



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
May 6, 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

- | | |
|--|-----|
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NEXT MEETING
June 10, 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
April 8, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, April 8, 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 Jason Leifer, Town of Dryden
 Commissioner Randy Smith, Village 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

Commission Chairperson Jack Rueckheim called the meeting to order at 4:05 p.m.

1. Approval of Meeting Minutes March 4, 2021***Exhibit #031***

Discussion:

MOTION by LaVigne, SECOND by Smith, to approve the March 4, 2021 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #032*****Item #1 – March Project Updates**

Discussion: Mr. Riddle reported on this item and noted that staff continues to investigate options regarding the purchase of Lot #6 on Blackchin Boulevard in the Village of Lansing. Mr. Riddle will set up tours of the property with individual Commissioners upon request, and will send copies of deed restrictions and other information from the current property owners to the Commissioners. Discussion will continue at the next Engineering and Operations committee meeting as well as the next Commission meeting.

Item #2 – Polymer Evaluation

Discussion: Mr. Ratajczak reported on this item and noted that Staff has begun working with Surpass Chemical to evaluate a substitute polymer for use as a coagulation aid in our treatment process. The next steps would be full-scale trials during the spring, summer, and fall seasons.

A settling polymer option is also being explored, which would be used in the event of a harmful algal bloom (HAB) as it increases the effectiveness of the settling process, which is the first barrier in our HAB removal plan.

Item #3 – Hydrilla Treatment Plan 2021

Staff has attended meetings of the local Hydrilla Taskforce. The treatment strategy for the 2021 season for the southern portion of Cayuga Lake, Fall Creek, and Cascadilla Creek, will be a 12-week process to begin the first week of July. It will be managed by the Army Corp of Engineers in conjunction with Tompkins County Soil and Water.

Item #4 – 2021 Municipal Road Reconstruction and Paving Projects

Discussion: Mr. Weatherby reported on this item and noted that all five-member municipalities' Highway and Public Works Departments have provided staff with a list of their roadway projects for 2021.

Item #5 – Commission GIS/IT Position

Following a 12-month recruitment process, the Commission welcomed Jeffrey Kaplan to the Bolton Point team.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

Item #7 – March 1, 2021 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted this is the first billing for the Town of Ithaca at the new 2021 rate. She also noted that the decrease in consumption and revenue could be attributed mostly to Ithaca College.

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. February 28, 2021 Financial Report

Exhibit #033

Discussion: Mr. Howe reported on this item and noted it was routine.

2. Approval of the April 8, 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 April 8, 2021 Warrants in the amount of \$ 236,104.87.

(Ayes: Goodman, Hartill, Howe, LaVigne, Leifer, Rueckheim, Smith, Wetmore, 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. February 24, 2021 Meeting Minutes

Exhibit #034

Discussion: Mr. Ratajczak noted that Bolton Point EMT staff helped the Town of Ithaca with improvements at the Coy Glen Pump Station, and that NYSEG has not yet gotten the electric switched over at the Oakcrest Booster Pump Station. He also noted that Filters 2 & 3 are back online.

Mr. Weatherby noted that, due to issues with the directional drill at Six Mile Creek, approval by the Army Corps of Engineers and the DEC was requested to perform an open cut across the stream. The Army Corps has given approval; the DEC has not yet responded. He also noted that staff continues to work with Barton and Loguidice Engineering on the upcoming Fall Creek and Cascadilla Creek projects.

2. March 22, 2021 Meeting Agenda

Exhibit #035

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item.

1. February 22, 2021 Meeting Notes

Exhibit #036

Discussion: None.

2. March 22, 2021 Meeting Agenda

Exhibit #037

Discussion: None.

3. SCLIWC COVID-19 Vaccine Incentive Program Resolution

Exhibit #038

Discussion: Mr. LaVigne reported the committee reviewed the following resolution and recommends its 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 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 COVID-19 Vaccine Incentive Program for 2021 only, unless otherwise required by NYS law.

Moved: LaVigne

Seconded: Wetmore

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

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: None.

7. Adjournment:

MOTION by Hartill, SECOND by LaVigne, to adjourn the meeting at 4:50 p.m.

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

Carried

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
May 6, 2021 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

April 30, 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 May 6, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of April 8, 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. April Project Updates	1
2. Annual Water Quality Report	1
3. Coy Glen Pump Station Improvements	1,2
4. Distribution System Appurtenance Repairs and Maintenance	2
5. Administration Department Highlights	2
6. April 1, 2021 Billing in the Town of Dryden/Village of Lansing	3

1. April Project Updates

Raw Water Pump Station Land Acquisition Update - Steve will provide a summary of staff's progress, as well as a recommendation to move forward with acquisition of additional land for future needs.

2. Annual Water Quality Report

The Annual Water Quality Report (AWQR) for 2021 has been published and submitted to the appropriate regulatory agencies. The report contains information for any contaminants that were detected or exceeded regulations in 2020, which they did not. Also included in the report are contaminants that were tested for but not detected, general water quality, and water system information.

The AWQR is posted on the Bolton Point website and hard copies are available. The report has been distributed to all member municipalities and the Town of Ulysses.

3. Coy Glen Pump Station Improvements

Staff has been performing several upgrades at the Coy Glen Pump Station in the Town of Ithaca. Pump #1 was removed, along with the motor, and were sent for refurbishment. While the pump was being serviced, staff replaced the obsolete soft start motor drive with a new

unit. All of the associated wiring and controls were reworked to eliminate unnecessary components and to standardize the installation with other pump stations.

A chlorine analyzer was added to monitor chlorine residuals at the pump station via the SCADA system. This will allow for better control of the chlorine levels leaving the pump station, which serves as a re-chlorination point for the west end of the system. The addition will assist operators in managing THM formation in this part of the system – which are created when chlorine reacts with certain organics – while maintaining a safe level of disinfection.

4. Distribution System Appurtenance Repairs and Maintenance

Beginning April 1st, the Commission’s Water Maintenance Specialist resumed valve and hydrant maintenance throughout the member municipalities’ distribution systems. The Valve and Hydrant Maintenance Schedule is based on a three-year cycle, sorted by tank grid. To start, the focus is on the West Hill tank grid in the Town of Ithaca.

This work includes rebuilding hydrants that are inoperable, performing maintenance, and test operating each one to ensure proper function. Water main valves are also inspected to ensure they are accessible and operational for use during water main breaks and municipal projects. Annually, staff provides each municipality with a Municipal Work Report, which includes a list of valves and hydrants that require excavation to make necessary repairs.

Since adding the Water Maintenance Specialist position in 2013, the number of inoperable valves and hydrants thorough out the distribution system has been significantly reduced. The member municipalities’ public works crews have taken a proactive approach in making repairs or replacing inoperable appurtenances. With the over 2,500 valves and 1,700 hydrants in the system, the Water Maintenance Specialist has an important role in ensuring the distribution system is consistently reliable and dependable.

5. Administration Department Highlights

• Department Statistics	Mar 2021
▪ TD/VL	
○ Non-BP Water accounts	2
○ Total # of Water Bills sent	1,022
▪ ALL	
○ Work Orders prepared	40
○ Final Bills calculated	19
○ New Accounts	2
○ Municipal payments processed	88
○ Cash Disbursements	\$324k
	Includes:
	\$22k bond pmt
○ Cash Receipts	\$495k

6. April 1, 2021 Billing in the Town of Dryden/Village of Lansing

April 1, 2021 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 12/16/20-3/15/21				
	Consumption Gals		Revenue	
	4/1/20	4/1/21	4/1/20	4/1/21
TD	6,831,100	6,641,200	\$ 38,933.17	\$ 38,644.98
	3% Decrease		1% Decrease	
VL	33,158,000	30,422,800	\$ 152,992.30	\$ 175,966.96
	9% Decrease		13% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,175,212	246,872	970,748	3,392,831
Petty Cash	200	0	0	200
Total Unreserved Cash	2,175,412	246,872	970,748	3,393,031
RESERVED CASH:				
Fringe Benefit Reserve	105,836	0	0	105,836
Total Reserved Cash	105,836	0	0	105,836
OTHER ASSETS:				
Accounts Receivable	240,975	0	0	240,975
Prepaid Expenses	0	0	0	-
Total Other Assets	240,975	0	0	240,975
TOTAL ASSETS	2,522,223	246,872	970,748	3,739,843
LIABILITIES				
Accounts Payable	32,195	0	177,241	209,435
Accrued Liabilities	110,991	0	0	110,991
BAN Payable	0	0	0	0
TOTAL LIABILITIES	143,186	0	177,241	320,426
FUND BALANCE				
Reserved Fund Balance	105,815	0	0	105,815
Unexpended Fund Balance	2,273,222	246,872	793,507	3,313,601
TOTAL FUND BALANCE	2,379,037	246,872	793,507	3,419,416
TOTAL LIABILITIES and FUND BALANCE	2,522,223	246,872	970,748	3,739,843
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/21	2,994,221	2,336	1,140,924	4,137,480
ADD: YTD REVENUES	445,018	266,836	236	712,090
LESS: YTD EXPENSES	1,060,201	22,300	347,653	1,430,154
FUND BALANCE AS OF 3/31/21	2,379,037	246,872	793,507	3,419,416
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 3/31/21	2,379,037	246,872	793,507	3,419,416
Less: Receivables & Prepays	240,975	0	0	240,975
Add: Liabilities	143,186	0	177,241	320,426
CASH BALANCE AS OF 3/31/21	2,281,248	246,872	970,748	3,498,868

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE THREE MONTH PERIOD ENDING MARCH 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	445,018	266,836	236
OVER (UNDER)	(4,504,997)	48	(1,119,764)
% EARNED	9%	100%	0%
% UNEARNED	91%	0%	100%

EXPENSES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	1,060,201	22,300	347,653
OVER (UNDER)	(3,889,814)	(244,488)	(792,347)
% EXPENDED	21%	8%	30%
% UNEXPENDED	79%	92%	70%

DETAILED REVENUES

Service Charges	2,965	0	0
Cross Connection Fees	9,338	0	0
Services for Other Governments-Members	38,557	0	0
Joint Activity-Water Rents	379,701	0	0
Interest Earnings	502	48	236
Permits	12,680	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	516	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	0	0
	444,259	48	236

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

DETAILED EXPENSES

Water Administration	215,808	0	347,653
Source of Supply	57,495	0	0
Purification	164,435	0	0
Transmission and Distribution	148,276	0	0
Employee Benefits	207,400	0	0
Debt Service	0	22,300	0
Interfund Transfers*	266,788	0	0
	1,060,201	22,300	347,653

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

2022 Budget Adoption Schedule

Date	Milestone
May 6, 2021	Commission approves proposed budget adoption schedule
May 10, 2021	Staff begins preparing department and capital project budgets
June 17, 2021	Budget and Finance Committee members receive department proposed operational and capital project budgets
June 24, 2021	Budget and Finance Committee meets with General Manager and Department Managers to discuss 2022 budget package
July 8, 2021	Budget and Finance Committee meets to discuss budget package, which is included in the July 8 Commission meeting packet, and finalizes presentation plan to the Commission
July 8, 2021	Commission is presented with report from the Budget and Finance Committee and staff on budget package and considers adoption of the Committee recommended budget
July 22, 2021	Optional —Budget and Finance Committee meets to further discuss budget package
August 5, 2021	Budget and Finance Committee meets to discuss and make any final changes to the Committee recommended budget (if not previously approved) and the 2022 water rate
August 5, 2021	Commission considers presented 2022 Committee recommended budget (if not previously approved) and the 2022 water rate.
August 9, 2021	If approved at the August 5, 2021 meeting, staff provides each member municipality with the new 2022 Bolton Point water rate. Staff delivers copies of the 2022 Tentative Budget to the Town of Ithaca
September 9, 2021	Optional —If not previously approved, Budget and Finance Committee meets to discuss and make any final changes to the proposed budget and 2022 water rate
September 9, 2021	Optional —If not previously approved, Commission considers approving the 2022 budget and water rate
September 13, 2021	Optional —If not previously approved, Staff delivers copies of the Commission's 2022 Tentative Budget to the Town of Ithaca

New 2022 Water Rate

If a new 2022 Bolton Point water rate is approved by the Commission, the following recommended municipality deadlines allow passage of their new water rate(s) before water consumption takes place that will be billed in 2022 at the new rate.

Town of Lansing and Village of Cayuga Heights	October 16, 2021
Town of Ithaca	November 16, 2021
Town of Dryden and Village of Lansing	December 16, 2021

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 Commission's Oakcrest Pump Station Waukesha Natural
Gas Engine Surplus Equipment and Authorizing Staff to Sell the Engine for the
Current Market Value or Best Price Obtainable
May 6, 2021**

WHEREAS, in July, the Commission anticipates receiving the replacement generator for the Commission's Oakcrest Pump Station Waukesha Natural Gas Engine, and

WHEREAS, the Commission desires to declare the Oakcrest Pump Station Waukesha Natural Gas Engine surplus equipment in order to dispose of the engine, and

WHEREAS, the Commission desires to sell the engine by advertising for bids, and

WHEREAS, the Commission desires to establish a current market value of \$200.00 for the engine, and

WHEREAS, the Commission recognizes its fiduciary duty to secure the best price obtainable,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the Oakcrest Pump Station Waukesha Natural Gas Engine surplus equipment and directs staff to advertise the engine for sale for the current market value of \$ 200.00 or the best price obtainable.

Moved:

Seconded:

Vote:

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

**Resolution Declaring the Commission's John Deere GX335 Lawn Tractor Surplus
Equipment and Authorizing Staff to Sell the Engine for the Current Market Value
or Best Price Obtainable
May 6, 2021**

WHEREAS, the Commission has received a replacement for the 2003 John Deere GX335 lawn tractor, and

WHEREAS, the Commission desires to declare the 2003 John Deere GX335 lawn tractor surplus equipment in order to dispose of the lawn tractor, and

WHEREAS, the Commission desires to sell the lawn tractor by advertising for bids, and

WHEREAS, the Commission desires to establish a current market value of \$ 100.00 for the lawn tractor, and

WHEREAS, the Commission recognizes its fiduciary duty to secure the best price obtainable,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the 2003 John Deere GX335 lawn tractor surplus equipment and directs staff to advertise the lawn tractor for sale for the current market value of \$ 100.00 or the best price obtainable.

Moved:

Seconded:

Vote:

Engineering and Operations Committee Meeting Notes

**Wednesday, March 22, 2021 @ 12:00 Noon
Meeting Held Via Zoom**

Topic	Attachment	Item #
Packet Sent To: Jack Rueckheim, Bill Goodman, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Dave O'Shea (Town of Ithaca)		

1. January 2021 Meeting Notes

#1

The Committee approved the minutes notes with one edit, on page 4, Item #6, changing Fall creek to Cascadilla Creek.

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 February was slightly less than the amount produced in 2020. The lower production allowed staff to operate the plant without issue during the Filter #2 and #3 repairs.

Staff awarded the bid for the replacement of the Treatment Plant's boiler to Isaac Heating and Plumbing. The boiler has been ordered and will be installed after completion of the heating season.

EMT's are assisting the Town of Ithaca with upgrades to the Coy Glen Pump Station. The new soft starter for Pump #1 was installed while the pump and motor were out for rebuilding. A new chlorine analyzer has also been installed, allowing for continuous chlorine residual monitoring at the pump station.

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 January. Five breaks occurred at one time in the Village of Cayuga Heights due to a pressure surge. The surge was caused by improper fire hydrant operation.

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, Lansing West and Warrenwood Apartment complexes and Jim Ray's Mobile Home Park.

There were no additions to the Cross-Connection Control Program or Water Main Projects in February. Staff and the TCHD have approved plans for a new device for an event center at 59 Emmons Road in the Town of Lansing.

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

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.

2. Oakcrest Booster Pump Station Emergency Generator Project

The Village of Lansing has approved the new generator being located on Village property. Staff is working with Kinsley Power Systems to obtain a final quote for a diesel generator. Site work for the concrete pad and conduit placement is expected to begin in April.

- 3. Treatment Plant Filter #2 and #3 Emergency Repair**
Vacri Construction has completed repairs for Filter #3 and have installed the new valves and actuators. Disinfection and testing of Filter #3 will begin on March 22nd and the filter is expected to be returned to service in early April.
- 4. Six Mile Creek Transmission Main Project**
The directional drilling under the creek began on March 2nd and quickly experienced issues. Representatives from Barton & Loguidice Engineers, Robinson Construction, Barrows Brothers, and Bolton Point met to discuss how best to proceed with the project. It was determined that directional drilling was not going to work at this location and Barton and Loguidice staff would begin the process for an open cut permit with the NYSDEC. The permitting process is expected to take several months, and the project is now expected to resume in the Fall.
- 5. Cascadilla Creek Transmission Main Project**
CME Associates has completed site borings and a report to Barton and Loguidice Engineers is expected this week. Based on the results of the directional drilling at Six Mile Creek, it was decided to apply for an open cut permit for this project as well. Paperwork will be submitted as soon as possible with the NYSDEC.
- 6. Fall Creek Transmission Main 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 - None

5. Next Meeting - Monday, April 26, 2021 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
May 24, June 28, July 25**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
April 26, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. March 2021 Meeting Notes		#1
2. March 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 - Monday, May 24, 2021 @ 12:00 Noon		

**Future meetings - Fourth Monday of the month at noon.
June 28, July 26, August 22**

Bolton Point Personnel and Organization Committee
Monday, March 22, 2021
Via Zoom

Commissioners: Ed LaVigne, Chair, Bill Goodman, Jack Rueckheim and Joe Wetmore

Managers: Steve Riddle, Glenn Ratajczak and Gregg Weatherby

Absent: Pam VanGelder

Shop Steward: Kyle Fellows

Staff Support: Judy Drake

Meeting called to order at: 11:03 pm

1) Meeting Notes:

The Committee approved the February meeting notes.

2) Discuss referral of COVID-19 Vaccine Incentive Program:

Judy presented the draft vaccine incentive program that has been approved by the Town of Ithaca. This program has been presented to the UAW with no recommended changes. Judy noted the basic element is to provide up to 4 hours of “Other Time” for an employee to get the vaccine and provide time if they are unable to come to work due to a reaction to the vaccine. This program does allow for retroactivity if the employee already began their series or if their appointment was on a non-workday.

Joe moved and Jack seconded the referral of the program to the Commission.

4) Reports:

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

Finance Manager: No report available.

Production Manager: Glenn reported that Jimmy Bower represented BPWS at a virtual job fair for TC3, to encourage students to consider public sector employment. Megan Falicchio will be taking the Drone pilot exam this week.

Distribution Manager: Gregg reported that Jeffrey Kaplan, GIS/IT Specialist, started on March 15th. Ben Coakley has been meeting with Jeffrey for training on the GIS and IT systems. Jeffrey has been picking up the work quite quickly. Staff is busy as construction projects have already started.

CPR/First Aid/ AED training for all the staff has been completed. Gregg, Jeff Hall, and Jimmy Bower will be previewing the virtual PERMA Confined Space training on March 23rd. The annual safety training, provided by PERMA, will be held virtually on 4/6, 20 & 28. Each class is 3 hours and will have different employees at each class.

On March 16th, Dan Workman, Jeff Hall and Gregg attended a New York AWWA training at Bolton Point on Installation and Testing of Ductile Iron Watermains, presented by Steve Riddle. Jeff, Jordan Betts and Gregg attended a virtual code enforcement training. Jason Reynolds is in the process of obtaining his Code Enforcement certification.

Human Resources: Judy reported that she has been doing orientations for new staff and rolling out the COVID-19 vaccine incentive program.

General Manager: Steve reported that staff and managers are doing a great job continuing to maintain service during this pandemic. 16 of 21 staff members have received at least one dose of the COVID-19 vaccine at this time. Gregg continues to keep Capital Projects organized and continues to work through challenges on the projects with engineers. Glenn is nearing completion of the filter projects and Oakcrest pump station upgrades.

Pam and staff are working on the year end work and have begun working with Williamson Law Book on system improvements to allow for customer bills to be emailed. This change to the billing program would require support from the member municipalities. Staff has begun maintenance around the facility since the snow has melted.

Reclassification of Sr. Account Clerk Typist position request:

Steve reported that he has received a request by an Administration Department staff member to reclassify the Senior Account Clerk Typist position. Judy and Steve have reviewed this request, re-evaluated the job description based on the point factor rating system, and do not recommend a reclassification.

Executive Session

Bill moved to go into Executive Session to discuss the personnel history of a particular person, seconded by Joe at 11:25 am.

Ed moved to go out of Executive Session, seconded by Jack at 11:33 am.

Next meeting -4th Monday: April 26, 2021 at 11:00 am.
(4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/27)

Meeting adjourned at 11:34 am

Bolton Point Personnel and Organization Committee
Monday, April 26, 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 March meeting notes.
2. Review Engagement Survey questions and process
3. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting will be: Monday, May 24, 2021 at 11:00 am

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

Future Topics: