

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
February 20, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [February 20, 2007](#) at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Alan Groessl, Robert Hafeman, Bruce Charles and Russell Ritchie (Russ arrived at 4:25 p.m.). Also present were Jim LeCloux and Nancy Johnson.

Member absent: None.

Hafeman motioned, seconded by Charles to adopt the agenda set for the [February 20<sup>th</sup>, 2007](#) meeting.

Groessl motioned, seconded by Charles to approve the minutes of the [January 16<sup>th</sup>, 2007](#) meeting.

**Comments of Anyone Present:**

None.

**New Business:**

a.) None.

**Old Business:**

- a.) February, Planning Commission: no new utility projects. Utility Commission discussed how the 2005 Wisconsin Act 425 will affect water lateral location requests and if the proposed Response to Sewer and Water Location Requests form, as submitted by Public Works, is properly worded (as it relates to water laterals).
- b.) Well #2 reconstruction – well continues to be offline, pump not working properly Layne- Northwest has not returned yet to work on failed pump.
- c.) Sixth Court development: utility is waiting for developer to submit plans for review and to be approved by the DNR.
- d.) Substation upgrade: new fencing was installed, utility crew removing old fence.
- e.) Verizon Water Tower (south) Lease Agreement was discussed. Verizon has placed a stop order on all projects at this time. Projects may recommence this fall.
- f.) Emergency Management Water Tower (north) Attachment Agreement was discussed.

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

[Year-end](#), financial reports were presented. December financial statements will be approved at the next meeting, after the audit.

**Manager's Report:**

LeCloux reviewed the attached report.

**Office Manager's Report:**

Johnson reviewed the attached report.

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

Meeting adjourned at 5:10 P.M.

OFFICE MANAGER'S REPORT FOR 1/13/2007 - 2/15/2007 ACTIVITIES

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**Bonnie:**

- Filed online annual PSC adjustment report
- Discovered \$1,199 in vendor billing errors to the Utility
- Added 2006 electric and water meter install costs to Access database
- Completed annual billing rate review of industrial and commercial customers
- Requested \$6,135 in additional deposits, due to winter non-pays (approximately \$2,000 already collected, as of today)
- Trained Cheryl in Solomon Misc. A/R
- Updated MVRS to reflect change in daylight savings time
- Typed bill stuffer regarding winter moratorium and bill payment options
- 2007 year to date changes: 23 water ERT meters and 217 electric ERT meters
- Electric ERT meters are new Centrons to replace defective GE ERT meters
- 2004-'07, approx: 1,025 water and 1,112 electric meters w/ERTs have been installed

**Cheryl:**

- Pulled and filed pole cards
- Cross trained with Bonnie in Solomon Misc. A/R
- Processed electric commercial disconnect notices and 142 past due reminders issued
- Issued third cycle of residential water disconnection notices (19). Approximately \$6,000 collected as of today. By issuing these notices, cash flow now vs. after April 15<sup>th</sup>

**(OVER)**

**Nancy:**

- Electric meter inventory done, good job to Chris and Bonnie for keeping data accurate!

- Calculated 2007 Joint Metering fee
- Computed 2007 burden rates for Project Controller
- Completed year end payroll reports, filed 4<sup>th</sup> quarter reports, issued W-2s
- 2006 Workers Compensation audit done
- Trued up special funds for bond reserves and verified interest accruals to 1098s
- Completed year end plant addition/retirement unitization and installation factors. Allocated "Contributed" (CIAC) plant percentage. Calculated cost of removal looked up retired costs and split CIAC portion. Ran and filed year end Project Controller reports.
- Allocated clearing accounts and wrote off 2006 balances
- Completed year end G/L reconciliation and documentation for audit file
- Performed internal audit; external audit scheduled for Feb. 26<sup>th</sup>
- Calculated year end installation costs for electric/water meters and transformers
- Retired value of electric/water meters and transformers written off
- Updated pole attachment inventory for 2007, 3<sup>rd</sup> party attachment rental
- Filled out 2006 annual USDA worksheet (for water loans)
- 2006 gallons pumped vs. sold, unaccounted loss: 8.64%. Down 2.49% from 2005
- 2006 kWh purchased vs. sold, unaccounted loss: 4.2114%. Down .3025% from 2005
- Both reductions in meter losses may be attributed to new ERT metering
- Negotiating water tower lease with Verizon (2/13, Verizon cancelled all locations)
- Updated and filed online PSC Preventative Maintenance Plan for Jim
- Working with WPPI to approve Public Benefits energy conservation rebates (in absence of Energy Service Representative)
- Attended fourth session of MEUW Management Certification program
- Assisted at front desk, water disconnect complaints, staff vacation and sick time

## Managers Report for February 20, 2007 meeting

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1. Trim trees.
2. Remove trees at Cemetery.

3. Iron bacteria samples – Stassen & Dewey.
4. Install electric and water ERTS.
5. Unload chlorine at all wells.
6. Read meters – electric and water.
7. Replace cutouts at # 5 well.
8. Hook up URD service at 421 and 425 Lakeview Dr.
9. Car accident Hwy 54 and Evergreen.
10. New fence installed at north sub.
11. Remove old fence at north sub.
12. Replace frozen water meters.
13. Replace light pole at 1101 Lake St.
14. Safety school.
15. Repair lateral in trailer park on Mueller St.
16. Power outage at Elementary School.
17. Replace cutouts at Elementary School.
18. Update pole cards.
19. Assist Public Works with tree removal