

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
August 15, 2007**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on August 15, 2007 at 4:00 P.M. in compliance with the open meeting law.

Members present: Robert Hafeman, Sylvan Konkel and Russell Ritchie. Also present: Nancy Johnson.

Members absent: Guy Haasch and Bruce Charles.

Ritchie motioned, seconded by Konkel to adopt the agenda set for the August 15th, 2007 meeting.

Konkel motioned, seconded by Ritchie to approve the minutes of the July 18th, 2007 meeting.

Comments of Anyone Present:

None.

New Business:

a.) None.

Old Business:

- a.) Water tower lease agreement between Kewaunee County Emergency Management (KCEM) and Algoma Utilities has been signed. KCEM plans to attach to the North water tower this year.
- b.) Planning Commission, no utility projects.
- c.) Substation upgrade: control house was delivered, crew is working on set up and electric controls.
- d.) The Wisconsin Public Power Inc. (WPPI) Utility and Municipal Building Energy Efficiency Incentives program was discussed. Utility plans to install occupancy sensors in various rooms and has a new programmable thermostat to adjust heating and cooling settings for occupied and unoccupied hours. Johnson will work with WPPI Energy Service Representative (ESR), Melissa Moren, to promote the program to the City Council.
- e.) Johnson informed Ron Welch of the WPPI and Algoma Utility financial support of a future Community-Based Renewable Project Development.
- f.) A preliminary draft of the capital budget was reviewed. Sixth Street water main and lateral project has been postponed from the 2008 budget to 2009, per the Street Department's request. Perry Street project needs further review. USDA may be able to fund projects from both years under one loan.
- g.) At the July meeting a motion was passed to donate the \$1,000 of WPPI Economic Development Funds to the Door Kewaunee Business and Education Partnership (DKBEP), for a home to be built in the city of Algoma. Algoma Utilities would also donate \$1,000 and any energy appliance rebates that apply, upon completion of the

home. Tara LeClair from DKBEP notified the Utility that the High School Home Construction program will not happen in Algoma during the 2007-2008 school year. Reallocation of funds will be discussed at the next meeting.

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

Konkel motioned, seconded by Ritchie to approve the July financial reports. Roll call vote: all yes. Motion carried.

Manager's Report:

LeCloux was absent; Johnson discussed several projects that the crew has been working on:

- Rewiring park lights at Perry Field
- Working on Control House and upgrade at the North Substation
- Installed primary switches (6th & Navarino)
- Upgraded various capacitors
- Installed secondary to new Maritime Pointe unit
- Installed secondary to new garages at Sunrise Cove
- Installed grade school auditorium transformer and primary extension
- Assisted Algoma Hardwoods in unloading new transformer
- Provided mutual assistance to Sturgeon Bay Utilities

Office Manager's Report:

Johnson reviewed the attached report.

- Current power costs are extremely high. Customers are urged to conserve energy to minimize bill increases.

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

Meeting adjourned at 5:15 P.M.

President

Director

Secretary

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 8/09/07

Re: OFFICE MANAGER'S REPORT FOR 7/13/2007 - 8/09/2007 ACTIVITIES

Bonnie:

- Provided Sturgeon Bay Utilities with Mutual Aid office assistance (staff at funeral)
- Upgraded Harris database due to additional Post Office mailing requirements (9 digit zip codes)
- Planned agenda and attended Harris Users Group meeting
- Scheduled phone meter reading line for customer changing to industrial rate class. Worked with WPPI to ensure meter read properly. Issued customer new rate class letter.
- Reset (billing) budgets in Harris for 2007 – 2008 budget year
- Continue to process meter change outs; back-bill (or issue credit) as permitted by PSC
- 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: 431 water ERT meters and 654 electric ERT meters
- 2004-'07, approx: 1,428 water and 1,544 electric meters w/ERTs have been installed

Cheryl:

- Cross trained with Nancy to set up monthly office calendars
- Pulled and filed meter cards
- Issued 194 electric disconnect notices in August
- July resulted in 8 electric disconnections

(OVER)

Nancy:

- Attended WPPI Regional Manager's meeting with Jim
- Reviewed pole attachment agreement to impose penalties for failure to remove
- Researching Positive Pay and ACH block (fraud prevention)
- Filed for first Department of Commerce grant withdrawal
- Provided annual Public Benefits documents to ESR
- Discussed energy conservation projects and energy audits with ESR
- Reviewed Public Benefits auditing and reporting rules for 2008 with MEUW and WPPI
- Researching new low income weatherization provider and funds availability
- Attended MEUW Customer Service and Accounting planning meeting
- Worked with Jim to finalize water tower attachment agreement - Emergency Government
- Discussed customer's new industrial rate class with Bonnie
- Worked on electric and water budgets
- Researching 2008 funding sources for water projects
- Cross training Cheryl on the next step of truck hours
- Went to FEMA board meeting
- Planning Public Power week with staff
- Discussing plans for Harris Norstar upgrade with staff
- Assisted at front desk - staff absences and cover for Jim while he was out
- Met with new building inspector
- Contacted WPPI Community Contribution recipients, took photos and wrote news releases, also issued safety award news release and photos
- Hosted employee AFLAC meeting and discussed Met Life Dental insurance
- Thank you to Bonnie, Tony and Chris T. who offered Mutual Aid assistance to Sturgeon Bay Utilities so their staff could attend an employee's memorial service.