



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
August 4, 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>
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3. Committee Reports	
A. Budget and Finance Committee	
1. June 30, 2022 Financial Report	059
2. Resolution Declaring the Commission's 2015 Chevy 1500 Double Cab with Cap Surplus Equipment	060
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4. Executive Session (If Necessary)	
5. Old and New Business	
6. Other	
7. Adjournment	

NEXT MEETING
September 8, 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
July 7, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, July 7, 2022 at 4:00 p.m. in the Bolton Point Conference Room.

PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Don Hartill, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden
 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 Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Pam Bleiwas, Town of Ithaca
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Joe Wetmore, Town of Lansing

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

1. Approval of Meeting Minutes June 9 2022

Exhibit #048

Discussion: None.

MOTION by Hartill, SECOND by LaVigne, to approve the June 9, 2022 Commission meeting minutes.

(Ayes: Hartill, Howe, LaVigne, Leifer, Rueckheim, Woodard; Nays: None.)

Carried

2. Management Staff Report

Exhibit #049

Item #1 – General Manager – June Projects

Discussion: Mr. Riddle reported on this item and noted the following:

A late summer closing is still expected for the Raw Water Pump Station land acquisition.

The Commission's grant application for the NYS DEC's Water Quality Improvement Project reimbursement program expected to be completed and submitted by the July 29th deadline. GIS/IT Specialist, Jeffrey Kaplan, has been working on mapping data to be included, and figures from Barton & Loguidice Engineers have been added to the grant request for seawall and engineering expenses.

Cornell University granted approval to the Commission to obtain permanent easements for the Cascadilla Creek Transmission Main crossing; the project will be put out to bid once the easements are procured.

Mr. Riddle expressed appreciation to Staff for completing several improvement projects around the treatment facility; most notably, a new retaining wall constructed around the front entrance sign. Upcoming projects include tearing down the meter shed by the south gate, installing new security cameras, and installing lights on the flagpole.

Item #2 – Production Department Capital Projects Update

Discussion: Mr. Ratajczak reported on this item and noted the following:

The Commission received approval from the Bureau of Water Protection for the settling polymer used to test for harmful algal blooms.

The alum feed system upgrade is expected to be completed in approximately three weeks.

The lighting portion of the Floc-Sed Room project has been completed; railings will be ordered in August.

Radio replacements for the Telemetry Project are approximately halfway completed.

Item #3 – Lead Service Line Inventory

Discussion: Mr. Ratajczak reported on this item and noted that the New York State Bureau of Water Supply Protection has released a template for determining classification of service lines. 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. Exploratory sampling will begin in early fall.

Item #4 – 2022 Municipal Water Main Projects Update

Discussion: Mr. Weatherby reported on this item and noted that several municipal water main projects are nearing completion:

In the Town of Ithaca, Eldridge Circle is installed, East King Road is installed and in the pressure testing phase, and Troy Road is installed tested, and in service.

In the Village of Lansing, Warren Road/Brown Road was started the first week of July and is moving along according to schedule.

Item #5 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that seventeen customers have moved from City of Ithaca water to Bolton Point water.

Item #6 – June 1, 2022 Billing in the Town of Ithaca

Discussion: Ms. VanGelder reported on this item and noted there was an increase in consumption at Ithaca College for this billing period.

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 and that they accepted the final financial statements for 2021 from the auditors.

1. May 31, 2022 Financial Report

Exhibit #050

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

2. 2023 Operating Budget

Exhibit #051

Discussion: Mr. Howe noted that the Committee did not recommend any changes to the department recommended operating budget for 2023. The Budget and Finance Committee recommends approval of the 2023 Operating Budget.

MOTION by Hartill, SECOND by LaVigne, to approve the 2023 Operating Budget.

(Ayes: Hartill, Howe, LaVigne, Leifer, Rueckheim, Woodard; Nays: None.)

Carried

Mr. Howe continued the discussion from the Budget and Finance Committee meeting on setting the 2023 water rate. Discussion ensued. Ms. VanGelder will notify the municipal clerks of the rate increase on July 8th.

MOTION by Hartill, SECOND by LaVigne, to approve the 2023 Water Rate in the amount of \$6.03 / 1,000 gallons, which is a 4.5 % increase over the 2022 rate. The minimum billing structure will remain at 5,000 gallons per quarter.

(Ayes: Hartill, Howe, LaVigne, Leifer, Rueckheim, Woodard; Nays: None.)

Carried

3. Resolution Declaring the Commission's 2016 Chevy Equinox LS AWD Surplus Equipment

Exhibit #052

Discussion: Mr. Howe 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 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: Rueckheim

SECONDED: Hartill

(Ayes: Hartill, Howe, LaVigne, Leifer, Rueckheim, Woodard; Nays: None.)

Carried

4. Approval of the July 7, 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 Hartill, to approve the July 7, 2022 Warrants in the amount of \$115,172.16.

(Ayes: Hartill, Howe, LaVigne, Leifer, Rueckheim, Woodard; Nays: None.)

Carried

B. Engineering and Operations Committee

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

He added that under new Director of Sustainability, Scott Doyle, Ithaca College has expressed interest in possibly using our AMI system for metering.

1. May 23, 2022 Meeting Minutes *Exhibit #053*

Discussion: None.

2. June 27, 2022 Meeting Agenda *Exhibit #054*

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted there are no concerns or grievances and the notes are in the packet.

1. April 25, 2022 Meeting Notes *Exhibit #055*

Discussion: None.

2. June 27, 2022 Meeting Agenda *Exhibit #056*

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 4:52pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

July 28, 2022

To: All Commissioners
From: General Manager and Department Managers
Re: Management Staff Monthly Report

This report is intended to provide each Commissioner with a status of issues that may not appear on the agenda for your August 4, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of July 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 - July Projects	1
2. Treatment Plant Electrical Upgrade Project	1,2
3. Distribution Department Drought Condition Operations	2
4. Administration Department Highlights	2
5. July 1, 2022 Billing in the Town of Dryden/Village of Lansing	2

1. General Manager – July 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 College Water Metering - Steve will provide an update on discussions between Ithaca College and the Commission to improve water usage accounting and usage for the college. Currently, Ithaca College receives master meter information monthly from Bolton Point, but has limited information on where water is used on the campus. The Commission's AMI system may be a way to reduce water usage for the College.

2. Treatment Plant Electrical Upgrade Project

Staff met with Barton & Loguidice Engineers to begin planning for upcoming electrical upgrades at the treatment facility. Due to the vast scope of the project, staff wanted to obtain a preliminary cost estimate to facilitate scheduling and budgeting in the capital plan. Due to the long lead time on certain electrical components, the project is expected to have a substantially longer construction period than normal to accommodate procurements by the contractor. Completing the engineering now will allow staff greater flexibility with project

scheduling. This type of planning is now required due to the current supply chain and material availability issues which can greatly delay construction and completion of projects.

3. Distribution Department Drought Condition Operations

When summer months are dry and hot, Distribution and Production staff continually monitor the water system demands through the SCADA system, focusing primarily on tank demand trends and master meter data. It is important for staff to understand how each tank grid normally operates and what conditions may cause irregular demands such as large irrigation systems, fire flow testing or fire hydrant use, and filling swimming pools. Building relationships with customers is crucial so they will notify us when they expect to use high volumes of water. All of this information helps staff determine where water is being used. Staff investigates tank grids daily to ensure the water produced is accounted for and high demands are not due to leaks in the system. The coordination and communication between the Production and Distribution departments is extremely important on a daily basis but it certainly intensifies during drier summer months.

4. Administration Department Highlights

- Department Statistics June 2022
 - **TD/VL**
 - Non BP Water accounts 2
 - Total # of Water Bills sent 1,102
 - Total # of eBills 160
 - **ALL**
 - Work Orders prepared 60
 - Final Bills calculated 49
 - New Accounts 5
 - Municipal payments processed 97
 - Cash Disbursements \$310k
(Includes bond payment \$86k)
 - Cash Receipts \$690k

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

July 1, 2022 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 3/16/22-6/15/22				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	7/1/21	7/1/22	7/1/21	7/1/22
TD	6,834,200	6,670,100	\$ 39,016.90	\$ 40,674.87
	2% Decrease		4% Increase	
VL	33,285,900	32,184,900	\$ 190,683.40	\$ 189,518.01
	3% Decrease		1% Decrease	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	2,726,761	163,129	1,266,425	4,156,315	
Petty Cash	200	0	0	200	
Total Unreserved Cash	2,726,961	163,129	1,266,425	4,156,515	B
RESERVED CASH:					
Fringe Benefit Reserve	105,913	0	0	105,913	
Total Reserved Cash	105,913	0	0	105,913	B
OTHER ASSETS:					
Accounts Receivable	246,162	0	0	246,162	
Prepaid Expenses	0	0	0	-	
Total Other Assets	246,162	0	0	246,162	C
TOTAL ASSETS	3,079,036	163,129	1,266,425	4,508,590	
LIABILITIES					
Accounts Payable	70,681	0	43,648	114,329	
Accrued Liabilities	101,656	0	17,243	118,898	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	172,337	0	60,891	233,227	D
FUND BALANCE					
Reserved Fund Balance	105,887	0	0	105,887	
Unexpended Fund Balance	2,800,813	163,129	1,205,534	4,169,475	
TOTAL FUND BALANCE	2,906,700	163,129	1,205,534	4,275,363	A
TOTAL LIABILITIES and FUND BALANCE	3,079,036	163,129	1,266,425	4,508,590	
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	1,726,390	267,347	586	1,994,322	
LESS: YTD EXPENDITURES	1,793,675	106,669	504,276	2,404,620	
FUND BALANCE AS OF 6/30/22	2,906,700	163,129	1,205,534	4,275,363	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 6/30/22	2,906,700	163,129	1,205,534	4,275,363	A
Less: Receivables & Prepaids	246,162	0	0	246,162	C
Add: Liabilities	172,337	0	60,891	233,227	D
CASH BALANCE AS OF 6/30/22	2,832,875	163,129	1,266,425	4,262,428	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE SIX MONTH PERIOD ENDING JUNE 30, 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
REVENUES			
BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	1,726,390	267,347	586
OVER (UNDER)	(3,362,453)	59	(1,119,414)
% EARNED	34%	100%	0%
% UNEARNED	66%	0%	100%
EXPENDITURES			
BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	1,793,675	106,669	504,276
OVER (UNDER)	(3,295,168)	(160,619)	(80,724)
% EXPENDED	35%	40%	86%
% UNEXPENDED	65%	60%	14%

DETAILED REVENUES

Service Charges	12,813	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	63,147	0	0
Joint Activity-Water Rents	1,591,029	0	0
Interest Earnings	829	59	586
Permits	26,417	0	0
Sales of Equipment	11,250	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	5,257	0	0
Interfund Transfers*	0	267,288	0
	1,726,390	267,347	586

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

DETAILED EXPENDITURES

Water Administration	362,110	0	504,276
Source of Supply	134,683	0	0
Purification	361,611	0	0
Transmission and Distribution	344,842	0	0
Employee Benefits	323,142	0	0
Debt Service	0	106,669	0
Interfund Transfers*	267,288	0	0
	1,793,675	106,669	504,276

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

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

**Resolution Declaring the Commission's 2015 Chevy Silverado 1500 Double Cab with Cap
Surplus Equipment and Authorizing Staff to Sell the Vehicle for the Current Market Value
or the Best Price Obtainable**

August 4, 2022

WHEREAS, the Commission has received the replacement vehicle for the Commission's 2015 Chevy Silverado 1500 Double Cab with Cap, and

WHEREAS, the Commission desires to declare the 2015 Chevy Silverado 1500 Double Cab with Cap 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 \$20,000.00 for the vehicle, and

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

RESOLVED, that the Commission hereby declares the 2015 Chevy Silverado 1500 Double Cab with Cap surplus equipment and directs staff to advertise the vehicle for sale for the current market value of \$20,000.00, or the best price obtainable.

MOVED:

SECONDED:

VOTE:

Engineering and Operations Committee Meeting Notes

Monday, June 27, 2022 @ 12:00 Noon
Bolton Point Conference Room

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

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. May 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as presented.		
2. May 2022 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water production levels have returned to pre-pandemic levels and are slightly higher in May, primarily due to irrigation. Raw water turbidity levels continue to decrease due to fewer rain events in 2022. New laboratory equipment, which is much more sensitive, appears to be the cause of the increased Finished water turbidity readings.		
On May 28 th , communications were lost with the Pine Grove Pump Station. Staff reset the radio and communications were restored. The new telemetry radios, currently being installed, are expected to help reduce communication failures in the future.		
Five Specific Organic Chemicals (SOC's) samples were taken and analyzed. All five samples were non-detect.		
Annual inspections of the Treatment Plant's elevator, sprinkler system and fire alarm system were completed in May. No major deficiencies were found. The five-year inspection of the sprinkler system components will be completed later this year.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Eleven new meter accounts were added in May, the majority being from the Amabel and Janivar/NorWay developments. Utility location requests continue to increase as construction projects increase in the area. Labor, Equipment and Permit fees for May increased due to new development master meter purchases.		
The number of appurtenance repairs and maintenance has increased due to the startup of the Valve & Hydrant maintenance season. The Town of Ithaca has repaired or replaced several appurtenances.		
Water usage at Ithaca College remains higher than in 2021. This is largely due to the campus being back to capacity and leaks on campus. Water usage at the Maplewood Apartments decreased in May, due to a leak repair on their private distribution system.		
Construction of the Woodland Way water main extension, phase #2 has begun. This will provide water service to five new duplex buildings.		
No new As-Builts were received in April.		

3. Informational Items

a. Capital Projects

1. 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.

2. Cascadilla Creek Transmission Main Project

Staff continued to work with Cornell University to gain permanent and construction easement approvals for the project. Approvals have been received from Cornell Utilities and Botanic Gardens to proceed with the project.

3. Fall Creek Transmission Main Project

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

4. 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.

5. Treatment Plant - Floc/Sed Room Upgrade Project

Staff continues to investigate pricing and availability of new aluminum railings to replace the original steel railings around the basins.

6. SCADA Telemetry Radio Replacement Project

Staff and Northpoint Technologies has begun the installation of 42 new radios for tank and Control Valve/Pump Station communications. The first sub-network was installed, and tested without issue the week of June 13th. Staff plans to complete installation of the radios this summer, while leaves are still on the trees.

4. Committee Member Comments or Other Issues - The Committee discussed changing the date of future meetings. The topic will continue to be discussed at the July 25th meeting.

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

**Future meetings - Fourth Wednesday of the month at noon.
August 24, September 28, October 26**

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

Agenda

Topic	Attachment	Item #
1. June 2022 Meeting Notes		#1
2. June 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 - Wednesday, August 24, 2022 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon. September 28, October 26, November 23 or 30		

Bolton Point Personnel and Organization Committee
Monday, June 27, 2022

Commissioners: Ed LaVigne (via zoom -11:05-11:39 am), Chair, Jack Rueckheim, and Joe Wetmore
 Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby and Pam VanGelder
 Absent: Pam Bleiwas Shop Steward: none Staff Support: Judy Drake
 Meeting called to order at: 11:05 am

1) Meeting Notes:

The Committee approved the April meeting notes as corrected.

2) Policy Revisions:

Judy explained the policies have been reviewed by the Town of Ithaca's Personnel & Organization Committee and are being referred to the Town Board for consideration.

While conducting Retirement Seminars for staff, questions came up regarding the sick time maximum and use for retiree health insurance. With the current system, it only allows for 5 years of paid health insurance at the 16 hours per month rate. The revised draft policy allows for sick time to accrue to 250 days (2000 hours for an 8- hour employee) and is the same maximum amount allowed to purchase retiree health insurance. Judy explained she is recommending the 250 as it would allow someone to retire at 55 and have 10 years of sick time to pay for retiree health insurance. This would allow them to get to age 65 and Medicare coverage where the monthly premium cost would be less. Currently there are 2-3 levels of sick time accrual, this would bring it to one level for all staff. The revised policy would only be for current and future staff and would not affect any current retiree.

The Committee was in favor of referring the policies revisions on to the Commission for consideration.

3) Staffing Plan for 2023-2026:

The Committee reviewed the 5-year staffing plan. The Production department has identified the need for a Sr. Water Treatment Plant Operator position (SWTPO). Glenn explained he would like to add a promotional opportunity with an additional title, not adding another position. Glenn explained the SWTPO position that would be responsible for the lab and would be responsible for more than a WTPO. The Production Manager is currently the Director of the lab and quality assurance person. The SWTPO would be the quality assurance person, which would provide two people to review the lab requirements.

Ed asked the next steps for the Staffing Plan. Judy explained the goal is to have support from the P&O Committee for the 2023 budget year plan. The next step would be to discuss with the Budget and Finance committee as long-term planning information. The job description for the SWTPO would come back to the P&O Committee, once created through Tompkins County Civil Service. The Committee was supportive of the staffing plan for 2023, which will go on to Budget and Finance Committee. The salary increase for the Sr. WTPO is included in the 2023 Operating budget.

4) Reports:

Shop Steward: No in-person report but there are no grievances or issues to report.

Distribution Manager: Gregg reported that he, Jeff Hall and Jordan Betts attended a two-day STBOA training to earn code enforcement recertification credits. Steve and Jake Colbert attended a training presented by Mueller on hydrant and valve maintenance, which others will attend in the future. Forklift operation and tank climbing training are scheduled for July 13th. Staff requested a voluntary inspection from PESH. Annual fire extinguisher training will be completed this week, provided by Meridian Fire Training Solutions. PESH requires hands-on fire extinguisher training annually if it has been offered in the past. Overall, the inspection went well, with the biggest issue involving the Workplace Violence procedures and employee survey, but were happy with the Workplace Violence Prevention policy.

Production Manager: Glenn reported that he and Megan Falicchio attended the national AWWA ACE conference in San Antonio, Texas in June. Megan placed seventh out of twenty-seven in the Water Meter Madness competition. This is exceptional as it is not traditionally something she does in her daily duties. Glenn thanked the Commission for supporting staff's ability to attend these trainings. Jimmy Bower, Megan and Glenn attended a training at the Ithaca City water plant presented by the Community Science Institute on identifying micro-toxins (HABs) through a microscope. Glenn, Jimmy, and Megan staffed a water bottle filling booth at the Ithaca Festival - partnering with the City of Ithaca. This was to provide free water and outreach about the lead and copper program. There were many questions about the water quality report. NYSDOH has provided the updated lead service line inventory spreadsheet which will need to be updated with our data. During the inspection, PESH reviewed the Respiratory, Hazardous Communication and Confined Space programs and were pleased with the programs and documentation.

Finance Manager: Pam reported that Heidi McCann started June 13th, the department is now at full staff of 4. Pam thanked Steve and Gregg for taking Heidi on a tour of the water system. Heidi has been learning the billing process with Winona Fisher. In the Town of Lansing there are several meters that don't report AMI reads, so Gregg took Winona and Heidi out so they could see where some of the areas are and why we may not get the reads. This is a busy time of the year with Change of Ownership requests. The 2023 budget is working its way through the approval process.

Human Resources: Judy reported that her work has been focused on policy revisions, working on new staff orientations and budgets. She is reviewing the PESH report with management to determine where we are deficient and where we need to provide the requested information.

General Manager: Steve extended congratulations to Megan for her results at the AWWA ACE 2022 water meter competition. There will be an article about Megan in the NYS AWWA publication in August. Pam was thanked for the work put into the 2023 budget and putting together in a nice readable format. Jeffrey Kaplan has been working on getting all staff VPN access and moving to more laptops and less desk tops. Steve has been working on the grant for the Raw Water Pump Station Land Acquisition.

Other:

Joe requested that the meeting be changed to another morning or day. Jack won't be able to attend the July P&O meeting. No changes made for July's meeting. All meetings from now on are in person and not Zoom.

Next meeting -4th Monday: July 25, at 11:00 am.
Meeting adjourned at 12:00 pm

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

August 4, 2022

WHEREAS, the Personnel and Organization Committee has reviewed the following draft revised personnel policies: Sick Time Policy, and Retiree Health Insurance Policy regarding the sick time maximums, 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 of the revised Sick Time Policy, and Retiree Health Insurance Policy for all non-collective bargaining employees retroactive to July 1, 2022, and to be extended to the collective bargaining employees through an MOU when approved.

Moved:

Seconded:

Revisions to Policies for discussion with Commission on 8/4/2022: For all non-collective bargaining employees.

SICK TIME- current policy - revisions

B. MAXIMUM ACCRUAL:

It is important to build up a sick time reserve to assure continuation of full paychecks if out for an extended period due to an injury or illness under **Short Term** Disability or Workers' Compensation. The Town's/Commission's/Consortium's maximum sick time allowed is **175 250 workdays** (or 1400 **2000** hours based on an eight (8) hour workday).

At retirement sick time may be used in two ways; pay for retiree health insurance and increase service credit through the 41j benefit with the NYS & Local Retirement System. For more information refer to [Retiree's Benefit Plan](#) and [NYS & Local Employee's Retirement System](#)

For all employees at retirement the **maximum of 120 days, (or 960 hours based on 40-hour workweek)** can be used to purchase retiree health insurance. See [Retiree's Benefit Plan](#). At retirement, a maximum of 165 days of accumulated sick time can be used to increase service credit up to a maximum of five and a half (5½) months through the 41j benefits for Tiers 1-5. Maximums may be altered for additional tiers in [NYS & Local Employee's Retirement System](#).

C. PAYMENTS:

At no point will a cash payment for accumulated sick time be made even when service is terminated due to retirement, resignation, or employee/retiree death.

RETIREE'S BENEFIT PLAN- current policy-revisions

2. Use of Sick Time

If a retiree has an accrued sick time balance, (~~up to 960 hours~~), and wishes to continue health insurance coverage, they may do so utilizing their sick time balance. **At the time of retirement, the maximum of 120 250 workdays, (or 960 2000 hours based on an 8-hour workday) can be used to purchase retiree health insurance.** The **accrued** sick time balance will be exchanged for months of continued retiree health insurance coverage (individual or family coverage) until the sick time is depleted. For each month of provided retiree health coverage the sick time **bank** will be reduced by an established number of days (hours) until the sick **time** balance is depleted. **This benefit of spending down sick time for retiree insurance is available even to those retirees that do not meet the minimum years of service eligibility described above.**

Established **Days** (Hours):

Equivalency of 2 workdays (16 hours per month for an 8-hour employee) -when Retiree and /or Dependents are enrolled in a Non-Medicare Supplement plan for family or individual coverage

Equivalency of 1 workday (8 hours per month for an 8-hour employee) – when Retiree **and** dependents (if applicable) are enrolled in a Medicare Supplement plan(s) for family or individual coverage

When the sick time balance is depleted, the retiree can continue with the retiree health coverage by submitting payment to the Town for their applicable share of the premiums. At no time would any unused sick time be paid out.

Bolton Point Personnel and Organization Committee
Monday, July 25, 2022
11:00 am – 12:00 pm

AGENDA:

1. Review the draft June meeting notes.
2. Continue discussion of policy revisions
3. Continue discussion on Staffing Plan

4. Reports
 - a. Shop Steward
 - b. Finance Manager
 - i. Tuition Reimbursement Request
 - c. Distribution Manager
 - d. Production 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 Wednesday: August 24, at 1:00 pm.
(9/28, 10/26, 11/23 or 30, 12/14 or 21)

Future Policy discussion: Volunteerism Policy, Absences, Employment Matters