



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
July 8, 2021 at 4:00 p.m.
Bolton Point Conference Room

Phone: 607-277-0660
Fax: 607-277-3056
www.boltonpoint.org
scliwc@boltonpoint.org

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

- | | |
|---|-----|
| 1. Approval of June 10, 2021 Meeting Minutes | 057 |
| 2. Management Staff Report | 058 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. May 31, 2021 Financial Report | 059 |
| 2. 2022 Operating Budget | 060 |
| 3. Approval of the July 8, 2021 Warrants | |
| 4. Resolution Declaring the Commission's 2016 F250
XLT Supercab with Cap Surplus Equipment | 061 |
| B. Engineering and Operations Committee | |
| 1. May 24, 2021 Meeting Notes | 062 |
| 2. June 28, 2021 Meeting Agenda | 063 |
| C. Personnel and Organization Committee | |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
August 5, 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
June 10, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, June 10, 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 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 Jason Leifer, Town of Dryden

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

Note: Mr. Rueckheim congratulated Mr. Riddle on his 19-year anniversary at Bolton Point.

1. Approval of Meeting Minutes May 6, 2021

Exhibit #049

Discussion: None.

MOTION by Hartill, SECOND by LaVigne, to approve the May 6, 2021 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #050

Item #1 – May Project Updates

Discussion: Mr. Riddle reported on this item and noted that he and Commission attorney Guy Krogh met with the Crossmore family regarding the 9.88 acres of land adjacent to the Raw Water Pump Station that is currently on the market, and recommended moving forward with a purchase offer. The Commission approved the initial offer; Mr. Riddle will meet with Mr. Krogh on June 11th to draw up the paperwork.

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.

Item #2 – Hydrilla Treatment for 2021

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

Item #3 – Harmful Algal Bloom (HAB) Monitoring

Discussion: Mr. Ratajczak reported on this item and noted that staff is collaborating with the HAB Harrier Project, led by the Community Science Institute, to monitor the shoreline near the raw water intake for the presence of Harmful Algal Blooms (HABS).

Item #4 – Commission Drone – Municipal Project Planning

Discussion: Mr. Weatherby reported on this item and noted that the Commission has two licensed drone operators: Production Operator, Megan Falicchio, and GIS/IT Specialist, Jeffrey Kaplan. On May 17th, they assisted the Town of Ithaca in capturing imagery of a newly designated park area on Ridgecrest Road. They also assisted the Town of Lansing in creating a video flyover of Myers Park for a potential future project. Drone video and photos of Myers Park, the Ridgecrest Park site, and the Raw Water Pump Station over the intake will be sent to the commissioners after the meeting.

Mr. Weatherby also noted that there was a large transmission main break in Community Corners in the early morning hours of June 7th, and commended the crews from the Village of Cayuga Heights and the Town of Ithaca, who assisted the Village, as well as Bolton Point staff, for their quick responses.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that staff is moving forward with emailing water bills, and will send an email on June 11th to the clerks, supervisors, and mayors of each of the five member municipalities outlining program details. Signatures on the proposals are needed from all five municipalities in order to move forward. On June 29th at 10am, Williamson will provide a demonstration of the program for the clerks; commissioners, mayors, supervisors, etc, are welcome to attend.

Ms. VanGelder also noted that Lilly (Gustafson) Lyons recently celebrated her one-year anniversary with Bolton Point and is doing a great job; Lilly has been instrumental in gathering missing email addresses from customers and verifying existing ones, allowing for a more efficient move to email billing.

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

Discussion: Ms. VanGelder reported on this item and noted that both the Town of Lansing and the Village of Cayuga Heights saw slight increases in consumption and revenue. This was due mainly to commercial accounts, with consumption from Borg Warner in the Town of Lansing up over the same period in 2020.

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. The discussion regarding possibly using fund balance to pay off debt was tabled; it will be revisited next year for consideration for the 2023 budget. A fraud risk assessment resulted in no findings of vulnerabilities.

The current audit is ongoing, with Ms. VanGelder waiting on draft statements from the auditors. No issues to report thus far.

1. April 31, 2021 Financial Report*Exhibit #051*

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

2. Approval of the June 10, 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 June 10, 2021 Warrants in the amount of \$ 121,042.36.

(Ayes: Goodman, Hardaway, Hartill, Howe, LaVigne, 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.

He noted that production began to increase in March and the trend is continuing in to June.

Mr. Weatherby noted that staff recently worked with Ithaca College to find and repair some leaks.

Mr. Ratajczak noted that disconnection and demolition of the old electrical service at the Oakcrest Booster Pump Station has been completed, and the Pump #3 starter has been installed. Pump #3 is planned to be up and running within the next two weeks. The Village of Lansing has poured the concrete pad for the new generator, which is expected to arrive in early August.

1. April 26, 2021 Meeting Minutes

Exhibit #052

Discussion: None.

2. May 24, 2021 Meeting Agenda

Exhibit #053

Discussion: None

**3. Resolution for Cascadilla Creek Transmission Main Project-
SEQR Unlisted Action**

Exhibit #054

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 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: Rueckheim

Seconded: Hartill

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

Carried

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted no grievances. Ms. Drake noted that the employee engagement survey is scheduled to go out the week of June 14th.

1. April 26, 2021 Meeting Notes

Exhibit #055

Discussion: None.

2. May 24, 2021 Meeting Agenda

Exhibit #056

Discussion: None.

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session (If Necessary):

Discussion: None.

5. Old and New Business

Discussion: Audio and video upgrades were made in the conference room to improve web conferencing. As COVID-19 restrictions loosen, in-person meetings may be a possibility again soon.

6. Other

Discussion: None.

7. Adjournment:

Meeting adjourned at 4:46 p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

July 1, 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 July 8, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of June 10, 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. June Project Updates	1
2. Electrical Curtailments	1
3. America's Water Infrastructure Act (AWIA) 2018	1,2
4. Distribution Department Water Main Projects Update	2
5. Administration Department Highlights	2
6. June 1, 2021 Billing in the Town of Ithaca	3

1. June Project Updates

Raw Water Pump Station Land Acquisition Update - Steve will provide an update of the progress with acquisition of additional land for future needs.

Staff will provide an update on the Commission's Drinking Water Source Protection Program Plan (DWSP2). Paperwork for the Commission to become one of 40 water systems working with the NYS Health Department to develop program plans was submitted in June.

2. Electrical Curtailments

Bolton Point recently participated in two emergency power curtailment events as part of our Powerpay Demand Response Program. The events occurred on June 28th and 29th, each having a duration of four hours. Staff was able to accommodate this request by adjusting our operating hours on both days. Due to a contractor water main tie-in during these events, staff was also able to manage a shutdown of the West Hill portion of our system. Participation in the curtailments is a source of revenue for the Commission and is based on achieving the maximum level of reduction, which staff was able to obtain during both events.

3. America's Water Infrastructure Act (AWIA) 2018

Staff completed the newly required vulnerability assessment (VA), as required by the AWIA 2018. This federal mandate replaces the 2002 Public Health Security and Bioterrorism Act, which only required malevolent acts to be assessed. AWIA 2018, extends the VA to consider natural hazards such as hurricanes, floods, pandemics, etc. There is also much more relevance placed on cybersecurity of operational networks (SCADA) and business enterprise systems. With the VA being completed, staff will now proceed to develop an emergency response plan, as required by the Act.

4. Distribution Department Water Main Projects Update

The Village of Lansing's Graham Road water main replacement project began on June 14th. As of June 28th, the Village DPW has installed approximately 730 linear feet of new pipe. The new main runs parallel to the existing main, and just a short section beneath a stream and culvert pipe is left to complete. Pressure and bacteriological testing and chlorination of the new main is expected to occur the week of June 28th. Once successful bacteriological test results are received, the new water main will be placed into service. Commission staff will be assisting the Village with the testing.

Construction of the Town of Lansing's District #5 water main extension on Peruville Road began on May 24th. The project entails installing approximately 2,500 feet of 8-inch water main, which will connect the Armstrong Road water main to the Town Barn Road water main. Along with adding several customers to the system, the project will connect three dead ends, looping the system and improving redundancy in emergencies and increasing fire flow to this area. As of June 28th, the Town has installed roughly 1,220 feet of new pipe.

The Town of Ithaca has two water main projects on the schedule for 2021. The first project includes the installation of a pressure reducing station and approximately 800 feet of 8-inch water main on Trumansburg Road, Hopkins Place, and Campbell Ave. Once this project is complete, all Town of Ithaca customers currently supplied with City of Ithaca water will be supplied with Bolton Point water. The second project is a 2,300 foot water main extension on East King Road. This project will connect the Ridgecrest Tank system and the Troy Road Tank system to improve pressure, fire flow, and redundancy in the system. The bid opening for the Trumansburg Road project was held on Monday June 21st. The East King Road extension bid opening was postponed but will be rescheduled.

5. Administration Department Highlights

• Department Statistics	May 2021
▪ TI	
○ Non BP Water accounts	175
○ Total # of Water Bills sent	3,377
▪ ALL	
○ Work Orders prepared	33
○ Final Bills calculated	23
○ New Accounts	1

- Municipal payments processed 67
- Cash Disbursements \$249k
- Cash Receipts \$292k

6. June 1, 2021 Billing in the Town of Ithaca

June 1, 2021 Billing in the Town of Ithaca				
Billing Period: 2/16/21-5/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	6/1/20	6/1/21	6/1/20	6/1/21
TI	90,524,196	97,825,740	\$ 507,396.88	\$ 564,194.67
	8% Increase		10% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,296,867	246,905	778,812	3,322,584
Petty Cash	200	0	0	200
Total Unreserved Cash	2,297,067	246,905	778,812	3,322,784
RESERVED CASH:				
Fringe Benefit Reserve	105,850	0	0	105,850
Total Reserved Cash	105,850	0	0	105,850
OTHER ASSETS:				
Accounts Receivable	573,895	0	0	573,895
Prepaid Expenses	0	0	0	-
Total Other Assets	573,895	0	0	573,895
TOTAL ASSETS	2,976,812	246,905	778,812	4,002,529
LIABILITIES				
Accounts Payable	75,196	0	25,279	100,475
Accrued Liabilities	110,991	0	0	110,991
BAN Payable	0	0	0	0
TOTAL LIABILITIES	186,187	0	25,279	211,466
FUND BALANCE				
Reserved Fund Balance	105,815	0	0	105,815
Unexpended Fund Balance	2,684,810	246,905	753,534	3,685,248
TOTAL FUND BALANCE	2,790,625	246,905	753,534	3,791,064
TOTAL LIABILITIES and FUND BALANCE	2,976,812	246,905	778,812	4,002,529
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	1,320,840	266,869	346	1,588,055
LESS: YTD EXPENDITURES	1,524,435	22,300	387,737	1,934,472
FUND BALANCE AS OF 5/31/21	2,790,625	246,905	753,534	3,791,064
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 5/31/21	2,790,625	246,905	753,534	3,791,064
Less: Receivables & Prepaids	573,895	0	0	573,895
Add: Liabilities	186,187	0	25,279	211,466
CASH BALANCE AS OF 5/31/21	2,402,917	246,905	778,812	3,428,634

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FIVE MONTH PERIOD ENDING MAY 31, 2021**

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

REVENUES

BUDGET	4,950,015	266,788	1,120,000
YTD ACTUAL	1,320,840	266,869	346
OVER (UNDER)	(3,629,175)	81	(1,119,654)
% EARNED	27%	100%	0%
% UNEARNED	73%	0%	100%

EXPENDITURES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	1,524,435	22,300	387,737
OVER (UNDER)	(3,425,580)	(244,488)	(752,263)
% EXPENDED	31%	8%	34%
% UNEXPENDED	69%	92%	66%

DETAILED REVENUES

Service Charges	7,863	0	0
Cross Connection Fees	12,815	0	0
Services for Other Governments-Members	56,825	0	0
Joint Activity-Water Rents	1,215,734	0	0
Interest Earnings	888	81	346
Permits	23,732	0	0
Sales of Equipment	1,700	0	0
Refunds of Prior Years Expense	516	0	0
Other Revenues	767	0	0
Interfund Transfers*	0	266,788	0
	1,320,840	266,869	346

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

DETAILED EXPENDITURES

Water Administration	313,997	0	387,737
Source of Supply	105,236	0	0
Purification	268,241	0	0
Transmission and Distribution	272,923	0	0
Employee Benefits	297,250	0	0
Debt Service	0	22,300	0
Interfund Transfers*	266,788	0	0
	1,524,435	22,300	387,737

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

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

060

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
REVENUES							
2390 SHARE/JOINT ACTIVITY	4,266,757.14	4,739,015.00	4,739,015.00	1,215,733.61	4,739,015.00	4,874,843.00	4,874,843.00
2144 WATER SERVICE CHARGE	41,368.68	45,000.00	45,000.00	7,863.49	45,000.00	45,000.00	45,000.00
2378 SERVICE TO OTHER GOVTS-MEMBERS	89,470.28	78,000.00	78,000.00	56,824.67	78,000.00	80,000.00	80,000.00
2401 INTEREST-TIME DEPOSITS	4,202.30	6,000.00	6,000.00	887.54	6,000.00	6,000.00	6,000.00
2590 PLUMB. PERMIT FEES	37,694.96	50,000.00	50,000.00	23,731.90	50,000.00	50,000.00	50,000.00
2144C CROSS CONNECTION FEES	9,520.00	9,000.00	9,000.00	12,815.00	9,000.00	10,000.00	10,000.00
2665 SALES OF EQUIPMENT	16,500.00	10,000.00	10,000.00	1,700.00	10,000.00	10,000.00	10,000.00
2770 MISC. REFUNDS ETC.	11,099.24	12,000.00	12,000.00	767.37	12,000.00	12,000.00	12,000.00
2701 REFUNDS OF PRIOR YRS EXPENSES	1,604.50	1,000.00	1,000.00	516.00	1,000.00	1,000.00	1,000.00
5031TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599 APPROPRIATED FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	4,478,217.10	4,950,015.00	4,950,015.00	1,320,839.58	4,950,015.00	5,088,843.00	5,088,843.00
APPROPRIATIONS							
9901 BOND PRIN. & INTEREST	271,288.00	266,788.00	266,788.00	266,788.00	266,788.00	267,288.00	267,288.00
8310 ADMINISTRATION	650,110.04	838,645.00	838,645.00	313,996.84	838,645.00	859,720.00	859,720.00
8320 SOURCE OF SUPPLY	242,430.03	302,375.00	302,375.00	105,236.03	302,375.00	314,025.00	314,025.00
8330 PURIFICATION	691,705.99	800,625.00	800,625.00	268,240.67	800,625.00	851,425.00	851,425.00
8340 TRANSMISSION/DISTRIB.	657,125.99	819,332.00	819,332.00	272,922.99	819,332.00	857,385.00	857,385.00
9000 EMPLOYEE BENEFITS	659,917.18	802,250.00	802,250.00	297,250.41	802,250.00	819,000.00	819,000.00
9710 DEBT SERVICE (BOND PAYOFF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9950 CAPITAL PROJECTS	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL APPROPRIATIONS	4,292,577.23	4,950,015.00	4,950,015.00	1,524,434.94	4,950,015.00	5,088,843.00	5,088,843.00

185,639.87

138,828.00
2.80%

Prepared by:
Pam VanGelder
June 2021

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
REVENUES							
2144 Water Service Charges	41,368.68	45,000.00	45,000.00	7,863.49	45,000.00	45,000.00	45,000.00
2378 Service to Other Govts-Members	89,470.28	78,000.00	78,000.00	56,824.67	78,000.00	80,000.00	80,000.00
2390 Share/Joint Activity	4,266,757.14	4,739,015.00	4,739,015.00	1,215,733.61	4,739,015.00	4,874,843.00	4,874,843.00
2401 Interest-Time Deposits	4,202.30	6,000.00	6,000.00	887.54	6,000.00	6,000.00	6,000.00
2590 Permit Fees	37,694.96	50,000.00	50,000.00	23,731.90	50,000.00	50,000.00	50,000.00
2144C Cross-Connection Fees	9,520.00	9,000.00	9,000.00	12,815.00	9,000.00	10,000.00	10,000.00
2665 Sales of Equipment	16,500.00	10,000.00	10,000.00	1,700.00	10,000.00	10,000.00	10,000.00
2770 Misc., refunds, etc.	11,099.24	12,000.00	12,000.00	767.37	12,000.00	12,000.00	12,000.00
2701 Refunds of Prior Years Expenses	1,604.50	1,000.00	1,000.00	516.00	1,000.00	1,000.00	1,000.00
5031 Transfer From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	4,478,217.10	4,950,015.00	4,950,015.00	1,320,839.58	4,950,015.00	5,088,843.00	5,088,843.00
OTHER SOURCES							
599 Appropriated From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE & OTHER SOURCES	4,478,217.10	4,950,015.00	4,950,015.00	1,320,839.58	4,950,015.00	5,088,843.00	5,088,843.00

NOTES

1. 2390 Share Joint Activity represents metered water sales revenue.

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
Debt Service:							
9901.900 Transfer to V Fund	271,288.00	266,788.00	266,788.00	266,788.00	266,788.00	267,288.00	267,288.00
Total Principle & Interest	271,288.00	266,788.00	266,788.00	266,788.00	266,788.00	267,288.00	267,288.00
Total Debt Retirement	271,288.00	266,788.00	266,788.00	266,788.00	266,788.00	267,288.00	267,288.00
Administration:							
8310.101 Personnel Services	331,839.53	333,500.00	333,500.00	136,208.42	333,500.00	356,850.00	356,850.00
8310.102 Admin Overtime	0.00	100.00	100.00	0.00	100.00	100.00	100.00
Total Personnel Services	331,839.53	333,600.00	333,600.00	136,208.42	333,600.00	356,950.00	356,950.00
8310.201 Equipment	5,494.39	11,350.00	11,350.00	2,880.00	11,350.00	17,300.00	17,300.00
8310.202 Vehicles	78,086.45	96,000.00	96,000.00	36,645.17	96,000.00	74,000.00	74,000.00
Total Equip	83,580.84	107,350.00	107,350.00	39,525.17	107,350.00	91,300.00	91,300.00
8310.401 Phone/Telemeter	20,453.67	22,850.00	22,850.00	7,465.19	22,850.00	23,400.00	23,400.00
8310.403 Natural Gas	9,817.44	16,000.00	16,000.00	6,135.10	16,000.00	16,000.00	16,000.00
8310.404 Gas & Oil	15,448.69	22,800.00	22,800.00	10,691.66	22,800.00	26,200.00	26,200.00
8310.405 Auditor & Attorney	15,017.90	25,000.00	25,000.00	0.00	25,000.00	25,000.00	25,000.00
8310.406 Consultants	11,301.30	18,100.00	18,100.00	5,805.80	18,100.00	68,400.00	68,400.00
8310.410 Office Supplies	3,223.73	5,900.00	5,900.00	1,273.15	5,900.00	6,300.00	6,300.00
8310.411 Printing & Post	15,552.55	13,775.00	13,775.00	5,635.26	13,775.00	11,815.00	11,815.00
8310.418 Equipment Maint.	3,948.84	9,550.00	9,550.00	1,620.98	9,550.00	9,700.00	9,700.00
8310.419 Custodial Services	11,290.46	13,000.00	13,000.00	6,437.58	13,000.00	13,400.00	13,400.00
8310.433 Travel Schools	8,458.31	15,850.00	15,850.00	357.00	15,850.00	15,850.00	15,850.00
8310.435 Advertising	682.95	800.00	800.00	465.37	800.00	800.00	800.00
8310.436 Dues & Publications	2,977.95	2,945.00	2,945.00	300.00	2,945.00	3,010.00	3,010.00
8310.437 Data Processing	54,239.59	108,475.00	108,475.00	31,944.01	108,475.00	111,125.00	111,125.00
8310.438 Insurance	51,110.53	55,000.00	55,000.00	53,984.21	55,000.00	56,000.00	56,000.00
8310.440 Miscellaneous	4,680.31	7,200.00	7,200.00	948.34	7,200.00	7,220.00	7,220.00
8310 460 In-house Training	293.96	450.00	450.00	0.00	450.00	450.00	450.00
8310.461 Safety Program	6,191.49	60,000.00	60,000.00	5,199.60	60,000.00	16,800.00	16,800.00
Total Contractual	234,689.67	397,695.00	397,695.00	138,263.25	397,695.00	411,470.00	411,470.00
Total Admin 8310	650,110.04	838,645.00	838,645.00	313,996.84	838,645.00	859,720.00	859,720.00

Prepared by:
Pam VanGelder
June 2021

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
Source of Supply:							
8320.101 Personnel Services	102,653.84	108,400.00	108,400.00	43,485.14	108,400.00	119,600.00	119,600.00
8320.102 Overtime	20,404.32	23,600.00	23,600.00	8,537.48	23,600.00	25,200.00	25,200.00
Total Personal Services	123,058.16	132,000.00	132,000.00	52,022.62	132,000.00	144,800.00	144,800.00
8320.201 Equipment	954.48	7,800.00	7,800.00	7,740.60	7,800.00	3,000.00	3,000.00
Total Equip & Maint	954.48	7,800.00	7,800.00	7,740.60	7,800.00	3,000.00	3,000.00
8320.402 Electric Power	79,971.85	122,000.00	122,000.00	35,208.47	122,000.00	122,000.00	122,000.00
8320.408 Clothing, Boots	971.50	1,500.00	1,500.00	910.28	1,500.00	1,500.00	1,500.00
8320.412 Tools, Equip. P	6,872.03	9,225.00	9,225.00	2,272.05	9,225.00	8,725.00	8,725.00
8320.421 Maint B. P Systems	9,401.30	3,800.00	3,800.00	1,388.15	3,800.00	7,050.00	7,050.00
8320.422 Maint. T&V System	21,200.71	24,050.00	24,050.00	5,693.86	24,050.00	24,950.00	24,950.00
8320.433 Travel & School	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
Total Source Contractual	118,417.39	162,575.00	162,575.00	45,472.81	162,575.00	166,225.00	166,225.00
Total Source 8320	242,430.03	302,375.00	302,375.00	105,236.03	302,375.00	314,025.00	314,025.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
Purification:							
8330.101 Personnel Services	379,429.68	391,500.00	391,500.00	155,446.05	391,500.00	418,550.00	418,550.00
8330.102 Overtime	18,570.57	12,000.00	12,000.00	6,522.84	12,000.00	16,000.00	16,000.00
Total Personal Services	398,000.25	403,500.00	403,500.00	161,968.89	403,500.00	434,550.00	434,550.00
8330.201 Equipment	4,066.98	11,500.00	11,500.00	2,886.97	11,500.00	25,000.00	25,000.00
Total Equip & Supplies	4,066.98	11,500.00	11,500.00	2,886.97	11,500.00	25,000.00	25,000.00
8330.402 Electric Power	114,816.03	186,000.00	186,000.00	46,357.78	186,000.00	186,000.00	186,000.00
8330.408 Clothing Boot	1,458.14	4,850.00	4,850.00	448.12	4,850.00	4,850.00	4,850.00
8330.412 Tools/Equip Parts	5,871.97	7,700.00	7,700.00	814.57	7,700.00	7,400.00	7,400.00
8330.415 Treatment Supplies	57,780.85	74,550.00	74,550.00	19,618.31	74,550.00	84,600.00	84,600.00
8330.416 Lab Supplies	30,332.20	31,450.00	31,450.00	17,562.47	31,450.00	33,950.00	33,950.00
8330.418 Equipment Maint.	45,772.98	50,350.00	50,350.00	8,783.31	50,350.00	40,850.00	40,850.00
8330.419 Buildings & Grounds	33,446.64	29,075.00	29,075.00	9,530.25	29,075.00	30,825.00	30,825.00
8330.433 Travel & Schools	159.95	1,650.00	1,650.00	270.00	1,650.00	3,400.00	3,400.00
Total Contractual	289,638.76	385,625.00	385,625.00	103,384.81	385,625.00	391,875.00	391,875.00
Total Purification 8330	691,705.99	800,625.00	800,625.00	268,240.67	800,625.00	851,425.00	851,425.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
Transmission & Distribution:							
8340.101 Personnel Services	432,564.66	490,650.00	490,650.00	185,047.33	490,650.00	522,825.00	522,825.00
8340.102 Overtime	18,355.10	18,000.00	18,000.00	7,820.31	18,000.00	18,500.00	18,500.00
Total Personal Services	450,919.76	508,650.00	508,650.00	192,867.64	508,650.00	541,325.00	541,325.00
<hr/>							
8340.201 Equipment	6,508.00	8,700.00	8,700.00	2,094.00	8,700.00	7,150.00	7,150.00
Total Equip & Maint	6,508.00	8,700.00	8,700.00	2,094.00	8,700.00	7,150.00	7,150.00
<hr/>							
8340.402 Electric Power	91,338.12	141,100.00	141,100.00	36,748.84	141,100.00	141,100.00	141,100.00
8340.403 Natural Gas	833.95	900.00	900.00	467.28	900.00	1,000.00	1,000.00
8340.408 Clothing, Boots	4,328.83	6,300.00	6,300.00	1,800.95	6,300.00	6,300.00	6,300.00
8340.412 Tools/Equip Parts	1,141.56	5,800.00	5,800.00	275.02	5,800.00	6,425.00	6,425.00
8340.418 Vehicle Equip Maint	10,825.49	13,150.00	13,150.00	5,469.83	13,150.00	13,350.00	13,350.00
8340.421 Maint B.P. System	2,037.57	49,050.00	49,050.00	1,360.98	49,050.00	49,750.00	49,750.00
8340.422 Maint T&V Systems	55,315.43	44,750.00	44,750.00	16,685.47	44,750.00	48,850.00	48,850.00
8340.424 Meters	26,665.49	24,382.00	24,382.00	8,529.15	24,382.00	24,585.00	24,585.00
8340.433 Travel & School	638.30	4,450.00	4,450.00	1,709.95	4,450.00	4,750.00	4,750.00
8340.442 Mapping	6,573.49	12,100.00	12,100.00	4,913.88	12,100.00	12,800.00	12,800.00
Total Contractual	199,698.23	301,982.00	301,982.00	77,961.35	301,982.00	308,910.00	308,910.00
Total Distribution 8340	657,125.99	819,332.00	819,332.00	272,922.99	819,332.00	857,385.00	857,385.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2022 OPERATING BUDGET

	2020 Actual	2021 Approved	2021 Budget As Modified	Actual 1/1/21 to 5/31/21	Estimate for Dec. 31, 2021	2022 Department Recommended	2022 Budget Committee Recommended
Employee Benefits:							
9010.800 State Retirement	158,686.75	166,000.00	166,000.00	40,490.25	166,000.00	193,000.00	193,000.00
9030.800 Social Security	98,901.81	105,500.00	105,500.00	40,365.21	105,500.00	113,100.00	113,100.00
9040.800 Workers Comp	40,088.88	50,000.00	50,000.00	36,072.00	50,000.00	45,000.00	45,000.00
9045.800 Life Insurance	2,745.00	2,900.00	2,900.00	1,384.75	2,900.00	3,000.00	3,000.00
9050.800 Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9055.800 Disability Insurance	1,895.40	1,950.00	1,950.00	959.40	1,950.00	2,000.00	2,000.00
9060.800 Health Insurance	353,311.55	465,000.00	465,000.00	177,952.85	465,000.00	455,000.00	455,000.00
9089.800 Wellness Reimbursement	3,459.25	10,000.00	10,000.00	0.00	10,000.00	7,000.00	7,000.00
9089.801 Wellness Direct Expenses	828.54	900.00	900.00	25.95	900.00	900.00	900.00
Total Employee Ben. 9000	659,917.18	802,250.00	802,250.00	297,250.41	802,250.00	819,000.00	819,000.00
Other Debt Service:							
9710 Debt Service (Bond Payoff)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations	2,901,289.23	3,563,227.00	3,563,227.00	1,257,646.94	3,563,227.00	3,701,555.00	3,701,555.00
Total Debt Retirement Expense	271,288.00	266,788.00	266,788.00	266,788.00	266,788.00	267,288.00	267,288.00
Total Appropriations & Debt Ret.	3,172,577.23	3,830,015.00	3,830,015.00	1,524,434.94	3,830,015.00	3,968,843.00	3,968,843.00
Other Uses:							
9950.900							
(Transfer to Capital Funds)							
Capital replacement program	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
Total Capital Projects	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL OTHER USES	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,120,000.00	1,120,000.00
TOTAL APPROPRIATIONS							
AND OTHER USES	4,292,577.23	4,950,015.00	4,950,015.00	1,524,434.94	4,950,015.00	5,088,843.00	5,088,843.00

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 2016 Ford F-250 XLT Supercab with Cap Surplus
Equipment and Authorizing Staff to Sell the Vehicle for the Current Market Value or the
Best Price Obtainable**

July 8, 2021

WHEREAS, the Commission has received the replacement vehicle for the Commission's 2016 Ford F-250 XLT Supercab with cap, and

WHEREAS, the Commission desires to declare the 2016 Ford F-250 XLT Supercab with cap surplus equipment in order to dispose of the vehicle, and

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

WHEREAS, the Commission desires to establish a current market value of \$20,000.00 for the vehicle, 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 2016 Ford F-250 XLT Supercab with cap surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$20,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

Engineering and Operations Committee Meeting Notes

Monday, May 24, 2021 @ 12:00 Noon
Meeting Held Via Zoom

Packet Sent To: Jack Rueckheim, Bill Goodman, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder,

1. April 2021 Meeting Notes

#1

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

2. April 2021 Monthly Operations Report

#2

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

Finished water produced in April was 10 million gallons more than the amount produced in 2020, but slightly less than 2019. Raw water temperatures remain warmer than past years.

On April 14th, Coy Glenn pump #2 failed to start. Staff replaced the soft start and returned the pump to service.

Additional Total Trihalomethane (THM) samples were taken by staff for the Town of Ulysses. The additional samples were required to confirm the operation level of the VanDorns Tank's new THM removal system. Results from the sample confirm the new system is reducing THM levels significantly at the tank.

Staff placed the new polymer feed system online in April, replacing the old manual scales. The new system will be integrated with the SCADA system, allowing staff to record chemical usage and adjust to trends more efficiently.

The THM Removal System's at Emmons Road and Trumansburg Road water storage tanks have been activated for the season.

The monthly Health Department report was routine.

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

The issuance of plumbing permits continues to increase in 2021 over 2020.

Staff responded to 141 Northview Road to turn water off at the customer's curb valve to repair an internal plumbing leak.

Lage meter testing was performed on all Zone #2 water storage tank master meters.

Staff performed annual testing of containment backflow devices at the Lansing Residential Center, Lansing Central Schools and Town of Lansing's Myers Park.

Water usage at Ithaca College continues to increase. This is attributed to more people on campus and two known water main leaks. Water usage continues to increase at the Maplewood Apartments and Cayuga Medical Center.

A master meter and backflow device were installed to serve several buildings at 87 Uptown Road. With the completion of the installation, the number of service connections in the Cross-Connection Control Program was reduced by five.

The Town of Lansing has begun installation of a water main extension along Peruville Road.

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. Staff contacted NYSEG to ensure the new transformers are properly sized before energizing the facility with the new service. Pumps #1 and #2 are now running on the new electrical service and the old service has been decommissioned. Staff expects Pump #3 to be online in June.

2. Oakcrest Booster Pump Station Emergency Generator Project

All site work for the project has been completed. The new generator is expected to ship in late July.

3. Six Mile Creek Transmission Main Project

Robinson Construction expects to return to the site and begin installation in late July.

4. Cascadilla Creek Transmission Main Project

Staff and Barton and Loguidice Engineers continue to work with the Town of Ithaca and Cornell University to gain approvals for the project. A resolution to approve the SEQR Part #2 for the project will be presented at the June Commission Meeting.

5. Fall Creek Transmission Main Project

Staff has paused the review of the project to focus on the Six Mile and Fall Creek projects.

6. Raw Water Pump Station Land Acquisition

Staff has begun working with Commission Attorney, Guy Krogh, to determine which restrictions should be removed from the property within the Commission's proposed purchase offer. The purchase offer price will be determined at the June Commission Meeting.

4. Committee Member Comments or Other Issues - None

5. Next Meeting - Monday, June 28, 2021 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
July 26, August 23, September 27**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
June 28, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. May 2021 Meeting Notes		#1
2. May 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, July 26, 2021 @ 12:00 Noon		

**Future meetings - Fourth Monday of the month at noon.
August 22, September 27, October 25**