

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
July 18, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on July 18, 2007 at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Sylven Konkel, Bruce Charles and Russell Ritchie. Also present: Tara LeClair of the Door Kewaunee Business and Education Partnership and Jim LeCloux and Nancy Johnson.

Members absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the July 18th, 2007 meeting.

Hafeman motioned, seconded by Ritchie to approve the minutes of the June 13th, 2007 meeting.

Comments of Anyone Present:

Tara LeClair discussed the Door Kewaunee Business and Education Partnership programs and requested WPPI Community Contribution Funds to fund future projects.

New Business:

- a.) Johnson explained the Wisconsin Public Power Inc. (WPPI) Utility and Municipal Building Energy Efficiency Incentives program. The Utility will “lead by example” by making a formal commitment to reduce energy use (in all forms) by 10% in the next year. The Utility started a lighting retrofit project earlier this year and had upgraded to LED exit signs. Konkel motioned, seconded by Charles to approve the attached resolution. Motion carried. A future goal is to have all municipally owned facilities pass similar resolutions and participate in the program. Johnson will work with WPPI Energy Service Representative (ESR), Melissa Moren, to promote the program.
- b.) Johnson discussed the WPPI Community-Based Renewable Project Development Program. Moren, met with the Algoma High School to research a potential renewable energy project. WPPI and Algoma Utilities have funding available to assist in the energy conservation project. WPPI’s funding ranges from \$10,000 to \$25,000 depending on the scope of the project. Algoma’s contribution is capped at a maximum of \$5,000. The Utility’s portion will be funded by Commitment to Community Funds. Ritchie motioned, seconded by Konkel to support the school’s renewable energy project (up to \$5,000), subject to WPPI approving the project. Roll call vote: all yes. Motion carried.
- c.) Budget – Street department requested that the Utility postpone the 6th street project from the 2008 budget to 2009. The Commission’s general consensus was to postpone the Sixth Street water main and lateral replacement project to the spring of 2009.

Old Business:

- a.) Emergency Management (EM) plans to attach to the North water tower. Utility Service Company performed a wind load calculation of the antennae to be used. Based on the analysis, no additional railing support will be required for the EM attachment.
- b.) Planning Commission, no utility projects.

- c.) Stassen Street Project is complete. Laterals were extended to improve water quality; customers are pleased with the results.
- d.) Substation upgrade: waiting for control house to arrive. Crew will have reclosure training.
- e.) Written requests for the 2007 Wisconsin Public Power, Inc. (WPPI) Community Contribution Funds and Economic Development Funds were reviewed. Konkel motioned, seconded by Charles to allocate the WPPI Community Contribution Funds as follows: \$250 to the Algoma Police Department for a life saving line deployment system, \$250 to the Clay on Steele Artist in Education program, \$250 to the Algoma Boys Little League program, \$250 to the Algoma Girls varsity softball team for the Florida spring training trip, \$250 to the Wings of Eagles Christian Academy for security camera/equipment, \$125 to the Violence Intervention Project for the SAVES program and \$125 to the 1st Annual Halloween Walk project. Roll call vote: all yes. Motion carried. Ritchie motioned, seconded by Konkel to donate the \$1,000 of WPPI Economic Development Funds to the Door Kewaunee Business and Education Partnership High School Home Construction program, for a home to be built in the city of Algoma. Algoma Utilities will also donate \$1,000 and any energy appliance rebates that apply, upon completion of the home. Roll call vote: all yes. Motion carried.

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

Charles motioned, seconded by Konkel to approve the [June](#) financial reports. Roll call vote: all yes. Motion carried.

Manager's Report:

LeCloux reviewed the attached report.

Office Manager's Report:

Johnson reviewed the attached report.

- The American Transmission Company (ATC) investment was discussed. Due to the growth of the ATC and to retain its current Percentage Interest in the organization, Algoma Utilities was offered the opportunity to buy [226](#) additional units at a current cost of [\\$3,278](#). The deadline to notify the ATC of the capital call is [July 20th](#); the purchase is due on [July 30th](#). Konkel motioned, seconded by Ritchie to recommend the ATC purchase. Roll call vote: all yes. Motion carried. A memo will be forwarded to the City explaining the investment.

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

Meeting adjourned at [6:15](#) P.M.

President

Director

Secretary

Memo

To: Algoma Utility Commission
From: Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for July 18, 2007 Meeting

1. Change out elec & water meters to AMR reads.
2. Change out pole at 6th & Cleveland St.
3. Transfer phone wires on 6th & Cleveland.
4. Repair stop sign 2nd & Navarino with flashing light.
5. Install grounds North Substation, part of upgrade.
6. Street light maintenance.
7. Rebuild primary at Algoma Lumber.
8. Install new 3 phase meter at Algoma Lumber.
9. Patch black top from water main breaks.
10. Reconnect 518 Frank Av.
11. Replace street light wire on State between 5th-4th.
12. Reconnect at 402 Church Street.
13. Replace transformer and secondary service at Algoma Lumber Co. office.
14. Set 3phase transformer at Algoma Lumber.
15. Electric and water disconnects, and reconnects, door hangers.
16. Attend supervisor meeting at Algoma Library.
17. Attend WPPI managers meeting in Green Bay.
18. Cut grass on Utility property.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 7/12/07

Re: OFFICE MANAGER'S REPORT FOR 6/9/2007 - 7/12/2007 ACTIVITIES

Bonnie:

- Created cross-connection program customer data base
- Backup front desk in absence of CSR
- Issue pool fill credits
- Typed up billing stuffer
- Continue to process meter change outs; back-bill (or issue credit) as permitted by PSC
- ACH participants at 249, approximately 12% of customers
- Prepared and issued meter replacement letter to Algoma Mobile Home park customers. Also created worksheet to facilitate meter technician in completing paperwork
- Scheduling electric and water meter replacements with customers. Create and maintain electric and water meter cards and meter status in Harris and Access database
- 2007 year to date changes: 356 water ERT meters and 585 electric ERT meters
- 2004-'07, approx: 1,353 water and 1,475 electric meters w/ERTs have been installed

Cheryl:

- Typed ARCA information sheet
- Pulled and filed meter cards
- Issued 167 electric disconnect notices in July
- June resulted in 7 electric disconnections, two meters (E & W) remain disconnected

(OVER)

Nancy:

- Reviewed WPPI Power Point presentation from large customer breakfast with several community leaders and discussed WPPI summer rates letter
- Filed Microsoft software claim
- Provided annual Public Benefits report to ESR and reviewed report requirements
- Discussed several energy conservation projects and energy audits with ESR
- Reviewed new Public Benefits auditing and reporting rules for 2008
- Attended MEUW Annual meeting, picked up crew's safety award and news release
- Calculated several job estimates and customer contributions for projects. Determined refunds on previously paid advances. Researched water lateral contributions
- Filed Unclaimed Property Report
- Requested Well #2 amortization approval from the PSC
- Discussed cross connection program with Jim and Chris
- Reviewed ATC investment letter from WPPI – new agreement
- Calculated joint metering fee estimate for 2008 for WWTF
- Provided electric and water budget info to various City departments
- Cross connections info packet to Commission for survey group
- Began researching 2008 funding sources for water projects
- Analyzed bankruptcy claim and collection agency report
- Filed quarterly payroll reports and attended AFLAC meeting
- Trained Cheryl on the next step of truck hours
- Worked with Bonnie to update language on wiring affidavit (also updated similar language on job estimate to alert customers to permit requirements)
- Began planning Public Power week with staff
- Assisted at front desk - staff absences
- Requested enrollment proof for scholarships and did photos for news release
- Staff issued recycle day letter to industrial customers