

Bath Electric Gas & Water Systems

Municipal Utilities Commission Meeting Minutes January 12, 2016

Call to order

Vice Chairman Austin called to order the regular meeting of the Municipal Utilities Commission at 4:42 PM on January 12, 2016 at BEGWS Small Conference Room.

Roll call

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

| | |
|---------------|-----------------|
| Vice Chairman | Michael Austin |
| Commissioner | Bill Heigel |
| Commissioner | Rhonda Sweet |
| Commissioner | Barney Bonicave |
| 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: [December 1, 2015](#).

List of accounts payable and electronic fund transfers paid to date: [December 2015](#)

| December 2015 | |
|---|---------------|
| Expense | Amount |
| Payroll for Period 25 | \$ 73,278.19 |
| Accounts Payable 12/3/15 | \$ 396,546.48 |
| NYPA | \$ 81,134.64 |
| NYSEG | \$ 27,812.62 |
| Payroll for Period 26 | \$ 66,802.66 |
| CNG | \$ 120,617.91 |
| Accounts Payable 12/21/15 | \$ 84,581.98 |
| Accounts Payable 12/21/15 (Credit Card) | \$ 3,914.39 |
| Payroll for Period 27 | \$ 65,119.28 |
| Accounts Payable 12/28/15 | \$ 10,129.07 |
| NYS Sales Tax | \$ 6,203.58 |
| NYMPA | \$ 40,177.00 |
| Month Total | \$ 976,317.80 |

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Approval of Meeting Minutes

Motion by Commissioner to approve meeting minutes, seconded by Commissioner Heigel. Approved unanimously.

Highlights from Supervisors Reports

- During December the accounting staff designed new accounting reports to replace the previous “2015-2016 projected to budget variance” report which was extremely time consuming to prepare. The new reports consist of a condensed P&L statement for each department comparing the YTD actual vs the YTD budget. A new Cash Flow statement has been created to show the locations, sources and uses of cash.
- A committee was formed to work on the implementation of a new (better) integrated Enterprise Resource Planning (software) system. The first steps were taken toward mapping and analyzing the business processes at BEGWS. Also, contacts were made with a couple of recommended software suppliers and introductory information has been received.
- There was no QRS customer complaints filed with the NYS PSC during the month of November against BEGWS.
- There are 9,078 meters scheduled to be read in December of which 7,942 or 87.6% were actually read. This percentage would have been higher except for an unanticipated time off the last two days of the year.
- Currently we have 1186 offsite meter reads. This is about 13% of our total meter population. We currently have 208 e-bill customers and 267 direct withdrawal customers.
- Responded to callouts at 38 Ash and 29 Delaware
- Helped the sewer plant clean the sludge from the sludge tank
- Completed the annual meter test program for 2015. This included 175 tests, many of which were in service tests at the customers residence.
- Began stray voltage testing and inspection
- Repaired all the lights and globes in Pultney Park
- Repaired lights at Exit 39 on Rte. 86
- Began work on planning and scheduling the next phases of the 12 KV upgrade for the upcoming year. This spring/ summer will include a great deal of overtime to accomplish this because of the Businesses on W. Morris Street. All businesses will need to be shut down for approximately 1 hr each and then again for approximately 4 hrs. We are considering several different options including mutual aid for this summer’s project, as there will be approximately 85 transformers on a radial feed with no backfeed possible.
- Investigated 7 gas odor complaints
- Investigated 1 CO Alarm
- Rebuilt water service, and installed new 1.5” water meter at National Hotel due to stopped meter.
- Installed new 2 “ water meter at Steuben County Office Building due to leaking meter.

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- UGLM Replaced leaking gas service and Service Dept . rebuilt and relocated meter set to outside the house at 215 Campbell St.
- Finished all gas main final connections on Liberty St
- Purged old main and capped
- Repaired Water main break on E. Washington Ext. near # 6916.
- Replaced water service curb to house at #9 Hudson St St
- Flushed sewer main on c/o Ark and South Ave
- North West Aerobic Digester cell was drained and cleaned by BEGWS. Estimates were requested from a 3rd party contractor but were deemed excessively at \$42,000 per digester cell.
- 12/30/15 received new pump for scum line pumping system.

Credit Card Policy

Motion to approve BEGWS Credit Card Policy as recommended by the Bonadio Group auditors for 2015 by Commissioner Sweet, seconded by Commissioner Bonicave. Passed unanimously.

Accounting

Motion by Commissioner Bonicave to approve GHD Engineering bills for engineering work completed for the Resource Recovery Hub, seconded by Commissioner Sweet. Passed Unanimously.

Motion to approve invoice to Machuga Contractors for paving work in the amount of \$117,938.96 by Commissioner Sweet, seconded by Commissioner Heigel. Passed unanimously.

Motion to request BAN for reimbursement of Liberty Street Gas Pipe Replacement by Commissioner Bonicave, seconded by Commissioner Sweet. Pass Unanimously.

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Resource Recovery Hub meeting with US Department of Energy

On November 30th, Director Hallgren conducted a meeting with Scott Hutchins of the US Department of Energy to review its vision for a resource recovery hub in the Village of Bath. The DOE has an interest with working with BEGWS to provide technical and engineering assistance. Mr. Hutchins also asked if BEGWS would be interested in their Better Plants initiative. This program would provide technical assistance, engineering resources, and visibility as a leader in the development of energy sources in the US.

Smart Grid Project

BEGWS has requested Wildan Energy Solutions to petition the NYS PSC for a smart grid demonstration project. As NYSERDA is not ready to move forward with its NY Prize awards, a demonstration project status could move BEGWS forward with providing funding to implement a smart grid sooner.

RRH

- The following Letters of Support have recently been received for the smart grid and resource recovery hub project.
 - Rochester Business Alliance
 - James Fralick, Ph.D.
 - Steuben County IDA
- The secondary upgrade phase bids have been received. CO Falter is the apparent low bid for general construction work at \$1.619M. Schular Haas is the apparent low bid for electrical contract work at \$234,349. Both low bidders have been qualified as responsible bidders.

Motion by Commissioner Bonicave to award contracts to CO Falter and Schular Haas. Motion seconded by Vice Chairman Austin. Approved unanimously.

- BEGWS has garnered support from the EPA to convert the plant to a resource recovery hub. In addition the plant will become a research and test cell. This plant will become a model for other plants its size.

At Risk Gas Pipe Replacement Program

The Liberty Street Gas Pipe replacement project is about 95% complete. All service tie-ins and replacements are complete. Gas main tie-ins at Buell and W Washington Streets are the only remaining items to be completed. This will enable de-energizing all steel gas main on Liberty Street. The Steuben County facilities group provided concrete pavement restoration work as repayment for services rendered by BEGWS.

Advanced Meter Instrumentation

BEGWS is deploying Verizon AMI meters the week of November 30th. Training will be held on December 1st.

GE will be installing their pilot system in the month of December as well.

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Water Main Replacement Project

A project is proposed to assess and replace water main at Club View Drive. The existing line has seen 6 leaks in the past two years. Upon exposing the pipe it is apparent that it is heavily corroded. Integrity Engineering will be retained to provide an assessment and create a project design and plan for replacement.

Request to change MUC meeting day

Motion by Commissioner Heigel to change MUC Meetings to the second Tuesday of each month.

Motion seconded by commissioner Bonicave. Approved unanimously.

SEQR Declaration

Motion by Commissioner Bonicave for negative declaration on SEQR as required to proceed. Motion seconded by commissioner Heigel. Approved unanimously.

Notice to proceed with Resource Recovery Hub Construction

Motion by Commissioner Bonicave to proceed with resource recovery hub construction. Motion seconded by commissioner Heigel. Approved unanimously.

Executive Session

No executive session requested

Adjournment

Request for Adjournment by Commissioner Bonicave seconded by Seconded by Commissioner Sweet in adjourned the meeting at 6:44PM.

Minutes submitted by: Guy Hallgren