



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
November 3, 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 October 6, 2022 Meeting Minutes | 082 |
| 2. Management Staff Report | 083 |
| 3. Committee Reports | |
| A. Budget and Finance Committee | |
| 1. Approval of the November 3, 2022 Warrants | |
| B. Engineering and Operations Committee | |
| 1. September 28, 2022 Meeting Notes | 084 |
| 2. October 26, 2022 Meeting Agenda | 085 |
| C. Personnel and Organization Committee | |
| 1. August 24, 2022 Meeting Notes | 086 |
| 2. October 26, 2022 Meeting Agenda | 087 |
| D. Planning and Public Affairs Committee | |
| 4. Executive Session (If Necessary) | |
| 5. Old and New Business | |
| 6. Other | |
| 7. Adjournment | |

NEXT MEETING
December 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

October 6, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, October 6 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 Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing
 Commissioner Linda Woodard, Village of Cayuga Heights

ALSO PRESENT:

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

ABSENT:

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

1. Approval of Meeting Minutes September 8, 2022***Exhibit #076***

Discussion: None.

MOTION by Wetmore, SECOND by Hartill, to approve the September 8, 2022 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #077*****Item #1 – General Manager – September Projects**

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

A three-system quarterly meeting was held on September 21st at Bolton Point. Cornell University did not send a representative; the City of Ithaca and the Commission discussed ongoing and upcoming projects, and continue to work toward building an emergency plan between the three systems.

Mr. Riddle also noted that he will soon begin his second, three-year term serving on the Tompkins County Water Resource Council as the Water Purveyors representative.

Item #2 – Production Department Updates

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

The backwash pump that seized in July has been rebuilt and reinstalled, and is back in service. The second backwash pump is slated to be rebuilt soon, possibly over winter of 2022-2023.

The Raw Water Flowmeter has been installed and is back in service, and plans to replace the Finished Water Flowmeter are underway.

Legislation regarding PFAS (perfluoroalkyl- and polyfluoroalkyl substances) treatment and disposal is currently out for public comment; Mr. Ratajczak noted 35 additional compounds will be tested for within the next two years, and he expects Bolton Point will need to devise a plan to address these compounds in the future.

Item #3 – Water Main Replacement and Extension Projects Update

Discussion: Mr. Weatherby reported on this item and noted that the Commission's Capital Improvement Transmission Main projects and various municipal water main projects are all moving along as expected.

Item #4 – Administration Department Highlights

Discussion: Mr. Riddle reported on this item and noted that the amount of final bills processed remains high.

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

Discussion: Mr. Riddle reported on this item.

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. August 31, 2022 Financial Report

Exhibit #078

Discussion: Mr. Howe noted the financial statements are in the packet and we are slightly ahead of revenue over last year at this time.

2. Approval of the October 6, 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 Rueckheim, SECOND by Howe, to approve the October 6, 2022 Warrants in the amount of \$108,306.90.

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

Carried

B. Engineering and Operations Committee

Discussion: Mr. Staley reported on this item and noted that the meeting was routine and the notes are in the packet. Mr. Riddle noted that the Raw Water Land Acquisition is still expected to close before the end of the year.

1. August 24, 2022 Meeting Minutes

Exhibit #079

Discussion: None.

2. September 28, 2022 Meeting Agenda

Exhibit #080

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. He also thanked the department heads for their leadership skills.

1. Resolution for Approval of 2023 Wage Scale and 2023 Salaries

Exhibit #081

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 Approval of 2023 Wage Scale and 2023 Salaries

October 6, 2022

WHEREAS, the Commission approved a resolution approving the collective bargaining agreement with the UAW for 2021 through 2023; and

WHEREAS, the Commission approved a resolution on December 10, 2020, establishing the 2021-2023 cost of living adjustment to the Wage Scale for non-collective bargaining employees to be the same as the UAW contract at 2.75% for 2023;

WHEREAS, the Personnel and Organization Committee has reviewed the 2023 wage scale for the non-collective bargaining employees and recommended staying at the 2.75% as previously approved; and

WHEREAS, the Budget and Finance Committee acknowledged the Personnel and Organization Committee's recommendation;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the 2.75% overall increase to the current 2022 wage scale for all non-collective bargaining employees and establishes the 2023 Wage Scale; and be it further

RESOLVED, the Commission approves the specific wages as detailed for the non-collective bargaining employees and UAW unit employees for 2023.

MOVED: Hartill

SECONDED: Wetmore

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

Carried

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session

Discussion: None.

5. Old and New Business

Discussion: None.

6. Other

Discussion: None.

7. Adjournment:

Meeting adjourned at 4:43pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
November 3, 2022 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

October 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 November 3, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of October 6, 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 – October Updates	1
2. Production Department Updates	1
3. Distribution Department Projects Update	1

1. General Manager – October Updates

Commission Member System Meetings – In November of 2021, staff met with Village of Cayuga Heights Public Works Committee members and Fire Chief to discuss how SCLIWC staff operate the Village water system. Items discussed included system mapping and information, valve and hydrant maintenance, intermunicipal operations, maintenance schedules, annual maintenance reports, and SCLIWC vs. Village responsibilities. The meeting was very productive and concluded with a tour of the Bolton Point Treatment Plant. Staff would like to schedule meetings with each member municipality's public works and/or water and sewer boards in the near future to review this information.

Xylem REACH Conference – Mr. Riddle will provide a summary of the 2022 Xylem Reach conference he attended in October.

2. Production Department Updates

Mr. Ratajczak will provide updates on the Commission's member municipality Lead Service Line Inventory and Production Department projects.

3. Distribution Department Projects Update

Mr. Weatherby will provide an update on projects Distribution staff will be working on this fall and throughout the winter months.

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE

Engineering and Operations Committee Meeting Notes

**Wednesday, September 28, 2022 @ 12:00 Noon
Bolton Point Conference Room**

Present: Ed LaVigne, Roy Staley, Steve Riddle, Glenn Rataczak, Gregg Weatherby, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. August 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as presented.		
2. August 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 August were slightly above the five-year average. Raw water temperature variations of up to 30 degrees within hours have made chemical balancing difficult for plant operators. Raw water turbidity in August 2022 was much lower than in 2023, due to fewer large rain events.		
Staff responded to numerous power outage and communication issues due to several storms in August.		
On August 8 th , the valve controlling the chlorine dioxide feed rate at the Raw Water Pump Station malfunctioned. The system vendor replaced the valve and the unit was returned to service.		
On August 11 th , the solution tank for the chlorine dioxide system was found to be leaking. A deteriorated gasket was replaced and the tank was returned to service.		
The Treatment Plant's backwash pump #1 was repaired and returned to service. Staff plans to send pump #2 out for rehabilitation this winter.		
Staff completed the replacement of the pump control valves at the Town of Ithaca's Coy Glen pump station. The valves were replaced due to age and reliability.		
On August 29 th , Bolton Point participated in an energy curtailment. During this time all major electrical equipment was shut off to minimize the electrical load placed on the grid by the Commission's three large facilities (Raw Water, Treatment Plant and Oakcrest Pump Station).		
The monthly Heath Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Staff repaired and/or maintained 11 appurtenances throughout the member municipalities water systems. This work included repairing several inoperable fire hydrants, private fire hydrant maintenance, PRV and control valve maintenance and repairs and a leaking main valve repair.		
Staff completed 347 utility location requests (UDIG markouts). These requests require a large portion of operator's daily schedule.		
Water usage at Ithaca College remains higher than in 2021. This is largely due to irrigation and students returning to campus. Water usage at Maplewood Apartments decreased following the repair of two leaks on their private distribution system. Water usage among the systems 18 Large Users increased 13.1% over August 2021.		
There were no changes to the Cross Connection Control program in July.		
Construction and testing of the Warren Road water main replacement project in the Village of Lansing has been completed and is now online. Service connections and site restoration are continuing to complete		

the project. Phase two of the Town of Ithaca's East King Road water main extension has been installed and testing has been completed. The new main has been placed into service.

No new As-Builts were received in August.

3. Informational Items

a. Capital Projects

1. Cascadilla Creek Transmission Main Project

Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project.

2. Fall Creek Transmission Main Project

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

3. 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.

4. 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.

5. Treatment Plant - Electrical Upgrade Project

Staff has begun investigating upgrades to all major electrical components at the Treatment Plant, including the substation, transformers, motor controls and a new emergency generator capable of running two finished water pumps. Staff has met with Barton and Loguidice Engineers to develop the scope and coordination of the project.

6. Interconnection Pump Station - City of Ithaca - Staff has begun investigating the possibility of adding a high lift pump at the City of Ithaca Water Treatment Plant. This pump would supply water from the City's clear well to the Commission's East Hill Storage Tank during emergencies. Barton and Loguidice Engineers has developed the scope and initial design of the project.

7. Interconnection Pump Station - Cornell University - Staff has begun investigating the possibility of adding a pump between the Commission and Cornell's East Hill Storage Tanks. This pump would supply water from Cornell's tank to the Commission's tank during emergencies. Barton and Loguidice Engineers has developed the scope of the project and has begun initial design of the project.

4. Committee Member Comments or Other Issues - Quarterly meetings of the three Ithaca area water treatment plants resumed in September. Representatives from the City and Bolton Point meet to discuss upcoming projects and improvements within our systems over the past two years.

5. Next Meeting – Wednesday October 26, 2022 @ 12:00 Noon

**Future meetings - Fourth Wednesday of the month at noon.
November 23, December 28, January 25**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
October 26, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. September 2022 Meeting Notes		#1
2. September 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 - Floc/Sed Room Upgrade Project		
5. Treatment Plant - Electrical Upgrade Project		
6. Interconnection Pump Station - City of Ithaca		
7. Interconnection Pump Station - Cornell		
4. Committee Member Comments or Other Issues		
8. Next Meeting - Wednesday, November 26, 2022 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon. December 28, January 25, February 22		

**Bolton Point Personnel and Organization Committee
Wednesday, August 24, 2022**

Commissioners: Ed LaVigne, Chair, Jack Rueckheim, and Pam Bleiwas
 Managers: Steve Riddle, Glenn Ratajczak and Pam VanGelder
 Absent: Joe Wetmore and Gregg Weatherby Shop Steward: Kyle Fellows
 Staff Support: Judy Drake
 Meeting called to order at: 1:00 pm

1) Meeting Notes:

The Committee approved the July meeting notes.

2) Policy Revisions:

Tobacco Free Workplace: The Committee reviewed the recommended revisions, which specifically includes cannabis/ marijuana as prohibited.

Drug Free Workplace: The Committee reviewed the recommended revision which specifically includes cannabis/ marijuana as prohibited and removes testing for cannabis.

The Committee was in favor of referring the policies onto the Commission for approval.

4) Reports:

Shop Steward: Kyle Fellows reported there are no grievances or issues to report. The MOU approving the updated Sick Time Maximum, Retiree Sick Time Maximum and adding the Sr. Water Treatment Plant Operator title to the Job Classification list has been signed by the UAW.

Production Manager: Glenn reported annual operator respirator fit testing has been completed and was performed inhouse using PESH provided equipment. Glenn attended an EPA webinar on Lead and Copper service line reporting. Glenn will be attending three additional NYS DOH Lead and Copper webinars that will cover testing and other requirements. Staff attended Arc-Flash training as recommended in 2021 Arc-Flash study. Tyler Fleming, Jim Tierney, Kyle Fellows, Jim Bower, Megan Falicchio, and Glenn will be attending sessions at the NYAWWA Tifft Symposium. Staff has been doing a great job covering the shift changes due to the energy curtailments.

Finance Manager: Pam thanked the Production Department for washing the exterior windows. E-Billing signups and change of ownerships continue to increase. Heidi McCann has been learning quickly and Winona Fisher has been delegating time to make sure Heidi learns the billing process.

Tuition Reimbursement Request – Jes Sherwood requested a tuition reimbursement for a Strategic Management and Policy class which is her last class for her degree. The Committee approved the reimbursement.

Jes, Winona and Heidi will be attending the NYAWWA Operator Day at the Tifft Symposium.

Distribution Manager: Steve reported for Gregg that Jason Reynolds and Jake Colbert will also be attending the NYSAWWA Operator Day at the Tifft symposium. Jeffrey Kaplan will be

attending the second day of the Tifft symposium, attending sessions on Cybersecurity, GIS and IT topics. Staff has been busy with summer projects, permit inspections, and covering for vacations.

Human Resources: Judy reported that the Employee Security Surveys have been received in which there was a 76% response rate (16:21). The results of the survey will be discussed with the P&O and Safety Committee in September. Judy highlighted that the Health Consortium is proposing a 6.5% premium increase for 2023. Reasonable Suspicion for Drug and Alcohol training for supervisors has been scheduled for October 20th, in which managers will be asked to attend.

General Manager: Steve reported that the management team has been discussion ideas for the annual all staff training typically held in December.

Next meeting -4th Wednesday: September 28, at 1:00 pm.

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

Meeting adjourned at 1:20 pm

Bolton Point Personnel and Organization Committee
Wednesday, October 26, 2022
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft August meeting notes.
2. Discuss 2022 Employee Security Survey
3. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Finance Manager
 - d. Distribution Manager
 - e. Human Resources Manager
 - i. Highlight policies coming for revisions
 - 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: November 28th at 1:00 pm.
12/19

Future Policy discussion: Volunteerism Policy, Absences, Employment Matters