



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
October 7, 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 September 9, 2021 Meeting Minutes | 078 |
| 2. Management Staff Report | 079 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. August 31, 2021 Financial Report | 080 |
| 2. Approval of the October 7, 2021 Warrants | |
| B. Engineering and Operations Committee | |
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| 2. September 27, 2021 Meeting Agenda | 082 |
| C. Personnel and Organization Committee | |
| 1. August 23, 2021 Meeting Notes | 083 |
| 2. September 27, 2021 Meeting Agenda | 084 |
| 3. Resolution for Approval of 2022 Wage Scale and 2022 Salaries | 085 |
| 4. Resolution for Adoption of Revised COVID-19 Response Policy and Participation in the Town of Ithaca Mandatory Vaccination and Surveillance Testing Program | 086 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
November 4, 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
September 9, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, September 9, 2021 at 4:00 p.m. in the Bolton Point Conference Room and 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 Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing (joined 4:04pm)
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden (joined 4:13pm)
 Commissioner Joe Wetmore, Town of Lansing

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 Bill Goodman, Town of Ithaca
 Commissioner Linda Woodard, Village of Cayuga Heights

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

1. Approval of Meeting Minutes August 5, 2021*Exhibit #071*

Discussion:

MOTION by LaVigne, SECOND by Howe, to approve the August 5, 2021 Commission meeting minutes.

(Ayes: Hardaway, Howe, LaVigne, Rueckheim, Staley, Wetmore, Nays: None)

Carried

2. Management Staff Report*Exhibit #072***Item #1 – August Project Updates**

Discussion: Mr. Riddle reported on this item and noted that he and Commission attorney Guy Krogh continue negotiations regarding the Crossmore property and expect to receive updated counteroffers the week of September 13, 2021.

He also noted that staff has begun several improvement projects around the treatment facility, and thanked the Commission's member municipalities for assisting with materials and equipment.

Item #2 –Tropical Storm Fred

Discussion: Mr. Ratajczak reported on this item and noted that the amount of rain brought by Tropical Storm Fred inundated Cayuga Lake with debris and created high turbidity. Staff operated the plant at its lowest flow and adjusted coagulation chemicals accordingly for several days to ensure sufficient water in the distribution system. The rehabilitated filters performed as expected and at no time were any turbidity regulations violated.

Item #3 – Oakcrest Booster Pump Station Projects

Discussion: Mr. Ratajczak reported on this item and noted the interior electrical work at the Oakcrest Booster Pump Station is complete and Pump #3 is up and running well with no problems. The generator arrived on September 1st; Kinsley Power is expected to certify the installation before the end of the month.

Item #4 – Municipal Water Main Project Status update

Discussion: Mr. Weatherby reported on this item and noted that the Distribution Department has been busy assisting the Commission's member municipalities in performing new water main testing and system operations, as well as assisting the Town of Ulysses with a water main relocation project.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted there was a record high of 65 changes of ownership processed in July; previously the highest number was 52 processed in June 2019.

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

Discussion: Ms. VanGelder reported on this item and noted there was a slight decrease in consumption and revenue for both municipalities. The decrease in the Village of Cayuga Heights is largely attributed to Kendall at Ithaca.

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 Town of Ithaca will be meeting the week of September 13th to set the date (9/27) for the Public Hearing on the 2022 Bolton Point Operating Budget.

1. July 31, 2021 Financial Report

Exhibit #073

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

2. Approval of the September 9, 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 September 9, 2021 Warrants in the amount of \$ 201,656.67.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted the meeting was routine.

Mr. Weatherby noted that, after some weather-related delays, the contractor for the Six Mile Creek Transmission Main Project was able to finish installing the pipe across the creek. He also noted that staff continues to work with Cornell University to gain approvals for the Cascadilla Creek Transmission Main Project.

Mr. Riddle noted that he met with representatives from the Forest Home Homeowners Association regarding the second line across Fall Creek. He stated that these current projects are important for redundancy to ensure little to no interruption of service for customers during an emergency repair.

1. July 26, 2021 Meeting Minutes

Exhibit #074

Discussion: None.

2. August 23, 2021 Meeting Agenda

Exhibit #075

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted that there were no complaints or grievances.

Ms. Drake noted that she and the Bolton Point management team plan to meet on September 21st to discuss how to make some improvements based on employee engagement survey responses and feedback.

1. July 26, 2021 Meeting Notes

Exhibit #076

Discussion: None.

2. August 26, 2021 Meeting Agenda

Exhibit #077

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 4:37p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
October 7, 2021 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

September 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 October 7, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of September 9, 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. September Project Updates	1
2. Algal Toxin Testing	1,2
3. Commission's Commercial Accounts Quality Assurance Meter Testing	2
4. Administration Department Highlights	2
5. September 1, 2021 Billing in the Town of Ithaca	3

1. September Project Updates

Drinking Water Source Protection Program (DWSP2) - The Commission has been approved as one of 40 water systems in New York State to participate in the development of a Drinking Water Source Protection Program. A meeting with the State and Tompkins County Health Department has been scheduled for October 13th at 10:00 am. Steve attended the Tompkins County Intermunicipal Organization (IO) Watershed meeting on September 22nd to update the group and to see if any members would be interested in becoming a member of the DWSP2's stakeholder group. Additional information on the project will be provided at the meeting.

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

2. Algal Toxin Testing

With the numerous Harmful Algal Blooms (HAB's) that have been appearing in Cayuga Lake the past few years, staff has been researching improved methods for identification of toxins within our source water. Currently, HAB monitoring consists of examining surrogate parameters that may indicate a bloom which might contain toxins. If a bloom was suspected, a sample would have to be sent to an outside lab for toxin analysis.

Staff has purchased a new instrument that tests directly for the toxins microcystin and cylindrospermopsin, which are the most prevalent types found in the lake. The test procedure takes about 15 minutes giving quantitative results. This will expedite decision making on the operation of the plant should toxins be detected.

3. Commissions Commercial Accounts Quality Assurance Meter Testing

In 2016, the Commission installed the new Sensus AMI metering infrastructure and SAKS Metering was contracted to install all meters up to 1.5” in size. The installation of 2” and larger meters was the responsibility of staff. Due to the cost and complexity of installation in some situations, it took us through 2018 to complete. The AMI system has been a huge success in many different aspects, however, staff wants to ensure the system continues to operate efficiently and accurately.

Now that the 2021 construction season is slowly coming to an end, staff is scheduling flow tests for all commercial meters 1.5” and larger throughout the system to ensure accurate reads are coming in to Sensus Analytics for quality assurance and billing. Staff will perform the tests at low, intermediate, and high flows to determine the accuracy of the meters at all ranges. The large users along with the master meters will be tested annually. Moving forward, the rest of the commercial accounts will be tested on a three-year cycle. These tests will not only ensure accurate billing, but will also help staff analyze data for unaccounted-for water throughout the distribution system.

4. Administration Department Highlights

• Department Statistics	Aug 2021
▪ TI	
○ Non BP Water accounts	176
○ Total # of Water Bills sent	3,384
▪ ALL	
○ Work Orders prepared	54
○ Final Bills processed	38
○ New Accounts	4
○ Municipal payments processed	89
○ Cash Disbursements	\$309k
○ Cash Receipts	\$352k

5. September 1, 2021 Billing in the Town of Ithaca

September 1, 2021 Billing in the Town of Ithaca				
Billing Period: 5/16/21-8/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	9/1/20	9/1/21	9/1/20	9/1/21
TI	110,883,782	105,130,432	\$ 619,183.79	\$ 605,480.51
	6% Decrease		2% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,534,052	160,313	734,940	3,429,306	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,534,252	160,313	734,940	3,429,506	B
RESERVED CASH:					
Fringe Benefit Reserve	105,868	0	0	105,868	
Total Reserved Cash	105,868	0	0	105,868	B
OTHER ASSETS:					
Accounts Receivable	808,154	0	0	808,154	
Prepaid Expenses	0	0	0	-	
Total Other Assets	808,154	0	0	808,154	C
TOTAL ASSETS	3,448,274	160,313	734,940	4,343,528	
LIABILITIES					
Accounts Payable	82,687	0	94,465	177,152	
Accrued Liabilities	110,991	0	0	110,991	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	193,679	0	94,465	288,143	D
FUND BALANCE					
Reserved Fund Balance	105,815	0	0	105,815	
Unexpended Fund Balance	3,148,780	160,313	640,476	3,949,569	
TOTAL FUND BALANCE	3,254,596	160,313	640,476	4,055,385	A
TOTAL LIABILITIES and FUND BALANCE	3,448,274	160,313	734,940	4,343,528	
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	2,516,167	266,897	498	2,783,561	
LESS: YTD EXPENDITURES	2,255,792	108,919	500,946	2,865,657	
FUND BALANCE AS OF 8/31/21	3,254,596	160,313	640,476	4,055,385	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 8/31/21	3,254,596	160,313	640,476	4,055,385	A
Less: Receivables & Prepaids	808,154	0	0	808,154	C
Add: Liabilities	193,679	0	94,465	288,143	D
CASH BALANCE AS OF 8/31/21	2,640,121	160,313	734,940	3,535,374	B

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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,950,015	266,788	1,120,000
YTD ACTUAL	2,516,167	266,897	498
OVER (UNDER)	(2,433,848)	109	(1,119,502)
% EARNED	51%	100%	0%
% UNEARNED	49%	0%	100%
EXPENDITURES			
BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	2,255,792	108,919	500,946
OVER (UNDER)	(2,694,223)	(157,869)	(639,054)
% EXPENDED	46%	41%	44%
% UNEXPENDED	54%	59%	56%

DETAILED REVENUES

Service Charges	12,401	0	0
Cross Connection Fees	12,855	109	498
Services for Other Governments-Members	72,886	0	0
Joint Activity-Water Rents	2,352,063	0	0
Interest Earnings	1,513	0	0
Permits	33,549	0	0
Sales of Equipment	28,600	0	0
Refunds of Prior Years Expense	1,344	0	0
Other Revenues	955	0	0
Interfund Transfers*	0	266,788	0
	2,516,167	266,897	498

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

DETAILED EXPENDITURES

Water Administration	480,855	0	500,946
Source of Supply	165,182	0	0
Purification	455,348	0	0
Transmission and Distribution	456,515	0	0
Employee Benefits	431,103	0	0
Debt Service	0	108,919	0
Interfund Transfers*	266,788	0	0
	2,255,792	108,919	500,946

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

Engineering and Operations Committee Meeting Notes

**Monday, August 23, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Present: Roy Staley, Bill Goodman, Steve Riddle, Gregg Weatherby, Glenn Rataczak, Pam VanGelder

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. July 2021 Meeting Notes		#1
The Committee approved the minutes as they appeared in the August meeting packet.		
2. July 2021 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water produced in July was less than the amount produced in 2020, mainly due to less irrigation in 2021. The reduced production helped operators during two energy curtailments and several heavy rain events that caused increased turbidity in the raw water. Raw water temperatures remain warmer than past years. The increased water temperature has not caused any issues to date, but HABs were forming along the lakeshore near the Raw Water Pump Station in Mid-July. Staff used the drone to confirm the HABs were not near the raw water intake.		
On July 1 st , the Coddington Road Pump Station Pump #2 control valve would not close. Staff rebuilt the valve and it was returned to service.		
On July 7 th , the Christopher Circle Pump Station Pump #2 control valve would not close. Staff replaced a malfunctioning solenoid valve, and the control valve was returned to service.		
On July 26 th , the Finished Water Pump #1 soft starter failed. Staff determined the soft starter and pump breaker needed to be replaced. Once completed, the pump was returned to service.		
Bolton Point assisted Cornell University by supplying their system with water while their plant was shut down for maintenance. Approximately two million gallons were supplied over a three-day period.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report		
Plumbing permits issued in 2021 are significantly higher than in 2020. This is largely due to the decrease in 2020 due to COVID-19.		
Staff assisted with one water main break and a service line repair in July.		
Water usage at Maplewood Apartments decreased in July following a service line leak repair completed in June. Usage among the 18-Large Users was down 13.7% from last year. Very little irrigation occurred in July due to the heavy and consistent rainfall.		
There were no changes to the Cross-Connection Control Program in July. The water meter for the Lansing Meadows project in the Village of Lansing was ordered and delivered.		
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.		
The Town of Ithaca has submitted as-builts for the Coddington and Burns Road water main relocation project. This project will be removed from the list.		
3. Informational Items		
a. Capital Projects		

- 1. Oakcrest Booster Pump Station Upgrade Project**
EMT staff has completed 99% of the electrical upgrades to the pump station. Staff will begin replacing corroded fasteners on the pump station's piping as time permits.
- 2. Oakcrest Booster Pump Station Emergency Generator Project**
The new generator has been built and is off the assembly line. Staff is waiting to hear from the shipping company for the generator's expected arrival date. Once a date is received, staff will coordinate with the crane company, Silverline Construction, for installation of the generator.
- 3. Six Mile Creek Transmission Main Project**
Robinson Construction returned to the site on August 16th to begin installation of pipe for the creek crossing. The installation was unable to occur due to increased stream flows from recent storms. The Robinson Construction crew will return once stream flows reduce and no rain is in the forecast. Installation of the new main is expected to occur in the next week or two.
- 4. Cascadilla Creek Transmission Main Project**
Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project.
- 5. Fall Creek Transmission Main Project**
Staff has paused the review of the project to focus on the Six Mile and Cascadilla Creek projects. Steve will be meeting with members of the Forest Home Homeowners Association on August 26th to discuss the proposed project.
- 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 September 27, 2021 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
November 22, December 27, January, 24**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
September 27, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. August 2021 Meeting Notes		#1
2. August 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, October 25, 2021 @ 12:00 Noon		

**Future meetings - Fourth Monday of the month at noon.
November 22, December 27, January 24**

Bolton Point Personnel and Organization Committee
Monday, August 23, 2021
Bolton Point Conference Room

Commissioners: Ed LaVigne, Chair (via Google Meet), Bill Goodman
 Managers: Steve Riddle, Glenn Ratajczak, Pam VanGelder, and Gregg Weatherby
 Shop Steward: Kyle Fellows
 Absent: Commissioners: Jack Rueckheim, Joe Wetmore, Staff Support: Judy Drake
 Meeting called to order at: 11:07 am

1) Meeting Notes:

The Committee approved the July meeting notes as presented.

2) Review Engagement Survey 2019-2020 Results Comparison:

Steve reminded the Committee that 20 of 21 staff (95%) participated in the survey. The survey was addressed and reviewed with staff during the all-hands staff meeting on August 11th. Staff was encouraged to talk with Managers on specific instances to better understand ratings for certain questions. Steve noted there were a few questions that had ratings fall slightly since 2019, but overall the results showed staff is happy with their positions at Bolton Point. Managers will continue to discuss the results during Management Meetings to develop improvement plans to several questions.

3) Reports:

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

Production Manager: Glenn reported operators have been busy dealing with high turbidity raw water due to the amount of rain the area has received in August. The new filters have been a huge help with treatment during these events. Flow rates through the plant have been reduced to assist, but this has caused extended shifts for operators.

Two energy curtailment events occurred for the facility in August. These events affect the treatment process as well as air conditioning for the facility.

Glenn attended two of a five-part webinar series through NYSAWWA on Lead and Copper Rule revisions and attended a NY AWWA Lab Skills training at Bolton Point on August 18th. Jim Bower and Megan Falicchio will be attending a W2Operator training in September. Glenn will be attending the Tifft Symposium in Syracuse September 22nd and 23rd.

Distribution Manager: Gregg reported that all staff will be attending defensive driving training in October. Dan Workman will be attending an initial Cross Connection Control (CCC) certification course September 13th-16th in Rochester. Jeff Hall will be attending a CCC recertification course in Rochester on September 17th. Staff remains busy assisting with water main extensions and replacements at Peruville Road (Town of Lansing), Graham Road (Village of Lansing), and Six Mile Creek (Bolton Point). Jeffrey Kaplan and Megan Falicchio have been using the drone to document progress at the Six Mile Creek Transmission Main project and search for HABs at the Raw Water Pump Station.

Finance Manager: Pam reported that staff is currently working on billing for the Town of Ithaca. Staff is investigating options for printing bills off-site. The Commission's current xerox printer has not worked well for printing bills on post cards.

Human Resources: No report.

General Manager: Steve reported managers and staff have done a great job adjusting the treatment process and capital projects during the recent rain events. Staff worked well during the recent energy curtailments, which required the air handling system to be turned off. Steve thanked everyone for their hard work and dedication.

Next meeting -4th Monday: September 27, 2021 at 11:00 am.
(10/25, 11/22, 12/27, 1/24, 2/28)

Meeting adjourned at 11:35 am

Bolton Point Personnel and Organization Committee
Monday, September 27, 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 August meeting notes.
2. Review Town of Ithaca COVID-19 Mandatory Vaccination or Surveillance Testing Program and revisions to COVID-19 Response Policy
3. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Distribution Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - f. General Manager
 - i. Employee Engagement Survey
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting will be: Monday, November 22, 2021 at 11:00 am

Future meeting dates are: 4th Monday: 12/27 – need to discuss this date

Future Topics:

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

Resolution For
Approval of 2022 Wage Scale and 2022 Salaries
October 7, 2021

WHEREAS, the Commission approved a resolution approving the collective bargaining agreement with the UAW for 2021 through 2023, and

WHEREAS, on December 10, 2020, the Commission approved a resolution establishing the 2021-2023 cost of living adjustment to the Wage Scale for non-collective bargaining employees to be the same as the UAW contract at 2.5% for 2022,

NOW, THEREFORE, BE IT

RESOLVED, the Commission approves the 2022 specific wages as detailed on the attached spreadsheet for the non-collective bargaining employees and UAW collective bargaining employees unit.

MOVED:

SECONDED:

VOTE:

SCLWIC JOB CLASSIFICATION SYSTEM
Non-Collective Bargaining

Final per resolution 12/10/2020

Final per resolution 12/10/2020

Final per resolution 12/10/2020

JOB CLASSIFICATION LISTING		2021 SALARY SCALE			102.50%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE
	MANAGEMENT POSITIONS	% inc by step =	4.4%	3.2%	3.1%
10	General Manager	\$ 41.63	\$ 43.48	\$ 44.86	\$ 46.25
	40 HR SALARY	\$ 86,580.00	\$ 90,428.00	\$ 93,314.00	\$ 96,200.00
					46,248
9	Production Manager	\$ 38.60	\$ 40.32	\$ 41.60	\$ 42.89
	Distribution Manager	\$ 80,290.08	\$ 83,858.53	\$ 86,534.86	\$ 89,211.20
					42,888
					2,511
					2,184.00
8	Finance Manager	\$ 36.07	\$ 37.68	\$ 38.88	\$ 40.08
	40 HR SALARY	\$ 75,029.76	\$ 78,364.42	\$ 80,865.41	\$ 83,366.40
					40,078
					2,511
					5,844.80
					2,038.40
					8,988.80
					357,988.80
					8,756.80
					total increase

SCLWIC UAW JOB CLASSIFICATION SYSTEM

FINAL per contract

FINAL per contract

FINAL per contract

JOB CLASSIFICATION LISTING		2021 SALARY SCALE			102.50%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE
	HOURLY POSITIONS	% inc by step =	3.3%	3.2%	3.1%
7	Assistant Production Manager	\$ 29.34	\$ 30.31	\$ 31.27	\$ 32.24
	Assistant Distribution Manager	\$ 61,023.87	\$ 63,035.65	\$ 65,047.42	\$ 67,059.20
					32,248
6	GIS/IT Specialist	\$ 27.67	\$ 28.59	\$ 29.50	\$ 30.41
	40 HR Annual	\$ 57,560.05	\$ 59,457.63	\$ 61,355.22	\$ 63,252.80
					30,412
					2,498
					1,539.20
5B	Water Treatment Plant Operator	\$ 24.59	\$ 25.40	\$ 26.21	\$ 27.02
	Electrical & Mechanical Technician	\$ 51,143.46	\$ 52,829.50	\$ 54,515.55	\$ 56,201.60
	Distribution Operator				26,517
					4,456
					2,392.00
5A	Principal Account Clerk Typist	\$ 24.32	\$ 25.12	\$ 25.92	\$ 26.72
	Administrative Assistant IV	\$ 50,575.62	\$ 52,242.94	\$ 53,910.27	\$ 55,577.60
					26,517
					3,268
					1,768.00
4	Administrative Assistant III	\$ 24.18	\$ 24.98	\$ 25.77	\$ 26.57
	40 HR Annual	\$ 50,291.70	\$ 51,949.66	\$ 53,607.63	\$ 55,265.60
					26,372
					3,268
					1,747.20
3B	Sr. Water Maintenance Spec.	\$ 24.09	\$ 24.88	\$ 25.68	\$ 26.47
	40 HR Annual	\$ 50,102.42	\$ 51,754.14	\$ 53,405.87	\$ 55,057.60
					26,271
					3,268
					1,747.20
3A	Sr. Account Clerk Typist	\$ 23.91	\$ 24.69	\$ 25.48	\$ 26.27
	Administrative Assistant II	\$ 49,723.86	\$ 51,363.10	\$ 53,002.35	\$ 54,641.60
					26,271
					2,500
					1,331.20
2	Water Maintenance Specialist	\$ 20.66	\$ 21.34	\$ 22.02	\$ 22.70
	Distribution Operator Assistant	\$ 42,966.56	\$ 44,383.04	\$ 45,799.52	\$ 47,216.00
	WTPO Assistant				22,704
					2,488
					1,144.00
1	Account Clerk Typist	\$ 20.14	\$ 20.80	\$ 21.47	\$ 22.13
	Administrative Assistant I	\$ 41,887.66	\$ 43,268.58	\$ 44,649.49	\$ 46,030.40
					22,138
					2,500
					1,123.20

JOB CLASSIFICATION LISTING		2022 SALARY SCALE			102.50%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE
	MANAGEMENT POSITIONS	% inc by step =	4.4%	3.2%	3.1%
		\$ 42.66	\$ 44.56	\$ 45.98	\$ 47.40
		\$ 88,732.80	\$ 92,676.48	\$ 95,634.24	\$ 98,592.00
					47,488.25
					2,499
					2,350.40
					8%
					6,988.80
					2,511
					2,184.00
					7%
					5,844.80
					2,038.40
					366,912.00
					8,923.20
					total increase

JOB CLASSIFICATION LISTING		2023 SALARY SCALE			102.75%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE
	MANAGEMENT POSITIONS	% inc by step =	4.4%	3.2%	3.1%
		\$ 43.83	\$ 45.78	\$ 47.24	\$ 48.70
		\$ 91,166.40	\$ 95,218.24	\$ 98,257.12	\$ 101,296.00
					48,705
					2,746
					2,704.00
					8%
					7,158.20
					2,499
					2,225.60
					7%
					5,890.40
					2,060.00
					377,000.00
					10,088.00
					total increase

JOB CLASSIFICATION LISTING		2023 SALARY SCALE			102.75%
CLASS	CIVIL SERVICE TITLE	HIRING RATE	Step 1 - 1st Anniv	Step 2 - 2nd Anniv	Step 3 3rd Anniv JOB RATE
	HOURLY POSITIONS	% inc by step =	3.3%	3.2%	3.1%
		\$ 30.90	\$ 31.92	\$ 32.94	\$ 33.96
		\$ 64,279.49	\$ 66,398.59	\$ 68,517.70	\$ 70,636.80
					33,908
					2,751
					1,884.80
					2.50%
					1,580.80
					2.76%
					32,027
					32.03
					66,622.40
					28,976
					28.98
					60,278.40
					2.77%
					1,622.40
					25.80
					26.35
					58,968.00
					3.26%
					1,809.60
					0.20
					28,348
					27.50
					57,198.96
					2.75%
					1,580.80
					28.18
					58,614.40
					2.79%
					1,560.00
					25.55
					27.24
					56,655.97
					28,028
					28.08
					58,406.40
					2.74%
					1,560.00
					25.18
					26.84
					55,826.99
					27.67
					26.84
					57,553.60
					2.76%
					1,539.20
					21.76
					23.19
					49,732.80
					2.75%
					1,331.20
					21.22
					22.62
					47,050.43
					23.32
					48,505.60
					2.76%
					1,310.40

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

Resolution for Adoption of
Revised COVID-19 Response Policy and Participation
in the Town of Ithaca Mandatory Vaccination and Surveillance Testing Program
October 7, 2021

WHEREAS, the Personnel and Organization committee reviewed the Revised COVID Response Policy incorporating voluntary extensions to the Emergency Paid Sick Leave and Extended Federal Medical Leave Act until December 31, 2021 and recommends to the Commission, the adoption of the Revised COVID Response Policy; and

WHEREAS, the Personnel and Organization Committee reviewed the option for the Commission to be included in the Town of Ithaca Mandatory Vaccination and Surveillance Testing Program effective October 4, 2021, which would require employees to receive the vaccine or undergo mandatory weekly surveillance testing; and

WHEREAS, the Personnel and Organization Committee recommends to the Commission participation in the Town of Ithaca Mandatory Vaccination and Surveillance Testing Program; now, therefore, be it

RESOLVED, that the Commission does hereby adopt the Revised COVID Response Policy and participation in the Town of Ithaca Mandatory Vaccination and Surveillance Testing Program.

Moved:

Seconded:

Vote: