

ITHACA AREA WASTEWATER TREATMENT FACILITY

TOWN OF ITHACA

CITY OF ITHACA

TOWN OF DRYDEN, OWNERS

525 THIRD STREET
ITHACA, NEW YORK 14850
(607) 273-8381
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Special Joint Committee

Wednesday, April 15, 2020 1:00pm

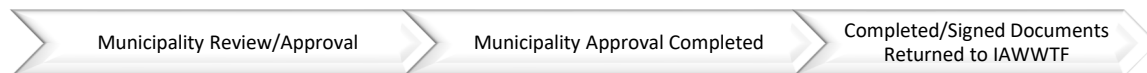
Join Zoom Meeting <https://zoom.us/j/851192354?pwd=U0hlbXNndEpPeGhnbWI2U1ZMV2RNZz09>

Meeting ID: 851 192 354 Password: 4YkZdU

- 1) Welcome
- 2) Agenda Review and Approval of Minutes
- 3) Financial Report – *Steve Thayer City Controller*
- 4) Operations and Engineering Report – *CJ Kilgore Chief Operator*
- 5) Voting Items
 - a) Capital Project for Replacement Pumps and Piping for the Actiflow High Rate Sand Ballasted Tertiary Treatment Phosphorus Removal System
- 6) Presentation/Discussion Items
 - a) City Harbor Easement Modification Request¹
- 7) Announcements / Other Business
- 8) Adjournment

Upcoming Meeting Dates: May 20, June 20, July 10 (note new date beginning in July)

Approval Status Dashboard



a) Capital Project Engineering Phase for Boiler Room Evaluation (SJC 3/18/2020)

City of Ithaca	City Administration 4/15	Common Council 5/6	--
Town of Dryden	Town Board Mtg 4/16	Public Hearing 5/12	--
Town of Ithaca	Town Board Mtg 4/13	--	--

¹ http://www.cityofithaca.org/AgendaCenter/ViewFile/Agenda/_03182020-2080

Out of consideration for the health of other individuals, please refrain from using perfume/cologne and other scented personal care products at City of Ithaca meetings.
Thank you for your cooperation and understanding.

IAWWTF
 Approved Budget and Actual Activity
 As of December 31, 2019 (Not Final)
 4/10/2020

Revenues:							
J8150							
Account #	Description		Budget	Actual	Excess or (Deficiency)	% Rec'd	
2373	Septage Service Other		\$ 420,000	\$ 468,318	\$ 48,318	111.50%	
2374	Sewer Service Other Govt's		\$ 2,824,544	\$ 2,824,544	\$ -	100.00%	
2392	Debt Service Other Govt's		\$ 896,696	\$ 893,268	\$ (3,428)	99.62%	
2401	Interest & Earnings		\$ 3,000	\$ 8,256	\$ 5,256	275.20%	
2665	Sale of Equipment		\$ 3,000	\$ 607	\$ (2,393)	20.23%	
2680	Insurance Recoveries		\$ -	\$ -	\$ -		
2701	Refund of Prior Year Expense		\$ -	\$ -	\$ -		
2705	Gifts and Donations		\$ -	\$ -	\$ -		
2770	Unclassified Revenue		\$ 1,500	\$ 9,000	\$ 7,500	600.00%	
Total Revenues as of 12/31/19			\$ 4,148,740	\$ 4,203,993	\$ 55,253	101.33%	

IAWWTF
Approved Budget and Actual Activity
As of December 31, 2019 (Not Final)
4/10/2020

Expenditures:							
J8150							
Account #	Description	Budget	Actual	Available Balance	% Used		
<i>Operations:</i>							
1920	Municipal Association Dues	\$ 1,119	\$ -	\$ 1,119	0.00%		
1990	Contingency Account	\$ 20,000	\$ -	\$ 20,000	0.00%		
5105	Administration Salaries	\$ 69,255	\$ 67,832	\$ 1,423	97.95%		
5110	Staff Salaries	\$ 813,202	\$ 672,173	\$ 141,029	82.66%		
5115	Hourly F/T	\$ 38,197	\$ 37,375	\$ 822	97.85%		
5120	Hourly P/T	\$ 25,000	\$ 58,194	\$ (33,194)	232.78%		
5125	Overtime	\$ 22,000	\$ 17,558	\$ 4,442	79.81%		
5210	Office Equipment	\$ -	\$ -	\$ -	0.00%		
5215	Motor Vehicles	\$ 30,000	\$ -	\$ 30,000	0.00%		
5225	Other Equipment	\$ 30,000	\$ -	\$ 30,000	0.00%		
5405	Telephone	\$ 6,200	\$ 5,335	\$ 865	86.05%		
5410	Utilities	\$ 283,000	\$ 226,058	\$ 56,942	79.88%		
5415	Clothing	\$ 6,500	\$ 8,139	\$ (1,639)	125.22%		
5420	Gas & Oil	\$ 10,000	\$ 4,132	\$ 5,868	41.32%		
5425	Office Expense	\$ 2,000	\$ 1,870	\$ 130	93.50%		
5430	Fees	\$ 115,000	\$ 93,304	\$ 21,696	81.13%		
5435	Contracts	\$ 185,000	\$ 181,723	\$ 3,277	98.23%		
5436	Overhead Charge City General Fund	\$ 189,790	\$ 189,790	\$ -	100.00%		
5440	Staff Development	\$ 18,000	\$ 20,644	\$ (2,644)	114.69%		
5450	Advertising	\$ 200	\$ 103	\$ 97	51.50%		
5455	Insurance	\$ 128,000	\$ 137,444	\$ (9,444)	107.38%		
5475	Property Maintenance	\$ -	\$ -	\$ -	0.00%		
5476	Equipment Maintenance	\$ -	\$ -	\$ -	0.00%		
5477	Equipment Parts	\$ 100,000	\$ 178,717	\$ (78,717)	178.72%		
5479	Vehicle Maintenance	\$ 2,000	\$ -	\$ 2,000	0.00%		
5480	Building Maintenance Supplies	\$ 22,000	\$ 7,611	\$ 14,389	34.60%		
5494	Safety Materials & Supplies	\$ 6,000	\$ 6,237	\$ (237)	103.95%		
5495	Treatment Supplies	\$ 402,000	\$ 438,412	\$ (36,412)	109.06%		
5496	Lab Supplies	\$ 84,000	\$ 91,904	\$ (7,904)	109.41%		
5499	Sludge Disposal Fees	\$ 320,000	\$ 415,989	\$ (95,989)	130.00%		
5700	Prior Year Encumbrances	\$ 93,514	\$ 93,514	\$ -	0.00%		
5720	Prior Year Equipment	\$ 30,000	\$ 30,000	\$ -	0.00%		
	Sub-Totals	\$ 3,051,977	\$ 2,984,058	\$ 67,919	97.77%		
<i>Benefits:</i>							
9010	State Retirement	\$ 110,925	\$ 110,142	\$ 783	99.29%		
9030	Social Security	\$ 74,026	\$ 65,297	\$ 8,729	88.21%		
9040	Workers Compensation	\$ 29,160	\$ 12,221	\$ 16,939	41.91%		
9050	Unemployment Insurance	\$ -	\$ -	\$ -	0.00%		
9060	Health Insurance	\$ 354,620	\$ 365,947	\$ (11,327)	103.19%		
9070	Dental Insurance	\$ 3,200	\$ 3,499	\$ (299)	109.34%		
9080	Day Care Assistance	\$ 250	\$ -	\$ 250	0.00%		
9089	Employee Tuition	\$ 1,400	\$ -	\$ 1,400	0.00%		
	Sub-Totals	\$ 573,581	\$ 557,106	\$ 16,475	97.13%		
<i>Debt Service</i>							
9710	Serial Bonds	\$ 428,702	\$ 428,702	\$ -	100.00%		
9711	Interest on Serial Bonds	\$ 357,057	\$ 353,629	\$ 3,428	99.04%		
9730	BANS	\$ 35,556	\$ 35,556	\$ -	100.00%		
9731	Interest on BANS	\$ 75,381	\$ 75,381	\$ -	100.00%		
	Sub-Totals	\$ 896,696	\$ 893,268	\$ 3,428	99.62%		
<i>Interfund Transfers</i>							
9951	Transfer to Capital Reserves	\$ -	\$ -	\$ -	0.00%		
	Sub-Totals	\$ -	\$ -	\$ -	0.00%		
	Total All Expenditures as of 12/31/19	\$ 4,522,254	\$ 4,434,432	\$ 87,822	98.06%		

IAWWTF
 Approved Budget and Actual Activity
 As of December 31, 2019 (Not Final)
 4/10/2020

	Surplus(deficit) as of 12/31/19		\$ (373,514)	\$ (230,439)		\$ 143,075	
	*\$250,000 was appropriated from Fund Balance surplus for 2019						

IAWWTF
 Approved Budget and Actual Activity
 As of March 31, 2020
 4/10/2020

Revenues:							
J8150							
Account #	Description	Budget	Actual	Excess or (Deficiency)	% Rec'd		
2373	Septage Service Other	\$ 495,000	\$ 29,181	\$ (465,819)	5.90%		
2374	Sewer Service Other Govt's	\$ 3,005,275	\$ 751,318	\$ (2,253,957)	25.00%		
2392	Debt Service Other Govt's	\$ 1,145,886	\$ -	\$ (1,145,886)	0.00%		
2401	Interest & Earnings	\$ 3,200	\$ -	\$ (3,200)	0.00%		
2665	Sale of Equipment	\$ 1,500	\$ -	\$ (1,500)	0.00%		
2680	Insurance Recoveries	\$ -	\$ -	\$ -			
2701	Refund of Prior Year Expense	\$ -	\$ -	\$ -			
2705	Gifts and Donations	\$ -	\$ -	\$ -			
2770	Unclassified Revenue	\$ 1,000	\$ -	\$ (1,000)	0.00%		
Total Revenues as of 3/31/20		\$ 4,651,861	\$ 780,499	\$ (3,871,362)	16.78%		

IAWWTF
Approved Budget and Actual Activity
As of March 31, 2020
4/10/2020

Expenditures:							
J8150							
Account #	Description	Budget	Actual	Available Balance	% Used		
<i>Operations:</i>							
1920	Municipal Association Dues	\$ 1,119	\$ -	\$ 1,119	0.00%		
1990	Contingency Account	\$ 20,000	\$ -	\$ 20,000	0.00%		
5105	Administration Salaries	\$ -	\$ -	\$ -	0.00%		
5110	Staff Salaries	\$ 894,065	\$ 184,522	\$ 709,543	20.64%		
5115	Hourly F/T	\$ 40,516	\$ 9,484	\$ 31,032	23.41%		
5120	Hourly P/T	\$ 25,000	\$ 9,414	\$ 15,586	37.66%		
5125	Overtime	\$ 22,000	\$ 3,599	\$ 18,401	16.36%		
5210	Office Equipment	\$ -	\$ -	\$ -	0.00%		
5215	Motor Vehicles	\$ -	\$ -	\$ -	0.00%		
5225	Other Equipment	\$ 60,000	\$ -	\$ 60,000	0.00%		
5405	Telephone	\$ 6,200	\$ 858	\$ 5,342	13.84%		
5410	Utilities	\$ 280,000	\$ 96,329	\$ 183,671	34.40%		
5415	Clothing	\$ 7,200	\$ 1,993	\$ 5,207	27.68%		
5420	Gas & Oil	\$ 10,000	\$ -	\$ 10,000	0.00%		
5425	Office Expense	\$ 2,000	\$ 408	\$ 1,592	20.40%		
5430	Fees	\$ 115,000	\$ 3,800	\$ 111,200	3.30%		
5435	Contracts	\$ 170,000	\$ 23,527	\$ 146,473	13.84%		
5436	Overhead Charge City General Fund	\$ 194,424	\$ -	\$ 194,424	0.00%		
5440	Staff Development	\$ 18,000	\$ 3,864	\$ 14,136	21.47%		
5450	Advertising	\$ 200	\$ -	\$ 200	0.00%		
5455	Insurance	\$ 144,000	\$ 149,451	\$ (5,451)	103.79%		
5475	Property Maintenance	\$ -	\$ -	\$ -	0.00%		
5476	Equipment Maintenance	\$ -	\$ -	\$ -	0.00%		
5477	Equipment Parts	\$ 105,000	\$ 28,758	\$ 76,242	27.39%		
5479	Vehicle Maintenance	\$ 2,000	\$ -	\$ 2,000	0.00%		
5480	Building Maintenance Supplies	\$ 22,000	\$ 292	\$ 21,708	1.33%		
5494	Safety Materials & Supplies	\$ 6,000	\$ -	\$ 6,000	0.00%		
5495	Treatment Supplies	\$ 550,000	\$ 93,299	\$ 456,701	16.96%		
5496	Lab Supplies	\$ 84,000	\$ 15,159	\$ 68,841	18.05%		
5499	Sludge Disposal Fees	\$ 375,000	\$ 71,588	\$ 303,412	19.09%		
5700	Prior Year Encumbrances	\$ 12,936	\$ 12,936	\$ -	0.00%		
5720	Prior Year Equipment	\$ -	\$ -	\$ -	0.00%		
	Sub-Totals	\$ 3,166,660	\$ 709,281	\$ 2,457,379	22.40%		
<i>Benefits:</i>							
9010	State Retirement	\$ 118,320	\$ -	\$ 118,320	0.00%		
9030	Social Security	\$ 75,091	\$ 15,870	\$ 59,221	21.13%		
9040	Workers Compensation	\$ 23,000	\$ 5,880	\$ 17,120	25.57%		
9050	Unemployment Insurance	\$ -	\$ -	\$ -	0.00%		
9060	Health Insurance	\$ 381,440	\$ 107,314	\$ 274,126	28.13%		
9070	Dental Insurance	\$ 3,200	\$ 1,181	\$ 2,019	36.91%		
9080	Day Care Assistance	\$ 200	\$ -	\$ 200	0.00%		
9089	Employee Tuition	\$ 1,000	\$ -	\$ 1,000	0.00%		
	Sub-Totals	\$ 602,251	\$ 130,245	\$ 472,006	21.63%		
<i>Debt Service</i>							
9710	Serial Bonds	\$ 554,821	\$ 368,568	\$ 186,253	66.43%		
9711	Interest on Serial Bonds	\$ 456,540	\$ 196,461	\$ 260,079	43.03%		
9730	BANS	\$ -	\$ -	\$ -	0.00%		
9731	Interest on BANS	\$ 134,525	\$ 134,525	\$ -	100.00%		
	Sub-Totals	\$ 1,145,886	\$ 699,554	\$ 446,332	61.05%		
<i>Interfund Transfers</i>							
9951	Transfer to Capital Reserves	\$ -	\$ -	\$ -	0.00%		
	Sub-Totals	\$ -	\$ -	\$ -	0.00%		
	Total All Expenditures as of 3/31/20	\$ 4,914,797	\$ 1,539,080	\$ 3,375,717	31.32%		

IAWWTF
 Approved Budget and Actual Activity
 As of March 31, 2020
 4/10/2020

	Surplus(deficit) as of 3/31/20		\$ (262,936)	\$ (758,581)		\$ (495,645)	
	*\$250,000 was appropriated from Fund Balance surplus for 2020						

Capital Activity:		Status	Current Cash Balance	Current Auth Balance	Original Authorization	Expended To date	Expended This Period	Funded Amount	Comment
Account #	Capital Reserves:								
J1	Capital Reserve Balance		\$ 250,623.00						
Capital Projects:									
409J	Phosphorus Removal Improvements	To close	\$ 191,657.79	\$ (3,271.80)	\$ 4,975,000	\$ 4,978,271.80	\$ -	\$ 4,975,000.00	Authorized, funded by each entity
410J	Primary Settling Tanks Rehab I & II	Closed	\$ -	\$ 13,423.83	\$ 360,000	\$ 346,576.17	\$ -	\$ 150,000.00	Project complete, funding needed phase II
411J	Admin Building & Thickner Roof Addition Design	Closed	\$ -	\$ 10,000.00	\$ 10,000	\$ -	\$ -	\$ -	Authorized, funding from each entity
412J	Energy Reduction Upgrades	Closed	\$ -	\$ 31,369.44	\$ 60,000	\$ 28,630.56	\$ -	\$ -	Authorized, funding from each entity
413J	Boiler Replacement	Closed	\$ -	\$ 100,000.00	\$ 100,000	\$ -	\$ -	\$ -	Authorized, funding from each entity
414J	Flow Meter Stations Rehabilitation	Active	\$ (319.92)	\$ (319.92)	\$ 102,927	\$ 103,246.92	\$ -	\$ 102,927.00	Authorized, funding from each entity
415J	Facility Concrete Restoration	Closed	\$ -	\$ 118,279.28	\$ 135,000	\$ 16,720.72	\$ -	\$ -	Authorized, funding from each entity
416J	Misc Plant Improvements	Active	\$ (4,859.19)	\$ (4,859.19)	\$ 1,504,950	\$ 1,509,809.19	\$ -	\$ 1,430,950.00	Authorized, funding from each entity
417J	IWWTF Energy Improvements	Active	\$ 202,567.15	\$ 202,567.39	\$ 8,026,398	\$ 8,247,921.61	\$ -	\$ 8,026,398.00	Authorized, funding from each entity, NYSERDA Grant \$406,179
418J	Septage Receiving Facility Improvements	Active	\$ 143,282.38	\$ 143,282.38	\$ 3,077,475	\$ 2,934,192.62	\$ -	\$ 3,077,475.00	Authorized, funding from each entity
419J	Influent Building & Dewatering System Imp	Active	\$ 13,487.51	\$ 62,487.51	\$ 3,953,563	\$ 3,891,075.49	\$ -	\$ 3,879,563.00	Authorized, funding from each entity
420J	Enhanced Primary Treatment Feasibility Study	Active	\$ 39,227.84	\$ 39,227.84	\$ 287,650	\$ 248,422.16	\$ -	\$ 287,650.00	Authorized, capital reserve funding
421J	IWWTF Microgrid Electric Power Feasibility	Closed	\$ -	\$ -	\$ 148,960	\$ 148,960.00	\$ -	\$ 148,960.00	Authorized, funded from NYSERDA Grant
422J	IWWTF Design for Various Improvements to Plant	Active	\$ 7,169,301.67	\$ 11,086,976.67	\$ 11,541,850	\$ 454,873.30	\$ -	\$ 7,624,175.00	Authorized, capital reserve funding/Bonds
Total Capital Projects			\$ 7,754,345.23	\$ 11,799,163.43	\$ 34,283,773.00	\$ 22,908,700.54	\$ -	\$ 29,703,098.00	
Fund Balance:									
			Amount						
12/31/2015	Capital Reserves		\$ 714,520						
	Assigned		\$ 160,665						
	Unassigned		\$ 1,234,482						
	Total Fund Balance		\$ 2,109,667						
12/31/2016	Restricted for Capital		\$ 427,684	Capital reserves					
	Nonspendable		\$ 27,231	Prepaid expenses					
	Assigned		\$ 276,960	Encumbrances, next year budget					
	Unassigned		\$ 1,276,218						
	Total Fund Balance		\$ 2,008,093						
12/31/2017	Restricted for Capital		\$ 253,257	Capital reserves					
	Nonspendable		\$ 27,317	Prepaid expenses					
	Assigned		\$ 406,847	Encumbrances, next year budget					
	Unassigned		\$ 1,227,808						
	Total Fund Balance		\$ 1,915,229						
12/31/2018	Restricted for Capital		\$ 253,549	Capital reserves					
	Nonspendable		\$ 27,395	Prepaid expenses					
	Assigned		\$ 461,887	Encumbrances, next year budget					
	Unassigned		\$ 1,116,391						
	Total Fund Balance		\$ 1,859,222						

**Operator and Engineer's Report
SJC Meeting
15 APRIL 2020**

1. Plant Maintenance & Operations

- a. Resolution for Boiler Room Proposal to Town of Dryden on 9 Apr, Town of Ithaca on 13 Apr, City of Ithaca on 6 May.
- b. Prepared Resolution for Actiflow repairs; if approved by SJC will go out to municipalities for approval.

2. Facilities Maintenance & Operations

- a. Work proceeding on grit removal project. Driving piles and working on vac truck dump pad.
- b. Continuing Flow Monitoring Station work, by the end of this week should have 11 stations collecting data. MRB and Lectre working on getting rain gauges installed.

3. Staff Management

4. Reporting

5. Business, Long Term Development

Equipment	Usage(ft²) March	Usage(ft²) February	Usage(ft²) January	Usage(ft²) December	Usage(ft²) November	Usage(ft²) October	Usage(ft²) September	Usage(ft²) August
Micro-turbines	3,179,000	2,948,000	2,311,000	3,118,000	3,248,000	3,322,000	3,143,000	2,298,000
Boilers	191,000	299,000	29,000	75,000	595,000	77,000	70,000	157,000
Waste Flare	9,000	66,000	0	0	142,000	9,000	80,000	150,000
Total Biogas Produced	3,379,000	3,313,000	2,340,000	3,193,000	3,985,000	3,408,000	3,293,000	2,605,000

Capital Project for Replacement Pumps and Piping for the Actiflow High Rate Sand Ballasted Tertiary Treatment Phosphorus Removal System at the Ithaca Area Wastewater Treatment Facility (IAWWTF)

WHEREAS, the Ithaca Area Wastewater Treatment Facility (IAWWTF) requires tertiary treatment for phosphorus removal to meet discharge permit limits, and

WHEREAS, the current system has lost redundancy due to sand pump and chemical pump failures, and

WHEREAS, the current style and age of pumps have contributed to redundancy and reliability concerns, and

WHEREAS, piping associated with the system has worn thin in places due to the abrasive sand pumped in the system, and

WHEREAS, electronic and control systems associated with the chemical feed system do not meet current standards, and

WHEREAS, Koester Associates are the exclusive local representative for the Kruger ActiFlow system, and

WHEREAS, a proposal has been provided by Koester Associates for \$93,350.00 which includes:

- A. Supply and install 2 McLanahan 3X3 Sand Pumps,
 - a. Removal/demo of old pumps and piping.
 - b. Provide all material and labor for the purpose of replacing and installing new pumps.

- B. Supply and install 2 Verder 5000 peristaltic chemical feed pumps
 - a. Provide skid with valves, pressure dampeners and calibration column.
 - b. Provide all PVC valves, unions, piping required to retrofit into existing process.
 - c. Includes labor, start up and training.

WHEREAS, a contingency fund of 10% (\$9,335.00) is necessary to allow for replacement of piping discovered to be deteriorated/failing that is not covered by the above work, subject to a time and material proposal, in addition to electrical/instrumentation work associated with new pump installation, now, therefore, be it

RESOLVED, that the Special Joint Committee (SJC) recommends to the Owners to establish IAWWTF Capital Project 424J Replacement Pumps and Piping for the Actiflow Tertiary Treatment Phosphorus Removal System in an amount not to exceed \$102,685.00, and be it further

RESOLVED, That SJC hereby recommends authorization of this project contingent upon action by all wastewater partners committing their percentage of reimbursement shares to the Joint Activity Fund allocated per the Joint Sewer Agreement as follows:

Municipality	Percentage	Project Cost
City of Ithaca	57.14	\$58,674.21
Town of Ithaca	40.88	\$41,977.63
Town of Dryden	1.98	<u>\$2,033.16</u>
		\$102,685.00