

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF  
November 28, 2007**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on [November 28, 2007](#), at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie, Bruce Charles and Sylvan Konkel. Also present: Jim LeCloux, Chris Massart and Nancy Johnson.

Member absent: None.

Charles motioned, seconded by Ritchie to adopt the agenda set for the [November 28<sup>th</sup>, 2007](#) meeting.

Ritchie motioned, seconded by Konkel to approve the minutes of the [October 17<sup>th</sup> and 23<sup>rd</sup>, 2007](#) meetings.

**Comments of Anyone Present:**

Chris Massart was present to discuss the DNR mandated cross connections program and the different types of backflow prevention devices that are required. Utility is performing surveys and finding deficiencies at customer's sites. General consensus of the commissioners was as follows:

- ◆ Issue letters to customers who are selected for the annual cross connection survey, explaining the program.
- ◆ Inform customers where the backflow prevention apparatuses can be purchased and which devices must be used. Utility will also stock some of the approved parts.
- ◆ Customers can chose who they want to install the devices. If the Utility is asked to do the installation, customer's will be billed the installed cost for each apparatus, (per PSC rules).
- ◆ When the Utility is hired for the installation work, customers will be asked to sign a liability waiver form.
- ◆ Utility will not perform work on toilets, furnaces or other items that may require a plumber.
- ◆ Failed inspections have 30 days to correct deficiencies or request an extension.
- ◆ If customers do not respond to the failed inspection in 30 days, a follow up letter will be issued, if the initial letter does not receive a response, a certified letter will be mailed.
- ◆ Customers who refuse the survey or do not correct a failed survey will incur fines and could have their water disconnected.

**New Business:**

a.) None.

**Old Business:**

- a.) Dixon Engineering and Layne Tank were contacted for inspection quotes. Upon receipt of the inspection report, Foth will review potential repair costs.
- b.) Utility personnel attended a planning meeting with the City, County and engineers to plan for the 2008 Perry, Birch and Cedar Corners project.
- c.) Frank Avenue water main extension was discussed. Developer's plans are waiting for DNR approval.
- d.) WS Packaging may need to relocate their private fire protection lateral on Flora Avenue to satisfy their insurance company standard.
- e.) Planning Commission, no utility projects.
- f.) North substation upgrade: project is proceeding well. New 69kV line switch has been ordered to replace the malfunctioned one. Insurance claim has been filed.
- g.) City Council passed a resolution at their November meeting to participate in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. Their electrician will develop a proposal for a lighting upgrade.
- h.) No update on the Algoma High School solar project.

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

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

**Manager's Report:**

LeCloux reviewed the attached report.

- Discussed items that will be purchased to be in compliance with the Blood-borne Pathogen and Hazard Communication OSHA standard.

**Office Manager's Report:**

Johnson reviewed the attached report.

At 5:35 P.M. Charles 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 6:55 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.

Ritchie motioned, seconded by Charles to offer the Utility Clerk position to Bonnie Junio. Roll call vote: all yes. Motion carried.

Due to the Utility Clerk position being filled internally, the Billing Clerk vacancy will now be advertised.

**Next Commission meeting will be held Monday, December 17<sup>th</sup> at 4:00 P.M.**

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

Meeting adjourned at 7:11 P.M.

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President

Director

Secretary

# Memo

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

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1. Pull pump at #3 well.
2. Change electric & water to A.M.R.
3. Lift spuds for docks at Marina
4. Take down American flags and put up Christmas decorations.
5. Prepare water main break area for black top on Division St.
6. Continue to dismantle North Substation.
7. Reconnect at 510 Ohio St.
8. Reconnect at 815 State St.
9. Extend primary on E. Greenfield, Joe Wiese property.
10. Install new vacuum switches N. Sub.
11. Replace oil switch Perry Field.
12. Water main break at Division & South.
13. Blow out water lines at Evergreen Cemetery.
14. Dig two sample holes fro Foth on Perry St.
15. Install secondary on E. Greenfield Joe Wiese property.
16. Rehook secondary upgrade at 1016 State St.
17. Safety training blood borne pathogens, hazard communication.
18. Attend supervisor meeting.
19. Attend Perry St. pre construction meeting.

# ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION  
From: NANCY JOHNSON  
CC: JIM LECLOUX  
Date: 11/16/07  
Re: OFFICE MANAGER'S REPORT FOR 10/12/2007 - 11/16/2007 ACTIVITIES

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## **Bonnie:**

- Changed W/S Packaging, Screen Graphics Division rate from CP-1 to CP-2 Time Of Day
- Continue scheduling electric and water meter replacements, with customers. Create and maintain electric and water meter cards and meter status in Harris and Access database
- Began scheduling cross connection surveys with customers, in conjunction with continuing water meter replacements. Maintain status of cross connection surveys
- Cross-trained (and completed) October monthly sales, PCAC and sales tax
- Facilitated Harris Users Group meeting at WPPI
- Continue to learn the new Harris billing software and submit Track-It's to WPPI to identify problem areas which require resolution
- Provide guidance in processing of tax roll and tax roll penalty in Harris
- Process accounts payable and inventory
- 2007 year to date changes: 490 water ERT meters and 750 electric ERT meters
- 2004-'07, approx: 1,499 water and 1,640 electric meters with ERTs have been installed

## **Cheryl:**

- Cross trained with Nancy on cost spreadsheet for equipment costs
- Issued 9 commercial disconnect notices for November
- Cross trained with Bonnie on lien processing (tax roll)
- Watched webinar training on lien processing (tax roll)

**(OVER)**

**Nancy:**

- Filed annual PSC fall disconnection report
- Calculated 6 year study researching alternative method of PCAC bill application to improve cash flow
- Researched changes in ATC investment agreement
- Discussed energy conservation projects and energy audits with ESR-provided data
- Bonnie cross-trained on monthly sales, PCAC and sales tax
- Calculated several job estimates and refunds due on estimates
- Filed workers' compensation claims
- Reviewed tax roll list
- Updated electric and water operating and maintenance budgets
- Distributed completed budgets
- Filed annual USDA budget report
- Discuss SRC water rate case with PSC
- Began electric rate case with WPPI
- Cross training Cheryl on the next step of truck hours
- Met with banks to discuss ways to improve earnings
- Created internal organization chart and internal controls checklist
- Drafted job description and job ad for vacancy, reviewing resumes and wage ranges
- Attended first aid and defib safety class
- Assisted at front desk - staff absences
- Attended USDA kick off meeting for 2008 water projects, attained legal counsel, researching interim financing, providing data to Foth
- Filed insurance claim for damaged substation equipment (over \$35,000)
- Covered for Jim when he was gone
- All employees assisting with moving items to allow new carpet to be installed
- PCAC down for November bills