

Bath Electric Gas & Water Systems

Municipal Utilities Commission Meeting Minutes September 1, 2015

Call to order

Chairman Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:33 PM on September 1, 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 Rodbourn
Vice Chairman	Michael Austin
Commissioner	Bill Heigel
Commissioner	Rhonda Sweet
Commissioner	Barney Bonicave
Director	Guy Hallgren
Village Trustee	Mike Sweet

Audit of Bills

- The bills were reviewed by all Commissioners present. Motion by Commissioner Sweet and seconded by Commissioner Austin, passed unanimously to pay the Abstract of Audited Vouchers: August 31, 2015 for Electric Fund of \$ \$68,621.46.
- List of accounts payable and electronic fund transfers paid to date: August 2015.

Expense	Amount
CNG	\$44,161.11
Payroll for Period 17	\$84,391.43
NYPA	\$73,559.09
New York State Sales Tax	\$6,563.74
NYMPA	\$21,575.00
Accounts Payable 08-04-15	\$88,028.86
Accounts Payable 08-17-15	\$118,017.63
Accounts Payable 08-24-15	\$7,862.17
Payroll for Period 18	\$77,535.66
Accounts Payable 08-26-15	\$15,586.05

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Approval of Meeting Minutes

Motion by Commissioner Swee to approve meeting minutes, seconded by Commissioner Austin. Request made to revise the stated start time to 4:35pm. Approved unanimously.

Supervisors Reports

Accounting/Commercial Office/Meter

- Updated the 2015-2016 projected to budget variance report.
- Both the Electric and Gas Municipal Utilities Annual Reports for the year ending 5/31/15 have been completed and filed with the Public Service Commission during the month.
- During the month BEGWS accounting staff provided reports to the Village Clerk for completion of the Annual Update Document with New York State.
- During the month BEGWS accounting staff provided preliminary information regarding annual GAC reconciliation to the NYS PSC.
- During the month BEGWS accounting staff submitted its response to the Annual 18a Temporary State Assessment request for information from the NYS PSC. The information provided included a five year reconciliation of charges paid and collected.
- Installed the training test version of Edmunds 4.0. This upgrade includes many enhanced utility billing features, including a new process for disconnecting and connecting new customer accounts and a new consolidated meter exception report.
- Issued a new Sewer BAN in the amount of \$4.25 million with an interest rate of 1.375%, dated 8/27/15 for a period of 1 year. This is for the sewer upgrade.
- Completed preliminary information that was requested from our auditors for the tentative September 14th audit.
- Facilitated new Core plan health insurance option effective September 1st.
- PSC staff has scheduled the GAC meeting for October 27th at 2pm.
- During the month of August \$0 was spent on the Electric Upgrade Project.
- No QRS cases of customer complaints were filed with the NYS PSC during the month of August against BEGWS.
- Month to date 7,005 meters have been read out of a possible 8,020. This is an 87.3% reading rate so far this month, with 1,038 meters still scheduled to be read. The percentages of meters not read by department are: Electric 7.5%, Gas 16.3%, & Water 19.6%. The primary reason for not reading meters is that there is no coverage when a Meter Reader is off. Another major factor is a lack of access to the meters.
- Currently we have 1012 electric meters being read by radio. This is about 23.2% of our electric meter population. We currently have 213 e-bill customers and 249 direct withdrawal customers.

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Kris New and Jordan Snell - Accountants

Electric Line Department

- Repaired 3 Security lights and 2 Street lights
- Repaired broken service wire on Campbell st.
- Connected new service upgrade on Roosevelt Ave.
- Retired a pole and service on Spaulding Drive
- Continued Conversion work, running new 3 phase wire down pine and retiring the old 4 KV Hendrix wire. Converted Howell St., and West Steuben from Pultney Park to E. Morris St. Set 2 new poles and ran single phase down Ellis Ave and Kellar Ave to prepare for backlot Hendrix removal from Robie St. to Maple Heights. Continued make ready work on E. Morris, Delaware and Wilson Ave.
- Responded to callouts at Williamson Terrace, Babcock Hollow and Fairway Drive.
- Responded to power outage at Buck Meadows Subdivision. Chris Carr and Guy Hallgren performed sectionalizing and troubleshooting to restore power about 10:15pm. Outage occurred at about 8:15pm.
- Attended Safety Training on 8/17. Topic of discussion was bucket and pole top rescue certification

Mark Hawk – Electric Line Supervisor

Service Department

- Investigated 3 gas odor complaints
- Rechecked pending gas leaks
- Continued with mowing season
- Switched over to Time Communications as our after- hours emergency call center.
- Met with the PSC and State Comptrollers representatives to audit our Operator qualification process.
- Started a trial look at AMI metering with Nighthawk, they installed 4 electric meters for BEGWS to evaluate.
- Jason Causer, Greg Havens, and Don Bates worked several days on new conference room.

Steve Larsen – Service Department Supervisor

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Underground Line Maintenance Department

- Installed new gas service at 7021 Golf View
- Continued gas main replacement on Liberty St
- All Hydrants painted and looking GOOD! Thanks to our summer help Elizabeth for her hard work
- Have done compliance monitoring for Dept of Health for TTHM and HAA5's
- Replaced service main to curb at Jamesway Plaza
- Replaced service curb to house at 12 Haverling St
- Sewer: Flushed main on West Morris St (Burger Alley)
- Flushed sewer main at Jamesway Plaza multiple times
- Made vacuum repairs to sewer truck
- Used sewer truck for Town of Urbana and Steuben County,(shared services)
- Cleaned all lift station wet wells with sewer truck
- Hauled stone for Street Dept. for park (shared services)
- Transferred equipment to new U-13 truck
- Working on new conference room for BEGWS
- Planning Hydrant flushing program
- Making repairs to Amplifier and Testing Magmeter at Well#8 for Susquehanna River Basin Commission for compliance monitoring
- Have done many Dig Safely Requests

Dan Borhman – UGLM Supervisor

Sewer plant

- Conducted daily lab tests & regular maintenance
- Drained & cleaned final tank
- Digester tanks 3 & 4 have been put back on line.
- Digester 1 & 2 are being drained to be cleaned
- Modifications to septage hauling are being made due to DEC restrictions on hauled in waste.

Royce Hoad – WWTP Supervisor

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MUC Term - Will Heigel's term as a commissioner to the MUC has expired and must be reinstated.

ROW Encroachment Serv U Credit Union which is presently served by NYSEG has requested service from BEGWS. As per our franchise description and maps, NYSEG has encroached on BEGWS franchise territory.

Security System Evaluation – Proposals are being reviewed for security systems. The systems are seen as necessary as BEGWS has ceased operations of its 2nd and 3rd Service Desk shifts. 3 to 4 vendors have been approached. BEGWS will evaluate the proposals and award contracts to enhance security in the offices and on BEGWS properties.

MGP Site Cleanup – GEI has recommended that BEGWS engage environmental legal counsel in preparation to reply to the consent order presented in 2014 to the Village of Bath.

GEI is drafting plans for a site evaluation.

Cycled Tree Trimming Program

Ironwood Heavy Hauling has completed its contracted 8.5 miles of circuit tree trimming for 2015. In addition they are doing "hot spot" tree work. Trimming started on June 29th. BEGWS has been working with shade tree committee concerns and adjusted specifications to 6' instead of the initial 10'. We have received one customer complaint on Belfast St.

Spruce Up Project

BEGWS has remodeled a large portion of the east wing of the Administration building. The new conference room has been booked by Village officials for training. Next steps are to update the commercial office and add security.

RRH

- The Mayor's office received a copy of Notice of Violation from the NYS DEC regarding the hauling and discharge of waste to the BEGWS WWTP. Based on data submitted in our engineering reports to the DEC, the DEC believes haulers are discharging too much high nutrient waste into the WWTP thereby violating SPEDES permit levels. The RRH project team will draft plans for modifications and a response to the plan.
- Lechase construction was forwarded a letter of intent to award for construction works.
- There will be a meeting to review secondary treatment engineering documents with the DEC on Thursday the 3rd of September.

At Risk Gas Pipe Replacement Program

BEGWS has installed about 1000' of 6" gas main pipe on the west side of Liberty Street which completes about half the goal for year 2015. We will continue work to get up to Washington Street intersection.

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Advanced Meter Instrumentation

Vellano Corporation, has installed 4 AMI meters in the at various residential customer sites. GE and Verizon are each is proposing to install a pilot for evaluation as well. The pilot projects would be proposed for September with a three month evaluation.

Call Center

BEGWS has turned over 2nd and 3rd shift dispatch operations over to Time Communications. The transition has been smooth and no noticeable disturbances in Customer Service have been observed.

Executive Session – Motion by Commissioner Heigel to go into executive session, Seconded by Commissioner Sweet at 5:35PM. Executive session ended at 6:00pm.

Adjournment

Request for Adjournment by Commissioner Sweet seconded by Seconded by Vice Commissioner Austin adjourned the meeting at 6:15pm.

Minutes submitted by: Guy Hallgren