

Bath Electric Gas & Water Systems

Municipal Utilities Commission Meeting Minutes March 8, 2016

Call to order

Chairman Rodbourn called to order the regular meeting of the Municipal Utilities Commission at 4:32PM on March 8, 2016 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
Accounting Supervisor	Dan Wilhelm

Audit of Bills

The bills were reviewed by all Commissioners present. Motion by Vice Chairman Austin and seconded by Commissioner Heigel, passed unanimously to pay the Abstract of Audited Vouchers: [February, 2016](#). List of accounts payable and electronic fund transfers paid to date: [February 2016](#)

February 2016	
Expense	Amount
AP - 02/01/16 - less NYPA & NYSEG	\$ 56,740.16
NYPA	\$ 93,907.37
NYSEG	\$ 40,261.67
AP - Credit card	\$ 498.70
AP - 02-09/16	\$ 88,079.56
AP - 02/11/16	\$ 2,275.91
Payroll for Period 3	\$ 68,665.26
CNG	\$ 232,899.24
NYS Sales Tax	\$ 8,228.49
AP - 02/23/16	\$ 28,506.11
Payroll for Period 4	\$ 67,045.54
NYMPA	\$ 199,654.00
Month Total	\$ 886,762.01

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Approval of Meeting Minutes

Motion by Commissioner Bonicave to approve meeting minutes as corrected, seconded by Vice Chairman Austin. Approved unanimously.

April Meeting Date Change

Director Hallgren announced he would not be available for April 12th meeting. After discussion it was decided to move the meeting to Thursday April 14th at 4:30PM in the large conference room.

Highlights from Supervisors Reports

- During February 2016 the accounting staff worked on the calendar End-of-Year activity of electronically filing the federal report of employee wages/earnings (w-2's). In addition, a special effort was made to reconcile the amount (\$567,374.27) of the \$4,250,000 sewer BAN that had been expended from unrestricted funds.
- The accounting staff also spent major amounts of time and energy on the fiscal year 2017 budget during February.
- Due to the time spent on the 2017 budgets, vacations, and illnesses little progress was made by the ERP implementation committee during the month of February. However, vetting and implementation cost discussions progressed with two ERP software vendors.
- During the month of February \$46,017.03 was paid on the Electric Upgrade Project.
- During the month of February \$1,784.25 was paid on the Sewer Upgrade Project.

Electric Line Department

- Repaired several lights for the village upon the police department request
- February 23rd. A major storm hit the Bath area. There were several outages throughout the day. The worst outage affecting the most customers occurred at about 4:00 PM. This outage was caused by trees on our transmission circuit feeding the Hodgman Substation.
- BEGWS is working with the Village street department to execute the Village tree cutting program

Service Department

- Changed out 53 gas meters.
- Changed out 8 water meters.
- Working on new O&M Manual for submission to the PSC
- Replaced gas services at 108 W Will., 109 Haverling, 226 W Morris, 111 Freeman, and 105 Fairview.
- Installed new gas service @ 6918 E William St Ext.

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Underground Line Maintenance Department

Gas

- Repaired main leak on Warden St
- Replaced service main to house at 109 Haverling St
- Replaced service main to house at 226 West Morris St
- Replaced service main to house at 111 Freeman Terrace
- Replaced service main to house at 105 Fairview Drive
- Installed new HP service main to house 6918 E. William St Ext.
- Replaced service main to house at 108 West William St
- Cut off gas service at curb at 34 and 34-1/2 Geneva St.

Water:

- Repaired Hydrant on West St hit by motor vehicle
- Replaced Power Supply at well# 6 on controls
- Repaired heater in well #8
- Working on Chlorine Analyzers in Wells

Sewer:

- Repaired motor on lift station at Manor Village

Sewer plant

- Have drained & cleaned digester tank # 1 & 2 for contractors
- DEC performed annual inspection.
- Installed the new piston grit pumps
- In preparation for EPA visit on Friday, March 4th we performed the following:
 - All motor shields and shrouds were placed on equipment
 - Cleaned break room area
 - Cleaned Front lobby area
 - Removed and/or discard all parts, tools, and work equipment no longer needed
 - Cleaned up outside grounds area
 - Sent all screened debris to landfill 1 day prior to their visit (March 3rd)
 - Stacked and coil all hoses and pipes
 - Cleaned Primary Clarifier fouling on weirs

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- Cleaned sludge thickener fouling
- Removed all debris on the general grounds
- US EPA made a site visit on March 4th at approximately 12:15PM to get a perspective of transformation BEGWS will be going thru as a Resource Recovery Hub.
- Noah Glass has rejoined the RRH personnel as an intern who shadowing and assisting the operators.

2016-17 Budgets

Work has begun on compiling budgets for June 1, 2016 through May 31, 2017. Dan Wilhelm and Guy Hallgren have been meeting with all departments to discuss what monies are needed to achieve goals for the budget year. The budget was presented during the March MUC meeting.

Motion to approve 2016-17 budget my Vice Chairman Austin. Seconed by Commissioner Bonicave. Passed unanimously.

Electric Rate Case

BEGWS will begin responding to questions by PSC as soon as BEGWS budgets are completed. Once the questionnaire is completed then Hudson Valley Energy Solutions will file a rate request with the PSC. The expected rate increase will be in the range of 2 to 5%.

BAN for Gas Pipe Replacement Work

As recommended by Hudson Valley Energy Solutions, BEGWS requests a BAN to pay for the incremental costs of the gas pipe replaced in 2015 -2016. BEGWS spent \$201,480 to replace 1130' of gas pipe on Liberty Street.

MGP Site Cleanup – Thomas Walsh H&H Lawfirm out of Rochester NY retained to engage NYS DEC. BEGWS has requested immediate engagement with DEC regarding the consent order and in communicating our intent to do the investigation. Site Evaluation will be executed in Qtr 3 2016 to determine if contamination exists.

Smart Grid Project

- BEGWS met with the Upstate Revitalization Initiative to present its plans for a microgrid in the Bath community. The presentation was well received. BEGWS outlined summarized a plan for implementation and a request for grant monies to offset risk in implementing new innovations and technologies.
- Wildan Energy Solutions has submitted questionnaire to NYERDA's contractor for entry into it cost/benefit model. We are still waiting for their return of their data before submission of our feasibility analysis to NYSERDA. Early indications by Wildan are that there is significant benefit to BEGWS and it customers and the payback is favorable.
- Guy Hallgren made a presentation to the Southern Tier Central Economic Development Council on February 23rd to overview Bath's plan to implement its microgrid. The materials presented were well received.
- **Advanced Meter Instrumentation**
BEGWS is continuing its evaluation of the Verizon and Nighthawk AMI meters. Verizon has been most responsive in working with BEGWS to get to know their products and services. A project

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charter and RFP will be submitted for approval to the MUC in April 2016. This plan will outline the scope, schedule, and costs for moving forward with the load management phase of the BEGWS Microgrid initiative.

Resource Recovery Hub

- The BEGWS RRH team met with Cornell University on February 12 to discuss working with Cornell in a joint venture. Cornell stated they have specific areas of interest in research and would welcome BEGWS as a research partner for a grant to be applied for in March 2016.
 - **Contract 4 – General Construction – C.O. Falter Construction Corp. (Falter)**
 - Falter’s abatement subcontractor (Abscope) has begun removal of asbestos from the two north cells of the digesters.
 - **Contract 5 – Electrical Construction – Schuler-Haas Electric Corp. (Schuler-Haas)**
 - Schuler-Haas mobilized on-site the week of February 1st.
 - Schuler-Haas has completed the installation of interior conduit in the existing Control Building. They will begin installing exterior conduit around the existing aeration basin/clarifier tanks next.
- BEGWS met with the US EPA on March 4th to overview our goals and objectives and to discuss how Bath and EPA could best collaborate. EPA will begin work immediately to perform lifecycle cost analysis.

Executive Session

Request made by Director Hallgren to enter into executive session. Motion by Commissioner Sweet to close regular session and enter into executive session at 6:20PM. Seconded by Commissioner Bonicave

Motion by Commissioner Heigel to close executive session and enter into regular session at 6:50PM. Seconded by Vice Chairman Austin.

Adjournment

Request for Adjournment by Commissioner Heigel seconded by Seconded by Commissioner Sweet in adjourned the meeting at 6:52PM.

Minutes submitted by: Guy Hallgren