

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
October 15, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on **October 15, 2008**, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie and Bruce Charles. Sylvan Konkel arrived at 4:30 P.M. Also present: Steve Birr with Foth, Pete Haack, Christopher Massart, Richard Riederer and Nancy Johnson. No members were absent.

Hafeman motioned, seconded by Ritchie to adopt the agenda set for the **October 15th, 2008** meeting. Motion carried.

Ritchie motioned, seconded by Hafeman to approve the minutes of the **September 24th, 2008** meeting. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) Haack and Massart presented the Commission with proposed changes to the 2009 – 2011 Union Contract.
- b.) Johnson discussed the Identity Theft Prevention Program (ITPP). Ritchie motioned, seconded by Charles to approve the Algoma Utilities' ITPP as presented. Motion carried.

Old Business:

- a.) Birr discussed progress of the Perry, Birch and Cedar Corners water main project. The water portion of the project is substantially complete.
- b.) Layne Tank plans to replace the expansion joint and circulation pump in the Rabas Street water tower this fall. The remainder of the maintenance will be done in spring.
- c.) CTW will be replacing the softener at Well #3 in December.
- d.) CTW installed the Well #5 rehabilitated pump on October 8th.
- e.) Algoma Utilities and Verizon Wireless have finalized negotiations of the water tower attachment agreement. Commencement date of the contract was September 1, 2008.
- f.) Planning Commission, no utility projects.
- g.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program:
 - WPPI Energy Service Representative (ESR), Melissa Moren, continues to work on energy audits for several city owned facilities.
 - Riederer and Moren continue to research renewable energy options for the Utility. The installation of a 2.7 KW solar PV awning system for the Utility Building is planned for later this year.

- Focus on Energy wind study assessment was performed on October 10th. The Utility will be receiving a report that will indicate if the location near the south substation is feasible for placement of a wind turbine.

Ritchie motioned, seconded by Konkell to approve payment of bills and payroll as presented. Roll call vote: all yes. Motion carried.

Konkell motioned, seconded by Hafeman to approve the [September](#) financial reports. Roll call vote: all yes. Motion carried.

The capital and operating and maintenance budgets were reviewed. Konkell motioned, seconded by Hafeman to approve budgets as presented. Roll call vote: all yes. Motion carried.

Manager's Report:

Riederer reviewed the attached report.

- Riederer met with vendors to obtain quotes for renting the new OSHA required flame retardant clothing. Cintas, a WPPI joint purchasing vendor, has the most reasonable rental prices. Konkell motioned, seconded by Charles to rent the uniforms from Cintas. Roll call vote: all yes. Motion carried.

Office Manager's Report:

Johnson reviewed the attached report.

At 6:00 P.M. Charles motioned, seconded by Hafeman to go into closed session as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

At 6:25 P.M. Ritchie motioned, seconded by Charles to resume to open session as provided by State Statute 19.85 (2). Roll call vote: all yes. Motion carried.

No action taken.

(NOTE: date and time change) The next regular Commission meeting will be held [Wednesday, November 5th](#) at 7:00 P.M.

Hafeman motioned, seconded by Ritchie to adjourn. Motion carried.

Meeting adjourned at 6:35 P.M.

President

Director

Secretary

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: RICHARD RIEDERER

Date: 10/9/08

Re: OFFICE MANAGER'S REPORT FOR 9/19/2008 - 10/09/2008 ACTIVITIES

Bonnie:

- Schedule cross connections with customers & update Access database with results.
- Prepare and mail third batch of letters for cross connection surveys.
- Prepare a spreadsheet which identifies homes that are vacant, abandoned or being foreclosed upon. This list will be used as a guide to consider turning water off at the curb before winter to prevent leaks.
- Prepare letters for customers who have abandoned their property to inquire if they would like meters to be removed from property. Letter included verbiage regarding reinstallation of meters, for customer to sign, should they decide to permanently remove meters.
- Participate in WPPI Webinar for lien processing (tax roll).
- Research any Northstar issues to allow for smooth lien processing.
- Training with Mary in various aspects of Northstar as follows: Set up general ledger account for new cash account, set up new cash account for ACH, set up new group code and statistics codes for lien processing.
- Went to Central Contractor Registration on line to change account number so the U.S. Coast Guard payment is applied to our new checking account.
- Export information from Northstar to identify kWh's used at any Algoma Utility property, including wells and towers, substations and office. Put this information in excel format so it can be a useful tool.

(OVER)

Mary:

- Prepared monthly stuffer which included info for Cub Scout's CFL Fundraiser.
- Experienced first Public Power Week.
- First experience with a power outage, calling customers & receiving calls when power went out when North Sub went down briefly.
- Worked/trained with Bonnie on changing pseudos numbers because of new checking acct #.
- Participated in Webinar for Lien Processing – additional questions for Bonnie on procedures for tax roll.
- From Jan 08 to September 2008 E.R.T. Meter Changes: 132 water and 262 electric.
- Since July of 2004 – approx. # of Meter with E.R.T. changes: 1614 water and 1866 electric.
- Note on E.R.T. meter changes: Majority of meters have been E.R.T.'d with the exceptions of 3-phase meters, industrial meters, which are read via telephone lines, a few problem meters and water meters over 2" and some 1-1/2" meters.

Cheryl

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 283 disconnects.
- Working with payment arrangements for commercial customer in disconnect status.
- Prepared for Public Power Week.

(OVER)

Nancy:

- Finalized Verizon's water tower attachment lease, commenced September 1, 2008
- Established new municipal checking account with Bank of Luxemburg to earn higher interest
- Coordinated updating of bank account records with staff in accounting and billing software, cash reports and direct deposit vendors
- Analyzed WI P.S.C. tax remainder assessment (on revenues)
- Reviewed Tenor's pay requests and coordinated payment with U.S.D.A. and Foth
- Updated AT&T's billing information for joint trenching, pole transfers and contracted jobs
- Worked with Boy Scouts representative to coordinate Focus on Energy CFL/LED light sales to promote energy conservation
- Set up new pole attachment agreement with local internet provider
- Researched changes in ATC investment agreement
- Filed workers' compensation claim
- Reviewed accounts with water quality issues – flushing due to construction
- Discussed energy conservation and renewable energy projects with ESR
- Reviewing employee issue
- Scanned State's DOA Commitment to Community (CTC) program new report requirements
- Finished electric and water operating and maintenance and capital budgets
- Met with insurance representatives and reviewed updates for 2009 policy year
- Worked with staff to contact customers during North Sub power outage
- Planned Public Power week with staff
- September usage bills had the first negative PCAC since 2001! See WPPI memo with financial statements, due to lower than expected wholesale costs

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for October 15, 2008 meeting

1. Water main on Perry St. is completed.
2. No. 5 pump is installed and ready for final inspections and samples.
3. Installed new secondary service to new house under construction on Lakeview Drive.
4. We are in the process of turning water valves.
5. Winterizing hydrants.
6. Water cross connections surveys is started and going well.
7. Focus on Energy called and our wind assessment will be processed with Randy Foller coming to check the site on October 10, 2008.
8. Had two vendors come in for flame retardant clothing rental quotes
9. October 8, a voltage regulator failed. We had to bypass the regulator.
10. The North Substation was shut down October 8 to install the new 69 switch.