

Municipal Utilities Commission

June 2014 Meeting Minutes

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:29 PM on June 3, 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	Rhonda Sweet
Commissioner	William Heigel
Director	Guy Hallgren
Village Trustee	Mike Sweet

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Austin and seconded by Commissioner Heigel, passed unanimously to pay the Abstract of Audited Vouchers: June 3, 2014 for Electric Fund of \$32,251.00. List of accounts payable and electronic fund transfers paid to date: June 30, 2014

Expense	Amount
CNG	\$93,730.47
Payroll for Period 12 , 2014	\$66,337.35
New York State Sales Tax	\$12,145.50
NYMPA	\$49,973.60
NYPA	\$83,774.03
Accounts Payable 6/19/14	\$134,842.37
Electric Upgrade 6/19/14	\$10,986.75
Payroll for Period 13 & Buyout, 2014	\$104,653.20
Electric RAN Principal/Interest	\$441,376.71

Approval of minutes from last meeting

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

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Petitions and Communications

- The supervisors report for the month of May were reviewed by the Commissioners and a copy of this report is attached to and made part of these minutes.

Supervisors Report - Accounting/Commercial Office/Meter Reading

- Updated the 2013-2014 projected to budget variance report.
- Throughout the month the accounting staff gathered information for Frank Radigan of the Hudson River Energy Group pertaining to the Gas rate case.
- During the month the accounting staff provided information to Harbridge Consulting for the 2013-2014 GAS 45 valuation that is required to be completed this year.
- BEGWS Commercial Office Staff started the process of calculating next year's budgets for customers who elect to join the budget plan to pay their utility bills.
- On 5/23/14, BEGWS renewed a \$6,340,000 BAN for the Electric Upgrade Project. BEGWS also made principal and interest payments of \$499,203 on the maturing BAN.
- BEGWS is now offering direct withdrawal to its customers. This will give the customers the opportunity to have their utility bill paid by automatically transferring the funds from their bank account on the due date each month. A notice and enrollment form was mailed to each customer with the May utility bills.
- During the month of May \$4,746.33 was spent on the Electric Upgrade Project, primarily for engineering.
- No QRS cases of customer complaints were filed with the NYS PSC during the month of May against BEGWS.
- Month to date 7,352 meters have been read out of a possible 7,947. This is a 92.5% reading rate so far this month, with 735 meters still scheduled to be read. Percentage of meters not read by department are: Electric 4.3%, Gas 10.5%, & Water 11.1%. The primary reason for not getting a read is no coverage when a Meter Reader is off and a lack of access to the meter is another contributing factor.
- Currently we have 840 electric meters being read by radio. This is about 19% of our electric meter population. We currently have 206 e-bill customers and 28 Direct Withdrawal customers.

Jim Housworth – Accounting Supervisor

Supervisors Report for Electric Department

- Repaired several Street lights and security lights
- Connected a few new service upgrades
- Set a new pole and transferred to prepare for a new service on Roosevelt Ave.
- Installed and wired new Bitronics amp gauges at the new Fairview Substation
- O'Connell Electric finished the testing of the differential relays at the Fairview Substation
- Contractors completed their part of the 12 KV upgrade project aided by BEGWS crews converting all the primary underground
- Decommissioned Faucett, Fairview 1, Fairview 2 and Wilson Substations.
- Approximately 80 % of the system load has been transferred to the new Fairview Substation

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- Responded to callouts at Hickory Hill Rd., East Morris Street, Steuben Street, Pultney Park, Bundy Ave. and Coon Rd.
- Connected extra power sources for events in the Park
- Bryce Davis attended Apprentice Line School 5/20-5/23/14
- Attended NEPPA Safety training class on 5/2/14 discussions included Pre job briefing and a fatality in Florida
- Todd Venema retired on 5/31/14 after 27 years of service

Supervisors Report for Service Department

- Job Hazard Investigated 2 gas odor complaints.
- Installed new gas services at The Masonic Temple in the Fairgrounds, and 6671 Daffodil Dr.
- Changed out 11 Gas meters (275 class) .
- Met with Ken Resca form the PSC to discuss last years meter change deficit, and this upcoming years schedule.
- Performed annual inspections and adjustments of gas system relief valves.
- Began mowing season.
- All employees attended the following health and safety training:
 - Job Hazard Analysis
 - Personal Protective Equipment
 - Noise and Hearing Conservation

Steve Larsen – Service Department Supervisor

Supervisors Report for UGLM

- Replaced water service curb to house 106 Gibson St
- Repaired Hydrant # 123 on Maple Heights
- Repaired water main leak on Ark St
- Repaired water main leak on Muck Circle
- Attended Southern Tier Water Works Conference in Big Flats
- Hydrant Flushing program currently underway. It was started on May 18th and will be completed by end of business June 6th. Work is about 80% complete. The last time flushing was completed was 6 years ago.

Gas:

- Installed new H P service to Daffodils St (Wildflower Hills)
- Have done many Dig Safely Requests
- Currently doing Topsoil in the village

Dan Borhman – UGLM Supervisor

Supervisors Report for Waste Water Treatment Plant

- Replaced 12” Primary Effluent Check Valve
- Replaced 12” Primary Effluent Pump
- Outflow Inspection – Site visit was made by the inspection company. The inspection could not be made as the river level was too high due to rains.
- The plant is receiving 400,000 gpd more influent. The cause is being investigated by the UGLM department. The source has not yet been found.

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- Peak flows are now at 1.5MG for about a 2 hour period. Flows ebb to about 200,000 gpd at night.

James Hoad – Waste Water Treatment Plant Operator

- 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 June 2014 thru November 2014.
- **Demand Response**
200kW of BEGWS backup electric generation has been put in reserve with the New York Independent System Operator through Customized Energy Solutions. In turn BEGWS receives a monthly payment of \$950 (\$11,400) for having this peak shaving generation in reserve. In addition if BEGWS is requested to operate generator during a peaking event then BEGWS will be compensated a per kwh payment for kwh generated .
- **Consent Order for MGP Site**
A consent order has been sent by the NYSDEC to create and file a site characterization work plan. This communication has been forwarded to the Village Attorney and our Steuben County Legislator.

Accounting Department

- The budget variance report, operating spending report, and BEGWS contract expenditures report were submitted by Director Hallgren for review. The variance report as submitted show positive budget result from May 30, 2013 to June 2, 2014 of \$46031.

Electric Department

Electric Upgrade Conversion project

The 12.5kV substation upgrade and electric conversion work was completed as of May 14, 2014. Essentially all customers east of Liberty St. (approximately half the BEGWS Customers) are now operating at 12.5kV. Next steps are for administrative and contractual close out, and planning the next phases of converting the rest of the BEGWS system.

Serious Incident Review

A SIR was conducted on May 9, 2014 with O'Connell Electric and all BEGWS Line Crews to review an incident in which under rated lightning arrestors were energized at 12.5kV and immediately faulted. The LA's opened and no crews were injured. The reasons for the incident were investigated as well as preventative measures to be employed to prevent a reoccurrence from happening again.

Personnel

Assistant Line Supervisor Jeff Smalt remains off duty until approximately June 16, 2014.

Line Worker – Todd Venema tendered his retirement notice on May 15, 2014 effective May 30, 2014.

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Adjournment

Request for Adjournment by Commissioner Vice Chairman, Austin seconded by Commissioner Sweet.

Harold Rodbourn adjourned the meeting at 5:25pm.

Minutes submitted by: Guy Hallgren