Regular Meeting Agenda
March 7, 2019 at 4:00 p.m.
Bolton Point Conference Room

1. Approval of February 7, 2019 Meeting Minutes 028
2. Management Staff Report 029
3. Committee Reports
   A. Budget and Finance Committee
      1. End of year Budget Transfer Resolution 030
      2. December 31, 2018 Financial Report (Final) 031
      4. Approval of March 7, 2019 Warrants
   B. Engineering and Operations Committee
      1. January 23, 2019 Meeting Notes 033
      2. February 27, 2019 Meeting Agenda 034
   C. Personnel and Organization Committee
      1. January 23, 2019 Meeting Notes 035
      2. February 27, 2019 Meeting Agenda 036
   D. Planning and Public Affairs Committee
4. Executive Session (If Necessary)
5. Old and New Business
   A. Resolution for Approval to Amend the Rules and Regulations of the
      Southern Cayuga Lake Intermunicipal Water Commission 037
6. Other
7. Adjournment

NEXT MEETING
April 4, 2019 at 4:00 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆
SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes
February 7, 2019

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, February 7, 2019 at 4:00 p.m. at the Bolton Point Conference Room, 1402 East Shore Drive, Ithaca, New York, 14850.

PRESENT: Commissioner Mike Newman, Chairperson, Village of Lansing
Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
Commissioner Bill Goodman, Treasurer, Town of Ithaca
Commissioner Pamela Bleiwas, Town of Ithaca
Commissioner Don Hartill, Village of Lansing
Commissioner Jack Rueckheim, Town of Dryden

ALSO PRESENT: Steve Riddle, General Manager
Gregg Weatherby, Distribution Manager
Glenn Ratajczak, Production Manager
Pam VanGelder, Finance Manager
Judy Drake, Human Resources Manager, Town of Ithaca
Mary Russell, Consultant
Jessica Sherwood, Principal Account Clerk/Typist
Katie McMillen, Administrative Assistant II

ABSENT: Commissioner Tom Jones, Town of Lansing
Commissioner Ed LaVigne, Town of Lansing
Commissioner Jason Leifer, Town of Dryden
Commissioner Linda Woodard, Village of Cayuga Heights

Commission Chairperson Mike Newman called the meeting to order at 4:00 p.m.
1. **Approval of Meeting Minutes December 6, 2018**  
   
   Discussion: None  
   
   MOTION by Hartill, SECOND by Rueckheim to approve the December 6, 2018 Commission meeting minutes.  
   
   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)  
   Carried  

2. **Approval of Meeting Minutes January 3, 2019**  
   
   Discussion: None  
   
   MOTION by Hartill, SECOND by Rueckheim to approve the January 3, 2019 Commission meeting minutes.  
   
   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)  
   Carried  

3. **Management Staff Report**  

   **Item #1 – January Project Updates**  
   
   Discussion: Mr. Riddle reported on this item and noted that the SCLIWC Rules and Regulations update has been made available for final edits and one line has been added under the hydrant specifications. The final draft will be presented and discussed for adoption by the full Commission at the March 7th meeting.  

   **Item #2 – Hydroelectric Energy Update**  
   
   Discussion: Mr. Riddle reported on this item and noted that due to increasing public interest in environmentally sustainable energy supplies, staff has begun investigating hydroelectric energy generating capacities to existing water resources and infrastructure within the Commission’s transmission main and municipal distribution systems using micro-hydroelectric turbines. Several systems are being evaluated and in most of the identified potential sites, there would need to be a joint project/agreement between the Commission (transmission main) and the member municipality (Owner of the PRV or CV structure and infrastructure) to move forward.  

   **Item #3 – Cross Connection Control Program Software**  
   
   Discussion: Mr. Weatherby reported on this item. The Commission has partnered with VEPO Solutions to implement a new cloud-based cross control software program called VEPO CrossConnex. This program became operational on February 1st and staff is currently in the process of collecting customer data to implement this software more efficiently.
Item #4 – Cold Temperatures Causing Ruptured Pipes in Residential Homes

Discussion: Mr. Weatherby reported on this item. With colder than normal temperatures, Distribution Department staff has been busy assisting customers with burst pipes and frozen meters. Due to the Commission’s AMI system alerts, staff now monitors customer usage from daily continuous consumption reports, detecting leaks in a matter of days or weeks instead of possibly months of costly damage.

Item #5 – SCADA Upgrade Project

Discussion: Mr. Ratajczak reported that the upgrade of the Commission’s SCADA system for the treatment plant and distribution system continues. The new SCADA System will include improvements that will monitor conditions in the field and be beneficial to operators.

Item #6 – Filter #4 Rehabilitation Project

Discussion: Mr. Ratajczak reported that staff has received the final drawings and specifications from Barton & Loguidice Engineers and are in the process of review. Staff has begun preparation of this project to begin in the Spring of 2019 and are considering going to 24/7 operation to complete the project if necessary. The Filter #4 Rehabilitation Project pre-bid meeting is scheduled for February 21st.

Item #7 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted a large number of change of ownerships increased both the work orders prepared and the final bills calculated totals.

Item #8 – January 1, 2019 Billing in the Town of Dryden/Village of Lansing

Discussion: Ms. VanGelder reported that this billing is the last for 2018 and following the trend in 2018, there is a decrease in consumption in both municipalities.

4. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Goodman reported on this item and stated that the committee met prior to this meeting.

   Exhibit #017

   Discussion: Mr. Goodman noted the financial statements are through December, the final report for 2018 will be available at the March meeting.

2. Review and Approval of Procurement Policy  
   Exhibit #018

   Discussion: Mr. Goodman stated that the Budget and Finance Committee reviewed the Procurement Policy and recommends approval.
3. Review and Approval of Investment Policy

MOVED: Goodman
SECONDED: Hartill
VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)
Carried

4. Resolution Authorizing Payment of Unaudited Claims

MOVED: Goodman
SECONDED: Hartill
VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)
Carried

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

Resolution Authorizing Payment of Unaudited Claims
February 7, 2019

WHEREAS, the New York State Comptroller Financial Management Guide, Section 8.1020 notes that payroll costs, utility bills and other similar costs may be paid prior to the monthly board audit of claims, and

WHEREAS, the Comptroller allows the designation of other claims that may be paid prior to monthly audit of claims by advance resolution of the board, and

WHEREAS the Commission has historically expressed the desire to prepay claims that might afford the inclusion of a significant discount for early payment or in avoidance of significant late fees, and

WHEREAS the Commission has historically expressed the desire to maintain positive relationships with vendors from whom it receives goods and services on an ongoing basis, and

WHEREAS the Commission desires to maintain a list of vendors for whom claims may be paid by the Treasurer prior to audit, NOW, THEREFORE, BE IT
RESOLVED that the Treasurer may pay claims from the following vendors prior to the monthly audit for goods and services verified as received by Department Managers, AND BE IT FURTHER

RESOLVED that the Commission’s General Manager, Steve Riddle, is hereby authorized to sign checks to the vendors listed below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton Point Employee(s)</td>
<td>Reimbursement</td>
</tr>
<tr>
<td>Cardmember Services</td>
<td>Visa payment</td>
</tr>
<tr>
<td>Constellation</td>
<td>Electric and Gas</td>
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<tr>
<td>Fingerlakes Business Services</td>
<td>Answering Service</td>
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<tr>
<td>Mirabito</td>
<td>Vehicle Fuel/Natural Gas</td>
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<tr>
<td>NYSEG</td>
<td>Electric and Gas</td>
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<td>Petty Cash</td>
<td>Reimbursement</td>
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<td>Postmaster</td>
<td>Postage/Reply and Bulk Mail Permits</td>
</tr>
<tr>
<td>Time Warner Cable</td>
<td>Phone Service/Internet Provider</td>
</tr>
<tr>
<td>Tompkins Insurance</td>
<td>Insurance</td>
</tr>
<tr>
<td>Town of Ithaca</td>
<td>PR/Benefits/Services</td>
</tr>
<tr>
<td>USPS (Reserve Account)</td>
<td>Postage Meter postage</td>
</tr>
<tr>
<td>Verizon Wireless</td>
<td>Phone Service/Data Provider</td>
</tr>
<tr>
<td>Waste Management/Alternative Waste Services</td>
<td>Waste/Recycle Service</td>
</tr>
</tbody>
</table>

MOVED: Goodman

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried
5. Designation of Depository/Check Signing Authority

Discussion: Mr. Goodman reported that the Committee recommends the approval of the resolution.

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

Resolution authorizing check signing and cash transaction authority and designation of depository
February 7, 2019

WHEREAS, General Municipal Law Section 10 requires that the governing body (Commission) of every local government shall designate one or more banks or trust companies for the deposit of public funds and that such designation specifies the maximum amount which may be kept on deposit at any time, and

WHEREAS, considering internal controls, the Commission deems it fiscally responsible to designate and authorize check signing and cash transaction authority to William D. Goodman, Ithaca Town Supervisor and Treasurer of the Commission and Steve Riddle, General Manager of the Commission,

NOW, THEREFORE, BE IT

RESOLVED, the Commission designates Tompkins Trust Company as the depository with a maximum amount not to exceed five million dollars ($5,000,000.00) to be kept on deposit, and be it further

RESOLVED, the Commission designates and authorizes William D. Goodman and Steve Riddle, to conduct check signing and cash transactions on behalf of the Commission.

MOVED: Goodman

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

6. Approval of the January 3, 2019 Warrants

Discussion: Mr. Goodman stated that several committee members reviewed the warrants, and the committee recommends approval.

MOTION by Goodman, SECOND by Hartill to approve the January 3, 2019 Warrants in the amount of $112,842.50.

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

7. Approval of the February 7, 2019 Warrants
Discussion: Mr. Goodman stated that several committee members reviewed the warrants, and the committee recommends approval. He noted the warrants include a payment to Core & Main for the annual fees on the AMI system.

The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Goodman, SECOND by Hartill to approve the February 7, 2019 Warrants in the amount of $132,108.03.

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None) Carried

B. Engineering and Operations Committee

Discussion: None

1. December 19, 2018 Meeting Notes Exhibit #022

Discussion: None

2. January 23, 2019 Meeting Agenda Exhibit #023

Discussion: Mr. Newman asked Mr. Rataczak to send the HAB study to the Commissioners.

C. Personnel and Organization Committee

Discussion: Mr. Riddle reported in Mr. Jones’ absence and highlighted various items from the meeting.

1. January 23, 2018 Meeting Notes Exhibit #024

Discussion: None

2. February 18, 2018 Meeting Agenda Exhibit #025

Discussion: None

3. Resolution to Appoint Acting General Manager and to Authorize Annual Stipend for Acting General Manager

Discussion: Mr. Riddle noted the Acting General Manager role is in place to cover if the General Manager is out of the office for extended periods of time.
Resolution to Appoint Acting General Manager and to Authorize Annual Stipend for Acting General Manager
February 7, 2019

WHEREAS, in 2011 the Commission established the practice of designating an Acting General Manager as there are times when the General Manager is out of the office for extended periods of time due to vacations and/or other commitments, and

WHEREAS, the Commission has been developing staff through succession planning efforts, which includes the General Manager’s goal to involve the Acting General Manager more in day to day operations, and

WHEREAS, as recommended by Steve Riddle, General Manager, the Personnel and Organization Committee recommends that Glenn Ratajczak, Production Manager, be appointed Acting General Manager, and

WHEREAS, the Personnel and Organization Committee recommends an annual stipend, in an amount established during the annual budget process, to be paid in bi-weekly increments to the appointed Acting General Manager, and

NOW, THEREFORE, BE IT

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and appoints Glenn Ratajczak, Production Manager, as the Acting General Manager, with official duties and responsibilities of the General Manager, during times when the General Manager is unavailable due to vacations and/or other commitments; and, be it further

RESOLVED, that the Commission accepts the recommendation of the Personnel and Organization Committee and authorizes an annual stipend, as established in the annual budget, to be paid in bi-weekly increments to the appointed Acting General Manager.

MOVED: Rueckheim

SECONDED: Hartill

VOTE: (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

Carried

D. Planning and Public Affairs Committee

Discussion: None

5. Executive Session (If Necessary):

Discussion: None
6. **Old and New Business:**
   A. **Appointment of Officers and Committees**

   *Exhibit #027*

   Discussion: Mr. Newman stated that this is the annual election of officers and appointment of committee members. Steve Riddle, as General Manager, will serve as Secretary of the Commission for 2019, and the committee appointments will remain the same as in 2018.

   Mr. Goodman reported that he will not be running for Supervisor in the Town of Ithaca for the upcoming election, so this will be his final year as Treasurer of the Commission.

   MOTION by Rueckheim, SECOND by Goodman to nominate Commissioner Newman as Chairperson of the Commission for 2019.

   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

   Carried

   MOTION by Goodman, SECOND by Hartill to nominate Commissioner Staley as Vice Chairperson of the Commission for 2019.

   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

   Carried

   MOTION by Hartill, SECOND by Rueckheim to nominate Commissioner Goodman as Treasurer of the Commission for 2019.

   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

   Carried
### Officers Appointed by Commission

<table>
<thead>
<tr>
<th>Office</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>H. Michael Newman</td>
<td>H. Michael Newman</td>
</tr>
<tr>
<td>Vice Chairperson</td>
<td>Roy Staley</td>
<td>Roy Staley</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Bill Goodman</td>
<td>Bill Goodman</td>
</tr>
<tr>
<td>Secretary (S.Riddle)</td>
<td>General Manager</td>
<td>General Manager</td>
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<td></td>
<td>(S. Riddle)</td>
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### Committee Assignments Appointed by Chairperson

#### Budget and Finance

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<thead>
<tr>
<th>Chairperson</th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>Bill Goodman</td>
<td>Bill Goodman</td>
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<tr>
<td>Jack Rueckheim</td>
<td>Jack Rueckheim</td>
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<tr>
<td>Tom Jones</td>
<td>Tom Jones</td>
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<tr>
<td>Ed LaVigne</td>
<td>Ed LaVigne</td>
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<tr>
<td>Linda Woodard</td>
<td>Linda Woodard</td>
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#### Engineering and Operations

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>H. Michael Newman</td>
<td>H. Michael Newman</td>
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<tr>
<td>Donald Hartill</td>
<td>Donald Hartill</td>
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<tr>
<td>Jack Rueckheim</td>
<td>Jack Rueckheim</td>
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<tr>
<td>Roy Staley</td>
<td>Roy Staley</td>
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<tr>
<td>Mary Russell (C)</td>
<td>Mary Russell (C)</td>
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#### Personnel and Organization

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<thead>
<tr>
<th>Chairperson</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>Tom Jones</td>
<td>Tom Jones</td>
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<tr>
<td>H. Michael Newman</td>
<td>H. Michael Newman</td>
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<tr>
<td>Pamela Bleiwas</td>
<td>Pamela Bleiwas</td>
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<tr>
<td>Mary Ann Sumner (C)</td>
<td>Mary Ann Sumner (C)</td>
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<tr>
<td>Ed LaVigne</td>
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#### Planning and Public Affairs

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>Jack Rueckheim</td>
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<td>Jason Leifer</td>
<td>Jason Leifer</td>
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<td>Linda Woodard</td>
<td>Linda Woodard</td>
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7. **Other:** Mr. Riddle noted a need to change the October Commission Meeting date due to a change in the Town of Ithaca meeting schedule.

   MOTION by Hartill, SECOND by Rueckheim to change October Commission Meeting date to October 17\(^{th}\), 2019.

   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

   Carried

8. **Adjournment:**

   MOTION by Hartill, SECOND by Rueckheim to adjourn the meeting at 5:10 p.m.

   (Ayes: Bleiwas, Goodman, Hartill, Newman, Rueckheim, Staley; Nays: None)

   Carried

Minutes submitted by: Katie McMillen

Approved by: Steve Riddle

**NEXT MEETING**

March 7, 2019 at 4:00 p.m.

Bolton Point Conference Room
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 March 7, 2019 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of February 7, 2019. 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:

<table>
<thead>
<tr>
<th>Issues This Month Include</th>
<th>Page</th>
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<tbody>
<tr>
<td>1. Quarterly Bolton Point/City of Ithaca/Cornell Meeting</td>
<td>1,2</td>
</tr>
<tr>
<td>2. GIS/Mapping Update</td>
<td>2</td>
</tr>
<tr>
<td>3. SCADA Project</td>
<td>2</td>
</tr>
<tr>
<td>4. Harmful Algal Bloom Study</td>
<td>3</td>
</tr>
<tr>
<td>5. Water Supply Emergency Plan</td>
<td>3</td>
</tr>
<tr>
<td>6. Administration Department Highlights</td>
<td>3</td>
</tr>
<tr>
<td>7. February 1, 2019 Town of Lansing/Village of Cayuga Heights</td>
<td>4</td>
</tr>
</tbody>
</table>

1. **Quarterly Bolton Point/City of Ithaca/Cornell 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. The last quarterly meeting was held on February 21st.

   Bolton Point staff began the meeting discussing upcoming Capital Projects including the second Raw Water Transmission Main, Raw Water Pump #4, Filter #4 renovations and the new SCADA system. Staff discussed options to add a high lift pump to the Bolton Point/City of Ithaca Water Interconnect building or Treatment Plant on Water Street. A six inch pipe connection for a pump does exist and City staff will talk with their engineer, O’Brien and Gere, to determine pump size and capacities that the City could supply to Bolton Point in an emergency.

   City of Ithaca staff provided updates on an issue with a pump soft start at the Vinegar Hill pump station, which if the device fails, may require emergency water supply assistance
from Bolton Point. The roof on the Coddington Road water storage tank will be replaced this
summer. Removal and replacement of the roof is expected to take twelve weeks. The City
and Town of Ithaca are discussing the process to decommission the Cliff Street Pump
Station. Dredging at the City reservoir will not start in 2019.

Cornell staff discussed maintenance projects planned for the treatment plant in April. This
work includes cleaning and repairs to the clear wells and settling basins. The work will
be performed over the college’s spring break when system demands are lower. During this
time Bolton Point will supply Cornell with approximately 1 million gallons of water per day
for 5-6 days. Cornell will be replacing 620 feet of water main along Dryden Road, between
the Cornell heating plant and Pine Tree Road this summer.

2. GIS/Mapping Update

During winter months, the Commission’s Water Maintenance Specialist focusses on
gathering missing GPS coordinate data. This data can be captured while there is no foliage on
trees and when performing less valve and hydrant maintenance, which is their primary focus
during the warmer months. As of February 25th, staff has collected current GPS coordinate
data for 1,412 out of 1,593 (89%) hydrants and 2,493 out of 2,904 (86%) main valves within
the Bolton Point water system. Staff anticipates every valve and hydrant will be updated with
accurate GPS coordinates on the Commission’s GIS map by the end of 2019.

The GIS map is a vital instrument to assist a Distribution Operator’s emergency response.
This is especially true in the winter months when a majority of water main breaks and leaks
occur. Having accurate GPS coordinate data allows operators to find isolating main valves
faster. Each Distribution Operator has a tablet with access to the GIS map. By using the
“Find Me” function and holding the mobile device, the operator can walk to the valve
following the GPS coordinate on the screen. This feature becomes especially helpful when
the valve is buried in dirt, blacktop or snow. When operators are responding to an
emergency, time spent shoveling snow up and down a road or across a field looking for a
valve can result in property damage or low tank levels. Staff continues to advance with ever
changing technology to ensure system operations are as efficient as possible.

3. SCADA Project

Staff traveled to North Point Technology in Johnson City, on February 20th, to view the
new SCADA system operating in a simulation mode. In an effort to identify any changes
prior to installation at the treatment plant, operators were able to virtually operate the plant.
Staff was satisfied with the performance and the design of the graphics interface. In addition
to our requests, North Point has added additional features to assist the operators with
troubleshooting that will be displayed on the interface screen. This includes what command
the programmable logic controller (PLC) is sending, if any, along with the status of
communications between tanks and pump stations or control valves.

The installation of the new system is planned for March 19th. Staff is planning to have
water storage tanks in the system full to provide the maximum amount of time the treatment
plant can be offline. The initial installation consists of the complete replacement of the PLC
components along with the installation of new redundant servers and interface stations. The
new system will then control the distribution system using our current mode of operation.
This will allow for transferring our distribution sites to the new distributed control method at
a later date and expedite bringing the plant back online. Staff has alerted the City of Ithaca
and Cornell and they will be ready to assist if water is needed during the transition.
4. **Harmful Algal Bloom Study**

Staff has received the final desk top study report for treatment options of Harmful Algal Blooms (HAB) at Bolton Point from Arcadis Consulting Firm. Staff will review the recommendations and develop an action plan to remove HAB’s should they enter the treatment plant. This plan will be forwarded to the local health department for approval. Once approval is obtained, the action plan will be integrated into Bolton Point’s Water Supply Emergency Plan.

5. **Water Supply Emergency Plan**

Staff completed updates to Bolton Point’s Water Supply Emergency Plan and submitted the document to the New York State Department of Health (NYSDoH) as required every five years. This also includes a vulnerability assessment of the entire system operation and in 2018 required a cyber security component. Bolton Point received approval of the document in February. The NYSDoH will forward the vulnerability assessment to the NYS Department of Homeland Security and Emergency Services for their approval. The plan is a confidential document, but does contain a public version which may be viewed upon request.

6. **Administration Department Highlights**

- Department Statistics
  - **TL/VCH**
    - Non AMI compliant accounts: 1
    - Non BP Water accounts: 5
    - Total # of Water Bills sent: 2,525
  - **ALL**
    - Work Orders prepared: 37
    - Final Bills calculated: 4
    - New Accounts: 8
    - Municipal payments processed: 50
    - Cash Disbursements: $403k
      - Includes:
        - $150k V fund xfer
    - Cash Receipts: $374k
7. February 1, 2019 Town of Lansing/Village of Cayuga Heights

<table>
<thead>
<tr>
<th>Consumption Gals</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/18</td>
<td>2/1/19</td>
</tr>
<tr>
<td>TL</td>
<td>30,932,300</td>
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<tr>
<td>VCH</td>
<td>16,238,944</td>
</tr>
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</table>

6% Decrease 1% Decrease 7% Decrease 1% Decrease

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE
The Southern Cayuga Lake Intermunicipal Water Commission
Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing

Resolution of Approval of Budget Transfers, Amendments, and Modifications for the
Year Ending December 31, 2018

March 7, 2019

WHEREAS, in preparation of closing the budgetary and accounting records of the
Southern Cayuga Lake Intermunicipal Water Commission, the Commission’s Finance
Manager has reviewed all budgetary revenue and appropriation accounts for the year
ending December 31, 2018, and

WHEREAS, this review disclosed certain budgetary revenues and expenditures
requiring transfers, amendments, or modifications needed to close the budgetary and
accounting records of the Southern Cayuga Lake Intermunicipal Water Commission for
the year ending December 31, 2018, and

WHEREAS, these findings are summarized below showing the net impact on
Fund Balance in each fund,

Operating Fund

| Beginning Fund Balance as of 1/1/18 | $3,011,051 |
| ADD: Total Revenues | 4,190,427 |
| LESS: Total Expenditures | 4,618,738 |
| Ending Fund Balance as of 12/31/18 | $2,582,740 |
| Net decrease of Fund Balance from 2018 Operations: | (428,311) |

Capital Project Fund-Improvement/Replacement

| Beginning Fund Balance as of 1/1/18 | $478,307 |
| ADD: Total Revenues | 1,120,938 |
| LESS: Total Expenditures | 657,575 |
| Ending Fund Balance as of 12/31/18 | $941,671 |
| Net increase to Fund Balance from 2018 Activity: | 463,364 |
Debt Service Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance as of 1/1/18</td>
<td>$294,976</td>
</tr>
<tr>
<td>ADD: Total Revenues</td>
<td>$97,254</td>
</tr>
<tr>
<td>LESS: Total Expenditures</td>
<td>$270,013</td>
</tr>
<tr>
<td><strong>Ending Fund Balance as of 12/31/18</strong></td>
<td><strong>$122,217</strong></td>
</tr>
<tr>
<td>Net decrease of Fund Balance from 2018 Activity:</td>
<td>(172,758)</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission authorize and direct the Finance Manager to record all year end budget transfers, amendments and modifications, including any and all other changes deemed appropriate and necessary to close the financial records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2018.

MOVED:

SECONDED:
**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION**

**BALANCE SHEET**

**DECEMBER 2018**

<table>
<thead>
<tr>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL PROJECT FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,930,990</td>
<td>122,217</td>
<td>953,569</td>
<td>3,006,776</td>
</tr>
<tr>
<td>200</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Unreserved Cash</strong></td>
<td><strong>1,930,990</strong></td>
<td><strong>122,217</strong></td>
<td><strong>953,569</strong></td>
</tr>
</tbody>
</table>

**RESERVED CASH:**

- Fringe Benefit Reserve: 105,492
- Total Reserved Cash: 105,492

**OTHER ASSETS:**

- Accounts Receivable: 750,605
- Prepaid Expenses: 53,264
- Total Other Assets: 803,869

**TOTAL ASSETS:**

- 2,840,351
- 122,217
- 953,569
- 3,916,137

**LIABILITIES:**

- Accounts Payable: 48,142
- Accrued Liabilities: 209,469
- TOTAL LIABILITIES: 257,611

**FUND BALANCE:**

- Reserved Fund Balance: 105,374
- Unexpended Fund Balance: 2,477,366
- **TOTAL FUND BALANCE** | **2,582,740** | **122,217** | **941,671** | **3,646,629** |

**ANALYSIS OF FUND BALANCE:**

- **FUND BALANCE AS OF 1/1/18** | 3,011,051 | 294,976 | 476,307 | 3,784,334 |
- ADD: YTD REVENUES: 4,190,427 | 97,254 | 1,120,938 | 5,408,620 |
- LESS: YTD EXPENSES: 4,618,738 | 270,013 | 657,575 | 5,546,325 |
- **FUND BALANCE AS OF 12/31/18** | **2,582,740** | **122,217** | **941,671** | **3,646,629** |

**RECONCILIATION OF FUND BALANCE TO CASH:**

- **FUND BALANCE AS OF 12/31/18** | 2,582,740 | 122,217 | 941,671 | 3,646,629 |
- Less: Receivables & Prepaids: 803,869 | 0 | 0 | 803,869 |
- Add: Liabilities: 257,611 | 0 | 11,898 | 269,509 |
- **CASH BALANCE AS OF 12/31/18** | **2,036,482** | **122,217** | **953,569** | **3,112,268** |
## SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
### REVENUES AND EXPENSES
#### FOR THE TWELVE MONTH PERIOD ENDING DECEMBER 31, 2018

<table>
<thead>
<tr>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL PROJECT FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDGET</td>
<td>4,190,427</td>
<td>97,254</td>
</tr>
<tr>
<td>YTD ACTUAL</td>
<td>4,190,427</td>
<td>97,254</td>
</tr>
<tr>
<td>OVER (UNDER)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% EARNED</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>% UNEARNED</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>BUDGET</th>
<th>4,618,738</th>
<th>270,013</th>
<th>657,575</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD ACTUAL</td>
<td>4,618,738</td>
<td>270,013</td>
<td>657,575</td>
</tr>
<tr>
<td>OVER (UNDER)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% EXPENDED</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>% UNEXPENDED</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

### DETAILED REVENUES

- **Service Charges**: 31,232
- **Cross Connection Fees**: 8,314
- **Services for Other Governments-Members**: 111,207
- **Joint Activity-Water Rents**: 3,942,280
- **Interest Earnings**: 4,333
- **Permits**: 61,976
- **Sales of Equipment**: 15,000
- **Refunds of Prior Years Expense**: 456
- **Other Revenues**: 15,631
- **Interfund Transfers***: 0

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,190,427</td>
<td>97,254</td>
<td>1,120,938</td>
</tr>
</tbody>
</table>

* includes transfer to Debt Service Fund to cover 2018 Principal & Interest Payments

### DETAILED EXPENSES

- **Water Administration**: 640,531
- **Source of Supply**: 256,351
- **Purification**: 654,901
- **Transmission and Distribution**: 637,425
- **Employee Benefits**: 646,725
- **Debt Service**: 565,811
- **Interfund Transfers***: 1,216,993

<table>
<thead>
<tr>
<th></th>
<th>B</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,618,738</td>
<td>270,013</td>
<td>657,575</td>
</tr>
</tbody>
</table>

* includes transfer to Debt Service Fund to cover 2018 Principal & Interest Payments
SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
JANUARY 2019

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
### JANUARY 2019

### ASSETS

<table>
<thead>
<tr>
<th>Unreserved Cash:</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>1,768,430</td>
<td>272,554</td>
<td>941,912</td>
<td>2,982,895</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>200</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Unreserved Cash</strong></td>
<td><strong>1,768,630</strong></td>
<td><strong>272,554</strong></td>
<td><strong>941,912</strong></td>
<td><strong>2,983,095</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reserved Cash:</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefit Reserve</td>
<td>105,510</td>
<td>0</td>
<td>0</td>
<td>105,510</td>
</tr>
<tr>
<td><strong>Total Reserved Cash</strong></td>
<td><strong>105,510</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>105,510</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Assets:</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>557,463</td>
<td>0</td>
<td>0</td>
<td>557,463</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Other Assets</strong></td>
<td><strong>557,463</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>557,463</strong></td>
</tr>
</tbody>
</table>

**TOTAL ASSETS** | 2,431,603 | 272,554 | 941,912 | 3,646,068 |

### LIABILITIES

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>184,817</td>
<td>0</td>
<td>0</td>
<td>184,817</td>
</tr>
<tr>
<td>BAN Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td><strong>184,817</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>184,817</strong></td>
</tr>
</tbody>
</table>

### FUND BALANCE

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved Fund Balance</td>
<td>105,492</td>
<td>0</td>
<td>0</td>
<td>105,492</td>
</tr>
<tr>
<td>Unexpended Fund Balance</td>
<td>2,141,294</td>
<td>272,554</td>
<td>941,912</td>
<td>3,355,759</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td><strong>2,246,786</strong></td>
<td><strong>272,554</strong></td>
<td><strong>941,912</strong></td>
<td><strong>3,461,251</strong></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES and FUND BALANCE** | 2,431,603 | 272,554 | 941,912 | 3,646,068 |

### ANALYSIS OF FUND BALANCE

<table>
<thead>
<tr>
<th>Fund Balance As of 1/1/19</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADD: YTD REVENUES</strong></td>
<td><strong>36,010</strong></td>
<td><strong>150,336</strong></td>
<td><strong>241</strong></td>
<td><strong>186,587</strong></td>
</tr>
<tr>
<td><strong>LESS: YTD EXPENSES</strong></td>
<td><strong>374,964</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>374,964</strong></td>
</tr>
<tr>
<td><strong>FUND BALANCE AS OF 1/31/19</strong></td>
<td><strong>2,243,786</strong></td>
<td><strong>272,554</strong></td>
<td><strong>941,912</strong></td>
<td><strong>3,458,251</strong></td>
</tr>
</tbody>
</table>

### RECONCILIATION OF FUND BALANCE TO CASH

<table>
<thead>
<tr>
<th>Fund Balance As of 1/31/19</th>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL FUND</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less: Receivables &amp; Prepaids</strong></td>
<td><strong>557,463</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>557,463</strong></td>
</tr>
<tr>
<td><strong>Add: Liabilities</strong></td>
<td><strong>184,817</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>184,817</strong></td>
</tr>
<tr>
<td><strong>CASH BALANCE AS OF 1/31/19</strong></td>
<td><strong>1,874,140</strong></td>
<td><strong>272,554</strong></td>
<td><strong>941,912</strong></td>
<td><strong>3,088,605</strong></td>
</tr>
</tbody>
</table>
SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE ONE MONTH PERIOD ENDING JANUARY 31, 2019

<table>
<thead>
<tr>
<th>OPERATING FUND</th>
<th>DEBT SERVICE FUND</th>
<th>CAPITAL IMPR/REPL PROJECT FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDGET</td>
<td>4,622,161</td>
<td>150,291</td>
</tr>
<tr>
<td>YTD ACTUAL</td>
<td>A 36,010</td>
<td>150,336</td>
</tr>
<tr>
<td>OVER (UNDER)</td>
<td>(4,586,151)</td>
<td>45</td>
</tr>
<tr>
<td>% EARNED</td>
<td>1%</td>
<td>100%</td>
</tr>
<tr>
<td>% UNEARNED</td>
<td>99%</td>
<td>0%</td>
</tr>
</tbody>
</table>

REVENUES

EXPENSES

| BUDGET         | 4,622,161         | 270,688                        | 940,000                        |
| YTD ACTUAL     | B 374,964         | 0                              | 0                              |
| OVER (UNDER)   | (4,247,197)       | (270,688)                      | (940,000)                      |
| % EXPENDED     | 8%                | 0%                             | 0%                             |
| % UNEXPENDED   | 92%               | 100%                           | 100%                           |

DETAILED REVENUES

| Service Charges | 1,611   | 0     | 0    |
| Cross Connection Fees | 703     | 0     | 0    |
| Services for Other Governments | 4,672   | 0     | 0    |
| Joint Activity-Water Rents | 24,951  | 0     | 0    |
| Interest Earnings | 603     | 45    | 241  |
| Permits          | 3,469   | 0     | 0    |
| Sales of Equipment | 0       | 0     | 0    |
| Refunds of Prior Years Expense | 0       | 0     | 0    |
| Other Revenues   | 0       | 0     | 0    |
| Interfund Transfers* | 0       | 150,291| 0 |
| **A**            | 36,010  | 150,336| 241  |

* includes transfer to Debt Service Fund to cover 2019 Principal & Interest Payments

DETAILED EXPENSES

| Water Administration | 76,973  | 0     | 0    |
| Source of Supply     | 5,856   | 0     | 0    |
| Purification         | 19,386  | 0     | 0    |
| Transmission and Distribution | 26,856  | 0     | 0    |
| Employee Benefits    | 92,601  | 0     | 0    |
| Debt Service*        | 0       | 0     | 0    |
| Interfund Transfers  | 150,291 | 0     | 0    |
| **B**                | 371,964 | 0     | 0    |

* includes transfer to Debt Service Fund to cover 2019 Principal & Interest Payments
Engineering and Operations Committee Meeting Notes

Wednesday, January 23, 2019 @ 12:00 Noon
Bolton Point Conference Room

Agenda

<table>
<thead>
<tr>
<th>Item #</th>
<th>Topic</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present: Mike Newman, Jack Rueckheim, Steve Riddle, Glenn Ratajczak, Gregg Weatherby, Pam VanGelder, Jessica Sherwood, Katie McMillen.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **December 2018 Meeting Notes**
   
   The Committee found the notes to be acceptable as they appeared in the November meeting packet.

   
   Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:
   
   The percentage difference in process water used between 2018 and 2017 was due to faulty meter readings from the Raw Water flow meter. Higher than normal turbidity in December was due to warmer than normal conditions and snow melt.
   
   The December department monthly report for 2018 was routine. Glenn discussed a power outage on December 22nd that caused diaphragms to rupture on two finished water pump control valves. Staff is investigating options with the control valve manufacturer to limit damage during future power outages.
   
   Generator tests were performed under full plant loads and to prevent algae growing in the fuel tanks. Mr. Newman suggested the use of PRIST in the fuel, the same used in jet fuel at the airport. Glenn will research options with our fuel provider.
   
   On 12/23/18, staff received notice from the Tompkins County Department of Health that the Ithaca Area Wastewater Treatment Facility (IAWWTF) was discharging sewage that had gone through primary treatment and was chlorinated before getting discharged into the lake. In the likelihood of this occurrence happening again in the future, the state suggested further testing. Discussion ensued but committee has agreed that there is no need to take further action at this time.
   
   Gregg discussed the following highlights of the Distribution portion of the report: Staff continues to work with Core and Main and Sensus to resolve the AMI dead battery issues. Plumbing inspection continue to increase due to the start of the Bomax Drive Apartment project in the Village of Lansing. A pre-construction meeting was held for the Milton Meadows project water main extension in the Town of Lansing. A safety issue regarding confined space entries on Stone Quarry Road in the Town of Ithaca was discussed and will be brought to the attention of the Town of Ithaca / Bolton Point Safety Committee.
   
   Staff continues to upgrade existing system master meters, large AMI meters (4-inch and larger) and investigating meters with communication failures.
   
   Ithaca College has seen an increase in their usage. As the Maplewood Avenue Apartments occupation continues to increase, so does their consumption.
   
   Cross Connection Control device plans have been approved for the Milton Meadows complex and the project is under construction.
   
   The project tracking list had no changes in December.

3. **Informational Items**
   
   a. **Capital Projects**
      
      1. **AMI**
         
         Gregg reported that Core and Main staff have completed the installation of the AMR drive by system program. Future customers in the Lansing Station and Bill George Road water main extensions have
been added to the propagation study to ensure they are included in the AMI system upgrades in Lansing.

2. **Transmission Main and Raw Water Pump #4 Projects**
   Gregg reported a meeting has been scheduled with Barton and Loguidice Engineers for Thursday, January 31st, to schedule a timeline for advertisement of the Raw Water Transmission Main project bid.
   There is a 20-24 week delay for the fourth Raw Water Pump delivery. The contractor will begin the project by focusing on existing pipe and pump rehabilitation. Project submittal approvals are underway and work is expected to begin in February.

3. **Plant Equipment - Filter #4 Repair**
   Glenn reported that the specifications and drawings have been completed and material specifications due on Friday, have been completed and are ready for bid. The project will include repairs to the filter and internal and external concrete walls.

4. **SCADA Upgrade Project**
   Glenn informed the committee that Northpoint Technology will be on site for program testing on Thursday, January 24th. An updated project schedule will also be provided.

   **b. Harmful Algal Bloom Update**
   Glenn reported staff will be installing a floroprobe while the plant is offline for Northpoint Technology’s SCADA testing. The final report from Arcadis is expected this week with answers to staff questions from the draft report.

4. **Committee Member Comments or Other Issues**
   Steve reported on a meeting with the Town of Ithaca and Cornell University to discuss the North Campus water interconnection.
   The SCLIWC Rules and Regulations update has been completed and is available for Committee review and approval.
   A meeting was held on January 14th with staff and member municipal staff to discuss possible changes to the current inspection process of sewer laterals and building plumbing systems.

5. **Next Meeting - Wednesday March 27, 2019 @ 12:00 Noon**

   Future meetings - Fourth Wednesday of the month at noon.
   April 24, May 22, June 26, July 24, August 28, September 25
<table>
<thead>
<tr>
<th>Agenda Item #</th>
<th>Topic</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>January 2019 Meeting Notes</td>
<td>#1</td>
</tr>
<tr>
<td>3.</td>
<td>Informational Items</td>
<td></td>
</tr>
<tr>
<td>a. Capital Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. AMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Raw Water Transmission Main Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Raw Water Pump #4 Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Plant Equipment - Filter #4 Repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. SCADA Upgrade Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Harmful Algal Bloom Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Committee Member Comments or Other Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Next Meeting - Wednesday March 27, 2019 @ 12:00 Noon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Future meetings - Fourth Wednesday of the month at noon.  
April 24, May 22, June 26, July 24, August 28, September 25
Bolton Point Personnel and Organization Committee
Wednesday, January 23, 2019

Commissioners: Mike Newman and Pam Bleiwas
Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby, and Pam VanGelder
Absent: Tom Jones, Chair, Ed LaVigne, and Hugh Trimm, Shop Steward
Staff Support: Judy Drake

Meeting called to order at: 1:34 pm

1) Meeting Notes:
The Committee approved the December meeting notes with no edits.

2) Reports:

Shop Steward: It was reported that there are no grievances or issues to bring forward.

Distribution Manager: Gregg reported that Hugh Trimm is attending the W2Operator training in Cortland this week which will provide CEU’s toward his Distribution Operator license recertification. Lew Troast, PERMA safety training consultant, has been scheduled for SCLIWC’s annual safety training on July 17th. Code Enforcement training dates through STBOA have been published for 2019 and some will conflict with standing meetings and others are out of the area causing more travel time. A manufacturer’s specialist from Pipe Tools Inc. conducted an all-day field training on pipe locating using our new locating equipment. Gregg has met with most of the staff to complete performance reviews.

Finance Manager: Pam reported that the department is working on transitioning in new staff. Jessica Sherwood has been performing well as she completes her 6 month probationary period. Katie McMillen has completed 3 months of her probationary period. Performance reviews for both Jessica and Katie are in process. Plans have been discussed for preparation of Judy Orasi’s retirement in 2020. Winona Fisher is working with Judy to learn the billing process and AMI reporting. Jessica has taken on the Accounts Payable duties that Winona has been performing. Katie is working on a scanning project. Pam has been working with Ben Coakley on a project for municipalities to access billing payment processing reports from Google Drive. Jessica’s civil service exam for Principal Account Clerk /Typist is scheduled for March 2nd.

Production Manager: Glenn reported the Mike Hughston and Jason Nash are attending the W2Operator training this week for CEU’s for their Water Treatment Plant Operator license recertification. Glenn will be presenting a Lock Out/Tag Out training program for all staff, which will complete the requirements for the program. Glenn explained that there are about 20 different kinds of items that need to be addressed under the Lock Out/Tag Out program. Each item will need a procedure written for it as part of the program. Kyle Fellows completed and submitted his correspondence exam to the New York Rural Water Association for a Grade IIA plant operator license. Assistant Production Manager (APM) and Water Treatment Plant Operator (WTPO) civil service exam are being held March 2nd. Jimmy Bower and Megan Falicchio will be taking the APM exam and Megan and Kyle will be taking the WTPO exam. Glenn is working with Jason Nash on the Hazard Communication plan update. This plan requires a listing of all the chemicals that are on site. Glenn has been meeting with staff to complete performance reviews.

Human Resources: Judy reported that all tax forms have been provided to staff.
General Manager: Steve reported that all staff did a great job with shift and emergency coverage over the holidays. Pam is doing a great job implementing a plan to prepare for Judy’s retirement. This plan will also help with cross training and coverage during time off by department staff.

Managers are working collectively on the Capital Improvement Plan for the future. Steve explained that items need to be added to the plan that had not been identified in the past. These items will change the five year plan.

Managers did a good job composing well written performance reviews for their staff.

Bolton Point held a meeting with all five member municipalities regarding possible changes to sewer inspection procedures.

Next meeting - Wednesday, February 27, 2019 at 1:30 pm. Meeting adjourned at 1:56 pm.
Bolton Point Personnel and Organization Committee  
Wednesday, February 27, 2019  
1:30 pm – 2:30 pm

AGENDA:

1. Review the draft January meeting notes.

2. Reports
   a. Shop Steward
   b. Production Manager
   c. Distribution Manager
   d. Finance Manager
   e. Human Resources Manager
   f. General Manager

3. (if needed) Consider Executive Session to discuss the personnel history of a particular person or discuss collective bargaining negotiations.

Next meeting will be: Wednesday, March 27, 2019 at 1:30pm

Future meeting dates-4th Wednesday: 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 11/20 (3rd), 12/18 (3rd)
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 to Amend the Rules and Regulations of the Southern Cayuga Lake Intermunicipal Water Commission

March 7, 2019

WHEREAS, the Rules and Regulation of the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) were originally approved on January 1, 1980, with revisions in March 1992 and May 2012, and

WHEREAS, staff has identified and amended much of the information in SCLIWC’s Rules and Regulations to meet current American Water Works Association and member municipality standards, and

WHEREAS, the amendments to SCLIWC’s Rules and Regulations has been reviewed and approved by the Commission’s attorney, and

WHEREAS, the Engineering and Operations Committee has reviewed and approves the amendments to SCLIWC’s Rules and Regulations; and

NOW THEREFORE, BE IT

RESOLVED, that the Commission does hereby accept the recommendation of the Engineering and Operations Committee and approves the 2019 amended SCLIWC Rules and Regulations.

MOVED:

SECONDED: