



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
November 4, 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 October 7, 2021 Meeting Minutes | 087 |
| 2. Management Staff Report | 088 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. September 30, 2021 Financial Report | 089 |
| 2. Approval of the November 4, 2021 Warrants | |
| B. Engineering and Operations Committee | |
| 1. September 27, 2021 Meeting Notes | 090 |
| 2. October 25, 2021 Meeting Agenda | 091 |
| C. Personnel and Organization Committee | |
| 1. September 27, 2021 Meeting Notes | 092 |
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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
December 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
October 7, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, October 7, 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 Bill Goodman, Town of Ithaca (joined 4:03pm)
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing (joined 4:03pm)
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Gregg Weatherby, Distribution Manager
 Jessica Sherwood, Principal Account Clerk/Typist
 Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing

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

1. Approval of Meeting Minutes September 9, 2021***Exhibit #078***

Discussion: None.

MOTION by LaVigne, SECOND by Howe, to approve the September 9, 2021 Commission meeting minutes.

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

Carried

Management Staff Report***Exhibit #079*****Item #1 – September Project Updates**

Discussion: Mr. Riddle reported on this item and noted 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. Mr. Riddle noted that as the project moves forward a stakeholder group will need to be formed, and the Tompkins County Intermunicipal Organization may be a good source of potential stakeholders.

Item #2 – Algal Toxin Testing

Discussion: Mr. Riddle reported on this item for Mr. Ratajczak and noted that staff has purchased a new instrument that tests source water directly for the toxins microcystin and cylindrospermopsin, which are the most prevalent types found in Cayuga Lake. The test procedure takes about 15 minutes, giving quantitative results that will expedite decision-making on plant operations should toxins be detected.

Item #3 – Commission’s Commercial Accounts Quality Assurance Meter Testing

Discussion: Mr. Weatherby reported on this item and noted staff is scheduling flow tests for all commercial meters 1.5” and larger throughout the system, with the large users and master meters being tested annually and the rest being placed on a three-year cycle.

Item #4 – Administration Department Highlights

Discussion: Mr. Riddle reported on this item for Ms. VanGelder and noted the printing of bills has been outsourced to Gnomon Copy in an effort to more efficiently utilize in-house resources.

Item #5 – August 1, 2021 Billing in the Town of Ithaca

Discussion: Mr. Riddle reported on this item for Ms. VanGelder and noted there was a slight decrease in consumption and revenue, largely due to commercial accounts.

2. Committee Reports**A. Budget and Finance Committee**

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting.

1. August 31, 2021 Financial Report

Exhibit #080

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

2. Approval of the October 7, 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 Rueckheim, to approve the October 7, 2021 Warrants in the amount of \$ 94,143.00.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted the installation of the Oakcrest Booster Pump Station generator is complete.

Mr. Weatherby noted that all pipe has been installed for the Six Mile Creek Transmission Main Project, and the contractor has begun the testing phase.

Regarding the Cascadilla Creek Transmission Main Project, Cornell University has signed the joint application to be sent to the Department of Environmental Conservation and the Army Corps of Engineers.

The Tompkins County Health Department has requested to start holding drought meetings.

1. August 23, 2021 Meeting Minutes

Exhibit #081

Discussion: None.

2. September 27, 2021 Meeting Agenda

Exhibit #082

Discussion: None.

C. Personnel and Organization Committee

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

1. August 23, 2021 Meeting Notes

Exhibit #083

Discussion: None.

2. September 27, 2021 Meeting Agenda

Exhibit #084

Discussion: None.

3. Resolution for Approval of 2022 Wage Scale and 2022 Salaries

Exhibit #085

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 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 for the non-collective bargaining employees and UAW collective bargaining employees unit.

MOVED: LaVigne

SECONDED: Hartill

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

Carried

4. Resolution for Adoption of Revised COVID-19 Response Policy and Participation in the Town of Ithaca Mandatory Testing and Surveillance Testing Program.

Exhibit #086

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 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: LaVigne

SECONDED: Hartill

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

Carried

D. Planning and Public Affairs Committee

Discussion: None.

3. Executive Session (If Necessary):

Discussion: None.

4. Old and New Business

Discussion: None.

5. Other

Discussion: Mr. Riddle noted that Ms. Drake will be sending information to the Commissioners in preparation for his upcoming review, which will be discussed at the November meeting.

6. Adjournment:

Meeting adjourned at 4:40 p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

October 29, 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 November 4, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of October 7, 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. October Project Updates	1
2. Upcoming Lead and Copper Rule Revision (LCRR)	2
3. GIS Mapping Update	2
4. Administration Department Highlights	2
5. October 1, 2021 Billing in the Town of Dryden/Village of Lansing	2

1. October Project Updates

SCLIWC Drinking Water Source Protection Program (DWSP2) – Commission staff met with representatives from the State Health Department on October 13th for a DSWP2 project kick-off meeting. Mapping of the program's watershed area has begun. Staff is reviewing potential contaminant sources and developing an overview of the SCLIWC water system. Once these items are complete, a stakeholder group will be formed to review the program information and establish goals for the program.

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

Village of Cayuga Heights System Meeting - On October 19th, staff met with Village of Cayuga Heights Public Works Committee members, and the Cayuga Heights Fire Chief to discuss how SCLIWC staff operates the Village water system. Items discussed included system mapping and information, valve and hydrant maintenance, intermunicipal operations, maintenance schedules, annual maintenance reports, and SCLIWC vs. Village responsibilities. The meeting was very productive and concluded with a tour of the Bolton Point treatment plant. Staff plans to schedule meetings with the four remaining member municipalities' public works and/or water and sewer boards in the future.

2. Upcoming Lead and Copper Rule Revision (LCRR)

Glenn will present an overview of the Environmental Protection Agency’s LCRR that is being released soon and the implications the rule may have on member municipalities.

3. GIS Mapping Update

Gregg will present an overview of the Commission’s GIS mapping capabilities and areas for future improvements.

4. Administration Department Highlights

- Department Statistics Sep 2021
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1,019
 - **ALL**
 - Work Orders prepared 44
 - Final Bills processed 34
 - New Accounts 0
 - Municipal payments processed 93
 - Cash Disbursements \$501k
includes \$143k bond pmt
 - Cash Receipts \$619k

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

October 1, 2021 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 6/16/21-9/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	10/1/20	10/1/21	10/1/20	10/1/21
TD	8,485,100	7,188,000	\$ 47,763.25	\$ 42,340.80
	18% Decrease		13% Decrease	
VL	37,615,439	35,743,800	\$ 209,284.25	\$ 203,279.68
	5% Decrease		3% Decrease	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,888,450	18,018	640,521	3,546,988	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,888,650	18,018	640,521	3,547,188	B
RESERVED CASH:					
Fringe Benefit Reserve	105,874	0	0	105,874	
Total Reserved Cash	105,874	0	0	105,874	B
OTHER ASSETS:					
Accounts Receivable	461,953	0	0	461,953	
Prepaid Expenses	0	0	0	-	
Total Other Assets	461,953	0	0	461,953	C
TOTAL ASSETS	3,456,476	18,018	640,521	4,115,014	
LIABILITIES					
Accounts Payable	64,887	0	5,962	70,849	
Accrued Liabilities	110,991	0	0	110,991	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	175,878	0	5,962	181,840	D
FUND BALANCE					
Reserved Fund Balance	105,815	0	0	105,815	
Unexpended Fund Balance	3,174,782	18,018	634,559	3,827,359	
TOTAL FUND BALANCE	3,280,598	18,018	634,559	3,933,174	A
TOTAL LIABILITIES and FUND BALANCE	3,456,476	18,018	640,521	4,115,014	
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	2,788,660	266,901	543	3,056,104	
LESS: YTD EXPENDITURES	2,502,283	251,219	506,908	3,260,409	
FUND BALANCE AS OF 9/30/21	3,280,598	18,018	634,559	3,933,174	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 9/30/21	3,280,598	18,018	634,559	3,933,174	A
Less: Receivables & Prepaids	461,953	0	0	461,953	C
Add: Liabilities	175,878	0	5,962	181,840	D
CASH BALANCE AS OF 9/30/21	2,994,523	18,018	640,521	3,653,062	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE NINE MONTH PERIOD ENDING SEPTEMBER 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	2,788,660	266,901	543
OVER (UNDER)	(2,161,355)	113	(1,119,457)
% EARNED	56%	100%	0%
% UNEARNED	44%	0%	100%

EXPENDITURES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	2,502,283	251,219	506,908
OVER (UNDER)	(2,447,732)	(15,569)	(633,092)
% EXPENDED	51%	94%	44%
% UNEXPENDED	49%	6%	56%

DETAILED REVENUES

Service Charges	29,894	0	0
Cross Connection Fees	12,910	0	0
Services for Other Governments-Members	79,380	0	0
Joint Activity-Water Rents	2,597,282	0	0
Interest Earnings	1,745	113	543
Permits	36,340	0	0
Sales of Equipment	28,810	0	0
Refunds of Prior Years Expense	1,344	0	0
Other Revenues	955	0	0
Interfund Transfers*	0	266,788	0
	2,788,660	266,901	543

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

DETAILED EXPENDITURES

Water Administration	521,589	0	506,908
Source of Supply	186,270	0	0
Purification	536,076	0	0
Transmission and Distribution	511,804	0	0
Employee Benefits	479,756	0	0
Debt Service	0	251,219	0
Interfund Transfers*	266,788	0	0
	2,502,283	251,219	506,908

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

Engineering and Operations Committee Meeting Notes

Monday, September 27, 2021 @ 12:00 Noon
Bolton Point Conference Room

Present: Roy Staley, Bill Goodman, Don Hartill, Steve Riddle, Glenn Rataczak, Pam VanGelder, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. August 2021 Meeting Notes		#1
The Committee approved the minutes as they appeared in the September meeting packet.		
2. August 2021 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
<p>Finished water produced in July was less than the amount produced in 2020, mainly due to less irrigation in 2021. There was a slight increase in August with the return of students at Ithaca College and Cornell University. Raw water temperatures remain warmer than past years. The increased water temperature has created some challenges with particulate settling in the basins. The new Treatment Plant filters have performed extremely well. Staff continues use the drone to confirm that HABs are not near the raw water intake.</p> <p>On August 2nd, staff discovered the Finished Water Pump #2 breaker would not reset properly. Staff located a refurbished breaker that was installed and the pump returned to service.</p> <p>On August 19th, the Treatment Plant experienced a high turbidity event due to runoff from tropical storm Fred. To maintain filtered and finished water turbidities, the plant was operated at the lowest flow possible to increase settling time. The plant was operated extended hours to meet the demand of the distribution system while at the reduced flow rate.</p> <p>Upgrades were performed to the chlorination system at the Treatment Plant. A new load cell was installed to convert the chlorine container scale to a digital output. A new chlorine leak detection unit was installed to monitor the tank and chlorinator rooms. New remote alarm enunciators were installed at strategic locations to warn all staff of a chlorine release.</p> <p>Results for the four quarterly PFOA, PFOS and 1,4 Dioxane testing were submitted and reviewed by the Tompkins County Health Department. Since all tests were non-detect for all three compounds, Bolton Point was granted a reduced monitoring waiver. This allow for sampling every 18 months, instead of quarterly.</p> <p>Steve discussed the following highlights of the Distribution portion of the report</p> <p>Staff assisted with three water main breaks and a service line repair in August. Two of the breaks in the Town of Lansing were caused by a pressure reducing valve (PRV) malfunction. Staff found debris from a water main extension project in the PRV, not allowing it to full close, causing the increased system pressure and pipe failure.</p> <p>Water usage at Borg Warner decreased in August due to a meter failure. The account will be estimated until the meter can be repaired. Very little irrigation occurred in August due to the heavy and consistent rainfall.</p> <p>There were no changes to the Cross-Connection Control Program in August.</p> <p>Water Main extensions on Peruville Road (Town of Lansing) and the Amabel Subdivision (Town of Ithaca) have been completed. Staff assisted with testing and disinfection of water mains for both projects.</p>		

3. Informational Items

a. Capital Projects

1. Oakcrest Booster Pump Station Upgrade Project

As time permits, staff will begin replacing corroded fasteners on the pump station's piping.

2. Oakcrest Booster Pump Station Emergency Generator Project

The new generator has arrived and has been installed on the concrete pad. Kinsley Power has performed initial startup procedures and load bank testing. The new generator has been placed into service and will be able to operate two of the three Oakcrest pumps when needed in an emergency.

3. Six Mile Creek Transmission Main Project

Robinson Construction continues to install pipe for the creek crossing. Once the crossing is completed, staff will assist with pressure and bacteriological testing of the new main. The project is expected to be completed in October.

4. Cascadilla Creek Transmission Main Project

Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project. The projects Joint Applications have been signed and sent to the Army Corps of Engineers and NYSDEC for approval.

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 - Staff has advertised a request for proposals for the performance of an Incident Energy and Arc Flash Study for the Treatment Plant. Eight proposals were received and staff expects to complete their review of the proposals this week and award the contract soon after. The study is expected to begin in October.

5. Next Meeting - Monday October 25, 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
October 25, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. September 2021 Meeting Notes		#1
2. September 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, November 22, 2021 @ 12:00 Noon		

**Future meetings - Fourth Monday of the month at noon.
December 27, January 24, February 28**

Human Resources: Judy noted she has been preparing for the COVID testing program. Salaries for 2022 will be approved in October. The Health Consortium approved a 5% increase in premium rates, and open enrollment notices will be going out shortly. Judy explained reserving, fund balance and rate stabilization of the Consortium.

General Manager: Steve reported that he is working on his self-review as part of the General Manager performance review process. Steve attended the two-day NYS AWWA Tiftt symposium and found value in several sessions. Managers and staff have done a great job getting projects wrapped up for the year.

Engagement Survey: Steve reviewed the 2018-2021 Employee engagement survey results comparison and stated that it has been brought to staff for review. There wasn't any additional information brought forward by staff. The management team is looking to make some improvements in collaboration and to look at ways to open communications. Cross training and education between departments will continue to be worked on. The overall survey results are really good and staff input is appreciated.

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

Meeting adjourned at 11:30 am

Bolton Point Personnel and Organization Committee
Monday, October 25, 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 September meeting notes.
2. Reports
 - a. Shop Steward
 - b. Finance Manager
 - c. Distribution Manager
 - d. Production Manager
 - e. Human Resources Manager
 - f. General Manager
3. (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: