

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
October 17, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [October 17, 2007](#) at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie and Sylven Konkel. Also present: Dave Liss and Steve Birr of Foth and Jim LeCloux and Nancy Johnson.

Member absent: Bruce Charles.

Hafeman motioned, seconded by Konkel to adopt the agenda set for the [October 17<sup>th</sup>, 2007](#) meeting.

Konkel motioned, seconded by Hafeman to approve the minutes of the [September 19<sup>th</sup>, 2007](#) meeting.

**Comments of Anyone Present:**

None.

**New Business:**

- a.) Dave Liss of Foth explained the scope of the 2008 Perry, Birch and Cedar Corners project. Hafeman motioned, seconded by Ritchie to approve the Standard form of Agreement for Professional Services and to authorize Foth to contract a company to perform the geoprobe services for the Utility. Roll call vote: all yes. Motion carried.
- b.) In 2008 the County will be resurfacing portions of Perry, Birch and Cedar Corners. In conjunction with this project, the Utility will be replacing water main on Perry St. (valve # 145) to (valve #243) on Cedar Corners Road and to (valve #478) on Birch Street. Steve Birr, from Foth, reviewed a timeline for the project.
- c.) Frank Avenue water main extension was discussed. Customer requested an extension to serve several residential lots.
- d.) WS Packaging may need to relocate their private fire protection lateral, on Flora Avenue, to satisfy their insurance company standard. Foth provided an estimate of cost. All costs would be borne by the customer.

**Old Business:**

- a.) The water tower maintenance program contract from Utility Service Co, Inc. (USC) was discussed. A list of costs per maintenance item was also reviewed. Foth advised that the Dixon Engineering report from 2001 be compared to the current report from USC. Commission consensus was to do items that need to be done now, but not sign the six year program contract.
- b.) Planning Commission, no utility projects.
- c.) Substation upgrade: project is proceeding well. Regulators will be changed at the North substation. 69kV line switch malfunctioned and needs repair.
- d.) 2008 budgets were reviewed and will be finalized at special meeting on [October 23<sup>rd</sup>](#).

- e.) City Council expected to pass a resolution at their November meeting to participate in the WPPI Utility and Municipal Building Energy Efficiency Incentives program.
- f.) No update on the Algoma High School solar project.

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

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

**Manager's Report:**

LeCloux reviewed the attached report.

- West entrance change over went well at WS Packaging. Konkell thanked the crew for their hard work to get the project done.

**Office Manager's Report:**

Johnson reviewed the attached report.

- Power costs remain high. Customers are urged to take energy conservation measures.
- Investment sweep analysis done by several local banks. Monthly fees are a concern. Funds at Baylake will be switched to a different Public Funds account to increase interest earnings. Reserve at Citizens already in a comparable Public Funds account.

At 6:45 P.M. Ritchie motioned, seconded by Hafeman 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.

At 7:10 P.M. Ritchie motioned, seconded by Hafeman to resume to open session with the possibility of action to take place as provided by State Statute 1985 (2). Roll call vote: all yes. Motion carried.

No action taken.

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

Meeting adjourned at [7:11](#) P.M.

---

President

Director

Secretary

# ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 10/11/07

Re: OFFICE MANAGER'S REPORT FOR 9/13/2007 - 10/11/2007 ACTIVITIES

---

## **Bonnie:**

- Trained with WPPI, in all aspects, on new Harris NorthStar software and successfully completed first billing with the new software
- Changed Olson Fabrication rate from (commercial) Gs-1 to (industrial) Cp-1
- Set up new meter (that was changed out) to bill properly for Algoma Lumber
- Drafted letter to WS Packaging-Screen Graphics re: electric rate change
- Set up new accounts for Harbor Beacon garages
- Completed setting up Cross Connection form in Access and updating customer information on cross connection surveys that were performed
- Discussing meter reading schedules and PCAC application method with Nancy
- Created October billing stuffer for Public Power week
- 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: 474 water ERT meters and 725 electric ERT meters
- 2004-'07, approx: 1,483 water and 1,615 electric meters w/ERTs have been installed

## **Cheryl:**

- Attended Harris NorthStar training for cashiering and calls
- Cross trained with Nancy on cost spreadsheet for equipment costs
- Issued 205 disconnect notices for October; 1 customer remains off from previous months

**(OVER)**

**Nancy:**

- Contacted by Verizon regarding the possibility of resuming tower attachment contracts
- Reviewing alternative method of PCAC bill application to improve cash flow
- Researching internal organization structure
- Analyzed electric use data for large customer bill inquiries, compared to other businesses of same size in other service territories. Met with customer to explain findings. Algoma Utilities' bill was over 14% less than IOU billing
- Researched ATC investment
- Spoke to several customers about potential renewable energy projects
- Discussed energy conservation projects and energy audits with ESR-provided data
- Researched low income weatherization provider and projected funds availability
- Finished capital budget with Jim and updated figures
- Completed electric and water operating and maintenance budgets
- Contacted WPPI Economic Development recipient
- Issued hydrant flushing notice
- Cross training Cheryl on the next step of truck hours
- Planned Public Power week with staff, stuffed conservation bags to hand out
- Attended WPPI Harris NorthStar training, covered at front desk while staff attended training
- Began online AFLAC reconciliation
- Participating in new PSC AdHoc committee to review new USOA
- Assisted at front desk - staff absences – disconnects
- Responded to open records request for Jim
- Covered for Jim when he was out
- Utility receiving training on new test bench, and reporting software
- PCAC will increase again for the October bills

# Memo

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

---

1. Power outage 700 block of Sunset.
2. Training on new elec meter test bench.
3. Install metering on WI Label Transformer.
4. Replace two cutouts that were broke at Algoma Medical Center.
5. Work on Transformer upgrade at WI Label.
6. Install new secondary service at Maritime Point Condo's.
7. Install switch gear at WI Label.
8. Remove backflow preventor from Marina.
9. Shut off abandon water shut off on 5<sup>th</sup> and Steele.
10. Replace transformer at 700 block of Sunset.
11. Repair valve boxes.
12. Energize transformer at WI Label.
13. Reclosure upgrade North Sub.
14. Meet with Chris Rankin from Town & Country Elec about Piggy Wiggy load.
15. Meet with Dave Krause North Sub 69 kv switch upgrade.