

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
September 19, 2007**

Vice-President Robert Hafeman called the meeting of the Algoma Utility Commission to order on September 19, 2007 at 4:00 P.M. in compliance with the open meeting law.

Members present: Bruce Charles, Robert Hafeman and Sylven Konkel. Also present: Lauri Morehart; Wisconsin Public Power, Inc. (WPPI), Michael Olesen; Utility Service Co, Jim LeCloux and Nancy Johnson.

Member absent: Guy Haasch.

Charles motioned, seconded by Konkel to adopt the agenda, as amended, set for the September 19<sup>th</sup>, 2007 meeting.

Konkel motioned, seconded by Charles to approve the minutes of the August 15<sup>th</sup>, 2007 meeting.

**Comments of Anyone Present:**

None.

Russ Ritchie arrived at 4:15 p.m.

**New Business:**

- a.) Lauri Morehart from WPPI did a presentation about “A Shared Responsibility”. The theme reflects how WPPI, member communities and electric utility customers can work together to ensure an affordable, reliable and an environmentally responsible power supply. The objective is to conserve energy and to reduce reliance on fossil fuels.
- b.) Mike Olesen from Utility Service Co, Inc. reviewed an inspection report of both water towers and the maintenance program costs. Olesen needs to provide additional detail of costs on a per project basis.
- c.) One salt bid was received. Morton Salt quote for \$62.56 per ton, freight included. Rate per ton has increased \$8.91 from last year, an increase of 17%. Charles motioned, seconded by Ritchie to award the bid to Morton Salt. Roll call vote: all yes. Motion carried.

**Old Business:**

- a.) Planning Commission, no utility projects.
- b.) Substation upgrade: regulators will be changed at the North substation.
- c.) WPPI Energy Service Representative, Melissa Moren, attended the September City Council meeting to promote the WPPI Utility and Municipal Building Energy Efficiency Incentives program. The City is encouraged to “lead by example” by making a formal commitment to reduce energy use. The City will need to pass a resolution to participate and if qualifying energy efficiency projects are done, they could be eligible to receive double the standard incentives.

- d.) The Algoma High School is researching a potential solar project that could receive funding from WPPI and Algoma Utilities' Community-Based Renewable Project Development program.
- e.) 2008 Budgets were reviewed and will be finalized at the next regular meeting.
- f.) Reallocation of the \$1,000 WPPI Economic Development Funds was discussed. Konkel motioned, seconded by Ritchie to donate the funds to the Farm Market Kitchen. Roll call vote: all yes. Motion carried.

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

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

### **Manager's Report:**

LeCloux reviewed the attached report.

- DNR mandated cross connections program was discussed. Utility is performing surveys and finding deficiencies at customer's sites. Utility will purchase and install backflow prevention devices that need to be installed at customer's premises to satisfy the DNR requirement. Customers will be billed the installed cost for apparatuses that need to be installed.
- Well #3 building was vandalized. Panels and new door was damaged. Police report was filed; party involved will be billed for repairs.
- WS Packaging needs to move private fire protection lateral to satisfy their insurance company standard. Project is customer's cost.
- The City's 2008 Under Power Line Tree Program was discussed. City purchases trees at a cost of \$100 each. LeCloux recommended purchasing five low-growth trees in 2008, to replace old trees interfering with power lines.
- Proposals were reviewed for the Well #3 pump removal and well assessment project: Layne-Northwest; \$32,100, Municipal Well & Pump; \$21,624, Well Water Solutions; \$17,560, CTW, \$16,380. Konkel motioned, seconded by Ritchie to award the project to CTW. Roll call vote: all yes. Motion carried.

### **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 334 additional units at a current cost of \$4,894. The deadline to notify the ATC of the capital call is [October 19<sup>th</sup>](#); the purchase is due on [October 29<sup>th</sup>](#). 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.
- Power costs are remaining extremely high. Customers are urged to take energy conservation measures, to reduce their electricity use, to minimize bill increases.

At 7:00 P.M. Konkel motioned, seconded by Ritchie to go into closed session for “considering employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” as provided by State Statute 19.85 (1) (c). Roll call vote: all yes. Motion carried.

Meeting adjourned at 7:25 P.M.

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President Director Secretary

# Memo

To: Algoma Utility Commission  
From: Jim LeCloux  
CC: Nancy Johnson  
Re: Managers Report for Sept 2007 meeting

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1. Substation Maint.
2. Well Maint.
3. Replace service at 215 N. 4th
4. Replace service at 429 N 4<sup>th</sup>.
5. Install water lateral at N 8153 Cty M.
6. Install 6" water main for fire protection at Denny's Super Value.
7. Water & Electric locates.
8. Turn Values
9. Cut grass
10. Trouble call 1402 Washington, no power.
11. Trim fallen tree off Brenda Rush's car.(assist public works)
12. Replace pole at Jefferson &Flora.
13. Repair guy wire on the corner of Jefferson & Sunset ATC pole.
14. Transfer telephone and cable lines to new pole on Jefferson & Sunset.
15. Renew service at 307 Mill St..
16. Renew service at 524 N Water.
17. Renew service at 618 N Water.
18. Straighten pole at 1021 Parker.
19. Replace St Light pole at Marina.
20. Work on N. Sub.
21. Work on Capital budget.



# ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: JIM LECLOUX  
Date: 9/12/07  
Re: OFFICE MANAGER'S REPORT FOR 8/10/2007 - 9/12/2007 ACTIVITIES

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## **Bonnie:**

- Worked with WPPI to ensure new phone read meters are reading properly.
- Discussed meter reading schedules and PCAC application method with Nancy
- Obtained Itron handheld quote for capital budget
- Issued salt bid requests for Jim
- Reviewed WPPI, NorthStar training schedule (Harris billing software) with office
- 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: 472 water ERT meters and 707 electric ERT meters
- 2004-'07, approx: 1,469 water and 1,597 electric meters w/ERTs have been installed

## **Cheryl:**

- Cross trained with Nancy on cost spreadsheet for equipment costs
- Populated energy conservation benchmark spreadsheet with 2006 and 2007 YTD
- Attended WHEAP meeting at Kewaunee County SS
- Pulled and filed meter cards
- Issued 217 electric disconnect notices for September, resulted in 8 electric disconnections

**(OVER)**

**Nancy:**

- Reviewing alternative method of PCAC bill application
- Researching Positive Pay and ACH block (fraud prevention)
- Reviewed annual Public Benefits report from ESR
- Spoke to several customers about potential renewable energy projects
- Discussed energy conservation projects and energy audits with ESR-provided data
- Researching new low income weatherization provider and funds availability
- Discussed capital budget with Jim and updated figures
- Worked on electric and water operating and maintenance budgets
- Researching 2008 funding sources for water projects (USDA)
- WPPI Community Contribution recipients: photos and wrote news releases, also issued valve turning notice
- Cross training Cheryl on the next step of truck hours
- Planning Public Power week with staff
- Hosted another employee AFLAC meeting and discussed Met Life Dental insurance
- Reviewed WPPI, NorthStar training schedule (Harris billing software) with staff
- Performed server maintenance
- Attended WPPI annual meeting
- Assisted at front desk - staff absences – disconnects
- Covered for Jim while he was out
- Scheduled electric meter test bench training
- Ordered supplies for crew, discussed projects with Dick
- Attended Perry St. planning meeting with Dick
- Assembled Perry St., Cedar Corners and Birch St. project info for Foth. Foth conference call with Dick and Jim regarding 2008 project. Updated costs for budget and funding.