



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
December 8, 2022 at 4:00 p.m.
Bolton Point Conference Room**

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

2022
Exhibit No.

COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

PAM BLEIWAS

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JOE WETMORE

LINDA WOODARD

- | | |
|---|-----|
| 1. Approval of November 3, 2022 Meeting Minutes | 088 |
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| A. Budget and Finance Committee | |
| 1. September 30, 2022 Financial Report | 090 |
| 2. October 31, 2022 Financial Report | 091 |
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| C. Personnel and Organization Committee | |
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Brian Janik to EMT Position | 097 |
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| 6. Other | |
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MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

NEXT MEETING
January 5, 2023 at 2:30 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
November 3, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, November 3 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 (4:09pm)
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing
 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
 Pamela VanGelder, Finance Manager
 Jessica Sherwood, Principal Account Clerk Typist
 Judy Drake, Human Resources Manager, Town of Ithaca

ABSENT:

Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden

Commission Chairperson Jack Rueckheim called the meeting to order at 4:03pm.

1. Approval of Meeting Minutes October 6, 2022***Exhibit #082***

Discussion: None.

MOTION by Wetmore, SECOND by Hartill, to approve the October 6, 2022 Commission meeting minutes.

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

Carried

2. Management Staff Report***Exhibit #083*****Item #1 – General Manager – October Updates**

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

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. Mr. Riddle will reach out to municipal representatives to schedule similar meetings for each of the Commission's member municipalities.

In October of 2022, Mr. Riddle attended the Xylem REACH conference in Washington, DC, and delivered a presentation on "AMI for Utilities." He found the conference highly informative and believes it would be beneficial to send a staff member to the 2023 event.

Item #2 – Production Department Updates

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

The Environmental Protection Agency and Department of Health have released guidance regarding lead service line replacement. Mr. Ratajczak expects staff will have completed inventory and identification by February to March of 2023, as survey forms have been downloaded to staff tablets to aid in documenting the necessary information when going to customers' houses.

He also noted that the Plant electrical upgrade project is currently in the design phase with Barton & Loguidice Engineers, with plans to have the preliminary numbers by the end of 2022 to determine how to proceed with and fund the project.

Item #3 – Distribution Department Projects Update

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

Staff is investigating a new water meter testing system, and will be trialing a unit received on November 3rd from Xylem/Sensus.

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 discussed service rates and fees for 2023, which will be presented to the Commission for approval at the December 8th meeting.

He also noted that the September 2022 financial statements will be discussed and presented at the December Committee and Commission meetings.

1. Approval of the November 3, 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 Hartill, SECOND by Wetmore, to approve the November 3, 2022 Warrants in the amount of \$83,049.11.

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

Carried

B. Engineering and Operations Committee

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

1. September 28, 2022 Meeting Minutes *Exhibit #084*

Discussion: None.

2. October 26, 2022 Meeting Agenda *Exhibit #085*

Discussion: None.

C. Personnel and Organization Committee

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

1. August 24, 2022 Meeting Minutes: *Exhibit #086*

Discussion: None.

2. October 26, 2022 Meeting Agenda: *Exhibit #087*

Discussion: None.

D. Planning and Public Affairs Committee

Discussion: None.

4. Old and New Business

Discussion: None.

5. Other

Discussion: None.

6. Executive Session

MOTION by Rueckheim, SECOND by Hardaway, to move into Executive Session at 4:36pm.

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

Carried

MOTION by Wetmore, SECOND by Hardaway, to move back into regular session at 5:08pm.

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

Carried

7. Adjournment:

Meeting adjourned at 5:09pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

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

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

December 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 December 8, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of November 3, 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 – November Projects	1
2. Production Projects for 2022	1
3. Commission Staff's Emergency Water Main Break Response	2
4. Administration Department Highlights	2
5. October 1 st Billing in the Town of Dryden/Village of Lansing	3
6. September 1 st Billing in the Town of Lansing/Village of Cayuga Heights	3

1. General Manager – November Projects

Mr. Riddle will provide a summary of the Commission's All Hands Training, held on November 16th, and updates on several 2022 projects

2. Production Projects for 2022

The Production Department had several projects that were scheduled to be completed in 2022. These include large capital projects, along with smaller upgrades at the plant. Glenn will provide details on the following projects.

1. Raw water seawall and sitework.
2. System telemetry radio replacement.
3. Floc/Sed room railing and lighting upgrade.
4. Finished water flow meter replacement.
5. Adding plant isolation valve.
6. Adding settling aid polymer system. (HAB treatment)
7. Upgrade the alum and caustic feed systems.
8. Removal of old meter shed.

3. Commission Staff’s Emergency Water Main Break Response

Mr. Weatherby will provide a report on staff’s recent response to two large water main failures on the Sapsucker Woods and East Hill tank grids.

4. Administration Department Highlights

- Department Statistics

Sep 2022

- **TD/VL**

- Non BP Water accounts 2
- Total # of Water Bills sent 1,120
 - Total # of eBills 184

- **ALL**

- Work Orders prepared 48
- Final Bills processed 34
- New Accounts 3
- Municipal payments processed 93

- Cash Disbursements \$464k
includes \$146k bond pmt
- Cash Receipts \$669k

Oct 2022

- **TL/VCH**

- Non BP Water accounts 5
- Total # of Water Bills sent 2,813
 - Total # of eBills 523

- **ALL**

- Work Orders prepared 35
- Final Bills processed 27
- New Accounts 3
- Municipal payments processed 85

- Cash Disbursements \$259k
- Cash Receipts \$291k

5. October 1st Billing in the Town of Dryden/Village of Lansing

October 1, 2022 Billing in the Town of Dryden/Village of Lansing				
Billing Period: 6/16/22-9/15/22				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	10/1/21	10/1/22	10/1/21	10/1/22
TD	7,188,000	6,820,000	\$ 42,340.80	\$ 40,895.42
	5% Decrease		4% Decrease	
VL	35,743,800	35,558,300	\$ 203,279.68	\$ 207,805.12
	0% Increase/Decrease		2% Decrease	

6. November 1st Billing in the Town of Lansing/Village of Cayuga Heights

November 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights				
Billing Period: 7/16/22-10/15/2022				
	<u>Consumption Gals</u>		<u>Revenue</u>	
	11/1/21	11/1/22	11/1/21	11/1/22
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	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	3,152,523	17,046	1,164,929	4,334,498
Petty Cash	200	0	0	200
Total Unreserved Cash	3,152,723	17,046	1,164,929	4,334,698
RESERVED CASH:				
Fringe Benefit Reserve	105,927	0	0	105,927
Total Reserved Cash	105,927	0	0	105,927
OTHER ASSETS:				
Accounts Receivable	266,035	0	0	266,035
Prepaid Expenses	0	0	0	-
Total Other Assets	266,035	0	0	266,035
TOTAL ASSETS	3,524,685	17,046	1,164,929	4,706,660
LIABILITIES				
Accounts Payable	76,424	0	22,072	98,495
Accrued Liabilities	95,891	0	0	95,891
BAN Payable	0	0	0	0
TOTAL LIABILITIES	172,315	0	22,072	194,386
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	3,246,483	17,046	1,142,857	4,406,387
TOTAL FUND BALANCE	3,352,371	17,046	1,142,857	4,512,274
TOTAL LIABILITIES and FUND BALANCE	3,524,685	17,046	1,164,929	4,706,660
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	3,021,873	267,364	830	3,290,067
LESS: YTD EXPENDITURES	2,643,488	252,769	567,197	3,463,453
FUND BALANCE AS OF 9/30/22	3,352,371	17,046	1,142,857	4,512,274
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 9/30/22	3,352,371	17,046	1,142,857	4,512,274
Less: Receivables & Prepays	266,035	0	0	266,035
Add: Liabilities	172,315	0	22,072	194,386
CASH BALANCE AS OF 9/30/22	3,258,650	17,046	1,164,929	4,440,625

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

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

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	3,021,873	267,364	830
OVER (UNDER)	(2,066,970)	76	(1,119,170)
% EARNED	59%	100%	0%
% UNEARNED	41%	0%	100%

EXPENDITURES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	2,643,488	252,769	567,197
OVER (UNDER)	(2,445,355)	(14,519)	(17,803)
% EXPENDED	52%	95%	97%
% UNEXPENDED	48%	5%	3%

DETAILED REVENUES

Service Charges	37,836	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	78,595	0	0
Joint Activity-Water Rents	2,813,495	0	0
Interest Earnings	1,403	76	830
Permits	38,676	0	0
Sales of Equipment	29,475	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	6,745	0	0
Interfund Transfers*	0	267,288	0
	3,021,873	267,364	830

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

DETAILED EXPENDITURES

Water Administration	562,516	0	567,197
Source of Supply	210,352	0	0
Purification	603,543	0	0
Transmission and Distribution	544,769	0	0
Employee Benefits	455,020	0	0
Debt Service	0	252,769	0
Interfund Transfers*	267,288	0	0
	2,643,488	252,769	567,197

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



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

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	3,206,435	17,047	1,142,857	4,366,340	
Petty Cash	0	0	0	-	
Total Unreserved Cash	3,206,435	17,047	1,142,857	4,366,340	B
RESERVED CASH:					
Fringe Benefit Reserve	105,931	0	0	105,931	
Total Reserved Cash	105,931	0	0	105,931	B
OTHER ASSETS:					
Accounts Receivable	333,751	0	0	333,751	
Prepaid Expenses	0	0	0	-	
Total Other Assets	333,751	0	0	333,751	C
TOTAL ASSETS	3,646,118	17,047	1,142,857	4,806,022	
LIABILITIES					
Accounts Payable	56,722	0	19,967	76,689	
Accrued Liabilities	95,891	0	0	95,891	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	152,613	0	19,967	172,580	D
FUND BALANCE					
Reserved Fund Balance	105,887	0	0	105,887	
Unexpended Fund Balance	3,387,617	17,047	1,122,890	4,527,555	
TOTAL FUND BALANCE	3,493,505	17,047	1,122,890	4,633,442	A
TOTAL LIABILITIES and FUND BALANCE	3,646,118	17,047	1,142,857	4,806,022	
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	3,378,511	267,365	830	3,646,706	
LESS: YTD EXPENDITURES	2,858,792	252,769	587,164	3,698,725	
FUND BALANCE AS OF 10/31/22	3,493,705	17,047	1,122,890	4,633,642	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 10/31/22	3,493,505	17,047	1,122,890	4,633,442	A
Less: Receivables & Prepaids	333,751	0	0	333,751	C
Add: Liabilities	152,613	0	19,967	172,580	D
CASH BALANCE AS OF 10/31/22	3,312,367	17,047	1,142,857	4,472,271	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENDITURES
FOR THE TEN MONTH PERIOD ENDING OCTOBER 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	3,378,511	267,365	830
OVER (UNDER)	(1,710,332)	77	(1,119,170)
% EARNED	66%	100%	100%
% UNEARNED	34%	0%	0%

EXPENDITURES

BUDGET	5,088,843	268,288	585,000
YTD ACTUAL	2,858,792	252,769	587,164
OVER (UNDER)	(2,230,051)	(15,519)	2,164
% EXPENDED	56%	94%	100%
% UNEXPENDED	44%	6%	0%

DETAILED REVENUES

Service Charges	40,866	0	0
Cross Connection Fees	14,388	0	0
Services for Other Governments-Members	81,675	0	0
Joint Activity-Water Rents	3,137,150	0	0
Interest Earnings	1,620	77	830
Permits	40,608	0	0
Sales of Equipment	54,200	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	6,745	0	0
Interfund Transfers*	0	267,288	0
Proceeds of Obligations	0	0	0
	3,378,511	267,365	830

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

DETAILED EXPENDITURES

Water Administration	609,046	0	587,164
Source of Supply	226,960	0	0
Purification	650,630	0	0
Transmission and Distribution	609,506	0	0
Employee Benefits	495,362	0	0
Debt Service	0	252,769	0
Interfund Transfers*	267,288	0	0
	2,858,792	252,769	587,164

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

2023 Bolton Point Labor, Equipment, and Service Rates and Fees

092

Effective 1/1/2023

Service Component	Rate or Fee		Overtime Rate or Fee		Comments
	2022	2023	2022	2023	
Labor	\$42.50/hr	\$43.50/hr.	\$55/hr.	\$56.50/hr.	Based on average of Distribution and Production employee wages and benefits
Vehicles	\$18/hr.	\$19/hr.			Based on NYSDOT Fee Schedule
Backflow Application Review	\$106.00	\$109.00			Based upon estimated 2.5 hrs. labor
Follow-up Backflow Application Review	\$106.00	\$109.00			Based upon estimated 2.5 hrs. labor
Backflow Certification Inspection	\$91	\$92			Based upon 1.5 hrs. labor and vehicle
Backflow Preventer Test	1st Device=\$91 Add'l Device=\$20	1st Device=\$92 Add'l Device=\$20.50			1st device: based upon 1.5 hrs. labor and vehicle; add'l devices: based upon 20 min. Confined space add 1.5hrs for add'l person.
Annual Backflow Administrative Fee	1st Device=\$42.50 Add'l Device=\$15	1st Device=\$43.50 Add'l Device=\$15			Represents average staff time to review test results and file. Billed with first quarterly water bill.
Backflow Program Enforcement Letters	\$42.50/ea.	\$43.50/ea.			Represents average staff time to prepare, mail, and post letters
Shut-off AND Service Restoration for Non-Compliance of Backflow Testing	\$164	\$167	\$299	\$305.50	Regular: Based upon 2 hrs. labor and equipment and 1 hr. labor admin. OT (Service restoration only): Based upon 4 hrs. call-in and 2 hr. equipment and 1 hr. regular labor admin.
Non-conforming meter setting (broken seal, open bypass)	\$100	\$100			Penalty; Labor and vehicle costs would not discourage tampering with meter
Frosted Residential Meter Replacement	\$195	\$209	\$372	\$391.50	Regular: \$147.50 for meter, 1 hr. labor and vehicle OT: \$147.50 for meter, 4 hrs. labor, 1 hr. vehicle
Unauthorized Radio/MXU Removal	\$134	\$136			1.5 hr labor and vehicle, 1 hr labor admin
Damaged Radio/MXU Replacement	\$292	\$304			\$168 for radio, 1.5 hr. labor and vehicle, 1 hr. labor admin
Meter Calibration Check	\$121 plus any fee from outside vendor	\$121 plus any fee from outside vendor			Based upon 2 hrs. labor and vehicle
Temporary Hydrant Use Permits	\$502 for first week; \$60/week rental additional weeks; plus water used	\$505 for first week; \$60/week rental additional weeks; plus water used			Based upon \$300 security deposit, 2.5 hrs. labor (setup, breakdown, test), 2 hrs. vehicle, \$60/week rental
Unauthorized Hydrant Use	\$1,000	\$1,000			Significantly exceed cost of hydrant use permit
Curb Box Repair	\$50	\$50			Typical cost based upon 1/2 hr. labor and equipment and materials
Customer-owned Line Locations	\$61	\$61.50	\$238	\$244	Regular: Based upon 1 hr. labor and vehicle OT: Based upon 4 hrs. labor and 1 hr vehicle

2023 Bolton Point Labor, Equipment, and Service Rates and Fees					
Effective 1/1/2023					
Plumbing Permits/New Services	Rate or Fee		Overtime Rate or Fee		Comments
	2022	2023	2022	2023	
1" Water Main Tap	\$240	\$251.50			Based upon \$94 for corporation stop, 1.5 hrs. for two operators and one vehicle
1.5" and 2" Water Main Tap	\$155	\$157.50			Same labor and vehicle costs as 1" tap; owner supplies materials
>2" Water Main Tap	\$121	\$123			Based upon 2 hrs. labor and vehicle
Metering: 3/4"	\$361	\$376.50			Based upon \$315 for meter and other materials; 1 hr. labor and vehicle
Metering: 3/4" pit-type	\$371	\$376.50			Based upon \$315 for meter and other materials; 1 hr. labor and vehicle
Metering: 1"	\$438	\$459			Based upon \$397.50 for meter and other materials; 1 hr. labor and vehicle
Metering: 1" pit-type	\$438	\$459			Based upon \$397.50 for meter and other materials; 1 hr. for labor and vehicle
Inspections (up to 5) for Permits involving account status change	\$303	\$307.50			Based upon 1 hr./inspection for labor and vehicle
Inspections for Permit Extensions (up to 3)	\$182	\$184.50			Based upon 1 hr./inspection for labor and vehicle
Inspections (up to 3) for "Mini-permits" not involving account status change	\$182	\$184.50			Based upon 1 hr./inspection labor and vehicle
Seasonal Meter-out or Meter-in	\$103	\$105			Based upon 1 hr. labor and vehicle, 1 hr. labor admin.
Unmetered Fire Main	\$20/ inch	\$20/ inch			Based on average cost. Billed with first quarterly water bill.
Billing Services-Non-BP water (per account) Quarterly Meter Cards & Bills	\$23	\$23			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-BP water (per account) 20% audit program	\$22	\$23			Based upon 1/2 hr. labor admin./postage/paper costs
Billing Services-Non-AMI compatible meter (per account)	\$100	\$125			Quarterly charge for not upgrading meter to AMI compatible meter
Bulk Water Sales At Treatment Plant	Min. \$71/day Plus \$5.77/1,000 gal Over 5,000 gal	Min. \$74/day Plus \$6.03/1,000 gal Over 5,000 gal			\$30.15 for min of 5,000 gallons for 1hr labor gallons over 5,000 gal. \$43.50 \$6.03/1,000

Engineering and Operations Committee Meeting Notes

**Wednesday, October 26, 2022 @ 12:00 Noon
Bolton Point Conference Room**

Present: Jack Rueckheim, Steve Riddle, Gregg Weatherby

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. September 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as presented.		
2. September 2022 Monthly Operations Report		#2
Steve discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
Finished water production levels in September were slightly below the five-year average. Raw water turbidity in 2022 continue to be lower than in 2021, due to fewer large rain events.		
Staff performed 67 microbiological samples for two new water main projects, the Warren Road water main replacement in the Village of Lansing and the East King Road water main extension in the Town of Ithaca.		
On September 14th, the Treatment Plant’s backwash pump #1 was repaired and returned to service. Staff plans to send pump #2 out for rehabilitation this winter.		
On September 21 st , the new raw water flow meter was installed. Jones Specialty Service Group completed the installation in eight hours while the plant was offline.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Staff assisted with 6 water main break repairs in September. A leak repair at Lois Lane in the Town of Ithaca was caused by a paving contractor improperly operating a fire hydrant. A leak at 175 Graham Road in the Village of Lansing was identified as a small leak, but quickly developed into a large leak, requiring an emergency repair.		
Staff assisted the Town of Dryden with several service line curb valve relocations. The relocations were necessary to keep the curb boxes out of the new right of way and sidewalks constructed for the NYSDOT’s Varna – Route 366 roadway reconstruction project.		
Water usage at Ithaca College and Morse-Borg Warner remains higher than in 2021. Water usage among the systems 18 Large Users increased 6.6% over September 2021.		
There were no changes to the Cross-Connection Control program in September.		
Construction, testing and site restoration of the Warren Road water main replacement and East King Road water main extension projects. The new mains have been placed into service and the projects have been completed.		
No new As-Builts were received in September.		

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. This work is the final phase of the project.
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. Barton and Loguidice Engineers has developed the scope and initial design of the project. Staff has reviewed the initial design with the City of Ithaca, a few design changes have been recommended and will be investigated.
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. 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** – The Committee discussed and recommends moving the November meeting to Monday, December 5th and canceling the December 28th meeting.

5. **Next Meeting – Monday December 5, 2022 @ 12:00 Noon**

**Future meetings - Fourth Wednesday of the month at noon.
January 25, February 22, March 22**

**Southern Cayuga Lake Intermunicipal Water Commission
Engineering and Operations Committee Meeting Agenda
December 5, 2022 @ 12:00 noon
Bolton Point Conference Room**

Agenda

Topic	Attachment	Item #
1. October 2022 Meeting Notes		#1
2. October 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. 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, January 25, 2023 @ 12:00 Noon		
Future meetings - Fourth Wednesday of the month at noon.		
February 22, March 22, April 26		

**Bolton Point Personnel and Organization Committee
Wednesday, October 26, 2022**

Commissioners: Ed LaVigne, Chair, Jack Rueckheim, and Pam Bleiwas

Managers: Steve Riddle, and Gregg Weatherby

Absent: Joe Wetmore, Glenn Ratajczak and Pam VanGelder Shop Steward: Hugh Trimm (absent)

Staff Support: Judy Drake

Meeting called to order at: 1:00 pm

1) Meeting Notes:

The Committee approved the August meeting notes.

2) Discuss 2022 Employee Security Survey:

Committee received results from the survey conducted in August. Judy explained that there was general heightened awareness of the increase in potential violence in the world today. The results did not present any red flags, but generally more concern in dealing with the public and contractors on enforcement outside the facility. Steve reported some of the items mentioned have been improved since the survey was conducted; visitor sign-in and badges, parking lot lights, and electrical issues. Next year, the survey will be modified to be more open ended to identify specific concerns.

3) Reports:

Shop Steward: Via email Hugh Trimm reported there are no grievances or issues to report.

Production Manager: Steve reported for Glenn as he is currently in a NYAWWA basic lab training with Jason Nash, Jimmy Bower, and Megan Falicchio, which is being held at Bolton Point. Glenn will attend a webinar on UCMR5 sampling in November. October 21st was Jim Tierney's (EMT) last day at Bolton Point. Jimmy and Kyle Fellows have agreed to assist Tyler Fleming with the EMT on-call coverage, as they have worked in that role in the past. The open EMT position has been posted.

Finance Manager: Steve reported for Pam as she has been out for a few weeks for medical reasons. Staff has been performing well and keeping operations up to date.

Distribution Manager: Gregg reported that Jason Reynolds and Jake Colbert attended the NYAWWA Operator Day in Syracuse and appreciated the opportunity to meet with vendors and attend trainings. Gregg will be attending a backflow re-certification course in November. All staff are up to date with required annual training. Staff has been doing a great job assisting with municipal water main projects and are beginning Distribution department projects.

Human Resources: Reasonable Suspicion for Drug and Alcohol training for supervisors scheduled for October 20, 2022, was cancelled, and will be rescheduled. Open enrollment has begun and will run through November 18th.

General Manager: Steve thanked all staff for their ability and willingness to jump in when departments are down in staff.

Steve gave an update on the annual All-hands training which will be held on November 16th from 8:00 am to -noon. The session will include alarm and emergency practices followed presentation

on trench safety. The trainer will detail how a lack of safety procedures and awareness resulted in his own trench collapse experience.

- 4) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Jack moved to go into Executive Session, seconded by Pam at 1:40 pm motion passed

Jack moved to go out of Executive Session, seconded by Pam at 2:03 motion passed

Next meeting -combining November and December meetings into one on Monday, December 5th at 1:00 pm

Meeting adjourned at 2:04 pm

Bolton Point Personnel and Organization Committee
Monday, December 5, 2022
1:00 pm – 2:00 pm

AGENDA:

1. Review the draft October meeting notes.
2. Review Senior Water Treatment Plant Operator job description
3. Review Memorandum of Understanding with UAW – 2022 Inflation Stipend
4. Reports
 - a. Shop Steward
 - b. Production Manager
 - c. Finance Manager
 - d. Distribution Manager
 - e. Human Resources Manager
 - f. General Manager
 - i. All-Hands Training feedback
5. Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting- TBD

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

**Resolution for Appointment of
Brian Janik to the Electrical Mechanical Technician Position**
December 8, 2022

WHEREAS, there is currently a vacant Electrical Mechanical Technician (EMT) position in the Production Department, and

WHEREAS, the interviewing group of the General Manager, Production Manager, Assistant Production Manager, EMT and Human Resources Manager interviewed two candidates from the recruitment for the position, and

WHEREAS, the interviewing group recommended to the Personnel and Organization Committee the appointment of Brian Janik to the Electrical Mechanical Technician position effective January 3, 2023, and

WHEREAS, the Personnel and Organization Committee recommends the appointment of Brian Janik to the Electrical Mechanical Technician position,

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the appointment of Brian Janik to the title of Electrical Mechanical Technician, effective January 3, 2023, at the hourly wage of \$26.37, with full benefits,

AND BE IT FURTHERRESOLVED, a minimum twenty six (26) week probationary period applies, with no further action by the Commission if there is successful completion of the probationary period as determined by the Production Manager.

MOVED:

SECONDED:

VOTE:

2023 Commission Meeting Calendar

January	February	March
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6 7 8 9 10 11	1 2 3 4 5 6 7 8 9 10 11
8 9 10 11 12 13 14	12 13 14 15 16 17 18	12 13 14 15 16 17 18
15 16 17 18 19 20 21	19 20 21 22 23 24 25	19 20 21 22 23 24 25
22 23 24 25 26 27 28	26 27 28	26 27 28 29 30 31
29 30 31		
April	May	June
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8	1 2 3 4 5 6	1 2 3 4 5 6 7 8 9 10
9 10 11 12 13 14 15	7 8 9 10 11 12 13	11 12 13 14 15 16 17
16 17 18 19 20 21 22	14 15 16 17 18 19 20	18 19 20 21 22 23 24
23 24 25 26 27 28 29	21 22 23 24 25 26 27	25 26 27 28 29 30
30	28 29 30 31	
July	August	September
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8	1 2 3 4 5	1 2 3 4 5 6 7 8 9
9 10 11 12 13 14 15	6 7 8 9 10 11 12	10 11 12 13 14 15 16
16 17 18 19 20 21 22	13 14 15 16 17 18 19	17 18 19 20 21 22 23
23 24 25 26 27 28 29	20 21 22 23 24 25 26	24 25 26 27 28 29 30
30 31	27 28 29 30 31	
October	November	December
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6 7 8 9 10 11	1 2 3 4 5 6 7 8 9
8 9 10 11 12 13 14	12 13 14 15 16 17 18	10 11 12 13 14 15 16
15 16 17 18 19 20 21	19 20 21 22 23 24 25	17 18 19 20 21 22 23
22 23 24 25 26 27 28	26 27 28 29 30	24 25 26 27 28 29 30
29 30 31		31

B&F meetings-Comm mtg day at 3:30pm
 E&O meetings-4th Wednesday at 12:00pm
 P&O meetings-4th Wednesday at 1:00pm

Month	Day	Time
January	5	2:30 p.m.
February	9	4:00 p.m.
March	9	4:00 p.m.
April	6	4:00 p.m.
May	4	4:00 p.m.
June	8	4:00 p.m.
July	6	4:00 p.m.
August	3	4:00 p.m.
September	7	4:00 p.m.
October	5	4:00 p.m.
November	9	4:00 p.m.
December	7	4:00 p.m.