



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
July 7, 2022 at 4:00 p.m.
Bolton Point Conference Room

Phone: 607-277-0660
Fax: 607-277-3056
www.boltonpoint.org

scliwc@boltonpoint.org

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

2022
Exhibit No.

- | | |
|--|-----|
| 1. Approval of June 9, 2022 Meeting Minutes | 048 |
| 2. Management Staff Report | 049 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. May 31, 2022 Financial Report | 050 |
| 2. 2023 Operating Budget | 051 |
| 3. Resolution Declaring the Commission's 2016 Chevy Equinox LS AWD Surplus Equipment | 052 |
| 4. Approval of the July 9, 2022 Warrants | |
| B. Engineering and Operations Committee | |
| 1. May 23, 2022 Meeting Notes | 053 |
| 2. June 27, 2022 Meeting Agenda | 054 |
| C. Personnel and Organization Committee | |
| 1. April 25, 2022 Meeting Notes | 055 |
| 2. June 27, 2022 Meeting Agenda | 056 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
August 4, 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

June 9, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, June 9, 2022 at 4:00 p.m. in the Bolton Point Conference Room.

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 Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

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

ABSENT:

Commissioner Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing

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

1. Approval of Meeting Minutes May 5, 2022***Exhibit #042***

Discussion: None.

MOTION by Hardaway, SECOND by Hartill, to approve the May 5, 2022 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #043*****Item #1 – General Manager - May Projects**

Discussion: Mr. Riddle reported on this item and noted that the closing on the land for the Raw Water Pump Station project is still planned for late summer, and that Staff is currently working on building design with Barton & Loguidice Engineers.

He noted that the Commission will be applying for a grant through the NYS DEC's Water Quality Improvement Project reimbursement program.

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 noted that on April 26th, an AWWA Water and Wastewater Exposure training course was held at Bolton Point with 24 attendees, and that on June 1st, he traveled to Albion, NY to present an Installation and Testing of Ductile Iron Water Mains course for 20 attendees; he will be presenting this same course on September 27th in the Town of Ontario. Also in September, Mr. Riddle will be presenting on "AMI for Utilities" at the NY AWWA Water Symposium, and again in October at the Sensus Reach Conference in Washington DC. Mr. Ratajczak will be part of the instructor team for a lab course to be held at Bolton Point in October.

Item #2 – Annual Water Quality Report

Discussion: Mr. Ratajczak reported on this item and noted that the Commission's 2022 Annual Water Quality Report (AWQR) has been published and submitted to the appropriate regulatory agencies, posted on the Commission's website, hard copies made available, and distributed to all member municipalities and the Town of Ulysses.

Item #3 – Harmful Algal Bloom (HAB) Monitoring

Discussion: Mr. Ratajczak reported on this item and noted that Staff will begin monitoring the shoreline near the raw water intake for the presence of HABs in the upcoming weeks as conditions warrant. Staff is again collaborating with the HAB Harrier Project, and will continue to monitor the area around our intake with our drone.

He also noted that Staff now has the lab equipment to test for the actual toxins produced by the HABs, with quantitative results available in approximately 10 minutes.

Item #4 – Plant Substation Fuses

Discussion: Mr. Ratajczak reported on this item and noted that, 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 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 and, if warranted, the substation replacement will be included in the 2023 plant electrical upgrade project.

Item #5 – AMI Large Meter Replacement Update

Discussion: Mr. Weatherby reported on this item and noted that several larger meters on private distribution systems and fire services were not upgraded during the 2016 AMI upgrade project due to higher costs for fire rated meters. In April 2022, Staff learned of meter registers that are compatible with our AMI system, and have since purchased and installed them on all large commercial meters. Mr. Weatherby noted the significant savings to the Commission: replacement would have cost approximately \$20,000 per meter, whereas the new registers were \$91 each.

Item #6 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted there are over 1,250 customers signed up for eBilling, six months in to the program.

Item #7 – May 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights

Discussion: Ms. VanGelder reported on this item and noted there was a slight increase in consumption in the Town of Lansing due largely to Borg Warner, and a slight decrease in the Village of Cayuga Heights that is mostly attributable to Kendal.

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 draft financial statements for 2021 from the EFPR Group have been received and the committee recommends acceptance of the draft report.

1. April 30, 2022 Financial Report

Exhibit #044

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

2. Approval of the June 9, 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 Howe, SECOND by Rueckheim, to approve the June 9, 2022 Warrants in the amount of \$187,099.77.

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Rueckheim, Staley, 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.

Mr. Weatherby added that the Six Mile Creek Transmission Main project has two small items left that are expected to be completed within the next two weeks, which will bring the project to a close.

1. April 25, 2022 Meeting Minutes *Exhibit #045*

Discussion: None.

2. May 23, 2022 Meeting Agenda *Exhibit #046*

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted there was no meeting last month.

1. Resolution for Appointment of Heidi McCann to Information Aide Position *Exhibit #047*

Discussion: Mr. LaVigne 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
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: LaVigne

Seconded: Hartill

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Rueckheim, Staley, 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: Ms. VanGelder noted that there will be an appreciation luncheon on June 22nd and the Commissioners are invited and encouraged to attend. She also noted that June 2022 marks Mr. Riddle's 20-year anniversary with Bolton Point and five-year anniversary as General Manager.

7. Adjournment:

Meeting adjourned at 4:41pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
July 7, 2022 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

June 30, 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 July 7, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of June 9, 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 - June Projects	1
2. Production Department Capital Projects Update	1
3. Lead Service Line Inventory	2
4. 2022 Municipal Water Main Projects Update	2
5. Administration Department Highlights	2
6. June 1, 2022 Billing in the Town of Ithaca	2

1. General Manager – June 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.

Cascadilla Creek Transmission Main Project - Steve will provide an update on discussions between Cornell University and the Commission to obtain a permanent easement for a second Cascadilla Creek Transmission Main crossing.

Bolton Point Landscape and Grounds Improvements - Staff has completed several improvement projects around the treatment facility, most notably, a new retaining wall was constructed around the front entrance sign. Thank you to staff for keeping the Bolton Point facilities looking professional.

2. Production Department Capital Projects Update

Glenn will provide an update on capital projects and improvements within the Production Department.

3. Lead Service Line Inventory

The New York State Bureau of Water Supply Protection has released a template for determining classification of service lines. While the EPA has still not provided guidance to the Bureau, they decided to move forward with the template to assist water purveyors in developing their inventories. Staff is beginning to populate the form with the information previously gathered. The type of service line is automatically determined by the data entered into the fields. This may change some classifications from what was previously determined by staff.

4. 2022 Municipal Water Main Projects Update

Gregg will provide an update on the Town of Ithaca and Village of Lansing’s 2022 municipal water main projects.

5. Administration Department Highlights

- Department Statistics May 2022
 - **TI**
 - Non-BP Water accounts 157
 - Total # of Water Bills sent 3,594
 - Total # of eBills 482
 - **ALL**
 - Work Orders prepared 52
 - Final Bills calculated 38
 - New Accounts 11
 - Municipal payments processed 78
 - Cash Disbursements \$259k
 - Cash Receipts \$491k

6. June 1, 2022 Billing in the Town of Ithaca

June 1, 2022 Billing in the Town of Ithaca				
Billing Period: 3/16/22-5/15/22				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	6/1/21	6/1/22	6/1/21	6/1/22
TI	97,825,740	105,137,064	\$ 564,194.67	\$ 622,508.50
	7% Increase		9% Increase	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,286,126	248,691	1,341,613	3,876,430	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,286,326	248,691	1,341,613	3,876,630	B
RESERVED CASH:					
Fringe Benefit Reserve	105,909	0	0	105,909	
Total Reserved Cash	105,909	0	0	105,909	B
OTHER ASSETS:					
Accounts Receivable	684,529	0	0	684,529	
Prepaid Expenses	0	0	0	-	
Total Other Assets	684,529	0	0	684,529	C
TOTAL ASSETS	3,076,764	248,691	1,341,613	4,667,068	
LIABILITIES					
Accounts Payable	99,829	0	75,274	175,104	
Accrued Liabilities	105,025	0	17,243	122,268	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	204,855	0	92,517	297,371	D
FUND BALANCE					
Reserved Fund Balance	105,887	0	0	105,887	
Unexpended Fund Balance	2,766,022	248,691	1,249,096	4,263,809	
TOTAL FUND BALANCE	2,871,909	248,691	1,249,096	4,369,696	A
TOTAL LIABILITIES and FUND BALANCE	3,076,764	248,691	1,341,613	4,667,068	
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	1,476,069	267,340	500	1,743,909	
LESS: YTD EXPENDITURES	1,578,145	21,100	460,628	2,059,874	
FUND BALANCE AS OF 5/31/22	2,871,909	248,691	1,249,096	4,369,696	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 5/31/22	2,871,909	248,691	1,249,096	4,369,696	A
Less: Receivables & Prepaids	684,529	0	0	684,529	C
Add: Liabilities	204,855	0	92,517	297,371	D
CASH BALANCE AS OF 5/31/22	2,392,235	248,691	1,341,613	3,982,539	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE FIVE MONTH PERIOD ENDING MAY 31, 2022**

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

REVENUES

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	1,476,069	267,340	500
OVER (UNDER)	(3,612,774)	52	(1,119,500)
% EARNED	29%	100%	0%
% UNEARNED	71%	0%	100%

EXPENDITURES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	1,578,145	21,100	460,628
OVER (UNDER)	(3,510,698)	(246,188)	(124,372)
% EXPENDED	31%	8%	79%
% UNEXPENDED	69%	92%	21%

DETAILED REVENUES

Service Charges	10,919	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	55,010	0	0
Joint Activity-Water Rents	1,361,555	0	0
Interest Earnings	661	52	500
Permits	17,031	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
	1,476,069	267,340	500

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

DETAILED EXPENDITURES

Water Administration	319,014	0	460,628
Source of Supply	114,176	0	0
Purification	292,375	0	0
Transmission and Distribution	299,235	0	0
Employee Benefits	286,056	0	0
Debt Service	0	21,100	0
Interfund Transfers*	267,288	0	0
	1,578,145	21,100	460,628

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

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

051

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
REVENUES							
2390 SHARE/JOINT ACTIVITY	4,316,216.19	4,874,843.00	4,874,843.00	1,361,555.45	4,874,843.00	5,076,927.00	5,076,927.00
2144 WATER SERVICE CHARGE	50,694.03	45,000.00	45,000.00	10,918.93	45,000.00	45,000.00	45,000.00
2144C CROSS CONNECTION FEES	12,910.00	10,000.00	10,000.00	14,387.50	15,000.00	15,000.00	15,000.00
2378 SERVICE TO OTHER GOVTS-MEMBERS	96,421.39	80,000.00	80,000.00	55,010.17	80,000.00	80,000.00	80,000.00
2401 INTEREST-TIME DEPOSITS	2,324.26	6,000.00	6,000.00	661.07	6,000.00	6,000.00	6,000.00
2590 PLUMB. PERMIT FEES	48,514.48	50,000.00	50,000.00	17,031.00	50,000.00	50,000.00	50,000.00
2665 SALES OF EQUIPMENT	28,810.00	10,000.00	10,000.00	11,250.00	11,250.00	12,000.00	12,000.00
2701 REFUNDS OF PRIOR YRS EXPENSES	1,344.42	1,000.00	1,000.00	1,260.11	1,260.00	1,000.00	1,000.00
2770 MISC. REFUNDS ETC.	13,646.65	12,000.00	12,000.00	3,994.69	12,000.00	12,000.00	12,000.00
5031 TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599 APPROPRIATED FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	4,570,881.42	5,088,843.00	5,088,843.00	1,476,068.92	5,095,353.00	5,297,927.00	5,297,927.00
APPROPRIATIONS							
9901 BOND PRIN. & INTEREST	266,788.00	267,288.00	267,288.00	267,288.00	267,288.00	272,457.00	272,457.00
8310 ADMINISTRATION	725,970.30	859,720.00	859,720.00	319,014.37	860,720.00	847,730.00	847,730.00
8320 SOURCE OF SUPPLY	275,576.00	314,025.00	314,025.00	114,175.91	314,025.00	325,165.00	325,165.00
8330 PURIFICATION	735,892.76	851,425.00	851,425.00	292,375.44	851,425.00	1,008,000.00	1,008,000.00
8340 TRANSMISSION/DISTRIB.	729,236.19	857,385.00	857,385.00	299,235.29	857,385.00	873,225.00	873,225.00
9000 EMPLOYEE BENEFITS	737,653.27	819,000.00	819,000.00	286,056.06	819,000.00	771,350.00	771,350.00
9710 DEBT SERVICE (BOND PAYOFF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9950 CAPITAL PROJECTS	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,200,000.00	1,200,000.00
TOTAL APPROPRIATIONS	4,591,116.52	5,088,843.00	5,088,843.00	1,578,145.07	5,089,843.00	5,297,927.00	5,297,927.00

(20,235.10)

209,084.00
4.11%

Prepared by:
Pam VanGelder
June 2022

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
REVENUES							
2144 Water Service Charges	50,694.03	45,000.00	45,000.00	10,918.93	45,000.00	45,000.00	45,000.00
2144C Cross-Connection Fees	12,910.00	10,000.00	10,000.00	14,387.50	15,000.00	15,000.00	15,000.00
2378 Service to Other Govts-Members	96,421.39	80,000.00	80,000.00	55,010.17	80,000.00	80,000.00	80,000.00
2390 Share/Joint Activity	4,316,216.19	4,874,843.00	4,874,843.00	1,361,555.45	4,874,843.00	5,076,927.00	5,076,927.00
2401 Interest-Time Deposits	2,324.26	6,000.00	6,000.00	661.07	6,000.00	6,000.00	6,000.00
2590 Permit Fees	48,514.48	50,000.00	50,000.00	17,031.00	50,000.00	50,000.00	50,000.00
2665 Sales of Equipment	28,810.00	10,000.00	10,000.00	11,250.00	11,250.00	12,000.00	12,000.00
2701 Refunds of Prior Years Expenses	1,344.42	1,000.00	1,000.00	1,260.11	1,260.00	1,000.00	1,000.00
2770 Misc., refunds, etc.	13,646.65	12,000.00	12,000.00	3,994.69	12,000.00	12,000.00	12,000.00
5031 Transfer From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	4,570,881.42	5,088,843.00	5,088,843.00	1,476,068.92	5,095,353.00	5,297,927.00	5,297,927.00
OTHER SOURCES							
599 Appropriated From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE & OTHER SOURCES	4,570,881.42	5,088,843.00	5,088,843.00	1,476,068.92	5,095,353.00	5,297,927.00	5,297,927.00

NOTES

1. 2390 Share Joint Activity represents metered water sales revenue.

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
Debt Service:							
9901.900 Transfer to V Fund	266,788.00	267,288.00	267,288.00	267,288.00	267,288.00	272,457.00	272,457.00
Total Principal & Interest	266,788.00	267,288.00	267,288.00	267,288.00	267,288.00	272,457.00	272,457.00
Total Debt Retirement	266,788.00	267,288.00	267,288.00	267,288.00	267,288.00	272,457.00	272,457.00
Administration:							
8310.101 Personnel Services	342,611.50	356,850.00	356,850.00	124,175.21	356,850.00	358,700.00	358,700.00
8310.102 Admin Overtime	0.00	100.00	100.00	0.00	100.00	100.00	100.00
Total Personnel Services	342,611.50	356,950.00	356,950.00	124,175.21	356,950.00	358,800.00	358,800.00
8310.201 Equipment	5,029.36	17,300.00	17,300.00	4,332.90	17,300.00	11,250.00	11,250.00
8310.202 Vehicles	98,727.27	74,000.00	74,000.00	29,884.43	74,000.00	120,000.00	120,000.00
Total Equip	103,756.63	91,300.00	91,300.00	34,217.33	91,300.00	131,250.00	131,250.00
8310.401 Phone/Telemeter	20,868.59	23,400.00	23,400.00	8,756.91	23,400.00	22,250.00	22,250.00
8310.403 Natural Gas	9,929.44	16,000.00	16,000.00	9,430.61	16,000.00	16,000.00	16,000.00
8310.404 Gas & Oil	25,261.60	26,200.00	26,200.00	17,619.72	26,200.00	35,000.00	35,000.00
8310.405 Auditor & Attorney	10,636.60	25,000.00	25,000.00	8,661.00	25,000.00	25,000.00	25,000.00
8310.406 Consultants	11,611.60	68,400.00	68,400.00	0.00	68,400.00	23,700.00	23,700.00
8310.410 Office Supplies	2,183.95	6,300.00	6,300.00	1,707.44	6,300.00	4,900.00	4,900.00
8310.411 Printing & Post	12,856.52	11,815.00	11,815.00	10,111.43	11,815.00	16,725.00	16,725.00
8310.418 Equipment Maint.	4,150.91	9,700.00	9,700.00	1,882.51	9,700.00	9,450.00	9,450.00
8310.419 Custodial Services	12,459.80	13,400.00	13,400.00	5,574.51	13,400.00	13,600.00	13,600.00
8310.433 Travel Schools	4,342.00	15,850.00	15,850.00	1,477.00	15,850.00	18,850.00	18,850.00
8310.435 Advertising	477.78	800.00	800.00	390.18	800.00	800.00	800.00
8310.436 Dues & Publications	2,817.70	3,010.00	3,010.00	476.00	3,010.00	3,010.00	3,010.00
8310.437 Data Processing	63,812.40	111,125.00	111,125.00	34,203.36	111,125.00	85,445.00	85,445.00
8310.438 Insurance	54,678.21	56,000.00	56,000.00	56,592.98	57,000.00	60,000.00	60,000.00
8310.440 Miscellaneous	2,314.81	7,220.00	7,220.00	735.69	7,220.00	7,250.00	7,250.00
8310 460 In-house Training	223.71	450.00	450.00	240.31	450.00	450.00	450.00
8310.461 Safety Program	40,976.55	16,800.00	16,800.00	2,762.18	16,800.00	15,250.00	15,250.00
Total Contractual	279,602.17	411,470.00	411,470.00	160,621.83	412,470.00	357,680.00	357,680.00
Total Admin 8310	725,970.30	859,720.00	859,720.00	319,014.37	860,720.00	847,730.00	847,730.00

Prepared by:
Pam VanGelder
June 2022

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
Source of Supply:							
8320.101 Personnel Services	111,658.86	119,600.00	119,600.00	44,922.00	119,600.00	122,800.00	122,800.00
8320.102 Overtime	24,294.95	25,200.00	25,200.00	9,018.66	25,200.00	25,800.00	25,800.00
Total Personal Services	135,953.81	144,800.00	144,800.00	53,940.66	144,800.00	148,600.00	148,600.00
8320.201 Equipment	29,473.00	3,000.00	3,000.00	759.27	3,000.00	6,400.00	6,400.00
Total Equip & Maint	29,473.00	3,000.00	3,000.00	759.27	3,000.00	6,400.00	6,400.00
8320.402 Electric Power	76,788.20	122,000.00	122,000.00	49,572.52	122,000.00	122,000.00	122,000.00
8320.408 Clothing, Boots	1,273.29	1,500.00	1,500.00	834.80	1,500.00	1,550.00	1,550.00
8320.412 Tools, Equip. P	6,943.34	8,725.00	8,725.00	2,143.88	8,725.00	10,960.00	10,960.00
8320.421 Maint B. P Systems	6,274.27	7,050.00	7,050.00	727.06	7,050.00	7,120.00	7,120.00
8320.422 Maint. T&V System	18,870.09	24,950.00	24,950.00	6,197.72	24,950.00	26,535.00	26,535.00
8320.433 Travel & School	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
Total Source Contractual	110,149.19	166,225.00	166,225.00	59,475.98	166,225.00	170,165.00	170,165.00
Total Source 8320	275,576.00	314,025.00	314,025.00	114,175.91	314,025.00	325,165.00	325,165.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
Purification:							
8330.101 Personnel Services	401,998.64	418,550.00	418,550.00	159,948.69	418,550.00	434,625.00	434,625.00
8330.102 Overtime	25,579.94	16,000.00	16,000.00	7,314.23	16,000.00	18,000.00	18,000.00
Total Personal Services	427,578.58	434,550.00	434,550.00	167,262.92	434,550.00	452,625.00	452,625.00
8330.201 Equipment	16,824.84	25,000.00	25,000.00	0.00	25,000.00	55,800.00	55,800.00
Total Equip & Supplies	16,824.84	25,000.00	25,000.00	0.00	25,000.00	55,800.00	55,800.00
8330.402 Electric Power	110,996.83	186,000.00	186,000.00	41,934.54	186,000.00	186,000.00	186,000.00
8330.408 Clothing Boot	1,582.03	4,850.00	4,850.00	597.35	4,850.00	5,350.00	5,350.00
8330.412 Tools/Equip Parts	3,538.84	7,400.00	7,400.00	2,909.96	7,400.00	7,300.00	7,300.00
8330.415 Treatment Supplies	59,400.24	84,600.00	84,600.00	37,025.18	84,600.00	125,500.00	125,500.00
8330.416 Lab Supplies	33,392.26	33,950.00	33,950.00	18,296.48	33,950.00	34,725.00	34,725.00
8330.418 Equipment Maint.	46,979.05	40,850.00	40,850.00	11,189.17	40,850.00	60,000.00	60,000.00
8330.419 Buildings & Grounds	34,450.09	30,825.00	30,825.00	10,937.25	30,825.00	75,900.00	75,900.00
8330.433 Travel & Schools	1,150.00	3,400.00	3,400.00	2,222.59	3,400.00	4,800.00	4,800.00
Total Contractual	291,489.34	391,875.00	391,875.00	125,112.52	391,875.00	499,575.00	499,575.00
Total Purification 8330	735,892.76	851,425.00	851,425.00	292,375.44	851,425.00	1,008,000.00	1,008,000.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
Transmission & Distribution:							
8340.101 Personnel Services	499,033.78	522,825.00	522,825.00	202,206.31	522,825.00	539,650.00	539,650.00
8340.102 Overtime	18,860.69	18,500.00	18,500.00	7,974.04	18,500.00	19,000.00	19,000.00
Total Personal Services	517,894.47	541,325.00	541,325.00	210,180.35	541,325.00	558,650.00	558,650.00
8340.201 Equipment	4,343.00	7,150.00	7,150.00	0.00	7,150.00	7,200.00	7,200.00
Total Equip & Maint	4,343.00	7,150.00	7,150.00	0.00	7,150.00	7,200.00	7,200.00
8340.402 Electric Power	87,170.67	141,100.00	141,100.00	44,428.86	141,100.00	141,100.00	141,100.00
8340.403 Natural Gas	806.99	1,000.00	1,000.00	743.72	1,000.00	1,000.00	1,000.00
8340.408 Clothing, Boots	4,440.94	6,300.00	6,300.00	2,211.37	6,300.00	6,450.00	6,450.00
8340.412 Tools/Equip Parts	1,576.60	6,425.00	6,425.00	93.20	6,425.00	7,925.00	7,925.00
8340.418 Vehicle Equip Maint	11,387.56	13,350.00	13,350.00	1,565.07	13,350.00	14,350.00	14,350.00
8340.421 Maint B.P. System	24,988.05	49,750.00	49,750.00	4,850.00	49,750.00	49,750.00	49,750.00
8340.422 Maint T&V Systems	46,288.04	48,850.00	48,850.00	23,506.10	48,850.00	49,650.00	49,650.00
8340.424 Meters	23,211.82	24,585.00	24,585.00	4,690.27	24,585.00	24,600.00	24,600.00
8340.433 Travel & School	1,822.17	4,750.00	4,750.00	1,647.84	4,750.00	5,950.00	5,950.00
8340.442 Mapping	5,305.88	12,800.00	12,800.00	5,318.51	12,800.00	6,600.00	6,600.00
Total Contractual	206,998.72	308,910.00	308,910.00	89,054.94	308,910.00	307,375.00	307,375.00
Total Distribution 8340	729,236.19	857,385.00	857,385.00	299,235.29	857,385.00	873,225.00	873,225.00

SOUTHERN CAYUGA LAKE
INTERMUNICIPAL WATER COMMISSION
2023 OPERATING BUDGET

	2021 Actual	2022 Approved	2022 Budget As Modified	Actual 1/1/22 to 5/31/22	Estimate for Dec. 31, 2022	2023 Department Recommended	2023 Budget Committee Recommended
Employee Benefits:							
9010.800 State Retirement	175,344.25	193,000.00	193,000.00	44,951.00	193,000.00	185,000.00	185,000.00
9030.800 Social Security	106,666.42	113,100.00	113,100.00	37,182.31	113,100.00	115,900.00	115,900.00
9040.800 Workers Comp	32,198.00	45,000.00	45,000.00	33,884.00	45,000.00	45,000.00	45,000.00
9045.800 Life Insurance	2,802.25	3,000.00	3,000.00	1,361.25	3,000.00	3,000.00	3,000.00
9050.800 Unemployment Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9055.800 Disability Insurance	1,942.20	2,000.00	2,000.00	943.80	2,000.00	2,000.00	2,000.00
9060.800 Health Insurance	414,047.87	455,000.00	455,000.00	167,547.74	455,000.00	413,000.00	413,000.00
9089.800 Wellness Reimbursement	4,033.75	7,000.00	7,000.00	0.00	7,000.00	6,500.00	6,500.00
9089.801 Wellness Direct Expenses	618.53	900.00	900.00	185.96	900.00	950.00	950.00
Total Employee Ben. 9000	737,653.27	819,000.00	819,000.00	286,056.06	819,000.00	771,350.00	771,350.00
Other Debt Service:							
9710 Debt Service (Bond Payoff)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations	3,204,328.52	3,701,555.00	3,701,555.00	1,310,857.07	3,702,555.00	3,825,470.00	3,825,470.00
Total Debt Retirement Expense	266,788.00	267,288.00	267,288.00	267,288.00	267,288.00	272,457.00	272,457.00
Total Appropriations & Debt Ret.	3,471,116.52	3,968,843.00	3,968,843.00	1,578,145.07	3,969,843.00	4,097,927.00	4,097,927.00
Other Uses:							
9950.900							
(Transfer to Capital Funds)							
Capital replacement program	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,200,000.00	1,200,000.00
Total Capital Projects	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,200,000.00	1,200,000.00
TOTAL OTHER USES	1,120,000.00	1,120,000.00	1,120,000.00	0.00	1,120,000.00	1,200,000.00	1,200,000.00
TOTAL APPROPRIATIONS							
AND OTHER USES	4,591,116.52	5,088,843.00	5,088,843.00	1,578,145.07	5,089,843.00	5,297,927.00	5,297,927.00

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 2016 Chevy Equinox LS AWD Surplus Equipment
and Authorizing Staff to Sell the Vehicle for the Current Market Value or the Best Price
Obtainable**

July 7, 2022

WHEREAS, the Commission has received the replacement vehicle for the Commission's 2016 Chevy Equinox LS AWD, and

WHEREAS, the Commission desires to declare the 2016 Chevy Equinox LS AWD 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 \$15,000.00 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 2016 Chevy Equinox LS AWD surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$15,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

Engineering and Operations Committee Meeting Notes

**Monday, May 23, 2022 @ 12:00 Noon
Bolton Point Conference Room**

Present: Jack Rueckheim, Roy Staley, Don Hartill, Glenn Rataczak, Pam VanGelder, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. April 2022 Meeting Notes		#1
The Committee found the notes to be acceptable with one correction.		
2. April 2022 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Raw water turbidity levels have decreased in comparison to March and April of this year.		
On April 13th, staff rebuilt the Treatment Plant polymer pump, replacing all of the consumable parts. On April 26th, staff replaced a worn motor coupling on the Treatment Plant rapid mixer.		
He noted that while all deadlines were met, it was a challenging month due to staff vacations, trainings illnesses. Staff has stepped up to cover the shortages by working extra hours or coming back early from vacation. He was very appreciative of the support from his staff.		
The monthly Heath Department report was routine.		
Glenn discussed the following highlights of the Distribution portion of the report in Gregg's absence:		
While there were no main breaks in April, utility location requests (DSNY) continue to increase.		
The number of appurtenance repairs and maintenance has increased due to the startup of the Valve & Hydrant maintenance season.		
Staff performed annual water main flushing in the Village of Cayuga Heights. A fire flow test for a design engineer was performed for a property on West Main Street in Trumansburg.		
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. The College will also be starting up irrigation soon. Water usage at Cornell's Baker Institute increased in April due to a continued leak on their private distribution system.		
No updates to the project tracking list.		
No new As-Builts were received in April.		
3. Informational Items		
a. Capital Projects		
1. Oakcrest Booster Pump Station Upgrade Project		
Other than restoration around the generator, this project is complete. Glenn thanked Jim Tierney and Tyler Fleming on their fine work on this project.		
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. Two valve boxes need to be straightened to complete the project. This work is expected to be completed in June.

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 – None

5. Next Meeting - Monday June 27, 2022 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
July 25, August 22, September 26, October 24**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
June 27, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. May 2022 Meeting Notes		#1
2. May 2022 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Six Mile Creek Transmission Main Project		
2. Cascadilla Creek Transmission Main Project		
3. Fall Creek Transmission Main Project		
4. Raw Water Pump Station Land Acquisition		
5. Treatment Plant - Flocc/Sed Room Upgrade Project		
6. SCADA Telemetry Radio Replacement Project		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Monday, July 25, 2022 @ 12:00 Noon		

**Future meetings - Fourth Monday of the month at noon.
August 22, September 26, October 24**

Bolton Point Personnel and Organization Committee
Monday, April 25, 2022
Via Zoom

Commissioners: Ed LaVigne, Chair, Jack Rueckheim, Pam Bleiwas and Joe Wetmore
Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby and Pam VanGelder
Absent: Shop Steward: Hugh Trimm Staff Support: Judy Drake
Meeting called to order at: 11:00 am

1) Meeting Notes:

The Committee approved the March meeting notes with one correction.

2) Policy Revisions:

Employer Vehicles and Driving Policy revisions were discussed. It was recommended to add “or recreational” after illegal drugs. The committee discussed that the Employer Vehicle policy does allow the ability to pick up and drop off non-employee passengers and added examples of non-employees that would be allowed. Judy explained that these policies will be reviewed by Town of Ithaca’s Personnel & Organization Committee and Employee Relations Committee. The Committee was in favor of referring the policies on to the Commission for approval

3) Reports:

Shop Steward: Hugh Trimm (via email) reported that there are no grievances or issues to report.

Distribution Manager: Gregg reported Hugh Trimm attended a DSNY training. Jordan Betts, Jake Colbert, and Gregg attended the NYS AWWA Conference, where they had the opportunity to meet vendors and attend beneficial trainings. Staff attended the annual Perma Safety Training with Lew Troast, which covers all required basic training. Jeff Hall and Jordan will be attending the AWWA session on water and wastewater exposure being held at Bolton Point. Staff is busy with grounds maintenance, water main tie-ins, large meter testing and working on water emergencies.

Production Manager: Glenn reported that the last month has been challenging with vacations, training and staff out due to illness. Staff has been great about covering for each other including coming in when on vacation and rearranging childcare. Glenn thanked staff for making sure that there was always an operator in the plant. Glenn plans to partner with the City of Ithaca for a water information table at the Ithaca Festival. The main goal is to inform customers about the new Lead and Copper requirements that will soon be in the press. Glenn is attending a virtual EPA session on the consumer confidence rule revisions (annual water quality report), which is being changed to make it more logical and standardized. This report has been annual and is expected to be changed to bi-annually.

In June, Jim Bower, Megan Falicchio and Glenn will be attending a training at the Ithaca City water plant with the Community Science Institute on identifying micro-toxins through the microscope. Glenn explained that he received several alerts from Federal Government regarding the threat of cybersecurity of infrastructure systems. Glenn explained that the SCADA system is separate from the Commission’s network system, so is not as vulnerable as online systems.

Glenn and Megan Falicchio attended the NYS AWWA conference on April 13th. Glenn thanked the Commission for supporting staff’s ability to attend the trainings. Along with the training, staff participated in competitions and was nominated for the Project of the Year award. Bolton Point

placed third in the water tasting competition and Megan placed first in the Meter Madness competition.

Finance Manager: Pam reported that staff attended the annual safety training and it is a good reminder to the office staff to see all the safety procedures that others must follow especially in the field. Pam attended the NYS Government Finance Officers Association training. The session on Capital Planning covers many of the processes that we currently perform. The new auditors, EFPR Group, completed onsite work in two days. Customers continue to be added to the email billing program. Winona Fisher and Jes Sherwood continue to do a great job covering the department workload while down one team member. Change of ownerships are ramping up. Staff is reviewing applicants for the vacant Information Aide position.

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.

General Manager: Steve reported that with several staff out in the Production Department, Glenn has been doing a good job keeping everything going. Gregg has a lot of projects going and is making sure the inspections are getting done and contractor work is being done correctly. Pam has done a great job on the audit and having everything needed in such good order. Thanks to staff for covering everything as we have been shorthanded in all departments.

Steve thanked the Commission for their support to allow six staff members to attend the NYS AWWA Conference. The conference always provides good information and credit for recertification of licenses. The conference also serves as a good mechanism for team building as staff practiced for several competitions. Steve explained that BPWS does a lot with the NYS AWWA and their trainings. Glenn will be added to the training list for Laboratory trainings, and Jordan is joining the Competition Committee. Steve and Jordan placed second in the fire hydrant assembly competition and Jordan won the 2022 Operators Meritorious Award. Bolton Point brought back 4 awards in total while up against much larger systems like NYC, Buffalo, Onondaga and Monroe County Water Authorities.

Ed expressed his gratitude for the staff going above and beyond.

Open Meeting Law video conference attendance policy- Steve reported on update on NYS Committee of Open Governments on Chapter 56 of NYS Laws. If the Commission would like to offer remote or video conferencing for extraordinary circumstances than a resolution authorizing such would need to be passed. Steve reviewed attendance issues and advertising public locations. This will be brought up at Commission meeting for input.

Next meeting -4th Monday: May 23, 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 11:47 am

Bolton Point Personnel and Organization Committee
Monday, June 27, 2022
11:00 am – 12:00 pm

AGENDA:

1. Review the draft April meeting notes.
2. Discuss policy revisions:
 - a. Sick Time (maximum)
 - b. Retiree Health Insurance (sick time maximum)
3. Staffing Plans for 2023-2026
4. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Production Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - f. General Manager
5. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

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

Future Policy discussion: Volunteerism Policy, Absences, Employment Matters