



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
June 9, 2022 at 4:00 p.m.
Bolton Point Conference Room**

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2022
Exhibit No.

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

- | | |
|---|-----|
| 1. Approval of May 5, 2022 Meeting Minutes | 042 |
| 2. Management Staff Report | 043 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. April 30, 2022 Financial Report | 044 |
| 2. Approval of the June 9, 2022 Warrants | |
| B. Engineering and Operations Committee | |
| 1. April 25, 2022 Meeting Notes | 045 |
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| C. Personnel and Organization Committee | |
| 1. Resolution for Appointment of Heidi McCann
to Information Aide position | 047 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

NEXT MEETING
July 7, 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
May 5, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, May 5, 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
 Commissioner Joe Wetmore, Town of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

Steve Riddle, General Manager
 Glenn Ratajczak, Production Manager
 Pam VanGelder, Finance 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 April 7, 2022***Exhibit #034***

Discussion: None.

MOTION by LaVigne, SECOND by Woodard, to approve the April 7, 2022 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #035*****Item #1 – General Manager April Projects**

Discussion: Mr. Riddle reported on this item and noted that the closing on the land for the Raw Water Pump Station project will be delayed while the estate is settled following the death of one of the current owners. In the meantime, he is looking into the NYS DEC's Water Quality Improvement Project reimbursement grant program for possible funding for the land purchase.

He also noted that the Annual Non-Revenue Water Loss Analysis was performed for 2021 and the Commission's percentage of non-revenue water continues to decrease, showing the effectiveness of new technologies in helping to reduce the Commission's non-revenue water loss.

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

Discussion: Mr. Ratajczak reported on this item and noted that staff continues to gather data regarding Bolton Point's service lines while awaiting further guidance from the Environmental Protection Agency. He also noted that he has been working on communication and public relations surrounding getting information regarding the LCRRs out to the public.

Item #3 – 2022 New York American Water Works Association (NYAWWA) Conference

Discussion: Mr. Ratajczak reported on this item and noted that Staff attended the NYAWWA conference in Saratoga Springs on April 13th. Along with the many training and informational sessions several competitions were held: Bolton Point placed third in the Manoj Ajemera Best Tasting Drinking Water Competition and second in the Hydrant Hysteria hydrant-assembling competition, Distribution Operator Jordan Betts received the Operators Meritorious Service Award, and Water Plant Operator Megan Falicchio placed first in the Meter Madness Competition. Megan will represent New York State at the national AWWA competition in San Antonio, Texas on June 13th.

Item #4 – Leak Detection Prototype Technology System Testing

Discussion: Mr. Riddle reported on this item and noted that 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. Our testing of the system over an approximate six-month period will help Von Roll Hydro discover if any improvements are needed before it is released to the general public. Staff has expressed their appreciation to the current vendor, Pipe Tools Inc., for recommending us for this test.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted cash disbursements included a bond payment of approximately \$21,000.

Item #6 – March 1, 2022 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item and noted there was a slight increase in both consumption and revenue in both the Town of Dryden and Village of Lansing.

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 field work for the annual external audit was completed and the draft report is expected within the next few weeks.

1. March 31, 2022 Financial Report

Exhibit #036

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

2. 2023 Budget Adoption Schedule

Exhibit #037

Discussion: Mr. Howe stated the committee recommends approval of the 2023 budget adoption schedule.

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

(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 was routine and the notes are in the packet.

1. February 28, 2022 Meeting Minutes *Exhibit #038*

Discussion: None.

2. March 28, 2022 Meeting Agenda *Exhibit #039*

Discussion: None.

C. Personnel and Organization Committee

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

1. February 28, 2022 Meeting Notes *Exhibit #040*

Discussion: None

2. March 28, 2022 Meeting Agenda *Exhibit #041*

Discussion: None

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 4:37pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
June 9, 2022 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

June 3, 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 June 9, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of May 5, 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 - May Projects	1
2. Annual Water Quality Report	1
3. Harmful Algal Bloom Monitoring	2
4. Plant Substation Fuses	2
5. AMI Large Meter Replacement Update	2
6. Administration Department Highlights	3
7. May 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights	3

1. General Manager – May 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. Steve will also provide an update on staff's progress with the reimbursement grant program for Water Quality Improvement Projects offered by the New York State Department of Environment Conservation.

Ithaca Area Intersystem Water Emergency Agreement - Steve will provide an update on discussions 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.

NYAWWA Trainings - On April 26th, a Water and Wastewater Exposure training course was held at Bolton Point. Attendance for training courses continues to be strong with 24 water, wastewater and professional engineers attending and obtaining contact credit hours towards their licenses. On June 1st, Steve traveled to Albion, NY to present an Installation and Testing of Ductile Iron Water Mains course for 20 attendees. Steve will also be presenting this course on September 27th in the Town of Ontario.

2. Annual Water Quality Report

The Commission's 2022 Annual Water Quality Report (AWQR) has been published and submitted to the appropriate regulatory agencies. The report contains information from 2021 for any contaminants that were detected or exceeded regulations, which we had none. Also included are contaminants that were tested for but not detected, and general water quality and system information.

The AWQR is posted on the Commission's website and hard copies are also available. It has also been distributed to all member municipalities and the Town of Ullyses.

3. Harmful Algal Bloom (HAB) Monitoring

Staff will begin monitoring the shoreline near the raw water intake for the presence of HAB's in the upcoming weeks as conditions warrant. Staff is again collaborating with the HAB Harrier Project, led by the Community Science Institute (CSI). This allows access to near real time data of all blooms reported on Cayuga Lake. Staff will also be continuing to monitor the area around our intake with our drone.

Beyond having the capability to monitor for HAB's, staff now has the ability to test for the actual toxins produced by the HAB's. Prior to acquiring the lab instrument to quantify toxins, staff only had the ability to measure for the presence of the algae, not if toxins were produced. The test will provide results in about 10 minutes. On June 22nd, staff is will be participating in a CSI training using a microscope. The training will cover the causes of blooms, monitoring for them, and distinguishing toxin producing cyanobacteria from non-toxin producing organisms that are common in Cayuga Lake. This will serve as another tool to initiate the testing for toxins

4. Plant Substation Fuses

As a result of the Arc Flash and Electrical Coordination Study that was completed last year, it was determined that the main fuses currently installed in the substation at the Treatment Plant are oversized. The installed fuses were different than the specified fuses in the original plant design. The study consultant specified the correct size fuses and they were installed by a contractor on May 15th. While installing the fuses the contractor notified staff that all the components for the substation are obsolete and thus difficult to locate. Staff will have this reviewed by Barton & Loguidice when plans for the plant electrical upgrade project are developed in 2023. If warranted, the substation replacement will be included in the upgrade project.

5. AMI Large Meter Replacement Update

While the majority of meters were replaced during the AMI upgrade project in 2016, several larger meters on private distribution systems and fire services have not been upgraded due to higher costs for fire rated meters. Currently, these meters are read manually each quarter. At the 2022 NYAWWA Conference in April, staff learned that most of the meter manufacturers have developed meter registers that are compatible with our AMI system. The registers will work on the larger meters and are less costly than replacing entire meters. We have purchased and installed several of the new registers and am now receiving data from the AMI system.

6. Administration Department Highlights

- Department Statistics April 2022
 - **TL/VCH**
 - Non BP Water accounts 1
 - Total # of Water Bills sent 2,754
 - Total # of eBills 452
 - **ALL**
 - Work Orders prepared 34
 - Final Bills calculated 26
 - New Accounts 3
 - Municipal payments processed 50
 - Cash Disbursements \$228k
 - Cash Receipts \$14k

7. May 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights

May 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 1/16/22 - 4/15/2022				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	5/1/21	5/1/22	5/1/21	5/1/22
TL	29,930,100	31,692,100	\$177,931.97	\$193,754.93
	6% Increase		8% Increase	
VCH	16,304,500	15,447,100	\$94,633.72	\$92,690.95
	6% Decrease		2% Decrease	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,046,430	248,680	1,349,304	3,644,414
Petty Cash	200	0	0	200
Total Unreserved Cash	2,046,630	248,680	1,349,304	3,644,614
RESERVED CASH:				
Fringe Benefit Reserve	105,905	0	0	105,905
Total Reserved Cash	105,905	0	0	105,905
OTHER ASSETS:				
Accounts Receivable	539,110	0	0	539,110
Prepaid Expenses	0	0	0	-
Total Other Assets	539,110	0	0	539,110
TOTAL ASSETS	2,691,645	248,680	1,349,304	4,289,629
LIABILITIES				
Accounts Payable	91,656	0	7,782	99,438
Accrued Liabilities	109,701	0	17,243	126,944
BAN Payable	0	0	0	0
TOTAL LIABILITIES	201,357	0	25,025	226,382
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	2,384,400	248,680	1,324,279	3,957,360
TOTAL FUND BALANCE	2,490,288	248,680	1,324,279	4,063,247
TOTAL LIABILITIES and FUND BALANCE	2,691,645	248,680	1,349,304	4,289,629
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	841,146	267,330	409	1,108,885
LESS: YTD EXPENSES	1,324,844	21,100	385,354	1,731,298
FUND BALANCE AS OF 4/30/22	2,490,288	248,680	1,324,279	4,063,247
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 4/30/22	2,490,288	248,680	1,324,279	4,063,247
Less: Receivables & Prepaids	539,110	0	0	539,110
Add: Liabilities	201,357	0	25,025	226,382
CASH BALANCE AS OF 4/30/22	2,152,535	248,680	1,349,304	3,750,519

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FOUR MONTH PERIOD ENDING APRIL 30, 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	841,146	267,330	409
OVER (UNDER)	(4,247,697)	42	(1,119,591)
% EARNED	17%	100%	0%
% UNEARNED	83%	0%	100%

EXPENDITURES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	1,324,844	21,100	385,354
OVER (UNDER)	(3,763,999)	(246,188)	(199,646)
% EXPENDED	26%	8%	66%
% UNEXPENDED	74%	92%	34%

DETAILED REVENUES

Service Charges	10,180	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	44,172	0	0
Joint Activity-Water Rents	739,706	0	0
Interest Earnings	516	42	409
Permits	15,680	0	0
Sales of Equipment	11,250	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	3,995	0	0
Interfund Transfers*	0	267,288	0
	841,146	267,330	409

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

DETAILED EXPENDITURES

Water Administration	243,586	0	385,354
Source of Supply	94,934	0	0
Purification	236,116	0	0
Transmission and Distribution	238,226	0	0
Employee Benefits	244,695	0	0
Debt Service	0	21,100	0
Interfund Transfers*	267,288	0	0
	1,324,844	21,100	385,354

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

Engineering and Operations Committee Meeting Notes

Monday, April 25, 2022 @ 12:00 Noon
Bolton Point Conference Room

Present: Jack Rueckheim, Roy Staley, Don Hartill, Ed LaVigne, Steve Riddle, Glenn Rataczak, Pam VanGelder, Gregg Weatherby, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. March 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as they appeared in the April meeting packet.		
2. March 2022 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Raw water turbidity levels increased in March and April. Staff attributes the increase to more frequent severe rain events that started in 2021 and continue in early 2022. Turbidity events in the lake are occurring faster, and are continuing longer, than they have in the past.		
On March 31 st , staff investigated a loss of power at the NYSEG Tank telemetry building. It was determined the power is fed from the NYSEG office building and someone had inadvertently turned off the breaker. The breaker was turned on and power was restored.		
Staff completed the annual inspection of the Commission's bulk chemical storage tanks, as required by the NYSDEC. No deficiencies were found during the inspection.		
The Treatment Plant's south entrance gate, that was damaged in January by an automobile during a winter storm, has been replaced. The new gate opener includes pressure sensors and emergency vehicle siren operations.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Utility location requests (DSNY) have increased and monthly totals have returned to pre-COVID levels.		
Staff assisted with the repair of a main break at 440 Forest Home Drive that 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 prior to excavation.		
Water usage at Ithaca College remains higher than in 2021. This is largely due to the campus being back to capacity, plus a leak on campus. College staff are investigating other possible leaks on their system. Staff tested the Ithaca College pump station meters and found they were below AWWA accuracy levels. Two new meters have been ordered. Water usage at Cornell's Baker Institute increased in March due to a leak on their private distribution system. Water usage at Kionix has decreased due to decreased production at the facility.		
Installation of water main for the Woodland Way Phase 2 water main extension has begun. Town of Lansing staff are performing the majority of inspections for pipe installation on this project.		
No new As-Builts were received in March.		
3. Informational Items		

a. Capital Projects

1. Oakcrest Booster Pump Station Upgrade Project

The contractor, Jones Specialty Services, has completed the replacement of new fasteners and is waiting on the delivery of one coupling that needs to be replaced to complete the project. BP staff has begun painting all of the pump station piping. 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 repairs are completed in the Spring 2022. While trail restoration has been completed, two valve boxes need to be straightened to allow proper access. This work is expected to be completed in May.

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.

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. Due to the passing of one of the property owners, closing on the property is expected to be delayed 2-4 months.

6. Treatment Plant – Flocc/Sed Room Upgrade Project

Staff continues to investigate 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 continues to work with Northpoint Technologies to purchase 42 new radios for tank and Control Valve/Pump Station communications. Northpoint has ordered the new radios and expects the radios to arrive in June or July. Staff plans to complete installation of the radios this summer, while leaves are still on the trees.

4. Committee Member Comments or Other Issues - Steve stated the Village of Lansing is preparing an agreement to be presented to the Commission for a one-time payment for the placement of the new Oakcrest Pump Station Generator on Village of Lansing property. To date, agreement has not been presented to the Commission.

5. Next Meeting - Monday May 23, 2022 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
June 27, July 25, August 22**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
May 23, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. April 2022 Meeting Notes		#1
2. April 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, June 27, 2022 @ 12:00 Noon		
Future meetings - Fourth Monday of the month at noon. July 25, August 22, September 26		

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
Appointment of Heidi McCann to
Information Aide Position
June 9, 2022**

WHEREAS, there is a vacant Account Clerk Typist position in the Administration Department, which is being filled as a step process by an Information Aide position; and

WHEREAS, the Finance Manager, General Manager and Human Resources Manager interviewed candidates from the open recruitment; and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Heidi McCann to the Information Aide position; and

WHEREAS, the Personnel and Organization Committee has reviewed and recommends the appointment of Heidi McCann to the Information Aide position effective June 13, 2022;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment Heidi McCann to the Information Aide position effective June 13, 2022, at the Class 1 hiring rate of \$20.65 per hour with full time benefits; and, be it further

RESOLVED, a twenty-six (26) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Finance Manager.

MOVED:

SECONDED:

VOTE: