

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

MARCH 3, 2015

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:30 PM on March 3, 2015 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	Bill Heigel
Commissioner	Barnie Bonicave
Director	Guy Hallgren

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Vice Chairman Austin and seconded by Commissioner Bonicave, passed unanimously to pay the Abstract of Audited Vouchers: March 3, 2015 for Electric Fund of \$70920.25.
- List of accounts payable and electronic fund transfers paid to date: February 2015.

Expense	Amount
CNG	\$335,241.88
Payroll for Period 6	\$69,214.87
NYPA	\$90,226.65
New York State Sales Tax	\$14,460.09
NYMPA	\$313,358.00
Accounts Payable 3/9/15	\$35,900.56
Accounts Payable 3/17/15	\$222,331.21
Payroll for Period 7	\$67,910.20

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Approval of minutes from last meeting

Motion by Commissioner Sweet and seconded by Vice Chairman Austin to accept as read for February 2015. Passed unanimously.

Petitions and Communications

Supervisors Reports

Accounting/Commercial Office/Meter Reading

- During the month BEGWS accounting staff completed and filed the Calendar Year 2014 Annual Report of Natural & Supplemental Gas Supply & Disposition for the Energy Information Administration.
- During the month of February the Accounting Staff has started the budgeting process for the 2015 – 2016 budget. We have been gathering information on labor, health, dental & vision insurance rates, workers compensation insurance rates, tax rates, pension rates, etc. Currently the portions of the budget that have been completed are the labor, health, dental, & vision insurance, and PILOT payment calculations. The remaining portions of the budget are being worked on daily and a preliminary budget should be available early in March.
- Updated the 2014-2015 projected to budget variance report.
- On February 13th BEGWS has upgraded to the Edmunds version 3.2.
- During the month of February \$0 were spent on the Electric Upgrade Project .
- Two QRS cases of a customer complaint were filed and resolved with the NYS PSC during the month of February against BEGWS.
- The Commercial Office staff continues sending letters to property owners who have delinquent water, sewer, & sewer unit accounts. The letter is a last chance to pay the outstanding balances of 2014. All unpaid balances will be sent to the Town or Village to be added to the upcoming tax bill.

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- Currently we have 963 electric meters being read by radio. This is about 22% of our electric meter population. We currently have 247 Direct Withdrawal customers and 216 E-Bill customers.
- Month to date 6,113 meters have been read out of a possible 7,671. This is a 79.7% reading rate so far this month, with 1,410 meters still scheduled to be read. Percentage of meters not read by department are: Electric 13.7%, Gas 26.7%, & Water 27.8%. The primary reason for not getting a read is weather conditions, a lack of access to the meter and no coverage when a Meter Reader is off is another contributing factor.

Jim Housworth – Accounting Supervisor

Line Department

- Work with Steuben County to assist them with repair of their parking lot lighting. There were about 30 lights in need of repair.
- Repaired several Street and Security lights
- Responded to 3 call outs.
- Continued work on Howell street for the 12 KV upgrade
- Set pole at Goodrich Auto on Worth Rd. to provide service for a new sand blasting shop
- Assisted UGLM with the thawing of frozen services. The digger truck was used to auger holes through the frost layer to access frozen water pipes. Doing this dramatically increased the speed of repair and returned the customers to service faster.
- Jeff Smalt is back to full duty as the Assistant Line Supervisor

Mark Hawk – Line Department Supervisor

Service Department

- Investigated 9 gas odor complaints
- Completed public building survey
- Changed out 2 Gas Meters
- Changed out 5 Water meters due to frozen meters.
- Completed first of year gas meter test.
- Installed new gas service @ 23 Whiting due to leaking service.
- Installed new Regulator and relief valve @ County farm complex due to failure of old regulator

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- Repaired leaking gas service @ 5 Dogwood Street

Steve Larsen – Service Department Supervisor

UGLM Department

- Frost is approaching a depth of 4'. A minimum of six services have frozen causing many hours of repair. Both Line and Service crews have assisted in excavating, thawing and repairing frozen services. Guy Hallgren released a public statement requesting customer to let their faucets drip to prevent additional frozen mains and services.
- There appears to be some additional mains broken as the system is losing water. Water tank levels are diminishing while pumping from wells is increasing. A major effort will put on to access where the system is leaking and make necessary repairs.
- It is anticipated that there will be additional main breaks when the weather warms to a point where the frost begins receding from the ground.
- Dug gas leak at Dogwood St in Lake Country Estates
- Replaced gas service main to house at 80 Geneva St
- Replaced gas service main to house at 23 Whiting St
- Unthawed four water services under the streets and parking lots
- Water: Repaired main break on Williamson Terrace (Circumference)
- Sewer: Flushed main on West Morris St (Burger Alley)
- Attended Water credit class in Hornell
- Have done many Dig Safely Requests

Dan Borhman – UGLM Dept. Supervisor

Waste Water Treatment Plant

- Daily lab test & reg maintenance
- Pressed 110,000 gals of sludge for Village of Waverly
- Ice removal from sweeps, cross collector, and bar screen
- The extreme cold weather is causing operational problems. The west primary clarifier chains have snapped making the flights inoperable. The aerobic digesters are freezing over. Continuous ice removal is required at the bar screen operation.

Royce Hoad – WWTP Supervisor

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SUNY Best Presentation

Director Hallgren made presentation to SUNY Best at Binghamton University on February 5th at 10am. The presentation covered BEGWS plans for deploying smart grid technology and the conversion of the WWTP to a resource recovery hub.

Letter of Support for NY Prize Application

BEGWS will be filing application with the help of Wildan Energy Solutions for a feasibility study for deploying Smartgrid in the Village and Towns of Bath. If awarded, the funding could be as much as \$10 million in state grants. BEGWS has requested a letter of support from the Bath School District as well as the Village of Bath as part of the filing for this application. The letter of support shows the communities commitment to installing a smartgrid.

Uniform Clothing

A team has been formed within in the Construction Services Department to look at the clothing for the field personnel at BEGWS. Several vendors have been contacted to review options. Unifirst and Centas have provided the team with specifications. The team is investigating which options make the most sense in terms of flexibility, variety, safety and cost. It is expected the team will select a course of action by the end of March.

Accounting:

Budgets are on track to meet or exceed goals set in June of 2014.

Vice Chairman Austin requests the addition of cumulative YTD column added to budget spreadsheets.

Street Lighting Rates

With the interest of LED street lights being expressed by village officials, rate for installing and operating LED street lighting needs to be investigated and proposed to the NYS Public Service Commission. BEGWS will begin review of this as soon as budgets are complete for 2015-2016.

Projects

MGP Site Cleanup – No work performed in February. Director Hallgren to contact GEI in March to draft formal response to NYS DEC. Pat McAllister to be called for support regarding this issue.

Cycled Tree Trimming Program

Sandra Bushnell a retired NYSEG Forester has been hired to review, assess, and complete a cycled tree trimming program for BEGWS. To date she has assessed all circuits and produced a “ hot spot” tree trimming plan. In addition she will be reviewing all distribution circuits for tree clearances, prioritizing

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circuits and creating a plan to trim trees on a 4 year cycle. BEGWS will engage contract tree crews to perform this work. Lewis and Strauss tree trimming contractors were identified as two potential bidders.

Remote Dispatch

Memorandum of agreement has been drafted and sent to LRS for their input to wording. BEGWS is waiting for final review from LRS. Upon a positive vote for Remote Dispatch Operator rates, BEGWS will begin reorganizing the service desk to provide one shift of operation five days per week. The main benefit of this program is to allow BEGWS to fill positions in the UGLM group. Remote dispatch has been made possible thru the phone system upgrades, software upgrades and the team effort with the union.

Spruce Up Project

Demolition of the large conference room has commenced. Two workstations have been ordered so that the accountants can be relocated to the former large conference room. Carpeting will be quoted, ordered and installed after painting is complete. Once this work is complete then demolition of the larger office area will begin.

Advance Meter Infrastructure (AMI)

Verizon Wireless previewed the Grid Wise AMI software with BEGWS on February 24th. Verizon has approved BEGWS for installation of a pilot AMI system to production test their systems.

RRH

Project Charter - The Resource Recovery Hub Project is complete. The project charter provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager. It serves as a reference of authority for the future of the project. The terms of reference are usually part of the project charter.

Progress Report

- SEQR Resolution updated and submitted to EFC
- Preliminary Engineering Facilities Plan drafted and distributed on February 26
- Request for financing issued to EFC on March 2nd
- Detailed engineered to begin in March
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Executive Session – no executive session requested

Adjournment

Request for Adjournment by Commissioner Heigel, seconded by commissioner Bonicave. Harold Rodbourn adjourned the meeting at 6:15pm.

Minutes submitted by: Guy Hallgren