

Municipal Utilities Commission

July 1, 2014

Meeting Minutes

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:29 PM on July 1, 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
Commissioner	Barney Bonicave
Director	Guy Hallgren

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Sweet and seconded by Commissioner Heigel, passed unanimously to pay the Abstract of Audited Vouchers: July 1, 2014 for Electric Fund of \$204,116.74.
- List of accounts payable and electronic fund transfers paid to date: July 31, 2014

Expense	Amount
CNG	\$57,988.17
NYSEG	\$15,021.05
Payroll for Period 14 , 2014	\$69,510.10
New York State Sales Tax	\$8,643.03
NYMPA	\$24,526.00
NYPA	\$60,072.55
Accounts Payable 7/23/14	\$162,230.20
Retro Longevity Pay 7/11/14	\$4,844.26
Payroll for Period 15, 2014	\$69,877.86

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Approval of minutes from last meeting

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

The supervisors report for the month of June were reviewed by th Commissioners and 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.
- BEGWS accounting staff provided Frank Radigan of the Hudson River Energy Group with information to respond to discovery questions from the NYS Public Service Commission pertaining to our electric rate case.
- During the month the accounting staff continued to provide information to Harbridge Consulting for the 2013-2014 GAS 45 valuation that is required to be completed this year.
- BEGWS Commercial Office Staff completed the calculation of next year's budgets for customers who elect to join the budget plan to pay their utility bills.
- BEGWS accounting staff has been working on the annual reconciliation of the Temporary State Assessment for both the Electric and Gas departments.
- On 6/11/14, BEGWS paid the \$440,000 RAN for the Electric department plus \$1,376 interest.
- Water Units have started being billed to customers this month. The revenue raised from the water units will be used to pay the Bond for the water upgrade project, and to make capital purchases for the water department.
- On 6/24/14, Kathleen Clark started work at BEGWS as Summer Employee. Kathleen will be working in the Commercial, Accounting and Administrative Offices throughout the summer.
- During the month of June \$10,986.75 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 June against BEGWS.
- Month to date 6,683 meters have been read out of a possible 7,629. This is a 87.6% reading rate so far this month, with 1,413 meters still scheduled to be read. Percentage of meters not read by department are: Electric 6.8%, Gas 18.6%, & Water 18.2%. 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 major factor.
- Currently we have 850 electric meters being read by radio. This is about 19.5% of our electric meter population. We currently have 212 e-bill customers and 176 direct withdrawal customers.

Jim Housworth – Accounting Supervisor

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Supervisors Report for Electric Department

- Repaired 3 street lights and 8 security lights
- Connected new services at Robie st, Babcock Hollow, and E Washington Ext.
- Replaced a rotten pole on Haverling St.
- Retired security lights on 415 S.
- Hung several banners and installed extra power outlets for the dairy parade.
- Responded to callouts at the National Hotel, Haverling School, McMaster St, the county building, Haverling St, Rumsey St. Ext, Whiting St. and Burton St. We are seeing many more outages lately due to the higher primary voltage. Most of these outages were caused by squirrels and birds. I suspect this trend will continue.
- Retired 12 poles and all the hardware inside the old Fairview Substation as we are hoping to sell the old substation transformers. This work included retiring all the old wire and metering equipment
- We continue to use our spare time to change transformers and insulators for the next part of the 12 KV conversion.
- Due to the shortage of lineworkers, I will be in the field in a bucket truck almost every day. We only have enough workers to run one bucket unless I go out in the field. Hopefully this problem will be resolved soon with some new hires.

Mark Hawk – Electric Line Department Supervisor

Supervisors Report for Service Department

- Investigated 5 gas odor complaints.
- Began annual gas leakage survey, this will go on for several weeks.
- Installed water meter radios @ Village Laundromat, and Taco Bell
- Met with Rick Lepkowski from the PSC for annual records audit, he will return in July to continue audit.
- Rebuilt gas meter set @ 7000 Golfview, due to broken meter connector.
- Attended Health and Safety Training for Bloodborne Pathogens, Chemical Hazards, and Confined Space Entry.

Steve Larsen – Service Department Supervisor

Supervisors Report for UGLM

- Replaced water service main to curb at 412 Haverling St
- Replaced Hydrant # 119 on Murray Ave.
- Repaired water main leak on Perkins c/o Fairview Drive (circumferal)
- Repaired four valve boxes on West Morris St (new top halves)
- Hydrant Flushing program completed
- Gas :Replaced service curb to house 115 Cruger St
- Preparing for Liberty St upgrade
- Have done many Dig Safely Requests
- Removed Dam at WWT outfall area

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- Attended Health and Safety Training for Bloodborne Pathogens, Chemical Hazards, and Confined Space Entry.

Dan Borhman – UGLM Supervisor

Supervisors Report for Waste Water Treatment Plant

- Daily lab test & reg maintenance
- Drained# 1 secondary tank and power washed diffusers
- Replaced primary pump #2
- Replaced polymer blending unit in front of the belt press
- Replaced transducer on control panel for primary eff pumps
- Flow meters were calibrated
- Made a trip with Guy Hallgren to Johnstown to look at anaerobic digesters
- Pressed 160,800 gals of sludge for village of Dansville

Royce Hoad – Waste Water Treatment Plant Operator Supervisor

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Petitions and Communications

Hydro Allocation – no reduction in firm hydro energy sales are anticipated for July 1 – July 31, 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

Sewer Rates

The request for a 12.5% sewer rate increase was approved by the Village Board during their June 17th meeting. BEGWS will take action to implement this rate increase in the first billing cycle in July.

Water Unit Charge

The water unit charge requested by the MUC and approved by the Village Board in July of 2013 has been implemented. A letter was inserted into all customer bills stating what we were doing why we were doing it and when they would see this charge on their bills.

Check Scan Capability

BEGWS will soon be deploying check scanning capability to its accounting administration processes. The purpose of doing this is to deposit monies sooner thereby compressing the time between account payable for energy costs and accounts receives through customer billings.

Electric Department

Line Department Personnel

The electric line department now has a deficit of two line mechanics due to retirement and illness. BEGWS will be working 16 hours of overtime per week to help in keeping up with this deficit of manpower. Director Hallgren has begun the process of filling the retiree position by notifying Civil Service and requesting test for both apprentice and fully qualified line workers.

Electric Upgrade Conversion project

NYSEG has tied the 535 transmission line into the Fairview sub. This provides a second redundant transmission circuit to the substation which will improve reliability. In addition BEGWS crews are removing poles, wire, and other infrastructure no longer needed for the operation of the substation.

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Service Department

PSC Audit

Rick Lepkowski started an operational audit of the Gas functions on June 16. Rick's audit was cut short due to a gas emergency. He was to renew his audit on June 25th but has not yet been back.

Waste Water Treatment Plant

WWTP Upgrade

Director Hallgren will be making a presentation to NYSERDA and the NYPA on July 11th in Corning NY. The presentation is to cover a proposal to change the waste water treatment plant from a cost center to a profit center. The goal is to produce energy and accept waste from existing and potential agricultural industry as a hub for waste.

Motion by Commissioner Bonicave to proceed with moving forward with changing the Waste Treatment Plant into a Resource Recovery Hub which reduces green house gases and generates electric for the community as well as itself. Seconded by Commissioner Heigel. Passed unanimously.

Adjournment

Request for Adjournment by Commissioner Bonicave, seconded by Commissioner Sweet.

Harold Rodbourn adjourned the meeting at 5:59pm.

Minutes submitted by: Guy Hallgren