



# SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

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

**Regular Meeting Agenda**  
**March 4, 2021 at 4:00 p.m.**  
**Bolton Point Conference Room**

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2021  
Exhibit No.

**COMMISSIONERS:**

JACK RUECKHEIM  
Chairperson

ROY E. STALEY  
Vice Chairperson

ROD HOWE  
Treasurer

BILL GOODMAN

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

RANDY SMITH

JOE WETMORE

LINDA WOODARD

**CONSULTANTS:**

MARY RUSSELL

**MANAGEMENT:**

STEVE RIDDLE  
General Manager

GREGG WEATHERBY  
Distribution

PAMELA VANGELDER  
Finance

GLENN RATAJCZAK  
Production

- |   |     |
|---|-----|
| 1. Approval of February 4, 2021 Meeting Minutes                           | 020 |
| 2. Management Staff Report  | 021 |
| 3. Committee Reports  |     |
| A. Budget and Finance Committee   |     |
| 1. End of year Budget Transfer Resolution                                 | 022 |
| 2. December 31, 2020 Financial Report (Final)                             | 023 |
| 3. January 31, 2021 Financial Report                                      | 024 |
| 4. Approval of March 4, 2021 Warrants                                     |     |
| B. Engineering and Operations Committee                                   |     |
| 1. January 27, 2021 Meeting Notes   | 025 |
| 2. February 24, 2021 Meeting Agenda                                       | 026 |
| C. Personnel and Organization Committee                                   |     |
| 1. January 27, 2021 Meeting Notes   | 027 |
| 2. February 22, 2021 Meeting Agenda                                       | 028 |
| 3. Resolution of Approval of SCLIWC Public Employer Health Emergency Plan | 029 |
| 4. Resolution for Appointment of Jeffrey Kaplan to GIS/IT position        | 030 |
| D. Planning and Public Affairs Committee                                  |     |
| 4. Executive Session (If Necessary)                                       |     |
| 5. Old and New Business   |     |
| 6. Other  |     |
| 7. Adjournment  |     |

NEXT MEETING  
April 8, 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  
February 4, 2021

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, February 4, 2021 at 4:00 p.m. via Zoom.

### PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden  
 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 Joe Wetmore, Town of Lansing  
 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  
 Jessica Sherwood, Principal Account Clerk/Typist  
 Judy Drake, Human Resources Manager, Town of Ithaca

### ABSENT:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights  
 Commissioner Jason Leifer, Town of Dryden  
 Commissioner Randy Smith, Village of Lansing

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

Note: Mr. Rueckheim reported that we have two new Commissioners. Mr. Hartill noted that Randy Smith will fill the open position for the Village of Lansing. Mr. LaVigne noted that Joe Wetmore will replace Andra Benson for the Town of Lansing.

**1. Approval of Meeting Minutes January 7, 2021**

*Exhibit #011*

Discussion: Mr. Rueckheim noted a clarification regarding the appointment of officers and committees, stating that the recommendation was to vote on the entire slate at once instead of voting on positions individually; not to vote on the entire slate as-is.

MOTION by Hartill, SECOND by Howe, to approve the January 7, 2021 Commission meeting minutes with noted clarification.

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

Carried

**2. Management Staff Report**

*Exhibit #012*

**Item #1 – General Manager January Projects**

Discussion: Mr. Riddle reported on this item and noted that he will continue serving on the Tompkins County Water Resource Council in 2021 as the Water Purveyors' representative. He stated that 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. He also noted that a review has begun of the Commission's water sales compared to water produced to determine the overall non-revenue water total for 2020.

**Item #2 – Annual Reporting Performed in January**

Discussion: Mr. Ratajczak reported on this item and noted that staff has completed the Environmental Laboratory Accreditation Program (ELAP) laboratory certification renewal process. Staff also submitted the annual water withdrawal accounting for the amount taken from the lake, and also water supplied to other systems, to the DEC. Bolton Point withdrew 951 million gallons in 2020.

**Item #3 – Filter #2 Rehabilitation Project**

Discussion: Mr. Ratajczak reported on this item and noted that Vacri Construction will complete the emergency repairs and rehabilitation work on Filter #2 in the next few days, and the leaks between Filters #2 and #3 have been repaired. He also noted that staff disinfected the filter and verified this process with bacteriological samples; the presence of xylene was detected, and backwashing and sampling will continue until all VOCs are at a non-detect level. Pending results from the latest testing, the plan is to go online around February 10<sup>th</sup>. The old mechanical flow meter is also being replaced with a new magnetic meter, thus eliminating any moving parts in the meter that require maintenance. Mr. Ratajczak stated that Filter #3 construction is slated to start on February 15<sup>th</sup>.

**Item #4 – Oakcrest Booster Pump Station Upgrade Project**

Discussion: Mr. Ratajczak reported on this item and noted that most of the electrical upgrades are installed. The soft starters for pumps #1 and #2 are on the wall, and lighting has been rearranged and upgraded to LED. He noted that the contractor, W2O Pumps, will be on site starting February 8<sup>th</sup>, to begin removal of pump #3. Three new effluent valves – one for each pump – will also be installed. Weather-related delays have pushed back NYSEG’s electrical service switch-over to this week. Mr. Riddle added that he has information on generator options and will send a packet to Mr. Hartill to see how the Village wants to proceed.

**Item #5 – Distribution Department Winter Projects**

Discussion: Mr. Weatherby reported on this item and noted that the winter weather has allowed staff to perform several projects that tend to get sidelined during the busy warmer months.

**Item #6 – Administration Department Highlights**

Ms. VanGelder reported on this item and noted that the December 2020 cash disbursements included a scheduled bond payment.

**Item #7 – January 1, 2021 Billing in the Town of Dryden/Village of Lansing**

Ms. VanGelder reported on this item and noted the increase in consumption and revenue for the Town of Dryden was due mainly to several commercial accounts, including Jim Ray Homes and NYSEG, and the decrease in the Village of Lansing’s consumption and revenue was also due mainly to commercial accounts, including Kionix, Trip Hotel, Triphammer Mall, Sevanna Park, and the Clarion, which is now closed.

**3. Old and New Business****A. Appointment of Officers and Committees*****Exhibit #013***

Discussion: Mr. Rueckheim stated that this is the annual election of officers and appointment of committee members and recommended voting on the entire slate at once as opposed to separate votes on each individual position.

MOTION by Hartill, SECOND by LaVigne to keep the slate of officers the same as 2020.

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

Carried

<b>Officers Appointed by Commission</b>		
<b>Office</b>	<b>2020</b>	<b>2021</b>
Chairperson	Jack Rueckheim	Jack Rueckheim
Vice Chairperson	Roy Staley	Roy Staley
Treasurer	Rod Howe	Rod Howe
Secretary	General Manager (S. Riddle)	General Manager (S. Riddle)

**Committee Assignments Appointed by Chairperson**

**Budget and Finance**

Chairperson	Rod Howe	Rod Howe
	Jack Rueckheim	Jack Rueckheim
	Ed LaVigne	Ed LaVigne
	Linda Woodard	Linda Woodard
	Andra Benson	

**Engineering and Operations**

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

**Personnel and Organization**

Chairperson	Ed LaVigne	Ed LaVigne
	Jack Rueckheim	Jack Rueckheim
	Bill Goodman	Bill Goodman
	Andra Benson	Joe Wetmore

**Planning and Public Affairs**

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

**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. December 31, 2020 Financial Report**

*Exhibit #014*

Discussion: Mr. Howe noted the financial statements are in the packet and the report is comparable to last year at this time. He noted that while revenue is down due to decreased consumption, expenditures are also down in 2020. He noted that once the year is finalized we will be adding to the fund balance. The final report for 2020 will be reviewed at the March meeting.

### **2. Approval of the February 4, 2021 Warrants**

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

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

MOTION by Howe, SECOND by Hartill, to approve the February 4, 2021 Warrants in the amount of \$ 289,538.34.

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

Carried

## **B. Engineering and Operations Committee**

Discussion: Mr. Riddle reported that the last meeting was routine; the notes are in the packet. He updated the Commission on the Forest Home project, noting that the engineering process has started, though the project itself isn't expected to begin for a couple of years.

### **1. December 16, 2020 Meeting Minutes**

*Exhibit #015*

Discussion: None

### **2. January 27, 2021 Meeting Agenda**

*Exhibit #016*

Discussion: None

### **3. Resolution Declaring the Intent of the Commission to Act as Lead Agency-Cascadilla Creek T-Main Project**

*Exhibit #017*

Discussion: Mr. Riddle explained what being the lead agency would entail.

**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: Hartill

SECONDED: Rueckheim

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

Carried

**C. Personnel and Organization Committee**

Discussion: Mr. LaVigne reported that all was good and there were no complaints or issues. Mr. Riddle added that annual performance reviews had been completed for all staff members. He also noted that the final draft of the Public Employee Health Emergency Plan would be sent to the Commissioners for review, with plans to approve it at the March Commission meeting. An offer was made to a candidate for the GIS/IT position, with a potential March start date, pending acceptance of the offer.



**1. November 18, 2020 Meeting Notes**

***Exhibit #018***

Discussion: None

**2. January 27, 2021 Meeting Agenda**

***Exhibit #019***

Discussion: None

**D. Planning and Public Affairs Committee**

Discussion: None

**5. Executive Session (If Necessary):**

Discussion: None

**6. Other**

Discussion:

**7. Adjournment:**

MOTION by Hartill, SECOND by Rueckheim, to adjourn the meeting at 4:35 p.m.

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

Minutes submitted by: Pam VanGelder/Jessica Sherwood

Approved by: Steve Riddle

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

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

February 26, 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 March 4, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of February 4, 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. Annual Non-Revenue Water Loss Analysis	1
2. Hazardous Chemical Storage Reporting	2
3. Production Department Capital Projects Update	2
4. Distribution Department Capital Projects Update	2
5. Administration Department Highlights	3
6. February 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights	3

### **1. Annual Non-Revenue Water Loss Analysis**

Since 2004, the Commission has annually reviewed the quantity of water produced at the treatment plant versus the amount of water billed to member municipalities to determine the total of non-revenue water. Along with metered customer usage, staff includes water sold to the City of Ithaca and Cornell University through interconnects, bulk water sales at the treatment plant, and temporary hydrant connection sales. Examples of non-revenue water includes water used for firefighting, water system testing, water main and service line leaks, and illegal fire hydrant usage.

From 2004-2016, billed consumption data for metered customers was often inaccurate due to the minimum billing of customers for 10,000 gallons per quarter and customer readings often being estimated. Since 2017, when the Automated Metering Infrastructure (AMI) was placed into service, and 2018, when the customer minimum billing was reduced to 5,000 gallons per quarter, metered customer usage has become considerably more accurate. From 2004 -2010, the Commission's percentage of non-revenue water averaged

around 15%. From 2011-2019, the percentage dropped to 12.5%. In 2020, the percentage was reduced to 9.97%, showing staff continues to use new technologies to help reduce the Commission's non-revenue water loss.

## **2. Hazardous Chemical Storage Reporting**

A requirement of storing bulk quantities of potentially hazardous chemicals is to inform Local and State agencies as required by the Superfund Amendments and Reauthorization Act (SARA). This applies to extremely hazardous substances stored in quantities over 500 pounds, which includes our supply of chlorine. Any hazardous substance stored in excess of 10,000 pounds must also be reported. This includes the alum and sodium hydroxide used in the treatment process. In February, staff sent SARA letters to the State Department of Environmental Conservation, Tompkins County Fire and Disaster Coordinator, Local Emergency Coordinator, and the New York State Office of Emergency Management.

## **3. Production Department Capital Projects Update**

Staff will report on the progress of the Oakcrest Booster Pump Station upgrades and pump installation, filter 2 and 3 rehabilitation, and Coy Glen Pump Station pump rehabilitation and soft starter installation.

## **4. Distribution Department Capital Projects Update**

The Commission's Six Mile Creek Transmission Main Project is officially underway. The contractor, R.B. Robinson, mobilized at the site on Giles Street in the City of Ithaca on February 22<sup>nd</sup>. The first week of the project will primarily be site preparation for phase one of the project – the directional bore beneath Six Mile Creek. The boring process is scheduled to begin March 2<sup>nd</sup>, with an expected completion date of March 4<sup>th</sup>. Once the boring process is complete, the contractor will begin the second phase of the project – installing approximately 200 feet of 16-inch ductile iron pipe. Staff has coordinated with Town and City of Ithaca staff in preparation of the project to ensure all contingency plans are discussed and assistance is available if needed during the construction process and/or system shutdowns. The City of Ithaca Engineering and Parks Department staff continue to be very helpful throughout the process, as the project is taking place in a protected natural area of their park system.

The Cascadilla Creek Transmission Main Project is still in the engineering and design phase. Staff continues to work with the Cornell Real Estate Department to obtain a temporary easement to perform geotechnical soil boring tests which are needed to move forward with the project. Staff is still hopeful the project can be completed in 2021, and will continue working towards having redundancy in the systems' most critical locations.

The Fall Creek Transmission Main Project is in the early stages of design. Surveying work was performed by William and Edsel, and base mapping and plans have been completed by Barton & Loguidice Engineers. With the Six Mile Creek project underway, and Cascadilla Creek set as a priority, staff will likely continue working on the Fall Creek project once the Six Mile Creek project is completed.

**5. Administration Department Highlights**

- Department Statistics Jan 2021
  - **TL/VCH**
    - Non-BP Water accounts 5
    - Total # of Water Bills sent 2,556
  - **ALL**
    - Work Orders prepared 38
    - Final Bills calculated 18
    - New Accounts 1
    - Municipal payments processed 54
    - Cash Disbursements \$625k  
includes:  
\$267k V fund xfer
    - Cash Receipts \$522k

**6. February 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights**

February 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 10/16/20-1/15/2021				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	2/1/20	2/1/21	2/1/20	2/1/21
TL	28,696,300	30,403,100	\$164,365.52	\$179,668.04
	6% Increase		9% Increase	
VCH	15,278,900	16,315,100	\$86,142.93	\$95,172.32
	6% Increase		10% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

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

Resolution of Approval of Budget Transfers, Amendments, and Modifications for the  
Year Ending December 31, 2020

March 4, 2021

WHEREAS, in preparation of closing the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission, the Commission's Finance Manager has reviewed all budgetary revenue and appropriation accounts for the year ending December 31, 2020, and

WHEREAS, this review disclosed certain budgetary revenues and expenditures requiring transfers, amendments, or modifications needed to close the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2020, and

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

**Operating Fund**

<b>Beginning Fund Balance as of 1/1/20</b>	\$	2,808,581
ADD: Total Revenues		4,478,217
LESS: Total Expenditures		<u>4,292,577</u>
<b>Ending Fund Balance as of 12/31/20</b>	\$	2,994,221
<b>Net increase of Fund Balance from 2020 Operations:</b>		185,640

**Capital Project Fund-Improvement/Replacement**

<b>Beginning Fund Balance as of 1/1/20</b>	\$	536,378
ADD: Total Revenues		1,122,847
LESS: Total Expenditures		<u>516,301</u>
<b>Ending Fund Balance as of 12/31/20</b>	\$	1,140,924
<b>Net increase to Fund Balance from 2020 Activity:</b>		604,546

**Debt Service Fund**

<b>Beginning Fund Balance as of 1/1/20</b>	\$	2,138
ADD: Total Revenues		271,485
LESS: Total Expenditures		<u>271,288</u>
<b>Ending Fund Balance as of 12/31/20</b>	\$	2,336
<b>Net increase of Fund Balance from 2020 Activity:</b>		198

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission authorize and direct the Finance Manager to record all year end budget transfers, amendments and modifications, including any and all other changes deemed appropriate and necessary to close the financial records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2020.

MOVED:

SECONDED:



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
FINANCIAL STATEMENTS  
DECEMBER 2020 (FINAL)**

**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	
<b>ASSETS</b>					
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	826,314	0	0	826,314	
Prepaid Expenses	43,181	0	0	43,181	
Total Other Assets	869,495	0	0	869,495	C
<b>TOTAL ASSETS</b>	<b>3,234,601</b>	<b>2,336</b>	<b>1,214,108</b>	<b>4,451,044</b>	
<b>LIABILITIES</b>					
Accounts Payable	75,000	0	32,801	107,800	
Accrued Liabilities	165,381	0	40,383	205,764	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	240,380	0	73,184	313,564	D
<b>FUND BALANCE</b>					
Reserved Fund Balance	105,703	0	0	105,703	
Unexpended Fund Balance	2,888,517	2,336	1,140,924	4,031,777	
TOTAL FUND BALANCE	2,994,221	2,336	1,140,924	4,137,480	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>3,234,601</b>	<b>2,336</b>	<b>1,214,108</b>	<b>4,451,044</b>	
<b>ANALYSIS OF FUND BALANCE</b>					
FUND BALANCE AS OF 1/1/20	2,808,581	2,138	536,378	3,347,097	
ADD: YTD REVENUES	4,478,217	271,485	1,120,847	5,870,549	
LESS: YTD EXPENSES	4,292,577	271,288	516,301	5,080,165	
FUND BALANCE AS OF 12/31/20	2,994,221	2,336	1,140,924	4,137,480	A
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>					
FUND BALANCE AS OF 12/31/20	2,994,221	2,336	1,140,924	4,137,480	A
Less: Receivables & Prepays	869,495	0	0	869,495	C
Add: Liabilities	240,380	0	73,184	313,564	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	4,478,217	271,485	1,120,847
YTD ACTUAL	4,478,217	271,485	1,120,847
OVER (UNDER)	0	0	0
<hr/>			
% EARNED	100%	100%	100%
% UNEARNED	0%	0%	0%

**EXPENSES**

BUDGET	4,292,577	271,288	516,301
YTD ACTUAL	4,292,577	271,288	516,301
OVER (UNDER)	0	0	0
<hr/>			
% EXPENDED	100%	100%	100%
% UNEXPENDED	0%	0%	0%

**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	4,266,757	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
	A	4,478,217	271,485
		1,120,847	1,120,847

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

**DETAILED EXPENSES**

Water Administration	650,110	0	516,301
Source of Supply	242,430	0	0
Purification	691,706	0	0
Transmission and Distribution	657,126	0	0
Employee Benefits	659,917	0	0
Debt Service	0	271,288	0
Interfund Transfers*	1,391,288	0	0
	B	4,292,577	271,288
		516,301	516,301

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



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
FINANCIAL STATEMENTS  
JANUARY 2021**

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

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

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
BALANCE SHEET  
JANUARY 2021**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<b>ASSETS</b>					
UNRESERVED CASH:					
Savings	1,922,535	269,138	1,181,408	3,373,081	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,922,735	269,138	1,181,408	3,373,281	B
RESERVED CASH:					
Fringe Benefit Reserve	105,822	0	0	105,822	
Total Reserved Cash	105,822	0	0	105,822	B
OTHER ASSETS:					
Accounts Receivable	610,867	0	0	610,867	
Prepaid Expenses	0	0	0	-	
Total Other Assets	610,867	0	0	610,867	C
<b>TOTAL ASSETS</b>	<b>2,639,425</b>	<b>269,138</b>	<b>1,181,408</b>	<b>4,089,971</b>	
<b>LIABILITIES</b>					
Accounts Payable	83,421	0	201,012	284,434	
Accrued Liabilities	116,197	0	1,269	117,466	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	199,619	0	202,281	401,900	D
<b>FUND BALANCE</b>					
Reserved Fund Balance	105,815	0	0	105,815	
Unexpended Fund Balance	2,333,991	269,138	979,127	3,582,255	
TOTAL FUND BALANCE	2,439,806	269,138	979,127	3,688,071	A
<b>TOTAL LIABILITIES and FUND BALANCE</b>	<b>2,639,425</b>	<b>269,138</b>	<b>1,181,408</b>	<b>4,089,971</b>	
<b>ANALYSIS OF FUND BALANCE</b>					
FUND BALANCE AS OF 1/1/21	2,994,221	2,336	1,140,924	4,137,480	
ADD: YTD REVENUES	39,360	266,802	101	306,263	
LESS: YTD EXPENSES	593,775	0	161,898	755,673	
FUND BALANCE AS OF 1/31/21	2,439,806	269,138	979,127	3,688,071	A
<b>RECONCILIATION OF FUND BALANCE TO CASH</b>					
FUND BALANCE AS OF 1/31/21	2,439,806	269,138	979,127	3,688,071	A
Less: Receivables & Prepays	610,867	0	0	610,867	C
Add: Liabilities	199,619	0	202,281	401,900	D
CASH BALANCE AS OF 1/31/21	2,028,557	269,138	1,181,408	3,479,103	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENSES  
FOR THE ONE MONTH PERIOD ENDING JANUARY 31, 2021**

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

BUDGET	4,950,015	266,788	1,120,000
YTD ACTUAL	39,360	266,802	101
OVER (UNDER)	<b>(4,910,655)</b>	<b>14</b>	<b>(1,119,899)</b>
<hr/>			
% EARNED	1%	100%	0%
% UNEARNED	99%	0%	100%

**EXPENSES**

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	593,775	0	161,898
OVER (UNDER)	<b>(4,356,240)</b>	<b>(266,788)</b>	<b>(978,102)</b>
<hr/>			
% EXPENDED	12%	0%	14%
% UNEXPENDED	88%	100%	86%

**DETAILED REVENUES**

Service Charges	1,596	0	0
Cross Connection Fees	0	0	0
Services for Other Governments	2,675	0	0
Joint Activity-Water Rents	32,840	0	0
Interest Earnings	176	14	101
Permits	2,074	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	266,788	0
	<b>39,360</b>	<b>266,802</b>	<b>101</b>

\* includes transfer to Debt Service Fund to cover 2021 Principal & Interest Payments

**DETAILED EXPENSES**

Water Administration	121,457	0	161,898
Source of Supply	14,019	0	0
Purification	42,794	0	0
Transmission and Distribution	31,579	0	0
Employee Benefits	117,137	0	0
Debt Service*	0	0	0
Interfund Transfers	266,788	0	0
	<b>593,775</b>	<b>0</b>	<b>161,898</b>

\* includes transfer to Debt Service Fund to cover 2021 Principal & Interest Payments

# Engineering and Operations Committee Meeting Notes

**Wednesday, January 27, 2021 @ 12:00 Noon**  
**Meeting Held Via Zoom**

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

## 1. December 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. December 2020 Monthly Operations Report

#2

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

Finished water produced in 2020 was less than the amount produced in 2018 and 2019, largely due to significant COVID-19 related decreases.

On December 20<sup>th</sup>, a brief power outage caused a pump failure at the Burdick Hill Pump Station. Once power was restored, staff reset the pump and returned it to service. On December 9<sup>th</sup>, staff discovered the air release valve for the raw water pump #1 was leaking. The valve was replaced and the pump was returned to service.

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

The Treatment Plant's boiler was found to be malfunctioning due to a faulty modulating gas valve and associated circuit board. Staff has begun researching the replacement of the boiler due to the frequency and costs of repairs.

Staff replaced a section of pipe and the chlorine injector at the Coy Glen Pump Station. The pipe had become severely corroded and posed a bursting danger.

The monthly Health Department report was routine.

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

Eight water main breaks were repaired in December, including five repairs that occurred at one time due to a pressure surge in the Wilson Road Tank Grid. Staff assisted with a service line leak repair at the Shops at Ithaca Mall. This section of the private water system has had multiple leaks over the years and was under two paved layers and 14 feet deep. Staff assisted the contractor with the repair, which took three days to complete.

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. Usage at Baker Labs and Sevanna Park Apartments were higher in 2019 due to leaks on their private water systems.

There were no additions to the Cross Connection Control Program or Water Main Projects in December.

## 3. Informational Items

### a. Capital Projects

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

EMT staff continue to upgrade the electrical systems. New soft starts for pumps #1 and #2 have

been mounted, and conduit and wire for the new installations have been installed. NYSEG is expected to be onsite, in the next week or two to install the new transformer and connect the new power supply. The contract to install the new pump #3 has been awarded to W2O Pump and System Services, in Cortland, NY. Installation is expected to occur in early February, pending availability of the valves. The Commission ordered the new pump and motor in 2020 and both are onsite. NYSEG representatives have determined there is not enough available natural gas in their system to run a generator. Discussions will continue with Kinsley Power and the Village of Lansing to determine if a diesel or propane generator would be acceptable as an alternative option.

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

Vacri construction staff has completed repairs to Filter #2. Disinfection and VOC testing is expected to occur early next week, and the filter returned to service in early February. Repairs are expected to begin on Filter #3 on February 8<sup>th</sup>.

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

The project has been delayed until Spring 2021. Robinson Construction has indicated they intend to mobilize to start the project in late February. The boring under the creek is expected to occur the first week in March.

**4. Cascadilla Creek Transmission Main Project**

Soil borings for the project are expected to begin in January. Staff has begun meeting with Cornell to create a temporary easement for the borings and construction activities. Barton and Loguidice Engineers are continuing to complete design plans. The project is expected to be completed in late 2021. The Short Environmental Assessment Form and a resolution to make the Commission lead agency in the SEQR was presented. The Committee recommends the resolution be approved by the full Commission at its February 4<sup>th</sup> meeting.

**5. Committee Member Comments or Other Issues** - Gregg reported Barton and Loguidice Engineering has begun design planning for the second Fall Creek Transmission Main Crossing in Forest Home. Surveying work began this week.

**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, June 23**

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
February 24, 2021 @ 12:00 Noon  
Bolton Point Conference Room**

<u>Agenda Item #</u>	<u>Topic</u>	<u>Attachment</u>
1.	January 2021 Meeting Notes	#1
2.	January 2021 Monthly Operations Report	#2
3.	Informational Items	
	a. Capital Projects	
	1. Oakcrest Booster Pump Station Upgrade Project	
	2. Oakcrest Booster Pump Station Emergency Generator Project	
	3. Treatment Plant Filter #2 and #3 Emergency Repair	
	4. Six Mile Creek Transmission Main Project	
	5. Cascadilla Creek Transmission Main Project	
	6. Fall Creek Transmission Main Project	
4.	Committee Member Comments or Other Issues	
5.	Next Meeting - Wednesday, March 24, 2021 @ 12:00 Noon	

**Future meetings - Fourth Wednesday of the month at noon.  
April 28, May 26, June 23**

**Bolton Point Personnel and Organization Committee**  
**Wednesday, January 27, 2021**  
**Via Zoom**

Commissioners: Ed LaVigne, Chair, Bill Goodman, and Jack Rueckheim  
 Managers: Steve Riddle, Pam VanGelder, Glenn Ratajczak and Gregg Weatherby  
 Absent: Andra Benson, Shop Steward: Kyle Fellows  
 Staff Support: Judy Drake Meeting called to order at: 1:02 pm

1) Meeting Notes:

The Committee approved the November meeting notes with no edits.

2) Discuss NYS required Public Employer Health Emergency Plan:

The Committee discussed the draft plan, which addresses emergencies related to communicable diseases, such as COVID-19. Governor Cuomo signed legislation in September requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. The plan must be submitted to unions within 150 days and needs to be finalized by April 1, 2021. This plan describes topics like positions that are considered essential during such an emergency, how non-essential staff can work remotely, protocols for PPE, and hours worked.

Steve explained that Commission is not currently set up for remote work, but is developing plans to allow for this in the future. Judy recommended a few essential functions and positions to be added or expanded within the plan. Jack asked about any issues that arose with getting materials/supplies to continue operation of the system, staff has not experienced any delays in obtaining supplies.

Committee reviewed timeline proposed to accomplish approval. Edits will be made from today's discussion and that version will be sent to all Commissioners for final review and approval in March.

4) Reports:

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

Distribution Manager: Gregg reported that annual CPR/AED/ First Aid has been scheduled for March for all staff, in groups of six with face masks and distancing requirements in place. Annual safety training through PERMA will be held via Zoom on April 6<sup>th</sup>, 20<sup>th</sup>, and 28<sup>th</sup>. Staff will be split up between the three classes.

Code enforcement training has been more readily available as training is being provided virtually. Trainings are also being offered earlier in the year, allowing staff more flexibility in obtaining the required contact hours for 2021.



GIS/IT Specialist interviews have begun. Eight interviews were conducted via Zoom and three candidates have been selected for second interviews. All three candidates are located within NYS and interviews will be conducted in person.

Staff remains busy working on 2021 projects, large meter testing, winter maintenance, and repacking and replacing control and pressure reducing valves.

Finance Manager: Pam reported that staff is working well together. Work continues on 2020 year-end and updates to municipal rates in the billing system for 2021.

Production Manager: Glenn reported that Megan Falicchio has met with the Health Department for her 1A license application. The Tompkins County Health Department will be submitting information to the state for final approval of her application. Glenn attended a three-day virtual workshop on the new 2018 requirements for community water systems on vulnerability response plan and federal emergency plan. These requirements are in addition to NYS requirements. Glenn will be attending a webinar on the new Lead & Cooper regulations. Glenn is working on community outreach with a Cornell University water resources institute intern, looking at THM formations and normal water treatment indicators. Glenn is also working with CU Cooperative Extension on municipality projects involving water quality and harmful algal blooms. Major projects like Oakcrest and Filter #2 and #3 repairs are keeping staff very busy.

Human Resources: Judy reported that all year end documents (W2's and 1095) have been sent to staff. New pay rates have been made in accordance with the UAW contract effective January 1, 2021. Payroll Certification has been submitted to TC Civil Service. All departments have submitted their 2020 performance reviews. Judy remains busy with staff recruitments and placements for the Town, Commission and GTCMHIC.

General Manager: Steve reported performance reviews for managers were completed in December. He thanked the management team on getting through the challenges of 2020 and he noted he could not ask for a better team. Capital Project work continues to move forward. Pam is busy with year-end for 2020 and starting our 2021.

TC Water Resources Council will include Steve Riddle for 2021, as the water purveyor's representative, which allows staff an opportunity to answer questions on how we protect our customers. It is important to have someone on the committees to provide accurate information.

Executive Session:

At 1:34 pm Bill moved to go into executive session to discuss the personnel history of a particular person; seconded by Jack. Motion passed

At 1:58 Bill moved to go out of executive session; seconded by Ed. Motion passed

**Next meeting -4<sup>th</sup> Wednesday: February 24, 2021 at 1:00 pm.**

Meeting adjourned at 1:59 pm

**Bolton Point Personnel and Organization Committee**  
**Monday, February 22, 2021**  
**1:00 pm – 2:00 pm**

<https://zoom.us/j/91848843496?pwd=cUNnU0cxTU9xYm56cmZSY2VuWjVwZz09>

Meeting ID: 918 4884 3496

Passcode: 908728

AGENDA:

1. Review the draft January meeting notes.
2. Consider referral of the NYS required Public Employer Emergency Health Plan
3. Discuss COVID 19 vaccines regarding requiring or strongly encouraging with incentive
4. Reports
  - a. Shop Steward
  - b. Production Manager
  - c. Distribution Manager
    - i. GIS/IT Specialist appointment
  - d. Finance Manager
  - e. Human Resources Manager
  - f. General Manager
5. Set 2021 meeting schedule
6. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Next meeting will be: TBD**

Future meeting dates are:

Future Topics:  
Engagement Survey

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  
SCLIWC Public Employer Health Emergency Plan**

March 4, 2021

WHEREAS, On September 7, 2020 the Governor of New York State passed legislation requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease in which the plan must be reviewed by labor and adopted by the governing body by April 1, 2021; and

WHEREAS, the UAW Local 2300 reviewed the plan document and has no recommended changes; and

WHEREAS, the Personnel and Organization Committee reviewed the plan document and has no recommended changes; and

WHEREAS, the Personnel and Organization Committee recommends approval of the Public Employer Health Emergency Plan to the Commission;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby accepts the recommendation of the Personnel and Organization Committee and approves the Public Employer Health Emergency Plan and authorizes the General Manager to attest that the plan has been developed, approved and placed into effect as required.

Moved:

Seconded:

Vote:

# Public Employer Health Emergency Plan for the Southern Cayuga Lake Intermunicipal Water Commission



Plan Approved: \_\_\_\_\_

This plan has been developed in accordance with NYS legislation S8617B/A10832.

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the United Auto Workers Local 2300, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Southern Cayuga Lake Intermunicipal Water Commission, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: March \_\_\_\_, 2021

By: Steve Riddle

Signature: \_\_\_\_\_

Title: General Manger - Southern Cayuga Lake  
Intermunicipal Water Commission

# Record of Changes

Date of Change	Description of Change	Implemented by

## Table of Contents

Promulgation .....	1
Record of Changes .....	2
Purpose, Scope, Situation Overview, and Assumptions .....	4
Purpose .....	4
Scope .....	4
Situation Overview .....	4
Planning Assumptions .....	4
Concept of Operations .....	5
Mission Essential Functions .....	6
Essential Positions .....	7
Reducing Risk Through Remote Work and Staggered Shifts .....	8
Remote Work Protocols .....	8
Staggered Shifts .....	8
Personal Protective Equipment .....	8
Staff Exposures, Cleaning, and Disinfection .....	9
Staff Exposures .....	9
Cleaning and Disinfecting .....	11
Employee and Contractor Leave .....	11
Documentation of Work Hours and Locations .....	12
Housing for Essential Employees .....	12

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to the Southern Cayuga Lake Intermunicipal Water Commission. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Wearing of mask covering both nose and mouth as recommended by CDC or Health Department
- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.



The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The General Manager of the Southern Cayuga Lake Intermunicipal Water Commission, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the General Manager.

Upon the determination of implementing this plan, all employees and contractors of the Southern Cayuga Lake Intermunicipal Water Commission shall be notified in writing, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All staff will be notified of pertinent operational changes by way of email and hard copies of changes. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The General Manager will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The General Manger of the Southern Cayuga Lake Intermunicipal Water Commission, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the General Manger of the Southern Cayuga Lake Intermunicipal Water Commission, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Southern Cayuga Lake Intermunicipal Water Commission is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Southern Cayuga Lake Intermunicipal Water Commission

The Southern Cayuga Lake Intermunicipal Water Commission has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Southern Cayuga Lake Intermunicipal Water Commission have been identified as:

Essential Function	Description	Priority
General Manager	Coordinate Operations and Public Response	1
Distribution Manager	Coordinate Distribution Operations	1
Production Manager	Coordinate Production Operations	1
Assistant Distribution Manager	Coordinate Distribution Operations , Staffing and Project Prioritization	1
Assistant Production Manager	Coordinate Production Operations, Staffing and Production Prioritization	1
Distribution Operators & Water Maintenance Specialists	Operate Distribution System and Respond to Emergencies	1
Production Operators	Operate Production System and Monitor Distribution System	1
Electrical & Mechanical Technicians	Operate Electrical- Mechanical Systems and Respond to Emergencies	1

GIS/ IT Specialist	Provide support to maintaining network, VPN and phone system	2
Finance Manager	Provide access and availability of funds to establish and maintain operations and purchasing	4

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Operations Management	General Manger	Responsible for planning, directing, and coordinating the administrative and operational functions of the SCLIWC, ensuring adequate water supply, transmission, and distribution. Some work on certain days can be done remotely depending on software.
Operations Management	Distribution and Production Managers	Responsible for leading and supervising the administrative and operating activities of the Distribution or Production Department. Some work on certain days can be done remotely depending on software.
System Management	Assistant Distribution and Production Managers	Responsible for assisting the Department Manager with the administrative and operating activities of the Distribution or Production Department. All work must be onsite.
System Operations	Distribution Operators Water Maintenance Specialists	Responsible for the operations and emergency repairs to municipal water systems. All work must be onsite.
System Operations	Production Operators	Responsible for water production and system monitoring All work must be onsite.
System Operations	Electrical and Mechanical Technicians	Responsible for operations and emergency repairs to municipal water systems. All work must be onsite.
Information Technology	GIS/IT Specialist	Responsible for providing support in setting up hardware, software, network management, help desk support and communications. After initial set up, most work can be done remotely depending on software.
Finance Operations	Finance Manager	Responsible for coordination with banking institutions for availability and mobility of funds. Tracks expenses for federal aid. Maintains operations for accounts payables and receivables. After initial set up, most work can be done remotely depending on software.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

All Non-essential staff requesting to work remotely will need approval from the Department Manager **AND** General Manger before commencement of remote work.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Southern Cayuga Lake Intermunicipal Water Commission will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation in the employees designated locker
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates and will be available to employees and contractors through the Department Manager or Assistant Manager
  - d. The Department Manager will be responsible for ensuring an adequate supply of PPE is available at all times (minimum of 8 weeks supply). This PPE will be stored in the Department Managers offices, easily available for distribution to staff and contractors.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The General Manger must be notified and is responsible for ensuring these protocols are followed
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions is taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.

- c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time they exhibit symptoms, refer to item B below.
  - e. The General Manger is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  - 4. The Southern Cayuga Lake Intermunicipal Water Commission will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  - 6. The General Manger must be informed in these circumstances and is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  - 1. Apply the steps identified in item B, above, as applicable.
  - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  - 3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the General Manager or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The General Manger must be notified in these circumstances and is responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The General Manger is responsible for cleaning common areas, and the frequency of such.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Southern Cayuga Lake Intermunicipal Water Commission is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Southern Cayuga Lake Intermunicipal Water Commission will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Southern Cayuga Lake Intermunicipal Water Commission will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Southern Cayuga Lake Intermunicipal Water Commission will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an

employee, who has been employed for at least 30 calendar days by the Southern Cayuga Lake Intermunicipal Water Commission, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Southern Cayuga Lake Intermunicipal Water Commission, and as such are not provided with paid leave time by the Southern Cayuga Lake Intermunicipal Water Commission, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Southern Cayuga Lake Intermunicipal Water Commission to support contact tracing within the organization and may be shared with local public health officials.

All hours and work locations, will be recorded by paper-based logging. All information will be filed and monitored by Department Managers, HR Consultant and the General Manager.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Southern Cayuga Lake Intermunicipal Water Commission's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Southern Cayuga Lake Intermunicipal Water Commission will coordinate with the Tompkins County Health Department and Tompkins County Emergency Management office to help identify and arrange for these housing needs. The General Manager shall be responsible for coordinating these efforts.



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 Jeffrey Kaplan to  
Geographic Information Systems / Information Technology Specialist Position**  
March 4, 2021

WHEREAS, there is a vacant Geographic Information Systems / Information Technology Specialist (GIS/IT) position in the Distribution Department; and

WHEREAS, the Distribution Manager, General Manager, Town of Ithaca GIS Analyst and Human Resources Manager interviewed eight candidates from the civil service eligible list; and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Jeffrey Kaplan to the Geographic Information Systems / Information Technology Specialist position, on a provisional basis pending the next civil service exam for the said title; and

WHEREAS, the Personnel and Organization Committee has reviewed and recommends the appointment of Jeffrey Kaplan to the Geographic Information Systems / Information Technology Specialist position effective March 15, 2021, on a provisional basis pending the next civil service exam for the said title to the Commission;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby accept the recommendation of the Personnel and Organization Committee and approves the appointment of Jeffrey Kaplan to the Geographic Information Systems / Information Technology Specialist position, effective March 15, 2021; at \$27.67 per hour, in classification "6", with full time benefits; and, be it further

RESOLVED, the said appointment is a provisional appointment pending the results from the next civil service exam for the position; and be it further

RESOLVED, a 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 Distribution Manager.

MOVED:

SECONDED:

VOTE: