



# 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**  
**April 8, 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 March 4, 2021 Meeting Minutes                              | 031 |
| 2. Management Staff Report  | 032 |
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| A. Budget and Finance Committee   |     |
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| 6. Other  |     |
| 7. Adjournment  |     |

NEXT MEETING  
May 6, 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  
March 4, 2021

### Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, March 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 Jason Leifer, Town of Dryden  
 Commissioner Randy Smith, Village 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 Ed LaVigne, Town of Lansing  
 Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:02 p.m.

**1. Approval of Meeting Minutes February 4, 2021*****Exhibit #020***

Discussion:

MOTION by Hartill, SECOND by Woodard, to approve the February 4, 2021 Commission meeting minutes.

(Ayes: Goodman, Hartill, Howe, Leifer, Rueckheim, Woodard; Nays: None; Abstentions: Smith)

Carried

**2. Management Staff Report*****Exhibit #021*****Item #1 – Annual Non-Revenue Water Loss Analysis**

Discussion: Mr. Riddle reported on this item and noted that 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.

**Item #2 – Hazardous Chemical Storage Reporting**

Discussion: Mr. Ratajczak reported on this item and noted the required annual reporting was performed in February.

**Item #3 – Production Department Capital Projects Update**

Discussion: Mr. Ratajczak reported on this item and noted the electrical upgrades and the installation of pump #3 have been completed at the Oakcrest Booster Pump Station. NYSEG has been experiencing delays and has been unable to hook up and energize the site; once this is complete, work can continue.

The Filters 2 & 3 rehabilitation project is moving along, with Filter #2 back online, and the rehabilitation of Filter #3 approximately halfway to completion.

The pump at the Coy Glen Pump Station was removed and sent to Estabrook to be rebuilt, and is expected to be back on site Monday, March 8<sup>th</sup>. While working on the pump rehabilitation and soft starter replacement, updates and additions to equipment were made at the Station to improve data collection.

**Item #4 – Distribution Department Capital Projects Update**

Discussion: Mr. Weatherby reported on this item and noted that the Six Mile Creek Transmission Main Project is unable to move forward as originally planned. Given that the project is taking place in a protected natural area of their park system, staff is working with the contractor, engineers, the DEC, the ARMY Corps, and other involved parties, to create an acceptable alternate plan to move forward.

The Cascadilla Creek Transmission Main Project is in the engineering and design phase, with staff continuing to work with the Cornell Real Estate Department to obtain the temporary easement to perform the geotechnical soil boring tests needed to move forward with the project.

The Fall Creek Transmission Main Project is in the early stages of design, with surveying work performed by William and Edsel, and base mapping and plans completed by Barton & Loguidice Engineers.

**Item #5 – Administration Department Highlights**

Discussion: Ms. VanGelder reported on this item and noted cash disbursements included a transfer for 2021 bond payments as included in the 2021 operating budget.

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

Discussion: Ms. VanGelder reported on this item and noted this is the first billing for the Town of Lansing and the Village of Cayuga Heights at the new 2021 rate. She also noted that the increases in consumption and revenue in both the Town of Lansing and the Village of Cayuga Heights could be attributed mostly to residential accounts.

**3. Committee Reports**

**A. Budget and Finance Committee**

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting.

**1. End of year Budget Transfer Resolution**

*Exhibit #022*

Discussion: Mr. Howe reported the committee reviewed the following resolution and recommends approval.

**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: Howe

SECONDED: Hartill

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

Carried

**2. December 31, 2020 Financial Report (Final)**

*Exhibit #023*

Discussion: Mr. Howe reported on this item and noted the financial statements are in the packet and the Commission ended the year adding approximately \$185k to the Operating Fund Balance from 2020 activity as noted in the previous resolution.

**3. January 31, 2021 Financial Report**

*Exhibit #024*

Discussion: Mr. Howe reported on this item and noted there had been discussion regarding the creation of a fund balance policy and the consensus was that it was not necessary at this time.

**4. Approval of the March 4, 2021 Warrants**

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

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

MOTION by Howe, SECOND by Hartill, to approve the March 4, 2021 Warrants in the amount of \$ 72,489.31.

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

Carried

**B. Engineering and Operations Committee**

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

**1. January 27, 2021 Meeting Minutes**

*Exhibit #025*

Discussion: None

**2. February 24, 2021 Meeting Agenda**

*Exhibit #026*

Discussion: None

**C. Personnel and Organization Committee**

Discussion: Mr. Riddle and Mr. Rueckheim reported on this item.

**1. January 27, 2021 Meeting Notes**

*Exhibit #027*

Discussion: Mr. Riddle reported that the Union had approved the Public Employee Health Emergency Plan. He also noted that Mr. Weatherby had successfully set up First Aid/CPR and PESH safety training for 2021, as well as found online code enforcement recertification training for employees. He mentioned that the Administration Department has been doing a great job of keeping on top of operations in a timely and consistent manner, and that the Production Department's Megan Falicchio has obtained her 1A license from New York State.

**2. February 22, 2021 Meeting Agenda**

*Exhibit #028*

Discussion: None

**3. Resolution of Approval of SCLIWC Public Employer Health Emergency Plan**

*Exhibit #029*

Discussion: Mr. Rueckheim reported the committee reviewed the following resolution and recommends approval.

**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: Hartill

SECONDED: Rueckheim

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

Carried

**4. Resolution for Appointment of Jeffrey Kaplan to GIS/IT Position**

*Exhibit #030*

Discussion: Mr. Rueckheim reported the committee reviewed the following resolution and recommends approval.

**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: Hartill

SECONDED: Rueckheim

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

Carried

**D. Planning and Public Affairs Committee**

Discussion: None

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

Discussion: None

**5. Old and New Business**

Discussion: None

**6. Other**

Discussion: Commissioner Randy Smith introduced himself to the Commissioners and Bolton Point staff in attendance, and introductions were done for him, as well.

**7. Adjournment:**

MOTION by Hartill, SECOND by Rueckheim, to adjourn the meeting at 4:38 p.m.

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

Carried

Minutes submitted by: Pam VanGelder/Jessica Sherwood

Approved by: Steve Riddle

**NEXT MEETING**  
April 8, 2021 at 4:00 p.m.  
Bolton Point Conference Room

# Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

April 2, 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 April 8, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of March 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. March Project Updates                                  | 1    |
| 2. Polymer Evaluation                                     | 1,2  |
| 3. Hydrilla Treatment Plan 2021                           | 2    |
| 4. 2021 Municipal Road Reconstruction and Paving Projects | 2    |
| 5. Distribution Department Capital Projects Update        | 2    |
| 6. Administration Department Highlights                   | 3    |
| 7. March 1, 2021 Billing in the Town of Ithaca            | 3    |

### **1. March Project Updates**

Raw Water Pump Station Land Acquisition Update - Staff continues to investigate options regarding the purchase of Lot #6 on Blackchin Boulevard in the Village of Lansing. Future expansions to the Raw Water Pump Station would require additional land. On March 31<sup>st</sup>, staff met with the Commission's attorney, Guy Krogh, to discuss options. Areas of concern being investigated with this lot include, the price of the lot, and covenants, restrictions, and prohibitions placed on the lot regarding subdivision and commercial development. Steve will provide a summary of this meeting to the Commission.

### **2. Polymer Evaluation**

Staff has begun working with Surpass Chemical to evaluate a substitute polymer for use as a coagulation aid in our treatment process. A new polymer would allow for more than one brand to be specified in the annual bid for treatment chemicals, thus increasing competition. It will also allow for greater flexibility, if there should be a disruption to the supply chain.

Benchtop testing has been completed and several polymers had similar performance to our current product. The next step in the process are full scale trials during the spring, summer, and fall seasons.

Along with a substitute polymer for coagulation, a settling polymer option is also being explored. This would be used in the event of a harmful algal bloom (HAB) to maximize the settling of cells prior to filtration. This increases the effectiveness of the settling process, which is the first barrier in our HAB removal plan. This would be a treatment option that is employed on an as needed basis.

### **3. Hydrilla Treatment Plan 2021**

Staff has attended meetings of the local Hydrilla Taskforce. The treatment strategy for the 2021 season is being developed for the southern portion of Cayuga Lake, Fall Creek, and Cascadilla Creek. Treatments will be managed by the Army Corp of Engineers in conjunction with Tompkins County Soil and Water. A sampling plan for Bolton Point will be developed by the Tompkins County Health Department to monitor for the herbicides used in treatment.

### **4. 2021 Municipal Road Reconstruction and paving Projects**

All five-member municipalities' Highway and Public Works Departments have provided staff with a list of their roadway projects for 2021. Each spring, staff reviews these lists to avoid issues in the system and prevent potential costly repairs for municipalities. These projects include complete road reconstruction, paving and culvert pipe replacements. Distribution Operators have begun to locate, inspect and ensure proper operation of all valves, hydrants and services in these areas. This work is completed well in advance of the project, to allow for needed repairs to be completed without delaying the project.

A significant number of valve boxes that need to be repaired have already been identified; most likely damaged by snow plows this past winter. In addition to ensuring all appurtenances are operational, water mains, customer service lines, and curb boxes are located and marked so the existing water infrastructure is not paved over or damaged during construction.

Due to COVID-19, several 2020 projects were delayed and are now scheduled for 2021, adding to the project workload this year.

### **5. Commission GIS/IT Position**

Following a 12-month recruitment process, the Commission has a new GIS/IT Specialist. On March 15<sup>th</sup>, the Commission welcomed Jeffrey Kaplan to the Bolton Point team. Jeffery's past experience was with the New York City Department of Finance GIS Department. Former GIS/IT Specialist, Ben Coakley, has been assisting Jeffery become acquainted with the Commission's mapping and IT systems. Jeffery has begun performing mapping and data updates, as well as implementing new technologies to help more staff attend virtual meetings. Jeffery is quickly learning all aspects of the position and staff is confident he will be a great fit and an asset to the Commission.

**6. Administration Department Highlights**

- Department Statistics Feb 2021
  - **TI**
    - Non BP Water accounts 175
    - Total # of Water Bills sent 3,374
  - **ALL**
    - Work Orders prepared 27
    - Final Bills calculated 16
    - New Accounts 1
    - Municipal payments processed 74
    - Cash Disbursements \$433k
    - Cash Receipts \$282k

**7. March 1, 2021 Billing in the Town of Ithaca**

| March 1, 2021 Billing in the Town of Ithaca |                         |            |                |               |
|---|-------------------------|------------|----------------|---------------|
| Billing Period: 11/16/20-2/15/21            |                         |            |                |               |
|   | <u>Consumption Gals</u> |            | <u>Revenue</u> |               |
|   | 3/1/20                  | 3/1/21     | 3/1/20         | 3/1/21        |
| TI  | 96,179,640              | 86,522,196 | \$ 533,417.48  | \$ 461,735.95 |
|   | 11% Decrease            |            | 16% Decrease   |               |

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

|   | OPERATING<br>FUND | DEBT SERVICE<br>FUND | CAPITAL IMPR/REPL<br>PROJECT FUND | TOTAL            |
|---|-------------------|----------------------|-----------------------------------|------------------|
| <b>ASSETS</b>                                 |                   |                      |                                   |                  |
| UNRESERVED CASH:                              |                   |                      |                                   |                  |
| Savings                                       | 1,972,379         | 269,154              | 980,464                           | 3,221,998        |
| Petty Cash                                    | 200               | 0                    | 0                                 | 200              |
| Total Unreserved Cash                         | 1,972,579         | 269,154              | 980,464                           | 3,222,198        |
| RESERVED CASH:                                |                   |                      |                                   |                  |
| Fringe Benefit Reserve                        | 105,829           | 0                    | 0                                 | 105,829          |
| Total Reserved Cash                           | 105,829           | 0                    | 0                                 | 105,829          |
| OTHER ASSETS:                                 |                   |                      |                                   |                  |
| Accounts Receivable                           | 529,437           | 0                    | 0                                 | 529,437          |
| Prepaid Expenses                              | 0                 | 0                    | 0                                 | -                |
| Total Other Assets                            | 529,437           | 0                    | 0                                 | 529,437          |
| <b>TOTAL ASSETS</b>                           | <b>2,607,845</b>  | <b>269,154</b>       | <b>980,464</b>                    | <b>3,857,464</b> |
| <b>LIABILITIES</b>                            |                   |                      |                                   |                  |
| Accounts Payable                              | 60,823            | 0                    | 9,783                             | 70,606           |
| Accrued Liabilities                           | 112,377           | 0                    | 0                                 | 112,377          |
| BAN Payable                                   | 0                 | 0                    | 0                                 | 0                |
| TOTAL LIABILITIES                             | 173,200           | 0                    | 9,783                             | 182,983          |
| <b>FUND BALANCE</b>                           |                   |                      |                                   |                  |
| Reserved Fund Balance                         | 105,815           | 0                    | 0                                 | 105,815          |
| Unexpended Fund Balance                       | 2,328,829         | 269,154              | 970,681                           | 3,568,665        |
| TOTAL FUND BALANCE                            | 2,434,645         | 269,154              | 970,681                           | 3,674,480        |
| <b>TOTAL LIABILITIES and FUND BALANCE</b>     | <b>2,607,845</b>  | <b>269,154</b>       | <b>980,464</b>                    | <b>3,857,464</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                             | 239,404           | 266,819              | 170                               | 506,393          |
| LESS: YTD EXPENSES                            | 798,980           | 0                    | 170,412                           | 969,393          |
| FUND BALANCE AS OF 2/28/21                    | 2,434,645         | 269,154              | 970,681                           | 3,674,480        |
| <b>RECONCILIATION OF FUND BALANCE TO CASH</b> |                   |                      |                                   |                  |
| FUND BALANCE AS OF 2/28/21                    | 2,434,645         | 269,154              | 970,681                           | 3,674,480        |
| Less: Receivables & Prepays                   | 529,437           | 0                    | 0                                 | 529,437          |
| Add: Liabilities                              | 173,200           | 0                    | 9,783                             | 182,983          |
| CASH BALANCE AS OF 2/28/21                    | 2,078,408         | 269,154              | 980,464                           | 3,328,027        |

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION  
REVENUES AND EXPENSES  
FOR THE TWO MONTH PERIOD ENDING FEBRUARY 28, 2021**

|  | OPERATING<br>FUND | DEBT SERVICE<br>FUND | CAPITAL IMPR/REPL<br>PROJECT FUND |
|--|-------------------|----------------------|-----------------------------------|
|--|-------------------|----------------------|-----------------------------------|

**REVENUES**

|              |                    |           |                    |
|--------------|--------------------|-----------|--------------------|
| BUDGET       | 4,950,015          | 266,788   | 1,120,000          |
| YTD ACTUAL   | 239,404            | 266,819   | 170                |
| OVER (UNDER) | <b>(4,710,611)</b> | <b>31</b> | <b>(1,119,830)</b> |
|              |                    |           |                    |
| % EARNED     | 5%                 | 100%      | 0%                 |
| % UNEARNED   | 95%                | 0%        | 100%               |

**EXPENSES**

|              |                    |                  |                  |
|--------------|--------------------|------------------|------------------|
| BUDGET       | 4,950,015          | 266,788          | 1,140,000        |
| YTD ACTUAL   | 798,980            | 0                | 170,412          |
| OVER (UNDER) | <b>(4,151,035)</b> | <b>(266,788)</b> | <b>(969,588)</b> |
|              |                    |                  |                  |
| % EXPENDED   | 16%                | 0%               | 15%              |
| % UNEXPENDED | 84%                | 100%             | 85%              |

**DETAILED REVENUES**

|  |                |                |            |
|--|----------------|----------------|------------|
| Service Charges                        | 2,115          | 0              | 0          |
| Cross Connection Fees                  | 4,680          | 0              | 0          |
| Services for Other Governments-Members | 24,049         | 0              | 0          |
| Joint Activity-Water Rents             | 203,389        | 0              | 0          |
| Interest Earnings                      | 327            | 31             | 170        |
| Permits                                | 4,327          | 0              | 0          |
| Sales of Equipment                     | 0              | 0              | 0          |
| Refunds of Prior Years Expense         | 516            | 0              | 0          |
| Other Revenues                         | 0              | 0              | 0          |
| Interfund Transfers*                   | 0              | 266,788        | 0          |
|  | <b>239,404</b> | <b>266,819</b> | <b>170</b> |

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

**DETAILED EXPENSES**

|                               |                |          |                |
|-------------------------------|----------------|----------|----------------|
| Water Administration          | 157,236        | 0        | 170,412        |
| Source of Supply              | 33,620         | 0        | 0              |
| Purification                  | 99,988         | 0        | 0              |
| Transmission and Distribution | 81,438         | 0        | 0              |
| Employee Benefits             | 159,910        | 0        | 0              |
| Debt Service                  | 0              | 0        | 0              |
| Interfund Transfers*          | 266,788        | 0        | 0              |
|                               | <b>798,980</b> | <b>0</b> | <b>170,412</b> |

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



## Engineering and Operations Committee Meeting Notes

**Wednesday, February 24, 2021 @ 12:00 Noon  
Meeting Held Via Zoom**

| Topic | Attachment | Item # |
|-------|------------|--------|
|-------|------------|--------|

**Packet Sent To:** Don Hartill, Jack Rueckheim, Steve Riddle, Gregg Weatherby, Glenn Ratacjzak,

**1. January 2021 Meeting Notes**

#1

The Committee approved the minutes notes as they appeared in the February meeting packet.

**2. January 2021 Monthly Operations Report**

#2

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

Finished water produced in January was slightly less than the amount produced in 2019. The raw water temperature was much warmer than previous years, this was attributed to the warmer than normal winter.

On January 3<sup>rd</sup>, communications were lost with the Hungerford Hill Pump Station. The antenna was adjusted to gain a stronger signal and the problem was resolved. On January 17<sup>th</sup>, communications were lost with the Wilson Road Tank. Staff reset the PLC at the site and communications were restored.

Two samples were tested for a possible leak at the Lansing schools, one was determined to be a possible leak.

EMT's are assisting the Town of Ithaca with upgrades to the Coy Glen Pump Station. The pump and motor #1 have been removed and been sent out to be rebuilt. A new soft start is being installed and the control valve will be rebuilt.

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

The monthly Health Department report was routine.

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

Four water main breaks were repaired in January, all were caused due to seasonal ground movement and the repairs were fairly routine.

Staff replaced the 2-inch Ross pressure reducing valve (PRV) at Portland Point with a new 2-inch Claval PRV.

Water usage at Ithaca College continues to be less than the previous year, largely due to fewer students and COVID-19 restrictions. Water usage continues to increase at the Maplewood Apartments and Borg Warner. There were no additions to the Cross-Connection Control Program or Water Main Projects in January. Staff has begun reviewing plans for a new device for an event center at 59 Emmons Road in the Town of Lansing.

The Commissions second Six Mile Creek Transmission Main project is expected to begin in February.

No new project as-built drawings were received or approved in January.

**3. Informational Items**

**a. Capital Projects**

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

EMT staff continue to upgrade the electrical systems. Installation of the new transformer and connection to the new power supply has not yet been completed by NYSEG. W2O Pump and System Services has completed the installation of the new Pump #3 and motor. Final alignment will be completed once the new electrical service has been installed.

2. **Oakcrest Booster Pump Station Emergency Generator Project**  
Staff continues to work with the Village of Lansing to obtain approval for the new generator. Current discussions include whether to allow a propane or diesel-powered unit. A decision is expected in the next few weeks.
  3. **Treatment Plant Filter #2 and #3 Emergency Repair**  
Disinfection and VOC testing for Filter #2 has been completed, and the filter returned to service in early February. Repairs for Filter #3 have commenced, filter media has been removed and the protective coating is being installed. Vacri Construction is expected to return the week of March 8<sup>th</sup> to begin placing new filter media. The filter is expected to return to service in early April.
  4. **Six Mile Creek Transmission Main Project**  
A pre-construction meeting was held on February 22<sup>nd</sup>, with representatives from Bolton Point, Robinson Construction, Barton and Loguidice Engineers, City of Ithaca Engineering and Forestry departments. Robinson Construction has mobilized to the site, has begun site clearing and construction of a temporary bridge to the site. The boring under the creek is expected to begin on March 2<sup>nd</sup>.
  5. **Cascadilla Creek Transmission Main Project**  
Staff continues to meet with Cornell to create a temporary easement for the borings and construction activities. Insurance requirements for the Commission and the boring contractor, CME Associated, continue to be an issue. Staff expects to have this issue resolved soon and the borings for the project completed in March.
  6. **Fall Creek Transmission Main Project**  
Barton and Loguidice Engineers have completed site surveying and initial base mapping for the proposed project. Staff has paused the review of the project for the time being to focus on the Six Mile and Fall Creek projects.
4. **Committee Member Comments or Other Issues** - Jack recommended Committee meetings be moved to the fourth Monday of the month at 12:00. Members in attendance approved the date change.
  5. **Next Meeting - Monday, March 22, 2021 @ 12:00 Noon**

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

**Southern Cayuga Lake Intermunicipal Water Commission  
Engineering and Operations Committee Meeting Agenda  
March 22, 2021 @ 12:00 Noon  
Bolton Point Conference Room**

Agenda

| Topic   | Attachment | Item # |
|---|------------|--------|
| <b>1. February 2021 Meeting Notes</b>                               |            | #1     |
| <b>2. February 2021 Monthly Operations Report</b>                   |            | #2     |
| <b>3. Informational Items</b>                                       |            |        |
| <b>a. Capital Projects</b>  |            |        |
| <b>1. Oakcrest Booster Pump Station Upgrade Project</b>             |            |        |
| <b>2. Oakcrest Booster Pump Station Emergency Generator Project</b> |            |        |
| <b>3. Treatment Plant Filter #2 and #3 Emergency Repair</b>         |            |        |
| <b>4. Six Mile Creek Transmission Main Project</b>                  |            |        |
| <b>5. Cascadilla Creek Transmission Main Project</b>                |            |        |
| <b>6. Fall Creek Transmission Main Project</b>                      |            |        |
| <b>4. Committee Member Comments or Other Issues</b>                 |            |        |
| <b>5. Next Meeting - Monday, April 26, 2021 @ 12:00 Noon</b>        |            |        |

**Future meetings - Fourth Monday of the month at noon.  
May 24, June 28, July 26**



weekend, they would receive the time so that there is parity for all that get the vaccine. Judy will prepare and send a draft policy to the Committee for consideration of approval.

#### 4) Reports:

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

Production Manager: Glenn reported that Megan Falicchio received her Grade IA operator license. This provides the Commission with three operators and the Production Manager with the IA license. This number allows for more opportunities for succession planning in the future. Annual lab ethics training is scheduled in March. Glenn reported he is compiling the annual water quality water report, due in May. Several Capital Projects are nearing completion and Glenn expressed a thank you to Administration staff for dealing with all the additional paperwork and invoices.

CCETC's spring project working on HABs wouldn't work for this semester's schedule, but will be developed as a fall semester project. Production of water is starting to increase with the return of students.

Distribution Manager: Gregg reported that Jason Reynolds received his recertification of this Grade D license. First Aid/CPR/ AED training has been scheduled in March for all staff. On March 16<sup>th</sup>, Dan Workman, Jeff Hall and Gregg will be attending an AWWA class at Bolton Point on Installation and Testing of Ductile Iron Watermains. Jeff, Jordan Betts and Gregg are attending Code Enforcement trainings online. Jason Reynolds is beginning his Code Enforcement Certification, which will be done virtually over the next 6 months.

PERMA Confined Space Training will be held on site on March 23rd. The annual safety training, provided by PERMA, will be held virtually 3 days 4/6, 20 & 28. Each class is 4 hour and will have different employees at each class. Other safety training will be conducted later in the year. Staff is preparing for construction of the Six Mile Creek Transmission Main project.

Gregg updated the Committee on the GIS/IT Specialist position. The Committee recommends the appointment of Jeffrey Kaplan, GIS/IT Specialist, effective March 15<sup>th</sup> to the full Commission.

Finance Manager: Pam reported that staff continues to work well on the 2021 accounts payable and receivables as Pam is working closing out 2020. Quarterly water billing now includes annual Backflow charges, which have been billed separately in the past. Annual Sprinkler charges will continue to be included on quarterly water billings. Lilly has been assisting Winona with a busy month of billing for Town of Ithaca.

Jes Sherwood and Pam are working on the new Commissioner orientation packet. Commissioners have received the updated Committee assignments and contact information. An updated organizational chart will be sent out soon.

Human Resources: Judy reported that she has been working on employment aspects for all sites.

General Manager: Steve was not in attendance, Glenn reported for Steve. Production and Distribution Departments are working well on Capital Projects and the Administration/Finance

Department is busy working on the 2020 year close out and beginning 2021. Steve recommends approval of the Health Emergency Plan adoption.

Judy responded to a question regarding the Engagement Survey, which will be discussed at a later meeting. 2021 is the year for the next survey.

5) Set 2021 meeting schedule:

Wednesday afternoons will no longer work for some committee members. Decided having the meetings on the 4<sup>th</sup> Monday at 1 pm would work.

**Next meeting -4<sup>th</sup> Monday: March 22, 2021 at 1:00 pm.**  
**(4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/27)**

Meeting adjourned at 1:53 pm

**Bolton Point Personnel and Organization Committee**  
**Monday, March 22, 2021**  
**11:00 am – 12:00 pm**

<https://zoom.us/j/98815271595?pwd=WXdXOVppVGQ2R0FPclpXbk0yNUtGUT09>

Meeting ID: 988 1527 1595  
Phone in at: 929 436 2866

Passcode: 605289

AGENDA:

1. Review the draft February meeting notes.
2. Consider referral of COVID-19 Vaccine Incentive Program
3. Reports
  - a. Shop Steward
  - b. Finance Manager
  - c. Production Manager
  - d. Distribution Manager
  - e. Human Resources Manager
  - f. General Manager
    - i. Discuss reclassification request for Sr. Account Clerk Typist
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

**Next meeting will be: Monday, April 26, 2021 at 11:00 am**

Future meeting dates are: 4<sup>th</sup> Monday: 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22 & 12/27

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 to Approve the  
COVID-19 Vaccine Incentive Program  
April 8, 2021**

**WHEREAS**, the Personnel and Organization Committee discussed the topic of the COVID-19 vaccine being released to the public, and whether the Commission should require employees to receive the vaccine, and

**WHEREAS**, the Personnel and Organization Committee decided against requiring the vaccine at this time, but wanted to strongly encourage as many employees as possible to receive the vaccine as soon as it is available to them, and

**WHEREAS**, the Personnel and Organization Committee discussed creating an incentive program to allow employees time to travel to receive both doses of the vaccine and, if needed, time off following the second dose, due to anecdotal information that it may cause related symptoms, and

**WHEREAS**, the Personnel and Organization Committee recommends approval of the COVID-19 Vaccine Incentive Program for 2021 only, and

**WHEREAS**, Civil Service Law section 159-c was approved effective March 12, 2021, requiring up to four (4) hours of leave time,

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Commission accepts the recommendation of the Personnel and Organization Committee and hereby approves the attached COVID-19 Vaccine Incentive Program for 2021 only, unless otherwise required by NYS law.

Moved:

Seconded:

Vote:



## 2021 COVID -19 VACCINE INCENTIVE PROGRAM

The Town of Ithaca and Bolton Point Water System (employer) strongly encourage employees to receive the COVID-19 vaccine. As more employees receive the vaccine, instances of COVID-19 transmitted at the workplace will decrease. To encourage employees to receive the vaccine and to ease the burden of the vaccination process, the employer is providing an incentive program. Employees will receive paid time off to travel to and from the vaccine location, and receive each dose of the vaccine. The employer recognizes that a small number of people may experience a reaction to the second dose of the vaccine. Therefore, to promote the safety and health of the staff, the employer will provide paid leave time to any employee who is feeling ill on the day immediately following the receipt of the second dose. As employees are encouraged to receive the vaccine at the earliest appointment available, time will be provided if the vaccine is received on a non-workday. This program will be retroactive to provide this benefit for those employees who have already begun or completed the two-dose series. This incentive program is for 2021 only but may be extended by the Town Board/Commission if circumstances warrant it.

### Program details:

- Employer provides up to Four (4) hours of Other time for each of the two doses.
- Employee must request time off for the vaccine appointments under the same process as any other request for time away from work.
- Employee must provide proof of their vaccination indicating that the vaccine was received on the date and time specified on their timesheet.
- Employer will provide the day following the second dose as Other Time, in place of Sick Time, if the employee is not feeling well, due to receiving the vaccine. Employee must contact their supervisor prior to the start of their regular workday if they need to take the following day off.

### Weekend credits (to provide parity):

- If the employee received the vaccine on a non-workday (i.e. Saturday), they will be credited with up to 4 hours of Other time per dose to use as time off. The time provided will be based on the amount of time they would have needed to be away from work if it had been a workday.
- If the employee received the vaccine on a non-workday and is sick the day following their second dose, they will be credited with a workday's worth of Other time.

### Retro credits (to provide parity):

- If the employee has already begun or completed the vaccine series, they will be credited with up to 4 hours of Other time per dose to use as time off. The time provided will be based on the amount of time they would have needed to be away from work if this program were provided at that time.
- If the employee had used Sick time the day following their second shot, that Sick time will be reimbursed.
- Employee must contact Human Resources Manager to request the Retro time and show proof of their vaccination dates, times and vaccine clinic location.

Draft Incentive to be considered by the TB 3/8/21 and SCLIWC 4/8/21 – HR permitted to administer prior to approval received. 3/12/21 updated to match Civil Service Law S159-c Leave Time for COVID-19 vaccination.

## § 159-c. Leave time for COVID-19 vaccination

Effective: March 12, 2021

Currentness

<[Expires and deemed repealed Dec. 31, 2022, pursuant to L.2021, c. 77, § 4.]>

1. Every public officer, employee of this state, employee of any county, employee of any community college, employee of any public authority, employee of any public benefit corporation, employee of any board of cooperative educational services (BOCES), employee of any vocational education and extension board, or a school district enumerated in section one of chapter five hundred sixty-six of the laws of nineteen hundred sixty-seven, employee of any municipality, employee of any school district or any employee of a participating employer in the New York state and local employees' retirement system or any employee of a participating employer in the New York state teachers' retirement system shall be entitled to absent himself or herself and shall be deemed to have a paid leave of absence from his or her duties or service for a sufficient period of time, not to exceed four hours per vaccine injection, unless such officer or employee shall receive a greater number of hours pursuant to a collectively bargained agreement or as otherwise authorized by the employer, to be vaccinated for COVID-19.

2. The entire period of the leave of absence granted pursuant to this section shall be excused leave and shall not be charged against any other leave such public officer or employee is otherwise entitled to.

3. Nothing in this section shall be deemed to impede, infringe, diminish or impair the rights of a public employee or employer 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 agreement.