

**MINUTES OF THE ALGOMA UTILITY COMMISSION MEETING OF
May 21, 2008**

President Guy Haasch called the meeting of the Algoma Utility Commission to order on May 21, 2008, at 4:00 P.M. in compliance with the open meeting law.

Members present: Guy Haasch, Robert Hafeman, Sylven Konkel and Bruce Charles.
Also present: Richard Riederer and Nancy Johnson.

Member absent: Russ Ritchie.

Charles motioned, seconded by Hafeman to adopt the agenda set for the May 21st, 2008 meeting. Motion carried.

The Commission conducted the annual internal organization. Hafeman motioned, seconded by Konkel to maintain the current positions as follows: Guy Haasch and Sylven Konkel on the Planning Commission, Guy Haasch as President, Robert Hafeman as Vice-President and Russell Ritchie as Secretary/Treasurer. Roll call vote: all yes. Motion carried.

Hafeman motioned, seconded by Charles to approve the minutes of the April 16th and April 28th, 2008 meetings. Motion carried.

Comments of Anyone Present:

None.

New Business:

- a.) WPPI Community Contribution and Economic Development Funds will again be available for local organizations that submit a written request stating the need of funds. Written requests are due to the Utility office by July 10, 2008.

Old Business:

- a.) Layne Tank water tower inspection and maintenance will begin when weather permits at the end of May or early June.
- b.) Riederer discussed progress of the 2008 Perry, Birch and Cedar Corners project. Relocation of electric poles in Cedar Corners has been completed. Due to the installation of curb and gutter in Cedar Corners, water laterals will be extended so the water shut-offs could be located behind the curb.
- c.) Planning Commission, no utility projects.
- d.) The city is participating in the WPPI Utility and Municipal Building Energy Efficiency Incentives program. A lighting upgrade will be performed at City Hall building and will also include the library and the Emergency Government areas.
- e.) WPPI's Renewable Energy Program Coordinator is reviewing Algoma High School's 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.

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

The annual audit report has not been received yet.

Manager's Report:

Riederer reviewed the attached report.

- The Commission authorized management to review renewable energy options for the Utility to pursue.
- Contacted Todd Haultaufderheid regarding new hydrants to be installed by Well #3 and #5. Hydrants will be available for City use, but will not be charged to the public fire protection count.
- Discussion was held regarding the new laws for personal protective clothing. Krause Power Engineering (KPE) will perform the Arc-Flash Hazard Analysis for \$6,200. Upon completion of fault study, clothing options will be reviewed. Konkel motioned, seconded by Hafeman to approve KPE to perform the study. Roll call vote: all yes. Motion carried.
- Well SCADA system was discussed. Existing old system display is not capable of being programmed to operate at off-peak hours. Energenecs provided a quote of \$3,255.91 for a new screen that can be programmed with time-of-day options. The new unit will be paid for by off-peak energy savings in less than two years. Hafeman motioned, seconded by Konkel to approve the Energenecs quote for a new well SCADA screen. Roll call vote: all yes. Motion carried.
- Utility shop lights will be upgraded to for energy efficiency. WPPI Energy Service Representative will be contacted to determine possible level of incentive available.
- Jay's Asphalt and Paving will be performing the parking lot blacktopping by the Utility office. This was a budgeted item.
- Shannon Sallee was the winner of the \$1,000 WPPI/Algoma Utility scholarship. Sallee wrote an essay on the "Value of Renewable Energy in Kewaunee County".

Office Manager's Report:

Johnson reviewed the attached report.

- Verizon contract negotiations were discussed.

The next regular Commission meeting will be held [Wednesday, June 18th](#) at 4:00 P.M.

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

Meeting adjourned at 5:10 P.M.

President

Director

Secretary

Memo

To: Algoma Utility Commission
From: Dick Riederer
CC: Nancy Johnson
Re: Managers Report for May 21 meeting

1. Spoke to Todd from energetic about running wells may need new screen.
2. Ordered new transformer fro Silver Creek Plant new setting 277-480 volt.
3. Talk to Terry Qualman and Jeff Kroening about park lighting.
4. Talk to Judy Ziles about forklift certification, she will do it May 16th, no charge, Hardwoods.
5. Attended rate hearing.
6. Dave Bores from Davie's Water will repaint about 16 hydrants. Dave will also paint the new hydrants.
7. Talked to Wiegands about electrical service at Perry St. bulk plant. They will disconnect the present service.
8. Talked to Tom Romdenne about sewer charge at the fish cleaning station, Sunrise Cove. He said we should not charge them sewer if they capped off the water lines.
9. Met with Nancy and lawyer through a conference call about Verizon and South water tower.
10. Attended WPPI orientation May 6th.
11. Called Layne Tank about inspection on water towers. They will be here end of May or beginning of June.
12. Presented the WPPI scholarship May18th to Shannon Sallee.

CREW

1. Install new pole and URD secondary service at 1509 Lake St.
2. Finished the electrical at Cedar Corners.
3. Build three phase setting at old Captain's Table.
4. Help city crew cut trees.
5. Did estimates for Jag Outdoor Advertising, St Mary's School- church.
6. Finish new primary and secondary in alley by Hotel Stebbins.

7. Safety School at Sturgeon Bay.
8. Test oil on transformer for PCB oil.
9. Power outage May 9th, two vacuum switches didn't operate.
10. Checking poles and attachments.
11. Locates for Perry St.
12. Try to locate water leak in distribution.

13. Scott and Christopher attended water seminar in Green Bay.
14. Reworked the elec on North Water- old Captain's Table.
15. Collected old light fixtures and computer for WPPI recycling.
16. Trying to locate a possible water leak in distribution system.
17. Help Marina lift docks.
18. Install new primary Neutral on Clark St. from Fifth to Lake.

ALGOMA UTILITIES MANAGER REPORT

To: ALGOMA UTILITY COMMISSION

From: NANCY JOHNSON

CC: JIM LECLOUX

Date: 5/13/08

Re: OFFICE MANAGER'S REPORT FOR 4/11/2008 - 5/13/2008 ACTIVITIES

Bonnie:

- Prepared follow-up letters to customers for failed cross connection surveys.
- Worked on Consumer Confidence Report to stuff with June bills.
- Prepared spreadsheets for line crew to use for pole and transformer verification, which will later be turned into a database.
- Began working on transformer cards to update location from customer name to actual service address.
- Began training for various tasks to be completed in the absence of Office Manager.
- Researched processes required to convert to "Perfect PCAC" method.
- Coordinated steps to create a separate service for CTC funds.
- Continued training in billing with Mary.

Cheryl:

- Worked hard with many customers on disconnects, assistance programs, D.P.A.'S.
- Issued 202 disconnects, ended up calling 51 customers, 17 door hangers, 2 disconnected, 38 payment plans. On D.P.A. due date we had 5 door hangers, 2 disconnects, (both reconnected same day).
- Went over disconnect procedures with Mary.

(OVER)

Mary:

- Attended BCC Meeting at WPPI.
- Began researching the possibility of a Rain Barrel Program for Algoma.
- Reviewed procedures for disconnects and assisted with making reminder calls to disconnect customers - moratorium ended April 15th.
- Informed of the New PCAC Structure and how it will affect billing.
- Continued scheduling meter change-outs for Route 10.
- From Jan 08 to May 2008 ERT Meter changes: 80 water and 139 electric.
- Since July of 2004 – Y.T.D.: ERT Meter changes: approx. 1571 water and 1757 electric.

Nancy:

- Reviewed American Transmission Company voluntary investment request.
- Attended City Finance Committee meeting to discuss ATC investment.
- Posted PSC electric rate hearing and notifications of rate increases.
- **PSC held a public hearing regarding the approval of an overall electric rate revenue increase of approximately 4.2%. New rates will begin with service on and after May 28, 2008 (meter reading date).**
- **PSC approved the water rate revenue increase of 3% (across all customer classes). New rates will begin with service on and after June 26, 2008 (meter reading date).**
- Calculated several job estimates.
- Conference call with Boardman Law Firm regarding negotiating a lease with Verizon for a water tower attachment (South side). Reviewed draft of lease.
- Attended City Council meeting. Ehlers representative presented interim financing for Perry/Birch/Cedar Corners project. Council passed resolution.
- Completed arbitrage form to be sent to Quarles and Brady Bond Counsel re: interim financing.
- Conference call for WPPI bond issue.
- Attended MEUW Commitment to Community (CTC) seminar – new reporting rules.
- Reviewing new CTC rate structure with WPPI.
- Discussed new CTC reporting rules, energy conservation projects and scholarships with ESR.

(OVER)

Nancy continued

- Attended WPPI Building Community Connections (BCC) Workshop, began researching City Renewable Energy campaign, discussed rain barrel project with Mary.
- Created spreadsheet for Manager, showing savings of operating well pumps at off-peak hours.
- Typed Local Circuit articles re: WPPI Community Contribution Funds and changes in management.
- Typed MEUW safety resolution.
- Working with new General Manager, had ACCESS set up for transformer database.
- Reviewing work orders with new Foreman.
- Attended FEMA Board meeting.
- Reviewed draft of audit report-notified auditors of errors for them to correct.
- Discussed change in PCAC method and meter reading with staff.
- Obtaining Energy Star Certification for Algoma Utility office.
- Troubleshooting and repairing Windows update and virus definitions on PCs.
- Cross training with Bonnie to cover during my absence.
- Staff planned Jim LeCloux's retirement party.