



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
September 8, 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

2022
Exhibit No.

- 1. Approval of July 7, 2022 Meeting Minutes 066
- 2. Approval of August 4, 2022 Meeting Minutes 067
- 3. Management Staff Report 068
- 4. Committee Reports
 - A. Budget and Finance Committee
 - 1. July 31, 2022 Financial Report 069
 - 2. Resolution Declaring the Commission’s 2015 Chevy 070
1500 Double Cab with Cap Surplus Equipment
 - 3. Approval of the August 4, 2022 Warrants
 - 4. Approval of the September 8, 2022 Warrants
 - B. Engineering and Operations Committee
 - 1. July 25, 2022 Meeting Notes 071
 - 2. August 24, 2022 Meeting Agenda 072
 - C. Personnel and Organization Committee
 - 1. July 25, 2022 Meeting Notes 073
 - 2. August 24, 2022 Meeting Agenda 074
 - 3. Resolution for Approval of Revised Personnel Policies 075
 - D. Planning and Public Affairs Committee
- 5. Executive Session (If Necessary)
- 6. Old and New Business
- 7. Other
- 8. Adjournment

NEXT MEETING
October 6, 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

Meeting Minutes
August 4, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, August 4, 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 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:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
Commissioner Pam Bleiwas, Town of Ithaca
Commissioner Ronny Hardaway, Village of Lansing
Commissioner Ed LaVigne, Town of Lansing
Commissioner Jason Leifer, Town of Dryden
Commissioner Joe Wetmore, Town of Lansing

Commission Chairperson Jack Rueckheim called the meeting to order at 4:04 pm.

1. Approval of Meeting Minutes July 7, 2022***Exhibit #057***

Note: Approval of the meeting minutes was deferred due to lack of a quorum.

2. Management Staff Report***Exhibit #058*****Item #1 – General Manager – July Projects**

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

Progress on the land acquisition for the Raw Water Pump Station expansion project continues to move forward as expected. A date has not yet been set; but a mid-Autumn closing currently seems likely.

On July 26th, the Commission's grant application for the NYS DEC's Water Quality Improvement Projects reimbursement program, which included the cost of the land as well as projected engineering costs was submitted.

Discussions continue between Ithaca College and the Commission to improve water usage accounting and usage for the college; the Commission's AMI system may be a way to help reduce water usage for the College.

Item #2 – Treatment Plant Electrical Upgrade Project

Discussion: Mr. Ratajczak reported on this item and noted that staff met with Barton & Loguidice Engineers to begin planning for upcoming electrical upgrades at the treatment facility. 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.

Item #3 – Distribution Department Drought Condition Operations

Discussion: Mr. Riddle reported on this item for Mr. Weatherby and noted that staff continues to investigate tank grids daily to ensure the water produced is accounted for and high demands are not due to leaks in the system.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that cash disbursements include a bond payment of approximately \$86,000.00.

Item #5 – July 1, 2022 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported on this item and noted a slight decrease in consumption for both municipalities compared to this time last year.

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.

1. June 30, 2022 Financial Report***Exhibit #059***

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

**2. Resolution Declaring the Commission's 2015 Chevy
1500 Double Cab with Cap Surplus Equipment**

Exhibit #060

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

Note: Approval of the resolution was deferred due to lack of a quorum.

3. Approval of the August 4, 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.

Note: Approval of the warrants was deferred due to lack of a quorum.

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.

1. June 27, 2022 Meeting Minutes

Exhibit #061

Discussion: None.

2. July 25, 2022 Meeting Agenda

Exhibit #062

Discussion: None.

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported on this item for Mr. LaVigne.

1. June 27, 2022 Meeting Notes

Exhibit #063

Discussion: None.

2. Resolution for Approval of Revised Personnel Policies

Exhibit #064

Discussion: Ms. Drake reported the committee reviewed the resolution and recommends approval.

Note: Approval of the resolution was deferred due to lack of a quorum.

3. July 25, 2022 Meeting Agenda

Exhibit #065

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 4:36pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
September 8, 2022 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

September 2, 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 September 8, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of August 4, 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 – August Projects	1
2. Treatment Plant Backwash Pump #1 Rebuild	1,2
3. Distribution Department Projects Update	2
4. 2022 Municipal Water Main Projects Update	2
5. Administration Department Highlights	2
6. August 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights	2

1. General Manager – August Projects

Ithaca Area Intersystem Water Emergency Agreement – Mr. Riddle will provide a summary of 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.

Three System Quarterly Meeting - For many years, the three local water treatment facilities have met quarterly to discuss water issues and updates concerning the Ithaca area interconnected water systems. These meetings keep everyone informed and are very helpful in planning upcoming maintenance and improvement projects. Due to COVID-19 restrictions, the last quarterly meeting was held in 2019 and will be resuming in October.

2. Treatment Plant Backwash Pump #1 Rebuild

In late July, the Treatment Plant's Backwash Pump #1 failed to start. Staff determined the shaft for the pump was seized and would not rotate. The pump was removed and sent to the Estabrook Corporation for diagnosis and repair. It was verified that corrosion was binding the shaft and not allowing it to rotate. The pump was cleaned, rebuilt, all surfaces were coated, machining was performed to original tolerances of the wear rings, and balancing the shafts. Estabrook is currently waiting on the backordered mechanical seal to complete the refurbishment.

This repair was expedited due to having a single backup pump and the critical service this pump provides. The pump is used daily to supply water to backwash the filters. Without the capacity to backwash the filters, the plant would not be capable of producing water. Therefore, it was critical to minimize the risk of having only one operating pump thus warranting the emergency rebuild.

3. Distribution Department Projects Update

Mr. Weatherby will provide an update on a recent PESH inspection and several projects occurring within the Distribution Department.

4. 2022 Municipal Water Main Projects Update

Mr. Weatherby will provide an update on the Town of Ithaca, Town of Dryden and Village of Lansing’s 2022 municipal water main replacement and expansion projects.

5. Administration Department Highlights

- Department Statistics July 2022
 - **TL/VCH**
 - Non BP Water accounts 5
 - Total # of Water Bills sent 2,791
 - Total # of eBills 498
 - **ALL**
 - Work Orders prepared 63
 - Final Bills processed 49
 - New Accounts 3
 - Municipal payments processed 52
 - Cash Disbursements \$274k
 - Cash Receipts \$265k

6. August 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights

August 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 4/16/22-7/15/2022				
	Consumption Gals		Revenue	
	8/1/21	8/1/22	8/1/21	8/1/22
TL	34,046,200	37,463,800	\$200,287.76	\$225,474.86
	9% Increase		11% Increase	
VCH	17,637,900	17,979,300	\$102,162.80	\$107,261.75
	2% Increase		5% Increase	



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	2,761,990	163,136	1,222,861	4,147,986
Petty Cash	200	0	0	200
Total Unreserved Cash	2,762,190	163,136	1,222,861	4,148,186
RESERVED CASH:				
Fringe Benefit Reserve	105,918	0	0	105,918
Total Reserved Cash	105,918	0	0	105,918
OTHER ASSETS:				
Accounts Receivable	346,775	0	0	346,775
Prepaid Expenses	0	0	0	-
Total Other Assets	346,775	0	0	346,775
TOTAL ASSETS	3,214,883	163,136	1,222,861	4,600,879
LIABILITIES				
Accounts Payable	123,951	0	18,428	142,379
Accrued Liabilities	101,403	0	17,243	118,646
BAN Payable	0	0	0	0
TOTAL LIABILITIES	225,355	0	35,671	261,025
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	2,883,641	163,136	1,187,190	4,233,967
TOTAL FUND BALANCE	2,989,528	163,136	1,187,190	4,339,854
TOTAL LIABILITIES and FUND BALANCE	3,214,883	163,136	1,222,861	4,600,879
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	2,091,776	267,354	670	2,359,799
LESS: YTD EXPENDITURES	2,076,233	106,669	522,704	2,705,606
FUND BALANCE AS OF 7/31/22	2,989,528	163,136	1,187,190	4,339,854
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 7/31/22	2,989,528	163,136	1,187,190	4,339,854
Less: Receivables & Prepaids	346,775	0	0	346,775
Add: Liabilities	225,355	0	35,671	261,025
CASH BALANCE AS OF 7/31/22	2,868,108	163,136	1,222,861	4,254,104

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

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

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	2,091,776	267,354	670
OVER (UNDER)	(2,997,067)	66	(1,119,330)
% EARNED	41%	100%	0%
% UNEARNED	59%	0%	100%

EXPENDITURES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	2,076,233	106,669	522,704
OVER (UNDER)	(3,012,610)	(160,619)	(62,296)
% EXPENDED	41%	40%	89%
% UNEXPENDED	59%	60%	11%

DETAILED REVENUES

Service Charges	24,489	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	64,866	0	0
Joint Activity-Water Rents	1,923,674	0	0
Interest Earnings	1,015	66	670
Permits	29,451	0	0
Sales of Equipment	27,375	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	5,257	0	0
Interfund Transfers*	0	267,288	0
	2,091,776	267,354	670

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

DETAILED EXPENDITURES

Water Administration	452,522	0	522,704
Source of Supply	152,639	0	0
Purification	431,938	0	0
Transmission and Distribution	408,642	0	0
Employee Benefits	363,204	0	0
Debt Service	0	106,669	0
Interfund Transfers*	267,288	0	0
	2,076,233	106,669	522,704

* 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**

September 8, 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: Don Hartill, Ed LaVigne, Steve Riddle, Glenn Rataczak, Gregg Weatherby, Pam VanGelder, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. June 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as presented.		
2. June 2022 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water production levels in 2022 continue to increase due to the recent drought conditions. The increase is primarily due to irrigation. Raw water turbidity levels continue to decrease due to fewer rain events in 2022.		
On June 15 th , utility power was lost to the Treatment Plant, Raw Water Pump Station and Oakcrest Booster Pump Station. The pump stations were operated by generator power until utility power was restored and reliable.		
Staff continues to work on upgrades to several of the chemical feed systems at the Treatment Plant. The projects are expected to be completed this Fall.		
During monthly microbiological sampling, a test sample from Milliken Station tested positive for Total Coliform, triggering additional sampling. All of the additional samples were non-detect for Total Coliform.		
Staff began the annual monitoring of the lake shore near the Raw Water intake for the presence of Harmful Algal Blooms.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Six water main breaks occurred in June. A leak at 1636 East Shore Drive was caused by a pressure surge when utility power was lost at a pump station. A leak on 10 Saint Joseph's Lane was caused by a contractor damaging the pipe while excavating for a drainage project.		
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 June, due to a leak on their private distribution system that was included in the 2021 consumption readings.		
A cross connection control device was installed and approved for the Lansing Meadows development in the Village of Lansing.		
Construction of the Warren Road water main replacement project in the Village of Lansing began in June. Phase two of the Town of Ithaca's East King Road water main extension has been installed and testing has begun.		
No new As-Builts were received in June.		

3. Informational Items

a. Capital Projects

1. Six Mile Creek Transmission Main Project

Two valve boxes were straightened to complete the project. The City of Ithaca Engineering and Parks Departments have approved the projects restoration portion of the project at the Wild Flower Park. The final payment application will be reviewed and paid 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.

3. Fall Creek Transmission Main Project

Staff has paused the review of the project to focus on the Cascadilla Creek project.

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. Staff has submitted a grant application to the NYSDEC for assistance in purchasing the property.

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. Approximately 50 percent of the installations have been completed. Staff plans to complete installation of the radios in August.

4. Committee Member Comments or Other Issues - The Committee discussed changing the date of future meetings. The new date for meetings will be the fourth Wednesday of the month at 12:00 Noon.

Glenn update the Committee on an issue with a backwash pump at the Treatment Plant. Staff discovered an issue with the pump not operating, and upon investigation determined the issue was the pump, not the motor. The pump will be removed and sent out for inspection and repair on Thursday.

5. Next Meeting – Wednesday August 24, 2022 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
September 28, October 26, November 23**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
August 24, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. July 2022 Meeting Notes		#1
2. July 2022 Monthly Operations Report		#2
3. Informational Items		
a. Capital Projects		
1. Cascadilla Creek Transmission Main Project		
2. Fall Creek Transmission Main Project		
3. Raw Water Pump Station Land Acquisition		
4. Treatment Plant - Flocc/Sed Room Upgrade Project		
5. SCADA Telemetry Radio Replacement Project		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Wednesday, September 28, 2022 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon.		
October 26, November 23, December 28		

**Bolton Point Personnel and Organization Committee
Monday, July 25, 2022**

Commissioners: Ed LaVigne, Chair, Pam Bleiwas, and Joe Wetmore

Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby and Pam VanGelder

Absent: Jack Rueckheim Shop Steward: Kyle Fellows Staff Support: Judy Drake

Meeting called to order at: 11:00 am

1) Meeting Notes:

The Committee approved the June meeting notes.

2) Sick Time Policy Revisions - continued:

The Committee continued review of recommended sick time policy changes and draft resolution. Management and UAW representatives will meet Tuesday, August 2nd to review the recommended revised policies.

The revised draft policy allows for sick time to accrue up to 250 days (2000 hours for an 8- hour employee) and is the same maximum amount allowed to purchase retiree health insurance. The revised policy would be for current and future staff and would not affect retirees.

The Committee recommends referring the policies revisions on to the Commission for approval.

3) Staffing Plans for 2023-2026- continued:

The Committee reviewed the 5-year staffing plan for each department. Production has identified the need for a Sr. Water Treatment Plant Operator position (SWTPO) for 2023. The next step will be to create the Sr. WTPO job description, which will come back to the P&O committee for referral to the Commission.

4) Reports:

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

Finance Manager: Pam reported that staff is doing well, and Heidi McCann is learning the tasks for her position quickly. Change of ownership requests have increased, as is typical for this time of year.

Tuition Reimbursement Request – Jes Sherwood requested a tuition reimbursement in 2019 but was unable to complete the class. She has since completed the class and is requesting reimbursement. Judy explained that we are asking the committee to re-affirm the tuition reimbursement previously approved. Joe moved and Ed second the approval of the reimbursement request for the Financial Statement Analysis class.

Distribution Manager: Gregg reported staff completed a hands-on fire extinguisher training, which will be performed annually per PESH regulations. Forklift and tank climbing safety trainings were completed on July 13th. Distribution staff have been attending web-ex training for code officials' recertification. Staff are assisting with municipal water main and large customer water main inspections. Due to the current drought conditions, staff have been checking meter usage to make sure the higher demand is usage and not leaks in the system.

Production Manager: Glenn reported last Wednesday through Friday, the treatment plant and Oakcrest pump station facilities were under a power curtailment. Glenn attended a two-part webinar series presented by the EPA on risk management. The series was specifically for water and wastewater utilities that use chlorine. Steve and Glenn were interviewed by Tompkins Weekly regarding water quality of the lake and how it has changed over the years. The Committee discussed HABs that have been found in the lake recently, which have not created any issues for the plant. The Committee discussed costs and availability of project material and chemicals.

Human Resources: Judy reported that an Employee Security Survey has gone out to staff requesting feedback on the safety and security of the Bolton Point facilities. This is part of our Workplace Violence Prevention Program. Results of the survey will be discussed with the P&O and Safety Committees. The Committee discussed the security measures currently in place at the Treatment Plant and Raw Water facilities.

General Manager: Steve reported that Jim Tierney and Tyler Fleming (EMT's) have been working on exterior electrical upgrades at the Treatment Plant. Thanks to all the staff for being understanding during the energy curtailments, when these occur, there is no air conditioning. Managers have begun discussions for the all-hands staff trainings that will be held later this year.

Other: Joe requested that the meeting be changed to another morning or day besides Mondays. Steve expressed the desire to keep the same day as Engineering and Operations.

It was decided to move meetings to the 4th Wednesday of the month at 1:00 pm.

Next meeting -4th Wednesday: August 24, at 1:00 pm.

(9/28, 10/26, 11/23, 12/28)

Meeting adjourned at 11:33 am

Bolton Point Personnel and Organization Committee
Wednesday, August 24, 2022
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft July meeting notes.
2. Discuss and consider policy revisions:
 - a. Tobacco Free Workplace
 - b. Drug Free Workplace
3. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Finance Manager
 - d. Distribution Manager
 - e. Human Resources Manager
 - f. General Manager
4. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting -4th Wednesday: September 28, at 1:00 pm.
(10/26, 11/28, 12/19)

Future Policy discussion: Volunteerism Policy, Absences, Employment Matters

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**
September 8, 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, Tobacco Use Policy and Drug Free Workplace Policy as presented by the Town of Ithaca; and

WHEREAS, the Personnel and Organization Committee recommends approving 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-collectively bargained staff retroactive to July 1, 2022, and the collectively bargained staff through an MOU retro to July 1, 2022; and be it further

RESOLVED, the Commission approves the revised Tobacco Use Policy and Drug Free Workplace Policy for all staff.

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.

TOBACCO FREE WORKPLACE POLICY *current*

In the interest of providing a safe and healthy environment for employees, board/commission members, customers, contractors, and any other visitors, in accordance with Article 13-E of the Public Health Law and the Tobacco Free policy, the following tobacco use rules has been adopted:

Tobacco use is prohibited in any Town/Commission building, vehicle/equipment, and on all owned or maintained property, with the exception that tobacco use is permitted in the designated area at Public Works Facility only.

Tobacco Products are defined by the FDA to include cigarettes, cigars, roll-your- own tobacco, pipe tobacco, hookah tobacco, dissolvable, nicotine gels, smokeless tobacco (dip, snuff, snus, chewing tobacco), vaporizers, e-cigarettes, and other electronic nicotine or aerosol delivery systems.

Tobacco Use refers to the intake of tobacco products by smoke or vapor from cigarettes, cigars, pipes, hookahs, vapes, e-cigarettes, or other electronic nicotine aerosol delivery systems, either by the individual smoking/vaping or the oral absorption of nicotine and related toxins through smokeless tobacco products.

TOBACCO FREE WORKPLACE POLICY *revised approved by BP & Town P&O*

In the interest of providing a safe and healthy environment for employees, board/commission members, customers, contractors, and any other visitors, in accordance with Article 13-E of the Public Health Law and the Tobacco Free policy, the following tobacco use rules has been adopted:

Tobacco use is prohibited in any Town/Commission building, vehicle/equipment, and on all owned or maintained property, ~~with the exception that tobacco use is permitted in the designated area at Public Works Facility only.~~

Tobacco Products are defined by the FDA to include cigarettes, cigars, roll-your- own tobacco, pipe tobacco, hookah tobacco, dissolvable, nicotine gels, smokeless tobacco (dip, snuff, snus, chewing tobacco), vaporizers, e-cigarettes, and other electronic nicotine or aerosol delivery systems, ~~cannabis (marijuana).~~

Tobacco Use refers to the intake of tobacco products by smoke or vapor from cigarettes, cigars, pipes, hookahs, vapes, e-cigarettes, or other electronic nicotine aerosol delivery systems, either by the individual smoking/vaping or the oral absorption of nicotine and related toxins through smokeless tobacco products. The smoking of cannabis is prohibited.

13) DRUG FREE WORKPLACE POLICY

Purpose and Goal

Town/ Commission/ Consortium is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol, marijuana, illegal drugs, and legal drugs {when prescription or over the counter use is abused} can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, compromise the safety of others, and have a negative impact on productivity and morale.
- There is no intention of interfering with the private lives of the employees unless involvement with alcohol, marijuana, and drugs off the job affects job performance or public safety.

a) Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

b) Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees must not be under the influence of alcohol, marijuana, or illegal drugs when they report to work. In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Investigate reports of dangerous behaviors.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.

c) Assistance

Employer recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Offers all employees and their family member assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

d) Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.
- Every supervisor will receive training to help ~~them~~ him/her recognize and manage employees with alcohol and other drug problems.

Policy:

a) Covered Employees

All Town/Commission/Consortium employees are subject to this policy which includes full time, part time, temporary, seasonal employees, and interns.

➤ Commercial Drivers' License (CDL) Positions:

Employees with a CDL as required by their position should refer to [Appendix #1: Drug and Alcohol Testing Policy and Procedures](#). [Also the Employer Vehicle and Driving Record policies](#).

b) Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours and while on call, paid standby.

c) Prohibited Behavior

It is a violation of our drug-free workplace policy to use, consume, possess, distribute, purchase, sell, or otherwise illegally transfer alcohol, marijuana, or illegal ~~unlawful~~ drugs, or intoxicants while on the job, on organization's property or when operating organization's vehicle or equipment. Employees moderately consuming alcohol during employer functions will not be violating this policy as long as they are not on call or operating employer equipment. Unlawful drugs are those not obtained legally or legal drugs that have been obtained illegally.

d) Prescription and over-the-counter drugs

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting with the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the employee's ability to perform safety sensitive activities, as requirement of the job, in a reasonable manner or may present a threat to the employee's safety. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor, request change of duty) to avoid unsafe workplace practices. Notification to the supervisor does not include the name of the drug or why a medication is being taken, only that their ability may be impaired.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

e) Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

If an employee violates the policy, they will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation that fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

f) Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

g) Drug and Alcohol Testing

Employees may be required to participate in a drug and/or alcohol test for the following reasons: pre-employment, random (if operate employer vehicle for work), post-accident, reasonable suspicion, return-to-duty, and follow-up testing, as determined by the Town Supervisor, General Manager, Department manager and Human Resources Manager. All employees with a CDL are subject to random testing as referred to in A) above. Post-accident refers to workplace accidents, which caused any person to go to the emergency room or caused major damage to the employer or other's equipment (i.e.: bad vehicle or equipment accident.) Supervisors who make reasonable suspicion determinations are trained on the physical, behavioral and performance indicators of probable drug use and alcohol misuse.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Department of Health and Human Services and Substance Abuse and Mental Health Services Administration (DHHS/SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug and-alcohol testing information will be maintained by Human Resources in a separate confidential records.

The substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP) and alcohol. Testing for the presence of alcohol will be conducted by analysis of saliva (breathalyzer). Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement, subject to ongoing, unannounced, follow-up testing for a period of five years and terminated immediately if they test positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if they refuse to cooperate in the testing process in such a way that prevents completion of the test.

h) Notification of Convictions

Any employee who is convicted of an alcohol or criminal drug violation must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Failure to report will be considered a major infraction and grounds for a disciplinary action, up to and including termination. Employees engaging in conduct involving illegal drugs or alcohol will be subject to disciplinary action up to and including termination.