

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
February 20, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on February 20, 2008, at 4:00 P.M. in compliance with the open meeting law.

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

Member absent: Sylvén Konké.

Hafeman motioned, seconded by Charles to adopt the agenda set for the February 20th, 2008 meeting. Motion carried.

Hafeman motioned, seconded by Charles to approve the minutes of the January 16th, 2008 meeting. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) Building security: Chief Terry Magno was present to request continued access to the Utility shop. The Commissioners confirmed that the General Manager has the discretion to determine who has access to the Utility building.

Old Business:

- a.) The cross connection waiver form has passed legal review.
b.) Layne Tank water tower inspection and maintenance has not been scheduled.
c.) LeCloux discussed progress of the 2008 Perry, Birch and Cedar Corners project.
d.) Planning Commission, no utility projects.
e.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. Energy Service Representative calculated a lighting incentive based on electrician's proposal and forwarded it to City Hall.
f.) No update on the Algoma High School Community-Based Renewable project.

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

Charles motioned, seconded by Hafeman to approve the December financial reports. Roll call vote: all yes. Motion carried.

Manager's Report:

LeCloux reviewed the attached report.

- Replacement switch for north substation has arrived. Upon installation, the insurance company will cover all costs.

Office Manager's Report:

Johnson reviewed the attached report.

At 5:05 P.M. Charles 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.

At 5:35 P.M. Hafeman motioned, seconded by Ritchie 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.

The next regular Commission meeting will be held Wednesday, March 19th at 4:00 P.M.

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

Meeting adjourned at 5:40 P.M.

President

Director

Secretary

Memo

To: Algoma Utility Commission
From: Jim LeCloux
CC: Nancy Johnson
Re: Managers Report for Feb 20th **meeting**

1. Bond tank grounds on transformer settings.
2. Chris Massart attended meter apprenticeship school.
3. Change out electric and water AMR.
4. Truck Maint.
5. Read electric and water meters.
6. Water disconnects and reconnects.
7. Replace 200 amp cutouts at 6th & Clark.
8. Repair water main break at 20 Crestview Ct.
9. Lateral leak at 409 3rd.
10. Install safety equipment in shop.
11. Replace flag flood light at 54 and 42 intersection.
12. Energize sec at 526 Greenfield.
13. Replace voltage transformer at Algoma Lumber Veneer Shed.
14. Replace bayonet fuse Algoma Lumber transformer.
15. Remove snow Utility building and at all wells.
16. Shovel out hydrants.
17. Replace pole in alley behind 213 Steele St.
18. Power outage 115 & 123 Church St.
19. Shut off water & remove meter at 234 Church St.
20. Power outage at 512 Mill St.
21. Attend Focus on Energy Webinar.

22. Started interviews for General Manager position.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 2/14/08

Re: OFFICE MANAGER'S REPORT FOR 1/11/2008 - 2/14/2008 ACTIVITIES

Bonnie:

- Training with Mary in utility billing.
- Began payroll processing after training from Nancy.
- Update and print ACH stuffer mailed with January bills and add this information to community cable channel and the City web site.
- Update 3 press releases received from WPPI to reflect Algoma Utilities information and submit to Kewaunee County News for publication.
- Attend WPPI Focus on Energy Webinar
- Completed all end of year billing and electric/water meter reports and researched variances in meter counts
- Record 2007 labor cost to electric and water meters installed in 2007
- Successfully filed PSC adjustment electronically.
- Completed annual review of industrial and commercial customers.

Cheryl:

- Inactivated project list
- Pulled pole cards and filed pole cards
- Attend WPPI Focus on Energy Webinar
- Issued 15 commercial disconnects and 32 water disconnects.
- Trained with Mary in cash areas.

(OVER)

Mary:

- Started on January 14th. Training began with learning the front desk window, drive-up window, entering payments and making deposits.
- Became familiar with Harris Software
- Shadowed phone calls, customer service, and in disconnects
- Began cross training in accounts payable
- Trained in and completed my 1st Billing Cycle
- Attend WPPI Focus on Energy Webinar
- Became familiar with PSC Rules, rebate programs, rates, ach, move-in's and move-out's

Nancy:

- 2007 gallons pumped vs. sold, unaccounted loss: 11.14%. Up 2.5% from 2006
- 2007 kWh purchased vs. sold, unaccounted loss: 4.5722%. Up .3608% from 2006
- Trued up special funds for bond reserves and verified interest accruals to 1098s
- Completed electric and water meter inventory - good job to Chris and Bonnie for keeping data accurate!
- Located work orders missing over 700 feet of petroflex
- Calculated year end installation costs for electric/water meters and transformers
- Retired value of electric/water meters and transformers taken out of service
- Updated pole attachment inventory for 2008, 3rd party attachment rental
- Finished lateral, valve and street light inventory **no variances!**
- Completed year end plant addition/retirement unitization and installation factors. Allocated "Contributed" (CIAC) plant percentage. Calculated cost of removal looked up retired costs and split CIAC portion. Ran and filed year end Project Controller reports. Trued up depreciation.
- Allocated clearing accounts and wrote off 2007 balances
- Completed year end G/L reconciliation and documentation for audit file
- Performed internal audit; external audit scheduled for week of March 3rd
- Year end books closed one week earlier than in previous year

(OVER)

Nancy continued

- Boardman Law Firm reviewing proposed Verizon water tower attachment (South side), legal fees being funded by Verizon. Negotiating lease and rents.
- Discussed energy conservation projects and 2008 work plan with ESR
- Calculated several job estimates, discussing 2008 projects
- Discussing SRC water rate case with PSC and working on electric rate case with WPPI
- Attend WPPI Focus on Energy Webinar
- Cross-trained Bonnie in payroll
- Participated in WPPI Greenshades Webinar (W-2 processing)
- Completed year end payroll reports, filed 4th quarter reports, issued W-2s
- Checked deferred compensation contributions to year end report
- Filed 2007 OSHA report
- Prepared for Worker's Compensation audit scheduled for Feb. 21st
- Calculated 2008 Joint Metering fee
- Hosted deferred compensation informational meeting for employees
- Worked on PC and time clock set up for new Billing Clerk
- Finalized paperwork for Department of Commerce electric grant; funds have been received
- Attended USDA docket meeting for 2008 water projects, gathering data for meetings and researched **interim financing (ACTION ITEM: Motion at meeting)**