

**Bath Electric Gas & Water Systems
MUNICIPAL UTILITY COMMISSION
Meeting Minutes**

NOVEMBER 4, 2014

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:32 PM on November 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	Rhonda Sweet
Commissioner	William Heigel
Commissioner	Barney Bonicave
Director	Guy Hallgren
Village Trustee	Michael Sweet

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Bonicave and seconded by Commissioner Sweet, passed unanimously to pay the Abstract of Audited Vouchers: November 7, 2014 for Electric Fund of \$231,694.
- List of accounts payable and electronic fund transfers paid to date: October 31, 2014

Expense	Amount
CNG	\$92,714.36
Payroll for Period 22, 2014	\$71,992.03
New York State Sales Tax	\$6725.00
NYMPA	\$17,285.00
Accounts Payable 10/23/14	\$135,172.03
Payroll for Period 23, 2014	\$70,484.43

Approval of minutes from last meeting

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

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Supervisors Report

Accounting/Commercial Office/Meter Reading

- Updated the 2014-2015 projected to budget variance report
- On 10/8/14 BEGWS filed its Annual Gas Cost Adjustment Reconciliation with the NYS Public Service Commission. This year's reconciliation resulted in a \$92,909 over collection which will be refunded to customers through our monthly GAC at a rate of \$.3377/MCF. For the reconciliation period 9/1/13 through 8/31/14 our annual lost and unaccounted for gas was .19%.
- On 10/23/14 PSC Staff met with BEGWS Accounting Staff to review the Annual Gas Cost Adjustment Reconciliation. One minor adjustment was made, which resulted in a \$.002/MCF change.
- BEGWS accounting staff continued to provide information and answer a few questions for The Bonadio Group throughout the month. The audit results are expected to be presented at the Village of Bath Board meeting in November.
- BEGWS received information on the Home Energy Assistance Program for the upcoming heating season. Regular HEAP will open 11/17/14 and Emergency HEAP will open 1/2/15.
- On 10/7/14, Kris New started work at BEGWS as an Accountant.
- During the month of October \$0 were spent on the Electric Upgrade Project.
- Month to date 7,371 meters have been read out of a possible 7,983. This is an 92.3% reading rate so far this month, with 1036 meters still scheduled to be read. Percentage of meters not read by department are: Electric 4.0%, Gas 11.5%, & Water 11.6%. 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 894 electric meters being read by radio. This is about 20.5% of our electric meter population. We currently have 220 e-bill customers and 241 direct withdrawal customers.
- No QRS cases of a customer complaint were filed with the NYS PSC during the month of October against BEGWS.

Jim Housworth – Accounting Supervisor

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Line Department

- Repaired 28 street lights and 1 security light
- Repaired High Mast lights at exit 38 including a major underground repair on the Eastbound off ramp
- Changed banners twice. Once for the wineglass marathon and once for the winter banners
- Connected new services at 116 Robie St. and E. Wash. Ext.
- Responded to outages at 170 E. Morris St, Pultney Park, Manor Village, 54 Steuben St., Liberty St. and Roosevelt Ave
- Repaired lines and changed pole on Mountain View Rd. West due to a car pole accident
- Began changing insulators and transformers in the Robie St./ Colonial Lawns area, moving West of Liberty with the 12 KV conversion
- Continued work on the annual meter testing program, changing over 40 meters to radio read
- Bryce Davis attended Apprentice school October 14-17
- Electric crew attended Safety training on 10/6/14, topics included insolate and isolate safety

Mark Hawk – Line Department Supervisor

Service Department

- Investigated 7 gas odor complaints
- Continuing gas leak survey. The goal is to leak survey 100% of the BEGWS system
- Rebuilt Gas service @ Chat a While Restaurant. A major leak was discovered upon pressure testing. UGLM and Service crews worked until 8:30PM to install and test new service.
- Rebuilt Gas Service @ 18 E William St , customer requested 2 additional meters.
- Greg Havens and Jason Causer spent several hours cleaning up Fairview substation.
- Changed out 44 gas meters. Will be receiving gas meters from Utilities and Industries. These gas meters will allow us to eliminate the rest of the tin meters per PSC orders, and satisfy our requirements fro the rest of the meter population.
- Completed inspection and adjustment of the Oil Seals. (Dist. Regulator Relief)
- Met with Rick Lepkowski from the PSC to continue annual Records audit.

Steve Larson – Service Department Supervisor

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UGLM Department

Gas:

- Replaced service main to house at 28 Shannon St.
- Installed new service curb to building at 110 E. Steuben St. (Bath Ambulance)
- Repaired leak on main at 115 Liberty St.
- Replaced service main to house at 12 Elm St.
- Have replaced all services on Liberty St where new main was installed
- Ready to tie in new main to old at East William St.
- Sewer: Flushed clogged main on Liberty resulting from Bin Bins grease
- Removed gas and water services from old R/R building on Conhocton St.
- Have done many Dig Safely Requests

Dan Borhman – UGLM Department Supervisor

Waste Water Treatment Plant

- Daily lab test & reg maintenance
- Made repairs to grit feed pump
- Replaced bearings in 2 digester blowers
- Repaired water line in the basement

Royce Hoad –Waste Water Treatment Plant Supervisor

BEGWS Admin Building Spruce Up Project

The east side of the administration building will undergo a spruce up project beginning in November. Work will include modifying the foyer entry area to make it more inviting yet provide enhanced safety to the Customer Service workers. The existing conference room will become office space and a larger conference room will be constructed where the existing cubicle are now. In addition painting, ceiling tiles, and flooring will be modified to increase the working efficiency of the space. The west side of the building will be spruced up at a later date.

AMI Pilot

Verizon Wireless has offered to provide a pilot AMI system to test its new platform for AMI hardware and software. They will be making a visit in the near future to assess BEGWS viability for their system.

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LAUF Recovery

Director Hallgren attended a meeting with the PSC on October 16th in Albany to request recovery of LAUF gas revenues as a result of erroneous meter reads at the Murray Ave. station. The total monies requested for recovery are \$666,000. The recovery of the stated monies will occur over a period several years. The PSC has requested that the memorandum of understanding with CNG be finalized prior to recovering the stated monies from the customer base.

Gas Reliability Projects

During the meeting with the NYS PSC, the PSC expressed an interest in seeing BEGWS work on replacing bare unprotected steel gas main. PSC was impressed with BEGWS efforts in replacing the gas main on Liberty Street. Director Hallgren stated that there is 16.69 miles of bare unprotected steel in the BEGWS service territory. One mile of line replacement per year would be required to replace all pipe within 15 years. To accomplish this would require additional manpower and work equipment. Director Hallgren will assess with supervisor input and report back BEGWS needs to make this happen.

Payroll and Accounts Payable

Both Payroll and Accounts Payable processes have been moved to the accounting departments.

Electric Department

- Conversion Work – Transformers will be ordered in the near future to begin conversion work for the remainder of the BEGWS customers west of Liberty Street.
- Pultney Park Lighting – The decorative lighting in Pultney Park will be relamped beginning November. All lights will be replaced. Globes which are yellowed and faded will be replaced as well. This is being done at the request of Village residents and officials. The projected cost will be about \$3000.
- High Mast Lighting System Maintenance – The Village asked BEGWS to replace and make operational, the high mast lighting system around Route 86 at the exit 38. This work was completed on October 9th. Additional relamping required will require special highway permitting and traffic safety measures.

Service Department

- Remote Dispatch Capability – A plan is being worked on to create remote dispatch capability. This plan would remove the 3rd shift at the service desk and provide service via smart phone and transfer capability as well as remote SCADA capability. The reason for this is to move as many people to the field as possible and still provide 24/7 access for the customers.
- Village of Hamilton Call Center Support – BEGWS now support the Village of Hamilton's new natural gas systems with SCADA monitoring and dispatching support.

UGLM Department

Liberty Street Gas Main Replacement – All gas main on the east side of Liberty St. is replaced to William Street. A main tie in to William Street is complete. All service tie ins are complete. BEGWS will repave the cut trench on the east side of Liberty Street. Work will commence on the West side of Liberty St. as long as the weather permits.

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WWTP Department

WWTP Upgrade Project

A meeting was held with the NYS DEC in their Avon office on October 14th. The purpose of this meeting was to present the WWTP upgrade project as well as the request to encroach on the existing wetlands. The DEC reacted to this plan favorably although they are looking for more detail. Meetings were held with Kraft foods to ascertain their level of interest sending high nutrient waste to the resource recovery hub. They expressed interest in our project.

Personnel

Service Desk Operator – This position has been posted for filling upon Bob Erwin’s retirement

Adjournment

Request for Adjournment by Commissioner Bonicave, seconded by Vice Chairman Austin. Harold Rodbourn adjourned the meeting at 5:43pm.

Minutes submitted by: Guy Hallgren