



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
September 9, 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 August 5, 2021 Meeting Minutes | 071 |
| 2. Management Staff Report | 072 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
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| 5. Old and New Business | |
| 6. Other | |
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NEXT MEETING
October 7, 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
August 5, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, August 5, 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 Bill Goodman, Town of Ithaca
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden
 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 Don Hartill, Village of Lansing
 Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:08 p.m.

1. Approval of Meeting Minutes July 8, 2021***Exhibit #064***

Discussion: Mr. Rueckheim pointed out an omission (missing “None.” after “Discussion:”) on page 5 of the minutes.

MOTION by Howe, SECOND by Woodard, to approve the July 8, 2021 Commission meeting minutes with one correction.

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

Carried

2. Management Staff Report***Exhibit #065*****Item #1 – July Project Updates**

Discussion: Mr. Riddle reported on this item and noted that he and Commission attorney Guy Krogh are working on several options to present to the owners of the land in which the Commission is interested for potential Raw Water Pump Station expansion.

He also noted that two New York AWWA trainings were held at Bolton Point in 2021, with high attendance despite ongoing COVID-19 restrictions. In 2022, Bolton Point will again host two courses on-site, and Mr. Riddle 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.

Item #2 – Harmful Algal Blooms (HABs)

Discussion: Mr. Ratajczak reported on this item and noted that July was a very active month for HABs throughout Cayuga Lake. Staff visually monitored the shoreline over the intake at the Raw Water Pump Station via the drone on a daily basis during the outbreak.

Item #3 – Six Mile Creek Transmission Main Project Update

Discussion: Mr. Riddle reported on this item and noted that construction of the Commission’s Six Mile Creek Transmission Main project resumed on July 13th. The contractor expects to complete the project within 3-4 weeks.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted the number of change of ownerships processed remains high. She also noted that there was a regularly scheduled bond payment of approximately \$87,000.

Item #5 – July 1, 2021 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item and noted that the Town of Dryden had an overall decrease in both consumption and revenue; while residential consumption was up, several large commercial accounts were down.

The Village of Lansing had an increase in both consumption and revenue, due mainly to commercial accounts including the Squeaky Clean Car Wash.

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 and that they accepted the final financial statements for 2020 from the auditors.

1. May 31, 2021 Financial Report

Exhibit #066

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

2. 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 LaVigne, to approve the August 5, 2021 Warrants in the amount of \$ 78,049.66.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported on this item and noted the meeting was routine. He reported that meetings continue with Cornell University regarding the Cascadilla Creek Transmission Main project, and that easements will be the next step.

Mr. Ratajczak noted that delivery of the new generator for the Oakcrest Booster Pump Station is still expected to be mid-August, with installation and hookup expected to be complete by mid-September.

1. May 24, 2021 Meeting Minutes

Exhibit #067

Discussion: None.

2. June 28, 2021 Meeting Agenda

Exhibit #068

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported on this item and noted that there were no complaints or grievances. Ms. Drake noted that the results of the employee engagement survey are in and that there was a high rate of responses. Mr. Riddle noted that the survey results will be reviewed with staff at the August all-hands meeting.

1. May 24, 2021 Meeting Notes

Exhibit #069

Discussion: None.

2. July 26, 2021 Meeting Agenda

Exhibit #070

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 4:51 p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
September 9, 2021 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

September 2, 2021

To: All Commissioners
From: General Manager and Department Managers
Re: Management Staff Monthly Report

This report is intended to provide each Commissioner with a status of issues that may not appear on the agenda for your September 9, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of August 5, 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. August Project Updates	1
2. Tropical Storm Fred	1,2
3. Oakcrest Booster Pump Station Projects	2
4. Municipal Water Main Project Status Update	2,3
5. Administration Department Highlights	3
6. August 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. August 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.

Bolton Point Landscape and Grounds Improvements - Staff has begun several improvement projects around the treatment facility. A new retaining wall will be installed around the front entrance sign, making maintenance easier. A second retaining wall will be constructed along the parking area at the northern treatment plant entrance. The steep slope to the west of the parking area is a safety risk. A new stone pad has been installed, improving access to the finished water pump gallery. A failing catch basin near the loading dock is scheduled to be repaired and drainage improvements in front of the Pole Barn are underway. Thank you to our member municipalities for assisting with materials and equipment

2. Tropical Storm Fred

With the extreme amount of rain brought by Tropical Storm Fred, Cayuga Lake was inundated with debris which impacted turbidity. While under normal circumstances, the Treatment Plant does not see the effect of runoff for several days after a rain event, operators were faced with high turbidity within a day. The water quality deteriorated rapidly as the turbidity went from 10 NTU to 500 NTU within a span of 15 minutes. Staff surveyed the

situation and determined that the entire lake was of the same water quality, so shutting the plant off until the event passed was not an option.

The plant was operated at its lowest flow to aid in the treatment process, and coagulation chemicals were adjusted accordingly. Staff operated the plant continuously for several days in this manner to ensure sufficient water in the distribution system. The rehabilitated filters performed as expected and at no time were any turbidity regulations violated.

3. Oakcrest Booster Pump Station Projects

Staff will give the latest update on these two projects.



New pump soft starters, main panel, and transfer switch at Oakcrest Booster Pump Station

4. Municipal Water Main Project Status Update

The Distribution Department has been busy assisting the Commission's member municipalities in performing new water main testing and system operations. On July 27th, following successful bacteriological testing, the Village of Lansing performed the final tie-in and completed 730 linear feet of water main replacement on Graham Road.

In early August, the Town of Lansing completed CWD #5 water main extension. The project consisted of approximately 2,500 feet of water main connecting and creating a loop on Armstrong Road, Peruville Road and Town Barn Roads. Staff successfully completed bacteriological testing and the final tie-in was constructed on August 21st.

On August 17th, staff began testing of approximately 2,400 feet of 6" and 8" water main for the new Amabel Development in the Town of Ithaca. Following successful bacteriological testing results, the new main was put into service on August 23rd.

Staff is currently assisting the Town of Ulysses with a water main relocation project for the Department of Transportation's culvert replacement on Route 96 near Wilkins Road. Pressure and bacteriological testing began on August 26th with plans to complete the project

on September 1st. Staff will assist in the tie-ins, as the water system needs to be manipulated by locking on pumps at the Woolf Lane Pump Station and adding pressure relief valves to fire hydrants. These measures are necessary to keep all Town of Ulysses and Town of Ithaca customers supplied with water via the Van Dorns Road tank during the tie-ins.

5. Administration Department Highlights

- Department Statistics July 2021
 - **TL/VCH**
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,568
 - **ALL**
 - Work Orders prepared 80
 - Final Bills processed 65
 - New Accounts 1
 - Municipal payments processed 47
 - Cash Disbursements \$205k
 - Cash Receipts \$52k

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

August 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 4/16/21-7/15/2021				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	8/1/20	8/1/21	8/1/20	8/1/21
TL	34,618,600	34,046,200	\$195,608.57	\$200,287.76
	2% Decrease		2% Increase	
VCH	18,517,800	17,637,900	\$104,831.24	\$102,162.80
	5% Decrease		3% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
<u>ASSETS</u>					
UNRESERVED CASH:					
Savings	2,477,593	160,305	748,822	3,386,721	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,477,793	160,305	748,822	3,386,921	B
RESERVED CASH:					
Fringe Benefit Reserve	105,863	0	0	105,863	
Total Reserved Cash	105,863	0	0	105,863	B
OTHER ASSETS:					
Accounts Receivable	504,695	0	0	504,695	
Prepaid Expenses	0	0	0	-	
Total Other Assets	504,695	0	0	504,695	C
TOTAL ASSETS	3,088,352	160,305	748,822	3,997,480	
<u>LIABILITIES</u>					
Accounts Payable	61,041	0	13,932	74,973	
Accrued Liabilities	110,991	0	0	110,991	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	172,032	0	13,932	185,965	D
<u>FUND BALANCE</u>					
Reserved Fund Balance	105,815	0	0	105,815	
Unexpended Fund Balance	2,810,504	160,305	734,890	3,705,700	
TOTAL FUND BALANCE	2,916,320	160,305	734,890	3,811,515	A
TOTAL LIABILITIES and FUND BALANCE	3,088,352	160,305	748,822	3,997,480	
<u>ANALYSIS OF FUND BALANCE</u>					
FUND BALANCE AS OF 1/1/21	2,994,221	2,336	1,140,924	4,137,480	
ADD: YTD REVENUES	1,879,687	266,889	448	2,147,023	
LESS: YTD EXPENDITURES	1,957,588	108,919	406,482	2,472,988	
FUND BALANCE AS OF 7/31/21	2,916,320	160,305	734,890	3,811,515	A
<u>RECONCILIATION OF FUND BALANCE TO CASH</u>					
FUND BALANCE AS OF 7/31/21	2,916,320	160,305	734,890	3,811,515	A
Less: Receivables & Prepaids	504,695	0	0	504,695	C
Add: Liabilities	172,032	0	13,932	185,965	D
CASH BALANCE AS OF 7/31/21	2,583,657	160,305	748,822	3,492,784	B

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

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

BUDGET	4,950,015	266,788	1,120,000
YTD ACTUAL	1,879,687	266,889	448
OVER (UNDER)	(3,070,328)	101	(1,119,552)
% EARNED	38%	100%	0%
% UNEARNED	62%	0%	100%

EXPENDITURES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	1,957,588	108,919	406,482
OVER (UNDER)	(2,992,427)	(157,869)	(733,518)
% EXPENDED	40%	41%	36%
% UNEXPENDED	60%	59%	64%

DETAILED REVENUES

Service Charges	12,019	0	0
Cross Connection Fees	12,855	0	0
Services for Other Governments-Members	65,006	0	0
Joint Activity-Water Rents	1,747,469	0	0
Interest Earnings	1,299	101	448
Permits	31,058	0	0
Sales of Equipment	8,600	0	0
Refunds of Prior Years Expense	516	0	0
Other Revenues	865	0	0
Interfund Transfers*	0	266,788	0
	1,879,687	266,889	448

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

DETAILED EXPENDITURES

Water Administration	398,550	0	406,482
Source of Supply	140,044	0	0
Purification	380,457	0	0
Transmission and Distribution	384,581	0	0
Employee Benefits	387,169	0	0
Debt Service	266,788	108,919	0
Interfund Transfers*	0	0	0
	1,957,588	108,919	406,482

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

Engineering and Operations Committee Meeting Notes

Monday, July 26, 2021 @ 12:00 Noon
Meeting Held Via Zoom

Present: Roy Staley, Don Hartill, Jack Rueckheim, Bill Goodman (Zoom) Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. June 2021 Meeting Notes		#1
<p>The Committee approved the minutes as they appeared in the May meeting packet with one edit. Jack recommended removing the word “notes” from Item #1.</p>		
2. June 2021 Monthly Operations Report		#2
<p>Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:</p> <p>Finished water produced in June was less than the amount produced in 2020, mainly due to less irrigation in 2021. Raw water temperatures remain warmer than past years. The increased water temperature has not caused any issues to date.</p> <p>On June 9th, the Pine Grove Pump Station lost SCADA communications. Staff reset the PLC and communications were restored. The failure was most likely weather related.</p> <p>Staff experienced several power outages throughout the month due to several severe thunderstorms and high wind events. Staff was able to respond and maintain operations during these events.</p> <p>Staff submitted the notice of completion for the AWIA 2018 Vulnerability Assessment (VA) to the EPA in June. The next step is the completion of the Emergency Response Plan that compliments the VA. The submission of the plan is due December 25, 2021.</p> <p>The monthly Health Department report was routine.</p> <p>Gregg discussed the following highlights of the Distribution portion of the report</p> <p>Staff assisted with three water main breaks and two service line repairs in June. The service line leaks were located at the Maplewood Apartments and Cayuga Mall.</p> <p>Water usage at Maplewood Apartments is expected to be lower in July as a service line leak was identified and repaired in June. Usage at Morse-Borg Warner has returned to normal levels. 2020 usage was low due to reduced production during COVID-19. Usage among the 18-Large Users was up 13.5% from last year.</p> <p>There were no changes to the Cross-Connection Control Program in June.</p> <p>Water Main extensions on Peruville Road (Town of Lansing) and Graham Road (Village of Lansing) are nearing completion. Staff is assisting with testing and disinfection for both projects.</p> <p>The Town of Ithaca has submitted as-builts for several projects, reducing the list.</p>		
3. Informational Items		
a. Capital Projects		
1. Oakcrest Booster Pump Station Upgrade Project		
<p>EMT staff continue to upgrade the electrical systems. The soft start for Pump #3 needs to be programed by EMA before being placed online. Staff will begin replacing corroded fasteners on the pump station’s piping as time permits.</p>		

2. **Oakcrest Booster Pump Station Emergency Generator Project**
Staff meet with representatives from Kinsley Power to confirm all site work is completed and ready for the generator to be installed. The new generator is expected to ship in late July.
3. **Six Mile Creek Transmission Main Project**
Robinson Construction return to the site and performed both tie-ins (east and west side of the creek). Installation of pipe for the creek crossing is expected to occur in the next week or two, depending on stream flows.
4. **Cascadilla Creek Transmission Main Project**
Staff continues to work with Cornell University to gain approvals for the project. A meeting was held on June 29th 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. Steve will confirm the property's assessed value.

4. **Committee Member Comments or Other Issues - None**

5. **Next Meeting - Monday, August 23, 2021 @ 12:00 Noon**

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

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
August 23, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. July 2021 Meeting Notes		#1
2. July 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, September 27, 2021 @ 12:00 Noon		

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

**Bolton Point Personnel and Organization Committee
Monday, July 26, 2021**

Commissioners: Jack Rueckheim, chaired, Joe Wetmore, and Bill Goodman (via zoom)
Managers: Steve Riddle, Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
Absent: Ed LaVigne, Chair, Hugh Trimm, Shop Steward
Staff Support: Judy Drake Meeting called to order at: 11:10 am

1) Meeting Notes:

The Committee approved the May meeting notes.

2) Review Engagement Survey questions and process:

Judy stated 20 of 21 staff (95%) participation in the survey. Several of the question results had strongly disagree, which is concerning. Steve expressed that there were some Disagree- Strongly Disagree that could be tied back to the union contract, which isn't directly Bolton Point.

The Committee felt 1 or 2 people that had disagree/ strongly disagree could be someone unhappy with the organization. The result is not great, but spread across the whole organization, could be more understandable. If both people are in one department, then that would be bad.

Questions 17,18,19,20 show a staff member does not feel that they are being treated fairly. A comment from question 28 shows a feeling of differential treatment and Joe felt that this comment is notification that someone is being treated unfairly and it should be investigated. This question will be addressed at the next all-hands staff meeting on August 11th. Steve explained that staff will receive the survey summary and we will discuss the results with staff. At that time, we can stress the desire to hear more from staff and any specific instances. The Committee reviewed the means for staff to bring their input forward. Staff can bring the issue to any manager, Human Resources or file a grievance.

The next step is to compare this survey to the results from the 2019 survey.

4) Reports:

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

Finance Manager: Pam reported that department has been very busy with change of ownership requests (64 for July to date.) Pam discussed how the final bill process is more efficient with the AMI system, allowing quicker processing.

Production Manager: Glenn reported that the staff has been busy restoring systems following recent storms in the area. There have been reports of HABs last week on the east shore of the lake, but none have been seen at the intake.

Glenn is attending a webinar series on the new Lead and Copper testing requirements. Two of the five-part sessions have been completed.

Distribution Manager: Gregg reported that Jason Reynolds completed his Code Enforcement certification. Jeffrey Kaplan had his three-month probationary review and is doing well.

Staff has been busy with several municipal water main projects and the Six Mile Creek T-Main project.

Human Resources: Judy reported that she has been working with Steve on an all-hands training for December. Navigate 360 provided training through PERMA (workers' compensation) to the Town of Ithaca's Public Works Facility that both Judy and Steve attended. The half-day session would cost \$3,625. Steve expressed it would be a good training as staff is separated throughout the building and the conference room only has one way out. The training is hands on with active role-playing of different scenarios. The Committee was supportive of this training and there are funds available.

General Manager: Steve reported that managers are doing a great job. Pam did a great job on the 2020 audit and preparing the 2021 budget. Gregg and Glenn's staff are doing a great job with daily operations and Capital Projects.

Steve explained that he is still working with Cornell University to get more support on the planned projects.

A NY AWWA lab course being held at Bolton Point on August 18th with 20 participants enrolled. There is interest from NY AWWA for Bolton Point to hold more trainings in 2022.

**Next meeting - 4th Monday: August 23, 2021, at 11:00 am.
(9/27, 10/25, 11/22, 12/27)**

Meeting adjourned at 11:40 am

Bolton Point Personnel and Organization Committee
Monday, August 23, 2021
11:00 am – 12:00 pm

Join Zoom Meeting

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

Meeting ID: 988 1527 1595 Passcode: 605289 Phone in at: 929 436 2866

AGENDA:

1. Review the draft July meeting notes.
2. Review Employee Engagement Survey results comparison to 2019
3. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Finance Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting will be: Monday, September 27, 2021 at 11:00 am

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

Future Topics: