



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

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COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

PAM BLEIWAS

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JOE WETMORE

LINDA WOODARD

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

	<u>2022</u>
	<u>Exhibit No.</u>
1. Approval of January 6, 2022 Meeting Minutes	009
2. Management Staff Report	010
3. Committee Reports	
A. Budget and Finance Committee	
1. December 31, 2021 Financial Report	011
2. Resolution Declaring the Commission's 2015 Chevy Equinox AWD Surplus Equipment	012
3. Approval of the February 3, 2022 Warrants	
B. Engineering and Operations Committee	
1. November 22, 2021 Meeting Notes	013
2. January 24, 2022 Meeting Agenda	014
C. Personnel and Organization Committee	
1. November 22, 2021 Meeting Notes	015
2. January 24, 2022 Meeting Agenda	016
D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
March 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
January 6, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, January 6, 2022 at 2:30 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 Ed LaVigne, Town of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Glenn Ratajczak, Production Manager
 Gregg Weatherby, Distribution Manager
 Pam VanGelder, Finance Manager
 Judy Drake, Human Resources Manager, Town of Ithaca
 Jordan Betts, Distribution Operator
 Jim Bower, Assistant Production Manager
 Winona Fisher, Senior Account Clerk/Typist
 Jason Reynolds, Distribution Operator

ABSENT:

Commissioner Don Hartill, Village of Lansing
 Commissioner Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 2:30 p.m.

Note: Mr. Rueckheim introduced Pamela Bleiwas from the Town of Ithaca. Ms. Bleiwas was appointed by Mr. Howe to the Commission replacing Bill Goodman. Mr. Howe thanked Mr. Goodman for his years of service to the Commission.

1. Approval of Meeting Minutes December 9, 2021

Exhibit #001

Discussion: None

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

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

Carried

2. Management Staff Report

Exhibit #002

Item #1 – Annual Health Department Inspection

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

Item #2 – 2021 All-Hands Training

Discussion: Mr. Riddle provided 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. He reported that staff appreciated the opportunity to learn how to protect themselves in the event of an incident. He also noted that staff is gathering ideas for possible safety enhancements to the building.

Item #3 – Lead and Copper Rule Revision (LCRR) Update

Discussion: Mr. Ratajczak reported on this item and noted that 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. Mr. Ratajczak discussed the current state of the rule and changes that may affect each municipality. He noted that an inventory of materials for each account has been started. Once the final list is determined, an action plan to move forward will be completed.

Item #4 – Valve and Hydrant Maintenance Demonstration

Discussion: Mr. Weatherby reported on this item and introduced Water Maintenance Specialist, Hugh Trimm, who performed a brief demonstration of valve and hydrant maintenance procedures and showed some of the steps he takes to repair inoperable hydrants in the field.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item.

Item #6 – December 1, 2021 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted the consumption for the Town of Ithaca was comparable to last year.

3. Old and New Business

A. Appointment of Officers and Committees

Exhibit #003

Discussion: Mr. Rueckheim stated that this is the annual election of officers and appointment of committee members. He recommended electing the current slate of officers for 2022 and noted due to the departure of Bill Goodman, there are two Committee slots open.

MOTION by Rueckheim, SECOND by LaVigne to keep the slate of officers the same as 2021.

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

Carried

Officers Appointed by Commission

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

Committee Assignments Appointed by Chairperson

Budget and Finance

Chairperson	Rod Howe	Rod Howe
	Jack Rueckheim	Jack Rueckheim
	Ed LaVigne	Ed LaVigne
	Linda Woodard	Linda Woodard
	Ronny Hardaway	Ronny Hardaway

Engineering and Operations

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

Personnel and Organization

Chairperson	Ed LaVigne	Ed LaVigne
	Jack Rueckheim	Jack Rueckheim
	Bill Goodman	Pam Bleiwas
	Joe Wetmore	Joe Wetmore

Planning and Public Affairs

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

4. 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. November 30, 2021 Financial Report

Exhibit #004

Discussion: Mr. Howe noted the financial statements are in the packet and noted the report is comparable to last year at this time.

2. Review and Approval of Procurement Policy

Exhibit #005

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Procurement Policy and recommends approval.

MOVED: Rueckheim

SECONDED: Woodard

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

Carried

3. Review and Approval of Investment Policy

Exhibit #006

Discussion: Mr. Howe stated that the Budget and Finance Committee reviewed the Investment Policy and recommends approval.

MOVED: Rueckheim

SECONDED: Bleiwas

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

Carried

4. Resolution Authorizing Prepayment of Unaudited Claims

Exhibit #007

Discussion: Mr. Howe noted that the Committee recommends approval of the resolution.

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: Rueckheim

SECONDED: Howe

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

Carried

5. Designation of Depository/Check Signing Authority

Exhibit #008

Discussion: Mr. Howe reported that the Committee recommends the approval of the resolution.

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: Rueckheim

SECONDED: Bleiwas

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

Carried

6. Approval of the January 6, 2022 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 Rueckheim, SECOND by Howe to approve the January 6, 2022 Warrants in the amount of \$188,325.28.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted that the December 2021 meeting was canceled.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted that the December 2021 meeting was canceled.

D. Planning and Public Affairs Committee

Discussion: None

5. Executive Session:

MOTION by LaVigne, SECOND by Hardaway to move into Executive Session at 3:12 p.m.

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

Carried

MOTION by Rueckheim, SECOND by Hardaway to move back into regular session at 3:30p.m.

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

Carried

6. Other

Discussion: None

7. Adjournment:

Meeting adjourned at 3:31p.m.

Minutes submitted by: Pam Van Gelder

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

January 28, 2022

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 February 3, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of January 6, 2022. 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. General Manager January Projects	1
2. 2022 Production Department Projects	1,2
3. Addressing Cold Temperature Concerns	2
4. Administration Department Highlights	2
5. January 1, 2022 Billing in the Town of Dryden/Village of Lansing	3

1. General Manager January Projects

2021 Non-Revenue Water Audit – Completed the annual review of the Commission's water sales compared to water produced to determine the effectiveness of the AMI system and new leak detection equipment. Since adding the AMI system in 2016 and reducing the minimum water bill to 5,000 gallons, staff has been able to greatly increase the accuracy of determining the amount of non-revenue water. Annual averages, since 2016, continue to be around 10 percent for non-revenue water per year. The majority of this water is lost through water main breaks and fire hydrant usage. Having private water systems (apartment complexes, commercial facilities, etc.) supplied through master meters and cross-connection devices also helps keep the non-revenue water numbers lower.

2. 2022 Production Department Projects

In 2022, the Production Department has several projects scheduled to be completed. These include large capital projects along with smaller upgrades at the plant. Glenn will provide details on the following projects:

1. Raw water land- seawall and sitework.
2. System-wide telemetry radio replacement.
3. Flocculation/Sedimentation room railing and lighting upgrade.

4. Finished water flow meter replacement.
5. Addition of treatment plant isolation valve.
6. Addition of settling aid polymer system (HAB treatment).
7. Upgrade alum and caustic feed systems.
8. Remove old meter shed at plant.

3. Addressing Cold Temperature Concerns

With the colder than normal temperatures experienced in January, Distribution Department staff have been busy assisting customers with burst pipes and frozen meters. When service lines are placed in unheated spaces of a structure (often garages, crawl spaces and ceilings), with temperatures well below freezing and minimal water usage, in just a few hours, the water meter or service line can freeze. The Commission's AMI system may alert staff through meter alarms, and/or the daily continuous consumption report, of possible leaks inside customers' structures. This can allow for quicker identification and notification of potential problems for customers. In recent weeks, several customers have experienced significant leaks that have occurred when they were away from home or unreachable by phone or email. All of these events resulted in significant property damage. If property owners cannot be reached, Distribution staff will investigate the meter alarm, often finding water and ice in, on, or around the structures. Staff advises customers who have experienced service line and/or meter freezing issues in unheated areas to make sure they heat these spaces, or leave the water running until temperatures rise above freezing.

4. Administration Department Highlights

- Department Statistics Dec 2021
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1022
 - **ALL**
 - Work Orders prepared 27
 - Final Bills calculated 16
 - New Accounts 5
 - Municipal payments processed 75
 - Cash Disbursements \$1,624k
(Includes \$18k bond pmt)
 - Cash Receipts \$1,765k
(Includes \$1,120k HJ fund xfer)

5. January 1, 2022 Billing in the Town of Dryden/Village of Lansing

January 1, 2021 Billing in the Town of Dryden/Village of Lansing Billing Period: 9/16/21-12/15/21				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	1/1/20	1/1/21	1/1/20	1/1/21
TD	7,143,500	7,035,700	\$ 40,827.47	\$ 41,571.36
	2% Decrease		2% Increase	
VL	32,133,100	32,210,600	\$ 179,542.10	\$ 183,391.08
	0% Increase/Decrease		2% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,260,865	2,450	1,715,152	3,978,467	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,261,065	2,450	1,715,152	3,978,667	B
RESERVED CASH:					
Fringe Benefit Reserve	105,887	0	0	105,887	
Total Reserved Cash	105,887	0	0	105,887	B
OTHER ASSETS:					
Accounts Receivable	232,543	0	0	232,543	
Prepaid Expenses	45,351	0	0	45,351	
Total Other Assets	277,894	0	0	277,894	C
TOTAL ASSETS	2,644,847	2,450	1,715,152	4,362,449	
LIABILITIES					
Accounts Payable	76,189	0	3,427	79,616	
Accrued Liabilities	110,991	0	0	110,991	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	187,180	0	3,427	190,607	D
FUND BALANCE					
Reserved Fund Balance	105,815	0	0	105,815	
Unexpended Fund Balance	2,351,851	2,450	1,711,724	4,066,026	
TOTAL FUND BALANCE	2,457,667	2,450	1,711,724	4,171,842	A
TOTAL LIABILITIES and FUND BALANCE	2,644,847	2,450	1,715,152	4,362,449	
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	3,979,561	266,902	1,120,709	5,367,173	
LESS: YTD EXPENSES	4,516,115	266,788	549,909	5,332,811	
FUND BALANCE AS OF 12/31/21	2,457,667	2,450	1,711,724	4,171,842	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 12/31/21	2,457,667	2,450	1,711,724	4,171,842	A
Less: Receivables & Prepaids	277,894	0	0	277,894	C
Add: Liabilities	187,180	0	3,427	190,607	D
CASH BALANCE AS OF 12/31/21	2,366,952	2,450	1,715,152	4,084,554	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 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	3,979,561	266,902	1,120,709
OVER (UNDER)	(970,454)	114	709
% EARNED	80%	100%	100%
% UNEARNED	20%	0%	0%

EXPENSES

BUDGET	4,950,015	266,788	1,140,000
YTD ACTUAL	4,516,115	266,788	549,909
OVER (UNDER)	(433,900)	(0)	(590,092)
% EXPENDED	91%	100%	48%
% UNEXPENDED	9%	0%	52%

DETAILED REVENUES

Service Charges	35,474	0	0
Cross Connection Fees	12,910	0	0
Services for Other Governments-Members	96,221	0	0
Joint Activity-Water Rents	3,740,316	0	0
Interest Earnings	2,324	114	709
Permits	48,514	0	0
Sales of Equipment	28,810	0	0
Refunds of Prior Years Expense	1,344	0	0
Other Revenues	13,647	0	0
Interfund Transfers*	0	266,788	1,120,000
	3,979,561	266,902	1,120,709

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

DETAILED EXPENSES

Water Administration	717,161	0	549,909
Source of Supply	253,881	0	0
Purification	720,580	0	0
Transmission and Distribution	688,060	0	0
Employee Benefits	749,645	0	0
Debt Service	0	266,788	0
Interfund Transfers*	1,386,788	0	0
	4,516,115	266,788	549,909

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

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

**Resolution Declaring the Commission's 2015 Chevy Equinox Surplus Equipment and
Authorizing Staff to Sell the Vehicle for the Current Market Value or the Best Price
Obtainable**

February 3, 2022

WHEREAS, the Commission has received the replacement vehicle for the Commission's 2015 Chevy Equinox, and

WHEREAS, the Commission desires to declare the 2015 Chevy Equinox surplus equipment in order to dispose of the vehicle, and

WHEREAS, the Commission desires to sell the vehicle by advertising for bids for the vehicle, and

WHEREAS, the Commission desires to establish a current market value of \$11,000.00 for the vehicle, and

WHEREAS, the Commission recognizes its fiduciary duty to secure the best price obtainable, NOW, THEREFORE, BE IT

RESOLVED, that the Commission hereby declares the 2015 Chevy Equinox surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$11,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

Engineering and Operations Committee Meeting Notes

**Monday, November 22, 2021 @ 12:00 Noon
Bolton Point Conference Room**

Present: Bill Goodman, Don Hartill, Jack Rueckheim, Steve Riddle, Glenn Rataczak, Gregg Weatherby, Pam VanGelder, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. October 2021 Meeting Notes		#1
The Committee approved the minutes as they appeared in the October meeting packet.		
2. October 2021 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Raw water temperatures remain warmer than past years. Several large rain events resulted in increased runoff causing turbidity spikes of 20-40 NYU's in October. This has increased THM levels throughout the Distribution system.		
On October 7 th , staff replaced the Coddington Road Pump Station's soft starter with a new Weg model. The goal is to standardize all soft starts to the Weg models.		
Staff responded to a customer concern at the Candlewyck Apartments regarding cloudy water. It was determined that air in the water caused the cloudiness, most likely due to the Trumansburg Road water main replacement project.		
Staff responded to a customer concern at 14 Tyler Road regarding discoloration of an inline sediment filter. Analysis indicated no abnormal solids or turbidity. The discoloration was possibly due to the "wetting" of the filter.		
Penn Power completed annual preventative maintenance on the Raw Water and Treatment Plant generators. Maintenance was also completed on the Town of Lansing's Burdick Hill Pump Station generator. All units were found in good working order and did not require any repairs.		
Triennial electrical maintenance was performed at the Raw Water Pump Station. O'Connell Electric performed maintenance and testing on the switchgear, motor control centers, transfer switch, and transformer.		
The biennial lab assessment took place on October 14 th , by the NYS Environmental Laboratory Approval Program. Several minor deficiencies were noted during the assessment and are being addressed by staff.		
The monthly Heath Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report		
Staff assisted a water main break at Conservatory Drive on the Ithaca College campus. The leak occurred on the line that feeds the Danby Road Tank and was located extremely deep below grade.		
Plumbing permits issued continue to rise in 2021, returning to near pre-COVID-19 levels.		
Staff continues to complete valve and hydrant maintenance, repairing fire hydrants and adding valve box risers as needed.		
Water usage at Borg Warner continues to be estimated until parts for a meter repair arrive. Ithaca College water usage nearly doubled with student's return to campus in 2021. Water usage at Ithaca Beer has		

decreased due to production issues at the facility.

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 continues to move forward. Staff will be assisting with water main tie-ins and testing for this project.

Gregg plans to meet with municipal staff to reduce the number of outstanding As-Builts needed for past projects.

3. Informational Items

a. Capital Projects

1. Oakcrest Booster Pump Station Upgrade Project

Staff has awarded the project for the replacement of corroded fasteners on the pump station's piping to Jones Specialty Service. The contractor has ordered the new fasteners, and will begin the project once they arrive.

2. Six Mile Creek Transmission Main Project

Robinson Construction has completed installation of pipe and valves for the creek crossing and the majority of the site restoration. The project is expected to be completed in December.

3. 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.

4. Fall Creek Transmission Main Project

Staff has paused the review of the project to focus on the Six Mile and Cascadilla Creek projects.

5. 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
January 24, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. December 2021 Meeting Notes – (Meeting Canceled)		#1
2. December 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, February 28, 2022 @ 12:00 Noon		
Future meetings - Fourth Monday of the month at noon.		
March 28, April 25, May 23		

Bolton Point Personnel and Organization Committee
Monday, November 22, 2021
Via Zoom

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

1) Meeting Notes:

The Committee approved the October meeting notes as presented.

2) Reports:

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

Production Manager: Glenn reported that all Production staff have completed the required full-face respirator fit testing. He is purchasing new confined space apparatus, which are lighter and will be used for fall protection. The Arc Flash study field visit has been completed, and a draft report is expected in December.

Finance Manager: Pam reported that Winona is working on the November billing for the Town of Ithaca billing, which is the largest one and it is a short month due to holidays. Staff is continuing to gather information for year-end processing. Ebill notification for water and sewer bills is in the process. Communications with the new auditors is underway already. Lilly was able to observe a water main break and was thankful for the opportunity.

Distribution Manager: Gregg reported that Dan Workman has registered for Backflow certification school in March 2022. Gregg will be attending a codes class next week, which will have all staff up to date on their code certification. PERMA's safety representatives performed a walk-through inspection of the facility and were impressed with our safety protocol. There were just a few minor items that we were asked to review. NYS and Tompkins County Health Department inspection is scheduled for December 8th. Staff has been busy with water main inspections for a Town of Ithaca project on Trumansburg Road. This project will move 15-20 customers' services to Bolton Point water instead of City of Ithaca water. Gregg explained that Bolton Point proactively invited Jamie Beckin from PESH, for an annual walk through, which should mean we should not have surprise future inspections.

Human Resources: 2022 pay and benefit letters were sent out November 19th. Open enrollment changes have been processed. General Manager's performance review is being finalized today.

General Manager: Steve reported that at the all-hands meeting, in an attempt to get more staff involvement at meetings, staff was asked to prepare information to share on their position to others from their own perspective. For example, Administration review a change of ownership or EMT's new wiring at pump stations. Pam is doing well handling all the questions coming in from the new auditors. December 7th BPWS will be holding a pipe training for member municipalities' Public Works departments. The training will cover pipe installation, and what to look for when observing installation by a contractor. All municipalities will be attending the training. Snow day will be December 14th.

Next meeting -4th Monday: January 24th, at 11:00 am. No December meeting.
Meeting adjourned at 11:20 am

Bolton Point Personnel and Organization Committee
Monday, January 24, 2022
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 November 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: ???? at 11:00 am

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

Future Topics: