnel Manual

Exhibit #111

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 Approval of Revised Personnel Manual
December 10, 2020

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

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

NOW, THEREFORE, BE IT

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

MOVED: Hartill
SECONDED: Rueckheim

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

Carried

D. Planning and Public Affairs Committee

Discussion: Mr. Riddle reported that he met with TG Miller and Tompkins County Area Development regarding the ten-year update and presented information on how the Bolton Point system works.

4. Executive Session (If Necessary):

Discussion: None

5. Old and New Business:

2021 Commission Meeting Schedule

Exhibit #112

Discussion: None

MOTION by Hartill, SECOND by Howe, to approve the 2021 Commission Meeting Schedule.

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

6. Other

Discussion: None.

7. Adjournment:

MOTION by Hartill, SECOND by Rueckheim, to adjourn the meeting at 4:45 p.m.

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

Minutes submitted by: Jessica Sherwood/Pam Van Gelder

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 31, 2020

To: All Commissioners
From: General Manager and Department Managers
Re: Management Staff Monthly Report

This report is intended to provide each Commissioner with a status of issues that may not appear on the agenda for your January 7, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of December 10, 2020. During your review of this report, please give Mr. Riddle a call or make a note of any question or comment that may come to mind.



Progress Report on This Month's Issues:

Issues This Month Include:	Page
1. December Project Updates	1
2. Production Department Updates	1/2
3. Commission Transmission Capital Projects Update	2
4. Administration Department Highlights	3
5. December 1, 2020 Billing in the Town of Ithaca	3

1. December Project Updates

2020 Year in Review - Steve will provide a summary of projects completed and upgrades to Commission operating procedures that helped staff continue operations with COVID-19 challenges in 2020.

Raw Water Pump Station Land Acquisition Update - Staff continues to investigate options regarding the purchase of Lot #6 on Blackchin Boulevard in the Village of Lansing. Staff has reached out to the Crossmore family again to discuss possible options to obtain additional land. The land would be required for future expansions to the Raw Water Pump Station.

2. Production Department Updates

While 2020 brought many challenges to us all, the production staff was able to maintain continuous safe operations. Staff was very flexible while shifts were rearranged and coverage was required during several quarantines. Upgrades continued throughout the year with Filter #1 rehabilitation being completed. New flow meters were added to Filters 1 & 4 along with

loss of head instrumentation. The new chiller was brought online along with other upgrades to the HVAC system.

Several projects are in progress and will be completed in early 2021. These include the electrical upgrades and addition of pump #3 at the Oakcrest Booster Pump Station. Filter 2 & 3 rehabilitation are also on schedule for completion in February. Planning has begun for the addition of the emergency generator at Oakcrest with installation scheduled for the Spring.

Other upgrades for 2021 include a digital chlorine scale, polymer feed system and scale, and the replacement of the settled and raw water turbidimeters. Staff will also be completing a vulnerability assessment and emergency plan as required by the America's Water Infrastructure Act of 2018. This federal requirement is similar to the plans currently required by NYS.

3. Commission Transmission Capital Projects Update

2021 is set to be a busy year for staff with transmission main projects. Due to the impacts of COVID-19 delaying materials, the Six Mile Creek project is now being constructed in early spring 2021. Staff, along with Barton & Loguidice, will be communicating with the contractor in the upcoming months to coordinate timing as staff will need to work with the City of Ithaca Engineering and Parks Department to ensure Bolton Point satisfies any requirements they may have in their natural area. Staff will keep the Commission up-to-date as information arrives.

The Cascadilla Creek crossing project is well in to the design phase as surveying was performed in early December; the initial and revised drawings have been received and soil borings are scheduled for late January. Staff met with Barton & Loguidice engineers December 14th to review drawings and discuss logistics of the project with the intent to propose the plans to the Cornell Botanic Gardens along with other departments for their review as many of these projects navigate through delicate protected areas. Pending approval, a tentative timeline for the project is to advertise early spring, go through the approval process with hopes of constructing in late summer, early fall 2021.

The third capital project that staff will be working on is the Forest Home Creek crossing. This project won't be constructed in 2021, however, due to the degree of difficulty being a long distance bore, under a creek, as well as in the Cornell Botanic Gardens, this project is set to be the most challenging project the Commission has encountered. Staff met with representatives from Cornell on-site to discuss the possibilities and potential routes for the parallel transmission line. Following the site visit with Cornell and during the meeting with engineers that staff had on December 14th, the optimal path was evaluated and the engineers will begin the design process for this difficult project. Due to the sheer length, depth, soil conditions, available space to work, and cost, this project is forecasted to be constructed no sooner than 2022 or 2023. Staff wants to plan well in advance for this project to ensure every base is covered and all parties involved approve.

4. Administration Department Highlights

- Department Statistics Nov 2020
 - **TI**
 - Non BP Water accounts 175
 - Total # of Water Bills sent 3,381
 - **ALL**
 - Work Orders prepared 19
 - Final Bills calculated 13
 - New Accounts 2
 - Municipal payments processed 53
 - Cash Disbursements \$295k
 - Cash Receipts \$336k

5. December 1, 2020 Billing in the Town of Ithaca

December 1, 2020 Billing in the Town of Ithaca				
Billing Period: 8/16/20-11/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	12/1/19	12/1/20	12/1/19	12/1/20
TI	105,967,572	106,296,692	\$ 645,899.49	\$ 590,594.32
	0% Increase/Decrease		9% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

Officers Appointed by Commission		
Office	2020	2021
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	
	Andra Benson	

Engineering and Operations

Chairperson	Roy Staley	
	Donald Hartill	
	Jack Rueckheim	
	Bill Goodman	
	Mary Russell (C)	

Personnel and Organization

Chairperson	Ed LaVigne	
	Jack Rueckheim	
	Bill Goodman	
	Andra Benson	

Planning and Public Affairs

Chairperson	Jack Rueckheim	
	Donald Hartill	
	Rod Howe	
	Roy Staley	
	Jason Leifer	
	Linda Woodard	
	Andra Benson	
	Mary Russell (C)	



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

**BALANCE SHEET PAGE ONE
REVENUES AND EXPENSES PAGE TWO**

**OPERATING FUND
DEBT SERVICE FUND
CAPITAL PROJECT FUND**

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BALANCE SHEET
NOVEMBER 2020**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,054,654	18,954	1,280,196	3,353,804	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,054,854	18,954	1,280,196	3,354,004	B
RESERVED CASH:					
Fringe Benefit Reserve	105,808	0	0	105,808	
Total Reserved Cash	105,808	0	0	105,808	B
OTHER ASSETS:					
Accounts Receivable	600,703	0	0	600,703	
Prepaid Expenses	2,310	0	0	2,310	
Total Other Assets	603,013	0	0	603,013	C
TOTAL ASSETS	2,763,676	18,954	1,280,196	4,062,826	
LIABILITIES					
Accounts Payable	64,195	0	66,194	130,389	
Accrued Liabilities	167,499	0	0	167,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	231,694	0	66,194	297,888	D
FUND BALANCE					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,426,278	18,954	1,214,002	3,659,235	
TOTAL FUND BALANCE	2,531,982	18,954	1,214,002	3,764,938	A
TOTAL LIABILITIES and FUND BALANCE	2,763,676	18,954	1,280,196	4,062,826	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	3,643,049	271,485	1,120,741	5,035,275	
LESS: YTD EXPENDITURES	3,919,648	254,669	443,117	4,617,434	
FUND BALANCE AS OF 11/30/20	2,531,982	18,954	1,214,002	3,764,938	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 11/30/20	2,531,982	18,954	1,214,002	3,764,938	A
Less: Receivables & Prepaids	603,013	0	0	603,013	C
Add: Liabilities	231,694	0	66,194	297,888	D
CASH BALANCE AS OF 11/30/20	2,160,662	18,954	1,280,196	3,459,812	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE ELEVEN MONTH PERIOD ENDING NOVEMBER 30, 2020**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,825,488	271,288	1,120,000
YTD ACTUAL	3,643,049	271,485	1,120,741
OVER (UNDER)	(1,182,439)	197	741
% EARNED	75%	100%	100%
% UNEARNED	25%	0%	0%
EXPENDITURES			
BUDGET	4,825,488	271,288	1,650,000
YTD ACTUAL	3,919,648	254,669	443,117
OVER (UNDER)	(905,840)	(16,619)	(1,206,883)
% EXPENDED	81%	94%	27%
% UNEXPENDED	19%	6%	73%

DETAILED REVENUES

Service Charges	20,300	0	0
Cross Connection Fees	9,520	0	0
Services for Other Governments-Members	78,212	0	0
Joint Activity-Water Rents	3,475,088	0	0
Interest Earnings	4,037	197	741
Permits	36,491	0	0
Sales of Equipment	16,500	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	1,296	0	0
Interfund Transfers*	0	271,288	1,120,000
	3,643,049	271,485	1,120,741

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

DETAILED EXPENDITURES

Water Administration	605,819	0	443,117
Source of Supply	208,104	0	0
Purification	627,784	0	0
Transmission and Distribution	569,914	0	0
Employee Benefits	516,740	0	0
Debt Service	0	254,669	0
Interfund Transfers*	1,391,288	0	0
	3,919,648	254,669	443,117

* includes transfer to Debt Service Fund to cover 2020 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.

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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;

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- 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

**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

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 7, 2021

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
Spectrum(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 7, 2021

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, November 18, 2020 @ 12:00 Noon
Meeting Held Via Email**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
Packet Sent To: Don Hartill, Jack Rueckheim, Roy Staley, Mary Russell, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder, Winona Fisher, Jessica Sherwood, Scott Freyburger, Liz Cameron, Dan Thaete and David O'Shea		

1. October 2020 Meeting Notes #1
The Committee found the notes to be acceptable as they appeared in the October meeting packet.

2. October 2020 Monthly Operations Report #2
Glenn provided the Production and Electrical/Mechanical portion of the report:
Jack submitted a question regarding the replacement of the Oakcrest Pump Station's pump #1 control valve. The internal components of the valve were replaced, not the valve body itself.

Gregg provided the Distribution portion of the report:

Jack submitted two questions, the first a question regarded the 2-inch water main replacement on Oakcrest Road. This is the same water main that Gregg mentioned in the October report. The second question regarded the cross-connection control process for the property at 87 Uptown Road. A new building permit to replace a building damaged by fire triggered the process. In order to enlarge the building footprint, the Village of Lansing worked with the property owner to take over ownership of the water mains on the property and install a master meter and RPZ to protect the municipal water system.

3. Informational Items
a. Capital Projects

1. **Oakcrest Booster Pump Station Upgrade Project**
2. **Treatment Plant Filter #2 and #3 Emergency Repair**
3. **Six Mile Creek Transmission Main Project**
4. **Cascadilla Creek Transmission Main Project**

4. Committee Member Comments or Other Issues - None

5. Next Meeting - Wednesday, December 16, 2020 @ 12:00 Noon

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

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
December 16, 2020 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	November 2020 Meeting Notes	#1
2.	November 2020 Monthly Operations Report	#2
3.	Informational Items	
a.	Capital Projects	
1.	Oakcrest Booster Pump Station Upgrade Project	
2.	Treatment Plant Filter #2 and #3 Emergency Repair	
3.	Six Mile Creek Transmission Main Project	
4.	Cascadilla Creek Transmission Main Project	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday, January 27, 2021 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.
February 24, March 24, April 28**