

**MINUTES OF THE ALGOMA UTILITY COMMISSION  
MEETING OF January 16, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [January 16, 2007](#) at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Bruce Charles and Russell Ritchie. Also present were Jim LeCloux and Nancy Johnson.

Excused absence: Alan Groessl.

Hafeman motioned, seconded by Charles to adopt the agenda set for the [January 16<sup>th</sup>, 2007](#) meeting.

Ritchie motioned, seconded by Charles to approve the minutes of the [December 19<sup>th</sup>, 2006](#) meeting.

**Comments of Anyone Present:**

None.

**New Business:**

a.) None.

**Old Business:**

- a.) January, Planning Commission: no new utility projects.
- b.) Well #2 reconstruction – well is offline, pump not working properly Layne-Northwest is scheduled to return to work on failed pump on January 17th.
- 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 to be installed.
- e.) Verizon Water Tower (south) Lease Agreement was discussed.
- 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 will be presented at the next meeting.

**Manager's Report:**

LeCloux reviewed the attached report.

- The utility received a letter from the DNR regarding a water quality complaint. Plans to loop the water main on Stassen will be researched.

- Purchasing policy was reviewed. Currently the general manager can spend up to \$5,000 on non-budgeted items, without Commission approval. Hafeman motioned, seconded by Charles to change the policy to \$10,000. Roll call vote: all yes. Motion carried.

**Office Manager's Report:**

Johnson reviewed the attached report.

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

Meeting adjourned at 4:35 PM

**Office Managers Report for 12-15/2006 to 1/12/2007 Activities**

**Bonnie:**

- Produced and reconciled all year end sales and meter reports in Harris
- Working with WPPI and Itron to identify ERT meter reading problems with new high power ERTs
- Finished electric department inventory entry and review. Crew completed physical count; variance is less than 1% only .276%!
- Worked with crew to reduce physical electric and water variance to a minimal amount. Completed entry of final counts in Solomon for year end journal entry
- Applied end of year interest to customer deposits per P.S.C. code and updated interest rate for 2007
- Completed 1099 filing requirements
- 2006 year to date changes: 278 water ERT meters and 199 electric ERT meters
- 2004-'06, approx: 1,013 water and 1,064 electric meters w/ERTs have been installed. 2006 ERT upgrade stalled due to malfunctioning electric ERTs. Utility worked with supplier to have GE and Itron research and resolve the problem

**Cheryl:**

- Pulled and totaled retired transformer cards
- Sent industrial customers recycling letter
- Processed electric commercial disconnect notices
- Issued second "cycle" of residential water disconnection notices (6)

**Nancy:**

- Trued up 2006 tax equivalent for City. 2006 payments in lieu of taxes are as follows: **Electric \$86,945 and Water \$115,523 for a total of \$202,468**
- 2006: total cost of **Gratis work performed for City \$7,423**. Report will be attached to year end financial statements

- Reviewed electric and water physical inventory counts, very low variances, **less than 1%** (good job to crew and Bonnie!) Electric variance: .276%, water variance: .14%
- Completed transformer inventory review (physical count to access database) – **no variances** (good job to Dick, crew and Bonnie!!)
- Finished hydrant, valve, lateral and street light inventory for PSC report – **no variances!**
- Water meter inventory done, good job to Chris and Bonnie for keeping data accurate!
- Began electric meter inventory
- Trued up 2006 Public Fire Protection fee
- Set up 2007 cash and equipment spreadsheets
- Updated payroll and timesheets for new union contract and rates for 2007
- Reconciled year end payroll reports and retirement report (issued to City)
- Updated and issued employee burden rate spreadsheets
- Filed 2006 OSHA report
- Issued 2006 tree trimming hours to City for tree grant
- Entered and reconciled year end electric and water sales, cash and interest
- Negotiating water tower lease with Verizon
- Working with WPPI to approve Public Benefits energy conservation rebates (in absence of Energy Service Representative)
- Coordinated recycling day and obtained 2007 rates (in absence of Energy Service Representative)
- Assisted at front desk, water disconnect complaints, staff vacation and sick time

### **Managers Report for January 16, 2007**

1. Water complaint on Stassen St. met with DNR to discuss water issues.
2. Lower flags.
3. Call Out, wire down Sixth and Fremont.
4. Repair hydrant valve, corner of Fremont and Division St.
5. Electric and water re-reads, move ins and outs.
6. Install new water service on Lake St.
7. Repair water shut off at 622 Perry St.

8. Electric and water locates.
9. Tree trimming to maintain line clearance.
10. Electric and water inventory.
11. Substation Maint..
12. Street light maint.
13. Vehicle maint. And equipment.
14. Send water samples to DNR.
15. Repair test valve at #1 well.
16. Tony and Pete attended Journeymen Linemen School.
17. Install electric and water meters.
18. Repair electric and water meters.
19. Flush on Stassen and Sixth St.