

Municipal Utilities Commission

May 2014 Meeting Minutes

Call to order

Harold Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:30 PM on May 6, 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 | Barney Bonicave |
| Commissioner | Rhonda Sweet |
| Commissioner | William Heigel |
| Director | Guy Hallgren |

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: May 6, 2014 for Electric Fund of \$166,427.74. Motion by Commissioner Bonicave and seconded by Commissioner Austin, passed unanimously to pay Electric Upgrade Project bills submitted in the amount of \$4,508.25 for May payment.
- List of accounts payable and electronic fund transfers paid to date: May 1, 2014

| Expense | Amount |
|------------------------------|--------------|
| CNG | \$179,362.36 |
| Payroll for Period 10 , 2014 | \$66,599.28 |
| New York State Sales Tax | \$18,081.82 |
| NYMPA | \$75,489.00 |
| NYPA | \$90,837.00 |
| Cardmember Services | \$2,494.03 |
| Postler & Jaeckle Corp | \$5,934.00 |
| Payroll for Period 11, 2014 | \$72,160.52 |
| Accounts Payable 5/22/14 | \$363,588.14 |

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Approval of minutes from last meeting

Motion by Commissioner Sweet and seconded by Commissioner Austin to accept as read for April 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

- During the month BEGWS Accounting Staff finalized the 2014-2015 Budget.
- Updated the 2013-2014 projected to budget variance report.
- Provide water consumption data to MRB Group for EFC application.
- Throughout the month the accounting staff gathered information for Frank Radigan of the Hudson River Energy Group pertaining to the Gas rate case.
- The Bonadio Group has cancelled the preliminary audit work at BEGWS on April 9th and will complete the entire audit later in the fall.
- On April 29th BEGWS received another upgrade to the Edmunds software. One of the additional features added is the ability to automatically email Purchase Orders directly to the vendor at the time of printing. BEGWS is also testing the direct withdrawal feature of the Edmunds software. 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.
- During the month of April \$24,321.28 was spent on the Electric Upgrade Project, primarily for substation contractor work.
- No QRS cases of customer complaints were filed with the NYS PSC during the month of April against BEGWS.
- Month to date 6,949 meters have been read out of a possible 8,291. This is an 83.8% reading rate so far this month, with 734 meters still scheduled to be read. Percentage of meters not read by department are: Electric 9.8%, Gas 22.6%, & Water 23.2%. 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 contributing factor.
- Currently we have 832 electric meters being read by radio. This is about 19% of our electric meter population.

Jim Housworth – Accounting Supervisor

Supervisors Report - Electric Line Department

- Energized the Fairview Substation on April 16th at 9:30AM without incident. Performed switching operations to connect new 12.5kW Bus loads.
- Completed phasing working Fairview Sub to phase in new 12.5kV system with the old substation transformer.
- Conversion work execution initiated on April 21st.
- Steuben County Buildings Converted on May 3rd starting at 7PM. Conversion took approximately 6 hours to complete. Customer was out of service about 4.5 hours.

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- Continued work on the 12 KV conversion and began cutovers with O'Connell Electric on the East side of the village. Completion of these should be around the June 1.
- Repaired 5 Street lights and 1 Security light
- Retired security lights on Bundy Ave, Rt 415 and Liberty Street
- Hooked up new services at 207 Maple Heights, 15 Pine, 403 E. Washington and 7264 Cty Rt 13
- Village contribution work included Removing all the Christmas lights on Liberty street and changing the winter banners to summer banners
- Responded to callouts at the Fairview Sub and Hickory Hill Rd.
- Bryce Davis attended Apprentice Line school 4/22 – 4/25

Supervisors Report for Service Department

- Investigated 9 gas odor complaints.
- All gas meters installed last year were re- inspected for leaks per PSC order.
- Randy Watkins (mechanic) replaced rusted fenders and painted reel trailer.
- Assisted UGLM with repair of high pressure gas leak on Ark Street. (shut down and depressurized a section of main between Ark St and Pine St regulator)
- Plumbed gas meter test room with new airline to test recently ordered gas meters @ 7.5 lbs. 100% of these gas meters are required to be tested by PSC due to issues with the castings. Testing of these meters has begun.
- Rebuild gas service @ 31 Geneva Street

Steve Larsen – Service Department Supervisor

Supervisors Report - UGLM

- Replaced water service main to house 213 E. William St
- Replaced water service main to curb 123 E. Steuben St
- Replaced water service main to house at 9 Robie St.
- Repaired water main leak (holes) E. Washington St Ext.
- Attended New York State Rural Water Conference at Verona, NY

Gas:

- Repaired gas leak at 405 E Washington St
- Repaired gas leak at 411 E Washington St
- Replaced 131' feet of HP gas main on Ark St
- Replaced service main to house at 3 Ark St
- Jetted sewer main on Geneva and Warden St

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- Have done many Dig Safely Requests
- Planted trees for Arbor Day with the Village Street Dept.

Dan Borhman – UGLM Supervisor

Supervisors Report - Sewer plant

- Daily lab test & reg maintenance
- Drained# 2 secondary tank and power washed diffusers
- Replaced 12 in. check valve in front of primary pump #2
- R Hoad attended New York Rural Waters 35th Annual Technical Conference & Exhibition
- Classes attended:
 - Succession Planning for Municipalities
 - Public Presentations and Communicating with Municipal Boards
 - Introduction to Industrial Control System Cybersecurity
 - New York State DEC Program Updates
 - Constructed Wetland Facilities in New York
 - Low Presser Sewer Systems
 - Horizontal Directional Drilling
 - Solid Waste Regulation of Land Application Facilities
 - Efficient & Effective BOD Interceptor
 - Sustainability: Concept to Accomplishment
 - Wastewater Flow Metering
 - Cost Effectively Finding and Removing I & I
 - Flood Planning Response & Recovery for Water/Wastewater Facilities

R Hoad – WWTP Supervisor

- 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.

Phone System Upgrade

- As part of the PSC Risk Assessment project, BEGWS has been mandated to voice record all gas odor complaints. Existing phone systems do not have this capability. As part of larger effort with other Village of Bath offices, BEGWS will upgrade its phone system using Empire Telephone to perform this upgrade. \$50,000 has been budgeted for 2014 – 2015 to cover the costs purchase and installation of a new phone system. Preliminary estimates are

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coming in at about \$12,000. Monies remaining in phone budget will be used for implementation of the Gas Risk Management program and for other miscellaneous AV equipment which will aid in productivity and training.

Accounting Department

- The budget variance report, operating spending report, and BEGWS contract expenditures report were submitted by Director Hallgren for review. These reports are used to identify risks in both spending and income as well as identify trends such that adjustments can be made to spending to ensure the organization's financial health.
- The 2014 – 2015 Budgets were submitted to the commission for review and approval. Budget labor, healthcare, retirement, materials, and projects were reviewed in detail. Motion by Vice Chair Austin and seconded by Commissioner Bonicave to approve the 2014-2015 budgets as written, passed unanimously.

Electric Department

Electric Upgrade Project

Director Hallgren provided an update of the Electric Upgrade project. The schedule of tasks are 90% complete with the scope of the project scheduled to be complete by May 14. A table of tasks was presented showing the progression of work to be completed.

Outage Communication Plan

Communications have been completed through a combination of press releases, radio ads, on air radio time, and personal calls to customers. Schedules have been continuously updated and forwarded.

Sale of Electrical Equipment

Director Hallgren requests approval for the disposition and sale of the following BEGWS property:

- Fairview Substation – 34.5kV – 12.5kV 5 MVA Transformer
- Fairview Substation – 34.5kV – 4160V Transformer
- Faucet Rd. Substation – Self-contained Substation
- Wilson Ave – Substation Scrap Metal

Motion by Vice Chair Austin and seconded by Commissioner Sweet to approve the sale of electric substation equipment, passed unanimously.

Service Department

Shared Services with Hamilton NY

BEGWS has been approached by Hamilton NY to provide service desk help as Hamilton is installing a gas distribution system and has no current assets in SCADA and service desk capabilities. Agreements will be drafted to see if work can be shared. This is a potential revenue

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stream to BEGWS. In addition Hamilton Gas personnel require gas on the job training. This will help BEGWS in achieving project and financial goals for 2014.

CNG LAUF Settlement

A potential settlement has been reached with Corning Natural Gas to close the dispute regarding the overbilling of unaccounted for gas to BEGWS. Corning will supply funding in the form of materials, labor, and equipment for BEGWS projects. The range in value is approximately \$200,000 to \$320,000. Projects will begin in the summer of 2014.

WWTP Department

Roof Replacement Project

The existing WWTP roof is leaking in several locations. Bids will be submitted to obtain quotes for complete replacement. Funds will be from the WWTP Capital Reserve fund.

Adjournment

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

Harold Rodbourn adjourned the meeting at 5:58pm.

Minutes submitted by: Guy Hallgren