



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
August 5, 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

- | | |
|---|-----|
| 1. Approval of July 8, 2021 Meeting Minutes | 064 |
| 2. Management Staff Report | 065 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. June 30, 2021 Financial Report | 066 |
| 3. Approval of the August 5, 2021 Warrants | |
| B. Engineering and Operations Committee | |
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| C. Personnel and Organization Committee | |
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| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
September 9, 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
July 8, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, July 8, 2021 at 4:00 p.m. in the Bolton Point Conference Room.

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 Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Glenn Ratajczak, Production Manager
 Pam VanGelder, Finance Manager
 Jessica Sherwood, Principal Account Clerk/Typist
 Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Bill Goodman, Town of Ithaca
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing
 Gregg Weatherby, Distribution Manager

Commission Chairperson Jack Rueckheim called the meeting to order at 4:01 p.m.

1. Approval of Meeting Minutes June 10, 2021

Exhibit #057

Discussion: None.

MOTION by Hartill, SECOND by Woodard, to approve the June 10, 2021 Commission meeting minutes.

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

Carried

2. Management Staff Report

Exhibit #058

Item #1 – June Project Updates

Discussion: Mr. Riddle reported on this item and noted that the purchase offer has been forwarded to the attorney for the property the Commission is interested in near the Raw Water Pump Station. He also noted that the 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.

Item #2 – Electrical Curtailments

Discussion: Mr. Ratajczak reported on this item and noted that Bolton Point participated in two emergency power curtailment events on June 28 & 29 as part of our Powerpay Demand Response Program. Staff was able to achieve the maximum level of reduction during both events.

Item #3 – America’s Water Infrastructure Act (AWIA) 2018

Discussion: Mr. Ratajczak reported on this item and noted that staff completed the newly required vulnerability assessment, as required by the AWIA 2018 and will now proceed to develop an emergency response plan, as required by the Act.

Item #4 – Distribution Department Water Main Projects Update

Discussion: Mr. Riddle reported on this item and noted that water main projects have begun in several municipalities. In the Town of Ithaca, the bid opening for the Trumansburg Road project was held on June 21st, and the bid opening for the East King Rd extension project was postponed for design changes. The Village of Lansing’s Graham Road project began on June 14th.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted increased volume in changes of ownership.

Item #6 – June 1, 2021 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted the increase in both revenue and consumption are due mainly to commercial accounts.

3. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting. He noted that the draft financial statements for 2020 from the Sciarabba Walker have been received and the committee recommends acceptance of the draft report.

1. May 31, 2021 Financial Report

Exhibit #059

Discussion: Mr. Howe reported on this item and noted that it was comparable to last year at this time.

2. 2022 Operating Budget

Exhibit #060

Discussion: Mr. Howe noted that the Committee did not recommend any changes to the department recommended operating budget for 2022. The Budget and Finance Committee recommends approval of the 2022 Operating Budget.

MOTION by Rueckheim, SECOND by Hartill, to approve the 2022 Operating Budget.

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

Carried

Mr. Howe continued the discussion from the Budget and Finance Committee meeting on setting the 2022 water rate. Discussion ensued. Ms. VanGelder will notify the municipal clerks of the rate increase on July 9th.

MOTION by Hartill, SECOND by Rueckheim, to approve the 2022 Water Rate in the amount of \$5.77/1,000 gallons, which is a 3% increase over the 2021 rate. The minimum billing structure will remain at 5,000 gallons per quarter.

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

Carried

3. Approval of the July 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 June 10, 2021 Warrants in the amount of \$ 67,679.02.

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

Carried

4. Resolution Declaring the Commission's 2016 F250 XLT Supercab with Cap Surplus Equipment

Exhibit #061

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.

MOTION by Hardaway, SECOND by Hartill, to approve the 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.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported on this item and noted the meeting was routine. The Six Mile Creek Transmission Main project is slated to start again the week of July 19th. The Cascadilla Creek Transmission Main project received approval from the Town of Ithaca, but is awaiting approval from Cornell Botanic Gardens. Ms. Woodard recommended Mr. Riddle reach out to Cornell University Associate Vice President for Community Relations, Gary Stewart, for assistance.

Mr. Ratajczak noted that the electrical and pump upgrades are nearly finished at the Oakcrest Pump Station, and the generator installation is expected to happen in mid-August.

1. May 24, 2021 Meeting Minutes

Exhibit #062

Discussion: None.

2. June 28, 2021 Meeting Agenda

Exhibit #063

Discussion: None

C. Personnel and Organization Committee

Discussion: None.

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session (If Necessary):

Discussion: None.

5. Old and New Business

Discussion:

6. Other

Discussion: None.

7. Adjournment:

Meeting adjourned at 4:34 p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
Aug 5, 2021 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

July 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 August 5, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of July 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. July Project Updates	1
2. Harmful Algal Blooms (HABs)	1,2
3. Six Mile Creek Transmission Main Project	2
4. Administration Department Highlights	2
5. July 1, 2021 Billing in the Town of Dryden/Village of Lansing	3

1. July 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.

NYAWWA Trainings at Bolton Point - In 2021, two New York AWWA trainings were held at Bolton Point - Installation and Testing of Ductile Iron Water Mains and a Laboratory Skills course. Attendance for the courses continues to be high (even with COVID-19 restrictions) with 24 water, wastewater, and professional engineers attending and obtaining contact credit hours towards their licenses. In 2022, Bolton Point will host two courses – a yet to be determined topic full day course, and a Laboratory Skills course. Steve will be presenting the Installation and Testing of Ductile Iron Water Mains course in the fall in the Town of Ontario/Wayne County for the NYAWWA

2. Harmful Algal Blooms (HABs)

July was a very active month for HABs throughout Cayuga Lake. The blooms first formed in the northern portion of the lake and by mid-month the southern end was experiencing a widespread outbreak. The blooms occurred on both the eastern and western shorelines. Staff visually monitored the shoreline and via the drone over our intake at the Raw Water Pump Station daily during the events.

A bloom was observed at the pump station shoreline on the morning of the 20th, with no indication of its presence over the intake. The bloom was monitored closely throughout the day and a sample was collected and sent to be analyzed for the toxin microcystin. Staff also diligently watched for any changes in raw water characteristics that would indicate the presence of possible HABs in our raw water, of which none were observed. Staff was in communication with the Tompkins County Health Department throughout the event.

Staff continues to research technologies that provide a quick analysis of a sample for algal toxins. This would allow operators to have toxicity information in minutes, instead of days, thus being able to modify the treatment process accordingly.

3. Six Mile Creek Transmission Main Project

Construction of the Commission’s Six Mile Creek Transmission Main project resumed on July 13th. After a failed attempt to construct the project using trenchless technologies, Barton and Loguidice Engineers submitted applications to the Army Corps of Engineers and the New York State Department of Environmental Conservation (NYYSDEC) for approval to construct the second line by open trenching across the creek. Approvals from both agencies were received in June.

Following a preconstruction meeting on July 13th, Robinson Construction began mobilizing equipment and materials to the site on July 14th. Staff coordinated with the City of Ithaca to test the Pearsall Control Valve building interconnect and determine how much water the City’s water system could supply to the Commission during a transmission main shutdown. The single pump can flow approximately 400 GPM, well short of fully supplying the Commission’s water system demands.

Two connections to the existing Transmission Main were successfully performed on July 20th (west connection) and July 26th (east connection). With the amount of rain the area has seen in recent weeks, creek water levels remain too high for the contractor to excavate across the creek. While crews wait for the water levels to subside, they continue to prepare the project site and will be ready to install the rest of the pipe as soon as the weather allows. The contractor expects to complete the project within 3-4 weeks.

4. Administration Department Highlights

• Department Statistics	June 2021
▪ TD/VL	
○ Non BP Water accounts	2
○ Total # of Water Bills sent	1,024
▪ ALL	
○ Work Orders prepared	55
○ Final Bills calculated	49
○ New Accounts	8
○ Municipal payments processed	74
○ Cash Disbursements	\$362k
	(Includes bond payment \$87k)
○ Cash Receipts	\$579k

5. July 1, 2021 Billing in the Town of Dryden/Village of Lansing

July 1, 2021 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 3/16/21-6/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	7/1/20	7/1/21	7/1/20	7/1/21
TD	7,385,300	6,834,200	\$ 42,508.89	\$ 39,016.90
	8% Decrease		9% Decrease	
VL	30,001,900	33,285,900	\$ 168,108.11	\$ 190,683.40
	10% Increase		12% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,627,921	160,296	751,584	3,539,801	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,628,121	160,296	751,584	3,540,001	B
RESERVED CASH:					
Fringe Benefit Reserve	105,857	0	0	105,857	
Total Reserved Cash	105,857	0	0	105,857	B
OTHER ASSETS:					
Accounts Receivable	239,975	0	0	239,975	
Prepaid Expenses	0	0	0	-	
Total Other Assets	239,975	0	0	239,975	C
TOTAL ASSETS	2,973,953	160,296	751,584	3,885,834	
LIABILITIES					
Accounts Payable	44,822	0	2,812	47,634	
Accrued Liabilities	110,991	0	0	110,991	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	155,813	0	2,812	158,625	D
FUND BALANCE					
Reserved Fund Balance	105,815	0	0	105,815	
Unexpended Fund Balance	2,712,325	160,296	748,772	3,621,393	
TOTAL FUND BALANCE	2,818,140	160,296	748,772	3,727,208	A
TOTAL LIABILITIES and FUND BALANCE	2,973,953	160,296	751,584	3,885,834	
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	1,563,378	266,880	397	1,830,654	
LESS: YTD EXPENDITURES	1,739,458	108,919	392,549	2,240,926	
FUND BALANCE AS OF 6/30/21	2,818,140	160,296	748,772	3,727,208	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 6/30/21	2,818,140	160,296	748,772	3,727,208	A
Less: Receivables & Prepaids	239,975	0	0	239,975	C
Add: Liabilities	155,813	0	2,812	158,625	D
CASH BALANCE AS OF 6/30/21	2,733,978	160,296	751,584	3,645,858	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE SIX MONTH PERIOD ENDING JUNE 30, 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	1,563,378	266,880	397
OVER (UNDER)	(3,386,637)	92	(1,119,603)
% EARNED	32%	100%	0%
% UNEARNED	68%	0%	100%

EXPENDITURES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	1,739,458	108,919	392,549
OVER (UNDER)	(3,210,557)	(157,869)	(747,451)
% EXPENDED	35%	41%	34%
% UNEXPENDED	65%	59%	66%

DETAILED REVENUES

Service Charges	11,300	0	0
Cross Connection Fees	12,815	0	0
Services for Other Governments-Members	62,794	0	0
Joint Activity-Water Rents	1,445,104	0	0
Interest Earnings	1,077	92	397
Permits	27,208	0	0
Sales of Equipment	1,700	0	0
Refunds of Prior Years Expense	516	0	0
Other Revenues	865	0	0
Interfund Transfers*	0	266,788	0
	1,563,378	266,880	397

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

DETAILED EXPENDITURES

Water Administration	363,876	0	392,549
Source of Supply	122,203	0	0
Purification	319,890	0	0
Transmission and Distribution	324,808	0	0
Employee Benefits	341,893	0	0
Debt Service	0	108,919	0
Interfund Transfers*	266,788	0	0
	1,739,458	108,919	392,549

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

Engineering and Operations Committee Meeting Notes

Monday, June 28, 2021 @ 12:00 Noon
Meeting Held Via Zoom

Present: Roy Staley, Don Hartill, Jack Rueckheim, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. May 2021 Meeting Notes		#1
The Committee approved the notes as they appeared in the May meeting packet.		
2. May 2021 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water produced in May was more than the amount produced in 2019 and 2020. Raw water temperatures remain warmer than past years.		
On May 20 th , the Brown Road Pump Station failed to start due to a NYSEG a power outage. The outage damaged the pump #1 motor. Staff replaced the motor and the pump was returned to service.		
On May 23 rd , the Treatment Plants Filter #1 surface wash did not shut off during the backwash process. Staff repaired the malfunctioning surface wash valve and returned the filter to normal operation.		
Installation of the new Treatment Plant boiler was completed in May. The contractor installed new ducting to supply outside air and adjusted supply gas pressure to preserve the lifespan of the new boiler.		
Annual testing and inspection of the fire alarm and sprinkler systems were performed in May. Annual HVAC maintenance has been modified to be performed biennially, allowing heating and cooling equipment to be serviced just prior to each seasonal use.		
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. Existing meters repair increases are mainly due to battery failures.		
Staff assisted the Town of Lansing repair two water main breaks at 3120 North Tripphammer Road. Both repairs were for corrosion failures in the main.		
Staff repacked the 2-inch control valve for the Wilson Road Tank and the 6-inch pressure reducing valve at Highgate Circle in accordance with the maintenance schedule.		
Water usage at Ithaca College continues to increase. This is attributed to more people on campus and known water main leaks. Water usage continues to increase at the Maplewood Apartments, a repair was made to a leaking 2-inch service line in June.		
There were no changes to the Cross-Connection Control Program in May.		
Project as-built drawings were received and approved for three Town of Ithaca water main replacement projects in June.		
3. Informational Items		
a. Capital Projects		
1. Oakcrest Booster Pump Station Upgrade Project		
EMT staff continue to upgrade the electrical systems. Staff expects Pump #3 to be online in		

June. Lower voltage electrical components have been switched to the new electrical panel. Staff will begin replacing corroded fasteners on the pump stations piping as time permits.

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 construction of the new main in July. A pre-construction meeting is scheduled for next week.

4. Cascadilla Creek Transmission Main Project

Staff continues to work with Cornell University to gain approvals for the project. A meeting has been scheduled for June 29th at the site to discuss the crossings location and permanent and construction easements.

5. Fall Creek Transmission Main Project

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

6. Raw Water Pump Station Land Acquisition

Staff continues to work with Commission Attorney, Guy Krogh, and the property owners to obtain additional land for a future Raw Water Pump Station expansion project.

4. Committee Member Comments or Other Issues - None

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

**Future meetings - Fourth Wednesday of the month at noon.
August 23, September 27, November 22**

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

Agenda

Topic	Attachment	Item #
1. June 2021 Meeting Notes		#1
2. June 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, August 23, 2021 @ 12:00 Noon		

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

Bolton Point Personnel and Organization Committee
Monday, May 24, 2021
Via Zoom

Commissioners: Bill Goodman, Jack Rueckheim and Ed LaVigne, Chair (11:15 am)
Managers: Steve Riddle, Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
Absent: Joe Wetmore Shop Steward: Kyle Fellows
Staff Support: Judy Drake Meeting called to order at: 11:03 pm

1) Meeting Notes:

The Committee approved the April meeting notes.

2) Review Engagement Survey questions and process:

Judy explained that the survey questions were reviewed with the management team. Question 28 was modified, and a comment area was provided. Open comment questions 48-50 were also modified. Jack asked about question 16 and 25 being the same but they were both left in. Committee was in favor of the final questions, after deciding to move the comment box after 28 to after 29.

3) Discuss policy changes regarding COVID-19 restrictions:

Steve explained the recommendation to follow CDC and NYS regulations and the Town of Ithaca's work rules regarding fully vaccinated and non-vaccinated employees. The changes would require only non-vaccinated employees to maintain wearing masks and completing the self-health check-ins every day. Committee suggested a few minor grammatical changes, which Judy will express to the Town too. Steve explained that customers would still be required to wear masks and do the sign in.

4) Reports:

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

Production Manager: Glenn reported that Megan Falicchio has been practicing flying the drone and getting ready for HAB season. Gathering input from staff for budget preparation and working on the 2022 budget. Glenn has been working on the Vulnerability Assessment, which is a new requirement due to the Water Instructure Act of 2018, and is due by end of June.

In June Glenn will be attending the first of a five part webinar series on the Lead and Cooper rule revisions, which is provided by NYS AWWA. Glenn explained that they are tracking what is happening with materials and supplies and what is or is not available. He explained they are ordering what is essential that might not be available in the future.

Distribution Manager: Gregg reported that Jason Reynolds has completed week 4 of the 6 weeks of Code Enforcement certification training. Hosted STAR safety, which is safety equipment outfit out of Rochester. They specifically went over equipment for the Production department for plant

basin entry. The tripods we currently have aren't as effective for the type of entries Production staff have to do. This equipment is more versatile and flexible, which is better for our operations. This would be a budget recommendation for 2022.

Annual PERMA Conference is being held this week via virtual, which Gregg and Pam are attending some of the sessions.

Jordan Betts, Jeff Hall, and Gregg will be attending the annual STBOA conference which offers up to 14 recertification hours on June 2nd & 3rd. In past years this was offered in December, which is more convenient. Expecting that in the future more sessions will be held as webinars.

Gregg reviewed the many projects the staff will be working on this summer. Megan and Jeffrey Kaplan have been out several times expanding their knowledge and skills with the Drone by providing drone work for Towns of Ithaca and Lansing. Committee discussed the cost of material for construction projects and the impact on finances.

Finance Manager: Pam reported that staff has completed the ALICE (active shooter training) certification training. Pam thanked Glenn for taking staff to see the Oakcrest booster pumpstation project. 2020 audit has begun with most of it occurring virtually. 2022 budget worksheets have been provided to managers and will be updating the Capital Improvement Plan. Pam thanked Jes Sherwood and Winona Fisher as they stepped up without hesitation to support Lilly Gustafson while she was off due to a death in the family.

Human Resources: Judy reported that 2022 budget work has begun. She is working on the Deferred Compensation and Workers' Compensation audits. Many hours of work have been dedicated to the recruitment and selection of the Benefit Specialist for the Health Consortium and some other internal Town promotions.

General Manager: Steve reported that Gregg did a great job arranging for safety trainings this year. The first All-Hands meeting in over a year was held last week out front. Working on the 2022 budget and on the land purchase for Raw Water.

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

Meeting adjourned at 11:35 am

Bolton Point Personnel and Organization Committee
Monday, July 26, 2021
11:00 am – 12:00 pm

AGENDA:

1. Review the draft May meeting notes.
2. Review Employee Engagement Survey results
3. Reports
 - a. Shop Steward
 - b. Finance Manager
 - c. Production Manager
 - d. Distribution 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, August 23, 2021 at 11:00 am (? cancel)

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

Future Topics: