



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
May 5, 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 April 7, 2022 Meeting Minutes	034
2. Management Staff Report	035
3. Committee Reports	
A. Budget and Finance Committee	
1. March 31, 2022 Financial Report	036
2. 2023 Budget Adoption Schedule	037
3. Approval of the May 5, 2022 Warrants	
B. Engineering and Operations Committee	
1. March 28, 2022 Meeting Notes	038
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C. Personnel and Organization Committee	
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D. Planning and Public Affairs Committee	
4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
June 9, 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
April 7, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, April 7, 2022 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 Pam Bleiwas, 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 4:01pm)
 Commissioner Joe Wetmore, Town of Lansing (joined 4:01pm)
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

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

ABSENT:

Commission Chairperson Jack Rueckheim called the meeting to order at 4:00pm.

1. Approval of Meeting Minutes March 3, 2022***Exhibit #025***

Discussion:

MOTION by Bleiwas SECOND by Woodard, to approve the March 3, 2022 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #026*****Item #1 – General Manager March Projects**

Discussion: Mr. Riddle reported on this item and noted that discussions continue between the Tompkins County Health Department and Planning and Sustainability Department, City of Ithaca, Cornell University, and Commission to update the existing Water Emergency Aid Agreement from June 1986.

He also provided a progress update on the Raw Water Pump Station land acquisition, noting that the Commission and the current property owners have agreed upon and signed the purchase contract and the closing process has begun as of the week of April 4, 2022.

Item #2 – 2022 Bulk Treatment Chemical Bids

Discussion: Mr. Ratajczak reported on this item and noted that, with the current state of the economy and supply chain issues, there was an average pricing increase of 62% over 2021 for bulk treatment chemicals. Bids were solicited for the bulk treatment chemicals; they were publicly opened on March 3, 2022, and expire March 14, 2023.

Item #3 – Production Project Updates

Discussion: Mr. Ratajczak reported on this item and noted that the settling polymer to help treat harmful algal blooms is being installed, and should be tested and up and running within the next few weeks.

The contractors are currently finishing the bolt replacement at the Oakcrest Booster Pump Station; once complete, staff will clean up and apply paint to the pipes to help prevent corrosion.

Due to long lead times for materials, replacement of the Raw Water and Finished Water flowmeters is expected to happen in approximately three to four months.

Finally, staff is planning for radio replacements throughout the system in June or July of this year.

Item #4 – Ithaca Area Water System Interconnection Discussions

Discussion: Mr. Weatherby reported on this item and noted that on March 22nd, Bolton Point staff and Barton and Loguidice (B&L) Engineers met with members of the Tompkins County Health Department, Tompkins County Department of Planning and Sustainability, and City of Ithaca Water

Treatment and Engineering, to discuss how the City would provide water to Bolton Point in an emergency situation. B&L Engineers will begin designing concepts to develop an interconnection for the Commission, with concepts and designs to be shared with the City of Ithaca Engineers.

He also noted that Commission staff and B&L Engineers visited the Commission's East Hill Water Storage Tank with the goal of developing a plan to increase flow capacity in the current interconnection between Cornell and the Commission's water storage tanks.

The System Interconnection Projects are part of the Commission's Capital Improvement Plan and staff is working with the Tompkins County Department of Planning and Sustainability on possible grants to fund the projects.

Item #4 – Administration Department Highlights

Discussion: Mr. Riddle reported on this item.

Item #5 – March 1, 2022 Billing in the Town of Ithaca

Discussion: Mr. Riddle reported on this item and noted there was a slight increase in consumption and revenue, due mainly to leaks in the system at Ithaca College.

3. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting. He noted that the annual external audit will begin April 11th with the new auditors, and that the committee plans to get started on the 2023 budget once the audit is complete.

1. January 31, 2022 Financial Report

Exhibit #027

Discussion: Mr. Howe noted the financial statements are in the packet.

2. February 28, 2022 Financial Report

Exhibit #028

Discussion: Mr. Howe noted the financial statements are in the packet.

3. Approval of the April 7, 2022 Warrants

Discussion: Mr. Howe stated that he 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 April 7, 2022 Warrants in the amount of \$109,088.96.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted that the meeting notes are in the packet.

Mr. Weatherby added that the contractors for the Six Mile Creek Project have reconstructed the portion of the trail that was damaged during construction, and that Bolton Point staff are working with the City of Ithaca to close out the project within the next week.

He also noted that staff continue to work with Cornell University and the Botanic Gardens regarding easements for the Cascadilla Creek Project.

1. February 28, 2022 Meeting Minutes *Exhibit #029*

Discussion: None.

2. March 28, 2022 Meeting Agenda *Exhibit #030*

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. Rueckheim reported on this item and noted that the meeting notes are in the packet.

1. February 28, 2022 Meeting Notes *Exhibit #031*

Discussion: None

2. March 28, 2022 Meeting Agenda *Exhibit #032*

Discussion: None

3. Resolution for Approval of Revised Personnel Policies *Exhibit #033*

Discussion: Mr. Rueckheim reported the committee reviewed the following resolution and recommends approval.

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

**Resolution for Approval of
Revised Personnel Policies**

April 7, 2022

WHEREAS, the Personnel and Organization Committee has reviewed the following draft revised personnel policies: Health Insurance Policy, Retiree Health Insurance Policy and Personal Appearance and Personal Protective Equipment Policy, as presented by the Town of Ithaca; and

WHEREAS, the Personnel and Organization Committee recommends approving the said draft policies;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the revised Health Insurance Policy, Retiree Health Insurance Policy and Personal Appearance and Personal Protective Equipment Policy.

Moved: Howe

Seconded: Wetmore

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

Carried

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session:

Discussion: None.

5. Old and New Business

Discussion: None.

6. Other

Discussion: None.

7. Adjournment:

Meeting adjourned at 4:27pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
May 5, 2022 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

April 29, 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 May 5, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of April 7, 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 April Projects	1
2. Lead and Copper Rule Revision (LCRR) Update	1
3. 2022 New York American Water Works Association (NYAWWA) Conference	2
4. Leak Detection Prototype Technology System Testing	2
5. Administration Department Highlights	2
6. April 1, 2022 Billing in the Town of Dryden/Village of Lansing	3

1. General Manager April Projects

Raw Water Pump Station Land Acquisition Update - Steve will provide an update on the land acquisition for future expansions to the Raw Water Pump Station.

Annual Non-Revenue Water Loss Analysis - Since 2004, the Commission has annually reviewed the quantity of water produced at the treatment plant versus the amount of water billed to member municipalities to determine the total of non-revenue water. Along with metered customer usage, staff includes water sold to the City of Ithaca and Cornell University through interconnects, bulk water sales at the treatment plant, and temporary hydrant connection sales in the calculation. Examples of non-revenue water includes water used for firefighting, water system testing, water main and service line leaks, as well as illegal fire hydrant usage. From 2004-2016, billed consumption data for metered customers was often inaccurate due to the minimum billing of customers for 10,000 gallons per quarter and customer readings often being estimated. Since 2017, when the Automated Metering Infrastructure (AMI) was placed into service, and 2018 when the customer minimum billing was reduced to 5,000 gallons per quarter, metered customer usage has become considerably more accurate. From 2004 -2010, the Commission's percent of non-revenue water averaged around 15%. From 2011-2019, the percent dropped to 12.5 %. In 2020, the percentage was

reduced further to 9.97%. In 2021 non-revenue water was 9.80%, showing the use of new technologies helps reduce the Commission's non-revenue water loss.

2. Lead and Copper Rule Revision (LCRR) Update

Staff will give an update on the status of our lead service line inventory, and the most recent guidance from the NYS Bureau of Water Supply Protection and EPA to water purveyors regarding the new rule.

3. 2022 New York American Water Works Association (NYAWWA) Conference

Staff attended the NYAWWA conference in Saratoga Springs on April 13th. Sessions were held on lead service line inventories, regulatory updates, PFOA's, public relations, and other current water related topics.

Along with the training and informational sessions several competitions were held. The Production Department participated in two of these events and also was nominated for an award. Unfortunately, the Oakcrest Booster Pump Station Generator and Upgrade Project did not win the Project of the Year Award. It was up against stiff competition from several large projects from across the state. Bolton Point placed third in the Manoj Ajemera Best Tasting Drinking Water Competition. Congratulations to the City of Rochester on their first-place finish. The highlight of the day was Water Plant Operator Megan Falicchio and her first-place finish in the Meter Madness Competition. From a bucket of parts, she assembled a functioning, non-leaking water meter in about 47 seconds. Megan will represent New York State at the national AWWA competition in San Antonio, Texas on June 13th. Good luck Megan!

4. Leak Detection Prototype Technology System Testing

On May 16th, staff will begin working with Von Roll Hydro, a leak detection and correlating equipment developer, to deploy a prototype leak detection infrastructure technology throughout the Commission's distribution system. Due to the Commission's commitment to leak detection and repair, our current vendor, Pipe Tools Inc., has recommended to Von Roll Hydro to work with us to test the new technology for approximately a six-month period. The Ortomat-MTC is a noise level measurement device with built in correlation technology. The devices will be magnetically attached to fire hydrants throughout the system and will continuously listen for, and report, possible leaks to staff for investigation. The system loggers, also attached to hydrants, will then communicate with each other and provide detailed information on the location of the leak.

Their software is a stand-alone system, and staff will be able to have access during the testing period. Since it will not be connected to Bolton Point servers or our IT systems, there are no security concerns. Our testing of the system will help Von Roll Hydro discover if any improvements are needed before it is released to the general public. Staff will utilize the new software during the testing period and will also use our current equipment to double check the accuracy of the new Ortomat-MTC system. Staff has expressed their appreciation to Pipe Tools for recommending us for this test.

5. Administration Department Highlights

- Department Statistics Mar 2022
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1,080
 - Total # of eBills 148
 - **ALL**
 - Work Orders prepared 30
 - Final Bills calculated 17
 - New Accounts 2
 - Municipal payments processed 77
 - Cash Disbursements \$653k
 - Includes:
 - \$21k bond pmt
 - Cash Receipts \$792k

6. April 1, 2022 Billing in the Town of Dryden/Village of Lansing

April 1, 2022 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 12/16/21-3/15/22				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	4/1/21	4/1/22	4/1/21	4/1/22
TD	6,641,200	6,945,400	\$ 38,644.98	\$ 42,622.50
	4% Increase		9% Increase	
VL	30,422,800	31,029,900	\$ 175,966.96	\$ 184,003.96
	2% Increase		4% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
MARCH 2022**

**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
MARCH 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,238,699	248,670	1,371,046	3,858,415
Petty Cash	200	0	0	200
Total Unreserved Cash	2,238,899	248,670	1,371,046	3,858,615
RESERVED CASH:				
Fringe Benefit Reserve	105,900	0	0	105,900
Total Reserved Cash	105,900	0	0	105,900
OTHER ASSETS:				
Accounts Receivable	225,367	0	0	225,367
Prepaid Expenses	44,951	0	0	44,951
Total Other Assets	270,318	0	0	270,318
TOTAL ASSETS	2,615,117	248,670	1,371,046	4,234,834
LIABILITIES				
Accounts Payable	55,962	0	21,832	77,794
Accrued Liabilities	109,701	0	17,243	126,944
BAN Payable	0	0	0	0
TOTAL LIABILITIES	165,664	0	39,075	204,738
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	2,343,567	248,670	1,331,972	3,924,208
TOTAL FUND BALANCE	2,449,454	248,670	1,331,972	4,030,096
TOTAL LIABILITIES and FUND BALANCE	2,615,117	248,670	1,371,046	4,234,834
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/22	2,973,986	2,450	1,709,224	4,685,660
ADD: YTD REVENUES	536,893	267,320	320	804,532
LESS: YTD EXPENSES	1,061,424	21,100	377,572	1,460,097
FUND BALANCE AS OF 3/31/22	2,449,454	248,670	1,331,972	4,030,096
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 3/31/22	2,449,454	248,670	1,331,972	4,030,096
Less: Receivables & Prepaids	270,318	0	0	270,318
Add: Liabilities	165,664	0	39,075	204,738
CASH BALANCE AS OF 3/31/22	2,344,799	248,670	1,371,046	3,964,515

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE THREE MONTH PERIOD ENDING MARCH 31, 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
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REVENUES

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	536,893	267,320	320
OVER (UNDER)	(4,551,950)	32	(1,119,680)
% EARNED	11%	100%	0%
% UNEARNED	89%	0%	100%

EXPENSES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	1,061,424	21,100	377,572
OVER (UNDER)	(4,027,419)	(246,188)	(207,428)
% EXPENDED	21%	8%	65%
% UNEXPENDED	79%	92%	35%

DETAILED REVENUES

Service Charges	8,117	0	0
Cross Connection Fees	10,515	0	0
Services for Other Governments-Members	37,408	0	0
Joint Activity-Water Rents	454,379	0	0
Interest Earnings	369	32	320
Permits	9,600	0	0
Sales of Equipment	11,250	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	267,288	0
	532,898	267,320	320

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	197,716	21,100	377,572
Source of Supply	74,420	0	0
Purification	184,021	0	0
Transmission and Distribution	178,802	0	0
Employee Benefits	159,179	0	0
Debt Service	0	0	0
Interfund Transfers*	267,288	0	0
	1,061,424	21,100	377,572

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

2023 Budget Adoption Schedule

Date	Milestone
May 5, 2022	Commission approves proposed budget adoption schedule
May 9, 2022	Staff begins preparing department and capital project budgets
June 16, 2022	Budget and Finance Committee members receive department proposed operational and capital project budgets
June 23, 2022	Budget and Finance Committee meets with General Manager and Department Managers to discuss 2023 budget package
July 7, 2022	Budget and Finance Committee meets to discuss budget package, which is included in the July 7 Commission meeting packet, and finalizes presentation plan to the Commission
July 7, 2022	Commission is presented with report from the Budget and Finance Committee and staff on budget package and considers adoption of the Committee recommended budget
July 22, 2022	Optional —Budget and Finance Committee meets to further discuss budget package
August 4, 2022	Budget and Finance Committee meets to discuss and make any final changes to the Committee recommended budget (if not previously approved) and the 2023 water rate
August 4, 2022	Commission considers presented 2023 Committee recommended budget (if not previously approved) and the 2023 water rate.
August 8, 2022	If approved at the August 4, 2022 meeting, staff provides each member municipality with the new 2023 Bolton Point water rate. Staff delivers copies of the 2023 Tentative Budget to the Town of Ithaca
September 8, 2022	Optional —If not previously approved, Budget and Finance Committee meets to discuss and make any final changes to the proposed budget and 2023 water rate
September 8, 2022	Optional —If not previously approved, Commission considers approving the 2023 budget and water rate
September 12, 2022	Optional —If not previously approved, Staff delivers copies of the Commission's 2023 Tentative Budget to the Town of Ithaca

New 2023 Water Rate

If a new 2023 Bolton Point water rate is approved by the Commission, the following recommended municipality deadlines allow passage of their new water rate(s) before water consumption takes place that will be billed in 2023 at the new rate.

Town of Lansing and Village of Cayuga Heights	October 16, 2022
Town of Ithaca	November 16, 2022
Town of Dryden and Village of Lansing	December 16, 2022

Engineering and Operations Committee Meeting Notes

**Monday, March 28, 2022 @ 12:00 Noon
Bolton Point Conference Room**

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

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. February 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as they appeared in the March meeting packet.		
2. February 2022 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
The finished water pumped in February increased from 2021 and is at the five-year average.		
Staff investigated a high-level alarm at the Ridgcrest Tank on February 13 th and found the heater in the telemetry shed had failed. This caused the water line to the pressure transducer, which measures the tank level, to freeze. Staff replaced the heater, thawed the line, and the tank level returned to normal.		
Staff completed the replacement of lighting fixtures and associated electrical circuits as part of the Floc/Sed Room Upgrade Project. All hardware and mounting brackets are stainless steel to help minimize corrosion that was witnessed on the original fixtures.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Staff assisted with nine water main breaks in January. Eight of the breaks were circular breaks due to ground movement. A main break at 444 Forest Home Drive did not surface due to its close proximity to Fall Creek. Staff was able to detect the leak by increasing demand on the Freese Road PRV meter and used correlation equipment to pinpoint the leak before excavation. Two corrosion failures were repaired at 43 Penny Lane. The main in this area experiences frequent failures due to corrosive soils.		
Staff assisted with three service line repairs in February. The leak at 17 Hall Woods Road was due to a valve gasket and corroded bolt that required replacement.		
Water usage at Ithaca College remains higher than in 2021. This is largely due to the campus being back to capacity, and a leak at the campus pool facility. College staff are investigating other possible leaks on their system. Water usage at Jim Ray's Mobile Home Park increased in February as many residents leave a faucet running to prevent freezing pipes in colder conditions.		
The Woodland Way Phase 2 water main extension is expected to start this week. Town of Lansing staff will be performing the majority of inspections for pipe installation on this project.		
Gregg is working with the Town of Ithaca Engineering Department to locate missing Coddington and Burns Road water main replacement as-builts. No new As-Builts were received in January.		
3. Informational Items		
a. Capital Projects		
1. Oakcrest Booster Pump Station Upgrade Project		

The contractor, Jones Specialty Services, has completed 90% of replacing the new fasteners. BP staff will begin painting all of the pump station piping this Spring/Summer. The project is expected to be completed Summer 2022.

2. Six Mile Creek Transmission Main Project

The project was completed in December, but will remain on the list until trail repairs are completed in the Spring 2022. Gregg is scheduling a meeting to discuss the needed repairs with R.B. Robinson and the City of Ithaca Forestry staff.

3. Cascadilla Creek Transmission Main Project

Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project. Update plans have been presented to Cornell Utilities and Botanic Gardens for review. Due to the limited availability of materials, staff has purchased 200 feet of 16-inch ductile iron pipe, in advance of the project commencing.

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.

6. Treatment Plant – Flocc/Sed Room Upgrade Project

EMT staff has completed the installation of new LED lighting throughout the Flocc/Sed Room. Staff is investigating pricing and availability of new aluminum railings to replace the original steel railings around the basins. Aluminum would be an ideal material for the railings (no painting or rust) and would match the new railings around the four treatment plant filters.

7. SCADA Telemetry Radio Replacement Project

Staff has begun working with Northpoint Technologies to purchase 42 new radios for tank and Control Valve/Pump Station communications. Northpoint is checking on availability, and expects the radios to arrive in June or July. Staff hopes to complete installation of the radios this summer, while leaves are still on the trees.

4. Committee Member Comments or Other Issues – Steve discussed a one-time payment agreement for the placement of the new Oakcrest Pump Station Generator on Village of Lansing property. The Village is preparing an agreement to be presented to the Commission next month.

5. Next Meeting - Monday April 25, 2022 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
May 23, June 27, July 25**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
April 25, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. March 2022 Meeting Notes		#1
2. March 2022 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		
6. Treatment Plant - Floc/Sed Room Upgrade Project		
7. SCADA Telemetry Radio Replacement Project		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Monday, May 23, 2022 @ 12:00 Noon (Date Change ?)		
Future meetings - Fourth Monday of the month at noon. June 27, July 25, August 22		

Bolton Point Personnel and Organization Committee
Monday, March 28, 2022
Via Zoom

Commissioners: Jack Rueckheim, and Joe Wetmore
Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby and Pam VanGelder
Absent: Ed LaVigne, Chair and Pam Bleiwas Shop Steward: Kyle Fellows
Staff Support: Judy Drake
Meeting called to order at: 11:05 am

1) Meeting Notes:

The Committee approved the February meeting notes as presented.

2) Reports:

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

Distribution Manager: Gregg reported that the Annual Confined Space training was held on March 2nd. Jeff Hall attended a DSNY Excavator Certification training on March 4th. Hugh Trimm will be attending a similar DSNY training the last week of March. Dan Workman attended a Backflow Certification course March 7th-10th, and is now certified. The annual CPR / AED refresher course was held for all staff on March 8th and 10th. Jake Colbert attended the Hard Hat Expo in Syracuse. Jordan Betts, Gregg and Jake will be attending the NYS AWWA conference on April 17th.

Staff has been busy repacking PRV and Control Valves and repairing several watermain breaks, and attending kickoff meetings for watermain projects that are starting this spring.

Production Manager: Glenn reported that Jason Nash and Mike Hughston attended a training at the W2Operator Group for license renewal. Kyle Fellows and Megan Falicchio will be attending a webinar to learn maintenance and calibration techniques for the new Turbidity Meter. All the components to the new Confined Space retrieval system have been received and staff will be testing the unit prior to actual use. Staff continues working on procuring materials for projects and performing preventive maintenance.

Finance Manager: Pam reported that the open Administrative position has been advertised at the title of Information Aide. Pam expressed her appreciation to Jessica Sherwood and Winona Fisher for keeping things moving and filling in where and when needed while short a staff member. The new auditors will be onsite at Bolton Point in April. Pam will be attending the NYGFOA conference in April.

Human Resources: Judy reported that her work has been focused on policy revisions and working with Pam and Steve to fill the vacant the Administration position.

Review of Policies Revisions: Employer Vehicles and Driving Policy- are currently under review. Committee will do a final review in April. There will not be any changes to the Violence in the Workplace policy regarding the ALICE swarming training provided to all staff.

General Manager: Steve reported that he and Glenn attended a roundtable meeting with TC3 on a new degree program, Environmental Technician, to help get students interested in water and

wastewater careers. BPWS staff will be providing tours of the plant to several members of the roundtable. The Distribution and Production Departments are doing a good job working on projects, as supplies are available, which has been a challenge. Steve expressed his appreciation to the Administrative staff as they continue to work well with an open position.

COVID Surveillance Testing policy- Steve reported that BPWS has been participating in the Town of Ithaca's program of weekly testing for those staff not fully vaccinated. The Commission expects to continue the testing program until the Tompkins County Health Department decides to end the program.

Next meeting -4th Monday: April 25, at 11:00 am.

(5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/19 (3rd Monday))

Meeting adjourned at 11:22 am

Bolton Point Personnel and Organization Committee
Monday, April 25, 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 March meeting notes.
2. Discuss and consider policy revisions:
 - a. Employer Vehicle policy
 - b. Driving Records
3. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Production Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - f. General Manager
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting -4th Monday: May 23rd, at 11:00 am.
(6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/19 (3rd Monday))

Future Policy discussion: