



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
June 10, 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

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

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
July 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
May 6, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, May 6, 2021 at 4:00 p.m. via Google Meet.

PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden
 Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Bill Goodman, Town of Ithaca
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden
 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:

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

Note: Mr. Rueckheim reported that we have a new commissioner for the Village of Lansing. Mr. Hartill noted that he will be taking the place of Randy Smith as the appointed commissioner, and that newly elected Village of Lansing mayor Ronny Hardaway will be taking his place as the elected commissioner.

1. Approval of Meeting Minutes April 8, 2021

Exhibit #039

Discussion: None.

MOTION by Hartill, SECOND by LaVigne, to approve the April 8, 2021 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #040

Item #1 – April Project Updates

Discussion: Mr. Riddle reported on this item and noted of the limited options available, purchasing the 9.88 acres of land for \$425,000 and subdividing it seems to be the best one. The Commission recommended Mr. Riddle and Commission attorney, Guy Krogh, speak with the landowners regarding the price of the lot. Mr. Riddle will bring information from the discussion to the next commission meeting after he and Mr. Krogh meet with the landowners.

Item #2 – Annual Water Quality Report

Discussion: Mr. Ratajczak reported on this item and noted that the Annual Water Quality Report (AWQR) for 2021 has been published and submitted to the appropriate regulatory agencies. It has also been posted on the Bolton Point website and distributed to all member municipalities, and hard copies are available at the Bolton Point permit/reception desk.

Item #3 – Coy Glen Pump Station Improvements

Mr. Ratajczak reported on this item and noted that 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 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, and a chlorine analyzer was added to monitor chlorine residuals at the pump station via the SCADA system.

Item #4 – Distribution System Appurtenance Repairs and Maintenance

Discussion: Mr. Weatherby reported on this item and noted that beginning April 1st, the Commission's Water Maintenance Specialist resumed valve and hydrant maintenance throughout the member municipalities' distribution systems.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that cash disbursements included a scheduled bond payment of approximately \$22,000. She also noted that cash receipts were slightly higher than cash disbursements, this month.

Item #6 – April 1, 2021 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item and noted that the small decrease in consumption and revenue in the Town of Dryden could be attributed to NYSEG. After accounting for a large adjustment in the Village of Lansing last year due to an inaccurate meter reading, consumption and revenue are comparable to 2020.

April 1, 2021 Billing in the Town of Dryden/Village of Lansing Billing Period: 12/16/20-3/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	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	

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. He noted that Ms. VanGelder will bring more detailed info to the next committee meeting to aid in discussion regarding the idea of setting aside funds to pay off debts early.

1. March 31, 2021 Financial Report

Exhibit #041

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

2. 2022 Budget Adoption Schedule

Exhibit #042

Discussion: Mr. Howe stated the committee recommends approval of the 2022 budget adoption schedule.

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

MOTION by Howe, SECOND by Wetmore to approve the 2022 Budget Adoption Schedule.

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

Carried

3. Resolution Declaring the Commission’s OBPS Natural Gas Engine Surplus Equipment

Exhibit #043

Discussion: None.

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

Resolution 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: Howe

Seconded: Hartill

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

Carried

4. Resolution Declaring the Commission’s John Deere Lawn Tractor Surplus Equipment

Exhibit #044

Discussion: None

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

Resolution 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: Howe

Seconded: Hartill

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

Carried

5. Approval of the May 6, 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 May 6, 2021 Warrants in the amount of \$ 81,481.94.

(Ayes: Goodman, Hardaway, Hartill, Howe, LaVigne, Leifer, Rueckheim, Staley, 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. March 22, 2021 Meeting Minutes

Exhibit #045

Discussion: Mr. Riddle noted production was slightly down in Feb over last year but is starting to pick back up.

Mr. Ratajczak reported that NYSEG came out and energized new electrical service at the Oakcrest Booster Pump Station. He also noted that the new generator is due to ship at the end of July. Once received and installed, the upgrades at the Oakcrest Booster Pump Station will be complete. Mr. Riddle noted that staff appreciates the Village of Lansing Board and DPW for working with Bolton Point and giving approvals to perform work at the Pump Station site. Mr. Ratajczak reported that Filters 2 & 3 are 100% rehabilitated, back online, and working well.

Mr. Weatherby reported that the NYS DEC gave approval in mid-April to restart the Six Mile Creek Transmission Main project after July 15, 2021. Having received approval from both the Army Corps of Engineers and the DEC, work is planned to start back up in mid-July and be complete by the end of August.

He also noted that staff continues to work with the Town of Ithaca and Barton and Loguidice to satisfy stream setback requirements for the Cascadilla Creek project.

2. April 26, 2021 Meeting Agenda

Exhibit #046

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted no grievances.

1. March 22, 2021 Meeting Notes

Exhibit #047

Discussion: None.

2. April 26, 2021 Meeting Agenda

Exhibit #048

Discussion: 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:

Meeting adjourned at 4:43p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
June 10, 2021 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

June 4, 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 June 10, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of May 6, 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. May Project Updates	1
2. Hydrilla Treatment for 2021	1,2
3. Harmful Algal Bloom (HAB) Monitoring	2
4. Commission Drone – Municipal Project Planning	2
5. Administration Department Highlights	2
6. May 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. May 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.

Staff continues to develop the framework for the Commission's Drinking Water Source Protection Program Plan (DWSP2) and is currently reviewing the program's Roles and Responsibilities of Participating Municipalities, the State, and the Technical Assistance Providers. Once these Roles and Responsibilities are agreed upon, The Commission will become one of 40 water systems working with the NYS Health Department to develop program plans.

2. Hydrilla Treatment for 2021

The local Hydrilla Taskforce has been working with the Army Corps of Engineers (ACOE) to develop a treatment and monitoring schedule for the 2021 season. Fluoridone herbicide will be used in all treatment areas. The areas consist of plots off the shore of Stewart Park, Fall Creek, the Inlet, and the Cornell Sailing Center.

Once again, this year, the ACOE will be coordinating the treatments with the Local Taskforce ensuring proper notification and sampling for residual herbicide, and to provide monitoring of the efficacy of the treatments. Bolton Point will be monitoring for the presence

of any fluoridone in our source water. Due to treatment concentrations and dilution factors, no trace of the herbicide is expected at our intake.

3. Harmful Algal Bloom (HAB) Monitoring

Monitoring of the shoreline near the raw water intake for the presence of Harmful Algal Blooms (HABS) will begin in the coming weeks as conditions warrant. Staff is collaborating with the HAB Harrier Project, led by the Community Science Institute. This allows access to near real-time data of blooms reported from around the lake. With two staff members licensed to operate the Commission's drone, we are looking forward to once again having the capability of HAB monitoring from the air. Staff continues to explore the latest technologies for bloom and associated toxin detection that would bolster our monitoring program.

4. Commission Drone – Municipal Project Planning

The Commission has two licensed drone operators, Production Operator, Megan Falicchio and GIS/IT Specialist, Jeffrey Kaplan. Since obtaining their licenses this Spring, both have been practicing using the drone's simulator function. The first flight for both was on May 17th, assisting the Town of Ithaca in capturing imagery of a newly designated park area on Ridgcrest Road. Staff then assisted the Town of Lansing in creating a video flyover of Myers Park for a potential future project. Staff is engaging in opportunities to use the drone beyond monitoring HABS over the raw water intake or inspecting Commission owned water storage facilities. The drone provides member municipalities a different perspective with an aerial viewpoint for potential projects. Megan and Jeffrey will be able to provide drone services moving forward.

The video of Myers Park, Ridgcrest Park site and Raw Water pump station over the intake will be shown at the Commission Meeting.

5. Administration Department Highlights

• Department Statistics	April 2021
▪ TL/VCH	
○ Non BP Water accounts	5
○ Total # of Water Bills sent	2,557
▪ ALL	
○ Work Orders prepared	54
○ Final Bills calculated	28
○ New Accounts	5
○ Municipal payments processed	46
○ Cash Disbursements	\$365k
○ Cash Receipts	\$252k

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

May 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 1/16/21-4/15/2021				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	5/1/20	5/1/21	5/1/20	5/1/21
TL	27,275,100	29,930,100	\$156,694.06	\$177,931.97
	9% Increase		12% Increase	
VCH	15,508,900	16,304,500	\$87,437.91	\$94,633.72
	5% Increase		8% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,238,715	246,888	793,564	3,279,167
Petty Cash	200	0	0	200
Total Unreserved Cash	2,238,915	246,888	793,564	3,279,367
RESERVED CASH:				
Fringe Benefit Reserve	105,843	0	0	105,843
Total Reserved Cash	105,843	0	0	105,843
OTHER ASSETS:				
Accounts Receivable	289,032	0	0	289,032
Prepaid Expenses	0	0	0	-
Total Other Assets	289,032	0	0	289,032
TOTAL ASSETS	2,633,790	246,888	793,564	3,674,242
LIABILITIES				
Accounts Payable	59,462	0	14,805	74,267
Accrued Liabilities	110,991	0	0	110,991
BAN Payable	0	0	0	0
TOTAL LIABILITIES	170,453	0	14,805	185,258
FUND BALANCE				
Reserved Fund Balance	105,815	0	0	105,815
Unexpended Fund Balance	2,357,521	246,888	778,759	3,383,168
TOTAL FUND BALANCE	2,463,336	246,888	778,759	3,488,984
TOTAL LIABILITIES and FUND BALANCE	2,633,790	246,888	793,564	3,674,242
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	744,211	266,852	293	1,011,356
LESS: YTD EXPENSES	1,275,095	22,300	362,458	1,659,853
FUND BALANCE AS OF 4/30/21	2,463,336	246,888	778,759	3,488,984
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 4/30/21	2,463,336	246,888	778,759	3,488,984
Less: Receivables & Prepaids	289,032	0	0	289,032
Add: Liabilities	170,453	0	14,805	185,258
CASH BALANCE AS OF 4/30/21	2,344,758	246,888	793,564	3,385,210

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FOUR MONTH PERIOD ENDING APRIL 30, 2021**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,950,015	266,788	1,120,000
YTD ACTUAL	744,211	266,852	293
OVER (UNDER)	(4,205,804)	64	(1,119,707)
% EARNED	15%	100%	0%
% UNEARNED	85%	0%	100%

EXPENDITURES			
BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	1,275,095	22,300	362,458
OVER (UNDER)	(3,674,920)	(244,488)	(777,542)
% EXPENDED	26%	8%	32%
% UNEXPENDED	74%	92%	68%

DETAILED REVENUES			
Service Charges	6,049	0	0
Cross Connection Fees	12,800	0	0
Services for Other Governments-Members	49,611	0	0
Joint Activity-Water Rents	651,539	0	0
Interest Earnings	693	64	293
Permits	22,235	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	516	0	0
Other Revenues	767	0	0
Interfund Transfers*	0	266,788	0
	744,211	266,852	293

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

DETAILED EXPENDITURES			
Water Administration	288,589	0	362,458
Source of Supply	69,346	0	0
Purification	202,777	0	0
Transmission and Distribution	198,958	0	0
Employee Benefits	248,638	0	0
Debt Service	0	22,300	0
Interfund Transfers*	266,788	0	0
	1,275,095	22,300	362,458

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

Engineering and Operations Committee Meeting Notes

**Wednesday, April 26, 2021 @ 12:00 Noon
Meeting Held Via Zoom**

Packet Sent To: Jack Rueckheim, Roy Staley, Bill Goodman, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder, Dave O'Shea (Town of Ithaca)

1. March 2021 Meeting Notes

#1

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

2. March 2021 Monthly Operations Report

#2

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

Finished water produced in March was slightly more than the amount produced in 2020, but slightly less than 2019. Raw water temperatures remain warmer than past years.

Operator's hours were extended several times in March to allow for additional water production. The additional hours were necessary due to Filter #3 being offline for rehabilitation.

Annual bulk chemical bids required for the water treatment process were opened on March 4th. The bids were awarded for one year and were comparable to 2020's pricing.

The monthly Health Department report was routine.

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

Five water main breaks were repaired in March. The year to date total for 2021 is higher mainly due to seven main breaks that occurred at one time in the Village of Cayuga Heights.

Pressure reducing valves were repacked at the Elm Street PRV, Middle Stone Quarry PRV and Ridgewood PRV vaults in March. Six inoperable fire hydrants were repaired and returned into service.

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.

A master meter and backflow device were installed to serve several buildings at 87 Uptown Road. With the installation, ownership of this section of water main has been transferred from the Village of Lansing to the property owner.

Water main relocation project for the Salmon Creek Bridge Replacement Project has been canceled. Elevations for the new bridge allowed for proper coverage of the existing water main.

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

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 transformers and connection to the new power supply has been completed by NYSEG. Staff has contacted NYSEG to ensure the new transformers are properly sized before energizing the facility with the new service.

2. Oakcrest Booster Pump Station Emergency Generator Project

Site work for the concrete pad and conduit placement has been completed and the concrete is expected to be poured in May or June. The new generator is expected to ship in late July.

- 3. Treatment Plant Filter #2 and #3 Emergency Repair**
Vacri Construction has completed repairs for Filter #2 and Filter #3. These projects have been completed and will be removed from the Capital Project list.
- 4. Six Mile Creek Transmission Main Project**
It was determined that directional drilling was not going to work at this location and Barton and Loguidice staff began the process for an open cut permit with the NYSDEC and Army Corp of Engineers. Both agencies approved the permit in April. Robinson Construction expects to return to the site and begin installation in late July.
- 5. Cascadilla Creek Transmission Main Project**
Staff and Barton and Loguidice Engineers continue to work with the Town of Ithaca Planning, Engineering and Code Enforcement departments to gain approvals for the project. Initial plans were denied based on the Town Stream Setback Law, but staff has requested additional consideration for a variance. A determination from the Town is expected in May.
- 6. Fall Creek Transmission Main Project**
Staff has paused the review of the project to focus on the Six Mile and Fall Creek projects.

4. Committee Member Comments or Other Issues - None

5. Next Meeting - Monday, May 24, 2021 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
June 28, July 25, August 23**

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

Agenda

Topic	Attachment	Item #
1. April 2021 Meeting Notes		#1
2. April 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. Six Mile Creek Transmission Main Project		
4. Cascadilla Creek Transmission Main Project		
5. Fall Creek Transmission Main Project		
6. Raw Water Pump Station Land Acquisition		
4. Committee Member Comments or Other Issues		
5. Next Meeting - Monday, June 28, 2021 @ 12:00 Noon		

**Future meetings - Fourth Monday of the month at noon.
July 26, August 22, September 27**

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

**Resolution Determining the Proposed Bolton Point Water System Cascadilla Creek
Transmission Main Project is an Unlisted Action and Will Not Have A Significant Adverse
Impact on the Environment
June 10, 2021**

WHEREAS, the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) is proposing the Bolton Point Water System Cascadilla Creek 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, the SCLIWC Board of Commissioners sent a letter and Part 1 of a Short Environmental Assessment Form (SEAF) to other potentially “Interested Agencies” and “Involved Agencies” (as these terms are defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating that SCLIWC’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the Project (in accordance with 6 NYCRR Part 617.6); and

WHEREAS, responses from Interested and Involved Agencies were requested, and each of the potentially Interested and Involved Agencies has agreed to, or raised no objections to, the SCLIWC Board of Commissioners serving as Lead Agency for the Project; and

WHEREAS, Pursuant to the SEQRA Regulations, the SCLIWC Board of Commissioners has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the SEAF for the Project, including the facts and conclusions in Part 1, 2 and 3 of the SEAF, together with other available supporting information, to identify the relevant areas of environmental concern:

NOW, THEREFORE, BE IT

RESOLVED, that the SCLIWC Board of Commissioners hereby establishes itself as Lead Agency for the Project; and

BE IT FURTHER RESOLVED, that based upon an examination of the SEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the SCLIWC’s knowledge of the area surrounding the Project, the SCLIWC Board of Commissioners makes the determination that the Project will not have a significant adverse environmental impact and that the Project will not require the preparation of a Draft Environmental Impact Statement; and

BE IT FURTHER RESOLVED, that the consequence of such findings and declaration, and in compliance with the requirements of SEQRA, the SCLIWC Board of Commissioners, as

Lead Agency, hereby directs the SCLIWC Board of Commissioners Chairperson to sign the SEAF Part 3 – Determination of Significance indicating that a Negative Declaration has been issued for the Project; this Resolution shall take effect immediately.

Moved:

Seconded:

Vote:

Bolton Point Personnel and Organization Committee
Monday, April 26, 2021
Via Zoom

Commissioners: Ed LaVigne, Chair, Bill Goodman, Jack Rueckheim (11:14) and Joe Wetmore
 Managers: Steve Riddle, Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
 Absent: none Shop Steward: Hugh Trimm
 Staff Support: Judy Drake Meeting called to order at: 11:05 pm

1) Meeting Notes:

The Committee approved the March meeting notes.

2) Review Engagement Survey questions and process:

Judy explained that typically, every other year an engagement survey is conducted to take a pulse of the organization. The intent for 2021 is to send out the survey, via Survey Monkey, in June or July. The Committee discussed the questions used in the past survey and Judy stated the number of survey questions could be reduced. Steve recommended that the management team review the questions at their weekly meeting to discuss any changes. The Committee will review a final draft version of the survey in May.

3) Reports:

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

Distribution Manager: Gregg reported that Jason Reynolds is in his third of six weeks for Code Enforcement certification training. Staff is continuing with annual PERMA online safety trainings, but hope to return to an in-person trainer next year. Jordan Betts, Jeff Hall, and Gregg attended a five-hour code enforcement training for recertification. Jeffrey Kaplan is attending a Drone license preparation class. Jeffrey is doing a good job with the mapping and has established contact with vendors such as Google and ESRI. Jeffrey, Dan Workman, and few production staff members will attend a Kennedy Valve foundry tour. Staff is doing a good job with keeping up with projects and day to day work.

Finance Manager: Pam reported that staff attend the annual PERMA safety training, and they also missed the in-person trainer. The 2020 Audit will start May 24th, with preparation for an off-site aspect of the audit currently underway. Pam is working on a communication with member municipalities about an email billing process through Williamson Law Book. Customers will be able to choose an email bill or hard copy bill. The change would transition over a few months due to the billing cycles.

Production Manager: Glenn reported that staff has also requested the in-person PERMA training for 2022. Megan Falicchio has passed the Drone operator license, which will be used for checking for HABs and turbidity issues in source water. Staff has been taking advantage of online trainings for their operator license renewals. Jimmy Bower and Megan attended a webinar on electrical troubleshooting and Megan took one on PFOAs which is a new upcoming contaminant. Glenn

explained that he will be coordinating with Community Science Institute on HAB's monitoring. This will provide us and CSI with good data on the lake conditions.

With filter capital projects finished, production processes have returned to normal. The Committee discussed the monitoring program regarding phosphorus in the lake, which the water system is not required to do. The Committee wanted to know if there are other entities testing the lake for phosphorus.

Human Resources: Judy reported that she will be suggesting some minor policy changes with Town of Ithaca and will bring them to BPWS in the future, such as Employer Vehicle Use.

General Manager: Steve reported that he is working on the source water protection plan for the health department, which may take a few years. Work continues for the purchase of land at the Raw Water Pump Station. While capital projects are always talked about, Steve commented on how well staff continues to handle the day-to-day operations (customer service, field work and water quality), which is due to the dedicated work of the staff.

Ed discussed grants and whether there was opportunity to look at electric or hybrid vehicles and other equipment. Would be interested in knowing whether employees feel that there are feasible alternatives. Pam explained that this topic has been discussed in the Budget and Finance Committee annually.

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

Meeting adjourned at 11:38 am

Bolton Point Personnel and Organization Committee
Monday, May 24, 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 April meeting notes.
2. Finalize Engagement Survey questions and process
3. Discuss draft policy changes regarding COVID-19 restrictions
4. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Distribution Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - f. General Manager
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting will be: Monday, June 28, 2021 at 11:00 am

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

Future Topics: