

Bath Electric Gas & Water Systems

Municipal Utilities Commission Meeting Minutes August 11, 2015

Call to order

Vice Chairman Austin called to order the regular meeting of the Municipal Utilities Commission at 4:35 PM on August 11, 2015 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 |
| 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 Heigel, passed unanimously to pay the Abstract of Audited Vouchers: July 31, 2015 for Electric Fund of \$68,621.46.
- List of accounts payable and electronic fund transfers paid to date: June 2015.

| Expense | Amount |
|---------------------------|--------------|
| CNG | \$49,330.78 |
| Payroll for Period 15 | \$76,742.75 |
| NYPA | \$75,573.79 |
| New York State Sales Tax | \$7,380.32 |
| NYMPA | \$21,025.00 |
| Accounts Payable 07-07-15 | \$482,804.81 |
| NYSEG | \$6,964.12 |
| Accounts Payable 07-27-15 | \$206,175.16 |
| Payroll for Period 16 | \$77,762.50 |
| NYSEG | \$25,448.59 |

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Approval of Meeting Minutes

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

Supervisors Reports

Accounting/Commercial Office/Meter

- Updated the 2015-2016 projected to budget variance report.
- During the month BEGWS accounting staff completed and submitted the Annual 18a Temporary State *Assessment* Surcharge calculation and reconciliation to the NYS PSC. The surcharges this year for gas will be .0635 \$/MCF for Service Class 1 customers, .0098 \$/MCF for Service Class 3 customers, and .0214 \$/MCF for Service Class 4 BEGWS accounting staff has updated employees hourly wage rates and insurance contributions in the payroll system to reflect the increases negotiated in the recently approved labor agreement. customers. The surcharges were effective with the July billings.
- BEGWS accounting staff has also completed the annual reconciliation of purchased power adjustment charges for the Electric Department for the year ending 2015. For 2015 Bath has an under collection of \$24,067, which will be collected as an addition to the monthly PPAC charge throughout this year.
- Sewer rate increases were effective with the July billings.
- BEGWS accounting staff has updated employees hourly wage rates and insurance contributions in the payroll system to reflect the increases negotiated in the recently approved labor agreement. The new rates will be in the payroll paid on 7/31/15 and the retroactive payments are scheduled to be paid with the first payroll in August.
- BEGWS accounting staff has started working on year end reports including the Annual Update Document, which is submitted by the Village to NY State, and the Gas and Electric annual reports to the NYS Public Service Commission.
- During the month of July \$0 were spent on the Electric Upgrade Project.
- One QRS cases of customer complaints were filed with the NYS PSC during the month of July against BEGWS and resolved.
- Month to date 7,184 meters have been read out of a possible 8,003. This is an 89.8% reading rate so far this month, with 1,030 meters still scheduled to be read. Percentage of meters not read by department are: Electric 8.9%, Gas 15.3%, & Water 17.1%. 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 major factor.

Jim Housworth – Accounting Supervisor

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Electric Line Department

- Repaired several security and Street lights.
- Repaired Exit 39 Street Lights. One standard and light was knocked over by 3rd party damage by AL Blades.
- Repair high mast lighting at exit 38
- Completed make ready work for the 12 KV Conversion along the railroad tracks from Pine St. to Babcock Ladder and around Conhocton Street.
- Converted Robie St., Colonial Lawns and part of West Washington to 12 KV. Next will be Howell, Liberty and Pine St.
- Completed the changeover work for the new Village parking lot behind Liberty St. Total time to complete the project was approximately 1 week 2 crews. We still have a few aluminum light poles to remove as needed in the future.
- Aided the sewer plant in removal of sludge by lifting it out with the digger Derrick and dumping it in a dumpster.
- Responded to callouts at County Rte. 11, Circle Drive, East Washington, Victory Drive, I86 exit 39 and Rte. 415 South.
- Attended Safety Training on 7/2in Penn Yan. Topics of discussion were Transformer Safety and Ferro resonance.

Mark Hawk – Electric Line Supervisor

Service Department

- Investigated 3 gas odor complaints
- Rechecked pending gas leaks
- Continued with mowing season
- Completed annual corrosion control survey.
- Cleared several downed trees from right of ways, and one downed tree from the gas header that feeds the west end of the village and the VA.
- Installed remotes on pits at the golf course and the high school to make reading of the water meters safer and easier.
- Guy Hallgren and Jim Housworth and myself agreed, after a process to use Time Communications as our call center.

Steve Larsen – Service Department Supervisor

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Underground Line Maintenance Department

Not yet submitted – On vacation

Dan Borhman – UGLM Supervisor

Sewer plant

- Daily lab test & regular maintenance
- Installed new cross collector chains, flights, wear shoes, sprockets, & shafts on primary clarifier
- Bottom dewatering belt broke on the belt press. New belt was installed.
- Aerobic digester tanks 3 & 4 have had all grit removed and new diffusers installed.
- Have refilled with clear water for testing

Royce Hoad – WWTP Supervisor

Resolution to use Capital Reserve funds for RRH Project

A resolution has been passed by the Village Board to allow BEGWS to draw funds from its capital reserve balance to pay for the new resource recovery hub. This becomes effective immediately.

PSC Rate Filings

BEGWS will be filing gas and electric rate cases to recover monies expended. BEGWS has not had a gas rate adjustment since 2009. This has been primarily held up due to the pending settlement with Corning Natural Gas. Now that agreement has been reached with CNG, BEGWS can proceed with an application for a rate adjustment.

MGP Site Cleanup – GEI is performing an initial assessment of the Murray Ave MGP site. In their evaluation they will attempt to form a professional opinion from review of historical and empirical data available as to the type and extent of any plant contamination. They will also characterize samples as to whether or not they originated from the MPG site. GEI will submit a proposal with BEGWS and the DEC for a site environmental assessment.

Cycled Tree Trimming Program

Ironwood Heavy Hauling is nearing completion of the 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.

Fairview Drive Landscaping

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Ted Collins Company has been selected to perform landscaping around the Fairview substation. Plantings will be done on the south side of the substation beginning in August. The design and selection of tree has be coordinated with Mr and Mrs Bates.

Spruce Up Project

BEGWS is self-performing construction work to prevent paying prevailing wage costs and thus cut project costs. The conference room walls are up. electric has been run, door frame is install and HVAC ducts have been modified. Painting, overhead lights, and ceiling tiles will be next on the task list.

RRH

- Construction bids were received for phase I head-works replacement. Apparent low bidders were Lechase construction and Concord Electric both from Rochester.
- BEGWS requests authorization to fund detailed engineering for the RRH upgrades.

At Risk Gas Pipe Replacement Program

BEGWS has filed with the PSC for a gas surcharge for replacing at risk gas pipe. BEGWS requests recovery of funds invested in replacing old gas pipe in the form of a surcharge. There will be a bill line item for recovery of these funds.

Liberty Gas Main is being replaced on the west side of the street. We will continue work to get up to Washington Street intersection.

Advanced Meter Instrumentation

Three companies are being evaluated to provide AMI technology for BEGWS customers. They are Vellano Corporation, Verizon, and GE. Each is proposing to install a pilot for evaluation. The pilot projects would be proposed for September with a three month evaluation.

Call Center

Time Communications has been selected as the vendor to take responsibility for 2nd and 3rd shift dispatching and customer service. Four vendors were evaluated. Time communications was found to have the best mix of ability and price.

Executive Session – Request by Director Hallgren to go into executive session, Motion by Commissioner Sweet, second by Commissioner Heigel at 6:07pm. Executive session ended at 6:12pm.

Adjournment

Request for Adjournment by Vice Chairman Austin, motion by Commissioner Bonicave seconded by commissioner Sweet. Vice Commissioner Austin adjourned the meeting at 6:15pm.

Minutes submitted by: Guy Hallgren