



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
December 9, 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 November 4, 2021 Meeting Minutes | 094 |
| 2. Management Staff Report | 095 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. October 31, 2021 Financial Report | 096 |
| 2. Service Fees for 2022 | 097 |
| 3. Approval of the December 9, 2021 Warrants | |
| B. Engineering and Operations Committee | |
| 1. October 25, 2021 Meeting Notes | 098 |
| 2. November 22, 2021 Meeting Agenda | 099 |
| C. Personnel and Organization Committee | |
| 1. October 25, 2021 Meeting Notes | 100 |
| 2. November 22, 2021 Meeting Agenda | 101 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| A. 2022 Commission Meeting Schedule | 102 |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
January 6, 2022 at 2:30 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
November 4, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, November 4, 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
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden (joined 4:09pm)
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Glenn Ratajczak, Production Manager
 Gregg Weatherby, Distribution Manager
 Pamela VanGelder, Finance Manager
 Jessica Sherwood, Principal Account Clerk/Typist
 Judy Drake, Human Resources Manager, Town of Ithaca
 Jeffrey Kaplan, GIS/IT Specialist

ABSENT:

Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:05 p.m.

Note: Mr. Rueckheim welcomed Jeffrey Kaplan, GIS/IT Specialist, and introduced him to the Commissioners.

1. Approval of Meeting Minutes October 7, 2021

Exhibit #087

Discussion: None.

MOTION by LaVigne, SECOND by Rueckheim, to approve the October 7, 2021 Commission meeting minutes.

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

Carried

Management Staff Report

Exhibit #088

Item #1 – October Project Updates

Discussion: Mr. Riddle reported on this item and noted that Commission staff met with representatives from the State Health Department on October 13th for a Drinking Water Source Protection Program (DSWP2) project kick-off meeting.

Mr. Riddle noted that he and Commission attorney, Guy Krogh, continue to negotiate with the landowners on the Raw Water Pump Station land acquisition.

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. Staff plans to schedule meetings with the four remaining member municipalities' public works and/or water and sewer boards in the future.

Item #2 – Upcoming Lead and Copper Rule Revision (LCRR)

Discussion: Mr. Ratajczak presented a slideshow regarding this item and noted that the Lead and Copper Rule Revision will become law in December 2021, with the effective date for utilities being October 16, 2024 to allow time to prepare for the upcoming changes.

Item #3 – GIS Mapping Update

Discussion: Mr. Weatherby reported on this item and noted that Mr. Kaplan has been updating an interactive map accessible by all five member municipalities. Mr. Kaplan presented a demonstration of the map and explained that improved data quality will help increase efficiency in operation of the water system.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted September cash disbursements included a scheduled bond payment of approximately \$143,000.

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

Discussion: Ms. VanGelder reported on this item and noted there was a considerable decrease in consumption and revenue in the Town of Dryden, due largely to commercial accounts. She noted there was also a small decrease in the Village of Lansing, due mainly to commercial accounts, as well.

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. He noted the committee discussed the two responses to the RFQ for auditing services, and recommends to the Commission to enter into a five-year contract with EFPR Group, LLP to provide auditing services with an option to renew for an additional five years.

MOTION by Hartill, SECOND by Woodard, to approve entering into a five-year contract with EFPR Group, LLP, to provide auditing services with an option to renew for an additional five years.

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

Carried

1. September 30, 2021 Financial Report

Exhibit #089

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

2. Approval of the November 4, 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 November 4, 2021 Warrants in the amount of \$ 77,239.95.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted the meeting was routine and the notes are in the packet. Mr. Riddle noted that the Arc Flash study with Barton & Loguidice began today, November 4th, and came in under budget. He also noted that the November meeting will be held as scheduled, but the December meeting, due to the holidays, will likely be canceled.

1. September 27, 2021 Meeting Minutes

Exhibit #090

Discussion: None.

2. October 25, 2021 Meeting Agenda

Exhibit #091

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted the meeting was routine. Mr. Riddle noted that James Bower created a power point presentation for Tompkins Cortland Community College’s Career Day in October that highlighted not only Bolton Point, but Public Sector careers in general, and expressed appreciation for the time and effort he put in to the project.

1. September 27, 2021 Meeting Notes

Exhibit #092

Discussion: None.

2. October 25, 2021 Meeting Agenda

Exhibit #093

Discussion: None.

D. Planning and Public Affairs Committee

Discussion: None.

3. Executive Session (If Necessary):

Discussion: Executive Session was moved to the end of agenda to accommodate staff’s schedules.

4. Old and New Business

Discussion: None.

5. Other

Discussion: None.

Note: Executive Session was discussed and voted on later to accommodate staff’s schedules.

MOTION by LaVigne, SECOND by Hartill to move into Executive Session at 5:03 p.m.

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

Carried

MOTION by LaVigne, SECOND by Hartill to move back into regular session at 5:41 p.m.

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

Carried

6. Adjournment:

Meeting adjourned at 5:42 p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING

December 9, 2021 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 3, 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 December 9, 2021 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of November 4, 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. November Projects	1
2. Filter Aid Termination Project	2
3. Triennial Electrical Maintenance	2
4. Municipal Water Main Project Update	2
5. Administration Department Highlights	2,3
6. October 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. November Projects

Staff continues to meet with the City of Ithaca, Cornell University, and Tompkins County Health Department (TCHD) to discuss current operations and future extended emergency operations. Currently staff from all three water systems and the TCHD are reviewing each facilities' emergency drought plans and the Commission and City of Ithaca's agreement to supply the City with additional water during their Treatment Plant project. This included creating a prioritized list of customers, water conservation plans to implement during emergencies, and updating agreements between the three water systems.

SCLIWC Facilities Electric Contracts - Staff initiated talks with Mirabito Energy Products to extend the Commission's current electrical contracts, which expire in November 2022. The current price per kilowatt hour is \$0.03880. Mirabito has indicated market rates are expected to increase significantly in 2022-2023. To reduce the impact these increases will have on future budgets, staff has extended the Commission's contract, with a "blended contract rate," through December 2023. This will slightly increase the contract rate to \$0.04190 for 2022, but keep rates constant throughout the contract period, and will provide energy pricing assurance for the foreseeable future.

2. Filter Aid Termination Project

In December of 2019, the starch that was being added as an aid to the filters for particle removal was discontinued. While the plant has been operating for two years without the use of the starch, there has been no noticeable change to filtered water quality. This included several higher than normal raw water turbidities during large rainfall events this summer and fall.

With two years of data, staff has determined the use of the filter aid to be unnecessary, and will commence with the decommissioning of the starch feed equipment.

3. Triennial Electrical Maintenance

On November 3rd, the routine triennial electrical maintenance at the Raw Water Pump Station was performed by O'Connell Electric. All of the main switchgear and the motor control centers were tested, cleaned, and connections tightened. Maintenance was also performed on the transfer switch and disconnect for the generator. The oil from the treatment plant and raw water transformers was sampled and sent for analysis. A report on the electrical testing and oil analysis from the contractor is pending.

4. Municipal Water Main Project Update

The Town of Ithaca's Campbell Avenue - Hopkins Place water system improvement project began in October. The project includes the installation of a pressure reducing station, approximately 700 linear feet of 8-inch ductile iron pipe, fire hydrants, valves and new service connections. Once completed, all Town of Ithaca customers currently supplied by the City of Ithaca water system will be switched to the Bolton Point water system.

The contractor, FP Kane Construction, mobilized in late October with the initial water main tie-in taking place on November 4th. As of November 30th, the pressure reducing station has been installed, tested, and put in to service, and the 700 linear feet of water main has been installed and pressure and bacteriological tested. Staff is currently waiting on the final bacteriological results before connecting the final two service lines to the new water main, completing the project. The contractor encountered many unknown obstacles in the ground, mainly due to poor records and drawings, but with hard work and staff's assistance, they were able to quickly overcome these challenges. Operators were able to assist the contractor with testing procedures, helping to alleviate any delays in the project as the cold weather season approached.

5. Administration Department Highlights

- Department Statistics Oct 2021
 - **TL/VCH**
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,569
 - **ALL**
 - Work Orders prepared 32
 - Final Bills processed 17
 - New Accounts 3

- Municipal payments processed 45
- Cash Disbursements \$230k
- Cash Receipts \$452k

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

November 1, 2021 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 7/16/21-10/15/2021				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	11/1/20	11/1/21	11/1/20	11/1/21
TL	39,544,500	33,537,200	\$220,830.66	\$197,593.35
	18% Decrease		12% Decrease	
VCH	19,787,300	17,651,700	\$104,934.24	\$102,162.80
	12% Decrease		3% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	3,116,660	18,018	634,594	3,769,272
Petty Cash	200	0	0	200
Total Unreserved Cash	3,116,860	18,018	634,594	3,769,472
RESERVED CASH:				
Fringe Benefit Reserve	105,878	0	0	105,878
Total Reserved Cash	105,878	0	0	105,878
OTHER ASSETS:				
Accounts Receivable	321,093	0	0	321,093
Prepaid Expenses	0	0	0	-
Total Other Assets	321,093	0	0	321,093
TOTAL ASSETS	3,543,831	18,018	634,594	4,196,443
LIABILITIES				
Accounts Payable	60,182	0	8,890	69,072
Accrued Liabilities	110,991	0	0	110,991
BAN Payable	0	0	0	0
TOTAL LIABILITIES	171,173	0	8,890	180,063
FUND BALANCE				
Reserved Fund Balance	105,815	0	0	105,815
Unexpended Fund Balance	3,266,842	18,018	625,704	3,910,564
TOTAL FUND BALANCE	3,372,658	18,018	625,704	4,016,380
TOTAL LIABILITIES and FUND BALANCE	3,543,831	18,018	634,594	4,196,443
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	3,098,925	266,902	577	3,366,404
LESS: YTD EXPENDITURES	2,720,488	251,219	515,798	3,487,504
FUND BALANCE AS OF 10/31/21	3,372,658	18,018	625,704	4,016,380
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 10/31/21	3,372,658	18,018	625,704	4,016,380
Less: Receivables & Prepaids	321,093	0	0	321,093
Add: Liabilities	171,173	0	8,890	180,063
CASH BALANCE AS OF 10/31/21	3,222,738	18,018	634,594	3,875,350

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE TEN MONTH PERIOD ENDING OCTOBER 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	3,098,925	266,902	577
OVER (UNDER)	(1,851,090)	114	(1,119,423)
% EARNED	63%	100%	100%
% UNEARNED	37%	0%	0%

EXPENDITURES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	2,720,488	251,219	515,798
OVER (UNDER)	(2,229,527)	(15,569)	(624,202)
% EXPENDED	55%	94%	45%
% UNEXPENDED	45%	6%	55%

DETAILED REVENUES

Service Charges	31,126	0	0
Cross Connection Fees	12,910	0	0
Services for Other Governments-Members	83,457	0	0
Joint Activity-Water Rents	2,897,038	0	0
Interest Earnings	1,959	114	577
Permits	41,326	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
Proceeds of Obligations	0	0	0
	3,098,925	266,902	577

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

DETAILED EXPENDITURES

Water Administration	557,136	0	515,798
Source of Supply	217,164	0	0
Purification	588,093	0	0
Transmission and Distribution	568,322	0	0
Employee Benefits	522,985	0	0
Debt Service	0	251,219	0
Interfund Transfers*	266,788	0	0
	2,720,488	251,219	515,798

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

2022 Bolton Point Labor, Equipment, and Service Rates and Fees					
Effective 1/1/2022					
Service Component	Rate or Fee		Overtime Rate or Fee		Comments
	2021	2022	2021	2022	
Labor	\$40/hr	\$42.50/hr.	\$52/hr.	\$55/hr.	Based on average of Distribution and Production employee wages and benefits
Vehicles	\$17/hr.	\$18/hr.			Based on NYSDOT Fee Schedule
Backflow Application Review	\$100.00	\$106.00			Based upon estimated 2.5 hrs. labor
Follow-up Backflow Application Review	\$100.00	\$106.00			Based upon estimated 2.5 hrs. labor
Backflow Certification Inspection	\$85	\$91			Based upon 1.5 hrs. labor and vehicle
Backflow Preventer Test	1st Device=\$85 Add'l Device=\$20	1st Device=\$91 Add'l Device=\$20			devices: based upon 20 min. Confined space add 1.5hrs for add'l person.
Annual Backflow Administrative Fee	1st Device=\$40 Add'l Device=\$15	1st Device=\$42.50 Add'l Device=\$15			Represents average staff time to review test results and file. Billed with first quarterly water bill.
Backflow Program Enforcement Letters	\$40/ea.	\$42.50/ea.			Represents average staff time to prepare, mail, and post letters
Shut-off AND Service Restoration for Non-Compliance of Backflow Testing	\$154	\$164	\$282	\$299	Regular: Based upon 2 hrs. labor and equipment and 1 hr. labor admin. OT (Service restoration only): Based upon 4 hrs. call-in and 2 hr. equipment and 1 hr. regular labor admin.
Non-conforming meter setting (broken seal, open bypass)	\$100	\$100			Penalty; Labor and vehicle costs would not discourage tampering with meter
Frosted Residential Meter Replacement	\$191	\$195	\$359	\$372	Regular: \$134 for meter, 1 hr. labor and vehicle OT: \$134 for meter, 4 hrs. labor, 1 hr. vehicle
Unauthorized Radio/MXU Removal	\$126	\$134			1.5 hr labor and vehicle, 1 hr labor admin
Damaged Radio/MXU Replacement	\$283	\$292			\$157 for radio, 1.5 hr. labor and vehicle, 1 hr. labor admin
Meter Calibration Check	\$114 plus any fee from outside vendor	\$121 plus any fee from outside vendor			Based upon 2 hrs. labor and vehicle
Temporary Hydrant Use Permits	\$494 for first week; \$60/week rental additional weeks; plus water used	\$502 for first week; \$60/week rental additional weeks; plus water used			Based upon \$300 security deposit, 2.5 hrs. labor (setup, breakdown, test), 2 hrs. vehicle, \$60/week rental
Unauthorized Hydrant Use	\$1,000	\$1,000			Significantly exceed cost of hydrant use permit
Curb Box Repair	\$48	\$50			Typical cost based upon 1/2 hr. labor and equipment and materials
Customer-owned Line Locations	\$57	\$61	\$225	\$238	Regular: Based upon 1 hr. labor and vehicle OT: Based upon 4 hrs. labor and 1 hr vehicle

2022 Bolton Point Labor, Equipment, and Service Rates and Fees

Effective 1/1/2022

Plumbing Permits/New Services	Rate or Fee		Overtime Rate or Fee		Comments
	2021	2022	2021	2022	
1" Water Main Tap	\$225	\$240			Based upon \$85 for corporation stop, 1.5 hrs. for two operators and one vehicle
1.5" and 2" Water Main Tap	\$146	\$155			Same labor and vehicle costs as 1" tap; owner supplies materials
>2" Water Main Tap	\$114	\$121			Based upon 2 hrs. labor and vehicle
Metering: 3/4"	\$357	\$361			Based upon \$300 for meter and other materials; 1 hr. labor and vehicle
Metering: 3/4" pit-type	\$367	\$371			Based upon \$310 for meter and other materials; 1 hr. labor and vehicle
Metering: 1"	\$434	\$438			Based upon \$377 for meter and other materials; 1 hr. labor and vehicle
Metering: 1" pit-type	\$434	\$438			Based upon \$377 for meter and other materials; 1 hr. for labor and vehicle
Inspections (up to 5) for Permits involving account status change	\$285	\$303			Based upon 1 hr./inspection for labor and vehicle
Inspections for Permit Extensions (up to 3)	\$171	\$182			Based upon 1 hr./inspection for labor and vehicle
Inspections (up to 3) for "Mini-permits" not involving account status change	\$171	\$182			Based upon 1 hr./inspection labor and vehicle
Seasonal Meter-out or Meter-in	\$97	\$103			Based upon 1 hr. labor and vehicle, 1 hr. labor admin.
Unmetered Fire Main	\$20/ inch	\$20/ inch			Based on average cost. Billed with first quarterly water bill.
Billing Services-Non-BP water (per account) Quarterly Meter Cards & Bills	\$22	\$23			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-BP water (per account) 20% audit program	\$21	\$22			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-AMI compatible meter (per account)	\$100	\$100			Quarterly charge for not upgrading meter to AMI compatible meter
Bulk Water Sales At Treatment Plant	Min. \$68/day Plus \$5.60/1,000 gal Over 5,000 gal	Min. \$71/day Plus \$5.77/1,000 gal Over 5,000 gal			\$28.85 for min of 5,000 gallons for 1hr labor \$42.50 \$5.77/1,000 gallons over 5,000 gal.

Engineering and Operations Committee Meeting Notes

**Monday, October 25, 2021 @ 12:00 Noon
Bolton Point Conference Room**

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

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. September 2021 Meeting Notes		#1
The Committee approved the minutes as they appeared in the October meeting packet.		
2. September 2021 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water produced in September was slightly higher than the amount produced in 2019 and 2020, largely due to 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, but these events are usually resolved within a day.		
On September 7 th , staff discovered the Village Circle Pump Station's Pump #1 would not open. Staff replaced a faulty solenoid valve and the valve operated properly.		
On September 23 rd , the chlorinator pump at the Village Circle Pump Station was not working properly. A temporary pump was installed until a new replacement pump arrives.		
A Request for Proposal was issued in September for the performance of an Incident Energy and Arc Flash Study for the Treatment Plant. Eight proposals were received and evaluated on a basis of study design and cost. The project study has been awarded to Barton and Loguidice Engineers, based on their inclusion of both utility and generator power in the evaluation and pricing. The study will commence October 27 th and will be completed by the end of the year.		
The monthly Heath Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report		
Staff assisted with three water main breaks and three service line repair in September. Three of the breaks in the Town of Ithaca were caused due to a pressure surge and improper fire hydrant usage by a contractor.		
Plumbing permits issued continue to rise in 2021, returning to near pre-COVID-19 levels.		
Staff continues to repack control valves and PRV's in accordance with maintenance schedules. Fire hydrant repairs continue to increase following valve and hydrant maintenance.		
Water usage at Borg Warner decreased in August due to a meter failure. The consumption for the account will be estimated until the meter can be repaired. Parts have been ordered, but have been delayed for 6-8 weeks. Ithaca College water usage nearly doubled with student's return to campus in 2021.		
There were no changes to the Cross-Connection Control Program in September.		
The Trumansburg Road water main replacement and pressure reducing station project in the Town of Ithaca began in September. Staff will be assisting with water main tie-ins and testing for this project.		

3. Informational Items

a. Capital Projects

1. Oakcrest Booster Pump Station Upgrade Project

Staff has begun obtaining quotes for the replacement of corroded fasteners on the pump station's piping. Two quotes have been received, additional quotes are expected in the next few weeks.

2. Oakcrest Booster Pump Station Emergency Generator Project

The project has been completed and will be removed from the November report.

3. Six Mile Creek Transmission Main Project

Robinson Construction has completed installation of pipe and valves for the creek crossing. Staff will assist with pressure and bacteriological testing of the new main next week, followed by site restoration. The project is expected to be completed in November.

4. Cascadilla Creek Transmission Main Project

Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project. The project's joint application has been sent to the NYSDEC and Army Corps of Engineers 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 – None

5. Next Meeting - Monday January 24, 2022 @ 12:00 Noon (December 2021 Meeting Cancelled)

**Future meetings - Fourth Wednesday of the month at noon.
February 28, March 28, April 25**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
November 22, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. October 2021 Meeting Notes		#1
2. October 2021 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Oakcrest Booster Pump Station Upgrade Project		
2. Six Mile Creek Transmission Main Project		
3. Cascadilla Creek Transmission Main Project		
4. Fall Creek Transmission Main Project		
5. Raw Water Pump Station Land Acquisition		
4. Committee Member Comments or Other Issues		
6. Next Meeting - Monday, January 24, 2022 @ 12:00 Noon (December 2021 Meeting Cancelled)		
Future meetings - Fourth Monday of the month at noon. February 28, March 28, April 25		

Bolton Point Personnel and Organization Committee
Monday, October 25, 2021
Via Zoom

Commissioners: Ed LaVigne, Chair, Jack Rueckheim, Bill Goodman, Joe Wetmore (phone)
 Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby, and Pam VanGelder
 Shop Steward: Kyle Fellows Staff Support: Judy Drake
 Meeting called to order at: 11:02 am

1) Meeting Notes:

The Committee approved the September meeting notes as presented.

3) Reports:

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

Finance Manager: Pam reported that the staff has been working on end of year preparation. Winona Fisher is working on new water rates for each of the municipalities. Jes Sherwood is working on any outstanding items for accounts payable. Lilly Gustafson has started a new scanning project. Pam thanked Glenn for inviting the Admin staff to view a Confined Space entry at the plant. There were two responses to the RFQ for Auditing services and interviews will be held next week.

Distribution Manager: Gregg reported that all staff at Bolton Point attended the Defensive Driving course. Gregg attended a couple code enforcement webinars for recertification credits. Dan Workman still needs to reschedule his Back-Flow certification class and exam. Staff continues to work on large meter testing and work on and around the Treatment Plant. Staff is assisting with the Trumansburg Road water main project. Staff is doing a great job getting tasks done that need to be complete before the weather turns cold.

Production Manager: Glenn reported that Jimmy Bower and Megan Falicchio attended training put on by W2Operator Group. Kyle Fellows attended two on-line trainings on maintenance and repair of our online chlorine analyzers and ph meters. The annual lab audit was completed by the State Department of Health and there were just a few minor items that staff has begun addressing. The Arc Flash project kick off meeting is scheduled for this week and the project should be done by the end of the year. Jim Tierney and Tyler Fleming have begun performing winter prep at all the pump stations and on the snowplowing equipment.

Ed expressed that staff is doing a great job and was thankful for them. Ed asked about status of supplies and if there are any shortages. Glenn reported that they are doing ok with supplies and costs are starting to go back down to pre-COVID rates. Gregg stated they are being careful to make sure they have items on hand before they are needed.

Human Resources: COVID surveillance testing program is going well. Salaries for 2022 were ratified by the Ithaca Town Board and open enrollment meetings were held. Judy explained that the Excellus and ProAct information will be combined on one card coming out for January 1st.

Cards will also include a new dedicated customer service number for Excellus for all GTCMHIC members.

She noted that 2022 pay letters will be sent out in November after open enrollment. The General Manager's performance review has been sent to Commissioners in preparation for discussion at the November commission meeting. Judy thanked the staff for supporting the Wear Pink to support Breast Cancer Awareness month.

General Manager: Steve reported that we did have an all hands meeting and discussed the employee engagement survey and how to improve communication between departments. Asked staff to provide feedback on what they feel could improve with the all-hands meetings.

Staff has been doing a lot of projects around the plant and it has been nice to see the staff from different departments working together on them. Water Emergency meetings (previously called Drought Meetings) were held with the County Health Department, Cornell and the City of Ithaca. These will continue quarterly to see if improvements can be made on how all three systems work together to improve overall redundancy.

A Drinking Source Water Protection Plan meeting was held on October 13th, with two representatives from NYS Department of Health, which went well. Jeffrey Kaplan has been working on mapping of the watershed area. Production staff obtained a new analyzer to test for HABs. We did detect a HAB close to the raw water intake and had the ability to test the bloom for toxins. There were no toxins indicated in the bloom. We were also able to perform a test on our raw water, which did not indicate any toxins either. Staff is appreciative of the addition of the Analyzer for in house testing.

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. The meeting was very productive and concluded with a tour of the Bolton Point treatment plant. We will be working on offering this type of meeting for the other four municipalities.

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

Meeting adjourned at 11:20 am

Bolton Point Personnel and Organization Committee
Monday, November 22, 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 October meeting notes.
2. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Finance Manager
 - d. Distribution 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, December 27, 2021 at 11:00 am

Future meeting dates are: 4th Monday: – need to discuss future dates

Future Topics:

2022 Commission Meeting Calendar

January	February	March
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April	May	June
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July	August	September
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October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

B&F meetings-Comm mtg day at 3:45pm
 E&O meetings-4th Monday at 12:00pm
 P&O meetings-4th Monday at 11:00am

Month	Day	Time
January	6	2:30 p.m.
February	3	4:00 p.m.
March	3	4:00 p.m.
April	7	4:00 p.m.
May	5	4:00 p.m.
June	9	4:00 p.m.
July	7	4:00 p.m.
August	4	4:00 p.m.
September	8	4:00 p.m.
October	6	4:00 p.m.
November	3	4:00 p.m.
December	8	4:00 p.m.