

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
April 16, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on April 16, 2008, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Russ Ritchie, Sylven Konkell and Bruce Charles. Also present: Jim LeCloux, Richard Riederer and Nancy Johnson.

Member absent: none.

Charles motioned, seconded by Hafeman to adopt the agenda set for the April 16th, 2008 meeting. Motion carried.

Hafeman motioned, seconded by Konkell to approve the minutes of the March 12th, 2008 meeting. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) The American Transmission Company (ATC) voluntary capital contributions were discussed. Due to the growth of the ATC, it will require additional equity capital. Algoma Utilities was offered the opportunity to voluntarily contribute in **three** separate installments, the first of which is \$9,113. The remaining **two** installments will be due quarterly in 2008. Algoma has earned between 11% and 16% on this investment. The deadline to notify the ATC of the capital call is April 18th. Konkell 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.
- 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 51 additional units at a current cost of \$676. The deadline to notify the ATC of the capital call is April 18th, the purchase is due on April 30th. Konkell 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.
- b.) Charles motioned, seconded by Hafeman to designate the new General Manager, Richard Riederer, as the Wisconsin Public Power, Inc. (WPPI) Director and Office Manager, Nancy Johnson, as the WPPI Alternate. Motion carried.
- c.) Johnson explained the water rate increase. The Public Service Commission has approved a simplified water rate case for a 3% rate revenue increase. New rates will begin with the meter readings on June 26, 2008.

Old Business:

- a.) Layne Tank water tower inspection and maintenance will begin when weather permits.
- b.) Riederer discussed progress of the 2008 Perry, Birch and Cedar Corners project. Electric poles in the Cedar Corners area were moved so the County can widen the road for safety. Preconstruction and public information meetings were held at City Hall on March 27th. Interim financing for the 2008 Perry, Taft and Birch Street projects was approved at the April 7th City Council meeting.
- c.) Planning Commission, no utility projects.
- d.) Johnson explained the 2008 electric rate increase. The application was approved by the Public Service Commission, resulting in an overall average revenue increase of 4.2%. New rates will begin with the meter readings on May 28, 2008.
- e.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. A lighting incentive based on the electrician's proposal was forwarded to City Hall.
- f.) No update on the Algoma High School Community-Based Renewable project.

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

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

Manager's Report:

Riederer reviewed the attached report.

- Discussion was held regarding the new laws for personal protective clothing. Krause Power Engineering will perform the fault study. Ritchie motioned, seconded by Charles to approve the 14th edition of the MEUW safety manual. Motion carried.
- Tony Mueller has been appointed as the new foreman.

Jim LeCloux will retire on Friday, May 2nd. Thank you Jim for your 35 years of service! And welcome to incoming General Manager, Richard Riederer!

Office Manager's Report:

Johnson reviewed the attached report.

No closed session.

The next regular Commission meeting will be held [Wednesday, May 21st](#) at 4:00 P.M.

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

Meeting adjourned at 5:45 P.M.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 4/10/08

Re: OFFICE MANAGER'S REPORT FOR 3/07/2008 - 4/10/2008 ACTIVITIES

Bonnie:

- Continue training with Mary in utility billing and Northstar.
- Began processes in Project Controller and Allocator.
- Prepare a Cognos report listing of customers for possible Cross Connection Surveys.
- Refine report to identify customers in specific targeted areas.
- Update Access cross connection survey database to include additional fields and prepared new form accordingly for crew use.
- Set up electric meter cards in Access for newly purchased meters.
- Review process with Mary, and create new electric meters in Northstar.
- Attend and participate in Northstar Users Group.

Cheryl:

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 202 disconnects.
- We had six customers for recycling day.

(OVER)

Mary:

- Attended Harris Meeting in Sun Prairie.
- Created the stuffer for April bills which has rate case and reminders about Earth Day, Scholarship Deadline and Recycling Day.
- Sent out Deposit Requests for customers 80 days past due during the Moratorium period.
- Review Bankruptcy Policies.
- Training continues...
- Continued with scheduling meter change-outs for Route 10 customers.

Nancy:

- Filed online annual PSC report after audit review, printed and distributed report with year-end financial statements.
- Reviewed American Transmission Company investment request.
- Posted flushing notice in paper and on local cable channel.
- Discussed Conventional Electric Rate Review with WPPI and PSC. Provided data requests.
- **PSC approved an overall electric rate revenue increase of approximately 4.2% and will be sending new rates this month. New rates will begin with meter readings on May 28, 2008.**
- **Electric Rate Case Hearing is set for April 28, 2008, at 1:30 PM. Hearing will be held at Algoma Utilities building and at the Public Service Commission building.**
- Discussed Simplified Water Rate Case (SRC) with the PSC and provided data requests.
- **PSC approved an overall water rate revenue increase of 3% and will be issuing new rates in May. SRC rate cases do not have rate hearings. New rates will begin with meter readings on June 26, 2008.**
- Requested PSC approval to amortize well #3 rehab costs.
- Reviewed 2007 Worker's Compensation audit.
- Calculated several job estimates.
- Reviewed bankruptcy claim and collection agency legal actions.
- Boardman Law Firm reviewing proposed Verizon water tower attachment (South side). Verizon has prepaid \$6,000 towards legal fees. Negotiating lease and rents.

(OVER)

Nancy continued

- Attended Perry/Birch/Taft preconstruction meetings.
- Discussed energy conservation projects with ESR.
- Reviewed updated foreman's job description and General Manager rejection letters.
- Set up PC and WPPI software for new General Manager, cross trained in Solomon and Groupwise. Updated signature cards. Notification provided to MEUW, WPPI, Rural Water, etc...of new hire.
- Attended USDA docket meeting for 2008 water projects, gathering data for USDA and updated Position Fidelity Bond for 2008. Arranging interim financing through Ehlers & Associates.
- Attended MEUW seminar on Employee Evaluations and Performance Reviews.
- Staff is planning Jim LeCloux's retirement party

A few items to consider for the May meeting:

- Annual Commission Reorganization
- WPPI Community Contributions

Does anyone plan to attend the WPPI Orientation on May 6th?

Memo

To: Algoma Utility Commission
From: Dick Riederer & Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for April 16 meeting

1. Tony Mueller and Dick Reiderer attended the crew leadership conf. in Marshfield.
2. Attended the pre construction meeting for Perry St. Cedar Corners.
3. Participated with Christopher and Jim with DNR representative Wendy Anderson for the yearly inspection.
4. Worked with Jim on business procedures.
5. Worked with Christopher on DNR water sampling regulations. Christopher explained the requirements and procedures.
6. Went to St. Mary's to watch National Theater For Children, on Friday April 11th.
7. Attended supervisor meeting with Jim at city hall.
8. Attended city council meeting.
9. Worked with T&R Electric, ordered transformer for Elementary School. Oil testing for PCB.
10. Met with Jim Rabas at Algoma Motors concerning secondary under ground service.
11. Gary Paape talked about Utilities helping city crew with trees.
12. Talked to Steve Birr from Foth & VanDyke about hydrants on Perry St.
13. Nancy and office staff explained office practices and computer programs.
14. Christopher collected water samples for lead and copper test.
15. Scott and Christopher attended water seminar in Green Bay.
16. Reworked the elec on North Water- old Captain's Table.
17. Collected old light fixtures and computer for WPPI recycling.
18. Trying to locate a possible water leak in distribution system.
19. Help Marina lift docks.
20. Install new primary Neutral on Clark St. from Fifth to Lake.

