



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
February 4, 2021 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

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

	<u>2021</u> <u>Exhibit No.</u>
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6. Other	
7. Adjournment	

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
January 7, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, January 7, 2021 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
 Pam VanGelder, Finance Manager
 Judy Drake, Human Resources Manager, Town of Ithaca
 Joe Wetmore, Guest

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 December 10, 2020

Exhibit #001

Discussion: None

MOTION by Hartill, SECOND by LaVigne, to approve the December 10, 2020 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #002

Item #1 – December Project Updates

Discussion: Mr. Riddle reported on this item and presented a summary of projects completed and upgrades to Commission operating procedures that helped staff continue operations with COVID-19 restrictions. He thanked all staff members for their dedication during 2020 and thanked the Commissioners for their support.

Item #2 – Production Department Updates

Discussion: Mr. Ratajczak reported on this item and noted upgrades including the rehabilitation of Filter#1 in 2020. He commended his staff members for being flexible and dependable while maintaining continuous safe operations. He also provided a summary of projects to be completed in 2021.

Item #3 – Commission Transmission Capital Project Updates

Discussion: Mr. Weatherby reported on this item and detailed the Commission's Transmission projects scheduled for 2021. He also noted planning for future Transmission projects with various involved parties.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and thanked the Admin team for their dedication and flexibility throughout the COVID-19 pandemic.

Item #5 – December 1, 2020 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted the consumption for the Town of Ithaca was comparable to last year. She noted there was an error in the 2019 revenue number in the report; the correct number makes it comparable to 2020.

3. Old and New Business

A. Appointment of Officers and Committees

Exhibit #003

Discussion: Mr. Rueckheim stated that this is the annual election of officers and appointment of committee members and recommended keeping the slate the same as 2020. The vote will be held at the February meeting.

4. 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. November 30, 2020 Financial Report

Exhibit #004

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

2. Review and Approval of Procurement Policy

Exhibit #005

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Procurement Policy and recommends approval.

MOVED: Howe

SECONDED: LaVigne

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

Carried

3. Review and Approval of Investment Policy

Exhibit #006

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Investment Policy and recommends approval.

MOVED: Rueckheim

SECONDED: LaVigne

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

Carried

4. Resolution Authorizing Prepayment of Unaudited Claims

Exhibit #007

Discussion: Mr. Howe noted that the Committee recommends approval of the resolution.

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

Resolution 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: Hartill

SECONDED: Howe

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

Carried

5. Designation of Depository/Check Signing Authority

Exhibit #008

Discussion: Mr. Howe reported that the Committee recommends the approval of the resolution.

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

Resolution 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: Rueckheim

SECONDED: Hartill

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

Carried

6. Approval of the January 7, 2021 Warrants

Discussion: Mr. Howe stated that several committee members reviewed the warrants, and the committee recommends approval. He noted the warrants include several final payments for Capital Projects.

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

MOTION by Howe, SECOND by Hartill to approve the January 7, 2021 Warrants in the amount of \$223,480.08.

(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. November 18, 2020 Meeting Notes

Exhibit #009

Discussion: None

2. December 16, 2020 Meeting Agenda

Exhibit #010

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. LaVigne noted that the December 2020 meeting was canceled and gave accolades to the Bolton Point staff for being a phenomenal and exceptional group of employees. Mr. Riddle noted that the updated Personnel Manual had been electronically distributed to all employees.

D. Planning and Public Affairs Committee

Discussion: None

5. Executive Session (If Necessary):

Discussion: None

6. Other

Discussion: Mr. Riddle thanked Mr. Rueckheim for stepping up to fill the Chair position after the passing of Commissioner H. Michael Newman and commended him on his performance in the role.

Mr. Weatherby noted that two Bolton Point distribution operators volunteered their own time to assist the Town of Marathon in finding a catastrophic main break that had left the community without water for 12 hours.

7. Adjournment:

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

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

Minutes submitted by: Pam VanGelder/Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

January 29, 2021

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 February 4, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of January 7, 2021. 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 January Projects	1
2. Annual Reporting Performed in January	2
3. Filter #2 Rehabilitation Project	2
4. Oakcrest Booster Pump Station Upgrade Project	2
5. Distribution Department Winter Projects	2
6. Administration Department Highlights	3
7. January 1, 2021 Billing in the Town of Dryden/Village of Lansing	3

1. General Manager January Projects

Tompkins County Water Resource Council - I will be serving on the Council again in 2021 as the Water Purveyors representative. As a representative, I am able focus on Cayuga Lake Watershed Protection efforts, Algal Bloom Treatment, Drought Resiliency, and water withdrawal (municipal, commercial and agricultural) from the lake. I am also able to inform Council members of actions local water system operators are already performing for other local, state, and federal agencies. Work continues on the Commission's Drinking Water Source Protection Plan which, once complete, will be a starting point for a larger Cayuga Lake Watershed Protection Program.

Year End Non-Revenue Water Audit - Began a review of the Commission's water sales compared to water produced to determine the overall non-revenue water total for 2020.

2. Annual Reporting Performed in January

Staff has completed the Environmental Laboratory Accreditation Program (ELAP) laboratory certification renewal process. This online application is filed with the New York State Department of Health to maintain laboratory bacteriological certification. Along with this, staff submitted the annual water withdrawal accounting for the amount taken from the lake, and also water supplied to other systems, to the DEC. This year Bolton Point withdrew 951 million gallons.

3. Filter #2 Rehabilitation Project

Vacri Construction has completed the emergency repairs and rehabilitation work on Filter #2. The leaks between the Filters #2 and #3 have been repaired. The entire filter box was coated with an approved product to meet potable water contact standards. This will prevent any future wicking of moisture through the filter walls. The filtering media was replaced along with the influent and spent backwash water valves. To complete the project the new aluminum railing and toe boards were installed replacing the original steel components.

Staff has disinfected the filter and verified this process with bacteriological samples. A VOC sample will also be sent to Life Science Laboratory to assure no volatile organics are present in the filter. Staff is also replacing the old mechanical flow meter with a new magnetic meter, thus eliminating any moving parts in the meter that require maintenance.

4. Oakcrest Booster Pump Station Upgrade Project

Staff will report the latest progress on the electrical and pump #3 upgrade for this project.

5. Distribution Department Winter Projects

When there are fewer municipal construction projects in the winter, Distribution Department staff have a number of projects that the busy warmer months leave little time to perform. Over the past several weeks, staff has been performing meter quality assurance testing to determine that the meters are recording correctly and sending accurate data to Sensus Analytics. Not only is it important for accurate data for the billing process, it is equally important to have accurate data for flows and tracking water loss through the system and each tank grid. Staff performs these calibration tests on all of the tank master meters along with many of the “18 large users” customer meters (1.5-inch and larger meters) that are included in the monthly Engineering and Operations report. Staff performs these calibration tests annually, or as required when a particular consumption trend changes and a test is needed to confirm accuracy.

Additional winter projects include performing backflow device testing for many of the county, municipal, and public-school buildings in our distribution system, rebuilding temporary hydrant RPZ's, working with municipalities on their upcoming seasonal projects, conducting department inventory, and general preventative maintenance in the distribution system. With the water emergencies that tend to arise in the winter months, there is no shortage of work and projects for staff to deal with in the colder months.

6. Administration Department Highlights

- Department Statistics Dec 2020
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1024
 - **ALL**
 - Work Orders prepared 44
 - Final Bills calculated 28
 - New Accounts 3
 - Municipal payments processed 71
 - Cash Disbursements \$503k
includes \$17k bond pmt
 - Cash Receipts \$624k

7. January 1, 2021 Billing in the Town of Dryden/Village of Lansing

January 1, 2021 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 9/16/20-12/15/20				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	1/1/20	1/1/21	1/1/20	1/1/21
TD	6,741,600	7,143,500	\$ 36,965.45	\$ 40,827.47
	6% Increase		10% Increase	
VL	36,282,200	32,133,100	\$ 209,459.80	\$ 179,542.10
	13% Decrease		17% 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
DECEMBER 2020 (PRELIM)**

**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 2020**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,259,091	2,336	1,214,108	3,475,534	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,259,291	2,336	1,214,108	3,475,734	B
RESERVED CASH:					
Fringe Benefit Reserve	105,815	0	0	105,815	
Total Reserved Cash	105,815	0	0	105,815	B
OTHER ASSETS:					
Accounts Receivable	255,014	0	0	255,014	
Prepaid Expenses	43,181	0	0	43,181	
Total Other Assets	298,195	0	0	298,195	C
TOTAL ASSETS	2,663,301	2,336	1,214,108	3,879,744	
LIABILITIES					
Accounts Payable	75,000	0	32,801	107,800	
Accrued Liabilities	131,499	0	0	131,499	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	206,499	0	32,801	239,299	D
FUND BALANCE					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,351,099	2,336	1,181,307	3,534,742	
TOTAL FUND BALANCE	2,456,802	2,336	1,181,307	3,640,445	A
TOTAL LIABILITIES and FUND BALANCE	2,663,301	2,336	1,214,108	3,879,744	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	3,906,917	271,485	1,120,847	5,299,249	
LESS: YTD EXPENSES	4,258,696	271,288	475,917	5,005,901	
FUND BALANCE AS OF 12/31/20	2,456,802	2,336	1,181,307	3,640,445	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 12/31/20	2,456,802	2,336	1,181,307	3,640,445	A
Less: Receivables & Prepays	298,195	0	0	298,195	C
Add: Liabilities	206,499	0	32,801	239,299	D
CASH BALANCE AS OF 12/31/20	2,365,106	2,336	1,214,108	3,581,549	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2020**

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

BUDGET	4,825,488	271,288	1,120,000
YTD ACTUAL	3,906,917	271,485	1,120,847
OVER (UNDER)	(918,571)	197	847
<hr/>			
% EARNED	81%	100%	100%
% UNEARNED	19%	0%	0%

EXPENSES

BUDGET	4,825,488	271,288	1,650,000
YTD ACTUAL	4,258,696	271,288	475,917
OVER (UNDER)	(566,792)	(0)	(1,174,083)
<hr/>			
% EXPENDED	88%	100%	29%
% UNEXPENDED	12%	0%	71%

DETAILED REVENUES

Service Charges	41,369	0	0
Cross Connection Fees	9,520	0	0
Services for Other Governments-Members	89,470	0	0
Joint Activity-Water Rents	3,695,457	0	0
Interest Earnings	4,202	197	847
Permits	37,695	0	0
Sales of Equipment	16,500	0	0
Refunds of Prior Years Expense	1,605	0	0
Other Revenues	11,099	0	0
Interfund Transfers*	0	271,288	1,120,000
	3,906,917	271,485	1,120,847

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

DETAILED EXPENSES

Water Administration	643,488	0	475,917
Source of Supply	236,100	0	0
Purification	680,002	0	0
Transmission and Distribution	629,922	0	0
Employee Benefits	677,896	0	0
Debt Service	0	271,288	0
Interfund Transfers*	1,391,288	0	0
	4,258,696	271,288	475,917

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

Engineering and Operations Committee Meeting Notes

**Wednesday, December 16, 2020 @ 12:00 Noon
Meeting Held Via Zoom**

<u>Agenda</u> <u>Item #</u>	<u>Topic</u>	<u>Attachment</u>
Packet Sent To: Don Hartill, Jack Rueckheim, Bill Goodman, Steve Riddle, Gregg Weatherby, Glenn Rataczak, and David O'Shea		

1. November 2020 Meeting Notes

#1

The Committee approved the minutes with one edit, the 2-inch water main replacement occurred on Corson Place, not Oakcrest Road.

2. November 2020 Monthly Operations Report

#2

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

Finished water produced decreased in November and was less than the amount produced in 2018 and 2019. Raw water temperatures continue to be higher than the past two years, mainly due to the warm, dry summer.

Monthly system sampling included testing for Synthetic Organic Chemicals, as required every 18 months. The testing looks for the presence of 30 compounds that may be in drinking water, all tests were found to be non-detect.

Filter #2 has been taken out of service for emergency repairs and rehabilitation.

Triennial electrical maintenance was performed at the Treatment Plant on November 11th. The service was performed on the Veterans Day holiday to limit disruptions to staff. No major issues were found and a written report is pending.

With the decrease in finished water production, staff has been able to alter the filter backwashing protocol. Filters had been washed every two days, but with the lower demands, filters were washed every three days in November. The new protocol will save electricity and reduce handling of spent backwash water.

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

Three water main breaks were repaired in November, two in the Town of Ithaca and one in the Village of Lansing. Staff assisted with a service line leak was repaired at the Cayuga Mall. This section of the private water system has had multiple leaks over the years.

Staff investigated a report of a possible main break at the Ludlowville Bridge in the Town of Lansing. Upon arrival, staff found a hydrant meter/RPZ assembly had been struck with a large tree branch and water was discharging from the fire hydrant. The fire hydrant was closed and the leak stopped.

Water usage at Ithaca College continues to be less than the previous year, largely due to fewer students and COVID-19. Water usage continues to increase at the Maplewood apartments. The Shops at Ithaca Mall's private water system continues to have a leak, causing the increase in usage.

A new Cross Connection Control device was installed at 53 Brown Road. The device was required for a new sprinkler system that was added to the facility.

Construction and testing of the new water main across the Ludlowville bridge has been completed and the system is back to normal operations.

3. Informational Items

a. Capital Projects

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

EMT staff continue to upgrade the electrical systems. The new transfer switch has arrived and will be installed next week. The Village of Lansing DPW assisted with excavation and trenching for the new service conduit. Schuler Haas Electrical will be installing the conduit and pulling the wire for the new service. NYSEG is expected to install the new transformer and equipment on the pole in the next few weeks, and the service is expected to be switched over in 3-4 weeks.

2. **Treatment Plant Filter #2 and #3 Emergency Repair**

Vacri construction staff has completed the demolition and removal of the filter media. The leak between Filter #2 and Filter #3 was repaired and was found to be a direct hole in the concrete wall. Cleaning and preparation for the filter wall protective coating began today, and installation of the protective coating will begin next week. Once completed, new filter media and valve installation will begin in early January.

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

The project has been delayed until Spring 2021. Barton and Loguidice Engineering staff have requested and updated the schedule to perform work from Robinson Construction.

4. **Cascadilla Creek Transmission Main Project**

Barton and Loguidice Engineers have completed the initial design for the project. The design will be sent to Cornell and Town of Ithaca staff for review this week. Soil borings are expected to begin in January.

5. **Committee Member Comments or Other Issues** – Dave O’Shea from the Town of Ithaca discussed two upcoming projects. The first project is a water main extension near the Southwoods development on East King Road. The project consists of installing 3,200 feet of new water main and a pressure reducing station. This project will improve low pressure issues for several customers as well as interconnecting two tank grids. The second project is to install a new pressure reducing station and replace 500 feet of existing water main on Trumansburg Road. This project will move five customers currently served by the City of Ithaca’s water system to the Town’s water system. The project will also allow the Town to abandon 900 feet of 1920’s era water main. Both projects are in development and expected to occur in 2021-2022.

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

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
January 27, 2021 @ 12:00 Noon
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	December 2020 Meeting Notes	#1
2.	December 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, February 24, 2021 @ 12:00 Noon	

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

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

**Resolution Declaring the Intent Of The
Southern Cayuga Lake Intermunicipal Water Commission
To Act As Lead Agency - Bolton Point Water System - Cascadilla Creek Transmission
Main Project
February 4, 2020**

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

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

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

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

NOW, THEREFORE, BE IT

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

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

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

Moved:

Seconded:

Vote:

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.




Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

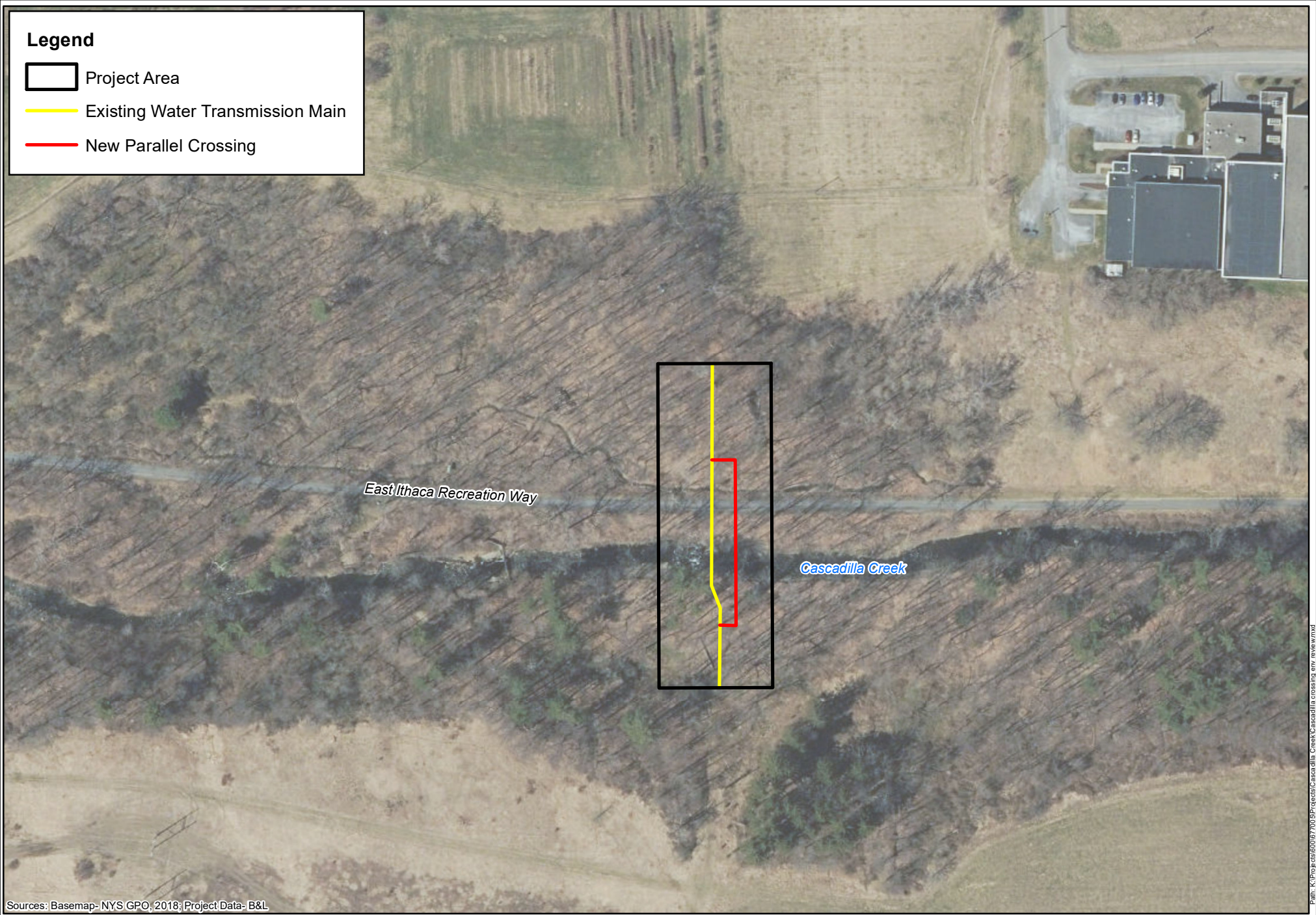
Part 1 – Project and Sponsor Information			
Name of Action or Project: Bolton Point Water System Transmission Main Improvements			
Project Location (describe, and attach a location map): Town of Ithaca, Tompkins County, NY (see attached Figure 1)			
Brief Description of Proposed Action: The Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) operates the Bolton Point Water System, which is owned by the Towns of Dryden, Ithaca and Lansing, and the Villages of Cayuga Heights and Lansing. The SCLIWC is proposing to install a new water transmission main parallel to existing transmission main that crosses Cascadilla Creek in the Town of Ithaca. Although the existing transmission main beneath Cascadilla Creek is in good condition, if the pipe were to become compromised, it would be very difficult for the SCLIWC to repair it in a timely manner, and the existing water system cannot be offline for more than one day. Installing a new, parallel water main in this crossing location would provide the Bolton Point Water System's distribution system with redundancy should the existing water main become damaged. The new water main beneath Cascadilla Creek may be directionally drilled beneath the bed and banks to avoid impacts to the stream, if subsurface conditions are favorable. The new parallel transmission main will connect to the existing water main at both ends of the crossing.			
Name of Applicant or Sponsor: Southern Cayuga Lake Intermunicipal Water Commission, C/O Jack Rueckheim		Telephone: (607) 277-0660 E-Mail: SCLIWC@boltonpoint.org	
Address: 1402 East Shore Drive			
City/PO: Ithaca		State: NY	Zip Code: 14850
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Tompkins County Health Dept- design approval; NYSDEC- Article 15 and Section 401 permits; USACE- Section 404 permit; Town of Ithaca- local floodplain development permit		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? b. Total acreage to be physically disturbed? c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<div style="text-align: right;"> <u>1.3</u> acres <u>Approx. 0.05</u> acres <u>Approx. 0.3</u> acres <small>(Includes easement along existing pipe - the project area is owned by Cornell University)</small> </div>	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input checked="" type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: N/A- no new buildings proposed. _____ _____	NO N/A <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ No new buildings are proposed. The project will not generate wastewater. _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ Cascadilla Creek (NYSDEC Waters Index No. Ont. 66-12-P 296-75-3); a field wetland delineation was completed for the project area in September 2020 and no wetlands were identified. Cascadilla Creek and two unmapped tributaries of Cascadilla Creek were identified. A review of specific resource impacts will be completed during the design stage of the project.	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

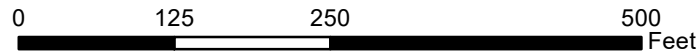
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input checked="" type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? <small>USFWS IPaC: northern long-eared bat (<i>Myotis septentrionalis</i>, threatened); NY Nature Explorer historically confirmed species: catfoot (<i>Pseudognaphalium micradenium</i>, endangered) and nodding pogonia (<i>Triphora trianthophoros</i> ssp. <i>trianthophoros</i>, threatened)</small>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____ <small>Approximately 0.05 acres of ground disturbance may result from the project associated with trench and directional drill pit excavation. This disturbance may result in increased sheet flow runoff during construction. Stormwater would be directed to Cascadilla Creek.</small>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Jack Rueckheim</u> Date: _____ Signature: _____ Title: <u>Chairperson, Southern Cayuga Lake Intermunicipal Water Commission</u>		

Legend

-  Project Area
-  Existing Water Transmission Main
-  New Parallel Crossing



Sources: Basemap- NYS GPO, 2018; Project Data- B&L



Southern Cayuga Lake Intermunicipal Water Commission
Bolton Point Water System
Cascadilla Creek Crossing
Tompkins County January 2021 New York
24 of 26

Figure
1
Project
No.
677.005

Path: K:\Work\6563\65630017\01\Project\Cascadilla_Creek_Crossing.dwg, 01/14/2021

**Southern Cayuga Lake Intermunicipal Water Commission
Bolton Point Water System Transmission Main Improvements**

Involved Agencies

Rod Howe, Supervisor
Town of Ithaca
215 North Tioga Street
Ithaca, NY 14850
RHowe@town.ithaca.ny.us

Tompkins County Health Department
Division of Environmental Health
55 Brown Road
Ithaca, NY 14850

Elizabeth Tracy
NYS Department of Environmental Conservation
615 Erie Boulevard West
Room 206
Syracuse, NY 13204
elizabeth.tracy@dec.ny.gov

Interested Agency

NYSOPRHP - State Historic Preservation Office
(Project information to be submitted online via CRIS)

Other Entities Provided Copies of SEQRA Correspondence

Martha Pollack, President
Cornell University
300 Day Hall
144 East Avenue
Ithaca, NY 14853
president@cornell.edu

Steven Metivier
U.S. Army Corps of Engineers
1776 Niagara Street
Buffalo, NY 14207
Steven.V.Metivier@usace.army.mil

Greg Mosure, P.E.
Barton and Loguidice, D.P.C.
443 Electronics Parkway
Liverpool, NY 13088
gmosure@bartonandloguidice.com

Bolton Point Personnel and Organization Committee
Wednesday, September 23, 2020
Via Zoom

Commissioners: Ed LaVigne, Chair, Bill Goodman, and Jack Rueckheim
 Managers: Steve Riddle, Pam VanGelder, Glenn Ratajczak, Jim Bower and Gregg Weatherby
 Absent: Andra Benson, Shop Steward: Kyle F
 Staff Support: Judy Drake Meeting called to order at: 1:05 pm

1) Meeting Notes:

The Committee approved the September meeting notes with no edits.

2) Discuss revisions to the 2020 Personnel Manual:

The Committee discussed the revised 2020 Personnel Manual and referring it to the Commission for approval. Judy explained that the recent edits were to include changes made by the UAW contract.

Jack moved to recommend the manual to the Commission, seconded by Ed. Motion passed

3) Discuss extending UAW agreement changes to non-union staff

Judy explained that it has been past practice to extend benefit changes agreed to in the UAW contract are extended to the non-union staff. This would include the 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. Committee was in favor of extending the benefits to non-union staff to maintain parity between the groups.

Ed moved to recommend extending UAW contract changes to non-union staff to the Commission, seconded by Jack. Motion passed.

4) Reports:

Shop Steward: Kyle reported there are no grievances or issues to report.

Distribution Manager: Steve reported that Distribution staff is working on wrapping up projects such as the Ludlowville Bridge before winter. Several staff have been out due to COVID-19 mandatory quarantines, but all will be returning this week after a second negative test and health department release.

Finance Manager: Pam reported that all staff is showing up and all else is going well in the department.

Production Manager: Jimmy reported that he attended a water recertification training at W2Operators and Mike Hughston attended a AWWA training held at Bolton Point. Staff have been doing a good job covering the department during staff's absences due to COVID-19.

Human Resources: Judy reported that the UAW contract has been passed through all municipalities except Village of Cayuga Heights and Town of Lansing, which are later this week. Once municipal approval has been completed the agreement will be signed by the two committees. A revised 2021 wage scale and wage listing will be presented to the Commission for approval in December. Wage & Benefits letters will be going out to staff with the 2021 wages in November. November has been open enrollment time for benefit changes. Judy provided support to Steve, Glenn, and Gregg on the COVID-19 issues. Flu Clinic was held and was well attended by staff. Staff that receive the flu shot between October and March will be provided a \$25 gift card. Recruitment for the Water & Sewer Maintenance Supervisor position at the Town of Ithaca will occur through December 22nd. GIS/IT candidate has extended the start date to December 7th.

General Manager: Steve reported that he is working on the Emergency Preparedness Plan that needs to be passed by April 1st. Steve thanked Judy and managers for help on the positive COVID-19 cases and mandatory quarantines of other staff. Steve is working on the Managers performance reviews. He is working on capital projects that are underway and planning for the 2021 capital projects. The all hands training typically held in December was cancelled for 2020 but expect it will be held late 2021. The All Hands half day trainings are typically a team building or personal development type program. Holiday luncheon for staff in December has been cancelled.

Next meeting - Wednesday, December 16, 2020 at 1:00 pm.

Meeting adjourned at 1:30 pm

Bolton Point Personnel and Organization Committee
Wednesday, January 27, 2021
1:00 pm – 2:00 pm

<https://zoom.us/j/99225754797?pwd=Rko4c0tybnJjMjhZUHY5d3BHUzJlZz09>

Meeting ID: 992 2575 4797

Passcode: 591537

AGENDA:

1. Review the draft November meeting notes.
2. Review NYS required Public Employer Emergency Health Plan

3. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production 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.

Set 2021 meeting schedule

Next meeting will be: TBD -maybe: Wednesday, February 24, 2021 at 1:00pm

Future meeting dates -? 4th Wednesday:

Future Topics:
Engagement Survey