

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

APRIL 7, 2015

**Call to order**

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:29 PM on April 7, 2015 at BEGWS Small Conference Room.

**Roll call**

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

|                 |                 |
|-----------------|-----------------|
| Vice Chairman   | Michael Austin  |
| Commissioner    | Rhonda Sweet    |
| Commissioner    | Bill Heigel     |
| Commissioner    | Barney Bonicave |
| Director        | Guy Hallgren    |
| Village Trustee | Mike Sweet      |
| Mayor           | Bill VonHagn    |

**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: April 7, 2015 for Electric Fund of \$70920.25.
- List of accounts payable and electronic fund transfers paid to date: March 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  |

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

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APRIL 7, 2015

## **Approval of minutes from last meeting**

Motion by Commissioner Bonicave and seconded by Commissioner Heigel to accept as read for March 2015. Passed unanimously.

## **Petitions and Communications**

### **Supervisors Reports**

#### Accounting/Commercial Office/Meter Reading

- During the month BEGWS Accounting Staff continued working on the 2015-2016 Budget.
- Updated the 2014-2015 projected to budget variance report.
- On March 3<sup>rd</sup> the Accounting Staff submitted the Form EIA-861, Annual Electric Power Industry Report, to the US Department of Energy.
- On March 20<sup>th</sup> all of 2014 delinquent water, sewer, & sewer unit accounts were submitted to the Village and the Town. The amounts submitted this year to be applied to upcoming tax bills were \$41,740.49 for the Village and \$692.64 for the Town.
- On March 25<sup>th</sup>, Roosevelt and Cross was the low bidder on the Electric Upgrade Project Bond with an interest rate of 3.082%.
- Currently we have 972 electric meters being read by radio. This is about 22% of our electric meter population. We currently have 250 Direct Withdrawal customers and 218 E-Bill customers.
- During the month of March \$0 were spent on the Electric Upgrade Project.
- No QRS cases of a customer complaint were filed with the NYS PSC during the month of March against BEGWS.
- Month to date 5,135 meters have been read out of a possible 7,244. This is a 70.9% reading rate so far this month, with 1,841 meters still scheduled to be read. Percentage of meters not read by department are: Electric 16%, Gas 41.9%, & Water 45.1%. The primary reason for not getting readings is having one meter reader out due to injury for 8 days with no coverage and lack of access to the meters is another contributing factor.

Jim Housworth – Accounting Supervisor

#### Electric Line Department

- Repaired over 20 Street lights and several security lights.
- Continued work on the 12kV conversion, setting poles and changing insulators off of W. William St. and Howell.
- Supplied bucket, chipper and three men for contribution work for the village. Over 20 trees were removed over the seven day span.
- Repaired the customer owned lights for the Dorman Library.

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

---

APRIL 7, 2015

- Set pole and ran new wire for a new service at Goodrich Auto.
- Responded to callouts at Cty Rte 11, Allen St, Salubria Drive and East William. Ext
- Continued work on the 2015 meter test program.

Mark Hawk – Electric Line Supervisor

## Service Department

- Investigated 7 gas odor complaints
- Investigated 2 carbon monoxide complaints
- Changed out 2 Gas Meters
- Rebuilt gas service at 6764 county route 10 due to ice falling from roof damaging service.
- Dug up and replaced pressure sensing line at the E William St. Oil Seal
- Submitted “proposed” gas meter test schedule to Ken Resca for the PSC for approval.
- Painted walls, removed carpet and scraped the floor in preparation for new carpet in preparation for new office space in large conference room.
- Followed up on existing gas leaks to remain compliant with PSC regulations

Steve Larsen – Service Department Supervisor

## Underground Line Maintenance Department

- 3/2/15 Thaw frozen pipe at #6 Purdy St
- 3/2/15 Thaw frozen pipe at #8 Howell St
- 3/3/15 Thaw frozen pipes Flood Control West Morris St
- 3/4/15 Thaw frozen pipe at old maintenance shop Country Club
- 3/6/15 Thaw frozen pipe at #6 Whiting St
- 3/9/15 Thaw frozen pipe at Jones warehouse Buell St
- 3/10/15 Replace water service main to house at 109/111 Cruger ST.
- 3/15/15 Repair main leak near 15 Wood St on Charles St.
- 3/16/15 Repair main leak c/o Robie & Whiting St
- 3/18/15 repair main leak near 327 E. William ST.
- 3/19/15 repair main leak in front of 24 Geneva ST.
- 3/24/15 repair main leak in front of 321 E. William ST.
- 3/25/15 Repaired fluoride system at well #4
- Performed monthly water samples testing for Department of Health
  
- 3/11/15 Vented gas leak at main near 12 East Washington& replaced service
- 3/30/15 Replaced gas service from curb stop to house at 23 Wood St.

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

---

APRIL 7, 2015

- Cleaned sewer main at W. Morris ST.
- Cleaned sewer main on Bundy AVE.
- Marked out several underground utilities for DSNY

Andrew Burdin – Asst. UGLM Supervisor

## Sewer plant

- Daily lab test and regular maintenance
- Pressed 121,000 gals of sludge for Village of Waverly
- Bearing seized on primary effluent pump #1. All primary pumps were down for approximately 5 hours. Primary effluent pump #2 was repaired and put back in service at approximately 9AM the same day. Primary effluent pump # 1 replacement parts are scheduled to arrive on April 6<sup>th</sup>.
- Replaced #2 primary effluent pump VFD drive display
- Installed new sump pump in the basement
- Draining the primary tank to make repairs. Both primary clarifier cell are offline to failure in hardware.

Royce Hoad – WWTP Supervisor

## Clearcove Presentation

Greg Westbrook CEO of Clearcove and Mark Green of O'Brien & Gere provided a presentation of Clearcove's Enhanced Primary Treatment System. The presentation reviewed Clearcove's technology for improving waste handling. As stated by Mr. Westbrook Clearcove's EPT system reduces energy consumption, increases energy production, increases capacity, provides cleaner water to post processing.

## Review of 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 received a letter of support from the NYPA as part of the filing for this application. The letter of support shows NYPA's commitment to installing a smartgrid in the Village of Bath.

**Presentation of 2015-2016 Budget** – Director Hallgren presented the proposed budget for 2015-2016. The summary of major budget items is contained below. A Summary of major budget items and additions are listed below

- 4% labor wage increase
- \$75,000 for cycle tree trimming program
- Replacement of Electric Line Supervisor pickup truck
- MGP Site Evaluation (to be issued as a BAN for 5 years) - \$200,000
- East Wing Office spruce up project - \$50,000

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

---

**APRIL 7, 2015**

- Generator \$20,000
- Sale of Wilson Sub & Faucett Substation Transformers - \$50,000
- Gas Rate Increase \$150,000 fall 2015
- Gas LAUF recovery \$150,000 2<sup>nd</sup> Qtr 2015
- At Risk Gas Pipe Replacement surcharge. Gas rate surcharge for monies invested
- Continuous Chlorine Monitoring systems at wells - \$60,000 (regulatory requirements)
- Flow Test for wells 4/6/8
- 3 Additional UGLM workers
- Asst. Service Supervisor position to be filled
- 1 Meter Reader retirement, with 1 temporary meter reader
- Addition of backhoe for gas pipe replacement program
- 12.5% health insurance increase
- Sewer Rate increase of 6%
- \$100,000 WQIP grant for sewer budget

Director Hallgren stated that the listed budget items may or may not be entered as listed. This is a worst case, conservative scenario. Motion made by Commissioner Bonicave and seconded by Commissioner Sweet to accept budget for 2015-2016 as entered. Motion passed unanimously.

**Projects**

MGP Site Cleanup – No work performed in March. Director Hallgren to contact GEI in April to draft formal response to NYS DEC.

Cycled Tree Trimming Program

Sandra Bushnell and Director Hallgren will be meeting with the Village of Bath Shade Tree committee to review plans for circuit trimming in the Village. In addition Director Hallgren and Mrs. Bushnell will be setting up a meeting with Mr. Steven Bates to design and draft a work plan for landscaping at the Fairview Substation.

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 has been ordered. Painting is complete. Expected completion of the new office space is mid-April.

RRH

The RRH team appears to be in agreement with the current proposed process structures – currently locations should be previously disturbed area's; a phase 1 determination for SHPO will provide final determination for SEQR. GHD-CRA to schedule this work to be completed now that structure locations are determined.

Current proposed structure locations allows for construction of new structures outside of the 100' wetland buffer zone. The buffer zone will still impact the construction of the secondary process, influent pump station and septage receiving station. GHD-CRA indicates that the typical

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

---

APRIL 7, 2015

application process for permitting is a 6 to 8 month process. Construction can commence on structures not in zone while permitting is obtained, requiring sequencing the construction so these structures are later in the construction schedule.

New effluent permit limits are in effect as of 1/2016 – construction schedule of the ETP process has to get this structure completed first, followed by the secondary process upgrades in parallel with the anaerobic digesters.

CCS ETP structure is currently shown on the site plan with a proposed location for a process building – would like operators to have visibility on the top of the ETP structures. Issue is that CSS does not have building costs in the budget, the project will not fund additional space for CSS process.

Consideration for cameras on the tanks will address visibility issues and covered stair access to the top of the tanks.

GHD-CRA to do a final analysis of the proposed site plan for any additional considerations, concerns or limitation and advise.

Additional building needs, location and space has not be finalized – BEGWS would like consideration for an additional building at the front of the plant as the current building is being surrounded by new structure and limited visibility for visitors/access. Team needs to review existing building spaces and advise on what spaces will be re-allocated. BEGWS shall review what needs are for any sizing of new building space.

BEGWS requests that a full evaluation of the existing building/facility is completed related to addressing safety issues that are present currently & are critical to address as part of this project scope (i.e. – screen guards on equipment)

When can borings be scheduled and completed?

GHD-CRA will advise team when they have a geo-tech on board and schedule for this to be completed. Understood that the geotech information related is critical to obtain and may have to break it into two separate mobilizations in order to expedite obtaining information for structural design work.

Review of flow schematics with the identified potential addition plant flows from 3/9/15 meeting and the location of where these flows will be received at and at what point will enter the biological processes.

CCS likes that the ETP / SCP is located close to the existing thicken – inquired if the existing thickening tank is being converted into a stabilization tank for adjustment prior to the anaerobic digesters, such as PH. GHD-CRA was not planning on using this tank – they had thought the SCP would go to the existing digesters reallocated for sludge holding. CSS does not see the need to send the SCP to the holding tank vs sending to the

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

---

APRIL 7, 2015

GBT at 1.5% then the stabilization tank at 4-5%. Discussion on temperature and pH adjustments – temperature adjustment to take place within the new anaerobic digester building with heat exchangers. PH adjustment may not be necessary – dependent on the amount of ferric added. Pilot testing on the ETP system is anticipated at the mid to end of April to assist in this determination. GHD-CRA will update and revise the process flow schematics to show the locations and revisions of the additional waste streams and where they will be received and enter the biological process.

CCS needs to know what the priority of the additional waste stream will have and how to sequence the operation of the SCP to accommodate not only the ETP solids but the entire process solids that will be processed through the SCP.

GDH-CRA indicated that the proposed GBT location would be in the area where the existing aeration blowers are currently in the building, and that new blowers would be relocated to provide the space. BEGWS current garage appears to not be impacted.

GHD-CRA inquired on how influent screens would be addressed and concerns with the potential for issues without having an upfront screening process, partly due to the correctional facility and what is sent down the collection system. CSS was unaware that a correctional facility was a contributor to the WWTP and agrees with the concern. BEGWS indicated that they experience clogging issues in the collection system from the facility causing backup of the system and odor issue due to the wastewater turning septic. BEGWS will contact the correctional facility regarding this issue – the desired path would be that the facility installs screening at their facility as this would address the majority of the concerns. With this information – the team relocated the new influent pump station behind the existing influent screenings. The current screenings is outdoors and at the end of its useful function. BEGWS would like screening equipment if required to be in an indoor application due to winter conditions and failing of the equipment.

CSS/GHD coordination of scopes & needs:

CSS – needs to provide GHD-CRA with the electrical requirements for their system for GHD-CRA to evaluate the current MCC

CSS – requested information on either NPW or potable water service location and where GHD-CRA would be planning on the system design requirements. CSS needs 60 PSI at \_\_\_\_\_ GPM. CSS will provide water need volumes.

For chemical feed systems – CSS to provide the volumes of chemicals needed. While the initial flows will require much less chemical storage volume need to consider the potential future increases and the volume needed.

Scope limits for underground piping – agreed that CCS will bring underground utilities to 5' outside of building foundations, GHD-CRA will continue design of the design of the utilities, parties will have to coordinate with elevation needs.

SCADA – how is this to be handled with existing processes/equipment and the ETP SCADA system – how do will plan for additional I/O needs and what additional GHD processes will be tied into the CCS SCADA system.

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

---

APRIL 7, 2015

90 day schedule was discussed – this provides a visual of the critical time line activities to meet project milestones, with the submission to EFC/DEC as the critical path. GHD- CRA will review schedule – but feels that the secondary process can lag slightly behind the CCS.

Contract model – CSS ETP system will be a separate contract vs the upgrade of the secondary process. CSS will provide full contract documents with a performance specification.

FTP site has been set up by GHD-CRA – Team is to check if all parties have access, if any issues with access or the FTP site please contact Erin. Additional folder structures can be added as project progress. Uploading of project documentation will needs to occur.

GHD-CRA provided to BEGWS the forms to be signed for the permitting application process related to obtaining permission to clean out the existing ditchline next to the wetlands.

Action Items:

- Meeting will be on a weekly bases due to the project schedule – next meeting will be April 9, 2015 at BEGWS office in Bath at 9:00AM.
- With structure location identified GHD to establish a Phase I Archeological for documentation associated with previous site disturbance
- GHD-CRA will schedule Geo-tech work to be completed
- CCS to provide power needs, water needs, chemical storage volume needs
- BEGWS – to contact correctional facility regarding screenings
- BEGWS – to forward team EFC letter for project funding – this provide project number to be included on all documentation moving forward.
- Meeting on proposed CCS contract model scheduled for 4/2/15
- BEGWS – sign and return to GHD-CRA the forms for the permit

Action items from previous meeting:

- Village attorney – will need to get involved to ensure execution plan complies with general municipal laws – contract model has been determined for this to move forward.
- GHD-CRA to provide scope of services proposal – revised due to change in scope due to contract model changes

**Executive Session** – no executive session requested

**Adjournment**

Request for Adjournment by Commissioner Heigel, seconded by commissioner Sweet. Vice Commissioner Austin adjourned the meeting at 6:43pm.

Minutes submitted by: Guy Hallgren