

Municipal Utility Commission March 2014 Meeting Minutes

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:30 PM on March 4, 2014 at BEGWS Small Conference Room.

Roll call

Chairman Rodbourn conducted a roll call. The following persons were present which constituted a quorum:

Chairman	Harold J. Rodbourn
Vice Chairman	Michael Austin
Commissioner	Barney Bonicave
Commissioner	Rhonda Sweet
Village Trustee	Michael Sweet
Director	Guy Hallgren
Others	Mayor Bill Von Hagn

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Austin and seconded by Commissioner Sweet, passed unanimously to pay the Abstract of Audited Vouchers: March 4, 2014 for Electric Fund of \$197,995.87. No Electric Upgrade bills were submitted for March payment.
- List of accounts payable and electronic fund transfers paid to date: February, 2014

Expense	Amount
Payroll for Period 4, 2014	\$66,573.46
New York State Sales Tax	\$11,164.45
NYMPA	\$639,7347.00
NYSEG	\$47,613.84
NYPA	\$87,931.05

Approval of minutes from last meeting

Motion by Commissioner Sweet and seconded by Commissioner Austin to accept as read for February 2014. Passed unanimously.

Petitions and Communications

- The Supervisor's Report for the month of February was reviewed by the Commissioners and a copy of this report is attached to and made part of these minutes.

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- The MUC received correspondence from the New York Power Authority (NYPA) that they continue to be concerned about the river flows projected for 2014. Current estimates are for sufficient generation capacity for March 2014.
- Director Hallgren submitted request to approve Union Contract language for publication. The MUC has requested the Village Attorney review the contract. Director Hallgren is authorized to sign the contract after review by the Village Attorney. Motion by Commissioner Bonicave and seconded by Commissioner Austin. Passed unanimously.
- Director Hallgren submitted request to ratify Union Memorandum of Agreement
- MUC Stipend ó Chairman Rodbourn stated that all 5 commissioner need to review. Request made to include this in 2014-2015 budget. Director Hallgren stated the maximum allotted amount was added to the budget. This discussion is to be tabled until budgets are presented in April and May.
- Bill Paying Session ó Chairman Rodbourn has inquired about changing the bill paying session normally scheduled for 8AM on the third week of the month to another time. Director Hallgren inquired whether one session per month would work as part of the MUC meeting on the 1st Tuesday of the month. The MUC has requested Director Hallgren to review the recommendations of the 2010 NYS Comptrollers report and report back to the MUC.
- Travel Policy Change request ó Director Hallgren made a request to the change language in the travelers meal section of the travel policy. The meal rate is for \$50 per day (tips included). Itemized receipts are required. . Motion by Commissioner Austin and seconded by Commissioner Sweet. Passed unanimously.

Accounting Department

- The budget variance report, operating spending report, and BEGWS contract expenditures report were submitted by Director Hallgren for review. These new reports will be used to identify risks in both spending and income as well as identify trends such that adjustments can be made to spending to ensure the organizations financial health.
- RAN Request - \$440,000 request for funds to offset increased energy cost cash flow issues was approved by Village of Bath Board. Financing has been accepted by 5 Star Bank. Village Attorney McAllister is drafting bank closing documents and processing is imminent.

Electric Department

- Director Hallgren provided an update of the Electric Upgrade project. A schedule of tasks was presented showing the progression to work to be completed. The MUC inquired how the conversion portion of work would impact the Village of Bath residents and businesses. It was stated that a communication plan was needed to inform the public on what they could expect for power outages as a result of the project. Director Hallgren said he would request a copy of the sequencing plan from O'Connell Electric and formulate a communication plan.
- A summary of the Valentine's Day 2014 Power Outage was submitted to the MUC for review.

Service Department

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- The Liberty Street Gas Main Project is in planning phase now. Chairman Rodbourn suggested looking into replacing the Waste Water and Water systems as well. Director Hallgren said he would ask the Supervisors for their thoughts on this and check into this inquiry.
- PSC Case Order 11-G-0565 Director Hallgren reviewed the PSC Order related to perform a risk assessment due to an explosion in the Town of Horseheads of a NYSEG customers home.

New Business

- Trash hauling will be changing to another vendor. The Village of Bath has awarded URDA trash hauling a contract for removal of BEGWS and Village trash. V
- The Village is proceeding with a parking lot paving project to be done this year. Lighting is a concern here and a request will be made to engineer and install some lighting to improve lighting in currently dark areas.

Executive Session

- Mayor Von Hagn made request to into Executive Session. Motion made by Commissioner Bonicave seconded by Vice Chairman Austin at 5:35PM to go into executive session to discuss personnel issues. Passed unanimously. Motion made by Vice Chairman Austin seconded by Commissioner Bonicave to leave executive session at 5:42PM. Passed unanimously.

Adjournment

Harold Rodbourn adjourned the meeting at 5:43 pm.

Minutes submitted by: Guy Hallgren

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BEGWS Supervisor Reports for February 2014

Accounting/Commercial Office/Meter Reading

- During the month BEGWS accounting staff completed and filed both the Calendar Year 2013 Gas Distribution Annual Report for the DOT Office of Pipeline Safety and the Annual Report of Natural & Supplemental Gas Supply & Disposition for the Energy Information Administration.
- Continued working on the 2014-2015 Budget.
- Updated the 2013-2014 projected to budget variance report.
- On February 6th, Jim Housworth & Director Hallgren traveled to Syracuse to attend the NYMPA special meeting that addressed the increase in NYMPA rates.
- Calculated retro payments due to union employees and then Jim Housworth met with Kelly Comfort and Andrew Burdin of the CSEA to reconcile.
- Throughout the month the accounting staff gathered information for Frank Radigan of the Hudson River Energy Group pertaining to the Electric and Gas rate cases and the outstanding gas LAUF issue.
- On February 19th Jim Housworth met with Frank Radigan of the Hudson River Energy Group to review the data for the Electric and Gas rate cases.
- During the month of February \$5,318.72 was spent on the Electric Upgrade Project for engineering.
- No QRS cases of a customer complaint were filed with the NYS PSC during the month of February against BEGWS.
- Month to date 6,575 meters have been read out of a possible 7,242. This is a 90.8% reading rate so far this month, with 1,821 meters still scheduled to be read. Percentage of meters not read by department are: Electric 5.2%, Gas 13%, & Water 14.4%. The primary reason for not getting a read is a lack of access to the meter and no coverage when a Meter Reader is off is another contributing factor.

Jim Housworth, Accounting Supervisor

Overhead Line Department

- Repaired 20 Street lights and Security lights
- Meter testing and replacement program to meet PSC requirements continues.
- 02/05/14 – Pole damage repaired and replaced following day. Snow plow struck a guy wire which in turn broke pole.

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- 02/14/14 – Power outage response. The NYSEG Bath Substation outage required caused several BEGWS circuits to trip when NYSEG reenergized its service to BEGWS. This required a concerted effort to restore all power. Several lines required phasing to fully restore power to all BEGWS Customers. See attached detailed report.
- Pole replacements, transfer or wires and services is ongoing in preparation for the April voltage conversion.
- The training and energizing of the new Fairview Substation has been rescheduled for March 7th. Shortly after the new transformers will be energized to soak for a period of time.
- The Meter Test lab has been thru a 5S process. The room has been cleaned out, dismantled, cleaned, repainted, and reorganized for more efficient operation.
- Work continues to sort, clean, and reorganize all line tool and materials storage areas.
- System voltages continue to be monitored due to the abnormally cold temperatures.

Mark Hawk, Overhead Line Supervisor

Utility Service Department

- Investigated 6 gas odor complaints.
- Repaired Volume Corrector @ Phillips Lighting due to complete loss of configuration caused by malfunction of backup batteries.
- Jason Causer and Don Bates have cleaned up the area above Gas meter test room and made trips to landfill to discard old computer accessories. They have also made bins so that we can generate revenue from our waste scrap metals.
- Integrated controls has completed the Gas Scada upgrade.
- Looking into (TAG) Technical Assistance Grants, which is a grant given to Utilities by the Department of Transportation. The monies from this grant (up to \$50,000.00 per utility) can be used to pay for Gas leak surveys, and equipment.
- Due to NYSPSC Case 11-G-0565 pertaining to the natural gas explosion in Horseheads NY on 1/26/11: It has been requested by the PSC that BEGWS do a Risk Assessment on our system to see if BEGWS has any situations similar to the case in Horseheads. If risks are found a remediation plan is required to also be filed. We are also required to ramp up our public education plan, and retain audio recording records of all telephonic gas order reports.

Steven Larsen, Utility Service Supervisor

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Utility Maintenance Department

Water:

- Repair 6" main leak (hole) East Washington St Ext.
- Repair 6" main leak (hole) near #2 Bundy Ave.
- Repair 6" main leak (circumferal) near #310 Burton St.
- Replaced probe in wet well at Woodland Acres

Gas: No work to report

Sewer:

- Requested MW Controls to reprogram Enviroranger controls at Woodland Acres because of power failure in village. The controller lost its memory.
- Cleaned Fruit Loop lift station of grease and washed down inside of lift station with lift station degreaser. (Sewer Truck)
- Unplugged clogged sewer main near Ling –Lings west end

General:

- Performed numerous Dig Safety markings
- Snow removal performed around Office and shop area
- Painted and did body work on U-4
- Cleaned and painted shop walls
- Painting wells at this time
- Have done many Dig Safely Requests

Daniel Borhman, Utility Maintenance Supervisor

Wastewater Treatment Plant

- Daily lab test & regular maintenance
- Repaired sludge line from digester to the belt press
- 2/17/14 control panel for primary eff. Pumps shut down restarted and stayed until flow was normal. Ran pump on manual until M.W. control came and made repairs to the drives and replaced the transducer .
- Removed the floating grease from the 3 clarifiers manually
- Dan Stratton has successfully passed his NYS test as the last step in acquiring his WWT Operator certification. All training and testing are completed.

Royce Hoad, WWTP Chief Operator

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Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 8:00 AM on March 18, 2014 at BEGWS Small Conference Room.

Roll call

Chairman Rodbourn conducted a roll call. The following persons were present which constituted a quorum:

Chairman	Harold J. Rodbourn
Vice Chairman	Michael Austin
Commissioner	Barney Bonicave
Commissioner	Rhonda Sweet
Liaison	Michael Sweet
Accounting Supervisor	James Housworth

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Sweet and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: March 18, 2014 for Electric Fund of \$89,888.42.
- List of accounts payable and electronic fund transfers paid to date: March 18, 2014

Expense	Amount
Payroll for Retro Pay	20,209.67
Payroll for Period 6, 2014	65,368.77

Adjournment

Motion by Commissioner Bonicave and seconded by Commissioner Austin, passed unanimously to adjourn the meeting. Harold Rodbourn adjourned the meeting at 8:31 am.

Minutes submitted by: James Housworth