



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

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2022
Exhibit No.

COMMISSIONERS:	1. Approval of December 9, 2021 Meeting Minutes	001
JACK RUECKHEIM Chairperson	2. Management Staff Report	002
ROY E. STALEY Vice Chairperson	3. Old and New Business	
	A. Appointment of Officers and Committees	003
ROD HOWE Treasurer	4. Committee Reports	
	A. Budget and Finance Committee	
	1. November 30, 2021 Financial Report	004
	2. Review and Approval of Procurement Policy	005
	3. Review and Approval of Investment Policy	006
	4. Resolution Authorizing Prepayment of Unaudited Claims	007
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	6. Approval of the January 6, 2022 Warrants	
	B. Engineering and Operations Committee	
	1. December 27, 2021 Meeting-cancelled	
	C. Personnel and Organization Committee	
	1. December 27, 2021 Meeting-cancelled	
	D. Planning and Public Affairs Committee	
	5. Executive Session (If Necessary)	
	6. Other	
	7. Adjournment	

CONSULTANTS:

MARY RUSSELL

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

NEXT MEETING
February 3, 2022 at 4:00 p.m.
Bolton Point Conference Room

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



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
December 9, 2021

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, December 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 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 Joe Wetmore, Town of Lansing
 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

ABSENT:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Jason Leifer, Town of Dryden

Commission Chairperson Jack Rueckheim called the meeting to order at 4:03 p.m.

1. Approval of Meeting Minutes November 4, 2021***Exhibit #094***

Discussion: None.

MOTION by Woodard, SECOND by Rueckheim, to approve the November 4, 2021 Commission meeting minutes.

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

Carried

Management Staff Report***Exhibit #095*****Item #1 – November Projects**

Discussion: Mr. Riddle reported on this item and noted that 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.

He also noted that staff extended the Commission's contract with Mirabito Energy with a "blended contract rate" through December 2023. This will slightly increase the contract rate for 2022, but keep rates constant throughout the contract period, and will provide energy pricing assurance for the foreseeable future.

Item #2 – Filter Aid Termination Project

Discussion: Mr. Ratajczak reported on this item and noted that due to product discontinuation, the plant has been operating without the use of the starch that was being used as a filter aid since December 2019. With two years of data showing there has been no noticeable change to filtered water quality, staff has determined the use of the filter aid to be unnecessary, and will commence with the decommissioning of the starch feed equipment.

Item #3 – Triennial Electrical Maintenance

Discussion: Mr. Ratajczak reported on this item and noted that the routine triennial electrical maintenance at the Raw Water Pump Station was performed on November 3rd.

Item #4 – Municipal Water Main Project Update

Discussion: Mr. Weatherby reported on this item and noted that The Town of Ithaca's Campbell Avenue - Hopkins Place water system improvement project began in October and upon completion, the Town of Ithaca customers in the affected area who are currently supplied by the City of Ithaca water system will be switched to the Bolton Point water system.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that the eBilling notification service, which will allow customers to access their water and sewer bills online, went live this week.

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

Discussion: Ms. VanGelder reported on this item and noted there was a decrease in consumption and revenue in both the Town of Lansing and Village of Cayuga Heights, mainly due to residential usage.

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. October 31, 2021 Financial Report *Exhibit #096*

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

2. Approval of the 2022 Service Rates and Fees *Exhibit 097*

Discussion: Mr. Howe reported on this item and noted that the committee recommends approval.

MOTION by Hartill, SECOND by Rueckheim, to approve the 2022 Service Rates and Fees.

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

Carried

3. Approval of the December 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 Rueckheim, to approve the December 9, 2021 Warrants in the amount of \$ 151,275.64.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Riddle reported on this item and noted the meeting was routine and the notes are in the packet. He gave an update on capital projects. Mr. Riddle noted he conducted an onsite system review meeting with the Village of Cayuga Heights, and another is scheduled for next week with the Town of Lansing.

1. October 25, 2021 Meeting Minutes *Exhibit #098*

Discussion: None.

2. November 22, 2021 Meeting Agenda

Exhibit #099

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and stated that the notes are in the packet, and the committee finalized the general manager's review.

1. October 25, 2021 Meeting Notes

Exhibit #100

Discussion: None.

2. November 22, 2021 Meeting Agenda

Exhibit #101

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

2022 Commission Meeting Schedule

Exhibit #102

Discussion: None.

MOTION by Hartill, SECOND by Woodard, to approve the 2022 Commission Meeting Schedule.

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

Carried

5. Other

Discussion: Ms. VanGelder read aloud a thank you note from former commissioner H. Michael Newman's son, in appreciation for the Commission's gift to him of a card, plaque, and his grandfather's gavel after Mr. Newman's death in 2020. Mr. Newman's son expressed how touched his family is by naming the conference room in his honor.

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

MOTION by LaVigne, SECOND by Woodard to move into Executive Session at 4:40 p.m.

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

Carried

MOTION by LaVigne, SECOND by Rueckheim to move back into regular session at 5:03 p.m.

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

Carried

6. Adjournment:

Meeting adjourned at 5:04 p.m.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 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 January 6, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of December 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. Annual Health Department Inspection	1
2. 2021 All-Hands Training	2
3. Lead and Copper Rule Revision (LCRR) Update	2
4. Valve and Hydrant Maintenance Demonstration	2
5. Administration Department Highlights	2
6. December 1, 2021 Billing in the Town of Ithaca	2

1. Annual Health Department Inspection

On December 16th, representatives from the New York State and Tompkins County Health Department met with Commission management for SCLIWC's annual inspection. Due to COVID restrictions, the last inspection was performed in 2018. The inspection started with a review of the Commission's Production Department's operations. Items discussed included HAB's preparedness, the upcoming Lead and Cooper Rule, SCADA upgrades, and any changes in our treatment process since our last inspection. A tour of the treatment plant was included.

The inspection next viewed to the Commission's Transmission system with inspections of all four Commission owned tanks, and several municipality-owned distribution pump stations.

Although staff has not yet received a written copy of the inspection, no deficiencies were identified, or recommendations for improvements were given to staff regarding the Commission's operations.

2. 2021 All-Hands Training

Steve will provide an update on the Commission's annual all-hands training that occurred on December 15th. which was a continuation of previous online ALICE Active Shooter and Preparedness training

3. Lead and Copper Rule Revision (LCRR) Update

On December 16th, the EPA announced the LCRR went into effect, noting there are significant opportunities to improve the rule. Thus, the EPA is developing a new rule, entitled Lead and Copper Rule Improvements. Glenn will discuss the current state of the rule and changes that may affect your municipality.

4. Valve and Hydrant Maintenance Demonstration

Water Maintenance Specialist, Hugh Trimm, will perform a brief demonstration of valve and hydrant maintenance procedures and show some of the steps he takes to repair inoperable hydrants in the field. Staff repairs all inoperable fire hydrant that can be completed without excavation. If excavation is required, the associated member municipality will assist with the repairs. The Valve and Hydrant Maintenance Specialist position is responsible for the maintenance of 2,783 valves and 1,611 fire hydrants throughout the transmission and distribution water systems. With one staff member, the maintenance cycle requires approximately three years to complete.

5. Administration Department Highlights

- Department Statistics Nov 2021
 - **TI**
 - Non BP Water accounts 176
 - Total # of Water Bills sent 3,383
 - **ALL**
 - Work Orders prepared 46
 - Final Bills calculated 27
 - New Accounts 3
 - Municipal payments processed 78
 - Cash Disbursements \$257k
 - Cash Receipts \$325k

6. December 1, 2021 Billing in the Town of Ithaca

December 1, 2021 Billing in the Town of Ithaca				
Billing Period: 8/16/21-11/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	12/1/20	12/1/21	12/1/20	12/1/21
TI	106,296,692	108,090,216	\$ 590,594.32	\$ 618,449.60
	2% Increase		5% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

Officers Appointed by Commission		
Office	2021	2022
Chairperson	Jack Rueckheim	
Vice Chairperson	Roy Staley	
Treasurer	Rod Howe	
Secretary	General Manager (S. Riddle)	

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Rod Howe	
	Jack Rueckheim	
	Ed LaVigne	
	Linda Woodard	
	Ronny Hardaway	

Engineering and Operations

Chairperson	Roy Staley	
	Donald Hartill	
	Jack Rueckheim	
	Bill Goodman	
	Mary Russell (C)	

Personnel and Organization

Chairperson	Ed LaVigne	
	Jack Rueckheim	
	Bill Goodman	
	Joe Wetmore	

Planning and Public Affairs

Chairperson	Jack Rueckheim	
	Donald Hartill	
	Rod Howe	
	Roy Staley	
	Jason Leifer	
	Linda Woodard	
	Joe Wetmore	
	Mary Russell (C)	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	3,193,984	18,019	625,735	3,837,738
Petty Cash	200	0	0	200
Total Unreserved Cash	3,194,184	18,019	625,735	3,837,938
RESERVED CASH:				
Fringe Benefit Reserve	105,883	0	0	105,883
Total Reserved Cash	105,883	0	0	105,883
OTHER ASSETS:				
Accounts Receivable	630,621	0	0	630,621
Prepaid Expenses	0	0	0	-
Total Other Assets	630,621	0	0	630,621
TOTAL ASSETS	3,930,687	18,019	625,735	4,574,441
LIABILITIES				
Accounts Payable	113,264	0	30,683	143,948
Accrued Liabilities	110,991	0	0	110,991
BAN Payable	0	0	0	0
TOTAL LIABILITIES	224,255	0	30,683	254,939
FUND BALANCE				
Reserved Fund Balance	105,815	0	0	105,815
Unexpended Fund Balance	3,600,617	18,019	595,051	4,213,687
TOTAL FUND BALANCE	3,706,432	18,019	595,051	4,319,502
TOTAL LIABILITIES and FUND BALANCE	3,930,687	18,019	625,735	4,574,441
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	3,733,275	266,902	608	4,000,785
LESS: YTD EXPENDITURES	3,021,063	251,219	546,481	3,818,763
FUND BALANCE AS OF 11/30/21	3,706,432	18,019	595,051	4,319,502
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 11/30/21	3,706,432	18,019	595,051	4,319,502
Less: Receivables & Prepays	630,621	0	0	630,621
Add: Liabilities	224,255	0	30,683	254,939
CASH BALANCE AS OF 11/30/21	3,300,067	18,019	625,735	3,943,821

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE ELEVEN MONTH PERIOD ENDING NOVEMBER 30, 2021**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	4,950,015	266,788	1,120,000
YTD ACTUAL	3,733,275	266,902	608
OVER (UNDER)	(1,216,741)	114	(1,119,392)
% EARNED	75%	100%	100%
% UNEARNED	25%	0%	0%

EXPENDITURES			
BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	3,021,063	251,219	546,481
OVER (UNDER)	(1,928,952)	(15,569)	(593,519)
% EXPENDED	61%	94%	48%
% UNEXPENDED	39%	6%	52%

DETAILED REVENUES			
Service Charges	33,761	0	0
Cross Connection Fees	12,910	0	0
Services for Other Governments-Members	91,641	0	0
Joint Activity-Water Rents	3,515,488	0	0
Interest Earnings	2,161	114	608
Permits	46,204	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
	3,733,275	266,902	608

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

DETAILED EXPENDITURES			
Water Administration	655,166	0	546,481
Source of Supply	236,193	0	0
Purification	657,273	0	0
Transmission and Distribution	636,772	0	0
Employee Benefits	568,871	0	0
Debt Service	0	251,219	0
Interfund Transfers*	266,788	0	0
	3,021,063	251,219	546,481

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

**Procurement Policy
for the
Southern Cayuga Lake Intermunicipal Water Commission**

I. SCOPE

This procurement policy applies to all purchases made by the Southern Cayuga Lake Intermunicipal Water Commission (Commission). All Commissioners and staff are responsible for ensuring that purchases comply with this policy.

II. OBJECTIVES

Goods and/or services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys, in the best interest of the ratepayers, to facilitate the acquisition of goods and/or services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the Commission is adopting internal policies and procedures governing all procurement of goods and/or services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or any other general, special, or local law.

III. DELEGATION OF AUTHORITY

The Commission's responsibility for administration of the procurement policy is delegated to the Purchasing Agent as designated by resolution. The Purchasing Agent is to make every reasonable effort to ensure staff purchases comply with this policy.

IV. REQUISITION/PURCHASING PROCESS

Requisitions are not required. Purchase orders are tracked and prepared by department managers and submitted to the Purchasing Agent for approval. Once approved the purchase orders are forwarded to Accounting for processing.

V. WRITTEN REQUIREMENTS

Purchases from local (NYS) vendors under \$1,500 are left to the discretion of the department managers. Written purchase orders can be created for budget tracking but are not required.

Procurement Policy
SCLIWC
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Purchases of supplies or equipment from any vendor over \$1,500 but less than \$5,000 are left to the discretion of the department managers after consultation with the Purchasing Agent. Written purchase orders are required.

Purchases of supplies or equipment from any vendor over \$5,000 but less than \$20,000 require written quotes from three (3) vendors and a written purchase order.

VI. BID REQUIREMENTS

All purchases of:

- a) supplies or equipment which may exceed \$20,000 individual or in aggregate: or
- b) public works contracts (construction, alteration, demolition, installation or repair work done under contract. It can include preconstruction and post construction activities) that may exceed \$35,000 shall be formally bid pursuant to General Municipal Law, Section 103.

Bidding requirements are for the benefit of the water rate payers and should never be for the benefit or enrichment of the bidder(s). Bid specifications should be construed and administered so as to accomplish that purpose fairly and reasonably always for the sole interest of the public.

VII. WRITTEN BID REQUIREMENTS

All estimated purchases of goods and/or services of:

- a) less than \$20,000 but greater than \$5,000 may require a written request for a proposal (RFP) and written quotes from three vendors; and

All estimated public works contracts of:

- a) less than \$35,000 but greater than \$10,000 require written proposals from at least three vendors for all non-emergency needs; and
- b) less than \$10,000 but greater than \$1,500 are left to the discretion of the purchaser after consultation with the Purchasing Agent.

VIII. AWARDING THE BID

As a general proposition the award for goods and/or services will be given to the lowest responsible bidder. There are, however, two grounds for not awarding a contract to a low bidder, (1) non-compliance with the bid specifications or (2) finding that the bidder is not a responsible bidder.

IX. DOCUMENTATION REQUIREMENTS

The department responsible for requesting the RFP and/or proposals shall compile a list of all vendors from whom written quotes have been requested and from whom written quotes have been received.

Added documentation describing the desired goods and/or services needed, quantities, and particulars of delivery shall be included with the RFP documentation.

All information gathered in complying with the procedure of this policy shall be filed in the accounting department attached to vendor payment vouchers. (E.G. voucher, invoice, purchase order, packing slip or other proof of delivery.)

X. GOOD FAITH

A good faith effort shall be made to obtain the required number of quotes and bid proposals. If the purchaser is unable to obtain the required number of proposals, the purchaser shall document the attempt made at obtaining the quotes and bids and consult with the Purchasing Agent for additional vendors or approval for procurement without the required number of responses.

XI. WAIVER OF REQUIREMENTS

Except when directed by the Commission, solicitation of written proposals or quotes shall not be required under the following circumstances:

- a) *acquisition of professional services;
- b) *emergencies;
- c) *sole source situations;
- d) goods purchased from agencies serving the differently abled;
- e) goods purchased from correctional facilities;
- f) goods purchased from another government agency;

Procurement Policy
SCLIWC
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- g) goods purchased under New York State or County contracts;
- h) goods purchased at auction, or
- i) as deemed fiscally prudent by the Commission.

*See definitions in General Municipal Law, Section 103. This waiver does not exclude or exempt these goods and/or services from requiring a purchase order approval by the Purchasing Agent.

XII. ANNUAL REVIEW

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by vote of the Commission.

Record of Changes/Revisions

Originally Approved 6/3/93

Reviewed by Commission:

4/7/94, 4/6/95, 4/4/96, 3/6/97, 4/9/98, 4/4/99, 5/4/00, 4/5/01, 4/4/02, 4/3/03, 4/8/04, 4/7/05,
4/6/06, 4/5/07, 4/3/08, 4/9/09, 1/7/10, 1/6/11, 1/5/12, 1/3/13, 1/9/14, 1/8/15, 1/7/16,
1/5/17, 1/4/18, 2/7/19, 1/9/20, 1/7/21, 1/6/22

**Investment Policy
for the
Southern Cayuga Lake Intermunicipal Water Commission**

I. SCOPE

This investment policy applies to all monetary and other financial resources available for investment by the Southern Cayuga Lake Intermunicipal Water Commission (Commission).

II. OBJECTIVES

The primary objectives of the Commission's investment activities are, in priority order:

- a) to conform with all applicable federal, state and other legal requirements (legal);
- b) to adequately safeguard principal (safety);
- c) to provide sufficient liquidity to meet all operating requirements (liquidity); and
- d) to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Commission's responsibility for administration of the investment program is delegated to the Treasurer who will establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability. Such procedures shall be based on a database of records, incorporating descriptions and amounts of investments, transaction dates, and other relevant information. Such procedures shall regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Commission.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Commission to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Commission that all moneys collected by any officer or employee of the Commission are to be deposited in the depository noted below within three (3) business days of receipt.

The Treasurer, with the assistance of the Finance Manager of the Commission, is responsible for establishing and maintaining an internal control structure to assure that deposits and investments are safeguarded against loss from unauthorized use or disposition. The control structure shall assure that transactions are executed in timely manner, recorded properly, and are compliant with applicable Commission policies, and local and state laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

Annually, the Commission will designate a bank and/or trust company (under resolution) as the depository of record where all cash is to be held on deposit. This designation will also specify the maximum amount of cash to be held on deposit.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law (GML), Section 10, all deposits of the Commission, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a) By a pledge of “eligible securities” with an aggregate “market value” as provided by GML, Section 10, equal to the aggregate amount of deposits or
- b) By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements or
- c) By an eligible surety bond payable to the Commission for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by Tompkins Trust Company and/or a third-party custodian subject to a Security and Custodial Agreement.

The Security Agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released and the events that will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Commission or its custodial bank.

The Custodial Agreement shall provide that securities held by the bank or trust company, or agent of a custodian for the Commission, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Commission authorizes the Treasurer to invest moneys not required for immediate expenditure in the following types of investments.

- a) special time deposit accounts;
- b) certificates of deposit;

XI. ANNUAL REVIEW

The Commission will review this policy at least annually. Changes to this policy may be made at any time as needed by a vote of the Commission.

Record of Changes/Revisions:

Originally Approved 6/3/93

Reviewed by Commission: 4/7/94 / 4/6/95 / 4/4/96 / 3/6/97 / 4/9/98 / 4/4/99 / 5/4/00 / 4/5/01 / 4/4/02 /4/3/03 / 4/8/04 / 4/4/05 /4/6/06 / 4/5/07 / 4/3/08 / 4/9/09 / 1/7/10 / 1/6/11, 1/5/12, 1/3/13, 1/9/14, 1/8/15, 1/7/16, 1/5/17,1/4/18, 2/7/19, 2/9/20, 1/7/21, 1/6/22

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

Resolution Authorizing Payment of Unaudited Claims
January 6, 2022

WHEREAS, the New York State Comptroller Financial Management Guide, Section 8.1020 notes that payroll costs, utility bills and other similar costs may be paid prior to the monthly board audit of claims, and

WHEREAS, the Comptroller allows the designation of other claims that may be paid prior to monthly audit of claims by advance resolution of the board, and

WHEREAS the Commission has historically expressed the desire to prepay claims that might afford the inclusion of a significant discount for early payment or in avoidance of significant late fees, and

WHEREAS the Commission has historically expressed the desire to maintain positive relationships with vendors from whom it receives goods and services on an ongoing basis, and

WHEREAS the Commission desires to maintain a list of vendors for whom claims may be paid by the Treasurer prior to audit, NOW, THEREFORE, BE IT

RESOLVED that the Treasurer may pay claims from the following vendors prior to the monthly audit for goods and services verified as received by Department Managers, AND BE IT FURTHER

RESOLVED that the Commission's General Manager, Steve Riddle, is hereby authorized to sign checks to the vendors listed below.

Vendor	Description
Constellation	Electric and Gas
Fingerlakes Business Services	Answering Service
Mirabito	Vehicle Fuel/Natural Gas
NYSEG	Electric and Gas
Pitney Bowes	Postage Meter postage
Postmaster	Postage/Reply and Bulk Mail Permits
Spectrum(Time Warner)/Highbridge Communications	Phone Service/Internet Provider
Verizon/Verizon Wireless	Phone Service/Data Provider

MOVED:

SECONDED:

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

Resolution authorizing check signing and cash transaction authority and designation of
depository

January 6, 2022

WHEREAS, General Municipal Law Section 10 requires that the governing body (Commission) of every local government shall designate one or more banks or trust companies for the deposit of public funds and that such designation specifies the maximum amount which may be kept on deposit at any time, and

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to Rod Howe, Ithaca Town Supervisor and Treasurer of the Commission and Steve Riddle, General Manager of the Commission, NOW, THEREFORE, BE IT

RESOLVED, the Commission designates Tompkins Trust Company as the depository with a maximum amount not to exceed five million dollars (\$5,000,000.00) to be kept on deposit, and be it further

RESOLVED, the Commission designates and authorizes Rod Howe and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED:

SECONDED: